



22nd January 2020

The Planning Secretary
Department of Planning, Industry & Environment
320 Pitt Street
Sydney, NSW 2000

Attention: Megan Fu
Project: Nihon University Newcastle Campus - SSD 9787
Re: Conditions of Consent C10

Dear Megan,

Reference is made to SSD 9787 Conditions of Consent C10 in relation to the Construction Traffic and Pedestrian Management Sub-Plan [CTPMSP] requirements for the development.

Please find attached a copy of the Construction Traffic and Pedestrian Management Sub-Plan prepared by the contractor Built Pty Limited. The document addresses the construction traffic and pedestrian management of the development during the construction processes. A copy of the plan has been forwarded to the Certifier.

Should you require further clarification on document please feel free to contact either Katherine Daunt or Edward Clode at dwp Australia Pty.

Yours sincerely,

Edward Clode
Design Director
Registered Architect – NSW ARBN 4100
Email: edward.c@dwp.com
File: 17-0347_A-d01-20_let
Encl.: Built Nihon University CTPM Sub Plan Rev a

Built.



Construction Traffic & Pedestrian Management Sub Plan

Nihon University Newcastle Campus

9 Church Street

Newcastle East

NSW 2300

Revision History

Revision	Date	Description	Reviewed by
A	16/01/2020	For Approval	

Distribution

Revision	Organisation	Copies
A	City of Newcastle	1
A	NSW Dept. Planning	1

Prepared By: Ben Moss	Company: BUILT NSW	Signed:	Date:
Reviewed By:	Company:	Signed:	Date:
Approved By:	Company:	Signed:	Date:

Contents

1.0 Introduction	4
1.1 Project Background	4
1.2 Purpose	4
1.3 Scope & Objectives	4
1.4 References	5
2.0 Existing Site Conditions	6
2.1 Existing Local Road Network	6
2.1.1 Church Street	6
2.1.2 Bolton Street	8
2.1.3 Watt Street	8
2.1.4 Newcomen Street	9
2.1.5 Existing Traffic Conditions	11
2.2 Existing Pedestrian Infrastructure	12
3.0 Overview of Construction Activities	13
3.1 Site Layout & Sequencing	13
3.2 Hours of Construction	13
3.3 Construction Zones	14
3.4 Construction Traffic Volumes	14
3.5 Site Access	14
3.6 Construction Worker Parking	16
4.0 Construction Traffic Management	17
5.0 Heavy Vehicle Routes, Access & Parking	17
5.2 Heavy Vehicle Routes	17
5.2 Heavy Vehicle Access & Parking	23
5.3 Driver Code of Conduct	23
6.0 Compliance Inspections & Monitoring Program	23
7.0 Community Consultation	26
APPENDIX A – Site Layout Plan	27
APPENDIX B – Construction Zone Application	28
APPENDIX C – Construction Worker Transportation Strategy	29
APPENDIX D – Built HSE Plan Appendix 9	30
APPENDIX E – Driver Code of Conduct	31
APPENDIX F – Community Liaison Plan	32

1.0 Introduction

1.1 Project Background

BUILT NSW Pty Ltd (Built) has been selected as the Head Contractor on the Nihon University Newcastle Campus Project (the Project). The Project is located at 9 Church Street, Newcastle East, NSW 2300 on the site of the heritage listed Newcastle Courthouse and is approximately 5,500m². The site frontage bounded between Church Street, Newcastle Police Station and James Fletcher Hospital.

The Project scope consists of the complete demolition of 2 x existing 3 storey buildings, site remediation (including the management of any resultant contamination, mine workings or archaeological findings), the restoration and refurbishment of the retained and state heritage listed Newcastle Courthouse building and the construction of 2 x 4 storey buildings comprising of student accommodation in the eastern building and educational space\carpark in the western building.

1.2 Purpose

The Construction Traffic and Pedestrian Management Plan (CTPMP) outlines the control measures to be implemented when carrying out construction and related works at **Nihon University**.

The TPMP is a sub-plan which forms a part of the overall Project Management Plan and as such is a “live” working document and therefore may be amended and reissued from time to time as necessary.

1.3 Scope & Objectives

Under **State Significant Development – 9787** (SSD), Built is required to prepare and submit a Construction Traffic and Pedestrian Management Plan (CTPMP) in accordance with SSD Condition C10 to assess and provide management controls to mitigate the impacts of the construction works on the surrounding road network. The plan will detail the proposed construction traffic and pedestrian management measures to ensure road safety and network efficiency during construction.

The site-specific overall principles of traffic management during the construction activity include the following measures:

- manage and control construction vehicle activity in the vicinity of the site
- restrict construction vehicle movements to designated routes to and from the site;
- provide an appropriate and convenient environment for pedestrians
- minimise the impact on pedestrian movements
- always maintain appropriate capacity for pedestrians on footpaths adjacent to the site along Church Street.

All workers, employees, subcontractors, employers and the management team, involved in the construction of the project will adhere to this Traffic Management Plan. Specific details shall be communicated to workers, as required, through the site-specific induction.

It is not feasible in this document to cover all traffic management situations that can and will arise. It may therefore be necessary for the relevant Built personnel to modify this plan based on hazard identification and risk assessment of the particular works in order to adopt the best reasonably practical control measures to be adopted as dictated by changing circumstances. However, where significant changes are made to this plan the plan shall be amended to reflect such changes

1.4 References

In preparing this report, reference has been made to the following:

- An inspection of the site and its surrounds;
- Procedures for use in the Preparation of a Traffic Management Plan (TMP), Roads and Maritime Services (RMS), December 2001 (Version 2.0);
- Austroads research report (AP-R403-12) – Implementing National Best Practice for Traffic Control at Worksites;
- RMS Traffic Control at Work Sites Manual, June 2010;
- Australian Standard AS1742 – 2009 Manual of Uniform Traffic Control Devices:
 - Part 2: Traffic control devices for general use
 - Part 3: Traffic control for works on roads.
 - Part 4: Speed controls
 - Part 10: Pedestrian Control and Protection
 - Part 13: Local area traffic management
- Austroads Guides to Traffic Management
 - Part 3: Traffic Studies and Analysis
 - Part 8: Local Area Traffic Management
 - Part 12: Traffic Impacts of Developments
- TCPs are developed in accordance with Australian Standards
- Nihon University Traffic & Parking Assessment Report – March 2019 prepared by Better Transport Futures
- Built Construction Worker Transportation Plan
- Built HSE Plan Appendix 09 – Traffic Management Plan

2.0 Existing Site Conditions

The project site is located in Newcastle East and bordered by Church Street (North), Newcastle Police Station (East) and James Fletcher Hospital (South & West).

The site contains the existing heritage listed Newcastle Courthouse, which is situated between the non-heritage Administration Building (East) & Supreme Court Building (West).

The location of the site and its surrounds are shown in Figure 2.1.



Figure 2.1 - Site location highlighted

2.1 Existing Local Road Network

2.1.1 Church Street

Church Street is a two lane, two-way urban street, with one traffic lane in each direction and enough width for kerbside parallel parking in each direction. The posted speed limit is 50km/h & 40km/h during enforced school zone hours. Parking is timed and pay parking is, controlled by street meters.

There is an existing pedestrian crossing (shown in Figures 2.2 & 2.3) that traverses Church Street to Bolton Street.

Church Street also provides both vehicle and pedestrian access to Newcastle Police Station, as well as parking bays for emergency & government vehicles.

The only access to the subject site, both vehicular and pedestrian, is provided from Church Street. Vehicle access is via existing driveways, one adjacent to Newcastle Police Station, the other into the Supreme Court Building carpark.



Figure 2.2 - Church Street looking West. Site is on the left with Administration Building in foreground. Note existing pedestrian crossing to be relocated temporarily during works.



Figure 2.3 - Church Street looking East. Site is on the right. Heritage Courthouse centre with Supreme Court Building in foreground.

2.1.2 Bolton Street

Bolton Street is a local road connecting Church Street to Scott Street. Running North-South, it is a two lane two way urban street, with one traffic lane in each direction, and sufficient width for kerb side parallel parking in each direction. The posted speed limit is 50km/h. Parking is timed and is pay parking using street meters.

The Bolton Street Carpark is located just to the North of the subject site, and is available for public parking as well as tenant parking, on an as timed and fee for pay parking basis.



Figure 2.4 – Church Street / Bolton Street Intersection looking south toward project site. Note Administration & Supreme Court Buildings to the left and right of the heritage courthouse respectively.

2.1.3 Watt Street

Watt Street is a local road connecting Reserve Road near King Edward Park to Wharf Road and the Hunter River foreshore. Running North South, it is a two lane two way urban street, with one traffic lane in each direction, and sufficient width for kerb side parallel parking in each direction. The posted speed limit is 50km/h. Parking is times and is pay parking, controlled by street meters.



Figure 2.5 – Watt Street / Church Street / Shortland Esplanade intersection looking West toward the project site. Note Newcastle Police Station on the left.

2.1.4 Newcomen Street

Newcomen Street is a local road connecting Reserve Road to Scott Street in the North. Running North South from King Edward Park, it is a two lane two way urban street, with one traffic lane in each direction, and sufficient width for kerbside parking in each direction. The posted speed limit is 50km/h.

In the vicinity of Newcastle Grammar School and James Fletcher Hospital site, there is angled parking on the Eastern kerb line. Parking is times and is pay parking controlled by street meters.



Figure 2.6 – Church Street / Newcomen Street intersection looking East. Note James Fletcher Hospital on the right



Figure 2.7 – Newcomen Street / Church Street intersection looking South. Note Newcastle Grammar School on the top right.

2.1.5 Existing Traffic Conditions

The Traffic & Parking Assessment Report prepared by Better Transport Futures dated May 2019 summarised the existing traffic volumes in Figure 2.8 below.

Road	Location	Peak Period	Peak flow ¹	Mid-Block Road Capacity ²	Volume / Capacity
Church Street	W of Newcomen	AM peak	65 eastbound 202 westbound	900 (one-way)	0.07 E/B 0.22 W/B
	W of Newcomen	PM peak	40 eastbound 157 westbound	900 (one-way)	0.04 E/B 0.17 W/B
Church Street	W of Bolton	AM peak	189 eastbound 133 westbound	900 (one-way)	0.21 E/B 0.15 W/B
	W of Bolton	PM peak	84 eastbound 237 westbound	900 (one-way)	0.09 E/B 0.26 W/B
Church Street	W of Watt	AM peak	102 eastbound 126 westbound	900 (one-way)	0.11 E/B 0.14 W/B
	W of Watt	PM peak	119 eastbound 103 westbound	900 (one-way)	0.13 E/B 0.11 W/B
The Esplanade	E of Watt	AM peak	181 eastbound 215 westbound	900 (one-way)	0.20 E/B 0.24 W/B
	E of Watt	PM peak	163 eastbound 364 westbound	900 (one-way)	0.18 E/B 0.40 W/B
Bolton Street	Nth of Church	AM peak	147 northbound 58 southbound	900 (one-way)	0.16 N/B 0.06 S/B
	Nth of Church	PM peak	25 northbound 183 southbound	900 (one-way)	0.03 N/B 0.20 S/B
Newcomen Street	Nth of Church	AM peak	140 northbound 60 southbound	900 (one-way)	0.16 N/B 0.07 S/B
	Nth of Church	PM peak	84 northbound 110 southbound	900 (one-way)	0.09 N/B 0.12 S/B
Newcomen Street	Sth of Church	AM peak	340 northbound 67 southbound	900 (one-way)	0.38 N/B 0.07 S/B
	Sth of Church	PM peak	162 northbound 224 southbound	900 (one-way)	0.18 N/B 0.25 S/B
Watt Street	Nth of Church	AM peak	364 northbound 207 southbound	900 (one-way)	0.089 N/B 0.122 S/B
	Nth of Church	PM peak	298 northbound 252 southbound	900 (one-way)	0.33 N/B 0.28 S/B
Watt Street	Sth of Church	AM peak	447 northbound 296 southbound	900 (one-way)	0.50 N/B 0.33 S/B
	Sth of Church	PM peak	329 northbound 500 southbound	900 (one-way)	0.37 N/B 0.56 S/B

Notes: 1. Peak flows from 8th February 2019 Thursday traffic surveys results (Trans Traffic Surveys for by Better Transport Futures)
2. RTA 2002, Urban Road Conditions Level of Service C

2.2 Existing Pedestrian Infrastructure

The existing pedestrian infrastructure for pedestrians within the vicinity of site is considered adequate for the medium level of pedestrian activity and are in good condition. Currently, the footpaths are approximately 2.5m wide and located on both sides of each road identified in Section 2.1 above. There is a pedestrian crossing located on the corner of Bolton Street and Church Street directly adjacent to the Grand Hotel.

The Church Street frontage along the project site is the only significant section of footpath that will be directly affected by construction activities and will also be redeveloped under a Section 138 application to City of Newcastle.

3.0 Overview of Construction Activities

3.1 Site Layout & Sequencing

The project scope was outlined in Section 1.1 of this report and a Site Establishment / Layout Plan has been attached in **Appendix A**.

The Plan shows the layout of the main elements related to this plan;

- Hoarding / fencing
- Vehicle access / egress
- Personnel access / egress
- Tower crane & material hoist locations
- Construction zone

The works will be completed in the following sequence:

- Early works & site establishment
- Demolition of Administration and Supreme Court Buildings, and external elements such as trees
- Civil earthworks & inground services
- Foundations, piling, and retention works
- Construction of the new Residential and Education buildings (Structures)
- Fitout and heritage restoration work
- External works including landscaping and public domain works
- Demobilisation from site

3.2 Hours of Construction

The current hours of operation which are likely to be approved in the conditions of consent are based on the following:

- Monday – Friday 7:00am to 6:00pm
- Saturday 8:00am to 1:00pm
- No work on Sundays or public holidays

The Head Contract programme shows the duration of works of 15 months with the project scheduled for completion in March 2021.

3.3 Construction Zones

Built has applied to City of Newcastle for the establishment of a construction zone. This application has been attached in [Appendix B](#).

3.4 Construction Traffic Volumes

Peak construction vehicle movements to and from site will be during the demolition, foundations, and structure stages of the project due to mobilisation of plant and equipment, and heavy vehicle movements used for waste removal and material delivery (formwork, reinforcement, concrete, etc.).

General vehicle movements are expected to remain consistent throughout the works due to other deliveries, however, these will be mostly be light vehicles due to smaller deliveries.

3.5 Site Access

The Site Layout Plan attached in Appendix A identifies the main vehicle gates and personnel gate on Church Street.

The main Vehicle Gate shown below in Figure 3.1 below will allow for vehicles to enter and egress site under strict traffic management procedures. Vehicles will be able to turn around within site and drive out in a forward position.



Figure 3.1 – Main vehicle gate on the Eastern site boundary along Church Street. This entry / egress utilises the existing driveway that accesses the rear of the site allowing vehicles to turn around.

The second vehicle gate shown in Figure 3.2 will be used as required for accessing the Western area of site and primarily used by smaller vehicles during the construction phase for small deliveries.



Figure 3.2 – Second vehicle gate on the Western side of site along Church Street.

Personnel access will be restricted to the double leaf gate located at the main entry to the heritage courthouse and shown in Figure 3.3. Site personnel and visitors will enter / egress from this gate directly into the site offices located within the courthouse.



Figure 3.3 – Site personnel gate in orange. Note that this provides safe access directly to site offices and amenities.

All vehicle gates will be secure and monitored at all times, and lockable after hours in accordance with Built Site Rules.

3.6 Construction Worker Parking

Built has prepared a Construction Worker Transportation Strategy (CWTS) for submission to the Planning Secretary under SSD-9787 Condition C14. The CWTS provides a strategy for minimising parking demand issues caused by construction workers through alternative modes of transport and other travel arrangements such as public transport and car-pooling. The CWTS has been attached in [Appendix C](#).

4.0 Construction Traffic Management

Built has an established Traffic & Pedestrian Management Plan (HSE Plan Appendix 9) and includes a TMP & TCP's prepared by Gateshead Traffic Solutions Pty Ltd (GTS).

The Built HSE Plan Appendix 9 & TCP's are attached in **Appendix D** and details the measures to be implemented to ensure road safety and network efficiency during construction in consideration of potential impacts on general traffic, cyclists, pedestrians and bus services.

Built has applied to the City of Newcastle for the establishment of a Construction Work Zone along the site frontage on Church Street and included the TMP within the application.

5.0 Heavy Vehicle Routes, Access & Parking

5.2 Heavy Vehicle Routes

Built has engaged Drumderg Services Pty Ltd & Central Waste Station for the demolition and civil works phase and waste removal / skip bins for the duration of the project. Drumderg Services and Central Waste are partner companies which provides greater efficiency and assurance related to truck movements due to all materials being transported to and from a single site.

The Central Waste Station facility is located at 8 Styles St, Kurri Kurri NSW 2327 and is approximately 35km from site with an estimated 1-hour time of travel.

An overview of the heavy vehicle route is shown in Figure 5.1 below with detailed images numbered 1 to 13 following. Alternative routes are shown in grey if required due to traffic or incidents and all vehicle movements will be scheduled outside of peak times as much as possible by Built Site Management.

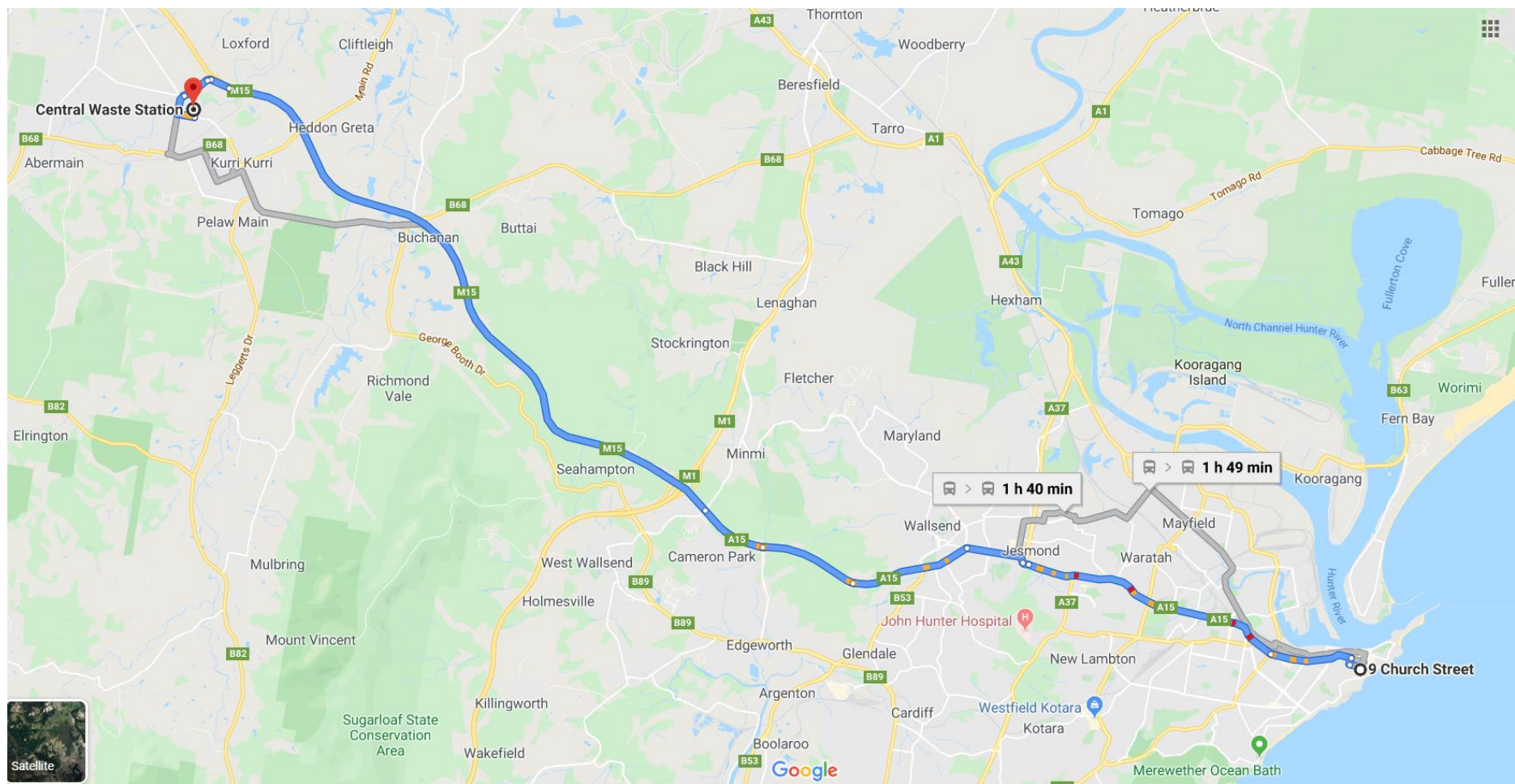
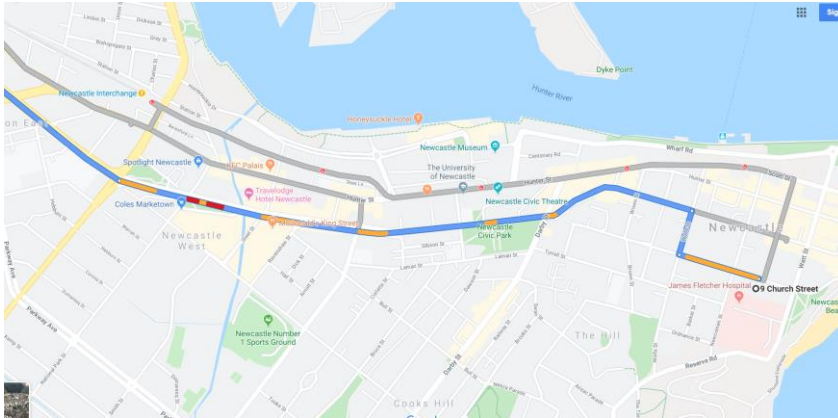


Figure 5.1 – Heavy vehicle route from the project site to Central Waste Station facility located at 8 Styles Street, Kurri Kurri.

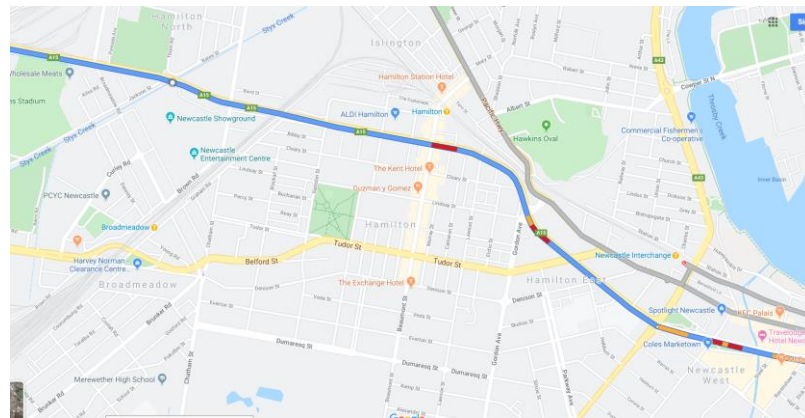
Nihon University Newcastle Project Construction Traffic & Pedestrian Management Sub Plan



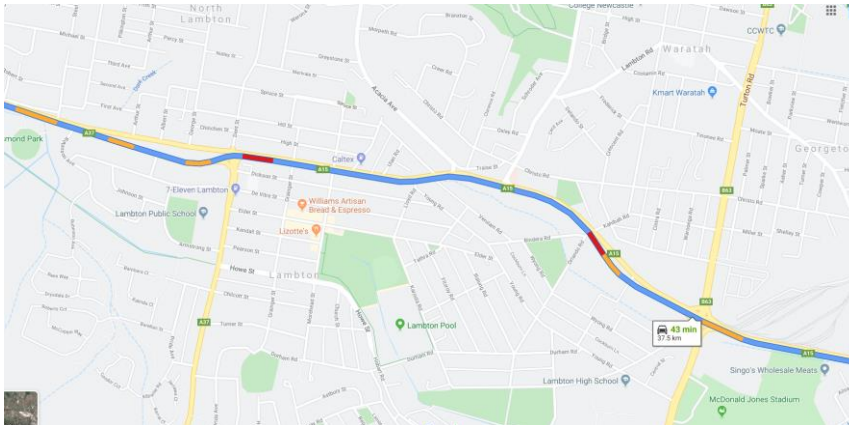
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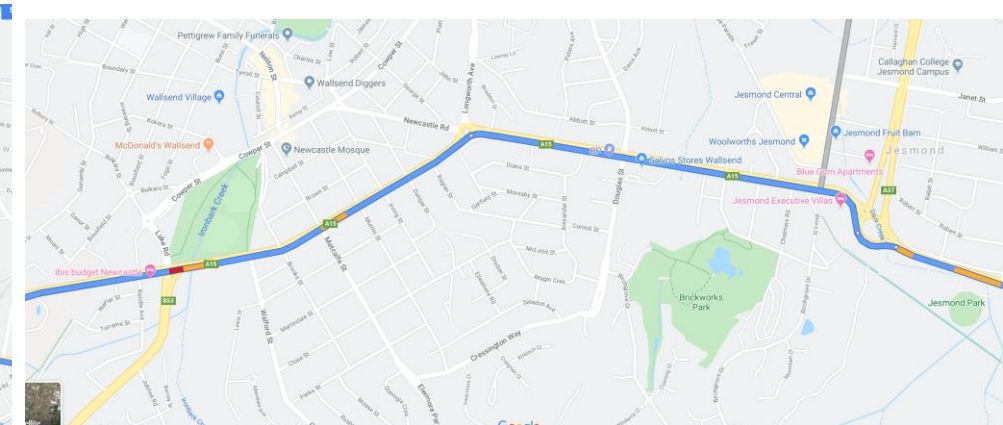
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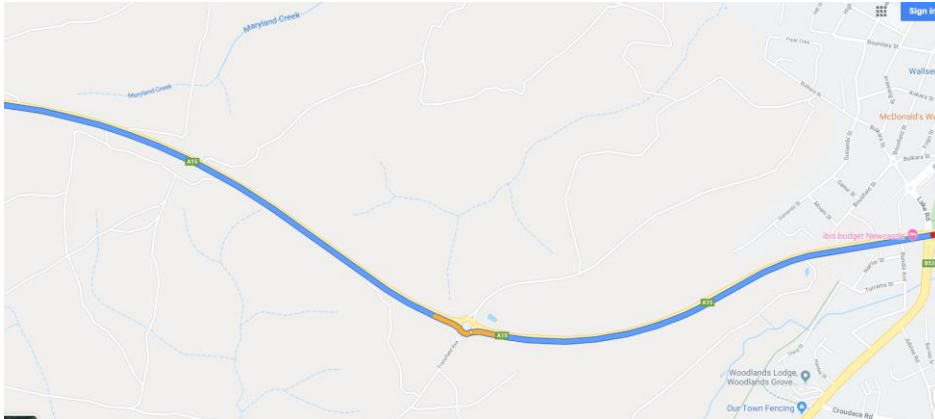
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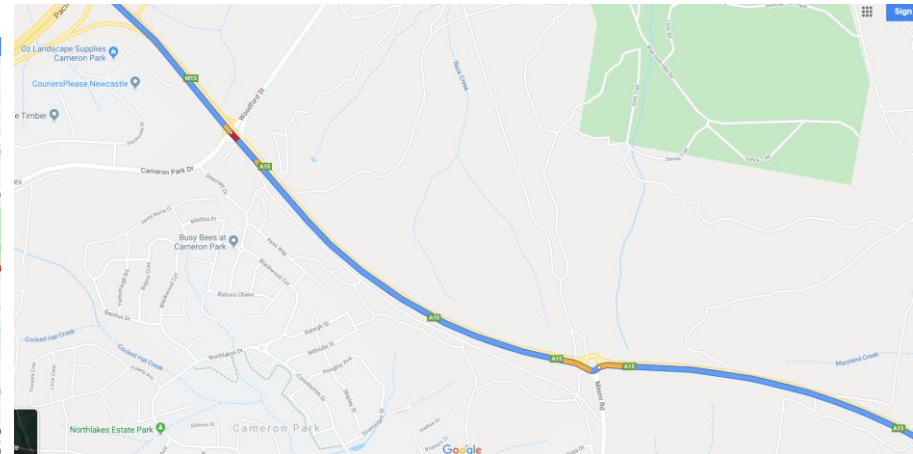
Nihon University Newcastle Project
Construction Traffic & Pedestrian Management Sub Plan

Built.

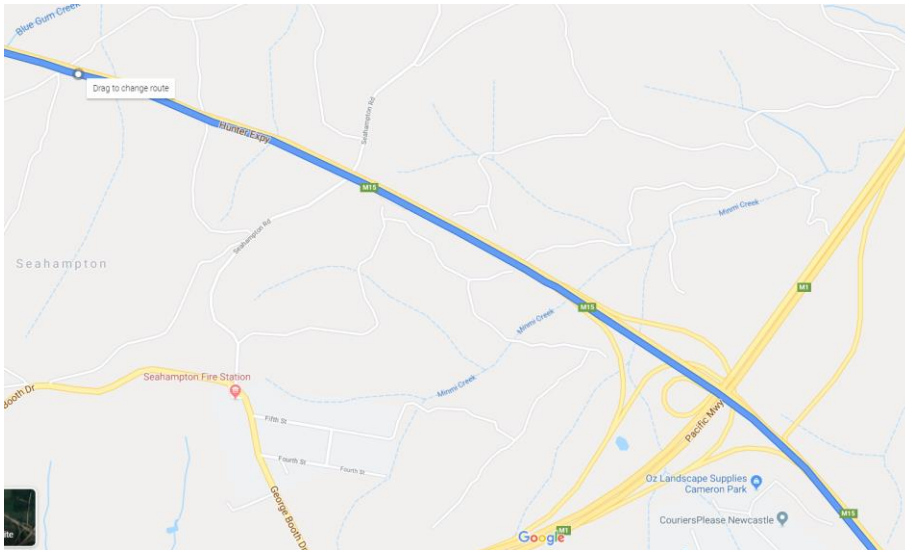
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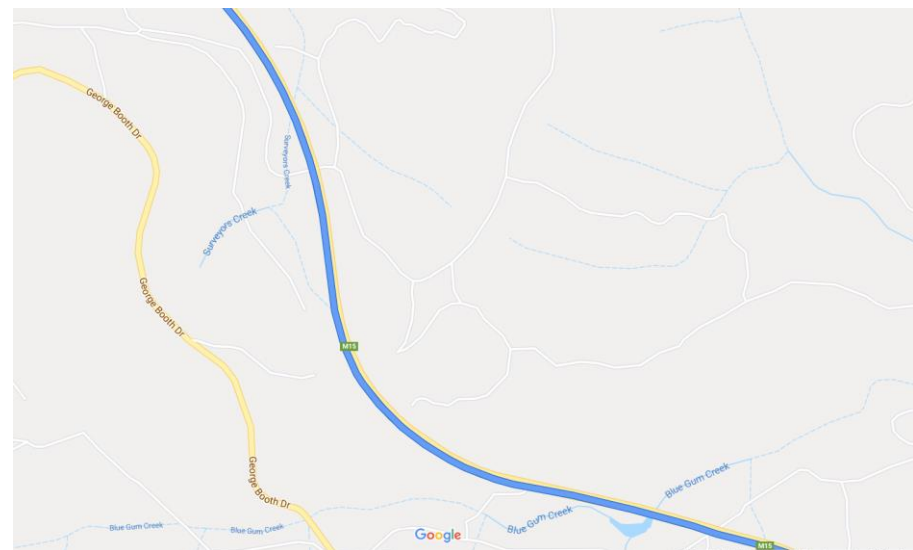
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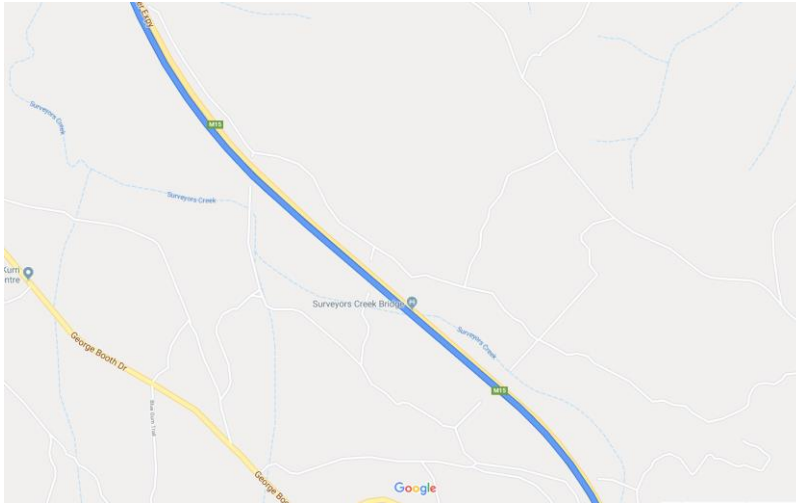
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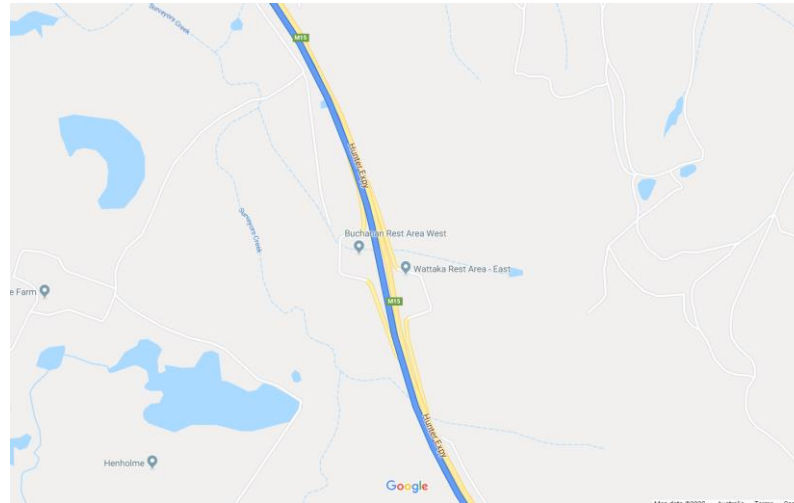
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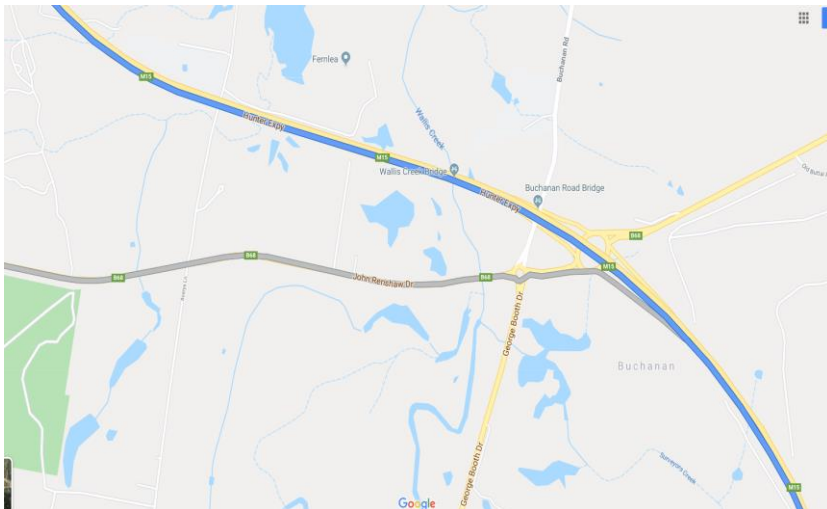
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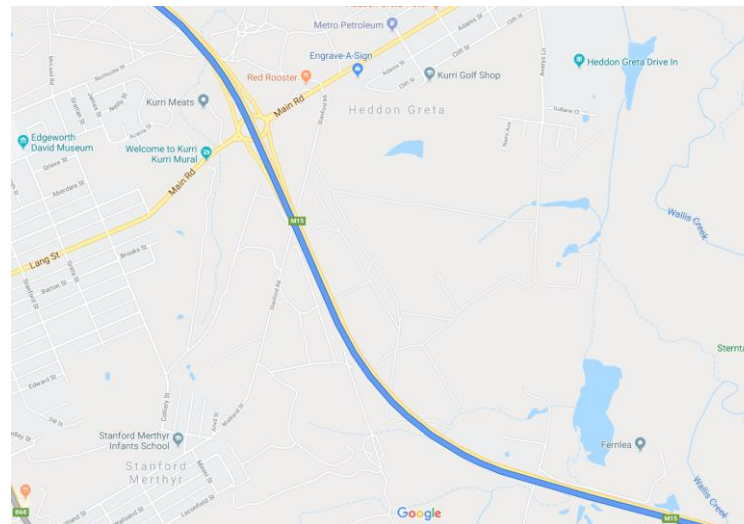
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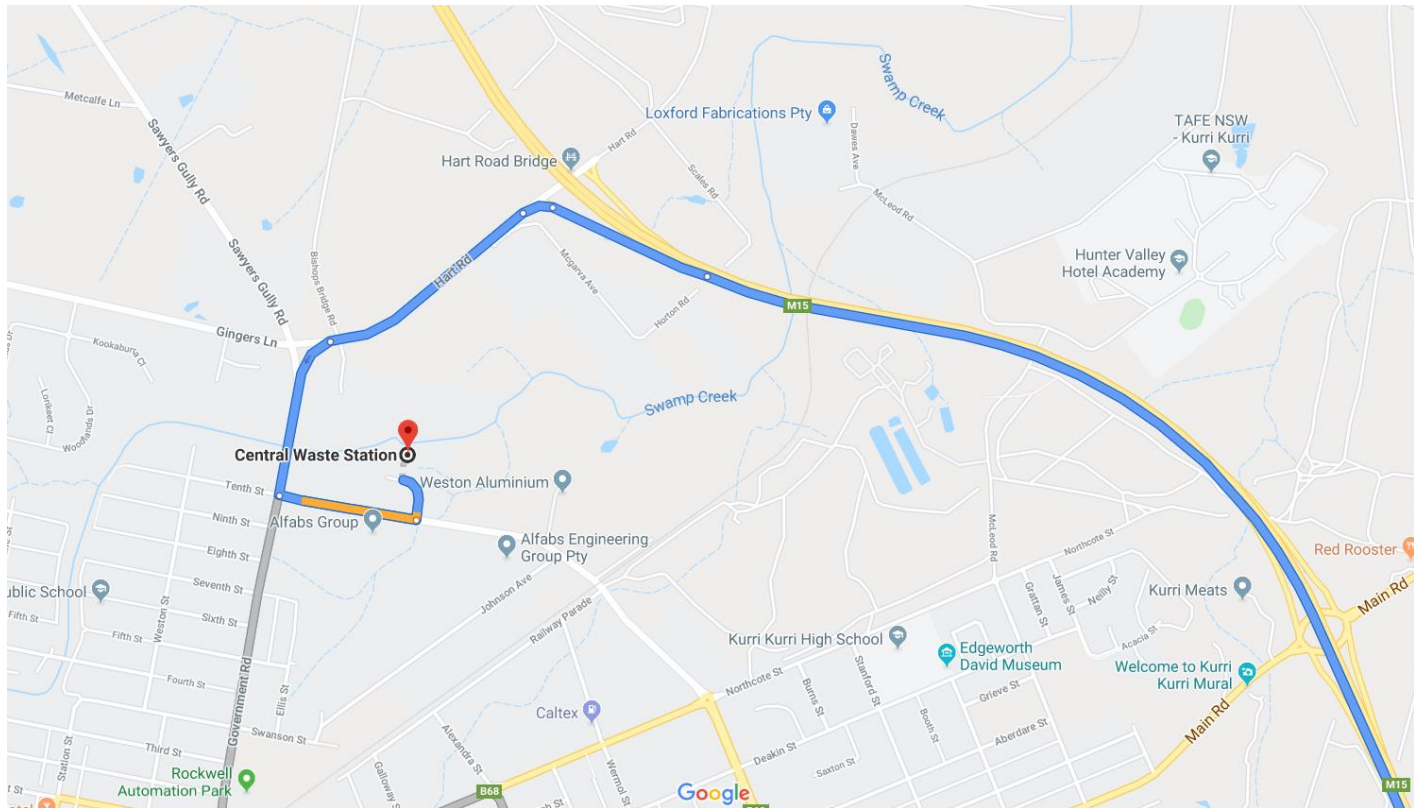
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13.



5.2 Heavy Vehicle Access & Parking

Heavy vehicles will access site through the vehicle gates shown in the Site Layout Plan attached in Appendix A and shown in Section 3.5. Vehicle access gates will always be under strict traffic control using qualified controllers and signage in accordance with our TMP.

Built intends to schedule deliveries to ensure vehicle movements and numbers onsite are kept to a minimum. At times when short term parking is required, trucks will be able to stand in the approved construction zone on Church Street prior to being directed into site through a vehicle gate or unloaded by crane, hand and/or forklift.

Drivers and subcontractors will be advised of the site rules and delivery procedures during site inductions.

5.3 Driver Code of Conduct

Built will implement a Driver Code of Conduct (DCC) on the Nihon University project. The DCC aims to;

- Minimise the impacts of earthworks and construction on the local and regional road network
- Minimise conflict with other road users
- Minimise road traffic noise
- Ensure drivers use the specified routes

The Driver Code of Conduct will be issued to all subcontractors during their site inductions and/or upon a driver entering site. The DCC is attached in [Appendix E](#).

6.0 Compliance Inspections & Monitoring Program

To ensure compliance with SSD-9787 conditions related to traffic & pedestrian management and the measures outlined in the TMP. Built conducts inspection and monitoring activities on vehicles and measures regularly to maintain compliance. Table 7.1 outlines the SSD conditions

Reference	Mitigation Measure	Frequency	Responsibility
SSD Condition C11	The project will implement and regularly review the Construction Noise & Vibration Management Sub Plan.	6 months	Project Manager
SSD Condition D02	All vehicles to be inspected randomly to ensure they are maintained and operated in a proper and efficient manner.	Weekly	Site Manager
SSD Condition D04	Deliveries to and from site may only be carried	Daily	Site Manager

	out between the approved construction hours.		
SSD Condition D08	Built will implement and regularly review their Health, Safety, Environment & Quality Management Plans for the duration of the works. These Plans include procedures for inspections, audits, monitoring, and non-conformances conducted by Built.	6 monthly	Project Manager
SSD Condition D09	All construction vehicles are to be contained wholly within the site, except if located in an approved on-street work zone. Vehicles must enter the site before stopping.	Daily	Site Manager
SSD Condition D10	Protective hoardings, signage and barricades will be erected along the Church Street frontage to provide safe access and protection to pedestrians. This will be regularly inspected by Built Site Management.	Daily	Site Manager
SSD Condition D11	The public way (excluding approved construction work zones) must not be obstructed by any materials, vehicles, skips, etc. This will be managed by traffic controllers and Built site personnel.	Daily	Site Manager
SSD Condition D12	Built will monitor construction noise limits and ensure mitigation measures are implemented.	Weekly	Site Manager
SSD Condition D13	No construction vehicles are to arrive onsite or surrounding residential precincts outside of	Weekly	Site Manager

	approved working hours. Random inspections to be conducted		
SSD Condition D14	All construction heavy vehicles to have 'quackers' instead of reversing tonal alarms.	Daily	Site Manager
SSD Condition D20	All vehicles entering and exiting the site must have loads watered and covered as required. This will be enforced by Built through inspections and monitoring.	Daily	Site Manager
TMP AS 1742.3	Appropriate advanced and Other warning signs, Instruction signs and devices in place and positioned correctly	Daily	Site Manager / GTS
TMP	Qualified traffic control personnel with appropriate equipment and positioned correctly	Daily	Site Manager / GTS
TMP	Width of travel paths always maintained to required clearances	Daily	Site Manager
TMP	Pathways through construction zones are adequately illuminated	Daily	Site Manager
TMP SafeWork NSW Code of Practice for Pumping Concrete	During concrete pours, precautions outlined in the Code are implemented	As required	Site Manager
TMP	Compliance with permits to be audited and requirements maintained	Fortnightly	Project Manager
TMP	Vehicle Gates to be secured and closed at all times	Daily	Site Manager
TMP	Driver / operator qualifications and competencies checked during inductions	As required	Site Manager
TMP	Vehicle & Plant logbooks checked for maintenance and daily pre-start checks	Random	Site Manager

7.0 Community Consultation

Built will liaise with the community in accordance with the Community Liaison Plan submitted to the Planning Secretary. The CLP is attached in **Appendix F**.

Built has established a community liaison email address (nihon@built.com.au) which will be used to:

- Send work notifications
- Send project updates and alerts
- Receive community queries and complaints
- Respond to community queries and complaints

Community updates will be sent out monthly, and notifications as required for any works with the potential for disruption that are identified through weekly site meetings with the project team and subcontractors.

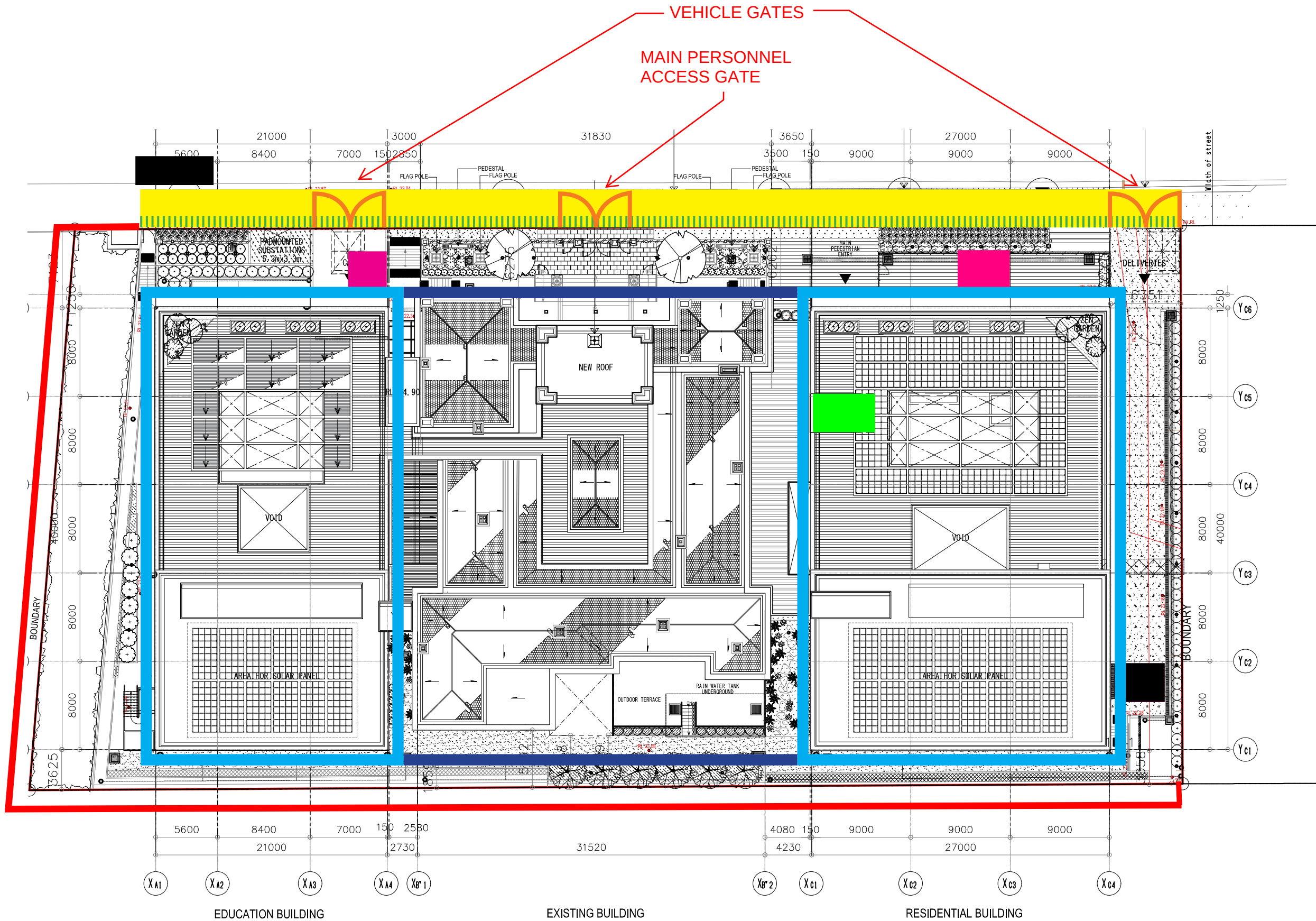
Work Notifications will provide details of the works including reasons and potential disruptions, and the contact details of Built personnel.

The Built Project Manager acts as the Community Liaison Officer and monitors this email address (along with other Built personnel) daily to ensure prompt action and response. All notifications and complaints are recorded in the community consultation register maintained onsite.

Other methods of communication will be used, including:

- Letterbox drops
- Face to face (door knocking, meetings, etc.)
- Phone calls
- Notices

APPENDIX A – Site Layout Plan



LEGEND

- HOIST
- A CLASS HOARDING / GATE
- B-CLASS HOARDING
- SCAFFOLD
- SCAFFOLD
- DOOR
- BIN
- PERIMETER FENCE
- CRANE

SK006

Revision No 1
18 September 2019

HOARDING & SCAFFOLD PLAN

Nihon University

Built.

APPENDIX B – Construction Zone Application

Work Zone Installation Application Form



PO Box 489, Newcastle NSW 2300
Phone (02) 4974 2000
Email traffic@ncc.nsw.gov.au

Work Zones are areas in which vehicles are not permitted to stand except when taking up or setting down materials at a construction site and are not to be used as parking areas for private vehicles.

NAME OF APPLICANT: OLIVIA RYAN

COMPANY: BUILT PTY LIMITED

POSTAL ADDRESS: Level 1, 155-157 Lambton Rd, Broadmeadow NSW 2292

PHONE: _____ MOBILE: 0423 552 792

EMAIL: oliviaryan@built.com.au ABN NO.: 24 083 928 045

SITE DETAILS

House/Lot No Lot 1 DP1199904 Street 9 Church Street

Suburb Newcastle NSW Postcode 2291

WORK ZONE DETAILS

Length required 92 metres Period required: from 20/01/2020 to 24/05/2020

Hours of operation: 6.30am – 5.00pm 6.30am – 1.00pm
Mon - Fri Sat

The applicant must provide a site plan showing the location of the construction site, adjacent streets, existing kerbside parking restriction signposting, driveways and the preferred location of the Work Zone.

Signature of Applicant Olivia Ryan Date 17/01/2020

CN OFFICE USE ONLY

Zone

Approved length metres at \$ per metre = \$ (A)
Approved period week (B)
(A x B) = \$ (C)

Signs

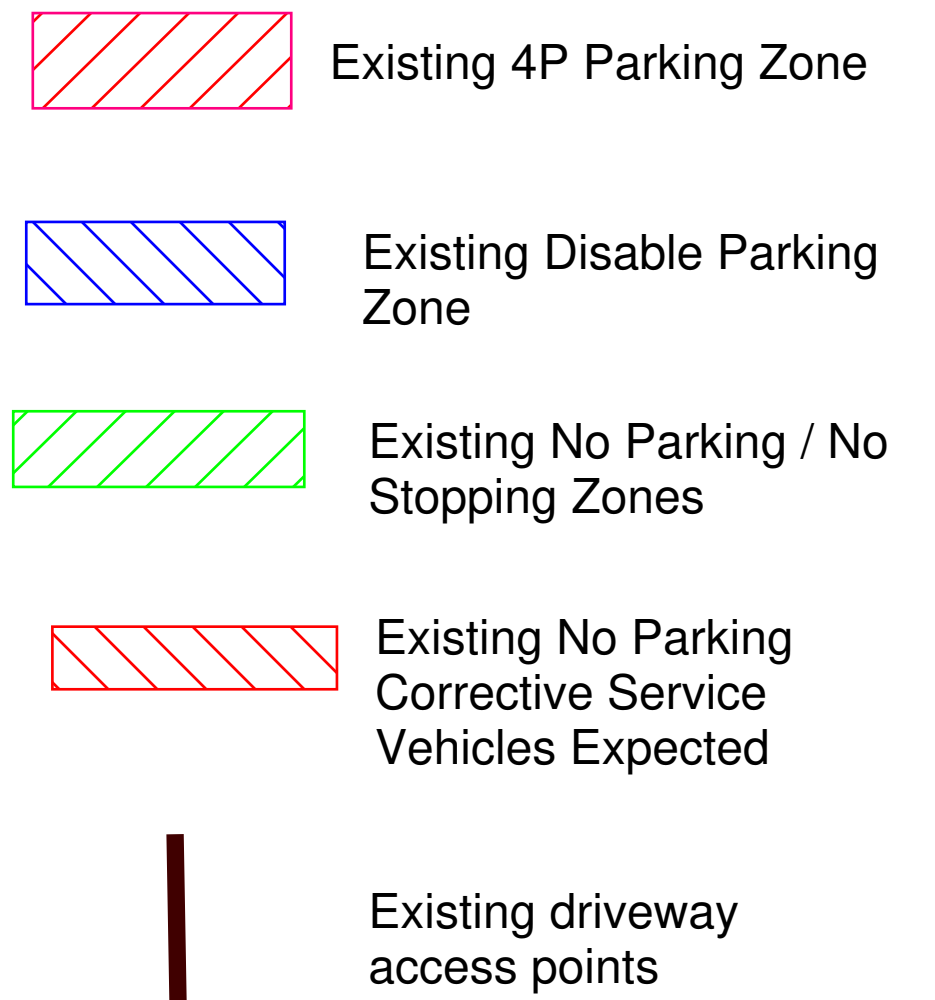
On existing posts: signs at \$ per sign = \$ (D)
On new posts: signs at \$ per sign = \$ (E)

Administration Fee: \$385.90 (F)

Total amount payable in advance (C+D+E+ F) \$.....

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Registered Business Name dwp Australia ABN 37 169 328 018
David Rose Nominated Architect NSW ARB 4882

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Client / Project Architect
Azusa Sekkei Co Ltd



Project Number
17-0347

Scale (A1)	Date Printed
1 : 200	19/12/2019 2:45:25 PM
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1 EARLY
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Built.

Proposed Location for Temporary Crossing

KEY

-  Proposed location for temporary crossing
- 1** Former Supreme Court Building
- 2** Former Heritage Court Building
- 3** Former Administrative Building

Site view of existing pedestrian crossing locations and proposed location for new temporary crossing subject to Newcastle Council Approval. Existing pedestrian crossing on Bolton Street to be maintained



Existing Pedestrian Crossing Photograph

Existing crossings on Church & Bolton Street
Existing silent cop on Bolton Street crossing.
Intent for Bolton crossing to remain during works

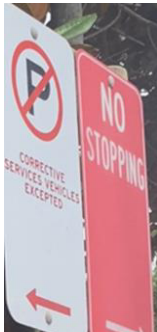
Existing Street Signage Photographs



Existing parking signage to front of Former Supreme Court Building (1)



Existing signage to front of Heritage Court Building (2)



Existing No Stopping / No Parking – Corrective Service Vehicles
Expected to front of former Administration Building

Proposed Location for Pedestrian Crossing & Existing Signage Layout

PROJECT:
Nihon University
9 Church Street
Newcastle Rev 1



Traffic Management Plan

Built

Nihon University Site – Church St - Newcastle

Plan prepared by Luke Bannister – Prepare a Work Zone Traffic Management Plan No:
0051736303

Please Note: This management plan is for the exclusive use of Gateshead Traffic Solutions Pty Ltd & their client ONLY.

Prevailing Site Conditions

The site is located at the former Newcastle Court House site at Church St - Newcastle. Church St is one lane in either direction, with kerbside parking on both sides of the road and separated by double white lines. There is a police parking zone that extends partly into the site frontage as well as a zebra crossing to the east of the site. The posted speed limit is 50km/h. Church St is owned and managed by the City of Newcastle.

Development and Construction Details

During the construction process, vehicles will be able to enter and exit through a driveway in Church St. A work zone will be established across the frontage of the site, which will close the area that inhabits the parking lane and police zone for the duration of the works. The police zone will be relocated further down the street pending approval from the City of Newcastle and NSW Police. The majority of works will be conducted from the work zone and on site. During large scale works, part of both roads may be utilised to conduct works. All of these works will be under traffic management by qualified traffic controllers. See Traffic Control Plan below. Please note the existing zebra crossing in front of the site will be moved to the direct east of Newcommen St, to allow for safer crossing for Newcastle Grammar School Students and staff/visitors of James Fletcher Hospital. The existing parking in front of the site, which includes corrective services parking, paid four-hour parking and a disabled park will be occupied by the work zone. The hours of construction are Monday to Friday – 0700 – 1800 and Saturday 0800 – 1300. All permits will be submitted to the Road and Maritime Services and Singleton Council respectively.

Vehicle Routes

Vehicles will enter from the east off Watt St and exit to the west along Church St.

Public Transport

There will be no disruption to public transport throughout the duration of the works.

Emergency Vehicle Access

Emergency vehicles will not be inhibited and will be given priority through any traffic control sites.

Pedestrian Access

During the majority of the works, the footpath will be inhibited which will affect pedestrian access. Any works which inhibit pedestrians will be conducted under traffic management. An application will be lodged to move the existing zebra off site. If this application is unsuccessful, traffic management will be utilised during school hours to facilitate the extra pedestrian movements during those times.

Traffic Control Plan

Gateshead Traffic Solutions Pty Ltd
PO Box 277
Wickham
NSW 2291

Client - Built

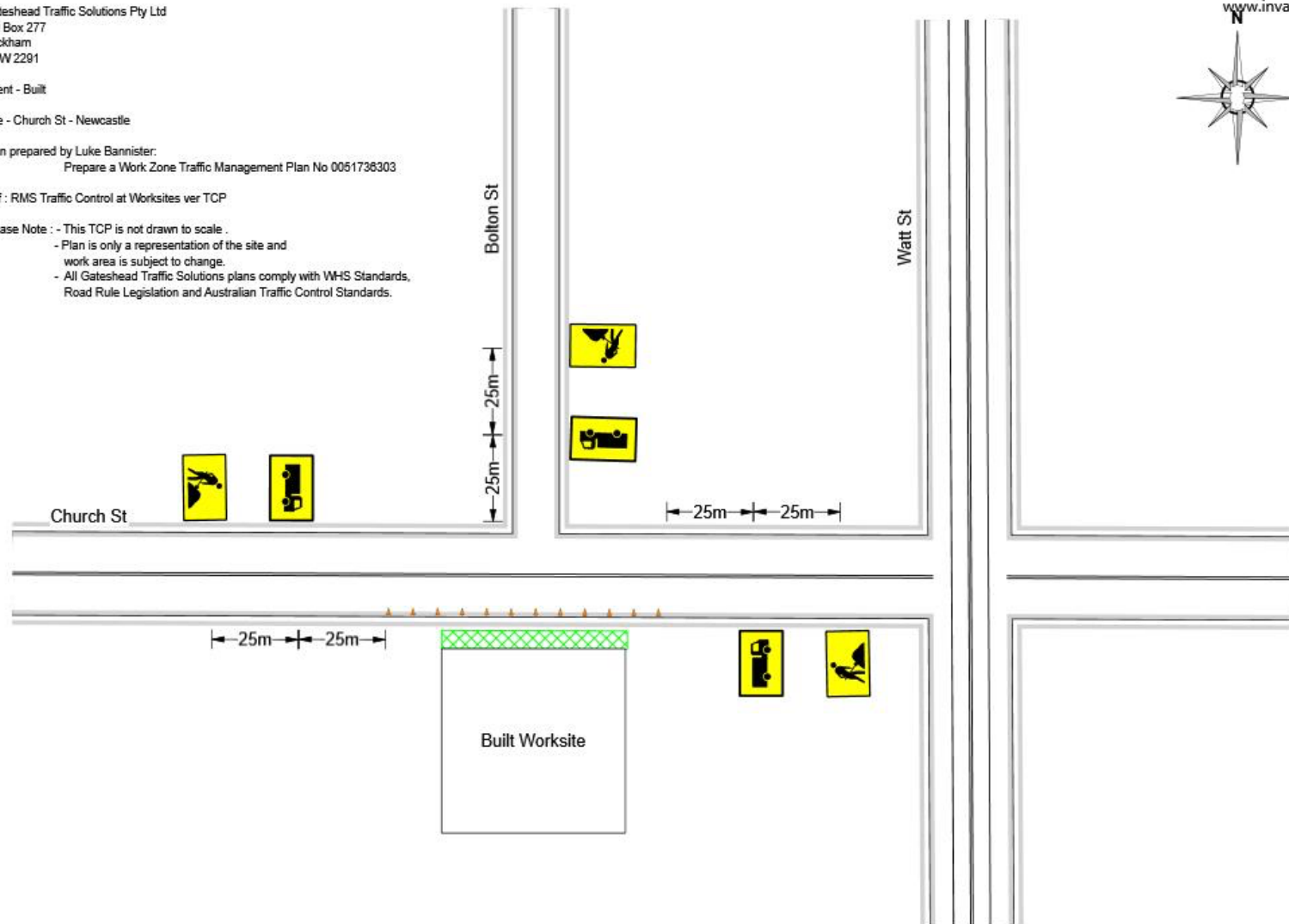
Site - Church St - Newcastle

Plan prepared by Luke Bannister:
Prepare a Work Zone Traffic Management Plan No 0051736303

Ref : RMS Traffic Control at Worksites ver TCP

Please Note :- This TCP is not drawn to scale .

- Plan is only a representation of the site and work area is subject to change.
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NSW 2291

Client - Built

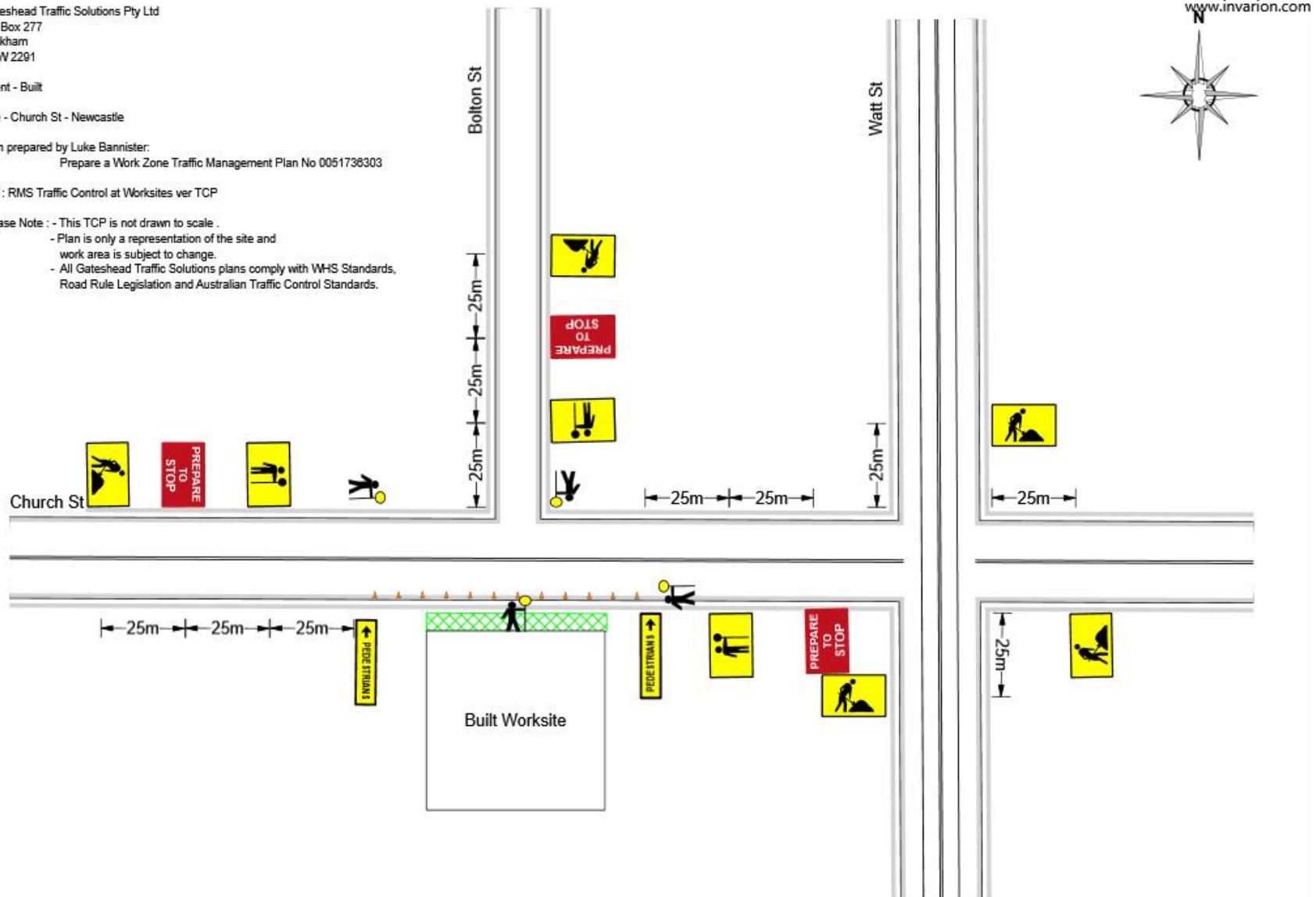
Site - Church St - Newcastle

Plan prepared by Luke Bannister:
Prepare a Work Zone Traffic Management Plan No 0051738303

Ref : RMS Traffic Control at Worksites ver TCP

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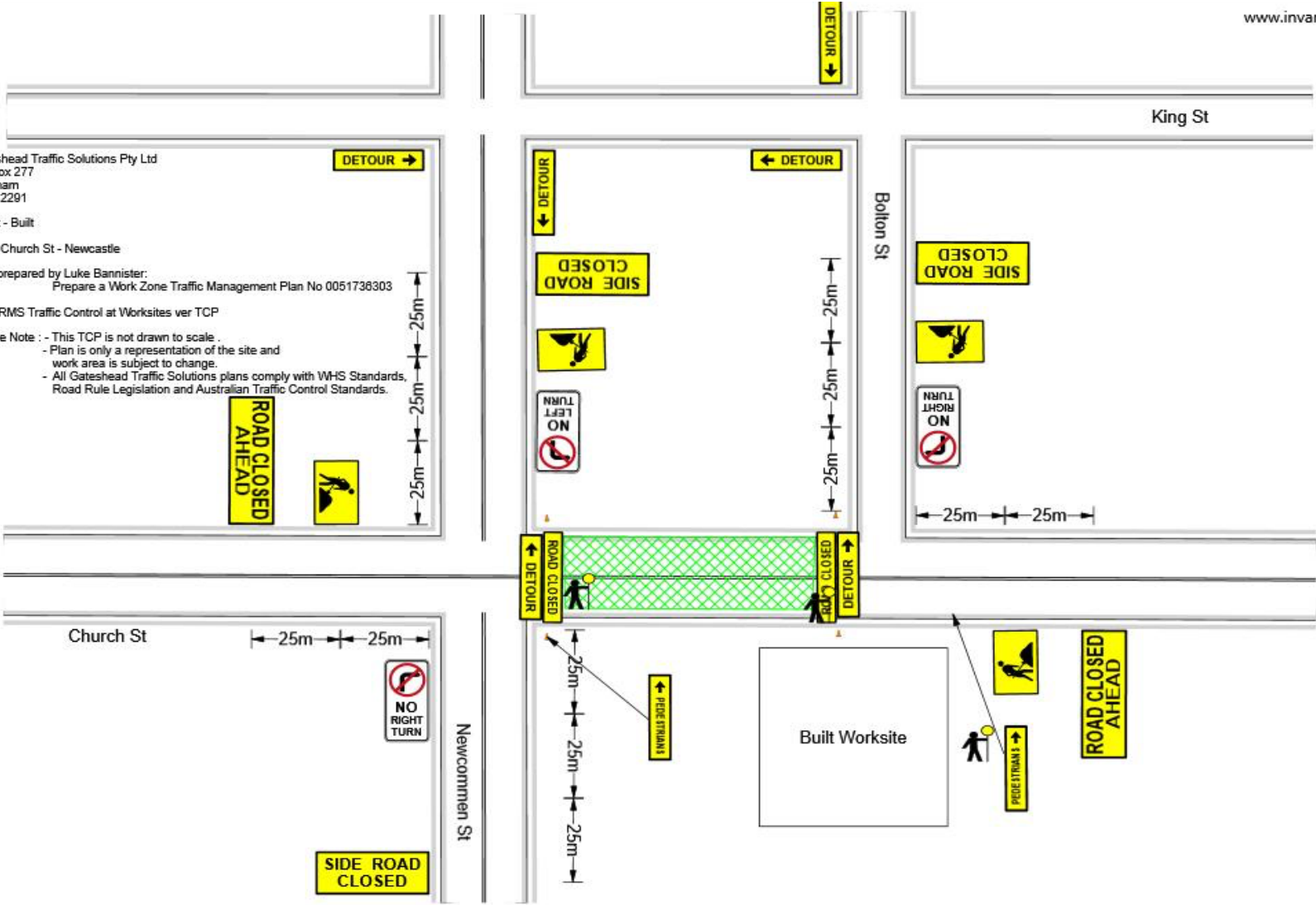
Client - Built

Site - Church St - Newcastle

Plan prepared by Luke Bannister;
Prepare a Work Zone Traffic Management Plan No 0051738303

Ref : RMS Traffic Control at Worksites ver TCP

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APPENDIX C – Construction Worker Transportation Strategy



NIHON UNIVERSITY

Construction Worker Transportation Strategy

1.0 PURPOSE

The Construction Worker Transportation Strategy outlines the overall strategy for both Built employees and subcontractors on the Nihon University project to satisfy SSD Condition C14.

2.0 OBJECTIVE

Detail provision of sufficient parking facilities or other travel arrangements for construction workers in order to minimize demand for parking in nearby public & residential streets or public parking facilities.

3.0 SCOPE

This document identifies the various transportation options available to construction workers to minimise demand for both public and private parking facilities. It also identifies the neighbouring properties that must be considered when devising and implementing the strategy.

All workers, employees, subcontractors, employers and the management team, involved in the construction of the project will be made aware of the transportation strategy through communications both prior to commencing and during the completion of their works. Specific details shall be communicated to workers, as required, through the site-specific induction.

4.0 NEIGHBOURING PROPERTIES & STAKEHOLDERS

Built undertake planning on all our projects and always keep our impact on surrounding communities and businesses front of mind.

As part of our planning process for the Nihon University project we are aware of our neighbours' and have identified the following key considerations to mitigate and minimise any impact the development will have;

- James Fletcher Hospital;
- Newcastle Police Station;
- Newcastle Grammar School;
- Commonwealth and Federal Law Courts;
- The Grand Hotel;
- Nearby residential properties;
- Nearby commercial businesses.

As a result of this we understand Newcastle East has an existing high demand for parking.

5.0 CURRENT AVAILABLE PARKING OPTIONS

We have researched the current parking options available in the vicinity of the project being;

- Hunter Car Park at 50 Bolton Street with 570 spaces and open 24 hrs a day 7 days a week;
- King Street Parking Garage at 92 King Street with 489 spaces and open 7am to 7pm Monday to Friday and 7am to 4.30pm on Saturdays;
- Limited all day public parking on Reserve Road and in King Edward Park;

- Limited paid car parking in surrounding streets Inc. Church Street, Newcomen Street restricted to either 2 or 4 hours.

Figure 1 below illustrates the nearby parking facilities available to construction workers for the duration of the project.



Figure 1: Parking Options

6.0 AVAILABLE ALTERNATIVE TRANSPORT OPTIONS

In relation to our workforce we will be actively encouraging the following;

- Public transport wherever possible including the use of available bus routes 11, 13, 14, 21 and the light rail from Newcastle Beach in Newcastle East to Newcastle Interchange in Newcastle West linking with the existing heavy rail network;
- Carpooling when possible and utilising the Bolton or King Street parking facilities or the available all-day public parking on Reserve Road and in King Edward Park

The Newcastle Transport Network Guide Map below illustrates the available public transport options extending from East Lake Macquarie to the site location in Newcastle. These services run regularly Monday to Saturday both during and outside of normal working hours.



 Frequent bus route
 Standard bus route
 Bus stop
 Bus route number
 Train line/station
 Frequent light rail/stop
 Shopping centre
 Hospital
 Sporting facility
 Frequent bus route extension
 Tailored bus route
 Bus stop this side only
 Bus terminus
 Frequent ferry route/wharf
 Educational institution
 Beach
 Information, 09:00–16:00 Monday–Friday

7.0 COMMUNICATION OF STRATEGY TO WORKERS

We will be actively discouraging the use of the available paid short-term public parking in Church Street and nearby streets.

There will no parking of any vehicle in the James Fletcher grounds, with any workers found to be breaching this site rule being appropriately disciplined.

This strategy will form part of our subcontractor engagement process with each respective trade and will also form part of our site inductions that every worker will undertake. The Newcastle Transport network guide will be made available to all workers and posted in the site amenities.

We will also further be reinforcing this strategy in our regular toolbox talks and site-wide addresses with the workforce.

APPENDIX D – Built HSE Plan Appendix 9



APPENDIX 9 TO HSE PLAN

Traffic and Pedestrian Management Plan

TRAFFIC & PEDESTRIAN MANAGEMENT PLAN

Nihon University

1.0 PURPOSE

The Traffic and Pedestrian Management Plan (TPMP) outlines the control measures to be implemented when carrying out construction and related works at [Nihon University](#).

The TPMP is a stand-alone plan which forms a part of the overall Project Management Plan and as such is a “live” working document and therefore may be amended and reissued from time to time as necessary.

2.0 OBJECTIVES

Traffic and Pedestrian management shall be undertaken in a manner that will provide a safe work site for Built staff and employees, subcontractors and the public, and at the same time shall ensure that road and footpath users are not exposed to foreseeable risks.

3.0 SCOPE

This document addresses the systems and procedures Built will implement and maintain to warn, inform, guide and control Traffic and Pedestrian movements past, through or around the works related to the project site.

The control and management of traffic involves:

- the co-ordination of all delivery trucks, including the loading and unloading of these delivery trucks;
- concrete pumping
- the control of vehicular and pedestrian traffic to ensure their safety and minimal disruption to the general public and work on site.

All workers, employees, subcontractors, employers and the management team, involved in the construction of the project will adhere to this Traffic Management Plan. Specific details shall be communicated to workers, as required, through the site-specific induction.

It is not feasible in this document to cover all traffic management situations that can and will arise. It may therefore be necessary for the relevant Built personnel to modify this plan based on hazard identification and risk assessment of the particular works in order to adopt the best reasonably practical control measures to be adopted as dictated by changing circumstances. However, where significant changes are made to this plan the plan shall be amended to reflect such changes

4.0 RESPONSIBILITIES

Built Supervisors

There are two areas in traffic management that supervisors have responsibilities for and they are the **Work Area** and the **Employees** under their control.

The responsibilities of the supervisor are:

Work Area

- Ensure a risk assessment for traffic management has been conducted and documented as part of **Appendix 5 of the HSE Plan** and that the control measures and procedures are implemented at the site;
- Ensure, where applicable, any proposed work in the road reserve by Built has received the required permission and approvals from the relevant authority;
- Ensure both road users, pedestrians and Built staff can continue with their respective undertakings in relative safety and with the minimum of inconvenience;
- Ensure the works are correctly sign-posted using the relevant approved signs;
- Ensure the works are correctly guarded;
- Ensure safety signs & devices used are in good condition and are removed at the completion of works;
- Ensure the works do not commence until all signage is in place (even in an emergency it is essential that safety is observed for both staff and road/footpath users);
- Ensure all lamps are switched off during daylight and checked at night time that they are working and correctly positioned;
- To regularly monitor the traffic management plan to ensure its ongoing suitability and adequacy;
- Record all incident and complaints on the standard Built Incident Notification form. If any person is injured, then there is a legal requirement to report the incident to the appropriate authorities and immediate supervisor.

Employees

- Ensure workers are competent to work on or near the roadways and have a general awareness of traffic safety issues;
- Instructing workers of the public relations aspect of the work in that they should not allow themselves to be provoked by members of the public.

Workers

- Workers shall follow the traffic and pedestrian management plan provided by their supervisor;

TRAFFIC & PEDESTRIAN MANAGEMENT PLAN

Nihon University

- Where there is uncertainty as to what the appropriate traffic management requirements are to contact their supervisor for advice **before** proceeding with the work.
- To wear their high visibility vest or shirt
- To always take reasonable care for their safety and of those around them.
- To obey the rules of the road and to display safe driving practices always. This means driving, according to posted speed limits, in correct lanes and in a manner that is safe to the driver, passengers and public.
- To park in conformance with any parking signs or parking rules and avoid creating any form of safety hazard.

5.0 GENERAL REQUIREMENTS

- a) All deliveries will be planned, where possible, to avoid peak hour traffic in the mornings and afternoons.
- b) Delivery vans and trucks entering and exiting the site will be using the driveway on **9 Church Street**.
- c) Warning signs and a rotating light will be placed on a boom gate in the street to notify all vehicles and pedestrians that a crane is working overhead.
- d) During the excavation phase, the following precautions will be taken:
 - A trained attendant wearing suitably attired clothing (fluorescent coloured vest) will direct traffic and excavation trucks. This attendant will also be using a “STOP/SLOW” sign to assist in the direction of traffic; and
 - The trucks will follow a set traffic route to minimise disruption to traffic.
- e) During concrete pours, the following precautions will be taken:
 - The WorkCover Code of Practice for pumping concrete will be strictly adhered to;
 - If a ‘pump-line’ is set up from the street, then the safe and unobstructed access for the general public will be ensured;
 - Potential trip and slip hazards will be eliminated and an attendant will always be on hand to ensure that unauthorised persons are kept away from immediate area of pump machine;
 - An access ramp will be provided where required where the pump line passes over the footpath; and
 - The attendants will be wearing appropriate PPE (fluorescent vests, helmets, safety boots, etc.) at all times during concreting to control traffic and concrete deliveries.
- f) Any necessary applications for council permits or notification to the relevant authorities (e.g. police, RTA, etc.) will be carried out prior to any concrete pours.
- g) Any work that will affect pedestrians and traffic (e.g. awning work, work to footpath and driveway, work above footpath, etc.), will be supervised such that pedestrian and traffic safety is maintained at all times. All necessary applications

TRAFFIC & PEDESTRIAN MANAGEMENT PLAN

Nihon University

for permits, approvals and notification of relevant authorities will be carried out prior to these works taking place.

- h) No parking or unloading of vehicles along the Church Street site frontage without permission from Built Management.
- i) No traffic control is to be conducted by persons without the appropriate training / qualifications.
- j) Site personnel and vehicles must be aware of emergency services facilities, personnel, and vehicles in the immediate vicinity (Newcastle Police Station adjacent to site).
- k) Site personnel and vehicles must always be aware of the high volume of pedestrian traffic around the site, especially during school term periods. This includes school zone speed limits of 40km/h.

6.0 TRAFFIC & PEDESTRIAN MANAGEMENT

When Built conducts its works in the road or footpath it creates an abnormal situation that, under its Duty of Care, requires it to provide suitable signing/guarding etc for the users that includes vehicular and pedestrian traffic.

Regardless of the nature or complexity of the works in the road reserve or footpath, or how long it will take, the key objective to be achieved by the implementation of this TPMP is the safety of both Built staff and employees, subcontractors and the general public and to cause the least amount of inconvenience and disruption as possible.

The basic communication requirements of the TPMP are to provide:

- Advance warning of a change in traffic/pedestrian access conditions in time for the users to adjust;
- Information and Guidance so as to navigate safely around the work site, i.e. delineation of travel path and its separation from the work site and any necessary barricading.

Where the works involve a relatively simple part road closure then the minimum planning requirement will be to sketch the protective devices and delineation required on a plan and to prepare a list of the devices required for the task.

Where the works require complex traffic arrangements - for example where Built is proposing to conduct long-term kerbside work in the vicinity of an urban intersection, it will be necessary for a suitably qualified person to fully document the traffic and pedestrian control measures to show temporary traffic paths, their delineation and position of warning devices and any after-hours traffic arrangements

In order to achieve minimum disruption and inconvenience to vehicular traffic only the minimum practical length and width of road shall be closed off at any time. The control measures shall allow for sufficient width within the work area for the safety of the workers for the method of work to be employed. This results in a clearance between the edge of the work area and the edge of the adjacent traffic lane of at least 1.2m.

7.0 APPROPRIATE SIGNING AND TRAFFIC CONTROL

Principles of Signing

No matter how brief the work site is occupied careful consideration shall be given to the displaying of appropriate and adequate safety/warning signs to:

- Provide advance warnings to drivers of changes in the surface of the roadway and/or in the changed traffic conditions and that personnel and/or plant are engaged in work;
- Adequately instruct and guide traffic safely through, past or around the work site;
- Provide separation of the travel path and the works area.

The following **important principles** shall be observed regarding traffic management signage:

- Signs and devices must comply with those listed in AS 1742.3;
- Signs and devices shall be erected and displayed before work commences. On approaches to the work area they shall be erected in the following sequence and then removed in the reverse order;
 - (1) Advance warning signs.
 - (2) Other warning signs.
 - (3) Instruction signs
- Signs shall be placed within the driver's line of sight and at the same time not obscure other traffic devices from the driver's line of sight;
- All signs & devices shall be placed in the most advantageous positions having regard for the location and nature of the hazard, and the warning being conveyed, to provide the maximum visual impact for approaching traffic. Such signs & devices shall have an adequate clear view in advance of them;
- They shall be placed in a manner and position, so they are not obscured from view by vegetation or parked vehicles;
- They shall be placed in a manner and position so as not to become a possible hazard to workers, pedestrians or vehicles (e.g. divert traffic into an undesirable path);
- Signs and devices shall be regularly checked for effectiveness and maintained in a satisfactory condition;
- Signs and devices shall be selected and placed in a manner so as not to require a driver to disobey a law unless so directed by an authorised officer such as a police officer;
- Permanent signs which conflict with the signs required for the temporary work situation shall be covered or removed;
- Signs and devices shall be removed from the site when practical once the hazard ceases to exist. This not only restores the road/footpath to normal but is also an essential part of maintaining the credibility of the signs.

8.0 PROTECTIVE BARRICADING

Under certain circumstances, such as for a major excavation, it may be necessary to provide a more formidable barrier such as the use of rails etc in lieu of the bollards and tape. Where excavations leave insufficient footpath width to allow for a reasonable path for pedestrians to pass the work site in safety some form of containment fence, together with appropriate road warning signs, shall be installed from the footpath to the road and then back again onto the footpath.

If it becomes necessary to divert the pedestrian traffic around the work site, trucks and/or major plant then barrier posts and rails together with appropriate road warning signs must be installed.

To protect pedestrians along the Church Street frontage, a Class B Hoarding will be installed with a Class A Hoarding on the internal face for site security and separation from works.

9.0 TRAFFIC CONTROLLERS

Where the works require vehicles to be stopped or slowed down to enable delivery trucks to enter or exit the worksite or public vehicles to navigate through or past the work site, then it will be necessary to use qualified Traffic Controllers.

Some typical situations where traffic controllers are to be used include but is not limited to:

- Where one lane of a two-lane, two-way road is closed;
- Where conditions at the work site are such that low speed operations are essential;
- Where construction machinery regularly crosses or enters an existing road;
- Where sight distance to the work site is limited;
- Where plant, trucks and the like can only reverse out from the site.

10.0 WORK ON THE FOOTPATH

Pedestrian Considerations

Due consideration to pedestrians shall be given before proceeding with any works on or adjacent to footpaths considering, the different modes of travel used by pedestrians, such as walking or cycling, and for people with disabilities.

Some of the considerations to be taken in any design for a travel path are listed below.

Width of Travel Path

People with ambulant disabilities (i.e. using a walking aid) require a clear width of 1,000 mm

People who use wheel chairs require a clear width of 1,200 mm.

If it is not practical to provide the above widths on the footpath it may be necessary to consider part closure of the road together with appropriate barriers, etc.

Pedestrian Safety Points

The following pedestrian safety points should be included in the final control measures by the Built supervisor. These points should be observed **before** the work is commenced. This is not an exhaustive list and should be updated by the supervisor according to the circumstances at the work site.

All pedestrians

- Always look at the pedestrian's routes. For example, can pedestrians safely negotiate the work site? Can they negotiate any “squeeze” points in and around the work site?
- Check that the pedestrians’ routes are continuous through/adjacent to the work site
- Determine the most applicable time of the day to conduct the works considering both normal and peak hour times.
- Determine what is the most appropriate means for pedestrians to negotiate the site? That is either through, past or around the site.
- Where applicable ensure that any barriers erected do not force pedestrians to cross at an inappropriate location.
- Can parking of site vehicles be managed to maximise the sight lines?

Elderly Pedestrians

- Is the travel path relatively smooth and clear of overhanging foliage?
- Is the work site adequately illuminated?

Young Pedestrians

- Are barriers erected to guide children past or through the work site?
- Are travel paths continuous through the scheme?
- Will any road signs/devices obstruct the vision of or visibility to, the young pedestrian?
- Can parking of the site vehicles be managed to maximise the sight lines?

Intoxicated Pedestrians

- Is the area one in which intoxicated pedestrians can be expected?
- Where appropriate are barriers in place to guide them past or through the work site?
- Are drivers given every chance of seeing the pedestrian?
- Can parking of the site vehicles be managed to maximise the sight lines?

People with Disabilities or Prams

- Can the work site be identified by visually impaired people?
- Is the width of the travel path sufficient to cater for wheelchairs, prams, etc?

TRAFFIC & PEDESTRIAN MANAGEMENT PLAN

Nihon University

Construction Traffic and Vehicles

When considering the traffic control measures, it should be noted that construction traffic and vehicles needs to be considered as this can affect the traffic control measures adopted.

The current Traffic Management Plan & Traffic Control Plan is attached in Appendix A.



Traffic Management Plan

Built

Nihon University Site – Church St – Newcastle – Stage 1 Demolition Plan

Plan prepared by Luke Bannister – Prepare a Work Zone Traffic Management Plan No:
0051736303

Please Note: This management plan is for the exclusive use of Gateshead Traffic Solutions Pty Ltd & their client ONLY.

Prevailing Site Conditions

The site is located at the former Newcastle Court House site at Church St - Newcastle. Church St is one lane in either direction, with kerbside parking on both sides of the road and separated by double white lines. There is a police parking zone that extends partly into the site frontage as well as a zebra crossing to the east of the site. The posted speed limit is 50km/h. Church St is owned and managed by the City of Newcastle.

Development and Construction Details

These works are for Stage 1 of demolition on the Church St site. A Class B Hoarding will be erected along the frontage of the site on Church. A Class A hoarding will be erected along the back boundary of the site. The police zone on the southern edge of Church St, will be relocated further down the street pending approval from the City of Newcastle and NSW Police. During these works, vehicle movements will be made through the site gate on the eastern end of the site. The trucks will all be loaded on site to facilitate the removal of materials. Please see the Driver Code of Conduct, which will be monitored monthly. On large scale works, nearby business and residences will be notified by letterbox drop. Please refer to the Community Consultant Report. The work zone on the eastern end of the site will also be utilised. All of these works will be under traffic management by qualified traffic controllers. The hours of construction are Monday to Friday – 0700 – 1800 and Saturday 0800 – 1300. All permits will be submitted to the Road and Maritime Services and the City of Newcastle respectively.

Vehicle Routes

On ingress, trucks will head east on Church St and reverse into the site under traffic management. On egress, vehicles will turn right onto Church St, turn left and travel north on Watt St and finally turning left onto Wharf Rd.

Public Transport

There will be no disruption to public transport throughout the duration of the works.

Cyclists

The works will not impact on cyclists any differently than normal traffic. Please see the Development and Construction Details for more information.

Emergency Vehicle Access

Emergency vehicles will not be inhibited and will be given priority through any traffic control sites.

Pedestrian Access

During the majority of the works, the footpath will be inhibited which will affect pedestrian access. Any works which inhibit pedestrians will be conducted under traffic management. An application will be lodged to move the existing zebra crossing off site. If this application is unsuccessful, traffic management will be utilised during school hours to facilitate the extra pedestrian movements during those times.

Traffic Control Plan

Gateshead Traffic Solutions Pty Ltd
PO Box 277
Wickham
NSW 2291

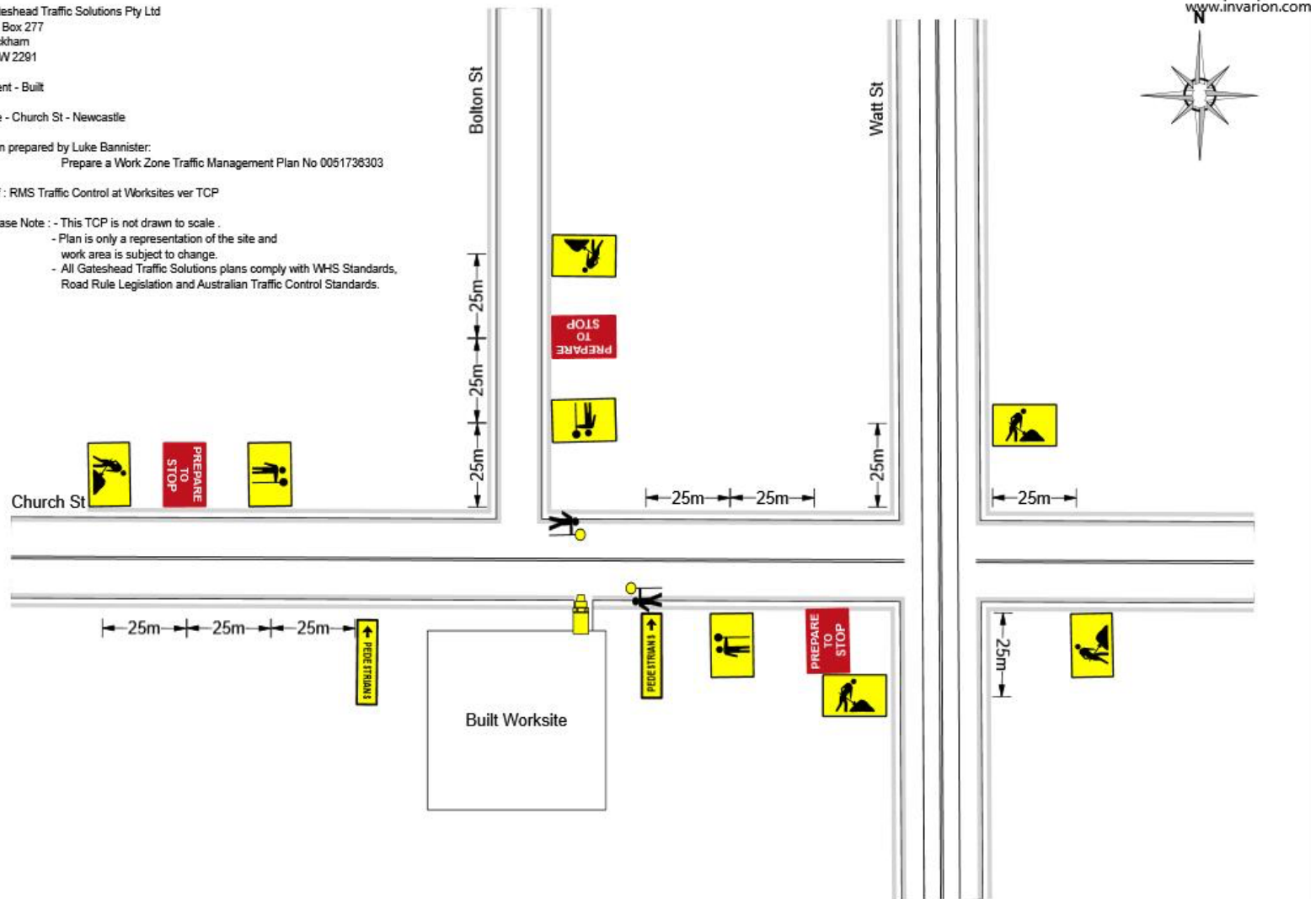
Client - Built

Site - Church St - Newcastle

Plan prepared by Luke Bannister:
Prepare a Work Zone Traffic Management Plan No 0051736303

Ref : RMS Traffic Control at Worksites ver TCP

Please Note : - This TCP is not drawn to scale .
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Traffic Management Plan

Built

Nihon University Site – Church St – Newcastle – Water Connection

Plan prepared by Luke Bannister – Prepare a Work Zone Traffic Management Plan No:
0051736303

Please Note: This management plan is for the exclusive use of Gateshead Traffic Solutions Pty Ltd & their client ONLY.

Prevailing Site Conditions

The site is located at the former Newcastle Court House site at Church St - Newcastle. Church St is one lane in either direction, with kerbside parking on both sides of the road and separated by double white lines. There is a police parking zone that extends partly into the site frontage as well as a zebra crossing to the east of the site. The posted speed limit is 50km/h. Church St is owned and managed by the City of Newcastle.

Development and Construction Details

These works are replacing the existing water main along the northern edge of Church St, between Newcomen St and Watt St. The works will be broken up into different sections (see Traffic Control Plans below). The police zone on the southern edge of Church St, will be relocated further down the street pending approval from the City of Newcastle and NSW Police. All of these works will be under traffic management by qualified traffic controllers. The hours of construction are Monday to Friday – 0700 – 1800 and Saturday 0800 – 1300. All permits will be submitted to the Road and Maritime Services and the City of Newcastle respectively..

Public Transport

There will be no disruption to public transport throughout the duration of the works.

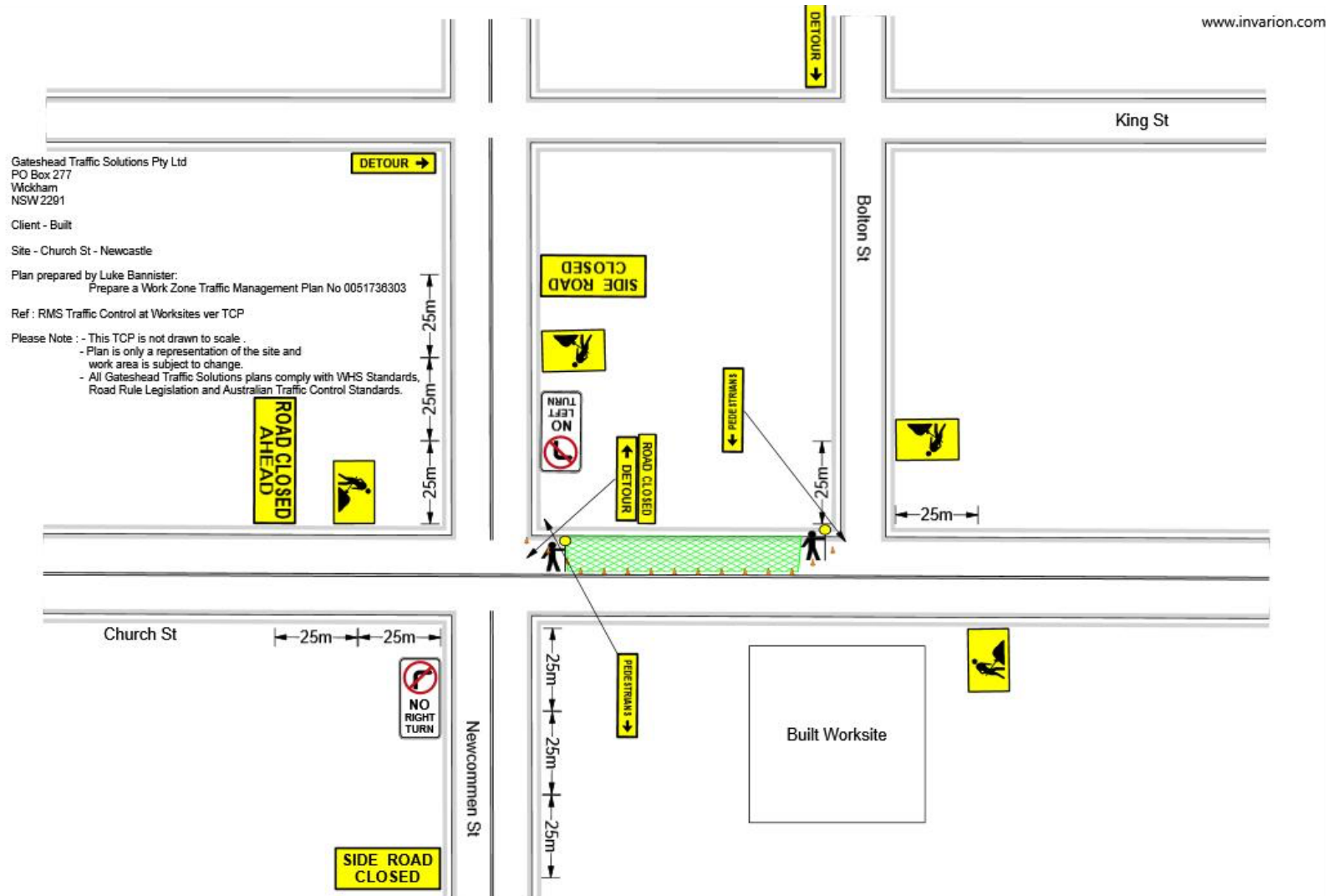
Emergency Vehicle Access

Emergency vehicles will not be inhibited and will be given priority through any traffic control sites.

Pedestrian Access

During the majority of the works, the footpath will be inhibited which will affect pedestrian access. Any works which inhibit pedestrians will be conducted under traffic management. An application will be lodged to move the existing zebra crossing off site. If this application is unsuccessful, traffic management will be utilised during school hours to facilitate the extra pedestrian movements during those times.

Traffic Control Plan



Gateshead Traffic Solutions Pty Ltd
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Wickham
NSW 2291

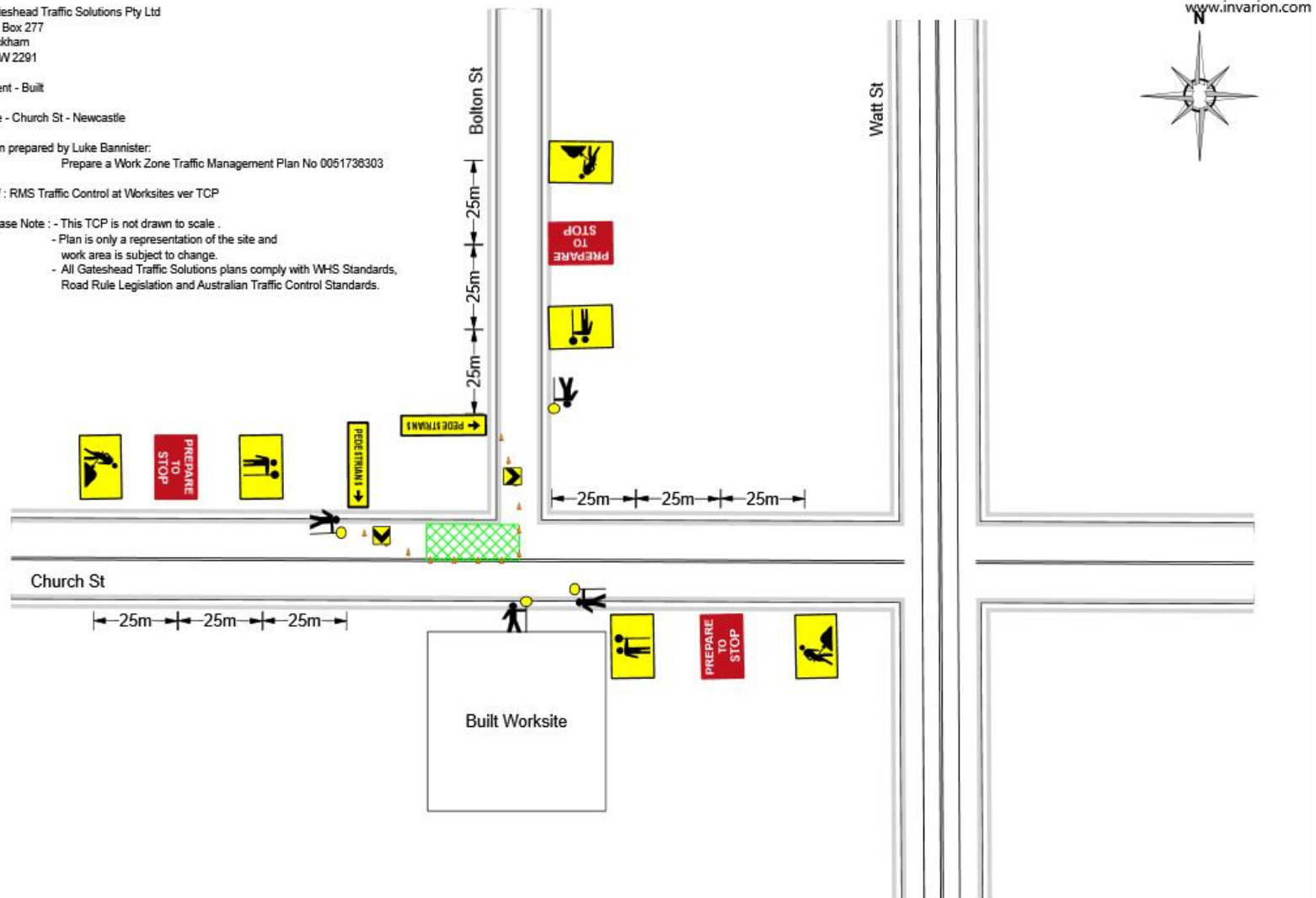
Client - Built

Site - Church St - Newcastle

Plan prepared by Luke Bannister:
Prepare a Work Zone Traffic Management Plan No 0051736303

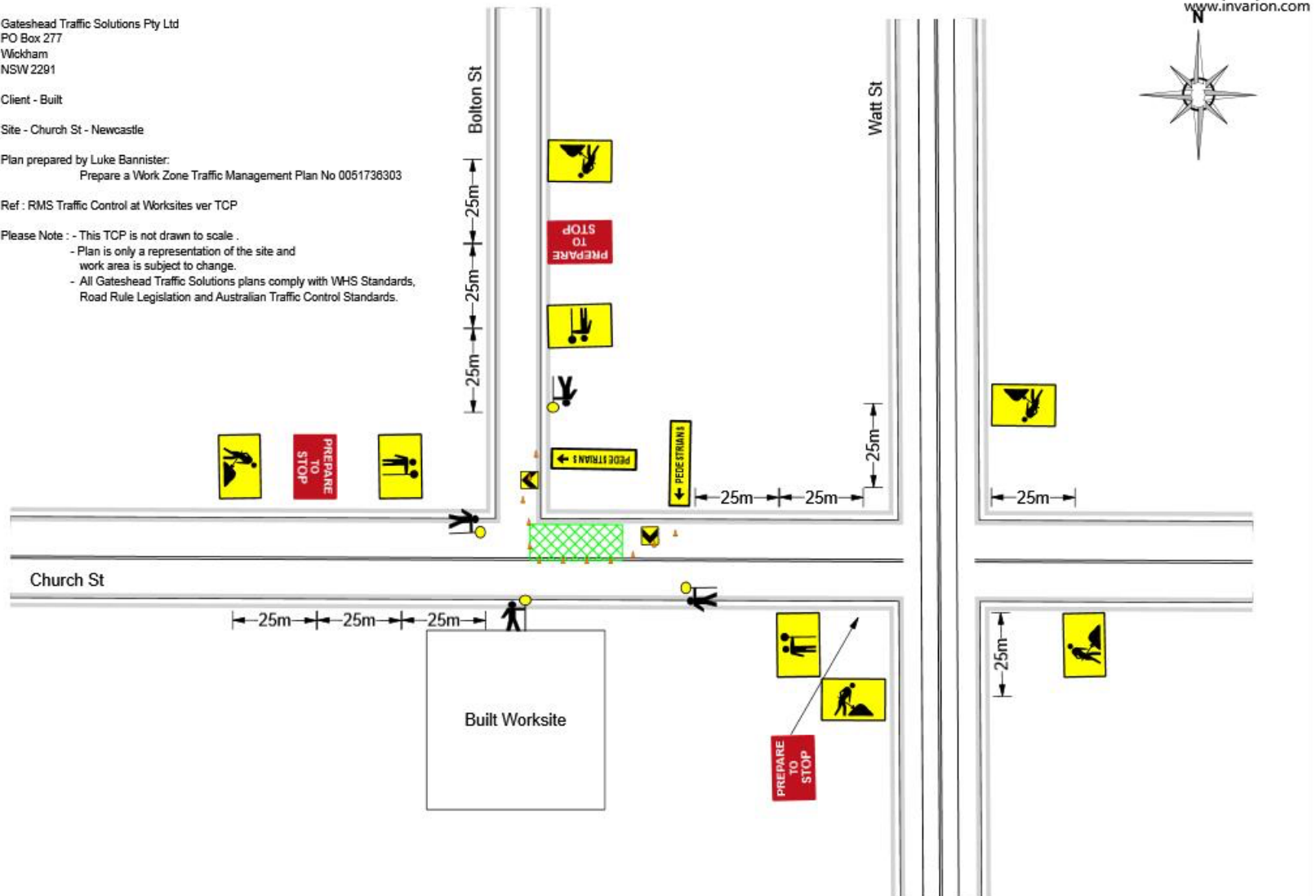
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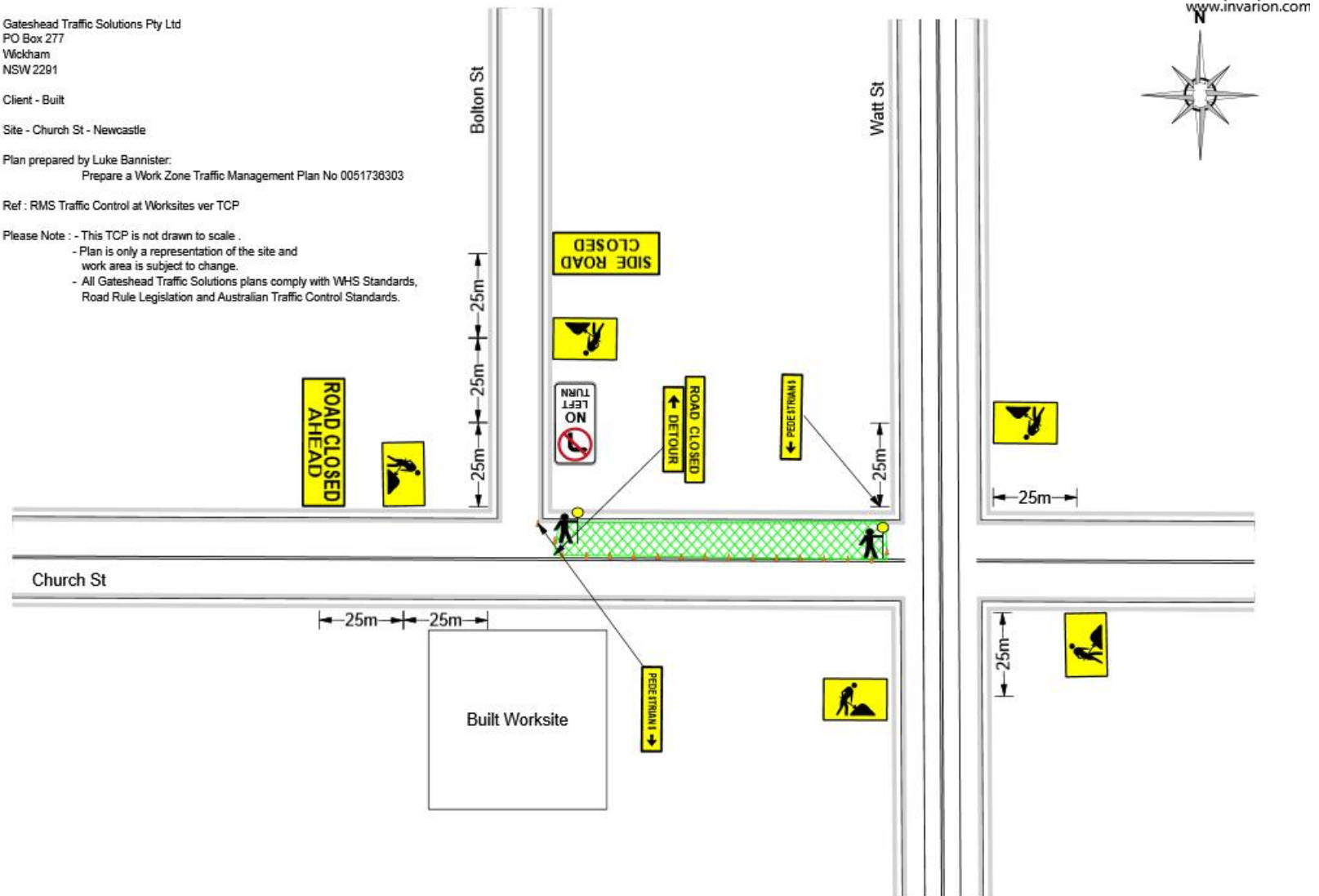
Client - Built

Site - Church St - Newcastle

Plan prepared by Luke Bannister:
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APPENDIX E – Driver Code of Conduct

Driver Code of Conduct Induction Form

Project Name:	Nihon University Newcastle Campus	Project No:	201229
Supplier / Contractor: Delivery			
Contractor:			
Name of Driver:			
Vehicle Registration No:		Unit No:	
Date:			

The project is committed to providing a safe and healthy workplace. You are required to read, review and agree to comply with these conditions before signing the form.

General Industry Card

The driver must produce a General Industry Card when entering the site.

Competencies / HRCW Licence

The driver or worker must produce a competency or HRCW Licence as required.

Personal Protective Equipment (PPE)

The driver must wear a safety hard hat, steel capped boots and safety vest at all times when out of the cab.

Loading and Unloading of Trucks

Unloading must not commence until a safe unloading method is understood and agreed by both delivery and site personal.

Designated Routes

All drivers to take the designated route specified on the attached induction.

Signatures

I have read and understand the above requirements and the safety items listed overleaf. I am aware that failure to agree to comply with the site requirements may result in my removal from site.

Drivers

Signature:

Date:

I have explained these requirements and Built's standard safety requirements to the above driver and have explained and ticked the relevant boxes on the 'Driver's Basic Safety Site Induction' overleaf.

Site Personnel:

Date:

Once signed, this form must be held by the delivery driver at all times and must be presented on request.

Delivery driver basic safety site induction

This form constitutes a basic safety site induction for deliveries or pick-ups. Communicate the following safety requirements to the driver. The driver must then sign the form on the previous page, accepting that he/she has understood the site requirements for entry, unloading or loading and exiting the work site.

- ☐ The Site Workplace Safety and Health Coordinator is: **Amanda Nicolo**
- ☐ A Safety and Health Committee is established. The project intends to monitor and review the effectiveness of its control measures through the Safety & Health Committee.
- ☐ Site UHF radio channel is: (used to contact Supervisor, Foreman or Leading Hand)
- ☐ Site First Aid Officers are: **All Built Personnel**
- ☐ First aid kits are held in: **First Aid Room in Level 1 Heritage Courthouse Building**
- ☐ All accidents and incidents must be reported to site management
- ☐ All vehicles must be fitted with reverse 'quacker' alarms
- ☐ PPE is to be worn at all times (Safety Boots, Vest, Hard Hat)
- ☐ Emergency Procedure requires all instructions given by site staff to be obeyed. Leave site if directed to.
- ☐ Daily Pre-start (or SWMS if delivery involves high risk activities) shall encompass all delivery hazards and be communicated to persons involved with the unloading before unloading commences.
- ☐ On entering the site all speed limits and signage must be obeyed
- ☐ Be aware of pedestrians when entering or leaving site
- ☐ If spotter cannot be seen in the truck mirrors, do not reverse
- ☐ Watch for and avoid other construction machinery
- ☐ Park vehicle away from work areas as directed by site personnel. Do not park behind working or parked construction equipment.
- ☐ Before approaching work machinery, make eye contact with the operator
- ☐ Do not untie load until stationary at unloading point
- ☐ All loads to be covered and transported with enviro tarp, tarps are to be automatic to reduce risk of fall from height
- ☐ 'Hiab' type cranes are to be operated by certified persons. Loads to be slung by certified dogman.
- ☐ Lift chains must be fitted with safety latch lock hooks and must be stamped with current testing certification
- ☐ Lifting equipment for unloading pipes may be fitted with C type lifting clamp but must be in test period stamped on the SWL tag.
- ☐ When accessing loads to secure lifting equipment, load must be stable to allow access. Some form of fall prevention is required if load is over 2.0m above the ground.
- ☐ No load is to pass over any barricade or person
- ☐ Keep all persons out of arc of slew
- ☐ If a forklift or similar machine is used for unloading, the operator must be certified.
- ☐ Concrete trucks must wash out at designated points.
- ☐ Tip trucks must lower hoists before proceeding from dump point.
- ☐ Driver must stay within cab during loading.
- ☐ Truck/trailer combos must clean debris from draw bar before exiting site.
- ☐ When ground is muddy and/or it is raining, all vehicle wheels must be washed at designated exit points, no spoil is to exit site.
- ☐ Ensure no person is standing behind tilt tray when tilting and unloading or loading.
- ☐ Before using your mobile phone, stop work or stop vehicle, park in safe position and then make or take call.
- ☐ Drivers are to respect the local community incl. no idling in front of homes, no littering, approved work hours

APPENDIX F – Community Liaison Plan



Project No. 201229

NIHON UNIVERSITY

COMMUNITY LIAISON PLAN

REVISION 01

Principal: Nihon University

Contractor: Built

Project Commencement: November 2019

Project Completion: May 2021

REVISION HISTORY

Revision	Date	Author/Editor – version number
A	02/12/2019	Draft
B	20/12/2019	Ben Moss/Olivia Ryan - Submission For Approval
01	07/01/2020	Ben Moss – Revision 01

MANAGEMENT REVIEW

This Community Liaison Plan (CLP) is to be reviewed by Built's project team.

The plan will be reviewed monthly after commencement of construction and updated as and where necessary.

DOCUMENT CONTROL

All documents relating to this Community Liaison Plan will be filed and stored in accordance with Built's Quality Management Plan.

CONTENTS

1.	OVERVIEW	4
1.1	Project Overview	4
1.2	Project Scope	4
2.	KEY STAKEHOLDERS	5
3.	COMMUNITY ISSUES & AREAS OF INTEREST	6
4.	KEY MESSAGES	7
5.	FAQs	9
6.	COMMUNICATION CONSULTATION TOOLS	10
6.1	Planning	10
6.2	Consultation tools	10
7.	PROTOCOLS FOR HANDLING STAKEHOLDER ENQUIRIES	11
7.1	Community Complaints/Enquiries - General	11
7.2	Media & Government Relations	14
7.3	Construction site incidents	16
8.	KEY AND EMERGENCY CONTACTS	18
9.	COMMUNITY LIAISON PROGRAMME	19
10.	RISK MATRIX	20
11.	SUBCONTRACTOR COMPLIANCE	22
11.1	Induction	22
12.	SAMPLE COMPLAINTS REGISTER	24

1. OVERVIEW

1.1 Project Overview

Currently operating as a private tertiary institution within Japan, Nihon has selected the former Newcastle Court House as the site on which to open its first international campus.

Nihon's vision for the new campus is to serve as a hub for international language exchange programs, primarily for Japanese students of Nihon University to learn English in an international environment, as well as for students of the University of Newcastle to learn Japanese culture and language. This is supported by a Memorandum of Understanding with the University of Newcastle.

The overall objectives of this proposal are to:

- Deliver a built form outcome that is sympathetic and in keeping with the former Courthouse building, by delivering an approach which is simple, expressive, timeless, symmetrical and with a touch of Japanese influence.
- Create an inclusive, welcoming and equitable environment, promoting a diverse multicultural experience for all users.
- Provide new, modern facilities that are fit-for-purpose for Nihon for now and into the future, while allowing for future flexibility to allow for adaption to new uses in the future.
- Provide teaching spaces, dormitory-style student accommodation and associated facilities to accommodate a rotating cohort of Nihon students.
- Provide students with the opportunity to develop legal skills within a courthouse environment.
- Provide opportunities to host mock-up trials with students of the University of Newcastle, public lectures and other cultural and academic events.

1.2 Project Scope

Demolition of the existing Administration Building and Supreme Court Building;

- Change of use of to the former Courthouse building from a 'public administration building' to an 'educational establishment' (proposed 'Public Building', to be utilised by both students, staff and the general public);
- Minor internal demolition works and alterations to the former Courthouse building to improve functionality and meet Building Code of Australia (BCA) and accessibility requirements;
- Construction of two new part 3, part 4-storey buildings consisting of a 108 bed 'Residential Building' and an 'Education Building', both connected to the proposed 'Public Building' by atria;
- The 'Residential Building' is to contain a 'food and drink premise' (cafeteria) at ground level;
- Service vehicle access from Church Street along the existing eastern boundary driveway;
- Ground Level car parking accommodation 20 spaces, 1 motorcycle and 22 bicycle spaces;
- Protection of the existing heritage fabric and controlled demolition for the new connections
- Testing, commissioning and training
- 12-month post-completion operational maintenance
- Completion of all relevant design and certification
- Site landscaping
- Management of subcontractor, consultants and stakeholders and the site for the effective construction
- Site preparation works, including the removal of trees within the site, earthworks, remediation works
- Landscaping works including tree pruning and removal and re-surveying

2. KEY STAKEHOLDERS

The following have been identified as Key Community Stakeholders for the project and have been categorised into 3 groups according to engagement status. A stakeholder analysis is outlined below Appendix 3 details a map of the surrounding directly affected stakeholders.

Level 1 Approval	▪ Nihon University ▪ Dwp Suters ▪ Built Pty Ltd ▪ Azusa Sekkei
Level 2 Influencing	▪ City of Newcastle (Council) ▪ City of Sydney – Urban Design Consultative Group (UDCG) ▪ Office of Environment and Heritage NSW ▪ Ausgrid ▪ Hunter Water ▪ Jemena ▪ Project consultants and subcontractors ▪ NBN ▪ Telstra ▪ NSW Government – Department of Planning, Industry and Environment (DPE) ▪ Subsidence Advisory NSW
Level 3 Interested	▪ Newcastle University ▪ Neighbouring residents and businesses ○ The Grand Hotel ○ Newcastle Grammar School ○ Newcastle East Public School ○ Residential, Owners and Businesses - 8,10, 12, 14,16,18, 20, 22, 24, 26, 28, 30, 36, 38, 40, 42, 44, 46 58 Church Street ▪ Transport for Newcastle ▪ Road users – Church Street ▪ SafeWork NSW ▪ NSW Police ▪ Hunter New England Health – James Fletcher Hospital

3. COMMUNITY ISSUES & AREAS OF INTEREST

The following have been identified as potential key community issues and areas of community interest in the project:

- Removal of 28 trees on site
- Ongoing traffic management and road closures/impact: site entry/exit on Church Street
- Noise impact on surrounding residential buildings, hotels and businesses
- Vibration impact to surrounding heritage-listed residential buildings, hotels and businesses
- Removal of hazardous materials
- Contamination to site
- Protection of existing heritage fabric
- Increased rodent activity
- Environmental issues such as waste
- Pedestrian – the safety of children walking to Newcastle Grammar School / Newcastle East Public School
- Parking – during and post-construction
- Cultural/Indigenous, for example, the discovery of artefacts
- Impacts to 24 hr emergency call centres located in Police Office & John Fletcher Hospital
- Significant of the heritage Courthouse & building elements to Newcastle to the local community and legal community

A proposed strategy to manage the above issues will be developed in line with the construction program and responses outlined in the Key Messages and FAQ sections of this plan and outlined in the Risk Matrix in Section 10 of this document.

4. KEY MESSAGES

Key messages to highlight and reinforce the objectives of the project are to be considered in any communication through agreed relevant channels. These include:

Project – General

- Nihon University is a privately-operated tertiary institution within Japan, offering a multi-disciplinary array of educational courses and research projects. Nihon has actively developed dynamic collaborations with numerous overseas universities and promoting its students to various international exchange programs. Nihon recently celebrated its 130 Anniversary, as to mark this occasion, Nihon has selected the former Newcastle Courthouse as the site on which to open its first international campus.
- Nihon's vision for the new campus is to serve as a hub for international language exchange programs, primarily for Japanese students of Nihon University to learn English in an international environment. The development will provide teaching spaces, dormitory-style accommodation and associated facilities to accommodate a rotating cohort of Nihon students.
- The campuses will provide opportunities for the University of Newcastle to learn Japanese culture and language, as well as hosting mock-up trails with students of the University of Newcastle, public lectures and other cultural and academic events.
- The former Courthouse building will be retained, conserved and adaptively reused to provide administrative and management facilities, as well as an open public facility with a lecture hall, libraries, multipurpose hall and amenities.

Project – Design

- Deliver a built form outcome that is sympathetic and in keeping with the former Courthouse building, by delivering an approach which is simple, expressive, timeless, symmetrical and with a touch of Japanese influence.
- Along the Church Street frontage, the heights of the new buildings are significantly lower than the former Courthouse building. The fourth storey and plant areas are contained to the southern/rear part of the site and are not visible from street level
- The new buildings adopt the following setbacks
 - 6m from Church Street to along with the existing façade of the former Courthouse building
 - 3m from the southern boundary
 - 5m from the eastern boundary
- The project is aiming to achieve a 4 green star rating
- The colour of the new buildings will complement and follows the existing colour scheme used on the former Courthouse building; tones down to make the whole building complex balance the surrounding environment. Generally, an earth-inspired colour scheme will be adopted
- The two new built forms either side of the former Courthouse building are clearly defined elements between the old and new. The new built forms have a similar non-expressive language so that the details of the heritage courthouse façade are emphasised. The new buildings are connected by glass atrium structures to transition between the old and new.
- Fronting on to Church Street, the two new built forms contain double-height timber effect louvre screen panels, inspired by the laundry of a Japanese shoji screen. These screens are used to control solar heat gains and assist in privacy both to and from the buildings.

Project – Construction

- The construction tender has been awarded to Built, a national construction company with experience in several high-profile heritage renovation projects including a major refurbishment of the Australian War Memorial's First World War Galleries.
- All works are being undertaken with the utmost care for the significance of the Heritage Courthouse Building.
- Our team have reviewed our methodologies in consideration of our neighbours and adopting where ever possible methodologies to reduce noise/vibration impact
 - Bored piling instead of driven piles
 - Machine attached and operated shears used to demolish the buildings in lieu of jackhammers where possible
- Demolition will commence mid-January 2020 and the project is due for completion May 2021
- Construction information is readily available through the Project Manager, Ben Moss and project specific contact address nihon@built.com.au. This account is monitored by several key senior project personnel to ensure prompt response to community concerns.

**Built.**

Ben Moss

Project Manager / Community Liaisone: nihon@built.com.au

m: 0401 088 850

5. FAQs

Who owns the project?

Nihon University

How much will it cost?

Anticipated value of \$41m

How long will construction take?

The project is expected to be completed by May 2021

Who designed the Project?

The Project has been designed in a collaborative effort with Japanese firm Azusa Sekkie & dwp

What do the plans entail?

The project includes the demolition of the existing Administration Building & Supreme Court Building. The existing Heritage Courthouse building will undergo minor internal alterations and restoration works. Two new four-storey buildings will be constructed – one building will be a Residential Building for student accommodation.

Who is building the project?

The building contract has been awarded to Built. Built have extensive experience in heritage works and has successfully restored some of Australia's iconic heritage buildings including the Anzac Memorial in Sydney, Australian War Memorial in Canberra and the refurbishment of the heritage-listed Gowings and State Theatre buildings.

A national construction company with a permanent office in Newcastle and experienced local team that is committed to revitalising Newcastle.

How will construction activity impact my home or business?

We envisage only minor noise disturbances for our neighbours, and we ask for your patience and understanding through the demolition and construction phase. Construction equipment and materials will be delivered onto the site via Church Street, with all efforts made to minimise impact to pedestrians and local traffic. We anticipate some road closures for the erection/dismantling of the crane and partial closures for the Hunter Water main upgrade. If you have questions about construction you can contact our community consultant

When will construction commence?

Commencement of demolition works will begin in early January 2020

6. COMMUNICATION CONSULTATION TOOLS

6.1 Planning

- Stakeholder Communication Control Group at the commencement of the project
- Communication working group on a regular basis with Police / James Fletcher Hospital including review of communications strategy, materials, responses, and a monthly programme lookahead.
- Weekly internal Built project team meetings (Wednesday)
- Weekly Subcontractor meetings
- Weekly Site Progress Reports
- Doorknock and meet and greet with residences in Church Street and create a database with contact names/details for all residences for communication during construction

6.2 Consultation tools

- a) Site signage
Provision of informative and engaging graphic signage on the site boundary detailing description of the works, project imagery and other appropriate details.
- b) Project updates,
 - Printed flyers (handout at the site and neighbouring buildings)
 - Email pdf updates
 - Target bimonthly community updates, with material works/impact notifications ad hoc as required
- c) Briefings and meetings with the community and other stakeholders as required

7. PROTOCOLS FOR HANDLING STAKEHOLDER ENQUIRIES

7.1 Community Complaints/Enquiries - General

General complaints/enquiries (non-material/insignificant) e.g. noise, access complaints

- a) Set up project-specific email address for all complaints / enquires to be sent to nihon@built.com.au
- b) The following details must be recorded
 - a. Name of complainant
 - b. Contact number
 - c. Email contact details
 - d. Address / Business
 - e. Date
 - f. Time
 - g. Details of complaint

If a complaint received verbally / via phone – the above details must be recorded and emailed to nihon@built.com.au

- c) Record details of every complaint received detailing how it was managed and closed out within the complaints and enquiries spreadsheet.
- d) Investigate and determine the cause of the complaint on the day of the complaint. If found that the complaint does not relate to construction activities, the Principal's representative will be notified as appropriate.
- e) During normal site working hours within 4 hours of a verbal complaint being made, a verbal response will be made unless extenuating circumstances apply. Outside normal site hours, a verbal response will be issued within 24 hours of the complaint being made. In the instance of an email complaint, return a response within 24 hours of receipt. In the case of a letter complaint, return to the sender within a one-week period from the date of receipt.

Serious complaints (material/significant) e.g. major incidents such as damage, worker or public injuries, media issues

- a) During normal site working hours, within 2 hours of a serious verbal complaint being made or serious incident occurring, Built will notify the Principal's Representative. Timing will be subject to the severity of the issue.
- b) During normal site working hours, within 8 hours a response will be made in consultation with the project and client team protocols unless extenuating circumstances apply. Outside normal site hours, a response will be issued within 12 hours of the complaint being made.
- c) Information on serious complaints received and response times will be sent to the Principal's representative on a daily basis.
- d) A detailed draft response will be issued for all significant complaints about review by the Client within 6 hours of the complaint. The response detailing the reason for the problem and the remedial action taken will then be sent to the complainant during the same day, subject to Client and Contractor approvals.

The Contractor will provide the Principal's Representative with details in writing of the complaint, responses and closeout actions within 48 hours of the complaint.

Community Enquiries

All enquiries to be referred in the first instance to the Project Manager / Community Liaison, Ben Moss. In case of emergency or urgent queries, contact the Built team on:

Built Project lead

Ben Moss

Project Manager / Community Liaison

e: nihon@built.com.au

m: 0401 088 850

Built Communications Lead**Tanya Lim**

Tel: 02 8332 4118 or 0432 051 473

Email: tanyalim@built.com.au

Enquiry / Complaints Response Process



7.2 Media & Government Relations

In the event of a media enquiry on the project, the receiver of the media enquiry is to follow the protocols outlined below

- a) Ascertain the summary details of the enquiry without providing any comment:
 - i. Journalist name
 - ii. Journalist contact details
 - iii. Publication
- b) Immediately notify the Principals' Representative and Built's media team of any enquiry or contact by the media or elected government representatives on the details below.
- c) No statement will be made (verbally or written) or provide any photographs or illustrations to the media or elected government representative regarding construction activities without the prior written approval of dwp Suters / Azusa Sekkei
- d) Media or elected government officials will not be allowed on-site without the express prior written permission from dwp Suters / Azusa Sekkei
- e) Ensure all subcontractors comply with these requirements by informing all those inducted on site of the required protocol.
- f) The Contractor will provide the Principal with relevant information in a timely manner, as required to respond to media and government enquiries and vice versa.

All media enquiries are to be referred to the three representatives below via email

Tanya Lim, National Brand & Marketing Manager, Built

Tel: 0432 051 473

Email: tanyalim@built.com.au

On-site media enquiry response process

This applies to any media enquiries received on-site by the construction team and throughout the consultation email



7.3 Construction site incidents

A major incident or crisis on-site will trigger the implementation of Built's Crisis Management Plan. A major incident or crisis can be defined as:

Fatality – an incident that results in a fatality or multiple fatalities (may also include suicide)

Medical Emergency - an injury that has the potential to result in permanent disability or a fatality

Structural Collapse – an incident where a building or other significant structure (e.g. crane, hoist, scaffold, hoarding) either completely or partially collapses

Entrapment - a situation where a person is required to be rescued from a structure, excavation, or item of plant following collapse or entrapment

Hostage threat – a threat by a person(s) with explosives, weapons or other life-threatening substances holding persons in an actual or potential siege or hostage situation

Fire (Large) - with potential to cause excessive loss of property and/or impacting on neighbouring business or civil operations

Explosion (Large) - large explosion involving pressurised gas or other substance

Major Industrial Campaign - a widespread campaign by unions which has the potential to close down, or does close down, operations on a widespread basis

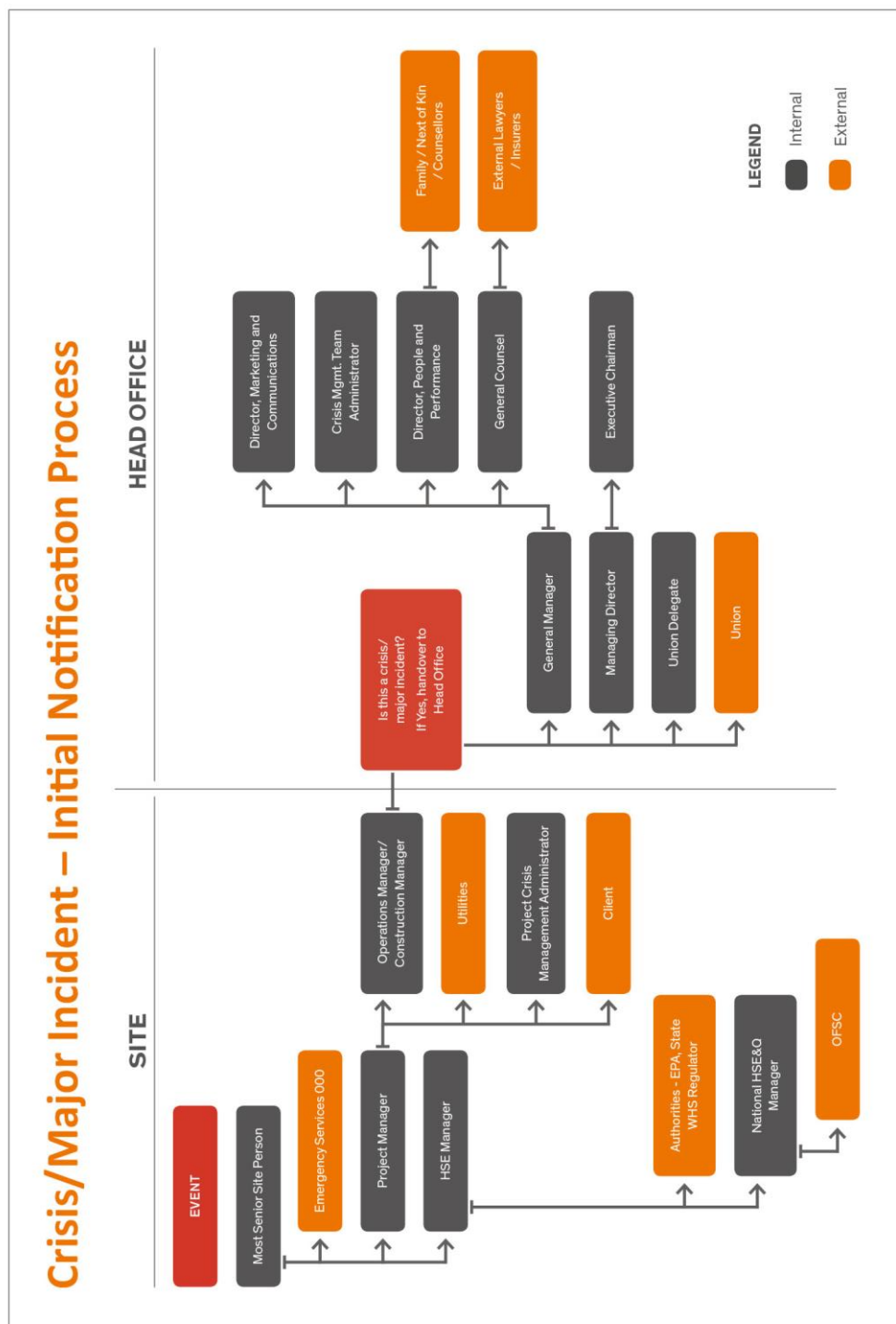
Environmental Incident (Major) - an environmental incident which results in significant environmental degradation and/or community disruption or hazard

Security Threat - criminal acts which threaten the security of the project such as an extortion demand, bugging of the office and/or theft of vital information, IT attack, sabotage of the site/business, bomb scare

Social/Industrial Disorder - a widespread campaign by activists, special interest groups, or persons with malicious intent which has the potential to close down, or does close down, operations on a widespread basis, or threatens the safety of employees

Major Media Campaign - a widespread campaign by media which has the potential to severely damage the company's reputation

A crisis/major incident is reported to the Crisis Management Team **within the first 30 minutes** of the crisis/major incident event. Notification following the process below.



For the purposes of the AMCP, notification to the 'client' is defined as an email notification to the contacts in Section 8 denoted by an asterisk (*) in addition to a direct call to the Principal's Representative, Cadence.

8 KEY AND EMERGENCY CONTACTS

Built Contacts

Name	Position	Contact Number
Ben Moss	Project Manager / Community Liaison	0401088 850 E: nihon@built.com.au
Robert McLaughlin	Construction Manager	0478 597 116
Leif Aleksic	Site Manager	0439 913 387
Tanya Lim	National Brand & Marketing Manager	0432 051 473

Principal's Contacts

Name	Position	Contact
Ed Clode	0408 689 868	Edward.c@dwp.com
Katherine Daunt	0477 709 588	Katherine.d@dwp.com

Asterix (*) denotes contacts to be notified by email in event of a major incident (see section 7.3)

Emergency Response Contacts

Service	Address	Contact Number
Ambulance	75 Denison Street Hamilton East	000
Fire & Rescue Brigade	44 Union Street. Newcastle	000
Police	1 Watt Street, Newcastle	000 02 4929 0999
Hospital (JHH)	Lookout Road New Lambton Heights	000

9 COMMUNITY LIAISON PROGRAMME

The table below outlines the major project milestones. This information will be reviewed regularly and presented monthly to the Nihon University Stakeholder and Communications Committee Meeting.

(Dates are subject to change)

Milestone	Indicative dates – subject to change
Site Establishment	December 2019
Christmas Shutdown – NO WORKS ON SITE	21 st December 2019 – 5 th January 2020
STAGE 1 DEMOLITION WORKS	
Soft demolition works	6 th January 2020
Erection of scaffold	6 th -17 th January 2020
Hazardous material removal - Asbestos removal – Administrative / Supreme Court Building - Asbestos removal to Heritage Court building	8 th January 2020
Demolition / Tree Removal - Jack hammering - Shears to demolish the building - Vehicle movement to remove waste from site	6 th January – April 2020
Protection of Trees to street	January 2020
Erection of B Class Hoardings	January 2020
STAGE 2 – Excavation & Up to Ground Floor Slab	
Excavation works	March 2020
Piling works Screw piles	March /April 2020
Sod turning event	April 2020
Retention works – to existing retaining walls - Temporary & permanent anchors to retaining walls - Steel soldier's installation	April – May 2020
Structure works - Footings - Ground floor concrete slab - Crane base	April – May 2020
STAGE 3 – All remaining works to completion	

Structure works ▪ Footings ▪ Ground floor concrete slab	April – October 2020
Install Crane	May 2020
Install scaffold/ Dismantle	June 2020 / October 2020
Hunter Water Upgrade Works ▪ Partial road closure to upgrade Hunter Water Mains in Church Street	June 2020
Ausgrid Substation Upgrade/Install ▪ Potential isolations of electrical supply to neighbouring properties ▪ Potential road closures	June 2020
Lift Installation	January 2021
Façade Works	August 2020-Sep 2020
Crane Removal	

10 RISK MATRIX

Note: all dates are draft and to be confirmed

Issue	Level of impact	Approximate date	Stakeholders impacted	Mitigation strategy
Hoarding erection impacting pedestrian access in Church Street	Medium	January /February 2020	Pedestrian traffic in Church Street	• Newsletter/email letterbox drop to neighbouring buildings • Clear wayfinding signing mounted on hoarding during and after hoarding erection
Closure of road for Hunter Water upgrade	Medium	June 2020	Pedestrians Road users on Church Street Neighbouring buildings School / Police	• Give notice of upcoming works in Newsletter and on AMCP Website • Works to be scheduled on a weekend where possible to minimise traffic impact
Electrical supply isolations & road closures	High	June 2020	Neighbouring properties & businesses including NSW Police & James Fletcher Hospital	• Advance notice of works and scope including the full extent of impacts to stakeholders. • Measures implemented to minimise interruptions to critical businesses. • All mitigation measures as per standard Ausgrid practices
Increased truck movements	Medium		Neighbouring buildings Pedestrians Road users on Church St	• Advise of upcoming works on the website • Traffic controllers provided as per CTMP

Issue	Level of impact	Approximate date	Stakeholders impacted	Mitigation strategy
				Built will be in attendance to monitor all works and will instruct works to stop if noise exceeds agreed levels
Cultural/ Indigenous artefacts discovered on site	High	Ad hoc	Heritage Council Workers on site Others as dependent on particulars of the event	- Built will observe procedures outlined in the heritage impact statement. - If artefacts are uncovered that we believe to be indigenous or of other heritage significance, work will stop for further investigation per procedures outlined in the heritage impact statement
Increased rodent activity	Low	For the duration of construction	For internal stakeholder information strategy	- Newcastle has an already existing population of rodents which may become more active as they are disturbed by construction. Built will maintain a clean site but there are no other mitigation strategies currently proposed - Staged pest control

11 SUBCONTRACTOR COMPLIANCE

11.1 Induction

All subcontractors will be advised during the induction that no statements are to be made to any external party including media outlets, residents, ministers or local MPs. Any request for information via these parties is to be reported directly to the Site Manager who will escalate this as per the agreed protocols.

Induction training will include these communication obligations, Built's standard site induction and a brief overview of the Nihon University project.

Any subcontractor found to have committed a non-compliance with the above requirements will be re-inducted and warned of immediate dismissal from the site in the event of any further breach. Depending on the severity of the non-conformance, the persons involved may be immediately dismissed from the site.

All enquiries or complaints are to be directed to our Built Community Liaison



Built.

Ben Moss

Project Manager / Community Liaison

e: nihon@built.com.au

m: 0401 088 850

Sample Complaints Register

Date	Complainant Name	Time	Contact No / Email	Details of Complaint	Responded	Date	Closed Out Y/

