DPTI 2013/07160/01



**INVITATION**

**13C051 THE PROVISION OF PROTECTION OFFICERS**

**FOR THE ADELAIDE METROPOLITAN PASSENGER RAIL NETWORK**

**(PANEL AGREEMENT)**

|  |  |
| --- | --- |
| **CONTACT FOR FURTHER INFORMATION** | Enquiries are to be directed to:Manager, Network Access Manager, Public Transport ServicesTelephone: (08) 8204 8361E-mail: DPTI.Tenders@sa.gov.au  |
|  |  |
| **APPLICATIONS MAY BE EITHER:** | **Posted to GPO Box 1533, ADELAIDE SA 5001;****Delivered to 77 Grenfell Street, ADELAIDE SA 5000; or****Emailed to** **DPTI.Tenders@sa.gov.au**Note: If submitting via email, please phone (08) 8343 2029 to confirm receipt. Also, it may be necessary to split the application into several emails to keep it to an acceptable size. |

**CONTENTS**

Introduction

Conditions for Submission including:

Annexure A: Application Submission.

Annexure B: Assessment of Applications.

Annexure C: Supplementary Information for Applicants.

Schedule of Agreement Documents

Specification

Appendix 1 - Map of Adelaide Metropolitan Passenger Network

DPTI Panel Agreement for the Provision of Minor Works and Field Services

Application Form

Schedules

\_\_\_\_\_\_\_\_\_\_\_\_

**INTRODUCTION**

The Department for Planning, Transport and Infrastructure (DPTI) has established a panel of service providers (“Panel Contractors”) for the Provision of Protection Officers for the Adelaide Metropolitan Passenger Rail Network (AMPRN).

Companies wishing to be appointed to the panel are invited to submit an application in accordance with the attached Conditions for Submission of an Application. To be appointed, applicants must be able to demonstrate that they have the appropriate skills, management systems and experience in the relevant categories. The submission must contain all of the information requested in Annexure A to the Conditions for Submission of an Application.

DPTI is under no obligation to request any Panel Contractor to provide services or to submit a quotation and Panel Contractors are not guaranteed any work during the term of the agreement. Applicants should be aware that if the rates submitted are higher than industry averages for no additional benefit to DPTI, it is unlikely that they will be requested to provide services to a significant extent.

DPTI will take a number of factors into consideration when determining which Panel Contractors will be invited to provide services or submit a quotation, such as the estimated value of the work and each Panel Contractor’s resource availability, workload, skills / experience and ability to provide value for money.

\_\_\_\_\_\_\_\_\_\_\_\_

**CONDITIONS FOR SUBMISSION OF AN APPLICATION**

**FOR A PANEL CONTRACT**

The DPTI Conditions of Submission for a Panel Agreement apply to this invitation and are available from the following website:

<http://www.dpti.sa.gov.au/contractor_documents/request_for_tender_templates2>

The Annexures to the Conditions of Submission, which are included in this document, are to be read in conjunction with the Conditions of Submission from the above website.

\_\_\_\_\_\_\_\_\_\_\_\_

**CS ANNEXURE A**

**APPLICATION SUBMISSION**

**APPLICANTS MUST SUBMIT THE FOLLOWING WITH THE APPLICATION:**

1. Application Form
2. Schedules in accordance with the following table:

|  |  |
| --- | --- |
| **No.** | **SCHEDULE** |
| 1 | Schedule of Rates. |
| 2 | Schedule of Disbursements. |
| 3 | Certificate of Currency of Public Liability Insurance. |
| 4 | Statement of company experience relevant to this application and track record of company (including referees). |
| 5 | Schedule of nominated personnel, their experience, availability and their location normally and during the provision of services. (Include CVs and recent referees.) Details of access to and availability of back-up resources should also be provided. |
| 6 | Overview of management systems (Work Health and Safety and Risk). |

Applications must:

1. include all documentation outlined above;
2. be marked for the attention of:

**Manager Contracting Services
Department of Planning, Transport and Infrastructure.**

1. be submitted electronically - (**do not** submit paper copies):

If the application is on a CD or USB, it may be either posted or delivered in accordance with the details displayed on the cover page.

If the application is attached to an email(s), it must be forwarded to **DPTI.Tenders@sa.gov.au** **-** refer to cover page for constraints.

Files must be clearly identified. Each file name must indicate the applicable Schedule number and contain the required information.

\_\_\_\_\_\_\_\_\_\_\_\_

**CS ANNEXURE B**

**ASSESSMENT OF APPLICATIONS**

The assessment process for the qualitative criteria will follow the general approach of “Ratio Method”, as described in the DPTI Tender Evaluation Guidelines, available from:

<http://www.dpti.sa.gov.au/documents/contractsandtenders/guidelines_and_miscellaneous>

The following will be taken into account in the evaluation process:

|  |  |
| --- | --- |
| **CRITERIA** | **Weighting(%)** |
| Relevant company experience | 30 |
| Relevant experience and competency of Applicant’s personnel | 50 |
| Accessibility and availability of Applicant’s personnel | 20 |
| Adequacy of Management Systems | PASS / FAIL |

The above is only a summary of the evaluation process and other factors may be taken into account.

\_\_\_\_\_\_\_\_\_\_\_\_

**CS ANNEXURE C**

**SUPPLEMENTARY INFORMATION FOR APPLICANTS**

**1. ENGAGEMENT OF PANEL CONTRACTORS BY PUBLIC TRANSPORT SERVICES**

The Public Transport Services Division (PTS) is a division within DPTI and may also engage panel members appointed under this Panel Agreement for their own works.

**2. WORK OUTSIDE OF NORMAL HOURS**

It is anticipated that Protection Officers will be required to work outside of normal hours (e.g. nights and weekends. The Schedule of Rates and Schedule of Disbursements shall contain satisfactory detail to allow the determination of payments to the Contractor in carrying out work outside of normal hours.

\_\_\_\_\_\_\_\_\_\_\_\_

**SCHEDULE OF AGREEMENT DOCUMENTS**

This Agreement includes the following attachments:

1. Specification.
2. Appendices which include:

|  |  |
| --- | --- |
| Appendix 1 | Map of Adelaide Metropolitan Passenger Rail Network. |

1. DPTI Panel Agreement for the Provision of Minor Works and Field Services.
2. Contractors Submission.

\_\_\_\_\_\_\_\_\_\_\_\_

**SPECIFICATION**

**SPECIFICATION**

**CONTENTS**

1. Scope of Services
2. Background
3. Accreditation and Training
4. Supply of Materials
5. Engagement of Protection Officers
6. Payment
7. Work Health and Safety
8. **SCOPE OF SERVICES**

This Agreement is a panel agreement for the provision of rail safety workers **(“Protection Officers”**) to undertake protection activities on the Adelaide Metropolitan Passenger Rail Network (AMPRN).

The Services may be required by the Department for Planning, Transport and Infrastructure (DPTI) or it’s contractors.

The Principal does not guarantee the quantity or value of work allocated to any Panel member or even that any work will be provided to a Panel member (refer also Clause 4 “Quotations” of the DPTI Panel Agreement for the Provision of Minor Works and Field Services.)

1. **BACKGROUND**

State and Federal funding provides for a significant investment over 10 years into the public transport system to deliver faster, cleaner, more frequent and efficient services for commuters. Rail Revitalisation forms the centrepiece of this investment to transform the metropolitan passenger rail network by delivering a number of rail initiatives including:

* re-sleepering, replacement and upgrade of turnouts, rail remediation, upgrade of formation structure and upgrade of level crossings; and
* Interchange, station and Park ‘n’ Ride infrastructure upgrades.

Revitalisation of the rail network is an extremely large and complex program, which requires a significant amount of detailed planning with many factors to consider such as:

* developing and assessing options to minimise the disruption to commuters and the surrounding community;
* analysing options for alternative passenger services during construction;
* managing the staging of construction works; and
* the complicated technical and engineering aspects.

Consequently there is a requirement for Protection Officers at various times and at various locations during these construction phases, as the rail line will remain operational during construction. The majority of the work involved will be within the rail corridor and will therefore require track protection.

1. **ACCREDITATION AND TRAINING**

The AMPRN is operated by the Public Transport Services Division, a division within DPTI. Personnel performing the role of Protection Officers must be assessed and accredited by PTS prior to commencing any such work on the network, and must be trained, assessed and competent to carry out worksite protection under PTS arrangements.

The Principal will provide the above training for up to six persons from each applicant and will reimburse the Contractor for 50% of the participant’s basic wage for the three day course.

All procedures and other documentation necessary for the performance of track protection under this Agreement will be provided to participants at the training course.

Personnel performing the role of Protection Officer must:

* Be medically fit to Rail Safety Health Standard: Category 1;
* Possess current PTS Track Protection Certification (see Appendix 3 “Protection Officer Information” for details) to be funded at the Contractor’s expense;
* Have had training in, and been assessed to, the requirements of the South Australia Occupational Health and Safety Construction Induction "White Card". For details refer to:
* Hold a Current PTS Rail Safety Awareness card including an Electrical Safety Component.

 <http://www.safework.sa.gov.au/show_page.jsp?id=7429>

1. **SUPPLY OF MATERIALS**

All materials shall be supplied by the Contractor.

1. **ENGAGEMENT OF PROTECTION OFFICERS**
	1. **Notification**

The Contractor shall provide the Services upon the direction of the Superintendent*,* who will give the Contractor at least one weeks’ notice that the Services are required.

* 1. **Engagement**

Members of this Panel may be engaged directly by contractors undertaking work on behalf of DPTI, PTS or its contractors.

The Principal has the discretion to recover delay costs in the event of engaging the services of Protection Officers who subsequently become unavailable, late or engage in conduct that prevents DPTI, PTS or its contractors from carrying out their duties.

The Principal will monitor and review track protection performance and advise Panel members of the result of performance appraisals. Previous performance will be a key factor in determining the allocation of future work to Protection Officers under this Agreement.

* 1. **Management of the Panel**

The Principal may:

* appoint new providers as members of the Panel at any time;
* remove providers from the Panel at any time;
* direct the Contractor to not use an individual Protection Officer in provision of the Services following two instances of unacceptable behavioural conduct; and
* remove a provider from the Panel following three instances of unacceptable behavioural conduct by individual Protection Officers working for that provider.
1. **PAYMENT**
	1. **General**

Payment will be in accordance with the Schedule of Rates and Schedule of Disbursements as applicable.

All hourly rates for Protection Officers shall include an allowance for provision of vehicle/s, with the exception of those covered under Clause 6.5.2 “Travel”, basic Personal Protective Equipment (appropriate clothing, safety boots, hard hats and safety glasses) and training costs, except those provided by DPTI in accordance with Clause 2 “Accreditation and Training”. Disbursements shall include any administration charge or percentage as applicable.

No separate payment will be considered by the Principal for items not listed in the Schedule of Rates or Schedule of Disbursements due to the Contractor submitting insufficient information for the Principal to determine costs incurred by the Contractor in carrying out track protection services.

Payment for work on a public holiday will only be made for South Australian Public Holidays.

The Contractor acknowledges that the hours stated on Track Protection Plans are an estimate of the hours that track protection will be required. The hours specified on the Track Protection Plan will include a total allowance of one hour for setting up and removing the boards from the work site.

Payment will be made by the Principal for the hours recorded and certified by the Superintendent on the Protection Officer’s timesheet. Each invoice submitted by the Contractor shall be accompanied by the relevant Track Protection Plan and employee timesheet/s for the particular period of services claimed.

Receipts and other supporting evidence of expenses incurred shall be made available by the Contractor for validation by the Superintendent or an auditor approved by the Principal, for the purposes of determining payment.

* 1. **Record Keeping**
		1. **Timesheets**

The actual hours worked by each Protection Officer shall be recorded on a timesheet which will be signed by the Principal’s on-site representative. In the event that this does not occur, the Contractor shall advise the Principal’s Superintendent in writing by close of business on the next working day, otherwise payments may be withheld.

The hours of work recorded on each Protection Officer’s timesheet shall include the one hour allowed on the Track Protection Plan (refer Clause 6.1 “General”) for setting up and removing the boards from the work site.

Any changes recorded on the timesheet to the hours worked by the Protection Officer shall be initialled by the Principal’s on site representative.

* + 1. **Discrepancies**

In the event of a discrepancy between the Contractor’s and Principal’s record of the hours worked by a Protection Officer the Principal’s reasonable records will take precedence.

* 1. **Cancellations**

If less than 24 hours notice of cancellation of work is provided by the Superintendent to the Contractor and a Protection Officer cannot be relocated to another project, the Principal will pay 8 hours at the employee’s applicable hourly rate for track protection services outlined in the applicable track protection plan.

* 1. **Non - completion of services specified in the Track Protection Plan**

Where the Contractor is not able to complete the total hours specified on the Track Protection Plan due to circumstances beyond the control of the Principal (e.g. inclement weather) the Contractor will be paid a minimum of 4 hours at the employee’s applicable hourly rate or for the actual hours worked at the employee’s applicable hourly rate, whichever is the greater.

* 1. **Disbursements**

All prices quoted in this Clause 6.5 “Disbursements” are exclusive of GST.

* + 1. **Temporary Relocation Expenses**

The Principal will reimburse the Contractor for expenses incurred in the mobilisation (and demobilisation) of Protection Officers from interstate or from regional locations. This shall be paid for periods of continuous employment on a single project of duration less than three months to cover temporary shortages of Protection Officers residing permanently in Adelaide. For the Contractor to be eligible for reimbursement of such expenses the employee shall have been recruited from interstate or regional SA (i.e. greater than 100 km from the Adelaide CBD) and evidence of accommodation costs incurred in Adelaide shall have been provided.

The payments made to the Contractor for mobilisation and demobilisation will include disbursements for travel expense and daily allowances.

* + - 1. Travel

Payment for airline, bus or train travel will be made at actual cost plus 10%, subject to the following:

* Written agreement from the Superintendent;
* Travel shall be economy class; and
* Any request for reimbursement shall be accompanied by supporting evidence (e.g. invoices from suppliers/providers).

As an alternative to claiming actual travel costs the Contractor may claim an allowance of $320 for each mobilisation and for each demobilisation.

* + - 1. Daily Allowances

The Principal will reimburse the Contractor with a daily allowance for accommodation costs and meals to be paid to Protection Officers.

Payment for accommodation costs will be made at actual costs plus 10% subject to the following:

* Best endeavours have been made to ensure accommodation costs are reasonable;
* To be eligible for reimbursement of the costs the Contractor shall have recruited the employee from interstate or regional SA and the request shall be accompanied by supporting evidence of accommodation costs incurred in Adelaide; and
* Accommodation costs will be capped at $110 per night.

The Principal will reimburse the Contractor for payments of a $45.50 per day meals allowance which shall be paid in its entirety to employees. This amount will be subject to annual review in accordance with Clause 6.6, “Rise and Fall” after 30 June 2014. Any reimbursement of these costs may be subject to a request by the Principal for a Statutory Declaration of payment to the employee. The Principal reserves the right to undertake audits of such payments.

* + 1. **Vehicle Costs**

The Principal will reimburse the Contractor for vehicle costs should it be necessary to hire a vehicle. Each reimbursement request shall be accompanied by supporting evidence. The total reimbursement amount will be capped at $100 per vehicle per day per project and subject to annual review in accordance with Clause 6.6, “Rise and Fall” after 30 June 2014.

Any additional vehicle requirements shall be agreed to in advance by the Superintendent.

* 1. **Rise and Fall**

The Schedule of Rates for this Contract will be adjusted for rise or fall in costs, as set out below.

The Schedule of Rates for associated with Works undertaken will be increased by 3.42% on 1 July 2014, for all works completed between 1 July, 2014 and June 30, 2015.

The percentage increase has been established from Australian Bureau of Statistics Catalogue No. 6345.0, for the period March 2013 to March 2014. ([http://www.abs.gov.au/ausstats/abs@.nsf/mf/6345.0](http://www.abs.gov.au/ausstats/abs%40.nsf/mf/6345.0))

For subsequent years the same reference will be used to establish the percentage Rise or Fall for the following year.

1. **WORK HEALTH AND SAFETY**

At a minimum, Protection Officers are required to wear the following items at all times when undertaking track protection activities:

1. Long sleeve orange shirt and dark blue trousers;
2. Ankle high lace up safety footwear; and
3. Appropriate orange high visibility vest.

In addition Protection Officers may be required to wear additional safety equipment (e.g. safety glasses and safety helmet) when required by DPTI contractors.

\_\_\_\_\_\_\_\_\_\_

**APPENDIX 1**

**MAP OF ADELAIDE METROPOLITAN PASSENGER RAIL NETWORK**





**PANEL AGREEMENT**

**FOR**

**THE PROVISION OF MINOR WORKS AND FIELD SERVICES**

Refer to: <http://www.dpti.sa.gov.au/contractor_documents/dpti_general_conditions_of_contract>

**ANNEXURE TO THE AGREEMENT**

|  |  |
| --- | --- |
| The Principal is: (Clause 2) | Minister for Transport and InfrastructureRoma Mitchell House136 North TerraceADELAIDE SA 5000 |
| The Superintendent is: (Clause 3) |  Manager, Rail MaintenancePublic Transport ServicesDPTI71 Richmond RoadMILE END SA 5000 |
| Public Liability Insurance: (Clause 6) | $20 000 000 |
| Expiry Date: (Clause 11) | 29 July 2016The parties may extend the Agreement by mutual agreement for another two 12 month extensions. |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPLICATION FORM**

TO THE EXECUTIVE DIRECTOR:

**PROVISION OF PROTECTION OFFICERS FOR**

**THE ADELAIDE METROPOLITAN PASSENGER RAIL NETWORK**

**(PANEL AGREEMENT)**

I/We the undersigned, do hereby apply to perform the above in accordance with the Invitation documents.

I/We acknowledge the receipt of amendments numbered:...........................................

(Applicant to insert number of amendments received)

Applicant’s Name ................................................................................................................................................

(BLOCK LETTERS)

ACN .............................................………............... ABN ……..............................……........…......................

Address ...............................................................................................................................................................

Telephone No. ......................................................................................................................................................

Contact E-mail Address …………………………………………………………………………………………

Signature of Applicant ............................................................ Name .................................................................

Position in Company ...........................................................................................................................................

Signature of Witness ..................................................... Name of Witness ........................................................

Dated the .......................................................................... day of ................................................... 20 ..............

FOR OFFICE USE ONLY

|  |  |
| --- | --- |
| Opened on ........./........./......by ......................................................    (................................................)in the presence of ....................................................................................... (.....................................................................) | Tender No. .........Examined:Checked:Date ......../....../...... |

**APPLICATION FORM (CONTINUED)**

**DECLARATION IN RELATION TO UNLAWFUL COLLUSION**

Re: DPTI PROVISION OF PROTECTION OFFICERS FOR THE ADELAIDE METROPOLITAN PASSENGER RAIL NETWORK

I, ………………………………………….…………….of …………………………………………………………….

[insert name and address of declarant]

**do hereby declare as follows:**

1. I hold the position of ………………………………………………………………………..within

 …………………….. ……….………………….. ………………………………………(Applicant)
 and that I am authorised to provide this declaration on its behalf.

1. I confirm that the application submitted by the Applicant is independent and that there has not been any unlawful collusion with any other tenderer or party in connection with this application process. This clause does not apply to any formal joint venture contractual arrangement entered into between the Applicant and any other person(s), the details of which have been provided to the Principal as part of the application submitted by the Applicant.
2. I confirm that the total value of the goods and/or services to be provided by subcontractors, to the extent known at the time of making this declaration, is $...................
3. I understand that if any part of this declaration is found to be false the Principal reserves the right (regardless of any subsequent dealings) to:
* terminate negotiations with the Applicant;
* terminate consideration of the Applicant’s bid; and
* terminate any contract between the Applicant and the Principal in relation to the Project without any obligation on the Principal to make any payment to the Applicant.

………………………………………. ……../……../ 20 …

Signature Date

Note: If the application is submitted jointly with another party or parties, each party must sign this declaration.

##### **SCHEDULE CHECKLIST FOR SUBMISSION**

##### For each item please tick the box to indicate that the Schedule has been completed in accordance with Annexure A of the Conditions for Submission of an Application and included with your submission.

|  |  |  |
| --- | --- | --- |
| 1 | Schedule of Rates. | □ |
| 2 | Schedule of Disbursements. | □ |
| 3 | Certificate of Currency of Public Liability Insurance. | □ |
| 4 | Company experience. | □ |
| 5 | Nominated personnel. | □ |
| 6 | Overview of management systems. | □ |

**SCHEDULE 1**

**SCHEDULE OF RATES**

ALL RATES SHALL BE EXCLUSIVE OF GST.

**Lookout**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM****NO.** | **DESCRIPTION** | **UNIT OF MEASUREMENT** | **RATE****($)** | **COMMENTS 1** |
|  |  |  |  |  |
| 1. | Daily Rate1 | hour |  |  |
|  |  |  |  |  |
| 2. | Afternoon Rate1 |  |  |  |
|  |  |  |  |  |
| 3. | Night Rate1 | hour |  |  |
|  |  |  |  |  |
| 4. | Overtime Rates: |  |  |  |
|  |  |  |  |  |
| 4.1 | Time and a Half 1 | hour |  |  |
|  |  |  |  |  |
| 4.2 | Double Time1 | hour |  |  |
|  |  |  |  |  |
| 4.3 | Public Holiday1 | hour |  |  |
|  |  |  |  |  |
| 5. | Penalty Rates1 if different from above (Applicant to detail) | hour |  |  |

1. Applicant to provide full details of when the Rate applicable to each Item applies.

**SCHEDULE 1**

**SCHEDULE OF RATES**

ALL RATES SHALL BE EXCLUSIVE OF GST.

**Track Working Authority (TWA)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM****NO.** | **DESCRIPTION** | **UNIT OF MEASUREMENT** | **RATE ($)** | **COMMENTS  1** |
|  |  |  |  |  |
| 6. | Daily Rate1 | hour |  |  |
|  |  |  |  |  |
| 7. | Afternoon Rate1 |  |  |  |
|  |  |  |  |  |
| 8. | Night Rate1 | hour |  |  |
|  |  |  |  |  |
| 9. | Overtime Rates: |  |  |  |
|  |  |  |  |  |
| 9.1 | Time and a Half 1 | hour |  |  |
|  |  |  |  |  |
| 9.2 | Double Time1 | hour |  |  |
|  |  |  |  |  |
| 9.3 | Public Holiday1 | hour |  |  |
|  |  |  |  |  |
| 10. | Penalty Rates1 if different from above (Applicant to detail) | hour |  |  |

1. Applicant to provide full details of when the Rate applicable to each Item applies.

**SCHEDULE 1**

**SCHEDULE OF RATES**

ALL RATES SHALL BE EXCLUSIVE OF GST.

**Track Working Authority Emergency Work**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM****NO.** | **DESCRIPTION** | **UNIT OF MEASUREMENT** | **RATE ($)** | **COMMENTS  1** |
|  |  |  |  |  |
|  |  |  |  |  |
| 11. | Daily Rate1 | hour |  |  |
|  |  |  |  |  |
| 12. | Afternoon Rate1 |  |  |  |
|  |  |  |  |  |
| 13. | Night Rate1 | hour |  |  |
|  |  |  |  |  |
| 14. | Overtime Rates: |  |  |  |
|  |  |  |  |  |
| 14.1 | Time and a Half 1 | hour |  |  |
|  |  |  |  |  |
| 14.2 | Double Time1 | hour |  |  |
|  |  |  |  |  |
| 14.3 | Public Holiday1 | hour |  |  |
|  |  |  |  |  |
| 15. | Penalty Rates1 if different from above (Applicant to detail) | hour |  |  |

1. Applicant to provide full details of when the Rate applicable to each Item applies.

**SCHEDULE 1**

**SCHEDULE OF RATES**

ALL RATES SHALL BE EXCLUSIVE OF GST.

**Track Occupancy Authority (TOA)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM****NO.** | **DESCRIPTION** | **UNIT OF MEASUREMENT** | **RATE ($)** | **COMMENTS  1** |
|  |  |  |  |  |
|  |  |  |  |  |
| 16. | Daily Rate1 | hour |  |  |
|  |  |  |  |  |
| 17. | Afternoon Rate1 |  |  |  |
|  |  |  |  |  |
| 18. | Night Rate1 | hour |  |  |
|  |  |  |  |  |
| 19. | Overtime Rates: |  |  |  |
|  |  |  |  |  |
| 19.1 | Time and a Half 1 | hour |  |  |
|  |  |  |  |  |
| 19.2 | Double Time1 | hour |  |  |
|  |  |  |  |  |
| 19.3 | Public Holiday1 | hour |  |  |
|  |  |  |  |  |
| 20. | Penalty Rates1 if different from above (Applicant to detail) | hour |  |  |

1. Applicant to provide full details of when the Rate applicable to each Item applies.

**SCHEDULE 2**

**SCHEDULE OF DISBURSEMENTS**

ALL ITEMS SHALL BE LISTED

ALL DISBURSEMENTS SHALL BE EXCLUSIVE OF GST

***Applicant to provide description of disbursements and amount / rate as applicable***

|  |  |  |
| --- | --- | --- |
| **Item****No.** | **Description** | **Amount / Rate** |
| 1. | Travel |  |
| 2. | Accommodation |  |
| 3. | Vehicle Costs |  |
| 4. | Equipment hire (list) |  |
| 5. | Incidentals (list) |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***Applicant to attach additional pages as necessary***

**SCHEDULE 5**

**SCHEDULE OF NOMINATED PERSONNEL**

***Applicant to complete the table below and to add rows/additional designations as required.***

| **Item****No.** | **Name(s)** | **Designation/Role** | **Availability** | **CV Attached Yes/No** |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |