



CONSTRUCTION MANAGEMENT PLAN GUIDELINES

This document is intended for buildings of less than three storeys. For all other builds, please contact the City directly.

PLEASE NOTE - IMPORTANT INFORMATION

The Local Government Act and the City of Nedlands Local Laws do not permit obstructions, materials, the erection of any structures or hoardings on footpaths, thoroughfares, City Parks and Reserves; or any interference with or alteration to any fittings or facilities located thereon, unless the approval of the City is first obtained.

In this regard, applicants seeking the City's approval for any activities in the thoroughfare, associated with the construction site, are required to submit this completed Construction Management Plan.

If you have any questions regarding the completion of this proforma please contact the City's Building Services on 92733500

The City of Nedlands has compiled this template to assist in the compilation of a Construction Management Plan.

Submit only those supporting documents requested in this application:

- Do not submit your company's internal operational procedures and policies for matters such as housekeeping procedures or personnel requirements.
- Ensure every attached document you provide is indexed and matches the application index being addressed.
- The information provided is to be contained in one location of the same document and not scattered through several documents or in several locations of the document.



Introduction

What is a Construction Management Plan?

A Construction Management Plan ('**CMP**') is necessary to ensure construction, demolition and excavation on building sites do not adversely affect health, safety, amenity, traffic or the environment in the surrounding area.

The approved CMP is a contract between the Builder/Developer and Council addressing the site and development management issues that are relevant during building activity. All contractors working on the site are to abide by and adhere to the provisions of the approved CMP.

When is a Construction Management Plan required?

The City of Nedlands requires careful management of construction involving construction, building work, demolition and excavation. To achieve this, the City will require builders and developers of specified large developments to prepare a CMP that takes into account all relevant aspects of building work, demolition or excavation for all major commercial, industrial, large residential development projects and any other developments which the City considers appropriate.

The requirement for a CMP will be specifically stated in the planning approval for a site, or otherwise required by the City, depending upon the presence of: -

- Demolition.
- New Build
- Basement excavations
- External works with a value greater than \$1 million.
- Multi – level
- Where there is a likelihood of damage to local government property and/or
- Any other case where the City considers that a CMP should be provided due to the nature of the work or locality or where the amenity of the area is likely to be disrupted or adversely affected.

The CMP, as approved by the City of Nedlands, must be complied with at all times.



Should the City receive a complaint/enquiry regarding the building works, demolition or excavation, the City will contact the builder/developer to address the complaint and to ensure strict adherence to the CMP.

If the CMP is not complied with at any time during the development, the City has a range of enforcement options available, including but not limited to the following: -

- Issue of a Planning Infringement Notice
- Issue a direction under the Planning and Development Act 2005 (WA) and/or under the Building Act 2011 (WA); and/or
- Commence prosecution in the Magistrates Court.

HOW TO PREPARE A CONSTRUCTION MANAGEMENT PLAN

Check the planning approval to determine whether it has a condition requiring a CMP to be prepared. Make a note of whether specific requirements need to be addressed.

All CMPs are required at a minimum to address:

- Public Safety, Amenity, Site Plan & Security
- Noise, Vibration, Air & Dust Management
- Traffic, Access & Parking Management
- Waste Management & Material Re-Use
- Earth Works & Associated Matters
- Storm Water & Sediment Control
- Applications for Permits & Other Approvals
- Street tree management and protection
- Indemnification

ITEM 1: PUBLIC SAFETY, AMENITY & SECURITY

Contact Details of Essential Site Personnel

To enable noise, and nuisance complaints to be managed onsite in the first instance, signage specifying any security measures and key contact details of essential site personnel must be erected on the perimeter of the building site (i.e. attached to the building, fence or hoarding).

A 24-hour contact name and phone number must be provided. The signage should indicate



"Construction work times for this site are 7.00am - 7.00pm Monday to Saturday only". Should problems in relation to building noise occur outside the above permitted hours, or for any other enquiry, complaint or emergency relating to this site at any time please contact..."

ESSENTIAL INFORMATION

Out of hours contact (**must be a manned contact number available 24/7**):

Complaints Register

Complaints register recording complaints from the Public and the City. Register must describe complaint, date, contact, and action taken.

The register must be accessible on request of the City of Nedlands

Site Security

What security measures will be in place to prevent unauthorized access to the site

Public Safety

Provide details of public safety provision, hoardings and gantries.

Control of Sand and Dust

What methods are proposed to control the drift of sand and dust from the site?

Noise Management

All works conducted on this site will be between the hours of 7am to 7pm Monday to Saturday exclusively

Will there be any requirements to work outside the permitted working hours?

If yes, please submit the required *Application for Regulation 13 - Out of Hours Construction Work Permit*. This application must be submitted at least seven (7) days prior to the construction work commencing and can be obtained from the City's website.

All staff and contractors must be advised by the applicant, that construction noise MUST not commence prior to 7.00am, in accordance with the Construction Management Plan.

Duration and Scope of Works



Provide details of duration of work and expected timeline on construction

ITEM 2: TRAFFIC AND ACCESS:

The applicant AT ALL TIMES shall be responsible for the protection of the City's Infrastructure during the works.

Note: This includes ensuring drainage gullies/ inspection chambers/ roads and footpaths remain free from any sand/debris emanating from the construction site.

A works bond fee shall be paid on application of the Construction license. The applicant will be responsible for all costs associated with the required maintenance of the City's infrastructure during the works and any re-instatement of the City's Infrastructure during, as requested, and at the conclusion of the works.

Pre-Work Inspection

Please be advised, at the time of making the works bond payment, that a pre works inspection of the existing condition of the City's infrastructure will be conducted by the City for future reference at completion of the works.

Road and Footpath

Is it proposed that the thoroughfare or verge be obstructed in any manner, for any period during the works? This includes placement of cranes, concrete pumps, gantries, skips, building materials or site equipment.

If so, a completed Verge and Thoroughfares application should be made attached to this plan.

Access to site

Will access to site be required through another property or reserve? Please provide written authorization of the property owner

Parking for Contractors and Subcontractors



Parking and traffic controls around building sites must be complied with and accommodated in a manner that minimises disruption to the precinct.

Detail proposed provisions made for contractor/worker vehicles and **annotate proposed parking location on the site plan.**

TRAFFIC MANAGEMENT PLAN

A suitably endorsed Traffic Management Plan is to be prepared that addresses site and traffic issues arising from the development works and to identify the traffic management procedures to be implemented by contractors and subcontractors during the project. Primary issues to be addressed in the Traffic Management Plan are identified below: -

Traffic Assessment

- (a) Analysis of existing traffic volumes (vehicles, pedestrians and cyclists).
- (b) Existing and proposed speeds - are there temporary speed reductions proposed?
- (c) Existing on and off-site car parking facilities.
- (d) Public transport routes – will the works impact public transport routes? If so have arrangements been made with the Public Transport Authority for a route deviation?

NOTE: Traffic Management Plans for larger developments and those in 'difficult' locations will need to be prepared by an accredited Traffic Controller, as determined by the Coordinator Development Compliance.

Temporary Road Closures

All applications for temporary road closures must be made 10 days in advance. Affected local residents/businesses is to be advised 5 days prior to the closure.

Vehicle Access

The general public must be protected from construction activities including vehicle loading and off-loading within the public domain.

Precautions must be fully specified and include the following measures:

- a) The use of spotters and traffic controllers.
- b) Restriction on the hours of operation of these activities (non-peak hours).
- (c) Security mesh or barriers to separate the public from the work area.



Construction Work Zones

Will the parking bays in the road reserve be required for the exclusive use of the building work site during the construction? If yes, an application is to be submitted for a Use of Verge and Throughfare Permit

See also Road and Footpath page 5

Pedestrian Movement

The path of pedestrian and cyclists is to be free of obstruction and clearly legible. In some instances, it is acknowledged that pedestrian diversions/detours are required.

If the footpath and verge is proposed to be obstructed, the City may require the obstruction to be placed on gantries above the footpath or may require the installation of curbing, at the applicant's expense, to provide safe pedestrian access on the road.

Tower Cranes

Location of any tower crane, protection of pedestrians and vehicles on the thoroughfare and work safe approval required. Use of the crane over the thoroughfare requires a Use of a Verge and/or Thoroughfare Permit.

STREET TREE MANAGEMENT AND PROTECTION

Objective

This section of the Construction Management Plan has been included to prevent the unauthorised removal and/or damage to verge street trees and other property under the care control and management of the City.

When must this CMP element be addressed?

Applicable to building sites where a street tree is located on the verge or public property.

- A tree protection zone is to be established around the trunk of the tree. This tree protection zone shall include a temporary barricade/fence of at least 2metre X 2metre, erected around the tree to protect the root zone and tree during development construction works. (Preferably with a tree protection zone sign)
- Building materials, building rubble and/or debris shall not be placed or stored against the barricade or within the tree protection zone



- If current existing irrigation on the verge is to be removed or altered, a temporary and/or supplementary watering program may need to be implemented.
- All building contractors engaged on the development are to be made aware of the importance of protecting the City's Street tree

ITEM 3: WASTE MANAGEMENT AND MATERIAL RE-USE

Detail how rubbish and waste is to be contained on site, removed from site and indicate on site plan where waste is to be stored.

Detail how waste generated on site will be minimized, and disposed of to reduce any impact on the environment (recycling, re-use, or landfill)

ITEM 4: EARTH WORKS AND ASSOCIATED MATTERS

Vibration

Will any building operations or earthworks involve the use of equipment that could possibly cause damage by vibration or settlement to the property of adjoining property or the adjacent road reserve, laneway or other property under the care, control or management of the City?

Please provide details on how the vibration is to be managed and where applicable, attach certification by an appropriate qualified consultant.

Excavation

Are there any excavation works proposed that could possibly cause damage to the property of adjoining property or the adjacent road reserve, laneway or other property under the care, control or management of the City?

Please provide details on how the land is to be retained and attach certification by an appropriate qualified consultant.

Dilapidation Reports

The purpose of a Dilapidation Report is to record the current condition of a property prior to any building work being undertaken. Dilapidation reports are typically undertaken by independent professional consultants on properties adjacent to the proposed building site and should comprise: -



- a) the relevant property.
- b) annotated photographs.
- c) site and floor plan; and
- d) details of any pre-existing damage (including measurements).

The report can be used to resolve any disputes that may arise during or after the building works.

The City does not undertake dilapidation reports. A dilapidation report should be commissioned by the builder/applicant. All costs associated with the preparation of a dilapidation report shall be borne by the applicant/builder(s).

The City reserves its right in its absolute discretion to request any additional Dilapidation Reports, where it is of the opinion that a property may be affected by demolition and/or building works and the Builder shall promptly comply with the City's request. Please check any Planning Approval for a Dilapidation Report condition.

ITEM 5: STORMWATER AND SEDIMENT CONTROL

Water Discharge

Water discharge is not permitted to flow to adjacent private or public property and is to be adequately contained within the lot.

- Drainage of the site is to be directed to the legal point of discharge through construction.
- Stormwater in sediment control points is to be filtered before entering the legal point of discharge.
- Waste materials, including liquid wastes such as paint, concrete slurries and chemicals, must not be discharged into a stormwater drain.

Wash Down Facilities

Wash down areas must be located near the site entrance and be designed to capture and treat water prior to discharge into the stormwater system.

Sediment Control



The storage of loose materials such as soil, sand and gravel must be carefully considered, and measures put in place to prevent their displacement.

Water Conservation

Activities on construction sites need to consider permanent water saving measures. All hoses must be in good condition and fitted with a trigger nozzle etc.

De-Watering

Is it proposed to de-water the site?

If yes, pre-approval from the City will be required prior to discharging any ground water from the site into the City's street drainage system during the de-watering operations. Please provide details on how the De-Watering is to be managed and attach certification by an appropriate qualified consultant.

Approval may also be required from State Agencies e.g., Department of Biodiversity, Conservation and Attractions, Department of Water and Environmental Regulation.

ITEM 6: SITE PLAN

Site Plan Please attach a scaled site plan (1:100 or 1:200) with your application indicating the following: -

- Location of all the City's infrastructure, such as street trees, signage, kerbing, drainage, streetlights and power poles.
- Where materials will be stored and/or unloaded.
- Location of perimeter fencing, waste disposal bins.
- Location of materials hoist, concrete mixer, sanitary facilities.
- Location of proposed construction work zones, if any
- Location of any scaffolding hoardings or gantries.
- Location of crossovers or other access points.
- Location of wash down areas for trucks.
- Parking arrangements for work site personnel, concrete and delivery trucks.
- Any proposed redirection of pedestrian traffic
- As required - additional plans that assist our understanding of your proposal



ITEM 7: APPLICATIONS FOR PERMITS AND OTHER APPROVALS

The Construction Management Plan is a requirement of Planning and Building approval BUT DOES NOT NEGATE the requirement for separate applications and approvals for such items as:

- Vehicle Crossover.
- Gantry and hoardings.
- Use of Verge and Thoroughfare.
- Use of parking bays.
- Asbestos Removal.
- Traffic Management Plan.
- BA20 or BA 20A as required
- Any other permit as required

ITEM 8: INDEMNIFICATION

Upon submission of the Construction Management Plan, the applicant undertakes to indemnify the City of Nedlands against ALL claims which may be made against the City for damages or otherwise, in respect of any loss, damage, death or injury caused by, or in the course of or arising out of the use of the thoroughfare and the property of the City of Nedlands, during all periods when the reserves are in use due to the works associated with the development. The applicant should also provide evidence of Public Liability Insurance.

DISCLAIMER

This Guideline has been developed to provide information in relation to the general requirements for Construction Management Plans. It is not extensive, and the City of Nedlands hereby expressly disclaims all liability for errors and omissions of any kind whatsoever whether negligent or otherwise for any loss, damage, injury or other consequences that may arise from any reliance on this publication. The use or representation of any product or system is not to be taken to imply approval or endorsement of the same