

Appendix 6.

VicRoads Task Brief

3.02 ASSIGNMENT TASK BRIEF

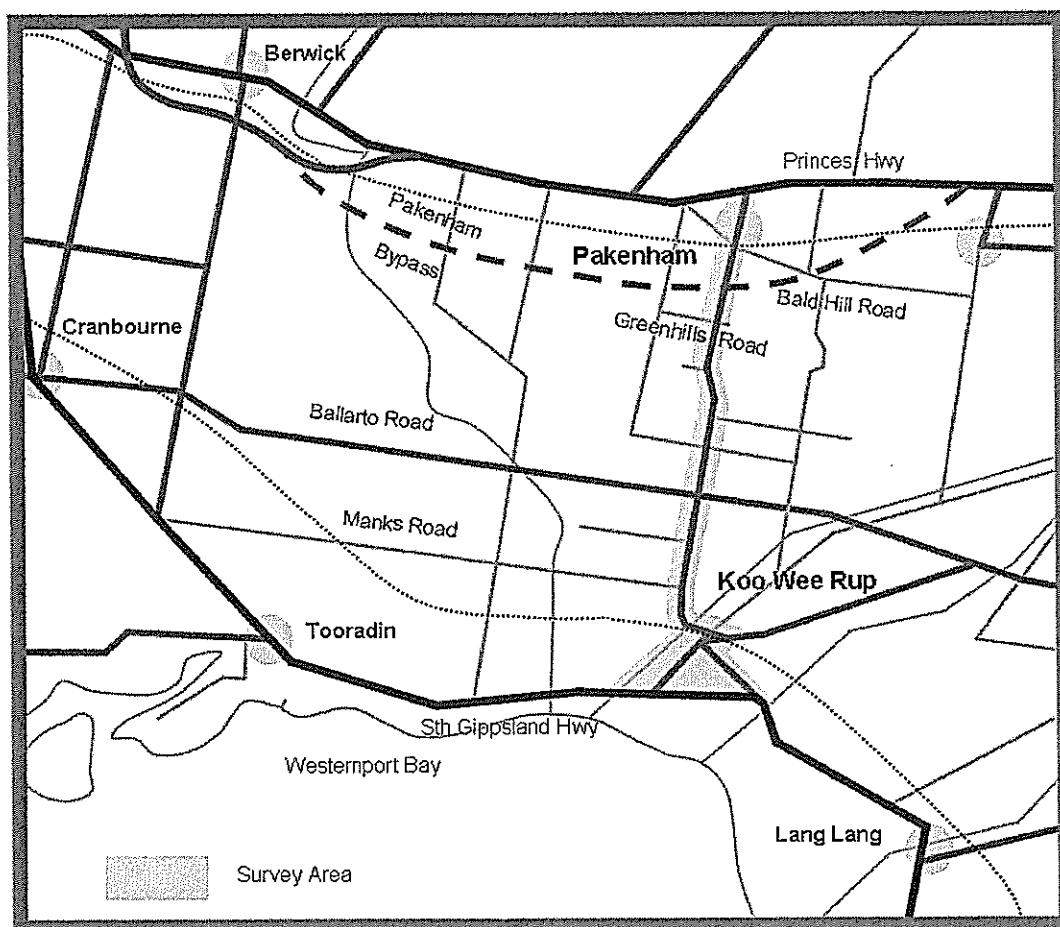
3.02.1 Purpose

The purpose of this study is to provide an evaluation of the impacts on agricultural activities. This will assist VicRoads to ensure that the planning is undertaken in a manner that considers farming operations, productivity and rural viability.

3.02.2 Background

A planning study is being undertaken to determine options for the future upgrading of the Healesville - Koo Wee Rup Road generally along its current alignment, (refer Figure 1). It is expected that the development of Healesville - Koo Wee Rup Road will consist of the duplication of the existing road between the Pakenham Bypass and McDonalds Drain. At the southern end it is proposed to construct a bypass of Koo Wee Rup on a new alignment to the west of the township between McDonalds Drain and the South Gippsland Highway.

Figure 1 :
Healesville – Koo Wee Rup Road, Princes Highway to South Gippsland Highway



3.02.03 Services to be Provided by the Consultant

Standard Requirements

- a) VicRoads' Environment Strategy

The VicRoads' Environment Strategy sets the environment policy framework within which VicRoads operates and consultants should be familiar with the Strategy.

b) Liaison with VicRoads

On all contractual matters, the Consultant shall liaise only with the Superintendent or the Superintendent's Representative.

The VicRoads Superintendent's Representative for the assignment will be Mr Terry Dexter. The contact details are as follows:

Phone: (03) 9881 8937
 Email: terry.dexter@roads.vic.gov.au

3.02.07 Reporting

The Consultant shall notify VicRoads immediately on the commencement and completion of any field work or discovery of any significant issues which arise as a result of the investigations and notify VicRoads immediately of any other issues that VicRoads should be made aware of.

3.02.08 Deliverables

Draft and Final Reports

- One bound copy and one unbound copy of the Draft Report should be presented to VicRoads for comment and review.
- Three bound and one unbound copy of the Final Report should be presented to VicRoads including colour plans as deemed required.
- An electronic copy of the Final Report should be provided to VicRoads on a disc in Microsoft Word format and in Adobe Portable Document File (pdf) format.
- All reports shall contain an executive summary
- All reports shall contain a copy of the Consultant Task Brief as an Appendix (i.e. Section 3.02 of this contract)
- All reports shall conform to the following requirements:-
 - Binding margin : 25mm
 - Open margin : 10mm
 - In practical terms, provide the 25mm margin on both sides of each page so that VicRoads can produce double-sided documents.
 - Top margin : 10mm
 - Bottom margin : 10mm
 - Start each section on the right hand page.
 - Have fonts generally no smaller than 12 point.
 - Start Chapter 1 on the right hand page. Start all other chapters as they occur.
 - First page of Chapter 1 is Page 1.
 - All preceding pages to be in Roman numerals.
 - Odd numbered pages to be right hand pages.
 - Be consistent with style. Use Commonwealth Style manual or similar.
 - Minimise use of colour figures and photographs. Colour figures should be capable of being reproduced in black and white.
 - Supply clean artwork (not photography)
 - Supply unfolded plans if greater than A4 size.
 - Supply loose photographic prints.
 - Where continuous alignment drawings are broken down to A3 size drawings, all annotation and text shown on the continuous alignment drawings must be self contained within each A3 drawing.

SECTION 4. ATTACHMENTS

4.01 OTHER DOCUMENTS

The proposal submitted by xxx in a letter dated xxxxx.

Where there is any conflict, inconsistency or discrepancy, the following sections:-

- (1) Short Form Consultancy Agreement (For Planning/Environmental Consultancies), Annexure
- (2) Fees and Resources
- (3) Quality System, Assignment

shall take precedence over the information contained in the Attachment.

4.02 OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS

Providers are responsible for undertaking all work(s) in accordance with Occupational Health and Safety legislative requirements and any special Occupational Health and Safety conditions determined by VicRoads and included in contract specifications.

Providers must as a minimum submit a Job Safety Analysis (JSA) as well as related supporting documentation which encompasses all necessary safety requirements and controls.

The JSA attached is to be completed by the successful tenderer.

The Provider is to note that the list of identified issues in the JSA is not exhaustive and it is the Provider's responsibility to identify all risks associated with the works.

Submission of the JSA is required prior to works commencing or as otherwise directed by the Superintendent.

Typical supporting documentation shall include but is not limited to:

- evidence of competencies in the form of licences, permits and certificates etc. typically required to perform contract related tasks;
- maintenance and pre-start records as evidence that plant and equipment to be used is safe, regularly checked and maintained to the required standard;
- evidence in the form of training records and certificates that contract employees are adequately equipped, trained, experienced and aware of safety issues relating to the contract tasks to be undertaken.

Providers are required to advise the nominated VicRoads representative of any accident or incident involving provider employees, members of the public or which results in property damage, and ensure the conduct of an appropriate investigation.

Where differences of opinion arise between the Provider and VicRoads over the adequacy of any safety provision, the Victorian WorkCover Authority shall be requested to resolve the issue.

4.03 JOB SAFETY ANALYSIS

The following JSA is considered to be applicable to these works.