Construction Management Plan Santa Maria College Cultural Centre





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1. Introduction

The purpose of this construction methodology is to provide the necessary information to meet the requirements of the *City of Melville LPP1.22* for the Santa Maria Cultural Centre. We see our construction management plan as a working document which will be evolved and updated over the course of the construction period to ensure it remains relevant to the works being undertaken.

2. Construction Management

2.1. Site Plan

We have provided a drawing site layout and a marked up site plan highlighting the following:

- Site Fencing Perimeter
- Proposed Vehicle Routes
- Material Delivery Locations
- Waste Areas

The likes of scaffold, hoarding, site sheds, storage containers will be located within our site boundary. No scaffold or gantries will be placed over or near the existing verges.

2.2. Stakeholder Engagement

PS Structures has issued letters to all the adjacent residential properties advising them of the construction works. A copy of this letter has been provided for your records. Emergency and site contact details have been provided within the City of Melville template. The site contact details will also be noted on the signage to the perimeter fencing of the site. We have provided a sample of this signage for your review as well.

2.3. Complaint Management

We have issued our public complaints procedure and form for your records. It is all in our best interest to address any concerns raised in a timely manner. We assure you we will be diligent in this manner. Contacts for complaint management as follows:

- Site Manager: Martin Matthews; 0450 607 187; martin.matthews@psstructures.com.au
- Project Manager; Travers Simpson; 0450 586 615; travers.simpson@psstructures.com.au

Martin will be based on site. The site managers contact details will also be displayed on the site construction signage as required. Martin and Travers will be the main contacts for the duration of the project.

2.4. Dilapidations Reports

Prior to the commencement of the construction works, extensive dilapidation surveys will be undertaken. The extent of the areas to be surveyed will be as per the below extracts. We have already undertaken dilapidations surveys of the surrounding roads as required for this submission.

We will undertake dilapidations surveys to the adjacent residential properties if and when the owners allow us access. As noted, letters have been issued. On completion of the construction works, we will undertake an inspection with CoM if required and make good any damaged kerbs etc. Verge bonds will be applied for if required, we however will not be undertaking any works to the existing verge except for the construction of a new crossover.



Survey of Surrounding Residential Properties

2.5. Tree Protection

No verge trees within our construction zone require protection, this has therefore not been highlighted on any of the documents submitted.

2.6. Road and Footpath Obstructions

There are no works that will cause a constant obstruction to traffic or pedestrians. The only time there will be obstructions is during the offloading of materials. This has been covered in the traffic management plan provided.

2.7. Parking Provisions

The school will be providing us with parking space on site. A parking plan has been provided. All subcontractors will be directed to park within the zones provided, no street parking will be permitted.



2.8. Deliveries

PSS will utilise the main school access off Stoneham Road for smaller deliveries to the site. PSS will ensure there are no deliveries during school drop off and pick up times.

No Deliveries During Pick and Drop Off

- Drop Off Times: 7am 9.30am
- Pick Up Times: 2pm 3.30pm

Deliveries will occur throughout the door except for the times noted above.

PSS will utilise the existing access gate and crossover on Moreing Road as a secondary access when possible. The project will get to a point whereby no further deliveries can be dropped off at this location. If a single lane closure is required on Moreing Road for the delivery of materials, we will notify the CoM 14 days prior as required. This has been covered in the traffic management plans provided.

2.9. Structures within the Road Reserve

We will not require the use of the verge for any gantries, site office and the like. Should this change, PS Structures will notify the council accordingly and pay the required fees. The construction of new crossover will be the only works required to the verge.

3. Environmental Management

We have submitted our environmental management plan as required. The EMP covers all the items as required from the City of Melville. Based on the geotechnical report issued, we will not need to undertake any dewatering and there will no impact on the Swan and Canning River system as a result of the works.

3.1. Works Hours

PS Structures will only work within the approved council timeline. Works hours will be as follows:

- Monday Friday: 7am 5pm
- Saturday: 7am 5pm
- Sunday: No works to occur without prior approval from the council.

Should works be required outside of these hours, we will submit our request 14 days prior as required. We will need to undertake after hours works within the school for power shutdowns, water connections etc. This will be directly communicated with the school. We do not foresee the requirement to include the CoM within these discussions.

3.2. Control of Sand and Dust

Road surfaces and paths adjoining the development will be inspected on a daily basis for sand migration. Should excessive sand migration be identified, a road or path sweeper will be engaged to sweep the affected area clean. Refer to the environmental management plan for further details.

3.3. External Lighting

No external lighting will be required to the perimeter of the building. Only internal security lighting will be installed. This will not have an adverse effect on the surrounding properties.

3.4. Vehicle Wash Downs

No vehicle wash downs should occur on site with exception of concrete trucks. This will be undertaken within a designated area within the site boundaries. Excess concrete will be disposed off within skip bins and recycled.

3.5. Control of Vibration

Refer to the environmental management plan for further details.

3.6. Stormwater Management

No stormwater management required. The new stormwater system will be connected to the existing within the school. The installed of the new stormcells will be undertaken early on in the project.

3.7. Waste Management

PS Structures will aim to achieve the target 75%. The bulk of the waste removed from site is recycled. PS Structure can issue monthly waste reports if required. This is a standard requirement on Department of Finance Projects of which we are well versed.

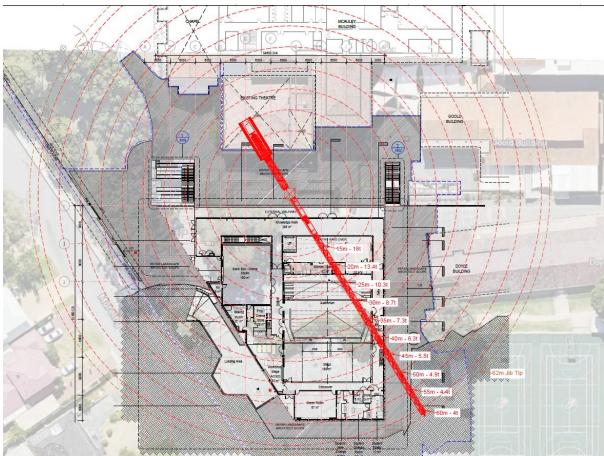
3.8. Hazardous Material Management

Asbestos is evident on site. Refer to the environmental management plan for further details.

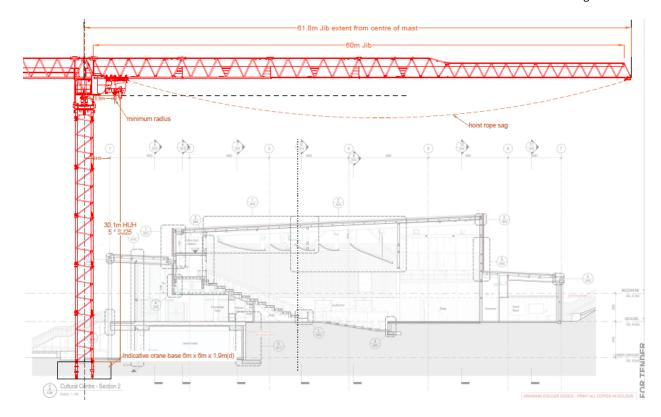
4. Tower Crane

A tower crane will be essential for the duration of the project due to the limited mobility around the site. PS Structures intends to install the tower crane to the norther elevation of the school. Further investigation will be required once on site. Should this location not be suitable, the City of Melville will be advised of the new location. The tower crane will be sized to accommodate lifting the heaviest loads which will include the large precast columns and beams. We have placed the tower crane in the proposed position to avoid over sail of the adjacent residential properties. Refer to the below crane site set up plan for further details.

The tower crane operator will program limitations to ensure the crane does not allow a load to travel past a certain point over Moreing Road and Cawston Road. All loads will remain with the parameters of the construction site and the dedicated delivery zones as highlighted within the site setup plan provided. The necessary sigange will be installed along the verge warning passers by of the tower crane loading zones.



Tower Crane Set Out



5. Amendments to CMP

- 5.1. CoM Query: Concerns with the use of the existing bus bay adjacent the construction site for offload of materials and parking. Upon further review, the CoM have no record of this bus bay being relocated. Therefore, the bus bay is not to be used without written approval from the Public Transport Authority.
 PSS Response: PSS confirmed we will not utilise the existing bus bay unless we have prior approval from the PTA. PSS will issue a revised CMP should the relocation of the bus bay be approved. Current CMP has been revised to omit the use of the bus bay.
- 5.2. CoM Query: Contact information for complaints management required.
 PSS Response: Contact details have been provided within the CoM CMP template. PSS have added the contact details within the revised CMP. Refer section 2.3.
- 5.3. CoM Query: CoM queried the dilapidation surveys to the properties adjacent the construction site.
 PSS Response: PSS confirmed we have issued the dilapidations reports for all the adjacent roads.
 Letters have been issued to the residential properties requesting access as legally required. Typically, some people will not allow access, there is nothing PSS can do. We have only had 3 responses from the property owners since we issued the letters on Monday 15th of July. We will issue a 2nd round of letters. Should we not receive a response after this, we have covered our duty of care. We will issue the dilapidations reports for the housing as they are received. We have outlined which properties will be surveyed within section 2.4.
- **5.4.** CoM Query: Contact details of work personnel expected during the relevant stages of works to be provided.

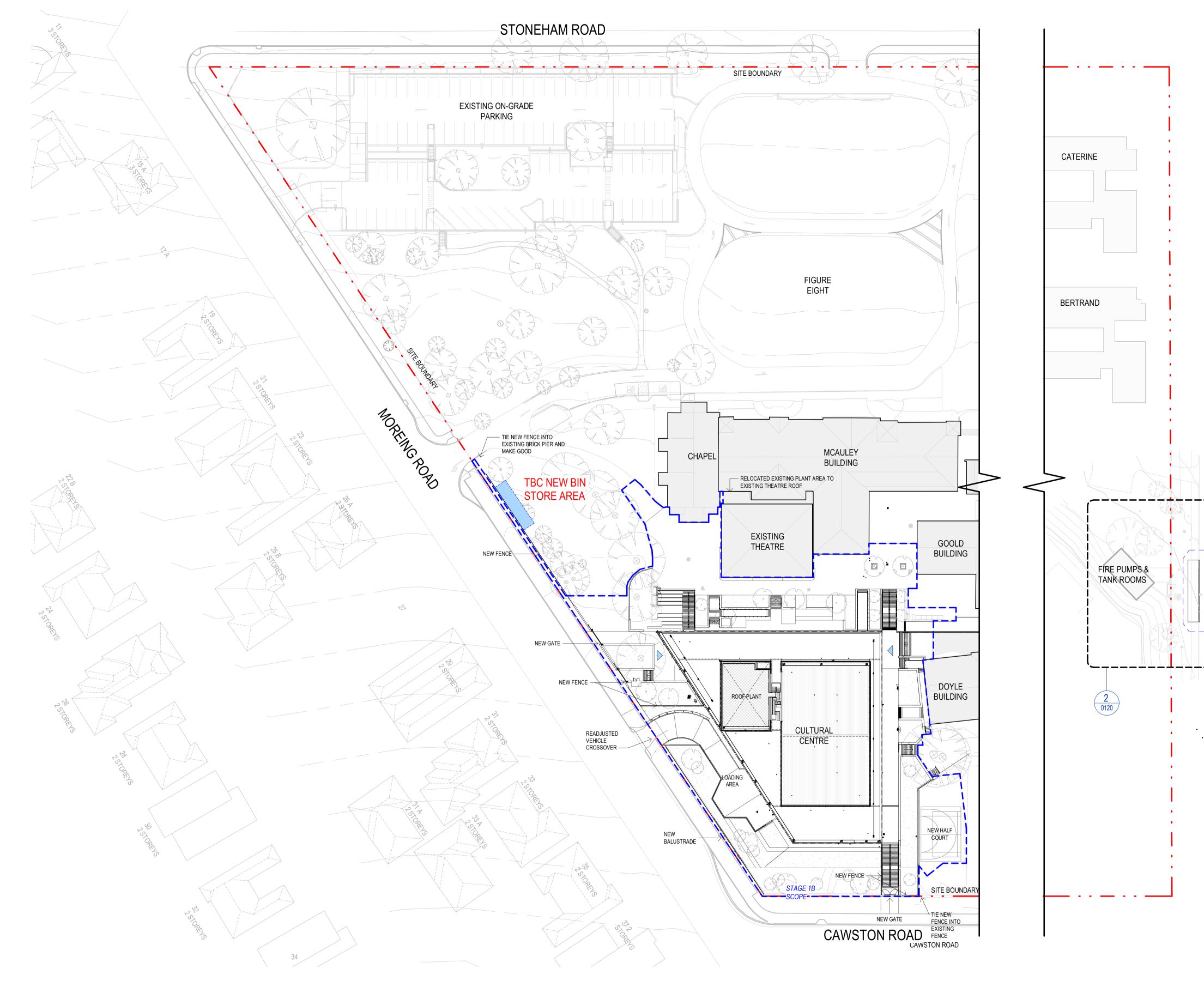
PSS Response: PSS to add to CMP. Refer section 2.3.

- 5.5. CoM Query: Confirmation required regarding the times that deliveries will occur.
 PSS Response: PSS advised that deliveries would occur throughout the day. Deliveries will not occur during school drop off and pick up times only.
- 5.6. CoM Query: Works hours to be outlined within the CMP.
 PSS Response: PSS advised the works hours will be as per council guidelines and as outlined within DA. Works hours added to CMP. Refer section 3.1.
- **5.7. CoM Query:** Asbestos management plan is required if asbestos removal is to be undertaken. **PSS Response:** Asbestos management has now been introduced.
- 5.8. CoM Query: How is general waste stored on site and how often is waste removed from site.
 PSS Response: Waste I stored within 10m3 skips bins. Frequency of removal will depend on the stage of the project. Typically increases towards the end of the project when finishes are being installed however on average approximate 1 x 10m3 skip bin per week.
- **5.9.** CoM Query: CoM advised that the 7am-7pm restriction includes deliveries, contactor movements and site preparation.

PSS Response: This is noted and agreed.

5.10. CoM Query: CoM queried the how PSS intend to specifically control the migration of sand off the site onto the surround roads and pathways.

PSS Response: Road surfaces and paths adjoining the development will be inspected on a daily basis for sand migration. Should excessive sand migration be identified, a road or path sweeper will be engaged to sweep the affected area clean.





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Nominated Architect Ray Brown, NSWARB 6359

Do not	scale drawings. Verify all dimensions on si	te
issue	amendment	

issue	amendment	date
E	COORDINATION ISSUE	06.07.2022
G	70% SD COST ISSUE	29.07.2022
К	DRP ISSUE	24.08.2022
N	STAGE 1B - DRAFT DA ISSUE	13.09.2022
0	STAGE 1B - DA ISSUE	30.09.2022
S	STAGE 1B - DA ISSUE	21.10.2022
Т	30% DD - COORDINATION ISSUE	11.11.2022
U	50% DD COST ISSUE	25.11.2022
Х	STAGE 1B - DD ISSUE	21.12.2022
P03	STAGE 1A - IFT PROGRESS ISSUE	18.04.2023
T02	ISSUE FOR TENDER	05.05.2023
A01	STAGE 1B - DEVELOPMENT APPROVAL	11.12.2023
A02	STAGE 1B - DEVELOPMENT APPROVAL	15.12.2023
P06	DD - COORDINATION ISSUE	12.01.2024
P07	DD - COORDINATION ISSUE	26.01.2024
P08	DD - COORDINATION ISSUE	09.02.2024
P09	STAGE 1B - DD ISSUE	01.03.2024
P12	30% TENDER ISSUE	15.03.2024
P13	70% TENDER ISSUE	28.03.2024
T06	100% TENDER ISSUE	12.04.2024



GENERAL NOTES:

DO NOT SCALE FROM THE DRAWINGS, USE ONLY FIGURED DIMENSIONS. IF IN DOUBT OBTAIN WRITTEN ADVICE FROM THE SUPERINTENDENT. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE STATED. REDUCED LEVELS (RL) ARE TO AUSTRALIAN HEIGHT DATUM (AHD). COORDINATES ARE

TO MAP GRID AUSTRALIA (MGA). DESIGN DRAWINGS ARE BASED ON 3RD PARTY SURVEY INFORMATION. PRIOR TO CONSTRUCTION ALL SET-OUT DIMENSIONS, SITE AND PROPERTY BOUNDARIES, EXISTING LEVELS, STRUCTURE, SERVICES, BUILDING FABRIC AND SITE FEATURES ARE TO BE VERIFIED ON SITE BY A REGISTERED SURVEYOR - INFORMATION PERTAINING TO EXISTING BUILDING FABRIC AND SITE FEATURES, INDICATED WITHIN THE DOCUMENTATION IS NOT GUARANTEED AS COMPLETE OR CORRECT. NOTIFY THE SUPERINTENDENT IN WRITING OF COMPLIANCE TO THE DRAWINGS AND OF ANY DISCREPANCIES PRIOR TO THE COMMENCEMENT OF THE WORKS.

THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACTS, ARCHITECTURAL DRAWINGS, SCHEDULES, REPORTS AND SPECIFICATIONS, AND ALL STRUCTURAL, CIVIL, MECHANICAL, ELECTRICAL, FIRE ENGINEERING, FIRE SERVICES, HYDRAULIC, ACOUSTIC, LANDSCAPE AND OTHER RELEVANT CONSULTANT DRAWINGS, SPECIFICATIONS AND REPORTS. DO NOT PROCEED TO CONTRACTOR DESIGN, FABRICATION AND/ OR CONSTRUCTION WITHOUT WRITTEN CONFIRMATION THAT ALL CONSULTANT DOCUMENTATION IS ISSUED. REPORT ANY DISCREPANCIES BETWEEN THE ARCHITECTURAL DOCUMENTATION AND OTHER CONSULTANT AND/OR PROJECT DOCUMENTATION TO THE SUPERINTENDENT FOR CLARIFICATION, PRIOR TO THE COMMENCEMENT OF THE AFFECTED WORKS. THE ARCHITECTURAL DOCUMENTATION IS ONLY ALLOWED TO BE USED FOR THE PURPOSE FOR WHICH IT WAS COMMISSIONED. UNAUTHORISED USE OF THE DOCUMENTATION IS PROHIBITED.



12/04/2024 4:30:50 PM

Site Legend Existing Building Proposed Building



• •



ACCESS TO CONTRACTOR PARKING AREA VIA STONEHAM ROAD

CONTRACTORS PARKING AND LAYDOWN. LAWN TO BE MADE GOOD ON COMPLETION OF WORKS

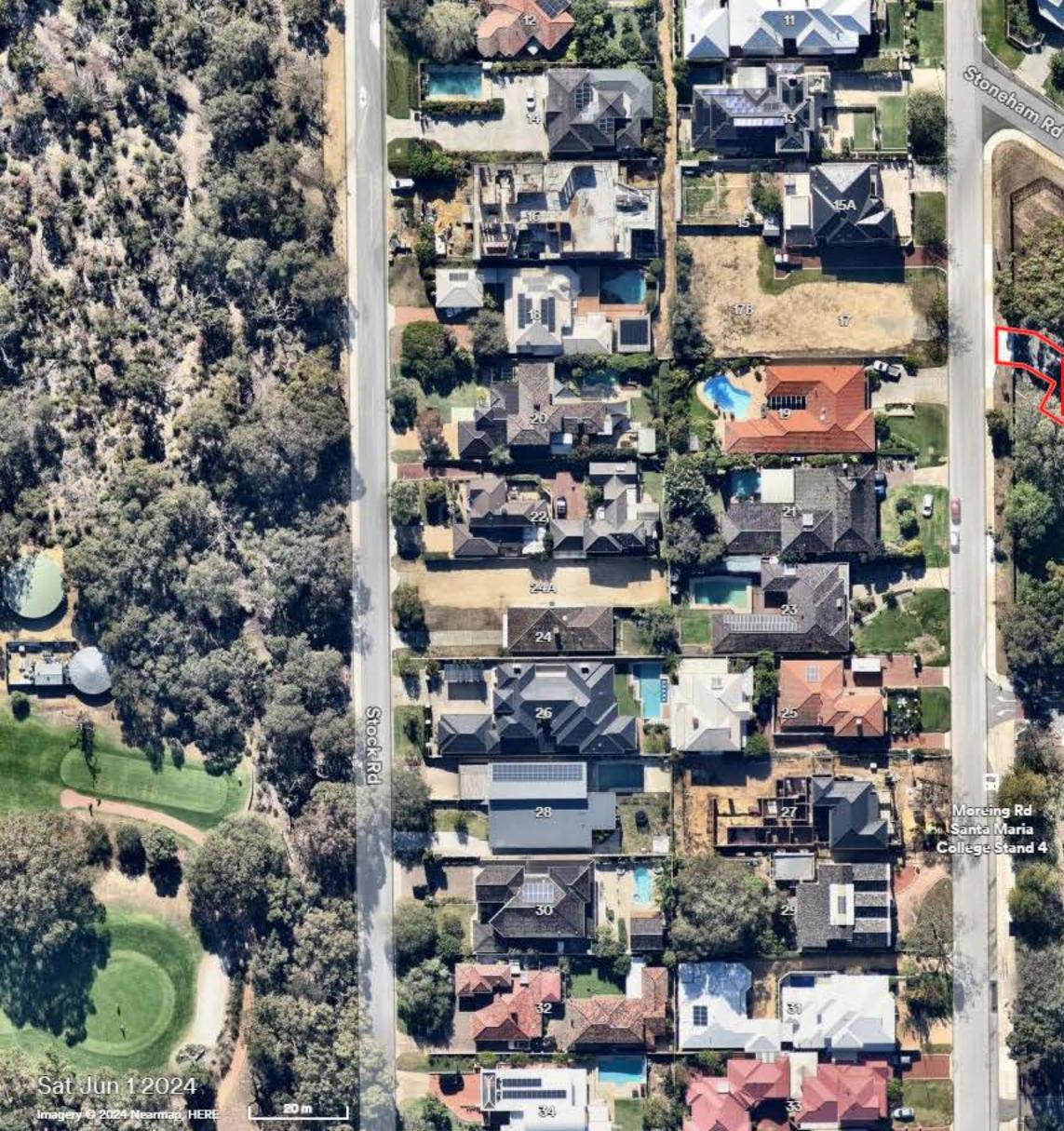
RED ARROWS INDICATE ACCES ROUTE FOR DELIVERIES TO SITE

CONTRACTOR SITE SHEDS AND AMENITIES WILL BE LOCATED WITHIN THE COSTRUCTION ZONE

CONTRACTOR SITE BOUNDARY







SANTA MARIA COLLEGE WILL PROVIDE PARKING WITHIN THE SCHOOL PER THE HIGHLIGHTED LOCATIONS

tor Parking and Laydown Option 2

> Contractor Parking and Laydown Option 1

> > 20

PS STRUCTURES



OUTLINE HIGHLIGHTS THE EXTENT OF THE EXISTING RESIDENTIAL PROPERTIES TO BE SURVEYED PRIOR TO THE COMMENCEMENT OF THE CONSTRUCTION WORKS

13

15

17

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16

18

20

27

24/4

26

28

27

24

3

2

23

46B

Mc

Sar

reing Rd

ta Maria

eing Rd

12

Martia

- K .

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Collec

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The Principal 18 Stoneham Road Attadale WA 6156

IMPORTANT INFORMATION – ACTION REQUIRED

Dear Sir / Madam

Re : Development Santa Maria Snr Sch 18 Stoneham Rd Attadale Attadale 6156

JOB RECORD No 8118 OUR REFERENCE 6613

As you may be aware, construction will soon begin to construct the new Santa Maria Snr Sch 18 Stoneham Rd Attadale by PS Structures Pty Ltd

During construction, vibration from the operation of machinery and other construction activities may be noticeable to nearby residents; however, this vibration is unlikely to cause any damage to your property. As a precaution, Encompass Construction Risk Services (Encompass) has been appointed by PS Structures Pty Ltd to carry out pre-condition surveys of the properties in close proximity to the project's construction sites. The purpose of a pre-condition survey is to record the condition of the premises prior to construction commencing, and to produce an independent document which may be used to assess any claim arising as a result of the project works. This is a complimentary service provided by the contractor at no cost to you.

Please note that without an initial survey of the property, the contractor will be unable to compare the original condition of the property against evidence of any damage arising as a result of the works. Accordingly, the contractor may not consider damage claims where a pre-condition survey has not been undertaken.

We request your permission to carry out a pre-condition survey of your property as soon as possible. Please contact Encompass by email info@encompassrisk.com.au or by calling 0409 925 373 / 0419 929 095 to arrange a suitable time for the survey, or if you have any questions about the survey process.

If you are a tenant please contact us to provide details of your property manager.

We greatly appreciate your assistance and early co-operation with the precondition survey process.

Sincerely,

Douglas Bicknell FIFAA; FCILA; FUEDI-ELAE; AIIBC; ANZIFF(Snr Assoc) Chartered Loss Adjuster

Email info@encompassrisk.com.au or contact 0419929095

A 79 Flinders Ave Hillarys WA 6025 | Mob 0409925373 | E info@encompassrisk.com.au | W www.encompassrisk.com.au DILAPIDATION SURVEYS | CLAIMS NEGOTIATIONS AND SETTLEMENTS | PROJECT MANAGE REPAIRS

The Trustee For Bicknell Family Trust and Bicknell Trading Trust. Trading as Encompass Construction Risk Services ABN 92 997 963 806

PS STRUCTURES

PRO-MAN007-PCP - Public/Client Complaint Procedure

PURPOSE:

This procedure ensures the efficient and polite reception of incoming public/client complaints, and ensures that all the necessary information is collected and reported appropriately.

SCOPE:

This procedure applies to all complaints received at any of PS Structures' sites.

DEFINITIONS and ABBREVIATIONS

- **Public** A member of the general community, who is not associated with PS Structures, and is not a Contractor or Regulator.
- **Complaint** An expression of grievance.

PROCEDURE

All complaints must be politely received and transferred to the Site Manager.

The Site Manager must receive the call/visitor politely and follow the flow chart in Figure 1 below so that:

- The appropriate information is recorded on the Public Complaints Log Sheet (FRM-SITE011-PCF);
- The complaint will be investigated in a timely way, and actions taken;
- The Complainant is called back with feedback on his complaint.

DOCUMENTATION

The completed Public Complaints Form (FRM-SITE011-PCF) will be forwarded by the Site Manager to the Project Manager & IMS Manager.

All complaints are reported as an incident (refer to FRM-SITE002-INC), and any breach in PS Standards should be record as a non-conformance.

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PS STRUCTURES

Figure 1: Public Complaint Flow Chart



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FRM-SITE011-PCF – PUBLIC COMPLAINTS

Project:	No.:	
DETAILS OF COMPLAINANT:		
Name:	Phone No.: _	
Address:		
Signature:	Date:/	/
DESCRIPTION OF COMPLAINT:		
Name of Person Taking Complain	nt (e.g. Site Manager/Project Manager)	
Name:	Signature:	Date://

	Page 1 of 2		
Author:	PS STRUCTURES	Revision	2
Version	21/02/2017	Note:	Uncontrolled when printed.
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PS STRUCTURES

FRM-SITE011-PCF – PUBLIC COMPLAINTS

ACTION TAKEN TO RECTIFY SITUATION AND/OR OTHER OUTCOME TO COMPLAINT:		

	Page 2 of 2		
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Approved by:	MANAGING DIRECTOR		