

Precinct Works Authority Guide



Introduction

CTC values a collaborative and inclusive relationship with our Tenants. It is very important to our organisation to foster and promote a progressive facility which reflects positively on not only our brand, but also that of our tenants. At the request of some Tenants, this Guide has been compiled to provide some clarity and consistency around the processes required to make changes to a tenanted area. This Guide is an addendum to the Tenant's Induction Handbook and as such is a controlled document. The latest version can be accessed on the CTC website under the Precinct tab.

Background

It is important to us that our Tenants can grow or change their business reflecting the training market at any point in time. Flexibility and adaptability which are necessary ingredient to be a sustainable RTO are also hallmarks of how we run the Precinct. As such, when the need for new, updated or altered facilities arises, we are committed to assist our Tenants in delivering such projects in a way that will meet their needs, budgets and timelines but also be done in a safe and compliant way in line with the quality standard that befits what is increasingly being recognised as the best niche training centre in Australia.

The purpose of this Guide is to provide guidance for Tenants wishing to plan, construct and commission any new structure, plant, machine, service or tenancy fit out within their tenancy. This applies to any works being undertaken at CTC which encroaches on fixed CTC infrastructure and any free standing structure to

be built on CTC land within your tenancy. If you are not sure whether the Guide applies assume that it does. Our response to requests is very often 'Yes' but to get there we would ask that you do two things:

- 1) Seek our advice; and
- 2) Seek it early.

When Does a Tenant Need to Follow This Guide?

All alterations, other than cosmetics within the tenancy, require prior authorisation from CTC which is a principle written into all Tenancy Agreements. At times though, even cosmetics e.g. signage or painting requires approval. Depending on the scale of the work, the degree of planning and compliance consents will vary and therefore the cost to you of undertaking each specific project. The formal sign-off from the Facility Manager will be required in many cases. This provides the necessary protection for all parties around safety but also when the Tenancy finishes around make-good which in some cases can be financially significant.

If in doubt ask and ask early.

Project Planning

CTC welcomes involvement from the concept stage of any project. It is at this time that a briefing meeting can take place in order to establish the scale of the works and how the planning process should take shape. This meeting is valuable, as the documentation requirements can be clarified and streamlined to minimise the time impact of preparation. We can also advise

what professional services advice may need to be sought and what other authorities and consents need to be in place. We can help you determine the need for Engineering advice and sign-off (commonly known as a Form 15 and 16) and when a Building Certifier and QFES may need to have input and provide certifications.

socket / outlet which is the appropriate size for your needs to prevent nuisance tripping.

Why Plan with CTC?

We would like you to think of CTC not just as the Landlord, but as a resource. Our goal is to assist in delivery of the best possible outcome within your budget and timeframe. Part of the value in this is guidance in establishing requirements so a realistic budget and delivery timeframe can be established from the outset. Time is most valuable in the planning stage, so it is crucial that this process is begun with CTC as early as possible.

Examples of such works requiring the Facility Manager sign-off:

- **Electrical**

- New works wired into CTC electrical boards / infrastructure
- Retrofit works on any circuit (power or lighting) wired into CTC electrical boards / infrastructure

Any equipment requiring installation which has a plug and lead which can be plugged into an existing fixed outlet is exempt from this process. However, it is strongly recommended that advice from a CTC approved electrician is sought when planning and purchasing larger equipment to ensure you have a

- **Plumbing**

- New installation works of any nature
- Retrofit works to be plumbed into existing hydraulic, sewer or drainage infrastructure

- **Heating, Ventilation and Air Conditioning (HVAC)**

- New installation required as a result of increased load in a particular space
- New installation required as part of a tenancy fitout project
- Retrofit works required as part of a tenancy fitout project

- **Tenancy fitouts**

- Any change to an existing tenancy services layout, encompassing the following but not limited to:
 - ✓ **Electrical works** including relocation and new installation
 - ✓ **Data works** including relocation and new installation
 - ✓ **HVAC works** including relocation and new installation
 - ✓ **Plumbing works** including relocation and new installation
 - ✓ **Dry fire system works** including relocation and new installation of fire exit signs, smoke detectors and programming of such items
 - ✓ **Security system works** including relocation and new installation
- Structural works to the building in which a tenancy is located

- Non-structural works to the building such as:
 - ✓ Petition wall removal and relocation
 - ✓ Changes to floor coverings
 - ✓ Installation of egress path doors
 - ✓ Changes to corridor width

It is important that all of the above items are covered off in this process to ensure all relevant Australian Standards and Statutory Regulations are adhered to from a design perspective.

- **Any structure covered in the Building Classification Table as set out in the Building Code of Australia**

This includes but is not limited to;

- Demountable buildings
- Retaining walls one metre or above in height
- Sheds
- Semi-detached buildings
- Telegraph poles
- Any structural climbing apparatus
- Training pits

The above-mentioned Building Classification Table can be found in the following link:

<https://www.qbcc.qld.gov.au/sites/default/files/BCA%20Classes%20of%20Building.pdf>

Engaging CTC at the very beginning of the planning process is key to avoiding confusion here. Timely and reliable guidance can be sought early in the project. This instils confidence that realistic timeframes and budgets are calculated from the outset.

- **Earthworks**

We reside in a Precinct which has seen vastly differing purposes over many decades. Due to this, the convenience of following a *Dial Before You Dig* protocol is largely lost, as records are inadequate to ensure workers are safe from the risk of hitting services hidden underground.

- **For training purposes**

Some tenant's operations require access to small patches of land dedicated to earthworks training. Prior to purposing a patch of land for this, the tenant is required to contact the CTC Facility Manager to arrange a services scan by an authorised contractor in order to map any services. It is strongly recommended that this mapping is referenced in an operational risk assessment for the dedicated site.

- **For project or contractor purposes**

As above.

This applies when contractor's scope involves earth works of any nature.

This includes but is not limited to;

- ✓ Retaining walls
- ✓ Fences
- ✓ Telegraph poles
- ✓ Training towers
- ✓ Demountable buildings employing stumps and footings

Precinct Works Authority

Project authorisation will be documented via the Precinct Works Authority form detailed below.

This form contains sections to be filled at various stages of the work, which serves as a living document to assist the tenant and the contractor through the process to achieve the best possible outcome. It is also an effective conduit for aligning the strategic plan of your organisation and that of CTC.

Form Layout

SECTION 1	STAKEHOLDER DETAILS
SECTION 2	LOCATION OF WORKS
SECTION 3	OUTCOME REQUIRED
SECTION 4	TIMELINES
SECTION 5	SCOPE CONSIDERATIONS
SECTION 6	PRECINCT OPERATIONAL REQUIREMENTS
SECTION 7	SAFETY PLAN / RISK ASSESSMENT REGISTER
SECTION 8	CONTRACTOR VETTING
SECTION 9	DEFINED SCOPE & SPECIFICATION
SECTION 10	STAKEHOLDER COMMENTS
SECTION 11	PRE-WORKS APPROVAL
SECTION 12	CONTRACT VARIATION REGISTER
SECTION 13	CERTIFICATION & COMPLIANCE FORM REGISTER
SECTION 14	CTC AS BUILT DRAWINGS
SECTION 15	POST-WORKS SIGN-OFF

Electrical works are strictly regulated via our electrical works policy and procedures, and as such, there are two panel contractors to choose from for such works. Tenants seeking to contract companies from other disciplines can do so on the basis that they are vetted and approved by the CTC Facility Manager. A list of CTC preferred contractors can be sought by emailing the Facility Manager at kris.murphy@ctc.qld.edu.au.

Where to find the authority form

The Precinct Works Authority form will soon be a web based form to be accessed and filled via the CTC website. For the interim, tenants can obtain the form by emailing the Facility Manager at kris.murphy@ctc.qld.edu.au and requesting it prior to the planning stage of a project.

Contractor Vetting

All work carried out at CTC pertaining to the above is to be done by authorised contractors only.