

## Construction Management Plan Guidelines

### What is a Construction Management Plan?

The City of Vincent requires careful management of construction involving excavation and retention of land, demolition and building work within its municipal boundaries. To achieve this, the City requires many builders and developers to prepare a Construction Management Plan (CMP) that takes into account all relevant aspects of demolition or building work. The need for a Construction Management Plan depends on the nature of work, likelihood of disruptions, impact on local amenity, dangers or risks involved, traffic management or any other relevant issue required to be addressed under the Planning and Building Approvals. A CMP must be submitted to fully address each new stage of construction. The CMP must address in detail a range of health, safety, traffic management and amenity issues relating to the construction site and adjoining community.

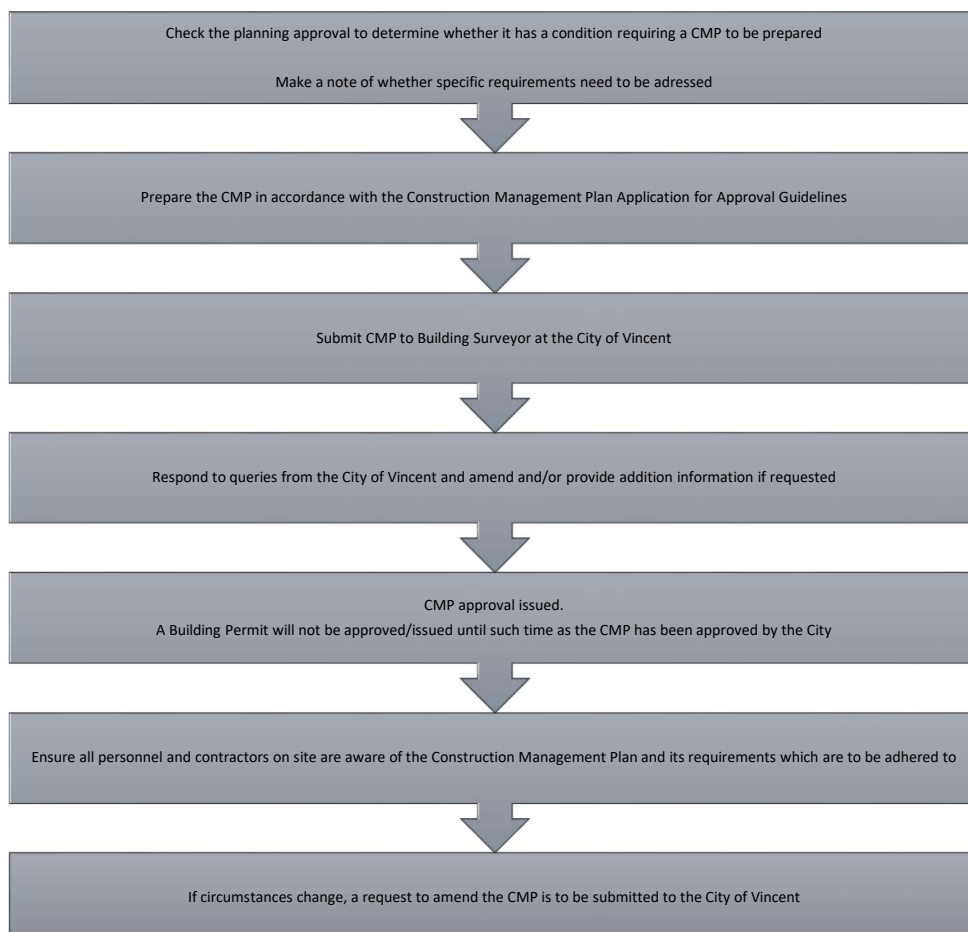
### Purpose of a Construction Management Plan?

The Construction Management Plan outlines the minimum requirements to be addressed by builders and developers when formulating their individual CMP for demolition or building work in and around the City. The requirement to prepare a CMP may be specifically stated in the planning approval for a site, or otherwise required by the City depending on the nature of proposed building works.

### How should the Construction Management Plan be used?

Approved CMPs are a contract between the 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. Should the City receive an enquiry/complaint regarding the excavation, demolition or building works the City will contact the builder/developer to ensure strict adherence to the CMP.

### How to prepare a Construction Management Plan?





## Item 1: Public Safety, Amenity and Site Security

This section of the Construction Management Plan has been included to ensure the general public and the City's Infrastructure is adequately protected from activities occurring on building sites.

### Matters for Consideration:

#### Security Measures

- Security measures must be in place at all times when the site is not in operation. This may include: perimeter barriers, locks, surveillance systems, security lighting and motion detectors.

#### Signage

- Signage specifying any security measures and key contact details shall 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.
- Essential safety signs to protect workers and the public around building sites are to be installed for the duration of works (e.g. 'Danger Construction Site – No Unauthorised Access' and All Visitors Report to Site Office).

#### Public Domain

- Any damage to the footpath, road, kerb stormwater drains and street furniture that results from excavation, demolition and building work is the responsibility of the builder or developer.
- Any hazard which may impact on pedestrians, cyclists and motorists' safety should be repaired immediately.
- Bicycle paths must be maintained where existing bicycle access is provided adjacent to a construction site.
- Developers and builders must ensure there are no tripping hazards from the hoarding or perimeter fencing on nearby footpaths. Electrical, plumbing and other services extending over footpaths must be covered over and secured, and pedestrian and disability access facilitated by a ramp. Ramps must have a non-slip surface, a handrail, and a maximum gradient of 1:14 unless the existing topography of the street or road requires some variation to this ratio.
- 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:
  - The use of spotters and traffic controllers
  - Restriction on the hours of operation of these activities (non peak hours)
  - Security mesh or barriers to separate the public from the work area.
- Unless otherwise permitted, an obstruction must not protrude from premises causing it to interfere with pedestrians or traffic in a public place.
- Unless otherwise permitted, all construction materials must be stored onsite and not in the street or public space.
- When a crossover is required for vehicular access to the site, consider:
  - The type and size of trucks entering the site
  - The loading and potential for damage to the existing crossover and footpath
  - The nature of protection of crossover and pavements
  - The need for a dilapidation survey of the footpath before and after works have taken place.

#### Power Lines

When working in proximity to Western Power Distribution Lines, all work must comply with *Worksafe Regulation 3.64 - Guidelines for Work in the Vicinity of Overhead Power Lines*.

If any work is to breach the minimum safe working distances a *Request to Work Near Underground and Overhead Power Lines* form must be submitted to and approved by Western Power. Contact Western Power for more information in this regard.

## Item 2: Storm Water and Sediment Control

This section of the Construction Management Plan has been included to ensure to prevent contamination of, or damage to, stormwater drains and waterways; and to ensure sediment from the building site is retained onsite during construction work.



## Matters for Consideration:

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.

## **Item 3: Traffic and Access Management**

This section of the Construction Management Plan has been included to ensure disruption to traffic caused by construction activities is minimised and to ensure the safety of all road users.

## Matters for Consideration:

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

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

NOTE: Traffic Management Plans will only be required by larger developments and those in 'difficult' locations as determined by the Director Technical Services.

## Pedestrian Movement

- The path of pedestrian and cyclists is to be free of obstruction and clearly legible. In some instance it is acknowledged that pedestrian diversions/detours are required.
- If the footpath and verge is proposed to be obstructed by the installation of the work shed, the City may require the shed to be placed on gantries above the footpath or may require the installation of kerbing, at the applicant's expense, to provide safe pedestrian access on the road.

## Parking

- Parking and traffic controls around building sites must be complied with and accommodated in a manner that minimises disruption to the precinct.
- Careful consideration must be made for the provision of contractor/worker vehicles.
- Enforcement patrols will be increased if there is a noticeable increase in damage to nearby parking meters and signs.



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

## **Item 4: Waste Management and Material Re-Use**

This section of the Construction Management Plan has been included to ensure consideration is given to maximising the reuse and/or recycling of construction materials.

### **Matters for Consideration:**

Applicants should consider resource recovery and waste management actions to reduce the amount of waste ending up in landfill. Consideration should be given to:

- Efforts to minimise waste on site by avoiding over-estimation of purchasing requirements, minimising packaging materials, and buying environmentally approved and recycled content products.
- Procedures for the collection and sorting of recyclable construction materials.
- Provision of containers for recyclable materials including cardboard, glass, metal, and plastic and green waste.
- The re-use of timber, glass and other materials.
- The recycling of asphalt, metal, bricks, tiles, masonry, concrete, plasterboard, plastic, batteries, cardboard, carpet and other materials.
- Provisions for collection of daily rubbish from workers.
- Procedures for removal of waste (materials that cannot be reused or recycled) from the site.
- Procedures for removal of hazardous or dangerous materials from the site.

## **Item 5: Earthworks and Associated Matters**

This section of the Construction Management Plan has been included to minimise the likelihood of damage to adjacent buildings and structures or other property under the care control and management of the City.

### **Matters for Consideration:**

#### Sheet Piling

The City does not encourage Sheet Piling and encourages less intrusive methods of retaining earth.

Sheet piling is a retaining system comprising overlapping sections of sheet piles formed from varying gauges and strengths of uniform steel profiles.

Sheet piling is commonly used to retain boundary earth prior to excavations where the adjacent buildings are deemed tolerant to the vibration that will occur during the installation process. Installation of the sheet piles are undertaken using a method of low or high frequency impact delivered through driver head configurations of either an excavator mast, crane or dedicated rig.

Sheet piling can be incorporated into the design of a project to be a sacrificial or permanent element of construction and the sheets are able to penetrate tens of meters depending on the geotechnical conditions of the site.

Due to the range of rigs available for the installation of sheet piling, sheet piling is used across a broad spectrum of construction from small residential to large commercial and civil projects. It is noted that:

- Careful analysis of each structure and the affect it may have on the structure should be undertaken.
- This analysis should be carried out by the architect, professional contractor or structural engineer.
- The developer's engineer should make specific design recommendations.



## 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 on properties adjacent to the proposed building site and should comprise:

- a) the relevant property owner's signature;
- 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 civil disputes that may arise during or after the building works between the developer/builder and affected property owner.*

*The City does not undertake, assess or fund 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).*

NOTE: A copy of the dilapidation report for any property/site listed on the State Register of Heritage Places will be forwarded to the Heritage Council for its records.

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Address: **Main Administration Building, 244 Vincent Street, Leederville 6007, WA**

**Disclaimer:** This guideline has been developed to provide general guidance in relation to the general requirements for Construction Management Plans. It is not extensive and the City of Vincent 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.