

# SHOPFITTER INFORMATION KIT

Chatswood Chase Redevelopment

**MULTIPLEX**  
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# 1. Introduction

## 1.1 Purpose

The intent of this Shopfitters Kit is to ensure that all Tenants and Tenant's Principal Contactor, Tenant Subcontractors, Tenant Suppliers and Tenant Retail Stockists are aware of and comply with the Site requirements, constraints and OHS requirements and obligations for all works on Chatswood Chase.

At the time of handover of your tenancy, you take control of your tenancy site as Principal Contractor to commence fit out of the tenancy. Your tenancy is located within a major construction site managed by Multiplex. As you will move through Multiplex's construction site for personnel, material and plant access to your site, you must comply with all direction by Multiplex and comply with the health, safety and environmental (HSE) requirements of the site.

This shopfitter information kit explains processes required to fit out your tenancy including documents that must be provided to both Vicinity and Multiplex. The Principal Contractor for each tenancy is responsible to ensure the accuracy, completeness, and submission of all documents. Vicinity and Multiplex will support Principal Contractors throughout each step of the processes.

## 1.2 Document Control

Revision	Date	Description	Page	Approved By
00	05/08/2024	Initial	All	DP
01	11/09/2024	Revised	All	DS
02	11/09/2024	Revised	18,19	AM
03	24/10/2024	Minor Revisions	5, 7, 15, 18	AM
04	06/11/2024	Appendix 08	81-86	AM
05	07/05/2025	Minor Revisions	All	DS
06	26/07/2025	Materials Handling, Appendix 8	11	JC

Figure 1 Document Control

## 1.3 Definitions

Term	Definition
Project	Chatswood Chase Redevelopment
Multiplex	Project Head Contractor
Site	Portion of the Project controlled by Multiplex
Tenancy / Tenancy Site	The Tenancy area leased by the Tenant being occupied and controlled by the Principal Contactor appointed by the Tenant to complete the shopfitting works
Tenancy Delivery Manager	Vicinity Tenancy Delivery Management team
Tenants Contractor / Shopfitter / Principal Contractor	The Principal Contractor appointed by the tenant leasing the tenancy to oversee and complete the shop fit-out.
Tenancy Subcontractor	Subcontractor appointed by the Tenants Contractor / Shopfitter / Principal Contractor (PC) to undertake works within the tenancy.
Stockists	Personnel supplying and installing product stock, stockists <b>do not</b> conduct any construction works
Cat-1 Works	Any alterations that are required to the base building works or services to suit Tenant design fitout requirements. The cost of such works must be agreed in writing by the Tenant prior to commencement of works and paid by the Tenant prior to trade.



Term	Definition
Plant and Equipment	Plant and Equipment refers to powered mobile plant and lifting equipment.

Figure 2 Definitions

## 2. General Site Information and Contact List

### 2.1 Site Contact List

In the event of an issue please find outlined below the contact details of the respective parties.

All communication between Shopfitters and Multiplex will be facilitated by Vicinity Tenant Delivery team.

Name	Company	Position	Phone Number	Email Address
TDM Department	Vicinity	TDM	0447 526 955	-
Joshua Proctor	Principal's Safety Representative	HSE Coordinator	TBC	joshua.proctor@vicinity.com.au
Simpel	Simpel	National Helpdesk	1300 85 85 80	support@projectsimpel.com

Figure 3 Site Contact Details

### 2.2 Site Operating Hours

The site working hours are 7am to 5pm Monday to Saturday. Works outside these hours require minimum 72 hours notice and approval from Vicinity, Principal's Safety Representative, Multiplex and Willoughby City Council.

Zone	Days	Hours of Operation
Site Working Hours	Monday – Saturday	7.00am – 5.00pm
Dock 1 (Victoria Avenue)	Monday – Saturday	7.00am – 5.00pm
Dock 2 (Mills Lane)	Monday – Saturday	7.00am – 5.00pm
Multi-Level Carpark Deliveries	Monday – Saturday	7.00am – 4.00pm (All vehicles to have exited car park by 5pm)

Figure 4 Site and Dock Operating Hours

Any works outside of the approved DA hours (noted above) will require a Willoughby City Council Out of Hours Works Permit. Information on this permit can be found on the Willoughby City Council website - [Out Of Hours Work Permit](#). Multiplex to be notified of these works a minimum 72 hours in advance.

### 2.3 Shopfitter Parking

There is **no** parking on site. Any vehicles delivering materials must follow all direction of Multiplex and promptly leave after unloading. See Section 4 for information regarding material delivery to site.

### 2.4 Site Amenities

Site amenities are located adjacent to the centre at 12-14 Malvern Avenue, Chatswood NSW.

Lunch sheds will be allocated to Shopfitters. All tenants and shopfitters must obey lunch shed rules outlined in site induction which include, but are not limited to, no storage of PPE or tools permitted anywhere within the compound. See **Appendix 03** for location.

## 2.5 Site Rules

All workers and visitors must follow the below site rules:

- Appropriate personnel protective equipment (PPE) as required by the project to be worn.
- No fighting or engaging in violence of any kind.
- No entry if under the influence of alcohol or drugs.
- No selling or buying illegal drugs.
- No smoking or vaping.
- No bullying, sexual or racial harassment.
- No sabotage of equipment.
- Making use of provided site accommodation toilet facilities only.
- No damaging or misusing of safety equipment.
- No vandalism or stealing of any kind.
- No removal of guardrails or barricades without approval or alternative protection.
- No entering of restricted areas or exclusion zones without appropriate authorisation.
- No unauthorised altering of scaffold.
- Nurse calls are to be used in an emergency only.

Further to this, workers and visitors have a responsibility to report all hazards and incidents (within the common mall area) immediately to:

- Multiplex Representative and,
- Principal's Safety Representative and,
- Vicinity Tenancy Delivery Manager.

Failure to comply with any of the above rules will result in action which may include permanent exclusion from the project.

### 3. Vicinity Pre-Start

The Tenancy Delivery Manager will coordinate an onsite Pre-Start Meeting with the appointed tenant Head Contractor, Principal's Safety Representative, and Vicinity RDM ahead of the Handover Date. The appointed electrician for the fit out will be required to attend.

### 4. Slab Loading

Shopfitters are to note that the existing slab of the centre has strict loading capacity – this applies to stored materials, plant loading and moving plant. Please refer to **Appendix 02** for slab loading plans. Shopfitters are responsible for ensuring that all materials and loads brought to site comply with the attached report.

### 5. Health and Safety Requirements

Each Tenant Shop fitter (Principal Contractor) and other persons conducting a business or undertaking have an obligation under the Work Health and Safety Act 2011 and related Work Health and Safety Regulation 2017 to provide a safe place of work and a safe system of work at all times. All aspects of the Work Health and Safety Act 2011 and accompanying Work Health and Safety Regulation 2017 apply to the Project and the related Lessee tenancy construction projects. For the lessee tenancy construction projects the tenant is appointed as the Principal Contractor with duties under the aforementioned legislation. For all other non-tenancy areas (common areas) Multiplex are the Principal Contractor with duties under the aforementioned legislation. Within these areas, the tenant contractor is to abide by Multiplex's health and safety requirements.

Any environment, health and safety hazard brought to the attention of the Tenant Shop Fitter must be immediately rectified. Environment Health and Safety instructions will only be given once. Workers re-inducted because of failure to follow any item covered in the Project Induction must be made to understand the reasons for their re induction and further breaches will lead to a formal warning or removal from the project. Some breaches if determined of a serious nature may lead to instant removal from the Tenancy construction project and the Project.

#### 5.1 HSE Management System – Simpel

Simpel is an online HSE system utilised on the Chatswood Chase Redevelopment project by Principal Contractor, Multiplex. As workers must access and travel through Multiplex's site to reach Shopfitter's Site all Shopfitters must adhere to Multiplex's Health and Safety guidelines.

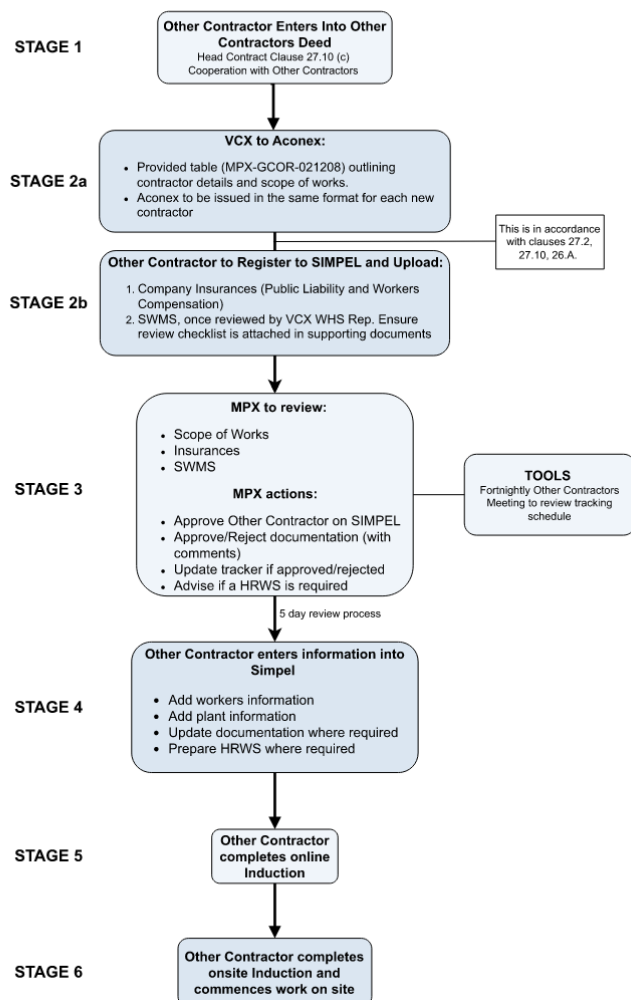
All Principal Contractors for Shopfitters must create an organisation on Simpel and link all workers, including subcontractors, to their organisation. A reference guide to how to use Simpel can be found in **Appendix 01**.

Proof of insurance must be provided by all organisations, including tenant subcontractors. Proof of insurance must be uploaded to Simpel and be a minimum of \$20 million Public Liability Insurance and Workers Compensation Insurance of an appropriate amount. Each tenant shopfitter and/or subcontractor must hold insurance that covers all workers including sub-contractors.

## 5.2 Other Contractors Onboarding Requirements

Shopfitters must follow the below Other Contractors Onboarding Requirements in the below flow chart.

### Other Contractors Documentation Tracking



## 5.3 Worker Induction Process

Please read this section in conjunction with the Simpel User Guide attached in **Appendix 01**.

### 5.3.1 Step One – Notification of Shopfitter to Tenancy Delivery Manager & Documentation Issue

Concurrent to Stage 2 in the Other Contractors Onboarding Requirement flowchart (See Section 5.2 above), Shopfitters must provide the following to their Tenancy Delivery Manager:

- Confirm intended start date on site and how many workers will be on site.
- Provide contact details for Shopfitter's main representative on the project.
- Confirm any plant they intend to use (see Section 3.3 regarding Plant Induction process).
- Confirm the Principal Contractors ABN (Used to link to Chatswood Chase Project on Simpel).

Shopfitters must submit the **Tenant Intent to Begin Works Checklist** located in **Appendix 04**.

### 5.3.2 Step Two –Confirmation of Simpel Registration

Tenancy Delivery Manager will liaise with Multiplex to confirm access to Chatswood Chase Project on Simpel has been approved. If the required insurances are not uploaded to the Principal Contractor's Simpel profile, Multiplex will not accept registration.

### 5.3.3 Step Three – Individual Workers to Complete Part A Induction

After registration is complete, workers linked to Principal Contractor's organisation can access the Chatswood Chase Induction Part A. A detailed explanation of this process can be found in **Appendix 01**.

All shopfitter and workers under shopfitters must upload any relevant tickets to works being conducted through the common areas of Chatswood Chase. If workers are required to move plant through Multiplex's site to their site, all relevant tickets must be uploaded.

### 5.3.4 Step Four - Individual Workers to Complete Part B Induction

Once Part A has been completed, workers must attend site for an in-person Part B induction. Shopfitters must book the Part B induction 24 hours prior with names of workers that have completed Part A induction. The Tenancy Delivery Manager confirm booking with Multiplex and notify shopfitter.

## 5.4 Plant & Equipment Induction Process

Please read this section in conjunction with the Simpel User Guide attached in **Appendix 01**.

All plant being moved through Multiplex's construction site to Shopfitter tenancy's must be inducted via the Simpel platform. Shopfitters must upload with the induction:

- Maintenance records (Recent valid quarterly & annual inspection)
- Operator training/Competency Records (if applicable, ie. EWP VOC issued within the previous 5 years, Electric Pallet Jack VOC)
- Risk Assessment
- Insurance

Plant such as, but not limited to, scissor lifts, glass lifters, electric pallet jackets and duct lifters are required to be inducted.

## 5.5 Safe Working Method Statements

Please read this section in conjunction with the Simpel User Guide attached in **Appendix 01**.

Safe Working Method Statements (SWMS) for high-risk works being conducted on Multiplex's construction site must be submitted via the Simpel platform for approval.

All Shopfitters must submit the following SWMS:

1. Working in and around powered mobile plant.
2. Materials handling including manual handling principles and glass handling.

Shopfitters may also require:

1. Use of an Elevated Working Platform

All workers must be assigned SWMS via Simpel and review/sign during their Part A induction. Please refer to the Simpel User Guide in **Appendix 01** for instructions on how to upload a SWMS to Simpel.

## 5.6 Visitors to Site

Visitors must always be escorted through Multiplex's site by an inducted worker. All Shopfitter visitors must present to Multiplex security to obtain a visitor pass with their nominated escort. Visitors cannot conduct any works including, moving plant/equipment, or materials handling. Vehicle drivers that are not inducted must not leave their vehicle. Visitors must observe all site rules including personal protective equipment requirements detailed in Section 3.6.

## 5.7 Personal Protective Equipment

At all times through Multiplex's construction site, all personnel and visitors must wear:

- Steel capped boots (compliant with AS/NZS 2210.3:2019)
- Hard hat (compliant with AS/NZS 1801:1998)
- High visibility clothing (compliant with AS/NZS 4602.1:2011)

All personnel and visitors will be refused entry without the appropriate protective equipment. Please see stockist requirements in Section 7.2.

## 5.8 Permits

### 5.8.1 Concrete Cutting, Coring and Chasing Permits

Shopfitters are responsible for all penetrations into concrete. Multiplex highly recommends scanning works, permits and engineering approval are completed prior to any concrete cutting, coring, or chasing works.

### 5.8.2 Hot Works Permit

VCX Centre Operations Team will review the permit, and co-ordinate with MPX to isolate essential tenancy services. Principal's Safety Representative will inspect tenancies to ensure permits are on-hand during their routine inspections.

## 5.9 Tile, Stone and MDF Cutting Procedure

### 5.9.1 Cutting Rooms

Vicinity, Principal's Safety Representative and Multiplex strongly prefer all tile, stone and medium density fibreboard (MDF) materials to be prefabricated off site. In extreme circumstances where this is not possible, all cutting of these materials must take place in a dedicated and isolated "cutting room". Shopfitters must establish these "cutting rooms" within their own tenancy. The use of cutting rooms prevents dust from entering the atmosphere of the wider construction zone and minimises risks to other workers. Modification/cutting of these materials must only occur in the "cutting rooms". Tools must be fitted with silica dust suppression measures and rooms cleaned daily with a H Class (preferred) or M Class vacuum (acceptable) to prevent silica from entering the atmosphere. Prior to the use of any cutting room, the set up must be sighted by a Vicinity or Principal's Safety Representative.

### 5.9.2 Engineered Stone

As defined by SafeWork NSW:

"Engineered stone is defined as an artificial product that:

- contains at least 1% crystalline silica as a weight/weight concentration, and
- is created by combining natural stone materials with other chemical constituents (such as water, resins, or pigments),
- and becomes hardened."

Australia has implemented a ban on engineered stone which came into effect 1<sup>st</sup> July 2024. Any work involving the manufacture, supply, processing, or installation of engineered stone is prohibited. This applies to benchtops, panels and slabs. The ban does not apply to natural stone benchtops, panels, or slabs. All stone material arriving to site must be approved by Vicinity, and Principal's Safety Representative 48 hours prior (evidence of approval will be requested at both delivery booking and unloading). Please refer to **Appendix 05** for Vicinity's policy which must be complied with.

## 5.10 Drugs and Alcohol

All personnel will adhere to the requirements of the Drugs and Alcohol - Fitness for Work Management Plan (refer to **Appendix 06**) and project requirements. The objective of the Plan is to:

- Eliminate hazards, which result from the actions of personnel being not fit for work.
- Ensure that all personnel who are deemed unfit for work are managed in an effective, fair and constructive manner.
- Promote a healthy lifestyle amongst all employees.

Multiplex's commitment to the minimisation of risk to personnel in terms of alcohol and other drugs is documented in the Drugs and Alcohol Policy.

Testing will be conducted by an external provider who is suitably authorised, trained and qualified in accordance with the requirements outlined in the Drugs and Alcohol - Fitness for Work Management Plan

## 5.11 First Aid

Shopfitters must ensure that first aid equipment is provided for their work area, every worker under them has access to the first aid equipment, and an adequate number of workers are trained to provide first aid at the workplace. All workers must be able to access a first aid kit with appropriate equipment. First aid kits must be supplied and maintained by the Shopfitter. First aid trained workers must hold appropriate qualifications in first aid and cardiopulmonary resuscitation. Shopfitters should consult with workers when determining first aid needs.

## 5.12 Evacuation Procedure

In the event of an emergency requiring evacuation, internal Multiplex sirens will be triggered, and you will be directed by the Multiplex area warden to evacuate. All personnel must: -

- Stop work immediately,
- Follow instructions by the Emergency Wardens,
- Leave the area in a safe, calm manner and do not use lifts or hoists,
- Proceed to the designated emergency assembly,
- Remain at the emergency assembly area until an official head count is conducted and all clear is given to return to work by the Chief Warden (Multiplex).

The emergency assembly area for all workers is Beauchamp Park, Nicholson St, Chatswood NSW 2067.

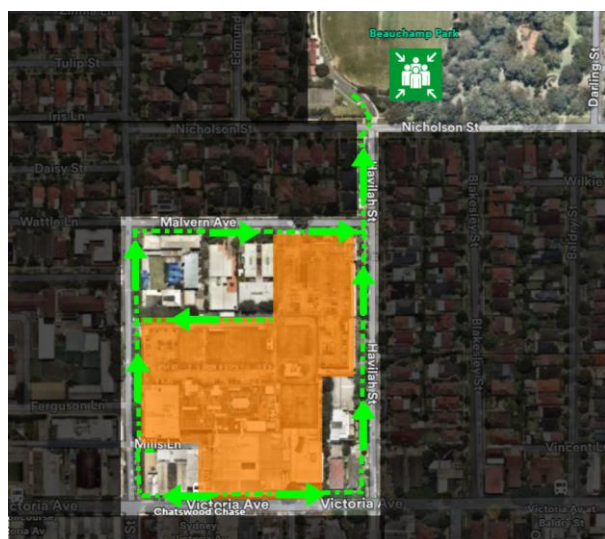


Figure 5 Evacuation Diagram and Emergency Assembly Area Map

## 5.13 Fire Fighting Equipment

All Shopfitters must, at a minimum, provide a 9kg ABE Fire Extinguisher tested and tagged within the previous 6 months and mounted no more than 1200mm from floor level. Shopfitters must also supply and install a 1.8m x 1.8m fire blanket tagged, and wall mounted no more than 2m above floor height. Both pieces of equipment should be sign posted and in an obvious location.

## 6. Materials Handling

### 6.1 Site Delivery Process

There are three points of access for deliveries to the project:

1. Dock 1 (Victoria Avenue)
2. Dock 2 (Mills Lane)
3. Multideck Car Park (Malvern Avenue)

Dock 1, Dock 2 and the Multideck car park are shared with Multiplex trades, therefore require booking. Veyor is the booking system utilised on the project (refer to **Appendix 07** for how to guide). Shopfitters will be allocated an unloading zone on their level of the multi-deck car park, this space is not shared. This unloading zone is the responsibility of the shopfitter to secure the area and coordinate all deliveries. Unloading zones must not be used to store materials.

Forklift deliveries are to be scheduled for Dock 2 (Mills Lane). Upon arrival, materials will be transported to the designated drop-off zone allocated to the Shopfitters on their respective level. Victoria Avenue tenancy material delivery process to be coordinated with MPX out of hours.

Shopfitters should use their allocated vehicle space within the Multideck car park as the preferred delivery location. All deliveries that cannot be accommodated by the multideck car park (refer to vehicle limitations) should be booked via Dock 1 or 2. Trailers for deliveries via the multideck car park in line with the approved dimensions must be supplied and towed by the Shopfitter.

Hydraulic cranes (Hiab) are not permitted to be used for unloading deliveries.

Refer to **Appendix 08** for mark up of tenancy material delivery strategy.

#### 6.1.1 Glazing Deliveries

All glazing deliveries, including large shop front panels, must be delivered on a flat lay glass stillage with fork compatible pallets. Glazing must be adequately protected and safe for forklift unloading. Glazing can then be walked through Multiplex site in accordance with an approved Safe Working Method Statement.



Figure 6 Example of trailer that can be used to transport flat lay glass stillage.



## 6.2 Loading Dock, Carpark and Lift Restrictions

Refer to **Appendix 08** for map of Loading Docks and Carpark entrances.

### 6.2.1 Dock 1 and Goods Lift 4 Information

Street Access	Victoria Avenue
Vertical Transport	Double pallet goods lift 4 – access via back of house corridors
Goods Lift Dimensions	Door: 2.0m (H) x 2.5m (W) Car: 2.9m (H) x 3.6m (W) x 2.2m (D)
Goods Lift Weight Limit	2200kg
Vehicle Height Restrictions	4.0m
Heavy Vehicle Access	Yes
Forklift Available	Yes (subject to availability) – must request asset in addition to Dock Booking on Veyor (Refer to <b>Appendix 07</b> for guide).

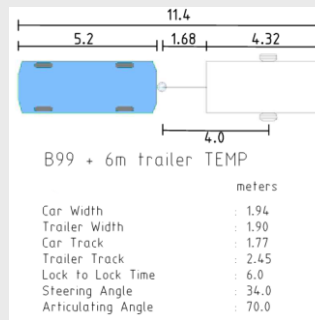
### 6.2.2 Dock 2 and Goods Lift 6 Information

Street Access	Mills Lane
Vertical Transport	Goods lift
Goods Lift Dimensions	Door: 2.1m (H) x 1.4m (W) Car: 2.6m (H) x 1.9m (W) x 2.1m (D)
Goods Lift Weight Limit	2000kg
Vehicle Height Restrictions	2.9m
Heavy Vehicle Access	Medium rigid vehicle
Forklift Available	No

### 6.2.3 Multi-Deck Carpark Information

Street Access	Malvern Avenue
Vertical Transport	Nil
Vehicle Height Restrictions	1.8m
Heavy Vehicle Access	No
Forklift Available	Yes (subject to availability) – must book asset on Veyor (Refer to <b>Appendix 07</b> for guide).

## Acceptable Vehicle Dimensions



## 6.3 Traffic Management

Shopfitters and all associated deliveries for tenancy fit out must follow the direction of traffic control. The speed limit on site is 10km/hr. All drivers must be licensed and insured, and all vehicles/towing equipment must be insured and registered. If Multiplex's traffic control or representative believe that any vehicle/driver is unsafe, access to site will be denied and reorganised once the issue is rectified.

Vehicles must not wait in Malvern Avenue or adjacent streets ahead of approved delivery time to reduce impact on local residents.

Shopfitters must ensure that all deliveries via heavy vehicles comply with Chain of Responsibility (CoR) and Heavy Vehicle National Law (HVNL). If Multiplex or their appointed traffic control have reasonable grounds to believe these responsibilities are not being met, the vehicle will be refused entry.

The Heavy HVNL came into effect in 2014 and affects all heavy vehicles over 4.5 tonne (gross vehicle mass).

On 1st October 2018, the HVNL was amended to provide that every party in the heavy vehicle transport supply chain has a duty to ensure the safety of their transport activities. In practical terms, this primary duty represents an obligation to eliminate or minimise potential harm or loss by doing all that is reasonably practicable to ensure safety.

You are a party in the CoR when you perform any of the following 10 functions:

1. Employ a heavy vehicle driver (employer)
2. Engage someone to drive a heavy vehicle under a contract for services (prime contractor)
3. Direct the control and use of a heavy vehicle (operator)
4. Schedule the transport of goods and passengers in a heavy vehicle, or schedule a driver's work and rest hours (scheduler)
5. Consign goods for transport by a heavy vehicle (consignor)
6. Receive goods delivered by a heavy vehicle (consignee)
7. Pack or assemble goods for transport in a heavy vehicle (packer)
8. Manage premises where five or more heavy vehicles are loaded or unloaded each day (loading manager)
9. Load a heavy vehicle (loader)
10. Unload a heavy vehicle (unloader)

As a party in the CoR, each party must have management systems and controls in place, such as business practices, training, procedures and review processes that:

- Identify, assess, evaluate, and control risk
- Manage compliance with the four CoR obligations (listed above)
- Involve regular reporting, including to executive officers
- Document or record actions taken to manage safety.

## 7. Environmental Management

### 7.1 Noise and Vibration Management

Multiplex's Noise and Vibration Management Plan available upon request. All Shopfitters must comply wholly with this management plan to ensure the comfort and safety of workers, patrons, and visitors.

### 7.2 Waste Management

Multiplex will provide 2m x 2m general waste bins at intervals in common mall areas for use by Shopfitters. Shopfitters must:

- Only place general waste in bins, no recyclable materials permitted.
- Pallets are not to be placed in rubbish bins and are to be removed from site by Shopfitter.
- Shopfitters to recycle all recyclable materials off site.
- Not place any liquid, paint, hazardous or chemical waste in bins.
- Not overload bins.

### 7.3 Hazardous and Dangerous Goods

#### 7.3.1 Chemical Handling and Storage

Chemicals must be stored by Shopfitters within the tenancy in accordance with Safety Data Sheets (SDS). All actions in the below table must be followed.

Parameter	Action	Responsibility
Storage Containers	The container in which chemicals are stored must be in a sound condition, safely contain the chemical and be compatible with the chemical. For flammable gases or gases under pressure, the container must be less than 500kg or 500L and comply with the Australian Dangerous Goods (SDG) Code. For all other hazardous chemicals your container must be less than 500kg or 500L.	Shopfitters
Safety Data Sheets (SDS)	SDS outline the procedures for handling, storage and emergency response for hazardous chemicals. A valid SDS for every chemical stored or used within the tenancy must be kept in a hazardous chemical register within the tenancy.	Shopfitters
Storage Areas	Chemical containers must be stored in accordance with the SDS.	Shopfitters
Labelling	Shopfitters must ensure that any hazardous chemical that is used, handled or stored is correctly labelled in accordance with regulation 335 of the WHS Regulations. Additionally, they must ensure: <ul style="list-style-type: none"><li>• A hazardous chemical is correctly labelled if transferred or decanted from the chemical's original container,</li><li>• So far as reasonably practicable, that containers are correctly labelled in accordance with regulation 335 of the WHS regulations while holding a hazardous chemical, and</li><li>• Containers that are labelled for holding a hazardous chemical are used only for the use, handling or storage of the hazardous chemical.</li></ul>	Shopfitters
Spill Kits	Any tenancy with chemicals, must keep and establish spill kits at locations adjacent to where chemical spills have the potential to occur. The spill kits are to be maintained and readily available in the event of a spill. Toolbox talks will be undertaken in the use of spill kits and the steps taken in the event a spill.	Shopfitters
Bunds	Bunds capable of storing 110% of the largest container volume to be installed around areas where chemicals are stored. The bund is to be impervious, chemically resistant and fire resistant. Must be compliant with AS 1940 -2017- The Storage and handling of flammable and combustible liquid.	Shopfitters

Parameter	Action	Responsibility
Handling of Chemicals	Handling of chemicals is to take place in a designated area where there is no potential for spills or contaminated run-off that could reach stormwater or internal drainage systems. Fuel stored on vehicles is to be stored in a spill tray or other approved container capable of handling a spill.	Shopfitters
Fuelling of Construction Plant	Refuelling is to take place in designated areas or where contaminated run-off could reach the stormwater.	Shopfitters
Fluid Leaks	Trucks that leak any sort of mechanical fluid will not be permitted on or adjacent to the site including delivery docks and the multideck carpark.	Shopfitters
Oil and Paint Contaminated Water	Oil and paint contaminated water is to be disposed of through a licensed waste facility by a licensed subcontractor by Shopfitters. Oil contaminated water must not be poured down any internal or external drainage systems or into waste bins.	Shopfitters
Minor Spills (<100L)	In the event of a spill, the spill kit is to be utilised and the cleaned-up material taken to a licensed facility, by Shopfitter, as trackable waste and reported.	Shopfitters

### 7.3.2 Paint Management

The Shopfitter is required to provide all paint washout facilities and contain them within their tenancy site boundary. Shopfitters are not permitted to use sinks, drains, troughs, drums, stormwater drains, or any other form of discharge from the centre to wash painting equipment or paint. Containers of paints and all paint contaminated water is to be disposed of at an appropriate waste depot by the Shopfitter. Shopfitters must not put any paint related waste in general waste bins within common mall areas.

## 7.4 Dust Management Sub-Plan

### 7.4.1 Objectives and Targets

Objective	Target	Key Performance Indicator
Ensure that dust or odour emissions do not adversely affect the health or visual amenity of surrounding communities.	No complaints from adjoining owners in relation to dust emissions from the works.	No. of public complaints from the public related to dust.
Compliance with State and Local regulatory requirements in relation to dust management.	No visual evidence of deposited dust or suspended particulate matter. Compliance with National Environment Protection Measures (NEPM) standards (where required) and DEC standards during construction.	Visual monitoring of dust movement during environmental inspections. Dust monitoring results (where required).

### 7.4.2 Management Strategies

Parameter	Action	Timing	Responsibility
Speed limits	The speed of all vehicles on-site to be restricted to 10 km/hr. This speed to be further reduced if large amounts of dust are still being generated.	Construction	Shopfitters
Housekeeping	During construction the site to be kept clean to reduce dust lift off during windy days.	Construction	Shopfitters
Plant and Equipment Maintenance	All construction plant and equipment with access to the site to be properly maintained and serviced in accordance with the manufacturer's specification. During the works maintenance logs are to be maintained and available during inspections and audits.	Construction	Shopfitters
Exhaust Fumes	Operating machinery and vehicles to be visually checked to ensure exhaust fumes are not discharged into adjoining tenancies or buildings air intakes.	Construction	Shopfitters
Truck / Trailer Transportation	Trucks and trailers transporting materials such as sand, soil, landscape materials, and gravel need to have loads covered and tailgates secured.	Construction	Shopfitters

Parameter	Action	Timing	Responsibility
Paint-Spraying	Paint-spraying activities are not to be undertaken in adverse weather conditions or near building air intakes.	Construction	Shopfitters
Complaints	Where a complaint is received regarding dust, the complaint will be investigated and where appropriate, additional dust control measures taken to address the nature of the complaint	Construction	Principal's Safety Representative/Shopfitter

#### 7.4.3 Monitoring and Reporting

Type of Monitoring / Reporting	Timing	Responsibility
Visual verification of no dust/air pollution leaving tenancy site	Daily	Shopfitters
Air monitoring in response to Multiplex, Vicinity, Principal's Safety Representative or community complaint.	As required	Shopfitters

## 8. Services

### 8.1 Testing & Tag Requirements

#### 8.1.1 Electrical Equipment

All portable electrical equipment must:

- Be in serviceable condition,
- Have moulded, non-rewireable or transparent type plugs,
- Not be used in damp or wet conditions unless specifically designed for use in such conditions.

All electrical equipment must be inspected daily, tested and tagged every 3 months and test records available. Portable socket assembly RCD's must be tested for operation daily prior to use and tested every 3 months.

#### 8.1.2 Fire Equipment

As per Section 5.2 – all fire extinguishers must be tested and tagged within the previous 6 months by a service technician.

### 8.2 Electrical Management- Power

All electrical works are to be undertaken by a licensed electrician. All electrical works must be installed in accordance with AS3000.

Shopfitters are responsible for ensuring that all electrical works are completed safely and any damage caused by the mismanagement of electricity is the responsibility of the Shopfitter.

#### 8.2.1 Power Energisation

At Substantial Completion, the tenant's Electrical Distribution Board (EDB) will be isolated at the relevant House Tenancy Distribution Board (TDB). The tenant shopfitter, through the Tenancy Delivery Manager, is to request Multiplex to formally energise their EDB. Shopfitters must submit the request form in **Appendix 09**.

Multiplex require the Tenancy Delivery Manager to provide 72 hours' notice of scheduled works commencement.

#### 8.2.2 Power Isolation

Following energisation, should the Shopfitter be required to work within or on their EDB, the EDB should be isolated at the TDB. The Shopfitter, through the Tenancy Delivery Manager, is to request Multiplex to formally isolate their EDB. Shopfitters must submit the request form in **Appendix 09**.

### 8.3 Electrical Management- Communication system

Each tenant will be provided with 2 CAT6 cable terminated to a Final Distribution Panel (FDP) in each tenancy. All FDP's will be cabled back to on-floor IDF units by Multiplex.

#### 8.3.1 Communication System Energisation

Tenants are responsible for appointing their own carriers for communication systems. If carriers require access to on-floor IDF's, tenants must submit a request to the Tenancy Delivery Manager and then to Multiplex.

Carriers must obtain necessary permits from Multiplex to work in designated Multiplex's zones including risers and IDF's. For access to the MDF room, requests should be submitted directly to the Tenancy Delivery Manager.

The telecommunications contractor will be required to follow Other Contractors process (Section 5.2) including SWMS submission.

Multiplex require the Tenancy Delivery Manager to provide 48 hours' notice of scheduled works commencement.

### 8.4 Gas Management

All plumbing works are to be undertaken by a licensed plumber. All pipework must be tested in accordance with AS 2200, and AS/NZS 3500.

Shopfitters are responsible for ensuring that all gas plumbing works are completed safely, and any damage caused by the mismanagement of gas is the responsibility of the Shopfitter.

#### **8.4.1 Gas Energisation**

Tenant will be provided with a gas connection and valve (where specified in the tenancy services matrix). Tenant is responsible to apply for Authority Gas Meter and shall notify Multiplex prior to meter installation. Tenant to obtain written approval from Multiplex prior to opening the isolating valves.

#### **8.4.2 Gas Isolation**

If gas isolation is required, the tenant will be able to close the valve within their tenancy to turn off the gas supply. If any works are required upstream of the tenancy valve a gas isolation request will need to be submitted to the Tenancy Delivery Manager who will then submit to Multiplex.

### **8.5 Water Management**

All plumbing works are to be undertaken by a licensed plumber. All pipework must be tested in accordance with AS 2200, and AS/NZS 3500.

Shopfitters are responsible for ensuring that all water is contained and are responsible for any water damage due to water egress from their tenancy.

#### **8.5.1 Water Energisation**

Tenant will be provided a water connection with meter and valve (where specified in the tenancy services matrix). When required the tenant will be able to open the valve and use water.

#### **8.5.2 Waster Isolation**

When water isolation is required, the tenant will be able to close the valve to turn off the water supply. If any works are required upstream of the tenancy valve a water isolation request will need to be submitted to the Tenancy Delivery Manager and then to Multiplex.

## **9. Stocking Management Sub-Plan**

### **9.1 Stockist Induction**

Ahead of stockists arriving, Multiplex require the following information to be provided to the Tenancy Delivery Manager:

- First name
- Last name
- Mobile phone number (QR Code will be issued to this number)
- Email
- Organisation
- Dates on site

A link to Simpel will be sent via text message to the provided mobile number. Stockists must complete and submit the required induction form (accessed via link) for pass to be activated. Stockists must declare themselves to security on their first day.

### **9.2 Personal Protective Equipment**

All stockists must comply with Section 3.6 – Personal Protective Equipment. To delineate stockists from fully inducted personnel, all stockists must wear a **pink** high visibility vest. When initially presenting to site security, Stockists will be provided with a pink induction sticker by Multiplex. Pink high visibility vests not provided by Multiplex and will be provided by Vicinity.

# 10. Site Security

Shopfitters are responsible for the lock up and security of their tenancy. Shopfitters must not store any materials, tools, plant, or other equipment outside of their tenancy. Shopfitters must display signs on delineating fencing that is visible to outsiders that highlight contact name, 24-hour phone numbers, certifier and location of the site office.

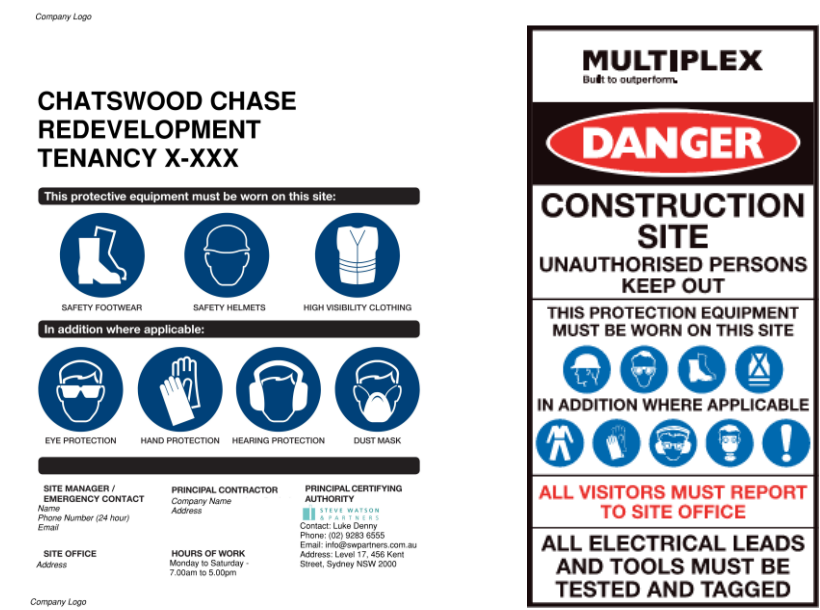


Figure 7 Example Layout of Mandatory Statutory Signage Required on Fencing

# 11. Works Protection

Multiplex will install mall floor protection providing walkways through common areas and one entrance into tenancies (refer to **Appendix 11**). Shopfitters must not transverse personnel, materials, or plant over unprotected floors. During shopfront installation, Shopfitters are responsible for installing adequate protection to floor and adjacent structures when extending tenancy boundary to complete works. Shopfitters will be charged for the rectification of any damage to floors, other tenancies, common mall areas, common areas or other fit out works.

Refer to Figure 8 for approved detail of interface between Multiplex common mall tile protection and tenancy line.

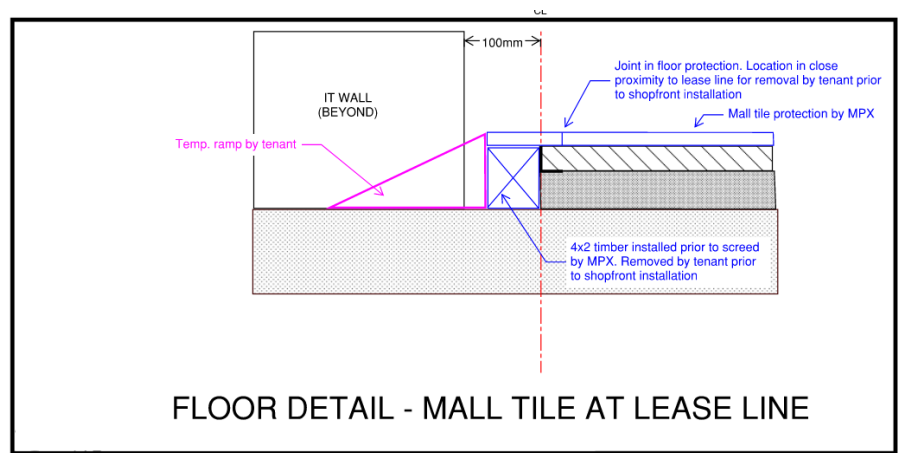


Figure 8 Standard Floor Detail – Mall Tile Protection



## 12. Shopfront Glazing Install

To facilitate the shopfront install, Shopfitters are permitted to extend their site delineation fencing from the tenancy line. The Shopfitter must ensure the site remains secure and is the Principal Contractor for the area in which their fence encompasses. Shopfitters must ensure that the common mall finishes, including tiles, is adequately protected to prevent damage during works.

After completion of the shopfront install, Shopfitters will revert fencing to tenancy line.

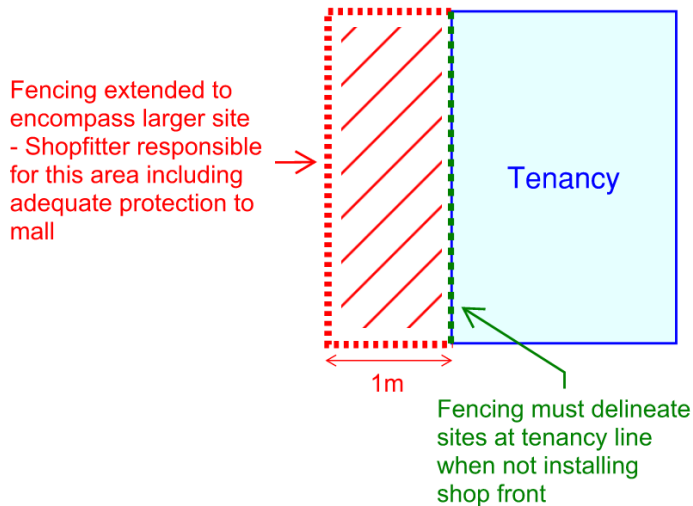


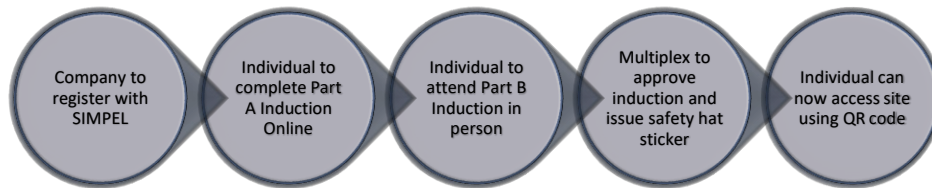
Figure 9 Extension of Fencing Line to Allow Shopfront Install

## 13. Appendices

### 13.1 Appendix 01 – Simpel User Guide

Welcome to the Chatswood Chase Redevelopment project!

Please refer to this document for all requirements to enter any area of Multiplex's site. The following process should be followed:



## **Company to Register with SIMPEL**

Please create an organisation with our project management platform SIMPEL. All subcontractors are responsible for maintaining their SIMPEL account profile, this should be done by a nominated SIMPEL administrator. As part of this online induction the company will need to provide:

- ☐ Workers Compensation Insurance – appropriate amount.
- ☐ Public Liability Insurance - minimum \$20 million.
- ☐ Professional Indemnity Insurance (if applicable).

All applicable Work Health and Safety documentation must be uploaded to SIMPEL including, but not limited to, Safe Working Method Statements (SWMS), and Plant Inductions. **Multiplex require a minimum 48 hours to review all documentation.**

## ***Individual Workers***

After an organisation has completed their registration, individual workers can be added to SIMPEL allowing them to access online registration.

For further information on how to navigate the SIMPEL system, please refer to the SIMPEL Onboarding information document.

## **Individual Inductions**

Worker inductions are separated into two separate parts – Part A and Part B. Part A is completed online; Part B is a site-specific induction presentation given by Multiplex at 7am every day in the Induction room located at the 12-14 Malvern Avenue site compound.

### ***Part A - Online***

The Part A induction includes watching the Multiplex induction video. Individuals will also need to upload the following to their SIMPEL profile:

- ☐ Induction White Card
- ☐ Photo ID (Driver's License or Photo ID)
- ☐ High Risk Work Licenses if applicable (Must have new photo card, old yellow licenses are not accepted)

**Do not attend the Part B induction if all above documents have not been uploaded and the video not watched, you will be sent away and asked to reattend at a later date.**

### ***Part B – In Person***

The Part B induction ensures workers are familiar with the project specific processes and procedures, have uploaded licenses and certificates correctly and is also the time workers will read and sign Safe Work Method Statements and SOP's they have been assigned.

If you don't complete the Part B induction your QR code for entry to the project will not be activated despite appearing on SIMPEL.

## **Multiplex Induction Approval – QR Access**

Following the successful submission and completion of both Part A and Part B induction, a Multiplex employee will issue a "CCR Inducted" sticker that must always be displayed on workers' safety helmet on the project. This approval will activate the worker's QR code, allowing access through site turnstiles.

*Workers must ensure that the QR code is scanned at 12-14 Malvern Av when entering and exiting any part of the Chatswood Chase project, non-compliance will result in re-induction and/or eviction from the Chatswood Chase project.*

**MULTIPLEX WELCOMES YOU TO THE CHATSWOOD CHASE PROJECT.**

Multiplex is implementing a construction project management platform known as 'Simpel' which includes a site access system that all workers will require a profile for to be able to access site.

Simpel is a web-based program so you and your team will not be required to install software or an app to your device. We appreciate your understanding and commitment through the implementation process and note there is no charge to subcontractors.

In order to achieve a smooth roll-out we have added links below to helpful guides to assist in setting up your organisation and individual user accounts for your employees. For those companies and workers with an existing Simpel account you do not need to set these up again.

**IN ORDER TO CREATE YOUR ORGANISATION AND WORKER ACCOUNTS YOU WILL NEED TO UNDERTAKE THE FOLLOWING STEPS.**

As an Organisation -

1. **Sign up to Simpel and register your organisation (USING THE CODE 'MULTIPLEXNSW')**  
- Please click this [Guide: Getting Started - Creating your Account and Organisation](#)

**If your Organisation already exists on Simpel, you will not need to follow the above step in regards to creating an Organisation.**

2. **Add workers, insurances, and plant to your organisation**  
- Please click this [Guide: Manage your Organisation](#)
3. **Submit each SWMS separately via the Simpel SWMS/Safety Plan Module**  
- Please click this [Guide: SWMS/Safety Plans](#)

Then, each worker must complete:

4. **Online Registration for Induction: completed via Simpel and their individual profiles**  
- Please click this [Guide: Completing your Induction](#)  
- Upload any High Risk Work Licences, Plant Operator Tickets or any other tickets (e.g. Confined Space, Working at Heights, First Aid etc.) in their Simpel Profile before starting the online registration.

Should you have any questions please contact a member of the Multiplex team for assistance. Simpel can also be contacted for help desk assistance via the details outlined below.

[Simpel Help Desk](#)    P: 1300 85 85 80  
E: [support@simpel.com.au](mailto:support@simpel.com.au)

## **Individual Inductions**

Worker inductions are separated into two separate parts – Part A and Part B. Part A is completed online; Part B is a site-specific induction presentation given by Multiplex at 7am every day in the Induction room located at the 12-14 Malvern Avenue site compound.

### ***Part A - Online***

The Part A induction includes watching the Multiplex induction video. Individuals will also need to upload the following to their SIMPEL profile:

- ☐ Induction White Card
- ☐ Photo ID (Driver's License or Photo ID)
- ☐ High Risk Work Licenses if applicable (Must have new photo card, old yellow licenses are not accepted)

**Do not attend the Part B induction if all above documents have not been uploaded and the video not watched, you will be sent away and asked to reattend at a later date.**

### ***Part B – In Person***

The Part B induction ensures workers are familiar with the project specific processes and procedures, have uploaded licenses and certificates correctly and is also the time workers will read and sign Safe Work Method Statements and SOP's they have been assigned.

If you don't complete the Part B induction your QR code for entry to the project will not be activated despite appearing on SIMPEL.

## **Multiplex Induction Approval – QR Access**

Following the successful submission and completion of both Part A and Part B induction, a Multiplex employee will issue a "CCR Inducted" sticker that must always be displayed on workers' safety helmet on the project. This approval will activate the worker's QR code, allowing access through site turnstiles.

*Workers must ensure that the QR code is scanned at 12-14 Malvern Av when entering and exiting any part of the Chatswood Chase project, non-compliance will result in re-induction and/or eviction from the Chatswood Chase project.*

**MULTIPLEX WELCOMES YOU TO THE CHATSWOOD CHASE PROJECT.**

Multiplex is implementing a construction project management platform known as 'Simpel' which includes a site access system that all workers will require a profile for to be able to access site.

Simpel is a web-based program so you and your team will not be required to install software or an app to your device. We appreciate your understanding and commitment through the implementation process and note there is no charge to subcontractors.

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**If your Organisation already exists on Simpel, you will not need to follow the above step in regards to creating an Organisation.**

- 2. Add workers, insurances, and plant to your organisation**  
- Please click this [Guide: Manage your Organisation](#)
- 3. Submit each SWMS separately via the Simpel SWMS/Safety Plan Module**  
- Please click this [Guide: SWMS/Safety Plans](#)

Then, each worker must complete:

- 4. Online Registration for Induction: completed via Simpel and their individual profiles**  
- Please click this [Guide: Completing your Induction](#)  
- Upload any High Risk Work Licences, Plant Operator Tickets or any other tickets (e.g. Confined Space, Working at Heights, First Aid etc.) in their Simpel Profile before starting the online registration.

Should you have any questions please contact a member of the Multiplex team for assistance. Simpel can also be contacted for help desk assistance via the details outlined below.

[Simpel Help Desk](#)    P: 1300 85 85 80  
E: [support@simpel.com.au](mailto:support@simpel.com.au)

Note: This Checklist **must** be completed for every SWMS for High Risk Construction Work submitted.

Part 1 - Safe Work Method Statement Details	
Project name: CHATSWOOD CHASE	
Tenancy Name:	Tenancy Number:
Company completing works:	Revision #:
Shopfitter site contact name:	Shopfitter subcontractor (if applicable) site contact name:
Mobile phone number:	Mobile phone number:
SWMS Title:	

Part 2 – Identification of High-Risk Construction Work – (Clause 291 WHS Regulation)			
<input type="checkbox"/>	involves a risk of a <b>person falling more than 2 metres</b>	<input type="checkbox"/>	is carried out on or near <b>chemical, fuel or refrigerant</b> lines
<input type="checkbox"/>	is carried out on a <b>telecommunication tower</b>	<input type="checkbox"/>	is carried out on or near <b>energised electrical</b> installations or services
<input type="checkbox"/>	involves <b>demolition</b> of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure	<input type="checkbox"/>	is carried out in an area that may have a <b>contaminated or flammable</b> atmosphere
<input type="checkbox"/>	involves, or is likely to involve, the disturbance of <b>asbestos</b>	<input type="checkbox"/>	involves <b>tilt-up or precast concrete</b>
<input type="checkbox"/>	involves structural alterations or repairs that require <b>temporary support</b> to prevent collapse	<input type="checkbox"/>	is carried out on, in or <b>adjacent to a road, railway, shipping lane or other traffic corridor</b> that is in use by traffic other than pedestrians
<input type="checkbox"/>	is carried out in or near a <b>confined space</b>	<input type="checkbox"/>	is carried out in an area at a workplace in which there is any movement of <b>powered mobile plant</b>
<input type="checkbox"/>	is carried out in or near: a shaft or trench with an <b>excavated</b> depth greater than 1.5 metres, or a <b>tunnel</b>	<input type="checkbox"/>	is carried out in an area in which there are <b>artificial extremes of temperature</b>
<input type="checkbox"/>	involves the use of <b>explosives</b>	<input type="checkbox"/>	is carried out in or near water or other liquid that involves a risk of <b>drowning</b>
<input type="checkbox"/>	is carried out on or near <b>pressurised gas</b> distribution mains or piping	<input type="checkbox"/>	involves <b>diving work</b>

Part 3 -Safe Work Method Statement Requirements			Page No.	Content ✓ - Yes, * - No N/A
1	Identifies a <b>SWMS document no., revision</b> and <b>date of revision</b> .			
2	Identifies the correct <b>project name, organisation name</b> and <b>ABN number</b> .			
3	Describes the <b>activity/work</b> to be undertaken.			
4	Includes the name and position of the person who has <b>prepared</b> and <b>approved</b> the SWMS.			
5	Includes the name and position of the person who responsible for <b>ensuring compliance</b> with SWMS			
6	Includes the names of individuals who were <b>consulted and involved in the development</b> of the SWMS.			
7	Includes a <b>step-by-step sequence</b> for undertaking the activity/work.			
8	Identifies <b>the hazards</b> associated with each step.			
9	Identifies the <b>potential risks</b> associated with each hazard.			
10	Identifies the <b>control measures</b> for each individual risk, in accordance with the hierarchy of controls.			
11	Identifies the <b>control measures</b> outlined from trade/element risk workshop (where applicable).			



Part 3 -Safe Work Method Statement Requirements		Page No.	Content ✓ - Yes, ✗ - No N/A
12	Identifies the <b>positions of personnel</b> responsible for each control measure.		
13	Identifies any <b>pre-starts requirements, certification, authorisations or permits</b> required for the activity/work.		
14	Identifies <b>plant, tools and equipment</b> that will be required to undertake the activity/work.		
15	Identifies specific <b>competencies and training</b> required to undertake the activity/work.		
16	Includes the provision of a statement of acknowledgement that workers performing the tasks have been <b>inducted</b> in the SWMS including a section for workers and trainers name and signature.		

Part 4 - Summary SWMS deficiencies		Page No.	Signoff	Date

Part 5 - Reviewed and familiar with all elements in the SWMS		
Name	Signature	Date of Review

Part 6 – First Review of SWMS – Shopfitter to confirm SMWS reviewed against checklist		
Name:	Signature:	Date:

Part 7 – Principal’s Safety Representative Acceptance of SWMS		
Name:	Signature:	Date:

## Powered Mobile Plant Pre-Mobilisation Checklist

Subcontractor must complete this form with associated paperwork (detailed below) for each item of powered mobile plant for acceptance by Multiplex prior to mobilising to site.

Powered Mobile Plant Details		
QR/Plant Barcode number:		Add Photo
Project name:	<b>Chatswood Chase Redevelopment</b>	
Plant Type:		
Plant Make / Model:		
Date of Manufacturer:		
Subcontractor Operating Plant:		
Authority Registration No: (if applicable):		
Plant Serial Number:		
Subcontractor's Contact Phone No:		
Date onsite:		

Powered Mobile Plant Compliance Requirements		Sub ✓ - Yes, ✗ - No, N/A	MPX ✓ - Yes, ✗ - No, N/A
General Requirements			
Controls/instruments clearly labelled and legible?			
No visible signs of damage?			
Compliance plate's legible?			
Fitted with charged and serviceable fire extinguisher?			
Flashing amber beacon visible?			
Guards in place?			
Safe Working Load (SWL) or Manufacturers Rated Capacity (MRC) displayed?			
Specific plant requirements			
Secondary crush protection installed on EWP platform? e.g. Pressure sensing device, proximity sensor. (Scissor lifts, EWP etc.) <i>Note: Requirement effective date mandated 01/01/2022</i>			
Weight gauge fitted? (forklift, telescopic handler)			
Control guarding fitted? (scissor lifts)			
Road registration current? (where applicable)			
ROPs and FOPS fitted with a compliance plate displayed? (earthmoving)			
FOPS fitted with a compliance plate displayed? (forklift, telescopic handler)			
External rated capacity indicator light system (3 stage coloured light) fitted? (mobile cranes)			
Load charts displayed? (mobile cranes, telehandlers, excavator)			
Fully automatic quick hitch fitted? (excavators, backhoes)			

## Powered Mobile Plant Pre-Mobilisation Checklist

Documentation Requirements			
	Maintenance records with no outstanding items noted for repair available?		
	Operator manual specific to make and model available?		
	Operator's competency records available?		
	Log Book (daily checks) available and in use?		
	Plant risk assessment specific to make and model provided?		
	SWMS for plant operations provided?		
	Test certificates and routine inspection records for chains and lifting equipment been provided?		

### Supplier/Subcontractor Declaration

I declare that this plant is in a safe condition, is free from defect, is fit for purpose and will be maintained in accordance with the manufacturer's specifications.

Subcontractor's/ Supplier Name:		Signature:	
---------------------------------	--	------------	--

### Accepted by Multiplex

Name:		Signature:	
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## 13.2 Appendix 02 – Centre Loading Plans



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A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Level B2 Loading Plan

Scale 1 : 500

Loading Legend UNO On Plan				
Mark	Loading Type	SDL (kPa)	LL (kPa)	Notes
L01	Car Parking	0.50	2.50	
L02	Stairs and Landing	0.25	4.00	
L03	Store (Light Usage)	0.50	5.00	
L06	Corridors / Circulation	2.50	5.00	Retail loading adopted for corridors within main mall
L07	Retail	2.50	5.00	
L08	OSD Tank		65.00	Refer to CJA documentation (CJ Arms-GCOR-000063)
L09	Mezzanine Plantroom		5.00	5.00 kPa generally, 2.00 kPa at AHU mezzanine plantrooms
L10	Toilet	1.50	2.50	
L11	Ramp	0.50	2.50	
L12	CM Storage	0.50	5.00	
L15	Plant Areas	2.50	5.00	
L16	Gym	2.50	5.00	
L17	Steel Roof	0.80	0.25	UNO on plan
L18	Terrace	2.30	4.00	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L19	Generator			Refer to NDY electrical documentation (NDY-TRANSMIT-000008)
L20	Pergola (steel secondary)	0.10	0.50	
L21	Pergola (polycarbonate)	0.60	0.25	
L22	450 lightweight podium soil	1.30	10.30	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L23	900 lightweight planter	1.30	12.60	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L24	Concrete seating 450x650		7.50	
L25	Concrete Seating 900x650		15.00	
L26	Havilah Crash Deck		2.50	10.00
L27	End of Trip Facilities		2.00	3.00

78mm Speedpanel 78 Series 435

Existing Building Loading Legend UNO On Plan			
Mark	Year	Carpark Load	Retail Load
	1981	Design Load = 3.15 kPa	Design Load = 5.00 kPa
	1995	Live Load = 3.00 kPa	Live Load = 5.00 kPa
	2007	Super Imposed Dead Load = 0.50 kPa Live Load = 2.50 kPa	Super Imposed Dead Load = 2.50 kPa Live Load = 5.00 kPa

**General Notes:**  
Partition walls are to be within the SDL allowances.

**Commercial Area Notes:**  
The scheme described assumes the following distribution:  
5.40 kPa as the total allowable design loads/ combined weight for Level 3 commercial and Level 4 lightweight roof based on removal of min 100mm screed from existing structure.  
Possible breakdown:  
• 3.00 kPa for office live load (commercial = office use).  
• 0.25 kPa for roof live load (non-trafficable, maintenance only)  
• 0.40 kPa for the lightweight roof construction (steel beams, purlins, sheeting, insulation etc)  
• 0.50 kPa for ceiling and services under the roof.  
• 1.20 kPa left for floor build up and finishes and partitions combined prior to introduction of solar panels;  
or 0.85 kPa left for floor build up and finishes and partitions combined with the introduction of solar panels taken to be 0.35 kPa.

PP QQ RR SS TT VV WW XX YY ZZ

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A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Level B1 Loading Plan

Scale 1 : 500

All drawings are to be printed

**IN COLOUR**

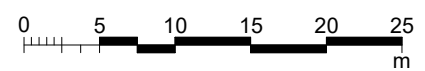
Note (Existing Structure):

The existing structure shown has been derived from documentation of past developments and may not reflect the as-built condition. The information should be regarded as indicative and is provided to inform the design process. Where affected by the new development, the existing condition of structure should be confirmed by survey prior to any demolition or construction works.

**Reference Drawings:**

- For General Notes  
Refer to drawing SE-ARP-DRG-000011
- For Reinforcement Tables  
Refer to drawing SE-ARP-DRG-000021
- For Costing Notes  
Refer to drawings SE-ARP-DRG-000031 & 000032
- For Piling Notes  
Refer to drawing SE-ARP-DRG-000041
- For Loading Plans, Refer to drawings SE-ARP-DRG-001001 to 001007
- For Typical Details  
Refer to drawing SE-ARP-DRG-000900 series

1	04/09/24	Construction Issue
D	12/04/24	For Construction Certificate
C	28/04/23	70% Design Development
B	02/12/22	Schematic Design Issue
A	18/11/22	Draft Schematic Design
Rev	Date	Description



**ARUP**

Barrack Place, Level 5, 151 Clarence Street  
Sydney NSW 2000 Australia  
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Fax +61 (0)2 9230 9201  
www.arup.com

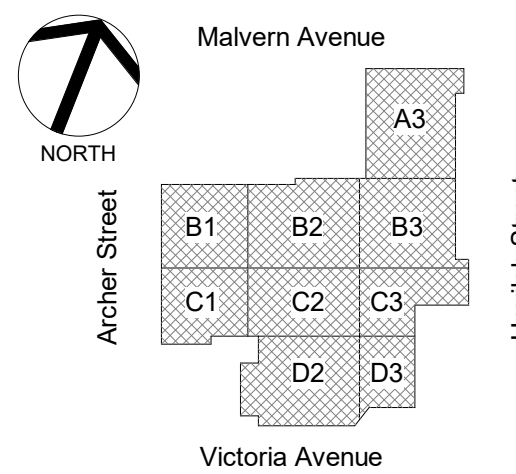
Client

Vicinity Centres

Project Title

Chatswood Chase Sydney  
345 Victoria Avenue  
Chatswood NSW 2067

Key Plan



Drawing Title

Level B2 and level B1 Loading Plans

Scale at A0

As indicated

By / CMEI / Appd

Role

Structural

Subsidiary

For Construction

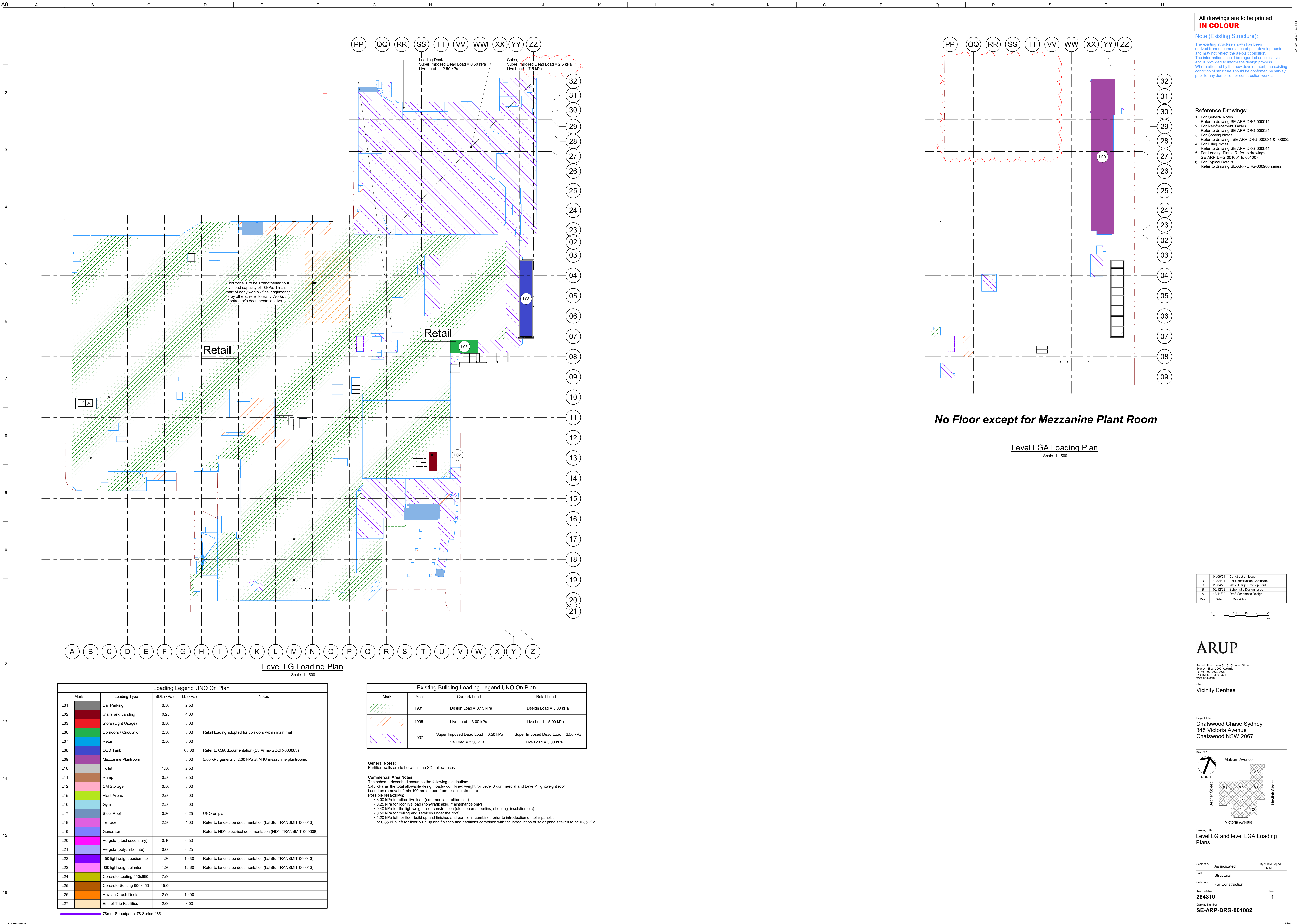
Rev

1

Drawing Number

SE-ARP-DRG-001001



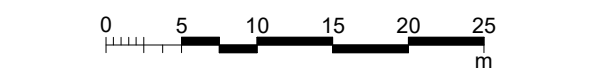


All drawings are to be printed  
**IN COLOUR**

**Note (Existing Structure):**  
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**Reference Drawings:**  
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3. For Costing Notes  
Refer to drawings SE-ARP-DRG-000031 & 000032  
4. For Piling Notes  
Refer to drawing SE-ARP-DRG-000041  
5. For Loading Plans, Refer to drawings SE-ARP-DRG-001001 to 001007  
6. For Typical Details  
Refer to drawing SE-ARP-DRG-000900 series

1	04/09/24	Construction Issue
D	12/04/24	For Construction Certificate
C	28/04/23	70% Design Development
B	02/12/22	Schematic Design Issue
A	18/11/22	Draft Schematic Design
Rev	Date	Description

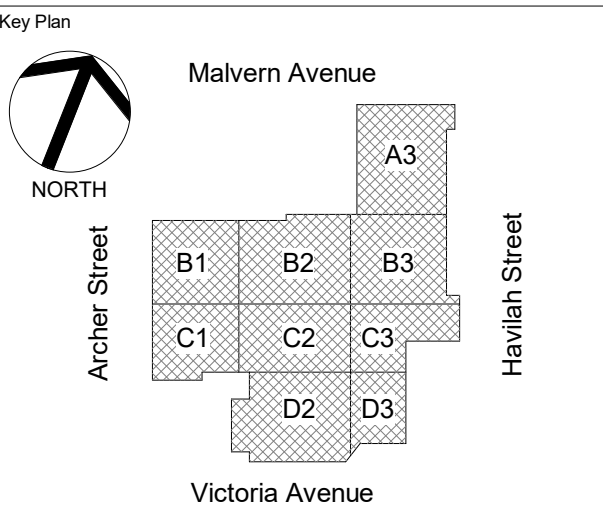


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Client  
Vicinity Centres

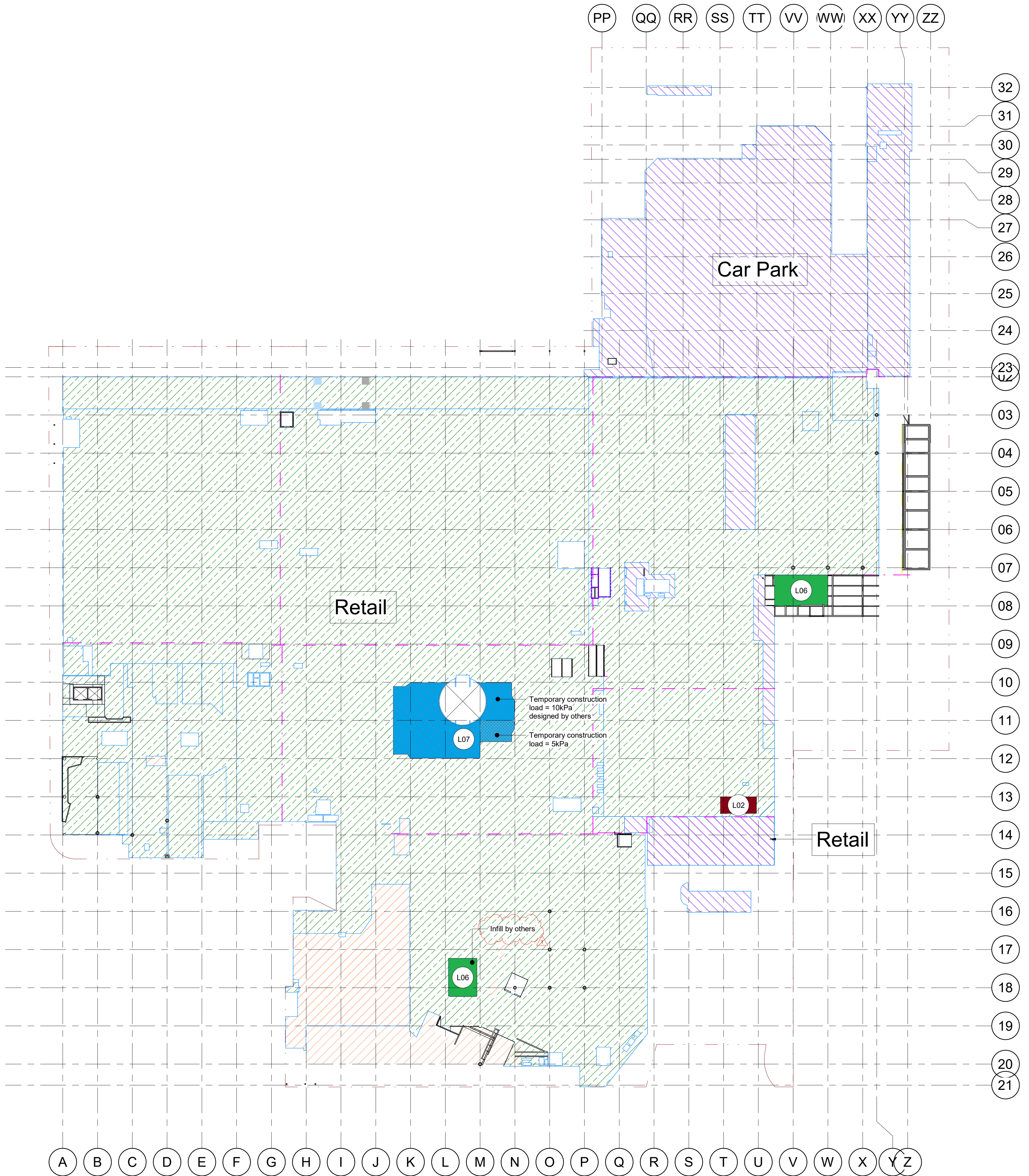
Project Title  
Chatswood Chase Sydney  
345 Victoria Avenue  
Chatswood NSW 2067



Drawing Title  
Level LG and level LGA Loading Plans

Scale of A0	As indicated	By / CHM / Appd
Role	Structural	LOP/MAMF
Subsity	For Construction	
Arup Job No	254810	Rev
Drawing Number	SE-ARP-DRG-001002	1





Level 00 Loading Plan

Scale 1 : 500

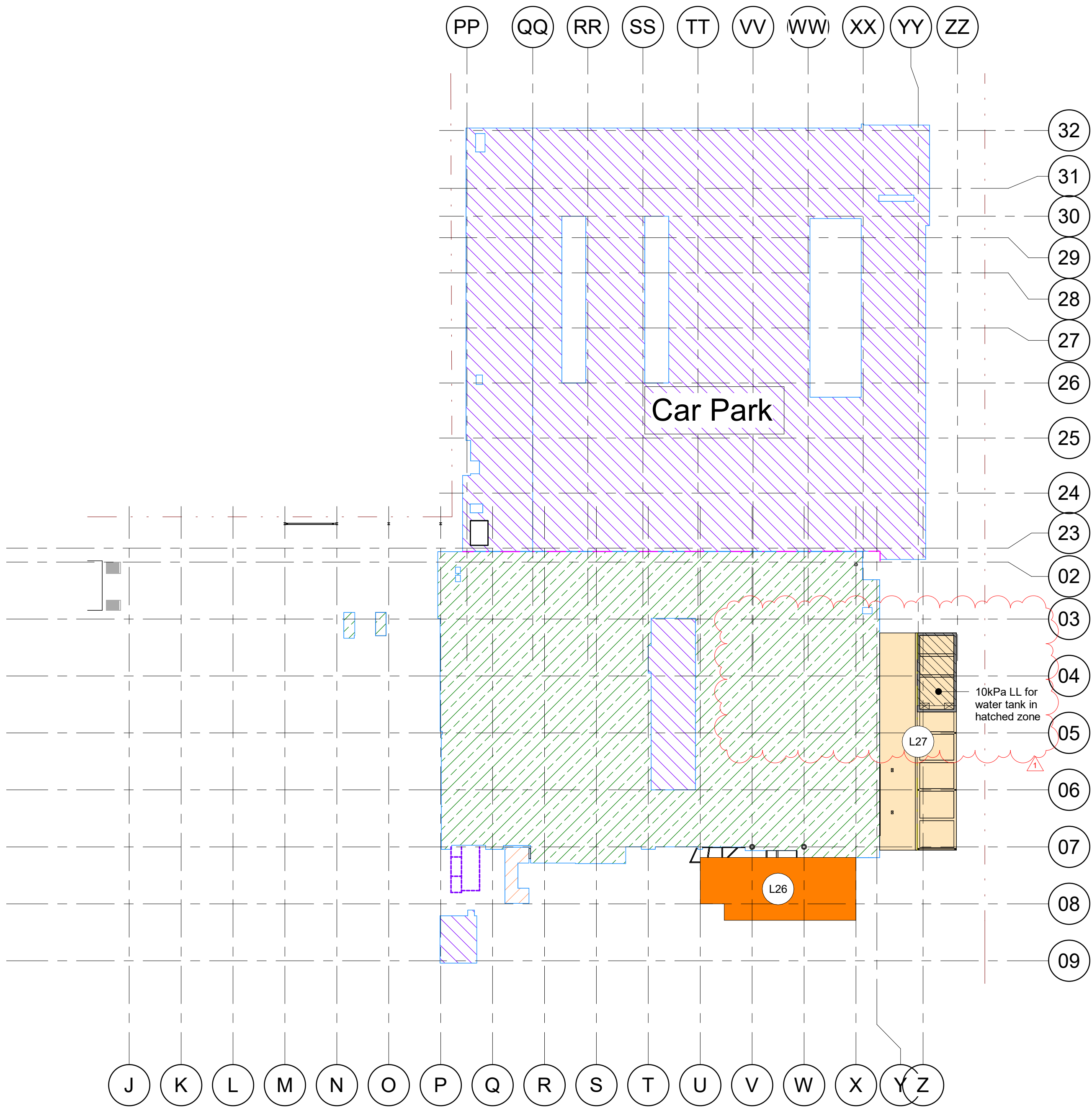
Loading Legend UNO On Plan				
Mark	Loading Type	SDL (kPa)	LL (kPa)	Notes
L01	Car Parking	0.50	2.50	
L02	Stairs and Landing	0.25	4.00	
L03	Store (Light Usage)	0.50	5.00	
L06	Corridors / Circulation	2.50	5.00	Retail loading adopted for corridors within main mall
L07	Retail	2.50	5.00	
L08	OSD Tank		65.00	Refer to CJA documentation (CJ Arms-GCOR-000063)
L09	Mezzanine Plantroom		5.00	5.00 kPa generally, 2.00 kPa at AHU mezzanine plantrooms
L10	Toilet	1.50	2.50	
L11	Ramp	0.50	2.50	
L12	CM Storage	0.50	5.00	
L15	Plant Areas	2.50	5.00	
L16	Gym	2.50	5.00	
L17	Steel Roof	0.80	0.25	UNO on plan
L18	Terrace	2.30	4.00	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L19	Generator			Refer to NDY electrical documentation (NDY-TRANSMIT-000008)
L20	Pergola (steel secondary)	0.10	0.50	
L21	Pergola (polycarbonate)	0.60	0.25	
L22	450 lightweight podium soil	1.30	10.30	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L23	900 lightweight planter	1.30	12.60	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L24	Concrete seating 450x650		7.50	
L25	Concrete Seating 900x650		15.00	
L26	Havilah Crash Deck		2.50	10.00
L27	End of Trip Facilities	2.00	3.00	

78mm Speedpanel 78 Series 435

Existing Building Loading Legend UNO On Plan			
Mark	Year	Carpark Load	Retail Load
	1981	Design Load = 3.15 kPa	Design Load = 5.00 kPa
	1995	Live Load = 3.00 kPa	Live Load = 5.00 kPa
	2007	Super Imposed Dead Load = 0.50 kPa Live Load = 2.50 kPa	Super Imposed Dead Load = 2.50 kPa Live Load = 5.00 kPa

General Notes:  
Partition walls are to be within the SDL allowances.

Commercial Area Notes:  
The scheme described assumes the following distribution:  
5.40 kPa as the total allowable design loads/ combined weight for Level 3 commercial and Level 4 lightweight roof based on removal of min 100mm screed from existing structure.  
Possible breakdown:  
• 3.00 kPa for office live load (commercial = office use).  
• 0.25 kPa for roof live load (non-trafficable, maintenance only)  
• 0.40 kPa for the lightweight roof construction (steel beams, purins, sheeting, insulation etc)  
• 0.50 kPa for ceiling and services under the roof.  
• 1.20 kPa left for floor build up and finishes and partitions combined prior to introduction of solar panels;  
or 0.85 kPa left for floor build up and finishes and partitions combined with the introduction of solar panels taken to be 0.35 kPa.



Level 00A Loading Plan

Scale 1 : 500

All drawings are to be printed

**IN COLOUR**

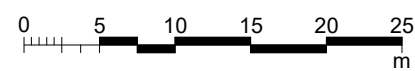
Note (Existing Structure):

The existing structure shown has been derived from documentation of past developments and may not reflect the as-built condition. The information should be regarded as indicative and is provided to inform the design process. Where affected by the new development, the existing condition of structure should be confirmed by survey prior to any demolition or construction works.

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Refer to drawing SE-ARP-DRG-000021
- For Costing Notes  
Refer to drawings SE-ARP-DRG-000031 & 000032
- For Piling Notes  
Refer to drawing SE-ARP-DRG-000041
- For Loading Plans, Refer to drawings SE-ARP-DRG-001001 to 001007
- For Typical Details  
Refer to drawing SE-ARP-DRG-000900 series

1	04/09/24	Construction Issue
E	05/08/24	For Construction Certificate
D	12/04/24	For Construction Certificate
C	28/04/23	70% Design Development
B	02/12/22	Schematic Design Issue
A	18/11/22	Draft Schematic Design
Rev	Date	Description



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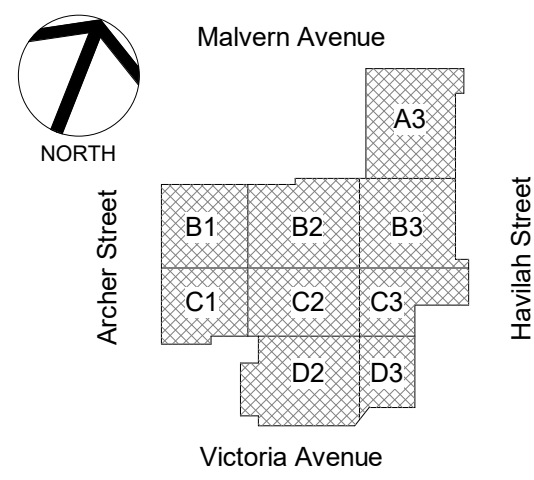
Client

Vicinity Centres

Project Title

Chatswood Chase Sydney  
345 Victoria Avenue  
Chatswood NSW 2067

Key Plan



Drawing Title

Level 00 and level 00A Loading Plans

Scale at A0

As indicated

By / CHM / Appd

LOP/MAMF

Role

Structural

Subsidiary

For Construction

Arup Job No

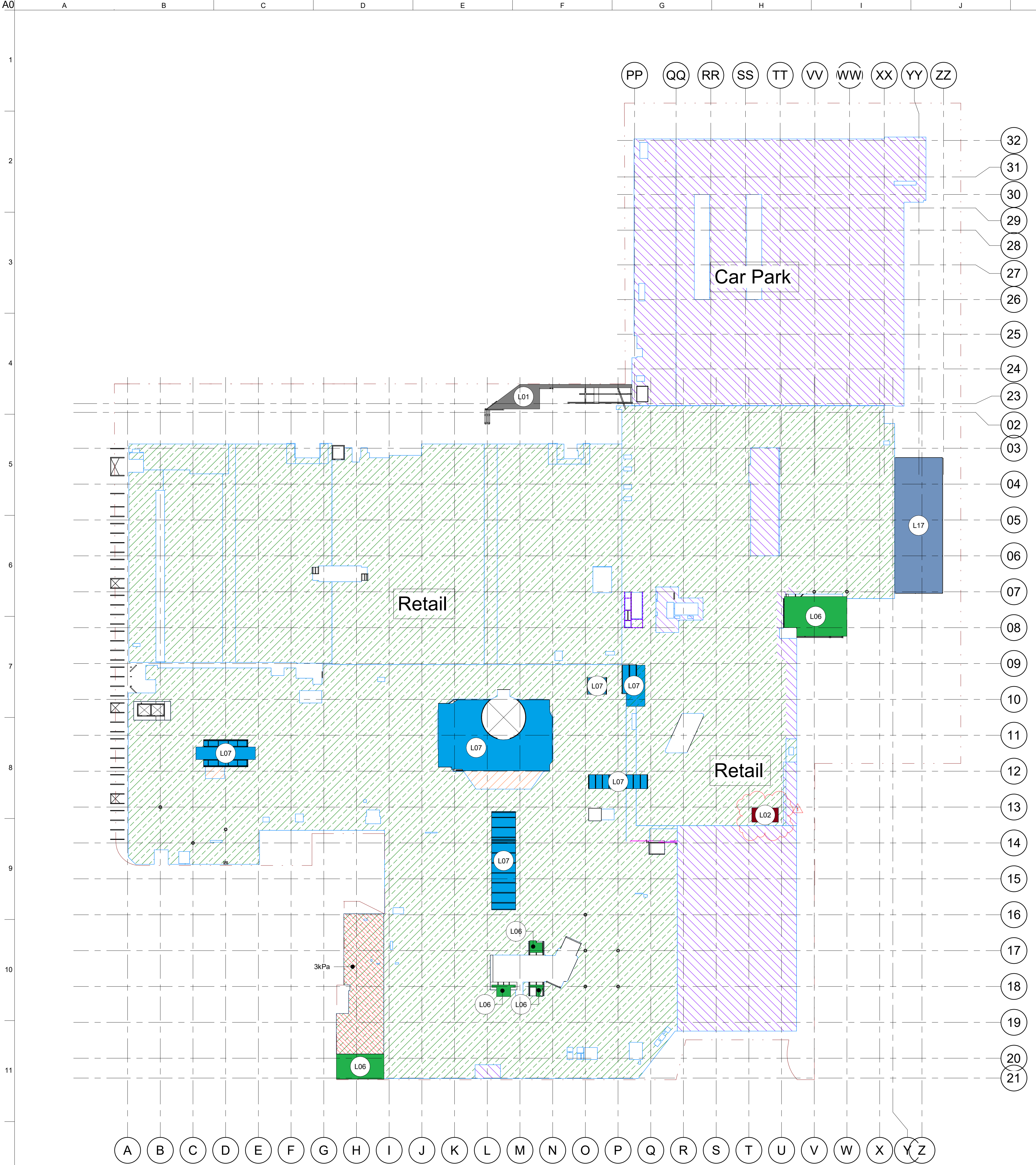
254810

Rev

1

Drawing Number  
**SE-ARP-DRG-001003**





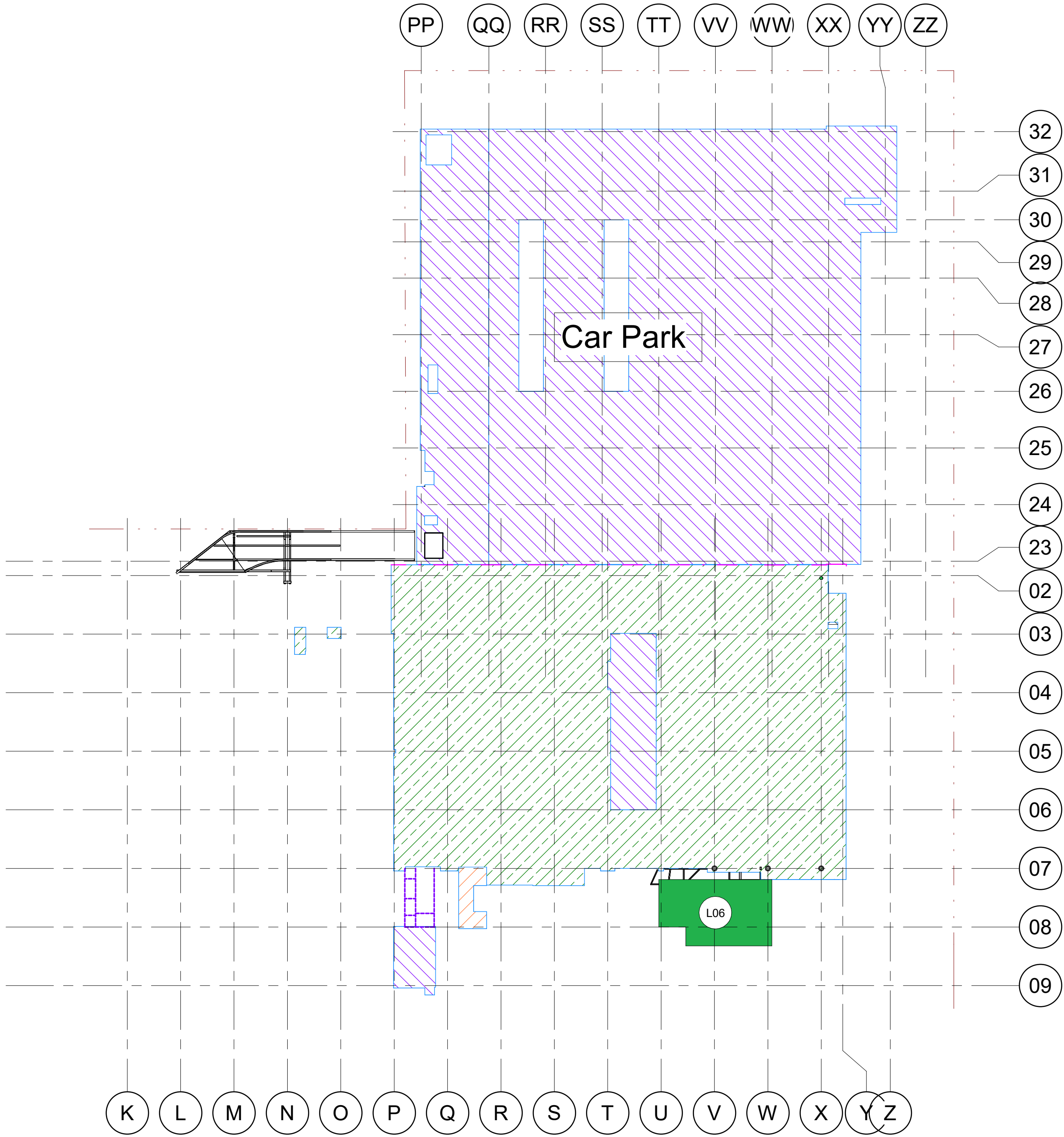
Level 01 Loading Plan  
Scale 1 : 500

Loading Legend UNO On Plan				
Mark	Loading Type	SDL (kPa)	LL (kPa)	Notes
L01	Car Parking	0.50	2.50	
L02	Stairs and Landing	0.25	4.00	
L03	Store (Light Usage)	0.50	5.00	
L06	Corridors / Circulation	2.50	5.00	Retail loading adopted for corridors within main mall
L07	Retail	2.50	5.00	
L08	OSD Tank		65.00	Refer to CJA documentation (CJ Arms-GCOR-000063)
L09	Mezzanine Plantroom		5.00	5.00 kPa generally, 2.00 kPa at AHU mezzanine plantrooms
L10	Toilet	1.50	2.50	
L11	Ramp	0.50	2.50	
L12	CM Storage	0.50	5.00	
L15	Plant Areas	2.50	5.00	
L16	Gym	2.50	5.00	
L17	Steel Roof	0.80	0.25	UNO on plan
L18	Terrace	2.30	4.00	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L19	Generator			Refer to NDY electrical documentation (NDY-TRANSMIT-000008)
L20	Pergola (steel secondary)	0.10	0.50	
L21	Pergola (polycarbonate)	0.60	0.25	
L22	450 lightweight podium soil	1.30	10.30	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L23	900 lightweight planter	1.30	12.60	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L24	Concrete seating 450x650		7.50	
L25	Concrete Seating 900x650		15.00	
L26	Havilah Crash Deck		2.50	10.00
L27	End of Trip Facilities		2.00	3.00

Existing Building Loading Legend UNO On Plan			
Mark	Year	Carpark Load	Retail Load
	1981	Design Load = 3.15 kPa	Design Load = 5.00 kPa
	1995	Live Load = 3.00 kPa	Live Load = 5.00 kPa
	2007	Super Imposed Dead Load = 0.50 kPa Live Load = 2.50 kPa	Super Imposed Dead Load = 2.50 kPa Live Load = 5.00 kPa

**General Notes:**  
Partition walls are to be within the SDL allowances.

**Commercial Area Notes:**  
The scheme described assumes the following distribution:  
5.40 kPa as the total allowable design loads/ combined weight for Level 3 commercial and Level 4 lightweight roof based on removal of min 100mm screed from existing structure.  
Possible breakdown:  
• 3.00 kPa for office live load (commercial = office use).  
• 0.25 kPa for roof live load (non-trafficable, maintenance only)  
• 0.40 kPa for the lightweight roof construction (steel beams, purlins, sheeting, insulation etc)  
• 0.50 kPa for ceiling and services under the roof.  
• 1.20 kPa left for floor build up and finishes and partitions combined prior to introduction of solar panels;  
or 0.85 kPa left for floor build up and finishes and partitions combined with the introduction of solar panels taken to be 0.35 kPa.



Level 01A Loading Plan  
Scale 1 : 500

All drawings are to be printed  
**IN COLOUR**

Note (Existing Structure):  
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**Reference Drawings:**  
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2. For Reinforcement Tables  
Refer to drawing SE-ARP-DRG-000021  
3. For Costing Notes  
Refer to drawings SE-ARP-DRG-000031 & 000032  
4. For Piling Notes  
Refer to drawing SE-ARP-DRG-000041  
5. For Loading Plans, Refer to drawings SE-ARP-DRG-001001 to 001007  
6. For Typical Details  
Refer to drawing SE-ARP-DRG-000900 series

1	04/09/24	Construction Issue
D	12/04/24	For Construction Certificate
C	28/04/23	70% Design Development
B	02/12/22	Schematic Design Issue
A	18/11/22	Draft Schematic Design
Rev	Date	Description

**ARUP**  
Barrack Place, Level 5, 151 Clarence Street  
Sydney NSW 2000 Australia  
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Fax +61 (0)2 9203 9321  
www.arup.com

Client  
**Vicinity Centres**

Project Title  
**Chatswood Chase Sydney  
345 Victoria Avenue  
Chatswood NSW 2067**

Key Plan

Drawing Title  
**Level 01 and level 01A Loading Plans**

Scale at A0  
As indicated  
By CHM/APP  
LOP/MAMF

Role  
Structural

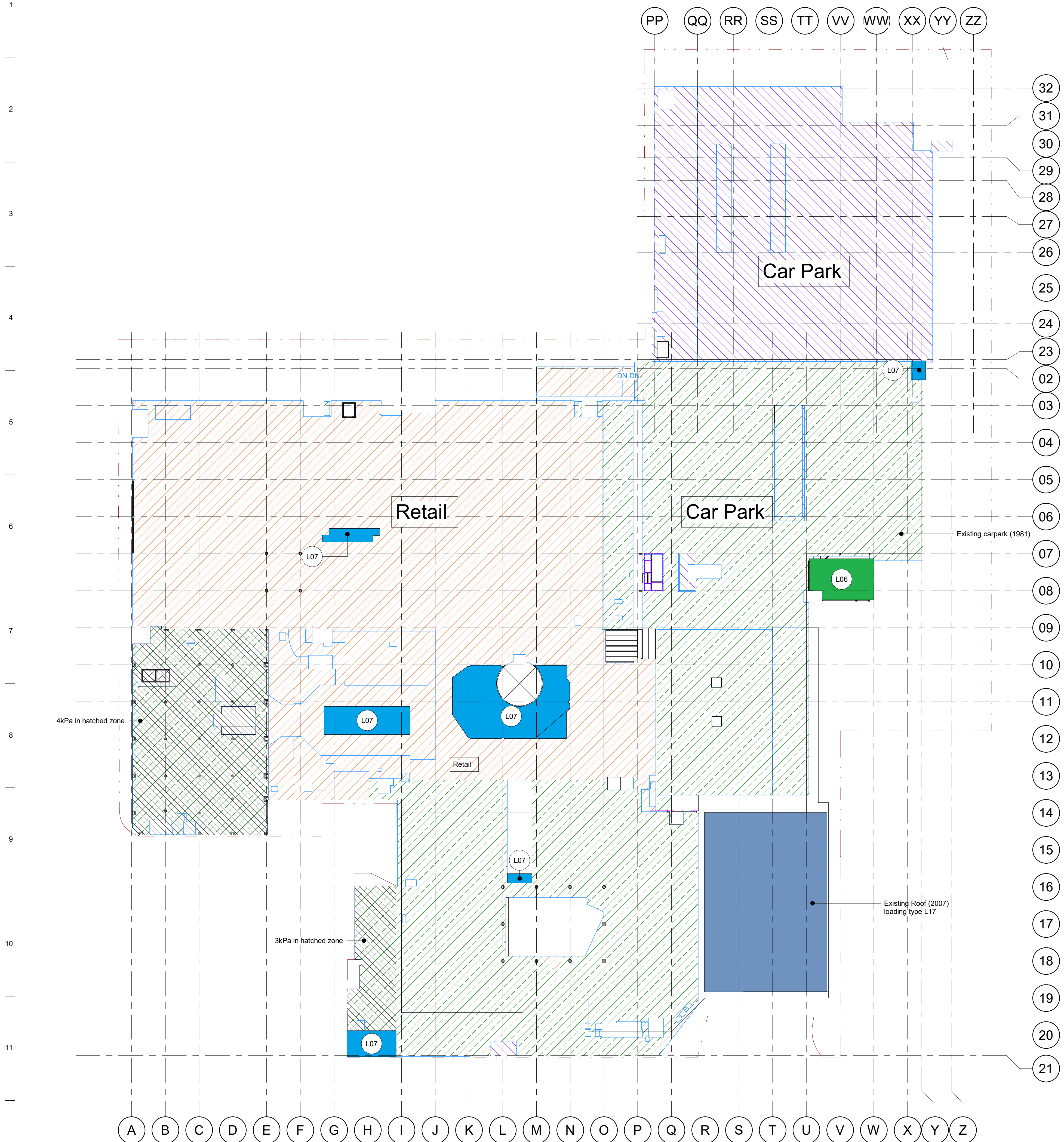
Subsidiary  
For Construction

Arup Job No  
**254810**

Rev  
**1**

Drawing Number  
**SE-ARP-DRG-001004**





Level 02 Loading Plan

Scale 1 : 500

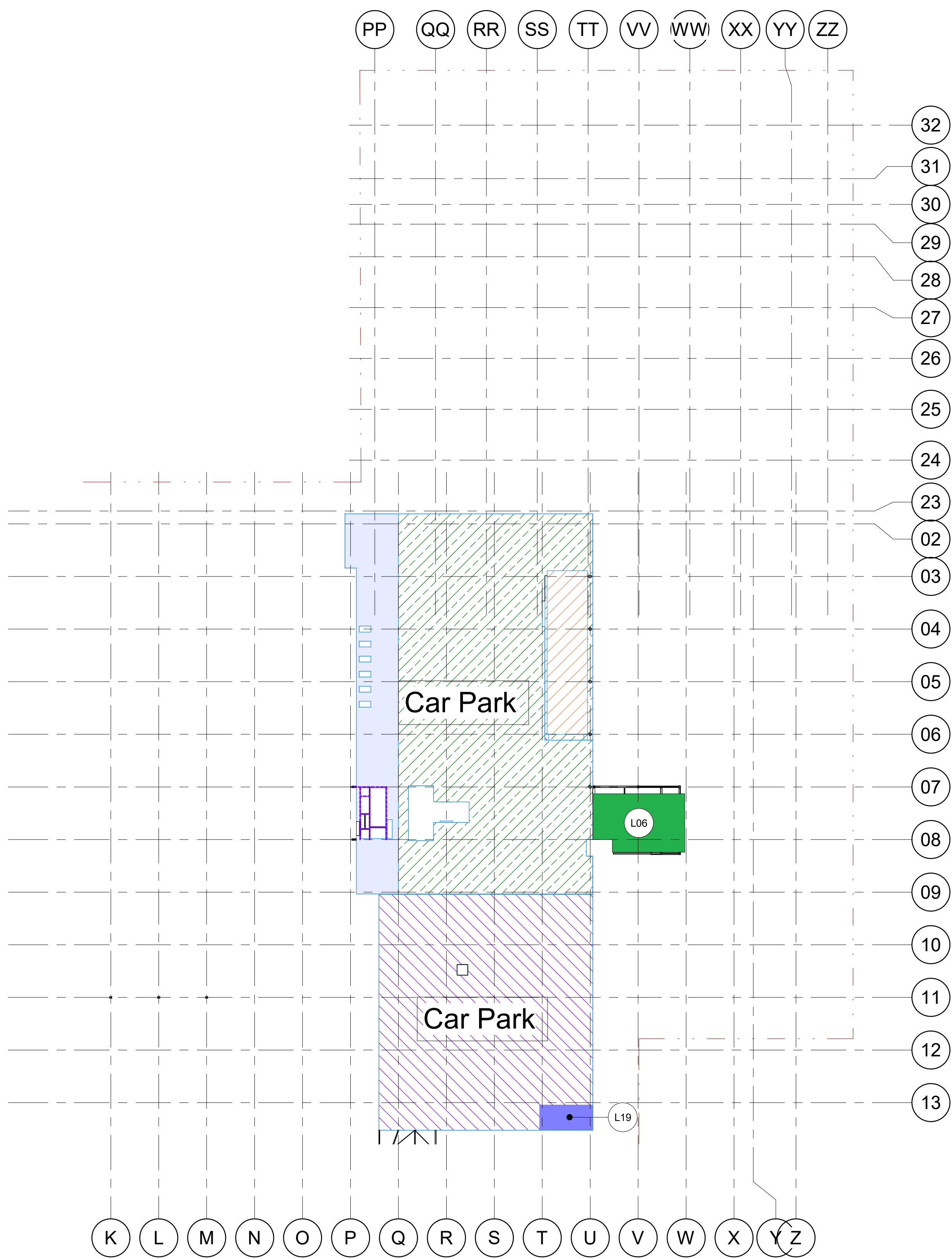
Loading Legend UNO On Plan				
Mark	Loading Type	SDL (kPa)	LL (kPa)	Notes
L01	Car Parking	0.50	2.50	
L02	Stairs and Landing	0.25	4.00	
L03	Store (Light Usage)	0.50	5.00	
L06	Corridors / Circulation	2.50	5.00	Retail loading adopted for corridors within main mall
L07	Retail	2.50	5.00	
L08	OSD Tank		65.00	Refer to CJA documentation (CJ Arms-GCOR-000063)
L09	Mezzanine Plantroom		5.00	5.00 kPa generally, 2.00 kPa at AHU mezzanine plantrooms
L10	Toilet	1.50	2.50	
L11	Ramp	0.50	2.50	
L12	CM Storage	0.50	5.00	
L15	Plant Areas	2.50	5.00	
L16	Gym	2.50	5.00	
L17	Steel Roof	0.80	0.25	UNO on plan
L18	Terrace	2.30	4.00	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L19	Generator			Refer to NDY electrical documentation (NDY-TRANSMIT-000008)
L20	Pergola (steel secondary)	0.10	0.50	
L21	Pergola (polycarbonate)	0.60	0.25	
L22	450 lightweight podium soil	1.30	10.30	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L23	900 lightweight planter	1.30	12.60	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L24	Concrete seating 450x650		7.50	
L25	Concrete Seating 900x650		15.00	
L26	Havilah Crash Deck	2.50	10.00	
L27	End of Trip Facilities	2.00	3.00	

78mm Speedpanel 78 Series 435

Existing Building Loading Legend UNO On Plan			
Mark	Year	Carpark Load	Retail Load
	1981	Design Load = 3.15 kPa	Design Load = 5.00 kPa
	1995	Live Load = 3.00 kPa	Live Load = 5.00 kPa
	2007	Super Imposed Dead Load = 0.50 kPa Live Load = 2.50 kPa	Super Imposed Dead Load = 2.50 kPa Live Load = 5.00 kPa

General Notes:  
Partition walls are to be within the SDL allowances.

Commercial Area Notes:  
The scheme described assumes the following distribution:  
5.40 kPa as the total allowable design loads/ combined weight for Level 3 commercial and Level 4 lightweight roof based on removal of min 100mm screed from existing structure.  
Possible breakdown:  
• 3.00 kPa for office live load (commercial = office use).  
• 0.25 kPa for roof live load (non-trafficable, maintenance only)  
• 0.40 kPa for the lightweight roof construction (steel beams, purins, sheeting, insulation etc)  
• 0.50 kPa for ceiling and services under the roof.  
• 1.20 kPa left for floor build up and finishes and partitions combined prior to introduction of solar panels;  
or 0.85 kPa left for floor build up and finishes and partitions combined with the introduction of solar panels taken to be 0.35 kPa.



Level 02A Loading Plan

Scale 1 : 500

All drawings are to be printed  
**IN COLOUR**

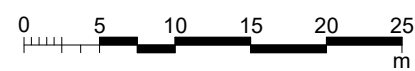
Note (Existing Structure):

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Refer to drawing SE-ARP-DRG-000021
- For Costing Notes  
Refer to drawings SE-ARP-DRG-000031 & 000032
- For Piling Notes  
Refer to drawing SE-ARP-DRG-000041
- For Loading Plans, Refer to drawings SE-ARP-DRG-001001 to 001007
- For Typical Details  
Refer to drawing SE-ARP-DRG-000900 series

1	04/09/24	Construction Issue
D	12/04/24	For Construction Certificate
C	28/04/23	70% Design Development
B	02/12/22	Schematic Design Issue
A	18/11/22	Draft Schematic Design
Rev	Date	Description

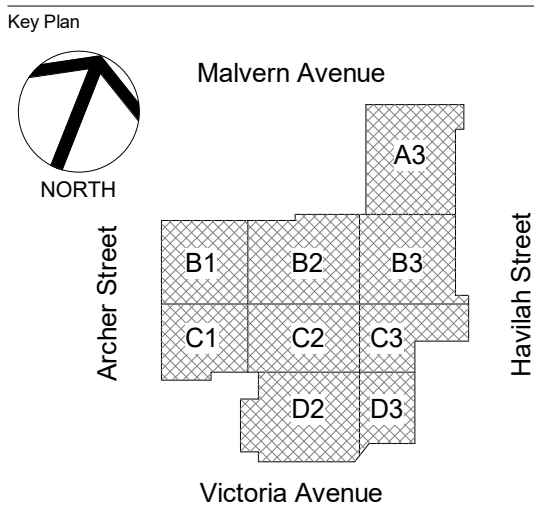


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Fax +61 (0)2 9203 9321  
www.arup.com

Client  
Vicinity Centres

Project Title  
Chatswood Chase Sydney  
345 Victoria Avenue  
Chatswood NSW 2067



Drawing Title  
Level 02 and level 02A Loading Plans

Scale at A0 As indicated By / CMEI / Appd LCP/MAMF

Role  
Structural

Subsidiary  
For Construction

App'd Job No

254810

Drawing Number  
SE-ARP-DRG-001005



PP QQ RR SS TT VV WW XX YY ZZ

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A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Level 03 Loading Plan

Scale 1 : 500

Loading Legend UNO On Plan				
Mark	Loading Type	SDL (kPa)	LL (kPa)	Notes
L01	Car Parking	0.50	2.50	
L02	Stairs and Landing	0.25	4.00	
L03	Store (Light Usage)	0.50	5.00	
L06	Corridors / Circulation	2.50	5.00	Retail loading adopted for corridors within main mall
L07	Retail	2.50	5.00	
L08	OSD Tank		65.00	Refer to CJA documentation (CJ Arms-GCOR-000063)
L09	Mezzanine Plantroom		5.00	5.00 kPa generally, 2.00 kPa at AHU mezzanine plantrooms
L10	Toilet	1.50	2.50	
L11	Ramp	0.50	2.50	
L12	CM Storage	0.50	5.00	
L15	Plant Areas	2.50	5.00	
L16	Gym	2.50	5.00	
L17	Steel Roof	0.80	0.25	UNO on plan
L18	Terrace	2.30	4.00	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L19	Generator			Refer to NDY electrical documentation (NDY-TRANSMIT-000008)
L20	Pergola (steel secondary)	0.10	0.50	
L21	Pergola (polycarbonate)	0.60	0.25	
L22	450 lightweight podium soil	1.30	10.30	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L23	900 lightweight planter	1.30	12.60	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L24	Concrete seating 450x650		7.50	
L25	Concrete Seating 900x650		15.00	
L26	Havilah Crash Deck		2.50	10.00
L27	End of Trip Facilities		2.00	3.00

78mm Speedpanel 78 Series 435

Existing Building Loading Legend UNO On Plan			
Mark	Year	Carpark Load	Retail Load
	1981	Design Load = 3.15 kPa	Design Load = 5.00 kPa
	1995	Live Load = 3.00 kPa	Live Load = 5.00 kPa
	2007	Super Imposed Dead Load = 0.50 kPa Live Load = 2.50 kPa	Super Imposed Dead Load = 2.50 kPa Live Load = 5.00 kPa

**General Notes:**  
Partition walls are to be within the SDL allowances.

**Commercial Area Notes:**  
The scheme described assumes the following distribution:  
5.40 kPa as the total allowable design loads/ combined weight for Level 3 commercial and Level 4 lightweight roof based on removal of min 100mm screed from existing structure.  
Possible breakdown:  
• 3.00 kPa for office live load (commercial = office use).  
• 0.25 kPa for roof live load (non-trafficable, maintenance only)  
• 0.40 kPa for the lightweight roof construction (steel beams, purlins, sheeting, insulation etc)  
• 0.50 kPa for ceiling and services under the roof.  
• 1.20 kPa left for floor build up and finishes and partitions combined prior to introduction of solar panels;  
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PP QQ RR SS TT VV WW XX YY ZZ

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I J K L M N O P Q R S T U V W X Y Z

Level 03A Loading Plan

Scale 1 : 500

All drawings are to be printed

**IN COLOUR**

Note (Existing Structure):

The existing structure shown has been derived from documentation of past developments and may not reflect the as-built condition. The information should be regarded as indicative and is provided to inform the design process. Where affected by the new development, the existing condition of structure should be confirmed by survey prior to any demolition or construction work.

**Legend:**

Denotes Existing Structure to be demolished  
 Denotes Existing Structure to be retained  
 Denotes New Infill Slab

**Reference Drawings:**

- For General Notes  
Refer to drawing SE-ARP-DRG-000011
- For Reinforcement Tables  
Refer to drawing SE-ARP-DRG-000021
- For Costing Notes  
Refer to drawings SE-ARP-DRG-000031 & 000032
- For Piling Notes  
Refer to drawing SE-ARP-DRG-000041
- For Loading Plans, Refer to drawings SE-ARP-DRG-001001 to 001007
- For Typical Details  
Refer to drawing SE-ARP-DRG-000900 series

1	04/09/24	Construction Issue
D	12/04/24	For Construction Certificate
C	28/04/23	70% Design Development
B	02/12/22	Schematic Design Issue
A	18/11/22	Draft Schematic Design
Rev	Date	Description

0 5 10 15 20 25  
m

**ARUP**

Barrack Place, Level 5, 151 Clarence Street  
Sydney NSW 2000 Australia  
Tel +61 (0)2 9203 9200  
Fax +61 (0)2 9203 9201  
www.arup.com

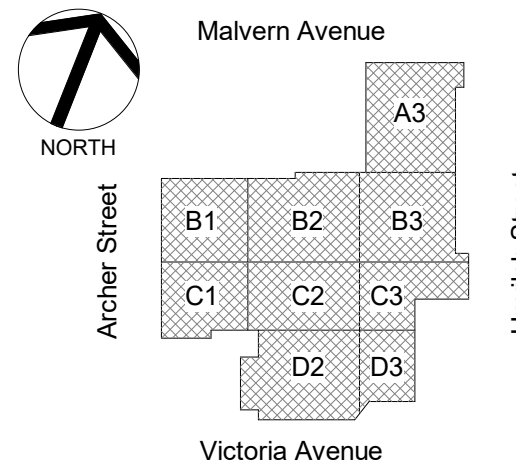
Client

Vicinity Centres

Project Title

Chatswood Chase Sydney  
345 Victoria Avenue  
Chatswood NSW 2067

Key Plan



Drawing Title

Level 03 and level 03A Loading Plans

Scale at A0

As indicated

By / CMEI / Appd

LOIPMAMF

Role

Structural

Subsidiary

For Construction

Arrp Job No

254810

Drawing Number

SE-ARP-DRG-001006



PP QQ RR SS TT VV WW XX YY ZZ

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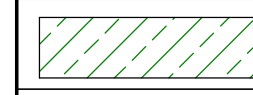
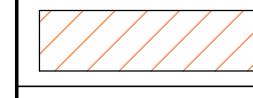
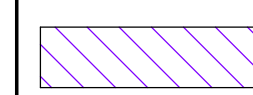
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Level 04 Loading Plan

Scale 1 : 500

Loading Legend UNO On Plan				
Mark	Loading Type	SDL (kPa)	LL (kPa)	Notes
L01	Car Parking	0.50	2.50	
L02	Stairs and Landing	0.25	4.00	
L03	Store (Light Usage)	0.50	5.00	
L06	Corridors / Circulation	2.50	5.00	Retail loading adopted for corridors within main mall
L07	Retail	2.50	5.00	
L08	OSD Tank		65.00	Refer to CJA documentation (CJ Arms-GCOR-000063)
L09	Mezzanine Plantroom		5.00	5.00 kPa generally, 2.00 kPa at AHU mezzanine plantrooms
L10	Toilet	1.50	2.50	
L11	Ramp	0.50	2.50	
L12	CM Storage	0.50	5.00	
L15	Plant Areas	2.50	5.00	
L16	Gym	2.50	5.00	
L17	Steel Roof	0.80	0.25	UNO on plan
L18	Terrace	2.30	4.00	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L19	Generator			Refer to NDY electrical documentation (NDY-TRANSMIT-000008)
L20	Pergola (steel secondary)	0.10	0.50	
L21	Pergola (polycarbonate)	0.60	0.25	
L22	450 lightweight podium soil	1.30	10.30	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L23	900 lightweight planter	1.30	12.60	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L24	Concrete seating 450x650		7.50	
L25	Concrete Seating 900x650		15.00	
L26	Havilah Crash Deck		2.50	10.00
L27	End of Trip Facilities		2.00	3.00

78mm Speedpanel 78 Series 435

Existing Building Loading Legend UNO On Plan			
Mark	Year	Carpark Load	Retail Load
	1981	Design Load = 3.15 kPa	Design Load = 5.00 kPa
	1995	Live Load = 3.00 kPa	Live Load = 5.00 kPa
	2007	Super Imposed Dead Load = 0.50 kPa Live Load = 2.50 kPa	Super Imposed Dead Load = 2.50 kPa Live Load = 5.00 kPa

**General Notes:**  
Partition walls are to be within the SDL allowances.

**Commercial Area Notes:**  
The scheme described assumes the following distribution:  
5.40 kPa as the total allowable design loads/ combined weight for Level 3 commercial and Level 4 lightweight roof based on removal of min 100mm screed from existing structure.  
Possible breakdown:  
• 3.00 kPa for office live load (commercial = office use).  
• 0.25 kPa for roof live load (non-trafficable, maintenance only)  
• 0.40 kPa for the lightweight roof construction (steel beams, purlins, sheeting, insulation etc)  
• 0.50 kPa for ceiling and services under the roof.  
• 1.20 kPa left for floor build up and finishes and partitions combined prior to introduction of solar panels;  
or 0.85 kPa left for floor build up and finishes and partitions combined with the introduction of solar panels taken to be 0.35 kPa.

All drawings are to be printed

**IN COLOUR**

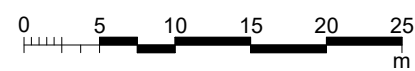
Note (Existing Structure):

The existing structure shown has been derived from documentation of past developments and may not reflect the as-built condition. The information should be regarded as indicative and is provided to inform the design process. Where affected by the new development, the existing condition of structure should be confirmed by survey prior to any demolition or construction works.

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Refer to drawing SE-ARP-DRG-000011
- For Reinforcement Tables  
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- For Costing Notes  
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- For Loading Plans, Refer to drawings SE-ARP-DRG-001001 to 001007
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Refer to drawing SE-ARP-DRG-000900 series

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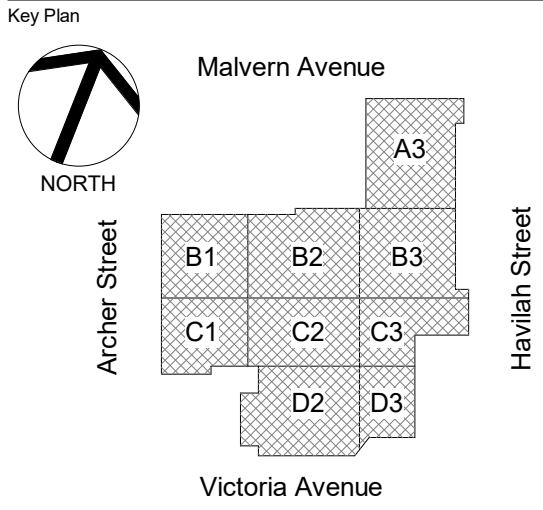


**ARUP**

Barrack Place, Level 5, 151 Clarence Street  
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Tel +61 (0)2 9203 9200  
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www.arup.com

Client  
Vicinity Centres

Project Title  
**Chatswood Chase Sydney**  
**345 Victoria Avenue**  
**Chatswood NSW 2067**



Drawing Title  
**Level 04 and level 04A Loading Plans**

Scale of A0 As indicated By / CHM / Appd LOP/MAMF

Role  
Structural

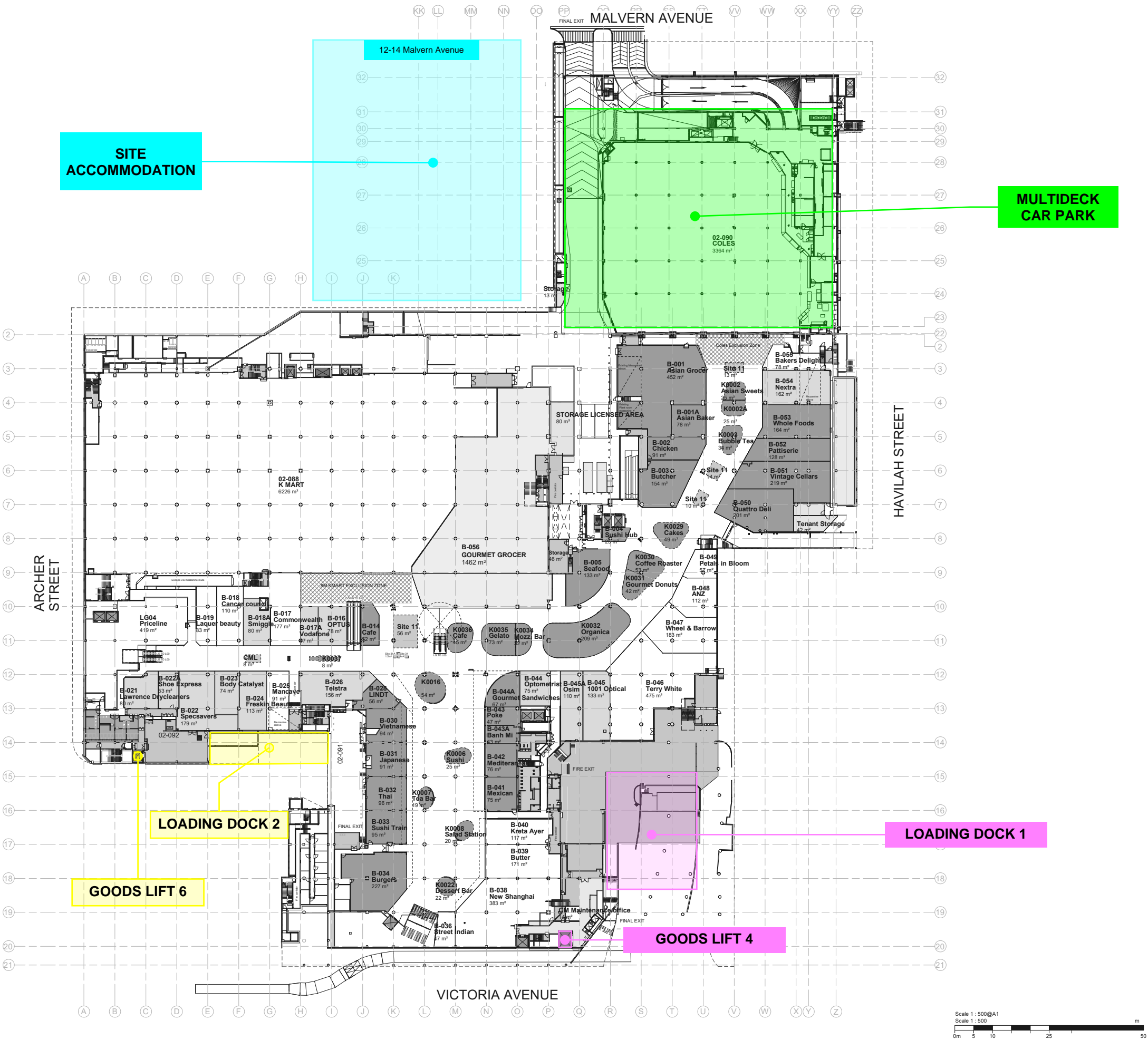
Subsidiary  
For Construction

Arup Job No  
**254810**

Drawing Number  
**SE-ARP-DRG-001007**

### 13.3 Appendix 03 – Site Amenities Mark-Up

Site Amenities & Loading Dock Plan



Project  
Chatswood Chase

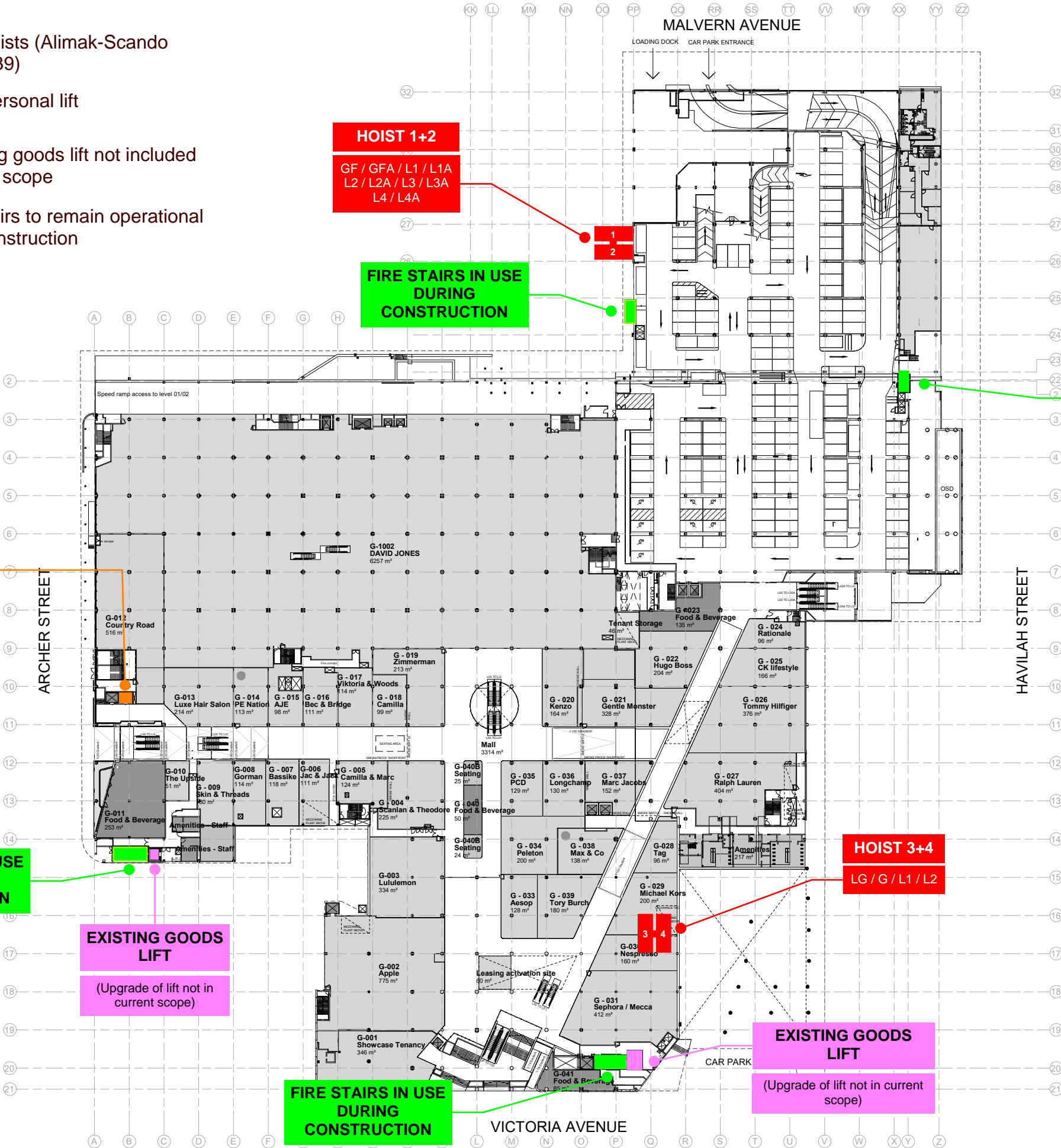
Date  
06/09/2024

Drawn By  
BP

Ground Hoist and Builder's Lifts Plan

Drawing ID  
SI-MPX-SKT-xxxx  
Project  
Chatswood Chase  
Date  
23/03/2023  
Drawn By  
BP

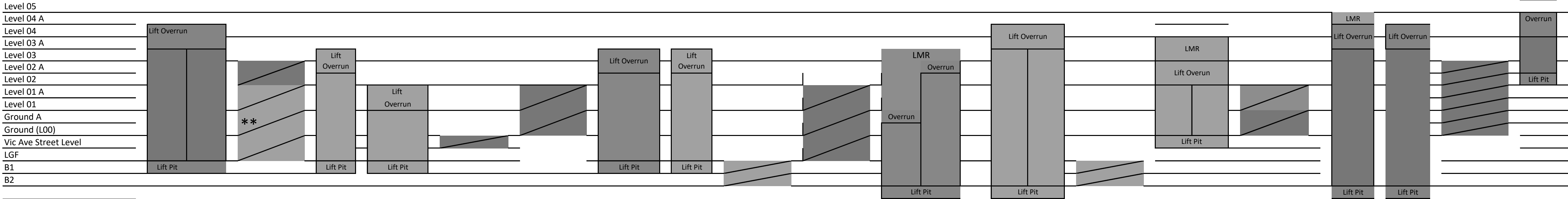
- 2x twin hoists (Alimak-Scando 650 FC / 39)
- 1x new personal lift
- 2x existing goods lift not included in current scope
- 4x fire stairs to remain operational during construction





# Vertical Transportation Schematic - E4

Useage	Passenger Lifts		Escalators	Goods Lift	Passenger Lift	Escalators	Escalators	Passenger Lift	Goods Lift	Moving Walkways	Escalators	Passenger Lifts	Passenger Lifts	Moving Walkways	Passenger Lifts	Escalators	Goods Lift	Goods Lift	Escalators	Pass Lift
	Archer Street		Existing Archer Street Escalators	Existing Mills Lane Goods	Victoria Ave Existing DDA Lift	Victoria Ave Entry Escalators	Existing Victoria Ave Escalators	Victoria Ave Passenger Lift	Existing Victoria Ave Goods	Existing Centre Court Moving Walkways	Centre Court Escalators	Existing Centre Court Lifts	Existing Coles Passenger Lifts	Existing Coles Moving Walkways	Existing David Jones Passenger Lifts	David Jones Escalators	Existing David Jones Goods Lift	MiniMajor & CoWork Goods Lift	Carpark Entry Switchback Escalators	Upper Car park
Lift Number	Lift 9	Lift 10		Lift 06				Lift 14	Lift 04			Lift 01	Lift 02		Lift 07	Lift 08	DJ01	DJ02		Lift 11
No. of Lifts	2 Off			1 Off	1 Off			1 Off	1 Off			2 Off		2 Off						1 Off



- Existing
- New (new liftwell)
- New (existing liftwell)
- Existing (demolished)

CONFIRM ALL DETAILS WITHB ARCHITECTS DETAILS

LIFTS	Archer Street Lifts	Victoria Ave Pass Lift	Ex. Pass Lifts	David Jones Goods Lift DJ03	MiniMajor Goods Lift No. 15	Upper Carpark Lift No. 11
Lift type	2x MRL	1x MRL	2x MRL (incl. 1x Corner Car)	1x MRL	1x MRL	1x MRL
Service classification	Passenger	Passenger	Passenger	Goods / Passenger	Goods / Passenger	Passenger
Design Standard	NCC; 1735.1 & 12	NCC; 1735.1 & 12	NCC; 1735.1 & 12	NCC; 1735.1 & 12	NCC; 1735.1 & 12	NCC; 1735.1 & 12
Rated load / Capacity	2500kg	2000kg	1600kg	2500kg	2500kg	2000kg
Speed	1.6m/s	1.0m/s	1.0m/s	1.6m/s	1.6m/s	1.0m/s
Levels Served	B1, LG, G, 1, 2, 3	LG, Vic Ave, G	B2, B1, LG, G (L1, L2)	B2, G, 1, 2, 3	B2, G, 1, 2, 3	2A, 3, 3A
Approximate travel	23 metres	5.5 metres	12 / 23 metres	23 metres	23 metres	6 metres
Overrun (clear to structure above)	5000mm	5000mm	5000mm	5000mm	5000mm	4800mm
Pit depth (clear to structure below)	2200mm	2200mm	2200mm	2200mm	2200mm	2000mm
Liftwell plan dimensions (clear internal)	3100w x 2700d (nom.)	2975w x 2700d (nom.)	2700w x 2600d (nom.)	3100w x 2750d (nom.)	3100w x 2750d (nom.)	2800w x 2550d (nom.)
Lift car internal dimensions	2200w x 2200d x2800 h	2000w x 2000d x2800 h	1700w x 2000d x 2800 h	2200w x 2200d x2800h (nom.)	2200w x 2200d x2800h (nom.)	2000wx2000dx2800h nom
Entrance type	2-panel centre open	2-panel centre open	2-panel centre (side) open	2-panel centre open	2-panel centre open	2-panel centre open
Entrance size	1200w x 2400h	1200w x 2400h	1200w x 2400h	1200w x 2400h	1200w x 2400h	1200w x 2400h
Car Entrances	One (1)	Two (2)	One (1) / Two (2)	One (1)	One (1)	One (1)
Control panel location	Level 3	Ground	Ground / Level 2	Level 3	Level 3	Level 3
Notes	only 1 lift serves B1	confirm details on site	confirm details on site	confirm details on site	Emergency access doors 11m	CWT safety gear required

ESCALATORS	Archer Street Esc. 13 & 14	Victoria Ave. Esc. 19 & 20	Victoria Ave. Esc. 15 &16, 17 & 18	Centre Court Esc. 1 & 2, 3 & 4, 5 & 6	David Jones Esc. Nos. 21 & 22	Carpark Switchback Esc. Nos. 23-34 (inclusive)
No.	2 off	2 off	4 off	6 off	2 off	12 off
Service classification	Escalator	Escalator	Escalator	Escalator	Escalator	Escalator
Design Standard	NCC; 1735.5	NCC; 1735.5	NCC; 1735.5	NCC; 1735.5	NCC; 1735.5	NCC; 1735.5
Capacity	4,500 persons/hr	4,500 persons/hr	4,500 persons/hr	4,500 persons/hr	4,500 persons/hr	4,500 persons/hr
Speed	0.5m/s	0.5m/s	0.5m/s	0.5m/s	0.5m/s	0.5m/s
Levels Served	L2-L3	L2-L3	G-L1; L1-L2	LG-G, G-1, 1-2	G-1	G-GA, GA-1, 1-1A, 1A-2, 2-2A, 2A-3
Approximate rise / Esc.	5 metres	3 metres	5 metres	5 metres	5 metres	3 metres
Step width	1000mm	1000mm	1000mm	1000mm	1000mm	1000mm
Pit depth (clear to structure below)	1200mm	1200mm	1200mm	1200mm	1200mm	1200mm
Bulustrade height	1100mm	1100mm	1100mm	1100mm	1100mm	1100mm
Bulustrade type	Glass with fall protection	Glass	Glass with fall protection	Glass with fall protection	Glass with fall protection	Glass with fall protection
Notes	**Confirm retention of Esc. Nos. 9 & 10 based on existing RLs					

## 13.4 Appendix 04 - Tenant Intent to Begin Works Checklist



**Part 1 – Tenancy Details**

Tenancy Name:

Tenancy Number.:

Level:

**Part 2 – Shopfitter Information**

Company Name:

Company ABN:

Company Phone No.

Project Manager Name:

Project Manager Contact:

Site Manager Name:

Site Manager Contact:

**Part 3 – Pre-Start Information**

Intended Start on Site Date:

Simpel Registration Complete?

☐ Yes

☐ No (Comment in **Part 4**)

Forecast Peak Workforce (incl Subcontractors):

All Workers register on Simpel?

☐ Yes

☐ No (Comment in **Part 4**)

All Worker Part A Induction Completed?

☐ Yes

☐ No (Comment in **Part 4**)

Part B Induction Scheduled / Date?

Date:

List all Plant Intend to be Used on site:

Have details of all plant been uploaded to Simpel?

☐ Yes

☐ No (Comment in **Part 4**)

**Part 4 – Additional Comments / Notes**

## 13.5 Appendix 05 – Vicinity Engineered Stone Management Plan

# Engineered Stone Ban

To	From
Subject	
Date	9/07/2024

## Engineered Stone Ban - Crystalline Silica

From 1 July 2024, work involving manufacturing, supply, processing or installation of engineered stone benchtops, panels or slabs will be banned. Refer to linked document: [Engineered stone prohibition: Guidance for PCBU's | Safe Work Australia](#)

This means you cannot work with engineered stone benchtops, panels, or slabs, even if you entered into a contract before that date. Repairs, minor modifications, removal and disposal of engineered stone benchtops, panels, or slabs (legacy stone) will not be permitted.

### What is crystalline silica?

Silica is silicon dioxide, a naturally occurring and widely abundant mineral that forms the major component of most rocks and soils. There are non-crystalline and crystalline forms of silicon dioxide. The most common type of crystalline silica is quartz (CAS 14808-60-7). Further information about crystalline silica and silicosis is available on Safe Work Australia's website.

For the purposes of the WHS Regulations, engineered stone is defined as an artificial product that contains 1% or more crystalline silica<sup>1</sup> (as a weight/weight concentration) that is created by combining materials such as natural stone, water, resins, or pigments and becomes hardened.

<sup>1</sup> Crystalline silica includes cristobalite, quartz, tridymite and tripoli forms.

### Requirements for use.

As the Engineered Stone Ban requirements are now in effect, the cutting or machining of engineered stone products is not permitted on-site or in the shopping centre, centre property or centre car parks. Any adjustment or modifications will need to occur at an off-site manufacturing location, using all required PPE & safety precautions as determined by Safe Work Australia & all current Occupational Health and Safety Act (OHS Act) and laws.

- We require a copy of the safety data sheet (SDS) for every proposed natural stone & compliant engineered stone material (List products used and confirm supplied safety data sheets – see SDS Register below).
- Also required are supplier's sales invoice & or, delivery docket for the Stone/ Engineered Stone product. Showing the name of the shopfitter, delivery address & dates. This is to be submitted prior to handover of site or the shopfitter starting works onsite.
- The tenant/ Shopfitter/ to sign the form below to acknowledge that the (Engineered Stone) product used in the tenancy fitout and joinery meets the requirements of the current Safe Work Australia Guidelines, for safe handling and manufacture of the engineered stone product & contains less than 1% Silica.
- Any engineered stone products sourced and supplied from overseas must meet the relevant Australian Safety standards and Building codes, including Safe Work Australia crystalline silica requirements. If a product safety data sheet (SDS) is not supplied/ available, Vicinity Centres reserve the right, to request an independent Laboratory material test<sup>2</sup> to determine the materials and % of silica used in the material at Lessee cost. Until this is supplied and satisfactory the engineered stone product is not approved for use.

<sup>2</sup> If you want to evaluate your product to determine whether it contains crystalline silica or other chemical constituents, such as resins, you can consider having an accredited National Association of Testing Authorities (NATA) laboratory or an equivalent laboratory that is signed up to the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement (MRA) analyse your product.

## Acknowledgement

As a stakeholder in the Tenancy Fitout process;

- 1. I acknowledge that I have read and accept the contents of this Document (Engineered Stone Ban - Crystalline Silica) and support the Safe Work Australia – Engineered Stone Prohibition & Work Safe Australia - crystalline silica regulations.
- 2. Each party agrees that this document and any other documents to be delivered in connection with the use of "Engineered Stone Products" may be electronically signed, and that any electronic signatures appearing on this document, or such other documents, are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

## Acceptance

Stakeholder	Name	Signature	Date
Tenant			
Shopfitter			

**Product / SDS Register – Tenancy Name? / Number?**

Product name / Code	SDS Provided	Date Received	Date Reviewed	Date Accepted

## 13.6 Appendix 06 – MPX Drug & Alcohol Management Plan

**MULTIPLEX**

# DRUGS AND ALCOHOL – FITNESS FOR WORK MANAGEMENT PLAN

Multiplex Constructions Pty Limited

L22, 135 King St  
Sydney, NSW 2000  
Australia  
T: +61 2 9322 2000  
F: +61 2 9322 2001

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## **1. Introduction**

### **1.1 Purpose**

The purpose of this Drugs and Alcohol – Fitness for Work Management Plan (**Plan**) is to deal with alcohol and drugs and their effects on Worker's fitness for work whilst performing duties or attending a Multiplex (**MPX**) workplace.

This Plan supports the Multiplex Drugs and Alcohol – Fitness for Work Policy and is MPX's mechanism to encourage Workers to be Fit for Work by avoiding the misuse of alcohol and drugs in a MPX workplace through support, rehabilitation and discipline, where required.

Drug and alcohol tests will be conducted for the following substances:

- » Alcohol;
- » Opiates;
- » THC (marijuana or cannabis);
- » Cocaine;
- » Benzodiazepines;
- » Amphetamine; and
- » Methamphetamine.

### **1.2 Scope**

This Plan applies to all Workers on all nominated MPX workplaces in NSW and ACT and compliance with the requirements of this Plan is a condition of entry to a MPX workplace. Where MPX is involved in an alliance or joint venture, the processes outlined in this plan are to be maintained as a minimum requirement.

This Plan describes the Drug and Alcohol - Fitness for Work Management processes within nominated MPX workplaces. It includes:

- » roles and responsibilities,
- » testing of Worker(s) on a random basis across MPX workplaces to determine their fitness for work including those performing high risk activities,
- » testing of a Worker(s) following an incident or where reasonable concern has been observed,
- » testing under self-test arrangements,
- » processes to access confidential counselling through the Multiplex Employee Assistance Program to employees, or alternative support services for Workers other than Employees.

### **1.3 Interface with other Operational Procedures and Project Plans**

This Plan should be read in conjunction with the Management System Operational Procedures, Work Health and Safety Handbook and Management Plans developed for the workplace.

### **1.4 Document Control**

Amendments and updates to this Plan will be made if the strategies and actions described in the Plan no longer meet desired outcomes, or if improvements to existing measures can be made.

This Plan will be monitored and necessary changes will be identified in the table over the page and communicated to all relevant personnel.

REV	DATE	DESCRIPTION	PAGE	REVIEWED BY	APPROVED BY
1	19/01/2016	New document	All	Safety Group	Regional Executive Group

Figure 1 Revision Table

## 1.5 Definitions

**Accredited Laboratory** means a laboratory which meets minimum Australian performance standards set by an accrediting agency, being the National Australian Testing Authority (NATA) and has accreditation to AS 4760-2006.

**Alcohol** refers specifically to the chemical substance ethanol which, in this context may occur in either a liquid or gaseous form.

**Amphetamine-type stimulants** may include, but are not limited to, the following: amphetamine, methylamphetamine, methylenedioxymethylamphetamine (MDMA), methylenedioxyamphetamine (MDA).

**B.A.C** is the measurement of alcohol in the body, in grams of alcohol per 100 millilitres of blood and recorded as a percentage i.e. 0.00%.

**Benzodiazepine** is medications that are frequently prescribed for the symptomatic treatment of anxiety and sleep disorders.

**MPX** is Multiplex Constructions

**Chain of Custody** is a series of procedures to account for the integrity of each oral fluid specimen by tracking its handling and storage from point of collection to final disposal.

**Cocaine** includes cocaine and its metabolites including cocaine, benzoylecgonine and ecgonine methyl ester.

**Confirmatory Test** refers to a second alcohol breath test to confirm the initial reading or, in the case of drugs, an oral fluid analysis conducted at an accredited laboratory to confirm the non-negative result obtained in the initial screening test. The confirmatory test results in a confirmed positive (fail) or confirmed negative (pass) result.

**Confirmed Negative Result (Pass)** means a:

- » Secondary onsite breath test for alcohol that does not exceed 0.00 grams per 100 millilitres (0.00%) of alcohol;
- » Secondary test conducted at an accredited laboratory for drugs that does not exceed the levels contained in this Plan

**Confirmed Positive Result (Fail)** means a:

- » Secondary onsite breath test for alcohol in excess of 0.00 grams per 100 millilitres (0.00%) of alcohol;
- » Secondary test conducted at an accredited laboratory for drugs in excess of the levels contained in this Plan,

**Drug** means a substance that has a physiological effect on the body, either by itself or through its metabolite(s). The term 'drug' refers to the drug and/or its metabolite(s) for the purpose of detecting a target drug in oral fluid.

**Employer** means a person who employs one or more other persons under contracts of employment or contracts of training.

**Fit for Work** means a person who has a confirmed negative result (pass).

**Health and Safety Committee** is defined as per Work Health & Safety Law

**Health and Safety Representative** means a Health and Safety Representative for a designated work group who has been elected in accordance with Work Health & Safety Law

**Initial Screening Test** is defined as indicative testing conducted at the workplace to exclude the presence of alcohol and/or a drug or a class of drugs as outlined in this Plan. The Initial Screening Test provides a "negative" or

“non-negative” result. Where a “non-negative” (“fail”) result is obtained, confirmatory testing must be conducted to provide a conclusive result.

**NATA** is the National Association of Testing Authorities, who accredits laboratories, inspection bodies and calibration services, produce certified reference materials and provide proficiency testing schemes throughout Australia.

**Negative Result** means a test result at or below the prescribed or nominated target concentration levels and this is therefore considered a “pass”.

**Non-Negative Result** means an initial screening test result that indicates the presence of alcohol or drugs above the prescribed or nominated target concentration levels and is therefore considered a “fail”. A secondary onsite breath test for alcohol or accredited laboratory test for drugs is to be conducted to determine a confirmed positive (fail) or confirmed negative (pass) result.

**Opiates** may include but are not limited to the following: morphine, codeine and 6-acetylmorphine.

**Medication** means medication that is prescribed by a healthcare professional or sold directly to the consumer without a prescription from a healthcare professional.

**Drug and Alcohol Officer** means a suitably competent and trained provider or person approved by the WHS Manager to conduct drug and alcohol sampling of Workers at the workplace. This person may be an independent person or employed by MPX.

**Target Concentration Levels** means a concentration expressed in units such as ng/mL that is sufficient to detect drug use by the Worker.

**THC** refers to tetrahydrocannabinol, also known as marijuana or cannabis.

Work Health & Safety Law means:

- a. where the Site is located in Australian Capital Territory, the Work Health and Safety Act 2011 (ACT) and the Work Health and Safety Regulation 2011 (ACT);
- b. where the Site is located in New South Wales, the Work Health and Safety Act 2011 (NSW) and the Work Health and Safety Regulation 2011 (NSW);

as amended or replaced from time to time.

**Worker** means:

- a. an employee (including salaried, staff and managerial personnel), or
- b. a contractor or subcontractor, or
- c. an employee of a contractor or subcontractor, or
- d. an employee of a labour hire company who has been assigned to work in the person’s business or undertaking, or
- e. an outworker, or
- f. an apprentice or trainee, or
- g. a student gaining work experience, or
- h. a volunteer, or
- i. a visitor, or
- j. a consultant.

**Workplace** means a construction project where work is carried out including all site offices and amenities.

## **2. Responsibilities**

### **2.1 Regional Managing Director**

The Regional Managing Director is responsible for:

- » authorising the implementation of workplace drug and alcohol testing program.
- » appointing an Independent Provider to conduct drug and alcohol testing.
- » complying with any request at random for drug and alcohol test sampling as a condition of entry to the workplace and as a condition of employment.
- » providing an employee assistance program service provider for MPX employees that request confidential assistance for drug and alcohol related use.
- » approving, where requested any deviation or changes to this plan for any specified MPX workplace in conjunction with the Regional Director – Operations.
- » approving the dismissal of any employee (wages or salaried), or approve the exclusion of any Worker from a workplace who has recorded a Confirmed Positive Result for either Drugs or Alcohol in accordance with this Plan.

### **2.2 Regional Director – Operations**

The Regional Director – Operations is responsible for:

- » reviewing and authorising the Drug and Alcohol - Fitness For Work Management Plan with relevant stakeholders including the Regional Managing Director, WHS Manager to ensure its consistency, with the requirements of the MPX Drug & Alcohol - Fitness For Work Policy.
- » approving, where requested any deviation or changes to this plan for any specified MPX workplace.
- » complying with any request at random for drug and alcohol test sampling as a condition of entry to the workplace and as a condition of employment.

### **2.3 Project and Site Manager**

Project and Site Manager are responsible for:

- » ensuring adequate resources are allocated for the implementation, education, training and support of this Plan.
- » implementing and communicating the MPX Drug & Alcohol - Fitness For Work Policy, its related commitments including education and awareness training and the requirements of this Plan.
- » approving the return of a Worker to any MPX workplace following their removal after a Confirmed Positive Result for either Drugs or Alcohol.
- » complying with any request at random for drug and alcohol test sampling as a condition of entry to the workplace and as a condition of employment.
- » excluding any Worker from MPX workplaces that have a Confirmed Positive Result for Drugs or Alcohol beyond the limits prescribed by this Plan.
- » ensuring that all Workers are aware that they must not possess or consume illegal drugs or alcohol or undertake work when their fitness for work may be impaired by alcohol or drugs, legal or illegal, prescribed or otherwise, while at a MPX workplace.
- » providing access to confidential counselling through the MPX Employee Assistance Program, or alternative support services for Workers other than employees.
- » initiating disciplinary management procedures consistent with the requirements of this Plan.
- » request Drug and Alcohol testing as part of the screening process:

- when a Worker has been involved in an accident or incident, or had the potential to, cause:
  - serious and major damage to mobile plant or property; or
  - an injury to themselves or other individual(s).
- where reasonable cause has been observed from which a Worker is suspected of being under the influence of Drugs or Alcohol.

## **2.4 Work Health & Safety Manager**

The Work Health & Safety (WHS) Manager is responsible for:

- » ensuring this Plan remains current, is readily available and is applied in the way it was intended.
- » ensuring that all Workers have been advised of the key principals of this Plan in consultation with the relevant MPX workplaces.
- » complying with any request at random for drug and alcohol test sampling as a condition of entry to the workplace and as a condition of employment.
- » dissemination of the accredited laboratory results by the independent provider.

## **2.5 Supervisors/Line Managers**

Supervisors/Line Managers are responsible for:

- » taking steps to ensure that the Drug and Alcohol – Fitness for Work Policy and this Plan is communicated to Workers.
- » ensuring that all individuals in their area of responsibility understand and comply with the requirements of this Plan.
- » not allowing any Worker, so far as reasonably practicable, to commence or continue work if the Worker appears to be affected by alcohol or drugs. In this case, the matter should be referred to Project or Site Manager for further investigation to determine what action (if any), is to be taken including possible testing.
- » complying with any request at random for drug and alcohol test sampling as a condition of entry to the workplace and as a condition of employment.

## **2.6 Health and Safety Committee**

Health and Safety Committee is responsible for:

- » assisting with consultation between MPX, the employer and the Workers in instigating, developing and carrying out measures designed to ensure the health and safety of the Workers at work.

## **2.7 Drug and Alcohol Officers**

Drug and Alcohol Officers are responsible for:

- » implementing this Plan for the collection and testing specimens taken for alcohol and drugs.
- » ensuring the privacy and confidentiality is maintained.

## **2.8 Employers**

Employers are responsible for:

- » ensuring that their employees and those of any subcontractor they engage are compliant with the requirements of this Plan as a minimum, at any time they are present at a MPX workplace.
- » establishing a drug and alcohol procedure.
- » conducting drug and alcohol training and education to their Workers and Managers.

- » prohibiting the storage and consumption of alcohol on MPX workplaces.
- » obtaining from Workers in writing from a medical practitioner they can safely perform their work duties when taking their medication.
- » making available support to Workers with a confirmed positive result which may include:
  - allowing access to any industry or government support programs; and/or
  - providing and allowing access to an employer funded Employee Assistance Program (EAP).
- » arranging an agreed leave of absence or loss of pay for non-negative and confirmed positive for alcohol or drugs.

## **2.9 Workers**

Workers are responsible for:

- » presenting themselves in a fit state for work unimpaired by alcohol or drugs.
- » not commencing work if they believe that they may be impaired by alcohol or drugs and to inform his or her employer accordingly.
- » notifying their Supervisor/Line Manager when they become aware of any breach or potential breach of this Plan by other Workers.
- » complying with any request at random for drug and alcohol test sampling as a condition of entry to the workplace and as a condition of employment.
- » not possessing or consuming illegal drugs or alcohol or undertaking work when their fitness for work may be impaired by alcohol or drugs, legal or illegal, prescribed or otherwise, while at a MPX workplace.
- » declaring to the independent provider any medication taken within the last week prior to a drug and alcohol test.

### **3. Education and Communication**

#### **3.1 Inductions**

All Workers shall be made aware of the Fitness for Work – Drugs and Alcohol Policy and key principals of this Plan, including its intent and application, during the MPX induction, and then periodically or as determined by the workplace needs.

MPX will not perform any drug and alcohol testing until Workers have been inducted.

#### **3.2 Awareness and Education**

On site awareness and education of drugs and alcohol may also be delivered through a variety of means which may include:-

- » Toolbox meetings
- » Safety committee meetings
- » Industry organisations

Records of attendance at these sessions will be maintained.

#### **3.3 Employer Training**

Employers are required to provide drug and alcohol training and education to their Workers and should also provide practical guidelines and training to Managers and Supervisors for dealing with persons who may be affected by alcohol or drugs, including the correct application of disciplinary sanctions.

#### **3.4 Medical Conditions**

Workers may have legitimate medical reasons for taking lawful drugs for medical purposes or where the drug is lawfully available at pharmacies.

If a Worker has a medical condition that could affect their fitness for work, they should inform their Supervisor/Line Manager, and a Worker representative if they so wish. The individual is not obliged to disclose confidential medical information unless it is relevant to their ability to safely perform their role.

If a Worker's ability to safely perform their normal work duties is affected by taking prescription or pharmacy drugs, the Worker should obtain this advice in writing from the medical practitioner and provide it to their Supervisor/Line Manager, and Worker representative if they so wish, as soon as practicable.

Any Worker required to participate in drug testing is obliged to declare to the D&A Officer any including regular prescription medication and/or over-the-counter medications taken within the last week prior to the test. Information will be kept confidential and only used in determining if such medication has contributed to or caused a non-negative result.

If the Worker declares medication and records a non-negative result for the drug class declared:

- » a sample will be sent for confirmatory concentration testing.
- » the Worker will be not permitted to return to work.
- » evidence of the Workers ability to safely perform their normal work duties by taking the prescribed or pharmacy drugs from the medical practitioner shall be reviewed by Project or Site Manager and their Supervisor/Line Manager prior to continuing work.

If the drug class declared is not consistent with the drug class detected:

- » a sample will be sent for confirmatory testing.

- » the Worker will be required to leave the workplace when practicable with reasonable assistance afforded by the employer and consequence section of this Plan will be followed.

If the Worker did not declare the medication prior to the testing being conducted, then the non-negative processes will apply.

Project or Site Manager reserves the right in this instance obtain an independent assessment from a medical practitioner.

### **3.5 Support**

The employer will make available support to Workers in respect of drug and alcohol issues. This will include:

- a. allowing access to any industry and government support programs as outlined in Appendix 2; and/or
- b. providing an employer funded Employee Assistance Program (EAP);

The Worker will be allowed to access support through the industry support program or EAP during normal working hours and without loss of pay. An agreed leave of absence arrangement or loss of pay is to apply for matters outside of this EAP counselling as agreed between the employer and employee.



## **4. Testing Pre-Conditions**

### **4.1 Random Testing**

Random drug and alcohol testing (for the substances listed in section 7) will be conducted on a monthly basis involving all Workers including those performing high risk activities on the workplace. Testing will be conducted based on the following scales:

- a. Where there are less than 30 Workers on site, a minimum of 10% of the workforce will be tested.
- b. Where there are 30 to 100 Workers on site, a minimum of 5 Workers will be tested.
- c. Where there are greater than 100 Workers on site, a minimum of 10 Workers will be tested.

### **4.2 Self-Testing**

Self-testing shall be provided at medical facilities nominated by MPX workplaces and can be undertaken prior to presenting for work with costs borne by the employer.

### **4.3 For Cause Testing**

MPX may only request a Worker to undertake for cause testing if the following criteria are met:

- a. The Worker has been involved in an accident or incident, or had the potential to, cause:
  - i. serious and major damage to mobile plant or property; or
  - ii. an injury to themselves or other individual(s).

### **4.4 Reasonable Concern Testing**

MPX may only request a Worker to undertake reasonable concern testing if the following criteria are met:

- a. observed behaviour such as direct observation of the use of alcohol or drugs, or the physical behavioural symptoms that may indicate of being impaired by alcohol or drugs; or
- b. unusual and/or inexplicable actions by a Worker;
- c. evidence that the Worker is involved in the use or possession of alcohol or drugs while working; or
- d. situations where health and safety precautions or workplace rules/procedures have been, or may have been breached by the Worker.

## **5. Testing Procedure**

### **5.1 Random**

Workers will be selected for testing using a random selection process nominated by MPX.

The procedure for a random selection of Workers may include:

- a. Coloured balls being picked out randomly by site Workers
- b. Any other process that is fairly chosen by MPX

### **5.2 Self- Testing**

The following process is designed to encourage self-testing where a Worker is unsure of his/her fitness for work.

Self-testing will be done in accordance with the following:

- a. MPX and the Employer shall provide Workers with access to a medical facility to self-test for alcohol and/or drugs on a “without prejudice” basis before they start work.
- b. The Worker who seeks to self-test for alcohol or drugs shall present themselves to the medical facility.

### **5.3 For Cause or Reasonable Concern Testing**

If the pre-conditions for “For Cause or Reasonable Concern” testing have been satisfied, the following procedure may be engaged in.

Project or Site Manager shall firstly meet with the Worker, who will be given the opportunity to have a representative of their choice present where practicable. At this meeting:

- a. Project or Site Manager shall advise the Worker of the factual foundation which has satisfied the relevant pre-conditions for testing;
- b. If deemed to be impaired, the Worker is to be tested in accordance with the Testing Methods outlined in this Plan.
- c. If deemed not to be impaired, the Worker shall return to work,

## **6. Testing Methods**

### **6.1 Alcohol Testing Method**

Alcohol testing will be conducted in accordance with the medical practitioner's procedures or using of an Accredited Breath Test device in accordance with the procedures nominated by the manufacturer of the device or AS 3547. The device must be calibrated and meet the minimum requirements of AS3547.

The Worker may request the presence of another person to witness a test.

### **6.2 Drug Testing Method**

Drug testing will be conducted in accordance with the medical practitioner's procedures or by oral fluid testing by utilising oral fluid drug testing kits which measure drugs at cut off levels defined by AS 4760-2006 and used in accordance with the procedures nominated by the manufacturer of the device. The drug testing shall be conducted by the D&A Officer, following all of the chain of custody provisions.

The Worker may request the presence of another person to witness a test.

The test must be performed in accordance with AS 4760-2006 (Procedures for specimen collection and the detection and quantitation of drugs in oral fluid).

The quantification analysis of the samples detected as non-negative in the on-site device must be conducted in an accredited laboratory for confirmation testing.

The above does not apply to self-testing to the extent that it is inconsistent with the self-testing regime.

## 7. Target Concentration Levels and Test Results

### 7.1 Alcohol Testing

A Worker will be considered to have a non-negative result or confirmed positive (fail) if their BAC reading is in excess of 0.00 grams per 100 millilitres (0.00%) of alcohol;

Site or Project Manager, Employer's Senior Representative shall be advised of the test result is confirmed positive (fail) for alcohol.

### 7.2 Drug Testing

A Worker will be considered to have a non-negative or confirmed positive (fail) drug test if their test result indicates they have equal to or above the relevant cut-off levels of the substances referred to in AS 4760-2006 (refer tables below) or AS/NZS 4308. Note Benzodiazepine level to be provided by the prescribed testing accredited laboratory or manufacturer of the oral fluid drug test kit.

CLASS OF DRUG	TARGET CONCENTRATION (NG/ML)
Opiates	50
Amphetamine-type stimulants	50
$\Delta^9$ Tetrahydrocannabinol(THC)	25
Cocaine and metabolites	50

From Table 3.1 of AS 4760-2006:2006, On-site Initial Test Target Concentrations

Notes: These targets represent the undiluted oral fluid concentration.

CLASS OF DRUG	TARGET CONCENTRATION (NG/ML)
Opiates	50
Amphetamine-type stimulants	50
$\Delta^9$ Tetrahydrocannabinol (THC)	25
Cocaine and metabolites	50

From Table 4.1, AS 4760-2006:2006, Laboratory Immunoassay Initial Test Target Concentrations

Notes: These targets represent the undiluted oral fluid concentration.

COMPOUND	TARGET CONCENTRATION (NG/ML)
Morphine	25
Codeine	25
6-Acetyl morphine	10
Amphetamine	25
Methylamphetamine	25
Methylenedioxymethylamphetamine	25
Methylenedioxyamphetamine	25
$\Delta^9$ tetrahydrocannabinol (THC)	10
Cocaine	25
Benzoyllecgonine	25
Ecgonine methyl ester	25

From Table 5.1, AS 4760-2006:2006, Non-Immunoassay Initial Test and Confirmatory Target Concentrations

Notes: These targets represent the undiluted oral fluid concentration.

For analytes not included in this Table, the laboratory should select a target concentration as appropriate for oral fluid.

Project Manager, Site Manager WHS Manager, Employer, Supervisor/Line Manager shall be advised of the test result is a non-negative result for drugs.

Dissemination of the accredited laboratory results by the independent provider shall be provided to the WHS Manager for distribution to:

- » Regional Managing Director.
- » Employer's Senior Representative.
- » Worker

## **8. Consequences**

### **8.1 Self-Testing**

Workers who result in a negative (pass) result a self-test shall be permitted to commence work immediately.

Workers recording a non-negative result for alcohol and/or drugs as a result of self-testing shall:

- a. advise their Employer that they are unfit for work.
- b. not be permitted to go to work and shall make their way from the medical facility to a safe location without harm (eg. taxi, lift from a friend or Supervisor/Line Manager etc) with all reasonable assistance to be afforded by the employer
- c. have an agreed leave of absence arrangement or loss of pay apply for the duration of their absence.

No disciplinary action will be taken in respect of non-negative test result from a self-test.

No record of testing shall be kept by MPX.

### **8.2 Alcohol Test**

Workers who result in a negative (pass) result to the alcohol test shall be permitted to return to work immediately and a record of having being tested is to be maintained.

Workers who result in a non-negative result to the alcohol test are required to cease work and will be retested 60 minutes after initial screening test or at the discretion of the Drug and Alcohol Officer.

Workers who are retested after 60 minutes and result in a confirmed negative (pass) result to the alcohol test are permitted to return to work immediately. No loss of pay is to apply

Workers who are retested after 60 minutes and results in a confirmed positive (fail) result to the alcohol test shall:

- a. have their result recorded,
- b. be denied access to all MPX workplaces,
- c. not be permitted to return to work and shall leave the workplace when practicable. All reasonable assistance is to be afforded by the employer to ensure the affected Worker can make their way from the workplace to a safe location without harm (eg. taxi, lift from a friend or Supervisor/Line Manager etc), and
- d. have an agreed leave of absence arrangement or loss of pay is to apply, for the period after the first 60 minutes.
- e. be required to return a confirmed negative result (pass) in the form of a retest with a letter from a medical practitioner confirming the result to prior to commencing their next normal shift.

### **8.3 Drug Testing**

Workers recording an initial negative screening test, result (pass) are permitted to return to work immediately and a record of having being tested is to be maintained.

Workers recording an onsite non-negative result shall:

- a. have their result recorded,
- b. be denied access to all MPX workplaces,
- c. not be permitted to return to work leave the workplace when practicable. All reasonable assistance is to be afforded by the employer to ensure the affected Worker can make their way from the workplace to a safe location without harm (eg. taxi, lift from a friend or Supervisor/Line Manager etc),
- d. have the oral fluid sample sent immediately for confirmatory testing at an accredited laboratory in line with AS 4760-2006,
- e. have an agreed leave of absence arrangement or loss of pay apply for the duration of their absence.

Workers who have recorded an onsite non-negative result, who has then subsequently recorded a confirmed negative result (pass), shall return to work at the start of their next allocated shift and shall be reimbursed any leave entitlements as appropriate by their employer.

Workers who have recorded an onsite non-negative result, who has then subsequently recorded a confirmed positive result (fail), shall:

- a. not be permitted to return
- b. be required to return a confirmed negative result (pass) in the form of a retest conducted by an accredited laboratory with a letter from a medical practitioner confirming the result prior to commencing their next normal shift.
- c. have an agreed leave of absence arrangement or loss of pay apply for the duration of their absence.

However, a Worker may dispute the confirmed positive result (fail) test and elect to have Sample B tested at the same or an alternative accredited laboratory. If the result is confirmed negative (pass), the Worker may return to work with no loss of pay or disciplinary action. If the result is confirmed positive (fail) the Worker will not be permitted to return to work and an agreed leave of absence arrangement with their employer or loss of pay is to apply. The cost of this Sample B testing is borne by the Worker.

## **8.4 Refusal to Test**

The following steps shall be undertaken if a Worker refuses to participate in the abovementioned tests (excluding self-testing):

- a. Project or Site Manager, will inform the Worker and the Worker's chosen representative, that the refusal will have the same consequences as a non-negative result, i.e. that the Worker will be deemed to be unfit for work due to the presence of alcohol or drugs.
- b. If the Worker still refuses, the Project or Site Manager shall consult with the Worker and the Worker's chosen representative, regarding the requirements, process and consequences of refusing to test and encourage them to partake in the test. This would be the second request to be tested.
- c. If the Worker still refuses, the refusal will be recorded and the Worker will be:
  - i. Not permitted to return to work.
  - ii. Required to leave the workplace when practicable with reasonable assistance afforded by the employer to ensure the Worker can make their way from the workplace to a safe location without harm (i.e. Taxi, lift from a friend or Supervisor/Line Manager). An agreed leave of absence arrangement or loss of pay is to apply for the duration of their absence.
  - iii. Denied access across all MPX projects.
  - iv. Required to return a confirmed negative result (pass) with a letter from a medical practitioner.

## **8.5 Disciplinary Action**

The following sets out the action which may be taken when a Worker returns a confirmed positive (fail) result to an alcohol or drug test.

### **First Occasion**

A Worker who has received a first confirmed positive result (fail) for alcohol or drugs (other than by self-testing) will be:

- a. Encouraged to seek professional support;
- b. Informed of the consequences of testing positive (fail) and their obligations to present, or remain in a fit state;
- c. Required to be tested once in the next 3 months within the random testing program;
- d. Informed of further disciplinary action and testing requirements should they have a confirmed positive (fail) result within the next 12 months with a record placed on file.

**Second Occasion**

A Worker who has received a second confirmed positive result (fail) for alcohol or drugs (other than by self-testing) within any 12 month period will be:

- a. Required to participate in professional support and demonstrate evidence;
- b. Informed of the consequences of testing positive (fail) and their obligations to present, or remain in a fit state;
- c. Given a verbal warning with record placed on file;
- d. Required to be tested 3 times consecutively within the random testing program.

**Third Occasion**

A Worker who has received three confirmed positive (fail) results for alcohol or drugs which has been detected in a 12 month period will be:

- a. Disciplined under the Employer's disciplinary processes;
- b. Denied access from MPX workplaces for 6 months.

A Worker who fails to attend EAP sessions or other support sessions will be disciplined under the employer's disciplinary processes.

No disciplinary action will be taken in respect of non-negative test result from a self-test.

**8.6 Self-Declaration**

Workers will not be disadvantaged for self-disclosure and therefore will be supported through counselling and rehabilitation processes and provided with the Support contained in this Plan. In such cases the Worker will be required to take accrued or negotiated unpaid leave and may return to work when fit for work.

The Worker may be suspended from any work with immediate effect in order for an assessment to be made of the duties they are able to perform safely and a drug and alcohol test is to be undertaken as soon as reasonably practicable.



## 9. Confidentiality

All information and records gathered as a result of alcohol and drug testing is collected for the purpose of implementing this Plan.

MPX is committed to ensuring that records from all alcohol and drug testing and associated correspondence remain confidential and use/access/dissemination of the records shall be restricted to those who have a genuine requirement to access the records.

MPX will adhere to the following:

- a. Testing will be conducted in a location that maintains the privacy and dignity of the individual.
- b. Evidence of Workers being tested for drugs and alcohol will be maintained.
- c. Workers who record a non-negative or confirmed positive (fail) result will be treated at all times in a respectful and non-judgemental manner by all involved in the management of the matter.
- d. Confirmed positive (fail) and non-negative alcohol or drug test results which may include a register and results will be retained on file.
- e. Immediate advice regarding a non-negative result will be provided to the Site or Project Manager who will also contact the Employer's Senior Representative.
- f. Dissemination of the accredited laboratory results by the independent provider shall be provided to the WHS Manager for distribution to the Regional Managing Director and Employer's Senior Representative
- g. MPX will only release information to a third party as required by law.

10. Appendices

10.1 **Appendix 1 - Drugs and Alcohol – Fitness for Work Policy**



## OUR COMMITMENT

Multiplex and its senior management is committed to:

- Providing a safe workplace free of harm from drugs and alcohol.
- Encouraging education and support to individuals who suffer from drug and alcohol related issues.

## OUR STRATEGIES

To fulfill this commitment, Multiplex will:

- Implement a program to identify those workers who are affected by drugs or alcohol in the workplace.
- Implement a zero tolerance approach to the possession, use and sale or distribution of non-prescribed drugs in the workplace.
- Effectively manage personnel who are affected by drugs or alcohol with a focus on addressing the problem while maintaining the safety of our workplaces.
- Maintain effective consultative arrangements with the health and safety representatives and management where possible to deal with a perceived drug or alcohol related issue, and
- Encourage education and provide assistance to employees and workers who have drug or alcohol related problems and encourage our contractors to provide similar services to their employees and workers

**John Flecker**  
CEO – Multiplex Australasia  
July 2017

## 10.2 Appendix 2 - Industry and Government Support Programs

ORGANISATION	PURPOSE	HOURS	CONTACT NO.	WEBSITE
<b>NATIONAL</b>				
Alcoholics Anonymous (AA)	A fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism		1300 22 22 22	<a href="http://www.aa.org.au">www.aa.org.au</a>
Beyondblue	Support for depression, anxiety and related disorders.	24 hours a day, 7 days a week	1300 224 636	<a href="http://www.beyondblue.org.au">www.beyondblue.org.au</a>
Counselling Online	Free alcohol and drug counselling online.	24 hours a day, 7 days a week		<a href="http://www.counsellingonline.org.au">www.counsellingonline.org.au</a>
Kids Help Line	Free and confidential telephone and online counselling service for young people aged between 5 and 25	24 hours a day, 7 days a week	1800 55 1800	<a href="http://www.kidshelpline.com.au/">www.kidshelpline.com.au/</a>
Family Drug Support Australia	Support for families faced with problematic drug use	24 hours a day, 7 days a week	1300 368 186	<a href="http://www.fds.org">www.fds.org</a>
Lifeline	Confidential telephone counselling.	24 hours a day, 7 days a week	13 11 14	<a href="http://www.lifeline.org.au">www.lifeline.org.au</a>
Narcotics Anonymous	Nonprofit fellowship or society of men and women for whom drugs had become a major problem		1300 652 820	<a href="http://www.na.org.au">www.na.org.au</a>
Cannabis Information and Helpline	National Cannabis Information & Helpline	11am–7pm, Monday to Friday (including public holidays)	1800 30 40 50	<a href="https://ncpic.org.au/helpline">https://ncpic.org.au/helpline</a>
Family Drug Help	Provides a specialist service to support family members and friends who are concerned about a loved one's alcohol and other drug use	24 hours a day, 7 days a week	1300 660 068	<a href="http://www.familydrughelp.com.au">www.familydrughelp.com.au</a>
Quitline	Free service for people who want to quit smoking.	8am–8pm, Monday to Friday	13 78 48	<a href="http://quitnow.gov.au">quitnow.gov.au</a>
Adverse Medicine Events Line	Report and discuss adverse experiences with your medications	9am to 5pm, Monday to Friday (excluding NSW public holidays)	1300 134 237	<a href="http://www.nps.org.au/contact-us/adverse-medicines-events">www.nps.org.au/contact-us/adverse-medicines-events</a>
Medicines Line	Information on prescription, over-the-counter and complementary (herbal, 'natural', vitamin and mineral) medicines.	9am to 5pm, Monday to Friday (excluding NSW public holidays) -	1300 633 424	<a href="http://www.nps.org.au/contact-us/medicines-line">www.nps.org.au/contact-us/medicines-line</a>
<b>NEW SOUTH WALES</b>				
Alcohol and Drug Information Service (ADIS)	A 24-hour confidential information, advice and referral telephone service.	24 hours a day, 7 days a week	02 9361 8000 Regional NSW: 1800 422 599	<a href="http://yourroom.com.au/helplines/">http://yourroom.com.au/helplines/</a>
Ted Noffs Foundation help line	Counselling and support for young people and their families.	24 hours a day, 7 days a week	NSW/ACT: 1800 151 045	<a href="https://www.noffs.org.au/">https://www.noffs.org.au/</a>
<b>ACT</b>				
Alcohol and Drug Information Service (ADIS)	24-hour telephone service offering information, advice, referral, intake, assessment and support.	24 hours a day, 7 days a week	02 6207 9977	<a href="http://health.act.gov.au/our-services/alcohol-and-other-drugs/services">http://health.act.gov.au/our-services/alcohol-and-other-drugs/services</a>

## 13.7 Appendix 07 – Veyor How To Guide



## Onboarding Pack

Multiplex – Chatswood Chase

# MULTIPLEX



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# Introduction & Summary

Veyor is a loading dock scheduling tool that seamlessly connects supply chains and enables teams to collaboratively plan and coordinate the delivery of goods. As the global retail landscape continues to evolve, Veyor aims to lead innovation for facility Owners and Building Contractors ensuring best practices for inbound and outbound logistics management.

Veyor is the central point for all scheduling and coordination between Shopfitters, Tenants Contractors, Tenants, supporting Subcontractors, and suppliers.

## **Veyor's key module being utilised onsite is listed below:**

- Live scheduling for deliveries to loading docks - adapted to suit unique constraints and facility rules
- Once logged in complete the fields via prompts and submit. Most delivery requests are approved immediately if the correct information in the field is selected.
- Deliveries over two hours or multiple requests in one day will require further approval by the MPX Team.



# Registration

Veyor has established streamlined registration processes for the different stakeholders of the Multiplex – Chatswood Chase Project that will automatically be approved.

Please scan the QR code provided below.



Registrations once submitted will be automatically approved and you will have immediate access to the Veyor environment.



## Hello!

Multiplex invites you to join 'Chatswood Chase' on **Veyor**

Veyor Digital is a cloud based, live planning tool for the construction, retail and building management industries, connecting all parties in real time to improve field coordination and efficiency.

Visit our website at  
[www.veyordigital.com](http://www.veyordigital.com)

ACCEPT INVITE





# Delivery Booking Process

## 1. How to make a delivery booking request

- Ensure any delivery requests are submitted as far in advance as possible to give the site team adequate time to coordinate and manage their capacity.

The following link contains a 2-minute video outlining how to make a booking request.

- How to make a booking? Scan QR code for link:





# Support is only a call away:

For any questions or ongoing support, the Veyor team is always available.

Please contact us at:

**Dominic Duran** – Customer Success Manager

Mobile: +61 482 083 929

Email: [dominic.d@veyordigital.com](mailto:dominic.d@veyordigital.com)

Email: [support@veyordigital.com](mailto:support@veyordigital.com)

Phone: +61 2 8073 7665





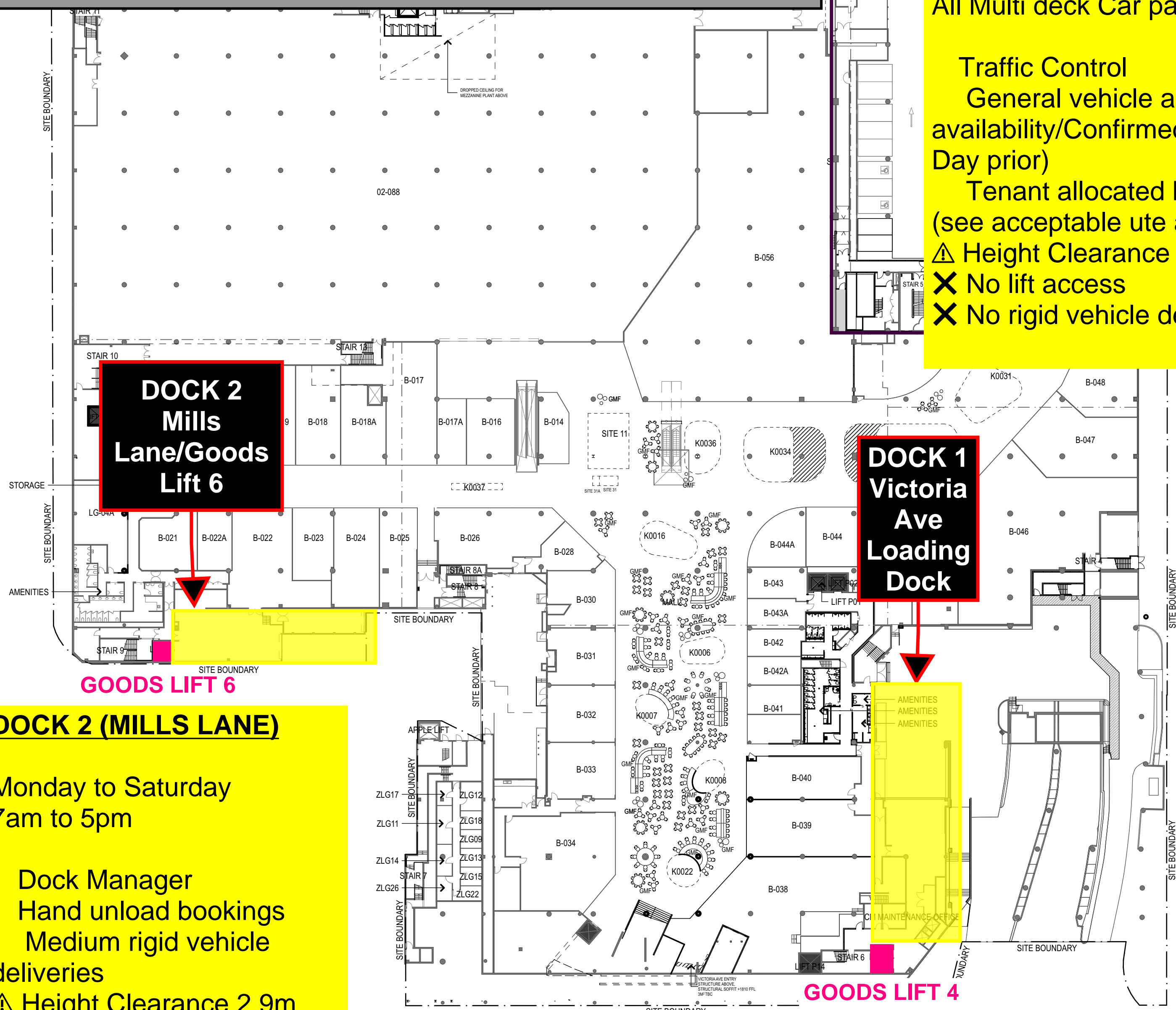
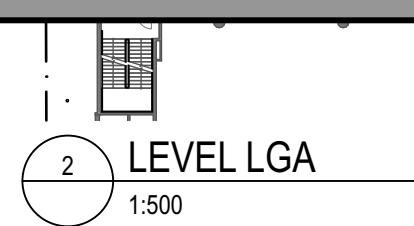
All your scheduling.  
All in your pocket.



## 13.8 Appendix 08 – Tenant Material Handling Plan

General Notes:

- All bookings to be made 48 hours prior via Veyor - deliveries confirmed by MPX 2pm day prior.
- All deliveries are to be made between 7am and 5pm Monday - Saturday.
- Tenancy shop fitters to have ONE appointed person to schedule bookings in on Veyor and attend the 1:30pm delivery meeting the day prior to expected deliveries - all deliveries confirmed 2pm the day prior.
- Tenancy shop fitters are responsible for managing all their sub-contractor deliveries, clearing material within allocated hand unloading spaces (not to be used for on site parking) and clearing material out of fork unload zone.
- All materials are to be moved directly to within the tenancy. There are no allowances for temporary storage of materials.
- Forklift -
  - 1 forklift services 4 floors of the multi deck carpark - shared among base build and tenancy works.
  - 1 forklift services the Victoria Ave loading dock - shared among base build and tenancy works.
- All materials to be unloaded by fork to be palletised and in a safe, secure and stable manner
- All reasonable directions from Dock Managers and Traffic Control must be complied with



**GOODS LIFT 6 (tbc)**

Rated Load: 2000kg  
Door: 2.1m (H) x 1.4m (W)  
Car: 2.6m (H) x 1.9m (W) x 2.1m (D)

**DOCK 2 (MILLS LANE)**

Monday to Saturday  
7am to 5pm

Dock Manager  
Hand unload bookings  
Medium rigid vehicle deliveries  
⚠ Height Clearance 2.9m  
✗ No forklift

**DOCK 1 (VICTORIA AVENUE)**

Monday to Saturday  
7am to 5pm

Traffic Control  
Forklift bookings (subject to availability)  
Hand unload bookings  
Rigid vehicle deliveries UNDER 9m only  
⚠ Height Clearance 3.9m

**GOODS LIFT 4**

Rated Load: 2400kg  
Double pallet  
Door: 2.0m (H) x 2.5m (W)  
Car: 2.9m (H) x 3.6m (W) x 2.2m (D)

**MALVERN AV LOADING ZONE**

**BASEMENT 1 GATE CARPARK ENTRY**

**Basement 1 Gate - Multideck Carpark**

Monday to Saturday  
6:30am to 5pm  
Access via Victoria Ave car park entry  
All Multi deck Car park Levels

Traffic Control  
General vehicle access (subject to availability/Confirmed on Veyor 2pm Day prior)  
Tenant allocated hand unload zones (see acceptable ute and trailer length)  
⚠ Height Clearance 2.05m  
✗ No lift access  
✗ No rigid vehicle deliveries

**Malvern Ave - Loading Zone**

Monday to Saturday  
7am to 5pm  
Ground, L1, L2, L3

Dock Manager/Traffic Control  
Forklift bookings (subject to availability/Confirmed on Veyor 2pm Day prior)  
Material unloaded at malvern & taken to unload zone in carpark  
⚠ Height Clearance 2.05m  
⚠ Maximum Length 3.6m - LONGER MATERIAL REQUIRES CAR & TRAILER  
✗ General vehicle access - use Basement 1 gate  
✗ No lift access  
✗ No rigid vehicle deliveries

B99 + 6m trailer TEMP	
	meters
Car Width	: 1.94
Trailer Width	: 1.90
Car Track	: 1.77
Trailer Track	: 2.45
Lock to Lock Time	: 6.0
Steering Angle	: 34.0
Articulating Angle	: 70.0



## LEGEND

## Level LG

— B-040 Out of Trading Hours Delivery Route

— Victoria Avenue Tenancy Back of House Delivery Paths

All zones, paths, and zone sizing are indicative only and subject to change.

2 LEVEL LGA  
1:500

SITE BOUNDARY

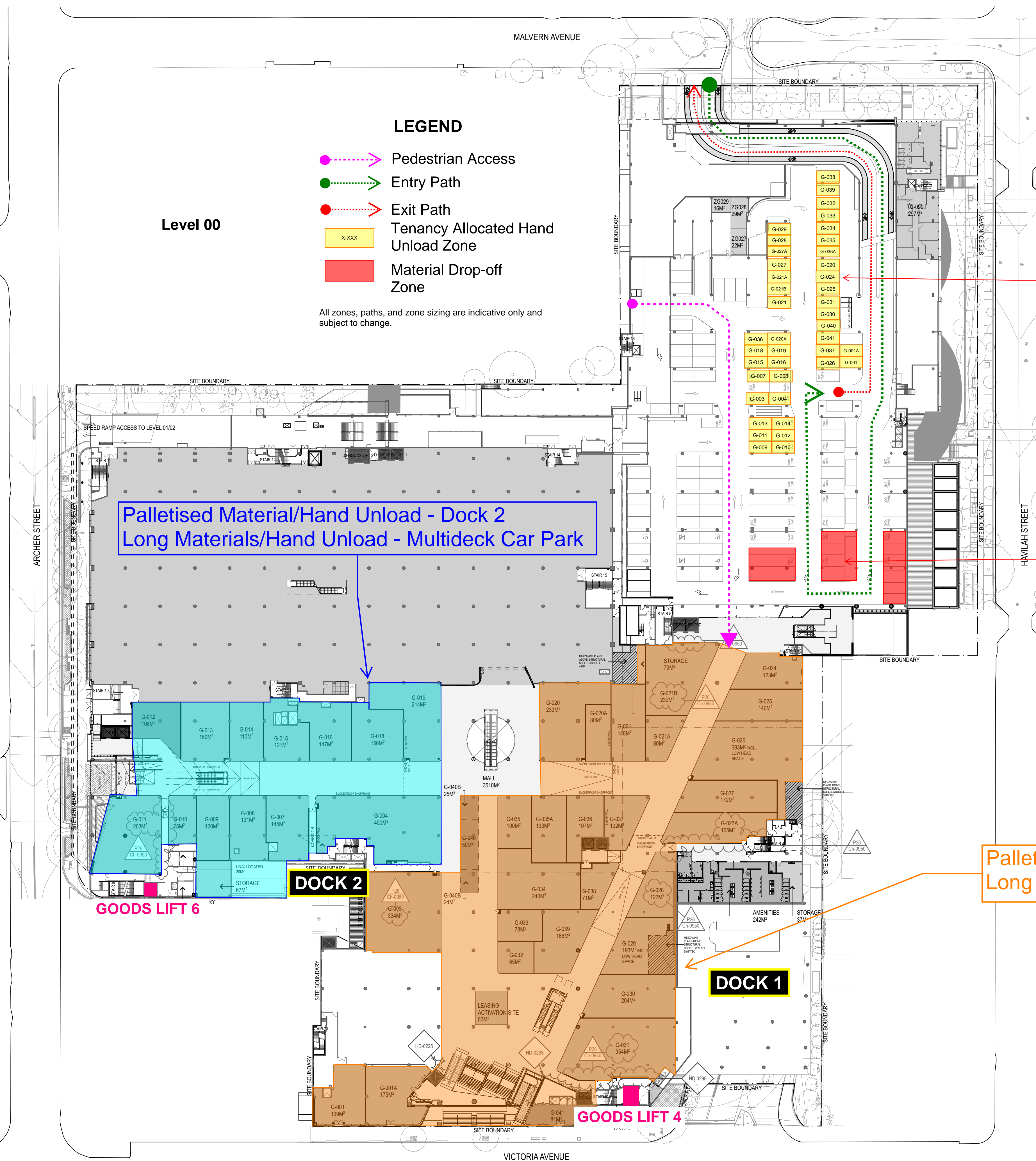
02-088

All materials to be delivered  
out of trading hours via mail

1 LEVEL LG  
1:500

## Palletised and long materials via Dock 1





### LEGEND

- Pedestrian Access
- Entry Path
- Exit Path
- Tenancy Allocated Hand Unload Zone
- Material Drop-off Zone

Level 00

All zones, paths, and zone sizing are indicative only and subject to change.

Material Drop-off Zone - from Basement 1 gate

NO MATERIAL STORAGE - not to be used for on site parking.




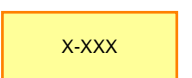

Material Drop-off Zone - from Malvern Ave deliveries (fork unload)

NO MATERIAL STORAGE - MUST BE TAKEN INTO TENANCY

Palletised Material/Hand Unload - Dock 1  
Long Materials/Hand Unload - Multideck Car Park



### LEGEND

-  Pedestrian Access
-  Entry Path
-  Exit Path
-  Tenancy Allocated Hand Unload Zone
-  Material Drop-off Zone

All zones, paths, and zone sizing are indicative only and subject to change.

### Level 01

Palletised Material/Hand Unload - Dock 1 or 2  
Long Materials/Hand Unload - Multideck Car Park

Material Drop-off Zone - from Basement 1 gate

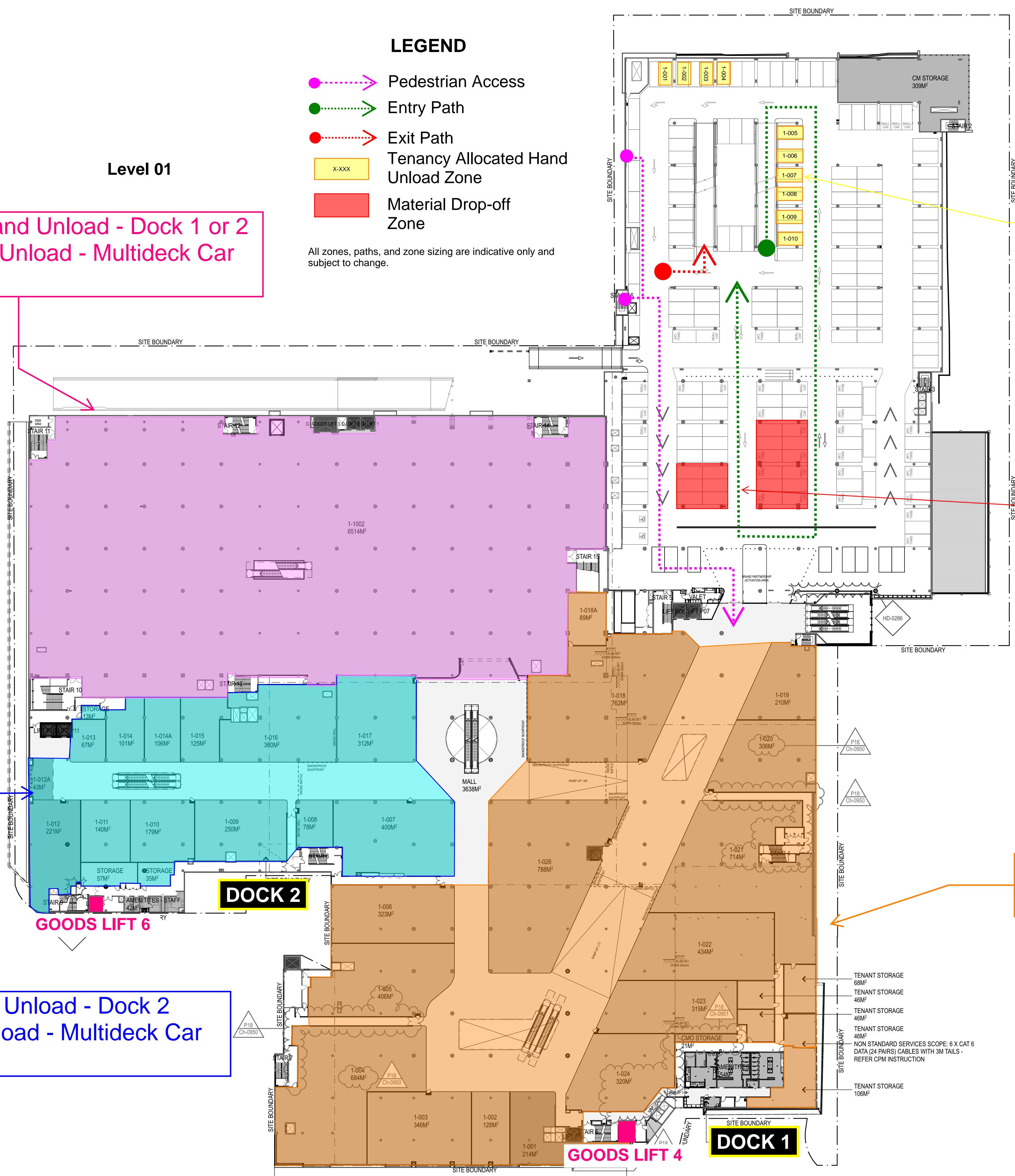
NO MATERIAL STORAGE - not to be used for on site parking.

Material Drop-off Zone - from Malvern Ave deliveries (fork unload)

NO MATERIAL STORAGE - MUST BE TAKEN INTO TENANCY

Palletised Material/Hand Unload - Dock 1  
Long Materials/Hand Unload - Multideck Car Park

Palletised Material/Hand Unload - Dock 2  
Long Materials/Hand Unload - Multideck Car Park





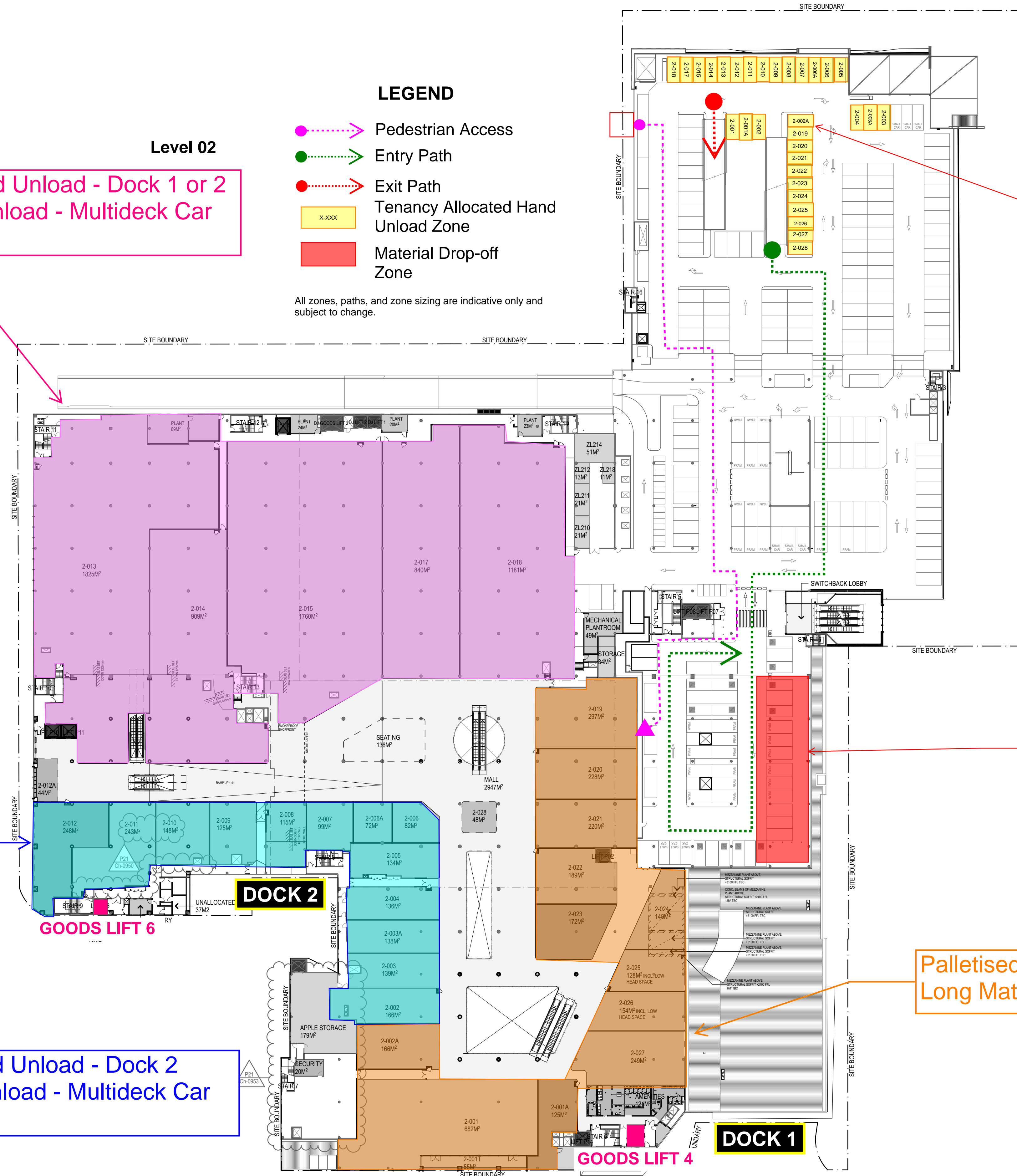
Palletised Material/Hand Unload - Dock 1 or 2  
Long Materials/Hand Unload - Multideck Car Park

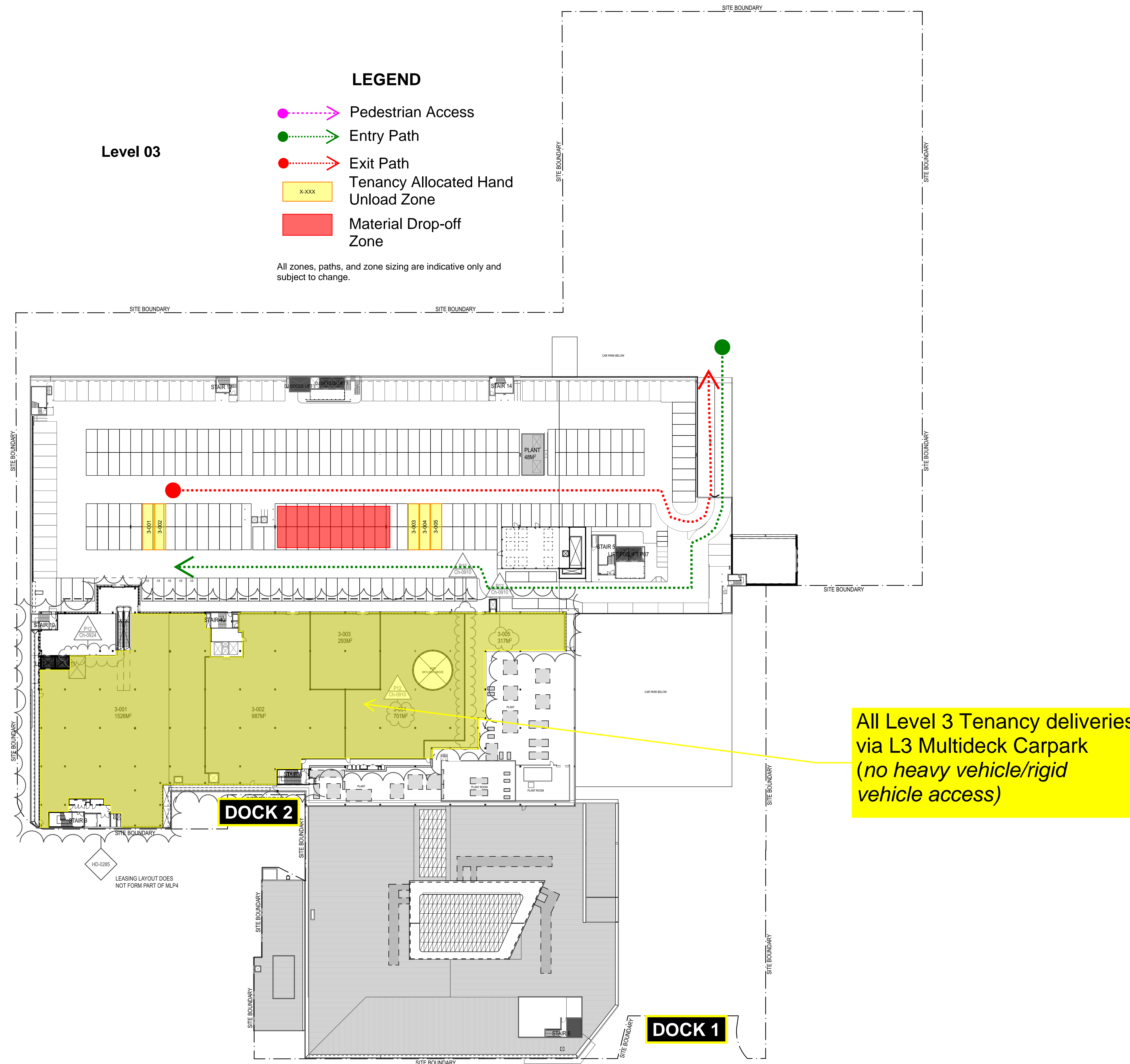
All zones, paths, and zone sizing are indicative only and subject to change.

NO MATERIAL STORAGE - not to be used for on site parking.

NO MATERIAL STORAGE - MUST BE TAKEN INTO TENANCY

Palletised Material/Hand Unload - Dock 2  
Long Materials/Hand Unload - Multideck Car  
Park





MULTIPLEX

Lower Ground Plan - Victoria Ave  
Pedestrian Access Path

VICTORIA AV  
TENANCY MATERIALS  
HANDLING

Drawing ID

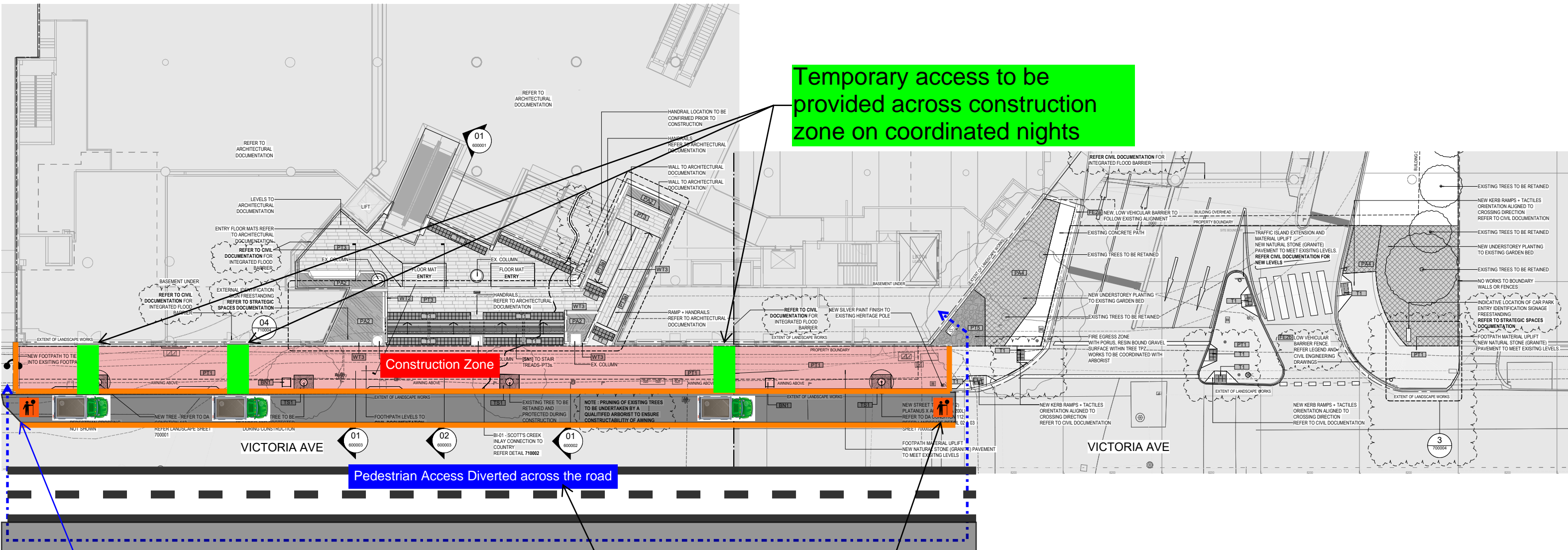
Project  
Chatswood  
Chase

Date

Drawn By



# OUT OF HOURS MATERIAL DELIVERY



Pedestrians to be safely diverted across the road with appropriate pedestrian control. Side lane to be used for truck access

WCC Permit required for out of hours delivery with appropriate pedestrian/traffic control. Deliveries to be coordinated with MPX.

## 13.9 Appendix 09 – Energisation and Isolation Permit



## Energisation Isolation Permit

This form is to be completed before any equipment or circuits are energised or isolated.

**Low Voltage: 32 volts – 1000 Volts A.C.: 115 Volts – 1500 Volts D.C.**

<b>Project Name:</b>		<b>Project No:</b>	
<b>Brief Description of Works:</b>			
<b>Tick the applicable request:</b>		<b>Reason For Permit</b>	
Energisation		<input type="checkbox"/>	
Isolation <input type="checkbox"/>		Relevant SWMS _____	

Goldline Industries will not allow under any circumstances anyone on this project to work on live switchboards or live electrical equipment as documented in the Goldline Industries WHSE - Plan, no live work policy.

Any voltage tests used to prove de-energisation shall be conducted between all conductors and between all conductors and a proven earth.

Date Required: \_\_\_\_\_  
Location/Equipment: \_\_\_\_\_  
Fed From: \_\_\_\_\_  
CB No.: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### Commence Isolation

### Complete Isolation

Date of isolation	_____	Date of Completion	_____
Time of Isolation	_____	Time Completed	_____
Name	_____	Print Name	_____
Signature	_____	Signature	_____

Duration of isolation \_\_\_\_\_

### Goldline Representative

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Note:

*This form states that the nominated contractor has requested that power for their services be energised/isolated.*

*The nominated contractor takes the responsibility that after any repairs/alterations or additions to electrical equipment are made and before the supply is restored, those parts shall be made safe and shall pass the appropriate test as required by AS3000.*





**GOLDLINE INDUSTRIES PTY LTD** ABN 65 145 459 490

*Electrical and Communications Solutions*

Unit 2/10 Anderson Street Banksmeadow NSW 2019

P 02 9420 0777 E info@goldlineindustries.com.au W www.goldlineindustries.com.au

*Before and after the supply is restored, appropriate tests (and test results recorded) shall be done to confirm that equipment is earthed, polarity is correct, actives are switched and phase sequences are correct.*

**Goldline** representative has shown the above contractor the location of their service source.

**Principal Contractor Representative**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

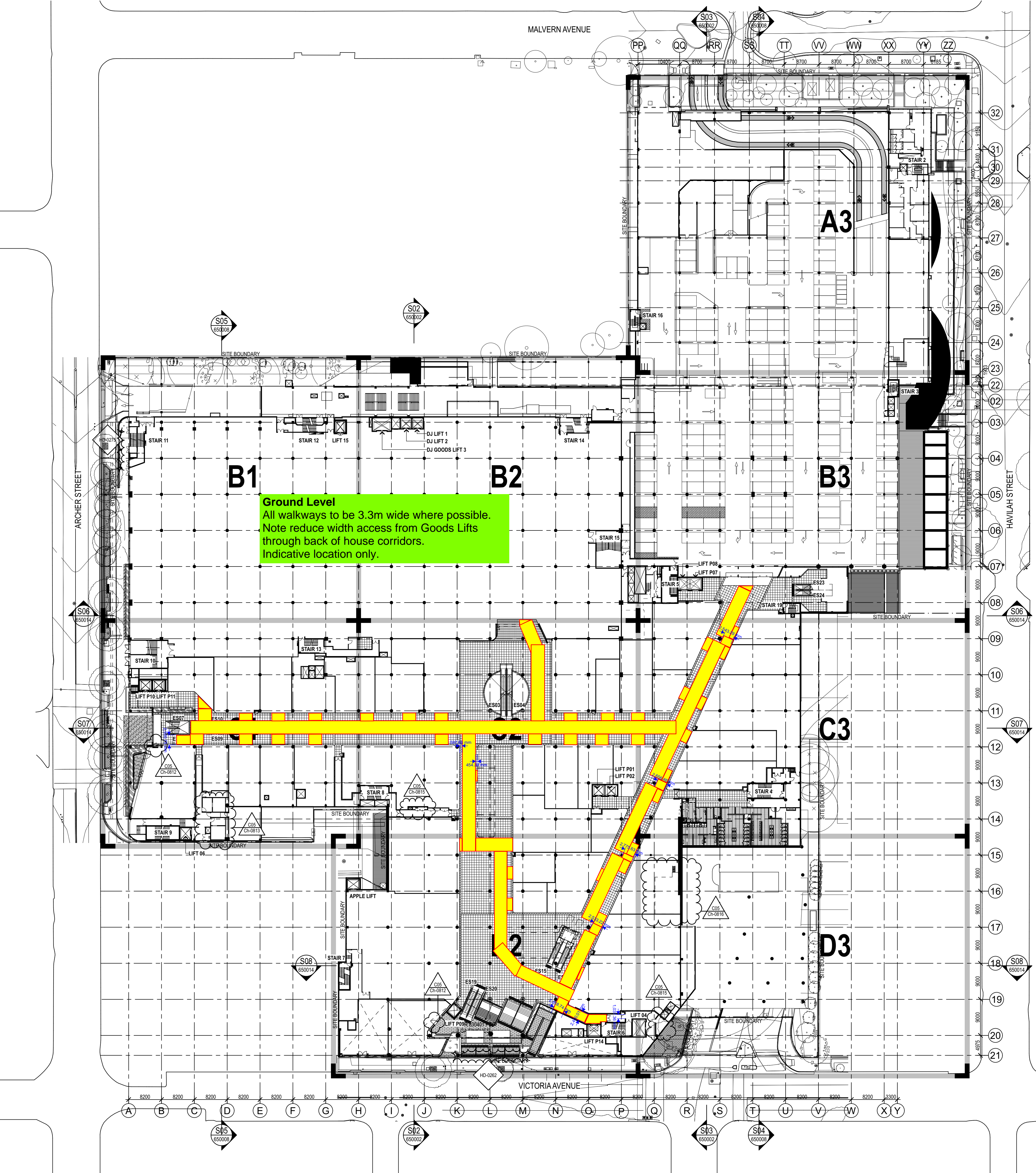
Copy to Goldline Industries / Copy to Service Provider / Copy to Principal Contractor



## 13.10 Appendix 10 – Common Mall Floor Protection Extent



CCR - Common Mall Floor Protection Walkway Extent



Drawing ID

TBC

Project

Chatswood Chase  
Redevelopment

Date

17/09/2024

Revision

01

Drawn By

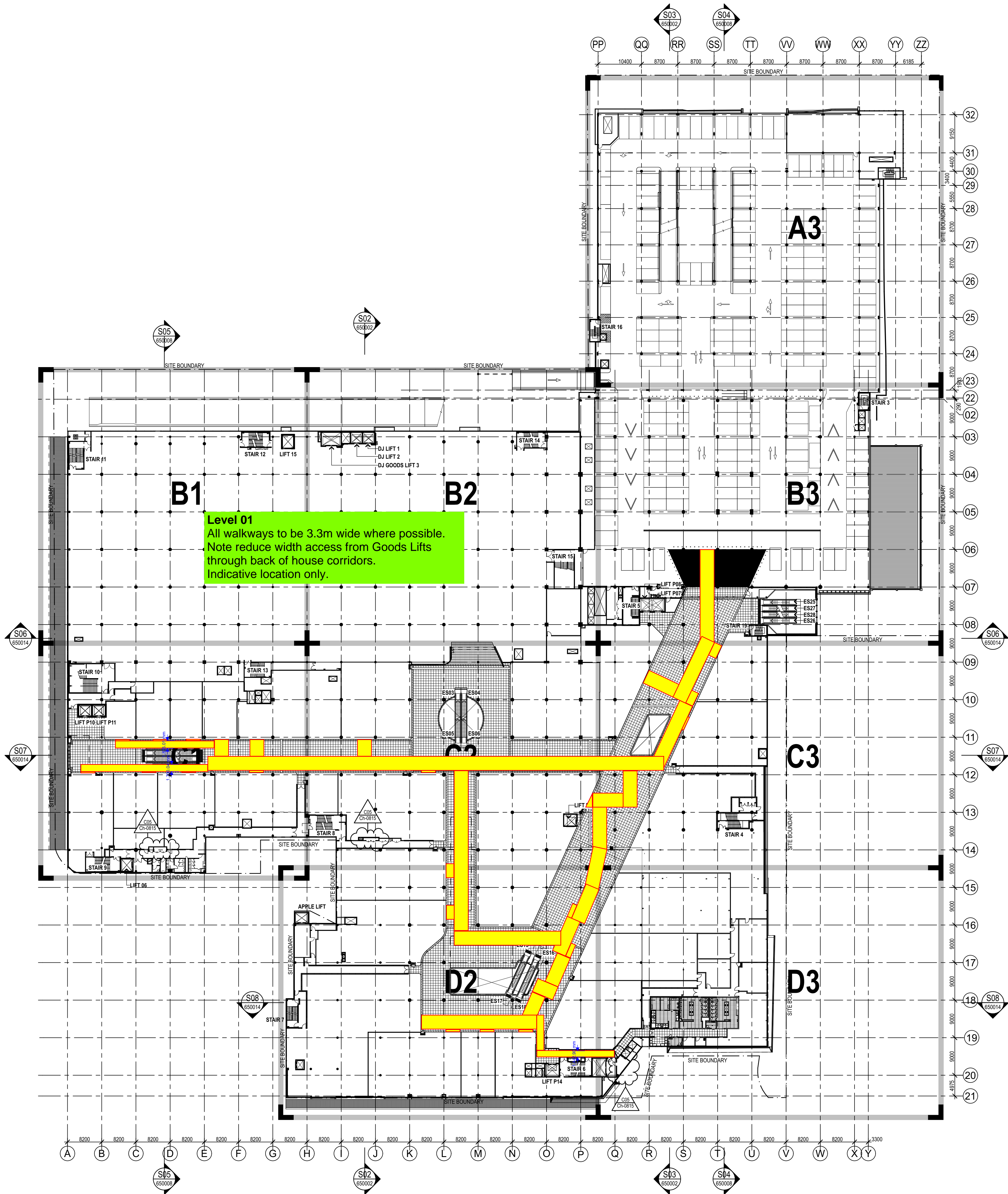
AC

Note: Extent, type and location of tenancies is indicative and subject to change by Multiplex.

Tenants / Shopfitters MUST stay on floor protection walkways through Common Malls. Tenants will be responsible for damage should they leave the designated walkways.



CCR - Common Mall Floor Protection Walkway Extent



Note: Extent, type and location of tenancies is indicative and subject to change by Multiplex.

Tenants / Shopfitters MUST stay on floor protection walkways through Common Malls. Tenants will be responsible for damage should they leave the designated walkways.

Drawing ID

TBC

Project

Chatswood Chase  
Redevelopment

Date

17/09/2024

Revision

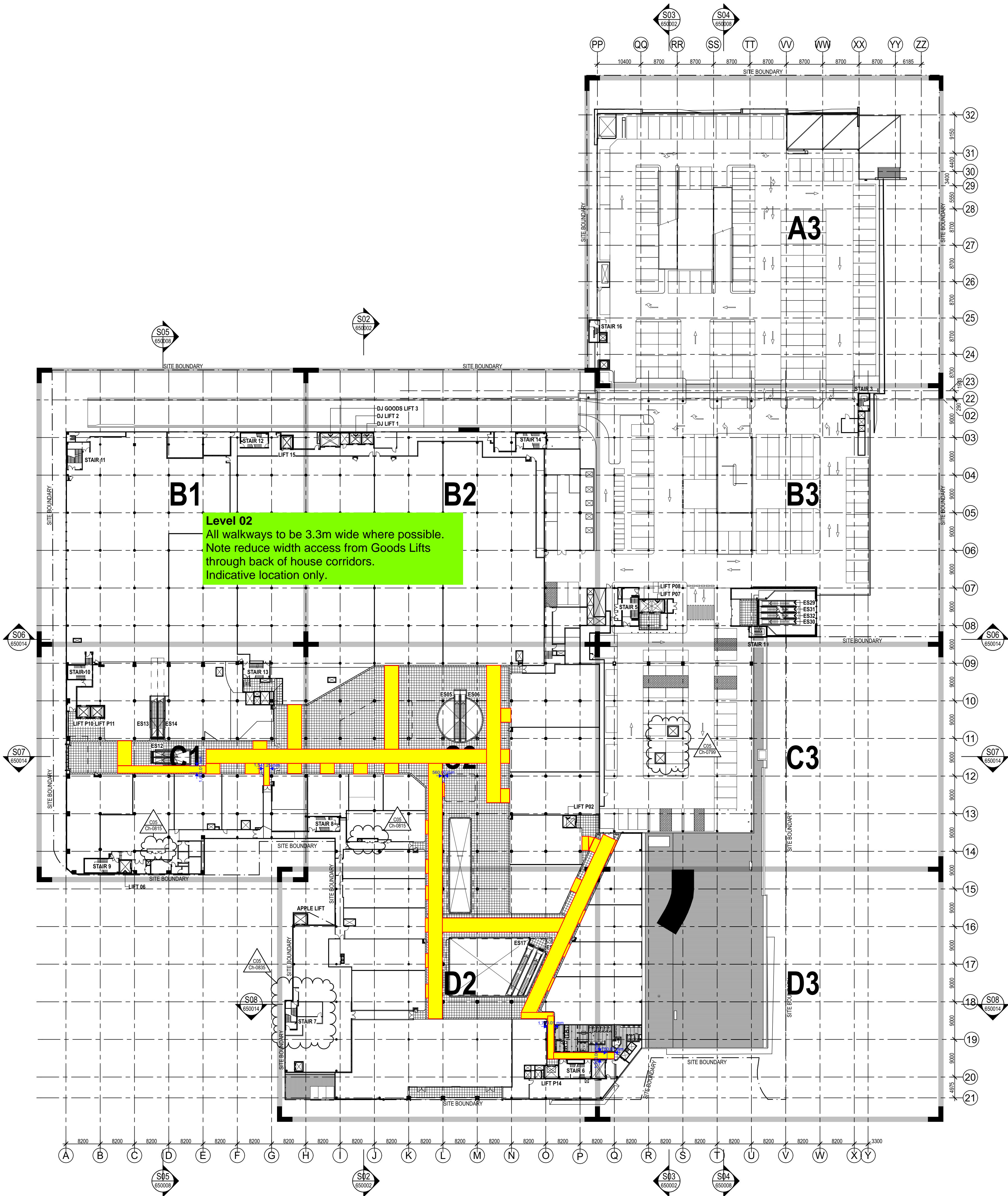
01

Drawn By

AC



CCR - Common Mall Floor Protection Walkway Extent



Note: Extent, type and location of tenancies is indicative and subject to change by Multiplex.

Tenants / Shopfitters MUST stay on floor protection walkways through Common Malls. Tenants will be responsible for damage should they leave the designated walkways.

Drawing ID

TBC

Project

Chatswood Chase  
Redevelopment

Date

17/09/2024

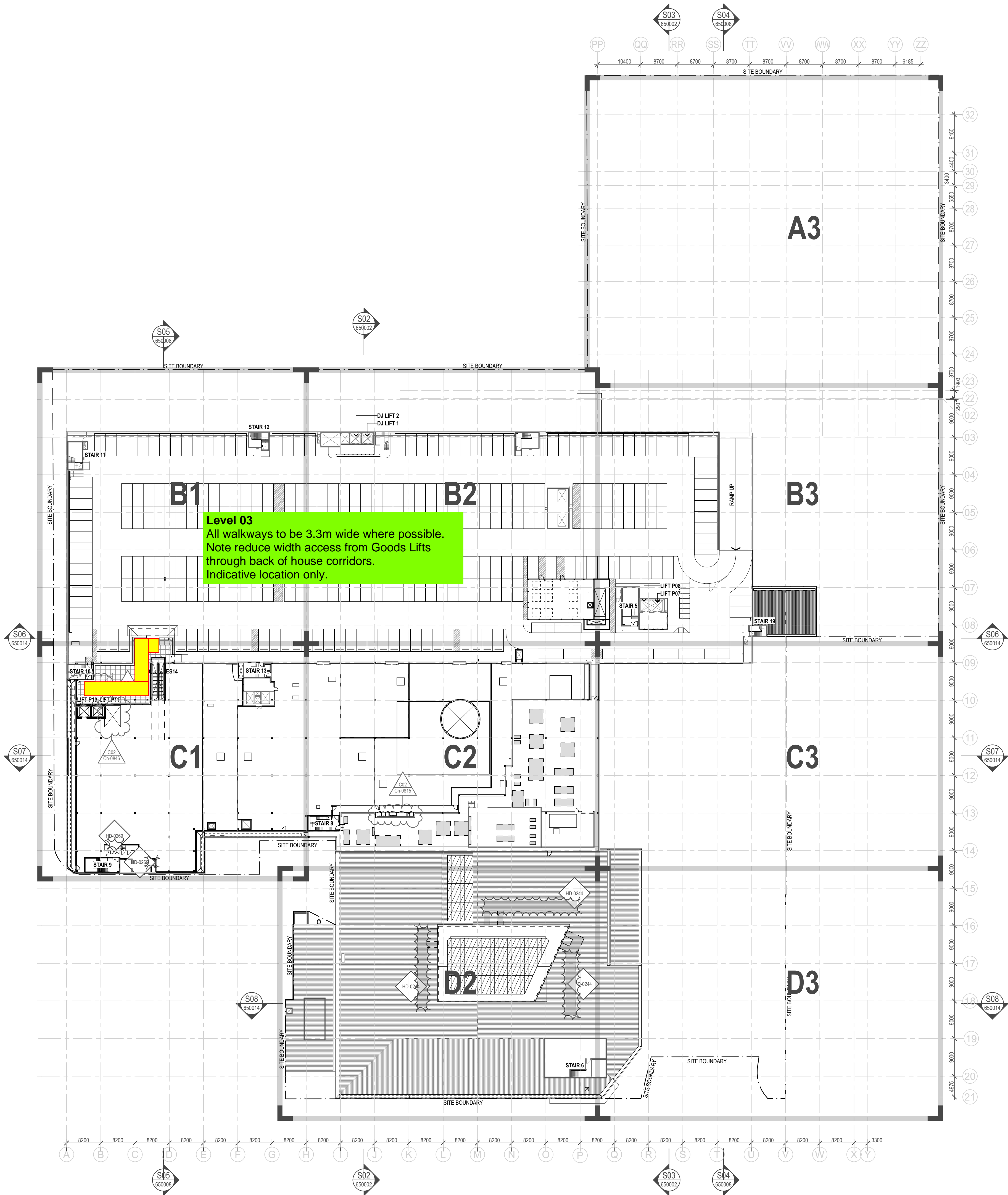
Revision

01

Drawn By

AC

CCR - Common Mall Floor Protection Walkway Extent



**Level 03**  
All walkways to be 3.3m wide where possible.  
Note reduce width access from Goods Lifts  
through back of house corridors.  
Indicative location only.

Note: Extent, type and location of tenancies is indicative and subject to change by Multiplex.  
  
Tenants / Shopfitters MUST stay on floor protection walkways through Common Malls. Tenants will be responsible for damage should they leave the designated walkways.

Drawing ID

TBC

Project

Chatswood Chase  
Redevelopment

Date

17/09/2024

Revision

01

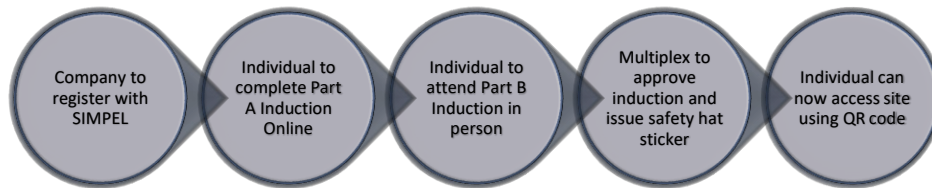
Drawn By

AC

## Appendix 4 – Shopfitters WHSE Compliance Requirements

Welcome to the Chatswood Chase Redevelopment project!

Please refer to this document for all requirements to enter any area of Multiplex's site. The following process should be followed:



## **Company to Register with SIMPEL**

Please create an organisation with our project management platform SIMPEL. All subcontractors are responsible for maintaining their SIMPEL account profile, this should be done by a nominated SIMPEL administrator. As part of this online induction the company will need to provide:

- ☐ Workers Compensation Insurance – appropriate amount.
- ☐ Public Liability Insurance - minimum \$20 million.
- ☐ Professional Indemnity Insurance (if applicable).

All applicable Work Health and Safety documentation must be uploaded to SIMPEL including, but not limited to, Safe Working Method Statements (SWMS), and Plant Inductions. **Multiplex require a minimum 48 hours to review all documentation.**

## ***Individual Workers***

After an organisation has completed their registration, individual workers can be added to SIMPEL allowing them to access online registration.

For further information on how to navigate the SIMPEL system, please refer to the SIMPEL Onboarding information document.

## **Individual Inductions**

Worker inductions are separated into two separate parts – Part A and Part B. Part A is completed online; Part B is a site-specific induction presentation given by Multiplex at 7am every day in the Induction room located at the 12-14 Malvern Avenue site compound.

### ***Part A - Online***

The Part A induction includes watching the Multiplex induction video. Individuals will also need to upload the following to their SIMPEL profile:

- ☐ Induction White Card
- ☐ Photo ID (Driver's License or Photo ID)
- ☐ High Risk Work Licenses if applicable (Must have new photo card, old yellow licenses are not accepted)

**Do not attend the Part B induction if all above documents have not been uploaded and the video not watched, you will be sent away and asked to reattend at a later date.**

### ***Part B – In Person***

The Part B induction ensures workers are familiar with the project specific processes and procedures, have uploaded licenses and certificates correctly and is also the time workers will read and sign Safe Work Method Statements and SOP's they have been assigned.

If you don't complete the Part B induction your QR code for entry to the project will not be activated despite appearing on SIMPEL.

## **Multiplex Induction Approval – QR Access**

Following the successful submission and completion of both Part A and Part B induction, a Multiplex employee will issue a "CCR Inducted" sticker that must always be displayed on workers' safety helmet on the project. This approval will activate the worker's QR code, allowing access through site turnstiles.

*Workers must ensure that the QR code is scanned at 12-14 Malvern Av when entering and exiting any part of the Chatswood Chase project, non-compliance will result in re-induction and/or eviction from the Chatswood Chase project.*



**MULTIPLEX WELCOMES YOU TO THE CHATSWOOD CHASE PROJECT.**

Multiplex is implementing a construction project management platform known as 'Simpel' which includes a site access system that all workers will require a profile for to be able to access site.

Simpel is a web-based program so you and your team will not be required to install software or an app to your device. We appreciate your understanding and commitment through the implementation process and note there is no charge to subcontractors.

In order to achieve a smooth roll-out we have added links below to helpful guides to assist in setting up your organisation and individual user accounts for your employees. For those companies and workers with an existing Simpel account you do not need to set these up again.

**IN ORDER TO CREATE YOUR ORGANISATION AND WORKER ACCOUNTS YOU WILL NEED TO UNDERTAKE THE FOLLOWING STEPS.**

As an Organisation -

1. **Sign up to Simpel and register your organisation (USING THE CODE 'MULTIPLEXNSW')**  
- Please click this [Guide: Getting Started - Creating your Account and Organisation](#)

**If your Organisation already exists on Simpel, you will not need to follow the above step in regards to creating an Organisation.**

2. **Add workers, insurances, and plant to your organisation**  
- Please click this [Guide: Manage your Organisation](#)
3. **Submit each SWMS separately via the Simpel SWMS/Safety Plan Module**  
- Please click this [Guide: SWMS/Safety Plans](#)

Then, each worker must complete:

4. **Online Registration for Induction: completed via Simpel and their individual profiles**  
- Please click this [Guide: Completing your Induction](#)  
- Upload any High Risk Work Licences, Plant Operator Tickets or any other tickets (e.g. Confined Space, Working at Heights, First Aid etc.) in their Simpel Profile before starting the online registration.

Should you have any questions please contact a member of the Multiplex team for assistance. Simpel can also be contacted for help desk assistance via the details outlined below.

[Simpel Help Desk](#)    P: 1300 85 85 80  
E: [support@simpel.com.au](mailto:support@simpel.com.au)



## **Individual Inductions**

Worker inductions are separated into two separate parts – Part A and Part B. Part A is completed online; Part B is a site-specific induction presentation given by Multiplex at 7am every day in the Induction room located at the 12-14 Malvern Avenue site compound.

### ***Part A - Online***

The Part A induction includes watching the Multiplex induction video. Individuals will also need to upload the following to their SIMPEL profile:

- ☐ Induction White Card
- ☐ Photo ID (Driver's License or Photo ID)
- ☐ High Risk Work Licenses if applicable (Must have new photo card, old yellow licenses are not accepted)

**Do not attend the Part B induction if all above documents have not been uploaded and the video not watched, you will be sent away and asked to reattend at a later date.**

### ***Part B – In Person***

The Part B induction ensures workers are familiar with the project specific processes and procedures, have uploaded licenses and certificates correctly and is also the time workers will read and sign Safe Work Method Statements and SOP's they have been assigned.

If you don't complete the Part B induction your QR code for entry to the project will not be activated despite appearing on SIMPEL.

## **Multiplex Induction Approval – QR Access**

Following the successful submission and completion of both Part A and Part B induction, a Multiplex employee will issue a "CCR Inducted" sticker that must always be displayed on workers' safety helmet on the project. This approval will activate the worker's QR code, allowing access through site turnstiles.

*Workers must ensure that the QR code is scanned at 12-14 Malvern Av when entering and exiting any part of the Chatswood Chase project, non-compliance will result in re-induction and/or eviction from the Chatswood Chase project.*

**MULTIPLEX WELCOMES YOU TO THE CHATSWOOD CHASE PROJECT.**

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Simpel is a web-based program so you and your team will not be required to install software or an app to your device. We appreciate your understanding and commitment through the implementation process and note there is no charge to subcontractors.

In order to achieve a smooth roll-out we have added links below to helpful guides to assist in setting up your organisation and individual user accounts for your employees. For those companies and workers with an existing Simpel account you do not need to set these up again.

**IN ORDER TO CREATE YOUR ORGANISATION AND WORKER ACCOUNTS YOU WILL NEED TO UNDERTAKE THE FOLLOWING STEPS.**

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- Please click this [Guide: Getting Started - Creating your Account and Organisation](#)

**If your Organisation already exists on Simpel, you will not need to follow the above step in regards to creating an Organisation.**

- 2. Add workers, insurances, and plant to your organisation**  
- Please click this [Guide: Manage your Organisation](#)
- 3. Submit each SWMS separately via the Simpel SWMS/Safety Plan Module**  
- Please click this [Guide: SWMS/Safety Plans](#)

Then, each worker must complete:

- 4. Online Registration for Induction: completed via Simpel and their individual profiles**  
- Please click this [Guide: Completing your Induction](#)  
- Upload any High Risk Work Licences, Plant Operator Tickets or any other tickets (e.g. Confined Space, Working at Heights, First Aid etc.) in their Simpel Profile before starting the online registration.

Should you have any questions please contact a member of the Multiplex team for assistance. Simpel can also be contacted for help desk assistance via the details outlined below.

[Simpel Help Desk](#)    P: 1300 85 85 80  
E: [support@simpel.com.au](mailto:support@simpel.com.au)

Note: This Checklist **must** be completed for each and every SWMS for High Risk Construction Work submitted.

Part 1 - Safe Work Method Statement Details	
Project name: Chatswood Chase Redevelopment	
Company name:	Revision#:
Company name of Managing Subcontractor other than Multiplex:	Managing Subcontractor site contact Name:  Mobile phone number:
SWMS Title:	

Part 2 – Identification of High Risk Construction Work – (Clause 291 WHS Regulation)			
<input type="checkbox"/>	involves a risk of a <b>person falling more than 2 metres</b>	<input type="checkbox"/>	is carried out on or near <b>chemical, fuel or refrigerant</b> lines
<input type="checkbox"/>	is carried out on a <b>telecommunication tower</b>	<input type="checkbox"/>	is carried out on or near <b>energised electrical</b> installations or services
<input type="checkbox"/>	involves <b>demolition</b> of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure	<input type="checkbox"/>	is carried out in an area that may have a <b>contaminated or flammable</b> atmosphere
<input type="checkbox"/>	involves, or is likely to involve, the disturbance of <b>asbestos</b>	<input type="checkbox"/>	involves <b>tilt-up or precast concrete</b>
<input type="checkbox"/>	involves structural alterations or repairs that require <b>temporary support</b> to prevent collapse	<input type="checkbox"/>	is carried out on, in or <b>adjacent to a road, railway, shipping lane or other traffic corridor</b> that is in use by traffic other than pedestrians
<input type="checkbox"/>	is carried out in or near a <b>confined space</b>	<input type="checkbox"/>	is carried out in an area at a workplace in which there is any movement of <b>powered mobile plant</b>
<input type="checkbox"/>	is carried out in or near: a shaft or trench with an <b>excavated</b> depth greater than 1.5 metres, or a <b>tunnel</b>	<input type="checkbox"/>	is carried out in an area in which there are <b>artificial extremes of temperature</b>
<input type="checkbox"/>	involves the use of <b>explosives</b>	<input type="checkbox"/>	is carried out in or near water or other liquid that involves a risk of <b>drowning</b>
<input type="checkbox"/>	is carried out on or near <b>pressurised gas</b> distribution mains or piping	<input type="checkbox"/>	involves <b>diving work</b>

Part 3 -Safe Work Method Statement Requirements			Page No.	Content ✓ - Yes, ✗ - No N/A
1	Identifies a <b>SWMS document no., revision</b> and <b>date of revision</b> .			
2	Identifies the correct <b>project name, organisation name</b> and <b>ABN number</b> .			
3	Describes the <b>activity/work</b> to be undertaken.			
4	Includes the name and position of the person who has <b>prepared</b> and <b>approved</b> the SWMS.			
5	Includes the name and position of the person who responsible for <b>ensuring compliance</b> with SWMS			
6	Includes the names of individuals who were <b>consulted and involved in the development</b> of the SWMS.			
7	Includes a <b>step-by-step sequence</b> for undertaking the activity/work.			
8	Identifies <b>the hazards</b> associated with each step.			
9	Identifies the <b>potential risks</b> associated with each hazard.			
10	Identifies the <b>control measures</b> for each individual risk, in accordance with the hierarchy of controls.			
11	Identifies the <b>control measures</b> outlined from trade/element risk workshop (where applicable).			
12	Identifies the <b>positions of personnel</b> responsible for each control measure.			

Part 3 -Safe Work Method Statement Requirements		Page No.	Content ✓ - Yes, ✗ - No N/A
12	Identifies the <b>positions of personnel</b> responsible for each control measure.		
13	Identifies any <b>pre-starts requirements, certification, authorisations or permits</b> required for the activity/work.		
14	Identifies <b>plant, tools and equipment</b> that will be required to undertake the activity/work.		
15	Identifies specific <b>competencies and training</b> required to undertake the activity/work.		
16	Includes the provision of a statement of acknowledgement that workers performing the tasks have been <b>inducted</b> in the SWMS including a section for workers and trainers name and signature.		

Part 4 - Summary SWMS deficiencies		Page No.	Signoff	Date

Part 5 - Reviewed and familiar with all elements in the SWMS		
Name	Signature	Date of Review

Part 6 – First Review of SWMS – Shopfitter to confirm SMWS reviewed against checklist		
Name:	Signature:	Date:

Part 7 – Principal’s Safety Representative Acceptance of SWMS		
Name:	Signature:	Date:

## Powered Mobile Plant Pre-Mobilisation Checklist

Subcontractor must complete this form with associated paperwork (detailed below) for each item of powered mobile plant for acceptance by Multiplex prior to mobilising to site.

Powered Mobile Plant Details		
QR/Plant Barcode number:		Add Photo
Project name:	<b>Chatswood Chase Redevelopment</b>	
Plant Type:		
Plant Make / Model:		
Date of Manufacturer:		
Subcontractor Operating Plant:		
Authority Registration No: (if applicable):		
Plant Serial Number:		
Subcontractor's Contact Phone No:		
Date onsite:		

Powered Mobile Plant Compliance Requirements		Sub ✓ - Yes, ✗ - No, N/A	MPX ✓ - Yes, ✗ - No, N/A
General Requirements			
	Controls/instruments clearly labelled and legible?		
	No visible signs of damage?		
	Compliance plate's legible?		
	Fitted with charged and serviceable fire extinguisher?		
	Flashing amber beacon visible?		
	Guards in place?		
	Safe Working Load (SWL) or Manufacturers Rated Capacity (MRC) displayed?		
Specific plant requirements			
	Secondary crush protection installed on EWP platform? e.g. Pressure sensing device, proximity sensor. (Scissor lifts, EWP etc.) <i>Note: Requirement effective date mandated 01/01/2022</i>		
	Weight gauge fitted? (forklift, telescopic handler)		
	Control guarding fitted? (scissor lifts)		
	Road registration current? (where applicable)		
	ROPs and FOPS fitted with a compliance plate displayed? (earthmoving)		
	FOPS fitted with a compliance plate displayed? (forklift, telescopic handler)		
	External rated capacity indicator light system (3 stage coloured light) fitted? (mobile cranes)		
	Load charts displayed? (mobile cranes, telehandlers, excavator)		
	Fully automatic quick hitch fitted? (excavators, backhoes)		

## Powered Mobile Plant Pre-Mobilisation Checklist

Documentation Requirements			
	Maintenance records with no outstanding items noted for repair available?		
	Operator manual specific to make and model available?		
	Operator's competency records available?		
	Log Book (daily checks) available and in use?		
	Plant risk assessment specific to make and model provided?		
	SWMS for plant operations provided?		
	Test certificates and routine inspection records for chains and lifting equipment been provided?		

### Supplier/Subcontractor Declaration

I declare that this plant is in a safe condition, is free from defect, is fit for purpose and will be maintained in accordance with the manufacturer's specifications.

Subcontractor's/ Supplier Name:		Signature:	
---------------------------------	--	------------	--

### Accepted by Multiplex

Name:		Signature:	
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## Appendix 5 – Other Contractors Deed



[date]

[Insert Other Contractor's details including ABN] (Other Contractor)

Dear [insert]

## Chatswood Chase – Other Contractor Works

As a precondition to entering into the agreement with your client, you are required to sign this letter which sets out of the terms governing your working arrangements with Multiplex while you are undertaking works at the Site (**Other Contractor Works**).

### 1. Definitions

**Other Contractor's Employees** means each of the Other Contractor's employees, agents, contractors, subcontractors, consultants, suppliers and authorised officers.

**Project Site** means the area identified in the plan attached to this letter and at all times excluding the Site. [note to team: to be provided separately]

**Site** means the area identified in the plan attached to this letter being the site where the Other Contractor will carry out the Other Contractor Works and at all times excluding the Project Site. [note to team: to be provided separately]

### 2. Access and access conditions

Subject to reasonable notice being given to Multiplex, Multiplex must give the Other Contractor access through those parts of the Project Site which are necessary for access to and egress from the Site and the Other Contractor will and will procure that the Other Contractor's Employees will comply with all relevant and appropriate site management requirements and directions of Multiplex and not unreasonably impede or prevent Multiplex from using these areas.

The Other Contractor must give Multiplex access through the Site at any time where required by Multiplex subject to Multiplex's compliance with its obligations in this deed and Multiplex will where possible comply with all appropriate site management requirements.

Each party must do everything necessary or appropriate to cooperate with one another and other contractors that may be carrying out works on the Project Site and coordinate their works so as not to unreasonably interfere with or disrupt, delay or hinder one another.

### 3. Site co-ordination meetings

The Other Contractor and its subcontractors may be required to attend Project Site co-ordination meetings and must attend where requested subject to reasonable notice being provided by Multiplex.

### 4. Delay

Each party must take reasonable steps to avoid causing delay to the other.

## 5. Site establishment and requirements

No Other Contractor's Employees will be permitted on the Project Site until they have attended and satisfactorily completed a formal site specific induction prior to their access to the Project Site and completed the required safety awareness courses, obtained the required insurances and certificates to carry out their respective work, and paid all fees for security passes provided by Multiplex.

The Other Contractor must place all rubbish (but not recyclables) into the bins provided by Multiplex on the Site and not on the Project Site.

## 6. Work health and safety

The Other Contractor:

- (a) warrants to Multiplex that the Other Contractor has been engaged as the principal contractor in respect of the Other Contractor Works and the Site;
- (b) acknowledges and agrees that Multiplex has been engaged as the principal contractor in respect of the Works and the Project Site only; and
- (c) must comply with all work health and safety (**WHS**) laws and refrain from doing anything that may put Multiplex in breach of its obligations under the WHS laws.

## 7. Indemnity

The Other Contractor indemnifies Multiplex, and agrees to keep Multiplex always indemnified, against all claims for costs, expenses, fines, losses or damages, arising out of or in connection with actions of the Other Contractor or the Other Contractor's Employees causing or contributing to any injury, loss or damage to any person or property (real or personal).

## 8. Protection of works

The Other Contractor is, in carrying out the Other Contractor Works, responsible for ensuring that neither it nor the Other Contractor's Employees cause damage to the Works on the Project Site or the Works on the Site.

## 9. Insurance

Prior to the commencement of the Other Contractor Works, the Other Contractor must have in place (and provide evidence to Multiplex's satisfaction):

- (a) public and products liability insurance written on an occurrence basis with a limit of indemnity of not less than \$20 million arising out of, or in connection with, the performance of the Other Contractor Works;
- (b) insurance with a limit of indemnity of not less than \$20 million for any one occurrence, which covers third party property damage, injury to, illness of, or death of, any person related to any unregistered plant or vehicles used in the performance of the Other Contractor Works;
- (c) compulsory third party motor vehicle insurance as required by law; and
- (d) workers compensation insurance as required by law.

*I record my agreement to the above terms by signing where indicated below.*

**EXECUTED** on \_\_\_\_\_

**Executed** by the Other Contractor by its  
Authorised Representative

\_\_\_\_\_  
Signature of Authorised Representative ←

\_\_\_\_\_  
Signature of witness ←

\_\_\_\_\_  
Name of Authorised Representative (print)

\_\_\_\_\_  
Name of witness (print)

**Executed** by Multiplex Constructions Pty Ltd  
by its Authorised Representative

\_\_\_\_\_  
Signature of Authorised Representative ←

\_\_\_\_\_  
Signature of witness ←

\_\_\_\_\_  
Name of Authorised Representative (print)

\_\_\_\_\_  
Name of witness

## Other Contractor's Deed

---

Multiplex Constructions Pty Ltd  
(ABN 70 107 007 527)  
(Builder)

*[insert name of Other Contractor – this should be the same as the name in Item 2 of Schedule 1]*

(ABN *[insert ABN of Other Contractor – this should be the same as the ABN in item 2 of Schedule 1]*)  
(Other Contractor)

# Other Contractor's Deed

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# Details

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## Parties

Name	Multiplex Constructions Pty Ltd (ABN 70 107 007 527)
Short form name	<b>Builder</b>
Address	Level 22, 135 King Street, Sydney NSW 2000
Notice details	As stated in Item 1 of Schedule 1

Name	The Other Contractor named in Item 2 of Schedule 1
Short form name	<b>Other Contractor</b>
Address	As stated in Item 3 of Schedule 1
Notice details	As stated in Item 4 of Schedule 1

## Background

- A The Builder is appointed the builder under a contract ("**D&C**") dated the date stated in Item 6 of Schedule 1 with the Principal named in Item 5 of Schedule 1 (**Principal**) to carry out the works for the project described in Item 7 of Schedule 1 (**Works**).
- B **[Option1 (delete if not applicable): For Principal engaged OC:** The Other Contractor has been appointed under a contract (**Other Contract**) with the Principal to undertake certain works on the Site (**Other Contractor Works**).]
- C **[Option 2 (delete if not applicable): For Tenant engaged OC:** The Principal has entered into a lease agreement with [insert] ("Tenant") to lease [insert] to the Tenant.
- D The Other Contractor has been appointed under a contract (**Other Contract**) with the Tenant to undertake certain works on the Site (**Other Contractor Works**).]



# Agreed terms

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## 1. Defined terms and interpretation

### 1.1 Definitions

In this deed, the following words have the following meanings:

**Authority** means any government, semi-government, local government, statutory, public, ministerial, administrative, fiscal or judicial body, department, commission, authority, tribunal, agency or entity.

**business day** means any day other than a Saturday, Sunday or public holiday in the capital city of the state or territory indicated in Item 8 of Schedule 1.

**construction project** has the same meaning given to that term in the WHS Law.

**Other Contractor's Employees** means each of the Other Contractor's employees, agents, contractors, subcontractors, consultants, suppliers and authorised officers.

**principal contractor** has the same meaning given to that term in the WHS Law.

**Project Site** means the area identified in the plan attached at Schedule 2 and at all times excluding the Site.

**Site** means the area identified in the plan attached at Schedule 3 being the site where the Other Contractor will carry out the Other Contractor Works and at all times excluding the Project Site.

**WHS Law** means the legislation and codes of practices relating to work health and safety including the Work Health and Safety Act 2011 (NSW) and the Work Health and Safety Regulation 2011 (NSW), as amended or replaced from time to time.

### 1.2 Interpretation

In this deed, except where the context otherwise requires:

- (a) the singular includes the plural and vice versa, and a gender includes other genders;
- (b) another grammatical form of a defined word or expression has a corresponding meaning;
- (c) a reference to a clause, paragraph, schedule, information table or annexure is to a clause or paragraph of, or schedule or information table or annexure to, this deed, and a reference to this deed includes any schedule or annexure;
- (d) a reference to a document or instrument includes the document or instrument as novated, altered, supplemented or replaced from time to time;
- (e) a reference to "**A\$**", "**\$A**", "**dollar**" or "**\$**" is to Australian currency;
- (f) a specific time for complying with an obligation is to that time in the place where that obligation is to be complied with;
- (g) a reference to a party is to a party to this deed, and a reference to a party to a document includes the party's executors, administrators, successors and permitted assigns and substitutes;
- (h) a reference to a person includes a natural person, partnership, body corporate, association, governmental or local authority or agency or other entity;
- (i) a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;

- (j) the meaning of general words is not limited by specific examples introduced by **"including"**, **"for example"**, or similar expressions;
- (k) any agreement, representation, warranty or indemnity by two or more parties (including where two or more persons are included in the same defined term) binds them jointly and severally;
- (l) any agreement, representation, warranty or indemnity in favour of two or more parties (including where two or more persons are included in the same defined term) is for the benefit of them jointly and severally;
- (m) a rule of construction does not apply to the disadvantage of a party because the party was responsible for the preparation of this deed or any part of it;
- (n) if a day on or by which an obligation must be performed or an event must occur is not a business day, the obligation must be performed or the event must occur by the next business day;
- (o) headings are for ease of reference only and do not affect interpretation;
- (p) any provision of this deed which is prohibited or unenforceable in any jurisdiction is, as to that jurisdiction, ineffective only to the extent of that prohibition or unenforceability and does not invalidate the remaining provisions of this deed or affect the validity or enforceability of the provisions in any other jurisdiction. This clause 1.2(p) will not apply if its application would materially affect the legal or commercial arrangements intended to operate; and
- (q) each indemnity in this deed is a continuing obligation, separate and independent from the other obligations of the party indemnifying and continues after completion or termination. It is not necessary for the other party to incur expense or make payment before enforcing a right or indemnity under this deed.

## 2. Access

### 2.1 Access to Project Site

- (a) The Other Contractor acknowledges that the Builder has access to, and management and control of, the Project Site to carry out the Works pursuant to the D&C.
- (b) Subject to reasonable notice being given to the Builder by the Other Contractor prior to the date on which the Other Contractor requires access to the Project Site, the Builder must give the Other Contractor access through those parts of the Project Site which are necessary for access to and egress from the Site.

### 2.2 Access conditions

- (a) In circumstances where the Other Contractor's Employees are required to pass through the Project Site for access to and egress from the Site, or are otherwise required to access the Project Site, the Other Contractor will and will procure that the Other Contractor's Employees will:
  - (i) use only the entrances, exits and paths in the Project Site allocated from time to time by the Builder, having regard to the requirements of the Works and the Other Contractor Works;
  - (ii) not unreasonably impede or prevent the Builder's or any other party's use of these entrances, exits and paths;
  - (iii) comply with all relevant and appropriate site management requirements of the Builder including any work health and safety plans relevant to the Project Site;

- (iv) comply in a timely manner with all directions of the Builder so that the Builder discharges its obligations as principal contractor, as the case may be, of the Project Site; and
  - (v) consult, cooperate and coordinate activities with the Builder at all times so that access to and passage through the Project Site may be conducted in a safe manner.
- (b) The Other Contractor acknowledges and agrees that:
- (i) the Builder may exclude the Other Contractor or any Other Contractor's Employees from the Project Site (including for the purposes of passing through the Project Site to access the Site) for work health and safety reasons; and
  - (ii) the Builder may direct the Other Contractor or any Other Contractor's Employees to perform or not perform certain acts on the Project Site for work health and safety reasons.

## **2.3 Builder's access to the Site**

- (a) The Builder acknowledges that the Other Contractor has access to, and management and control of, the Site to carry out the Other Contractor Works.
- (b) The Other Contractor must give the Builder access through the Site at any time where required by the Builder subject to the Builder's compliance with its obligations in this deed.
- (c) Where the Builder requires access to the Site, the Builder will and will procure that its employees, contractors and agents will where possible:
  - (i) use the entrances, exits and paths in the Site allocated from time to time by the Other Contractor;
  - (ii) not unreasonably impede or prevent the Other Contractor's use of these entrances, exits and paths;
  - (iii) comply with all relevant and appropriate site management requirements of the Other Contractor to the extent it is not inconsistent with the site requirements and other obligations of the Builder;
  - (iv) comply in a timely manner with the directions of the Other Contractor so that the Other Contractor is able to discharge its obligations as principal contractor of the Site; and
  - (v) consult, cooperate and coordinate activities with the Other Contractor at all times so that access to and passage through the Site may be conducted in a safe manner.

## **3. Co-operation and co-ordination**

### **3.1 Co-operation**

Each party must do everything necessary or appropriate to:

- (a) co-operate with each other;
- (b) not unreasonably interfere with or disrupt, delay or hinder each other or prevent each other from carrying out its respective works or cause each other to incur additional cost;
- (c) ensure that its consultants, subcontractors, suppliers, agents, contractors, authorised officers and employees comply with clauses 3.1(a) and 3.1(b); and
- (d) co-ordinate its works with the other's works to ensure that the other party's right to access or use the Project Site is not impeded or prevented.

## **3.2 Other contractors**

- (a) The Other Contractor acknowledges that there will be other contractors carrying out works on the Project Site from time to time. The Other Contractor must do everything necessary or appropriate to:
  - (i) co-operate with the other contractors;
  - (ii) not unreasonably interfere with or disrupt, delay or hinder the other contractors or prevent them from carrying out works or performing services or cause them to incur additional cost;
  - (iii) ensure that the Other Contractor Employee's comply with clauses 3.2(a)(i) and 3.2(a)(ii); and
  - (iv) co-ordinate the Other Contractor Works with the works and activities of other contractors to ensure that the other contractor's right to access or use of the Project Site is not impeded or prevented.
- (b) The Builder must use its reasonable endeavours to ensure that other contractors which it admits to the Project Site do everything necessary or appropriate to:
  - (i) co-operate with the Other Contractor;
  - (ii) not unreasonably delay the Other Contractor or prevent or hinder the Other Contractor from carrying out the Other Contractor Works or performing services or cause the Other Contractor to incur additional cost;
  - (iii) ensure that their consultants, subcontractors, suppliers, agents, contractors, authorised officers and employees comply with clauses 3.2(b)(i) and 3.2(b)(ii); and
  - (iv) co-ordinate their works with the Other Contractor Works and the activities of the Other Contractor to ensure that the Other Contractor's access to the Project Site is not impeded or prevented.

## **4. Site co-ordination meetings**

### **4.1 Meetings**

The Builder may:

- (a) convene and chair Project Site co-ordination meetings;
- (b) record minutes at the Project Site co-ordination meetings; and
- (c) distribute those minutes as soon as practicable after the Project Site co-ordination meeting.

### **4.2 Objectives**

The objectives of the Project Site co-ordination meetings include the exchange of information on the progress and programming of the Other Contractor Works to ensure that the Builder has sufficient notice of the times and periods in which the Other Contractor will require access to the Project Site.

### **4.3 Attendance**

- (a) The Builder must give the Other Contractor reasonable notice of any Project Site co-ordination meeting that the Other Contractor is required to attend.
- (b) Subject to clause 4.3(a), each party must:
  - (i) attend the Project Site co-ordination meetings at the times required by the Builder; and

- (ii) arrange for its relevant subcontractors to attend the Project Site co-ordination meetings. .

## **5. Delay**

### **5.1 Reasonable steps**

Each party must take reasonable steps to avoid causing delay to the other.

## **6. Site establishment and requirements**

### **6.1 Employee registration**

- (a) The Other Contractor must provide the Builder with written notification of the names of all Other Contractor's Employees attending the Site and requiring access to the Project Site.
- (b) No Other Contractor's Employees will be permitted on the Project Site until they have attended and satisfactorily completed a formal site specific induction prior to their access to the Project Site. No Other Contractor's Employees will be permitted to attend a site induction until the following have been submitted to the Builder:
  - (i) details for each and every Other Contractor's Employee of satisfactory completion of a course in safety awareness training supplied by a training provider registered pursuant to the WHS Law;
  - (ii) evidence of the insurances required under clause 12; and
  - (iii) payment of fees to the Builder and reimbursement of costs for security passes provided by the Builder.
- (c) The items referred to in clause 6.1(b) must be prepared and supplied at the Other Contractor's cost.
- (d) All operators of equipment referred to in clause 2.3 of the National Occupational Health and Safety Certification Standard for Users and Operators of Industrial Equipment [NOHSC:1006 (2001)], and those otherwise required by law to be certified, must produce the relevant certificate as prescribed by the relevant law or standard as a condition precedent to access to the Project Site.

### **6.2 Not used**

### **6.3 Rubbish**

- (a) The Other Contractor must:
  - (i) place all rubbish (but not recyclables) into the bins provided by the Builder on the Site;
  - (ii) not abandon, discard or dispose of any rubbish or materials on the Project Site;
  - (iii) maintain the Site to a standard sufficient for the requirements of the WHS Law.
- (b) If the Other Contractor fails to comply with this clause 6.3 the Builder may rectify this default which will result in corrective action being taken by the Builder at the Other Contractor's cost.

## 7. Work health and safety

### 7.1 Principal contractor arrangements for the Site

#### *Other Contractor as principal contractor of Site*

- (a) The Other Contractor warrants to the Builder that:
- (i) the **[Option 1: delete if not applicable: Principal]** **[Option 2: delete if not applicable: Tenant]** has engaged the Other Contractor as principal contractor in respect of the Other Contractor Works and the Site;
  - (ii) the **[Option 1: delete if not applicable: Principal]** **[Option 2: delete if not applicable: Tenant]** has authorised the Other Contractor to have management and control of the Site and to discharge the duties of a principal contractor under the WHS Law; and
  - (iii) the Other Contractor has accepted the engagement as principal contractor and agrees to discharge the duties imposed on a principal contractor by the WHS Law in respect of the Other Contractor Works and the Site.
- (b) The parties acknowledge and agree that:
- (i) the Builder is engaged as principal contractor in respect of the Works and the Project Site only;
  - (ii) the Other Contractor is engaged as principal contractor in respect of the Other Contractor Works and the Site only;
  - (iii) the Works and the Other Contractor Works are separate construction projects for the purpose of the WHS Law; and
  - (iv) the Other Contractor is solely responsible for:
    - (A) all work health and safety matters relating to the Other Contractor Works and the Site; and
    - (B) compliance with the WHS Law in respect of the Other Contractor Works and the Site.

#### *Builder as principal contractor of Project Site*

- (c) The Other Contractor acknowledges and agrees that:
- (i) the Builder is engaged and authorised by the Principal to control all access to, and egress from, the Project Site; and
  - (ii) the Builder as principal contractor of the Project Site, may impose such controls on access to, and egress from, the Project Site as the Builder reasonably considers appropriate to ensure its compliance with:
    - (A) the law, including the WHS Law;
    - (B) any Authority requirements; and
    - (C) any reasonable requirements imposed by the Builder's insurers.

### 7.2 Not used



### **7.3 Not used**

### **7.4 General obligations**

The Other Contractor must:

- (a) in carrying out the Other Contractor Works, or causing the Other Contractor Works to be carried out, comply with the WHS Law;
- (b) do all things necessary to assist the Builder and refrain from doing anything that may impede the Builder in discharging its obligations under all WHS Law, in relation to the Works and the Project Site; and
- (c) notify the Builder immediately (and in any event, within 12 hours of such matter arising) of all work health and safety matters arising out of, or in any way in connection with, the Other Contractor's activities, the Other Contractor Works or the Site which has or may have an effect on the Project Site, the Works or the Builder's obligations under the WHS Law.

### **7.5 Indemnity**

To the full extent permitted by law, the Other Contractor indemnifies the Builder, and agrees to keep the Builder always indemnified, against all claims for costs, expenses, fines, losses or damages, which the Builder may become liable for, suffer or incur, in connection with or arising from any breach by the Other Contractor or the Other Contractor's Employees of their contractual or legislative work health and safety obligations, and any failure by the Other Contractor or the Other Contractor's Employees to comply with any direction given by the Builder in respect of the Project Site.

## **8. Protection of works**

- (a) The Other Contractor is, in carrying out the Other Contractor Works, responsible for ensuring that neither it nor the Other Contractor's Employees cause damage to the Works on the Project Site or the Works on the Site.
- (b) The Other Contractor will be charged the reasonable costs of rectification of damage which it or the Other Contractor's Employees cause to the Works.
- (c) The Other Contractor shall not alter the Works.

## **9. Materials handling**

The Other Contractor shall make all deliveries as reasonably directed by the Builder.

## **10. Security**

This clause applies if Item 9 of Schedule 1 states that it applies.

If, acting reasonably, the Builder determines that security is required from the Other Contractor in connection with performance of the Other Contractor's obligations under this deed, then prior to commencement of the Other Contractor Works and access to the Project Site, the Other Contractor must provide to the Builder security in the amount stated in Item 9 of Schedule 1 in a form, and from an institution, acceptable to the Builder, acting reasonably.

The Builder shall be entitled to have recourse to the security:

- (a) to satisfy any debt or amount owing from the Other Contractor to the Builder under this deed; or
- (b) to satisfy any bona fide claim the Builder may have against the Other Contractor.

Unless the Builder has a right to recourse, it will release the security within 5 business days of the Other Contractor providing to the Builder evidence that the Other Contractor Works have achieved practical completion under the Other Contract and that the Other Contractor does not require any further access to the Project Site or the Site.

## 11. Indemnity

The Other Contractor indemnifies the Builder against all costs, losses, expenses and damages arising out of or in connection with actions of the Other Contractor or the Other Contractor's Employees causing or contributing to any injury, loss or damage to any person or property (real or personal).

The Builder will not be liable for any loss, claim or proceeding in respect of any injury, loss or damage to any person or property (real or personal), insofar as such injury, loss or damage arises out of or in connection with the execution of the Other Contractor Works (except to the extent that such injury, loss or damage is caused or contributed to by the wilful or negligent act or omission of the Builder or as a result of the Other Contractor complying with instructions or directions issued by the Builder (other than instructions or directions issued by the Builder arising from the Other Contractor's breach or default under this deed)), and the Other Contractor indemnifies the Builder in this respect.

The Other Contractor warrants that:

- (a) it has inspected the Project Site, the Site and their surroundings and made due allowance to complete the Other Contractor Works without damaging the Works or delaying the Builder in the performance of the Works; and
- (b) the Other Contractor's Employees will comply at all times with all instructions and directions issued by the Builder in accordance with this deed.

## 12. Insurance

Prior to the commencement of the Other Contractor Works and the Other Contractor's access to the Project Site, the Other Contractor must:

- (a) have in place:
  - (i) broad form public and products liability insurance written on an occurrence basis with a limit of indemnity of not less than the amount specified in Item 10 of Schedule 1 for any one occurrence (and also in the aggregate for all occurrences in any one 12 month policy period with respect to products liability), which covers the liability of the Other Contractor and the Other Contractor's Employees, whether owed in contract or otherwise, in respect of:
    - (A) loss of, damage to, or loss of use of, any real or personal property; and
    - (B) personal injury to, disease or illness (including mental illness) of, or death of, any person,arising out of, or in connection with, the performance of the Other Contractor Works;
  - (ii) insurance with a limit of indemnity of not less than the amount specified in Item 11 of Schedule 1 for any one occurrence, which covers third party property damage related to any plant or vehicles (registered or unregistered) used in connection with the Other Contractor Works and which also covers injury to, illness of, or death of, any person related to any unregistered plant or vehicles used in the performance of the Other Contractor Works;

- (iii) compulsory third party motor vehicle insurance as required by law in respect of all registered vehicles used in connection with the Other Contractor Works; and
- (iv) workers compensation insurance as required by law; and
- (b) provide to the Builder's satisfaction, evidence of such insurance.

## 13. Dispute resolution

### 13.1 First stage

If a dispute arises between the parties in relation to any matter under this deed, the parties agree that they must use their best endeavours to resolve the dispute as follows:

- (a) any party seeking resolution of a dispute must give written notice to the other party and the parties' representatives must meet within 3 business days after that notice is given to attempt to resolve the dispute;
- (b) if, by the expiry of the 3 business day period referred to in clause 13.1(a), the dispute is not resolved or the parties do not meet as required by clause 13.1(a), then the chief executive officers of the parties must meet and use their best endeavours to resolve the dispute within a further 3 business day period commencing on the date of expiry of the period referred to in clause 13.1(a); and
- (c) if the dispute is not resolved or if the chief executive officers have not met within the time contemplated by and otherwise in accordance with clause 13.1(b), any party may, by giving written notice to the other party, refer the dispute for determination under clause 13.2.

### 13.2 Expert determination

Clauses 13.2(a) to 13.2(h) apply in the case of any dispute referred for determination under this clause 13.2.

- (a) The dispute must be referred to a person agreed on by the parties but if the parties do not agree within 5 business days after the dispute is referred for determination in accordance with clause 13.113.1(c), then to a person appropriately qualified to deal with the dispute appointed at the request of either party by the president of the Law Society of the state or territory stated in Item 8 of Schedule 1 (**Expert**).
- (b) A person will be appropriately qualified as an Expert for the purposes of this clause 13.2 if he or she:
  - (i) has the requisite professional or academic qualifications;
  - (ii) is a principal or partner of a major firm in the CBD of the capital city of the state or territory stated in Item 8 of Schedule 1 dealing with matters the subject of the dispute; and
  - (iii) has had not less than 10 years experience in dealing with matters the subject of the dispute.
- (c) The Expert will:
  - (i) act as an expert and not as an arbitrator;
  - (ii) proceed in any manner he or she thinks fit;
  - (iii) conduct any investigation which he or she considers necessary to resolve the dispute or difference;
  - (iv) examine such documents, and interview such persons, as he or she may require; and

- (v) make such directions for the conduct of the determination as he or she considers necessary.
- (d) The Expert must:
  - (i) disclose to the parties any interest he or she has in the outcome of the determination; and
  - (ii) not communicate with one party to the determination without the knowledge of the other.
- (e) Each party will:
  - (i) bear its own costs in respect of any expert determination; and
  - (ii) pay the expert's costs in accordance with his or her direction as to such payment.
- (f) Unless otherwise agreed between the parties, the Expert must notify the parties of his or her decision regarding an expert determination conducted under this clause 13.2 within 20 business days from the acceptance by the expert of his or her appointment.
- (g) The Expert will not be liable to the parties for any loss, cost, expense or damage arising out of or in connection with the expert determination process, except in the case of fraud.
- (h) The determination of the Expert:
  - (i) must be in writing; and
  - (ii) will be final and binding.

### 13.3 Not used

## 14. GST

- (a) If any party (**Supplier**) makes a supply under or in connection with this deed upon which GST is payable:
  - (i) the consideration payable or to be provided for that supply but for this clause (**GST exclusive consideration**) is increased by, and the recipient must also pay to the Supplier, an amount equal to the GST payable on the supply (**GST Amount**); and
  - (ii) the recipient must pay the GST Amount to the Supplier at the same time as the GST exclusive consideration, provided that the Supplier has issued a tax invoice to the recipient for the relevant supply.
- (b) If a payment to a party under this deed is a reimbursement or indemnification, calculated by reference to a loss, cost or expense incurred by that party, then the payment will be reduced by the amount of any input tax credit to which that party is entitled in respect of the acquisition to which that loss, cost or expense relates.
- (c) Words or expressions used in this clause 14 which are defined in the *A New Tax System (Goods and Services Tax) Act* (Cth) 1999 have the same meaning in this clause.
- (d) If a payment to be made under or in connection with this deed is calculated by reference to or as a specified percentage of another amount or revenue stream, that payment shall be calculated by reference to or as a specified percentage of the amount or revenue stream exclusive of any GST component.
- (e) If, following the payment of an additional amount pursuant to clause 14(a) in relation to a supply made by the Supplier, the GST payable by the Supplier in respect of that supply (taking into account any increasing and/or decreasing adjustments relevant to that supply)

varies from the additional amount paid by the Recipient under clause 14(a) in respect of that supply such that:

- (i) the Supplier is required to pay a further amount of GST in respect of that supply; or
- (ii) the Supplier receives a refund or credit of the whole or any part of the GST paid by the Supplier in relation to that supply,

then the Supplier will provide a corresponding refund or credit to, or will be entitled to receive the amount of that variation from, the Recipient (as appropriate). For the purposes of calculating variations under this clause 14(e), any additional amount payable pursuant to clause 14(a) shall be adjusted to take account of an earlier variation made pursuant to this clause.

## **15. General**

### **15.1 Governing law**

- (a) This deed is governed by the law applicable in the state or territory where the Project Site is located. .
- (b) Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of the state or territory where the Project Site is located.

### **15.2 Counterparts**

This deed may consist of a number of counterparts and all those counterparts taken together are regarded as one document.

### **15.3 Severability**

A term or part of a term of this deed that is illegal or unenforceable may be severed from this deed and the remaining terms or parts of the term of this deed continue in force.

### **15.4 Amendment**

The deed may be amended only by another deed executed by all parties who may be affected by the amendment.

### **15.5 Waiver**

A party does not waive a right, power or remedy if it fails to exercise or delays in exercising the right, power or remedy. A single or partial exercise of a right, power or remedy does not prevent another or further exercise of that or another right, power or remedy. A waiver of a right, power or remedy must be in writing and signed by the party giving the waiver.

### **15.6 Notices**

All notices, requests, demands, consents, approvals, agreements or other communications to or by a party to this deed:

- (a) must be in writing; and
- (b) must be signed by the sender, or if a company, by an authorised officer,
- (c) and will be taken to be duly given or made (in the case of delivery in person or by post or facsimile transmission) when delivered, received or left at the address of the recipient shown in this deed or to any other address which it may have notified the sender, but if delivery or receipt is on a day which is not a business day or is later than 4pm (local time), it will be taken to have been duly given or made on the next business day.

### **15.7 Further action**

Each party must use reasonable efforts to do all things necessary or desirable to give full effect to this document.

### **15.8 Stamp duty**

All stamp duty on this deed must be paid by the Other Contractor.



# Schedule 1 – Particulars

Item No.	Clause	Information
1.	Builder's Notice Details:	Phone: <i>[insert]</i> Fax: <i>[insert]</i> Email: <i>[insert]</i>
2.	Other Contractor:	<i>[insert name and ABN of Other Contractor]</i>
3.	Other Contractor's Address:	<i>[insert]</i>
4.	Other Contractor's Notice Details:	Phone: <i>[insert]</i> Fax: <i>[insert]</i> Email: <i>[insert]</i>
5.	Principal:	<i>[insert name and ABN of Principal]</i>
6.	Date of Contract between Builder and Principal:	<i>[insert date]</i>
7.	Project:	<i>[insert description of Project]</i>
8.	Location of Works and Other Contractor Works: (clause 1.1 and 13.213.2(b))	<b><i>[tick the applicable location of Works and Other Contractor Works]</i></b> <input type="checkbox"/> Australian Capital Territory <input type="checkbox"/> New South Wales <input type="checkbox"/> Northern Territory <input type="checkbox"/> Queensland <input type="checkbox"/> South Australia <input type="checkbox"/> Tasmania <input type="checkbox"/> Victoria <input type="checkbox"/> Western Australia
9.	Security (clause 10)	<input type="checkbox"/> Applies (in which case clause 10 applies) \$ <i>[insert]</i> per day <input type="checkbox"/> Does not apply (in which case clause 10 does not apply)
10.	Value of public and products liability insurance (clause 1212(a)(i))	\$ <i>[insert]</i> (\$20 million unless otherwise stated)
11.	Value of insurance to cover third party property damage related to any plant or vehicles (clause 12(a)(ii))	\$ <i>[insert]</i> (\$20 million unless otherwise stated)

## Schedule 2 – Project Site plan (clause 1.1)

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*[Insert plan of Project Site, which should not include the Site where the Other Contractor will carry out the Other Contractor Works.]*

## Schedule 3 – Site plan (clause 1.1)

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*[Insert plan of Site where the Other Contractor will carry out the Other Contractor Works.]*

# Signing page

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**EXECUTED** as a deed on \_\_\_\_\_ (*insert date*).

**Executed** by **Multiplex Constructions Pty Ltd ABN 70 107 007 527** in accordance with Section 127 of the *Corporations Act 2001*

\_\_\_\_\_  
Signature of director ←

\_\_\_\_\_  
Name of director (print)

\_\_\_\_\_  
Signature of director/company secretary  
(Please delete as applicable) ←

\_\_\_\_\_  
Name of director/company secretary (print)

**Executed** by the Other Contractor in accordance with Section 127 of the *Corporations Act 2001*

\_\_\_\_\_  
Signature of director ←

\_\_\_\_\_  
Name of director (print)

\_\_\_\_\_  
Signature of director/company secretary  
(Please delete as applicable) ←

\_\_\_\_\_  
Name of director/company secretary (print)