Construction Management Plan

Project: 102 Norma Road, Booragoon
Applicant: Rocorp Constructions Pty Ltd
Prepared by: Rocorp Project Management Team
Date: September 2025

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1. Introduction

This Construction Management Plan (CMP) outlines comprehensive controls, processes, and responsibilities for the development at 102 Norma Road, Booragoon. It demonstrates how Rocorp Constructions will:

- Comply with relevant legislation, standards, and council requirements.
- Protect public safety, amenity, and neighbouring properties.
- Minimise environmental impacts throughout all phases of construction.
- Ensure clear communication and prompt issue resolution.

1.1 Contact Details

- Office
    - 086444 9100
- Site Supervisor
    - Ryan McFarlane
    - 0448 815 996

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2. Project Overview

2.1 Scope of Works

- Bulk earthworks, retaining wall installation, and foundation construction.
- Erection of concrete tilt-up panels, structural steel, roof, and external cladding.
- Installation of internal services (electrical, plumbing etc).
- Fit-out, finishes, landscaping, and handover.

2.2 Key Project Milestones

Milestone	Start Date	Finish Date
Earthworks, Retaining Walls & Stormwater Installation	October 2025	October 2025
Ground Slab & Casting Bed Installation	October 2025	October 2025

Concrete Panel Creation	November 2025	January 2026
Panel Erection & Structural Steel Install	January 2026	February 2026
External Cladding & Windows	March 2026	March 2026
Internal Services & Fit-out	April 2026	April 2026
Landscaping & Final Inspections	May 2026	May 2026

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3. Roles & Responsibilities

3.1 Principal Contractor (Rocorp Constructions)

- Overall site safety, environmental compliance, and permit management.
- Appointment of Site Supervisor, communicating roles & responsibilities.
- Assistance with coordination of all subcontractors and delivery schedules.

3.2 Site Supervisor

- Day-to-day site control, inductions, toolbox talks, and audits.
- Coordination of all subcontractors and delivery schedules.
- Maintenance of site fencing, signage, and pedestrian/traffic protections.
- First point of contact for neighbours and council inspectors.
- Assist with obtaining and reviewing Site-Specific Safety Plan and Safe Work Method Statements (SWMS).
- Conduct weekly safety inspections and incident investigations.
- Implement sediment and erosion controls, waste segregation, and dust suppression.
- Monitor stormwater discharge points and remediate any non-conformances.
- Liaise with local authorities on environmental approvals and verge bond inspections.

3.5 Subcontractors

- Submit SWMS, plant certifications, and proof of insurance prior to mobilising.
- Adhere to ROCORP's CMP, safety procedures, and quality requirements.
- Report hazards, near misses, or environmental incidents immediately.

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4. Regulatory & Compliance Framework

- Work Health and Safety Act 2020 (WA) and Regulations.
- Building Code of Australia (BCA) and Australian Standards (AS).
- City of Melville Planning and Development Policies.
- Local government verge bond requirements.

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5. Public Safety, Amenity & Security

5.1 Site Access Controls

- Install 1.8m high temporary fencing with lockable gates at all entry points.
- Display site rules, emergency contacts, and any directional signage.
- Implement electronic access register for all personnel and visitors.

5.2 Pedestrian & Cyclist Protection

- Maintain a minimum 1.5 m clear zone along footpaths; install overhead protective canopies where required.
- Erect highly visible bollards and barrier mesh to separate site works from adjacent paths.
- Conduct daily inspections to ensure fencing is intact and barrier mesh uncompromised.

5.3 Noise, Dust & Vibration Control

- Noise Monitoring
    - Construction activities will be restricted to standard working hours to minimize disruption to neighbouring properties.
    - Construction work must be carried out between 7am and 7pm on any day which is not a Sunday or public holiday.
    - Supervisors will be monitoring contractors to ensure compliance with approved construction hours. There is also no foreseeable work presently that requires any application for out-of-hours work.
- Dust/Debris Control
    - Dust suppression techniques such as water sprays will be used as required during construction however no work is currently foreseeable requiring this.
    - Debris or sand drift onto the roadway is to be continually monitored by the Site Supervisor

    - The roadway cleanliness is to be maintained and a factor of focus by Site Clean activities.

- Vibration
    - As with all construction projects, initially there is expected to be varying levels of vibration. Compaction of footings is required to be carried out as per engineering requirements.
    - The use of plate compactors is to be used as required and for the shortest possible time to reduce impact on surrounding properties.
    - The Site Supervisor is responsible for ensuring that neighbouring properties are notified should there be a reasonable likelihood of any disturbance.

5.4 Security Measures

- 24/7 CCTV with motion-activated recording & lighting will be installed in key areas.
- Site and plant locked each evening for increased site security.

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6. Traffic, Parking & Access Management

6.1 Traffic Management

- Given the large lot size of this construction, it is not foreseeable there will be any impedance to traffic or obstruction to pedestrians by work processes.
- Supervisors will update head office should any works be foreseeable requiring appropriate application to be made.
- Construction vehicles will access the site via Norma Road, utilising existing crossovers for as long as possible.

6.2 Vehicle Movement & Parking

- Designate dedicated delivery zone/s on-site; use a spotter to guide vehicles safely.
- Foreseeable cranage work is wholly within the boundaries of the site, however, should this change our office is to be advised immediately to ensure any traffic management or neighbouring property notifications are planned and enacted.
- Appropriate parking arrangements will be made onsite and if additional parking is required the Supervisor is to direct any contractors to suitable parking areas, paid or otherwise, nearby to avoid impact on any street.

- Whilst the road verge itself has ample parking room, allocated areas within the site boundaries are to be used in the first instance, on every occasion.

6.3 Access

- Access is made via existing crossovers on Norma Road.
- Maintain clear aisles for ingress and egress of vehicles throughout project.

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7. Environmental Management

7.1 Erosion Controls

- Inspect site after every 10 mm rainfall event; repair or replace damaged fences within 24 hours.

7.2 Stormwater Protection

- There will be an extensive stormwater installation as per the approved drawings, instated during the initial earthworks.
- The installed system isn't to be used for any wash down, water discharge or sediment control measures.
- The foreseeable wash down, on the odd occasion required for Concrete trucks, is always housed onsite and resultant hard concrete is disposed of by bobcat when required.

7.3 Tree Protection

- Street Trees **aren't** housed within the council verge for this project.
- Protection measures (Temporary Fencing) are to be installed where possible to create 'Tree Protection Zones' and maintained by the site Supervisor for the duration of activities that may risk damage to them.

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8. Waste Management & Resource Recovery

8.1 Waste Hierarchy Implementation

1. Avoidance: Order pre-cut materials where possible to reduce off-cuts.
2. Reuse: Salvage any timber offcuts for formwork or temporary works.
3. Recycling: Where efficient, segregate concrete, metal, cardboard, and timber wastes.
4. Disposal: Employ licenced waste contractors for residuals.

8.2 On-Site Waste Facilities

Waste Stream	Collection Frequency	Contractor
General Rubbish	As required	Builder Preferred
Hazardous Waste	As required	Builder Preferred
Green Organics	As required	Builder Preferred

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9. Earthworks

9.1 Geotechnical Controls

- Follow recommendations in Geotechnical Investigation Report, Engineering & Architectural Drawings.

9.2 Retaining Wall Construction

- Use blockwork/post & panel as recommended by installing contractor to engineering standards.
- Inspect and sign off structural elements after installation as required

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10. Quality Assurance & Inspections

10.1 Inspection Regime

- Daily
    - Site housekeeping, fence integrity.
- Weekly
    - Safety and environmental audit by Supervisor.
- Monthly
    - Head office inspection & assessment on critical structural milestones.

10.2 Document Control

- Issue controlled drawings via a cloud-based document management system.
- Retain as-built records and test certificates in project hardcopy and electronic record.

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11. Communications & Stakeholder Engagement

11.1 Neighbour Notifications

- Contact prior to:
    - High-impact works (48 hours prior).
    - Out-of-hours requests (1 week prior, if required).
- Maintain a “Complaint Register” at the site office.

11.2 Internal Reporting

- Weekly progress meetings with Rocorp management and key subcontractors.
- Weekly safety performance report assessment.
- Instant notification via SMS/Phone call for urgent site incidents.

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12. Emergency Response & Incident Management

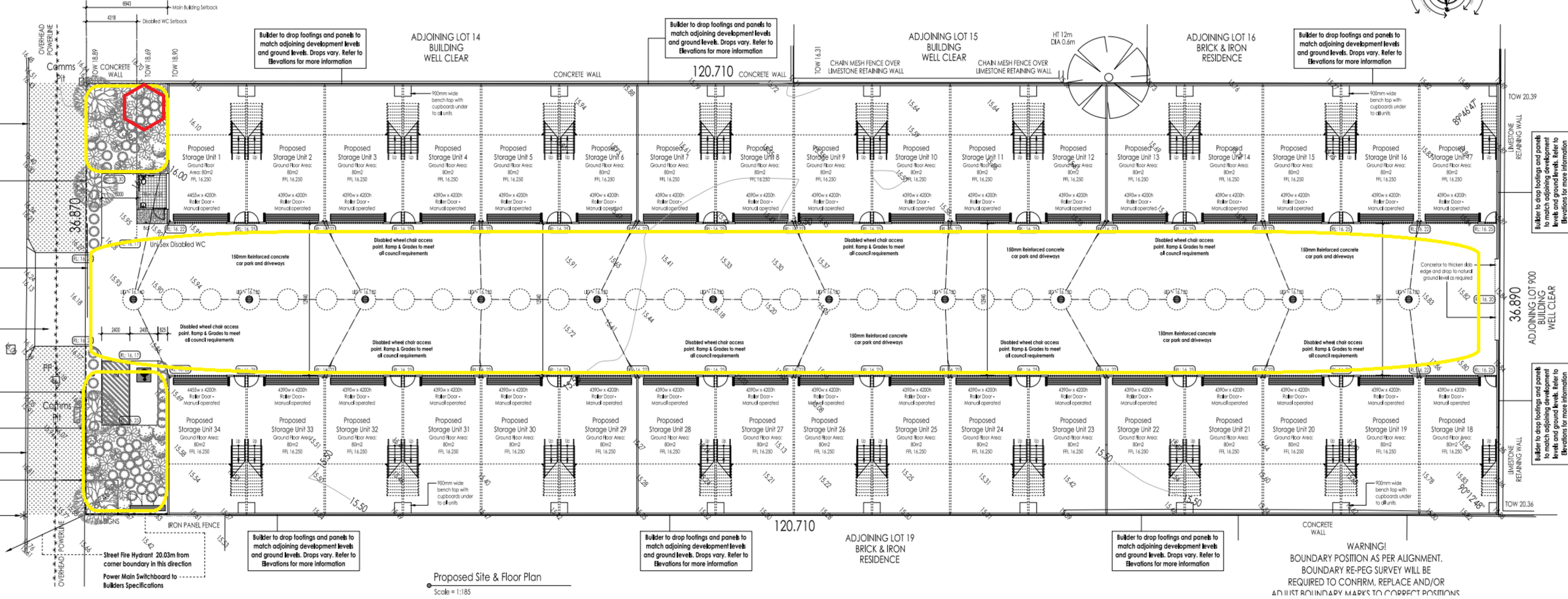
12.1 Emergency Procedures

- Emergency Evacuation Point

- Medical
    - Myaree Medical Centre 5/54 McCoy Street, Myaree

12.2 Incident Investigation

- Record all incidents and near misses as per Rocorp Constructions' Incident Investigation Procedure.
- Conduct root-cause analysis within 48 hours and implement corrective actions.
- Review and communicate learnings during the next toolbox talk.



Proposed Site & Floor Plan

Scale = 1:185

Site Toilet

Material/Vehicle Parking

INCIDENT INVESTIGATION PROCEDURE

OVERVIEW OF INCIDENT INVESTIGATION PROCEDURE

Preparation of incident investigation kit

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Securing the incident scene

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Collection of evidence

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Collation of evidence

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Report on incident and preventative strategies

Preparation to investigate Incident

A basic need for an investigator is to have all the equipment required to conduct an investigation. Some of the equipment that may be required is listed below:

1. Check and adjust all your Personal Protective Equipment (PPE) before you visit the incident scene
2. Clipboard with note paper, incident investigation pro-forma, graph paper, transparency sheets
3. Ruler, pencils, pens, eraser
4. Camera (Digital, no processing required = less risk of losing evidence), batteries, flash, film, operating instructions
5. Tape measure (3m, 50m)
6. Chalk, paint, wax crayons, marker pens
7. Barricade tape (caution, danger) out of service and personal danger tags
8. Tape recorder (spare tapes, batteries)
9. Plastic bags (various sizes)
10. Torch (spare batteries)
11. Relevant Incident Report Form
12. Small hand tools (pen knife, screw driver, Phillips head, pliers)
13. Communication equipment (radio, telephone)

Commencing the Investigation

The investigation involves the collection of evidence, some of which may be extremely fragile; consequently, it would be preferable to collect the most fragile of the evidence first. Fragile evidence can be described as that which may be easily broken, distorted, or contaminated (including, but not limited to, environmental or verbal contamination).

The recovery of injured person/s and securing of the incident scene is of the highest priority. It may be necessary to make the scene safe before the commencement of the investigation and collection of evidence. Once the injured person/s has been treated and the site secured, access should be restricted so as to leave it as close as possible to the conditions at the time of the incident.

If it is necessary to disturb the scene, either to remove the injured person or to make the scene safe, video or photographic evidence may be the most practical means of evidence collection.

Initial Investigation

It is a proven practice to make brief written notes on what steps have been taken and when, and who you speak to and what information they can contribute. This enables the investigator to prioritise further actions, particularly which witness to interview first.

The overview provides the investigator “to get a feel for the working environment”. On arrival on the incident scene, the investigator makes an assessment of any hazards that are present, including either pre-existing hazards or hazards that have arisen through the incident. These hazards should be eliminated, controlled or managed.

At this stage it is desirable to take photographs of the incident scene, or at least to make sketches and notes.

Witnesses

A witness is a person that has first hand knowledge of some fact related, directly or indirectly, to an incident.

There are two main types of witnesses:

1. Eye witnesses – persons who actually saw the incident happen
2. Circumstantial witnesses – those who did not actually see the incident, but who can contribute valuable background information

Witness Interview Checklist

1. Name, occupation and contact details of the witness
2. Date and time of the interview
3. Time of incident according to the witness
4. Location of the incident according to the witness (distance from fixed objects)
5. Description of significant events in order
6. What attracted the witness’ attention to the incident?
7. Where was the witness in relation to the incident?
8. What did the witness see?
9. What did the witness hear?
10. What did the witness smell?
11. What did the witness feel?
12. What did the witness do?

Basic Interview Techniques

There are different types of questions that can be asked:

- Closed questions - can be answered “yes” or “no”
- Open questions – open ended and require explanation

1. Conduct interview in private at the work place
    - At the scene if possible, as it may assist with recall
    - Interviewee can refer to physical conditions and circumstances

2. Put interviewee at ease, don't hurry things
    - You are solely interested in prevention not blame
    - You can only establish prevention with help in identifying all the factors
    - You are interested in fact not theory

3. Ask for the interviewee's version of what happened
    - Do not interrupt or ask leading questions
    - Take notes (and/or record on tape to prevent any loss of information)
    - Ask questions at the end of interviewee's version
    - Don't make judgments

4. Only ask necessary questions
    - Ask open questions (cannot be answered yes or no)
    - Be objective and constructive

5. Repeat the interviewee's story as you understand it
    - Interviewee can fully understand what has been said
    - Provides a chance to clear up any misunderstandings
    - Correct any misunderstanding and note

6. Close the interview on a positive note.
    - Check everything has been covered
    - Reaffirm the purpose of the interview
    - Thank the witness

Source; "Enhancing Safety" Taylor Hegney Easter second edition 1997

Collection of Evidence

Evidence generally falls in four main categories: people, positions, parts, and papers.

People - provide eye or ear evidence relating to events prior to during or after the incident. This information is recorded in witness statements.

Positions - are the actual locations of people or parts prior to, during or after the incident. To ascertain the position of people and parts will normally depend on the affirmation of witnesses.

Parts - are visible, material pieces of plant, tools, equipment, and buildings at or around the incident that may or may not have some influence on the incident. Some parts that are suspected to have contributed to the incident may need to be examined by a person that is appropriately qualified to examine the part. Any reports provided from such a source will form part of the evidence in the investigation. The person who provides such information is known as an expert witness.

Paper - includes forms, written records, diary notes, procedures, JSA's, manuals, maintenance records, induction and training records, personnel qualifications, certificates of competency, contracts and quotes.

The Report Structure

The investigation normally results in a logical, sequential report of the events with recommended preventive strategies. Refer to *Incident Investigation Template*.

Forms, Registers and Checklists	SMP005 - Incident & Injury Report Form SMP006 - Injury Register SMP007 - Injured Worker Return to Work Program SMP008 – Incident Investigation Template

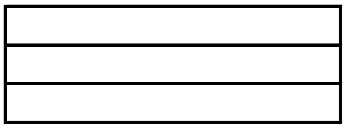
Date	Time	Name	Phone or email contact details
EXAMPLE	1:03:00 PM	John Sutton	john@sutton.com

102 Norma Road Complaints Register

Complaint type	Response action
Noise	Advise trades to reduce noise where possible

Actioned by	Status	Date	Complainant satisfaction
Supervisor	Investigation complete	EXAMPLE	Satisfied

Insert link to associated documents



Noise

Vibration

Dust

Work Hours
Sand
Rubbish
Other

Very satisfied	Investigating
Satisfied	Investigation complete
Neither	Action proposed
Not satisfied	Action complete
Escalating	Resolved
	Unresolved