

**19 CONFIDENTIAL ITEMS**

**19.3 LAMEROO CWA / COMMUNITY MEETING BUILDING UPDATE**

**RECOMMENDATION**

That:

1. Pursuant to Section 90(2) & (3) of the Local Government Act 1999 the Council orders that the public, with the exception of the Acting Chief Executive Officer, Manager Corporate Services, Acting Manager Infrastructure Services, Manager Property and Development Services, Coordinator Executive Services and the Minute Secretary be excluded from attendance at the meeting held on Wednesday 23 November 2022 for Agenda Item 19.3 Lameroo CWA / Community Meeting Building Update;
2. The Council is satisfied that pursuant to section 90 (3) (k) of the Local Government Act 1999, the information to be received, discussed or considered in relation to the Agenda Item 19.3 Lameroo CWA / Community Meeting Building Update is:  
tenders for the supply of goods, the provision of services or the carrying out of works.
3. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed by the need to discuss this Agenda Item 19.3 in confidence.

**MOVED COUNCILLOR RON VALENTINE  
SECONDED COUNCILLOR NEVILLE PFEIFFER**

That:

1. Pursuant to Section 90(2) & (3) of the Local Government Act 1999 the Council orders that the public, with the exception of the Acting Chief Executive Officer, Manager Corporate Services, Acting Manager Infrastructure Services, Manager Property and Development Services, Coordinator Executive Services and the Minute Secretary be excluded from attendance at the meeting held on Wednesday 23 November 2022 for Agenda Item 19.3 Lameroo CWA / Community Meeting Building Update;
2. The Council is satisfied that pursuant to section 90 (3) (k) of the Local Government Act 1999, the information to be received, discussed or considered in relation to the Agenda Item 19.3 Lameroo CWA / Community Meeting Building Update is:  
tenders for the supply of goods, the provision of services or the carrying out of works.
3. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed by the need to discuss this Agenda Item 19.3 in confidence.

**CARRIED.**

**19.3 LAMEROO CWA / COMMUNITY MEETING BUILDING UPDATE**

**Responsible officer:** Matthew Sherman, Acting Chief Executive Officer

- Attachments:**
1. Tender Submission - Build by Andy - Confidential
  2. Tender Submission - Michael Kregar Building - Confidential
  3. Tender Submission - Romaldi - Confidential
  4. CWA Refurbishment Estimate - Tyson Beck - Confidential
  5. East End Project Estimate - Lameroo - Confidential

<b>Section under the Act</b>	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 90(2) & (3) of the <i>Local Government Act 1999</i> .
<b>Sub-clause and Reason:</b>	(k) - tenders for the supply of goods, the provision of services or the carrying out of works.

**Executive Summary**

This report provides an update to Council on the progress of the Lameroo Community Meeting Building and existing Lameroo CWA facility. It will provide an update on the tender prices for the new proposed facility, as well as indicative estimated costs for a refurbishment to the existing facility.

**RECOMMENDATION**

That Council;

ceases work on the new Lameroo Community Meeting Space project, and re-allocates the LCRI funding to undertake refurbishment works to the CWA building specifically new roof and outside cladding and the remainder of LCRI funding to be used to undertake a suite of works to the eastern end of the main street in Lameroo (overview attached). This would be subject to LCRI approval but is similar in nature to the approved Pinnaroo Eastern Entrance Project.

**MOVED COUNCILLOR RON VALENTINE  
SECONDED COUNCILLOR NEVILLE PFEIFFER**

The Mayor with approval of two-thirds of the members present suspended the meeting procedures pursuant to regulation 10(1) of the Local Government (Procedures at Meetings) Regulations 2013, for a period of 20 minutes to facilitate informal discussion in relation to the Lameroo Community Meeting Building and existing Lameroo CWA facility at 10.20am

Meeting procedures resumed at 10.40am

**That Council;**

ceases work on the new Lameroo Community Meeting Space project, and re-allocates the LCRI funding to undertake a suite of works to the eastern end of the main street in Lameroo (overview attached). and the remainder of LCRI funding to be used to undertake refurbishment works to the CWA building specifically new roof and outside cladding This would be subject to LCRI approval but is similar in nature to the approved Pinnaroo Eastern Entrance Project.

**CARRIED.**

**Background**

Council has previously committed to using Local Roads and Community Infrastructure (LRCI) grant funding to undertake the building of a new Lameroo Community Meeting Space building in Lameroo, replacing the existing CWA building. Council has previously committed to providing the Lameroo Historical Society with \$15,000 to relocate the existing CWA building.

**Context**

The design for the new building reached 50% in early October. It was then released to tender for 4 weeks, closing on Friday November 4. Council received three tenders for this new building, as per below (these are attached to this report):

- Romaldi \$1.39m
- Michael Kreger Building \$1.5m
- Build by Andy \$1.85m

These figures are significantly above the budget available.

Council has also engaged Tyson Beck of Tyson Beck General Building to undertake an estimation of the costs to undertake necessary refurbishment to the existing facility.

Tyson's estimate is \$210k-\$310k and is attached to this report.

**Policy and statutory implications**

The LRCI grant funding is required to be expended by June 30, 2023. We have no reason to believe Council would receive an extension beyond that date if requested; however, it must be noted Council has not at this stage discussed or requested an extension.

**Issues**

The existing facility is reaching the end of its life. In a recent Council asset audit, this facility was rated "fair". Without investment over the next few years, the building will continue to deteriorate and may eventually become unusable.

**Alternate options**

Council could decide to proceed with the building of the new facility, noting the significant financial liability it would incur (currently unbudgeted for).

Council could decide to proceed with a refurbishment of the current facility, with the available budget remaining aligning within the current estimated range.

Council could decide to spend the remaining money undertaking a suite of works to the eastern end of the main street in Lameroo (overview attached). This would be subject to funding approval but is similar in nature to the approved Pinnaroo Eastern Entrance Project.

Council could decide to not proceed with any of the alternative options outlined above and instead decide to spend the remaining money elsewhere, subject to funding approval, or return the funds as unspent.

**Financial implications**

If Council resolves to proceed with the building of the new facility, Council will need to provide significant additional funding to the project. This funding is not budgeted for in the 2022/23 Annual Business Plan and Budget or the Long-Term Financial Plan.

**Work Health and Safety and Risk implications**

N/A

**Consultation**

There are a number of stakeholders affected by any decision Council resolves.

The CWA have been engaged throughout the design process so far and would need to continue to be engaged moving forward.

The Lameroo Historical Society would need to be engaged around the moving of the existing facility.

**Schedule 1 Tender Form – Formal Offer**

We Andy's Building Services Pty Ltd (Tenderer) on 4/11/22 having read, understood and fully informed myself/ourselves/itself of the contents, requirements and obligations of the Request for Tender, do hereby tender to provide and complete the Services described in the Specifications as per RFT in accordance with the Contract for the amounts set out in the Tender Return Schedules attached.

The Tenderer:

1. is subject to the terms and conditions set out in the Conditions of Tendering;
2. irrevocably offers to perform the Services on the terms of the Contract and the Specifications as per RFT which form part of the Tender Documents subject only to the variations set out in Schedule 12;
3. confirms that this Tender has been prepared without any consultation, communication, agreement or other arrangement with any competitor regarding:
 

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  - 3.1 prices or methods, factors or formulae used to calculate prices;
  - 3.2 the intention or decision to submit a Tender, or the terms of the Tender;
  - 3.3 the submission of a Non-Conforming Tender; and
  - 3.4 the quality, quantity, specifications or particulars of the Services; and
4. Holds this offer open and capable of acceptance by the Council for a period of 90 days from the closing date.
5. Has sufficient resources to provide the services required in the context of any other current and anticipated work commitments.


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The undersigned undertakes that if selected as the successful Tenderer, I/we/it will execute and be bound by the Contract in accordance with the Conditions of Tendering.

If the Tenderer is a company, it must execute this Tender as follows:

<p><b>Executed by [Insert Company name] pursuant to section 127 of the Corporations Act 2001</b></p>	
<p></p> <p>Signature of Director</p>	<p>Signature of Director/Company Secretary <i>(Please delete as applicable)</i></p>
<p>Sulev Suuraar</p> <p>Name of Director (print)</p>	<p>Name of Director/Company Secretary (print)</p>
<p>Date:</p>	<p>Date:</p>
<p><b>OR</b></p>	
<p>Signature of Sole Director and Sole Company Secretary</p>	<p>Date:</p>
<p>Date:</p>	<p>Date:</p>
<p>Name of Sole Director and Sole Company Secretary (print)</p>	
<p><b>OR</b></p> <p><b>Signed for [Insert name of Representative] by an authorised representative in the presence of:</b></p>	
<p>Signature of witness</p>	<p>Signature of authorised representative</p>
<p>Name of witness (print)</p>	<p>Name of authorised representative (print)</p>
<p>Date:</p>	<p>Position of authorised representative (print)</p>
	<p>Date:</p>

If the Tenderer is an individual, the document must be executed as follows:

Signed by <b>[insert name]</b> in the presence of:	
Signature	Signature of witness
Name of Individual (print)	Name of witness (print)
Date: ___/___/___	Date: ___/___/___

If the Tenderer is a Discretionary Trust, the document must be executed as follows:

Executed by <b>[Insert Names of Trustees]</b> as Trustees for the <b>[Insert Names of Trust]</b>	
Signature of Trustee	Signature of Trustee
Name of Trustee (print)	Name of Trustee (print)
Date: ___/___/___	Date: ___/___/___

If the Tenderer is a partnership, the Tender must be executed as follows:

Partner 1:

Signed by <b>[insert name]</b> in the presence of:	
Signature of witness	Signature of partner
Name of witness (print)	Date:
Address of witness (print)	
Date:	


Partner 2:

<b>Signed by [insert name] in the presence of:</b>	
Signature of witness	Signature of partner
Name of witness (print)	Date:
Address of witness (print)	
Date:	

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**Schedule 2 Tenderer's Details**

<p><b>1. Name of Tenderer</b>  State in full the name(s) of the person(s) or the registered name(s) of the company(s) and trading names.</p>	<p>Andy's Building Services Pty Ltd  Sulev Suursaar</p>
<p>Australian Business Number (ABN)</p>	<p>95 008 044 200</p>
<p>Australian Company Number (ACN)</p>	<p>008044200</p>
<p><b>2. Contact person</b>  Nominate a contact person for this tender to deal with any questions or queries that may arise.</p>	<p>Thomas Suursaar</p>
<p><b>3. Registered address</b></p>	<p>29 Waddikee Road Lonsdale SA 5160</p>
<p><b>4. Postal address</b></p>	<p>PO Box 599 Blackwood SA 5051</p>
<p><b>5. Telephone</b></p>	<p>0448 806 577</p>
<p><b>6. Email</b></p>	<p>thomas@buildbyandy.com.au</p>
<p><b>7. Tender conditions</b> Tenderer to sign that it has read and understood this RFT and the Conditions of Tender.</p>	<p>Signed. </p>

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**Schedule 3 Financial Capacity**

To enable Council to evaluate the capacity of your Organisation to undertake the provision of the Services, the Tenderer is required to provide the following information:

Tenderers are required to demonstrate they have the financial capacity to provide, over the term of the Contract for Goods and/or Services, all the requirements specified. Tenderers are required to consider the information below and complete the schedule accordingly.

Tenderers are required to undertake to provide Council upon request all such information as Council reasonably requires to satisfy itself that Tenderers are financially viable and have the financial capability to provide the Goods and/or Services for which they are tendering and to otherwise meet their obligations under the proposed Contract for Goods and/or Services.

Council reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality. For this assessment to be completed, a representative from the nominated agent may contact the Tenderer concerning the financial information that the Tenderer is required to provide.

The financial assessment is specifically for use by Council for the purpose of assessing Tenders and will be treated as strictly confidential.

Question #	Detail	Please answer Yes or No
1	The Tenderer must indicate whether or not it agrees to assist in the financial assessment process	Yes
2	The Tenderer must indicate that if required it will submit copies of its annual audited documents including but not limited to annual reports and balance sheets, profit and loss statements, and cash flow statements for the last two financial years	Yes
3	The Tenderer must indicate whether or not it will co-operate with an independent financial assessor during the conduct of financial assessments	Yes
4	If the Tenderer provides a 'no' response to any of the above please provide a statement detailing the Tenderer's reasons ( <i>the statement should not exceed 300 words</i> ).	

*Attach response to Question 4 here or as an attachment if required*

**Schedule 4 Licences and Accreditation**

Provide details of all licences, accreditations or Membership to relevant Industry Peak Body, currently held by the tenderer that would be required or relevant in order to undertake to provide the services of this Tender.

Licence/Accreditation/Membership	Licence/Accreditation Detail	Expiry date (if applicable)

*Copy of all licences/Accreditation/Membership is to be attached to this response.*

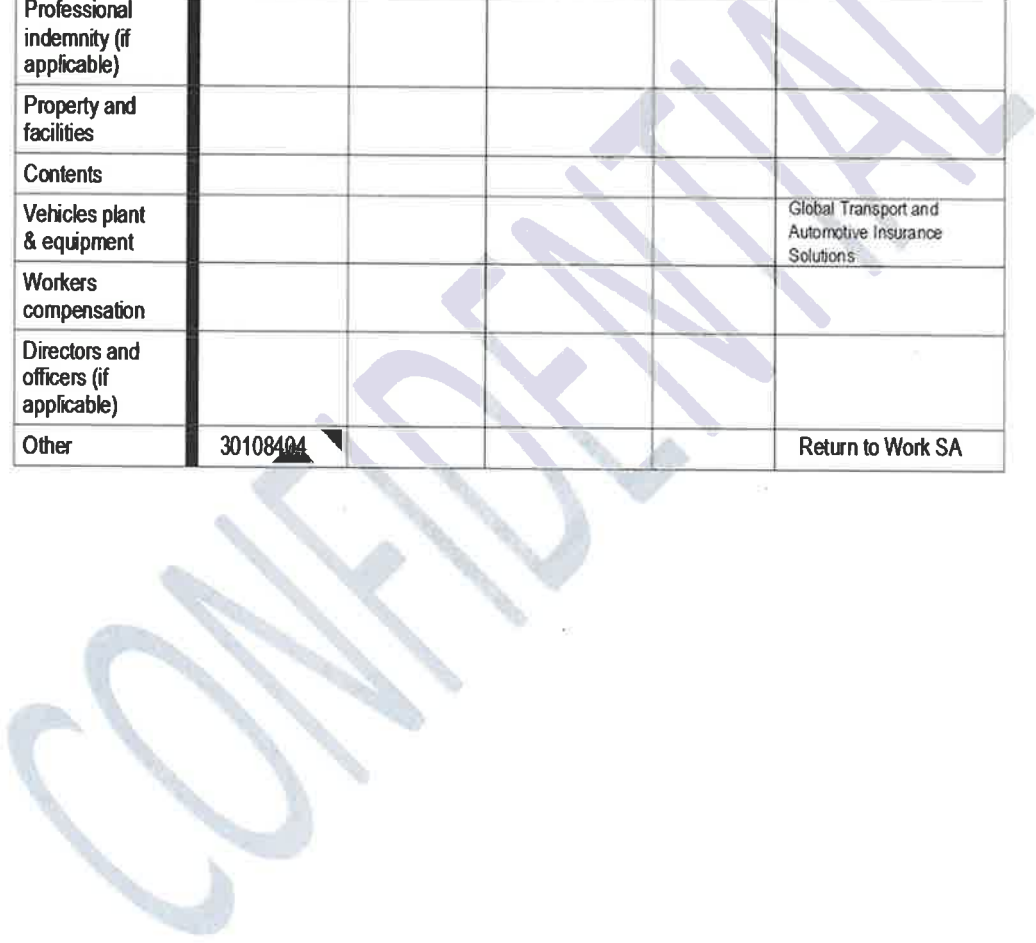
Refer attached licenses and accreditations

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**Schedule 5 Insurance**

Provide details of insurance currently held by you that would be extended to provide cover for work under the Contract.

Insurance type	Policy no	Extent of cover		Expiry date	Name of insurer
		Per incident \$A	In aggregate \$A		
Public and products liability	SURACONS-228594	\$20m	\$20m	30/06/23	Sura Construction
Professional indemnity (if applicable)					
Property and facilities					
Contents					
Vehicles plant & equipment					Global Transport and Automotive Insurance Solutions
Workers compensation					
Directors and officers (if applicable)					
Other	30108404				Return to Work SA



**Schedule 6 Work Health & Safety & Risk Management**

**Tenderer is to provide WHS information relevant to assessing the capacity and suitability of the tenderer to provide the goods and/or services (without assuming risk) by responding either Yes or No below.**

Key issues include:

• Is the tenderer aware of its Work Health & Safety obligations?	Yes
• Does the tenderer comply with its legal obligations under the Work Health and Safety Act 2012	Yes
• Has the tenderer identified any WHS risks in the provision of the goods or services and if so determined measures to ensure so far as is reasonably practicable, the health and safety of personnel involved in the provision of the goods or services?	Yes
• Has the tenderer made personnel aware of their WHS obligations and WHS risks in the provision of the goods or services?	Yes
• Has the tenderer been investigated in regard to a WHS incident and, if so, provide the circumstances of the incident and outcome of the investigation.	No
• Has the tenderer been convicted of a work health and safety offence and if so, what were the circumstances?	No
• Has the tenderer undertaken a Third Party Accreditation of it's WHS Policy?	No

**Please note:** All councils are committed to ensuring the safety of all workers and visitors. This commitment extends to ensuring goods and services purchased meet or exceed all safety requirements and will not, in normal use, pose any or unexpected risks.

**The successful Tenderers will be required to undertake Inductions on site for each body of works or supply of goods to be undertaken.**

The successful Tenderer must acknowledge that it will, when on any council premises, comply with all reasonable directions of the council, including but not limited to documented procedures relating to WHS, and any security requirements. This obligation extends to all procedures which are notified to the successful Tenderer by the council or which might reasonably be inferred by the successful Tenderer in all circumstances. The successful Tenderer must comply with all requirements under statutory WHS legislations.

Refer attached draft site WHS Management Plan

**Schedule 7 Environmental Management System**

Tenderers are to provide details of their environmental management system as follows by indicating **Yes** or **No** or list information as required.:

Does the tenderer have an environmental management system relevant to the provision of the Goods and/or Services?	Yes
Is the tenderer's Environmental Management System a current ISO 14001 Environmental Management Certification or an alternative Third Party Certification?	Yes
Has the tenderer considered any environmental risks in the provision of the Goods and/or Services?	Yes
If "Yes" has the tenderer identified practicable measures to remove or substantially mitigate these risks?	Refer attached draft statement

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**Schedule 8      Quality Systems**

Tenderers are to provide details of their Quality System as follows by indicating **Yes** or **No** or *list information as required*..

Does the tenderer have a Quality System relevant to the provision of the Services?	Yes
Is the tenderer's Quality Management System a current ISO 9001 Quality Management Certification or an alternative Third Party Certification?	Yes
Has the tenderer considered any risks to Quality in the provision of the Services?	Yes
If "Yes" has the tenderer identified practicable measures to remove or substantially mitigate these risks?	Refer attached policy

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**Schedule 9 Industrial Relations Record**

Provide a summary of the Tenderer's industrial relations record over the last three years.

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**Schedule 10 Conflict of Interest**

The Tenderers are required to provide details of any interest, relationship or clients which may or do give rise to a conflict of interest, the issue about which that conflict or potential conflict does or may arise and advice of how the disclosed conflict of interest will be managed.

Nil



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Initial

**Schedule 11 Referees**

The Tenderer is required to provide information on past contracts, including referees. Referees may be contacted with regard to the provision of Goods and/or Services offered in the Tenderer's response. The Tenderer must provide the information requested in the tables below for three contracts for the provision of goods and/or services of a similar nature to those detailed in the Specifications undertaken in the last three years or current. The Referees are **NOT** to be current employees of the Council.

<b>Contract Short Title</b>	<i>(Insert response in table or provide as an attachment)</i>		
<b>Brief Description of Services</b>	New changeroom & toilet facility for local football club design and construct. Working closely with client and Council to deliver desired outcome required.		
<b>Value of Services (GST Exclusive)</b>	Approx. \$400k	<b>Period of Service Delivery</b>	Dec 2020 - August 2021
<b>Client Name</b>	The District Council of Karoonda East Murray		
<b>Client Contact Name and Position Title</b>	Katrina Fromm		
<b>Client Contact Phone and Email</b>	katrina.f@dckem.sa.gov.au 0407 186 324		

<b>Contract Short Title</b>	<i>(Insert response in table or provide as an attachment)</i>		
<b>Brief Description of Services</b>	Renovations to existing yacht club for Somerton Park Yacht Club. Design & Construct.		
<b>Value of Services (GST Exclusive)</b>	Approx. \$200k	<b>Period of Service Delivery</b>	Jan 2021 - Oct 2021
<b>Client Name</b>	City of Holdfast Bay		
<b>Client Contact Name and Position Title</b>	Jeff Thomas Building & Facilities Project Officer		
<b>Client Contact Phone and Email</b>	JThomas@holdfast.sa.gov.au 0409 695 068		

<b>Contract Short Title</b>	<i>(Insert response in table or provide as an attachment)</i>		
<b>Brief Description of Services</b>	Major renovations to Hotel Victor bar/gaming & dining		
<b>Value of Services (GST Exclusive)</b>	Approx \$3m	<b>Period of Service Delivery</b>	Sept 2021 - Aug 2022
<b>Client Name</b>	ALH Group		
<b>Client Contact Name and Position Title</b>	Con Cayas Director		
<b>Client Contact Phone and Email</b>	con@cayasandward.com.au 07 3356 6100		



**Schedule 13 Organisation Structure, Facilities and Resources**

**1. Organisation structure**

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Provide details of the staff and the organisation structure proposed to be used for performance of the Services. Details must include but not be limited to:

- Company structure to be used to support the Services including size and location of office, organisation structure
- Details of the award, enterprise agreement, and/or local area workplace agreement, under which staff will be employed, and rates of pay, conditions or allowances.

Refer attached company profile & structure

**2. Employees**

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Provide details of number of staff proposed to be used and their qualifications and experience

Refer attached company profile & structure

**3. Other details (e.g. specific plant & equipment, vehicles)**

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Refer attached company profile & structure

**4. Facilities**

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Provide details

Refer attached company profile & structure

**5. Proposed subcontractors**

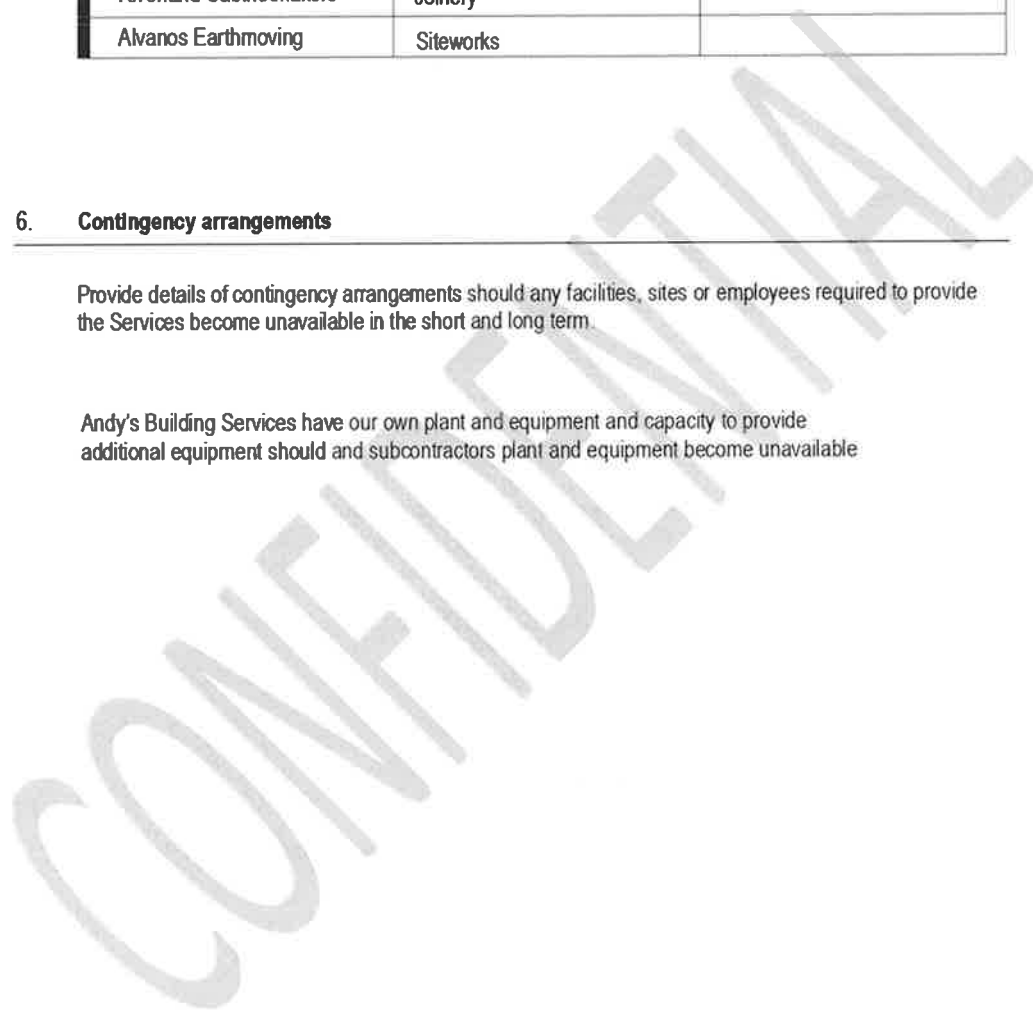
Provide details in the Table below the proposed sub-contractors or other representatives to be employed or engaged by the Tenderer. The Tenderer must define the scope and extent of Services and provision of items to be provided by sub-contractors.

Subcontractor's name and address	Services to be provided	Item(s)
Hansen Electric	Electrical/mechanical services	
Riverland Cabinetmakers	Joinery	
Alvanos Earthmoving	Siteworks	

**6. Contingency arrangements**

Provide details of contingency arrangements should any facilities, sites or employees required to provide the Services become unavailable in the short and long term.

Andy's Building Services have our own plant and equipment and capacity to provide additional equipment should and subcontractors plant and equipment become unavailable



**Schedule 14 Experience**

**1. Past performance**

For how many years has the Tenderer engaged in the type of work included in the Services?

40 years

Has the Tenderer had an appointment terminated on a project in the last five years. If yes please provide brief details.

No

Has the Tenderer terminated a project in the last five years. If yes please provide brief details.

No

Has the Tenderer refused to continue providing services under a contract in the last five years unless the terms or payments were changed from those which were originally agreed. If yes please provide brief details.

No

**2. Current contracts and Other Commitments**

Provide a summary of current engagements for local government and any other commitments

TBA

**Schedule 15 Customer Service Plan**

Tenderers must demonstrate their capacity and skill in regard to the provision of customer service. Tenderers must describe what systems they will use and performance levels that will be achieved in the provision of advice and response to enquiries, complaints, and requests for assistance from members of the public. This must include but not be limited to:

- procedures for the handling of all enquiries and complaints;
- staff education programs to ensure highest levels of customer service are attained and maintained;
- indicative performance standards for handling of enquiries and complaints, including specific time scales;
- number and qualifications of staff who will provide this service;
- location/s of enquiry and assistance points where enquiries and complaints will be managed;
- hours of availability of customer service and supervisory staff;
- how the complaints register will be maintained;
- proposed information leaflets, forms and reports that will be used in providing this service

Refer attached draft customer service plan

**Schedule 16 Implementation Schedule and Transition Plan**

**1. Implementation schedule**

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Tenderers must provide a comprehensive project plan or Gantt Chart that encompasses all activities required as outlined under Section C – Specification, including timelines for each activity from Contract execution to Contract 'start date'.

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**Schedule 17 Value Added Services, Improvements and Innovations**

Provide details of any other benefits you can offer to improve the level of service or value of your Tender.

Andy's Building have endeavoured where possible to utilise local subcontractors and suppliers

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**Schedule 18 Pricing**

**All prices must be listed exclusive of GST**

Provide a breakdown of the costs for the Services and/or each type of Service required (if applicable) and/or breakdown of fixed and variable costs (if applicable).

Pricing that has not been included in the tendered price may not be approved for payment by the Council without full justification and final approval at the discretion of the Council. It is therefore essential that all possible charges are listed within the fixed price below.

**FIXED PRICE**

<b>FIXED PRICE FOR PROVISION OF THE SERVICE</b>	<b>\$1,849,004.00</b>	<b>ex GST</b>
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**The above Fixed Price is to be broken down in the attached pricing schedule**

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**Assumptions in the lump sum price**

The Tenderer must list below any and all assumptions in calculating the price stated - such as any effect should the Tenderer be awarded a certain volume, value or frequency of work over time should the Principal decide to accept part only of the Tender. During the evaluation process the Tenderer may be required to supply a detailed breakdown of the price by way of clarification.

No.	Assumptions
1	Refer attached tender letter for assumptions
2	
3	
4	
5	
6	

**Exclusions to lump sum price**


The Tenderer must list below anything not included in the lump sum price. Anything not listed below is included in the lump sum price.

No.	Exclusions
1	Refer attached tender letter for exclusions
2	
3	
4	
5	
6	
7	
8	

**CITB Levy**

It is a requirement under the provisions of the Construction Industry Training Fund Act 1992 (the Act) and the Construction Industry Training Fund Regulations 2008 (Regulations), that the CITF levy is payable by the Contractor for all 'building or construction' work valued over \$40,000 carried out in South Australia at a rate of 0.25% of the estimated project value, including GST.

Please indicate that you are aware that the Levy is required to be paid by the Successful Tenderer and must be taken in to account for any contracted works under the terms and conditions of this Contract that may be required to be undertaken from time to time, which job is individually valued at over \$40,000.

<b>CITF/CITB Levy</b>	I acknowledge that I have read the above and acknowledge that I may from time to time, be required to pay the CITB levy for works individually valued at over \$40,000.	Name: Sulev Suursaar Signed: 
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Date: 4/11/22

To: Southern Mallee District Council

Project: Lameroo Community Meeting Building Project

Att: Sam Wellington

Dear Sir:

We are pleased to be able to submit to you our price to construct the above-mentioned project. Our quote is based on the documentation received & site inspection all as below. We acknowledge receipt of Tender Addendum 1.

**Scope of Works included:**

1. **Site Preparation**
  - We have allowed for site cut and removal of clean existing topsoil to a maximum depth of 200mm to proposed building area.
  - We have allowed to supply & install 100mm of PM2/20QG proof rolled sub base in preparation for new works.
  - 3 compaction tests to subgrade and base layer.
2. **Concrete Footings & Slab**
  - We have allowed to:
    - Supply & install a 125mm thick reinforced concrete slab in standard grey finish.
    - Supply & install concrete footings EB1, IB1, SF1 & SF2.
  - We have allowed for Termimesh Smartfilm termite protection system.
3. **Structural Steelwork**
  - We have allowed for the supply & installation of structural steelwork.
  - We have allowed sand blasting and paint finish to internal steelwork hot dipped galvanised finish to external exposed steelwork.

**Andy's Building**  
BLD 24079, 238130  
PO Box 599  
Blackwood SA 5051  
andy@buildbyandy.com.au  
ABN: 95 008 044 200



4. **Roofing**

- We have allowed for:
  - 0.48 BMT NextSTAR premium finish True Oak 21 roof sheeting with Ashrid 120mm roof racks to all purlins.
  - 0.48 BMT NextSTAR premium finish True Oak 21 roof sheeting sprung curved to pavilion roof.
  - 0.55 NextSTAR Europlus interlocking panels in various colours with 0.55 BMT NextSTAR special made corner window door foot mould flashings to detailed wall areas.
  - R3.6 blanket and foil insulation supported on 2.0mm galvanised support mesh laid over purlins to Community Centre excluding overhangs.
  - 0.55 NextSTAR special made flashing and cappings.
  - 0.55 NextSTAR 150mm half round gutters with external brackets standard finish.
  - 0.8mm NextSTAR 100mm downpipes with stainless steel stand off brackets 6 drops to ground level.
  - 0.55 NextStar removable ball guards 6 of.
  - Roof safety access system in accordance with proposal submitted by Correct Safety.

5. **Second Fix Carpentry**

- We have allowed to supply & fit 150mm hardwood timber skirtings.

6. **Painting**

- We have allowed to prepare and paint all new internal & external walls ceilings doors frames and external surfaces.

7. **Joinery**

- We have allowed to supply & install new joinery units in finishes as specified.

8. **Aluminium Windows & Doors**

- We have allowed to supply & fit:
  - Aluminium windows and doors in 20 micron black anodised finish.
  - Lockwood aluminium door hardware.
  - Alspec equivalent commercial series framing.
  - Soltech neutral double glazing.

9. **Timber Doors Door & Sundry Hardware**

- We have allowed to supply & fit:
  - Timber doors aluminium door frames and associated door hardware as specified.
  - Lietzke steel door frames to 3 external doors only.
  - Vision panels to selected doors.
  - Door grilles to selected doors.
  - Sundry door hardware.

**Andy's Building**  
BUD 24079, 238130  
PO Box 599  
Blackwood SA 5051  
andy@buildbyandy.com.au  
ABN: 95 008 044 200



**10. Ceilings & Wall Linings**

- We have allowed to;
  - Construct wall framing types specified.
  - Construct suspended ceiling grid as specified.
  - Supply & install Barestone wall linings with insulation.
  - Construct water resistant flushed plasterboard wall linings with insulation.
  - Construct flushed plasterboard wall linings with insulation.
  - Construct 12mm thick acoustic Supawood Supacoustic panels.
  - Construct vinyl faced plasterboard ceilings to new areas.
  - Construct cement sheet soffit linings.

**11. Wall & Floor Tiling**

- We have allowed to supply & install wall and floor tiling including screed and grout as specified.

**12. Floor Coverings**

- We have allowed to;
  - Supply & install Forbo marmoleum with heat welded seams.
  - Supply & install Forbo Safestep coved and heat welded.
  - Supply & install Forbo Coral entry matting.
  - Grind sub floor prior to installing new vinyl.
  - Feather screed sub floor prior to installing new floor coverings.

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### 13. Electrical Services

- We have allowed for:
  - 10 x Deluxe Lighting RZLA LEDONA9.8 watt D/L1.
  - 5 x Clipsal 753R motion sensors.
  - 2 x Exit Lights.
  - 1 x 2 watt emergency fittings.
  - 1 x Clipsal WS226SSR/3RG PE Cell.
  - 14 x MICA SLIM A 5L90 inground lights IG1 including conduits.
  - 7 x Santorini Wall Lights WL.
  - 2 x H-55 Joist 4.52 metre suspended L1.
  - Security system including:
    - 1 x 8 way relay card.
    - 1 x medium enclosure.
    - 12 volt batteries.
    - 16 inputs.
    - T4000 monitoring.
    - 15 x PIR sensors.
    - 5 x Smoke detectors.
    - 1 x Thermal Detector.
    - 1 x keypad.
    - 1 x External strobe.
  - Clipsal Structured cable systems by BMA systems including:
    - 1 x 18 RU data rack with swing frame 600 deep.
    - 1 x 10 way power rail.
    - 1 x cat 6 patch panels.
    - Cat 6 Clipsal Data cable.
    - 1 x 2 gang data plate.
    - patch Leads and fly leads.
    - Fluke testing.
  - 60 metre 4 x 35mm XLPE consumer mains has been allowed in 100mm HD conduit.
  - Custom Made switchboard with the following.
    - 100 amp lockable meter isolator.
    - 150KA surge diverter.
    - Retailer meter section with capacity for 2 x retail meters.
    - Distribution section with RCBO's and MCB's.
    - New main Earth.
  - 4 x External power outlets and lockable isolator as per note 4.
  - 2 x single phase 20 amp and 1 x 20 amp 3 phase outlets for any potential equipment.
  - Power supplies and outlets for the following.
    - Stove /range with isolator.
    - 10 x internal power outlets double.
    - Mechanical services.
  - Operation & maintenance manuals & warranties.

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#### 14. Hydraulic Services

- We have allowed for;
  - In ground sewer drainage as per our documents.
  - Connection to existing site sewer system.
  - Sewer drainage in UPVC pipework.
  - Supply and install a concrete 3,000 septic tank.
  - Supply and install an RI Industries 1,000 trade waste tank.
  - Epoxy coating to trade waste tank.
  - Sewer drainage to internal fixtures.
  - Trade waste drainage in HDPE as per documents.
  - Trade waste drainage and as per drawings.
  - Sewer drainage to external split level trough.
  - Tundish points to each building for mechanical services as per our documents.
  - Tundish point for hot water service in each building.
  - Vent pipework from sewer drains in UPVC pipework as per documents.
  - Vent penetrations and flashings.
  - Removal of spoil from site.
  - Sand and rubble for backfilling.
  - Cold water system.
  - Connect to existing from water meter on site.
  - Supply and install Isolation valves as per documents.
  - Internal minor cold water within the building to be in Pex 20 pipework.
  - Supply and install backflow vales for trade waste tank.
  - Backflow testing and reports to SA Water of existing devices.
  - Inground water mains in poly from water meter to building.
  - Sand cover to all inground pipework.
  - I.D tape to water mains in ground.
  - Internal minor hot water lines within the building will be in Pex 20 pipework
  - Hot water isolation valves as our documented.
  - 13mm Armaflex lagging to all minor hot water pipe work.
  - Supply and install TMV valves as documented.
  - Supply and install 50ltr hot water units to each building.
  - Supply and install sanitaryware and tapware as per our schedule.
  - Supply and install Trimmers to all plumbing fixtures.
  - Supply and install stainless steel split level wash trough.
  - Supply and install stainless steel twin bowl sink unit.
  - All works to be done are allowed for in normal working hours.
  - Allowance for 2 off maintenance visits and reports in defect liability period.

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15. **Mechanical Services**

- We have allowed to;
  - 1 x Daikin RQYMQ8AY1 VRV 22 kilowatt outdoor unit with 1 x Daikin FXSQ125PAVE 12.5 kilowatt ducted fan coil unit and 1 x Daikin FXFQ80AVM ceiling cassette (Round flow).
  - Sheet metal duct, flex duct and air diffusion equipment.
  - 1 x Fantech RIL150 for fresh air fan.
  - 1 x Fantech MV254E exhaust fan.
  - 2 x air relief door grills.
  - Hard drawn copper refrigerant pipework and PVC drain condensate pipework.
  - All electrical circuits and control wiring for complete system.
  - Seismic bracing has been allowed but no allowance has been made for any design.
  - Colorbond capping to external pipework/cabling.
  - Operation and maintenance manuals and warranties.
  - Testing and commissioning.

16. **Preliminaries**

- We have allowed for;
  - Supervision, project management and administration.
  - Mobilisation.
  - All work to be carried out in normal working hours, unless nominated otherwise.
  - Site amenities to be provided for the duration of the project.
  - Power and water etc to be provided free of charge to builder by client.
  - Removal of our rubbish only.
  - Builder's clean only at the completion of our works.
  - Removal of excess materials waste progressively.
  - Mutually agreed contract & conditions prior to commencement.
- ~~Our quotation is commercial in confidence.~~
- This quote is based on current material prices at date of quote.
- Tender validity period is 30 days.
- All material costs are current at the date of tender and are subject to cost adjustments when orders are placed.

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17. **Project Exclusions;**

No allowance for;

- Perforated screens (Details to be confirmed)
- Bird deterrent wires (Details to be confirmed)
- Loose furniture & items to be supplied by others
- Stormwater (Extent to be determined with successful subcontractor – Addendum 1)
- Landscaping
- Bin store
- SAPN fees and charges
- NBN fees and charges
- SA Water fees and charges
- Hard digging rock removal

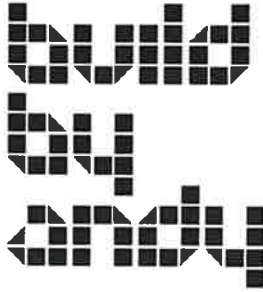
**GENERAL EXCLUSIONS:**

No allowance for works noted TBC details to be provided. No allowance for works clearly not stated above. No allowance for liquidated damages. No allowance for latent conditions. No allowance has been made for removal of contaminated soil or hazardous materials, re-location of existing underground services not marked on drawings. No allowance for environmental testing or geotechnical engineer. No allowance has been made for any services not mentioned above. No allowance for dust control when not present on site. No allowance has been made for hard digging, rock removal, dewatering of trenches, removal of demolished, contaminated, or buried rubbish from excavations, No allowance for removal of non-engineered fill. No allowance for Council fees and charges, any engineers design or fees and inspection costs, any architectural fees, inspection, or design costs, CITB levy, SAPN fees & charges, SA Water fees, Telstra service to property, Telstra fees & charges, gas (APA) utility fees or charges, any fees, costs, or charges by ETSA or your energy retailer for supplying of temporary power. No allowance has been made for securities, retention, or performance guarantees. No assumptions or allowances have been made for items not clearly detailed on the documents provided. No allowance for project specific Contract Works Insurance.

**Note:**

Practical completion is deemed to have been achieved once the owner has taken possession of site. Certificate of occupancy is the owner's responsibility. Prior to commencement on site we will require, a full set of all drawings in editable Auto-CAD format and editable PDF format, specification and other documents forming contract in electronic format as required (Microsoft Word, Excel, Adobe PDF, Auto-CAD) for our use in administration, construction, producing shop drawings and for us to provide you (if required by contract) with final As Built Drawings.

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**Terms and Conditions:**

Progress payments to the full value of invoice to be paid 7 days from date of invoice. If payments are not received when due, we reserve the right to suspend all works on project until full payment made. Invoices for progress payments will be issued progressively. Acceptance of this quotation and conditions will be upon receipt of your official purchase order and written instructions to proceed and, if required, completion and acceptance of the relevant standard Master Builders Association Commercial Contract. Commencement of works on site is deemed by Andy's Building Services Pty Ltd that the client has accepted this quotation and the terms and conditions. If there is an inconsistency between these conditions and any part of the request for tender, drawings and specifications provided or the form of contract that it refers to, then these conditions, our quotation and scope of works shall prevail. Our tender submission is provided on the basis of this Scope of Works and the Scope of Works of our Contractors and Suppliers. This quote and our terms and conditions take precedence over all other contract documents.

Due to the volatility of the current market, pricing is based on supply costs at Tender date and may be subject to cost escalation. Some materials may not be available when requested. Progress Payments are to be made throughout this project and are subject to the Building and Construction Industry Security of Payment Act 2009 (SA). All materials for the project, including those fixed on site will remain the ownership of Andy's Building Services Pty Ltd until all payments are made. Due to recent price rises in materials and expected further price rises, this tender is based on current material prices, and may be subject to rise and fall conditions.

All variations to the contract works to be made in writing and shall be paid within 7 days from date of invoice. Builders margin of 10% and an administration fee of 5% apply to all variations. Variation costs will be submitted progressively when all related information and costs are received by us and in a reasonable timeframe. Variation costs will be deemed to be accepted, either by written acceptance or if no correspondence then within 14 days of our submission. A client verbal or written instruction to proceed with variation works on an urgent basis before costs can be priced, that are assessed as variation works by the builder is deemed that the client has accepted the costs relating to that variation. Hourly rate for additional works will be to the current Master Builders Association charge out rates schedule for our own labour.

We reserve the right to claim for goods or any deposit payment required by suppliers or contractors that are held off-site for the purpose of the project. Insurance will be provided for these items if required

This quotation remains valid for 30 days only, after which time this quotation is subject to price increases in materials and labour. Any increases during project will be costed and will require full written approval from client or client's representative before any works continue. Progress payments to the full value of invoice to be paid within 14 days from date of invoice.

We trust the above is acceptable but please contact us with any queries. We look forward to working with you on this project. We thank you for the opportunity of quoting this project and trust this meets with your approval and assure you of our best attention at all times.

<b>Total Tender Amount excl GST</b>	<b>\$ 1,849,004.00</b>
<b>GST 10%</b>	<b>\$ 184,900.40</b>
<b>Total Tender Amount incl GST</b>	<b>\$ 2,033,904.40</b>

Yours Faithfully,

Sulev A Suursaar  
Managing Director.

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<p align="center"><b>Lameroo Community Meeting Building - Pricing Schedule</b></p> <p align="center"><b>** (do not change item wording - additional lines at end of each section should there be a need to add any extra items)</b></p>						
Item	Description	UOM	Quantity	Rate (ex GST)	Amount (ex GST)	
<b>1. PRELIMINARIES</b>						
1.1	Preliminaries and Supervision	Item	1		\$338,388.75	
1.2	Establishment	Item	1		\$3,847.50	
1.3	Site Facilities	Item	1		\$28,525.05	
1.4	Quality Control, Quality Assurance and Contract Administration	Item	1		\$10,710.00	
1.5	Environmental Management	Item	1		\$1,687.50	
1.6	Insurances and Bank Guarantees	Item	1		\$8,437.50	
1.7	Pedestrian and Traffic Management	Item	1		\$2,250.00	
1.8	Survey (set out and as-constructed)	Item	1		\$6,750.00	
1.9	Demolition	Item	1		N/A	
1.10	Site Preparation	Item	1		\$48,232.13	
1.11	Mechanical Services	Item	1		\$47,314.13	
				<b>TOTAL</b>		
<b>2. Electrical Works</b>						
2.1	Electrical Works	Item			\$102,996.00	
				<b>TOTAL</b>		
<b>3. Hydraulic Works</b>						
3.1	Hydraulic Works	Item			\$89,640.00	
				<b>TOTAL</b>		
<b>4. Building Works</b>						
4.1	Building Works	Item			\$1,160,225.45	
				<b>TOTAL</b>		
				<b>TOTAL</b>	<b>\$1,849,004.00</b>	

**TOTAL**

WORK HEALTH AND SAFETY MANAGEMENT PLAN



**WORK HEALTH AND SAFETY  
MANAGEMENT PLAN**

<b>PROJECT NAME</b>	Senate Road Sporting Complex - New Toilets	
<b>LOCATION OF WORKS</b>	Senate Road Port Pirie West SA 5540	
<b>DURATION OF WORKS</b>	October 2022	April 2023
<b>COMMISSIONED BY</b>	Port Pirie Regional Council	
<b>SUPERINTENDENT</b>	Peter Lock	

**PRINCIPAL CONTRACTOR**

**Andy's Building Services Pty Ltd 29**

29 Waddikee Road Lonsdale

BLD24079

ABN 95 008 044 200 Phone 0412 831 274

REPRESENTATIVES NAME	POSITION	PHONE NUMBER
Robert Cooper	Project Administrator	0437 697 534
Thomas Suursaar	Project Manager/Site Supervisor	0448 806 577



WORK HEALTH AND SAFETY MANAGEMENT PLAN

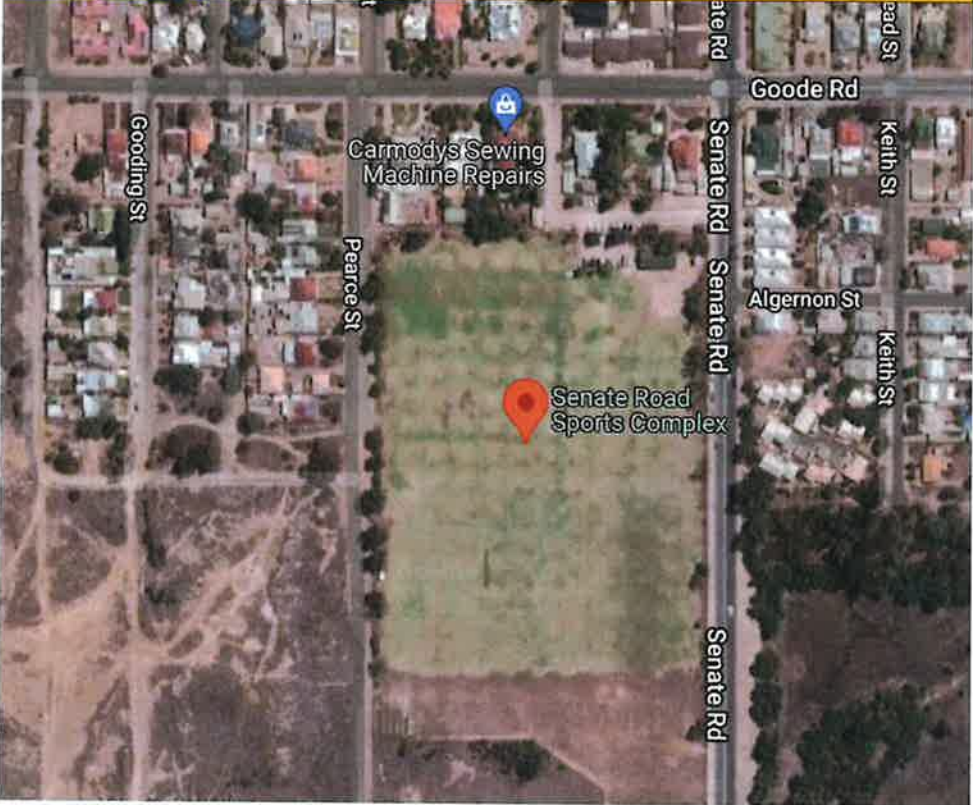
ANDY'S BUILDING

Page 1



WORK HEALTH AND SAFETY MANAGEMENT PLAN

4. SITE PLAN



5. SITE SECURITY

All areas that are high risk must be fenced off with builder temp fencing or leave existing fencing in place to prevent access. All other internal work areas must be secured with barrier mesh, bollards and signage to identify any further hazard within the site.

The project has a number of high risk activities associated with it and requires a high level of site security. Integrity of the perimeter fences and exclusion zones must be maintained at all times to eliminate the possibility of injury to workers, public and site visitors, and to prevent unauthorized entry.

6. LIST OF SITE SPECIFIC HIGH RISK ACTIVITIES

**FALLS FROM HEIGHT (Working on the roof)**

The risk of falls whilst working on the roof must be addressed by the sub-contractor in a site specific Safe Work Method Statement. The Roof SWMS must be received and reviewed by Andy's Building Services for final approval prior to the commencement of the activity. This must be supported by the appropriate permit to work.

**FALLING OBJECTS (Crain Lifts)**

The contractor must prepare a Site Specific Safe Work Method Statement incorporating changes in traffic management if required. The SWMS must be received and reviewed by Andy's Building



WORK HEALTH AND SAFETY MANAGEMENT PLAN

Services for final review prior to the commencement of the activity. This must be supported by the appropriate traffic management plan if required.

**FALLS FROM HEIGHT/ FALLING OBJECTS (Erection of scaffolding and steelwork)**

There is a risk of objects falling and injuring workers and others below and this must be addressed by the sub-contractor in a site specific Safe Work Method Statement. The SWMS must be received and reviewed by Andy’s Building and forwarded to the Council for review prior to the commencement of the activity. This must be supported by the appropriate permit to work.

**ASBESTOS REMOVAL**

An approved ASBESTOS REMOVAL PLAN must be submitted by the asbestos removal contractor prior to commencement of the activity in accordance with;

- Code of Practice for the Safe Removal of Asbestos – NOHSC:2002 (2005)
- How to Safely Remove Asbestos – Code of Practice (Safe Work SA)
- Work Health and Safety Act 2012
- Work Health and Safety Regulations 2012

Asbestos is to be removed from the area. All other activities in relation to the asbestos removal must be done within the asbestos work area defined as the builder’s enclosure on the site plan.

The integrity of barriers, fencing and signs must be maintained for the duration of the asbestos removal to prevent unauthorised entry. All entry points to the asbestos work area must be clearly signposted.

All asbestos removal must be undertaken when the site is unoccupied. This means no unauthorised persons are permitted on site. Co-operation and co-ordination with asbestos removal personnel and the builder is required to ensure non-essential persons are not put at risk.

Air monitoring must be performed to ensure control measures are effective.

Disposal of asbestos waste will be in accordance with legislation and guidelines for the transport and disposal of asbestos waste. This must be supported by the appropriate permit to work.

**7. SAFE WORK METHOD STATEMENTS**

A Risk Assessment and Safe Work Method Statement is required for each of the high-risk activities listed above, prior to any of these activities commencing. These must be submitted to Andy’s Building Services (5) days prior to commencement for review and to ensure compliance. The Project Manager will then consult with other sub-contractors so that when work overlaps, each can control any associated hazards and risks.

All high-risk activities and Safe Work Method Statements will be discussed in cooperation with all subcontractors at a pre-commencement meeting. Further consultation will continue on a weekly basis at site meetings or at any time site conditions change. The Project Manager/Site Manager will inform all affected parties of any changes to Safe Work Method Statements.

**WORK HEALTH AND SAFETY MANAGEMENT PLAN**

All workers engaged in high risk activities are required to read and understand and to sign the Safe Work Method Statement prior to commencement. All workers must be informed of any changes to Safe Work Method Statements through tool box meetings.

The Site Manager will monitor compliance with Safe Work Method Statements. Non-compliance will require all work to stop immediately, if it is safe to do so, and not recommence until compliance has been achieved.

**8. RISK ASSESSMENT AND JOB SAFETY ANALYSIS (JSA's)**

All sub-contractors must conduct a risk assessment and submit evidence of that procedure and the developed safe systems of work prior to commencement. Generic JSA's are acceptable however, JSA's must contain site specific hazard control measures. These must be submitted to Andy's Building Services (3) days prior to commencement.

All workers must read, understand and sign their JSA's.

If the activity has the potential to disturb existing asbestos hazards no work can commence and a site specific Safe Work Method Statement must be submitted for approval.

**9. PERMITS TO WORK**

The following activities will require a permission to work form to be submitted by the Site Manager;

- Hot works (any activity that creates heat or a source of ignition)
- Confined Space

A General Permission to Work is required for the following activities;

- Work near EMF equipment (e.g. telecommunications)
- Electrical Infrastructure (not live work)
- Roof access
- Working at heights (over 3 meters)

The permit is issued to the worker engaged in that activity. All conditions set out in the permit must be adhered to and the permit signed and returned on completion of the activity. All permits to work must be accompanied by a JSA/SWMS and reviewed by the Site Manager.

**NOTE: 48 HOURS REQUIRED FOR APPROVAL**

**10. ISOLATION FORMS**

Isolation forms must be filled out and approved for the following;

- Isolation of essential services (water, gas, electricity etc.)

**NOTE: 48 HOURS REQUIRED FOR APPROVAL**

WORK HEALTH AND SAFETY MANAGEMENT PLAN

**11. SITE SAFETY RULES**

- All workers must attend an Andy’s Building Services Site Specific Induction prior to commencement.
- All workers must have completed a Construction General Induction – White Card.
- All workers must sign their relative Job Safety Analysis / Safe Work Method Statement.
- All workers must be licenced or trade qualified for their relative activity
- Workers must sign in and out of the Contractor log daily.
- All workers must wear required P.P.E. as per their JSA. Hi-vis and Steel capped footwear are mandatory.
- Entry is to be confirmed.
- Parking on site is permitted but at the discretion of building works access and egress for site.
- All electrical power tools must be tested and tagged.
- Portable Residual Current Devices must be used on all power tools.
- All tools and equipment must be in good order with all guards fitted.
- All workers must be licensed to use any plant.
- Plant log books must be filled in daily.
- All workers must keep work areas clean and clear of debris.
- Workers must report any unforeseen hazards/risks to the Site Supervisor.
- No smoking on site.
- Amenities are located on the ground on site and must be kept clean at all times.
- Workers must obey any reasonable request by the Safety Officer, the Client representative or Project Manager in respect to Site Safety.
- If additional asbestos is discovered or disturbed, work must stop immediately and the supervisor, project manager and client informed.

**12. EMERGENCY PREPAREDNESS AND RESPONSE**

Preparation for emergency situations aims to minimise the nature and extent of injuries to workers, members and visitors, damage to property and harm to the environment that might ensue from an emergency situation.

An evacuation plan is displayed within the site office and covered under Andy’s Building Services Site Specific Induction. The plan shows the assembly area. Warnings will be either verbal or by other means, at this time all workers and visitors are to cease work and evacuate the premises without delay.

Fire extinguishers are located throughout the site. Workers should not attempt to fight a fire unless they have been trained.

## WORK HEALTH AND SAFETY MANAGEMENT PLAN

## Evacuation Plan

## EXCAVATION RESCUE PROCEDURES

While a person is in a trench, there shall be at least one other person at ground level. This shall be adhered to at all times. In the event of a collapse, the worker on top may have some idea where the trapped worker could be located.

In the event of a collapse the following procedure should be adopted:

- Immediately to telephone for emergency services that may be needed. Ensure that the caller is relatively calm and can communicate clearly.
- Look for evidence of where the trapped person is e.g. tools, safety helmet etc.
- Try to locate what section of the collapsed excavation/trench the person is trapped in.
- Clear the area of all non-required personnel.
- Identify if any further collapse is likely.
- Establish and arrange for a person to monitor a safety zone.
- If possible, batter the sides of the excavation/trench in the collapsed area.
- Install shoring where possible to protect the trapped person and the rescuers.
- Carefully remove the collapsed soil with shovels. NEVER have anyone on top of the collapsed soil. They may be on top of the person trapped beneath the soil.
- If the excavation/trench is over 1.5 metres deep, rescuers SHALL wear safety harnesses with lifelines attached securing them to the surface.
- When the digging is close to the trapped person, continue excavation using hands.
- If shovels have to be used, extreme care must be taken not to cause any further injury to the person who is trapped.
- When the trapped person has been located, clear soil from around the head and chest areas.
- Check for breathing and a pulse.
- If breathing has stopped – commence expired air resuscitation (E.A.R.) and continue until emergency services have arrived and have taken over.
- If breathing has stopped and no pulse is present, commence E.A.R. and C.P.R. and continue until emergency services have arrived and have taken over.
- After the trapped person has been freed, treated and stabilised by the emergency services personnel, make arrangements for the person to be removed from the excavation/trench in a safe manner, ensuring that no further collapse occurs during this operation.

After the trapped person has been removed from the collapsed excavation/trench:

- Follow accident reporting procedures, taking into account all related legal requirements.
- Take the appropriate actions to preserve the accident scene.
- Take photographs of the accident scene.

## WORK HEALTH AND SAFETY MANAGEMENT PLAN

**SPILL RESPONSE PROCEDURES**

The basic steps of cleaning up emergency and non-emergency spills or leaks are similar. The primary differences are;

- The type and degree of hazard.
- Location of the spill or leak.
- Level of training.
- Types of PPE necessary to clean up the spill safely.

Even non-emergency spills take knowledge and training to clean up safely.

1. Once noticed, the worker must remove themselves from the immediate area to evaluate the situation without exposing themselves to danger. This may not be required if the nature of the spill is known or minor.
2. Know what you are dealing with (check the Material Safety Data Sheet).
3. Create an exclusion zone and only respond if you are suitably trained.
4. Have the required materials and equipment at hand for the emergency response personnel.
5. Wear the appropriate Personal Protective Equipment.
6. Control the spill or leak.
7. Clean up the spill or leak.
8. Dispose of contaminated materials appropriately.
9. File an incident report.
10. Replenish all supplies.

WORK HEALTH AND SAFETY MANAGEMENT PLAN

**13. FIRST AID & INJURY MANAGEMENT**

All injuries must be reported to the Site Manager or Project Manager and an Injury form completed. These forms are kept in the site folders.

First Aid boxes are located in the site office and all Andy's Building Services vehicles.

FIRST AID OFFICER – Thomas Suursaar

NEAREST HOSPITAL	NEAREST MEDICAL CENTRE
Port Pirie Regional Health Service - The Terrace & Alexander Street Port Pirie SA 5540	Port Pirie Regional Health Service - The Terrace & Alexander Street Port Pirie SA 5540

IMPORTANT CONTACTS	PHONE NUMBER
POLICE FIRE & AMBULANCE	000
POISONS INFORMATION CENTRE	131 126
POLICE RESPONSE	131 444
SAFEWORK SA	1800 777 209
ENVIROMENTAL PROTECTION AUTHORITY	8204 2004

**14. INCIDENT MANAGEMENT**

All incidents and near misses must be reported to the Site Manager who will pass that information to the Project Manager to notify any relative authorities. If necessary, the Site Manager will isolate the incident area and preserve it for the investigation.

**15. HAZARDOUS CHEMICALS**

All contractors are required to supply Andy's Building Services with Safety Data Sheets for all Hazardous Chemicals brought into the work zone. These will be recorded in the Hazardous Chemicals Register in the site office.

Bulk storage of hazardous chemicals is not permitted on site. All workers must be trained in the correct handling and use of hazardous chemicals and wear the correct personal protective equipment.

**16. SAFETY AUDITS**

Andy's Building Services will conduct regular safety walks/audits to ensure compliance with all safety matters. Non-compliances will be issued via a project Safety Directive and must be responded to as soon as practicable.

Workers are encouraged to participate in weekly safety walks and will be informed of any issues at regular weekly toolbox meetings.

**17. COMMUNICATION**

Communication of WH&S matters will be via email and during site meetings where Site Minutes have a WH&S component. Workers will be informed at prestart toolbox meetings of any WH&S matters or changes and signage will be posted on the site notice boards.

WORK HEALTH AND SAFETY MANAGEMENT PLAN

**18. SITE ENVIRONMENTAL PROTECTION PROCEDURES**

Andy's Building Services is committed to the protection of the environment from pollutants as a result of our work activities. All workers, sub-contractors, suppliers, service companies and clients are expected to comply with the spirit of Andy's Building Services Environmental Policy.

Andy's Building Services has identified significant environmental aspects such construction waste and its effect on landfill, contaminated water entering the stormwater system and the storage and use of chemicals. Our aim is elimination or reduction of these pollutants.

We shall accomplish this by implementing the following environmental protection measures and managing building waste in accordance with the hierarchy shown below;



**Avoid** producing waste; where possible, materials such as timber, plasterboard etc. will be ordered pre-cut to our required lengths.

**Reduce** the amount of waste produced; order only what is required and return quantities to suppliers such as bricks and tiles.

**Reuse** materials; returning packaging such as pallets and cable drums to suppliers. Re-using timber, insulation, glass etc.

**Recycle** waste materials; separate waste and recycle steel, aluminium, bottles & cans and where possible glazing and gyprock.

**Treat** waste before disposal; separate solid waste such as water based paint and plastering materials from wash down water.

WORK HEALTH AND SAFETY MANAGEMENT PLAN

**Dispose** of water correctly; dispose of solid waste and oil based paints to licensed waste depot. Wash down water to the sewer system not the stormwater system.

Everyone is expected to;

Put waste in bins designated for that waste. Bins are labelled as follows:

- Cans and Bottles
- General Waste
- Scrap Metals
- Cardboard and Paper

Return to suppliers any excess building materials and packaging.

Use wash-down areas as designated by the Site Supervisor.

Prevent contaminants from entering the stormwater drains. This includes concrete and brick dust or slurry, paint, plaster or chemicals.

Ensure vehicles do not carry mud or slurry onto roadways.

Suppress any dust created by your work activities in particular during excavations and the use of rubbish chutes, and minimise noise and vibration created by your activities

Refer to EPA's *'Handbook for Pollution Avoidance on Building Sites'*

Use sedimentary and erosion controls as required to prevent soil erosion and sediment entering the stormwater system. The picture below shows an area that will require sediment control for the duration of the earthworks. This must be installed and maintained by the earthworks contractor.

**19. REVIEW**

Andy's Building Services will review and revise this plan to ensure it remains up-to-date and relative to the project. Where reasonably practicable, the review process will be undertaken with consultation with the client, workers and sub-contractors at the workplace. All personnel involved with this construction project will be made aware of any changes to the Work Health & Safety Management Plan.

This Work Health & Safety Management Plan was reviewed by Sulev Suursaar on 31/03/22

Signed:



SURA CONSTRUCTION PTY LTD  
 LEVEL 14 / 141 WALKER ST  
 NORTH SYDNEY NSW 2060  
 PO BOX 1913  
 NORTH SYDNEY NSW 2059

ABN 35 147 560 756  
 TELEPHONE: 02 9930 9500  
 FACSIMILE: 02 9930 9501  
 SURA.COM.AU



## CERTIFICATE OF CURRENCY

### ANNUALLY RENEWABLE CONSTRUCTION INSURANCE

This document certifies that the Policy referred to below, is currently intended to remain in force until 4.00pm on the expiry date shown and will remain in force until that date, unless the Policy is cancelled, lapsed, varied or otherwise altered in accordance with the relevant policy conditions or the provisions of the Insurance Contracts Act, 1984 as amended.

<p>NAMED INSURED                  NAMED INSURED'S BUSINESS</p> <p>ADDITIONAL INSUREDS                  INTERESTED PARTIES                  SPECIAL CLAUSE                  POLICY NUMBER                  PERIOD OF INSURANCE                  MAXIMUM CONSTRUCTION PERIOD                  TERRITORIAL LIMITS</p> <p>LIMITS OF LIABILITY</p>	<p>Andy's Building Services Pty Ltd,                  Commercial and Industrial Builder, including Domestic renovations.                  Civil Construction.</p> <p>SURA-CONS-228594                  30 June 2022 to 30 June 2023 4pm Local Time                  78 weeks</p> <p>Section 2                      Anywhere in Australia</p> <p>Section 2                      Public Liability                      \$20,000,000                  Products Liability                      \$20,000,000</p> <p>Certain Underwriters at Lloyd's                      UMR: Section 1:B1000P047712021 Section                  2:B1000P047732021</p>
<p>INSURER</p>	

SIGNED

DATED

17 July 2022

### IMPORTANT INFORMATION

This Certificate has been arranged by us in our capacity as agents for the Insurer named above. It does not reflect in detail the policy terms and conditions and merely provides a brief summary of the insurance that is, to the best of our knowledge, in existence at the date we have issued this certificate. If you wish to obtain details of the policy terms, conditions, restrictions, exclusions or warranties, you must refer to the policy contract.

DISCLAIMER - In arranging this Certificate, we do not guarantee that the insurance outlined will continue to remain in force for the period referred to as the policy may be cancelled or altered by either party to the contract at any time in accordance with the terms of the Insurance Contracts Act, 1984 as amended. We accept no responsibility or liability to advise any party who may be relying on this certificate of such alteration or cancellation of the policy of insurance.

SURA Construction Pty Ltd is a Corporate Authorised Representative of SURA Pty Ltd ABN 36 115 672 350, AFSL 294313

OFFICIAL: Sensitive



## Certificate of registration

*Return to Work Act 2014*

Employer number 30108404  
Employer name ANDY'S BUILDING SERVICES PTY LTD  
Trading name Build By Andy

Date of issue: 24 July 2022

### Statement of coverage valid until 30 June 2023

This employer is registered as an employer under the *Return to Work Act 2014* (the Act).

ANDY'S BUILDING SERVICES PTY LTD is registered from 01/07/2019.

The information provided in this Certificate of registration is correct at the date of issue.

---

### Important information

A certificate of registration is issued in South Australia to certify that an employer is registered under the Act. This certification is valid until 30 June 2023 or until ANDY'S BUILDING SERVICES PTY LTD ceases to be an employer who is required to be registered under the Act.

If there are any errors on this form, please inform ReturnToWorkSA within 30 calendar days. If you do not do this, under section 165(6) of the Act a maximum penalty of \$5,000 may apply.

A copy of this certificate must be produced within 30 days where requested by a person authorised under section 165(8) of the Act. A maximum penalty of \$1,000 under section 165(3) of the Act may apply.

A person who fraudulently alters a certificate of registration issued under section 165 of the Act is guilty of an offence. A maximum penalty of \$25,000 under section 165(5) of the Act may apply.

If you require any further assistance or information, please contact ReturnToWorkSA on 13 18 55 or by email to [info@rtwsa.com](mailto:info@rtwsa.com).

#### ReturnToWorkSA

400 King William Street Adelaide SA 5000 • GPO Box 2668 Adelaide SA 5001 • ABN 83 687 563 395

General Enquiries 13 18 55 • [www.rtwsa.com](http://www.rtwsa.com)

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PS0026

**Consumer and Business Services**



Government of South Australia  
Attorney-General's Department

**CONTRACTORS LICENCE**

**Building Work Contractors Act 1995**

This is to certify that

**ANDY'S BUILDING SERVICES PTY LTD**

is licensed/registered to carry on the business of

**Building Work Contractor**

**TRADING NAMES:**

BUILD BY ANDY

**CONDITIONS:**

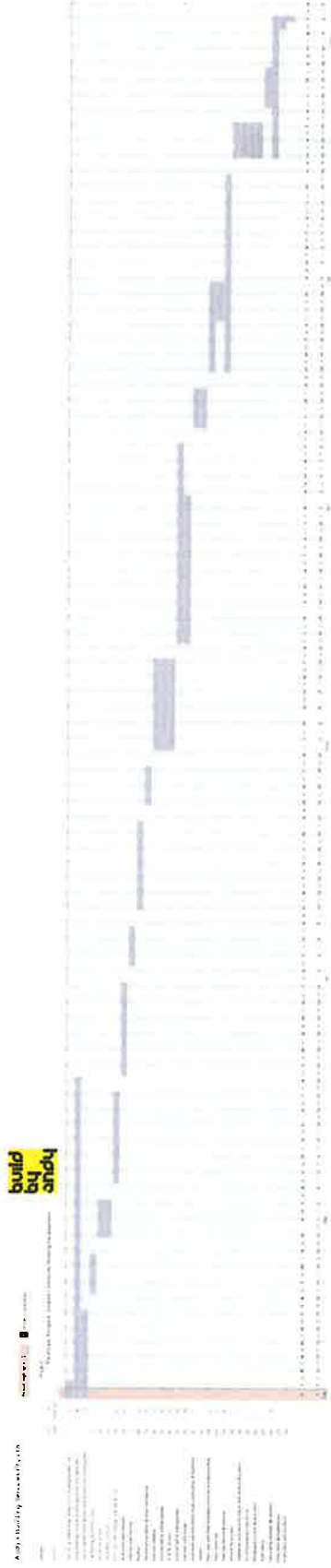
BUILDING WORK CONTRACTOR WITH CONDITIONS  
BUILDING WORK NOT EXCEEDING TWO STOREY  
REFURBISHMENT  
SPECULATIVE BUILDING WORK

Lic/Reg number: BLD 24079

Expires: 31-01-2023

Date first issued: 02-10-1984

COMMISSIONER FOR CONSUMER AFFAIRS





## Section 0 Introduction

DOCUMENT NUMBER:

DOCUMENT DATE:

### 0.0 Quality Policy

Andy's Building Services Pty Ltd is committed to:

- providing consistent quality in Building and Construction
- complying with both customer and regulatory requirements
- continually improving the effectiveness of our quality management system
- the implementation of this quality management system in accordance with ISO 9001:2008

Our objectives are:

- **Customer Focus** – ensuring that we understand current and future customer needs, meet customer requirements and strive to exceed customer expectations;
- **Involvement of People** – ensuring that full involvement of all staff in the success of the organisation is achieved, and that people's knowledge and skills are developed to meet their own, and the organisation's goals;
- **Process Management** – ensuring that all key processes and associated resources are effectively managed and maintained;
- **Supplier Relationships** – ensuring that mutually beneficial relationships are developed, and agreed goals achieved.

This quality policy forms part of the working documents of Andy's Building Services and will be approved signed and dated by the Managing Director and displayed in a prominent position in the working office environment.

**Sulev Suursaar**  
**Managing Director**  
**Date: 1/11/2010**



## Section 0 Introduction

DOCUMENT NUMBER:

DOCUMENT DATE:

### 0.1 Company Introduction

Andy's Building Services Pty Ltd specialises in Commercial Building Construction and Refurbishment

The company operates from 29 Waddikee Road Lonsdale and currently employs approximately 8

As a demonstration of our commitment to quality, we have introduced a Quality Management System in line with ISO 9001:2008, to meet the changing needs and technical requirements of our customers.

### 0.2 Exclusions to this Quality System

Andy's Building Services Pty Ltd have excluded some clauses from our manual, procedures and practices.

This organisation does not maintain or provide or outsource processes described in Appendix 5.

### 0.3 Quality System Introduction

Quality system elements include:

- The Quality Manual, which defines the policies of Andy's Building Services on those aspects of its management and operations that can affect the quality of the services it provides to its customers.
- The Operating Procedures, which contains the detailed operational procedures that support the quality manual.
- Support documents which include work instructions, forms, user manuals, etc which support the operating procedures.

All staff will be made aware of the need to meet both regulatory and Customer Requirements, and that the quality policies and procedures provide the framework within which this is achieved.

The Quality System is represented in the Business Process Overview Appendix 1.

Processes and procedures which detail the implementation of the Quality System can be found in Appendix 1 of this manual.

### 0.4 Quality System Control and Update

All documents within the Quality System are controlled to ensure that they are approved prior to issue, that changes and current revision status are identified, and to ensure that relevant versions of documents are available at points of use.

Changes to the content of the Quality System or Working Documents may be submitted to the Quality Manager at any time for review and update. The Quality Manager will assess it for compliance with existing. Relevant staff will review the changes and final approval sought from the Managing Director.

Upon revision, the change will be updated in the revision record. An electronic copy of the new or revised document placed in the Quality System folder and an email sent out directing staff to the new document.



## Section 0 Introduction

DOCUMENT NUMBER:

DOCUMENT DATE:

Details of documents and revisions will be defined in the document matrix (ref.....).

Internal documents will given a document number for reference purposes, a document date and a revision number. The document date will identify the date of issue and the revision number will identify the number times a document has been amended. Superseded documents will be placed in the Archive folder.

External documents will be dated and stored in an environment that prevents damage or deterioration. Superseded documents will be marked accordingly.

Records will be established and maintained to provide evidence of conformity to requirements. For each procedure, associated records will be identified and maintained. Details of responsibility, format and retention times will be defined in the records matrix (ref.....). Nominated personnel are responsible for ensuring that records:

- contain all the necessary information;
- are stored in a manner that enable them to be retrieved readily for review;
- are secure, but can be made available to any person with a legitimate reason for requiring access
- are eventually disposed of with consideration for confidentiality of information.

Records will be stored in an environment that prevents damage or deterioration.

### 0.5 Organisation and Responsibilities

The responsibilities of personnel who manage, perform or verify work affecting the Quality of Products/Services are defined within a combination of documents below, including:-

- Organisation Chart ref. Appendix 2
- Summary of Key Responsibilities and Authorities (see below)
- Operating Procedures
- Job Descriptions
- Work Instructions

All staff will have the necessary authority to ensure that these responsibilities can be met. A summary of key responsibilities and authorities is set out at Appendix 3.

**Chapter 1** **WHS Policy**

**WHS POLICY**

---

**Introduction**

This chapter describes Andy's Building Services Pty Ltd Work Health and Safety Policy and lists the objectives that the policy is designed to achieve.

Chapter 1 includes the WHS policy for all persons while on Andy's Building Services Pty Ltd's property, or when acting for or on behalf of Andy's Building Services Pty Ltd.

**POLICY OBJECTIVES .....2**  
**INJURY PREVENTION PROGRAM .....3**  
**OCCUPATIONAL HEALTH AND SAFETY POLICY .....4**  
**THE RESPONSIBLE OFFICER .....5**  
**EMPLOYEES OH&S RESPONSIBILITIES .....6**  
**CONTRACTORS, SUBCONTRACTORS, AND THE PUBLIC.....7**

Andy's Building Services Pty Ltd		
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**Chapter 1**

**WHS Policy**

**POLICY OBJECTIVES**

Andy’s Building Services Pty Ltd considers it’s employees its most valuable resource.

In running it’s business, Andy’s Building Services Pty Ltd aims to protect the health, safety and welfare of employees, contractors, guests, customers and the community, while paying particular attention to protecting the environment.

All employees and contractors have a responsibility to follow rules for safe and healthy operations, and to report hazards to their supervisors. Everyone is expected to participate in the WHS program and to use their skills and knowledge to improve safety and to protect the environment.

Attitudes to health and safety and the environment are as important to Andy’s Building Services Pty Ltd as any other aspect of it’s business and will therefore be subject to regular review. In recognition of this objective, and to ensure an on going commitment to the WHS program, Andy’s Building Services Pty Ltd will:

- Provide and maintain healthy and safe working areas and equipment.
- Continually review equipment, work areas and work methods with the aim of preventing injuries and occupational illness.
- Provide training in health and safety for directors and employees.
- Provide training that is designed to encourage safety awareness at all times, on and off the job.
- Select only those contractors who attain health and safety standards equivalent to those of Andy’s Building Services Pty Ltd.
- Employ products that can be used safely, do not endanger the health of users and others, and can be used in such a way that does not harm the environment.
- Achieve standards that are equal to or exceed international standards of occupational health and safety management.
- Ensure that no employee is expected to carry out any job that is considered injurious to health.

The policy shall be reviewed at regular intervals by the directors.

Andy’s Building Services Pty Ltd		
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**Chapter 1**

**WHS Policy**

**INJURY PREVENTION PROGRAM**

In conducting its business, Andy's Building Services Pty Ltd seeks to provide its employees with a safe and healthy working environment at all times to prevent occupational injury and disease.

Implicit in the above statement is a belief that the employees of Andy's Building Services Pty Ltd are its most valuable resource. Accordingly prompt and effective treatment of injured employees is of paramount importance to Andy's Building Pty Ltd and it's employees alike.

As part of an ongoing commitment to rehabilitation, Andy's Building Services Pty Ltd will:

- Keep employees informed of Andy's Building Services Pty Ltd's procedures for dealing with a workplace injury and for receiving rehabilitation support; and
- Inform employees of their rights under the relevant Workers Compensation legislation.

In conducting its business, Andy's Building Services Pty Ltd undertakes to assure all its employees understand and undertake to follow the work practices as set by Andy's Building Services Pty Ltd.

The management will communicate with employees, in a suitable language style, to enhance work practices that are to be used within the workplace.

The employees are to abide by the work practices set by Andy's Building Services Pty Ltd management.

Each task will have written procedures which will be followed by Andy's Building Services Pty Ltd staff and contractors alike.

Reviews of these nominated procedures shall be undertaken on a regular basis, so as to reflect the best practice in injury prevention.

Andy's Building Services Pty Ltd		
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**Chapter 1**

**WHS Policy**

**WORK HEALTH AND SAFETY POLICY**

Andy's Building Services Pty Ltd is committed to ensure, so far as is reasonably practicable, that all employees are safe from injury and risk to their health whilst at work.

The primary focus of all activities within Andy's Building Services Pty Ltd will be the provision of building and construction services, whilst equally maintaining a position of excellence in the companies' management of occupational health, safety and welfare for all staff. The level of excellence to be achieved is that beyond the legislative requirements.

The goal for management in Occupational Health and Safety is the pro-active prevention of work-related injuries/illness and the promotion of safe work practices, procedures and a healthy life style.

Andy's Building Services Pty Ltd acknowledges that active co-operation of all employees is required to ensure a safe and healthy working environment. Consequently, the management of Andy's Building Services Pty Ltd is committed to a consultative approach in WHS where **ALL** people within Andy's Building Services Pty Ltd have a responsibility for their own and other employees health and safety at the work place.

Specific roles and responsibility have been assigned to the:

- Responsible Officers;
- Managers/Supervisors Of contractors; and
- All employees.

These responsibilities will constitute part of their position performance appraisal.

Andy's Building Services Pty Ltd		
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**Chapter 1**

**WHS Policy**

**THE RESPONSIBLE OFFICER**

A key requirement in achieving excellence in Occupational Health and Safety for Andy’s Building Services Pty Ltd is the commitment and involvement of senior management. To reflect this commitment, the Directors are the ‘responsible officers’ as defined by the *Work Health and Safety Act, 2012*.

The responsible officers will have an active role in the planning, development and implementation of health and safety policies and programs. Additionally, the responsible officers will consult with any safety consultant appointed and any employee who has WHS concerns.

Other responsibilities include:

- Overall responsibility to ensure so far as reasonably practicable, a safe and healthy work place;
- Plan, develop and implement a program for pro-active WHS within Andy’s Building Services Pty Ltd, utilising the established consultative systems;
- Ensure that Andy’s Building Services Pty Ltd complies with the legislative requirements of the *Work Health and Safety Act, 2012*, Regulations, Approved Codes of Practice, and applicable Australian Standards’;
- Ensure that adequate resources (time, money and personnel) are provided to effectively manage health and safety in the work place;
- Ensure that accurate occupational health and safety information and statistics are maintained in accordance with Australian Standard 1885.1 or its equivalent;
- Undertake a full review of the WHS systems operating within Andy’s Building Services Pty Ltd in conjunction with the appropriate consultative group/person every twelve months; and
- Ensure that responsibility is assigned to the relevant groups of employees and that accountability for their performance in occupational health and safety is monitored during performance appraisals.

Andy’s Building Services Pty Ltd		
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**Chapter 1**

**WHS Policy**

**EMPLOYEES WHS RESPONSIBILITIES**

Employees have an important role to play in helping Andy's Building Services Pty Ltd achieve its desired excellence in health, safety and welfare.

In their own interests, and as a legal obligation, all employees have a responsibility to ensure that nothing is done to make health and safety provisions less effective. In particular they must :

- Take responsible care to protect their own health and safety at work;
- Ensure that they do not endanger any other person through any act or omission at work;
- Report accidents, injuries and 'near miss' incidents to management as soon as possible after the event;
- Ensure that correct use is made of all equipment provided for health and safety purposes;
- Obey all instructions, such as policies and procedures issued to protect their own personal health and safety, and the health and safety of others;
- Report or make such recommendations to management as they deem necessary to avoid, eliminate or minimise any hazards of which they are aware regarding working conditions or methods;
- Ensure that they are not affected by the consumption of alcohol or a drug so that they are in such a state as to endanger their own safety at work or the safety of any other person at work; and
- Keep their work area tidy.

Andy's Building Services Pty Ltd		
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**Chapter 1**

**WHS Policy**

**CONTRACTORS, SUBCONTRACTORS, AND THE PUBLIC**

All persons shall take reasonable care of the health and safety of themselves and of others who may be affected by their acts or omissions. They shall not recklessly or intentionally interfere with or misuse anything provided in the interest of health and safety. A failure to comply with legal requirements, specific instructions related to health and safety, or to comply with Andy's Building Services Pty Ltd health, safety and welfare policies and procedures will result in immediate removal from Andy's Building Services Pty Ltd premises, and such other actions as may be appropriate.

All persons shall:

- Use supplied equipment (wherever required) and utilise it in the correct manner;
- Maintain their work places in a well kept and orderly condition;
- Report immediately any unsafe conditions or equipment to the responsible officer (or to persons delegated by them);
- Report immediately any injury sustained as soon as the injury becomes apparent;
- Ensure that they are not by the consumption of alcohol or a drug, in such a state as to endanger their own safety at work or the safety of any other person at work.

Andy's Building Services Pty Ltd will ensure that each Contractor or Subcontractor is informed of Andy's Building Services Pty Ltd WHS policy and their obligations under the policy prior to commencing at the workplace.



SIGNED : \_\_\_\_\_  
Responsible Officers

Date: 30/12/2016

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Sulev Suursaar	December 2016	Page 7 of 7



## Andy's Building Services Company Profile

Andy's Building Services is a family owned commercial building company with a history dating back over 40 years. Company director & project manager Sulev Suursaar has over 40 years of experience in the commercial building, civil and internal fitout industries.

Andy's Building Services is a people orientated company that has a positive attitude towards their staff. Originally the company started with Sulev's father Andy as a ceiling and partition company under the name of Andy's Ceilings Pty Ltd in the early 1970's. Andy's Ceilings worked for the state Government and private commercial sector employing more than 30 employees. Progressively the company moved into general building and contracting, then eventually civil works and then changed the name to Andy's Building Services Pty Ltd. Sulev's son Thomas has now been with the company for over 10 years acting as a working site supervisor, project manager & estimator.

We employ our own qualified carpenters & tradesmen, and engage specialised licensed & qualified subcontractors when required for trades such as structural steel, services & various architectural trades. We have an extensive range of industry leading plant and equipment ranging from all small hand tools and jackhammers etc up to skid steer loaders, mini excavators, large excavators, compaction equipment and EWP's. Key personnel are also provided with company utility vehicles. Refer to our schedule of equipment for more information regarding our extensive fleet of tools and machinery.

We have extensive diversified knowledge of all commercial work including refurbishment, maintenance, design and construct, civil, renovation, fit out, and new work. Our project managers and supervisors are well experienced in all manner of commercial, residential and civil construction.

All our employees have current police checks, have Department for Communities and Social Inclusion (DCSI) Child Related Employment and Aged Care Sector Employment Screening and SA Police approvals for working in child, aged care and SA Police buildings and community centres.

Andy's Building Services is a fully licensed qualified commercial builder, and whilst we are a general builder, we also quote on trade packages and civil works. Recently we have also been engaged to complete custom residential housing projects.

**Andy's Building**  
BLD 24079, 238130  
PO Box 599  
Blackwood SA 5051  
andy@buildbyandy.com.au  
ABN: 95 008 044 200



Andy's Building Services have business public liability insurance up to \$20 million, standard contract works with public liability insurance, Workcover registered, comply with all WHS regulations & standards. Our finance is through Westpac bank and we have an overdraft facility of \$300,000. Westpac has been our bank since we started business over 40 years ago.

Over recent times Andy's Building Services has found the demand for plant and equipment hire increase dramatically. Due to this we have put together a plant hire schedule to ensure our valued clients recognise the wide range of plant and equipment we have available to them from our late model and reliable fleet. All machines are available for wet hire, including licensed operator, while select plant and equipment are available for both dry and wet hire. All machines are fully insured and come with risk assessments and maintenance records. If in the unlikely event we are unable to service your needs direct from our fleet, we are able to arrange cross hire from one of loyal and reliable subcontractors, giving us the capability to service all areas of civil construction, service installation and demolition. On top of this we are more than willing to provide fixed pricing for projects.



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**Recent relevant projects completed by Andy's Building;**

**New changeroom & Toilet Block for the Karoonda Football Club & District Council of Karoonda East Murray Design & Construct**

Project cost: Approx. \$400k

Contact: Katrina Fromm General Manager Corporate & Community 0407 186 324

Design & construct project Andy's Building Services engaged an architect and assisted in the design process to accommodate the Council's requirements. Constructed from painted concrete filled blockwork on concrete slab, structural steel roof framing and Colorbond roof cladding. The facility also contained a fully functional gym, and changeroom area with new floor & wall tiling, plumbing, electrical & mechanical services throughout. Project was very well received from local Council and the community.



**Old Noarlunga Primary School New Ambulant Toilet Block Addition (DPTI)**

Project cost: Approx. \$100k

Contact: Giulio Pellegrini DPTI Facilities Manager 0401 122 616

Constructed from timber wall & roof framing members with CFC wall & Colorbond roof cladding on new concrete slab. Existing pavers were required to be removed & reinstated to access existing services. Internal finished included wall & floor tiling, paint finish, new doors & door hardware plumbing electrical & mechanical ventilation services.



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**The Victoria Hotel Refurbishment & Renovations**

Project cost: Approx. \$900k

Contact: Con Cayas Cayas Architects (08) 07 3356 6100

Major renovations to existing hotel including new bar joinery with timber feature ceiling & back of bar tiling, Sports Bar area, lighting throughout, carpet & painting & outdoor smoking area. Existing male, female & disabled toilets were refurbished with new toilet pans and fixtures, toilet partitions and feature wall tiling.



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**The Exeter Hotel Accommodation Suite Upgrade Works**

Project cost: Approx. \$850k

Contact: Con Cayas Cayas Architects (08) 07 3356 6100

Major renovation works to accommodation suites including new underfloor plumbing and drainage to new layout within existing floor space, and complete fitout with new lighting to updated configuration of rooms, carpet & painting throughout. Fully renovated bathrooms to all new rooms with fixtures and tiling included in the works. Project also included an external steel access stair and fire exit with walkway to comply with fire requirements. Renovations to existing internal stairs and balustrades also complete. Project was completed in a very short timeframe and was heralded as a very successful project.



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**Andy's Building Services Schedule of Plant and Equipment**

1. 30 tonne CAT excavator
2. Vermeer hydro excavation unit
3. 12 tonne CAT excavator with dozer blade
4. CAT Sheep foot compaction roller CP433C
5. CAT 3.5 tonne 2013 model 303 5D CR excavator
6. Kobelco 4.5 tonne excavator
7. Kobelco 1.5 tonne excavator
8. Hitachi 1.7 tonne excavator
9. Hino tipper truck
10. John Deere skid steer loader
11. 40kw walk behind vibrating plate wacker
12. 4 x work utilities
13. 6 x 20 site containers
14. 2 x 40 site containers
15. Site office
16. Site toilets
17. Lunch room
18. Mobile scaffolding
19. Various electric hand tools, concrete saws, jackhammers, concrete core drill, concreting tools, laser levels, airless paint spray units, etc

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### **Andy's Building Services Draft Customer Service Plan**

Andy's Building Services have prepared this customer service plan for the assurance of the client and Council that open dialogue and communication will be available during the construction period. We endeavour to be open and accessible to the client for the duration of the project to ensure any concerns and queries are attended to in a fast and timely manner.

It is important to establish with the client a contact for handling enquiries, our project administrator Robert Cooper will be available to generally liaise with the client, architect, engineer and superintendent on any matters. Robert is contactable by phone for direct lines of communication and email for recorded & written discussions and queries. These contact points will be made available to all registered parties prior to construction commencing, usually at the start up meeting or prior.

For onsite general enquiries our working supervisor Thomas Suursaar will be present to discuss any issues or queries as required. Should Thomas not be on site at the time, his contact details will be made available. Our managing director Sulev Suursaar acts as the senior contact point for all matters critical and requiring direction at the top level. This is part of a 3-tier level of open communication that will ensure all enquiries are answered as quick and as effectively as possible.

We aim to have all enquiries responded to within 24 hours, for urgent matters our team is available by phone 24 hours a day 7 days a week.

If in the rare instance there is a customer complaint, a register and communication process will be established to allow the client to make complaints to relevant parties. The complaints register will be documented in writing for future reference with performance indicators itemised for feedback at the end of the project in the final review.

At the completion of the works the client and users will be introduced to the renovated facility with care and compassion. Andy's Building Services will be contactable at all times throughout the transition period to ensure a smooth adjustment to the new facilities.

O & M manuals will be provided to ensure the services are easy to use and user friendly with clear and concise information and technical data provided to ensure minimal issues are encountered once taking possession of the building.

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**POLICY**

**CORONAVIRUS (COVID – 19)**

**CORONAVIRUS POLICY – Guidance**



Like many businesses, we at Andy's Building are actively monitoring developments and following the guidance and advice of the World Health Organisation (WHO) & the Department of Health in Australia, the Australian Government and the South Australian Government.

World leaders, together with our Federal and State Government have and continue to take strong steps to attempt to prevent the spread of the Coronavirus for the health, safety and well-being of our population. With this in mind, We wish to advise that Andy's Building will be taking whatever steps necessary and those enforced by Government officials to ensure we keep you all safe and do our part in preventing the spread of this virus.

Please be respectful to everyone and ensure social distancing is adhered to at all times. Please use sanitiser or wash hands thoroughly before entering the workplace and adhere to their requirements when collecting or delivering supplies. The measures have been put in place in the best interests and health and safety of everyone.

We will advise you of any further updates as they arise and ask that you try to limit the visits to the office.

Our top priority as we navigate the ongoing COVID-19 situation together, is the health and safety our customers, suppliers, employees, our families and our local communities, minimising the disruption to our projects.

If we all follow these basic steps, we can all help the spread of this Virus and keep everyone safe and healthy.

This Policy applies to all employees, subcontractors and suppliers entering Andys Building Construction Sites and the Lonsdale Office/Workshop.

The Management of Andy's Building have implemented the following sanitary measures to avoid the disruption of our projects:

**Sulev Suursaar**

**Director**

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Version:	01	Owner:		Authorisation:	HR Manager
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POLICY

**CORONAVIRUS (COVID – 19)**

**1. PURPOSE**

To identify hazards and control the risks of exposure to, and spread of, coronavirus in the workplace.

**2. APPLICATION**

This Policy applies to all workers of Andys Building.

For the purpose of this policy, 'worker' has the same meaning as section 7 of the *Work Health Safety Act 2012* (SA).

**3. BACKGROUND**

3.1 Coronavirus (COVID-19) is a respiratory illness caused by a new virus. The outbreak was first reported in December 2019 in Wuhan City in China.

3.2 People with coronavirus may experience fever, flu-like symptoms such as coughing, sore throat and fatigue and shortness of breath.

3.3 Exposure to coronavirus is a potential hazard for workers and other people in the workplace.

3.4 Currently in Australia, people most at risk of contracting the virus are people who:

- have been in a high risk country or region recently; and/or
- have been in close contact with someone who is a confirmed case of coronavirus

3.5 As at 23 March 2020, a person must isolate themselves for a 14-day period if they:

- have returned to Australia from overseas; or
- have returned to South Australia from Interstate
- have been in close contact with a confirmed case of coronavirus.

**4. POLICY GUIDELINES**

4.1 The Company is closely monitoring the Australian Government Department of Health advice regarding the coronavirus. Our focus is to ensure a safe environment for our staff and contractors.

4.2 The official coronavirus advice and associated guidance resources is available here:  
<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>  
<https://www.health.gov.au/resources/publications/coronavirus-covid-19-isolation-guidance>

4.3 Any worker who develops symptoms of a fever, cough, sore throat, fatigue or shortness of breath, or otherwise believes they have symptoms of coronavirus, should stop work immediately, notify the Company and seek a medical assessment.

4.4 Workers must notify the Company immediately if they have recently travelled, or plan to travel, overseas or if they have been in close contact with a confirmed case of coronavirus.

4.5 Any worker who is required to self-isolate according to the official advice from the Australian Government Department of Health must adhere to the isolation guidance including not attending any worksite or office of the Company in any circumstances during the 14 day isolation period.

4.6 If a worker is required to self-isolate according to the official advice, the Company will require a written medical clearance from a medical professional before the worker will be permitted to return to work.

4.7 If a worker is diagnosed with coronavirus, the worker must notify the Company immediately and inform the Company of all employees and workers that the employee has been in close contact with in the past.

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**POLICY**

**CORONAVIRUS (COVID – 19)**

- 14 days. The Company will require evidence of a negative coronavirus test and medical clearance from a medical professional before the worker will be permitted to return to work.
- 4.8 All persons seeking to enter a Company construction site must complete the necessary screening questions and associated action prior to entering the site.

**5. RESPONSIBILITIES OF THE COMPANY**

- 5.1 The Company will continue to closely monitor the Australian Government Department of Health advice regarding the coronavirus and regularly update workers.
- 5.2 The Company will implement additional containment measures including:
- Increasing the frequency of office/site cleaning services;
  - Providing additional hand washing stations on site;
  - Supplying hand sanitiser dispensers where possible including in bathrooms, site offices / reception areas, worksites;
  - Conducting regular toolbox meetings to provide up to date information
  - Limiting face-to-face meetings and taking other measures where practicable (i.e. video conferencing);
  - Updating site induction procedures for workers and visitors;
  - Requiring all workers and site visitors to expressly declare whether they are in an 'at risk' category;
  - Increased signage notifying visitors to not enter a worksite if they are in an 'at risk' category;
  - Minimising close or direct contact between workers where practicable including separation of work groups and staggered meal breaks where possible;
  - Providing suitable gloves where workers are in close proximity for work or site access purposes;
  - Taking necessary and appropriate action in the event of a confirmed case in the workplace, including temporary partial or full site or office closure for cleaning and disinfection;
  - Restricting any work related travel, in line with the travel advice on the Australian Government's Smartraveller website;
  - Facilitating employees to work from home, where reasonably practicable.
- 5.3 The Company will facilitate appropriate arrangements with respect to paid and unpaid leave entitlements for any affected employees in accordance with the *Fair Work Act 2009* and the applicable industrial instrument.

**6. RESPONSIBILITIES OF WORKERS**

- 6.1 Workers must comply with the official advice from the Australian Government Department of Health and this policy.
- 6.2 Workers have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others.
- 6.3 Workers must practice good hygiene and other measures to protect themselves and others against infection. This includes:
- Washing hands frequently with soap and water
  - Carrying hand sanitiser and using it as needed
  - Avoid touching their face with hands and covering their mouth with a flexed elbow when coughing or sneezing
  - Seeing a health care professional if they start to feel unwell or develop symptoms
  - If unwell, avoiding contact with others.
  - it is recommended to stay more than 1.5 metres from people
  - Avoiding physical contact such as shaking hands.
  - Maximum of 1 person per 4m<sup>2</sup> of work area
  - Ensure you inform yourself of all updated regulations and advise by the relevant authorities daily
  - **Do not be complacent, strictly adhere to all the protection measures.**

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**POLICY**

**CORONAVIRUS (COVID – 19)**

6.4 Workers must behave appropriately and respectfully at work in line with Andy’s Building Discrimination / Bullying & Harassment / Code of Conduct] Policy

**7. NON-COMPLIANCE**

7.1 Any breach of the policy may lead to disciplinary action up to and including termination of employment and/or the termination of the engagement of a worker.

**SITE SCREENING CRITERIA FOR ALL WORKERS, CONTRACTORS AND VISITORS**

**1. POLICY**

All persons seeking to enter an Andys Building construction site must complete the below screening questions and associated action prior to entering the site.

**2. SCREENING QUESTIONS**

1. Have you returned from overseas or interstate back to South Australia travel within the past 14 days?

**Yes – see below action**  
**No – continue to next question**

2. Have you been in close contact with a confirmed case of coronavirus?

**Yes – see below action**  
**No – continue with business as usual**

If you answer NO to the above questions and you are suffering from one or more symptoms of a fever, cough, sore throat, fatigue or shortness of breath, you will need to seek medical advice and provide a medical clearance indicating your fitness for work.

**3. ACTION**

3.1 Immediately notify the Company and refrain from visiting site for 14 days whether or not you display any symptoms such as fever, coughing, sore throat, fatigue or shortness of breath.

3.2 Notify the Company whether you have been in contact with any of our employees.

3.3 If you display symptoms during this period, e.g. fever, flu like symptoms, cough, sore throat, headaches or difficulty breathing, you MUST seek medical attention and you MUST provide a medical clearance before you attend site. This medical clearance MUST be provided by a Medical Practitioner either outlining you have been tested and cleared of COVID-19 or otherwise indicating your fitness for work.

3.4 If you do not display any symptoms during this period you may attend site after the 14 day exclusion period.

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### **Andy's Building Services Pty Ltd Organisational Structure & Proposed Personnel**

1. Sulev Suursaar - Managing director, project manager, estimator, supervisor. Sulev overlooks all day to day operations as managing director of Andy's Building and is involved with the running of all projects generally. Sulev is the main head contact for Andy's Building, the site supervisor and all personnel for the project will report to Sulev for any critical matters. Sulev is based at our head office at Lonsdale. Sulev is always contactable during the construction period and can provide assistance with design and engineering matters if required.
2. Thomas Suursaar – Estimator, project manager, site supervisor, machine operator, carpenter. Bachelor of Construction Management and Economics at the University of South Australia. Thomas is involved with all projects as a working supervisor and project manager. Thomas reports directly to the managing director and reports to all sites daily. All personnel & subcontractors report and liaise with Thomas directly.
3. Robert Cooper – Senior estimator, project administrator. Bachelor of Construction Management and Economics at the University of South Australia. In addition to senior estimator, Robert manages the administration of ongoing projects. Robert currently resides in Whyalla and would act as a primary contact should the site supervisor not be available. Robert reports directly to the project manager. Robert is the contact to liaise with the client, engineer & architect from his office in Whyalla. Robert acts as projects administrator and contactable at all times during the construction period.
4. Gavin Bowe – Leading hand, site supervisor, carpenter. Gavin acts as leading hand on ongoing projects when Sulev & Thomas are not able to be present on site. Gavin is a fully qualified carpenter with over 10 years of experience in the construction industry. Gavin reports directly to the site supervisor and involved with ongoing operations of all projects.

**Andy's Building**  
BLD 24079, 238130  
PO Box 599  
Blackwood SA 5051  
andy@buildbyandy.com.au  
ABN: 95 008 044 200



**Environmental Management Plan Senate Road Sporting Complex**

**5/04/2022**

In preparing this Environmental Management Plan, Andy's Building Services can confirm should we be successful with our tender we will be in contact with the Environmental Protection Agency (EPA) to ensure that we encompass all issues that may affect the site and follow up on issues before individual allotments are developed. Minor risks of pollution have been identified for the site including damage to trees, noise and dust pollution. Andy's Building Services is confident that by following this plan these risks of pollution can be dealt with effectively so as to protect local fauna and flora as well as local residents and property from damage and disturbance.

Andy's Building Services, as principal construction manager, its subcontractors and its employees will at all times endeavour to protect and care for any native fauna found on site during construction. Any fauna found to be in the path of required works will not be harmed by construction works. In the unlikely event that local native fauna is required to be removed or relocated due to the works, it will be done by a qualified local veterinary clinic or qualified contractor. There are numerous veterinary clinics in the area and we are confident that in the unlikely event any animals are harmed they will receive prompt care and be able to be reintroduced to the local environment.

The protection of native flora in the area of works is taken very seriously by Andy's Building Services. Protection of native flora during these processes has been paramount and will continue to be throughout construction. No damage will be caused to native flora during the works to the proposed extension at the Senate Road Sports Complex.

Prevention of water pollution is of particular importance on this site. Andy's Building Services has found that the code of practice for the building and construction industry stormwater pollution prevention pamphlet prepared by the EPA in conjunction with the Government of South Australia provides excellent information to prevent water pollution. Water pollution for this site will mainly come from the generation of sediment, litter and debris during construction works and Andy's Building Services will make every effort to minimise these pollutants.

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The stormwater pollution prevention pamphlet from the EPA contains information on the use of interception filter devices as required. Interception filter devices will be used as required as well as minor drainage areas to filter runoff and prevent erosion associated with construction works. Andy's Building Services will also install a wash down area near a temporary construction exit to minimise dust from site being carried onto the road by vehicles and washed into stormwater runoffs.

Mitigating dust pollution effecting surrounding properties and residence will be of a high priority to Andy's Building Services. Minimising the amount of area disturbed is the best way to control dust, only areas crucial to construction will be excavated while the remaining land will be left as existing reducing wind erosion and mitigating dust. Where excavation works take place we will water down as necessary. During any operation such as concrete cutting, excavation, material sifting, water will be applied to keep dust to a minimum.

Noise pollution will be controlled on this site following the guidelines & recommendations of the Council. No construction work will occur on Sundays or public holidays or on any other day except between the hours of 7am and 7pm. The exceptions to this requirement are prescribed in Clause 23(1) b of the Environment Protection (noise) Policy 2007. At all times during operating hours of this site Andy's Building Services will endeavour to keep noise disturbance to a minimum.

Andy's Building Services will, at all times be mindful of our general environmental duties as required by section 25 of the Environment Protection Act. We will take all reasonable and practical measures to ensure that our activities do not pollute the environment or cause the environment harm.

**Sulev Suursaar**  
**Managing Director**

**Andy's Building**  
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Andy's Building Services

ABN: 95 008 044 200

29 Wadikeke Road Lonsdale 5160

## EARTHWORKS, EXCAVATION AND CONCRETE POUR RISK ASSESSMENT

Safe Work Method Statement / Job Safety Analysis / Risk Assessment

SWMS No:	
PROJECT/AREA:	Thomas Suursaar
PREPARED BY:	
WORK PROCESS:	DATE 14/01/2022 Permit No
SPECIAL NOTES:	
SUMMARY OF REQUIREMENTS:	Light vehicle/HR/HC license, plant operators tickets, trade qualifications, Industry white card
EMPLOYEE:	
LICENSE/COMPETENCIES:	Safety Footwear, safety glasses
PPE:	Excavator, skid steer loader, tipping truck, Concrete delivery truck, Concrete pumping truck
PLANT/EQUIPMENT:	Diesel fuel, Concrete
HAZARDOUS SUBSTANCES:	Waste Management & Pollution Act, Waste Management, & Pollution Regulations, Work Health and Safety act 2012 (SA)
RELEVANT LEGISLATION:	As Required by Legislation
REVIEW PERIOD:	

RISK NO	ACTIVITY/TASK	HAZARDS	RISK SCORE BEFORE CONTROLS	CONTROL MEASURES	RISK SCORE AFTER CONTROLS	RESPONSIBILITY	IMPLEMENTATION DATE
1	Unexpected contact with buried services	Electric shock, damaged water pipes, delays to works, environmental risk, client nuisance through service loss	3C	Dial before you dig or location services to be consulted before excavation start, obtain any permits necessary, obtain site service map if available, use spotter as required, dig with care, Pothole where necessary, mark all known services clearly and toolbox with personnel, operator and spotter to be vigilant for previously disturbed ground, filler sand or warning tapes. Be aware of isolation points	2C	All personnel associated with works	Throughout project
2	Pedestrian and traffic control	Unauthorised persons entering work zone, vehicles entering work zone	3C	Traffic control by way of temporary fencing, signage, and spotter and, work crew vigilance to be employed. Protect all sides of excavation with flagging, bunting barricading as required. Maintain fence across the project	2C	Traffic control coordinator, work crews, SSO	Throughout project

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RISK NO	ACTIVITY/TASK	HAZARDS	RISK SCORE BEFORE CONTROLS	CONTROL MEASURES	RISK SCORE AFTER CONTROLS	RESPONSIBILITY	IMPLEMENTATION DATE
3	Excavation activities	Trench cave in, entrapment, delays to works, personal injuries.	3C	Support excavation with benching or shoring. Persons not to enter trenching over 1.5 metres without cave in measures in place and secure. Excavation to be assessed against criteria for confined space.	2C	Site foreman, Operator, SSO, work crews	Throughout project
6	Manual handling materials	Manual handling injuries and / or damaged plant or equipment	2C	Use correct manual handling methods, Team lift whenever necessary, use mechanical aids for lifting whenever possible to eliminate lifting	1C	All persons involved in the task.	As required for the task
8.	Air quality – dust, noise, fumes, OHS&E	Inhalation by work crews, public nuisance, delays to works, reputational risk, and personal injury through excess noise.	3C	Dust suppression to be used whenever required, work crews to be vigilant and report all cases to Supervisor immediately, appropriate PPE for the tasks to be worn correctly, excess smoke or fumes to be reported by operator immediately.	2C	All persons on the project, plant operator, truck driver, site foreman, SSO to be vigilant.	Across the Project
9.	Working in hot weather OHS	Sunburn, fatigue, heat stress, heat stroke.	3C	Wear wide brimmed hat with sun shade fitted, sufficient cool water available on site sun screen (30+) available on site, shaded rest area available, rotate tasks.	2C	All persons on the project	Across the Project
10.	Site housekeeping OHS&E	Slips and trips, lost tools and equipment, work delays, personal injury	2C	Keep work area clean, keep spoil heap away from excavation, no horseplay.	1C	All persons on the project, Site Foreman, SSO to be vigilant.	Across the Project

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RISK NO	ACTIVITY/TASK	HAZARDS	RISK SCORE BEFORE CONTROLS	CONTROL MEASURES	RISK SCORE AFTER CONTROLS	RESPONSIBILITY	IMPLEMENTATION DATE
11.	Backfill operations	Trench cave in, slips and trips, personal injury.	2C	Keep out of operating range of mobile plant, use shoring as required	1B	All personnel involved with process	As required for task
12.	Reinforcement Installation	Trench cave in, slips and trips, crushing hazards, personal injury	2C	Wear PPE appropriate to the task, avoid live edges, do not stand under suspended loads. Secure and ensure a clean work area	2B	All personnel involved with process	As required for task
13	Formwork Installation	Trench cave in, slips and trips, personal injury.	2C	Wear PPE appropriate for the task, ensure all tools and plant are in good working order, keep work area clean and tidy	2B	All personnel involved with process	As required for task
14	Concrete pour	Unauthorised persons entering work zone, slips and trips, fatigue, personal injury	3C	Wear PPE appropriate for the task, ensure tools and plant are in good working order, secure and ensure work area is clean and tidy	2B	All personnel involved with process	As required for task

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**SITE SPECIFIC RISKS: TO BE NOTED ON SITE BEFORE OPERATIONS COMMENCE**

RISK NO	ACTIVITY/TASK	HAZARDS	RISK SCORE BEFORE CONTROLS	CONTROL MEASURES	RISK SCORE AFTER CONTROLS	RESPONSIBILITY	IMPLEMENTATION DATE

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Andy's Building Services

ABN: 95 008 044 200

### AS 4360 Compliant Risk Management Matrix

The probability of an event and the consequences if the event occurs, determine the level of risk in a hazard.

Likelihood	Consequence				
	A Insignificant Minor Injury	B Minor Significant Injury	C Moderate Serious Injury	D Major Single Fatality	E Catastrophic Multiple Fatality
5 Almost certain	High	Extreme	Extreme	Extreme	Extreme
4 Likely	High	High	Extreme	Extreme	Extreme
3 Possible	Moderate	Moderate	High	High	Extreme
2 Unlikely	Low	Low	Moderate	High	High
1 Rare	Low	Low	Low	Moderate	High

#### HIERARCHY OF CONTROLS

Control Flow	Hierarchy	Control Definitions
Step 1	Eliminate	Modify the task process method or material to eliminate the hazard completely.
Step 2	Substitute	Replace the material, substance or task process with a less hazardous one
Step 3	Engineering	Redesign or modify the plant or task process to reduce or eliminate the risk
Step 4	Administrative & Training	Adjust the time or conditions of the task process by training, procedures etc
Step 5	Protective Devices	Use appropriately designed and properly fitted equipment where other controls are not practical

#### LEGEND

LOW	Controls were reviewed with the Site Safety Officer and/or Site Manager Work can proceed with controls in place
MODERATE	Additional controls were put in place and reviewed with the Site Safety Officer and/or Site Manager. Work may proceed with the additional controls in place.
HIGH	Actual controls are <b>insufficient</b> or do not exist. The Supervisor <b>MUST</b> commence or <b>must stop immediately</b> . The Supervisor <b>MUST</b> be contacted.
EXTREME	Actual controls are <b>insufficient</b> or do not exist. Work cannot commence or <b>must stop immediately</b> . The Supervisor <b>MUST</b> be contacted.

15/1/2019

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Andy's Building Services

Environmental Legend to be used with AS 4360 Risk Management matrix to assess environmental aspects and risk ratings

ABN: 95 008 044 200

<b>A – Insignificant</b>	Not of a concern to the environment or surroundings
<b>B – Minor</b>	No or minimal adverse environment or social impacts
<b>C – Moderate</b>	<p>Moderate undesirable environmental or social impacts e.g.</p> <ul style="list-style-type: none"> <li>• localised, short term noticeable / measurable change in waterway / stormwater quality</li> <li>• Short term, minor changes to ecosystems</li> <li>• Soil contamination over an area exceeding 1 square metre (excluding contamination of off site soil or contamination of soil with prescribed hazardous materials)</li> <li>• Some annoyance or nuisance to community</li> <li>• Isolated, partial disturbance or movement of archaeological / heritage places, sites or objects</li> <li>• <b>finest unlikely</b></li> </ul>
<b>D – Major</b>	<p>Major adverse environmental or social impacts e.g.</p> <ul style="list-style-type: none"> <li>• medium-term, noticeable / measurable change in waterway / stormwater quality</li> <li>• isolated deaths of non vulnerable fauna / flora species</li> <li>• noticeable, localised changes to ecosystems</li> <li>• soil contamination over an area from 1 square metre to 10 square metres (excluding contamination of off site soil or contamination of soil with prescribed or hazardous materials)</li> <li>• annoyance or nuisance to community</li> <li>• frequent, partial damage or off site movement of archaeological / heritage places, sites or objects</li> <li>• <b>fining is likely or works may be halted</b></li> </ul>
<b>E – Catastrophic</b>	<p>Significant damage or impact on environment or community e.g.</p> <ul style="list-style-type: none"> <li>• severe and / or persistent waterway / stormwater quality pollution</li> <li>• deaths of flora / fauna</li> <li>• widespread and / or significant changes to ecosystems</li> <li>• soil contamination over an area larger than 10 square metres, contamination of off site soil or contamination of soil with prescribed or hazardous materials</li> <li>• widespread community impact resulting in illness, injury or inconvenience</li> <li>• loss or destruction of archaeological / heritage places sites or objects</li> <li>• <b>receiving a fine is a certainty, works will be halted or scope to change and amend swms and risk assessment</b></li> </ul>

15/1/2019

Version No 4

Revised 15/1/2020



Andy's Building Services

ABN: 95 008 044 200

By signing this form, I acknowledge that I have read and understand the contents of the Risk Matrix for **Earthworks, Excavation and Concrete Pour risk assessment** and that I have been given the opportunity to add my risk / hazard findings to this document. SWMS to be implemented by site supervisor and monitored by all personnel, any additional hazards to be noted

Name	Signature	Company	Date

15/1/2019

Version No 4

Revised 15/1/2020

Project Details		TOOLBOX MEETING RECORD	
Project	Warehouse	Ref No	/
Subcontractor		Date	28-9-19
Subcontractor Supervisor			
Subcontractor Safety Rep			

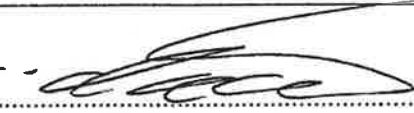
Agenda			
1	Action from last meeting	✓	8
2	Report from Site OH&S Meeting	✓	9
3	Report from Site OH&S Inspection	✓	10
4	Injuries	✓	11
5	Near Misses	✓	
6	Safety Items	✓	
7	JSA details	✓	

Attendees		Attach addition pages if required	
Name	Signature	Name	Signature
Tom			
Josh.			
Chris			
Pave			

TOOLBOX MEETING RECORD

Andy's Building Pty Ltd		
Document No	Type Toolbox Meeting Record	Revision No
Sulev Suursaar	December 2015	Page 1 of 2

Minutes / Action		Attach additional pages / information / sketches as applicable	
Item	Minutes	Action	
		By whom	By when
1.	Clean up of Kitchen.	All.	ongoing.
2.	Storage area, ensure tools go back where they came from.	All.	
3.	Parking, designated areas, allow for truck access throughout day.	All.	

Completed  
 Signed off by: *A. Suursaar*   
 Subcontractor Safety Rep: ..... Date: 28-9-19.....  
 Subcontractor Supervisor: ..... Date: .....

Andy's Building Pty Ltd		
Document No	Type Toolbox Meeting Record	Revision No
Sulev Suursaar	December 2015	Page 2 of 2



### Request for Tender

---

**Southern Mallee Town Centre Project**

**LAMEROO COMMUNITY MEETING BUILDING PROJECT**

**Open request for tenders**



**MICHAEL KREGAR**  
building pty ltd

residential | commercial | shop fitout

[kregarbuilding.com.au](http://kregarbuilding.com.au)

**Schedule 1 Tender Form – Formal Offer**

We Michael Kregar Building Pty Ltd (**Tenderer**) on Thursday 3 November 2022 having read, understood and fully informed ourselves of the contents, requirements and obligations of the Request for Tender, do hereby tender to provide and complete the Services described in the Specifications as per RFT in accordance with the Contract for the amounts set out in the Tender Return Schedules attached.

The Tenderer:

1. is subject to the terms and conditions set out in the Conditions of Tendering;
2. irrevocably offers to perform the Services on the terms of the Contract and the Specifications as per RFT which form part of the Tender Documents subject only to the variations set out in Schedule 12;
3. confirms that this Tender has been prepared without any consultation, communication, agreement or other arrangement with any competitor regarding:
 


---

  - 3.1 prices or methods, factors or formulae used to calculate prices;
  - 3.2 the intention or decision to submit a Tender, or the terms of the Tender;
  - 3.3 the submission of a Non-Conforming Tender; and
  - 3.4 the quality, quantity, specifications or particulars of the Services; and
4. Holds this offer open and capable of acceptance by the Council for a period of 90 days from the closing date.
5. Has sufficient resources to provide the services required in the context of any other current and anticipated work commitments.

---

The undersigned undertakes that if selected as the successful Tenderer, I/we/it will execute and be bound by the Contract in accordance with the Conditions of Tendering.

If the Tenderer is a company, it must execute this Tender as follows:

<b>Executed by Michael Kregar Building Pty Ltd pursuant to section 127 of the <i>Corporations Act 2001</i></b>	
Signature of Director	Signature of Director/Company Secretary <i>(Please delete as applicable)</i>
Name of Director (print)	Name of Director/Company Secretary (print)
Date:	Date:
OR	
 Michael D Kregar	
Date 3 <sup>rd</sup> November 2022	
Name of Sole Director and Sole Company Secretary (print)	

CONFIDENTIAL



**Schedule 3 Financial Capacity**

To enable Council to evaluate the capacity of your Organisation to undertake the provision of the Services, the Tenderer is required to provide the following information:

Tenderers are required to demonstrate they have the financial capacity to provide, over the term of the Contract for Goods and/or Services, all the requirements specified. Tenderers are required to consider the information below and complete the schedule accordingly.

Tenderers are required to undertake to provide Council upon request all such information as Council reasonably requires to satisfy itself that Tenderers are financially viable and have the financial capability to provide the Goods and/or Services for which they are tendering and to otherwise meet their obligations under the proposed Contract for Goods and/or Services.

Council reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality. For this assessment to be completed, a representative from the nominated agent may contact the Tenderer concerning the financial information that the Tenderer is required to provide.

The financial assessment is specifically for use by Council for the purpose of assessing Tenders and will be treated as strictly confidential.

Question #	Detail	Please answer Yes or No
1	The Tenderer must indicate whether or not it agrees to assist in the financial assessment process	Yes
2	The Tenderer must indicate that if required it will submit copies of its annual audited documents including but not limited to annual reports and balance sheets, profit and loss statements, and cash flow statements for the last two financial years	Yes
3	The Tenderer must indicate whether or not it will co-operate with an independent financial assessor during the conduct of financial assessments	Yes
4	We are a pre-qualified builder with Department for Infrastructure & Transport (DIT) level F5 (projects up to \$5 million)	

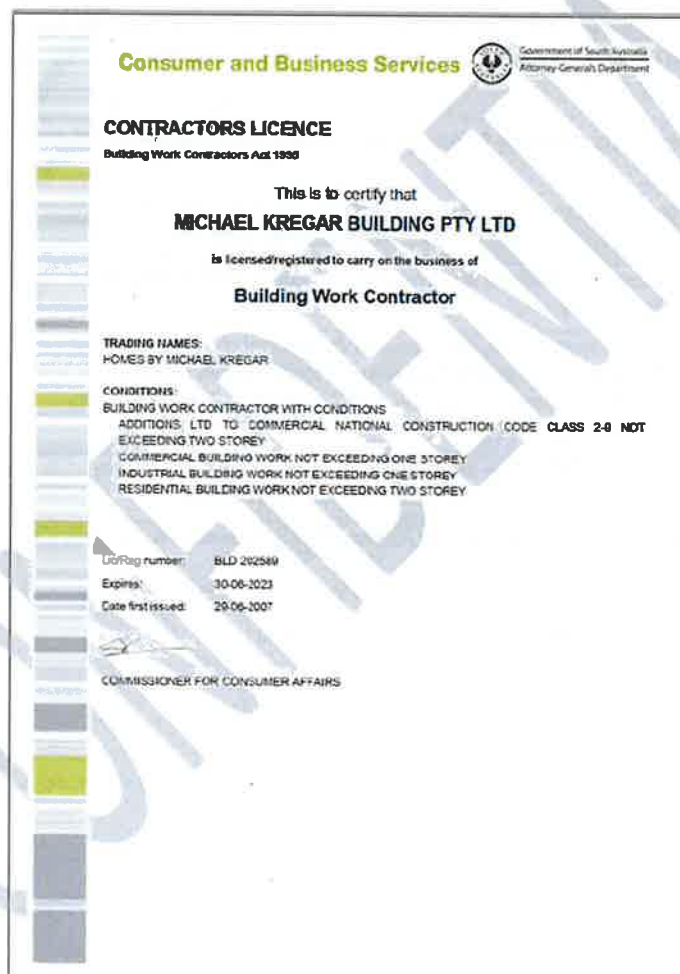
Attach response to Question 4 here or as an attachment if required

**Schedule 4 Licences and Accreditation**

Provide details of all licences, accreditations or Membership to relevant Industry Peak Body, currently held by the tenderer that would be required or relevant in order to undertake to provide the services of this Tender.

Licence/Accreditation/Membership	Licence/Accreditation Detail	Expiry date (if applicable)
Contractors License	Building Work Contractor	30-6-23
Master Builders SA	Industry Peak Body member	30-6-23
HIA Ltd	Housing Industry Assoc member	30-6-23

Copy of all licences/Accreditation/Membership is to be attached to this response.



**Schedule 5 Insurance**

Provide details of insurance currently held by you that would be extended to provide cover for work under the Contract.

Type of Insurance	Insurer	Extent per incident \$A	Extent in aggregate \$A	Policy Number	Expiry Date
Contract Works & Public & Products Liability \$20M	Master Builders Insurance Brokers	\$3.5 M	\$7 M	01D8216607	30/6/2023
Professional Indemnity	Master Builders Insurance Brokers	\$1 M	\$2M	PSJ0127986759	6/2/2023
Workplace Injury	Return to Work SA	N/A	N/A	21874803	30/6/2023
Vehicles, Plant & Equipment	Elders Insurance	N/A	N/A	EJA489957MVA	30/6/2023
Property, facilities & contents	Elders Insurance	N/A	N/A	EJA753353BPK	30/6/2023

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**Schedule 6 Work Health & Safety & Risk Management**

**Tenderer is to provide WHS information relevant to assessing the capacity and suitability of the tenderer to provide the goods and/or services (without assuming risk) by responding either Yes or No below.**

Key issues include:

• Is the tenderer aware of its Work Health & Safety obligations?	Yes
• Does the tenderer comply with its legal obligations under the Work Health and Safety Act 2012	Yes
• Has the tenderer identified any WHS risks in the provision of the goods or services and if so determined measures to ensure so far as is reasonably practicable, the health and safety of personnel involved in the provision of the goods or services?	Yes
• Has the tenderer made personnel aware of their WHS obligations and WHS risks in the provision of the goods or services?	Yes
• Has the tenderer been investigated in regard to a WHS incident and, if so, provide the circumstances of the incident and outcome of the investigation.	No
• Has the tenderer been convicted of a work health and safety offence and if so, what were the circumstances?	No
• Has the tenderer undertaken a Third Party Accreditation of it's WHS Policy?	Yes

**Please note:** All councils are committed to ensuring the safety of all workers and visitors. This commitment extends to ensuring goods and services purchased meet or exceed all safety requirements and will not, in normal use, pose any or unexpected risks.

**The successful Tenderers will be required to undertake Inductions on site for each body of works or supply of goods to be undertaken.**

The successful Tenderer must acknowledge that it will, when on any council premises, comply with all reasonable directions of the council, including but not limited to documented procedures relating to WHS, and any security requirements. This obligation extends to all procedures which are notified to the successful Tenderer by the council or which might reasonably be inferred by the successful Tenderer in all circumstances. The successful Tenderer must comply with all requirements under statutory WHS legislations.

Safety Management System

# Certificate of Registration

Certificate number: 519041S

## Michael Kregar Building Pty Ltd

ABN: 61 124 416 897

Location: 488 Riverview Drive, Berri SA 5343




# ISO45001:2018

## Occupational Health & Safety Management System

This registration covers the Occupational Health & Safety Management System for the provision of building and construction services

Date of issue: 26/08/2022  
Date of Certification: 29/08/2019  
Certificate Expiry: 29/08/2025

  
F. van der Willigen  
Managing Director

  
M. Hollebrandse  
Certification Manager

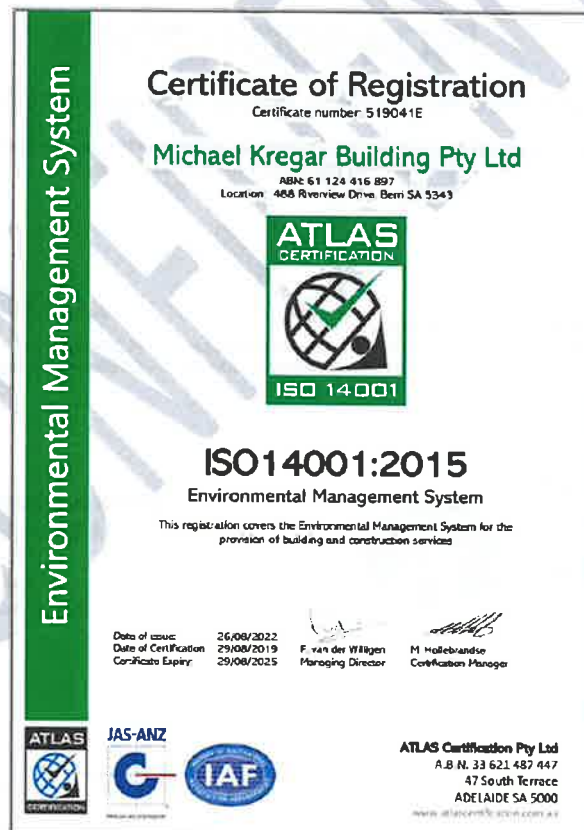


**ATLAS Certification Pty Ltd**  
A.B.N. 33 621 487 447  
47 South Terrace  
ADELAIDE SA 5000  
[www.atlascertification.com.au](http://www.atlascertification.com.au)

**Schedule 7 Environmental Management System**

Tenderers are to provide details of their environmental management system as follows by indicating **Yes** or **No** or list information as required.:

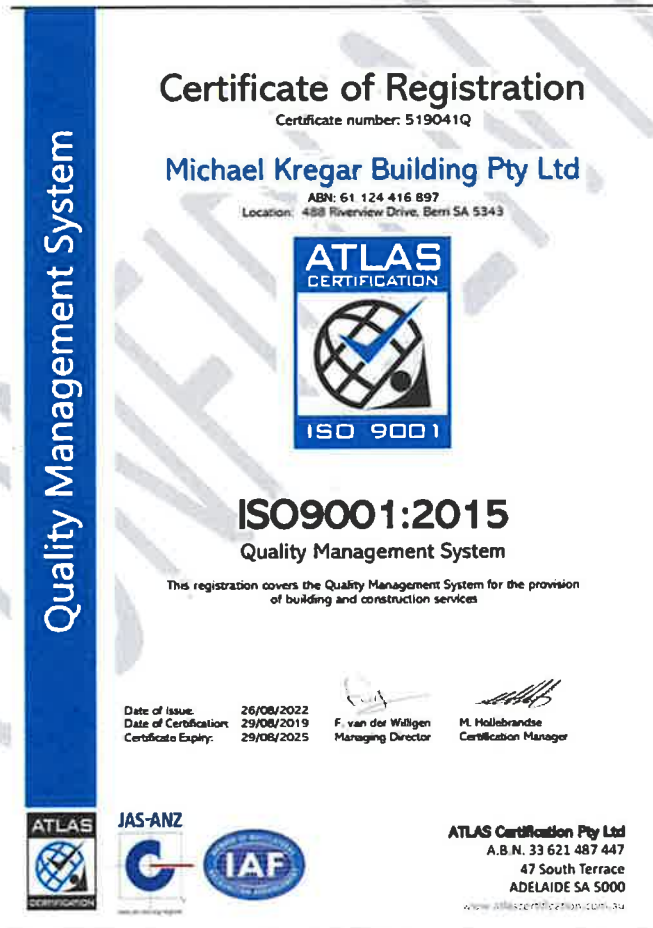
Does the tenderer have an environmental management system relevant to the provision of the Goods and/or Services?	Yes
Is the tenderer's Environmental Management System a current ISO 14001 Environmental Management Certification or an alternative Third Party Certification?	Yes – ISO 14001
Has the tenderer considered any environmental risks in the provision of the Goods and/or Services?	Yes
If <b>"Yes"</b> has the tenderer identified practicable measures to remove or substantially mitigate these risks? <ul style="list-style-type: none"> <li>• Site condition inspection report</li> <li>• Site facilities mobilisation including waste disposal and recycling facilities</li> <li>• Inductions including wash bay locations &amp; waste management procedures</li> <li>• Impact of weather conditions to the site</li> <li>• Protection of existing property and vegetation</li> <li>• Unique Environmental Management Plan developed for projects \$450,000 and above</li> </ul>	Yes to adjacent



**Schedule 8 Quality Systems**

Tenderers are to provide details of their Quality System as follows by indicating **Yes** or **No** or list information as required:

Does the tenderer have a Quality System relevant to the provision of the Services?	Yes
Is the tenderer's Quality Management System a current ISO 9001 Quality Management Certification or an alternative Third Party Certification?	Yes ISO 9001
Has the tenderer considered any risks to Quality in the provision of the Services?	Yes
If "Yes" has the tenderer identified practicable measures to remove or substantially mitigate these risks? Subcontractor's assessed and graded against quality workmanship to make the preferred contractor list Inspection & test control plan, including hold points & mandatory inspections and notifications Regular Site meetings – Site Supervisor, MKB team & client Michael Kregar, Director of MKB visits sites on a constant basis to oversee the quality and compliance of the build	Yes to adjacent



**Schedule 9 Industrial Relations Record**

Provide a summary of the Tenderer's industrial relations record over the last three years.

- Michael Kregar Building Pty Ltd have never had a record or breaches against them relating to Industrial Relations matters.
- MKB have DEEWR Code compliant certification
- MKB fully assess the Independent Sub-contractor versus Employee guidelines and process payments to these individuals in accordance with the assessment outcome.
- MKB support the Australian Apprenticeship system, employing several at any given time in line with IR and Training program legislation.
- MKB fully comply with MA000020 -Building and Construction General On-site Award

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Initial



**Schedule 10 Conflict of Interest**

The Tenderers are required to provide details of any interest, relationship or clients which may or do give rise to a conflict of interest, the issue about which that conflict or potential conflict does or may arise and advice of how the disclosed conflict of interest will be managed.

**No conflict of  
Interest exists in  
relation to this  
RFT**

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**Schedule 11 Referees**



The Tenderer is required to provide information on past contracts, including referees. Referees may be contacted with regard to the provision of Goods and/or Services offered in the Tenderer's response. The Tenderer must provide the information requested in the tables below for three contracts for the provision of goods and/or services of a similar nature to those detailed in the Specifications undertaken in the last three years or current. The Referees are **NOT** to be current employees of the Council.

<b>Contract Short Title</b>	<i>Renmark Hotel refurbishment &amp; addition</i>		
<b>Brief Description of Services</b>	Renmark Hotel – Staged internal renovations to 4 area's including new external roadside 2 story structural steel deck – high public presence/public roadside		
<b>Value of Services (GST Exclusive)</b>	\$1,909,967	<b>Period of Service Delivery</b>	10 mths
<b>Client Name</b>	Renmark Community Hotel Inc		
<b>Client Contact Name and Position Title</b>	Tim Hastwell Director/Architect		
<b>Client Contact Phone and Email</b>	<p style="text-align: center; font-size: 2em; letter-spacing: 0.5em;">S M F A</p> <p>Tim Hastwell   Director  <a href="mailto:tim@sm-f.com.au">tim@sm-f.com.au</a>   0422 711 166  <b>stallard meek flightpath architects</b>                  65 Charles Street Norwood 5067  <a href="http://sm-f.com.au">sm-f.com.au</a>   08 8211 6355</p>		



<b>Contract Short Title</b>	<i>PIRSA Research Centre</i>		
<b>Brief Description of Services</b>	New additional facility & canopy to connect old with new. Project back in 2016 but very similar components just on a larger scale. Head Contractor – full range of trades including significant Civil works.		
<b>Value of Services (GST Exclusive)</b>	\$4,500,000	<b>Period of Service Delivery</b>	12 months
<b>Client Name</b>	Primary Industries SA		
<b>Client Contact Name and Position Title</b>	Chris Giannes Lead Agency Representative		
<b>Client Contact Phone and Email</b>	<a href="mailto:Chris.Giannes@sa.gov.au">Chris.Giannes@sa.gov.au</a> Ph 8429 0389 or 0429 447 481		



<b>Contract Short Title</b>	<i>Berri Medical Centre</i>		
<b>Brief Description of Services</b>	New facility, again with significant public & community interest. Structural Steel incorporating curved design feature. Internals with similarity in scope. Head Contractor delivering the project for WA based D&C Company locally for the Riverland Community. Full range of all trades and services.		
<b>Value of Services (GST Exclusive)</b>	\$3,831,970	<b>Period of Service Delivery</b>	10 months
<b>Client Name</b>	Medifit Pty Ltd & Rigroad Pty Ltd		
<b>Client Contact Name and Position Title</b>	Mark Evangelisti Team Leader - Construction		
<b>Client Contact Phone and Email</b>	  <p>HEAD OFFICE 131 Summers Street Perth WA 6000 P 1300 728 133 <a href="http://www.medifit.com.au">www.medifit.com.au</a></p>		



**Schedule 12 Statement of Conformity**

If the Tender does not comply with all the requirements of the Tender Documents, the Tenderer must list below all areas of non-conformity, partial conformity or alternative offer and the reasons therefore.

The Tender must be read to disregard and render void any area of the Tender which is non-conforming, partially conforming or an alternative offer except to the extent detailed in this Schedule.

If any non-compliance is determined to be unacceptable, the Tender may not be further considered.

NC = Non-conforming

PC = Partial conforming

AO = Alternate offer

Area/Clause/Schedule of non-conformity	NC/PC/AO	Alternative wording for consideration by Council
CSR Barestone external Cladding	NC	Specification calls for concealed fixings but this product does not have a concealed fixing option
Europlus external cladding	NC	Spec calls for 15mm exbound sheets behind the europlus cladding, but we have allowed for a 12mm ply substrate only as this meets typical installation detail
Rhondo donn suspended ceiling	NC	15mm system not available in Australia, we have allowed for 24mm
Specified benchtop alternative priced – MKB have allowed for a Corian benchtop (Group B pricing)	NC	Specified product not available – does not exist
Have allowed for Hawkesbury multi fold frame	NC	C1-DW2 can not have thermally broken frame as Therma-frame don't provide a bifold option -
Allowed for a awning window	NC	Therma-frame don't provide a vertical sliding window

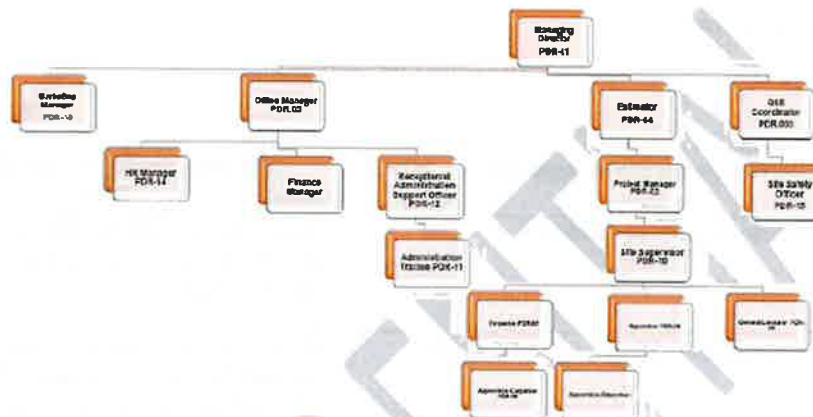
**Schedule 13 Organisation Structure, Facilities and Resources**

**1. Organisation structure**

Provide details of the staff and the organisation structure proposed to be used for performance of the Services. Details must include but not be limited to:

- Company structure to be used to support the Services including size and location of office, organisation structure

**Michael Kregar Building PL - Organisational Chart**



- Details of the award, enterprise agreement, and/or local area workplace agreement, under which staff will be employed, and rates of pay, conditions or allowances – In accordance with MA000020 or above.

**2. Employees**

Provide details of number of staff proposed to be used and their qualifications and experience

**Michael Kregar Building Pty Ltd  
Schedule of Personnel**

Name	Position	Duration
Michael Kregar	Director	Entirety of Project
Jake Henwood	Project Manager/Estimator	Entirety of Project
<i>Insert Site Supervisor's Name-tbc</i>	Site Supervisor	Entirety of Project
Toni Simons	Contract Administrator	Entirety of Project
Emma Marks	Quality, Safety & Environmental (QSE) Coordinator	Entirety of Project
Hayley-Joe King	Administration Trainee	Entirety of Project
<i>Insert Names of those who will work on this project-tbc</i>	Carpenter	Entirety of Project
David Gross, Michael Murphy, Ryan Banks, Stephen Pech, Michael Bornholm, Jesse Bannister & Aden Shaw	Carpenters/Tradesman	Back Up
<i>Insert Names of those who will work on this project - tbc</i>	Apprentice Carpenters	Entirety of Project
Hugo Kregar, Kailan Voigt, Tyson Kent & Hayden Johns	Apprentice Carpenters	Back Up
Tom McBride	Apprentice Gyprocker	
Shane Jackson	Labourer	Entirety of Project

3. Other details (e.g. specific plant & equipment, vehicles)



**Plant & Machinery Register**

Name	Description	Date Purchased	Inspection Frequency (Yearly if not specified)	Safety Instruction during inspection (e.g. tag out, isolation)	Type of inspection (e.g. test, repair, modify)	Inspection Standard (e.g. AS Standards)	Person Responsible for Service	Last Date Inspected	Next Inspection Date
Scissor Lift	JLG 18' Electric Scissor 1930ES - Serial 820002474	11/10/2017	1 monthly	JLG responsibility	Inspection	AS2550-10	JLG Industries	17/08/2022	17/11/2022
Fork Lift	Hyster Lift Truck Model H250DL - Serial 817780250L	09/2014	Every 250 operating hours	J & M Justice Automotive Services responsibility	Service	AS2550.1	J & M Justice Automotive Services	7/12/2020	7/12/2022
Lever Level	FLS HVF500R - Serial No AR24388	Unknown			Calibration		Postings Partners	10/12/2021	10/12/2022
Portable Appliance Tester	Saunders Portable Appliance Tester PACJ750 DL, Serial No 30K-0956	June 2019		Appliance Testing Supplies responsibility	Calibration	AS/NZS 3760:2018	Appliance Testing	04/02/2022	24/02/23
Diaper	Averro 300+	25/02/2019		J & M Justice Automotive Services responsibility	Service		J & M Justice Automotive Services	1/2/2022	1/2/2023
Truck	Hino 300 6 to Axle 7 Bay Top 300 815 Reg 88148M1	2017	Every 10,000km	N/A - done off site	Service		Big River Toyota	28/10/2021	
Van	2005 Toyota Hilux SR Cab Chassis Reg M2A9M	23/6/2017	Every 10,000km	N/A - done off site	Service		Big River Toyota	21/1/2022	
Scissor Lift	JLG 18' Electric Scissor 1930ES - Serial 820002474	11/10/2017	1 monthly	JLG responsibility	Inspection	AS2550-10	JLG Industries	17/08/2022	17/11/2022
All Terrain Scissor Lift	JLG 2500ATL Scissor - Serial 020020482	21/01/2022	1 monthly	JLG responsibility	Inspection		JLG Industries	21/10/2022	21/10/2023

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4. Facilities

Provide details

2 x portable toilets

Site office/lunch room

**5. Proposed subcontractors**

Provide details in the Table below the proposed sub-contractors or other representatives to be employed or engaged by the Tenderer. The Tenderer must define the scope and extent of Services and provision of items to be provided by sub-contractors.

Subcontractor's name and address	Services to be provided	Item(s)
Termi Home & Commercial	Termite treatment	Termite materials
Brett Hammerstein Concreters	Concrete & dig footings	Concrete, mesh, plastic etc
MWK Electrical	Electrical	Electrical cable, fittings etc
BMA Ltd	Data & Security	Cable & security equipment
Devilees Pty Ltd	Mechanical Services	AC's etc
Riverland Plumbing & Gas	Plumbing	Plumbing pipe etc
JMA Ltd	Structural Steel (ACRS certified)	Structural Steel & screens
Vivid Glass PL	Glazing	Aluminium frames, glass & mirrors
Carpet One Flooring	Flooring	Floor coverings
Rickwen PL	Painter	Paint
Hallweld PL	Roof Safety System	Roof safety equipment

**6. Contingency arrangements**

Provide details of contingency arrangements should any facilities, sites or employees required to provide the Services become unavailable in the short and long term.

MKB have a large team that can easily cover any absences or unavailability. The large team also enables us to assign extra labour resources to cover any lost time or delays if necessary.

We do not use Sole Trader sub-contractors for this reason requiring our Sub-contractors to also be able to adequately cover any extended absences and have the ability to apply additional human resources to pick up any lost time if necessary.

COVID 19 provided us the opportunity to improve our practices whereby we better schedule material ordering ensuring stock and potential cost increases do not impact the project.



**Schedule 14 Experience**

**1. Past performance**

---

For how many years has the Tenderer engaged in the type of work included in the Services?

MKB have been in the Commercial Building sector since 2007, gradually increasing our financial and technical capabilities, which now see us eligible to tender for Government projects up to \$5 million.

Has the Tenderer had an appointment terminated on a project in the last five years. If yes please provide brief details.

No

Has the Tenderer terminated a project in the last five years. If yes please provide brief details.

No

Has the Tenderer refused to continue providing services under a contract in the last five years unless the terms or payments were changed from those which were originally agreed. If yes please provide brief details.

No

**2. Current contracts and Other Commitments**

---

Provide a summary of current engagements for local government and any other commitments

No local Government projects at the moment but regularly do minor and major projects for all three Riverland Councils.

Renmark Community Hotel – Ongoing staged works (Stage 4 due for Completion Dec 22)

Loxton Community Hotel – Ongoing staged works (Stage 3 complete, stage 4 pending documentation finalisation)

SA Ambulance – 3 stations – Sustainment projects (last one due for completion Feb 23)

Retail Store refurbishments – Stage 1 due for completion Dec 22, Stage 2 due for Completion Feb 23

BRHP – Tourist Accommodation – due for completion March 23

Par 5 – Tourist Accommodation – due for completion June 23

### Schedule 15 Customer Service Plan

Tenderers must demonstrate their capacity and skill in regard to the provision of customer service. Tenderers must describe what systems they will use and performance levels that will be achieved in the provision of advice and response to enquiries, complaints, and requests for assistance from members of the public. This must include but not be limited to:

- procedures for the handling of all enquiries and complaints; - see table
- staff education programs to ensure highest levels of customer service are attained and maintained; - experienced long term staff
- indicative performance standards for handling of enquiries and complaints, including specific time scales; safety issues attended to immediately
- number and qualifications of staff who will provide this service; See organisational chart
- location/s of enquiry and assistance points where enquiries and complaints will be managed; MKB Berri Office
- hours of availability of customer service and supervisory staff; Business hours, Site Supervisor 10 hour days x 5 days per week, Director on call
- how the complaints register will be maintained; Will document each of the stages of the complaint process.
- proposed information leaflets, forms and reports that will be used in providing this service – in consultation with Council.

Construction sites are not to be accessed by any unauthorised personnel.

In consultation with Council additional signage can be fixed to site fencing advising contact numbers for the MKB Administration Staff, Director & Site Supervisor.

MKB have established project communication systems and procedures in place. Ordinarily the roles and responsibilities of the full team are discussed at a project start up meeting resulting in the establishment of communication channels for the various project items.

Ongoing site meetings with the team cover – Safety, Quality, Environment, Program, Scope changes, Client matters, Finance & client/public feedback and the resultant actions.

We have rarely encountered Customer Service issues. Outstanding customer service underpins the Company's success and go to Builder in the Riverland for Commercial builds.

Customer satisfaction is a commitment demonstrated from the top level resulting in a culture of customer satisfaction. Although we have not tended to manage enquiries from the public directly before I believe with our attitude and culture we can easily meet this requirement and achieve a positive outcome for all stakeholders.

**COMPLAINT HANDLING PROCESS**

Michael Kregar Building Pty Ltd has a process in place for dealing with customer complaints as follows:



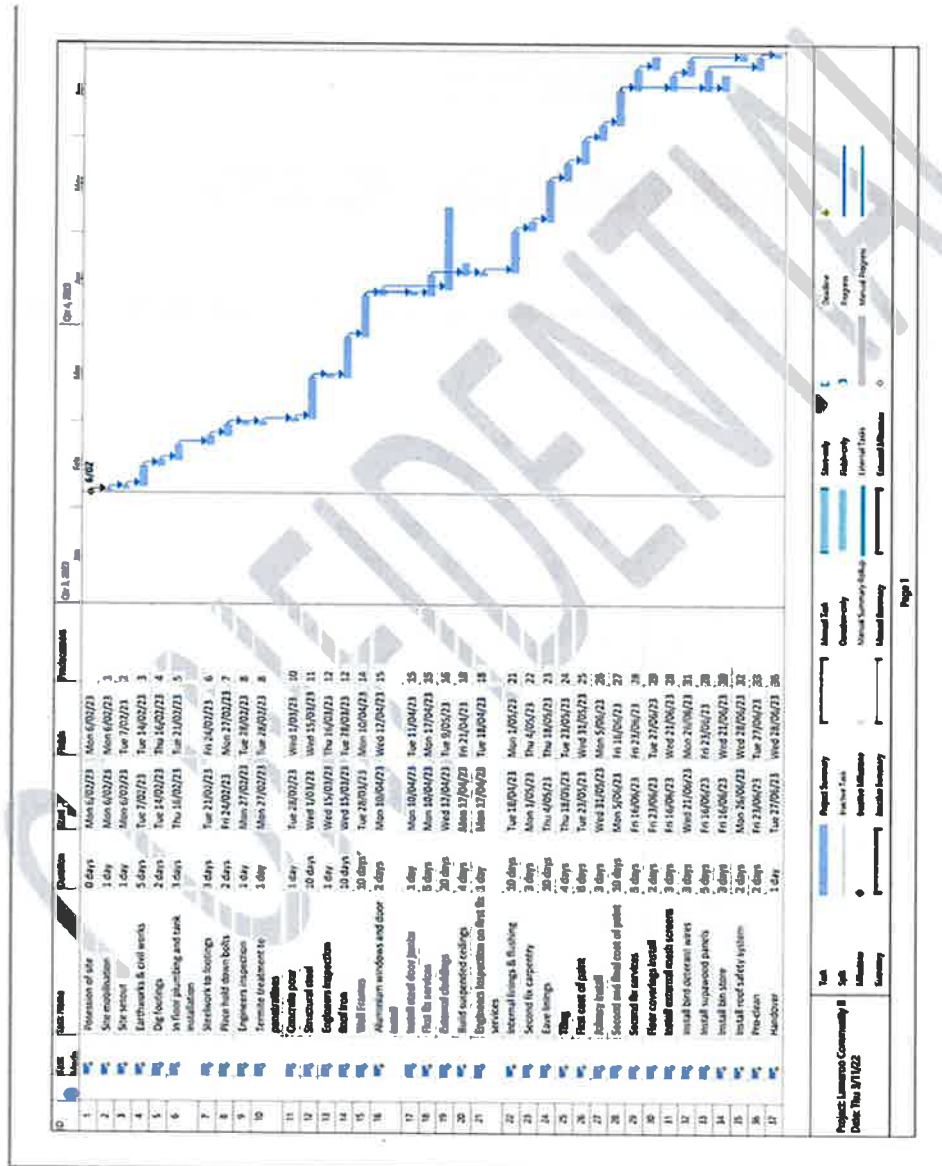
Any complaints/feedback will be reported as an agenda item at the next Site Meeting and added to the register.

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**Schedule 16 Implementation Schedule and Transition Plan**

**1. Implementation schedule**

Tenderers must provide a comprehensive project plan or Gantt Chart that encompasses all activities required as outlined under Section C – Specification, including timelines for each activity from Contract execution to Contract 'start date'.



**Schedule 17 Value Added Services, Improvements and Innovations**

Provide details of any other benefits you can offer to improve the level of service or value of your Tender.

Barestone cladding extremely expensive product and used in areas where much more cost effective products that are fit for purpose could be used.

Structural Steel – high % of project costs – JMA could work with Engineers and draftperson to come up with a more cost effective design.

Potential cost saving if Thermally broken aluminium frames were deleted given the building has double glazing throughout.

Perforated metal screens costly – Alternative products available at cost saving

Supawood internal linings - over \$600 m2. Alternative more cost effective products available

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**Schedule 18 Pricing**

All prices must be listed exclusive of GST

Provide a breakdown of the costs for the Services and/or each type of Service required (if applicable) and/or breakdown of fixed and variable costs (if applicable).

Pricing that has not been included in the tendered price may not be approved for payment by the Council without full justification and final approval at the discretion of the Council. It is therefore essential that all possible charges are listed within the fixed price below.

**FIXED PRICE**

<b>FIXED PRICE FOR PROVISION OF THE SERVICE</b>	<b>\$ 1,509,934.82 ex GST</b>
---	-------------------------------

**ADD excel spreadsheet The above Fixed Price is to be broken down in the attached pricing schedule**

Lameroo Community Meeting Building - Pricing Schedule <i>**do not change item wording - additional lines at end of each section should</i>				
Item	Description	UDM	Quantity	Rate (ex GST) / Amount (ex GST)
<b>1. PRELIMINARIES</b>				
1.1	Preliminaries and Supervision	Item	1	234,850.31
1.2	Establishment	Item	1	1,100.00
1.3	Site Facilities	Item	1	3,500.00
1.4	Quality Control, Quality Assurance and Contract Administration	Item	1	22,649.01
1.5	Environmental Management - part of preliminaries	Item	1	0.00
1.6	Insurances and Bank Guarantees	Item	1	0,934.07
1.7	Pedestrian and Traffic Management	Item	1	1,100.00
1.8	Survey (set out and as-constructed)	Item	1	10,000.00
1.9	Demolition - by client	Item	1	0.00
1.10	Site Preparation & all civil works - PC Sum	Item	1	50,000.00
				<b>TOTAL</b>
<b>2. Electrical Works</b>				
2.1	Electrical Works	Item		55,000.00
				<b>TOTAL</b>
<b>3. Hydraulic Works</b>				
3.1	Hydraulic Works	Item		88,872.55
				<b>TOTAL</b>
<b>4. Building Works</b>				
4.1	Building Works	Item		982,863.88
				<b>TOTAL</b>
<b>TOTAL ex GST</b>				<b>1,509,934.82</b>

# Trade Breakup

4/11/2022 **Lameroo Community Building**

Description	Quantity	Unit	Rate	Markup	Total
<b>Preliminaries</b>					<b>\$342,093.39</b>
<b>Provisional Sums</b>					<b>\$88,272.73</b>
<b>Pest Control</b>					<b>\$3,936.13</b>
<b>Concrete</b>					<b>\$75,800.00</b>
<b>Electrical</b>					<b>\$65,000.00</b>
<b>Data &amp; Security</b>					<b>\$7,041.05</b>
<b>Mechanical</b>					<b>\$37,980.00</b>
<b>Hydraulical</b>					<b>\$43,454.55</b>
<b>Fire Extinguishers</b>					<b>\$1,000.00</b>
<b>Structural Steel</b>					<b>\$265,400.00</b>
<b>Perforated Metal Screens</b>					<b>\$42,000.00</b>
<b>Aluminium Windows and Doors</b>					<b>\$41,275.00</b>
<b>Joinery</b>					<b>\$33,555.00</b>
<b>Floor Coverings</b>					<b>\$18,262.73</b>
<b>Painting</b>					<b>\$37,100.00</b>
<b>Materials</b>					<b>\$101,876.52</b>
<b>Supawood linings</b>					<b>\$44,004.00</b>
<b>Roof and Wall Claddings</b>					<b>\$27,573.29</b>
<b>Flashings</b>					<b>\$5,000.00</b>
<b>Roof Safety System</b>					<b>\$5,100.00</b>
<b>Steel Jambs &amp; Timber Doors</b>					<b>\$3,200.00</b>

## Trade Breakup

**4/11/2022**      Lameroo Community Building

Description	Quantity	Unit	Rate	Markup	Total
<b>Provisional Sums</b>					<b>\$88,272.73</b>
Bin Store					\$5,000.00
Master Keying					\$2,500.00
Earthworks/Civil/Stormwater works					\$50,000.00
NBN Connection					<del>\$772.73</del>
Bird deterrent wires					\$10,000.00
Main distribution board					\$20,000.00
<b>Subtotal</b>					<b>\$88,272.73</b>
Adjustment					\$0.00
Post adjustment					\$88,272.73
<b>G.S.T [10%]</b>					<b>\$8,827.27</b>
<b>Total</b>					<b>\$97,100.00</b>

### PC SUMS

## Trade Breakup

**4/11/2022**      Lameroo Community Building

Description	Quantity	Unit	Rate	Markup	Total
<b>Provisional Sums</b>					<b>\$88,272.73</b>
Bin Store					\$5,000.00
Master Keying					\$2,500.00
Earthworks/Civil/Stormwater works					\$50,000.00
NBN Connection					<del>\$772.73</del>
Bird deterrent wires					\$10,000.00
Main distribution board					\$20,000.00
<b>Subtotal</b>					<b>\$88,272.73</b>
Adjustment					\$0.00
Post adjustment					\$88,272.73
G.S.T [10%]					\$8,827.27
<b>Total</b>					<b>\$97,100.00</b>



**Assumptions in the lump sum price**

The Tenderer must list below any and all assumptions in calculating the price stated - such as any effect should the Tenderer be awarded a certain volume, value or frequency of work over time should the Principal decide to accept part only of the Tender. During the evaluation process the Tenderer may be required to supply a detailed breakdown of the price by way of clarification.

No.	Assumptions
1	Demolition works by client
2	Paving & landscaping by client
3	Kitchen appliances by client
4	Rainwater tanks from Civil PC Sum
5	Lightbridge 24mm double glazing has been allowed
6	Primer & 2 coats of 2 pack to all exposed steelwork

**Exclusions to lump sum price**


The Tenderer must list below anything not included in the lump sum price. Anything not listed below is included in the lump sum price.

No.	Exclusions
1	Fire services excluded as don't believe they are required
2	Professional fees
3	Engineers Inspection costs
4	Display case - no detail available to price
5	Wall lights in kitchen - on material pallet but not shown on electrical drawings
6	Encountering hard rock
7	Car park works
8	

**CITB Levy**

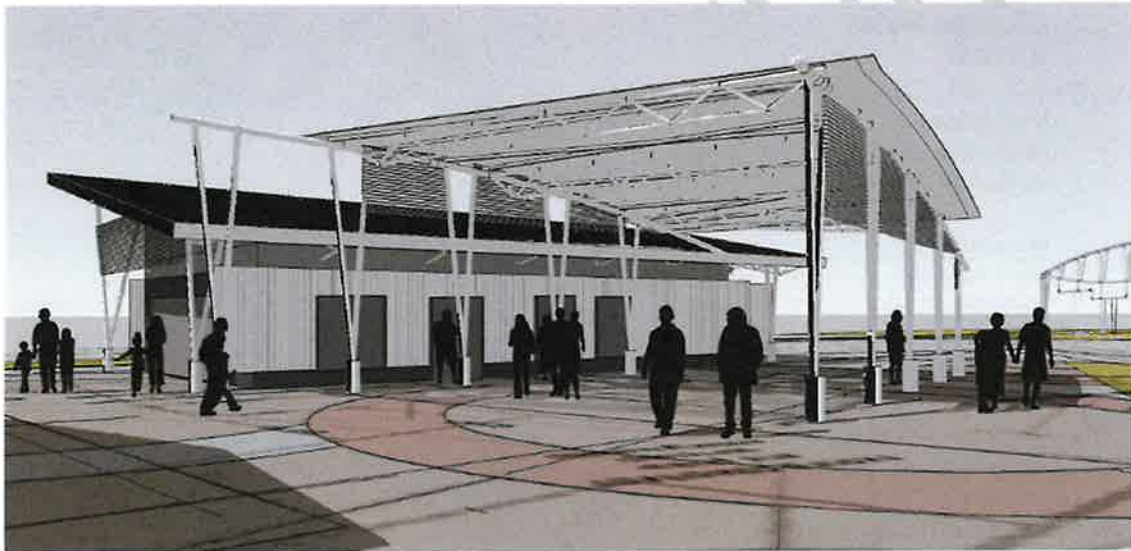
It is a requirement under the provisions of the Construction Industry Training Fund Act 1992 (the Act) and the Construction Industry Training Fund Regulations 2008 (Regulations, that the CITF levy is payable by the Contractor for all 'building or construction' work valued over \$40,000 carried out in South Australia at a rate of 0.25% of the estimated project value, including GST.

Please indicate that you are aware that the Levy is required to be paid by the Successful Tenderer and must be taken in to account for any contracted works under the terms and conditions of this Contract that may be required to be undertaken from time to time, which job is individually valued at over \$40,000.

CITF/CITB Levy	I acknowledge that I have read the above and acknowledge that I may from time to time, be required to pay the CITB levy for works individually valued at over \$40,000.	Name: Michael Kregar Signed: 
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**SOUTHERN MALLEE TOWN CENTRE PROJECT  
LAMEROO COMMUNITY MEETING BUILDING PROJECT  
GENERAL BUILDING CONTRACTOR  
REQUEST FOR TENDER**



**ROMALDI**



**Romaldi Constructions Pty Ltd**  
[www.romaldi.com.au](http://www.romaldi.com.au)



**Office Address:**  
 298 Findon Road  
 Findon SA 5023  
 Ph: (08) 8241 7200  
 Fax: (08) 8241 7300  
 ABN: 50 059 740 368  
 BLD 57597

**Mailing Address:**  
 PO Box 258  
 Welland SA 5007

**Main Contact:**  
**Mario Romaldi**  
 Managing Director  
[mario@romaldi.com.au](mailto:mario@romaldi.com.au)  
 0418 832 189

**Secondary Contact:**  
**Jim Hadjandonis**  
 Estimator  
[estimating@romaldi.com.au](mailto:estimating@romaldi.com.au)  
 (08) 8241 7200

---

Prepared for: Southern Mallee District Council  
 Tender Name: Lameroo Community Meeting Building Project  
 Name: Sam Wellington  
 Site Address: Lameroo Town Centre

---

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**Request for Tender: Lameroo Community Meeting building Project**

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4 November 2022

Southern Mallee District Council  
 Day Street  
 PO Box 49  
 Pinnaroo, SA 5304

Attention: Sam Wellington

**PROJECT:** Southern Mallee Town Centre Project  
 Lameroo Community Meeting Building Project  
 Request for Tender

Thank you for giving **Romaldi Constructions Pty Ltd** the opportunity to present you with our proposal for the above-mentioned project.

Included in this proposal are the following documents.

- Tender Letter
- Tender Forms & Schedules
- Key Personnel
- Construction Program
- License & Insurances
- Covid Policy

By using Romaldi Constructions Pty Ltd on your project you can be guaranteed Project Delivery that is timely, high quality and within Budget constraints.

Romaldi Constructions also are third party accredited for their Quality, Safety & Environmental Systems.

Our commitment is obvious.

Please do not hesitate to contact the undersigned should you have any further queries.

Yours Faithfully,  
**Romaldi Constructions Pty Ltd**



**MARIO ROMALDI (MBA, Grad.Dip.Mgt, B.App.Sc.B.S, M.A.I.P.M, M.A.I.B.)**  
**CHARTERED BUILDING PROFESSIONAL**  
**MANAGING DIRECTOR**

<b>PHONE</b> 08 8241 7200	<b>EMAIL</b> info@romaldi.com.au	<b>OFFICE</b> 708 Port Road, Beverley SA 5009
<b>FAX</b> 08 8241 7300	<b>WEB</b> www.romaldi.com.au	<b>POST</b> PO Box 258, Welland SA 5007

Romaldi Constructions Pty Ltd  
 Licence GL 57597 ABN 50 059 740 368  
 Romaldi Constructions (Vic) Pty Ltd  
 Licence CB-U-23274 ABN 67 114 658 865





4 November 2022

Southern Mallee District Council  
 Day Street  
 PO Box 49  
**PINNAROO SA 5304**

**Attention: Mr Sam Wellington**

**PROJECT: SOUTHERN MALLEE TOWN CENTRE PROJECT  
 LAMEROO COMMUNITY MEETING BUILDING PROJECT  
 REQUEST FOR TENDER**

We are pleased to be able to submit to you our FIRM FIXED PRICE TENDER for the construction of the above-mentioned project, in accordance with the plans, specifications and tender addenda as issued for the tender period.

Our price in this instance comes to:

<b>Nett Tender</b>	<b>\$1,390,000.00</b>
<b>10% GST:</b>	<b>\$ 139,000.00</b>
	=====
<b>TOTAL THIS TENDER:</b>	<b>\$1,529,000.00</b>
	=====

We ask you to refer to our attached page of cost saving options for your consideration. Please note that the price above is for a conforming tender.

We hope that this tender meets with your approval and look forward to a favourable response from you in the near future.

Yours Faithfully,  
 Romaldi Constructions Pty Ltd



.....  
**MARIO ROMALDI**  
 (MBA, Grad.Dip.Mgt, B.App.Sc.B.S, CCP, M.A.I.B, M.A.I.P.M, M.A.I.C.D.)  
 CHARTERED BUILDING PROFESSIONAL  
 MANAGING DIRECTOR

<b>PHONE</b> 08 8241 7200	<b>EMAIL</b> info@romaldi.com.au	<b>OFFICE</b> 708 Port Road, Beverley SA 5009
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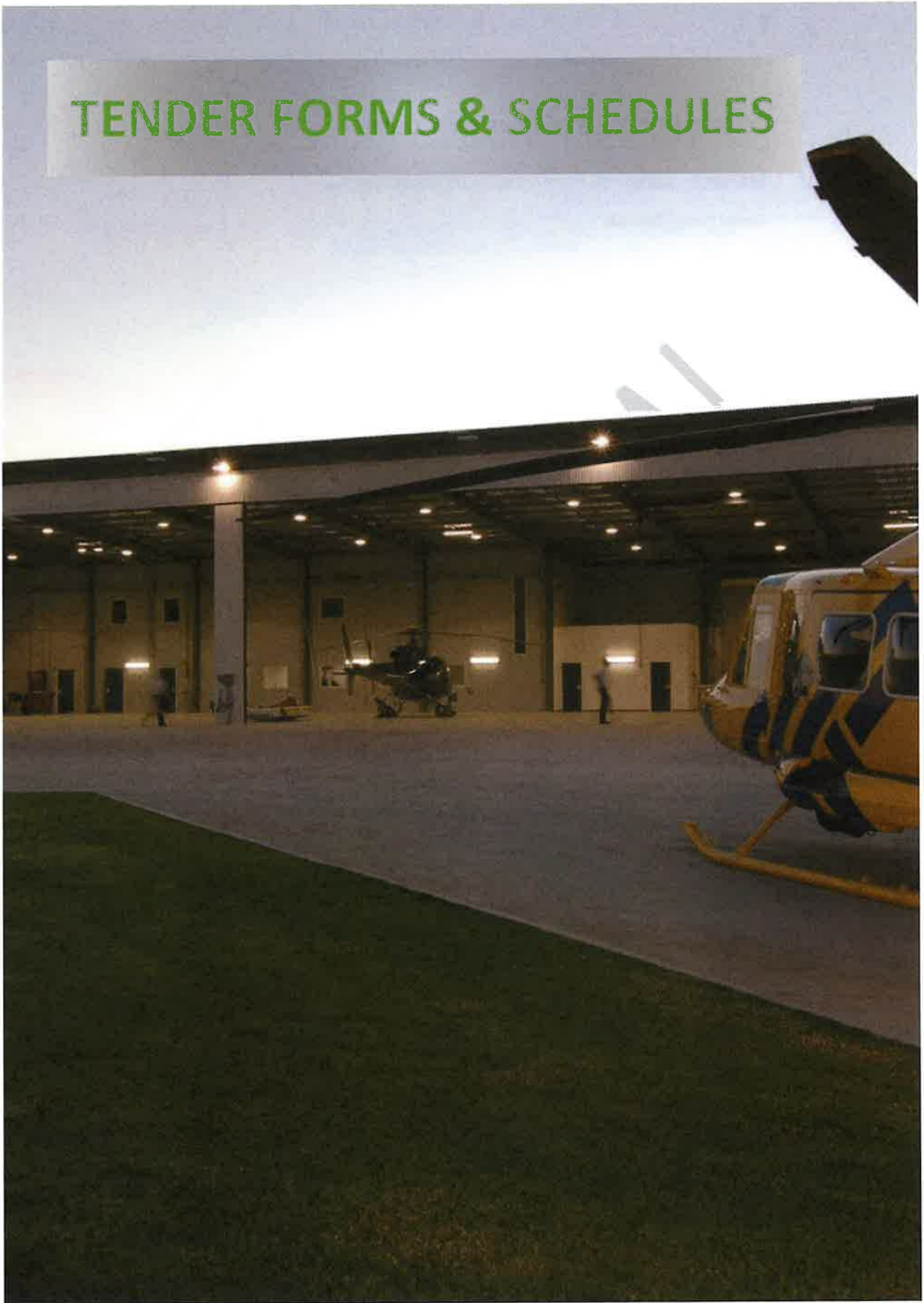


**QUALIFICATIONS TO TENDER SUBMISSION  
LAMEROO COMMUNITY MEETING BUILDING**

- (i) We make no allowance for any works not clearly identified on the plans or in the specifications.
- (ii) We make no allowance for a transformer or associated augmentation.
- (iii) We make no allowance for any demolition works, tree removal or removal of grass (assumed by Others as per documents)
- (iv) We make no allowance for any landscaping / irrigation works. As per the documents we have assumed by others.
- (v) We make no allowance for excavation into rock or difficult digging.
- (vi) We make no allowance for encountering or removal of ground water in excavations.
- (vii) Temporary Water and power to be supplied from adjacent council building/s at no cost to this project. Connections and disconnections will be at the cost of the builder.
- (viii) We can offer a cost savings of \$50,000.00 + GST if the timber ceiling and western wall claddings to the Community room are replaced with 13mm Plasterboard.
- (ix) We confirm that as per Addenda (1) our tender makes no allowance for any site works or preparation other than the quarry rubble to the building pad.
- (x) Our tender makes no allowance for any stormwater. Once documentation is complete we can finalise pricing within 24 hrs.
- (xi) We make no allowance for the Bin Store enclosure.
- (xii) We have made allowance for a similar / equal section to AWS.
- (xiii) We make no allowance for payment of fees for 100Amp Consumer Mains to SAPN Infrastructure. We only allow to coordinate on your behalf.



# TENDER FORMS & SCHEDULES



**6. SECTION E – TENDER RESPONSE SCHEDULES**

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**SECTION E – TENDER RESPONSE SCHEDULES FOR SERVICES**

**Tender Pricing Schedule**

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**Schedule 1 Tender Form – Formal Offer**

I/We **Romaldi Constructions Pty Ltd** (Tenderer) on **4th November 2022** having read, understood and fully informed myself/ourselves/itself of the contents, requirements and obligations of the Request for Tender, do hereby tender to provide and complete the Services described in the Specifications as per RFT in accordance with the Contract for the amounts set out in the Tender Return Schedules attached.

The Tenderer:

1. is subject to the terms and conditions set out in the Conditions of Tendering;
2. irrevocably offers to perform the Services on the terms of the Contract and the Specifications as per RFT which form part of the Tender Documents subject only to the variations set out in Schedule 12;
3. confirms that this Tender has been prepared without any consultation, communication, agreement or other arrangement with any competitor regarding:
 

---

  - 3.1 prices or methods, factors or formulae used to calculate prices;
  - 3.2 the intention or decision to submit a Tender, or the terms of the Tender;
  - 3.3 the submission of a Non-Conforming Tender; and
  - 3.4 the quality, quantity, specifications or particulars of the Services; and
4. Holds this offer open and capable of acceptance by the Council for a period of 90 days from the closing date.
5. Has sufficient resources to provide the services required in the context of any other current and anticipated work commitments.


---

The undersigned undertakes that if selected as the successful Tenderer, I/we/it will execute and be bound by the Contract in accordance with the Conditions of Tendering.

If the Tenderer is a company, it must execute this Tender as follows:

Executed by Romaldi Constructions Pty Ltd pursuant to section 127 of the <i>Corporations Act 2001</i>	
Signature of Director	Signature of Director/Company Secretary <i>(Please delete as applicable)</i>
Name of Director (print)	Name of Director/Company Secretary (print)
Date:	Date:
OR	Date: 4/11/2022
Signature of Sole Director and Sole Company Secretary	Date: 4/11/2022
MARIO RONALDI	Date: 4/11/2022
Name of Sole Director and Sole Company Secretary (print)	
OR Signed for <b>[Insert name of Representative]</b> by an authorised representative in the presence of:	
Signature of witness	Signature of authorised representative
Name of witness (print)	Name of authorised representative (print)
Date:	Position of authorised representative (print)
	Date:

Schedule 2 Tenderer's Details

<p><b>1. Name of Tenderer</b> State in full the name(s) of the person(s) or the registered name(s) of the company(s) and trading names.</p>	<p><b>Romaldi Constructions Pty Ltd</b></p>
<p>Australian Business Number (ABN)</p>	<p><b>50 059 740 368</b></p>
<p>Australian Company Number (ACN)</p>	<p><b>059 740 368</b></p>
<p><b>2. Contact person</b> Nominate a contact person for this tender to deal with any questions or queries that may arise.</p>	<p><b>Mario Romaldi</b></p>
<p><b>3. Registered address</b></p>	<p><b>298 Findon Road FINDON SA 5023</b></p>
<p><b>4. Postal address</b></p>	<p><b>PO Box 258 Welland 5007</b></p>
<p><b>5. Telephone</b></p>	<p><b>(08) 8241 7200</b></p>
<p><b>6. Email</b></p>	<p><b>mario@romaldi.com.au</b></p>
<p><b>7. Tender conditions</b> Tenderer to sign that it has read and understood this RFT and the Conditions of Tender.</p>	<p>Signed: </p>

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**Schedule 3 Financial Capacity**

To enable Council to evaluate the capacity of your Organisation to undertake the provision of the Services, the Tenderer is required to provide the following information:

Tenderers are required to demonstrate they have the financial capacity to provide, over the term of the Contract for Goods and/or Services, all the requirements specified. Tenderers are required to consider the information below and complete the schedule accordingly.

Tenderers are required to undertake to provide Council upon request all such information as Council reasonably requires to satisfy itself that Tenderers are financially viable and have the financial capability to provide the Goods and/or Services for which they are tendering and to otherwise meet their obligations under the proposed Contract for Goods and/or Services.

Council reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality. For this assessment to be completed, a representative from the nominated agent may contact the Tenderer concerning the financial information that the Tenderer is required to provide.

The financial assessment is specifically for use by Council for the purpose of assessing Tenders and will be treated as strictly confidential.

Question #	Detail	Please answer Yes or No
1	The Tenderer must indicate whether or not it agrees to assist in the financial assessment process	Yes
2	The Tenderer must indicate that if required it will submit copies of its annual audited documents including but not limited to annual reports and balance sheets, profit and loss statements, and cash flow statements for the last two financial years	Yes
3	The Tenderer must indicate whether or not it will co-operate with an independent financial assessor during the conduct of financial assessments	Yes
4	If the Tenderer provides a 'no' response to any of the above please provide a statement detailing the Tenderer's reasons (the statement should not exceed 300 words).	

Attach response to Question 4 here or as an attachment if required

**Schedule 4 Licences and Accreditation**

Provide details of all licences, accreditations or Membership to relevant Industry Peak Body, currently held by the tenderer that would be required or relevant in order to undertake to provide the services of this Tender.

Licence/Accreditation/Membership	Licence/Accreditation Detail	Expiry date (if applicable)
BLD 57597	Building Work Contractors Licence	30/06/2023

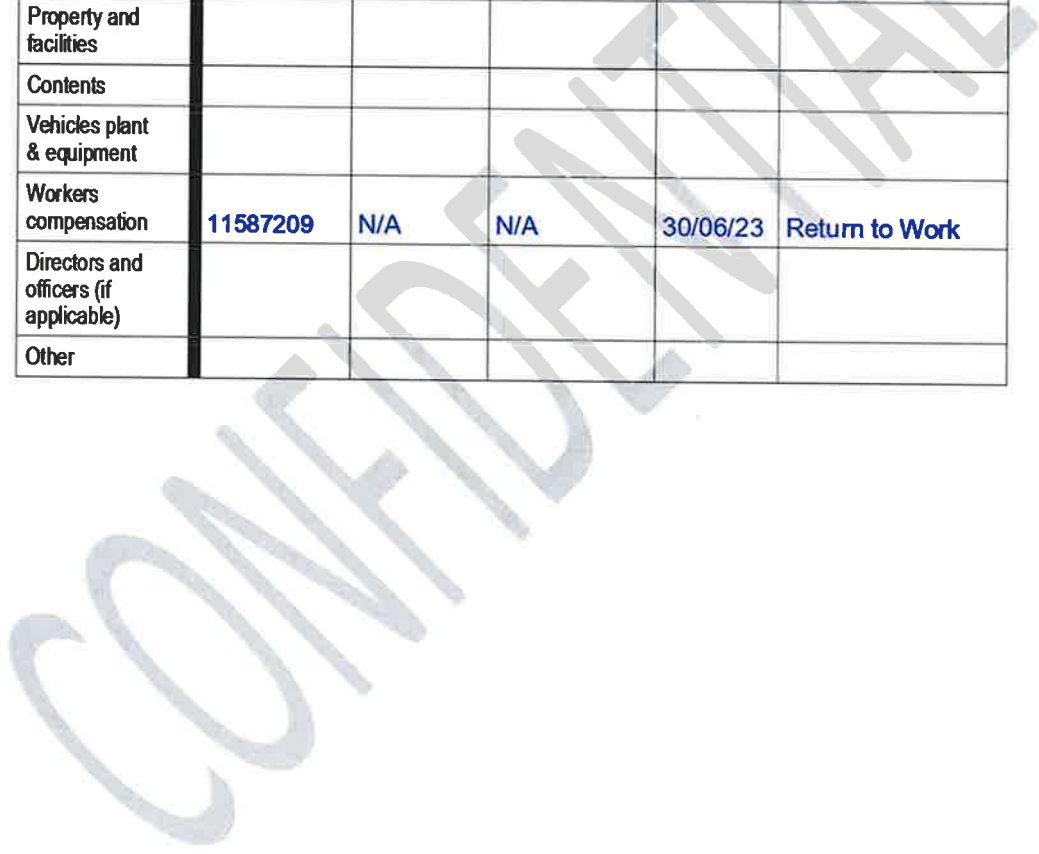
Copy of all licences/Accreditation/Membership is to be attached to this response.

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**Schedule 5 Insurance**

Provide details of insurance currently held by you that would be extended to provide cover for work under the Contract.

Insurance type	Policy no	Extent of cover		Expiry date	Name of insurer
		Per Incident \$A	In aggregate \$A		
Public and products liability	498489	\$30 Million		31/08/23	Chase Underwriting
Professional indemnity (if applicable)	P-PI/0/351730/22/N-6	\$5 Million	\$5 Million	31/08/23	Dual Australia Pty Ltd
Property and facilities					
Contents					
Vehicles plant & equipment					
Workers compensation	11587209	N/A	N/A	30/06/23	Return to Work
Directors and officers (if applicable)					
Other					





**Schedule 6 Work Health & Safety & Risk Management**

**Tenderer is to provide WHS information relevant to assessing the capacity and suitability of the tenderer to provide the goods and/or services (without assuming risk) by responding either Yes or No below.**

Key issues include:

• Is the tenderer aware of its Work Health & Safety obligations?	Yes
• Does the tenderer comply with its legal obligations under the Work Health and Safety Act 2012	Yes
• Has the tenderer identified any WHS risks in the provision of the goods or services and if so determined measures to ensure so far as is reasonably practicable, the health and safety of personnel involved in the provision of the goods or services?	Yes
• Has the tenderer made personnel aware of their WHS obligations and WHS risks in the provision of the goods or services?	Yes
• Has the tenderer been investigated in regard to a WHS incident and, if so, provide the circumstances of the incident and outcome of the investigation.	No
• Has the tenderer been convicted of a work health and safety offence and if so, what were the circumstances?	No
• Has the tenderer undertaken a Third Party Accreditation of it's WHS Policy?	Yes

**Please note:** All councils are committed to ensuring the safety of all workers and visitors. This commitment extends to ensuring goods and services purchased meet or exceed all safety requirements and will not, in normal use, pose any or unexpected risks.

**The successful Tenderers will be required to undertake Inductions on site for each body of works or supply of goods to be undertaken.**

The successful Tenderer must acknowledge that it will, when on any council premises, comply with all reasonable directions of the council, including but not limited to documented procedures relating to WHS, and any security requirements. This obligation extends to all procedures which are notified to the successful Tenderer by the council or which might reasonably be inferred by the successful Tenderer in all circumstances. The successful Tenderer must comply with all requirements under statutory WHS legislations.

**Schedule 7 Environmental Management System**

Tenderers are to provide details of their environmental management system as follows by indicating **Yes** or **No** or *list information as required*:

Does the tenderer have an environmental management system relevant to the provision of the Goods and/or Services?	<b>Yes</b>
Is the tenderer's Environmental Management System a current ISO 14001 Environmental Management Certification or an alternative Third Party Certification?	<b>Yes, ISO 14001:2015</b>
Has the tenderer considered any environmental risks in the provision of the Goods and/or Services?	<b>TBC prior to site possession</b>
If <b>"Yes"</b> has the tenderer identified practicable measures to remove or substantially mitigate these risks?	[if Yes, provide overview of mitigation strategy]

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**Schedule 8 Quality Systems**

Tenderers are to provide details of their Quality System as follows by indicating **Yes** or **No** or *list information as required*.

Does the tenderer have a Quality System relevant to the provision of the Services?	<b>Yes</b>
Is the tenderer's Quality Management System a current ISO 9001 Quality Management Certification or an alternative Third Party Certification?	<b>Yes, ISO 9001:2015</b>
Has the tenderer considered any risks to Quality in the provision of the Services?	<b>TBC prior to site possession.</b>
If "Yes" has the tenderer identified practicable measures to remove or substantially mitigate these risks?	[if Yes, provide overview of mitigation strategy]

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Type text here

**Schedule 9 Industrial Relations Record**

Provide a summary of the Tenderer's industrial relations record over the last three years.

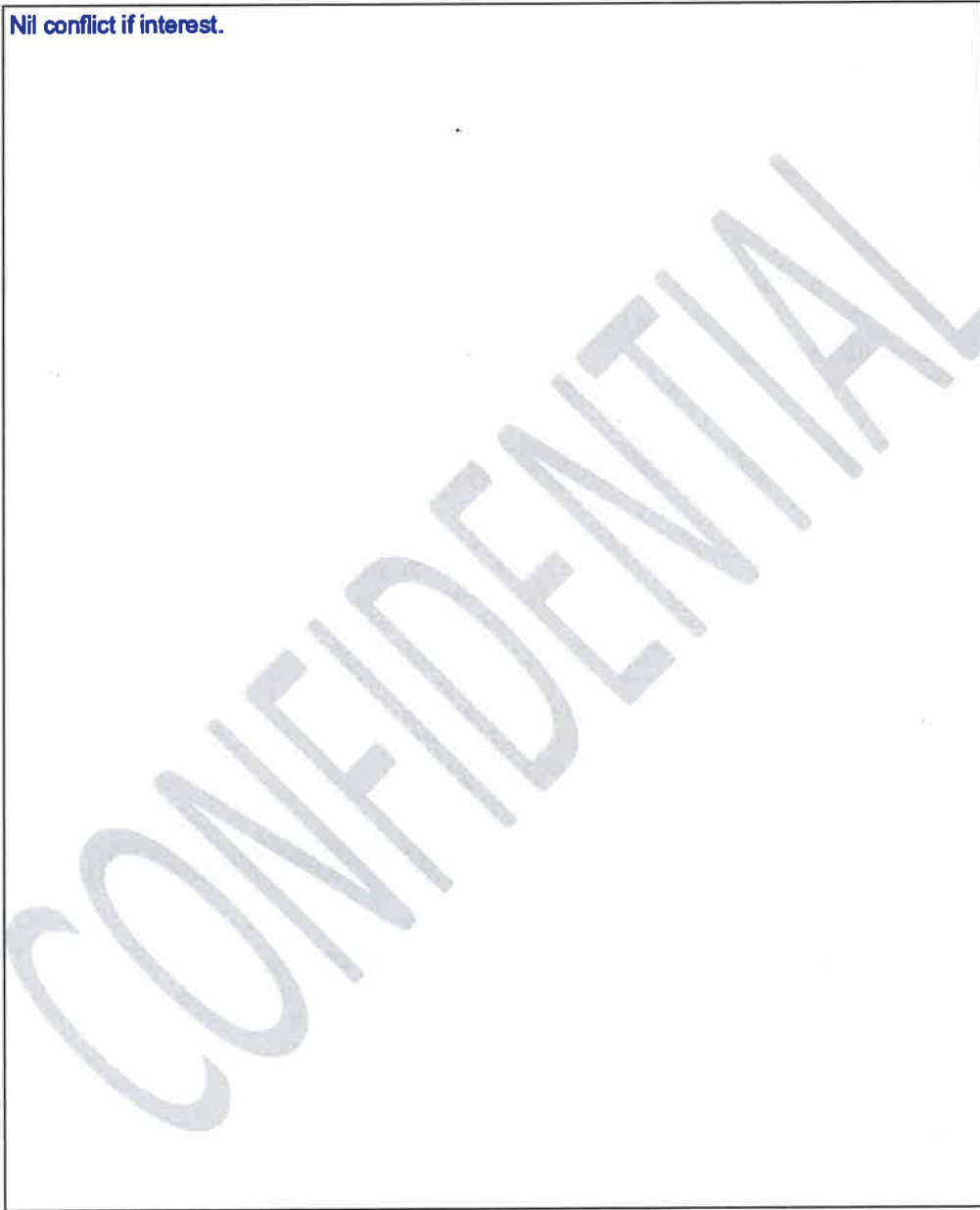
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30 | Page  
Initial .....

**Schedule 10 Conflict of Interest**

The Tenderers are required to provide details of any interest, relationship or clients which may or do give rise to a conflict of interest, the issue about which that conflict or potential conflict does or may arise and advice of how the disclosed conflict of interest will be managed.

Nil conflict if interest.



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Initial ... ..

**Schedule 11 Referees**

The Tenderer is required to provide information on past contracts, including referees. Referees may be contacted with regard to the provision of Goods and/or Services offered in the Tenderer's response. The Tenderer must provide the information requested in the tables below for three contracts for the provision of goods and/or services of a similar nature to those detailed in the Specifications undertaken in the last three years or current. The Referees are **NOT** to be current employees of the Council.

<b>Contract Short Title</b>	<i>(Insert response in table or provide as an attachment)</i>		
<b>Brief Description of Services</b>	Lockleys Oval Redevelopment		
<b>Value of Services (GST Exclusive)</b>	\$6.3 Million	<b>Period of Service Delivery</b>	12 Months
<b>Client Name</b>	City of West Torrens		
<b>Client Contact Name and Position Title</b>	Dean Ottanelli, Project Manager		
<b>Client Contact Phone and Email</b>	(08) 8416 6215		

<b>Contract Short Title</b>	<i>(Insert response in table or provide as an attachment)</i>		
<b>Brief Description of Services</b>	Playford Lawn Bowls		
<b>Value of Services (GST Exclusive)</b>	\$6.0 Millions	<b>Period of Service Delivery</b>	11 Months
<b>Client Name</b>	Playford Council		
<b>Client Contact Name and Position Title</b>	Rino Pace, Project Manager		
<b>Client Contact Phone and Email</b>	0417 016 154		

<b>Contract Short Title</b>	<i>(Insert response in table or provide as an attachment)</i>		
<b>Brief Description of Services</b>	Multiple OTR Petrol Stations		
<b>Value of Services (GST Exclusive)</b>	\$1 Million to \$4 Million	<b>Period of Service Delivery</b>	Varies
<b>Client Name</b>	Peregrine Corporation		
<b>Client Contact Name and Position Title</b>	Phil Moir, Development Manager		
<b>Client Contact Phone and Email</b>	0418 804 804		

**Schedule 12 Statement of Conformity**

If the Tender does not comply with all the requirements of the Tender Documents, the Tenderer must list below all areas of non-conformity, partial conformity or alternative offer and the reasons therefore.

The Tender must be read to disregard and render void any area of the Tender which is non-conforming, partially conforming or an alternative offer except to the extent detailed in this Schedule.

If any non-compliance is determined to be unacceptable, the Tender may not be further considered.

NC = Non-conforming

PC = Partial conforming

AO = Alternate offer

Area/Clause/Schedule of non-conformity	NC/PC/AO	Alternative wording for consideration by Council

**Schedule 13 Organisation Structure, Facilities and Resources**

**1. Organisation structure**

---

Provide details of the staff and the organisation structure proposed to be used for performance of the Services. Details must include but not be limited to:

- Company structure to be used to support the Services including size and location of office, organisation structure
- Details of the award, enterprise agreement, and/or local area workplace agreement, under which staff will be employed, and rates of pay, conditions or allowances.

**Refer attached.**

**2. Employees**

---

Provide details of number of staff proposed to be used and their qualifications and experience

**Refer attached.**

**3. Other details (e.g. specific plant & equipment, vehicles)**

---

**TBC prior to site possession.**

**4. Facilities**

---

Provide details

**We will have the site fully enclosed with Temporary Site Fencing, Lunch Shed, Toilet Facilities and Site Office.**



**5. Proposed subcontractors**

Provide details in the Table below the proposed sub-contractors or other representatives to be employed or engaged by the Tenderer. The Tenderer must define the scope and extent of Services and provision of items to be provided by sub-contractors.

Subcontractor's name and address	Services to be provided	Item(s)

Refer attached.

**6. Contingency arrangements**

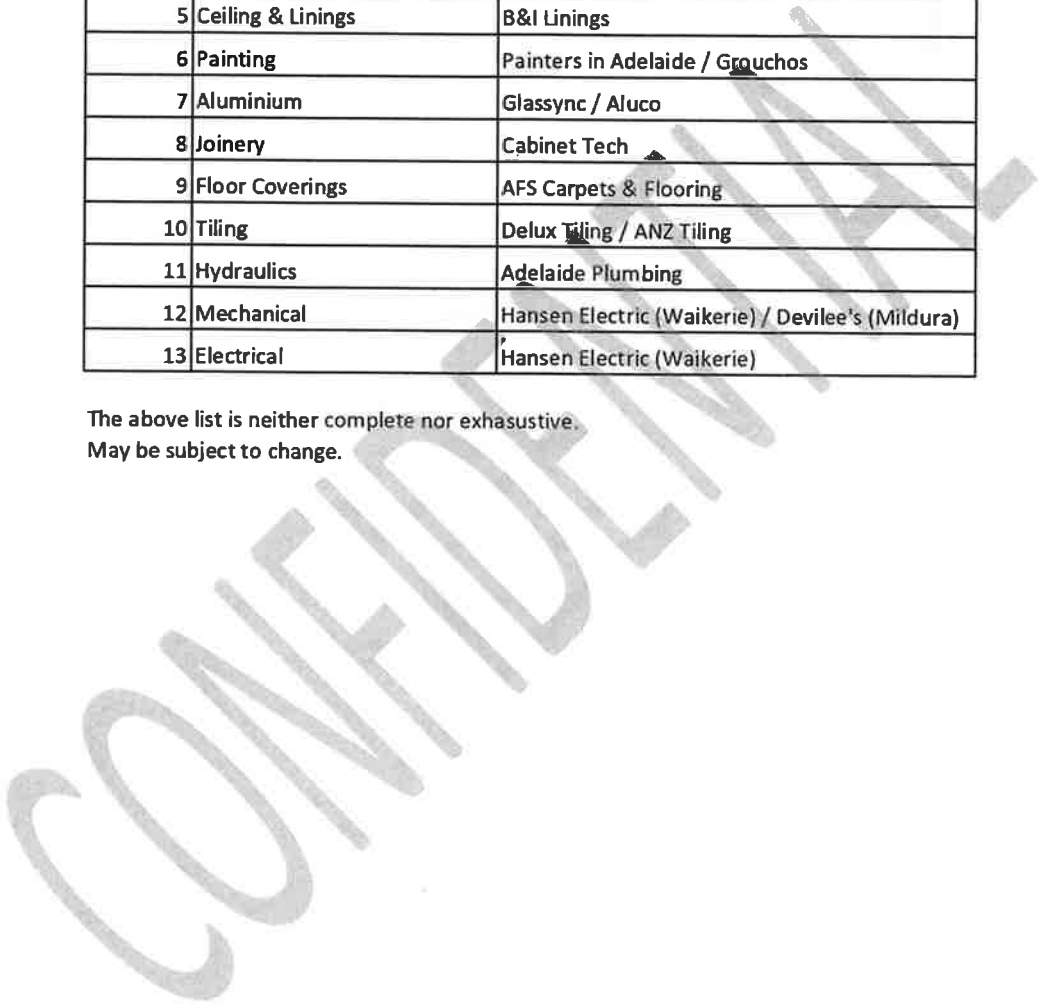
Provide details of contingency arrangements should any facilities, sites or employees required to provide the Services become unavailable in the short and long term.

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**Lameroo Community Meeting Building**

No.	Trade	Proposed Subcontractor
1	Civil	Premier Civil
2	Footings	C&K Concrete, JDM Concreting
3	Structural Steel	JMA Engineering (Berri)
4	Roofing	ACE Roofing
5	Ceiling & Linings	B&I Linings
6	Painting	Painters in Adelaide / Grouchos
7	Aluminium	Glassync / Aluco
8	Joinery	Cabinet Tech
9	Floor Coverings	AFS Carpets & Flooring
10	Tiling	Delux Tiling / ANZ Tiling
11	Hydraulics	Adelaide Plumbing
12	Mechanical	Hansen Electric (Waikerie) / Devilee's (Mildura)
13	Electrical	Hansen Electric (Waikerie)

The above list is neither complete nor exhasustive.  
 May be subject to change.



**Schedule 14 Experience**

**1. Past performance**

For how many years has the Tenderer engaged in the type of work included in the Services?

**64 Years.**

Has the Tenderer had an appointment terminated on a project in the last five years. If yes please provide brief details.

**No.**

Has the Tenderer terminated a project in the last five years. If yes please provide brief details.

**No.**

Has the Tenderer refused to continue providing services under a contract in the last five years unless the terms or payments were changed from those which were originally agreed. If yes please provide brief details.

**No.**

**2. Current contracts and Other Commitments**

Provide a summary of current engagements for local government and any other commitments

**Refer attached.**

**LAMEROO COMMUNITY MEETING BUILDING  
CURRENT PROJECT COMMITMENTS**

<b>Project</b>	<b>Principal</b>	<b>Total Value of Contract</b>	<b>Due Date for Completion</b>	<b>Value outstanding at date of Tender</b>	<b>Nominated Staff Involved</b>
85 Prospect Road, Prospect, Mixed Use Development	Barry Santry EVO Arc	\$11 Million	Not Commenced.	\$11 Million	PM: Arthur Kalyvas SM: R Mignone
OTR Evanston Gardens, OTR Service Station	PC Infrastructure	\$3 Million	Not Commenced	\$3 Million	PM: Mario Romaldi SM: A Monaco
Colley Terrace, Apartments	Andrew Taplin	\$25 Million	September 2023	\$23 Million	PM: Arthur Kalyvas SM: M Turnbull
278 South Terrace, Apartments	Private Client	\$13.4 Million	July 2023	\$11.5 Million	PM: Dom Kilderry SM: I Smith
OTR Virginia, OTR Service Station	PC Infrastructure	\$2.3 Million	December 2022	\$1.3 Million	PM: Elvio Valente SM: R Mignone
Private Residence Leabrook	Private Client	\$1.6 Million	June 2023	\$1.2 Million	PM: Milly Panfilo SM: E Kingston
232 Prospect Road Apartments	D'Andrea Architects	\$2.6 Million	November 2022	\$0.2 Million	PM: Milly Panfilo SM: R Smith

**Schedule 15 Customer Service Plan**

Tenderers must demonstrate their capacity and skill in regard to the provision of customer service. Tenderers must describe what systems they will use and performance levels that will be achieved in the provision of advice and response to enquiries, complaints, and requests for assistance from members of the public. This must include but not be limited to:

- procedures for the handling of all enquiries and complaints;
- staff education programs to ensure highest levels of customer service are attained and maintained;
- indicative performance standards for handling of enquiries and complaints, including specific time scales;
- number and qualifications of staff who will provide this service;
- location/s of enquiry and assistance points where enquiries and complaints will be managed;
- hours of availability of customer service and supervisory staff;
- how the complaints register will be maintained;
- proposed information leaflets, forms and reports that will be used in providing this service

- Romaldi Constructions requires that all our staff are to accept responsibility for processing client enquiries and complaints and communicating with clients to resolve issues. Our employees are also required to have research ability and administrative skills in order to process and resolve any raised site issue.

- Romaldi Constructions ensures that our staff are skilled in their role and have a positive attitude when dealing with complaints and are well aware of our complaint handling practices (as detailed below).

- Romaldi Constructions practices for handling any complaints are as follows:

Complaints and feedback from customers are vital indicators of the company's performances. It is therefore essential a NCR is raised for every customer / public complaint, that every complaint is reported to QA department and is promptly investigated and acted upon (as per our Quality System). The person receiving a written or verbal complaint is responsible for raising a Product Non-Conformance Report and referring it onto the QA Department

- Information about complaints provides us with an insight into our possible problems and services that are not working as well as they might. It can be used to improve our service and reveal problems and trends that can be acted on by management

- Enquiries and complaints are recorded on an Incident Report Form specific to its area, whether it's QA, WH&S or Environmental. Each project has a specific Incident Report Form for each area and its own register which is recorded on our Master Hub System. This system is audited by our OH&S Manager as per each areas policies. Information on these policies can be provided on request

- Hours of availability for sites are 7.00am to 3.30pm although our offices are reachable up to 5.00pm or all hours via email.

**Schedule 16 Implementation Schedule and Transition Plan**

**1. Implementation schedule**

---

Tenderers must provide a comprehensive project plan or Gantt Chart that encompasses all activities required as outlined under Section C – Specification, including timelines for each activity from Contract execution to Contract 'start date'.

**Refer attached Tender Construction Program.**

CONFIDENTIAL

**Schedule 17 Value Added Services, Improvements and Innovations**

Provide details of any other benefits you can offer to improve the level of service or value of your Tender.

**TBC during finalisation of construction drawings.**

CONFIDENTIAL

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Initial

**Schedule 18 Pricing**

**All prices must be listed exclusive of GST**

Provide a breakdown of the costs for the Services and/or each type of Service required (if applicable) and/or breakdown of fixed and variable costs (if applicable).

Pricing that has not been included in the tendered price may not be approved for payment by the Council without full justification and final approval at the discretion of the Council. It is therefore essential that all possible charges are listed within the fixed price below.

**FIXED PRICE**

<b>FIXED PRICE FOR PROVISION OF THE SERVICE</b>	<b>\$ 1,390,000.00</b>	<b>ex GST</b>
---	------------------------	---------------

**The above Fixed Price is to be broken down in the attached pricing schedule**

CONFIDENTIAL



<b>Lameroo Community Meeting Building - Pricing Schedule</b>					
<i>** (do not change item wording - additional lines at end of each section should there be a need to add any extra items)</i>					
Item	Description	UOM	Quantity	Rate (ex GST)	Amount (ex GST)
<b>1. PRELIMINARIES</b>					
1.1	Preliminaries and Supervision	Item	1		\$77,000.00
1.2	Establishment	Item	1		\$3,900.00
1.3	Site Facilities	Item	1		\$11,200.00
1.4	Quality Control, Quality Assurance and Contract Administration	Item	1		\$32,000.00
1.5	Environmental Management	Item	1		\$3,000.00
1.6	Insurances and Bank Guarantees	Item	1		\$7,200.00
1.7	Pedestrian and Traffic Management	Item	1		nil
1.8	Survey (set out and as-constructed)	Item	1		\$4,000.00
1.9	Demolition	Item	1		nil
1.10	Site Preparation	Item	1		included in 1.2
<b>TOTAL</b>					<b>\$138,300.00</b>
<b>2. Electrical Works</b>					
2.1	Electrical Works	Item			\$102,000.00
<b>TOTAL</b>					<b>\$102,000.00</b>
<b>3. Hydraulic Works</b>					
3.1	Hydraulic Works	Item			\$105,000.00
<b>TOTAL</b>					<b>\$105,000.00</b>
<b>4. Building Works</b>					
4.1	Building Works	Item			\$1,044,700.00
<b>TOTAL</b>					<b>\$1,044,700.00</b>

**TOTAL \$1,390,000.00**

**Assumptions in the lump sum price**

The Tenderer must list below any and all assumptions in calculating the price stated - such as any effect should the Tenderer be awarded a certain volume, value or frequency of work over time should the Principal decide to accept part only of the Tender. During the evaluation process the Tenderer may be required to supply a detailed breakdown of the price by way of clarification.

No.	Assumptions
1	Temp power and water to be supplied from adjacent council buildings at no cost to project
2	Connections and disconnections will be at the cost of the builders
3	we offer a cost saving of \$50,000 + GST if the timber ceiling and wester wall claddings
4	to the Community room are replaced with 13mm plasterboard
5	we have made allowance for a similar/equivalent section to AWS
6	

**Exclusions to lump sum price**

The Tenderer must list below anything not included in the lump sum price. Anything not listed below is included in the lump sum price.

No.	Exclusions
1	no allowance for any works not clearly identified on the plans or in the specification.
2	no allowance for a transformer or associated augmentation
3	no allowance for any demolition works, tree removal or removal of glass (by others on documents)
4	no allowance for landscaping, irrigation as per the documents, assumed by others
5	no allowance for excavtion into rock or difficult digging
6	no allowance for encountering or removal of ground water in excavations
7	as per addendum #01, no allowance for site works preparation other than quarry rubble to pad
8	no allowance for any stormwater. Once documents finalised we can price within 24hrs

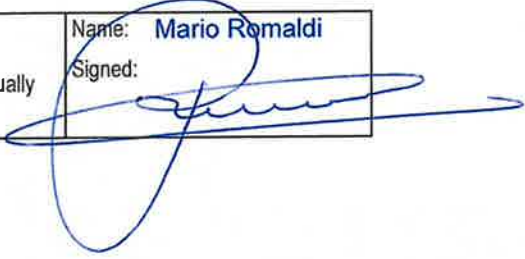
9. no allowance for the bin store enclosure

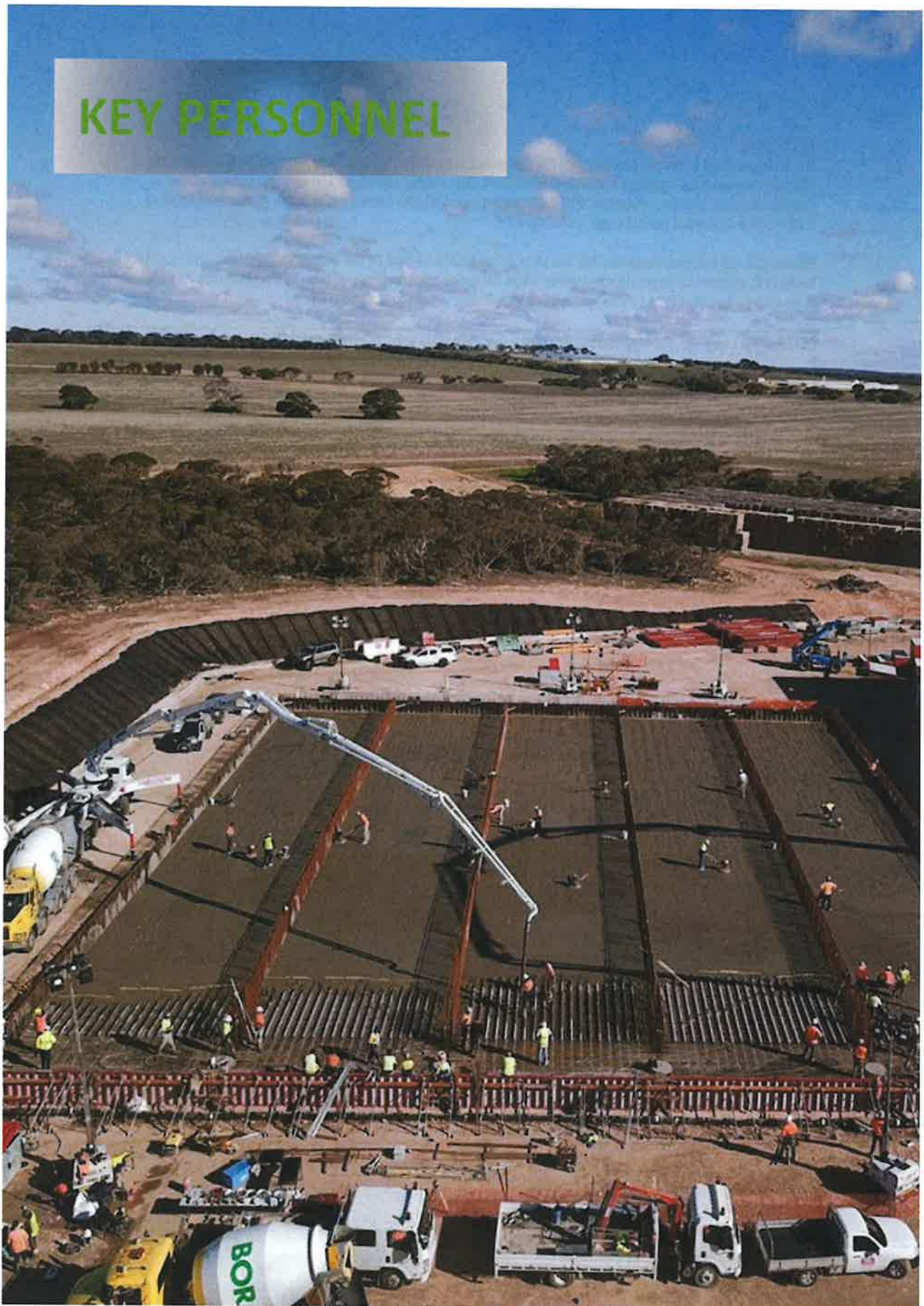
10. no allow for payment of fees for 100AMP Consumer Mains to SAPN infrastructure. We only allow to coordinate on your behalf.

**CITB Levy**

It is a requirement under the provisions of the Construction Industry Training Fund Act 1992 (the Act) and the Construction Industry Training Fund Regulations 2008 (Regulations, that the CITF levy is payable by the Contractor for all 'building or construction' work valued over \$40,000 carried out in South Australia at a rate of 0.25% of the estimated project value, including GST.

Please indicate that you are aware that the Levy is required to be paid by the Successful Tenderer and must be taken in to account for any contracted works under the terms and conditions of this Contract that may be required to be undertaken from time to time, which job is individually valued at over \$40,000.

<b>CITF/CITB Levy</b>	I acknowledge that I have read the above and acknowledge that I may from time to time, be required to pay the CITB levy for works individually valued at over \$40,000.	Name: <b>Mario Romaldi</b> Signed: 
-----------------------	---	--



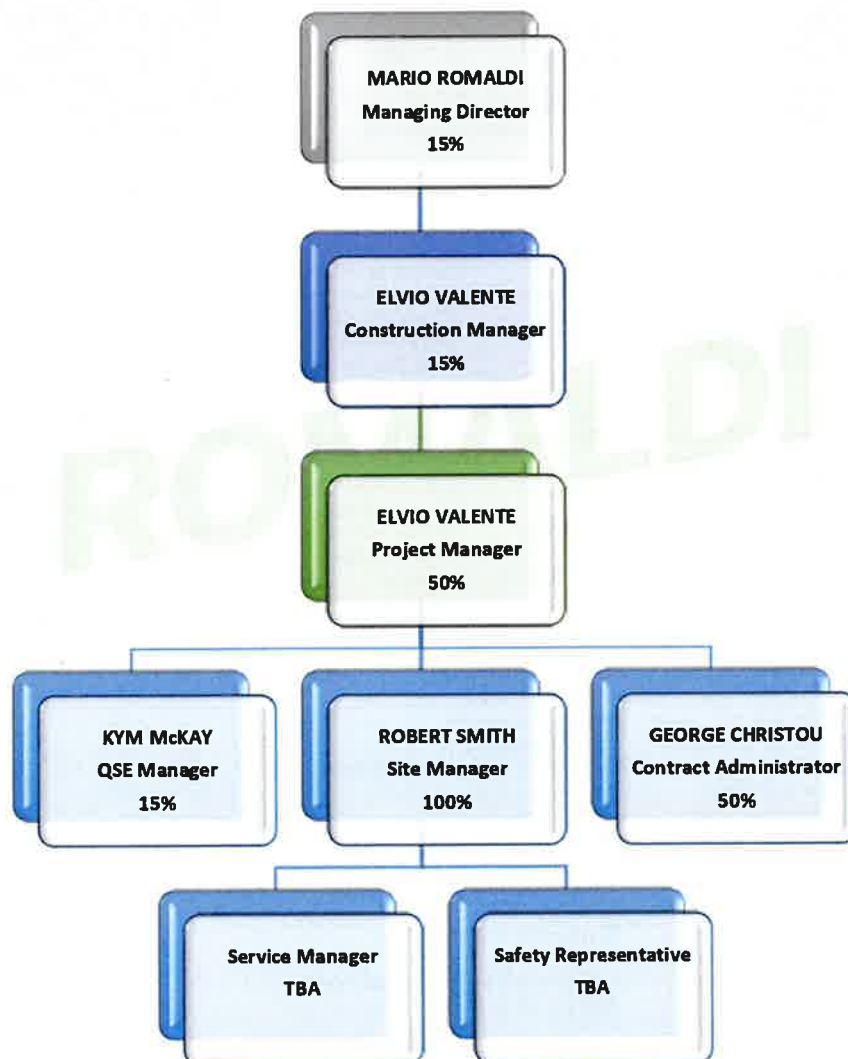
### ROMALDI CONSTRUCTIONS PTY LTD

#### REQUEST FOR TENDER

Southern Mallee Town Centre Project

Lameroo Community Meeting Building Project

#### PROPOSED PROJECT MANAGEMENT STRUCTURE & ORGANISATIONAL CHART



# MANAGEMENT TEAM



**MARIO ROMALDI**

**Company:** Romaldi Constructions  
**Position:** Managing Director  
**Qualifications:** M. Business Admin.  
 G.D. Management  
 B. Science (Building)  
 White Card Training

**Background:**  
 Mario Romaldi joined Romaldi Constructions in 1993 as General Manager. From 1993 onwards he undertook various roles incl. Estimating, Contracts Admin, Project Management and Construction Management. During this time he was able to "Build" Romaldi Constructions to the Solid and Reputable Company that they are presently, employing over 30 Full time staff. With a Business Plan, goals and objectives Mario has led and continues to lead Romaldi Constructions into the future and to ensure that Romaldi Constructions remains the successful, rock solid company that it is today for a long time well into the future. In 2002 Mario purchased Romaldi Constructions and has since acted in the capacity of Chief Executive Officer and Construction Director, this decision on the dual role ensures that Mario maintains a "Personal" involvement on all projects, something which the clients have long appreciated. During his time at Romaldi Constructions, Mario has always stuck by his motto that "You don't need to be the biggest to be the best!!" and this is a direct reflection of the Company which is today, Romaldi Constructions, Mario believes that this motto will be applicable for the Company and the entire Romaldi Constructions team in the future also. Mario has always believed in a "door should always be open policy" not just for staff but also for clients. This means that although Mario may not be involved in the day to day activities affecting the site, clients can feel comfortable approaching Mario on any site or contractual related issues that they may wish to discuss.



**ELVIO VALENTE**

**Company:** Romaldi Constructions  
**Position:** Construction Manager  
**Qualifications:** A.D. Arch Drafting  
 Adv. Building Cert.  
 Safety Supervisor  
 Senior First Aid

**Industry Experience:**  
2007-current Romaldi Constructions  
 Construction Manager  
 Collaroy Developments  
 Project Manager  
 2005-2007 Commercial & General  
 Project Manager  
 2002-2005 Rivergum  
 Construction Manager

**Project Experience:**

**Adelaide Mushrooms**  
 Project Manager.  
 Construction of new growing sheds and facilities

**Dan Murphy Gepps Cross**  
 Project Manager.  
 Construction of Dan Murphy facilities.

**Greyhound Racing SA**  
 Project Manager.  
 Construction of Greyhound track including facility buildings.

**Prospect Cinemas**  
 Project Manager.  
 Construction of multi-level cinema complex.

**Evanston Gardens Primary School**  
 Project Manager.  
 Construction of new General Learning Building and Refurbishment of Administration & Library.



**KYM McKAY**

**Company:** Romaldi Constructions  
**Position:** QSE Manager  
**Qualifications:** Cert. IV Frontline Mg.  
 Graduate Diploma In OHS  
 Fire Warden  
 White Card.

**Industry Experience:**  
2013-current Romaldi Constructions  
 QSE Manager  
 2011-2013 Giacci (Qube) Pty Ltd  
 QSE Superintendent  
 2009-2011 Fosters (TWE)  
 OHS Manager SA & Vic  
 Wineries  
 2001-2009 Shell Australia  
 National HSE & Operations  
 Manager, North Fuels

# PROJECT TEAM



**ELVIO VALENTE**

**Company:** Romaldi Constructions  
**Position:** Construction Manager  
**Qualifications:** A.D. Arch Drafting  
 Adv. Building Cert.  
 Safety Supervisor  
 Senior First Aid

**Industry Experience:**  
**2007-current** Romaldi Constructions  
 Construction Manager  
 2007 Collaroy Developments  
 Project Manager  
 2005-2007 Commercial & General  
 Project Manager  
 2002-2005 Rivergum  
 Construction Manager

**Project Experience:**

- Adelaide Mushrooms**  
 Project Manager.  
 Construction of new growing sheds and facilities
- Dan Murphy Gepps Cross**  
 Project Manager.  
 Construction of Dan Murphy facilities.
- Greyhound Racing SA**  
 Project Manager.  
 Construction of Greyhound track including facility buildings.
- Prospect Cinemas**  
 Project Manager.  
 Construction of multi-level cinema complex.
- Evanston Gardens Primary School**  
 Project Manager.  
 Construction of new General Learning Building and Refurbishment of Administration & Library.



**ROBERT SMITH**

**Company:** Romaldi Constructions  
**Position:** Site Manager  
**Qualifications:** Senior First Aid Officer  
 Safety Supervisor  
 White Card  
 Work Zone Traffic

**Industry Experience:**  
 2019-current Romaldi Constructions  
 Site Manager  
 1994-2018 Mario Minuzzo Builders  
 Site Manager  
 1993-1994 Homestead Homes  
 Site Supervisor  
 1986-1993 Leroy Constructions  
 Site Supervisor

**Project Experience:**

- 232 Prospect Road (current)**  
 Site Manager.  
 Refurbishment/Fit out of an existing building into an apartment complex.
- 850 Port Road**  
 Site Manager.  
 Construction of new Child Care Centre.  
 Building a new first floor on an existing building.
- OTR Murray Bridge (Swanport)**  
 Site Manager.  
 Construction of new OTR Service Station located in Murray Bridge
- OTR Port Lincoln**  
 Site Manager.  
 Construction of new OTR Service Station located in Port Lincoln.
- OTR Bordertown**  
 Site Manager.  
 Constructions of a new OTR Service Station located in Bordertown.



**GEORGE CHRISTOU**

**Company:** Romaldi Constructions  
**Position:** Contracts Administrator  
**Qualifications:** Diploma in Built Environ.  
 White Card  
 Safety Supervisor

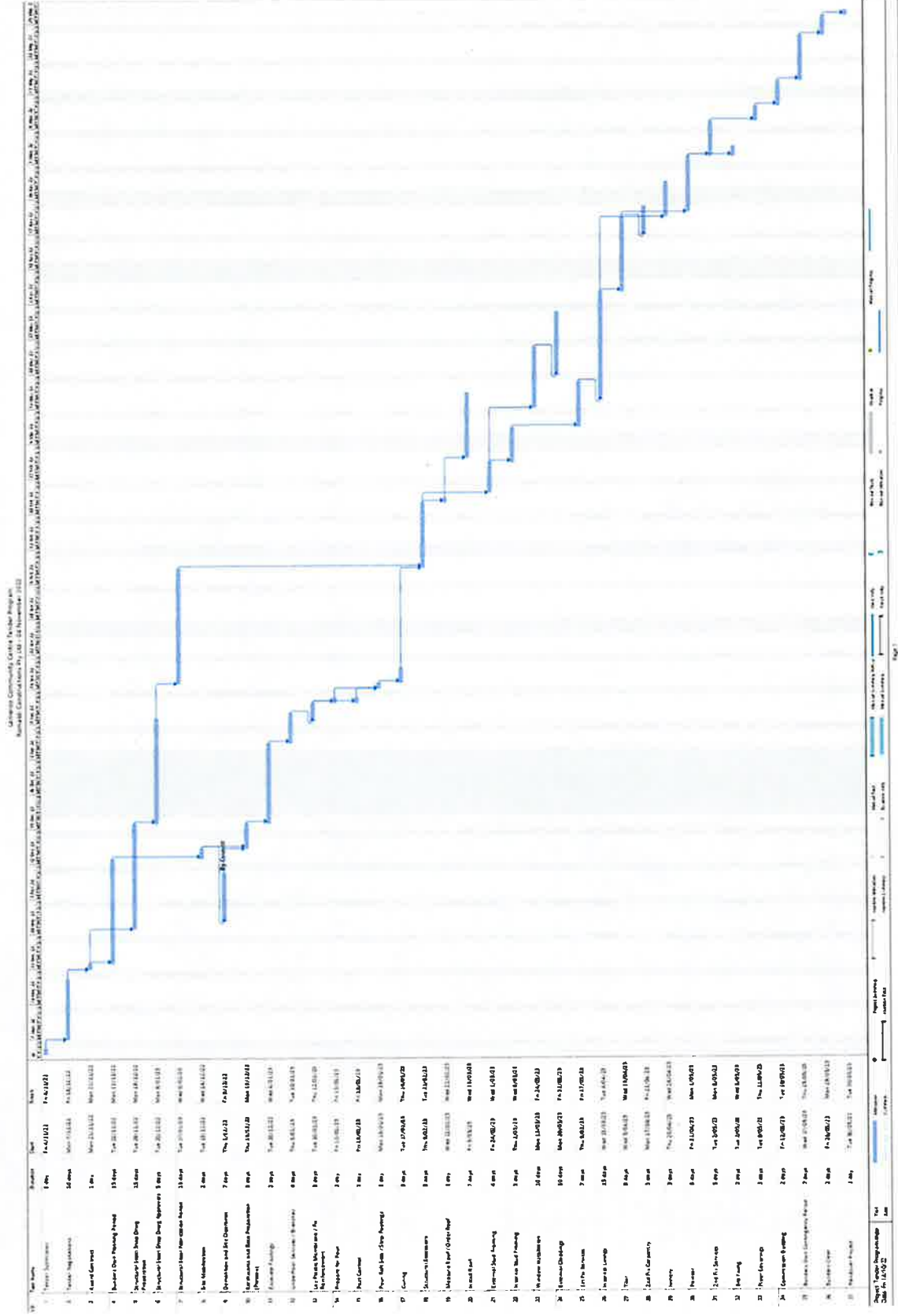
**Industry Experience:**  
 2022-current Romaldi Constructions  
 Contracts Administrator  
 2020-2022 Badge Constructions  
 Contracts Administrator  
 2017-2020 Chappell Builders  
 Contract Administrator

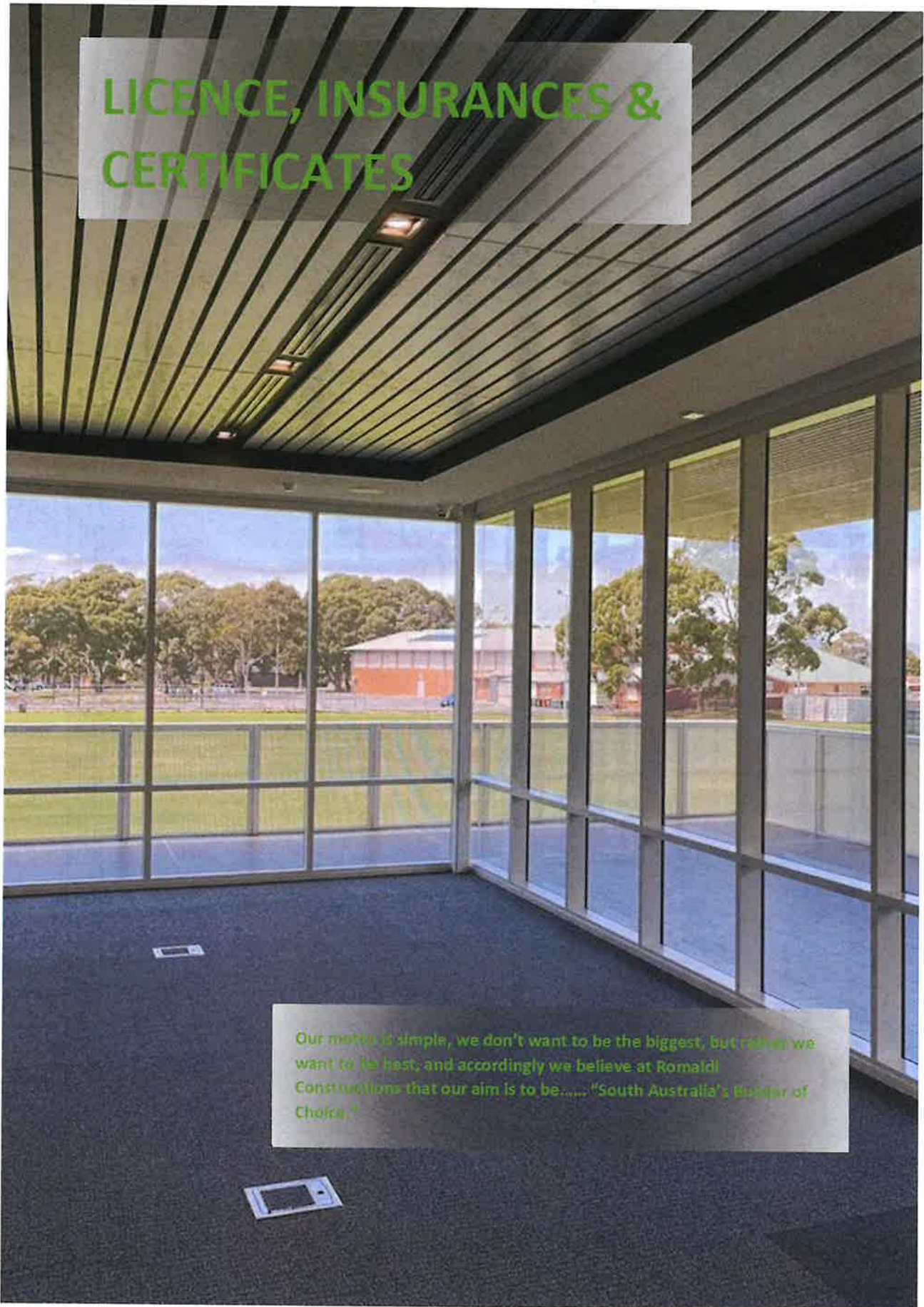
**Project Experience:**

- Colley Terrace Apartments (current)**  
 Contracts Administrator.  
 Construction of multi-level mixed use development at 13-23 Jetty Road, Glenelg, South Australia.
- Vision Apartments**  
 Contracts Administrator.  
 Multi-level apartment complex
- Barunda Village**  
 Contracts Administrator.  
 32 bed, two storey aged care redevelopment within the operational facility
- Woodside Supermarket**  
 Contracts Administrator  
 Demolish existing dwelling and replace with new 2,000m2 retail building, 2 x stores, IGA Supermarket and Liquor Store including carparking for 83 vehicles.









## LICENCE, INSURANCES & CERTIFICATES

Our motto is simple, we don't want to be the biggest, but rather we want to be best, and accordingly we believe at Romaldi Constructions that our aim is to be..... "South Australia's Builder of Choice."

**Consumer and Business Services**



Government of South Australia  
Attorney-General's Department

**CONTRACTORS LICENCE**

**Building Work Contractors Act 1995**

This is to certify that  
**ROMALDI CONSTRUCTIONS PTY LTD**

is licensed/registered to carry on the business of

**Building Work Contractor**

**CONDITIONS:**  
BUILDING WORK CONTRACTOR  
ANY BUILDING WORK

Lic/Reg number: BLD 57597  
Expires: 30-06-2023  
Date first issued: 07-06-1993

COMMISSIONER FOR CONSUMER AFFAIRS



# Certificate of Currency

**INSURED:** Romaldi Constructions Pty Ltd  
and others as defined as Insured.

**CLASS OF RISK:** Third Party Liability

**PERIOD OF INSURANCE:** From: 31 August 2022 at 4:00pm local standard time  
To: 31 August 2023 at 4:00pm local standard time

**RETROACTIVE DATE:** 31 August 2018  
(Contractors Pollution Liability Extension)

**GEOGRAPHICAL LIMIT:** Anywhere in the Commonwealth of Australia, including whilst in transit (which includes coastal marine and inland waterway shipments) between any places therein.

**SUMS INSURED:**

**THIRD PARTY LIABILITY**

Public Liability	\$30,000,000 any one Occurrence
Products Liability	\$30,000,000 any one Occurrence and in the aggregate

**Contractors Pollution Liability**  
\$250,000 any one Claim per Pollution Condition and in the aggregate for all Claims made during the Period of Insurance.

**POLICY NUMBER:** **THIRD PARTY LIABILITY**  
498489

**SIGNED**  
(for and on behalf of certain underwriters at Lloyds)



**CHASE UNDERWRITING PTY LTD**  
ABN 501 5655 4808  
DATE OF ISSUE: 15 September 2022

This certificate

- Is issued as a matter of information only and confers no rights upon the holder.
- Does not amend, extend or alter the coverage afforded by the policy listed.
- Is only a summary of the cover provided. For full particulars, reference must be made to the current policy wording.
- Is current only at the date of issue.

Level 1 / 68 Clarke Street, Southbank Vic 3006  
PHONE: (03) 8866 0700



**Certificate of Currency**

**CLASS OF BUSINESS:** Professional Indemnity

**POLICY NUMBER:** P-PI/0351730/22/N-6

**INSURED NAME:** Romaldi Constructions Pty Ltd  
Adelaide Plumbing Pty Ltd  
Premier Civil (SA) Pty Ltd.

**BUSINESS DESCRIPTION:** Design & Engineering - Architectural, Design & Engineering - Civil, Design & Engineering - Electrical, Design & Engineering - Hydraulic, Design & Engineering - Mechanical and Design & Engineering - Structural and Construction Management Services

**PERIOD:** From: 31/08/2022 To: 31/08/2023

**LIMIT OF INDEMNITY:** \$5,000,000 Any one claim and in the aggregate

**DEDUCTIBLES:** Excluding Defence costs by the insured for each claim:  
\$ 15,000

**RETRO DATE:** Unlimited

**INSURER:** DUAL Australia Pty Ltd on behalf of certain underwriters at Lloyd's

**Date Issued:** 31/08/2022

**SIGNATURE:**

\_\_\_\_\_  
Damien Coates - Chief Executive Officer, DUAL Asia Pacific

DUAL AUSTRALIA PTY LTD

Tel: 1300 789 772  
Email: [ceocofco@dualaustralia.com.au](mailto:ceocofco@dualaustralia.com.au)  
Website: [www.dualaustralia.com.au](http://www.dualaustralia.com.au)  
Registered under ABN 16 107 563 257



**Professional Indemnity  
Insurance Policy**



WE hereby agree, to the extent and in the manner hereinafter provided, to indemnify or otherwise pay you in respect of the contingencies or events specified in the Sections of the policy. However this policy only applies to those Sections as indicated in the Schedule attached to this policy.

The policy, Schedule, Exclusions and General Conditions shall be read together as one contract and any word or expression to which a specific meaning has been attached in any part of the policy, Schedule, Exclusions and General Conditions shall bear the same meaning wherever it may appear.

Please read **this policy** and, if it is incorrect, return it immediately for alteration.

Signed by DUAL Australia Pty Ltd on behalf of certain underwriters at Lloyd's



## Professional Indemnity Schedule

All words in bold within the policy or this schedule shall have the meaning given to them in Section 6 of the policy entitled "Definitions".

<b>ITEM 1</b>	<b>POLICY NUMBER :</b>	P-PI/0/351730/22/N-6
<b>ITEM 2</b>	<b>Name of INSURED :</b>	<b>Romaldi Constructions Pty Ltd Adelaide Plumbing Pty Ltd Premier Civil (SA) Pty Ltd.</b> C/O: SFAS AIPM (Perryman)
	<b>PROFESSIONAL BUSINESS:</b>	Design & Engineering - Architectural, Design & Engineering - Civil, Design & Engineering - Electrical, Design & Engineering - Hydraulic, Design & Engineering - Mechanical and Design & Engineering - Structural and Construction Management Services
<b>ITEM 3</b>	<b>PERIOD OF INSURANCE:</b>	From: 31/08/2022 To: 31/08/2023 <span style="float: right;">both days at 4:00pm Australian Local Time</span>
<b>ITEM 4</b>	<b>LIMIT OF INDEMNITY :</b>	\$ 5,000,000 Any one claim and in the aggregate during the period of insurance.
<b>ITEM 5</b>	<b>DEDUCTIBLE :</b>	Excluding Defence costs by the insured for each claim: \$ 15,000
<b>ITEM 6</b>	<b>RETROACTIVE DATE :</b>	Unlimited Excluding any known claims or circumstances
<b>ITEM 7</b>	<b>Date of PROPOSAL:</b>	30/08/2022
<b>ITEM 8</b>	<b>ADDITIONAL BENEFITS</b>	See attached policy Wording
<b>ITEM 9</b>	<b>Optional Extensions:</b>	4.1 Employment Practices Liability Excluded 4.2 Two Reinstatements of INDEMNITY LIMIT Excluded
<b>ITEM 10</b>	<b>POLICY Wording:</b>	DUAL Australia AIPM Wording 0612.pdf
<b>ITEM 11</b>	<b>Endorsements attached at inception:</b>	

**336PI Sanctions Limitation Exclusion**

It is agreed that this POLICY is amended to include the following Exclusion.

WE will not cover the INSURED, including for DEFENCE COSTS or other loss, in respect of any CLAIM or liability arising from or directly or indirectly attributable to or in consequence of any matters where the provision of such benefit would expose US to any sanction, prohibition or restriction under United Nations resolutions or the trade or economic sanctions, laws or regulations of the European Union, United Kingdom or United States of America.

Except as otherwise provided in this endorsement, the Insuring Clause and all other POLICY terms and conditions shall have full force and effect.

**CRCPI1 Cyber Risks Clarification Endorsement No. 1 (Affirmative Cover)**

This Policy does **not** contain an exclusion relating to any Cyber Act or Cyber Incident; therefore, any amounts otherwise payable under this policy due to a Cyber Act or a Cyber Incident will be payable, subject to the terms, conditions, warranties, exclusions, and endorsements of this Policy.

**Definitions**

Computer System means any computer, hardware, software, communications system, electronic device (including, but not limited to, smart phone, laptop, tablet, wearable device), server, cloud or microcontroller including any similar system or any configuration of the aforementioned and including any associated input, output, data storage device, networking equipment or back up facility, owned or operated by the Insured or any other party.

Cyber Act means an unauthorised, malicious or criminal act or series of related unauthorised, malicious or criminal acts, regardless of time and place, or the threat or hoax thereof involving access to, processing of, use of or operation of any Computer System.

Cyber Incident means:

1.1 any error or omission or series of related errors or omissions involving access to, processing of, use of or operation of any Computer System; or

1.2 any partial or total unavailability or failure or series of related partial or total unavailability or failures to access, process, use or operate any Computer System.

**Lloyd's Complaints Endorsement**

**Lloyd's Certificate of Insurance**

**THIS CERTIFICATE OF INSURANCE** confirms that in return for payment of the Premium, certain Underwriters at Lloyd's have agreed to insure you, in accordance with the wording attached to this Certificate.

You or your representative can obtain further details of the syndicate numbers and the proportions of this Insurance for which each of the Underwriters at Lloyd's is liable by requesting them from the Coverholder shown above. In the event of loss, each Underwriter (and their Executors and Administrators) is only liable for their own share of the loss.

In accepting this Insurance, the Underwriters have relied on the information and statements that you have provided on the Proposal Form (or Declaration). You should read this Certificate carefully and if it is not correct contact the Coverholder or your broker. It is an



## Professional Indemnity Schedule

All words in bold within the policy or this schedule shall have the meaning given to them in Section 6 of the policy entitled "Definitions".

important document and you should keep it in a safe place with all other papers relating to this Insurance.

### **Code, Complaints and Service of Suit Endorsement**

It is agreed that any reference to the General Insurance Code of Practice, complaints and Service of Suit in this policy is amended as follows:

#### **About DUAL Australia Pty Ltd**

DUAL Australia Pty Limited ABN 16 107 553 257 AFSL 280193 (We/Us/Our) is a Coverholder for certain Underwriters at Lloyd's of London. DUAL has the authority to bind this policy on behalf of Underwriters.

#### **General Insurance Code of Practice**

The Insurance Council of Australia Limited has developed the General Insurance Code of Practice ("the Code"), which is a voluntary self-regulatory code. The Code aims to raise the standards of practice and service in the insurance industry.

Lloyd's has adopted the Code on terms agreed with the Insurance Council of Australia. For further information on the Code please visit [www.codeofpractice.com.au](http://www.codeofpractice.com.au).

The Code Governance Committee (CGC) is an independent body that monitors and enforces insurers' compliance with the Code. For more information on the Code Governance Committee (CGC) go to [www.insurancecode.org.au](http://www.insurancecode.org.au).

#### **Complaints and Disputes**

If you have any concerns or wish to make a complaint in relation to this policy, our services or your insurance claim, please let us know and we will attempt to resolve your concerns in accordance with our Internal Dispute Resolution procedure. Please contact us in the first instance:

General Counsel Team  
DUAL Australia Pty Limited  
Email: [complaints@dualaustralia.com.au](mailto:complaints@dualaustralia.com.au)  
Telephone: 02 9248 6300  
Level 6, 160 Sussex Street  
Sydney NSW 2000

We will acknowledge receipt of your complaint and do our utmost to resolve the complaint to your satisfaction within 10 business days.

If we cannot resolve your complaint to your satisfaction, we will escalate your matter to Lloyd's Australia who will determine whether it will be reviewed by their office or the Lloyd's UK Complaints team. Lloyd's contact details are:

Lloyd's Australia Limited  
Email: [ldraustralia@lloyds.com](mailto:ldraustralia@lloyds.com)  
Telephone: (02) 8298 0783  
Suite 1603, Level 16,  
1 Macquarie Place  
Sydney NSW 2000

A final decision will be provided to you within 30 calendar days of the date on which you first made the complaint unless certain exceptions apply.

You may refer your complaint to the Australian Financial Complaints Authority (AFCA), if your complaint is not resolved to your satisfaction within 30 calendar days of the date on which you first made the complaint or at any time. AFCA can be contacted as follows:

Telephone: 1800 931 678  
Email: [info@afca.org.au](mailto:info@afca.org.au)  
Post: GPO Box 3, Melbourne VIC 3001  
Website: [www.afca.org.au](http://www.afca.org.au)

Your complaint must be referred to AFCA within 2 years of the final decision, unless AFCA considers special circumstances apply. If your complaint is not eligible for consideration by AFCA, you may be referred to the Financial Ombudsman Service (UK) or you can seek independent legal advice. You can also access any other external dispute resolution or other options that may be available to you.

#### **Service of Suit and Legal Notices**

The Underwriters accepting this Insurance agree that:

(i) if a dispute arises under this Insurance, this Insurance will be subject to Australian law and practice and the Underwriters will submit to the jurisdiction of any competent Court in the Commonwealth of Australia;

(ii) any summons notice or process to be served upon the Underwriters may be served upon:

Lloyd's Underwriters' General Representative in Australia  
Suite 1603, Level 16  
1 Macquarie Place





## Professional Indemnity Schedule

All words in bold within the policy or this schedule shall have the meaning given to them in Section 6 of the policy entitled "Definitions".

Sydney NSW 2000

who has authority to accept service on the Underwriters' behalf;

(iii) if a suit is instituted against any of the Underwriters, all Underwriters participating in this Insurance will abide by the final decision of such Court or any competent Appellate Court.

In all other respects, the policy remains unchanged.

**DUAL Australia Contact Information Endorsement**

It is hereby agreed that the following endorsement has been applied:

Effective 10 January 2022, any reference to DUAL Australia's address is amended to the following:

DUAL Australia Pty Limited  
Level 29, Angel Place, 123 Pitt Street,  
Sydney NSW 2000  
Australia

In all other respects, the policy remains unchanged.

**UE00583 DUAL Australia Crypto Exclusion Endorsement**

It is hereby agreed that the following Exclusion is added to the Policy:

Notwithstanding any provision to the contrary in this Policy or any endorsement thereto, excluded from cover under this Policy and all endorsements thereto are any and all loss, fees, costs, expenses, liabilities, fines, penalties, damages, compensation, judgment sums, settlement sums and any other amounts directly or indirectly connected to, involving or attributable to any **Cryptoasset** or allegation relating to any **Cryptoasset**.

In this Endorsement, the following expressions in bold type have the following meanings:

**Cryptoasset** means a **Digital Asset** and a public or private key or any component thereof solely when used for a **Digital Asset**.

**Digital Asset** means any actual, counterfeit or fictitious:

- a) digital coin;
- b) digital token;
- c) cryptocurrency;
- d) cryptosecurity; or
- e) any other digital representation of value or contractual rights that uses a type of distributed ledger of technology and that:
  - i. functions, or purports to function, as a medium of exchange, a unit of account or a store of value; or
  - ii. is or becomes regulated as a security.

Except as otherwise provided in this Endorsement, all Policy terms and conditions shall have full force and effect.

**ITEM 12 Underwriters:** DUAL Australia Pty Ltd on behalf of certain underwriters at Lloyd's  
Unique Market Reference  
Professional Indemnity: B1736DU2200001

**Date Issued:** 31/08/2022

**Signed:**

Signed by DUAL Australia Pty Ltd on behalf of certain underwriters at Lloyd's

OFFICIAL: Sensitive



## Certificate of registration

*Return to Work Act 2014*

Employer number 11587209  
Employer name Romaldi Constructions Pty Ltd  
Trading name Romaldi Constructions Pty Ltd

Date of issue: 29 June 2022

### Statement of coverage valid until 30 June 2023

This employer is registered as an employer under the *Return to Work Act 2014* (the Act).

Romaldi Constructions Pty Ltd is registered from 01/07/1993.

The information provided in this Certificate of registration is correct at the date of issue.

---

### Important information

A certificate of registration is issued in South Australia to certify that an employer is registered under the Act. This certification is valid until 30 June 2023 or until Romaldi Constructions Pty Ltd ceases to be an employer who is required to be registered under the Act.

If there are any errors on this form, please inform ReturnToWorkSA within 30 calendar days. If you do not do this, under section 165(6) of the Act a maximum penalty of \$5,000 may apply.

A copy of this certificate must be produced within 30 days where requested by a person authorised under section 165(8) of the Act. A maximum penalty of \$1,000 under section 165(3) of the Act may apply.

A person who fraudulently alters a certificate of registration issued under section 165 of the Act is guilty of an offence. A maximum penalty of \$25,000 under section 165(5) of the Act may apply.

If you require any further assistance or information, please contact ReturnToWorkSA on 13 18 55 or by email to [info@rtwsa.com](mailto:info@rtwsa.com).

#### ReturnToWorkSA

400 King William Street Adelaide SA 5000 • GPO Box 2668 Adelaide SA 5001 • ABN 83 687 563 395

General Enquiries 13 18 55 • [www.rtwsa.com](http://www.rtwsa.com)

20220629132516.514\_PRM



PS0026



# CERTIFICATE OF REGISTRATION

This is to certify that:

**Romaldi Constructions Pty Ltd**

ABN 50 059 740 368

708 Port Road Beverley SA 5009 AUSTRALIA

operates an

**OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM**

which complies with the requirements of

**ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use**

for the following scope

The provision of construction services to the commercial and industrial sectors, civil construction, earthworks, drainage and trenching services.

*\*Originally Certified to AS/NZS 4801 on 16<sup>th</sup> February 2009*

**Certificate No: HSM41541**

Issued: 20 November 2019

Originally Certified: 5 November 2019

Expires: 17 January 2023

Current Certification: 5 November 2019

Heather Mahon  
Global Head of Technical Services  
SAI Global Assurance



[WWW.JAS-ANZ.ORG/REGISTER](http://WWW.JAS-ANZ.ORG/REGISTER)

Registered by:  
SAI Global Certification Services Pty Ltd (ACN 108 716 889) 680 George Street Sydney NSW 2000 Australia with SAI Global Pty Limited 680 George Street Sydney NSW 2000 Australia ("SAI Global") and subject to the SAI Global Terms and Conditions for Certification. While all due care and skill was exercised in carrying out this assessment, SAI Global accepts responsibility only for proven negligence. This certificate remains the property of SAI Global and must be returned to SAI Global upon its request. To verify that this certificate is current please refer to SAI Global On-Line Certification register at <http://register.sai-global.com>





# CERTIFICATE OF REGISTRATION

This is to certify that:

**Romaldi Constructions Pty Ltd**

ABN 50 059 740 368

708 Port Road Beverley SA 5009 AUSTRALIA

operates a

**QUALITY MANAGEMENT SYSTEM**

which complies with the requirements of

**ISO 9001:2015**

for the following scope

The provision of construction services to the commercial and industrial sectors, plumbing services, civil construction, earthworks, drainage and trenching services.

**Certificate No: QEC13855**

Issued: 17 October 2020

Originally Certified: 5 February 2001

Expires: 20 December 2023

Current Certification: 16 October 2020

Heather Mahon  
Global Head of Technical Services  
SAI Global Assurance



ISO 9001



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# CERTIFICATE OF REGISTRATION

This is to certify that:

**Romaldi Constructions Pty Ltd**

ABN 50 059 740 368

708 Port Road Beverley SA 5009 AUSTRALIA

operates an

**ENVIRONMENTAL MANAGEMENT SYSTEM**

which complies with the requirements of

**ISO 14001:2015**

for the following scope

The provision of non-residential construction.

**Certificate No: CEM21507**

Issued: 17 October 2020

Originally Certified: 19 January 2011

Expires: 20 December 2023

Current Certification: 16 October 2020

Heather Mahon  
Global Head of Technical Services  
SAI Global Assurance



ISO 14001



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**ROMALDI CONSTRUCTIONS PTY LTD – CROSS BORDER TRAVEL POLICY**

In response to the recent spread of Coronavirus (COVID-19), **Romaldi Constructions Pty Ltd** has taken action to ensure that it is prepared for the issues that may arise and has a plan in place to address the threat of COVID-19 and to ensure it has as minimal impact as possible on the health and wellbeing of our people and clients.

Below is **Romaldi Constructions Pty Ltd** current plan in relation to COVID-19 which may be updated as the situation evolves:

**Response Team**

We have created a COVID-19 Response Team which meets weekly to discuss issues which arise, to manage the action plan going forward and to address updates regarding the situation globally, in Australia and at the company level. The Response team will be monitoring government advice regarding the situation as it is updated.

The Response Team will report to the Managing Director and addressing the COVID-19 will be a standing agenda item for the foreseeable future.

**Supply Chain Issues**

We are not currently aware of any delays to significant supplies or of any delays to Projects as a result of supply issues. However, each of the Divisions are proactively reviewing their supply requirements for their upcoming projects to assess whether there may be any issues before they arise. If there are any issues identified, we will ensure that alternative suppliers are located and engaged as early as possible to avoid any project delays.

**Hygiene & Social Distancing**

We have issued a safety bulletin to all staff to remind them of good hygiene particularly in relation to washing hands.

We have also placed additional hand sanitiser at each of our offices, provided **ANTIBACTERIAL** disposable wipes for cleaning work stations and requested our office cleaners ensure they clean each day all areas which may be touched (e.g. doorknobs, light switches and counters). A cleaning contractor has been engaged to disinfect all surfaces after hours twice a week at head office, and a rigid twice a day clean of site amenities has been implemented.

We are also advising employees that they must exercise social distancing and avoiding face to face meetings where possible. We are planning projects to ensure that social distancing is undertaken in terms of segregating work crews where possible and staggering larger groups (such as in meal breaks and pre-start meetings). These requirements are also covered in site-specific Response Plans developed for each project.

Employees are able to work from home and encouraged to do so with approval of their Manager. Employees are encouraged not to use public transport but where they are required to do so, they must apply the same hygiene protocols as at work.

**Visitors to Sites**

Before being permitted to attend Site, all visitors will be pre-screened and required to self-assess their need to self-quarantine (in which case they will not be permitted to access site). All visitors to site, including subcontractors, are required to comply with **Romaldi Constructions Pty Ltd** protocols.

**Staff Travel**

We have cancelled all international and interstate work-related travel unless it is critical, in which case it is required to be approved by the **Romaldi Constructions Pty Ltd** Managing Director.

For personal overseas travel of our staff, as per government advice, staff returning from any overseas or interstate destination will be required to self-quarantine for a period of 14 days following their return- <https://www.smarttraveller.gov.au/news-and-updates/coronavirus-covid-19>.

**Staff Illness**

We have encouraged any staff feeling unwell to stay home from work. Any staff suffering flu-like symptoms will be required to seek medical advice and:

: be tested for COVID-19 if advised and not permitted to return to work until a negative result is confirmed and : medical advice permits; and

- if not required to be tested for COVID-19, only return if fit to work.

If you have any further queries regarding **Romaldi Constructions Pty Ltd** Response Plan, please contact our QSE Manager, Mr Kym McKay on (08) 8241 7200 or 0439 277 958.

Yours faithfully,

**Romaldi Constructions Pty Ltd**  
**MARIO ROMALDI**  
**MANAGING DIRECTOR**

..... 26/03/2020



# CORONAVIRUS (COVID-19)

## Project Response Plan

<u>(location ?)</u>		
<b>Project Manager</b>		
<b>Site Manager</b>		



<b>Management Plan</b>	<b>Project Response Plan</b>	<b>PRP</b>
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### Record of Revision

Rev		Brief Overview of Amendment	Section No.	Revised By
Date	No.			
26/03/20	V1	Divisional Managers responsibility now included.	1.5.3	Kym Mckay
		Additional literature around sickness and social distancing on site.	3.1	
		Light and heavy vehicles included within Plant and Equipment	3.3	
		Confirmed case information added	3.4	
		Updated self-assessment flow chart, new Visitors self-assessment flow chart added	Appendix 1	

Management Plan	Project Response Plan	PRP
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**1. The Response Plan**

**1.1. Introduction**

On 30 January 2020, the Director-General for the World Health Organisation (WHO) declared that the outbreak of 2019-nCoV constitutes a Public Health Emergency of International Concern. This response plan sets out how Romaldi Constructions Pty Ltd (the Company) is responding to the outbreak and how project sites will be managed to provide a safe workplace.

**1.2. Purpose**

To establish protocols to minimise potential impact to the health and wellbeing of our workers as far as is reasonably practicable and to mitigate the risks to business continuity associated with the Coronavirus pandemic. Together, with subcontractors and clients, the Company will work towards protecting all workers while at work and minimise disruption to the provision of services to our clients.

**1.3. Availability**

A hard copy of this plan shall be held on the project site and made accessible to all workers. Copies of the plan shall be provided upon request or issued as the need arises.

**1.4. Revision**

This response plan shall be revised and updated in line with the Australian Government Department of Health website to ensure the latest information is available. Amended plans shall be distributed in a timely manner to ensure project sites have the most current information on hand.

**1.5. Responsibility**

**1.5.1. The Company**

The Company has a duty to provide and maintain, so far as is reasonably practicable, a working environment that is safe and without risks to the health of employees. This includes identifying risks to health or safety associated with potential exposure to COVID-19 and taking measures to control these risks.

**1.5.2. Consultation**

The Company has a duty to consult with other duty-holders in relation to risks to health and safety on the Site.

The Company will consult in relation to this risk by:

- ensuring that this Plan is provided to all subcontractors performing works on the Site prior to entering the Site;
- obtaining confirmation from Subcontractors that they will comply with the Plan at all times while on Site and, if they cannot do so, to explain why so that the issues can be discussed;
- ensuring that workers and subcontractors are also provided with any specific client requirements for the Site in relation to COVID-19 as attached in the Appendices; and
- ensuring that the client's requirements are met and that any issues with those requirements are discussed with the client.

Management Plan	Project Response Plan	PRP
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1.5.3. Divisional Managers

Divisional Managers shall ensure that the Project Response Plan is complied with at all times on Site and that sufficient materials and resources are available to fulfil all aspects of the Plan.

1.5.4. Project Managers and Supervisors

Site Management shall implement this response plan on site in their control and ensure that all workers on site comply with the Plan. They are required to monitor the facilities to address any non-conforming issues immediately. They must maintain the consumables required on site to combat viruses. They must also ensure that the posters in the Appendices to this Plan are posted in key areas around the Site, including the lunch room and bathrooms. Where concerns are identified outside of the scope of this plan, Site Managers shall raise these concerns with their Divisional Manager.

The Project Manager must also ensure that any subcontractor engaged to perform works on site is provided with a copy of this Plan and requested to confirm compliance with it. The Project Manager is responsible for consultation with subcontractors and the client in relation to the management of the risk to health of employees caused by COVID-19.

1.5.5. Workers

Workers have a duty to take reasonable care for their own and others' health and safety. This includes ensuring good hygiene practices, such as frequent hand washing, to protect against infections. Workers are required to follow the processes set out herein, with a focus to protect the themselves, their families, fellow workers and the community. Failure to apply these protocols may result in disciplinary action.

1.5.6. Subcontractors Onsite:

Subcontractors must comply with this Plan at all times when they are on the Site.

When any subcontractor has a number of workers onsite that exceed the available space in the site provided lunchroom or working space onsite,

**then the responsibility to ensure correct social distancing is incumbent upon the Supervisor or the principal of the subcontracting company to either stagger Break Times or shift times to ensure proper standards are maintained.**

Management Plan	Project Response Plan	PRP
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**2. Coronavirus (COVID-19)**

**2.1. What is coronavirus or COVID-19?**

Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases. COVID-19 is the disease caused by a new coronavirus. Symptoms may include;

- fever,
- coughing,
- sore throat and
- shortness of breath.



The virus can spread from person to person through;

- Direct contact with a person who has the virus, including the 24 hours before their symptoms appeared.
- Close contact with a person with a confirmed infection who coughs or sneezes.
- Touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

Spreading the virus can be prevented through good hygiene practices. This plan will provide guidance to achieve this on project sites. Resources provided by the Department of Health shall be posted on site to assist with promoting best practices in mitigating contraction, which are identified within appendix 2.

**2.2. Isolation and Quarantine Periods**

Workers need to be aware of the isolation/quarantine periods in accordance with advice from the Department of Health. Workers are required to monitor their own health and take appropriate actions if they become unwell or think they may have the symptoms of COVID-19

The Company encourages Workers who are feeling unwell to stay home from work. Any Workers who have concerns they may have the COVID-19 are required to immediately self-isolate and seek a medical assessment via their local GP (phone ahead before attending), as they may require testing for COVID-19. Workers should not return to work until either a test has proven they are not affected by the virus, or have self-isolated for the full fourteen days and have not developed any symptoms.

The Department of Health advises people who have returned from anywhere overseas are required to self-isolate for 14 days. During this time, they should monitor their health closely. If they develop symptoms including a fever and cough, they should seek medical attention, remembering to call ahead. Unless employees are an Essential Traveller (to be determined by the Company), employees who have returned from interstate must also self-quarantine for a period of 14 days.

People who have been in close contact with a confirmed case of coronavirus must self-isolate for fourteen days to monitor their health and seek medical advice.

The Company has provided a self-assessment tool to assist workers to identify isolation or testing requirements if there are concerns of infection. The tool is available upon request from the Project Supervisor or Project Manager. A sample is provided within the appendices of this plan.

<b>Management Plan</b>	<b>Project Response Plan</b>	<b>PRP</b>
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### 3. Preventing the spread of viruses

Take care of your health and protect others by doing the following to prevent the spread of viruses, practice good hygiene and social distancing. Workers should be vigilant about not touching surfaces and then their faces in case an infected person has previously come into contact with that surface.

#### 3.1. Best Practices

##### 3.1.1. Sickness

The Company has encouraged any staff feeling unwell to stay home from work. Any staff suffering flu-like symptoms will be required to seek medical advice and:

- be tested for COVID-19 and are not permitted to return to work until a negative result is confirmed and medical advice permits; and
- if not required to be tested for COVID-19, only return when fit to work.

##### 3.1.2. Good Hygiene

Practicing good hand and sneeze/cough hygiene and keeping your distance from others is the best defence against most viruses. Workers shall;

- wash their hands frequently with soap and water, before and after eating, and after going to the toilet
- cover their cough and sneeze within your elbow or a tissue,
- dispose of tissues properly into waste receptacles,
- use alcohol-based hand sanitiser if available, and
- cleaning and disinfecting surfaces, e.g. after using the toilet, eating from the lunch room or operating plant or equipment.

##### 3.1.3. Social Distancing

Social distancing is an important aspect of preventing the spread of coronavirus and must be facilitated on site to help slow the spread of the virus. Social distancing on site is based on the government guidelines of maintaining a distance of 1.5m (or a 4m<sup>2</sup> area) between workers and minimising physical contact. The following shall be considered to achieve this;

- Workers staying home when they are unwell,
- Workers maintaining a distance of 1.5 meters between each other,
- consideration shall be given to the staggering of breaks, additional or bigger amenities to assist with achieving social distancing,
- minimising physical contact with other workers by avoiding handshakes or similar gestures, breaking up large work crews to work in smaller numbers, use of electronic devices to communicate,
- where possible, minimise the requirement for face to face project meetings on site, facilitate meetings via video conference or in open areas to provide for distancing between people, and
- conducting Daily Pre-Start / Toolbox meetings outdoors or within a large open area.



Management Plan	Project Response Plan	PRP
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### 3.2. Project Site Hygiene

Removal of germs such as the virus that causes COVID-19 requires thorough and regular cleaning followed by disinfection. Site amenities shall be cleaned and disinfected daily as a minimum and additionally cleaned as is required.

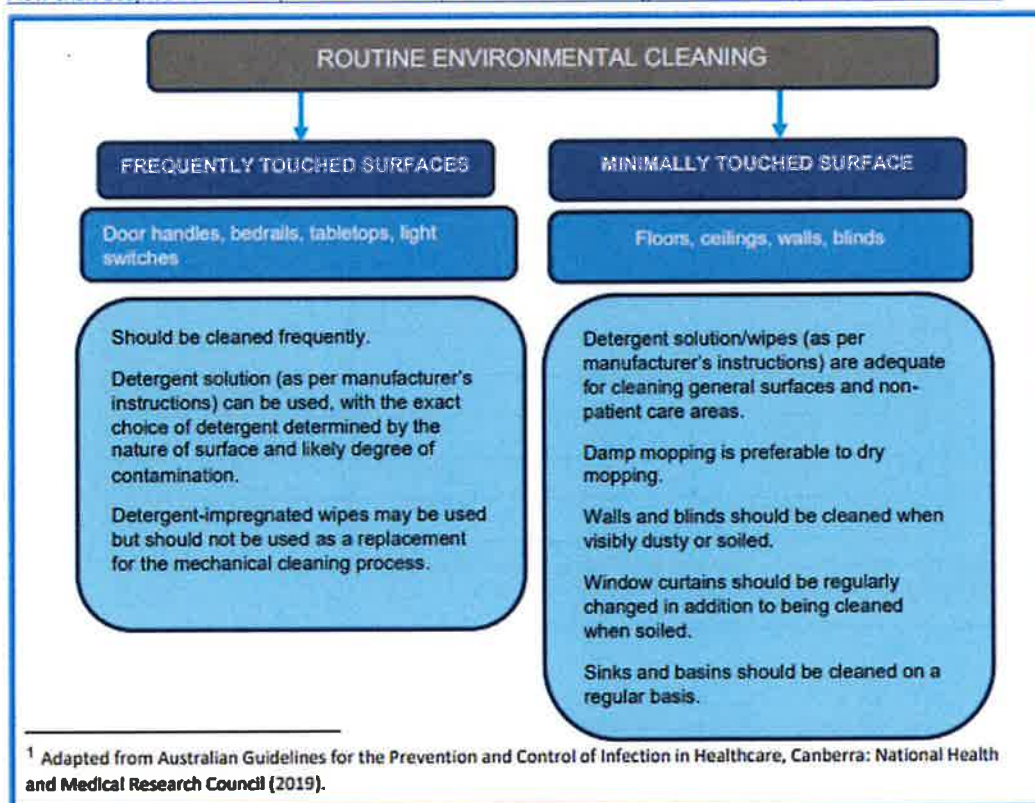
Soap, paper towel and cleaning provisions shall be provided on site for workers hygiene as well as maintaining amenities, break rooms, offices and plant and equipment. Hand sanitiser will be provided when available – pending availability in regards to a National shortage.

Workers and contractors are expected to assist each other to maintain a high level of personal hygiene and cleanliness of the project site.

#### 3.2.1. Cleaning

Cleaning is an essential part of disinfection. Organic matter can inactivate many disinfectants. Cleaning reduces the soil load, allowing the disinfectant to work. Best practice is to routinely clean surfaces that are frequently touched with detergent solution. Other general surfaces and fittings may be cleaned when visibly soiled or immediately after any spillage of food or drink.

*Flow chart adapted from the Department of Health, Environmental cleaning and disinfection principles for COVID-19*



<sup>1</sup> Adapted from Australian Guidelines for the Prevention and Control of Infection in Healthcare, Canberra: National Health and Medical Research Council (2019).

Environmental cleaning and disinfecting principles – Version 1 (10/03/2020)  
 Coronavirus disease (COVID-19)

Management Plan	Project Response Plan	PRP
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3.2.2. Disinfection

The following information provides for the use of disinfection as well as the recommended solutions and application.

- Use freshly made bleach solution and follow manufacturer’s instructions for appropriate dilution and use (see further below for dilution instructions).
- Wipe the areas with bleach solution and allow for approximately 10mins contact time to kill any potential virus.
- Wash hands well using soap and water and dry with disposable paper or single-use cloth towel. If water is unavailable, clean hands with alcohol-based hand rub.

3.2.3. Preparation of disinfectant solution

Appropriate PPE that is recommended on the product / SDS sheet, shall be used when handling and preparing bleach solutions. **Bleach solution should be made up daily, not stored to become less effective or contaminated.**

Disinfectant may be used mainly on hard, non-porous surfaces (it can damage textiles and metals).

Sufficient time is required to kill the virus, i.e., at least 10 minutes contact time.

Household bleach comes in a variety of strengths. The concentration of active ingredient — hypochlorous acid<sup>2</sup> — can be found on the product label.

**Table 1. Recipes to achieve a 1000 ppm (0.1%) bleach solution**

Original strength of bleach		Disinfectant recipe		Volume in standard 10L bucket
%	Parts per million	Parts of bleach	Parts of water	
1	10,000	1	9	1000 mL
2	20,000	1	19	500 mL
3	30,000	1	29	333 mL
4	40,000	1	39	250 mL
5	50,000	1	49	200 mL

<sup>2</sup>Hypochlorous acid (HOCl) is a weak acid formed when chlorine (Cl) dissolves in water and dissociated to hypochlorite (ClO<sup>-</sup>) which is the oxidising disinfectant in bleach.

3.2.4. Cleaners

When cleaning, use freshly made bleach solutions and follow manufacturer's instructions for appropriate dilution, use and requirements on what type of PPE is required when handling the chemical.



Management Plan	Project Response Plan	PRP
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**3.3. Plant and Equipment**

Workers who operate plant, equipment (including hand tools) or vehicles (light and heavy) are responsible for the up keep of hygiene in regards to wiping over commonly touched areas where there is risk of transmitting the virus, for example; handles, grab rails, controls, fuel dispensers and the likes

**3.4. Confirmed Case**

Where a confirmed case of coronavirus is linked to the workplace, Public Health Authorities may investigate to further identify further people at risk and assist with understanding the source of the virus. Project Managers / Project Supervisors shall immediately contact their Divisional Manager to notify of the potentially contaminated work environment and excluded work areas where the confirmed case worker has been working. Work areas and all communal areas shall be disinfected prior to the area being occupied again.

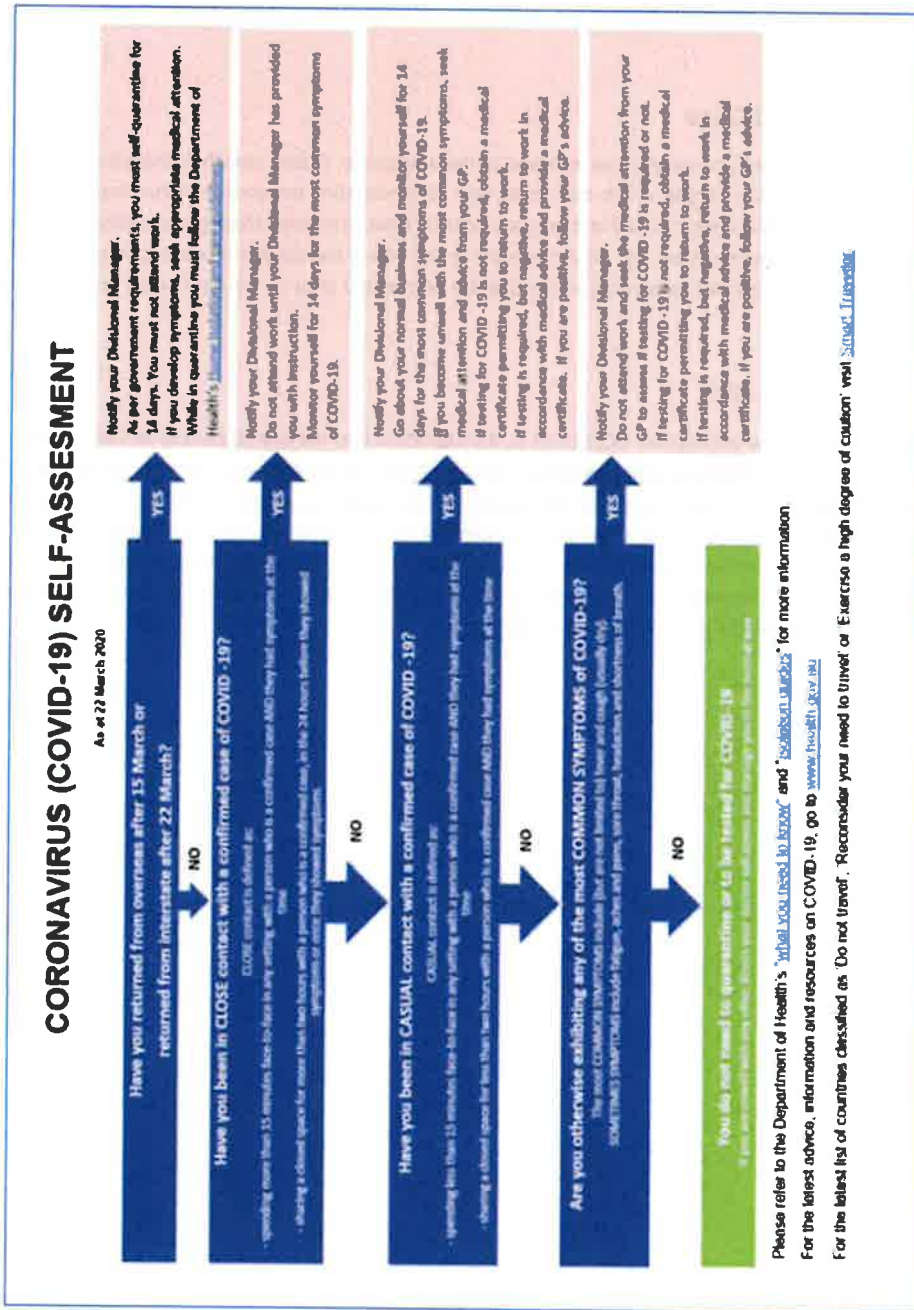
**3.5. Visitors to Site**

With the nature of how contagious COVID-19 is, it's important that the pre-screening of visitors and happens before they enter site. Visitors shall be required to self-assess their current health using the COVID-19 Visitor Self-assessment tool, referenced in appendix 4.1, prior to being permitted onto site. The self-assessment will provide guidance to the visitor whether it is appropriate or not to enter site in relation to the likelihood of being a carrier of COVID-19. If yes is answered to any questions, Visitors will not be able to attend site. If Visitors answer no to all questions, they may enter site under escort and must adhere with the Company protocol set out with the response plan.

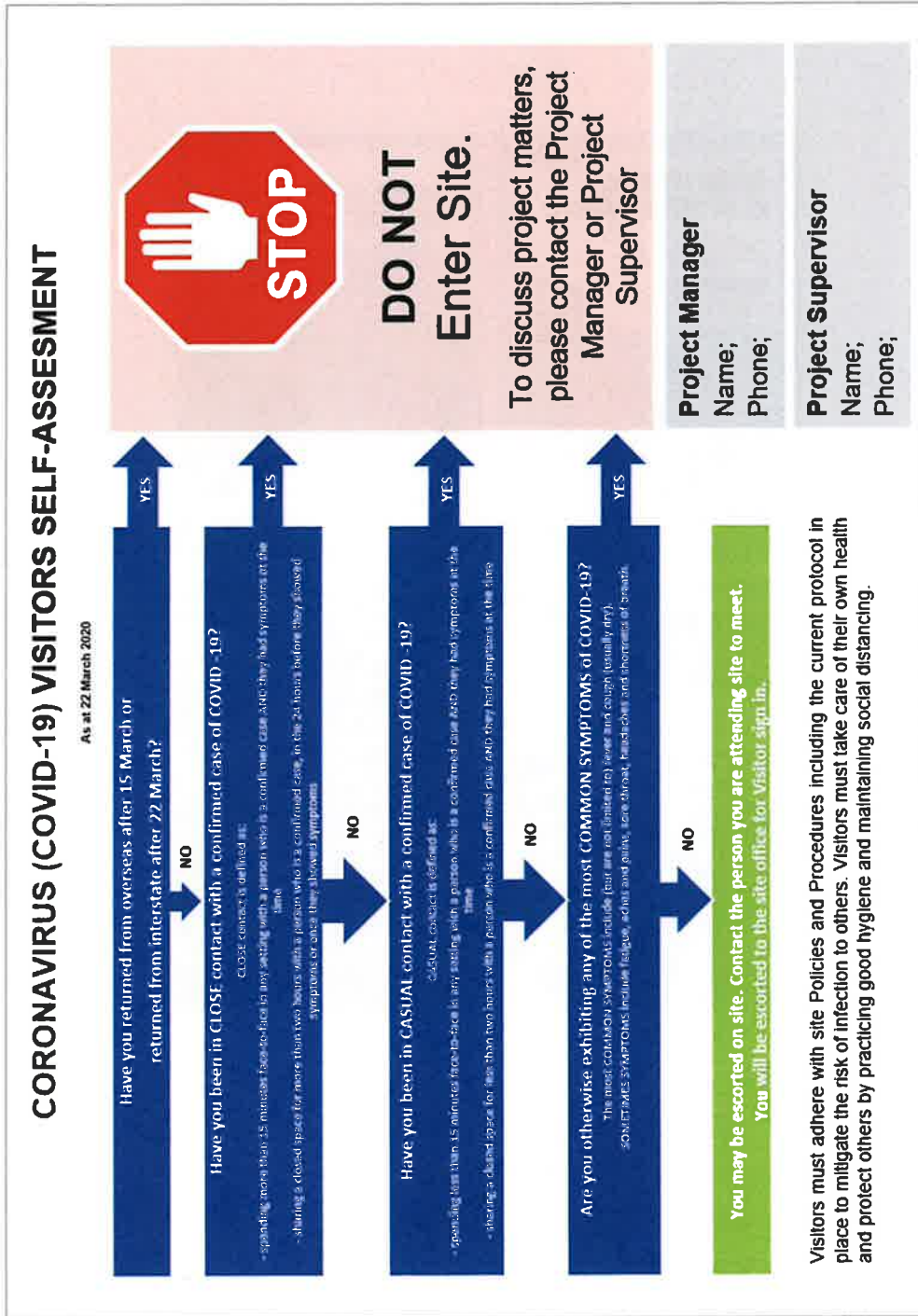
Management Plan	Project Response Plan	PRP
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4. Appendices

4.1. Appendix 1 Self-Assessment Tool for Workers and Visitors (post on site)



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4.2. Appendix 2 Government Provided Campaigns (to be posted on site)



<https://www.health.gov.au/>

[Coronavirus \(COVID-19\) – Print ads – Simple steps to stop the spread](#)

[Coronavirus \(COVID-19\) – Print ads – Recently travelled overseas](#)

[Coronavirus \(COVID-19\) – Print ads – Good hygiene is in your hands](#)

[Coronavirus \(COVID-19\): Know the signs](#)

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**4.3. Appendix 3 Client Requirements**

None Applicable

**I HAVE READ THE SUBCONTRACTOR – VISITOR SELF – ASSESSMENT AND CONFIRM THAT I MEET THE REQUIREMENTS AS SET OUT IN THE ASSESSMENT TOOL TO ENABLE MY ENTRY TO SITE;**

NAME ..... SIGNATURE ..... DATE .....



# Visitor rules

1. Visitors must wear appropriate PPE as defined on the main board at the site entrance, in the construction activity area (closed shoes may be substituted for steel capped boots for admin and site inspection purposes if no physical construction works / activity are involved BY THE VISITOR).
2. Visitors must remain with their nominated site representative whilst on site IF NOT PREVIOUSLY INDUCTED ON THIS SITE
3. Visitors must report any hazards, to the site manager or safety supervisor.
4. Visitors must follow the Romaldi Constructions WHS System and all site rules, including adherence to signage, barricades and verbal instruction. Visitors acknowledge and accept that they can also be Drug and Alcohol Tested whilst on site a refusal to submit to a test will bar you access to site.
5. Visitors must acquaint themselves with the location of toilets, the Emergency Evacuation procedure and muster point.
6. Visitors must sign the Visitor's Sheet, & COVID 19 declaration which is a declaration to abide by all items above.

Document Control	First issued	Sep 12	Last review	Sep 12	Version No	1	Review due	Sep 13	By	OHS Manager
O:\ROMALDI\CONSTRUCTIONS\UNDER TENDER\Blackwood Community Hub Development Car Park\TENDER SUBMISSION7_ Insurances & Liences\Covid Policy\QAP01 1.11 N Visitor Rules.doc										

**Lameroo Chamber Historic Building**

## Building refurbishment Estimation

Strip building to structural frame leaving pressed tin ceiling

Demo

\$20,000-\$30,000

Electrical - complete re wire

- Including new A/C, down lights, LED fluro, light switches and power points

\$11,000- \$15,000

Re stumping

- Estimated 30 stumps

\$1,000-\$3000 per stump

\$30,000-\$90,000

Termite Structaflor 22mm

Materials &amp; Labour

\$7,000

Floor Coverings

- Vinyl planks

Material &amp; Labour \$11,000

External Cladding

- Weatherboard

\$15,000- \$21,000

Re Roof

New Gutters, metal fascia, Iron &amp; Blanket

\$25,000-\$30,000

Wet Area

Tiles, toilet &amp; vanity

\$7,000

Wall linings

Gyrock, fixed, Flushed &amp; Insulation

\$35,000

Second fix

Doors, door jams, skirting, ave's &amp; windows

\$14,000-\$20,000

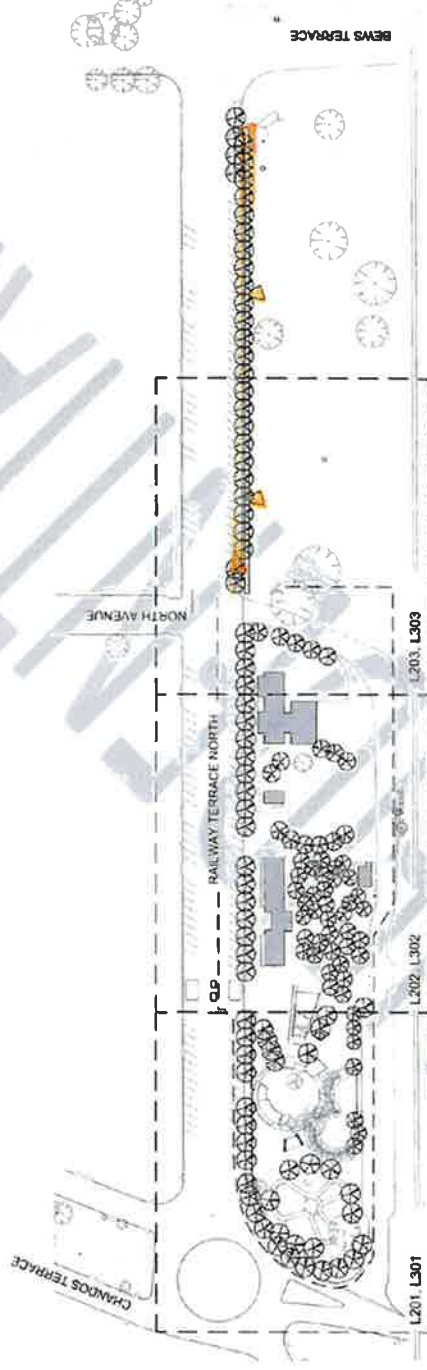
Kitchen/ Linen

Fridge, half draw dishwasher, complete kitchen &amp; 4m linen

\$20,000 - \$25,000

Paint Exterior/ Interior

\$15,000 - \$20,000



East End Project

- ↳ Pavement
- ↳ Street trees
- ↳ Shelters/Picnic Settings

Estimation only - \$200,000



**19 CONFIDENTIAL ITEMS**

**19.3 LAMEROO CWA / COMMUNITY MEETING BUILDING UPDATE**

**RECOMMENDATION**

That having considered agenda Item 9.3 (Lameroo CWA / Community Building Update) in confidence under section 90 (2) and (3) (k) of the Local Government Act 1999, the Council pursuant to section 91 (7) of the Act releases the Council decision only once all tenders are notified; and the officer's report, associated attachments and all minutes be retained in confidence. This order is to be reviewed at or before the ordinary Council meeting to be held in January 2023, as to if this order is to continue in operation.

**MOVED COUNCILLOR NEVILLE PFEIFFER  
SECONDED COUNCILLOR RON VALENTINE**

**That having considered agenda Item 9.3 (Lameroo CWA / Community Building Update) in confidence under section 90 (2) and (3) (k) of the Local Government Act 1999, the Council pursuant to section 91 (7) of the Act releases the Council decision only once all tenders are notified; and the officer's report, associated attachments and all minutes be retained in confidence. This order is to be reviewed at or before the ordinary Council meeting to be held in January 2023, as to if this order is to continue in operation.**

**CARRIED.**

**20 MEETING CLOSED**

The meeting closed at 10.45am.

These minutes are to be taken as read and confirmed at the meeting of Ordinary Council Meeting on Wednesday 21 December 2022.

**MAYOR CR** .....

**DATED** Wednesday 21 December 2022