



# Preliminary Construction Management Plan

Upgrade to Kingswood Public  
School

Rev B  
16 April 2025

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Date	Revision	Prepared	Approved
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# 1 Overview

In developing the Preliminary Construction Management Plan to support the construction of the upgrade at Kingswood Public School, RP Infrastructure confirms its commitment to ensuring a safe work site for its employees, contractors, suppliers, subcontractors, as well as NSW Department of Education (DoE) staff, students, visitors, pedestrians and the travelling public.

The Plan outlines preliminary parameters to allow for reasonable site management practices to be considered prior to the engagement of a suitably qualified Contractor and provides sufficient detail to support the Review of Environmental Factors (REF).

It will be the responsibility of the appointed Contractor to prepare and submit for approval a detailed Construction Management Plan, in accordance with the Works consent, associated approvals and relevant policies, guidelines and legislation, for implementation prior to the commencement of onsite works.

## 1.1 Relevant Documents

The Plan incorporates and must be read in conjunction with the following technical reports and documentation produced to support the REF as follows;

- Site Survey Plan
- Construction Waste Management Plan
- Construction Traffic Management Plan
- Contamination Report
- Arboricultural Impact Assessment
- Noise and Vibration (Acoustic) Impact Assessment
- Statement of Heritage Impact
- Architectural Design Package
- Civil Design Package

Construction information contained within these technical reports and documentation must be considered by the Contractor and addressed in the preparation of their detailed Construction Management Plan.

## 2 Revision List

Draft issue of the Plan shall be identified as revision 1, 2, 3, etc. Upon initial issue this shall be changed to a sequential number commencing at revision A.

All copies shall be distributed in accordance with an agreed distribution list. On receipt of a revision, the copyholder shall incorporate the revised pages into their copy of the document.

The document shall be subject to reissue after a practical number of changes have been made.

## 3 References

### 3.1 Legislation

- Work Health and Safety NSW
- NSW Environmental Protection Agency

### 3.2 Other Documents

- RP Infrastructure Project Management Plan
- Penrith Council Regulations

## 4 Description of the Works

### Proponent

The Department of Education (DoE) is the proponent and determining authority pursuant to Section 5.1 of the Environmental Planning and Assessment Act 1979 (the Act).

### Landowner

The Minister for Education and Early Learning is the landowner.

### 4.1 Introduction

The Preliminary Construction Management Plan has been prepared to accompany a Review of Environmental Factors (REF) for the Department of Education (DoE) for upgrades to Kingswood Public School (the activity) under Part 5 of the *Environmental Planning and Assessment Act 1979* (EP&A Act) and *State Environmental Planning Policy (Transport and Infrastructure) 2021* (SEPP TI).

This document has been prepared in accordance with the Guidelines for Division 5.1 assessments (the Guidelines) by the Department of Planning, Housing and Infrastructure.

This report examines and takes into account the relevant environmental factors in the Guidelines and *Environmental Planning and Assessment Regulations 2021* under section 170, Section 171 and Section 171A of the EP&A Regulation.

### 4.2 Proposed Activity Description

The proposed activity for upgrades to Kingswood Public School includes:

- One (1) new single storey classroom building comprising eight (8) general learning spaces (GLS), two (2) learning commons areas, two (2) multi-purpose spaces and a veranda along the eastern side of the building;
- The construction of a covered walkway that will provide a connection between the proposed classroom building and an existing covered outdoor learning area (COLA) to the north-east of the proposed building;
- Landscape and related services infrastructure upgrade works for the new building, and
- Removal of existing portable classroom buildings containing ten (10) classrooms (coordination of Demountables Contractor only)

### 4.3 Activity Site

The project site is located at 46-54 Second Ave, Kingswood and is legally described as Lot 172 in Deposited Plan (DP) 839785. Kingswood Public School is located on the southern side of Second Avenue.

**Figure 1** provides an aerial photograph of the site.





Figure 1 Aerial Photograph

## 5 General Management

Planning and implementation of the works on site, including access to, from and around the site, will be coordinated by the Contractor. A site-specific plan will be developed by the Contractor to ensure suitable and safe access is known and maintained at all times between the site and its' workers. Any interface between the site/personnel and the school and public spaces will be managed using the following:

- temporary signage around the site
- temporary paths / ramps
- hoardings / protective screens / covers
- temporary lighting

### 5.1 Site Establishments

Appendix A shows an indicative site establishment plan, however, the Contractor will be responsible for establishing and managing the site in accordance with the planning approvals and relevant legislation/regulations.

Prior to commencement of the Works, the Contractor will complete a thorough Dilapidation Report for the site and the immediately adjoining / impacted properties and submit this to the Principal for review and record.

The site will be secured and made safe from the public throughout the Works via the erection of a 1.8m to 2.4m high perimeter fence, including shade cloth hoarding attached where appropriate in locations where a solid hoarding is not provided, along the entire site boundary to prevent unauthorised entry to the site. *Refer mitigation measure #1.*

Exclusion zones around existing trees to be retained will be demarcated by protection fencing, boarding and wraps, and signage as per the *Arboricultural Impact Assessment*. The contractor will prepare and submit for review / approval a site-specific Construction Management Plan that demonstrates protection of trees and other identified vegetation including, but not limited to:

- Trees / vegetation to be retained are to be clearly marked, protected and maintained;
- Trees to be removed and inspected by a suitably qualified person for the presence of fauna immediately prior to their removal;
- Storage of stockpiles / equipment are to be outside of tree protection / vegetation areas;

- The spread / introduction of weeds is to be effectively controlled.

The site will be established and managed in accordance with the Contractor's site plan and ensuring the continued operation of the school during construction. The safety of staff and students during construction is of utmost importance, and safety measures are to be adopted by the Contractor at all times. Safety measures include secure hoarding of the construction site, appropriate signage to help staff manage students and visitor's movements, limiting heavy vehicle movements to school off-peak times, forward entry/exit of all construction vehicles to/from the site, and licensed traffic controllers. A site-specific safety management plan will be prepared by the Contractor for implementation. *Refer mitigation measure #1.*

## 5.2 Preliminary Construction Traffic Management Plan

To aid with the planning application, a preliminary construction traffic management plan has been developed, please refer to the Construction Traffic and Pedestrian Management Plan prepared by TTW for full details. Generally, the methods of management are summarised below.

All construction vehicles will travel along Second Avenue to enter at the north-west corner of the site. Existing vehicles will be required to use the same entry point, (refer figure 2). *Refer mitigation measure #2.*

Excerpt to be copied in from traffic engineers construction and pedestrian management plan

Figure 2      Excerpt from **Appendix B** Preliminary Site Access Plan

Construction vehicle movement is to be minimised during peak commuter periods (6.00am to 9.00am and 3.00pm to 6.00pm, Monday to Friday), with call-up / pre-arranged times and strategies in place to avoid / minimise queuing of works vehicles on approach to roads to the site. All heavy goods will be delivered outside of peak traffic hours. These measures will minimise traffic impacts on local roads.

The types of vehicles that will be generally used for this project are listed below:

- Utes and trucks up to 3T, a daily basis.
- Bobcat and 3T vibrating roller to be used for the temporary access road.
- Excavators will be used during foundation and services trenching.
- Concrete trucks and concrete pumps will be used for pouring foundations.

Pedestrian management during construction will require the development of a detailed strategy in consultation with the relevant stakeholders.

Temporary works for service supplies for power, sewage and communications will be planned and managed.

Other management measures to be implemented during construction may include the following:

- Construction site access locations and management measures;
- Construction personnel parking controls;
- Stage by stage construction traffic generation;
- Temporary signage around the site;
- Temporary paths and ramps.

The Contractor will prepare and submit for review a site-specific Construction Traffic Management Plan to maintain safe vehicle and pedestrian traffic routes throughout the Works. The vehicle entry/exit point off Second Avenue is to be managed by qualified traffic controllers.

## 5.3 Disruption Notices

Any planned Disruptions to school operations and services will be managed through the process of **Disruption Notices (DNs)**. For such stoppages, the DN will describe the applicable works, timetable, issues and contingency plans.

DNs will be submitted by the Contractor to the Project Manager, School Infrastructure for approval. Depending on the nature of the works, these are required 10 days prior to commencement of works, however this doesn't take into

consideration the review and approval process, which depending on the scope of works can take upwards of 4 weeks.

## 5.4 Hours of Works

Construction hours for the Works are to be in accordance with the mitigation measures.

- Monday to Friday: 7:00am to 6:00pm
- Saturday: 7:00am to 5:00pm
- Sunday and Public Holidays: No work unless prior approval from council is granted

Works undertaken outside of the approved hours will generally only be considered for special applications when it becomes necessary, such as:

- it is an emergency
- a situation that would create hazardous conditions
- plant breakdowns have delayed an activity that cannot be stopped

In addition to the above, works required for the upgrade/augmentation of existing services including but not limited to ICT equipment (Wireless Access Points, telephone handsets, associated cabling and equipment to Comms Racks) and new Main Switch Board are to be undertaken during school holidays and/or after hours to minimise disruption to school operations. All works outside nominated construction zone are subject to approved Disruption Notification procedures.

Notwithstanding the above, all required notifications will be issued and managed by the Contractor and/or SINSW where appropriate.

## 5.5 Site Deliveries

Deliveries of material to site will be minimised during the morning and afternoon peak traffic hours and all material movements shall be carried out in accordance with contractor's material handling procedures and Construction Traffic Management Plan. Qualified traffic controllers will be in place to safely manage vehicle access to and from site.

## 5.6 Site Access

An access plan will be developed by the Contractor in consultation with RPI and SINSW/DoE. The Contractor will be responsible for the implementation and management of this plan. Initially a Preliminary Site Establishment Plan as be prepared (Appendix A).

Generally, all access to the site will be in accordance with the Contractor's site access and induction/supervision protocols.

The Contractor shall ensure suitable and safe access is always maintained around the site.

The existing vehicle driveway along the western boundary of the site via Second Avenue (Figure 3) will be utilised as the main access for vehicles to the construction zone. Alternative arrangement for regular staff parking have been made, apart from limited maintenance and accessible parking.





*Figure 3 – Vehicle entrance off Second Avenue*

Detailed consultation and agreement is required with Kingswood PS, RPI, and the contractor, to provide an accessible parking space and parking for school maintenance vehicles during the construction period.

### 5.7 Access for Emergency Vehicles and Personnel

Works will not affect access for emergency vehicles and personnel during the project, however in the event of a particular construction activity that does affect the access path:

- the Contractor shall seek prior approval from RPI for temporary alternate access;
- the Contractor shall ensure the approved temporary alternate access is always maintained for emergency vehicles and personnel on and around the site.

### 5.8 Trees

Trees to be retained are to be managed and protected for the duration of the Works in accordance with the *Arboricultural Impact Assessment*.

### 5.9 No Smoking Policy

SINSW promotes a smoke free environment and as such, the Contractor is to ensure there is no smoking on site, including within existing buildings site accommodation, amenities, offices, sheds, and vehicles.

### 5.10 Adjoining Properties

As per section 5.1 Site Establishment, the Contractor shall undertake a Dilapidation Report that addresses adjoining properties, including roads, and surrounding landscaping.

The Contractor shall inform all construction personnel that the adjoining spaces to the site will remain operational during the course of the Works, and that all construction personnel must behave in an acceptable manner that does not disrupt the daily operations of the operating school, neighbouring residents, the surrounding road network and its users.

### 5.11 Noise and Vibration

The Noise and Vibration Impact Assessment (Acoustic Report) prepared by NDY identifies the general work practices to be implemented by the Contractor to minimise noise and vibration at the source, as well as control of the transmission path between the site and proximate social infrastructure / residential receivers. This is to include, but not be limited to, the following:

- Proposed timing of 'noisy' works and expected noise levels;
- Description of 'noisy works';
- Noise complaint management process;
- Community liaison officer details;
- Noise monitoring locations;
- Vibration monitoring locations;
- Noise control measures.

### 5.12 Dust and Pollution

The Contractor will comply with all EPA legislation and Penrith City Council requirements and guidelines in relation to dust and pollution control.

These controls during the Works will be carried out in accordance with the Contractor's approved Construction Environmental Management Plan. Measures will include limiting the volume of material stockpiles on site, shade cloth screens, solid hoardings and the damping down of loose material in dry / windy conditions.

The Contractor is to ensure that any dust / pollution caused by the Works is actively minimised. Areas worked in by the Contractor will be adequately protected to prevent dust / pollution spreading to the adjacent school areas, neighbouring properties and the public.

The Contractor shall notify RPI and DoE in advance of work which may require additional dust / pollution protection.

### 5.13 Site Security

The Contractor will secure the boundaries of the site for the entire duration of the Works. The external area will be fenced off using a solid hoarding or as a minimum temporary fence panels 1.8m to 2.4m in height with shade cloth hoarding attached to help minimise dust, pollution and to assist in presenting a clean and well managed site.

Appropriate signage will be displayed at all access points to the site warning staff, visitors and the general public that an area which is fenced and / or hoarded off is a construction site.

All access points allowing entry to the construction site will be always locked with the exception of the main entry gate to the site which will be manned and remain open during standard working hours.

The Principal Contractor will prepare and submit for review / approval an Emergency Site Access Procedure (ESAP) for implementation. The ESAP will be issued to DoE Security for use after standard hours. Where RPI or DoE allow access for emergency services teams to the construction site for an emergency, notification to the Principal Contractor will be provided immediately, and thereafter in writing of the date and time they have entered the site and an explanation of the emergency situation that arose.

### 5.14 Stakeholder Communication

The Contractor will prepare and submit for review / approval Monthly Project Updates for uploading onto DoE's Project Management System. The Contractor will outline all site activities and works planned one month in advance, highlighting those which may have an impact to the local community (including residents, businesses, pedestrians, and commuters).

Communication meetings will include regular Site Meetings (usually weekly).

A Works Contact List is to be provided by the Principal Contractor prior to commencement of the works.

### 5.15 Site Signage

The Contractor is to submit a proposal covering the extent and design of all proposed temporary signage to be displayed in accordance with the Principal Contractors management plans / systems for RPI/DoE's endorsement.

The Contractor must install a continuously printed shade-cloth banner to the external face of all boundary fencing of the Site, or in the case of external Class A hoarding, with graphics as determined by the Principal. These graphics must be applied to any hoardings as agreed by the Principal.

The perimeter graphics are to feature the latest NSW Government logo in accordance with the latest "NSW Government Brand Guidelines" and shall not include other company logos (e.g. logos of the Contractor or project manager).

### 5.16 Parking

Limited on-site parking for Contractor personnel is provided. Parking for additional Contractor trade vehicles will be in accordance with local parking bylaws and controls set out by relevant authorities.

Refer to the CTMP prepared by TTW for further guidance.

### 5.17 Waste Management

**Note: This section is to be read in conjunction with the Construction Waste Management Plan prepared by EcCell.**

- A Waste Data File must be maintained on-site and all entries are to include:
- The classification of the waste;
- The time and date of material removed;
- A description of and the volume of waste collected;
- The location and name of the licensed waste facility that the waste is transferred to; and
- The vehicle registration and the name of the waste contractor's company.

All waste will be removed by a licensed waste contractor using 10m<sup>3</sup> to 15m<sup>3</sup> bins on-site supplemented by 2m<sup>3</sup> transfer bins. The construction and demolition waste will be moved off-site for recycling when bins are full and within the construction site's operating hours to reduce disturbance of the neighbours and disruption to the school.

There will be a designated waste storage area for the disposal and storage of demolition, excavation and construction waste prior to collection. This area will be located conveniently for the work team to use the bins as well as for waste contractors to collect.

Construction Materials and off-cuts can be reused on-site. An area within the materials lay-down area will be allocated for the storage of materials to be reused.

All excavation waste removed from site will be classified by a suitably qualified environmental consultant as per Waste Classification Guidelines Part 1: Classifying Waste NSW EPA 2014.

The Principal Contractor shall remove all waste from site resulting from the Works. Waste shall be handled in a manner to confine the material completely, minimise dust / pollution emissions and disposed of to a standard suitable for approval under the Environmental Planning and Assessment Act, 1979. Suitable areas on site are to be allocated to provide adequate space / access for:

- separated storage of building materials
- separated storage of Works waste
- separated sorting of Works waste
- removal of Works waste for recycling, re-use or landfill

Waste that is unable to be reused or recycled will be disposed of offsite at an EPA-approved waste management facility following classification. Hazardous waste will be correctly labelled, shall not be mixed with non-hazardous waste, securely contained and disposed of by a certified waste carrier for hazardous waste.

Prior to transporting waste materials to offsite facilities, it will be verified that the transporter / facility is licensed to handle the material it is designated to carry / receive.

Refer to the *Construction Waste Management Plan* and *Hazardous Materials Risk Assessment Report* for supporting information.

### 5.18 Asbestos Management

Refer DSI Contamination Report specifically related the Unexpected Finds Protocol.

## 5.19 Safety Management

The Contractor is to prepare and submit a detailed Safety Management Plan and issue this to Sensum / SINSW for approval. The Contractor's Safety Management Methodology for the construction of the works will include essential elements such as:

- Safety management of the project in line with the Contractor's ISO certified Safety Management System;
- A risk assessment of all work activities at the commencement of the project;
- Regular site inspections by NSW Safety Manager;
- Weekly site inspections with a focus on high-risk work activities and application of construction methodologies as outlined in contractor SWMS by the Contractor's site team and contractors;
- Dedicated crane loading and unloading areas with appropriately delineated exclusion zones;
- Dedicated materials handling areas with only ticketed telehandler operators;
- Only ticketed dogmen to assist with slinging of loads;
- Appropriate site perimeter and internal fencing and delineation;
- Use of waterfilled traffic barriers adjacent to active roads to protect construction workers and the public;

A program of SINSW WHS audits will be established and provided to the Contractor. The frequency will be determined by the construction program duration and complexity of the works. The audits may include nominated and ad hoc inspections. Generally, two (2) mandatory WHS visits are to be conducted prior to Completion by the SINSW Representative. The first mandatory WHS visit shall take place approximately 3 months prior to the Completion, and the second visit shall occur approximately 1 month prior to the Completion.

## 5.20 Services Disconnection

As part of the REF works, some service disconnections to the existing school services will be required.

Services impacts on the existing school will be done with full coordination and input with relevant school and authority stakeholders and will only proceed with approval via a DN process.

All Service authorities will be consulted prior to the works commencing to ascertain lead times and correct termination locations. All termination works will be undertaken in accordance with the Contractor's specifications and instructions. All termination works will be undertaken by suitably licensed contractor.

## 5.21 Unexpected Finds Protocol

Unexpected items may be discovered during site leveling and excavation works, for example European and Aboriginal Cultural Heritage items. At a minimum unexpected finds procedure to include the following:

1. Stop work, protect item and inform RPI and SINSW;
2. Contact and engage hygienist, Archaeological and Aboriginal Site Officer as required;
3. Complete a Preliminary assessment and recording of item;
4. Formulate an archaeological or heritage management plan as required;
5. Formally notify the relevant regulator (Safework NSW, Dept. of Heritage and Environment) by letter, if required;
6. Implement any procedures detailed in the developed management plan(s) provided in Step 4;
7. Review CMP/EMPs and approval conditions;
8. Resume work.

# 6 Daily Tasks

## 6.1 Prior to Work Commencing

The Contractor's Site Supervisor will carry out the following operations to ensure acceptable safety at all times, before work starts:

- Obtain all necessary construction traffic permits;
- Letter box drop to local community advising of the commencement works and programme of activities (in coordination with DoE);
- Complete dilapidation report for the site and adjoining properties;
- Daily prestart toolbox talks with all site personnel;
- Inspect all signs / devices, note any signs out of place / damaged overnight and rectify as soon as possible;

- Inspect all emergency / pedestrian egress paths and ensure that they are clear of Works plant, vehicles, equipment, materials, stockpiles and waste;
- Make the programmed adjustments to the site management provisions for the day;
- Maintain, regularly clean and repair / replace signs and devices as necessary.

## 6.2 During Hours of Work

The Contractor's Site Supervisor will:

- Undertake approved induction of Works personnel and visitors with specific instruction on the protection of people and property;
- Arrange work to minimise nuisance to Second Avenue pedestrians and ensure their safety;
- Attend to problems as they occur;
- Where there are any hazards or potential hazards to the public of DoE identified, the Contractor's personnel will ensure these are attended to immediately, photographed and accurately recorded for reporting;
- Reposition barriers and signage as necessary;
- Coordinate maintenance of access paths, footpaths with other job operations;
- Promptly notify RPI of any incidents or near misses involved loss of time or injury.

# 7 Record Keeping

## 7.1 Site Quality Assurance and Daily Records

The Contractor's representative will keep adequate records of daily activities and any significant departures or additions within the Project Diary. An Inspection and Test Plan (ITP) shall be completed daily to ensure compliance with the approved management plans.

## 7.2 Incident / Accident Management and Reporting

### 7.2.1 Incident Management

The objective of the incident plan is to minimise such disruptions and provide a clear and simple guideline for disruptive events. The Contractor will prepare and submit for review / approval a site-specific Construction Incident Management Plan (CIMP). The CIMP will be implemented on the Works upon award of the Works Contract.

### 7.2.2 Accident Management

The Contractor shall promptly notify RPI and DoE of the occurrence and furnish a written report of the following incidents and accidents:

- Accident involving death or personal injury
- Accident involving lost time
- Incidents with accident potential, such as equipment failure, slides, cave ins, and the like

In the case of accidents either witnessed or reported, involving DoE staff, student, public or from which legal proceedings might arise:

- Record the actual type, size and location of signs / devices in use at the time of the accident
- Notify DoE management as soon as possible
- Take photographs of the arrangement for subsequent reporting

A file shall be kept including any relevant information on traffic arrangements used and completed.

## 7.3 Waste Management Reporting

The Works are expected to generate minimal quantities of waste materials. All waste will be segregated and recycled as per the CWMP generated by EcCell and DoE's waste minimisation strategy.

The Contractor will collate monthly CWMP Tracking Schedules and Report and issue them to RPI. The CWMP Tracking Schedules and Report will measure the weight of waste generated of material by classification, total weight of waste, percentage by weight recycled and percentage by weight to landfill for reporting to DoE.

Details of waste types, volumes and destinations will be recorded in CWMP Tracking Schedules and Report include, but not be limited to, the following:



- a list quantifying the amount and types of waste generated at the school
- a list of contamination incidents including the masses of contaminated bins
- records and evidence to substantiate data contained within reports to the nominated reporting standard

## 8 Emergency Procedures

Emergencies may include the following:

- Emergency evacuation
- Fire
- Flooding and water damage
- Gas leak
- Mains power failure
- Explosion
- Bomb threat
- Chemical Spill
- Construction accident
- Medical Emergency
- Theft of Collection items
- Criminal or accidental damage

The Contractor responsible for the Works is responsible for ensuring all personnel are evacuated from the site in accordance with the Contractor's Emergency Procedures and Evacuation Plan.

On evacuation of the site, the Contractor's representative will notify DoE and RPI, advising the status of the site, and await any further instructions.

The Contractor is to ensure that its Evacuation Plans are displayed around the site to direct personnel evacuating in the event of an emergency.

The Contractor shall ensure that the Emergency Procedures are incorporated into the onsite inductions and relevant plans and coordinate with the Temporary School Emergency Procedures as required.

In the event of any emergency the following project team personnel will be contactable during all hours of the day:

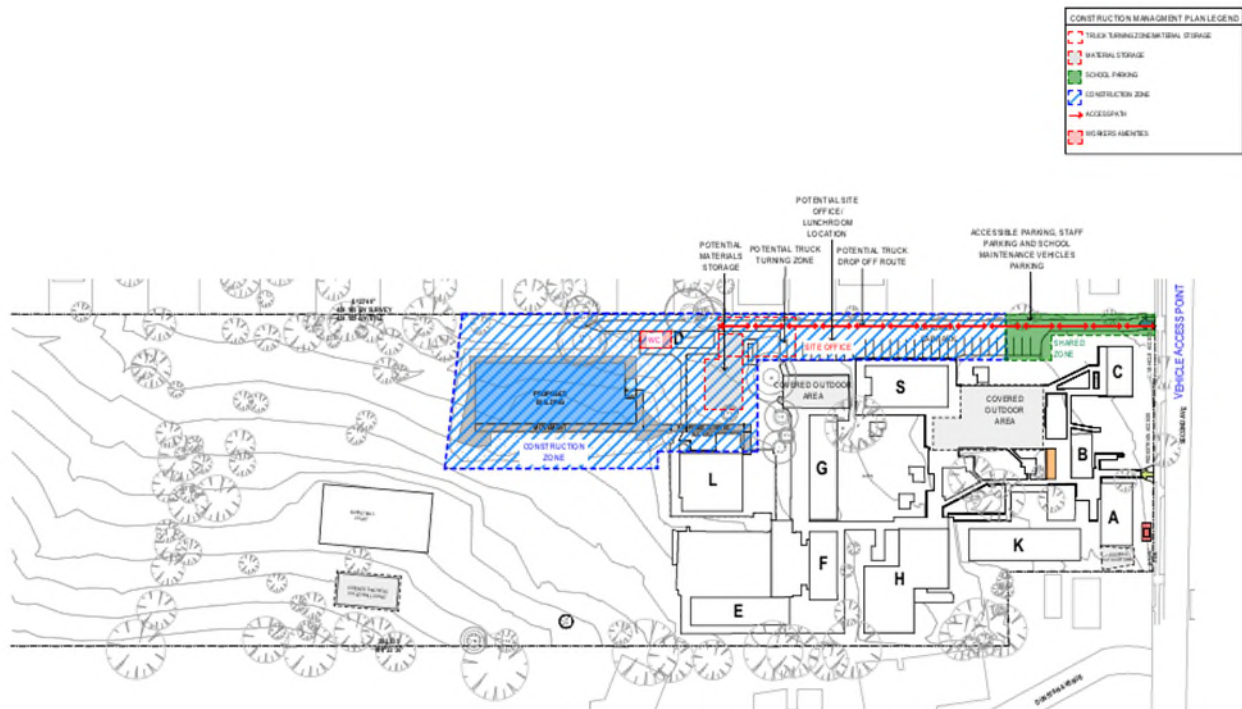
No.	Position	Name	Telephone Numbers
1	To be completed on award of contractor		
2	To be completed on award of contractor		
3	To be completed on award of contractor		
4	To be completed on award of contractor		

The above numbering designates the order of precedence, which may depend on availability at a particular time of day or period of construction.

## 9 Mitigation Measures

Mitigation Number	Aspect / Section	Mitigation Measure	Reason for Mitigation Measure
1	Construction site isolation	Site to be secured and made safe from the public throughout the Works via the erection of a perimeter fence, including shade cloth hoarding attached to prevent unauthorised entry to the site.	To maintain a separation between school occupants and construction activities.
2	Construction Vehicle Access	The Preliminary Site Establishment Plan indicates construction vehicle entry/egress point to the North-West corner of the site. All construction vehicles will travel along Second Avenue to enter and egress at the North-West corner of the site. Heavy vehicle movement is also required to avoid school drop off and pick up times.	To ensure separation of construction vehicles from staff vehicles and reduce truck movements at busy school times.

## Appendix 1 – Preliminary Site Establishment Plan



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