

WORK ORDER

Job Number: CCC54801
Order Date: 30/05/2025

Contract No: CCC54801-87823	
CONTRACTOR	JOB DETAILS
Name: Campbell Construction Co Pty Ltd	Job Number: CCC54801
ABN: 96 151 257 582	Client Reference: H042199003 SUNCORP
Address: Level 2, Building B, 4-6 Innovation Parkway, Birtinya, QLD, 4575	Customer: Rosalind Watson
CONTRACTOR'S REPRESENTATIVE	Site Address: 48 Seventh Avenue, Palm Beach QLD 4221
Supervisor's Name: Sam Barton	Site Contact: Rosalind Watson
Phone: 0448 782 398	Contact No: 0427 037 917
Email: samb@campbellcc.com.au	
Case Manager's Name: Chelsea Turner	
Email: chelseat@campbellcc.com.au	
SUBCONTRACTOR	
Name: A to Z Flooring Solutions Pty Ltd	
ABN: 74658650821	
Phone: 0407575264	
Email: builders@atozflooringsolutions.com.au	

Start Date	02/07/2025
Completion Date	02/07/2025

Scope of Work:

CCC54801-87823

Floor Covers
MAIN BEDROOM
CARPET INSTALL - Install only - new carpet and underlay to best match existing, based on manufacturers availability. Standard Residential Carpet - Approximately 18m2. NOTE - Excludes floor preparation and levelling. No allowance for acoustic materials if required, price adjustment will apply. NOTE - Includes protection measures to mitigate loss or damage to property during works- Including but not limited to standard building & content covering / drop-sheets to work area only.
BEDROOM 2
CARPET INSTALL - Install only - new carpet and underlay to best match existing, based on manufacturers availability. Standard Residential Carpet - Approximately 11.5m2. NOTE - Excludes floor preparation and levelling. No allowance for acoustic materials if required, price adjustment will apply. NOTE - Includes protection measures to mitigate loss or damage to property during works- Including but not limited to standard building & content covering / drop-sheets to work area only.

Totals	Totals
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Subtotal	\$630.50
GST	\$63.05
Total	\$693.55

Please be advised that GST is included in the total amount of this work order regardless of if GST is listed as N/A.

Work Order Conditions:

This Work Order is to be read together with and as subject to the current CCC Period Subcontract and its terms and conditions.

Please ensure that you read these Work Order Conditions upon receipt of this Work Order.

WOC.1 This Work Order is required to engage the Subcontractor to complete the work described in the Scope of Work.

WOC.2 You must confirm acceptance of these Work Order Conditions within 24 hours and before commencing the work.

WOC.3 If you commence the work described in the Scope of Work without confirming your acceptance of these Work Order Conditions you will be taken to have agreed to the Work Order Conditions, the CCC Period Subcontract and its terms and conditions.

WOC.4 None of the work described in the Scope of Work may be subcontracted without the prior written consent of CCC.

WOC.5 All work described in the Scope of Work must match existing (as close as possible). If alternate material or colour is required or requested, you must notify CCC and obtain a signed written approval from the Owner before work is commenced.

WOC.6 Any variation to the Scope of Work requested by the Owner must be approved in writing by CCC before the work commences. If written approval is not received and the Owner is not satisfied with the completed work, you will be liable to rectify the work to the Owner's satisfaction, at your cost.

WOC.7 All invoices must state the site address, job number, a description of the completed work, a breakdown of labour (hrs) and material costs and be sent to the CCC accounts payable team at invoices@campbellcc.com.au.

WOC.8 Before and after photographs must be supplied with invoices (including any damages to the work area prior to commencement of the work).

WOC.9 All work must be completed in accordance with WHSE requirements, the Building Code of Australia, applicable Australian Standards and manufacturer's recommendations. Completion of the work requires all forms, Warranties/and or Certification required by Building Regulation 2021 (eg. Form 43, Form 12, Form 30) to be provided to CCC.

WOC.10 Payment of completed work generally in accordance with the CCC Period Subcontract will be authorised once the work has been inspected by a CCC supervisor and all required documentation is received by CCC.

WOC.11 You are responsible to understand and implement all WHSE requirements applicable to the work.

WOC.12 High risk construction - a SWMS is required to be supplied for the following work;

- (a) asbestos removal
- (b) risk of person falling more than 2 metres
- (c) working on or near energised electrical services or installations
- (d) temporary load-bearing support for structural alterations or repairs
- (e) work in or near a confined space
- (f) tilt up or precast elements

(g) demolition of load bearing structures

(h) working in area with movement of mobile plant

(i) work in or near a trench deeper than 1.5m or a tunnel

WOC.13 The Site Hazard Checklist must be kept onsite with your WHSE documents.

WOC.14 All rubbish and debris must be removed from site or if supplied placed in the skip/bin or cage (DO NOT PUT WASTE IN ANY DOMESTIC BINS) and the site left in a safe, clean and tidy manner. A \$200 cleaning fee will be deducted if the site is left untidy and CCC must engage a professional cleaner.

WOC.15 For all Provisional Sum (PS) & Prime Cost (PC) items, these are to be submitted on a separate itemised invoice.

Site WHS Rules

- Comply with reasonable direction from the principal contractor or any PCBU on site
- Take reasonable care for your own health and safety, and do not adversely affect the health and safety of other persons
- Steel capped footwear to be worn at all times and appropriate construction clothing that meets Australian Standards
- All workers and contractors must complete a site safety induction by sign on to attendance register via QR code when arriving to site prior to commencing any works (Initial site visit minimum)
- No illegal drugs or other substances are permitted on site or are to be consumed on site. If you are required to take strong prescription medication that warns against driving or using machinery, you must advise the principal contractor
- All PPE required by legislation, identified in a SWMS, SDS, or identified through the hazard identification and risk management process must be worn and used in accordance with manufacturer's instructions and where directed by the principal contractor and in accordance with site signage
- A SWMS must be completed for all High-Risk Construction Work as defined in legislation and must meet the requirements of a SWMS as defined in legislation
- Subcontractors must ensure all hazards applicable to their work are identified and controls implemented through a Risk Management process
- Smoking within enclosed construction areas, 4 meters of building entrances is prohibited and must only be undertaken in a designated area
- Workers must only perform work for which they have been trained in and have the appropriate licences (e.g. Electrical, High Risk Licence)
- All subcontractors are responsible for ensuring they and all persons working for or contracted by them are trained, have the appropriate licences, and understand the safety requirements for the site. This must be done prior to commencing work.
- All incidents must be reported immediately to the Site Supervisor (injury, illness, near miss, damage, loss that occurs to a person, asset or the environment)
- Report any Hazards to the Site Supervisor, and ensure any hazards arising from your works do not affect other persons (contractors, visitors, workers, the public)
- All electrical equipment onsite must have current test/tag
- SDS must be available for any hazardous/dangerous chemical used onsite

- All plant, equipment, materials and personal protective equipment must be inspected before use, in good condition, be properly maintained, suitable for task and comply with the relevant legislative requirements and/or Australian Standards
- All waste to be disposed of in the appropriate bins and the site must be maintained to a reasonable standard of housekeeping, cleanliness and hygiene
- Scaffolding must not be altered by any worker – Only the Scaffolder who erected the scaffold can make alterations to the scaffold
- No fighting, bullying or aggressive behaviour
- Do not walk through barricaded areas
- Follow safe lifting procedures at all times
- Do not use or interfere with any plant and equipment fitted with 'DANGER' or 'OUT OF SERVICE' locks or tags. No plant or equipment is to be repaired or maintained unless properly isolated/switched off and/or stopped
- The requirements of the site WHSE Management Plan and Emergency Plans must be read and adhered to