
Schedule 24 — Development Phase Plans and Reports

1 OVERVIEW

- (a) The purpose of this Schedule 24 is to set out in detail Project Co's obligations in respect of Development Phase Plans and Development Phase Reports.
- (b) The Development Phase Plans and the Development Phase Reports are:
 - (i) Project Management Plan;
 - (ii) Staging Plan;
 - (iii) Remedy Plan;
 - (iv) Design Development Plan;
 - (v) Construction Management Plan;
 - (vi) Construction Traffic Management Plan;
 - (vii) Environmental Management Plan;
 - (viii) Health and Safety Management Plan;
 - (ix) Industry Participation Plan
 - (x) Industry Training Plan;
 - (xi) FF&E Plan;
 - (xii) Commercial Acceptance Plan;
 - (xiii) Monthly Works Report; and
 - (xiv) Annual Insurance Report.

2 GENERAL

2.1 Provision of Development Phase Plans and Reports

Project Co must provide each Development Phase Plan and Development Phase Report:

- (a) so that it is in a form that is consistent with and builds upon the Initial Development Phase Plans or the Initial Development Phase Reports (as applicable), contained in Annexure C (Initial Development Phase Plans and Reports) of this Deed, with all amendments identified from the previous version, preferably as tracked changes or as a compare to the previous version;
- (b) so that it contains the requirements specified for each Development Phase Plan and Development Phase Report in Sections 3 and 4 of this Schedule 24;
- (c) is provided within the timing and review periods specified for each Development Phase Plan and Development Phase Report in Sections 3 and 4 of this Schedule 24, and in accordance with Schedule 12 (Review Procedures) in the following format:
 - (i) one electronic version in native file format, i.e. a copy of the document in the software format in which the document was originally created, and has been configured to allow the reviewer to access and amend the information contained therein, in the same manner as the original creator(s) of that document; and
 - (ii) one electronic version in .pdf format; and
- (d) is delivered using the method specified in Clause 11.1(d) (Submission of written communications), unless otherwise agreed between Project Co and the State.

3 DEVELOPMENT PHASE PLANS

3.1 Project Management Plan

- (a) **(Timing)**: Project Co must submit an updated Project Management Plan to the State for review in accordance with Schedule 12 (Review Procedures) by no later than 2 weeks after Financial Close, and then on a recurring basis, no less than 6 monthly or immediately following any material changes to the Project Management Plan.
- (b) Project Co must ensure that the Project Management Plan includes the following information:
- (i) **(governance and resource management)**: the management structure and resource responsibilities of Project Co, including:
 - (A) the organisational structure for the Development Phase;
 - (B) the names and roles of each of the Key People;
 - (C) details of any individual teams or groups established to deliver components of the Development Phase Activities; and
 - (D) the names and roles of each Project Co Associate that is responsible for interface with the State and State Associates during the Development Phase;
 - (ii) **(Approvals management)**: details of all Approvals to be obtained for each Stage, the party responsible for obtaining each Approval and Project Co's process for tracking the status of Approvals including a reference to satisfaction of all conditions imposed;
 - (iii) **(stakeholder management and internal communications)**: strategy for managing internal communications and stakeholders and the process for internal communications, including:
 - (A) confirmation that the stakeholder management and internal communications strategy and activities therein are consistent and align with the State's communication plan;
 - (B) the formal and informal communication paths between Project Co, Project Co Associates, the State and State Associates;
 - (C) hierarchical flow charts clearly articulating the process for:
 - (1) notifying relevant stakeholders of planned disruptions arising from Development Phase Activities, including vehicular traffic impacts, bicycle and pedestrian impacts;
 - (2) conducting Site visits; and
 - (3) developing and approving all information communication materials to be provided to stakeholders;
 - (iv) **(procurement management)**: methodology for selecting, monitoring and coordinating:
 - (A) Subcontractors, and other personnel, including information regarding compliance with the subcontracting provisions in this Deed (including Clause 9 (Key People and subcontracting));
 - (B) long lead time items;
 - (C) delayed design and procurement; items; and
 - (D) public art procurement.
 - (v) **(Modification management)**: methodology and process for tracking scope changes, including how the Modification and Minor Modification

- processes will be managed in accordance with Clause 36 (Modifications) and Clause 14 (Minor Modifications);
- (vi) **(Development Phase Program management)**: strategy for addressing the programming requirements of this Deed, including as set out in Schedule 10 (Programming Requirements) and Schedule 12 (Review Procedures);
 - (vii) **(document management systems)**: Project Co's document and communication controls for the Development Phase, including details of integration with the State's Aconex system;
 - (viii) **(reporting systems)**: systems and processes for reporting to the State during the Development Phase, including details of the format and content of those reports, other than those detailed in this Schedule 24;
 - (ix) **(quality assurance management)**: methodology and process or quality assurance systems, to satisfy all relevant Quality Standards, including the identification and reporting of non-conformances to the State;
 - (x) **(risk and issues management)**: Project Co's risk management methodology for the Development Phase (which must comply with, and otherwise be prepared in accordance with, all applicable Quality Standards) including details of the process for communicating risks, issues and mitigation strategies to the State;
 - (xi) **(media and public relations)**: strategy for managing media and public relations, including:
 - (A) confirmation that the media and public relations strategy and activities therein are consistent and align with the State's communications plan;
 - (B) the strategy for managing media coverage, public enquiries and complaints, and the proposed response times;
 - (C) the strategy for communicating and enhancing relationships with the public, vested community groups and any Authorities;
 - (D) the strategy for media statements, including:
 - (1) agreed liaison process with the State;
 - (2) proposed proactive media activity and agreed announcements dates with the State;
 - (3) proposed media spokespeople, where appropriate; and
 - (4) proposed approach for responding to unplanned issues and enquiries, including a process of appropriate liaison with the State; and
 - (xii) **(other information)**: any other such information as is reasonably requested by the State.

3.2 Staging Plan

- (a) **(Timing)**: Project Co must submit an updated Staging Plan to the State for review in accordance with Schedule 12 (Review Procedures) by no later than 2 weeks after Financial Close, and then on a recurring basis, no less than 6 monthly or immediately following any material changes to the Staging Plan.
- (b) Project Co must ensure that the Staging Plan is consistent with the Development Phase Program and details Project Co's construction staging strategy and program to achieve Commercial Acceptance for each Stage, including the scope of Works of each Stage. The Staging Plan may be supported by relevant schedules or diagrams which reflect Project Co's proposed methodology.

3.3 Remedy Plan

- (a) **(Timing):** Project Co must submit an updated Remedy Plan to the State for review in accordance with Schedule 12 (Review Procedures) by no later than 8 weeks after Financial Close, and subsequent to this following immediately following any material changes to the Remedy Plan.
- (b) Project Co must ensure that the Remedy Plan includes the following information:
 - (i) Project Co's methodology for communication and consultation with the State regarding enactment of the Remedy Implementation Plan;
 - (ii) Project Co's methodology for determining the State's requirements to enable conduct of the School Activities in an event that requires a Remedy Implementation Plan;
 - (iii) Project Co's approach to implementing the State's requirements to enable conduct of the School Activities, as determined in accordance with paragraph (b)(ii) above; and
 - (iv) where Contingency Transportable Units form part of Project Co's Remedy Implementation Plan, Project Co's methodology to source, locate, install, maintain and ultimately remove the required Contingency Transportable Units.
- (c) **(Remedy Implementation Plan):** As soon as Project Co identifies that it will not achieve the Date for Commercial Acceptance for a Stage, or where required to update or provide a Remedy Implementation Plan, in accordance with Clause 19.2(d)(ii) or 19.2(f)(ii) (Independent Certifier's review of progress), Project Co must instigate the development of a Site specific Remedy Implementation Plan, based on the Remedy Plan which describes the proposed remedial actions to be undertaken by Project Co to enable the School Activities to be provided at the relevant School Facility, by the required opening Academic Year listed in *Table 1: Student Capacities and Opening Academic Year*, located in Part A, Section A5.2 (School Facility capacities) of Schedule 26 (Design Brief).

3.4 Design Development Plan

- (a) **(Timing):** Project Co must submit to the State the Design Development Plan for review in accordance with Schedule 12 (Review Procedures) by no later than 2 weeks after Financial Close, and then on a recurring basis, no less than 6 monthly or immediately following any material changes to the Design Development Plan.
- (b) Project Co must develop the Design Development Plan in accordance with the requirements of Schedule 9 (Design Development) and Schedule 12 (Review Procedures).
- (c) Project Co must ensure that the Design Development Plan includes the following information:
 - (i) **(overarching strategy and approach):** Project Co's overarching strategy and approach to the Design Development Process;
 - (ii) **(design team resourcing):** Project Co's design management strategy for allocating resources to the Design Development Process including:
 - (A) details of any Key People (including the Design Manager) and Key Subcontractors to be engaged in the Design Development Process and their role;
 - (B) details of the proposed design team including their relevant experience;
 - (C) the level of commitment and roles of each of the design team members; and
 - (D) the proposed interface arrangements between Project Co, the D&C Subcontractor and the design team;

- (iii) **(methodology for delivering Design Packages)**: Project Co's proposed methodology for delivering the Design Packages, including timing and level of detail;
- (iv) **(methodology for interfacing with the State)**: Project Co's proposed methodology for interfacing with the State and other relevant parties during the Design Development Process;
- (v) **(methodology for managing Users and reference groups)**: Project Co's proposed methodology for engaging with and managing Users and reference groups including its methodology for:
 - (A) conducting meetings;
 - (B) ensuring that the Users and reference group members have sufficient information and understanding of the design to meaningfully review progressive design documentation;
 - (C) taking into account User and reference group feedback where directed by the State to do so;
 - (D) managing information flow with the Users and reference groups; and
 - (E) the estimated number of meetings to be conducted with each of the Users and reference groups during each of Design Phase 1, Design Phase 2 and Design Phase 3; and
- (vi) **(procedures regarding specific design related issues)**: procedures for addressing the following specific design related issues:
 - (A) compliance with Schedule 12 (Review Procedures);
 - (B) systems for managing information flow and collaboration between the Project Co Associates involved in the Design Development Process; and
 - (C) FF&E selection and procurement;
- (d) **(Design Deliverables Schedule)**: for each of the Design Packages, a Design Deliverables Schedule which must, for each Design Phase:
 - (i) identify the format of the main types of Design Deliverables (for example, specifications, reports, digital and physical models, drawings, workshop drawings, prototypes, mock ups and flow diagrams) and the anticipated number of the different Design Deliverables that Project Co will submit to the State during each Design Phase; and
 - (ii) clearly identify any groupings of Functional Areas for joint submission as a single Functional Group Design Package or groupings of Engineering Services disciplines for joint submission as a single Engineering Services Group Design Package; and
- (e) **(other details)**: details for:
 - (i) FF&E management, including delayed design and procurement strategies;
 - (ii) document control, including for BIM models (where applicable);
 - (iii) design quality assurance processes;
 - (iv) value management; and
 - (v) preparing as-built documentation, including details of as-built information in any BIM models (where applicable).

3.5 Construction Management Plan

- (a) **(Timing)**: Project Co must submit an updated Construction Management Plan to the State in accordance with Schedule 12 (Review Procedures) by no later than 2 weeks after Financial Close, and then on a recurring basis, no less than 6 monthly

or immediately following any material changes to the Construction Management Plan.

- (b) **(Site and Stage specific):** Project Co must ensure that the Construction Management Plan describes the construction management procedures, processes and requirements for each Stage, including addressing any Site specific and Stage specific issues, constraints and requirements that will require specific management. The Site specific and Stage specific information must be completed no later than 4 weeks prior to the commencement of Development Phase Activities occurring on the Site for the relevant Stage.
- (c) Project Co must ensure that the Construction Management Plan includes the following information:
- (i) **(execution of the Development Phase Activities):** methodology, procedures and process for the execution of the Development Phase Activities on the Site;
 - (ii) **(Site establishment and logistics):** a description of the Site establishment approach and activities for each Stage, including:
 - (A) mobilisation activities;
 - (B) Site working hours;
 - (C) Site amenities provisions, sufficient to meet the needs of the Site workforce and any visitors to the Site;
 - (D) temporary Utilities required during the Development Phase, including managing any capacity constraints in relation to Utilities and metering or sub-metering of Utilities consumption during the Development Phase;
 - (E) details of temporary works required to facilitate the Development Phase Activities; and
 - (F) Site logistics, including details of access routes, delivery arrangements and laydown for plant, goods and materials to the Site;
 - (iii) **(Site Access and Interface Protocols):** the Site Access and Interface Protocols must, for each Stage, include the following information:
 - (A) **(Site access principles):** Site access principles and processes to ensure compliance with these principles at all times during the Development Phase;
 - (B) **(direct neighbours):** Project Co's strategy for managing the interfaces with all direct neighbours to the Site and any other third parties affected by the Development Phase Activities;
 - (C) **(interface management):** Project Co's strategy for managing the interface between the Development Phase Activities and other works which interface with these, including the Surrounding Works and installation of the State FF&E;
 - (D) **(security):** Project Co's strategy for ensuring the security of the Site during the Development Phase;
 - (E) **(emergency vehicles):** Project Co's strategy for maintaining access for emergency vehicles at all times;
 - (F) **(access):** Project Co's strategy for providing access to the State and the State Associates in accordance with Clauses 17 (State access during Development Phase), 18 (Verge Works) and 27 (FF&E); and
 - (G) **(controlling and managing access):** Project Co's strategy for controlling and managing access by the State and State Associates and any other third parties during the Development Phase;

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- (iv) **(waste management):** a description of Project Co's Development Phase waste management approach, including details of:
- (A) how it will manage liquid and solid environmental contaminants, prevent Contamination of sewers and waterways, waste reduction strategies and waste sorting and recycling strategies and targets;
 - (B) how it will manage any asbestos found on the Site, including how it will protect the Environment from further Contamination and ensure that those working with asbestos are adequately protected;
 - (C) testing and treatment of any cut and fill material in accordance with relevant Quality Standards and Laws; and
 - (D) disposal of waste, including any cut and fill material deemed unsuitable for reuse on-site, in accordance with relevant Quality Standards and Laws, including the Department of Environment Regulation's landfill waste classification and waste definitions document;
- (v) **(construction quality management):** a description of Project Co's construction quality management processes (which must comply with, and otherwise be prepared in accordance with, all applicable Quality Standards), including:
- (A) the following on quality management responsibilities:
 - (1) details on Project Co's management representative, who is directly responsible to senior management and who has defined authority and responsibility for implementing and maintaining the quality systems operated by Project Co; and
 - (2) details of the manner in which independent reviews, checks, inspections, witnessing and monitoring are to be carried out;
 - (B) a schedule of quality management processes, controls, procedures and verifications plans applicable to the Development Phase Activities together with detailed descriptions and associated documentation;
 - (C) details of the critical processes, products or services for which the D&C Subcontractor and its Subcontractors are required to have a third party certified quality system;
 - (D) Project Co's strategies to ensure Subcontractor compliance with all quality assurance requirements and details of the type and extent of control exercised by Project Co over Subcontractors;
 - (E) details of auditing regimes and schedules to ensure compliance by Project Co and its Subcontractors with the quality management plan, addressing internal and second party audit;
 - (F) the method of reporting to the State on Subcontractor compliance with the quality management plan; and
 - (G) the following regarding inspection and testing:
 - (1) a description of the inspection, testing and verification requirements, including designer validation of critical processes and survey audit regime for each product or service to ensure the Works conform to the Design Requirements in accordance with Schedule 26 (Design Brief), the Initial Design Deliverables and this Deed;

- (2) details of the program of testing and supervision implemented to ensure that the Works conform to the Design Requirements, in accordance with Schedule 26 (Design Brief), the Initial Design Deliverables and this Deed;
 - (3) a description of the minimum requirements of the project quality control activities for any element of the Works;
 - (4) a summary of the items to be inspected and tested;
 - (5) the required minimum acceptance criteria for each inspection or test;
 - (6) reference to relevant certifying or verifying documents and inspection/testing parties involved; and
 - (7) detailed test procedures if test procedures are required for inspection and testing (but are not already prescribed under relevant Quality Standards).
- (vi) **(crisis or major incident):** Project Co's methodology for responding to a crisis or major incident that occurs at a Site during the Development Phase or otherwise has the potential to adversely affect a Site or Project Co, including:
- (A) the name and contact details of Project Co's nominated incident co-ordinator; and
 - (B) communication protocols for liaising with the State and emergency services during a crisis or major incident; and
- (vii) **(industrial relations management):** A description of Project Co's industrial relations management strategy including consideration of Development Phase Activities which occur concurrently with Operating Phase Activities. The industrial relations management approach must be consistent with relevant Laws and include details of:
- (A) Project Co's industrial relations policy; and
 - (B) Project Co's approach to promptly and effectively resolving industrial relations matters and disputes.

3.6 Construction Traffic Management Plan

- (a) **(Timing):** Project Co must submit an updated Construction Traffic Management Plan to the State in accordance with Schedule 12 (Review Procedures) by no later than 2 weeks after Financial Close, and then on a recurring basis, no less than 6 monthly or immediately following any material changes to the Construction Management Plan.
- (b) **(Site and Stage specific):** The Construction Traffic Management Plan must describe the construction management procedures, processes and requirements for each Stage, including addressing any Site specific and Stage specific issues, constraints and requirements that will require specific management. The Site specific and Stage specific information must be completed no later than 4 weeks prior to the commencement of Development Phase Activities occurring on the Site for the relevant Stage.
- (c) The Construction Traffic Management Plan must be prepared by a suitably qualified and experienced traffic engineer and contain details of Project Co's strategies for addressing the following at each Site:
 - (i) **(Authority):** compliance with relevant Authority requirements in respect of construction traffic management;
 - (ii) **(traffic):** co-ordination and management of traffic during the Development Phase, including:

- (A) ensuring that traffic and pedestrian management is undertaken in a manner that provides safety for all persons on the Site and that no disruption is caused to the normal operations of the existing facilities on or near the Site, including any operational School Facilities;
 - (B) co-ordinating and managing traffic throughout the Development Phase;
 - (C) maintaining the use of all existing transport networks, including roads, railways, footpaths and public facilities;
 - (D) maintaining the use of pedestrian access outside the Site boundary;
 - (E) requirements for appropriate temporary wayfinding;
 - (F) ensuring that appropriate temporary roads and footpaths are constructed in accordance with relevant Quality Standards and Laws; and
 - (G) ensuring that temporary traffic and pedestrian controls are provided in accordance with relevant Quality Standards and Laws;
- (iii) **(traffic engineering)**: traffic engineering related issues at the Site;
 - (iv) **(existing traffic conditions)**: documenting existing conditions at the Site relating to traffic engineering; and
 - (v) **(vehicle access)**: vehicle access arrangements to the Site, including:
 - (A) access for construction vehicles entering and exiting the Site;
 - (B) access to public and school car parking, including for Users where applicable;
 - (C) access to car parking arrangements for Project Co Associates;
 - (D) measures necessary to ameliorate any adverse impacts on public transport, traffic, pedestrian and cyclist access to the Site;
 - (E) details of any alterations to the existing transport network and operations, including road or lane closures (including times and duration of operation) and additional traffic signage; and
 - (F) details of access routes for emergency services and how those routes will be kept open and maintained at all times.

3.7 Environmental Management Plan

- (a) **(Timing)**: Project Co must submit an updated Environmental Management Plan to the State in accordance with Schedule 12 (Review Procedures) by no later than 2 weeks after Financial Close, and then on a recurring basis, no less than 6 monthly or immediately following any material changes to the Environmental Management Plan.
- (b) **(Site and Stage specific)**: Project Co must ensure that the Environmental Management Plan describes Project Co's proposed methodology and processes for ensuring compliance with all relevant environmental Quality Standards and Laws, including addressing any Site specific and Stage specific issues, constraints and requirements that will require specific environmental management. The Site specific and Stage specific information must be completed no later than 4 weeks prior to the commencement of Development Phase Activities occurring on the Site for the relevant Stage.
- (c) The Environmental Management Plan must be consistent with relevant environmental Quality Standards and Laws and include details of Project Co's methodologies, plans and procedures in respect of:

- (i) a description of Project Co's environmental policy, environmental objectives and key performance indicators;
- (ii) for each Stage, a description of Project Co's specific construction activities, an assessment of the sensitive on and off-site environmental receptors and assessment of the impact that the Development Phase Activities may have on the sensitive environmental receptors, including an aspects and impacts register;
- (iii) for each Stage, a list of all relevant environmental Quality Standards, Environmental Laws, and other Environmental Requirements that must be complied with;
- (iv) for each Stage, Site plans showing locations of important features of the environmental management system, including the location of waste storage areas, spill kits, vehicle lay down areas, site access points, public access areas, vehicle or wheel wash down areas, dewatering effluent re-infiltration areas and stock piling areas, if any;
- (v) for each Stage, an earthworks plan and unexpected finds work procedure relevant to the excavation and management of potentially Contaminated material;
- (vi) for each Stage, details of any stockpiling of soil or other materials that may be required within or outside the Site;
- (vii) for each Stage, details of the stormwater management approach to be implemented during construction activities;
- (viii) specific procedures for the reporting and management of non-conformances, Environmental Matters and environmental complaints;
- (ix) for management of noise from the Development Phase Activities and its impact on the surrounding areas;
- (x) for management of dust, vibration and visual intrusion to each Site and its surrounding areas.

3.8 Health and Safety Management Plan

- (a) **(Timing):** Project Co must submit an updated Health and Safety Management Plan to the State in accordance with Schedule 12 (Review Procedures) by no later than 2 weeks after Financial Close, and then on a recurring basis, no less than 6 monthly or immediately following any material changes to the Health and Safety Management Plan.
- (b) **(Site and Stage specific):** Project Co must ensure that the Health and Safety Management Plan describes Project Co's proposed methodology and processes for ensuring compliance with all relevant health and safety Quality Standards and OHS Laws, including addressing any Site specific and Stage specific issues, constraints and requirements that will require specific health and safety management. The Site specific and Stage specific information must be completed no later than 4 weeks prior to the commencement of Development Phase Activities occurring on the Site for the relevant Stage.
- (c) The Health and Safety Management Plan must be consistent with relevant Quality Standards and Laws and include details of Project Co's methodologies, plans and procedures in respect of:
 - (i) **(health and safety management strategy)** a description of Project Co's health and safety management strategy including consideration of Development Phase Activities which occur concurrently with Operating Phase Activities;
 - (ii) **(health and safety of workers):** ensuring the health and safety of workers and other members of the general public visiting or accessing the Site, including:
 - (A) taking all necessary precautions to ensure the safety of the public;

- (B) ensuring that all plant and equipment is not left unattended and is secured during periods when the Site is vacated;
 - (C) ensuring access to scaffolding and entry points to the Site and its buildings is prevented to unauthorised personnel;
 - (D) ensuring that access points to the Site, whether this is via scaffolding, ladders, gates or temporary doors, are not left unattended, such that members of the public can gain access;
 - (E) taking the necessary steps to prevent dust, smoke, debris, artificial lighting, stockpiles and temporary works from causing unnecessary inconveniences or becoming a nuisance to the public;
 - (F) where Project Co is carrying out the Works for a Stage on a Site concurrently with the Operating Phase of another Stage on the same Site, providing identity cards for all Project Co Associates (including personnel of all Subcontractors) and ensuring the identity cards are worn at all times; and
 - (G) providing protective clothing, footwear and headwear, including hearing protection and eye protection as required by OHS Laws for the sole use of persons engaged in relation to the Development Phase Activities;
- (iii) (**identifying potential dangers**): the process for identifying potential dangers to workers, Users, School Staff, Students and members of the general public visiting or accessing the Site and areas adjoining the Site including any areas where Project Co is constructing the Off-Site Infrastructure, and mitigation strategies to prevent danger to those persons;
- (iv) (**occupational health and safety induction**): occupational health and safety induction and Site inspection, which must explain, as a minimum:
- (A) Site safety rules and policies (including rules in respect of drugs and alcohol, smoking and horseplay on the Site);
 - (B) Site amenities and welfare facilities;
 - (C) Site specific hazards and control measures;
 - (D) how to report safety hazards and unsafe work practices;
 - (E) how to report incidents, accidents and near-misses;
 - (F) what to do in the event of injuries; and
 - (G) the allocation of first aid responsibilities, the location of first aid kits and who has a current first aid qualification;
- (v) (**emergency safety management**): Site specific emergency safety management;
- (vi) (**medical attention**): the provision of prompt medical attention in case of serious injury;
- (vii) (**telephone numbers**): displaying telephone numbers of the local hospital, physician and emergency services prominently at the Site;
- (viii) (**first aid**): how Project Co will ensure that a person with a current first aid qualification will be present at the Site and will have on-site access to a first aid facility and first aid kits in accordance with all Laws and relevant Quality Standards;
- (ix) (**fire extinguishers**): the location of fire extinguishers at or near fire hazards;
- (x) (**occupational health and safety procedures**): Project Co's schedule of regular occupational health and safety procedures, including safety checks, production and review of safe work method statements,

- equipment safety and equipment maintenance checks, power lead tagging, daily safety inspections and record keeping;
- (xi) **(sun-safe practices)**: Project Co's "sun-safe" work practices, including requirements for adequate sun protection clothing and provision of sun screen and sun glasses;
 - (xii) **(personal hearing protection devices)**: the provision of personal hearing protection devices that comply with relevant Quality Standards and how it will ensure these will be used;
 - (xiii) **(risk assessment)**: for each Stage, a pre-construction risk assessment;
 - (xiv) **(promotion of health and safety)**: providing on-site promotion of health and safety risk management;
 - (xv) **(hazard)**: hazard inspection and reporting;
 - (xvi) **(safety checklist)**: maintaining a daily Site safety checklist using construction industry organisation occupational health and safety checklist pro formas;
 - (xvii) **(hazardous materials)**: removal of hazardous materials; and
 - (xviii) **(incident notification)**: procedures in accordance with Clause 10.4(a)(ii) (Occupational health and safety incident reports).

3.9 Industry Participation Plan

- (a) **(Timing)**: Project Co must submit an updated Industry Participation Plan (IPP) to the State in accordance with Schedule 12 (Review Procedures) by no later than 8 weeks after Financial Close, and then on a recurring basis, no less than 6 monthly or immediately following any material changes to the IPP.
- (b) **(Stage specific)**: Project Co must ensure that the IPP describes Project Co's proposed approach to the use of competitive local suppliers and other economic or industry objectives. The IPP must address any Stage specific differences in overall approach and expected outcomes. The Stage specific information for each Stage must be completed no later than 4 weeks prior to the commencement of Development Phase Activities occurring on the Site for that Stage.
- (c) The IPP must be consistent with the Building Local Industry Policy administered by the Department of Commerce and provide details of how Project Co will maximise opportunities for local Australian and Western Australian companies to benefit from the Project. Project Co must ensure that the IPP includes:
 - (A) the identification of new opportunities for Australian participation and the communication strategy to communicate these opportunities to the market;
 - (B) the development of subcontract procurement strategies that provide for full, fair and reasonable opportunities as set out in this Section 3.9 of this Schedule 24;
 - (C) a description of the Project including the opportunities for Australian industries in terms of employment, skills transfer and strategic alliances;
 - (D) a clear statement of how Project Co will maximise the use of competitive local business in goods, services and works purchased;
 - (E) facilitation of strategic partnering; and
 - (F) encouragement of suppliers to adopt best practice standards.
- (ii) If Project Co proposes to use any overseas supplier, it must demonstrate and provide evidence, as part of the IPP implementation process and at the request of the State, that it has given Western Australian and Australian industry 'Full, Fair and Reasonable' opportunity to participate in the Project, that term being defined as follows:

- (A) Full: the Western Australian and Australian industry has been afforded the same opportunity to participate in all aspects of the Project (including design, engineering, project management, professional services, information technology and architecture), as overseas suppliers;
 - (B) Fair: the Western Australian and Australian industry has been afforded the same opportunity to compete, on an equal and transparent basis, to deliver the Project (including being given reasonable time in which to tender), as overseas suppliers; and
 - (C) Reasonable: the procurement process was free from non-market burdens that might rule out Western Australian and Australian industry and was structured in such a way as to provide Western Australian and Australian industries the opportunity to participate in the Project.
- (iii) Project Co must report against the IPP during the Development Phase using the templates provided by the Industry Participation Branch of the Department of Commerce at the frequency that is agreed to during negotiations as a part of the IPP approval process.

3.10 Industry Training Plan

- (a) **(Timing):** Project Co must submit an updated Industry Training Plan to the State in accordance with Schedule 12 (Review Procedures) by no later than 8 weeks after Financial Close, and then on a recurring basis, no less than 6 monthly or immediately following any material changes to the Industry Training Plan.
- (b) **(Stage specific):** Project Co must ensure that the Industry Training Plan must describe Project Co's proposed industry workforce training and development strategy and implementation approach. The Industry Training Plan must address any Stage specific differences in overall approach and expected outcomes. The Stage specific information for each Stage must be completed no later than 4 weeks prior to the commencement of Development Phase Activities occurring on the Site for that Stage.
- (c) The industry workforce training and development strategy must be consistent and compatible with:
 - (A) the Western Australian Government's Priority Start Building Policy;
 - (B) any enterprise or other industrial agreement applicable to the Project;
 - (C) the Health and Safety Management Plan;
 - (D) the Construction Quality Management Plan; and
 - (E) Project Co's obligations with respect to the Environment, including obligations at Law.
- (d) Project Co must ensure that the Industry Training Plan includes:
 - (A) demonstration of how Project Co will:
 - (1) provide a structured training program to address the requirements of this Deed and Project specific requirements; and
 - (2) satisfy the requirements of the Western Australian Government's Building Skills Policy;
 - (B) the date of Financial Close and each Date for Commercial Acceptance;
 - (C) a skill formation plan detailing training priorities and targets for addressing training needs for the Development Phase Activities; and

- (D) a Component B training plan in accordance with the Priority Start Building Policy including details of the number of apprentices and trainees, the target requirements determined in accordance with section 7.5 of the Priority Start Building Policy, and the up-skilling of existing workers in a format approved by the Department of Training and Workforce Development.

3.11 FF&E Plan

- (a) **(Timing):** Project Co must submit an updated FF&E Plan to the State in accordance with Schedule 12 (Review Procedures) by no later than 12 weeks after Financial Close, and then on a recurring basis, no less than 6 monthly or immediately following any material changes to the FF&E Plan.
- (b) **(Site and Stage specific):** The FF&E Plan must describe the FF&E management processes and requirements for each Stage, including addressing any Site specific and Stage specific issues, constraints and requirements that will require specific management. The Site specific and Stage specific information must be completed no later than 4 weeks prior to the commencement of Development Phase Activities occurring on the Site for the relevant Stage.
- (c) Project Co must ensure that the FF&E Plan includes the following information:
 - (i) Project Co's methodologies for performing its obligations with respect to Project Co FF&E under Clause 27 (FF&E);
 - (ii) a schedule of the Project Co FF&E and the State FF&E (for each Stage); and
 - (iii) such other information as is reasonably requested by the State.

3.12 Commercial Acceptance Plan

- (a) **(Timing):** Project Co must submit an updated Commercial Acceptance Plan to the State in accordance with Schedule 12 (Review Procedures) by no later than 12 weeks after Financial Close, and then on a recurring basis, no less than 6 monthly or immediately following any material changes to the Commercial Acceptance Plan.
- (b) **(Stage specific):** The Commercial Acceptance Plan must describe the methodology for carrying out the Commercial Acceptance Tests and for achieving Commercial Acceptance, including addressing any Stage specific issues, constraints and requirements that will require specific management. The Stage specific information must be completed no later than 6 months prior to the date for Commercial Acceptance for the relevant Stage.
- (c) Project Co must ensure that the Commercial Acceptance Plan includes, for each Stage, the following information:
 - (i) **(overarching strategy):** Project Co's overarching strategy for achieving Commercial Acceptance;
 - (ii) **(co-ordination of activities):** information regarding the structure, procedures and methodology for co-ordinating Project Co's activities with those activities to be undertaken by the State in the commissioning period;
 - (iii) **(Commercial Acceptance team):** details of Project Co's dedicated Commercial Acceptance team including the names (if known), roles and responsibilities of key personnel and third parties involved in achieving each of the Commercial Acceptance Criteria (including Project Co's approach to managing the interface between the relevant parties);
 - (iv) **(Commercial Acceptance Criteria):** details of each of the Commercial Acceptance Criteria as required in Schedule 11 (Commercial Acceptance Criteria) and Project Co's proposed methodology for achieving each of the Commercial Acceptance Criteria;
 - (v) **(Commercial Acceptance Tests):** details of each of the Commercial Acceptance Tests, including a methodology and timing for the conduct of

- each test, details of the systems and parties involved in the conduct of each test, the objectives of each test, the methodology for re-tests should a Commercial Acceptance Test fail and the procedure for reporting the results of Commercial Acceptance Tests;
- (vi) **(liaising with State)**: Project Co's strategy for liaising with and involving the State in preparing for Commercial Acceptance;
 - (vii) **(certificates and permits)**: a list of all certificates and permits required from all Authorities for the Project;
 - (viii) **(certificates of compliance)**: a list of all certificates of compliance required for the Project and the time at which they are required;
 - (ix) **(methodology)**: Project Co's methodology for:
 - (A) identifying and rectifying Commercial Acceptance Outstanding Items and other Defects; and
 - (B) confirming that all warranties relating to the Project have been obtained or otherwise are in place;
 - (x) **(operational exercises and induction training)**: a methodology for Project Co assisting and participating in the State conducted operational exercises and induction training, including:
 - (A) testing each of the operating procedures within the context of the School Facility;
 - (B) fire drills;
 - (C) event of power failure; and
 - (D) evacuation procedures; and
 - (xi) **(other information)**: any other information reasonably requested by the State or Independent Certifier.

4 REPORTING OBLIGATIONS

4.1 Monthly Works Report

- (a) **(Timing)** Project Co must submit to the State, on a monthly basis, a Monthly Works Report five Business Days prior to the scheduled Contract Management Team meeting detailed in Clause 8.9 (Contract Management Team) of this Deed.
- (b) Project Co must ensure that the Monthly Works Report comprises the following information:
 - (i) **(executive summary)**: an overview of the current status of the Development Phase Activities and the Project more generally prepared by Project Co;
 - (ii) **(progress of the Development Phase Activities)**: details of the progress of the Development Phase Activities and compliance with the Development Phase Program, including:
 - (A) **(activities completed)**: details of design, procurement, construction and commissioning Development Phase Activities completed in the previous month; and
 - (B) **(scheduled activities)**: details of design, procurement, construction and commissioning Development Phase Activities scheduled for the current month;
 - (iii) **(updated Development Phase Program)**: a copy of the Development Phase Program updated in accordance with this Deed;
 - (iv) **(existing Logic-driven activities)**: identification of any existing Logic-driven activities in the Development Phase Program that were amended to fixed Constraint Activities during the Month, or new fixed Constraint Activities added to the Development Phase Program during that Month;

- (v) (**Project Management Plan**): details of Project Co's performance against the Project Management Plan including any issues arising in relation to the execution of the Development Phase Activities in accordance with the Project Management Plan;
- (vi) (**Design Development Plan**): details of Project Co's performance against the Design Development Plan including any issues arising in relation to the execution of the Development Phase Activities in accordance with the Design Development Plan;
- (vii) (**Construction Management Plan**): details of Project Co's performance against the Construction Management Plan including any issues arising in relation to the execution of the Development Phase Activities in accordance with the Construction Management Plan;
- (viii) (**interface issues**): details of any interface issues between the Development Phase Activities and other works, including in connection with Off-Site Infrastructure Works, the Surrounding Works, State Works and any School Activities occurring prior to Commercial Acceptance;
- (ix) (**ESD**): details of Project Co's performance against the Green Star Education V1 Score Card for each Stage of each School Facility;
- (x) (**Environment**): details of any Environmental Events, issues, monitoring and testing programs;
- (xi) (**Contamination**): details of the removal of any Contamination including details of the quantities and types of Contamination removed during the relevant reporting period;
- (xii) (**occupational health and safety**): details of Project Co performance in respect of occupational health and safety;
- (xiii) (**safety incidents**): details of any safety incidents that have occurred in the reporting period and cumulatively;
- (xiv) (**quality assurance issues**): details of any quality assurance issues;
- (xv) (**public relations issues**): details of any public relations issues, including complaints or concerns raised by the public or Project stakeholders;
- (xvi) (**Modifications**): details of any Minor Modifications, Modifications, FF&E Modifications or proposed Minor Modifications, Modifications or FF&E Modifications, including the current Minor Modification Running Schedule;
- (xvii) (**Claims and Disputes**): details of any outstanding Claims and Disputes;
- (xviii) (**certificates**): all certificates provided by Project Co under the Finance Documents certifying the cost to complete the Development Phase Activities; and
- (xix) (**Commercial Acceptance**): a report on the planning and activities undertaken in preparation for Commercial Acceptance;
- (xx) (**other information**): such other information reasonably requested by the State.

4.2 Annual Insurance Report

- (a) (**Timing**): Project Co must submit to the State an Annual Insurance Report as an Initial Development Phase Report prior to Financial Close.
- (b) (**Review Period**): Project Co must submit an Annual Insurance Report on a recurring 12 month basis from the date of Financial Close, or immediately following the commencement or expiration of Insurances applicable to each Stage and Site during the Development Phase.
- (c) (**Content**): The Annual Insurance Report details the currency and compliance of all Insurances that Project Co must effect and maintain in accordance with Schedule 13 (Insurance). Project Co must ensure that the Annual Insurance Report also includes details of claims and other material events with respect to

each Insurance, current at the date of the report and during the previous 12 months.

4.3 Other Reporting

Project Co acknowledges that:

- (a) it is required by other parts of this Deed to provide certain plans, programs, protocols, procedures, reports or notifications; and
- (b) failure to refer to any plan, program, protocol, procedure, report or notification within this Schedule 24 does not affect those obligations.