
Preliminary Construction Management Plan Inner Sydney High School

NSW Department of Education

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**ROOT
PARTNERSHIPS**

Advisory+
Project Management

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Contents

1	Overview	4
	1.1 Relevant Documents	4
2	Revision List	5
3	References	6
	3.1 Legislation	6
	3.2 Other Documents	6
4	Description of the Early & Main Works	7
	4.1 Introduction	7
	4.2 Background	8
5	General Management	9
	5.1 Site Establishment	9
	5.2 Hours of Early & Main Works	10
	5.3 Construction of Early & Main Works	10
	5.4 Heritage	11
	5.5 Trees	11
	5.6 Access for Emergency Vehicles and Personnel	11
	5.7 Access for construction personnel	11
	5.8 Access for DoE and Visitors	11
	5.9 No Smoking Policy	12
	5.10 Adjoining Properties	12
	5.11 Noise and VibrationDust	12
	5.12 Dust and Pollution	14
	5.13 Site Security	14
	5.14 Stakeholder Communication	14
	5.15 Site Signage	15
	5.16 Parking	15
	5.17 Waste Management	15
	5.18 Deliveries	16
6	Daily Tasks	17
	6.1 Prior to Work Commencing	17
	6.2 During Hours of Work	17
7	Record Keeping	18
	7.1 Site Quality Assurance and Daily Records	18
	7.2 Incident / Accident Management and Reporting	18

7.3 Waste Management Reporting	18
8 Emergency Procedure	19
Appendix 1 - Preliminary Site Establishment Plan	20

1 Overview

In developing the Preliminary Construction Management Plan (the Plan) to support a Review of Environmental Factors (REF - Early & Main Works) for the inner Sydney high school project, Root Partnerships confirms its' commitment to ensuring a safe work site for its' employees, contractors, suppliers, subcontractors, as well as Prince Alfred Park users, NSW Department of Education (DoE) staff, visitors, pedestrians and the travelling public.

The Plan outlines preliminary parameters to allow for reasonable site management practices to be considered prior to the engagement of a suitably qualified Principal Contractor, and provides sufficient detail to support the REF for the Early & Main Works .

It will be the responsibility of the appointed Principal Contractor to prepare and submit for approval a detailed Construction Management Plan, in accordance with the Early & Main Works consent, associated approvals and relevant policies, guidelines and legislation, for implementation prior to the commencement of onsite works.

1.1 Relevant Documents

The Plan incorporates and must be read in conjunction with the following technical reports and documentation produced to support the REF as follows;

- Site Survey Plan, Issue C - Hill and Blume Pty Ltd
- Heritage Impact Statement (REF HIS), May 2017 - Weir Phillips Heritage
- Conservation Management Plan, Volume One, Issue E - OCP Architects
- Review of Environmental Factors (Aboriginal Impact Assessment, 20 May 2017 - The Ents Tree Consultancy
- Traffic Management Plan - Positive Traffic Pty Ltd,
- Transport and Accessibility Impact Assessment Report, May 2017- Positive Traffic Pty Ltd
- Civil Design Package - Northrop Consulting Engineers Pty Ltd
- Ecologically Sustainability Design Report - Northrop Consulting Engineers
- Acoustic Assessment of Early & Main Works Noise and Vibration Control for Review of Environmental Factors, 22 May 2017 - Acoustic Studio Pty Ltd,
- Hazardous Materials Risk Assessment Report - GreenCap NAA,
- Construction Waste Management Plan, REF Submission, 22 May 2017 - ARUP Pty Ltd
- Contamination - Alliance Geotechnical Pty Ltd

Construction information contained within these technical reports and documentation must be considered by the Principal Contractor and addressed in the preparation of their detailed Construction Management Plan.

2 Revision List

Draft / tender issue of the Plan shall be identified as revision 1, 2, 3, etc. Upon initial issue (generally Contract Award) this shall be changed to a sequential number commencing at revision A.

All copies shall be distributed in accordance with an agreed distribution list. On receipt of a revision, the copyholder shall incorporate the revised pages into their copy of the document.

The document shall be subject to reissue after a practical number of changes have been made.

3 References

3.1 Legislation

- Work Health and Safety NSW
- NSW Environmental Protection Agency

3.2 Other Documents

- Root Partnerships Project Management Plan
- City of Sydney Regulation <http://www.cityofsydney.nsw.gov.au/development/public-domain-works> and <http://www.cityofsydney.nsw.gov.au/development/building-and-construction-approvals/temporary-structures/hoardings-and-scaffolding>

4 Description of the Early & Main Works

4.1 Introduction

DoE have prepared an REF for the inner Sydney high school project's Early & Main Works . The project is located at the corner of Cleveland and Chalmers Streets, Surry Hills; 244 Cleveland Street.



Figure 1: inner Sydney high school project, 244 Cleveland Street, Surry Hills (Google, 2017)

A REF is an environmental assessment under Part 5 of the Environmental Planning and Assessment Act, 1979, and is required as part of the assessment of activities needing approval under NSW legislation.

The REF examines the significance of likely environmental impacts of the project and the measures required to mitigate any adverse impacts to the environment associated with the Early & Main Works . DoE, as a public authority under Division 3, clause 29(1) and other relevant Divisions of the State Environmental Planning Policy (Infrastructure) 2007, will be the determining public authority. Prior to determination, comments from the City of Sydney and NSW Office of Environment and Heritage will be sought.

The Early & Main Works scope comprises the following:

- removal of selected trees (down to existing ground level only)

- site services isolation
- demolition of Building 4 (including slab, but not footings) including link to Building 2
- demolition of all connecting bridge links
- construction of temporary works including:
 - on-site truck turning
 - hoardings
 - site amenities
 - support gantry's
 - site services connections

Early & Main Works also included in the REF, but which may be undertaken during the Main Works, is the removal of hazardous material, services strip out and selected internal walls of Buildings 1, 2 and 3 and the relocation of existing palm planting within Prince Alfred Park.

4.2 Background

The population of Sydney is forecast to grow by over one million people in the next 10 years, with a significant proportion residing in or proximate to the Sydney CBD due to the substantive quantity of residential development. This growth is occurring rapidly, putting significant pressure on existing public infrastructure including transport, health and education. DoE has a legislative responsibility to provide teaching spaces to meet demand in all areas across NSW. The new inner Sydney high school project proposes to meet this demand. The Cleveland Street Intensive English High School, currently occupying the site, will be relocated to a new facility to be constructed on another DoE site located in Alexandria.

Upon completion of the Main Works, the inner Sydney high school proposes to accommodate 1,200 students, assisting in alleviating current enrolment pressures within the City of Sydney Local Government Area (LGA). The inner Sydney high school will contain high quality collaborative learning spaces and associated facilities, creating future focused high-rise education through a mix of new and refurbished heritage buildings, the latter of which has been a major consideration for the design of the new campus.

No buildings of heritage significance are proposed to be demolished as part of the redevelopment.

The completed inner Sydney high school will offer:

- facilities that are readily accessible and flexible to meet the demands of an evolving curriculum in line with future-focused learning principles
- flexible and well-connected teaching and learning spaces that enable a variety of teaching and learning practices
- spaces that are engaging and supportive for students and teachers
- technology-rich settings with an emphasis on mobility and flexibility
- a healthy and environmentally sustainable environment
- innovative, connected outdoor spaces that enable play and collaborative learning
- connected open space, creating a welcoming and accessible school with indoor and outdoor teaching and learning opportunities

New teaching spaces will incorporate principles of energy efficiency and ecologically sustainable development (ESD) including:

- passive design principles
- thermal performance and comfort
- natural lighting
- water recycling management

Early & Main Works are programmed to commence in late 2017, with completion of the Main Works programmed for early 2020.

5 General Management

Root Partnerships will manage and coordinate all other project managers, contractors and consultants engaged on the Early & Main Works, including designated staff from DoE, relevant stakeholders, authorities and agencies.

Planning and implementation of the Early & Main Works on site, including access to, from and around the site, will be coordinated by Root Partnerships. A site-specific Access Plan will be developed by the Principal Contractor to ensure suitable and safe access is known and maintained at all times between the site and its' interface with Prince Alfred Park, Chalmers Street and Cleveland Street. This will include, but not be limited to, the following:

- temporary signage around the site
- temporary pedestrian crossings
- temporary paths / ramps
- hoardings / protective screens / covers
- temporary lighting

The Access Plan will comply and / or respond to the City of Sydney's Hoardings and Scaffolding Policy 2017 (http://www.cityofsydney.nsw.gov.au/_data/assets/pdf_file/0008/279548/Hoardings-and-Scaffolding-Policy-2017-final.pdf) and the Prince Alfred Park Plan of Management and Master Plan (http://www.cityofsydney.nsw.gov.au/_data/assets/pdf_file/0005/138794/PrinceAlfredParkPoM.pdf).

5.1 Site Establishment

Prior to commencement of the Early & Main Works, the Principal Contractor will complete a thorough Dilapidation Report for the site and the immediately adjoining / impacted properties and submit this to Root Partnerships for review / approval. Due to the heritage significance of the site, the Dilapidation Report must present an 'archival recording' of the site, with a particular focus on the areas accessed / comprised by the Early & Main Works. This recording is to be carried out in accordance with NSW Heritage Division guidelines and Policy 9 of the Conservation Management Plan, Volume One.

The site will be secured and made safe from the public throughout the Early & Main Works via the erection of a 1.8m to 2.4m high perimeter fence, including shade cloth hoarding attached, along the entire site boundary to prevent unauthorised entry to the site.

The Principal Contractor will prepare and submit for review / approval a site-specific Erosion and Sediment Control Plan (ESCP) which establishes the proposed measures to be implemented within the site to protect adjoining properties and downstream drainage systems. The ESCP will be designed, installed, monitored and maintained in accordance with the City of Sydney's Guidelines for Erosion and Sediment Control on Building Sites and Landcom's Managing Urban Stormwater: Soils and Construction (<http://www.environment.nsw.gov.au/resources/water/BlueBookVol1.pdf>).

Exclusion zones around existing trees to be retained will be demarcated by protection fencing, boarding and wraps, as per the Aborigicultural Impact Assessment. The Principal Contractor will prepare and submit for review / approval a site-specific Construction Management Plan that demonstrates protection of trees and other identified vegetation including, but not limited to:

- trees / vegetation to be retained are to be clearly marked, protected and maintained
- trees to be removed are inspected by a suitably qualified person for the presence of fauna immediately prior to their removal
- storage of stockpiles / equipment are to be outside of tree protection / vegetation areas
- the spread / introduction of weeds is to be effectively controlled

The Principal Contractor will prepare and submit for review / approval a site-specific Construction Traffic Management Plan to maintain safe vehicle and pedestrian traffic routes throughout the Early & Main Works. Vehicle entry / exit access points off Chalmers and Cleveland Streets are to be managed by fulltime qualified traffic controllers, including an additional traffic controller/s to assist with pedestrians within Prince Alfred Park. Other management measures to be implemented during construction include, but are not limited to, the following:

- construction vehicle transport routes
- construction site access locations and management measures
- construction personnel parking controls
- stage by stage construction traffic generation
- impacts of construction on adjoining traffic and pedestrian movements
- temporary signage around the site
- temporary pedestrian crossings
- temporary paths and ramps
- hoardings and site fencing

Vehicle access is to be minimised during peak commuter periods along Chalmers and Cleveland Streets (6.00am to 9.00am and 3.00 pm to 7.00pm, Monday to Friday), with call-up / pre-arranged times strategies in place to avoid / minimise queuing of Early & Main Works vehicles on approach roads to the site. Note, the Cleveland Street frontage includes a clearway (6.00am to 10.00am and 3.00pm to 7.00pm) and the Chalmers Street frontage includes a dedicated western bus lane (6.00am to 10.00am and 3.00pm to 7.00pm).

Pedestrian management during construction will require the development of a detailed strategy in consultation with the CBD Coordination Office (incorporating the City of Sydney, the Roads & Maritime Services and Transport for NSW).

Temporary Early & Main Works service supplies for power, water, sewage and communications will be made.

5.2 Hours of Early & Main Works

Construction hours for the Early & Main Works are requested to be as follows:

- Monday to Friday: 7am to 6pm
- Saturday: 7am to 5pm

These construction hours are outside the City Of Sydney standard hours of 7:30am-5:30pm and 7:30am-3:30pm. Due to the restrictions as noted in section 5.1 of this report, limited vehicle movements in and out of the site will be permitted between peak traffic periods. As a result of this productivity will be significantly reduced unless earlier and later working hours can be permitted. This is to permit earlier and later delivery movements.

No activities are to be undertaken on Sundays and Public Holidays unless approvals have been obtained by the Principal Contractor from Root Partnerships, DoE and the relevant approval authority. The Principal Contractor will need to provide the details and reasons for undertaking Early & Main Works outside of the standard hours. Generally, Early & Main Works undertaken outside of the standard hours, will only be considered for special applications when it becomes necessary, such as:

- it is an emergency
- a situation that would create hazardous conditions
- plant breakdowns have delayed an activity that cannot be stopped
- the extended working hours will not impact on DoE's operations

5.3 Construction of Early & Main Works

The Early & Main Works shall be undertaken within the standard hours, with the exception of the following restricted work hours / times where an approval has been sought prior by the Principal Contractor from Root Partnerships, DoE and the approval authority for the works to be undertaken:

- delivery / removal of plant / vehicles / equipment to and from site where noise from the operation is managed to not cause disturbance to neighbouring properties
- delivery of material to site where noise from the operation is managed to not cause disturbance to neighbouring properties (Note, pumping of concrete to be undertaken within standard hours only)
- Early & Main Works within the Cleveland Street and Chalmers Streets which need to be carried out at night due to traffic conditions

Deliveries of material to site will be minimised during the morning and afternoon peak traffic hours and all material movements shall be carried out in accordance with contractor's material handling procedures and Construction Traffic Management Plan. Qualified traffic controllers will be in place to safely manage vehicle access to and from site.

DoE staff members and other non-site project team personnel must be accompanied by a representative of Root Partnerships or the Principal Contractor while on site. All non-site stakeholders who require regular access to the site are recommended to undertake the Building Industry Induction Course and obtain a white card.

5.4 Heritage

A heritage consultant is to be engaged to develop the detailed scope for the Early & Main Works for the removal of existing services and finishes under this approval to ensure that only non-significant services and finishes are removed.

All salvageable significant or original fabric identified by the Conservation Management Plan, Volume One, or by Root Partnerships, for removal during the course of the Early & Main Works are to be stored on site for possible reinstatement at a future date or use in repairs where appropriate.

5.5 Trees

Trees to be retained are to be managed and protected for the duration of the works in accordance with the Aborigicultural Impact Assessment (Review of Environmental Factors), particularly Section 4 of the report. This will best assist in reducing the disturbance to the trees nominated to be retained.

5.6 Access for Emergency Vehicles and Personnel

Early & Main Works will not affect access for emergency vehicles and personnel during the course of the project, however in the event of a particular construction activity that does affect the access path:

- the Principal Contractor shall seek prior approval from Root Partnerships for temporary alternate access
- the Principal Contractor shall ensure the approved temporary alternate access is maintained at all times for emergency vehicles and personnel on and around the site

5.7 Access for construction personnel

Access by the Principal Contractors, subcontractors, workers and visitors to the site will be via the Principal Contractor's site compound located on the western boundary. The Principal Contractor will need to consult with the RMS and the CBD Coordination office for construction vehicle deliveries and waste removal access and coordinate to avoid morning and afternoon peak traffic periods. Qualified traffic controllers will be in place to safely manage vehicle access to and from site. The Principal Contractor will seek approval and the relevant permits for access to Prince Alfred Park that is not in accordance with the approved Access Plan. All Principal Contractors personnel will be advised of the requirements of access as part of the site inductions prior to commencing Early Work on site.

General circulation from the Principal Contractor's site compound and the site will be in accordance with the approved Access Plan.

5.8 Access for DoE and Visitors

At commencement of Early & Main Works all DoE school operations will have ceased onsite and been relocated offsite. DoE school staff and students do not need to access the site once Early & Main Works commences, however should DoE school staff need to access the site, arrangements will be made to suit the Principal Contractor's staging and entry requirements. The final access arrangement will be agreed with the contractor prior to the commencement of the Early & Main Works.

The Principal Contractor will be responsible for the implementation and management of the approved Access Plan.

The Principal Contractor shall ensure suitable and safe access is maintained at all times around the site. The Principal Contractor will consult with Root Partnerships and DoE in the development of the Access Plan.

5.9 No Smoking Policy

DoE promotes smoke free environment and as such, the Principal Contractor is to ensure there is no smoking on site, including within existing buildings site accommodation, amenities, offices, sheds and vehicles.

5.10 Adjoining Properties

As per 5.1 Site Establishment, the Principal Contractor shall undertake a Dilapidation Reports that addresses adjoining properties, including roads and surrounding landscaping.

The Principal Contractor shall inform all construction personnel that the adjoining spaces to the site will remain operational during the course of the Early & Main Works , and that all construction personnel must behave in an acceptable manner that does not disrupt the daily operations of Prince Alfred Park, the surrounding road network and its users.

5.11 Noise and Vibration

The Acoustic Assessment of Early & Main Works Noise and Vibration Control for Review of Environmental Factors report identifies the general work practices to be implemented by the Principal Contractor to minimise noise and vibration at the source, as well as control of the transmission path between the site and proximate social infrastructure / residential receivers. The Principal Contractor will prepare and submit for review / approval a Noise and Vibration Management Plan for City of Sydney's information prior to commencement of the Early & Main Works . This is to include, but not be limited to, the following:

- Plant, vehicles and equipment:
 - less intrusive operation methods / techniques
 - less intrusive plant / vehicles / equipment types and models
 - where possible, use of effective silencers / suppression / muffler devices
 - regularly schedules maintenance
 - limiting operation of intrusive generating plant / vehicles / equipment
 - test certificates for intrusive plant / vehicles / equipment
- Onsite management:
 - evaluate intrusive operation impacts on nearby properties, users and above / below ground structures
 - develop mitigation measures as appropriate with Root Partnerships and DoE
 - monitoring of individual plant / vehicles / equipment for noise / vibration generation
 - monitoring of general noise / vibration generation
 - training of site personnel in noise / vibration impacts and management
 - strategically located operation of plant / vehicles / equipment away from sensitive areas
 - where appropriate, avoidance of vehicle reversing alarms or use of alternative systems
 - maximised shielding through existing structures / barriers / enclosures / canopies
- Consultation, notification and complaints handling:
 - complete / submit weekly Site Inspection Reports, including results of physical monitoring using acoustic / vibration meters performed in accordance with the relevant Australian Standards / authority nominated standards and locations
 - provide weekly / daily information to stakeholders before commencement of intrusive activities
 - regularly communicate with the community / project staff
 - up-to-date complaint register which logs / tracks complaints, arising actions, response measures and communication
- Work scheduling:
 - schedule activities to less sensitive times
 - ensure periods of respite are adhered to, particularly unavoidable maximum noise / vibration level events
 - keep vehicle drivers informed of designated routes, parking locations and delivery hours

In addition, all Early & Main Works will be conducted in accordance with the City of Sydney Code of Practice (<http://www.cityofsydney.nsw.gov.au/business/regulations/health-and-safety/construction-site-noise>). The works are to achieve the following Criteria / Key Performance Indicators (KPI):

Parameter	Measurement	Criteria / KPI
Construction	Monday to Friday 7.30am to 5:30pm, Saturday 7:30am to 3:30pm. Boundary with nearest Users	Vibration monitoring/No breaches
Complaints	Surrounding community, City of Sydney and EPA	No public complaints

Given the location of the site, some exceedance of daytime vibration limits may be expected in terms of either the potential for building damage, exceedance of human comfort levels and / or operational limits of Principle Contractor plant, vehicles and equipment from Early & Main Works activities. Where noise / vibration levels are exceeded the above Criteria / KPI, a Non-conformance Report must be raised and further noise control strategies implemented.

Portable radios, iPods, CD players will not be permitted on site. Use of mobile phones and 2 way Radios will be monitored and managed by Root Partnerships to eliminate disturbance from excessive noise / vibration to neighbouring properties, pedestrians and Prince Alfred Park users.

5.12 Dust and Pollution

Dust and pollution control during Early & Main Works will be carried out in accordance with the Principle Contractors approved Construction Environmental Management Plan. Measures will include limiting the volume of material stockpiles on site, shade cloth screens, solid hoardings and the dampening down of loose material in dry / windy conditions.

The Principal Contractor is to ensure that any dust / pollution caused by the Early & Main Works is actively reduced. Areas worked in by the Principal Contractor will be adequately protected to prevent dust/ pollution spreading to neighbouring properties, pedestrians and Prince Alfred Park users.

The Principal Contractor shall notify Root Partnerships and DoE in advance of work which may require additional dust / pollution protection.

5.13 Site Security

The Principal Contractors will secure the boundaries of the site for the entire duration of the Early & Main Works. The external area will be fenced off using temporary fence panels 1.8m to 2.4m in height with shade cloth hoarding attached to help minimise dust, pollution and to assist in presenting a clean and well managed site.

Appropriate signage will be displayed at all access points to the site warning staff, visitors and the general public that an area which is fenced and / or hoarded off is a construction site.

All access points allowing entry to the construction site will be locked at all times with the exception of the main entry gate to the site which will be manned and remain open during standard working hours. The Principal Contractor will issue a key to Root Partnerships to allow access to the site in an emergency situation for emergency services teams only.

The Principal Contractor will prepare and submit for review / approval an Emergency Site Access Procedure (ESAP) for implementation. The ESAP will be issued to DoE Security for use after standard hours. Where Root Partnerships or DoE allow access for emergency services teams to the construction site for an emergency situation, notification to the Principal Contractor will be provided immediately, and thereafter in writing of the date and time they have entered the site and an explanation of the emergency situation that arose.

5.14 Stakeholder Communication

The Principal Contractor will prepare and submit for review / approval Monthly Project Updates for uploading onto DoE's Project Management System. The Principal Contractor will outline all site activities and works planned one month in advance, highlighted those which may have an impact to the local community (including residents, businesses, pedestrians, Prince Alfred Park users and commuters).

A weblink to the monthly updates will be distributed to the local community by email and by letter box drop as required.

Regular stakeholder communication meetings will be established so as to keep key stakeholders informed on key milestones and any changes on and off-site access and impacts.

Communication meetings will include the following:

- Construction Liaison Committee (monthly / when required)
- Site Meetings (weekly)

An Early & Main Works Contact List is to be provided by the Principal Contractor prior to commencement of the works.

5.15 Site Signage

The Principal Contractor is to submit a proposal covering the extent and design of all proposed temporary signage to be displayed in accordance with the Principal Contractors management plans / systems for Root Partnerships approval.

5.16 Parking

Parking for all Principal Contractor personnel on site is not provided. The Principal Contractor shall ensure that all persons inducted for the Early & Main Works are advised of this 'No Parking' policy. It is envisaged that most Early & Main Works personnel will commute to / from site on public transport.

Parking for Principle Contractor's trade vehicles will be in accordance with local parking bylaws and controls set out by relevant authorities, including the City of Sydney's Prince Alfred Park Plan of Management and Master Plan, which prohibits unauthorised vehicles from entering Prince Alfred Park at any time.

Refer to the Traffic Management Plan and Transport and Accessibility Impact Assessment Report for further guidance.

5.17 Waste Management

The Principal Contractor will engage a waste professional specialist to prepare and submit for review / approval a site-specific Construction Waste Management Plan (CWMP). The CWMP must:

- be provided in a format appropriate to assist with the Waste Auditor Report, required as part of the future Green Star submission
- aim for a waste diversion target rate of 80%
- provide guidance for waste minimisation from Early & Main Works activities
- identify and classify the likely waste streams to be generated by the Early & Main Works
- describe the measures to be implemented to safely manage this waste

The Principal Contractor shall remove all waste from site resulting from the Early & Main Works. Waste shall be handled in a manner so as to confine the material completely, minimise dust / pollution emissions and disposed of to a standard suitable for approval under the Environmental Planning and Assessment Act, 1979. Suitable areas on site are to be allocated to provide adequate space / access for:

- separated storage of building materials
- separated storage of Early & Main Works waste
- separated sorting of Early & Main Works waste
- removal of Early & Main Works waste for recycling, re-use or landfill

Waste that is unable to be reused or recycled will be disposed of offsite at an EPA-approved waste management facility following classification. Hazardous waste will be correctly labelled, shall not be mixed with non-hazardous waste, securely contained and disposed of by a certified waste carrier for hazardous waste.

Prior to transporting waste materials to offsite facilities, it will be verified that the transporter / facility is licensed to handle the material it is designated to carry / receive.

Refer to the Construction Waste Management Plan, Ecologically Sustainability Design Report and Hazardous Materials Risk Assessment Report.

5.18 Deliveries

Deliveries to the site will be minimised during the morning and afternoon peak traffic periods and in accordance with the standard work hours. The Principal Contractor will be responsible for producing and adhering to a traffic management plan.

6 Daily Tasks

6.1 Prior to Work Commencing

The Principal Contractor Site Supervisor will carry out the following operations to ensure acceptable safety at all times, before work starts:

1. Obtain all necessary construction traffic permits (City of Sydney and Roads & Maritime Services).), including any licences required for Prince Alfred Park access
2. Letter box drop to local community advising of the commencement of works and programme of activities
3. Complete Dilapidation Report for the site and adjoining properties
4. Daily prestart toolbox talks with all personnel
5. Inspect all signs / devices, note any signs out of place / damaged overnight and rectify as soon as possible
6. Inspect all emergency / pedestrian egress paths and ensure that they are clear of Early & Main Works plant, vehicles, equipment, materials, stockpiles and waste
7. Make the programmed adjustments to the site management provisions for the day
8. Check for safety and effectiveness of site management provisions by an inspection around the site
9. Maintain, regularly clean and repair / replace signs and devices as necessary

6.2 During Hours of Work

The Principal Contractor's Site Supervisor will:

1. Undertake approved induction of Early & Main Works personnel and visitors with specific instructions on the protection of people and property
2. Arrange work to minimise nuisance to Prince Alfred Park users, Chalmers Street / Cleveland Street pedestrians and ensure their safety
3. Attend to problems as they occur
4. Where there are any hazards or potential hazards to the public or DoE identified, the Principal Contractor's personnel will ensure these are attended to immediately, photographed and accurately recorded for reporting
5. Reposition barriers and signage as necessary
6. Co-ordinate maintenance of access paths, footpaths with other job operations
7. Promptly notify Root Partnerships of any accidents or near misses involving loss of time or injury

7 Record Keeping

7.1 Site Quality Assurance and Daily Records

The Principal Contractor's representative will keep adequate records of daily activities and any significant departures or additions within the Project Diary. An Inspection and Test Plan (ITP) shall be completed daily to ensure compliance with the approved management plans.

7.2 Incident / Accident Management and Reporting

Incident Management

The objective of the incident plan is to minimise such disruptions and provide a clear and simple guideline for disruptive events. The Principal Contractor will prepare and submit for review / approval a site-specific Construction Incident Management Plans (CIMP). The CIMP will be implemented on the Early & Main Works Contract.

Accident Management

The Principal Contractor shall promptly notify Root Partnerships and DoE of the occurrence and furnish a written report of the following incidents and accidents:

- Accident involving death or personal injury
- Accident involving lost time
- Incidents with accident potential, such as equipment failure, slides, cave ins, and the like

In the case of accidents either witnessed or reported, involving DoE staff, student, public or from which legal proceedings might arise:

- Record the actual type, size and location of signs / devices in use at the time of the accident
- Notify DoE management as soon as possible
- Take photographs of the arrangement for subsequent reporting

A file shall be kept including any relevant information on traffic arrangements used and completed.

7.3 Waste Management Reporting

The Early & Main Works will generate quantities of materials such as concrete, other masonry products, timber, steel and plastic. Wastes will be segregated and recycled as per the Principal Contractor's CWMP and DoE's waste minimisation strategy.

The Principle Contractor will collate monthly CWMP Tracking Schedules and Report and issue them to the Root Partnerships. The CWMP Tracking Schedules and Report will measure the weight of waste generated of material by classification, total weight of waste, percentage by weight recycled and percentage by weight to landfill for reporting to DoE.

Details of waste types, volumes and destinations will be recorded in CWMP Tracking Schedules and Report. The monthly CWMP Tracking Schedules are to detail, but not be limited to, the following:

- a list quantifying the amount and types of waste generated at the Inner Sydney High School.
- a list of contamination incidents including the masses of contaminated bins
- records and evidence to substantiate data contained within reports to the nominated reporting standard

8 Emergency Procedure

In the event of any emergency situation arising during the course of the Early & Main Works , including:

- Emergency evacuation,
- Fire,
- Flooding and water damage,
- Gas leak,
- Mains power failure
- Explosion,
- Bomb threat,
- Chemical Spill,
- Construction accident,
- Medical Emergency,
- Theft of Collection items,
- Criminal or accidental damage.

The Principal Contractor responsible for the Early & Main Works is responsible for ensuring all personnel are evacuated from the site in accordance with the Principal Contractor's Emergency Procedures and Evacuation Plan.

On evacuation of the site, the Principal Contractor's representative will notify DoE and Root Partnerships, advising the status of the site, and await any further instructions.

The Principle Contractor is to ensure that Evacuation Plan are displayed around the site to direct personnel evacuating in the event of an emergency.

The Principle Contractor shall ensure that the Emergency Procedures are incorporated into the onsite inductions and relevant plans.

In the event of any emergency the following project team personnel will be contactable during all hours of the day:

No.	Position	Name	Telephone Numbers
1	<i>To be completed on award of Contractor</i>		
2	<i>To be completed on award of Contractor</i>		
3	<i>To be completed on award of Contractor</i>		
4	<i>To be completed on award of Contractor</i>		

The above numbering designates the order of precedence, which may depend on availability at a particular time of day or period of construction.

Appendix 1 - Preliminary Site Establishment Plan





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