



The Renewal Project | Summer Hill

Community Communication Strategy



REVISION CONTROL TABLE:				
Date	Rev	comment	Author	
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1. About this Document

This Community Communication Strategy (CCS) has been developed to:

- ▲ Successfully consider and manage stakeholder and community expectations as integral to the successful delivery of the project.
- ▲ Keep all stakeholders regularly informed about the project.
- ▲ Set out procedures and mechanisms to enable and manage feedback, enquiries, and complaints in relation to the project.
- ▲ Address SSD condition D7

This Community Consultation Strategy (CCS) will be implemented through the construction phase of the project, and for 12 months following construction completion, in acknowledgement of SSD condition G6.

CCS objectives and review

Trinity Grammar School is committed to

- ▲ engaging constructively with the community
- ▲ striving for positive community outcomes throughout the project
- ▲ meeting SSD requirements

The CCS will be revised regularly to address any changes in the project management process, comments and feedback by relevant stakeholders, and any changes identified because of continuous improvement undertakings.

Table 1: List of SSD requirements and where they are addressed in the CCS

State Significant Development Requirements D7	Where The CCS Addresses This Requirement
identify relevant stakeholders to be consulted during the design and construction phases	Page 6
set out procedures and mechanisms for the regular distribution of accessible information about or relevant to the development	Page 8
provide for the formation of community-based forums, if required, that focus on key environmental management issues for the development	Page 8
 Develop a complaints/grievances mechanism: through which the community can provide feedback to the Applicant and report any complaints; through which the Applicant will respond to enquiries, complaints or feedback; and to resolve any issues and mediate any disputes that may arise in relation to construction of the development 	Page 10
include specific requirements around traffic, noise and vibration, visual impacts, amenity, flora and fauna, soil and water, contamination and heritage.	Details on the specific requirements around traffic, noise and vibration, visual impacts, amenity, flora and fauna, soil and water, contamination and heritage are outlined in appendix 3



Table 2: Acknowledgement of SSD requirements D6

State Significant Development Requirements D6	Procedure and Mechanism
Prior to the commencement of construction, a Community Consultative Committee (CCC) must be established for the development in accordance with the Department's Community Consultative Committee Guideline: State Significant Projects (2019). The CCC must begin to exercise functions in accordance with such Guidelines before the commencement of construction and continue to do so for a minimum of five years following the completion of construction or other timeframe agreed by the Planning Secretary.	Advertising for participants, and creation of CCC commenced; the CCC will begin to exercise its functions before the commencement of construction and will continue to do so for a minimum of five years following the completion of construction or other timeframe agreed by the Planning Secretary. CCC Community members recommended to DPIE and 1st meeting scheduled for 30/03/2022

Table 3: Acknowledgement of SSD requirements B25

State Significant Development Requirements B25		Procedure and Mechanism	
B25	a items i-iv		
 Make the information, documents as per conditions publicly available on website, up-to-date and publicly available for 12 months after commencement of operations, including: i. the documents referred to in condition B2 of this consent; ii. all current statutory approvals for the development; iii. all approved strategies, plans and programs required under the conditions of this consent 		On dedicated website pages	
B25	a items iv-vi		
iv.	Regular reporting on the environmental performance of the development in accordance with the reporting arrangements in any plans or programs approved under the conditions of this consent; Via news articles and updates on dedicated website pages		
v.	a comprehensive summary of the monitoring results of the development, reported in accordance with the specifications in any conditions of this consent, or any approved plans and programs;	see page 8 of CCS	
vi.	a summary of the current stage and progress of the development;		
B25	a items vii-x and B25b		
vii.	contact details to enquire about the development or to make a complaint;		
viii.	a complaints register, updated monthly;		
ix.	audit reports prepared as part of any independent audit of the development and the Applicant's response to the recommendations in any audit report;	See page 10 of CCS	
x.	any other matter required by the Planning Secretary; and		
xi.	keep such information up to date, to the satisfaction of the Planning Secretary, and publicly available for 12 months after the commencement of operations.		



2. Context

Founded in 1913, Trinity Grammar School has always been about growing 'the complete man'. An Anglican School, governed by a Council (appointed by ordinance of the Diocese of Sydney) its aim is to provide boys with a thoroughly Christian education in mind, body and spirit.

The Renewal Project is a major **development of the Summer Hill campus**, part of a planning process to reimagine education for the next 20-30 years at Trinity Grammar School.

Plans include:

- ▲ A new 5-storey building at the heart of the campus, a focal point for teaching and learning activities to challenge, encourage and develop our students. It will be nestled between the existing Assembly Hall, School of Music, Sports Centre and North Quad Building and will replace a mostly 2-storey building, known as 'New School', (though built in 1982), that is currently at this location.
- ▲ The Assembly Hall, School of Music, and North Quad Building, along with the Library, Drama Centre and Founder's Building, will all in stages enjoy some refurbishments as part of this development.
- ▲ Increasing the space available onsite for traffic queuing and drop-off-pick up arrangements, as well as additional car-parking
- ▲ Improved east-west and north-south linkages across the school grounds, and enhanced outdoor spaces for the Junior School
- More accessible connections between the Junior School, car park, ovals, a new reception point, a multipurpose space and basketball court
- The historic precinct around the Quadrangle and War Memorial Chapel will be preserved and enhanced, making this an even more inviting gathering space for students

New School Demolition Works scheduled to commence December 2022.



3. Stakeholder Identification

The stakeholder list below summarises who will be consulted and when during the design and construction phase via communications collateral, and digital engagement methods and the CCC.

Table 4: List of stakeholders

Stakeholders	Interest and involvement		
Capacity-building approach Capacity building stakeholders HansenYuncken - Builder BloomparkPact - Superintendent	 Construction impacts such as noise and dust Truck movements during construction Increased traffic and congestion on nearby streets Local traffic and pedestrian safety Tree removal/ clearing Impact on water views Impact on property 		
Adjoining residents *Please see supporting material for map visually distinguishing between Adjoining residents and Local residents. LINK	 Construction impacts such as noise and dust Truck movements during construction Increased traffic and congestion on nearby streets Local traffic and pedestrian safety Changed traffic conditions 		
Local residents *Please see supporting material for map visually distinguishing between Adjoining residents and Local residents. LINK	Impacts on trafficPotential security impacts		
Community organisations	 The Community Consultative Committee will consider the impact on local community and businesses as per item 2.3 of RFI Prompt. accurate and effective issues/risk management and stakeholder engagement 		
Local members of parliament Ms (Jo) Joanna Elizabeth HAYLEN, BA MP (Summer Hill)	 Successful project delivery and operation Construction, traffic and pedestrian impacts Site health and safety 		
Government agencies and peak bodies Transport for NSW NSW Department of Planning and Environment NSW Environmental Protection Authority Sydney Water Heritage NSW	 TfNSW is consulted on traffic related conditions as prescribed under the development consent. DPIE is the consent authority The Project is to be conducted in line with the NSW EP&A Guidelines. Sydney water is to provide compliance certification for water and sewerage infrastructure Heritage NSW will consulted in the event of any unexpected archaeological finds/evidence of aboriginal occupation are found. 		
Local council	 Inner West Council is consulted on various conditions relating to traffic, waste management, operational plans and the like. 		
School community	 Construction impacts such as noise and dust Truck movements during construction Increased traffic and congestion on nearby streets Local traffic and pedestrian safety Tree removal/ clearing Impact on property Impact on learning environment 		



4. Engagement Approach

The key consideration in delivering successful outcomes for this project is to make it as easy as possible for anyone with an interest to find out what is going on. In practice, the communications approach across all levels of engagement will involve:

- Using uncomplicated language
- ▲ Taking a proactive approach to engagement
- Encouraging and educating whenever necessary
- Engaging broadly including with individuals and groups that fall into harder to reach categories
- Providing a range of opportunities and methods for engagement
- Being transparent
- Explaining the objectives and outcomes of planning and engagement processes.

In addition to engagement with Government Departments and Agencies and Council, two distinct streams of engagement will continue for the project as follows:

- ▲ School community, and
- Broader local community, and particularly adjoining neighbours.

This allows:

- School-centric involvement from school communities (including students, parents/caregivers, staff) unencumbered by broader community issues, and
- Broad community involvement unencumbered by school community wants and needs. Broad community stakeholders include local residents, neighbours and community organisations.

General community feedback

Members of the general public impacted by the construction phase are able to enquire and register any complaints regarding environmental impacts via the following channels:

- ▲ 1300 number that is published on all communications material, including project site signage (1300 012 483)
- ▲ **Project specific email address** that is published on all communications material, including project site signage (renewalproject@trinity.nsw.edu.au)
- ▲ **Project mailing address** that is published on all communications material, including project site signage (Renewal Project Enquiries, PO Box 174 Summer Hill NSW 2130)
- ▲ Numerous tools and techniques will be used to keep stakeholders and the local community involved as summarised below.

Project high level milestones during the delivery phase include:

- ▲ Site establishment/early works including demolition
- ▲ Commencement of main works construction including excavation
- ▲ Completion of staged works and formal 'openings' of such.
- ▲ Project completion
- ▲ First day of school following project completion
- Official opening



Information procedures and mechanisms

Procedures and Mechanisms	Description	Frequency	
Community information line	 Number 1300 012 483 is published on all communication materials and is managed by the Director of Major Projects. All enquiries that are received are logged in our complaints and enquiries register. Once resolved, a summary of the conversation is updated in the register. 		
Community contact cards	 These are business card size with all the project contact information. The project team/ contractors are instructed to hand out contact cards to stakeholders and community members enquiring about the project. Directs all enquiries, comments and complaints through to the phone number and project email and mail addresses See contact cards and details in appendices: LINK 		
Complaints and enquiries register	 Interactions, decisions and feedback from stakeholders are captured, and monthly reports generated. 	Throughout the life of the project and updated for 12 months post completion	
FAQs	 Set of approved answers provided in response to frequently asked questions. Used as part of relevant stakeholder and community communication tools. These are updated as required, and included on the website. Visit the dedicated Renewal Project website page at: https://www.trinity.nsw.edu.au/about-us/our-facilities/the-renewal-project/ 		
Information sessions / community forum	 Held at a key milestone or contentious period, as required. - 30th August 2019 The Community Letterbox Drop - 12th September 2019 Drop in Session 1 - 14th September 2019 Drop In Session 2 Current feedback to the DPIE for the current SSDA All liaison summarised and loaded on the complaints and enquiries register. 	As requested by the CCC and in response to the logged local resident feedback	
News posts	 Regular (monthly) news feed posts providing updated information on project scope, benefits, construction progress, achievement of project milestones and other project related issues of interest. Via website page. Visit the dedicated Renewal Project website page at: https://www.trinity.nsw.edu.au/about-us/our-facilities/the-renewal-project/ 		
Works Notifications	 Works notification are used to communicate specific information/ impacts about the project. Distributed via letterbox drop to local residents and via the school community prior to construction activities or other milestones throughout the life of the project. Updates on the effectiveness of the works notifications to be monitored via use of project email address, letterbox drop, feedback via web form at the dedicated Renewal Project website page: https://www.trinity.nsw.edu.au/about-us/our-facilities/the-renewal-project/ To date: Local area letterbox drop - 30.8.2019, 14.02.2022, 15.03.2022 drop in session 1 - 12.9.2019, drop in session 2 - 14.9.2019 	As required according to the construction programme HY and TGS provide a four week advance notification of significant commencement of works	
Project email address	 Provide stakeholders and the community an email address linking direct to the project team: <u>renewalproject@trinity.nsw.edu.au</u> Email address published on all communications materials. 	Throughout the life of the project	
Project mailing address	 Provide stakeholders and the community a mailing address linking direct to the project team: Renewal Project Enquiries, PO Box 174 Summer Hill NSW 2130 Mailing address published on all communications materials. 	Throughout the life of the project	
Trinity Grammar School website	Information about the project is available at: https://www.trinity.nsw.edu.au/about-us/our-facilities/the-renewal-project/	Updated at least monthly and is live for at least 12 months post completion of the project	



5. Engagement Delivery Timeline

Project phase/ milestone	Target audiences	Indicative timeline	Proposed communications tactics
Installation of temporary classrooms	School community Local community and residents	Mid August 2022 to November 2022	NotificationNews posts
Demolition	School community Local community and residents	New School December 2022	NotificationNews posts
Construction Start of works Periods of higher impact – dust, noise, traffic, vibrations	School community Local community and residents	May 2023	 Advertising as required Works notifications as required News posts/project updates as required FAQs updated regularly Information session/s Website updates
Handover and opening of new facilities	School community Local community and residents	April 2025	 Welcome pack for school community Thank you pack for local community Website update Video tour
Post-opening	All	12 months post completion	 Website remains live Project signage remains installed 1300 phone, email and mail still active, and complaints and enquiries register still maintained

6. Enquiry, incident and/or complaint management process

Trinity Grammar School has specialist communications staff, a community engagement office and a Director of Major Projects to manage enquiries and complaints in a timely and responsive manner.

A complaint is defined as in regards to construction impacts – such as – safety, dust, noise, traffic, congestion, loss of parking, contamination, loss of amenity, hours of work, property damage, property access, service disruption, conduct or behaviour of construction workers, other environmental impacts, unplanned or uncommunicated disruption to the school.

If a phone call, email or face- to- face complaint is received during construction, they must be logged in the complaints and enquiries register, actively managed, closed out and resolved by within 24-48 hours.

As per our planning approval conditions, a complaints register is updated monthly; the ability to register a complaint is publicly available on the project's website page on the Trinity website. Complaints can be submitted via the feedback form on the dedicated Renewal Project website page at : <u>https://www.trinity.nsw.edu.au/about-us/our-facilities/the-renewal-project/</u>

If the complainant is not satisfied with the response provided, the process will involve a secondary review of their complaint with the Trinity Renewal Project Director.

If a complaint cannot be resolved by Trinity to the satisfaction of the complainant, we will advise them to contact the NSW Ombudsman - https://www.ombo.nsw.gov.au/complaints or the Department of Planning and Environment's Compliance Team - https://www.planning.nsw.gov.au/Assess-and- Regulate/About-compliance/Lodge-a-compliance-complaint

Disputes involving compensation or rectification

Trinity Grammar School is committed to working with the school and broader community to address concerns as they arise.

Where disputes arise that involve compensation or rectification, the process for resolving community enquiries and complaints will be followed to investigate the dispute.

Depending upon the results of the investigation, Trinity Grammar School may seek legal advice before proceeding.



Timeframe for responding to enquiries and channels for making a complaint

Complaint	Acknowledgement times	Response times	Methods used to resolve complaints	
Phone call during business hours Construction hours 7am - 5pm, Mon - Fri; 8am - 1pm Sat; no work on Sundays or Public Holidays School hours 7.30am - 5pm, Mon-Sat HansenYuncken site managers mobile 0438 675 748	At time of call – and agree with caller estimated timeframe for resolution	Complaint to be closed out within 48 hours. If not possible, continue contact, escalate as required and resolve within 7 business days	Phone	
Phone call after hours 1300 012 483	Within two (2) hours of receiving message upon returning to office	Following acknowledgement, complaint to be closed out within 48 hours. If not possible, continue contact, escalate as required and resolve within 7 business days.	-	
Email	At time of email	Complaint to be closed out within 48 hours. If not possible, continue contact, escalate internally as required and resolve within 7 business days.	Empil	
renewalproject@trinity.nsw.edu.au	(automatic response)	Complaint to be closed out within 48 hours (once return to business hours). If not possible, continue contact, escalate internally as required and resolve within 7 business days.	Ellian	
Interaction/Enquiry	Acknowledgement times	Response times		
Phone call during business hours	At time of call – and agree with caller estimated timeframe for response.	Interaction to be logged and closed out within 7 business days.	Phone	
Phone call after hours	Within two (2) hours of receiving message upon returning to office	Interaction to be logged and closed out within 7 business days.	Phone	
Email during business hours	At time of email (automatic response)	Interaction to be logged and closed out within 7 business days.	Email	
Email outside of business hours	At time of email (automatic response).	Interaction to be logged and closed out within 7 business days.	Email	
Letter	N/A	Interaction to be logged and closed out within 10 business days following receipt.	Letter	



Construction Schedule Summary

Stage 1:

- ▲ Hoardings to Seaview St & Site Establishment March/April 2022
- ▲ Demolition April/May 2022
- ▲ Construction Complete December/January 2022

Stage 2:

- ▲ Hoardings to Victoria St/Yeo Park April/May 2022
- ▲ Demolition/Excavation April July 2022
- ▲ Construction Complete February 2023

Stages 3-5:

The timing of Stages 3-5 is subject to design development. The CCS will be updated once more certainty can be provided.



Map of Local Residents

Trinity Grammar School local residents letterbox map

* Green highlight = 130 letterboxes and Yellow highlight = 120 letterboxes





Sample Print and Digital Collateral





HansenYuncken Construction Environmental Management Plan

pages 11 - 28 of the CEMP on the following pages

4 Implementation

4.1 Environmental Awareness

All HY and S/C employees shall receive an induction into the project in accordance with the Site Induction procedure including completing the Site Induction Record Form (FM-CORP-HSE-001).

The induction shall include the requirements for the conduct of activities which have the potential for significant environmental impacts on the project which shall be outlined in the project specific Site Induction Handbook.

This document applies to all HY and S/C employees, environmental awareness is the responsibility of every person working on and associated with the project.

4.2 Environmental Impacts of Subcontractor Activities

The environmental impacts of subcontractor activities shall be assessed during the S/C pre-award meeting in accordance with pre-award meeting procedure and the project HSE risk assessment.

4.3 Environmental Risk Register

Environmental Risk Register Summary & Responsibilities			
Environmental Issue	Risk to Project	Responsible Personnel	
Location & Land use	Low	РМ	
Residential properties may be impacted with construction works due to construction noise and dust			
Noise & Vibration	Low	PM/SM	
Construction of the development may result in short term impacts during the project due to the use of heavy machinery and plant as well as construction personnel and vehicle movements.			
Traffic & Access	Medium	PM/SM	
During the 36 weeks of construction there will be impacts on the existing facility and the public roads surrounding the project from construction vehicles and deliveries for site.			

Environmental Risk Register Summary & Responsibilities			
Air Quality During the earthworks, stage of the project there is a risk of poor air quality generated by the constructions works.	Low	SM	
Soils, Erosion, & Water Quality There is a risk of water pollution from the construction works caused by wind or water movement causing sediment and other materials leaving site.	Low	SM	
Terrestrial Flora & Fauna The removal of trees during construction works poses minimal risk to landscaped species throughout the area.	Low	PM/SM	
Cultural Heritage It is unlikely that construction works will impact any undisturbed aboriginal artefacts due to the construction zone being in an existing site.	Low	PM/SM	
Site Contamination There is a risk of contamination based on testing conducted prior to construction works commencing (There is a risk of unexpected finds being an existing site).	Low	PM/SM	
<u>Waste Management</u> The risk of the constructions works waste management is low/medium pending the results of existing materials onsite.	Low/Medium	PM/SM	

PM - Project Manager, SM - Site Manager, FM - Foreman, S/C – Subcontractor, PCA - Private Certifier

4.4 Location and Land Use

4.4.1 Site Location

The site is located at 119 Prospect Rd, Summer Hill NSW 2130, in the local government area of the Inner West Council. The construction works are staged across the school precinct and extend to an area of approximately 40,000m². The site is recognised as Lot 11 Deposited Plan 1171965. The lot is located on a block bounded by Seaview Street to the north, Prospect Road to the east, Yeo Park to the south, and Victoria Street to the west.

Surrounding the development are low-density residential dwellings and immediately adjacent to the site lies the historical Yeo Park, which includes playground, café, and infant schooling space.

The site features vehicular entry points at Jubilee Drive, Chapel Drive, and a driveway at the most southern point off Victoria Street, to be utilised during construction works. The site general site boundary and neighbouring areas are presented below.



4.4.2 Likely Impacts

The staged development programme will allow for school operation to continue during the construction phase. Construction has been strategically scheduled to primarily utilise school holiday periods and reduce the overall timeline of works by employing a temporary modular teaching facility during the major development.

All construction activities would be carried out with due diligence, duty of care and best management practices. Given the location of residential properties in close proximity to the area of works, minimal impacts associated with construction traffic, noise and dust are likely to affect adjacent residents. These likely impacts will be addressed in the following sections.

4.4.3 Mitigation Strategies

- The neighbouring landowners are to be consulted in regard to the construction works, predicted program and any access restrictions when reasonably required.
- Land disturbance during construction is to be limited to that required to undertake the construction works specified.
- Construction works to be undertaken in consideration of adjacent vegetation.
- Areas disturbed during construction to be returned to the pre-construction condition.

4.5 Noise and Vibration

4.5.1 Likely Impacts

Construction of the proposed development will result in short term noise impacts during the construction period. The predicted noise levels during the construction phase have been identified in the project Construction Noise & Vibration Management Plan (CNVMP), along with associated mitigation strategies provided to minimise these impacts. There is no additional traffic associated with the project scope of works, therefore no noise impact associated with traffic is expected.

4.5.2 Mitigation Strategies

Site construction noise will be managed in accordance with the Construction Noise and Vibration Management Plan (CNVMP) developed for this project. The CNVMP is based on the proposed construction methodology, activities, durations, equipment type and numbers. Noise and vibration mitigation measures include:

- Implement best-practice general mitigation measures onsite, aimed at reducing the effects of construction noise and vibration, such as,
 - regular toolbox talks to reinforce the need to minimise noise and vibration,
 - regular identification of noisy activities and adoption of improvement techniques.
 - Restricting construction activities to the hours specified under conditions C4, C5 and C8 of SSD-11233241.
 - Taking reasonable and feasible measures to minimise noise and vibration effects from plant and equipment where possible.
- Noise monitoring at the commencement of excavation and structural works to confirm measured levels are consistent with the predictions in the acoustic assessment, and to verify that the mitigation procedures are appropriate.
- Issue project updates to stakeholders on current and upcoming works, including advance warning
 of potential disruptions and noise intensive activities.
- Develop procedures for receiving and addressing complaints from affected stakeholders. Complaints to be investigated as soon as practicable and feasible measures to minimise noise will be implemented if required. Provide consultation where prolonged or consecutive periods of construction works are planned.
- Construction activities shall be restricted to the normal EPA specified daytime construction hours (i.e., 7am to 6pm Monday to Friday, 8am to 5pm Saturday, no work on Sunday or public holidays).
 If it were deemed necessary to undertake work outside these hours, prior approval would be sought from the Council.

- Any noise complaint received will be investigated as soon as practicable. Any practicable and feasible measures to minimise noise will be identified and implemented if required. All possible steps to be taken to silence construction equipment where possible.
- Optimum siting of work areas, vehicle and plant parking areas, materials stockpiles and equipment storage areas in locations where potential acoustical impacts will be minimised. All plant and machinery used for the project shall be well maintained.

4.6 Traffic & Access

4.6.1 Likely Impacts

Construction of the new site facilities shall see some increase in traffic in the local area. The increased traffic is not predicted to have an impact on local traffic flow, and only a minor inconvenience to local road users is expected. Construction vehicle routes have been developed with the intention of minimising the impact of construction traffic on the local streets in the immediate vicinity. Access to site will primarily be via Seaview Street during Stage 1 and Victoria Street during Stage 2, with an alternative access proposed via Prospect Road towards the later stages of the project. Alternative routes would not be used without specific prior approval from the relevant authorities. No trucks will be permitted to layover on approach to the construction sites without formal prior approval. The management of construction traffic developed as a result of these works is outlined in the Construction Traffic Management Plan.

4.6.2 Mitigation Strategies

The Traffic Management Plan (TMP) details the measures and strategies to be undertaken during construction works to minimise the effects on the surrounding road network, and to ensure the safety and efficiency of the community, workers, and road users. To accurately present the site, the plan incorporates the construction methodology and use of specific heavy vehicles and construction plant. The Traffic Management Plan also includes measures to minimise traffic impacts to ensure public safety and is to be prepared in accordance with:

- Traffic Control at Work Sites Manual (RTA, 2010)
- Australian Standard 1742.3 2002 Traffic Control Devices for Works on Roads.

The TMP is developed in consultation with NSW Roads & Maritime Services (RMS) and Inner West City Council to govern the following mitigation techniques:

- Hours of site operation, heavy vehicle volumes (numbers) and routes, construction staff parking, loading/unloading areas, site access arrangements, information signage, and appropriate traffic control devices will be addressed accordingly.
- A-class hoarding, and temporary fencing will be erected around the perimeter of the site and maintained for the duration of the project to keep out unauthorised persons, with access gates closed outside of construction hours.
- All vehicles accessing the site will use the designated access roads. All vehicles transporting loose materials will have their loads covered or secured to prevent large items, excess dust or dirt particles depositing onto the road during travel to and from site. HY will monitor roads leading to and from the site and take necessary steps to rectify any road deposits caused by site vehicles. Where material is tracked onto sealed road, it will be removed so that road pavements are kept safe and trafficable. A dedicated vehicle wash-down area will be established on site.
- All roads, kerbs, gutters and footpaths damaged as a result of construction are to be restored to their pre-construction condition. A dilapidation report will be carried prior to construction.

- Deliveries will be scheduled to prevent queuing by ensuring adequate timeframes between trucks arriving and leave site.
- All traffic shall comply with all applicable traffic laws and regulations including speed limits. All
 construction vehicles shall comply with the speed limits set for the roads accessing the site.
 Notification to surrounding landowners at least one week in advance of works will be provided when
 appropriate.
- Traffic Controllers will be used to supervise vehicle movements and for pedestrian and cyclist management when necessary, during construction activities.
- HY will induct all subcontractors to ensure that procedures are met for vehicles entering and exiting the construction site.

4.7 Air Quality & Dust Control

4.7.1 Likely Impacts

The main impact to air quality during construction is expected to arise from the generation of airborne localised dust associated with demolition and earthworks. Given the close proximity to of neighbouring properties and existing building, there is the potential for impact by dust, particularly during windy conditions.

4.7.2 Mitigation Strategies

- Construction vehicles and equipment to be suitably serviced prior to commencement of construction activities and all necessary maintenance to be undertaken during the construction period to meet EPA air quality requirements.
- Excessive use of vehicles and powered construction equipment will be minimised where possible.
- All construction machinery will be turned off when not in use to minimise emissions where possible.
- Construction contractors to monitor dust generation progressively.
- Dust suppression methods will be adopted where required (i.e., on windy days when earthworks and vehicle movements are generating dust). Examples of dust suppression methods include:
 - water carts,
 - localised use of water to supress dust during excavation activities, and
 - covering stockpiles.
- Any stockpiled spoil/fill will be protected to minimise dust generation to avoid sediment moving offsite.
- Vehicles transporting spoil from the site to be covered where required.
- The burning of waste materials will not be permitted on site.

4.8 Soil, Erosion & Water Quality

4.8.1 Likely Impacts

Earthworks and general ground disturbances associated with the site works may result in sediment and other materials leaving the site via wind or water movement. This may have the potential to result in the water pollution such as turbidity and nutrient inputs, should sediment wash into stormwater or natural drainage lines.

Aspects of the site identified as potentially impacting on water quality includes:

- Excavation for foundations and site levelling;
- Stockpiling and transportation of excess spoil; and
- General construction waste entering drainage lines

4.8.2 Mitigation Strategies

Construction is to be undertaken in accordance with the Erosion and Sediment Control Plan. Prior to earthworks commencing, erosion and sediment control measures will be implemented generally in accordance with the Construction Certificate drawings. Control measures include:

- All erosion and sediment control devices shall be properly maintained for the duration of the work.
 All structures are to be inspected after rain events and sediment to be removed
- Any temporary stockpiles should be stabilised using sediment fencing or similar.
- All fuels and other hazardous liquids shall be stored at designated construction compounds. All chemicals used for construction shall be stored and used in accordance with the relevant Safety Data Sheets. An emergency spill kit shall be kept at the construction compound.
- Workers are to be made aware of the provisions of Section 120 of the POEO Act with regards to water pollution.
- Notification to the EPA in accordance with Part 5.7 of the POEO Act is to be undertaken where a
 pollution incident occurs.
- All construction vehicles and equipment are to be maintained in designated areas away from watercourses. Construction vehicles shall be appropriately cleaned of any soil or mud prior to leaving each works site at dedicated wash down bays.
- Clean" stormwater shall be diverted around the site where possible. Stormwater shall be diverted to retention basins. All existing stormwater pits and drains subject to HY construction works will be silt protected with geo-fabric and/or granular socks. Drains will be monitored and maintained by HY.
- Stockpiled material to be located as far away as possible from any associated natural watercourses or temporary overland flow paths, with sediment fences installed to the downstream side of stockpiles and any embankment function.
- Sediment fences shall be installed at required locations at the perimeter of the site.
- The location and details of permanent controls shall be included on the Site Layout Plan.
- Erosion and sediment controls shall be inspected as part of the Site HSE Inspection.

- Wet weather management In the event of heavy rain, site inspections will be undertaken prior to work commencing, with inspections to focus on:
 - The suitability of pedestrian access to the amenities and into the construction work areas.
 - The suitability of access for plant and equipment.
 - The suitability of ground conditions for plant and equipment to operate.
 - Identifying the construction zones suitable for work to commence.
 - Actions to remediate those areas not suitable for work to commence (e.g., de-watering, preparing ground conditions and access ways, etc.)

4.9 Terrestrial Flora and Fauna

4.9.1 Likely Impacts

As per the project Arborist Report, prepared by Australis Tree Management in 2018, the site contains indigenous, planted native and exotic tree species, located throughout the site. Eight tree species on the site are listed in the TSC Act 1995 with endangered or vulnerable conservation status. Eleven tree species on the site are listed in the Biosecurity Act 2015 and classed as general, any person who deals with any plant, who knows (or ought to know) of any biosecurity risk, has a duty to ensure the risk is prevented, eliminated, or minimized, so far as is reasonably practicable.

The project's Arborist report, prepared by Australis Tree Management in 2018, outlines that one tree on the site requires regular irrigation every fortnight under the canopy due to its deteriorating foliage and thirty trees across the site are to be monitored for health.

4.9.2 Mitigation Strategies

- Erect Tree Protection Zone fencing with signage prior to commencing demolition or earthworks, which is to remain in place during construction.
- Prohibit parking of vehicles or plant, and storage of materials within Tree Protection Zones.
- No vegetation removal or modification is to occur beyond the proposed works areas shown on the plans.
- Fireweed should be removed site prior to commencement of earth works
- Carry out landscaping in accordance with the landscape design
- Any areas of significant flora and fauna value which have been identified on the construction site will remain bunted/ flagged during construction.
- If any additional species are encountered the Site Manager shall arrange for works to be ceased in the area and contact the Superintendent for further directions.

4.10 Archaeology & Cultural Heritage

4.10.1 Likely Impacts

The project Heritage Impact Statement, prepared by Urbis in 2020, outlines that the following elements contribute to the significance of the site overall:

- Headmaster's Residence and Chapel Garden;
- Chapel Gates and Way;

- War Memorial Chapel Court;
- Dining Hall;
- Presentation of the Quad Building to the Quadrangle; and
- Quadrangle (form).

To ensure that the significant and contributory elements on the site are conserved, the Headmaster's Residence and Chapel is to be retained in their entirety. All demolition is to be confined to areas of no/little significance which generally includes mid – late 20th century utilitarian buildings with no remarkable design features. The contributory elements identified above are to be retained.

The proposed development is concentrated to the centre of the site in areas which are currently occupied by existing buildings (to be demolished). It is not considered that the proposed works would have a notable impact on the scale of the school when viewed from the surrounding streets particularly as the most substantial building decreases in size towards the edges. Further given the new development would replace buildings of no identified significance and would be of a high quality, contemporary character the proposed works would not dominate or detract from the surrounding heritage items or conservation areas.

4.10.2 Mitigation Strategies

- If suspected Aboriginal objects are located during works, works will cease in the affected area and an archaeologist will be called in to assess the finds. If the finds are found to be Aboriginal objects, the NSW Department of Planning, Industry and Environment (DPIE) and Heritage NSW will be notified.
- In the extremely unlikely event that human remains are found, works will immediately cease, and the NSW Police will be contacted. If the remains are suspected to be Aboriginal, the DPIE and Heritage NSW will also be contacted to assist in determining appropriate management.
- Should either of the events above occur, the project team will take all necessary measures to protect the artefacts from being damaged or destroyed. Work will not re-commence in the area until a written instruction from the superintendent is received.

4.11 Site Contamination

4.11.1 Contaminated Soil Risk Assessment

A waste classification assessment on in-situ material located at Trinity Grammar School was undertaken by Douglas Partners in 2021. Potential sources of contamination at the site included fill, hazardous building materials from the demolition of former buildings and contaminants associated with building maintenance were identified. The report concluded that the site is considered suitable for the proposed use, with the following mitigation measures recommended:

- Development of a Construction Environmental Management plan, including an unexpected finds protocol (refer Section 5.11.8).
- Should suspected asbestos containing materials be encountered on site, the affected area is to be fenced off and assessed by a licenced asbestos assessor.
- The fill material encountered beneath the site would be suitable for on-site reuse.
- Should any fill or stockpiled material be required to be disposed off-site, they must first be assessed in accordance with NSW EPA Waste Classification Guidelines Part 1 Classifying Waste (2014) and assigned a waste classification prior to off-site disposal.

The recommended measures will be implemented on the project where required.

4.11.2 Identification of Contaminated Soil

During construction, it shall be necessary to monitor soil contamination levels (if any), dust levels and water runoff quality, to ensure that health and environmental standards are not compromised. This is especially important as contaminated soil may be excavated and transported around the site.

Upon discovery of contaminated soil, the HY Site Manager shall arrange for works to be ceased immediately in the area and contact the Superintendent for further directions.

Contaminated waste shall be collected, contained, stored, handled and disposed of in accordance with relevant legislation and codes of practice.

4.11.3 Risk of Exposure

It is important to minimise the risk of exposure of construction personnel to soil contaminants by adopting appropriate site controls and industrial hygiene practices. Site controls may include:

- Defining certain areas as contaminated and restricting access to them;
- Appropriate signage;
- Training construction employees in industrial hygiene procedures;
- Keeping non-essential motor vehicles such as personal cars out of contaminated areas;
- Regular medical checks of construction personnel who are exposed to contaminated soils;
- Keeping stockpiles of contaminated material watered down to minimise dust generation in accordance with any water restriction requirements and ensure that runoff is not generated from excessive watering;
- Covering truck loads with tarpaulins and watering material when loading and unloading;
- Wheel washes for trucks and vehicle leaving the contaminated areas;
- Regular road sweeping and cleaning;
- Dust monitoring and adjustment of construction programs to accommodate high risk periods when conditions are windy or very dry; and
- Monitoring of concentrations of volatiles.

Industrial hygiene practices may include:

- Wearing long sleeved shirts and trousers or overalls to minimise dermal exposure;
- Wearing gloves when handling soils;
- Washing hands and faces before eating, drinking or smoking;
- Leaving overalls at site for laundering;
- Showering and washing facilities; and
- Wearing respiratory equipment during times of high dust or volatile emissions.



4.11.4 Release of Contaminants to Soil and Groundwater

Water spraying of stockpiles and of soils being loaded and unloaded from trucks, covering of truck loads with tarpaulins and other measures described in the previous section would minimise the potential for dust to be generated.

If heavily contaminated soil is placed in contact with clean soils, contaminants could be mobilized by rainwater or chemical / physical reactions and affect the clean soils to a limited extent.

Similarly, there is a risk that contaminated soil is not clearly differentiated from clean soil and that mistakes could occur which cause the materials to be mixed or wrongly handled or disposed of.

This shall be overcome by implementing a material tracking system for all contaminated soils and ensuring that construction staff are trained how to use the system.

This shall involve documenting areas containing contaminated soil and putting signage near stockpiles that indicated the type of material present and its contamination status.

It shall also require supervision and documentation of all movements of contaminated materials around the site.

Avoiding contact between stormwater and contaminated soils is difficult to achieve if larger areas of a site are being exposed within a short period, because it does not allow for minimizing the amount of soil that is uncovered or placed in temporary stockpiles.

Therefore, it is necessary to manage stormwater in such a way that it does not mobilize contaminants and transfer them to clean areas.

This may be achieved by:

- Covering stockpiles of contaminated soil;
- Placing stockpiles of contaminated soil on bitumen or other sealed areas;
- Installation of adequate bunding or other approved method to contain runoff;
- Collecting stormwater run-off from stockpile areas; and
- Analytical testing of collected stormwater prior to its release.

Erosion and sediment control procedures in accordance with the relevant Code of Practice may also be applied, but with the additional objective of keeping water that is exposed to contaminated soils separate from water that has only come into contact with clean soils.

Groundwater could potentially be impacted by contaminants mobilized from stockpiled contaminated soil or by buried material.

Minimising runoff from stockpiles, as outlined above would reduce the risk to groundwater.

Land filling of contaminated material which is below the relevant criteria for soil contamination above the water table and capping the landfill area with low permeability material would minimise the risk of groundwater contamination from infiltration of stormwater into buried soils.

4.11.5 Heavy Metal Contamination

Any suspicious industrial wastes encountered will be immediately isolated to enable these assumptions to be confirmed by analytical testing.

4.11.6 Mitigation Strategies

In the event that unexpected conditions are encountered during development work or between sampling locations which may pose a contamination risk, all works will come to a stop and an environmental consultant shall be engaged to inspect the site and address the issue. A Salinity Management Plan is to be prepared for the project as per REF requirements.

4.11.7 Unexpected Finds

Unexpected Find shall be addressed in compliance with the Hansen Yuncken's Unexpected Finds protocol listed below:

Unexpected Finds Protocols - General

If a suspected Aboriginal heritage item is discovered:

- 1. Immediately cease work in the immediate area to prevent any further impacts to the object(s) and contact the Site Manager.
- 2. Site Manager to construct temporary barricading to prevent worker access to the unexpected find.
- 3. Site team to contact Client and arrange inspection by the Aboriginal Cultural Heritage consultant or suitably qualified person to determine the significance of the object(s).
- 4. Aboriginal Cultural Heritage consultant to undertake detailed inspection, sampling and analysis.
- 5. If the findings assessed are presenting to be of Aboriginal Cultural Heritage significance, the following steps should be in accordance with the Aboriginal Cultural Heritage consultants' direction. The DPIE and Heritage NSW will also be contacted in accordance with Section 5.10.2, EIS and ACHA requirements.
- 6. Works in that area will only recommence with the written approval of the Client/Planning Secretary and following confirmation that the findings assessed are not presenting to be of Aboriginal Cultural Heritage significance.

If relics of historic heritage are discovered:

- 1. All works will cease immediately in the area where the object(s) are found.
- 2. The Client will be contacted, and notice given to Heritage NSW and the Planning Secretary.
- 3. Depending on the possible significance of the relics, an archaeological assessment and management strategy may be required before further works can continue in that area as determined in consultation with Heritage NSW.
- 4. Works will only recommence in that area with the written approval of the Client/Planning Secretary.

Unexpected Finds Protocol - Asbestos

If asbestos is detected in unexpected areas prior to, or during, site development works the following 'Unexpected Finds Protocol' will apply:

- a. Upon discovery of suspected asbestos containing material, the site manager is to be notified and the affected area closed off by the use of barrier tape and warning signs. Warning signs shall be specific to Asbestos Hazards and shall comply with the AS1319-1994 Safety Signs for the Occupational Environment.
- b. An Occupational Hygienist is to be notified to inspect the area and confirm the presence of asbestos and to determine the extent of remediation works to be undertaken. A report detailing this information would be compiled by the Occupational Hygienist and provided to the Principal (or their representative) and the site manager.
- c. The location of the identified asbestos material would be surveyed using sub-meter Differential Global Positioning System (DGPS).
- d. If the impacted soil is to be disposed off site, it should be classified in accordance with the DECCW's Waste Classification Guidelines (2008) and disposed of, as a minimum, as asbestos contaminated waste to a suitably licensed landfill. In dry and windy conditions the stockpile would be lightly wetted and covered with plastic sheet whilst awaiting disposal.
- e. All work associated with asbestos in soil would be undertaken by a contractor holding a class ASA Licence. WorkCover must be notified 7 days in advance of any asbestos works.
- f. Monitoring for airborne asbestos fibres is to be carried out during the soil excavation in asbestos contaminated materials.
- g. Documentary evidence (weighbridge dockets) of correct disposal is to be provided to the Principal (or their representative).
- h. At the completion of the excavation, a clearance inspection is to be carried out and written certification is to be provided by an Occupational Hygienist that the area is safe to be accessed and worked. If required, the filling material remaining in the inspected area can be covered/sealed by an appropriate physical barrier layer of non-asbestos containing material prior to sign-off.
- i. Validation samples would be collected from the remedial excavation to confirm the complete removal of the asbestos containing materials. If the asbestos pipes/conduits are uncovered, then sampling density would typically comprise one sample per 10-20 linear meter (depending on the length of the pipe). If asbestos debris are found, then the sampling density would typically comprise 1 sample per 5 metre x 5 metre grid.
- j. The sampling locations should be surveyed using a sub-meter DGPS.
- k. Details are to be recorded in the site record system.
- I. Following clearance by an Occupational Hygienist, the area may be reopened for further excavation or construction work.





Unexpected Finds Protocol - ASBESTOS

Unexpected Finds Protocol - Buried Structures

In the unlikely event that buried structures such as Underground Storage Tanks (USTs) are encountered during site works, the structure(s) and any associated pipework should be managed /removed as follows:

- a. Upon discovery of structure, the site foreman is to be notified and the area barricaded;
- b. Visual identification of the tank and associated pipework;
- Remove and dispose of the structure and associated pipework by a qualified contractor. In the case of an UST, the tank must be removed in accordance with Australian Institute of Petroleum (AIP) Code of Practice and Australian Standards;
- d. Excavate and stockpile impacted materials (based on field observations) for classification;
- e. Validation of the remedial pit by a qualified environmental consultant for the contaminants of concern at the following sampling density:
 - i) Base of tank pit excavation 1 sample per 25 m² (i.e., 5m x 5 m grid);
 - ii) Side of tank pit excavation 1 sample per 10 linear metre (minimum of 1 sample per side) and 1 sample per 2m 3m depth interval;
 - iii) Fuel feed lines/pipe-work 1 sample per 10 linear metre and 2 3 depth interval; and
- f. If required, "chase out' all of materials in the remediation pit identified to be impacted by petroleum/hydrocarbons and further validation sampling and analysis as required to assess appropriate removal of impacted materials;
- g. Waste classification and off-site disposal of impacted materials in accordance with Section 4.12 of this Construction Environmental Management Plan.
- h. Inclusion of validation, waste classification and disposal documents (including landfill dockets and, in the case of USTs, tank and pipe work destruction certificates) in the validation report.

Unexpected Finds Protocol - Volatile Contaminants

Based on the findings of the previous assessments, and noting the nature of the filling and soil encountered at the site the potential for the site being impacted by volatile contaminants would be extremely low.

In the highly unlikely event that significant quantities of volatile compounds are detected, then appropriate gas mitigation strategies may be required as per ANZECC (1999) Guidelines for the Assessment of On-site Containment of Contaminated Soil.

If impacts due to volatile contaminants are detected in the area to be capped, the nature and extent of the impacts of the volatile contaminants should be established as a first step before an appropriate remedial strategy.

4.12 Waste Management

The Construction Waste Management Plan (CWMP) contains detailed information regarding the types, estimated quantities and proposed treatment methods of different waste types throughout the project. Waste management requirements to be adhered to on the project include:

- Maintaining obstruction free access routes between work site and waste storage area, and for waste collection vehicles.
- All waste not being reused on site will be removed during, or at the completion of the construction stage.
- Waste to be collected during hours of approved construction work.
- All vehicles entering or leaving site will be required to have their loads covered.
- The site will be left clear of waste and debris at completion of works.

4.12.1 Waste Reduction

The main source of waste associated with the construction works would be demolished material (bricks, concrete, steel etc.) resulting from the demolition and refurbishment of existing buildings. It is likely that some excess building materials will be produced due to the construction work such as miscellaneous waste associated with packaging and transport of plant and equipment and various other manufactured items forming part of the augmentation works. Waste generated as a result of construction will be minimised, recycled, reused or recovered, where practical.

HY has accepted the challenge to reduce waste on construction projects, particularly in materials transferred to landfill.

The strategy for reducing the waste on the project will be made up of three strategies as detailed below in order of priority. The prime objective is to keep the amount of materials transferred to landfill from this project to the minimum possible amount.

- 1. Reduce the amount of waste material produced on the project by ensuring that only enough materials required to perform the works are ordered.
- 2. Any excess materials from particular work areas are to be retained and incorporated into other work areas where practical.
- 3. Encourage "just in time" delivery of construction materials (minimum storage on site) to reduce the potential of loss / waste due to damage prior to usage.

4.12.2 Waste Generation – Fill Material

Excavated Natural Material (ENM) generated during earthworks will be retained and reused on site where possible. However, there will be a balance of excavated material that will need to be disposed offsite as per the Bulk Earthworks requirements. In accordance with the Construction Waste Management Plan and the Douglas Partners Report on Preliminary Site Investigation, fill material required to be disposed off-site will first be assessed and assigned a waste classification prior to off-site disposal.

4.12.3 Non-Recyclable Waste

Non-recyclable waste will be disposed of at an EPA approved landfill or transfer station.

4.12.4 Waste Collection & Disposal

Appropriate waste bins are to be provided by HY and made available to all S/C.

All S/C shall be directed to place waste in the bins provided. This shall be included in the Site Induction.

Waste collection points are nominated on the Site Layout Plan.

4.12.5 Waste Reporting

Waste generation is monitored by HY on monthly basis to ensure that the company's waste reduction objectives are achieved. Waste disposal quantities are monitored monthly by HY to ensure compliance.

The Project Administrator shall record waste disposal data on BIM360 Field using the waste record checklist.

Waste quantities from the PMR shall be entered into the State HSE Database for analysis and reporting against HY Waste reduction targets.

4.12.6 Concrete Waste & Washout

Concrete trucks and pumps shall be washed out at designated locations as shown on the site layout plan. Washout of concrete pumps and AGI's in other areas will not be permitted.

Washout shall be captured using membranes or other suitable means and allowed to set.

Waste shall be placed in bins for disposal with site waste.

Excess concrete shall be returned to the concrete plant for disposal or re-use.

4.12.7 Mitigation Strategies

- Accurate written records are to be kept such as:
 - Who transported the waste (company name, ABN, vehicle registration and driver details, date and time of transport, description of waste)
 - Copies of waste dockets/receipts for the waste facility (date and time of delivery, name and address of the facility, it's ABN, contact person).
- The construction contractor to ensure that waste generated by the works is transported to a place that can lawfully accept it as per Section 143 of the *Protection of the Environment Operations Act* 1997.
- The removal of any asbestos containing material if found is only to undertaken by an appropriately licenced contractor as per WorkCover NSW requirements and current guidelines.
- All waste, including excess spoil be recycled where practicable
- Trucks transporting spoil off site to be covered.
- The EPA is to be notified immediately of any pollution incidents or harm to the environment (as defined under Part 5.7 of the POEO Act).

4.13 Visual

4.13.1 Likely Impacts

The project has minimal visual impact to neighbouring properties and is well screened by existing trees, site perimeter hoarding and other building structures. The visual impact has been assessed through the SSDA within the Environmental Impact Statement (EIS).

4.13.2 Mitigation Strategies

- Construct landscaping in accordance with the design documentation to reduce visual impacts of the new development.
- Ensure construction works are assessed throughout each project stage to verify satisfaction.

4.14 Environmental Complaints

Complaints received regarding HY's Environmental Impacts or performance shall be recorded as a complaint in accordance with Hansen Yuncken's HSE Incident Procedure. Actions are then to be taken to address the complaint.

4.15 Fuel & Chemical Spills

Response to major fuel spills shall be implemented in accordance with the fuel spill procedure in the Emergency Response Plan. The requirements for storage of large fuel and chemical quantities are not expected for this project.

A spill kit shall be located adjacent to fuel and chemical storage and dispensing areas.

4.16 Hazardous Materials

Hazardous materials shall be controlled in accordance with Hazardous Materials procedure.