



Scope of Works Quay Apartments

Scaffolding Trade Package – No. 2/020/850

Revision History

Revision	Date	Purpose of Issue
A	20/10/21	Tender Revision
B	04/11/21	Tender Revision
C	10/11/21	Tender Revision

Revision Approvals

Authorised by Project Manager – Panos Agrafiotis

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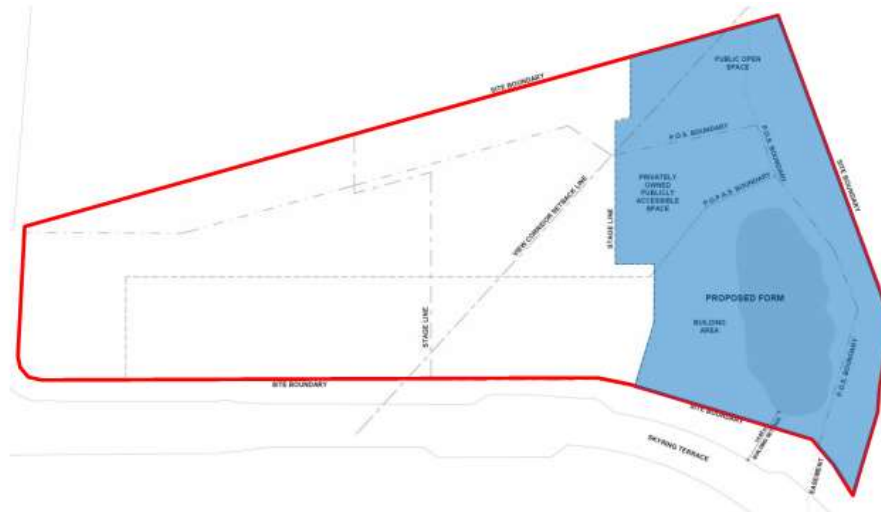
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1. Introduction

This Scope of Works relates to construction works for Quay Apartments. The site is made of two freehold land parcels located at the corner of Cunningham Street and Skyring Terrace known as 13 Cunningham Street and 57 Skyring Terrace, Newstead. The site is formally described as Lot 802 on SP251803 and Lot 71 on SP238975. These two land parcels make up a total area of 14,778 m² with an approximate frontage to Cunningham street of 39.9m and 219m frontage to Skyring Terrace. The site can currently be accessed from both these frontages. Whilst the site has a total area of 14,778 m² this scope related only to the identified Stage 1 part of the site which has an area of 5,494 m² and is located at the Eastern end of the site as illustrated below:



The details in this document must be read in conjunction with the Subcontract Terms & Conditions, Specifications, as well as the drawings noted in the Schedule of Drawings. In the case of any ambiguity between these documents, the Subcontract Terms & Conditions take precedence, followed by the Scope of Works.

We require a conforming bid. Non-conforming or alternative tenders (without a corresponding conforming tender) will generally not be considered, unless specifically called for (or as approved by the Project Manager). We may consider a separate alternative bid provided it clearly defines any cost & / or time savings.

Failure to provide all information required in this Scope of Works, the Specifications, & / or any other tender document may result in the exclusion of a tender.

Subcontractors who are not familiar with the site conditions are required to visit the site prior to submitting their price. No consideration will be given to Subcontractors who are unaware of the site & / or workplace conditions.

1.1 Project Description

The project comprises 3 basement levels, a single residential tower of 25 storeys with a total of 143 apartments and 242 car spaces from level B3 to B1.

The Ground Floor includes a mix of retail spaces and parkland with a 25m lap pool, spa and BBQ communal spaces on level 26.

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Project Details:

Key Development Parameter	Proposed Development
Defined Land Uses	- Multiple Dwelling; - Centre Activities (Shop & Food and Drink Outlet); - Park
Gross Floor Area (GFA) (m ²)	18,273m ²
Building Area	2,503.14m ²
Site Area	Total site area: 14,778m ² Stage 1 site area: 5,494.11m ²
Site Coverage	Site Coverage of Stage 1 area: 46%
Building Height	25 Storeys (Max RL 95.00)
Residential Units	1 bedroom – 19 units
	2 bedroom – 70 units
	3 bedroom – 54 units
	Total – 143 units

1.2 Site Location Plan

The Quay Apartments site is located at 57 Skyring Terrace Newstead. The site has dual frontages on Cunningham St and Skyring Terrace.



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2. Scope of Works

The works outlined in this document are to include but are not limited to the provision of all design, supervision, labour, materials, transport, materials handling, plant and equipment, safety, environmental controls, survey and setout, and certification necessary to complete the works in their entirety at Quay Apartments. This includes all related items as contained within the tender documentation and to the satisfaction of all legislative, Building Code of Australia, Australian Standards and Codes of Practice.

The Scope of Works included below is of a general nature only and is not to be considered a full and final representation of the works required to complete the actual subcontract works as required by the tender documentation. A clear understanding of the above is fundamental to acceptance by Mirvac Construction of the subcontract tender sum.

2.1 Outline Summary of the Work Elements

This Scope of Works relates to but is not limited to the following elements of work:

Ref:	Description	Yes /Included	No /Excluded
1	Work Element 1 – Quay General Project Requirements	☐	☐
2	Work Element 2 – General Items Relevant to All Work Elements	☐	☐
3	Work Element 3 – Shop Drawings & Engineering	☐	☐
4	Work Element 4 – Scaffold Requirements	☐	☐
5	Work Element 5 – Optional Work Elements	☐	☐

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2.2 Health Safety Environment (HSE) Specific Requirements

The works outlined in this document are to include but are not limited to the provision of the following project specific Health Safety and Environment requirements in addition to Schedule 8 of the Subcontract:

- A. The Subcontractor is to immediately report all injuries and illness to Mirvac. Where medical treatment is required, the Supervisor is to accompany the injured person to the nominated medical centre. Mirvac is to be provided copies of any issued Work Cover medical certificates and a Return to Work Plans for all injured employees. In carrying out the Works, or performing any work under the Subcontract, the Subcontractor, in addition to, and not in derogation of the requirements of the Subcontract must: Immediately verbally notify Mirvac when an incident occurs, (including First Aid injuries, Near Misses, Property damage and dangerous occurrences) involving the subcontractor employees and employees of those under the subcontractors control or to the members of the public, other persons on the site, or the Principals workers.
- B.
 - Participate in a Mirvac incident investigation when required;
 - Conduct an investigation and submit to Mirvac upon request;
 - Report the status of the implementation and outcomes of corrective action undertaken as a result of the Work Health and Safety Investigation.
- C. The Subcontractor shall provide a trained, current, Senior First Aid attendant for their work group. Provide and maintain a first aid kit suitable for the work group numbers.
- D. The subcontractor will ensure that any critical controls listed in the Mirvac site specific project Risk & Opportunity register (ROR) for any activities associated with their works are inserted into their SWMS or equivalent document.
- E. The subcontractor are to undertake subcontractor initiated observations, evaluations, activity monitoring and inspection by but not limited to:
 - Conduct a weekly safety inspections of all areas of the workplace the subcontractor is performing works, storing materials and equipment, including site offices or the like.
 - Conduct a weekly task observations/evaluation of their activities against the approved SWMS for implementation compliance;
 - Allow the companies HSR to attend and conduct health and safety inspections as deemed necessary to for fill their obligations and responsibilities of the role or as seen necessary by Mirvac;
 - Conduct daily routine hazard inspections of their working areas
 - Subcontractor senior management are to conduct a site HSE inspection quarterly
- F. Subcontractors are to identify and facilitate any required training for their employees to execute the subcontract works. The subcontractor has allowed for their employees to undertake any training or HSE awareness programs nominated by Mirvac. Such HSE Education Programs may be provided by Mirvac free of charge to the subcontractor. However, the Subcontractor will allow their personnel to attend such Safety Education Programs and shall pay the costs of the worker's time with no reimbursement of such costs from Mirvac.
- G. The subcontractor shall ensure all workers have successfully completed "Manual Handling Training", record is to be provided at the site induction.
- H. Subcontractors are to participate in all Project HSE Management Arrangements.
 - Attend the project Health and Safety Committee Meeting.
 - Attend meetings that coordinate HSE on the project.

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- Subcontractors will conduct a toolbox talk on a weekly basis; the frequency of the talks may be increased at Mirvac's discretion and may include site specific topics and material provided by Mirvac.
 - Subcontractors will conduct daily prestart meetings to discuss each day's planned activities, site or activity related HSE issues. In conjunction with the subcontractor's pre start meeting, Mirvac's daily coordination document shall be included and discussed.
- I. Subcontractors are to ensure their work and storage areas are cleared of trade waste and potential hazards on a daily basis. The subcontractor shall not, at any time leave work in an unsafe condition or any condition that might cause injury to persons, damage to existing work or plant and equipment. The subcontractor shall provide adequate bins and equipment to remove trade waste from immediate work areas to skips provided. The Subcontractor shall provide adequate resources to perform housekeeping periodically throughout and at task completion or as requested by Mirvac. The subcontractor is required to provide adequate labour for a mandatory work group area clean up weekly, 1: 14 worker ratio for a period of 2 hours. The subcontractor will supply equipment to its nominated employees to conduct the work.
- J. The subcontractor is to comply with the projects Wet Weather Protocols. The subcontractor shall supply labour, 1: 14 worker ratio to mitigate water that impedes the progress of the projects works including general areas. The subcontractor shall designate persons and supply the appropriate PPE and equipment being steel capped water proof boots and a squeegee for each employee nominated. Equipment is to be readily available. The subcontractor shall ensure water mitigation to all areas under their control.
- K. The Subcontractor is to allow for the use of hard barriers for works of a high risk nature. Hazard tape will not be used to control any work zones. It may not be practical for some activities to use hard barriers, in these cases flagging may be an accepted option. Approval to use flagging needs to be approved by Mirvac. Applicable warning signs are to be displayed at the work zone. A designated entry point is to be established.
- L. The Subcontractor is to allow for fall prevention lanyards for all tools and equipment for works on elevated areas not controlled or fully contained.
- M. Subcontractors are to ensure any vehicle entering the project is fitted with an amber flashing warning light and are under the subcontractors direction at all times. Subcontractor delivery drivers will require a short form delivery induction undertaken by Mirvac upon entry to the project. Ensure that vehicles leaving the site do so in a condition that is in accordance with the Workplace Risk Management Plan, Site Specific Induction, and Environmental Protection Authority and Local Authority requirements. All trucks are to be covered prior to leaving site. The Subcontractor is to develop a Workplace (Site) Traffic Management Plan for vehicular and pedestrian access and egress and ensure compliance at all entry and exit points to the site.
- N. All deliveries are to be notified to Mirvac 24 hours in advance. Mirvac may turn away deliveries or refuse to unload vehicles if the load cannot be safely unloaded.
- O. The Subcontractor shall check with Mirvac for confirmation of floor mass capacities prior to storage of bulk materials on structural slabs. The capacity confirmed by Mirvac is not to be exceeded by the Subcontractor under any circumstances. The Sub-contractor shall be liable for damages from overloading the structure.
- P. The Subcontractor shall ensure all electrical equipment is recorded on a register, with current three (3) monthly test dates for each item listed. Extension leads are to be elevated above 2m by insulated hooks or lead stands. Where portable generators are used outlets are required to be RCD fitted and tested by an electrician quarterly.

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- Q. Isolation of electrical assets shall be undertaken in accordance with Mirvac Lock out Tag out procedures or a procedure approved by Mirvac. Twist and tape is to be utilised for rough in of electrical cabling where more than one person is involved with the task or multiple cables are being installed.
- R. All plant will be inspected and approved for use by Mirvac using the Plant Arrival Checklist (HSEF2.75). Any plant that does not meet requirements or is identified as defective or at risk will not be authorised for use. Operators of plant are to hold the relevant High Risk Work Licence or where high risk work licences are not required, verification of competency through an approved RTO.
- S. Subcontractors are to ensure that working platforms conform to Mirvac requirements. Platform ladders are to be used in lieu of step ladders and are to have a fall protection system fitted over 2m. Ladders may be used when all other options are exhausted through formal risk assessment. Portable trestle stools/work platforms are to be a minimum of 450mm wide, industrial rated and may only be utilised where other protected means cannot be achieved. Only light work shall be undertaken.
- T. Any of the Subcontractor's personnel who operate plant must have a Verification of Competency to operate the relevant plant, prior to being admitted to site. The Subcontractor must provide evidence to Mirvac of the Verification of Competency for any of the Subcontractor's personnel who operate plant prior to the plant being operated and otherwise immediately on request by Mirvac.
- U. The Subcontractor must ensure every boom and knuckle-type Elevated Work Platform (EWP) brought to the Site:
- complies with all Laws;
 - complies with the Australian Standards;
 - is fitted with a secondary safety protection system to protect the operator from being crushed; and
 - complies with any of Mirvac's reasonable requirements made known to the Subcontractor from time to time.
- V. The Subcontractor must ensure every scissor lift brought to the Site by the Subcontractor or any of the Subcontractor's personnel:
- complies with all Laws;
 - complies with the Australian Standards;
 - whenever possible, is fitted with a secondary safety system; and
 - complies with any of Mirvac's reasonable requirements made known to the Subcontractor from time to time
- W. The Subcontractor is to ensure all penetrations vertical and horizontal are covered to prevent persons or objects falling. Protection controls are to be of suitably structural material, designed and certified by a suitably qualified engineer. Penetration protection is to be in accordance with Mirvac's Penetration Procedure. The removal of penetration covers to perform subcontract works is by the subcontractor. Reinstatement of the penetration cover is by the subcontractor upon completion of subcontract works.
- X. The Subcontractor will ensure compliance with Mirvac environmental requirements, Environmental Regulator, Local Authority and all other legislative requirements for all aspects of the works including but not limited to noise, vibration, dust, water discharge and traffic management/control.
- Y. The subcontractor shall provide the following to Mirvac on a monthly basis or as requested in the format directed by the Mirvac project team.
Progress payment shall be held if the following is not submitted
- Weekly toolbox record

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- Daily Prestart records (Subcontractor and Mirvac)
 - Weekly task observations
 - Weekly HSE Inspections
 - Plant and Equipment Registers
 - An accurate account of fuel usage; &
 - Re-cycling records.
- Z. No radios / MP3 players, headphones (including those used with mobile phones), pets, alcohol, illegal drugs, fighting are permitted onsite.
- AA. Quay Apartments will be a non-smoking site within the building footprint. Mirvac will nominate specific smoking areas.

2.3 Detailed Description of the Work Elements

2.3.1 Work Element 1: Quay General Project Requirements

Ref:	Description	Yes /Included	No /Excluded
1.	The Subcontractor has allowed to comply with Mirvac's, the projects & legislative HSE requirements including but not limited to: - The Health Safety & Environment requirements in addition to Schedule 8 of the Subcontract. - The Subcontractor Safety Pack included in the tender documents, including: - Mirvac Policies & Procedures - Mirvac Risk Assessment Card (MRACs) - Mirvac Minimum Requirements (MMRs) - Mirvac Permits & Relevant Authority Permits - Mirvac Forms - The Project Workplace Risk Management Plan (WRMP) - The Project Risk & Opportunity Register - The Project requirement for the use of Hammertech - The Project Site Induction & Training requirements - Health & Safety Project Requirements The Subcontractor has reviewed, included for and allowed to complete the Subcontract Works in accordance with all Mirvac HSE policies, procedures and Mirvac Minimum Requirements (MMRs) as updated from time-to-time. Mirvac HSE policies, procedures and Mirvac Minimum Requirements (MMRs) can be viewed at the following address https://www.mirvac.com/Residential/mirvac-hse-documentation	☐	☐
2.	The Subcontractor has allowed to provide all trade specific QA, environmental management, & safety documentation to the satisfaction of Mirvac.	☐	☐
3.	The subcontractor has allowed to set out & install all required cast in items including but not limited to fire rated access hatches, fire collars & fire sealants as required & necessary for the passage of cable conduits throughout the structure.	☐	☐
4.	The Subcontractor has allowed for all chasing as required due to error or omission of cast in items by the Subcontractor. The Subcontractor has allowed for all necessary chasing, cutting & drilling of brick walls, ceilings etc. to allow the fixing & passage of cables through the structure. The Subcontractor has allowed to make good all trenching, chasings, openings in walls, ceilings, floors & the like with approved filler to Mirvac's satisfaction.	☐	☐

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Ref:	Description	/Included Yes	/Excluded No
5.	The Subcontractor has allowed for the fire sealing of penetrations through fire-rated slabs, walls, ceilings & floors (including to make good unused core holes & penetrations) to the approval of Mirvac & to NCC requirements where shown on the drawings or as required to satisfy the intent of the fire compartmentation. Certification / test methods / diagrams shall be submitted for Mirvac approval prior to commencement of works. All fire rating, sealing, etc... shall be of tested & proven systems (CSIRO / Warrington's etc.). All fire rating is to be installed & certified by a licensed subcontractor & will be subject to auditing & inspecting by an independent third-party commissioning agent, as nominated by Mirvac. All Passive fire rating shall be recorded into a register compliant with AS4072 including location plans, & photos & uploaded by the Subcontractor on to <i>Zutec</i> or <i>iTWOcx</i>.	☐	☐
6.	The Subcontractor has allowed to check & validate IFC concrete profile/penetration drawings produced by the consulting team prior to subcontract award. The Subcontractor shall produce penetration drawings to highlight any changes to be made in consultation within the formwork subcontractor or structural engineer. The Subcontractor has allowed to modify any penetrations constructed where required, &/or to fill unused portions of the penetrations.	☐	☐
7.	The Subcontractor has allowed for all setting out & coordination of openings / penetrations including but not limited to within metal cladding, tile/stone faced walls, masonry walls, lightweight & plasterboard walls, ceilings & floors to the mechanical services requirements. The subcontractor has allowed for protecting their penetrations throughout the works, including but not limited to: - Ensure all penetrations to floor areas are to be covered with 18mm ply, fastened with security screws/dyna bolts (no nails or 'Ramset' gun fastenings are to be used). - Edges are to be mitred at 45 degrees to reduce the possibility of trips. - All penetration covers are to be marked with standard stencilled signage, marked with high-visibility paint in identifying a "penetration below". - All penetrations to be fully waterproofed by the Subcontractor protected & maintained at all times to the expected standard. Any damage caused by water inundation will be the responsibility of the Subcontractor if the waterproofing is not maintained at all times. - Penetration covers may be removed by the Subcontractor only for the purpose of executing its works but only in accordance with a Safe Work Method Statement approved by Mirvac. Notification must also be provided to the Mirvac Foreman. The Subcontractor shall install barrier/s (e.g. edge protection & or fences / gates) to protect penetrations during the course of the works where & if required. Should the Subcontractor be required to install services through a wall after completion of the works, due to a late installation, or missed scope, the Subcontractor will be responsible for penetrating & sealing the walls to Mirvac satisfaction. All such penetrations will be at the subcontractor's expense.	☐	☐
8.	The Subcontractor has allowed for the timely set out and coordination of all fixings, sleeves penetrations and openings etc. required to be built in to the structure including but not limited to floor slabs, tiled walls, masonry walls, plasterboard walls and ceilings to suit wall boxes, plates for accessories, acoustic boxes, grilles and the like. Should the Subcontractor not have items / equipment ready to be built into walls / floors as works are progressing, the cost of providing openings and penetrations after walls / floors are complete shall be borne by the Subcontractor.	☐	☐
9.	The Subcontractor has allowed to promptly notify Mirvac should there be any changes in the work or interference to prevent the installation of any part of the work. Changes necessary will then be made to complete the installation of the work as intended by the drawings & specification.	☐	☐
10.	The Subcontractor is to be aware of site office & storage restrictions for the project. At Mirvac's discretion, the Subcontractor will be supplied with limited space on site for storage, however	☐	☐

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Ref:	Description	/Included Yes	/Excluded No
	secure facilities will not be provided. No responsibility will be taken for loss or theft of equipment.		
11.	Given the limited storage on site, the Subcontractor is required to manage distribution of materials to the work areas directly on a progressive basis as required on a 'just in time basis'. Any surplus materials that are not being immediately utilised are to be removed from the site & returned when required & at the subcontractor's expense.	☐	☐
12.	The Subcontractor has allowed for all storage costs to meet the Mirvac program. Mirvac will not accept any claims for offsite storage costs including where there may program delays preventing the Subcontracted works commencing on site.	☐	☐
13.	The Subcontractor is responsible for preloading materials including all deliveries to the agreed/designated areas on site, storage, security (<i>fences & locks</i>) & handling prior & during installation. Mirvac may request the Subcontractor to relocate stored material at any time within reason with no additional costs to Mirvac. Materials shall be stored on pallets at all times to allow quick & efficient movement as directed by Mirvac. Unless otherwise agreed with Mirvac, the Subcontractor has allowed for all materials handling via the Builder's Hoists servicing the building. Should the site tower crane or other site equipment be required for any component of the works, the requirements must be explicitly stated in the tender submission. The Subcontractor is responsible for all materials & equipment delivered to site & shall ensure that the material & equipment size & packaging is appropriate for materials handling. All vertical handling is to be performed within Mirvac hoisting reach & capacity. Vertical handling of materials & equipment will only be to the access point on each floor. The Subcontractor is responsible for transport of their items from the drop-off point to their work area.	☐	☐
14.	The Subcontractor has allowed for, where required, out of hours pre-loading of materials to work areas. All deliveries to site must be made within the DA construction zone times however, if materials are required to be delivered to floors by materials hoist this may be required to be completed after hours. The subcontractor has allowed for restricted transport requirements, permits, & out of hours deliveries & standby until unloading can be carried out in accordance with site working hours.	☐	☐
15.	The Subcontractor must advise Mirvac of all deliveries a minimum of 48 hours prior to arrival on site. Mirvac reserves the right to turn away any unscheduled delivery. The Subcontractor is responsible for collecting receipts of deliveries & checking their accuracy. Mirvac will not accept liability for incorrect deliveries.	☐	☐
16.	The Subcontractor has allowed for all task specific materials handling, access plant & equipment including but not limited to scaffold, platform ladders (only), EWPs, pallet trolleys & the like to complete the Subcontract works.	☐	☐
17.	The Subcontractor has allowed for the most onerous of the acoustic & anti-vibration implications imposed by any of the consultant's documentation, Mirvac requirements & any additional reports. The risk of consultant approval shall remain with the Subcontractor.	☐	☐
18.	The Subcontractor has allowed for the painting, labelling, surface treatments & surface finish in accordance with the drawings, scope of works & specifications	☐	☐
19.	The Subcontractor has allowed to provide a detailed program of the Joinery & Robes works & commissioning works within four weeks of contract award.	☐	☐

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Ref:	Description	/Included Yes	/Excluded No
20.	The Subcontractor understands that during the construction period works that may impact upon neighbouring properties, environment or public (e.g. noise generating activities & activities using chemicals) are to be undertaken only with the approval of Mirvac. Consideration of the tenants (early occupants), public & neighbouring residents are paramount & their requirements & operation must not be impacted by the Subcontractors works.	☐	☐

2.3.2 Work Element 2: General Items Relevant to All Work Elements

Ref:	Description	/Included Yes	/Excluded No
1.	Subcontractor has fully informed themselves of the nature of the work by personal examination of the location of the site, site conditions & restraints, drawings, & any other such considerations required to ensure all allowances have been made to ensure the total design is fit for purpose. Any unforeseen difficulties for which provision is not made in the tender, will no way relieve the Subcontractor from responsibility for full execution of works.	☐	☐
2.	The subcontractor is to make site allowances for a \$100 to \$200 million project	☐	☐
3.	The Subcontractor has allowed to provide all trade specific QA, environmental management, & safety documentation to the satisfaction of Mirvac.	☐	☐
4.	Given the limited storage on site, the Subcontractor is required to manage distribution of materials to the work areas directly on a progressive basis as required on a 'just in time basis'. Any surplus materials that are not being immediately utilised are to be removed from the site & returned when required & at the subcontractor's expense.	☐	☐
5.	The Subcontractor is to be aware of site office & storage restrictions for the project. At Mirvac's discretion, the Subcontractor will be supplied with limited space on site for storage, however secure facilities will not be provided. No responsibility will be taken for loss or theft of equipment.	☐	☐
6.	Where there is sufficient space, the subcontractor is responsible for preloading materials including all deliveries to the agreed/designated areas on site, storage, security (<i>fences & locks</i>) & handling prior & during installation. Mirvac may request the Subcontractor to relocate stored material at any time within reason with no additional costs to Mirvac. Materials shall be stored on pallets at all times to allow quick & efficient movement as directed by Mirvac. Unless otherwise agreed with Mirvac, the Subcontractor has allowed for all materials handling via the Builder's Hoists servicing the building. Should the site tower crane or other site equipment be required for any component of the works, the requirements must be explicitly stated in the tender submission. The Subcontractor is responsible for all materials & equipment delivered to site & shall ensure that the material & equipment size & packaging is appropriate for materials handling. All vertical handling is to be performed within Mirvac hoisting reach & capacity. Vertical handling of materials & equipment will only be to the access point on each floor. The Subcontractor is responsible for transport of their items from the drop-off point to their work area.	☐	☐

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Ref:	Description	/Included Yes	/Excluded No
7.	The Subcontractor must advise Mirvac of all deliveries a minimum of 48 hours prior to arrival on site. Mirvac reserves the right to turn away any unscheduled delivery. The Subcontractor is responsible for collecting receipts of deliveries & checking their accuracy. Mirvac will not accept liability for incorrect deliveries.	☐	☐
8.	All electrical equipment must have current test and tag labels securely fixed to the equipment. Any equipment without current tags will be removed from site until tested & tagged by a licensed electrician/or approved person.	☐	☐
9.	The Subcontractor is to provide any task lighting required for its own use. Task lighting must conform to the following minimum standards. All lights to be guarded. Lights must be permanently fixed to fit for purpose stands. Lights to be tested and tagged by licensed electrician/or approved person.	☐	☐
10.	All risk associated with authority and consultant approvals shall be with the Subcontractor only where the Subcontractor deviates from the fully designed documentation and on approval from Mirvac.	☐	☐
11.	The Subcontractor has allowed to obtain and comply with all Permits requirements for all transport and deliveries.	☐	☐
12.	The subcontractor shall allow to plan for all works without the use of road closures where possible. If the road closure is necessary, the subcontractor shall allow for all fees associated with such closures or associated works.	☐	☐
13.	The Subcontractor has allowed for all required labour and associated transport to remove all materials deemed excess throughout the works and all materials on completion of structure works.	☐	☐
14.	The Subcontractor is to accept the state of documentation & for their costs associated with requests for information, coordination & redrafting of subcontract shop drawings that result from the resolution of drawings & details etc.	☐	☐
15.	It is the Subcontractor's responsibility to ensure they are working from the latest "For Construction" documents & other subcontractor's shop drawings at all times and to advise Mirvac immediately if inconsistencies are discovered within drawing/specification revisions.	☐	☐
16.	The Subcontractor is required to progressively clean their work area & surrounding areas affected by their works as directed by Mirvac on a progressive &/or daily basis. If areas are not cleaned to the satisfaction of Mirvac, the costs associated with the employment of labour by Mirvac or other trades to clean the affected areas will be deducted from the subcontractors account.	☐	☐
17.	The Subcontractor has allowed for all loading & unloading including all horizontal movement of materials / equipment around the site. Any vertical movements outside the crane radius shall remain at the subcontractor's cost. The subcontractor must ensure that all loads are covered when coming to and from site in accordance with Queensland transport guidelines. Truck edge protection when unloading/loading materials in nominated unloading zone/s by Mirvac.	☐	☐
18.	The subcontractor has allowed for all correspondence including but not limited to site instructions, request for information, extensions of time, variations submissions, non-conformance reports, drawings, CAD files, specifications, reports, handover document, etc. to be transmitted through Aconex program.	☐	☐
19.	The Subcontractor has allowed to comply with all requirements of Mirvac's consultants	☐	☐
20.	The Subcontractor shall bear all the risk associated with dewatering to their current work areas & measures to prevent delays caused by inclement weather & consequential effects of inclement weather. If dewatering is not completed to the satisfaction of Mirvac, the Subcontractor may be back charged for any additional works completed by others to make good. Pumping of water is by Mirvac	☐	☐

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Ref:	Description	/Included Yes	/Excluded No
21.	The Subcontractor shall adhere to Mirvac's Wet Weather Protocol & have procedures in place to return to work post a rain event in the promptest timeframe to reduce delays to works.	☐	☐
22.	The Subcontractor is to provide for all access / safety equipment required to complete the works (<i>including but not limited to scaffold, scissor lifts, boom lifts, barriers, mesh panels, catch decks, safety lines</i>). All must have the relevant certification, as required by Australian Standards, Codes of Practice, Workplace Health & Safety Act and Regulations and Mirvac minimum standards and requirements.	☐	☐
23.	The Subcontractor is to provide copies of their Workers Compensation, Public Liability & Professional Indemnity Insurance certificates of currency.	☐	☐
24.	The subcontractor has allowed for all clauses within the specific work element to be crossed referenced between all work elements within this scope of works.	☐	☐
25.	Allowance for all dewatering required for the delivery of the subcontract works. Provide the lesser of 5 workers or 50% of workforce for general accessway and site dewatering following rain events from site opening time to the time the workforce fully returns to work. The Subcontractor at all times is to have gumboots and squeegees on site for each of these workers. Once accessways are dewatered the Subcontractor is responsible for dewatering their work areas, which must occur prior to commencement of works for the shift.	☐	☐
26.	The Subcontractor shall provide labour at the ratio of 1:14 for total personnel onsite (ie 1 person for every 14 workers onsite) to take part in a weekly site clean, for a period of 2 hours, on a day advised by the Site Manager.	☐	☐
27.	The Subcontractor is to allow for the following resource allocation: - Design Manager - Certification Engineer - Transport Manager - Site Supervisor	☐	☐

2.3.3 Work Element 3: Shop Drawings & Engineering

Ref:	Description	/Included Yes	/Excluded No
28.	The Subcontractor has allowed for all design development and preparation of shop drawings for review and approval by Mirvac and relevant consultants. The shop drawings are to detail the scaffold systems, components, fixings, loadings and all relevant information need by Mirvac.	☐	☐
29.	Provision to Mirvac of complete and detailed drawings and sections of all Scaffold to be supplied/installed by the Subcontractor. REPQ certified. Subcontractor to provide a co-ordinated drawing of each elevation, with connection to structure clearly noted.	☐	☐
30.	Design, engineer and subsequent certification of the complete Scaffold system/s and individual Scaffold sections regarding structural integrity and performance, wind loads and the like inclusive of all Scaffold members, components, foundations and the like. A final 3D design model of proposed scaffold is to be provided showing overlay over building envelope (Navisworks, IFC or Revit programme file type).	☐	☐

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Ref:	Description	Yes /Included	No /Excluded
31.	The subcontractor has allowed to engage a RPEQ engineer to undertake the design of all scaffold systems (as required under the Scaffold Code of Practice and all relevant standards) used on the project. This is to include onsite inspections as required by the COP.	☐	☐
32.	All Scaffolding systems, members, components and the like are to be compliant with any and all applicable Statutory Authority publications such as but not limited to AS/NZ Standards, Codes of Practice and the like. The Subcontractor has ensured that compliance is achieved initially with initial installation and maintained for the entire duration of the Scaffold/s installation/employment.	☐	☐
33.	Implementation and subsequent certification of an appropriate system to ensure all Scaffold systems are not subject to movement and/or subject to wind forces. The details of such system are to be provided to Mirvac with the Subcontractors tender submission.	☐	☐
34.	An independent Engineer engaged by Mirvac will undertake a scaffold design peer review of the Subcontractors proposed scaffold design. The final scaffold design is to satisfy the requirements of both the Subcontractors and the independent Engineer's requirements. Overall design responsibilities remain solely with the Subcontractor's Engineer. Where the independent engineers peer review justifies design improvements ANY additional works if required will be at the Subcontractors expense.	☐	☐
35.	Engineers stripping procedure is to be provided to Mirvac prior to commencing.	☐	☐

2.3.4 Work Element 4: Scaffold Requirements

Ref:	Description	Yes /Included	No /Excluded
36.	The Subcontractor has allowed for all scaffolding items listed in the Quay Project Scaffold Schedule included within the tender documents. The Subcontractor shall provide pricing for each item at Scope of Works Schedule 21.	☐	☐
37.	Provision of complete and compliant Scaffold systems including but not limited to: 1 m Scaffold Handrail 1.6 – 1.8 m Scaffold Handrail 1 m Scaffold Handrail install on top of wall 1.6 – 1.8 m Scaffold Handrail install on top of wall - Core Setup Scaffold Edge Protection - Tower Scaffold Edge Protection - Roof Scaffold Edge Protection - Cantilevered Scaffold Edge Protection - Access Stretcher Stairs - Craneable Stretcher Stairs - Access Construction Stairs - Mirvac Logo on Shade fabric around full perimeter of scaffold - Scaffold screens to planters	☐	☐
38.	Provision of all members, items, ancillaries, equipment and works required, associated with and/or forming part of the Scaffold system/s such as but not limited to labour, standards, transoms, ledgers, bracing, needles, spurs, base plates, sole plates, handrails, planks, kickboards, lap boards, ladder beams, 'hop ups', mesh, shade cloth and the like.	☐	☐

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Ref:	Description	/Included Yes	/Excluded No
39.	Provision of a board tie down/bracket system as required. The Subcontractor has allowed to tie down boards that are lapped progressively as instructed by Mirvac, and/or in areas where the Subcontractor deems necessary.	☐	☐
40.	Employment of one (1) Scaffold system only. The details of the proposed Scaffold system shall be provided to Mirvac. Under no circumstances are dissimilar Scaffold systems to be combined and/or mixed. Only Australian made components for all scaffolds are to be used on site.	☐	☐
41.	Scaffold to parapets, walls, structural elements, roof levels and the like is to extend a minimum of two (2) metres past the element to which Scaffold is being installed, unless nominated otherwise. Reduction from this specification is only permissible with the written consent of the Mirvac Site Manager.	☐	☐
42.	The Subcontractor shall allow for all hop up movements specified in the Quay Project Scaffold Schedule, in addition to the first initial installation. As minimum the following hop up movements are anticipated: a. Initial 'hop up' installation to allow for the installation of the formwork deck (Below formwork), or as directed by the site manager. b. 'Hop up' modification following removal of formwork to provide a 50mm to 100mm clearance between Scaffold and the slab edge	☐	☐
43.	Allowance for minor changes in Scaffolding to suit adjustments to construction on site	☐	☐
44.	All setting out, 'basing out' and the like, including on uneven and/or inconsistent ground. The responsibility of determining initial base levels of scaffold to each façade, to ensure the most efficient use of scaffold and minimise scaffold adjustments, is with the Subcontractor.	☐	☐
45.	All additions, adjustments and/or deviations in typical Scaffold rises necessary to accommodate step-ins, step-outs, returns, cantilevers, articulations, embellishments and the like in the building structure, elevations and/or facades. It is the responsibility of the Subcontractor to provide safe, complete, continued, and uninterrupted access and overhead protection to all perimeter structural elements and to the facades of all levels as per scaffold scope.	☐	☐
46.	Ensure that initial base level Scaffold is installed in such a manner that it does not interfere with or in any way impede access and/or materials handling requirements as per scaffold scope.	☐	☐
47.	All Scaffold ties, braces and the like are to be fixed to the concrete slab as required and installed and coordinated in such a manner to ensure they do not interfere with or in any way impede trade works and/or future installations in these locations, notably installation of stress ends, shelf angles and the like.	☐	☐
48.	Provision of all racking ties and the like necessary to secure/brace the Scaffold until the suspended concrete deck is poured and capable of accepting the loads of the Scaffold system/s. The racking ties are to be removed prior to facade finishes commencing.	☐	☐
49.	Employment of a handover certification system, such as 'ScaffTag' for each individual section of installed/erected Scaffolding. In addition to the certification of Scaffold with its initial installation the Subcontractor is to ensure the same handover certification system and subsequent inspections and the like are also conducted in the event of changes/alterations to installed Scaffold.-Daily Scaffold inspections, and subsequent maintenance works, are to be undertaken by the Subcontractor to ensure continued compliance with all applicable AS/NZ Standards, Codes of Practice and the like as well as to the standard of Mirvac. The details of the proposed handover certification system are to be provided to Mirvac 2 weeks from contract award.	☐	☐
50.	The commencement of the hire period/s of Scaffold is to commence only when the Scaffold is complete to the areas/sections as defined in Schedule 21 and mark up. Scaffold will not be deemed to be completed until certification is provided by the Subcontractor, to Mirvac, and Mirvac has acknowledged receipt and acceptance of such certification and advised such to the Subcontractor in writing.	☐	☐

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Ref:	Description	/Included Yes	/Excluded No
51.	Subcontractor has allowed to inspect scaffold as per the code of practice or at least once every thirty days has elapsed. Subcontractor to make extra provision to have a competent person inspect after a significant rain or other weather event.	☐	☐
52.	Deliveries to be bundled and packed in accordance with Mirvac craneage requirements to lift off the truck only. Subcontractor is to note that they will be providing their own materials handling for installation of scaffold.	☐	☐
53.	All bolts to be fixed off to structure are to be as specified by RPEQ or Mirvac approved equivalent.	☐	☐
54.	Subcontractor has allowed for all required scaffold movement to allow installation and removal of loading bays (by others) through perimeter scaffolding (Level 1 – 5) and edge protection on typical floors (Level 6 to Roof). Subcontractor is to allow for edge protection after loading bay is removed (up to 3 levels) and prior to window wall installation. Allowance to remove and install once per loading bay.	☐	☐
55.	The bridging of scaffold at all building openings and/or entries to ensure complete, continued, and uninterrupted access to all buildings. Such openings and/or entries include but are not limited to lobbies, driveways, ramps, stair entries, fire exits and the like. The Subcontractor has ensured adequate overhead protection is provided to all building openings and/or entries as per scaffold scope.	☐	☐
56.	Scaffold design has allowed for all irregular facade elements and ensuring the scaffold does not encroach onto structural elements. Allow dismantling in drops and/or levels.	☐	☐
57.	All scaffold provided by the Subcontractor is to be three (3) boards wide, with a two (2) board hop up (unless noted otherwise).	☐	☐
58.	The subcontractor has allowed to provide for a cantilevered scaffold system where required due to the substrate (Refer scaffold markup). The subcontractor is to identify any cantilevered scaffold requirements during the tender stage.	☐	☐
59.	Subcontractor has allowed for all vertical movement for loading, installation, dismantle and unloading purposes.	☐	☐
60.	All horizontal Scaffold levels, working platforms and the like are to be at two (2) meter intervals vertically or as per Mirvac's instruction to ensure complete coverage and access is achieved by the Scaffold system/s.	☐	☐
61.	Scaffold to parapets, walls, structural elements, roof levels and the like is to extend a minimum of two (2) meters past the element to which Scaffold is being installed, unless nominated otherwise. Reduction from this specification is only permissible with the written consent of the Mirvac Site Manager.	☐	☐
62.	Initial two (2) board wide 'hop ups' are to be installed progressively throughout all buildings, in conjunction with the formwork, to ensure complete and uninterrupted access to all levels. The Subcontractor has ensured a 50mm to 100mm gap only between Scaffold and the formwork edge.	☐	☐
63.	The subcontractor has allowed for hop up movements as per the Schedule 21. A minimum of two (2) movements has been allowed for (inclusive of the initial setup).	☐	☐
64.	Following a concrete pour, the Subcontractor has allowed sufficient labour and material is maintained to erect perimeter scaffold and provide all required handover documentation / sign offs to ensure no delays to programme are incurred.	☐	☐
65.	All scaffold provided by the Subcontractor, of which is adjacent to a builder's personnel/materials hoist is to abut into the protective cage of the hoist and be constructed in such a manner to ensure no gaps whatsoever exist at this junction/threshold.	☐	☐
66.	All adjustments, amendments, removals, replacements, and the like of completed Scaffold, inclusive of chainwire, shade cloth or similar, necessary to enable the installation of loading platforms and builders' personnel/materials hoists as well as any and all works, items, and	☐	☐

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	materials for the making safe of such areas whilst installation of loading platforms and/or builders personnel/materials hoists is underway. Allowance to reinstate scaffold and/or edge protection post removal of hoists. Allowance to open and close scaffold once per level per hoist. The Subcontractor is to supervise, inspect and certify each loading platform after it has been installed as well as re-establish, inspect, and certify the Scaffold surrounding both loading platforms and builders' personnel/materials hoists after installation of such items is complete.		
67.	Ensure that Scaffold is reinstalled to the locations of loading platforms and builder's personnel/materials hoists immediately after such items have been removed.	☐	☐
68.	The subcontractor has allowed to coordinate the location and installation of scaffold ties with the façade elements. Tie locations must allow the installation of the adjacent façade system.	☐	☐
69.	Supply, installation, engineering and certification of uni-mesh (fire retardant) to the entire façade/s of all scaffolding.	☐	☐
70.	All uni-mesh or the like provided by the Subcontractor is to be new. No old, damaged or aesthetically unappealing materials are to be employed / installed. All redundant uni-mesh and/or shade cloth is to be removed offsite. In no circumstances is redundant uni-mesh and/or shade cloth to be placed in bins onsite. Colour to be blue.	☐	☐
71.	The subcontractor has allowed for one entire level of the podium perimeter scaffold to be complete in Mirvac branded shade cloth.	☐	☐
72.	Provision of all mechanisms, equipment, lap boards and the like to ensure no gaps are present in the Scaffold system/s. All such items are to be thoroughly and correctly fixed, inspected and maintained to ensure they are not subject to damage and/or movement. All lap boards and the like employed by the Subcontractor are to be chamfered to minimise trip hazards.	☐	☐
73.	Harnesses and/or appropriate fall arrest systems are to be worn where required by applicable legislation and/or when deemed necessary.	☐	☐
74.	The Subcontractor is to note that Mirvac accepts no responsibility for Scaffold, Scaffold members or equipment forming part of the Scaffold system. The accountability of any dirty, lost, damaged or stolen Scaffold, Scaffold members or equipment forming part of the Scaffold system is with the Subcontractor.	☐	☐
75.	The Subcontractor is to note that no variations will be accepted by Mirvac unless such a variation is the result of an amendment/addition to this scope of works and of which the Subcontractor has received written instruction from Mirvac to undertake/complete the works. All day labour dockets associated with variation works must be signed by the Mirvac Site Manager or General Foreman on the day the additional/variation works were undertaken.	☐	☐
76.	The hire of all Scaffold is to be based on a seven (7) day week inclusive of RDO's, Public Holidays and the like. No additional charges will be accepted by Mirvac related to such events/occurrences.	☐	☐
77.	The progressive removal, amendment and/or relocation of all bolts, ties, braces, handrails, hop ups and the like in/associated with Scaffold necessary to facilitate external façade works and/or completion of external finishes.	☐	☐
78.	The initial and continued coordination regarding installation, removal, amendment and/or relocation of Scaffold with any and all applicable trades, external façade works and/or completion of external finishes.	☐	☐
79.	Ensure all Scaffolding, associated items, equipment and the like necessary for the level above are loaded onto the floor on the day of the concrete pour for that level or as directed by Mirvac site management. Scaffolding is to be in such a state to facilitate rising/erection immediately the following day to facilitate formwork installation.	☐	☐

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Ref:	Description	Yes /Included	No /Excluded
80.	The storage of all Scaffold elements off site until such time as the Scaffold is required for the specific area of works being undertaken. Storage of Scaffold elements on site is only permissible with written consent and only to designated storage areas nominated by the Mirvac Site Manager.	☐	☐
81.	All areas below and adjacent to where the Subcontractor is installing, altering and/or dismantling Scaffold are to be cordoned off and further delineated with clear, visible, and adequate signage. Additionally, the Subcontractor is to supply and install physical barriers, signage, and the like to clearly define and advertise access and egress paths to and from Scaffold.	☐	☐
82.	Provision to Mirvac of 'off hire' reports/schedules for all disassembled/removed Scaffold.	☐	☐
83.	All scaffold is to be inspected post all heavy weather events and prior to long weekends. Signoff of all scaffold is to be provided prior to scaffold re-opening.	☐	☐

2.3.5 Work Element 5: Optional Work Elements

Ref:	Description	Yes /Included	No /Excluded
84.	Loading Bay Installation & Certification (Rate per install / cycle to be provided)	☐	☐
85.	Mirvac logo on shade fabric around full perimeter of scaffold	☐	☐
86.	Supply and installation of additional scaffold screen (Uni-mesh with tube & fitting) to the planters on each level from L3 to L25, including; - Engineering certification of the detail - Installation behind the formwork screens and removal via flying loading bay	☐	☐

2.4 General Items Relevant to all Work Elements

The works include but are not limited to the following:

- a) The Subcontractor shall fully inform themselves of the nature of the work by personal examination of the location of the site, site conditions & restraints, drawings, & any other such considerations required to ensure all allowances have been made to ensure the total design is fit for purpose. Any unforeseen difficulties for which provision is not made in the tender, will in no way relieve the sub-contractor from responsibility for full execution of works.
- b) The Subcontractor has allowed to comply with Mirvac's, the projects & legislative HSE requirements including but not limited to:
 - o The Health Safety & Environment requirements in addition to Schedule 8 of the Subcontract;
 - o The Subcontractor Safety Pack included in the tender documents, including:
 - o Mirvac Policies & Procedures
 - o Mirvac Risk Assessment Card (MRAC's)
 - o Mirvac Minimum Requirements (MMR's)
 - o Mirvac Permits & Relevant Authority Permits
 - o Mirvac Forms

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- The Project Workplace Risk Management Plan (WRMP)
 - The Project Risk & Opportunity Register
 - The Project requirement for the use of Hammertech
 - The Project Site Induction & Training requirements
 - Health & Safety Project Requirements
 - The Subcontractor acknowledges receipt of this suite of documents, has reviewed the contents & agrees to comply with all the requirements of these documents. Documents can be viewed at the following address:
<https://www.mirvac.com/Residential/mirvac-hse-documentation>
- c) The Subcontractor is to provide measures by the relevant authorities, ordinances, regulations & common law for the protection of surrounding public & private property, footpaths, streets, kerb & gutters, the public, occupants & workmen during the works & pay all fees required for restoration of the same.
- d) The Subcontractor understands that during the construction period works that may impact upon neighbouring properties, environment or public (e.g. noise generating activities & activities using chemicals) are to be undertaken only with the approval of Mirvac.
- e) Consideration of the tenants (early occupants), public & neighbouring residents are paramount & their requirements & operation must not be impacted by the Subcontractors works.
- f) The Subcontractor has allowed to comply with the requirements nominated within any Access Rights Deeds executed between Mirvac & the Neighbouring properties.
- g) The obligations for compliance are summarised in the Mirvac Constructions Construction Management Plan, with the most sensitive issues surrounding the following:
- Noise;
 - Vibration;
 - Access & Traffic Movement;
 - Use of the local road & footpath network; &
 - Existing Buildings, Services & Infrastructure.
 - Any Access Rights Deeds will be provided to the successful Subcontractor for inclusion within the Subcontract Agreement.
- h) The Subcontractor is aware that the required noise & vibration monitoring will be conducted & installed into the Neighbouring Properties by Mirvac. The Subcontractor is only required to provide local monitoring of plant & equipment as required by BCC or their HSE Obligations.
- i) The Subcontractor shall be held responsible for any subsequent damage to any neighbouring properties caused by neglect on their part.
- j) Mirvac will provide tower cranes & man/materials hoists for use on the project, in accordance with the construction Program. Where the Subcontractor requires crane lifting, the Subcontractor must provide appropriate notice to Mirvac for co-ordination of all craneage deliveries. The Subcontractor acknowledges that there will be limited craneage provided on site & its use must be shared with all trades with the priority being for the use of the Structure trades as floor levels are cycled. Due allowance for this is deemed to be considered in the Subcontractor's price. Mirvac craneage will only be for main vertical movement of materials. All horizontal movements will be the Subcontractor's responsibility & the Subcontractor is to provide all specialised lifting equipment. The Subcontractor must ensure that the items for craning are:
- Securely & adequately packaged
 - Available for lifting at reasonable times required by Mirvac
 - Placed in a location directed by Mirvac
 - Certified lift points (engineered)

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- Have clearly identified weight

Mirvac will provide the following craneage & hoisting during construction. The crane will be located at in area nominated on the craneage drawing included within the tender documentation.

- k) The Subcontractor is to provide all trade specific transports, vertical lifting (other than the vertical lifting agreed with Mirvac via the Tower Crane) & horizontal lifting/transport. All transport & horizontal materials handling, & all trade specific lifting are by the Subcontractor.
- l) The Subcontractor shall ensure that all mobile cranes used on Site are registered with CraneSafe & that the green stickers are clearly visible. Any cranes that are not registered with CraneSafe will be immediately removed from Site.
- m) The Subcontractor is responsible for the safe storage of all equipment, materials, fittings & fixtures at all times. Lost, damaged or stolen items shall remain the responsibility of the Subcontractor up until practical completion.
- n) Allow for all shop drawings & redrafting of shop drawings as required to suit alterations or design changes or design development as necessary & to meet construction requirements.
- o) The Subcontractors tendered price has allowed for costs associated with resolution & modifications in construction for all buildability issues.
- p) Before commencing work, submit evidence that all permits, licenses & approvals required by authorities relating to the work under the sub-contract have been obtained by the Subcontractor (including payment of all associated fees). These should include but not limited to:
 1. Site Access
 2. Working Hours (including afterhours works)
 3. Water permits
 4. Dust Control
 5. Noise Control
 6. EPA permits
 7. Local Authority (Council)
 8. Occupying footpaths/roadways
 9. Any other authority permits having jurisdiction over the site & its surrounding areas.
- q) The Subcontractor is to obtain & fill in all notices required by the various authorities when necessary & pay all fees in connection therewith & shall submit for approval all necessary drawings & obtain all consents required to permit the execution of the works. Risk of obtaining any approvals from authorities is with the Subcontractor.
- r) The Subcontractor is to provide all fees, labour, materials, power & instruments required for the purpose of carrying out tests & is to make good at their own expense any defects disclosed during tests.
- s) The Subcontractor is to notify the Site Manager immediately if any of the following are found or when work is proceeding near;
 - Flammable or explosive liquids or gases
 - Noxious, toxic, infectious or contaminated materials
- t) The Subcontractor is to provide all necessary labour & equipment to progressively clean up during the works daily to leave work areas clean & tidy, as well as at completion of works. If areas are not cleaned

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to the satisfaction of Mirvac, the costs associated with the employment of labour by Mirvac or other trades to clean the affected areas will be deducted from the subcontractors account.

- u) The Subcontractor is responsible for providing, monitoring & maintaining adequate protection of all works until Practical Completion having regard to the likely effect of all following trades & the sequencing of works. The Subcontractor will be responsible for the rectification of any items damaged by following trades because of deficient protection.
- v) Allow where necessary to remove & reinstate protection to any building element where the Subcontractor's works require it. Allow for the progressive removal & disposal of all protection, & a trade clean at a time to be nominated by Mirvac.
- w) Mirvac has allowed to provide & maintain Class A hoarding/fencing & wire mesh panels to the perimeter of the site. The Subcontractor shall review the hoarding/fencing & location of gates & satisfy themselves that they are adequate for ongoing works. The Subcontractor is to be aware that should damage occur or modification be required once the Subcontractor has commenced works on site all associated costs for the rectification works will be borne by the Subcontractor.
- x) The Subcontractor is to inspect completed areas with a representative of Mirvac prior to the placement of protection. Protection is not to be laid unless the Mirvac representative is satisfied that the works are completed to Mirvac's quality standard. At a time determined by Mirvac, the Subcontractor is to be present with a representative of Mirvac to remove the protection & carry out a thorough inspection of the completed works. Any defective works are to be rectified by the Subcontractor at its expense.
- y) Where discrepancies & conflict exist between contract documents (drawings, specifications & the scope of works), the Subcontractor has allowed for the most onerous of the documents & must notify Mirvac immediately of discovery.
- z) The Subcontractor is to submit to Mirvac samples of all fittings & seen elements generally for Mirvac approval prior to placement of orders.
- aa) All sealing against adjacent surfaces where the Subcontractors work creates a joint or abutment.
- bb) The Subcontractor is responsible for & is to ensure that work elements comply with acoustic requirements. Risk of obtaining any approvals from Mirvac, Mirvac acoustic consultants & the authorities is with the Subcontractor.
- cc) Any penetrations required to perform the Subcontract works are to be the responsibility of the Subcontractor at their cost & approved by the project structural engineer.
- dd) The Subcontractor is responsible for the fire rating of all penetrations associated with The Subcontract works in accordance with AS 4072.
- ee) The Subcontractor's expertise on previous projects shall be relied upon by Mirvac in the delivery of Quay Apartments. The Subcontractor is to bring to the attention of Mirvac at the tender & any coordination stages, areas of the design &/or equipment selections that require amendment to meet both industry & Mirvac standards & to ensure the system is generally fit for purpose.
 - All information & documentation included in this tender package has been provided by Mirvac in good faith. To the best of Mirvac's knowledge, these documents describe the condition of the site. The Subcontractor is however to thoroughly examine the site & will be fully responsible for work & costs associated with the site conditions.
 - All surface preparations necessary to complete the works are by the Subcontractor.
 - The Subcontractor is responsible for the treatment of materials from the effects of corrosion from:
 - Dissimilar Metals;

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- Chemicals;
 - Atmospheric conditions including proximity to bodies of water.
- ff) All equipment must have current test & tag labels securely fixed to the equipment. Any equipment without current tags will be removed from site until tested & tagged by a licensed electrician.
- gg) The Subcontractor is to provide all necessary dust, erosion & environmental control measures & procedures to prevent run-off during construction works in accordance with the requirements by Brisbane City Council, & other relevant authorities. All practical measures must be taken to ensure that vehicles leaving the site do not deposit mud or debris on the road. Any mud or debris deposited on the road must be cleared up immediately.
- hh) The Subcontractor has allowed for all dewatering of areas to ensure the quickest possible return to productive work after inclement weather.
- ii) It is the responsibility of the Subcontractor to undertake quality compliance inspections of their work areas on an area by area basis & provide Mirvac with a record of completion. The Subcontractor has allowed to comply with the requirements of the section 2.6 Quality Assurance Schedule of Information Management with respect to documenting & recording quality compliance inspections.
- jj) The Subcontractor shall instruct Mirvac, in a timely fashion, when Mirvac supplied items are required on site (as agreed prior to award of the Subcontract). The Subcontractor is to take possession on delivery of Mirvac supplied items to site, store in a secure manner & install as required. The Subcontractor is responsible for the loss or damage to supplied items immediately after delivery is taken.
- kk) The Subcontractor must participate in buildability & risk management workshops to ensure that sequencing & construction risks are identified & addressed, including prior to commencement on site.
- ll) The position of all equipment shown on the drawings is indicative & unless dimensioned details are specified the exact position shall be determined on site to the approval of Mirvac. Location of equipment shall suit site requirements & comply with all authority requirements.
- mm) Any defects noted during inspection of the installation shall be immediately rectified & Mirvac advised of the corrective action taken.
- nn) The Subcontractor is to accept all service variances due to co-ordination with other services & structure. Service & structure documents are available for viewing upon request.
- oo) The Subcontractor must submit a preferred option / solution including any associated costs in relation to the submission of any 'Request for Information'. The Subcontractor must allow a minimum 10 working days for a response without affecting the construction Program.
- pp) It is the responsibility of the Subcontractor to ensure they have all the necessary IT equipment to enable & access the use of Mirvac's nominated project management systems (e.g: Aconex, Zutec, Hammertech or other). This includes the implementation of Mirvac's new online HSE database. The Subcontractor must follow all protocols as required for the acceptance & transfer of electronic documents, drawings, schedules, specification, site instructions & requests for information
- qq) The Subcontractor shall develop in accordance with specifications, drawings & Subcontract, a specific Inspection & Test Plan (ITP) for the works to be performed at the Project. The Subcontractor is to utilise the Mirvac proforma document when preparing & submitting ITPs. The ITP must identify all the appropriate hold point & inspections required by all relevant parties to include Mirvac, consultants & authorities. All ITPs are required to be submitted to Mirvac for approval prior to commencing works on site.

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- rr) The subcontractor shall give Mirvac 72 hours written notice of any requirements for an inspection of works on the site unless otherwise specified in the trade packages specification.
- ss) Any associated cost arising from the result of a failed inspection test will be borne by the Subcontractor.
- tt) The Subcontractor shall be compliant with Mirvac's commitment to reduce energy, waste & water consumption on site & will provide monthly reports to Mirvac detailing energy, water usage, waste disposal, fuel usage etc
- uu) The Subcontractor must protect from damage all trees & other plants which:
- As shown or specified to be retained, or
 - Are beyond the limits allowed to the Subcontractor, or
 - Need not be removed or damaged for construction operations.
- vv) The position of existing services shown on the drawings is based on existing records & partial survey. Mirvac does not warrant the accuracy of such information. The Subcontractor shall establish & physically mark the actual alignment, level & position of all other services within the work zone, whether shown on the drawings or not, before commencing work on the site.
- ww) Any temporary works not required after completion of the Subcontract work are to be either removed when no longer required or left in the possession of the Subcontractor as its property as directed by Mirvac.
- xx) The Subcontractor shall ensure Vehicular access (including access for emergency vehicles) is available to all buildings on the site at all times, to satisfy the National Construction Code (formerly the NCC) & the Queensland Fire Service.
- yy) The internal private road contained within the BRC site is not to be used for construction traffic or deliveries without the express consent of Mirvac.
- zz) There is no parking available on site or on any adjacent BRC owned land.
- aaa) The Subcontractor has allowed to keep all roads, streets & pavements free & clear of any debris. Surrounding streets are to be kept clean & if necessary swept & or washed clean when applicable.
- bbb) Fire alarms are not to be disconnected, except with the prior approval of Mirvac.
- ccc) Work Permits or approvals will be required for, but not limited to, the following:
- Excavation/Ground Penetration
 - Connect to existing works
 - Disconnect existing works
 - Backfill
 - Saw cut/core structural elements
 - Isolation permit for electrical work
- ddd) The Subcontractor has allowed to conduct a line search prior to commencing any excavation works, & to identify any existing services using Dial Before You Dig (DBYD), a service locator, or potholing as required. The results of this investigation are to be forwarded to Mirvac.
- eee) The subcontractor is responsible for the removal of all construction markings & stickers & the like.
- fff) Delivery of materials & equipment to site shall be confined to locations & times as nominated by the Mirvac at whose sole discretion access & control & delivery to site is vested.

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- ggg) Mirvac shall not accept responsibility for any damage or theft to any vehicles/materials/tools/equipment what so ever whilst on-site.
- hhh) To the extent that the Subcontractor activities affect the circulation within the site & on public roads, the Subcontractor shall develop a Traffic Management Plan (TMP) that addresses how these impacts will be managed to the satisfaction of Mirvac & relevant authorities.
- iii) The subcontractor is responsible for the provision of necessary works to make the site trafficable for delivery trucks, machinery & the like (e.g. dewatering, importing road base & compaction). Allow to remove any imported material upon completion of the works.
- jjj) Where any Traffic management is provided by Mirvac, subcontractor is to notify Mirvac five (5) days prior to traffic management being necessary.
- kkk) The Subcontractor has allowed to supply, erect, maintain & dismantle all internal scaffolding required to complete the Subcontract works. All scaffolding must comply with the relevant Australian Standards, Codes of Practice & Dept of Health & Safety guidelines regarding the design, installation, certification & maintenance .All scaffold set out & movements shall be coordinated with Mirvac. All scaffold must be inspected & signed off, with sign-offs provided to Mirvac, prior to commencement of work on the scaffold.
- lll) The Subcontractor shall provide sufficient labour, equipment & supervision for the delivery of all goods associated with the sub-contract works including unloading, loading, handling, storage, positioning & ongoing maintenance.
- mmm) The Subcontractor must supply all necessary hoisting, craneage & lifting gear, & other material handling equipment required to move their materials & equipment about the site. All vertical & horizontal movement of plant, materials & equipment is the responsibility of the Subcontractor.
- nnn) All materials are to be supplied appropriately packed & palletised for movement around the site. All surplus packaging, waste & the like is to be removed to the bins on the day of its generation. All pallets are to be taken off site by the Subcontractor on the day of them being freed of materials.
- ooo) The required amount of material only is to be placed in areas designated by Mirvac. Accurately quantify materials to minimise waste & unnecessary craneage & hoisting to the required location. The Subcontractor will be charged for all double handling & additional lifting associated with relocating materials & waste. The Subcontractor should allow for storing materials off-site.
- ppp) The Subcontractor must protect & secure all materials, plant & equipment during adverse weather.
- qqq) The Subcontractor shall provide all temporary water supply as required to complete their subcontract works: A water supply service will be provided by Mirvac at each site work area for construction water. Connection, disconnection & reticulation from Mirvac's point of supply shall be by the Subcontractor.
- rrr) The Subcontractor shall provide all temporary fire services as required to complete their subcontract works: All required fire-fighting equipment, including fire extinguishers, blankets or other suitable protection when carrying out operations with a potential fire hazard such as welding or cutting.
- sss) Allow for & provide all temporary items e.g.; access equipment, supports etc that are necessary to complete the works inclusive of all engineering certification approval necessary.
- ttt) All boom-type EWPs must have secondary protection, i.e. secondary guarding to prevent a crush injury (i.e. physical barriers, pressure sensing devices or proximity sensing devices).

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- uuu) Where the risk of a crush injury is identified as a potential hazard when operating a scissor-lift Mobile Elevating Work Platform the Hierarchy of Controls must be followed to Eliminate, Substitute, Isolate or provide Engineering Controls where reasonably practicable to do so. A number of means should be explored to eliminate crush risks, including anti-crush (halo) overhead guarding to the EWP basket & protection provided to the Scissor Lift controls to prevent inadvertent activation of controls by the Operator.
- vvv) Where the risk of a crush injury (through lateral or vertical Scissor Lift movement) cannot be eliminated a Support Person is required to observe the Scissor Lift operations.
- www) Provide all necessary temporary hoardings, fencing, screens, dust sheets & the like to provide dust free environment to adjacent areas & clear away on completion
- xxx) Provide any necessary temporary propping, shoring, strutting & the like as may be necessary to safeguard adjoining buildings & structures & any portion of the existing structure & works
- yyy) The Subcontractor shall ensure that no damage occurs to other subcontractor's works & shall protect their own works against damage up until the Date of Practical Completion.
- zzz) The Subcontractor shall, where any damage is caused to pre-existing works, make good those pre-existing works at the expense of the sub-contractor. Any damage to plumbing, electrical services or any other part of the structure caused by negligence or careless workmanship on the part of the Subcontractor shall also be rectified at the Subcontractor's cost.
- aaaa) The Subcontractor shall make allowance for the tolerances of adjacent elements including ensuring that any misalignment is rectified so that any specified finish can be applied to the standard of finish required without the necessity to improve the substrate. Any costs to Mirvac caused by the Subcontractor's failure to provide for same will be deducted from the Subcontract Sum. The Subcontractor shall remain totally responsible for achieving the specified tolerances for the Works
- bbbb) The Subcontractor shall ensure its partially completed works do not pose a risk to others.
- cccc) The Subcontractor shall rectify & make good any damage to its works or other subcontractor's works as & when instructed by Mirvac up until the Date of Practical Completion.
- dddd) The Subcontractor shall provide any additional skips/bins that may be required to remove all rubbish associated with this Subcontract from the workface. All bins requiring craneage for rubbish handling must be certified for lifting by the Subcontractor & approved by Mirvac.
- eeee) The Subcontractor is to give sufficient warning of its requirements about the following to allow Mirvac to co-ordinate the Subcontract works with the project works:
 - The work of other Subcontractors associated with its works;
 - Acceptance or otherwise of base surfaces;
 - Setting out of baselines & grids & benchmarks.
 - The Subcontractor must advise Mirvac in writing of any special access requirements relating to the installation of its works in sufficient time for Mirvac to carry out any programming of work sequence.
 - Any costs incurred by Mirvac, due to failure by the Subcontractor to advise their detailed requirements in sufficient time will be charged to the Subcontractor.
- ffff) By commencing the Subcontract works, or any part thereof, the Subcontractor shall be deemed to have accepted without reservation, the suitability of any work done by Mirvac or others which forms a foundation or substrate for or connects with the Subcontract works or the relevant part thereof.

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- gggg) The Subcontractor is to accept the state of documentation & for their costs associated with requests for information, coordination & redrafting of subcontract shop drawings that result from the resolution of drawings & details, etc.;
- hhhh) It is the Subcontractor's responsibility to ensure they are working from the latest "For Construction" documents & other subcontractor's shop drawings at all times & to advise Mirvac immediately if inconsistencies are discovered within drawing/specification revisions
- iiii) The Subcontractor has allowed for all correspondence including but not limited to site instructions, request for information, extensions of time, variations submissions, non-conformance reports, drawings, CAD files, As-built, specifications, reports, handover document, etc to be transmitted through Aconex program.
- jjjj) Any applicable allowances for the project shall be included for the project value of between \$100 million & \$200 million.
- kkkk) To mitigate the risk of exposure to the uncontrolled release of electrical energy, it is a project health & safety initiative to minimise the use of temporary 240v construction power & where practicable use battery powered or extra low voltage tools, equipment & lighting as an alternative. The subcontractor's construction methodologies shall support this initiative.
- llll) The Subcontractor will be required to submit all Subcontract Progress Claims via Payapps (<https://au.payapps.com>) inclusive of all monthly/annual fees associated with the registration & use of this software. The Subcontractor shall present all items shown below with their progress claim issued on or before the 21st of each month.

All items below completed on the personnel register which relate to all personnel working on the project.

- Statutory Declaration Stating Payment to All Employees & Suppliers
- Employee Superannuation Statement
- Employee Redundancy/Leave/Retirement etc Statements
- Income protection Statement
- Public Liability Insurance (only required at the start of project & at time of expiry)
- Workers Compensation (only required at the start of project & at time of expiry)
- QA, HSE & supporting documentation as required by Mirvac

2.5 Program

- a) The Subcontractor is required to submit Programs in accordance with the schedule of programming requirements – schedule 2 of the Subcontract.
- b) The project is a 5 - day per week site. Site operating Hours 7:00am to 6:00pm Monday to Friday. The Subcontractor may be required to work outside normal working hours if deemed necessary and where applicable must abide by Mirvac and local Authority requirements.
- c) The Subcontractor is to perform the works & allow for sufficient resources in labour & supervision in maintaining all Mirvac programs including working on several work fronts simultaneously.
- d) Subcontractors wishing or requiring to work extended hours beyond the Site Working Hours as detailed under section 2.4 will be responsible for all costs associated with opening & maintaining the site on a pro-rata basis.

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- e) The Subcontractor is to submit written confirmation & documentation confirming orders for overseas & long lead time materials have been placed within one week of contract award.
- f) The Subcontractor shall advise Mirvac if issue of permit or if any other authority or utility services approval is likely to delay building construction.
- g) The Subcontractor is to ensure that all staging of works comply with Mirvac's program requirements (including all necessary return visits).
- h) Each fortnight, the Subcontractor has allowed to provide Mirvac with a two (2) week look ahead indicating all resources, equipment, & labour being utilised onsite over that time.
- i) The Subcontractor has allowed to undertake & provide 4D programming, (interfaced with the model) for use throughout construction for critical areas e.g. Plant rooms, fire services pump rooms, electrical services rooms, comms rooms etc. at Mirvac discretion. The 4D program model shall detail the subcontractors works on a mid-range programming level to demonstrate the following (but not limited to):
 - o Subcontractors activities on a 3 day to 1 week average;
 - o Subcontractor milestone activities e.g. placement of major plant & equipment;
 - o Subcontractor DFMA installation.
- j) The Subcontractor has allowed for a gate coordinator to receive all deliveries & record all truck movements off site.
- k) Trucks shall be loaded & delivered in sequence of erection or as required by Mirvac. A delivery schedule shall be agreed with Mirvac Site Management prior to any materials being delivered to site.
- l) The Subcontractor must allow to give Mirvac a minimum of five (5) days' notice for the approved delivery & storage of bulk materials on-site.
- m) The Subcontractor has allowed for the sorting of all materials & for a supervisor to be in attendance for all deliveries (over a certain size or as determined by Mirvac) to coordinate the positioning of materials as unloaded from transport. The Subcontractor shall also, at the time of receipt of materials, immediately advise Mirvac of any incorrect deliveries to prevent delays to the construction program.
- n) Allow for the works to be undertaken as follows:

Key Milestones in Relation to Joinery Installation	Date
Complete Joinery Install – Level 2	11/10/22
Complete Joinery Install – Level 10	10/01/23
Complete Joinery Install – Level 25	05/06/23
Complete Joinery Install – Level 26	01/09/23

Note: No costs will be borne by Mirvac as a result of providing these dates.

- o) Critical dates for provision and removal of cranes and hoist are as follows:

	Install	Remove
a) Crane 01:	10/02/2022	19/07/2023
b) Hoist 01:	01/06/2022	19/07/2023

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Note: The above dates are indicative only. No costs will be borne by Mirvac as a result of providing these dates.

2.6 Site Preliminaries

The Subcontractor has allowed for the following works including but not limited to:

- a) Ensure compliance with all Australian Standards, legislation, regulations, Codes of Practice, Mirvac Standard Details & the requirements of any authority generally including but not limited to the following;
 - Brisbane City Council
 - QLD Urban Utilities / EPRA / AGL
 - NCC
 - Environmental Protection Authority
 - Energy Authority
 - Workcover Authority
 - Water Authority (QUU)
 - Worksafe Qld.
 - Gas Authority (APA)
 - Telstra & Optus
 - DTMR
 - QBCC
 - QFES
 - Any other authority with jurisdiction over the site or its surrounding areas.
- b) The Subcontractor has allowed for the work hours in accordance with, Clause 3.6, **DA Approval**, planning permits, council requirements, & Mirvac's Workplace Specific Induction Rules.
- c) The Subcontractor is not permitted to place signage on any part of the building, formwork, screen system or attachments to the building.
- d) The Subcontractor has allowed for fulltime, on-site, qualified supervision for the duration of the works capable of taking direction from Mirvac & carrying out such direction.
- e) The Subcontractor has allowed for all costs regarding access & egress associated with the location & nature of the Site to include but not limited to costs associated with all necessary access restrictions.
- f) Mirvac has allowed to provide all temporary services, fit out & maintenance of all temporary site accommodation required, including lunch sheds, ablution blocks, change rooms, first aid provisions & like for the duration of the contract works in line with requirements.
- g) The Subcontractor has allowed for the provision of their own site establishment requirements including, but not limited to storage sheds & site offices. The Subcontractor shall discuss & agree the quantity, size & location of their site facilities with the Site Manager prior to mobilisation. It is the responsibility of the Subcontractor to clean & maintain in & around their own site facilities.
- h) Mirvac will supply one (1) 240v Distribution Board in the site compound for the Subcontractor to connect their sheds to. It is the responsibility of the Subcontractor to connect, maintain & remove this connection

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at demobilisation. All works to Subcontractors temporary power are to be completed by a licensed electrician at the Subcontractors cost.

- i) The Subcontractor has allowed for the provision & removal of all temporary services required, including modification of existing services (by suitably qualified personnel) to suit their own needs except where otherwise specified. Where the sheds are provided by Mirvac, temporary services connection to such sheds shall be done by Mirvac.
- j) Limited on-site material storage is available. All materials to be stored on site may only be stored in areas designated by Mirvac. The Subcontractor shall be responsible for the security & protection of the same.
- k) Dewatering of Subcontractor's work areas to ensure the quickest possible return to productive work after inclement weather.
- l) Compliance with the Mirvac Construction QLD Inclement Weather Policy
- m) All risk associated with authority & consultant approvals shall be with the Subcontractor only where the Subcontractor deviates from the fully designed documentation (*included within the Schedule of Drawings, Specifications & other Documents*) & on approval from Mirvac.
- n) The Subcontractor is to provide a full-time traffic controller during the transportation of any materials on & off site relating to any works under this agreement.
- o) The Subcontractor is to provide all scaffolding, barricades, safe access ways, task lighting, safety signage & power necessary to complete the Subcontractor's works.
 - The Subcontractor shall supply the sufficient number of two-way radios (*compatible with Mirvac Site radios*) & tuned to the Mirvac Subcontractor site frequency for their Site foreman representative.
 - The Subcontractor shall keep the scaffold clean at all times & not use it as a storage area for materials. The cost of cleaning the scaffold will be borne by the Subcontractor if it fails to comply with this provision.
 - The Subcontractor has allowed for site measuring as required.
 - Prior to commencing any excavation activities, the Subcontractor must establish an excavation permit (approved by Mirvac) confirming locations, position & levels of all services near any excavation before commencing works.
 - The Subcontractor should note that coring or chasing of concrete walls & slabs is not permitted without prior approval from Mirvac.
 - Task lighting must conform to the following minimum standards. All lights to be guarded. Lights must be permanently fixed to fit for purpose stands. Lights to be tested & tagged by licensed electrician/or approved person.
 - Inspection & Test Plan's, Safe Work Method Statements & other necessary documentation to satisfy requirements indicated in the specifications shall be submitted progressively as the works proceed.
 - Preparation of a Quality Assurance Plan specific to the project. The Quality Assurance Plan is to be prepared by the Subcontractor for the approval of Mirvac & any relevant consultants, prior to commencement of work.

2.7 Co-ordination

- a) It is the responsibility of the Subcontractor to co-ordinate their work with that of Mirvac, other trades & the project works as a whole. Mirvac will consider no additional costs for any co-ordination issues that occur throughout the duration of the works.
- b) The Subcontractor is to accept all service variances due to co-ordination with other services & structure. Service & structure documents are available for viewing upon request.

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- c) A Subcontractor representative (*as recognised by Mirvac*) will attend all weekly co-ordination meetings with Mirvac representatives & other Subcontract trade representatives.
- d) The Subcontractor has allowed for all co-ordination associated with any hold points in its works (*or the works of other associated trades*).
- e) The Subcontractor shall satisfy themselves as to the correctness of set out & level of building elements, in other contracts impacting on the works. Any error or deficiency in the preceding trades work must be reported to Mirvac before proceeding with the Subcontract works. Under no circumstances is the Subcontractor to alter the works of other trades without written instruction from Mirvac.
- f) Allowance is to be made for any staging & / or return visits to allow the works to be completed in accordance with Mirvac's requirements (at no further costs to Mirvac).
- g) The Subcontractor will be deemed to have accepted all works undertaken by previous trades once it has commenced its works.

2.8 Finalisation of Works

- a) The Subcontractor is to provide as-built drawings on completion of the works, indicating as a minimum extent, finished levels, set out dimensions, technical / product details of all works included in this Scope of Works, particularly regarding the termination of services.
 - Drawings are to be drafted with title blocks, to scale, with any required notes & details. Drawings are generally to be of high standard.
 - Separate drawings are to be provided for each service (such as electrical, hydraulic etc). The location & levels of underground services must be accurately recorded in the as-built drawings.
 - The Subcontractor is to ensure all as-built drawings follow the drawing number guidelines of Mirvac's EDC document control system – this information is to be recorded on the drawing title block. These drawings are to be uploaded & transmitted to Mirvac on the Electronic Document Control system.
 - The Subcontractor has allowed to provide up to three (3) sets of A1 & A3 hard copies of drawings if required.
- b) The Subcontractor is to provide comprehensive project-specific Operation & Maintenance manuals & instructions for the Subcontractor's specific work elements in accordance with Mirvac's requirements. Generic operation manuals & instructions will not be accepted.
 - The Subcontractor has allowed to provide three (3) sets of manuals in a quality hard copy folder format as nominated by Mirvac with covers, dividers, section pages & the like.
 - The Subcontractor has allowed to provide manuals in three (3) sets of electronic copies. Electronic copies are to be provided on USB & be submitted via Aconex project management system.
- c) The Subcontractor has allowed to provide all warranties, guarantees, maintenance agreements, certifications & the like as required under the terms of the Subcontract & project documentation, or as necessary to achieve QFES Clearance Certificate, Certificate of Classification & Practical Completion for the project. Where relevant, the Subcontractor has allowed to do the same to acquire a Certificate of Completion from the consultant(s) relevant to their works.
- d) The Subcontractor has allowed for & is to provide Compliance Certificates, Essential Service Certificates, Fire Safety Certificates for all work elements in the format as approved by Mirvac.
- e) All testing, commissioning, certification, warranties & Operation & Maintenance Manuals are to be prepared by the Subcontractor to meet the requirements of the relevant Mirvac &/or consultants specifications.

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- f) The Subcontractor is to provide spares as required by this Scope of Works or the project specifications. The Subcontractor has allowed to deliver these to a location nominated by Mirvac at the time of formal handover. Any spare items required are to be delivered prior to Practical Completion. The Subcontractor has allowed to provide printed documentation to quantify & document the handover of these spares.
- g) The Subcontractor has allowed to provide handover training in the operation & maintenance of their works where required. This training is to be provided to Mirvac, the building manager or the nominated party who will manage the completed works. It is intended that training will be a single session (or multiple if required) to give initial familiarity to the operational manager of the works.
- h) The Subcontractor is to submit all miscellaneous items required in relation to the works, including but not limited to keys, access cards, sundry tools & equipment. The Subcontractor has allowed to formally hand over all such items & provide printed documentation of these items (i.e. registers of keys & the like). Any such items required are to be delivered prior to Practical Completion, or at a time nominated by Mirvac.
- i) The Subcontractor is to submit prior to the Date for Substantial Completion all the above requirements in the timeframe as nominated by Mirvac. The above is a pre-condition to the Subcontract Works achieving Substantial Completion.
- j) The subcontractor is to comply with Mirvac's Engineering Scope of Services document

2.9 Quality Assurance – Schedule of information management

2.9.1 Hardware Requirements

The Subcontractor must use appropriate hardware systems & services to complete its quality assurance obligations.

The following hardware is required as a minimum;

- Computer - any commercially available PC purchased within the last two years
- Operating System - Windows 10, Mac OS
- Fast Internet Connection - Broadband (ADSL, cable or 4G)
- Antivirus - purpose built antivirus software with current updates
- Security Patches - current updates as published by the manufacturer of the Operating System (e.g. Microsoft updates)
- Mobility Tools – android Tablet & Phone devices or iPad & iPhone devices

2.9.2 Software Requirements

The Subcontractor must use the appropriate software systems required to complete its works.

The following software is required as a minimum:

- Web Browser – Internet Explorer, Mozilla Firefox, Apple Safari or Google Chrome (current versions only & software must be updated frequently);
- Document creation & distribution software – Microsoft Word, Microsoft Excel, Adobe Acrobat Reader (current versions only & software must be updated frequently).
- Aconex Mobile App
- Zutec Mobile App

2.9.3 E-mail & Notifications

Every contact within a company must have an individual e-mail address. This is to ensure that e-mail

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messages will be received directly by the intended recipients. Each party will be responsible for checking all its incoming e-mail. Notification of QA activity is by e-mail only.

2.9.4 Web-Based Electronic Quality Assurance System

The following Quality Assurance inspections & procedures will be managed Zutec (or Mirvac other nominated project management system) web-based information management system;

The following Quality Assurance inspections & procedures will be managed by a web based information management system;

a) Firewall Penetration QA Compilation

The Subcontractor is responsible for documenting the sealing of all Fire Compartment Barriers that have been penetrated during the performance of their works. The penetrations will be documented using the chosen web-based QA system using mobile technology (refer 2.8.2). This includes using a mobile application to capture data and photos of all penetrations, and also sending notifications for approval. The Subcontractor must ensure that all data fields are populated.

b) External Works and Façade

The Subcontractor will be responsible for notifying the builder when their works are complete to external and façade elements within the web-based QA system. This includes uploading ITPs and photos, completing data fields and sending notifications for approval as work elements are completed.

c) Wall & Ceiling Closure

The wall and ceiling closure QA procedure will be managed using the web-based QA system using mobile technology (refer 2.8.2). The Subcontractor is responsible for notifying the Builder once their respective install behind walls or above ceilings is complete within a room. This includes capturing data and photographs and sending an email notification using a mobile application.

d) Balconies

The Subcontractor will be responsible for notifying the builder when their works are complete to balconies within the web-based QA system. This includes uploading ITPs, completing data fields and sending notifications for approval as work elements are completed.

e) Kitchens, Bedrooms, Wet Areas and Laundries

The Subcontractor is responsible for notifying the Builder when works are complete within wet-areas and laundries. This includes population of data all fields within the web-based QA system, upload of ITPs and sending notifications for approval. This notification can be sent using the mobile application or a computer.

f) Room Completion Notifications

The Subcontractor is responsible for notifying the Builder when all their works are complete/fit-off within a room. This includes population of data all fields within the web-based QA system, upload of ITPs and sending notifications for approval. This notification can be sent using the mobile application or a computer.

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g) Defects

Defects will be managed by the web-based QA system using login via computer and mobile technology (refer 2.8.2). The Subcontractor will be alerted by email notification when defects are raised. The Subcontractor is responsible for closing out defects within the specified timeframe. This process will include utilising a mobile application to close-out defects and send email notifications.

h) Project Finalisation

Project Finalisation documentation will be managed via web-based QA system using login via computer and mobile technology (refer 2.8.2). The Subcontractor will be responsible for uploading testing & commissioning information, maintenance and operation instructions, certificates, warranties as-built drawings and contact information to the web-based platform when available or prior to practical completion, whichever comes earliest.

2.9.5 Security

It may be a criminal offence to:

- Obtain access to data without authority.
- Damage, delete, alter, or insert data without authority.
- Authorise, review, sign-off electronically without authority.

2.10 Works by Others

Survey Works as per below (any works outside this scope is deemed to be the subcontractors scope of works)

General Survey Requirements																																			
Ref:	Description																																		
1	Establish initial Base Grid Lines and Base Bench Marks as summarised in the following table. The Subcontractor has allowed for return visits (where required) to re-establish survey points as follows for the duration of the project:																																		
	<table> <tr> <th>Area</th><th>Description</th><th>Re-Visits</th></tr> <tr> <td>Provide permanent bench marks & recovery points site wide</td><td>Refer marked up Survey plans included in document transmittal for grid lines and benchmarks</td><td>1</td></tr> <tr> <td>Site boundary</td><td>Corners of site boundary</td><td>2</td></tr> <tr> <td>Peg all corners of building B</td><td>Refer marked up Survey plans included in document transmittal for grid lines and benchmarks</td><td>2</td></tr> <tr> <td>Bulk earthworks grid lines & bench marks</td><td>Refer marked up Survey plans included in document transmittal for grid lines and benchmarks</td><td>1</td></tr> <tr> <td>External grid lines</td><td>All grid lines + 4 bench marks</td><td>1</td></tr> <tr> <td>Pile caps and footings</td><td>Mark centre and corners of all pile caps, ground beams, strip footings prior to installation</td><td>1</td></tr> <tr> <td>Column starters, core walls, blade walls, retaining walls, lift wells, stair walls, ramps at 1st lift/pour at footings/basement level</td><td>Pin each corner of all elements</td><td>1</td></tr> <tr> <td>Grid set out and benchmarks on formwork prior to pour, and on slabs to all levels</td><td>Refer marked up Survey plans included in document transmittal for grid lines and benchmarks</td><td>4 visits per floor</td></tr> <tr> <td>Site accommodation, corner of temporary structures</td><td>To be confirmed onsite</td><td>1</td></tr> <tr> <td>Tower crane and hoist setout</td><td></td><td>2</td></tr> </table>	Area	Description	Re-Visits	Provide permanent bench marks & recovery points site wide	Refer marked up Survey plans included in document transmittal for grid lines and benchmarks	1	Site boundary	Corners of site boundary	2	Peg all corners of building B	Refer marked up Survey plans included in document transmittal for grid lines and benchmarks	2	Bulk earthworks grid lines & bench marks	Refer marked up Survey plans included in document transmittal for grid lines and benchmarks	1	External grid lines	All grid lines + 4 bench marks	1	Pile caps and footings	Mark centre and corners of all pile caps, ground beams, strip footings prior to installation	1	Column starters, core walls, blade walls, retaining walls, lift wells, stair walls, ramps at 1 st lift/pour at footings/basement level	Pin each corner of all elements	1	Grid set out and benchmarks on formwork prior to pour, and on slabs to all levels	Refer marked up Survey plans included in document transmittal for grid lines and benchmarks	4 visits per floor	Site accommodation, corner of temporary structures	To be confirmed onsite	1	Tower crane and hoist setout		2	
Area	Description	Re-Visits																																	
Provide permanent bench marks & recovery points site wide	Refer marked up Survey plans included in document transmittal for grid lines and benchmarks	1																																	
Site boundary	Corners of site boundary	2																																	
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Bulk earthworks grid lines & bench marks	Refer marked up Survey plans included in document transmittal for grid lines and benchmarks	1																																	
External grid lines	All grid lines + 4 bench marks	1																																	
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Column starters, core walls, blade walls, retaining walls, lift wells, stair walls, ramps at 1 st lift/pour at footings/basement level	Pin each corner of all elements	1																																	
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Tower crane and hoist setout		2																																	

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General Survey Requirements			
Ref:	Description		
	Core precast check to grids (all cores)	All levels	1
	Podium and external elements	As required	50hrs
	Column location checks	25% of columns	1

2.11 Sustainability

- a) As part of the subcontractors works, all subcontractors must abide by Mirvac's HSE & Sustainability Initiatives including the points isolated below;
- b) The Subcontractor is to outline their materials packaging process for the project & demonstrate initiatives to reduce materials packaging & / or implement packaging take-back programs for re-use / recycle:
- c) The Subcontractor must actively support Mirvac's site waste minimisation programs & target towards recycling 100% of construction waste generated on this site;
- d) The Subcontractor will take part in any of Mirvac's sustainability educational programs that aim to increase subcontractor awareness of environmental & social sustainability issues relating to this project & the wider industry in which we operate; &
- e) The Subcontractor has allowed to return all pallets brought to site for reuse or recycling purposes.

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3. Standard Conditions of Tender & Subcontract

- a) Mirvac reserves the right to undertake a financial audit of any Subcontractor prior to the award of any Subcontract.
- b) Progress Claims are to be issued directly to the Contract Administrator on the 21st of each month.
- c) The format of all Progress Claims is to be approved by Mirvac prior to submitting the first Progress claim. Any claims not submitted in a form approved by Mirvac will not be approved for payment.
- d) Once the Progress claim is approved & a Progress Certificate/Payment Schedule is received (if applicable) from Mirvac, the Tax Invoice shall be emailed directly to gld.invoices@mirvac.com & cc: respective Mirvac package manager.
- e) Invoices must reference the Project & Order Number.
- f) Mirvac will not grant any extensions of time for industrial disputation, dates nominated or determined by Mirvac as the site being closed, or inclement weather. Mirvac will pay no delay costs in respect of delays caused by industrial disputation dates nominated as the site being closed or inclement weather.
- g) Mirvac reserves the right to rescind the Subcontract if the Subcontractor does not return a signed copy within 14 calendar days of Mirvac issuing the Subcontract.
- h) A copy of the standard Mirvac Subcontract agreement has been received & reviewed by the Subcontractor. The Subcontractor's sum has allowed for all provisions & to comply fully with the terms & conditions of the contract without amendment.
- i) Ensure compliance with all Australian Standards, legislation, regulations, Codes of Practice, Mirvac Standard Details & the requirements of any authority generally.
- j) The Subcontractor shall execute all works in accordance with manufacturer's recommendations, requirements & instructions, & product specifications.
- k) The Subcontractor has allowed to receive all drawings electronically via Mirvac's "electronic document control system", (namely EDC or Aconex or Mirvac nominated) system & allow for all printing costs as required to complete the scheduling. Note: The Subcontract documents will be issued via electronic document control system & a hard copy; subsequent copies will only be available electronically via electronic document control system;
- l) All submissions to Mirvac shall be electronic (via electronic document control system or Mirvac nominated system) & in hardcopy.
- m) The Subcontractor shall declare any conflicts of interest.
- n) The Subcontractor must to submit variations on or before the 12th of the month to be paid in the end of month payment. Failure to submit prior to the cut-off date will result in variations being paid in the following payment.
- o) The Subcontractor must submit variations inclusive of the following documents as a minimum to allow them to be assessed:
 - Written Instruction - Mirvac electronic document control system site instruction reference or electronic document control system transmittal reference;
 - Drawings/scope changes will require copy of original drawing & mark up of changes on revised drawing;
 - A bill of omission & additions (priced additions & deletions);
 - Any day works will require in addition to item (a), signed day works sheets (note must be signed off by authorised Mirvac representative only);
 - Any materials supplies will require delivery dockets & copy of suppliers / subcontractors' invoices as verification of material costs.
- p) The satisfactory completion of items a) to o) above by the Subcontractor is determined solely by Mirvac & is precedent to payment.

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4. Submission Deliverables

The following documentation must be provided with the Subcontractor's submission:

- a) Completed Conditions of Tendering for Subcontract – Appendix B Form of Tender;
- b) Completed Conditions of Tendering for Subcontract – Appendix C Subcontractor Registration (if not completed in the last 6 months);
- c) Schedule 10 – Contract Sum breakdown;
- d) Schedule 14 – Schedule of Rates;
- e) A detailed program for the works;
- f) Confirmation of the details of the supervisor(s) that the Subcontractor intends to use on the project; &
- g) Any other documents referred to within the documentation as being required to be provided with a conforming tender submission.

Note: Failure to provide each of the above documents with the Subcontractor's submission may result in the exclusion of the tender submission.

ACKNOWLEDGEMENT

I/we acknowledge by signing this document I/we:

- Reviewed, understood & priced the scope of works accordingly;
- Have provided true & correct answers in the;
- Am authorised to represent the tenderer.

Signed _____

Dated _____

Name

Position

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Subcontract - Schedule 9

Schedule of Drawings, specifications & other documents

(Dated 01/09/21) – Rev A

All drawings listed in the following document transmittals/drawing/document registers:

Revision	Description	Date
ACONEX	Refer to Documents included in Aconex tender transmittal dated 13/09/21	

Schedule of Documents (HSE)			
Document Type	Description	Issue	Date
Mirvac HSE Form	Service Provider ~Tender & High-Risk Work HSE Assessment (HSEF2.33)	I	12/14
Mirvac HSE Form	Risk & Opportunity Register (HSEF2.09)	F	11/14
Mirvac HSE Form	Workplace Risk Management Plan (WRMP)	3	11/14
Mirvac HSE Form	Step Ladder Risk Assessment (HSEF2.9) – 5 pages	C	05/13
Mirvac HSE Template	Mirvac Constructions – HSE Booklet (HSEF2.306) – 11 pages	B	6/14
Mirvac HSE Policy Documents	Mirvac Constructions Policy Documents – 10 pages - Corporate Responsibility & Sustainability - Drugs & Alcohol - Health Safety Environment - Injury Management & Return to Work - Noise Control - Smoke Free - UV Radiation/Sunlight - Young Worker - Bullying & Harassment Prevention	- D D D E D D D B	01/13 01/13 01/13 01/13 01/13 01/13 01/13 01/13 02/14
Mirvac HSE Procedure	Standard System Control Measures (Development)	L	04/13
Mirvac HSE Form	Service Provider Permit for Works to Proceed (HSEF2.17) – 4 pages	H	02/12
Mirvac HSE Form	Mirvac Constructions – Service Provider HSE Implementation Review (HSEF2.74) – 9 pages	C	10/10
Mirvac HSE Form	Concrete Placing Boom/Line Pump Permit (HSEF2.333) – 2 pages	C	04/14
Mirvac HSE Form	Coring/Chasing Permit (HSEF2.39) – 2 pages	A	07/10
Mirvac HSE Form	Electrical Energisation Checklist (HSEF2.95)	A	10/11
Mirvac HSE Form	Excavation/Piling/Boring/Trenching Permit (HSEF2.19)- 1 page	F	04/12
Mirvac HSE Form	Hot Work Permit (HSEF2.26) – 1 page	K	05/14
Mirvac HSE Form	Mobile Crane Permit (HSEF2.38) – 2 pages	D	04/14
Mirvac HSE Form	Plant Arrival Checklist (HSEF2.75) – 1 page	F	01/11
Mirvac HSE Form	Workbox Use Checklist & Permit (HSEF2.37) - pages 2	B	02/12
Mirvac HSE Form	Roof Access Permit (HSEF2.58) – 1 page	A	01/09
Mirvac HSE Form	Task Observation Checklist (HSEF2.86) – 2 pages	B	05/11
Mirvac HSE Form	Manual Handling Task Specific Risk Assessment (HSEF2.21) –pages 4	C	10/13
Mirvac HSE Form	Hazardous Substance Risk Assessment (HSEF2.25) – pages 2	C	04/11

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Schedule of Documents (HSE)			
Document Type	Description	Issue	Date
Mirvac HSE Form	Fire Extinguisher Training (HSEF2.88)	B	04/14
Mirvac HSE Form	Electrical Equipment Inspection & Testing Register (HSEF2.23)	D	09/13
Mirvac HSE Form	Daily HSE Pre-start Talk (HSEF2.330)	B	10/12
Mirvac HSE Form	Lifting Gear Inspection (HSEF2.43)	A	10/07
Mirvac HSE Form	Lifting Gear Register (HSEF2.15)	B	10/07
Mirvac HSE Form	PPE Supply Register (HSEF2.08)	B	09/07
Mirvac HSE Form	Plant Daily Operational inspection (HSEF2.42)	D	07/09
Mirvac HSE Form	Task Observation Checklist (HSEF2.86)	B	05/11
Mirvac HSE Form	Toolbox Talk Record (HSEF- 2.10)	C	10/11
Mirvac HSE Form	Workplace HSE Inspection (Construction) HSEF2.18-H	H	11/13
Mirvac HSE Procedure	Acid Sulphate Soils Management Procedure(HSEP4.35)	B	04/11
Mirvac HSE Procedure	Confined Space Entry Procedure (HSEP4.09)	C	02/12
Mirvac HSE Procedure	Consultation Procedure (HSEP4.23)	E	01/12
Mirvac HSE Procedure	Crane Work Box Procedure (HSEP4.39)	A	02/09
Mirvac HSE Procedure	Alcohol & Drugs Procedure (HSEP 4.13)	D	09/12
Mirvac HSE Procedure	Electrical Equipment Inspection & Testing Procedure (HSEP4.19)	G	01/12
Mirvac HSE Procedure	Hazardous Substance Dangerous Goods Management Procedure (HSEP4.21)	B	02/09
Mirvac HSE Procedure	Hazardous Waste Disposal Procedure (HSEP4.34)	C	11/11
Mirvac HSE Procedure	Hot Work Procedure (HSEP4.38)	C	05/14
Mirvac HSE Procedure	Lifting Gear Procedure (HSEP4.04)	C	12/10
Mirvac HSE Procedure	Lock Out/Tag Out Isolation Procedure (HSEP 4.32)	C	07/11
Mirvac HSE Procedure	Manual Handling Procedure (HSEP4.08)	B	01/09
Mirvac HSE Procedure	Noise Management Procedure (HSEP4.05)	F	08/12
Mirvac HSE Procedure	Penetration Management Procedure (HSEP4.302)	B	04/13
Mirvac HSE Procedure	Risk Management Procedure (HSEP 4.25)	D	03/13
Mirvac HSE Procedure	Spill Management procedure (HSEP 4.12)	C	02/09
Mirvac HSE Procedure	Work at Heights procedure (HSEP4.26)	B	03/09
Mirvac HSE Procedure	Water Quality Discharge Procedure	D	09/13
Mirvac Minimum Requirements (MMR)	All MMR's provided within HSE Pack	Various	Various

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Subcontract - Schedule 21

Subcontract sum – detailed breakdown

Tenderer to complete schedule 21, excel spread sheet attachment included within tender documents.

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Subcontract - Schedule 18

Schedule of Rates (Dated XXXXXX) – Rev A

- All rates nominated in this schedule of rates are fixed for the duration of the contract.
- This Schedule of Rates shall be used for payment in respect of additions &/or deletions to the Scope of Works.
- All rates shall be inclusive of costs for management, administration, supervision, overheads, profits, Workers Compensation & all other insurances. Payroll tax & other taxes, customs duty, escalation of prices & wages to contract completion, safety measures & costs complying with all obligations under the contract.
- All rates including labour component shall be inclusive of the costs of supervision & associated costs, wages paid, all award payments, other industrial agreement payments & the like.
- All rates including supply component shall be inclusive of all costs for materials, equipment, plant, labour, procurement, payment of fees, transportation, handling (on & off site), delivery, storage, wastage, & complying with the specification & testing as necessary.
- All rates including an installation component shall be inclusive of all costs for materials, equipment, plant, labour, supervision, procurement, transportation, handling (on & off site), delivery, payment of fees, set out, storage, wastage, environmental controls, safety, cleaning, protection (including removal), complying with the specification & testing as necessary, commissioning, & certification.
- All rates involving plant or equipment shall be inclusive of the costs of depreciation, fuel, electricity, consumables, registration, transportation, & delivery to & removal from site.
- All rates are exclusive of GST.
- Normal time/ Overtime & Double-time occur:

Day Labour Rates	Normal Time	Double Time
▪ Day labour rates for Supervisor:	\$_____ / hr	\$_____ / hr
▪ Day labour rates for Tradesperson:	\$_____ / hr	\$_____ / hr
▪ Day labour rates for Labourer:	\$_____ / hr	\$_____ / hr
▪ Day labour rates for CAD:	\$_____ / hr	\$_____ / hr

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Subcontract - Schedule 18 - Subcontract Schedule of Rates

Tenderer to complete schedule 18, excel spread sheet attachment included within tender documents.

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