



GLEN EIRA
CITY COUNCIL

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GLEN EIRA CITY COUNCIL

BUILDING SITE MANAGEMENT CODE OF PRACTICE

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Policy owner: Manager, Community Safety and Compliance

Approved by: Council

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BUILDING SITE MANAGEMENT CODE OF PRACTICE

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BUILDING SITE MANAGEMENT CODE OF PRACTICE

1. TITLE

Building Site Management Code of Practice (the Code)

2. OBJECTIVE

To:

- encourage the better management of Building Sites and amenity issues arising from Building Activity;
- prevent the escape of Potential Stormwater Pollutants from Building Sites;
- provide a physical environment which aims to minimise hazards to health, amenity and safety of persons attending Building Sites and those adjacent, opposite or passing Building Sites;
- define the standards to which persons engaged in Building Activity or landscaping should adhere; and
- educate and encourage persons involved in Building Activity or landscaping to act responsibly to reduce the extent of litter and pollution for the benefit of the local community.

3. RELATIONSHIP BETWEEN THE CODE AND THE LOCAL LAW

The Code has been incorporated into Glen Eira City Council's Community Local Law 2019. Clause 16 provides that:

- (1) A person in charge of a Building Site must comply with any requirements imposed by Council's incorporated Building Site Management Code of Practice.
- (2) Subclause 16(1) does not apply to a Building Site where only Minor Building Works will be undertaken.

4. DEFINITIONS AND ABBREVIATIONS

Unless the contrary intention appears in the Code, words defined—

- (a) in the Glen Eira City Council Community Local Law 2019 have the same meaning in the Code; and
- (b) below have that meaning in the Code.

| Term | Meaning |
|------------------|--|
| Builder | A person who has been nominated as the builder on the building permit and if no such application has been made the Person in Charge of the Building Activity or landscaping being carried out. |
| Builders' Refuse | includes any Potential Stormwater Pollutant, solid or liquid domestic or commercial waste, debris or rubbish, and without limiting the generality of the above, includes any glass, metal, plastic, paper, fabric, wood, food, vegetation, soil, sand, concrete, rocks and any other |

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| | waste material, substance or thing generated by or in connection with Building Activity or landscaping. |
| Facility | A suitable rubbish receptacle capable of restricting debris and other waste from leaving the Building Site. |
| Hoarding | Temporary fencing, boards, barricades or other standing structures installed around a building site to protect the public and secure the site when unattended. |
| Minor Landscaping Work | landscaping valued at less than \$5,000. |
| Minor Building Works | As defined in the Glen Eira City Council Community Local Law 2019. |
| Owner | in relation to a Building means the owner of the land on which the building is situated. |
| Potential Stormwater Pollutant | any material that upon entering the Stormwater System, degrades the quality of stormwater to the detriment of the environment, including litter, sediment, soil, mud, concrete and concrete washings, plaster, brick and tile dust, paint, thinners and acid. |
| Person in Charge | the Builder or the Owner or the person in control of the Building Site if that person is not the Builder or the Owner and in the case of a company each director of that company. |
| Road Occupancy Permit | A permit that allows an individual or company to temporarily occupy a public road, footpath, or nature strip for construction, storage, or works. |
| Site Fencing | Temporary fencing (including hoarding) around the entire perimeter of a building site to protect the public and secure the site when unattended. |
| Stormwater System | Stormwater System which provides for the conveyance of stormwater run-off including kerb and channel, open channels, underground pipe systems and natural waterways. |

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5. CODE OF PRACTICE

Site Containment

- 5.1. Prior to the commencement of any Building Work, a Building Site must be secured with adequate Hoarding or Site Fencing.
- 5.2. Hoarding or Site Fencing is to be erected securely on the boundary of the Building Sites property line and must not protrude in or on any land (e.g. footpath) other than the Building Site without a Council approved permit to do so.
- 5.3. Hoarding or Site Fencing must remain erected and securely fixed in place until the completion of the building work.
- 5.4. Entry to the Building Site must not take place other than across the Vehicle Crossing for the Building Site.
- 5.5. The requirement to provide Hoarding or Site Fencing under this clause may be waived or varied at Council's discretion.
- 5.6. Site lighting installed must be directed inwards in addition to being baffled or screened to prevent light spillage into adjoining properties. Where this is not possible due to height or location of lighting or other unavoidable contributing factors, the light impact must be mitigated by other means to the satisfaction of Council or an Authorised Officer.
- 5.7. Portable toilets must be contained within the site boundary and not be placed on any Road or Council Land.

Stormwater Protection

- 5.8. Where any Building Activity or landscaping is being carried out on any land, the Owner, Builder or Appointed Agent must manage the Building Site to ensure:
 - (a) no Potential Stormwater Pollutant will escape from a Building Site; and
 - (b) any Potential Stormwater Pollutant is contained or stored in a manner such as to prevent it escaping from the Building Site.
- 5.9. Building Activity must be contained entirely within the Building Site and/or within an area approved by Council or an Authorised Officer.
- 5.10. Waste from building activities including, but not limited to, concrete mixing, brick paving, asphalt cutting, and pavement crushing must be managed to prevent contamination of stormwater, damage to public trees, and harm to green infrastructure. These works should be carried out in designated containment areas, with appropriate sediment controls, such as gravel sausages, installed at entry pit and maintained to protect downstream stormwater infrastructure.
- 5.11. All waters (including stormwater, drainage, flushing, wash-down, recycled or other waters) must be contained and managed on site, discharged to stormwater or sewerage with appropriate approvals and treatment, or transported to a licensed treatment facility. Water must not leave the site in an uncontrolled manner.
- 5.12. All discharges must comply with Environment Protection Authority

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(EPA) Victoria regulations.

Control of Builders' Refuse and excessive dust in the course of carrying out Building Activity: Containment

- 5.13. Where any Building Activity or landscaping (other than Minor Building Works or Minor Landscaping Work) is being carried out on any land, the Owner, Builder or Appointed Agent must:
- (a) ensure that any Builders' Refuse from a Building Site or an approved area where Building Activity or landscaping are being conducted, does not escape the site or approved area;
 - (b) ensure that any excessive dust from a Building Site or an approved area where Building Activity or landscaping are being conducted, does not escape the site or approved area;
 - (c) provide a Facility for the purpose of disposal of Builders' Refuse and to the satisfaction of Council, its size, design and construction (to a standard capable of preventing wind borne litter escaping the refuse facility) will be at the discretion of the Builder;
 - (d) place the Facility on the land and keep it in place (except for such periods as are necessary to empty the Facility) for the duration of the Building Activity or landscaping;
 - (e) not place the Facility on any Council Land, road, bridge or ford, footpath, bicycle path or nature strip, or any culvert, kerbing or other land or works forming part of a road without Council's consent;
 - (f) empty the Facility whenever full and if necessary, a replacement Facility should be provided during the emptying process.
- 5.14. The requirement to provide a Facility may be waived at the discretion of an Authorised Officer.

Control of Builders' Refuse: Disposal

- 5.15. During any Building Activity or landscaping, the Owner, Builder or Appointed Agent must ensure that:
- (a) all Builders' Refuse which requires containment is placed in the Facility referred to in clause 5.10(c);
 - (b) Builders' Refuse is not deposited in, or on any land other than in accordance with clause 5.10; and
 - (c) Builders' Refuse is not deposited in or over any part of the Stormwater System.

Control of Builders' Refuse: Removal

- 5.16. On any land where Building Activity or landscaping is being, or has been carried out, the Owner, Builder or Appointed Agent must remove and lawfully dispose of all refuse including , without limiting the generality of the above, the Builders' Refuse in the Facility referred to in clause 5.10(c), within seven (7) days of completion of the Building Activity or landscaping or issue of an occupancy permit, whichever occurs last.

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Public Safety

- 5.17. Council public assets may require repair at any stage of the project, not just on completion. If damage occurs (for example, a footpath depression or a damaged stormwater pit) you must promptly repair or make it safe. If full reinstatement is not immediately possible, use temporary surface treatments (such as asphalt, steel plates or compacted fine gravel, pit lid replacement) to keep the area safe and accessible until permanent repairs are undertaken.
- 5.18. If a footpath/road is authorised to be blocked, a traffic management plan must be in place with clear warning signs and a safe, accessible alternative route must be provided and maintained for pedestrians of all abilities, at all times.

Other obligations

- 5.19. This Code of Practice does not remove or replace the requirement for compliance with other laws, regulations and technical standards that apply to Building Work and Building Activity. All Building Work and Building Activity must:
 - (a) Comply with Council's Community Local Law 2019;
 - (b) follow all relevant laws, regulations and technical standards, including, occupational health and safety, environmental protection, planning and building laws;
 - (c) have a Construction Management Plan in place and have all necessary approvals, consent and permits obtained, such as Asset Protection Permits and Road Occupancy Permits; and
 - (d) comply with any conditions of a planning permit.

6. LEGISLATIVE COMPATIBILITY

This Code of Practice has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006* (Vic).

In line with the *Gender Equality Act 2020* (Vic), a Gender Impact Assessment is not required for this code of practice.

7. ASSOCIATED COUNCIL DOCUMENTS

Glen Eira City Council Community Local Law 2019

8. EXTERNAL REFERENCES/RESOURCES

Local Government Act 1989
Local Government Act 2020
Occupational Health and Safety Act 2004
Road Management Act 2004
Environment Protection Act 2017



GLEN EIRA
CITY COUNCIL

Glen Eira City Council

Corner Glen Eira and Hawthorn Roads, Caulfield

Mail address: PO Box 42
Caulfield South, 3162

Phone: (03) 9524 3333

mail@gleneira.vic.gov.au
www.gleneira.vic.gov.au

