



GENERAL SPECIFICATION (MINOR WORKS)

2025 DRFA RESTORATION WORKS - GEORGETOWN CEMETERY
FENCING

CONTRACT NO: ESC2026-011-Q

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1. THE SPECIFICATION

- 1.1 **(Documents comprising the specification)** The specification comprises the following documents:
- (a) this General Specification;
- 1.2 **(Precedence)** The documents comprising the specification shall be taken to be mutually explanatory. If there is any ambiguity, inconsistency, conflict, or discrepancy between any of the documents listed in clause 1.1, then the documents will take precedence in the order set out in clause 1.1 with the document listed at 1.1(a) being the highest in the order.

2. DEFINITIONS

- 2.1 **(Definitions)** Capitalised terms used in the General Specification have the meanings assigned to them in the General Conditions of Contract (if any) unless the context otherwise requires. Terms which are separately defined in a specific clause have the meanings assigned in those clauses. Otherwise, in the General Specification:
- (a) **Approvals** means certificates, licences, accreditations, clearances, authorisations, consents, permits, approvals, determinations and permissions from any Authority and any related fees and charges;
 - (b) **Authority** means any Federal, State, or local government authority, administrative or judicial body or tribunal, department, commission, agency, government owned corporation, statutory body or instrumentality or any other person having jurisdiction over the project;
 - (c) **General Conditions of Contract** means the General Conditions of Contract referred to in the formal instrument of agreement to which this General Specification is attached;
 - (d) **General Specification** means this document and all attachments to it which forms part of the Contract;

3. PLANT, EQUIPMENT AND METHODS

The Contractor is responsible for choosing the appropriate plant, equipment and work methods for the purpose and environment for which they are to be used. The Contractor shall cause the least possible interference with existing amenities, whether natural or man-made. The Contractor shall take all practical steps to minimise the amount of noise caused by carrying out WUC.

4. PRINCIPAL SUPPLIED MATERIALS – NOT APPLICABLE

5. WORK BY OTHERS

- 5.1 **(Work by others)** The following Work will be undertaken by others:
- (a) Nil;
- 5.2 **(Obligation to cooperate)** The Contractor and its Personnel shall liaise, cooperate, and coordinate WUC with the Principal and any other Personnel of the Principal performing Work or services at the Site (including the Work identified in clause 5.1) so that, to the extent that it is within the control of the Contractor, WUC is coordinated and integrated with the Work and services performed by the Principal's Personnel. The Contractor must use all reasonable endeavours to avoid interference with, or disruption to, or delay to WUC, to the Work identified in clause 5.1 and to any other Work or services undertaken by the Principal's Personnel at the Site. The Contractor must keep the Principal informed on all matters involving such coordination.

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6. SITE

6.1 **(Location)** The Site is identified in **Appendix A**.

6.2 **(Site Conditions)** The Contractor is deemed to have:

- (a) visited the Site prior to entering into the Contract to ascertain local conditions and the extent of WUC;
- (b) familiarised itself with all relevant factors, including the availability of temporary access, temporary lighting and power, telephone services, water supply, waste disposal facilities, labour supply and weather conditions; and
- (c) made allowance in the Contract Sum for provision of any services required to enable WUC to be performed.

6.3 **(Public Utilities)** Where overhead public utility lines and surface drainage works and/or underground pipes, conduits, or cables exist in the vicinity of The Works, the Contractor shall take all necessary precautions to protect such facilities from damage and, in the case of any damage occurring to such facilities, the matter shall be immediately reported to the department or company concerned and the Principal. The cost of the necessary repairs or renewals shall be borne entirely by the Contractor. If it is found to be necessary to alter the location or level of any existing mains or services to conform with the requirements of the Contract, then the Contractor shall notify the Principal immediately. Should relocation of existing services be specified or directed by the Principal, the Contractor shall arrange for the Work to be carried out by the appropriate municipal, public or statutory authority.

6.4 **(Requirements of access or possession)** The Contractor's attention is drawn to clause 17 of the General Conditions of Contract. The following documentation and information must be provided as a requirement of the Principal giving possession of the site:

Item	Description	Relevant clause
(A)	Security;	Clause 3 of the General Conditions of Contract
(B)	Documentary evidence of the giving of notice and the payment of the portable long service levy to Qleave	Clause 7A of the General Conditions of Contract
(C)	Updated Program	Clause 9 of this General Specification
(D)	Work health and safety plan and other work health and safety documentation (including, if applicable, evidence of payment of fees and lodgement of notice appointing the Contractor as principal contractor)	Clause 8A of the General Conditions of Contract
(E)	Quality Management Plan	Clause 10.2 of this General Specification
(F)	Inspection and test plan	Clause 10.3 of this General Specification
(G)	Dilapidation survey	Clause Error! Reference source not found. of this General Specification
(H)	Environmental management plan	Clause 12.2 of this General Specification

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(I)	Cultural heritage plan	Clause 14.3 of this General Specification
(J)	Traffic management plan	Clause 15 of this General Specification
(K)	Security in the form required by the <i>Contract</i>	Clause 3 and Annexure Part A of the General Conditions of Contract
(L)	Evidence of insurance	Clause 14.1 of the General Conditions of Contract

- 6.5 **(Services)** Except to the extent that the Contract expressly provides otherwise, the Contractor must, at its expense, connect and otherwise provide all required services, including water, sewerage, drainage, electricity and communications and obtain all required Approvals for connection.
- 6.6 **(Locations within Site)** The Contractor must ensure that all plant, equipment, materials, temporary workshops, stores and offices are kept within the confines of the Site at locations approved by the Principal.
- 6.7 **(Deliveries)** The Contractor is responsible for delivery and unloading of all goods, equipment and other materials used in WUC (including any such materials used by subcontractors), providing space for the storage of the materials, handling the materials, and checking that the materials comply with the requirements of the Contract.
- 6.8 **(Setting out)** The Contractor shall be responsible for setting out The Works from the information shown on the drawings. The Contractor must check all dimensions on Site before proceeding with WUC. The Contractor shall notify the Principal of any omissions or discrepancies within the drawings or specification. Where the Contractor has commenced Work on any component of The Works, the Contractor shall be deemed to have reviewed all dimensions and have accepted responsibility for any errors.

7. LATENT CONDITIONS

- 7.1 **(Meaning of Latent Condition)** Latent conditions are physical conditions on the Site and its near surrounds, including artificial things but excluding weather conditions, which differ materially from the physical conditions which should reasonably have been anticipated by a competent Contractor at the time of the Contractor's tender if the Contractor had inspected:
- (a) all written information made available by the Principal to the Contractor for the purpose of tendering;
 - (b) all information influencing the risk allocation in the Contractor's tender and reasonably obtainable by the making of reasonable enquiries; and
 - (c) the Site and its near surrounds.

('Latent Conditions')

- 7.2 **(Notification)** The Contractor, upon becoming aware of a Latent Condition while carrying out WUC, shall promptly, and where possible before the Latent Condition is disturbed, give the Principal written notice of the general nature thereof.

If required by the Principal promptly after receiving that notice, the Contractor shall, as soon as practicable, give the Principal a written statement of:

- (a) the Latent Condition encountered and the respects in which it differs materially;

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- (b) the additional Work, resources, time and cost which the Contractor estimates to be necessary to deal with the Latent Condition; and
- (c) other details reasonably required by the Principal.

7.3 **(Deemed variation)** The effect of the Latent Condition shall be a deemed Variation, priced having no regard to additional cost incurred more than 5 Business Days before the date on which the Contractor gave the notice, required by the first paragraph of clause 7.2.

8. REMOVAL OF PERSONNEL

8.1 The Principal may direct the Contractor to have removed, within a stated time, from the Site or from any activity of WUC, any person engaged on WUC who, in the Principal's opinion, is incompetent, negligent, guilty of misconduct or has:

- (a) engaged in misleading or deceptive conduct;
- (b) engaged in any collusive tendering, anticompetitive conduct, or any other unlawful or unethical conduct;
- (c) canvassed, attempted to improperly influence, offered any inducement to, or accepted or invited improper assistance from, the Principal's Councillors or other Personnel (or former Personnel);
- (d) used any information improperly obtained, or obtained in breach of any obligation of confidentiality;
- (e) engaged in aggressive, threatening, abusive, offensive or other inappropriate behaviour or committed a criminal offence; or
- (f) engaging in conduct contrary to sections 199 and 200 of the *Local Government Act 2009* (Qld),

in connection with the Contract or which the Principal reasonably considers is likely to harm the Principal's reputation.

The Contractor must promptly arrange a replacement approved by the Principal (with such approval not to be unreasonably withheld or delayed) to assume the role of that person.

9. PROGRAM

9.1 **(Format and details)** The Program shall:

- (a) be prepared utilising native format Microsoft Project software, or alternative software as approved in writing by the Principal;
- (b) submitted electronic format with copies in both PDF format and native Microsoft Project file format; and
- (c) detail the Contract milestone dates, the commencement and completion dates of each trade and/or sub-contract work activity, procurement activities and supply Contract activity, with activities linked in a logical progression through a 'critical path' and identify any float based on a continuous cycle of WUC.

9.2 **(Approval of Program)** The approval of, or permission to adopt, a Program by the Principal will not relieve the Contractor of any of its obligations under the Contract, including the obligation to not, without reasonable cause, depart from an earlier approved Program.

9.3 **(Improving progress)** If, in the opinion of the Principal, the Contractor falls behind an approved Program, the Contractor must, unless otherwise directed by the Principal:

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- (a) take such steps as are necessary to improve progress (including the use of additional resources);
- (b) promptly, and within the time directed by the Principal, submit a revised Program, identifying the steps taken or to be taken.

The Principal shall not be liable upon any claim in connection with the Contractor's compliance with this clause.

9.4 **(Working Hours)** The working hours of the Site are Monday to Friday, 6am to 6pm.

10. QUALITY MANAGEMENT SYSTEM

10.1 **(General)** The Contractor must:

- (a) prior to commencing WUC at the Site, implement a quality management system which accords with the requirements of ISO 9001 or with any alternative standard approved by the Principal (acting reasonably);
- (b) provide a copy of the ISO9001 certification (or other documentary evidence suitable to the Principal, acting reasonably) of the Contractor's system;
- (c) comply with, and ensure that all of the Contractor's Personnel comply with the system;
- (d) appoint a suitably qualified quality management representative, who shall have such authority to effectively manage and control the implemented quality system.

10.2 **(Quality management plan)** The Contractor's quality management system must include a quality management plan which contains at least the following information:

- (a) a project organisation chart clearly showing the lines of authority, responsibility, and communication that will be in effect;
- (b) details of the qualifications and experience of all project management and supervision staff;
- (c) a lot plan;
- (d) details of project specific procedures, including those related to the following to the extent that they are applicable to WUC:
 - (i) all shop drawing formation and coordination;
 - (ii) management of all services subcontractor/trades;
 - (iii) management of all services/operational commissioning;
- (e) applicable inspection and test plans;
- (f) a register of all proposed quality records; and
- (g) a copy of the NATA terms of registration for the Contractor's compliance testing laboratory.

The Contractor must obtain and comply with the Principal's Direction regarding the plan pursuant to subclause 8.3 of the General Conditions of Contract.

10.3 **(Inspection and test plan)** The Contractor must, as part of the Contractor's quality management system, prepare and obtain the Principal's Direction regarding an inspection and test plan. The inspection and test plan must, at a minimum, detail:

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- (a) the items of Work to be inspected or tested;
- (b) the party who will carry out the inspection or test;
- (c) the stages at which Work is to be inspected and tested or the frequency of inspections and tests;
- (d) the testing procedures and methodologies;
- (e) acceptance criteria;
- (f) non-conformance management and corrective processes;
- (g) Work which shall not be covered up or made inaccessible without the prior approval of the Principal;
- (h) witness points for Work for which a representative of the Principal must be present;
- (i) hold points beyond which Work cannot proceed without approval of the Principal;
- (j) relevant standards; and
- (k) the records to be maintained by the Contractor.

The Contractor must obtain and comply with the Principal's Direction regarding the plan pursuant to subclause 8.3 of the General Conditions of Contract.

10.4 **(Reporting)** The Contractor must provide the Principal with all documents and information:

- (a) reasonably requested to support or evidence the Contractor's quality management system;
- (b) which are produced by the Contractor in compliance with the quality management system.

10.5 **(Inspections)** The Principal may carry out inspections of the Site at any time. During inspections, the Contractor shall provide the Principal with all documents, access and assistance reasonably requested by either. The Contractor shall provide a sufficient and safe access for all inspections at the Site.

11. REPORTS AND RECORD KEEPING

11.1 **(Photographic evidence)** The Contractor must provide to the Principal a progressive photographic record of the progress of WUC at the following stages and as otherwise reasonably required by the Principal:

Item	Stages at which photographic record to be made
(a)	On the giving of possession of the Site
(b)	At Practical Completion.

11.2 **(Compliance with legislative requirements)** The Contractor shall provide evidence of its compliance with clause 7 of the General Conditions of Contract to the Principal on request by the Principal.

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12. ENVIRONMENTAL PROTECTION

12.1 **(Environmental protection)** The Contractor must, and must ensure that its Personnel, perform the Contractor's obligations in accordance with:

- (a) best practice environmental management (as that term is defined in Section 21 of the *Environmental Protection Act 1994* (Qld));
- (b) the requirements of all other Legislative Requirements relating to the protection of the Environment; and
- (c) the Principal's policies relating to the protection of the Environment.

The Contractor must provide a copy of its environmental risk assessments and relevant control strategies for WUC for the Principal's review prior as a requirement of possession of the Site and prior to any pre-start meeting. The level of detail in the risk assessments shall be adequate to provide the Principal with a clear understanding of the required Work.

12.2 **(Environmental Management Plan)** If required by the Principal, the Contractor must prepare and provide to the Superintendent for review an environmental management plan ('EMP') for WUC, detailing how the Contractor will prevent or minimise the risk of harm to the environment in performing its obligations under the Contract. The EMP shall

- (a) cover all WUC to be undertaken at the Site;
- (b) describe the Contractor's process and procedures for the management of the risk of harm to the environment in connection with WUC; and
- (c) be of a standard reasonably expected of a skilled, competent, and experienced contractor engaged in the business of carrying out Work similar to the WUC.

The Contractor shall be solely responsible for the full and complete implementation of the EMP. The Contractor shall pay all penalties, costs and expenses, which may be incurred in respect of offences committed or alleged to be committed under the provision of the relevant legislative requirements.

12.3 **(Waste Management)** The Contractor shall ensure that all waste from the Site is placed in appropriate containers and removed from the Site to a legal waste disposal depot, and all fees paid by the Contractor.

12.4 **(Energy Use)** The Contractor shall ensure that the use of energy for WUC is minimised by undertaking regular maintenance of all machinery to ensure energy efficiency and by utilising minimum sized machinery to undertake tasks.

12.5 **(Protection of Fauna)** The Contractor shall ensure that there is minimal disruption to any fauna in the vicinity of the Works. The Contractor shall ensure that Personnel are trained during Site induction procedures and aware of the potential for impacts on fauna, and the need to minimise these impacts. If activities are found to be adversely impacting on fauna excessively, the Contractor must implement ameliorative measures as directed by the Principal.

12.6 **(Protection of Flora)** The Contractor must exercise due care in the vicinity of trees, other vegetation or existing features and make good any damage resulting from construction activities. The Contractor shall note the existing plants and trees on areas abutting the Works and shall avoid disturbing these areas.

12.7 **(Movement of organic materials, machinery and equipment)** Without limiting subclause **Error! Reference source not found.**, the Contractor's General Biosecurity Obligation includes complying with the Contractor's Legislative Requirements relating to the movement of organic materials (such as, soil, hay, mulch, manure, quarry products, turf and potted plants) and machinery and equipment from the Fire Ant Biosecurity Zones.

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13. CULTURAL HERITAGE

- 13.1 **(Aboriginal Cultural Heritage)** Although it is not expected that the proposed construction will reveal any Cultural Heritage find, the Contractor's attention is drawn to the requirements of the *Aboriginal Cultural Heritage Act 2003* (Qld), *Torres Strait Islander Cultural Heritage Act 2003* (Qld) and the *Aboriginal and Torres Strait Islander Heritage Protection Act 1984* (Cth), with which the Contractor shall comply in relation to WUC. The Contractor shall ensure that its Personnel, including staff and subcontractors' staff are trained during site induction procedures to be aware of cultural heritage obligations. If cultural heritage assets are encountered on the Site, the Contractor shall cease all Work in that area immediately, notify the Principal and take appropriate actions as outlined in the EMP or as otherwise directed by the Principal.

14. CULTURAL HERITAGE

- 14.1 **(Definitions)** In this clause:

- (a) **Aboriginal Cultural Heritage** has the same meaning as in the *Aboriginal Cultural Heritage Act 2003* (Qld);
- (b) **Aboriginal Party** has the same meaning as in the *Aboriginal Cultural Heritage Act 2003* (Qld);
- (c) **Cultural Heritage** includes Aboriginal Cultural Heritage, Torres Strait Islander Cultural Heritage and Commonwealth Cultural Heritage;
- (d) **Commonwealth Cultural Heritage** means significant Aboriginal areas and objects under the *Aboriginal and Torres Strait Islander Heritage Protection Act 1984* (Cth);
- (e) **Torres Strait Islander Cultural Heritage** has the same meaning as in the *Torres Strait Islander Cultural Heritage Act 2003* (Qld);
- (f) **Torres Strait Islander Party** has the same meaning as in the *Torres Strait Islander Cultural Heritage Act 2003* (Qld).

- 14.2 **(General Obligations)** Without limiting any other clause in this Contract, the Contractor must, and must ensure that its Personnel in carrying out and completing WUC:

- (a) comply with its duty of care under section 23 of the *Aboriginal Cultural Heritage Act 2003* (Qld) and the *Torres Strait Islander Cultural Heritage Act 2003* (Qld) requiring the Contractor to take all reasonable and practicable measures not to harm or damage Aboriginal Cultural Heritage and Torres Strait Islander Cultural Heritage;
- (b) act diligently to protect the Cultural Heritage of the Site, the area surrounding the Site, and any other land used by the Contractor in connection with WUC;
- (c) comply with and discharge (and ensure that the Contractor's Personnel comply with and discharge) all obligations imposed on the Contractor under any:
 - (i) law relating to the protection of Cultural Heritage which are applicable to WUC;
 - (ii) directions of the Principal in relation to the protection of Cultural Heritage; and
 - (iii) other standards, plans, requirements, codes, guidelines, policies, consents, and permissions relating to the protection of the Cultural Heritage which are applicable to WUC, including:
 - (A) the Cultural Heritage plan prepared under clause 14.3;
 - (B) the Principal's Cultural Heritage management policies and plans;

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- (C) any consent, permission or clearance provided by an Aboriginal Party or Torres Strait Islander Party; and
 - (D) a cultural heritage management plan (if any) approved pursuant to the *Aboriginal Cultural Heritage Act 2003* (Qld) or the *Torres Strait Islander Cultural Heritage Act 2003* (Qld) and applicable to WUC; and
- (d) notify the Principal immediately of any communication with the Contractor by an Aboriginal Party or Torres Strait Islander Party (or a person claiming to be an Aboriginal Party or Torres Strait Islander Party) which may affect WUC.
- 14.3 **(Cultural Heritage plan)** The Contractor must prepare, provide to the Principal for review, and comply with a Cultural Heritage plan for WUC that:
- (a) includes the results of a search of the Aboriginal Cultural Heritage Database and Register under the *Aboriginal Cultural Heritage Act 2003* (Qld) for the Site;
 - (b) describes the steps that the Contractor intends to take to meet its duty of care under the *Aboriginal Cultural Heritage Act 2003* (Qld) or *Torres Strait Islander Cultural Heritage Act 2003* (Qld) including the details of any communication with the Aboriginal Party or Torres Strait Islander Party about WUC and details of any proposed site inspections or monitoring of WUC; and
 - (c) identifies any responsibilities, procedures and processes for dealing with Cultural Heritage.

15. TRAFFIC MANAGEMENT

- 15.1 **(Traffic management plan)** The Contractor must prepare, provide to the Principal for review, and comply with a traffic management plan for WUC.
- 15.2 **(Traffic management plan)** The Contractor must comply with the Principal's traffic management plan for WUC.
- 15.3 **(General)** The Contractor:
- (a) is responsible for the safety of all pedestrians and vehicular traffic at, or adjacent to the Site, or in any way affected by the execution of WUC;
 - (b) must provide all necessary lights, barriers, notices and signs, and other traffic control devices required for the safe and appropriate management of traffic.
 - (c) must comply with and ensure that all traffic control devices conform to:
 - (i) the current Manual of Uniform Traffic Control Devices published by the Department of Transport and Main Roads;
 - (ii) Queensland Guide to Temporary Traffic Management;
 - (iii) AS1742 Manual of Uniform Traffic Control Devices;
 - (iv) Austroads Australian Guide to Temporary Traffic Management;
 - (v) Queensland Guide to Road Safety;
 - (vi) Guideline – Traffic Management at Works on Roads,

as amended or replaced from time to time. In the event of any inconsistency, ambiguity, discrepancy, or conflict between any requirement or standard in the documents listed above, the Contractor shall comply with the more onerous requirement or higher standard unless otherwise directed by the Principal.

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- 15.4 **(Continuous operation)** The Contractor shall provide for continuous operation of normal traffic along all roads and pedestrian and vehicular access to properties included in the Contract or intersected by WUC. The Contractor shall, where necessary, provide side-tracks which shall be constructed, signposted, lit and maintained.
- 15.5 **(No obstruction)** The Contractor shall not obstruct any side road, branch track, drain, or watercourse unnecessarily in its operations, but when such obstructions cannot be avoided, the Contractor shall remove such obstruction as soon as possible.
- 15.6 **(Non-compliance)** If the Contractor fails to comply with this clause, the Principal may, without further notice, take such steps as the Principal considers reasonably necessary to provide for the passage and safety of traffic, to remove any obstruction or to repair any damage. If it considers it necessary, the Principal may engage workmen and watchmen, in which case the cost of doing so shall be deducted from any monies otherwise due to the Contractor under this Contract.

16. HEAVY VEHICLE NATIONAL LAW

- 16.1 **(Meaning of terms)** Terms used in this clause which are defined in the Heavy Vehicle National Law (Queensland) (the 'National Law') have the same meaning as in that law.
- 16.2 **(General obligations)** The Contractor must ensure that, so far as is reasonably practicable, the safety of the Contractor's transport activities. Without limiting this, the Contractor must, so far as is reasonably practicable:
- (a) eliminate public risks and, to the extent it is not reasonably practicable to eliminate public risks, minimise the public risks; and
 - (b) ensure the party's conduct does not directly or indirectly cause or encourage:
 - (i) the driver of the heavy vehicle to contravene the National Law; or
 - (ii) the driver of the heavy vehicle to exceed a speed limit applying to the driver; or
 - (iii) another person, including another party in the chain of responsibility, to contravene the National Law.
- 16.3 **(Notice)** The Contractor must immediately notify the Principal if the Contractor considers that anything in this Contract, or any act or omission of the Principal or its respective officers, employees, agents or representatives has, or is likely to, directly or indirectly cause or encourage the Contractor or any employee or subcontractor of the Contractor:
- (a) being the driver of a heavy vehicle to contravene the National Law; or
 - (b) being the driver of a heavy vehicle to exceed a speed limit applying to the driver; or
 - (c) being another person, including another party in the chain of responsibility, to contravene the National Law.

17. LABOUR HIRE

- 17.1 The Contractor must not provide or utilize any labour for any WUC, unless the provider of that labour hire is registered under the *Labour Hire Licensing Act 2017* (Qld).

18. CODE OF CONDUCT

- 18.1 **(Definition)** In this clause, 'Code of Conduct' means the Principal's code of conduct which is available on the Principal's website.
- 18.2 **(Code of Conduct)** The Code of Conduct identifies the standards and behaviours expected from all workers, including contractors, in delivering services to the local community.

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18.3 **(Contractor's obligations)** The Contractor must:

- (a) communicate the Code of Conduct to all of the Contractor's Personnel;
- (b) comply with, and ensure that its Personnel comply with, all requirements of the Code of Conduct, including all standards contained within the Code of Conduct; and
- (c) if directed to do so by the Principal, obtain and provide to the Principal a signed form from all Personnel engaged by the Contractor to perform any part of WUC which states that the person has read, understood and agrees to comply with the Code of Conduct.

19. PRACTICAL COMPLETION

19.1 **(Requirements of achieving Practical Completion)** As a requirement of Practical Completion the Contractor shall provide one (1) bound and one (1) PDF copy of an end of job report which shall contain the following as a minimum:

- (a) completed warranties for all fittings and fixtures including major supply information;
- (b) operations & Maintenance Manuals;
- (c) Surveyor inspection certificates where applicable;
- (d) final Inspection Certificates from an approved registered certifier;