

Construction Management Plan Template Appendix A



This document is to be prepared and completed in conjunction with Manningham City Council's Construction Management Plan Guidelines. Once completed, please email this document to Council's Statutory Planning Unit at spear@manningham.vic.gov.au

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

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CONSTRUCTION MANAGEMENT PLAN TEMPLATE

Project Details

Site address

Planning Permit number

Date Permit issued

Company name

Director's name

Business address

Mobile number

Email address

On site contact person responsible for Construction Management Plan compliance

Name

Contact number

After hours contact number

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

Name

Contact number

After hours contact number

Construction Works

Is construction in stages? ☐ Yes ☐ No

If Yes give details, including proposed dates.

Demolition

Excavation

Construction

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

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

Signed Date

CONSTRUCTION MANAGEMENT PLAN TEMPLATE

Element A1: Public Safety, Amenity and Site Security

Objective:

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

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

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

 **Attach any additional documents as Appendix 1**

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

Signed Dated

Element A2: Operating Hours, Noise and Vibration Controls

Objective:

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

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

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



Attach any additional documents as Appendix 2

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

Signed Dated

Element A3: Air Quality and Dust Management

Objective:

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

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

 **Attach any additional documents as Appendix 3**

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

Signed Dated

Element A4: Stormwater, Sediment Control and Tree Protection

Objective:

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

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



Attach any additional documents as Appendix 4

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

SignedDated

Element A5: Waste Minimisation and Litter Prevention

Objective:

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

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

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



Attach any additional documents as Appendix 5

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

Signed

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Element A6: Traffic and Parking Management

Objective:

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

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

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



Attach any additional documents as Appendix 6

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

Signed Dated