



Rozelle Interchange
WestConnex

JOHN HOLLAND | **CPB CONTRACTORS**

The Rozelle Interchange Project Onboarding Pack

Welcome aboard! We're excited you've joined us.

Starting a new role can be exciting and challenging. This welcome pack has been designed to help you transition quickly and efficiently onto the Rozelle Interchange Project and Western Harbour Tunnel – Southern Tunnel Works.

Your IT equipment, email and systems access should be set up already. If you have any issues, reach out to the IT team. Your mobile phone should be available in the next week or so.

If you have any questions, your manager, HR lead or HRadmin@rozelleinterchange.com.au are valuable resources.





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MEET THE TEAM

Senior Leadership Team

The project has a Joint Venture Management Committee (JVMC) with representatives from each of the parent companies. Steven Keyser is our Project Director, he reports to the JVMC and our Senior Leadership Team (SLT) all report to him.



Steven Keyser
Project Director



MEET THE TEAM

Organisation Chart

You can find the Project's organisation chart on the Intranet [here](#).

Key Customers and Stakeholders

Joint Venture Partners: John Holland CPB Contractors Joint Venture (JHCPB)

Client: Transport for New South Wales (TfNSW)

Independent Certifier: Jacobs Aurecon Joint Venture (JAIC)

Operator: Transurban

Our Sites

CONSTRUCTION SITES

The Project has three main construction sites with offices located on each:

- **Rozelle Rail Yards** (68-72 Lilyfield Road, Rozelle, 2039)
- **City West Link** (corner of City West Link and The Crescent)
- **Iron Cove** (218 Victoria Road, Rozelle, 2039)

REMOTE SITE OFFICES

- **Homebush Training Academy** (10 Homebush Bay Drive, Homebush 2140)
- **Rhodes Office** (410 Concord Road, Rhodes, 2138)

Rozelle Rail Yards and City West Link



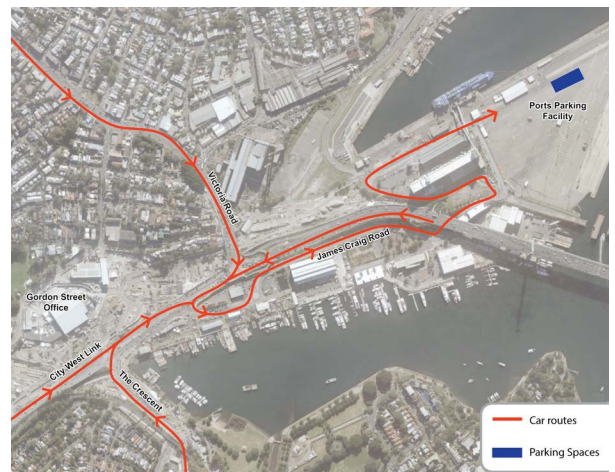
Iron Cove



PARKING AT SITE

On-street parking around Rozelle is very limited. **Free off-street parking** is made available to all Project personnel a few hundred metres from site, at the Ports Parking Facility.

Find out more information [here](#).



Communications

We regularly share project updates and initiatives across a range of platforms to help you stay informed about what is happening on the Rozelle Interchange Project.

- The front page of the [Intranet](#) is regularly updated with the latest news across the Project.
- A [quarterly newsletter](#) is released to share our key milestones in a format that you can show your friends and family.
- Our [Facebook group](#) offers regular project highlights integrated into your social media feed so you can stay across everything going on.
- Important information and project updates are sent via **SMS**. Text messages are sent to the number you entered when you completed your online induction on 3Ds. To update your mobile number, [email HR Admin](#) and let them know you'd like to update your number in 3Ds.

Get Involved

WOMEN IN CONSTRUCTION (WiC)



The Rozelle Interchange Project recognises that diversity and inclusion is an area requiring attention and action and is committed to improving the participation rates and career prospects for women in the construction

industry. The project has a dedicated Women in Construction committee and is taking action, for further details be sure to check out the Project Intranet WiC Portal found [here](#).



REWARD AND RECOGNITION (R&R)

We want to recognise and celebrate individuals and teams who go above and beyond in demonstrating our project values. If you know someone who has gone above and beyond in their duties to live our Project values, you can nominate

them. Follow [this](#) link to nominate people, teams, suppliers and subcontractors for the great work they do.

With the approval of their manager, there are a wide range of prizes and incentives available.





HEALTH AND WELLBEING
OUR MISSION

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To create a workplace environment that encourages and supports workers' active participation in a range of initiatives that support health and wellbeing.



HEALTH AND WELLBEING

The Rozelle Interchange Project has a dedicated health and wellbeing intranet page, found [here](#). As part of this initiative, the project offers free weekly bootcamp sessions available to all project personnel. Sign up details are available on the health and wellbeing intranet page above.



FREE MENTAL HEALTH CHECK INS

Rozelle have engaged a licensed mental health Professional, Ejaz, who is on site once a month. Ejaz's monthly visits are facilitated by Gryphon Psychology. This free service is available to all project personnel (not just direct staff), with individuals able to confidentially book in [here](#).

Meet Ejaz and some other members of the team in [this video](#) from RUOK Day 2022.



CHARITABLE GIVING ON THE PROJECT

We have been very fortunate to continue working through bushfires, a global pandemic, floods and economic instability and in line with our project value Care, we are passionate about giving back to those less fortunate than ourselves.

The Project has a longstanding partnership with the **Harding Miller Education Foundation (HMEF)** – a local charity supporting low socio-economic, high achieving female students Australia-wide. The Project has raised over \$112,000 for the HMEF, sponsoring seven 4-year education scholarships.

We have also supported a number of other charities over the years. Find more information [here](#).



Your Responsibilities

ACCOUNTABILITY STATEMENT MATRIX (ASM)

The project is committed to providing transparent performance feedback and having regular career conversations with you. Accountability Statement Matrices are a tool to facilitate regular discussions between you and your manager about your role, your workload and your responsibilities.

You can check out your own, and even your colleagues' ASMs, [here](#).

You are responsible for taking ownership of your ASM and for using it as a tool to understand your accountabilities, customers and contributions.

Use the ASM to have a discussion with your manager:

- To receive feedback on your performance
- If you are interested in taking the next step in your career
- If you are struggling with a task or accountability of your role

You are required to meet with your manager to review your ASM and set your objectives within your first month of employment.

Please return your completed ASM to HRAdmin@rozelleinterchange.com.au

ABORIGINAL PARTICIPATION IN CONSTRUCTION (APiC)

APiC is a NSW policy, designed to encourage the construction industry to create opportunities for Aboriginal people, Aboriginal owned businesses, and Aboriginal communities.

A key requirement of APiC is that a minimum of 1.5% of the total contract value, less exclusions, must be spent towards eligible APiC spend.

Rozelle Interchange Project and Western Harbour Tunnel Enabling Works agreed APiC Target (less exclusions) = **\$44.7m**

- APiC Project Contact - Jelena Soric, jelena.soric@rozelleinterchange.com.au
- [APiC Intranet subsite](#)



Learning the Systems

SYSTEMS AND TRAINING WEBINARS

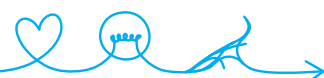
The project offers online training sessions across a range of disciplines, including:

- Project Web Pack (PPW)
- Aconex
- SharePoint
- PCR
- Team Binder
- PowerBI
- JHET
- Safety Systems
- Kronos (Wage's payroll)

- OneNote
- Building Code
- Right of Entry
- Security of Payments

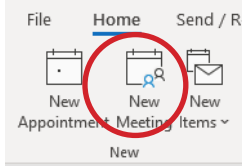
You will automatically be invited to attend training relevant to your discipline, and you can request training outside of your discipline by emailing HRAdmin@rozelleinterchange.com.au.

You will also have an opportunity to ask any questions in the systems training session in your first week.

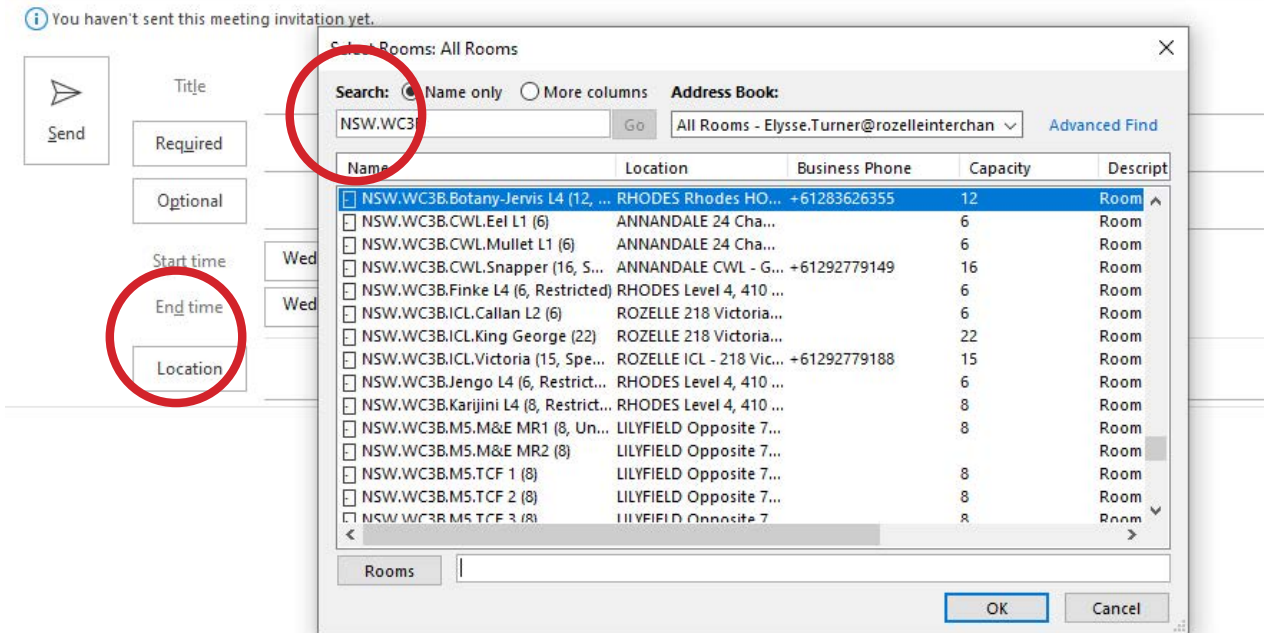


GETTING STARTED IN YOUR ROLE

BOOKING A MEETING ROOM

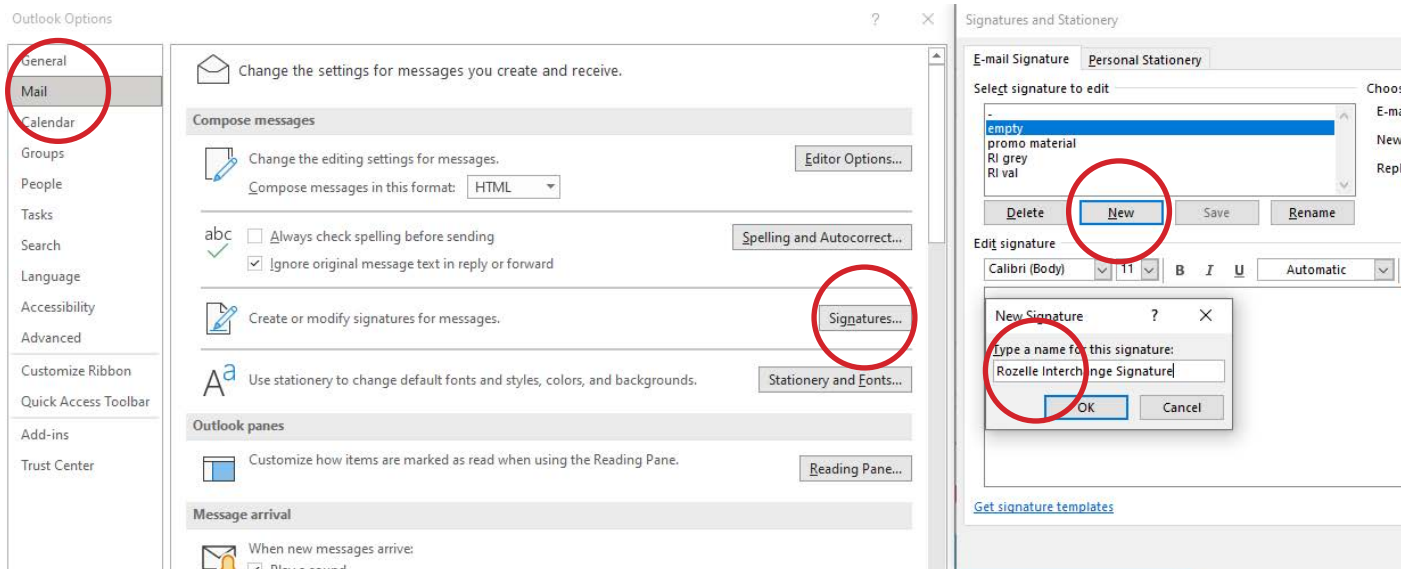
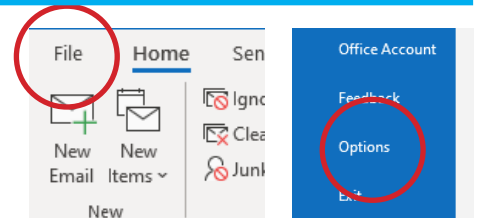


- In Microsoft Outlook, navigate to your calendar tab, select 'new meeting'.
- Select 'location' and type in the address book "NSW.WC3B". Select the room you would like to book and invite the room as you would a person.



UPDATING YOUR EMAIL SIGNATURE

- To update your email signature in Microsoft outlook, download the template [here](#). Once downloaded, open the file and copy the signature to your clipboard.
- In Microsoft outlook, select 'File', then 'Options'
- Select Mail, then Select "Create or modify signatures for messages,"
- Select new, enter your desired name for the signature
- Paste the template signature into the "Edit signature" dialogue box, then update the details in accordance with your position at the Rozelle Interchange.



GETTING STARTED IN YOUR ROLE

UPDATING YOUR WORK MOBILE IN OUTLOOK

CPB Employees will need to ensure your work mobile number is updated in Outlook, please submit this very short user modification form, found [here](#).

If you are a **John Holland** employee, your number is automatically added to the system.

APPLYING FOR LEAVE

The leave request process is detailed in [this](#) document.

John Holland employees submit leave through MyPlace on the [John Holland Intranet Page](#).

CPB employees submit leave through Preceda on the [CPB Virtual Desktop](#) (detailed instructions can be found in the above document).

Note - Your CPB login details will be sent to you within your first week, however, please keep in mind that you will not be able to access Preceda until after your first pay is received.

Always ensure you are tapping on and off at your site as this data gets sent to HR. If you haven't tapped on for a consecutive number of days and you have not submitted leave, HR will ask you for a leave form.

PPE and Corporate Wear protocol

All construction staff personnel who are required on-site are to have 100% compliance with PPE protocols. Construction site personnel include:

- Project Managers
- Health & Safety, Environment, Quality (HSEQ)
- Engineers
- Supervision

All support staff employees who work in the Rhodes or Homebush offices must wear office attire, including sleeved shirts and appropriate footwear (enclosed shoes). Thongs and singlets are not appropriate office attire.

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PPE requirements are for your protection. Please follow the guidelines while here on site. Failure to do so may result in disciplinary action.

Mandatory PPE Surface works

- 3DSafety card**
Every person must tag in to site using their own 3DSafety card and carry it on their person at all times.
- Hard hat**
All personnel on site must be wearing a fitted hard hat at all times.
- Hearing Protection**
Surprise to be worn for all high noise work activities.
- Safety glasses**
Clear or shaded safety glasses must be worn at all times.
- Dust Masks**
Safety-approved dust masks must be worn when undertaking certain tasks or within certain areas where dust is produced.
- High-vis shirt**
A high-vis shirt with a reflective pattern in the upper torso and sleeves must be worn with sleeves rolled down.
- Full-length trousers**
Long pants without loose ends are worn on site. Tuck suit pants are prohibited. Long pants worn on right side must have reflective material on the leg.
- Safety gloves**
Task specific gloves to be carried at all times and worn during manual jobs.
- Safety boots**
Safety boots must be worn at all times.

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PPE requirements are for your protection. Please follow the guidelines while here on site. Failure to do so may result in disciplinary action.

Mandatory PPE Tunnellers

- 3DSafety card & tunnel tag**
Every person must tag in to site using their own 3DSafety card and carry it on their person at all times. Tunnellers must also use their tunnel tag as required.
- Hard hat and cap lamp**
All personnel on site must be wearing a fitted hard hat at all times. A charged cap lamp must be fitted to the front of the hard hat before entering a tunnel.
- Safety glasses**
Clear or shaded safety glasses must be worn at all times.
- Hearing Protection**
Hearing protection must be worn at all times upon entering the tunnel.
- Dust masks**
Safety-approved dust masks must be worn at all times upon entering a tunnel. You must be clean shaven and have a competent fit testing on the project.
- High-vis shirt**
A high-vis shirt with a reflective pattern on the upper torso and sleeves must be worn with sleeves rolled down.
- Full-length trousers**
Long pants without loose ends are worn on site.
- Safety gloves**
Task specific gloves to be carried at all times and worn during manual jobs.
- Safety boots**
Safety boots must be worn at all times.
- Tracker**
Personalised underground electronic tracking device must be carried at all times.



Parent Company Benefits

As a John Holland or CPB employee you have access to a wide range of benefits.

We encourage you to check out the offers as soon as possible so you can start accessing the great discounts and savings available. For further information, check below:

John Holland

Access BEAM with [this link](#) and follow the prompts to log in with your John Holland email.

CPB

To access the One Rewards Program, check your CPB email for an email from support@txn.mail.rewardgateway.net inviting you to activate your One Rewards account. Full instructions will be provided in your account activation email.



Employee Referral Programs

Know someone who should join us? You can be rewarded for referring a successful candidate to your parent company. Eligibility requirements apply.

John Holland

If you refer a friend, you may receive a \$2,000 referral payment as a 'Thank You!' as part of the [employee referral program](#).

CPB

If you refer a friend, you may receive a \$2,500 referral payment. See [here](#) for further information.

