EAST GIPPSLAND
CATCHMENT
MANAGEMENT
AUTHORITY

Invitation for Expression of Interest

Contractor Panel for the Provision of Goods and Services Part A

Contract EGCMA 218

1 July 2026 to 30 June 2029

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Part A – Expression of Interest Brief

1. Introduction

The East Gippsland Catchment Management Authority (the Authority) is seeking Expressions of Interest (EOI) from suitably qualified and experienced contractors to provide goods and services in support of Authority programs and works.

The panel established through this EOI will operate from 1 July 2026 to 30 June 2029, with work packages offered on an as-needed basis.

This brief outlines the goods and services sought by the Authority, the framework for contractor engagement, and the conditions that apply.

Applicants are required to submit **Part B only**, including all requested schedules, questionnaires and supporting documentation.

2. Background

The East Gippsland Catchment Management Authority is a statutory agency responsible for the integrated management of land, water, and biodiversity across the East Gippsland region. The Authority works in partnership with Traditional Owners, government agencies, landholders and the wider community to protect and enhance natural assets, improve catchment resilience, and support environmental and community outcomes.

The Authority has responsibility for the planning and delivery of waterway management activities, including works associated with rivers, wetlands, and estuaries.

The East Gippsland Catchment Management region encompasses approximately 2.2 million hectares of land, lakes and coastal waters extending up to 5.5 kilometres offshore, representing around 10 per cent of Victoria (refer to Figure 1). The region is located in the eastern-most part of the state and contains a diverse range of landscapes and environmental values.

The Authority is one of ten Catchment Management Authorities established across Victoria under the *Catchment and Land Protection Act 1994* and the *Water Act 1988*. The Authority reports to the Minister for Water and the Minister for Energy, Environment and Climate Change.

3. Indicative Timetable

The indicative timelines for this Expression of Interest (EOI) process are outlined below. These dates are provided to assist EOI applicants in planning their submissions and participation in the process. The Authority reserves the right to amend the timelines at its discretion, including extending or varying dates where circumstances require. Any changes will be communicated via the Tenders page on the EGCMA website.

Activity	Date
EOI issued	Thursday 14 May 2026
EOI briefing	12:00pm Wednesday 27 May 2026
Questions close	5.00pm Wednesday 3 June 2026
EOI closes	5.00pm Thursday 11 June 2026
Evaluation completed	Tuesday 23 June 2026
Applicants notified	Friday 26 June 2026

4. Expression of Interest Briefing

The Authority will conduct an optional EOI briefing session to provide an overview of the process and requirements at **12pm on Wednesday 27 May 2026**.

The session will be held via Microsoft Teams. Details on how to register are available on the Authority's website:

https://egcma.com.au/contact-us/jobs-and-tenders/

Questions asked during the briefing session may not be answered in the briefing session. Responses to questions which are not answered, and responses given to questions asked during the briefing session may be provided to all Invitees.

Invitees may also be required to submit all queries and questions asked during the briefing session in writing after the briefing session. Details of and responses to these queries and questions may be provided to all other Invitees.

5. Submission Deadline & Lodgement

EOI submissions must be received by **5:00pm Thursday 11 June 2026**. Late submissions will not be accepted.

Submissions must be lodged electronically via the Buying for Victoria website.

https://www.tenders.vic.gov.au

Applicants experiencing difficulty with the submission process are encouraged to contact the Authority prior to the closing time for assistance.

6. Working Hours and Days of Work

All works are to be carried out during normal weekday working hours, Monday to Friday (excluding public holidays). Typical working hours are between 7:00am and 6:00pm, with daily hours usually ranging between 8–10 hours depending on project requirements, location, and conditions.

Specific working arrangements will be agreed with the Authority's Works Coordinator prior to commencement.

Weekend work will not be permitted unless prior approval in writing by the Authority is provided.

7. Region of Operation

The Authority manages the East Gippsland region across four basins: Mitchell, Nicholson/Tambo, Snowy and Far East.

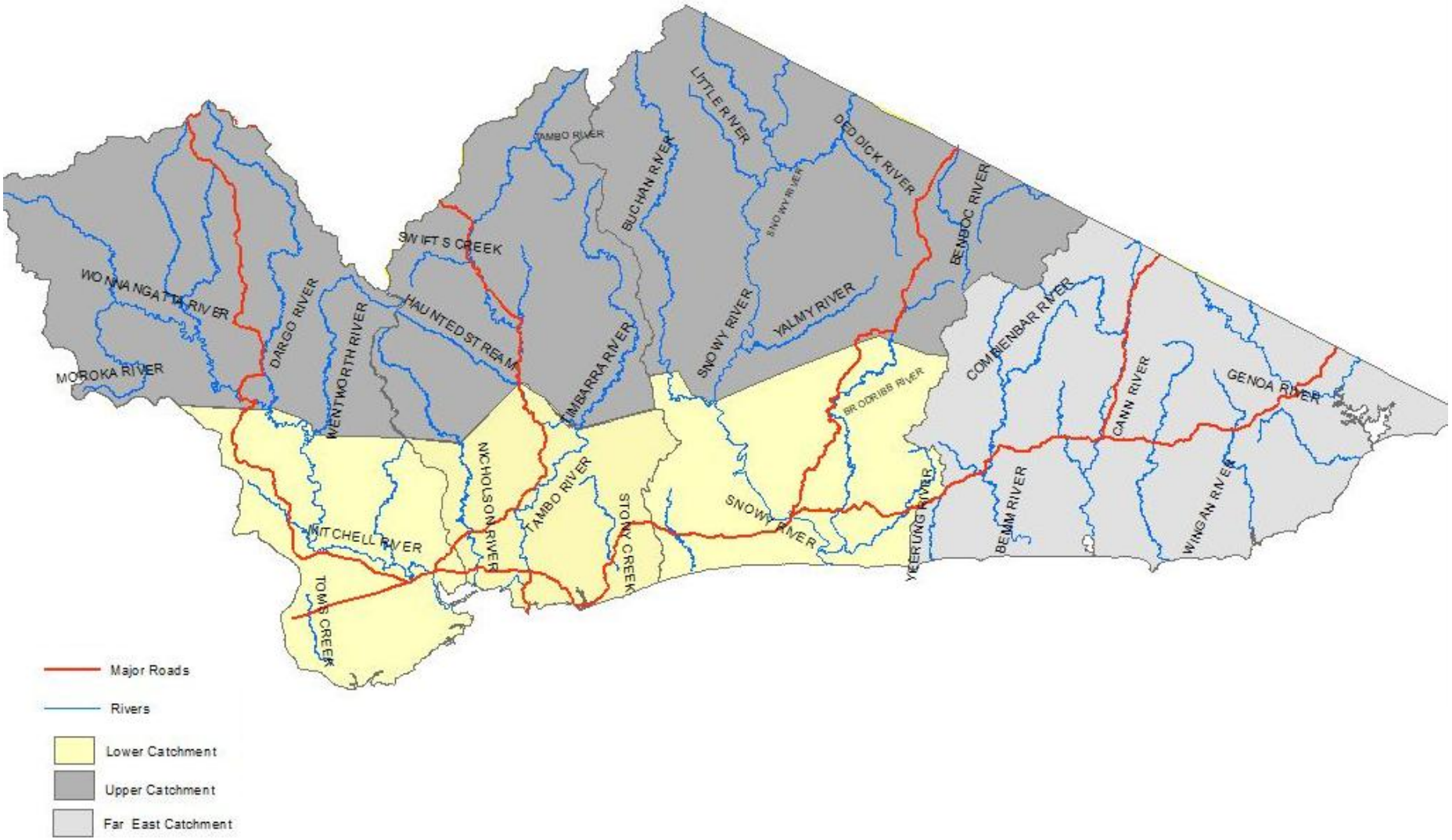
For pricing and delivery purposes, the region is also divided into upper and lower catchments.

Key definitions include:

- Upper Mitchell: above the Wonnangatta and Dargo River confluence
- Upper Tambo: above the Haunted Stream and Timbarra River confluences
- Upper Nicholson: above Deptford
- Upper Snowy: above the Buchan confluence including Murrindal and the Brodribb River at Goongerah
- Far East: treated as a single pricing region

The map below (figure 1) provides further detail on the region divisions.

Figure 1: Map of East Gippsland Catchment Regions



8. Goods & Services Overview

The Authority requires the following services:

- Woody and non-woody weed control
- Revegetation
- Machinery and equipment hire (wet hire)
- Fencing installation
- Supply of native plants and seed
- Supply of rock
- Debris removal (post-event or reactive works where required)

8.1 Woody and non-woody weed control

The general services required by the Authority to undertake revegetation include:

- Woody and non-woody weed control on waterways using best practice techniques (cut and paint, stem injection, foliar spray)
- Site preparation for revegetation
- Remote woody and non-woody weed control (upper catchments)
- Site maintenance including follow-up spraying and weeding

8.2 Revegetation

The general services required by the Authority to undertake revegetation include:

- Planting of native plants from tube stock and the erection and installation of tree guards (if required)
- Direct seeding of native plant species
- Revegetation site preparation (spraying and weeding)
- Watering at revegetation sites

8.3 Machinery and equipment hire (wet hire)

The general services required by the Authority to undertake machinery and equipment hire include:

- Excavators and operators in the 5 to 30 tonne range
- Attachments such as 4-in-1 buckets, log grabs, pile drivers, harvesters, and long reach excavators
- Wheeled machines e.g. loaders, excavators
- Steel bodied trucks and trailers suitable for carrying rock up to 1m diameter
- Trucks and floats with capabilities of transporting plant, equipment, and materials up to 30 tonnes
- Barges suitable for construction of fish habitats, driving piles and carrying and unloading rock
- Boats in survey and suitable for carrying personnel and conducting inspections

- Firefighting trailers / Watercarts for burning woody weed heaps
- Mowers and small machinery

8.4 Fencing Installation

The general services required by the Authority to undertake fencing include:

- Supply of materials and experience in rural fence construction and maintenance
- Sound knowledge and understanding of a variety of fencing techniques

8.5 Supply of native plants & seed

The general services required by the Authority include:

- Supply of bulk orders of native plants and forestry tube stock
- Sourcing and supply of seed to match specified species and provenance of our region
- Delivery options to work sites throughout the region

8.6 Supply of rock

The general services required by the Authority include:

- Supply of graded (D50 350mm – 500mm)
- Supply of ungraded quarry rock

8.6 Debris Removal

The general services required by the Authority include:

- Safe removal of debris from waterways or riparian areas
- This includes sound experience in the safe removal of debris using machinery and equipment.

9. Conditions

The following conditions apply to this Expression of Interest (EOI).

9.1 Panel Appointment and Engagement

Acceptance onto the panel does not guarantee the offer of any work by the Authority.

Contractors appointed to the panel will be issued with a formal written agreement for the duration of the panel. This agreement will govern the supply of goods and/or services and must be executed prior to any work being offered.

9.2 Pricing and Rate Adjustments

Pricing structures will be reviewed annually for the term of the panel.

Where the average fuel pump price increases by 20 per cent or more from 1 July in any year of the Agreement and remains at or above that level, the Authority will adjust rates to account for the increase.

Conversely, where fuel prices decrease by 20 per cent or more from 1 July in any year, the Authority reserves the right to adjust rates accordingly.

9.3 Sourcing of Additional Contractors

The Authority reserves the right, at its sole discretion, to source additional contractors through appropriate procurement processes during the panel period where:

- Contractor capacity is insufficient to meet program requirements (for example, following a major flood event); and/or
- There is a demonstrated lack of required skills or capability within the existing contractor base due to unforeseen changes to the program.

9.4 Termination of Contracted Works

The Authority reserves the right to terminate any contracted works by providing written notice to the contractor where the contractor fails to deliver services in accordance with the requirements of the contracted works or the terms of the agreement.

10. Service Delivery Requirements

Relevant sections of the detailed service delivery requirements must be addressed for each of the goods and services being offered. Some requirements apply to all projects and must be included in the rates submitted as part of the EOI.

10.1 Spatial data

Spatial information is required for all projects, including:

- GPS coordinates for all woody weed control works
- GPS coordinates for revegetation works, including quantities and locations of each species planted
- Daily start and finish GPS coordinates
- Georeferenced photographs representing a sample of completed works

The preferred method of spatial data collection is ArcGIS Collector. The Authority will provide a user licence where required at no cost.

10.2 Invoicing & daily dockets

Contractors are required to submit invoices at fortnightly intervals. All invoices must be GST compliant. The Authority will not pay costs outside agreed rates.

Invoices must include:

- Date(s) of service
- Hours worked, applicable rates, number of staff and plant used
- Location of works (consistent with daily dockets)
- EGCMA Purchase Order number and project number
- Full name, address, ABN, and contact details
- GST amount

Invoices must be submitted to accounts@egcma.com.au, with a copy provided to the Project Coordinator.

Daily dockets are required for all machinery works and must be submitted to the Authority's Works Coordinator at least weekly, or as requested. The Works Coordinator may also require daily dockets for other works under this EOI, including more frequent submission (e.g. daily) for larger or higher-risk projects.

Daily dockets must include:

- Start and finish times
- Breaks taken
- Number of staff
- Site name and number
- Plant and equipment used
- Hours worked
- Location of works

Daily dockets will form the basis of invoicing.

10.3 Report Writing

Report writing must be included in charge rates.

Reports will include spatial data, records and a summary of works completed. Final invoices will not be approved until reports are submitted and accepted.

10.4 Woody and non-woody weed control

Charge Rates

An hourly rate is required for woody and non-woody weed control services.

The hourly rate must be fully inclusive of all costs required to deliver the works, including:

- Travel to and from work sites
- Remote communication equipment (satellite-enabled device and EPIRB/PLB where required)
- GPS units
- First aid
- Camping (where required)
- 4WD
- Spray equipment and chemicals
- Watercraft (where required)
- Hand tools
- Report writing

Rates must reflect hours worked onsite only, supported by daily dockets.

Travel to and from work sites must be factored into the hourly rate unless otherwise agreed.

Example:
A crew working onsite from 8:30am to 5:00pm with a 30-minute break equates to 8 hours worked = 8 hours x hourly rate.

Remote work

The Authority may require contractors to undertake remote work, particularly for woody and non-woody weed control (including willow control).

Remote work is undertaken in isolated locations with limited access and requires contractors to be self-sufficient.

Contractors must:

- Demonstrate proven experience in remote conditions (reference checks may be undertaken)
- Maintain daily check-in/check-out communication with the Authority
- Be equipped to operate independently for extended periods (including camping)

Additional requirements include:

- Satellite-enabled communication device
- EPIRB or PLB
- Suitable 4WD vehicles
- Ability to operate in remote terrain
- Rafting capability where required

Start locations, travel arrangements and working hours will be agreed with the Works Coordinator prior to commencement. Remote work may involve extended working days depending on site conditions.

Warranty retreatment

Contractors will be required to re-treat target species at their own cost where less than a 90% kill rate is achieved.

10.5 Revegetation

Charge Rates

Revegetation works include planting tube stock and direct seeding.

Tube stock rates

- Planting – per plant rate
- Guard installation – per plant rate
- Watering – hourly rate
- Transport – hourly rate (including maximum load capacity)

Direct seeding rates

- Direct seeding – hourly rate
- Site preparation (including weed control where applicable) – hourly rate
- Rates should consider site access, terrain, and travel within project areas. Any specific travel arrangements may be agreed at project level.

10.6 Machinery and equipment hire (Wet Hire)

Refer to 8.3 Machinery and equipment hire for equipment requirements

General

- Machinery and equipment hire will occur as required by the Authority.
- Subcontracting is permitted only with prior written approval from the Authority.

General hiring conditions

- Hire will be based on submitted rates
- Rates must exclude GST and include all overheads
- Payment will be based on hours worked, rounded to the nearest half hour
- Hire commences when plant arrives onsite, unless otherwise agreed

The Contractor must:

- Deliver plant in good working order
- Maintain and repair plant at their own cost and time
- Comply with all relevant legislation
- Follow reasonable directions from the Works Coordinator

Instream work

Instream work applies where plant operates within waterways.

Application of instream rates will be determined in consultation with the Works Coordinator, taking into account site conditions and operational requirements.

Wet/Inclement weather

Work planning is expected to consider forecast weather conditions.

Where works are postponed due to forecast weather, no payment will apply.

Where contractors attend site and works are subsequently stood down, payment may apply at the Authority's discretion.

Transport of Plant (Floating Charges)

The Authority will pay for agreed plant transport to site and between sites where required for the works.

Transport arrangements and rates must be agreed prior to mobilisation.

The Authority will not pay transport costs where plant is rejected due to non-compliance with EOI requirements.

Cartage

Trucks transporting project materials will be charged at the agreed hourly rate from the contractor's nominated depot to the work site and return. Travel time and rates must be agreed prior to commencement of works.

10.7 Fencing

Charge Rates

Hourly rates are required for:

- Two-person fencing team
- Additional labourer
- Machinery

Rates must be fully inclusive of all costs required to deliver the works (including travel, accommodation, materials, equipment etc).

10.8 Supply of native plants & seed

Charge Rates

The rate is for the supply of native plants at a per-plant rate at the nursery gate, inclusive of local provenance seed or cutting collection. Seed and cutting collection is at the expense of the grower. Plants are to be supplied as forestry tube stock, with preference given to locally sourced indigenous riparian species and appropriate provenance.

In addition to the supply of plants, transport is to be provided as a separate hourly rate. This must be submitted separately from the per-plant rate and should consider delivery across upper and lower sections of the region.

Contractors should consider the following when developing unit rates:

- Local provenance
- Species selection
- Cuttings and seed sourcing
- Return tray systems
- Identification tagging for all trays
- Transport capacity
- Available species range

Native seed supply is to be quoted on request and provided as a per-kilogram rate for seed mix. The rate must include:

- Collection of seed across the catchment
- Local provenance
- Appropriate riparian species mix
- Treatment and preparation of the seed mix

10.9 Supply of rock

Charge Rates

Rates must be provided as a per tonne rate at the quarry gate.

Applicants must nominate quarry location, product types, and availability.

Typical requirements include D50 rock (350–500 mm) and ungraded quarry rock.

11. Environmental Sustainability & Protection

The Authority is committed to reducing its environmental footprint and is supported by policies and procedures designed to achieve this objective.

Contractors engaged by the Authority must:

- Comply with the General Environmental Duty (GED) under the Environment Protection Act 2017 (Vic). Contractors must take all reasonably practicable steps to prevent or minimise harm to people and the environment from pollution or waste arising from their activities. This includes identifying and managing environmental risks, following approved environmental management plans and procedures, using appropriate plant and equipment, promptly reporting environmental incidents or near misses, and cooperating with the Authority to meet EPA requirements and lawful directions.
- Work with Authority Works Coordinators to understand and comply with relevant legislation, including the Environment Protection and Biodiversity Conservation Act 1999 and the Flora and Fauna Guarantee Act 1988.
- Work with Authority Works Coordinators to understand and comply with the Aboriginal Heritage Act 2006 (including subsequent amendments).
- Demonstrate appropriate knowledge, systems, and practices for weed hygiene and biosecurity management.

As a minimum, Contractors must have simple and practical systems in place to manage environmental issues relevant to the works. This should include an environmental policy or agreed approach, basic procedures or guidance for staff, and a clear process for responding to and learning from environmental incidents. Contractors should be able to demonstrate an understanding of key environmental risks associated with the works- including weed hygiene, cultural heritage protection, works in waterways, waste management, spill response, erosion control, noise and vibration, air quality and emissions, and chemical handling - and how these risks are managed in practice. Records of relevant environmental training or inductions should be maintained, along with evidence of ongoing efforts to reduce environmental impacts.

Contractors with ISO 14001:2015 certification (Environmental Management Systems) must provide evidence of certification as part of their EOI submission.

Additionally, Contractors must:

- Use well-maintained plant and equipment, with service log history, to maximise fuel efficiency and reduce greenhouse gas emissions.
- Recycle batteries, tyres, and other materials at appropriate facilities
- Store and dispose of chemical containers in accordance with relevant requirements
- Maintain best practice pollution and waste control procedures

12. Cultural Heritage Management

Due to the nature of works undertaken along waterways, project sites are often located within areas of Aboriginal cultural sensitivity, generally extending 200 metres either side of designated waterways, as defined under the Aboriginal Heritage Act 2006 and Aboriginal Heritage Regulations 2018.

Contractors are expected to demonstrate a strong understanding of these requirements and ensure all works are delivered in compliance with applicable legislation.

Further information is available at: Aboriginal culture and heritage | First Peoples - State Relations (firstpeoplesrelations.vic.gov.au).

Contractors must demonstrate that they have appropriate systems in place to manage works within areas of cultural sensitivity, including:

- Appropriately trained personnel
- Procedures for identifying, reporting, and managing the discovery of artefacts, or items suspected to be artefacts, in accordance with legal requirements

Please provide details of these systems in the Response Schedule, including how works within culturally sensitive areas are managed in practice.

13. Occupational Health and Safety (OHS)

The Authority is committed to providing, so far as is reasonably practicable, a work environment that is safe and without risks to health for all employees, contractors and others who enter our work areas. This commitment extends to all contractors for all projects.

This will be achieved through:

- careful selection of contractors and liaison with them to ensure that hazards are identified, assessed, controlled, and monitored
- ensuring no sub-contractors are used without written authorisation of the Authority CEO
- conducting OH&S safety ,works quality and performance inspections, and
- investigating all OH&S incidents and prompt implementation of corrective actions.

Contractors are required to have in place an OHS system which demonstrates compliance with the Victorian Occupational Health and Safety Act 2004 and current regulations.

When on an Authority work site, the contractor must (and ensure that all employees and approved sub-contractors):

- protect people and property
- prevent nuisance and unnecessary disturbance
- act in a safe and lawful manner and comply with Authority policies and standards
- comply with any lawful direction from the Authority
- comply with all relevant OHS legislation

Contractors are also required to prepare and implement appropriate site-specific safety documentation (including SWMS and risk assessments) prior to commencing works.

Contractors must comply with the Authority's OHS Standards relevant to the task being undertaken.

Contractors must comply with the Authority's Occupational Health and Safety (OHS) Standards relevant to the task being undertaken. The Authority is committed to ensuring that all employees and contractors have the necessary knowledge and skills to perform their work safely and without risk to health.

Prior to engagement, contractors must demonstrate that they have an appropriate OHS management system in place and be able to verify its implementation in practice. Contractors are also required to comply with any contract-specific OHS requirements outlined in their letter of engagement.

Any costs associated with meeting the Authority's OHS requirements must be incorporated into the contractor's submitted rates.

Contractors are required to identify any sub-contractors intended for use during the expression of interest (EOI) period, annually update the intended use of sub-contractors and include a declaration of sub-contractors on site specific SWMS. Declaration of sub-contractors does not provide permission for sub-contractors to perform work without the written authorisation of the Authority's CEO, and contractors must ensure sub-contracted individuals and entities abide by the Authority's contractor requirements.

The Authority expects all contracted parties to maintain a competent, formalised OHS Management System. This system must be supported by and aligned with the Authority's OHS Contractor Standards, which have been developed to cover the range of tasks typically undertaken on the Authority's behalf. A copy of the relevant OHS Standards is attached to this invitation.

The Authority has OHS Standards for the following tasks:

- STD001 Manual Weeding
- STD002 Chemical Weed Control
- STD003 Operating Machinery
- STD004 Planting
- STD005 Working Outdoors
- STD006 Fencing

These standards can be downloaded from the Authority website or *Buying for Victoria*.

The Authority's OHS Operations Risk Register records prior experience of known hazards; and identifies a range of controls that the Authority expects contractors to meet or exceed. This information is provided to contractors in the form of the OHS Standards. The objective is to assist contractors in identifying hazards that may arise in conducting the works and advising contractors of the Authority's minimum expectations to be met when carrying out those works.

EOI submissions must clearly demonstrate compliance with the following OHS requirements:

Compliance with health and safety legislative requirements

As a minimum requirement, respondents must comply with all applicable legislation relating to occupational health and safety. The Victorian Occupational Health and Safety Act 2004 and the Occupational Health and Safety (Psychological Health) Regulations 2025 are the principal legislation.

There are, however, other Acts, Regulations, Codes of Practice and Australian Standards that impose specific OHS requirements that may be relevant to the contract works.

Demonstrate evidence of an effective operational OHS management system

The applicants OHS management system must demonstrate compliance with the employer duties section of the Victorian Occupational Health and Safety Act 2004 and the Occupational Health and Safety (Psychological Health) Regulations 2025 including those relating to the public. In general terms these duties mandate that the employer and its employees are able to carry out their work in safe workplaces, using proper and safe plant and substances, using systems of work that are safe and providing adequate instruction, training, and supervision.

Complete EOI OHS management system questionnaire

Applicants are required to complete a questionnaire that evaluates the status of their OHS management system. Applicants are required to demonstrate how the relevant system elements operate within their organisation and that they can support their claims with documentary evidence.

Undertake a risk assessment

Applicants must commit to preparation of a Risk Assessment prior to commencing any Authority project they are engaged to complete. The Risk Assessment requires the contractor to identify the hazards associated with the project, assess the risks, and develop appropriate control measures using the Hierarchy of Control. The applicant must commit to take into account the controls defined in the Authority's OHS Standards for the task being undertaken. The risk assessment should be undertaken in the form of a Safe Work Method Statement (SWMS), regardless of whether the preparation of a SWMS is or is not a legal requirement (i.e. for defined High Risk Construction Work).

Please note activities like travelling to and from a work site is the Contractor's responsibility . Contractors must make sure there are clear systems in place to keep their staff safe during these activities. This includes managing risks such as driver fatigue when commuting to or from the site, in line with Victorian workplace health and safety laws.

OHS performance reporting

Applicants must commit to providing the Authority when requested with reports on OHS performance relating to the project works or services. Any notices/orders/prosecutions by WorkSafe against the company in the previous 5 years must be provided to the Authority as part of the EOI submission.

OHS incident notification

Applicants must commit to notify the Authority of any incident (including near miss), injury, property, or environmental damage associated with the provision of contract works or services within a maximum of 24 hours of an incident occurring.

Non-compliance

The Authority has the right to suspend or terminate the contract works if in its opinion, the contractor fails to remedy breaches of OHS within a reasonable timeframe during delivery of the contract.

Capability

Applicants must be able to demonstrate the capability of meeting all OHS responsibilities listed in section 13 of this document.

13.1 Pre-qualified applicants

Applicants may be pre-qualified if the company's health and safety management system is registered with an accredited 3rd party organisation (e.g. ISO 45001 for OHS Management Systems) or government agency (e.g.: DEECA or Vic Roads).

Evidence of this prequalification must be provided with the EOI submission.

13.2 Insurance and licenses

Contractors with employees must have a current WorkCover worker's compensation policy and all contractors must have public liability insurance. Any insurances, licences or qualifications that are due to expire either before commencement, or during the course of a contract, are to be renewed to ensure that currency is maintained.

The EOI applicants shall note that on acceptance to the Authority's panel, copies of insurance and licences relevant to the EOI must be provided when requested.

Further to and in consideration of the above, the Contractor shall:

a) Maintain a public liability policy of insurance for an amount of not less than $20 million

b) Ensure that the public liability policy of insurance includes as a name insured the Crown in the Right of the State of Victoria, its servants and agents, the East Gippsland Catchment Management Authority, its servants and agents and independent contractors employed by the Crown and/or the Department.

c) Ensure that the public liability policy of insurance includes a cross-liability clause and waiver of subrogation for the name insured at (b) above.

d) Ensure that they have a current Commercial Operators License for weed control activities

13.3 OHS project management

Most projects will be for a single service provision. The Contractor will be required to produce a Safe Work Method Statement (SWMS) for each project. This must be submitted to the Authority for review at least 14 days prior to commencement of the project and be approved by the Authority prior to work. The Authority will not permit or accept generic SWMS, requiring site specific risk identification.

The Contractor will be required to work with the Authority to complete a Contractor Health and Safety Coordination Plan for deemed major contracts or large-scale high-risk construction projects where mandated under the Occupational Health & Safety Regulations. The contractor is required to ensure that all employees and Authority approved sub-contractors are inducted into their own safety management system. A specific project induction prior to the commencement of works will be conducted by the contractor in conjunction with the Authority's Works Coordinator.

The Authority will conduct random OHS inspections. Any non-conformances observed by the Authority during the OHS inspection process must be rectified by the contractor within specified timeframes. Significant or repeated non-conformances will be recorded and considered in the future appointment of projects. Significant non-conformances will result in immediate stand down.

All incidents (including near misses) must be reported to the Authority's Works Coordinator within a maximum of 24 hours of an incident occurring. If a workplace incident is classified as a notifiable incident (e.g. the incident has caused serious injury or death or immediately or imminently exposes, a person to a serious risk to health or safety) in accordance with the Victorian Occupational Health and Safety Act 2004, WorkSafe Victoria must be contacted. A copy of the written notification provided to the regulator must also be provided to the Authority within 24 hours of notifying WorkSafe. An investigation report must be completed and provided to the Authority within 48 hours unless otherwise agreed.

WorkSafe Victora website provides information on what is classified as a notifiable incident.

13.4 First aid

The contractor is to have appropriate first aid resources for the duration of the projects works and the nominated qualified First Aid Officers are to be recorded on the SWMS. **A minimum of two current Level 2 First Aid Certificate holders must be present on the project site while works are in progress at all times.**

13.5 Communication

As part of the Authority's project management procedure, daily communication with the Authority's Works Coordinator is a requirement when a contractor is on a project site. This includes daily check in and check out texts or phone calls.

Remote work will require a demonstrated ability and technology to maintain daily contact through an appropriate, satellite-enabled, two-way communication device to a check in/check out service and to the Authority's Works Coordinator. Arranging the service will be the responsibility of the Contractor.

13.6 Plant and equipment

All plant and equipment are to be fit for the purpose for which it is intended, and all operators are to have the relevant competencies and skills and appropriate licences on site at all times, to operate it. All items of plant must be inspected daily before first use and will be maintained in good condition. Documented evidence of such inspections must be provided when requested. Any plant found to be not in a safe condition will be removed from site and replaced at the contractor's expense.

13.7 Personal Protective Equipment (PPE)

All contractors are required to ensure employees and Authority approved sub-contractors are issued with appropriate personal protective equipment in accordance with the relevant Australian Standards and the Authority's OHS Standards. PPE found to be not in a fit for purpose condition will be removed from site and replaced at the contractor's expense.

In all catchments, crews may be working remote from vehicle support for short periods. Crew clothing, equipment, and camping equipment should be lightweight, compact, and food should be non-perishable and lightweight. PPE, snake bite protection, and clothing provided for all crew should be suitable for working in all weather conditions likely to be encountered in the works area during the contract period. Wet weather gear should be waterproof, and warm clothing should be suitable for sub-zero temperatures and retain its insulating properties when wet.

13.8 Public safety

Public safety is to be a paramount consideration at all times. All machinery is to be left in a safe condition to not present a hazard to the public. No trenches or openings are to be left unattended. All works are to be appropriately barricaded and adequate measures undertaken to prevent unauthorised access to the work site.

13.9 Total Fire Bans, fire danger rating & fires

No outdoor work will be undertaken on work sites on days of Total Fire Ban, or Extreme or Catastrophic fire danger rating. In these circumstances, no payment will be made for that day.

If prior notice is given by an Authority's Works Coordinator (the night before) that a worksite is in an area on the Vic Emergency website covered by a 'watch and act' or higher advice, no works will be undertaken, and no payment will be made.

If works have commenced for the day and a 'watch and act' or higher advice is issued for an area that contains the work site, contractors must stop work and immediately follow the exit plan as per the emergency evacuation plan. When this occurs, payment will be paid at the labour rate for the contractor for a minimum three hours or for the actual time worked (whichever is greater) based on the daily check in and out with the Works Coordinator.

13.10 Stand down in emergencies

The Authority reserves the right to suspend work and possibly evacuate staff on any project until further notice. In the event of this occurring, the Authority will endeavour to redeploy contractors to a different work location. If this is not possible, they will be compensated for a minimum three hours or for the actual time worked (whichever is greater) based on the daily check in and out with the Works Coordinator.

13.11 Emergency response management

The Contractor must have an appropriate and established Emergency Response Plan to manage emergencies (proactively and reactive). A project SWMS and site-specific Emergency Response Plan is required before the commencement of each project. Plans must include detail of the work methods and control systems proposed to manage the work and address identified risks. Documentation demonstrating compliance to systems will be required. The Emergency Response Plan must be site-specific and contain worksite location, evacuation points, nearest emergency contacts, employee emergency contacts, including emergency contacts for Authority approved sub-contractors, and a communications plan. An assured 24/7 means of contact with the Authority (e.g. an appropriate, satellite-enabled, two-way communication device) must be maintained during the life of a remote project, and an EPIRB/PLB must be carried by each work team.

13.12 Training and certifications

All contractors are required to ensure employees are trained and certified and that all levels of supervisors are competent, qualified and have received adequate and appropriate training to administer that task/job.

Training specified by the Authority, where appropriate, is:

- Provide First Aid Training Course- Level 2 First Aid
- Authority Standards Training, as per this Section 13
- Construction Induction (where required)
- OHS Training
- Plant & Equipment Training
- Emergency response Training
- Chemical user accreditation

14. Contractor Responsibilities

The Contractor shall be responsible for the following:

a) Completing a SWMS, incorporating the mandatory requirements of the Authority's OHS Standards for the relevant task and where mandated the relevant sections of the OHS Co-ordination Plan. When first commencing work on a new project, all listed project staff are to be confirmed. The SWMS must contain an acknowledgement of any authorised sub-contractors to be used on the site. The use of sub-contractors without written pre-approval of the Authority's CEO is not permitted. Once confirmed, the Contractor or their site Coordinator and any employees and authorised sub-contractors are to discuss and complete the remaining sections of the SWMS. The SWMS relative to on-ground projects must be aligned to the preliminary site risk assessment. All project workers must sign the SWMS confirming they have the necessary skills and competency to complete the tasks and that they understand all the content and procedures as documented.

b) Completing other OHS documentation as required by the Authority on a daily basis throughout the project.

c) The contractor is required to ensure that all staff and pre-approved sub-contractors are inducted based on the SWMS and/or OHS Co-ordination Plan (if applicable). The induction is to be recorded on the SWMS, and a copy is to be retained by the contractor and sighted by the Authority's Works Coordinator.

d) In accordance with Part 5 Construction OH &S Regulations 2007 all contractors and employees will have completed the relevant industry induction e.g. (Construction Industry Induction card).

e) Complying with all the Contractor's occupational health and safety policies, procedures, and systems to ensure the control of potential injuries, illness, damage to plant, equipment, and the environment.

f) Meet with the requirements of all-relevant Acts, Regulations, Compliance Codes and Codes of Practice, Australian and industry and Authority OHS Standards and ensure that employees observe them at all times.

g) Ensure that all levels of supervisors are competent, qualified and have received adequate and appropriate training to administer that task/job.

h) Implement proper systems of reporting, recording, investigation of all injuries and damage with a view to preventing re-occurrences.

i) Ensure that employees and authorised sub-contractors have the necessary skills, qualifications, and capacity to carry out the various tasks required of them.

j) Adhere to any other health and safety requests made by the Authority in their endeavours to prevent accidents or incidents occurring in the workplace.

k) Payment of all wages, overtime, camping allowances and travelling expenses of the operator and of any other personnel, including authorised sub-contractors, necessary for the efficient delivery of the project.

l) Obtaining all approvals, permits and licences including Traffic Management Plans, Before You Dig information, Memorandum of Consent (Vic Roads) and payment of

all taxes, duties, charges, and fees applicable from time to time in connection with work under the contract.

m) Notification to the Authority Works Coordinator immediately of any change of operator.

n) Provision of plant which has all safety equipment and guards in accordance with manufacturers' specifications and all relevant Australian Standards and other regulations, including ROPS and FOPS protection systems where appropriate.

o) Expense of all fuel, oil, grease and spare parts and anything necessary for the continuous and satisfactory operation of the plant.

p) Supply and carry oil / chemical spill kits suitable for oil spills in waterways and land-based spills.

q) Management of the plant and equipment so that it will be ready to commence operation at the time when other works start on the job and to operate plant maintenance and training systems.

r) Provision for replacement of damaged equipment including plant and vehicles.

s) Fitting and keeping operational, lights and turn indicators on all automotive plant equipped with pneumatic tyres in accordance with the Transport Act and Regulations.

t) Ensuring that when unattended the plant is in a safe condition and not to be or liable to become a safety hazard.

u) Provide all signage that is appropriate for the works being undertaken. Signs must meet Australian Standards. It will be the contractor's responsibility to put up and take down the signs daily.

v) Provide and ensure a compliant fire extinguisher is on any project site.

w) Vehicle weed hygiene is to be included in the daily pre starts.

15. Contractor Behaviour & Conduct

Contractors are representing the Authority and are expected to conduct themselves professionally during work hours and to show respect for community members, landholders, the public, and service staff at all times.

Contractor employees and approved sub-contractors represent the Authority while undertaking works and, in many cases, when staying in local communities. As such, they are expected to act in a respectful and considerate manner both during and outside of working hours.

The Authority expects a high standard of behaviour. Where concerns about conduct arise, they will be addressed appropriately, which may include reviewing the contractor's involvement in the works while the matter is assessed.

16. Submission of Expression of Interest (EOI)

The Authority reserves the right to appoint one or more contractors to the panel for each service category. Pre-qualification by a third party of a contractor's Occupational Health and Safety Management System, Environmental Management System, or Quality Management System does not guarantee appointment.

Applicants must comply with the following requirements when preparing their submission:

- Responses in the Response Schedule must be concise, in dot point form only, and must not exceed 250 words per response.
- No additional attachments are to be provided.
- Only list employees likely to be engaged on EGCMA projects (additional personnel may be added later if required).
- Only list sub-contractors intended for use on EGCMA projects (use of sub-contractors must be approved by the Authority's CEO).
- All rates provided in the pricing tables must be **exclusive of GST**.
- Suppliers of rock or plants only are not required to complete the OHS Contractor Management System Questionnaire.

Applicants must submit Part B only, including the following:

- Company Details.
- References (only for contractors not on the current panel).
- OHS Management System Questionnaire
- Environmental Management System Questionnaire
- Social Procurement Questionnaire
- Relevant Pricing Schedules (Tables 1–6)
  (Note: list individual plant items with consistent rates, e.g. 20t excavator – $xxx)
- Completed Response Schedule (refer to Section 12)
- Supplier Code of Conduct Commitment Letter
- Supporting Safe and Fair Workplaces Questionnaire

Please note only submissions that have completed all required schedules in the specified format will be considered eligible for assessment. EOIs submitted in other formats may be disregarded.

All submissions must be clearly marked:
EOI – Contract EGCMA 218

For further information, please contact:
Contractor EOI Coordinator
Phone: (03) 5152 1184
Email: tenders@egcma.com.au