

**COMMONWEALTH OF AUSTRALIA**

**DEPARTMENT OF DEFENCE**

**MICRO WORKS CONTRACT (INTERNATIONAL) / REQUEST FOR QUOTATION**

***[LAST AMENDED: 29 SEPTEMBER 2020 - PLEASE REMOVE PRIOR TO TENDER ISSUE OR EXECUTION]***

**Guidance Note:**

This document serves four purposes:

* it is a Request for Quotation;
* it is a Quotation when completed by the Contractor and lodged to the Principal at the Principal's address specified in Micro Works Contract Details by no later than ***[INSERT]***;
* it is a contract when one copy is signed by the Principal and returned to the successful Contractor; and
* it is an aid to contract administration.

It is not to be used for contracts which are valued at in excess of $2 million (after which additional policy / legislative amendments will apply).

It is only to be used for Works located outside Australia. The Micro Works Contract (Australia) must be used for Works located inside Australia.

Participants in the Works are the:

* Principal (contracting party); and
* Contractor (the other contracting party).

Pages 3-4 are the Micro Works Contract Details. You should read these pages thoroughly and ensure you complete those matters in **[SQUARE BRACKETS, BOLD AND HIGHLIGHTED IN YELLOW]**. Those matters in ***[SQUARE BRACKETS, BOLD AND ITALICS]*** are to be completed by the Principal before the Request for Quotation is issued.

Page 5 is where you sign and have your Quotation witnessed and where the Principal signs to accept the Quotation.

Pages 6 - 10 are the Micro Works Contract Conditions. These set out the various rights and obligations of the parties.

Attachment 1 contains additional information that may be required by the Principal with your Quotation. You are required to complete Attachment 1. **Lodgement Checklist:**

🞏 Have you completed all matters **[SQUARE BRACKETS, BOLD AND HIGHLIGHTED IN YELLOW]**?

🞏 Have you signed the Quotation (on page 5)?

🞏 Have you completed Attachment 1?

**MICRO WORKS CONTRACT DETAILS**

|  |  |  |
| --- | --- | --- |
| **Reference No.** | ***[INSERT]*** | |
| **Date** | ***[INSERT]*** | |
| **Principal Details** | Name | ***[INSERT]*** |
| Address | ***[INSERT]*** |
| Phone | ***[INSERT]*** |
| Email | ***[INSERT]*** |
| **Contractor Details** | Name | **[INSERT]** |
| ABN/ ACN | **[INSERT]** |
| Address | **[INSERT]** |
| Phone | **[INSERT]** |
| Email | **[INSERT]** |
| Builders Registration Licence No (if applicable) | **[INSERT]** |
| **Contract** | The entire Contract in respect of the Works is formed by the Micro Works Contract, and the following: ***[INSERT ANY OTHER DOCUMENTS SETTING OUT THE PRINCIPAL'S REQUIREMENTS, INCLUDING ANY SPECIAL CONDITIONS]*** | |
| **Evaluation of Quotations** | ***[INSERT THE EVALUATION CRITERIA FOR THE REQUEST FOR QUOTATION AS DEFINED IN THE APPROVED EVALUATION PLAN. THIS MUST INCLUDE THE RELEVANT EVALUATION CRITERIA WEIGHTINGS AND/OR ANY RELEVANT IMPORTANCE RANKING THAT IS PLACED ON EACH EVALUATION CRITERIA]*** | |
| **Works** | The works described below and everything else the Contractor is required to do or provide under the Contract:  ***[INSERT DESCRIPTION OF WORKS, INCLUDING REFERENCES TO ANY DESIGN DOCUMENTATION OR DRAWINGS AND ANY DOCUMENTATION THAT THE CONTRACTOR IS TO PROVIDE WITH THE QUOTATION]*** | |
| **Site**  (Clauses 1 and 8) | ***[INSERT]*** | |
| **Date for Commencement**  (Clause 2) | ***[INSERT]*** | |
| **Date for Completion**  (Clause 2) | ***[INSERT]*** | |
| **Liquidated Damages**  (Clause 2) | $***[INSERT]*** per day | |
| **Contract Price**  (Clause 3) | $**[INSERT]** | |
| **Currency**  (Clause 3) | ***[INSERT]*** | |
| **Email address for copy of tax invoice:**  (Clause 3) | invoices@defence.gov.au | |
| **Contractor Insurance Requirements**  (Clause 7)  ***[NOTE TO PRINCIPAL: INSERT OTHER INSURANCE POLICIES AS APPLICABLE]*** | Public liability insurance | **❑ YES ❑ NO**  ***[IF THE PRINCIPAL WISHES TO SPECIFY THE AMOUNT OF INSURANCE THE CONTRACTOR IS REQUIRED TO HOLD, INSERT:***  ***$[PRINCIPAL TO INSERT AMOUNT] each and every public liability occurrence.]***  ***[IF THE PRINCIPAL REQUIRES THE CONTRACTOR TO SPECIFY THE AMOUNT OF INSURANCE HELD BY THE CONTRACTOR, INSERT:***  **$[CONTRACTOR TO INSERT]** ***each and every public liability occurrence.]*** |
| Construction risks insurance | **❑ YES ❑ NO**  ***[Amount of Cover:* $[CONTRACTOR TO INSERT] *(the Contract Price if no amount is specified)]*** |
| **Period for rectification of defects**  (Clause 11) | ***[INSERT NUMBER OF DAYS/ WEEKS]*** | |
| **Level of DISP Membership**  (Clause 28) | ***[INSERT (IF APPLICABLE)]*** | |
| In addition to the details above, the Contractor is required to complete and lodge **Attachment 1**.  In pricing your Quotation, allowance is to be made for your obligation to comply with Government policies, Statutory Requirements and other requirements relevant to the Works. The relevant Government policies are available from the Principal. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** for and on behalf of the **Contractor** in the presence of: |  |  |  |
|  |  |  |  |
| Signature of Witness |  |  | Signature of Authorised Signatory/ Representative |
|  |  |  |  |
| Name of Witness in full |  |  | Name of Authorised Signatory/ Representative in full |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** for and on behalf of the**Principal** in the presence of: |  |  |  |
|  |  |  |  |
| Signature of Witness |  |  | Signature of Authorised Officer |
|  |  |  |  |
| Name of Witness in full |  |  | Name of Authorised Officer in full |

MICRO WORKS CONTRACT CONDITIONS

1. **Commencement and Completion:** The Contractor must commence the execution of the Works on the Site by the Date for Commencement or any other date notified by the Principal to the Contractor in writing.
2. **Completion:** The Contractor must complete the execution of the Works on the Site (or any part of the Site directed by the Principal), in accordance with the Contract and any directions by the Principal, by the Date for Completion (as extended under clause 15). If the Contractor does not complete the execution of the Works by the Date for Completion then the Contractor is to pay the Principal liquidated damages at the rate set out in the Micro Works Contract Details, per day from that Date for Completion until the Works are complete. The Principal may unilaterally extend the Date for Completion in its absolute discretion at any time and from time to time by written notice to the Contractor.
3. **Payment:** The Principal will pay the Contractor the Contract Price (as adjusted, if at all, under the Contract) when the Works have been completed by the Contractor to the Principal's satisfaction, and subject to the Contractor first providing an Invoice, with a copy to the email address set out in the Micro Works Contract Details, that shows any purchase order number, is calculated in accordance with the Contract and identifies the amount (if any) in respect of which the Contractor is claiming payment. Within 10 business days of receiving the Contractor's Invoice, the Principal must issue a Payment Statement stating the amounts (if any) due and payable to the Contractor. The Principal will pay the Contract Price to the Contractor within 10 business days of the issue of a Payment Statement to the Contractor.
4. **Entire Contract:** An entire contract exists between the Principal and the Contractor comprising the Micro Works Contract and any other documents set out in the Micro Works Contract Details. If the Contractor finds any discrepancy, error or ambiguity in or between the documents comprising the Contract, the Contractor must inform the Principal and follow the instructions given by the Principal.
5. **Design:** If the Contractor is required to undertake design as part of the Works, the Contractor must develop the design (comprising drawings, specifications, calculations and any engineering certificates required) and submit the design to the Principal for permission to use. The Contractor's design must comply with the Contract and be fit for its intended purpose. The Principal will give permission to use the design within7 days of receipt if it is in accordance with the Contract and the Contractor is to construct the Works in accordance with that permitted design. The Contractor must resubmit the design until given permission by the Principal to use and cannot commence construction until permission to use is given. Permission to use by the Principal does not relieve the Contractor of responsibility to design in accordance with the Contract and the Contractor acknowledges that the Principal is relying on the Contractor's skill and judgement in undertaking design.
6. **Risk:** The Contractor bears the risk of any loss of or damage to the Works until it has completed the Works in accordance with the Contract and indemnifies the Principal against any loss or damage to the property of the Principal (including the Works and existing property in, about or adjacent to the Works) and against any liability, loss, claim or proceedings for personal injury or death or loss of or damage to property arising out of any act or omission of the Contractor.
7. **Insurance**: Before commencing the execution of the Works, the Contractor must have in place:
   * 1. workers compensation insurance for the maximum amount required by law; and
     2. any other insurances required under the Micro Works Contract, with insurers and on terms (including as to the amount insured) satisfactory to the Principal.
8. **Site Access:** The Contractor only has access to the Site to the extent necessary to execute and complete the Works (and subject to the directions of the Principal) and must carefully co-ordinate its activities with those of the Principal and others engaged at or in the vicinity of the Site by the Principal.
9. **Warranties:** The Contractor warrants that:
   * 1. it will supply materials (which are new, free from defects and suitable for the purpose) and standards of workmanship which are in conformity with the Contract, the National Construction Code (formerly the Building Code of Australia) (unless otherwise notified in writing to the Contractor by the Principal), relevant Australian Standards (unless notified otherwise in writing to the Contractor by the Principal) and all lawful requirements of national, regional or local requirements or other local legislation and subordinate regulations, ordinances, bylaws, orders and proclamations which are, or may become, applicable to the Site; and
     2. the Works (and any workmanship and materials used in the Works) will be free from all defects and fit for purpose.
10. **Testing:** The Contractor must allow the Principal to test, and must carry out at its cost any test required by the Principal in respect of, any aspect of the Works.
11. **Defective Works:** If, before the Works have been completed, or within the period specified in the Micro Works Contract Details, after the Works have been completed, the Principal discovers any aspect of the Works which is not in conformance with the Contract or is otherwise defective, the Principal may direct the Contractor to rectify that defect and specify the time in which that must occur (in which case the Contractor must carry out such rectification at its cost) or that the Principal will accept the defect (in which case the amount determined by the Principal as representing the cost of correcting the defect will be a debt due and payable on demand by the Contractor to the Principal).
12. **Statutory Requirements:** The Contractor must perform its obligations under this Contract in accordance with all Statutory Requirements. For the purposes of this Contract, a **Statutory Requirement** means any law, and any requirement of an organisation having jurisdiction in connection with the Site or the Works, applicable to the Site or the Works (including any laws and requirements of the Principal in respect of work health and safety) and, to the extent they are not inconsistent with the Contract, all relevant Australian Standards.
13. **Work Health and Safety Management:**
    * 1. The Contractor must:
         1. ensure that in carrying out the Works, it so far as reasonably practicable:
            1. complies with all laws and other requirements of the Contract in respect of work health and safety;
            2. consults, cooperates and coordinate activities with all other persons who have a work health and safety duty in relation to the same matter;
            3. with the duty under the WHS Legislation to notify the relevant regulator immediately upon becoming aware that a notifiable incident (within the meaning of the WHS Legislation) has occurred arising out of its business or undertaking; and
            4. with its duty under the WHS Legislation to, where a notifiable incident has occurred, to ensure, that to the extent reasonably practicable, the site where the notifiable incident has occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs, unless it is to:

assist an injured person or remove a deceased person;

make the area safe or to minimise the risk of a further notifiable incident; or

the relevant regulator/inspector has given permission to disturb the site,

as if the WHS Legislation applied to the Contractor;

* + - 1. notify the Principal:
         1. in respect of notifiable incidents within the meaning of the WHS Legislation, immediately upon becoming aware of the notifiable incident; and
         2. in respect of all other work health and safety matters arising out of or in connection with the Works, including the occurrence of any other incident or accident (not required to be reported in accordance with subparagraph (i)) in a monthly report to the Principal;
         3. comply with any local work health and safety Statutory Requirements in delivering the Works, provided in the event there is a conflict between the standard prescribed by local work health and safety Statutory Requirements and any Australian Statutory Requirements concerning work health and safety, the Australian Statutory Requirements shall prevail;
         4. provide written assurances and institute systems to obtain regular written assurances from its subcontractors and each other contractor or consultant or other person engaged to do work by the Principal about its and their ongoing compliance with the WHS Legislation in a format specified by the Principal and provide the written assurances to the Principal upon request;
         5. not use Asbestos or ACM in carrying out the Works;
         6. not install or incorporate asbestos or ACM into the Works; and
         7. ensure all subcontracts include provisions equivalent to the obligations of the Contractor in this clause 13.
    1. In this clause 13:
       1. **ACM** has the meaning given in subregulation 5(1) of the *Work Health and Safety Regulations* 2011 (Cth).
       2. **Asbestos** has the meaning given in subregulation 5(1) of the *Work Health and Safety Regulations* 2011 (Cth).
       3. **WHS Legislation** means any of the following:
          1. *Work Health and Safety Act* 2011 (Cth) and *Work Health and Safety Regulations* 2011 (Cth); and
          2. any corresponding WHS law as defined in section 4 of the *Work Health and Safety Act* 2011 (Cth).

1. **Industrial Relations:** The Contractor assumes sole responsibility for and must manage all aspects of industrial relations. The Principal may in its absolute discretion direct the Contractor to remove any employee or subcontractor from the Site and the Contractor must immediately comply with such direction.
2. **Delay:** If the Contractor has been delayed in completing the Works by the Date for Completion by an act or omission (including breach of contract) by the Principal, the Principal may extend the Date for Completion by a reasonable period. The Principal will not be liable for any costs, losses and damages suffered or incurred by the Contractor arising out of or in connection with delays to the performance of the Works, including any delays arising from a breach of Contract by the Principal.
3. **Suspension:** The Principal may at any time direct the Contractor to suspend (or recommence) the execution of the Works.
4. **Subcontracting:** The Contractor cannot subcontract any part of the Works (or the execution of the Works) without the Principal's prior written approval. If approval to subcontract is given, the Contractor remains fully responsible for the Works.
5. **Variation:** The Principal may, by written notice to the Contractor, direct the Contractor to change any aspect of the Works (including by increasing or reducing the scope of the Works). If such a direction is given, the Principal will adjust the Contract Price by a reasonable amount agreed between the parties (or failing agreement, by the Principal acting reasonably).
6. **Default:** If the Contractor suffers any financial difficulty, is wound up or declared insolvent, fails to carry out an instruction or direction of the Principal within the time specified (or, if no time is specified, within a reasonable time), is not progressing the execution of the Works at a rate of progress satisfactory to the Principal or fails to comply with any of its obligations under the Contract, then the Principal may notify the Contractor in writing that the Contract is terminated. In that case the Contractor will not have any right to further payment under the Contract and the Principal will be entitled to recover from the Contractor any costs, losses or damages suffered or incurred by it as a result of, arising out of or in connection with such termination.
7. **Termination for Convenience:** The Principal may at any time, for its sole convenience, terminate the Contract by notifying the Contractor in writing. If the Principal issues such a notice, the Contractor must stop work in accordance with the notice, comply with any directions given by the Principal and mitigate all costs (including the cost of compliance with any directions by the Principal) and losses arising out of or in connection with the termination, including those arising from any affected subcontracts. The Principal will only be liable for payments to the Contractor for Works carried out or completed in accordance with the Contract before the date of the termination notice and any reasonable costs incurred by the Contractor that are directly attributable to the termination (subject to the Contractor demonstrating these costs to the Principal's satisfaction on a fully open book, cost-transparent basis).
8. **Personal Information:** 
   * 1. The Contractor agrees that if it obtains Personal Information in the course of performing the Works, it will use or disclose that Personal Information only for the purposes of the Contract.
     2. The Contractor shall promptly notify the Principal in writing if it:
        1. becomes aware of a breach or possible breach of any of the obligations mentioned in this clause 21; or
        2. becomes aware that a disclosure of Personal Information may be required by law.
     3. The Contractor must ensure that its officers, employees, agents and subcontractors comply with this clause 21.
     4. In this clause 21, **Personal Information** means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably by ascertained, from the information or opinion.
9. **Confidential Information:**
   * 1. The Contractor must not disclose any Principal Confidential Information to any third party without the prior written consent of the Principal. The Contractor will not be in breach of this clause in circumstances where it is required by law to disclose any Principal Confidential Information.
     2. In this clause 22, **Principal Confidential Information** means any information provided by the Principal to the Contractor or which comes into the possession of the Contractor in connection with the Works which the Principal has identified as confidential or the Contractor ought reasonably to know is confidential.
10. **General Liability for Ta****xes:**
    * 1. As between the Principal and the Contractor, the Contractor bears the risk of, and must pay, all Taxes incurred or imposed in connection with the Works, the Contract or the Site.
      2. The Contractor must indemnify the Principal against any loss, damage or liability arising out of or in connection with Taxes which Contractor is required to pay under this clause 23.
      3. In this clause 23, **Tax** or **Taxes** means any present or future tax, levy, impost, duty, rate, charge, fee, deduction or withholding of any nature, imposed or levied by any authority, together with any interest, penalty, charge, fee or other amount imposed or made on, or in respect of, any of the foregoing.
11. **Classified Information:**
    * 1. At the request of the Principal, the Contractor must:
         1. comply with the Commonwealth's security clearance process;
         2. obtain the level of security clearance requested by the Principal; and
         3. comply with all security policies and procedures notified by the Principal from time to time.
      2. The Contractor must not disclose any Classified Information unless the disclosure:
         1. is strictly in accordance with the provisions of the Defence Security Principles Framework; and
         2. has first been approved in writing by the Principal.
      3. In giving any approval to the Contractor under paragraph (b), the Principal may impose such conditions as the Principal thinks fit, including conditions requiring any recipient of Classified Information to obtain a level of security clearance and to enter into a deed in a form acceptable to the Principal.
      4. The Contractor must handle and store any Classified Information in its possession or control strictly in accordance with the provisions of the Defence Security Principles Framework.
      5. In this clause:
         1. **Classified Information** includes:
            1. any Commonwealth document marked with a national security classification; and
            2. any information or document that the Contractor knows or ought to know is subject to, or ought to be treated in accordance with, the provisions of the Defence Security Principles Framework; and
         2. **Defence Security Principles Framework** is a reference to that document as amended from time to time.
12. **Restricted Site Access:** 
    * 1. This clause 25 will apply if the Contractor carries out Works at a Site with restricted access controls.
      2. The Contractor must be, and must ensure that its subcontractors are, fully familiar with the requirements for access to the Site.
      3. The Contractor and its subcontractors must:
         1. attend any security briefing requested by the Principal from time to time;
         2. submit all applications to secure Site access so as not to cause delay to the Works; and
         3. inform the Principal of any delays:
            1. in securing Site access; or
            2. any loss of Site access.
      4. In carrying out the Works, the Contractor must, and must ensure that its subcontractors, comply with the requirements for Site access applicable to the Site (including any changes to Site access requirements).
      5. If there is a change to any individual measure to meet a specific threat or threats applicable to the Site from time to time after the date of this agreement, the Principal will notify the Contractor and instruct the Contractor as to the course it is to adopt insofar as the Works are affected by the change.
13. **Fraud Control, Anti-Bribery and Corruption:**
    * 1. Without limiting the Contractor's other obligations, the Contractor must:
         1. proactively take all necessary measures to prevent, detect and investigate any fraud, bribery and corruption in connection with the Contract or the performance of the Works (including all measures directed by the Principal); and
         2. proactively take all necessary corrective action to mitigate any loss or damage to the Principal resulting from fraud, bribery or corruption to the extent that the fraud, bribery or corruption was caused or contributed to by the Contractor or any of its officers, employees, consultants, subcontractors or agents and put the Principal in the position it would have been in if the fraud, bribery or corruption had not occurred (including all corrective action directed by the Principal).
      2. If the Contractor knows or suspects that any fraud, bribery or corruption is occurring or has occurred it must immediately provide a detailed written notice to the Principal including details of:
         1. the known or suspected fraud, bribery or corruption;
         2. how the known or suspected fraud, bribery or corruption occurred;
         3. the proactive corrective action the Contractor will take under paragraph (a)(ii); and
         4. the proactive measures which the Contractor will take under paragraph (a)(i) to ensure that the fraud, bribery or corruption does not occur again,

and such further information and assistance as the Principal, or any person authorised by the Principal, requires in relation to the known or suspected fraud, bribery or corruption.

1. **Child Safety:**
   * 1. Clause 27 ***[does apply/does not apply - THIS CLAUSE IS TO BE USED IN CIRCUMSTANCES WHERE THE CONTRACTOR AND ITS OFFICERS, EMPLOYEES, AGENTS, SUBCONTRACTORS OR VOLUNTEERS WILL OR MAY INTERACT WITH CHILDREN DURING THE TERM OF THE CONTRACT IN AN INCIDENTAL WAY. FOR EXAMPLE, IF THE CONTRACTOR IS CARRYING OUT ACTIVITIES THAT MAY BE PROVIDED ON A SCHOOL’S PREMISES EVEN WHERE INTERACTING WITH CHILDREN IS NOT A PART OF THE CONTRACTED ACTIVITIES.]***
     2. If any part of the activities carried out by the Contractor under the Contract involves the Contractor employing or engaging a person (whether as an officer, employee, agent, subcontractor, or volunteer) that is required by Australian State or Territory law to have a working with children check to undertake such activities or any part of such activities, the Contractor agrees:
        1. without limiting its other obligations under the Contract, to comply with all Australian State, Territory or Commonwealth law relating to the employment or engagement of people who work or volunteer with children in relation to such activities, including mandatory reporting and working with children checks however described; and
        2. if requested, provide the Principal at the Contractor’s cost, a statement of compliance with this clause, in such form as may be specified by the Principal.
     3. When child safety obligations may be relevant to a subcontract made in connection with the Contract, the Contractor must ensure that any such subcontract entered into by the Contractor for the purposes of fulfilling the Contractor’s obligations under the Contract imposes on the subcontractor the same obligations regarding child safety that the Contractor has under the Contract. Each subcontract must also require the same obligations (where relevant) to be included by the subcontractor in any secondary subcontracts.
2. **Defence Industry Security Program:**
   * 1. Clause 28 ***[does apply/does not apply]***.
     2. Without limiting clause 24, the Contractor must:
        1. be "Defence-ready" for the purposes of the DISP;
        2. at its cost obtain and thereafter maintain for the term of the Contract the level of DISP membership specified in the Micro Works Contract Details; and
        3. comply with any other direction or requirement of the Principal in relation to the DISP.
     3. For the purposes of this Contract, **DISP** means the Defence Industry Security Program more particularly described at http://www.defence.gov.au/dsvs/industry.
3. **Modern Slavery:**
   * 1. The Contractor:
        1. must not, and must use all reasonable endeavours to ensure that its officers, employees, agents and subcontractors do not:
           1. engage in any conduct that would constitute Modern Slavery; and
           2. do anything to put the Contractor or the Commonwealth in breach of any Modern Slavery Law;
        2. must comply, and must use all reasonable endeavours to ensure that its officers, employees, agents and subcontractors at all times comply with all Modern Slavery Laws;
        3. if the Contractor knows or suspects that any Modern Slavery practices are occurring or have occurred in connection with this Contract, must immediately provide a detailed written notice to the Principal; and
        4. must undertake appropriate remediation actions to address any breaches, issues or failures arising in connection with this clause 29 at the Contractor’s own cost and in accordance with any directions of, or standards required by, the Principal.
     2. For the purposes of this Contract:
        1. **Modern Slavery** means conduct defined as “modern slavery” in the Modern Slavery Act.
        2. **Modern Slavery Act** means the Modern Slavery Act 2018 (Cth).
        3. **Modern Slavery Laws** means:
           1. any Statutory Requirements related to Modern Slavery, including the Modern Slavery Act;
           2. Division 270 or 271 of the *Criminal Code Act* 1995 (Cth);
           3. Article 3 of the Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime, done at New York on 15 November 2000 ([2005] ATS 27); and
           4. Article 3 of the ILO Convention (No. 182) concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour, done at Geneva on 17 June 1999 ([2007] ATS 38).
4. ATTACHMENT 1 - ADDITIONAL INFORMATION REQUIREMENTS

|  |  |
| --- | --- |
|  | **Response** |
| **Proposed Resources / Key People:**  You are requested to provide the details of the key people that will undertake the Works (including any proposed subcontractors or sub-consultants). | **[INSERT]** |
| **Methodology:** You are requested to provide:  (a) a brief narrative setting out your understanding of the nature and scope of the Works including addressing:  (i) the logistics support requirements of the project, as well as identifying potential logistics issues and solutions to these problems);  (ii) procedures for Site access, ensuring security measures are in place, vehicle and traffic management, noise management and Site office requirements; and  (iii) your proposed approach to working hours and staff accommodation;  (b) details of how you will achieve the time, budget and workmanship requirements of the Works;  (c) your current approach to environmental management and work health and safety including addressing your approach to:  (i) waste management (and waste water runoff) and debris control at the Site;  (ii) managing any dangerous or prohibited substances, material or goods at the Site (including spills); and  (iii) heritage and artefacts discovered at the Site;  (d) your approach to commissioning and handover; and  (e) your approach to minimising the risks of Modern Slavery, fraud, bribery and corruption in connection with the Works. | **[INSERT]** |