



# Preliminary Construction Management Plan

Ulladulla Public School  
Upgrade

Rev 1  
24 March 2025

Date	Revision	Prepared	Approved
11/02/2025	0	Alex Jellie	Matthew Spooner
24/03/2025	1	Alex Jellie	Matthew Spooner

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L 9, 20 Bond St  
Sydney NSW 2000  
T +61 2 8272 9300

L 6, 200 Adelaide St  
Brisbane QLD 4000  
T +61 7 3096 0488

L 7, 550 Bourke St  
Melbourne VIC 3000  
T +61 3 9653 0600

E info@rpinfrastructure.com.au  
RP Infrastructure Pty Ltd  
ABN 62 065 072 193

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# 1 Overview

In developing the Preliminary Construction Management Plan (the Plan) to support the construction of the Upgrade at Ulladulla Public School, RP Infrastructure confirms its' commitment to ensuring a safe work site for its' employees, contractors, suppliers, subcontractors, as well as NSW Department of Education (DoE) staff, students, visitors, pedestrians and the travelling public.

The Plan outlines preliminary parameters to allow for reasonable site management practices to be considered prior to the engagement of a suitably qualified Principal Contractor and provides sufficient detail to support the Review of Environmental Factors (REF).

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

## Relevant Documents

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

- Site Survey Plan
- Transport Access Impact Assessment
- Contamination Report
- Arboricultural Impact Assessment
- Noise and Vibration Impact Assessment
- Heritage Reports/Assessments
- Architectural Design Package
- Construction Waste Management Plan
- Civil Design Package

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

## 2 Revision List

Draft issue of the Plan shall be identified as revision 1, 2, 3, etc. Upon initial issue this shall be changed to a sequential number commencing at revision A.

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

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

## 3 References

### 3.1 Legislation

- Work Health and Safety NSW
- NSW Environmental Protection Agency

### 3.2 Other Documents

- RP Infrastructure Project Management Plan

## 4 Description of the Works

### Proponent

The Department of Education (DoE) is the proponent and determining authority pursuant to Section 5.1 of the *Environmental Planning and Assessment Act 1979* (the Act).

### Landowner

The Minister for Education and Early Learning is the landowner.

### 4.1 Introduction

This Preliminary Construction Management Plan has been prepared to support a REF for the NSW Department of Education (DoE) for the Ulladulla Public School upgrade (the activity).

The purpose of the REF is to assess the potential environmental impacts of the activity prescribed by *State Environmental Planning Policy (Transport and Infrastructure) 2021* (T&I SEPP) as "development permitted without consent" on land carried out by or on behalf of a public authority under Part 5 of the *Environmental Planning and Assessment Act 1979* (EP&A Act). The activity is to be undertaken pursuant to Chapter 3, Part 3.4, Section 3.37 of the T&I SEPP.

This document has been prepared in accordance with the *Guidelines for Division 5.1 assessments* (the Guidelines) by the Department of Planning, Housing and Infrastructure (DPHI) as well as the *Addendum Division 5.1 guidelines for schools*. The purpose of this report is to outline preliminary parameters to allow for reasonable site management practices to be considered prior to the engagement of a suitably qualified Principal Contractor and provides sufficient detail to support the REF.

### 4.2 Activity Site

Ulladulla Public School is located at 241 Green Street, Ulladulla NSW 2539. The site is located within the Shoalhaven Local Government Area (LGA) and has an approximate area of 3.5 hectares. An aerial photograph of the site is provided at **Figure 1**. The site is comprised of three lots, legally referred to as follows:

- Lot 1 in Deposited Plan 122514
- Lot 1 in Deposited Plan 529425
- Lot 1 in Section 16 in Deposited Plan 759018

The site is zoned SP2 Educational Establishment and existing development comprises various buildings, a car park, landscaping, a sports field and sports courts associated with Ulladulla Public School. Ulladulla Public School currently comprises 22 Permanent Teaching Spaces (PTS) and 11 Demountable Teaching Spaces (DTS). The western portion of the site contains playing fields, sports courts and parking. Vegetation is interspersed throughout the site.

The site is irregularly shaped with a long frontage to Green Street to the south. Land to the north of the site is zoned RE1 which consists of natural bushland. Low density residential dwellings adjoin the site along the western boundary.



Figure 1 Aerial Photograph of the Site



Source: Urbis, January 2024

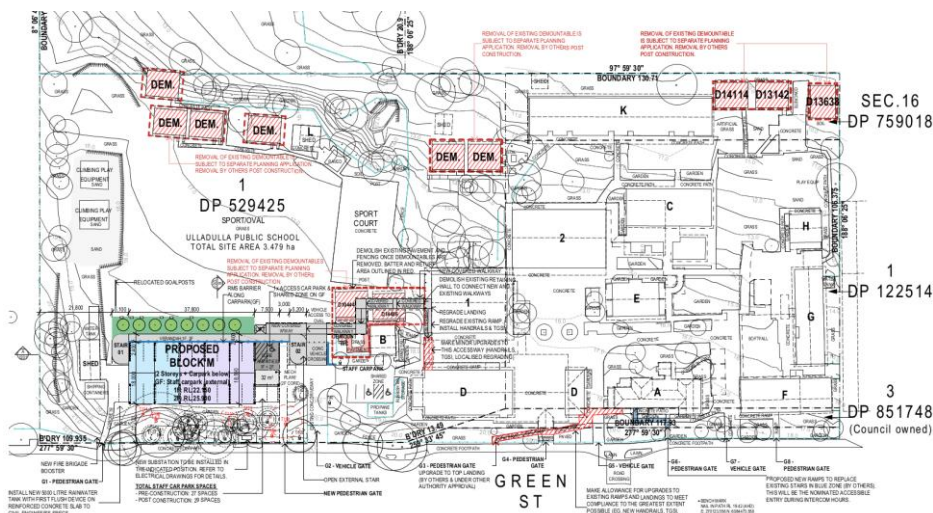
### 4.3 Proposed Activity Description

The proposed activity relates to upgrades to Ulladulla Public School. Specifically, the proposed activity comprises the following:

- Construction of a new two-storey home base building over existing car park.
- Alterations to existing car park under new building.
- Construction of new stairs and covered walkways.
- Installation of new fencing.
- External landscape works.
- Installation of solar panels.
- Installation of new pedestrian gate and fire brigade booster.
- Tree removal.

Any works relating to the existing demountables or works associated with substations will be undertaken via a separate planning pathway. **Figure 2** provides an extract of the proposed site plan.

Figure 2 Site Plan



Source: Fulton Trotter, 2025

## 4.4 Evaluation of Environmental Impacts

As part of the REF planning pathway this report confirms that the construction management approach is not expected to result in a significant environmental impact. The scope of the project involves upgrading the school with a new building. Although this will generate construction activity in the locality, with the appropriate mitigation and management practices these potential impacts will be adequately mitigated and not deemed significant.

The evaluation of the environmental impacts is summarised as follows:

- The extent and nature of potential impacts are low and will not have significant impact on the locality, community and/or the environment.
- Potential impacts can be appropriately mitigated or managed to ensure that there is minimal impact on the locality, community and/or the environment.

## 5 General Management

Planning and implementation of the Works on site, including access to, from and around the site, will be coordinated by the Principal Contractor. A site-specific plan will be developed by the Principal Contractor to ensure suitable and safe access is known and maintained at all times between the site and its' workers. Any interface between the site/personnel and the school and public spaces will be managed using the following:

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

## 5.1 Site Establishment

Appendix 1 shows an indicative site establishment plan, however, the Principal Contractor will be responsible for establishing and managing the site in accordance with planning approvals and relevant legislation/regulations.

Prior to commencement of the Works, the Principal Contractor will complete a thorough Dilapidation Report for the site and the immediately adjoining / impacted properties and submit this to RPI for review and record.

The site will be secured and made safe from the public throughout the Works via the erection of a 1.8m to 2.4m high perimeter fence, including shade cloth hoarding attached where appropriate in locations where a solid hoarding is not provided, along the entire site boundary to prevent unauthorised entry to the site. Refer Mitigation Measure #1.

The Principal Contractor will prepare and submit for review / approval a site-specific Erosion and Sediment Control Plan, which establishes the proposed measures to be implemented within the site to protect adjoining properties and downstream drainage systems. This plan will be designed, installed, monitored and maintained in accordance with regulatory authority guidelines.

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

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

[Temporary Works service supplies for power, water, sewage and communications will be made.]

The site will be established and managed in accordance with the Principal Contractor's site plan and ensuring the continued operation of the school during construction. The safety of staff and students during construction is of utmost importance, and safety measures are to be adopted by the Principal Contractor at all times. Safety measures include secure hoarding of the construction site, appropriate signage to help staff manage children movements; limiting heavy vehicle movements to school off-peak times, forward entry/exit of all construction vehicles to/from the site, and licenced traffic controllers. A site-specific safety management plan will be prepared by the Principal Contractor for implementation.

## 5.2 Preliminary Construction Traffic Management Plan

To aid with the planning application, a preliminary construction traffic management plan has been developed within the Transport Access Impact Assessment (TAIA). Refer to the Preliminary Construction Traffic Management Plan prepared by SCT Consulting for full details. Generally, the methods of management are summarised below.

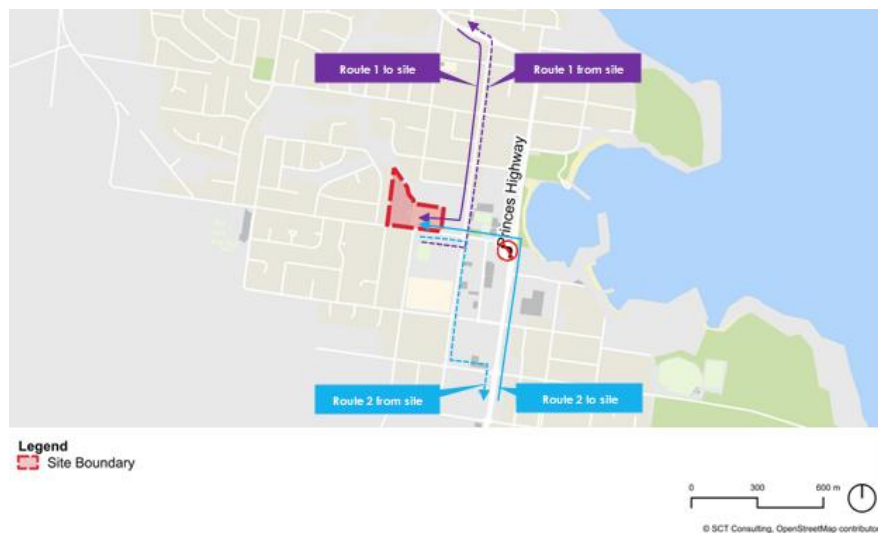
All construction vehicles will travel along St Vincent Street from either north or south and turn onto Green Street to enter on the south side of the site. Exiting vehicles will be required to use the same entry point, (refer to Appendix 1). Refer Mitigation Measure #2.

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Figure 3 – Excerpt from TAIA, Haulage Routes



Construction vehicle movement is to be minimised during peak commuter periods , with call-up / pre-arranged times and strategies in place to avoid / minimise queuing of Works vehicles on approach roads to the site. All heavy goods will be delivered outside of peak traffic hours. These measures will reduce traffic impacts on local roads.

The types of vehicles that will be used for this project are listed below:

- Utes and trucks up to 3T, on a daily basis.
- Excavators will be used during foundation and services trenching.
- Concrete trucks and concrete pumps will be used for pouring foundations.

Pedestrian management during construction will require the development of a detailed strategy in consultation with the relevant stakeholders.

Other management measures to be implemented during construction may include the following:

- construction site access locations and management measures
- construction personnel parking controls
- stage by stage construction traffic generation
- temporary signage around the site
- temporary pedestrian crossings
- temporary paths and ramps

The Principal Contractor will prepare and submit for review a site-specific Construction Traffic Management Plan to maintain safe vehicle and pedestrian traffic routes throughout the Works. Vehicle entry / exit points off Moss St are to be managed by qualified traffic controllers.

### 5.3 Hours of Works

Construction hours for the Works are to be in accordance with the conditions of the REF Consent.

Works undertaken outside of the approved hours will generally only be considered in special circumstances when it becomes necessary, such as:

- it is an emergency
- a situation that would create hazardous conditions
- plant breakdowns have delayed an activity that cannot be stopped

Notwithstanding the above, in the event that out of hours works are necessary, all required notifications will be issued and managed by the Principal Contractor and/or DOE where appropriate.

#### 5.4 Site Deliveries

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

#### 5.5 Site Access

An access plan will be developed by the Principal Contractor in consultation with RPI and SI/DoE. The Principal Contractor will be responsible for the implementation and management of this plan. Initially a Preliminary Site Establishment Plan has been prepared which is Appendix 1.

Generally, all access to the site will be in accordance with the Principal Contractor's site access and induction/supervision protocols.

The Principal Contractor shall ensure suitable and safe access is always maintained around the site.

#### 5.6 Access for Emergency Vehicles and Personnel

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

- the Principal Contractor shall seek prior approval from RPI for temporary alternate access
- the Principal Contractor shall ensure the approved temporary alternate access is always maintained for emergency vehicles and personnel on and around the site

#### 5.7 Trees

Trees to be retained are to be managed and protected for the duration of the works in accordance with the Arboricultural Impact Assessment provided by Allied Trees.

#### 5.8 No Smoking Policy

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

#### 5.9 Adjoining Properties

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

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

#### 5.10 Noise and Vibration

The Noise and Vibration Impact Assessment prepared by NDY identifies the general work practices to be implemented by the Principal Contractor to minimise noise and vibration at the source, as well as control of the transmission path between the site and proximate social infrastructure / residential receivers. This is to include, but not be limited to, the following:

- Proposed timing of 'noisy' works and expected noise levels
- Description of 'noisy' works
- Noise Complaint management process
- Community Liaison Officer details
- Noise monitoring locations
- Vibration monitoring locations
- Noise control measures
- Perimeter hoarding for excavation and piling to satisfy recommended noise levels inside classrooms

### 5.11 Dust and Pollution

Dust and pollution control during Works will be carried out in accordance with the Principal Contractor's approved Construction Environmental Management Plan. Measures will include limiting the volume of material stockpiles on site, shade cloth screens, solid hoardings and the damping down of loose material in dry / windy conditions.

The Principal Contractor is to ensure that any dust / pollution caused by the Works is actively minimised. Areas worked in by the Principal Contractor will be adequately protected to prevent dust/pollution spreading to the adjacent temporary school, neighbouring properties and the public.

The Principal Contractor shall notify RPI and SI in advance of work which may require additional dust / pollution protection.

### 5.12 Site Security

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

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

All access points allowing entry to the construction site will be always locked with the exception of the main entry gate to the site which will be manned and remain open during standard working hours.

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

### 5.13 Stakeholder Communication

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

Communication meetings will include regular Site Meetings (usually weekly).

A Works Contact List is to be provided by the Principal Contractor prior to commencement of the works.

### 5.14 Site Signage

The Principal Contractor is to submit a proposal covering the extent and design of all proposed temporary signage to be displayed in accordance with the Principal Contractors management plans / systems for RPI/DoE's endorsement.

### 5.15 Parking

No onsite parking for Principal Contractor personnel is provided. The Principal Contractor shall ensure that all persons inducted for the Works are advised of this 'No Parking' policy. It is envisaged that most Works personnel will park in surrounding on-street areas surrounding the site.

Parking for Principal Contractor's trade vehicles will be in accordance with local parking bylaws and controls set out by relevant authorities.

Refer to the TAIA prepared by SCT Consulting for further guidance.

### 5.16 Waste Management

The Principal Contractor will comply with the Construction Waste Management Plan prepared by EcCell Environmental.

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Commented [AJ6R5]: amended, works area drawing also provided



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

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

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

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

Refer to the Construction Waste Management Plan and Hazardous Materials Risk Assessment Report for supporting information.

### 5.17 Asbestos Management

Asbestos contaminated material is not expected based on the Detailed Site Investigation results from several test pits within the building footprint. Should asbestos to be found within the shallow soils/subsurface, prior to the commencement of Construction, the Principal Contractor will be responsible for preparing and implementing a site-specific Asbestos Management Plan (AMP). Measures are to be confirmed, however, may include off-site disposal of soil in accordance with the relevant legislation/Safe Work NSW guidelines.

## 6 Daily Tasks

### 6.1 Prior to Work Commencing

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

- Obtain all necessary construction traffic permits
- Letter box drop to local community advising of the commencement of works and programme of activities (in coordination with DoE)
- Complete Dilapidation Report for the site and adjoining properties
- Daily prestart toolbox talks with all personnel
- Inspect all signs / devices, note any signs out of place / damaged overnight and rectify as soon as possible
- Inspect all emergency / pedestrian egress paths and ensure that they are clear of Works plant, vehicles, equipment, materials, stockpiles and waste
- Make the programmed adjustments to the site management provisions for the day
- Check for safety and effectiveness of site management provisions by an inspection around the site
- Maintain, regularly clean and repair / replace signs and devices as necessary

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### 6.2 During Hours of Work

The Principal Contractor's Site Supervisor will:

- Undertake approved induction of Works personnel and visitors with specific instructions on the protection of people and property
- Arrange work to minimise nuisance to Moss St pedestrians and ensure their safety
- Attend to problems as they occur
- Where there are any hazards or potential hazards to the public or DoE identified, the Principal Contractor's personnel will ensure these are attended to immediately, photographed and accurately recorded for reporting
- Reposition barriers and signage as necessary
- Coordinate maintenance of access paths, footpaths with other job operations
- Promptly notify RPI of any accidents or near misses involving loss of time or injury



## 7 Record Keeping

### 7.1 Site Quality Assurance and Daily Records

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

### 7.2 Incident / Accident Management and Reporting

#### 7.2.1 Incident Management

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

#### 7.2.2 Accident Management

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

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

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

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

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

### 7.3 Waste Management Reporting

The Works are expected to generate minimal quantities of waste materials. All waste will be segregated and recycled as per the Principal Contractor's CWMP and DoE's waste minimisation strategy.

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

Details of waste types, volumes and destinations will be recorded in CWMP Tracking Schedules and Report include, but not be limited to, the following:

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

## 8 Emergency Procedures

Emergencies may include the following:

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

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

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

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

The Principal Contractor shall ensure that the Emergency Procedures are incorporated into the onsite inductions and relevant plans and coordinate with the Temporary School Emergency Procedures as required.

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

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

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

## 9 Mitigation Measures

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Mitigation Number	Aspect/Section	Mitigation Measure	Reason for Mitigation Measure	Phase
1	Construction site isolation	The works area is to be secured and made safe from the public throughout the Works via the erection of a perimeter fence, including hoarding to prevent unauthorised entry to the site.	To maintain a separation between school occupants and construction activities	Construction
2	Construction vehicle access	The Preliminary Site Establishment Plan indicates construction vehicle entry/egress point to the south side of the site. All construction vehicles will travel along Green Street to enter and exit at the south boundary of the site.  Heavy vehicle movement is also required to avoid school drop off and pick up times	To ensure separation of construction vehicles from staff vehicles and reduce truck movements at busy school times.	Construction



Level 19, 9 Hunter Street  
Sydney NSW 2000  
T +61 2 8272 9300

Level 7, 550 Bourke Street  
Melbourne VIC 3000  
T +61 3 9653 0600

Level 6, 200 Adelaide St  
Brisbane QLD 4000  
T +61 7 3096 0488

E [info@rpinfrastructure.com.au](mailto:info@rpinfrastructure.com.au)

RP Infrastructure Pty Ltd  
ABN 62 065 072 193

[rpinfrastructure.com.au](http://rpinfrastructure.com.au)

