



R E P O R T

North East Regional Adoption of the Infrastructure Design Manual

Consultation and Engagement Summary

Prepared For

North East Victorian Group of Councils

Simon Anderson Consultants

191 – 193 Raymond Street
Sale, VIC 3850
P. 03 51446688 | F. 03 51446855

TABLE OF CONTENTS

1.	Introduction	2
	Background	2
	Consultation Objectives	2
2.	Stakeholder Engagement.....	3
	Stakeholder Engagement Opportunities.....	3
3.	Council Feedback	4
	Feedback From Councils – June 2012.....	4
4.	Stakeholder Consultation	5
	Briefing Session – June 2012	5
	Written Submissions	5
	Summary of Feedback Received	6
	Opportunities.....	6
	Concerns	6
	Implications for Consideration	7
	Proposed consultative process looking forward	7
	Appendix 1.....	8
	Stakeholder List.....	8
	Appendix 2.....	11
	Stakeholder Invitation Letter	11
	Stakeholder Follow Up Letter	12
	Appendix 3 – Written Submissions	13

1. Introduction

The following report provides a summary of the consultation and engagement initiatives undertaken in relation to the implementation of a standardised Infrastructure Design Manual (IDM) for the North East Region of Victoria. The report is structured to provide the background and objectives of this work, a summary of feedback received and implications for further consideration. This report should be used by Councils to inform the adoption and further development of the IDM.

The consultation has involved the following Councils in the Region:

Alpine Shire Council	Indigo Shire Council
Towong Shire Council	Wodonga City Council

Background

The Infrastructure Design Manual was originally developed by the Shire of Campaspe, City of Greater Shepparton and the City of Greater Bendigo but has now been adopted by a number of other councils in regional Victoria. A longer term aim of the Victorian government is for a standardised Infrastructure Design Manual to be used across the State of Victoria under the guidance of an Infrastructure Design Standards Board. The Board will have representation from member councils and is to provide a means of review and development of the manual to ensure ongoing usability and relevance.

The Infrastructure Design Manual is expected to provide greater clarity and consistency for consultants, developers and contractors who need to know more about the rules, regulations and standards for new infrastructure when developing land. The primary objectives of the manual include:

- To clearly document the requirements for the design and development of infrastructure
- To standardise development submissions as much as possible and thereby speed up development approvals and
- To ensure that minimum design criteria are met with regards to design and construction of infrastructure.

One of the keys to the success of the manual is consultation with stakeholders and users. This report summarises the consultation undertaken and provides a summary of feedback received.

The manual provides a reference guide to the standards and requirements for infrastructure in regional Victoria and will be used to provide consultants and developers with Council requirements in respect of planning and infrastructure needs in development. Further opportunities for consultation and engagement will be offered following adoption by Council.

Consultation Objectives

- To outline the background and content of the Infrastructure Design Manual (IDM) to be implemented.
- To identify other related projects and issues.
- To outline opportunities for review and contribute feedback on the manual.

2. Stakeholder Engagement

Stakeholder Engagement Opportunities

A number of stakeholder engagement opportunities have been offered to date:

Consultation sessions were held with each of the Council's internal stakeholders to commence the project.

- | | |
|------------------------|----------------------------|
| • Alpine Shire Council | 19 th June 2012 |
| • Indigo Shire Council | 19 th June 2012 |
| • Towong Shire Council | 20 th June 2012 |
| • Wodonga City Council | 20 th June 2012 |

Each session provided an opportunity for Council officers to question the consultant team regarding the expectations and requirements for each Municipality.

The external stakeholder session was held during the same week on the night of Tuesday 19th June. A list of stakeholders invited to these sessions is provided in **Appendix 1**. This list was compiled by each Council in the region contributing external stakeholders who Council deemed having an interest in the document.

Prior to the stakeholder sessions a media release was placed in local newspapers by Councils in the region advertising the IDM and opportunities to make submissions.

The letters sent to stakeholders are provided in **Appendix 2**. The initial letter directed stakeholders to the IDM Manual and identified opportunities for comment.

Following the completion of the external stakeholder session, the full list of stakeholders received a follow up letter providing details of further opportunities to comment, a copy of this letter is also provided in **Appendix 2**.

The IDM and standard drawings are available on-line at:

<http://www.designmanual.com.au>.

Stakeholders, including individual Councils are able to download and review the material from this web page.

3. Council Feedback

Feedback From Councils – June 2012

Following Consultation meetings held with each of the Councils, verbal and written feedback was sought on the concept of an IDM for the North East Region. The following is a summary of feedback received:

- There are common issues that can be addressed across the region which can be addressed through a standardised approach.
- What impact does the adoption of the IDM have on existing planning permits and their conditions?
- How do we ensure that asphalt footpaths continue in Porepunkah and not concrete?
- Adoption of common standards across the region would assist in countering arguments presented by developers that “I’ve done this elsewhere.”
- What is the timing for adoption of the manual in each Council?
- Is there a way of specifying the supply of “as constructed” information?
- Can a picture be included in each standard drawing for clarity for contractors?
- How do we cover individual items relevant to the North/East Region? I.e. construction to maintain the historical feel of the current townships.
- Are Councils going to consult directly with the external stakeholders?
- The key objective of the IDM should be to improve certainty for all stakeholders.
- If Council Officers across each Council of the Region have a good understanding of the IDM then it will be a good thing.
- Local Government has a significant role to play in the ongoing control of the IDM, with representation by member Councils.
- What happens if we would like to do something “special” to make a statement in our subdivision to set it apart from the mainstream developments?
- How do Councils make Consultants responsible for the work they produce via the IDM?
- Higher/Lower standards than current practice.
- There will be a need to maintain and update the manual, how do we feed into this process?
- Is each development going to end up looking the same?
- What happens when a submission is made based on one version of the document and another version is released with revised standards prior to the original submissions approval?
- Are there planning permit conditions to underpin the IDM?

4. Stakeholder Consultation

Briefing Session – June 2012

Simon Anderson Consultants on behalf of the four North East Councils of Victoria and the IDM Governance Group has completed an external stakeholder briefing session held locally in the North East Region in relation to the launch in the Infrastructure Design Manual. The Consultation session was held at the regional centre of Wodonga on the night of 19th June at the City of Wodonga Council Chamber.

The session provided information on the project, as well as the opportunity to ask questions and make comments. The session also provided the community with the background context of the project, including the concept of a Governance structure which was being developed to oversee the preparation and ongoing management of the IDM.

The Wodonga session was well attended with 25 attendees present made up of a mix of developers, consultants, service agencies and peak body representatives. Written invitations were made to stakeholders within the North East Region and the number of participants at this session was very positive with greater numbers than at similar meetings held in other regional centres around the state.

Stakeholders arrived at the session with varying levels of understanding of the concept of standardisation and the work undertaken to date in relation to the IDM. Whilst some attendees had reviewed the IDM, for others, attendance at the launch provided an introduction as to how the document was structured and what it contained. The opportunity to provide written feedback following the sessions enabled all stakeholders the opportunity of having comments considered.

Written Submissions

Attendees at the session were encouraged to provide feedback to assist in the ongoing adoption of the IDM for the North East Region. Written feedback was sought by the 31st July 2012 to enable the consideration of key issues and the adoption of the manual in late 2012. Written submissions received by the cut-off date can be found in **Appendix 3**.

Summary of Feedback Received

A summary of feedback received during the information session is provided below. Feedback has been separated into opportunities and concerns to enable a range of implications to be identified.

Opportunities

Overall, stakeholders were generally supportive of the 'principle' of standardisation. In particular the prospect of additional certainty for developers, consultants and contractors with a common regional approach to the development process was seen as a key benefit.

Some concerns were raised at the Wodonga meeting regarding the timeframes and the consistent implementation of the IDM across the region.

Comments such as *"It would be very beneficial for all councils to be operating on the same page"*.

There was a need to provide certainty through standardisation, but at the same time, balance this need with the need to adapt to new standards and technologies as they emerge and maintain the historical "feel" of the region.

The manual should address standardised requirements, as well as individual/special circumstances where required for the North East Region.

Concerns

Councils saw themselves with a central role in the ongoing development of the IDM and its overall governance structure. How do other industries gain access to lobby for changes?

It was frequently raised that there would be a period of transition and possible uncertainty from developers and Council staff following the introduction of the IDM, especially for those developers that have recently undertaken works and planning future works based on the current standards.

Whilst it was acknowledged that there may be some cost savings for Council and suppliers, it was not universally agreed that an IDM would lead to cost savings for developers and consultants. Much of the feedback received during the sessions expressed concern about the potential cost impost of raising standards, particularly in delivering affordable land to the market. Refer to written submissions in **Appendix 3**.

There was some concern about the imposition of "higher" or "lower" engineering standards.

The manual will need to be adapted to accommodate North East Region's different characteristics, including construction to maintain the historical integrity for local towns.

The objective of the IDM should be to simplify the approval process. This may include standard approaches across the region for activities such as driveway approval and construction, etc.

Implications for Consideration

Based on the feedback received, the following implications should be considered by Councils:

- There is general support for the principle of standardisation, including additional certainty for developers and suppliers.
- Further stakeholder interest in the project is likely to arise when/if the IDM has been adopted and is being used by Councils in the North East Region.
- Whilst the manual has been updated on numerous occasions by Councils in Victoria's Central North & Gippsland regions, an audit of the manual will be required to identify and address North East Council's specific requirements that may be required i.e. maintain the historical feel in new construction.
- There will be a period of transition when the Manual is introduced and being used within each Council. A training program in the use of the manual following its introduction has been finalised. Training courses will be targeted at different user groups – Councils, Consultants and Developers where common issues are shared.
- There will be a need to ensure the involvement of key stakeholders, including Local Government, peak bodies and key industry groups in the development and ongoing maintenance of the IDM standards.
- Further input from users of the manual will be important in revising standards which are appropriate for other regions, to ensure that they are adapted to accommodate North East Regions different characteristics.
- Following adoption by the Councils in the North East, a series of implementation issues are required to be resolved, including a proposed method of ensuring consistency between new and existing standards and processes.

Proposed consultative process looking forward

- Consideration of stakeholder feedback by Council – Late 2012.
- Council Adoption – Late 2012 to Early 2013 (Council caretaker period may impact on this timeline).
- Further Communication with stakeholders & utilisation of the IDM – Early to Mid 2013.
- Ongoing development and improvement of the IDM - 2013 onwards.
- Planning Scheme Amendment – Late 2012 to Early 2013 (following adoption by Councils).

Appendix 1

Stakeholder List

		Alatalo Bros	WODONGA
Dennis	Hickey	Albury Wodonga Corporation	WODONGA
Glenn	Lawrence	Alpine Building Permits & Consultants	BRIGHT
Peter	Nugent	APA Group	ALBURY
Leo	Belci	Belci Design	BEECHWORTH
David	Sharp	Belvoir Consulting	WODONGA
Damien	Tangey	Birchgrove Property	Strathdale
James	Laycock	Blueprint Planning & Development	ALBURY
		Border Certification Group	WODONGA
Henry	Dinning	c/o Nordcon	WODONGA
Trevor	Castricum	Casbak Builders	HARRIETVILLE
David	Parker	CFA - Wodonga	WODONGA
Graham	Cocks	Chipperfield Cocks & Assoc. Pty Ltd	BRIGHT
John	Stewart	Civil Contractors Federation	Hawthorn
Alastair	Buchan	Coffeys Geotechnics	ALBURY
Stuart	Neave	CPG	ALBURY
Ben	Fryer	CPG	ALBURY
Jim	Gardiner	Department of Transport	Benalla
Gerard	Gray	Dickens Real Estate	BRIGHT
Bernard	Robb	DSE	WODONGA
Therese	Davis	DSE - Public Land Services	WODONGA
Dean and Mel	Williams	DTM Construction Services	BRIGHT
Brendon	Windsor	EDM Group	WODONGA
Ralph	Roberts	EDM Group	WODONGA
Brendon	Windsor	EDM Group	WODONGA
Michael	Carne	Esler & Associates	ALBURY
Peter	McCrohan	Eslers & Associates	WANGARATTA
Stephen	Altmeyer	Eslers & Associates	ALBURY
Nick	Malkin	Foresight Engineering Services	BRIGHT
John	Lewis	G.J. Lewis Homes	WODONGA
John	Gallagher	Gallagher Fund Pty Ltd	
Colin	Elliot	GHD	WODONGA
Andrew	Gibson	Gordon Gibson Nominees	Wangaratta
Bianca	Huider	Goulburn Murray Water	Tatura
Geoff	Crameri	GW & BR Crameri P/L	Myrtleford

Appendix 1

Warwick	Horsfall	Habitat Planning	ALBURY
Gary	Coles	Head & Humphreys	Blackburn
Deborah	Kemp	Heritage Concepts	
H.J.	Macey	HJ Macey Consulting land surveyors	Camberwell
Hamish	McCarthy	HLM Developments	Beechworth
Kate	Sleeman	Jayslee Pty Ltd	Wodonga
Jason	Reid	JCR Civil	Bright
Andrew & Jenny	Stern	JMP Developments	WODONGA
John	Potter	John Potter & Associates	WODONGA
		Jovaris Westland Partnership	WODONGA
Felicia	Davis	LandUrban Consulting	WODONGA
Ron	Mildren	Living Streets Design (Ron Mildren)	WODONGA
		Living Streets Designs	WODONGA
Alan	McPherson	McPherson Earthmoving Contractors	Myrtleford
Michael	Steward	Michael Steward Surveyor	Howlong
Geoffrey	Ladner	Millar and Merrigan P/L	Croydon
Michael	Taylor	ModSpec Pty Ltd	Beechworth
David	Jenkins	Momentum Property Group Pty Ltd	Brunswick
			MOUNT
Helen	Mathew	Mountain Creek Architecture	BEAUTY
Tim	Loffler	NECMA	
Eric	Pietela	Nordcon	WODONGA
		North East Catchment Management	
Natalie	Martin	Authority	WODONGA
Nigel	Curbison	North East Survey Design	Wangaratta
Matt	Salmon	North East Survey Design	WANGARATTA
Andrew	Mott	North East Survey Design	Yarrowonga
Jill	Rogers	North East Water	WODONGA
John	McDiarmid	North East Water	WODONGA
John	Mercuri	ODR Architects	MELBOURNE
Stephen	Oxley	Oxley & Co	WANGARATTA
Richard	Bender	Places Victoria	WODONGA
Tony	Collins	QOD	WODONGA
Doug	Milos	Rancho Holdings	WODONGA
Richard	Hughes	RHPM	WODONGA
Richard	Hughes	Richard Hughes Project Management	WODONGA
Richard	Rodd	Richard Rodd & Associates	Jindera
Ron	Emptage	SJE	ALBURY
	Keys	SJE	ALBURY

Appendix 1

Jonathan			
Allan	Poyner	Sno Line Design Services	BRIGHT
Peter	Dixon	SPEC Group	WODONGA
Karl	Stadelmann	Stadelmann Enterprises P/L	Bright
Lesley	Hawkins	Stay @Abalina	BRIGHT
		STUDIOFUTURE designers of	MOUNT
Simon	Maguire	buildings	BEAUTY
			NORTH
Ross	Beaver	Sunjoule Design	ALBURY
Richard	Martin	T Squared	Benalla
Glenda	Parkinson	Telstra	Ballarat
Paul	Bowe	Terraco Engineers	Bendigo
Brendan	Collins	Triquest Corporation	WODONGA
Ian	Ridgwell	VicRoads	Benalla
Bruce	Walpole	Walpole Surveying	Albury
Matt	Sammon	Walpole Surveying	Wangaratta
Neil	Wright	Wright Barrat	Gerogery West
Tony	Pringle		ALBURY
Kevin	Debnam		ALBURY
Paul	Simpson		ALBURY
Kevin	Poyner		WODONGA

Appendix 2

Stakeholder Invitation Letter

Dear Sir/Madam,

Infrastructure Design Manual Invitation to attend Public Consultation Launch

The Councils in the North East of Victoria comprising of Alpine Shire, Indigo Shire, Towong Shire and City of Wodonga are undertaking consultation with the community prior to adopting and further developing a standardised Infrastructure Design Manual. You and your business have been identified as a key stakeholder by the Councils of the Region.

The manual was originally developed by the Shire of Campaspe, City of Greater Shepparton and the City of Greater Bendigo. The manual is now being used as the basis for identifying regional standards for infrastructure design across forty Regional Victorian Councils. A longer term aim is for a standardised Infrastructure Design Manual to be used across the State of Victoria.

The manual is a reference guide to the standards and requirements for infrastructure in regional Victoria and will be used to provide consultants and developers with council requirements in respect of planning and infrastructure needs in development.

The benefits of the manual include:

- Consistency for consultants and developers who work across borders resulting in more satisfactory development in a more timely manner,
- More efficient approval processes due to fewer anomalies between municipalities,
- Sharing of ideas and practices which will assist in a consistent and best practice approach.

One of the keys to the success of the manual is consultation with stakeholders and users. The councils are holding public consultation launches to outline the background and content of the draft manual.

Public consultation launch will be held at the Wodonga City Council on:

- **19th June from 7 PM** in the Council Chamber, Level 2, 104 Hovel Street **Wodonga**.

Please RSVP your attendance by Friday 15th June to Geoff Kinnish at Simon Anderson Consultants on 03 51446688, mobile 0417 145763 or by email to geoff@simonandersonconsultants.com.au.

If you are unable to attend the launch, the Infrastructure Design Manual can be viewed from the website: www.designmanual.com.au. We welcome any written comments on the manual by **31st July 2012**. Please address them to "Infrastructure Design Manual" C/- Geoff Kinnish, Simon Anderson Consultants P/L, P.O. Box 566 Sale Vic 3850 or by email to the address above.

Should you have any queries relating to the Draft Infrastructure Design Manual, please feel free to contact me on 0417 145 763.

Yours faithfully

Stakeholder Follow Up Letter

25 June 2012

Dear Sir/Madam,

Infrastructure Design Manual - Feedback requested

The Councils in the North East of Victoria comprising of Alpine Shire, Indigo Shire, Towong Shire and City of Wodonga are undertaking consultation with the community prior to adopting and further developing a standardised Infrastructure Design Manual.

The Infrastructure Design Manual (IDM) is a reference guide to the standards and requirements for infrastructure in Regional Victoria and will be used to provide consultants, developers and other stakeholders with council requirements in respect of planning and infrastructure needs in development.

The IDM has now either been adopted, or is being evaluated by 40 other regional Victorian Councils following its development by the Campaspe Shire Council, Greater Shepparton City Council and Greater Bendigo City Council. The manual is now being considered as the basis for identifying regional standards for infrastructure design and development across the North East Region of the State.

Following the launch of the IDM at a meeting held in **Wodonga** we now invite stakeholders to review the manual and provide us with your feedback. Details are as follows:

- The manual is available online at **www.designmanual.com.au**,
- Written responses to the manual will be considered up until **31st July 2012**,
- All responses should be forwarded to C/- Geoff Kinnish, Simon Anderson Consultants P/L, P.O. Box 566 Sale Vic 3850 or by email to **geoff@simonandersonconsultants.com.au**.

On compilation and review of the responses received, the governance group for the document will provide feedback, as necessary, to update stakeholders via the webpage. The City of Wodonga have attached their draft selections for the manual for your consideration, please refer attached.

The IDM and the compilation of the responses from stakeholders will be presented to each council within the region for their consideration and adoption.

Should you have any queries regarding the Infrastructure Design Manual please give me a call on **03 51446688 or mobile 0417 145763**.

Yours faithfully

Appendix 3 – Written Submissions

Each Member Council of the Region was going to discuss the IDM internally and prepare their own submissions with some Councils submitting directly to the Governance Group. Councils highlighted areas for further work including the maintenance of the historical feel of the towns of the Region.

Other authorities including the CFA and CMA for the North East Region have advised verbally that they are preparing submissions and they will make these submissions to the Governance Group of the IDM at the conclusion of their deliberations, the following submissions have been provided within the time specified for the completion of this report.

Hi Geoff,

In response to your letter dated 25 June 2012 regarding feedback for the current IDM we make the following comments:

- I would like to see the standard road widths reflect the case where there is a 'one sided' road – just had to battle this and win at VCAT to get a 13m road accepted along a reserve (Dandenong insisted on 16m) based on the fact we didn't need a footpath both sides – sometimes 11 or 12 is used for this also – probably depends a bit on the road width/hierarchy
- Desired pavement & reserve widths for one & two way service roads could be specified

Thanks for the opportunity to comment. We enjoy using the IDM and the clarity it brings with it.

Cheers

David Frazzetto
Senior Project Manager
Millar | Merrigan

Geoff,

Neil and I attended your presentation at City of Wodonga offices, and I spoke of our previous usage in other council's that have already adopted the IDM.

Our experience has been that designing to the IDM has allowed projects to run more smoothly as it can at times be difficult to get time with council staff to discuss developments.

The IDM in our experience has been great in regional councils where it was problematic getting a directive as staff were regularly changing and contacts sometimes differed throughout a project.

One issue we did have was in some situations in an infill environment where stormwater treatment to IDM was not achievable due to the current lot sizes/street layout etc.

In most of these situations council's took a sensible approach and agreed that a global treatment strategy was more appropriate within councils infrastructure.

The issue in many of these cases was that infill of units onto housing allotments had occurred in previous years prior to IDM implementation and was viewed as some what of a precedent by developers.

This highlighted to us that the changeover period between current and IDM implementation needs careful planning by councils.

We believe the IDM to be of much benefit to designers and council's alike as it gives some certainty as to the required constraints/guidelines that are required.

In the 4 council's involved and particularly in City of Wodonga we have no doubt some developers and civil engineers will not like the IDM's set guidelines.

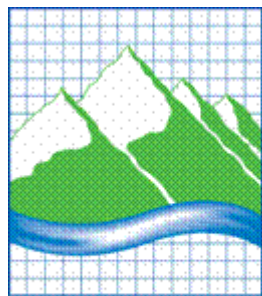
Over the years certain developers and their designers have taken advantage of exemptions given to particular developments as being then in future an entitlement to all future developments.

With regards to development, particularly residential sub-divisions, we believe the IDM creates a level playing field for all developers and designers.

The benefits for council staff we believe would be only appreciated after they had used the IDM for some time.

The same could be said for designers and developers.

Our company fully supports the implementation of the IDM.



WRIGHT

Kind Regards

Nigel Barrat

B.E. Civil MIE Aust RBPV RBPT

Civil/Structural Engineer

Wright Barrat

Civil & Structural Engineers

Ph: 02 6025 9833

Fx: 02 6040 1832

Mob: 0488 915 043

E: nigel@wrightbarrat.com

www.wrightbarrat.com

ABN 37 150 331 752

Hi Geoff

I have read the draft version of the infrastructure design manual & looked at the accompanying drawings.

It looks like a very good document, and I see many advantages to local councils adopting this standard. It will save costs where councils are not re-inventing the wheel, it will give certainty to developers as to what is required. It is important from the council's end that interpretation and application is handled with common sense. Council's adoption of this manual should come with an overview of how it will be implemented, where concessions will be considered, etc.

As an architect and not an engineer, I cannot comment on the engineering details which look fine to me. Again, having standard details that are the same across shires makes a lot of sense.

I have two queries:

1. Are road design requirements co-ordinated with CFA vehicle access requirements? It would be easier to implement if it is in one document.
2. Road design options: for a very small, local road, has a concave design been considered, with grated pits & a single stormwater drain along the centre of the road? (instead of kerb & channel on both sides as is normal).

This manual has great merit, and I hope more councils take it up!

Regards

Helen Mathew

Mountain Creek Architecture

M 0419 399737 P 03 57544 748

helen@mountaincreekarch.com

www.mountaincreekarch.com

PO Box 407 Mt Beauty Vic 3699

Hello Geoff,

Please find attached our Response to the DRAFT IDM manual.

Additional to the attached Response, we wish to also emphasise that, although we appreciate the value of one common engineering design manual for use in different municipalities, we also have concerns that some of the new requirements (such as footpaths on both sides of roads, etc) will see an increase in the cost of development, and ongoing maintenance, without a significant benefit to the community!

I welcome the opportunity to discuss our Response with you, and can be contacted on the number below.

Regards,

Felicia Davis

Project Manager

LandUrban Consulting

0409 017 233

Response to the DRAFT IDM from: the Nordcon Group and LandUrban Consulting, Wodonga

(31 Jul 2012)

	IDM Clause		Our Response
1	3.2 Information to be Submitted	Applications requiring a planning permit must Council. The standard of documentation to be lodged with an application shall be as determined by the Council Planning Department.... the applicant should also include the following information's as a minimum to enable engineering review to take place.	Plans of existing site conditions & Conceptual layout of proposed development - Agreed if a definition of Conceptual is included. Recently too much detail is being requested prior to permit issue. Drainage Master Plan and computations; WSUD treatments and MUSIC analysis is considered too much information at planning permit stage.
2	3.4 Engineering Fees	If more than one construction inspection or Acceptance of Works inspection is required (refer Clause 7.5) because the Council Engineer has been called prematurely (i.e. before works are ready/complete) an extra fee of \$50.00 per inspection shall apply, unless varied by a previous written agreement.	We accept the extra \$50 to cover unnecessary/premature inspections, as long as this cost will not rise unreasonably in the future (i.e. more than the cpi)
3	12.3.2 Road / Street Characteristics and Road Reserve Widths for Developers	Footpaths on both sides of the road	We consider that footpaths are not required cul-de-sacs We consider that footpaths are not required on both sides of roads where lot frontages are 15m or more Extra cost per lot s significant: \$1,200 or more
4	12.3.10 Kerb and Channel	Kerb and channel types shall be constructed in accordance with Council's Standard Drawings as found in Appendix F: Standard Drawings, and with the following: · Modified semi-mountable kerb and channel may be used for urban residential Developments.	We have concerns about using the modified SM2 kerb, as it does not allow much freeboard (Top of kerb only 35 mm higher than seal as asphalt is requested to be left 10mm proud of lib of kerb) We wish to continue using the layback kerb (modification of the back-of-kerb may be required) It is, also, our preference to be using the 600mm wide barrier kerb profile
5	12.3.4 Road Geometry	'T' or 'Y' cul-de-sac heads are not permitted	These need to be assessed on a case-by-case basis, depending on the terrain and other existing constraints. There are cases where the 'T' or 'Y' heads are warranted
6	12.3.10 Kerb and Channel	Subsoil drainage shall be provided below all kerb and channel	In some situations the sub-soil drains are not warranted. They need to be assessed on a case-by-case basis

7	12.4.2 Road Reserves	Rural Living Access Road: min reserve width: 20m, min seal width: 6.2m, min shoulder: 1.5m	We object to these values, as they are larger than required for this lower hierarchy rural road. Other constraints, such as native vegetation protection, need to be considered. We suggest that the minimum (road reserve, seal and shoulder) widths be assessed on a case-by-case basis.
8	12.7.7 Compaction Requirements	Compaction testing and proof-rolling shall be undertaken on the same day	Compaction tests are generally undertaken and results obtained prior to undertaking proof rolling to very compaction. Proof rolling sub-base and base course on the same day when compaction tests are generally completed at or around optimum moisture content and will result in proof rolling failures if conducted on the same day as there hasn't been sufficient time for the material to dry out i.e. no visible deflection
9	13.3 Requirements	The minimum footpath width to be 1.5m in residential areas	We request that a min 1.35m path be maintained.
10	15.2 General	The Developer shall ensure that a planning permit is obtained where required, for any earthworks.	We consider that a Planning Permit is not necessary for earthworks unless it impacts on adjoining owners
11	15.3 Requirements	A minimum of one compaction test per allotment shall be conducted at a distance of greater than 6 metres from the road reserve boundary.	We consider the requirements of AS 3798 are adequate to prescribe the frequency and location of testing. We object to any requirements imposed extra and above to the AS 3798.
12	16.12 Litter Collection Pits	Approved litter collection pits shall be provided towards the end of any drainage line that discharges to a watercourse and/or drainage basin.	We seek further information on the types of "approved litter collection pits" before we can comment on this point.
13	16.15 Subsoil Drainage	Typically, circular 100 mm rigid wall or flexible UPVC Class 1000 slotted including geotextile sock where required, is installed under each concrete pavement edging to a minimum depth of subgrade level.	The geotextile sock can clog-up. We suggest that the requirement for the sock to be removed from this clause
14	18.2 The Use of Drainage Basins for P.O.S Purposes	For proposed drainage retardation basins or part thereof to be considered Public Open Space, in addition to satisfying the above four dot points, that portion of the drainage retardation basin to be considered as Public Open Space should: Be at least 10 metres in width.	It is not clear which are the "above four dot points" that this refers to. Please clarify. We cannot comment until this has been clarified. We object to setting the minimum width requirement of 10m

CONSULTANCY REPORT

Regional Adoption of the IDM

			Not be inundated by a 1 in 100 year ARI event. Council may determine, in its sole discretion agree to a lesser standard, but in no case be inundated by a 1 in 5 year ARI event or more regular event.	We object to setting the condition that these dual POS/Retardation Basins not be inundated by a 1:100ARI event.
15	19.2 General		The following types of development typically require on-site detention: Low density residential development in rural areas.	We object to low density developments in rural area requiring stormwater retention.

Hi Geoff,

Further to your presentation at the City of Wodonga , we are now writing to provide our brief comments in relation to the proposed Infrastructure Design Manual.

- 1) We feel that the recommendations may impose too many unnecessary reports which increase the amount of costs incurred.
- 2) Not flexible enough, needs to have some capacity to be adapted as each Estate will have a different theme – ie our Riverside Estate theme is attention to detail (quality living by the river) therefore we may want a different style of kerb to other Estates. This should be able to be done within reason.
- 3) Any extra costs which are added in as a result of the IDM will ultimately be passed on to the home owner and will impact on affordability.
- 4) Does the IDM deal with abnormal or unusual events within an Estate? There needs to be scope to deal with matters not accounted for in the IDM. Can such an event or occurrence be dealt with by the relevant Council as opposed to the IDM?
- 5) We thought the section on maintenance periods was very well presented and easily understood.
- 6) We were pleased to hear you indicate at the briefing that separate IDMs were going to be developed for regional markets , in addition to the city and rural manuals.

On balance, we are supportive of the IDM initiative so long as it retains some level of flexibility to account for the differences that may arise from time to time.

Should you require any further elaboration please do not hesitate to contact me.

Kind Regards

Jenny

JMP Developments Pty Ltd

Jenny Stern
Director

PO Box 33
Wodonga VIC 3689

Mobile 0447 412 129

www.RiversideEstate.com.au

2 August 2012

Mr Geoff Kinnish
Simon Anderson Consulting
PO Box 566
SALE VIC 3850

Email: geoff@simonandersonconsultants.com.au

Dear Geoff

RE: INFRASTRUCTURE DESIGN MANUAL

I refer to our recent meeting in respect to the above and provide our following comments:-

1. Wodonga City Council has not indicated anything in respect to the average recurrence intervals for minor drainage in urban areas. This is currently 1 in 10 ARI for urban residential areas and the IDM indicates 1 in 5 ARI for this area. This is the only possible case for a reduction in standard and Council have not indicated anything.
2. "T" and "Y" court heads are not permissible with the IDM. Wodonga City, Indigo Shire both allow these court heads to be constructed. This allows us to provide lots that are more square and give better solar access. This is part of the planning scheme requirement is Clause 54, Clause 55 and Clause 56 of the Planning Scheme.
3. The road standards are higher in the IDM than the current standards that apply in the Councils who are looking at this moving to this standard. The provision of footpath on both sides of an access plan. I have attached a plan that shows a recent subdivision T head construction and layout. This could not happen under the IDM. It would require footpath both sides and a court bowl. There would be one less lot for this court. I cannot see how this saves \$8,000.00 per lot.
4. The standards outlined in the IDM are different to the ones outlined in the planning scheme, which one is to be adopted when a dispute arises.
5. We have been involved with the IDM in other Shires within the North East Region. There is always the same problem that exists now. Council want the IDM to be adopted and then want something completely different when it comes approving the engineering plans. Is there a dispute process as part of this process?
6. Just some minor issues we have with some of the standard drawings for example: SD-255, the typical radius shown on this drawing is 15m. On rural residential subdivisions with nature strips approximately 5 – 7m wide. Every driveway requires a 33m wide seal length at the edge of seal and would require

Partners

Peter O'Dwyer
Ralph Roberts
Brendon Windsor

Head Office

99 Hume Street Wodonga Vic 3690
PO Box 317 Wodonga Vic 3689

Wangaratta Office

Shop 2, 59 Reid St Wangaratta Vic, 3678
PO Box 1348, Wangaratta, Vic, 3676

Phone: 02 6057 8578

Facsimile: 02 6056 2392
www.edmgroup.com.au
ABN: 12 532 366 914

a gate width of approximately 20m width. The entrances are of course not built this way, however if we get a new person at Council this may change. What avenues are going to be in place to look at these issues?

While we see that the IDM is a standard that Council can work to we do not see this as an acceptable document in its current form. We would like to see more consultation on the standards adopted by Council as it seems that the standards are going up and for no particular reason.

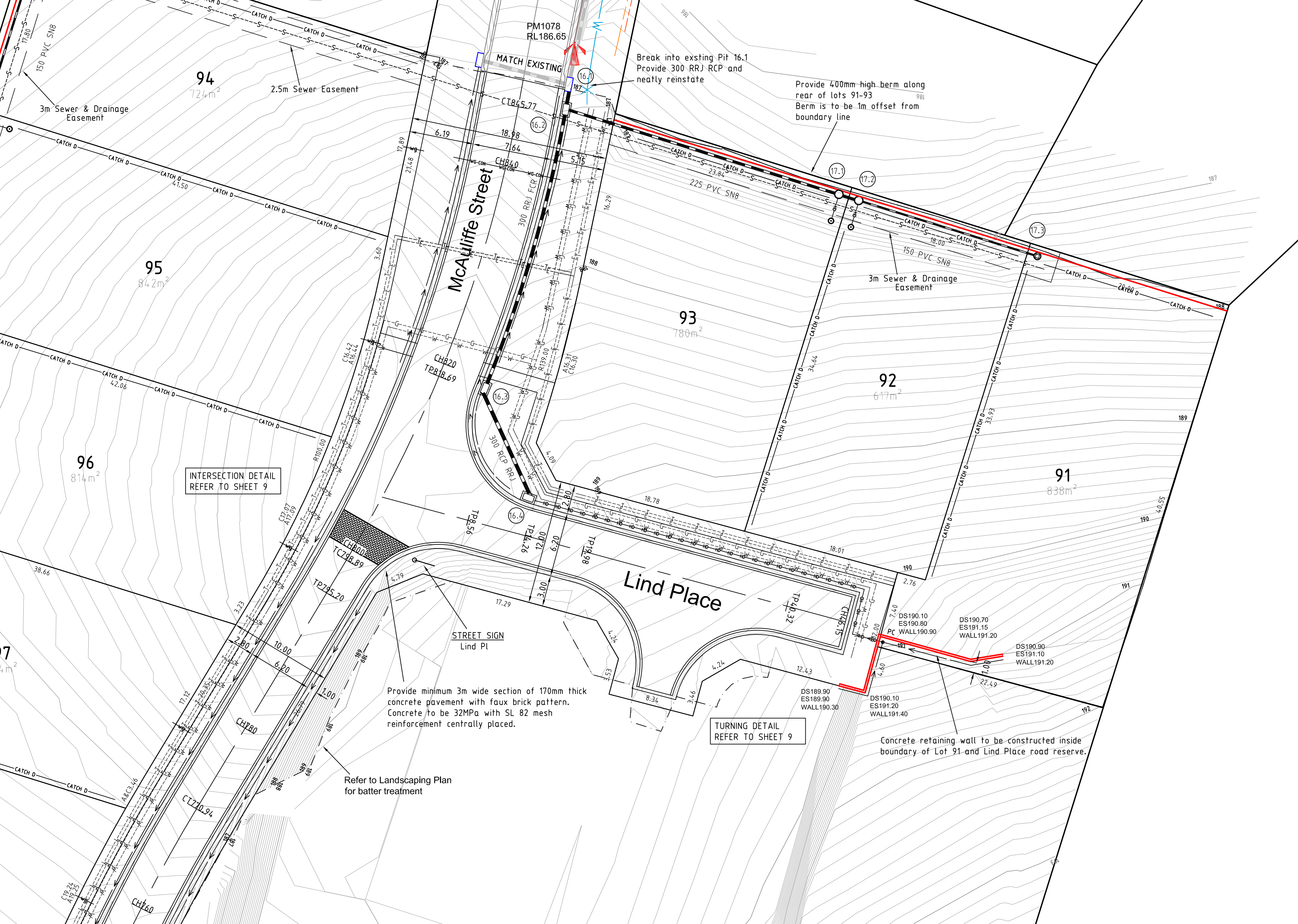
I trust the above is in order and await your further advise, should you require any additional information please contact me.

Yours faithfully,
EDM Group



Ralph Roberts
Engineering Manager

Encl.





Department of Sustainability and Environment

Your Ref: IDM
Our Ref: SP443860
Contact: Bernard Robb
Date: 30/07/2012

Geoff Kinnish
Simon Anderson Consultants
PO Box 566
113 High Street
Sale VIC 3850

Regional Planning
North East Region
Benalla Office
89 Sydney Road
PO Box 124, Benalla
Victoria 3672 Australia
Telephone: (03) 57 611 553
Facsimile (03) 57 611 628

Dear Geoff,

Infrastructure Design Manual Feedback Requested

I refer to correspondence referred to the Department of Sustainability and Environment (DSE), advising of community consultation prior to the adoption and further development of a standardised Infrastructure Design Manual.

It is understood that the Councils in the North East of Victoria - Alpine Shire, Indigo Shire, Towong Shire and City of Wodonga are undertaking consultation with the community prior to adopting and further developing a standardised Infrastructure Design Manual.

The Infrastructure Design Manual (IDM) is a reference guide to the standards and requirements for infrastructure in Regional Victoria and will be used to provide consultants, developers and other stakeholders with council requirements in respect of planning and infrastructure needs in development.

The IDM has now either been adopted, or is being evaluated by 40 other regional Victorian Councils following its development by the Campaspe Shire Council, Greater Shepparton City Council and Greater Bendigo City Council. The manual is now being considered as the basis for identifying regional standards for infrastructure design and development across the North East Region of the State.

The IDM has been distributed to DSE officers in the North East region who commonly respond to referrals of planning applications under the Planning and Environment Act. These staff have reviewed the document.

Section 24 – “Landscaping and road furniture”, includes advice and requirements relevant to DSE’s responsibilities as a referral authority for native vegetation management.

As a guiding document staff considered that the detail provided will assist, in particular the following references within the text at this section were supported:

- The importance of retaining native vegetation where ever possible within a development,
- Victorian Government legislation requiring the avoidance and minimisation of native vegetation removal
- Native vegetation removal is likely to require a permit.
- Discussion of 'protection' of native trees at development stage and on development sites.
- The need for retained trees need to be fenced at drip line or more where DSE conditions imposed are greater.

- Requirements that other native vegetation (shrubs etc) also needs to be fenced off during the construction and development phase,
- Recommended use of standard pine strainer posts, star pickets between and 4 strands 12-gauge wire.
- Provision of planting advice and guidance, stating that as a general rule local native species should be used for planting and landscaping as a first choice, then other Australian natives or exotics.

Suggestions of amendments that might lead to greater clarity include the following possible inclusions:

- At 24.3.4.2 reference to current DSE policy for 'tree retention zones' - 12 times the Diameter at Breast Height (DBH) of the tree to be provided as a tree retention zone and fenced during development and construction.
- At 24.3.4.2 Shrubs and Groundcover Plants – Dot point three - recommend that no barbed wire is to be used.
- 24.3.5 Plant Selection - Known environmental weeds should not be planted.

4.3 Requirements of an ODP

Across the North East Region, DSE often receives planning applications for development, where access issues have not been completely explored prior to the lodgement of a planning permit application. As a result the development may:

- Not provide legal access to all parcels within the subdivision.
- Assume that legal and practical access can be obtained from utilising existing unused government roads when in fact slope, rock, erosion and vegetation can make the longer term development of practical access problematic.
- Include unused roads that are currently licensed to other parties, which may require Council to request DSE to cancel the licence and then subsequently assume responsibility for its ongoing management.
- Lead to difficulties in resolving legal and practical access and establishing management responsibilities when plans for the subdivision have otherwise largely been developed.

To that end reference to these issues in Section 4.3 might be addressed by the inclusion of the following dot point in “ODP requirements”:

- That legal and practical access has been assessed as existing for all parcels within the development with respect to topography, native vegetation cover and existing soil conditions.
- That preplanning has considered timelines and processes for any changes in road status and subsequently established responsibilities for the construction and ongoing maintenance of the developments legal and practical access.

It is noted that the IDM is intended to be a living document and may be revised and amended from time to time. DSE would appreciate information with respect to input to updates so that any Departmental issues that might properly be addressed in future revisions can be supplied.

If you have any queries, please contact Bernard Robb, DSE Statutory Planner, North East Region on 57 611 553.

Yours sincerely



Bernard Robb

Senior Statutory Planner

City of Wodonga – Submission

IDM Version 3.1 – Draft

General Comment

The use of the word shall occurs throughout the document. Consider the use words such as “must”, “will” or “may” instead.

Clause 5 – Design Requirements

Clause 5.8.1 – Approval of Functional Layout Submission

Request that the hardcopy set of plans for both the road layout and overall drainage strategy plans be A1 or A3 with approval.

Clause 5.8.3 – Final Design Submission

Request that three (3) hardcopies of the plans be submitted to Council. One set remains in the office, one is returned to the Design Engineer, and one remains with the officer supervising the works.

Clause 8 – Defects Liability Period for Developers

Clause 8.3 – Commencement of Defects Liability Period

Agree with defects liability periods in relation to civil works, however Council currently generally places a 24 months maintenance period on all soft landscaping works to ensure these planting have established and to minimise the risk of mass failures that would become the responsibility of Council to replace. This is currently enforced through a planning permit condition. This condition covers all maintenance of these areas including weeding, fertilising, watering, replacement plantings, re mulching and irrigation repairs.

The current IDM is not clear enough in this section in relation to the landscape components and requires further review.

Clause 8.4 – Guarantee of Work

The IDM needs to give further consideration bank guarantees of work for landscaping components. Some guidance should be included in the manual rather the current statement. Council would seek 150% of the cost of supply and installation for the soft landscaping elements to be supplied in the forms prescribed.

Clause 9 – Traffic Management Strategy

Clause 9.3 – Requirements

Request that Bus Routes/Bus Stops/Bus Bays be included in the list of items to be addressed in the TIAR.

Clause 12 – Design of Roads

Table 2 – Urban Road / Street Characteristics

All Street Types

Request that footpaths have zero setback from property line.

Access Lane (second road frontage) – Request that the width of access lanes be increased to 6m.

Collector Street Level 1

Request that minimum road reserve width be 22m. This is achieved by removing the 0.5 footpath offset and reducing one path to a 1.5m width.

Collector Street Level 2

Request that the pavement width be 8.0m minimum to allow for on street cycle lane.

Clause 12.3.10 – Kerb and Channel

Request that subsoil drainage be required at all roundabouts and median even if they have fully hard surface infill.

Clause 12.7.13 – Pavement Wearing Course

Request that the requirement to have the asphalt be 5-10mm above the concrete edging be removed.

Request that 7mm Primer Seal is to be provided under all asphalt.

Request that 40mm asphalt be specified as the minimum for bus routes.

Request that 50mm asphalt with polymer modified binder be specified as the minimum for roundabouts. (Due to high summer temperatures in North East Victoria, our asphalt surfaces are susceptible to shoving in high turning movement environments).

Request that 50mm asphalt be specified as the minimum for Collector Street Level 2.

Clause 12.9 – Vehicular Access

Request that vehicle crossing and layback sections be provided for both barrier kerb and SM2 kerb profiles.

Clause 12.9.1 – Urban Vehicle Crossings

Request that 75mm footpath be removed as an alternative.

Clause 16 – Urban Drainage

Clause 16.10.3

Request that only concrete pipes be installed in road reserves.

Clause 16.15 – Subsoil Drainage

Request that subsoil drainage be required at all roundabouts and median even if they have fully hard surface infill.

Standard Drawings

SD 100 – Typical Kerb Profiles

Request that the use of a barrier kerb with 450 tray be considered as an option.

SD 110 – Typical Kerb Bedding Detail

Request that kerb bedding extend 300mm past back of kerb.

Request that 75mm minimum compacted bedding be increased to 100mm.

SD 120 – Layback for B2 & B3 Kerbing

Request that kerb bedding extend 300mm past back of kerb.

SD 130 – Kerb & Channel installation abutting existing pavement

Request the Class 2 FCR be compacted to 100%.

Request that 75mm minimum compacted bedding be increased to 100mm.

SD 140 – Heavy Duty Kerb Adaptors for B2 & B3 Kerbs

Request a note clearly stating that these are to be used only in areas where connection to an underground system is not possible.

SD 145 – Reconstructed Kerb & Channel

Request the Class 2 FCR be compacted to 100%.

SD 200 – Pedestrian Crossings

Request that the City of Wodonga standard drawing be considered as an alternative. See attached City of Wodonga standard drawing SD-005A.

SD 210 – Typical Footpath joints

Request that maximum spacing between expansion joints to be 12m. This matches 2 sheets of reinforcing mesh.

SD 235 – Retrofit Residential Vehicle Crossing Detail

Request that the maximum width of vehicle crossings be 4.5m. With property frontages decreasing in size, the requirement for indented parking bays and requiring one street tree per lot, 6m for a vehicle crossing doesn't leave much green space in our road reserves. See attached City of Wodonga Road Reserve Works Permit.

SD 240 – New Residential Single Vehicle Crossing Detail

See above.

SD 510 – House Drain Under Road Pavement

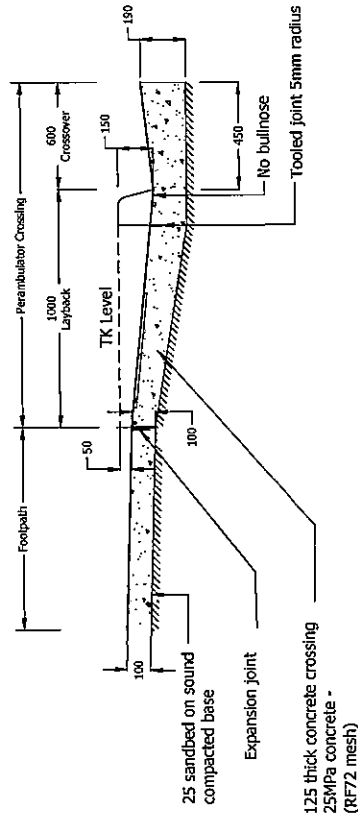
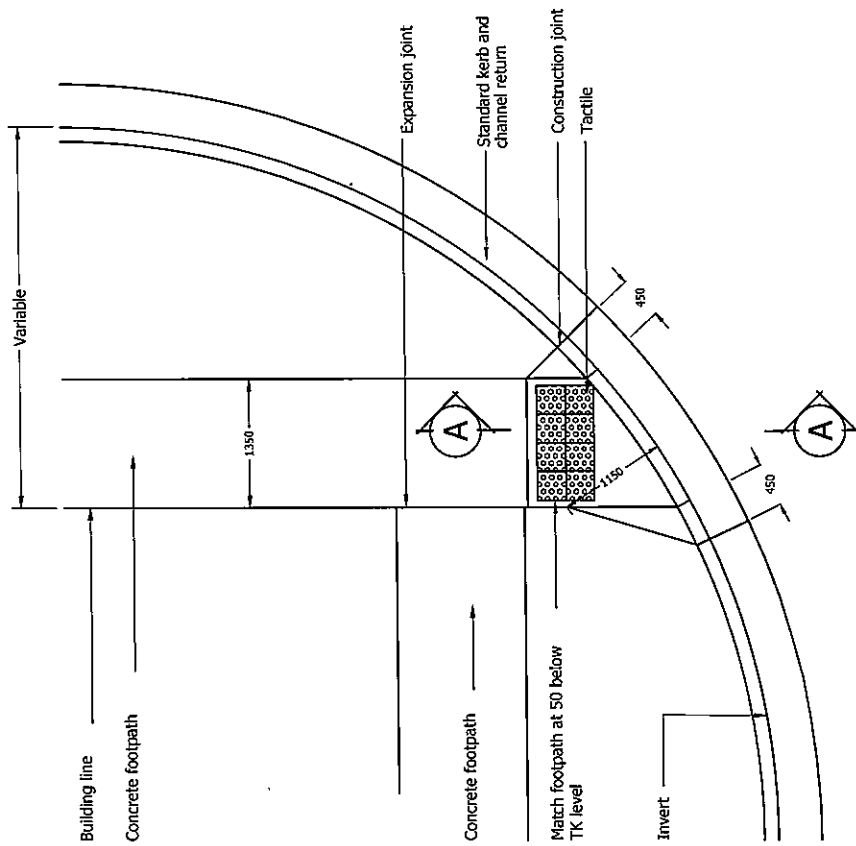
Request that this be removed or a selection table be included. The City of Wodonga will not approve stormwater connections of this nature.

SD 515 – Street Drain Connection

Request that this drawing be reviewed as the IO in the nature strip is susceptible to crushing, particularly during construction, and this could also displace the pipe.

SD 520 – Easement Drain Connection

Request that easement drain connections be reviewed. See attached City of Wodonga standard drawing SD-072.




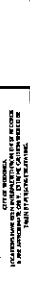

























NOTES:
Crossing to be installed by developer prior to housing being constructed.

REV	DESCRIPTION	DATE



Designed	N. Karaman	August 2008
Drawn	T. Peragouda	August 2008
Checked	R. Henderson	August 2008
Approved	R. Henderson	August 2008

City of Wodonga - Standard Drawing	
Standard Permeable Crossing	
Type 'A' (where kerb is to be removed)	
Drawing No.	SD-005
Rev	1 of 1
Sheet No.	1 of 1
City of Wodonga	City of Wodonga

																																																																																																																																																																																															
-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------	--	--	--

CITY OF WODONGA ROAD RESERVE WORKS PERMIT APPLICATION

104 Hovell St, Wodonga Ph: (02) 6022 9300 Fax: (02) 6022 9322

APPLICANT DETAILS: Builder ☐ Owner ☐ Other ☐

Date: _____

Applicant name:		
Address:		
Phone:	Mobile:	Fax:
Email:		
Owners name:		

LOCATION OF WORKS:

Address of works:		
Phone:	Mobile:	Fax:
Email:		
Owners signature:		Date:

DETAILS OF WORK:Vehicle crossing ☐ Stormwater connection ☐ New dwelling ☐

Other work (specify) _____

Description of Work (also attach sketch plan detailing works):

Commencement date: _____ Completion date: _____

PERMIT AND FEES:

Note:

For a new dwelling an asset protection permit and vehicle crossing permit will need to be obtained. A single \$800 Asset Protection Permit Bond will be required to cover both permits.

Permit type	Permit fee	Bond amount	Tick
Asset protection	\$80	\$800	<input type="checkbox"/>
Vehicle crossing	\$120	\$800	<input type="checkbox"/>
Stormwater connection	\$80	\$0	<input type="checkbox"/>

OFFICE USE ONLY:

Assessing officer:		Approval date:
Signature:		
Date:	Receipt:	Amount:

Personal and / or Health Information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The Personal and or Health Information will be used solely by Council for these purposes and or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal and or Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Privacy Officer".

CONDITION OF THE PERMIT:**VEHICLE CROSSINGS**

1. No works shall commence until a vehicle crossing permit has been approved and the appropriate fees and bonds have been paid.
2. The permit holder must hold a current public liability policy of insurance for an amount not less than 10 million (\$10,000,000) dollars per claim, and that all responsibility for liability and/or claims for damages which arise as the result of the work are to be borne by the person or company to whom this is issued. Insurance must remain current for the duration of the works otherwise this permit will become invalid. (Council may request to sight your insurance policy at any time). The application will not be processed until a copy of certificate of currency for public liability insurance has been produced.
3. A refundable asset protection permit bond of \$800 is payable as part of the permit. The permit will not be issued unless the bond is paid.
4. The permit fee is non-refundable and the permit must be available on site at all times whether the permit holder or any other person is carrying out the works.
5. The permit is valid for 12 months or when the prescribed works have concluded, whichever comes first.
6. Twenty-four hours notice for an inspection or appointment must be given to council's appointed officer.
7. Any works in addition to those prescribed in this permit must not be conducted without prior approval by council's appointed officer.
8. Ensure that adequate and effective safety procedures (including traffic management to VicRoads code of practice if required) are adhered to at all times. Barriers and signs must be installed at the work site for the entire duration of the works in accordance with the Standards Association of Australia and Road Management Act requirements.
9. Restriction of the free passage of traffic, including pedestrians, shall be minimized in both time and work area.
10. Works which will affect access to, or the safe navigation of, a public carriageway must be completed within one day between the hours of 8am-5pm Mon-Fri or 9am-5pm on any other day including public holidays. Any variation to this condition must be authorized by council's appointed officer before commencing works.
11. Any rectification work by council to a road opening that fails or does not meet council's specifications will be at the cost of the permit holder where the permit holder fails to rectify the works within a timeframe as determined by council's appointed officer. Should council be required to rectify the works, the funds will be recovered from the asset protection permit bond. Should the cost of the repair work be greater than the amount of the asset protection bond, then the permit holder will be required to pay council the amount of the shortfall, being the difference between the cost of the repair work and the amount of the asset protection bond. Should the cost of the rectification works be less than the amount of the asset protection bond, the unused portion will be repaid to the person who paid it to council.

ASSET PROTECTION

1. No works shall commence until an asset protection permit has been issued and the appropriate fees and bonds have been paid and the initial inspection has been undertaken.
2. The owner/builder is to take all necessary precautions to ensure that council's infrastructure assets are not damaged and the building site and areas adjacent to the building site are maintained.
3. Prior to the commencement of work, all the necessary erosion and sediment control measures need to be in place. Refer Erosion and Sediment Control Guidelines for Building Sites.
4. Mud and clay and any other material that is tracked on the footpath and roadway by any vehicle or trailer must be immediately removed back to the building site.
5. All building materials and building debris must be stored on site – NOT on the footpath, nature strip or roadway. This applies to materials removed from the site and deliveries of new material to the site.
6. All pedestrian walkways, footpaths, roadways and all areas adjacent to the building site must be kept free of materials and be kept safely trafficable at all times to the satisfaction of the council's appointed officer.
7. Failure to restore the road reserve and make good any damage caused to council infrastructure assets within 28 days of completion of the building works will result in council undertaking the necessary restoration work and the cost being deducted from the asset protection permit bond. Where the costs exceed the asset protection permit bond, the owner will be liable for the excess and invoiced.
8. The entry point to the site for the all purposes must be confined to the existing crossing point. Where the property is not provided with a permanent vehicle crossing, a temporary crossing must be constructed at the place of point of entry (preferably the ultimate access point for the site) to the satisfaction of the council. The width of the access point must not exceed 4.5 metres.

STORMWATER CONNECTION

1. Prior to the backfilling of a stormwater connection, a council officer will be required to inspect the completed works. Twenty-four hours notice for an inspection or appointment must be given.

GUIDELINES FOR ROAD RESERVE WORKS PERMITS

Purpose of the guidelines

VEHICLE CROSSING PERMIT

The council administers the construction of new vehicle crossings or alterations to existing vehicle crossings in accordance with the council's local laws, Local Government Act 1989, Wodonga Planning Scheme and specific planning permit requirements.

GENERAL NOTES

1. You must make a separate application to the council for the performance of works within the road reserve before you conduct any works regardless of whether you have previously obtained a town planning or building permit.
2. An application must be made at least seven working days prior to the proposed commencement of works on site.
3. Applications for the construction or alteration of a vehicle crossing must be made on the council's standard application form.
4. A permit fee of \$120 applies for all vehicle crossing applications.
5. An \$800 refundable bond is payable with each vehicle crossing application. This bond will be refunded upon the completion of the works to the council's satisfaction.
6. Upon receipt of an application, a council officer will inspect the site and determine if the request meets the council's standards or conditions as documented in a planning permit. A response will then be forwarded to the applicant within five days of receipt by the Projects and Design unit. You may be asked to provide further information or to seek approval from other authorities where their assets are impacted, prior to council providing approval.
7. All vehicle crossing works are to be performed to the council's standards and to conditions included on the council's permit or letter of approval.

WHAT YOU CAN'T DO

The council will not approve the construction of a new vehicle crossing that is:

1. Located opposite an intersecting street;
2. Within nine metres of a front or side boundary of a property when the boundary lies adjacent to a road intersection;
3. Where an existing driveway is provided as part of a new subdivision, the driveway location is fixed and cannot be altered;
4. Pattern paved, coloured, stenciled or any alternative concrete finish;
5. Concrete surface shall be wood floated or broom finished in plain concrete. Only plain concrete finishes shall be permitted; and/or
6. Where there is an existing footpath, the driveway shall match into the footpath and joints into the footpath shall be dowelled as detailed in the standard drawing.

Unless approval has been received through a town planning permit process, the council will not approve the construction of a second driveway if:

1. The street frontage of the property is less than 17 metres in width;
2. If the distance between the driveways is less than seven metres;
3. If the street frontage length is less than 20 metres, the percentage of driveway access at the building line cannot exceed 40 per cent of the total frontage; and/or
4. If the street frontage length is greater than 20 metres, the percentage of driveway access at the building line cannot exceed 33 per cent of the total frontage.

WHAT YOU NEED TO PROVIDE

1. A completed road reserve works permit application form signed by the owner together with payment of the permit fee of \$120. Upon approval, a refundable bond of \$800 will need to be lodged with the council prior to any works commencing on site.
2. If the application is not signed by the owner, documentation is to be provided by the applicant proving they have authorisation to act on behalf of the owner.

3. The applicant must provide details of any town planning permit and endorsed plans related to the application for a vehicle crossing.
4. A plan must accompany your application showing what works are proposed. The plan should detail other obstacles such as street trees, drainage pits, poles etc. If other public authority assets are required to be altered, you will be required to obtain, at your cost, the necessary approvals prior to council approval.
5. If the crossing is to service a new dwelling/unit/building, details showing the proposed slope of the driveway must also be included in the plans provided. Grades greater than one in five (one metre vertical for every five metre horizontal).
6. If the crossing application is approved, you will be issued with an approved copy of your drawing and will be required to:
 - a. Supply public liability details;
 - b. Perform works in a safe manner, provide safety signage, barriers etc;
 - c. Not obstruct vehicular or pedestrian traffic;
 - d. Works must be completed six months from approval;
 - e. Perform works to the council standards; and
 - f. With 24 hour notice, call for an inspection by a council officer of the prepared works prior to pouring a new crossing or crossing alteration.

ASSET PROTECTION PERMIT

An asset protection permit ensures that existing council infrastructure such as footpaths and gutters are not damaged by building contractors during construction. An asset protection permit is required in the following circumstances:

- Where the cost of any domestic building work is \$20,000 or more;
- The demolition and/or removal of buildings;
- Where the cost of the commercial/industrial building work is \$30,000 or more; and/or
- All swimming pools/spas irrespective of the cost of works.

The permit is required so that the council can undertake inspections on the assets that may be impacted by the building works. The condition of the assets will be documented and any existing damage will be noted. At the conclusion of the work, a further inspection will be undertaken and any new damage to the council's infrastructure will be reported to the applicant for rectification.

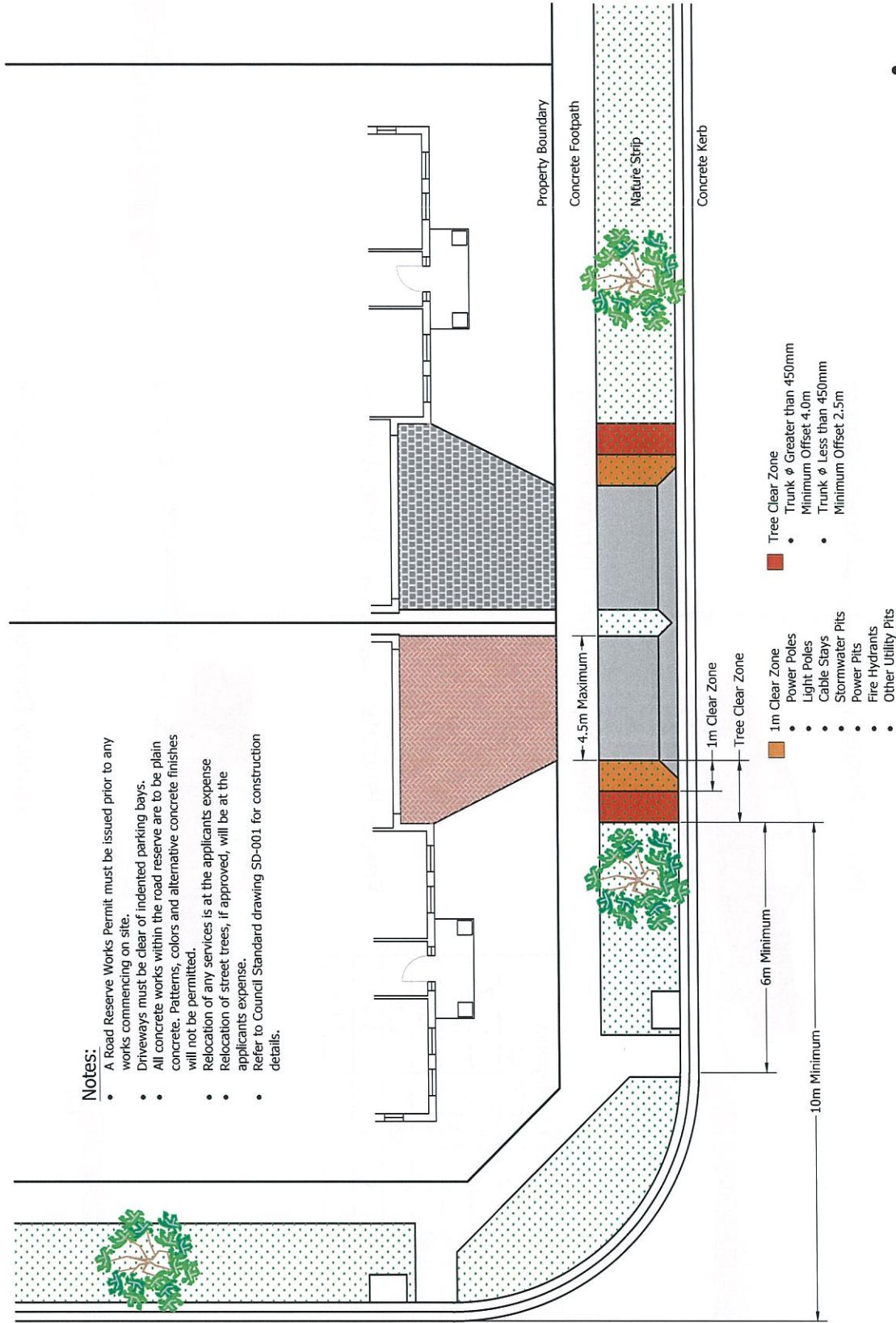
The asset protection permit will be required to be obtained seven days prior to any works being undertaken on site. The cost of the permit is \$80 together with a refundable asset protection permit bond of \$800 that will be returned at the satisfactory completion of the works.

Should work on site commence prior to the asset protection permit being applied for and the inspection being undertaken, any damage to the council infrastructure that is found will be deemed to be the responsibility of the applicant to rectify.

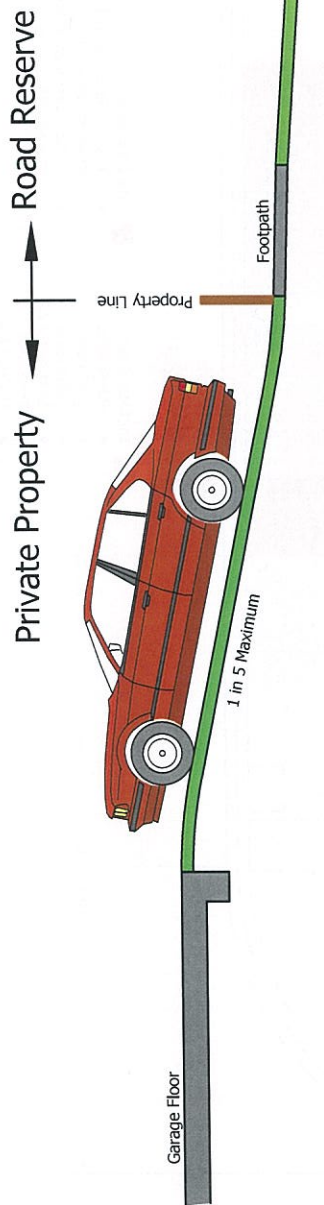
Should the applicant not rectify any damage to council assets within four weeks of notification, the council will utilise the \$800 asset protection permit bond to undertake these works. Should the bond be insufficient to cover the rectification works, council will issue an invoice to the applicant for any outstanding amounts.

Notes:

- A Road Reserve Works Permit must be issued prior to any works commencing on site.
- Driveways must be clear of indented parking bays.
- All concrete works within the road reserve are to be plain concrete. Patterns, colors and alternative concrete finishes will not be permitted.
- Relocation of any services is at the applicant's expense.
- Relocation of street trees, if approved, will be at the applicant's expense.
- Refer to Council Standard drawing SD-001 for construction details.

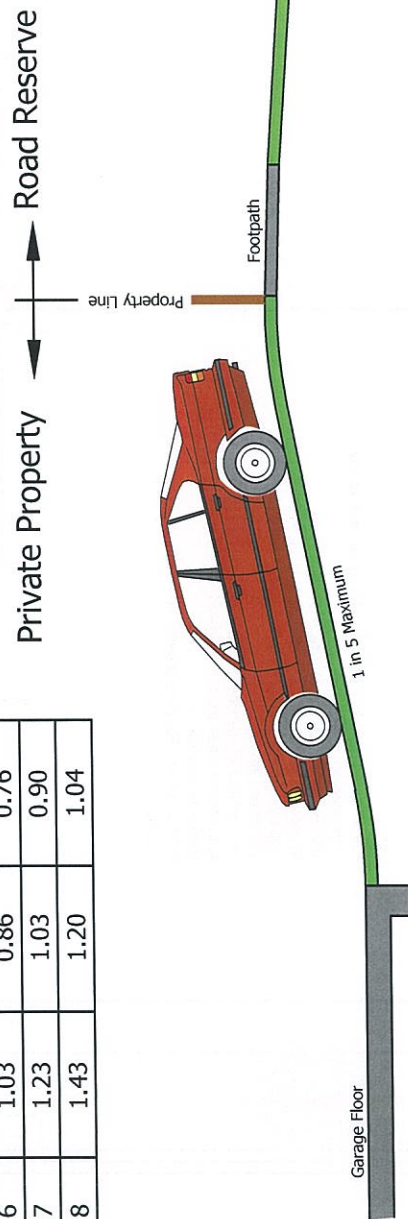


Driveway Crossing Details - General Layout



Driveway Upslope - Typical Drawing

Garage Setback (m)	Maximum Height Difference Property Line to Garage			
	1 in 5	1 in 6	1 in 7	
4	0.63	0.53	0.47	
5	0.83	0.70	0.61	
6	1.03	0.86	0.76	
7	1.23	1.03	0.90	
8	1.43	1.20	1.04	



Driveway Downslope - Typical Drawing