

AUSTRALIAN TECHNOLOGY PARK SITE WIDE LOADING DOCK ACCESS MANAGEMENT PLAN





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1. DELIVERIES PROCEDURE

Truck deliveries and vehicle entry / exit points into the basement and Loading Dock areas of Building 1 and Building 2 is provided from Central Avenue for all base building & tenant deliveries. Truck access to Central Avenue is via Garden Street or Davy Road. No truck access to Building 1 or Building 2 will be permitted via Locomotive Street.

Access to the tenant's designated floor for couriers will be managed by individual tenants by way of the base building goods lift intercom security system.

Building 1 and Building 2's security roller door to the service areas will be open between the hours of 7am to 7pm Monday to Friday. Outside of these hours, access will be available with an authorized security pass issued by the tenant, or via the intercom located outside of the Loading Dock security roller door, or via 24 hr email request to the Mirvac Tenant Liaison Centre.

All regular deliveries requiring access to the Loading Dock will be pre-approved by Mirvac and will be staged to ensure that regular deliveries do not occur during the peak pedestrian times as detailed below:

Monday to Friday – 07:30 – 08:30am and 17:00 – 18:00pm

NOTE: There are no residential dwellings within the Precinct area therefore no residential removal trucks will be permitted.

The protocol for courier deliveries to the buildings is as follows:

- All couriers/deliveries will have a maximum of a 20 minute stay which will be monitored via the Dock Manager. In the event there are no courier parking spaces available drivers will be directed to a service vehicle or truck parking space within the loading dock area to ensure queuing does not occur
- All couriers and mail deliveries will be required to enter the building via Central Avenue and park in one of the dedicated courier or service vehicle parking spaces as directed by the Dock Master. Quantity of spaces available within the dock area's are as follows:



Building 1	
Type	Quantity
Courier Bays	3
Service Vehicles	3
Truck Courier Bays	2
Building 2	
Type	Quantity
Courier Bays	3
Service Vehicles	3
Truck Courier Bays	2

- An audio / visual intercom is located at the ground floor and level 1 Good lift lobbies:
- Couriers will make contact with the tenant directly via the security intercom system at one of the above locations by scrolling up the menu screen on the intercom panel to select the desired floor and pressing the bell button.
- Using the destination control service system, tenants will have the ability to view and communicate with the courier on the tenant's mail room intercom panel.
- Upon activation of the Operation Mode on the intercom panel, the goods lift will:
 1. Complete all calls which have been already logged in the system;
 2. Then travel directly to the selected call goods lift level to pick up the courier and will transport the courier directly to the tenant's floor, with all travel restricted to the tenant's designated floor.
 3. Upon receipt of the goods, the tenant will escort the courier and swipe access at the Goods Lift to call the lift to the tenant floor to return the courier back to the pickup floor.

1 destination control service panel is located on each floor and 1 additional panel is located in the tenant's mail room.

The Goods lift is **NOT** to be locked off on any floor at any time unless arranged prior with Building Management.

2. TRADE & SERVICE VEHICLES

Trade & service vehicle entry / exit point into the basement and Loading Dock area is provided from Central Avenue for all base building & tenant services with approval from Building Management 24hrs prior to use. All regular providers will be pre-approved in advance and scheduled to ensure there is no queuing within the loading dock area and overseen by the Dock Manager.



3. GOODS LIFT BOOKING

All Goods Lift Bookings will be made via the Loading Dock Manger email b1atp.dockmaster@mirvac.com (Building 1) and b2atp.dockmaster@mirvac.com (Building 2) on a first come, first served basis. Lift bookings will be managed via a booking calendar administered by Security and overseen by Management.

3.1 AVAILABILITY

Monday	7am to 7pm
Tuesday	7amto 7pm
Wednesday	7am to 7pm
Thursday	7am to 7pm
Friday	7am to 7am
Saturday	24 Hours (Subject to agreement with Building Management)
Sunday	24 Hours (Subject to agreement with Building Management)

Under no circumstances will the passenger lifts be used for the carriage of goods or tools to the floors.

4. GOODS LIFT PROTOCOL

Given the goods lift demand, it is essential that the goods lift is only booked for the actual period it is required.

All contractors are encouraged to collaborate with each other in the efficient use of the goods lift, by sharing booking times for deliveries etc.

4.1 USE OF GOODS LIFT

The following protocols when using the goods lift will be observed:

4.2 NON PRIORITY USE

All goods will be on trolleys, dollies or the like, under no circumstances should goods be hand loaded into and out of the goods lift as this practice takes too long. Trolleys must have Resinous Polymer Wheels. Metal (Steel) wheels will not be allowed. Per wheel load to be a maximum of 100 kg (i.e. trolley with two wheels can have a load of 200 kg) with wheel sizes to be a minimum of 200mm dia x 75mm wide.

All rubbish, waste and debris must be suitably contained in wheeled bins / trolleys, loose waste materials must not be loaded into the goods lift.

The goods lift doors must not be held open for extended periods, goods should be waiting in the goods lift lobby for the lift arrival.



Goods Lift doors must not be jammed open or in anyway stopped from automatically closing, as this will result in the lift shutting down.

The door tracks must be kept clean and clear at all times, failure to do so will result in lift breakdown.

4.3 PRIORITY USE

Freight Service keys will be issued to the contractor who has booked the Goods Lift, and it will be that persons responsibility to ensure that the lift is used properly and sensibly.

- As detailed in 3.1.1 above
- The goods lift must be kept clean at all times
- The door tracks must be kept clear and clean at all times
- Damages to the goods lift caused during Priority use will be chargeable to the company using the lift at the time of damage.
- The goods lift must not be “parked” unattended on a floor for more than 5 minutes at a time, otherwise access will be cancelled. Failure to comply will mean that the contractor will be required to hire a MRE Management appointed driver at their own expense.
- If 2 contractors are sharing the priority use of the goods lift a MRE Management appointed Goods Lift Driver be employed in order to manage the process, Base Building Security can provide a driver at an hourly rate which can be split between the contractors using the lift.

If a goods lift driver is engaged, fees will be payable depending on hours and when the works occur.

5. LOADING DOCK PROTOCOL

The correct use of the loading dock is also paramount to the successful operations of the property. The following protocols must be observed by all contractors:

The Loading Dock is for deliveries and collection ONLY, contractor parking is forbidden.

In general, a maximum of 20 minutes is allowed for deliveries and collections, larger deliveries will be managed on a case by case basis.



Security / Dock Master must be informed of expected deliveries in writing via email.

For guaranteed access to the dock, prior booking must be made at least 24 hours in advance, via email – b1atp.dockmaster@mirvac.com (Building 1) and b2atp.dockmaster@mirvac.com (Building 2)

Parking in designated spaces only will be permitted.

5.1 BUSINESS HOURS

All regular deliveries requiring access to the Loading Dock will be pre-approved by Mirvac and will be staged to ensure no regular deliveries occur during the peak pedestrian times detailed below:

Monday to Friday – 07:30 – 08:30am and 17:00 – 18:00pm

During business hours the priority of deliveries and loading dock allocation is as follows:

- Tenant Deliveries / Couriers
- Building Services deliveries / collections
- Pre booked Contractor deliveries / collections
- Unannounced deliveries / collections

The Dock Master has absolute discretion over delivery sequences and disputes will not be entered into. Non compliance with the dock Masters directions may result in future bookings being declined.

5.2 AFTER HOURS

In general, loading dock usage will go hand in hand with the Goods Lift bookings, with the exception of waste bin removal.

5.3 WASTE / SKIP BINS / PALLETS

A truck courier bay in the loading dock will be allocated to Waste / Skip bins / Pallets and can be booked for such subject to approval of Building Management.

As a general rule, bins will be brought in when they are required and removed as soon as they are full, MRE Building Management / Security and the Dock Master will not take any responsibility regarding the use of these bins by others. A maximum of 24 hours will be allowed for any skip bin on site and



any new bins must be booked separately.
Delivery between 4.00pm and 6.00am ONLY with prior booking.

It is the responsibility of the contractor to ensure that the dimensions of the loading Dock have been passed on to the skip / bin / pallet company – any damage caused to the ductwork / walls / columns in the dock will be charged to the contractor.

Loading dock height 3.8m and 10m³ maximum size.
Basement 1 car park height 2.2 meters

Please note: For 10m³ bins or larger, no hook system is to be used for delivery.

5.4 THE LOADING DOCK

The loading dock will be kept clear at all times, under no circumstances will goods or waste be stored on the loading dock.

During the removal of waste, contractors will ensure that the loading dock is kept clean and free from trip hazards and it is expected that the dock will be swept after the removal is completed.

The loading dock is under CCTV surveillance; any breach of these protocols will be recorded and taken up directly with the contractor or tenant responsible.

5.5 MANAGEMENT SERVICES PARKING

This area is reserved for base building contractors and consultants undertaking works on behalf of MRE Building Management.

There are 3 spaces available for booking via email to b1atp.dockmaster@mirvac.com (Building 1) and b2atp.dockmaster@mirvac.com (Building 2) with at least 24 hours notice and a maximum of 1 vehicle per bay. Details of works being performed and hours required must be included in the booking request.



6.0 PUBLIC DOMAIN LOADING DOCK SPACES

Central Avenue and Davy Road consist of 6 loading zones which service the existing buildings in the precinct along with Building 3, which does not have a dedicated loading dock. In addition to this there is 1 additional loading zone which is designated as loading outside of Childcare drop off times (Childcare drop off times (7.30-9.30 and 4:00 – 6:00pm).

Loading Zone restrictions and usage shall be consistent with surrounding City of Sydney.

6.1 PUBLIC DOMAIN SPACES FOR CHILDCARE USES

Davy Road consists of 10 drop off spaces (3 permanent and 7 during peak childcare pick up and drop off periods). Pickup / drop off spaces are available between peak periods for the Childcare (7:30 - 9:30 and 4:00 - 6:00).

These spaces service the two childcares in Building 1 and Building 3 respectively.

Spaces are strictly limited to 15 minutes and will be enforceable by fine and subject to towing at the owners' expense.