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Best for Project

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1. Executive Summary

This Preliminary Construction Management Plan (CMP) has been prepared for the Pendle Hill High School development.

The works are comprised of the following activities:

- Construction of a new three-storey courtyard building on Binalong Road comprising two (2) three-storey wings under a connected roof which will accommodate a library, staff unit, lecture theatre, multimedia and senior learning spaces, administration unit and student amenities;
- External transport infrastructure upgrade works;
- New covered walkways and upgraded landscaping; and
- New hard stand areas for bicycle parking.

The requirements of this preliminary CMP and subsequent planning approval conditions are to be incorporated into the building contract. The Contractor will be required to produce their own highly detailed CMP and will use this preliminary CMP for reference only.

Following the appointment of the Contractor, a detailed Project Program will be produced in accordance with the contract, including consideration to all sequencing constraints, and issued to the Principal (SINSW) prior to site establishment.



2. Project Definition

Objectives

The project will support the following Benefits:

- The scope of work will result in an uplift of student capacity from 1080 to 1320 and staff from 84 to 102;
- Improve the quality of educational outcomes through the provision of fit for purpose learning spaces; and

Potential Constraints Impacting on the Construction Methodology

Overview

This section highlights potential constraints that may impact on the construction methodology. It is not an exhaustive list and it is the Contractor's responsibility to ensure that their proposed construction methodology considers all necessary factors and implications.

Access to facilities

The Contractor is to ensure access to all facilities and school operations are maintained throughout construction except as notified and agreed with the school. The Contractor shall endeavour to complete and handover scope to the school as early as practical, so as to not negatively impact the operations of the school.

Access to school car park

Vehicle access to the car park via Cornock Avenue for school staff use and school deliveries will be maintained throughout construction.

Decanting

The Contractor is to assist the school with any decanting from existing facilities into the new building. The Contractor shall coordinate with the school to identify and confirm the items to be relocated.

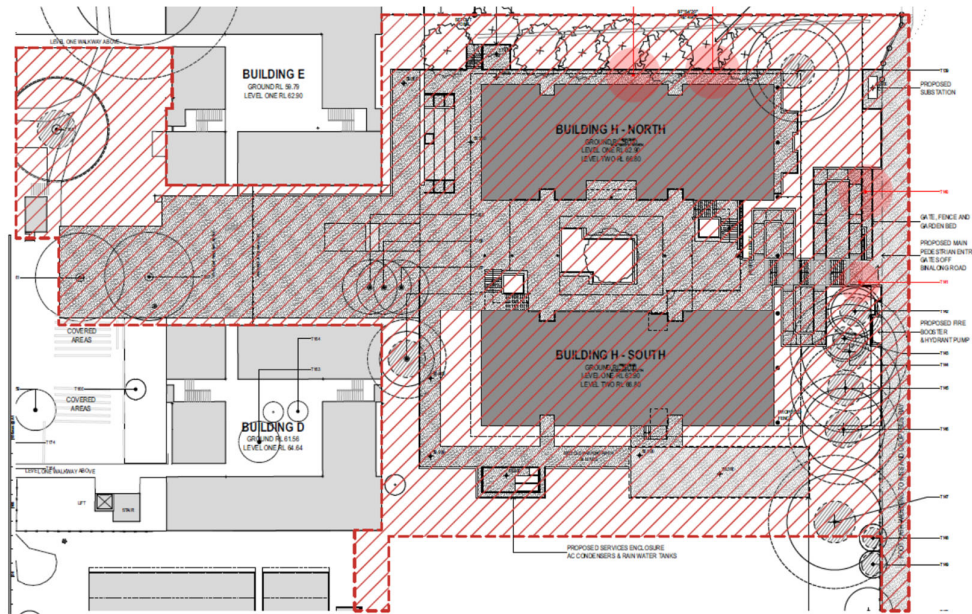


Figure 1: Indicative Construction Plan

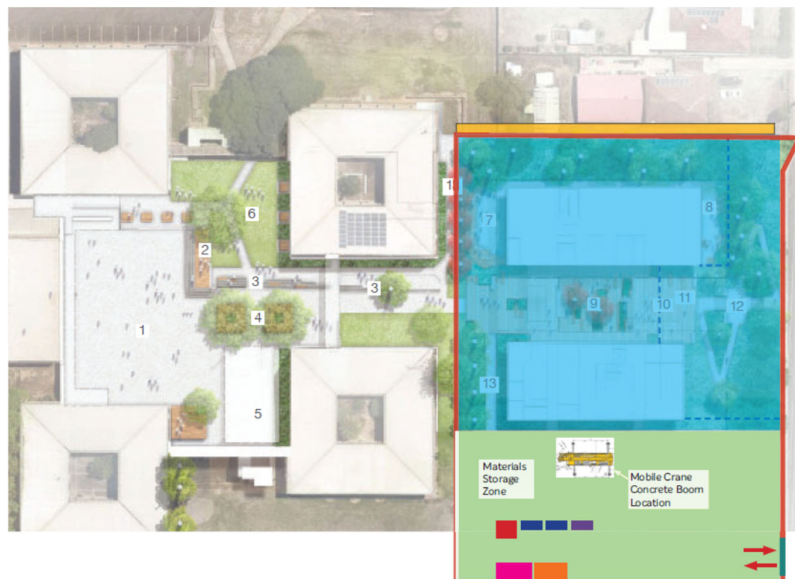


Figure 2: Preliminary Site Establishment Plan

3. Site Mobilisation

Overall Program

The Works will be conducted under a GC21 Contract. All works will be managed by a single Contractor who will be the Principal Contractor for the purposes of the WHS Act.

Following the appointment of the Contractor, a detailed Project Program will be produced in accordance with the contract, including consideration to all sequencing constraints, and issued to the Principal (SINSW) prior to site establishment.

The Contractor is to provide the Principal a detailed program that considers school holiday periods for major works for review and approval.

The Contractor will consult with Pendle Hill High School to establish how construction activities will benefit by the 2021/2022 school holiday programme, whereby some works can be accelerated in the absence of teaching. Any such proposals must however be approved by the City of Parramatta Council if anticipated to generate additional noisy works.

Site Security

The Contractor will be responsible for site security and access. It is envisaged that the site will be secured by use of the following:

- All temporary fencing will comply with Australian Standards and WorkCover NSW Codes of Practice, with a designated site entry gate which will be secured by chain and padlock after hours; and/or
- Class A or B hoardings;
- Temporary fence panels to be 1.8m to 2.4m in height. Shade cloth will be placed on the temporary fencing to help minimize dust and present a clean and well-managed site
- A daily inspection of all hoardings/ fences/ gates will be undertaken. All graffiti encountered will be removed and/or painted over within 48 hours.
- 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 remain open (ajar) during normal working hours. All entries to site will be notified to the site supervisor, with records kept of delivery times. The Contractor will implement an Emergency Site Access Procedure, with emergency site access maintained at all times.
- Gates allowing vehicular access will be clearly signposted to allow trucks to easily locate the correct gate. During peak student outdoor activities all vehicular gates will be manned with a stop/go controller while the gate is being used for access. The Contractor will schedule all deliveries outside school transit periods.

Additional measures required to secure the site will be identified by the Contractor in their final CMP.

Should any security issues arise, these will be reported to the Project Manager, the nominated School representative, and if necessary, pursued with local police.

Site Set Up

The Contractor will ensure that the site is fully set up with the following, prior to the commencement of any works:

- Fencing / hoarding which sets out the site boundary, access and footpaths for construction personnel and school staff, students and visitors;
- Signage which clearly sets out access, health & safety, contact details and public information;
- Temporary utilities for the works are in place and functional (such as electricity, water);
- Temporary facilities and equipment for the works is in place and functional (such as Portaloos, air conditioning, drinking water, security systems, external and internal lighting);
- Temporary cabins have received building control sign off;
- Maintenance, cleaning and medical equipment is in place and functional.

Hours of Work

Hours of work permissible during the course of the project are proposed to be Monday to Friday 7.00am to 5.00pm and Saturday 8.00am to 1.00pm. No works will be undertaken on Sundays and Public Holidays unless otherwise notified in accordance with the development approvals.

These working hours are preliminary and subject to the hours of work granted under the development approval process. Relevant authority approvals will be obtained by the Contractor prior to any work being performed outside the approved development consent working hours.

4. Site Access

Access for Construction Personnel

Access by the Contractor, subcontractors, and other site visitors to the work site will strictly be via the Contractor's established entry points, with the aim of minimising the disruption of teaching activities in the surrounding buildings. All contractors, subcontractor, and visitors shall be required to sign in for access. All construction personnel will be advised of the requirements of access as part of the Induction process prior to commencing work on site. General circulation from the Contractor's site establishment area and the site will be in accordance with the Site Establishment Plan, which the Contractor will develop in consultation with Pendle Hill High School.

Access for Emergency Vehicles and Personnel

Construction works will not affect access for emergency vehicles and personnel during the course of the project. However, if in the event that a particular construction activity affects the access path, the Contractor will ensure suitable alternative access is maintained at all times for emergency vehicles.

Deliveries

All deliveries of material to site will be carried out during approved hours of work and all material movements will be carried out in accordance with the Contractor's material handling procedures and Construction Traffic Management Plan (CTMP).

Construction Access and Plant Equipment

Approval from Pendle Hill High School will be required prior to restricting access to the staff carpark when major construction deliveries are scheduled.

The Contractor may require daytime construction zones on Binalong Road. These zones will be the subject of separate applications to council.

Standard civil equipment is expected to be used on site, including excavators with bucket and pick attachments, pile boring rig, water carts and trucks.

All plant and equipment will be regularly serviced and tagged to ensure all are in good working order, safe and minimise emissions. All plant and equipment will be secure outside of construction hours.

Site Visitation

Visitations by non-construction personnel will not be permitted unless prior arrangements have been made with, and approved by, the Contractor's site supervisor or appropriate representative. If access is granted, visitors must be accompanied by a representative of the Contractor, have undertaken any relevant site inductions and be wearing appropriate PPE.

Visitors wishing to gain access to the construction site on a regular basis during the course of the project will undertake the site induction and obtain an Industry White card.

Traffic and Parking Management

All vehicles entering construction sites will be managed and attended by qualified traffic control personnel. Traffic movements for demolition, excavation and construction will generally be confined to the approved working hours.

In accordance with the City of Parramatta Council, separate applications will be submitted for works zones and road closures.

5. Safety Management

General Site Safety Conditions

The Contractor will develop and maintain a Safety Management Plan, which clearly outlines procedures for construction personnel to follow at times. Details of this plan will be posted at the staff / office notice board and available at all times for reference by site personnel and visitors. The Contractor will ensure that all construction personnel have valid White Cards (including any other applicable ID cards).

The Contractor will ensure all construction personnel have undertaken any applicable child protection training (in line with the NSW Child Protection legislation) and are inducted prior to commencement of any works on site.

PPE will be worn by all personnel at all times whilst on site and will not be permitted to enter otherwise. The extent of PPE to be worn will be in line with the Contractor's standards of practice and take into account the nature of the works.

A medical kit will be kept on site in an easily accessible location, with at least one member of the Contractor team trained in Advanced First Aid on site at all times.

WH&S Plan

The general work, health and safety principles are as follows:

- Ensure a safe environment for the school students, staff and community;
- Minimal disruption to students and regular school operations;
- Ensure safe access onto the site for staff, employees, subcontractors and site visitors;
- Ensure a safe working environment for site staff, employees and subcontractors; and
- Site safety will be addressed in accordance with the NSW Work Health and Safety Act.

The appointed Contractor will be nominated as the Principal Contractor and will be required to prepare a Site Safety Plan. Contractor Management of the site will be in accordance with the NSW Work Health and Safety Act and an accredited AS 4801 occupational health and safety system.

The Contractor will nominate a site safety/first aid representative as required by the WHS Act and the Contractor's WHS procedures. The Contractor will nominate first aid and emergency call locations as appropriate to the works and access provisions. The locations will be clearly posted, and the site personnel and school community will be regularly informed of locations in regular site-based safety updates.

Construction workers and visitors will not be permitted to enter the site under the influence of ability depriving drugs or alcohol and will be subject to random testing as required.

The Contractor will ensure that all activities on site are the subject of Safe Work Method Statements (SWMS) and/or in accordance with the policies and procedures included in the Site Safety Plan. All sub-contractors and visitors to the site will be required to comply with the site safety rules.

The Site will be managed by a full time Site Foreman as a minimum.

The Contractor will be required to manage the conduct of all personnel on site. All construction workers and visitors to the Site will be subject to the Contractor's access management systems. All construction workers will be required to hold a Construction Industry Card as a basic safety standard. All construction workers will be inducted to the Site. The induction will cover the site policies, procedures, facilities, amenities and emergency evacuation procedures.

The Contractor will provide regular updates to site safety and logistics through regular toolbox talks. All inductions and toolbox talks will be recorded in a Register.

Emergency Procedures

In the event of an emergency situation, which includes (but is not limited to) the following:

- Emergency evacuation
- Fire
- Flooding
- Gas leak
- Mains power failure
- Explosions - Bomb threat
- Chemical spill
- Construction accident

- Medical emergency
- Theft
- Criminal or accidental damage

The Contractor will be responsible to ensure that all construction personnel associated with the works are evacuated from the work site in accordance with the Contractor's Safety Management Plan. During evacuation of the work site, the Contractor's representative will notify Pendle Hill High School and SINSW, advise of the status of the site and any further emergency procedures required.

The Contractor will ensure that an Evacuation Plan, emergency exit routes and rallying points are displayed appropriately within the work site to assist construction personnel evacuating in the event of an emergency. This will also form part of all site inductions.

Work Permits

The Contractor will ensure that no works proceed until the relevant works permits and safety procedures have been obtained, in accordance with the associated statutory guidelines. The contractor will make these permits available on request to relevant authorities and keep copies on site and accessible at all times.

Adjoining Property

The surrounding / adjoining property consists of predominantly residential domains, as well as the Pendle Hill High School. The contractor will induct, and regularly promote, all construction personnel to behave in a manner that does not disrupt the daily operations of staff or neighbours and be encouraged to project a professional work place as a representation of the SINSW.

The Contractor will also liaise with the school prior to the commencement of works, to avoid noisy works during planned exam times and to agree measures to minimise the impact of construction on the sensory sensitivities of pupils.

Construction Traffic

The impact of construction traffic on the surrounding road network will be kept to a minimum by implementing the following controls:

- Construction trucks travelling to and from the site will be using only roads that permit trucks and through traffic;
- The timing of truck arrivals and departures will generally be outside commuter and school peak periods;
- Trucks not able to park on site due to space restrictions will be located in a Works Zone;
- All kerb crossings and driveways for trucks crossing the footpath will be supplied with warning signage to ensure that pedestrians cross those areas with care; and
- Construction workers cars will be located on site or in the public parking areas in the vicinity. Where possible construction workers will travel on public transport.

Pedestrian Circulation

Minimal disruption is anticipated to pedestrian movements on footpaths that are open to the school community and public. Footpaths will be maintained for public access for the duration of the works. Where works are required within the road reserve, on the road or the footpath, the Contractor will provide suitable notice of such closures and provide

appropriate safe alternative access around the works. Works will be carried out in accordance with the SSDA conditions.

Significant changes to the Pedestrian Management Plan will be communicated to the community via SINSW Community Engagement Team.

Incident Management and Reporting

Incident Management

The Contractor will develop and maintain an incident plan in order to minimize disruptions and provide a clear and simple guideline for disruptive events. The Contractor's Incident Management Plans are to be implemented on the project upon award of the Contractor.

For an incident the key steps are:

- Check for danger to yourself and to others ;
- Create an exclusion zone and preserve the scene unless for the above exceptions;
- If safe to do so, provide immediate first aid or any assistance and/or Send for help;
- Report immediately to the Project Manager who will then communicate this to SINSW and the Project team.
- Record the actual type, size and location of signs and devices in use at the time of the accident;
- Take photographs of the arrangement for subsequent reporting. A file will be kept including any relevant information.

The Contractor will promptly notify Pendle Hill High School and SINSW of the occurrence of the following incidents and accidents:

- Accidents involving death or personal injury;
- Accidents involving lost time;
- Incidents with accident potential (for example equipment failure and near misses).

Insurances

The Contractor will ensure that it has all necessary insurances to undertake all works associated with the scheme. This will be made available to SINSW on request.

6. Site Maintenance

Waste Removal

The Contractor will remove from the site all rubbish resulting from the works. Rubbish will be handled in a manner so as to confine the materials, minimize dust emissions and allow easy disposal.

All bins will be removed by a licenced Contractor with appropriate systems to track waste recycling and disposal.

Daily Maintenance Tasks

Prior to work commencement:

The Contractor's supervisor will carry out the following operations before work starts, to ensure acceptable safety at all times:

- Daily pre-start toolbox talk with subcontractors
- Inspect all signs and devices, rectifying any defects, as well as inspecting the safety and effectiveness of the site set up in general
- Inspect all emergency and pedestrian paths and ensure they are clear of any obstructions
- Make any programmed adjustments to the site management provisions for the day
- Clean and maintain the site in accordance with the stipulations of details of the Contractor's standard of practice

During work hours, the Contractor's supervisor shall:

- Immediately attend to any hazards to construction personnel or Pendle Hill High School staff and students
- Maintain signs, barriers, access paths throughout working hours
- Carry out regular checks to ensure safety equipment and measures are functioning as required
- Ensure all site vehicles (deliveries in particular) are adhering to the traffic management plan

Record Keeping

Site Quality Assurance and Daily Records

The Contractor will keep adequate records of daily activities and any significant departures or additions in a Project Diary. An Inspection and Test Plan (ITP) shall also be developed and administered to ensure compliance with the management plans.

7. Environmental Plan

General

The Contractor will be required to maintain and enforce an environmental management plan on site.

All parties entering the site will be required to attend a site induction, at which time the site environmental management plan will be instructed, and its requirements made a prerequisite for site access and/or commencement of work.

Tree Protection

Trees will be protected in accordance with the City of Parramatta Council requirements and as outlined in the Arborist Report.

Dust Management

The site perimeter fence will be installed with mesh screening to manage any airborne dust. Mesh screens will also be provided for any scaffolding.

The Contractor will minimise the potential for any air quality impacts by providing whenever possible, a wet process for cutting, drilling and grinding to limit dust emission. The Contractor will adopt adequate measures to prevent dust from affecting the amenity of the surrounding land uses during construction to prevent the escape of dust or other material.

The generation of dust during demolition will be limited. Mist spray will be employed during the demolition and excavation where required and all works will be undertaken in accordance to WorkCover NSW Codes of Practice.

The Contractor shall ensure that all trucks leaving the site have their loads covered. Loose materials will be appropriately stored onsite in order to minimise potential impacts from prevailing weather conditions. Where deemed necessary, truck exit routes will be provided with a truck wash-down pits, shaker grids or ballast pits. Material stockpiles will be avoided. Mist sprays will be employed if necessary, to minimise particulates.

Road and Site Cleaning

The Contractor will ensure that the surrounding public roads are cleared of any materials resulting from the works, in particular sand, rocks and other cleared material / debris resulting from demolition activities from the site that may fall off trucks as they leave site.

On completion of the works, the Contractor will also ensure that the site is cleared of any building materials and is left in a tidy and safe condition.

Noise and Vibration

The Contractor will assess the noise and vibration levels in line with its developed construction methodology and specific items of plant and equipment used on site and determine the acceptable monitoring and mitigation measures based on statutory guidelines above, as well as consider the mitigation and monitoring recommendations made within the SSDA Noise Impact Assessment and in consultation with Pendle Hill High School. The Contractor will select the quietest plant equipment and minimize the use of 2 stroke engines.

As part of above, surrounding neighbours may need to be informed of the scope of works, their duration and likely noise levels, based on consultation with Pendle Hill High School and SINSW. All noise complaints from local residents must be recorded and reported to Pendle Hill High School and SINSW.

The applicant will prepare dilapidation reports of the adjoining properties prior to the commencement of works. The Contractor will ensure vibration is minimised and kept within acceptable levels. All works will be conducted in accordance with the Contractor's approved CMP.

Material Delivery / Removal

As part of the Construction Traffic Management Plan (CTMP), the Contractor will develop a procedure for the efficient and safe loading / delivery of material onto trucks for transportation on and off site. This plan will instruct the access, loading / unloading procedure and transport route of trucks so as to minimize disruption to surrounding activities and protect surrounding property.

Management of Contaminated Soils (if required)

If contaminated soils are encountered during the works in the vicinity of the contaminated materials will be suspended for further investigations including soil testing. Contaminated soils will then be treated, managed and or removed in accordance with the Department of Education Asbestos Management Plan.

Potential risks associated with unidentified occurrence of asbestos or other sources of contamination can be addressed via the implementation of an unexpected finds protocol and, if required, appropriate management during the development works.

Sediment Control

During construction, waste points and storm water entry points will be protected with geo-textile fabrics and hay bales to filter storm water lines from runoff.

The existing footpath crossovers will be swept and maintained at all times hence the occurrence of wheel-based contamination is seen as minimal. The wheels of the vehicle departing from the site will be monitored for cleanliness prior to leaving site.

8. Stakeholder Consultation & Communication

Stakeholder Identification

Key stakeholders involved within the scheme include:

- School Infrastructure NSW (SINSW)
- NSW Department of Education
- Pendle Hill High School staff
- Pendle Hill High School students and parents
- Local community residents (adjoining property owners in particular)
- Statutory and utility authorities
- City of Parramatta Council
- Transport for NSW (TfNSW)
- Local Community Groups

Communication Plan

SINSW acknowledges potential inconvenience to residents as a result of construction work associated with the construction. As a result, the Contractor will develop a full construction management plan, which accounts for the needs of residents both on-site and neighbouring the development.

During the construction period, SINSW (in conjunction with the appointed Contractor) will manage all consultation with the public and notification of occupants of residential property in the surrounding area. The Contractor engaged will assist by managing neighbours in accordance with the following principles:

- Manage the site in accordance with the approved CMP;
- Strictly work within the approved hours of operation as set out by planning authorities;
- In the event that any work, delivery or operation which is considered out of the ordinary is required, then the Contractor is to attain all necessary approvals and make the required notices prior to undertaking the work, delivery or operation;
- In the event that out of hours work will be required, a letterbox note to adjoining neighbours is to be affected at least 24 hours prior to the work being undertaken;
- Provide a regular update of forecast works and disruption via a newsletter or website; and
- Manage a complaints/incident handling procedure that will ensure that any complaints are responded to and addressed.

Site establishment will include signage to identify a single point of contact for any complaints and communication for the neighbours. The name and mobile phone number of the nominated person (day and night) will be posted on the perimeter fence and will be kept up to date in all notices, letterbox drops and SINSW website updates Pendle Hill High School specific.

All complaints and communications with the public and other key stakeholders will be recorded in a Register. A copy of the Register will be held on site and made available to the Council, SINSW or the Principals representative (Project Manager) upon request.

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