

The purpose of this document is to provide proponents with a template guide for the preparation of a Construction Management Plan. Please note that Construction Management Plans are to be submitted as part of the construction application package (refer to the Port Development Guidelines). The complete construction application package (including all documents and attachments) is to be submitted via Aconex. Construction Management Plans prepared by a contractor or sub-contractor on the proponent's behalf, are to be reviewed and approved by the proponent before submission to Pilbara Ports.

## SECTION 1: Table of Contents for a Construction Management Plan

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## SECTION 2: Details to be included in a Construction Management Plan

### Introduction

This document provides proponents with a guide for the preparation of a Construction Management Plan (CMP). This document provides general information on the format and content of a CMP that is acceptable to Pilbara Ports.

The CMP is required to provide an overview of the construction methodology, plant and equipment to be used in delivering the project. It also includes the key activities of the project and details of work method statements and procedures related to the construction stage.

Elements covered by a particular CMP may vary according to the nature, size and complexity of the proposed development.

### 1. DOCUMENT CONTROL AND AUTHORISATION

The front cover of the CMP should include document control details in accordance with the organisation's internal control procedures, to ensure that approved documentation can be clearly identified. As a minimum, information relating to the person who prepared the CMP and their accreditation details, details of the initial site inspection, along with sign-off details is to be included (refer to the Port Development Guidelines).

### 2. INTRODUCTION

#### 2.1 Construction Management Objectives

The objectives should be clearly stated in the CMP.

#### 2.2 Scope of Proposed Construction Works

Summarise the scope of the proposed construction works.

#### 2.3 Project Location and Site Description

Provide details of the project location, along with a locality plan showing the construction works areas and their connection to the surrounding road network.

#### 2.4 Roles and Responsibilities

##### (a) Project Team

Provide summary information of the roles, responsibilities and contact details of the project team.

##### (b) Site Team

Provide summary information of the roles, responsibilities and contact details of the site team.

#### 2.5 Proposed Arrangements for Providing Access to the Site

Describe the proposed arrangements for providing access to the site. Include site diagrams that clearly show access routes, access and egress points, etc.

**2.6 Construction Work Schedule with Key Activities or Milestones**

Outline the construction work schedule, highlighting key activities and milestones.

**2.7 Construction Risk Assessment and Management**

Outline the methodology for conducting the risk assessment, highlight significant risks and describe how those risks will be managed.

**3. CONSTRUCTION STAGE**

**3.1 Construction Methodology and Sequence of Construction Packages**

Describe the construction methodology and outline the sequence of the construction works packages.

**3.2 Fleet of Construction Plant and Vehicles**

Provide details of the plant, equipment and vehicles to be used onsite during the construction works.

**3.3 Allocation of Areas for Temporary Facilities**

Provide details of areas (both on-site and off-site) for the allocation of temporary facilities, equipment parking and servicing, and materials laydown.

**3.4 Critical Construction Issues**

List all critical construction issues and provide details of how those issues will be addressed.

**3.5 Relationship with and Expected Impact on Port Operations**

Describe the relationship / interaction between the proposed construction works and port operations, highlighting how the proposed construction works may impact on port operations.

**3.6 Monitoring by Pilbara Ports**

Describe how you will assist Pilbara Ports in monitoring the construction works.

**4. POST-CONSTRUCTION, COMMISSIONING AND PROJECT CLOSE-OUT STAGES**

**4.1 Survey Control**

Describe how you will ensure accurate survey control and meet Pilbara Ports' requirements as outlined in the Port Development Guidelines.

**4.2 Removal of Temporary Works and Facilities, and Site Rehabilitation**

Outline how you intend to remove all temporary works and facilities, and how the site will be rehabilitated.

**4.3 Commissioning and Handover**

Outline how you intend to commission the facilities, and how you intend to progress the handover of any assets to Pilbara Ports.

## **5. REGULATORY APPROVALS AND COMPLIANCE**

Provide details of any other regulatory approvals that are required for the proposed construction works, the status of those approvals, and provide details of any conditions and or required compliance associated with the regulatory approvals.

## **6. SUBSIDIARY MANAGEMENT PLANS**

The various subsidiary management plans should be listed, including the document title, document number, revision number, date of issue and issue status. Typical management plans include:

- Communications Plan.
- Community and Stakeholder Management Plan.
- Construction Environment Management Plan.
- Construction Quality Management Plan.
- Construction Risk Management Plan.
- Construction Work Health Safety Management Plan.
- Construction Security Management Plan.
- Construction Traffic Management Plan.
- Cyclone Response Plan.
- Emergency Response Plan.
- Marine Oil Pollution Management Plan.

## **7. WORK METHOD STATEMENTS AND PROCEDURES**

List the work method statements and procedures to be employed in carrying out the construction works, including the document title, document number, revision number, date of issue and issue status.

## **8. ANNEXURES, APPENDICES, PLANS, DRAWINGS**

Attach all required plans, drawings, diagrams and supporting documentation.

## **9. MANAGEMENT REVIEW**

The CMP should incorporate procedures that involve a formal management review as part of a continuous improvement approach. To ensure its continuing suitability, adequacy and effectiveness, Pilbara Ports recommends an annual review of the CMP.

## **10. DOCUMENT OWNER**

The Developments Manager is responsible for this Guideline.