



INFORMATION SHEET FOR CIVIL CONTRACTORS – RURAL ENTRANCE CONSTRUCTION

Contractors wishing to conduct work on Council's road reserves are required to gain approval from Council prior to commencing works. This ensures that the contractors who are performing the work are suitably qualified and are covered by insurance in case of an accident.

A road reserve is the area from property boundary to property boundary and includes the verge and footway.

Introduction

Council has implemented a prequalification scheme for civil contractors to permit the performance of rural entrance works within the QPRC area. This prequalification scheme will allow contractors to be placed on a publicly available list published on Council's website and will exclude contractors outside the scheme from performing rural entrance works.

This scheme has been implemented to address issues of bonding individual works and will allow contractors to perform multiple jobs under the one roadworks bond. However, this scheme does not negate a contractor's obligation to obtain a Section 138 Certificate for works within the road reserve.

Information Required for Assessment

In order to become a prequalified civil contractor for rural entrance construction, an applicant must submit with the completed agreement the following:

- 1. A copy of their (or site supervisor's) Occupational Health and Safety General Induction card for construction work in New South Wales which has been issued by WorkCover New South Wales; and**
- 2. A copy of receipt for payment of a \$5,000 bond as security for the works.**
- 3. A copy of their public liability insurance certificate of currency. The minimum sum insured under your public liability insurance must be at least \$20,000,000.**

If Council holds a valid copy of your public liability insurance certificate of currency, then this does not need to be provided with your Section 138 application.

Contractors are responsible for providing Council with up-to-date insurance information.

The Application Process – To Become a Prequalified Contractor

Contractors wishing to gain approval for driveway works must submit all the information listed above to Natural & Built Character – Development Control at 257 Crawford Street, Queanbeyan. If successful, the contractor will be provided with the relevant standard drawing to enable completion of rural entrance works in accordance with Council's requirements.

PRIVACY PROTECTION INFORMATION

The *Privacy and Personal Information Act 1998* (PPIP) requires Council to adhere to a number of principles regarding the collection, storage and disclosure of personal information contained within private registers, which includes Council's Approved Contractors List.

For those individuals who select to be included on Council's Prequalified Contractor List, Council is required to inform you that:

- a) personal information is being collected from the attached application form,
- b) the personal information is used to compile a list of Contractors that may undertake rural entrance works on Council's road reserves,
- c) the intended recipients of the list, i.e. your personal information, is the residents of the Queanbeyan-Palerang Regional Council area,
- d) the supply of personal information is voluntary,
- e) you have rights of entrance to, and correction of, any personal information that has been collected,
- f) the agency collecting the personal information is Queanbeyan-Palerang Regional Council, PO Box 90, Queanbeyan NSW 2620, and
- g) the information collected by Queanbeyan-Palerang Regional Council will only be used for the purpose of a Prequalified Contractor List and will not be used for any other purpose.

In order to disclose personal information to the intended recipients, Council requires the Personal Information Consent Section on the attached form to be completed and signed by the applicant.

The Application Process – To Construct a Rural Entrance

Prior to any works commencing, the prequalified contractor must obtain and complete an application form for the construction of rural entrances. A separate form is to be completed for each property the contractor is working at and should include a plan of the proposed works for assessment by Council.

The completed form will be assessed by a Council Development Engineer for recommendation to the Coordinator Development Engineering to approve or disapprove the construction of the rural entrance.

Once the form has been approved the Contractor can arrange for a Council inspection of the pre-sealed works by phoning 6285 6244. At least 24 hours notice must be given prior to the required inspection. The sealing of the entrance must not commence until approval of the work has been obtained from the inspecting officer.

A final inspection of the entrance will be conducted a minimum three (3) months after the date of completion of the driveway(s), to determine whether any rectification works are required. Any rectification work is to be carried out by the contractor within the time specified in a direction.

Release of Bonds

Should Council be required to undertake any rectification work, the cost of the work will be recouped from the bond paid.

The bond, minus any recouped costs will be returned at such time when the contractor no longer wishes to undertake rural entrance works in the Queanbeyan-Palerang Regional Council area.



Traffic Control for Rural Entrance Construction

Council has both a moral and legal responsibility for the safety of all persons at work sites on Council's road reserve, including works on the verges and road related areas. This includes Council staff, contractors working for Council or with Council approval and members of the public.

To ensure the safety of people it is necessary to provide a high standard of traffic control past the work sites. Council has adopted the *RMS Traffic Control at Work Sites* manual and where information is lacking in this manual, refers to the Australian Standard AS1742.3 *Traffic Control Devices for Works on Roads*.

All prequalified contractors are required to prepare and submit specific traffic control plans to address the safety of all road reserve users. These plans may require the modification of a standard plan or the design of a new plan and should form part of a separate Section 138 application to Council.

The selection of or modification of a standard traffic control plan or the preparation of a non-standard plan must be undertaken by a person qualified to carry out this work.

Contractors who wish to undertake the traffic control themselves will need to attend and pass the appropriate course and their authorisation presented to Council for our records. Alternatively, the traffic control would be carried out by authorised traffic control contractors.

Please refer to Council's *Information Sheet for Traffic Control Plans (TCPs)* for further information on traffic control, traffic control plan development/approval and authorisations for traffic control personnel.

Further fees will apply.



RURAL ENTRANCE CONTRACTOR AGREEMENT

I, (Print name)
of (Company name)
located at (Business address)
on this day of, 20.....

Have fully acquainted myself with Queanbeyan-Palerang Regional Council requirements to carry out work on road reserves, to carry out rural entrance construction and for use of traffic control, and accordingly the obligations and responsibilities of undertaking works on road reserve, agree to:

1. Construct rural entrance works strictly in accordance with good industry practice and the specifications adopted by Queanbeyan-Palerang Regional Council for the construction of flexible pavement. In the event that my work does not meet the required specifications, I will:
 - a) Rectify all works as directed by Queanbeyan-Palerang Regional Council, or
 - b) Authorise Queanbeyan-Palerang Regional Council to undertake itself such rectification works, which have not been completed to the Council's satisfaction, and deduct the cost of the work from bond monies held by Council.
2. Perform all work for which I have been nominated as the Contractor;
3. Provide Council with a minimum of 24 hours notice of my intention to commence rural entrance works;
4. Ensure all utility authorities have no objection to the work and protect all utility services from damage during construction;
5. Provide traffic control:
 - a) which is in accordance with the approved Traffic Control Plan,
 - b) which uses devices within standards and erected by personnel authorised to do so, and
 - c) when directing traffic as necessary using personnel authorised to do so.
6. Maintain current a public liability insurance policy which has a minimum value of \$20,000,000.
7. Notify Council and provide documentary evidence, before expiry date, of the renewal of the public liability insurance policy.



Contractors Details

Type of Organisation

Company Partnership Sole Trader (please tick one)

ABN:

State of Registration:

Phone: **Mobile:**

Email:

Experience:

.....

Personal Information Disclosure

I consent to the disclosure of my personal information for use as information on Council's Prequalified Contractor List

I do not consent to the disclosure of my personal information for use as information on Council's Prequalified Contractor List.

Contractor's Signature **Date:**

Approval

Subject to successful Section 138 (Roads Act 1993) applications for individual works, prequalification is awarded to carry out the construction of rural entrances across the road reserve within the Queanbeyan-Palerang Regional Council area in accordance with this agreement.

Signature **Date:**

Coordinator Development Engineering



Assessment and Approval
(TO BE COMPLETED BY COUNCIL OFFICERS)

Receipt for Cash Bond Attached Roadworks Bond \$5,000 #:.....
(1.950.8417.000000)

Public Liability Insurance Certificate of Currency Attached
(\$20,000,000)

NSW WorkCover White Card Attached
(OH&S General Induction Training for Construction Work)

RECOMMENDED FOR:

Prequalification Yes No

Inclusion on Council's Contractor's List Yes No

If No, give details:

.....

.....

Signature of Assessing Officer: **Date:**.....

Name of Assessing Officer: