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Your reference:

8 December 2022

Attention: **Matthew Curnow, RP Infrastructure**

Sent via AConex

Dear Matthew,

RE: SOIL CONSERVATIONS WORKS REF TRAFFIC ADVICE

This letter summarises key traffic considerations to support a Review of Environmental Factors (REF) prepared for Health Infrastructure NSW pursuant to part 5 of the *Environmental Planning and Assessment Act 1979* (EP&A Act) for soil conservation works.

1.0 Site Description

The site of the soil conservation works, and ancillary road works is located on the Princes Highway in the NSW south coast town of Moruya. The site is legally described as Lot 2, DP 1281576 and is a large vacant greenfield site. The soil conservation works will facilitate the ongoing management of the greenfield lot. To the west of the site is Moruya TAFE, and to the north is a small residential subdivision called Mynora Estate. An aerial figure of the site is shown in Figure 1.1 below.

Figure 1.1: Location of proposed works

2.0 Proposed Works and Traffic Considerations

The works proposed under this REF include the following:

- Construction of three erosion and sediment basins, ranging between 507m^2 and 990m^2 in area.
- Construction of an ancillary road into the site to facilitate construction access into the site. A further detailed description of the proposed works is contained in the Review of Environmental Factors report prepared by Ethos Urban.

The works are anticipated to be completed between February and June 2023.

Attached to this letter is a Construction Traffic and Pedestrian Management Plan (CTPMP) to support the REF. The CTPMP will be refined in consultation with the project's Contractor, Transport for NSW (TfNSW) and Eurobodalla Shire Council (ESC), and further detailed assessment would be expected as part of a detailed CTPMP which would form part of the recommended mitigation measures.

The worst-case for vehicle movements are expected to be in the order of 200-240 movements per day based on the estimated haulage needs and number of workers. The overall level of movements are able to accommodate on Princes Highway and its associated intersections.

Traffic impacts of construction works will be managed by scheduling deliveries and staff shift changes outside of peak traffic periods and not warrant the need for any additional infrastructure or temporary overlay requirements to mitigate construction works operations.

In terms of general principles for the works the following are noted:

- right turn movements out of the site/construction area will be priority controlled, with the exception of articulated vehicles movements which are to be manage under traffic control.
- the entry gate will be kept closed at all times, except to allow construction vehicles to enter the site and a gateman will be present during construction hours to open and close the gate as required and to manage ingress of vehicles

Yours faithfully,

Andrew Eke

Manager Major Projects

Bitzios Consulting

Jason Brook

Senior Transport Planner

Bitzios Consulting

Attachment A

Construction Traffic and Pedestrian Management Plan

Soil Conservation Works, Moruya

Preliminary Construction Traffic and Pedestrian Management Plan

Health Infrastructure NSW

8 December 2022

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Document Issue History

Report File Name	Prepared	Reviewed	Issued	Date	Issued to
P5059.001R CTPMP for Soil Conservation REF	J. Brook	A. Eke	J. Brook	6/12/2022	Matthew Curnow, RP Infrastructure Via Email
P5059.002R CTPMP for Soil Conservation REF	J. Brook	A. Eke	J. Brook	8/12/2022	Matthew Curnow, RP Infrastructure Via Email

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1. INTRODUCTION

1.1 Background

Bitzios Consulting has been engaged by Health Infrastructure NSW to prepare a preliminary Construction Traffic and Pedestrian Management Plan (CTPMP) to support a Review of Environmental Factors (REF) prepared for Health Infrastructure NSW pursuant to part 5 of the Environmental Planning and Assessment Act 1979 (EP&A Act) for soil conservation works.

The location of the subject site is shown in Figure 1.1.

Figure 1.1: Location of proposed works

1.2 Purpose

The purpose of this CTPMP is to assess the impacts associated with construction activities and maintain an accessible and efficient road network for all users. This document has been prepared to assist Health Instructure NSW (and their contractors) to implement vehicle and pedestrian management measures when carrying out the works phase for soil conservation works.

The CTPMP will be refined in consultation with the project's Contractor and Eurobodalla Shire Council (ESC), and further detailed assessment would be expected as part of a detailed CTPMP which would form part of conditions of approval.

2. EXISTING CONDITIONS

2.1 Road Network

2.1.1 Princes Highway

The Princes Highway is a Transport for New South Wales (TfNSW) controlled highway connecting Sydney and Melbourne. In the vicinity of the project site, the Princes Highway is a two-lane undivided road with a posted speed limit of 100km/hr. To the west of the project site, the posted speed is reduced to 80km/hr and further to 50km/hr before entering Moruya.

2.1.2 Albert Street

Albert Street is a local road that runs along the northern boundary of the project site. It is a two-lane undivided road with a speed limit of 50km/h and runs parallel to the northern site frontage.

2.1.1 Maunsell Street / Keightley Street / Caswell

Maunsell, Keightley, and Caswell Street are local roads that give access to Albert Street. Both streets are two lane, undivided with a 50km/h posted speed and are lined with residential properties. A secondary access proposed via Albert Street / Caswell Street is to be an emergency vehicle access only in general or in the event there is any temporary restrictions to Princes Highway (i.e. in the event on an accident, floods etc).

2.1.2 South Head Road

South Head Road is an undivided two-lane rural arterial road connecting Moruya Heads to the east with Moruya to the west. In the vicinity of the subject site, the posted speed limit is 70km/h. South Head Road is separated from the site by a small residential catchment on the northern side of the subject site. South Head Road is a local road under the jurisdiction of Eurobodalla Shire Council.

2.2 Parking

The road network immediately surrounding the subject site consists predominantly of rural arterial or local access and collector streets. There are no formalised on-street parking facilities in the area.

2.3 Public Transport

The site currently exists as a greenfield site and as such, does not have any existing public transport facilities. Abutting the site to the west is the TAFE NSW campus, which is serviced by Route 860, travelling along the coast from Moruya to Batemans Bay.

2.4 Active Transport

There are currently no active transport facilities fronting the project site on Princes Highway. To the north, there is a footpath network that services some of the local streets with a pedestrian spine on South Head Road that connects to the Moruya town centre. To the east, the TAFE NSW campus is serviced by 3.0m shared path which connects to the Moruya town centre active transport facilities.

3. CONSTRUCTION ACTIVITIES

3.1 Description of Construction Activities

This CTPMP covers the soil conservation works, which includes internal construction works within the site as summarised in Table 3.1.

Table 3.1: Description of Works

Description of Construction Works	Indicative Commencement Date*	Indicative Completion
▪ Construction of three erosion and sediment basins, ranging between 507m^2 and 990m^2 in area. ▪ Construction of an ancillary road into the site to facilitate construction access into the site	February 2023	June 2023

It is noted that there will be road upgrades external to the subject site along Princes Highway that are subject of a separate development application. These works include upgrade of construction of a roundabout intersection to form the site access. **All external works are specifically excluded from this CTPMP and the associated TCPs**. These works will be subject to a separate CTPMP and TCPs which will be prepared by the contractor(s) responsible for external works.

3.2 Construction Hours

Construction works, including the delivery of machinery and materials to and from the site, will occur between the approved hours of:

- 7:00am and 6:00pm Monday to Friday
- 8:00am and 1:00pm Saturday.

Where possible, access and activities requiring external heavy vehicle movements should be scheduled to occur outside network peak periods which occur between 8:00am and 9:00am in the morning and 2:45pm and 4:15pm in the afternoon to avoid school start and finish times.

No work shall be carried out on weekends or public holidays. Activities may be undertaken outside of the approved working hours for construction if required:

- By the police or a public authority for the delivery of vehicles, plant, or materials
- In an emergency to avoid the loss of life, damage to property or to prevent environmental harm
- Where the works are inaudible at the nearest sensitive receivers
- Or if permitted under COVID-19 provisions.

Notification of such activities must be given to affected residents before undertaking the activities or as soon as is practical afterwards.

Deliveries of heavy machinery may be required out of the construction hours of operation to conform to the overriding requirements of Transport for NSW.

3.3 Construction Worker Induction

All workers and subcontractors engaged onsite will be required to undergo a site induction. The induction should include permitted access routes to and from the construction site for all vehicles, as well as standard environmental, Work Health and Safety, Driver Code of Conduct, and emergency procedures.

3.3.1 SafeWork Requirements

To protect the safety of workers and the public, the worksite should be adequately secured (i.e. security fence) to prevent access by unauthorised personnel. Additionally, all works must be conducted in accordance with the relevant SafeWork requirements at all times.

3.3.2 Safe Work Method Statements

A Safe Work Method Statement should be prepared whenever any person is undertaking works on or adjacent to the public domain.

3.3.3 Truck Driver Code of Conduct

All drivers associated with the project are to abide by a Code of Conduct in order to:

- Minimise impacts of construction on the local road network
- Minimise conflicts with other road users
- Minimise road traffic noise
- Ensure truck drivers use specified routes.

A Driver Code of Conduct has been included in **Appendix A**.

3.4 Construction Worker Parking

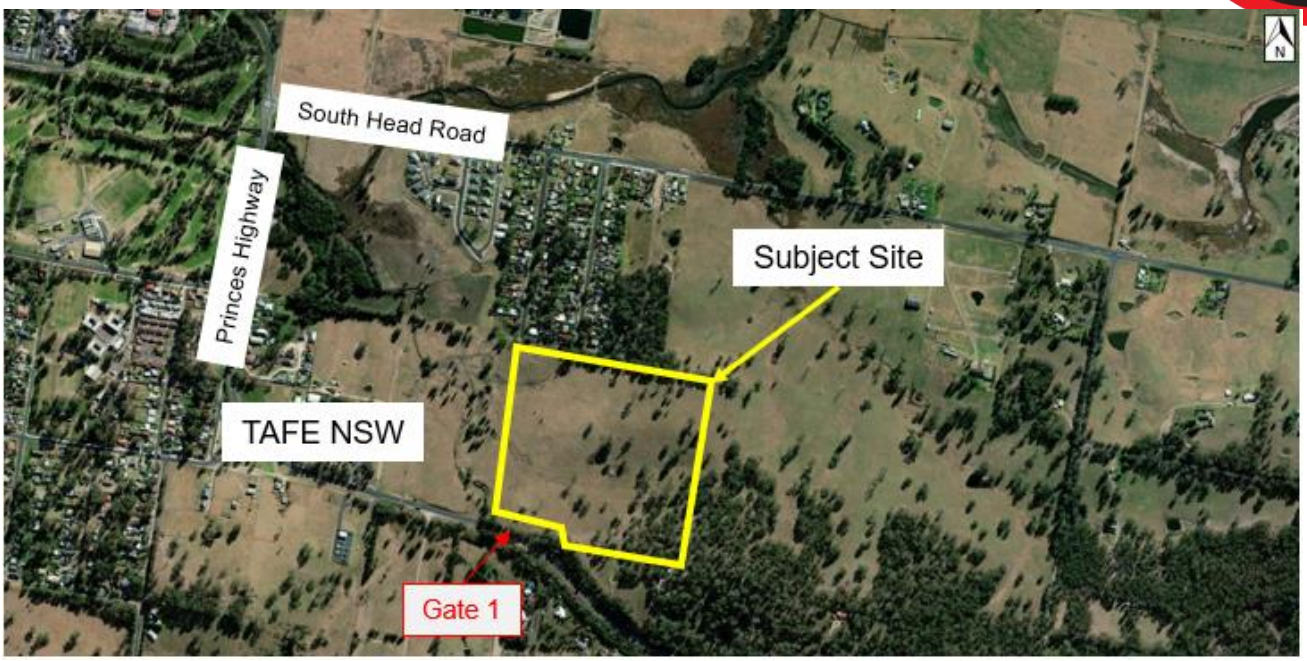
It is anticipated that there will be a peak of 200 workers onsite. Throughout the project, all personnel shall park within the designated parking area onsite, accessible via the site gate/s on Princes Highway and the internal road network.

3.4.1 Construction Worker Alternate Transport

Public and active transport trips generated by construction activities are expected to be low. Carpooling should be encouraged where possible.

3.5 Construction Site Access

Construction vehicle access during the works will be via one gate on Princes Highway as shown in Figure 3.1 and detailed below. Gate 1 will be used as the primary access during construction. Construction vehicles will enter and exit the site in a forward direction.



Adapted from NSW Spatial Map Viewer

Figure 3.1: Proposed Gate Locations

3.5.1 Gate 1 – Auxiliary Left Turn

Gate 1 will tie-in to Princes Highway on the northern side. It will facilitate construction vehicle ingress in a minor function to avoid damage and be utilised as a permanent access for the adjacent site.

The entry gate will generally be kept closed at all times, except to allow construction vehicles to enter the site. When this gate is in use, a gateman will be required at the entry gate to the site compound during construction hours to open and close the gate as required and manage the ingress of vehicles.

Appropriate signage will be placed at the entry gate to notify vehicles.

3.6 Delivery, Loading and Unloading of Plant, Equipment and Materials

During all stages of the works, the loading and unloading and storage of all plant, equipment and/or materials will only occur within the site boundary. In the event that loading, unloading and/or storage of any plant, equipment and/or materials is required outside of the site area, an appropriate application for a Work Zone should be made to the relevant road authority (Eurobodalla Shire Council, TfNSW).

3.7 Dust Minimisation

Gate 1 will have a shakedown device installed in accordance with Eurobodalla Shire Council requirements so that trucks do not track dirt onto the public road network. Additionally, all trucks entering or exiting the site are to have their loads sealed and covered. To further control dust onsite, exposed surfaces and stockpiles should be supressed by regular watering.

in full by the Contractor prior to the commencement of use of any stage of the development.

3.8 Road Safety Audits

Independent Road Safety Audits shall be conducted of the TCPs in accordance with the *Transport for NSW Guidelines for Road Safety Audit Practices (2011)*, *Austroads Guide to Road Safety Part 6: Road Safety Audit* and IPWEA guidelines.

4. CONSTRUCTION TRAFFIC

4.1 Types of Construction Traffic

A combination of truck and vehicle types will be used during the works. Predominantly, the upper limit of heavy vehicles will be semi-trailers (articulated vehicles (AV)), with materials (e.g crushed rock/materials) and equipment (e.g. excavators, rollers, grades).

4.2 Vehicle Frequency

Daily two-way heavy vehicle movements are detailed in Table 4.2. The worst-case peak worker vehicle movements are expected to be in the order of 200-240 movements per day based on estimated haulage needs and number of works.

Table 4.1: Heavy Vehicle Frequency

Indicative Month	Stage 1
February 2023	40
March 2023	70
April 2023	100
May 2023	150
June 2023	70

4.2.1 Impact on the Local Road Network

The Traffic Impact Assessments for the ERH prepared by Bitzios Consulting investigated the operations of the external road network including surrounding intersections for a range of scenarios. This included assessment of peak hour background traffic and design traffic volumes (design volumes being Hospital traffic plus background traffic). The assessment identified the surrounding road network and intersections generally operate within acceptable performance limits. Peak hours were typically 8:00am to 9:00am for the morning peak and 3:00pm to 4:00pm for the afternoon/evening.

Construction accesses will be managed by gatemen to mitigate traffic impacts and control deliveries and at access locations. In the instance the B-doubles are required at Gate 1 (noting the frequency is expected to be very low), traffic controllers will manage the access under a Traffic Control Plan.

Traffic impacts construction works will be managed by scheduling deliveries and staff shift changes outside of peak traffic periods.

Construction works generally are expected to have relatively low impacts to the surrounding road network as traffic generation is generally low. As such, truck movements should be spread throughout the day and staff will generally arrive before the morning peak hour (noting that construction hours start at 7:00am) and will leave after the afternoon/evening peak (noting that construction hours end at 6:00pm).

Due to the residential nature of some of the surrounding streets, queuing and idling of heavy vehicles on the external road network will not be permitted. This shall be managed by engaging trusted suppliers and the spreading of heavy vehicle movements throughout the day. Vehicles may only wait inside the worksite.

On the rare occasion of truck drivers arriving prior to 7:00am they will be instructed in advance to park at Albert Street (in vicinity of the showgrounds) where there is limited residences. Drivers will be instructed to switch off vehicles when parked and not in idle.

Once it is 7:00am, truck drivers will use their radios to confirm that it is acceptable to come to the site and circulate around the nearby grid road network. It shall be noted that this activity only occurs between 6:30am and 7:00am, and that during site opening hours, all trucks will park within the site upon arrival.

Some minor increase to intersection delays may occur due to additional vehicles on the network associated with construction. Overall, construction traffic impacts are expected to be low and the aforementioned mitigation measures will be implemented to further reduce impacts (such as scheduling of deliveries and staff shifts).

4.3 Construction Vehicle Routes

4.3.1 Access Routes

Construction vehicle movements will occur to and from the north on Princes Highway (and then to and from the wider road network). Construction vehicles will predominantly use the state-controlled network to access the site.

Consultation was undertaken with Eurobodalla Shire Council and Transport for NSW as part of the CTPMP for Main Works. Further consultation with Council will be required with the development of a further detailed CTPMP once a construction contractor is appointed.

5. TRAFFIC IMPACTS

5.1 General Traffic

The project team will maximise the safety for road users and workers by isolating the active work areas from live traffic. This will be achieved by providing sufficient clearance between the work areas and adjacent travel lanes and using temporary safety barriers where required.

5.2 On-street Parking

There are no parking areas on Princes Highway in proximity to the subject site. Therefore, construction works will not impact on any on-street or off-street parking spaces.

5.3 Pedestrians and Cyclists

Pedestrian management will be in place at the site entry/exit points. During the external works phase of the project, pedestrian and cyclist access to the surrounding road network will be maintained. This is subject to a separate CTPMP and TCPs undertaken as part of the external works package.

5.4 Bus Zones and Bus Services

There are no bus zones on Princes Highway in proximity to the subject site. Therefore, construction works will not impact on any bus zones. However, bus services operating on Princes Highway past the site must be maintained. This will be subject to a separate CTPMP and TCPs undertaken as part of the external works package.

5.5 Adjacent Properties

Vehicular access to adjacent properties will be maintained at all times as per the existing conditions.

5.6 Emergency Services

The proposed construction activities are not expected to impact emergency services.

5.7 Agricultural Vehicles

The proposed construction activities are not expected to impact agricultural vehicles (tractors etc.). Vehicular access to adjacent properties will be maintained at all times as per the existing conditions (including to agricultural properties). All existing traffic lanes and widths are being maintained as part of works being undertaken as part of the CTPMP. Further, the volume of agricultural vehicles is expected to be low.

6. CONSTRUCTION TRAFFIC MANAGEMENT

6.1 Traffic Control Plans

Prior to implementation, construction traffic management measures will require the preparation of approved TCPs. TCPs indicate the road worksite arrangements to ensure the safety of all road users as well as workers at the site.

Preliminary TCPs will need to be developed in accordance with AS1742.3 and the Transport for NSW Traffic control at work sites Technical Manual (July 2018). These have been designed by a qualified person holding the current Transport for NSW 'Prepare Work Zone Traffic Management Plans' accreditation.

It should be noted that any road occupancy will require approval from Eurobodalla Shire Council with local residents/neighbours also being consulted prior to activities commencing.

6.2 Traffic Controllers

The services of a qualified Traffic Control subcontractor must be used to provide traffic control services for the construction phase of the project if need be. Traffic controllers will be trained, hold a current SafeWork NSW Traffic Control Work Training Card, and comply with the requirements of the *Transport for NSW Traffic control at work sites Technical Manual (July 2018)*.

7. MONITORING AND EVALUATION

7.1 Ongoing Inspections

Formal and documented short-term and long-term inspections shall be undertaken at worksites by persons holding the Prepare Work Zone Traffic Management Plan qualification.

7.2 Reporting

It is also important for any near miss incidents to be recorded and documented then reviewed as part of any inspection.

In the case of incidents, either witnessed or reported, involving the public or from which legal proceedings might arise, the actual type, size and location of signs, and devices in use at the time of the incident should be recorded and the sign arrangement photographed for subsequent reporting. The actual travelled path width and condition and weather conditions should also be recorded, as well as personal injury, extent of vehicle damage and vehicle details, such as registration.

7.3 Responsibilities

7.3.1 Works Supervisor

For all long-term worksites, the works supervisor who is appropriately qualified shall:

- Inspect the traffic control layout on the day before the work begins and at least once per week during the duration of the work
- Inspect the traffic control layout between shifts at least once during the first week and at least once every two months for the duration of work
- Review the reported near miss incidents
- Provide after-hours contact to local police for the duration of the work
- Inspect the site on the final day to ensure that unnecessary signs and devices are removed
- Record results of these inspections noting date, time, deficiencies, and any corrective action taken or specified
- Ensure that any specified corrective action is taken.

7.3.2 Team Leader

For all works, the team leader (or site supervisor) shall:

- Keep a record of the TCPs that were used
- Have a copy of the TCPs used onsite
- Record start and finish times and location of the works
- Record near misses
- Carry out inspections before work starts, during the works and pre-closedown of the site using the nominated checklist, noting:
  - Date and time of inspection
  - Deficiencies identified and corrective action taken
  - Changes or modifications made to the site.
- Periodically check that all signs and devices are satisfactory and in their correct position
- Make these records available to authorised staff.

7.3.3 Project Manager

The project manager shall:

- Record near misses
- Carry out inspections before work starts, during the works and pre-closedown of the site using the nominated checklist
- Ensure that a traffic control safety inspection is carried out at least once per month by a person qualified in 'Prepare Work Zone Traffic Management Plans' and that the date, time, and deficiencies are recorded
- Ensure that a traffic control safety inspection or Road Safety Audit is carried out prior to the implementation of any changes in traffic control or a TCP
- Ensure that a traffic control safety inspection or Road Safety Audit is carried out prior to the implementation of any lateral shift tapers to ensure that geometric requirements and delineation methods are in accordance with the approved TCP
- Ensure that near miss incidents are being reported and recorded then reviewed
- Ensure that any corrective action specified is taken and recorded.

This information may be critical, should legal proceedings follow an incident.

The Department of Planning and Environment must be notified in writing to compliance@planning.nsw.gov.au immediately after the applicant becomes aware of an incident. The notification must identify the development (including the development application number and the name of the development if it has one) and set out the location and nature of the incident. **Appendix B** contains the Written Incident Notification and Reporting Requirements (Appendix 2 of the development consent).

7.3.4 Drivers

Drivers are to:

- Obey road rules at all times
- Follow the haulage routes defined in this CTPMP or the site-specific CTPMP
- Notify the site contact/escort of arrival
- Follow instructions from traffic controllers to access the site or perform manoeuvres specified in a TCP
- Follow instructions from the site contact/escort, including directions to nominated laydown or holding areas
- After arriving at the nominated laydown area, exit the vehicle and remain in a predefined safe area while loading or unloading of plant, equipment and/or materials is undertaken
- Once unloading of the plant, equipment and/or materials has been completed, return to the vehicle, and exit the site, following instructions from the site contact/escort and traffic controllers. The driver is then to follow the designated haulage routes
- Read, understand, and follow this CTPMP, site-specific TCPs and any other relevant project documentation regarding road safety and traffic management
- Abide by the Driver Code of Conduct.

Appendix A: Driver Code of Conduct

2022

TRUCK DRIVER CODE OF CONDUCT

CONTENTS

1. GENERAL RESPONSIBILITIES

As a professional driver working in the transport industry, I agree to and adopt this code of conduct. I accept that as a professional driver I have responsibilities under both chain of responsibility and OH&S Legislation to maintain my fitness for duty and not accept unsafe practices or breaches of the law. I share the road with other road users and aim to improve community safety.

1. I recognise and accept my obligations as a professional driver by:
   - setting a good example to others
   - supporting safety within the workplace
   - actively supporting this code and promoting it to other drivers
   - encouraging safety on the road.
2. I undertake to comply with all road laws, and be considerate of others by:
   - being professional at all times
   - being considerate of other road users
   - being fit for duty - alert, healthy and prepared for the driving task
   - observing speed limits & seat belt laws
   - observing fatigue regulations
   - observing drug & alcohol laws
   - leaving a safe distance between other vehicles
   - travelling in left lanes unless overtaking
   - avoiding the use of noisy engine brakes at inappropriate times
   - not being under the influence of drugs or alcohol
   - not tailgating other vehicles.
3. I agree to and adopt all the company's working policies and regulations.
4. I agree to obey all other related laws.
5. I support the introduction in companies of "Safe Systems" of work that include practices & procedures to reduce the risk of injuries or death.
6. I take pride in my vehicle and conduct regular checks to ensure my truck and the load is in a safe condition.
7. I understand that driver distraction is a risk and will reduce this risk through:
   - avoiding the use of mobile phones, two-way radios or other forms of communication whilst the vehicle is moving
   - fully preparing for any journey to avoid being distracted when driving.
8. I actively support this code of conduct for the purpose of promoting compliance with laws and promoting safe behaviour, within the workplace and on the road.
9. I undertake to actively participate through my OH&S representatives/delegates to commit to industry codes of conduct, codes of practice and safety guidelines.

2. LEGAL DRIVING HOURS AND REST PERIOD

Definition of ***"rest time"*** – The rest time is any continuous period of at least 15 minutes that is not driving time or work time. Breaks of less than 15 minutes are classed as work time.

Definition of ***"work time"*** - The work time of a driver includes driving time, and other time spent by the driver doing the following tasks:

a. loading or unloading

b. inspecting, servicing or repairing

c. cleaning or refuelling

d. performing marketing tasks

e. helping with or supervising an activity mentioned in paragraphs a to c

f. recording information, or completing a document in accordance with the regulations, or in relation to the operation of a truck.

The maximum a driver can drive without a break is five hours and 15 minutes and a driver must have a minimum of 15 minutes rest in every 5.5 hours.

A driver can take a rest period in the driver's seat with the engine turned off, in an approved sleeper berth, or away from the vehicle. However, rest periods of 7 continuous hours must be taken away from the vehicle.

A driver cannot work more than 12 hours in any 24 hour period. A rest period of 7 continuous hours must be taken during this 24 hour period. This applies for any 24 hour period, e.g. 6:00am to 6:00am or 5:30pm to 5:30pm.

The maximum number of hours a regulated truck driver can work in any 168 hour (7 day) period is 72 hours.

Table 2.1 summarises the standard allowable truck driver working hours. Standard hours apply to all drivers who do not have accreditation for fatigue management.

Table 2.1: Standard hours – work and rest hours requirement

In any period of…	A driver must not work for more than a maximum of…	And must have the rest of that period off work with at least a minimum rest break of…
5 ½ hours	5 ¼ hours work time	15 continuous minutes rest time
8 hours	7 ½ hours work time	30 minutes rest time in blocks of 15 continuous minutes
11 hours	10 hours work time	60 minutes rest time in blocks of 15 continuous minutes
24 hours	12 hours work time	7 continuous hours stationary rest time*
7 days	72 hours work time	24 continuous hours stationary rest time
14 days	144 hours work time	2 x night rest breaks# and 2 x night rest breaks taken on consecutive days

** Stationary rest time is the time a driver spends out of a heavy vehicle or in an approved sleeper berth of a stationary heavy vehicle.*

 # Night rest breaks are 7 continuous hours stationary rest time taken between the hours of 10pm on a day and 8am on the next day (using the time zone of the base of the driver) or a 24 continuous hours stationary rest break.

3. SAFETY

3.1 GENERAL

The driver must adhere to the following rules:

- comply with the instructions given for health and safety
- comply with all Australian Road Rules
- comply with all requirements of the National Heavy Vehicle Regulator (NHVR)
- comply with Lendlease's Code of Conduct
- comply with all safety instructions, including safe working practices and procedures set in place and use any equipment that is issued for personal protection and ensure that it is maintained in proper order
- never wilfully, recklessly or intentionally interfere with, remove, misuse or damage anything that is provided in the interests of safety, health or welfare nor wilfully place at risk the safety and health of any other person at their workplace
- work with due care and consideration to safeguard your own safety and health and the safety and health of others
- smoking is forbidden in all vehicles, mobile plant, buildings and enclosed structures
- protect the environment.

3.2 USE OF MOBILE PHONES

The driver must adhere to the following relating to use of mobile phones:

- it is strictly forbidden to drive a vehicle while using (includes talking, sending or receiving text messages, playing games or taking photos) when using a hand-held phone. It is also forbidden to perform these activities when the vehicle is stopped but not parked, for example when you are waiting at traffic lights
- a hands-free device can reduce the physical effort to make and receive calls but doesn't necessarily make it safe to use a phone while driving. It is forbidden to use a hands-free phone while driving if it causes you to lose proper control of your vehicle. The penalty includes significant fines and loss of demerit points
- if using a hands-free phone while driving is required:
  - make sure it is a hands-free phone that is set up and working before you start driving
  - keep the conversation short. Don't engage in complex or emotional conversations
  - tell the person on the other end that you are driving and may have to end the call
  - never text message (SMS) while driving
  - end the call if it is distracting you from driving.

3.3 SITE SAFETY

The driver must follow the following rules relating to site safety:

- site speed limit
- maintain a clean and orderly site
- comply with safety directions
- assess hazards in a task before commencing
- immediately report all potential hazards seen on site

- immediately report all injuries
- immediately report any environmental damage – oil spills, noise, soil contamination etc.
- drivers are not allowed to enter confined spaces. Entry to confined spaces is subject to a permit, which is issued to appropriately trained authorised persons only.

4. WORK ETHICS

4.1 ALCOHOL AND DRUGS

It is Lendlease's policy to maintain a drug and alcohol-free work environment. The use, sale, transfer or possession of illegal drugs or other illegal substances, is strictly prohibited at the work site. This also includes illegal or improper use of controlled substances.

Reporting to work under the influence of any such substance is also strictly prohibited. Doing so will result in the application of the relevant disciplinary procedures.

In addition, compliance with any laws, policies or regulations regarding the use or possession of alcohol, illegal drugs, or controlled substances by persons who operate motor vehicles is mandatory.

The following Blood Alcohol Content (BAC) levels apply for entry to the Tweed Valley Hospital site:

- BAC level of 0.0% applies to heavy vehicle drivers
- the consumption of alcohol and other drugs, except prescribed and over the counter medicines during work hours is prohibited
- bringing alcohol and other drugs on site is prohibited
- if planning to consume alcohol locally after work ensure your vehicle is parked outside the Tweed Valley Hospital project site.

4.2 STANDARDS OF BEHAVIOUR

The following behaviour is unacceptable in the workplace:

- instigating a fight and/or workplace bullying
- assaulting or threatening other employees or persons
- theft
- harassment and discrimination of any kind
- initiation or participation in unauthorised activities that may cause personal injury, property damage or physical stress or anxiety to other employees or members of the public
- abuse, damage or destruction of property
- interfering with or removing without permission, the property of the company or any other person
- failing to adhere to safe operating procedures
- horseplay, practical jokes and skylarking
- the taking of unauthorised photographs and removal of company assets is strictly forbidden.

Employees under the influence of alcohol and/or drugs will not be permitted on any worksite. Employees affected by alcohol and/or drugs must not drive vehicles or operate any plant, equipment or machinery.

5. PRE-DEPARTURE CHECK

A pre-departure check is a procedure to be completed daily. Each driver is to carry out a visual inspection of the items listed. This is to be done by the driver prior to the commencement of each shift/or when changing into another vehicle mid-shift.

A pre-trip check involves the inspection of critical equipment. Each driver has to visually inspect as a minimum the items listed below:

- Wheels and Tyres:
  - tyres are adequately inflated
  - tyre tread, depth and integrity
  - wheels are secure.
- Lights and reflectors:
  - all lights, including clearance lights, are working
  - reversing alarm (where applicable)
  - all reflectors and lenses are intact and clean.
- Windscreens, mirrors and wipers:
  - windows, mirrors for security, damage and grime
  - wipers and windscreen washers ensuring clear forward vision.
- Structure, Bodywork and Fluid Systems:
  - all panels and readily visible structural members are secure; and
  - leaks of any fluid (oil, water, refrigerant/coolant, hydraulic fluid, brake fluid or other).
- Brakes:
  - brake failure indicators
  - pressure/vacuum gauges; and
  - drain air tanks daily.
- all roadworthiness faults found during the daily vehicle inspection shall be documented in the driver maintenance report book and reported immediately to the appropriate personnel to ascertain the urgency of the fault, in accordance with procedures.
- responsibility for communicating faults:
  - any major faults are to be reported by the driver directly to their manager or their delegate as well as being recorded/ reported in the vehicle logbook.

6. HOURS OF OPERATION

Drivers are likely to be driving across different periods of the day and are to be aware of the requirement to drive to the prevailing conditions.

As a driver you need to be aware that your driving behaviour and level of attention will need to vary across different times of the day, for instance:

Day-Time Periods

- you will need to pay additional attention to congestion and possible queuing
- you will need to be patient and drive according to the road conditions at the time
- you will need to reduce the number of times you change lanes to minimise the potential of a crash
- you will need to be more cognisant of cyclists and pedestrians along the roadside and crossing the road.

Night-Time Periods

- you will need to pay additional attention to adhering to speed limits
- you will need to take greater caution of other speeding or non-complying motorists
- you will need to take greater caution of animals possibly crossing the road or feeding on the road's edge
- you will need to be mindful of coming across early morning or late evening pedestrians/cyclists that may or may not be under the effects of alcohol.

7. TRUCK ROUTES

7.1 TRUCK ROUTES

You are to remain on designated truck routes. The primary designated truck routes are as follows:

Pacific Highway to Site

The designated route is via:

- Pacific Motorway
- Tweed Coast Road (accessed via the Tweed Coast Road interchange)
- Cudgen Road.

Site to Pacific Highway

The designated route is via:

- Cudgen Road
- Tweed Coast Road
- Pacific Motorway (accessed via the Tweed Coast Road interchange).

Any required deviations to the designated truck route are to be authorised by the Construction Manager.

8. INFORMATION SOURCES

- Driving Hours and Rest Periods

  https://www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/work-and-rest-requirements/standard-hours

- NSW Government, RMS, Heavy Vehicle Driver Handbook

  http://www.rms.nsw.gov.au/documents/roads/licence/heavy-vehicle-driver-handbook.pdf

- Truck Drivers Manual

  http://www.infrastructure.gov.au/roads/safety/publications/1990/pdf/Edu_book_Truck.pdf

Appendix B: Written Incident Notification and Reporting Requirements

APPENDIX 2 WRITTEN INCIDENT NOTIFICATION AND REPORTING REQUIREMENTS

Written Incident Notification Requirements

1. A written incident notification addressing the requirements set out below must be emailed to the Planning Secretary at the following address: compliance@planning.nsw.gov.au within seven days after the Applicant becomes aware of an incident. Notification is required to be given under this condition even if the Applicant fails to give the notification required under condition A27 or, having given such notification, subsequently forms the view that an incident has not occurred.
2. Written notification of an incident must:
    a. identify the development and application number;
    b. provide details of the incident (date, time, location, a brief description of what occurred and why it is classified as an incident);
    c. identify how the incident was detected;
    d. identify when the applicant became aware of the incident;
    e. identify any actual or potential non-compliance with conditions of consent;
    f. describe what immediate steps were taken in relation to the incident;
    g. identify further action(s) that will be taken in relation to the incident; and
    h. identify a project contact for further communication regarding the incident.
3. Within 30 days of the date on which the incident occurred or as otherwise agreed to by the Planning Secretary, the Applicant must provide the Planning Secretary and any relevant public authorities (as determined by the Planning Secretary) with a detailed report on the incident addressing all requirements below, and such further reports as may be requested.
4. The Incident Report must include:
    a. a summary of the incident;
    b. outcomes of an incident investigation, including identification of the cause of the incident;
    c. details of the corrective and preventative actions that have been, or will be, implemented to address the incident and prevent recurrence; and
    d. details of any communication with other stakeholders regarding the incident.