The background of the cover is a photograph of a construction site at dusk or dawn. Two large tower cranes are visible against a blue sky with some light clouds. In the foreground, the silhouettes of two construction workers wearing hard hats are shown; one is holding a set of plans. The overall tone is professional and industrial.

Construction Management Guidelines

UPDATED OCTOBER 2016

community inspired leadership



City of
KINGSTON

Version 2.0: October 2016

Next update due: October 2018 (Version 3.0)

Project Details

Site location / address: _____

Development name: _____

Company name and address: _____

Demolition contractor (if applicable): _____

	NAME	PHONE	EMAIL
Company / Building Director			
Owner / Developer			
Project Manager (PM)			
Contract Administrator (CA)			
Site Manager (SM)			
After hours contact (for Council)			
After hours contact (for public)			

Construction Schedule

STAGE	START DATE	COMPLETION DATE	COMMENTS
Environmental management works (if applicable)			
Site preparation and hoarding installation (if applicable)			
Demolition Works (if applicable)			
Piling and excavation			
Below ground construction / basement			
Above ground construction			
Fit out works			
Completion			

A. Introduction

Purpose of Construction Management Guidelines

This Construction Management Plan Guideline provides advice to builders and developers on how to submit a Construction Management Plan (CMP) to the City of Kingston for demolition and building work.

These Guidelines provide the person responsible for completing the CMP with a series of checklists to ensure a comprehensive CMP is submitted for Council consideration.

What is a Construction Management Plan?

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

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

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

Elements of the Construction Management Plan

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

Element 1: Public safety, amenity and site security

Element 2: Traffic management

Element 3: Stakeholder management

Element 4: Operating hours, noise and vibration controls

Element 5: Air quality and dust management

Element 6: Stormwater and sediment control

Element 7: Waste and materials re-use

Council's powers

Council has the power to condition a planning permit for the submission of a CMP or pursuant other laws such as the Road Management Act where Council believes building, construction or demolition activities have a direct or significant potential impact on public safety and amenity.

The City of Kingston will proactively work with the builder to develop and deliver good construction practices throughout the duration of a project. In the event that Council considers that a builder has not complied or there are inconsistencies with the approved CMP Council may take appropriate actions to remedy.

Why are Construction Management Plans necessary?

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

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

- Demolition works resulting in a high risk to traffic, adjacent properties and pedestrians.
- Basement excavations where groundwater is likely to be intercepted.
- Where traffic management measures are required for a period of time Council may determine that a CMP should be provided due to the nature of the work or locality, or disruption to amenity. This may include defined 'Activity Centres' and areas of cultural and environmental sensitivity and amenity.
- The CMP allows for detailed construction information to be provided based on new material that was not available at the time of the planning approval.

Note:

The above is not exhaustive and Council reserves the right to intervene and require a CMP to be provided to satisfy its statutory obligation as the local authority.

When does a CMP need to be completed?

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

Step 1

In most cases, a planning permit is the first thing that is required from Council for proposed works. The permit should be reviewed to ascertain whether a CMP is required for approval before the works start. If required, as a condition of the planning permit, a CMP must be prepared prior to the commencement of works (including preliminary site work). See Figure 1 Steps for producing a CMP on page 7.

Step 2

When a builder has been appointed a site meeting should be coordinated with Council's Construction Liaison Coordinator to discuss the site's risk and outline of the Guidelines.

Step 3

Construction related Permits also need to be sought from Council for various construction related activities. See *Section C Construction Permits on page 10 for further details*.

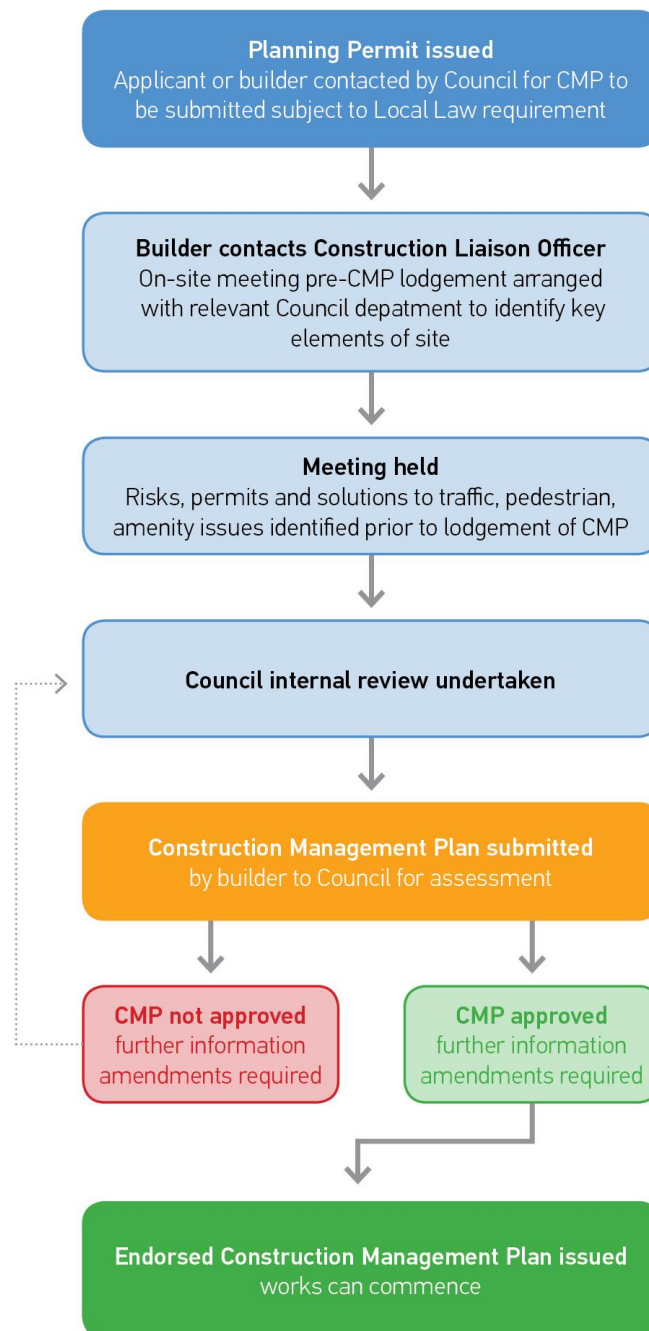
Step 4

Before construction (which often includes demolition) can start, a building permit must be also obtained for proposed works by a qualified and registered Building Surveyor.

Step 5

Relevant Authority requirements for Occupational Health and Safety need to be met prior to the commencement of works.

Figure 1 Steps for producing a Construction Management Plan



B. How should the Guidelines be used?

Step 1

Check the planning permit to determine whether it has a condition requiring a CMP to be prepared. Make a note of whether specific requirements need to be addressed. Assess the impact of construction phases and methodology against elements described in the Guidelines as to the level of management control required.

Step 2

Check with the Construction Liaison Officer at the City of Kingston to determine whether a CMP needs to be prepared under the Community Local Law requirements.

Step 3

Prepare the CMP using these Guidelines and address the following mandatory elements:

Element 1: Public safety, amenity and site security ([see page 12 for more information](#))

Element 2: Traffic management ([see page 21 for more information](#))

Element 3: Stakeholder engagement ([see page 25 for more information](#))

Element 4: Operating hours, noise and vibration controls ([see page 30 for more information](#))

Element 5: Air quality and dust management ([see page 33 for more information](#))

Element 6: Stormwater and sediment control ([see page 36 for more information](#))

Element 7: Waste and materials re-use management ([see page 40 for more information](#))

Note:

Depending on the impacts of construction, some of the above elements will require greater detail in relation to management controls than others. This will be determined with Council in line with Step 1.

Step 4

Submit the CMP to the City of Kingston's City Development Department for review and endorsement prior to the commencement of works.

Step 5

CMP approval issued by Council.

If circumstances change, Council's Construction Liaison Officer is to be contacted and a formal request to amend the CMP is to be lodged with the City of Kingston's Construction Liaison Officer.

What consultation does the applicant need to undertake?

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

Developers are also required to undertake additional consultation before and during the construction period to keep local residents and stakeholders informed of the type and nature of works and their potential impact on the local area.

Successful methods have included production and distribution of project updates and newsletters, community forums and site tours. This additional consultation ensures stakeholders are kept informed of upcoming activities and the impact this will have on the local amenity and gives the community a sense of ownership of the project. Typically, projects with informed and satisfied communities run smoother.

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

Does the CMP process cover Occupational Health and Safety procedures?

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

Where can I get further information about the CMP process?

More information about the CMP process can be obtained from kingston.vic.gov.au/Property-Development/Construction or by contacting the Construction Liaison Officer on 1300 653 356.

C. Construction Permits

A fee is applicable for the following permits.

See City of Kingston's Construction Permit Application Checklist for more details.

- **Application for Road Occupation & Works Permit (ROW)**

Responsible Council Department: Traffic & Transport – *Assessment Timing 10 business days*

This comprehensive permit covers the occupation of any type of Council land (ie road, footpath, park, naturestrip, laneway) for various construction activities such as cranes, work zone, loading zone, gantry, hoarding, shipping containers, site sheds, toilets, etc and needs to be obtained before construction commencement (and demolition if applicable). Traffic Management Plans need to be submitted as part of this application. This permit is also used when road closures are required. If scaffolding / gantry / hoarding are required then an Application for Hoarding & Public Protection is also required to be taken out so that the structures can be assessed for structural integrity and safety in accordance with the Building Regulations 2006 (Regulation 604 (4) Report and Consent by Council's City Development Department.

- **Application for Hoarding & Public Protection**

Responsible Council Department: City Development – *Assessment Timing: 10 business days*

This permit is obtained through Council's City Development Department and is applicable for developments that require gantries and hoardings for construction workers and public protection. Council's City Development Department checks the structural integrity of any proposed temporary structures present during the construction process.

- **Asset Protection Permit (APP)**

Responsible Council Department: Infrastructure – *Assessment Timing: 10 business days*

To be obtained prior to construction commencement. The intention of this permit is to ensure personal safety and appropriate protection of Council infrastructure assets is maintained throughout the building works & associated activities. The permit fee also includes appropriate inspection/s by the relevant Council Officer.

A security deposit may be required.

- **Road Opening / Footpath Opening / Vehicle Crossing Permit**

Responsible Council Department: Infrastructure – *Assessment Timing: Instant, apply at Customer Service Counter, pre-pour inspection needs to be booked the day before*

The permit for any of the above activities may be required at any time during the construction process when the road needs to be opened for service connections or other related works. This permit needs to be applied for in person at the Customer Service Counter on the ground level of the City of Kingston Offices. The permit fee also includes appropriate inspection/s by the relevant Council Officer.

Levels and position of vehicle crossing/s must be in accordance with the planning permit or as advised by Council prior to construction. For works on arterial roads, a permit from VicRoads will also be required.

- **Application for a Temporary Discharge Permit (TDP)**

Responsible Council Department: Infrastructure – *Assessment Timing: 10 business days*

This permit allows for discharge of surface runoff to connect to a nominated location in Council's stormwater system during construction works. Please note Council may decide not to approve a temporary discharge should the proposal be deemed to cause detrimental impact or pollution of Council's stormwater drainage network.

Please note the disposal of groundwater is not accepted in Council's stormwater system but may be considered in a TDP application under separate consent.

- **Stormwater Legal Point of Discharge (LPD)**

Responsible Council Department: City Development – *Assessment Timing: 10 business days*

This permit allows connection to a nominated location in Council's stormwater system at the completion of the construction works.

- **Permit for over-sized, over mass and special purpose vehicles (OSOMSPV) to use local roads**

Responsible Authority: National Heavy Vehicle Regulator (NHVR)

Please have the operator refer to the NHVR for a permit for local roads for all OSOMSP vehicles including mobile cranes, low-loaders and concrete pumpers. The NHVR will refer the application to Council for approval. Permits may be restricted by the time of operation and/or the size of the vehicle allowed. The operator is responsible for damage to local roads and overhead utilities.

Important Note: *Please note that assessment timings may vary and depend on the quality and relevance of the information submitted and some permits may take longer if incomplete information is submitted.*

Important note:

Please note that assessment timings may vary and depend on the quality and relevance of the information submitted and some permits may take longer if incomplete information is submitted

Element One:

Public safety, amenity and site security

1.1. OBJECTIVES

To ensure the general public is adequately protected from activities occurring on building sites. Builders are required to demonstrate the strategies on how they will manage the following:

- Safe and secure site.
- Demand for occupation of the street and protection of Council assets is well managed.
- The building site is kept neat and tidy to maintain public safety and local amenity.
- Consultation with relevant stakeholders in the area as to what impact if any the proposed works will have.

1.2. WHEN MUST THIS CMP ELEMENT BE ADDRESSED?

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

1.3. WHAT PERMITS / APPROVALS MAY BE APPLICABLE?

- i. Planning Permit for the development and use of the site.
- ii. Building Permit for the construction work (which may reference site safety provisions or specific CMP requirements).
- iii. Permit for a vehicular crossing (permanent or temporary).
- iv. Permit to erect a gantry, overhead protection, hoarding (where it occupies Council space outside of an allotment whilst construction work is undertaken).
- v. Permit for a road / footpath opening.
- vi. Permit for any works within a road reserve (see Road Occupation & Works).
- vii. Permit for legal point(s) of discharge (temporary and permanent) and approval for modifications to street lighting.
- viii. Asset Protection Permit (APP).

1.4. WHICH COUNCIL DEPARTMENT WILL ISSUE THE PERMITS?

See Section C Construction Permits on page 10 for further details

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

1.5. MATTERS FOR CONSIDERATION – PUBLIC SAFETY

- i. The site should be secured by a fence, hoarding or other suitable barrier constructed in accordance with AS 4687-2007 Temporary Fences and Hoarding.
- ii. Ensure hoardings, perimeter fencing or other site barrier systems do not allow climbing or unauthorised entry.
- iii. Before and during building work, all excavations must be fenced so they do not pose a danger to life or property to the satisfaction of the relevant building surveyor.
- iv. Hoardings, barriers and other perimeter fencing must be suitably lined to limit public viewing to designated viewing areas. This will ensure pedestrian flow is not impeded and adequate site-public interaction is accommodated. Refer to the AS 4687-2007 Temporary Fences and Hoarding.

1.6. MATTERS FOR CONSIDERATION – SIGNAGE / SECURITY

- i. Ensure adequate lighting, safety signage and traffic controls are provided in accordance with AS 1742 Series Manual of Uniform Traffic Control Devices and/or Council requirements.
- ii. Any temporary or permanent changes to street lighting shall first be approved by Council's Infrastructure Department. Changes shall be at the applicant's cost. Once approved, the applicant is to arrange with the relevant Authority. Temporary lighting shall provide an even lighting level and must match or better existing lighting levels.
- iii. For refurbishments, renovations and additions, occupants of existing buildings must be prevented from accessing the building site through adequate security measures to the satisfaction of the relevant building surveyor.
- iv. Security measures must be in place at all times when the site is not in operation. This may include: perimeter barriers, locks, surveillance systems, security lighting and motion detectors. Where a building site cannot be fully secured, consideration must be given to the use of a security service to prevent unauthorised access.
- v. Security measures must be provided to prevent construction work or protective measures from facilitating unauthorised access to an adjoining building(s) and to safeguard site materials and equipment.
- vi. Signage specifying any security measures and key contact details shall be erected on the perimeter of the building site (i.e. attached to the building, fence or hoarding). A 24 hour contact name and phone number must be provided.
- vii. A sign is permitted with an advertisement area not exceeding two square metres concerning construction work on the land (Clause 52.05.4 of the Kingston Planning Scheme). Only one sign may be displayed. It must not be an animated or an internally-illuminated sign and it must be removed when the work is completed. However, a planning permit is required for such a sign in a Heritage Overlay area.
- viii. Any sign, road markings, street furniture, parking meters, etc., affected by the works shall be relocated or protected and/or kept in good repair. When installing hoardings, attention shall be paid to the effects that such items may have on pedestrian travel paths at intersections. This may mean installing temporary pedestrian ramps, tactiles, etc.

1.7. MATTERS FOR CONSIDERATION – OCCUPATION OF PUBLIC DOMAIN

- i. Any damage to the footpath, road, kerb and channel, stormwater drains and street furniture that results from excavation, demolition and building work is the responsibility of the builder or developer. Any impact which may impact on pedestrians, cyclists and motorists' safety shall be repaired immediately.
- ii. Bicycle paths must be maintained where existing bicycle access is provided adjacent to a construction site.
- iii. Developers and builders must ensure there are no tripping hazards from the hoarding or perimeter fencing on nearby footpaths. Electrical, plumbing and other services extending over footpaths must be covered over, and pedestrian and disability access facilitated by a ramp. Ramps must have a non-slip surface, a handrail, and a minimum gradient of 1:14 unless the existing topography of the street or road requires some variation to this ratio.
- iv. Determine whether the street or footpath or part thereof needs to be occupied by builders, above or below the public domain. The general public must be protected from construction activities including vehicle loading and off-loading within the public domain.
- v. Precautions must be fully specified and include the following measures:
 - a. The use of spotters and traffic controllers.
 - b. Restriction on the hours of operation of these activities (non-peak hours).
 - c. Restriction on the type of work being carried out (welding, etc.).
 - d. Machinery to be used.
 - e. Security mesh or barriers to separate the public from the work area.
- vi. When using skips or rubbish bins, take the following steps to prevent disruption to public areas:
 - a. Place skips or rubbish bins away from public thoroughfares, pedestrian and bicycle access areas.
 - b. Specify times and methods for loading and unloading of bins or skips.
 - c. Indicate location and height of chutes (if proposed).
 - d. Protect pavements and streets and conduct dilapidation surveys before and after works have taken place.
- vii. When using cranes or mobile lifting equipment, take the following steps to prevent disruption to public areas:
 - a. Ensure equipment does not restrict public thoroughfares and pedestrian access or, where restricted access is unavoidable, use gantries or other overhead protection.
 - b. Determine lifting zones for medium to long term use of the equipment.

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- c. Protect pavements and streets and conduct dilapidation surveys before and after works have taken place.
 - d. Implement procedures and lifting techniques to ensure safety on adjoining streets and footpaths.
 - e. Use traffic management controls and signage.
 - f. Unless otherwise permitted, an obstruction must not protrude from premises causing it to interfere with pedestrians or traffic in a public place.
 - g. Unless otherwise permitted, all construction materials must be stored onsite and not in the street or public space.
 - h. When a crossover is required for vehicular access to the site, consider:
 - i. The type and size of trucks entering the site.
 - j. The loading and potential for damage to the existing crossover and footpath.
 - k. The nature of protection of crossover and pavements.
 - l. The need for a dilapidation survey of the footpath before and after works have taken place.
 - viii. In the case of potential damage to assets in the public domain, a financial deposit for an amount determined by Council must be lodged in conjunction with the necessary local law permit application, along with a requirement to reinstate damaged assets at the completion of works.
 - ix. In the event that works may disrupt parks and gardens managed by the City of Kingston consultation and approvals including park protection measures, ongoing maintenance requirements and reinstatement methods will be required from Council's Parks and Recreation department to ensure there is no damage to flora, fauna and services. Grass verges and medians are also to be protected.
 - x. All necessary permits must be obtained from the City of Kingston's Property Services department to occupy and use Council land other than footpaths / road reserves. To occupy the footpath / naturestrip / road pavement you must obtain a Road Occupation & Works Permit (ROW).
 - xi. Adequate barriers must be installed to prevent the public from accessing the construction area. Any occupation or activity presenting a hazard to the public must be provided with suitable barriers in accordance with the AS 4687-2007 Temporary Fences and Hoarding.
 - xii. Pedestrian access areas must have a minimum width of 1.2m clear on the footpaths (1.5m preferable). Where possible, two way passing bays 1.8m wide should be provided at no more than 20m intervals.
 - xiii. Pedestrian area must allow for safe travel of wheel chair, mobility scooters, prams etc. without obstruction.

1.8. MATTERS FOR CONSIDERATION - EXCAVATIONS

Excavations adjacent to or in close proximity to a road or pathway must be designed to support the road or pathway in accordance with the AS 4687-2007 Temporary Fences and Hoarding:

- i. The location and extent of excavations on a site must be specified and the means of containing sediment, especially in wet weather, must be detailed. The area of land to be cleared must also be minimised and stripping and excavating the site should be avoided until building is about to start. Ensure consent and a report is obtained from Council and/or other relevant authorities under the Building Regulations for excavations and shoring, where excavations occur within 4m of a road or other public infrastructure or within a 45 degree angle (due to the sandy soils in City of Kingston). Protection work notices may apply in accordance with the Building Regulations.
- ii. Excavations adjacent to existing adjoining buildings must comply with the requirements of the Building Regulations to the satisfaction of the relevant building surveyor.
- iii. 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).
- iv. Trucks leaving the site must be adequately cleaned to ensure soil, mud and other site debris is prevented from spilling onto adjoining roads, drains and footpaths. Roads and footpaths should be cleaned on a regular basis with consideration to water efficiency.
- v. Hoardings must be designed to reduce the likelihood of unauthorised bill postings and graffiti through the use of wire mesh guards and warning notices.

Refer Element Two – Traffic Management for further requirements for traffic and pedestrian management during this stage of construction.

1.9. GENERAL MANAGEMENT

- i. A person must not commence building works unless in accordance with a permit and 48 hours written notice is given to Council of their intention to do so.
- ii. Trees must be protected where they are near the proposed demolition, excavation and construction works in accordance with the Australian Standard and conditions of permits.
- iii. Refer to the City of Kingston Tree Removal Fact Sheet.
- iv. 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, appropriate dust mitigation measures introduced and fully fenced with a solid hoarding. The owner is responsible for the site after it has been vacated by the demolisher, principal builder or contractor.
- v. Pedestrian signs must not be damaged, defaced, removed or altered in anyway. New pedestrian signs must not be installed without Council approval.
- vi. Any precautions for public protection within the street/public domain must comply with the Building Regulations, local law and WorkSafe requirements.

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- vii. Graffiti and other posters or stickers on hoardings and fencing must be removed on at least a weekly basis, or immediately if it is offensive in nature.
 - viii. All dangerous chemicals need to be properly stored in secure areas located away from emergency exits, safety measures or stormwater pits. Required quantities of chemicals need to be nominated and procedures put in place for the location of storage facilities, secure access and spillage procedures. Refer to AS 1940-1993 Storage and Handling of Flammable and Combustible Liquids. Signage for dangerous goods must be in accordance with AS1216 – 1995 Class Labels. For Dangerous Goods Hazardous materials must be stored in a manner approved by WorkSafe Victoria.

1.10. APPLICABLE LEGISLATIVE REFERENCES, LOCAL LAWS, ETC:

- Kingston Planning Scheme
- Building Act 1993
- Planning and Environment Act 1987
- City of Kingston Community Local Law – Part 5 Business & Builders - Builders
- Occupational Health and Safety Act 2004

1.11. TRAFFIC ENGINEERS MONITOR

- i. A Guidelines TG 302/92 June 1992.

1.12. APPLICABLE FACT SHEETS

- i. Road and footpath closures in the City of Kingston.

Checklist

Element One: Public Safety, Amenity & Site Security

- Safe and secure site.
- Demand for occupation of the street and protection of Council assets is well managed.
- The building site is kept neat and tidy to maintain public safety and local amenity.
- Consultation with relevant stakeholders in the area as to what impact if any the proposed works will have.

		Yes	No	N/A	Details
PERMITS & APPROVALS					
1	Is a Planning Permit required for the works? If so give details of the permit and Planner.				Permit No Council Planner
2	Is a Building Permit required for the works? If so give details of the permit and Building Surveyor.				Permit No Building Surveyor
3	Is a permit required to erect a gantry, overhead protective awning over the road or footpath? If yes provide details.				Permit No Details
4	Are there different types of overhead protection required for different stages of the project? If yes, please provide details.				
5	Is the site on a main road? If so has VicRoads approval been obtained and approval included?				Vic Roads Ref No
6	Is Demolition required for these works? If so please give details.				Permit No Building Surveyor Demolition Contractor
7	Will you need to occupy any footpath, naturestrip or any other Council land other than included in any Hoarding Permit for construction purposes? If so please provide details.				
PUBLIC SAFETY & SIGNAGE					
8	Will pedestrian flow be maintained on adjacent footpaths? Refer to AS 4687-2007 Temporary Fences and Hoarding.				
9	Are lighting, safety signage and traffic controls provided in accordance with AS 1742 Series Manual of Uniform Traffic Control Devices and/or Council Requirements?				
10	Are any temporary or permanent changes to street lighting required? If so has Council approval been granted? Please provide details.				

		Yes	No	N/A	Details
OCCUPATION OF PUBLIC DOMAIN					
11	Does the Builder agree to repair any damage to the footpath, road, kerb & channel, stormwater drains and street furniture that results from any construction activities?				
12	Has an Asset Protection Permit (APP) been obtained for the development? Has the appropriate security bond been paid?				Permit No
13	Has a dilapidation survey of the surrounding footpath/roadway been undertaken? If so has a copy been submitted to Council?				
14	Does the street or footpath need to be occupied by Builders? If so advise how the public will be protected from construction activities including vehicle loading and unloading in the public domain.				
15	If the street or footpath needs to be occupied for construction activities has a permit with Council's Property Services Department been obtained?				
16	Will a crane be used for the development? Has a plan showing the crane location been provided?				
17	Will the pedestrian area allow for safe travel of wheel chair, mobility scooters, prams etc without obstruction?				
EXCAVATIONS					
18	Have excavations adjacent to or in close proximity to a road or pathway been designed to support the road or pathway in accordance with AS 4687-2007 Temporary Fences and Hoarding.				
19	How are trucks leaving the site going to be managed so that soil, mud and other site debris is prevented from leaving the site?				Please detail specific preventative measures to be utilised (e.g. rumble grids, wheel washes, crushed rock / gravel, street sweeping etc.).

		Yes	No	N/A	Details
GENERAL MANAGEMENT					
20	Are there private trees or naturestrip trees that need to be protected where they are near the demolition and/or construction activities?				
21	Do precautions for public protection within the street/public domain comply with the Building Regulations, local law and Work Safe Requirements?				
22	Do you agree to remove graffiti, posters or stickers on hoardings and fencing on a weekly basis or immediately if they are offensive in nature?				
23	Are any dangerous chemicals being stored on site? Appropriate signage must be in accordance with AS 1216-1995 Class Labels for dangerous goods.				

Element Two

Traffic Management

2.1 OBJECTIVES

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

2.2 WHEN MUST THIS CMP ELEMENT BE ADDRESSED?

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

2.3 WHAT PERMITS MAY BE APPLICABLE?

- i. Traffic Management Plan (see Road Occupation & Works Permit).
- ii. Permit for a vehicle crossing.
- iii. Permit to occupy space on road or footpath (see Road Occupation & Works Permit).
- iv. Permit for a road / footpath opening.
- v. Asset Protection Permit.
- vi. Note: private roads and lanes are not in Council's jurisdiction; however the consent of other parties with carriageway rights may be required (ie VicRoads).
- vii. VicRoads approval is required for VicRoads controlled roads.

2.4 WHICH COUNCIL DEPARTMENT WILL ISSUE THE PERMITS?

See Section C Construction Permits on page 10 for further details

Note: Traffic approval from VicRoads may need to be sought for roads under its control

2.5 MATTERS FOR CONSIDERATION

- i. Specify the extent to which works will affect pedestrian, cycling and vehicle access around the site and traffic on adjoining roads. This may include the location of cranes, hoardings, perimeter fencing, storage areas, hoisting zones, and management of construction vehicles to prevent queuing on roads. The Traffic Management Plan (TMP) should cover all vehicle, pedestrian and cyclist access around the site and all other roads where the impact of the construction work will be felt.

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- ii. TMP's are to be prepared by a suitably qualified Traffic Management company.
- iii. The TMP must acknowledge that designated arterial roads are managed by VicRoads. All works on these roads and footpaths require approval from VicRoads in accordance with the Road Management Act.
- iv. For building works adjacent to or requiring use of VicRoads, a Memorandum of Agreement (MOA) must be first sought from VicRoads prior to lodgement of Traffic Management Plans for approval by Council. The VicRoads MOA should cover:
- Road safety issues
 - Speed zones (including times)
 - Pedestrian access and crossings
 - Necessary special traffic control devices; eg signs
 - Methods for advising the general public of the impending changes (e.g. fixed signage, radio, newspaper, leaflet or community liaison meeting) and required timing
 - Provisions for special events such as increased traffic during holiday periods and sporting events.
- v. TMPs shall be based on site conditions determined by inspections. Day and night time inspections are required to gain an understanding of all traffic conditions on the site and in surrounding roads and public spaces if necessary. It may be appropriate to consult with Council's Traffic department regarding existing traffic volumes, and proposed works and TMP's can be produced after discussion.
- vi. For Traffic Management Plans for surrounding areas, if required, both photographic and video records should be taken.
- vii. In preparing a TMP the following details need to be specified:
- Location and extent of the proposed works
 - Staging and timing of the proposed works (including demolition)
 - Emergency arrangements
 - Public transport
 - Traffic movements. This may include the production of 'swept paths' for large / heavy machinery or vehicles to be utilised during construction.
- viii. Specify when persons will be required to coordinate traffic flow around the site and the surrounding roads and footpaths. Traffic controllers must have completed an accredited relevant VicRoads course.
- ix. The traffic management of the site needs to be managed throughout the activity period and periodic reports should be submitted to Council demonstrating the site is operating in accordance with the approved plan. Sites that do not provide periodic reports may be more frequently audited.
- x. TMP approval is valid for 3 months, if the works continue for longer than this then the TMP needs to be resubmitted for approval.

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

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

xii. Parking and traffic controls around building sites must be complied with. Adequate provisions need to be made for contractor/worker vehicles in a manner that minimises disruption to the precinct. Enforcement patrols will be increased where there is a noted increase in non-compliance of parking regulations.

xiii. Access to existing waste bins or skips by waste collection contractors will need to be maintained. Adequate provisions will need to be made for contractor vehicles in a manner that minimises disruption to the precinct. Where access for waste collection vehicles cannot be maintained, assistance may need to be provided by relocating bins and skips to an accessible area.

2.6 APPLICABLE LEGISLATIVE REFERENCE, LOCAL LAW, ETC.

- i. City of Kingston Community Local Law – Part 5 Business & Builders - Builders
- ii. AS 1742.3 2002 Traffic Control Measures for Works on Roads
- iii. Road Safety Act 1986 / Road Management Act 2004 / Road Safety Rules 2009
- iv. Worksite Safety Traffic Management Code of Practice, 2004
- v. Vic Roads Traffic Management No. 33 Worksite Traffic Management, Sign Spacing & Taper Lengths Guide, 2011
- vi. Vic Roads Factsheet; Pre-qualification for Worksite Traffic Management, 2012

2.7 APPLICABLE FACT SHEETS

Road and Footpath Closures in the City of Kingston

<http://www.kingston.vic.gov.au/Property-and-Development/Construction>

Shipping Container Requirements

<http://www.kingston.vic.gov.au/Property-and-Development/Construction>

Traffic Management Plan Requirements

<http://www.kingston.vic.gov.au/Property-and-Development/Construction>

Checklist

Element Two: Traffic Management

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

		Yes	No	N/A	Provide Details
1	Have you identified cranes, hoardings, storage areas, hoisting zones, site amenities/sheds, gantries, and other overhead protection?				
2	Is the site adjacent to a VicRoads main road? If so has VicRoads approval been obtained and included?				Vic Roads Permit No:
3	Will there be any changes required to the current speed limit? If so has VicRoads approval been obtained to change the speed zone?				Vic Roads Permit No:
4	Have TMP's been provided for the various truck types & construction activities accessing the site?				
5	Have you included a plan showing truck access routes from major roads and highways to site?				
6	Have swept path diagrams been provided for the largest truck sizes accessing the site?				Largest Truck Size:
7	Will any parking bans be required to be implemented due to truck turning movements?				Largest Truck Size:
8	Will accredited traffic controllers be provided to coordinate traffic flow around the site, surrounding roads and footpaths? If so provide details.				
9	Have you provided details / plan showing where contractors will be directed to park their vehicles that will cause least disruption to the local amenity? Have you provided a Contractor Parking Plan?				
10	Will the construction works impact on the regular waste collection activities? If so how will this be addressed?				

Element Three

Stakeholder Engagement

3.1 OBJECTIVES

Proactively engage and keep informed residents, businesses, traders and the broader community on construction impacts.

Provide timely information and notification to persons directly impacted by building activities and provide management of impacts to minimise disruption / inconvenience by detailing the method(s) of communication.

3.2 WHEN MUST THIS CMP ELEMENT BE ADDRESSED?

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

3.3 WHAT PERMITS/APPROVALS MAY BE APPLICABLE?

- i. Out of Hours Work request

3.4 WHICH COUNCIL DEPARTMENT WILL ISSUE THE PERMITS?

City Development

Note: Council's Economic Development Department may be consulted on stakeholder initiatives for the project prior to approval of a CMP.

3.5 MATTERS FOR CONSIDERATION

- i. Map and agree area of impact with Council for regular communications.
- ii. Immediate and impacted neighbouring properties are to be identified on a site map including type and nature of occupation of the land and stakeholder / interest groups. These may include the following:
 - Chambers of Commerce
 - Local Councillors
 - Utility companies
 - Residents
 - Traders
 -
 - Other building sites
 - Schools
 - Places of Worship
 - Community facilities
 - Public Authorities

- iii. The builder shall identify the management / communication actions that will be undertaken to address the following:
- Schedule of deliveries and closures of public thoroughfares that impact immediate stakeholders.
 - Details of emergency contact and specific management for enquiries to be displayed on site and detail within the CMP.
 - How changes of schedule will be managed and communicated to stakeholders.
 - Procedure of applying for Out of Hours Construction and approval from City of Kingston Council prior to the commencement of works.
 - Keeping of records on site at all times of complaints and management response.
 - Door knock businesses in 'impact zone' before construction starts to determine the operational requirements for each business.
 - Commitment and detailed planning of visiting businesses in the immediate area on a regular basis.
- i. The developer / builder will need to demonstrate that all relevant and impacted government and infrastructure authorities have been consulted on the proposed construction practices. (eg. VicRoads / Metro Trains / EPA).
- ii. Site induction is to include reference to stakeholder engagement and best practice as included in this guideline.

The builder will address Stakeholder Engagement specific for each site. The central principal should always be to provide open communication with key stakeholders and to actively communicate upfront. The table below should be used as a guide to ascertain the level of stakeholder engagement required for the nature of the development.

	STAKEHOLDER MEETING	COUNCIL MEETING (WITH COUNCIL OFFICERS & BUILDER)	ON-SITE INFORMATION BOARD	LETTER TO NEIGHBOURS	ON-SITE VARIABLE SIGN (7 DAYS PRIOR)	CENTRE WIDE COMMS (MANAGED BY COUNCIL)
BEFORE CONSTRUCTION / PROJECT INCEPTION	All		All	All		AC
BEGINNING OF EACH CONSTRUCTION STAGE			All	All	AC	AC
MAJOR CHANGES TO TRAFFIC CONDITIONS			All	All	All	AC
MONTHLY UPDATES		AC	All	All		AC

All – All sites **AC** – Activity Centre sites and identified significant sites

.....

Project inception – Before construction commences, the builder should communicate key project information to the identified stakeholders. The method of communication may include a stakeholder meeting, on-site information boards, letters to neighbours and centre-wide communication. Key stakeholders should be made aware of the key points of contact, project timeframes and site/traffic management as agreed in the CMP. Key stakeholders should be encouraged to contact the builder's nominated person to discuss and resolve site issues.

Stakeholder meeting – Before construction commences, the builder should arrange a suitable time to meet with the identified stakeholders. This meeting should be used to introduce the builder and key point of contacts, meet key stakeholders and to hear and address particular localised issues. The meeting should be held a number of weeks before construction is planned to commence.

Council meeting – Once construction/demolition has commenced for larger projects in Activity Centres, Council will arrange monthly meetings either on site or at Council Offices with the Builder and relevant Council departments in attendance to discuss progress and planned activities for the coming month. This meeting is also an ideal opportunity to discuss any stakeholder complaints, resolve any issues and review traffic management plans and any other content in the CMP.

On-site information board – The builder should install an on-site information board upon approval of the CMP. The board should outline key points of contact, construction program of each stage and stage site management plan.

Letter to neighbours – The builder should send letters to immediately affected neighbours at the nominated times. The letter should always provide a key contact to discuss further in person.

Beginning of each construction stage – The CMP will outline a management plan for each of the three construction stages: demolition, excavation, construction and fit out. Each of these stages has different activities and effects on the wider area. It is recommended that at the beginning of each of these stages, the new traffic conditions and changes to activities is communicated appropriately to the key stakeholders. It is recommended that in Activity Centres, a stakeholder meeting and on-site display board is used.

Major changes to traffic conditions – It is recommended that before any significant change in traffic conditions is made that the appropriate communication with key stakeholders is undertaken. Major changes to traffic conditions include road closures, footpath closures, major traffic events, and other activities as identified. In Activity Centres this will include an on-site display board at least 7 days prior and letters and emails sent.

On-site variable sign (7 days prior) - Major changes to traffic conditions affect a large range of road users beyond the immediate neighbours. To recognise this, any major changes to traffic conditions should be communicated through the use of an on-site variable display board to outline the upcoming traffic changes at least 7 days prior.

Monthly updates – Monthly updates should be provided to Council throughout the term of the project. The updates should outline the achievements made over the previous month and the key upcoming activities (that is of interest to stakeholders) of the upcoming month. In Activity Centres Council will distribute the monthly update through centre based communication platforms. The update should be one to two paragraphs long and is a chance to provide positive communication. The monthly updates will be made at the beginning of each month. The builder will send their update to Council a week before the beginning of each month.

Centre wide communication – Activity Centres consist of a high number of stakeholders and are likely to have a number of projects occurring at once. As such, in these centres, Council will manage centre wide communications through communicating with the Traders groups, setting up an email distribution list and updating the Council website.

3.6 APPLICABLE LEGISLATIVE REFERENCES, LOCAL LAWS, ETC:

- i. N/A

3.7 OTHER POLICIES AND GUIDELINES

- i. N/A

3.8 APPLICABLE FACT SHEETS

- i. Road and Footpath closures in the City of Kingston
<http://www.kingston.vic.gov.au/Property-and-Development/Construction>
- ii. Out of Hours Work Request
<http://www.kingston.vic.gov.au/Property-and-Development/Construction>

Checklist

Element Three: Stakeholder Engagement

Proactively engage and keep informed residents, businesses, traders and the broader community on construction impacts.

Provide timely information and notification to persons directly impacted by building activities and provide management of impacts to minimise disruption / inconvenience by detailing the method(s) of communication.

		Yes	No	N/A	Provide Details
1	Have you provided a map indicating properties that will be impacted by the works?				
2	Have you provided information outlining strategy for communicating construction works to neighbouring properties?				
3	Have you included a 'sample letter/s' that will be forwarded to neighbouring properties to advise of traffic management changes due to the construction works?				
4	Do you agree to provide emergency contact and specific management for enquiries on site display and detail in the CMP?				
5	Have other impacted Government & Infrastructure agencies been consulted on the proposed construction practices? (eg VicRoads/ Metro Rail / EPA)				
6	Do you agree to include reference to stakeholder engagement and best practice at your site induction as included in these Guidelines?				

Element Four

Operating Hours, Noise and Vibration Controls

4.1 OBJECTIVES

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

4.2 WHEN MUST THIS CMP ELEMENT BE ADDRESSED?

For building works planned out of Council prescribed hours.

For noisy works including, but not limited to, jack hammering, pile driving, rock breaking, demolition works over two storeys, or explosives.

4.3 WHAT PERMITS/APPROVALS MAY BE APPLICABLE?

- i. Building Permit for the construction and/or demolition work.
- ii. Relevant Planning Permit – conditions.
- iii. Out of Hours work request
- iv. Noise Management Plan for noisy works as outlined above.

4.4 WHICH COUNCIL DEPARTMENT OR OTHER AGENCIES WILL ISSUE THE PERMITS?

See Section C Construction Permits on page 10 for further details

- Building Permits can be issued by a registered practitioner in the category of Building Surveyor.
- Requests to vary permitted hours of operation must be submitted to Council 10 business days prior.

4.5 MATTERS FOR CONSIDERATION

- i. Building works are confined to hours under specific conditions within the Planning Permit or those specified under other Environmental Legislation.
- ii. Works are not permitted outside of these hours and on Christmas Day, Good Friday and Easter Monday unless an Out of Hours Permit has been approved. In some instances, approval to vary the prescribed hours will be granted based on the following considerations:
 - Nature, location and extent of work to limit potential nuisance
 - Location of the site in relation to 'sensitive' zones

-
- The urgency or emergency nature of the works
 - Safety requirements such as risk to the public/workers
 - Sequential/timing issues
 - Traffic management considerations
 - Noise reduction measures
 - Measures taken to address any potential complaints
 - Proven track record of the site
 - Requirements of other authorities (i.e. WorkSafe, VicRoads)
 - Public interest.

4.6 APPLICABLE LEGISLATIVE REFERENCES, LOCAL LAWS, ETC

- i. Building Act 1993
- ii. Planning and Environment Act 1987
- iii. Kingston Planning Scheme
- iv. Public Health and Wellbeing Act 2008
- v. Environment Protection Act 1970
- vi. Environment Protection (Residential Noise) Regulations 2008

4.7 OTHER POLICIES AND GUIDELINES

- i. EPA Victoria – Noise Control Guidelines TG 302/92 July 1992
- ii. EPA Noise Control Guidelines for Industry and Commerce (SEPP N1)

4.8 FACT SHEETS

- i. Out of Hours work request
- ii. Annoyed by Noise, EPA Victoria, October 2008

Checklist

Element Four: Operating Hours, Noise and Vibration Controls

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

		Yes	No	N/A	Provide Details
1	Have you included proposed working hours for the site in the CMP?				
2	Do you agree to abide by the EPA regulations for noise and construction working hours?				
3	Will any out of hours work be required during the construction? If so please provide further details.				
4	Will any excessive noise be emitted from any plant or construction activity on the site? If so, provide further details.				

Element Five

Air Quality & Dust Management

5.1 OBJECTIVES

That air quality (airborne dust and pollutants) in and around a construction site is managed and maintained at acceptable levels throughout the construction period to prevent unacceptable impact on the immediate and surrounding area.

5.2 WHEN MUST THIS CMP ELEMENT BE ADDRESSED?

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

On all sites where construction is exposed/open or not fully contained. Where there is concern about the material on-site such as fill or Acid Sulfate Soils.

For demolition or sites requiring bulk excavations or grading.

On all sites where stockpiling of soil is necessary.

5.3 WHAT PERMITS/APPROVALS MAY BE APPLICABLE?

Refer to Part 10. Construction Permits.

5.4 WHICH COUNCIL DEPARTMENT WILL ISSUE THE PERMITS?

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

5.5 MATTERS FOR CONSIDERATION

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

-
- v. Specify materials to be stored on site and their exposure to wind and the weather elements.
 - vi. Detail methods for preventing loose materials from becoming airborne.
 - vii. Perimeter fencing must be designed to minimise the impact of dust on the public and adjacent areas.
 - viii. 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.
 - ix. Exhausts and ductwork from equipment must be located away from air intakes, windows, enclosed areas and public areas.
 - x. 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, localized dust, suppression measures must be utilized.

5.6 APPLICABLE LEGISLATIVE REFERENCES, LOCAL LAWS, ETC:

- i. Environmental Protection Act 1970

5.7 OTHER POLICIES AND GUIDELINES

- i. Environmental Guidelines for Major Construction Sites, February 1996

5.8 FACT SHEETS

- i. N/A

Checklist

Element Five: Air Quality & Dust Management

That air quality (airborne dust and pollutants) in and around a construction site is managed and maintained at acceptable levels throughout the construction period to prevent unacceptable impact on the immediate and surrounding area.

		Yes	No	N/A	Provide Details
1	Have you specified any equipment type that may be used and may cause excessive dust and/or effect air quality? If so please provide further details on how this will be managed.				
2	Have you identified what measures will be taken to minimise excessive dust and air quality when the site is unattended?				
3	Is the perimeter fencing / hoarding designed to prevent dust affecting the public and surrounding areas? If so provide further details.				
4	Have you identified how trucks and other vehicles leaving the site will be managed so that airborne dust is minimised?				

Element Six

Stormwater and Sediment Control

6.1 OBJECTIVE

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

6.2 WHEN MUST THIS CMP ELEMENT BE ADDRESSED?

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

6.3 WHAT PERMITS/APPROVALS MAY BE APPLICABLE?

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

Note: This is not applicable to where de-watering of excavations / a void is to occur. Water quality standards are to be adhered to for all de-watering practices at all times.

6.4 WHICH COUNCIL DEPARTMENT OR OTHER AGENCIES WILL ISSUE THE PERMITS?

See Section C Construction Permits on page 10 for further details

Building Permits can be issued by a registered practitioner in the category of Building Surveyor. Approval for a legal point of discharge is provided through our City Development Department and approval for a Temporary Discharge Permit can be sought from our Infrastructure Department.

6.5 MATTERS FOR CONSIDERATION

A stormwater plan must be developed detailing the following:

- i. Site water retention will not cause structural damage to excavations or retaining walls.
- ii. Drainage of the site to the legal point of discharge throughout construction.
- iii. Prevention of stormwater entering adjoining properties or into the sewerage system.
- iv. Capture and filtering of stormwater in sediment control points before entering the legal point of discharge.
- v. Specify the location of site entries and traffic paths to, from and around the site. Ensure the site entry and traffic routes are stabilised with crushed rock, bitumen or similar. Install rumble grids or similar to collect mud from the wheels of trucks leaving the site. Rumble grids must be cleaned daily with consideration given to water saving measures including recycling. Water run-off from cleaning the grid must be filtered prior to entering the legal point of discharge.
- vi. Provide grated drains at stormwater exit points from the site to prevent uncontrolled run-off.
- vii. Natural rainwater run-off must be controlled to prevent sediment draining into the stormwater system. Upslope water must be diverted to prevent it from travelling through the site. Downpipes must be connected as soon as a roof is installed on the site. Identify natural falls of the site and provide sediment filters such as straw bale filters, gravel surface barriers, sandbags, pit baskets or geo-textile mesh screens at runoff points.
- viii. Straw bales/geo-textile mesh screens must be replaced on a regular basis so they remain effective.
- ix. Sediment traps or filters must be placed around any drain affected by construction works to prevent sediment entering the stormwater system. Sediment controls are often moved during construction works and should be checked daily to ensure they are put back in place properly.
- x. Specify the proposed storage locations for loose materials such as soil, sand and gravel and provide details of precautions to prevent displacement. Sediment barriers may be required for fine materials.
- xi. 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.
- xii. Pump out any water collected at the bottom of excavation sites. If the water contains only sediments, it can be filtered and pumped to stormwater. It must have less than 50mg/L total suspended solids. Polluted water must not enter the stormwater system and may be pumped to the sewer system with the appropriate approvals from the water authority. In some circumstances, a liquid waste company may be required to collect the contaminated water for disposal at a licensed treatment facility. Groundwater may not be accepted by Council into the storm water network and separate consent is required.

-
- xiii. Waste material, including liquid wastes such as paint, concrete slurries and chemicals, must not be discharged into a stormwater drain. Specify facilities to enable paint brushes, rollers and spray equipment to be cleaned without any discharge of by-product into the stormwater system.
 - xiv. Wherever possible, natural vegetation must be retained to absorb water flows and to minimise dust. Revegetation should occur as soon as possible after the completion of works.
 - xv. Activities on construction sites need to consider permanent water saving measures regulated in Victoria. All hoses must be in good condition and fitted with a trigger nozzle. A high pressure water cleaning unit is to be used for all washdown activities.
 - xvi. Agricultural drains, if required for the development, shall always be located within the property boundaries and drain into the property.

6.6 APPLICABLE LEGISLATIVE REFERENCE, LOCAL LAW, ETC.

- i. City of Kingston Community Local Law – Part 5 Business & Builders - Builders
- ii. Environmental Protection Act 1970
- iii. Building Act 1993

6.7 OTHER POLICIES AND GUIDELINES

- i. City of Kingston – Basement and Deep Building Construction Guidelines
<http://www.kingston.vic.gov.au/Local-Laws-Waste/Local-Laws/Stormwater-Guidelines>
- ii. EPA – Building Sites and Stormwater
<http://www.epa.vic.gov.au/business-and-industry/guidelines/water-guidance/building-sites-and-stormwater>
- iii. International Erosion Control Association - Best Practice Erosion and Sediment Control (BPESC)
<http://www.kingston.vic.gov.au/About-Us/Local-Laws-Health/Local-Laws>

6.8 FACT SHEETS

Building Site Stormwater Code of Practice

<http://www.kingston.vic.gov.au/Property-and-Development/Construction>

Building Site Management

<http://www.kingston.vic.gov.au/Property-and-Development/Construction>

Sediment Control

<http://www.kingston.vic.gov.au/Property-and-Development/Construction>

What is Stormwater?

<http://www.kingston.vic.gov.au/Property-and-Development/Construction>

Protecting Stormwater / Occupation of Naturestrip / Road Application for Permit

<http://www.kingston.vic.gov.au/Property-and-Development/Construction>

Keeping our Stormwater clean / Landscapers & Paving Guide

<http://www.kingston.vic.gov.au/Property-and-Development/Construction>

Checklist

Element Six: Stormwater and Sediment Control

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

		Yes	No	N/A	Provide Details
1	Waste materials and groundwater from de-watering the site may not discharge to the Council stormwater system. Do you have approval to discharge to a temporary legal point of discharge? If so please provide details?				
2	Do you agree not to discharge any ground water to the Council stormwater system?				
3	Have you obtained the legal point of discharge from Council? Is this included in the CMP?				
4	Has the internal stormwater drainage system been signed off by Council's Drainage Department?				
5	Will you provide sediment logs or filters on any nearby Council stormwater pit to ensure construction debris/runoff does not enter Council's stormwater system?				
6	Do you agree to obtain a road opening permit / stormwater tapping permit for any connection to Council's stormwater system?				
7	Will you have an on-site truck/vehicle/equipment wash down area? If so please provide further details including location.				

Element Seven

Waste & Materials Reuse Management

7.1 OBJECTIVE

Maximise the re-use and/or recycling of construction materials. Waste material to be collected and stored on-site until removed.

7.2 WHEN MUST THIS CMP ELEMENT BE ADDRESSED?

Applicable to building sites where waste and materials re-use is to occur.

7.3 WHAT PERMITS/APPROVALS MAY BE APPLICABLE?

Skip bin permit (If bin to be located in public footpath / road).

7.4 WHICH COUNCIL DEPARTMENT WILL ISSUE THE PERMITS?

Local Laws – Permit to place skip on footpath or road.

7.5 MATTERS FOR CONSIDERATION

Applicants must develop a resource recovery and waste management plan, detailing the following:

- i. Efforts to minimise waste on-site by avoiding over-estimation of purchasing requirements, minimising packaging materials, and buying environmentally approved and recycled content products.
- ii. Procedures for the collection and sorting of recyclable construction materials.
- iii. The type and quantity of materials that are to be re-used or recycled.
- iv. Provision of containers for recyclable materials including cardboard, glass, metal, plastic and green waste.
- v. The re-use of timber, glass and other materials.
- vi. The recycling of asphalt, metal, bricks, tiles, masonry, concrete, plasterboard, plastic, batteries, cardboard, carpet and other materials.
- vii. Provisions for collection of daily rubbish from workers.
- viii. Procedures for removal of waste (materials that cannot be reused or recycled) from the site.
- ix. Procedures for removal of hazardous or dangerous materials from the site.
- x. Buy environmentally approved and recycled content products.

- xi. Removal of hazardous or dangerous materials from the site must be in accordance with State and Federal legislation including WorkSafe requirements.
- xii. Waste collection shall only occur during permitted hours.
- xiii. For outside bins, self-closing lids must be installed to ensure waste does not become airborne.
- xiv. Litter and debris 'trapped' against site fencing must be regularly cleaned.
- xv. Burning off on-site is prohibited.

7.6 APPLICABLE LEGISLATIVE REFERENCE, LOCAL LAW, ETC.

- City of Kingston Community Local Law – Part 5 Business & Builders - Builders
- Environmental Protection Act 1970

7.7 OTHER POLICIES AND GUIDELINES

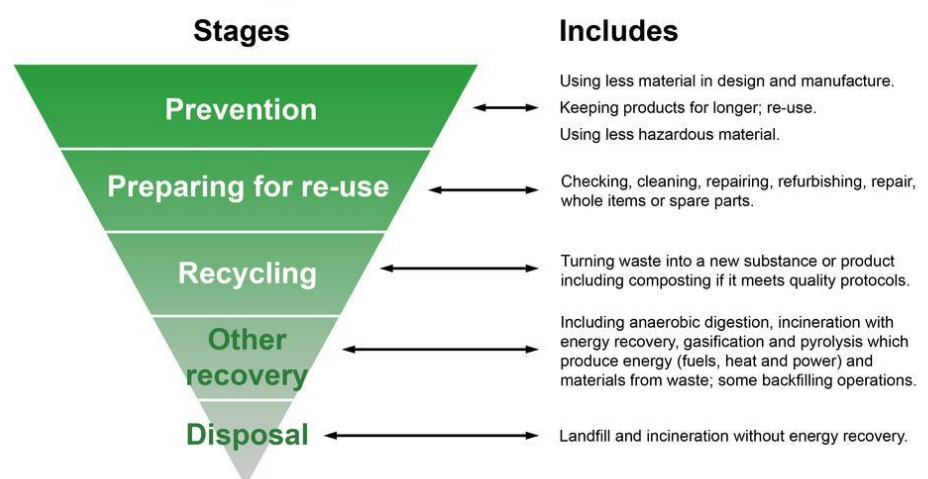
<http://www.mwrrg.vic.gov.au/local-government/resources-guides-and-templates>
<http://www.sustainability.vic.gov.au/publications-and-research/publications/publications-w-z>
<http://www.kingston.vic.gov.au/About-Us/Local-Laws-Health/Local-Laws>
<https://aspire.csiro.au/>

7.8 ASPIRE – AN ADVISORY SYSTEM FOR PROCESS INNOVATION AND RESOURCE EXCHANGE

ASPIRE is an online marketplace which intelligently matches business with potential purchasers or recyclers of waste by-products. It saves on the disposal costs and cuts the amount of waste going to landfill. ASPIRE is run by the CSIRO in collaboration with local councils and business networks.

ASPIRE has been developed in response to manufacturing companies talking to their local councils about high waste disposal costs, particularly those associated with increasing landfill levies. ASPIRE leverages CSIRO's expertise in industrial engineering and industrial ecology, operations research and information retrieval to build a software tool that identifies potential business to business (B2B) resource exchanges. The program identifies potential business to business resource exchange where a waste or by-product from one facility is used as an input to another.

The Waste Hierarchy



Checklist

Element Seven: Waste & Materials Reuse Management

Maximise the re-use and/or recycling of construction materials. Waste material to be collected and stored on-site until removed.

		Yes	No	N/A	Provide Details
1	Do you have a waste management plan? If so have you provided further details in the CMP?				
2	Do you require a skip bin permit to place a skip on Council land (road or footpath)?				
3	Do you agree to remove any hazardous or dangerous materials from the site in accordance with State and Federal legislation including WorkSafe requirements?				
4	Do you agree to provide self-closing lids for outside bins to ensure waste does not become airborne?				
5	Do you agree to regularly clean site fencing if there is any trapped litter and debris?				

I _____

have due authorisation and delegation to sign off the Construction Management Plan on behalf of the company specified above and take responsibility for ensuring compliance with the commitment specified herein and the City of Kingston Construction Management Guidelines (October 2016), the City of Kingston Community Local Law and any other relevant legislation.

Signed _____

Name _____

Company Name _____

Title _____

Date _____



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