



Construction Management Plan Information Sheet

The City's Construction Management Policy outlines when a Construction Management Plan (CMP) will be required as part of a condition of development approval. This Information Sheet provides guidance to owners, builders and developers when progressing a CMP, and inform the community on how the City considers CMPs.

What is a Construction Management Plan?

A CMP details the methods for managing health, safety, traffic, amenity, and environmental concerns during demolition or construction that all contractors must adhere to.

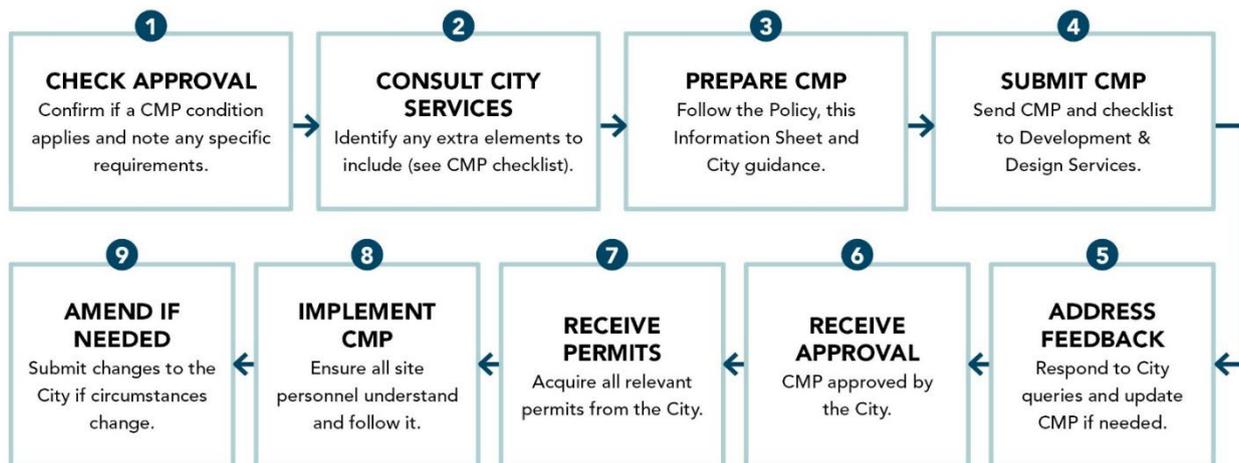
When is a Construction Management Plan required?

A CMP must be submitted to and approved by the City prior to the commencement of development for the following:

- **Major development** (as defined by the Policy), such as apartments and large commercial buildings.
- **Standard development** (as defined by the Policy), such as where the site is constrained in size or access.
- Where the storage of materials and amenities is proposed on public land; and
- Where, in the opinion of the city, the development may have adverse impacts on the amenity of an area.

To ensure a streamlined process, developers are strongly encouraged to engage with the City before preparing a CMP before a building permit application is submitted. Relevant City service units that can be contacted for each element of a CMP are provided in Appendix 1.

What is the process of a Construction Management Plan?



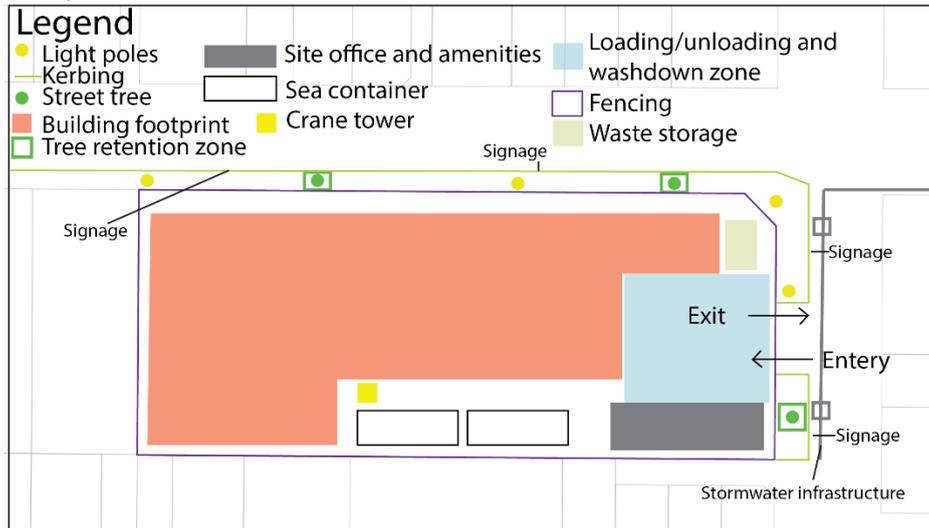
Required details of a Construction Management Plan

Site Plan

The CMP is to include a site plan that details the following:

- Location of City infrastructure (street trees, kerbing, drainage, streetlights and power poles);
- Delivery and storage of materials including the location of any materials hoist;
- Site office, storage sheds and signage;

- Any temporary perimeter/security fencing;
- The location of waste disposal bins and sanitary facilities;
- Identification of any proposed work zones;
- The location of any scaffolding, hoardings or gantries;
- The location of crossovers or other access points; and
- The location of any wash down areas for vehicles.



Community Engagement and Complaints Management

Community engagement is necessary to ensure that neighbours are kept informed of the construction progress to minimise disruptions, improve safety and allow for community concerns to be raised directly with the developer. The CMP is to detail how community engagement will be undertaken in accordance with the Policy.

In addition to the above, a sign for **standard development** and **complex development** is to be installed during the duration of construction works, as illustrated by the example below.



NOTICE TO NEIGHBOURS

CONSTRUCTION WORKS IN PROGRESS

PERMITTED CONSTRUCTION HOURS

Primary construction work times for this site are

7.00am to 7.00pm
Monday to Saturday

Should problems in relation to building noise occur outside the above permitted hours, or for any other enquiry, complaint or emergency relating to the site at any time, please contact:

Site Contact Name: _____

Company Name: _____

Contact Number: _____

There may be situations where an approved CMP, or parts of it, should be made publicly available to keep the community informed.

The City will encourage developers to provide a copy of the approved CMP with any commercially sensitive information appropriately redacted. If agreement cannot be reached, the City may publish extracts of the CMP to ensure community awareness.

Site Safety and Construction Methods

Site Safety

The CMP is to detail measures that will be used to ensure that unauthorised personal do not access the development site. This may include perimeter barriers, locks, surveillance systems, security lighting, motion detectors etc.



Sheet Piling

Sheet piling presents risks to adjoining property assets and is therefore not supported by the City unless no other method of retaining earth is possible, in which the following considerations should be made:

- Careful analysis (by the architect, professional contractor or structural engineer) of each structure and the affect it may have on other structures; and
- The developer's engineer should make specific design recommendations.

Where sheet piling is proposed, the CMP is to detail:

- The sheet piling method and extent;
- Required associated equipment; and
- Strategies used to mitigate impact/s on surrounding property.

City Property

The applicant is responsible for the protection of City assets during the construction period and for ensuring that the verge and assets are reinstated to the previous condition to the City's satisfaction once construction is complete.

The CMP should include photos and descriptions of the condition of all City infrastructure adjacent to the worksite prior to the commencement of works. This will assist in determining if future remediation is

necessary.

Street Trees

The protection of street trees during construction is to comply with the requirements of the City's [Street Tree Policy](#). The developer is to provide detail on what tree/s currently exist and imagery of their current condition.

Traffic Management

A Traffic Management Plan is to be included as part of the CMP and consider the following elements.

Road and Footpath Closures

The construction process should minimise interruption and inconvenience to pedestrians and motorists particularly where construction is occurring within activity centres or along key transport routes.

In the interests of public safety and where necessary, the City may require the use of gantries or other methods to maintain clear pedestrian access at all times. Should the road or path be obstructed, the developer is required to obtain a [Works-Placement in Road Reserve Permit](#) from the City's Rangers.



Once a Traffic Management Plan implemented, the City may require a site audit be undertaken and provided to ensure traffic management measures are in place and compliant. Modifications will be requested where a response to site-specific constraints is necessary and/or improvement is needed for public safety.

Parking Provisions for Worksite Personnel

The City's preference is for all worksite personnel to park off the street either on private property or within off street public parking bays managed privately or by the City.

The City may require the developer to pay the City to provide their construction workforce with access to an appropriate number of parking bays in City public carparks (as determined to be appropriate by the City and via a [Construction Parking Permit](#), if eligible).

The following information is to be detailed to sufficiently cover worksite personnel parking:

- The number of personnel expected on site at each stage of the development at any one given time;





- Arrangements made to secure adequate parking, its location and distance to the site (if applicable); and
- A suitably scaled map showing:
 - The location of the proposed contractor parking;
 - The location of available off-site parking in the locality and the distance to the site;
 - Details of any on street parking, including the distance to the site and any time restriction;
 - Location/s where parking is not permitted;
 - Location/s of train station, bus stops, cycle paths or any other active transport options in the near vicinity; and
 - Measures to be employed to encourage personnel to use active transport options, including the provision of storage on site, financial incentives, and the like.

Management of Deliveries

The following information is to be detailed to sufficiently cover the management of delivery:

- The times when deliveries will occur;
- The length of time loading and unloading will take to ensure adequate time between vehicles to prevent ramping;
- The key roads to be used; and
- Any road closures which will be required to facilitate the loading and unloading of vehicles.

The actual closure of road(s) and the associated diversion of traffic shall be the subject of notification to the City a minimum of 14 days prior to intended closure.

A work zone or construction parking area may be established during the construction phase to allow for an area of the road reserve to be used exclusively by the developer for deliveries and loading and unloading of vehicles. This will be obtained from the City's Rangers.

Structures on Public Land

Road Reserves

The City may agree to some structures associated with the construction process being located within the road reserve, verges and footpaths, such as gantries, signage, site offices, amenities and storage areas. This will be subject to a [Works-Placement in Road Reserve Permit](#).

A separate application for a [Work Zone Permit](#) to deposit building materials on a verge or excavate near a street will need to be made to the City along with all relevant information including detailed drawings, relevant certifications and a fee.

The City may also agree to other works within the verge such as temporary crossovers, the use of ground anchors or other stabilising methods. Where these are proposed, the CMP shall provide relevant details such as:

- The location of any services below the road reserve;
- Consent from the relevant service authorities;
- Structural certification;
- Detail of how these services will be decommissioned or disposed of when no longer in use. A confirmation letter is to be provided to the City to confirm their decommissioning/disposal; and
- Suitable legal agreement being in place with the City.

For clarity, verges in front of properties other than the subject development site may only be used for these purposes with the prior written consent of the adjoining landowner.

Parks and other reserves

There may be extraordinary circumstances where the storage of materials and amenities at a park is necessary for the construction of an approved development. The storage of materials and amenities are not to conflict with the primary nature of a park, ensure remediation costs are not worn by the City, and that financial compensation is provided to the City for its use (lease agreement).

Any proposal to use a park for this nature should be detailed within a CMP, and include the following:

- Evidence that there is no other suitable location;
- The proposed leasing cost;
- The financial offset for community impact/s;
- The offered deposit; and
- The cost to reinstate any used and/or damaged City property.

The City will review financial elements of the proposal and reserves the right to request modifications to leasing costs and financial offsetting.

Environmental Management

The CMP is to describe how an action might impact on surrounding land uses and environment and set out clear commitments on how those impacts will be avoided or mitigated and managed. Remediation measures are also to be detailed.

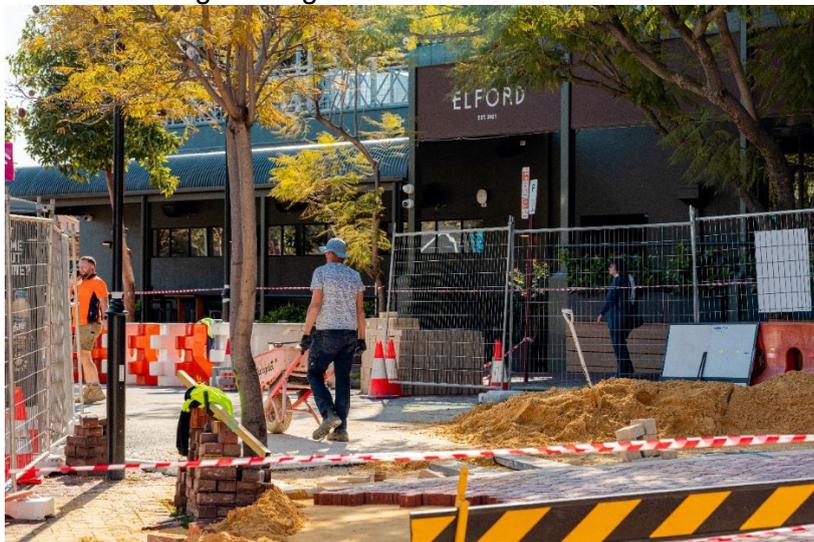
Work Hours

Should works be required to occur outside of the standard work hours, in accordance with the *Environmental Protection (Noise) Regulations 1997*, a [Noise Management Plan Approval Application](#) accompanied by a suitable Noise Management Plan may need to be submitted a minimum of 7 days prior to construction works.

Control of Sand and Dust

Details of the measures to be put in place to control the drift of sand and dust from the site (such as road sweeping), and remediation, if necessary, are required. Measures that prevent the movement of soil and sediment from the worksite to the stormwater networks are to be detailed to mitigate impacts to the Swan River system.

The City may require a schedule and implementation of road sweeping (at the developer's cost) where issues of sand and dust control emerge during construction works.



Lighting

The consideration of external lighting proposed on site and the measures proposed to minimise associated adverse impacts are to be detailed.

Asbestos and Waste Management

Asbestos must be removed in accordance with the *Health (Asbestos) Regulations 1992* and following any applicable occupational safety and health requirements.

If applying for a demolition permit for a property containing asbestos, you will need to complete an [Asbestos Declaration Form](#).

If the demolition or site works require the removal of hazardous materials, the CMP is to refer to a suitable endorsed Hazardous Materials Management Plan prepared by a suitably qualified consultant.

The CMP should demonstrate the methods to be employed to minimise construction and demolition waste. The City's [Enhanced Environment Strategy 2025 – 2030](#) establishes a minimum material recovery target of 85% by 2030.

Water Management

A vehicle washdown area must be nominated (where wash down is proposed on site) and measures that will be employed to ensure washdown material does not enter the road reserve, impact trees or the stormwater system are to be provided.

All stormwater shall be contained on site during the construction program. The City does not support the diversion of stormwater into the City's drainage network. If the site requires stormwater management during construction a Stormwater Management Plan shall be provided with the CMP.

If dewatering of the site is required details of the proposed methodology, including machinery to be used operating times, odour, light control and noise management shall be provided as part of the CMP. Approvals from any relevant authority that is required to undertake any dewatering is to be provided within the CMP.

Control of Vibration

Details as to the measurements being employed to control vibration and reduce the impact on the surrounding landowners and road reserve are to be provided.

Site Storage and Amenities

The City's Local Planning Policy: Planning Exemptions provides guidance on whether the proposed storage of equipment or materials require development approval.

Where the City has considered a proposal to utilise a reserve for the storage of materials and amenities, a lease agreement will need to be put in place and will be subject to the determination of Council.

Cranes

AS 2550 provides guidelines for the safe use of cranes, hoists and winches and should be followed at all times.

When using cranes or mobile lifting equipment, the following steps are to be taken to prevent disruption to public areas:



- Ensure equipment does not restrict public thoroughfares and pedestrian access or, where restricted access is unavoidable, use gantries or other overhead protection;
- Determine lifting zones for medium to long term use of the equipment;
- Protect pavements and streets and conduct dilapidation surveys before and after works have taken place;
- Implement procedures and lifting techniques to ensure safety on adjoining streets and footpaths; and
- Use traffic management controls and signage.

Consent from the City is required where the use of City-managed/owned land airspace is proposed.

Developers are to notify landowners at least 3 days prior where oversailing may occur.

Staging of Works

Stages of construction may be necessary for certain developments and therefore the CMP should describe each stage and identify if any additional impact management methods will be required to mitigate impacts to the community and environment.

Compliance

A CMP may be prepared by developer, and it is the responsibility of the developer and associated personnel to ensure compliance with the approved CMP. Failure to comply with an approved CMP may result in compliance action against the responsible person having regard to the relevant provisions of the *Planning and Development Act 2005*. Approval is sought from the City where an amendment to the CMP is required.

Relevant Legislation

[Planning and Development Act 2005](#)

[Planning and Development \(Local Planning Schemes\) Regulations 2015](#)

[City of Vincent Local Planning Scheme No. 2](#)

[Policy No.7.6.3 Trees of Significance](#)

[Local Planning Policy: Planning Exemptions](#)

[Street Tree Policy](#)

[Environmental Protection \(Noise\) Regulations 1997](#)

Do you have any more questions?

Applicants can discuss their proposal with the City's Development and Design team.

They are available to talk at the City's Administration Building Monday to Friday, 8.30am to 5.00pm, in person or on the phone.

Phone: 9273 6000

Email: mail@vincent.wa.gov.au

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



Appendix 1: Relevant City Services

Provision	Element	Relevant City service
Site plan	N/A	Development & Design services and Engineering services
Stakeholder engagement and complaints management	Stakeholder Management and Information Plan	Compliance services
	Signage	Ranger services and engineering services
Site security and construction methods	Site security	Engineering services
	Sheet Piling	Engineering services
Dilapidation report	N/A	Development & Design services and Engineering services
Managing footpaths, verges, roads and City infrastructure	Street tree protection	Parks services and Engineering services
	Traffic Management Plan	
Environmental management plan	Work hours	Environmental Health services and compliance services
	Noise Management Plan	Environmental Health services
	Control of sand and dust	Environmental Health services and Engineering services
	Lighting	
	Asbestos management	
	Vehicle washdown	
	Control of vibration	
	Stormwater management	
	Dewatering	
Waste management and material recovery	Waste and Recycling services and Engineering services	
Site storage amenities	N/A	Engineering services and Environmental Health services
Cranes	N/A	Engineering services and Rangers services
Staging of works	N/A	Development & Design services and Engineering services
Compliance	N/A	Compliance services and Engineering services