



Integrated  
Management  
System

# City & Southwest Out of Hours Work Strategy / Protocol

SM ES-PW-317

Sydney Metro Integrated Management System (IMS)

<b>Applicable to:</b>	Sydney Metro City & Southwest
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## 1. Definitions and Acronyms

All terminology in this document is taken to mean the generally accepted or dictionary definition, unless stated otherwise in accordance with the Definitions section of applicable planning approvals or the *Sydney Metro Integrated Management System Glossary*.

Acronyms and terminology specifically used throughout this document are listed below.

	Definitions
<b>AA</b>	Acoustics Advisor
<b>BMP</b>	Business Management Plan
<b>C2S</b>	Chatswood to Sydenham
<b>CEMF</b>	Construction Environmental Management Framework (for the City & Southwest project)
<b>CNVIS</b>	Construction Noise and Vibration Impact Statement
<b>CNVS</b>	Construction Noise and Vibration Strategy (for the City & Southwest project)
<b>CoA</b>	Conditions of Approval
<b>CSSI</b>	Critical State Significant Infrastructure
<b>DPIE</b>	Department of Planning, Industry and Environment (formerly DPE)
<b>EPA</b>	Environment Protection Authority (of New South Wales)
<b>EPL</b>	Environment Protection Licence
<b>ER</b>	Environmental Representative
<b>ICNG</b>	<i>Interim Construction Noise Guideline</i> (DECC, 2009)
<b>MOD</b>	Modification (to a planning approval)
<b>OOH</b>	Out of Hours (i.e. outside of the standard construction hours stipulated in planning approval conditions)
<b>POEO Act</b>	<i>Protection of the Environment Operations Act 1997</i> (NSW)
<b>REMM</b>	Revised Environmental Mitigation Measure
<b>S2B</b>	Sydenham to Bankstown
<b>Secretary</b>	The Secretary of the New South Wales Department of Planning, Industry and Environment
<b>SPIR</b>	Submissions and Preferred Infrastructure Report
<b>TBM</b>	Tunnel Boring Machine

## 2. Introduction

This document outlines the process for preparing, considering, assessing, managing and approving work on the City & Southwest project that is undertaken outside of standard construction hours (i.e. Out of Hours) that are subject to the following Critical State Significant Infrastructure (CSSI) planning approvals:

- Chatswood to Sydenham (SSI\_7400), and
- Sydenham to Bankstown (SSI\_8256).

### 2.1. Purpose

This document has been developed to comply with various CSSI Conditions of Approval (CoAs) and Revised Environmental Mitigation Measures (REMMs). Table 1 indicates where these requirements have been addressed.

Table 1: Out of Hours Work CSSI CoAs and REMMs

Condition Number	Condition	Where this condition is addressed
<b>C2S CoA A27(g)i.</b>	The approved AA must in conjunction with the ER (where required)... consider requests for out of hours construction activities and determine whether to endorse the proposed activities in accordance with Condition E47.	Section 4.2.2.5 and Figure 1.
<b>C2S CoA A27(g)iv.</b>	The approved AA must in conjunction with the ER (where required)... consider relevant minor amendments made to any noise and vibration document approved by the Secretary that require updating or are of an administrative or minor nature, and are consistent with the terms of this approval and the document approved by the Secretary and, if satisfied such amendment is necessary, approve the amendment. This does not include any modifications to the terms of this approval.	Section 2.2.4.
<b>C2S CoA E36</b>	Construction, except as allowed by Condition E48 (excluding cut and cover tunnelling), must only be undertaken during the following standard construction hours: <ul style="list-style-type: none"> <li>(a) 7:00am to 6:00pm Mondays to Fridays, inclusive;</li> <li>(b) 8:00am to 1:00pm Saturdays; and</li> <li>(c) at no time on Sundays or public holidays.</li> </ul>	Section 3.
<b>C2S CoA E37</b>	The Proponent must identify all receivers likely to experience internal noise levels greater than $L_{eq(15\text{ minute})}$ 60 dB(A) inclusive of a 5 dB penalty, if rock breaking or any other annoying activity likely to result in regenerated (ground-borne) noise or a perceptible level of vibration is planned (including works associated with utility adjustments), between 7am – 8pm at: <ul style="list-style-type: none"> <li>(a) Crows Nest, Victoria Cross, Blues Point, Barangaroo, Martin Place, Pitt Street, and Central; and</li> <li>(b) Marrickville, Newtown, St Peters, Sydenham and Tempe for works specified in SSI 7400_MOD 4 referenced in Condition A1 (c).</li> </ul>	Construction Noise and Vibration Impact Statements.

Condition Number	Condition	Where this condition is addressed
<p><b>C2S CoA E38</b></p>	<p>The Proponent must consult with all receivers identified in accordance with Condition E37 with the objective of determining appropriate hours of respite so that construction noise (including ground-borne noise), does not exceed internal noise levels of:</p> <ul style="list-style-type: none"> <li>(a) <math>L_{eq(15\text{ minute})}</math> 60 dB(A) inclusive of a 5 dB penalty if rock breaking or any other annoying activity likely to result in ground-borne noise or a perceptible level of vibration is planned between 7am – 8pm for more than 50 percent of the time; and</li> <li>(b) <math>L_{eq(15\text{ minute})}</math> 55 dB(A) inclusive of a 5 dB penalty if rock breaking or any other annoying activity likely to result in ground-borne noise or a perceptible level of vibration is planned between 7am – 8pm for more than 25 percent of the time,</li> </ul> <p>unless an agreement is reached with those receivers. This condition does not apply to noise associated with the cutting surface of a TBM as it passes under receivers.</p> <p><i>Note this condition requires that noise levels be less than <math>L_{eq(15\text{ minute})}</math> 60 dB(A) for at least 6.5 hours between 7am and 8pm, of which at least 3.25 hours must be below <math>L_{aeq(15\text{ minute})}</math> 55 dB(A). Noise equal to or above <math>L_{eq(15\text{ minutes})}</math> 60 dB(A) is allowed for the remaining 6.5 hours between 7am and 8pm.</i></p>	<p>Construction Noise and Vibration Management Plans and each OOH application as relevant (supported by a Construction Noise and Vibration Impact Statement or other type of quantitative impact assessment).</p>
<p><b>C2S CoA E41</b></p>	<p>The Proponent must ensure that residential receivers, located in non-residential zones, likely to experience an internal noise level exceeding <math>L_{eq(15\text{ minute})}</math> 60 dB(A) between 8pm and 9pm or <math>L_{eq(15\text{ minute})}</math> 45 dB(A) between 9pm and 7am (inclusive of a 5 dB penalty if rock breaking or any other annoying activity likely to result in ground-borne noise, or a perceptible level of vibration is planned (including works associated with utility adjustments)) must be offered additional mitigation in accordance with the <i>Sydney Metro City and South West Noise and Vibration Strategy</i> referenced in Condition E32.</p>	<p>Construction Noise and Vibration Management Plans and each OOH application as relevant (supported by a Construction Noise and Vibration Impact Statement or other type of quantitative impact assessment).</p>
<p><b>C2S CoA E42</b></p>	<p>The Proponent must ensure that residential receivers in residential zones likely to experience an internal noise level of <math>L_{eq(15\text{ minute})}</math> 45 dB(A) or greater between 8pm and 7am (inclusive of a 5 dB penalty if rock breaking or any other annoying activity likely to result in ground-borne noise, or a perceptible level of vibration is planned (including works associated with utility adjustments)) must be offered additional mitigation in accordance with the <i>Sydney Metro City and South West Noise and Vibration Strategy</i> referenced in Condition E32.</p>	<p>Construction Noise and Vibration Management Plans and each OOH application as relevant (supported by a Construction Noise and Vibration Impact Statement or other type of quantitative impact assessment).</p>

Condition Number	Condition	Where this condition is addressed
<p><b>C2S CoA E44</b></p>	<p>Notwithstanding Condition E36 construction associated with the CSSI may be undertaken outside the hours specified under those conditions in the following circumstances:</p> <ul style="list-style-type: none"> <li>(a) for the delivery of materials required by the NSW Police Force or other authority for safety reasons; or</li> <li>(b) where it is required in an emergency to avoid injury or the loss of life, to avoid damage or loss of property or to prevent environmental harm; or</li> <li>(c) where different construction hours are permitted or required under an EPL in force in respect of the construction; or</li> <li>(d) construction that causes <math>L_{Aeq(15\text{ minute})}</math> noise levels:                             <ul style="list-style-type: none"> <li>i. no more than 5 dB(A) above the rating background level at any residence in accordance with the <i>Interim Construction Noise Guideline</i> (DECC, 2009), and</li> <li>ii. no more than the noise management levels specified in Table 3 of the <i>Interim Construction Noise Guideline</i> (DECC, 2009) at other sensitive land uses, and</li> <li>iii. continuous or impulsive vibration values, measured at the most affected residence are no more than those for human exposure to vibration, specified in Table 2.2 of <i>Assessing Vibration: a technical guideline</i> (DEC, 2006), and</li> <li>iv. intermittent vibration values measured at the most affected residence are no more than those for human exposure to vibration, specified in Table 2.4 of <i>Assessing Vibration: a technical guideline</i> (DEC, 2006); or</li> </ul> </li> <li>(e) where a negotiated agreement has been reached with a substantial majority of sensitive receivers who are within the vicinity of and may be potentially affected by the particular construction, and the noise management levels and/or limits for ground-borne noise and vibration (human comfort) cannot be achieved. All agreements must be in writing and a copy forwarded to the Secretary at least one (1) week before the works commencing; or</li> <li>(f) construction approved through an <b>Out of Hours Work Protocol</b> referred to in Condition E47, provided the relevant council, local residents and other affected stakeholders and sensitive receivers are informed of the timing and duration at least five (5) days and no more than 14 days before the commencement of the works.</li> </ul> <p>Note: This condition does not apply where an EPL is in force in respect of the construction.</p>	<p>Section 4.</p>
<p><b>C2S CoA E45</b></p>	<p>On becoming aware of the need for emergency construction in accordance with Condition E44(b), the Proponent must notify the AA, the ER and the EPA (if an EPL applies) of the need for those activities or work. The Proponent must also use best endeavours to notify all affected sensitive receivers of the likely impact and duration of those works.</p>	<p>Section 4.4 and Figure 2.</p>

Condition Number	Condition	Where this condition is addressed
<p><b>C2S CoA E46</b></p>	<p>Notwithstanding Conditions E44 and E48, rock breaking and other particularly annoying activities for station shaft or cut and cover stations is not permitted outside of standard construction hours, except at Central (excluding Central Walk works at 20-28 Chalmers Street, Surry Hills); or</p> <ul style="list-style-type: none"> <li>(a) where it is required in an emergency to avoid injury or the loss of life, to avoid damage or loss of property or to prevent environmental harm; or</li> <li>(b) where different construction hours are permitted or required under an EPL in force in respect of the construction; or</li> <li>(c) construction that causes <math>L_{Aeq(15\text{ min})}</math> noise levels:                             <ul style="list-style-type: none"> <li>i. no more than 5 dB(A) above the rating background level at any residence in accordance with the <i>Interim Construction Noise Guideline</i> (DECC, 2009); and</li> <li>ii. no more than the noise management levels specified in Table 3 of the <i>Interim Construction Noise Guideline</i> (DECC, 2009) at other sensitive land uses; and</li> <li>iii. continuous or impulsive vibration values, measures at the most affected residence are no more than those for human exposure to vibration, specified in Table 2.2 of <i>Assessing Vibration: a technical guideline</i> (DEC, 2006); and</li> <li>iv. intermittent vibration values measured at the most affected residence are no more than those for human exposure to vibration, specified in Table 2.4 of <i>Assessing Vibration: a technical guideline</i> (DEC, 2006).</li> </ul> </li> </ul>	<p>Section 4 and each OOH application as relevant (supported by a Construction Noise and Vibration Impact Statement or other type of quantitative impact assessment).</p>
<p><b>C2S CoA E47</b></p>	<p>An <b>Out of Hours Work Protocol</b> for the assessment, management and approval of work outside of standard construction hours, as defined in Condition E36 of this approval, must be prepared in consultation with the EPA and submitted to the Secretary for approval before construction commences for works not subject to an EPL. The protocol must include:</p> <ul style="list-style-type: none"> <li>(a) the identification of low and high risk construction activities;</li> <li>(b) a risk assessment process in which the AA reviews all proposed out of hours activities and identifies their risk levels;</li> <li>(c) a process for the endorsement of out of hours activities by the AA and approval by the ER for construction activities deemed to be of:                             <ul style="list-style-type: none"> <li>i. low environmental risk; or</li> <li>ii. high risk where all construction works cease by 9pm.</li> </ul> </li> </ul> <p>All other high risk out of hours construction must be submitted to the Secretary for approval unless otherwise approved through an EPL. The protocol must detail standard assessment, mitigation and notification requirements for high and low risk out of hours works, and detail a standard protocol for referring applications to the Secretary.</p>	<p>This document and each OOH application.</p>

Condition Number	Condition	Where this condition is addressed
C2S CoA E48	<p>Notwithstanding Condition E36 of this approval and subject to Condition E47, the following activities may be undertaken 24 hours per day, seven (7) days per week:</p> <ul style="list-style-type: none"> <li>(a) tunnelling and associated support activities (excluding cut and cover tunnelling, and excluding the installation and decommissioning of the Blues Point acoustic shed except where compliance with Condition E44 is achieved);</li> <li>(b) excavation within an acoustic enclosure (excluding the Blues Point temporary site except where compliance with Condition E44 is achieved);</li> <li>(c) excavation at Central (excluding Central Walk works at 20-28 Chalmers Street, Surry Hills) without an acoustic enclosure;</li> <li>(d) station and tunnel fit out; and</li> <li>(e) haulage and delivery of spoil and materials.</li> </ul>	Section 4.
C2S CoA E48.1	<p>Notwithstanding E48(a), the Proponent must use best endeavours to schedule annoying activities, including steel hammering and movement of the self-propelled modular trailer, at the Blues Point temporary site between 7am and 8pm.</p>	Construction Noise and Vibration Management Plan applicable to the Blues Point site.
S2B CoA A10	<p>The Proponent may update corresponding strategies, plans, procedures, panels, systems, protocols and programs prepared to meet the requirements of CSSI Approval SSI 7400 [C2S] for the purposes of meeting the requirements of the CSSI consistent with this approval [S2B requirements].</p> <p>Where a strategy, plan, procedure, panel, system protocol or program in SSI 7400 [C2S] has been updated and remains consistent with that prepared for SSI 7400 [C2S] and meets the requirements of this approval [S2B], the updated version must be submitted to the Planning Secretary for information.</p> <p>Where the update is inconsistent with the prepared document for SSI 7400 [C2S], the approval for the document must be sought in accordance with the requirements of this approval, if required.</p>	Section 2.3.
S2B CoA A11	<p>Notwithstanding <b>Condition A10</b>, where the following have been approved by the Planning Secretary for the purpose of SSI 7400, further approval is not required for the CSSI where the same individual/company/document is nominated:</p> <ul style="list-style-type: none"> <li>(a) Environmental Representative;</li> <li>(b) Community Complaints Mediator;</li> <li>(c) Community Communication Strategy;</li> <li>(d) Out-of-Hours Work Protocol;</li> <li>(e) Construction Environmental Management Framework;</li> <li>(f) Independent Property Impact Assessment Panel;</li> <li>(g) Small Business Owners' Support Program; or</li> <li>(h) Design Review Panel.</li> </ul> <p>The Proponent must notify the Planning Secretary of any such appointment of an individual/company or application of a document consistent with the requirements of the corresponding condition in SSI 7400.</p>	<p>The Secretary was notified of Sydney Metro's application of the OOH Work Protocol (Version 3) to the Sydenham to Bankstown planning approval scope of works on 21 December 2018. Version 3 will be superseded by any update to this document and the latest version of this document will become applicable to both the Chatswood to Sydenham and Sydenham to Bankstown planning approval scopes of work at the time of finalisation.</p>



Condition Number	Condition	Where this condition is addressed
S2B CoA E19	<p>Work must only be undertaken during the following Construction hours:</p> <ul style="list-style-type: none"> <li>(a) 7:00am to 6:00pm Mondays to Fridays, inclusive;</li> <li>(b) 8:00am to 6:00pm Saturdays; and</li> <li>(c) at no time on Sundays or public holidays.</li> </ul>	Section 3.
S2B CoA E20	<p>Notwithstanding <b>Conditions E19</b> and <b>E24</b> Work may be undertaken outside the hours specified in the following circumstances:</p> <ul style="list-style-type: none"> <li>(a) for the delivery of materials required by the NSW Police Force or other authority for safety reasons; or</li> <li>(b) where it is required in an emergency to avoid injury or the loss of life, to avoid damage or loss of property or to prevent environmental harm; or</li> <li>(c) where different Construction hours are permitted or required under an EPL in force in respect of the CSSI; or</li> <li>(d) Work approved under an <b>Out-of-Hours Work Protocol</b> for Work not subject to an EPL as required by <b>Condition E25</b>; or</li> <li>(e) Construction that causes <math>L_{Aeq(15\text{ minute})}</math> noise levels: <ul style="list-style-type: none"> <li>(i) no more than 5 dB(A) above the rating background level at any residence in accordance with the <i>Interim Construction Noise Guideline</i> (DECC, 2009), and</li> <li>(ii) no more than the 'Noise affected' noise management levels specified in Table 3 of the <i>Interim Construction Noise Guideline</i> (DECC, 2009) at other sensitive land uses, and</li> <li>(iii) continuous or impulsive vibration values, measured at the most affected residence are no more than the maximum values for human exposure to vibration, specified in Table 2.2 of <i>Assessing Vibration: a technical guideline</i> (DEC, 2006), and</li> <li>(iv) intermittent vibration values measured at the most affected residence are no more than the maximum values for human exposure to vibration, specified in Table 2.4 of <i>Assessing Vibration: a technical guideline</i> (DEC, 2006); or</li> </ul> </li> <li>(f) where a negotiated agreement has been reached with a substantial majority of sensitive receivers who are within the vicinity of and may be potentially affected by the particular Construction, and the noise management levels and/or limit for ground-borne noise and vibration (human comfort) cannot be achieved. All agreements must be in writing and a copy forwarded to the Planning Secretary at least one (1) week before the commencement of activities.</li> </ul> <p><i>Note: Section 5.24(1)(e) of the EP&amp;A Act requires that an EPL be substantially consistent with this approval.</i></p>	Section 4.
S2B CoA E21	<p>On becoming aware of the need for emergency Work in accordance with <b>Condition E20(b)</b>, the Proponent must notify the <b>ER</b> and the EPA (if a EPL applies) of the need for that Work. The Proponent must use best endeavours to notify all noise and/or vibration affected sensitive receivers of the likely impact and duration of those Work.</p>	Section 4.4 and Figure 2.

Condition Number	Condition	Where this condition is addressed
<p><b>S2B CoA E22</b></p>	<p>Out-of-Hours Work that are regulated by an EPL as per <b>Condition E20(c)</b> or through the <b>Out-of-Hours Work Protocol</b> as per <b>Condition E25</b> include:</p> <ul style="list-style-type: none"> <li>(a) Work which could result in a high risk to construction personnel or public safety, based on a risk assessment carried out in accordance with <b>AS/NZS ISO 31000:2009 "Risk Management – Principles and Guidelines"</b>; or</li> <li>(b) where the relevant road authority has advised the Proponent in writing that carrying out the activities could result in a high risk to road network operational performance; or</li> <li>(c) where the relevant utility service operator has advised the Proponent in writing that carrying out the activities could result in a high risk to the operation and integrity of the utility network; or</li> <li>(d) where the Transport for NSW Transport Management Centre (or other road authority) has advised the Proponent in writing that a road occupancy licence is required and will not be issued for the activities during the hours specified in <b>Conditions E19</b> and <b>E20</b>; or</li> <li>(e) where Sydney Trains (or other rail authority) has advised the Proponent in writing that a Rail Possession is required.</li> </ul> <p><i>Note: Other Out-of-Hours Work can be undertaken with the approval of an EPL, or through the project's <b>Out-of-Hours Work Protocol</b> for Work not subject to an EPL.</i></p>	<p>Section 4 (i.e. this document allows for any type of work to be conducted OOH including all activities described in this condition).</p>
<p><b>S2B CoA E23</b></p>	<p>In order to undertake Out-of-Hours Work, the Proponent must identify appropriate respite periods for the Out-of-Hours Work in consultation with the community at each affected location on a regular basis. This consultation must include (but not be limited to) providing the community with:</p> <ul style="list-style-type: none"> <li>(a) a schedule of likely Out-of-Hours Work for a period no less than two (2) months;</li> <li>(b) the potential work, location and duration;</li> <li>(c) the noise characteristics and likely noise levels of the Work; and</li> <li>(d) likely mitigation and management measures.</li> </ul> <p>The outcomes of the community consultation, the identified respite periods and the scheduling of the likely Out-of-Hours Work must be provided to the EPA (if an EPL applies) and the Planning Secretary (for high risk activities after 9pm) upon request.</p>	<p>Each OOH application (and supporting documentation) as relevant.</p>
<p><b>S2B CoA E24</b></p>	<p>Except as permitted by an EPL, highly noise intensive Work that result in an exceedance of the applicable Noise Management Level at the same receiver must only be undertaken:</p> <ul style="list-style-type: none"> <li>(a) between the hours of 8:00 am to 6:00 pm Monday to Friday;</li> <li>(b) between the hours of 8:00 am to 1:00 pm Saturday; and</li> <li>(c) in continuous blocks not exceeding three (3) hours each with a minimum respite from those activities and Works of not less than one (1) hour between each block.</li> </ul> <p>For the purposes of this condition, 'continuous' includes any period during which there is less than a one (1) hour respite between ceasing and recommencing any of the work that are the subject of this condition.</p>	<p>In accordance with S2B CoA E20(d), the requirements of this condition are not applicable to works that are subject to this document.</p>

Condition Number	Condition	Where this condition is addressed
<p><b>S2B CoA E25</b></p>	<p>An <b>Out-of-Hours Work Protocol</b> must be prepared to identify a process for the consideration, management and approval of Work which are outside the hours defined in <b>Condition E19</b>, and that are <u>not</u> subject to an EPL. The Protocol must be approved by the Planning Secretary before commencement of the Work. The Protocol must:</p> <ul style="list-style-type: none"> <li>(a) provide a process for the consideration of Out-of-Hours Work against the relevant noise and vibration criteria, including the determination of low and high-risk activities;</li> <li>(b) provide a process for the identification of mitigation measures for residual impacts, including respite periods in consultation with the community at each affected location, consistent with the requirements of <b>Condition E23</b>;</li> <li>(c) identify procedures to facilitate the coordination of Out-of-Hours Work approved by an EPL to ensure appropriate respite is provided;</li> <li>(d) identify an approval process that considers the risk of activities, proposed mitigation, management, and coordination, including where: <ul style="list-style-type: none"> <li>(i) low risk activities and high risk activities that cease by 9pm can be approved by the <b>ER</b>, and</li> <li>(ii) all other high risk activities must be approved by the Planning Secretary; and</li> </ul> </li> <li>(e) identify Planning Secretary, EPA and community notification arrangements for approved Out-of-Hours Work, which may be detailed in the <b>Community Communication Strategy</b>.</li> </ul>	<p>This document and each OOH application.</p>
<p><b>S2B CoA E26</b></p>	<p>Work undertaken for the delivery of the CSSI, including those undertaken by third parties (such as utility relocations), must be coordinated to ensure respite periods are provided. The Proponent must:</p> <ul style="list-style-type: none"> <li>(a) reschedule Work to provide respite to impacted noise sensitive receivers so that the respite is achieved in accordance with <b>Condition E23</b>; or</li> <li>(b) consider the provision of alternative respite or mitigation to impacted noise sensitive receivers; and</li> <li>(c) provide documentary evidence to the <b>ER</b> in support of any decision made by the Proponent in relation to respite or mitigation.</li> </ul>	<p>Each OOH application.</p>
<p><b>S2B REMM NVC7</b></p>	<p>When working adjacent to schools, medical facilities and child care centres, particularly noisy activities would be scheduled outside normal working hours, where reasonable and feasible.</p>	<p>Construction Noise and Vibration Management Plans.</p>
<p><b>S2B REMM NVC14</b></p>	<p>Reasonable and feasible mitigation measures would be implemented where power supply works would result in elevated noise levels at receivers. This could include:</p> <ul style="list-style-type: none"> <li>- Carrying out works during the daytime period when in the vicinity of residential receivers.</li> <li>- Where out of hours works are required, scheduling the noisiest activities to occur in the evening period (up to 10pm).</li> <li>- Use of portable noise barriers around particularly noisy equipment.</li> </ul>	<p>Construction Noise and Vibration Management Plans.</p>



Condition Number	Condition	Where this condition is addressed
<b>S2B REMM NVC16</b>	An Out of Hours Work Strategy would be prepared, in consultation with the Environment Protection Authority, to guide the assessment, management, and approval of works outside recommended standard hours.	This document and Section 2.3.1.

## 2.2. C2S Document Requirements

Prior to the approval of Modification 6 (Administrative Modification) of the C2S planning approval on 21 February 2019, the Out of Hours Work Strategy / Protocol needed to meet the following consultation, endorsement and approval requirements in accordance with the C2S CoAs and REMMs:

- Be prepared in consultation with the NSW Environment Protection Authority (EPA),
- Be endorsed by the Acoustics Advisor (AA),
- Be endorsed by the Environmental Representative (ER), and
- Be approved by the Secretary of the NSW Department of Planning and Environment (the Secretary).

These requirements were complied with as demonstrated in Sections 2.2.1 to 2.2.3.

Following the approval of Modification 6 (MOD6), the AA is able to approve any administrative or minor updates to the document (refer to Section 2.2.4).

### 2.2.1. EPA Consultation

Version 2 of this document was provided to the EPA for consultation and comment on 7 March 2017. Given that the document (and C2S CoA E47) is aimed at addressing work that is 'not subject to an Environment Protection Licence (EPL)', the EPA responded on 21 March 2017 to state that "the EPA does not have comments".

### 2.2.2. AA / ER Endorsements and Approval

Both the AA and ER reviewed and left comment on Versions 2, 3 and 4 of this document. Versions 2 and 3 were endorsed by both the AA and ER (after comments were sufficiently addressed) in accordance with the C2S CoAs. Copies of the AA and ER endorsements are provided in Appendix A.

### 2.2.3. Secretary Approval

In accordance with C2S CoA E47, construction did not commence for works that are not subject to an EPL prior to this document's preparation, consultation with EPA and submission to the Secretary. This document was submitted to the Secretary for approval on 30 March 2017 and construction commenced for works that are not subject to an EPL on 5 June 2017 as part of the Demolition A Stage (refer to the [Sydney Metro City & Southwest Staging Report](#)).

Version 2 of this document was approved by the Secretary on 14 July 2017. Following this date, all C2S works (irrespective of whether the works are defined as 'construction' in accordance with the C2S planning approval) are subject to this document.

### 2.2.4. Post-Approval Updates

Modification 6 (Administrative Modification) of the C2S planning approval was approved by the Secretary on 21 February 2019. This modification made changes to C2S CoA A27(g)(iv) that allows the AA to approve administrative and minor updates to this document without an additional approval by the Secretary. The AA's approval(s) of any administrative or minor updates to this document in accordance with CoA A27(g)(iv) is/are provided in Appendix A.

In July 2019 the EPA made significant changes to Schedule 1 of the POEO Act which amongst other alterations changed the definition of 'Railway System Activities'. These changes have a direct impact on the delivery of Sydney Metro through the ability to licence construction

activities under the POEO Act and thereby the application of the conditions of approval. The OOHW Strategy / Protocol has been updated in response to the revised Schedule 1 as issued in July 2019 and will be submitted to DPIE for approval.

## 2.3. S2B Document Requirements

In accordance with S2B CoA A11(d), the Secretary was notified on 21 December 2018 that Sydney Metro will apply the latest version of the Out of Hour Works Strategy / Protocol that was approved by the Secretary for C2S (Version 3) to S2B. The first S2B works commenced on 26 January 2019 as part of early investigation works (i.e. low impact works).

Following 21 December 2018, all S2B works (irrespective of whether the works are defined as 'construction' in accordance with the S2B planning approval) are subject to this document. However in order to meet the requirements of S2B in accordance with S2B CoA A10, Sydney Metro updated this document to Version 4.

### 2.3.1. Consultation

In accordance with S2B REMM NVC16, the Out of Hour Works Strategy / Protocol must be prepared in consultation with the EPA.

A draft Version 4 of this document and the associated *Sydney Metro OOH Work Application Form* (refer to Section 4.2.2) was provided to the EPA for consultation and comment on 6 February 2019. The EPA responded on 18 February 2019 offering the following paraphrased 'advisory comments only':

- Section 4 of this document would benefit with a reference to S2B CoA E22 and text that outlines the need to provide a clear justification when applying for an OOH approval.
- This document should provide overarching guidance on how the provision of respite will be coordinated for any affected communities.
- The *Sydney Metro OOH Work Application Form* should replace the reference to 'standard mitigation measures' with 'all feasible and reasonable work practises in accordance with the *Interim Construction Noise Guideline* (EPA, 2009)'.

These comments were sufficiently addressed in a subsequent draft Version 4 of this document as confirmed by the EPA in its email dated 22 March 2019.

### 2.3.2. Notification to the Secretary

Version 5.1 of this document (this version) remains generally consistent with the previous Version 4 of this document and meets the requirements of the S2B planning approval. Therefore in accordance with S2B CoA A10, Revision 4 of this document was submitted to the Secretary for information.

## 2.4. Governance

This document should be used in conjunction with the Sydney Metro *Construction Environment Management Framework*, the *City & Southwest Construction Noise and Vibration Strategy* and any applicable EPLs. These documents establish minimum requirements for managing noise and vibration impacts on the City & Southwest project.

### 2.4.1. Construction Environment Management Framework

The CSSI planning approvals include the *Sydney Metro Construction Environmental Management Framework* (CEMF) in their documentation. The CEMF represents Sydney Metro's minimum requirements for environmental management and specifies a standard framework that each contractor must establish and document in their Construction Environmental Management Plan and sub-plans. These requirements, including those relating to construction noise and vibration management, are specified in Chapter 9.

### 2.4.2. Construction Noise and Vibration Strategy

The Sydney Metro City & Southwest *Construction Noise and Vibration Strategy* (CNVS):

- Establishes a framework for managing construction noise and vibration impacts and adopting appropriate mitigation measures (including minimum requirements),
- Is included in the CSSI planning approval documentation,
- Forms part of the contract requirements that contractors must comply with, and
- Sets minimum requirements for all OOH work, including the need for and development of Construction Noise and Vibration Impact Statements and Construction Noise and Vibration Management Plans.

#### 2.4.2.1. Construction Noise and Vibration Management Plans

A CNVMP sets out how noise and vibration impacts will be mitigated and managed. These may also include a Noise & Vibration Monitoring Program, which typically outline how noise and vibration monitoring will be undertaken, how the results of monitoring will be reported and procedures to identify and implement additional mitigation measures as necessary.

#### 2.4.2.2. Construction Noise and Vibration Impact Statements

A Construction Noise and Vibration Impact Statement (CNVIS) assesses and documents the anticipated noise and vibration impacts at receivers of proposed construction activities. In accordance with the CSSI planning approvals, a CNVIS is to be prepared for each construction site before construction noise and vibration impacts commence and include specific mitigation measures identified through consultation with affected sensitive receivers.

Furthermore, CNVISs subject to the S2B planning approval must also:

- Include the results of the land use survey in accordance with S2B CoA E18,
- Augment the applicable Construction Noise and Vibration Management Plan, and
- Be informed by a suite of potential management/mitigation options provided in the Construction Noise & Vibration Management Plan (CNVMP).



### 2.4.3. Environment Protection Licence

An Environment Protection Licence (EPL) is a regulatory approval issued to strategically control the localised, cumulative and acute impacts of pollution. The NSW Environment Protection Authority (EPA) is responsible for issuing EPLs for 'scheduled activities' under the *Protection of the Environment Operations (POEO) Act 1997* (NSW).

Some aspects of the City & Southwest construction and operation works will constitute 'scheduled activities' under the POEO Act and therefore need to be subject to an EPL. City & Southwest contractors are required to either comply with Sydney Trains' EPL or obtain and comply with any EPLs as applicable to their scope of works.

The process for approving OOH work outside of those already permitted in accordance with an EPL, is governed by the conditions of the EPL. In order for these types of OOH work to be approved, an application to vary the EPL is to be prepared and submitted to the EPA for approval. The application is to be in accordance with the CNVS and EPL requirements.

OOH work that is subject to an EPL does not require an 'OOH approval' prior to the commencement of the proposed OOH works in accordance with the CSSI planning approval conditions.

## 2.5. Roles and Responsibilities

### 2.5.1. Sydney Metro City & Southwest Director of Sustainability, Environment & Planning

The Sydney Metro City & Southwest Director of Sustainability, Environment & Planning is accountable for this document. Accountability includes authorising the document, monitoring its effectiveness and performing a formal document review.

Roles reporting to the Director are accountable for ensuring the requirements of this document are implemented within their area of responsibility. The roles that are accountable for specific projects/programs are accountable for ensuring associated contractors comply with the requirements of this document.

### 2.5.2. Sydney Metro Environment Manager

A Sydney Metro Environment Manager will be allocated to each contract package on the City & Southwest project. The Environment Manager is responsible for ensuring that all environmental management requirements associated with their contract package are being complied with.

### 2.5.3. Place Manager

Either a Sydney Metro or contractor Place Manager will be allocated to each site on the City & Southwest project. The Place Manager is responsible for ensuring that all project communication requirements with the surrounding community are being complied with.

### 2.5.4. Independent Acoustics Advisor

C2S CoA A25 requires an Acoustics Advisor (AA) to be appointed. The AA is to act as an independent point of contact for all noise and vibration matters under the C2S planning approval. Refer to C2S CoA A25 and A27 for a comprehensive description of the AA's responsibilities under the C2S planning approval.

Section 4.2.2 includes descriptions of the AA's responsibilities with respect to reviewing, identifying risk level, endorsing and deferring OOH work under the C2S planning approval.

The S2B planning approval conditions do not require the appointment of an Acoustics Advisor. The Acoustics Advisor responsibilities under this document will be undertaken by the Environmental Representative for all works that are subject to the S2B planning approval.

### 2.5.5. Independent Environmental Representative

The CSSI planning approval conditions require an Environmental Representative (ER) to be appointed to the project (under both the C2S and S2B CoAs). The ER is to act as an independent point of contact for all environmental and planning approval compliance matters. Refer to C2S CoA A24 and S2B CoA A26 for a comprehensive list of the ER's responsibilities under the respective CSSI planning approvals.

Section 4.2.2 includes descriptions of the ER's responsibilities with respect to reviewing and approving OOH work.

### 3. Standard Hours

The City & Southwest CSSI planning approval conditions define standard construction hours as:

- 7:00am to 6:00pm Mondays to Fridays, inclusive;
- 8:00am to 1:00pm Saturdays for works subject to the C2S planning approval;
- 8:00am to 6:00pm Saturdays for works subject to the S2B planning approval; and
- At no time on Sundays or public holidays.

Construction activity on the City & Southwest project must only be undertaken within these standard hours, unless otherwise permitted in accordance with this document or the conditions of an applicable EPL.

If OOH work is to be undertaken in accordance with one or more of the C2S CoAs E44, E46 or E48 at the Crows Nest, Victoria Cross, Barangaroo, Martin Place, Pitt Street or Central station sites, the work must also comply with the specific requirements of C2S CoA E37 and E38. The intent of C2S CoAs E37 and E38 is to support certain types of work at these sites between 7am and 8pm. This should be considered when identifying risk levels for OOH work applications (refer to Section 4.2.2).

## 4. OOH Work

Out of Hours (OOH) work is defined as any work that is undertaken outside of standard construction hours.

In accordance with C2S CoA E44(f) and S2B CoA E20(d), any type of OOH work is permitted to be undertaken on the City & Southwest project provided that it is subject to this document (excluding activities subject to C2S CoA E46).

A list of work activities that may typically be undertaken OOH is provided in S2B CoA E22. All works that are proposed to be undertaken OOH and are subject to this document must be supported by a clear statement justifying the reason(s) why the work is being proposed to be undertaken OOH. Furthermore, this statement must demonstrate how the works are being scheduled in accordance with the following OOH work period prioritisation list:

- 1) Standard Hours
- 2) Daytime OOH
- 3) Evening OOH
- 4) Night Time OOH

Further guidance on the provision of justification is provided in the *Sydney Metro OOH Work Application Form* (refer to Section 4.2.2). Program acceleration is generally not a justifiable reason to undertake works OOH.

### 4.1. OOH Work Endorsement and Approval

In accordance with C2S CoA E47 and with the exception of OOH work that is subject to an EPL, all OOH work subject to the C2S planning approval requires endorsement by the AA and approval by either the ER, or in the case of 'high risk' works undertaken after 9pm, endorsement by the AA and approval by the Secretary. This includes all work subject to C2S CoA E37, E38 and E48. The requirements of these conditions are to be specifically addressed in each OOH application as relevant (refer to Section 4.2.2).

In accordance with S2B CoA E25(d), OOH work that is subject to the S2B planning approval and not subject to an EPL only require approval from the ER, or in the case of 'high risk' works undertaken after 9pm, approval by the Secretary. However to ensure a consistent approach across the entire City & Southwest project, this document requires the ER to apply the same responsibilities as the AA under this document to all OOH work subject to the S2B planning approval unless subject to an EPL.

### 4.2. OOH Work Approval Process

Figure 1 provides the OOH work approval process for the City & Southwest project. This includes a requirement to prepare an application that covers the assessment of noise and vibration impacts, mitigation measures (including community notification requirements) and review and approval for all proposed OOH work.

All OOH work applications that are not subject to an EPL will be submitted to the Place Manager, Sydney Metro Environment Manager, AA (if subject to the C2S planning approval) and ER for review and comment. These reviews will take into consideration a range of aspects, including reviewer experience and expert understanding, local knowledge of the area, current understanding of sensitive receiver requirements and other relevant documents

(for example, the applicable Business Management Plan detailing predicted impacts to affected businesses, key issues and appropriate mitigation measures for implementation). This review process is further explained in Section 4.2.2.

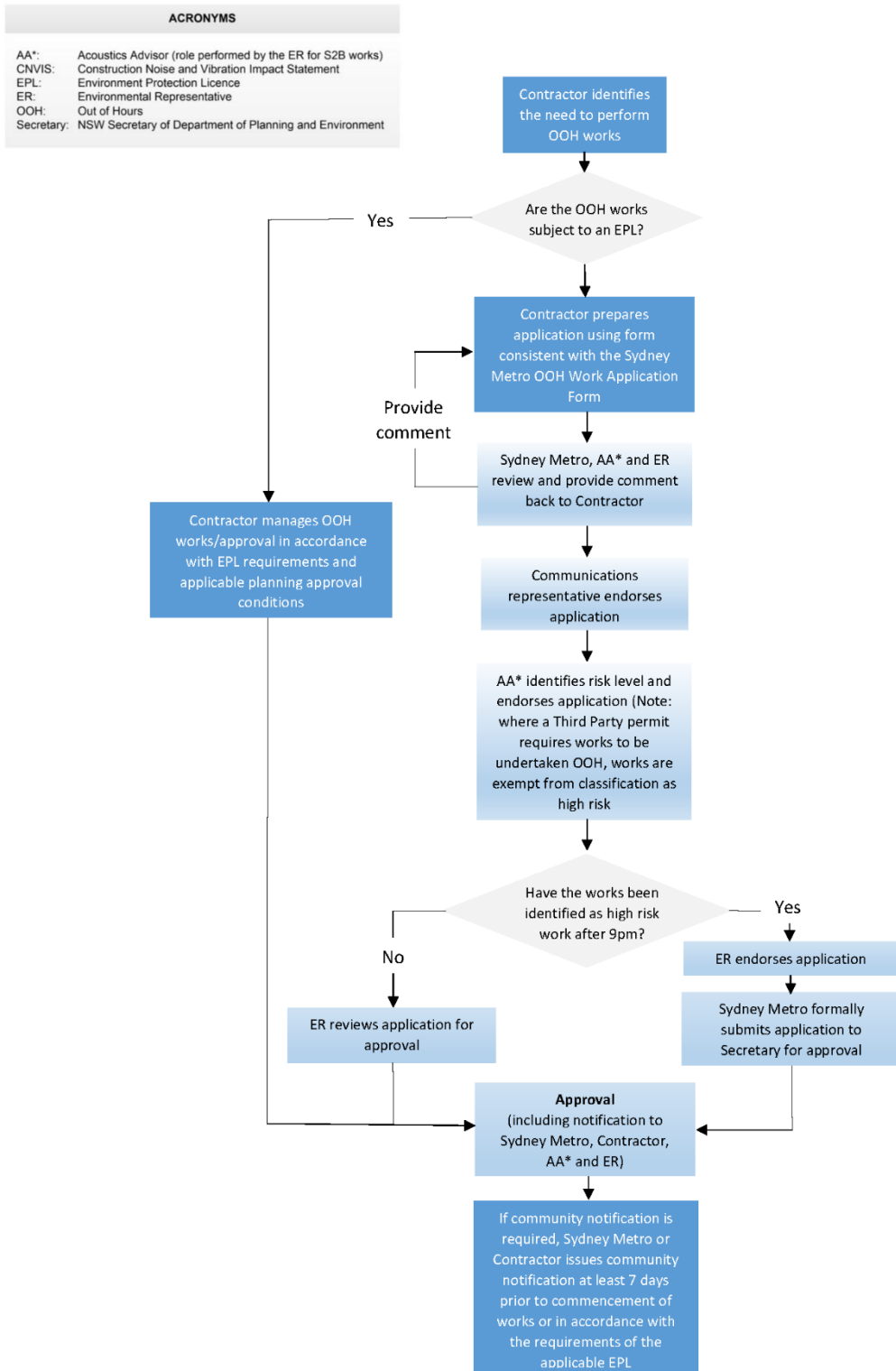


Figure 1: OOH Work Approval Process

#### 4.2.1. OOH Work subject to an EPL

For OOH work that is subject to an EPL, the EPL conditions will dictate the approval process. As a minimum however, for proposed OOH work that is not approved in the EPL and a variation is required, the contractor is expected to:

- Prepare an application to the EPA in accordance with the CNVS and EPL requirements,
- Submit the revised application to the EPA for approval and submit the application to the Place Manager, Sydney Metro Environment Manager, AA (if subject to the C2S planning approval) and ER for information,
- Notify Sydney Metro, the AA (if subject to the C2S planning approval) and ER upon receiving EPA approval, and
- Ensure any required community notifications have been issued (by either Sydney Metro or the contractor directly) within the timeframe(s) specified and in accordance with any relevant conditions of the EPL.

For individual OOH work applications that are subject to an EPL (including Sydney Trains' EPL), endorsement/approval from the AA/ER is not required. However, Sydney Metro may request the AA/ER's endorsement prior to approval and commencement of the proposed OOH works (at Sydney Metro's discretion).

#### 4.2.2. OOH Work not subject to an EPL

For OOH work that is not subject to an EPL, the approval process is dictated by either C2S CoA E47 or S2B CoA E25.

Contractors are required to prepare an OOH application using a form consistent with the *Sydney Metro OOH Work Application Form*. This form requires a noise and vibration impact assessment to be undertaken and contains a consolidated and conservative version of Table 14 from the CNVS. This facilitates simpler consideration of applicable additional mitigation measures to implement. The form also requires demonstration of how a range of additional noise and vibration mitigation measures have been considered for implementation, including community notifications and respite offers. The applicant is also required to indicate its risk level for the proposed OOH work within the application.

Where Third Party permits (e.g. Road Occupancy Licences and/or rail possessions) require works to be undertaken OOH, these works will be exempt from classification as 'high risk' (described under section 4.2.2.3) and will be subject to endorsement by the AA and approval by ER as required under C2S CoA E47 or approval by the ER under S2B CoA E25 in accordance with the 'Low Risk' approval pathway. Evidence of Third Party approval applicable to the works, specifying the time that the works must be undertaken must be included as part of application.

##### 4.2.2.1. Respite

Respite offers for impacted receivers will be considered in accordance with the CNVS. Respite may be offered in the form of a reduction or absence of noise emissions for a period of time, or by removing the affected receiver from the noise emission point source (e.g. dinner/movie tickets and/or alternative accommodation offers).

The CNVS requires respite offers to be considered for all OOH works that are predicted to generate impacts higher than the applicable exceedance criteria for the applicable OOH

period. Proposed OOH works must be coordinated to avoid the same receiver being affected over consecutive nights as much as is reasonable. OOH works must be staggered as much as is reasonable in order to maximise the respite period between OOH works.

If consideration of respite offers is required, a decision to implement respite offers will be determined on a case-by-case basis and considering, but not limited to, the following factors:

- The predicted maximum exceedance level,
- The predicted exceedance levels and associated duration and timings of those exceedance levels,
- The overall duration of the predicted exceedance levels,
- Surrounding land uses,
- Community feedback provided by Place Managers, and
- Any other OOH works (Sydney Metro or otherwise) that have affected or will affect the same receivers concurrently or within three days of either the start or end of the proposed OOH works.

In the event that respite is determined to be implemented for works that are subject to the S2B planning approval, respite will be implemented to meet the intent of S2B CoA E24 as applicable and so far is reasonable and practicable.

#### 4.2.2.2. Review

Once the contractor has prepared an OOH work application, the application is submitted to the Place Manager, Sydney Metro Environment Manager, AA (if subject to the C2S planning approval) and ER for review. Any of the reviewers may provide comments on the application, which need to be adequately addressed by the contractor in a resubmitted application to the satisfaction of the comment provider(s).

#### 4.2.2.3. Communications Endorsement and Default Risk Level Identification

The first endorsement of an OOH application is from the applicable communications representative (from Sydney Metro). This endorsement represents an agreement from the communications representative that the OOH works have been proposed in accordance with the relevant communications requirements and that the community's interests have been addressed as much as is reasonable (including appropriate consideration and implementation of additional mitigation measures, such as respite). This person may also add any comments and/or conditions that need to be complied with.

Following this person's endorsement, the AA is required to consider the applicant's risk level for the proposed OOH work and determine whether this risk level is appropriate. Once the AA has considered the applicant's risk level, the AA indicates the risk level of the proposed OOH work in its own professional judgement in accordance with C2S CoA E47 (this role will be undertaken by the ER for OOH work subject to the S2B approval). This risk level will be categorised as either 'Low risk' or 'High risk'.

As a default risk level, OOH work will be categorised as 'high risk' if all of the following three criteria apply:

- The type and sensitivity of the affected noise sensitive receivers is categorised as either Moderate Impact receivers (e.g. standard residential / typical density) or High



Impact receivers (e.g. elderly / high density / persistent complainers / residents experiencing construction noise fatigue), and

- The predicted noise level of the OOH work has a likelihood for potential sleep disturbance (i.e. Rating Background Level + 15 dB or more), and
- The type of and intensity of noise emitted from the OOH work is categorised as High Impact (e.g. prolonged high noise and/or vibration intensive activities), and

These criteria are based on Section 6.4 General Assessment Procedure of the CNVS.

For non-residential receivers, OOH work may be considered as ‘high risk’ if undertaken during trading hours and in close proximity to their place of business (for example, during Saturday evening trading hours). Since each non-residential receiver has different business needs, it is imperative that the Place Manager and the AA (or the ER if subject to the S2B planning approval) discuss each OOH work application to better understand how the proposed OOH work would impact the business.

#### 4.2.2.4. Modification of Default Risk Level

Using the default risk level as a ‘starting point’, the AA (or the ER if subject to the S2B planning approval) will consider all other relevant factors in order to identify a final risk level. These relevant factors include:

- Those identified in Section 6.4 of the CNVS (noting that the reference to ‘impact levels’ is different from the ‘risk level’ with respect to C2S CoA E47(c));
- Those listed in Table 2 of this document;
- Third Party permits; and
- Any other factors the AA (or ER if subject to the S2B planning approval) considers relevant in their professional opinion.

These factors may cause the default risk level to be modified from either ‘high risk’ to ‘low risk’ (or vice-versa), as the AA/ER deems appropriate in their professional opinion.

Once the AA/ER has identified a final risk level for the OOH work application, the AA/ER indicates the risk level on the application (including any risk identification commentary), as well as whether the application includes works after 9pm, and signs and dates the application.

#### 4.2.2.5. Other Endorsements and Approval

Following the identification of risk level by the AA/ER, the AA/ER endorses the OOH work application and provides any conditions or comments. This endorsement represents an agreement from the AA/ER that the OOH works have been proposed in accordance with the relevant requirements (as applicable to their respective roles) and that additional mitigation measures (including respite) have been appropriately considered and proposed for implementation.

If the AA/ER identifies that the OOH work application is high risk and includes works after 9pm, the application is forwarded to the ER for endorsement only. This endorsement represents an agreement from the ER that the OOH works have been proposed in accordance with the relevant requirements and that additional mitigation measures (including respite) have been appropriately considered and proposed for implementation. Following the ER’s

endorsement, the application is then formally submitted by Sydney Metro to the Secretary for approval in accordance with C2S CoA E47 or S2B CoA E25.

For all other applications, the ER indicates their approval (or otherwise) on the application, including any conditions or comments, and forwards directly to Sydney Metro, the contractor and AA (if subject to the C2S planning approval).

#### 4.2.2.6. Approval Notification Arrangements

Community notifications for approved OOH applications will be made available to the Secretary, the EPA and the community through the [Sydney Metro website](#) within five (5) days and not more than fourteen (14) days of the works commencing. The community will also be issued with hard-copy community notifications.

Table 2: Risk Level Considerations

	Risk Level Considerations
<b>Predicted Noise Exceedance</b>	Degree of predicted noise level exceedance above the Rating Background Level or Noise Management Level as appropriate
<b>Specific Scope of Work</b>	Works that are not subject to C2S CoA E37 and E38
<b>5 dBA Penalty</b>	If 5 dBA penalty is required in accordance with C2S CoA E37, E38, E41 and E42
<b>Certainty</b>	Rating background levels, noise management levels or predicted noise impacts are not well understood
<b>Past Experience</b>	Nature of works are new, in a new location or have not been undertaken by the contractor on the project already
<b>Negotiated Agreement with Sensitive Receivers</b>	No negotiated agreement with sensitive receivers has been obtained in accordance with C2S CoA E44(e)
<b>Potential Sleep Disturbance</b>	Likely to generate potential sleep disturbance (Rating Background Level + 15dB or greater)
<b>Non-Residential Receivers</b>	Impacted non-residential receivers operating during the same period of proposed OOH work
<b>Special Events</b>	The timing and location of special events in the area of the proposed OOH work may be scheduled at the same time or immediately before or after the special event (e.g. festivals, public gatherings, etc.)
<b>Place Manager Feedback</b>	Feedback from the Place Manager for the area will provide the AA and ER an understanding of the types and requirements of surrounding sensitive receivers.
<b>Sensitive Receivers</b>	Moderate impact sensitive receivers (e.g. standard residential, medium density receivers) or high impact sensitive receivers (e.g. residential home for the elderly, high density unit blocks, persistent complainers, residents deemed to have 'construction noise fatigue')
<b>High Impact Works</b>	Prolonged high noise or vibration intensive activities
<b>Other Impacts</b>	Impacts other than noise and vibration impacts are likely to be generated (e.g. lighting, traffic, etc.)

### 4.3. Community Notifications

Community notifications can be used as a mitigation measure for receivers of noise and vibration impacts from OOH work.

Community notifications usually comprise of letterbox-dropped or hand-distributed notification letters to identified stakeholders prior to the commencement of works. Communities are more likely to understand and accept the impacts from noise and vibration if they are provided with honest detailed information and commitments on mitigation measures to be implemented that are adhered to by the project prior to the works commencing.

Community notification requirements are included in the CNVS and outlined in the *Community Communications Strategy* for the City & Southwest project.

Community notification is an example of an additional mitigation measure that may be considered for implementation in accordance with the CNVS and the additional mitigation measure tables contained in the OOH Work Application Form.

#### 4.3.1. Negotiated Agreements with Sensitive Receivers

A negotiated agreement for particular OOH work may be formed with the potentially affected sensitive receivers in accordance with the C2S and/or S2B CoA. These negotiated agreements would be undertaken and documented by either the contractor or Sydney Metro as part of an OOH application.

The negotiated agreement needs to reach a minimum 65% acceptance rate of those sensitive receivers that are contactable. 'Contactable' is defined as having received correspondence (either verbal or written) from receivers within a two week timeframe. The preparation of a CNVIS and the Place Manager will advise of potentially affected sensitive receivers to be contacted.

Upon ER approval of any OOH applications containing negotiated agreements, Sydney Metro will forward the negotiated agreement documentation to the Secretary for information at least one week prior to the OOH work commencing. In the event that community notification is required as a mitigation measure prior to the OOH work commencing, this would be undertaken at the same time (i.e. at least five days and not more than fourteen days prior to the works commencing).

## 4.4. Emergency Works

Occasionally there may be a need to undertake emergency works outside of standard work hours. In this situation, the works are permitted to proceed without prior approval, provided that the works were:

- Unforeseen, and
- Required to avoid injury or the loss of life, damage or loss of property or to prevent environmental harm.

Work 'over-runs' (i.e. work activities that have taken longer to complete than expected) are not emergency works, unless the continuation of the activity is required to 'avoid injury or the loss of life, damage or loss of property or to prevent environmental harm'.

Figure 2 outlines the emergency work process.

On becoming aware of the need to undertake emergency works, contractors must notify Sydney Metro, the AA (if subject to the C2S planning approval), the ER and the EPA (if it is required under an EPL if relevant) of the need to undertake the works. This notification should be in the form of a written email or text message to Sydney Metro, the AA (if subject to the C2S planning approval) and the ER. The requirements for notifying the EPA will be dictated in the conditions of the EPL if relevant.

As a form of mitigation, community notification is to be undertaken within two hours of the commencement of emergency works. These notifications will generally be prepared by the contractor using a small hand-written Sydney Metro template card for distribution to the immediate surrounding community. These cards will include the following details as a minimum:

- Scope,
- Location,
- Hours,
- Duration,
- Types of equipment to be used, and
- Likely impacts.

Within 24 hours of any emergency works commencing, the applicant is to provide a written emergency works report to Sydney Metro. The emergency works report is to include as a minimum:

- Date, time, duration and cause of the emergency,
- Description of emergency works undertaken,
- Mitigation measures implemented to address the impacts of the emergency works, and
- Actions/Measures taken or to be taken to prevent or mitigate recurrence of the emergency. If there are no appropriate actions/measures to be taken, explanation is to be provided as to why.

The emergency works report will be used by Sydney Metro to determine whether the works qualified as emergency works under the applicable planning approval. If Sydney Metro determines that the works did not qualify as emergency works, the works may be considered an incident and/or non-compliant dependent on the applicable planning approval conditions.

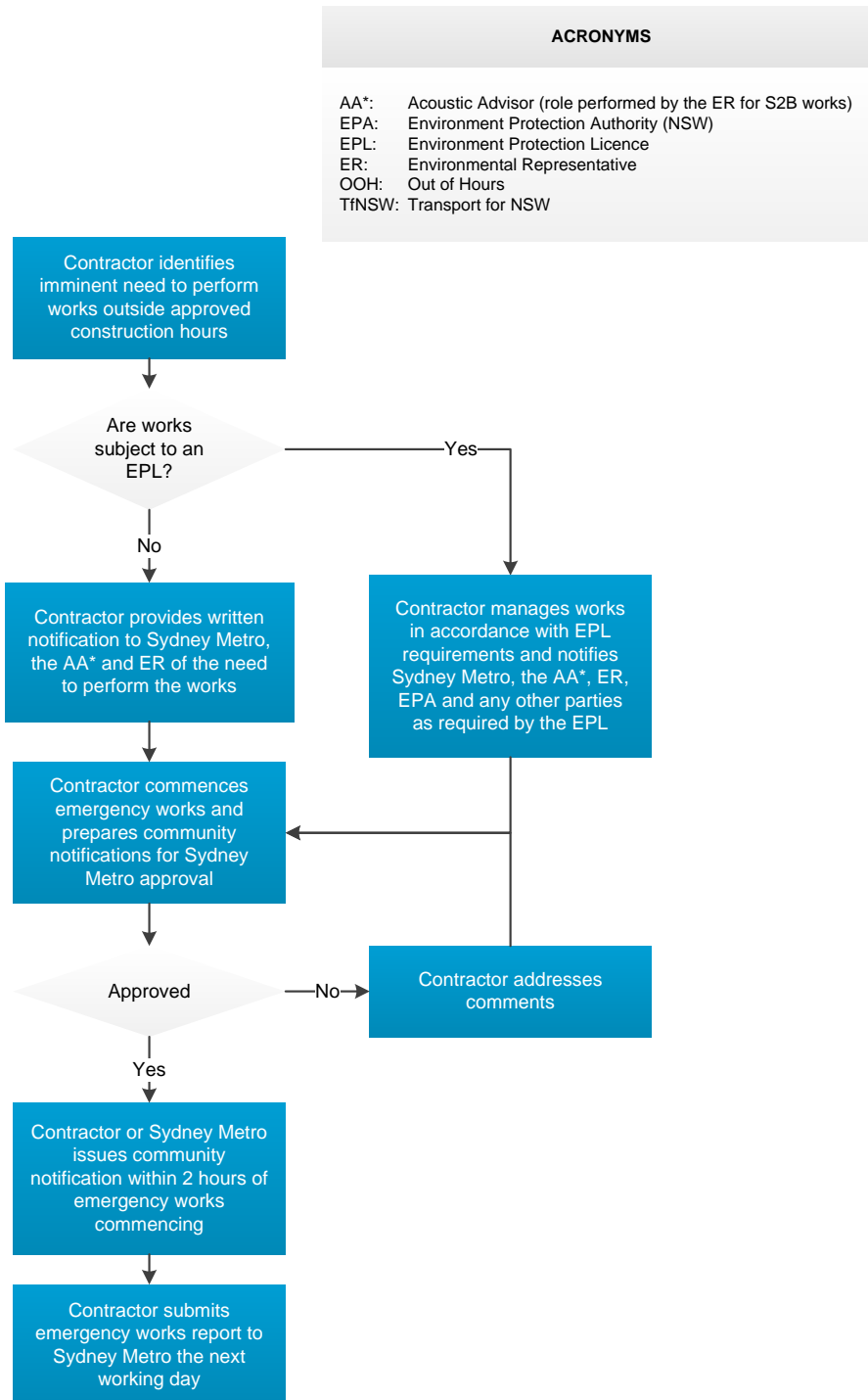


Figure 2: Emergency Works Process

## 5. Related Documents and References

### Related Documents and References

- [SM ES-MM-101 Environment & Sustainability Management Manual](#)
- [SM ES-ST-204 Construction Environment Management Framework](#)
- [SM ES-ST-210 City & Southwest Construction Noise and Vibration Strategy](#)
- [SM ES-FT-419 Out of Hours Work Application Form](#)
- [SM SC-ST-202 Overarching Community Communications Strategy](#)
- [SM QM-FT-435 Integrated Management System \(IMS\) Glossary](#)
- [EPA Interim Construction Noise Guideline](#)

## 6. Superseded Documents

### Superseded Documents

There are no documents superseded as a result of this document.

## 7. Document History

Version	Date	Summary of change
1.0	28/3/2015	New document
2.0	14/7/2017	Edits to address the Secretary's comments
3.0	14/8/2018	Minor modification to emergency works criterion
4.3	25/3/2019	Updated to address requirements of the S2B planning approval
5.0	14/04/2020	Minor modification in response to POEO Act Schedule 1 changes
5.1	05/05/2020	Minor modification to Section 4.3.1 in response to Secretary's comments



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## Appendix A: OOH Work Strategy / Protocol Endorsements and Approval(s)