

# REQUEST FOR TENDER

## PART B – PROJECT BRIEF

### Northern Land Council

November 2023

|                   |  |
|-------------------|--|
| <b>RFT NUMBER</b> | NLC-23/24 - 002  |
| <b>RFT TITLE</b>  | KATHERINE - NLC KATHERINE OFFICE PRECINCT - CONSTRUCT  |
| <b>CLOSE DATE</b> | 2.00 PM AUSTRALIAN CENTRAL STANDARD TIME<br>FRIDAY, 22 DECEMBER 2023<br>(LATE TENDERS MAY NOT BE ACCEPTED) |

### HOW TO RESPOND TO THIS REQUEST FOR TENDER

Complete the Tender Response Schedules provided separately. Submit in electronic copy per the below details. **Note: no other form of delivery is acceptable**

The Tenderer is required to submit the following:

- Electronically via TenderLink at: <https://portal.tenderlink.com/nlc>  
follow the instructions to register to NLC's Portal.

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Response Schedules, together with the drawings referred to within this document are provided separately.

# 1 PRELIMINARY CLAUSES

## 1.1 DESCRIPTION OF THE WORKS

A general outline of the work to be carried out under the Contract comprises of the documentation and construction of:

- Three contemporary single storey multi-function buildings to operate as
  - An administration building;
  - An amenities and conference building
  - A ranger office / staff kitchen building;
- Landscaping and external areas;
- One warehouse and associated areas;
- External hardstands and carparking;
- Internal access roads and loading area;
- Fencing and associated services;
- Building and external facilities services and infrastructure.

Refer Clause 3 Scope of Works and design drawings / documentation for more information.

## 1.2 AS-BUILT DRAWINGS AND HANDOVER

In accordance with the Contract, the Tenderer will need to allow in their Tender the provision of suitable and thorough As-built drawings, Warranty Certificates (including applicable information such as serial numbers, product purchase details etc.), Operation & Maintenance Manuals (OMMs) that will be subject to the approval of the Principal and certification attendances as part of the Completion and Handover process.

## 1.3 SITE OF WORKS

The site of the Works is Lot 3472 Chardon Street, Katherine East, NT.

Where work is required to be carried out in easements or on land adjacent to the site for the purpose of connecting services or joining up of roads etc. ensure that the appropriate licences and approvals are obtained for work in those particular areas.

## 1.4 WORKS NOT INCLUDED

The following work to be carried out on site is not included in the Contract and will be carried out during the currency of the Contract by the Principal or by other persons.

- Relocation of existing warehouse and workshop storage items, including car hoists.
- Relocation of existing IT equipment, refer to Room Data Sheets for appropriate Group 1,2 & 3 items.
- Relocation of existing artwork / sensitive archive items.

## 1.5 BUILDING APPROVALS – (CONSTRUCT)

Obtain a Building Permit/Letter of Compliance and complete all requirements including the issue of an Occupancy Permit/Letter of Occupancy for all building Works.

## PRELIMINARY CLAUSES

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For projects located outside Designated Building Control Areas the Building Certifier is to provide a Letter of Compliance in lieu of Permits. The Contractor is to provide these Letters of Compliance to the Superintendent.

The Contractor is to pay the mandatory contributions for the Water Sewer System Extension Policy (WASSEP) and the Power Networks Capital Contributions Policy (PNCCP)

More information is available:

Water and Sewer System Extension Policy (WASSEP)

[www.powerwater.com.au/ data/assets/pdf file/0018/17082/wassep.pdf](http://www.powerwater.com.au/data/assets/pdf_file/0018/17082/wassep.pdf)

Power Networks Capital Contributions Policy (PNCCP)

[www.powerwater.com.au/networks\\_and\\_infrastructure/power\\_networks/ccr](http://www.powerwater.com.au/networks_and_infrastructure/power_networks/ccr)

The Contractor is to pay all costs associated with Building Permit/Letter of Compliance, inspections and certificates/letters and Certificate or Letter Occupancy/Occupancy Permit.

Construct the Works in accordance with the requirements of the *NT Building Act*. Provide a Building Permit from a private Building Certifier and construct the Works in accordance with the conditions of the Building Permit. At Practical Completion of the Works provide the completed Section-69 Builders Declaration to the private Building Certifier.

Notifiable Inspections: Have the Notifiable Inspections, as listed on the Building Permit, carried out by the private Building Certifier.

Quality Assurance: Where applicable, insert hold points for the Notifiable Inspections into the inspection and test plans of the relevant trades.

Collect the Section 40 Certificates of Compliance and the final inspection certificates from the relevant Reporting and Consent Authorities and provide to the private Building Certifier as soon as possible after Practical Completion.

Collect the Certificate or Letter Occupancy/Occupancy Permit from the private Building Certifier and provide to the Superintendent as soon as possible after it is issued. The Superintendent can then issue a Certificate of Practical Completion if satisfied that the Works are at Practical Completion.

The Contract Sum is to cover all costs associated with the requirements of this clause.

### ADDITIONAL INFORMATION

A Work Instruction - Procedure for Building Certification is available via

<https://transport.nt.gov.au/infrastructure/technical-standards-guidelines-and-specifications/technical-specifications>.

This document provides additional useful information.

## 1.6 NOTICE BOARDS

General: Provide project-specific signboard as follows:

Locate where directed.

Maintain in good condition for duration of the work.

Obtain permission for removal.

## PRELIMINARY CLAUSES

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Remove on completion.

Other signboards: Obtain approval before display of advertisements or provision of other signboards.

Project signboard description

Size: 3000 wide x 2400 high

Text, graphics: Text and graphics to be advised. Allow for the top two thirds of the sign to identify the project, recognise the Northern Land Council, the client department and the project manager with suitable logos for each. Provision is to be made on remaining third of the sign to reflect the consultant team and the building contractor for the project. Approval for the sign by the Northern Land Council is required prior to installation.

### 1.7 RESTRICTED WORKING HOURS

The work to be performed under the Contract shall be subject to execution within certain restricted working hours and the Contractor shall observe the following requirements:

Monday to Friday 7:00AM to 6:00PM

Saturday or Sunday work with approval by Superintendent

See also clause titled "Working Hours" in the Conditions of Contract.

### 1.8 EXISTING STRUCTURES AND SERVICES

Any connection, disconnection or interference with existing water and power services shall be carried out under the supervision of the Superintendent to whom reasonable notice shall be given by the Contractor of its intention.

### 1.9 SITE OFFICE

The Contractor shall provide, erect on site, maintain and clean an approved site office. The office shall be erected on site as directed by the Superintendent and cleaned daily by the Contractor.

This office is for the sole use of the Superintendent or otherwise by agreement but shall remain the property of the Contractor and shall be removed from the site on completion of the Works.

### 1.10 SURVEYS AND SETTING OUT

The Contractor shall be responsible for all setting out required for the proper execution of the Works. The design lines have not been pegged. Survey stations sufficient to establish the design line have been placed at the coordinates and levels shown in the drawings.

Prior to setting out the Works the Contractor shall verify the assigned coordinates and levels of all control stations. Differences outside the tolerances listed below, along with an assessment of the possible source of the problem and a proposed solution, shall be reported to the Superintendent for resolution, acceptance or guidance as to the method to be used for minimising or correcting adverse effects.

The precision of the x, y and z values of an adjacent control mark, as determined from the occupied control mark, are not to exceed the greater of the following:

|   |                                     |
|---|-------------------------------------|
| x | : ± 5 mm or ± 25 ppm                |
| y | : ± 5 mm or ± 25 ppm                |
| z | : ± 12 mm $\sqrt{\text{kilometre}}$ |

The Contractor shall take care not to disturb or cause any damage to land survey pegs and shall be responsible for the payment of all fines, legal expenses, cost of re-erection and any other claims arising.

## PRELIMINARY CLAUSES

### Survey Pegs

Install temporary survey pegs along the extent of the works.

The survey pegs are to be installed in close proximity to the edges of the formation but still provide clearance for plant and equipment to be used without damaging or moving the survey pegs.

The survey pegs must be installed in pairs, one on each side of the pavement, positioned and marked to have the same chainage.

The survey pegs are to be spaced at 100m intervals longitudinally along the works.

Individual survey pegs are to be tied with high visibility flagging tape.

The survey pegs are to be marked with the design relative level of the finished pavement and the chainage at which each survey peg is located. This information must be clearly legible throughout the duration of works.

The finished pavement design levels are at points in the centre of the pavement for pavements with equal numbers of traffic lanes in each direction of travel.

The finished pavement design levels are at points in the centre of 2 adjacent lanes which have opposite directions of travel for pavements with unequal numbers of traffic lanes in each direction of travel.

Any survey pegs which are damaged must be repaired or replaced and reinstated in their correct positions as soon as practicable.

Any survey pegs moved but not damaged must be reinstated in their correct positions as soon as practicable.

### 1.11 REGULATIONS, NOTICES AND STATUTORY REQUIREMENTS

The Contractor shall comply with regulations of local and other legally constituted Authorities. The table below shows a list of Approvals, Permits and Levies that the Tenderer must allow for within the lump sum price.

Prior to issue of the certificate of practical completion or at an earlier date determined by the Superintendent, the Contractor shall supply to the Superintendent complete sets of the following documents. The number of copies required is as indicated:

| Approvals, permits, levies etc.  | Payment by           | Contracted/managed by  |
|--|----------------------|------------------------|
| Building permit (provided by Contractor)<br>Certificate of Occupancy, Construction Section 40 and Authority completion sign-offs | Principal Contractor | Principal Contractor   |
| All design drawings  | As Constructed       | One (1) electronic set |
| Construction industry training levy, and NT Build – portable long service leave levy   | Principal Contractor | Principal Contractor   |
| Development Consent Authority Final Approval and Satisfaction of Permit Conditions   | Principal Contractor | Principal Contractor   |

## PRELIMINARY CLAUSES

|  |                      |                        |
|--|----------------------|------------------------|
| Corridor Management and Design, Transport & Civil Services, Department of Infrastructure, Planning and Logistics   | Principal Contractor | Principal Contractor   |
| Katherine Regional Council Authority Approval  | Principal Contractor | Principal Contractor   |
| Occupancy Permit   | Principal Contractor | Principal Contractor   |
| NTFRS Approval   | Principal Contractor | Principal Contractor   |
| Power Water Connection Authority approval and fees   | Principal Contractor | Principal Contractor   |
| NBN/Telstra Approvals and Connections  | Principal Contractor | Principal Contractor   |
| A list of all Plant and Equipment, including details of the maintenance and servicing regime that will be undertaken during the Defects Liability Period | As Constructed       | One (1) electronic set |
| Practical Completion Certificate   | N/A                  | Turner and Townsend    |
| Other; tenderer to specify / identify  |                      |                        |

This list is not necessarily exhaustive and the Contractor is responsible for all Approvals, Permits, Levies and Authority connections/costs applicable to these works as a Construct Contract.

The Principal Contractor is obligated to cooperate and consult with the Northern Land Council to ensure design compliance to the building permit, development consent conditions and ensure successful issue of the occupancy permit in a timely manner.

### 1.12 DESIGN

The drawings and documents listed in 1.13 and 1.14 below form part of the 100% Design completion documents.

### 1.13 SCHEDULE OF DRAWINGS

The following drawings shall form part of the Contract.

| DRAWING NO.                | AMEND NO. | DRAWING TITLE                  |
|----------------------------|-----------|--------------------------------|
| <b>ARCHITECTURAL</b>       |           |                                |
| <b>PROJECT INFORMATION</b> |           |                                |
| A000                       | 0         | COVER SHEET AND LOCATION PLAN  |
| A001                       | 0         | SHEET LIST                     |
| A003                       | 0         | GENERAL NOTES                  |
| A020                       | 0         | SITE PLAN                      |
| A021                       | 0         | OVERALL BUILDING – SETOUT PLAN |

**PRELIMINARY CLAUSES**

| <b>DRAWING NO.</b>                         | <b>AMEND NO.</b> | <b>DRAWING TITLE</b>                                    |
|--|------------------|---|
| A022                                       | 0                | OVERALL BUILDING – UPPER AND LOWER ROOF PLAN            |
| A023                                       | 0                | OVERALL BUILDING – ELEVATION                            |
| A024                                       | 0                | OVERALL SITE - SECTION                                  |
| A025                                       | 0                | OVERALL SITE - SECTION                                  |
| A054                                       | 0                | WALL TYPES  |
| <b>ADMINISTRATION BUILDING</b>             |                  |   |
| A100                                       | 0                | ADMINISTRATION BUILDING – OVERALL FLOOR PLAN            |
| A101                                       | 0                | ADMINISTRATION BUILDING – DIMENSION                     |
| A110                                       | 0                | ADMINISTRATION BUILDING – CEILING PLAN                  |
| A111                                       | 0                | ADMINISTRATION BUILDING – RCP PLAN                      |
| A120                                       | 0                | ADMINISTRATION BUILDING – ROOF PLAN                     |
| A130                                       | 0                | ADMINISTRATION BUILDING – ELEVATIONS                    |
| A131                                       | 0                | ADMINISTRATION BUILDING – ELEVATIONS                    |
| A140                                       | 0                | ADMINISTRATION BUILDING – SECTIONS                      |
| A141                                       | 0                | ADMINISTRATION BUILDING – SECTIONS                      |
| A150                                       | 0                | PART PLAN & INTERNAL ELEVATIONS – TYPICAL OFFICE        |
| A151                                       | 0                | PART PLAN & INTERNAL ELEVATIONS – QUIET ROOM            |
| A152                                       | 0                | PART PLAN & INTERNAL ELEVATIONS – PRINT ROOM            |
| A153                                       | 0                | PART PLAN & INTERNAL ELEVATIONS – MEETING ROOM 1        |
| A154                                       | 0                | PART PLAN & INTERNAL ELEVATIONS – MEETING ROOM 2        |
| A155                                       | 0                | PART PLAN - WORKSTATION                                 |
| A156                                       | 0                | WORKSTATION – INTERNAL ELEVATIONS                       |
| A157                                       | 0                | WORKSTATION – INTERNAL ELEVATIONS                       |
| A158                                       | 0                | PART PLAN & INTERNAL ELEVATIONS – EXECUTIVE ROOM        |
| A159                                       | 0                | PART PLAN & INTERNAL ELEVATIONS – ARRIVAL AREA          |
| A160                                       | 0                | PART PLAN – CENTRAL AREA                                |
| A161                                       | 0                | CENTRAL AREA – INTERNAL ELEVATIONS                      |
| <b>AMENITIES &amp; CONFERENCE BUILDING</b> |                  |   |
| A200                                       | 0                | AMENITIES & CONFERENCE BUILDING<br>– OVERALL FLOOR PLAN |
| A201                                       | 0                | AMENITIES & CONFERENCE BUILDING - DIMENSION             |
| A210                                       | 0                | AMENITIES & CONFERENCE BUILDING – CEILING PLAN          |
| A211                                       | 0                | AMENITIES & CONFERENCE BUILDING – RCP PLAN              |
| A220                                       | 0                | AMENITIES & CONFERENCE BUILDING – ROOF PLAN             |
| A230                                       | 0                | AMENITIES & CONFERENCE BUILDING – ELEVATIONS            |
| A231                                       | 0                | AMENITIES & CONFERENCE BUILDING – ELEVATIONS            |
| A240                                       | 0                | AMENITIES & CONFERENCE BUILDING – SECTIONS              |
| A250                                       | 0                | PART PLAN – CONFERENCE ROOM                             |
| A251                                       | 0                | INTERNAL ELEVATIONS - CONFERENCE ROOM                   |



**PRELIMINARY CLAUSES**

| <b>DRAWING NO.</b>                | <b>AMEND NO.</b> | <b>DRAWING TITLE</b>                                      |
|-----------------------------------|------------------|---|
| A252                              | 0                | INTERNAL ELEVATIONS - CONFERENCE ROOM                     |
| A253                              | 0                | PART PLAN & INTERNAL ELEVATIONS – PUBLIC ACC WC           |
| A254                              | 0                | PART PLAN & INTERNAL ELEVATIONS – TOILET AND AIRLOCK      |
| <b>RANGER &amp; STAFF KITCHEN</b> |                  |   |
| A300                              | 0                | RANGER & STAFF KITCHEN – FLOOR PLAN                       |
| A301                              | 0                | RANGER & STAFF KITCHEN – DIMENSION                        |
| A310                              | 0                | RANGER & STAFF KITCHEN – CEILING PLAN                     |
| A311                              | 0                | RANGER & STAFF KITCHEN – RCP PLAN                         |
| A320                              | 0                | RANGER & STAFF KITCHEN – ROOF PLAN                        |
| A330                              | 0                | RANGER & STAFF KITCHEN – ELEVATIONS                       |
| A331                              | 0                | RANGER & STAFF KITCHEN – ELEVATIONS                       |
| A332                              | 0                | RANGER & STAFF KITCHEN – ELEVATIONS                       |
| A340                              | 0                | RANGER & STAFF KITCHEN – SECTIONS                         |
| A350                              | 0                | PART PLAN – RANGER OPEN OFFICE                            |
| A351                              | 0                | INTERNAL ELEVATIONS - RANGER OPEN OFFICE                  |
| A352                              | 0                | PART PLAN – STAFF KITCHEN                                 |
| A353                              | 0                | INTERNAL ELEVATIONS – STAFF KITCHEN                       |
| A354                              | 0                | PART PLAN & INTERNAL ELEVATIONS – OFFICE AND MEETING ROOM |
| <b>WAREHOUSE</b>                  |                  |   |
| A400                              | 0                | WAREHOUSE – OVERALL FLOOR PLAN                            |
| A401                              | 0                | WAREHOUSE – OVERALL FLOOR PLAN - DIMENSION                |
| A410                              | 0                | WAREHOUSE – REFLECTED CEILING PLAN                        |
| A420                              | 0                | WAREHOUSE - OVERALL ROOF PLAN                             |
| A430                              | 0                | WAREHOUSE - ELEVATIONS                                    |
| A431                              | 0                | WAREHOUSE - ELEVATIONS                                    |
| A440                              | 0                | WAREHOUSE - SECTIONS                                      |
| <b>CARPARKING</b>                 |                  |   |
| A500                              | 0                | CARPARK 1 – FLOOR AND ROOF PLAN                           |
| A501                              | 0                | CARPARK 2 – FLOOR AND ROOF PLAN                           |
| A502                              | 0                | CARPARK 3 – FLOOR AND ROOF PLAN                           |
| A503                              | 0                | CARPARK 1 & 2 – ELEVATIONS                                |
| A504                              | 0                | CARPARK 3 – ELEVATIONS                                    |
| <b>SCHEDULES</b>                  |                  |   |
| A600                              | 0                | DOOR SCHEDULE   |
| A601                              | 0                | DOOR SCHEDULE   |
| A620                              | 0                | WINDOW SCHEDULE   |
| A700                              | 0                | PLAN DETAILS  |

**PRELIMINARY CLAUSES**

| <b>DRAWING NO.</b>   | <b>AMEND NO.</b> | <b>DRAWING TITLE</b>                             |
|----------------------|------------------|--|
| A701                 | 0                | SECTION DETAILS                                  |
| A702                 | 0                | SECTION DETAILS                                  |
| A703                 | 0                | SECTION DETAILS                                  |
| A704                 | 0                | SECTION DETAILS                                  |
| A705                 | 0                | SECTION DETAILS                                  |
| A706                 | 0                | PUBLIC ACC WC DETAILS                            |
| A720                 | 0                | JOINERY DETAILS – SHEET 1                        |
| A721                 | 0                | JOINERY DETAILS – SHEET 2                        |
| A722                 | 0                | JOINERY DETAILS – SHEET 3                        |
| A723                 | 0                | JOINERY DETAILS – SHEET 4                        |
| A724                 | 0                | JOINERY DETAILS – SHEET 5                        |
|                      |                  |  |
| <b>LANDSCAPE</b>     |                  |  |
| L001                 | 0                | COVER SHEET AND DRAWINGS SCHEDULE                |
| L002                 | 0                | LANDSCAPING SCHEDULES AND SPECIFICATIONS 1 OF 3  |
| L003                 | 0                | LANDSCAPING SPECIFICATION 2 OF 3                 |
| L004                 | 0                | LANDSCAPING SPECIFICATION 3 OF 3                 |
| L005                 | 0                | LANDSCAPING CONSTRUCTION DETAILS                 |
| L006                 | 0                | LANDSCAPING SURFACE TREATMENT PLAN               |
| L007                 | 0                | LANDSCAPING SET OUT PLAN                         |
| L008                 | 0                | LANDSCAPING SERVICES PLAN                        |
| L009                 | 0                | LANDSCAPING PAINTING PLAN 1 OF 2                 |
| L010                 | 0                | LANDSCAPING PAINTING PLAN 2 OF 2                 |
| I001                 | 0                | IRRIGATION PLAN                                  |
| I002                 | 0                | IRRIGATION SPECIFICATIONS                        |
|                      |                  |  |
| <b>STRUCTURAL</b>    |                  |  |
| <b>DRAWING INDEX</b> |                  |  |
| ST-0001              | 0                | FACE SHEET AND DRAWING INDEX                     |
| ST-0002              | 0                | GENERAL NOTES - SHEET 1                          |
| ST-0003              | 0                | GENERAL NOTES - SHEET 2                          |
| ST-0004              | 0                | GENERAL NOTES - SHEET 3                          |
| ST-0005              | 0                | STRUCTURAL DRAWINGS SITE PLAN                    |
| ST-0010              | 0                | TYPICAL SLAB AND FOOTING DETAILS – SHEET 1       |
| ST-0011              | 0                | TYPICAL SLAB AND FOOTING DETAILS – SHEET 2       |
| ST-0012              | 0                | TYPICAL SLAB AND FOOTING DETAILS – SHEET 3       |
| ST-0015              | 0                | TYPICAL STEELWORK SECTIONS AND DETAILS – SHEET 1 |
| ST-0016              | 0                | TYPICAL STEELWORK SECTIONS AND DETAILS – SHEET 2 |

**PRELIMINARY CLAUSES**

| <b>DRAWING NO.</b>                     | <b>AMEND NO.</b> | <b>DRAWING TITLE</b>   |
|--|------------------|--|
| ST-0017                                | 0                | TYPICAL STEELWORK SECTIONS AND DETAILS – SHEET 3   |
| ST-0018                                | 0                | TYPICAL STEELWORK SECTIONS AND DETAILS – SHEET 4   |
| ST-0020                                | 0                | TYPICAL STUD WALL DETAILS – SHEET 1  |
| ST-0021                                | 0                | TYPICAL STUD WALL DETAILS – SHEET 2  |
| <b>ADMINISTRATION</b>                  |                  |  |
| ST-0100                                | 0                | STRUCTURAL DRAWINGS ADMINISTRATION - SLAB AND FOOTING PLAN                               |
| ST-0110                                | 0                | STRUCTURAL DRAWINGS ADMINISTRATION - STUD WALL BRACING PLAN                              |
| ST-0115                                | 0                | STRUCTURAL DRAWINGS ADMINISTRATION - ROOF FRAMING PLAN                                   |
| ST-0120                                | 0                | STRUCTURAL DRAWINGS ADMINISTRATION - STEELWORK ELEVATIONS AND SECTIONS - SHEET 1         |
| ST-0121                                | 0                | STRUCTURAL DRAWINGS ADMINISTRATION - STEELWORK ELEVATIONS AND SECTIONS - SHEET 2         |
| ST-0125                                | 0                | STRUCTURAL DRAWINGS ADMINISTRATION - STEELWORK SECTIONS AND DETAILS - SHEET 1            |
| ST-0126                                | 0                | STRUCTURAL DRAWINGS ADMINISTRATION - STEELWORK SECTIONS AND DETAILS - SHEET 2            |
| <b>AMENITIES &amp; CONFERENCE ROOM</b> |                  |  |
| ST-0205                                | 0                | STRUCTURAL DRAWING AMENITIES & CONFERENCE - SLAB AND FOOTING PLAN                        |
| ST-0215                                | 0                | STRUCTURAL DRAWING AMENITIES & CONFERENCE - STUD WALL BRACING PLAN                       |
| ST-0220                                | 0                | STRUCTURAL DRAWING AMENITIES & CONFERENCE - ROOF FRAMING PLAN                            |
| ST-0225                                | 0                | STRUCTURAL DRAWING AMENITIES & CONFERENCE – STEELWORK ELEVATIONS AND SECTIONS - SHEET 1  |
| ST-0230                                | 0                | STRUCTURAL DRAWING AMENITIES & CONFERENCE - STEELWORK DETAILS - SHEET 1                  |
| <b>RANGER &amp; STAFF BREAKOUT</b>     |                  |  |
| ST-0305                                | 0                | STRUCTURAL DRAWING RANGER & STAFF BREAKOUT - SLAB AND FOOTING PLAN                       |
| ST-0310                                | 0                | STRUCTURAL DRAWING RANGER & STAFF BREAKOUT - STUD WALL BRACING PLAN                      |
| ST-0315                                | 0                | STRUCTURAL DRAWING RANGER & STAFF BREAKOUT - ROOF FRAMING PLAN                           |
| ST-0320                                | 0                | STRUCTURAL DRAWING RANGER & STAFF BREAKOUT – STEELWORK ELEVATIONS AND SECTIONS - SHEET 1 |
| ST-0325                                | 0                | STRUCTURAL DRAWING RANGER & STAFF BREAKOUT – STEELWORK DETAILS - SHEET 1                 |
| <b>WAREHOUSE</b>                       |                  |  |
| ST-0400                                | 0                | STRUCTURAL DRAWING WAREHOUSE – SLAB AND FOOTING PLAN                                     |

**PRELIMINARY CLAUSES**

| <b>DRAWING NO.</b> | <b>AMEND NO.</b> | <b>DRAWING TITLE</b>   |
|--------------------|------------------|--|
| ST-0405            | 0                | STRUCTURAL DRAWING WAREHOUSE – SLAB AND FOOTING SECTIONS AND DETAILS – SHEET 1 |
| ST-0410            | 0                | STRUCTURAL DRAWING WAREHOUSE – ROOF FRAMING PLAN                               |
| ST-0415            | 0                | STRUCTURAL DRAWING WAREHOUSE – STEELWORK ELEVATIONS AND SECTIONS – SHEET 1     |
| ST-0420            | 0                | STRUCTURAL DRAWING WAREHOUSE - STEELWORK SECTIONS AND DETAILS - SHEET 1        |
| <b>CARPORT</b>     |                  |  |
| ST-0500            | 0                | STRUCTURAL DRAWINGS CARPORT 1 - FLOOR AND ROOF FRAMING PLAN                    |
| ST-0501            | 0                | STRUCTURAL DRAWINGS CARPORT 2 - FLOOR AND ROOF FRAMING PLAN                    |
| ST-0502            | 0                | STRUCTURAL DRAWINGS CARPORT 3 - FLOOR AND ROOF FRAMING PLAN                    |
| ST-0505            | 0                | STRUCTURAL DRAWINGS CARPORT 1 & 2 – STRUCTURAL ELEVATION AND SECTION – SHEET 1 |
| ST-0506            | 0                | STRUCTURAL DRAWINGS CARPORT 3 – STRUCTURAL ELEVATION AND SECTION – SHEET 2     |
| ST-0510            | 0                | STRUCTURAL DRAWINGS CARPORT – STRUCTURAL DETAILS – SHEET 1                     |
|                    |                  |  |
| <b>CIVIL</b>       |                  |  |
| C000               | 0                | LOCALITY PLAN AND SCHEDULE OF DRAWINGS   |
| C001               | 0                | GENERAL NOTES  |
| C005               | 0                | EXISTING CONDITIONS PLAN   |
| C010               | 0                | SITE PREPARATION PLAN  |
| C020               | 0                | PAVEMENT PLAN – SHEET 1 OF 2   |
| C021               | 0                | PAVEMENT PLAN – SHEET 2 OF 2   |
| C030               | 0                | STORM WATER DRAINAGE PLAN  |
| C031               | 0                | STORM WATER LONG SECTIONS – SHEET 1 OF 3                                       |
| C032               | 0                | STORM WATER LONG SECTIONS – SHEET 2 OF 3                                       |
| C033               | 0                | STORM WATER LONG SECTIONS – SHEET 3 OF 3                                       |
| C040               | 0                | BUILDINGS DETAILED LEVELLING PLAN – SHEET 1 OF 2                               |
| C041               | 0                | BUILDINGS DETAILED LEVELLING PLAN – SHEET 2 OF 2                               |
| C050               | 0                | CIVIL DETAILS - SHEET 1 OF 2   |
| C051               | 0                | CIVIL DETAILS - SHEET 2 OF 2   |
| C060               | 0                | MASTER SERVICES PLAN   |
|                    |                  |  |
| <b>HYDRAULIC</b>   |                  |  |
| HY-0001            | 0                | HYDRAULIC SERVICES COVER PAGE AND DRAWING INDEX                                |

**PRELIMINARY CLAUSES**

| <b>DRAWING NO.</b> | <b>AMEND NO.</b> | <b>DRAWING TITLE</b>  |
|--------------------|------------------|---|
| HY-0002            | 0                | HYDRAULIC SERVICES GENERAL NOTES AND LEGEND OF SYMBOLS                          |
| HY-0003            | 0                | HYDRAULIC SERVICES DESIGN CRITERIA & EQUIPMENT SCHEDULE                         |
| HY-0004            | 0                | HYDRAULIC SERVICES TYPICAL DETAILS SHEET 1                                      |
| HY-0005            | 0                | HYDRAULIC SERVICES TYPICAL DETAILS SHEET 2                                      |
| HY-0020            | 0                | HYDRAULIC SERVICES SCHEMATICS   |
| HY-0050            | 0                | HYDRAULIC SERVICES SITE WIDE FIRE LAYOUT  |
| HY-0051            | 0                | HYDRAULIC SERVICES SITE PLAN  |
| HY-0101            | 0                | HYDRAULIC SERVICES ADMINISTRATION BUILDING – SANITARY DRAINAGE LAYOUT           |
| HY-0102            | 0                | HYDRAULIC SERVICES CONFERENCE AND AMENITIES BUILDING – SANITARY DRAINAGE LAYOUT |
| HY-0103            | 0                | HYDRAULIC SERVICES RANGER AND BREAKOUT BUILDING – SANITARY DRAINAGE LAYOUT      |
| HY-0201            | 0                | HYDRAULIC SERVICES ADMINISTRATION BUILDING – WATER SERVICES LAYOUT              |
| HY-0202            | 0                | HYDRAULIC SERVICES CONFERENCE AND AMENITIES BUILDING – WATER SERVICES LAYOUT    |
| HY-0203            | 0                | HYDRAULIC SERVICES CONFERENCE AND AMENITIES BUILDING – ROOF PLAN                |
| HY-0204            | 0                | HYDRAULIC SERVICES RANGER AND BREAKOUT BUILDING – WATER SERVICES LAYOUT         |
| HY-0205            | 0                | HYDRAULIC SERVICES WAREHOUSE – WATER SERVICES LAYOUT                            |
| HY-0300            | 0                | HYDRAULIC SERVICES ROOF STORM WATER DRAINAGE PLAN                               |
|                    |                  |   |
| <b>MECHANICAL</b>  |                  |   |
| ME-0001            | 0                | MECHANICAL SERVICES FACE SHEET AND DRAWING INDEX                                |
| ME-0002            | 0                | MECHANICAL SERVICES LEGENDS OF SYMBOLS  |
| ME-0003            | 0                | MECHANICAL SERVICES MISCELLANEOUS DETAILS                                       |
| ME-0004            | 0                | MECHANICAL SERVICES MECHANICAL SPECIFICATION                                    |
| ME-0005            | 0                | MECHANICAL SERVICES MECHANICAL EQUIPMENT SCHEDULES                              |
| ME-0010            | 0                | MECHANICAL SERVICES OVERALL SITE PLAN - GENERAL ARRANGEMENT                     |
| ME-0100            | 0                | MECHANICAL SERVICES ADMINISTRATION - HVAC LAYOUT                                |
| ME-0101            | 0                | MECHANICAL SERVICES ADMINISTRATION - SECTIONS                                   |
| ME-0200            | 0                | MECHANICAL SERVICES AMENITIES & CONFERENCE ROOM - HVAC LAYOUT                   |

## PRELIMINARY CLAUSES

| DRAWING NO. | AMEND NO. | DRAWING TITLE   |
|-------------|-----------|---|
| ME-0201     | 0         | MECHANICAL SERVICES AMENITIES & CONFERENCE ROOM - SECTIONS                        |
| ME-0300     | 0         | MECHANICAL SERVICES RANGER & STAFF BREAKOUT BUILDING - HVAC LAYOUT                |
| ME-0301     | 0         | MECHANICAL SERVICES RANGERS & STAFF BREAKOUT BUILDING - SECTION                   |
|             |           |   |
| ELECTRICAL  |           |   |
| E01         | 0         | ELECTRICAL SERVICES LOCALITY PLAN AND DRAWING LIST                                |
| E02         | 0         | ELECTRICAL SERVICES LEGEND  |
| E03         | 0         | ELECTRICAL SERVICES SITE PLAN   |
| E10         | 0         | ELECTRICAL SERVICES ADMINISTRATION BUILDING LIGHTING & LAYOUT                     |
| E11         | 0         | ELECTRICAL SERVICES ADMINISTRATION BUILDING POWER & COMMUNICATION LAYOUT          |
| E12         | 0         | ELECTRICAL SERVICES ADMINISTRATION SOLAR LAYOUT                                   |
| E20         | 0         | ELECTRICAL SERVICES AMENITIES & CONFERENCE ROOM LIGHTING LAYOUT                   |
| E21         | 0         | ELECTRICAL SERVICES AMENITIES & CONFERENCE ROOM POWER & COMMUNICATION LAYOUT      |
| E22         | 0         | ELECTRICAL SERVICES AMENITIES & CONFERENCE ROOM SOLAR LAYOUT                      |
| E30         | 0         | ELECTRICAL SERVICES RANGER & STAFF BREAKOUT BUILDING LIGHTING LAYOUT              |
| E31         | 0         | ELECTRICAL SERVICES RANGER & STAFF BREAKOUT BUILDING POWER & COMMUNICATION LAYOUT |
| E32         | 0         | ELECTRICAL SERVICES RANGER & STAFF BREAKOUT BUILDING SOLAR LAYOUT                 |
| E40         | 0         | ELECTRICAL SERVICES WAREHOUSE LIGHTING LAYOUT                                     |
| E41         | 0         | ELECTRICAL SERVICES WAREHOUSE POWER & COMMUNICATION LAYOUT                        |
| E50         | 0         | ELECTRICAL SERVICES SCHEMATICS - SHEET 1  |
| E51         | 0         | ELECTRICAL SERVICES SCHEMATICS - SHEET 2  |
| E52         | 0         | ELECTRICAL SERVICES SCHEMATICS - SHEET 3  |
| E53         | 0         | ELECTRICAL SERVICES SCHEMATICS - SHEET 4  |
| E54         | 0         | ELECTRICAL SERVICES SCHEMATICS - SHEET 5  |
|             |           |   |

### 1.14 SCHEDULE OF DOCUMENTS INCLUDED IN CONTRACT

The following documents shall form part of the Contract:

The Contractor must adhere to DIPL's standard requirements included at Attachment F.

## PRELIMINARY CLAUSES

| DOCUMENT NO.         | TITLE   |
|----------------------|---|
| <b>ARCHITECTURAL</b> |   |
| Attachment A         | FINISHES, FIXTURES & EQUIPMENT (FF&E) SCHEDULE<br>100% ISSUE  |
| <b>OTHER</b>         |   |
| Attachment B         | ACOUSTIC REPORT<br>100% ISSUE   |
| Attachment C         | SIGNED DEVELOPMENT PERMIT DP23.0254<br><ul style="list-style-type: none"><li>• SIGNED Development Permit DP23.0254</li><li>• SIGNED Notice of Consent DP23.0254</li></ul> |
| Attachment D         | ESD – SECTION J ENVELOPE THERMAL PERFORMANCE<br>100% ISSUE  |
| Attachment E         | WAYFINDING PACKAGE<br>100% ISSUE  |
| Attachment F         | TECHNICAL SPECIFICATION<br>100% ISSUE   |

### 1.15 SCHEDULE OF DOCUMENTS NOT INCLUDED IN CONTRACT

The following documents are made available for the information of Tenderers: they shall not form part of the Contract.

| DOCUMENT NO. | TITLE   |
|--------------|---|
| Attachment G | SAFETY IN DESIGN REPORT – ARCHITECTURAL<br>100% ISSUE |

### 1.16 NATURE OF EXCAVATIONS

The Contractor shall be deemed to have judged for itself the nature of the material to be excavated and to have made due allowance in its tender for excavation in material of whatever nature may be encountered.

No cost variation will be considered regardless of nature of material encountered.

Refer to Geotechnical report, Attachment H – Geotech investigations report; issued for information only.

### 1.17 GEOTECHNICAL INFORMATION

The following reports are made available for the information of Tenderers. They shall not form part of the Contract.

## PRELIMINARY CLAUSES

| REPORT NO. | SUBJECT                                     |
|------------|---|
| 00002      | Attachment H– Geotech investigations report |

Tenderers shall judge for themselves the location and suitability of material available for the project.

The Principal does not represent that the information made available shows completely the existing site or sub-surface conditions. The Tenderer shall make its own interpretations, deductions and conclusions from the information made available and shall accept full responsibility for such interpretations, deductions and conclusions.

### 1.18 DESIGN SAFETY REPORT

A design safety report is made available to Tenderers for the purposes of assessing any hazards associated with the design. It is provided as reference material only and does not form part of the Contract. It is not intended to be a complete and exhaustive statement of all relevant material contained therein.

Without limiting of the terms of the Contract, the report is provided on the basis that each Tenderer shall inform itself of all particulars concerning the performance of every part of the Works contained in the Technical Specification, which includes the plans, according to the specific terms and conditions referred to therein and acknowledges that it has not relied upon the Principal, its agents, employees or consultants to assemble and transmit such information.

### 1.19 DIAL BEFORE YOU DIG

Dial Before You Dig (DBYD) is a community service that provides information on underground pipes and cables from all underground service providers in the area. There is no cost to the user for this service; however, some asset owners reserve the right to make a modest charge for some plans.

Contact DBYD at least 2 working days before you plan to excavate and obtain the plans of the underground services before commencing excavation.

Provide a written notice to the Superintendent stating that the plans have been received and include the DBYD sequence number.

DBYD can be contacted at the following numbers:

Telephone: 1100 8am to 5pm weekdays, excluding public holidays

Internet: [www.1100.com.au](http://www.1100.com.au)

### 1.20 PROTECTION OF TELECOMMUNICATION UNDERGROUND CABLES

In addition to the requirements set out in paragraph 1.20 “Dial Before You Dig”, and prior to commencing any excavation, boring of holes, blasting, rock breaking, soil compaction or similar activity in the vicinity of telecommunication underground cables, whether fibre optic or copper, the Contractor shall obtain the location of the cables from the accredited plant locator, and pay all fees.

The Contractor shall follow all directions and instructions issued by the owner of such telecommunication underground cables in relation to work in the vicinity of such cables.

### 1.21 NEW TELEPHONE SERVICES TO BUILDINGS

Supply and install telephone cabling to the applicable Standards, in accordance with Scope of Works and the drawings which show the telephone services.

Supply and install concealed conduit and block cabling from the termination of the Telstra lead-in cable to the telephone outlet points shown on the drawings.



## PRELIMINARY CLAUSES

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Supply and install an approved junction box mounted in the location shown on the drawings or, if not shown, in a location approved by the Superintendent and Telstra.

Supply and install a full phone service. Certify the service as fully operational. Provide a Telstra Certificate of Acceptance of the installation. Obtain approval from the Superintendent before disconnecting the service at handover.

### 1.22 LIGHT AND POWER

The Contractor shall install any temporary electric light and power installations, including metering, required for executing the work under the Contract all in accordance with the relevant regulations, and shall pay all costs and charges in connection with the installation and use of such services.

### 1.23 WATER

The Contractor shall arrange for the supply of all water required for executing the Works under the Contract and pay all incidental charges, including cost of water so used.

### 1.24 SANITARY ACCOMMODATION

The Contractor shall provide adequate and clean sanitary accommodation for use of all persons employed upon the Works and clear away and remove such accommodation from the site on completion of the Contract.

### 1.25 TEMPORARY FENCING AND HOARDING

Provide a proprietary chainmesh fence system with shade mesh cloth for privacy, minimum 1800mm high, to enclose the works, maintain security of the building site and builder's area for the duration of the Contract. The final position for fencing and site access shall be determined and agreed with the Superintendent.

### 1.26 WASTE REMOVAL

The contractor shall remove waste in such a manner as to avoid interference with onsite operations and people entering the adjacent land or using car park areas. Waste containers will be confined to the building site approved under the Contractor Site Management Plan.

### 1.27 ASBESTOS

Where the Contractor removes, repairs and/or renovates products containing asbestos, it must do so in accordance with the National Code of Practice for the Safe Removal of Asbestos, 2nd Edition [NOHSC:2002(2005)] and NT WorkSafe Information Bulletins published by NT WorkSafe.

In accordance with the WHS Act and (Regulations) the Contractor shall obtain necessary approval before commencing any work on or with products that contain asbestos; evidence of approval shall be presented to the Superintendent before commencing work.

If the Works include works involving asbestos (as that term is defined in the WHS Act) the Contractor must ensure that it, its employees and its sub-contractors comply with all requirements of the WHS Act applicable to works involving asbestos.

Soil testing has been undertaken on site in the areas of excavation. No asbestos contamination has been identified. The soil test results are included as Attachments.

Comply with the requirements of NT WorkSafe and the Work Health and Safety (N.U.L) Act and Regulations. Refer to the Code of Practice - How to safely remove asbestos and the Code of Practice - How to manage and control asbestos in the work place.

## PRELIMINARY CLAUSES

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Although soil tests have shown that there are no contaminants onsite. There is a possibility that asbestos and other contaminants may be found on site. The Contractor is required to have an Unexpected Finds Protocol for the project. The Unexpected Finds Protocol must be complied with at all times.

### 1.28 MEETING REQUIREMENTS

Without limiting the requirements set out in clause 45.1 of the Contract and elsewhere within the RFT documentation the Principal Contractor will be required to facilitate the following meetings for the period of the Contract.

#### Site Meetings

- The Contractor shall hold and attend fortnightly (minimum) site meetings for the purpose of coordinating the works and for reporting project progress and general project issues. The Contractor will nominate the time and place, and Chair the meetings.
- The Contractor shall take the minutes of the meeting and submit for acceptance to the Superintendent within 3 days of each meeting. The Superintendent will approve the minutes for distribution. The Superintendent shall in its discretion, remove this scope from the Contractor at any given time.
- At site meetings, the Contractor shall clearly and concisely provide update on progress of work task completions from the previous fortnight and include a work task completion fortnightly look ahead.

### 1.29 PROGRESS PHOTOGRAPHS

General: Take colour progress photographs within 7 days with each progress claim submission. Identify project, date, time, location and orientation.

Purpose of submission: Information only.

Minimum frequency: monthly or upon request.

### 1.30 REPORTING REQUIREMENTS

The Contractor shall submit a monthly Project Progress Report in confidence to the Superintendent no less than the following issues discussed:

- Time and physical completion tracking,
- Task 4 week look-a-head,
- Projected cash-flow,
- Resourcing,
- Safety,
- Environmental,
- Tracking against Indigenous Development Plan
- Other issues to report.

### 1.31 SCHEDULE OF DOCUMENTS

Refer to paragraphs 1.16 and 1.17 Documents issued as Part of Tender.

These documents are to be signed off by the Contractor prior to construction. The Contractor and its consultants must adhere to the requirements of the Contract. For precedence of documents, refer to the Contract, Principal's Project Requirements.

### **1.32 WORK WITHIN THE ROAD RESERVE**

Before any work is carried out within a road reserve by the Contractor or its Sub-Contractors, the Contractor shall apply to the appropriate authority for permission to work within the road reserve and where relevant, permission to open the road. The Contractor shall pay the necessary fees and shall conform to the requirements of that authority.

### **1.33 VALUE ADDING**

The Contractor must add value to the design which has been developed for this project through:

- Working collaboratively with the Project Team.
- Providing advice to improve buildability and practicality without compromising quality or design intent.
- Providing advice regarding Whole of Life costs.
- Providing advice and expertise regarding logistical challenges.
- Providing advice regarding current industry capability and capacity.

## 2 QUALITY ASSURANCE

### 2.1 GENERAL

#### 2.1.1 Outline

The Contractor shall establish, document, implement and maintain a project quality system, which meets the requirements of this Contract. In developing the project quality system, the Contractor shall ensure that the requirements of those elements of AS/NZS ISO 9001:2000 – Quality Management Systems that are included in the Contract are also met.

The project quality system shall be described in a series of documents. As a minimum, these documents comprise a project quality plan, procedures, Inspection and Test Plans (ITPs) and quality records. The Contractor shall apply these throughout the course of the Contract term to ensure that work complies with the requirements of the Contract.

Failure to establish, document, implement and maintain a project quality system in accordance with the Contract shall be deemed to be a default by the Contractor under the Contract.

Notwithstanding any statements to the contrary in any part of the Contract or the Project Quality System documentation, the Contractor shall not use any part of the Project Quality System to pre-empt, preclude or otherwise negate the technical requirements of the Contract. Acceptance of the Quality System in no way relieves the Contractor of responsibility to comply with the requirements of the Contract.

#### 2.1.2 Definitions

|                          |  |
|--------------------------|--|
| ASSESSMENT               | An examination of the Contractor's quality system documentation to ensure that it meets the requirements of the Contract.  |
| QUALITY AUDIT            | An examination of records to evaluate whether established methods and procedures, as described in the quality system documentation, are being adhered to and the necessary records maintained.                                       |
| CONTRACTOR               | The supplier who undertakes to supply works and/or services as provided by the Contract.   |
| HOLD POINT               | A point in the process beyond which work may not proceed without written authorisation by a designated person or authority.  |
| INSPECTION AND TEST PLAN | An ITP is a document which, for a particular process or activity, plans and describes what checks for compliance with the Contract are to be made. These checks are made at the start of, during, and on completion of the activity. |

ITPs are required for each work activity, and for each lot or batch.

## QUALITY ASSURANCE

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|   |   |
|---|---|
| LOT                                     | A quantity of work which has been produced under conditions which are essentially the same and essentially in the same time frame.  |
| PROCEDURE                               | <p>A method for undertaking a certain activity, incorporating a clear allocation of the responsibilities for accomplishing the key tasks, duties or actions involved.</p> <p>A procedure may be referred to as a system procedure, ie, one relating to the operation or maintenance of the quality system; or a technical procedure, ie, one describing a works or services related activity.</p> |
| PRODUCT                                 | The result of activities or processes. A material, part, item, component, assembly, sub-assembly, structure, plant, equipment or finished product identified or described in the Contract.  |
| PROCESS                                 | A set of inter-related activities, which transform inputs into outputs.   |
| PROCESS CONTROL                         | Monitoring and control of process parameters to ensure compliance with specified requirements, including necessary intermediate testing of the product.   |
| PROJECT QUALITY PLAN                    | <p>The project quality plan provides an overview of how the work under the Contract will be performed and controlled.</p> <p>It sets out the specific quality objectives; details of the project management organisation, responsibilities and authorities; and lists the procedures relevant to the Contract.</p>  |
| PROJECT QUALITY SYSTEM                  | The organisational structure, procedures, processes and resources needed to manage and control a project and the work.  |
| QUALITY MANAGEMENT REPRESENTATIVE (QMR) | The Contractor's management representative responsible for the implementation and maintenance of the project quality system.  |
| QUALITY RECORDS                         | Documents, which furnish objective evidence of activities, performed and result achieved. Records can be written or stored on any data medium.  |

|               |  |
|---------------|--|
| RESERVED      | Identifies that the corresponding clause in ISO 9001 is not a mandatory requirement for the Contract.  |
| SUPPLIER      | The Contractor.  |
| WITNESS POINT | A point in a process or activity of which the Superintendent or their representative must be advised in advance. A Hold Point nominated by the Contractor will be deemed to be a Witness Point for the Superintendent. |

## 2.2 QUALITY ASSURANCE REQUIREMENTS

### 2.2.1 At Submission of Tender

Appoint a Quality Management Representative (QMR). The QMR shall have experience of on-site work of similar magnitude or complexity, and shall have an understanding of the principles and practices of quality assurance.

Submit for assessment, as part of the tender, a Project Quality Plan Proposal.

### 2.2.2 Prior to Commencement of Work - Hold Point

Hold Point: Prior to establishment and commencement of work on and off site, submit for assessment 1 copies of:

- (a) The project quality plan (see paragraph 2.4 for details of the requirement).
- (b) Documented procedures relevant to the Contract (see paragraph 2.5 for details of the procedures required).

Before permission to use is given, these documents will be assessed by the Superintendent for conformance with the requirements of the Contract.

After permission to use is given, submit 1 controlled copies of the above quality documents for use by the Superintendent during the Contract.

### 2.2.3 During the Contract - Hold Point

Hold Point: Provide current issues of Inspection and Test Plans (ITP) to the Superintendent, for permission to use, 10 working days prior to work commencing on that particular lot, trade, construction element or service.

Hold Point: Do not commence any manufacturing or construction activity until permission to use the project quality plan, procedures and ITP's provided is obtained in writing from the Superintendent's Representative.

Review the Quality System continuously during the course of the Contract. Any agreements reached between Contractor and the Superintendent which affect quality management should be included as an update to the Project Quality Plan, eg, the form and nature of verification packages.

Conduct internal and external quality audits in accordance with the audit schedules.

Submit proposed amendments to the quality system to the Superintendent for permission to use.

## 2.3 PROJECT QUALITY PLAN

### 2.3.1 Minimum Requirements

As a minimum, include in the project quality plan:

- (a) A description of the organisational structure for the management of the project with details of the specific responsibilities and authorities of key personnel. Include how the management system is reviewed.
- (b) The Contractor's quality objectives for the project.
- (c) The name of the proposed Quality Management Representative (QMR) and details of qualifications and experience. Include details of the QMR's responsibilities and authority to resolve quality matters.
- (d) A register of Technical Procedures and Inspection and Test Plans (ITP's) applicable to the Contract, giving the title, identifier and revision status of each. Include a sample ITP.
- (e) A similar register of system procedures related to those elements of AS/NZS ISO 9001 that are applicable.
- (f) The method of notification of all off-site manufacturing and testing, including materials testing.
- (g) Schedules of external and internal quality audits planned during the Contract period.

## 2.4 QUALITY SYSTEM REQUIREMENTS

### 2.4.1 Management Responsibility

This requirement is covered in 2.3.1 above.

### 2.4.2 Quality System

The quality system for the project is defined by this Contract.

### 2.4.3 Contract Review

RESERVED

### 2.4.4 Document and Data Control

Provide documented procedures for the control of all documents and data relating to the Contract, including Contract documents issued by the Superintendent.

Maintain all controlled copies of project documents at the current approved revision status.

Maintain on site a copy of the relevant Australian Standard on which the quality system is modelled.

Ensure ready access to all relevant codes of practice, test methods and standards referred to in the Specification.

### 2.4.5 Purchasing

Provide documented procedures for the evaluation and selection of sub-contractors.

Prepare and maintain an up-to-date register of sub-contracts, describing the scope of works in each sub-contract, each sub-contractor's name and address, accreditation category and sub-category for sub-contracts of \$50,000 or more, and where applicable the name of each sub-contractor's QMR.

Detail the methods used to ensure the quality of products or services purchased from sub-contractors and suppliers, including procedures for verification and recording.

The Superintendent may verify at source or upon receipt that a purchased product conforms to specified requirements. Provide access and co-operation and all necessary documentation for the Superintendent to carry out the verification. This clause applies also to any laboratory used for conformance testing.

### **2.4.6 Control of Customer Supplied Product**

RESERVED

### **2.4.7 Product Identification and Traceability**

Provide documented procedures for identifying work as numbered lots. Use these lot numbers as identifiers on relevant quality records.

Each lot number is to be identifiable in the field/on site.

Identify all samples and test results with the precise location in the works to which they relate.

Traceability is not required for works under this Contract.

### **2.4.8 Process Control**

Provide documented procedures for all activities required to carry out the work under this Contract.

Include in the relevant procedures those specific activities for the Superintendent's information or requiring the Superintendent's direction.

Include in the relevant procedures, inspection and Test Points and Hold Points and indicate where they occur.

Ensure only qualified and competent personnel are used and that, records of their qualifications are maintained.

### **2.4.9 Superintendents Quality Audits**

The Superintendent may carry out conformance testing. Conformance Testing, when required, is to be ordered directly by the Contractor and paid by the Contractor.

Should the Contractor wish to undertake additional testing, then the Contractor shall arrange and pay for those tests.

Ensure personnel with suitable qualifications and experience undertake all quality control field tests. Maintain records of such personnel.

Establish and maintain records of all inspection and testing conducted.

The Contractor will provide the Superintendent records of conformance testing.

Prepare and document Inspection and Test Plans (ITPs) which describe the inspections, tests and verifications for each stage of the works. Include details of sampling plans and detail the frequency of process control testing. Or in the case of a period contracts, describe in documented procedures how verification of compliance with the specification is demonstrated for completed work.

As a minimum, include ITPs for:

- a) Concrete
- b) Blockwork core filling
- c) External studwork fabrication and erection
- d) Wall cladding installation
- e) Ceiling finishes installation
- f) Steelwork fabrication
- g) Window manufacture and installation
- h) Roof sheeting installation
- i) Hydraulic services
- j) Electrical services
- k) Mechanical services



The following information is to be included in ITPs:

- a) date;
- b) product concerned;
- c) name of sub-contractor, if applicable;
- d) when sub-contractors' ITPs are required, verification of their compliance with the specified requirements;
- e) where each inspection and test point is located in the process;
- f) who carries out the inspection or test;
- g) characteristics to be tested;
- h) method of inspection or test;
- i) specified acceptance criteria;
- j) Hold Points and Witness Points;
- k) where lots or batches will be used;
- l) form of record of results;
- m) frequency and timing of the test; and
- n) details of what is to be inspected.

### **2.4.10 Control of Inspection Measuring and Test Equipment**

RESERVED

### **2.4.11 Inspection and Test Status**

Provide documented procedures, which describe how the results of inspection and tests of the work are identified and recorded.

### **2.4.12 Control of Nonconforming Product**

Provide documented procedures for handling material or work that does not meet specified requirements, and for defects in the quality management system.

Ensure that defective material or work is not used or installed.

Define in the procedures who is responsible for reviewing defects and who has the authority to decide what remedial action is to be taken.

Develop standard pro-forma (Nonconformance Report) for use in recording details of defects and the remedial action taken.

Raise a report of any defective work, or any defect related to the quality system, within one working day of the nonconformance being recognised.

The responsibility for deciding on remedial action rests with the Contractor. If that proposed action does not involve an amendment to the Contract, and will not result in a variation or extension of time to the Contract, the Contractor is also responsible for taking that action.

If amendment or variation or extension of time will result from the proposed remedial action, submit the nonconformance report with the proposed action to the Superintendent for approval. Such a nonconformance constitutes a Hold Point.

Maintain an up-to-date register of nonconformance reports, including action taken. Ensure the register is available to the Superintendent at all times.

In the event of the Superintendent observing defective work or a defect in the quality system, the Contractor will be advised in writing. Within one ordinary working day of receipt of the advice, the Contractor shall raise a nonconformance report and action it in accordance with this paragraph.

### 2.4.13 Corrective and Preventative Action

Provide documented procedures describing the action to be taken to eliminate or minimise recurring problems and how that action is implemented and recorded.

Maintain records of corrective and preventative action carried out, including confirmation of the effectiveness of such actions.

### 2.4.14 Handling, Storage, Packaging, Preservation and Delivery

RESERVED

### 2.4.15 Control of Quality Records

Provide documented procedures describing how quality records are identified, controlled, maintained, stored and disposed of.

Quality records shall include, as a minimum:

- a) Records of management reviews
- b) Records of contract and tender reviews
- c) Purchase orders
- d) Registers of sub-contractors
- e) Records of sub-contractor performance
- f) Delivery Dockets
- g) Invoices
- h) Completed ITPs
- i) Test Results
- j) Supplier's and sub-contractor's compliance certificates
- k) Calibration schedules
- l) Nonconformance reports
- m) Records of corrective and preventative action
- n) Records of audits
- o) Training records

### 2.4.16 Internal Quality Audits

RESERVED

### 2.4.17 Training

Provide documented procedures describing how training needs are identified and training provided for all personnel performing activities affecting quality. This includes the use of the quality system.

Maintain appropriate records.

### 2.4.18 Servicing

RESERVED

## 2.5 ADDITIONAL REQUIREMENTS

### 2.5.1 Superintendent's Quality Audits

The Superintendent may monitor and audit the Contractor's Quality System. The Superintendent shall have the same rights of access to sub-contractors' Quality Systems as the Contractor.

At least five working days notice of a scheduled audit shall be given to the Contractor. The Principal reserves the right to conduct unscheduled quality audits with a minimum of one working day's notice.

## QUALITY ASSURANCE

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Quality audits will be conducted in accordance with the Superintendent's procedures, using suitably trained and competent staff.

The Contractor shall provide access and co-operation and all necessary documentation to allow the audit team to conduct the audit.

For the purpose of conducting a quality audit, the Superintendent may direct the opening up or pulling down of any part of the work under the Contract, the cost of which shall be in accordance with the provision of the General Conditions of Contract.

Corrective action requests resulting from an audit shall invoke a Hold Point unless they are related to system nonconformances, which do not directly affect product or service quality.

### **2.5.2 Hold Points and Witness Points**

To ensure compliance with critical aspects of the Contract, Hold Points and Witness Points have been identified for which the Superintendent is the designated person in accordance with "Definitions". Provide the Superintendent with 24 hours' notice of the requirement to release a Hold Point. Provide the Superintendent with 24 hours' notice of reaching a Witness Point.

When a Hold Point, for which the Superintendent is the designated person, has been reached, the Contractor shall submit relevant documentation associated with it to the Superintendent.

A Hold Point shall apply on detection of all nonconforming work for which the Contractor proposes to seek dispensation from the Superintendent for acceptance by concession.

Hold Points required by the Superintendent are given in Schedule 1 to this Project Brief and elsewhere in the Contract Documents. Those points which are identified by words such as "to approval" and "permission to use", are to be treated as Hold Points for which the Superintendent is the designated person.

Witness Points required by the Superintendent are given in Schedule 2 to this Project Brief and elsewhere in the Contract Documents.

### **2.5.3 Cost of the Quality System**

The Contractor shall bear all costs associated with the development, documentation, implementation and maintenance of the Quality System. The cost of the Quality System, including the costs of all investigations and process control testing, shall be deemed to be included in the rates or prices generally for the works.

The Contractor shall have no claim against the Principal for costs incurred in providing staff or interruption of works for any audit activity.

### 3 SCOPE OF WORKS

The purpose built office facility will allow for separate locations of the Northern Land Council to join together in a single location, increasing efficiency, connection and awareness amongst colleagues. The purpose built office facility will provide the organisation with a range of building and spatial types designed specifically for their purpose; allowing the NLC staff to provide an enhanced service to their constituents. A strong objective of this facility is to improve amenity for staff and visitors which will present an inclusive public face to the general community.

The purpose built offices will comprise of, but not limited to, the following:

- A contemporary Office Building, with carparking, including:
  - o Secure entry beyond reception with a welcoming public face and street presence
  - o Office spaces (enclosed & open plan)
  - o Meeting rooms
  - o Sensitive material library
  - o Flexible conference rooms
  - o Print rooms
  - o Various breakout spaces
  - o Storage space
  - o Kitchen / dining areas
  - o Male and Female Accessible amenities
  - o Secure archive store rooms
  - o Solar panels for power and hot water
  
- Shed, including covered parking for NLC vehicles, including:
  - o Battery storage for solar panels
  - o Truck parking
  - o Washdown bay
  - o Bike and boat storage
  - o Covered car parking (with solar panels on roof)
  - o Uncovered carparking
  - o Trailer parking
  
- Vehicle Parking hardstand (uncovered)
  
- Covered walkways
  
- Landscaping to external areas
  
- Services infrastructure throughout the site

#### FUTURE EXPANSION

The site area has been designed to accommodate future growth of staff / departments projected over the next 10 years.

#### 3.1 ORDER OF WORK

The works comprise the following components and are required to be undertaken in the order as set out here:

- Review gates and Client Approvals
- Documentation for Construction and building permit purposes, fabrication, assembly, shop drawings and as built records

## SCOPE OF WORKS

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- Review and Approval
- Construction

The Superintendent shall consider and approve each component of work before the Contractor commences construction. Such approval may be given after the Contractor demonstrates to the Superintendent that the Contractor's construction methodology meets the requirements and quality required of the RFT and associated documents.

## 4 DESIGN CHANGES (DURING CONSTRUCTION)

### 4.1 DESIGN INTENT, REVIEWS AND HOLD-POINT'S

#### Design Changes

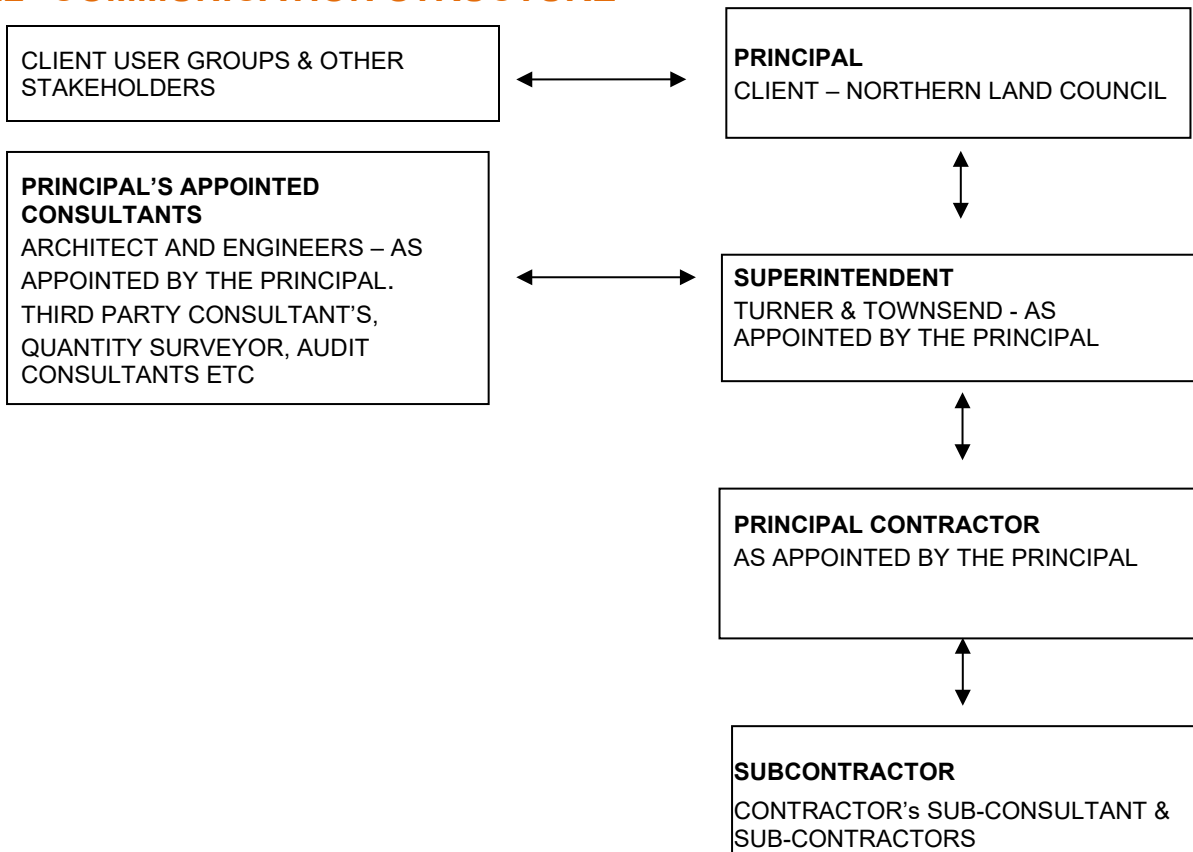
The Architectural and engineering design intent, developed design and finishes, building envelope, performance criteria and architectural expression as described in the contract documents is not to be changed without written permission from the Superintendent.

The Contractor shall provide to the Superintendent in writing, design changes or variances to the tendered design that may have significant impacts to cost or to the design intent prior to construction. The Superintendent shall determine the significance of the identified impact and whether they are acceptable.

The Contractor shall notify these changes in writing to the Superintendent prior to construction for approval.

Should a significant design change not be notified to the Superintendent in the required timeframe, the Superintendent reserves the right to direct the Contractor to remedy either built or progressed works back to the tendered design at no additional cost or time impact to the Principal.

### 4.2 COMMUNICATION STRUCTURE



### 4.3 DESIGN CHECKING

Any agreed design variations or corrections required during construction as a result of Contractor initiated request shall be the responsibility of the Contractor to amend and correct as necessary at no cost of the Client. Should a construction change occur as a result of a design omission, the Superintendent holds the delegation to direct the Contractor to amend the design accordingly and reflect those changes in the As Built documentation at no cost to the Client.

### 4.4 DRAWINGS

All drawings shall be legible when printed and copied at A3 size. Final Contract Drawing Set will be sent electronically as .dwg or .rvt files (AutoCAD and Revit) and PDF files.

The Superintendent Representative will be responsible for overall coordination of the latest document version, all documents must be dated and version controlled.

### 4.5 CONSULTATION DURING CONSTRUCTION PHASE

The Superintendent and the Contractor shall in best interest of the project promptly coordinate and undertake the following:

- a) Responses and resolution requiring any additional documentation resulting from document errors, omissions or ambiguities.
- b) Submit all applicable shop drawing submissions to the Superintendent for permission of use prior to ordering of materials and fabrication.
- c) Building Certification within this Contract includes all required works up to and including the 'Occupancy Permit'. Inclusive of all required certificates and reports.
- d) Inspections at key milestones during construction of the works as follows (at a minimum):
  - At critical stages of construction
  - At critical design hold-points
  - At handover
  - At times requested by the client of the contractor(s) in order to clarify design issues
  - At other times chosen at random by the proponent

## 5 INDIGENOUS DEVELOPMENT PLAN

### 5.1 GENERAL

This section specifies the requirements for the Indigenous Development Plan (IDP) for this project. The Contractor is responsible for ensuring the provisions of this section of the Project Brief and any other associated requirements (eg *Fair Work Act*) are complied with.

Details addressing key elements of the proposed IDP are to be given in the Response Schedule. Sufficient detail is to be provided that will allow overall assessment of the intent of the proposed IDP.

A fully developed Plan will be required within fourteen (14) days of Contract award.

### 5.2 PRINCIPLES

The purpose of the IDP for this Contract is to develop strategies and protocols within the contract that support Indigenous enterprise and maximise employment and training opportunities for Indigenous Territorians.

This could be achieved through adopting the following principles:

- (a) Employment and contract opportunities packaged to suit Indigenous people and organisations from within the local region.
- (b) Strategies to maximise the recruitment and retention of indigenous people.
- (c) Use of employment brokers and agencies set up to support indigenous employment.
- (d) Harness existing labour market programs and other government policy mechanisms.
- (e) Identify the skills gap and workskill development requirements of the Contract to appropriate Registered Training Organisations (RTO).
- (f) Ensure RTOs deliver appropriate training which supports indigenous workforce growth.
- (g) Support local businesses that employ Indigenous Territorians.
- (h) Ensure all subcontractors equally adopt these principles.

### 5.3 INDIGENOUS DEVELOPMENT PLAN (IDP)

#### 5.3.1 Submission – Hold Point

Within fourteen (14) days of the award of Contract, and before any work commences on site, the Contractor shall submit to the Superintendent one copy of the finalised IDP for approval.

The Superintendent shall within a reasonable time from receipt either approve the Indigenous Development Plan, or reject it, giving reasons for the rejections. The Contractor shall rectify the deficiencies and resubmit the Plan for approval.

#### 5.3.2 Minimum Requirements

The IDP as a minimum must address the following topics:

- (a) General Overview
  - (i) Provide an outline of the Indigenous participation context.
  - (ii) Provide an opportunity analysis for local participation.



## INDIGENOUS DEVELOPMENT PLAN

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- (iii) Nominate the Contractor's representative with responsibility for the Plan.
- (b) Employment Strategy and Targets
  - (i) Identify sources for indigenous labour (eg employment agency(s)/ indigenous organisation(s) etc).
  - (ii) Nominate employment targets and conditions of employment to be offered (compliance with Fair Work Act requirements).
  - (iii) Nominate the intended balance of skilled and unskilled indigenous labour to be achieved.
  - (iv) Numbers of apprentices and trainees to be employed.
  - (v) Career management strategies.
  - (vi) Mentoring strategies.
  - (vii) Strategies to sustain indigenous employment through the entire period of the Contract.
- (c) Training Strategies and Programs
  - (i) Training needs analysis, identifying skill gaps and work-skill development pathways.
  - (ii) Nominate the intended RTO and accredited courses to be delivered.
  - (iii) Proposed training schedule, including mix of classroom and on-the-job training, demonstrating total hours expected.
  - (iv) Identify any external funding to be sourced from DEEWR or DET to supplement delivery costs.
- (d) Local Development Capacity and Opportunities
  - (i) Identification of opportunities for local Community participation.
  - (ii) Specific proposals to maximise local Community involvement.
  - (iii) Goods, services and materials that will be locally sourced.
  - (iv) Use of sub-contractors that also use strategies that maximise indigenous employment.
  - (v) What recognised quality assurance/project control certification will be required of local sub-contractors.
- (e) Consultation and Communication Protocols
  - (i) Extent of community engagement to ascertain the availability of potential indigenous workers, including sub-contractors, labourers, cadets and apprentices/trainees etc.
  - (ii) How the Contractor will communicate such opportunities (employment/training/supplies/sub-contractors) available during the Contract.
- (f) Monitoring/Auditing and Reporting Protocols
  - (i) Maintain a system for recording and reporting. Monthly reports will be required however the Superintendent may seek reports on a more frequent basis during the Contract period.
  - (ii) Adopt the following:
    - A system of recording Indigenous employment hours worked signed by the participants weekly.

- A system of recording Indigenous training hours.
- A system detailing training courses / modules scheduled and completed.
- A system that will provide for timesheets with employment (hours worked) and training records for all identified indigenous people engaged on the Works, with all Progress Claims for Payment.

### 5.4 PROJECT REPORTING

A report at the completion of Works is to be provided to the Superintendent. The report should address as a minimum:

- (a) General compliance with endorsed IDP objectives.
- (b) Employment compliance (achievements against objectives/goals).
- (c) Training compliance (achievements against objectives/goals).
- (d) Lessons learned.

## **6 ENVIRONMENTAL MANAGEMENT**

The Contractor is to maintain compliance with the latest DIPL Environmental Management Specifications.

### **6.1 GENERAL**

Environmental Management principles apply to all construction and demolition works under the Contract.

### **6.2 STANDARDS**

The Standard Specification for Environmental Management reference text is the document which prescribes the minimum standards for environmental management for NTG projects.

This document is available from the web as a PDF document at:

<https://dipl.nt.gov.au/infrastructure/specification-services/technical-specifications/environmental-management>

If there is any inconsistency between the Standard Specification for Environmental Management reference text and any other document prescribing environmental management procedures applicable to the project; refer the inconsistency to the Superintendent immediately, and assume that the more stringent requirements apply until and unless advised differently by the Superintendent.

### **6.3 REFERENCES**

Only the clauses which are appropriate for the works are applicable to the works being carried out under this contract. Variations to the specification, if any, appear in clause titled Environmental Management Specific Requirements below.

Information and assistance in respect to environmental management is available from the Environmental Services work group:

phone (08) 8999 4550

email [Environment.DIPL@nt.gov.au](mailto:Environment.DIPL@nt.gov.au)

### **6.4 ENVIRONMENTAL MANAGEMENT SPECIFIC REQUIREMENTS**

### **6.5 ENVIRONMENTAL MANAGEMENT SCHEDULE 1 – HOLD POINTS**

| <b>SCHEDULE EM1 – ENVIRONMENTAL MANAGEMENT HOLD POINTS</b>   |                |             |                 |             |
|--|----------------|-------------|-----------------|-------------|
| <b>CLAUSE TITLE</b>  | <b>SECTION</b> | <b>PAGE</b> | <b>INITIALS</b> | <b>DATE</b> |
| 5. - CONTRACTOR'S ENVIRONMENTAL MANAGEMENT PLAN (CEMP) - 5.1 - SUBMISSION OF CEMP<br><br>Submit for assessment a copy of a site specific and project specific Contractor's Environmental Management Plan (CEMP) prior to establishment and commencement of work on site. | 5.1            | 7           |                 |             |