

# Construction Management Plan

## **GUIDELINES**



# Table of Contents

<b>1. WHAT IS A CONSTRUCTION MANAGEMENT PLAN? .....</b>	<b>3</b>
<b>2. CONSTRUCTION MANAGEMENT PLAN THRESHOLDS.....</b>	<b>4</b>
<b>3. HOW SHOULD THE CONSTRUCTION MANAGEMENT PLAN GUIDELINES BE USED? .....</b>	<b>4</b>
<b>4. OVERVIEW.....</b>	<b>5</b>
<b>5. PREPARING A CONSTRUCTION MANAGEMENT PLAN .....</b>	<b>6</b>
<b>6. MATTERS TO BE CONSIDERED.....</b>	<b>8</b>
6.1 Noise .....	8
6.2 Construction times .....	8
6.3 Airborne Dust .....	9
6.4 Stormwater and Sediment Control .....	10
6.5 Removal of Hazardous Material.....	11
6.6 Protection of Council Assets (streets, footpaths, laneways and reserves) .....	12
6.7 Building Waste on Public Land (streets, footpaths, laneways and reserves).....	13
6.8 Onsite Building Waste (rubbish and debris, unsightly sites) ...	14
6.9 Traffic Management .....	14
6.10 Road, Lane Closures and Cranes .....	16
6.11 Tradesperson Vehicle Parking.....	18
6.12 Heavily Vehicle Movements.....	18
6.13 Trees.....	19
<b>7. WHO IS RESPONSIBLE WITHIN THE ORGANISATION.....</b>	<b>21</b>
<b>8. CONTACT DETAILS (VARIOUS).....</b>	<b>23</b>

# **1. WHAT IS A CONSTRUCTION MANAGEMENT PLAN?**

The City of Boroondara recognises that careful management of excavation, demolition and construction are paramount to ensuring that adequate levels of amenity are preserved for residents and other stakeholders. The objective of a Construction Management Plan (CMP) is to plan ahead for the building phase of a development in order to minimise the impacts on:

- Neighbours;
- Nearby residents;
- Users of public footpaths, roads, bike paths and reserves;
- Traffic flow within the surrounding street network;
- Public parking within the vicinity of the site; and
- Trees on and surrounding a development site.

To achieve this, Council requires developers to prepare a CMP under certain circumstances that address the following matters where relevant:

- Noise associated with machinery;
- Noise associated with voices/workers/radios;
- Airborne dust;
- Sediment laden runoff along roads, drains, footpaths;
- The effectiveness of washbays in regards to trucks pulling mud sediment out onto roads, tram tracks etc;
- Damage to assets such as roads, laneways, footpaths, road reserves;
- Building waste on public land (road reserves, footpaths, laneways);
- Onsite building waste, rubbish and debris, unsightly sites, toilets;
- Vermin associated with on-site building waste;
- Impact of lane closures on access for other road users;
- Impact of builders vehicles on parking on existing road networks including illegally parking;
- The impact of heavily vehicle movements to and from development sites;
- The operation of cranes; and
- Construction hours.

CMP's must be submitted to Council for approval and the measures carried out to Council's satisfaction.

## **2. CONSTRUCTION MANAGEMENT PLAN THRESHOLDS**

A Construction Management Plan may be required to address potential amenity disturbance issues during construction, when one or more of the following apply:

- The number of proposed dwellings or accommodation (eg. aged care facility) equals 10 or more;
- A basement is proposed, which requires substantial site excavation;
- A building three-storeys or greater in scale is proposed to be constructed in a commercial or residential area or is associated with an institutional use;
- The construction site abuts a main road; and
- There are specific construction matters to address, such as the site being constrained by limited access.

These criteria are not exclusive and Council Officers reserve the right to exercise discretion when determining if and when the requirement for a Construction Management Plan is applied to development permits.

The requirement to prepare and submit a Construction Management Plan to Council for approval will be included as a condition of a Planning Permit.

## **3. HOW SHOULD THE CONSTRUCTION MANAGEMENT PLAN GUIDELINES BE USED?**

The Construction Management Plan Guidelines are to be used in conjunction with the CMP template and will assist in the preparation of a satisfactory Construction Management Plan.

A permit holder should first check the planning permit to determine whether it has a condition or conditions which require a CMP to be prepared and formally submitted to the Council for approval. The condition(s) will outline specific requirements that need to be addressed within the CMP.



All CMPs are required to address public safety and amenity as well as operating hours, noise, air and dust management, stormwater, sediment control, waste storage and traffic management. These issues are discussed in detail later in these guidelines.

It is advised that all builders and developers who intend to undertake work in the City of Boroondara consult with various stakeholders, neighbours and affected property owners as part of the planning permit process. In addition, it is advised that additional consultation before and during the construction period is carried out to ensure local residents and stakeholders are informed of the type and nature of works and measure to be undertaken to address potential impacts on the local area.

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

## **4.OVERVIEW**

### **General Public Safety and Amenity**

Public safety and the protection of amenity are paramount to ensure that the neighbours, the broader public and various stakeholders are protected from activities associated with the development phase of building sites.

Builders and developers are required to consider strategies to provide a safe and secure job site and ensure that public safety and amenity is suitably maintained.

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

The following matters may be applicable to building sites for which a CMP has been required and the standard template in conjunction with these guidelines provides guidance for the level of information that is to be provided.

In some instances further consents are required to be obtained as follows:

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

Further information and guidance in relation to these secondary approvals and permits are detailed in Section 6 of the Guidelines.

## **5. PREPARING A CONSTRUCTION MANAGEMENT PLAN**

The matters discussed in the following sections should be considered in the preparation of a CMP. Using Council's CMP Template will assist in preparing a satisfactory CMP. The Template identifies circumstances where additional permits or approvals from Council prior to certain activities being undertaken are required. Where this is the case, a simple 'tick' and signature is required to demonstrate understanding and commitment to ensuring that all necessary permissions are duly obtained.

A CMP should begin with contact details including a 24 hour contact name and phone number. The key contact details must be erected on the perimeter of the building site (i.e. attached to the building, fence or hoarding) and the signage should generally indicate [from the CMP template] the following information:

**Project details**

Company Operational Details

.....

Directors Name

.....

Company Name

.....

Company Business Address

.....

Company Contact Number

.....

**Contact details of person responsible for compliance with CMP**

Name

.....

Contact Number

.....

After Hours Contact Number

.....

**Contact person in control of site**

Name

.....

Contact Number

.....

After Hours Contact Number

.....

## **6. MATTERS TO BE CONSIDERED**

### **6.1 Noise**

The Environment Protection (Residential Noise) Regulations 2008 apply to noise from residential premises and residential premises under construction. They list specific types of equipment and their prohibited times. Noise is automatically unreasonable if certain items are audible inside a neighbouring residence during the prohibited times.

Excessive residential noise can be dealt with under both the EPA Act, as 'unreasonable' noise, or the Public Health & Wellbeing Act as 'nuisance'. This can include noise from construction equipment and can be enforced by Council's Health Services Department.

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.

Exhausts and ductwork from equipment must be located away from air intakes, windows, enclosed areas and public areas.

Builders and developers must consider noise impacts on neighbouring properties and maintain reasonable noise levels in respect to radios and voices on site. Details of these measures are to be documented within the CMP.

### **6.2 Construction times**

The Environment Protection (Residential Noise) Regulations 2008 apply to 'residential' construction sites. A residential construction site is defined as a residential development (apartment/dwellings) as well as a mixed use development where the residential component is 50% or greater. This includes a residential development on commercial land or in a commercial area.

The Residential Noise Regulations govern noise from electric power tools, chain or circular saws, gas or air compressors, pneumatic power tools, hammers and any other impacting tool and grinding equipment.

It prohibits the use the of tools as follows:

- Monday to Friday before 7.00am and after 8.00pm; and
- Weekends and public holidays before 9.00am and after 8.00pm.

The EPA regulations can exempt some types of large scale residential premises under construction from application of the items and times. The



Regulations are available online at the Australasian Legal Information Institute (AustLII) at:

<http://www.epa.vic.gov.au/about-us/legislation/noise-legislation>

Builders and developers must advise Council's Statutory Planning Department if an exemption has been obtained.

Planning permits for residential construction sites may include a condition controlling construction hours so please check the planning permit to determine what hours of construction are permitted. Variations to these hours will generally only be granted to accommodate an activity that will cause less disruption to the public if undertaken outside the specified hours.

Requests must be made to the Statutory Planning Department at least 10 days prior to the relevant activity intended to be carried out. Council will request the builder or developer to notify affected persons at least 7 days prior to the activity.

The Statutory Planning Department can be contacted on 9278 4888.

Commercial construction sites (those where the development is for a commercial/industrial development or a mixed use development where the residential component is 49% or less) are controlled through Council's Amenity Local Law. Unless with a Local Law Permit, a person must not carry out non-residential building work outside of the following hours:

- Monday to Thursday 7:00am to 6:00pm
- Friday 7:00am to 5:00pm
- Saturday 9:00am to 5:00pm
- Sunday and Public Holidays: No Construction.

Consent to undertake construction and/or deliveries outside of the times stated above must be obtained in writing from Council's Local Law Department. This request must be made at least 10 days prior to the intended event. Notices must also be sent to affected parties to ensure they are aware of the intended activities. All enquiries should be made with Local Laws on 9278 4949 or alternatively requests can be made online at:

[http://www.boroondara.vic.gov.au/your\\_council/forms/local-law-permits/cranes-on-council-controlled-land-and-out-of-hours-work-permits](http://www.boroondara.vic.gov.au/your_council/forms/local-law-permits/cranes-on-council-controlled-land-and-out-of-hours-work-permits)

### **6.3 Airborne Dust**

It is critical that air quality (airborne dust and pollutants) in and around a construction site is suitably maintained at acceptable levels throughout the construction period. For demolition or sites requiring bulk excavations or

grading, or where stockpiling of soil is necessary, details of any equipment and activities that may cause excessive dust or otherwise affect air quality must be provided. Dust suppression techniques/equipment such as watering, providing covers or other mitigation techniques, will be required depending upon the following:

- Weather and wind conditions;
- Exposure/proximity to the public and surrounding buildings; and
- Proximity to air intake vents on adjacent buildings. Intake from these vents must be prevented through the installation of adequate filters or other approved measures.

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

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

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

Materials can only be cut in designated areas set away from boundaries and public areas, with adequate dust (and noise) suppression. Where cutting needs to occur in situ, localised dust suppression measures such as vacuums and/or temporary enclosures are to be used.

## **6.4 Stormwater and Sediment Control**

The vehicle entry to the site must be stabilised with crushed rock, bitumen or similar. Rumble grids and wash-down bays should be installed to remove and collect mud from the wheels of trucks leaving the site. Rumble grids must be cleaned daily with consideration given to water saving measures including recycling as well as the retention of sediment onsite. Water run-off from cleaning the grid must be filtered prior to entering the legal point of discharge.

Rainwater run-off must be controlled to prevent sediment from a building site draining into the stormwater system, onto roads, tram tracks or onto neighbouring sites. Downpipes must be connected as soon as a roof is installed on the site. Sediment filters such as straw bales filters, gravel

surface barriers, sandbags, pit baskets or geo-textile mesh screens at runoff points should be used.

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

Sediment traps or filters must be placed around any drain affected by construction works to prevent sediment entering the stormwater system. Sediment controls are often moved during construction works and should be checked daily to ensure they are put back in place properly.

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

Wherever possible, natural vegetation must be retained to absorb water flows and to minimise dust. Re-vegetation should occur as soon as possible after the completion of works.

## **6.5 Removal of Hazardous Material**

Removal of hazardous or dangerous materials from the site must be in accordance with the requirements of the Public Health & Wellbeing Act and EPA Act in consultation with Council's Health Service Department. State and Federal legislation including WorkSafe requirements must also be adhered to.

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

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

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

The 'asbestos check tool kit' has been compiled by the Metropolitan Waste Management Group (MWMG), Gippsland Regional Waste Management Group and Resource GV to assist Regional Waste Management Groups and Councils to promote the Victorian Government's new website [asbestos.vic.gov.au](http://asbestos.vic.gov.au).

The Department of Health has produced 'Asbestos: A guide for householders and the general public May 2012', which provides information and advice on how to deal with asbestos in the home.

<http://www.health.gov.au/internet/main/publishing.nsf/Content/ohp-enhealth-asbestos-may2012.htm>

## **6.6 Protection of Council Assets (streets, footpaths, laneways and reserves)**

Council 'Protection of Council Assets and Control of Building Sites Local Law 2011' deals with potential damage to Council Assets (streets, footpaths, laneways and reserves) and sets down the following objectives:

- protect public infrastructure assets from damage caused by building work;
- protect the health and safety of persons who work in or enter building sites;
- protect the health and safety of persons who reside near or pass by building sites; and
- provide for the peace, order and good governance of the municipality.

In effect, a builder or developer must not commence or allow or authorise anyone else to commence building work on the subject land unless notice is given to Council in accordance with Part B - Asset Protection. The notice must be given to Council no less than 21 days before the building work commences.

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 damage which may impact on pedestrians, cyclists and motorists' safety must be repaired immediately.

Prior to the commencement of any works on the site, the builder or developer must submit any application for a new vehicular crossover or modification or alteration to an existing crossover proposal for assessment and approval by Council's Infrastructure and Traffic Department.

The full cost of reinstatement of any Council assets damaged as a result of building activity must be met by the builder or developer or any other person

responsible for such damage, to the satisfaction of the Responsible Authority.

A builder or developer will need to complete an asset protection application form and lodge the appropriate security bond, where required, in order to obtain an asset protection permit.

The security bond is determined in proportion to the likely costs of repairing any potential damage to public infrastructure assets arising from building works. The security bond will be refunded at the end of building works to the person that lodged it, after Council's inspectors are satisfied that there has been no damage to Council assets as a result of building works.

Applications can be made to the Asset Management Department online via the following link:

[http://www.boroondara.vic.gov.au/your\\_council/building-planning/building-services/asset-protection](http://www.boroondara.vic.gov.au/your_council/building-planning/building-services/asset-protection)

## **6.7 Building Waste on Public Land (streets, footpaths, laneways and reserves)**

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.

Under the Council's Amenity Local Law a builder must undertake building work so as to:

- not allow the discharge of building refuse from the building site;
- not damage public infrastructure assets;
- not, without a permit, place any materials, vehicles, structures, plant or equipment associated with the building work on Council-controlled land;
- provide a facility or facilities of sufficient size and design on the building site for the storage of building refuse until such time as the building refuse is disposed of; and
- regularly empty the facility or facilities referred to so as not to cause a build-up of building refuse and, without limitation, within 7 days of completion of the building work.

Under Council's Amenity Local Law, a permit must be obtained before a skip or large waste bin is placed on a road or on any land owned or managed by the Council. This law ensures public safety and local amenity are protected, and there is no damage caused to Council or other community assets.

Placing a skip on Council land, including a road reserve, requires approval from Council's Local Law Department. Applications can be made via the following link:

[http://www.boroondara.vic.gov.au/your\\_council/waste-recycling/skip-bins](http://www.boroondara.vic.gov.au/your_council/waste-recycling/skip-bins)

## **6.8 Onsite Building Waste (rubbish and debris, unsightly sites)**

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

Best practice is to ensure that there is minimum dumping of loose materials on a site. If dumping of loose material is unavoidable, methods for preventing dust and other airborne matter impacting on the surrounding area must be detailed within the CMP submitted for approval. These measures must be effective when the site is unattended.

Materials stored on the site must be adequately secured to prevent unnecessary and unsightly dispersal of the materials around the site and public areas (streets, laneways, footpaths and reserves).

Non-compliance with this objective may result in action by the Council's Health Department in accordance with the Public Health & Wellbeing Act and may include issuing of an Improvement Notice / Prohibition Notice depending on the nature of the breach. These measures seek to ensure that development sites do not unnecessarily impinge on the existing amenity of neighbours and local residents.

## **6.9 Traffic Management**

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

The CMP should detail the extent to which works will potentially affect pedestrian and cycling access around the site, as well as traffic on adjoining roads. This may include the location of cranes, hoardings, perimeter fencing, storage areas, hoisting zones and site sheds. It must also detail the

management of construction vehicles accessing and leaving the site to prevent queuing on roads and unnecessary disruption to traffic.

A Traffic Management Plan (TMP) may be required for approval where there are specific access issues that need to be addressed. The CMP condition on the Planning Permit will identify any such requirement. The TMP should be attached as an appendix document to the standard CMP report.

The TMP should detail the most effective methods for truck vehicle movements to and from the site to ensure efficiency, safety and the most limited disruption to other road users.

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

If required, Traffic Management Plans should include for the following details:

- Location of site offices/sheds (*you will note that under most circumstances, Council does not grant permission for site sheds to be situated on public land*);
- Location and extent of the proposed works;
- Staging and timing of the proposed works;
- Public transport;
- Traffic flows and movements;
- Identified road safety issues;
- Provisions for special events such as increased traffic during holiday periods and sporting events;
- Speed zones (including times);
- Pedestrian access and crossings;
- Site access (*including turning circles for construction vehicle where necessary*);
- Management of truck queuing in respect to demolition, excavation and deliveries / pick-ups;
- Proposed special traffic control devices intended to be utilised;
- The type of washbay or cleaning device and their locations within the site;
- Truck routes or heavy vehicles to and from the subject site;



- Details including when and where deliveries and pick-ups are to occur (from road or site or laneway etc); and
- Methods for advising the general public of the impending changes to site access (e.g. fixed signage, leaflet or community liaison meeting) and required timing.

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

## **6.10 Road, Lane Closures and Cranes**

### **Works Zone Permits**

Works Zone Permits are permissions granted by Council to occupy an area of road for loading or delivery of building materials.

Applications for Work Zones must be made to Council's Traffic & Engineering Department on the approved form available on Council's website via the following link:

[http://www.boroondara.vic.gov.au/your\\_council/transport-and-parking/construction-occupancy-permits/works-zone-occupancy-permits](http://www.boroondara.vic.gov.au/your_council/transport-and-parking/construction-occupancy-permits/works-zone-occupancy-permits)

Applications for Work Zones must be submitted a minimum of 10 working days prior to the works commencing.

The application must be accompanied by the following:

- A Certificate of Currency or Summary of Insurance, with a minimum of \$10 million of Public Liability Insurance; and
- A plan showing the road area and location of proposed work zone

A builder and/or developer is required to provide a notification letter to all persons affected by the works 48 hours prior to the commencement of works. Notification letters are a mandatory requirement and a copy must be supplied to Council with the application.

The letter must include the following:

- Name and phone number of the contact person on site;
- Any relevant site plan information; and
- The expected length of time or dates of occupancy.

## Road and/or Footpath Occupancy Permits

An Occupancy Permit is required if:

- There is a requirement for a work area for plant and equipment on a road reserve: e.g. ladders, site sheds, concrete pumps, elevated work platforms, mobile scaffolding and building materials; and
- Any works are to be carried out within a Council controlled road reserve.

Applications for Occupancy Permits must be made to Council's Traffic & Engineering Department on the approved form available on Council's website via the following link:

[http://www.boroondara.vic.gov.au/your\\_council/transport-and-parking/construction-occupancy-permits/road-footpath-occupancy-permits](http://www.boroondara.vic.gov.au/your_council/transport-and-parking/construction-occupancy-permits/road-footpath-occupancy-permits)

Applications must be submitted a minimum of 10 working days prior to the works commencing.

Builders and developers are required to provide a notification letter to all persons affected by the works 48 hours prior to the commencement of works. Notification letters are a mandatory requirement and a copy must be supplied to Council with the application.

The letter must include the following:

- Name and phone number of the contact person on site;
- Any relevant site plan information; and
- The expected length of time or dates of occupancy.

An application for a Local Law Permit to use mobile cranes or travel towers, locate skip bins, site sheds and building materials or similar on Council-controlled can be made to Council's Local Laws Department on 9278 4949 or visit:

[http://www.boroondara.vic.gov.au/your\\_council/forms/local-law-permits](http://www.boroondara.vic.gov.au/your_council/forms/local-law-permits)

In addition to the requirements above, a building hoarding, gantry or similar structure on Council-controlled may require a report and consent approval, pursuant to section 5.3.4 of the Building Regulations 2006, from Council's Building Services Department. They can be contacted on 9278 4999.

## **6.11 Tradesperson Vehicle Parking**

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

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

### *Tradesperson Parking Permits*

Tradesperson parking permits can be issued for both small-scale renovations and large-scale developments. If the development is occurring in a residential area, these permits are only issued for a maximum of 4 weeks and charged an applicable rate per bay, per week. If the development is occurring in a commercial area, permits may be issued for parking bays and charged at an applicable rate per bay, per day and may be issued for the duration of works (no maximum limit).

It is noted that these parking bays may not be utilised as a work area. The permits are only valid for parking in the street location(s) specified on the permit and enables parking for unlimited time periods between 7am and 5pm in a designated permit zone. The permit cannot apply to a heavy or long vehicle (as defined in Rule 200 of Road Safety Road Rules 2009).

Applications for temporary tradesperson parking permits can be made online to Council's Traffic and Engineering Department via the following link:

[http://www.boroondara.vic.gov.au/your\\_council/forms/traffic](http://www.boroondara.vic.gov.au/your_council/forms/traffic)

## **6.12 Heavily Vehicle Movements**

The National Heavy Vehicle Regulator (NHVR) is a national body which deals with the regulation of all vehicles over 4.5 tonnes gross vehicle mass.

The NHVR also coordinates road access permits for heavy vehicles. New permits or renewal of an existing permit should be made directly to NHVR. Any application made to the National Heavy Vehicle Regulator for consent for large vehicles will be reviewed and approved by Council's Asset Management Department. The NHVR can be contacted via the following:

<https://www.nhvr.gov.au/road-access/access-management/applications-and-forms>

#### NHVR Contact Details:

The NHVR Customer Contact Centre is open Monday to Friday from 7am to 7pm (AEDT).

Telephone: 1300 MY NHVR (1300 69 6487); Fax:(07) 3309 8777

Email: [info@nhvr.gov.au](mailto:info@nhvr.gov.au); Web: [www.nhvr.gov.au](http://www.nhvr.gov.au)

Council Asset Management Department can be contacted on 9278 4899.

### 6.13 Trees

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

The builder or developer must carefully review the Planning Permit to ensure that any specific permit conditions relating to the retention and protection of vegetation on the site or neighbouring properties are met. This might include setting up tree protection zones, requiring works to be undertaken under supervision of an arborist or specifying a type of foundation. Requirements to protect trees can also be specified in a Tree Management Plan approved as part of the Planning Permit and any Tree Management Plan should be attached as an appendix to the CMP submitted for approval.

In the absence of planning controls or a planning permit specifying trees to be retained or protected, Council's Local Law may apply.

A Local Law Permit will be required to remove a 'significant' or 'canopy' tree or to carry out works within the structural root zone or to prune a 'significant' tree.

A significant tree – includes trees listed in Council's Significant Tree Study (May 2001) of trees and vegetation which are considered to be of environmental, historic, horticultural, biodiversity or other value. Any subsequent trees added to the Significant Tree Study since 2001 are also protected. A list of Significant Trees can be found on Council's website at <http://www.boroondara.vic.gov.au/our-city/trees/significant-trees>

A canopy tree – is any tree with a total trunk circumference or a combined multi-stem circumference of 110cm or more (see diagrams below), measured at a point approximately 1.5 metres from the ground.

The critical root zone - means the area surrounding a significant tree's trunk or a canopy tree's trunk which contains the roots that are essential to the tree's continued health, vigour and stability, being a circular area below the tree extending at equal proportions from the base, the diameter of which is ten times the trunk diameter measured at 1.5 metres above ground level.

If a tree protection zone is required to be established, this must be done prior to commencement of any demolition, excavation or building works on the site. No excavation may occur or materials stored within a tree protection zone. A tree protection zone may require the erection of temporary fencing around the tree. This will be specified in the Planning Permit and/or Tree Management Plan or Arborist Report endorsed under the Planning Permit.

The Local Law applies the following principles:

1. Significant trees must be retained and cared for and will be the major determining factor in any redevelopment of land in the vicinity of the tree.
2. Trees that contribute to the municipalities overall tree canopy character should be retained where practicable. Works near significant trees or canopy trees should be minimised to prevent damage and disruption to tree roots or growing conditions.
3. Owners of land, builders and/or contractors will be responsible for the removal or damage of significant trees or canopy trees that are required to be retained.
4. Owners of land, builders and/or contractors are responsible for the removal or damage of trees located on neighbouring land, including damage to roots that may extend beyond the limits of neighbouring properties that may compromise the health of the tree.

Further information about Council's Tree Protection Local Law can be found at <http://www.boroondara.vic.gov.au/our-city/trees/tree-works-permits> or by contacting Statutory Planning on 9278 4888.

## 7. WHO IS RESPONSIBLE WITHIN THE ORGANISATION

The following matrix sets out the organisational structure for dealing with the various issues that can arise with associated building activities. This is as much a guide for residents to understand their point of contact as much as it is a guide for developers

Issues	Which Department is responsible?	What legislation applies to these matters?	What action can be taken?
Noise associate with machinery	Health Services Department;  Local Laws	Health - Public Health & Wellbeing Act, EPA Act;  Local Laws - Amenity Local Law	Improvement Notice / Prohibition Notice;  Apply the Amenity Local Law;
Noise associate with voices/workers/r adios	Health Services Department;  Local Laws	Health - Public Health & Wellbeing Act, EPA Act;  Local Laws - Amenity Local Law	Improvement Notice / Prohibition Notice;  Apply the Amenity Local Law;
Airborne dust	Health Services Department;	Health - Public Health & Wellbeing Act, EPA Act;	Improvement Notice / Prohibition Notice;
Sediment laden runoff along roads, drains, footpaths	Local Laws	Asset protection Local Law;	Apply the Asset protection Local Law
Damage to assets such as roads, laneways, footpaths, road	Asset Management	Asset protection Local Law;	Apply the Asset protection Local Law

reserves			
Building waste on public land (road reserves, footpaths, laneways)	Local Laws	Asset protection Local Law;	Apply the Asset protection Local Law
Onsite building waste, rubbish and debris, unsightly sites, toilets	Health Services Department;	Health - Public Health & Wellbeing Act, EPA Act;	Improvement Notice / Prohibition Notice;
Vermin associated with on-site building waste	Health Services Department;	Health - Public Health & Wellbeing Act, EPA Act;	Improvement Notice / Prohibition Notice;
Impact of lane closures on residents	Traffic & Engineering	Local Government Act	Issue Occupation Zone Permits, Work Zones Permit
Tradesperson vehicle parking on existing road networks	Local Laws / Police	Local Government Act	Parking fines
Heavily vehicle movements to and from development sites	National Heavy Vehicle Agency	Heavy Vehicle National Law	Heavy vehicle permits and regulation
Cranes	Local Laws  Traffic & Engineering	Local Laws  Traffic & Engineering (where on public land)	General Amenity Local Law;  Issue Road Occupation Permit



## 8. CONTACT DETAILS (VARIOUS)

<b><u>Council Departmental Contacts</u></b>		
<b>Council Customer Service (24hrs)</b>	9278 4444	General Enquiries or complaints
<b>Statutory Planning Department</b>	9278 4888	Planning Permits and information
<b>Council's Building Services Department (Municipal Building Surveyor)</b>	9278 4999	<ul style="list-style-type: none"> <li>▪ General Enquiries on building permits</li> <li>▪ Building information</li> <li>▪ Protection Works &amp; notices</li> <li>▪ Complaints (building works)</li> <li>▪ Temporary Occupancy Permits</li> <li>▪ Projections over title boundary (hoardings)</li> <li>▪ Audits on essential services and building safety</li> </ul>
<b>Council's Traffic &amp; Engineering Department</b>	9278 4549	<ul style="list-style-type: none"> <li>▪ Cranes on public land</li> <li>▪ Road closures (non arterial)</li> <li>▪ Gantries / Site Sheds</li> <li>▪ Occupation of Roads and Laneways</li> </ul>
<b>Council's Local Laws Department</b>	9278 4949	<ul style="list-style-type: none"> <li>▪ After Hours work</li> <li>▪ Public protection notices</li> <li>▪ Skips on public land</li> <li>▪ Cranes</li> </ul>

### **Emergency Contacts**

<b>Police</b>	000	Emergencies (24 hrs)
<b>Fire Brigade</b>	000 1300 668 006	Emergencies (24 hrs) Metropolitan Fire Brigade
<b>Ambulance</b>	000	Emergencies (24 hrs)

<b><u>Other Authorities</u></b>		
<b>Vic Roads</b>	131 171	Metro Control Room (24 hrs)
<b>CitiPower (Electricity)</b>	131 280	Emergencies (24 hrs)
<b>Yarra Valley Water (Water)</b>	132 642	Emergencies (24 hrs)
<b>Multinet Jemena (Gas)</b>	132 691	Emergencies (24 hrs)
<b>SES</b>	132 500	Emergencies (24 hrs)
<b>Telstra</b>	132 203	Emergencies (24 hrs)
<b>Telstra &amp; Dial Before You Dig</b>	1100	Underground Services Information
<b>WorkSafe</b>	132 360	Emergencies (24 hrs)

