

**For Information Only**

# **Preliminary Construction Management Plan for:**

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**NSW Department of Education**  
***Hurlstone Agricultural High School***  
***(Hawkesbury)***

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## Version Control

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# 1. Purpose of Document

## A note to prospective tendering Contractors:

The purpose of this document is to advise tendering contractors of the Department of Education (DoE)'s requirements and expectations for the construction methodology and management plans for the Hurlstone Agricultural High School, Hawkesbury.

This plan has been developed in consultation with DoE to provide a guide to the successful tenderer on the construction management requirements of the Project, inclusive of site specific requirements throughout the construction period.

Please be aware that this plan is not prescriptive in its entirety nor has its development context been exhaustive. As such, tendering contractors are expected to use this document as a starting point from which they will further develop this plan for endorsement prior to commencement of works.

## 2. Introduction

### 2.1. Background

In November 2015, the Minister for Education announced the relocation of the existing Hurlstone Agricultural High School, currently located in Glenfield to the Western Sydney University (WSU) Hawkesbury Campus site.

In accordance with the Education Ministers announcement, the NSW Department of Education are proposing to develop the new Hurlstone Agricultural High School HAHS (Hawkesbury) by providing a new secondary school which will run as an integrated school-university teaching model providing specialised agricultural educational services for 1,500 students including boarding accommodation facilities for up to 300 boarders.

The HAHS (Hawkesbury) will involve the construction of four buildings ranging from 1 to 3 storeys that will provide a range of general learning, laboratory, sporting and agricultural facilities. The project also includes an elevated walkway, agricultural enterprises, landscaping, public domain works and associated site infrastructure. The HAHS (Hawkesbury) school will be located within the Western Sydney University (WSU) Hawkesbury Campus on currently unoccupied land. The site will be leased to the Department of Education (DoE) by WSU.

### 2.2. Project Outline Brief

The aim of the main works package is to build a new, state of the art Science, Technology, Engineering, Mathematics and Agriculture (STEMAg) focused facility. Emphasis will be placed on flexible and open working spaces that can be easily changed by reconfiguring teaching spaces or relocating the learning environment to areas with the internal or external facility that promote collaboration, leadership and learning.

The HAHS (Hawkesbury) will be an academically selective STEMAg school benefitting from a unique partnership with Western Sydney University. Students at the new school will have access to leading agricultural and sporting facilities, as well as learning spaces designed using the findings of DoE's Future Learning Unit.

The new school facilities will include interactive learning spaces, boarding, sporting, laboratories and full WIFI connectivity. Students will also have access to extensive farming land suitable for both intensive and progressive farming practices.

### 3. Scope of Works

The scope of works generally comprises, but is not limited to, the following components:

- Temporary construction roads, hoardings / fencing and Contractors Site establishment;
- Temporary Builders supplies as appropriate to service the site including power, water, gas and data;
- Submission and approval of applicable applications prior to commencement of works;
- Submission and approval of Final Construction Management Plan and Traffic Management Plan prior to commencement of works;
- Installation and maintenance of any sediment controls during construction period;
- Site Surveys;
- Any HAZMAT removal;
- Construction of two (2) three (3) storey, multi-purpose school buildings containing:
  - Library;
  - Canteen;
  - Student Amenities;
  - Offices for teaching staff;
  - Collaborative learning spaces and classrooms (general learning spaces GLS); and
  - Kitchen, wood and metal workshops, science laboratories and related storage.
- Construction of (1) single storey, ramped-earth building containing:
  - Staff and administrative amenities and offices; and
  - Exterior landscaping for a ramped land mass.
- Construction of one (1) single storey sports hall containing:
  - Gymnasium;
  - Performing arts and PE workshops;
  - Toilets, change rooms, ancillary storage rooms; and
  - Classrooms
- Externally, the scope of works will involve:
  - Central assembly area with raised walkway connecting all buildings; and
  - Associated site landscaping and public domain improvements; and
  - Augmentation and construction of ancillary infrastructure and utilities as required.
  - P47 car park works.
- All required civil works associated with the Works;
- All required structural works associated with the Works;
- All required electrical works associated with the Works;
- All required mechanical works associated with the Works;
- All required hydraulic works associated with the Works;
- All required vertical transport works associated with the Works; and
- Installation, test and commissioning of services, including electrical, mechanical, hydraulics, fire, data, and audio visual / IT.

Full details of the scope of works are within Volumes 1, 2 and 3 of the tender pack.

#### 3.1. Asbestos management

The removal of asbestos needs to be completed in a manner that is compliant to the relevant Australian Standards. To assist the Department of Education (DoE) has developed an Asbestos Management Plan that documents procedures designed to minimise the risk of exposure to asbestos of all personnel on DoE facility premises, including all DoE and Department of Public Works personnel, teaching staff, maintenance staff, students, maintenance contractors and other visitors.

The Asbestos Management Plan needs to be reviewed by the Main Contractor and complied with in addition to all relevant Australian Standards and the project specific Remediation Action Plan developed by Douglas & Partners.

## 4. Site Establishment / Site Set-up

The Main Contractor will be required to prepare a site specific Construction Management Plan (CMP) prior to any site set up, demolition, construction and commissioning works for the DoE and Western Sydney University's approval. To assist the Main Contractor in the development of the Construction Management Plan, Mace has consulted with DoE and HAHS (Hawkesbury) PRG to provide a Preliminary CMP.

The following list, while not comprehensive, will assist the Main Contractor in preparation of their CMP:

- Proposed location of site amenities, offices, shed locations, access, entry and egress points;
- Proposed location for major plant and equipment to serve the project and methods for erection/dismantle (eg hoists, cranes, concrete pumps);
- Proposed location of hoardings and overhead protection and details of concrete pumping activities, lay down areas and key lifting zones;
- Any temporary works required in and around the Site;
- Any interface works adjacent to existing facilities and details of proposed disruptions if required, protection, noise abatement, dust control etc. In particular consideration is to be given to the following:
  - WSU Microbiology department adjacent P47 capark
  - WSU/BoM weather station adjacent P47 carpark
  - WSU Maintenance access, as required, to WSU stormwater assets within the site
  - Works adjacent to Chesalon Nursing home including minimising disruption
  - Access adjacent to WSU residential townhouses
  - Access along Vines Dr and Maintenance Ln, including staging of works during road upgrade works;
- Proposed hours of work and project calendar identifying non-working and shut down periods;
- Construction Traffic Management plan, detailing construction vehicle routes, number of trucks and vehicles, hours of operation, access arrangements and traffic control measures etc;
- Particular consideration is to be given to the following:
- Proposed alternate pedestrian routes, applications may be required for any works encroaching on footpaths;
- Document the locations of all Tree Protection (Exclusion) zones;
- Site Waste Management and proposed methods for recycling; and
- Any other items identified in the contract preliminaries or by relevant authorities as conditions of consent.

### 4.1. Site Location

The proposed new site for the school is located at 2 College Street, Richmond (WSU, Hawkesbury Campus). The site is approximately 12.2 ha and is positioned within part Lot 2 in an area of open cattle grazing land formally known as Londonderry Paddocks.

The site is situated to the south and to the rear of existing WSU student housing and microbiological laboratory properties, although the site has an extension of land between these facilities. This will allow the site to connect to the main campus and provide a northern frontage to Vines Drive. The site also has a second street frontage to Maintenance Lane (an extension of Resources Road, one of the main circulatory roads of the university campus), along its eastern boundary.



The angled site boundary to the southwest runs parallel with Londonderry Road, at the rear of the neighbouring Chesalon Nursing Home and a future designated tenancy block of land. The site boundary to the south and south-east follows the angled line of the existing drainage channel.

The site is a “green field” within one titled land parcel. It has the feature of being able to be visually separated from the general university campus area, although close enough to provide a connection to the existing pedestrian/road networks and use of potential shared university facilities.

In the current WSU Masterplan, the northern area of the proposed school site is identified as a residential precinct and the southern area for potential future sporting facilities. The adjoining properties to the southwest of the site are designated for future potential ancillary use tenancies and to the southeast for a landscaped buffer zone, to front a proposed new Londonderry road connection along the southern boundary.

The site is presently owned by WSU and will be leased to the DoE. It is worth noting that boarding accommodation will form part of the future development scope and will need to be considered in terms of any phasing, site access and logistics proposals.

The site location diagram is presented in Figure 1 below. The preliminary site establishment plan is included in **Appendix 1**.

Figure 1 – Proposed development site location diagram



Note: dimensions noted in diagram are indicative only, refer to architectural drawings for redline boundary.

## 4.2. Transport and road access links

The proposed school site is well connected to major roadways and railway around Richmond and with the public transportation networks through the university campus, as shown in Figure 3.

Inner campus vehicular access circulation routes, via the main university entrance roads, Vines Drive and Resources Road, provide potential entry points to the school site at its perimeter boundaries, i.e. the northern frontage to Vines Drive and eastern frontage to Resources Road.

Refer to the Transport and Accessibility Impact Assessment and preliminary Construction Traffic Management Plan produced by TTW.

Figure 3 – HAHS Hawkesbury transport and road access links



## 5. Site Constraints

### 5.1. Existing Building Context

There is no existing development located on site. The area is largely cleared unmanaged grassland, with only a small amount of trees present along the southern boundary watercourse and sporadically within the lot. The site was formally used as grazing land and drainage works are evident on the site running through the site from the north eastern boundary.

The neighbouring university campus buildings to the northeast and northwest of the site are low scale in height (one to two stories high) and well dispersed on their open sites. The buildings are generally of masonry and with tiled roofs, constructed in the 1980's and 1990's. More recently constructed student residential townhouses and facilities of contemporary design are located in the adjacent property to the north. Existing buildings on the property to the east, on the opposite side of Maintenance Lane, are farm type buildings and rural in character.

### 5.2. Topography

The site is extremely flat with only a 1:1000 fall ground level from Vines Drive to the southern border. Surface levels vary between RL 23.5 and RL 22.5 AHD. A site survey has been prepared by Rygate Surveyors Pty Ltd.

Drainage swales have been implemented across the site to allow stormwater flow from north east to south, however, no natural undulation is present on site.

### 5.3. Geology & Groundwater

The Geotechnical Report, prepared by Douglas, has noted that the Penrith 1:1000,000 Geological Series Sheet indicates that the site is underlain by Londonderry Clay, which comprises of clay with patches of cemented, consolidated sand. The area to the north is indicated as being underlain by the Clarendon Formation which comprises clay, clayey sand and silt.

Groundwater was located at shallow depths (1.0m) in some areas of the site and was not observed in other areas down to a depth of 10.0m. It is therefore likely that these observations were perched groundwater rather than the regional aquifer. Nevertheless, excavations below the existing surface levels may encounter water that needs to be removed by dewatering or other drainage measures.

### 5.4. Ground Contamination

A Detailed Site Investigation (DSI) Report conducted by Douglas Partners found contamination being present in the soil within certain portions of the site. A subsequent Remediation Action Plan (RAP) has been developed which outlines the appropriate remediation methodology and strategy.

### 5.5. Flooding

The Civil Engineering Report and Stormwater Management Plan identify that the site is susceptible to flooding in its pre-development state, and that the proposed development will require the adoption of strategies to mitigate the impacts of potential site flooding.

### 5.6. Flora and Fauna

The Biodiversity Assessment Report, prepared by Narla, states that there is no fauna present on site.

The site has three dominant vegetated areas; grasslands, paddock screens and riparian corridors. The grasslands account for the majority of the vegetation on site and show a history of disturbance. The site demonstrates evidence of felling, managing for pastoral improvement and heavy grazing by ruminants including sheep and horses and associated fertilising and ploughing. The grassland has no identified native flora.

Trees have been planted in a row as a screen between paddocks although no native mid-storey or groundcover species have been identified.

## 5.7. Utilities

The site is currently not serviced. All major authority services are located in Londonderry Road, including power, communications, potable water, fire water, natural gas and sewer drainage. Refer to the infrastructure Management Plan, prepared by Umow Lai.

## 5.8. Aboriginal Heritage

Archaeological Management and Consulting Group (AMAC) in conjunction with Streat Archaeological Services (SAS) were commissioned to prepare an Aboriginal Cultural Heritage Assessment for the proposed development. The assessment found the site to be of nil-low archaeological significance. AMAC also produced an Aboriginal Cultural Heritage Management Plan (ACHMP) which outlines the procedures the Main Contractor will need to follow should anything of cultural significance be found during the Works. AMAC also produced a Contractor Briefing Document which should be reviewed by the Main Contractor.

## 5.9. Bushfire Zoning

Development within bushfire prone land is to comply with the relevant provisions of the following:

- Building Code of Australia;
- Australian Standard AS 3959 - Construction of Buildings in Bushfire Prone Areas;
- Planning for Bushfire Protection produced by the Rural Fire Service and Planning NSW;
- The Hawkesbury Bushfire Risk Management Plan, July 2000;
- Development must comply with the amendments to the Environmental Planning and Assessment Act and Rural Fire Act (as amended); and
- Any Authority Conditions of consent.

## 5.10. Works Outside Hoarding Areas

The Main Contractor is to provide a safe system of works to ensure a physical barrier is in place between the construction site and the public for any works outside the main construction hoarding, e.g. installation of the new comms / electrical works and the like.

## 6. Consultation

The Main Contractor will be responsible for setting up weekly meetings with the Project Manager and School Principal and will be required to chair the meeting, provide minutes and produce a written weekly progress plan throughout the construction / demolition period. An example of the written weekly progress plan is contained in **Appendix 2**. Typical agenda items should include:

- Safety Moment
- Attendance and apologies;
- Acceptance of previous minutes;
- Update on programme including key activities completed in the previous period and key activities forecast for the upcoming period;
- Upcoming noisy or disruptive works;
- Complaints received;
- RFI's and outstanding actions; and
- Quality;
- Cost;
- Any other business.

In addition to the written weekly progress plan a written monthly report is required to be prepared by The Main Contractor for the Principal and is to be provided at least 5 days before each monthly meeting. This report should include by not limited to the following:

- All work health and safety matters;
- The Contractors forecasted Project completion date;
- Status of the “works” against the current approved programme;
- Status of any deviations from the current approved programme;
- Progress of the “works” including 6 digital photos of the “works”;
- Details of any matters which have a positive or adverse effect on the “works”;
- Details of any matters The Contractor believe have potential to affect or delay the “works”;
- Mitigation or remedial action is being, or may be taken in respect of potential delays in relation to the “works”;
- Status of all variations, including variations which a variation order has been issued, or anticipated variations;
- Summary and Status of claims made by The Contractor under The Main Contractor;
- Any other matters they may affect or current affecting the progress and cost of the “works” and,
- Programme showing projected status of the “works” three weeks from the date of the written report.

Where the Contractor will need to undertake noisy or disruptive works, they must prepare and submit for approval a Disruption Request Notice (DRN) which shall be reviewed and approved by both Mace and the DoE prior to commencing any works. The Main Contractor shall endeavour to present Disruption Notices at the weekly meeting for the week ahead, to ensure that there is ample time for open discussion of the proposed disruptive works. Noisy or disruptive works should be conducted in accordance to the relevant guidelines such as the Department of Environment & Climate Change NSW – Interim Construction Noise Guideline. An example template for the DRN is contained at **Appendix 3**.

The disruption notice is required for all disruptive works which includes but not limited to the following:

- Any disruptive works within working hours;
- Any disruptive works outside of working hours;
- Noise and dusty works;

After approval from Mace and the DoE, the contractor shall provide the community notification via consultation (letter box drop) prior (time frame) to noisy works commencing.



## 7. Complaints Management System

Complaints may include any interaction with a community member or stakeholder who expresses dissatisfaction with the project, services or staff member's actions during the project.

To ensure that complaints are managed consistently the following information is required to help resolve the complaint quickly and effectively.

- Complainant contact details;
- Description of complaint;
- The requested remedy/action;
- Due date for response; &
- Immediate action (if any).

All complaints will be minuted on the weekly site meeting minutes to ensure effective and timely close out. In addition, the Main Contractor is to maintain a complaints tracking register which records the management and close out of all complaints.

## 8. Operations of Site Management

The works will be undertaken under the supervision of a Contractor.

All statements and proposals documented in this Plan will be revisited and reviewed at the time of contract award for the works to ensure alignment with proposed preferred methodologies and sequencing developments.

## 9. Legislative Requirements

### 9.1. WHS Requirements

The works will be undertaken in accordance with legislative requirements and as specified in the tender documents related to the awarding of the Main Contractor.

Site accommodation should be established for site offices, lunch sheds, change sheds and amenities, within existing buildings on site. Accommodation will require relocation and adjustment throughout the site as works progress to allow safe and effective access for workers. When required, additional site accommodation will be established. This accommodation will service the remaining phases of construction. Shedding and access will be compliant with Work Cover requirements at all times.

All visitors to the site will be inducted by the Site Foreman. The induction process will include site safety, evacuation and emergency procedures and environmental management as well as any additional induction requirements nominated by the DoE. All personnel attending site must wear appropriate Personal Protective Equipment (PPE).

### 9.2. Prohibited Employment Declaration

All personnel and sub-contractors working onsite are required to fill in the Prohibited Employment Declaration, refer to the attached in **Appendix 4**. This documentation is required to be completed by all persons working on the site prior to any construction or site set up.

## 10. Hours of Operation

All Works are to be carried out during standard construction working hours and working days:

- Monday to Friday 7.00am to 6.00pm;
- Saturday 8.00am to 1.00pm;
- No Work on Sundays or gazetted public holidays.

Works outside of these hours and times are to be coordinated with Mace, DoE and WSU.

### 10.1. Western Sydney University Key Dates

Disruptive Works are to be avoided during the key periods noted below. The Main Contractor shall seek an updated exam timetable from WSU for 2019 and 2020 when it becomes available; however, it should be noted that exams are typically over the time periods noted below.

Table 1 – WSU Hawkesbury Campus Key Dates Timetable

WSU (Hawkesbury) Key Dates Timetable	
June - July 2018	
18 <sup>th</sup> June – 1 <sup>st</sup> July	Autumn / 1H Exam Period
20 <sup>th</sup> July – 27 <sup>th</sup> July	Autumn / 1H Deferred Exam Period
November 2018	
12 <sup>th</sup> November – 25 <sup>th</sup> November	Spring Session Exam Period
24 <sup>th</sup> November	Students Last day on Campus
February 2019	
20 <sup>th</sup> February	Students First day on Campus

### 10.2. Noisy Works

All noisy or disruptive works are to be coordinated with Mace the DoE and WSU regardless of when these are proposed to be undertaken. A sample DRN is provided in **Appendix 3** for information.

Please refer to the Environmental Protection Agency's requirement for scheduling intra-day 'respite periods' for construction activities. This needs to be addressed as part of the Main Contractor's Construction Management Plan. The Main Contractors CMP is also to consider undertaking a safety risk assessment to determine whether it is practicable to use audible movement alarms of a type that would minimise the noise impact.

## 11. Staging of Works

The Main Contractor will be handed a vacant site on the day of commencement and will need to consider and report on proposed staging, as necessary, in the Construction Management Plan.

Depending on how the Contracts are tendered, be it as a single or as two separate construction contracts, there may be Works for the School and Boarding Accommodation occurring at the same time which will require special consideration in terms of staging. In addition to this a staging plan will need to be developed in relation to the upgrade works along Vines Drive in order to minimise the impact of these works to business as usual operation of the Western Sydney University Campus.

## 12. Public and Property Protection

Appropriate hoarding (as specified in Australian Standards and Work Cover requirements) and safety barriers will be installed to the entire work areas prior to commencement of the works. Site Hoardings will be erected around the perimeter of the site and maintained to prevent public access. Site signage will provide 24-hour emergency contact details including contact name and telephone number.

The Main Contractor will be required to install and maintain a continuous shade cloth banner and vinyl signs as detailed below to all site hoarding within public view prior to starting construction or demolition. Site signage will provide 24-hour emergency contact details including contact name and telephone number.

The Main Contractor will provide and install the 'Red Waratah NSW Government sign' (similar to the sign below) printed onto vinyl. Wording of the sign will be provided by the Main Contractor post Contract Award. The sign below is indicative only and the layout of hoarding is to be determined in conjunction with the NSW Government Brand Guidelines document and in consultation with the NSW Department of Education.

Figure 4 – Example of Red Waratah NSW Government Logo



Security to the Site needs to be maintained throughout the construction and demolition periods. If a portion of the schools hoarding needs to be removed to allow site access the security perimeter of the school need to be maintained in other means.

## 13. Pedestrian Protection

Pedestrian and vehicle passage to and around the site will be maintained, or alternate routes determined where necessary, and be defined by clear signage.

Temporary hoarding appropriate to the interaction between pedestrians and construction works (as per Work Cover requirements and Australian Standards) will be constructed to prevent unauthorised access to the site. These hoardings and fences will be staged to allow access to in-use areas during the works. Limited vehicular movement during peak school arrival and departure periods need to be considered when developing the construction zone and identifying delivery locations.

## 14. Noise and Vibration

Noise and vibration on site must be kept to an absolute minimum. The Main Contractor is to seek approval prior to undertaking any works that will or may cause audible noise and vibrations to other



floors within adjacent buildings. Approval is to be sought in the form of a Disruption Request Notice (DRN) and is to be presented at the weekly site meetings with the Project Manager and School Principal.

The Main Contractor is responsible for managing the potential impact of noise and vibration as a result of undertaking the Works. Feasible and reasonable management measures and work practices should be implemented by the Contractor and these should be developed in reference to the Noise and Vibration Assessment Report. The management plan should include the following key measures:

- Construction Noise and Vibration Management Plan;
- Stakeholder Consultation;
- Work Programming;
- Truck movements and site access;
- Site management; and
- Equipment management.

## 15. Air Quality

The Main Contractor is responsible for the mitigation of all dust, odour and other air quality related issues as a result of undertaking the works, including any external civil works. Mitigation should generally be carried out in accordance with the requirements of the GC21 Tender Documents and the relevant SSD approval conditions. In particular, consideration needs to be given to the weather station adjacent to the proposed car park and any immediate neighbours, most notably, the Chesalon Nursing Home, WSU student residences and the WSU microbiology unit.

## 16. Water Quality

The Main Contractor is responsible for implementing all sediment and erosion mitigation measures prior to and for the entire duration of the Works. Mitigation should generally be carried out in accordance with the requirements of the GC21 Tender Documents and the relevant SSD approval conditions. The Main Contractor should refer to the Sediment and Erosion Control Plan and the Civil Engineering Report and Stormwater Management Plan.

## 17. Waste Management and Recycling

A formal Construction Waste Management Plan will be produced by the Contractor prior to works commencing. All material that cannot be recycled or reused will be disposed to an approved landfill facility. Waste should be minimised and separated to maximise recycling.

The construction Waste Management Plan will need to address and ensure that all waste generated during the project is assessed, classified and managed in accordance with the *'Waste Classification Guidelines Part 1: Classifying Waste'* (Department of Environment Climate Change and Water, December 2009).

Dangerous goods (such as petrol, diesel, oxy-acetylene, oils, etc.) will need to be stored in a lockable compound with sufficient ventilation in accordance with relevant codes of practice and standards. Material safety data sheets on all flammable and potentially harmful liquids will be provided by the contractor undertaking the works.

The body of any vehicle or trailer, used to transport waste or excavation spoil from the premises, is to be covered before leaving the premises to prevent any spill or escape of any dust, waste or spoil. Mud, splatter, dust and other material likely to fall or be cast off the wheels, underside or body of any vehicle,

trailer or motorised plant leaving the site is to be removed before the vehicle, trailer or motorised plant leaves the premises.

The Main Contractor is to implement waste control measures to ensure that concrete waste and rinse water are not disposed of on the development site and prevented from entering waters, including any natural or artificial watercourse.

## 18. Construction Traffic Management Plan

A preliminary Construction Traffic Management Plan has been produced by traffic engineering consultants, TTW. As part of the final Construction Management Plan (CMP), the Main Contractor will be required to develop and submit a final Traffic and Pedestrian Management Plan for approval prior to commencement of the works. In anticipation of this, the below information outlines the expectations of Mace and the DoE with respect to traffic management on site. Further information will be required to be detailed, not limited to:

- The routes in which construction workers will travel to and from the site;
- Parking and access arrangements;
- Loading zones for vehicles during construction;
- Identification of loss of pedestrian or cyclist access onto roads;
- Traffic control measures to Ensuring access is maintained to adjacent existing facilities and/or to minimise any disruption to business-as-usual operations;
- Traffic control measures in place to stage the road works along Vines Dr and Maintenance Ln;
- Frequency of arrival and number of construction vehicles expected to service the Site at each stage of the works; and
- Any other Authority Conditions of Consent;

### 18.1. Site Access

Generally, construction traffic shall enter the Site from one of the three designated access points via Londonderry Rd, Vines Dr or Maintenance Lane. The preferred entry point will depend on the type of load, vehicle size, time of day, location on site of work and stage of works. Road limitations will need to be reviewed by the Main Contractor for maximum vehicle tonnage restrictions and this should be included in the Main Contractors CMP.

### 18.2. Contractor Parking

On-site parking will be provided within the zones indicated on the preliminary site establishment plan in **Appendix 1**. Contractors are to make use of loading zones for the delivery of materials and equipment and promptly remove vehicles from site. The site will offer available land which could be utilised for parking subject to SSDA approval and at the cost of the Main Contractor. Any use of such land must be remediated at project completion.

Vehicle owners will be solely responsible for finding an appropriate place to park and shall be solely responsible for any fines incurred for not complying with relevant parking restrictions.

## 19. Project Handover

The below points relate to some of the key items required to be incorporated within the Main Contractors work plan during the project hand-over and completion phase of the project.

### 19.1. As-Built documentation

All security as-built documentation is required to be completed using the provided security legend. Development of the required symbols is mandatory when completing drawings. The security legend is provide in **Appendix 5**.

### 19.2. Security Handover

The DoE Security team requires communication from the Main Contractor 7 days prior to project completion to allow sufficient time for the finalised security documentation to be completed. It is the Main Contractors responsibility to notify Mace and the Principal of this timing.

### 19.3. DoE Defects review

The DoE are required to conduct a defects review during the project handover phase. An example document has been attached identifying key aspects being reviewed. The Main Contractor is required to inform Mace at project completion for a defects review to be coordinated.

## **20. Additional Considerations**

The below considerations relate to working in and around a live University Campus. The Main Contractor is to factor the below into the planning and execution of their works. If further information is required on any of the below, the Main Contractor shall raise an RFI to Mace.

### **20.1. Inductions**

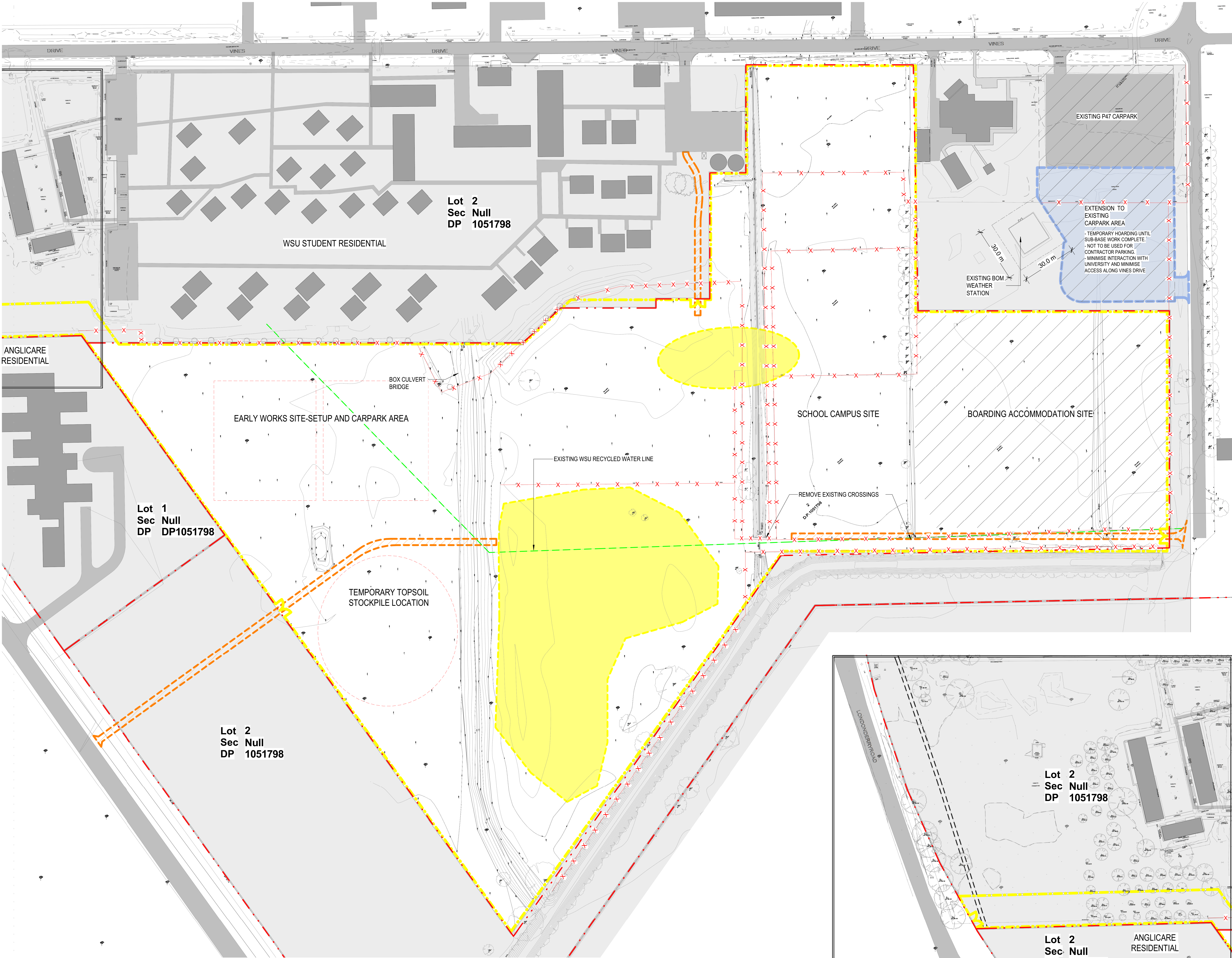
The Main Contractor and all of their representatives and sub-contractors shall be required to complete a mandatory site induction to their site. This shall involve successfully completing any online site induction course and by signing a statutory declaration and any other requirements identified in Western Sydney University's induction requirements. Any inductions must be completed before commencement of any works onsite. Main Contractor employees and any subcontractors must wear an identity card at all times when on the site.

### **20.2. Working with School Premises**

The Main Contractor will be responsible for managing his employees and any subcontractors entering site and should ensure that all members of the project team remain within construction site boundaries at all times unless specifically required to do so to undertake works and have been duly authorised. The Main Contractor is responsible for ensuring that all persons working on the site complete a Working with Children declaration. Furthermore, the Main Contractor is to ensure that no members of the project team unnecessarily enter into non-construction areas, nor loiter around the WSU campus.

## **Appendix.1 – Preliminary Site Establishment Plan**





10 0 10 20 30 40 50 SCALE @ A1 1: 1000 © CONRAD GARGETT ANCHER MORTLOCK WOOLLEY mail@conradgargett.com.au ABN 49 325 121 350 DO NOT SCALE DRAWING & VERIFY ALL DIMENSIONS AND LEVELS ON SITE NOMINATED ARCHITECT - LAWRENCE TOALDO NSW REG. 10255.			
REV	DESCRIPTION	DATE	APPD
A	FOR COORDINATION	20.12.2017	PB
B	REF ISSUE - EARLY WORKS	23.01.2018	PB
C	AMENDED REF ISSUE - EARLY WORKS	29.01.2018	PB
D	50% DETAILED DESIGN ISSUE & EARLY WORKS TENDER	02.02.2018	PB
E	FOR INFORMATION	08.03.2018	PB
F	FINAL COORDINATION	28.03.2018	PB
G	TENDER REVIEW	16.04.2018	PB
H	REF ISSUE - EARLY WORKS	27.04.2018	PB

- LEGEND - SITE PLAN:
- ADJACENT SITE BUILDINGS - WSU AND ANGLICARE
  - ADJACENT SITE ALLOTMENTS - WSU AND ANGLICARE
  - SITE AREA NOT PART OF STATE SIGNIFICANT DEVELOPMENT / REF APPLICATION
  - BULK EARTHWORKS SUB-BASE PLATFORM FOR BUILDINGS - REFER CIVIL ENGINEER'S DOCUMENTS
  - SERVICE TRENCHING - REFER COMBINED SERVICES DOCUMENTS (INCLUDES EXISTING WSU RECYCLED WATER LINE).
  - NEW CARPARK AND BUS STOP EXTENSION
  - DRAINAGE SWALE / DETENTION BASIN - REFER CIVIL ENGINEER'S DOCUMENTS
  - CONCRETE LINED DRAINAGE SWALE UNDER FUTURE BUILDINGS - REFER CIVIL ENGINEER'S DOCUMENTS
  - ANTHROPOGENIC INCLUSIONS ENCOUNTERED (APPROXIMATE AREA). REFER TO REMEDIATION ACTION PLAN FOR REMOVAL OF CONTAMINATE FILL FROM SITE
  - SITE BOUNDARY
  - NEW EASEMENTS
  - TEMPORARY CONSTRUCTION ROADS AND CONTRACTOR'S ACCESS POINTS
  - EXISTING FENCE LINE - RETAINED
  - EXISTING FENCE LINE - DEMOLISHED
  - 2100 HIGH TEMPORARY BUILDERS HOARDING: CHAINWIRE FENCE WITH BANNER SCREENING
  - 2100 HIGH FENCE: DIPLOMAT
  - 1200 HIGH PASTURELAND FENCE
  - 2100 HIGH CHAINWIRE FENCE
  - BALUSTRADE / WETLAND FENCE

REFER TO LANDSCAPE DOCUMENTATION FOR TREES TO BE RETAINED AND REMOVED

CONRAD GARGETT | ANCHER MORTLOCK WOOLLEY

mace

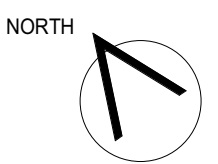
NSW GOVERNMENT | Education

PROJECT  
HURLSTONE AGRICULTURAL HIGH SCHOOL (HAWKESBURY)

CLIENT  
Department of Education NSW

DRAWING  
Early Works - Establishment / Existing & Demolished Conditions

PROJECT No:  
16 052  
SCHOOL ID PAC ID STAGE DISCIPLINE DOC TYPE DRAWING No: REV:  
HASH -00 -CD -AR -DR -1031 - H





## **Appendix.2 – Sample Weekly Plan**

# Weekly progress

<b>Project Name:</b>	
<b>Report No.:</b>	
<b>Completed by:</b>	

<b>Project No:</b>		<b>Discipline:</b>	
<b>Project Manager</b>		<b>Contractor:</b>	
<b>Date</b>		<b>Programme attached</b>	✓

Project Phase

Feasibility <input type="checkbox"/>	Concept <input type="checkbox"/>	Developed / Tech <input type="checkbox"/>	Tender <input type="checkbox"/>	Construction <input checked="" type="checkbox"/>	Witness/Com <input type="checkbox"/>
--------------------------------------	----------------------------------	---	---------------------------------	--	--------------------------------------

## **PROJECT UPDATE SUMMARY**

*Add a description of the current status, any developments since the last report, key activities forecast for the upcoming period.*

## **CHANGE CONTROL – RFI STATUS**

*Add a description of any new RFI's and Change Requests. Identify those that are overdue from previous*

## **KEY ISSUE /RISK IMPACTING DESIGN/ CONSTRUCTION**

*Identify the Key Items / Risks impacting design and potential impacts plus current mitigation strategies. Any complaints received should also be noted here.*



# Weekly progress

<b>NOISY OR DISRUPTIVE WORKS</b>
<i>Provide an update on planned Noisy or Disruptive works and status of Disruption Request Notice.</i>
<b>OTHER</b>
<i>Provide an update on any other business.</i>

## **Appendix.3 – Example Disruption Notice Template**

## Department Of Education Construction of HAHS (Hawkesbury)

<b>Disruption Notice No:</b> [insert no.] <b>Disruption Notice Title:</b> [insert title]
---

### Proposed Times Dates & Location:

Description	Proposed Start Date	Proposed End Date	Proposed Time Required	Total Duration
<b>Total Duration</b>				

### Description of the Works:

- [Provide a detailed description of all works required to be undertaken. Include details of why this disruption cannot be avoided]

### Work Sequence:

- [Provide a detailed work sequence and methodology including all measures to be undertaken to limit any disruption]

### Engineering Services Affected:

- [Provide details of any services (electricity, air conditioning, water, etc.) that will be disrupted]

### Levels and/or Areas Affected:

- [Provide detail]

### Contractor Contact during the works:

*In the event of a "no answer" Contractors listed below will be contact in order of appearance until a number is reached*

Company	Position	Contact Name	Mobile

**Attachments /Reference Documents:**

Attachment	Document Name	Revision	Comments

**Contract Approval Programme**

DN Issued By Contractor (20 days working days prior to works commencing)	Project Officer Required Approval Date (No less than 10 day prior to works commencing)	Extended notice Period	Revised approval date

**DRN Prepared By:**

Name: [Insert]

Company:

Phone:

**DRN Approved By:**

Name: [Insert – Should be from Head Contractor]

Company:

Phone:

**Signed as accepted and approved for works to proceed by Department of Education**

**Authorised Representative:**

Name: TBC

Signature:

Date:

Cc: TBC

**Mace and DoE Comments that form part of this approval**

[Insert as required]

## **Appendix.4 – Prohibited Employment Declaration**

# Prohibited employment declaration



## Commission for Children and Young People Act 1998

The *Commission for Children and Young People Act 1998* makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the *Child Protection (Offenders Registration) Act 2000*) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

For further information on what is child-related employment see the *Working With Children Employer Guidelines*.

### Section 33B of the *Commission for Children and Young People Act 1998* defines a serious sex offence as:

- An offence, involving sexual activity or acts of indecency, committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or
- An offence, involving sexual activity or acts of indecency, committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales; or
- An offence under section 80D or 80E (sexual servitude) of the *Crimes Act 1900*, committed against a child; or
- An offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- An offence under Section 91H, 578B or 578C (2A) (child pornography) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- An offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- Any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

**NOTE: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.**

Section 33B of the *Commission for Children and Young People Act 1998* defines a child-related personal violence offence as an offence committed by an adult:

- Involving intentionally wounding and causing grievous bodily harm to a child; or
- Of attempting, or of conspiracy or incitement, to commit such an offence

### Under *Commission for Children and Young People Act 1998*:

- It is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in child-related employment;
- Employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare if they are prohibited person or not;
- All people in child-related employment must inform their employers if they are a prohibited person or remove themselves from child-related employment; and
- Penalties are imposed for non compliance

I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment if I have been convicted of a serious sex offence or child-related personal violence offence as defined in the *Commission for Children and Young People Act 1998*, or if I am a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*.

I have read and understood the above information in relation to the *Commission for Children and Young People Act 1998*. I am aware that it is an offence to make a false statement on this form.

I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

I declare that I am not a person prohibited by the Act from seeking, obtaining, undertaking or remaining in child-related employment.

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

Name  
(Block letters)

Signature

Alias  
(previous names)

Date of Birth

Date

**Note: Seek independent legal advice if you are unsure of your status as a prohibited person.  
THIS FORM IS TO BE RETURNED TO YOUR EMPLOYER**

## **Appendix.5 – Security Legend**

C01	MAIN CONTROL PANEL C01:X05 WALK TEST
EX-B??	EXPANDER PANEL B??:X05 WALK TEST
T??	USER TERMINAL
T??	USER TERMINAL IN LOCKED BOX
I-??	INTELLIGENT 4 DOOR READER MODULE
IFM	HYBRID MASTER INTERFACE PCB
IFE	HYBRID EXPANSION INTERFACE PCB
B??:Z??	LAN TERMINATION BOX C/w LAN HUB PCB's
LTB	
T SEC	TELSTRA SECURE (BLACK BOX) UNIT
RX-CLOE	RECEIVER UNIT-CLOE (CONCEPT LAN OVER ETHERNET)
TX-CLOE	TRANSMITTER UNIT-CLOE (CONCEPT LAN OVER ETHERNET)

















UB-360RX-ANT 360°	360 DEGREE WIRELESS LAN RECEIVER UNIT
UB-360RX-ANT 180°	360 DEGREE WIRELESS LAN RECEIVER UNIT
UB-TX-ANT	WIRELESS LAN TRANSMITTER UNIT
















KEY: PROPRIETARY ALARM SYSTEM SYMBOLS	
M	MASTER/MAIN TERMINAL PANEL
S	SLAVE LOCATION

DETECTOR	CIRCUIT	PROPRIETARY ALARM ZONE INPUT CIRCUIT SERIES
_01 - _04	S_- 1	S_- 1: CIRCUIT No. 1
_05 - _08	S_- 2	S_- 2: CIRCUIT No. 2
_11 - _14	S_- 3	S_- 3: CIRCUIT No. 3
_15 - _18	S_- 4	S_- 4: CIRCUIT No. 4 (DoE SECURITY UNIT)

CONDUIT SYMBOLS	
P3 OR P	UNDERGROUND P3 COMMS PIT FOR SECURITY ONLY
P5	UNDERGROUND P5 COMMS PIT FOR SECURITY ONLY
---	UNDERGROUND COMMS CONDUIT
---	SURFACE CONDUIT
---	WIRELESS LAN LINK-RECEIVER/ TRANSMITTER TO CLOE UNIT
1	No. INDICATES CONDUIT QUANTITY ie: 1x...mm
50	No. INDICATES CONDUIT SIZE ie. 50mm
J	JUNCTION BOX
* NOTE: THESE SYMBOLS CAN BE PLACED TOGETHER TO DESCRIBE VARIOUS CONDUIT LAYOUT PROVISIONS e.g. 50 2 OR 50 2 OR 3 x 50 CONDUITS	

W/P/S	T B...:Z... AC B...:Z... LB B...:Z... FF B...:Z...	WIRELESS EQUIPMENT POWER SUPPLY (RECEIVER / TRANSMITTER UNITS)
B...:Z... D	R	P E BEAM RECEIVER UNIT
B...:Z... C	T	P E BEAM TRANSMITTER UNIT
B...:Z... C		
CD		ELECTRICAL DISTRIBUTION BOARD (DB)
BD		CAMPUS COMMS DISTRIBUTOR
CC		BUILDING COMMS DISTRIBUTOR
CC		COMMS RACK
DTO		DATA TERMINAL OUTLET
GPO	DB? CB?	SURGE PROTECTED GPO

 B??:Z??	PIR MOVEMENT DETECTOR
 B??:Z??	PIR MOVEMENT DETECTOR COVERED IN PROTECTIVE CAGE
 (R)	20mm CONCEALED REED SWITCH
 (RR)	METAL ROLLER REED SWITCH
 SS	B??:Z?? - TAMPER B??:S(ext)-SIREN B??:X03 -STROBE SIREN STROBE BOX c/w CAGE
	INTERNAL SCREAMER
B??:Z??	ZONE INPUT NUMBERING
B??:X??	AUX. OUTPUT NUMBERING
 CR	I...:X... (BZ) I...:X... (GL) MINI PROX CARD READER HEAD (1 x LAN, 1 x 6/c)
 ES	I...:X... I...:Z... ES2000 12v dc ELECTRIC STRIKE (1 x 6c, 1 x Fig 8)
 REX	REQUEST TO EXIT PUSH- BUTTON (1 x 6c)
 REN	REQUEST TO ENTER PUSH- BUTTON (1 x 6c)
 AVW	I...:X... AUDIO VISUAL WARNING DEVICE
 VI	VIDEO INTERCOM UNIT
 VI P/S	VIDEO INTERCOM UNIT POWER SUPPLY
 VI (m)	VIDEO INTERCOM MONITOR
 GCP	GATE CONTROL PANEL
 SDB	B...:Z... B...:Z... B...:X04-TEST B...:X04-RESET ADEMCO SMOKE BEAM DETECTOR

	SLIDING GATE
	SWING GATE
	EXIT LOOP (VEHICLE GATE)
	YELLOW PEDESTRIAN WARNING LED's
	SINGLE HEIGHT PEDESTAL
	DUAL HEIGHT PEDESTAL
	NETWORK VIDEO RECORDER UNIT
	DATA SWITCH UNIT
	CCTV CAMERA – SYMBOL NOTATION DETAILS :
	ZONE INPUT NUMBERING (WHEN CAMERA IS LINKED TO AN EXPANDER PANEL)
	FIXING TYPE – DETAILS AS PER ABBREVIATIONS BELOW
	FIXING TYPE :
	B – BRACKET MOUNTED
	C – CEILING MOUNTED
	W – WALL MOUNTED
	POLE MOUNTED CCTV CAMERA (FIXING TYPE AND NUMBERING AS PER ABOVE NOTATION)
	CCTV CAMERA VIDEO MONITOR – SYMBOL NOTATION DETAILS :
	VIDEO MONITOR NUMBER
	FIXING TYPE – DETAILS AS PER CAMERA ABBREVIATIONS ABOVE



Education

**School  
Security Unit**  
Safety and Security Directorate

SCHOOL NAME :  
[ENTER SCHOOL NAME]

PROJECT DETAILS :  
**DRAWING LEGEND**

AMS No.:	XXXX	SSU No.:	XXXX
DWG No.:	09	REV.:	A
SCALE:	NTS	SIZE:	A4
DATE:	04/03/2017		



## **Appendix.6 – DoE Defects Document**

# Project Completion Certificate (PCC)

< insert Project name - Schools Region >

< Insert Final / Milestone >

at

< insert location >

on this < insert date >

is handed over to

***Department of Education***

*The attached Project Completion Requirements checklist has also been completed  
(checklist to be completed by PM and signed off by DoE Program Manager)*

Signed: .....

Date: .....

< insert name >  
Program Manager  
Department of  
Education, AMD

< insert name >  
AMU  
Representative

< insert name >  
Project Manager /  
Authorised Person  
< insert PM  
Company Name >

< insert name >  
Director,  
< insert Head  
Contractor  
Company Name >

## PROJECT COMPLETION REQUIREMENTS - *Checklist*

Handover Reference Item	Y	N	NA	COMMENTS
1. The Handover documents identify the <b>PROJECT name and address</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. The Handover documents contains a signed Certificate/Letter of Completion from the Principal's Authorised Person to the Contractor stating the actual date of Completion of the milestone or Works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. The Handover documents contain the <b>Operations and Maintenance Manuals</b> that include but not limited to:				
- Manual Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Distribution List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- As Built Drawings in paper and electronic format (CAD. Dwg & pdf)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Suppliers details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Manual Type / Equipment & Warranties				
▪ Mechanical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Communications / Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Hydraulic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Irrigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Fire Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ PV cells	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. The Handover documents identify that <b>Emergency Evacuation Plans</b> have been approved and installed in accordance with regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. The Handover documents list pre-handover <b>training of systems, plant and equipment</b> that was carried out and identifies the trainer and persons trained in the operation / maintenance of included equipment that includes but not limited to:				
- Mechanical Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Electrical Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Hydraulic Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Security Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Irrigation Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- IT / Communications / Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Fire Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Other.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. The Handover documents identify <b>keying systems</b> that include but not limited to:				
- Keys numbered and tagged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Key system identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Identifies person keys handed to and date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. The Handover documents identify <b>security and access codes</b> for electronic access systems including but not				

## PROJECT COMPLETION REQUIREMENTS - *Checklist*

<b>Handover Reference Item</b>	<b>Y</b>	<b>N</b>	<b>NA</b>	<b>COMMENTS</b>
limited to: - Security system identified - Access codes confirmed and documented - Commissioning reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>8.</b> The Handover documents contain <b>Environmental Plans</b> that need to be continued after completion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>9.</b> The Handover documents include <b>commissioning reports and test results of Systems, Plant and Equipment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>10.</b> The Handover documents identify that the <b>Field Data Capture</b> has been completed (surveys of buildings and rooms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>11.</b> The Handover documents contain the <b>Asset Data Capture Spreadsheet</b> (building elements, plant & equipment for DEC Facilities Maintenance Contract)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>12.</b> The Handover documents contain a copy of the <b>Statutory Compliance Certificate &amp; Occupation Certificate</b> including but not limited to BCA Certification and certification from each sub-contractor and any relevant supporting documentation.  Certification from each design consultant engaged by the Principal stating that the project has been constructed and completed in accordance with the final design documentation. Consultants include but not limited to: - Architect - Structural Engineer - Electrical Engineer - Mechanical Engineer - Hydraulic Engineer - Landscape Architect	<input type="checkbox"/>        <input type="checkbox"/>	<input type="checkbox"/>        <input type="checkbox"/>	<input type="checkbox"/>        <input type="checkbox"/>	
<b>13.</b> The Handover documents contain a copy or copies of <b>Licenses and Approvals</b> including but not limited to: - Trade Waste Agreements - Other.....  <div style="margin-left: 60px;"><input type="checkbox"/></div> <div style="margin-left: 60px;"><input type="checkbox"/></div>	<input type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>	
<b>14.</b> The Handover documents identify the processes for the <b>Post Completion Period</b> for the project that includes but not limited to:				

# PROJECT COMPLETION REQUIREMENTS - *Checklist*

Handover Reference Item	Y	N	NA	COMMENTS
<ul style="list-style-type: none"> <li>- The period of post completion period (12 months)</li> <li>- Contact details for specific items / trades / activities</li> <li>- <b>Defects Register</b> containing agreed defects that will be completed during Post Completion Period as well as list of all completed defects</li> <li>- Defects notification procedure</li> <li>- A summary of post completion periods per item</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p><b>15.</b> The Handover document identify any <b>ongoing Maintenance Contracts</b> for specific plant and equipment included in the project including but not limited to:</p> <ul style="list-style-type: none"> <li>- Fire system maintenance</li> <li>- Aerated Sewer systems</li> <li>- Trade Waste disposal contracts</li> <li>- Security Monitoring Contracts</li> <li>- Building Services equipment Maintenance</li> <li>- Other.....</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p><b>16.</b> The Handover documents identify that any <b>alterations and additions</b> to the completed project during the post completion period could void warranties and the contractors responsibility</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>17.</b> The Handover documents identify <b>Emergency Contacts</b> that the School can contact for emergency situations during the Post Completion period and following post contract period that includes but not limited to:</p> <ul style="list-style-type: none"> <li>- Contractor Representative</li> <li>- Authorised Person</li> <li>- Facility Representative</li> <li>- Specialist sub-contractor contact</li> <li>- Client nominated representative</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p><b>18.</b> A summary of the Post Completion Period/s for this project is set out below (incl. any contractual milestones)</p> <p><b>a.</b> Contractor Name:</p> <p><b>b.</b> Scope Description:</p> <p><b>c.</b> Duration:</p> <p><b>d.</b> Expiry Date:</p> <p>&lt; separately list for all milestones, if applicable &gt;</p>				
<p><b>19.</b> Confirmation provided that all works have been completed in accordance with the Consent Conditions.</p> <p>Note any outstanding conditions ( listing Responsible Party – anticipated close out date for each outstanding item)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# PROJECT COMPLETION REQUIREMENTS - *Checklist*

Handover Reference Item	Y	N	NA	COMMENTS
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## Handover Document Acceptance

The handover documents comply with the check list and are accepted for the project

Accepted      Yes    ☐                                      No    ☐

Signed: .....      Date: .....

(DoE Program Manager)

Reason for rejection Comments / Non Compliance:

.....

.....

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## **Appendix.7 – Asset Data Capture Register**

## Building Elements

NOTE: Item numbers in line 2 headings reflect the 'Item number' found in the Tender Schedules Volume 1 Section C 4A.3  
Negative variation to be highlighted in yellow and entered as a negative ( - ) quantity.  
comment' at the cell to provide level of detail

**NOTE:**  
Use 'Insert

[illegible]



[illegible]

Routine Maintenance Items					
Potable Water Tanks (Drinking water)	First flush devices (for potable water)	Stormwater Pit Cleaning	Routine Ease and adjust doors (excluding automatic doors, roller shutters, and smoke and fire doors)		Sewage Pump Stations
Number of	Number of	Number of pits	Number of windows	Number of doors	Number of Pumps
0		0	0		0

[illegible]

**SECTION 4.2V – GENERAL MAINTENANCE FOR DET FACILITIES (SCHOOLS)**  
**VARIATION PRICE TO SECTION 4A.2**

Contract ID **#REF!**

Item No	Description	Qty	Unit Rate (inc GST)	Amount (inc GST)
<b>3.0</b>	<b>GENERAL MAINTENANCE (Part F-4)</b>			
<b>3.1</b>	<b>MAINTENANCE EXTRA TASKS - Monthly amounts for carrying out repairs /replacements / maintenance for the following elements: (Part E, clause 4.2.10 &amp; Part F-4, clause 9)</b>			
3.1.1	Roof leaks and/or maintain water tightness	0	\$	-
3.1.2	Leaking or malfunctioning taps and drinking fountains	0	\$	-
3.1.3	Toilet and urinal cistern leaks or malfunctions	0	\$	-
3.1.4	Leak flush pipe cones to toilet pans	0	\$	-
3.1.5	Internal power points and associated wiring not functioning or unsafe	0	\$	-
3.1.6	Electrical heaters and ceiling fans and switches and boiling hot water units not functioning or unsafe	0	\$	-
3.1.7	Exhaust fan <350mm diameter not functioning or unsafe	0	\$	-
3.1.8	Locks on external doors not functioning	0	\$	-
<b>3.2</b>	<b>PREVENTIVE and STATUTORY MAINTENANCE – Amount per year for the first 5 Contract Years for: (Part E, clause 4.2.11 &amp; Part F-4, clause 6 )</b>			
3.2.1	Inspection of roof anchor points	0	\$	-
3.2.2	Ease and adjust selected doors and windows including sash cords, sash stays, spiral balances and hardware and fittings	0		
3.2.3	Inspection of fume cupboards	0	\$	-
3.2.4	Materials workshop machinery (wood and metal)	0	\$	-
3.2.5	Kilns	0	\$	-
3.2.6	RCD and ELCB testing	0	\$	-
3.2.7	Water Filtration and disinfection Systems	0	\$	-
3.2.8	Emergency and exit lighting and signs	0	\$	-
3.2.9	Lights and fittings (including high lights) – facility will supply the required globes and tubes	0	\$	-
3.2.10	Passenger Lifts	0	\$	-
3.2.11	Stairway Lifts	0	\$	-
3.2.12	Service Lifts	0	\$	-
3.2.13	Back flow prevention devices	0	\$	-
3.2.14	Thermostatic mixing valves	0	\$	-
3.2.15	Grease and clay arrestor, and dilution Pits	0	\$	-
3.2.16	Gas lines and heaters	0	\$	-
3.2.17	Evaporative Cooling Systems	0	\$	-
3.2.18	Ducted Central Air Conditioning Systems	0	\$	-
3.2.19	Extraction Systems – dust and Kitchen exhaust	0	\$	-
3.2.20	Package Air Conditioning Units / Split Air Conditioning Systems > 15 K Watts	0	\$	-
3.2.21	Package Air Conditioning Units / Split Air Conditioning Systems < 15 K Watts (Sealed Schoos Only)		\$	-
3.2.22	Central and Space Heating systems	0	\$	-
3.2.23	Fire, smoke and control systems	0	\$	-
3.2.24	Fire and smoke detection and alarm systems	0	\$	-
3.2.25	Fire extinguishing equipment	0	\$	-
3.3.26	Supply and install regulator end Flashback Arrestors (2) to existing Oxy/Acetylene Unit		\$	-
3.3.27	Supply and install torch end Flashback Arrestors (2) to existing Oxy/Acetylene Unit		\$	-
3.3.28	Extra over item 2.2.4 for the annual maintenance of additional sets of Flashback Arrestors for each Oxy/Acetylene Unit		\$	-
2.2.30	Sewage Pumping Station	0	\$	-

<b>3.3</b>	<b>ROUTINE MAINTENANCE – Amount per year for the first 5 Contract Years for: (Part E, clause 4.2.12 &amp; Part F-4, clause 7)</b>		
	3.3.1	Roofs, gutters & downpipes cleaning	0 \$ -
	3.3.2	Potable water storage tank cleaning in Contract Years 2 & 4	0 \$ -
	3.3.3	Stormwater pits, grated drains and sumps cleaning	0 \$ -
	3.3.4	Ease and adjust doors (excluding automatic doors, roller shutters, and smoke and fire doors)	0 \$ -
<b>3.4</b>	<b>CONDITION ASSESSMENTS – Amount per year for the first 5 Contract Years for: (Part E, clause 4.2.13 &amp; Part F-4, clause 5)</b>		
	3.5.1	Condition Assessments for additional or deleted equipment / services	qty
<b>3.6</b>	<b>Building &amp; Equipment Register – Amount per year for the first 5 Contract Years for: (Part E, clause 4.2.14 &amp; Part F-1, clause 3.3.1 )</b>		
	3.6.1	Establishment, maintenance and updating of the Building & Equipment Register for additional or deleted equipment / services	qty

**ANNUAL TOTAL incl GST \$ -**