

BUILDERS'

Code of Practice



WASTE MANAGEMENT

Guidelines

FOR CONSTRUCTION AND DEMOLITION SITES

contents

CITY OF YARRA

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introduction

YARRA'S COMMITMENT

THE CITY OF YARRA IS COMMITTED TO:

- **Minimising** the negative impacts of building and construction on the community;
- **Protecting** Public and Council assets and amenity; and
- **Working with** builders, developers and property owners, to ensure a development and construction process that is smooth, safe, and environmentally friendly.

THE CODE OF PRACTICE AND GUIDELINES IN THIS DOCUMENT WILL HELP TO ACHIEVE THIS.

THE BUILDERS' CODE OF PRACTICE PROVIDES:

- ⇒ information and advice on the management of traffic, roads and footways, sanitary facilities, parking, the care of Council's parks and gardens, animals on construction sites, prohibited hours of work and Council's enforcement strategy.
- ⇒ contact details for the departments within Council that can answer your questions or provide further information (eg how to apply for relevant permits).

THE WASTE MANAGEMENT GUIDELINES PROVIDE:

- ⇒ information and advice to help builders and developers to plan for waste management on their building site, and to prepare their compulsory Waste Management Plan.

The aim is to:

- prevent litter and sediment polluting the local environment and waterways
- encourage recovery of building waste materials for reuse and recycling
- help to meet State and Federal Government objectives to reduce waste to landfill
- encourage design that reduces waste during construction and life of a building.

COMPLIANCE AND ENFORCEMENT

All builders/developers operating in the City of Yarra must comply with this Code and Guidelines. Council will work with you to achieve this. We provide free on-site advice – in some cases available outside normal work hours – and attend sites at the start of a project to advise you of the requirements of the Code and Guidelines.

If breaches of legislation occur, however, legal action and enforcement will follow.

Enforcement Officers conduct regular spot-checks of building sites and issue on-the-spot Compliance and Infringement Notices. In some circumstances, they can enter sites and conduct investigations. If people committing an offence refuse to provide their name and address, this may constitute a further offence.

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CODE OF PRACTICE

1. SAFETY OF SITE AND SURROUNDS

Many areas of Yarra have medium to high density development and many of the streets are narrow and congested by traffic during business hours. Pedestrian access is often a concern.

Builders/developers are expected to maintain their sites and immediate surrounds in a safe condition.

In particular:

- ⇒ excavations/holes must be properly illuminated and either barricaded or temporarily sealed with cold mixed asphalt;
- ⇒ loose sand, mud, etc must not be allowed to remain on road surfaces and footways;
- ⇒ building materials stored on-site or nearby must be kept in a neat, tidy and safe state;
- ⇒ bulk rubbish containers used on-site must be removed immediately they are filled. They must not be left on-site overnight, unless stored in areas secured by fences at least 1.8 metres in height;
- ⇒ no fires may be lit on building sites at any time, unless a permit has been obtained from Council.

For further information or permits:

Contact Council's Community Amenity Unit on 9205 5063



Consideration must be given to safety of workers and others who may use the footpaths.



Builders & Demolishers will incur fines for polluting or damaging the environment.

2. THE ENVIRONMENT

This **Code of Practice** aims to protect and preserve the environment through:

- ⇒ ensuring that building sites look generally clean and tidy
- ⇒ bulk rubbish containers must be removed or fenced on site
- ⇒ preventing pollution and damage to water ways and their ecological systems, by materials from building sites (see page 11)
- ⇒ preventing dust, mud and other materials from littering the neighbourhood.

In particular, spoil such as soil, mud, clay, sand, rock, concrete, cement and the like is a concern on roads and footways. These materials are often carried on vehicle tyres. Builders must ensure that excess material is removed from tyres before vehicles leave the building site. Failure to do this may incur fines of up to \$2,000.

It also makes good economic sense to prevent valuable materials in stockpiles (eg topsoil) from being washed or blown off the site.

Builders and developers are therefore required to take measures to minimise the impact of litter, dust and run-off from the building site.

For further information:

See the Waste Management Guidelines on page 7 of this document.

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CODE OF PRACTICE

3. WASTE MANAGEMENT

The City of Yarra encourages builders/developers to reduce the amount of waste sent to landfill from development sites. Council's Waste Management Guidelines, on page 11, set out the requirements to achieve this.

For further information: Contact Council's Environment Management Unit on 9205 5093

4. PRESERVATION OF RESERVES, PARKS AND PUBLIC AREAS

The Yarra community values its reserves, parks and public areas, many of which have historical significance. Vehicle access to these areas is therefore strictly controlled.

Permission is required from Council's Open Space Unit to:

- ⇒ drive or park any vehicle or equipment on, across or through these areas;
- ⇒ remove any trees, plants, vegetation or furniture (including seats, poles, litter bins).

Anyone doing these things without the necessary permission may receive on-the-spot fines of up to \$200.00 per offence or court imposed fines of up to \$10,000.00.

For further information:

Contact the Open Space Unit on 9205 5038.



Unacceptable building site

5. WORKING HOURS

The high-density development and mixed land use in Yarra make noise and residential amenity a particular concern.

Council strictly enforces all legislation controlling these matters, including:

⇒ **Controls on working hours specified in planning permits** for building works within the City of Yarra: These controls are determined by the Statutory Planner to meet the specific needs of the local community while allowing the development to proceed efficiently.

If these controls are not observed, Council Officers may issue an Infringement Notice with penalties of up to \$1000. Should the matter have to be determined in a Magistrates' Court, fines may be up to \$120,000, with additional penalties of \$6000 per day for each day that the offence continues.

⇒ **Council's Local Law No. 3:** This restricts "commercial development" working times within Yarra. This Local Law states in part:

"Building works may not be undertaken between the hours of 5.00pm on any Saturday and 7.00am on the following Monday; and between 6.00pm on any day and 7.00am the following day, Monday to Friday".

For offences against the provisions of this Local Law, Council Officers can issue on-the-spot fines of up to \$500. A Magistrates' Court may also impose fines up to \$4,000 for each day these offences occur.

⇒ **The Environment Protection Act:** This creates specific offences for noise and establishes Statewide Regulations governing noise from residential buildings, including building works.

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CODE OF PRACTICE

Council Officers may issued Infringement Notices of \$500 for offences against these Regulations, with higher penalties possible should the matter proceed to a Magistrates' Court.

Builders and developers should check their planning permit to ensure that they are allowed to work at any given time. Should the planning permit not control the hours of work, the following hours generally apply:

▷ For sites being developed for residential use:

Monday to Friday
(excluding public holidays) **7.00am to 8.00pm**

Saturday, Sunday and public holidays **9.00am to 3.00pm**

▷ For sites being developed for industrial/commercial purposes:

Monday to Friday
(including public holidays) **7.00am to 6.00pm**

Saturday **7.00am to 5.00pm**

Sunday **No work permitted**

In exceptional circumstances, Council may issue special permits to allow work outside these hours.

For further information: Contact Council's Community Amenity Unit on 9205 5063 or 9205 5115.

6. ANIMALS

Council discourages builders from allowing animals on-site, because of the difficulties of containing animals on-site, and concern about dog droppings in public areas.

Animals found loose near building sites may be impounded, and Council may issue on-the-spot fines of up to \$100 per offence. Owners are also responsible for paying impounding costs.

7. MANAGEMENT OF TRAFFIC ON ROADS AND FOOTWAYS

If builders need to carry out any activity on Council-managed roads, footpaths, parks, reservations, laneways, right-of-ways etc., (e.g. footpath crossing for construction vehicles, service trenches etc.) a permit must be obtained from the Services Contracts Unit **before** works proceed. Builders who fail to do this risk severe financial penalties.

The following Council Information Sheets are available to assist in applying for permits:

- ⇒ **Use of Lanes: Developers' Guide** – to assist developers and architects in developing proposals before applying for a town planning permit
- ⇒ **Building Construction and Public Areas: Use of Public Facilities and Roads** – covering the use, during construction, of footpaths, roads laneways, parks or other areas or facilities that are normally freely used by the public
- ⇒ **Vehicular Access into Properties** – to help applicants to supply the information Council requires to consider an application for a Vehicle Crossing Permit.
- ⇒ **How do I obtain a Road Opening /Occupancy Permit?** – to explain the process of applying for a permit for road opening, or road occupancy (including crane permits, placing building materials on roads, or temporary road closures).

The requirements, processes and information in all these documents are Council policy.

For further information:

Contact Council's Services Contracts Unit on 9205 5000 or 9205 5067.

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8. ACTIVITY ON ROADS AND FOOTWAYS

Many building/development sites within the City of Yarra are comparatively small, and Council recognises that it will sometimes be necessary to place materials, work huts, storage facilities and waste hoppers on roads or footways.

Such use of Council land is strictly controlled, and permits must be obtained. Similarly, a permit is required to operate plant such as cranes, cherry pickers, etc from roads, footways or other Council land.

Fines of up to \$2,000 apply where permits are not obtained.

For further information and permits:

Contact Council's Services Contracts Unit on 9205 5000 or 9205 5067.

Refer to the "Waste Management Guidelines for Construction and Demolition Sites within the City of Yarra" for information on how to prevent and control spoil.

9. SANITARY FACILITIES

A toilet or toilets must be provided at all times, to the satisfaction of Council officers, on any site where people are employed to carry out building or other work. Work must not proceed until these facilities are available. The toilet/s must be either seweraged or portable, closed system, fresh-water flush toilets with water-seal.

LEGISLATION

NOTE: The Code and Guidelines do NOT provide State legislation, regulations, environmental policies and local planning requirements. Developers and builders are responsible for ensuring compliance with all legal obligations.

The Code and Guidelines are supported by the following legislation

- the *Litter Act*
- the *Environment Protection Act and Regulations*
- the *Local Government Act and Local Laws* made thereunder
- the *Road Safety Act and Regulations*
- the *Domestic Animals Act*
- the *Planning and Environment Act*
- the *Health Act*
- the *Occupational Health and Safety Act*
- the *Building Control Act and Regulations*.

For further information: Contact the Community Amenity Unit, on 9205 5063 during business hours, or 9205 5555 after hours.

waste management

GUIDELINES for Construction & Demolition Sites

Note: These guidelines should be read in conjunction with the relevant local laws and your permit requirements.



Reducing waste can save money, scarce natural resources and time.

KEY RESPONSIBILITIES IN WASTE MANAGEMENT

A Waste Management Plan **must** be prepared before any construction or demolition works commence, as a condition of your permit. A Waste Management Plan is a checklist of methods that will be used at demolition and construction sites to:

- reduce, reuse and recycle waste.
- prevent sediment and litter from having an impact on the environment.

THE WASTE MANAGEMENT HIERARCHY

REDUCE

waste if at all possible

RE-USE

what you can on site

RE-CYCLE

what is left.

This document provides guidance on preparing your Waste Management Plan. The forms to be filled in are provided with the document, and are also available from Council.

Builders and developers must:

- keep the waste management plan on site at all times. You will be required to show the plan to a Council Officer visiting the site
- ensure that all sub-contractors and labourers are aware of the plan and what their responsibilities are.

The site supervisor is responsible for keeping an eye on pollution control measures and ensuring that materials are separated for recycling.

A SNAPSHOT OF BUILDING WASTE

Who generates the waste?

Different activities in the demolition and construction industry make different contributions to the total waste generated. The following table shows the breakdown:

Type of activity	Percentage of total waste
Residential demolition	39%
Commercial demolition	33%
Residential and commercial construction	15%
Roads and landscaping C & D	3%
Civil C & D	5%
Other	5%

waste management

GUIDELINES for Construction & Demolition Sites

HOW MUCH CAN BE RECYCLED?

Nearly 80% of construction and demolition waste can be recycled or reused. These materials include:

Material	Percentage of total waste volume
Wood/timber	25.9%
Concrete	13.9%
Clean soil	11.8%
Soil/rubble	9.3%
Garden vegetation	9.6%
Bricks	8.5%
Total	= 80%

QUESTIONS TO BE CONSIDERED IN PLANNING

- What types of materials will be used?
- How much waste will be generated (approximately)?
- How much will it cost to send this waste to landfill?
- Can waste be reduced through better purchasing choices?
- What left-over materials can be reused?
- What materials can be recycled?
- How can litter and sediment run-off be prevented?
- Where can waste be stored and separated on-site?

Remember the waste management hierarchy – reduce, re-use, recycle

WAYS TO REDUCE WASTE

○ Efficient design

During the design stage, plan to minimise waste – it saves time, money and natural resources. Don't over-design, and do design around standard material sizes.

Designing In Waste Minimisation, a booklet produced by EcoRecycle and the Building Designers Association of Victoria Inc. (BDVA), covers the major aspects of designing to reduce waste – for example, planning room dimensions to avoid too much cutting of plasterboard, or using cut and fill techniques for levelling. Copies are available from;

- EcoRecycle phone toll-free 1800 35 32 33.
- City of Yarra libraries.

○ Re-use materials on site

For example, re-use or recycle:

- **Concrete:** For filling, levelling, road base
- **Bricks:** Cleaned and/or rendered over
- **Roof-tiles:** Crushed, as landscaping & driveways
- **Hardwood beams:** For floorboards, fencing, furniture
- **Other timber:** For formwork, bridging, blocking & propping
- **Door, windows, fittings:** Second-hand building materials
- **Greenwaste:** Mulching, composting for landscaping/fertiliser

○ Smart ordering

Order only what you need. In the long run this will eliminate over-ordering and cut material costs down.

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GUIDELINES for Construction & Demolition Sites

- **Use durable materials**
Using products with a longer-than-normal life-span will reduce repairs and replacement of materials in the long-term.
- **Buy recycled products**
The quality of products made from recycled materials is continually improving, and many have been proven to be equal to or better than new materials e.g. timber.

For more information about recycled building products, contact the EcoRecycle Infoline on 1800 35 32 33 or visit their website at www.ecorecycle.vic.gov.au.
- **Recycle materials**
If you can't reduce or reuse waste, recycling is the next best option. Some materials (e.g. metals) are quite valuable.

Civil & Civic recycled about 90% of materials from a block of offices that they were demolishing in Sydney. They saw the potential for reuse of the materials in the new steel-framed building they constructed on the site.

- **Separate your waste**
Separating waste on site (where space is available) saves money in disposal costs, increases recycling opportunities, and therefore lowers use of raw materials.



Not separating your waste costs money.

CONTROLLING LITTER

Building sites are a source of litter and waste, ranging from food packaging to cement bags and rubble.

Builders/developers are responsible for:

- **All litter** generated on site
- **All littering** fines issued on your site
- **All costs** incurred by Council to clean-up stormwater pits due to sediment run-off from your site.

At many sites in Yarra, on-site separation is difficult and much of the waste is mixed rubble. Companies are available that can sort mixed skip bins for recyclable materials.

It is an offence to litter or contaminate the storm water system. This damages aquatic flora and fauna in local waterways including the Yarra River and ultimately, Port Phillip Bay. Silt and litter can also block stormwater side entry pits, causing street flooding in streets, traffic hazard and property damage. See page 11 for techniques to avoid this.



Litter and sediment will wash in to the Yarra River when it rains

waste management

GUIDELINES for Construction & Demolition Sites

TO PREVENT LITTER AND SEDIMENT LEAVING THE SITE YOU MUST...

○ Have a litter bin on-site at all times

This must be installed before construction commences. It can be as simple as a few star posts supporting some wire netting with a lid.

The bin must be kept in good order, emptied as required during construction and all contents removed after work is completed.

○ Avoid contamination from vehicles and equipment

Contain material on vehicles during delivery or removal from site.

Remove mud and dust from vehicles, equipment and machinery before taking them off site.

For large projects, install prevention methods such as rumble grids and wheel washers. Entrances and exits from these controls should be paved with gravel.

In some instances, with Council permission, you may allocate a staff member to sweep up sediment on footpaths and roadways resulting from vehicles entering and leaving the property. This must be done immediately, not at the end of the day.

Hose down machinery and equipment on site, and contain the water. If the site is too small, take the equipment to a place where the contaminated liquid can be collected and treated appropriately. **Hosing down on footpaths and roads is prohibited.**

○ Store materials appropriately

Do not store sand or crushed rock on the footpath or roadway.

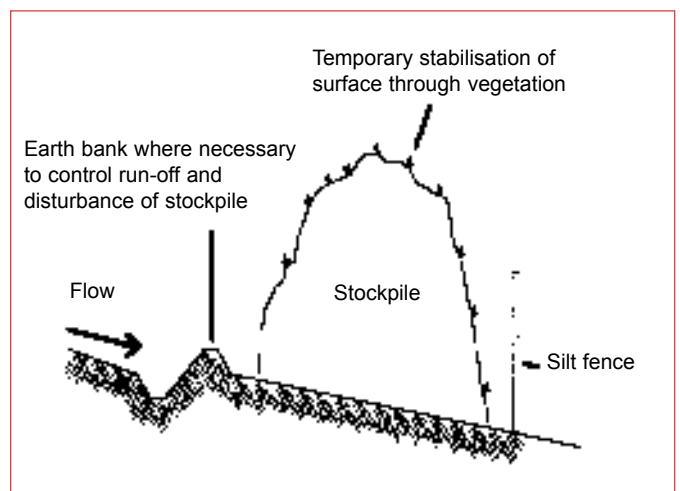
Locate stock piles away from areas prone to wind and water, and away from waterways and drain entry points.

Surround stock piles with a silt fence or install other control measures. For larger projects, a litter trap downstream is the best control.

○ Install drainage and fencing

Install drainage systems before works start.

Fit and install fencing properly so it will last throughout construction. This will keep litter within the site and improve public safety.



**Mismanaged stockpiles result in sedimentation.
Managing stockpiles prevents erosion and
run-off into local waterways.**

waste management

GUIDELINES for Construction & Demolition Sites

AVOIDING STORMWATER CONTAMINATION

Site litter, paint, solvents, brick, cleaning substances and cleanfill can all potentially contaminate the waterways.

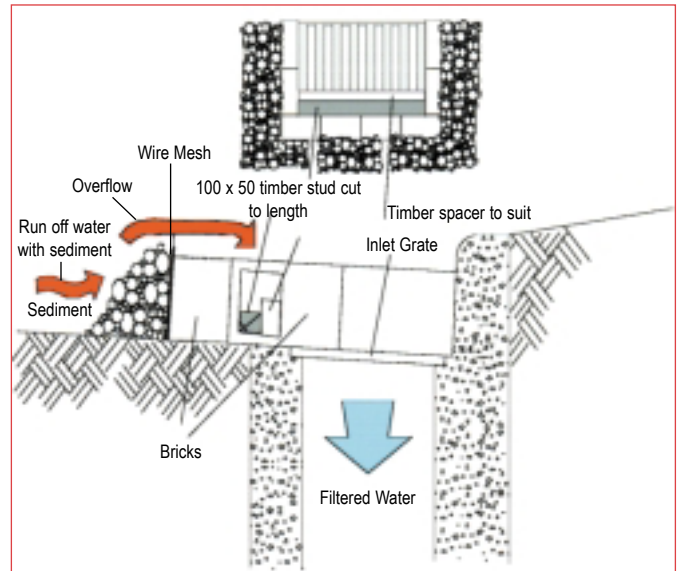
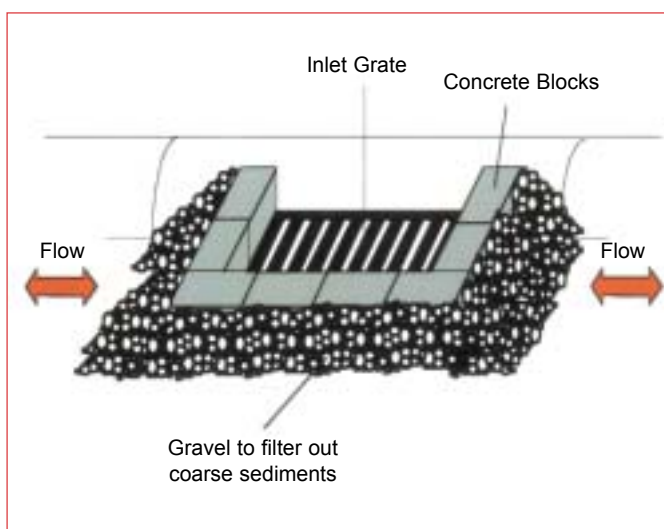
It is an offence under the Environment Protection Act to discharge contaminated water into the stormwater system.

Builders are responsible for any costs incurred by Council to clean up stormwater pits due to sediment run-off.

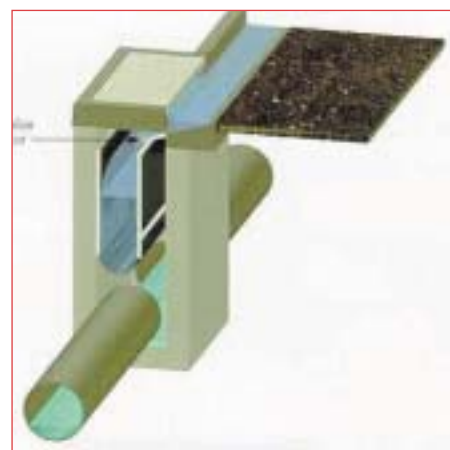
To avoid contamination:

- **Install drainage systems** before construction activities commence.
- **Divert clean stormwater** away from areas of the building site where soil is exposed. This can be done by constructing diversion banks and intercept drains. Use rock structures to retard water flows and reduce erosion. Avoid having exposed slopes where water scouring can occur.

Following are examples of a stormwater filter for on-site drains



- **Pump out and transport contaminated water, if necessary.** The water must be collected and disposed of by a licensed operator. The pump intake should be kept as close to the surface as possible to minimise the amount of sediment transported.
- **Install a temporary side-entry sediment/litter trap** downstream of the development site. This may be required, depending on the scope of your activities. The trap must be regularly cleaned, and removed once work on the site is completed. The litter trap is also effective in collecting sediment run-off.



An example of a side-entry litter and sediment trap

suppliers

STORM WATER TRAPS

Pollutec Operations Pty Ltd

Tel: 5977 0305

Fax: 5977 0302

Aco Polycrete Pty Ltd

Tel: 9808 4666

Fax: 9808 4566

Weldall Industries International

Tel: 9670 3100

Fax: 9642 8360

For more information on the controlling your building resources
please call EcoRecycle Victoria FreeCall InfoLine: **1800 3532 33**

Further information can be found on the following web page :

www.ecorecycle.vic.gov.au

<http://onsite.rmit.edu.au>

<http://ecospecifier.rmit.edu.au/flash.htm>

www.yarracity.vic.gov.au

IF YOU WOULD LIKE TO KNOW MORE ABOUT THE INFORMATION IN THIS DOCUMENT AND YOUR LANGUAGE IS NOT LISTED BELOW, YOU CAN CONTACT AN INTERPRETER ON **9280 1940**

Arabic

إذا أردتم معرفة المزيد عن المعلومات الواردة في هذه الوثيقة بإمكانكم الاتصال بمترجم على الرقم 9280 1930.

Cantonese

如果你要更多地了解關於這篇文件的內容，你可以與傳譯員聯絡，電話號碼 9280 1932。

Greek

ΑΝ ΘΕΛΕΤΕ ΠΕΡΙΣΣΟΤΕΡΕΣ ΛΕΠΤΟΜΕΡΕΙΣ ΣΧΕΤΙΚΑ ΜΕ ΤΑ ΣΤΟΙΧΕΙΑ ΠΟΥ ΠΕΡΙΕΧΟΝΤΑΙ ΣΤΟ ΕΝΤΥΠΟ ΑΥΤΟ, ΜΠΟΡΕΙΤΕ ΝΑ ΕΠΙΚΟΙΝΩΝΗΣΕΤΕ ΜΕ ΕΝΑ ΔΙΕΡΜΗΝΕΑ ΣΤΟΝ ΑΡΙΘΜΟ 9280 1934.

Hakka

如果你要更多地了解關於這篇文件的內容，您可以與傳譯員聯絡，電話號碼 9280 1935。

Hmong

YOG KOU XAV PAUB NTAU TXOG COV NTSIAB-LUS HAAV TSAE NTAUV NO, KOU HU TAU TUAJ NUG TUS NEFG TXHAIS-LUS PAU LUB XUVTOUJ 9280 1929.

Македонски

АКО САКАТЕ ДА ЗНАЕТЕ ПОВЕЌЕ ЗА ИНФОРМАЦИЈИТЕ ВО ОВОЈ ДОКУМЕНТ МОЖЕ ДА СЕ ЈАВИТЕ НА ПРЕВЕДУВАЧ ПА 9280 1936

Turkosh

BU BELGEDE YGRAIAN BI GII FRE İLİŞKİN DAHA FAZLA BİLGİ EDİNMEK İSTİYORSANIZ, 9280 1938 NUMARADAN BİR TERCÜMANLA GÖRÜŞEBİLRSİNİZ.

Vietnamese

NẾU MUỐN BIẾT THÊM CHI TIẾT VỀ NỘI DUNG VĂN KIỆN NÀY, QUÍ VỊ CÓ THỂ LIÊN LẠC VỚI MỘT TIẾNG DỊCH VIÊN QUA ĐIỆN THOẠI SỐ 9280 1939.

Босански

АКО ВИШТЕ ЖЕЉЕТЕ САЗНАТИ ВИШЕ О ИНФОРМАЦИЈАМА ИЗ ОВОЈ ДОКУМЕНТА МОЉЕТЕ НАЈВАТИ ПРЕВОДИОЦА НА 9280 1931.

Mandarin

如果您要進一步瞭解這份文件中的內容，您可以致電9280 1937，和翻譯員取得聯繫。