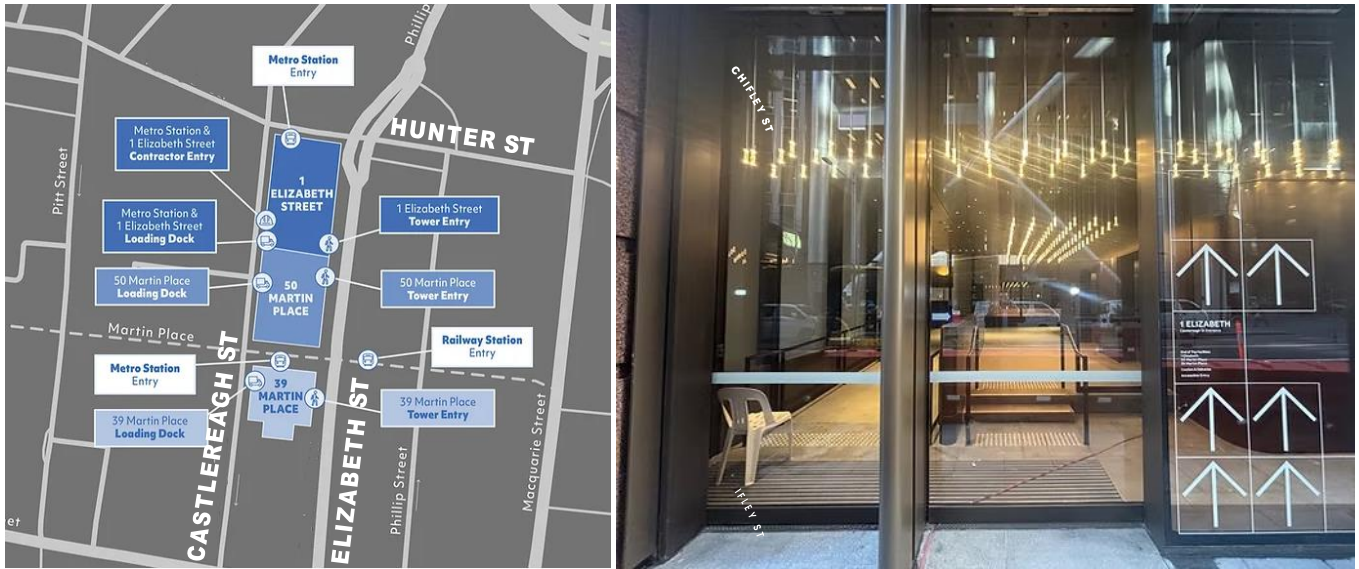


1 Elizabeth Street Contractors



All Contractors for ILUMINA are to be directed (NORTH TOWER) to 4 Castlereagh St, opposite 9 Castlereagh St

On Boarding (TIKS & CAMS)

- Mandatory checklist CAMS (Contractor Access Management System) for all the company administrator for contractors performing works or require access to site.
- As the administrator of your company, you are responsible for the following:
 - **Registration of your company in CAMS**
<https://www.greensuppliercompliance.com/cams-home-v1>
 - **Inviting your workers to CAMS and ensuring they have completed the site induction**
 - **Contractors to sign in via level 5 & sign out via level 5, 1 Elizabeth Street. ID Required.**



Access

- All suppliers must access 1 Elizabeth Street through the above door located at Castlereagh Street. Head down the corridor to the end, turn right, turn left past the concierge desk and there are 2 lifts on the right. Take lift to L5 to sign in at the security desk.
- Deliveries at 1 Elizabeth are managed through the Veyor loading dock Management system, accessible at www.veyordigital.com
- All contractors and delivery providers, except tenant couriers with small handheld deliveries, must use the VEYOR system.

Account Set up: Contractor Access Management System (CAMS)

1. Open "Other Suppliers"

Suppliers who have been engaged by Macquarie directly or through third parties to perform works at Macquarie Tenancy at Our Sydney Campus

2. Complete Contractor Access Management System (CAMS) Request Form | One-off

- Once your registration is approved, you will receive an email from no-reply@tiks.com.au with your login credentials and a link to the CAMS portal.
- Upon login to CAMS you will need to invite your workers (including any sub-contractor workers) by entering their details individually
- Your workers will then receive an email from no-reply@tiks.com.au with their login credentials and a link to download the TIKS Assure App.
- Registered workers who have received their login credentials from no-reply@tiks.com.au will need to complete the mandatory site induction before attempting to access site. The induction can be completed in CAMS Portal or TIKS Assure app.

CAMS & TIKS Portal

- Upon first login, workers will be taken to the company page below with their profile. They can access the induction by selecting the "My Records button".
- Workers can see the pending induction and press Play button to complete the induction.



TIKS Assure App

- Your workers can also download the TIKS Assure app using the link in the TIKS invitation email or through the buttons below and complete the induction in the app. Upon the first login, workers can see a pending action option from where the induction can be launched.

Performing works on site

Supplier administrator is responsible for completing the Site Access Request at least 4 business days prior to works to allow for approval. This includes:

- Listing of all workers attending site
- Uploading relevant safety documents
- Assuring Site Access Request is approved.

All workers attending site are not required to raise a Site Access Request. However, they will need to bring the approved Site Access Request ID to check-in to CAMS on site.

Workers that attend site daily will be eligible to raise a Site Access Request which will be valid for up to 1 year

Our Facility Management (FM) team will review and respond to your request within 48 working hours. If you have not received a response after this time, you can follow up with the team at COGBSDFacilitiesOSC@macquarie.com.

North Tower Lift

(Access to ILUMINA levels 3 and 4)

Access 6:30am – 6pm

Load 2000 kg

Door size 1400 x 2400

Lift size W1500 x D2460 x H3200

Metro Lift

(Access to ILUMINA level 2)

Access 5am – 6:30am only

Load 2500 kg

Door size 1400 x 2400

Lift size W1650 x D2460 x H3600

Please note

ILUMINA is responsible for ensuring any electrical equipment brought onto the premises is fit for purpose. Regular testing and tagging of electrical equipment are necessary to detect electrical faults and deterioration that could be found by visual inspection. Please ensure all equipment brought to the site is up to current tag and testing guidelines.