

City of Cockburn
**CONSTRUCTION MANAGEMENT
PLAN GUIDELINES**



Table of Content

1	Project Details	4
2	Site Plan.....	4
3	Project Program	4
4	Operating Hours, Noise and Vibration Controls	4
5	Air, Dust and Noise Management	5
6	Hazardous Materials / Acid Sulfate Soils	5
7	Environmental Management	5
7.1	Flora and Vegetation.....	5
7.1.1	Weed Management	5
7.2	Fauna.....	6
7.3	Dieback.....	6
7.4	Ground and Surface Water	7
8	Aboriginal Heritage.....	7
9	Sediment Control and Dewatering	7
10	Protection of Council Assets (streets, footpaths, laneways and reserves)	8
11	Tree Protection	8
12	Building waste on public land (streets, footpaths, laneways and reserves)	9
13	Parking and Traffic Management.....	9
13.1	Construction related vehicle parking	9
13.2	Construction related vehicle site access	9
13.3	Traffic Management	9
14	Complaints.....	10
	Checklist	11

Document Control

Version History:	Description:	Date:	Authorised By:
1.0	Approved	22/8/2019	Sabbir Hussain
1.1	Changes to sections 1, 4, 13 & 14	8/3/2021	Sabbir Hussain
1.2	Changes to section 13.3	07/07/2025	Sabbir Hussain

The following information is required for Construction Management Plans for review by the City of Cockburn:

1 Project Details

Project details needed to be provided include:

- Property address & site plan
- WAPC number & DA approval number / subdivision approval number
- company Details such as Company Name, company Business Address, company contact number, Director's name,
- Contact details of person responsible for compliance with CMP such as name, contact number, after hours contact number, email address,
- Contact details of person in control of the site such as name, contact number, after hours contact number, email address
- Construction works – Is it in stages, if yes provide details. Are there any demolition or excavation works?

2 Site Plan

Please include the following information on the site plan:

- Location of all of the City's infrastructures, such as street trees, signage, kerbs, drainage, street lights, irrigation and power poles (with reference to property boundary)
- Truck's routes to/from site from nearest distributor road
- Where material will be unloaded and stored.
- Location of Perimeter Fencing.
- Location of crossovers or other vehicle access points
- Location of wash down area for trucks (it is illegal to wash down into City's drainage system)
- Parking arrangement for work site personal
- Location of concrete and delivery trucks
- Location of Crane Location (for Building sites)
- Location of site office, waste disposal bin and sanitary facilities.
- Location of Notification sign location.(a notification sign of the proposed works is to be erected on site at least a week prior to the works. The sign shall include contractor's name and contact details for all queries/complaints)

3 Project Program

An overview is required of construction activities . A description is needed of how works are to be staged including expected timeframes and dates for works to be completed. A Project program is to be attached.

4 Operating Hours, Noise and Vibration Controls

Please detail hours of operation . The Environmental Protection (Noise) Regulations 1997 allow construction works to occur between 7:00am-7:00pm Monday to Saturday. No construction noise is allowed on Sundays and Public Holidays without the prior approval of a noise management plan. A noise management plan must demonstrate that it is reasonably necessary for the construction work to be carried out at that time.

Construction work is to be carried out in accordance with control of environmental noise practices set out in section 4 of AS2436-2010 Guide to noise and vibration control on construction, maintenance and demolition sites. The equipment used on the premises is to be the quietest reasonably available. Ensure noise from radios and voices are minimised on the site so as not to cause a nuisance.

Further information can be found on the City's website: <https://www.cockburn.wa.gov.au/Health-and-Safety/Public-Health/Noise-Pollution/Commercial-and-Industrial-Noise>

Dilapidation survey report is required for all lots that will be affected by works. A copy of the report is to be provided to the affected resident and the City for record keeping purposes prior to works commencing.

A notification letter for the commencement of works is to be provided to nearby residents. Vibration must not unreasonably interfere with the health, welfare, convenience, comfort and amenity of any person.

5 Air, Dust and Noise Management

An approved Dust Management Plan is required from the City's Health Services prior to works commencing. Please refer to City's website for further information.

<https://www.cockburn.wa.gov.au/Health-and-Safety/Public-Health/Air-Pollution/Dust-Management>

The DMP will need to explain what measurements will be put in place to prevent dust, and or sand leaving the site and creating a nuisance.

6 Hazardous Materials / Acid Sulfate Soils

Please provide details of the removal of hazardous or dangerous materials from the site. An asbestos management plan needs to be in place if asbestos containing material is found on site.

Acid sulfate soils (ASS) occur naturally in Western Australia and are harmless when left in a waterlogged, undisturbed environment. However, when exposed to air, through drainage or excavation, the iron sulfides in the soils react with oxygen and water to produce iron compounds and sulfuric acid. This acid can release other substances, including heavy metals, from the soil and into the surrounding environment and waterways (DWER 2018).

Activities with the potential to disturb ASS must be managed carefully to avoid serious environmental harm. Guidelines on identification, investigation, treatment and management of ASS can be found on the Department of Water and Environment Regulation www.der.wa.gov.au/ass

If a site has been identified as having the potential for Acid Sulfate Soils a site investigation must be carried out and if confirmed then a treatment plan produced and approved by DWER.

7 Environmental Management

7.1 Flora and Vegetation

Prior to earthworks commencing any areas of remnant vegetation identified for protection should be taped off and noted by project manager and plant operators. Heavy penalties exist for clearing native vegetation unlawfully.

7.1.1 Weed Management

Weed control within a site must be limited by following sound hygiene practices. Weed infestations should be managed according to the following:

- Post construction management of the vegetation and weeds will be carried out in accordance with the CEMP.

- Prior to land disturbance, surveys shall be undertaken to identify the type and extent of weed infestations and dieback in the project area.
- All personnel must ensure earthmoving/mobile plant and construction equipment will be washed down and cleaned of all vegetation, soil and rock material prior to mobilisation.
- Where required, intra-project hygiene boundaries will be established to prevent the spread of weeds within the project area. These boundaries will be clearly demarcated on site and equipped with clean down facilities.
- A list and means of identification (photographs) will be provided on-site to relevant personnel.
- Environmental induction of all employees/contractors will include awareness of weed impacts, identification of weed species/reporting of infestations and hygiene procedures.
- Any equipment or vehicle considered to have been working in a weed risk area will be cleaned down before remobilising.
- Mobile clean-down facilities will be provided.
- A weed control program will be implemented in ground disturbance areas where introduced species are present. Where required, infestations will be controlled by spot spraying or manual removal if necessary.

7.2 Fauna

Prior to commencing earthworks a fauna management plan may be required to be implemented. This should be undertaken prior to commencement of works and should be identified by the proponent and project manager.

During works any animal which becomes injured should be transferred to the nearest animal hospital or veterinary service. Native Arc Wildlife Hospital in Bibra Lake will take receipt of native animals that require attention. For any other animal please contact local vet.

7.3 Dieback

Phytophthora cinnamomi, or more commonly known as Dieback, is a type of water mould that attacks the roots of the plant and causes them to rot. This kills the plant by preventing the uptake of water and nutrients. It spreads naturally by the movement of spores in water or by root-to-root contact. Dieback can spread at the rate of one metre each year on flat ground, though this is increased considerably by human activity.

Dieback is not killed by water. Therefore washing down of footwear, equipment or vehicles must use a disinfectant such as Methylated Spirits, bleach or Phytoclean.

Widespread testing for Dieback has not been conducted on the Swan Coastal Plain and therefore it must be assumed that sites may contain the disease and that vehicles can transport it to and from a site. Testing is usually restricted on a site by site basis so a precautionary approach should be taken.

Dieback hygiene guidelines and procedures will be provided by the City or can be accessed through visiting the Department of Biodiversity and Conservation, Parks and Wildlife website <https://www.dpaw.wa.gov.au/management/pests-diseases/phytophthora-dieback>

7.4 Ground and Surface Water

Site investigations prior to any earthworks commencing should determine the level of groundwater within the project site and also identify any surface water expressions including wetlands. Wetlands are important features and care must be taken to mitigate any deleterious effects on either the water quality or water levels within a near by wetland. No clearing within a wetland can occur unless with prior approval. Wetlands are identified under the geomorphic wetland data set and can be viewed at

<https://catalogue.data.wa.gov.au/dataset/geomorphic-wetlands-swan-coastal-plain>

8 Aboriginal Heritage

The Department of Aboriginal Affairs register Aboriginal Sites of significance. Site investigations prior to commencement of works should identify any sites of significance and make a reasonable determination as to whether an Aboriginal heritage impact permit is required.

However, if for any reason it becomes apparent that a new Aboriginal Site is uncovered, it shall be reported to the Site Manager and compliance with the Aboriginal Heritage Act 1972 shall be undertaken.

If any aboriginal artefacts are identified works shall cease immediately and the Project Manager or Site Supervisor notified.

Significant sites that may be impacted by the works shall be protected by actions such as:

- Clearly posted notices.
- Erection of fences or other barriers.
- Notification and protection of sites in accordance with the ABORIGINAL HERITAGE ACT 1972.
- Keeping the locations of sites confidential except where it is necessary to identify and sign post the site to ensure its protection

Appropriate specialists shall be brought to site to identify and assess the significance of the discovery. If the discovery is determined to be significant, all relevant regulatory authorities and community representatives should be informed as soon as is practicable. If human skeletal remains or burial site has been discovered the local police shall also be informed.

More information can be found at <https://www.daa.wa.gov.au/>

9 Sediment Control and Dewatering

Please specify how stormwater, rubbish and sediment laden runoff along roads, drains and footpaths will be managed. Please explain what measures are in place to prevent unauthorised discharges from the site.

Will de-watering of the site be necessary? If yes, please provide details and attach a report from an appropriately qualified consultant outlining the proposal, duration of operation, water quality, discharge rate etc. Note – Pre- approval from the City will be required prior to discharging any ground water from the site into the City's drainage system. Approval will be subject to water being suitably treated prior to disposal. Approval may also be required from State Agencies.

10 Protection of Council Assets (streets, footpaths, laneways and reserves)

The Local Government Act and the City of Cockburn Local Laws do not permit, obstructions, materials, the erection of any structures or hoardings on footpaths, road reserves, City's 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 road reserve, associated with a construction site, are required to submit a Construction Management Plan. The builders is requested to instruct truck drivers making deliveries to site to avoid routes which involve roundabouts or other obstructions to minimise damage to the road reserve and associated infrastructure.

The developer is responsible for the condition of the road reserve, including footpath, kerbs, stormwater grates and trees during the works. The applicant will be responsible for any costs relating to the reinstatement of the footpath and road reserve. Existing footpaths and kerbing associated with the verge and adjacent median are to be bonded to ensure restoration works are completed post construction (if required).

A Dilapidation survey report is required for all lots that will be affected by works. Existing furniture, irrigation, garden planting, mulch and trees are to be bonded to ensure restoration works are completed post construction (if required). Furniture to be delivered to Cockburn Depot for storage until reinstatement.

Photos of the existing state of verge prior to bonding must be supplied by developer as evidence in case of dispute.

11 Tree Protection

Any specific Planning Permit conditions relating to the retention and protection of vegetation on the site or neighbouring properties must be met (as applicable). Existing verge or significant trees must have protection for damage by construction in accordance with *AS 4970-2009 Protection of trees on development sites*. Please provide Arborist Report, Tree Protection / Management Plan and Site survey showing existing trees.

Trees to be retained or protected under the Council's Local Law may apply to remove a 'significant' or 'canopy' tree or to carry out works within the structural root zone or to prune a 'significant' tree (as applicable). Removal of pruning of verge trees is to be considered case by case. Removal of verge or significant trees to be undertaken by the City's contractor after the invoiced payment is received. A bond or contribution for the replacement of removed trees to a comparable size, is to be received by the City prior to removal.

12 Building waste on public land (streets, footpaths, laneways and reserves)

Details to be provided of measures to mitigate the effect of onsite building waste such as rubbish, debris and unsightly sites to ensure local amenity is protected. provided of measures to ensure that materials stored on the site are adequately secured to prevent unnecessary and unsightly dispersal of the materials around the site and public areas (streets, laneways, footpaths and reserves). A permit must be obtained from Engineering Services before a skip or large waste bin is placed on a road or on any land owned or managed by the Council as per Council Policy LPP 5.8 Sea Containers.

13 Parking and Traffic Management

13.1 Construction related vehicle parking

Details (consistent with those shown in the site plan required in section 2 of the CMP Guidelines) are to be provided of where tradespeople will park during the development phase. The City's expectation is for parking and deliveries to be managed within the subject site's property boundary.

Every effort shall be made to minimize impact on surrounding properties and their occupants. On-street parking, if agreed to by the City, for building related traffic must comply with the City's Parking and Parking Facilities Local Laws, the Road Traffic Code 2000, and any existing on-street parking controls.

Subject to approval, the City may install temporary on-street parking controls to manage parking and/or access for construction activities.

It is recommend that any site induction process includes advice on how and where parking is permitted.

13.2 Construction related vehicle site access

Details to be provided of the management of construction vehicles accessing and leaving the site to prevent queuing on roads and unnecessary disruption to traffic. The following items are to be confirmed or alternative arrangements are to be detailed with adequate justification:

1. Vehicle trips to the subject site shall be restricted to less than 10 vehicles per hour. If this is not possible provide a detailed estimate on estimate of the volume and type of traffic to be generated by the proposed development and how that will be managed.
2. Vehicles accessing the site shall enter and exit the City's road network in a forward gear.
3. Provide a Heavy Vehicle access route map for the subject site to and from the nearest distributor road. The City's expectation is that where possible residential access roads are avoided.

13.3 Traffic Management

Details to be provided of the extent to which works will potentially affect pedestrian and cycling access around the site, as well as traffic on adjoining roads. This may include the location of cranes,

hoardings, perimeter fencing, storage areas, hoisting zones and site sheds. It is generally expected that cranes, hoardings, temporary fences, site sheds etc are contained within the property boundary of the subject site unless specific approval is granted by the City's Engineering Services unit.

A Traffic Management Plan (TMP) is required to be submitted **along with the CMP**, to the City's Development Engineering Team for approval if there is any need to manage pedestrian or vehicle traffic as part of the construction activity. All TMPs must be prepared and implemented only by MRWA accredited persons and submitted in adequate time for the TMP to be reviewed, revised as required, and allow for any advance notification to be given to affected parties/stakeholders. The applicant is to ensure that the TMP designer has read section 13 of the CMP guidelines and confirmed information in the provided TMP is consistent.

14 Complaints

A complaint management plan is to describe the procedure of how customer complaints will be dealt with. A flowchart with names, positions and contact details is to be provided. Timeframes of when complaints will be resolved needs to also be included.

Checklist (Please complete & submit with relevant attachments)

WAPC Number:		Approval Date:	
DA / SU Number:			
Project Details			
Property Address			
Company Details (Name, Business Address, Contact Number)			
Contact details of person responsible for compliance with CMP (Name, Contact Number, Email Address)			
Contact person in control of the site (Name, Contact Number, Email Address)			
DA / Subdivision Engineering Approval Condition No.			

CMP Item	Deliverable	<input type="checkbox"/>	Notes
Site Plan	Site Plan	<input type="checkbox"/>	
Project Program	Project Construction Schedule	<input type="checkbox"/>	
Dilapidation Survey	Copy of Surevy	<input type="checkbox"/>	
Notification letter to Residents/Affected Landowners	Copy of Letter	<input type="checkbox"/>	
Air, Dust and Noise Management Plan	DMP submitted/approved	<input type="checkbox"/>	
Hazardous Material / Acid Sulfate Soils	Action Plan	<input type="checkbox"/>	
Environment	Environmental Plan plus supporting data	<input type="checkbox"/>	
Sediment Control / Dewatering	Action Plan	<input type="checkbox"/>	
Parking and Traffic Management	Traffic Management Plan	<input type="checkbox"/>	
Complaint Management	Complaint Management Plan and Flowchart	<input type="checkbox"/>	

DISCLAIMER: Upon submission of the CMP, the applicant undertakes to hold the City of Cockburn indemnified against all claims which may be made against them 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 road reserve and property of the City of Cockburn during all periods when the reserves are in use.

DECLARATION: I have read and understood the above information and I accept responsibility for ensuring compliance with the CMP, City of Cockburn Local Laws, Statutes and any conditions pertaining to the use of the road reserve and city property on behalf of the organization named below.

Name:	
Signature:	
Organisation:	
Date:	

City of Cockburn

9 Coleville Crescent, Spearwood WA 6193

PO Box 1215, Bibra Lake DC Western Australia 6965

T: 08 9411 3594 F: 08 9411 3333

