

Master Specification

Part PC-SM2

Site and Access Management

September 2024



Government of South Australia
Department for Infrastructure
and Transport

Build.
Move.
Connect.

Document Information

Document Information	
K Net Number:	13664782
Document Version:	1
Document Date:	30/09/2024

Document Amendment Record

Version	Change Description	Date
0	Initial issue	31/08/2023
1	Updated cover page	30/09/2024

Document Management

This document is the property of the Department and contains information that is confidential to the Department. It must not be copied or reproduced in any way without the written consent of the Department. This is a controlled document and it will be updated and reissued as approved changes are made.

Contents

Contents	3
PC-SM2 Site and Access Management	4
1 General	4
2 Documentation	4
3 Working days and hours of work	5
4 Property	5
5 Contractor's Activity Zone	7
6 Stockpiling and occupation of land	8
7 Contractor's compound and Site facilities	8
8 Floods and waterways	9
9 Protection of the works and reinstatement of damage	9
10 Site security	10
11 Fire prevention	10
12 Explosives	11
13 Vibrating compaction equipment	11
14 Control of fences and gates	11
15 Water	12
16 Maintenance of existing trafficked pavement	12
17 Hold Points and Witness Points	13
18 Verification requirements and records	13

PC-SM2 Site and Access Management

1 General

This Master Specification part sets out the site and access management requirements for the Works and Temporary Works, including:

- a) the documentation requirements, as set out in section 2;
- b) the working days and hours of work requirements, as set out in section 3;
- c) the property requirements, as set out in section 4;
- d) the Contractor's Activity Zone, as set out in section 5;
- e) the stockpiling and occupation of land requirements, as set out in section 6;
- f) the Contractor's compound and Site facilities requirements, as set out in section 7;
- g) the floods and waterways requirements, as set out in section 8;
- h) the protection of the works and reinstatement of damage requirements, as set out in section 9;
- i) the Site security requirements, as set out in section 10;
- j) the fire prevention requirements, as set out in section 11;
- k) the explosives requirements, as set out in section 12;
- l) the vibrating compaction equipment requirements, as set out in section 13;
- m) the control of fences and gates requirements, as set out in section 14;
- n) the water requirements, as set out in section 15;
- o) the maintenance of existing trafficked pavement requirements, as set out in section 16;
- p) the Hold Point and Witness Point requirements, as set out in section 17; and
- q) the verification requirements and records, as set out in section 18.

2 Documentation

2.1 Project Plans

- a) In addition to the requirements of PC-CN3 "Construction Management", the Construction Management Plan must include:
 - i) details of the Contractor's Activity Zone (CAZ), including the status of the approval of the CAZ and any requested amendments to the CAZ in accordance with section 5h); and
 - ii) procedures / instructions in relation to fire prevention in accordance with section 11b).
- b) In addition to the requirements of PC-ENV1 "Environmental Management", the CEMP must include details of the management of any approved stockpiles in accordance with section 6f).
- c) In addition to the requirements of PC-WHS1 "Work Health and Safety", the Work Health and Safety Management Plan must include a plan of the Site compound(s) and any associated facilities in accordance with section 7g).

2.2 Construction Documentation

In addition to the requirements of PC-CN3 “Construction Management”, the Construction Documentation must include evidence that demonstrates that the Works and Temporary Works will be limited to the approved CAZ.

2.3 Quality Management Records

In addition to the requirements of PC-QA1 “Quality Management Requirements” or PC-QA2 “Quality Management Requirements for Major Projects” (as applicable), the Quality Management Records must include the verification requirements and records set out in section 18.

3 Working days and hours of work

- a) This section 3 only applies to projects not using an alliance form of contract with a concept of NOP Operating Hours.
- b) Ordinary working days and customary working hours will be those nominated in the schedule titled “Working Time” (or equivalent).
- c) The Contractor must:
 - i) not work more than one shift per day exceeding 10 hours duration; and
 - ii) must not work on Sundays or public holidays, without the prior approval of the Principal.
- d) When adjusting a date pursuant to extension of time, account will be taken of non-working days (as determined from the 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.
- e) If the schedule “Working Time” (or equivalent) is not included in the Contract Documents, Sundays, statutory public holidays in the State of South Australia, rostered days off and 27, 28, 29, 30 and 31 December are deemed to be non-working days.

4 Property

4.1 General

- a) For all projects:
 - i) any land acquired or made available by the Principal for the Contractor and the conditions of access to such land parcels will be as specified in the Contract Documents;
 - ii) if the Contractor requires additional land for the performance of the Contractor’s Activities, the Contractor will be responsible for arranging all required access and meeting the necessary requirements and resource consent from the relevant land owner including requirements for use and handback of land at the end of the Contractor’s use of the land, in accordance with the Contract Documents;
 - iii) unless otherwise specified in the Contract Documents, the Contractor is responsible for all necessary property works including modifications to property access, modification of utility services connections, demolition, property reinstatement and fencing; and
 - iv) any additional ancillary Site offices or construction depots deemed necessary by the Contractor must be provided by the Contractor.
- b) For projects not using an alliance form of contract:
 - i) subject to section 4.1b)v), and where required, the Principal will undertake all necessary land acquisition and associated property works;

- ii) the Principal will advise the Contractor in writing prior to the commencement of any associated land acquisition property works (such as demolition or fencing);
- iii) the Contractor must provide access to the Site to enable the Principal to carry out the works described in section 4.1b)ii);
- iv) the Contractor must ensure that personnel undertaking the works described in section 4.1b)ii), on behalf of the Principal, receive all necessary site inductions in accordance with the Contractor's Work Health and Safety Management Plan at no additional cost to the Principal; and
- v) the Principal may elect to engage the Contractor to undertake property works described in section 4.1b)ii) on behalf of the Principal.

4.2 Damage to property

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.

4.3 Access to property

- a) Temporary restrictions on access to property must comply with the requirements set out in PC-SM1 "Traffic and Pedestrian Management".
- b) In addition to the requirements of PC-SM1 "Traffic and Pedestrian Management", the Contractor must ensure that all permanent access to any property affected by the Works or Temporary Works is restored, or relocated as agreed with the relevant property owner, including associated landscaping and restoration works, and temporary access arrangements removed, within 5 Business Days of completing the activity requiring the temporary access measures or within such other time as agreed with the relevant property owner. The restored permanent access must be to a condition at least equivalent to that existing prior to the commencement of the relevant Works or Temporary Works.

4.4 Demolition and salvaged materials

- a) Unless otherwise specified in the Contract Documents, the Contractor must retain all existing buildings.
- b) The Contractor must make available to the Principal or the property owner (as applicable) all salvaged materials. The Contractor is responsible for removing all salvaged materials where not required by the Principal or property owner (as applicable).

4.5 Access and works to property

- a) Where the Contractor seeks to rely on an agreement with a property owner in accordance with section 4.5c), a copy of that agreement with the relevant property owner must be provided to the Principal within 20 Business Days from the date of that agreement.
- b) Prior to the commencement of the Works or Temporary Works, the Contractor must undertake a condition survey in accordance with PC-SI3 "Condition Surveys".
- c) Where property is affected by the Works or Temporary Works and has not been permanently acquired, the Contractor must, following the completion of the relevant Works or Temporary Works:
 - i) re-instate such property to the standard it was in; and
 - ii) provide the same functionality that existed,as at the time of the condition survey undertaken in accordance with section 4.5b), unless otherwise agreed with the relevant property owner and the Principal.

- d) If any of the Contractor's work is undertaken on adjoining private land, or affects private land, the Contractor must obtain a written statement that the landholder's property has been left in a satisfactory condition from each affected landholder and include such statement as part of the Quality Management Records.
- e) Nothing in this section 4.5 restricts or affects any right or obligation to remove infrastructure on, or make improvements to, such land to the extent authorised or required by the Contract Documents.

5 Contractor's Activity Zone

- a) The Contractor's Activity Zone (CAZ) is defined as the area of the Site where activities associated with construction of the Works or Temporary Works are permitted to take place. The CAZ is:
 - i) the area defined by the plan area of the Works or Temporary Works ("**Footprint**") and an additional 1.0 m beyond the Footprint; and
 - ii) any other area necessary for the construction of the Works or Temporary Works (which may be outside of the main construction site) including:
 - A. access tracks;
 - B. utility areas required for temporary stockpiling, refuelling, storage, waste management, equipment lay-down and the movement, turning or parking of vehicles;
 - C. the site office compound; and
 - D. areas for the installation and maintenance of any erosion and sediment control devices.
- b) The CAZ must consist of the minimum area practicable to undertake the construction activities in accordance with the Contract Documents.
- c) Subject to compliance with all other requirements and Approvals specified in the Contract Documents, the Contractor must undertake all construction related activities within the approved CAZ.
- d) Prior to commencement of work on Site, the Contractor must nominate the location of the CAZ. The CAZ must be documented on a set of design or construction drawings, or as otherwise agreed to by the Principal. Provision of the CAZ will constitute a **Hold Point**. The relevant Works or Temporary Works (as applicable) must not commence until this Hold Point has been released.
- e) For the purposes of the Hold Point in section 5d), the CAZ may be split into multiple zones. Each submission of a CAZ zone will constitute a separate Hold Point and the Works or Temporary Works related to that CAZ must not occur until the Hold Point has been released.
- f) For each Construction Documentation submission, the Contractor must demonstrate that the Works and Temporary Works are limited to the approved CAZ.
- g) If the Contractor wishes to alter the CAZ, prior approval of the Principal must be sought and obtained in writing. Submission of the request to change the CAZ, including the details of the proposed change will constitute a **Hold Point**. The Contractor must not implement the altered CAZ until the Hold Point has been released.
- h) Any approved changes to the CAZ must be documented in the Construction Management Plan.
- i) The Contractor acknowledges that approval of the CAZ and alterations to the CAZ will be based on the Principal's 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.

6 Stockpiling and occupation of land

- a) Subject to section 6b), the Contractor must not use on-site temporary storage or stockpiling areas for the storage of excavated materials.
- b) Should the Contractor identify the need for any on-site temporary storage / stockpiling areas required for the storage of excavated materials, the Contractor must seek Approval from the Principal, which will constitute a **Hold Point**. There must be no on-site temporary storage or stockpiling areas on-site for the storage of excavated materials until the Hold Point has been released.
- c) Any request for on-site temporary storage / stockpiling areas for the storage of excavated materials under section 6b) must be made at least 20 Business Days prior to commencement of work on the proposed area.
- d) The Principal is under no obligation to release the Hold Point approving the on-site temporary storage / stockpiling areas in section 6b). Where the Principal rejects the Hold Point, then the Contractor is responsible for finding alternative options for stockpiling.
- e) Stockpiling of surplus or actual / potentially contaminated materials will not be approved on land under the Principals ownership which, at Completion of the Works and Temporary Works, has the potential to be used for a sensitive land use, as defined by the *Environment Protection Act 1993* (SA) or immediately adjacent to sensitive land uses.
- f) If the Principal releases the Hold Point set out in section 6b), then the management of the stockpile must be included in the Contractor's Environmental Management Plan (CEMP) (refer PC-ENV1 "Environmental Management") and the CAZ must be updated (if necessary) to include the on-site temporary storage / stockpile area.
- g) 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, runoff and contamination of underlying soil and to prevent any contaminants becoming airborne.
- h) Should the Contractor either require or be deemed to be occupying any land where a potentially contaminating activity is being undertaken, including stockpiling, the Contractor must:
 - i) apply for and obtain any Approvals required by Law; and
 - ii) either:
 - A. engage a suitably qualified environmental consultant to undertake a pre and post activity environmental site assessment in accordance with ASC NEPM and the relevant SA EPA guidelines; or
 - B. demonstrate on a case-by-case basis that the proposed activities do not have the potential to contaminate the land and request the Principal for an exemption to the requirements of section 6h)ii)A, which will constitute a **Hold Point**.
- i) If subsequently to any Hold Point release under section 6h)ii)B, potentially contaminating activities are deemed to have occurred on the land, then the post activity environmental site assessment requirements of section 6h)ii)A must be carried out.
- j) As a condition precedent to Completion, the Contractor must clean up and restore the Site and leave it in a physical and chemical condition comparable to that encountered as at the time of the Commencement Date.

7 Contractor's compound and Site facilities

- a) Where specified in the Contract Documents, the Contractor must provide facilities for the use of the Principal when administering the contract.
- b) For contract forms where the concept of "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.

- c) The operation and maintenance of Site buildings and associated costs are deemed to be included in on-site overhead.
- d) 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.
- e) All electrical installations and alterations for Site facilities must be carried out by an electrical worker who is licensed in South Australia to perform any electrical works. The installations must comply with AS 3000 Electrical installations (known as the Australian/New Zealand Wiring Rules) and the SAPN Service & Installation Rules Manual No. 32.
- f) The Contractor must arrange for certificates of compliance of all electrical work carried out on Site facilities and must submit copies of certification to the Principal within 5 Business Days of the relevant Works or Temporary Works being carried out, which will constitute a **Witness Point**.
- g) The Work Health and Safety Management Plan must include a plan of the Site compound(s) and any associated facilities which:
 - i) demonstrates 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/>); and
 - ii) shows 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.
- h) As a condition precedent to Completion, the Contractor must clean up any Site compound and associated facilities, and reinstate to a condition comparable (or better) than at the time of possession of that part of the Site.

8 Floods and waterways

The Contractor:

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

9 Protection of the works and reinstatement of damage

- a) The Contractor must 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:
 - i) constructing the Works so as to be free draining; and
 - ii) maintaining the Works so as to prevent deterioration in material properties between testing or acceptance of the work and subsequent work commencing.
- b) Additional payment will not be made where any additional work or additional materials are required:
 - i) to comply with this section 9; or

- ii) as a result of the Contractor's work methods.
- c) Over-excavation (i.e. the Contractor excavates deeper or wider than the dimensions specified) is deemed to be categorised under section 9b)ii).

10 Site security

- a) The Contractor must undertake a site security risk assessment to determine appropriate deterrence, delay, and detection measures for the Site, to reduce the opportunity for security related incidents.
- b) The Contractor must provide security measures in order to prevent unlawful access, as well as any measures deemed appropriate as a result of the site security risk assessment carried out in accordance with section 10a). These measures must be implemented in a timely manner, and may include appropriate:
 - i) fencing;
 - ii) CCTV;
 - iii) physical and electronic access controls;
 - iv) security guard services, including mobile patrols; and
 - v) security alarms.

11 Fire prevention

- a) The Contractor must comply with the *Fire and Emergency Services Act 2005 (SA)*.
- b) If any of the Contractor's Activities takes place during the fire danger season as declared by the CFS chief officer (available from <https://www.cfs.sa.gov.au/>), the Construction Management Plan must include procedures / instructions which address the following at a minimum:
 - i) training of personnel;
 - ii) monitoring the declaration of total fire ban days;
 - iii) liaising with the Country Fire Service, Metropolitan Fire Service or local council;
 - iv) applying for Schedule 10 permits if appropriate;
 - v) implementing measures to identify and mitigate fire hazards;
 - vi) working on total fire ban days;
 - vii) 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 2005 (SA)*;
 - viii) emergency response in the event of a fire; and
 - ix) all other relevant requirements the *Fire and Emergency Services Act 2005 (SA)*.
- c) The Contractor must:
 - i) ensure that any vehicle driven off road has a compliant exhaust system;
 - ii) provide each work crew with appropriate extinguishers and firefighting equipment on Site;
 - iii) notify the Principal if it intends to work on days of high fire danger;
 - iv) provide the Principal with a copy of any Schedule 10 permit obtained;

- v) ensure that any fire (where permitted under the Contract Documents) complies with the requirements the *Fire and Emergency Services Act 2005* (SA); and
- vi) immediately notify the Principal in the event of any unplanned fire initiated at the Site.

12 Explosives

- a) Unless specified otherwise in the Contract Documents, the use of explosives is not permitted.
- b) If the use of explosives is permitted by the Principal, the Contractor must:
 - i) obtain the necessary Approvals (licences) from the appropriate authority;
 - ii) conform to all Laws and regulations relating to the transport, handling, storage and use of explosives;
 - iii) comply with the requirements and precautions set out in AS 2187 Explosives - Storage, transport and use;
 - iv) be liable for any accident, damage or injury to any person or thing resulting from the use of explosives;
 - v) 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;
 - vi) ensure that over cutting of batters due to blasting operations is not more than 1.0 m outside the specified line of the batter and the completed batter has a regular shape;
 - vii) 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 1742.3 Manual of uniform traffic control devices, Part 3: Traffic control for works on roads, is erected at all approaches to traffic routes and a person is stationed at each sign to ensure that traffic is stopped;
 - viii) sound a warning prior to each firing; and
 - ix) in addition to any other notification requirements set out in the Contract Documents, give occupiers of adjoining properties at least 24 hours' notice of the intention to blast.

13 Vibrating compaction equipment

The use of vibrating compaction equipment must comply with Table PC-SM2 13-1.

Table PC-SM2 13-1 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

14 Control of fences and gates

- a) The Contractor must maintain all fences affected by the Works or Temporary Works in a condition equivalent to that existing at the Commencement Date until Completion.
- b) Any temporary fences, gates, and grids must be removed upon completion of the relevant Works or Temporary Works (as applicable).

15 Water

Water for construction, when not sourced from a SA Water pipeline, must comply with any requirements outlined by the Principal and the following requirements:

- a) water for pavement construction must not contain more than 10,000 ppm total dissolved salts for base and 20,000 ppm for other pavement layers. The salt content must be determined using the relevant Department Test Procedure. The testing frequency must be one test immediately prior to commencement of construction and thereafter every 2 weeks until completion of pavement construction; and
- b) water for concrete production must not contain more than:
 - i) 3,000 mg/L total dissolved salts;
 - ii) 1,000 mg/L chlorides; and
 - iii) 500 mg/L sulphates.

16 Maintenance of existing trafficked pavement

- a) This section 16 applies if there is an existing trafficked pavement within the Site.
- b) For the purposes of this section 16, "Maintenance Provider" means an agent of the Principal who undertakes maintenance of an existing road.
- c) The Contractor must regularly monitor the condition of any existing trafficked pavement and identify any defect that exceeds the Department's intervention levels, as specified by the Principal.
- d) The Contractor must regularly monitor the condition of any footpaths or walkways which forms part of the Site and identify any hazard to pedestrians.
- e) In the event that the Contractor identifies any such defect or hazard, the Contractor must:
 - i) repair the hazard or defect immediately if the hazard or defect is a result of the Contractor's Activities; or
 - ii) notify the Principal immediately in writing if the hazard or defect is not a result of the Contractor's Activities.
- f) If the hazard or defect is not a result of the Contractor's Activities, the Principal may arrange for the hazard or 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).
- g) Prior to commencement of the repair, the Contractor must liaise with the Maintenance Provider to ensure that any traffic control devices proposed by the Maintenance Provider do not conflict with the Contractor's proposed or implemented traffic management.

17 Hold Points and Witness Points

- a) Table PC-SM2 17-1 details the review period or notification period, and type (documentation or construction quality) for each Hold Point referred to in this Master Specification Part.
- b) Table PC-SM2 17-2 details the review period or notification period, and type (documentation or construction quality) for each Witness Point referred to in this Master Specification Part.

Table PC-SM2 17-1 Hold Points

Section reference	Hold Point	Documentation or construction quality	Review period or notification period
5d)	Provision of the CAZ	Documentation	10 Business Days review
5g)	Request to change CAZ (including details of the change)	Documentation	5 Business Days review
6b)	Request for on-site temporary storage / stockpiling areas	Documentation	5 Business Days review
6h)ii)B	Evidence that the proposed activities do not have the potential to contaminate the land	Documentation	5 Business Days review

Table PC-SM2 17-2 Witness Points

Section reference	Witness Point	Documentation or construction quality	Review period or notification period
7f)	Certificates of compliance of all electrical work carried out on Site facilities	Documentation	5 Business Days review

18 Verification requirements and records

The Contractor must supply written verification as part of the Quality Management Records that the requirements listed in Table PC-SM2 18-1 have been complied with.

Table PC-SM2 18-1 Verification requirements

Section reference	Subject	Record to be provided
4.5	Clearance from landowners	Statement of clearance from landowners
15	Water not sourced from a SA Water Service	Dissolved salt content