



**GILGANDRA
SHIRE COUNCIL**

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**QUOTATION DOCUMENTATION &
SPECIFICATION**

RE-ADVERTISED

Q33/19

RENOVATIONS TO TWO VILLA UNITS

(67 Cooe Drive & 4 Grevillea Place)

Cooe Lodge Retirement Village

GILGANDRA NSW 2827

**Quotations close at 11:00am
Friday, 9 November 2019**

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1. BACKGROUND INFORMATION

Cooee Lodge Retirement Village is located in a beautiful rural setting in close proximity to the CBD and Hospital. The Village is managed by Gilgandra Shire Council, and offers a range of affordable accommodation types to cater for the elderly including:

- 63 Self Care Villa Units
- 50 bed Hostel which includes a ten bed Special Care (Dementia) Wing

2. PROJECT DETAILS

Gilgandra Shire Council is seeking Quotations from suitably qualified and licenced building contractors to renovate two (2) existing Self Care Villa Units within the Cooee Lodge Retirement Village, Gilgandra.

The desired outcome is to add to the list of renovated Self Care Villa Units at Cooee Lodge Retirement Village, and continue to promote a more versatile home that can be easily adapted as the occupants' needs and/or abilities change over time.

The Contractor shall be satisfied, before submitting a quotation, as to the nature of the site, the form and nature of the work, the materials required, the means of access and in general shall obtain all necessary information as to the risks, contingencies and other circumstances which may affect or influence the cost of the project.

3. CONDITIONS OF QUOTATION

These conditions of quotation will form part of the contract.

Definitions:

In these Conditions of Quotation and the Specification, the words 'Principal', 'Owner' and 'Council' means Gilgandra Shire Council.

"Approved" means approved by Council.

"Interested Contractor" means those Building Contractors interested in submitting a written quotation for the rectification and upgrade works within this Quotation Documentation and Specification.

"Contractor" means the Building Contractor that has been contracted by Council to carry out the rectification and upgrade works.

"Worker" means any person who carries out work in any capacity for a business or undertaking. Workers include direct employees, subcontractors and employees of subcontractors, employees of labour hire companies and apprentices.

"Successful Contractor" means the building contractor that has been successful with their quotation, prior to the contract being signed.

3.1 Nature of Quotation

A Lump Sum Quotation, inclusive of GST, NOT subject to "Rise and Fall" is required for the carrying out of the works described in the Specifications and shown on the drawings.

The Contract is for the renovation of two (2) existing Self Care Villa Units at Cooee Lodge Retirement Village, Gilgandra and comprises:

- Demolition
- Concrete Works
- Structural Steel
- Metalwork
- Carpentry
- Joinery
- Plasterboard Linings & Plaster Works
- Electrical Works
- Tiling
- Painting
- Floor Coverings
- Prime Cost Schedule
- Products and Fittings Schedule

The Lump Sum for which the works will be completed is to be submitted on the attached Quotation Form "Annexure A".

3.2 Compulsory On-Site Pre-Quotation Meeting

A compulsory pre-quotation meeting will be held at Council Chambers – Warren Road, Gilgandra on **Wednesday, 23 October 2019 at 11.00am**. Only contractors who attend the compulsory pre-quotation meeting will be eligible to submit a quotation.

At this meeting interested contractors will have the opportunity of raising matters they consider relative to their quotation. All matters raised will be recorded and a response given at that time, if possible. Minutes from the on-site meeting will be circulated to interested contractors. The meeting will include a visit to the two villas at Cooee Lodge to familiarise interested contractors with the villas and the renovations proposed, allowing an opportunity for any site measuring and clarification. Interested contractors may visit the villas again at other times but only with the mandatory consent and prior arrangement of Council.

3.3 Sufficiency of Quotation

Interested contractors shall be deemed to have satisfied themselves before submitting their Quotation as to the correctness and sufficiency of their Quotation, the nature of the contract and specification, the form and nature of the work, the materials required, the means of access, and in general shall themselves obtain all necessary information as to the risks, contingencies and other circumstances which may affect or influence their Quotation.

3.4 Submission of Quotations

Quotations (including GST) must be completed on the Quotation Form (Annexure "A" – supplied) and submitted prior to the closing time of **11am on Friday, 9 November 2019**. Late quotations will not be accepted.

3.5 Selection Criteria

Quotations will be assessed according to the following criteria:

- Value for money
- Conformance with Quotation Documentation
- Timeframe for Construction
- Contractor's previous performance, including referee checks

Gilgandra Shire Council has a local purchasing policy.

3.6 Acceptance of Quotation

The lowest or any Quotation will not necessarily be accepted. A Quotation shall not be deemed to be accepted unless and until notice of such acceptance is handed to the Contractor or is posted to them at the address appearing on their Quotation.

3.7 Contract (Agreement and Conditions)

The Contract to be entered into will be a Mini-Minor Works Contract prepared by Gilgandra Shire Council. The successful Contractor will be notified in writing within seven (7) days of a Council decision. The successful Contractor shall, within fourteen (14) days of such notification, enter into and sign the Articles of Agreement included in the Contract. Copies of this Contract may be inspected at the offices of Council, 15 Warren Road, Gilgandra during normal business hours.

In the event of no quotation having been accepted within thirty (30) days after closing of quotations, the quoted prices shall hold only with the consent of the Contractors.

Should the successful contractor fail to sign the Contract within fourteen (14) days of notice of acceptance of their quotation and commence work on the date specified, Council may award the contract to another party.

3.8 Drawings

Three (3) copies of this document and three (3) copies of all drawings will be made available to the successful Contractor. Additional copies may be purchased by the successful Contractor.

3.9 Completion, Default and Liquidated Damages

Contractors shall state the completion time they require on the Quotation form. Liquidated damages shall be applied in accordance with the Conditions of Contract at the rate of **\$100.00 per day** (viz: Clause 19.3).

3.10 Defects Liability and Retention

The Defects Liability period on this Contract shall be twenty-six (26) weeks after the date of Practical Completion. Retention money for this project will be as follows:

- 5% up to date of Practical Completion
- 2 ½% thereafter until final payment

3.11 Contingencies

The Contractor shall allow and include in their Quotation the sum of money noted below as the Contingency Sum. This sum may be expended in whole or in part as may be directed by the Principal and any unexpended portion will be deducted from the Contract Price at the time of the final payment.

CONTINGENCY SUM - \$5,000.00

Under no circumstances is this sum to be taken to cover any item referred to in the Specifications and/or Drawings and either specified or implied to be carried out for the satisfactory completion of the whole of the works covered by the Contract.

3.12 Contract Administration

This Contract will be administered by Gilgandra Shire Council. For the purposes of this contract, Gilgandra Shire Council will be regarded as "The Principal".

3.13 Contact Information

All enquires in relation to this building contract are to be directed to:

Mr Brian Irvin
Project Manager
Gilgandra Shire Council
PO Box 23
Gilgandra NSW 2827
E-mail: birvin@gilgandra.nsw.gov.au
Phone: (02) 6817 8800

For the purposes of the Contract, Brian Irvin will be the nominated Authorised Person.

3.14 References

All Contractors shall provide a list of at least five major projects of similar nature completed by them. A referee (business hours telephone numbers to be provided) to each project shall be nominated.

3.15 Progress Claims Assessments

To assist with Progress Claims Assessments, the Contractor is to provide, with each Progress Claim a completed Trade Break-up listing similar to the attached. Such Trade Break-up is to assist the determination of Progress Claims and is not to be used for other purposes.

3.16 Work Health and Safety

The successful Contractor shall submit details of their Work Health & Safety (WHS) Management Plan prior to the signing of the contract.

The WHS management plan must include:

- the names and positions of those on the site whose positions or roles involve specific health and safety responsibilities
- the consultation arrangements between all Persons Conducting a Business or Undertaking (PCBU's) and how they will consult, cooperate and coordinate their activities
- the arrangements for managing work, health or safety incidents
- the arrangements for the collection, assessment, monitoring and reviews of Safe Work Method Statements (SWMS) at the workplace
- all SWMS required for high risk construction (required prior to the work commencing)

A WHS management plan must be readily accessible and all people made aware of the contents prior to commencement of work. The contractor must review and, as necessary, revise the WHS management plan. The WHS management plan must be kept until the work is complete or for two years after a notifiable incident.

Prior to commencing works, the contractor will also be required to provide Council with the following information:

- copies of all licences for sub-contractors
- copies of Health & Safety General Construction Induction Training Card (White Card)

Council may direct the Contractor to suspend the performance of this Agreement should the Contractor fail to meet its obligations in accordance with the Work Health & Safety Act 2011 and Work Health & Safety Regulation 2017.

3.17 Construction Work Code of Practice – May 2018

The Contractor shall ensure that **all** works conducted on site shall be in strict accordance with the *Construction Work Code of Practice – May 2018* issued by Safe Work Australia, in association with SafeWork NSW and The NSW Government, and any other relevant Codes of Practice.

A copy of the *Construction Work Code of Practice – May 2018*, and any other relevant Codes of Practice can be obtained through the SafeWork NSW website:
www.SafeWork.nsw.gov.au

Council will provide a full induction to the work site to the successful contractor and the contractor will then be responsible for inducting all other workers and visitors to the site.

3.18 Alcohol and Other Drugs

Any workers will be required to abide by Gilgandra Shire Council's Alcohol and Other Drugs Policy and Procedure.

Any Contractor or Contractor's workers attending work under the effects or influence of alcohol or other drugs will not be permitted to commence or continue work.

Any time the Contractor or Contractor's workers are taking any prescribed medication or over the counter medication that may impair their ability to carry out their duties safely, Council must be informed prior to work commencing.

Council, at its own discretion, may arrange for random drug and alcohol testing during the engagement period.

3.19 Insurances

The successful contractor/s will be required to be registered on Statewide – Contractor Insurance Management System (CIMS). Statewide will verify your insurances, being:

- **Home Owners Warranty relevant to the contract**
- Public Liability Insurance policy of a minimum \$20,000,000
- Workers' Compensation Insurance or, for a sole trader or operative partner of partnership, evidence of a Personal Accident Insurance policy is to be provided
- All relevant plant and equipment to be used at the site

All registration and insurance documents to be supplied to the CIMS portal prior to contractor commencing work.

Council will not be responsible for any damage sustained to contractor's plant and equipment at the site.

Note: Interested Contractors shall, as part of their Quotation Submission, provide evidentiary proof, from their nominated insurer, that they have current eligibility for Home Owner's Warranty (HOW) Insurance and shall attach a copy of this current written confirmation to the completed Quotation Form.

3.20 Site Security

The successful Contractor will be required to install a 1.8m high person proof fence around the proposed development to provide for public safety and site security during construction. The Contractor can utilise the whole site for the purpose of stockpiling materials and location of site offices and amenities.

3.21 Progress Claims

The Head Contractor is required to set out their progress claim in the following manner:
(Sample only)

Item	Contract Amount	% Completed	Amount Claimed
Preliminaries			££
Demolition			££
Drainer			££
Metalwork			££
Carpentry			££
Joinery			££
Plasterboard Linings & Plaster Works			££
Sanitary Plumbing			££
Electrical Works			££
Tiling			££
Painting			££
Floor Coverings			££
Window Furnishings			££
Prime Costs Items			££
CONTRACT SUM	\$	TOTAL CLAIMED	\$
VARIATIONS			
Item	Contract Amount	% Completed	Amount Claimed
V01 Item	\$		\$
Total Variations Claimed	\$		\$
TOTAL - THIS CLAIM	\$		
VARIED CONTRACT SUM	\$		

4. PRELIMINARIES

4.1 Scope of Work

These specifications cover work necessary for the construction of the proposed works at:

Project: Renovations to Villa Units

**Address: 67 Cooee Drive and 4 Grevillea Place,
Cooee Lodge Retirement Village, Gilgandra**

Client: Gilgandra Shire Council

The Specifications shall be taken as being generally applicable to the design as indicated on the accompanying Working Drawings:

Working Drawings prepared by Gilgandra Shire Council

- Drawing Number CL – 1A – 001, Revision 1 67 Cooee Drive - Existing Floor Plan
- Drawing Number CL – 1A – 002, Revision 1 67 Cooee Drive - Proposed Floor Plan
- Drawing Number CL – 1A – 003, Revision 1 67 Cooee Drive – Electrical Layout
- Drawing Number CL – 1A – 004, Revision 1 67 Cooee Drive – Flooring Layout
- Drawing Number CL – 1A – 005, Revision 1 67 Cooee Drive – Bathroom Sections
- Drawing Number CL – 1A – 006, Revision 1 67 Cooee Drive – Kitchen Sections
- Drawing Number CL – 1A – 007, Revision 1 67 Cooee Drive – Bedrooms Sections
- Drawing Number CL – 2A – 001, Revision 1 4 Grevillea Place - Existing Floor Plan
- Drawing Number CL – 2A – 002, Revision 1 4 Grevillea Place - Proposed Floor Plan
- Drawing Number CL – 2A – 003, Revision 1 4 Grevillea Place – Electrical Layout
- Drawing Number CL – 2A – 004, Revision 1 4 Grevillea Place – Flooring Layout
- Drawing Number CL – 2A – 005, Revision 1 4 Grevillea Place – Bathroom Sections
- Drawing Number CL – 2A – 006, Revision 1 4 Grevillea Place – Kitchen Sections
- Drawing Number CL – 2A – 007, Revision 1 4 Grevillea Place – Bedrooms Sections

by forming part of the Contract. If discrepancy between specification and drawings occur, the Contractor shall be deemed to cover the alternative that involves the greater cost.

4.2 Dimensions

- 4.2.1 Figured dimensions take preference to scaled dimensions
- 4.2.2 Internal dimensions shall be taken between plates
- 4.2.3 External dimensions shall be taken over brickwork
- 4.2.4 Ceiling height from finished floor to underside of finished ceiling
- 4.2.5 The Contractor shall verify measurements and levels on the site before ordering materials, commencing site work or any fabrication work

4.3 Contractor's Responsibility

- 1.3.1 Comply with all building regulations, give all notices necessary to the Local Authorities, provide any temporary services, workers amenities and supply all materials, scaffolding, tools and plant required to excavate the works.
- 1.3.2 Cover the proposed works with:
 - a) HOW Insurance
 - b) Contractors All Risk Insurance
 - c) Workers' Compensation and Public Risk Insurance indemnifying the Owner and Contractor against any claim at Common Law
 - d) Fire Insurance: To cover the Project for its full insurable value, removal of debris plus any associated fees thereto

Produce the above policies before the first progress claim.

- 1.3.3 Make good all roads, pavements and adjoining property
- 1.3.4 Allow the Principal access to the works at all times

- 1.3.5 Adequately oversee every aspect of the building works
- 1.3.6 Be responsible for providing proper and adequate security for the works until completion of project, plus amenities for workers on-site
- 1.3.7 Not proceed with variations without written approval
- 1.3.8 Keep accurate records of time delays due to weather, etc
- 1.3.9 Be solely responsible for the execution and completion of the Contract including sub-contracted work, which they shall coordinate so that the works proceed without delay. The Contractor shall ensure that in addition to items of work specifically mentioned in the relevant sections, each trade shall assist, leave holes for, cut away for, do chasing and drilling for, make good after, and arrange work sequence with every other in such a manner as to promote the best interests of the work as a whole.

4.4 Standards

Materials: Unless otherwise specified materials shall be new and of the best quality.

Workmanship: Shall be up to first class standards and to the satisfaction of the Principal.

Standards: Current Australian Standards, codes of practices and approved construction practices shall be strictly adhered to.

4.5 Drawings and Specifications

The Contractor shall provide everything necessary for the proper execution of the works, to the true intent and meaning of the drawings and specifications, taken together. Any item showing on the drawings and not specified or vice versa, shall be taken as included in the contract. Any other item not mentioned or shown but obviously necessary for the completion of the work generalised in these drawings and specifications shall be executed by the Contractor without extra to the contracted sum.

4.6 Prime Cost Provision

The Prime Cost Amounts included in this contract shall be those listed and shall be normal trade prices in the Local Region, including GST where applicable. The Contractor shall take delivery of PC Items, allow for cartage to the site, fixing and profit on all items and shall be responsible for any damage or loss up to the time of handing over the completed works. Where any item included in this schedule is to be supplied by the owner, it shall be marked “**Owner**”, and shall be fixed by the Contractor, unless otherwise stated.

4.7 Completion

The Building shall be completed in every trade:

- Sashes, doors, locks and all other equipment shall be checked out and left in a satisfactory operating condition, including all plant and items of equipment
- All plant, surplus building materials and rubbish removed from the site.
- Gutters and drains shall be cleared and the building generally to be left clean and fit for occupation.
- All formwork is to be completely removed.
- All Operation brochures, Warranties, Guarantees and Instructions are to remain with the Owner, or their nominee.
- A “Builder’s Clean” to be completed for the entire interior of the villa unit prior to handover.

4.8 Exclusions

This contract does NOT include any external works, except for service disconnections, connections or alterations.

4.9 Inspections and Hold Points

Inspections will be carried out by Gilgandra Shire Council during the course of this project at key points during the construction process to ensure Council's satisfaction with the works to that point prior to proceeding further, as follows:

1. Prior to pouring of topping slab
2. After the structural framing is complete and prior to covering with wall linings
3. Copper water pipes (under pressure) prior to covering with wall linings
4. After the waterproofing membrane has been applied and prior to tiling.

The Contractor shall give the required notice to Council when each component of the job requiring inspection is ready.

4.10 Workshop Details

The Contractor is responsible for the arrangement of workshop details suitable for the fabrication of all components of the building. Two copies are to be submitted to the Owner, prior to commencement of fabrication, for purpose of review only. The Contractor remains responsible for all details shown in the Workshop Drawings and it is his responsibility to ensure that all details contained therein are true and correct for the accurate construction of the building as drawn and documented.

4.11 Protection of Site

Take all necessary precautions against theft and vandalism on the site of the works. No claims for damage done to the building, site or equipment through default of the Contractor to take security precautions shall be allowed.

4.12 Building Code of Australia

The National Construction Code is published in three volumes. The Building Code of Australia is Volume One and Volume Two of the NCC and the Plumbing Code of Australia is Volume Three of the NCC.

Any reference to the **NCC or BCA** within this specification or the working drawings, refers to the current version of either Volumes One and Two of the National Construction Code or The Plumbing Code of Australia.

5. DEMOLITION

5.1 Scope of Work

All work is to comply with AS2601 - 1991 "The Demolition of Structures".

The contractor shall:

- **make allowances for disconnection, diverting and/or sealing off any existing services, particularly water and electricity**
- complete demolition work as required and removal of demolished materials from site
- make good to damage resulting from failure to provide adequate protection; and
- leave the site in an entirely clean condition

5.2 Demolition Works - 67 Cooe Drive

The demolition works at 67 Cooe Drive are to include (but not limited to) the following (as required):

Kitchen

- Complete removal of existing kitchen and carcasses, including all overhead cupboards
- Complete removal of existing appliances, including rangehood
- Complete removal of all wall and splashback tiling
- Complete removal of the kitchen sink and tapware
- Removal of wall linings, as required to enable new kitchen layout

Bathroom & Toilet

- Removal of toilet door, jamb, wall component and toilet suite
- Complete removal of wall between bathroom and toilet
- Complete removal of all floor tiles (in bathroom and previous toilet), down to the original concrete slab (including removal of waterproofing membrane)
- Complete removal of all fixtures and fittings in the bathroom, including shower screen, tapware, vanity unit and rails
- Complete removal of all wall tiles, including all skirting tiles
- Removal of ceiling exhaust fan (and patch ceiling)
- Removal of wall-mounted heater
- Removal of wall linings, as required
- Partial removal of wall framing to enable installation of cavity sliding door unit (Note: a new lintel is to be installed to adequately support the members above the timber wall framing to be removed)

Laundry

- Complete removal of all floor tiles to Laundry, down to the original concrete slab (including waterproofing membrane)

Bedrooms

- Complete removal of existing robes to both bedrooms, including wall linings, door frames, robe doors and mirrors, for the provision of new built-in robes

Floor Coverings

- Complete removal of all existing carpet and vinyl floor coverings

Window Furnishings

- Complete removal of all existing window furnishings

5.3 Demolition Works – 4 Grevillea Place

The demolition works at 4 Grevillea Place are to include (but not limited to) the following (as required):

Kitchen

- Complete removal of existing kitchen and carcasses, including all overhead cupboards
- Complete removal of existing appliances, including rangehood
- Complete removal of all wall and splashback tiling
- Complete removal of the kitchen sink and tapware

Bathroom

- Complete removal of all floor tiles, down to the original concrete slab (including removal of waterproofing membrane)
- Complete removal of all fixtures and fittings in the bathroom, including the toilet suite, shower screen, tapware, vanity unit and rails
- Complete removal of all wall tiles, including all skirting tiles
- Removal of wall linings, as required
- Complete removal of all fixtures and fittings in the bathroom, including shower screen, tapware, vanity unit and rails
- Removal of wall linings, as required, including removal of Lamipanel to shower area
- Note: Existing IXL Tastic to remain

Laundry

- Complete removal of all floor tiles to Laundry, down to the original concrete slab (including waterproofing membrane)

Bedrooms -

- Complete removal of existing robes to both bedrooms, including wall linings, door frames, robe doors and mirrors, for the provision of new built-in robes

Floor Coverings

- Complete removal of all existing carpet and vinyl floor coverings

Window Furnishings

- Complete removal of all existing window furnishings

5.4 Inspections

Prior to demolition works commencing on site, an inspection of the site shall be conducted jointly by the Contractor and the Principal, considering the following issues:

- Services before disconnection or diversion.
- Contents of building
- Identification of hazardous materials

After commencement of demolition works on site, an inspection of the site shall be conducted jointly by the Contractor and the Principal, considering the following issues:

- Services after reconnection or diversion.

5.5 Generally

All demolition shall be carried out in a careful and systematic manner with a minimum of inconvenience to the occupants of the retirement village.

Hours of demolition work are to be limited to 8:00am to 4:00pm on weekdays only.

5.6 Protection of Existing Building

The Contractor shall provide all necessary propping, shoring and strutting to ensure the safety and structural stability of the existing building and its elements.

5.7 Existing Services

Before commencing demolition operations carefully check positions of existing water, drainage and electrical services. Each service will be disconnected by the Contractor at the appropriate time and re-routed as required. Work will be carried out in accordance with the regulations of each authority involved.

5.8 Security

The Contractor shall maintain the existing standard of building security during the demolition works. This shall be extended to apply to the construction stage also.

5.9 Making Good

Any portion of the existing building damaged or affected by demolition work shall be made good by the Contractor. All new openings to receive supporting beams, new applied finishes to be upgraded and finished as noted or as per original method of construction.

5.10 Hazardous Materials

It shall be the Contractor's responsibility to identify all asbestos cladding (if any) within the building and make provision within their Quotation for its removal. Any hazardous materials identified by the Contractor during the course of the project shall be removed by a Licensed Asbestos Removal Contractor. The Contractor shall prepare a safe method work statement, including wet removal methods for removal works.

Any concealed hazardous materials discovered during demolition will be identified to the Council and a variation order shall be issued for its removal.

5.11 Ownership of Demolished Materials

There are no demolished materials scheduled for re-use on this project and therefore all demolished materials shall be the property of the Contractor.

All relevant demolished materials shall be removed from site and disposed of at a licenced waste facility as required.

6. DRAINER

6.1 Existing Sewerage Drainage

Thoroughly check and repair existing drainage system before connection of new work.
Modify existing drainage system to the modified bathroom area of the villa unit, as required.

6.2 Generally

All drainage work shall be executed by a Licensed Drainer in accordance with the local regulations and by-law requirements. All tests required by the authority shall be carried out by the Drainer under their supervision.

6.3 Materials and Codes

All materials shall conform to each requirement of the current SAA codes.

All work and workmanship shall comply with the requirements of the appropriate authorities, the NSW Code of Practice for Plumbing and Drainage 3rd Edition 2006, AS3500 and The Plumbing Code of Australia.

7. METALWORK

7.1 Scope of Work

This work comprises the supply, fabrication and erection of all metalwork, not elsewhere specified, together with all necessary brackets, plates, bolts, etc:

- AS 1650 – Hot Dipped Galvanised Coatings.
- AS 3750 – Paints for Structural Steel
- AS 4100 – Steel Structures Guide
- AS 1288 – Glass in Buildings
- AS 2047 (Amnt.1) Window in Buildings

7.2 Shower Screen/Mirrors

Allow for aluminum powder coated shower screen and mirror surrounds. Provide frosted laminated glass to shower screens and 'Pilkington twinkote' (frost free) glass to mirrors.

7.3 Grab Rails

Bathroom Grab Rails

Supply and install 2 x 1200mm long grab rails to each bathroom, installed at a height in accordance with AS1428.1, to be used as a towel rail. See also under "Products and Fittings Schedule".

Shower Grab Rail

Supply and install a custom-made combination shower corner grab rail, which includes horizontal and vertical grab rails (together in 1 complete piece), fitted in accordance with AS 1428.1 (2009) – "Design for Access and Mobility". See also under "Products and Fittings Schedule" and "Prime Cost Schedule".

These custom-made combination shower grab rails have been installed in a number of recently renovated villa units, with positive feedback. The need for this combination grab rail to be custom made is that the shower sizes vary as well as stud locations. The contractor shall inspect (through prior arrangement) the custom-made combination shower grab rails installed to the recently renovated villa units to ensure conformity.

Previous Supplier

The previous supplier of the custom-made combination shower corner grab rail for previously renovated villa units was GK & LH Rohr, Gilgandra (Contact: Chris Riley).

If the contractor elects to use another supplier, all measures must be undertaken to ensure that the grab rails provided will fit in the shower area, and fully comply with AS1428.1 (2009) – "Design for Access and Mobility".

The contractor shall also be aware of the lead time required for the manufacture of the custom-made grab rails so that delays based on the supply of grab rails are avoided.

Timber Blocking

The wall framing to the bathroom shall include additional timber blocking, as required, to suit grab rails to the shower, toilet, towel rails and a possible future shower seat, in accordance with AS1428.1 (2009) – "Design for Access and Mobility". See also under "Carpentry" and "Sanitary Plumbing".

7.4 Rangehood - Kitchen

Supply and install a Westinghouse 600mm slide out rangehood to Kitchen (refer "Products and Fittings Schedule").

8. CARPENTRY

8.1 Scope of Work

The work required under this section includes the supply, framing and fixing of structural members, stud walls and associated works as drawn and specified. All will conform to the requirements of AS 1684 "SAA Light Timber Framing Code" and the "NSW Timber Framing Manual", latest edition. All structural wall framing shall be H2 unless specifically noted otherwise.

8.2 Materials

All structural wall and roof framing timbers are to be equal to "Hyne T2" selected plantation timber. Treatment shall be as a minimum - pressure treated with approved termite resistant chemicals which shall give a twenty five year guarantee against infestation.

8.3 Tie Down and Bracing

The contractor is to allow for the design and installation of tie down and wind bracing in accordance with AS1684 "Residential Timber-Framed Construction".

8.4 Walls

All new wall framing to be as detailed below and in accordance with the current edition of the NSW Timber Framing Manual and the relevant sections of AS1684.

Top and bottom plates	90mm x 45mm
Studs at 600 c/c	90mm x 45mm
Studs at side openings	90mm x 45mm
One rows of noggings	90mm x 45mm

The wall framing to the bathroom shall include additional timber blocking, as required, to suit grab rails to the shower, toilet, towel rails and a possible future shower seat, in accordance with AS1428.1 (2009) – "Design for Access and Mobility". See also under "Metalwork" and "Sanitary Plumbing".

8.5 Bracing and Tie Down

All wall bracing shall be installed in accordance with AS 1684.2 - 1999 Residential Framed construction.

8.6 Lintels

A new lintel is to be installed to the renovated bathroom at 67 Cooe Drive to adequately support the members above the timber wall framing which is to be removed to allow for a new cavity sliding door.

Concealed lintels shall be F17 Kiln Dried Hardwood, to AS 1684-2010, accurately checked into studs at least 20mm.

Galvanized steel or aluminium sections designed for the purpose may be used subject to approval of the Local Authority and the Principal. Exposed lintels as hereinafter specified and as noted on drawings.

8.7 Jamb and Head Linings

Provide jamb and head linings to doorways and other openings as required in timber stud walls in accordance with AS 1684.1.

8.8 Ironmongery

Supply and install all fixtures and fittings to bathroom as detailed in the "Products and Fittings Schedule".

9. JOINERY

9.1 Scope of Work

The work of this section comprises the manufacture, supply and installation of all timber doors, skirtings and architraves, timber cornices and other trims, cabinets and cabinetwork.

9.2 Workmanship/Protection

All timber work shall be carried out in a first class manner by experienced tradesman, ensuring the work is accurately done and close fitting. Take all precautions to protect against damage to joinery and built-in work during building operations.

9.3 Kitchen Cupboard Construction

Supply and install new kitchen to the villa unit, as follows:

- Construct joinery units from K.D Ash framing and/or Laminated fibre board.
- Fixing must not be shown on front of fittings, with all fixing from behind. Screwed and glued fixings shall be used wherever possible in preference to nailing.
- Bench tops shall be High Pressure Laminate 32mm 'Aquaboard' with selected edge style. Finish with select "Laminex" or equal veneer.
- Shelving and divisions shall be 16mm Low Pressure Melamine.
- Cupboards shall be finished to all exposed surfaces as nominated.
- Form recessed toe space with 90 x 19mm KD HWD.
- Cupboard doors shall be fitted with fully concealed self-closing hinges equal to "Blum".
- Cupboard Drawers shall be constructed from 16mm Melamine particle-board with 4mm bottoms.
- Fit drawers with metal runners equal to "Blum". Include cutlery drawers.
- Fit all doors and drawers with selected cupboard furniture (to be selected by Principal).
- Finish around bench tops, kick rail and wall abutments with an approved silicon sealant.
- Ensure structural capabilities of all units are adequate.
- Joiner to allow for all staining and finishing of all raw exposed timber.
- Provide 16mm Melamine particle-board bulkheads above all overhead kitchen cupboards.
- Provide a dishwasher space beneath new kitchen sink drainer (as per plan). The dishwasher shall be a Westinghouse WSF6608X Dishwasher (Stainless Steel).
- The Kitchen sink shall be a Clark Monaco 1 & ¾ bowl stainless steel sink with single right hand drainer (1 tap hole) - Refer "Products and Fittings Schedule"
- The wall oven shall be a Westinghouse WVE616s 60cm electric wall oven
- The cooktop shall be a Westinghouse WHC642ba 60cm ceramic electric cooktop
- The rangehood shall be a Westinghouse 600mm slide out rangehood
- Provide a standard-sized microwave space above wall oven.

9.4 Pantry Shelving

Pantry shelving shall be 16mm Low Pressure Melamine (White).

9.5 Built-in Robe Construction

Supply and install wardrobe cabinets, including sliding drawers to middle unit, from 16mm white board carcasses with 1mm edge tape, Krome Linea internal metal sided runners (soft close) and a hanging rail.

The supply and installation of new built-in robes to both bedrooms are to replace the existing robes (to be demolished) and shall match the new built-in robes installed in the recently renovated villa units at 8 McCarthy Crescent and 5 Wattle Place. The contractor shall inspect (through prior arrangement) the built-in robes installed to the recently renovated villa units at 8 McCarthy Crescent and 5 Wattle Place to ensure conformity.

9.6 Doors

Provide and hang all doors and fit all furniture hardware, as shown, to the renovated and/or modified areas of the villa unit. Doors shall be Hume "OAKFIELD" and conform to current Australian Standard Codes. Doors which show any sign of defects during the term of the guarantee shall be removed and replaced with a first quality door. Work will include removal and re-fitting of all hardware, and re-touching and re-decoration as necessary, all without cost to the Proprietor. Fit all swinging doors with an appropriate door stop.

Cavity Sliding Doors: Supply and fit a 920mm wide TimberFormed CD Cavity Sliding Door (Redi Coat) to the bathroom at 67 Cooee Drive, as per floor plan, including partial removal of wall framing to enable installation of cavity sliding door unit (Note: a new lintel is to be installed to adequately support the members above the timber wall framing to be removed)

Sliding Robe Doors: The sliding robe doors to the bedroom built-in robes shall be Hume "OAKFIELD" doors and shall be fitted to a Hume "Smart Robe" sliding wardrobe door system. The sizes of the doors shall be determined on site to suit the opening.

9.7 Skirtings and Architraves

Skirtings: To be provided to the renovated and/or modified areas of the villa unit. For timber stud walls in areas not indicated as being tiled, provide 75 x 25mm bevelled edge meranti profiled skirting.

Architraves: To be provided to the renovated and/or modified areas of the villa unit. Provide 75 x 25mm beveled edge meranti architraves to all openings where required to trim off linings to all openings to match skirting profile as indicated on drawings.

Door Jambs: Supply and install Meranti timber door jambs, as required, to the renovated and/or modified areas to the villa unit.

Hinges: Supply and install 85mm steel butt hinges L/P

9.8 Door Furniture - Internal

Supply and install door furniture to new doors as follows:

Passage Sets - Gainsborough Outline lever on round rosette sc

Privacy Sets - Gainsborough Outline lever on round rosette sc

Dummy Sets - Gainsborough Outline lever on round rosette sc

CSD Privacy Set - Gainsborough 395 circular S/D lock privacy set sc

Sliding Robe Door Sets – Gainsborough Rectangular Flush Pull sc

9.9 Vanity Unit

Supply and install a prefabricated 1200mm long vanity to the bathroom (refer "Prime Cost Schedule"), as indicated on the floor plan. The vanity unit to be selected by the Principal

10. PLASTERBOARD LININGS & PLASTER WORKS

10.1 Wall Linings

Internal

Internal framed walls, where new or modified, are to be lined with 10mm plasterboard or an approved "wet area" lining board as indicated. Sheets are to have recessed edges, and shall be nailed and/or glued to studs in accordance with the manufacturer's recommendations.

Joints shall be taped and flush jointed with joining plaster, sanded smooth and left ready for painting.

10.2 Ceilings

For new or modified work affecting the ceiling linings, provide and fix board lined gypsum plasterboard to thickness nominated - generally 10mm to ceilings - to all areas noted on plans. All sheets will be recessed edge type liner board reinforced plasterboard fixed flush and jointed with jointing tape and setting plaster - sanded smooth ready for painting. All fixing and jointing in accordance with manufacturer's specifications and relevant Australian Standards.

Note: An expansion Joint shall be installed to the Living/Dining room ceiling (if not already provided).

10.3 Cornices

Where required, finish around junctions of walls and ceilings throughout with selected pre-moulded 90mm plaster cornices. Set cornice to ceiling in accordance with the manufacturer's recommendation.

10.4 Patching

Patching and making good is required to all wall and ceiling linings, as required, including the patching of areas where previous fixtures and fittings have been located (e.g. ceiling exhaust fan and wall heater to the bathroom)

11. SANITARY PLUMBING

11.1 Scope of Work

The work required under this section includes the labour and the supply of materials and fittings for the installation and testing of the following systems and works.

Plumbing works shall be carried out by a Plumber who is licensed and/or registered in the classification appropriate to the work being carried out. All work and workmanship shall comply with the requirements of the appropriate authorities, the NSW Code of Practice for Plumbing and Drainage 3rd Edition 2006, AS3500 and The Plumbing Code of Australia.

11.2 Materials

Materials specified shall be the best of their respective kind and complying with the applicable Australian Standard AS 3500.

Water Service:

Solid drawn copper tube shall be type "B" to comply with AS 1432, for both hot and cold water services, to entire new areas.

Sanitary Plumbing:

Wastes and vents shall be UPVC piping and fittings complying with AS 1260 (Rigid PVC in accordance with the Plumbing Code of Australia)

Sewer Drainage:

UPVC pipes and fittings shall be of sewer grade, conforming to AS 1260.

11.3 Water Service

For all new cold and hot water line, if and as required, **copper tubing** shall be used, and shall be securely fixed with clips, saddled and silicon sealed. Where exposed internally, tubing shall be chrome plated and secured with chrome clips.

Provide a dishwasher connection (hot and cold water) to the dishwasher space beneath the new kitchen sink drainer (as per plan).

11.4 Sanitary Plumbing

Plumber shall establish position and depth of boundary connect point and shall ensure all fitting shall drain correctly BEFORE Main Contractor sets out final floor levels. Necessary adjustment shall be reported to Building Designer before commencement, or placement of any concrete slabs.

All sewerage pipes shall be 100mm UPVC as required. Pipes shall be coupled using approved UPVC solvent. Provide and lay all pipes, bends, risers, traps, up-stands, floor grates, vents, etc., as necessary. Connect to Sewer Main and give all notices and pay fees due to the appropriate Sewerage and Water Supply Authority. All work to conform to AS 3500.2-1990.

The wall framing to the bathroom shall include additional timber blocking, as required, to suit grab rails to the shower, toilet, towel rails and a possible future shower seat, in accordance with AS1428.1 (2009) – "Design for Access and Mobility". See also under "Carpentry" and "Metalwork".

Provide a sanitary connection to the dishwasher space beneath the new kitchen sink drainer (as per plan).

11.5 Sewerage Drainage

The Plumber shall establish position and depth of boundary connect point and shall ensure all fitting shall drain correctly BEFORE Main Contractor sets out final floor levels. Necessary adjustment shall be reported to Principal before commencement, or placement of any concrete slabs.

All sewerage pipes shall be 100mm UPVC as required. Pipes shall be coupled using approved UPVC solvent. Provide and lay all pipes, bends, risers, traps, up-stands, floor grates, vents, etc., as necessary. Connect to Sewer Main and give all notices and pay fees due to the appropriate Sewerage and Water Supply Authority. All work to conform to AS 3500.2-1990.

As the previous recessed shower floor in the bathroom will be raised, the floor waste pipe will need to be extended to cater for this.

11.6 *Wet Area Installation*

The wet areas of the building, including the Bathroom and Laundry, shall be protected by the installation of a water-proofing system conforming to AS3740 "Waterproofing of Wet Areas in Residential Buildings". See also under "Tiling".

12. ELECTRICAL WORKS

12.1 Scope of Work

Furnish and install all labour, materials and services required (To AS 3000) for the complete installation testing, and perfect operation of the following systems and works:

- Mains, metering and switchboard.
- Lighting and general purpose outlets.
- Light fittings and appliances.

12.2 Generally

The whole of the electrical installation shall be as indicated on the Electrical Layout, and shall be carried out by the Contractor through a qualified registered Electrical Sub-Contractor. All work will be completed in a workmanlike manner, using materials in compliance with and in accordance with current wiring regulations of the Local Supply Authority and the requirements of the Building Code of Australia.

12.3 Lighting

New light switch locations will be required due to the proposed room reconfigurations. All new light switches, where required, shall be "Clipsal" or equal and shall be mounted 1000mm above floor level and as indicated on the Electrical Layout.

All light fittings, including fan/lights, shall be selected by the Principal (refer "Prime Cost Schedule") and installed by the Electrician. Where a fitting is not supplied or requested, LED downlights shall be supplied and installed by the Electrician. Fluorescent fittings, if and where required, shall have globes supplied by the electrician.

12.4 Power Points

Relocate existing power points in Kitchen and Bathroom due to room reconfigurations and replace existing power points, as required and as indicated on the Electrical Layout.

Provide and install "Clipsal" or equal GPO's mounted 300mm above floor and 150mm above bench tops.

12.5 Exhaust Fan / Heaters

Supply and Install an IXL Tastic 3 in 1 heat/fan/light to bathroom ceiling of 67 Coeee Drive only. The existing IXL Tastic in the bathroom at 4 Grevillea Place is to remain.

12.6 Appliances

Supply and Install appliances including wall oven, hot plates, rangehood and dishwasher (Refer "Products and Fittings Schedule" for appliance type and model).

A microwave space shall be provided above wall oven.

13. TILING

13.1 *Extent of Tiling*

Supply and lay select, best quality ceramic wall and floor tiles to areas indicated on floor plan. All tiles will be fixed with approved quality adhesive.

Floor Tiles (Ceramic) shall be laid to the bathroom and Laundry as per Manufacturer's recommendation to a recommended backing and shall be laid to the areas as shown on the floor plans, to comply with the provisions of AS 3958.1 – 1991. Tiler will ensure that tiles are laid with suitable expansion joints at corresponding centres to ensure cracking due to minor slab movement and shrinkage does not occur. Where tiles are being grouted to concrete floor, ensure that strict falls of not less than 1:60 are maintained to all floor wastes.

Type: Glazed Ceramic. To be selected by the Principal (refer "Prime Cost Schedule")
Grout Colour: To match tiles – to approval.

Bathroom - R10 Rating Non-slip tiles up to 200 x 200mm in size
Laundry - R10 Rating Non-slip tiles up to 300 x 300mm in size

Wall Tiles shall be laid to the renovated bathroom area and grouted in white cement Materials & workmanship shall comply with the provisions of AS 3958.1 – 1991.

Tiling to areas as follows:

- Above kitchen benches - 600mm high or to underside of cupboards over.
- Shower recess to 2100mm high.
- Other walls to Bathroom 1200mm high generally.

13.2 *Floor Preparation*

Prior to the installation of floor tiles to the Laundry and Bathroom, significant preparation work shall be carried out to ensure adequate bonding to the existing concrete slab and appropriate falls.

Prior to the installation of the mortar beds in the Bathroom and Laundry, ensure that the existing concrete slab has been scabbled sufficiently by a jackhammer (or similar implement) to ensure an adequate bond between the two (2) surfaces.

During placement of the mortar bed, sufficiently apply "Bondcrete" to existing concrete slab, and include "Bondcrete" in the mix to ensure an adequate bond between the two (2) surfaces.

Where there has previously been a recessed shower, this area is to be filled with the mortar bed and raised to a height to match the remaining mortar bed and include adequate falls. As the previous recessed shower floor will be raised, the floor waste pipe will need to be extended to cater for this.

13.3 *Falls to Floor Wastes*

When the mortar bed is being applied to the bathroom floor, prior to the installation of the floor tiles, the contractor shall ensure that strict falls of not less than 1 in 60 are maintained to all floor wastes.

13.4 *Wet Area Installation*

The wet areas of the building, including the Bathroom and Laundry, shall be protected by the installation of a water-proofing system conforming to AS3740 "Waterproofing of Wet Areas in Residential Buildings". At the completion of the works, the contractor shall provide to the Principal certification that the waterproofing of the wet areas is in accordance with Part 3.8.1 of the National Construction Code. See also under "Sanitary Plumbing".

14. PAINTING

14.1 Scope of Work

Provide for all labour, material and equipment necessary to furnish and apply paint to the complete interior of the villa unit, once renovated. Prepare, make good and paint all surfaces and finish to standards listed below.

14.2 Colour Schemes

The total colour scheme shall be as selected by the Principal. Details are to be supplied to the Contractor on request so that no undue delays are caused.

14.3 Preparation and Workmanship

Remove all hardware before painting is commenced and replace on completion. Work to be painted shall be prepared by scraping or rubbing down, priming, stopping up and brought to a smooth even surface before the paint is applied.

Stopping shall be done after priming coat. For exterior work allow a minimum of 24 hours between coats to ensure that each coat is thoroughly dry before the succeeding coat is applied.

Application shall be equal to "Dulux" (or Equal) specifications.

Finish shall have satisfactory cover, free from brush marks and blemishes.

14.4 Cleaning and Protection

Protect adjacent surfaces from paint spots and protect finished surfaces from dust and surface damage.

14.5 Schedule of Painting Finishes

The following schedule of painting is a general guide and there may be minor variations or exceptions instructed on site. Generally, all paint shall be premium paint or equal.

Interior Painting Schedule:

Substrate	Undercoat	Final coats
Walls	1x coat Dulux sealer binder	2 x Dulux Wash & Wear 101 advanced low sheen
Ceilings	1x coat Dulux sealer binder	2 x Dulux Wash & Wear 101 advanced low sheen
Skirtings & architraves	1x coat Dulux 1 step oil based primer sealer undercoat	2x Dulux Aquanamel gloss
Doors	1x coat Dulux 1 step oil based primer sealer undercoat	2x Dulux Aquanamel gloss
Wet Areas (Incl.Ldy)	1x coat Dulux sealer binder	2 x Dulux Wash & Wear 101 advanced low sheen

Ceiling Colour – White

Walls – Provision for up to 3 colours, to be selected by the Principal.

14.6 Completion

Touch up painting where required to make good after all trades, clean off all marks, paint spots and stains throughout including all hardware fittings and leave job in a clean and tidy condition.

All remnant paint supplies are to remain with the Principal for touch up purposes.

15. FLOOR COVERINGS

15.1 *Carpet Floor Coverings*

Supply and lay carpet to areas as indicated on flooring layout, which include the Living Area, Dining Area, Hallway and both Bedrooms. Carpet to be selected by the Principal (refer "Prime Cost Schedule"). Dunlop "Excellay" 7mm carpet shall be installed under all carpet areas.

15.2 *Vinyl Floor Coverings*

Supply and lay vinyl flooring as indicated on flooring layout, which includes the Kitchen. Vinyl flooring to be selected by the Principal (refer "Prime Cost Schedule").

16. WINDOW FURNISHINGS

16.1 *Window Furnishing*

Supply and fit new window furnishings to all windows (refer "Prime Cost Schedule"). Window furnishing selections to be completed by the Principal.

17. PRIME COST SCHEDULE

PC Schedule of Allowances (Per Villa Unit):

Item	Allowance	Unit
Vanity Unit (Prefabricated, with 1 tap hole)	\$1,000	Item
Custom-made combination shower corner grab rail	\$500	Item
Ceramic Wall Tiles	\$50	Per/m ²
Ceramic Floor Tiles	\$50	Per/m ²
Carpet	\$180 / Blm	(3.6m)
Vinyl Flooring	\$160 / Lm	(4m)
Light Fittings (Incl. Fan/Lights)	\$1,000	Item
Window Furnishings	\$3,000	Item

18. PRODUCTS AND FITTINGS SCHEDULE

18.1 Appliances (Per Villa Unit)

Tag	Item per Villa	Specification	Quantity
W/O	Wall Oven	Westinghouse WVE616s 60cm electric wall oven (Stainless Steel)	1
C/T	Cooktop	Westinghouse WHC642ba 60cm ceramic electric cooktop	1
R/H	Rangehood	Westinghouse 600mm slide out rangehood	1
D/W	Dishwasher	Westinghouse WSF6608X 60cm Dishwasher (Stainless Steel)	1

18.2 Sanitary Fixtures (Per Villa Unit)

Tag	Item per Villa	Specification	Quantity
WC1	Toilet Suite - Bathroom	Caroma Profile 4 deluxe (concealed pan) with seat – white	1
GR1	Grabrail	1200mm long Grabrail (installed at a height in accordance with AS1428.1) to be used as a towel rail	2
KS	Kitchen Sink	Clark Monaco 1 & ¾ bowl stainless steel sink with single right hand drainer (1 tap hole)	1
TP1	Tapware – Shr	C/P easyclean recess adaptors PR	1 Set
TP2	Tapware – Kit	Ramslimline chrome 220mm sink mixer	1 Set
TP3	Tapware – Vanity	Ram basin mixer chrome plated	1 Set
TRH	Toilet Roll Holder	Dorf Belmore toilet roll holder - Chrome	1
TRNG	Towel Ring	Dorf Belmore towel ring - Chrome	1
SH	Soap Holder	Dorf Belmore soap holder - Chrome	1

18.3 Custom-Made Combination Shower Grab Rail

The contractor shall supply and install a custom-made combination shower corner grab rail, which includes horizontal and vertical grab rails (together in 1 complete piece), fitted in accordance with AS 1428.1 (2009) – “Design for Access and Mobility”. See also under “Metalwork” and “Prime Cost Schedule”.

These custom-made combination shower grab rails have been installed in a number of recently renovated villa units, with positive feedback. The need for this combination grab rail to be custom made is that the shower sizes vary as well as stud locations. The contractor shall inspect (through prior arrangement) the custom-made combination shower grab rails installed to the recently renovated villa units to ensure conformity.

Previous Supplier

The previous supplier of the custom-made combination shower corner grab rail for previously renovated villa units was GK & LH Rohr, Gilgandra (Contact: Chris Riley).

If the contractor elects to use another supplier, all measures must be undertaken to ensure that the grab rails provided will fit in the shower area, and fully comply with AS1428.1 (2009) – “Design for Access and Mobility”.

The contractor shall also be aware of the lead time required for the manufacture of the custom-made grab rails so that delays based on the supply of grab rails are avoided.

Revision	Date	Approved by
A – Issued for Quotation & Construction	26.09.2019	B. Irvin

GILGANDRA SHIRE COUNCIL

STATEMENT OF BUSINESS ETHICS

GENERAL PRINCIPLES

Gilgandra Shire Council expects all its representatives, staff and Councillors to behave ethically and to abide by a written Code of Conduct. Council also expects private industry and its representatives to maintain similar standards of ethical conduct in their dealings with Council.

There are two main principles that form the basis of Gilgandra Shire Council's business agreements. Firstly, there is the need to get the best possible value for public money. Secondly, Council needs to demonstrate impartiality and fairness at all stages of the process.

These principles enable suppliers to promote their interests productively and avoid potentially questionable activity. Those providing goods and services also benefit from the assurance that their competitors are required to behave in accordance with the same guidelines.

VALUE FOR MONEY is determined by considering all the factors which are relevant to a particular process. For example quality, reliability, timeliness, service, initial and ongoing costs are all factors which can make a significant impact on benefits and costs. Value for money does not mean "lowest price".

However, the lowest price bid might offer best value if it meets other essentials such as quality and reliability.

IMPARTIALITY AND FAIRNESS are about being objective, even-handed and reasonable. An impartial person will try objectively to establish criteria for determining best value for money and will work hard to objectively assess each quotation against criteria. A fair person would not for example change or introduce new selection criteria midway through the quotation process without advising all persons submitting a quotation.

Being impartial includes taking into account the practicalities of a given situation. Impartiality does not require for example inviting bids from firms which have performed poorly in the past. In some circumstances, fairness takes into account the effects of actions of others. It would be unfair to call quotes when there is no serious intent to award a contract subject to a satisfactory offer.

Fairness does not necessarily mean pleasing everyone. Some people are occasionally adversely affected by fair decisions. Council operates from a view point where it wishes to be fair in all its dealings and minimise where possible, any adverse effects of its decisions.

Gilgandra Shire Council expects staff and Councillors to:

- Respect and follow Council's policies and procedures.
- Treat all quotes for the supply of goods and services equitably.
- Promote fair and open competition while seeking best value for money.
- Protect confidential information.
- Meet or exceed public interest and accountability standards.
- Respond promptly to reasonable requests for advice and information.
- Avoid situations where private interest could conflict with public duty.
- Never solicit or accept remuneration, gifts or other benefits from a supplier for the discharge of official duties.

Council expects tenderers, suppliers, consultants and contractors to:

- Respect the conditions set out in documents supplied by Council,
- Respect the obligation of Council staff to abide by Council's procurement and disposal policy.
- Abstain from collusive practices.
- Prevent unauthorised release of privileged information, including confidential Council information.
- Refrain from offering Council employees or Councillors any financial or other inducement which may give any impression of unfair advantage.

HOW IT WORKS

There is no absolute definition of "ethical behaviour". If there is any doubt about the ethics of a proposed action, a sensible test is whether or not you would be happy to see your behaviour published in the local newspaper.

Staff and Councillors of Gilgandra Shire Council or those in the employ of a tenderer, supplier, consultant or contractor who are concerned that a breach of the law or of ethical conduct may have taken place, should discuss the matter with Gilgandra Shire Council's Public Officer on (02) 6817 8800.

If an apparent breach of any agreed standard of ethical conduct is identified, then the matter should be immediately brought to the attention of the General Manager or the Public Officer on (02) 6817 8800.

CODE OF CONDUCT

Council contractors will also be required to observe the relevant provisions of Council's Code of Conduct based on the Department of Local government Model Code of Conduct for Local Councils in NSW.