

For Information Only

Preliminary Construction Management Plan for:

NSW Department of Education
Hurlstone Agricultural High School
(Hawkesbury)

Version Control	ii
1. Purpose of Document	1
2. Introduction.....	2
2.1. Background	2
2.2. Project Outline Brief	2
3. Scope of Works	3
3.1. Site Configuration.....	4
4. Site Establishment / Set Up.....	5
4.1. Transport, access and uplift to access routes.....	7
4.2. Site Logistics and Establishment	9
5. Site Constraints	10
5.1. Historical Features & Heritage Items	10
5.2. Existing Building Context	10
5.3. Natural Environment Context	10
5.4. Bushfire Zoning	11
5.5. Works Outside Hoarding Areas.....	11
5.6. Public & Construction Interface.....	11
6. Consultation.....	12
7. Complaints Management System	13
8. Operations of Site Management	13
9. Legislative Requirements.....	14
9.1. WHS Requirements	14
10. Hours of Operation.....	14
11. Staging of Works.....	14
12. Public and Property Protection.....	14
13. Pedestrian Protection	15
14. Dust.....	15
15. Waste Management and Recycling	15
16. Traffic Management Plan.....	15
16.1. Parking	15
17. Additional Considerations.....	16
17.1. Inductions	16
17.2. Working with School Premises.....	16
Appendix.1 – Detailed Site Establishment Plan.....	I
Appendix.2 – Example DRN Template	II
Appendix.3 – Prohibited Employment Declaration	IV

Version Control

Version	Date	Prepared By	Approved by	Issued to	Status
V.0.1	04/10/17	Dagmara Ben	-	Chris Aspen	Internal Review
V1.0	05/10/17	Chris Traill	Chris Aspen	Design Team for EIS	For Issue

DRAFT

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 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 accommodation facilities for some 300 boarders.

The HAHS (Hawkesbury) will involve the construction of four (4) multi-storey buildings that will provide a range of general learning, laboratory, sporting and agricultural facilities. 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

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

Accommodation Schedule will include:

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 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.

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

- Site surveys
 - Site set up
 - Any HAZMAT removal
 - Civil works
 - Construction works
 - Car parking and vehicle accommodation
 - Landscaping
- Installation, test and commissioning of services, including electrical, mechanical, hydraulics, fire, data, and audio visual / IT.

3.1. Site Configuration

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 Anglicare 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.

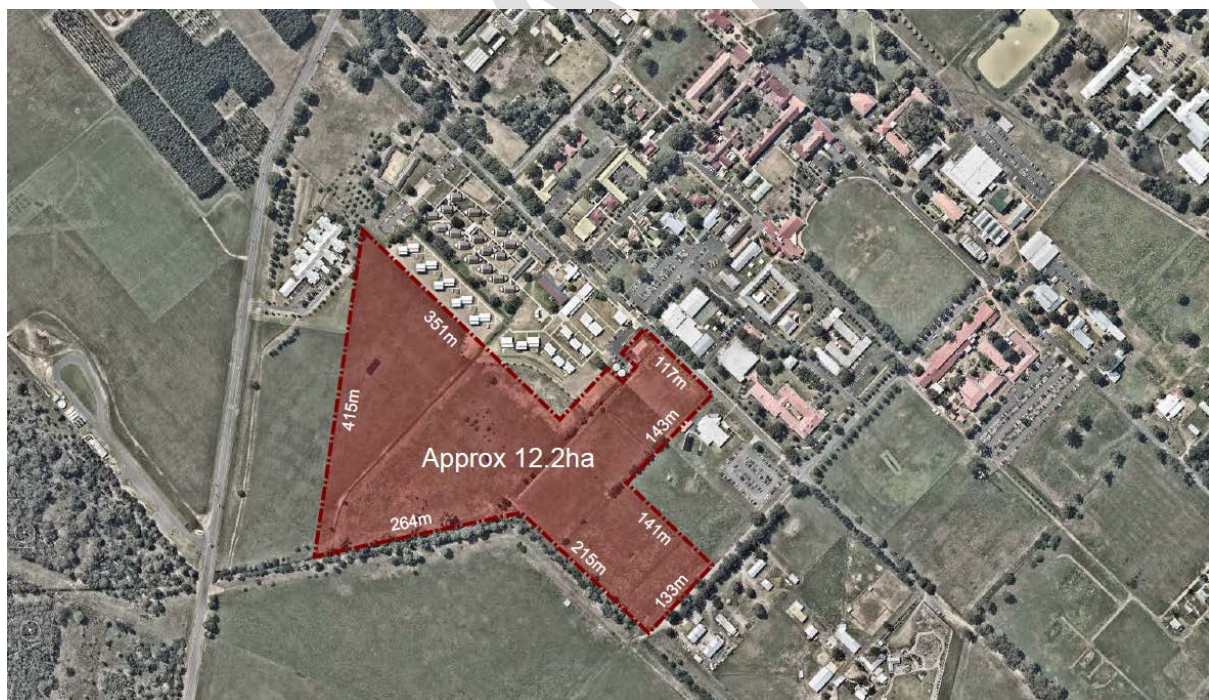
4. Site Establishment / Set Up

The Contractor will be required to prepare a site specific Construction Management Plan prior to any site set up, demolition, construction and commissioning works for the DoE's approval. To assist the Contractor in the development of the Construction Management Plan, Mace has consulted with DoE and HAHS Hawkesbury PRG to provide an indicative construction management plan.

The New Hurlstone Agricultural High School – Hawkesbury will be situated within a large plot of land of the WSU campus, south of the main campus. The current site is approximately 12.2ha as shown in Figure 1.

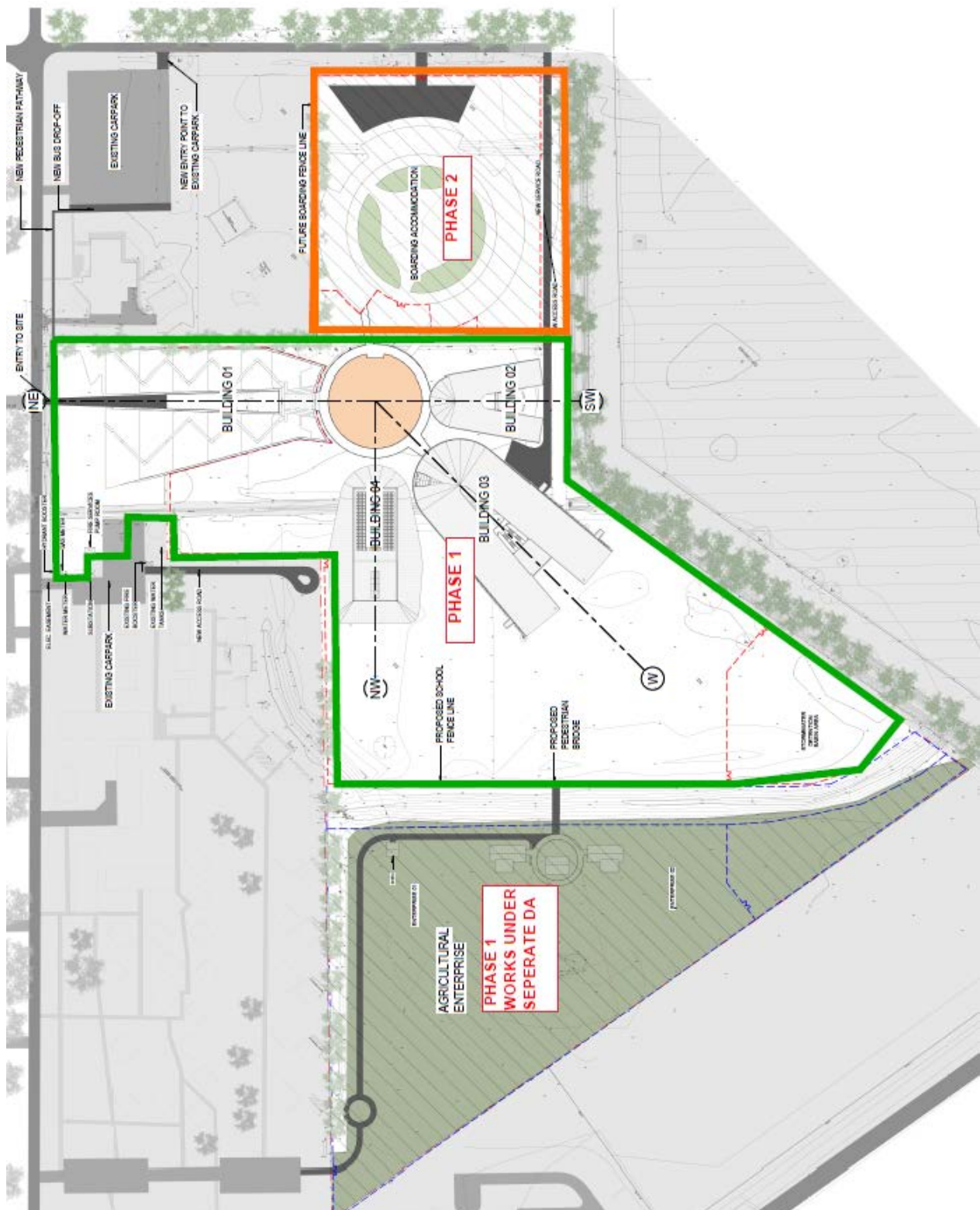
The site is presently owned by WSU and will be leased to the DoE. The HAHS (Hawkesbury) will involve the construction of four (4) multi-storey buildings that will provide a range of general learning, laboratory, sporting and agricultural learning facilities. It is worth noting that boarder's accommodation will form part of future development scope and will need to be considered in terms of any phasing, site access and logistics proposals.

Figure 1 – Proposed development site location diagram



Shown below in figure 2, is the latest Masterplan layout and site configuration for the HAHS development. The current proposal proposes the development of Phase 1 including building 1-4 including the Agricultural Enterprise area which will fall under a separate DA. Boarding Accommodation will fall under phase 2 works, timeline of which will be confirmed at a later date. Access provisions to the area will need to be considered by the Contractor.

Figure 2 - New Hurlstone Agricultural School (Hawkesbury) Master plan layout proposal & Staging



4.1. Transport, access and uplift to access routes

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.

Figure 3 – HAHS Hawkesbury transport and road access links

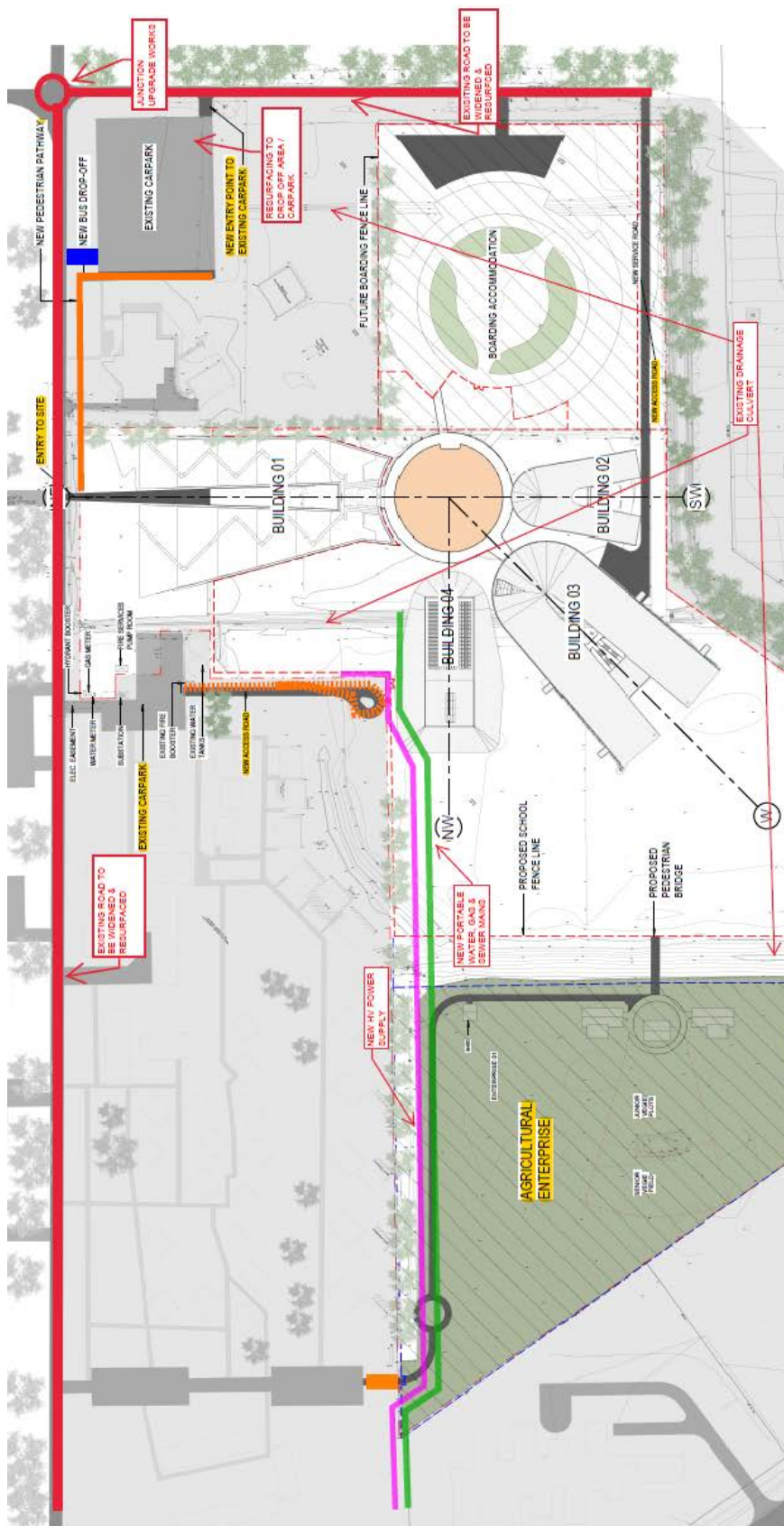


As shown in figure 4 below upgrade works to the access routes and surrounding areas are expected including:

- Road widening and resurfacing
- Junction upgrade works
- Installation of new pedestrian footpaths
- Development of new internal access road above Building 4
- Resurfacing and conversion of the existing north -easterly drop off/ car park area
- New entry point to existing north-easterly car park
- New bus drop off area

Please note the above scope is indicative and be altered as the project progresses.

Figure 4 - Proposed development and uplift of access routes

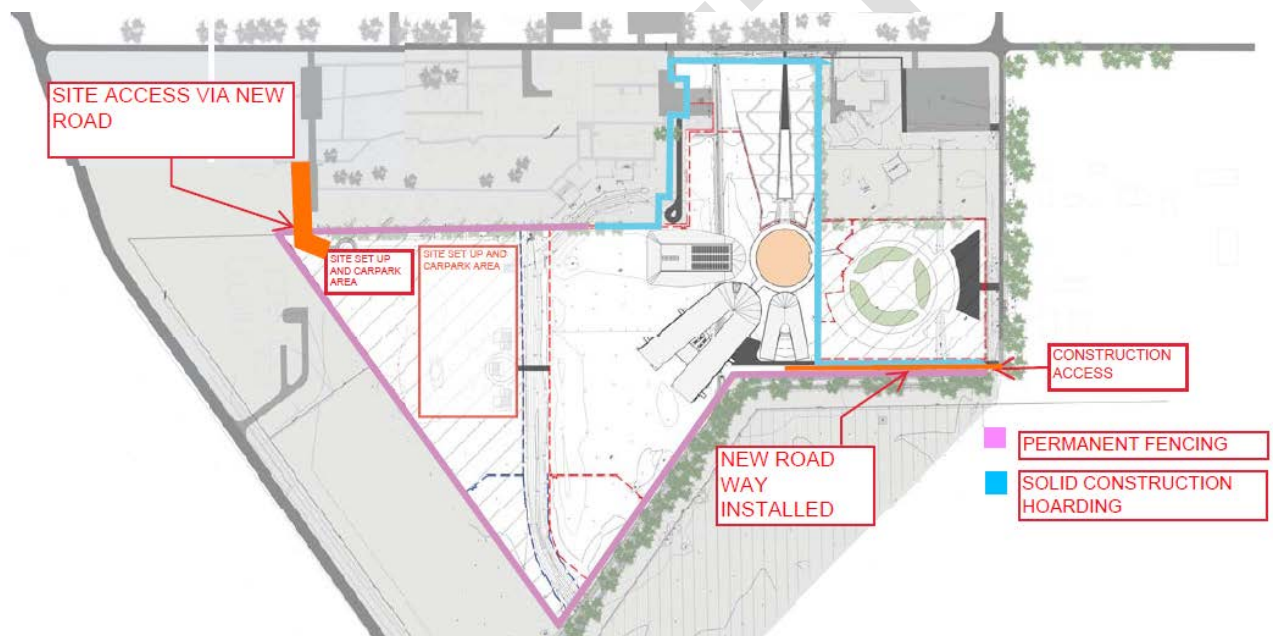


4.2. Site Logistics and Establishment

The proposed site establishments and site logistics are shown in Figure 5. The following list is not a comprehensive list but used to assist the Main Contractor:

- Vehicle access and exit point. Vehicles are only permitted to drive in a forward direction in and out of the site. This reduces the need for vehicles reversing on site.
- Material and equipment laydown area to be located adjacent to vehicle loading zone. This minimises the need for plant movements and manual handling along the site.
- Separate entry points for staff and operatives so to ensure physical segregation between people and vehicle movements.
- Site entry, offices and welfare facilities to be positioned along a safe green pedestrian route. A designated site set up area has been nominated within the “Agricultural Enterprise” area.

Figure 5 - Proposed Site Establishment & Site Logistics



5. Site Constraints

5.1. Historical Features & Heritage Items

Two Heritage Items have been identified on lot 2 DP1051798 within Schedule 5 of the Hawksbury LEP and the Hawkesbury Heritage Map. These items consist of the University Administration Building, Blacksmith Shop and Stable Square, and the original Grandstand at the University's playing fields.

Heritage items

- Item I9 – Administrative block, blacksmith shop and stable square
- Item I10 – Grandstand

These items are identified on Lot 2 DP 1051798 however, are not located on the site. The site is located roughly 250m south from the nearest heritage item and is not within a conservation area.

These historic buildings, together with those in the main area of the university's administrative precinct, were part of the original Hawkesbury Agricultural College established in 1891. As the first agricultural college in NSW, it has a resonating history with Hurlstone Agricultural High School, which was established as the first agricultural high school in Australia in 1907.

It is not currently envisaged that these historic buildings will have any restrictions or impact on the development.

5.2. 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.

5.3. Natural Environment Context

The site is extremely flat with only a 1:1000 fall ground level from Vines Drive to the southern border. 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.

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.

There was no fauna present on site.

5.4. 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).

5.5. Works Outside Hoarding Areas

The 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.

5.6. Public & Construction Interface

The Contractor is to develop a traffic management plan wherever there is an interface between the public / surrounding area and the construction works, e.g. construction of the new car park or relevant access roads.

6. Consultation

It is proposed site meetings will be held on a regular basis with the Contractor throughout the project delivery to discuss the following:

- Site surveys
- Site set up
- Any HAZMAT removal
- Civil works
- Construction works
- Car parking facilities
- Bus and drop off areas
- Installation, test and commissioning of services, including electrical, mechanical, hydraulics, fire, data, audio visual
- Landscaping

The Contractor will be responsible for chairing and minuting these meetings. Typical agendas items should include:

- Safety Moments
- Attendance and apologies
- Acceptance of previous minutes
- Progress on site
- 4 weeks look ahead
- Upcoming noisy or disruptive works
- Complaints received
- RFI's and outstanding actions
- Quality
- Cost
- Any other business

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. 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.2**

The Contractor should endeavour to present Disruption Notices at the weekly meeting for the week ahead, to ensure that there is ample for open discussion of the proposed disruptive works.

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

- Any disruptive works within 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 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 Contract.

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).

10. Hours of Operation

Please refer to Hawkesbury City Council's identified hours of operation, these hours need to form part of the Contractor's Construction Management Plan.

Works outside of these hours and times are to be coordinated with Mace and DoE. Noisy works or disruptive works are to be coordinated with Mace and DoE regardless of when these are proposed to be undertaken.

11. Staging of Works

The Contractor will be handed a vacant site on the day of commencement with no staging required to be undertaken by The Contractor.

12. Public and Property Protection

The Contractor will be required to install and maintain a continuous vinyl signs as detailed below to all site solid 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 Contractor will provide and install hoarding signage as defined in preliminaries documentation.

Security to 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.

14. Dust

The Contractor is responsible for the mitigation of all dust generated on site or as a result of undertaking the works, including any external civil works.

15. 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.

Dangerous goods (such as petrol, diesel, oxy-acetylene, oils, etc.) will 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.

16. Traffic Management Plan

As part of the final Construction Management Plan, the Contractor will be required to submit a 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.

16.1. Parking

No onsite parking will be provided for the duration of the works. 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 DA 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.

17. Additional Considerations

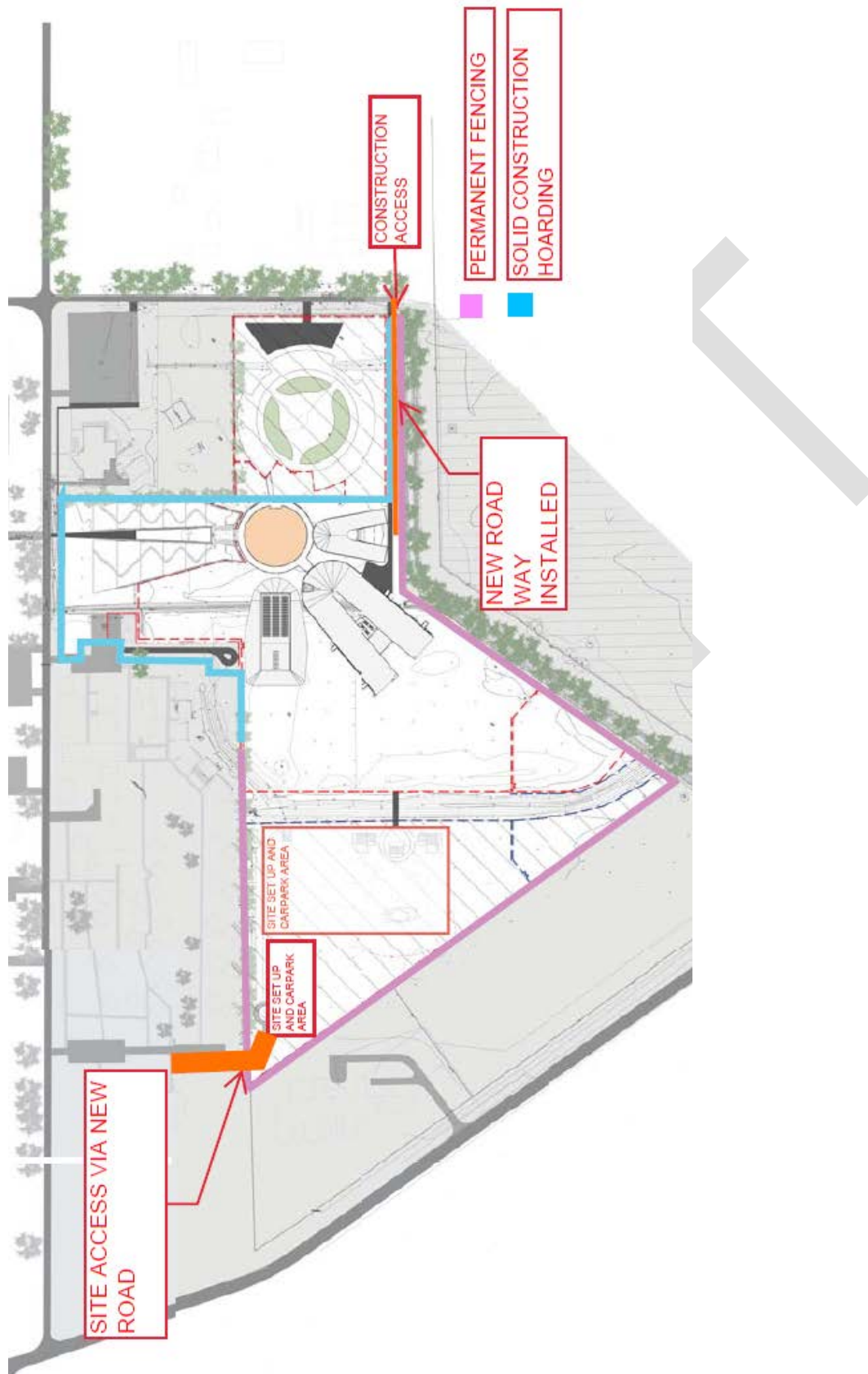
17.1. Inductions

The 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. Any inductions must be completed before commencement of any works onsite.

17.2. Working with School Premises

The 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.

Appendix.1 – Detailed Site Establishment Plan



Appendix.2 – Example DRN Template



Department Of Education Construction for HAHS Glenfield

Disruption Notice No: [insert no.]
Disruption Notice Title: [insert title]

Proposed Times Dates & Location:

Description	Proposed Start Date	Proposed End Date	Proposed Time Required	Total Duration
Total Duration				

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



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.3 – Prohibited Employment Declaration

ATTACHMENT A

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

January 2007