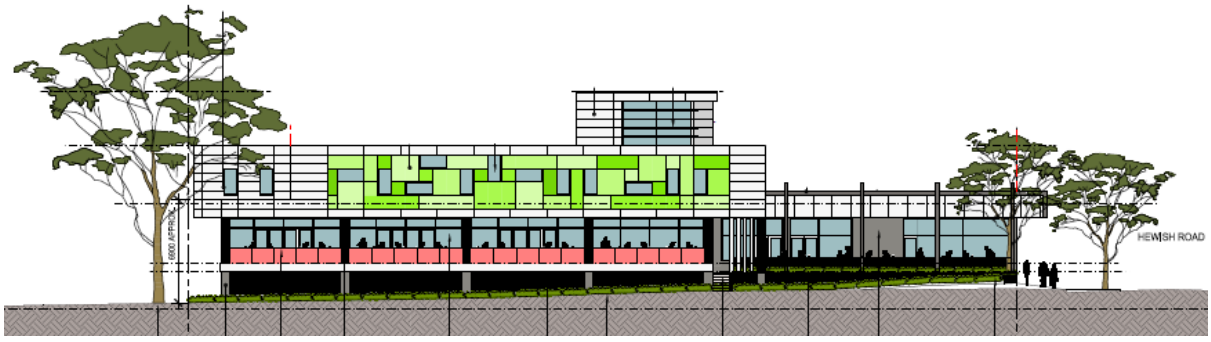
KLASS PROJECTS
Building & Project Management

PARKVIEW CENTRE

16 – 28 Hewish Road, Croydon

CONSTRUCTION MANAGEMENT PLAN



Klass Projects Pty Ltd ABN 18 609 500 941
115A Nangathan Way, Croydon North Vic 3136
T: 9722 9298 F: 9725 8728 info@klassprojects.com.au www.klassprojects.com.au

KLASS PROJECTS
Building & Project Management

PROJECT OVERVIEW – PARKVIEW CENTRE

Owner & Client:	Aquastow Pty Ltd & Second Honer Pty Ltd	
Project Name:	Parkview Centre	
Site Address:	16 – 28 Hewish Road, Croydon	
Site Office:	16 – 28 Hewish Road, Croydon	
Site Phone Number:	Tony 0418 310 643 Steven 0409 409 125	
Scope of Works:	Construction of restaurant, gymnasium and childcare centre	
Head Contractor & Consultants:	Klass Projects P/L McLauchlan & Associates Snyders Engineers SPA Consulting Engineers P/L Affinity Fire Engineering Lorenzini Group Chris Maragos & Associates John Patrick P/L	Head Contractor (Proposed) Architect Structural Engineer Building Services Fire Engineering Building Surveyor Construction Traffic Management Landscape Architect

PROJECT TEAM

PROJECT CONTACTS

The following are the primary construction contacts on the project are as follows;

Klass Projects	Construction Manager	Tony Hamilton	0418 310 643	N/A
Klass Projects	Project Manager	Steven Koehrer	0409 409 12	Steve.k@klassprojects.com.au
Klass Projects	Site Manager	Steven Koehrer	0409 409 125	Steve.k@klassprojects.com.au

ROLES & RESPONSIBILITIES

The following are a brief description of the project team roles and responsibilities;

PROJECT MANAGER	
The Project Manager holds the overall responsibility in achieving key project performance criteria relating to safety, time, costs and quality. This ensures that client satisfaction and expectations are met.	
Key Relationship Interactions	
Internal Relationships	External Relationships
Project Team Members Construction Manager Subcontractors Site Coordinators, Foreman, Contract Administrators	Client Consultants Authorities All other relevant project stakeholders

SITE MANAGER	
The Site Manager holds the overall responsibility for management of site operations with regard to safety, time, cost and quality and provides input into decisions relating to subcontractor and supplier scope and selection, as well as management of industrial relations matters.	
Key Relationship Interactions	
Internal Relationships	External Relationships
Project Manager Project Team Members OHS Representative Subcontractors	Authorities Trade Union Reps Worksafe Reps All other relevant project stakeholders

STAKEHOLDER & AUTHORITY MANAGEMENT

INTERNAL & EXTERNAL STAKEHOLDERS

The process of identifying the stakeholders in regards to this project required understanding those organisations or individuals that were either actively involved or may be adversely affected by the project objectives, consequently having influence on the project execution and outcomes. Stakeholders have been noted in order of precedence/importance and categorised into the following groups;

Internal Stakeholders – organisations or individuals that are actively involved in the project with varying responsibility and influence in regards to the project objectives and execution of works.

External Stakeholders - organisations or individuals that do not have direct responsibility or influence on the project, but are adversely affected by the project and therefore have influence and consultation to the project strategy for execution of objectives.

LOCAL SHOPKEEPERS & STAKEHOLDER COMMUNICATION

The subontractor will inform local shopkeepers and stakeholders regarding works that may have an impact in the local area including the following information, the nature of works and their potential impact. The notices will generally either be issued in the form of an email alert, and records will be kept in relation to properties given notifications.

The following are namely works/methodology changes that will be issued to the wider community for information only;

- Traffic Management Alteration/Amendment (as required)
- High Risk Works Activities (as required)
- High Impact (Noise, Vibration or Dust) Activities (if required)

In addition to issuing notifications Klass Projects will maintain construction site identification/notice boards which will include the following;

- Mandatory Safety Requirements
- Emergency Contacts
- Building Surveyor
- License Numbers
- Building Permit Reference

Klass Projects will respond to all community enquiries / complaints in a polite and professional manner.

CONSTRUCTION WORKS

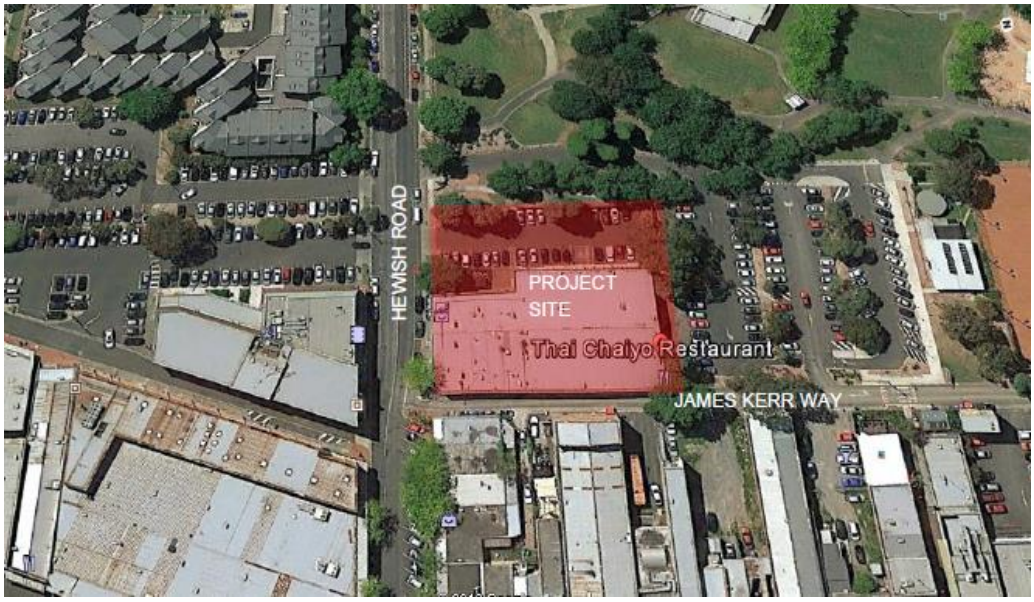
This Construction Management Plan will include the following:

- Project overview
- Hours for construction activity
- Construction timing & resourcing
- Public safety, amenities & site security
- Existing building, structure and vegetation protection
- Site establishment & early works
- Environmental management & tree management plan
- Traffic management
- Communication protocols for site personnel
- Contact details of key construction site staff
- Quality assurance

PROJECT OVERVIEW

The development at 16 – 28 Hewish Road, Croydon consists of:

- Existing single level plan & basement carpark
- Existing 6 shops to remain
- Ground floor entry and carpark entrance
- 2 new tenancies to ground level
- Childcare centre to level 1 with outdoor play area
- Childcare centre offices to level 2
- 2 lifts & staircase from basement carpark to level 2



OPERATING HOURS

Site operation hours will be in accordance with Maroondah City of Council Planning Permit number: M/2016/566:

- 7am – 6.00pm Monday - Friday
- 7am – 1pm Saturdays

No work is scheduled to take place on Sundays or Public Holidays.

All construction works and related activities shall be conducted in accordance with the requirements of section 484(5) of the Environmental Protection Act 1970 and Maroondah Council Requirements.

All construction works and related activities shall be conducted in accordance with the requirements of Section 4 of the Environment Protection (residential noise) Regulation 1997 no. 120.

Klass Projects is responsible for monitoring subcontractors during operating hours. This involves maintaining a high standard of conduct and overseeing work methods to ensure construction works are carried out safely and the environment and public are protected.

CONSTRUCTION TIMING & RESOURCING

For information, the following are indicative dates and resourcing labour numbers for the different phases of construction works on the project at 16 – 28 Hewish Road, Croydon;

Stages	**Commence Works**	**Personnel**	**Semi-Trailers per week (up to 19m)**	**Truck and Dog Trailer per week (up to 19.7m)**	**Agitator Truck (8.8m)**		**Other Vehicles per week (up to 12.5m)**
					Pours per week	*Trucks per day*	
Site Establishment, Early Works	Feb 2017	1-8	0	0	0	0	1
Demolition	Feb 2017	10	0	0	0	0	5
Excavation, Foundations, Retention Systems	March 2017	10	0	4	1-2	1-4	2
Reinforced Steal, Concrete Structure	April 2017	20	5	5	1-2	1-5	1-2
External Facade Systems	June 2017	20	1-2	0	0	0	2
Internal Fit out & Finishes	August - Sept 2017	30	1-2	0	0	0	3
Building Commissioning & Compliance	October – Nov 2017	30	0	0	0	0	1

PUBLIC SAFETY, AMENITIES & SITE SECURITY

The primary objective in the assessment and design of temporary public protection works is to ensure minimal impact on traffic and pedestrian flow, minimise impact to the functionality of construction and functionality of roadways, whilst providing the maximum level of safety to all persons.

In reviewing the requirements during construction, the following areas and specific functions were identified;

- Construction safety signage
- Chain mesh and solid ply hoarding (where applicable)
- Traffic management controls & signage

To satisfy public protection requirements Klass Projects will erect temporary perimeter hoardings, temporary fencing, barriers and construction safety signage. This makes certain that public will not be able to access the building site and pedestrian traffic movement will be controlled.

EXISTING BUILDINGS, STRUCTURES AND VEGETATION PROTECTION

In compliance with BCA requirements for the execution of a building permit, Klass Projects will issue notices to all adjoining properties in regards to proposed safety and protection works to the adjoining properties during works as required by the building surveyor.

Where required this will typically comprise or include “underground” protection and/or “overhead” protection and/or “perimeter” protection.

An adjoining property is defined as a building or land (including any street or right of way) that is situated in relation to the site where building work is to be carried out, which is at risk of significant damage from the building works.

Protection work can be permanent or temporary and includes underpinning, shoring, the provision of vertical support, lateral support, and protection against variation in earth pressures, provision of ground anchors and other support for adjoining property.

Protection work also includes shoring, overhead protection of adjoining property and any other work designed to maintain the stability of adjoining property or to protect adjoining property from damage during the building works.

A Tree Protection Zone will be erected and monitored in accordance with the Tree Management Plan. Refer to ‘Environmental – Tree Management Plan’ for further details.

Klass Projects will also ensure any damage that may be incurred to any council roads & associated infrastructure will be rectified in accordance with council standards & specifications.

Rectification works if required will be limited to an area of reasonable proximity to the project site, approximately 5m from the project title boundaries.

A Pre-Conditions Survey will be conducted for recording the condition of existing council assets & infrastructure prior to works commencing on site.

KLASS PROJECTS
Building & Project Management

SITE ESTABLISHMENT AND EARLY WORKS

SITE ESTABLISHMENT

Site establishment will incorporate all relevant approvals from local Authorities and adjoining owners, as well as carrying out an existing structure and geotechnical survey, site re-establishment survey & set-out, and a dilapidation report. In addition, the installation of site amenities (where required), temporary fencing, traffic management & control measures and required public protection will be established.

A temporary hoarding will be erected along the site boundary to James Kerr Way and part of Hewish Road. This temporary hoarding will be approx. 1.8m high. Hoarding permit will be obtained if the hoarding is to be erected beyond the property boundary. All hoarding permits applications will be submitted to the Maroondah City Council for approval.

A chain mesh gate will be provided for access and egress to site via an existing crossover on Hewish road and James Kerr Way.

Footpath and street occupation permits will be taken out where required.

Material storage facilities and skip bins will be provided on site. Skips will be emptied as required by authorised waste management companies.

All vehicles entering and exiting the site will be subjected to full traffic management. Klass Projects will have personnel to assist with traffic management on site to ensure public protection of pedestrians using the footpath is not compromised.

No traffic will be allowed to enter or exit the site without being directed by traffic management staff.

An Asset Protection Permit will be obtained accordingly with the Maroondah City Council when required.

DEMOLITION AND EARLY WORKS

The demolition works are to be undertaken by an accredited and licensed demolition contractor. Additionally, all works will be performed in accordance with all standards, legislation and building code requirements.

Extent of demolition works generally will include removal of the roof and ground level external walls and penetrations to existing concrete floor and walls.

The below risk assessment items have been identified for the demolition works and protection measures will be implemented for each;

1. Barricade areas and display signage to warn bystanders.
2. Start from the top and work downwards systematically, never starting from the bottom.
3. Constantly check the stability of the wall to ensure structural integrity.
4. All work to be in accordance with AS 2601 Demolition of Structures.
5. Supervisor to follow sequences if detailed on structural drawings. Contractor to follow propping methodology if required.
6. Expose existing structure and confirm conditions.
7. Ensure each step is followed systematically and ensure work of other subcontractors is completed prior to sequence progression.
8. Ensure all propping is as per project documentation and approvals.
9. Subcontractors are to report suspected instability to the builder for referral and review by engineers.
10. Cover openings with structural ply and install warning signs.
11. Use a spotter to warn others when delivering and picking up skips with trucks etc.

SITE AMENITIES AND FACILITIES

In accordance with Workplace Health & Safety Regulations Klass Projects are required to provide sufficient amenities and facilities for construction workers.

ENVIRONMENTAL MANAGEMENT & TREE MANAGEMENT PLAN

WASTE MANAGEMENT PLAN

The objectives of the Waste Management Plan are based on the principle of Reduce, Re-use and Recycle.

Klass Projects will use waste bin hire companies who have a transfer station where waste is processed and sorted into usable components keeping as much as possible for other users and only committing what little cannot be recycled to landfill. Waste to be recycled includes green waste, concrete, timber, soil, paper, bricks/masonry and scrap metals.

Waste bins & skip bins will be provided on site. Skips will be emptied as required by authorised waste management companies

All timber off-cuts and other material off-cuts will be re-used where possible on site. These materials will be stockpiled on site.

The site will be checked on a daily basis for any loose rubbish. Perimeter fencing and footpaths will be checked daily for any loose rubbish.

A clean-up of the site perimeter and site fencing will be conducted each day to ensure all loose rubbish is collected.

AIR QUALITY AND DUST CONTROL

The management of Dust & Pollutant Containment will be managed in accordance with the 'satisfaction of the responsible Authority' and adhere to any EPA requirements and/or Australian Standards/Codes of Practice.

The temporary hoarding contained within the site will be covered with shade cloth to prevent dust being blown from the site into the street. After prolonged dry periods or windy days, the site will be watered down to prevent the circulation of excess dust to the atmosphere. Any concrete or brick cutting on site will be conducted in conjunction with watering down or vacuuming to minimise dust circulation. Klass Projects will ensure these works occur in areas away from site boundaries. Other containment measures will include:

- Rubbish stockpiles & bins in the open environment will have tarpaulins over them on windy days.
- Where possible, all materials stored on site will be stored undercover.
- Equipment with exhausts will have regular maintenance checks to ensure the discharge of excessive pollutants is minimised.
- Vehicle inspections conducted with wheels cleaned prior to exiting the site.
- Roads and footpaths will be constantly monitored for any loose material/debris and cleared immediately.

KLASS PROJECTS
Building & Project Management

NOISE, VIBRATION AND LIGHTING CONTROL

The emission of noise from the construction site will be managed in accordance with 'EPA Control Guidelines, publication 1254, October 2008' for Construction and Demolition Activities with particular focus on the following:

- All pneumatic tools will be fitted with an effective silencer on the air exhaust port.
- Mobile air compressors and pavement breakers with the lowest noise rating which meets the requirements of the job will be selected.
- All mechanical plant will be silenced using best practical means as well as utilising current technology available. Noise suppression devices are to be maintained in accordance with the manufacturer's specifications. Internal combustion engines are to be fitted with a suitable muffler.
- Where possible, no vehicles associated with the works will be left standing with engine operating.
- Site buildings, access roads and plant will be positioned to minimise any direct disturbance or disruption to adjacently occupied buildings.
- All vehicular movements to and from the site must only be made during the scheduled normal working hours unless prior consent has been obtained from the Maroondah City Council.
- No concrete pours on the project will continue past 6.00pm Monday - Friday and 1.00pm Saturday or as per a Completion Time Frame schedule as allowed/agreed by the Maroondah City Council and EPA.
- Any construction lighting will be baffled to minimise light intrusion into adjoining properties.

STORMWATER & SEDIMENT CONTROL

The management of Stormwater and Sediment Control will be managed in accordance with the 'satisfaction of the responsible Authority' and adhere to any EPA requirements and/or Australian Standards/Codes of Practice.

The objective is to minimise the generation of contaminated Stormwater, due to construction works on the site and/or resultant implications of the impact of construction works on adjoining properties.

All contaminates are to be controlled at source to ensure contaminated stormwater does not enter a drainage line or stormwater drainage system. Measures include installation of silt traps upstream of drainage and silt barriers around drainage points. Sand bags, sediment fences and/or hay bales to be used around drains and the perimeter of sloping land. Additionally, regular inspections and cleaning of these traps will be performed. Under no circumstances will waste material, including liquid wastes such as paint, concrete slurries and chemicals be discharged into a stormwater drain.

All de-watering from the site excavations and vehicle wash down will be pumped into a chamber incorporating a built-in silt trap. Only clean water will be allowed to discharge into the council storm water system in accordance with the EPA and the Maroondah City Council guidelines.

Roads & footpaths will be swept down daily to control any dust.

Vehicle wash down will occur within the site on the existing asphalt carpark including removal of mud from tyres manually with a shovel and high pressure water will be used to clean tyres prior to exiting site when necessary.

TREE MANAGEMENT PLAN

Klass Projects will provide all requirements in accordance with Tree Management Plan (TMP)

The following key items have been identified as part of the TMP:

- Prior to any building and/or demolition works on site, Tree Protection Zones (TPZ) are to be established as prescribed in the TMP.
- TPZ are to be located as per the TMP, have robust/secure fencing and have signage which states "The tree protection fencing must remain in place for the entire duration of the construction and access to the TPZ area must only be undertaken in consultation with the project arborist"
- TPZ are to be maintained during the construction period.
- Any pruning of tree numbered 16 must be undertaken by the Council only.
- Klass Projects will identify key TMP specifics into the site induction and include a tree protection poster. The TMP will be made available as part of the induction.
- A copy of the TMP will be kept on site at all times.

TRAFFIC MANAGEMENT

LOCATION OF PARKING AREAS FOR CONSTRUCTION PERSONNEL

Klass Projects will accommodate parking areas for construction and subcontractors in the existing basement carpark, existing carpark at the front of the site and on site from James Kerr Way.

With relevance to parking throughout the construction and prior to basement completion Klass Projects advises the following:

- A maximum of 10 employees will be involved prior to basement construction.
- Parking will consist of: On-site parking
- Construction vehicle parking is prohibited in the public parking facilities.

LOCATION OF VEHICLE ACCESS

During the construction stage, fencing & hoarding will be maintained along the site boundaries facing Hewish Road & James Kerr Way. This will incorporate a delivery entrance gate to be used as a control access point when vehicles enter from Hewish Road. Klass Projects will ensure throughout construction all deliveries are to access the site delivery/access point from Hewish Road.

Trucks will be unloaded whilst on site by hand or using a crane (if applicable).

If required a materials hoist will be erected within the site for the vertical transport of materials. Craneage will be needed at various stages. A mobile crane may be required from time to time.

If required a mobile crane permit will be taken out with full traffic management plans illustrating how vehicles and pedestrians will move around the site & road during its operation whilst maintain full public safety at all times.

Traffic management plans to be prepared in accordance with Australian Standards for Worksite Traffic Management AS1742.3: 2009 and the Road Management ACT (RMA) 2004.

It is anticipated that all craneage will be completed within the site boundary. All major construction works including craneage and concrete pumping will be completed inside the site boundary where possible. All vehicles entering and exiting the site will be assisted by traffic management staff.

COMMUNICATION PROTOCALS & KEY CONTACTS

Klass Projects is the principal building contractor and will engage all subcontractors for the works.

Klass Projects will ensure, as part of the mandatory site induction process with all sub-contractors, that a copy of the approved Construction Management Plan is supplied for their constant referral. Hard copies will also be provided in the site amenities area at all times to ensure all sub-contractors adhere to its conditions.

QUALITY ASSURANCE

Planning, communication and teamwork are an important part of Klass Projects building process.

We engage qualified and experienced tradesmen and issue supporting documentation and project requirements to ensure that the client's and other key stakeholders specified requirements are met during the delivery of the project.

Klass Projects closely follow procedures and checklists to ensure that a high level of understanding and skill is maintained to achieve the best quality work.

The aim of the Klass Projects Quality Management System is:

- To ensure that our client's quality expectations are identified at the earliest stage of a project, so that design and construction activities can be delivered in accordance with those requirements.
- To complete all projects to a high standard of quality workmanship, on time and within budget.
- To promote a high standard of quality awareness at all levels of the project delivery team.