Lake Cathie Public School

Construction Traffic & Pedestrian Management Plan

Project No. 628
Project Name Lake Cathie Public School Upgrade
Project Manager Craig McIlveen
Project Location Lake Cathie Public School
1240 Ocean Drive
Lake Cathie, NSW 2445
Client School Infrastructure
Timing of the Works January 2020 to July 2021

Revision Register:

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<th>Status</th>
<th>Author</th>
<th>Approved By</th>
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INTRODUCTION

1.1 BACKGROUND

AW Edwards have been engaged by School Infrastructure for the Lake Cathie Public School Upgrade project.

The current programme for the project has the Lake Cathie Public School Upgrade commencing in January 2020 and the project completion in July 2021.

1.2 PURPOSE OF THIS REPORT

This report provides an update as to how stages of the work are proposed to occur and how construction traffic would access the site and be managed including details of the following:

- Proposed excavation and access associated with it;
- Proposed establishment of loading & unloading zones;
- Proposed pedestrian management around construction site;
- Proposed traffic control associated with access from Ocean Drive to and from the site.
- Proposed construction of building structure

1.3 REFERENCE DOCUMENTS

In preparing this Construction Traffic & Pedestrian Management Plan, reference has been made to a number of background documents, including:

- Programme Construction Sequence, Materials Handling Logistics and Infrastructure Plans
- RMS Traffic Control at Worksites Manual
- An inspection of the site and its surrounds

1.4 OBJECTIVES

AW Edwards Pty Limited is undertaking the Lake Cathie Public School Upgrade Design & Construction Contract.

Key issues for traffic and pedestrian management during the Contract include:

- Safe operation of buses and other transport services during construction
- Safety of commuters, pedestrians, bicycle riders, students and staff during construction
- Timely and effective implementation of traffic management measures.
- Fulfilling Port Macquarie Hastings Council requirements
The accompanying “Traffic and Pedestrian Management Plan” showing vehicular access and signage at the worksite are included as Appendix A to this report.

Consultation concerning traffic and pedestrian management at the Lake Cathie Public School Upgrade worksite has occurred. Further consultation will be required throughout the project as per staging milestones.

Any material removed from the Site shall be transported by the Contractor in accordance with government regulations and the requirements of the SafeWork Authority. All off-site truck movements and deliveries shall occur during normal working hours. All trucks/tankers carrying loads off-site shall be licensed to transport the materials in accordance with DECCW requirements and state government regulations.

The Principal Contractor and works contractors shall ensure that all drivers responsible for the transport of Dangerous Goods and contaminated materials from the Site are trained in the procedures to be implemented in the event of any incident involving the escape of Dangerous Goods or contaminated materials from their vehicles.

The Contractor shall ensure that all drivers of vehicles to and from the Site comply with the Site access and security requirements.

The Contractor shall ensure that all drivers of vehicles to and from the Site comply with the environmental control measures specified in the management plan. The contractors shall ensure that all vehicle movements within the Site follow the established Traffic Control Plan and comply with the prevailing traffic regulations, including speed limits.

The Contractor shall track all materials leaving the Site.

Oversize truck movements (predominantly floats) will only occur during RMS approved hours and will not operate during peak traffic.

Traffic peaks will occur in the early morning, and mid-afternoon with school drop off and pickup times.

The goal of contractors’ traffic management planning for the project will be to:

- Ensure maximum safety of on-site personnel, pedestrians, school staff, school students and drivers;
- Ensure that construction activities do not adversely impact or compromise safe traffic flow within the site;
- Minimise environmental nuisance and impact as a result of construction traffic;
- Ensure construction traffic does not interrupt existing traffic flows within the school and on the local road network;
- Ensure designated transport routes for those routes which will be used regularly over the duration of the construction works will be adopted by the contractors and communicated to haulage contractors;
- Establish scheduling of vehicle movements to ensure there are no vehicles waiting off the site within a block radius;
- Have no vehicles arrive at the site outside the site working hours;
- Advise site workers to only park in designated construction parking areas; and
• Aim for trucks to only leave the site when they have reached their capacity loads wherever possible.

### CONSULTATION

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<td>• LCPS&lt;br&gt;• Currie &amp; Brown</td>
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<td>05/12/19</td>
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<td>Men at Work Traffic Services</td>
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2 EXISTING CONDITIONS

2.1 SUBJECT SITE

The subject site is located at 1240 Ocean Drive, Lake Cathie.

The surrounding properties include a mix of residential land release (Under construction) and future council sporting facilities, with low pedestrian activity associated with Ocean Drive.

The location of the subject site and the surrounding environs is shown in Figure 2.1 below.

Figure 2.1: Subject Site and its Environs.

2.2 ROAD NETWORK

2.2.1 ADJOINING ROADS

Ocean Drive

Ocean Drive is a two-way road aligned in the North-South direction. Ocean Drive provides the only access into Lake Cathie Public School.

Wallum Drive

Wallum Drive is a two-way road aligned in the North/West-South/East direction. Wallum Drive is currently under construction. Wallum Drive is not open for public access.
2.2.2 PEDESTRIAN ACTIVITY
The pedestrian movements occur along the council roadway gravel verges around the front area of the site.

The internal road and footpath network within the school provide pedestrian access. The internal roadway pedestrian access appears to be limited on roadways as vehicle/bus drop off & pick-up areas are in use.

All internal pedestrian movements within the school will be managed by exclusion zones and delineated pedestrian access pathways.

3 CONSTRUCTION STRATEGY AND TRAFFIC MANAGEMENT PLANS

3.1 BACKGROUND
Demolition of the site is scheduled to commence in January 2020 and all construction is to be completed by the end of July 2021.

It is important to note that this report relates to the construction of the Lake Cathie Public School Upgrade project.

3.2 TIMEFRAMES AND FREQUENCIES
It is envisaged that the entire project would take approximately 18 months to complete as per programmed milestone staging. Commencement of site work is scheduled for January 2020.

Due to the staging of the project, truck movements can be co-ordinated as smaller deliveries for the duration of the project. Peak times will be during the demolition/excavation stage, formwork delivery/pickup, reinforcement deliveries, structural steel delivery/erection, concrete pours and plasterboard deliveries.

Consideration will need to be given to school morning (8am to 9am) and afternoon (2pm to 3pm) peak times.

3.3 CONSTRUCTION TRAFFIC MANAGEMENT PLAN

3.3.1 ACCESS ARRANGEMENTS

Demolition & Excavation
All of the demolition, bulk & detailed excavation takes place for the site with ingress and egress via Ocean Drive and school internal road network. Larger demolition & excavation deliveries can be co-ordinated around school peak times.

Formwork & Reinforcement
All of the formwork delivery and pickups will ingress and egress from Ocean Drive and school internal road network.
Formwork is to be securely bundled on site and removed from site with use of forklift, Hi-Ab or crane and loaded onto truck using assistance from traffic control where required. All formwork & reinforcement deliveries can be co-ordinated around school peak times.

Concrete Pours
All concrete pours will ingress and egress from Ocean Drive and school internal road network. All concrete pours will be completed from within the site boundaries. On larger concrete pours, (main slab areas) school morning peak times may overlap concrete deliveries. The assistance of traffic control will be required on these days to maintain organised traffic movements. Consideration will be given to start concrete pours as early as possible where planning permission allows.

Structural Steel & Plasterboard
All of the structural steel & plasterboard deliveries will ingress and egress from Ocean Drive and school internal road network.
All structural steel & plasterboard deliveries can be co-ordinated around school peak times.

3.3.2 VEHICLE MOVEMENT PLAN
The proposed vehicle movement plan has been prepared on the basis that allows construction vehicles to reach direct access to the main road network to minimise vehicle movements in residential areas.

The proposed vehicle movements plan for the construction is indicated in Appendix A & C.

3.3.3 TRUCK QUEUING LOCATION/S
It is not anticipated any truck queuing would be required. If required, a suitable truck queuing location will be determined with consultation of Port Macquarie Hastings Council & RMS.

All queuing trucks would be instructed to not have their engines idling whilst in this holding location. The queuing location would be used as the truck marshalling area to allow trucks to enter the site in manageable groups rather than all at the same time.

3.4 TRAFFIC CONTROL PLANS

Truck Ingress/Egress from Ocean Drive
The level of traffic on Ocean Drive is low which should mean that the construction traffic would have minimal impact on vehicles using this street. However access to the school internal road network should still not be impeded.

It is also important to maintain construction vehicle movements to prevent any queuing and blocking of Ocean Drive.

Manual stop/go traffic control may also be employed around the Ocean Drive & school internal road network connection, where required, to control heavy traffic movement e.g. Concrete pours.
4 CONDITIONS OF TRAFFIC AND PEDESTRIAN PLAN

AW Edwards have individually addressed the following points to ensure all safeguards and measures for the Lake Cathie Public School Upgrade can be achieved.

4.1 ACCESS TO CONSTRUCTION SITES AND SITE COMPOUNDS

Construction worker (light) vehicles will park in designated construction vehicle parking areas at the Lake Cathie Public School Upgrade Building site. The timing of the Works will commence from January 2020.

Access to the worksite will see heavy vehicles:

- Access the worksite from Ocean Drive, Refer to Appendix A – Haulage Movement Plan and Appendix B– Truck Turning Path.
- Staging for trucks will be coordinated in order to ensure the surrounding area is not congested with trucks parked on the surrounding roads, restricting traffic movement and causing WHS issues for pedestrians.

4.2 CHANGES TO LANE WIDTHS

- Ocean Drive. No changes.

4.3 NEED FOR RESTRICTIONS ON TRUCK MOVEMENTS

As trucks are the only means by which materials and equipment can be moved to and from the project, strict monitoring of road speed limits will be enforced.

4.4 NEED FOR CHANGES TO EXISTING SIGNPOSTED SPEEDS

There would be no requirement for any changes to the current signposted speed limits along Ocean Drive. However, relevant signage will be placed along Ocean Drive to ensure all vehicles are aware of construction vehicles entry & exit from site.

4.5 IMPACTS FROM RELOCATION OF EXISTING FACILITIES

Temporary fencing, staff and student pedestrian access measures and signage is required to facilitate movement of existing facilities around the site.
Temporary fencing will be installed to assist minimise staff and student movements into construction activity areas.
4.6 TRUCK INGRESS AND EGRESS ROUTES
The site ingress and egress routes for construction traffic are as detailed in Traffic and Pedestrian Management Plan depicted in Appendix A.

4.7 ENTRY / EXIT LOCATIONS
Refer to Appendix A.

4.8 NATURE OF LOADS AND MATERIALS
Main Deliveries to the site will primarily consist of:

- Formwork, Reinforcement, Concrete, Structural Steel
- Fitout materials
- Plant and Equipment
- Services Equipment i.e. Pipework, Lift etc.

4.9 TEMPORARY TRAFFIC ARRANGEMENTS
Alternative traffic routes are not anticipated at the Lake Cathie Public School Upgrade worksite. Appropriate truck warning signage approved by the RMS will be installed at the worksite prior to the commencement of demolition works and will be maintained throughout construction works phase, in accordance with the RMS guidelines for traffic control at worksites.

4.10 HEAVY VEHICLE QUEUING ARRANGEMENTS.
No heavy vehicle queuing along public roads will be permitted at the worksite. For the site:

- Lake Cathie Public School Upgrade – Truck staging will be coordinated.
- Heavy Vehicle Turning paths are depicted in Appendix B.

4.11 PROVISION OF BARRIERS
Site fencing and barriers between working and external pedestrian and trafficked areas will be provided as indicated on the approved Traffic and Pedestrian Management Plan. The site will be fenced to prevent unauthorised access in accordance with the SafeWork guidelines. This will be maintained until the end of all Works.

Refer to Appendix A.

4.12 IMPACT ON GENERAL TRAFFIC, CYCLISTS, BUS SERVICES AND PEDESTRIAN FACILITIES
The works have no anticipated impacts on the general traffic, cyclists and bus services during the school peak hours. There are no temporary traffic arrangements or changes to lane widths or changes to the current signage along Ocean Drive. However, as detailed there will be additional sign postage for construction access only. The temporary signage is detailed within appendix A.
There are no dedicated existing pedestrian footpaths along all streets surrounding the School site. Pedestrian safety will remain at its current standard.

All internal pedestrian movements within the school will be managed by exclusion zones and delineated pedestrian access pathways.

4.13 METHODS FOR IMPLEMENTING THE CTPMP

It will be the responsibility of the AW Edwards and the sub-contractors to ensure that the provisions of this CTPMP is implemented and complied with prior to the commencement of Substantial Works. AW Edwards will be monitoring this process closely.

4.14 ACCESS TO SIDE STREETS

- Houston Mitchell Drive – will not be affected

4.15 ACCESS TO ADJOINING PROPERTIES

Vehicular access and parking on surrounding streets will not be affected by the operation of the Lake Cathie Public School Upgrade work site.

- Ocean Drive – No disruption is envisaged

4.16 IMPACTS AND CHANGES TO ON AND OFF STREET PARKING

There will be no impact to on street parking as a result of the operation of the worksite and workers using street parking.

All vehicles associated with the construction site will park in on-site designated construction vehicle parking areas.

4.17 COMMUNICATION AND LIAISON METHODS

This CTPMP worksite report has been developed to satisfy Lake Cathie Public School and Port Macquarie Hastings Council.

During construction, the AW Edwards WHSE Manager will provide reporting in accordance with AW Edwards Management System to confirm the practical operation of the CTPMP worksite and CTPMP reports. The primary means of this reporting will be via the project safety and incident management response plans whereby actions taken in response to identified traffic incidents will be documented together with an overall summary of any required changes or updates to the relevant worksite traffic management report.
4.18 METHODS FOR COMMUNICATING TRAFFIC CHANGES

The commencement of works at the site will be communicated to the School in accordance with the programmed milestone staging procedures.

In general, further consultation will take place with Port Macquarie Hastings Council and the RMS should any change to worksite traffic operations become necessary.

4.19 CONSTRUCTION EMPLOYEE TRAFFIC GENERATION

It is envisaged that there would be a maximum of 30 people on site during the Lake Cathie Public School construction from January 2020, as shown in Table 5.2.1. Most of these persons would drive cars to and from the worksite each day.

In accordance with Condition C9 of the SSD949.1 Sufficient car parking is allocated in the nominated contractor compound that is located wholly on the site and will be made available to all site personnel. Traffic movements will generally not coincide with peak periods on the adjoining internal road network, which are 8–9:00 am and 2–3:00 pm.

There is no requirement for an on street work zone.

Table 4.19.1 Site Workforce Details

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<td>Staff Day</td>
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* Note: Monday – Friday Day-shift work hours are 7:00 am – 6:00 pm. Saturday shift work hours are 7:00 am – 6:00 pm. No work to be carried out on Sunday or public holidays.

4.20 THE USE OF MOBILE CRANES ON PUBLIC ROADS

If a mobile crane is required and needs to be set up on a public road, the relevant applications and approvals will be lodged with Port Macquarie Hastings Council.

4.21 DELIVERIES TO CONSTRUCTION SITES AND SITE COMPOUND

Access to the site will be via Ocean Drive.

A truck operator & delivery driver induction code of conduct is to be completed by all delivery vehicles entering the site. Refer Appendix E

All vehicles entering the site must make reasonable steps to minimise dust generation as required in condition C19 and C20. Refer to the environmental activity register that details the procedure and controls to minimise dust generation and maintain air quality.
4.22 RESPONSE PLANS

In the event of an AW Edwards related construction traffic incident on the public road network the School or RMS will be notified in accordance with the procedures set down in AW Edwards Management System.

4.23 APPROPRIATE FEEDBACK, MONITORING, REVIEW AND AMENDMENT MECHANISMS

A quarterly review of this CTPMP will be undertaken in order to determine any potential need for future amendments to the report. A verification review of the report would be conducted on a half yearly basis.

AW Edwards acknowledge that notwithstanding the Council and School satisfaction with this Traffic Management Report, the Council and School reserve the right to call for future amendments to the Report in the event of unforeseen circumstances or impacts on the network.
5 CONCLUSIONS AND RECOMMENDATIONS

Based on the analysis and discussions presented within this report, the following conclusions and recommendations are made:

- The Lake Cathie Public School Upgrade is proposed to be completed by the end of July 2021 with the main site access being via Ocean Drive;
- Traffic control assistance may be required in the structure phases of the project.
6 APPENDICES
APPENDIX A – TRAFFIC MANAGEMENT PLAN
TCP for Stage 1 Construction

Date: 09/12/2019  Author: Stephen Crabtree 0023297320  Project: AW Edwards Lake Cathie Public School

NOTES
NOT TO SCALE

1. Signage to be placed to best suit road and sight conditions.
2. Class 1 reflective as 1742.3 refer RMS TCAWS vers 4 Appendix B
3. Consideration to be given to peak traffic flow.
4. Access to Bus Stop to be maintained at all times.
5. All works crew and vehicle drivers to be briefed on TCP. Conditions including pedestrians, cyclists and customer access.
6. Daily risk assessment to include pedestrian and large vehicle movements exiting construction gate. Pedestrian Movement to be monitored at all times.
7. Access for school buses to be maintained.
8. Work vehicles and plant to have at least one operating rotating or flashing yellow light.
9. All site traffic to adhere to normal traffic conditions. No U-Turn or reversing on live carriage ways unless under traffic control.
10. TC to maintain escape route at all times.
11. Only a team leader with Prepare Work Zone Management Plan Card can make modifications to this plan.

TCF for Stage 1

LAKE CATHIE PUBLIC SCHOOL

STAGE 1 BLOCKS E,F&G CONSTRUCTION AREA

STAGE 1 CONSTRUCTION PARKING

CONSTRUCTION ACCESS GATE

FENCED PLAY AREA

140m

Walford drive

ON LEFT

ON RIGHT

140m

TRUCKS TURNING

140m

WALLUM DRIVE

DATE MODIFIED:  /  / 

NAME: 

CARD NO: 

SIGNATURE: 

www.invarion.com
NOTES
NOT TO SCALE

1. Signage to be placed to best suit road and sight conditions.
2. Class 1 reflective as 1742.3 refer RMS TCAWS vers 4 Appendix B
3. Construction areas to be kept clear
4. Access for emergency services to be maintained at all times.
5. All works crew and vehicle drivers to be briefed on TCP. Conditions including pedestrians, cyclists and customer access.
6. Daily risk assessment to include pedestrian and large vehicle movements exiting construction gate. Pedestrian Movement to be monitored at all times.
7. Access for school buses to be maintained.
8. Work vehicles and plant to have at least one operating rotating or flashing yellow light.
9. All site traffic to adhere to normal traffic conditions. No U-Turn or reversing on live carriage ways unless under traffic control.
10. TC to maintain escape route at all times.
11. Only a team leader with Prepare Work Zone Management Plan Card can make modifications to this plan.

TCP for Stage 2 Construction

STAGE 2

CONSTRUCTION

PARKING

CRIB

AMENITIES

STAGE 2

MAKE GOOD

AREAS

DATE MODIFIED: / / 
NAME: 
CARD NO: 
SIGNATURE:
NOTES 
NOT TO SCALE

1. Signage to be placed to best suit road and sight conditions.
2. Class 1 reflective as 1742.3 refer
RMS TCAWS vers 4 Appendix B
3. Consideration to be given to peak traffic flow.
4. Access to Bus Stop to be maintained at all times.
5. All works crew and vehicle drivers to be briefed on TCP.
   Conditions including pedestrians, cyclists and customer access.
6. Daily risk assessment to include pedestrian and large vehicle movements exiting construction gate.
7. Access for school buses to be maintained.
8. Work vehicles and plant to have at least one operating rotating or flashing yellow light.
9. All site traffic to adhere to normal traffic conditions. No U-Turn or reversing on live carriage ways unless under traffic control.
10. TC to maintain escape route at all times.
11. Only a team leader with Prepare Work Zone Management Plan Card can make modifications to this plan.

Date: 09/12/2019 Author: Stephen Crabtree 002297320 Project: AW Edwards Lake Cathie Public School
Comments: TCP for Stage3 Construction Access

DATE MODIFIED: / /
NAME: 
CARD NO: 
SIGNATURE:
APPENDIX B – VEHICLE TURNING CIRCLES
APPENDIX C – VEHICLE ROUTES
APPENDIX D – PEDESTRIAN MANAGEMENT PLANS
EXISTING PEDESTRIAN ROUTES MAINTAINED ALONG WEST SIDE OF OCEAN DRIVE

EXISTING PEDESTRIAN ROUTES MAINTAINED ALONG EAST SIDE OF OCEAN DRIVE

HOUSTON MITCHELL DRIVE

OCEAN DRIVE

131 Sailors Bay Road
Northbridge, NSW 2063
Tel: +61 2 9958 1474
Fax: +61 2 9958 6208

A W EDWARDS
Lake Cathie Public School

Stage 1 Pedestrian Routes

ST1_001
APPENDIX E – TRUCK DRIVER / DELIVERY DRIVER INDUCTION & CODE OF CONDUCT
# TRUCK OPERATOR / DELIVERY DRIVER
## INDUCTION & CODE of CONDUCT
### LAKE CATHIE PUBLIC SCHOOL UPGRADE

<table>
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<tr>
<td>Drivers Name:</td>
<td>Signature:</td>
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### Important Site Safety Information and Operating Procedures for Truck & Delivery Drivers

As far as practicable I will remain inside the cabin of my vehicles while on-site.
If I leave the cabin, I will **wear** the minimum mandatory PPE including:
- Steel toe capped footwear
- High-visibility clothing
- Hard hat
- Safety glasses
- Gloves appropriate to the task

I will maintain a minimum of 3 metres clearance from all mobile plant whilst it is operating to load or unload materials/goods from my vehicle.

I can confirm warning lights on my vehicle are operational and the reversing alarm is working.

I can confirm that my vehicle is registered and roadworthy.

I can confirm no unauthorised persons are travelling within the vehicle (i.e. children)

I will comply with all site traffic signage:
- including speed limits
- no stopping/parking zones
- traffic flow indicators
- and/or as directed by the site supervisor/traffic controller.

*(For Heavy Vehicles)* For every delivery or despatch I am involved for this project - I confirm that my vehicle **shall** be within NSW Heavy Vehicle ‘Chain of Responsibility’ (legal) requirements for:
- Dimension
- Mass
- Load Restraint
- Driver fatigue

I will comply in minimising traffic noise by:
- No early or late deliveries outside of working hours.
- Turning vehicle off when not in use
- Maintain equipment and stop noisy plant until repaired

I have familiarised myself with the vehicle specified routes detailed in appendix B and C of the Traffic Management Plan. I understand that my vehicle is only permitted on the specified vehicle route.

Where there is the potential of tracking material (dirt/mud etc) onto the road:
- I will ensure my vehicle is cleaned prior to exiting the site.

The driver is to not enter into any arrangement or participate in any activity that would conflict illegally with other road users. In the event of any conflict or community complaint the driver must notify AW Edwards.

January 2020
APPENDIX F – QUALIFICATIONS
Hi Dave
Attached plans, as discussed
These will form attachments to the developed Pedestrian & TMP produced for Lake Cathie Public School in consultation with Men at Work
Regards

Stephen Crabtree
Traffic Manager

To sign up to our monthly mailers and receive course dates via email click here.

TO PROVIDE, TO BE, TO GROW

Please consider the environment before printing this email

This message is intended for the addressee named and may contain confidential information. If you are not the intended recipient, please delete it and notify the sender. Views expressed in this message are those of the individual sender, and are not necessarily the views of Men At Work.
Hi Craig

I have acknowledged and noted changes to the TMP developed for Lake Cathie Public School. There will be no requirements to change the TGS attachments.

Regards

Stephen Crabtree
Transport
Roads & Maritime Services

Implement Traffic Control Plans
Card No. 0051863994

This qualification enables you to implement Traffic Guidance Schemes/Traffic Control Plans in accordance with approved Traffic Management Plans.

DAVID
BARRATT

Expiry Date:
12/11/2021

This card is not a proof of identity.
This qualification enables you to direct traffic with a stop/slow bat or similar control device through or past a roadwork site.

Traffic Controller
Card No. 0051863990

This card is not a proof of identity.

DAVID
BARRATT

Expiry Date: 12/11/2021
APPENDIX G – CONSULTATION
Post Approval – Consultation

Consultation needs to be undertaken in accordance with the standard evidence of consultation condition in the consent. Consultation needs to be meaningful, done with courtesy and respect and be well documented. These are people/ organisations that we need to be building meaningful relationships with.

Conditions of all consent can require consultation with a range of stakeholders. Consultation in the post approval world needs to be well documented to satisfy the condition requirements.

Examples include Council, service providers (eg. Electricity gas etc.), consult with local bus provider and TfNSW.

Read each condition carefully, any reference to consult triggers consultation.

Typically on State Significant Development, there will be a specific consultation condition as to how this piece can be appropriately addressed.

If no response has been obtained from the stakeholder, various attempts (minimum of 3 per media) over a reasonable timeframe, have to be documented.

If there is a dispute, the table needs to be fully completed (details of any matters unresolved and how the applicant has resolved these).

Consultation is not:

- A token gesture
- Done at the end of the piece of work,
- An email to the relevant stakeholder with no response;
- A meeting with the stakeholder with no meeting minutes.

Consultation is:

- Meaningful
- Done prior to the requirement,
- Captures an outcome,
- Identifies matters resolved,
- Identifies matters unresolved,
- Any disagreements are disclosed; and
- How we are going to address unresolved matters?

How to capture all the relevant details on consultation requirements? Any consultation requirement in a condition is required to be accompanied with the following table:
### Post Approval Consultation Record

<table>
<thead>
<tr>
<th>Identified Party to Consult:</th>
<th>Port Macquarie Hasting Council / TfNSW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultation type:</td>
<td>Email Correspondence</td>
</tr>
<tr>
<td>When is consultation required?</td>
<td>Pre Construction</td>
</tr>
<tr>
<td>Why</td>
<td>Consultation</td>
</tr>
<tr>
<td>When was consultation scheduled/held</td>
<td>Email Correspondence: Wednesday 8th of January 2020 4:28 pm</td>
</tr>
</tbody>
</table>
| When was consultation held  | Email response: Thursday 9th January 2020 7:08 AM  
Friday 6th March 2020 2:09PM |
| Identify persons and positions who were involved | Grant Burge (Engineering Development Coordinator) |
| Provide the details of the consultation | - Email correspondence for consultation on the lake Cathie Public School – Construction Traffic Pedestrian Management Plan  
- Email correspondence provided in trailing document. |
| What specific matters were discussed? | No matters for resolution identified. |
| What matters were resolved?  | Nil to resolve.                          |
| What matters are unresolved? | Nil                                      |
| Any remaining points of disagreement? | Nil                                      |
| How will SINSW address matters not resolved? | Nil                                      |
Hi Craig,
I have taken a look over the TMP and it looks to be in order and acceptable to us, I can't refer it to RMS until the development is approved, but they have been involved in the SSD process so they are aware of the site. I will send it on to them once we receive the word from the department that it is approved.
Regards,
Grant

Grant Burge
Development Engineer
Port Macquarie-Hastings Council

From: Craig McIlveen <c.mcilveen@awedwards.com.au>
Sent: Wednesday, 8 January 2020 4:28 PM
To: Grant Burge <grant.burge@pmhc.nsw.gov.au>
Cc: David Barratt <d.barratt@awedwards.com.au>; David Proud <d.proud@awedwards.com.au>
Subject: Lake Cathie Public School - Construction Traffic Pedestrian Management Plan

Hi Grant,
Thank you for the return phone call today regarding Lake Cathie Public School.
As discussed, AW Edwards are the building contractor engaged by School Infrastructure to undertake these works.
In accordance with SSD conditions. AW Edwards are to prepare in consultation with Council and RMS a project specific Construction Traffic and Pedestrian Management Plan.
Please refer to the attached document jointly prepared with traffic consultant Men at Work (qualification provided). This has been issued as preliminary for review and consultation with Hastings Council and the RMS prior to a final.
If required, we would be happy to meet up and discuss the traffic methodology further to ensure no effect on the safety and minimal effect on efficiency of the road network.
You mentioned earlier today that you would be able to assist with contacting RMS on this item. That help would be appreciated. Alternatively, if you could advise an appropriate contact I would be happy to coordinate.
Thanks for your time.

Kind regards,

Craig McIlveen
Hi Craig,
I was just about to call you, just got your message. I haven’t heard anything back from RMS yet but I will let you know as soon as I have. I have put a copy of your dilapidation report on our file.
Regards,
Grant

Grant Burge
Engineering Development Coordinator (acting)
Port Macquarie-Hastings Council

Hi Grant,

Further to the trailing correspondence and our previous discussion.

Have you received feedback from RMS on the consultation with the traffic management plan. If you recall a requirement of the state significant development was the submission of the traffic management plan. If we have issued with no response that’s ok also.

Grateful if you could confirm submission of the construction traffic management plan.

Thanks for your assistance.

Kind regards,

Craig McIlveen
Project Manager

A W Edwards Pty Limited
Port Macquarie Office
6/35 Merrigal Rd, Port Macquarie NSW 2444
P: 02 6581 5755 | D: 02 8036 7388
M: 0403 611 161 | E: cmcilveen@awedwards.com.au

www.awedwards.com.au
Hi Grant,

Please see attached the Lake Cathie Public School SSD conditions. Speaking with my client they were happy for AW Edwards to issue this consent.

Items specific with council commence from B39.

Regards,

Craig McIlveen
Project Manager

A W Edwards Pty Limited
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Hi Craig,

We still haven’t received anything from the department yet, I have followed up with my Director and we have not received an approval or response to our initial concerns. I will let you know as soon as it is received. I will do the referral to RMS as part of the S138 application to avoid duplication of referrals.

Regards,

Grant

Grant Burge
Engineering Development Coordinator (acting)
Port Macquarie-Hastings Council
Hi Grant,

Further to the below AW Edwards received a copy of the SSD approval yesterday for lake Cathie Public School. If possible, are you able to please still assist with Transport NSW consultation on the traffic control plan. Alternatively, if you could advise an appropriate contact I would be happy to coordinate.

Appreciate you help.

Kind regards,

Craig McIlveen
Project Manager

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Hi Grant,

Thanks for the prompt response and assistance with the RMS once approval is received.

Kind regards,

Craig McIlveen
Project Manager

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