



Manningham City Council Construction Management Plan Guidelines



This document is to be read in conjunction with the Manningham City Council Construction Management Plan Template (Appendix A)

June 2017

Table of Contents

CONSTRUCTION MANAGEMENT PLAN GUIDELINES	3
A. Introduction	3
1. What is a Construction Management Plan (CMP)?	3
2. When is a CMP required?	3
3. Manningham Construction Permits and Approvals	4
B. Key components of a Construction Management Plan	6
1. What issues need to be considered?	6
2. What consultation is required?	6
3. Does the CMP process cover Occupational Health and Safety procedures?	6
Construction Management Plan Elements	7
A1: Public Safety, Amenity and Site Security	7
1.1 Objectives	7
1.2 When must this CMP component be addressed?	7
1.3 What permits/approvals may be applicable?	7
1.4 Essential elements	7
A2: Operating Hours, Noise and Vibration Controls	12
2.1 Objective	12
2.2 When must this CMP component be addressed?	12
2.3 What permits/approvals may be applicable?	12
A3: Air Quality and Dust Management	14
3.1 Objective	14
3.2 What permits/approvals may be applicable?	14
3.3 Matters to Consider	14
A4: Stormwater, Sediment Control and Tree Protection	15
4.1 Objective	15
4.2 What permits/approvals may be required?	15
4.3 Matters to consider	15
4.5 Other policies and guidelines	16
A5: Waste Minimisation and Litter Prevention	17
5.1 Objective	17
5.2 What permits/approvals may be required?	17
5.3 Matters to consider	17
A6: Traffic and Parking Management	18
6.1 Objective	18
6.2 What permits may be required?	18
6.3 Matters to consider	18
6.4 Other policies and guidelines	19
CONSTRUCTION MANAGEMENT PLAN TEMPLATE	20
APPENDIX A	20
Element A1: Public Safety, Amenity and Site Security	23
Element A2: Operating Hours, Noise and Vibration Controls	25
Element A3: Air Quality and Dust Management	27
Element A4: Stormwater, Sediment Control and Tree Protection	28
Element A5: Waste Minimisation and Litter Prevention	29

CONSTRUCTION MANAGEMENT PLAN GUIDELINES

A. Introduction

1. What is a Construction Management Plan (CMP)?

Appropriate management of construction activities in Manningham is required by Manningham City Council to ensure that impacts to neighbourhood amenity are minimised and that community assets and safety are not compromised. It is also important that developments on private land are completed efficiently.

To achieve this, Council requires a Construction Management Plan (CMP) to be prepared as a planning permit condition requirement for all major developments, including those valued at more than \$5 million and developments that are three or more storeys in height. All developments require a CMP to be prepared using the approved Manningham City Council template (refer attached Construction Management Plan Template) and approved by Council prior to commencement of works.

The CMP must address in detail a range of issues relating to the proposed construction, including temporary work site management issues and their impact on the surrounding area.

2. When is a CMP required?

The need for a CMP will depend on the nature of work, likelihood of disruptions, impact on local amenity, dangers or risks involved, traffic management and other relevant issues required to be addressed under a planning permit.

A CMP is likely to be required for the following developments:

- Sites within Doncaster Hill (mandatory for all Doncaster Hill developments)
- Any works with a value greater than \$5 million
- Construction of 15 units or more
- Construction/demolition of building of three or more storeys in height
- Where sites are constrained and involve basement excavations
- Where traffic and pedestrian management measures are required for the duration of the construction period and/or access is required via a main road
- Any other case where Council considers that a CMP should be provided due to the nature of the work, location, or degree of disruption to community safety, public and Council asset protection and amenity i.e. native vegetation, main roads, court bowls etc.

The following steps explain when a CMP needs to be prepared, lodged and approved by Council prior to the commencement of works. Approval for a CMP may take up to 28 days, depending on the complexity of the information provided. Using the approved template should reduce this timeframe. The CMP template (Appendix A) should be completed by an experienced professional familiar with the preparation of Construction Management Plans.

Step 1

In most cases, a planning permit is the first thing required for a proposed development. When issued, the permit will specify if a Construction Management Plan is required to be submitted, reviewed and approved by Council. Appropriate permits must also be sought for the proposed works from other relevant authorities. Refer *Manningham Construction Permits and Approvals* on Page 4.

Step 2

Developers are required to use the Template in **Appendix A** in the CMP Template to prepare the CMP, in order to meet Council's minimum requirements prior to the commencement of any works (including preliminary site works). Additional issues relating to specific matters arising from construction works will need to be addressed in the CMP if not covered by Council's CMP

template. The CMP should be prepared by a suitably qualified and experienced professional familiar with the preparation of CMPs.

Step 3

Council requires payment of an asset protection bond prior to approval of a CMP. In the event of non-compliance with the approved CMP, Council may draw from the bond to fund rectification works.

Lack of submission of a CMP for prior approval would result in a breach of planning permit conditions and non-compliance with the approved CMP may result in action being taken by Council, including issuing of fines, charges in the Magistrates Court and/or the matters being referred to the Victorian Civil and Administrative Tribunal (VCAT).

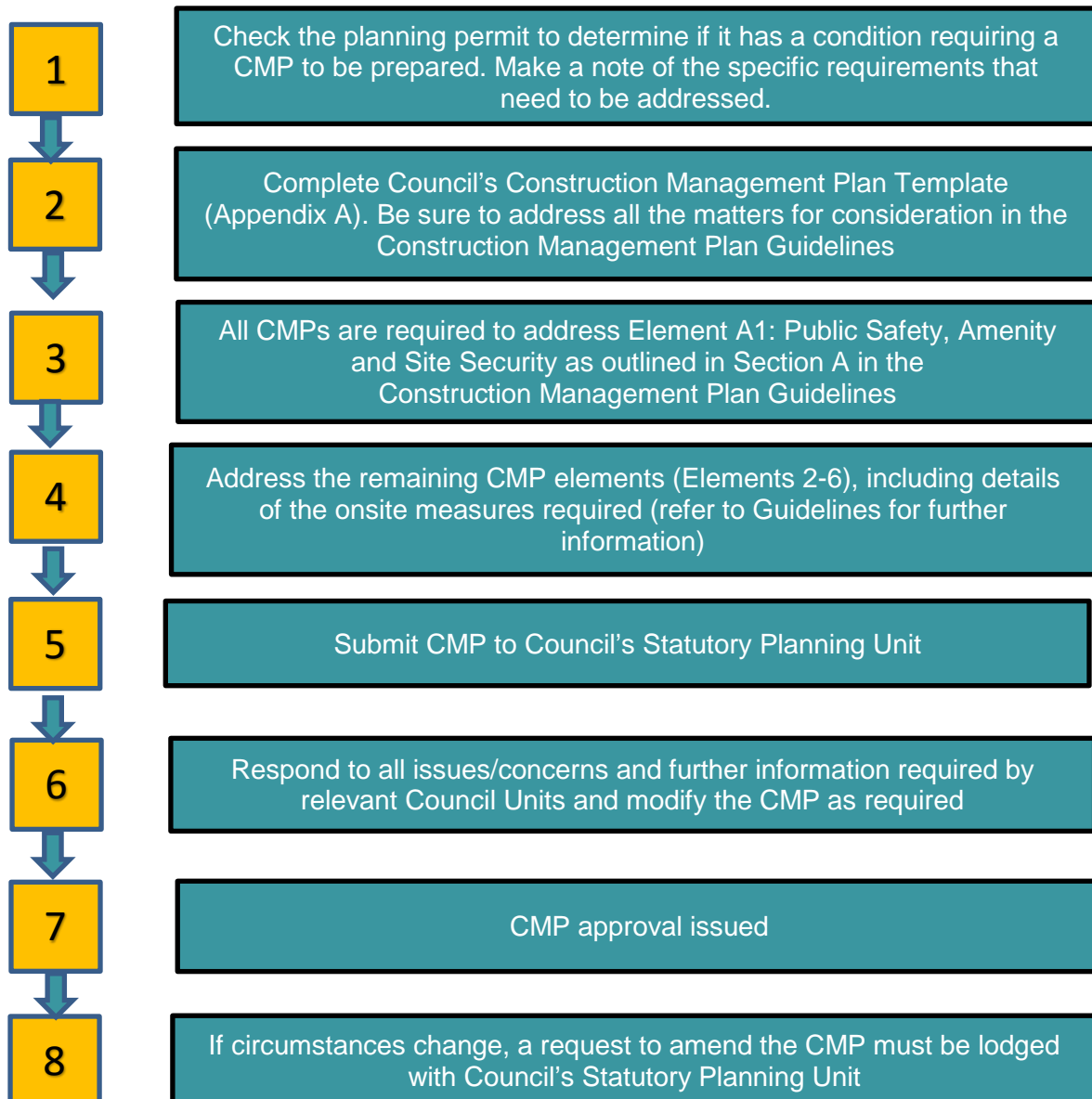
3. Manningham Construction Permits and Approvals

PERMIT NAME	REQUIREMENT	CONTACT
Planning permit	Ensures appropriate use or development of a parcel of land that is consistent with Manningham Planning Scheme requirements.	Statutory Planning Ph: 9840 9333
Subdivision permit	Allows land to be divided into two or more new parcels of land or a constructed building to be divided into separate residential apartments/lots.	Statutory Planning Ph: 9840 9333
Building permit	Ensures buildings are constructed to approved amenity and safety standards.	Independent Building Surveyor
Demolition permit (29A)	Allows appropriate demolition of existing buildings/structures.	Building Services Ph: 9840 9333
Occupancy permit	Approval for property owners/tenants to move into/occupy a constructed dwelling.	Independent Building Surveyor
Asset protection permit*	Minimises the likelihood of damage to Council property and to maintain public amenity and safety throughout the duration of works.	Engineering Operations Ph: 9846 0500
Vehicle crossing permit*	Ensures vehicle crossing installation works on land owned or occupied by Council is undertaken safely and in accordance with Council standards.	Engineering Operations Ph: 9846 0500
Access Across Council Reserve permit*	Allows vehicle access across Council owned reserves.	Parks and Recreation Ph: 9846 0515
Works within Road Reserve permit	Allows works such as excavation, footpath closures and service connections to be undertaken within a Council road reserve.	Engineering and Technical Services (utilities) Ph: 9846 0560 Engineering Operations (non-utilities) Ph: 9846 0500
Application to Connect into Council drain	Allows connection into a Council drain as part of an endorsed on-site detention plan.	Engineering and Technical Services Ph: 9846 0562
Application for Point of Drainage discharge	Ensures that stormwater discharge from any part of a roof, paved or impervious area is directed to the approved point of discharge for the property.	Engineering and Technical Services Ph: 9846 0562
Onsite Stormwater Detention application	Minimises local flooding and decreases stormwater runoff from higher density developments.	Engineering and Technical Services Ph: 9846 0559
Application to Build over an Easement	Allows construction over drainage and sewerage easements.	Engineering and Technical Services Ph: 9846 0542
Mobile crane permit	Approval to erect a tower crane on a construction site.	Statutory Planning Ph: 9840 9333

Temporary Road Closure permit	Approval to close a road for a specified period of time (VicRoads approval required for main roads).	VicRoads, Engineering and Technical Services Ph: 9846 0560
Hoarding or Overhead Protective Awning permit*	Approval to erect hoardings or overhead awnings around a construction site.	Engineering Operations Ph: 9846 0500
Out of hours permit	Permission to undertake construction activities outside of approved construction hours.	Local Laws Ph: 9840 9333
Septic tank permit*	Installation or alteration to a septic tank system in areas of Manningham that are not connected to the sewer.	Local Laws Ph: 9840 9490
General permit application*	Required for Local Laws permits, including approval to place a skip bin or container on Council land adjacent to a construction site.	Local Laws Ph: 9840 9333
National Heavy Vehicle Regulator permit	www.nhvr.gov.au	National Heavy Vehicle Regulator

*Local Law permit requirement

Construction Management Plan Approval Process



B. Key components of a Construction Management Plan

1. What issues need to be considered?

Specific requirements for each site must be identified to ensure that the work is undertaken in a safe and effective manner. There are up to six elements which need to be addressed in a CMP. The elements are listed below and more detail is provided in **Appendix A** of the CMP Template:

1. **Public Safety, Amenity and Site Security**
2. **Operating Hours, Noise and Vibration Controls**
3. **Air Quality and Dust Management**
4. **Stormwater, Sediment Control and Tree Protection**
5. **Waste Minimisation and Litter Prevention**
6. **Traffic and Parking Management.**

2. What consultation is required?

Any builders or developers intending to undertake development works in Manningham will generally be required to consult with neighbouring and affected properties as part of the planning permit process and a communication strategy will need to be developed.

Developers may also be 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.

Communication techniques may include preparation and distribution of project updates and newsletters, community forums and site tours. This additional consultation ensures that affected residents and stakeholders are kept informed of upcoming activities and the impact those activities will have on local amenity. Open communication also gives the community a sense of involvement in the project.

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

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

While the CMP covers some safety issues, it **does not** set out the requirements needed for the compliance with the *Occupational Health and Safety (OH&S) Act 2004*. Detailed OH&S procedures need to be documented separately and does not form part of the CMP approval.

C. Further Assistance

Statutory Planning	(03) 9840 9333
Engineering and Technical Services	(03) 9846 0527
Building Services	(03) 9840 9290
Health and Local Laws	(03) 9840 9333

Email: spear@manningham.vic.gov.au

Website: www.manningham.vic.gov.au

Manningham City Council, PO Box 1, 699 Doncaster Road, DONCASTER VIC 3108

Disclaimer

These guidelines have been developed to provide general guidance in relation to the requirements for Construction Management Plans. Manningham City Council expressly disclaims all liability for errors and omissions of any kind whatsoever whether negligent or otherwise for any loss, damage, injury or other consequences that may arise from any reliance on this publication. The use or representation of any product or system is not to be taken to imply approval or endorsement of the same.

Construction Management Plan Elements

These Guidelines provide detail on the specific requirements to be addressed in a Construction Management Plan (CMP). A CMP will need to be completed and approved by Council and the relevant authorities prior to the commencement of site construction.

A1: Public Safety, Amenity and Site Security

1.1 Objectives

The objectives of these CMP guidelines are to ensure that:

- The general public is adequately protected from activities occurring on building sites
- There are documented strategies to provide a safe and secure building site
- Demand for occupation of the street and protection of Council and community assets is well managed.
- The building site is kept neat and tidy to maintain public safety and local amenity and to comply with Manningham's *Works Code of Practice*.

1.2 When must this CMP component be addressed?

This CMP component is applicable to all building sites for which a CMP is required (refer Section A - Introduction).

1.3 What permits/approvals may be applicable?

A number of additional permits/approvals may be required as a condition of an approved planning permit, i.e. building, road closure, general Local Law permit (skip bin) and asset protection permits. A number of Council Units or external parties are responsible for issuing permits associated with construction activities, i.e. a building permit for the construction work is issued by an independent building surveyor. Refer table on Page 4.

1.4 Essential elements

Applicants must comply with *Manningham's Community Local Law 2013* and *Works Code of Practice*, available at www.manningham.vic.gov.au

Site Fencing

- 1.4.1 Before and during building work, all excavations must be secured by a fence, hoarding or other suitable barrier to the satisfaction of the relevant Building Surveyor so they do not pose a danger to life or property.
- 1.4.2 Hoardings, perimeter fencing or other site barrier systems must not allow climbing or unauthorised entry.
- 1.4.3 Hoardings, barriers and other perimeter fencing must be suitably lined to limit public viewing to designated areas. This will ensure pedestrian flow is not impeded and will ensure adequate public interaction.
- 1.4.4 Ensure that grass is cut and vegetation is managed around fencing to ensure vermin control and fire safety.

Safety and Security

- 1.4.5 Adequate lighting, safety signage and traffic controls must be provided. Traffic controls and any traffic management plan must comply with AS 1742 Series Manual of Uniform Traffic Control Devices and/or Council requirements.
- 1.4.6 Any temporary or permanent changes to street lighting must be approved by Council's Engineering and Technical Services Unit. Any changes will be at applicant's cost. Once approved, the applicant must liaise with the relevant Authority. Temporary lighting must provide an even lighting level and must match or better existing lighting levels.
- 1.4.7 Security measures must be in place at all times for the site and adjoining sites, including when the site/s are not in operation. This may include perimeter barriers, locks, surveillance systems, security lighting and motion detectors. Where a building site cannot be fully secured, consideration must be given to the use of a security service to prevent unauthorised access.
- 1.4.8 All dangerous chemicals must be correctly stored in a manner approved by WorkSafe Victoria in a secure location away from emergency exits and stormwater pits. Required quantities of chemicals need to be nominated and procedures put in place for secure access and spillage.
- 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.
- 1.4.9 Any precautions for public protection within the street/public areas must comply with relevant building regulations, local laws and WorkSafe requirements.
- 1.4.10 The location and extent of excavation on a site must be specified and the means of containing sediment, especially in wet weather, must be detailed. Excavations adjacent to or in close proximity to a road, pathway or buildings must be designed to support the road, pathway or buildings. 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 three metres of a road or within a 45 degree angle. Protection work notices may apply in accordance with *Part 513 Building Regulations 2006*.

Signage

- 1.4.11 Signage specifying any security measures and key contact details, including 24 hour emergency contact details must be erected on the perimeter of the building site (i.e. attached to the building fence or hoarding). A 24 hour emergency contact name and phone number must be provided on this signage. A planning permit must be obtained to erect one sign with an area not exceeding two square metres for the purposes of advertising the construction works. This sign must not be an animated or internally-illuminated sign and it must be removed when the work is completed. Signs cannot be placed on the road reserve, nature strip or footway without a permit.

- 1.4.12 Any sign, road markings or street furniture affected by the works must be relocated or protected and/or kept in good repair. When installing hoardings, attention must be paid to the effects that such items may have on pedestrian travel paths at intersections. This may require installing temporary pedestrian ramps, tactiles, etc. Approval must be sought from Council's Engineering and Technical Services Unit to install temporary indents or pedestrian ramps.
- 1.4.13 Pedestrian signs must not be damaged, defaced, removed or altered in anyway. New pedestrian signs must not be installed without Council approval.
- 1.4.14 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 planning 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 Council
 - The sign to be displayed longer than seven days after the sale date.

Public Areas

- 1.4.15 Damage to the footpath, road, kerb and channel, stormwater drains and street furniture that results from excavation, demolition and building work must be avoided. Any damage which may impact on pedestrians, cyclists and motorists' safety must be repaired immediately.
- Works must not damage parks, gardens, street trees, grass verges or medians. Trees must be protected where they are near the proposed demolition, excavation and construction works. Barriers must be erected around affected trees prior to any onsite building works.
- 1.4.16 A bond for an amount determined by Council must be lodged in conjunction with the necessary Asset Protection Permit application in case of potential damage to assets in public areas. Damaged assets must be reinstated at the completion of works or immediately if unsafe, at the developer's cost.
- 1.4.17 Storage of material on and access over public land will not be permitted.
- 1.4.18 Any existing bicycle paths/access adjacent to the site must be maintained.
- 1.4.19 Hoarding or perimeter fencing on nearby footpaths must not cause tripping hazards. Electrical, plumbing and other services extending over footpaths must be covered 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.
- 1.4.20 The general public must be protected from construction activities, including vehicle loading and off-loading within public areas. Precautions to address any occupation of the street or footpath must be fully specified and the following measures considered:
- 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.

1.4.21 When using skips or rubbish bins, the following steps must be taken 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.

1.4.22 In relation to cranes or mobile lifting equipment, the following steps must be taken to prevent disruption to public areas:

- Notify Council at least 10 days prior to the proposed erection of a tower crane and advise of planned footpath or road closures
- Seek permission from Council to erect a tower crane outside standard site hours
- Preparation of a communications strategy to inform residents and neighbouring visitors that a crane is being erected on site.
- 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.

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

- The type and size of trucks entering the site
- The frequency and intensity of vehicle movements
- If a National Heavy Vehicle Regulator permit is required
- Protection measures for crossovers and footpaths
- The need for a dilapidation survey of the footpath before and after works have taken place as required for an Asset Protection Permit.

Street Space Occupation

1.4.24 All necessary permits must be obtained to occupy and use the space on the footpath from Council (for local roads) and VicRoads (for arterial roads). Any proposal for tradesperson/contractor parking will be considered and assessed in line with existing street parking permit requirements.

1.4.25 Pedestrian access areas must have a minimum width of 1.2 metres clear on the footpaths (1.5 metres preferable). Where possible, two-way passing bays 1.8m wide should be provided at a maximum of 20 metre intervals.

Excavation

- 1.4.26 Excavations adjacent to or in close proximity to a road or pathway must be designed to support the road or pathway.
- 1.4.27 The location and extent of excavations on a site must be specified and the means of containing sediment, particularly 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 the building work is ready to commence. Consent must be obtained from Council and/or other relevant authorities under the building regulations for excavations and shoring, where excavations occur within three metres of a road. Protection work notices may apply in accordance with the building regulations.
- 1.4.28 Excavations adjacent to existing adjoining buildings must comply with the requirements of the building regulations to the satisfaction of the relevant Building Surveyor.

Site appearance

- 1.4.29 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).
- 1.4.30 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 regarding water efficiency.
- 1.4.31 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 at least weekly, or immediately if offensive in nature.
- 1.4.32 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 a solid hoarding. The owner is responsible for the site after demolition has occurred.

A2: Operating Hours, Noise and Vibration Controls

2.1 Objective

The objective of these guidelines is to ensure that:

- The impact of noise and vibration on the immediate neighbourhood is minimised
- A plan is provided to cater for construction activities within and outside of normal hours; and
- The likelihood of damage to adjacent buildings and structures is minimised.

2.2 When must this CMP component be addressed?

- This CMP component should be addressed if building works are planned outside Environmental Protection Authority (EPA) prescribed hours and/or for 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?

The following permits/approvals may be applicable:

- Building permit for the construction and/or demolition work
- EPA and/or Council consent to work outside prescribed hours
- Noise Management Plan for noisy works as outlined above.

2.4 Matters to consider

2.4.1 Building works are confined to the hours as outlined in the *Environmental Protection (Residential Noise) Regulations 2008*, which are generally **7am to 8pm, Monday to Friday and 9am to 8pm on Saturdays, Sundays and public holidays. Works that result in off-site noise emissions 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 may be granted based on the following considerations:

- Nature, location and extent of work to limit potential nuisance
- 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
- Requirements of other authorities (i.e. WorkSafe, VicRoads, EPA).

2.4.2 Specific mitigation measures and controls must be put in place for the following:

- Pneumatic/electric power tools
- Mobile air compressors
- Mechanical plant/grinding equipment
- Vehicular movements - site deliveries (to be undertaken during normal operating hours to minimise disruption to residents).

2.4.3 On major construction sites, where activity is likely to cause a noise nuisance to nearby residents, operating hours to be restricted in accordance with the *Environment Protection Act (Residential Noise) Regulations 2008*.

- 2.4.4 Consider impacts of vibration caused by construction activities such as heavily loaded trucks in residential streets, earthmoving equipment, demolition, ground impacting operations etc.
- 2.4.5 Commercial construction sites are controlled through *Manningham's Community Local Law 2013*. Without a permit, non-residential building work must not be carried out on a public holiday; between 5.00pm on Friday and 8.00am the next day; between 5.00pm on Saturday and 7.00am the following Monday; and between 6.30pm on any Monday, Tuesday, Wednesday or Thursday and 7am the next day.
- 2.4.6 All operating hours, noise and vibration control must comply with the relevant legislation and Council Local Law requirements.

A3: Air Quality and Dust Management

3.1 Objective

The objective of these guidelines is to ensure that air quality (airborne dust and pollutants) in and around a construction site is maintained at acceptable levels throughout the construction period.

3.2 What permits/approvals may be applicable?

The following permits/approvals may be required:

- Building permit for construction or demolition work
- Relevant permits under the *Manningham Community Local Law 2013* (refer table on Page 4).

3.3 Matters to Consider

- 3.3.1 Details of any equipment and activities that may cause excessive dust or otherwise effect air quality must be provided. 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.
 - Vehicular movements
 - Dust generated from excavation works.
- 3.3.2 Dumping of loose materials on a site must be minimised. If dumping of loose material is unavoidable, methods for preventing dust and other airborne matter impacting on the surrounding area must be detailed. Materials to be stored on site and their exposure to wind and the weather elements must be specified. These measures must be adequate when the site is unattended and regularly monitored for satisfactory implementation.
- 3.3.3 Airborne dust arising from trucks and other vehicles entering and leaving the site need to be minimised and details provided on the method and frequency of watering down driveways and trucks with consideration to water efficiency.
- 3.3.4 Perimeter fencing must be designed to minimise the impact of dust on public and adjacent areas.
- 3.3.5 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.
- 3.3.6 Exhausts and duct work from equipment must be located away from air intakes, windows, enclosed areas and public areas.
- 3.3.7 Materials may 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 used.

A4: Stormwater, Sediment Control and Tree Protection

4.1 Objective

The objectives of these guidelines is to ensure that:

- Contamination of, or damage to, stormwater drains and waterways is prevented
- Sediment from building sites is retained onsite during construction work.
- Existing vegetation and trees are managed in accordance with policies and guidelines.

4.2 What permits/approvals may be required?

The following permits/approvals may be required:

- A permit for excavation and/or tree protection works
- Approval for a temporary point of discharge and sediment control.

4.3 Matters to consider

4.3.1 A Stormwater Management Plan must be developed detailing the following:

- Avoiding structural damage to excavations or retaining walls through appropriate site water retention methods
- Drainage of the site to the legal point of discharge throughout construction, with relevant measures put in place to prevent the contamination of Council's stormwater system
- Prevention of stormwater entering adjoining properties or the sewerage system
- Capturing and filtering of stormwater in sediment control points before entering the legal point of discharge.

4.3.2 The location of site entries and traffic paths to, from and around the site must be specified. The site entry and traffic routes must be stabilised with crushed rock, bitumen or similar. Rumble grids or similar must be installed to collect mud from the wheels of trucks leaving the site. Rumble grids must be cleaned daily, with consideration given to water saving measures. Any mud dragged onto adjoining roads must be cleaned to the satisfaction of Council. Water run-off from cleaning the grid must be filtered prior to entering the legal point of discharge.

4.3.3 Excavation and topsoil stripping must be avoided until the site is ready for construction.

4.3.4 Grated drains must be provided at stormwater exit points from the site to prevent uncontrolled run-off of sediment onto adjoining properties or public spaces, including road reserves.

4.3.5 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 and downpipes must be connected as soon as a roof is installed on the site.

4.3.6 Natural falls of the site must be identified and sediment filters such as straw bale filters, gravel surface barriers, sandbags, pit baskets or geo-textile mesh screens provided at runoff points. Straw bales/geo-textile mesh screens must be replaced on a regular basis so that they remain effective.

4.3.7 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 in place.

- 4.3.8 Proposed storage locations for loose materials such as soil, sand and gravel must be specified and details provided of precautions to prevent displacement. Sediment barriers may be required for fine materials.
- 4.3.9 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.
- 4.3.10 Any water collected at the bottom of excavation sites must be pumped out. If the water contains only sediments, it can be filtered and pumped to stormwater. It must have less than 50 megalitres 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 Yarra Valley Water. In some circumstances, a liquid waste company may be required to collect the contaminated water for disposal at a licensed treatment facility.
- 4.3.11 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 specified.
- 4.3.12 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 wash down activities.

4.4 **Tree Protection**

- 4.4.1 Removal of trees on site must be approved by Manningham City Council and is a condition of an approved planning permit. A report by a qualified arborist and a tree management plan will generally be required. A canopy tree is any tree with a total trunk circumference or a combined multi-stem circumference of 110cm or more, measured at a point approximately 1.5 metres from the ground. The critical root zone is the area around a significant tree's trunk or a canopy tree's trunk which contains the roots that are essential to the tree's continued health and stability.
- 4.4.2 Trees to be retained on site and tree protection zones must be clearly indicated on approved site plans. Information must be provided on tree protection fencing installed to dripline impacted trees. Any required transitional arrangements for the site must be effectively be managed by other plans such as a Landscape Plan, Land Management Plan or Offset Management Plan.
- 4.4.3 Wherever possible, existing trees and vegetation must be retained to absorb water flows and to minimise dust. Revegetation should occur as soon as possible after the completion of works.
- 4.4.4 Activities that are not permitted on site must be detailed, particularly in relation to the role of tree protection fencing and 'no-go' zones.

4.5 **Other policies and guidelines**

- Environmental Guidelines for major construction sites
<http://www.epa.vic.gov.au/~media/Publications/480.pdf>
- Building and Works Code of Practice
<http://www.worksafe.vic.gov.au/forms-and-publications/forms-and-publications/building-and-construction-workplaces-code-of-practice-no-13-1990>

A5: Waste Minimisation and Litter Prevention

5.1 Objective

The objective of these guidelines is to ensure maximum re-use and/or recycling of construction materials.

5.2 What permits/approvals may be required?

A building permit for construction and a skip bin permit may be required.

5.3 Matters to consider

- 5.3.1 Applicants must develop a resource recovery and waste management plan, detailing the following:
- Actions to 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
 - Preparation of a Litter Control Plan which identifies provisions for onsite litter minimisation.
 - Procedures for the storage and removal of waste (materials that cannot be reused or recycled) from the site
 - Procedures for removal of hazardous or dangerous materials, i.e. asbestos, from the site
 - Purchasing options for environmentally approved and recycled content products.
- 5.3.2 Removal of hazardous or dangerous materials from the site must be in accordance with State and Federal legislation, including WorkSafe requirements.
- 5.3.3 Waste collection must only occur during the hours specified on the approved planning permit.
- 5.3.4 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 area around the site. 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 for waste collection when submitting a plan if the area is a designated 'restricted access zone'.
- 5.3.5 For outside bins, self-closing lids must be installed to ensure waste does not become airborne.
- 5.3.6 Litter and debris 'trapped' against site fencing must be regularly cleaned.
- 5.3.7 Burning off on site is prohibited.

A6: Traffic and Parking Management

6.1 Objective

The objective of these guidelines is to ensure the safety of road users by minimising disruption to traffic (vehicles, pedestrians and cyclists) and parking caused by construction activities.

6.2 What permits may be required?

The following permits/approvals may be required:

- Permit for consent to undertake works in a road reserve - Road Opening Permit (including vehicle crossing)
- Hoarding permit to occupy space on road or footpath
- Works zone permit.

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

6.3 Matters to consider

6.3.1 A Traffic Management Plan (TMP) must be prepared and cover all vehicle, pedestrian and cyclist access around the site and all other roads, including arterial roads managed by VicRoads where there could be impact due to construction work. All works on arterial roads and footpaths require approval from VicRoads in accordance with the *Road Management Act 2004*.

6.3.2 TMPs will be based on site conditions determined by inspections. Day and night inspections are required to gain an understanding of all traffic conditions on the site, on surrounding roads and within public spaces.

6.3.3 When 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 options
- Traffic flows and movements
- Speed zones (including times)
- Pedestrian access and crossing
- Parking spaces to be occupied
- Parking plan for tradespeople and other employees working onsite
- If the site is in a waste collection restricted access zone
- Access to the site and adjoining roads
- Access to existing bins and skips by waste collection contractors
- Necessary traffic controls and special traffic control devices
- Special audit/inspection provisions and/or recording method requirements
- Methods for advising the general public of any impending changes (e.g. fixed signage, radio, newspaper, flyer, social media or community meeting) and required timing
- Provisions for special events such as increased traffic during holiday periods and sporting events.

- 6.3.4 The TMP must specify when a person/s 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.
- 6.3.5 Separate TMPs may be required for different stages of a development and can be amended if there is a demonstrated 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 site builder/developer.
- 6.3.6 Road access permits are required for heavy vehicles over 4.5 tonnes gross vehicle mass. Permit applications or renewals should be made directly to the National Heavy Vehicle Regulator (NHVR). Visit <https://www.nhvr.gov.au/road-access/access-management/applications-and-forms> for more information.
- 6.3.7 The erection of a tower crane requires approval from VicRoads and should generally be undertaken outside of approved construction working hours, i.e. on a Sunday. Details of the VicRoads approval must be provided to Council 10 days prior to the proposed installation date, including details of any planned public footpath or road closures. A communication strategy will need to be prepared to inform nearby residents and businesses about details of the tower crane installation.
- 6.3.8 Adequate provisions need to be made for contractor/worker vehicles in a manner that minimises disruption to the surrounding residential area and complies with on street parking restrictions. The first preference is for parking to be made available on the subject site, including a basement car park once this has been constructed. Consideration should also be given to providing incentives to reduce parking demand, including the provision of Myki cards and car pooling for employees. Enforcement patrols will be increased if there is a noticeable increase in non-compliance with parking restrictions and/or damage to Council infrastructure.
- 6.3.9 Obtain necessary permits or renewal of an existing permit for heavy/large vehicles from the National Heavy Vehicle Regulator (NHVR).
- 6.3.10 Details (including a map if applicable) of 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, to minimize residential amenity)
- 6.3.11 Details of the number of workers on site during each construction phase and how off-street and on-street parking will be managed.
- 6.3.12 Compliance with on street parking restrictions.
- 6.4 **Other policies and guidelines**
- VicRoads Worksite Safety Traffic Management Code of Practice August 2004.
<https://www.vicroads.vic.gov.au/about-vicroads/acts-and-regulations/road-management-act-regulations-and-codes>

Construction Management Plan Template Appendix A



This document is to be prepared and completed in conjunction with the Manningham City Council Construction Management Plan Guidelines.

The completed template must be approved by the Statutory Planning Unit prior to construction commencing.

APPENDIX A: Construction Management Plan Template	21
Element A1: Public Safety, Amenity and Site Security	23
Element A2: Operating Hours, Noise and Vibration Controls	25
Element A3: Air Quality and Dust Management	27
Element A4: Stormwater and Sediment Control and Tree Protection	28
Element A5: Waste Minimisation and Litter Prevention	9 Element
A6: Traffic and Parking Management	3Error! Bookmark not defined.

CONSTRUCTION MANAGEMENT PLAN TEMPLATE

Project Details

Site address
Planning Permit number
Date Permit issued
Company name
Director's name
Business address
Mobile number
Email address

On site contact person responsible for Construction Management Plan compliance

Name
Contact number
After hours contact number

Contact person in control of the site (if different from above)

Name
Contact number
After hours contact number

Construction Works

Is construction in stages? Yes No

If Yes give details, including proposed dates.

Demolition
.....
Excavation
.....
Construction
.....

Is your company in control of the site during this stage of work Yes No

I.....have authorisation and delegation to sign this Construction Management Plan on behalf of the Company listed above and I take responsibility for ensuring compliance with our commitment specified herein, the *Local Government Act 1989* and relevant Local Laws, the Environmental Protection Act and Regulations and any other relevant legislation.

Signed Date

CONSTRUCTION MANAGEMENT PLAN TEMPLATE

Element A1: Public Safety, Amenity and Site Security

Objective:

- To adequately protect the community from activities occurring on building sites
- To effectively manage occupation of the street and protection of community assets
- To ensure construction sites are kept safe, secure, neat and tidy.

Requirements	Measures to be Implemented	Further Information
<p>1.1 Safety and Security</p> <p><i>Matters to consider include:</i></p> <ul style="list-style-type: none"> • Security measures • WorkSafe requirements • Site fencing • Traffic controls • Lighting • Material Storage • Excavations 	<p><i>A detailed site plan must be provided as Appendix 1. The plan should clearly identify the location of:</i></p> <ul style="list-style-type: none"> • The property boundary and footprint of the ground floor • Proposed tower crane/s • Onsite parking and amenities, i.e. site office, toilets, lunch room • Vehicle and pedestrian access points and internal circulation • Hoardings (including those outside the property boundary). 	<p><i>Refer to page 7-8 of Council's Construction Management Plan Guidelines for more details on measures to be implemented, including permit requirements</i></p>
<p>1.2 Signage</p> <p><i>Matters to consider include:</i></p> <ul style="list-style-type: none"> • Site emergency contact details • Planning permit signage requirements • Impact on pedestrians 	<p><i>Details of signage specifying any security measures and contact details, safety signage, etc.</i></p>	<p><i>Refer to page 8-9 of Council's Construction Management Plan Guidelines for more details on measures to be implemented, including permit requirements</i></p>

Requirements	Measures to be Implemented	Further information
<p>1.3 Public Areas</p> <p><i>Matters to consider include:</i></p> <ul style="list-style-type: none"> • Dilapidation report • Public protection from construction activities • Cranes/mobile lifting equipment 	<ul style="list-style-type: none"> • An Asset Protection Permit is required from Council's Engineering Operations Unit for works in a Council road reserve - identify work area for plant and equipment. • A permit is required from Council's Health and Local Laws Unit to use mobile cranes or towers. 	<p><i>Refer to page 9-10 of Council's Construction Management Plan Guidelines for more details on measures to be implemented, including permit requirements</i></p>
<p>1.4 Street Space Occupation, Excavation and Site appearance</p> <p><i>Matters to consider include:</i></p> <ul style="list-style-type: none"> • Pedestrian access • Protection works notice • Excavations adjoining existing buildings • Securing materials • Truck cleansing • Hoardings maintenance 	<ul style="list-style-type: none"> • Obtain all necessary permits to occupy and use the space on the footpath from Council (for local roads) and VicRoads (for arterial roads). • Detail public protection measures, i.e. barriers, placement of skip bins, impacts of mobile lifting equipment to public areas, traffic management, tradesperson/contractor parking. 	<p><i>Refer to page 10-11 of Council's Construction Management Plan Guidelines for more details on measures to be implemented, including permit requirements</i></p>

 **Attach any additional documents as Appendix 1**

I have read the Explanatory Guideline for Public Safety, Amenity and Site Security. I am aware of the legal and Council requirements, including obtaining relevant permits, and my responsibilities and obligations to these requirements.

Signed Dated

Element A2: Operating Hours, Noise and Vibration Controls

Objective:

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

Requirements	Measures to be Implemented	Further Information
<p>2.1 Residential operating hours</p> <p><i>Matters to consider include:</i></p> <ul style="list-style-type: none"> • Nature, location and extent of work • Emergency nature of work • Deliveries 	<p><i>The Residential Noise Regulations prohibit the use the of tools during the following times:</i></p> <ul style="list-style-type: none"> • Monday to Friday before 7.00am and after 8.00pm • Weekends and public holidays before 9.00am and after 8.00pm. <p><i>A request to vary these hours must be made to Council's Statutory Planning Department at least 10 days prior to the proposed works being carried out.</i></p> <p><i>Deliveries of construction materials and heavy vehicle movements to be undertaken during normal construction hours</i></p>	<p><i>Refer to pages 12 of Council's Construction Management Plan Guidelines for more details on measures to be implemented, including permit requirements</i></p>
<p>2.2 Large Scale Residential operating hours</p>	<p><i>The EPA regulations can exempt some types of large scale residential premises under construction from application of the items and times under the Residential Noise Regulations.</i></p>	<p><i>Refer to pages 12-13 of Council's Construction Management Plan Guidelines for more details on measures to be implemented, including permit requirements</i></p>

Requirements	Measures to be Implemented	Further Information
<p>2.3 Commercial operating hours</p>	<p><i>Commercial construction sites are controlled through Manningham's Community Local Law 2013. Without a permit, non-residential building work must not be carried out on a public holiday; between 5.00pm on Friday and 8.00am the next day; between 5.00pm on Saturday and 7.00am the following Monday; and between 6.30pm on any Monday, Tuesday, Wednesday or Thursday and 7am the next day.</i></p>	<p><i>Refer to page 12-13 of Council's Construction Management Plan Guidelines for more details on measures to be implemented, including permit requirements</i></p>
<p>2.4 Noise and vibration</p> <p><i>Matters to consider include:</i></p> <ul style="list-style-type: none"> • <i>Noise and vibration reduction and mitigation measures</i> • <i>Noise associated with machinery, equipment, vehicular movement, voices, workers and radios etc.</i> • <i>Duration of noise</i> • <i>Prevention of damage to adjacent infrastructure</i> 	<p><i>Detail noise and vibration control measures to be implemented on site, i.e. silencers on pneumatic tools; mobile air compressors; grinding equipment and pavement breaker noise ratings; mechanical plant silencing using current technology.</i></p> <p><i>Vehicular movements to be limited to normal working hours.</i></p>	<p><i>Refer to page 12 of Council's Construction Management Plan Guidelines for more details on measures to be implemented, including permit requirements</i></p>

 **Attach any additional documents as Appendix 2**

I have read the Explanatory Guideline for Operating Hours, Noise and Vibration Controls. I am aware of the legal and Council requirements, including obtaining relevant permits, and my responsibilities and obligations to these requirements.

Signed Dated

Element A3: Air Quality and Dust Management

Objective:

- To ensure that air quality (airborne dust and pollutants) in and around the construction site is maintained at acceptable levels throughout the construction period.

Requirements	Measures to be Implemented	Further Information
<p>3.1 Air Quality</p> <p><i>Matters to consider include:</i></p> <ul style="list-style-type: none"> Provisions for plant equipment powered by internal combustion engines, discharge of smoke fumes, proximity of air intake vents Maintenance and service of equipment 	<p><i>Plant and machinery to be regularly serviced and maintained. All vehicles, plant and machinery to be fitted with appropriate emission control equipment.</i></p>	<p><i>Refer to page 14 of Council's Construction Management Plan Guidelines for more details on measures to be implemented, including permit requirements</i></p>
<p>3.2 Dust Management</p> <p><i>Matters to consider include:</i></p> <ul style="list-style-type: none"> Vehicular movements from trucks and vehicles Requirements for materials cut in-situ Equipment causing excessive dust, stockpiles, loose material, perimeter fencing Dust suppression techniques. 	<ul style="list-style-type: none"> <i>Outline dust suppression techniques/equipment, including temporary hoarding contained within the site to be covered with shade cloth; site to be watered down after prolonged dry days or on windy days; concrete or brick cutting on site to be watered down or vacuuming.</i> <i>Rumble grids to be used control mud and dust and loose material on roads and footpaths to be cleaned regularly.</i> 	<p><i>Refer to page 14 of Council's Construction Management Plan Guidelines for more details on measures to be implemented, including permit requirements</i></p> <p><i>Refer also to the Environmental Protection Authority's Environmental Guidelines for Major Construction Sites and other relevant documentation</i></p>

 **Attach any additional documents as Appendix 3**

I have read the Explanatory Guideline for Air Quality and Dust Management. I am aware of the legal and Council requirements, including obtaining relevant permits, and my responsibilities and obligations to these requirements.

Signed Dated

Element A4: Stormwater, Sediment Control and Tree Protection

Objective:

- To prevent contamination of, or damage to, stormwater drains and waterways
- To ensure building site sediment is retained onsite during construction work.
- To ensure existing vegetation and trees are managed in accordance with Council's policies and guidelines.

Requirements	Measures to be Implemented	Further Information
<p>4.1 Stormwater and sediment runoff along roads, drains and footpaths</p> <p><i>Matters to consider include:</i></p> <ul style="list-style-type: none"> • Prevention of stormwater run-off from entering adjoining properties, sewerage system, from cleaning of equipment/trucks, mud on road, uncontrolled run-off of sediment, treatment of water prior to discharge, management of contaminated/polluted water and water collected at bottom of sites • Water saving measures 	<p><i>Consider preparation of a stormwater plan detailing management of site water retention; drainage measure; prevention of stormwater entering adjoining properties or the sewerage system; capture and filtering of stormwater; wash down areas; excavation site pumping of water and disposal of liquid waste material.</i></p>	<p><i>Refer to pages 15-16 of Council's Construction Management Plan Guidelines for more details on measures to be implemented, including permit requirements</i></p>
<p>4.2 Vegetation retention and tree protection</p> <p><i>Matters to consider include:</i></p> <ul style="list-style-type: none"> • Specific planning permit conditions relating to the retention and protection of trees and vegetation onsite 	<p><i>A Tree Management Plan may be required where there are specific planning permit requirements. The Tree Management Plan should be attached as an Appendix to this CMP and should incorporate proposed actions in relation to environmental protection.</i></p>	<p><i>Refer to page 16 of Council's Construction Management Plan Guidelines for more details on measures to be implemented, including permit requirements</i></p>

Attach any additional documents as Appendix 4



I have read the Explanatory Guideline for Stormwater, Sediment Control and Tree Protection. I am aware of the legal and Council requirements, including obtaining relevant permits, and my responsibilities and obligations to these requirements.

SignedDated

Element A5: Waste Minimisation and Litter Prevention

Objective:

- To maximise the reuse and/or recycling of construction materials
- To ensure that waste material is collected and stored appropriately onsite.

Requirements	Measures to be Implemented	Further Information
<p>5.1 Waste Minimisation and Materials Reuse management</p> <p><i>Matters to consider include:</i></p> <ul style="list-style-type: none"> • Minimising waste (purchasing, avoidance, reuse) • Maximising recycling of construction materials • Separation of recyclable materials onsite 	<p><i>A Waste Management Plan is required which details actions to be taken to minimise waste onsite, collection procedures, recycling of construction materials, procedures for removal of hazardous materials and purchasing initiatives.</i></p>	<p><i>Refer to page 17 of Council's Construction Management Plan Guidelines for more details on measures to be implemented, including permit requirements</i></p>
<p>5.2 Waste Collection and Litter Management</p> <p><i>Matters to consider include:</i></p> <ul style="list-style-type: none"> • Provisions for daily collection rubbish • Obtaining a permit for skip bins and/or containers • Waste collection hours and access • Mitigation controls for prevention of onsite and offsite building waste 	<p><i>Under Manningham's Community Local Law 2013, a permit must be obtained before a skip or large waste bin is placed on a road or on any Council owned or managed land. Placing a skip on Council land, including a road reserve, requires approval from Council's Local Law Department.</i></p>	<p><i>Refer to page 17 of Council's Construction Management Plan Guidelines for more details on measures to be implemented, including permit requirements</i></p>

Requirements	Measures to be Implemented	Further Information
<p>5.3 Removal of hazardous or dangerous materials from the site (as applicable)</p> <p><i>Matters to consider include:</i></p> <p><i>Procedures for the removal of hazardous or dangerous materials (i.e. asbestos, contaminated soil)</i></p>	<p><i>Removal of hazardous or dangerous materials must be in accordance with State and Federal legislation, including WorkSafe requirements.</i></p>	<p><i>Refer to page 17 of Council's Construction Management Plan Guidelines for more details on measures to be implemented, including permit requirements</i></p>

 *Attach any additional documents as Appendix 5*

I have read the Explanatory Information for Waste Minimisation and Litter Prevention. I am aware of the legal and Council requirements, including obtaining relevant permits, and my responsibilities and obligations to these requirements.

Signed

Dated

Element A6: Traffic and Parking Management

Objective:

- To minimise disruption to traffic (vehicles, pedestrians and cyclists) caused by construction activities
- To ensure the safety of workers, contractors, pedestrians and road users in and around construction sites.

Requirements	Measures to be Implemented	Further Information
<p>6.1 Traffic Management</p> <p><i>Matters to consider include:</i></p> <ul style="list-style-type: none"> • Details of works that may affect pedestrian and cycling access and traffic flow on roads around the site • Location of cranes, hoardings, perimeter fencing, storage areas, hoisting zones and site sheds • Construction vehicle access and deliveries 	<p><i>A Traffic Management Plan (TMP) may be required where there are specific access issues that need to be addressed. The TMP should be attached as an Appendix to this CMP and should include details of:</i></p> <ul style="list-style-type: none"> • Location and timing of proposed works • Parking plan for employees and visitors • Pedestrian access arrangements and community consultation • Proposed traffic movements, access arrangements and speed zones. 	<p><i>Refer to pages 18-19 of Council's Construction Management Plan Guidelines for more details on measures to be implemented, including permit requirements</i></p>
<p>6.2 Parking Management</p> <p><i>Matters to consider include:</i></p> <ul style="list-style-type: none"> • Parking for construction contractors and visitors (off street and on street parking) • Compliance with on street parking restrictions • Provide a works program showing the duration, number of workers and vehicles on site at each stage of construction, and a plan of on-street parking proposed at each stage of the works 	<p><i>Provide a Parking Management Plan detailing the impacts of construction worker parking, particularly on residential streets and options to utilise basement parking or negotiating the use of private land for parking.</i></p>	<p><i>Refer to page 18-19 of Council's Construction Management Plan Guidelines for more details on measures to be implemented, including permit requirements</i></p>

Requirements	Measures to be Implemented	Further Information
<p>6.3 Road/lane closures, cranes and gantries located on Council land (as applicable)</p> <p><i>Matters to consider include:</i></p> <ul style="list-style-type: none"> • <i>Location and permit requirements for hoardings and overhead gantries</i> 	<ul style="list-style-type: none"> • <i>A Works Zone Permit is required from Council's Engineering Services Unit to occupy an area of road for loading or delivery of building materials.</i> • <i>A permit is required from Council's Health and Local Laws Unit to use mobile cranes or towers.</i> 	<p><i>Refer to pages 18-19 of Council's Construction Management Plan Guidelines for more details on measures to be implemented, including permit requirements</i></p>
<p>6.4 Movement of heavy vehicles to and from the construction site</p> <p><i>Matters to consider include:</i></p> <ul style="list-style-type: none"> • <i>TMP requirements for heavy vehicle movements and truck routes</i> 	<p><i>The National Heavy Vehicle Regulator (NHVR) is the national body that deals with the regulation of all vehicles over 4.5 tonnes gross vehicle mass. The NHVR also coordinates road access permits for heavy vehicles. New permits or renewal of an existing permit should be made directly (https://www.nhvr.gov.au/). Applications made to the NVHR must be approved by Council's Engineering and Technical Services Unit.</i></p>	<p><i>Refer to pages 19 of Council's Construction Management Plan Guidelines for more details on measures to be implemented, including permit requirements</i></p>

 **Attach any additional documents as Appendix 6**

I have read the Explanatory Guideline for Traffic and Parking Management. I am aware of the legal and Council requirements, including obtaining relevant permits, and my responsibilities and obligations to these requirements.

Signed Dated