

HSEP023E(R) - House Rules

Site House Rules – Retail – Casuarina Square

Property Address: 247 Trower Rd. Casuarina NT 0810

Centre: Casuarina Square Shopping Centre

Centre Operations Team

Senior Operations Manager: Ian Phythian Phone Number: 0457 862 144
Assistant Operations Manager: Bridget Makepeace Phone Number: 0429 059 519
Facilities Manager: Paul Annett Phone Number: 0407 698 518
Centre Operations Team Email: casoperations@gpt.com.au
Centre Management : (08) 8920 2300

Core Centre Trading Hours:

Monday: 9:00am – 5:30pm
Tuesday: 9:00am – 5:30pm
Wednesday: 9:00am – 5:30pm
Thursday: 9:00am – 5:30pm
Friday: 9:00am – 9:00pm
Saturday: 9:00am – 5:00pm
Sunday: 10:00am – 3:00pm
Public Holidays: 10:00am – 3:00pm

Quarter Trading Hours

Monday: 8:00am – 11:00pm
Tuesday: 8:00am – 11:00pm
Wednesday: 8:00am – 11:00pm
Thursday: 8:00am – 11:00pm
Friday: 8:00am – 11:00pm
Saturday: 8:00am – 11:00pm
Sunday: 8:00am – 11:00pm
Public Holidays: 8:00am – 11:00pm

From time to time these normal hours of trade are altered to suit demand (ie: Christmas, Public Holiday trading etc.) the above hours do not reflect those of some late trading retailers such as supermarkets and theatres.

All contractors are required to have completed the GPT Group Contractor Induction prior to accessing the site. The Contractor Induction, House Rules and Fitout Guide must be followed where applicable.

If required contact Centre Security on 0407 947 187 for assistance to find the Contractor Sign In area.

Security / Access

GPT provides site security services for Casuarina Square 24/7 all days and are contactable on 0407 947 187.

If a static guard is required for works, this will be at the cost of the contractor and must be pre-arranged a minimum of 48 hours in advance with the Facilities Manager – Paul Annett 0407 698 518.

Access to the site must be pre-arranged by submitting a GPT Site Access Permit. Permit is to be sent to the Casuarina Square Operations Team. A minimum of 48 hours' notice must be given for a Site Access Permit. In emergency circumstances the 48 hours' notice will be waived by contacting casoperations@gpt.com.au use the same email address if you require any further assistance.

Access cards and keys are managed at the Contractor Sign-In area.

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Emergency Contacts:

Fire & Rescue Service/ Ambulance/ Police	000
Poisons Information Line	13 11 26
Centre Management	8920 2300
Centre Security	0407 947 187
Senior Operations Manager	0457 862 144
Assistant Operations Manager	0429 059 519
Facilities Manager	0407 698 518

Nearest Doctor: Casuarina Medical Centre (Near Woolworths)

Contact 8945 6755

Mon-Fri 8am – 5pm Sat 8:30am-1pm Sun 9am-12pm

Deliveries / Loading Docks

Casuarina Square has six loading docks. The loading dock(s) are available for a maximum of 30 minutes for pick up and set down only. It is not available for extended parking. Two of the Loading Docks have height restrictions:

	Height Restriction	Dock Level	Centre Level
Loading Dock 1	No Restriction	Ground	Ground Floor
Loading Dock 2	4.1m	Ground	Ground Floor
Loading Dock 3	No Restriction	Ground	Foodcourt Floor
Loading Dock 4	No Restriction	Raised	Ground Floor
Loading Dock 5	No Restriction	Raised	Ground Floor
Loading Dock 6	4.1m	Ground	Quarter Area

Use of Lifts

A Goods Lift is available at Loading Dock 3. The goods lift has a maximum weight restriction of 1600 kilograms (distributed load) and is 1.9 metres deep and 1.6 metres wide in dimension. The door opening is 1.25 metres wide and 2.0 metres high.

Contractor Parking

Contractor vehicles are to be parked in the Centre Management/Security Office Level of the Car Park. Access to this Car Park is from Bradshaw Terrace or Dripstone Rd. The Car Park has a 2.1m height restriction. If vehicles exceed this height contact Centre Management to organise alternative parking for larger vehicles.

Casuarina Square has timed parking for all Car Parks. Vehicles registered with Centre Management can park only on the Centre Management/Security Office Level. If registered vehicles park on any other levels of the Car Park they may be subjected to a fine if exceeding the time limit for the particular Car Park.

High Risk Works

Any works classed as high risk require a specific permit to be completed and approved by the GPT Operations team before works can commence.

Please ensure that anything requiring a permit is arranged 48 hours prior to works commencing so there are no delays in carrying out the works.

Contact the Centre Operations Team for more information on the GPT Permit System.

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Roof Access

Access Fobs to the roof are available at the Contractor Sign In area. A GPT Roof Access Permit is required prior to accessing the roof area. A minimum of 48 hours' notice must be given for a Roof Access Permit. In emergency circumstances the 48 hours' notice will be waived.

If roof works are within 2m of an edge with a fall greater than 1.8m a GPT Working at Heights Permit is also required to be completed. A minimum of 48 hours' notice must be given for a Working at Heights Permit. In emergency circumstances the 48 hours' notice will be waived. GPT consider Working at Heights as a High Risk Activity and appropriate Safe Work Method Statements will also have to accompany the Working at Heights Permit, Contact the Centre Operations Team for further information.

Radio Frequency Equipment is installed on the roof above the Cinema area. Radio Communications Site Management Book is available at the Contractor Sign In area

Fire Safety

Any detection of fire or smoke in any areas should be reported to Centre Security on 0407 947 187.

Any hot works or dusty works might require isolation of smoke detectors and or where necessary the sprinkler system. Contact the Centre Operations Team for more information.

Noise & Vibration

Contractors must not conduct any noisy works, loud works or create pungent odor during the following hours.

Centre Area		Quarter Area	
Monday:	08:30am – 6:00pm	Monday:	07:30am – Midnight
Tuesday:	08:30am – 6:00pm	Tuesday:	07:30am – Midnight
Wednesday:	08:30am – 6:00pm	Wednesday:	07:30am – Midnight
Thursday:	08:30am – 6:00pm	Thursday:	07:30am – Midnight
Friday:	08:30am – 10:00pm	Friday:	07:30am – Midnight
Saturday:	08:30am – 6:00pm	Saturday:	07:30am – Midnight
Sunday:	09:00am – 4:00pm	Sunday:	07:30am – Midnight

All noisy works and works that generate vibrations (power saws, grinders, hammer drills, etc) are to be completed before the start of trade and are not to re-commence before the end of trade.

Casuarina Square reserves the right to stop work in cases of excessive noise or where they believe the safety or 'quiet enjoyment' of the general public, tenants or staff is compromised.

Please note that some major retailer's trade outside of Centre hours and therefore allowance must be also made for them. All hours of work must be agreed to with the GPT Operations team prior to commencement of works.

Mall Cleanliness

Please be mindful of footprints and mall area cleanliness when walking through the Centre. To avoid this, please ensure that wet + dry mats are in place at the doorway of the hoarding at all times, and that any footprints out in the Centre are removed as soon as possible.

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Failure to comply with these rules on a continual basis may result in the cleaning fees passed onto the contractor for payment.

Waste Management

Waste bins/skips must be placed in locations first agreed to by the Facilities Manager on 0407 698 518.

Placement of a waste bin/skip without approval from the Facilities Manager may result in the waste bin to be relocated immediately at the Contractor's expense.

The skip bins are to be placed inside a temporary compound comprising mesh, metal panel fencing or construction fencing no less than 2 meters in height and a padlock installed.

Casuarina Square will not reimburse or take responsibility if other people use your bin.

The area that your skip bin is located in must be cleaned and presentable at all times.

Rubbish that is found to not be disposed of incorrectly or in a bin other than the one designated may result in the fees for rubbish removal passed onto the contractor for payment.

Elevated Work Platforms (EWP)

The GPT Elevated Work Platform is only available for contractors working for GPT directly. The Centre EWP will only be made available to persons accredited with an approved qualification for Scissor Lift or above. EWP Log Book needs to be completed prior to and after use.

Storage and charging locations for EWPs brought to site can be arranged with the Facilities Manager 0407 698 518.

EWPs are not allowed to be used in the Centre or the Quarter during the following times:

Centre Area		Quarter Area	
Monday:	08:30am – 6:00pm	Monday:	07:30am – Midnight
Tuesday:	08:30am – 6:00pm	Tuesday:	07:30am – Midnight
Wednesday:	08:30am – 6:00pm	Wednesday:	07:30am – Midnight
Thursday:	08:30am – 6:00pm	Thursday:	07:30am – Midnight
Friday:	08:30am – 10:00pm	Friday:	07:30am – Midnight
Saturday:	08:30am – 6:00pm	Saturday:	07:30am – Midnight
Sunday:	09:00am – 4:00pm	Sunday:	07:30am – Midnight

EWP's operating in work areas with hoarding or temporary fencing are allowed to operate at any time as long as the associated works do not breach any other house rules. (ie: safety beeper on EWP breaching Noise House Rules).

Hoarding

Centre Management require 5 working days' notice for hoarding installation and 2 working days' notice for hoarding removal.

The hoarding charge rate at this Property for erection and removal is \$300 per linear meter (GST Exclusive).

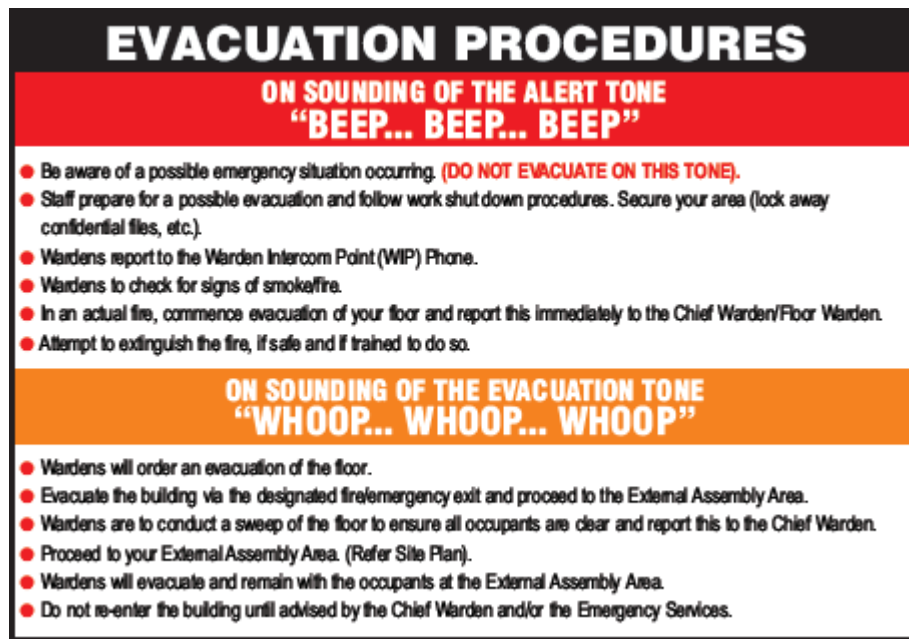
Any signage displayed on hoardings requires Centre Management approval before being produced/printed.

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Building Evacuation

The evacuation meeting points are shown in Annex 1 at the end of this document.

Contractors must follow the instructions of wardens at all times. Plans are posted in common areas throughout the property.



EVACUATION PROCEDURES

**ON SOUNDING OF THE ALERT TONE
"BEEP... BEEP... BEEP"**

- Be aware of a possible emergency situation occurring. **(DO NOT EVACUATE ON THIS TONE).**
- Staff prepare for a possible evacuation and follow work shut down procedures. Secure your area (lock away confidential files, etc.).
- Wardens report to the Warden Intercom Point (WIP) Phone.
- Wardens to check for signs of smoke/fire.
- In an actual fire, commence evacuation of your floor and report this immediately to the Chief Warden/Floor Warden.
- Attempt to extinguish the fire, if safe and if trained to do so.

**ON SOUNDING OF THE EVACUATION TONE
"WHOO... WHOO... WHOO"**

- Wardens will order an evacuation of the floor.
- Evacuate the building via the designated fire/emergency exit and proceed to the External Assembly Area.
- Wardens are to conduct a sweep of the floor to ensure all occupants are clear and report this to the Chief Warden.
- Proceed to your External Assembly Area. (Refer Site Plan).
- Wardens will evacuate and remain with the occupants at the External Assembly Area.
- Do not re-enter the building until advised by the Chief Warden and/or the Emergency Services.

Site Specific Information

- Copies of the following are available on site at the Contractor Sign In area for review prior to commencing any works;
 - Hazardous Materials (HAZMAT) Register & Plan
 - Confined Space Register & Risk Assessment
 - Radio Communication Site Management Book
 - Working at Heights Equipment Register
 - Emergency & Evacuation Plans
 - Site Plan
 - Roof Access Points
- Use of shopping trolleys for any purposes associated with works is not permitted on site.
- Spillage of any liquid or materials outside of the work area must be notified to Centre Security immediately on 0407 698 518. No spill shall be left unattended at any time.

