



Preliminary Construction Management Plan

Kingscliff High School
33 Oxford Street, Kingscliff, NSW

April 2021

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1. Introduction

1.1. Purpose of Report

This preliminary Construction Management Plan (CMP) has been prepared to outline a range of safety, health, traffic and environmental considerations for the purposes of preparing an Environment Impact Statement (EIS) to support the lodgement of a State Significant Development Application (SSDA) for the Kingscliff High School site at 33 Oxford Street, Kingscliff, NSW (Lot 57 in DP 803814 and Lot 3 DP 803772).

The CMP aims to:

- Outline key environmental matters associated with the construction of the proposed works;
- Guide compliance with potential consent conditions and relevant regulatory requirements;
- Suggest management procedures to achieve the above; and
- Recommend monitoring, auditing and reporting processes to guide the ultimate head contractor appointed to deliver the works.

1.2. Structure of the CMP

The structure of the CMP comprises three key elements namely:

- Description of the site and construction activities
- General management of the site
- Recommended environmental controls to be considered during construction

1.3. CMP Implementation

This preliminary CMP will guide the project managers, contract superintendents and contractors responsible for the construction of the proposed works. It is expected that following receipt of SSDA approval, the CMP is finalised and submitted to the certifying authority prior to commencement of the works.

In its final form, the document will provide details sufficient to understand, avoid mitigate and remedy the potential environmental impacts of the project during construction.

1.4. Limitations

This preliminary CMP has been prepared to provide a general understanding of generic construction activities for delivering buildings and infrastructure, based on the initial concepts and preliminary site assessments.

Following SSDA approval, the CMP will be reviewed and revised to incorporate the Detailed Design, including appropriate arrangements for detailed Construction, Environmental and Construction Management Plans by the relevant head contractors.

2. Project Information

2.1. The Site

The site is located at 33 Oxford Street, Kingscliff in Tweed Shire Council.

The site's locational context is shown below.



Figure 1: Aerial view of the Subject site (Source: SIX Maps)

The site is legally described as Lot 57 in DP 803814 and Lot 3 DP 803772. The land is owned by Schools Infrastructure New South Wales (SINSW). The school also includes partial occupancy of the adjacent TAFE campus (J block) to the west, located on Lot 2 DP 803772 and Lot 102 DP 873895.

The school site is irregular in shape and has a total area of approximately 8.5 ha. The school is located at the urban bushland interface, having residential land use directly to the north (Oxford Street), a bushland parcel to the east which extends south (on the High School landholding). Cudgeon Creek forms the southern boundary, and the land use to the west comprises a mix of managed sporting fields, waterbody/dam and buildings within the TAFE NSW Kingscliff landholdings. Further to the west are market gardens and managed agricultural lands.

Kingscliff High School currently comprises six (6) permanent buildings as homebases and administration buildings, off-street staff car park comprising 98 car spaces, various playgrounds, sports ovals, sports courts and green space.

2.2. The Development

The key elements of the proposal include:

- Demolition of existing hardstand car parking area
- Partial demolition of selected buildings to accommodate new additions and refurbishment works
- Building A (Admin) – creation of two new extensions for staff lounge and staff print areas
- Building C (Classrooms) – retain and reconfigure existing undersized general learning space (GLS) classrooms to minimum 60m².
- Building G – upgrade Food Technology unit with semi-commercial kitchens.
- Convert existing library to Seniors Learning Area
- New two storey CAPA building with lift adjacent existing dance hall, combining visual art, music and performance,
- New COLA
- New plant and equipment enclosures
- Associated landscaping

2.3. Construction Activities

The development of the site will include a variety of civil infrastructure and building construction activities outlined in the following sections.

2.3.1. General

Site establishment including installation of site sheds, amenities and connection of temporary services

2.3.2. Civil Infrastructure

Civil infrastructure works will include:

- Demolition
- Clearing and grubbing
- Bulk earthworks
- Stormwater drainage / trenching
- Footpaths i.e. concrete and segmental pavers
- Utility services such as:
 - Potable water
 - Sewer mains
 - Electrical mains
 - Telecommunication mains
- Landscaping

2.3.3. Building Works

Building works will include:

- Detail Earthworks / excavation
- Trenching
- Laying of services such as potable water, fire services, electrical services, telecommunication services
- Concreting and steel fixing
- Structural steel
- Brick and block works
- Walling cladding and roofing
- Glazing
- Internal fit outs and furnishing

2.4. Working Hours

The intended normal work hours for construction activities will comply with typical Council requirements.

The Head Contractor may seek variations to these working hours and will obtain approval from the relevant authorities as required and provide a formal submission demonstrating that due to the nature of the work being undertaken, or the location of the site, residents in the vicinity of the construction site will not be adversely affected, or due to safety reasons certain specialist works can only be carried out of normal work hours.

2.5. Approvals

A State Significant Development Approval is required for the works outlined in Section 2.2 of this document.

It is anticipated that the SSDA will contain conditions that certain reports and payment of fees that must be completed, submitted and approved before works can commence. They are likely to be:

- Construction Management Plan
- Environment Management Plans
- Erosion and Sediment Control Plan
- Waste Management Plan
- Traffic Management Plan and
- Payment of Long Service Levy and other authority fees

Typically, Head Contractors will provide documents addressing the items above, but not limited to, prior to site establishment for review by the relevant parties.

2.6. Legislative Framework

All activities carried out during the development will generally comply with any consent conditions imposed, and the relevant provisions of building codes and legislation, namely the Environment Planning and

3. Management of the Site

3.1. Management Structure

A Head Contractor will be engaged to manage and construct the works.

There are various contractual arrangements for the Principal and Head Contractor engagement which define roles and responsibilities. These works are being procured under a GC-21 Design & Construct form of contract.

3.2. Responsibilities

Management responsibilities referred to in this CMP are applicable to the design and construction of the site. Handover of responsibilities to operational managers will occur at the completion of the contractual maintenance periods for construction works.

Contractor responsibilities generally apply as follows:

- Detail design and construction program issues
- Carrying out risk assessments, and for setting up and ensuring the implementation of the management system on every project as appropriate
- Construction site management
- Appointing, monitoring and administering the progress of the specialist sub-contractor; and

3.3. Management Systems

It is intended that the Head Contractors will have a certified quality system of operation. In particular, the system will comprise but not be limited to:

- Planning
- Process control
- Document control
- Monitoring and measurement
- Control of Non conformances
- Corrective and Preventative Actions
- Records
- Internal Audits

3.4. Consultation

The planning and implementation of the proposed construction works will be completed to meet the requirements of the following relevant authorities where applicable:

- Department of Planning, Industry and Environment (DPIE)
- Tweed Shire Council
- Transport for NSW (TfNSW)
- Essential Energy
- NBN Co
- Telstra
- Work Cover Authority (WCA)
- Other relevant State Agencies

3.4.1. Community Notification

In addition to the public exhibition process as part of the SSDA process, and any additional consultation undertaken by the applicant if required, it is expected that the head contractor will notify the adjoining properties of commencement of site works.

Further communication proposed may include:

- A contact telephone number, to allow questions and complaints to be answered and managed early and efficiently as well as providing an avenue for issue identification
- Letterbox drops providing information to the local residents of any upcoming works

3.4.2. Complaints

All complaints will be managed and resolved as quickly and efficiently as possible. A set of Complaint Management Protocols and Procedures may be set out in the documentation provided in the letter box drops prior to the commencement of works.

3.5. Health and Safety

3.5.1. General

The construction works will be undertaken in accordance with the WHS Act 2012 and relevant Regulations. As such prior to construction the Head Contractor will prepare a Safety Plan for the site.

Appropriate separation between works and the ongoing operation of the school will be addressed with appropriate fencing and delineation of public and construction use and access.

Additionally, although fencing currently exists between the property boundary and the school property, it will be critical to continually monitor and provide further appropriate construction safety fencing along the boundary.

3.5.2. Site Accommodation & Access

Site accommodation and amenities are to be located within a designated area of the site, subject to staging and nature of works being undertaken at the time. Site accommodation will be accessed via the shared entrance(s) with the school. This will be carefully managed and operated by a full time traffic controller.

3.5.3. Traffic Management

An increase in traffic volumes is expected during the construction of the project as a result of the commuting workers, deliveries of equipment and haulage of materials to and from the site. Due to the location, road network and peak school pick-up and drop off times, truck movements should be restricted between 8:00-9:00am and 3:00-4:00pm. The principal contractor will ultimately be responsible for developing a detailed traffic management plan, however a preliminary CTMP is provided in the Traffic Report prepared by Bitzios Consulting.

3.5.4. Materials Storage and Unloading

Deliveries will take place outside of school hours (8am – 3pm), with all materials stored within the site boundary. This includes:

- Building material and waste storage containers
- All loading and unloading operations are to comply with Work Cover and any other statutory body requirements
- Care is to be taken when loading materials. Due to the nature of the site it will be necessary to review storage areas as the works progress
- No materials are to be stored on public footpaths, school grounds accessible to school users and / or roads

3.5.5. Security

As a live site appropriate hoarding will be in place wherever required, with secured access gates. During out of hours, it may be patrolled by security guards if required.

All visitors to the site will be required to report to the site office and will be appropriately inducted and registered.

Builder identification signage will be displayed indicating the builder's or contact person's name and contact phone number. A contact telephone number will be provided on the sign which will be available 24 hours a day and 7 days per week.

3.5.6. Training

All staff and head contractors working on site will be required to have a Work Cover "White Card" accredited construction training card.

Prior to any party entering site they will be inducted into the site and be made familiar with such items as listed below.

- Entry and exit locations
- Location of amenities and ablution facilities
- First aid officer and facilities

- Emergency muster location
- Site plan & important items
- Personnel Protective Equipment (PPE)
- Site specific risks and requirements
- Other WHS matters

3.5.7. Emergency and Incident Response

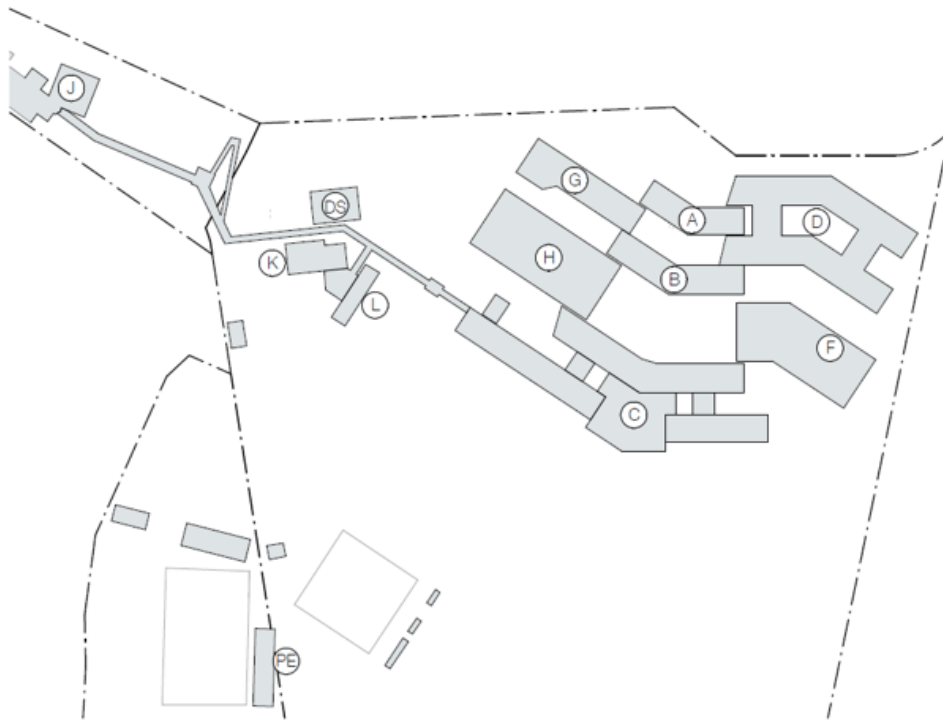
Prior to commencing works on site, the Head Contractor will prepare emergency and incident response procedures to ensure that all incidents will be managed and resolved as quickly as possible and with the minimum impact to the human health and the environment.

4. Staging

The Development at Kingscliff High School will be staged to ensure continuity of school operations throughout construction and eliminate any temporary accommodation on site. The site will be appropriately hoarded as to allow segregation between the school and construction works.

4.1. Stage 0 – Existing Site

Total teaching spaces: 61

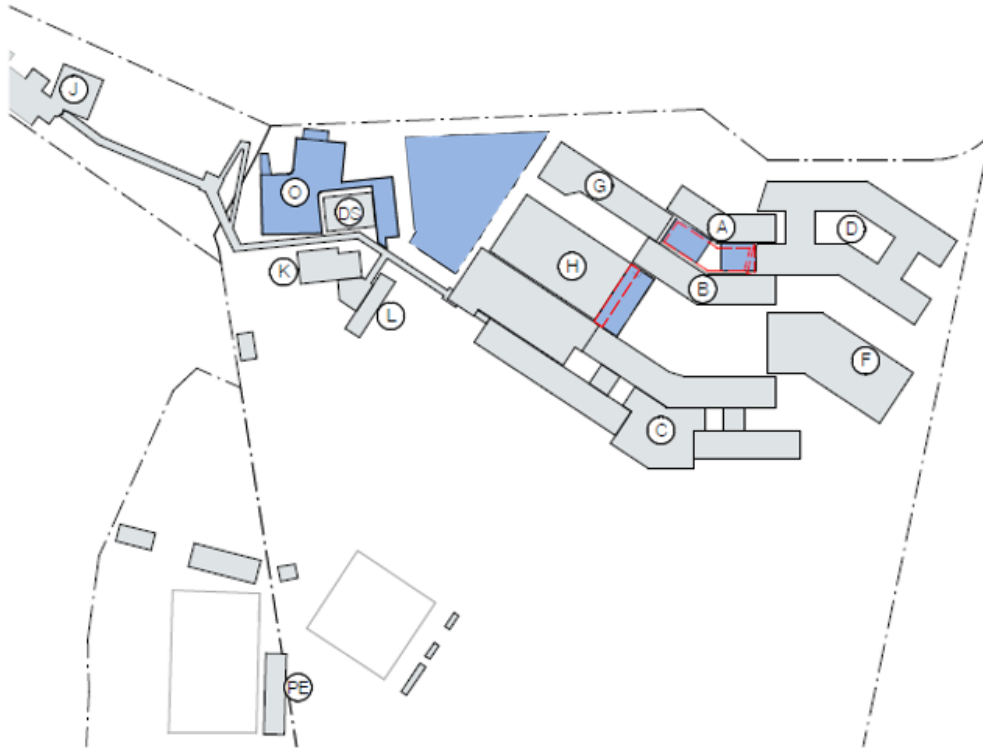


4.2. Stage 1

- Construct Building O (Creative & Performing Arts)
- Construction of COLA
- Demolition of existing landscaping and construct new Administration Extension
- Carpark Re-development

Total Teaching Spaces: 69

Approx. Construction time: 10 months



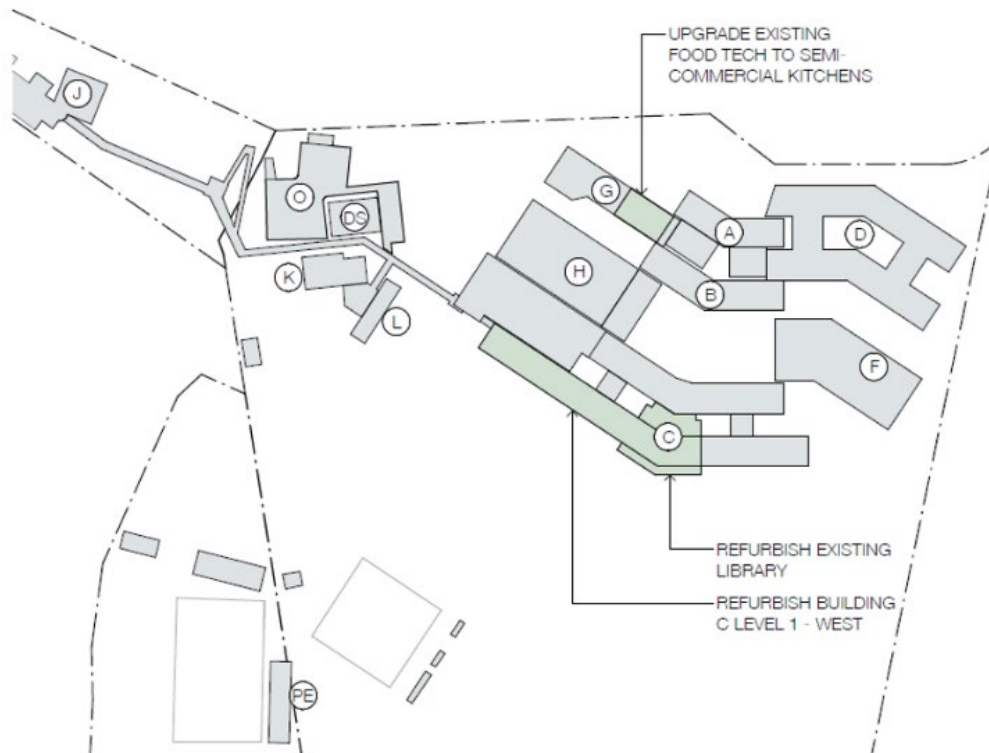
4.3. Stage 2

- Refurbish Building C Level 1 west
- Refurbish existing library
- Upgrade food tech to semi-commercial kitchens

Total Teaching spaces during works: 61

Total teaching spaces following works: 73

Approx. Construction time: 3 months



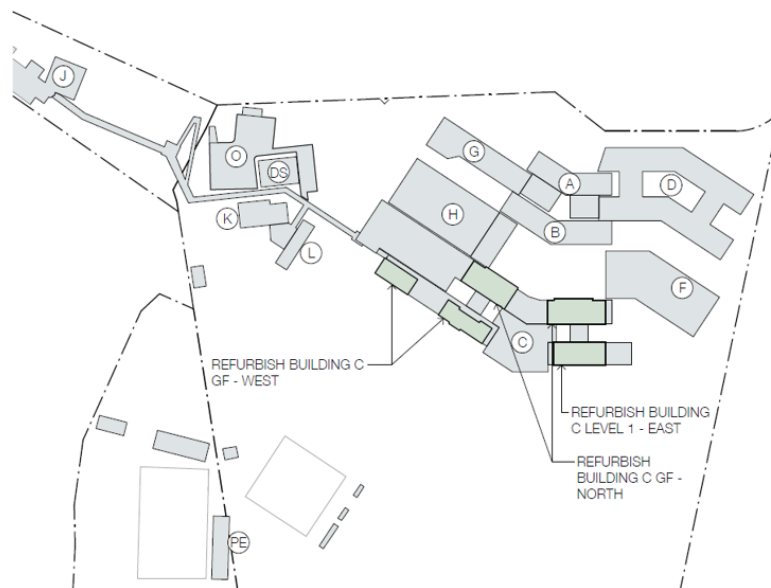
4.4. Stage 3

- Refurbish Block C L1 East
- Refurbish GF West
- Refurbish GF North
- Final Landscaping

Total teaching spaces during the works: 55

Total teaching spaces following works: 69

Approx. Construction time: 1.5 months



5. Environmental Matters

5.1. General

Prior to commencing work on site an Environmental Management Plan (EMP) will be prepared for the works and submitted to the relevant consent authority for approval. The EMP will provide control procedures and checklists to prevent construction adversely impacting on the environment by conserving resources and minimising wastage.

5.2. Environmental Management Plan (EMP) Content

The EMP will form part of the CMP. In particular, the EMP will include controls for, but not be limited to:

- Erosion and Sediment control
- Noise and Vibration Management
- Air quality and Dust
- Flora and Fauna Management
- Contamination and Hazardous Materials Removal – if relevant
- Heritage and archaeology – if relevant
- Construction Waste management
- Mixed waste will be transported off site to a recycling depot where it will be further sorted for re-use and / or recycling
- The waste contractor may assist regular waste performance by reporting to the builder

5.3. Noise and Vibration

A noise and vibration assessment has been prepared by Acousticworks. Based on the findings of the assessment, Demolition and Construction works are predicted to comply with the highly noise affected limit of 75dB(A) without the need for any additional acoustic treatments. Vibration levels may need to be continually monitored during the demolition works to ensure levels remain generally compliant with the criteria specified in the assessment. It is expected the Head Contractor will be preparing a detailed noise management plan to provide a program of actions to minimize potential noise associated with onsite activities that may impact adjacent properties.

5.4. Sediment and erosion control

A preliminary sediment and erosion control plan for the development has been prepared by Northrop. Appropriate measures must be implemented to ensure these are in accordance with Managing Urban Stormwater: Soils and Construction 4th Edition, March 2004. These measures will include:

- Installation of a 1.8m high chain wire fence covered with geo-textile filter fabric, to the perimeter of the work site area (where required)
- The use of sediment diverting methods to minimize sediment in Council's stormwater drainage network using sandbags around kern inlet pipes and geo-textile filter fabric around drop inlet pits;
- Indicative locations for stockpiling; and
- The provisions of a temporary truck wash down facility to service vehicles exiting the site during the construction stage.

5.5. Waste Management

A waste management plan has been prepared by HMC Environmental in relation to the proposed development. The purpose of the WMP is to identify ways in which resource recovery can be maximized and minimize residual waste from demolition, construction and operational activities and facilitate effective ongoing waste management practices. The WMP identifies that there is adequate space on the site to provide suitable storage facilities for waste generated during construction and operation stages.

5.6. Dilapidation Survey

A Dilapidation Survey of the surrounding facilities will have been undertaken prior to the commencement of construction.

The Dilapidation Survey will generally consist of written text and extensive photographic records.

The following areas would typically be incorporated into the Dilapidation Survey.

- Access areas
- Shared facilities
- Footpaths and roads immediately adjoining

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