

# PORT DEVELOPMENT GUIDELINES

APPLICATION GUIDE



# ACKNOWLEDGEMENT OF COUNTRY

Pilbara Ports acknowledges the Traditional Owners of the land and waters in which it operates and pays its respects to Elders past and present.



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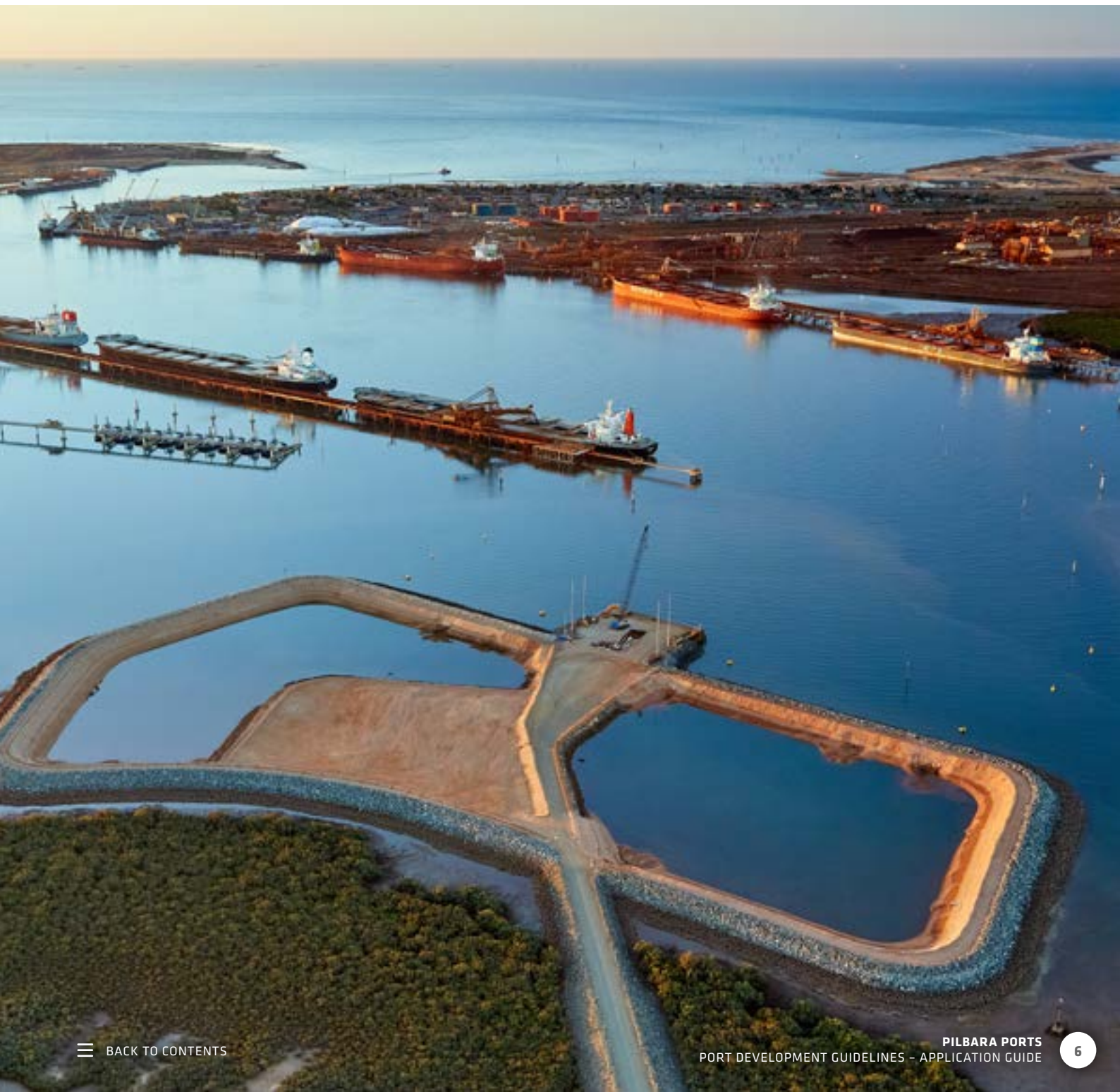
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# INTRODUCTION

Pilbara Ports operates as a Western Australian Government Trading Enterprise under the *Port Authorities Act 1999* (WA).

Under section 38 of the *Port Authorities Act 1999*, Pilbara Ports has the authority to approve port works and facilities within the gazetted port boundaries. Proponents are not required to obtain planning approval from the Local Government Authority (LGA) for developments that constitute port works and or facilities.

Proponents must obtain approval from Pilbara Ports prior to commencing works within port limits. The Port Development Guidelines (PDG) have been developed to outline the process required to gain approval and the minimum standards for developments within port land, waters, or seabed, which are vested with Pilbara Ports under the *Port Authorities Act 1999*. Refer to the [port maps webpage](#) for more information on port locations.

The development approval process is initiated by contacting Pilbara Ports [Port Development team](#). The current PDG and technical standards are published on the [Pilbara Ports website](#). Previous versions are available on request by contacting the [Port Development team](#).





## Activities requiring development approval

Activities requiring Pilbara Ports approval include, but are not limited to:

- Alteration of, or addition to existing buildings or structures.
- Any activity causing a material change to the permitted use of a lease area.
- Any activity causing a material change to the risk profile of the port.
- Any activity that has a material impact on Pilbara Ports infrastructure (e.g. roads, power, water, telecommunications etc.).
- Any activity that results in a change of use of existing infrastructure.
- Capital dredging works, including placement of dredge spoil material.
- Demolition of existing structure.
- Earthworks, land excavations and fill (including works that involve changing the original level of the land and stormwater flow paths).
- Erection or construction of any new structure.
- Establishment of new laydown areas or expansion of existing laydown areas.
- Major maintenance projects, that may impact on the port or port users.

## Activities exempt from development approval

There are circumstances where approval from Pilbara Ports may NOT be required, including:

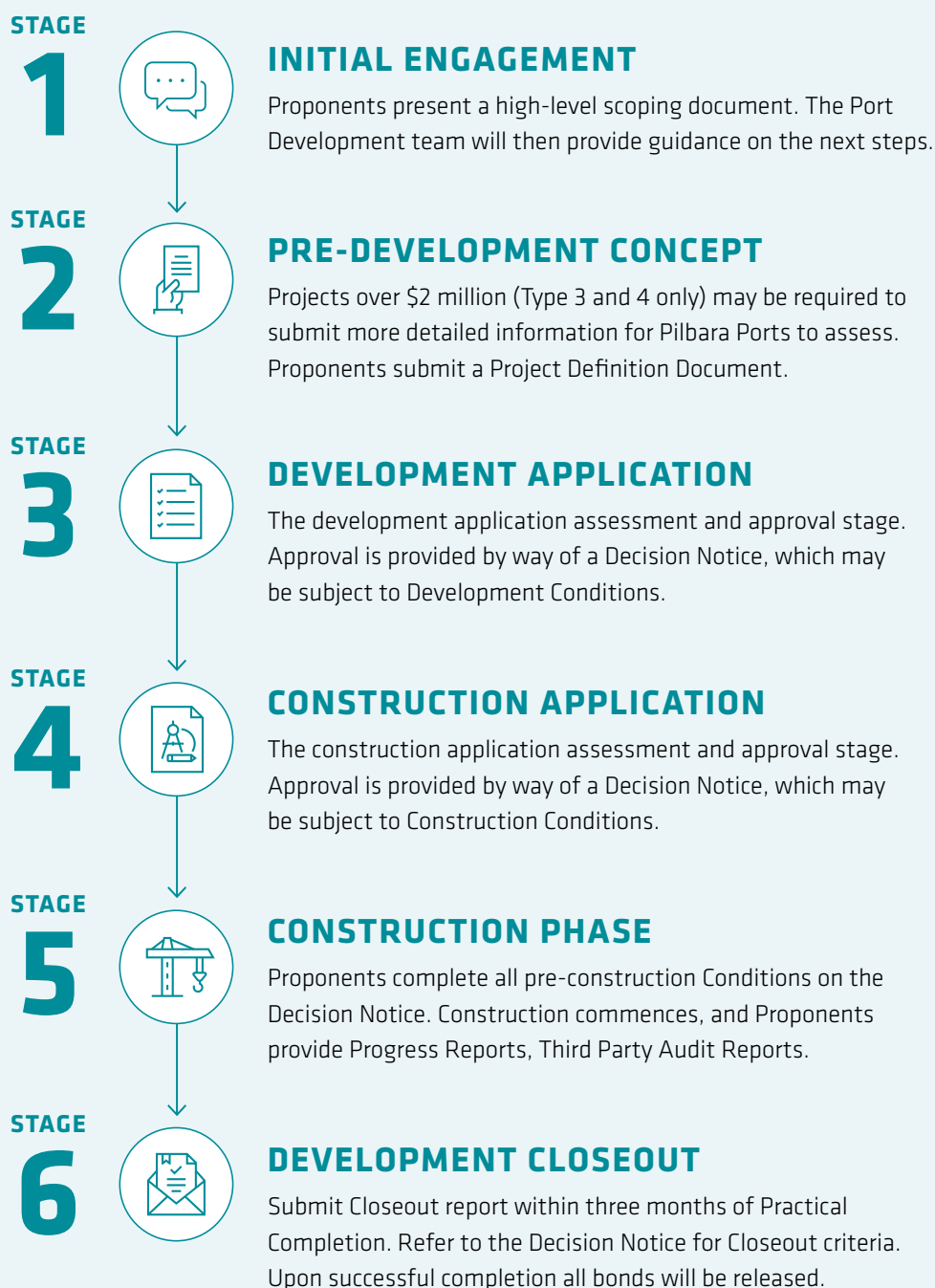
- Alterations or maintenance of landscaping including planting, mowing, reticulation, weeding, watering, pruning, and fertilising.
- Cleaning, including the removal of graffiti.
- Drilling to allow testing of soils or water, noting that Pilbara Ports investigation licence and or work permits may be required.
- General maintenance works required to retain the condition or operation of any building or structure. This does not include new works, the introduction of new equipment or infrastructure, or significant changes to existing buildings or infrastructure.
- Minor internal fit outs of offices, storage sheds and warehouses. This does not include any proposal that is more substantive or where there are structural alterations.
- Repainting of the internal or external surface of any building or structure.
- Urgent works necessary for public safety, safety or security of plant or equipment, maintenance of essential services, or protection of the environment.

While this list is provided as a guide, Pilbara Ports will determine whether the proposed works are exempt from approvals. Where questions arise, please contact the [Port Development team](#).

# DEVELOPMENT APPROVAL PROCESS

## Development stages

Pilbara Ports development approval process consists of the following six stages.





# STAGE 1 INITIAL ENGAGEMENT

Pilbara Ports encourages initial discussions as early as possible in the approvals process.

It is recommended that the basis of design is discussed and agreed with Pilbara Ports in advance of the design commencing. The basis of design must address relevant design requirements and references to Australian Standards.

Initial engagement also allows Pilbara Ports to provide support in the following areas:

- Outline Pilbara Ports approval process and likely time frames.
- Identify tenure agreements required.
- Align design expectations.
- Identify other support Pilbara Ports can provide.
- Outline typical regulatory approvals and any existing approvals that may be leveraged off.
- Identify exemptions from LGA planning approval.

Further information regarding specific Ports, see the relevant Port Handbooks, permits and procedures available on the [Pilbara Ports website](#).

## Lease or licence from Pilbara Ports

To operate within the Port limits (including the seabed), proponents will require some form of tenure from Pilbara Ports. This is arranged by way of a commercial agreement. The negotiation of tenure may be carried out in parallel with the development application approvals process however the proponent must secure tenure from Pilbara Ports prior to the commencement of any works within the port.

## Dredging licence

A dredging licence must be obtained from Pilbara Ports for all dredging works conducted within the port. The proponent must apply for a dredging licence prior to dredging works being awarded (capital or maintenance). The application must contain copies of all relevant State and Commonwealth approvals, dredge management plans and other supporting information.

Note: Capital dredging works requires both development application and a dredging licence, whereas maintenance dredging works require only a dredging licence.

# SUBMITTING A DEVELOPMENT APPLICATION

To commence the development application process, submit the initial proposal via email to [port.development@pilbaraports.com.au](mailto:port.development@pilbaraports.com.au) and a representative from the Port Development team will contact you to discuss your application.

Once Pilbara Ports receives an initial email a representative will be assigned as the primary contact throughout the approvals process. Proponents are encouraged to contact the Pilbara Ports representative for assistance.



## Aconex system

Pilbara Ports utilises the Aconex platform to manage the application process. Proponents are required to submit their application and all supporting documentation and communication via the Aconex system.

Proponents will be provided with a DA reference number and invited to the Aconex Project Directory. All communication from that point will be managed through Aconex Mail for the life of the project. Application documents are to be uploaded as individual documents to the Aconex Document Register and then submitted as a 'transmittal' via Aconex Mail for lodgement.

## Register your organisation with Aconex

Organisations who are not registered on Aconex will need to register online at [help.aconex.com/login](http://help.aconex.com/login).

Aconex is free to join for all Pilbara Ports proponents. Once the organisation is registered, the organisation's Aconex 'Organisation Admin' will need to create a User Account for each person in the project team. Once proponents have an Aconex User Account, please advise the Port Development team representative to invite the proponents to the Aconex Project Directory.

Aconex training videos and procedures are available on the Aconex 'Support Central' webpage at [Getting Started \(aconex.com\)](http://aconex.com).

For assistance contact Aconex Support Central:

**Online Help:** [help.aconex.com/contact-us](http://help.aconex.com/contact-us)

**Phone:** 1300 ACONEX (1300 226 639)

**Email:** [help@aconex.com](mailto:help@aconex.com)

# REGULATORY OR STATUTORY AUTHORITY APPROVALS

It is the proponent's responsibility to comply with all applicable laws and regulations, and to ensure that all relevant and necessary regulatory and/or statutory approvals have been obtained prior to undertaking any work within the port.

The grant of a development approval and/or construction approval from Pilbara Ports does not absolve the proponent from obtaining all relevant and necessary regulatory and/or statutory approvals. Works must not commence until the relevant approvals are obtained and evidence thereof provided to Pilbara Ports. Conversely, regulatory and/or statutory approvals obtained by the proponent do not constitute approval from Pilbara Ports.

Typical approvals and their issuing authorities are listed in Table 2. Note this is not an exhaustive list, and it is the proponent's responsibility to identify approvals required for development.





## COMMUNITY AND AGENCY LIAISON

Community groups that may have an interest in or could be affected by the port development must be properly notified and consulted prior to the lodgement of the development application. Pilbara Ports is to be consulted regarding correspondence with community groups relating to port developments.

All reasonable precautions must be taken by the proponent to minimise interference caused to the port, its users and any other party.

Prior to the commencement of construction works, the proponent must consult with Pilbara Ports on the requirement to undertake consultation with or notification to the public, adjoining landowner, lease holder and/or any other party as nominated by Pilbara Ports that may be affected by the development.

Where it is determined by Pilbara Ports that third party consultation or notification is required, the proponent must provide all correspondence in writing no later than 14 days prior to the event.

A copy of any third party objections or complaints received during the consultation period must immediately be provided to Pilbara Ports. The proponent must also address neighbours' concerns and issues, to the satisfaction of Pilbara Ports.

Should a development cause restriction or closure of public or port roads, the proponent must obtain approval from the authority that regulates the road.

In addition, the proponent must notify affected parties at least seven days prior to the occurrence of the traffic restriction/s and provide a reminder notice three days and one day prior to each traffic restriction. Installation of portable signs around the affected area and publication of notices in local newspapers may be required.

### Consultation with external parties

When considering applications for development approval, Pilbara Ports may consult with public authorities, private organisations, community groups, Traditional Owner groups or landowners that Pilbara Ports deems appropriate regarding the proposal.

### Representing Pilbara Ports to other authorities or agencies

At all times, the proponent must not make representation on behalf of Pilbara Ports, without Pilbara Ports consent. This includes accepting conditions set by a State or Commonwealth regulatory or statutory authority which Pilbara Ports will be or may be liable for. Pilbara Ports is not responsible for any conditions set by regulatory or statutory authorities which Pilbara Ports has not accepted in writing.



# STAGE 2 PRE-DEVELOPMENT CONCEPT

Stage 2 pre-development concept stage is recommended for Type 3 and 4 developments to provide Pilbara Ports the opportunity to provide further feedback and support prior to detailed design.

The proposal is documented in the form of a 'Project Definition Document' submitted by the proponent. Contact your Pilbara Ports representative to discuss the level of detail as this may differ between developments.

Pilbara Ports will review the development concept, provide feedback and advise on areas that require improvement to achieve Pilbara Ports endorsement.





# STAGE 3 DEVELOPMENT APPLICATION

## Submitting a development application

Once ready to apply, the proponent must submit a development application through Aconex, complete with all supporting documentation. Upon acceptance of the application, Pilbara Ports will then issue an invoice which must be paid in full before the review process may begin.

The following documents are typically required for the development application assessment. All documents are to be uploaded separately to the Aconex Document Register and transmitted to Pilbara Ports via Aconex mail.

- Online development application.
- Evidence to substantiate estimated total value of proposed works to a recognised Estimate Classification System.
- Project schedule.
- GIS shape files of the location (project footprint).
- Conceptual design drawings.
- Hazard/risk identification report.
- Basis of design, including metocean conditions used in design.
- All preliminary construction management plans.
- Additional information considered relevant to the application, such as Geotechnical, environmental or heritage survey reports.

*Note: Following the submission of your application, Pilbara Ports will review the development application and advise if further information is required for the assessment.*





## Development types

Pilbara Ports has established four categories of development types based on the complexity of the development, risk level, capital cost and level of regulation.

The level of documentation required may vary depending on the development type assigned to the project.

The time and cost to assess applications, the level of oversight and the need for third party consultants may also vary according to the development type. The information provided in Table 1 below is a guide and Pilbara Ports retains the right to nominate the development type it deems appropriate to the project.

**Table 1** - Application fees, performance bond, and approval validity period

PILBARA PORTS TO DETERMINE DEVELOPMENT TYPE		DEVELOPMENT APPLICATION (DA) STAGE 3		CONSTRUCTION APPLICATION (CA) STAGE 4		
Development type	Project value	DA fees (exc. GST)	Validity period	CA fees	Performance bond	Validity period
Type 1	<\$250k*	\$1,000	6 months	N/A	\$5,500	1 year
Type 2	\$250m - \$2m*	\$5,000	1 year	N/A	\$11,000	2 years
Type 3	\$2m - \$100m*	Base fee \$10k + 0.05% of the value of the works**	18 months	0.05% of value of works***	Bond determined at assessment	3 years
Type 4	>\$100m*	Base fee \$25k + 0.05% of the value of the works**	2 years	0.05% of value of works***	Bond determined at assessment	4 years

\* Value (direct and indirect) of the works on port land and/or in port waters (including seabed).

\*\* The assessment fee may be split across multiple applications by agreement.

\*\*\* If it is determined that a DA can progress directly to construction based on the information supplied by the proponent, the base fee and 0.10 per cent assessment fee remains payable prior to approval.

## Assessment fees

Pilbara Ports charges assessment fees to cover administration and review costs incurred in the processing of development applications.

- Type 1 and Type 2 development fees are fixed.
- Type 3 and Type 4 development fees are calculated on a base fee plus 0.10 per cent of the total value of the proposed works.

Proponents are to provide an estimated total value of the proposed works within the port boundaries. Cost estimates should include all direct and indirect costs and be substantiated to a relevant Cost Estimates Classification System.

Payment of the fee is typically broken into two components. The base fee plus 0.05 per cent to be paid during development application with the remaining 0.05 per cent payable on construction application. Where a staged approach is agreed, fees are payable on the first application.

Pilbara Ports will issue an invoice for the fees at the development and construction application stages. Decision notices will not be issued until full payment of the relevant fees are received.

## Performance bonds

Performance bonds are required for each construction application submitted and act as financial security for Pilbara Ports to:

- cover incomplete development and construction obligations.
- ensure compliance with all conditions of approval; and
- provide for close out criteria upon completion of the development.

The performance bonds identified in Table 1 are indicative and may increase depending on the size and complexity of the proposed development. The performance bond amount will be discussed with the proponent during the development application assessment phase and confirmed during the construction application assessment phase. The performance bond must be in place before construction approval will be issued.

Pilbara Ports will accept one of the following provisions for the performance bond, where the terms are acceptable to Pilbara Ports, and with a branch in Perth where Pilbara Ports can make a demand for payment:

- Bank Guarantees/Letter of Credit from an Australian owned authorised deposit-taking institution listed on the [APRA](#) register.
- Insurance Bonds from an Australian registered and APRA regulated insurance provider.

Prior to issuing the bond, it is recommended a draft copy is sent to Pilbara Ports for review. Once the terms have been accepted, the bond can be finalised, and the original delivered to Pilbara Ports corporate office at Level 5/999 Hay Street Perth WA 6000.

Performance bonds are fully refundable upon Pilbara Ports acceptance of the proponent's closeout report at the completion of construction.

The criteria for the closeout report will be identified during the construction application assessment phase, and typically cover, but is not limited to, as-built drawings, surveys, and quality control records.

## Development application assessment

The Pilbara Ports review process engages all relevant internal stakeholders. During this period Pilbara Ports may issue requests for information (RFI) via Aconex Mail seeking further information for clarification.

Upon successful completion of the development application assessment and payment of the assessment fee, Pilbara Ports will issue a Development Application Decision Notice approving or rejecting the proposed development.

Pilbara Ports may impose development conditions under which the development can proceed. The draft development conditions may be provided to the proponent at the discretion of Pilbara Ports, prior to the issuing of the final notice.

If the development application assessment is not successful, Pilbara Ports will inform the proponent of the reasons and work with the proponent to address the relevant issues. Pilbara Ports reserves its rights to request a re-submission of the development application where required.

Pilbara Ports may require third party reviews to be undertaken on specific components of the proposed development in order to make an informed assessment. Pilbara Ports will advise the proponent if it intends to commission an independent review of the development. The proponent will be responsible for all reasonable costs. Such arrangements will be drafted into an infrastructure agreement (or similar commercial agreement).

## Validity period for development approvals

Development approvals have a limited validity period which vary according to the size and complexity of the proposed development (see Table 1). The proponent must comply with all pre-construction development conditions and submit a construction application (and supporting documentation) to Pilbara Ports within the validity period.

If this period expires before the actions are complete, Pilbara Ports may require the proponent to submit a new development application and pay additional fees.

The proponent must notify Pilbara Ports if they do not intend to proceed with the proposal. It is the proponent's responsibility to monitor approval expiry date(s).

## Disclaimer

Any approval, inspection, or audit by Pilbara Ports of a proponent's development does not constitute any warranty or representation by Pilbara Ports as to the suitability or accuracy of the design of that development.

Notwithstanding Pilbara Ports approval, the proponent is responsible for the design, construction, and implementation of its development.

Compliance by the proponent with the PDG is no guarantee of a Pilbara Ports approval for a proposed development and Pilbara Ports may in its absolute discretion approve or reject a proposed development.



# TECHNICAL STANDARDS

The performance criteria and minimum standards for developments are identified within the following PDG Technical Standards:

- [Appendix A: Engineering and Construction Technical Standards](#)
- [Appendix B: Marine Engineering and Construction \(Navais/Dredging\) Technical Standards](#)
- [Appendix C: Hydrographic Survey Technical Standards](#)
- [Appendix D: Health and Safety Technical Standards](#)
- [Appendix E: Environment and Heritage Technical Standards](#)
- [Appendix F: Land Survey Technical Standards](#)
- [Appendix G: Spatial Data Technical Standards](#)

Pilbara Ports recognises that codes, standards, and guidelines are updated and revised from time to time and the current PDG may not necessarily reflect those changes. It is the proponent's responsibility to ensure that current versions are utilised in design.

Pilbara Ports may, at its own discretion, issue dispensations to proponents that have successfully demonstrated the benefit or necessity for such a dispensation.

Proponents are encouraged to align proposals with recognised sustainable building standards. Further information on sustainable building standards are detailed in [Appendix A: Engineering and Construction Technical Standards](#).

## Conceptual drawings – minimum development requirements

Conceptual design drawings are required to show the existing use and condition of the land and/or water for the proposed development. The following information is required as a minimum:

- Company name and contact details.
- Drawing number.
- Revision number and revision details.
- Drawing date.
- Drawing scale and scale bar.
- North point.
- Details of the horizontal and vertical datum, when applicable.
- Drawing status (concept only, preliminary design, etc.).

Conceptual design drawings may be submitted in .pdf format however, any location-based information must be submitted in spatial digital data format.

General arrangement drawings must contain the following information as a minimum:

- Clear outline of the proposed footprint of the development which is subject to disturbance or construction.
- The location of the site, including where applicable: road names, names of physical features (creeks, rivers, harbour), lot number, and the dimensions and/ or battery limits of the site.
- The existing and proposed means of vehicular access to and from the site including roads, rail, pedestrian and/or vessel.
- Areas for internal vehicle manoeuvring and paths of circulation.
- The location, number, dimension and layout of all car parking spaces to be provided and internal vehicular and pedestrian movement network.
- The location and dimensions of any area proposed to be provided for loading or unloading of vehicles and/or vessels carrying goods to and from the site including laydown and loading areas.

- Areas designated for proposed landscaping.
- Elevations and sections of any buildings proposed to be erected or altered and of any building that will be retained.
- Details of the location and conceptual design of stormwater drainage specifying how the method of disposal for stormwater.

Conceptual design drawings may be submitted in .pdf format however any location-based information must be submitted in spatial digital data format.

## Who can submit an application

Development applications must be lodged by the proponent/head lease holder however construction applications may be lodged by a contractor or a sub-lease holder where written consent to do so is provided by the proponent/head lease holder and submitted with the application.

Where a contractor or sub-contractor prepares and submits management plans on behalf of the lease holder, evidence is to be provided that the proponent has reviewed and approved the management plans.

## Timeframes for assessment and approval

The following timeframes for assessment and approval are a guide and assume that all information supplied by the proponent is correct and complete. Pilbara Ports reserves its rights to vary these timeframes which may vary according to the size and complexity of the project.

DEVELOPMENT TYPE	APPROVAL TIMEFRAMES FOR EACH STAGE
Type 1 -2	15-20 business days
Type 3 - 4	40-60 business days

Where development applications require staged approvals, Pilbara Ports will discuss this with proponents during pre-lodgement discussions.



# STAGE 4 CONSTRUCTION APPLICATION

## Submitting a construction application

To support construction approval the proponent must successfully submit all supporting documentation via Aconex; pay the prescribed assessment fee and performance bond when advised by Pilbara Ports.



## Application documents required for construction approval

The documentation required to support a construction approval should be developed to issued for construction (IFC) stage and include the following (where applicable):

- Online construction application (via Aconex).
- Demonstrated compliance with development conditions.
- Updated basis of design report.
- Updated evidence to substantiate estimated total value of proposed works to a recognised estimate classification system.
- Updated project schedule.
- Hazard/risk identification report.
- Construction management plans.
- Work method statements.
- Certified Issued for Construction (IFC) drawing package
- Proof of Engineering Certificate form.
- Copies of approvals from regulatory and statutory authorities.
- Land survey data, where applicable.
- Additional information considered relevant to the application.



## Construction application assessment

**Pilbara Ports will review the submission for completeness and advise whether the supporting information is sufficient to commence review.**

Pilbara Ports will then engage with all relevant internal stakeholders in a comprehensive review. During this period Pilbara Ports may issue RFIs via Aconex Mail seeking further information and or clarifications. Once complete, Pilbara Ports will issue a decision notice advising whether the application is approved.

For more complex projects (Type 3 and 4) Pilbara Ports may consider a staged approach to approvals where approvals follow the sequence of construction. Contact your Port Development representative to discuss this option further.

Pilbara Ports may engage a third party technical review of the proposal, to make a proper and fully informed assessment. Pilbara Ports will advise the proponent if it intends to commission an independent review and the estimated cost. The cost of any such independent review will be charged to the proponent in addition to the assessment fee and performance bond payment.

Upon successful completion of the construction application assessment, and payment of any remaining fees, Pilbara Ports will issue a Construction Application Decision Notice approving the proposed work package. Pilbara Ports may impose further conditions under the decision notice. The draft conditions may be provided to the proponent for comment at the discretion of Pilbara Ports, prior to issuing of the final notice.

If the construction application assessment is not successful, Pilbara Ports will inform the proponent of the reasons and work with the proponent to identify and address the relevant issues. Pilbara Ports reserves its rights to request a resubmission of the construction application should this be required.

In cases where Pilbara Ports has agreed for contractors or sub-lease holders to submit construction applications, the proponent remains responsible for compliance with conditions.

Proponents will be required to complete any pre-construction conditions listed on the Decision Notice before site works can commence.

## Management plans

Management plans which cover the following areas are required to demonstrate control over the construction process. These plans must be suitably detailed to enable onsite audits during site inspection.

Pilbara Ports has prepared several template guides that are available on our [website](#).

### Construction Management Plan (CMP)

A CMP is a practical plan that communicates in a concise way the proposed management of construction tasks to avoid or mitigate the risks.

A CMP is prepared and submitted as part of the construction application however, a high-level CMP and basis of design document can also be submitted with the development application. Pilbara Ports may grant approval at the development application stage provided that the proponent can demonstrate how the risk mitigation actions presented in the CMP are to be managed during the construction phase. The proponent is not permitted to commence construction activities without an approved CMP in place.

### Storm Water Management Plan (SWMP)

Refer to the PDG [Appendix A: Engineering and Construction Technical Standards](#) for more detail on drainage and storm water.

### Traffic Management Plan (TMP)

Working around traffic, including plant and vehicles, can be dangerous. Construction work is often undertaken around traffic. Proponents must use traffic management measures to manage the risks to health and safety.

Where relevant, a preliminary TMP should be submitted in support of the construction application to identify both the construction traffic issues and the traffic management strategies to be employed.

Proponents must prepare a TMP prior to work commencing where the construction works or deliveries will impact Pilbara Ports road users and infrastructure.

#### The TMP needs to be:

- prepared by a suitably qualified person if traffic flow is affected by the works and the installation of traffic control devices and mechanisms are required;

- if the plan falls outside of the expertise of Pilbara Ports, a peer review may be required at the proponent's expense; and
- approved by Pilbara Ports before construction works commence.

The proponent may be required to conduct a traffic management study to address impacts of the development on other areas of the road network and to review road safety. For some projects, a traffic management study may be required to address the impacts of the development and associated vehicle activity on the road network.

A traffic management study is required for projects that will significantly add to, or impact on, or increase traffic volumes (peak or total daily traffic counts). Projects that significantly change the mix of traffic or have the potential to impact traffic flows (such as laden B-doubles hauling rock at slow speeds), will also require a traffic management study.

The TMP must comply with AS/NZS 1742: Manual of Uniform Traffic Control Devices. Proponents must identify hazards and assess and control the risks associated with traffic.

Proponents must also consult with their boundary lease holder of any changes or new traffic hazards.

Off-site works must complement the road network to meet the operational requirements safely and efficiently. The TMP must clearly identify any off-site works that are required to upgrade the road network and the traffic volumes anticipated to impact on the road network. Copies of any documents submitted to other statutory or regulatory authorities for approval are to be provided to Pilbara Ports.

Where dangerous goods and cargoes are handled within the port area a TMP must be in place. If applicable, Main Roads WA (MRWA) may need to also approve the TMP and issue a permit if using oversized vehicles or loads on MRWA roads. A TMP, in accordance with the guidance in AS 3846, must be in place to ensure that road traffic operates in a safe manner.

In addition, if required, proponents should refer to the Pilbara Ports Crane and Hoist procedure and the Crane Registration Form located on the [Pilbara Ports website](#).

TMPs are to be reviewed and amended as required through the duration of construction.

## Work Health and Safety Management Plan (WHSMP)

All developments must be managed in accordance with an approved construction WHSMP. The WHSMP must be updated by the proponent to reflect the changing development, construction, operations and decommissioning phases of the development.

A WHS risk assessment is to be conducted by proponents for all new developments, construction and operational sites, and where a material change is proposed. The WHS risk controls and resources proposed by proponents must reflect the risk assessment findings. Proponents must demonstrate that all potential work health and safety risks have been eliminated so far as is reasonably practicable. If it is not reasonably practicable to eliminate a risk, it must be minimised.

A construction WHSMP must be submitted with the construction application, prior to mobilisation or commencement of site works.

The WHSMP must demonstrate that all potential WHS hazards associated with the construction works have been identified, the risks assessed, and control measures implemented to eliminate, if not minimise, so far as is practicable, harm to all personnel.

The key requirements for a WHSMP are outlined in the PDG [Appendix D - Health and Safety Technical Standards](#).



## Construction Risk Assessment Workshop (CRAW) report

Before construction can commence, proponents must complete a CRAW or similar with their contractor/s. Proponents are to include all risks, hazards, and controls relevant to the intended project such as:

- Risk assessment procedures adequately identify hazards and controls in place.
- Ensure systems and processes are continually audited and improved to provide a safe working environment.
- WHS leadership is a core responsibility of all managers and supervisors.
- All workers have the appropriate work environment, equipment, and training.
- All workers understand hazards and controls associated with the workplace. A safety culture is created that inspires awareness of, and personal responsibility for, worker health and safety.
- Workers are consulted in workplace health and safety matters.
- Where a proponent's risk assessment identifies a plan or procedure as a control of a risk, these procedures will be specific to the hazards the proponent's workers will be exposed to, when in the Pilbara Ports environment. Where other workers or people (including members of the public) may be impacted upon, this must also be included into their plans and procedures.
- Proponents to have a system in place to keep Pilbara Ports informed of their current and new officers. An officer is as defined in the *Work Health and Safety Act 2020*.

Proponents are to include all risks, hazards, and controls relevant to the intended project and submit the CRAW report to Pilbara Ports for approval with your construction application. In circumstances where the contractor is yet to commence, the CRAW report can be added as a pre-construction condition on the construction application decision notice.



### Environmental Management Plan (EMP)

As part of any port development works<sup>1</sup>, Pilbara Ports requires a construction EMP to be prepared and submitted for approval prior to any onsite construction taking place. A construction EMP is a practical plan that communicates in a concise way the key environmental risks of a construction project and the proposed management to avoid or mitigate these risks. Pilbara Ports has prepared guidelines and a template to support the preparation of an EMP. The guidelines for preparing a [construction environmental management plan](#) and an associated (basic) template for an EMP can be found on [Pilbara Ports website](#).

An EMP is typically prepared and submitted as part of the construction application however, a high-level EMP can also be submitted with the development application. Pilbara Ports may grant approval at the development application stage provided that the proponent can demonstrate how the risk mitigation actions presented in the EMP are to be managed during the construction phase. The proponent is not permitted to commence construction activities without an approved EMP in place.

<sup>1</sup> Works may be operational, building or civil works including construction, structural demolition/dismantling, earth works, tidal works, marine plant disturbance/removal, landscaping, services installation, road works etc.

### Cultural Heritage Management Plan (CHMP)

Pilbara Ports publicly available [CHMP](#) outlines how Pilbara Ports operates its port facilities and conducts development of port tenure while protecting and managing Aboriginal, historical, and maritime cultural heritage values. The plan has a tiered approach which focuses on the principles of avoidance, mitigation, and management. It also provides for engagement with the Aboriginal community, statutory agencies, and other cultural heritage stakeholders to ensure port development and operational activities are undertaken in compliance with heritage legislation.

Proponent developments which have the potential to impact the cultural heritage values which are present within or adjacent to our ports will be required to implement cultural heritage assessment and management processes that meet or exceed the requirements of Pilbara Ports CHMP. Importantly, this includes planning and/or designing the proposed development to avoid known and discovered cultural heritage values where reasonably practicable, so as to preserve cultural heritage values for future generations.

Proponent developments that have the potential to encounter or impact upon cultural heritage values will also be required to develop and implement a construction Cultural Heritage Management Plan (CHMP) that is specific to the proposed development.

The key requirements for a construction CHMP are outlined in the PDG [Appendix E - Environment and Heritage Technical Standards](#). The CHMP should meet or exceed the requirements specified in Pilbara Ports CHMP and its associated Cultural Heritage Management Procedures published on the Pilbara Ports website.

## Proof of engineering

Pilbara Ports requires design verification by provision of the Proof of Engineering Certificate Form for key components of the proposed development to confirm that it complies with:

- Technical standards outlined in the PDG.
- Relevant Australian Standards (or other standards deemed acceptable to Pilbara Ports where no suitable Australian standard exists).
- Industry codes such as the National Construction Code.

Key components are defined as those whose performance is critical to the function(s) or operation(s) over the agreed design life of the development. Where clarification is required, contact your Port Development representative.

Where no suitable Australian Standard exists or recognised international standard exists, the proponent may propose a standard published by a non-standard development organisation for acceptance by Pilbara Ports. In these instances, Pilbara Ports reserves its rights to engage a suitably qualified consultant, at the proponent's expense, to verify the proposal.

The Proof of Engineering Certificate Form must reference the relevant supporting documentation including but not limited to issued-for-construction (IFC) drawings, design basis, calculations, and specifications, and must be signed by a chartered engineering practitioner who is either a:

- Chartered engineer with Engineers Australia on the National Engineering Register (NER) in the relevant general area of practice (chemical, civil, electrical, mechanical, or structural) or specific area of practice (pressure equipment design verification).
- Registered under another international system deemed equivalent by Engineers Australia and acceptable to Pilbara Ports.

In certifying the Proof of Engineering Certificate Form and associated documents, the certifier is warranting that:

- They are appropriately experienced and qualified to assume all the responsibilities of the certifier.
- They are suitably familiar and knowledgeable with the specific requirements and conditions of the project and with the relevant regulatory requirements, design standards and all other aspects of the project, or have delegated elements of these responsibilities to suitably qualified and experienced practitioners in a systematic and auditable manner.
- They have verified the design by the means of review of calculations and design documentation prepared by others and may also involve checking by independent calculation.
- They are familiar with and satisfied that the management and quality assurance processes and procedures that have been put in place, and that these processes and procedures are sufficiently appropriate, timely, robust, and rigorous to ensure the suitability and compliance of infrastructure, as it is being built and in its completed form.
- IFC drawings, specifications and other documentation are sufficiently detailed and have been developed, reviewed, and checked within a suitable and auditable process of quality assurance, by appropriately experienced and qualified personnel, in order to ensure their suitability and compliance.
- Inspection Test Plans (ITP) have been provided, and that they are suitable, sufficiently detailed, comprehensive, and timely. They must also be practical, thorough, and auditable. Provide for rectification actions to be undertaken in a timely manner and allow for the certifier to warrant the suitability and compliance of infrastructure, as it is being built and once it has been completed.





## Issued for construction (IFC) drawings

Pilbara Ports requires a complete and certified IFC drawing package for each stage of the development prior to granting approval to commence construction.

At the minimum, IFC drawings must be:

- Prepared in compliance with the applicable Australian Standards.
- Submitted as supporting documentation with a construction application and must capture all information and details related to the construction activity.
- Submitted in accordance with the digital spatial data standards, refer to [Appendix G – Spatial Data Technical Standards](#).

Certified IFC drawings must be submitted to Pilbara Ports prior to construction approval.

Due to the size, complexity and duration of Type 4 developments, Pilbara Ports may accept 85 per cent complete drawings when IFC drawings cannot be provided. However, it will be the sole responsibility of the proponent to ensure Pilbara Ports is formally notified of any significant changes that occur. Pilbara Ports reserves the right to reject changes if they impact on port operations, health, safety or the environment. The drawings must contain the same information as detailed for IFC drawings.

Marked up IFC drawings will not be accepted in place of as-built drawings unless explicitly agreed by Pilbara Ports.

## IFC drawings – minimum requirements

Minimum requirements include:

- Company name and contact details.
- NER registered engineer full name, signature, and registration number.
- Drawing number.
- Revision number and revision details.
- Drawing date.
- Drawing scale and scale bar.
- North point.
- Details of the horizontal and vertical datum, where applicable.
- Drawing status (IFC).
- IFC drawings must be submitted in PDF and spatial digital data format for any location-based information.

In addition, IFC drawings must contain specific information, including but not limited to:

### (a) Site works:

- Site feature survey prepared by a licensed surveyor.
- Earthworks, including volumes of cut and fill and source and type of material.
- Locations and heights of stabilised embankments including batter slope gradients.
- Retaining walls.
- Existing stormwater drains, culverts, oil/silt removal catch pits and coalescing plate interceptors.
- Pavement details and design or other surface finishes including path and direction of stormwater flow and fall gradients.
- Identification and size of areas utilised in the development e.g. storage, loading, trade display, parking, etc.
- Location and dimensions of areas to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site.
- Fencing - type, location and height.

- Areas of open space, landscaping and screen planting, including materials, plant species, irrigation and irrigation plans.
- Vegetation to be removed.
- Buildings and structures to be removed or demolished.
- Any other item or infrastructure that needs to be relocated or removed.

### (b) Road works, vehicle manoeuvring and parking areas:

- Plans and profile including parking bay dimensions, wheel stops, aisle and road widths.
- Cross sections and grades.
- Vehicle turning templates including swept paths and sufficient radius for maximum vehicle design standards.
- Verge and road features.
- Streets, locations and names.
- Pedestrian access.
- Directional signage and road line marking.
- Road compaction tolerances.
- Subsoil drainage.
- Trenching plan.
- Existing structures.
- Road signage.
- Road furniture.
- Road construction materials.
- Location of proposed access easements.
- Thickness of road base and bitumen or asphalt surfacing.

(c) Services:

- Identification and location of underground utilities must be undertaken in accordance with Australian Standard AS5488.1.2022 to an agreed quality level.
- Surveyed location and details of all existing and future above and below ground services in accordance with PDG [Appendix F - Land Survey Technical Standards](#), including:
  - Communications pits and conduit galleries.
  - Electrical and services outlets.
  - Water utilities and outlets
  - Any other installed or located services.
- Line diagrams.
- Trench details.
- Electronic data.

(d) Drainage:

- Drainage plan for site showing:
  - Catchments boundaries and areas.
  - Flow directions (natural and man-made).
  - Site elevations (contours or spot heights).
  - Design flow rates.
- Average Recurrence Interval (ARI) for which the drainage system is designed.
- Layout and details (sections, invert levels etc.) of:
- Capture drains (including culverts).
- Capture storages (basins, dams or otherwise).
- Treatment infrastructure (swales, sedimentation basins, interceptors etc.).
- Details of existing drainage infrastructure (if applicable).

(e) Signage:

- Signage plan showing location safety, legislative and lease signs.
- Sign design, graphics and wording, materials, and dimensions.
- Signage layouts for all non-standard signs (advertising etc.).
- Footing details.

(f) Buildings:

- Locality plan/key plan showing the overall location and layout of the building works.
- Site plan (1:200 preferred) of the property showing any easements, site boundary or battery limit dimensions and lot area, north point, permanent datum point, contours (or levels) and feature survey and abutting street names and areas of demolition and/or extensions if applicable.
- The location of proposed building(s) including setbacks to boundaries, distances from other buildings on the site and proposed effluent and stormwater disposal details.
- The location of any existing buildings/structures on-site, including existing access/egress point(s), existing landscape area(s), existing effluent disposal system(s) and stormwater drainage and the location of existing infrastructure within the abutting road reserve (e.g. power poles, signage, Telstra pits, positions of fire hydrants/boosters).
- If the works are located on or close to the boundary, also show the outline of neighbouring buildings with dimensions from the boundary.
- Floor plan(s) of the proposed building(s) (1:100 preferred) showing all dimensions, room names, sunken areas and set downs, location and dimensions of windows and doors including direction of opening (e.g. Fixed, sliding, awning), toilets (staff, public, disabled).
- Roof plan showing ridges, valleys, eave lines and down pipe locations.

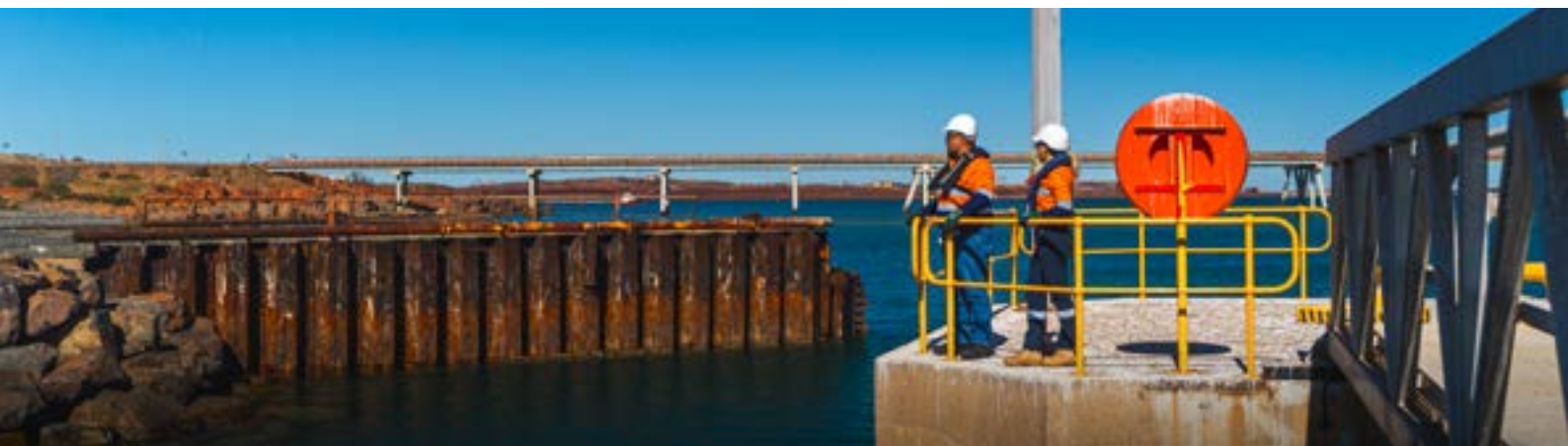


- Elevations of the proposed building(s) (1:100 preferred) showing the profile of the proposed building works including roof heights, method of connecting to any existing building(s), finished floor levels of building(s), the existing and finished ground levels, location and dimensions of doors and windows (including direction of opening) and the means to stabilise exposed soil (e.g. batters, retaining walls).
- Section drawings detailing material types and sizes, spacing and construction fixing methods (1:50 preferred).
- Engineers' structural details, e.g. footings, framing members and all connections.
- Landscaping layout and details (can be on site plan).
- Construction materials and colour schemes, door and window schedules (including cyclone/security screen details).
- Electrical and air conditioning layouts and details, including lighting and smoke alarm locations and exit sign locations.
- Plumbing layout and details.
- The type, dimension and capacity of any apparatus for the collection, treatment and disposal of wastewater or mains sewerage connection points.
- Fire-fighting equipment layout and details.
- Disabled access requirements as applicable.
- Outdoor lighting and security/CCTV details.
- Specification notes and design criteria as applicable.

Pilbara Ports may require building plans to be submitted as a Building Information Model (BIM) including 3D digital model viewable in freely available viewer.

#### (g) Other structures:

- Locality plan/key plan showing overall location of the works.
- Site plan (1:200 preferred) showing any easements, site boundary dimensions and lot area, north point, permanent datum point, contours (or levels) and feature survey, plot ratio and area of demolition and/or extensions if applicable.
- The location of proposed structures, including setbacks to boundaries, distances from other structures or buildings on the site and proposed effluent and stormwater disposal details.
- The location of any existing buildings/structures on-site including existing services.
- Plan(s) of the proposed structure(s) (1:100 preferred) showing all dimensions and set-outs.
- Elevations of the proposed structure(s) (1:100 preferred) showing the profile of the proposed works including its height, the way it connects to any existing structures, finished floor levels, the existing and finished ground levels and the means to stabilise exposed soil (e.g. abutments, batters, retaining walls).
- Sections showing structural systems and connection methods (1:50 preferred).
- Engineers' structural details, e.g. concrete, steel, timber, framing members, all connections and details, stairs, landings, gangways and platform details etc.
- Proposed services layout and details (1:100 preferred).
- Fire-fighting equipment layout and details.
- Outdoor lighting and security/CCTV details.
- Specification notes and design criteria as applicable.





# STAGE 5 CONSTRUCTION PHASE

Construction may commence once all pre-construction conditions identified in the decision notice are met by the proponent and approved by Pilbara Ports.

Relevant tenure and a start works notice are required to be in place before construction can commence.

## Documents required during construction

The following documents are required by Pilbara Ports during construction:

- Progress reports.
- Independent certifiers report, if required by Pilbara Ports.
- Health, safety and environment reports, major incident reports, investigation reports.
- Commissioning management plan/s.
- Any other documents as identified by Pilbara Ports during assessment.



## Progress reports

During construction, the proponent must submit progress reports to Pilbara Ports on a regular basis and attend a regular Microsoft Teams meeting with Pilbara Ports relevant stakeholders to discuss the project progress.

A [progress report template guide](#) is available on the Pilbara Ports website, and the report should include the following as a minimum:

- Construction program – provide a detailed schedule for the next construction month; nominate hold and witness points; and provide a high-level schedule for further months, highlighting variations to baseline/proposed timeframes.
- New and outstanding issues – provide information on outstanding issues, who has been assigned to address them and by when.
- Project risk register.
- Project variation register.
- Provide an update on compliance with development and construction conditions and copies of any new approvals.
- Monthly work health and safety reports (refer Pilbara Ports [Monthly OHS report form](#)) may be required to be submitted directly to Pilbara Ports for construction on Pilbara Ports sites (i.e. Utah, East Harbour, Lumsden) via to [Health&Safety@pilbaraports.com.au](mailto:Health&Safety@pilbaraports.com.au) with a copy of the progress report.

## Hazard and incident management and reporting

Proponents must report any incidents or identified hazards using the Pilbara Ports online incident and hazard report forms on our website, refer to links below. Note, this process does not require a login or password, and more information is available on the Pilbara Ports website:

- [Hazard and incident reporting](#)
- [Hazard and incident management – how to report](#)
- [Port of Dampier - biosecurity incident response procedure](#)

## Site inspections, document inspections, audits and testing

During construction, Pilbara Ports and its assigned agents reserve the right to audit documentation, conduct site inspections, and carry out testing. Pilbara Ports further reserves the right to confirm the adequacy of testing processes and procedures at any time.

## Third party independent certifier – Type 3 and Type 4 developments

Depending on the size and complexity of the development, proponents may be required to engage an independent, third party certifier to undertake audits during construction. This requirement will be discussed during the preliminary stages of application.



## Application for variation

Variations to an approved development application or construction application can be applied for at any time.

An application for variation must be submitted to Pilbara Ports for approval if any modifications or variations are proposed to be made to layouts or design of works prior to or during construction. Proponents will need to keep a register of variations and include this register with the regular progress report.

If changes are deemed to be either significant or not consistent with Pilbara Ports assessment of the development, Pilbara Ports reserves the right to instruct works to stop while a revised development or construction application is submitted.

Pilbara Ports considers a significant change to be a change in function, dimension, location, capacity, technology, material, output or aesthetics. A change is also considered to be significant if it impacts on safety and/or security of the port, the environment, introduces a new risk to the port, impacts additional port land or waters, or includes any new characteristic that differs significantly from the approved proposal.

Proponents should submit the variation using the online application for variation form via Aconex. Variations will be reviewed, assessed and approved or rejected by Pilbara Ports on a case-by-case basis.

The proposed variation must comply with all relevant legislation, and all required regulatory and/or statutory approvals must be sought by the proponent. Where relevant all engineering certificates relating to the variation must be provided with the variation application.

Pilbara Ports recognises that standards are updated and revised from time-to-time. It is the proponent's responsibility to ensure that the most up-to-date versions are used in any proposed variation to an approved construction design.

An application for variation must also be submitted where a variation is proposed to be made to any asset that will transfer to Pilbara Ports in the future, or if the proposed variation will impact the intent of, or a proponent's ability to comply with, a development or construction condition.



## Stop works

Pilbara Ports may issue a stop work direction to a proponent if it determines:

- Any part of the works is unsafe.
- Works are or have the potential to cause environmental harm.
- Works are or have the potential to impact cultural heritage values.
- Works are adversely affecting or interfering with other port users or port operations.
- Non-compliance with development conditions or construction conditions by the proponent or its contractors.
- Works are unauthorised.

A stop work direction will remain in place until Pilbara Ports is satisfied, in its absolute discretion, that the works can recommence and provides approval to the proponent in writing.



# STAGE 6 DEVELOPMENT CLOSEOUT

## Documents required for closeout

Pilbara Ports will identify the specific close out requirements in the construction approval decision notice. The following are typical closeout requirements:

- Closeout report (see next page).
- Handover report (see next page).
- As-built drawings.
- Construction Completion Certificate form.
- Survey data (digital format).
- An independent certifier closeout audit report (where required).
- Any required future operational management plans.
- Any additional information that Pilbara Ports and/or the proponent consider(s) to be relevant at this stage, and/or documents required in the development or construction conditions.

Pilbara Ports will release any related performance bonds upon successful completion of the closeout criteria.

## Closeout report

The proponent must submit a closeout report for every package of construction works that comprises part of the development, an example [closeout report guide](#) is available on the website. The report should include all as-built drawings and any other required documentation, as detailed in the closeout section of the decision notice. The closeout report is to include evidence of how each development and construction condition was complied with and closed out.

Upon successful completion of the development closeout, Pilbara Ports will issue a construction approval closeout letter and refund the performance bond.

Construction works will not be complete until all pre-commissioning development/construction conditions have been complied with and Pilbara Ports has issued a closeout letter.

## Handover report or assets

For assets that will be handed over or transferred to Pilbara Ports, the proponent must submit a Handover report, an example [handover report guide](#) is available on the Pilbara Ports website.

Pilbara Ports encourages consideration of the entire asset lifecycle to ensure long-term viability. Proponents are to include the organisation's asset life cycle management strategy used, encompassing planning, acquisition, utilisation, maintenance, and disposal.

## As-built drawings

As-built drawings must be provided in the appendices to the closeout report and comply with the following criteria:

- Drawings must be prepared in compliance with the applicable Australian Standards and must be based on survey information and provided as per PDG [Appendix F - Land Survey Technical Standards](#), and [Appendix G - Spatial Data Technical Standards](#).
- Drawings must be submitted in reproducible format, clearly marked: 'as-constructed' or 'as-built' in both digital PDF and native digital formats.
- Drawings must be endorsed by a registered chartered engineer on the NER or a licensed surveyor.
- As-built information for underground services must be supplied as digital spatial data. This data must clearly detail final locations and depth of as-constructed services, as well as a minimum level of feature attribution describing the identified services.
- All underground services mapping should be accompanied by a surveyor's report indicating the methodology and accuracy of the survey and provide details of surrounding existing services where these were identified as part of the construction works.

## Construction completion certificates

The proponent must engage an accredited building surveyor to issue design compliance and construction compliance certificates for all buildings, to demonstrate that the buildings comply with the National Construction Code (NCC). A copy of these certificates must be submitted to Pilbara Ports, generally with the closeout report.

If a building permit required an Occupancy Permit to be obtained by the proponent, then the proponent is also required to provide Pilbara Ports with a copy of the Occupancy Permit. For more information refer to [Appendix A - Engineering and Construction Technical Standards](#).

**A completed [construction completion certificate form](#) and supporting documentation are to be provided to certify and demonstrate that:**

- Suitable inspection, testing, rectification, variations (if required and approved) and certification of the works have been carried out during construction.
- All necessary approvals have been obtained and have been complied with during the course of the works.
- As-built details including as-built-drawings and surveys, specifications, and approvals (including where details have been amended during the course of the project) have been checked and reviewed by a suitably qualified and experienced chartered engineer registered on the NER.
- All required commissioning, operations and maintenance instructions and training have been undertaken and/or provided.

## Third party independent auditor – Type 3 and Type 4 developments

Depending on the size and complexity of the development, a proponent may be required to engage an independent, third party auditor to undertake a closeout audit report on the completed works.

## Timing of closeout report and operational management plans

Operational management plans are generally required to be submitted to Pilbara Ports at least three months prior to the commencement of site operations for approval.

For larger Type 3 and 4 developments, commissioning management plans may also be required with the relevant risk assessment and submitted to Pilbara Ports for approval prior to the commencement of commissioning works.

The closeout report and handover report (if applicable) must be submitted within one month of the completion of construction works for Type 1 developments, and within three months of completion of construction works for Types 2, 3 and 4 developments, unless otherwise agreed at construction approval.

When Pilbara Ports is satisfied that all its requirements have been met a closeout approval letter will be issued to signify completion of the development.

## Operational Traffic Management Plan (TMP)

An operational TMP is required to be submitted to Pilbara Ports three months prior to commencement of site operations. The operational TMP must comply with AS 1742: Manual of Uniform Traffic Control Devices Set.

All traffic control diagrams submitted as part of a TMP, are to be approved by an accredited Advance Worksite Traffic Management ticket holder.

Further information on traffic management for each port is available on the [Pilbara Ports website](#).

## Operational WHS Management Plan (WHSMP)

An operational WHSMP must be submitted to Pilbara Ports prior to the commissioning of the development (e.g. facility or infrastructure). The WHSMP must demonstrate that all potential WHS hazards associated with the operation of the facility have been identified, the risks assessed, and control measures implemented to prevent, so far as is practicable, harm to all employees.

If requested, the proponent must demonstrate to Pilbara Ports the various WHSMPs are being implemented as per the requirements, e.g. external or internal audits and inspections, critical risk control verifications, key performance indicator (KPI) reports, and independent certification.

For more information refer to the [Pilbara Ports Work Health and Safety Management Plan](#).

## Operational Environmental Management Plan (EMP)

An operational EMP is required to be prepared and submitted for approval prior to any commissioning or operational activities associated with an approved use taking place on site. An operational EMP is required to be submitted to Pilbara Ports at least three months prior to commencement of commissioning activities or site operations.

The operational EMP must demonstrate that the environmental aspects resulting from the operation of the development have been identified, the risks assessed, and measures put in place to prevent or mitigate potentially harmful impacts.

EMPs are expected to be developed using a risk-based approach; that is assessing all potential environmental risks and opportunities on site and ranking them accordingly. The key requirements for an EMP are outlined in the PDG [Appendix E - Environment and Heritage Technical Standards](#).

The Pilbara Ports Environment and Heritage Team is available to provide advice on the development of your EMP if required. Further information on Pilbara Ports approach to environmental management can be found in the annual [Environmental Management Plan](#) published on the Pilbara Ports website.

# TABLES

**Table 2** - regulatory or statutory authority approvals

DEPARTMENT/AGENCY	TYPE OF APPROVAL	WEBSITE
<b>COMMONWEALTH</b>		
Department of Climate Change, Energy, the Environment and Water (DCCEEW)	DCCEEW assesses proposed developments that may significantly impact the environment. DCCEEW issues environmental approvals, grants sea dumping permits, and issues approvals associated with historic shipwrecks in Commonwealth waters.	<a href="http://www.dcceew.gov.au">www.dcceew.gov.au</a>
<b>WA</b>		
Department of Energy, Mines, Industry Regulation and Safety (DEMIRS)	DEMIRS issues a wide range of licences that include (but are not limited to) licensing the storage and handling of dangerous goods, licensing major hazard facilities, licensing petroleum and natural gas pipeline licences.	<a href="http://www.dmirr.wa.gov.au">www.dmirr.wa.gov.au</a>
Department of Fire and Emergency Services (DFES)	Fire hydrants and other required firefighting resources must be provided in accordance with DFES requirements.	<a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a>
Department of Jobs, Tourism, Science and Innovation (JTSI)	State Agreement Acts (SAAs) are enacted by the Parliament of WA in order to foster industrial and economic growth and support the development of major resource projects. SAAs and State Development Agreements (SDAs) are administered on behalf of the State by JTSI.	<a href="http://www.jtsi.wa.gov.au">www.jtsi.wa.gov.au</a>
Department of Local Government, Sport and Cultural Industries incorporating the Western Australian Museum (WAM)	<p>WAM is responsible for the protection of maritime archaeological sites on State land and in State waters.</p> <p>If maritime archaeological artefacts are registered or found within the proposed development area, advice from WAM should be sought. Maritime heritage legislation places restrictions around the disturbance, removal or interference of these areas or items, unless appropriate State and Commonwealth approvals are first obtained.</p> <p>Development activities will need to comply with the requirements of the <i>Maritime Archaeology Act 1973 (WA)</i> and <i>Underwater Cultural Heritage Act 2018 (Cth)</i> and any other relevant legislation or agreements relating to maritime heritage.</p>	<a href="http://www.museum.wa.gov.au">www.museum.wa.gov.au</a>

DEPARTMENT/AGENCY	TYPE OF APPROVAL	WEBSITE
WA		
<p>Department of Planning, Lands and Heritage (DPLH), and the Heritage Council of Western Australia (HCWA)</p>	<p>Pilbara Ports maintains a <a href="#">CHMP</a>, which outlines how it operates its port facilities while protecting and managing Aboriginal, historical and maritime cultural heritage values. Pilbara Ports CHMP (2022-2024) and associated procedures (Appendix C of the CHMP) are available on the Pilbara Ports website. This documentation allows Pilbara Ports to operate in areas containing heritage values by avoiding, protecting and mitigating impacts in compliance with heritage legislation and in consultation with relevant stakeholders; including but not limited to Traditional Owners, proponents and regulatory authorities.</p> <p>Aboriginal heritage sites are protected under legislation and statutory approval is required if they are to be disturbed or relocated. Future individual commercial proponents should fund their own 'site identification' heritage surveys suitable for clearance under Section 18 of the <i>Aboriginal Heritage Act 1972 (WA)</i> prior to undertaking any works for their respective projects.</p> <p>HCWA is the State's advisory body on historic heritage matters, encourages the conservation and sensitive development of heritage sites, and maintains the 'State Register of Heritage Places'. If significant historic heritage values cannot be avoided, advice should be sought from the HCWA and DPLH.</p>	<p><a href="http://www.wa.gov.au/organisation/departments-of-planning-lands-and-heritage">www.wa.gov.au/organisation/departments-of-planning-lands-and-heritage</a></p> <p><a href="http://www.wa.gov.au/organisation/heritage-council-of-western-australia">www.wa.gov.au/organisation/heritage-council-of-western-australia</a></p>
<p>Department of Water and Environmental Regulation (DWER)</p>	<p>DWER is responsible for managing the State's water resources, and the issuing of various environmental licences and permits.</p> <p>The <a href="#">Contaminated Sites Act 2003</a> (WA) (CSA 2003) deals with the requirements for identifying, recording, managing and remediating contaminated sites within the State. The CSA 2003 requires owners, occupiers and polluters to report known or suspected contaminated sites to DWER. A site may be contaminated if a substance concentration exceeds the background level and may present a risk to human health or the environment. Development proposals may require assessment by DWER for potential environmental impacts during construction and / or operation.</p> <p>A native vegetation clearing permit may be required for the proposed development. DWER provides guidelines for clearing permits, exemptions, and regulations for clearing native vegetation <a href="http://www.der.wa.gov.au">www.der.wa.gov.au</a>.</p> <p>Depending on the size and complexity of the proposed development, proponents may also need to consult with and/or adhere to further conditions from the:</p> <ul style="list-style-type: none"> <li>• Environmental Protection Authority (EPA) <a href="http://www.epa.wa.gov.au">www.epa.wa.gov.au</a></li> <li>• Department of Biodiversity Conservation and Attractions (DBCA) <a href="http://www.dbca.wa.gov.au">www.dbca.wa.gov.au</a></li> </ul>	<p><a href="http://www.water.wa.gov.au">www.water.wa.gov.au</a></p>

DEPARTMENT/AGENCY	TYPE OF APPROVAL	WEBSITE
WA		
Horizon Power (HP)	New power lines required in road reserves within port management lands must only be located in defined service corridors with the approval of both Pilbara Ports and HP.	<a href="http://www.horizonpower.com.au">www.horizonpower.com.au</a>
LGA	Building Permits may need to be obtained from the relevant LGA in accordance with the requirements of the <i>Building Act 2011</i> (WA). Refer to PDG <a href="#">Appendix A - Engineering and Construction Technical Standards</a> for more information.	City of Karratha Shire of Ashburton Town of Port Hedland
Water Corporation (WaterCorp)	WaterCorp approval must be obtained if a water supply is required from existing water pipes or if the installation of new pipes and water meters are required. All works must be carried out in accordance with WaterCorp requirements.	<a href="http://www.watercorporation.com.au">www.watercorporation.com.au</a>



**Table 3** - abbreviations and acronyms

ABBREVIATIONS AND ACRONYMS	
ACM	Asbestos containing material
ARI	Average recurrence interval
AS	Australian Standard
AtoN	Aids to Navigation
CHMP	Cultural Heritage Management Plan
CPHS1	Level 1 Certified Professional in Hydrographic Surveying
DCCEEW	Department of Climate Change, Energy, the Environment and Water (Commonwealth)
DAFF	Department of Agriculture, Fisheries, and Forestry (Commonwealth)
DBCA	Department of Biodiversity Conservation and Attractions (Commonwealth)
DFES	Department of Fire and Emergency Services (WA)
DEMIRS	Department of Energy, Mines, Industry Regulation and Safety (WA)
Development WA	The WA Land Authority, Metropolitan Redevelopment Authority
DPLH	Department of Planning, Lands and Heritage (DPLH), and the Heritage Council of Western Australia (HCWA) (WA)
DoT	Department of Transport (WA)
DWER	Department of Water and Environment Regulation (WA)
EMP	Environmental Management Plan
EPA	Environmental Protection Authority (WA)
ERS	Ellipsoidally Referenced Surveying
GIS	Geographic Information System
HAT	Highest Astronomical Tide
HCWA	Heritage Council of Western Australia
IALA	International Association of Lighthouse Authorities
IFC	Issued for Construction
ISO	International Organisation for Standardisation
ITP	Inspection and Test Plan
ITR	Inspection and Test Report

## ABBREVIATIONS AND ACRONYMS

JTSI	Department of Jobs, Tourism, Science and Innovation
Landgate	Western Australian Land Information Authority
LGA	Local Government Authority
MRWA	Main Roads Western Australia
NCC	National Construction Code
NER	National Engineering Register
OMP	Operational Management Plan
PAA	<i>Port Authorities Act 1999</i>
PCBU	person conducting a business or undertaking
PDG	Port Development Guidelines
PIANC	Permanent International Association of Navigation Congresses, now known as the World Association for Waterborne Transport Infrastructure
QRH	quick release hook
RCD	residual current devices
RFI	Request for information
SAA	State Agreement Act
SDA	State Development Agreement
SWMS	safe work method statement
TO	Traditional Owner
THU	Total horizontal uncertainty
TVU	Total vertical uncertainty
UKC	Under Keel Clearance
VTS	Vessel Traffic Services
WaterCorp	Water Corporation (WA)
WA	Western Australia
WAM	Western Australian Museum
WHS	Work, Health and Safety

**Table 4 - Definitions**

DEFINITIONS	
<b>Aboriginal cultural heritage values</b>	Places and objects associated with the traditional life of Aboriginal people. Such places and objects may contain archaeological features such as artefacts, engravings or middens, and/or may have sacred, ritual or ceremonial value to Aboriginal people.
<b>Aconex</b>	Pilbara Ports uses the Aconex system to manage development applications and construction applications.
<b>Building</b>	Any structure whether fixed or moveable, temporary or permanent, placed or erected on land that can classified under the National Construction Code.
<b>Car park</b>	Land or buildings used primarily for parking vehicles whether open to the public or not.
<b>Commercial documents</b>	Any leases, licences and or agreements executed between Pilbara Ports and the proponent.
<b>Construction Completion Certificate</b>	Pilbara Ports template form for proponents to certify that the completed works comply with the plans, specifications, drawings, and standards as listed in the relevant Proof of Engineering Certificates. The certifier must be a chartered engineer registered on the Australian National Engineering Register (NER) or registered under another international system deemed equivalent by Engineers Australia and acceptable to Pilbara Ports.
<b>Construction condition</b>	Any requirement that is issued with a construction application decision notice.
<b>Decision notice</b>	A document issued by Pilbara Ports advising that a development application or a construction application is approved, subject to either development conditions or construction conditions (as the case may be) being adhered to, or not approved.
<b>Depot</b>	An area comprising administration buildings and workshops, as well as open air space for the storage of fuel, goods, vehicles, or heavy and oversized equipment (including the maintenance of vehicles or equipment).
<b>Development</b>	The use of Pilbara Ports managed lands (including seabed) or waters for excavation, filling, demolition, erection, construction, and alteration of, or addition to, any building or structure. Also includes activities causing a change to traffic volumes in a port area, the change of use of existing infrastructure and a material change to the risk profile of a port area.
<b>Development condition</b>	Any requirement that is issued with a development application decision notice.
<b>Greenfield development</b>	Any project being undertaken on undeveloped and environmentally undisturbed land.
<b>Head lease holder</b>	Lessee or party which has a current lease agreement with Pilbara Ports.
<b>Heritage Survey</b>	Heritage surveys and resulting survey reports detailing the cultural heritage values within an area in order to undertake planning, develop management strategies to minimise potential impacts, and determine if regulatory approvals are required for proposed works.
<b>Historical and maritime heritage values</b>	Places and objects associated with significant historical events, such as early European exploration and settlement, the development of the pastoral and mining industries, the defence of Australia during World War II and/or early maritime exploration and trade.
<b>Infrastructure</b>	Physical equipment or system, such as cables, pipelines, roads, railways, conveyors, and pumps constructed, operated and maintained by a public authority or private sector body for the purposes of conveying, transmitting, receiving or processing water, sewerage, electricity, gas, drainage, communications, raw materials or other goods and services.

DEFINITIONS	
<b>Internal road</b>	Roads in lease areas with controlled access.
<b>Landscaping or landscape</b>	Land developed with, or by, the planting of vegetation, the re-contouring or cut and fill of land, irrigation, placement of rocks, paving or laying of pathways and hard surfaces, creation of streams, wetlands, and water features, including improved stormwater drainage and which may include other fixtures such as outdoor recreation areas.
<b>Laydown area</b>	An open-air storage space used for the temporary storage of goods, equipment or machinery (including oversized and heavy load equipment).
<b>Lease agreement</b>	Document signed by Pilbara Ports (lessor) and a second party (lessee), which formalises the terms and conditions under which Pilbara Ports allows the lessee to carry out port-related activities within a specified area under Pilbara Ports jurisdiction.
<b>Lease area</b>	Portion of land under Pilbara Ports jurisdiction that has been let by Pilbara Ports (lessor) to a second party (lessee) for the purpose of carrying out port-related activities under the conditions established in a lease agreement.
<b>Lot</b>	A defined portion of land depicted on a plan or diagram publicly exhibited in the Office of the WA Land Information Authority (Landgate) or deposited in the Office of Titles or Registry of Deeds and for which a separate Crown Grant or Certificate of Title can be issued.
<b>National Construction Code</b>	The National Construction Code (NCC) comprises the Building Code of Australia (Volumes One and Two) and the Plumbing Code of Australia (Volume Three). Previously the Building Code of Australia.
<b>National Engineering Register</b>	The certifier must be a chartered engineer registered on the Australian National Engineering Register (NER) or registered under another international system deemed equivalent by Engineers Australia and acceptable to Pilbara Ports.
<b>Person conducting a business or undertaking</b>	Under the <i>Work Health and Safety Act 2020</i> , a person conducting a business or undertaking (PCBU) has a primary duty of care to ensure the health and safety of workers and visitors and have specific duties under the Act.
<b>Performance bond</b>	A refundable bond arranged by a bank guarantee/letter of credit or insurance bond made by the proponent in favour of Pilbara Ports to ensure that the proponent meets Pilbara Ports requirements in closing-out the proposed development when construction has been completed.
<b>Performance criteria or technical standards</b>	Performance criteria or technical standards are evaluative statements that specify what is to be assessed and the required level of performance.
<b>Pilbara Ports</b>	Previously Pilbara Ports Authority, business name changed to Pilbara Ports in January 2024.
<b>Port road</b>	Public access or common user road within the port area.
<b>Port vested lands</b>	Includes any land (or seabed) that is vested with Pilbara Ports and/or managed by Pilbara Ports.
<b>Proof of Engineering Certificate</b>	Pilbara Ports form for proponents to use to certify particular key elements of the proposed development complies with Pilbara Ports PDG, relevant Australian Standards, and various industry codes (such as the National Construction Code). The certifier must be registered on the Australian National Engineering Register (NER) to chartered status or equivalent under another international system deemed equivalent by Engineers Australia and acceptable to Pilbara Ports.

DEFINITIONS	
<b>Proponent</b>	A proponent is a person, organisation, authority, or government who proposes a project and is responsible for the preparation of the project (including the environmental assessment), or who is responsible for project implementation. Can be referred to as a developing proponent, as they are responsible for the development.
<b>Shape files</b>	ESRI files with GIS location data, generally the shape files have a document extension of .dwg.
<b>SIMOPS</b>	Simultaneous operations. Occur when two or more potentially conflicting activities or process operations are being co-ordinated in the same location at the same time.
<b>Stockyards</b>	Land used for the temporary storage of iron ore and other bulk materials prior to being shipped for export.
<b>Storage facility</b>	Land, buildings or other structures used for the storage and transfer of goods (including salvaged items) or the assemblage of prefabricated components of products.
<b>Sub lease holder</b>	Third party that has a current agreement with a head lease holder who holds a Pilbara Ports approved lease agreement.
<b>Temporary structure</b>	Any structure, directly associated with a project, whether transportable or not, that is not expected to form part of the final development.
<b>Traditional Owners</b>	The traditional Aboriginal custodians of the land. Traditional Owner groups for the Pilbara include: <ul style="list-style-type: none"> <li>• Port of Port Hedland - Kariyarra people</li> <li>• Port of Dampier - Ngarluma, Mardudhunera, Yaburara, Yindjibarndi, and Wong-Goo-Tt-Oo people</li> <li>• Port of Ashburton - Thalanyji people</li> </ul>
<b>Variation</b>	Variations to approved development or construction applications. Proponents apply for a variation application on Aconex and submit the change of design for Pilbara Ports approval.
<b>Wash down facility</b>	Land or buildings where vehicles or equipment are washed and cleaned.

Document amendment table

VERSION	PREPARED BY	DATE	AMENDMENT DETAILS
V2.0	Pilbara Ports	16/9/2024	Replaces PDG V1.6, 6/7/2020

Document owner

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