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1. City Works Guidelines Checklist
2. Crane and EWP Operation Map Category 1
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   Crane and EWP Operation Map Category 3
3. Traffic Management Plan
4. Sample Consultation Letter
5. References
Note to revised edition

The City Works Guidelines released in 2000 has been revised due to changes in legislative requirements and safety standards.

Changes have also been undertaken in response to comments received from people who work in the City. Thank you to those people who have provided input into matters which explain how to safely carry out works in the City. To make the Guidelines more user-friendly, the booklet has been divided into sections with a quick guide to key contact numbers included at the front.

In addition, sections have been expanded to include environmental considerations, as well as more emphasis explaining how the public can be protected around work sites. The use of extra photographic examples of safe work sites should be helpful. More specifications have been included in the booklet, as well as traffic management guides due to amendments to AS 1742.3 Manual of Uniform Traffic Control Devices - Traffic Control Devices for Works on Roads.

Information sheets

As a companion piece to these Guidelines, information sheets have been produced to make it easier to access information about specific activities. These information sheets are available from the Council’s Customer Centre at 25 Pirie Street. The information sheets cover:

1. Working in the City of Adelaide
2. Demolition
3. Building in the City with Precast and Tilt Up Concrete
4. Excavations
5. Elevated Work Platforms
6. Scaffold
7. Concrete Pumps and Deliveries of Concrete
8. Construction
9. Painting
10. Water Pressure Cleaning
11. Ladders
12. Street Closure
13. Film Crews
14. Crossing Place
15. Loading
16. Elevated Work Platforms
17. Cranes
Approvals Officers
Telephone 8203 7236

Approvals Officers issue permits for road closures, cranes, elevated work platforms, parking, outdoor dining and water activities. Please contact the Approvals Officers to arrange permits for the following activities:

- Any footpath occupation (for example materials to be stored on the footpath)
- Excavations
- Scaffold and cantilevered catch platforms
- Concrete pumps and deliveries of concrete
- Hoardings
- Elevated work platforms
- Cranes
- Ladders
- Film Crews
- Marquees
- Temporary Grandstands and staging
- Compounds
- Loading
- Pedestrian raceways
- Hoardings

Development Officers
Telephone 8203 7259

Development Officers ensure buildings under construction are completed in accordance with the Development Approval and that existing buildings are safe to be used and are appropriate for the approved use. Contact the Development Officers for queries regarding the following:

- Demolition
- Major and minor constructions
- Hoardings over 2 metres
- Painting of heritage listed buildings
- Marquees
- Temporary grandstands and staging
- Removal of significant trees
- Site sheds
City Precinct Officers
Telephone 8203 7331
City Precinct Officers minimise the risk of injury and nuisance to the public resulting from activities in the public realm by ensuring a minimum standard of public protection. City Precinct Officers arrange site management meetings which provide information regarding site safety.

Environmental Health Officers
Telephone 8203 7118
Environmental Health Officers protect the public health and safety in the community. For advice on stormwater protection please contact the Environmental Health section.

Development Applications
Telephone 8203 7185
The Development Assessment team provide the following advice:
- Preliminary assessment of development proposals
- Planning and building advice, support and assistance
- Negotiating with applicants and community to achieve quality development proposals
- Assessing of Development Applications
- Providing professional statutory planning and building advice
- Coordination with other Council and State/Federal government agencies

Asphalting
Telephone 8203 7285
Responsible for constructing and maintaining the City's asphalt roads and footpaths in a safe and serviceable condition. These crews are involved in works ranging from the very necessary pot hole repairs through to trench reinstatements and full road resurfacing projects.

Construction
Telephone 8203 7285
Responsible for delivering capital works projects involving the construction of the City's transportation infrastructure. These projects can involve construction of all aspects of the Council's assets including street lighting, stormwater, kerb and water table, road, footpath and landscaped areas.

Line Marking
Telephone 8203 7285
Responsible for maintaining all existing pavement line marking as well as the establishment of new line marking on new pavements within the City's boundary. The work carried out by this section includes line marking operations of arterial and residential roads encompassing the long lines, intersections, parking bays, directional arrows, bike lanes, stop bars and Christmas Pageant lines.
Masons
Telephone 8203 7285
Responsible for maintaining the City’s block and flagstone paved footpaths, kerbing and stormwater in a safe and serviceable condition. This includes the repair of footpath trip hazards, broken or misaligned kerbing and damaged catchpits. The Masons section also undertakes works involving the establishment of vehicle crossing places and reinstatement works for service authorities and contractors.

Signs
Telephone 8203 7285
Responsible for installing and maintaining all regulatory and traffic management signage as well as the establishment of temporary parking controls within the City’s boundary.
This section also operates as the Council’s primary contractor for establishing traffic and pedestrian control for major events including the Christmas Pageant, Horse Trials, New Years Eve party, Sky Show, Tour Down Under and Clipsal 500, just to mention a few.

Lighting
Telephone 8203 7647
Manages the City’s public lighting, CCTV and ducting infrastructure to ensure that they meet the operational and strategic needs of the City, community and other stakeholders.

Park Lands
Telephone 8203 7203
Responsible for parks and public art, and is for the ongoing monitoring and maintenance of City parks, as well as providing support for public art within the Adelaide City area.

Drainage and Waterways
Telephone 8203 7290
Responsible for the ongoing monitoring and maintenance of the Council’s water resources.

Monuments
Telephone 8203 7276
Responsible for the ongoing monitoring and maintenance of City Art and Monuments, as well as providing support for public art within the Adelaide city area.

Transportation Asset Manager Roads
Telephone 8203 7277
Responsible for providing and managing a network of roads, bridges, footpaths and traffic control devices to enable effective safe movement throughout the City and surrounding Park Lands.
Introduction

Scope of the City Works Guidelines

These Guidelines have been adopted by Adelaide City Council and set out requirements for safely carrying out activities in the public realm (City streets, Park Lands and footpaths).

The aim of this booklet is to minimise the impact to the local environment from these activities and to provide consistent requirements for all contractors, developers and builders, especially with respect to safety when undertaking work in the public realm.

Activities which are outlined in these Guidelines include:

- Loading and unloading of materials
- Traffic management
- Pedestrian raceways
- Objects on the footpath
- Parking
- Hoardings
- Cranes
- Elevated Work Platforms
- Building and demolition
- Street Occupation
- Road Occupation

A site management meeting should be held for any activities which occupy the public realm. At a site management meeting expert advice can be given regarding the above matters at which a checklist of agreed actions is discussed.
Activities carried out in the public realm which do not have a permit could result in the issue of an Expiation Notice by Council officers.

A breach in terms of the Local Government Act may invoke a penalty of up to $5000.

Compliance with these Guidelines is to be in conjunction with, but does not release, the user from any obligations or compliance with any other State or Local Government Laws relating to building/development work or the alteration to any road(s).

A person carrying out any building/development work is responsible for obtaining all necessary consents, authorisations and permits.

In particular, persons undertaking any work activity should familiarise themselves with the requirements of:

- The Development Act and Regulations
- The Building Code of Australia
- The Local Government Act
- By-Laws
- Environmental Health Act
- Occupational Health, Safety and Welfare Act and Regulations
- Road Traffic Act and Australian Road Rules
- Disability Discrimination Act 1992
- Relevant Australian Standards
- Other Service Providers, Asset Owners
- Stormwater Prevention Code of Practice for the Building Industry
- Stormwater Pollution Prevention Code of Practice for the Community
- Workplace Services requirements
Activity
Work activities carried out or having an impact in the public realm:
- Long term - more than eight hours.
- Short term - less than eight hours.

Altered or alterations
Structural changes and also renovations of a building or structure.

Builder
Any person or body who themselves, or by others, undertake an activity requiring authorisation.

Building
Includes a portion of a building or structure.

Building work
Work in the nature of:
- The erection, construction, underpinning, alteration of, addition to, or demolition of, any building or structure.
- The making of any excavation, or filling for or incidental to, the erection, construction, underpinning, alteration of, addition to, or demolition of, any building or structure.
- Any other prescribed work or activity (prescribed in under the Development Act 1993 as amended).

Council
The Adelaide City Council.

Council Officer
Means any person employed by the Council.

Long term activities
An activity or proposed activity which impacts on the public realm and requires an authorisation for a period of greater than eight hours.

Short term activities
An activity or proposed activity which impacts on the public realm and requires an authorisation for a period of eight hours or less.
**Cranes**
Lifting vehicles including truck mounted cranes.

**Elevated Work Platforms**
Elevated Work Platforms include boom lifts, cherry pickers and scissor lifts.

**Public place**
Includes every street, road, square, lane, footway, court, alley and thoroughfare which the public are allowed to use (whether formed on private property or not) and any foreshore, but does not include any part of a community parcel divided by a plan of community division under the Community Titles Act.

**Public realm**
Any area under the control of the Adelaide City Council.

**Site**
Area upon which a city works activity occurs.

**Traffic controller (previously known as Flagman)**
Protection of the Public Around Work Areas
Protection of the Public Around Work Areas

Protecting the Public

General Considerations
Any activity carried out in the public realm should take into account the following factors:
- Public safety
- Local environment
- Hazardous material
- Waste management
- Adjacent businesses and homes

Requirements for Permits
Permits are required for any activity which takes place in public space. Examples include crane work, concrete pumps, hoardings, scaffolds, catch platforms, ladders and installation of vehicle or stormwater crossing places or service pits.

No work should be undertaken in the public realm, including the erection and dismantling of hoardings and scaffolding, and any other associated work, unless agreed to at the site management meeting.

Permits should be on site at all times.

Hoardings
Any hoarding erected should be constructed to at least the minimum requirements stated in Specifications - Hoardings.

Access around the Site
Access around the work activity for the public and for people with disabilities, including the sight and hearing impaired, needs to be taken into consideration.

Pedestrian raceways are only to be permitted when there is no alternative other than to direct pedestrians around the work activity and onto the roadway. If permitted, pedestrian raceways should be constructed at least to the minimum standard stated in Specifications - Pedestrian Raceways.

Traffic Control
If the proposed activity will impact on normal traffic conditions, the appropriate Traffic Management Plan needs to be produced for agreement by Council.

When directing traffic around an obstruction (e.g. hoarding, pedestrian raceway, mobile crane) the appropriate signage must be erected as detailed in Australian Standard 1742.3 - Manual of Uniform Traffic Control Devices, Part 3: Traffic Control Devices For Works on Roads. Depending on the duration of the activity, booklets for short term and long term works are available.

Only accredited persons in terms of the Commissioner of Highways’ General Notice will be permitted to erect, arrange or display road traffic signs within the boundaries of the City of Adelaide.
Consultation with Adjoining Building Owners and Occupiers

The Council may require the developer to consult with adjoining owners, occupiers and other people who may be appropriate in the following instances:

- If the work activity affects the local environment outside their property.
- If a street is proposed to be closed for vehicular traffic.
- If street occupation is required in front of properties other than those where associated work activity is being carried out.
- As directed by an officer of the Adelaide City Council.

Officers may request the results of the consultation and a sign off on the Site Management Plan. See the appendix for a sample consultation letter.

Special Cases

Notwithstanding any provision in these Guidelines, other methods of protection or precautionary measures to ensure the safety and convenience of the public and properties adjoining a site, which in the opinion of the Council are deemed to be equivalent or superior to those prescribed in these Guidelines, may be permitted.
Requirements before starting Demolition Work

- The application for the demolition must have been given Development Approval by Council.

- The builder/developer/contractor should take adequate precautions to comply with these Guidelines to ensure the safety of the public and occupiers of adjoining premises.

- Arrangements for the safety of people working or residing in the building while demolition is taking place on the same site, or in the same building, should be agreed at the site management meeting before work starts.

- The builder should give at least one clear working day’s notice before the start of demolition work to the Council’s Development Officers on telephone 8203 7259.

- Demolition work cannot start until the Development Officers are satisfied with the safety precautions taken.

- Appropriate permits must be obtained.

Section 60 of the Development Act - Notification of Adjoining Owner

Under Section 60 of the Development Act 1993, the building owner is responsible for notifying adjoining owners of their intentions. Important points to remember are:

1. (a) the building owner must, at least 28 days before the building work is to commence, cause to be served on the owner of the affected land or premises a notice of intention to perform the building work and the nature of that work; and

(b) the building owner must take such precautions as may be prescribed to protect the affected land or premises; and

(c) nothing in this section relieves the building owner from liability for injury resulting from the performance of any building work.

2. A building owner who fails to comply with a provision under subsection (1) is guilty of an offence.

Before work starts, it is strongly recommended by Council that the builder/demolisher reads Section 60 in full so that they are aware of all the requirements.
**Adjoining Buildings**

The builder or developer should take adequate precautions to protect adjoining buildings and to ensure that no materials or debris will fall onto adjoining properties, except in cases where private written agreements have been reached with the owners concerned.

**Dilapidation Reports**

All work to be carried out in the immediate vicinity of an adjoining property should have a dilapidation report carried out to the adjoining property. The report will record the condition of the adjoining structures as well as the condition of the public realm items such as the roads, footpaths, kerb and gutters. A copy of the Dilapidation Report should be submitted to Council prior to demolition/excavation.

**Methods of Demolition for Special Cases**

Notwithstanding any other provisions in these Guidelines, the Council may authorise in the case of any particular building the felling of walls or removal of floors to be carried out by any of the methods listed below, or any combination of:

- Mechanical clamshell grab.
- Any other method.

- The use of a mechanical pneumatic concrete breaker may be authorised at the site management meeting.
- A request for permission to use any of the foregoing methods of demolition should be submitted with the application referred to as an agreement.
- Such a request should be supported by evidence that with respect to that building the requirements prescribed in these Guidelines are impracticable or undesirable by reason of adverse effects on the general public and/or adjoining properties.

**Protection of Openings**

- Before construction work in the nature of demolition of a building or structure starts, care must be taken to ensure:
  - All glass in windows, doors, skylights and furnishings are removed.
  - All exterior wall openings of the building, structure or part thereof being demolished are boarded up or otherwise substantially covered, except openings at ground level used to provide access for working personnel.
- Openings abutting any public street, road or place, notices should be displayed so as to be clearly visible to members of the public.
- All notices should be in red lettering 100mm high on a white background stating - DEMOLITION IN PROGRESS, BUILDING IN PROGRESS or EXCAVATIONS IN PROGRESS, as appropriate.
Requirements Relating to Street Occupation

- Wherever any demolition or construction work occurs within four metres of any footpath or any street or public place, at or above the height of eight metres above the level of the footpath, the builder should, until completion of the work, cover the footpath abutting on or within of the building or structure being demolished with a Type B hoarding.

- Any alterations or damage to the existing infrastructure as a result of any building work or development in the public should be reinstated to the Council's specification at the applicant's expense. These matters should be discussed at the site management meeting.

- The applicant must ensure that pedestrian movement past the site is unimpeded. Where a hoarding reduces the width of the footpath to less than 1.5 metres, the applicant must provide a pedestrian race. The pedestrian race must be included in the traffic management plan submitted.

Environmental Precautions

- When demolishing a structure or excavating, precautions must be taken to limit the amount of dust being emitted from the site. If mains water is used, then all run off must be contained within the site entry pit that does not allow sediment suspended in the water to run down the stormwater drain. Barriers that can be used include hay bails, sand bags, and sediment traps.

- If sediment is left on road or drain after work is completed, these areas must be routinely swept.

Hazardous Material

Any hazardous material such as asbestos products should be disposed of according to the instructions of officers from Work Place Services or in the case of polluted soils and the like, with instructions of officers from the Environment Protection Authority (EPA).

Stormwater Precautions

- Building site maintenance must be in accordance with the handbook *Pollution on Building Sites*. These can be obtained from KESAB, the Environment Protection Authority or the Adelaide City Council.

- Silt traps should be installed in all catch pits adjacent to the development site.

- On completion of the development, Council Officers will inspect the stormwater system to ensure that no pollutants have been lodged during the construction period. If pollutants are detected, the water system will be cleared by the Council at the developer's expense. An Environmental Project Officer can be contacted on telephone 8203 7118.
Demolition

Noise
- Noise levels should be kept to a minimum to avoid disturbing the occupiers of adjoining properties and the general public.
- Noisy demolition work should not be undertaken outside 7.00am to 6.00pm Monday to Saturday. If the builder considers Sunday work as essential, noise must be kept to a minimum. In these cases work cannot start before 9.00am and be finished by 6.00pm. The restrictions on time are regulated by the Environment Protection Authority. See the website http://www.environment.sa.gov.au/epa/.

Dust Control
- The demolisher or contractor should at all times take appropriate steps to prevent dust nuisance. Water must be kept on site.
- At any time during the course of demolition, the City Precinct Officer may specify times to restrict dust-creating work where, in the opinion of that officer, a public nuisance would otherwise occur.

Chutes
- The dust creating material should not be thrown or dropped from the building structure. Such material must be lowered by a hoisting apparatus or conveyed by enclosed chutes to suitable bins.
- Chutes should be properly constructed of the approved design and material and wholly enclosed with shade cloth or solid material whichever is suitable to prevent dust. Every outlet should be protected by a baffle plate and weighted heavy canvas to control materials leaving the chute.
- Chutes must be adequate to support the weight and movement of material down the chute.
- A prominent DANGER sign in red lettering on a white background should be placed at the discharge end of every chute, the minimum height of lettering to be 100mm.

Waste Material and Street Cleansing
- The builder undertaking demolition work should make provision to the satisfaction of the Council for the storage, removal and disposal of all garbage and waste materials resulting from any work.
- Any street, road or public place adjacent to the building site should be kept clear of plant, equipment, materials, debris and rubbish at all times unless authorisation from Council has been given. Precautions must be taken to prevent any foreign matter other than stormwater entering the drainage system. The water table adjacent to the site should be kept clean and the sweepings removed.
- If the streets, road or public place adjacent to the building site are not clean in compliance with these requirements, Council will exercise its rights and serve an Expiation Notice under the Local Government Act. If the streets are not adequately cleaned, then the builder/demolisher would pay all costs incurred.
Fire Safety

- Adequate precautions must be taken during demolition and construction work to prevent fires,
- Existing hydrants must be maintained for as long as possible.
- If a fire exit or egress from a neighbouring building will possibly be blocked, consultation with the neighbour needs to occur.

Consultation with Neighbours

Consultation must be carried out with neighbours who would be affected by the restrictions to the public realm in regards to access to property. Council may ask developers to meet with stake-holders or carry out a letterbox drop of the street and surrounding area.

The builder/developer/contractor should take adequate precautions to comply with these Guidelines to ensure the safety of the general public and occupiers of adjoining premises.

A site management meeting should be undertaken before to starting work to ensure builder/developer/contractor is aware of precautions.

Building Stability

Care should be taken in design and during construction to guard against progressive collapse.

Progressive collapse means a continuous sequence failure by the failure of one part of the structure. Precast concrete structures are susceptible to this type of failure.

Progressive collapse may be prevented by providing either:

- Adequate structural strength and continuity of the structure and its parts.
- Alternative load paths that cause applied forces to be safety transmitted through the structure.

Engineer Certificates must be provided to Council to specify that the panels are being lifted into location satisfactorily.

Cranes

Crane operations should give consideration to crane loadings and access and protection of the public. For further information see the section on Crane Operations.

Information must be provided to Council regarding the load limit of the crane which is proposed to be used.
Requirements before starting Excavation Work

- The builder/developer/contractor should take adequate precautions in compliance with these Guidelines to ensure the safety of the general public and occupiers of adjoining premises.
- A site management meeting should be undertaken before starting work to ensure that the builder/developer/contractor is aware of precautions.

Section 60 of the Development Act - Notification of Adjoining Owners

Under Section 60 of the Development Act 1993, the building owner has responsibilities under Section 60 to notify adjoining owners of their intentions. Important points to remember are:

(1)  
(d) the building owner must, at least 28 days before the building work is commence, cause to be served on the owner of the affected land or premises a notice of intention to perform the building work and the nature of that work; and

(e) the building owner must take such precautions as may be prescribed to protect the affected land or premises; and

(f) nothing in this section relieves the building owner from liability for injury resulting from the performance of any building work.

(3) A building owner who fails to comply with a provision under subsection (1) is guilty of an offence.

Prior to start of such work, it is strongly recommended by Council that the builder/demolisher reads Section 60 in full so that they are aware of all the requirements.

Adjoining Buildings

The builder or developer should take adequate precautions to protect adjoining buildings and to ensure that no materials or debris should fall onto adjoining properties except in cases where private written agreements have been reached with the owners concerned.

Dilapidation Reports

All work to be carried out in the immediate vicinity of an adjoining property should have a dilapidation report carried out on the adjoining property. The report will record the condition of the adjoining structures as well as the condition of the public realm items such as the roads, footpaths, kerb and gutters. A copy of the dilapidation report should be submitted to Council before demolition/excavation.
Excavations/Trenching on Site

Requirements for Methods of Excavation

- All construction work in the nature of excavation and backfilling should be undertaken according to the Occupational Health, Safety and Welfare Regulations.
- Water may be required to be removed or diverted from excavations before, during or after concrete or other building materials are deposited therein. Refer to Stormwater Pollution Prevention Code of Practice for the Building Industry.
- Shoring is required whenever it is necessary to maintain the stability of the soil and in any event when greater than 1.5 metres.
- Wherever the soil conditions so require, retaining walls or other approved methods of preventing movement of the soil should be provided and adequate provision made for drainage.
- The builder should ensure that all sides of every excavation are properly hoarded with a suitable hoarding, except where the site is wholly enclosed and secured to the satisfaction of Council.
- In cases where a site has been cleared of buildings or structures and it is not proposed to commence construction of new buildings or structures immediately:
  1. Every excavation should be filled in to ground level and the site cleared of all rubbish and debris.
  2. The entire site area at ground level should be covered with at least 50mm metal or other dust proof solid material.
  3. Hoardings should be provided and maintained in good condition in accordance with the permit.
  4. All backfilled according to Adelaide City Council standards.

Environmental Precautions

- When excavating, precautions must be taken to limit the amount of dust being emitted from the site. If mains water is used, then all run off must be contained within the site entry pit that does not allow sediment suspended in the water to run down the stormwater drain. Barriers that can be used include hay bails, sand bags, and sediment traps.
- If sediment is left on the road or drain after work is completed, these areas must be routinely swept.
- For more information, please refer to the Environment Protection Authority’s Handbook for Pollution Avoidance on Building Sites.

Dust Control

- The builder/developer/contractor should at all times take appropriate steps to prevent dust nuisance. Water must be kept on site.
- At any time during the course of excavation, the City Precinct Officer may specify times to restrict dust-creating work where, in the opinion of that officer, a public nuisance would otherwise occur.

Consultation with Neighbours

Consultation must be carried out with neighbours who would be affected by the restrictions to the public realm in regards to access to property. Council may ask developers to meet with stakeholders or carry out a letterbox drop of the street and surrounding area.
Requirements before starting Excavation Work

- Council requires notification regarding any proposed excavation works.
- All street or footpath occupation will require a permit from Council. A site plan may be required to inform the City Precinct Officer for the area.
- The Development Support Officer should be contacted to discuss whether a site management meeting is required on telephone 8203 7331.

Protection of the Public

The work site should be separated from the public by means of a hoarding. Check Specification - Hoardings, to ascertain the correct type to use.

The applicant must ensure that pedestrian movement past the site is unimpeded. Where a hoarding reduces the width of the footpath to less than 1.5 metres, the applicant must provide a pedestrian race. The pedestrian race must be included in the submitted traffic management plan and comply with the requirements of Specification - Pedestrian Raceways.

Best Practice

All telecommunication service authorities must comply with the requirements of the telecommunications legislation in relation to engineering best practice, noise management, co-location of underground services and adherence to relevant codes and standards.

Traffic Management

If it is envisaged that the site will impact on traffic and parking or the safety of pedestrians, then this needs to be discussed with Council’s Traffic Officers on telephone 8203 7433. A traffic management plan and/or site management meeting will be required prior to obtaining a permit depending on the work.

Dilapidation Reports

All work to be carried out in the immediate vicinity of an adjoining property should have a Dilapidation Report carried out at the adjoining property, including the condition of the public realm items such as the roads, footpaths, kerb and gutters.
Excavations in the Public Realm

Requirements for Excavation and Backfilling

- All work should be undertaken according to the Occupational Health, Safety and Welfare Regulations.
- All excavation and backfilling work should be carried out in accordance with Specifications - Excavation.

Environmental Precautions

- When excavating, precautions must be taken to limit the amount of dust being emitted from the site. If mains water is used, then all run off must be contained within the site entry pit that does not allow sediment suspended in the water to run down the stormwater drain. Barriers that can be used include hay bails, sand bags, and sediment traps.
- If sediment is left on road or drain after work is completed, these areas must be routinely swept to ensure that sediment can not find its way into the stormwater system via wind or water action, and also avoid littering.
- For more information, please refer to the Environment Protection Authority’s Handbook for Pollution Avoidance on Building Sites.

Dust Control

- The builder/developer/contractor should at all times take appropriate steps to prevent dust nuisance. Water must be kept on site.
- At any time during the course of excavation, the City Precinct Officer may specify times to restrict dust-creating work where, in the opinion of that officer, a public nuisance would otherwise occur.

Consultation with Neighbours

Consultation must be carried out with neighbours who would be affected by the restrictions to the public realm in regards to access to property. Council may ask developers to meet with stakeholders or carry out a letterbox drop of the street and surrounding area.
Where a building or structure to be constructed (or where a part of a building or structure is to be demolished) that part exceeds four metres in height and the building is less than 2m or less than half the height from the public place, structure or part to be demolished should have scaffold erected subject to, and in accordance with the authorisation.

Scaffold should be:

- Erected along the entire length of the building, structure or part thereof.
- Erected before the start of the building work.
- Kept in position at all times during the progress of work.
- Scaffolds are to be enclosed with mesh.

Approval is required for this activity. Please contact a City Precinct Officers on telephone 8203 7331
Work Activities

Cantilevered Catch Platforms

The height of the scaffolding should be at least equal to the height of the external wall or part of the building or structure to be or being constructed.

Where it is not practicable to erect scaffolding, the Council may require catch-platforms to be provided.

Catch platforms should be designed, constructed, and erected so that they will catch and deflect towards the building or structure being constructed in whole or in part, all materials that may fall outside the building or structure in the course of or as a result of the work.

Where a building or structure exceeds four metres in height a platform or platforms should be provided at a height not less than four metres above ground level but in no case more than eleven metres below a level at which the outer wall or other exterior part of the building or structure is being constructed.

Catch platforms should not be used as working platforms or for the storage of material. Platforms to be used for the storage of material require an Engineers Certificate to be submitted to prove it is structurally sound.

Openings below the catch platform must be protected with safety screens one metre above the floor level (apertures not greater than 25mm x 25mm).

For further information regarding scaffolds and cantilevered catch platforms please contact a City Precinct Officer on telephone 8203 7331.
Concrete Pumps and Deliveries of Concrete

Approval
City Works Approval is required for this activity. Please contact the Approvals Officer on 8203 7236 for further information.

Concrete Pumps
- All concrete trucks and pumps which are to be located on any street, road or public place requires a permit.

- For large, continuous concrete pours, the positioning and parking details for multiple concrete delivery vehicles are to be submitted with the initial application of the approval.

- Concrete delivery vehicles are not permitted to stand in any street, road or public place which blocks access for other road users and pedestrians, unless a Traffic Management Plan has been approved by Council.

- Vehicles which are parked illegally, or are found by Officers to be in an unsafe position will receive Expiation Notices.

Where concrete pumps are positioned in streets:
- All pipes associated are to be securely clad or lagged with approved materials to prevent leakages.

- Should be placed across the footpath over an approved protective covering the height of which should not be less than three metres above the pavement level.

- The pipes carrying pumped concrete may rest on the footpath beneath a pedestrian ramp which is to be constructed of timber or other approved materials and complies with the requirements for people in wheelchairs which should be to the satisfaction of Council.

- Pipes associated with concrete pumping operations should not be placed across any footpath or roadway unless approval has been obtained for this activity.

- Pedestrian safety and control is to be maintained by the applicant for the period the pipes are laid across the footpath or roadway.

There are also environmental considerations to be taken into account. Please see the Local Environment section for further information regarding protection of the environment.
Major Construction (Commercial and Residential)

Major construction constitutes demolition, construction of new buildings, major alterations, repairs or refurbishments.

Requirements before starting Construction - Administration

- An application for the construction has been granted with Development Approval by Council.
- A site management meeting must be undertaken with builder/developer/contractor and the relevant parties within Council. The developer should prepare a site plan before this meeting.
- The builder/developer/contractor should take adequate precautions in compliance with these Guidelines to ensure the safety of the general public and occupiers of adjoining premises.
- The builder should give at least one clear working day’s notice before the start of demolition work to the Development Services Unit on telephone 8203 7259.
- Construction work cannot start until the City Precinct are satisfied with the safety precautions taken.
- Appropriate permits must be obtained.

Section 60 of the Development Act - Notification of Adjoining Owner

Under Section 60 of the Development Act 1993, the building owner has responsibilities under Section 60 to notify adjoining owners of their intentions. Important points to remember are:

1. (a) the building owner must, at least 28 days before the building work has commenced, cause to be served on the owner of the affected land or premises a notice of intention to perform the building work and the nature of that work; and

   (b) the building owner must...take such precautions as may be prescribed to protect the affected land or premises; and

   (c) nothing in this section relieves the building owner from liability for injury resulting from the performance of any building work.

2. A building owner who fails to comply with a provision under subsection (1) is guilty of an offence.

Prior to start of such work, it is strongly recommended by Council that the builder demolisher reads Section 60 in full so that they are aware of all the requirements.
Major Construction (Commercial and Residential)

**Public Protection**

- Wherever any construction work occurs within four metres of any footpath of any street or public place, at or above the height of eight metres above the level of the footpath, such builder should, until completion of the work, cover the footpath abutting on or within of the building with a Type B hoarding.

- Any alterations or damage to the existing infrastructure as a result of any building work or development in the public should be reinstated to the Council's specification at the applicant’s expense. These matters should be discussed at the site management meeting.

- The applicant must ensure that pedestrian movement past the site is unimpeded. Where a hoarding reduces the width of the footpath to less than 1.5 metres, the applicant must provide a pedestrian race. The pedestrian race must be included in the traffic management plan submitted and be satisfactory to the City Precinct Officer.


- See Specification-Pedestrian Raceways.

**Servicing the Site**

- Loading and Carting - with limitations to the requirements of this section all loading and unloading operations in connection with construction works should be performed in accordance with the site management agreement.

- Bus Zones and Taxi Zones
  - When access to an existing bus zone or taxi zone will be obstructed by the construction works or associated activities, or by placement of hoardings or barriers installed to protect pedestrians, the applicant should contact the Office of Public Transport to discuss an alternative location for the duration of the works.
  - The relocation or reinstatement of the bus zones or taxi zones including any signs and line marking must be approved in the site management meeting and by the Office of Public Transport.
  - Any costs associated with the relocation or reinstatement of the bus or taxi zones, including any signs, line marking and street furniture should be borne by the applicant.

**Temporary Parking Control**

The provisions of temporary parking control are subject to approval by the Approvals Officer and the payment of any applicable fees. See Temporary Parking Controls for more details.

**Concrete Pours**

See Concrete Pours section for more details.

**Adjoining Buildings**

The builder or developer should take adequate precautions to protect adjoining buildings and to ensure that no materials or debris will fall onto adjoining properties, except in cases where private written agreements have been reached with the owners concerned.
Work Activities

Major Construction (Commercial and Residential)

Dilapidation Reports
All work to be carried out in the immediate vicinity of an adjoining property should have a dilapidation report prepared. The report will record the condition of the adjoining structures as well as the condition of the public realm items such as the roads, footpaths, kerb and gutters. A copy of the dilapidation report should be submitted to Council prior to demolition/excavation.

Environmental Precautions
- When constructing a structure or excavating, precautions must be taken to limit the amount of dust being emitted from the site. If mains water is used, then all run off must be contained within the site entry pit that does not allow sediment suspended in the water to run down the stormwater drain. Barriers that can be used include hay bails, sand bags, and sediment traps.
- If sediment is left on road or drain after work is completed, these areas must be routinely swept to ensure that sediment can not find its way into the stormwater system via wind or water action, and also avoid littering.
- For more information, please refer to the Environment Protection Authority’s Handbook for Pollution Avoidance on Building Sites.

Hazardous Material
Any hazardous material such as asbestos products should be disposed of in accordance with the instructions of officers from Work Place Services or in the case of polluted soils and the like, with instructions of officers from the Environmental Protection Authority.

Stormwater Precautions
- Stormwater pollution must be maintained in accordance with the publication Clean Sites which is a building and construction environmental Code of Practice for building sites.
- Silt traps should be installed in all catch pits adjacent to the development site.
- On the completion of the development, the Council will inspect the stormwater system to ensure that no pollutants have been lodged during the construction period. If pollutants are detected, the water system will be cleared by the Council at the developer’s expense. An Environmental Project Officer can be contacted on telephone 8203 7118.

Noise
- Noise levels should be kept to a minimum to avoid annoying the occupiers of adjoining properties and the general public.
- You should not undertake noisy construction work outside the times of 7.00am to 6.00pm Monday to Saturday. If the builder considers Sunday work as essential, noise should be kept to a minimum. In these cases work can not start before 9.00am and be finished by 6.00pm. The restrictions on time are regulated by the Environmental Protection Agency.
Major Construction (Commercial and Residential)

Dust Control
- The builder should at all times take appropriate steps to prevent dust nuisance. Water must be kept on site.
- At any time during the course of demolition, the City Precinct Officer may specify times to restrict dust-creating work where, in the opinion of that officer, a public nuisance would otherwise occur.

Waste Material and Street Cleansing
- The builder undertaking construction work should make provision to the satisfaction of the Council for the storage, removal and disposal of all garbage and waste materials resulting from any work.
- Any street, road or public place adjacent to the building site should be kept clear of plant, equipment, materials, debris and rubbish at all times unless authorisation from Council has been given. Precautions must be taken to prevent any foreign matter other than stormwater entering the drainage system. The water table adjacent to the site should be kept clean and the sweepings removed.
- If the streets, road or public place adjacent to the building site are not clean in compliance with these requirements, Council will exercise its rights and serve an Expiation Notice under Section 235 in terms of the Local Government Act. If the streets are not adequately cleaned, then the builder demolisher would pay all costs incurred therein.

Fire Safety
- Adequate precautions must be taken during construction work to prevent fires, which would be hazardous to the public and to adjoining properties.
- Hydrants must be installed if the building reaches 4 storeys.
- Fire exit or egress from a neighbouring building must not be blocked, consultation with the neighbour needs to occur.
- Street fire hydrants should not be enclosed within hoardings and access thereto should not be restricted by hoardings, machinery, vehicles, equipment or rubbish at any time.

Consultation with Neighbours
Consultation must be carried out with neighbours who would be affected by the restrictions to the public realm in regards to access to property. Council may ask developers to meet with stakeholders or carry out a letterbox drop of the street and surrounding area.
Minor Construction (Commercial and Residential)

Minor construction constitutes minor building repairs, alterations and extensions.

Requirements before starting Construction - Administration

- An application for the construction has been granted with development approval by Council.
- A site management meeting may be required. There are a number of ways the builder will become aware that a meeting is required:
  1. By consulting the City Works Checklist in these Guidelines.
  2. A Site Management Advice in the Provisional Development Plan Consent or Development Approval.
  3. Confirmation by the Approvals Officer when the applicant is requesting a permit.
  4. By contacting the Development Support Officer to discuss requirements on telephone 8203 7331.

The developer should prepare a site plan before attending to this meeting.

- If there is any street occupation, the builder should take adequate precautions in compliance with these Guidelines to ensure the safety of the general public and occupiers of adjoining premises.
- The builder should give at least one clear working day’s notice before the start of demolition work to the Development Officers on telephone 8203 7331.
- Construction work cannot start until the City Precinct Officer is satisfied with the safety precautions taken.
- Permits obtained.

Section 60 of the Development Act - Notification of Adjoining Owner

Under Section 60 of the Development Act 1993, the building owner has responsibilities under Section 60 to notify adjoining owners of their intentions. Important points to remember are:

1. (a) the building owner must, at least 28 days before the building work is to commence, cause to be served on the owner of the affected land or premises a notice of intention to perform the building work and the nature of that work; and

(b) the building owner must…take such precautions as may be prescribed to protect the affected land or premises; and

(c) nothing in this section relieves the building owner from liability for injury resulting from the performance of any building work.
(2) A building owner who fails to comply with a provision under subsection (1) is guilty of an offence.

(Development Act, 1993)

Before the start of such work, it is strongly recommended by Council that the builder/demolisher reads Section 60 in full so that they are aware of all the requirements.

Public Protection

- Any alterations or damage to the existing infrastructure as a result of any building work or development in the public should be reinstated to the Council’s specification at the applicant’s expense.

- The applicant must ensure that pedestrian movement past the site is unimpeded. Where a hoarding reduces the width of the footpath to less than 1.5 metres, the applicant must provide a pedestrian race. The pedestrian race must be included in the traffic management plan submitted and be satisfactory to the City Precinct Officer.

- See Specifications - Hoardings.

- See Specifications - Pedestrian Raceways.

Servicing the Site

- Loading and Carting - with limitations to the requirements of this section all loading and unloading operations in connection with construction works should be performed in accordance with site management agreement.

- Bus Zones and Taxi Zones
  - When access to an existing bus zone or taxi zone will be obstructed by the construction works or associated activities, or by placement of hoardings or barriers installed to protect pedestrians, the applicant should contact the Office of Public Transport to discuss an alternative location for the duration of the works.
  - The relocation or reinstatement of the bus zones or taxi zones including any signs and line marking must be approved in the site management meeting and by the Office of Public Transport.
  - Any costs associated with the relocation or reinstatement of the bus or taxi zones, including any signs, line marking and street furniture should be borne by the applicant.

Temporary Parking Control

The provision of temporary parking control is subject to approval by the Approvals Officer and the payment of any applicable fees. See Temporary Parking Controls section for more details.

Concrete Pours

See Concrete Pours section for more details.
Work Activities

Minor Construction (Commercial and Residential)

Adjoining Buildings

The builder or developer should take adequate precautions to protect adjoining buildings and to ensure that no materials or debris fall onto adjoining properties except in cases where private written agreements have been reached with the owners concerned.

Environmental Precautions

- When demolishing a structure or excavating, precautions must be taken to limit the amount of dust being emitted from the site. If mains water is used, then all run off must be contained within the site entry pit that does not allow sediment suspended in the water to run down the stormwater drain. Barriers that can be used include hay bails, sand bags, and sediment traps.

- If sediment is left on a road or drain after work is completed, these areas must be routinely swept to ensure that sediment cannot find its way into the stormwater system via wind or water action, and also avoid littering.

- For more information, please refer to the Environment Protection Authority’s Handbook for Pollution Avoidance on Building Sites.

Hazardous Material

Any hazardous material such as asbestos products should be disposed of in accordance with the instructions of officers from Work Place Services or in the case of polluted soils and the like, with instructions of officers from the Environment Protection Authority.

Stormwater Precautions

- Stormwater pollution must be maintained in accordance with the publication Clean Sites which is a building and construction environmental Code of Practice for building sites.

- Silt traps should be installed in all catch pits adjacent to the development site.

- On the completion of the development, the Council will inspect the stormwater system to ensure that no pollutants have been lodged during the construction period. If pollutants are detected, the water system will be cleared by the Council at the developer’s expense. An Environmental Project Officer can be contacted on telephone 8203 7118.

- A dilapidation report on the stormwater system can be carried out by the demolisher to ascertain the condition of the system prior to the start of any works. This report should be submitted to the Council for our records.

Noise

- Noise levels should be kept to a minimum to avoid annoying the occupiers of adjoining properties and to the general public.

- You should not undertake noisy construction work outside the times of 7.00am to 6.00pm Monday to Saturday. If the builder considers Sunday work as essential, noise should be kept to a minimum. In these cases work can not start before 9.00am and must be finished by 6.00pm. The restrictions on time are regulated by the Environment Protection Agency.
Minor Construction (Commercial and Residential)

Waste Material and Street Cleansing

- The builder undertaking construction work should make provision to the satisfaction of the Council for the storage, removal and disposal of all garbage and waste materials resulting from any work.
- Bins located on the footpath or street requires authorisation from Council.
- If the streets, road or public place adjacent to the building site are not clean in compliance with these requirements, Council will exercise its rights and may serve an Expiation Notice under Section 235 in terms of the Local Government Act. If the streets are not adequately cleaned, then the builder/demolisher would pay all costs incurred.

Consultation with Neighbours

Consultation must be carried out with neighbours who would be affected by the restrictions to the public realm in regards to access to property. Council may ask developers to meet with stakeholders or carry out a letterbox drop of the street and surrounding area.
**Vehicle/Stormwater Crossing Places**

## Crossing Place Services

The Council will remove all redundant crossovers, construct new vehicle crossovers, modify existing crossovers and reinstate any damage incurred by the contractor/builder to the existing infrastructure, all at the applicant’s expense.

In such cases, the Council will require a 12 month maintenance period on all works carried out and the builder/contractor must enter into an agreement with the Council.

Please contact the City Operations Department on telephone 8203 7285 for a cost and for programming of the construction of such works within the public realm.

Alternatively, the contractor/builder may carry out such works provided approval is obtained from the Asset Manager (Roads) on telephone 8203 7277.

## Applications for Crossing Place

The Application for Vehicle Crossing Place can be obtained from the Customer Centre at 25 Pirie Street, Adelaide. This needs to be approved prior to constructing a crossover.

In accordance with Section 221 of the *Local Government Act 1999*, the Application for Vehicle Crossing Place must be completed by the applicant and returned to the Customer Centre, Ground Floor, 25 Pirie Street, Adelaide and the conditions complied with.

## Site Plans/ Documentation Requirements

A site plan will be required and should include the location of:

- The width of the existing proposed or temporary crossing/s
- Location of light and power poles
- Trees
- Fire hydrants
- Service pits
- Checker-plate drains
- Street furniture on the footpath

The plan must show the distance of the crossing from the nearest property boundary, the frontage of the property on which the crossing is required and the type of traffic expected to use the crossing.

The driveway access is to be designed in accordance with AS 2890.1.
Vehicle/Stormwater Crossing Places

Levels
Generally, the existing footpath levels at the boundary are to be retained and the entrance levels of the development are to meet those levels.

Crossover Finish
The crossover finish will generally match the adjacent footpath surface finish.
Approval

To carry out work in the City with an Elevated Work Platform a City Works Permit is required.

Traffic management plans need to be submitted for Elevated Work Platform operations. Please contact the City Precinct Officers on telephone 8203 7331 for further information.

No hoisting should take place over or within four metres of any property and prior submission of details of safety precautions to be taken must be agreed.

The hoisting and placing of prefabricated sections on high rise buildings should be subject to such restrictions as to working times and public safety arrangements as may be determined at the site management meeting.

No hoisting should take place across of over a street, road or public place without specific approval from the Approvals Officer and submission of an agreed site management plan.

Where it is not practicable to carry out works within the property boundaries, an area of street space may be allocated for this purpose. Subject to the following conditions and such other conditions as may be advised:

- A permit covering the area of street space to be occupied should be obtained from the Approvals Officer prior to the erection.
- The hours during any work associated with the installation of the Elevated Work Platform is undertaken and should be agreed to at the site management meeting.
- No machinery, equipment (skips, slings, ramps, etc.) materials, rubbish or any other obstruction should be permitted to remain on the street outside the hoarding area(s).
- All damage caused to pavements and other Council infrastructure in the course of or in connection with erection, operation and removal of the elevated work platform should be repaired to the Council’s specification at the applicant’s expense.
- The application should indemnify the Council against all claims of any nature, whatsoever which may arise from the granting of permission to erect, maintain, operate and dismantling the Elevated Work Platform in the street.

The applicant should ensure that the appropriate traffic and pedestrian management procedures in accordance with the Australian Standard AS 1742.3 *Traffic Control Devices for Works on Roads* are followed and maintained when working in the public realm.
Category 2 Elevated Work Platforms. All truck Mounted Elevated Work Platform Vehicles

These vehicles form the vast majority of the elevated work platform operations performed around the city for both building work and maintenance.

These Guidelines will give these vehicles greater access to the city during the day out of peak periods where pedestrian and public safety will not be compromised.

Category 3 Elevated Work Platforms - Trailer mounted Elevated Work Platforms, boom lifts, knuckle booms and scissor lifts.

These are the smaller pieces of equipment which either do not take up a lot of space or are usually only on site for a short period of time.

Emergency Situations

Exemptions to the Guidelines are made in the case of an emergency. However, an emergency should pose a potential risk to the public, employees or the fabric of the building.

The perceived financial loss of reorganising badly scheduled work to a weekend is not considered an emergency.

For after hours approval please contact the on call Approvals Officer on telephone 8203 7203.

Time restrictions apply for all categories of crane operations - please see applicable Crane Operation maps in Appendix 2.

Site Management Meetings

Site management meetings are required in the following circumstances:

- Significant or major road closures.
- Pedestrian access is required under the boom.
- Redirection of pedestrians is required.

For other works, please fax a traffic management plan to 8203 7674 for the traffic management plan to be approved.
Cranes

Approval
Cranes require a City Works Permit.
Traffic management plans need to be submitted for crane operations. Please contact a City Precinct Officer on telephone 8203 7331 for further information.

Fixed Cranes
Fixed cranes used in connection with building works should be located wholly within the site.
No hoisting should take place over or within four metres of any property and prior submission of safety precautions must be agreed.
The hoisting and placing of prefabricated sections on high rise buildings should be subject to such restrictions as to working times and public safety arrangements as may be determined at the site management meeting.
No hoisting should take place across or over a street, road or public place without specific approval from the Approvals Officer and submission of an agreed site management plan.
Where it is not practicable to locate a fixed crane wholly within the property boundaries, an area of street space may be allocated for this purpose, subject to the following conditions and such other conditions as may be advised:

- A permit covering the area of street space to be occupied by the crane and Type B Hoarding should be obtained from the Approvals Officer prior to the erection.
- The hours during any work associated with the installation of the foundations of the crane is undertaken and should be agreed to at the site management meeting.
- Permission to install and operate the crane should be subject to variation at any time deemed necessary.
- The crane foundation piers should be removed to a depth of four metres below pavement level when the crane is dismantled and the holes back-filled up to 450mm below pavement level, with material complying with Specification - Excavations.
- No machinery, equipment (skips, slings, ramps, etc.) materials, rubbish or any other obstruction should be permitted to remain on the street outside the hoarding area(s).
- All damage caused to pavements and other Council infrastructure in the course of or in connection with erection, operation and removal of the crane should be repaired to the Council’s specification at the applicant’s expense.
- The application should indemnify the Council against all claims of any nature, whatsoever which may arise from the granting of permission to erect, maintain, operate and dismantle the crane in the street.
Mobile Cranes
Mobile cranes in the public realm can be used to unload materials to the site or to place materials subject to the following:

- The operator must be authorised with the Approvals Officer to operate mobile cranes in the City of Adelaide.
- A permit must be obtained every time a mobile crane is used in the public realm.
- The crane is permitted to be operated on the date and during the hours of operation stated on the permit issued by the Approvals Officer.

The applicant should ensure that the appropriate traffic and pedestrian management procedures in accordance with the Australian Standard AS 1742.3 *Traffic Control Devices for Works on Roads* are followed and maintained when working in the public realm.

Category 1 Crane - Cranes Over 50 tonnes

These are the larger vehicles in use and will cause disruption to traffic when in use. Most of these vehicles will require a specific trip permit from Transport SA and clearance from Council as they are classed as over dimensional vehicles on the road network.

The use of these cranes will require a site management meeting and specific traffic and pedestrian management arrangements. There is not a large requirement for the use of these cranes outside of business hours as they are usually required on multi storey buildings where their ability to raise moderate loads to a great height is required. The time taken to set up one of these machines and disassemble means that in practice their times of operation will be confined to weekends.

Category 2 Crane - Cranes 50 tonnes and under

These vehicles form the vast majority of the crane operations performed around the city for both building work and maintenance.

These Guidelines will give these vehicles greater access to the city during the day out of peak periods where pedestrian and public safety will not be compromised.
Category 3 Cranes - Tractor Cranes, Crane Trucks

These are the smaller pieces of equipment which either do not take up a lot of space or are usually only on site for a short period of time.

Emergency Situations

Exemptions to the Guidelines are made in the case of an emergency. However, an emergency should be classed as a potential risk to the public, employees or the fabric of the building.

The perceived financial loss of reorganising badly scheduled work to a weekend is not considered an emergency.

For after hours approval please contact the on call Approvals Officer on telephone 8203 7203.

Time restrictions apply for all categories of crane operations - please refer to applicable Crane Operation maps in the Appendix.

Site Management Meetings

Site management meetings are required in the following circumstances:

- Significant or major road closures
- Pedestrian access if required under the boom
- Redirection of pedestrians is required
- The works exceed AS1742.3

For other works, please fax a traffic management plan to 8203 7674 for the traffic management plan to be approved.
Requirements Prior to start of Painting - Administration

- Development Approval is only required if the building is heritage listed.
- A site management meeting may be required. Contact the Development Support Officer on telephone 8203 7331 to arrange a site management meeting. The contractor should prepare a site plan before this meeting.
- If there is any street occupation, the contractor should take adequate precautions in compliance with these Guidelines to ensure the safety of the general public and occupiers of adjoining premises.
- Permits obtained.

Public Protection

- Care should be taken to ensure pedestrians are protected from the site. This may require some type of hoarding or scaffold. See Specification - Hoardings or the section on Scaffolds. If this is the case, a site management meeting needs to be undertaken before work starts.
- Catch platforms may be considered.

Elevated Work Platform

If an Elevated Work Platform is required for the activity, a permit is needed if the vehicle is to be located in the public realm. A Site Plan may also be asked for to determine public safety and, if applicable, a traffic management plan.

Painting Methods

Paint waste waters must not be discharged into the stormwater system. Water based paint should be disposed of to the sewer or diverted into a container lined with newspaper on site. When it is dry, place the newspaper with paint residue in the bin. Unused paint should be taken to a licensed waste depot.

Servicing the Site

- Loading and Carting - with limitations to the requirements of this section all loading and unloading operations in connection with construction works should be performed in accordance with the site management agreement. See Site Access for more details.
- Bus Zones and Taxi Zones
  - When access to an existing bus zone or taxi zone will be obstructed by the construction works or associated activities, or by placement of hoardings or barriers installed to protect pedestrians, the applicant should contact the Office of Public Transport to discuss an alternative location for the duration of the works.
  - The relocation or reinstatement of the bus zones or taxi zones including any signs and
line marking must be approved in the Site Management Meeting and by the Office of Public Transport.

- Any costs associated with the relocation or reinstatement of the bus or taxi zones, including any signs, line marking and street furniture should be borne by the applicant.

Temporary Parking Control
The provision of temporary parking control is subject to approval by the Approvals Officer and the payment of any applicable fees. See Temporary Parking Controls section for more details.

Adjoining Buildings
The builder or developer should take adequate precautions to protect adjoining buildings and to ensure that no materials or debris falls onto adjoining properties, except in cases where private written agreements have been reached with the owners concerned.

Consultation with Neighbours
Consultation must be carried out with neighbours who would be affected by the restrictions to the public realm in relation to property access. Council may ask developers to meet with stakeholders or carry out a letterbox drop of the street and surrounding area.
Requirements before Starting Work - Administration

- Development Approval is not required for this activity. Consult Council if building is heritage listed.
- A site management meeting may be required. Contact the Development Support Officer on telephone 8203 7331 to arrange a site management meeting. The contractor should prepare site plan prior to this meeting.
- If there is any street occupation, the contractor should take adequate precautions to comply with these Guidelines to ensure the safety of the general public and occupiers of adjoining premises.
- Permits obtained.

Public Protection

- Care should be taken to ensure pedestrians are protected from the site. This may require some type of hoarding or scaffold. See Specifications - Hoardings or Scaffolds section. If this is the case, a site management meeting needs to be undertaken prior to start of work.
- Catch platforms may be considered if water pressure cleaning building facades

Elevated Work Platform (EWP)

If an elevated work platform is required for the activity, a permit is needed if the vehicle is to be located in the public realm. A Site Plan may also be asked for to determine public safety and if applicable a traffic management plan.

Collection of Water

To prevent wastewater from escaping into the stormwater system, all wastewater runoff must be deferred to a collection point, using impermeable waterproof liners and sand bags. The water must be collected and disposed of onsite (making sure no runoff enters the stormwater system), or disposed of to the sewer (with approval from SA Water Trade Waste Section).

Servicing the Site

- Loading and Carting - with limitations to the requirements of this section all loading and unloading operations in connection with cleaning works should be performed according to the with Site Management Agreement. See Site Access section for more details.
Work Activities

Water Pressure Cleaning

- **Bus Zones and Taxi Zones**
  - When access to an existing bus zone or taxi zone will be obstructed by the construction works or associated activities, or by placement of hoardings or barriers installed to protect pedestrians, the applicant should contact the Office of Public Transport to discuss an alternative location for the duration of the works.
  - The relocation or reinstatement of the bus zones or taxi zones including any signs and line marking must be approved in the site management meeting and by the Office of Public Transport.
  - Any costs associated with the relocation or reinstatement of the bus or taxi zones, including any signs, line marking and street furniture should be borne by the applicant.

Temporary Parking Control

The provision of temporary parking control is subject to approval by the Approvals Officer and the payment of any applicable fees. See Temporary Parking Controls section for more details.

Adjoining Buildings

The builder or developer should take adequate precautions to protect adjoining buildings and to ensure that no materials or debris will fall onto adjoining properties except in cases where private written agreements have been reached with the owners concerned.

Consultation with Neighbours

Consultation must be carried out with neighbours who would be affected by the restrictions to the public realm in regards to property access. Council may ask developers to meet with stakeholders or carry out a letterbox drop of the street and surrounding area.

Noise

- Noise levels should be kept to a minimum to avoid annoying the occupiers of adjoining properties and the general public.
- Noisy demolition work should not be undertaken outside the times of 7.00am to 6.00pm Monday to Saturday. If the builder considers Sunday work as essential, noise should be kept to a minimum. In these cases work cannot start before 9.00am and must be finished by 6.00pm. The restrictions on time are regulated by the Environmental Protection Authority.
Ladders

Safety
Pedestrian and worker safety needs to be considered. Ladders should not be erected on roads or in parking bays without the appropriate impact barriers. Consideration also needs to be given to pedestrians and effective warnings need to be given regarding the placement of the ladder on the footpath.

Site Management Meeting
Site management meetings assess what should be taken into account to ensure a work site is safe for members of the public. The meeting will be coordinated by Council and will include a member from each relevant section.

The applicant will be asked to provide a site plan and other details. More than one meeting may be required to determine the best way to proceed with the proposed activity. These meetings have a checklist of issues and minutes will be taken as a record of the agreed actions.

To arrange a site management meeting contact the Development Support Officer on 8203 7331.
Approval
Filming activities can take up a large area of the street and footpaths. There are a number of matters which need to be considered before filming can start.

Taxi and Bus Zones
The relocation or reinstatement of the bus zone or taxi zone must be approved in the site management meeting and by the Office of Public Transport. Any costs associated with the relocation or reinstatement of the bus zone or taxi zone will be borne by the applicant.

Loading Zones
The Road Traffic Act Australian Road Rules Part 12 sets out parking times for loading zones as follows:

- **10 minutes** for sedans, vans with rear seats or a vehicle with glass doors (sedans)
- **30 minutes** for commercial vehicles

For times longer than the above, temporary parking controls may be obtained.

To arrange temporary parking controls please contact the Approvals Officer on telephone 8203 7236.

Access for other Vehicles
Vehicle deliveries should not block the access of other road users.

Parking on the Footpath
Under the Road Traffic Act, Australian Road Rules Part 12, parking on the footpath is an offence. Penalties apply for parking vehicles on the footpath.

A site management meeting may be required. Please contact the Development Support Officer to arrange a site management meeting on telephone 8203 7331.
Marquees

All marquees must be erected according to the manufacturer’s directions. If over 50m² in floor area, then structural documentation must be submitted to Council for authorisation.

When erected, marquees over 50m² must comply with submitted structural documentation. A certificate by an appropriately qualified person needs to be submitted to Council before public use.

These requirements are to ensure that public and occupant safety during the period the marquee is erected.

The following requirements are set for marquees depending on the area coverage:

**Marquees less than 50m²**
- One fire extinguisher - water type.
- To be constructed of fire retardant material.
- Have at least one clear exit a minimum of one metre in width and two metres in height.
- Have a reflective type exit sign above the defined exit.
- Be accessible for people with disabilities.
- No point on the floor should be greater than 20 metres from the exit.

**Marquees 50m² - 300m²**
- Fire extinguisher (water and powder) spaced at no more than 15 metres from any point of the floor.
- To be constructed of fire retardant material.
- Have no part of the floor greater than 20 metres from an exit or a choice of exits in which the closer exit must not be greater than 40 metres.
- Each exit to be a minimum of one metre in width and two metres in height.
- One exit for each 200 occupants.
- Be accessible for people with disabilities.
- Engineer Certificate to be submitted when marquee has been erected certifying compliance with submitted documents held by Council.
Work Activities

Marquees

Marquees over 300m²

- Fire extinguisher (water and powder) spaced at no more than 15 metres from any point of the floor.
- To be constructed of fire retardant material.
- Have no part of the floor greater than 20 metres from an exit or a choice of exits in which the closer exit must not be greater than 40 metres.
- Each exit to be a minimum of one metre in width and two metres in height.
- Be accessible for persons with disabilities.
- Engineer Certificate to be submitted when marquee has been erected certifying compliance with submitted documents held by Council.
- Exit signs above each designated exit.
- An emergency light is required for each 300m² of floor area.
- Emergency evacuation plan is required and is visible to the occupants.
- At least one full time security staff that has been trained in crowd control and fire control must be present.
- Access to the fire hydrant(s) must be identified.
Temporary Grandstands and Staging

To arrange for a temporary grandstand or staging to be erected, the following issues must be addressed:

- Whether a road closure or partial road closure needs to be organised.
- Public safety precautions such as impact barriers and signs.
- A street occupation permit has been obtained from the Approvals Officer.
- Temporary parking controls are to be organised with the Approvals Officer at least two days before the event.

To erect a grandstand or staging, Council requires:

- The grandstand’s structural details.
- A Registered Engineer’s Certificate confirming structural adequacy.
- A height clearance of three metres if the path for pedestrians is made underneath the grandstand. The path width is required to be a minimum of 1.5 metres.

A site management meeting should be held to ensure all measures are in place. Please contact the Development Support Officer on telephone 8203 7331 to arrange a meeting.
Local Environment
Street Trees

Any activity around street trees, (i.e. storage material, liquid disposal, or erecting and dismantling of scaffolding and hoardings), must be carried out with consideration to preserving the health and condition of the tree.

Maintenance to Street Trees

Street trees may require maintenance before the construction of a new development.

- If the proposed maintenance is likely to cause the health of the tree to deteriorate, contact the Chief Horticulturist on telephone 8203 7401.
- If pruning required is not likely to affect the health of the tree, contact the Customer Centre on telephone 8203 7203 for further advice.
- If the tree is on private property, it is not Council's responsibility.

Removal of Street Tree

In some instances, the removal of the tree is the only solution.

- If a tree requires to be removed contact the Chief Horticulturist on telephone 8203 7401.

Significant Trees

The tree is significant if:

- The total circumference measures two metres or more measured one metre from the ground.
- Trees that are a species indigenous to South Australia and are more than four metres in height.

Significant trees require a Development Approval to be able to be removed or trimmed.

Development involving ground work activities such as excavation, filling and sealing of surrounding surfaces (whether such work takes place on the site of the tree or otherwise) within a distance equal to the undertree canopy of a significant tree, should only be undertaken where the aesthetic appearance, health and integrity of the significant tree, including its root system, will not be adversely affected.

The controls on significant trees prevent removal, destruction, branch or limb lopping, root damage and any other impairment which can be caused to these important assets.

If there is any doubt about the proposed works affecting a significant tree, contact a Development Officer on telephone 8203 7331.

Penalties

Significant Tree breaches will be enforced using the provisions of the Development Act 1993. The person who undertakes the work will be responsible for the breach where fines of up to $30,000 can be penalised.
Protection of the environment is an important factor which should be taken into account when carrying out works within the City.

**Stormwater Protection**

Only stormwater is allowed to enter the stormwater system.

Silt traps should be installed in all catch pits adjacent to the development site. This does not condone washing down of footpaths. This is a precautionary method for catching waste material during rainfall.

Private stormwater systems should be installed where possible prior to the construction of the ground floor slab to prevent difficulties for stormwater connections at the completion of the development.

All concrete mixing must be done in an area capable of containing all excess water, slurry and waste so as not to allow anything to enter the stormwater system.

When the site requires the use of concrete pumps from public roadways, temporary bunds must be provided to all down slope stormwater entry pits, to trap any spilt materials. All spilt material must be clean prior to the removal of the temporary bunds.

To prevent waste water from escaping into the stormwater system, all waste water run off must be deferred to a collection point, using impermeable waterproof liners and sand bags. The water must be collected and disposed of on site (making sure no run off enters the stormwater system) or disposed of into the sewer (with approval from SA Water Trade Waste Section).

Any residue left on the street/gutter after the work is completed must be cleaned up and appropriately disposed.

Further information can be obtained from the *Handbook for Pollution Avoidance on Building Sites* published by the Environment Protection Authority.

Expiation Notices will be issued for polluting the stormwater system.

**Waste Minimisation and Removal**

All bins should be positioned on site unless given permission otherwise. Rubbish should not enter the stormwater system by wind or water action.

Reduce, reuse and recycle building materials as much as possible.

Most materials and wastes from building and demolition sites should not be sent to landfill as the Environment Protection Authority proposes to eliminate the building materials to landfill sites in this state by 2004. It is cheaper to deposit wastes at recycling plants and most materials are processed and reused.
The builder/contractor undertaking construction work should make provisions to the satisfaction of the Approvals Officer for the storage, removal and disposal of all garbage and waste materials resulting from any work.

Any street, road, or public place adjacent to the building site should be kept clear of plant, equipment, materials, debris and rubbish at all times and precautions must be taken to prevent any foreign matter other than storm water entering the drainage system. The water table adjacent to the site should be kept clean and the sweepings removed.

If the streets, road or public place adjacent to the building site do not comply with these requirements, the Council will exercise its rights and service a notice, in terms of the Local Government Act, if the streets are not adequately cleaned by the builder, demolisher or contractor. The builder, demolisher or contractor should pay all costs incurred.

Waste Management
Any hazardous material such as asbestos products should be disposed of in accordance with the instructions of officers from Work Place Services or in the case of polluted soils and the like, with instructions of officers from the Environment Protection Authority.

At a site management meeting a waste management plan may be required and the actions identified be implemented prior to any activity being carried out in the public realm.

Industrial bins which are placed in the public realm require a permit.

Industrial Bins - Rundle Mall
Bins should not remain in Rundle Mall between 8.00am to 9.30pm on Friday and 8.00am to 6.00pm on any other day.

Industrial Bins - Other Areas
In other areas of high demand and in bus zones that operate at certain times, restrictions may be applied.

An application for approval may be obtained from Council’s Customer Centre at 25 Pirie Street, telephone 8203 7203.

Sediment Minimisation
All sediment and dust must be kept on site, Strategies to limit this include sediment fencing around the site, one delivery entry/exit point or consistently sweeping affected areas.

Sand, soil and building material stockpiles are not to be stored on the footpath or within the road reserve. They should be kept on site, covered when not in use, and positioned to protect them from displacement onto roads and down stormwater drains due to wind or water action.

Concrete Cutting
It is important when carrying out this activity all wastewater must be prevented from entering the stormwater system and no sediment must be left in the gutter or drains when the job has been completed.
The most effective method to use is a bund (sand bag or spill equipment) to stop slurry from entering stormwater. Once it is trapped, vacuum it out with a wet vac and dispose of the wastewater appropriately.

**Brick Cutting**

Surplus wastewater from brick cutting should either be recycled or disposed of appropriately. All wastewater should be contained onsite.

**Painting**

Paint waste must not be discharged into the stormwater system.

Water based paint should be disposed of to the sewer or diverted into a container lined with newspaper on site. When it is dry place the newspaper with paint residue into the bin. Unused paint should be taken to a licensed waste depot.

**Demolition/Excavation**

When demolishing a structure or excavating, precautions must be taken to limit the amount of dust being emitted from the site. If mains water is used, then all run off must be contained within the site.

If this is unavoidable then a barrier must be placed in font of the stormwater side entry pit that does not allow sediment suspended in the water to run down the stormwater drain. Barriers that can be used include hay bails, sand bags and sediment traps.

If sediment is left on the road or drain after work is completed, these areas must be routinely swept to ensure that sediment cannot find its way into the stormwater system via wind or water action, also avoiding littering.

**Mud and Materials from Building Sites**

Vehicles leaving work sites must not carry mud onto the City’s streets.

All external parts of vehicles must be clean from clay, mud or other materials.

Concrete carrying vehicles should not be washed down or cleaned in any street, road or public place to protect the stormwater system.

If vehicles are cleaned on site precautions must be taken to ensure waste water run off does not enter the stormwater system.

The wheels and all external parts of concrete carrying vehicles must be clean and free from clay, mud and other materials prior to moving any vehicles from the site.

Concrete delivery vehicles, concrete pumps and associated equipment are not to be washed down or cleaned in any street, road or public place. No slurry or fluids or material of any description are to be washed onto the street or to enter any catchpit. Any rubbish or debris is to be permitted to flow or to be washed onto the street or to enter any catchpit.
These Guidelines aim to minimise the impact of works upon the local environment.

**Adjoining Buildings**

The applicant should take adequate precautions to protect adjoining buildings and ensure that materials or debris fall onto adjoining properties, except in cases where private written agreements have been reached with the owners concerned.

**Consultation with Adjoining Building Owners and Occupiers**

The Council may require consultation prior to issuing authorisation with adjoining owners and other persons whom it may be appropriate in the following circumstances:

- If the work activity affects the local environment outside of normal working hours.
- If a street is proposed to be closed from vehicular traffic
- If a street occupation is required in front of properties other than those where the associated work activity is being carried out.
- As directed by the Approvals Officer.

The Council may require results of the consultation. Applications for an authorisation may include the proposal to carry out consultation and to provide information during the period of construction.

**Noise Control**

Noise levels should be kept to a minimum to avoid annoying the occupiers of adjoining properties and the general public.

Noise guidelines are administered by the Environment Protection Authority. Recommended hours of operation are:

- Monday to Saturday 7.00am to 6.00pm.
- If Sunday work is considered essential noise should be kept to a minimum. In these cases work should not start before 9.00am and should be finished by 6.00pm.

*What can be done to reduce construction noise*

- Noisy work should not occur before 7.00am Monday to Saturday. The exception to this is for the pouring of concrete when the forecast temperatures is greater than 35°C. At such times concrete may be poured before 7.00am, but builders should ensure that all formwork and other works are completed before 6.00pm the previous day.
- The use of radios on the site before 7.00am should be avoided.
- Noisy machines such as brick cutters and jack hammers should preferably not be operated before 9.00am.
- Builders should take care when dropping materials from a height - for example, into or out of a truck, or when loading or unloading scaffolding.
- Noisy equipment such as cement mixers can often be placed on the site to maximise the distance from neighbouring houses.
Local Environment

- Between work periods, builders should shut down, or throttle to a minimum machines such as backhoes, cranes, bobcats, loaders and generators.
- All equipment should be properly maintained, with special attention to mufflers and other noise control devices.

Enquiries should be made to the Customer Services Officer, Environment Protection Authority on telephone 8204 2004 during working hours.

Further information
Legislation may be viewed on the Internet at http://www.parliament.sa.gov.au:8080/legsearch.htm

Dust Control
The applicant should at all times take appropriate steps to prevent dust nuisance.

At any time during the course of construction, the Approvals Officer will specify the times and may restrict dust creating work where in the opinion of the Approvals Officer a public nuisance would otherwise occur.

The builder/demolisher or contractor should at all times take appropriate steps to prevent dust nuisance.

At any time during construction, the Approvals Officer may specify times to restrict dust-creating work.

Penalties apply for littering or polluting the stormwater system.

A site management meeting may be required to discuss environmental considerations.

For further information contact Environmental Project Officer on telephone 8203 7118.
Other Requirements for Developers

Park Lands

Works to be carried out in the City of Adelaide Park Lands requires approval. Trees located in the Park Lands may be significant. As a result, Development Approval must be obtained if these trees are to be trimmed in any way. Trees within the Park Lands must not be damaged.

Parking approvals may also need to be obtained. Parking on the Park Lands without approval may result in infringements.

For further information please contact the Council’s Customer Service Centre on telephone 8203 7203.
Other Requirements for Developers

Fire Safety Precautions

Adequate precautions must be taken during construction and demolition work to prevent fires. Precautions to be taken include:

- Existing hydrants in buildings need to be maintained during demolition.
- Hydrants to be installed in new buildings of four or more storeys as soon as is practicable.
- Street hydrants should not be enclosed within the hoardings and access should not be restricted by hoardings, machinery, vehicles, equipment or rubbish at any time.
Compounds may sometimes need to be required to be located within the public realm if there is no other alternative for storage for the construction site.

**Location**

Compounds can be located on the footpath, road or Park Lands depending on location and authorisation from Council.

**Protection of Compound**

The compound must be adequately protected by plastic impact barriers or similar. If the compound is located on the road then a traffic management plan is required. Lighting according to Australian Standard 1742.3 is required.

**Authorisation**

Before constructing the compound, a street occupation permit and a temporary parking control permit may be required depending on the location of the compound. The approval of the Team Leader Approvals on telephone 8203 7236 is required if the compound is proposed for the Park Lands.
Other Requirements for Developers

Loading

All loading and unloading operations related to the site works are to be performed according to the agreed actions from a site management meeting and, where applicable, all relevant State and Federal State standards and legislation.

The provision of temporary parking controls is subject to the Approvals Officer and may be approved in the following instances:

- Assisting with access for loading and unloading of materials to the site.
- Assisting with access to the site.
- Preventing parking adjacent to the hoarding.
- Relocating parking zones due to site works.
- Loading and unloading materials to the site.

Permits are subject to the applicant providing plans and details as required of a sufficient standard to enable the application to be processed.

Goods must be stored on site. Materials are not to be left on the footpath or roadway. Expiation Notices will be issued for leaving materials on the roadway or footpath.

Traffic Controller

The Traffic Controller must be accredited in Transport SA’s Workzone Traffic Management course.

The definition of a Traffic Controller is a person regulating the movement of vehicles; as defined in AS 1742 (Manual of Uniform Traffic Control Devices) - Part 3: Traffic Control Devices for Works on Roads including Appendix B - Model Instructions for Traffic Controllers, previously known as flagmen.

The entry and exit of motor vehicles or machinery to and from the site should be controlled by a Traffic Controller who has gained the relevant accreditation from Transport SA.

All loading and unloading of materials is to be carried out on site unless otherwise agreed to at a site management meeting.

Where it is necessary that external wall openings are made or enlarged to facilitate the entry or exit of vehicles, approval should be obtained from Council before any such work starts.
Bus and Taxi Zones
The relocation or reinstatement of the bus zone or taxi zone must be approved in the site management meeting and by the Office of Public Transport.
Any costs associated with the relocation or reinstatement of the bus zone or taxi zone will be borne by the applicant.

Illegally Parked Vehicles
The Road Traffic Act Australian Road Rules Part 12 sets out parking times for loading zones as follows:
- 10 minutes for sedans, vans with rear seats or a vehicle with glass doors (sedans).
- 30 minutes for commercial vehicles.
For times longer than the above, temporary parking controls should be obtained.

Access for Other Vehicles
Vehicle deliveries should not block the access of other road users.

Parking on the Footpath
Under the Road Traffic Act Australian Road Rules Part 12 parking on the footpath is an offence. Penalties apply for parking vehicles on the footpath.
Vehicles which are parked illegally may receive Expiation Notices.
Heavy vehicle movement is by negotiation with the Council.

An Over Dimensional Load Approval is to be obtained from the Approvals Section in relation to oversize vehicles.

Transport SA is to be notified and need to provide approval before Council gives their approval. For further details contact the Approvals Officer on telephone 8203 7236.
Other Requirements for Developers

Site Sheds

If the site shed exceeds 30 square metres in total floor area, Development Approval is required.

Plans and specifications of all temporary buildings to be installed on Type B Hoardings should be submitted to Council and approved according to the provisions of the Development Act.

General Requirement

Where temporary buildings of varying heights are considered to be in poor condition the council may required panelled screening to be erected on the perimeter of the platform on all sides exposed to the public. The screening should be extended to the height of the tallest temporary building. Temporary buildings should be painted a uniform colour to match that of the hoarding.

Plans and specifications of all temporary buildings to be installed on Type B Hoardings should be submitted to Council and approved according to the provisions of the Development Act.

Temporary buildings other than those installed on Type B Hoardings should not be situated within three metres of any land in other occupation, unless such temporary buildings are constructed of non-combustible materials, and no doors or windows are located within three metres of this land.

Fire protection and egress from site amenities should be according to Section D (Access and Egress) and Section E (Services and Equipment) of the Building Code of Australia.

All portable fire extinguishers should be located in an accessible position so as to be immediately available for use in the event of fire, and should be maintained according to Australian Standard 1851, Part 1-Portable Fire Extinguishers.

The erection of site sheds may require Development Approval. Please telephone 8203 7259 for further information.
Signage

If the city works is likely to cause an obstruction to the use of the road or footpath, then the appropriate signage is essential for the interests of public safety.

The signs should be used to direct pedestrians and traffic around the works.


Only a person who has satisfactorily completed the Transport SA Workzone Traffic Management course is qualified to install such signage, cones or plastic impact barriers onto the road.

When Council issues a permit for works on roads, it is granted in the condition that the user will adopt the correct safety precautions that comply with AS1742.3 and abide by the Road Safety Act 1986.
Temporary ramps are necessary when a pedestrian raceway is constructed. The ramp allows all pedestrians access in and out of the pedestrian raceway without any obstructions. It is especially important for access for the disabled and the elderly.

The ramps must be a minimum of 1.5 metres in width.

Materials to be used when constructing a temporary ramp include bitumen (as illustrated), wooden boards, metal boards and gravel.

The ramps must be constructed to allow stormwater to function as normal. This is usually done by installing PVC pipe underneath the temporary ramp. All blockages must be unblocked.
Specifications - Pedestrian Raceways
Specifications - Pedestrian Raceways

When directing pedestrians onto the road because of work activity, one of the examples of pedestrian raceways described in this section must be adopted.

The Street Occupation Permit must be completed and the appropriate pedestrian raceway to be used detailed on the permit.

Long Term Activities

An activity or proposed activity which impacts on the public realm and requires an authorisation for a period of greater than eight hours.

Short Term Activities

An activity or proposed activity which impacts on the public realm and requires an authorisation for a period of eight hours or less.

Where appropriate only approved plastic impact barriers may be used.

Approved is defined as being in compliance with Australian Standard 1742.3 - Manual of uniform traffic control devices. Part 3: Traffic control devices for work on roads.

The appropriate road signage must be in place at all times and comply with Australian Standard 1742.3 - Manual of uniform traffic control devices. Part 3: Traffic control devices for works on roads.

Separation barriers are designed to separate the work zone from the pedestrian areas. The type of separation barriers may alter according to the type of activity being carried out.

Plastic Impact Barriers

*Dumping mains water from construction barriers into the stormwater drains on the street*

As per the new amendments to the Environment Protection (Water Quality) Policy mains water has been excluded from the pollutant list of the Schedule.

Mains water in its pure form (without carrying any pollutants) is allowed to enter the stormwater system.

The activity, whilst not recommended, is permissible on the proviso that BMP (Best Management Practice) applies, that is, the activity does not cause erosion or scouring.
Pedestrian Raceway - Typical Containment Applications

Short Term Pedestrian Raceway (plastic impact barriers)

General Description
Plastic impact barriers (AS 1742.3, 3.10.02) which provide a flexible interlocking system which, when filled with sand or water to delineate traffic.

When to be Used
To delineate work area from pedestrian and to protect pedestrians from vehicular traffic.

Specifications
Modular plastic barriers may only be used when complying with Australia Standard 1742.3- Manual of Uniform Traffic Control Devices-Traffic Control Devices for Works on Roads. When in use, modular plastic barriers must be interlocked and filled with sand or water.

Note
- Signage in accordance with Australian Standard 1742.3.
- Temporary lighting required for night time work.
Long Term Pedestrian Raceways

General Description
Concrete road barriers generally known as ‘new jersey kerbing’ for use within 30 metres of intersection or concrete leading edge barriers with plastic impact barriers.

When to be Used
To afford pedestrians a measure of protection from vehicular impact when forced onto a roadway.

Specifications

Note
- Signage in accordance with Australian Standard 1742.3.
- Temporary lighting required for night time work.
The Standard refers to a risk analysis to be carried out on a site prior to the placement/erection of concrete barriers. This should be discussed at a site management meeting.
Pedestrian Raceway - Typical Containment Applications

Long Term B (concrete barriers in conjunction with B Type hoarding)

General Description
Concrete road barriers generally known as new jersey kerbing.

When to be Used:
To afford pedestrians a measure of protection from vehicular impact when forced onto a roadway.

Specifications

Notes
• Signage in accordance with Australian Standard 1742.3.
• Temporary lighting required for night time work.

The Standard refers to a risk analysis to be carried out on a site prior to the placement/erection of concrete barriers. This should be discussed at a site management meeting.
Hoardings ensure the public are protected by providing a barrier for the public from the city works site.

The decision as to the type of hoarding to use depends on the activity and circumstances of the works.

Currently, solid hoardings are required to be beige or a neutral colour however Council will consider company colour hoardings, depending on the design.

Whenever hoardings are used, a clearance of 1.5 metres must be left for pedestrians to pass the site safely. This means that there must be a clearance of 1.5 metres from the nearest obstruction to the hoarding line. If this cannot be maintained, then a pedestrian raceway may be another option (See Specification - Pedestrian Raceways).
Specifications - Hoardings

Type A Hoarding

General Description
A fence used to separate the public from a construction site, excavation or vacant land to prevent unauthorised entry.

When to be Used
To protect a site from the public.

Specification
The Type A Hoarding should be constructed as set out hereunder:

The hoarding must be a minimum height of 1.8 metres but no more than two metres. A higher hoarding requires Development Approval from Council prior to erection.

On all sides exposed to the public, hoardings should be free of all hazards to the public i.e. nails, sharp edges and corners of metal sheets.

Hoardings need to be appropriately braced to secure the hoarding in case of strong winds. Hoarding supports must not protrude past the hoarding line and should be painted a uniform beige colour or otherwise approved.

Concrete shoes are required to be parallel with the hoarding to avoid tripping accidents.

The hoarding should be kept free of graffiti and bill posters at all times.
General Description
A fully enclosed fixture to prevent or reduce the noise and dust created from the site and to provide security to the site.

When to be Used
To protect a site from the public.

Specification
The hoarding must be a minimum height of 1.8 metres but no more than two metres. A higher hoarding requires Development Approval from Council prior to erection.

The hoarding is to be constructed of quality timbers free of sharp edges or hazards to the public. Ensure the hoarding is to be appropriately fixed for prevention during strong winds.

Fitted entry doors are permitted in the hoarding but must remain closed at all times except when receiving a delivery. Doors must open in an inward direction. Doors must be closed between 12 noon and 2.00pm when pedestrian traffic is at its peak.

The hoarding is to be painted a beige colour. The hoarding should be painted with a band 300mm from the top and 300mm from the bottom with beige colour two shades darker than the main body of the hoarding.

The hoarding should not protrude past the building alignment with the exception of shopfront windows and door installation for a maximum of 48 hours.

Signage requirements as follows:

a) 1 m x 1 m sign - new or current retailer logo or ‘an exciting new store opening soon’

b) 1m x 1m sign - Rundle Mall Adelaide’s Best logo.

c) 1 m x 1 m sign - architect, builders, project manager details and a concept plan if available.

Hoardings must be kept free of graffiti and bill posters at all times.
Type B Hoarding

General Description
Overhead protection for the public adjacent to a demolition or construction site.

When to be Used
Whenever development work is to be carried out on or within two metres of a footpath, roadway or the like and where that Development work is to be carried out at a height greater than four metres, or more than half the distance from the development work to the footpath, roadway or the like, then a B Type hoarding is to be provided.

Specification
The minimum clearance height of a B Type hoarding is 2.3 metres. The minimum width is 1.5 metres.
Concrete barriers are to be used for edging along side the B Type hoarding to protect from traffic.
A waterproof covering should be erected over any footpath beneath the overhead decking of a Type B hoarding at the minimum height of three metres above ground level. Drainage of stormwater from the hoarding should be so arranged as to prevent water from dropping upon or flowing onto the footpath or onto land adjoining the site, or causing dampness in any part of any wall or foundation.
The vertical area between the top of a Type A hoarding and the overhead protective covering of a Type B hoarding should be sealed with 1.4 mm diameter galvanized steel mesh, apertures to be not greater than 25mm x 25mm and such other covering as may be approved or required by the Council.
Materials can not be stored on the deck of the B Type hoarding unless a Certificate from a Structural Engineer guarantees its structural adequacy.
The knuckles on the bottom of the B Type hoarding must be turned parallel with the footpath to avoid being a trip hazard. If they need to be covered, they may be covered with plastic pipe and wrapped with tape.

Note
If a B Type hoarding similar to the gantrys used in Melbourne and Sydney is required, then Council will consider the proposal subject to receiving satisfactory documentation.
General Description
Shipping container used as an overhead protection for the public adjacent to a demolition or construction site.

When to be Used
Same as normal B Type hoarding.

Specification
Approval by Council is required prior to a shipping container being used instead of a normal B Type Hoarding.

Shipping containers must be either a neutral colour or company colours but this must be approved by Council.

The minimum clearance height of a B Type hoarding is 2.3 metres. The minimum width is 1.5 metres.

Shipping containers must have a roof and a handrail along the length of the container.

To avoid entrapment, the length of the shipping container must have a one metre gap. The break out area must be protected from traffic.

Concrete barriers need to be used for edging along side the B Type hoarding to protect from traffic.

Drainage of stormwater should be arranged as to prevent water from dripping upon or flowing onto the footpath or onto land adjoining the site, or causing dampness in any part of any wall or foundation.

Shipping containers should have lighting installed to make the path safe for pedestrians.
Type C Hoardings

General Description
Overhead protection for the public adjacent to a demolition or construction site with sheds on top.

When to be Used
When site sheds (other than toilets) are not able to be located on the site or public realm at ground level.

Specification
If the Type C hoarding approach is decided upon, then a Development Approval must be given by Council prior to its erection.

The structure is required to be designed by a Registered Structural Engineer and have due regard for:

- Vehicular impact.
- Minimum 2.3 metres height clearance from footpath.
- Provides protection to the public from falling objects, stormwater and dust.

Unless otherwise approved site sheds should not exceed three metres in height.

Plans and specifications of all temporary buildings to be installed on Type B Hoardings should be submitted to Council and approved in accordance with the provisions of the Development Act.

Screening and Painting
Where temporary buildings of varying heights considered to be in poor condition are installed on Type B Hoardings the Council may require panelled screening to be erected on the perimeter of the platform on all sides exposed to the public. The screening should be extended to the height of the tallest temporary building. Temporary buildings or screening should be painted a uniform colour to match that of the hoardings.

Isolation of Temporary Buildings
Where temporary buildings are installed on Type B hoardings of an adjoining property, perimeter screening should be erected to the height of the tallest temporary building on all sides of the platform whether exposed to the public or not, and should also be extended over the roof of such temporary buildings. All screening required to be erected under this sub-clause should have a fire rating of at least one hour. Temporary buildings other than those installed on Type B Hoardings should not be situated within 3m of any land in other occupation, unless such temporary buildings are constructed of non-combustible materials, and no doors or windows are located within 3m of such land.

Fire protection and egress from site amenities should be in accordance with Section D (Access and Egress) and Section E (Services and Equipment) of the Building Code of Australia.

All portable fire extinguishers should be located in an accessible position so as to be immediately available for use in the event of fire, and should be maintained in accordance with Australian Standard 1851, Part 1-Portable Fire Extinguishers.
General Description
Open wire or mesh fence fixed to metal rails and posts.

Permitted Use
When Council gives written permission to be used, otherwise solid Type A hoardings must be used.

Specifications
The fence should be 1.8 metres high. Wire mesh or open wire adequately fixed or tied to metal or timber uprights either concreted 600mm into the ground or supported on concrete shoes, parallel with the hoarding. Tie back bracing to the hoarding may be required for stability.
Specifications Hoardings

Type E Hoarding

General Description
One metre plastic barrier mesh fixed to non-frangible posts.

When to be Used
When Council gives permission to be used, otherwise solid Type A hoardings must be used depending on location of allotment. Can be used on sites where no construction or demolition work is being carried out and the allotment is reasonably level and does not present a risk to entry of unauthorised persons.

Specification
Propriety brand plastic barrier mesh fixed or tied to supports which have adequate lateral support and spaced at no more than three metre centres.
1. Introduction
2. Trenching Schedule
3. Detector Loops
4. Lifting of Pavers
5. Saw Cutting
6. Removal of Excavated Material
7. Backfilling around Ducts, Pipes or Cables
8. Backfilling of Footpath Trench
9. Backfilling of Roadway Trench
11. Compaction Testing
12. Footpath Reinstatement
13. Asphalt Surfaced Road Reinstatement
14. Maintenance Period
15. Detail A
16. Detail B
1. Introduction

This specification outlines the Adelaide City Council’s requirements for excavation and reinstatement works carried out by service providers and/or contractors within the City of Adelaide. These works may include excavation along or across any roadway or Park Lands maintained by the Adelaide City Council required for service installations, relocation of existing services, drainage or other reasons.

The City of Adelaide’s boundary is generally defined as the outer perimeter fence-lines of the City’s Park Lands.

The cost of compliance with the requirements outlined in this specification should be borne by the service provider and/or contractor (referred to as the ‘applicant’).

Dependant upon the nature of the works, the applicant must first consider the option of using trenchless methods such as thrust boring, prior to considering open trenching.

Prior to the start of any civil works within the Adelaide City Council, written authorisation by the Adelaide City Council is required in accordance with section 221 of the Local Government Act, 1999. All enquiries regarding works in the public realm should be directed to the Customer Centre by telephoning 8203 7203.

The Adelaide City Council is prepared to excavate, backfill and/or reinstate the surface of trenches at the applicant’s cost, and arrangements can be made by telephoning the Adelaide City Council’s Project Officer Capital Works and Maintenance on telephone 8203 7285.

Where the Adelaide City Council is to carry out the reinstatement of the trench surface, at least 48 hours notice should be given to the Project Officer Capital Works and Maintenance before any excavation work is commenced.

2. Trenching Schedule

Works should be organised so as to cause minimal disruption at all times to vehicles, pedestrians and access to properties and works are to be in accordance with these Guidelines.

3. Detector Loops

Where excavation is undertaken in the vicinity of traffic signals, all necessary care and precautions should be taken to prevent damage occurring to the Adelaide City Council's detector loops.

Where damage has occurred, the applicant should contact the Adelaide City Council’s Group Team Leader Workshop Services on mobile number 0418 839 459 to arrange for the replacement of the damaged detector loops at the applicant’s expense.

4. Lifting of Pavers

The applicant should carry out the lifting of slate, concrete flags, brick and/or block paving in the footpath. The concrete flags should be stacked neatly on the footpath in a location, which will not unduly hinder or compromise the safe passage of pedestrians and should be to the approval of the Adelaide City Council.

Slate, bricks or blocks should be stored offsite unless an on site location can be provided by the applicant which is secure and inaccessible to the public and which is to the approval of the Adelaide City Council.
Appropriate barricading, with hazard lighting is to be placed around the stockpiled concrete flags or other pavers to the satisfaction of the Adelaide City Council.

5. Saw Cutting

Saw cutting of slate, concrete flag, brick or block-paved surfaces will not be permitted.

Pavers are to be removed along the line of the trench and for up to 300mm width (minimum) on both sides of the trench to prevent undermining of the edges.

All trenches in asphalt paving should be saw cut on both sides. All saw cutting of asphalt is to be carried out by a masonry saw in straight lines. The applicant should ensure that all saw cutting is dampened by water to reduce dust and that the residue from saw cutting is contained, collected and disposed of in accordance with the Environment Protection Act and Code of Practice for Control of Pollution from Construction Works.

Saw cutting residue is not permitted to enter the stormwater drainage system or dry out on the road surface.

Saw cuts should be spaced wider apart than the necessary trench width, by 100mm on each side, to prevent the excavation from undermining the bitumen edge. The trench should be saw cut to the full depth of the existing asphalt surface. Care should be taken so as not to damage the asphalt paved surface during excavation.

6. Removal of Excavated Material

Excavated material must not be used to backfill trenches. All excavated material should be removed from the site and appropriately disposed of, by the applicant.

7. Backfilling around Ducts, Pipes or Cables

Unless otherwise approved by the Asset Manager Roads, all services must be laid at a minimum cover of 600mm below the footpath surface and 900mm below the road surface.

Prior to backfill operations, all loose rubbish and foreign material should be removed from the trenches. All open trenches not occupied by permanent work must be backfilled.

Sand backfill should be placed around ducts, pipes or cables and compacted by mechanical means or by watering-in. The sand should be placed in 200mm layers around the duct, pipe or cable. The sand should comply with the Transport SA Specification PM63 (type C) and be a product from the crushing of approved stone normally acceptable for road making purposes or for use as a concrete aggregate.

8. Backfilling of Footpath Trench

Above the level of the sand backfill around ducts, pipes, or cables, trenches must be backfilled with sand up to the underside of the footpath sub-base and compacted in layers no more than 150mm thick with mechanical rammers to 95 percent Modified Density, in accordance with test 5.2.1 of AS 1289. The material used is to be at Optimum Moisture Content (OMC) and comply with Transport SA Specification PM63 for sand.
Above the level of the backfill material, reinstatement of the footpath sub-base is to be constructed using 20mm quarry rubble at OMC and is to comply with Transport SA Specification PM21W. Placement is to be in three, 150mm thick layers and compacted to 98 percent Modified Density, in accordance with test 5.2.1 of AS1289.

Above the level of the sub-base, reinstatement of the footpath base is to be constructed using 20mm crushed rock at OMC and is to comply with Transport SA Specification PM32W. Placement is to be in one 150mm thick layer and compacted to 98 percent Modified Density, in accordance with test 5.2.1 of AS 1289. Refer to Detail A in Section 15.

9. Backfilling of Roadway Trench

Above the level of the sand backfill around ducts, pipes, or cables, trenches must be backfilled with sand up to the underside of the road sub-base and compacted in layers no more than 150mm thick with mechanical rammers to 95 percent Modified Density, in accordance with test 5.2.1 of AS 1289. The material used is to be at Optimum Moisture Content (OMC) and is to comply with Transport SA Specification PM63 for sand.

Above the level of the sand backfill, reinstatement of the road sub-base is to be constructed using 20mm quarry rubble up to the underside of the road base material and compacted in two layers no more than 150mm thick with mechanical rammers to 98 percent Modified Density in accordance with test 5.2.1 of AS 1289. The material used is to be at Optimum Moisture Content (OMC) and is to comply with the Transport SA Specification PM21W.

Above the level of the sub-base, reinstatement of the road base is to be constructed using 20mm crushed rock at OMC and comply with Transport SA. Specification PM32W. Placement is to be in two layers not more than 150mm thick and compacted to 98 percent Modified Density, in accordance with test 5.2.1 of AS 1289. Refer to Detail B in Section 16.


Above the level of the sand backfill around ducts, pipes, or cables, trenches must be backfilled with quarry sand, placed in 300mm (maximum) thick layers and compacted to 95 percent Modified Density in accordance with test 5.2.1 of AS 1289. The top 100mm should be backfilled using approved topsoil.

The Adelaide City Council will undertake any work required, such as seeding and turfing to reinstate the trench to a standard which is acceptable to the Adelaide City Council, at the cost of the applicant.

11. Compaction Testing

Compaction and backfilling of trenches is to be carried as per the requirements specified in clauses 7, 8, 9 and 10.

The applicant is required to carry out compaction tests in accordance with Australian Standard AS 1289. A laboratory registered by the National Association of Testing Authorities must carry out all testing.

Copies of test results must be provided to the Asset Manager Roads within 14 days of testing, to confirm compliance with materials and compaction requirements as specified in this specification.

Testing is not required for emergency work.
Where the applicant fails to carry out testing, the Asset Manager Roads will arrange for the required testing to be undertaken. The cost of such testing will be at the applicant’s expense.

The applicant should remove and replace any material, which does not comply with this specification, at their expense.

Typical compaction testing requirements are as follows:

One compaction test at top of sub-base and a second compaction test at top of base, for up to 40 lineal metres of trench and every 40 lineal metres thereafter.

The Adelaide City Council may also undertake random compaction tests and excavate test holes to confirm that the requirements of this specification comply. Where such testing indicates that the reinstatement does not comply with this specification, the cost of the verification testing and any rectification works as instructed by the Asset Manager Roads should be borne by the applicant.

12. Footpath Reinstatement

The Adelaide City Council will reinstate the footpath surface for all excavations within the footpath, at the cost of the applicant, unless approved otherwise by the Asset Manager Roads. The trench should be backfilled flush with the existing footpath surface.

Where the existing footpath surface is pavers and the reinstatement is carried out by the applicant, all work associated with the reinstatement of the pavers should comply with the requirements specified in Detail A Section 15.

The reinstatement of the footpath pavers will comprise of the original removed pavers laid on a 20mm thick bed of compacted sand.

If any of the existing pavers have been damaged, they are to be replaced with new pavers at the cost of the applicant.

Where the existing footpath surfacing is asphalt, the reinstatement will comprise of AC-7 mix, placed at the same thickness as the existing asphalt layer.

13. Asphalt Surfaced Road Reinstatement

The Adelaide City Council will supply and reinstate the asphalt surfacing for all excavations within the road, at the cost of the applicant, unless approved otherwise by the Asset Manager Roads. The trench should be backfilled flush with the existing road surface.

Where the reinstatement of the asphalt surfacing is carried out by the applicant, all asphalt work associated with the reinstatement of the road surface should comply with the requirements of Detail B Section 16 and those of AS 2150, Hot Mix Asphalt.

The reinstatement of the asphalt layer will comprise of a sprayed primer or tack coat and the asphalt should be placed at the same thickness and mix as the existing asphalt. If the applicant is required to carry out tests, they should be in accordance with AS 2891.
14. **Maintenance Period**

The applicant is responsible for the cost of any maintenance of their trench reinstatement works for 12 months to a standard that is acceptable to the Adelaide City Council, notwithstanding the reinstatement carried out by the Adelaide City Council.

Where the applicant is required to undertake additional works due to a defect occurring during the maintenance period, the maintenance period should be extended from 12 months from when the Asset Manager Roads is notified of the completion of the additional works. The Asset Manager Roads may request conformity testing of the additional works.

If the standard of backfilling is unacceptable to the Adelaide City Council, and if the applicant does not remedy the fault within a reasonable period, then the additional backfilling work required for compliance with this specification should be carried out by the Adelaide City Council at the applicant’s expense.

The applicant should indemnify and keep indemnified the Corporation of the City of Adelaide against all claims which, may arise due to the excavation or settlement of the reinstatement.
Reinstated AC wearing surface & depth shall match existing or original removed pavers to be laid flush with existing pavers on 20mm compacted sand bed

- **BASE**
  - PM32 Crushed Rock 90% relative modified compaction

- **SUB-BASE**
  - PM21 Quarry Rubble 98% relative modified compaction in three layers

- **BACKFILL**
  - PM63 Sand 95% relative modified compaction in maximum 150mm layers

**NOTE:**
1. Not to scale
2. All dimensions in millimeters

**CONDUIT or Service**

Depth of backfill will vary dependent upon depth of conduit or service

**DETAIL A**

REQUIREMENTS FOR ASPHALT OR PAVED FOOTPATH REINSTATMENTS
Reinstate AC road wearing surface and depth to match existing existing

<table>
<thead>
<tr>
<th>Layer</th>
<th>Description</th>
<th>Depth (mm)</th>
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<tbody>
<tr>
<td>PM32 Crushed Rock</td>
<td>98% relative modified compaction</td>
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</tr>
<tr>
<td>PM21 Quarry Rubble 98%</td>
<td>relative modified compaction</td>
<td>150</td>
</tr>
<tr>
<td>PM63 Sand 95%</td>
<td>relative modified compaction in maximum 150mm</td>
<td>150</td>
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</tbody>
</table>

**NOTE:**
1. Not to scale
2. All dimensions in millimetres

**Depth of backfill will vary dependant upon depth of conduit or service**

**DETAIL B**

**REQUIREMENTS FOR ASPHALT ROAD REINSTATEMENTS**
The applicant must ensure that all stormwater run off from the property is contained within the property boundaries, collected and discharged to the designated roadway(s). Stormwater run off must not be discharged over the footpath.

Under the Building Code Australia, property stormwater systems are required to be designed to manage 1 in 100 year ARI storm run off through minor system stormwater connections to Council's underground stormwater system or roadway, and through surface run off across the roadway boundary.

The minor system stormwater connections to Council's underground stormwater system or roadway must be designed to the 1 in 20 year ARI standard.

The proposed stormwater drainage system upstream from its entry into Council’s existing underground stormwater system, kerb and watertable or central watertable in the designated roadway is the property owner’s responsibility and should be designed assuming the 1 in 100 year ARI hydraulic grade line is at top of kerb level or 100mm above the invert of the central watertable adjacent to the proposed stormwater connection.

Any stormwater footpath crossing(s) in the designated roadway are to be steel checker plate drain(s) installed according to Drawing No. A4/90/12 (page 111). UPVC pipe work is not permitted in the footpath or roadway.

Checker plate drains are to be located one metre clear of driveways and street trees, perpendicular to the kerb, and sumps in the footpath are to be dry.

Maximum stormwater discharge for the checker plate drain based on a recurrence interval or 20 years must not exceed 15.01 s/

The number of checker plate drains along a street property frontage is to kept to a minimum. The applicant may connect to Adelaide City Council's underground stormwater system where discharge flows exceed the maximum 15 litres per second (based on the 20 year ARI) or where connection pipes are too low to achieve a checker plate drain connection with a ‘dry’ footpath sump.

All pipe work external to the property boundary should be a minimum of 225mm diameter, class 2 (Reinforced Concrete Pipe), 0.35% minimum grade, laid and jointed to the manufacturer’s specifications. The pipe work should be a minimum cover of 200mm below the roadway/footpath surface.

The pipe connection should be installed perpendicular to the property boundary, in a straight line from a dry sump located in the footpath adjacent to the property boundary, Council’s underground stormwater system in the designated roadway.

All pipe work should be backfilled in accordance with the Council’s City Works Specification for Excavations (City Works Specification 3).

The underground pipe connection should be made at Council’s existing stormwater catchpit or manhole where possible.

The invert level of the underground pipe connection at Council’s existing stormwater catchpit or manhole must be above the invert level of the stormwater catchpit or manhole outlet pipe. Note: some of Council's stormwater catchpits are 'wet' pits where the invert level of the outlet pipe is above the level of the bottom of the catchpit.

Where an existing Council stormwater or manhole is not located adjacent to the property roadway frontage, the applicant may make a direction connection to the Council’s underground stormwater
pipe. Where a direct connection to Council’s underground stormwater pipe is required, a buried junction chamber must be installed by the applicant to the Council’s existing underground pipe diameter is greater or equal to 50%.

If the connection pipe at the property boundary is too low to achieve a dry sump in the footpath then the applicant may install a ‘wet’ sump located on the property side of the property boundary. If the ‘wet’ sump incorporates a lid or grate that can discharge stormwater across the boundary line onto the footpath surface should the checker plate drain become blocked, then a sump on the footpath side of the property boundary will not be required. The owner is responsible for installation and maintenance of the checker plate drain connection to the street water table or the stormwater drain connection from the property boundary to the Council’s underground stormwater drainage system.

The location of service covers and underground services along the line of the proposed stormwater connection in the designated roadway is the responsibility of the applicant.

Discharge of stormwater to the surface of a public roadway with a central watertable and no footpath must be by way of stormwater pipe, downpipe, or wet grated seepage pit. Discharge from downpipes and wet seepage sumps must be directed into the roadway, perpendicular to the property boundary, and discharged horizontal to the roadway, perpendicular to the property boundary, and discharged horizontal to the road surface (Note: pipes must be located flush with the roadway surface and must not discharge stormwater vertically onto the road surface). Any discharge pipes or downpipes must not protrude across the property into the public road. Stormwater discharge from each proposed pipe and wet seepage sump must not exceed 15.01/s for the 1 in 20 year ARI storm.

Where the grate level of property grated inlet pits below the design hydraulic grade line (top of kerb level or 100mm above the invert of the central watertable adjacent to the proposed stormwater) then the applicant may install a pump connection to the street kerb and watertable or Adelaide City Council underground stormwater system.

The proposed sump discharge line at the street boundary should be looped above ground level and discharged 100mm above a grated sump to prevent potential back flooding and syphoning of stormwater from the Corporation’s stormwater drainage system into the property.

Pumped water collection systems from enclosed basements (including underground car parks) must be discharged to sewer.

Collected drainage water from landscaped areas, swimming pools, planter boxes, water features, ground water collection systems, and air conditioner units must be discharged to the sewer.

Residue water from cleaning activities within the property must not be discharged into the Council’s stormwater system.

Any existing or proposed open grated pits or inspection openings within the site must have the level of the opening higher than the top of kerb level or 100mm above the invert of the central watertable adjacent to the proposed stormwater connection in the designated roadway.

The reinstatement of any excavations undertaken by the applicant in the designated roadway or footpath will be carried out by Adelaide City Council at the applicant’s expense.

The applicant must advise the property owner of the conditions contained in this approval.
The reinstatement of any excavations undertaken by the applicant in the designated roadway or footpath will be carried out by Adelaide City Council at the applicant’s expense.

The applicant must advise the property owner of the conditions contained in this approval.
City Works permits must be obtained for occupation in the public realm. This includes:

- Footpath occupation.
- Occupation within the Park Lands.
- Street occupation.

To arrange a permit to occupy the public realm please contact the Approvals Officer on telephone 8203 7236.

Expiation Notices may be issued for unauthorised occupation within the public realm.
## City Works Checklist

<table>
<thead>
<tr>
<th>Activity</th>
<th>Location of Activity</th>
<th>Permit</th>
<th>Site Management Meeting</th>
<th>Hoarding</th>
<th>Raceway</th>
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<td>Permit</td>
<td>Site Management Meeting</td>
<td>Hoarding</td>
<td>Raceway</td>
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<td>Commercial bin</td>
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<td>Concrete Pumps</td>
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<td>Boring and trenching</td>
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</tbody>
</table>
Crane and EWP* Operation Map Category 1

No Operations between 7:30am & 6:00pm, Monday to Friday.

* EWP - Elevated Work Platform
Crane and EWP* Operation Map Category 2

No Operations between 9:00am & 4:00pm Weekdays

* EWP - Elevated Work Platform
Crane and EWP* Operation Map Category 3

No operations weekdays, 9:00am - 4:00pm.
Non-market days, unrestricted. Other days by negotiation.

* EWP - Elevated Work Platform
Sample Traffic Management Plan
Dear Sir/Madam

Notice of Building Works (or other works)
As an adjoining owner, my company wishes to notify you of the impending works to be started at [location of works] on [date works are beginning].

The works involve [eg. Heavy vehicles, construction, concrete pumping, painting, excavations, etc - activities which will be carried out on the site]. [The adjoining owner should also be notified if access to their home/business will be affected].

Work will not begin before 7.00am Monday to Saturday and before 9.00am on Sundays.

The works should have little impact upon you.

If you have any concerns or queries regarding the works, please contact me on [contact number for the site].

Yours sincerely

[insert name and position]
Handbook for Pollution Avoidance on Building Sites, Environment Protection Agency; email environmentprotectionauthorityinfo@state.sa.gov.au.


Development Act, 1993.


Precast and Tilt-up Concrete for Buildings, Industry Standard, Victorian Workcover Authority.

Road Traffic Act, Australian Road Rules Part 12.


Section D (Access and Egress), Building Code of Australia.

Section E (Services and Equipment), Building Code of Australia.