



PROJECT NAME:	Newcastle Grammar School – Stage 01 Park Campus	JOB NO:	202304
Project Manager:	Andrew Brinkworth	Date:	30/11/2023

Construction Worker Transportation Strategy



Document History				
Version	Issue Date	Description of Revision	Authorised by	Signature
1	16/08/2023	Initial	Andrew Brinkworth	AB
2	30/11/2023	RFI from NSW Planning	Andrew Brinkworth	AB

Construction Worker Transportation Strategy	Issue date: 30/11/2023	Review date: 30/11/2024	Version: 2
Uncontrolled when printed; ensure version number is current		Authorised by: Andrew Brinkworth	Page 1 of 11



1. Context

Newcastle Grammar School, located in a dynamic urban setting, has recognised the need for expansion to serve its growing student body and modern educational demands. As the school's development inherently affects the city's transport system due to its central position, a Construction Worker Transport Strategy has been developed. This strategy is designed to support the school's transformation while minimising disruptions to daily commutes, school operations, and the surrounding community. Balancing the school's future vision with immediate transport considerations is central to this approach, reflecting a commitment to both progress and community harmony.

2. Purpose

This Construction Worker Transportation Strategy aims to provide a structured and efficient approach to managing and coordinating the movement of construction personnel and materials during stage 1 of the Newcastle Grammar School expansion.

Recognising the school's central urban location, this strategy is designed to minimise potential disruptions to the local transportation grid, ensure the safety of both the workers and the public, and maintain a harmonious relationship with the surrounding community. Key components include managing the influx of up to 30 workers, potentially bringing 20 to 25 vehicles, and addressing limited parking availability to avoid congesting nearby residential streets. A shuttle bus service is introduced to reduce traffic impact and maintain community amenity.

3. Requirements

As set out by the NSW Department of Planning – State Significant Development Matrix (SSD), the following is the requirement with regards to the Construction Worker Transportation Strategy for the project:

Construction Worker Transportation Strategy

E28. Prior to the commencement of construction, the Applicant must submit a Construction Worker Transportation Strategy to the satisfaction of the Certifier. The Strategy must detail the provision of sufficient parking facilities or other travel arrangements for construction workers to minimise demand for parking in nearby public and residential streets or public parking facilities.

4. Strategy

In line with directives from the Newcastle City Council, the following is a strategy to be implemented that streamlines the transportation and movement of contractors of the Newcastle Grammar School Stage 01 Development.

4.1 Parking Location & Instructions

Construction employees are required to park their vehicles at a designated zone, strategically located at the northern end of the Bar Beach Carpark on Memorial Drive, as illustrated in Figure 1.0. This policy applies to **all** workers, irrespective of whether they need to bring tools or specific materials to the construction site. Those workers who do need to drop off tools or materials at the site must first obtain strict approval from Core Project Group Staff. After gaining this approval, they will be directed to use the designated carpark

Construction Worker Transportation Strategy	Issue date: 30/11/2023	Review date: 30/11/2024	Version: 2
Uncontrolled when printed; ensure version number is current		Authorised by: Andrew Brinkworth	Page 2 of 11



area. This measure has been implemented to ensure a uniform approach to parking for all site workers, enhancing accessibility and reducing potential traffic congestion near the construction site.

4.2 Shuttle Service

Due to the distance between the Bar Beach Carpark and the construction site, Core Project Group Pty Ltd will provide a shuttle service for the convenience of all contractors. The shuttle will operate daily, have a licensed driver and shuttle contractors between the Bar Beach Carpark and the Newcastle Grammar School (127 Union Street Cooks Hill 2300) only. The shuttle will adhere to all safety and capacity guidelines, ensuring the safety of all contractors. To ensure efficiency, a schedule will also be established, ensuring minimal wait time for all workers, and will be adjusted based on feedback and the number of workers on any given day, see Table 1.0.

4.3 Strategic Scheduling of Major Construction Activities

Major construction activities, especially those that might cause significant noise or potential disruptions, will be scheduled during school breaks. Specifically, the school's 7-week end-of-year break, spanning December to January, and the 3-week mid-year break in June to July, have been earmarked. This scheduling ensures that the most intrusive construction activities occur at times when students are on break, thereby significantly minimising disturbances to the school's academic schedule. During this period, the shuttle service may be required to operate more frequently to maintain compliance with this strategy.

5. Parking Location

Detailed below is the location that all contractors utilising the shuttle service will be advised to park - Bar Beach Carpark, Bar Beach NSW 2300. Where demand exceeds this region, contractors can utilise all other designated carparks that are vacant.



Figure 1.0 Carparking area for contractors utilising the shuttle service.

Construction Worker Transportation Strategy	Issue date: 30/11/2023	Review date: 30/11/2024	Version: 2
Uncontrolled when printed; ensure version number is current		Authorised by: Andrew Brinkworth	Page 3 of 11



6. Transportation Route

6.1 Typical Transportation Route

Detailed below is the typical route the shuttle service will utilise when transporting workers to and from the Bar Beach Carpark and the Newcastle Grammar School Project – 127 Union Street, Cooks Hill NSW 2300.



Figure 2.0 Typical travel route of the shuttle service.

Construction Worker Transportation Strategy	Issue date: 30/11/2023	Review date: 30/11/2024	Version: 2
Uncontrolled when printed; ensure version number is current		Authorised by: Andrew Brinkworth	Page 4 of 11



6.1.1 Bar Beach Carpark to 127 Union Street, Cooks Hill NSW, 2300 – 4 min (1.4km)

1. Head north-west towards Memorial DR (42m)
2. Turn left onto Memorial Drive (74m)
3. Turn right onto Parkway Ave (400m)
4. At the Roundabout, take the 2nd exit onto Darby St (350m)
5. Turn left onto Tooke Street (500m)
6. Turn left onto Union Street (100m)

6.1.2 127 Union Street, Cooks Hill NSW, 2300 to Bar Beach Carpark – 2 min (1.0km)

1. Turn right onto Corlette Street (50m)
2. Head South-west on Corlette St towards Parkway Ave (69m)
3. Turn left onto Parkway Ave (750m)
4. Turn left onto Memorial Drive (74m)
5. Turn right (42m)

6.1.3 Transportation Timetable – Typical Travel Route

Table 1.0 Shuttle Bus Timetable

Timetable – Shuttle Bus – Weekdays					
Morning			Afternoon		
Depart B.B.C		Depart N.G.S	Depart N.G.S		Depart B.B.C
6:30am			3:00pm		
6:40am			3:15pm		
6:50am			3:30pm		
7:00am			3:45pm		
7:10am			4:00pm		
7:20am			4:15pm		
7:30am			4:30pm		
7:40am			4:45pm		
7:50am			5:00pm		
8:00am			5:30pm		
			5:45pm		
B.B.C = Bar Beach Carpark			N.G.S = Newcastle Grammar School		
Note: Times may vary and are subject to change during periods of heavy traffic congestion`					



6.2 Alternate Transportation Route

Detailed below is an alternate route the shuttle service will utilise when transporting workers to and from the Bar Beach Carpark and the Newcastle Grammar School Project – 127 Union Street, Cooks Hill NSW 2300. This route may be utilised when access to the sites temporary access road is limited, when plant and/or machinery occupy the site, or to minimise traffic congestion (i.e. Mobile Crane, Mobile Concrete Pump etc.).



Figure 3.0 Alternate travel route of the shuttle service.

Construction Worker Transportation Strategy	Issue date: 30/11/2023	Review date: 30/11/2024	Version: 2
Uncontrolled when printed; ensure version number is current		Authorised by: Andrew Brinkworth	Page 6 of 11



6.2.1 Bar Beach Carpark to 127 Union Street, Cooks Hill NSW, 2300 – 4 min (1.5km)

1. Head north-west towards Memorial DR (42m)
2. Turn left onto Memorial Drive (74m)
3. Turn right onto Parkway Ave (400m)
4. At the Roundabout, take the 2nd exit onto Darby St (350m)
5. Turn left onto Tooke Street (500m)
6. Turn left onto Union Street (160m)

6.2.2 127 Union Street, Cooks Hill NSW, 2300 to Bar Beach Carpark – 2 min (1.1km)

1. Head South-west on Union Street towards Parkway Ave (85m)
2. Turn left at the 1st cross street onto Parkway Ave (850m)
3. Turn left onto Memorial Drive (74m)
4. Turn right (42m)

6.2.3 Transportation Timetable – Alternate Travel Route

Table 2.0 Shuttle Bus Timetable

Timetable – Shuttle Bus – Weekdays					
Morning			Afternoon		
Depart B.B.C		Depart N.G.S	Depart B.B.C		Depart N.G.S
6:40am			3:00pm		
6:50am			3:15pm		
7:00am			3:30pm		
7:15am			3:45pm		
7:30am			4:00pm		
8:00am			4:15pm		
			4:30pm		
			4:45pm		
			5:00pm		
			5:30pm		
			5:45pm		

B.B.C = Bar Beach Carpark N.G.S = Newcastle Grammar School

Note: Times may vary and are subject to change during periods of heavy traffic congestion`



7. Vehicle Breakdown

7.1 Initial Response

As soon as any vehicle malfunction is noticed, drivers are required to prioritise the health and safety of passengers and other road users. They should find a safe spot to pull over if the vehicle is in motion during the breakdown. Upon safely stopping the vehicle, hazard lights must be activated to signal distress and make the shuttle visible to other road users. The shuttle bus driver should then deploy emergency cones or reflective triangles at an appropriate distance behind the vehicle, if appropriate. This aids in alerting oncoming traffic and reducing potential hazards.

7.2 Immediate Reporting

Once the shuttle has been safely pulled over, drivers are required to promptly report the situation. The Site Manager should be the primary contact, immediately followed by the Project Manager or on-site Construction Supervisor, ensuring that all key personnel are aware of the situation in real-time, see Table 3.0. The nature and specifics of the breakdown should be detailed, including location, possible cause, and any immediate needs.

7.3 Alternate Transportation

Upon receiving notification of a malfunction that prohibits the Shuttle from being used, Core Project Group will coordinate an alternate vehicle to ensure minimal disruption for workers. Workers should be assisted in transferring from the broken-down shuttle to the alternate vehicle, ensuring everyone's safety during the process.

The malfunctioning shuttle should not be left unattended on a public road. Arrangements must be made either for on-the-spot repairs, if feasible, or for the vehicle to be towed to a designated service centre.

7.4 Communication

Workers should be provided with clear and transparent information regarding the situation to avoid unnecessary panic or confusion. This includes providing a real-time update on the estimated duration for the alternate shuttle's arrival and any potential delays should be communicated.

Table 3.0 Emergency Contact List

Emergency Contacts		
Name	Position	Contact Number
Andrew Brinkworth	Project Manager	0499 990 516
Michael Nebauer	Site Manager	0412 185 569
Sam Gilmour	Site Manager	0499 216 326
Joshua Smith	Site Engineer	0424 038 496

Construction Worker Transportation Strategy	Issue date: 30/11/2023	Review date: 30/11/2024	Version: 2
Uncontrolled when printed; ensure version number is current		Authorised by: Andrew Brinkworth	Page 8 of 11



8. Emergency equipment

The safety and well-being of worker's during transit is of paramount importance. Equipping shuttles with essential emergency gear is not only a proactive measure to handle unforeseen situations but also showcases our commitment to ensuring that every journey, regardless of its length, is undertaken with the utmost care and preparedness. As such, detailed below is the mandatory equipment of each Shuttle.

8.1 First Aid Kit

8.1.1 Contents

Ensure the kit contains all required essentials such as bandages, antiseptics, pain relievers, adhesive tape, scissors, and disposable gloves etc.

8.1.2 Accessibility

The kit should be placed in an easily accessible location within the shuttle and all drivers should be familiar with its position.

8.1.3 Regular Checks

Periodic inspections of the kit should be undertaken to ensure items are not expired and to replenish any used or missing components immediately.

8.2 Emergency Cones/Reflective Triangles

8.2.1 Quantity

At least three cones or triangles should be stored in the shuttle to ensure adequate distance coverage during emergencies.

8.2.2 Placement

In case of a breakdown, they should be placed at increasing distances behind the vehicle to alert oncoming traffic.



Figure 4.0 Recommended Emergency Triangle Placement

8.2.3 Visibility

The items should be made of highly reflective material ensuring they are visible even under low light conditions.

Construction Worker Transportation Strategy	Issue date: 30/11/2023	Review date: 30/11/2024	Version: 2
Uncontrolled when printed; ensure version number is current		Authorised by: Andrew Brinkworth	Page 9 of 11



8.3 Fire Extinguisher

8.3.1 Type

The shuttle should carry a dry powder fire extinguisher A:B(E), suitable for electrical and liquid fires commonly associated with vehicles.

8.3.2 Placement

Secure the extinguisher in a spot easily reachable during emergencies. A label indicating its position should be visible to all passengers.

8.4 Emergency Contact List

8.4.1 Details

This list should include contacts for the shuttle service manager (Project Manager), Site Manager, Site Engineer, local emergency services, nearby hospitals, and any other pertinent emergency contact.

8.4.2 Updates

The contact list should be reviewed and updated regularly to ensure that all numbers and details are current.

9. Shuttle Non-Disembarkation

To ensure the safety and well-being of workers during unforeseen circumstances that prevent safe disembarkation at the construction site, the following procedure should be undertaken.

9.1 Immediate Action

The shuttle driver should avoid the affected area and find a safe place to temporarily halt. Workers should remain inside the shuttle until they receive further instructions.

9.2 Communication

The shuttle driver should immediately communicate the situation to the Site Manager. The Site Manager should then contact the Shuttle Service Manager (Project Manager) to assess the situation and understand the nature and extent of the unforeseen circumstance.

9.3 Alternate Drop-Off Point

If the primary disembarkation area is unsafe or inaccessible, the Shuttle Service Manager, in coordination with the Site Manager, should identify an alternate safe drop-off point. The shuttle driver should be informed of this alternate location and should safely transport the workers there.

9.4 Worker Management

Upon reaching the alternate drop-off point, workers should be informed of the situation and provided with guidance on the next steps.

9.5 Documentation

The Shuttle Service Manager should document the event, detailing the nature of the unforeseen circumstance, actions taken, and any impacts on worker transportation. The Site Supervisor should also document any impacts on the work schedule and communicate this to the relevant stakeholders.

Construction Worker Transportation Strategy	Issue date: 30/11/2023	Review date: 30/11/2024	Version: 2
Uncontrolled when printed; ensure version number is current		Authorised by: Andrew Brinkworth	Page 10 of 11



9.6 Review & Feedback

Once the situation is resolved, a review meeting should be conducted involving the Shuttle Service Manager, Site Manager, and other relevant parties. Feedback should be gathered to understand the effectiveness of the response and to identify areas for improvement. Recommendations from the review should then be incorporated into this procedure to enhance response in future events.

Construction Worker Transportation Strategy	Issue date: 30/11/2023	Review date: 30/11/2024	Version: 2
Uncontrolled when printed; ensure version number is current		Authorised by: Andrew Brinkworth	Page 11 of 11