

Project Controls

Master Specification

PC-SM2 Site and Access Management

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Document Management

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PC-SM2 Site and Access Management

1 General

- 1.1 Unless specified otherwise, the definitions in the Austroads Publication No. AP-C87-15 "Glossary of Terms" (available from: <https://www.onlinepublications.austroads.com.au/items/AP-C87-15>) apply to any term used in the Contract which is related to road or traffic engineering.

2 Working days and hours of work

- 2.1 For the purpose of administration of the Contract, ordinary working days and customary working hours will be those nominated on Schedule titled "Working Time".
- 2.2 The Contractor shall not work more than one shift per day exceeding 10 hours duration and shall not work on Sundays or public holidays without the prior approval of the Principal.
- 2.3 When adjusting a date pursuant to extension of time, account will be taken of non-working days (as determined from Schedule "Working Time") that would normally fall in the extended period such that the number of ordinary working days in the extended period equals the number of days' extension granted.
- 2.4 If Schedule "Working Time" is not included in this Contract, Sundays, Public Holidays, Rostered Days Off and the Christmas / New Year annual leave break are deemed to be non-working days.

3 Property

- 3.1 Were required the Principal will be undertake land acquisition and associated property works.
- 3.2 The Principal will advise the Contractor in writing prior to the commencement of any associated property works (e.g. demolition or fencing).
- 3.3 The Contractor must provide access to the Site to enable the Principal to carry out these works.
- 3.4 The Contractor must ensure that personnel undertaking work on behalf of the Principal receive Site Induction in accordance with the Contractor's Occupational Health, Safety and Welfare Plan at no additional cost to the Principal.

Property Works undertaken by the Contractor on behalf of the Principal

- 3.5 Where the Principal may engage the Contractor to undertake property works on behalf of the Principal.
- 3.6 The Contractor must repair any damage to property caused by the Contractor as soon as possible and at no cost to the Principal or occupier of the relevant property. The property must be reinstated to a condition at least equivalent to the condition it was in immediately prior to the occurrence of the damage.
- 3.7 Access to properties affected by the property works must be provided by the Contractor to the Principal and property owners at all times while the Contractor has access to the relevant property.

4 Contractor's Activity Zone

- 4.1 The Contractor's Activity Zone (CAZ) is defined as the area of the Site where activities associated with construction of the Works are permitted to take place. The Contractor's Activity Zone is:
- a) the area defined by the plan area of the Works ("Footprint") and an additional 1.0 m beyond the Footprint;
 - b) any other area necessary for the construction of the Works (which may be outside of the Site) including:
 - i) minimise resource use and waste generated during construction;

- ii) access tracks;
 - iii) utility areas required for temporary stockpiling, refuelling, storage, waste management, equipment lay-down and the movement, turning or parking of vehicles;
 - iv) the site office compound; and
- c) areas for the installation and maintenance of any erosion and sediment control devices.
- 4.2 The CAZ shall consist of the minimum area practicable to undertake the construction activities in accordance with this Contract;
- 4.3 Subject to compliance with all other requirements and approvals specified in this Contract, the Contractor shall undertake all construction related activities within the approved CAZ;
- 4.4 Prior to commencement of work on site, the Contractor must nominate the location of the CAZ. The activity zone must be documented on a set of design or construction drawings, or as otherwise agreed to by the Principal. Provision of the CAZ shall constitute a **Hold Point**;
- 4.5 If the Contractor wishes to alter the CAZ, prior approval of the Principal must be sought using the form provided in Attachment PC-SM4B: "Request to change contractor's activity zone". Submission of the request to change the CAZ shall constitute a **Hold Point**. Any approved changes must be documented in the Project Management Plan;
- 4.6 The approval of the CAZ and alterations to the CAZ will be based on the Principals desired outcomes for the land, community risks, environmental risk (including impacts to native vegetation), required approvals, land ownership and access and the practicality of restricting construction activities.

5 Stockpiling and Occupation of land

- 5.1 Should the Contractor identify the need for any on-site temporary storage / stockpiling areas required for the storage of excavated materials the Contractor shall seek approval from the Principal.
- 5.2 Stockpiling of surplus or actual / potentially contaminated materials will not be approved on land under the Principals ownership which, at Completion of the project, has the potential to be used for a sensitive land use, as defined by the Environment Protection Act 1993 or immediately adjacent to sensitive land uses.
- 5.3 If approved, the management of the stockpile must be included in the Contractor's Environmental Management Plan (CEMP) Refer PC-ENV1 "Environmental Management".
- 5.4 The stockpile(s) must be placed on an impermeable surface and then covered in its entirety with an impermeable cover so as to prevent leaching and contamination of underlying soil and to prevent any contaminants becoming airborne.
- 5.5 The request for on-site temporary storage / stockpiling areas, at least 4 weeks prior to commencement of work on the proposed area shall constitute a **Hold Point**. If the Hold Point is not released by the Principal then the Contractor is responsible for finding alternative options for stockpiling.
- 5.6 Should the Contractor either require or are deemed to be occupying any land where a potentially contaminating activity is being undertaken, including stockpiling, the Contractor must:
- a) apply for and obtain any approvals required by Law to undertake a potentially contaminating activity; and
 - b) engage a suitably qualified environmental consultant to undertake a pre and post activity Environmental Site Assessment in accordance with NEPM and SA EPA guidelines; or
 - c) demonstrate on a case by case that it's activities do not have the potential to contaminate the Other Land and request the Principal for an exemption from above item b). If subsequently, potentially contaminating activities are deemed to have occurred on the land then item b) above must apply.
- 5.7 The Contract shall clean up and restore the Site and leave it in a physical and chemical condition comparable to that encountered at the time of commencement of the Contract, prior to Completion.

6 Contractor's Compound and Principal's requirements

- 6.1 The contractor shall provide the facilities specified by the Principal (if any) for the use of the Principal when administering the Contract.
- 6.2 If "Establishment Charges" is included in a payment schedule, this payment item is deemed to include establishment of site buildings, transport of major items of plant to the site, demobilisation and site clean-up.
- 6.3 The operation and maintenance of site buildings and associated costs are deemed to be included in on site overhead.
- 6.4 If the Principal makes any land available to the Contractor, the Contractor acknowledges that this land may not be sufficient for all site facilities and it is the Contractor's responsibility to source additional land if required.
- 6.5 All electrical installations and alterations shall be carried out by an electrical worker who is licensed in South Australia to perform any electrical works. The installations shall comply with AS 3000 and the Service Rules and Conditions of Supply of SA Power Networks.
- 6.6 The Contractor shall arrange for Certificates of Compliance of all electrical work and shall submit copies of certification to the Principal.
- 6.7 Provision of the Certificates of Compliance of electrical work shall constitute a **Hold Point**.
- 6.8 The WHS Management Plan shall include a plan of the site compound and any associated facilities showing how the Contractor will comply with:
 - a) Section 40 – Duty in Relation to General Workplace Facilities of the Work Health and Safety Regulations 2012 (SA); and
 - b) Safework Australia Code of Practice for Managing the Work Environment and Facilities (available from: <https://www.safework.sa.gov.au/resources/managing-work-environment-and-facilities#>).
- 6.9 At a minimum, the plan shall show the general layout, buildings, emergency exits, egress and access points, fences, gates, power cables, paths (including surface treatment and delineation / separation of pedestrians / plant / vehicles), plant / vehicle parking, storage facilities and refuelling facilities in the site compound and any associated areas such as hazardous materials storage facilities.
- 6.10 Prior to Completion the Contractor must clean up any site compound and reinstate to a condition comparable (or better) than at the time of possession of site.

7 Floods and Waterways

- 7.1 The Contractor:
 - a) unless specified otherwise, shall not obstruct any waterway;
 - b) shall take all necessary precautions to prevent heading up of floodwaters and / or damage to the Works or Site from the effects of water; and
 - c) assumes responsibility for the repair of any damage to the Works due to surface water and bears the cost of any such repair.

8 Protection of the works and reinstatement of damage

- 8.1 The Contractor shall construct the works so to ensure that materials (including subgrade) do not become unsuitable or damaged by the Contractor's work methods or insufficient protective measures. This includes:
 - a) constructing the works so as to be free draining; and
 - b) maintaining the works so as to prevent deterioration in material properties between testing or acceptance of the work and subsequent work commencing.

- 8.2 Additional payment will not be made where any additional work or additional materials are required:
- a) to comply with this Clause; or
 - b) as a result of the Contractor's work methods.
- 8.3 Over-excavation (i.e. the Contractor excavates deeper or wider than the dimensions specified) is deemed to be included in sub-clause 6.2 (b).

9 Fire prevention

- 9.1 The Contractor shall comply with the Fire and Emergency Services Act 2005 (SA). If any of the work under Contract takes place during the Fire Danger Season, the Contractor's Quality Management Plan, Environmental Management Plan or Work Health and Safety Management Plan shall include procedures / instructions which address the following at a minimum:
- a) training of personnel;
 - b) monitoring the declaration of Total Fire Ban days;
 - c) liaising with the Country Fire Service, Metropolitan Fire Service and / or local council;
 - d) applying for Schedule 10 permits if appropriate;
 - e) implementing measures to identify and mitigate fire hazards;
 - f) working on Total Fire Ban days;
 - g) ensuring grinders, welders, chainsaws, grass trimmers, lawn mowers, slashers or similar equipment are only used in accordance with the requirements the Fire and Emergency Services Act;
 - h) emergency response in the event of a fire; and
 - i) all other relevant requirements the Fire and Emergency Services Act.
- 9.2 The Contractor shall:
- a) ensure that any vehicle driven off road has a compliant exhaust system;
 - b) provide each work crew with appropriate extinguishers and firefighting equipment on Site;
 - c) notify the Principal if it intends to work on days of high fire danger;
 - d) provide the Principal with a copy of any Schedule 10 permit obtained for the work under the Contract;
 - e) ensure that any fire (where permitted under the Contract) complies with the requirements the Fire and Emergency Services Act; and
 - f) immediately notify the Principal in the event of any unplanned fire initiated at the Site.

10 Explosives

- 10.1 Unless specified otherwise by the Principal, the use of explosives is not permitted.
- 10.2 If the use of explosives is permitted by the Principal, the Contractor shall:
- a) obtain the necessary licences from the appropriate authority;
 - b) conform to all Government regulations relating to the transport, handling, storage and use of explosives;
 - c) comply with the requirements and precautions set out in AS 2187, "Explosives - Storage, transport and use";
 - d) be liable for any accident, damage or injury to any person or thing resulting from the use of explosives;
 - e) adjust blasting operations in accordance with the characteristics and structure of the rock formation so as to obtain the specified slopes with a minimum disturbance and over-breakage;

- f) ensure that over cutting of batters due to blasting operations is not be more than 1.0 m outside the specified line of the batter and the completed batter has a regular shape;
- g) ensure that when blasting operations are being carried out, traffic is stopped at a safe distance from the site of blasting, the sign "Blasting - Stop Await Signal" shown in AS 1742, Part 3, is erected at all approaches to traffic routes and a person is stationed at each sign to ensure that traffic is stopped;
- h) sound a warning prior to each firing; and
- i) give occupiers of adjoining properties at least 24 hours' notice of the intention to blast.

11 Vibrating compaction equipment

- 11.1 Unless stated otherwise by the Principal, the use of vibrating compaction equipment shall comply with Table PC-SM2 11-1.

Table PC-SM2 11-1 Maximum permitted centrifugal of compaction equipment

Type of compaction equipment	Maximum Permitted Centrifugal Force
Asphalt on bridge decks	30 kN
Asphalt not on bridge decks	No maximum
Work other than asphalt	30 kN

12 Control of fences and gates

- 12.1 The Contractor shall maintain all fences affected by the Works in a condition equivalent to that existing at the Date of Acceptance of Tender for the duration of the Contract. Any temporary fences, gates and grids shall be removed upon completion of the Works.

13 Clearances from landholders

- 13.1 If any of the Contractor's work is undertaken on adjoining private land, or affects private land, the Contractor shall use its best endeavours to obtain a written statement that the landholder's property has been left in a satisfactory condition from each affected landholder.

14 Water

- 14.1 Water for construction, when not sourced from a SA Water pipeline, shall comply with any requirements outlined by the Principal and the following requirements:
- a) Unless specified otherwise by the Principal, water for pavement construction shall not contain more than 10 000 ppm total dissolved salts for base and 20 000 ppm for other pavement layers. The salt content shall be determined using TP 751. The testing frequency shall be one test immediately prior to commencement of construction and thereafter every 2 weeks until completion of pavement construction.
 - b) Water for concrete production shall not contain more than:
 - i) 3 000 mg/L total dissolved salts;
 - ii) 1 000 mg/L chlorides; and
 - iii) 500 mg/L sulphates.

15 Maintenance of existing trafficked pavement

- 15.1 This clause applies if there is an existing trafficked pavement within the Site.
- 15.2 "Maintenance Provider" means an agent of the Principal who undertakes maintenance of an existing road

- 15.3 The Contractor shall regularly monitor the condition of any existing trafficked pavement and identify any defect that exceeds the DPTI intervention levels, as specified by the Principal.
- 15.4 The Contractor shall regularly monitor the condition of any footpaths or walkways and identify any hazard to pedestrians.
- 15.5 In the event that the Contractor identifies any such defect or hazard, the Contractor shall:
- repair the defect or hazard or defect immediately if the hazard or defect is a result of the Contractor's activities; or
 - notify the Principal immediately in writing if the hazard or defect is not a result of the Contractor's activities.
- 15.6 If the hazard or defect is not a result of the Contractor's activities, the Principal may arrange for the defect to be repaired by the Maintenance Provider. Except in emergency situations, the Principal will provide the Contractor with 2 days' notice of the Maintenance Provider entering the site to undertake the repair(s).
- 15.7 Prior to commencement of the repair, the Contractor shall liaise with the Maintenance Provider to ensure that any traffic control devices proposed by the Maintenance Provider do not conflict with the Contractor's Traffic Control Plan.

16 Verification requirements and records

- 16.1 The Contractor shall supply the following documentation to demonstrate that the requirements of this Part have been complied with and where appropriate, supply the documentation with the lot package.

Table PC-SM2 16-1 Supply documentation

Subject	Record to be provided
Clearance from Landowners	Statement of clearance from Landowners
Materials Supplied by the Principal	Receipt for materials
Water not sourced from a SA Water Service	Dissolved Salt Content

17 Hold Points

- 17.1 The following is a summary of Hold Points referenced in this Part:

Document Ref.	Hold point	Response time
4.4	Provision of Contractor's Activity Zone	10 working days
4.5	Submission of request to change Contractor's Activity Zone	2 working days
5.5	Request for on-site temporary storage / stockpiling areas	5 working days
6.7	Submission of Certificates of Compliance of electrical work	5 working days
Error! Reference source not found.	Provision of manufacturer's instructions	1 working day
Error! Reference source not found.	Provision of a proposal to use an alternative product shall	5 working days