



**GILGANDRA  
SHIRE COUNCIL**

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**QUOTATION DOCUMENTATION &  
SPECIFICATION**

**Q17/22**

**GILGANDRA YOUTH CLUB GYM  
AMENITIES UPGRADES**

**4 Hall Street, Gilgandra NSW 2827**

**Quotations close at 11:00am  
Friday, 2 September 2022**

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## 1. BACKGROUND INFORMATION

The Gilgandra Youth Club, located at 4 Hall Street, has been part of the community since the 1970's. Gilgandra Youth Service, basketball competitions and Gilgandra Fitness Centre currently operate from the Youth Club

Gilgandra Shire Council has been able to secure grant funding through the Stronger Country Communities Fund (SCCF) to upgrade the amenities at the Gilgandra Fitness Centre (also known as Gilgandra Youth Club Gym). The upgrades will be an overall improvement to the facilities provided and will also improve on the existing accessibility and inclusion.

## 2. PROJECT DETAILS

Council is seeking quotations from suitably experienced building contractors to complete the proposed rectification and upgrade works as detailed within this Quotation Document.

The quotations are to include all work associated with the refurbishment of the building and other works, as detailed, to ensure a quality renovated building and adjacent areas with a continued life span.

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.



**Figure 1 Site Location**



**Figure 2 GSC Youth Club gym building that contains the amenities**



**Figure 3 Elevation view of the existing amenities**

### 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 (GSC).

"Approved" means approved by Council.

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

"Contractor" means the Contractor that has been contracted by Council to carry out the 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 Contractor that has been successful with their quotation, prior to the Contract being signed.

#### 3.1 Nature of Quotation

A Lump Sum Quotation, exclusive 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 Rectification and Upgrade Works to the Youth Club Gym Amenities located at 4 Hall Street, Gilgandra and includes:

- Demolition
- Male Amenities
- Female Amenities
- Accessible Amenities
- Prime Cost Schedule

The Lump Sum for which the works will be completed is to be submitted on the Quotation Form provided.

#### 3.2 Compulsory Pre-Quotation Meeting

A compulsory pre-quotation meeting will be held on site at the Gilgandra Shire Council Youth Club gym building at 4 Hall Street, Gilgandra on **Tuesday, 23 August 2022 at 12.00pm**. 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, and will form part of the Contract. The on-site meeting will also allow an opportunity for site measuring and clarification. Interested contractors may visit the site 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 Quotation Validity Period**

The Quotation shall remain fixed, valid and open for acceptance by Council for a period of 90 days from the Quotation closing date.

Council has no obligation to accept the lowest or any Quotation.

The successful Contractor and Council may agree to extend the validity period by agreement in writing.

### **3.5 Submission of Quotations**

Quotations (excluding GST) must be completed on the Quotation Form supplied and submitted prior to the closing time of **11am on Friday, 2 September 2022**. Late quotations will not be accepted.

### **3.6 Selection Criteria**

Quotations will be assessed according to the following criteria:

- Value for money
- Contractor's previous performance and ability to undertake the works including referee checks
- Timeframe for Construction

Gilgandra Shire Council has a local purchasing policy.

### **3.7 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/emailed to them at the address appearing on their Quotation.

### **3.8 Referees**

All interested contractors shall provide a list of three (3) referees. Referees will be contacted during business hours to verify that the Contractor has completed contracts of a similar nature, to a high quality standard and in a timely manner.

### **3.9 Contract (Agreement and Conditions)**

The Contract to be entered into will be a 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 will be available on request.

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.

### **3.10 Drawings**

Three (3) copies of this document and three (3) copies of all drawings will be made available to the successful Contractor upon request.

### **3.11 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 16.3).

### **3.12 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

### **3.13 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".

### **3.14 Contact Information**

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

Mr Jason Brook  
Project Coordinator  
Gilgandra Shire Council  
PO Box 23  
Gilgandra NSW 2827  
E-mail: [jbrook@gilgandra.nsw.gov.au](mailto:jbrook@gilgandra.nsw.gov.au)  
Phone: (02) 6817 8800

For the purposes of the Contract, Bishal Pandit (GSC Project Manager) will be the nominated Authorised Person.

### **3.15 Progress Claims Assessments**

To assist with Progress Claims Assessments, the Contractor is to provide a completed Trade Break-up listing with each Progress Claim. Such Trade Break-up is to assist the determination of Progress Claims and is not to be used for other purposes. Contractors are to submit with their progress claims a sub-contractor payment declaration stating that all relevant contractors have been paid, if required.

### **3.16 Work Health and Safety**

The successful Contractor shall comply with all Health & Safety Requirements as detailed in the Gilgandra Shire Council "Contractor/Service Provider Health & Safety Requirements D. High Risk Work – Construction" document (Ref: WHSMS Document: WHS 014A-D), see attached.

The successful Contractor shall submit details of their Site-Specific Safety Management Plan (SSSMP) prior to the signing of the contract. The SSSMP management plan must include the Minimum Requirements as detailed in the SSSMP Minimum Requirements Checklist detailed in Pages 11-12 of the Gilgandra Shire Council "Contractor/Service Provider Health & Safety Requirements – D. High Risk Work –Construction" document (Ref: WHSMS Document: WHS 014A-D). The SSSMP 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 SSSMP. The SSSMP must be kept until the work is complete or for two years after a notifiable incident.

Interested contractors shall include in their quotation submission an example of a SSSMP previously compiled for a similar type project to demonstrate their capacity and commitment to Health & Safety Requirements.

All Contractors will be obligated to abide by Council's WH&S policies including UV policy, drug and alcohol and personal protective equipment (copies can be obtained at Council's office) and to observe directions on health and safety from designated officers of the organisation.

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 training records for Health & Safety Construction Induction (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 Alcohol and Other Drugs**

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

Any Contractor or Contractor's personnel 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 personnel 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.

### **3.18 Construction Work Code of Practice – August 2019**

The Contractor shall ensure that **all** works conducted on site shall be in strict accordance with The Construction Work Code of Practice – August 2019 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 – August 2019, and any other relevant Codes of Practice can be obtained through the Safework NSW website:

[www.safework.nsw.gov.au](http://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.

### **3.19 Probity**

GSC is committed to ensuring that competition for the provision of the goods/services is fair and open. For interested Contractors this means that:

- a) all evaluation and selection processes will be conducted in accordance with the processes set out in this Specification;
- b) assessment of tenders will be conducted consistently and objectively;
- c) each interested Contractor will have access to the same information about the tender;
- d) information provided in a tender submission will be secure, and all confidential information treated as such; and
- e) all actual, potential or perceived conflicts of interest will be addressed.



### 3.20 Insurances

The successful Contractor will be required to provide proof to being insured with:

- Public Liability Insurance policy of a minimum \$20,000,000
- Workers' Compensation Insurance (certificate of currency) or, for a sole trader or operative partner of partnership, evidence of a Personal Accident Insurance (provide certificate of currency, Product Disclosure Statement).
- All relevant plant and equipment to be used at the site

All registration and insurance documents to be supplied to the Principal prior to Contractor commencing work.

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

The successful contractor will be sent a link to "Vault Contractor" which is a self-service portal for contractors to upload copies of insurance documents and update on expiry and edit any details.

All contractors who are engaged by Gilgandra Shire Council are required to be registered with "Vault Contractor" before the commencement of any work for Council.

### 3.21 Site Security

The successful Contractor will be required to install a 1.8m high security fence around the proposed development to provide for public safety and site security during construction. The Contractor can utilise the 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			\$
Gents Toilets			\$
Ladies Toilets			\$
<b>CONTRACT SUM</b>	<b>\$</b>	<b>TOTAL CLAIMED</b>	<b>\$</b>
<b>VARIATIONS</b>			
Item	Contract Amount	% Completed	Amount Claimed
V01 Item	\$		\$
Total Variations Claimed	\$		\$
<b>TOTAL - THIS CLAIM</b>	<b>\$</b>		
<b>VARIED CONTRACT SUM</b>	<b>\$</b>		

## **4. PRELIMINARIES**

### **4.1 Scope of Work**

These specifications cover work necessary for:

**Project: Refurbishment of the GSC Youth Club Gym Amenities**  
**Address: 4 Hall Street, Gilgandra**  
**Client: Gilgandra Shire Council**

This Specification shall be taken as being generally applicable to the design as indicated on the accompanying Working Drawings prepared by Gilgandra Shire Council:

- YC-1A-A01 – Plan Female/Male Amenities
- YC-1A-A02 – Plan/Elevations Accessible Toilet
- YC-1A-A03 – Cubicle Elevations
- YC-1A-A04 – Plan/Section Structural Steel

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

### **4.3 Contractor's Responsibility**

- 4.3.1 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.
- 4.3.2 cover the proposed works with:
  - a) Contractors All Risk Insurance
  - b) Workers' Compensation and Public Risk Insurance indemnifying the Owner and Contractor against any claim at Common Law
- 4.3.3 produce the policies listed in 4.3.2 before the first progress claim
- 4.3.4 make good all roads, pavements and adjoining property
- 4.3.5 allow the Principal access to the works at all times
- 4.3.6 adequately oversee every aspect of the building works
- 4.3.7 be responsible for providing proper and adequate security for the works until completion of project, plus amenities for workers on-site
- 4.3.8 not to proceed with variations without written approval
- 4.3.9 Keep accurate records of time delays due to weather, etc.
- 4.3.10 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.
- 4.3.11 The Contractor shall verify measurements and levels on the site before ordering materials, commencing site work or any fabrication work

#### **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 Council (The Principal), it shall be marked "**Council**", and shall be fixed by the Contractor, unless otherwise stated.

#### **4.7 Completion**

The Building shall be completed in every trade:

- Doors, locks and all other equipment shall be checked out and left in a satisfactory operating condition.
- All surplus building materials and rubbish removed from the site.
- All drains shall be cleared and the building generally to be left clean and fit for occupation.
- A "Builder's Clean" to be completed for the entire interior of the Male and Female Amenities prior to handover.

#### **4.8 Inspections and Hold Points**

Inspections will be carried out by Gilgandra Shire Council during the course of this project. Some of these inspections are required, by legislation, to be carried out by the Water Authority (Gilgandra Shire Council), as follows:

##### Critical Stage Inspections

1. Plumbing rough-in
2. Prior to covering any external/ internal drainage connections.
3. Prior to covering any waterproofing in wet areas

##### Further Inspections / Hold Points

In addition to the critical stage inspections, further inspections will also be carried out by Gilgandra Shire Council's Projects Team 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 covering any structural steel
2. After the copper water pipes have been chased into the walls, and prior to patching.
3. After the waterproofing membrane has been applied and prior to tiling
4. Prior to covering any sewer drainage connections
5. Final inspection upon completion

The Contractor shall give a minimum of 48 hours' notice to Council when each component of the job that requires inspection is ready.

#### **4.9 Workshop Details**

The Contractor is responsible for the arrangement of workshop details suitable for the fabrication of all necessary components of the project. Two copies are to be submitted to the Principal, 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 their responsibility to ensure that all details contained therein are true and correct for the accurate construction of the building as drawn and documented.

#### **4.10 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.

#### **4.11 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 or Two of the National Construction Code or The Plumbing Code of Australia.

## **5. DEMOLITION**

### **5.1 Scope of Work**

The work required under this section includes all demolition work associated with the various rectification and upgrade works to areas of the Youth Club Gym amenities.

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 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.

### **5.3 Generally**

All demolition shall be carried out in a careful and systematic manner with a minimum of inconvenience to the users of the building, Council staff and the general public.

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

### **5.4 Existing Services**

Before commencing demolition operations the Contractor shall 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.

### **5.5 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.

### **5.6 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 lintels, new applied finishes to be upgraded and finished as noted or as per original method of construction.

## **5.7 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.

## **5.9 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.

### **Note:**

Contractors shall include the residual value of materials resulting from the demolition (salvage value) within their quoted price.

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

## 6. MALE AMENITIES

### 6.1 Scope of Work

The work required under this section includes the removal of the existing toilet pan and cistern, the existing urinal trough, vanity basin and mirror, cubicles and timber bench seating, wall and floor tiles and tapware and other fittings. Other works will include the installation of new toilet pans and cisterns, installation of new wall hung urinals and cisterns, installation of a new wall hung basin and mirror, installation of new tapware and accessories (soap dish etc.) to showers, installation of new compact laminate cubicles to showers and toilets, installation of floor tiles to the entirety of the bathroom with full height wall tiles to showers and skirt tiles everywhere else, wall tiles behind new urinals, splashback over new basin and painting. Make allowances for disconnection, diverting and/or sealing off any existing services, particularly water, sewer and electricity.

### 6.2 Demolition

- Remove the existing pan and cistern. Make good and prepare all areas for the new pan and cistern. (Refer to Figure 4)
- Demolish and remove existing urinal trough and cistern including the tiled hob to trough and side nib wall. Make good all resulting damages cause from demolition and prepare for wall mounted urinals and wall tiles. (Refer to Figure 5)
- Demolish and remove existing vanity basin, tapware and mirror. Make good and prepare all areas for the new wall hung basin, splashback tiles, tapware and mirror. (Retain existing soap and towel dispensers for reinstallation) (Refer to Figure 6)
- Demolish and remove existing shower and toilet cubicle walls, wall tiles and tapware to showers. Make good all resulting damage caused from demolition and prepare for wall and floor tiles tapware and new cubicles (Refer to Figure 7a and 7b)
- Demolish and remove existing floor and skirt tiles and prepare for new floor and skirt tiles. (Allow for surface grinding of uneven surfaces to maintain an even floor and falls to wastes as well as replacing any section of existing tile bed that may be drummy) (Refer to Figure 8)



Figure 4. Demolish and remove existing pan and cistern



**Figure 5. Demolish and remove existing urinal, cistern, nib wall and hob**



**Figure 6. Demolish and remove existing vanity basin, mirror and tapware. Existing soap and paper towel dispensers to be reinstated**





**Figure 7a. Demolish and remove existing cubicles**



**Figure 7b. Demolish and remove existing wall tiles and tapware**



**Figure 8. Demolish and remove existing floor and skirt tile**

### **6.3 Wet Area Installation**

The existing floor wastes (ensuring a puddle flange is installed to all wastes), shower floor, shower walls and internal corner to walls at floor level in the general area shall be protected by the installation of a water-proofing system conforming with Part 3.8.1 of the Building Code of Australia (Volume 2) and AS3740 "Waterproofing of Wet Areas in Residential Buildings".

### **6.4 Tiling**

Supply and lay select, best quality ceramic wall and floor tiles. All tiles will be fixed with suitably approved quality adhesive over the existing wall and floor substrates allowing for surface grinding as needed to keep new tiles as flat as possible and maintain falls to existing waste.

Ceramic and quarry tiles shall be laid as per manufacturer's recommendation to a recommended backing, to comply with the provisions of AS 3958.1-1991. The Tiler shall ensure that tiles are laid with suitable expansion joints at corresponding centres to ensure that cracking due to minor slab movement and shrinkage does not occur.

Tiling to Male Amenities as follows:

- R11 Rating Non-slip floor tiles to entire floor area, 200mmx200mm in size and grouted in slate & quarry grout.
- 200mmx200mm wall tiles to shower walls, behind and to the side of the urinals, and splashbacks over basin shall be laid and grouted in white cement grout. (wall tiles in showers to a height of 2m)
- Materials and Workmanship shall comply with the provisions of AS3958.1-1991.

Type: Glazed Ceramic

Colour: Walls/Splashbacks – Johnson White, Floors – Supplied by Contractor, Selected by principal

Grout Colour: To match tiles – to approval

### **6.5 Toilet Suites**

Supply and install two (2) Caroma Aire Concorde Connector bottom inlet (S-Trap) Suites with a double flap seat (White), including all plumbing and drainage connections, as required.

### **6.6 Urinals**

Supply and install two (2) Caroma “Leda” Wall Hung Urinals with overhead mounted Caroma “Slimline” Pullcord single flush cisterns, including all plumbing and drainage connections. The urinals and cisterns shall be mounted on the masonry blockwork as indicated on the drawings. Ensure that one (1) urinal is positioned at a height for use by children.

### **6.7 Wall Basin**

Supply and install a Caroma “Cosmo” Wall Hung Basin (1TH) and a Caroma Elegance Basin Mixer, Chrome Plated. Cold and hot water supply to basin.

### **6.8 Shower Tapware**

Supply and install a Caroma Elegance II Shower Set.

### **6.9 Ceiling Exhaust Fan**

Supply and install a Clipsal Airflow Performance 250mm ceiling mount fan – CE250 (or similar, as approved by the Principal) to the Male Amenities as indicated on the drawings.

### **6.10 Mirror**

Supply and install a 500mmx500mm polished stainless steel mirror over basin.

### **6.11 Sanitary Fixtures**

Existing soap dispenser, Paper Towel Dispenser to be removed during demolition and reinstated by the builder at the fit-out stage. Two (2) new Toilet Paper Holders will be supplied by Council and fitted by the builder to each new toilet cubicle.

### **6.12 Toilet/Shower Cubicles**

Supply and install three (3) Aqualoo “Contemporary” (or similar – subject to principal approval) cubicles, two (2) to the toilets and one (1) to the shower using Laminex or Polytech 13mm compact laminate, including door lock, indicator sets and coat hooks. Colours supplied by Contractor and selected by the principal.

Note: All measurements to be confirmed on site by the Contractor prior to ordering and installing.



**Figure 9. Aqualoo “Contemporary” Toilet Cubicles (example only)**

Install a stainless steel soap holder to each shower cubicle and a stainless steel coat hook to the shower and toilet cubicles.

### 6.13 Modesty Panels

Supply and install two (2) Aqualoo "Royal 900" (or similar - subject to principal approval) modesty panels using Laminex or Polytech 13mm compact laminate to urinals as indicated on the drawings. Colours to be selected by the principal.

### 6.14 Aluminium Bench Seating

Supply and install two (2) Ullrich bench seats, 1200mm long, in the configuration shown on the drawings, complete with two (2) support Type 'A' (Flanged) legs and two (2) seating end caps to each 1200mm long bench seat.

### 6.15 Fixtures and Fittings Schedule (Male Amenities)

Tag	Item	Specification	Quantity
WC2	Toilet Suite – Gents Toilets	Caroma Aire Concorde Connector Bottom Inlet (S-Trap) Suite	2
UR1	Urinals – Gents Toilets	Caroma "Leda" Wall Hung Urinals with overhead mounted Caroma "Slimline" Pullcord single flush cisterns	2
BSN2	Hand Basin	Caroma Cosmo Wall Hung 1TH	1
TPW2	Tapware-Showers	Caroma Elegance II Shower Set	1
TPW3	Tapware-Basin	Caroma Elegance Basin Mixer	1
M1	Mirror	500x500 Polishied Stainless Steel Mirror	1
FW	Floor Waste	100mm (Stainless Steel)	2
SH	Soap Holder	Caroma Cosmo Metal Soap Holder	1

### 6.16 Sanitary Fixtures (supplied by Council/fitted by Builder) (Male Amenities)

Tag	Item	Quantity
TPH	Toilet Paper Holder	2

### 6.17 Painting

Provide for all labour, material and equipment necessary to make good, apply and finish paint and other coverages as scheduled and detailed.

#### Colour Schemes

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

#### Preparation and Workmanship

Remove any 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 the priming coat. Application shall be equal to "Dulux" specifications. Finish shall have satisfactory cover, free from brush marks and blemishes.

#### Cleaning and Protection

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

#### Schedule of Painting Finishes

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

Substrate	Undercoat	Final Coats
Walls	1 x coat Dulux sealer binder (or equivalent)	2 x Dulux Wash & Wear 101 advanced low sheen (or equivalent)
Ceiling	1 x coat Dulux sealer binder (or equivalent)	2 x Dulux Wash & Wear 101 advanced low sheen (or equivalent)
Door and Jamb	1 x coat Dulux 1 step oil based primer sealer undercoat (or equivalent)	2 x Dulux Aquanamel gloss (or equivalent)

Ceiling Colour – White

Wall – Shale Grey (Colorbond)

Door – Monument (Colorbond)

#### Completion

Touch up paint 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 owner for touch up purposes.

### **6.18 Existing Visual Barrier**

Existing visual barrier and post (refer to Figure 10) to be readjusted to suit the proposed new layout.



**Figure 10. Existing visual barrier and post**

## 7. FEMALE AMENITIES

### 7.1 Scope of Work

The work required under this section includes the removal of the existing toilet pans and cisterns, vanity basin and mirror, cubicles and timber bench seating, wall and floor tiles and tapware and other fittings. Other works will include the installation of new toilet pans and cisterns, installation of a new wall hung basin and mirror, installation of new tapware and accessories (soap dish etc.) to showers, installation of new compact laminate cubicles to showers and toilets, installation of floor tiles to the entirety of the bathroom with full height wall tiles to showers and skirt tiles everywhere else, a splashback over new basin and painting. Make allowances for disconnection, diverting and/or sealing off any existing services, particularly water, sewer and electricity.

### 7.2 Demolition

- Remove all existing pan and cistern. Make good and prepare all areas for the new pan and cistern. (Refer to Figure 11)
- Demolish and remove existing vanity basin, tapware and mirror. Make good and prepare all areas for the new wall hung basin, splashback tiles, tapware and mirror. (Retain existing soap and towel dispensers for reinstallation) (Refer to Figure 12)
- Demolish and remove existing shower and toilet cubicle walls, wall tiles and tapware to showers. Make good all resulting damage caused from demolition and prepare for wall and floor tiles tapware and new cubicles (Refer to Figure 13a and 13b)
- Demolish and remove existing floor and skirt tiles and prepare for new floor and skirt tiles. (Allow for surface grinding of uneven surfaces to maintain an even floor and falls to wastes as well as replacing any section of existing tile bed that may be drummy) (Refer to Figure 14)



Figure 11. Demolish and remove existing pan and cistern.



**Figure 12. Demolish and remove existing vanity basin, mirror and tapware. Existing soap and Paper towel dispensers to be reinstated**



**Figure 13a. Demolish and remove existing cubicles**



**Figure 13b. Demolish and remove existing wall tiles and tapware**



**Figure 14. Demolish and remove existing floor and skirt tile**



### **7.3 Wet Area Installation**

The existing floor wastes (ensuring a puddle flange is installed to all wastes), shower floor, shower walls and internal corner to walls at floor level in the general area shall be protected by the installation of a water-proofing system conforming with Part 3.8.1 of the Building Code of Australia (Volume 2) and AS3740 "Waterproofing of Wet Areas in Residential Buildings".

### **7.4 Tiling**

Supply and lay select, best quality ceramic wall and floor tiles. All tiles will be fixed with suitably approved quality adhesive over the existing wall and floor substrates allowing for surface grinding as needed to keep new tiles as flat as possible and maintain falls to existing waste.

Ceramic and quarry tiles shall be laid as per manufacturer's recommendation to a recommended backing, to comply with the provisions of AS 3958.1-1991. The Tiler shall ensure that tiles are laid with suitable expansion joints at corresponding centres to ensure that cracking due to minor slab movement and shrinkage does not occur.

Tiling to Female Amenities as follows:

- R11 Rating Non-slip floor tiles to entire floor area, 200mmx200mm in size and grouted in slate & quarry grout.
- 200mmx200mm wall tiles to shower walls and splashbacks over basins shall be laid and grouted in white cement grout. (wall tiles in showers to a height of 2m)
- Materials and Workmanship shall comply with the provisions of AS3958.1-1991.

Type: Glazed Ceramic

Colour: Walls/Splashbacks – Johnson White, Floors – Supplied by Contractor, Selected by principal

Grout Colour: To match tiles – to approval

### **7.5 Toilet Suites**

Supply and install (2) Caroma Aire Concorde Connector bottom inlet (S-Trap) Suites with a double flap seat (White), including all plumbing and drainage connections, as required.

### **7.6 Wall Basin**

Supply and install a Caroma "Cosmo" Wall Hung Basin (1TH) and a Caroma Elegance Basin Mixer, Chrome Plated. Cold and hot water supply to basin.

### **7.7 Shower Tapware**

Supply and install a Caroma Elegance II Shower Set.

### **7.8 Ceiling Exhaust Fan**

Supply and install a Clipsal Airflow Performance 250mm ceiling mount fan – CE250 (or similar, as approved by the Principal) to the Female Amenities as indicated on the drawings.

### **7.9 Mirror**

Supply and install a 500mmx500mm polished stainless steel mirror over basin.

### **7.10 Sanitary Fixtures**

Existing soap dispenser, Paper Towel Dispenser to be removed during demolition and reinstated by the builder at the fit-out stage. Two (2) new Toilet Paper Holders will be supplied by Council and fitted by the builder to each new toilet cubicle.

### 7.11 Shower/Changeroom Cubicles

Supply and install three (3) Aqualoo “Contemporary” (or similar - subject to principal approval) cubicles, two (2) to the toilets and one (1) to the shower using Laminex or Polytech 13mm compact laminate, including door lock, indicator sets and coat hooks. Colours supplied by Contractor and selected by the principal.

Note: All measurements to be confirmed on site by the Contractor prior to ordering and installing.



Figure 15. Aqualoo “Contemporary” Toilet Cubicles (example only)

Install a stainless steel soap holder to each shower cubicle and a stainless steel coat hook to the shower and toilet cubicles.

### 7.12 Aluminium Bench Seating

Supply and install one (1) Ullrich bench seat, 975mm long, in the configuration shown on the drawings, complete with two (2) support Type ‘A’ (Flanged) legs and two (2) seating end caps.

### 7.13 Fixtures and Fittings Schedule (Female Amenities)

Tag	Item	Specification	Quantity
WC2	Toilet Suite – Female Toilets	Caroma Aire Concorde Connector Bottom Inlet (S-Trap) Suite	2
BSN2	Hand Basin	Caroma Cosmo Wall Hung 1TH	1
TPW2	Tapware-Showers	Caroma Elegance II Shower Set	1
TPW3	Tapware-Basin	Caroma Elegance Basin Mixer	1
M1	Mirror	500x500 Polished Stainless Steel Mirror	1
FW	Floor Waste	100mm (Stainless Steel)	2
SH	Soap Holder	Caroma Cosmo Metal Soap Holder	1

**7.14 Sanitary Fixtures (supplied by Council/fitted by Builder) (Male Amenities)**

Tag	Item	Quantity
TPH	Toilet Paper Holder	2

**7.15 Painting**

Provide for all labour, material and equipment necessary to make good, apply and finish paint and other coverages as scheduled and detailed.

Colour Schemes

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

Preparation and Workmanship

Remove any 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 the priming coat. Application shall be equal to "Dulux" specifications. Finish shall have satisfactory cover, free from brush marks and blemishes.

Cleaning and Protection

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

Schedule of Painting Finishes

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

Substrate	Undercoat	Final Coats
Walls	1 x coat Dulux sealer binder (or equivalent)	2 x Dulux Wash & Wear 101 advanced low sheen (or equivalent)
Ceiling	1 x coat Dulux sealer binder (or equivalent)	2 x Dulux Wash & Wear 101 advanced low sheen (or equivalent)
Door and Jamb	1 x coat Dulux 1 step oil based primer sealer undercoat (or equivalent)	2 x Dulux Aquanamel gloss (or equivalent)

Ceiling Colour – White

Wall – Shale Grey (Colorbond)

Door – Monument (Colorbond)

Completion

Touch up paint 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 owner for touch up purposes.

### **7.16 Existing Visual Barrier**

Existing visual barrier and post (refer to Figure 16) to be readjusted to suit the proposed new layout.



**Figure 16. Existing visual barrier and post**

## 8. ACCESSIBLE AMENITIES

### 8.1 Scope of Work

The work required under this section includes the demolition and construction work for a new Unisex Accessible Bathroom, as indicated on the Proposed Floor Plan (ref Drawing No.JL-1A-A02), including the demolition and removal of existing internal fixtures and fittings, including existing tile bed, wall and ceiling linings. New construction work will include structural steelwork, a new tile bed (to achieve correct floor levels with the new extended floor area of the amenities), new floor and skirt tiles, new walls to front of amenities, a new drop ceiling and wall linings, a new 920 doorway, paint and the installation of new fixtures and fittings. Make allowances for disconnection, diverting and/or sealing off any existing services, particularly water, sewer and electricity.

#### Note:

All layouts, fixtures and fittings to the Unisex Accessible Bathroom shall comply with the requirements of AS1428.1 (2009) – “Design for Access and Mobility”.

### 8.2 Demolition

- Remove existing pan and cistern. Make good and prepare all areas for the new pan and cistern. (Refer to Figure 17)
- Demolish and remove existing vanity basin, tapware and mirror. Make good and prepare all areas for the new wall hung basin, splashback tiles, tapware and mirror. (Retain existing soap and towel dispensers for reinstallation) (Refer to Figure 18)
- Demolish and remove existing tile bed, floor and skirt tiles and prepare for new bed, floor and skirt tiles. (Allow for surface grinding of uneven surfaces to the extended area of the amenities to maintain an even floor surface) (Refer to Figure 19)
- Demolish and remove existing wall and ceiling sheets. Prepare walls for battens and new villaboard linings. Prepare ceiling for a “Rondo” suspended ceiling and sheeting. (Refer to Figure 20)
- Demolish existing front wall and entry door and prepare all adjacent areas for new structural steel work, wall frames and drop ceiling. (Refer to Figure 21)



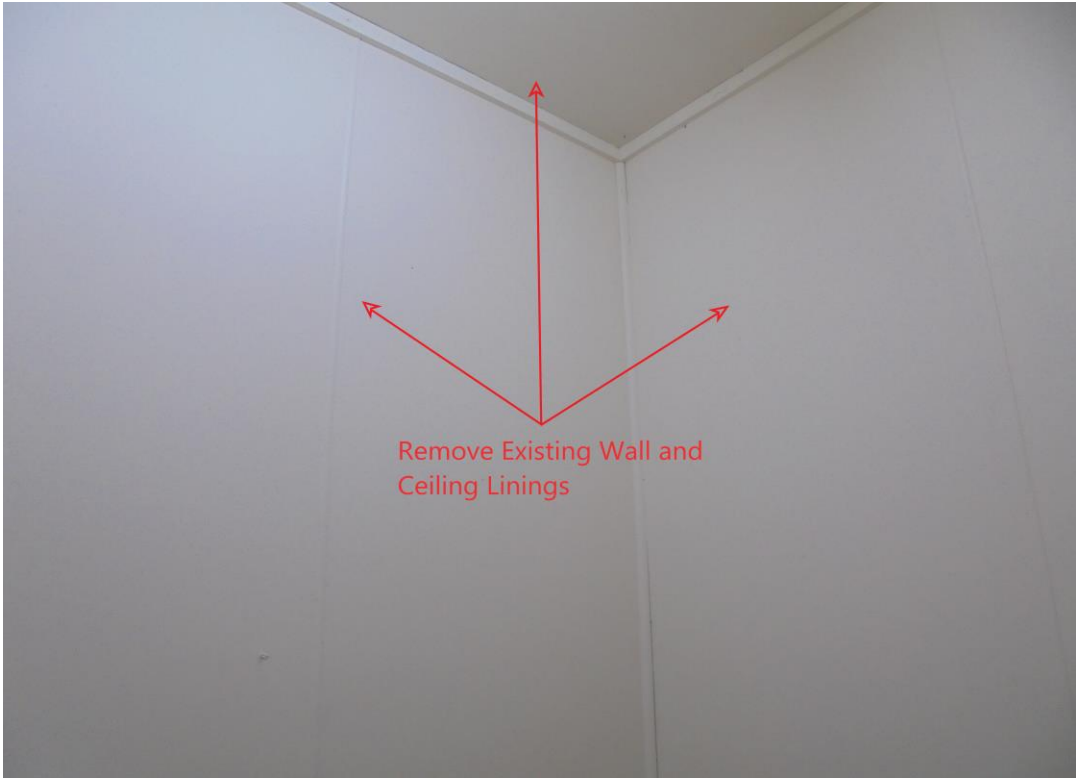
Figure 17. Demolish and remove existing pan and cistern



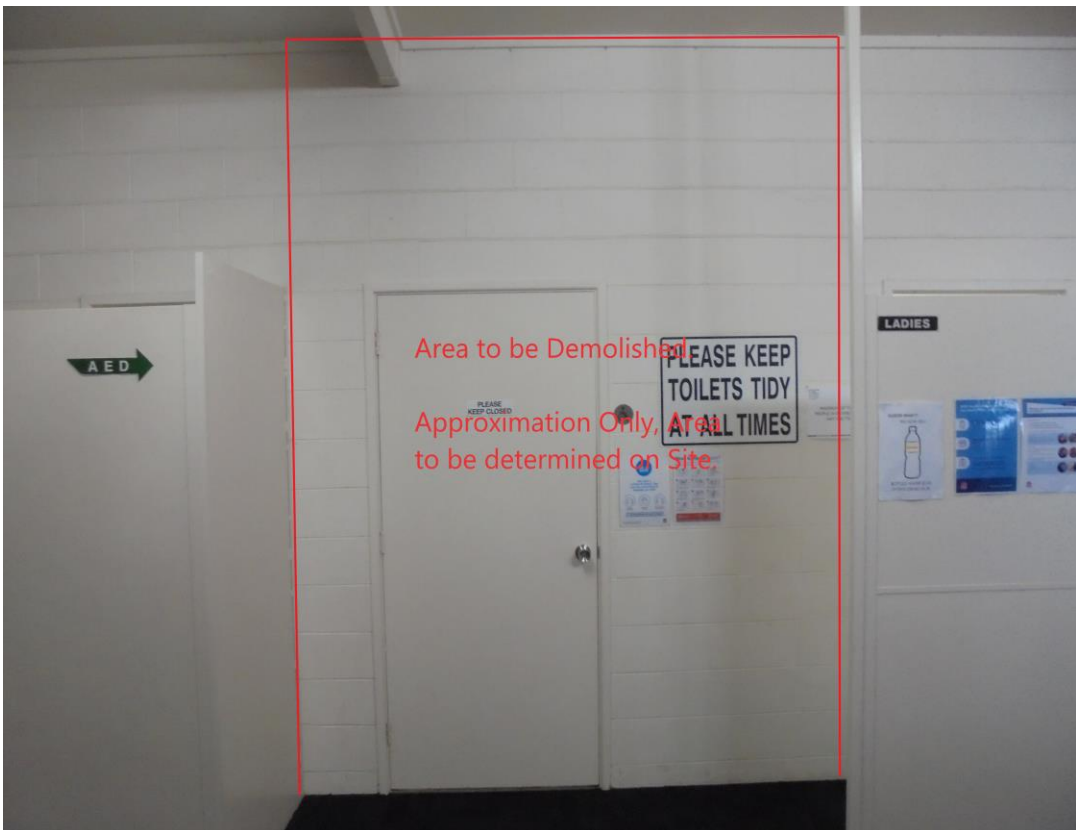
**Figure 18. Demolish and remove existing vanity basin and tapware. Existing soap and Paper towel dispensers to be reinstated**



**Figure 19. Demolish and remove existing tile bed, floor tiles and skirt tiles**



**Figure 20. Remove existing wall and ceiling linings**



**Figure 21. Demolish existing front wall and entry door and prepare all adjacent areas for new structural steel work, wall frames and drop ceiling.**

### **8.3 Plumbing**

#### Water Service

20mm solid drawn copper tube shall be type "B" to comply with AS 1432, for both hot and cold water services, to Unisex accessible bathroom basin and be securely fixed with clips, saddled and silicon sealed. Where exposed internally, tubing shall be chrome plated and secured with chrome clips.

Provide for temperature limiting devices to provide water at a maximum temperature of 45°C to the shower and hand basin, in accordance with clause 1.9.2 of AS3500.4-2015.

Allowances shall be made for chasing water pipework into the existing masonry blockwork.

All works shall be executed by a Licensed Plumber 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.

### **8.4 Electrical**

#### Lights and Light switches

Remove existing light and supply and install a new 1200mm long IP65 Weatherproof LED fluorescent light fitting (including diffuser), to the newly renovated Unisex Accessible Bathroom.

Supply and install a new Clipsal Flush Light Switch (Weatherproof) adjacent the external access door.

#### Power Point

Supply and install a new IP65 Weatherproof Outlet, adjacent the vanity basin.

#### **Note:**

All switches, power points and fittings to the Unisex Accessible Bathroom shall comply with the requirements of AS1428.1 (2009) – "Design for Access and Mobility".

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
- Light fittings and switches

The whole of the electrical installation 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.

### **8.5 Structural Steel**

#### General

Steel member sizes and fixings are indicated within the Steel Member Schedule detailed on Drawing No.YC-1A-A04 – Plan/Section Structural Steel

8.5.1 The whole of the fabrication and erection of steelwork covered by this section shall be by an approved specialist sub-contractor experienced in such work, unless otherwise authorised by the Principal.

8.5.2 Materials fabrication and erection shall conform to the following minimum standards:

- AS 1252 – High Strength Bolts and Nuts
- AS 1554 – Steel Welding Code
- AS 1650 – Hot Dipped Galvanised Coatings
- AS 3750 – Paints for Structural Steel
- AS 4100 – Steel Structures Code



### Supply, Fabrication and Erection

Check all dimensions on site, provide for end bearings, grouting, temporary and permanent bracing.

8.5.3 Fabricate Steelwork in the shop, pre-prime, provide all holding connections and bearing plates required.

8.5.4 Erect steelwork using all required plant and temporary supports required to safely complete the work.

8.5.5 All materials to be new and good quality.

### Extent of Work

Provide and build in all structural steelwork as detailed and set out on the plans. Provide all necessary plates, cleats and other connections detailed.

### Steel Lintels\Beams and Posts

Refer to Drawing No.YC-1A-A04 – Plan/Section Structural Steel.

### Welding

All welds shall be 6.5mm continuous fillet welds, or as noted on the Engineer's plans.

As an alternative to bolting the connections between the steel beam and posts (as designed), the Contractor may consider welding these connections. However, should the Contractor decide to use this alternative, the Contractor or approved specialist sub-contractor, experienced in such work, shall provide to the Principal the appropriate "Hot Work Permit" allowing welding to be conducted on site.

### Pre-treating of Steel

All steel is to be thoroughly cleaned down, all rust removed and given a coat of red oxide zinc phosphate (or similar), prior to its delivery to the site.

### Holding Down Bolts and Grouting

Provide all holding down bolts, as are necessary and as detailed. All steelwork is to be plumbed and levelled as required before grouting in is carried out.

## **8.6 New Walls to Unisex Accessible Bathroom**

### Timber Wall Framing

Construct a new braced internal framed walls, as detailed on Drawing No's YC-1A-A01 and YC-1A-A02, from 90x45 MGP12 H2F termite treated timber.

The new and existing wall frames shall include additional timber blocking (MGP12 H2F), as required, to suit new 90° grab rail & backrest to toilet, new wall hung basin and new baby change station, in accordance with AS 1428.1 (2009) – "Design for Access and Mobility".

Batten out both side walls to suit proposed support posts and new framed walls ready for "Villa board" lining.

All work to comply with AS1684.1-2009 "Residential Timber-Framed Construction-Design Criteria".

### Wall Lining

The walls shall be lined with "Villa board" 6mm FC. Sheets are to have recessed edges, and shall be nailed and/or glued to both sides of new stud walls, battens and blockwork in accordance with the manufacturer's instructions.

Joints shall be fixed flush with jointing tape and setting plaster, sanded smooth and left ready for painting and/or tiling, as required.

### Insulation

Supply and install "Bradford R2.5 SoundScreen Acoustic Insulation Batts to all timber wall frames in accordance with the manufacturer's instructions.

All wall insulation shall comply with the provisions of AS/NZS4859.1.

## **8.7 New Ceiling to Unisex accessible bathroom**

### Rondo Suspended Ceiling System

Construct a new fully suspended "Rondo" ceiling frame to cover the structural steel work and existing roof member to the ceiling, maintaining a minimum ceiling height of 2.7m as detailed in the view elevations on Drawing No.YC-1A-A02.

Ceiling system to be installed by a qualified tradesperson and according to the relevant codes and standards.

### Ceiling Lining

Internal ceiling to be lined with Knauf 13mm "Trurock" (or similar - subject to principal approval). Sheets are to have recessed edges, and shall be nailed/screwed and glued to the battens in accordance with the manufacturer's instructions.

Joints shall be fixed flush with jointing tape and setting plaster, sanded smooth and left ready for painting, as required.

The joint between the walls and the ceiling lining shall be covered using a 90mm plaster cornice (to be painted).

### Insulation

Supply and install "Bradford Gold R4.0 Glasswool Insulation Batts" to the ceiling space of the Unisex accessible bathroom in accordance with the manufacturer's instructions.

All ceiling insulation shall comply with the provisions of AS/NZS4859.1.

## **8.8 New Door to Unisex accessible bathroom**

Provide a new doorway to the front Western wall to provide access to the Unisex Accessible Bathroom as detailed on Drawing No. YC-1A-A02. The doorway shall be provided to accommodate a 920mm wide door.

### Jamb

Supply and install "New Generation" steel door jamb to new unisex accessible bathroom door as required and in accordance with the manufacturer's recommendations. The supplier of the "New Generation" steel door jambs is Astley's Plumbing and Hardware, Dubbo.

### Door

Supply and install a Hume SCX1 Flush solid core door (40mm), 920mm wide with Primecoat finish to the opening, including a steel door jamb and 3/85mm steel butt hinges.

### Locks

- Supply and install a Metlam 400A-OFF Concealed Fix Morticed Lock and Indicator Set.
- Supply and install a Lockwood 218/219 Series Push and Pull Plates (SS).

### Closer

Supply and install a Lockwood 7726DA Series Premium Range Surface Mounted Door Closer to the inside of Unisex Accessible Bathroom door.

## **8.9 Wet Area Installation**

The existing floor wastes (ensuring a puddle flange is installed to all wastes) and internal corner to walls at floor level in the general area shall be protected by the installation of a water-proofing system conforming with Part 3.8.1 of the Building Code of Australia (Volume 2) and AS3740 "Waterproofing of Wet Areas in Residential Buildings".

### **8.10 Tiling**

Supply and lay select, best quality ceramic wall and floor tiles. All tiles will be fixed with an approved quality adhesive.

Ceramic and quarry tiles shall be laid as per manufacturer's recommendation to a recommended backing, to comply with the provisions of AS 3958.1-1991. The Tiler shall ensure that tiles are laid with suitable expansion joints at corresponding centres to ensure that cracking due to minor slab movement and shrinkage does not occur.

Tiling to Unisex Accessible Bathroom area as follows:

- R10 Rating Non-slip floor tiles 200mmx200mm in size and grouted in slate & quarry grout.
- Wall Tiles 200mmx200mm to skirting and splashbacks shall be laid to areas indicated in the view elevations on Drawing No.YC-1A-A02 and grouted in white cement grout.
- Materials and Workmanship shall comply with the provisions of AS3958.1-1991.

Type: Glazed Ceramic

Colour: To be selected by Principal

Grout Colour: To match tiles – to approval

### **8.11 Accessible Toilet**

Supply and install a Caroma Cosmo Sovereign Care Connector (S Trap) Suite with Caraville Care Single Flap Seat – Anthracite Grey as indicated on the drawings. All work to be in accordance with AS 1428.1 (2009) – “Design for Access and Mobility”.

### **8.12 Wall Basin**

Supply and install a Caroma Opal 720 Wall Basin Left Hand Shelf, 1TH, (Product Code 632210W), wall basin with a Dorf Flickmixer Plus Care Basin Mixer, Chrome Plated, as indicated on the drawings. All work to be in accordance with AS 1428.1 (2009) – “Design for Access and Mobility”.

### **8.13 Grab Rail and Shower Rail**

Supply and install a Metlam MLR120BR-LH 90° Satin Finished Stainless Steel Grab Rail and Backrest (Anthracite Grey) complying with AS1428.1 (2009) to the accessible toilet as indicated on the drawings. All work to be in accordance with AS 1428.1 (2009) – “Design for Access and Mobility”.

### **8.14 Coat Hooks**

Supply and install one (1) clothes hanging device to the unisex accessible bathroom as indicated on the drawings. All work to be in accordance with AS 1428.1 (2009) – “Design for Access and Mobility”.

### **8.15 Mirror**

Supply and install aluminium powder coated mirror with 'Pilkington twinkote' (frost Free) glass. The mirror shall be 900x500mm and be located above the handbasin in accordance with AS1428.1-2009 “Design for Access and Mobility”.

### **8.16 Baby Change Table**

Supply and install one (1) Koala Kare KB200 Horizontal Wall-Mounted baby change table to the unisex accessible bathroom as indicated on the drawings. The baby change table shall be located in a way that it does not affect the provisions detailed in AS 1428.1 (2009) – “Design for Access and Mobility”.

### **8.17 Sanitary Fixtures**

Existing soap dispenser, Paper Towel Dispenser and toilet paper holder to be removed during demolition and reinstated by the builder at the fit-out stage.

### 8.18 Fixtures and Fittings Schedule (Female Amenities)

Tag	Item	Specification	Quantity
WC1	Toilet Suite – Accessible Toilets	Caroma Aire Cosmo Sovereign Care Connector (S-Trap) Suite with Caravelle Care Single Flap Seat – Anthracite Grey	1
BSN1	Hand Basin	Caroma Opal 720 Wall Basin Left Hand Shelf, 1 Tap Hole	1
TPW1	Tapware-Basin	Caroma Care Plus Basin Mixer Care Handle H/C	1
GR1	Grabrail	Metlam MLR120LH Set 90° Satin Finished Stainless Steel Grabrail and Backrest, Anthracite Grey	1
M2	Mirror	900x500 Aluminium Powder Coated mirror with “Pilkington Twinkote” (Frost Free) Glass	1
BCT	Baby Change Table	Koala Kare KB200 Horizontal Wall-Mounted Baby Change Table	1
CH	Coat Hook	Metlam ML3020 Coat Hook	1

### 8.19 Painting

Provide for all labour, material and equipment necessary to make good, apply and finish paint and other coverages as scheduled and detailed.

#### Colour Schemes

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

#### Preparation and Workmanship

Remove any 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 the priming coat. Application shall be equal to “Dulux” specifications. Finish shall have satisfactory cover, free from brush marks and blemishes.

#### Cleaning and Protection

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

#### Schedule of Painting Finishes

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

Substrate	Undercoat	Final Coats
Walls	1 x coat Dulux sealer binder (or equivalent)	2 x Dulux Wash & Wear 101 advanced low sheen (or equivalent)
Ceiling	1 x coat Dulux sealer binder (or equivalent)	2 x Dulux Wash & Wear 101 advanced low sheen (or equivalent)
Door and Jamb	1 x coat Dulux 1 step oil based primer sealer undercoat (or equivalent)	2 x Dulux Aquanamel gloss (or equivalent)

Ceiling Colour – White

Wall – Shale Grey (Colorbond)

Door – Monument (Colorbond)

Completion

Touch up paint 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 owner for touch up purposes.

## 9. PRIME COST SCHEDULE

### PC Schedule of Allowances (Rectification and Upgrade Works to the Junior League Amenities)

Item	Allowance	Unit
Ceramic Wall Tiles (200mm x 200mm)	\$40	Per/m <sup>2</sup>
Ceramic Floor Tiles (200mm x 200mm)	\$40	Per/m <sup>2</sup>

**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 contractors, suppliers and consultants 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 contractor, 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.