

# Construction and Demolition Management Plan Guidelines



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## Disclaimer

This document is provided for information and does not purport to be complete. While care has been taken to ensure content is accurate, we cannot guarantee it is without flaw of any kind. There may be errors and omissions, or it may not be wholly appropriate for your particular purpose. In addition, the publication is liable to change. The City of Perth accepts no responsibility and disclaims all liability for any error, loss or other consequence that may arise from you relying on any information contained in this document.

## Acknowledgement of Traditional Custodians

The City of Perth would like to acknowledge the traditional custodians of this region, the Whadjuk people of the Noongar Nation, and pay respect to their Elders past, present and emerging.



## Introduction

The City of Perth (City) is committed to ensuring construction and demolition works are undertaken with the minimal impact and disruption to the surrounding community.

To achieve this, the City requires builders and demolition contractors to complete and submit a Construction and Demolition Management Plan Pro-Forma (CMP), detailing all relevant aspects of the construction or demolition works pertaining to activities that may impact on the road reserve.

### Policy Framework of Guidelines

These Guidelines have been developed in line with the Local Government Act and the City Local Laws.

Guidelines commenced 1 July 2021.

The Guidelines will be reviewed periodically, and the City reserves the right to vary or withdraw the Guidelines at any time.

The primary objectives of these Guidelines are to ensure a safe environment for the public is maintained and to protect City assets during the construction or demolition of buildings.

The Guidelines apply to all developers, builders and contractors engaged in construction or demolition of buildings within the boundaries of the City of Perth.

## Legal Requirements

### Local Government

The Local Government Act and the City Local Laws do not permit obstructions, materials, or the erection of any structures on or over the road reserve (footpath, verges, roads and laneways), public places (includes Malls), City Parks and Reserves; or any interference with or alterations to any fittings or facilities located thereon; unless approval from the City is first obtained.

### State and Federal Legislation and other provisions

The Guidelines do not override state or federal legislation. It is the applicant's responsibility to check compliance with relevant legislations and other codes of practice.

### Duty of Care

There is a legal requirement for industry to be responsible for managing workplace health and safety in accordance with the Occupational Safety and Health Act 1984 and Occupation Safety and Health Regulations 1996.

**Note:** the *Work Health and Safety Act 2020* is expected to be introduced in the second half of 2021 and will supersede the current *Occupational Safety and Health Act 1984*.

It is important that temporary structures erected in public places or on the road reserve are designed and installed to cause the least possible impact on the safe movement of pedestrians, vehicles and bicycle riders, while safely conducting construction or demolition works.

To minimise damage to the road reserve and associated infrastructure, the builder or demolition contractor is required to instruct drivers making deliveries to site or removing material from site, to avoid routes which involve roundabouts or other obstructions.

# 1. Managing Public Safety and Security

## 1.1 Essential Site Contact Person

All noise and nuisance complaints are to be managed onsite in the first instance. Signage specifying any security measures and contact details of an essential site person who is contactable 24 hours a day must be erected at the entrance.

## 1.2 Community Information and Engagement Plan

*(Not required for Single Residents and Out Building)*

A Community Information and Engagement Plan is to be prepared detailing how the local community and businesses within a 100-metre radius of the site will be kept informed on the progress of the development. The City may request a larger area than 100-metres. An initial community information letter is to be delivered prior to the commencement of the project, thereafter at 6 monthly intervals.

## 1.3 Complaints Management Plan

A Complaints Management Plan is to be prepared detailing how complaints will be actioned. The designated Site Manager is to promptly respond to all complaints. All parking and noise complaints must be actioned within one hour of receiving the complaint.

A Complaints Register is to be accurately maintained and made available to the City upon request and is to include the following:

- Name of person making the complaint.
- Date and time of complaint.
- Action taken to resolve the complaint.

## 1.4 Public Safety and Site Security

Public safety provisions and security measures will be required to prevent unauthorised access to the site.



## 2. Managing Footpaths, Verges and Roads

### Protection of City Assets

The developer, builder or demolition contractor (contractor) is responsible for the protection of the City's assets during the works. This includes ensuring street trees are protected, drainage gullies, roads, footpaths and tree pits remain free from any sand or debris emanating from the site.

### Works Bond

In accordance with the City of Perth Schedule of Fees, a work bonds deposit will be individually assessed for the project and where a works bond is required, the works bond amount must be paid prior to issue of the building or demolition permit.

The contractor will be responsible for all reinstatement costs of the road reserve during and on completion of works. All reinstatements to comply with the City's Design and Construction Notes.

On completion of all works, the contractor is to submit to the City, a Notice of Completion (BA7) and where a works bond was paid, can then apply for a refund using the City's online website system.

### Power, Gas and Water Services

The City does not support services to be located on the road reserve, all services must be located within the property.

### Road and Footpath Obstructions, Traffic and Pedestrian Management Plans

An Obstruction Permit from the City is required if any part of the road reserve (road, footpath, verge, laneway or mall), is to be obstructed by workers, material, trucks, cranes, bins or the like, for any period during the construction or demolition works.

A Traffic and Pedestrian Management Plan (TMP) is a requirement of the Obstruction Permit process and will be assessed when making application for an obstruction permit. A TMP is to be designed and implemented by a Traffic Company registered with Main Roads WA. The TMP is to identify and resolve any potential traffic and pedestrian issue that could arise.

Apply online on the City's website for an obstruction permit and attach your TMP to that application. Please do not attach the TMP to the CMP application, it will not be assessed.

### 2.1 Site Plan

The City will require an appropriately scaled 1:100 or 1:200 site plan showing the exact locations of existing City assets and any proposed temporary facilities of:

- **Exiting City Assets -**
  - » Kerbing, street trees, seats, bins, signage, drainage gully, light and power poles, CCTV poles.
- **Proposed Temporary Facilities: -**
  - » Hoarding, gantry, or scaffold structure, if on road reserve.
  - » Work zone area, if on road reserve.
  - » Temporary crossover, if on road reserve.
  - » Site sheds and Amenities, not supported on road reserve.
  - » Material hoist or concrete mixer, if on road reserve.
  - » Waste disposal bin locations.
  - » Washdown area for excess concrete from trucks and pumps. Not supported on road reserve and must not washdown into tree pit or stormwater system.
  - » Washdown area for truck wheels to prevent soil on roads.

Note, separate applications for permits are required to install any temporary facility on the road reserve (road, footpath, verge etc).

### 2.2 Dilapidation Report

The City requires a Dilapidation Report to be submitted detailing the current condition of all City assets adjacent to the worksite.

It is also recommended a separate dilapidation report for your records be undertaken of any existing damage to adjacent buildings prior to any works commencing, do not submit this report.

## 2.3 Street Trees and Vegetation Management and Protection

The City will not support the removal or detrimental pruning of any street tree or vegetation to facilitate a development. In accordance with AS 4970, street trees must be protected.

If the development could affect any street tree, vegetation or developed parks, a Vegetation Management Plan and/or Tree Management Plan must be developed in conjunction with a City of Perth Parks representative and be submitted for approval.

If the works could affect a heritage listed or significant tree, the Tree Management Plan must be developed by a suitably qualified Arborist and submitted for approval. In this scenario, a Development Application may be required, even if the works are minor in nature. A project Arborist must be employed by the contractor to oversee tree protection.

## 2.4 Parking Provisions for Worksite Personnel

Adequate parking provisions for worksite personnel should be arranged. Any illegal parking on verges, footpaths, in restricted areas or overstaying the permitted parking sign restriction will incur a penalty.

## 2.5 Signs on Hoarding, Gantry, Scaffold or Work Structures

If a display sign exceeds 1m<sup>2</sup> in area and will be positioned on the street frontage or within view of public areas for longer than 3 months, then City approval is required. OH&S signs and builder's site boards are exempt. A Planning Approval may be required for some signs.

## 2.6 Retaining Wall on Site Boundary to Road Reserve

If a retaining wall (Sheet Piling, Diaphragm Wall, or Secant Wall etc) is proposed on the boundary to the road reserve, then submit for City approval, a detailed drawing designed and certified by a practising engineer.

## 2.7 Ground Anchors

If Ground Anchors into the road reserve are proposed, submit for City approval:

- A detailed drawing designed and certified by a practising engineer showing extent of ground anchors having a minimum depth clearance of 750mm from ground level.
- CCTV inspection report of City stormwater drainage system in vicinity of the anchors.
- Evidence from affected service providers stating no objection to the proposal.

## 2.8 Ground Stabilisation or Underpinning

If Ground Stabilisation or Underpinning into the road reserve is proposed, then submit for City approval, a detailed drawing designed and certified by a practising engineer.



## 3. Environmental Management

### Environmental Plan

To ensure compliance with OSH and Environmental Protection Act requirements, you need to give due consideration to all activities that could cause noise, vibration, dust, sand and other disturbances to nearby businesses, noise sensitive premises and the general public. Due consideration should also be given to the impact of any dewatering, acid sulphate soils and hazardous materials.

### Noise Management

In accordance with the *Environmental Protection (Noise) Regulations 1997* (Regulation 13):

- Construction work being undertaken shall comply with the control of environmental noise practices set out in the AS 2436-2010 Guide to Noise Control and Construction, Maintenance and Demolition Sites (Clause 6).
- Equipment used for the construction or demolition work must be the quietest reasonable available.

### Work Hours

Permissible work hours are from 7am -7pm Monday to Saturday. Any other hour or day, which include Sundays and Public Holidays, is considered to be out of hours and can only be approved where the works are essential and cannot be carried out during normal hours. Applications for out of hours construction work must include a Noise Management Plan and must be submitted for approval at least 7 days prior to the construction or demolition work commencing.

### Control of Sand and Dust

The builder or demolition contractor is to take appropriate measures to control the drift of sand and dust from the site, including frequent sweeping of roads and footpaths.

### Control of Vibration

If any building operations or earthworks involve the use of equipment that could cause damage by vibration or settlement to the surrounding or nearby properties or to the adjacent road reserve or laneway, will require a BA20 submitted when making application for building or demolition permit.

### Hazardous Material Management

The purpose of a Hazardous Material Management Plan is to limit potential exposure during demolition and to ensure the transport and disposal of the hazardous waste is in accordance with the Health (Asbestos) Regulation 1992 and the Environmental Protection (Controlled Waste) Regulation 2004.

The removal of any amount of friable asbestos must be carried out by a licensed person or business in accordance with the Occupational Safety and Health Act 1984.

In accordance with Australian Standard AS 2601 – Demolition of Structures – A Hazardous Material Survey must be conducted to identify the presence of hazardous material such as:

- Asbestos.
- Lead or lead components.
- Polychlorinated Biphenyls.
- PCB's.
- Any other hazardous materials.

### Waste Material Recovery

Construction and demolition sites create half of Western Australia's waste stream and therefore, the City encourages builders to plan to achieve maximum material recovery through their waste collection and processes. Builders should aim to meet the state target of a minimum 75% material recovery.

## 3.1 Dewatering

If dewatering into the City's drainage system is proposed, then a Geotechnical Report and a Dewatering Management Plan is to be submitted for review. Approval will be subject to water being suitably treated and managed prior to disposal. If the area is subject to Acid Sulphate Soils or other contaminants, then discharging into the City's drainage system will not be permitted.

## 3.2 Stormwater Management Plan

The City does not support diverting stormwater runoff from a construction site into City drains.

Acknowledging not all sites require stormwater management during construction, however, if stormwater management is required, then provide a Stormwater Management Plan detailing how the stormwater will be managed onsite.

## 4. Access Through or Storage on Private Property

### 4.1 Access Through Adjoining Property

If access through an adjoining property, Right-of-Way, or Reserve is required, the contractor is to obtain written authorisation from all affected property owners. A detailed site plan showing the proposed access path and a copy of the written authorisation letters to be provided to the City.

### 4.2 Storage on Private Property

If another property will be used for storage of materials or other associated construction uses, the contractor is to obtain and provide to the City, written authorisation from all affected property owners. A Planning Approval may also be required.

## 5. Tower Cranes

### 5.1 Tower Cranes in Protected Airspace

The City is within the Perth Airport protected airspace and in accordance with the Airport Act 1996, use of a tower crane in the protected airspace requires the contractor to apply in writing to the airport 28 days prior to the proposed activity.

Where a tower crane is proposed, the contractor is required to provide the City with a copy of the airport approval.

More information can be found at: -

#### Department of Infrastructure, Regional Development and Cities Website:

[infrastructure.gov.au/aviation/safety/protection/crane.aspx](http://infrastructure.gov.au/aviation/safety/protection/crane.aspx)

#### Perth Airport Website:

[perthairport.com.au/home/corporate/planning-and-projects/airspace-protection](http://perthairport.com.au/home/corporate/planning-and-projects/airspace-protection)

### 5.2 Tower Cranes in Adjoining Airspace

Any use of the adjoining airspace, including over the road reserve, will require the contractor to obtain and provide to the City, a written authorisation letter from the affected property owners.

**Note:** use of the airspace over the road reserve requires written authorisation from the City.



This document is available in other formats or languages on request.

## Contact Us

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