

DEVELOPWISE CONSTRUCTION PTY LTD

PROJECT MANAGEMENT PLAN



Project	Oasis Apartments
Address	9-11 Wren Street, Mount Pleasant
Project Number	DW3
Date	8th January 2024
Revision	02



Contents

1	Purpose.....	4
2	Organisation Structure	4
3	Roles and Responsibilities.....	5
3.1	Managing Director	5
3.2	Project Manager	5
3.3	Site Manager	5
3.4	Contract Administrator	6
3.5	Site Supervisor	6
3.6	Subcontractors.....	6
4	Site Contact Details.....	7
5	Project Description	7
6	Integrated Management System (IMS).....	7
6.1	Quality Management	7
6.2	Environmental Management	8
6.3	Health & Safety Management	8
7	General Site Safety.....	8
7.1	Site Security	8
7.2	Site Entrance	8
7.3	Parking	8
7.4	Deliveries	8
7.5	Sign In and Sign Out	9
7.6	Site Inductions	9
7.7	Evacuation Plan.....	9
7.8	Safe Work Method Statements (SWMS)	9
7.9	Personal Protective Equipment (PPE).....	9
7.10	First Aid Resources and Emergency Equipment	9



7.11	Emergency Services	9
7.12	Housekeeping	10
7.13	Traffic Management	10
7.14	Electrical Equipment and Tagging.....	10
7.15	Hazardous Chemicals & Dangerous Goods.....	10
7.16	Noise and Vibration Controls.....	11
7.17	Air and Dust Management.....	11
7.18	Asbestos Management	11
7.19	Stormwater, Groundwater and Sediment Control.....	11
7.20	Waste Management	11
7.21	Fixed and Mobile Plant	12
	7.21.1 General Rules.....	12
	7.21.2 Cranes.....	12
7.22	Temporary Structures & Scaffolding.....	12
7.23	Dial Before You Dig	13
7.24	Permit to Work	13
7.25	HSE Inspections.....	13
7.26	WorkSafe Inspections	13
7.27	Incident Reporting	13
7.28	Complaints and Issues.....	14
8	Procure & Smartsheet	14
9	Construction Programs.....	14
10	Legislation	14
11	Review of the Project Management Plan (PMP)	14

1 Purpose

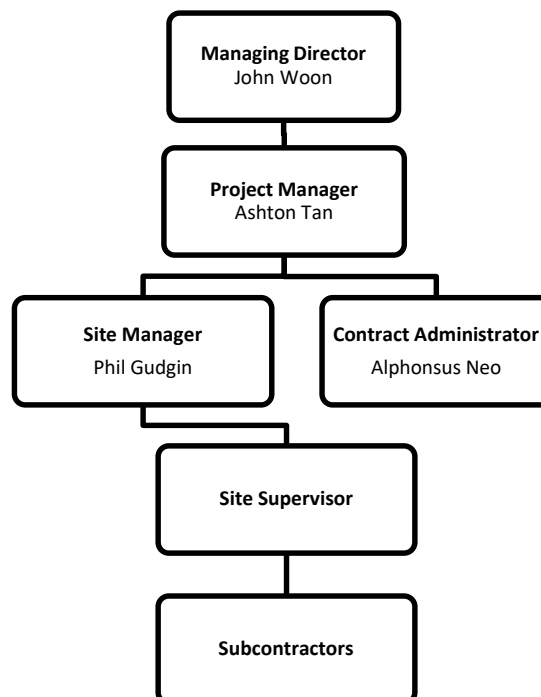
This Project Management Plan (PMP) has been developed to ensure that the DevelopWise Project Team is able to achieve the requirements of its Integrated Management System (IMS), Local Council, Client and other legislated requirements.

By implementing this PMP, DevelopWise aims to:

- Provide assurance to the client that the project will be successfully completed on time, on budget and to the desired specifications.
- Ensure careful selection of subcontractors and confirm that they can achieve DevelopWise contractual and legal requirements.
- Ensure that procured equipment and materials conform to specifications.
- Ensure the project is completed without harm to people, property and the environment.
- Carry out required conformance testing on finished works.
- Acknowledge and rectify any non-conforming work and improve work processes to prevent recurrence.
- Maintain documents and records for audit purposes.
- Have systems in place to improve procedures and work practices following lessons learned.

This PMP should be read in conjunction with the project Health, Safety and Environment (HSE) Management Plan.

2 Organisation Structure



3 Roles and Responsibilities

3.1 Managing Director

The Managing Director is responsible for:

- Establish short term and long-term goals and objectives.
- Develop business plans and strategies.
- Identify key company personnel and appoint management positions.
- Motivate and provide leadership to managers.
- Build relationships with external agencies.
- Ensuring that the company's HSE management system is being implemented on site.
- Ensuring all personnel on site know their responsibilities as outlined in this project management plan.
- Manage and implement the project management plan.
- Ensuring provision of suitably trained staff.
- Undertaking periodic audits of company systems.
- Reviewing site inspections and incident reports.
- Provide support to the Project Manager and Site Manager as required.
- Attend site meetings.

3.2 Project Manager

The Project Manager is responsible for:

- Assisting the Managing Director and Site Manager to manage and implement the project management plan.
- Liaising with the Construction Consultant regularly.
- Reviewing quotes and issuing subcontract agreements to subcontractors.
- Ensuring communication is maintained between Site Manager and subcontractors.
- Liaising with the Site Manager regularly and fulfilling all necessary requests.
- Oversees supply and logistics of materials and manpower.
- Appoint & supervise the activities of subcontractors and construction team members.
- Regularly report on progress with clients / third parties & stakeholders.
- Review timings, budget, labour, risk & project plans.
- Reviewing site inspection and incident reports, identifying the cause for incidents and assisting Site Manager with corrective action.
- Attend site meetings.

3.3 Site Manager

The Site Manager is responsible for:

- Manage and implement the project management plan.
- Coordination of site and subcontractors daily.
- Supervise materials supply and deliveries.

- Manage schedules.
- Ensure quality is maintained throughout the project.
- Read / interpret drawings & specifications.
- Review the project management plan, evacuation plan and update as required.
- Conduct site inspections regularly.
- Review safe work method statements and risk assessments as required.
- Maintain a clean and safe working environment.
- Complete the site diary daily.
- Notify Managing Director and Project Manager of incidents that occur.
- Communicate with the Project Manager and Construction Consultant regularly.
- Attend site meetings.

3.4 Contract Administrator

The Contract Administrator is responsible for:

- Assisting with the successful completion of the project.
- Liaising with the Project Manager regularly.
- Assist with obtaining quotes on project scope of works.
- Prepare subcontract agreements for the Project Manager to issue.
- Prepare other documents and forms for DevelopWise.
- Support the Site Manager with the coordination of site and subcontractors.
- Review the construction programme regularly.
- Provide advice on design issues.
- Attend site meetings.

3.5 Site Supervisor

The Site Supervisor is responsible for:

- Manage and implement the project management plan.
- Coordination of site and subcontractors daily.
- Review the project management plan, evacuation plan and update as required.
- Conduct site inspections regularly.
- Review safe work method statements and risk assessments as required.
- Maintain a clean and safe working environment.
- Complete the site diary daily.
- Notify Site Manager of incidents that occur.
- Communicate with the Project Manager and Construction Consultant regularly.
- Attend site meetings.

3.6 Subcontractors

The Subcontractors are responsible for:

- Fulfill the requirements of the subcontract agreement scope of works.

- Comply with the project management plan and site safety procedures.
- Comply with their company Safe Work Method Statement (SWMS).
- Report all incidents, injuries, and illnesses to the Site Manager.
- Report any environmental hazards to the Site Manager.
- Wear the minimum Personal Protective Equipment (PPE) while onsite.
- Complete company Inspection Test Plans (ITP) and submit a copy to DevelopWise.
- Attend toolbox talks.
- Attend site meetings.

4 Site Contact Details

	Site Specific Details
Site Address:	9-11 Wren St Mt Pleasant WA 6153
Office Phone:	(08) 6500 3222
Email Address:	projects@developwise.com
	Contact Details
Site Manager	Phil Gudgin, 0403 333 722
Site Warden	Phil Gudgin, 0403 333 722
	Work Operations
Project Start Date:	08/01/2024
Project Completion Date:	September 2025
Work Hours Monday-Saturday:	7.00am to 5.30pm

5 Project Description

8-storey building consisting of 49 residential apartments, basement, ground Floor and lower ground parking with 80 parking bays. Amenities include resident gymnasium, lounge and roof terrace with outdoor garden, pool and dining areas.

6 Integrated Management System (IMS)

6.1 Quality Management

Our quality objectives include:

- Meeting the requirements of the drawings, specifications and Australian Standards;
- Controlling and implementing contract alterations as they occur; and
- Supplying only those products, components and workmanship which have the quality to meet all customer and regulatory requirements.

Management will ensure that the planning of the quality management system is carried out to meet these objectives. Also ensure that the integrity of the quality system is maintained when changes are made, and adequate resources are allocated to achieve the above objectives.

6.2 Environmental Management

All known and possible environmental hazards associated with the activities of this project are identified in the hazard and risk assessment (HRA). Environmental hazards are evaluated on the level of risk they pose. The risk control measures put in place for the work activity allow the risk to be re-rated to determine if controls have adequately minimised the impact. A copy of the HRA can be found in Appendix A.

6.3 Health & Safety Management

The known and possible health and safety hazards associated with the activities of this project are identified in the HRA (Appendix A), along with subcontractor Safe Work Method Statements (SWMS). Risk assessments ensure that risk control measures are established for the identified hazards, in accordance with the hierarchy of risk control, applicable legislation, codes of practice and Australian Standards.

7 General Site Safety

7.1 Labour resourcing

During the construction of the project the labour resources will change to suit the stage of works.

Estimated resources required are:

Civil works 3-6 persons

Structural trades 15-20

Finishing trades 30-40

7.2 Site Security

The site will have temporary fencing in place for the duration of the project. Perimeter fencing to have lockable gates at crossovers on the Wren Street entrance. Any individual caught tampering with perimeter fencing may be removed from site immediately. The site will also be fitted with security alarms and cameras.

7.3 Site Entrance

The site office will be within the site boundary and access to site will be provided via the following points:

- Vehicles - entry to the site compound location will be at the crossover on Wren St
- Authorised personnel - from Wren St only and the site office.

7.4 Parking

Parking for subcontractors and visitors will utilise both paid parking & available street parking on surrounding streets & The Esplanade during the initial structure build, Paid parking locations will be Kishorn Rd, The Raffles & Precinct 2. (These parking lots were viewed between the 10-11am on Tuesday 30/1/24 and had no less than 35 bays available between them) A marked up drawing advising of parking locations will be issued to trades at time of engagement, once basement parking is available onsite this will be utilised. Public transport will be encouraged, as there are nearby bus stops and the Canning Hwy interchange. Parking requirements will again be communicated to subcontractors via the project induction. Refer to Appendix F.

7.5 Deliveries

All deliveries will be scheduled with the Site Management, with access from Wren St main gate. Any vehicles or trucks waiting to deliver goods will wait within the dedicated loading area in front of the site. This will eliminate unlawful parking on verges. Refer to Appendix E.

7.6 Sign In and Sign Out

All subcontractors and visitors will be required to sign in and sign out of site each day via a QR code, to a Smartsheet form. This QR code will be displayed in the site office and lunchroom.

7.7 Site Inductions

All subcontractors and regular visitors will be required to complete the online site induction. The link to the induction presentation and form can be accessed via a QR code in the site office and lunchroom.

Any irregular visitors that have not completed the online induction will need to be accompanied by someone who has completed the induction.

Upon arrival to site for the first time, the subcontractor will be given a site introduction, confirming location of amenities and muster point and minimum personal protective equipment to be worn. Subcontractors will be required to sign onto their company Safe Work Method Statement before commencing work.

7.8 Evacuation Plan

The Site Manager must ensure a current version of the Evacuation Plan is displayed in the site office, lunchroom and at various points on site. A copy of the Evacuation Plan can be found in Appendix B.

7.9 Safe Work Method Statements (SWMS)

Any works identified as high-risk activity must be covered by a SWMS. Subcontractors are responsible for preparing a site-specific SWMS and inducting workers into their SWMS before work commences. All workers who complete the site induction will need to sign onto their company SWMS before commencing work. DevelopWise will retain a hard copy of each SWMS in the site office.

7.10 Personal Protective Equipment (PPE)

Subcontractors must supply their own PPE. All PPE must be fit for purpose and be maintained in good use. Task-specific PPE must be used if stated in the SWMS.

7.11 First Aid Resources and Emergency Equipment

DevelopWise will ensure the first aid facilities are suitable for the nature of illness or injury likely to occur at the project. Site Management must determine the size and quantity of first aid required based on the likely number of people on site at any one time, the size of the site area and document the assessment. The same assessment process applies to emergency equipment. Generally, there are extinguishers in the site office, lunchroom and around site as necessary. The site warden is responsible for assessing the fire extinguisher and firefighting requirements.

Project-specific first aid and emergency requirements must be captured in the project Health, Safety, and Environmental Management Plan.

7.12 Emergency Services

The closest medical centre is Reynolds Road 7 Day Medical Centre. This is located at Level 1, 39 Reynolds Rd Mt Pleasant. The procedure for providing information when an emergency occurs is as follows:

1. Your name
2. Type of emergency (ie. fire, accident etc)

3. Details of the emergency (ie. extent of accident, number of people involved etc)
4. Address (ie. 9 Wren St Mt Pleasant WA 6153)

Directions to find the medical centre are as follows;

- Turn left from Wren St onto Ullapool Rd;
- Turn right onto Bombard St;
- Take the third exit at the roundabout onto Reynold St; and,
- Turn into 39 Reynold St Mt Pleasant.

7.13 Housekeeping

DevelopWise will provide bins on each level of the building. Subcontractors must clean up their work area/s on a daily basis. Materials must be neatly stacked and secured within designated laydown areas. Storage of materials on council verges is not permitted. Mixing stations and wash-out facilities will be designated by DevelopWise.

7.14 Traffic Management

All traffic management must comply with the Contraflow Traffic Management Plan (TMP) as approved by City of Melville. The main vehicle entry point is via Wren St. Only persons holding a Main Roads Approved traffic management certificate of competency are permitted to carry out traffic control duties. All Traffic Controllers must use proper equipment and appropriate PPE, including high visibility shirts. Where visibility is such that traffic cannot be effectively controlled by one traffic controller, additional controllers must be used. Approval for road closures will be made via an application to the local council, with letter drops conducted to nearby properties. A copy of the approved Traffic Management Plan can be found in Appendix C.

7.15 Electrical Equipment and Tagging

All electrical practices, installations and equipment on the project site must comply with the WA Electricity Act 1945 and associated Regulations and Australian Standards. The Subcontractors must maintain their own register of electrical equipment and have it available on site for inspection if required by DevelopWise or WorkSafe. The tag colours and applicable months for required testing of portable electrical equipment are as follows:

- **December to February**
- **March to May**
- **June to August**
- **September to November**

Only persons holding the relevant competency are permitted to carry out testing of portable electrical equipment and RCDs. Only persons holding a valid electrical licence are permitted to carry out Electrical Work.

7.16 Hazardous Chemicals & Dangerous Goods

All hazardous chemicals and dangerous goods that are brought to site are to be stored in a secure location approved by DevelopWise and handled in accordance with the SWMS and manufacturers Safety Data Sheet (SDS) and relevant Australian Standards. All exposure risks must be identified and assessed by Subcontractors in accordance with the WA Work Health and Safety (General) Regulations 2022. A Register of Hazardous Chemicals must be maintained by the Site manager.

7.17 Noise and Vibration Controls

Noise at the project will be continually assessed by site management. Controls must be in place to ensure the recognised Workplace Exposure Standard (8-hr time weighted average of 85dBA, or peak level of 140dBC) are not exceeded.

The Environmental Protection (Noise) Regulations 1997, specifically Regulation 13, must be adhered to at all times. Noisy work outside of 7am and 7pm Mon-Sat is not permitted on the project. If these circumstances change, DevelopWise must seek approval from the CoM and complete required forms and management plans.

There is no excessive vibration-generating work anticipated at the project. Vibrations related to piling, bulk excavation, and compaction work will be managed by use of new & low frequency plant and machinery and other current methodologies implemented by the subcontractor.

Noise and vibration complaints from near residents must be addressed in accordance with DevelopWise issue resolution procedures, which may include engaging a third party to carry out noise monitoring.

7.18 Air and Dust Management

Dust emissions will be reduced to a level which is as low as reasonably practicable via use of wetting agents i.e. Dustex /water carts as necessary, shade cloth on boundary fencing, and reduction of stockpiles. Other air emissions such as gases and odours will be managed by use of to-standard and well maintained plant and equipment.

Dust and air issues must be assessed on a continuous basis by DevelopWise and hazard reporting processes followed as necessary.

7.19 Asbestos Management

There is not anticipated to be asbestos or asbestos-containing material (ACM) within the project's footprint. Any suspected asbestos or ACM discovered during earthworks or construction will be managed in accordance with asbestos and unknown finds identification procedures as per the project HSE Management Plan.

7.20 Stormwater, Groundwater and Sediment Control

Project planning must ensure that stormwater drainage is contained within the project's boundary. Sediment control will be achieved from slabs being poured as soon as possible, minimisation of stockpiling, covering of stockpiles, use of buffer zones, benching of slopes to avoid run-off into unwanted areas, and identification, reporting, isolation and treatment of acid sulphate soils as necessary.

High housekeeping standards must be maintained at all times and hazardous chemicals/dangerous goods must be stored on bunding as necessary where there is potential for stormwater to be impacted.

Due to the water table being well below the basement slab, dewatering is not anticipated to be required during this project.

7.21 Waste Management

Waste at the project will be managed via provision of waste bins, including general waste, recycling, and large construction waste (skip) bins. All bins will be emptied on a regular basis by the approved provider to avoid overflow, and the site must be kept in a tidy manner at all times.

7.22 Fixed and Mobile Plant

7.22.1 General Rules

The DevelopWise Site Manager or delegate must inspect all plant upon arrival on site, using the approved checklist. The subcontractor utilising the plant must carry out a pre-start logbook inspection of the plant each day it is to be used. The other key rules apply to plant operations:

- Plant operators must have relevant high risk work licences or national certificates of competency for the item of plant they'll be operating. Evidence of these must be provided to DevelopWise during the induction process.
- All mobile plant must have ROPS, FOPS, flashing light and seat belts fitted as required by legislation.
- Plant must be maintained in accordance with manufacturer's instructions. Records of all maintenance and servicing must be readily accessible and provided to DevelopWise upon request.
- A DevelopWise Permit to Work may be required for some plant operation, including where there may be risk of impacting live services.
- A Plant Risk Assessment (PRA) must be submitted to DevelopWise for every item of plant brought to site.
- All Plant SWMS must identify and assess risk of mobile plant operating in the site area and particularly in the vicinity to open excavations, underground hazards and pedestrians, and must define the required risk control measures to adequately control such risks.
- Exclusion zones must be defined at ground level below all work in elevated work platforms where there is risk of dropped objects.

7.22.2 Cranes

All crane operation requires certain high risk work licences, including for crane operation, rigging and dogging. All crane lifts require development of a SWMS, and in some instances, a Lift Plan.

The following cranes will be utilised at the project:

Name:	Tower Crane
Type:	Luffer
Make:	Comansa
Model:	CML 165-12T
Jib Length:	40m
Height:	49.4m

See the subcontractor's setup plan at Appendix D.

For all crane safety requirements refer the project Health, Safety and Environment Management Plan.

7.23 Temporary Structures & Scaffolding

Where falsework, temporary precast floor and wall propping, concrete formwork structures etc. are used, an engineering assessment and engineer sign-off is required. Any changes to the design or installation system must be by an authorised competent person. The dismantling, removal or demolition of any temporary works must also be part of the assessment. The Site Manager in conjunction with the scaffold contractor must complete a scaffold plan for all scaffolding on the project. Scaffold and temporary structures must be erected in accordance with

the relevant Codes and Standards. This is also to be signed off by an engineer. All scaffolds must be inspected and tagged every 30-days by a qualified scaffolder.

7.24 Dial Before You Dig

All existing services must be identified prior to commencing excavation activity in that area. A copy of the Dial Before You Dig is available in the site office.

7.25 Permit to Work

Subcontractors must obtain a Permit to Work from site management prior to the following work activities:

- Work greater than 3m in height where there is risk of falling
- Confined Space Entry
- Hot Work
- Excavation and Trenching Work
- Concrete cutting/coring
- Removal of grid mesh/handrail/opening cover
- Hazardous Energy Isolations
- Work near high voltage lines
- Suspended formwork erection/dismantling
- Tilt-up panel erection
- Crane and hoist erection/dismantling
- Asbestos removal
- Workbox use
- Demolition work

7.26 HSE Inspections

DevelopWise will conduct regular site HSE inspections and will issue the report to Subcontractor Supervisors and Directors. The purpose of these inspections is to identify and rectify HSE hazards, assess compliance with SWMS, and identify and correct undesirable trends. Where warranted, DevelopWise management may direct a subcontractor to cease operations until hazards are rectified and work can proceed safely. During inspections, DevelopWise maintain the right to request evidence of plant inspections, electrical registers, etc, from Subcontractors.

7.27 WorkSafe Inspections

DevelopWise will grant WorkSafe access to the site for the purpose of conducting a site safety and health inspection. DevelopWise recognises the authority of WorkSafe under the WHS Act and Regulations. No subcontractor is to interfere with, obstruct, intimidate or hinder an Inspector from conducting an inspection. If a WorkSafe notice is issued, subcontractors must take all reasonable steps to comply with the Inspector's directions and action the notice within the period of time given.

7.28 Incident Reporting

DevelopWise ensures all accidents, incidents, near-misses, non-conformances and hazards are reported immediately, investigated and corrective action taken to ensure a safe working environment for all subcontractors is maintained. The site management maintains records of site activity, weather and incidents within the site diary. The Managing Director or Project Manager may participate in or undertake an investigation into the incident if they deem it necessary. Subcontractors shall cooperate with and aid in any investigation undertaken.

7.29 Complaints and Issues

All DevelopWise workers must treat other workers, neighbours and members of the general public with respect and must adhere to the strict policies in place relating to general behaviour, bullying, harassment, sexual harassment, discrimination and abuse. All contraventions of DevelopWise's policies must be reported to site management for action in accordance with the issue resolution procedure. Action taken may include removal from site or instant dismissal.

Complaints from the public may be received in person directly to the site office or via phone / email. Both these contact details will be available at all times on our signage boards located on the front of the construction site.

Complaints will be managed through our cloud base management software - Smartsheet.

8 Procure & Smartsheet

Procure and Smartsheet are cloud-based software for controlling and distributing documents for Subcontractors to access the online induction, sign in and sign out register, defects register and permits to work. Other forms of communication between DevelopWise and subcontractors will be conducted via site meetings, toolbox talks, phone calls or emails. The site management maintains records of site activity, construction progress, total men and man hours, incidents etc within the daily site diary on Smartsheet.

9 Construction Programs

The construction programs will be developed using Microsoft Project. The initial version of these construction programs will be completed by a time programmer. The construction programs will then be updated by DevelopWise as required. The main construction program will be in the subcontract agreement and available for subcontractors on Smartsheet.

10 Legislation

The following key Acts and Regulations apply to the Project:

- WA Work Health and Safety Act 2020
- WA Work Health and Safety (General) Regulations 2022
- Environment Protection Act 1986
- Environmental Protection Regulation 1987
- Workers' Compensation and Injury Management Act 1981
- Dangerous Goods Safety Act 2004
- Dangerous Goods (Storage and Handling of Non-Explosives) Regulations 2007

A full list of legislation applicable, in addition to Australian Standards and Codes of Practice, can be found in the DevelopWise Legal Compliance Register.

11 Review of the Project Management Plan (PMP)

Quarterly reviews of the PMP must be completed by the Project Manager and/or Site Manager. Major changes to the PMP will require the document to be amended and re-issued. Printed copies are not controlled.



Status	Date	Description	Prepared By	Reviewed By	Approved By
Revision 0 (Original)	1/10/2023	Project Management Plan	Ashton Tan	Ashton Tan	John Woon Ashton Tan
Revision 1	20/11/23	Project Management Plan	Ashton Tan	ASHE	Ashton Tan
Revision 2	8/1/24	Project Management Plan	Ashton Tan	ASHE	Ashton Tan
Quarterly Reviews					
1		Project Management Plan			
2					
3					



Appendix A: Hazard and Risk Assessment

Appendix B: Evacuation Plan



Appendix C: Traffic Management Plan



Appendix D: Jib Crane Setup Plan



Appendix E: Deliveries

Appendix F: Parking