

# Construction and Site Management Plan Guidelines







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# 1. What is a Construction and Site Management Plan?

## **A Construction and Site Management Plan (CSMP) is a condition of a planning permit.**

This condition is usually applied to large or difficult to build developments. CSMPs are necessary to ensure construction sites, including demolition and excavation, do not adversely affect health, safety, amenity, traffic or the environment in the surrounding area. It must also address broader obligations such as recycling, waste management and environmental initiatives.

A CSMP must fully consider and address each stage of construction, including demolition, excavation and construction.

The objective of a CSMP is to plan ahead for each phase of construction, minimising the impact on:

- neighbours and nearby residents
- businesses and public venues (e.g. Melbourne Showgrounds and Flemington Racecourse)
- users of public footpaths, roads, bike paths and reserves
- traffic flow within the surrounding street network
- public parking within the vicinity of the site
- the environment and local waterways
- trees on and surrounding a development site.

Council requires the responsible builder or developer to prepare a CSMP identifying, in detail, how it proposes to address and manage the following matters in relation to the phases of construction:

- construction hours
- noise and vibration associated with machinery (excavators, cranes, heavy vehicles, staging of construction related vehicles)
- noise associated with voices/workers/radios
- air and dust management and controls
- stormwater and sediment management and controls, including the management of footpaths and roads to keep them clear of mud and site debris
- public protection and site security, lighting, temporary fencing, scaffolding, hoarding and gantry, including the consideration of Council permits that may be required
- Traffic Management Plans (TMP) addressing different construction activities, including lane and road closures, footpath closures and identifying proposed loading bay or work zone area
- TMPs that may require permits or Memorandum of Authorisation (MoA) from VicRoads, the National Heavy Vehicle Regulator and Public Transport Victoria
- the impact of heavy vehicle movements to and from development sites and identification of construction vehicle routes
- management of construction related vehicles parking on existing road networks
- managing the damage of Council assets such as roads, laneways, footpaths, road reserves
- hazardous waste identification and removal (e.g. Asbestos Removal Plan and monitoring)
- waste and material reuse management; onsite building waste, rubbish and debris, unsightly sites, toilets and building waste on public land (road reserves, footpaths, laneways).



## 2. What triggers a CSMP?

When one or more of the following apply, a CSMP must address potential amenity disturbance issues during each stage of construction including demolition, excavation and construction:

- the value of the development exceeds more than \$5M.
- the number of proposed dwellings or accommodation equals 20 or more.
- a basement is proposed requiring substantial site excavation.
- a building is three or more storeys above ground level or is associated with an institutional use.
- the construction site abuts a major arterial road or right of way (ROW).
- sensitive interfaces are in proximity to a site for example, a school, public reserve, hospital, public transport interchanges, community facility or numerous other construction sites.

Where a CSMP is required, it must be:

- submitted at least 30 days before any construction activity or works start, to the satisfaction of Council.
- approved by the responsible authority before work starts.

Before construction starts, the responsible builder or developer must contact Council's Technical Permits team on (03) 9243 8888 regarding, vehicular crossings, asset protection, and road consent/occupancy permits.



## 3. How should the CSMP Guidelines be used?

**CSMP Guidelines are to be used in conjunction with the CSMP Template and will assist in the preparation of a satisfactory CSMP.**

A permit holder (responsible builder or developer) should first check the planning permit to determine if the proposed development meets a condition or conditions which require a CSMP to be submitted to Council for approval.

All CSMPs are required to address:

- public safety and amenity
- operating hours
- noise, air and dust management
- stormwater and sediment control and management
- waste management and storage
- road and footpath occupation permits
- traffic and parking management.

### 3.1 Preparing a CSMP

**The matters discussed in the following sections should be considered in the preparation of a CSMP.**

Using Council's CSMP Template will assist in preparing a satisfactory CSMP.

The template identifies circumstances where additional permits or approvals from Council before certain activities being undertaken are required. Where this is the case, a 'tick' and signature is required to demonstrate understanding and commitment to ensuring that all necessary permissions are duly obtained.





A CSMP should begin with contact details including a 24 hour contact name and phone number. The key contact details must be erected on the perimeter of the building site (i.e. attached to the building, fence or hoarding) and the signage should include:

- Project details
- Company operational details
- Directors name
- Company name
- Company business address
- Company contact number
- Contact details of person responsible for compliance with CSMP
- After hours contact number.

### **Important:**

Please ensure all details are provided in a CSMP submission and are clear and concise. Where additional information is required or is not adequate, Council may request further detail and a resubmission. A fee will be applied for each CSMP resubmission for review and assessment.

Please note, where Council's CSMP Template is not used to develop a CSMP, submissions must address all matters for consideration to Council's satisfaction.

Where construction commences without an endorsed CSMP in place, significant Penalty Infringement Notices will apply and works will be ordered to cease.

## 4. Matters to be considered

### 4.1 General public safety and Council permits

Public safety and the protection of amenity are paramount to ensure neighbours, the broader public and various stakeholders are protected from activities associated with all phases of construction. The responsible builder is required to consider strategies to provide a safe and secure job site, and ensure public safety and amenity is suitably maintained.

Basic principles, such as development sites being kept neat and tidy should be adhered to at all times. Consultation should be undertaken with the relevant stakeholders to determine what (if any) impact will occur in relation to matters such as rubbish/waste collection services and safe vehicle movements to and from the site and in and around the surrounding street network.

The following permits may also be required:

- Permit to erect a gantry, overhead protective awning over the road or footpath
- Permit to erect a hoarding (where it occupies Council space outside of a building site while construction work is undertaken)
- Permit for a vehicular crossing (permanent or temporary)
- Permit to occupy space on road or footpath
- Permit for a loading zone, works zone (works) or construction zone (parking)
- Permit for a road closure
- Permit to use a mobile crane, travel tower or lift on or above a road
- Permit for legal point(s) of storm water discharge.

For further information see Council's CSMP Template, Section 13 – Council permits to consider.

### 4.2 Community consultation

Community consultation is an essential part of managing a construction project. Responsible builders and contractors should aim to establish good working relationships with community stakeholders, nearby residents and businesses. All stakeholders should be able to give and receive feedback on construction activity and performance during a project.

Successful methods of consultation should include the production and distribution of project updates and newsletters. A proactive approach is beneficial in ensuring potentially affected parties are kept informed of upcoming activities and aware of potential impacts this will have on local amenity. It gives the community a sense of cooperation and understanding of the project as well as limiting complaints.

Examples of activities which may create impacts include excavations, pile driving, rock breaking, road and footpath closures.

Methods of notification for communication about project and construction progress can include:

- letterbox drops
- meetings
- individual contact
- a website (for larger projects)
- a regular newsletter with site news, project planning and key milestones
- emails to all stakeholders
- in some areas, provision of multilingual notification may be required.



### 4.3 Noise and operating hours at CSMP building sites

In accordance with Council's Activities and General Amenities Local Law 2018 Clause 4.28.4, a person must not, without a permit or written permission from an Authorised Officer, carry out or allow to be carried out construction or demolition related activities:

- (a) Before 7am or after 6pm, Monday to Friday (inclusive);
- (b) Before 9am or after 3pm on a Saturday;
- (c) On a Sunday; or
- (d) On public holidays.

Clause 4.28.4 does not apply to any building work which is subject to a permit issued under the *Planning and Environment Act 1987*, if that permit:

- (a) Restricts the times during which building work may be performed; or
- (b) Contains conditions more restrictive than clause 4.28.4.

Non-compliance can result in a Penalty Infringement Notice being issued under the *Planning and Environment Act 1987* or on-the-spot fine under Council's *Activities and General Amenities Local Law 2018*.

Requests for an Out of Hours permit must be made at least 10 days before the relevant activity intended to be carried out. Council will request the responsible builder or developer to notify affected persons at least seven days before the activity.

### 4.4 Noise and Vibration Management Plan

A Noise and Vibration Management Plan (NVMP) may be required as a component of a CSMP. A NVMP:

- Identifies works that have the potential for noise or vibration impacts.
- Identifies noise-sensitive sites in the locality.
- Examines work practices and assesses means to reduce noise.
- Outlines communication and community consultation commitments for a project.
- May contain acoustic assessment and the advice of an acoustic consultant.
- Embeds a formal commitment to manage noise as part of a CSMP.

The level of detail expected in a NVMP will depend mainly on the scale, duration, hours and type of works employed in a project.

A NVMP may only require community notification and work scheduling. However, medium to high impact projects may also require assessment of individual work practices while high impact projects will generally require input from an acoustic consultant as part of project planning and often during project delivery.

As part of a CSMP, a NVMP may be requested in the following circumstances:

- By Council's Statutory Planning department or by the responsible authority under the planning scheme when assessing a planning application.
- Where Council identifies works that have the potential to substantially interfere with community amenity.
- In response to a noise complaint received when works begin.

Where a NVMP is required by Council, please attach to the CSMP. If a NVMP is not required, complete the noise and vibration section of the CSMP Template detailing the types of noise and equipment that will be used, and the measures that will be implemented to control the noise.



## 4.5 Dust management and control

It is critical that air quality (airborne dust and pollutants) in and around a construction site is suitably maintained at acceptable levels throughout the demolition, excavation and construction period.

For demolition or sites requiring bulk excavations or grading, or where stockpiling of soil is necessary, details of any equipment and activities that may cause excessive dust or otherwise affect air quality must be provided. Dust suppression techniques/equipment such as watering, providing covers on loads or other mitigation techniques, will 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.

Best practice is to ensure that there is minimum dumping of loose materials on a site. If dumping of loose material is unavoidable, the responsible builder or developer must provide details for the methods of preventing dust and other airborne matter impacting on the surrounding area. These measures should also be effective when the site is unattended.

Details on the method and frequency of watering down driveways and trucks (with consideration to water efficiency) must be provided to demonstrate the minimisation of airborne dust arising from trucks and other vehicles entering and leaving the site, and operating within the site.

Perimeter mesh fencing must be designed to minimise the impact of dust on the public and adjacent areas.

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 such as vacuums and/or temporary enclosures must be used.

In addition to outlining dust control measures, keep the neighbours informed before undertaking any work so they have the opportunity to close windows and doors, remove washing from clothes lines and stay indoors during the operation. Where possible, demolition and excavation work should cease on a windy day. If necessary, keep the area wet while working to reduce the release of dust.



## 4.6 Stormwater and sediment control

Specify the location of site entries and traffic paths to, and from the site. The vehicle entry to the site must be stabilised with crushed rock, bitumen or similar. Rumble grids and wash-down bays should be installed to remove and 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 as well as the retention of sediment onsite. Water run-off from cleaning the grid must be filtered before entering the drainage system.

Rainwater run-off must be controlled to prevent sediment from a construction site draining into the stormwater system, onto roads, tram tracks or onto neighbouring sites. Downpipes must be connected as soon as a roof is installed on the site. Sediment filters such as straw bale filters, gravel surface barriers, sandbags, pit baskets or geo-textile mesh screens at runoff points should be used.

The proposed storage locations for loose materials such as soil, sand and gravel must be specified and details of precautions to prevent displacement detailed.

Sediment traps, fences 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.

Waste material, including liquid wastes such as paint, concrete slurries and chemicals must not be discharged into a stormwater drain. Facilities to enable paint brushes, rollers and spray equipment to be cleaned without any discharge of by-product into the stormwater system must be detailed in the CSMP.

Wherever possible, natural vegetation must be retained to absorb water flows and to minimise dust. Re-vegetation should occur as soon as possible after the completion of works. A Stormwater Management Plan (SMP) is to be prepared addressing all of the above controls and attached to the CSMP.



## 4.7 Managing hazardous or dangerous material

Examples of hazardous substances include poisons, substances that cause burns or skin and eye irritation, and substances that may cause cancer. Many hazardous substances are also classified as dangerous goods. See [safeworkaustralia.gov.au](http://safeworkaustralia.gov.au) for more information.

Dangerous goods are substances, mixtures or articles that, because of their physical, chemical (physicochemical) or acute toxicity properties, present an immediate hazard to people, property or the environment. Types of substances classified as dangerous goods include explosives, flammable liquids and gases, corrosives, chemically reactive or acutely (highly) toxic substances.

### Removal of hazardous material

Removal of hazardous or dangerous materials from the site must be in accordance with the requirements of the *Public Health and Wellbeing Act 2008* and *Environment Protection Act 1970* in consultation with Council's Building, Health and Property Services department. State and Federal legislation, including WorkSafe requirements, must also be adhered to.

A planning permit condition may require a suitable environment investigation or an Environmental Audit or a statement by an Environmental Auditor that the site is suited to residential use. This may include measures to be undertaken to rectify site contamination.

### Asbestos

One of the more common enquiries arising in relation to all forms of construction and subsequent disruption and removal of materials concerns asbestos removal.

The identification and removal of asbestos is controlled through the *Occupational Health and Safety Act 2004*. WorkSafe Victoria administers the powers under this Act. Generally, asbestos removal must be done by a removalist licensed by WorkSafe or trained employees of a licensed removalist. The licence holder is usually required to notify WorkSafe in advance of any asbestos removal. Unlicensed removal of limited amounts of non-friable asbestos is permitted under certain circumstances. Further information is available at [worksafe.vic.gov.au](http://worksafe.vic.gov.au)

### Disposal of asbestos

Asbestos waste is only allowed to be disposed of at sites licensed by the Environment Protection Authority. License conditions require the asbestos waste to be handled and covered in a way that no asbestos dust is generated. In addition, a person must transport and dispose of asbestos material in accordance with the *Environment Protection Act 1970*.

### Demolition of building

A building permit is required to demolish a building. Before demolishing a building, a licensed asbestos removalist should inspect the building to determine whether asbestos is present in the building. If asbestos is present in the building then it must be removed and disposed of in accordance with this section.

### Enforcement of unsafe practices

Unsafe practices can be reported to WorkSafe Victoria by calling 1800 136 089 (toll free). For further information visit [workcover.vic.gov.au](http://workcover.vic.gov.au)

Non-compliance may also result in an on the spot fine and/or prosecution under Council's Local Laws. Similarly, under the *Public Health and Wellbeing Act 2008* it is an offence to cause a nuisance, which is, or liable to be, offensive or dangerous to health. Any asbestos work carried out without appropriate precautions may be considered a nuisance and may be investigated by the Council's Health Officers.

For general information regarding asbestos visit [mvcc.vic.gov.au](http://mvcc.vic.gov.au) or phone (03) 9243 8888.

For further information regarding the packaging, transport and removal of domestic asbestos waste contact the EPA on (03) 9695 2722 or visit [epa.vic.gov.au](http://epa.vic.gov.au)



#### 4.8 Protection of Council assets (streets, footpaths, laneways and reserves)

Most building works require materials to be moved to and from the property. This has the potential to damage Council assets around the building site including footpaths, nature strips, kerb and channels, trees, signs, stormwater drainage facilities, laneways and the road pavement.

To ensure Council assets are protected or repaired if damaged, Council requires an Asset Protection Permit be obtained. The responsibility of protecting Council assets rests with the owner or occupier of the property, responsible builder or developer.

The owner or occupier, responsible builder or developer of any land in relation to which a building permit has been granted must:

- Give Council seven working days' notice before the start of building or development works.
- Obtain a permit from Council before starting the building or development works.

A Penalty Infringement Notice will be issued to the owner if building works start without Council being notified of the works or if building works start before the issue of an Asset Protection Permit. Council will assume that all public assets were satisfactory before the start of the building works and any subsequent damage was caused by building works associated with your property. An outline of the process is as follows:

##### Asset inspection

The owner is required to report any damage to Council assets before building works start.

It is the owner or occupier, responsible builder or developer's responsibility to inspect the area and report any damage on the Asset Protection Permit application.

Council assets include (but are not limited to):

- Footpaths
- Vehicle crossing(s)
- Parking bay(s)
- Stormwater pits
- Trees planted in the nature strip
- Roads and/or laneways
- Kerb and channel

An asset protection application form can be completed by visiting [mvcc.vic.gov.au](http://mvcc.vic.gov.au)

A permit application is generated and sent to the owner shortly after the building permit is lodged with Council.

## Payment of fee

The Asset Protection Fee must be paid before starting any building work. The fee must be accompanied with a signed copy of the Asset Protection Permit application form. Fees can be paid by posting the application with completed credit card details (located on the back of the application form) or posting the application with a cheque made out to Moonee Valley City Council for the full amount or in person at Council's Citizens Service Centre at 9 Kellaway Avenue, Moonee Ponds.

## Damaged assets

If damage has occurred to Council assets and it is deemed that the damage is associated with the building activity, the extent of damage will be detailed and the responsible builder will be notified in writing.

Damaged assets are to be repaired to Council satisfaction. There are two options for carrying out the repairs:

- Council can carry out repairs — the responsible builder will be charged for the cost of construction.
- The responsible builder may elect to carry out works by hiring a private contractor. The contractor must have public liability insurance to a minimum value of \$10,000,000. A Consent Permit under the *Road Management Act 2004* is also required to carry out any works in the road reserve.

## Final inspection

Council will undertake a final inspection upon notification that the 'Final Inspection Certificate' has been issued by the building surveyor or upon advice that works have been completed.

## Deferred or cancelled work

Please advise Council of the likely start date if building works are not scheduled to begin immediately. Council should also be notified of cancellation of works. For more information or inquiries please call Council on (03) 9243 8888 to speak to an Asset Protection Officer or visit [mvcc.vic.gov.au](http://mvcc.vic.gov.au)

## 4.9 Protection of the public before and during building work

Precautions must be taken before and during construction work to protect the safety of the public when required by the relevant building surveyor.

Precautions include the following:

- The design (including structural design) of the precautions over the street alignment.
- Hoardings, gantries, hoisting zones, site sheds, scaffolding, catch fans.
- The erection, location design of any crane, hoist, lift or tackle on or above the footpath, road, street, laneway or other public area.
- The height, width and location of the precautions taking into consideration the impact of street functions.
- Traffic Management Plan.
- The location of skips and rubbish chutes
- Protection works of all Council assets. (i.e. roads, footpaths, laneways, streets etc.) where excavations are proposed such as shoring and other support of excavations.
- Suitable fences to guard the public from access to excavation.
- All other safety precautions.

Responsible builders and developers 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.

Bicycle paths must be maintained where existing bicycle access is provided adjacent to a construction site. Any damage to the footpath, road, kerb or channel, stormwater drains and street furniture that results from excavation, demolition, and building works is the responsibility of the builder or developer. Any damage is to be repaired immediately and made safe.



#### 4.10 Excavations and safety controls

With properties often being constructed to their maximum potential there is a need to incorporate significant below ground excavation for multiple levels to accommodate the required onsite parking spaces for the development. Where these excavations are immediately adjacent to the title boundary, the change in levels can create potentially hazardous environment for drivers, pedestrians, cyclists and workers within the excavation.

The CSMP needs to consider the safety not only for the public, but also its workers, by ensuring the appropriate safety control measures are in place and are included in the CSMP Traffic Management Plan.

This is generally undertaken as part of a site risk assessment by the responsible builder or developer and should identify the following elements as part of the risk assessment:

- The extent of the excavation being undertaken.
- The proximity of the excavation to the boundary, footpath or road.
- The road type (local or arterial) and the speed limit.
- Consideration to the area and the type of uses, including sensitive interfaces such as schools, high road traffic, pedestrian use, cyclist use or other uses.

It is important to note that these criteria are not exclusive and Council Officers reserve the right to consider additional information when determining if and when safety control measures are required to prevent vehicles impacting the hoarding as part of the CSMP.

#### 4.11 Onsite building waste

The CSMP template sets out a requirement to detail methods to mitigate the effect of onsite building waste to ensure that local amenity is duly protected.

There should be minimum dumping of loose materials on a site. If dumping of loose material is unavoidable, methods for preventing dust and other airborne matter impacting on the surrounding area must be detailed within the CSMP. These measures must be effective when the site is unattended.

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, laneways, footpaths and reserves).

These measures seek to ensure that development sites do not unnecessarily impinge on the existing amenity of neighbours and local residents.

A person must not, without a permit, leave or permit any bulk rubbish container, building materials or rubbish-litter to be left on a road, footpath, street, laneway or other asset vested in or under the control of the Council. A person who does not obtain a permit will be fined and Council may impound any bulk rubbish container or other materials left on a road, footpath, street, laneway or other asset vested in or under the control of the Council.

Non-compliance can result in a fine and/or prosecution under Council's *General Amenities Local Law 2018*.

A permit can be obtained on **our website** in the permits section or from the Civic Centre located at 9 Kellaway Avenue, Moonee Ponds.





#### 4.12 Waste material reuse management

In planning a construction project, it is important to understand what excess materials are likely to be generated and how the generation of those excess materials can either be avoided or the material can be diverted from landfill. CSMPs consider waste material generated from the site and where applicable develop a Waste Management Plan, which may include:

- Minimise waste on site by avoiding over-estimation of purchasing requirements, minimising packaging materials and buying environmentally approved and recycled content products.
- Procedures for the collection and sorting of recyclable construction materials.
- The type and quantity of materials that are to be re-used or recycled.
- Provision of containers for recyclable materials including cardboard, glass, metal, plastic and green waste.
- The re-use of timber, glass and other materials.
- The recycling of asphalt, metal, bricks, tiles, masonry, concrete, plasterboard, plastic, batteries, cardboard, carpet and other materials.

- Provisions for collection of daily rubbish from workers.
- Procedures for removal of waste (materials that cannot be reused or recycled) from the site.
- Procedures for removal of hazardous or dangerous materials from the site.
- Buy environmentally approved and recycled content products.

Where a detailed Waste Management Plan may not apply, Council recommends that you separate building materials and waste. Separating waste on site increases recycling opportunities, saves costs associated with disposal and potentially provides a source of income. There is a market for materials such as metals and concrete from building sites.

Major construction firms involved in waste separation are recycling and reusing up to 94 per cent of their building waste. Building materials such as metals, timbers, bricks and roof tiles can often be reused on a building, providing approval is obtained from the relevant building surveyor, saving construction costs and increasing resource efficiency. Effective waste management can cut waste costs significantly.

For more information on recycling wastes from your site see EcoRecycle's Demolition Handbook, [ecorecycle.vic.gov.au](http://ecorecycle.vic.gov.au)



## 4.13 Traffic management

Increased traffic and parking, including heavy vehicle movements, is one of the most common complaints received in regard to construction sites. The purpose of this section of the CSMP is to ensure disruption to traffic and parking (vehicles, pedestrians, cyclists and parking demands) caused by construction activities and construction vehicles is minimised and to ensure the safety of all road users is maintained.

The CSMP should detail the extent to which works will potentially affect residents, businesses, pedestrians, cycling access around the site, local traffic, and emergency services and parking matters on adjoining roads. This may include the location of cranes, hoardings, perimeter fencing, storage areas, hoisting zones and site sheds. It must also detail the management of construction vehicles accessing and leaving the site to prevent queuing on roads and unnecessary disruption to traffic, as well as the provision of construction employee parking and the use of alternative transport modes or development of a Green Travel Plan to discourage private car use.

A TMP may be required for approval where there are specific access issues that need to be addressed. The TMP should be attached as an appendix document to the CSMP. The TMP should detail the most effective methods for truck vehicle movements to and from the site to ensure efficiency, safety and the most limited disruption to other road users.

It should be noted that designated arterial roads are managed by VicRoads and all works on these roads and footpaths require approval from VicRoads in accordance with the *Road Management Act 2004*.

If required, a TMP must be prepared by an approved traffic engineering or controller group and should consider:

- Location of site offices/sheds (under most circumstances, Council does not grant permission for site sheds to be situated on public land).
- Location and extent of the proposed works.
- Staging and timing of the proposed works.
- Public transport.
- Traffic flows and movements.
- Swept path drawings for vehicles entering, circulating and exiting the site.
- Identified road safety issues.
- Provisions for special events such as increased traffic during holiday periods and sporting events.
- Speed zones (including times).
- Pedestrian access and crossings.
- Site access (including turning circles for construction vehicles where necessary).
- Management of truck queuing and staging in respect to demolition, excavation and deliveries/pick-ups.
- Proposed special traffic control devices intended to be utilised.
- The type of wash bay or cleaning device and their locations within the site.
- Truck routes for heavy vehicles to and from the subject site and types of vehicles, for example flatbed semi-trailers.
- Details including when and where deliveries and pick-ups are to occur (from road or site or laneway etc.).
- Management of construction employee parking demands.
- Methods for advising the general public of the impending changes to site access (e.g. fixed signage, leaflet or community liaison meeting) and required timing.

Adequate provisions need to be made for contractor/worker vehicles in a manner that minimises disruption to the precinct, with further details and disclosure of these requirements, and any subsequent initiatives to be provided under the traffic management section of the CSMP template.

#### 4.14 Parking, road, lane closures and works zone permits

The CSMP must detail where tradespeople will park during the development phase. The first preference is for this to occur within the subject site, including within any basement levels of the development (if applicable) once these areas are suitably completed and can be set aside for parking.

Where this is not possible, the CSMP must nominate the location of tradesperson parking. This must include any off-street parking. The suitability of parking provision will be assessed by Council's Traffic and Engineering department. Consideration should be given to providing incentives for reducing parking demand and including the distribution of Myki Cards and other sustainable transport options for employees, such as the development of a Green Travel Plan.

A Works Zone is a parking area within the existing car parking spaces, only in front of the construction site, which is exclusively for the use

of vehicles engaged in the construction work at that site. Property owners and/or responsible builders or developers can reserve a Works Zone for a period of three months via Council's Works Zone permit application form. Applicants must provide a legible sketched plan.

Fees and charges will apply to all applications and are available on the application form. To pay these by credit card please complete and submit a Credit Card Authorisation Form with your application. Occupying a metered parking area will incur additional fees to be determined by Council.

Extension of the permit will be considered every three months for a further fee and must be submitted at least two weeks before the expiry date.

Council will erect and remove the Works Zone signs at the beginning and end of the permit period. For more information on Works Zone permits please contact our Citizen Services Centre on (03) 9243 8888.





## Road or Footpath Occupancy Permits

A Road Occupancy permit must be obtained from Council before occupancy of any surface contained within the road reserve including footpath, nature strip, kerb and channel and road pavement.

An Occupancy Permit is required if:

- There is a requirement for a work area for plant and equipment on a road reserve: e.g. ladders, placement of scaffolding, mobile scaffolding, building materials, elevated work platforms, site sheds, hoardings, gantries, concrete pumps, mobile cranes, delivery trucks unloading/loading materials.
- Any works are to be carried out within a Council controlled road reserve.
- Road closures for activities such as concrete pumps, mobile cranes/panel lifts, crane tower assembly/dissemble.

An approved TMP will be required as part of the permit to coordinate the flow of vehicles, bicycles and pedestrians. \$10 million public liability insurance cover is also required before the permit is issued.

Application assessment may take up to 10 working days from receipt of all required information.

## Road opening permit

Before undertaking any works within the road reserve or Council asset, consent must be obtained from VicRoads and Council, unless the site is exempt under the *Road Management (Works and Infrastructure) Regulations 2005*.

For non-utility works within local road reserves, an application for consent form must be completed and submitted to the coordinating road authority along with payment of the prescribed fees. For works other than non-utility minor works please contact Council's Citizens Service Centre on (03) 9243 8888.

If the site is undertaking works within arterial road reserves you will need consent from VicRoads.

Further information is available from VicRoads. If you are unsure who the Coordinating Road Authority is, view the list of arterial roads under VicRoads authority.

## Vehicle crossing permit

A person must not, without a permit, construct, alter, widen, remove, replace or create an additional, temporary or permanent vehicle crossing.

The owner or occupier or responsible builder or developer of the allotment must advise Council in writing at least seven days before starting any building work whether vehicles will be required to enter or leave the carriageway of a road adjacent to any allotment in the course of proposed building work on the allotment.

Before any building work starts, Council may direct the owner or occupier or responsible builder or developer of any abutting allotment to:

- Construct a temporary vehicle crossing to prevent damage to a permanent vehicle crossing, road, footpath, kerb or drain.
- Provide a TMP to ensure the safety of all road users and pedestrians.
- Provide a plan for the cleaning of roads and footpath to ensure that the roads and footpaths are clean at all times.

The owner or occupier or responsible builder or developer of the allotment must repair any damage to a permanent vehicle crossing, road, footpath, kerb or drain that results from the movement of any vehicle leaving or entering the carriageway of an adjacent road.

Non-compliance of any of the above matters can result in an on the spot fine and/or prosecution under the Council's *General Amenities Local Law 2018*.

For further information please contact Council's Asset Protection Unit on (03) 9243 8888.

Once all relevant information has been provided, permits can take up to 10 days to be issued or approved.

#### 4.15 Occupational Health and Safety (OHS), hazard identification and control, chemical storage and site evacuation plan

Construction work involves the construction, alteration, conversion, fitting out, commissioning, renovation, refurbishment, decommissioning or demolition of any structure, or any similar activity.

The hazards faced by construction workers are many and varied. The main causes of injury and death are:

- Manual handling
- Slips, trips and falls
- Electrocution
- Structural collapse
- Working with powered plant and equipment
- Roadside traffic

No Go Zones are a common hazard in construction. These include areas in close proximity to overhead or underground utility assets distributing electricity, telecommunications, gas, water or sewerage.

Serious risks to health include noise, hazardous substances, asbestos and UV radiation.

Injuries tend to be serious and the average cost of supporting injured construction workers is nearly 20 per cent higher than in other industries.

For further information in OHS, please see [worksafe.vic.gov.au](http://worksafe.vic.gov.au)

#### 4.16 Works timetable and numbers of workers expected on site

A works timetable should identify major construction activities from demolition, excavation, construction, fit out and closure of the construction. Each component should show the dates and duration of works and expected number of workers for each stage.

Having a works timetable will also assist the site in identifying where permits may need to be obtained from Council, such as road or footpath occupation permits or an out of hours permit.

A timetable can also trigger the need for letterbox drops to surrounding residents and businesses, informing them of activities that may be more disruptive, for example, pile driving or rock crushing activities.





## 4.17 Other Permits to Consider

### Heavy vehicle movements

The National Heavy Vehicle Regulator (NHVR) is a national body which deals with the regulation of all vehicles over 4.5 tonnes gross vehicle mass. This may include vehicles transporting piling rigs or crane towers.

The NHVR also coordinates road access permits for heavy vehicles. New permits or renewal of an existing permit should be made directly to NHVR. The NHVR Customer Contact Centre is open Monday to Friday from 7am to 7pm (AEDT). Call 1300 69 6487, fax (07) 3309 8777 or email [info@nhvr.gov.au](mailto:info@nhvr.gov.au).

### Working within a VicRoads freeway or arterial road reserve

If works need to be undertaken within a VicRoads road reserve (including the roadway and/or the roadside) you may need to notify VicRoads and request for a consent to undertake the works.

### Working around Yarra Trams infrastructure

Any works conducted near tram infrastructure (including but not limited to tracks, overhead and substations) must be approved by Yarra Trams before starting. Submissions must be sent to Yarra Trams at least 10 working days before the proposed start date.

Traffic Management companies and the entity initiating the works (the Entity) must comply with all items in point four (below) as a pre-condition to Yarra Trams consenting to the proposed works.

### Crane heights and working in Essendon Airport airspace

Airspace around leased Federal airports is protected under the *Airports Act 1996* and the *Airports (Protection of Airspace) Regulations 1996*.

The protection of airspace is essential to provide a safe and predictable environment for the arrival and departure of aircraft using an airport.

Any activity that infringes an airport's protected airspace is called a 'controlled activity' and requires approval before it can be carried out.

## 4.18 Trees

Council recognises the contribution that the municipality's tree canopy makes to the quality of Moonee Valley's neighbourhood character. Damage and or removal of significant trees or canopy trees results in a degradation of this character.

The responsible builder or developer must carefully review the planning permit to ensure that any specific permit conditions relating to the retention and protection of vegetation on the site or neighbouring properties are met. This might include setting up tree protection zones, requiring works to be undertaken under supervision of a qualified arborist for specifying a type of foundation.

Requirements to protect trees can also be specified in a Tree Management Plan approved as part of the planning permit and any Tree Management Plan should be attached as an appendix to the CSMP.

## 5. Contact details in Council

Council department	Contact number	Type of enquiry
Customer Service	(03) 9243 8888	<ul style="list-style-type: none"> <li>Complaints (building works)</li> <li>Skip bin permits</li> </ul>
Building, Health and Property Services	(03) 9243 8888	<ul style="list-style-type: none"> <li>Building information</li> <li>Protection works and notices</li> <li>Cranes on public land</li> <li>Road closures</li> <li>Gantries/site sheds</li> <li>Occupation of roads and laneways</li> <li>Temporary occupation permits</li> <li>Protection over title boundary (hoardings, gantries)</li> <li>Asset protection permits</li> </ul>
Local Laws	(03) 9243 8888	<ul style="list-style-type: none"> <li>Reporting vehicles not permitted to park in works zones or loading bays</li> <li>Reporting skip bins</li> </ul>
Statutory Planning	(03) 9243 8888	<ul style="list-style-type: none"> <li>Planning permit information</li> <li>Out of hours works permits</li> </ul>
Development Engineering	(03) 9243 8888	<ul style="list-style-type: none"> <li>Construction and Site Management Plans</li> </ul>

## 6. Other contacts

Authority	Contact number	Department
VicRoads	131 171	Metro Control Room
Citipower (Electricity)	131 280	Emergencies
Yarra Valley Water	132 642	Emergencies
Jemena (Gas)	132 691	Emergencies
SES	132 500	Emergencies
Telstra	132 203	Emergencies
Telstra dial before you dig	1100	Underground Services Information
Worksafe	132 360	Emergencies



### Moonee Valley Language Line

العربية	Arabic	9280 0738	Ελληνικά	Greek	9280 0741	Español	Spanish	9280 0744
廣東話	Cantonese	9280 0739	Italiano	Italian	9280 0742	Türkçe	Turkish	9280 0745
Hrvatski	Croatian	9280 0740	Somali	Somali	9280 0743	Viêt-ngu	Vietnamese	9280 0746

All other languages 9280 0747

National Relay Service 13 36 77 or [relayservice.com.au](http://relayservice.com.au)

This publication is available in alternative accessible formats on request.