

For Information Only

**Preliminary
Construction
Management Plan for:
Manning Base Hospital
Redevelopment Stage 2
Early Works**

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Version Control

Version	Date	Prepared By	Reviewed By	Issued To	Status
V.01	14/07/23	Callam Hutchens Project Manager	Anthony Shaw Associate Director	HI Comment	DRAFT
V.1.0	17/07/23	Callam Hutchens Project Manager	Brian Edwards Associate Director	GeoLINK	Final
V.1.1	17/07/23	Callam Hutchens Project Manager	Brian Edwards Associate Director	GeoLINK	Final
V1.2	21/07/23	Callam Hutchens Project Manager	Brian Edwards Associate Director	HI Comment	Final

1. Purpose of Document

A note to prospective tendering contractors:

The purpose of this document is to advise tendering contractors of Health Infrastructure (HI)'s requirements and expectations for the construction methodology and management plans for the Manning Base Hospital (MBH) Redevelopment Early Works (the Project).

This preliminary Construction Management Plan (CMP) has been developed in consultation with HI to provide a guide to the successful tenderer on the construction management requirements of the project, inclusive of site-specific requirements throughout the construction period.

Please be aware that this plan is not prescriptive in its entirety nor has its development context been exhaustive. As such, tendering contractors are expected to further develop this plan for endorsement prior to commencement of works. Additionally, this plan should be read in conjunction with the following commercial documentation:

- Part 1 – Title Page
- Part 2 – Conditions of Tendering
- Part 3 – General Conditions
- Part 4 HI Special Conditions
- Part 5 - Preliminaries

2. Introduction

MBH redevelopment offers a unique opportunity to re-imagine the existing campus to support the delivery of health services in a setting that inspires patients, staff, and visitors. The project aims to redefine the MBH's position within the community through civic connection and the creation of public places that celebrate the unique character of Taree.

Whilst population growth in the region is not significant, existing capacity issues at the MBH create the need for expansion and redevelopment. This project is the first stage of a two-stage redevelopment and will provide the foundations for construction of the larger Main Works project.

This CMP has been prepared for the early construction works for the Project. The CMP will form the guidelines and principles for the final CMP that will be produced by the Principal Contractor (Contractor).

3. Scope of Works

The Early Works scope will involve the demolition of (BVN-AR-REF-10A XX-10 SITE PLAN DEMOLITION – REF): Administration Building (Building 09), Mortuary Building (Building 05) and Facilities Management Unit (FMU, Building 03). Existing bulk oxygen tanks are to be relocated from the Administration Building to the north of the Inpatient Building (separated by an existing walkway) and encased in a brick enclosure measuring 4.7 metres in height (BVN-AR-REF-10A XX-25[2] SITE PLAN PROPOSED - GAS LOCATION.pdf).

4. Operations of Site Establishment / Management

The works will be undertaken under the supervision of the Contractor. The Contractor will be required to prepare a site-specific CMP prior to any construction/ demolition or set up works for HI and the Hunter New England Local Health District's (HNELHD) approval. All statements and proposals documented in this CMP will be reviewed at the time of contract award for the works to ensure alignment with proposed preferred methodologies and sequencing developments.

4.1. Site Establishment

To assist the Contractor in the development of the CMP, Mace has consulted with HI and HNELHD to provide a preliminary CMP. The following list is not a comprehensive list but will assist the Contractor:

- Proposed location of Contractors site amenities, offices and on floor lay down/tool store (noting that final location will be at the decision of the contractor)
- Required site vehicle access and sizes of vehicles. All traffic management identified is to be provided by the Contractor
- Detail dimensions of the construction zone and estimated volumes of any proposed excavations
- Proposed alternative pedestrian routes to main centre of the MBH; and

- Identify areas requiring site hoarding and fencing.

A proposed hoarding plan is shown in **Appendix 1** for information purposes only noting:

- the plan is reflective of proposed architectural staging only.
- the plan does not account for construction access or reflect site safety measures and exclusions zones that may be required by the contractor.
- access required to existing buildings has been assumed and will require discussion with the LHD before finalisation.
- provision for regular maintenance access to existing infrastructure will need to be finalised with the LHD in detail before finalisation.
- several engineering works will be required outside of hoarding shown but will need to be reviewed on a case-by-case basis with the engineering, construction and LHD facilities management team.

4.2. Legislative Requirements

The works will be undertaken in accordance with legislative requirements and as specified in the tender documents related to the awarding of the Contract.

Site accommodation, compliant with WorkCover requirements, will be established for site offices, lunch sheds, change sheds and ablutions within the construction site. This accommodation will service all phases of the construction and may require adjustment during the phases of construction to allow safe and effective access for workers and construction.

All visitors to the site will be inducted by the Site Manager. The induction process will include site safety, evacuation and emergency procedures and environmental management.

The Contractor must not employ or permit to be employed, on work under the Contract at the Site, any person who has not completed the Prohibited Employment Declaration available at:

<http://kids.nsw.gov.au/kids/working/prohibitedemployment.cfm>

Completion of the Prohibited Employment Declaration must be included in all Site-specific inductions and compliance must be recorded in the Induction Register.

4.3. Hours of Operation

In accordance with the conditions outlined in the Review of Environmental Factors, the following hours of operation for the works are:

- | | |
|-------------------------------|------------------|
| • Monday to Friday | 7:00AM to 6:00PM |
| • Saturdays | 8:00AM to 1:00PM |
| • Sundays and Public Holidays | No works. |

It is envisaged that the construction works will require work some elements of work to be undertaken outside of normal working hours. Contractor is to ensure compliance with LHD SmarTek system procedures.

4.4. Staging

It is envisaged that the works will be delivered in three stages:

Stage 1:

- Relocate Administration Building and Mortuary service off-site
- Construct temporary FMU building
- Demolish existing Mortuary building

Stage 2:

- Relocate FMU staff to temporary FMU building;
- Demolish existing FMU building
- Relocate bulk oxygen tank

Stage 3:

- Demolish Administration Block
- Make good existing ground

The preliminary work plans are outlined in **Appendix 2**. The Contractor is required to develop the staging plans within the final CMP and be reviewed by the MBH, HI, and Mace.

4.5. Public and Property Protection

As specified in Australian Standards and WorkCover requirements, appropriate hoarding / fencing and safety barriers will be installed to the entire work areas prior to commencement of the works. Site hoardings will be erected around the perimeter of the site and maintained to prevent public access. The Contractor will be required to install and maintain a continuous shade cloth banner and vinyl signs to all site fences within the public view prior to commencement of works.

Site signage will provide 24-hour emergency contact details including contact name and telephone number. Signage will abide by the NSW Government Brand Guidelines.

Security and monitoring of the construction site will also be implemented by the Contractor and maintained throughout the entire construction period.

These public and property protection measures will be reviewed at the time of contract award for the works to ensure alignment with proposed preferred methodologies and sequencing developments and to ensure that the safety of the general public is maintained at all times during the works.

4.6. SmarTek Site Access

The Principal Contractor is required to be SmarTek compliant/registered with any personnel working outside of the Contractors site to be SmarTek registered. Scanners will be installed for contractors to sign in/out at site. Failure to complete the registration process will result in the contractor being refused entry to site.

5. Consultation

The Contractor will be responsible for a letter drop to the local community prior to commencing work on site and setting up fortnightly meetings with Mace, HNELHD and the MBH's Executive staff. The Contractor will be required to chair these meetings, provide minutes, and produce a written fortnightly progress plan throughout the differing stages of construction/demolition period. Refer to Vol 1 Part 5 Preliminaries for a full breakdown of agenda items.

Typical agenda items should include the following key components:

- Attendance and apologies
- Safety briefing
- Acceptance of previous minutes
- Items requiring direction to continue construction progression
- Update on programme
- Key activities completed in the previous period; and key activities forecast for the upcoming period
- Activities that may affect the contractor
- Listed RFI's and outstanding actions; and
- Any other business.

5.1. Contractor Monthly Report

In addition to the written progress plan a written monthly report is required to be prepared by the Contractor for the Principal and is to be provide on the 25th of each month. The report should include but not limited to Clause 9.4 of the Preliminaries including the following key components:

- All Work Health, Safety and Rehabilitation matters
- The Contractors forecasted Project Completion
- Status of the construction "works" against the current approved contract programme
- Status of deviations from the current approved programme
- Progress of the "works" including a minimum of 6 digital photos of the works
- Details of any matters which may have a positive or adverse effect on the works
- Details of any matters the Contractor believes have potential to affect or delay the works
- Mitigation or remedial actions is being, or may be taken in respect of potential delays in relation to the works

- Status of all variations, including variations which a variation order has been issued, or anticipated variations;
- Summary and status of claims made by the Contractor under the Contract;
- Any other matters they may affect or current affecting the progress and cost of the works; and
- Programme showing projected status of the works three weeks from the date of the written report.

5.2. Notice of Disruption

Where the Contractor wishes to undertake noisy or disruptive works, they must prepare and submit for approval a Notice of Disruption (NOD) which shall be reviewed and approved by both Mace and HNELHD prior to commencing any works. The Contractor must issue these to Mace and HNELHD 7 days prior to when the works are proposed to take place for low risk and general items. This should allow HNELHD and MBH to review the proposal, assess the possible impact and have sufficient time to execute a management plan.

Any high-risk items require a risk mitigation workshop and project sign-off prior to work commencing. The timeframe for each item will be dependent on the severity of the proposed disruption and a duration between the workshop mitigation meeting and commencement of the works will be agreed with HNELHD in advance. The Contractor is to identify and submit to Mace and HNELHD a list of high-risk activities before any works will commence on site.

The NODs will be formally discussed in the fortnightly contractor meetings with Mace LHD and HI. Mace will provide direction on their approval from the HNELHD in the meeting before the works are scheduled to commence.

6. Environmental Management

The Contractor is required to develop a site-specific Environmental Management Plan as per clause 6.1 in the Preliminaries contract that details mitigation strategies to protect the ecology of the Project site and control various sources of pollution.

6.1. Noise and Vibration

The Contractor will be required to monitor noise during the works and comply with legislative requirements authorised by the NSW Environment Protection Authority (EPA). As part of the noise mitigation actions for the project, the Contractor will be responsible for the management, checking of compliance maintenance regimes and statutory supervision of all equipment, such as ensuring all trucks and machinery involved in the works are checked for defective exhaust systems and general servicing.

The contractor must ensure that all site activities which have the potential to create noise and vibration omissions are controlled and suitable equipment is used to mitigate the associated disruption to the MBH and surrounding neighbours. If additional items are required to ensure a high level of noise and vibration control, then the contractor must specify the equipment as part of the tender and make reference in the prelims section. Where the Contractor wishes to undertake disruptive works, they must prepare and submit for approval a NOD, as detailed in section 5.2 above.

A draft template of a NOD is provided at Error! Reference source not found.4, which will be reviewed and approved by Mace, HI and HNELHD prior to commencing any works. Machine work and other works that expose residents, workers and visitors to excessive noise will not be permitted outside the above-mentioned hours of operation.

6.2. Dust

Mitigation of dust will be managed and controlled by the Contractor. The Contractor will assess the need for measures to prevent tracking of soil onto roadways outside of the site and provide if deemed necessary. These may include the provision of measures such as a shaker grid, wheel wash facilities, hosing and general manual cleaning.

The contractor must ensure that all site activities which have the potential to create dust omissions are controlled and suitable equipment is used to mitigate the release of dust and the associated disruption to the MBH and surrounding neighbours. If additional items are required to ensure a high level of dust

control, then the contractor must specify and make reference in the prelims section.

Additional precautions that would be implemented during the works include the covering of all haulage trucks with tarpaulins and monitoring of weather conditions (including wind). Management and contingency plans will be developed to prevent any foreseeable impacts from dust.

6.3. Erosion and Sediment Control

Erosion and sediment controls for the works will be maintained in accordance with the requirements of Managing Urban Stormwater. Stormwater runoff and drainage will be managed by the Contractor through appropriate controls consistent with NSW Environment and Heritage standards and will be required to be monitored closely following heavy rainfall. Any remedial work required to maintain the effectiveness of controls will be undertaken as a priority. Refer to Appendix A – Plans - 6522-CV-0102-02 - Sediment & Erosion Control Plan Ground Rehabilitation for further information.

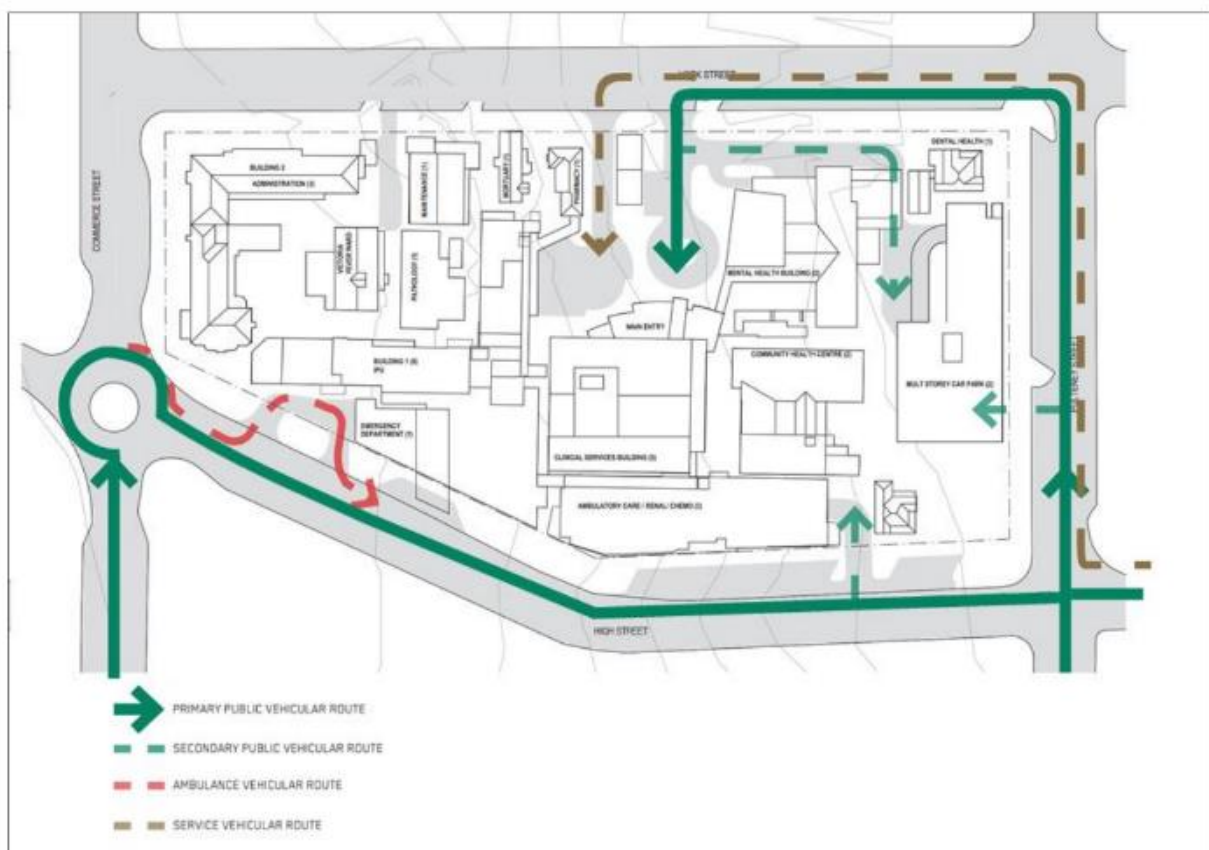
7. Traffic Management

As part of the final CMP, the Contractor will be required to submit a Traffic and Pedestrian Management Plan for approval prior to commencement of the works.

7.1. Site Access

Figure 1 below presents the entry and exit points to access the MBH Site. The Contractor is to propose an option for construction vehicles to enter and exit the site ensuring the minimal disruption to MBH operations.

Figure 1 - Vehicular Access into Manning Base Hospital



Base image source: Manning Base Hospital Briefing Presentation MBM, dated 14 July 2021

Appropriate traffic management procedures must be in accordance with the REF requirements and include consultation with Transport for NSW and MidCoast Council.

7.2. Parking

Parking will not be provided on site for construction personnel. Vehicle owners are to be solely responsible for finding appropriate places to park and shall be solely responsible for any fines incurred

for not complying with relevant parking restrictions. York Street is critical to hospital operations and under no circumstances can construction vehicle owners park there. Public transport should be used where practical to do so. Emergency vehicle access into the MBH is to be maintained at all times of the construction works.

8. Waste Management and Recycling

A formal Construction Waste Management Plan will be produced by the Contractor prior to works commencing. All material that cannot be recycled or reused will be disposed to an approved landfill facility. Waste will be minimised and that generated will be separated to maximise recycling.

8.1. Asbestos & Hazardous Materials

An Asbestos Management Plan (AMP) and the relevant statutory legislations will be consulted with nominated project stakeholders if any hazardous material is detected and requires immediate removal and treatment. The AMP will include removal control plans for any Synthetic Mineral Fibre (SMF), Polychlorinated Biphenyl (PCB), Lead Containing Paint and an Asbestos Removal Control Plan as appropriate.

Dangerous goods (such as petrol, diesel, oxy-acetylene, oils, etc.) will be stored in a lockable compound with sufficient ventilation in accordance with relevant codes of practice and standards. Material safety data sheets on all flammable and potentially harmful liquids will be provided by the Contractor undertaking the works.

9. Stakeholder Consultation

Fortnightly look ahead meetings and site walks will be undertaken by the Contractor with Mace, HNELHD and the MBH Executive team at the Project site. This will inform the Executive team, project management team and Contractors of the upcoming events that fortnight and the detailed coordination of logistics.

Weekly site reports will be developed by the Contractor outlining the site works undertaken during the week and site works planned for the following week accompanied by progress images. The Contractor is responsible for chairing and minute taking for the site meetings and will mitigate and immediately report on any risks posed to the operations of the MBH site.

9.1. Working within Hospital Premises

As construction will be occurring within an operational hospital, the Contractor is to be mindful of this nature in tendering and throughout the works and should maintain noise and disturbance to a minimum. The Contractor is responsible for managing the sub-contractors on site and should ensure that they do not unnecessarily enter or interrupt non-construction areas or stand in front of or peek through any windows or doors of classrooms unless specifically required to do so to undertake their works and have been duly authorised.

9.2. Complaints Management System

Complaints may include any interaction with a community member or stakeholder who expresses dissatisfaction with the project, services, or staff member's actions during the course of the Project.

To ensure that complaints are managed consistently the following information is required to help resolve the complaint quickly and effectively:

- Complainant contact details
- Description of complaint
- The requested remedy/action
- Due date for response and
- Immediate action (if any).

All complaints are to be channelled through the Principal's Authorised Person to the Project Communication and Engagement Lead to coordinate an appropriate response. All complaints will be captured in a Complaints Register and finalised at the end of each month in a meeting with the LHD, Project Directors and Contractor. Complaints that are more than just a general enquiry will be published monthly on the project website. All complaints are to be recorded in the fortnightly site meeting to ensure

effective discussion and close out.

10. Project Decommissioning

The below points relate to some of the key items to be incorporated within the Contractor's work plan during the project hand-over and completion phase of the project.

10.1. As-Built Documentation

All as-built documentation is required to be completed and signed off by the respective specialist consultant. The Contractor will be required to submit the technical specification data and ITPs for review and approval by the appropriate consultant discipline.

10.2. Training & Witness Testing

All end users, consultant disciplines will require communication from the Contractor 7 days prior to the proposed training and witness testing of the facility. This should allow all involved sufficient time for the finalised documentation and manuals to be reviewed prior the training and witness testing. The Contractor is responsible for organising these sessions and will be required to take minutes and receive signatures as evidence that the appropriate procedures have been executed.

10.3. HI & HNELHD Defect Review

HI and HNELHD are required to conduct a defects' review during the project handover phase. The Contractor is required to inform Mace at project completion for a defects review to be coordinated.

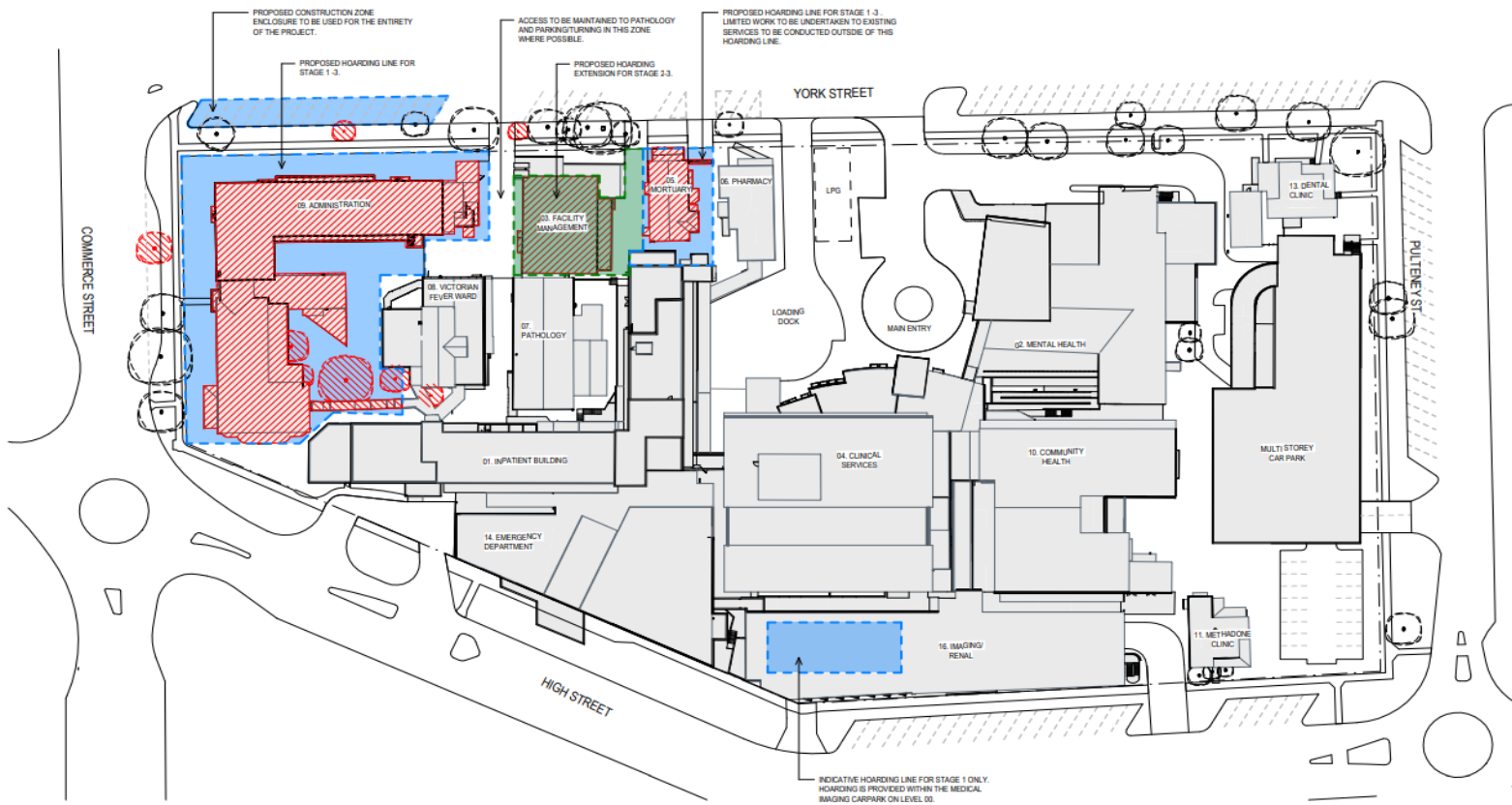
Appendix 1

Preliminary Hoarding Plan

NOTE: HOARDING DIAGRAM IS PRELIMINARY ONLY.
 HOARDING SHOWN IS BASED ON THE PROPOSED STAGING SET
 ONLY AND DOES NOT REFLECT ACCESS OR SAFETY REQUIREMENTS
 SURROUNDING PROPOSED WORKS.
 ALL LOCATIONS REQUIRE CONTRACTOR AND LHD REVIEW.

STAGING ZONE 1 EARLY
 WORKS - PRELIMINARY
 HOARDING DIAGRAM

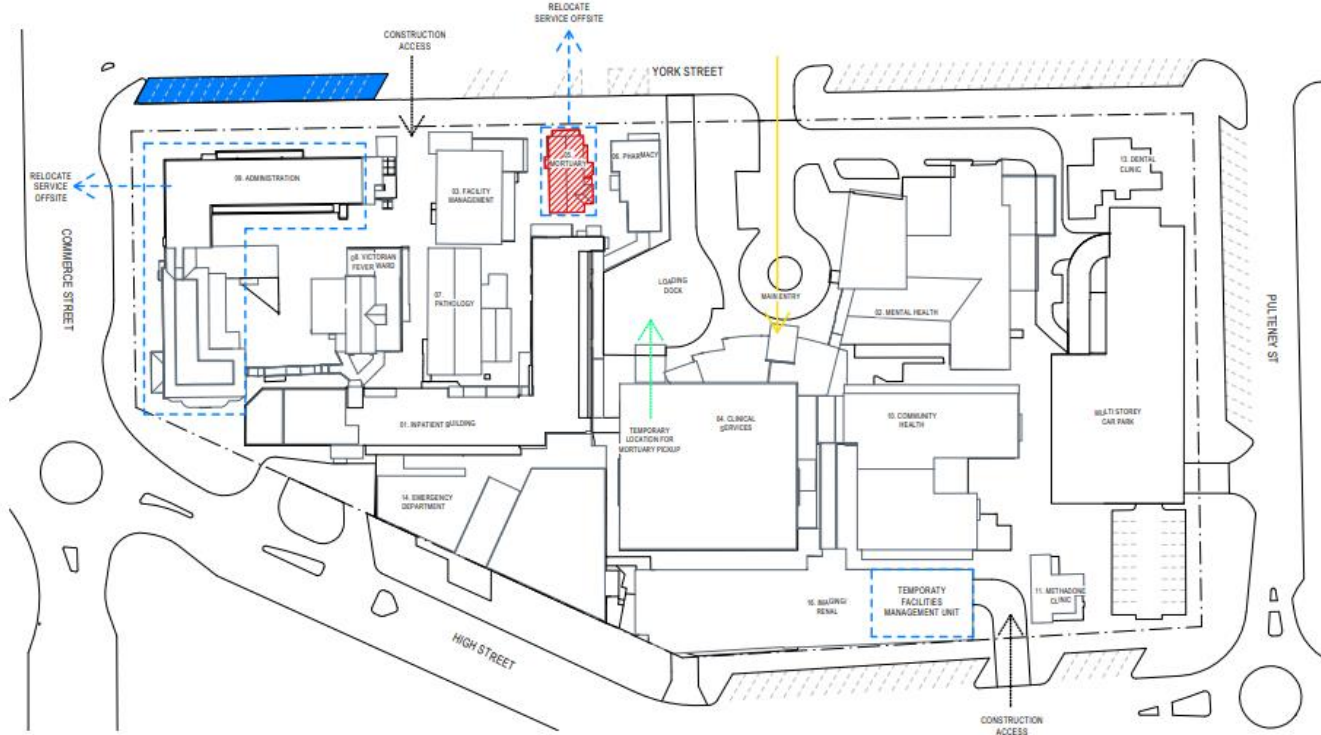
- STAGE 1
- STAGE 2 EXTENSION
- DEMOLITION



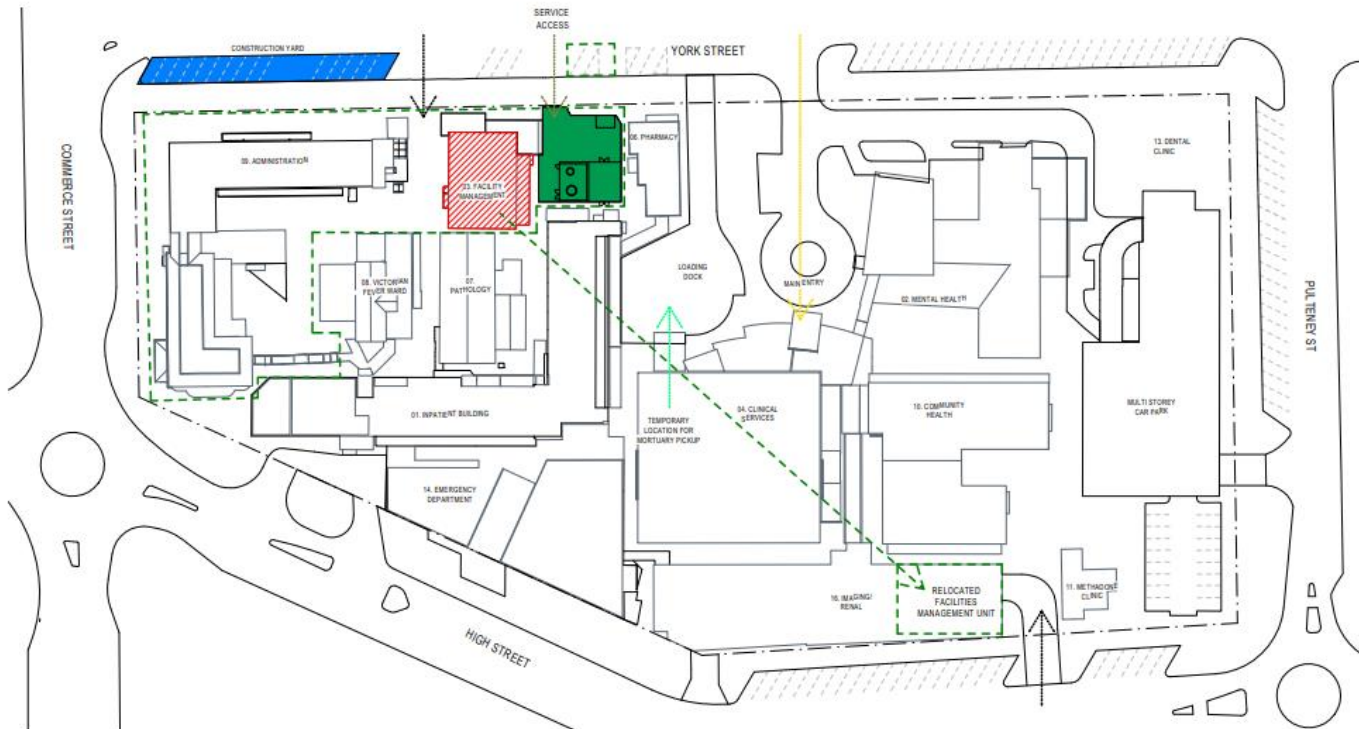
Appendix 2

Preliminary Stages of Work

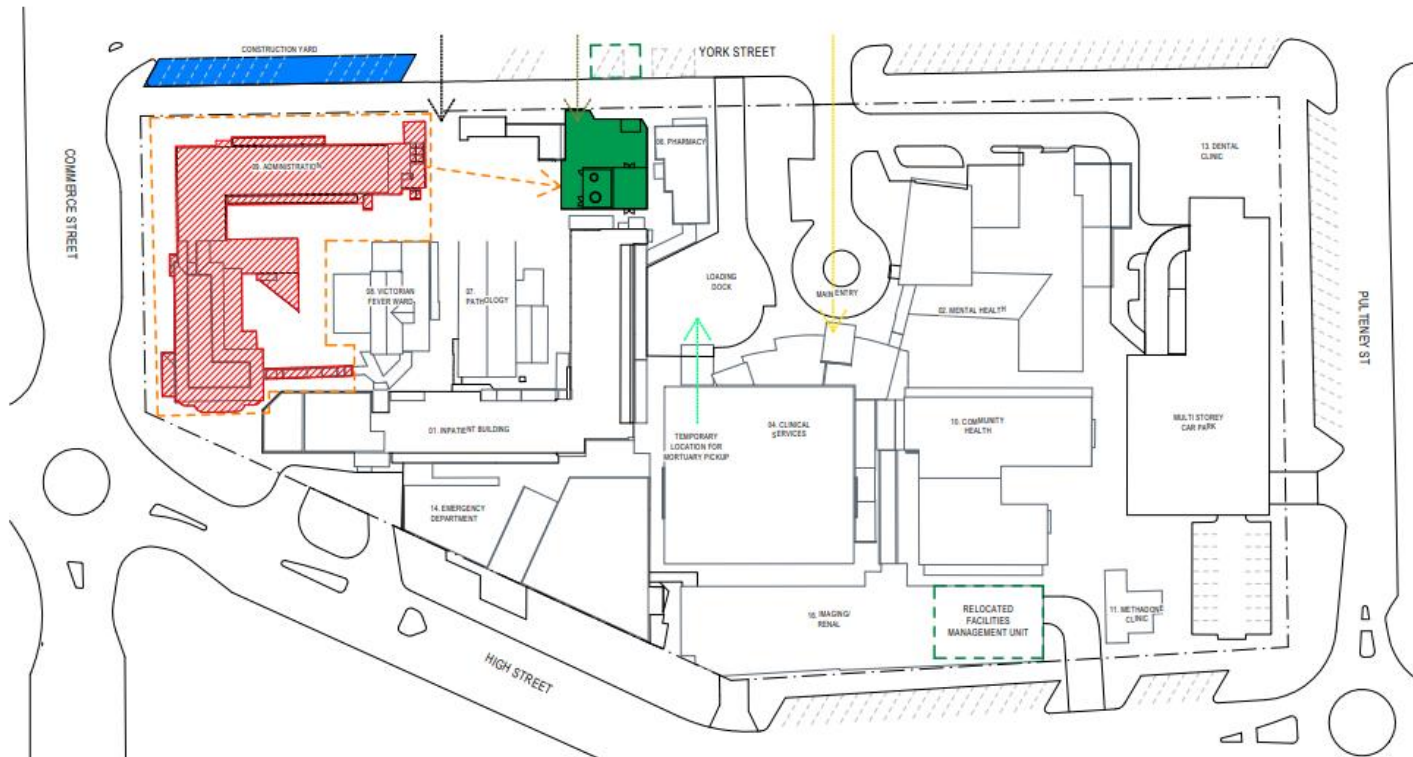
Stage 1:



Stage 2:



Stage 3:



Appendix 3

Notice of Disruption Request Template

Insert Constructor Details

MANNING BASE HOSPITAL – STAGE 2 REDEVELOPMENT

DISRUPTIVE WORKS NOTICE/ NOTICE OF DISRUPTION (delete non applicable)

Project:	
Site/Location:	
Contractor:	
Sub-Contractor:	
Affected Users:	
Affected Services:	
Summary Description of Disruption:	
Proposed Dates/Times:	
Date of Notification:	

IMPORTANT:
Where the work involves a Hospital Department being disrupted in any way and notwithstanding the situation where there is an emergency, a minimum of 5 days' notice is requested so that appropriate arrangements may be made. Other required shutdowns or disruptions, not causing inconvenience to the users, may be able to be accommodated sooner. Lack of sufficient forward advice may result in the Contractor having to carry out work out of hours if it is urgent and may result in delays to the works.
Please take the following into consideration: Dust, heat, smoke, etc will require the contractor to also fill out a "REQUEST FOR A HOT WORKS PERMIT" so that Fire Services may be notified.
In determining the level of disruption, consideration must be given, but not be limited to the following: noise – i.e., particular, say jack hammering, hammer drilling, saw cutting, core holing, moving through and working in hospital occupied areas, any out of hours, services shutdowns, any work requiring hospital engineering assistance etc.

[Contractor] Contact Schedule	Representative's Name	Contact Number	Email
Project Manager			
Contractor:			
Sub-Contractors:			

Description of Activity(s)	
1. Areas included within the disruption	
2. Works to be completed in all spaces include	
3. A) Impacts the following:	<input type="checkbox"/> Clinical <input type="checkbox"/> Operational Activities
B) Impact of Works on associated area (Noise, Vibrations, Dust, Service Outage etc)	
Refer to following page for further details on risk and mitigations	

Insert Constructor Details

4. Access required (applicable to all aforementioned areas)	
5. Number of Workers	
6. Total Hours	
7. Required closure or redirection of egress paths	
8. Materials Handling Routes and Times	

Images of imaged area, map showing impacted zones (delete if not applicable)

Risk and Mitigation Plan					
Overall Risk Rating (please identify): Low / Medium / High / Extreme					
Risk No.	Work Activity/Impact	Risk	Risk Rating	Mitigation	Risk Rating (after mitigation strategy)

Impact to Hospital Operations/Campus				
Impact No.	Date of Impact	Time of impact	Type of impact i.e. emergency alerts, vibrations, electrical or medical gas isolation, corridor closure	Location of Impact i.e. Building, levels, Rooms

AUTHORISATION:

We, the undersigned, have reviewed the details of the proposed disruption/outage and made an assessment of the proposed work methods, allocation of tasks and risk mitigation methods and endorse the application as follows:

Stakeholder	Name	Signature & Date