



**GILGANDRA  
SHIRE COUNCIL**

*Live > Enjoy > Grow*

**QUOTATION DOCUMENTATION &  
SPECIFICATION**

**Q25/21**

**COMMENTATOR'S BOX UPGRADE  
WORKS**

***McGrane Oval,  
Byrne Avenue, Gilgandra NSW 2827***

**Quotations close at 11:00am  
Friday, 19 March 2021**

## TABLE OF CONTENTS

1.	BACKGROUND INFORMATION.....	3
2.	PROJECT DETAILS.....	3
3.	CONDITIONS OF QUOTATION .....	4
4.	PRELIMINARIES .....	10
5.	DEMOLITION.....	13
6.	SITE WORKS AND EXCAVATION .....	14
7.	CONCRETE WORKS .....	15
8.	STRUCTURAL STEEL .....	16
9.	FINISH/COATINGS TO STAIR STRUCTURE.....	18

## 1. BACKGROUND INFORMATION

McGrane Oval is Gilgandra Shire's principal sporting precinct, and is utilised by a range of sporting groups from grassroots sports through to senior sporting competitions.

Gilgandra Shire Council is committed to the upgrading of McGrane Oval to achieve a higher-level facility for our community and to increase usage and levels of participation, as well as the ability to host regional events.

## 2. PROJECT DETAILS

Gilgandra Shire Council is seeking quotations from suitably experienced building contractors and/or metal fabrication contractors to complete the proposed upgrade works to the existing Commentator's box as detailed within this Quotation Documentation and Specification.

The quotations are to include all work associated with the upgrade of the stairs and balustrading as well as other works, as detailed, to provide improved safety and amenity for users and ensure a continued life span of the structure.

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 McGrane Oval Commentator's Box**

### **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 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 the upgrade works to the existing Commentator's Box at McGrane Oval, Gilgandra and comprises:

- Demolition
- Site Works and Excavation
- Concrete
- Structural Steel
- Painting Works

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 McGrane Oval, Byrne Avenue Gilgandra on **Wednesday, 10 March 2021 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, 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**

Council notes the current uncertainties in the construction industry regarding the potential impacts of COVID-19 and may not wish to accept a quotation or enter into a legally binding contract for the construction of the works at this time.

To this end, the Quotation shall remain fixed, valid and open for acceptance by Council for a period of 120 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, 19 March 2021**. 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. Additional copies may be purchased by the successful Contractor.

### **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, Brian Irvin (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.

Contractors are obligated to abide by Council's Work Health and Safety policies including UV and PPE procedure and Drug and Alcohol policy and procedure (copies can be obtained at Council's office or on Council's website) and to observe directions on health and safety from designated Council officers. Failure to comply with this will be considered a breach of the agreement and sufficient grounds for termination.

**As there is significant work to be performed at heights, it is the Contractor's responsibility to provide all necessary Mobile Elevated Work Platforms and Scaffolding to complete the works in a safe manor. It is the Contractor's responsibility to have all current licensing/tickets for the operation of machinery and the erection of scaffolding as required by SafeWork NSW.**

**All work must comply and adhere to:**

- **National Code of Practice for the Prevention of Falls in Construction.**
- **AS 2550.10 "Cranes, hoists and winches – Safe use-Mobile elevating work platforms"**
- **AS 4576:1995 "Guidelines for Scaffolding"**

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 all licences for plant and machinery
- 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 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 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.

### **3.20 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			\$
Site Works and Excavation			\$
Concrete			\$
Structural Steel			\$
Painting Works			\$
<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:** Commentator's Box Upgrade Works - McGrane Oval

**Address:** Byrne Avenue, Gilgandra

**Client:** Gilgandra Shire Council

This Specification 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 No. CBX-1A-A01, Revision 1A Existing Commentator's Box & Stairs
- Drawing No. CBX-1A-A02, Revision 1A Slab, Footing & Column Plan Details
- Drawing No. CBX-1A-A03, Revision 1A Staircase Plan & Section
- Drawing No. CBX-1A-A04, Revision 1A Elevation & Gate Detail
- Drawing No. CBX-1A-A05, Revision 1A Balustrade Details

#### Structural Engineering Drawings by Barnsons

- Drawing No. 35276-S00, Revision 0 Cover Sheet
- Drawing No. 35276-S01, Revision 0 Structural Engineering General Notes
- Drawing No. 35276-S02, Revision 0 Staircase Footing & Framing Plans & Section
- Drawing No. 35276-S03, Revision 0 Staircase Framing Details

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

#### ***Produce the above policies before the first progress claim.***

- 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 Completion**

The Structure shall be completed in every trade and deemed completed when it passes final inspection by Council's Projects Team.

#### **4.7 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. Installation of pier footings before steel cages and hold down bolts are installed.
2. Installation of pier footings with all boxing, steel reinforcement cages (including bar chairs) and hold down bolts prior to the pouring of concrete.
3. After the preparation of all structural steel members by removing all foreign substances prior to priming and painting.
4. Completion of the works.

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

#### **4.8 Workshop Details**

The Contractor is responsible for the arrangement of workshop details suitable for the fabrication of all components of the structure. 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 structure as drawn and documented.

#### **4.9 Protection of Site**

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

#### **4.10 *Building Code of Australia***

The National Construction Code (NCC) is published in three volumes. The Building Code of Australia (BCA) 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 work associated with the cutting and removal of eight (8) sections of the existing concrete pad for the purpose of drilling and pouring piers.

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**

The demolition works are to include the following, as required:

- Remove six (6) 450mm x 450mm sections of concrete slab in relation to pier set out to allow for the drilling and mass pouring of concrete piers.  
Saw cuts to be made by a wet sawing method to minimise dust.
- Remove existing landing, stairs and connections.
- Remove existing balustrading/railing to top viewing platform.
- Remove existing roll top wire fencing and posts.
- All resultant demolished materials, rubbish and waste is to be removed from site and disposed of at a licenced waste facility, with the contractor allowing for all tipping fees.

### **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 facility, 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 carefully check positions of existing water, irrigation and electrical services. Each service will be disconnected by the contractor at the appropriate time and re-routed, if required. Work will be carried out in accordance with the regulations of each authority involved.

### **5.5 Making Good**

Any portion of the surrounding area affected by demolition work shall be made good by the Contractor.

## **6. SITE WORKS AND EXCAVATION**

### **6.1 Scope of Work**

The work required under this section includes the labour and expenses for the following work:

- Site Works
- Excavation
- Prepare site for concrete piers and concrete apron
- Make good site

### **6.2 Dimensions**

- Figured dimensions take preference to scaled dimensions
- The Contractor shall verify measurements and levels on the site before ordering materials, commencing site work or any fabrication work

### **6.3 Apron Slab Preparation**

**Base Fill Material:** The base fill material used shall be approved DGB20 hard core, compacted in 150mm layers to 98% standard compaction as shown on working drawings.

### **6.4 Excavation**

**Pier Footings:** Excavate for pier footings as shown on the Structural Engineering Drawings. The base to the pier footings are to be level and free from loose material.

### **6.5 Disposal of Spoil**

All surplus excavated material not required on site shall be removed from site. The Contractor is to allow for fees of excavated and demolished material to be deposited at the Gilgandra Waste Facility in Pine Drive, Gilgandra

### **6.6 Clean Up Site**

Backfill any furrows caused by machinery while excavating piers, clear away all rubbish and leave site relatively even.

### **6.7 Dial Before You Dig**

The Contractor is solely responsible for the location and identification of any existing services. A Dial Before You Dig needs to be executed before any ground works are to commence.

## **7. CONCRETE WORKS**

### **7.1 Scope of Work**

The work required under this section includes the excavation and the mass pouring of piers as well as a concrete apron extended from the existing slab.

All work to comply with:

- AS 3600 – 2018 “Concrete Structures”
- AS 2870 – 2011 “Residential Slabs and Footings – Construction”
- AS 1012 “Methods of Testing Concrete”
- AS 1379 “Ready Mixed Concrete”

All details and general information shown on Structural Engineering Drawings & Details (Drawing Numbers CBX-1A-A01 – CBX-1A-A05, 35276-S00 – 35276-S03), (where provided) and construction drawings shall override information and instructions noted below.

### **7.2 Concrete Apron**

Supply and lay a concrete apron as indicated on the Working Drawings, including SL72 reinforcing mesh and N12 deformed bars at 450mm centre spacing's. All work to be in accordance with AS2870 – 2011 and the NCC.

### **7.3 Tie Down Bolts**

Provide all holding down bolts to be cast into concrete piers, as are necessary, or as detailed in the Structural Drawings.

### **7.4 Steel Reinforcement**

Supply and fix steel reinforcement to pier footings in accordance with the Structural Engineers Drawings and Details and ensure the nominated cover.

### **7.5 Concrete**

All concrete shall be ‘**ready mixed**’, supplied to the site with 80mm slump and 32mpa strength for the piers and be placed in accordance with AS 3600 – 2018. Placement to be in accordance with the Structural Engineers Drawings and Details, where provided.

All concrete is to be compacted using a high frequency vibrator in accordance with the Structural Engineers Drawings and Details.

### **7.6 Testing of Concrete**

The contractor shall arrange independent testing, in accordance with NATA, of concrete delivered to the site to ensure that the concrete achieves the design criteria, as specified. The contractor shall provide written documentation to confirm

## **8. STRUCTURAL STEEL**

### **8.1 Scope of Work**

The work required under this section includes the supply, fabrication and erection of all steel members.

All details and general information shown on Structural Engineering Drawings & Details (Drawing Numbers CBX-1A-A01 – CBX-1A-A05, 35276-S00 – 35276-S03), (where provided) and construction drawings shall override information and instructions noted below.

8.1.1 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.

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

- AS 4100:2020 “Steel Structures”
- AS/NZS 3679.1 “Hot-Rolled Bars and Sections”
- AS/NZS 3678:2011 “Structural Steel – Hot Rolled Plates, Floorplates and Slabs”
- AS1252 “High Strength Steel Bolts with Associated Nuts”
- AS 1554.1 “Welding of Steel Structures”
- AS/NZS 5131:2016 “Structural Steelwork – Fabrication and Erection”
- AS 3750 “Paints for Steel Structures”
- AS 1428.1 – 2009 “Design for Access and Mobility”

### **8.2 Supply, Fabrication and Erection**

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

8.2.2 Fabricate Steelwork in the shop and provide all holding connections and bearing plates required.

8.2.3 Erect steelwork using all required plant and temporary supports required to safely complete.

8.2.4 All materials to be new and good quality.

### **8.3 Pre-Treating of Steel**

All steel members shall be galvanised for corrosion resistance.

### **8.4 Extent of Work**

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

### **8.5 Welding**

All welds shall be 6.0mm continuous fillet welds (CFW) all around, and in accordance with the Structural Engineers Drawings and Details.

### **8.6 Holding Down Bolts and Grouting**

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

### **8.7 Stairs to Building Connection Points**

Provide eight (8) M12 x 200mm galvanised hex head coach screws, as detailed on the working drawings, to connect the new stairs and balustrading to the existing structure. The coach screws are to be fixed through the steel posts and into the ceiling joist end sections, with two (2) coach screws for each of the four (4) connection points.

### **8.8 Handrail and Balustrading to Stairs/Landings**

The Contractor is to supply and install handrails and balustrading to both sides of all stair flights and the complete perimeter of all landings, as per the Working Drawings. All handrails and balustrading shall comply with Part 3.9.2 of the Building Code of Australia "Barriers and handrails".

### **8.9 Stair Treads and Risers**

Stair treads and risers shall be folded from 6mm thick galvanised chequer plate. Treads and risers shall be incorporated into one folded piece as to eliminate any gaps between steps. Any joins between folded tread and riser members are to be fully welded along the complete width of the stairs.

All stairs and risers shall comply with Clause 3.9.1.2 of the Building Code of Australia "Stairway Construction" and Table 3.9.1.2 "Riser and Going Dimensions (mm) – Stairways serving Non-Habitable rooms used infrequently".

### **8.10 Handrail and Balustrading to Top Viewing Platform**

The Contractor is to supply and install new handrails and balustrading to the complete perimeter of the top floor of the commentator's box, as per the Working Drawings. All handrails and balustrading shall comply with Part 3.9.2 of the Building Code of Australia "Barriers and handrails".

### **8.11 Gate to Bottom Access**

The Contractor is to supply and install a gate and infill section made to be fitted in between the two (2) posts to the bottom stair access as per the Working Drawing and complete with three (3) galvanized 16mm heavy duty double butt hinges and a child proof Slide Bolt lock as to restrict unauthorised to the stairs. The gate is to be of a matching style to the handrail/balustrade.

## **9. FINISH/COATINGS TO STAIR STRUCTURE**

### **9.1 Scope of Work**

The work required under this section includes the galvanising of all steel members and associated connections including bolts and screws.

### **9.2 Pre-Treating of Steel**

All steel members shall be galvanised for corrosion resistance.

All work to comply with:

- AS 4680 "Hot-dip galvanised (zinc) coatings on fabricated ferrous articles
- AS 1214 "Hot- dip galvanised coatings on threaded fasteners
- AS 2312.2 "Guide to the protection of structural steel against atmospheric corrosion by the use of protective coatings – hot dip galvanising"

### **9.3 Preparation**

The preparation works are to include the following, as required:

- Prepare all steel member welds by removing all surface dust, rust, oil or any other foreign material using tools such as scrapers, wire brushes and wheels, sanders and fine flap disc wheels and a pre-paint treatment to a satisfactory standard, in accordance with manufacturer's specifications.
- Cover the existing building structure and the concrete slab with attached plastic covers and drop cloths to avoid drips, overspray and unintentional brush marks.

### **9.4 Welds**

The contractor is to provide a high zinc cold galvanised coating (in accordance with the manufacturer's instructions) to all welds. Subject to approval by the principal prior to application.

### **9.5 Chequer Plate Treads and Risers**

The contractor is to provide a suitable non-slip galvanised coating to all chequer plate surfaces (in accordance with the manufacturer's instructions). Subject to approval by the principal prior to application.

**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.