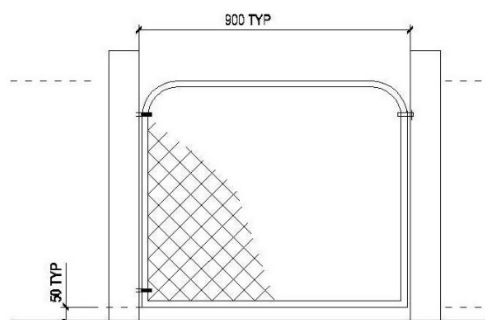
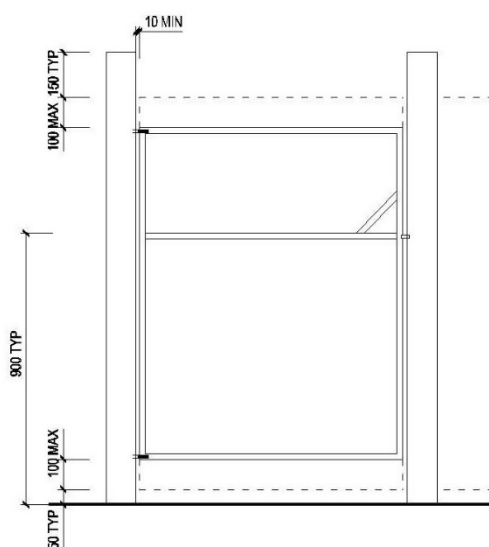


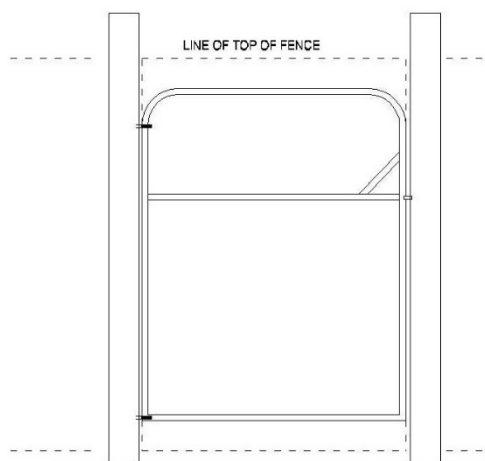
TYPE A
LOW STEEL GATE FRAME
SQUARE SECTION



TYPE B
LOW STEEL GATE FRAME
TUBULAR SECTION



TYPE C
HIGH STEEL GATE FRAME
SQUARE SECTION



TYPE D
HIGH STEEL GATE FRAME
TUBULAR SECTION

NOTES:

LOW GATES 900 - 1200mm

- SQUARE SECTION FRAME 25 x 25mm RHS GALV STEEL WITH WELDED JOINTS
- TUBULAR SECTION FRAME 25mm NOM BORE GALV STEEL WITH WELDED JOINTS
- OR USE STANDARD GALVANISED STEEL GATE FRAME IN COMPLIANCE TO SPECIFICATION.

HIGH GATES 1500 - 1800mm

- SQUARE SECTION FRAME 32 x 32mm RHS GALV STEEL WITH FRAME JOINTS
- TUBULAR SECTION FRAME 32mm NOM BORE GALV STEEL WITH WELDED JOINTS
- OR USE STANDARD GALVANISED STEEL GATE FRAME IN COMPLIANCE TO SPECIFICATION.

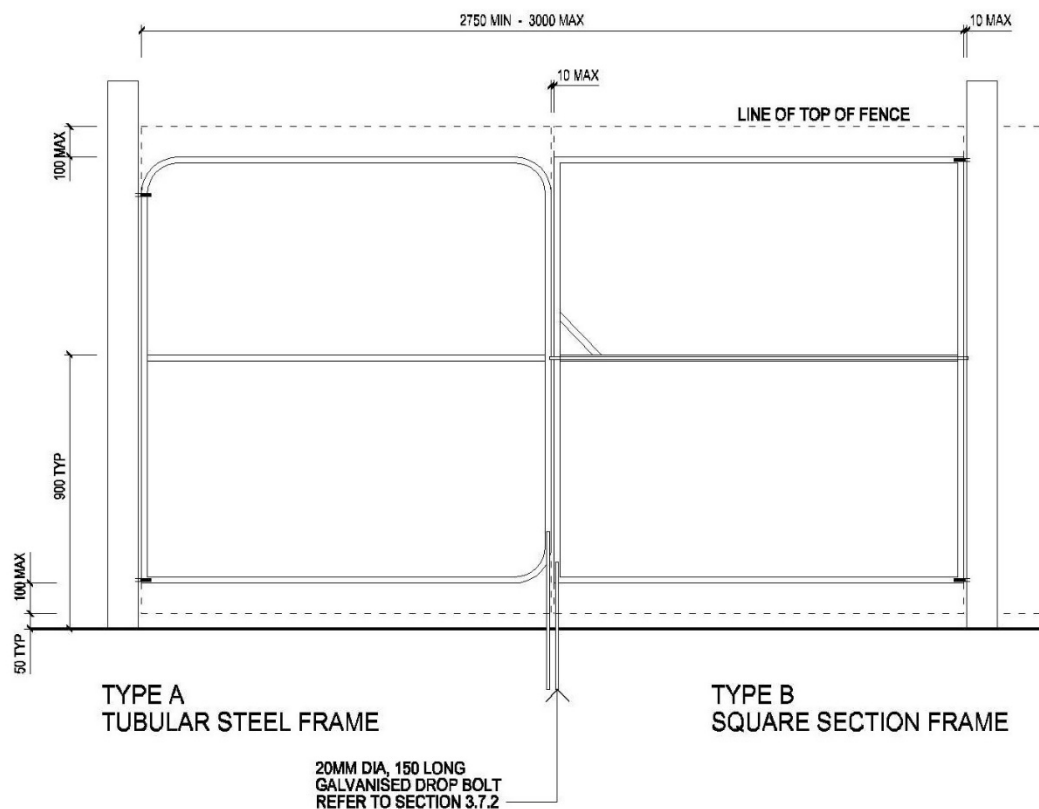
FIXING AND HARDWARE

- ALL FIXINGS AND HARDWARE TO BE HOT DIPPED GALVANISED
- SQUARE SECTION, HINGES TO BE 'TUFF' BALL BEARING HINGE OR EQUIVALENT
- TUBULAR SECTION, HINGES TO BE 'DOWNEE' G20 GATE HINGE OR EQUIVALENT
- LATCH TO BE GALV D-TYPE LATCH AND STRIKER
- FIX HINGE TO POSTS USING GALV BOLT, WELD HINGE AND LATCH TO GATE FRAME
- FOR SHEET METAL GATES FRAME TO BE AT EDGE OF GATE WITH CAPPING ALL ROUND

STEEL GATE FRAMES

MF05

SCALE: NTS
DATE: 18.11.05



NOTES:

- PROVIDE HOLD-OPEN KEEPERS WHERE REQUIRED (DROP BOLT HOUSING OR PARROT-BEAK HOLD OPEN DEVICE FIXED TO WALL AND/OR NEW/EXISTING POST)
- REFER TO SPECIFICATION SECTION 3.7.2 AND SECTION 3.7.3
- FINISHED HEIGHT OF GATE TO EQUAL HEIGHT OF FENCE
- TUBULAR FRAME TO BE 32mm NOM BORE GALV STEEL WITH WELDED JOINTS
- SQUARE SECTION FRAME USE 32 x 32 x 3.2 RHS GALVANISED STEEL WITH WELDED JOINTS

FIXING AND HARDWARE

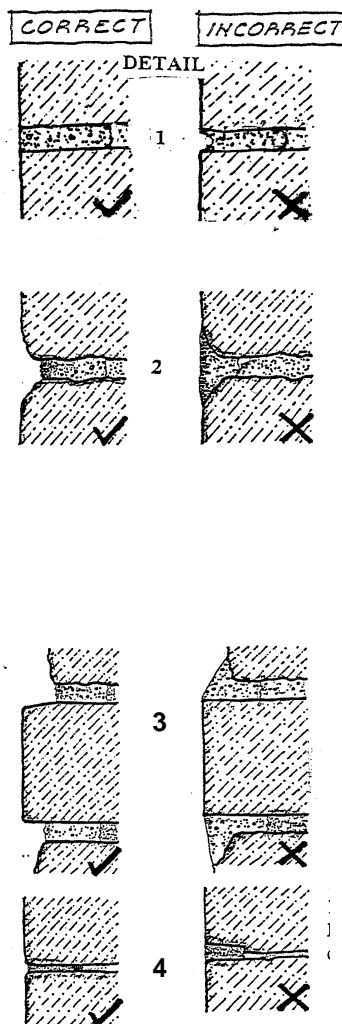
- ALL FIXINGS AND HARDWARE TO BE HOT DIPPED GALVANISED
- TUBULAR SECTION FRAMES, HINGES TO BE IN COMPLIANCE TO SPECIFICATION
- SQUARE SECTION FRAMES, HINGES TO BE IN COMPLIANCE TO SPECIFICATION
- LATCH TO BE GALV D-TYPE LATCH AND STRIKER
- WELD BARREL BOLT TO BASE OF EACH GATE
- WELD HINGES AND LATCH TO GATE FRAME
- FIX HINGE TO POST USING GALV BOLT, SCREW FIX D-LATCH TO OPPOSITE POST

VEHICULAR GATE FRAMES (BACK FENCES)

MF06

SCALE: NTS
DATE: 16.11.05

HER 01 - CONSERVATION TRADE PRACTICES – MASONRY JOINT REPAIR



NOTES

DETAIL 1. STANDARD JOINT POINTING AND REPOINTING

Point and repoint all open, loose and defective joints as specified, and where indicated.

Maintain the original joint width using standard details as specified for pointing and repointing. Flush fill joints to the original face line.

DETAIL 2. ERODED ARRIS JOINT PATCHING

Maintain original joint width by not filling these joints out to the original face line. Use

mortar and work procedures as before stated Detail 1. Fill joints out only to where the eroded arrises begin to widen in the joint. Avoid thickening the joint appearance.

Avoid mortar being feathered on the outside of the stone where water traps may be created.

DETAIL 3. PROJECTING STONE OR BRICK JOINT REPOINTING

Point and repoint all open and defective joints as before stated Detail 2. Allow to slightly chamfer or round the top bed of the projecting stone or brick to throw off water.

Do not change the thickness or appearance of the joint by using weather struck mortar fillets which may also trap water.

DETAIL 4. THIN JOINT REPOINTING

Point and repoint all open and defective joints as before stated Detail 1. Maintain original joint width.

(Not to scale)

Details and information from: "Conservation of Building & Decorative Stone", Vol. 2. John Ashurst & Francis G. Dimes, p87.

Schedule 10 (Reporting Templates)

1 Index

This Schedule contains the following reporting templates:

- (a) LAHC Internal Annual Fire Safety Statement.
- (b) Monthly Common Area Inspection Report.
- (c) Means of Egress Report.
- (d) Yearly Condition Report.
- (e) Contractor Monthly Report Template.
- (f) Contractor Quarterly Report Template.
- (g) Contractor Annual Report Template.

NSW Land and Housing Corporation
Specialised Fire Safety Services Contract
Schedule 10 (Reporting Templates)

[COMPANY LOGO]

Company Address:
Company Suburb:
Company Contact No:

LAHC Internal Annual Fire Safety Statement (LIAFSS)

NSW Land and Housing Corporation



Important: This statement is for LAHC Internal use only and is **not** a Statutory Fire Safety Statement for submission to any Regulatory Authority

1. Type of Statement

- ☐ Annual Fire Safety Statement
☐ Supplementary Fire Safety Assessment

2. Property Details

This statement applies to: ☐ the whole building ☐ part of the building

Address:

Site #	Street No	Street	Suburb	Post Code

Provide a brief description of the building (building use, number of storeys, construction type etc.)

3. Building Ownership

Name:

NSW Land and Housing Corporation

Address:

Locked Bag 5022. Parramatta NSW 2124

4. Fire Safety Measures

Fire Safety Measure	Minimum Standard of Performance	Date Assessed	APFS

5. Fire Exits and Paths of Travel to Fire Exits (Part 15 – EPA (Development Certification and Fire Safety) Reg 2021)

Part of Building Inspected	Date Inspected	APFS

6. Name and contact details of each APFS

Full Name	Phone	Email	Accreditation No	Signature

**NSW Land and Housing Corporation
Specialised Fire Safety Services Contract
Schedule 10 (Reporting Templates)**

7. Name and Contact details of person issuing this statement

Full Name:	
Organisation (if applicable)	Title/Position (if applicable)
Phone	Email

8. Declaration

I declare that:

- (a) each essential fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) as capable of performing:
 - i. for an essential fire safety measure specified in the fire safety schedule, to a standard not less than the specified in the schedule, or
 - ii. for an essential fire safety measure applicable to the building but not specified in the fire safety schedule, to a standard no less than that to which it was originally designed and implements, and
- (b) the building has been inspected by accredited practitioner (fire safety) and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Part 15 the Regulation.

Full name		Company Name:	
Signature		Date:	

[COMPANY LOGO]

Company Address:
Company Suburb:
Company Contact No:

Monthly Common Area - Inspection Report

NSW Land and Housing Corporation



1. Property Details

Address:

Site #	Street No	Street	Suburb	Post Code

2. Monthly – Common Area Inspections

Date Inspection Conducted:

Item No.	Item ^{Note2}	Action required and pass/fail requirement	Records	
			Pass/Fail	Comment ^{Note1}
1.1	Entry lobby	VISUALLY inspect entry lobby for damage or impairment to fire safety systems		
1.2	Stairs (Internal, external, Fire isolated & Non-fire isolated)	VISUALLY inspect all required stairs and associated systems for damage or impairment to fire safety systems		
1.3	Carpark	VISUALLY inspect carpark area for damage or impairment to fire safety systems		
1.4	Carpark Garbage room	VISUALLY inspect garbage room for damage or impairment to fire safety systems including garbage chute system		
1.5	Auxiliary use area (use as required)	VISUALLY inspect auxiliary use areas for damage or impairment to fire safety systems. Detail inspected areas below:		
		a)		
		b)		
		c)		
1.6	General – “housekeeping”	During the visual inspection (item 1.1 to 1.5), is there any items that have been identified, related to “housekeeping” which		

**NSW Land and Housing Corporation
Specialised Fire Safety Services Contract
Schedule 10 (Reporting Templates)**

		pose a threat to fire safety of the Property or occupants.		
1.7	General – Other safety concerns	During the visual inspection (item 1.1 to 1.5), is there any items that have been identified, related to general safety concerns which pose a threat to life safety of the Property or occupants. <small>Note 3 Note 4</small>		

3. Additional comments

7. Name and contact details of person who conducted the inspection

Full Name:	
Organisation (if applicable):	Title/Position (if applicable):
Phone:	Email:
Signature:	Date:

Note 1: Where repairs or replacement are required as a result of damage being identified, the details of the required parts or labour shall be detailed in the comments.

Note 2: Where a Property or Properties is served by an automatic sprinkler, hydrant, smoke detection system or mechanical systems, the inspection and check of these systems shall be conducted as part of the standard AS1851 methodology.

Note 3: Should an issue be identified which poses an immediate threat it shall be reported directly to the relevant emergency service and the Principal.

Note 4: Where 'means of egress or escape' from a Property is compromised, the Contractor shall complete a Means of Egress Report and submit to the Principal as reasonably soon as possible.

[COMPANY LOGO]

Company Address:
Company Suburb:
Company Contact No:

Means of Egress Report

NSW Land and Housing Corporation



1. Report No:

2. Property Details

Address:

Site #	Street No	Street	Suburb	Post Code

3. Date of witness

4. Details where egress is compromised including relevant photos.

5. Name and Contact details of person preparing this report

Full Name:

Organisation

Title/Position (if applicable)

Phone

Email

Date

Signature

[COMPANY LOGO]

Company Address:
Company Suburb:
Company Contact No:

Yearly Condition Report

NSW Land and Housing Corporation



1. Report No:

2. Property Details

Address:

Site #	Street No	Street	Suburb	Post Code

3. Period Covered by Report

4. System type

5. Design standard at the time of installation

6. Statement

"I confirm that the system referred to above has been regularly inspected, tested, maintained and surveyed, where applicable, to Section XX of (AS 1851/AS2293.2/LAHC Servicing Requirements Section 1.2.4) as per attached system activity reports for the period XX/XX/XXXX. If defects have been identified they are noted in Section 7 below, with the exception of any defects (if noted), the system has been found to be functioning correctly and is generally in accordance with the approved design and installation standard."

7. System Defects and non-conformances

Item description	Relevant SOR and Base Price or Estimated cost if no applicable SOR	Responsive	Programmed	Timeframe for completion
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

8. General comments on condition

--

9. Items nearing end of life*

Item description	Expect life left (years)*	Relevant SOR and Base Price or Estimated cost if no applicable SOR

*Note only applicable if system or component has less than 2 years expect life remaining.

10. Name and Contact details of person preparing this report

Full Name:			
Organisation		Title/Position (if applicable)	
Phone		Email	
Date		Signature	

[COMPANY LOGO]

Company Address:
Company Suburb:
Company Contact No:

Contractor Monthly Report

The purpose of this report is to provide LAHC with an accurate account of the Contractor's Monthly performance against the Key Performance Indicators (KPI's), delivery of the services, key activities, risks and Contractor strategies to address any performance issues

Authority and Declaration

To be completed by the Nominated and Authorised Representative

To the best of my knowledge the enclosed report has been accurately prepared and is a fair and reasonable representation of performance prescribed by the RAPM Contract for the applicable reporting period as stated below.

Name:		Position:				
Signature:		Date:				
Contract Area:		Period of Report	From:		To:	

Distribution

Name	Position	Organisation

Executive Notes

1. Executive Summary

Executive Summary to be 2 pages maximum

1.1 Risk to Overall Service Delivery – any significant risk to the delivery of the contract

1.2 Key Issues - significant issues and compliance matters, and any improvement actions to be taken

1.3 Significant Achievements - key achievements for the reporting period

1.4 Significant Performance Shortfalls - key performance shortfalls by KPI and associated KPI measures

--

1.5 Committed Actions and Timeframes - key improvement strategies

--

2. Works Performance

This section is to include current performance against KPI's for specific work programs in a format prescribed by LAHC

2.1 Responsive Maintenance Works

2.1 (i) – Repair Priority (RP Priority 4hr, 24hr, 5 day, 10 day, 18 day)

2.1 (ii) – Responsive Accessible Modifications (RAM Priority 5 day)

2.2 Programmed Maintenance Works

2.2 (i) – Vacant Restoration Program

2.2 (ii) – Programmed Accessibility Modifications

2.2 (iii) – Capital Upgrade Program (CUP) Works

2.2 (iv) – Lawns, Grounds and Cleaning (LGC)

2.2 (v) – Component Servicing Program

2.2 (vi) – Building Upgrade Works

2.2 (vii) – Termite, Fire Restoration and Structural Works

2.2 (viii) – Environmental Upgrade Works

2.3 Supplementary Works

--

3. Monthly KPI Report - Content and scope to be advised by LAHC

**NSW Land and Housing Corporation
Specialised Fire Safety Services Contract
Schedule 10 (Reporting Templates)**

Insert Performance report data and statistics against the Management Framework – in approved format (e.g. Excel Report)
Examples:

<ul style="list-style-type: none"> • Performance against KPI's • KPI Performance Shortfalls • Issues Management • Quality of Work • Root Cause • Corrective Actions 	<ul style="list-style-type: none"> • Product/Supply Issues • Social Obligations • Innovation 	<ul style="list-style-type: none"> • Key Activities & Improvements Completed this Month Resolution • Key Activities & Improvements Planned for Next Month
---	---	---

4. Attachments – this section is for any prescribed information to support the performance in the specific reporting period

Please include any additional attachments (in approved format) to support this overall report.

No.	Attachment Name	Attachment Description
1.	Organisation Structure	Current Organisation Structure – highlighting an changes
2.	Contractor Resources	Evidence Contractor resources adequately support the contract
3.	Sub-Contractor Resources	Evidence Sub-Contractor resources adequately support the contract
4.		

[COMPANY LOGO]

Company Address:
Company Suburb:
Company Contact No:

Contractor Quarterly Report

The purpose of this report is to provide LAHC with an accurate account of the Contractor's Quarterly performance against the Key Performance Indicators (KPI's), delivery of the services, key activities, risks and Contractor strategies to address any performance issues

Authority and Declaration

To be completed by the Nominated and Authorised Representative

To the best of my knowledge the enclosed report has been accurately prepared and is a fair and reasonable representation of performance prescribed by the RAPM Contract for the applicable reporting period as stated below.

Name:		Position:	
Signature:		Date:	
Contract Area:		Period of Report	From: To:

Distribution

Name	Position	Organisation

Executive Notes

--

1. Executive Summary

Executive Summary to be 2 pages maximum

1.1 Performance Evaluation

--

1.2 Management of Services

--

2. Quarterly KPI Report - Content and scope to be advised by LAHC

**Insert Performance report data and statistics against the Management Framework – in approved format (e.g. Excel Report)
Examples:**

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> • Management of Defect Notices for each Work Program | <ul style="list-style-type: none"> • Management of Overdue Work Orders | <ul style="list-style-type: none"> • Aboriginal Participation • Tenant Employment |
|--|---|---|

3. Attachments – this section is for any prescribed information to support the performance in the specific reporting period

Please include any additional attachments (in approved format) to support this overall report.

No.	Attachment Name	Attachment Description
5.	Organisation Structure	Current Organisation Structure – highlighting an changes
6.	KPI Improvement Plan	Improvement Plan where Performance Benchmark is not met
7.		
8.		

[COMPANY LOGO]

Company Address:
Company Suburb:
Company Contact No:

Contractor Annual Report

The purpose of this report is to provide LAHC with an accurate account of the Contractor's Annual performance against the Key Performance Indicators (KPI's), delivery of the services, key activities, risks and Contractor strategies to address any performance issues

Authority and Declaration

To be completed by the Nominated and Authorised Representative

To the best of my knowledge the enclosed report has been accurately prepared and is a fair and reasonable representation of performance prescribed by the RAPM Contract for the applicable reporting period as stated below.

Name:		Position:				
Signature:			Date:			
Contract Area:		Period of Report	From:		To:	

Distribution

Name	Position	Organisation

Executive Summary

Executive Summary to be 2 pages maximum

1. Key Issues and actions Summary

2. Summary of Performance Evaluation for the Period

3. Improvement and Action Plans for the Period

4. Contractor Initiatives for the Period

5. Audit Summary Results

6. Social Obligations (including Aboriginal Participation & Tenant Employment outcomes)

7. Contractor / LAHC Relationship Management

**NSW Land and Housing Corporation
Specialised Fire Safety Services Contract
Schedule 10 (Reporting Templates)**

8. Program Review and Forward Planning

9. Key Strategies and Planning Proposals for the next Period

3. Annual KPI Report - Content and scope to be advised by LAHC

Insert Performance report data and statistics against the Management Framework – in approved format (e.g. Excel Report)
Examples:

•	•	•
---	---	---

4. Attachments – this section is for any prescribed information to support the performance in the specific reporting period

Please include any additional attachments (in approved format) to support this overall report.

No.	Attachment Name	Attachment Description
9.	Organisation Structure	Current Organisation Structure – highlighting an changes
10.		
11.		
12.		

Schedule 11 (Communication Requirements)

Topic	Clause Name	Contract Document	Clause / Section	Type of Communication	SUI	Email
Continuous Improvement	Continuous Improvement	General Terms	2.2	Written report of continuous improvement activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transition-In	Transition In Period	General Terms	3.1	Draft Transition In Plan and subsequent exchanges between the parties	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Access Keys	General Terms	3.2(a)	Principal's provision of key registers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		General Terms	3.2(c)	Contractor's notice of missing keys	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Building Inspections	General Terms	3.3(a)	Contractor's program of inspections and subsequent exchanges between the parties regarding the same	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		General Terms	3.3(d)	Contractor's request to inspect one or more SOUs during the Transition In Period, and subsequent exchanges between the parties regarding appointment details and or directions to make notations in draft documents	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Component Register, Fire Safety Schedules and Programmed Works Plan	General Terms	3.4	Contractor's draft Programmed Works Plan and draft Component Register, and subsequent exchanges between the parties regarding the same (including any Fire Safety Schedule).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		General Terms	3.4(d)	Contractor's notification that the number of SOUs in a Property	<input type="checkbox"/>	<input checked="" type="checkbox"/>

NSW Land and Housing Corporation
Specialised Fire Safety Services Contract
Schedule 11 (Communication Requirements)

Topic	Clause Name	Contract Document	Clause / Section	Type of Communication	SUI	Email
				does not match the Contract Area Property List		
	Transition In Period	General Terms	3.1	Weekly progress reports detailing progress of Transition Activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Failure to comply with the Transition In Plan	General Terms	3.6	Principal's notice of termination	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contract Extension	Extension to Term	General Terms	5.3	Notice from the Principal of extension of Contract Term	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contract Areas	Removal or Addition of Properties	General Terms	3.4(d) and 7.6	Principal's issuance of an updated Contract Area Property List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Updates to Component Register	General Terms	6.3	Contractor's update of the Component Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Annual Update to Programmed Works Plan	General Terms	6.5	Contractor's annual submission of the Programmed Works Plan, and subsequent exchanges between the parties in relation to the same	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Update to Fire Safety Schedule	General Terms	6.6	Principal's request for submission by the Contractor of a Fire Safety Schedule, and subsequent exchanges between the parties in relation to the same	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Fire Safety Statement, Fire Safety Statement Work Orders and Interactions with	General Terms	6.7, 6.8 and 6.9	Submission by the Contractor of a Fire Safety Statement, and subsequent exchanges between the parties in relation to the same	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		General Terms	6.9	Contractor's notification to the Principal of potential delay to the	<input checked="" type="checkbox"/>	<input type="checkbox"/>

NSW Land and Housing Corporation
Specialised Fire Safety Services Contract
Schedule 11 (Communication Requirements)

Topic	Clause Name	Contract Document	Clause / Section	Type of Communication	SUI	Email
	Responsible Authority			completion of a Fire Safety Schedule		
		General Terms	6.8	Contractor's notification that it has not received a Work Order for the preparation of a Fire Safety Statement	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Recovery of cost	General Terms	6.10	Recovery by the Principal of costs incurred in connection with a Fire Safety Statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Changes to Contract Area Property List	General Terms	6.11(a)	Principal's direction to Contractor to inspect Property and provide updated draft Component Register or Programmed Works Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Removal or Addition of Properties	General Terms	7.6	Principal's notice of addition or removal of one or more Properties from any Contract Area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Rectification of defective or incomplete works	General Terms	7.5	Direction to the Contractor to rectify a defect or incomplete works in an Alternative Contract Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Step-in to Alternative Contract Areas	General Terms	7.7	Direction for the Contractor to step-in to an Alternative Contract Area on 6 months' notice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work Orders	Monthly Walkthrough	General Terms	6.2(a)(ii)	Contractor's identification and notification of aspects of Property that may require Maintenance Works not already included in Work Order	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Issuing Work Orders	General Terms	8.2(a), 8.2(b)	Issuance by the Principal of a Work Order	<input checked="" type="checkbox"/>	<input type="checkbox"/>

NSW Land and Housing Corporation
Specialised Fire Safety Services Contract
Schedule 11 (Communication Requirements)

Topic	Clause Name	Contract Document	Clause / Section	Type of Communication	SUI	Email
		General Terms	8.2(f)	The Principal cancelling or varying any aspect of a Work Order	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Time	Work Order Extension	General Terms	8.4(a)	Contractor's notice of delay and extension of time claim	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		General Terms	8.4(c)	The Principal's determination of, and exercise of discretion to, an extension of time claim for a Work Order	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		General Terms	8.4(c)	The Principal exercising its discretion to extend time for a Work Order	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Late completion of Work Order or rectification work	General Terms	8.5	The Principal's demand for the payment of liquidated damages	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supplementary Works	Type 1 Supplementary Works Threshold	General Terms	8.6	The Principal's notice amending the Type 1 Supplementary Works Threshold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Type 1 Supplementary Works Procedure	Schedule 3 (Operational Requirements)	S 1.10	Contractor's documentation evidencing the need for, and execution of, Type 1 Supplementary Works	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Type 2 Supplementary Works Procedure	Schedule 3 (Operational Requirements)	S 1.11	Contractor's documentation evidencing the need for, and execution of, Type 2 Supplementary Works	<input checked="" type="checkbox"/>	<input type="checkbox"/>

NSW Land and Housing Corporation
Specialised Fire Safety Services Contract
Schedule 11 (Communication Requirements)

Topic	Clause Name	Contract Document	Clause / Section	Type of Communication	SUI	Email
SoR	Amendment of SoR	General Terms	8.8(a)	Contractor's notice that Maintenance Works are required, but not covered in any SoR Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		General Terms	8.8(c)	The Principal's notice that it wishes to add a SoR Item	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Maintenance Works	Additional Maintenance Works	General Terms	8.9(a)	The Principal's request to the Contractor to provide a quotation to perform Additional Maintenance Works	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		General Terms	8.9(b)	Contractor's quotation to perform Additional Maintenance Works	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Principal Plans, Policies and Procedures	Amendment of Principal Plans, Policies and Procedures	General Terms	8.10(a)	Principal's notice of amendment to Principal Plans, Policies and Procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		General Terms	8.10(b)(ii)	Contractor's notice of material increase in cost due to amendment to Principal Plans, Policies and Procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communication and Information Technology Requirements	Single User Interface (SUI) and IT Requirements	General Terms	9.1(c)	Contractor's notice of change in IT configuration option, and subsequent exchanges between the parties	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Communication	General Terms	9.2	Notice by the Principal of a change to Schedule 11 (Communication Requirements)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Payment Process	Invoicing Methodology	General Terms	11.2(c)	Principal's notice of invoicing methodology selection change	<input type="checkbox"/>	<input checked="" type="checkbox"/>

NSW Land and Housing Corporation
Specialised Fire Safety Services Contract
Schedule 11 (Communication Requirements)

Topic	Clause Name	Contract Document	Clause / Section	Type of Communication	SUI	Email
	Contractor Invoices	General Terms	11.3(a)	Contractor Invoices for Work Orders, the Management Fee or the Transition In Payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		General Terms	11.3(c)	Request by the Principal for further information regarding any Contractor Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		General Terms	11.3(c)	Provision of further information by the Contractor in response to a request by the Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Payment of Contractor Invoices	General Terms	11.4(a)	The Principal's rejection of Contractor Invoices	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		General Terms	11.4(b)	Contractor's resubmission of a previously rejected invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	RCTIs	General Terms	11.5(a), 11.5(b)	Contractor's provision of information to enable Principal to raise RCTI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		General Terms	11.5(b)	Principal's request for further information in relation to RCTI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		General Terms	11.5(d)	Principal's issuance of RCTI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Payment on Account	General Terms	11.7(c)	Principal's notice to recover amounts from Contractor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Set off	General Terms	11.8	Notice of set off	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Security of Payment Act	General Terms	11.9	Contractor providing a copy of any notice it receives from a Subcontractor under the Security of Payment Act	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Statutory Declaration	General Terms	11.10	Contractor's statutory declaration (provided once per month)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

NSW Land and Housing Corporation
Specialised Fire Safety Services Contract
Schedule 11 (Communication Requirements)

Topic	Clause Name	Contract Document	Clause / Section	Type of Communication	SUI	Email
	Bank Guarantee Replacement	General Terms	12.3	The Contractor's notification regarding a replacement bank guarantee	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Principal GST warranties	General Terms	34.5(a), 34.5(d)	Principal's notification that it is no longer Registered, or if it is of the view that requirements of GST Law, the Determination, or the Ruling have not been complied with	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-conformance Notices	Non-conformance Notices	General Terms	14.1(a)	The Principal issuing a Non-conformance Notice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		General Terms	14.1(c)	Contractor's notification that it has remedied an NCN and Contractor's notice demonstrating how Contractor will comply with an NCN and ensure that the Contractor will not commit the same non-conformance moving forward	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Audits and Investigations	Audits	General Terms	14.3	The Principal's notice requiring an audit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		General Terms	14.3(b)(vii)	Provision by the Contractor of a cure plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other investigations	General Terms	14.4	The Principal's notice requiring the Contractor to assist with or provide information relevant to an investigation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		General Terms	14.4	Provision by the Contractor of documents and information relevant to an investigation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

NSW Land and Housing Corporation
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Schedule 11 (Communication Requirements)

Topic	Clause Name	Contract Document	Clause / Section	Type of Communication	SUI	Email
	Records Retention	General Terms	14.6	Principal's notice for Contractor to dispose of or hand over documents/records	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Plans, Reports and Meetings	Organisation	General Terms	15.1(d)	Principal's direction regarding meetings of the Contract Governance Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Meetings	General Terms	15.3	Provision by the Contractor of minutes of the Contract Governance Committee Meetings	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		General Terms	16.6(a)	Principal's direction to attend ad hoc or regular meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	General	General Terms	16.1(a)	Provision by the Contractor of Deliverables and other plans and reports requested	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Reports	General Terms	16.2	Contractor's provision of regular reports (as directed by the Principal)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Contractor Plans, Policies and Procedures	General Terms	16.3	Contractor's Plans, Policies and Procedures (including ongoing updated whenever such documents are revised and updated)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subcontractors and Personnel	Subcontractors	General Terms	17.3	Contractor's evidence that a Subcontractor holds appropriate and required licences and accreditations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Contractor's Representative	General Terms	18.1(g)	Notification of substitute Contractor's Representative by Contractor	<input type="checkbox"/>	<input checked="" type="checkbox"/>

NSW Land and Housing Corporation
Specialised Fire Safety Services Contract
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Topic	Clause Name	Contract Document	Clause / Section	Type of Communication	SUI	Email
	Organisation and Personnel	General Terms	19.2	Contractor's organisational chart for the Principal's approval and notices from the Contractor seeking approval for amendments to the organisational chart	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Key Personnel	General Terms	19.4	Contractor's notice, and Principal response, in relation to the proposed removal of any Key Personnel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Replacement of persons	General Terms	19.5	The Principal's direction to remove any person engaged in the performance of the Maintenance Works	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Warranties and standards of Maintenance Works	Disclosure	General Terms	20.3	Contractor's notice that it is aware of an event or circumstances which is inconsistent with any warranties provided	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Warranty of Equipment and Workmanship	General Terms	20.6	Contractor's provision of warranties in relation to the Maintenance Works and any Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Interface with Tenants	General Terms	20.7	Contractor's notice of breach of potential breach of Tenant interface requirements in clause 20.7(a)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Defects	Contractor to rectify	General Terms	21.1	The Principal's Defect Notice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Performance	Schedule 3 (Operational Requirements)	S 7.1	Contractor's notice of completion of Maintenance Works following receipt of a Defect Notice or Follow Up Notice	<input checked="" type="checkbox"/>	<input type="checkbox"/>

NSW Land and Housing Corporation
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Topic	Clause Name	Contract Document	Clause / Section	Type of Communication	SUI	Email
Indemnities and Insurance	Indemnification procedures	General Terms	23.3(a)	The Principal's notice of enforcement of an indemnity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Obligation on Contractor	General Terms	24.3(b)	Contractor's provision of evidence of currency of required insurances and clause 24 compliance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	General Obligations	General Terms	24.7(a)(iii)	Contractor's notice to Principal of any event that may prejudice any insurance the Principal has taken out	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		General Terms	24.7(b)(v)	Contractor's notice to Principal of any event that may result in Contractor's insurance lapsing or being cancelled	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Force Majeure and Suspension	Notification of Event of Force Majeure	General Terms	25.2	Either party's notice that it is affected by an Event of Force Majeure	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Suspension by the Principal	General Terms	26.1(a)	The Principal's notice of suspension	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Resumption of Maintenance Works	General Terms	26.2(a)	The Principal's notice of resumption of Maintenance Works following a suspension	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Privacy, publicity and GIPA	Publicity and media release	General Terms	28.3	Contractor's draft media release and publicity communication	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	General Privacy Obligations	General Terms	29.2(e)	Contractor's notification regarding Personal Information	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		General Terms	29.2(f), 29.2(g)	The Principal's directions regarding collection and use of Personal Information	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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Topic	Clause Name	Contract Document	Clause / Section	Type of Communication	SUI	Email
	Consents	General Terms	29.3(b)(ii)	Contractor's provision of its privacy policy and associated collection statements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Access to Information	General Terms	30.2(a)	The Principal's direction requiring access to Contractor's information	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Consultation	General Terms	30.3(b)	Contractor's provision of any objection to disclosure under the GIPA Act	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		General Terms	30.3(e)	Principal's notice of its decision to release information and of the Contractor's right to review the decision	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Statutory Requirements	Permits	General Terms	31.2(a)(iv)	Contractor's notice of non-compliance with a Permit	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Change in Law	General Terms	31.3(b)	Contractor's notice of a Qualifying Change in Law	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		General Terms	31.3(c)	The Principal's notice of agreement to a change in Fee due to Qualifying Change in Law	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		General Terms	31.3(d)	The Principal's direction regarding Qualifying Change in Law	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Industrial Relations	General Terms	31.4(b)	Contractor's notification of its awareness of Industrial Matter and any corresponding Principal direction in relation to that Industrial Matter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Work, health, safety and the Environment	General Terms	31.5	Contractor's notification of an incident, Contractor's provision of information in relation to an	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Topic	Clause Name	Contract Document	Clause / Section	Type of Communication	SUI	Email
				incident, and the Principal's directions in relation to an incident		
	Hazardous Substances	General Terms	31.7	Contractor's notification in connection with any event relating to the Environment (including incidents and potential breaches)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Notification	General Terms	31.8	Contractor's notification of any breach, infringement or event regarding Work Health and Safety Requirements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Conflicts of Interest	General Terms	31.10(b)	Contractor's notification regarding potential conflict of interest and Principal's direction in relation to such conflict of interest	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Social Obligations	Social Obligations Plan	General Terms	32.5	Contractor's provision of its Social Obligations Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Changes to Targets	General Terms	32.8	Principal's notice of change in any targets regarding Contractor's social obligations	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Termination and Show Cause	Termination	General Terms	35	<ul style="list-style-type: none"> The Principal's termination notices (whether for breach or for convenience) The Principal's notice removing a Contact Area (whether for breach or convenience) The Principal's 'show cause' notice Contractor's response to a show cause notice 	<input type="checkbox"/>	<input checked="" type="checkbox"/>

NSW Land and Housing Corporation
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Topic	Clause Name	Contract Document	Clause / Section	Type of Communication	SUI	Email
				<ul style="list-style-type: none"> • Contactor's termination notice (for the Principal's breach) 		
Transition Out	Transition Out	General Terms	35.13	<ul style="list-style-type: none"> • The Principal's direction for the Contractor to provide a Transition Out Plan • Contractor's provision of the Transition Out Plan 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Order Procedure and Specified Steps	Performance	Schedule 3 (Operational Requirements)	S 7.1(a)	Contractor's confirmation of Tenant appointment time	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Performance and Specified Steps	Schedule 3 (Operational Requirements)	S 1.1 (d)(ii)(B)	Contractor's Confirmation Notification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Schedule 3 (Operational Requirements)	S 1.1(d)(iii)	Contractor's notification that it has not been able to make an appointment with the Tenant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Schedule 3 (Operational Requirements)	S 1.1(h)(iii)	Contractor's notice that Works Completion has been achieved	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Schedule 3 (Operational Requirements)	S 1.1(h)(v)	Submission by the Contractor of the documentation and evidence of its completion of the Work Order	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Expertise	Schedule 3 (Operational Requirements)	S 1.3	Contractor's notification that the relevant Maintenance Works could contravene regulation, codes, or Good Industry Practices	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Schedule 3 (Operational Requirements)	S 1.3	Contractor's notification that the Maintenance Works or that additional Maintenance works could produce a better off overall outcome	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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Topic	Clause Name	Contract Document	Clause / Section	Type of Communication	SUI	Email
	SoR Item Quantities	Schedule 3 (Operational Requirements)	S 1.4	Contractor's notification that the quantities of the SoR Items included in a Work Order are greater than those required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Utility Outages	Schedule 3 (Operational Requirements)	S 1.16(a)	Contractor's notification that the Maintenance Works will require disconnection of power, gas, sewerage or water	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Schedule 3 (Operational Requirements)	S 1.16(c)	Contractor's notification of intention to disconnect a Properties fire system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Schedule 3 (Operational Requirements)	S 1.16(a)(iv)	Contractor's notification of the objection of a Tenant to the disconnection of any power, gas, sewerage or water	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Schedule 3 (Operational Requirements)	S 1.16(d)	The Principal's direction for the Contractor to provide temporary facilities to one or Tenants or a Property	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Contractor's Equipment	Schedule 3 (Operational Requirements)	S 1.18(b)(i)	Contractor's provision of work methodologies describing how specialist equipment will be used	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Schedule 3 (Operational Requirements)	S 1.18(b)(ii)	Contractor's provision of a risk assessment and any associated documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Schedule 3 (Operational Requirements)	S 1.18(b)(iii)	Contractor's provision of SWMS and SWIs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Schedule 3 (Operational Requirements)	S 1.18(b)(iv)	Contractor's provision of operator licences and qualifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>

NSW Land and Housing Corporation
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Schedule 11 (Communication Requirements)

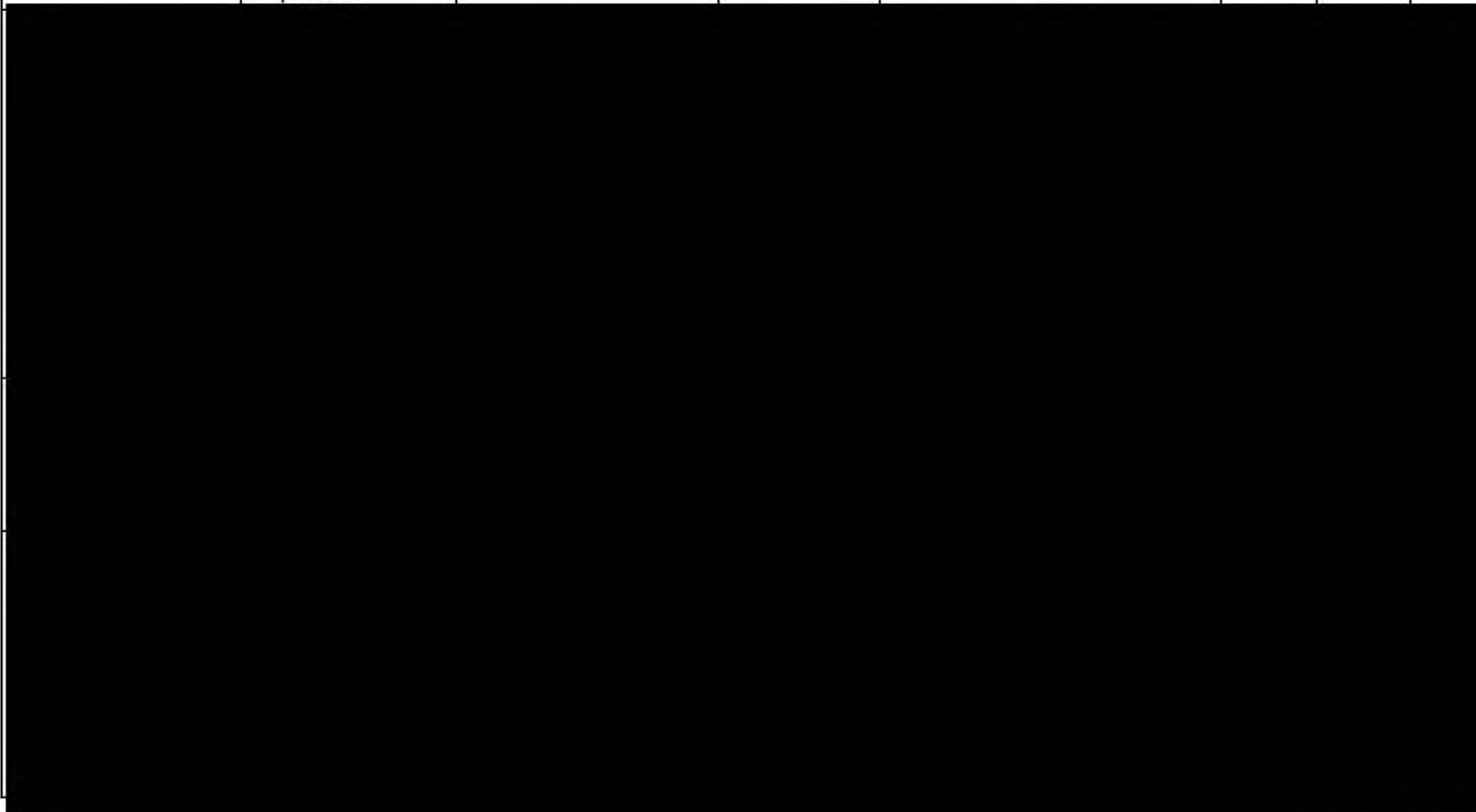
Topic	Clause Name	Contract Document	Clause / Section	Type of Communication	SUI	Email
		Schedule 3 (Operational Requirements)	S 1.18(b)(v)	Contractor's notification of other requirements under SafeWork NSW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Replacement	Schedule 3 (Operational Requirements)	S 1.19	Provision by the Contractor of a beyond economic repair report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Message Cards	Schedule 3 (Operational Requirements)	S 3.1	Provision by the Contractor of an attempted visit (including evidence of Message Cards)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Unattended SOU	Schedule 3 (Operational Requirements)	S 3.2	Contractor's notification to the Principal that the Contractor has departed the Site due to the Tenant departing the Property during the performance of Maintenance Works	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	No Obstruction	Schedule 3 (Operational Requirements)	S 3.9	Contractor's notification that it cannot perform the Maintenance Works without blocking property access for Tenants or vehicles	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cause of Maintenance Works	Schedule 3 (Operational Requirements)	S 3.10	Contractor's notification to the Principal that the underlying cause of Maintenance Works may be attributable to a third party	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Additional Work Order Information	Schedule 3 (Operational Requirements)	S 2.2	Provision by the Principal of additional information in connection with a Work Order	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Modifications	Work Order Modification	Schedule 3 (Operational Requirements)	S 1.8	The Principal's notice of variation, amendment or cancellation of a Work Order	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Work Priority Code Modification	Schedule 3 (Operational Requirements)	S 1.9	The Principal's notice of addition, amendment, variation or omission	<input checked="" type="checkbox"/>	<input type="checkbox"/>

NSW Land and Housing Corporation
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Topic	Clause Name	Contract Document	Clause / Section	Type of Communication	SUI	Email
				of Work Priority Codes from Attachment A		
	Type 2 Supplementary Works Procedure	Schedule 3 (Operational Requirements)	S 1.11	The provision of documents, photos, videos and other media evidencing the need for Type 2 Supplementary Works	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Identifying other Maintenance Works (other than Supplementary Works)	Schedule 3 (Operational Requirements)	S 1.14	Provision of information by the Contractor regarding the need for additional Maintenance Works on a Property	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Custom or Specialised components	Schedule 3 (Operational Requirements)	S 1.17	Notice by the Contractor that it is unable to source certain components	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Identification of other issues	Schedule 3 (Operational Requirements)	S 3.11	Provision of information by the Contractor regarding other issues at the Property	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Notification	Schedule 3 (Operational Requirements)	S 4.1	Notification by the Contractor of any incident at a Site and provision of subsequent documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Investigation	Schedule 3 (Operational Requirements)	S 4.2(d)	Contractor's provision of documents produced during an investigation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Record of Interactions	Schedule 3 (Operational Requirements)	S 5.1	Notification and provision of information by the Contractor following any contact or attempted contact with a Tenant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Observation Notice	Schedule 3 (Operational Requirements)	S 6.3	Principal's Observation Notice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Topic	Clause Name	Contract Document	Clause / Section	Type of Communication	SUI	Email
	Participation during Principal's Inspections	Schedule 3 (Operational Requirements)	S 6.4	Direction by the Principal to attend an inspection of a Property	<input checked="" type="checkbox"/>	<input type="checkbox"/>



**NSW Land and Housing Corporation
Specialised Fire Safety Services Contract
Schedule 11 (Communication Requirements)**

Topic	Clause Name	Contract Document	Clause / Section	Type of Communication	SUI	Email

Schedule 13 (Contract Areas)

Contract Area	Suburbs Associated with that Contract Area
CA1	AUBURN, BANKSTOWN, BASS HILL, BERALA, BIRRONG, CHESTER HILL, CONDELL PARK, FAIRFIELD EAST, GEORGES HALL, GRANVILLE, GUILDFORD, GUILDFORD WEST, LIDCOMBE, MERRYLANDS, MERRYLANDS WEST, OLD GUILDFORD, PADSTOW, REGENTS PARK, REVESBY, SEFTON, SOUTH GRANVILLE, SOUTH WENTWORTHVILLE, VILLAWOOD, WOODPARK, YAGOONA, YENNORA.
CA2	ASHCROFT, BONNYRIGG, BONNYRIGG HEIGHTS, BOSSLEY PARK, BUSBY, CABRAMATTA, CABRAMATTA WEST, CANLEY HEIGHTS, CANLEY VALE, CARRAMAR, CARTWRIGHT, CASULA, CHIPPING NORTON, EAST HILLS, EDENSOR PARK, FAIRFIELD, FAIRFIELD HEIGHTS, FAIRFIELD WEST, GREEN VALLEY, GREENFIELD PARK, HAMMONDVILLE, HECKENBERG, HINCHINBROOK, HOLSWORTHY, HOXTON PARK, LANSDALE, LIVERPOOL, LURNEA, MIDDLETON GRANGE, MILLER, MILPERRA, MOOREBANK, MOUNT PRITCHARD, PANANIA, PICNIC POINT, PRAIRIEWOOD, PRARIEVALE, PRESTONS, SADLEIR, SMITHFIELD, ST JOHNS PARK, WAKELEY, WARWICK FARM, WATTLE GROVE, WEST HOXTON, WETHERILL PARK.
CA3	ARTARMON, ASQUITH, BALGOWLAH, BAULKHAM HILLS, BEROWRA, BLACKTOWN, BROOKVALE, CAMMERAY, CARLINGFORD, CASTLE HILL, CASTLECRAG, CHATSWOOD, CONSTITUTION HILL, CREMORNE, CROWS NEST, CURL CURL, DEE WHY, DENISTONE EAST, DUNDAS, DUNDAS VALLEY, EASTWOOD, EPPING, ERMINGTON, FORESTVILLE, FRENCHS FOREST, GIRRAWEE, GLADESVILLE, GLENWOOD, GREYSTANES, HARRIS PARK, HORNSBY, HUNTERS HILL, KELLYVILLE, KINGS LANGLEY, KINGS PARK, LALOR PARK, LANE COVE, LANE COVE NORTH, MACQUARIE PARK, MANLY VALE, MARAYONG, MARSFIELD, MARYONG, MAYS HILL, MELROSE PARK, MILSONS POINT, MOSMAN, NAREMBURN, NARRAWEENA, NORMANHURST, NORTH BALGOWLAH, NORTH PARRAMATTA, NORTH ROCKS, NORTH RYDE, NORTHMEAD, OATLANDS, OLD TOONGABBIE, PARRAMATTA, PARRAMATTA NORTH, PENDLE HILL, PENNANT HILLS, PROSPECT, QUAKERS HILL, ROSEHILL, ROSS VALE, RYDALMERE, RYDE, SCHOFIELDS, SEAFORTH, SEVEN HILLS, TELOPEA, THE SPIT, THORNLEIGH, TOONGABBIE, WAITARA, WENTWORTHVILLE, WEST RYDE, WESTMEAD, WILLOUGHBY, WINGALA, WINSTON HILLS, WOODCROFT.
CA4	BIDWILL, BLACKETT, BLACKHEATH, BLAXLAND, BLIGH PARK, CAMBRIDGE GARDENS, CAMBRIDGE PARK, CLAREMONT MEADOWS, COLYTON, CRANEBROOK, DEAN PARK, DHARRUK, DOONSIDE, EMERTON, EMU HEIGHTS, EMU PLAINS, ERSKINE PARK, FAULCONBRIDGE, GLENDENNING, GLENMORE PARK, HASSALL GROVE, HAZELBROOK, HEBERSHAM, HOBARTVILLE, JAMISONTOWN, KATOOMBA, KINGSWOOD, LAPSTONE, LAWSON, LEMONGROVE, LETHBRIDGE PARK, LEURA, MINCHINBURY, MOUNT DRUITT, MOUNT PLEASANT, NORTH RICHMOND, NORTH ST MARYS, OAKHURST, OXLEY PARK, PENRITH, PLUMPTON, RICHMOND, RIVERSTONE, ROOTY HILL, SHALVEY, SOUTH PENRITH, SOUTH WINDSOR, SPRINGWOOD, ST CLAIR, ST MARYS, TREGEAR, WENTWORTH FALLS, WERRINGTON, WERRINGTON DOWNS, WHALAN, WILLMOT, WINDSOR, WINMALEE.

Contract Area	Suburbs Associated with that Contract Area
CA5	<p>ABERDARE, ADAMSTOWN, ADAMSTOWN HEIGHTS, ALSTONVILLE, ARMIDALE, ASHTONFIELD, BALLINA, BANORA POINT, BAR BEACH, BARRABA, BERESFIELD, BIRMINGHAM GARDENS, BOAMBEE, BOAMBEE EAST, BOGANGAR, BOGGABILLA, BOWRAVILLE, BRAY PARK, BROADMEADOW, BRUNSWICK HEADS, BYRON BAY, CALALA, CARRINGTON, CASINO, CESSNOCK, COFFS HARBOUR, COOKS HILL, CORLETTE, CRABBES CREEK, CUDGEN, CUDGEN HEIGHTS, DORRIGO, DUNGOG, EAST BALLINA, EAST KEMPSEY, EAST LISMORE, EAST MAITLAND, EAST TAMWORTH, ELERMORE VALE, EVANS HEAD, FINGAL BAY, FORSTER, FREDERICKTON, GENEVA, GLEN INNES, GLOUCESTER, GOONELLABAH, GRAFTON, GUNNEDAH, GUYRA, GWABEGAR, HAMILTON, HAMILTON SOUTH, HIGHFIELDS, HILLVUE, INVERELL, ISLINGTON, JESMOND, KARUAH, KEMPSEY, KINGSCLIFF, KOTARA, KOTARA SOUTH, KURRI KURRI, KYOGLE, LAMBTON, LAURIETON, LISMORE, LISMORE HEIGHTS, MACKSVILLE, MACLEAN, MARYLAND, MAYFIELD, MAYFIELD EAST, MAYFIELD WEST, MEREWETHER, MERRIWA, METFORD, MOREE, MULLUMBIMBY, MUNGINDI, MURWILLUMBAH, MUSWELLBROOK, NAMBUCCA HEADS, NARRABRI, NELSON BAY, NEW LAMBTON, NEWCASTLE, NEWCASTLE EAST, NEWCASTLE WEST, NORTH BOAMBEE VALLEY, NORTH HILL, NORTH LAMBTON, NORTH MACKSVILLE, NORTH TAMWORTH, OCEAN SHORES, OXLEY VALE, PILLIGA, PORT MACQUARIE, POTTSVILLE, POTTSVILLE BEACH, QUIRINDI, RANKIN PARK, RAYMOND TERRACE, RUTHERFORD, SALAMANDER BAY, SAWTELL, SCONE, SHORTLAND, SINGLETON, SINGLETON HEIGHTS, SOUTH GRAFTON, SOUTH KEMPSEY, SOUTH TAMWORTH, SOUTH WEST ROCKS, STANFORD MERTHYR, STOCKTON, STUARTS POINT, SUFFOLK PARK, TAMWORTH, TAREE, TARRO, TELARAH, TENAMBIT, TENTERFIELD, THE HILL, THORNTON, TINGHA, TOORMINA, TOWNSEND, TUNCURRY, TWEED HEADS, TWEED HEADS SOUTH, TWEED HEADS WEST, URALLA, URUNGA, WALCHA, WALLSEND, WARABROOK, WARATAH, WARATAH WEST, WARATH, WARDELL, WARIALDA RAIL, WAUCHOPE, WEE WAA, WERRIS CREEK, WEST BALLINA, WEST KEMPSEY, WEST TAMWORTH, WEST WALLSEND, WESTDALE, WESTON, WICKHAM, WINGHAM, WOLLONGBAR, WOODBERRY, WOOLGOOLGA, YARRAVEL.</p>
CA6	<p>ARGENTON, BATEAU BAY, BATEAU BAY ESTATE, BELMONT, BELMONT NORTH, BELMONT SOUTH, BERKELEY VALE, BLACKALLS PARK, BLACKSMITHS, BLACKWALL, BLUE HAVEN, BOLTON, BOLTON POINT, BONNELLS BAY, BOOKER BAY, BOORAGUL, BUDGEWOI, BUFF POINT, CAMERON PARK, CANTON BEACH, CARDIFF, CARDIFF HEIGHTS, CARDIFF SOUTH, CAREY BAY, CAVES BEACH, CHARLESTOWN, CHARMHAVEN, CHITTAWAY BAY, COORANBONG, DUDLEY, EAST GOSFORD, EDGEWORTH, ERINA, ETTALONG BEACH, FASSIFERN, FENNELL BAY, FLORAVILLE, GATESHEAD, GLENDALE, GOROKAN, GOSFORD, GREEN POINT, HAMLYN TERRACE, HILLSBOROUGH, JEWELLS, KAHIBAH, KANWAL, KARIONG, KILABEN BAY, KILLARNEY VALE, KINCUMBER, LAKE HAVEN, LAKEHAVEN, LISAROW, LONG JETTY, MACQUARIE HILLS, MANNERING PARK, MARDI, MARKS POINT, MORISSET, MOUNT HUTTON, NARARA, NIAGARA PARK, NORAH HEAD, NORTH GOSFORD, OURIMBAH, PELICAN, POINT CLARE, POINT FREDERICK, RATHMINES, REDHEAD, SAN REMO, SARATOGA, SPEERS POINT, SPRINGFIELD, SWANSEA, TERALBA, TERRIGAL, THE ENTRANCE, THE ENTRANCE NORTH, TINGIRA HEIGHTS, TORONTO, TOUKLEY, UMINA, UMINA BEACH, VALENTINE, WADALBA, WARNERS BAY, WATANOBBI, WEST GOSFORD, WHITEBRIDGE, WINDALE, WOODRISING, WOONGARRAH, WOY WOY, WYOMING, WYONG.</p>

Contract Area	Suburbs Associated with that Contract Area
CA7	ABERCROMBIE, BARADINE, BATHURST, BINNAWAY, BLAYNEY, BOURKE, BOWENFELS, BREWARRINA, BROKEN HILL, CANOWINDRA, CARINDA, COBAR, COLLARENEBRI, CONDOBOLIN, COOLAH, COONABARABRAN, COONAMBLE, COWRA, DUBBO, DUNEDOO, EGLINTON, EUGOWRA, FORBES, GILGANDRA, GOOLOOGONG, GORMANS HILL, GRENFELL, GULARGAMBONE, GULGONG, KELSO, LAKE CARGELLIGO, LITHGOW, MILLTHORPE, MITCHELL, MOLONG, MORTS ESTATE, MUDGEES, NARROMINE, NYNGAN, OBERON, ORANGE, PARKES, PEAK HILL, PORTLAND, POTTERY ESTATE, QUAMBONE, RAVENSWOOD, SOUTH BATHURST, SOUTH BOWENFELS, TOTTENHAM, TRANGIE, TRUNDLE, WALGETT, WALLERAWANG, WARREN, WELLINGTON, WEST BATHURST, WINDRADYNE, YEOVAL.
CA8	ADELONG, ALBURY, ASHMONT, BALRANALD, BATLOW, BEELBANGERA, BERRIGAN, BOURKELANDS, COLEAMBALLY, COOLAMON, COOTAMUNDRA, COROWA, CULCAIRN, DARETON, DARLINGTON POINT, DENILIKUIN, EAST ALBURY, FOREST HILL, GLENFIELD PARK, GLENROY, GRIFFITH, GUNDAGAI, HAY, HILLSTON, HOLBROOK, HOWLONG, JUNE, KOORINGAL, LAKE ALBERT, LAVINGTON, LEETON, LLOYD, LOCKHART, MOAMA, MOULAMEIN, MOUNT AUSTIN, NARRANDERA, NORTH ALBURY, OAKLANDS, SOUTH ALBURY, SOUTH GUNDAGAI, SPRINGDALE HEIGHTS, TARCUTTA, TEMORA, THE ROCK, THURGOONA, TOCUMWAL, TOLLAND, TUMBARUMBA, TUMUT, TURVEY PARK, WAGGA WAGGA, WENTWORTH, WEST ALBURY, WEST WYALONG, YANCO, YENDA.
CA9a	REDFERN, SURRY HILLS.
CA9b	ALEXANDRIA, BEACONSFIELD, CHIPPENDALE, DARLINGHURST, DARLINGTON, ERSKINEVILLE, EVELEIGH, FOREST LODGE, GLEBE, KINGS CROSS, MILLERS POINT, POTTS POINT, PYRMONT, THE ROCKS, ULTIMO, WATERLOO, WOOLLOOMOOLOO.
CA10	ABBOTSFORD, ANNANDALE, ASHBURY, ASHFIELD, BALMAIN, BALMAIN EAST, BELFIELD, BELMORE, BEVERLY HILLS, BURWOOD, CAMPERDOWN, CAMPSIE, CANADA BAY, CANTERBURY, CHISWICK, CLEMTON PARK, CONCORD, CONCORD WEST, CROYDON, CROYDON PARK, DRUMMOYNE, DULWICH HILL, EARLWOOD, ENFIELD, ENMORE, FIVE DOCK, GREENACRE, HABERFIELD, HOMEBUSH, HOMEBUSH WEST, HURLSTONE PARK, KINGSGROVE, LAKEMBA, LEICHHARDT, LEWISHAM, LILYFIELD, MARRICKVILLE, MOUNT LEWIS, NARWE, NEWTOWN, PETERSHAM, PUNCHBOWL, RHODES, ROSELANDS, ROZELLE, RUSSELL LEA, ST PETERS, STANMORE, STRATHFIELD, STRATHFIELD SOUTH, SUMMER HILL, SYDENHAM, TEMPE, UNDERCLIFFE, WILEY PARK.
CA11	ALFORDS POINT, ALLAWAH, ARNCLIFFE, BANGOR, BANKSMEDOW, BARDEN RIDGE, BARDWELL VALLEY, BEXLEY, BEXLEY NORTH, BLAKEHURST, BONDI, BONDI BEACH, BONDI JUNCTION, BOTANY, BRIGHTON-LE-SANDS, BRONTE, BURRANEER, CARINGBAH, CARINGBAH SOUTH, CARLTON, CARSS PARK, CHIFLEY, CLOVELLY, COMO, COOGEE, CRONULLA, DACEYVILLE, EASTGARDENS, EASTLAKES, ENGADINE, GYMEA, GYMEA BAY, HILLSDALE, HURSTVILLE, HURSTVILLE GROVE, HURSTVILLE SOUTH, JANNALI, KENSINGTON, KINGSFORD, KIRRAWEE, KOGARAH, KURNELL, LA PEROUSE, LITTLE BAY, LOFTUS, LUGARNO, MALABAR, MAROUBRA, MASCOT, MATRAVILLE, MENAI, MIRANDA, MORTDALE, NORTH BONDI, OYSTER BAY, PADDINGTON, PAGEWOOD, PEAKHURST, PEAKHURST HEIGHTS, PENSHURST, PHILLIP BAY, QUEENS PARK, RAMSGATE, RANDWICK, RIVERWOOD, ROCKDALE, ROSE BAY, ROSEBERY, SANS SOUCI, SOUTH COOGEE, SOUTH HURSTVILLE, SUTHERLAND, SYLVANIA, TURRELLA, WAVERLEY, WOLLI CREEK, WOOLLAHRA, WOOLLOOWARE.

Contract Area	Suburbs Associated with that Contract Area
CA12	AIRDS, AMBARVALE, BARGO, BATEHAVEN, BATEHAVEN NORTH, BATEMANS BAY, BEGA, BERMAGUI, BERRAMBOOL, BLAIR ATHOL, BOMADERRY, BOOROWA, BOW BOWING, BOWRAL, BRADBURY, BRAIDWOOD, CALLALA BAY, CAMDEN, CAMDEN SOUTH, CAMPBELLTOWN, CATALINA, CLAYMORE, COOMA, CRESTWOOD, CULBURRA BEACH, CURRANS HILL, DALMENY, DENHAMS BEACH, EAGLE VALE, EDEN, ELDERSLIE, ESCHOL PARK, GILEAD, GLENFIELD, GOULBURN, GRASMERE, INGLEBURN, JERRABOMBERRA, KARABAR, KEARNS, KIANGA, LEUMEAH, MACQUARIE FIELDS, MERIMBULA, MINTO, MITTAGONG, MORUYA, MOSS VALE, MOUNT ANNAN, NARELLAN, NARELLAN VALE, NAROOMA, NORTH NAROOMA, NORTH NOWRA, NOWRA, PAMBULA, PICTON, QUEANBEYAN, QUEANBEYAN EAST, QUEANBEYAN WEST, RABY, ROSEMEADOW, RUSE, SANCTUARY POINT, SILVERDALE, SOUTH NOWRA, ST ANDREWS, ST GEORGES BASIN, ST HELENS PARK, SUNSHINE BAY, SURF BEACH, SURFSIDE, SUSSEX INLET, TAHMOOR, THE OAKS, TURA BEACH, ULLADULLA, WEST NOWRA, WORRIGEE, YASS.
CA13	ALBION PARK, ALBION PARK RAIL, AUSTINMER, AVONDALE, BALGOWNIE, BARRACK HEIGHTS, BELLAMBI, BERKELEY, BLACKBUTT, BROWNSVILLE, BULLI, CONISTON, CORDEAUX HEIGHTS, CORRIMAL, CRINGILA, DAPTO, EAST CORRIMAL, FAIRY MEADOW, FARMBOROUGH HEIGHTS, FERNHILL, FIGTREE, FLINDERS, GWYNNEVILLE, HELENSBURGH, HORSLEY, KANAHOOKA, KEIRAVILLE, KEMBLAWARRA, KOONAWARRA, LAKE HEIGHTS, LAKE ILLAWARRA, MANGERTON, MOUNT KEMBLA, MOUNT SAINT THOMAS, MOUNT ST THOMAS, MOUNT WARRIGAL, NORTH WOLLONGONG, OAK FLATS, PENROSE, PORT KEMBLA, PRIMBEE, RUSSELL VALE, SHELLHARBOUR, SHELLHARBOUR CITY CENTRE, TARRAWANNA, THIRROUL, TOWRADGI, TULLIMBAR, UNANDERRA, WARILLA, WARRAWONG, WEST WOLLONGONG, WOLLONGONG, WOONONA.

Schedule 15 (Form of Statutory Declaration)

STATUTORY DECLARATION (New South Wales)

I, _____ of _____, do solemnly and sincerely declare as follows:

1. I am [Position held in Contractor's organisation] of Firecorp Australia Pty Ltd ABN 88 101 279 725 (Contractor).
2. The Contractor has a contract with the New South Wales Land and Housing Corporation ABN 24 960 729 253 for Specialised Fire Safety Services dated [Date] (Contract).
3. All subcontractors, Contractors and consultants engaged by the Contractor with respect to the work under the Contract have been paid all moneys due and payable to them in respect of work carried out for or materials supplied to the Contractor.
4. All workers who have been employed by the Contractor for the work under the Contract have been paid all monies due and payable to them in respect of their employment on the work under the Contract (and otherwise have been paid in accordance with all relevant Legislative Requirements, including the *Fair Work Act 2009* (Cth));
5. The Contractor is solvent and is not subject to an Insolvency Event as that term is defined in the Contract.
6. Attached to and forming part of this declaration is a subcontractor's statement given by the Contractor in its capacity as 'subcontractor' (as that term is defined in the *Workers Compensation Act 1987*, *Pay-roll Tax Act 2007* and *Industrial Relations Act 1996*) (Acts) which is a written statement:
 - (a) under section 175B of the *Workers Compensation Act 1987*, in the form and providing the detail required by that legislation;
 - (b) under Schedule 2, Part 5, ss17-20 *Payroll Tax Act 2007*, in the form and providing the detail required by that legislation; and
 - (c) under section 127 of the *Industrial Relations Act 1996*, in the form and providing the detail required by that legislation.
7. The matters which are contained in this declaration and the attached subcontractor's statement are true.
8. If the Contractor has subcontractors, the Contractor has received from each of those subcontractors a statutory declaration and subcontractor's statement in equivalent terms to this declaration (made no earlier than 10 Business Days before the date of this declaration).
9. All statutory declarations and subcontractor's statements received by the Contractor from subcontractors referred to in clause 4 of this statutory declaration were:
 - (a) given to the Contractor in its capacity as 'principal contractor' as defined in the Acts; and
 - (b) given by the subcontractors in their capacity as 'subcontractors' as defined in the Acts.
10. The period of the Contract covered by this declaration and the attached subcontractor's statement is from _____ to _____.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the *Oaths Act 1900* (NSW).

Declared at _____ on _____
(place where declaration made) (date of declaration)

by _____
Signature of person making the declaration

in the presence of an authorised witness, who states:

I, [Name of authorised witness], a [qualification of authorised witness],

certify the following matters concerning the making of this statutory declaration by the person who made it:

1. I saw the face of the person; and
2. I have known the person for at least 12 months.

OR

1. I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and

2. I have confirmed the person's identity using an identification document and the document I relied on was [identification document relied on].

Signature of authorised witness date



**SUBCONTRACTOR'S STATEMENT
REGARDING WORKER'S COMPENSATION, PAYROLL TAX AND
REMUNERATION (Note 1 – see back of form)**

New South Wales

For the purposes of this Statement a 'subcontractor' is a person (or other legal entity) that has entered into a contract with a 'principal contractor' to carry out work.

This Statement must be signed by a 'subcontractor' (or by a person who is authorised, or held out as being authorised, to sign the statement by the subcontractor) referred to in any of s175B *Workers Compensation Act 1987*, Schedule 2 Part 5 *Payroll Tax Act 2007*, and s127 *Industrial Relations Act 1996* where the 'subcontractor' has employed or engaged workers or subcontractors during the period of the contract to which the form applies under the relevant Act(s). The signed Statement is to be submitted to the relevant principal contractor.

SUBCONTRACTOR'S STATEMENT (Refer to the back of this form for Notes, period of Statement retention, and Offences under various Acts.)

Subcontractor: _____ ABN: _____
(Business name)

Of _____
(Address of subcontractor)

has entered into a contract with _____ ABN _____ (Note 2)
(Business name of principal contractor)

Contract number/identifier: _____ (Note 3)

This Statement applies for work between: ____/____/____ and ____/____/____ inclusive, (Note 4)

subject of the payment claim dated: _____. (Note 5)

I, _____ a Director or a person authorised by the Subcontractor on whose behalf this declaration is made, hereby declare that I am in the position to know the truth of the matters which are contained in this Subcontractor's Statement and declare the following to the best of my knowledge and belief:

- (a) The abovementioned Subcontractor has either employed or engaged workers or subcontractors during the above period of this contract. Tick [] if true and comply with (b) to (g) below, as applicable. If it is not the case that workers or subcontractors are involved or you are an exempt employer for workers compensation purposes tick [] and only complete (f) and (g) below. You must tick one box. (Note 6)
- (b) All workers compensation insurance premiums payable by the Subcontractor in respect of the work done under the contract have been paid. The Certificate of Currency for that insurance is attached and is dated ____/____/____. (Note 7)
- (c) All remuneration payable to relevant employees for work under the contract for the above period has been paid. (Note 8)
- (d) Where the Subcontractor is required to be registered as an employer under the *Payroll Tax Act 2007*, the Subcontractor has paid all payroll tax due in respect of employees who performed work under the contract, as required at the date of this Subcontractor's Statement. (Note 9)
- (e) Where the Subcontractor is also a principal contractor in connection with the work, the Subcontractor has in its capacity of principal contractor been given a written Subcontractor's Statement by its subcontractor(s) in connection with that work for the period stated above. (Note 10)

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(f) Signature _____ Full Name _____
(g) Position/Title _____ Date ____/____/____

NOTE: Where required above, this Statement must be accompanied by the relevant Certificate of Currency to comply with section 175B of the *Workers Compensation Act 1987*.

Notes

1. This form is prepared for the purpose of section 175B of the *Workers Compensation Act 1987*, Schedule 2, Part 5 *Pay-roll Tax Act 2007* and section 127 of the *Industrial Relations Act 1996*. If this form is completed in accordance with these provisions, a principal contractor is relieved of liability for workers compensation premiums, pay-roll tax and remuneration payable by the subcontractor.

A principal contractor can be generally defined to include any person who has entered into a contract for the carrying out of work by another person (or other legal entity called **the subcontractor**) and where employees of the subcontractor are engaged in carrying out the work which is in connection with the principal contractor's business.
2. For the purpose of this Subcontractor's Statement, a principal contractor is a person (or other legal entity), who has entered into a contract with another person (or other legal entity), referred to as the subcontractor, and employees/workers of that subcontractor will perform the work under contract. The work must be connected to the business undertaking of the principal contractor.
3. Provide the unique contract number, title, or other information that identifies the contract.
4. In order to meet the requirements of s127 *Industrial Relations Act 1996*, a statement in relation to remuneration must state the period to which the statement relates. For sequential Statements ensure that the dates provide continuous coverage.

Section 127(6) of the *Industrial Relations Act 1996* defines remuneration '*as remuneration or other amounts payable to relevant employees by legislation, or under an industrial instrument, in connection with work done by the employees.*'

Section 127(11) *Industrial Relations Act 1996* states '*to avoid doubt, this section extends to a principal contractor who is the owner or occupier of a building for the carrying out of work in connection with the building so long as the building is owned or occupied by the principal contractor in connection with a business undertaking of the principal contractor.*'
5. Provide the date of the most recent payment claim.
6. For Workers Compensation purposes an exempt employer is an employer who pays less than \$7500 annually, who does not employ an apprentice or trainee and is not a member of a group.
7. In completing the Subcontractor's Statement, a subcontractor declares that workers compensation insurance premiums payable up to and including the date(s) on the Statement have been paid, and all premiums owing during the term of the contract will be paid.
8. In completing the Subcontractor's Statement, a subcontractor declares that all remuneration payable to relevant employees for work under the contract has been paid.
9. In completing the Subcontractor's Statement, a subcontractor declares that all payroll tax payable relating to the work undertaken has been paid.
10. It is important to note that a business could be both a subcontractor and a principal contractor, if a business 'in turn' engages subcontractors to carry out the work. If your business engages a subcontractor you are to also obtain Subcontractor's Statements from your subcontractors.

Statement Retention

The principal contractor receiving a Subcontractor's Statement must keep a copy of the Statement for the periods stated in the respective legislation. This is currently up to seven years.

Offences in respect of a false Statement

In terms of s127(8) of the *Industrial Relations Act 1996*, a person who gives the principal contractor a written statement knowing it to be false is guilty of an offence if:

- (a) the person is the subcontractor;
- (b) the person is authorised by the subcontractor to give the statement on behalf of the subcontractor; or
- (c) the person holds out or represents that the person is authorised by the subcontractor to give the statement on behalf of the subcontractor.

In terms of s175B of the *Workers Compensation Act 1987* and clause 18 of Schedule 2 of the *Payroll Tax Act 2007* a person who gives the principal contractor a written statement knowing it to be false is guilty of an offence.

Further Information

For more information, visit the WorkCover website www.workcover.nsw.gov.au, Office of State Revenue website www.osr.nsw.gov.au or Office of Industrial Relations, Authority of Commerce website www.commerce.nsw.gov.au. Copies of the *Workers Compensation Act 1987*, the *Pay-roll Tax Act 2007* and the *Industrial Relations Act 1996* can be found at www.legislation.nsw.gov.au

Schedule 16 (Form of Parent Company Guarantee)

Deed of guarantee, undertaking and substitution

Parties

This Deed made the day of 20.....

BY:

[Name and ACN of Guarantor]

of **[Address of Guarantor]**

(Guarantor)

IN FAVOUR OF:

New South Wales Land and Housing Corporation

(ABN 24 960 729 253)

of 4 Parramatta Square, 12 Darcy Street, Parramatta, New South Wales 2150

(Principal)

Background

- A The Principal and Firecorp Australia Pty Ltd (ABN 88 101 279 725) ('**Contractor**') have entered into a contract dated **[Date]** ('**Contract**') in relation to Specialised Fire Safety Services.
- B The Principal has entered into the Contract:
- (i) at the request of the Guarantor (which request is confirmed by the Guarantor's execution of this Deed); and
 - (ii) conditionally upon the Guarantor signing this Deed.

Operative Terms

1 Guarantee of Performance

The Guarantor guarantees to the Principal the due and punctual performance of every legal, equitable, contractual, statutory or other duty, undertaking, warranty, guarantee, indemnity, covenant, agreement or other obligation ('obligation') on the part of the Contractor which at any time arises under or in connection with the Contract including without limitation:

- (a) any obligation on the part of the Contractor to pay the Principal any costs, expenses, damages or other liabilities, whether present, future, actual or contingent, liquidated or unliquidated;
- (b) any obligation arising from any variation to the Contract:
 - (i) agreed between the Contractor and the Principal; or
 - (ii) made in accordance with the Contract,

at any time, whether or not the Guarantor is aware of or consents to the variation; and

- (c) the unenforceable Contractor's obligations referred to in clause 6 of this Deed,
(Contractor's obligations).

2 Indemnity for loss

The Guarantor indemnifies the Principal and agrees at all times hereafter to keep the Principal indemnified from and against all damages, costs, losses, expenses and liabilities which the Principal may suffer or incur consequent upon or arising out of the Contractor's obligations not being performed, observed or fulfilled and the Guarantor agrees that the indemnity given by the Guarantor under this clause:

- (a) is a separate and additional obligation of the Guarantor under this Deed;
- (b) is given by the Guarantor as a principal indemnifier and not as a surety;
- (c) applies even though the Principal may not be entitled for any reason to recover those amounts from the Contractor, with the effect that the moneys are not recoverable from the Guarantor on the basis that the Guarantor has otherwise only given a guarantee in respect of payment of those amounts; and
- (d) is given on the other terms of this Deed (with all necessary changes being made) so far as those other terms can apply.

3 Continuing guarantee and indemnity

This Deed shall be a continuing obligation and security and shall not be considered as wholly or partially satisfied or discharged by the payment at any time or times hereafter of any sum or sums of money for the time being due to the Principal under the Contract or by any settlement of any other obligation or any other matter or thing.

4 Liability not discharged by other events

The liability of the Guarantor and the rights of the Principal under this Deed shall not be affected by:

- (a) the granting of time or other indulgence or concession to the Contractor;
- (b) the compounding, compromise, release, abandonment, waiver, variation, relinquishment or renewal of any of the rights of the Principal against the Contractor;
- (c) any neglect or omission to enforce such rights;
- (d) the liquidation of the Contractor;
- (e) the termination, cancellation, rescission, assignment or novation of the Contract in whole or in part;
- (f) the Contract being or becoming void or voidable in whole or in part; or
- (g) any other act, matter or thing which under the law relating to sureties would or might but for this provision release the Guarantor from its obligations under this Deed or any part of them.

5 Assignment by the Principal

The Principal may assign the benefit of this Deed to the extent that the assignee also accepts an assignment of the whole or any part of the Contractor's obligations. The Principal shall be entitled to provide any information it may have concerning the Guarantor to any proposed assignee.

6 Invalidity of Contractor's obligations

Despite any other provisions of this Deed, the guarantee and indemnity given by the Guarantor under this Deed shall also extend and apply to obligations on the part of the Contractor which were void from the beginning, or have been subsequently avoided or are otherwise unenforceable by the Principal as a result of:

- (a) any legal limitation, disability or incapacity relating to the Contractor;
- (b) any delay, neglect or failure to register or perfect the Contract or obtain any consent or authorisation necessary to give legal effect to the Contract (other than by reason of an act or omission of the Principal);
- (c) the Contractor's failure to comply with any law; or
- (d) any death, mental incapacity, winding up, liquidation, bankruptcy, insolvency, voluntary administration, composition of debts, scheme of reconstruction, official management, receivership, assignment of property, scheme of arrangement or other incapacity, insolvency or demise on the part of or entered into by the Contractor,

whether or not the Principal should have known about the same (**unenforceable Contractor's obligations**).

7 Governing law

This Deed and any matter arising in connection with it shall be governed by the laws of the State of New South Wales, and the parties submit to the non-exclusive jurisdiction of the Courts of that State.

8 Parties successors and assigns

References in this Deed to the Guarantor, the Principal and the Contractor shall be taken to include their respective successors and assigns.

The parties have signed, sealed and delivered this Deed on the day and year mentioned above.

Execution

Executed as a Deed

by
[Guarantor] (ABN: [insert]) in accordance with
section 127 of the *Corporations Act 2001* (Cth):

▲ _____
Director

▲ _____
Director/Secretary

▲ _____
Full name of Director

▲ _____
Full name of Director/Secretary

Executed for and on behalf of
New South Wales Land and Housing Corporation
on / / by its duly authorised officer in
the presence of:

▲ _____
Signature of Authorised Officer

▲ _____
Signature of witness

▲ _____
Full Name of Authorised Officer

▲ _____
Name of witness (print)

▲ _____
Office Held

Schedule 17 (Home Building Act Requirements)

This Schedule applies to the extent that the Home Building Act applies to either this Contract or to any Work Order issued pursuant to this Contract.

CHECKLIST UNDER SCHEDULE 2 OF THE HOME BUILDING REGULATION

1.	Have you checked that contractor holds a current contractor licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Does the licence cover the type of work included in the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Is the name and number on the contractor's licence the same as on the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Is the work to be undertaken covered in the contract, drawings or specifications?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	Does the contract clearly state a contract price or contain a warning that the contract price is not known?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	If the contract price may be varied, is there a warning and an explanation about how it may be varied?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.	Are you aware of the cooling-off provisions relating to the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	Is the deposit within the legal limit of 10%?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.	Does the contract include details of the progress payments payable under the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.	Do you understand the procedure to make a variation to the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.	Are you aware of who is to obtain any council or other approval for the work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12.	Do you understand that any registered certifier required to certify work under the contract is to be selected by you and the contractor cannot object to your selection?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13.	Do you understand that you are not required to pay the contractor a deposit or any progress payments until the contractor has given you a certificate of insurance under Part 6 or Part 6B of the <i>Home Building Act 1989</i> (except where the work is of a kind that does not require insurance)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14.	Does the contract include either of the following: (a) the cost of the insurance under Part 6 of the <i>Home Building Act 1989</i> , (b) the cost of the alternative indemnity product under Part 6B of the <i>Home Building Act 1989</i> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15.	Has the contractor given you a copy of the Consumer Building Guide, which provides key information about your rights and responsibilities under NSW's home building laws and where to get more information?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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16.	Does the contract include a statement about the circumstances in which the contract may be terminated?	Yes <input type="checkbox"/> No <input type="checkbox"/>
17.	Does the contract include the Security of Payment Guide which provides key information about your rights and responsibilities under the Building and Construction Industry Security of Payment Act 1999 and the Building and Construction Industry Security of Payment Regulation 2020?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Signatures

Do not sign the contract unless you have read and understand the clauses as well as the notes and explanations contained in the contract and this document.

If you have answered "no" to any question in the checklist, you may not be ready to sign the contract.

Both the contractor and the owner should retain an identical signed copy of the contract including the drawings, specifications and other attached documents. Make sure that you initial all attached documents and any amendments or deletions to the contract.

Signed copy of contract

Under the *Home Building Act 1989* a signed copy of the contract must be given to the owner within 5 working days after the contract is entered into.

Home Building Compensation Fund

The contractor must provide you with a certificate of insurance under the Home Building Compensation Fund before the contractor commences work and before the contractor can request or receive any payment.

Acknowledgement of owners

I/We have been given a copy of the Consumer Building Guide and I/we have read and understand it.

I/We have completed the checklist and answered "Yes" to all items on it.

Note

Where the owner is a company or partnership or the contract is to be signed by an authorised agent of the owner, the capacity of the person signing the contract, eg director, must be inserted

Signature

Name [*print*]

Capacity [*print*]

Signature

Name [*print*]

Capacity [*print*]