



**KATHERINE**  
TOWN COUNCIL

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# Invitation to Tender

## Part B - Specification

WMF Machinery Shed  
Waste Management Facility

Design & Construct

T24-07

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Closing Time and Date: **2pm Friday 17<sup>th</sup> January, 2025**

Method of Lodgement: Electronic Tender Response via Tenderlink

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## 1. PURPOSE

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Katherine Town Council (Council) is seeking tenders for the design and construction of a new machinery shed.

Suitably qualified Tenderers with proven capability, capacity, and sound financial and technical background to deliver the Specification outlined in this *Invitation to Tender* are invited to participate in this tender process.

## 2. OBJECTIVES

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The project aims to:

- a) Improve the longevity of the WMF Machinery by storing them out of the weather.
- b) Be able to safely and securely store the WMF Machinery when not in use.

Katherine Town Council (Council) is seeking a secure shed to store the Waste management facility machinery.

The Katherine waste management facility was established for landfill in 1980 and managed by a private contractor from 1984 until 2002, Katherine Town Council took over the site and its management in July 2002.

The facility is located approximately 7kms south of Katherine on Novis Quarry Road and provides domestic and commercial waste services to the Katherine area. Current infrastructure at the waste management facility is a small office block for the weigh bridge operator, Demountable for the staff lunch room, amenities and another office space, the tip shop, small shed for single machinery storage and small shed for chemical storage.

## 3. REQUIREMENTS

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### 3.1 Facility Purpose & Specifications

The new facility is to be designed and constructed to provide sufficient room to securely store all the machinery and be sited to allow turning space. The facility must be watertight to ensure vehicles and machinery are kept out of the elements when not in use, and it must have adequate ventilation.

Reinforced concrete slab to withstand heavy machinery.

The design must incorporate appropriate materials and functionality to ensure safety of occupants, security of machinery, and to maximise building lifespan.

### 3.2 Building Design

Building design to be in accordance with the schematic drawings.

Building orientation, roof blankets, insulation and eave design to reduce impact of solar heat on the facility.

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### 3.3 Site

Site to be as per the schematic drawings.

The proposed site is at the Waste Management Facility.

The contractor will be responsible for fencing their work site at the waste management facility and will be responsible for all works performed on the construction site.

Waste management will allow for parking and access for the contractor.

The contractor is responsible for providing portable toilet hire for their own construction site.

The contractor will be responsible for disposal of their own waste materials during construction.

### 3.4 Landscaping

General landscaping surrounding the facility will be completed by Katherine Town Council.

The contractor will make good all landscaping around the construction site which is impacted by construction works.

The contractor will ensure that the ground surrounding the shed falls away from the slab to avoid water pooling around the shed.

### 3.5 Building Permit Costs

The contractor is to include the costs of building certifier and other building permit costs within their tender price.

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## 4. CONTRACT TERM

Council is seeking to award the contract for a term agreed by both parties. The initial proposed contract length for design and construction is 10 months.

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## 5. WORK HEALTH AND SAFETY

### 5.1 PCBU

The Contractor will be the person conducting a business or undertaking (PCBU) at the Waste Management Facility, Novis Quarry Rd, in relation to this Contract.

The Contractor acknowledges it has control and management of the area of works at the Waste Management Facility for the purpose of providing the Specification in accordance with the *Work Health and Safety (National Uniform Legislation) Act 2011 (the WHS Act)*.

The Contractor must comply with all relevant WHS regulations and standards for the management, operation and supervision of the site.

### 5.2 WHS Systems

The Contractor must have in place the following Workplace Health and Safety documentation as a minimum:

Annual Work Health and Safety Management Plan;

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Contractor Management System (CMS);

Contract specific Safe Work Method Statements (SWMS);

Site risk assessments;

- a) Safe operating procedures relevant to work being performed;
- b) Procedures for isolation and de-energising of plant and equipment;
- c) Procedures for working at heights, identifying confined spaces and hot work with appropriate permit system; and
- d) Procedures for working with hazardous chemicals including Safety Data Sheets (SDS).

The Contractor must also:

- a) Ensure all personnel are inducted regarding the scope of works, specification and work place health and safety requirements;
- b) Review and amend Workplace Health and Safety documentation when there is any significant change in process and ensure that all persons affected by the changes are advised of the amendments and provided with the appropriate level of training and instruction to complete their work in a safe manner; and
- c) Supply requested information upon the request of a Council Representative or Workplace Health and Safety Advisor as part of the ongoing review process under the Contract.

### **5.3 Contractor Work Health and Safety Management Plan**

The Contractor must establish, implement and operate a Work Health and Safety Management Plan.

The Contractor warrants and represents that the Work Health and Safety Management Plan will:

- a) Ensure that any premises controlled by the Contractor, where any persons are performing work, are safe and without risks to health;
- b) Ensure that any plant or substance provided for use by any persons performing works are safe and without risks to health when properly used;
- c) Ensure that systems of work, including the working environment, are safe and without risks to health;
- d) Provide such information, instruction, training and supervision to ensure health and safety in the provision of the Specification;
- e) Provide adequate facilities for persons performing the Specification;
- f) Have work health and safety policies and procedures and will provide any persons performing work, with information, instruction, training and supervision as required as to those policies and procedures and their duties and obligations in relation to work health and safety;
- g) Provide any persons performing work, with information, instruction training and supervision in relation to changes and amendments to the work health and safety policies and procedures and their duties;
- h) Ensure that any subcontractors comply with and implement their own work health and safety management plan;
- i) Ensure that any subcontractor's work health and safety management plan is kept up to date with developments in work health and safety including Legislative requirement changes, new guidelines and codes and amendments to guidelines and codes; and
- j) Comply with any Legislative requirements.

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The Work Health and Safety Management Plan must be:

- a) Submitted to Council at least two (2) months prior to the commencement of the Contract unless the parties agree otherwise;
- b) Submitted to Council after any changes are made; and
- c) Updated and the updated Work Health and Safety Management Plan submitted to Council at within one (1) month of each anniversary of the Contract commencement date.

The Contractor must consider any amendments to the Work Health and Safety Management Plan which Council may propose. The Work Health and Safety Management Plan must include, as a minimum:

- a) The Contractor's assessment of all risks, including hazard identification, arising from its performance of its obligations under this Contract;
- b) The Contractor's work health and safety risk assessment and risk management procedures;
- c) The Contractor's work health and safety policy and objectives;
- d) The Contractor's work health and safety procedures and action plans;
- e) The Contractor's organisational structure and allocation of responsibilities, accountability and resources in relation to work health and safety;
- f) Safe work methods statements;
- g) The Contractor's work health and safety information, instruction, training, supervision and induction of all persons performing the Specification;
- h) The Contractor's work health and safety auditing and inspection procedures;
- i) The Contractor's work health and safety consultation procedures;
- j) The Contractor's work health and safety Incident reporting procedures;
- k) The Contractor's work health and safety review of risk assessments and control measures and review of the Work Health and Safety Management Plan more generally;
- l) The Contractor's work health and safety performance monitoring;
- m) The Contractor's collection and analysis of work health and safety data and records; and
- n) The Contractor's emergency procedures and provision for medical and first aid treatment.

#### **5.4 Incident Reporting**

The Contractor must notify Council and the appropriate authorities of any serious incident.

The Contractor must notify Council immediately and follow up in writing with a written report within 24 hours of any incident, involving:

- a) WHS issues, including any instance where water quality matters may cause harm to patrons or where access to the pools is restricted due to deterioration of water quality;
- b) Significant property damage;
- c) Damage which may cause any interruption to normal operation of the Waste Management Facility;
- d) Any incident requiring the attendance of Emergency Services (Police, Fire Service or Ambulance);
- e) Any criminal activity;

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- f) Stop-work or any industrial action that may impact on the normal operations of the Waste Management Facility;
  - g) Any other matter that may lead to litigation or otherwise adversely affect the interest of Council.

The written report must include the date, time and location of the incident and staff involved.

The Contractor is required to notify Workplace Health and Safety Northern Territory if an incident arises out of conducting business or undertaking that results in the death, serious injury or serious illness of a person or involves a dangerous event.

## 5.5 Work Health and Safety Performance Reporting

The Contractor must, when requested by Council, provide evidence of the Contractor's ongoing implementation of the Work Health and Safety Management Plan.

The Contractor must also provide the following information to Council via Skytrust, on a monthly basis:

- a) The 'lost time' frequency injury rate of the Contractor's Personnel;
- b) The number of Working Days lost due to injury;
- c) The number of 'near miss' Incidents;
- d) The current status of any injured Personnel, damaged property or environmental damage or pollution;
- e) The status of the implementation and outcomes of corrective actions undertaken as a result of work health and safety inspections and risk assessments;

The Contractor must, when requested by the Council Representative, provide reports on work health and safety inspections, audits or assessments undertaken during the Contract Term within five (5) Business Days of completion.

The Contractor must promptly notify Council of any incident which occurs during the performance of Specification and subject to any Legislative Requirements which require otherwise, it must not undertake an investigation into the incident without first consulting with Council.

The Contractor must promptly notify Council of any fines, charges or notices (including but not limited to improvement and prohibition notices) which are issued to the Contractor under work health and safety Legislative requirements, and which are issued either during the performance of Specification or as a result of the Specification. If requested by Council, the Contractor must, within three (3) Working Days after any such Incident or at any other time on request by Council, provide Council with details of or a copy of or a written report into such fines, charges or notices.

## 5.6 Emergency Plan

The Successful Contractor must, prior to the Specification Commencement Date, provide to Council an Emergency Plan. The Emergency Plan must be:

- a) Submitted to Council at least two (2) months prior to the Specification Commencement Date unless the parties agree otherwise; and
- b) Updated during each year of the Contract Term and the updated Emergency Plan submitted to Council within (1) year of each anniversary of the Specification Commencement Date.

The Successful Contractor must consider any amendments to the Emergency Plan, or any update of the Emergency Plan, which Council may propose. The Emergency Plan must include as a minimum:

- a) A list of events that would constitute an emergency;

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- b) The name(s) of the persons who will declare an event to be an emergency;
  - c) The procedures for contacting the facility and Council to specify alternate arrangements; and
  - d) the procedure for communicating the effect of the event to customers if Council considers it necessary to inform customers of the event.

## **6. QUALITY MANAGEMENT**

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### **6.1 Quality Management System**

The Successful Contractor shall have a quality management system which shall monitor, control and manage the Services being undertaken under this Contract.

### **6.2 Quality Plan**

A draft Quality Plan must be submitted to Council at least two (2) months prior to the Contract commencement date.

Council may direct that the Contractor make any amendments or additions to the Quality Plan that it considers appropriate. A final amended version of the Quality Plan is to be submitted by the Contractor prior to the Contract commencement date unless the parties agree otherwise.

The Quality Plan must identify all critical quality aspects of the Specification and establish procedures for meeting the Contractor's obligations in respect of the critical quality factors, which must include:

Quality assurance philosophies, policies and procedures;

Continuous improvement philosophies, policies and procedures;

Details of [enter related to the specific goods, services or works];

Details of how the Quality Plan will be implemented, reviewed and maintained;

Performance measures and methods used by the Contractor to monitor performance;

Details of audits to be used to ensure that the Specification are provided consistently in accordance with the Contract; and

Reporting procedures and schedule.

### **6.3 Review of Quality Plan**

The Contractor must review the Quality Plan annually within one (1) month of each anniversary of the Services Commencement Date and submit the review including details of any amendments to Council. Any such review must be to the satisfaction of Council.

## **7. ENVIRONMENTAL MANAGEMENT**

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### **7.1 Preparation of Environmental Management Plan**

The Successful Contractor must, prior to the commencement of the Specification under the Contract, develop an Environmental Management Plan. The Environmental Management Plan must detail the impact of the Specification delivery on the environment and measures to



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improve environmental performance and management including emissions from vehicles. A draft of the Contractor's Environmental Management Plan must be submitted to Council at least two (2) months prior to the Contract commencement date.

Council may direct that the Contractor make any amendments or additions to the Environmental Management Plan that it considers appropriate. A final amended version of the Environmental Management Plan is to be submitted by the Contractor prior to the Contract commencement date unless the parties agree otherwise.

## 7.2 Incident Notice and Prosecution Notification

If the Contractor is required by any Legislative requirement to give any notification of any environmental damage or harm occurring during the performance by the Contractor of its obligations under the Contract, the Contractor must at the same time, or as soon thereafter as possible in the circumstances, give a copy of such notification to Council.

The Contractor must promptly notify Council of any other environmental damage or harm which occurs during the performance of the Services whether or not it is required to give notification to any Authority.

The Contractor must promptly notify Council of any fine, charge or notice issued to the Contractor under any environmental Legislative requirements, and which are issued either during the performance of the Specification or as a result of the Specification. If requested by Council, the Contractor must, within three (3) working days after the imposition of any such fine, the laying of any charge or the Services of any notice or request by Council provide Council with details of or a copy of or a written report relating to such fine, charge or notice.

## 8. COMPLIANCE WITH ACTS, REGULATIONS AND LAWS

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The Contractor must at all times in providing the Specification:

hold and maintain Authority requirements and consents, certificates, licences, permits and approvals (including conditions in respect of those consents, certificates, licences, permits and approvals); and

comply, and ensure that all employees comply with all laws including Work Health and Safety laws, regulations and requirements. The Contractor must comply with, and ensure that its employees, subcontractors and agents comply with any Acts, regulations, local laws, codes of practice and Australian Standards which are in any way applicable to Work Health and Safety and the performance of the Specification under this Contract.

## 9. MEASURES AND KPIS

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The Contractor must fulfil their contractual agreement including:

- a) Construction must be completed by the agreed date of practical completion
- b) Defects must be rectified as soon as practicable
- c) Design and materials must be fit for purpose
- d) Materials must be new, unless otherwise agreed or specified

Measures:

- a) Building Permit success

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- b) Practical Completion success
  - c) Defects liability success

## 10. REPORTING

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Prior to project commencement The Contractor must provide to council:

- a) Agreed timeframe schedule of works (Gantt Chart preferred)
- b) Upload specified safety and insurance documents into Skytrust

During construction The Contractor must report to council:

- a) Notice of commencement of works
- b) Construction updates at times as requested by the superintendent
- c) Notice of completion of works

Upon practical completion The Contractor must provide to council:

- a) All keys
- b) Receipts for concreting showing mpa
- c) Receipts for all prime cost or provisional sum items
- d) Relevant receipts for any variations