

# Construction Management Plan GUIDELINES





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# A. Introduction

## 1. What is a Construction Management Plan?

The City of Melbourne requires careful management of excavation, demolition and building work within its municipal boundaries. To achieve this, the City requires many builders and developers to prepare a Construction Management Plan (CMP) that takes into account all relevant aspects of demolition or building work.

The need for a Construction Management Plan depends on the nature of work, likelihood of disruptions, impact on local amenity, dangers or risks involved, traffic management or any other relevant issue required to be addressed under the Planning Permit. A CMP must be submitted to fully address each new stage of construction.

The CMP must address in detail a range of health, safety, traffic management and amenity issues relating to the construction site and adjoining community. It must also consider broader obligations including recycling, waste management and environmental initiatives.

## 2. Purpose of a Construction Management Plan

This Construction Management Plan Guideline provides advice for builders and developers when completing the City of Melbourne's CMP template or when formulating their individual CMP for demolition or building work in and around the City of Melbourne.



### 3. Elements of the Construction Management Plan

The builder or developer must identify the specific requirements for each site to ensure that the work is undertaken in a safe and effective manner. The CMP Elements are:

<b>Element 1:</b>	Public Safety, Amenity and Site Security
<b>Element 2:</b>	Operating Hours, Noise and Vibration Controls
<b>Element 3:</b>	Air and Dust Management
<b>Element 4:</b>	Stormwater and Sediment Control
<b>Element 5:</b>	Waste and Materials Re-use
<b>Element 6:</b>	Traffic Management

### 4. Council's powers

Council has the power to ask for CMPs under the Activities Local Law 1999.

For the duration of the construction phase an approved CMP is deemed to be an Environmental Management Plan pursuant to the requirements of the Environment Local Law 1999.

The City of Melbourne may require a Security Deposit to be provided in relation to a CMP. In the event of non-compliance with the approved CMP, City of Melbourne reserves the right to draw from the deposit to achieve adequate rectification.



# A. Introduction (cont'd)

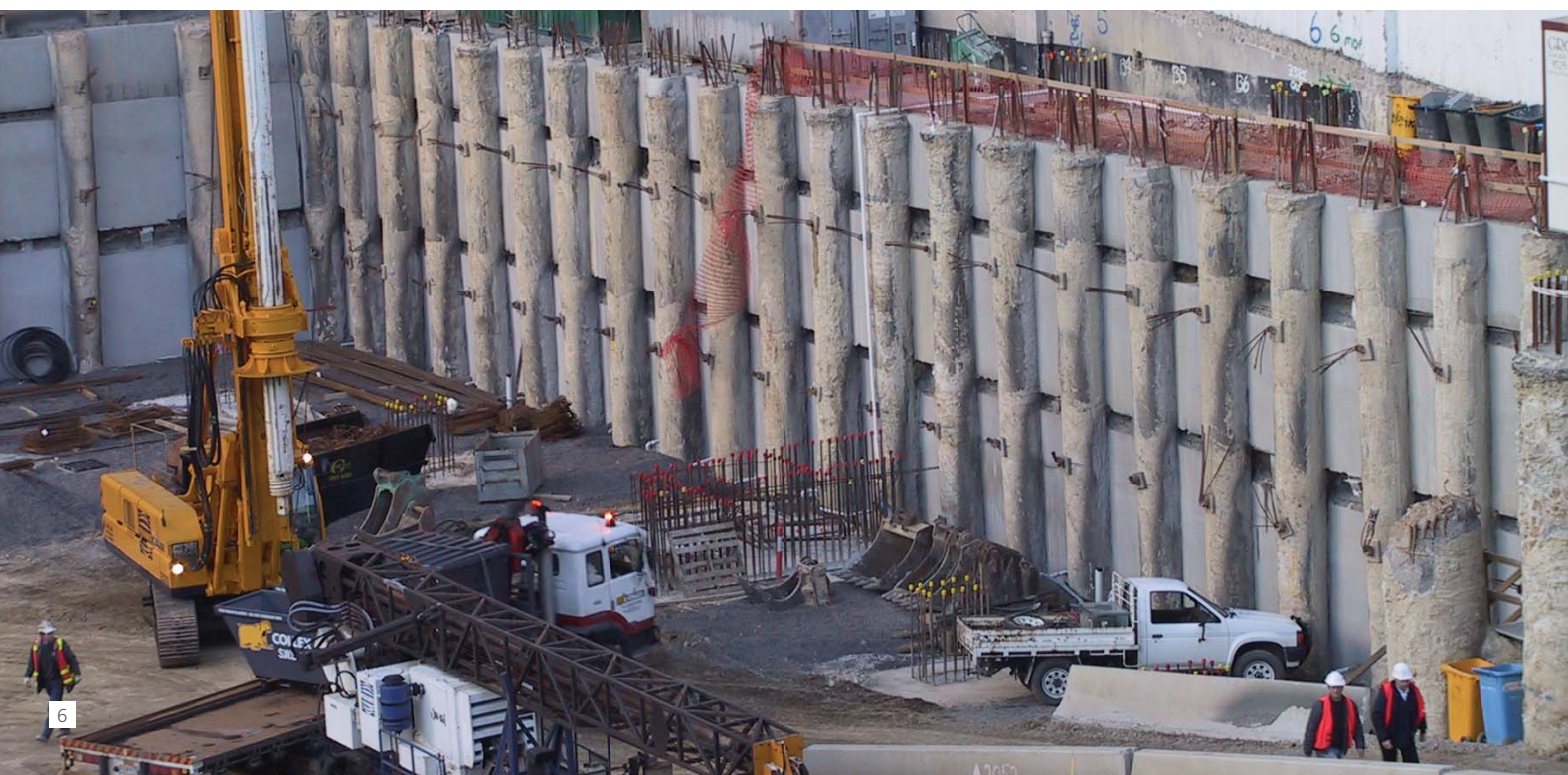
## 5. Why are Construction Management Plans necessary?

CMPs are necessary to ensure construction, demolition and excavation sites (often referred to as 'building sites') do not adversely affect health, safety, amenity, traffic or the environment in the surrounding area.

Approved CMPs are a contract between the developer and Council addressing the temporary site management issues that are relevant during building activity. The requirement to prepare a CMP may be specifically stated in the planning approval for a site, or otherwise required by council depending on the presence of:

- Basement excavations
- External works with a value greater than \$1 million
- Demolition within two meters of a street alignment
- Demolition of two or more storeys
- Where traffic management measures are required for a period of more than two weeks
- Any other case where Council considers that a CMP should be provided due to the nature of the work or locality, or disruption to amenity.

Council is obliged to manage these temporary site issues for the benefit of the wider community and chooses to do this through a CMP rather than the planning permit process. The CMP allows for detailed construction information to be provided after the planning permit is issued, which is more compatible with detailed site project planning.



## 6. When does a CMP need to be completed?

The following steps explain when a CMP needs to be completed during the planning and construction of any proposed works.

**Step 1:** In most cases, a planning permit is the first thing that is required from Council for proposed works. At this stage approval may also be required from Heritage Victoria. Council planners can advise on this.

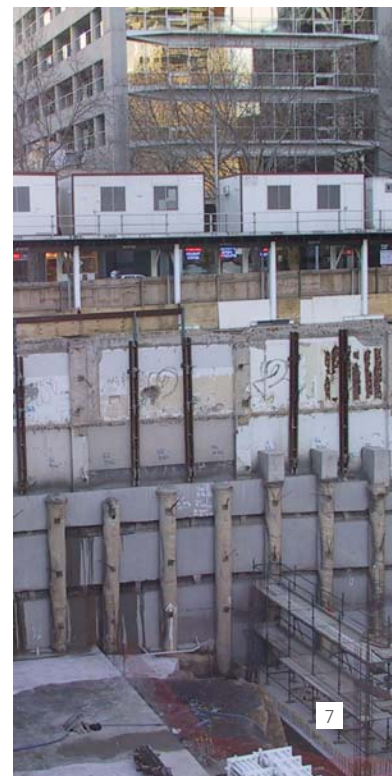
**Step 2:** Before construction can start, a building permit must also be obtained for proposed works.

**Step 3:** If required as a condition of the planning permit, a CMP must be prepared prior to the commencement of works (including preliminary site works. See Figure 1 for outline of steps for producing a CMP).

**Step 4:** Relevant Authority requirements for Occupational Health and Safety need to be met prior to the finalisation of the CMP.

**Step 5:** Permits also need to be sought from Council for specific activities, such as:

- Permit to erect a gantry, overhead protective awning over the road or footpath
- Permit for a vehicle crossing (permanent or temporary)
- Permit to occupy space on road or footpath
- Permit to erect a hoarding (where it occupies Council space outside of an allotment whilst construction work is undertaken)
- Permit for a road opening
- Permit for a road closure
- Permit for a construction zone
- Permit to use a mobile crane, travel tower or lift on or above a road
- Permit for rubbish skips and builder's bins
- Permit for works and temporary structures in City of Melbourne parks and gardens
- Permit to work outside prescribed hours
- Permit for excavation and/or protection works
- Approval for a legal point of discharge or a temporary point of discharge
- For works in a private laneway the builder is to discuss and co-ordinate Safety measures with all stakeholders







## B. How should the Construction Management Plan Guidelines be used?

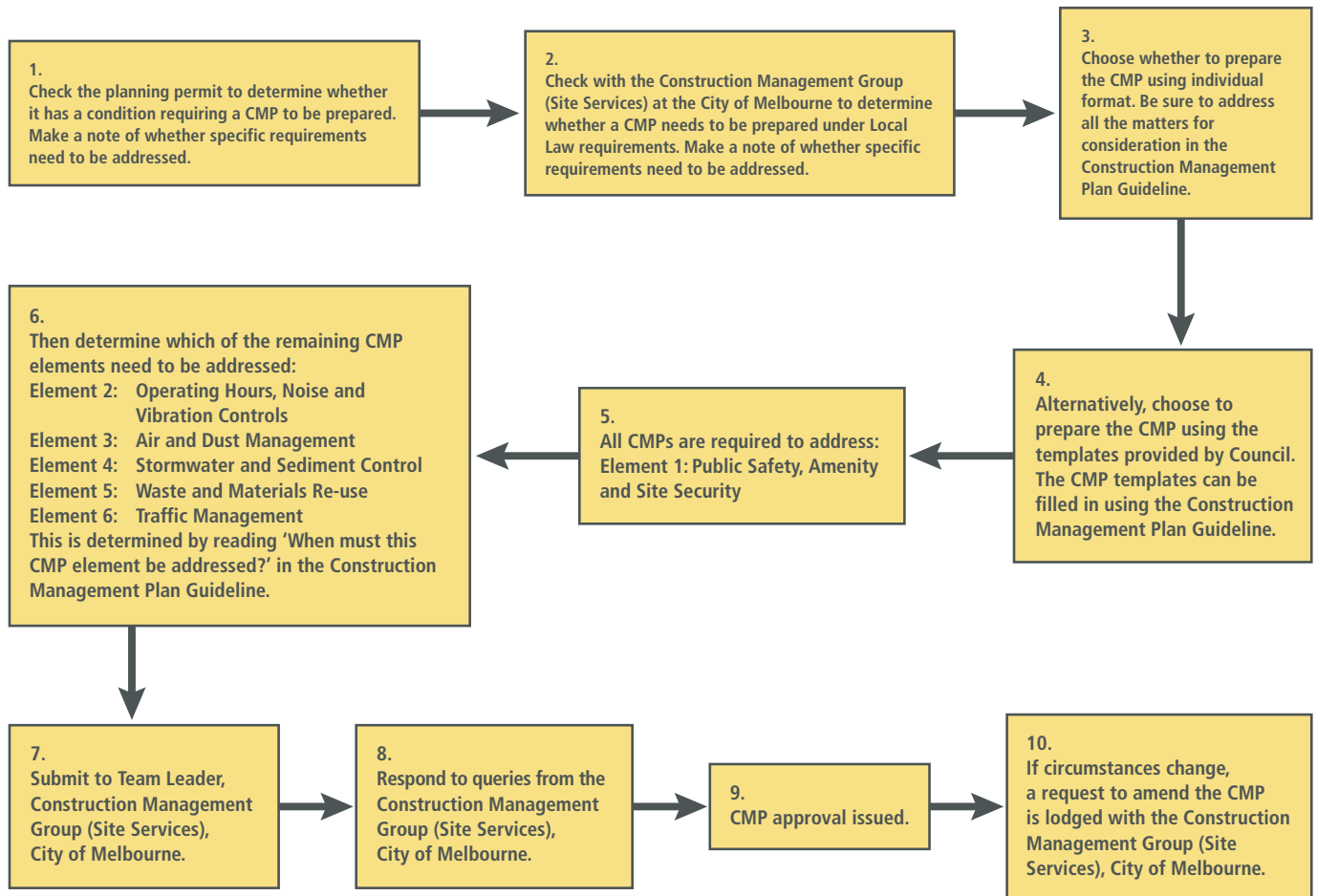


Figure 1 – Steps for producing a CMP.

### 1. What consultation does the applicant need to undertake?

All builders and developers intending to undertake work in the City of Melbourne may be required to consult with neighbouring and affected properties of a site as part of the planning permit process.

Developers are also required to undertake additional consultation before and during the construction period to keep local residents and stakeholders informed of the type and nature of works and their potential impact on the local area. Successful methods have included production and distribution of project updates and newsletters, community forums and site tours.

This additional consultation ensures residents are kept informed of upcoming activities and the impact this will have on local amenity and gives the community a sense of ownership of the project. Typically, projects with informed and satisfied communities run smoother.

For some building sites there may also be a 'notification requirement' for specific elements in the CMP, or for any variation to CMP conditions that impact on the local community.

### 2. Does the CMP process cover Occupational Health and Safety procedures?

No, the CMP does not set out the requirements needed for Occupational Health and Safety (OH&S) approval. OH&S procedures need to be documented for the site.

### 3. Where can I get further information about the CMP process?

More information about the CMP process can be obtained from [www.melbourne.vic.gov.au](http://www.melbourne.vic.gov.au) or by contacting the Construction Management Group (Site Services) on 9658 9658.

# 1. Element One: Public Safety, Amenity & Site Security

## 1.1 Objectives

To ensure the general public is adequately protected from activities occurring on building sites. The developer has documented strategies to provide a safe and secure job site. Demand for occupation of the street and protection of Council assets is well managed. The building site is kept neat and tidy to maintain public safety and local amenity.

Consultation must be undertaken with relevant stakeholders in the area as to what impact if any will the proposed works have on their rubbish/waste collection services. Should the removal of stakeholder waste be adversely affected, alternative arrangements must be agreed upon before a permit will be issued.



## 1.2 When must this CMP element be addressed?

Applicable to all building sites for which a CMP has been required.

## 1.3 What permits/approvals may be applicable?

- Planning Permit for the development and use of the site.
- Building Permit for the construction work (which may reference site safety provisions or specific CMP requirements).
- Permit to erect a gantry, overhead protective awning over the road or footpath.
- Permit for a vehicular crossing (permanent or temporary).
- Permit to Occupy space on road or footpath.
- Permit to erect a hoarding (where it occupies Council space outside of an allotment whilst construction work is undertaken).
- Permit for a road opening.
- Permit for a road closure.
- Permit for a construction zone.
- Permit to use a mobile crane, travel tower or lift on or above a road.
- Permit for a rubbish skip.
- Permit for works in City of Melbourne parks and gardens.
- Permit for legal point(s) of discharge and approval for modifications to street lighting.



#### 1.4 Which Council Branch will issue the permits?

Pedestrian Sign Approval – Engineering Services Group.

All public domain protection permits such as hoardings, gantries, cranes, etc are issued by the City of Melbourne’s Construction Management Group (Site Services).

Note: Traffic approval from Council’s Engineering Services (Traffic Branch) and/or VicRoads may need to be sought for a public domain protection permit when vehicle traffic is to be disrupted or redirected.

Note: Building Permit for the construction work is issued by the Relevant Building Surveyor appointed for the construction work.



#### 1.5 Matters for Consideration

##### Fencing of Site

- 1.5.1 The site should be secured by a fence, hoarding or other suitable barrier constructed in accordance with Public Safety and Amenity – A Code of Good Practice at Construction Sites.
- 1.5.2 Ensure hoardings, perimeter fencing or other site barrier systems do not allow climbing or unauthorised entry.
- 1.5.3 Before and during building work, all excavations must be fenced so they do not pose a danger to life or property to the satisfaction of the relevant building surveyor.
- 1.5.4 Hoardings, barriers and other perimeter fencing must be suitably lined to limit public viewing to designated viewing areas. This will ensure pedestrian flow is not impeded and adequate site-public interaction is accommodated. Refer to the Public Safety and Amenity – A Code of Good Practice at Construction Sites.



##### Safety and Security

- 1.5.5 Ensure adequate lighting, safety signage and traffic controls are provided in accordance to Code of Good Practice. Traffic controls and a traffic management plan must comply with AS 1742 Series Manual of Uniform Traffic Control Devices and/or Council requirements.  
  
Any temporary or permanent changes to street lighting shall first be approved by Council’s Engineering Services Group. Changes shall be at applicant’s cost. Once approved by ESG applicant to arrange with relevant Authority. Temporary lighting shall provide an even lighting level and must match or better existing lighting levels.
- 1.5.6 For refurbishments, renovations and additions, occupants of existing buildings must be prevented from accessing the building site through adequate security measures to the satisfaction of the relevant building surveyor.
- 1.5.7 Security measures must be in place at all times when the site is not in operation. This may include: perimeter barriers, locks, surveillance systems, security lighting and motion detectors.
- 1.5.8 Where a building site cannot be fully secured, consideration must be given to the use of a security service to prevent unauthorised access.
- 1.5.9 Security measures must be provided to prevent construction work or protective measures from facilitating unauthorised access to an adjoining building(s) and to safeguard site materials and equipment.



# 1. Element One: Public Safety, Amenity & Site Security (cont'd)

## Safety and Security (continued)

- 1.5.10 All dangerous chemicals need to be properly stored in secure areas located away from emergency exits, safety measures or stormwater pits. Required quantities of chemicals need to be nominated and procedures put in place for the location of storage facilities, secure access and spillage procedures. Refer to AS 1940-1993 Storage and Handling of Flammable and Combustible Liquids.

Signage for dangerous goods must be in accordance with AS1216 – 1995 Class Labels For Dangerous Goods Hazardous materials must be stored in a manner approved by WorkSafe Victoria.

## Signage

- 1.5.11 Signage specifying any security measures and key contact details shall be erected on the perimeter of the building site (i.e. attached to the building, fence or hoarding). A 24 hour contact name and phone number must be provided.

A sign is permitted with an advertisement area not exceeding two square metres concerning construction work on the land. Only one sign may be displayed. It must not be an animated or internally-illuminated sign and it must be removed when the work is completed. However, a planning permit is required for such a sign in a Heritage Overlay Area.

Any sign, road markings, street furniture, parking meters, etc, affected by the works shall be relocated or protected and, or, kept in good repair. When installing hoardings, attention shall be paid to the effects that such items may have on pedestrian travel paths at intersections. This may mean installing temporary pedestrian ramps, tactiles, etc. Approval shall be sought from ESG to install temporary indents or pedestrian ramps, etc.

- 1.5.12 A sign relating to the sale or letting of the site is permitted with an advertisement area not exceeding 10 square metres. Only one sign may be displayed. It must not be an animated sign and must not be displayed longer than seven days after the sale date. A permit may be granted for:

- The advertisement area to exceed 10 square metres if the sign concerns more than 20 lots
- The sign to be displayed on land excised from the subdivision and transferred to the Council
- The sign to be displayed longer than seven days after the sale date.

However, a planning permit is required for such a sign in a Heritage Overlay Area.

## Public Art

- 1.5.13 The City of Melbourne encourages applicants to display approved temporary public art on or around the perimeter of construction sites as this acts as a deterrent for graffiti and bill posters. A planning permit is required for any public art that is not provided by State or Local Government.

A planning permit is not required for a work of art, statue, fountain or similar civic works required for public purposes by or for the Crown, a public authority or the City of Melbourne in the Capital City Zone unless in a Heritage Overlay Area.

## Public Domain

- 1.5.14 Any damage to the footpath, road, kerb and channel, stormwater drains and street furniture that results from excavation, demolition and building work is the responsibility of the builder or developer.

Any impact which may impact on pedestrians, cyclists and motorists' safety shall be repaired immediately.

- 1.5.15 Bicycle paths must be maintained where existing bicycle access is provided adjacent to a construction site.



*Public Domain (continued)*

1.5.16 Developers and builders must ensure there are no tripping hazards from the hoarding or perimeter fencing on nearby footpaths. Electrical, plumbing and other services extending over footpaths must be covered over, and pedestrian and disability access facilitated by a ramp. Ramps must have a non-slip surface, a handrail, and a minimum gradient of 1:14 unless the existing topography of the street or road requires some variation to this ratio.

1.5.17 Determine whether the street or footpath or part thereof needs to be occupied by builders, above or below the public domain.

The general public must be protected from construction activities including vehicle loading and off-loading within the public domain.

Precautions must be fully specified and include the following measures:

- The use of spotters and traffic controllers
- Restriction on the hours of operation of these activities (non peak hours)
- Restriction on the type of work being carried out (welding, etc.)
- Machinery to be used
- Security mesh or barriers to separate the public from the work area.

1.5.18 When using skips or rubbish bins, take the following steps to prevent disruption to public areas:

- Place skips or rubbish bins away from public thoroughfares, pedestrian and bicycle access areas
- Specify times and methods for loading and unloading of bins or skips
- Indicate location and height of chutes (if proposed)
- Protect pavements and streets and conduct dilapidation surveys before and after works have taken place.

1.5.19 When using cranes or mobile lifting equipment, take the following steps to prevent disruption to public areas:

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

1.5.20 Unless otherwise permitted, an obstruction must not protrude from premises causing it to interfere with pedestrians or traffic in a public place.

1.5.21 Unless otherwise permitted, all construction materials must be stored onsite and not in the street or public space.

1.5.22 When a crossover is required for vehicular access to the site, consider:

- The type and size of trucks entering the site
- The loading and potential for damage to the existing crossover and footpath
- The nature of protection of crossover and pavements
- The need for a dilapidation survey of the footpath before and after works have taken place.



# 1. Element One: Public Safety, Amenity & Site Security (cont'd)

## Public Domain (continued)

In the case of potential damage to assets in the public domain, a financial deposit for an amount determined by Council must be lodged in conjunction with the necessary local law permit application, along with a requirement to reinstate damaged assets at the completion of works.

- 1.5.23 In the event that works may disrupt parks and gardens managed by the City of Melbourne, consultation and approvals including park protection measures, ongoing maintenance requirements and reinstatement methods will be required from Council's Parks and Recreation Branch to ensure there is no damage to flora, fauna and services. Grass verges and medians are also to be protected.

## Street Space Occupation

- 1.5.24 All necessary permits must be obtained from the City of Melbourne's Construction Management Group (Site Services) to occupy and use the space on the footpath.
- 1.5.25 Adequate barriers must be installed to prevent the public from accessing the construction area. Any occupation or activity presenting a hazard to the public must be provided with suitable barriers in accordance with the Public Safety and Amenity – A Code of Good Practice at Construction Sites.
- 1.5.26 Pedestrian access areas must have a minimum width of 1.2m clear on the footpaths (1.5m preferable). Where possible, two way passing bays 1.8m wide should be provided at not more than 20m intervals.



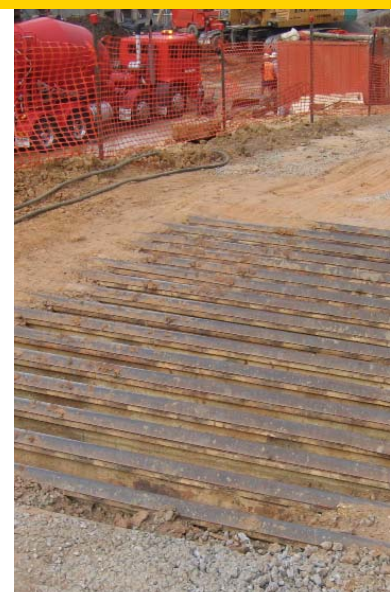
## Excavation

- 1.5.27 Excavations adjacent to or in close proximity to a road or pathway must be designed to support the road or pathway in accordance with the Public Safety and Amenity – A Code of Good Practice at Construction Sites.
- 1.5.28 The location and extent of excavations on a site must be specified and the means of containing sediment, especially in wet weather, must be detailed. The area of land to be cleared must also be minimised and stripping and excavating the site should be avoided until building is about to start. Ensure consent and a report is obtained from Council and/or other relevant authorities under the Building Regulations for excavations and shoring, where excavations occur within 3m of a road or within a 45 degree angle. Protection work notices may apply in accordance with the Building Regulations.
- 1.5.29 Excavations adjacent to existing adjoining buildings must comply with the requirements of the Building Regulations to the satisfaction of the relevant building surveyor.

## Prevent Unsightly Premises

- 1.5.30 Raw materials stored on the site must be adequately secured to prevent unnecessary and unsightly dispersal of the materials around the site and public areas (streets and footpaths).
- 1.5.31 Trucks leaving the site must be adequately cleaned to ensure soil, mud and other site debris is prevented from spilling onto adjoining roads and footpaths. Roads and footpaths should be cleaned on a regular basis with consideration to water efficiency.
- 1.5.32 Hoardings must be designed to reduce the likelihood of unauthorised bill postings and graffiti through the use of wire mesh guards, warning notices and/or public art.

Graffiti and other posters or stickers on hoardings and fencing must be removed on at least a weekly basis, or immediately if it is offensive in nature.



## General Management

- 1.5.33 A person must not commence building works unless in accordance with a permit 48 hours written notice is given to Council of their intention to do so.
- 1.5.34 Trees must be protected where they are near the proposed demolition, excavation and construction works. Refer to the City of Melbourne Tree Protection Fact Sheet.
- 1.5.35 If building works are for demolition only and the site is to be left vacant, it must be cleared of all unsightly debris, left in a clean state and fully fenced with solid hoarding. The owner is responsible for the site after it has been vacated by the demolisher, principal builder or contractor. Council may require a financial deposit to ensure the owner adequately accepts their responsibility.
- 1.5.36 Pedestrian signs must not be damaged, defaced, removed or altered in any way. New pedestrian signs must not be installed without Council approval.
- 1.5.37 Any precautions for public protection within the street/public domain must comply with the Building Regulations, local law and WorkSafe requirements.



## 1.6 Applicable legislative references, local laws, etc:

- a. Building Act 1993
- b. Planning and Environment Act 1987
- c. Melbourne Planning Scheme
- d. Occupational Health and Safety Act 2004
- e. Activities Local Law 1999:
  - i. 6.1 (Permit required for road interference)
  - ii. 8.1 (Notice to commence building work)
  - iii. 11.2 (Prohibition for vehicles remaining on street)
  - iv. 11.3 (Interfering with pedestrian sign)
  - v. 11.5 (General obstructions)

## 1.7 Other policies and guidelines

- City of Melbourne Public Safety and Amenity – A Code of Good Practice at Construction Sites.
- EPA Guidelines TG 302/92 June 1992.
- Deed of indemnity (as per City of Melbourne Public Safety and Amenity Guidelines).

## 1.8 Applicable Fact Sheets

- City of Melbourne Fact Sheet – Tree Protection in the City of Melbourne.
- City of Melbourne Fact Sheet – Construction permit zones, reserved parking.
- City of Melbourne Fact Sheet – Dilapidated, dangerous and unsightly premises.

## 2. Element Two: Operating Hours, Noise and Vibration Controls

### 2.1 Objective

- To minimise the impact of noise and vibration on the immediate neighbourhood.
- To provide a framework to plan and cater for construction activities outside of normal hours.
- To minimise the likelihood of damage to adjacent buildings and structures.

### 2.2 When must this CMP element be addressed?

- For building works planned out of Council prescribed hours.
- For noisy works including, but not limited to, jack hammering, pile driving, rock breaking, demolition works over two storeys, or explosives.

### 2.3 What permits/approvals may be applicable?

- Building Permit for the construction and/or demolition work.
- Relevant Planning Permit – conditions.
- Permit to work outside prescribed hours “Out of Hours” permit.
- Noise Management Plan for noisy works as outlined above.

### 2.4 Which Council Branch or other agencies will issue the permits?

- Building Permits can be issued by a registered practitioner in the category of Building Surveyor.
- Permits to vary permitted hours of operation are assessed and issued by Council’s Construction Management Group.
- Approval for Noise Management Plans are assessed and issued by Council’s Construction Management Group.

### 2.5 Matters for Consideration

2.5.1 Building works are confined to the hours of 7am to 7pm, Monday to Friday and 8am to 3pm on Saturday. Works are not permitted outside of these hours and on Christmas Day, Good Friday and Easter Monday unless an Out of Hours Permit has been approved.

In some instances, approval to vary the prescribed hours will be granted based on the following considerations:

- Nature, location and extent of work to limit potential nuisance
- Location of the site in relation to ‘sensitive’ zones
- The urgency or emergency nature of the works
- Safety requirements such as risk to the public/workers
- Sequential/timing issues
- Traffic management considerations
- Noise reduction measures
- Measures taken to address any potential complaints
- Proven track record of the site
- Requirements of other authorities (i.e. CityLink, WorkSafe, VicRoads)
- Public interest.

2.5.2 A Noise And Vibration Management Plan must be included in the Construction Management Plan. Refer to the Noise and Vibration Guidelines for instructions on how to develop the plan.

This guideline sets performance objectives for noise and ground borne vibration impact to sensitive zones surrounding construction and demolition sites in the City of Melbourne.



*Site materials should not spill onto paths and solid hoardings should be used.*



## 2.5 Matters for Consideration (continued)

The guideline takes into consideration the time and duration of proposed activities, the nature of activities intended at the site and the ambient background noise level in the surrounding noise sensitive zones.

- 2.5.3 To enable noise and nuisance complaints to be managed onsite in the first instance, signage specifying any security measures and key contact details must be erected on the perimeter of the building site (i.e. attached to the building, fence or hoarding). A 24 hour contact name and phone number must be provided. The signage should indicate "For any enquiry, complaint or emergency relating to this site at anytime please contact...".

## 2.6 Applicable legislative references, local laws, etc

- a. Building Act 1993
- b. Planning and Environment Act 1987
- c. Melbourne Planning Scheme
- d. Health Act 1958
- e. Environment Protection Act 1970
- f. Activities Local Laws 1999
  - i. 8.1 (Notice to commence building work)
  - ii. 8.5 (Building works to certain times)
  - iii. 8.5A (Building works by owner)
  - iv. 8.8 (Nuisance Avoidance)
  - v. 11.6 (Prohibition against causing excessive noise)
  - vi. 11.7 (Collection of waste)



## 2.7 Other policies and guidelines

City of Melbourne – Public Safety and Amenity – A Code of Good Practice at Construction Sites.

City of Melbourne – Noise and Vibration Guidelines September 20, 2004.

EPA Victoria – Noise Control Guidelines TG 302/92 July 1992.

## 2.8 Fact Sheets

City of Melbourne Fact Sheet – Permitted building work hours.

City of Melbourne Fact Sheet – Concerned about the noise coming from a construction or demolition site?



## 3. Element Three: Air and Dust Management

### 3.1 Objective

That air quality (airborne dust and pollutants) in and around a construction site is maintained at acceptable levels throughout the construction period.

### 3.2 When must this CMP element be addressed?

On all sites where construction is exposed/open or not fully contained.  
For demolition or sites requiring bulk excavations or grading.  
On all sites where stockpiling of soil is necessary.

### 3.3 What permits/approvals may be applicable?

Construction – Building Permit.

### 3.4 Which Council Branch or other agencies will issue the permits?

Building Permit – Registered Practitioner in the category of Building Surveyor.



### 3.5 Matters for Consideration

- 3.5.1 Provide details of any equipment and activities that may cause excessive dust or otherwise effect air quality. Dust suppression techniques/equipment may be required depending upon the following:
- Weather and wind conditions
  - Exposure/proximity to the public and surrounding buildings
  - Proximity to air intake vents on adjacent buildings. Intake from these vents must be prevented through the installation of adequate filters or other approved measures.
- 3.5.2 Minimise dumping of loose materials on a site. If dumping of loose material is unavoidable, detail methods for preventing dust and other airborne matter impacting on the surrounding area. Ensure these measures are adequate when the site is unattended.
- 3.5.3 Minimise airborne dust arising from trucks and other vehicles entering and leaving the site by providing details on the method and frequency of watering down driveways and trucks with consideration to water efficiency.



### 3.5 Matters for Consideration (continued)

- 3.5.4 Specify materials to be stored on site and their exposure to wind and the weather elements. Detail methods for preventing loose materials from becoming airborne.
- 3.5.5 Perimeter fencing must be designed to minimise the impact of dust on the public and adjacent areas.
- 3.5.6 Equipment powered by internal combustion engines must be properly maintained and regularly serviced to prevent the discharge of excessive pollutants, including smoke and/or toxic fumes or odours, and must meet acceptable noise levels.
- 3.5.7 Exhausts and ductwork from equipment must be located away from air intakes, windows, enclosed areas and public areas.
- 3.5.8 Materials can only be cut in designated areas set away from boundaries and public areas, with adequate dust (and noise) suppression. Where cutting needs to occur in situ, localised dust suppression measures must be utilised.

### 3.6 Applicable legislative reference, local law, etc.

- a. Environmental Protection Act 1970
- b. Activities Local Law 1999
  - i. 8.8 (Nuisances)
  - ii. 11.1 (Discharge authorisation)

### 3.7 Other policies and guidelines

N/A

### 3.8 Fact Sheets

N/A

## 4. Element Four: Stormwater and Sediment Control

### 4.1 Objective

Prevent contamination of, or damage to, stormwater drains and waterways.  
Ensure sediment from the building site is retained on-site during construction work.

### 4.2 When must this CMP element be addressed?

Applicable to all building sites where works may detrimentally affect the quality of stormwater runoff into the drains.

### 4.3 What permits/approvals may be applicable?

Building Permit.  
Permit for excavation and/or protection works.  
Approval for a legal point of discharge or a temporary point of discharge.

### 4.4 Which Council Branch or other agencies will issue the permits?

Building Permits can be issued by a registered practitioner in the category of Building Surveyor.  
Approval for a legal point of discharge or a temporary point of discharge from Engineering Services Group, City of Melbourne.

### 4.5 Matters for Consideration

#### 4.5.1 A stormwater plan must be developed detailing the following:

- Site water retention will not cause structural damage to excavations or retaining walls
- Drainage of the site to the legal point of discharge throughout construction
- Prevention of stormwater entering adjoining properties or into the sewerage system
- Capture and filtering of stormwater in sediment control points before entering the legal point of discharge.

#### 4.5.2 Specify the location of site entries and traffic paths to, from and around the site. Ensure the site entry and traffic routes are stabilised with crushed rock, bitumen or similar. Install rumble grids or similar to collect mud from the wheels of trucks leaving the site. Rumble grids must be cleaned daily with consideration given to water saving measures including recycling. Water run-off from cleaning the grid must be filtered prior to entering the legal point of discharge.

#### 4.5.3 Provide grated drains at stormwater exit points from the site to prevent uncontrolled run-off.

#### 4.5.4 Natural rainwater run-off must be controlled to prevent sediment draining into the stormwater system. Upslope water must be diverted to prevent it from travelling through the site. Downpipes must be connected as soon as a roof is installed on the site.

Identify natural falls of the site and provide sediment filters such as straw bales filters, gravel surface barriers, sandbags, pit baskets or geo-textile mesh screens at runoff points.

Straw bales/geo-textile mesh screens must be replaced on a regular basis so they remain effective.





#### 4.5 Matters for Consideration (continued)

- 4.5.5 Sediment traps or filters must be placed around any drain affected by construction works to prevent sediment entering the stormwater system. Sediment controls are often moved during construction works and should be checked daily to ensure they are put back in place properly.
- 4.5.6 Specify the proposed storage locations for loose materials such as soil, sand and gravel and provide details of precautions to prevent displacement. Sediment barriers may be required for fine materials.
- 4.5.7 Depending on the size/frequency of truck movements, the surface materials and site location, designated truck/vehicle/ equipment wash down areas may be required. Wash down areas must be located near the site entrance and be designed to capture and treat water prior to discharge into the stormwater system. Wash down areas exceeding 3000 litres per day must recycle water.
- 4.5.8 Pump out any water collected at the bottom of excavation sites.
- If the water contains only sediments, it can be filtered and pumped to stormwater. It must have less than 50mg/L total suspended solids. Polluted water must not enter the stormwater system and may be pumped to the sewer system with the appropriate approvals from the water authority. In some circumstances, a liquid waste company may be required to collect the contaminated water for disposal at a licensed treatment facility.
- 4.5.9 Waste material, including liquid wastes such as paint, concrete slurries and chemicals, must not be discharged into a stormwater drain.
- Specify facilities to enable paint brushes, rollers and spray equipment to be cleaned without any discharge of by-product into the stormwater system.
- 4.5.10 Wherever possible, natural vegetation must be retained to absorb water flows and to minimise dust. Revegetation should occur as soon as possible after the completion of works.
- 4.5.11 Activities on construction sites need to consider permanent water saving measures regulated in Victoria. All hoses must be in good condition and fitted with a trigger nozzle. A high pressure water cleaning unit is to be used for all washdown activities.
- 4.5.12 Agricultural drains if required for the development shall always be located within the property boundaries and drain into the property.

## 4. Element Four Stormwater and Sediment Control (cont'd)

### 4.6 Applicable legislative reference, local law, etc.

- a. Environmental Protection Act 1970
- b. Building Act 1993
- c. Activities Local Law 1999
  - i. 6.1 Excavation and shoring
  - ii. 8.7 (Wheels of vehicles to be kept clean)
  - iii. 8.8 (Nuisances)
  - iv. 11.1 (Discharge authorisation)

### 4.7 Other policies and guidelines

City of Melbourne Public Safety and Amenity – A Code of Good Practice at Construction Sites

### 4.8 Fact Sheets

City of Melbourne Fact Sheet – Protecting stormwater quality from building and construction sites.

City of Melbourne Fact Sheet – Stormwater management large construction sites.

City of Melbourne Fact Sheet – Stormwater management small construction sites.

City of Melbourne Fact Sheet – Stormwater management for building and construction workers.

City of Melbourne Fact Sheet – Protecting our waterways through stormwater management.



# 5. Element Five: Waste and Materials Reuse Management

5.1	<b>Objective</b>		
<p>Maximise the re-use and/or recycling of construction materials. Waste material to be collected and stored on site until removed.</p>			
5.2	<b>When must this CMP element be addressed?</b>		
<p>Applicable to building sites where waste and materials re-use is to occur.</p>			
5.3	<b>What permits/approvals may be applicable?</b>		
<p>Construction – Building Permit. Skips and bin permit.</p>			
5.4	<b>Which Council Branch will issue the permits?</b>		
<p>Building Permit – registered practitioner in the category of Building Surveyor. Permit for skips and bins from Construction Management Group (Site Services).</p>			
5.5	<b>Matters for Consideration</b>		
5.5.1	<p>Applicants must develop a resource recovery and waste management plan, detailing the following:</p> <ul style="list-style-type: none"> <li>• Efforts to minimise waste on site by avoiding over-estimation of purchasing requirements, minimising packaging materials, and buying environmentally approved and recycled content products</li> <li>• Procedures for the collection and sorting of recyclable construction materials</li> <li>• The type and quantity of materials that are to be re-used or recycled</li> <li>• Provision of containers for recyclable materials including cardboard, glass, metal, and plastic; and green waste</li> <li>• The re-use of timber, glass and other materials</li> <li>• The recycling of asphalt, metal, bricks, tiles, masonry, concrete, plasterboard, plastic, batteries, cardboard, carpet and other materials</li> <li>• Provisions for collection of daily rubbish from workers</li> <li>• Procedures for removal of waste (materials that cannot be reused or recycled) from the site</li> <li>• Procedures for removal of hazardous or dangerous materials from the site.</li> <li>• Buy environmentally approved and recycled content products.</li> </ul>		
5.5.2	<p>Removal of hazardous or dangerous materials from the site must be in accordance with State and Federal legislation including WorkSafe requirements as specified in the Hygienist’s report.</p>		
5.5.3	<p>Waste collection shall only occur during permitted hours.</p>		
5.5.4	<p>For outside bins, self-closing lids must be installed to ensure waste does not become airborne.</p>		
5.5.5	<p>Litter and debris ‘trapped’ against site fencing must be regularly cleaned.</p>		
5.5.6	<p>Burning off on site is prohibited.</p>		
5.6	<b>Applicable legislative reference, local law, etc.</b>		
<ol style="list-style-type: none"> <li>a. Environmental Protection Act 1970</li> <li>b. Environmental Local Law</li> <li>c. Activities Local Law 1999             <ol style="list-style-type: none"> <li>i. 8.8 (Nuisances)</li> <li>ii. 9.2 (Dangerous and unsightly premises)</li> <li>iii. 11.5 (General obstructions)</li> <li>iv. 11.7 (Collection of waste)</li> </ol> </li> <li>d. Occupational Health &amp; Safety Act 2004</li> </ol>			
5.7	<b>Other policies and guidelines</b>		
<p>City of Melbourne – currently being drafted. Full Circle on Waste – 2020 vision for sustainable waste management. Refer to Eco Cycle for further information.</p>			
5.8	<b>Fact Sheets</b>		
<p>N/A.</p>			

## 6. Element Six: Traffic Management

### 6.1 Objective

Minimise disruption to traffic (vehicles, pedestrians and cyclists) caused by construction activities to ensure the safety of all road users.

### 6.2 When must this CMP element be addressed?

For all sites that have an impact on vehicle, waste collection, cyclist and/or pedestrian flows.

### 6.3 What permits may be applicable?

- a. Permit for a vehicle crossing
- b. Permit to occupy space on road or footpath
- c. Permit for a road opening
- d. Permit for a construction zone
- e. Permit to use a mobile crane, travel tower or lift on or above a road

Note: private lanes are not in Council's jurisdiction, however the consent of other parties with carriageway rights may be required.



### 6.4 Which Council Branch will issue the permits?

Construction Management Group (Site Services). Engineering Services Group, Traffic Engineering Department.

Parking and Traffic Branch.

### 6.5 Matters for Consideration

- 6.5.1 Specify the extent to which works will affect pedestrian and cycling access around the site and traffic on adjoining roads. This may include the location of cranes, hoardings, perimeter fencing, storage areas, hoisting zones, and management of construction vehicles to prevent queuing on roads.

The Traffic Management Plan (TMP) should cover all vehicle, pedestrian and cyclist access around the site and all other roads where the impact of the construction work will be felt.

The TMP must acknowledge that designated arterial roads are managed by VicRoads. All works on these roads and footpaths require approval from VicRoads in accordance with the Road Management Act.

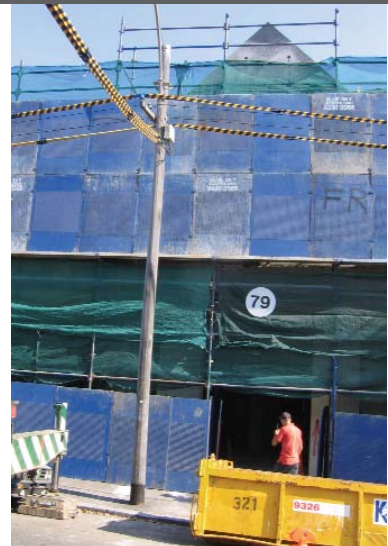
- 6.5.2 TMPs shall be based on site conditions determined by inspections. Day and night time inspections are required to gain an understanding of all traffic conditions on the site and in surrounding roads and public spaces.

TMPs must be written after discussion with Council's Engineering Services Group regarding existing traffic volumes, and proposed Traffic Management Plans for surrounding areas.

If required, both photographic and video records should be taken.

- 6.5.3 In preparing a TMP the following details need to be specified:

- Location and extent of the proposed works
- Staging and timing of the proposed works
- Requirements of any Site Security and Safety Plan
- Emergency arrangements
- Public transport
- Traffic flows and movements





## 6.5 Matters for Consideration

- Road safety issues
- Speed zones (including times)
- Pedestrian access and crossings
- If the site is in a waste collection restricted access zone
- Site and adjoining access
- Access to existing bins and skips by waste collection contractors
- Necessary special traffic control devices
- Special audit/inspection provisions and/or recording methods requirements
- Methods for advising the general public of the impending changes (e.g. fixed signage, radio, newspaper, leaflet or community liaison meeting) and required timing
- Provisions for special events such as increased traffic during holiday periods and sporting events.

6.5.4 Specify when persons will be required to coordinate traffic flow around the site and the surrounding roads and footpaths. Traffic controllers must have completed an accredited relevant VicRoads course.

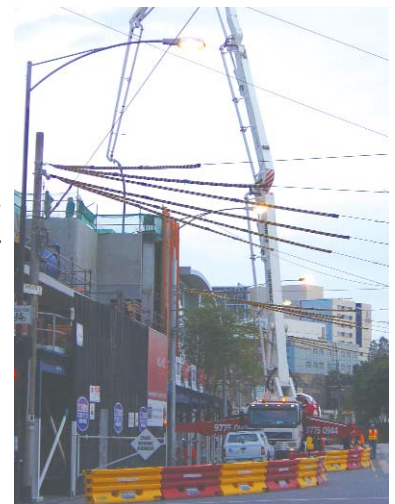
6.5.5 The traffic management of the site needs to be managed throughout the activity period and periodic reports should be submitted to Council demonstrating the site is operating in accordance with the approved plan. Sites that do not provide periodic reports will be more frequently audited.

6.5.6 TMPs can be amended if there is a demonstrable need arising from:

- A change in traffic conditions
- A change in land use in the vicinity
- Public health or safety arising from changes to waste collection access
- Amendments to the building design
- Change in construction methodology
- Change in builder/developer of the site.

6.5.7 Parking and traffic controls around building sites must be complied with. Adequate provisions need to be made for contractor/worker vehicles in a manner that minimises disruption to the precinct. Enforcement patrols will be increased if there is a noticeable increase in damage to nearby parking meters and signs.

6.5.8 Access to existing waste bins or skips by waste collection contractors will need to be maintained. Adequate provisions will need to be made for contractor vehicles in a manner that minimises disruption to the precinct. Where access for waste collection vehicles cannot be maintained, assistance may need to be provided by relocating bins and skips to an accessible area as designated by Council or moving bins at time of collection. Extra consideration should be given if the area is a designated 'restricted access zone' for waste collection when submitting a plan.



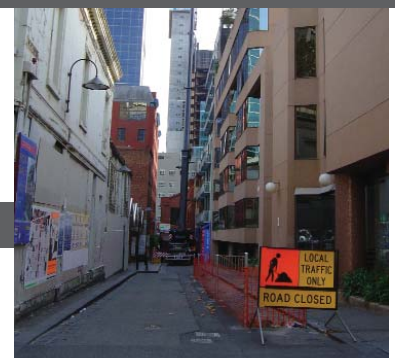
## 6.6 Applicable legislative reference, local law, etc.

Activities Local Law 1999:

- 11.2 Prohibition on vehicles remaining in public places
- 11.7 Deliveries to and from the site.
- AS 1742.3 2002 traffic control measures for works on roads
- Road Safety Act 1986 Act No. 127 and Road Rules Victoria 1999

## 6.7 Other policies and guidelines

City of Melbourne Public safety and Amenity – A Code of Good Practice at Construction Sites. VicRoads Worksite Safety Traffic Management Code of Practice August 2004.



## 6.8 Fact Sheets

N/A

# Who has responsibility for different types of works?

Works	Relevant Legislation	Responsibility	Websites
Accommodation – residential (boarding houses, guest houses, hostels, motels)	Health Act 1958, Health (Prescribed Accommodation) Regulations 2001	City of Melbourne	melbourne.vic.gov.au
Accommodation – supported residential services	Health Act 1958, Health (Prescribed Accommodation) Regulations 2001	City of Melbourne	
Arterial Roads – occupation	Road Management Act 2004	VicRoads	
Arterial Roads – precautions	Building Act 1993, Building Regulations 1994	City of Melbourne	
Crown Land – construction approval	Crown Land Reserves Act 1958	Department of Sustainability and Environment	
Dangerous Goods	Dangerous Goods Act 1985, Dangerous Goods (Explosives) Regulations 2000, Dangerous Goods (Transport by Rail) Regulations 1998, Dangerous Goods (Storage and Handling) Regulations 2000	Victorian WorkCover Authority	
Electrical Installations	Electricity Industry Act 2000, Electricity Safety Act 1998, State Electricity Commission Act 1958, Electricity Safety (Installations) Regulations 1999	Electricity Supply Company	
Permanent Fences – (dividing)	Fences Act 1968	Magistrates Court	
Fire Prevention in Existing Buildings	Building Act 1993, Building Regulations 1994, Health Act 1958	City of Melbourne	
Food Premises	Food Act 1984	City of Melbourne	
Gas Installations	Gas Industry Act 2001, Gas Safety Act 1997, Gas Safety (Gas Installation) Regulations 1999	Gas Distributors	
Historic Buildings	Heritage Act 1995	Heritage Council	
Hospitals, nursing homes, health care buildings	Health Act 1958, Mental Health Act 1986	Department of Human Services	
Lift Installations	Occupational Health and Safety Act 2004, Occupational Health and Safety (Plant) Regulations 1995	Victorian WorkCover Authority	
Occupational Health and Safety	Occupational Health and Safety Act 2004, Occupational Health and Safety (Asbestos) Regulations 2003, Occupational Health and Safety (Lead) Regulations 2000, Occupational Health and Safety (Confined Spaces) Regulations 1996, Occupational Health and Safety (Noise) Regulations 1992, Health Act 1958	Victorian WorkCover Authority	
Planning Controls	Planning and Environment Act 1987	City of Melbourne Note: in some cases, the responsibility for planning controls is with the Minister for Planning,	
Prisons and Gaols	Corrections Act 1986	Department of Justice – Correctional Services	
Sanitary plumbing, water supply and sewerage	Water Industry Act 1994, Water Act 1999, Plumbing Regulations 1998	Melbourne Water, City West Water, South East Water	
Schools (non-government)	Education Act 1958	Registered Schools Board	
Septic Tank Installation (for discharge greater than 5000 l/day)	Environment Protection Act 1970	EPA	
Septic Tank Installation (for discharge less than 5000 l/day)	Environment Protection Act 1970	City of Melbourne	
Stormwater Discharge	Environment Protection Act 1970	EPA	
Subdivision of buildings	Subdivision Act 1988	City of Melbourne	
Temporary Structure in Street	Building Act 1993, Building Regulations 1994	City of Melbourne	
Building Practitioner Registration (Builders, Engineers, Building Surveyor/Inspector, Designers, Quantity Surveyors, etc)	Building Act 1993	Building Commission – Building Practitioners Board	



### Disclaimer

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### Acknowledgements

The following people have assisted in the development of this guideline:

Sheridan Blunt – for technical inputs

Katherine St Denis – photography

Staff in the Construction Management Group  
and the Building Certification and Inspection Branch

Authorised by Warren Knight, Manager Building  
Certification and Inspection.

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City Council? Call and speak to us.

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9280 0727	English



© City of Melbourne  
November 2005  
PO Box 1603  
Melbourne Victoria 3001

Hotline (03) 9658 9658  
TTY (03) 9658 9461  
[enquiries@melbourne.vic.gov.au](mailto:enquiries@melbourne.vic.gov.au)  
[www.melbourne.vic.gov.au](http://www.melbourne.vic.gov.au)

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