# RESPONSE SCHEDULES

# Infrastructure, Investment and Contracts

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| --- | --- |
| **RFT NUMBER** | **T18-1107** |
| **RFT TITLE** | **DARWIN REGION - RAPID CREEK CATCHMENT - FLOOD MITIGATION CONSTRUCTION** |
| **CLOSE DATE** | **2.00 PM AUSTRALIAN CENTRAL STANDARD TIME**  tUESDAY, 3 APRIL 2018  **(LATE TENDERS MAY NOT BE ACCEPTED)** |

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| --- |
| **HOW TO RESPOND TO THIS REQUEST FOR TENDER** |
| Complete the Tender Response Schedules provided separately. This will become your Tender which may be lodged in any of the following ways:  **By Electronic lodgement facility at:** [**www.nt.gov.au/tenders**](http://www.nt.gov.au/tenders)  **By FAX to:** **(08) 8999 1935**  **By Post to: Department of Corporate and Information Services**  **GPO Box 1551**  **DARWIN NT 0801**  **Note: no other form of delivery is acceptable** |

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| --- | --- | --- | --- |
| Legal Entity Name |  | | |
|  | | | |
| Trading as |  | | |
|  | | | |
| ABN |  | ACN |  |

|  |  |  |
| --- | --- | --- |
| CAL Registration Number |  | (Required only when specified in the annexure) |
|  | | |
| Address of Place of Business |  | |

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| --- | --- | --- | --- |
| Postal Address |  | | |
|  | | | |
| Telephone |  | Facsimile |  |
|  | | | |
| Email Address |  | | |
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| Web Site |  | | |

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| CONTACT PERSON DETAILS | | | |
|  | | | |
| Name |  | Position |  |
|  | | | |
| Telephone |  | Facsimile |  |
|  | | | |
| Email Address |  | | |

On behalf of the Tenderer, I/We the undersigned hereby:

**Addenda**

|  |  |
| --- | --- |
| 1. If applicable confirm receipt and inclusion in the Tender, of the addenda numbered For example 1-3 or 1, 2, 3 |  |

**Conditions of Contract**

1. Agree to be bound by the Conditions of Contract as referred to in Section 2 of the Request for Tender.

**Business Status**

1. Certify to the best of my/our knowledge:
2. If the Tenderer is an individual, that he or she:
3. is not a bankrupt; or
4. has not assigned his or her estate for the benefit of creditors.
5. If the Tenderer is a partnership, no step has been taken to dissolve that partnership.
6. If the Tenderer is a company:
7. that no application or order has been made for the winding up of the company (whether voluntary or otherwise);
8. that no resolution has been passed for the winding up of the company; or
9. that the company is not under:
10. an arrangement and/or reconstruction (ie. restructuring a public company);
11. an appointed liquidator, provisional liquidator or administrator;
12. an appointed receiver or manager (or both);
13. official management; or
14. any composition or arrangement or assignment with, or for the benefit of, its creditors or a class of them.

**Offer**

1. Having examined and acquired an actual knowledge of the Request for Tender offer to provide the Services at the amount(s) quoted and in accordance this Request for Tender and completed schedules attached.
2. Agree the offer shall remain valid for acceptance for a period of 60 days from the closing date.

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| --- | --- |
| If lodging electronically, acknowledge acceptance of the above by placing an “X” in this box |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

(Not necessary if lodging electronically)

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Position |  |
| (Print name and position in business) | | | |

(\*Add additional signature block as necessary)

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| **Tenderers should include in this schedule full details of any assumptions they made in the development of the Tender prices. All assumptions, qualifications and exclusions are to be noted here. Qualifications and assumptions noted elsewhere in the submission may not be considered.** |
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# PAST PERFORMANCE

## Previous Experience

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|  | **Provide an overview of the business’s experience in projects of similar nature, scope and size.**   1. **Identify experience in projects of similar nature, scop and size undertaken for Northern Territory Government.** 2. **Identify relevant experience in projects undertaken for other clients.** 3. **Clearly identify the similarities of past projects with the requirements of these works.** 4. **Define your organisations role in each project.** 5. **Indicate if team members nominated for this project have worked on the examples provided.** 6. **Include Contractor Performance reports if possible.** |
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## Referees

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|  | **Provide details and referees for at least 3 completed contracts of similar nature, scope and size. (May be contacted as part of the assessment).** | | | |
| **Contract Description** | | **Contract Value $** | **Referees** | |
| (Contact Person) | (Company Name and Phone No.) |
|  | |  |  | Phone: |
|  | |  |  | Phone: |
|  | |  |  | Phone: |

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# LOCAL CONTENT

## Enhance Local Industry

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| --- | --- |
| 2.1.1 | **Provide details of Tenderer’s presence in Region of work location.** |
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| 2.1.2 | **Outline the Northern Territory Industry Component of this Project** |
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## Regional Development Opportunities

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| 2.2.1 | Provide an outline of the estimated impact of the project on the immediate region and specific proposals to maximise regional development. |
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| 2.2.2 | Provide details of your organisations support and involvement with the local Darwin and Northern Territory community. |
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**LOCAL CONTENT (CONTINUED)**

## How Will Services, Supplies and Labour be Utilised?

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| --- | --- |
| 2.3.1 | **What goods or services will be required?** |
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| 2.3.2 | **What goods or services can local industry tender for?** |
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| 2.3.3 | **How will you work with the ICNNT to identify Northern Territory businesses capable of providing goods or services?** |
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| 2.3.4 | **What is the estimated local employment during construction?** |
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## Enhancement of Local Business and Industry Capability

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| 2.4.1 | **Provide an outline of the proposed skills development as a result of this project.** |
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**LOCAL CONTENT (CONTINUED)**

## Suppliers Details

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| --- | --- | --- | --- | --- | --- |
| 2.5.1 | Provide details of use of suppliers and/or supplies in relation to the Works. For example: steel supply, steel fabrication, steel coating and/ or galvanising etc. | | | | |
| **Suppliers trading name** | | **Business Premises Base** | **Type of Supplies** | **Value of supplies $** | **Recognised Indigenous Business Enterprise (IBE)** |
|  | |  |  |  | Yes/No |
|  | |  |  |  | Yes/No |
|  | |  |  |  | Yes/No |
|  | |  |  |  | Yes/No |
| 2.5.2 | Where any supplier listed in 2.5.1 is based outside the NT provide details of an alternative NT supplier, including the alternative price details. | | | | |
| **Suppliers trading name** | | **Business Premises Base** | **Type of Supplies** | **Value of supplies $** | **Recognised Indigenous Business Enterprise (IBE)** |
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**LOCAL CONTENT (CONTINUED)**

## Sub-Contractors Details

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.6.1 | | Provide details of all sub-contractors to be utilised in relation to the Works (add space if necessary). | | | | | | |
| **Registered Trading Name of Proposed Sub-Contractors** | | **Business premises base** | **Description of**  **Sub-Contracted Works** | **Value of Sub-Contracted Works**  **$** | **\*CAL Registration Number of Sub-Contractor**  (where applicable) | **\*CAL Rating of Sub-Contractor** (where applicable) |
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|  | |  |  |  |  |  |
| 2.6.2 | | Where any sub-contractor listed in 2.6.1 is based outside the NT provide details of an alternative NT sub-contractor, including the alternative price details. | | | | | | |
| **Registered Trading Name of Proposed Sub-Contractors** | | **Business premises base** | **Description of**  **Sub-Contracted Works** | **Value of Sub-Contracted Works**  **$** | **\*CAL Registration Number of Sub-Contractor**  (where applicable) | **\*CAL Rating of Sub-Contractor** (where applicable) |
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\*Note – Where the value of the sub-contract component is $100,000 and greater; and the sub-contracted Works is subject to Contractor Accreditation (CAL) the CAL registration number and rating level of the proposed Sub-contractors is required.

**LOCAL CONTENT (CONTINUED)**

## Local Representation

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 2.7.1 | **Provide details of Tenderer’s and key sub-contractors location of business premises. Provide the number of employees in each location in total and nominated for this project.**  **(add additional rows for sub-contractors as required)** | | | | | |
| **Organisation** | **Location** | **Number of Employees** | | **Number of Indigenous Employees** | | **Number of years established in this location** |
| 1. **Tenderer** | | Total | This Project | Total | This Project |  |
| Head Office: |  |  |  |  |  |  |
| Branch Office: |  |  |  |  |  |  |
| **Total** | |  |  |  |  |  |
| 1. **Sub-contractor:** | | **(BUISINESS NAME)** | | | | |
| Head Office: |  |  |  |  |  |  |
| Branch Office: |  |  |  |  |  |  |
| **Total** | |  |  |  |  |  |
| 1. **Sub-contractor:** | | **(BUISINESS NAME)** | | | | |
| Head Office: |  |  |  |  |  |  |
| Branch Office: |  |  |  |  |  |  |
| **Total** | |  |  |  |  |  |

**LOCAL CONTENT (CONTINUED)**

## Staffing Commitment to the Works

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| --- | --- | --- | --- | --- | --- |
| 2.8.1 | Tenderers are to state the total number of people and estimated number of days to be employed in the execution of the Works. | Tenderer | | Sub-Contractors | |
| Number of employees engaged on the works | Number of Days of work | Number of employees engaged on the works | Number of day of work |
| Full-time Employees | |  |  |  |  |
| Part-time Employees | |  |  |  |  |
| Indigenous Employees | |  |  |  |  |
| Apprentices | |  |  |  |  |
| Indigenous Apprentices | |  |  |  |  |
| Total number on the job: | |  |  |  |  |

**LOCAL CONTENT (CONTINUED)**

## Indigenous Employees

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| 2.9.1 | Provide details of Indigenous employees or employment opportunities for Indigenous persons that are currently supported by the Tenderer or will be generated by this requirement within the Region where the works will be undertaken. | | | | | | |
| Employer (Tenderer or Sub-Contractor) | | Name of Employee | Skill/Trade | Period of Employment (How long have they been employed) | Indicate Current/Proposed Date | | Where will they be utilized for this requirement |
|  | |  |  |  | Current: |  |  |
| Proposed Date: |  |  |
|  | |  |  |  | Current: |  |  |
| Proposed Date: |  |  |

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| 2.9.2 | Provide details of additional/temporary employment opportunities for Indigenous employment that would be created in the Region as a result of this work | | | | |
| Name of indigenous employee | | Trade of profession | Type of position | Where will they utilized for this requirement | Estimated number of days of work |
|  | |  | ❒ Tradesman  ❒ Graduate  ❒ Trainee ❒ Employee |  |  |
|  | |  | ❒ Tradesman  ❒ Graduate  ❒ Trainee ❒ Employee |  |  |

**LOCAL CONTENT (CONTINUED)**

## Apprentice Details

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| 2.10.1 | Tenderers to state the number, trade type, apprentice name and duration employed by tenderer and/or sub-contractor (tenderer to nominate) and to state if and where they will be utilised in the execution of this scope of works. | | | | | | | |
| Employer(Tenderer or Sub-Contractor) | | Employer(Tenderer or Sub-Contractor) | Apprentice Contract No. | Period of Employment (How long have they been employed) | Trade Year(What year of qualification are they currently in) | Trade Type | Where will they be utilised? | Estimated number of days of work |
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| 2.10.2 | Provide details of the measures utilised to ensure Apprentices are meeting their learning objectives. |
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**LOCAL CONTENT (CONTINUED)**

## Training and Development

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| 2.11.1 | Provide details of accredited training or employment opportunities that are currently supported by the Tenderer or will be generated by this requirement. | | | | | | |
| Name of Trainee/Employee | | Skill/Trade | DET ID No. (If Applicable) | IndicateCurrent/Proposed Date | | Where will they be utilised for this requirement | Indigenous employee | |
|  | |  |  | Current: |  |  |  | |
| Proposed Date: |  |
|  | |  |  | Current: |  |  |  | |
| Proposed Date: |  |

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| --- | --- | --- |
| 2.11.2 | Provide details of other training initiatives the Tenderer currently undertakes. | |
| Name of Training Program/Initiative | | Skill/Trade |
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# TIMELINESS

## Construction Program

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|  | **Provide as an attachment a construction program (in PDF and MPP formats) detailing how timeframes as stated in the scope of works can be achieved. Construction Program to include:**   * **Sequence of construction considering the following at a minimum:**   + **Site Establishment, including office compound and site fencing requirements;**   + **Environmental Management, including erosions and sediment control, cycad removal and working with EcOz Environmental Services;**   + **Provision for Traffic, including detouring and temporary works;**   + **Earthworks, including site specific soils management;**   + **Road Pavements;**   + **Drainage Works;**   + **Concrete Works;**   + **Landscaping;**   + **Restrictions on vehicle size;**   + **Restrictions on transport times;** * **Delivery timeline, clearly indicating:**   + **Critical path;**   + **Milestones for completion of key stages of works;**   + **Duration of works;**   + **Completion Date** |
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**TIMELINESS (CONTINUED)**

## Methodology

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|  | **Provide as an attachment a detailed methodology, which will be implemented in order to deliver the project within the required timeframe.**   * **At a minimum consider the following:**   + **Site Establishment, including office compound and site fencing requirements;**   + **Environmental Management, including erosion and sediment control, cycad removal and working with EcOz Environmental Services;**   + **Provision for Traffic, including detouring and temporary works;**   + **Earthworks, including site specific soils management;**   + **Road Pavements;**   + **Drainage Works;**   + **Concrete Works;**   + **Landscaping;**   + **Restrictions on vehicle size;**   + **Restrictions on transport times;**   + **Risk mitigations to deliver the project within the required timeframe;**   + **Working on multiple fronts; and**   + **Public use of nearby facilities, public road users and access to Darwin International Airport** |
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# CAPACITY

## Overview

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|  | **Provide overview of key team members nominated for this project and their skills, qualifications and experience that is relevant to this project.**  **Include the following details:**   * **Key Sub-contractors employees;** * **Attach CV’s (curriculum vitae’s) for key personnel;** * **Links to previous projects experience** * **Any specialised skills / qualifications and knowledge of personnel (employee or sub-contractor)** * **Any dedicated/specialist work crews** |
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## Project Delivery Structure

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|  | **Provide organisation charts that outline Business Organisation Structure and Project Delivery Team and Structure. Include experience of personnel that will be involved in providing the requirement.**  **Include the following details:**   * **Business Organisation Chart** * **Project Delivery Team Organisation Chart (include DIPL staff and sub-contractors)** * **Contingency personnel (in case of proposed personnel unavailability)** |
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**CAPACITY (CONTINUED)**

## Current Commitments (greater than $20,000)

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|  | **Provide details of current contractual commitments.** | | | | | |
| **Principal Location and Description** | | **Contract Award Date** | **Total Value $** | **% Not Completed** | **Due Date for Completion** | **Anticipated date for Completion** |
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|  | **Provide details of the business’ remaining capacity and ability to deliver this project (after commitments are taken into account).** |
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## Risk Management

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|  | **Provide details of risk management systems that will be implemented to ensure the Requirements of this project will be achieved.** |
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|  | **Identify and detail key risks for this project and detail what mitigation strategies will be implemented by the Tenderer to ensure delivery of the Works. Consider and address at a minimum:**   * **Safety** * **Timing** * **Traffic Management** * **Environmental Management including;**   + **Limits of works**   + **Cycads**   + **Management of Earthworks (PFAS)**   + **Erosion and Sediment Control** |
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**CAPACITY (CONTINUED)**

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|  | **Provide details of contingency plans that could be implemented if required to ensure the Requirement will be achieved on time. Including but not limited to:**   * **Contingent staff and construction personnel** * **Working on multiple work fronts** * **Construction methods** |
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|  | **Detail any legal action current and or pending that may impact the Tenderer’s ability to meet the requirements of the Request for Tender.** |
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## Financial

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|  | **Details of Tenderer’s processes and procedures to ensure payment of employees, sub-contractors and creditors.** |
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| **1** | **Who is your nominated Indigenous Development Representative?** | | | |
| **Name** | |  | | | |
| **Position** | |  | **Phone No.** |  | |

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| **2** | **(a) How will you determine indigenous employment capability and how will you engage with the available indigenous workforce?**  **(b) Provide the name of any specialist organisation you intend to use.** |
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| **3** | 1. **What indigenous employment targets will be aimed for on this project?** 2. **How will the indigenous employment targets be measured?** 3. **How will the local community be consulted on achieving these targets?** |
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| **4** | **(a) What training organisation are you intending to use, and what accredited training courses are you considering?**  **(b) How will you undertake the training needs assessment, and how will this guide the training schedule you develop?**  **(c) What classroom and on-the-job training will be provided?** |
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| **5** | **What services, suppliers and sub-contractors will you use on this project, to optimise indigenous employment outcomes and community benefit?** |
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| **6** | **What employment conditions will you use to employ indigenous people?** |
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| **7** | **Will you be seeking other government funding sources to supplement training costs?** |
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| **8** | **What reporting arrangements/systems will you use throughout the period of the contract?** |
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| **Do you have a documented quality system? (Tick)** |  |  | **YES** |  |  | **NO** |

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| **On which standard is it based? (Tick)** |  |  | **ISO 9001:2000** | |  |  | |  |
|  |  |  |  | |  | | | |
|  |  |  | **Other** | **Specify:** | | |  | |

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| **Who is your nominated Quality Management Representative (QMR)** | | | |
| **Name** |  | | |
| **Position** |  | **Phone No** |  |

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| **How do you intend to meet the requirements for contract review?** *(Clause 5* *.4.3 of the RFT)* |
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| **How will you control documents and data relating to the contract?** *(Clause* *5.4.5 of the RFT)* |
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| **What methods do you propose to employ to meet the requirements for purchasing and sub-contractors?** *(Clause* *5.4.6 of the RFT)* |
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| **How do you identify the work as numbered lots?** *(Clause* *5.4.8 of the RFT)* |
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| **Do you have written procedures which describe how the work will be carried out and controlled?** *(Clause* *5.4.9 of the RFT)* |  |  |  | |  |  |
|  |  | **YES** |  | **NO** |
| If Yes, complete Appendix 1 | | |  | |

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| **What methods do you propose to employ to meet the requirements for inspection and testing?** *(Clause* *5.4.10 of the RFT)* |
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| **How are you going to ensure that any device or equipment used for measuring or testing is accurate to the tolerances specified?** *(Clause* *5.4.11 of the RFT)* |
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| **How will you identify and record the results of inspections and tests?** *(Clause* *5.4.12 of the RFT)* |
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| **How will you handle, prevent and remedy defective work or material and defects in your quality system?** *(Clause* *5.4.13 of the RFT)* |
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| **What action will you take to eliminate or minimise recurring problems?** *(Clause* *5.4.14 of the RFT)* |
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| **How will you ensure that materials and items to be incorporated in the work are not lost, damaged or suffer deterioration?** *(Clause 5**.4.15 of the RFT)* |
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| **How will you control quality records?** *(Clause* *5.4.16 of the RFT)* |
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| **How will you ensure that all personnel employed on this project are appropriately trained?** *(Clause* *5.4.18 of the RFT)* |
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| **How do you intend to attend to defects during the liability period?** *(Clause* *5.4.19 of the RFT)* |
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| **Do you have and further relevant details of your proposed quality system?** |
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**LIST OF PROCEDURES ASSOCIATED WITH PROJECT QUALITY SYSTEM**

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| --- | --- | --- |
| **PROCEDURE NO** | **TITLE** | **RELEVANT CLAUSE OF SPEC** |
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**This Environmental Management Plan Proposal must provide a framework for the Environmental Management Plan required in the Environmental Management section of the specification**

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| --- | --- | --- |
| **Do you have a documented Environmental Management System?** | **Yes** | **No** |

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| **On what is the system based? (For example is it written around the requirements of this scope)** |
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| **Who is your nominated Environmental Management Representative? (EMR)** | | | |
| **Name** |  | | |
| **Position** |  | **Phone Number** |  |

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| --- | --- | --- |
| **Do you have written procedures that describes how the work will be controlled in regard to Environmental Management?** | **Yes** | **No** |

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| --- |
| **How do you intend to ensure that all permits, approvals and clearances are obtained?** |
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| --- |
| **How do you intend to meet the requirements of the General Environmental issues?** |
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| **How will you meet the requirements for Community Consultation?** |
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| **How will you manage the waste from the project?** |
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| **How will you manage the weeds on the site?** |
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| --- |
| **How will you manage soil erosion on the site?** |
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| --- |
| **What methods do you propose to employ for internal audits of the system?** |
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| **How will you control Environmental Management records?** |
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| --- |
| **How will you ensure that all personnel employed on this project are appropriately trained?** |
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| **Do you have any further relevant details of your proposed Environmental Management System?** |
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| --- | --- | --- |
| **PROCEDURE No** | **TITLE** | **RELEVANT CLAUSE OF SPEC** |
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The Tenderer must provide the following information in respect to its Work Health and Safety Management *(refer Work Health and Safety Management clause the Conditions of Contract)*

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| --- | --- | --- | --- |
| **1** | **Do you have a documented Work Health and Safety Management Plan in place?** | **YES** | **NO** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2** | **Who is your nominated Work Health and Safety Management Officer?** | | | |
|  | **Name** |  | | |
|  | **Position** |  | **Phone No** |  |

|  |  |
| --- | --- |
| **3** | **What are the key hazards & risks associated with this specific project and what controls will you be putting in place to manage them?** |
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| --- | --- |
| **4** | **Outline the arrangements you will put in place to manage the following, for this specific project?**  **Consultation, co-operation and co-ordination with all stakeholders including sub-contractors;**  **Monitoring of work health and safety training and site inductions;**  **Managing any work health and safety incidents including reporting and notification;**  **Identifying the hazards, assess & control risks associated with this specific project; and**  **Management of sub-contractors including collecting, assessing, monitoring and reviewing safe work method statements.**  **This information must be specific to this project.** |
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