



R E P O R T

Western Victoria Regional Adoption of the Infrastructure Design Manual

Consultation and Engagement Summary

Prepared For

West Victorian Group of Councils

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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 Western 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:

Mitchell Shire Council	Moorabool Shire Council
Ararat Rural City Council	Ballarat City Council
Central Goldfields Shire Council	Hepburn Shire Council
Mount Alexander Shire Council	Macedon Ranges Shire 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 a newly formed Interim Infrastructure Design Standards Board. The Board will have representation from member councils and interested stakeholder groups 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.

Consultation has been undertaken on the manual originally developed by the Shire of Campaspe, City of Greater Shepparton and the City of Greater Bendigo and adopted by other councils.

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 draft 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.

- | | |
|------------------------------------|-----------------------------|
| • Mitchell Shire Council | 28 th March 2011 |
| • Moorabool Shire Council | 29 th March 2011 |
| • Ballarat City Council | 29 th March 2011 |
| • Ararat Rural City Council | 30 th March 2011 |
| • Central Goldfields Shire Council | 30 th March 2011 |
| • Hepburn Shire Council | 31 st March 2011 |
| • Mount Alexander Shire Council | 31 st March 2011 |
| • Macedon Ranges Shire Council | 1 st April 2011 |

Each session provided an opportunity for Council officers to provide the consultant team with up front information regarding the expectations and requirements for each municipality.

An external stakeholder session was held during the same week on Tuesday 29th March in Ballarat. A list of stakeholders invited to these sessions is provided in **Appendix 1**. This list was compiled by contributions from each Council within the region as their understanding of the external stakeholders that would have an interest in the document.

Prior to the stakeholder sessions a media release was placed in local newspapers by Councils in the region.

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

Following the completion of each session, the full list of stakeholders received a follow up letter providing details of further opportunities to comment.

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 – March/April 2011

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

- Timing of the introduction of the manual, Councils need to feel comfortable with the document and the implications, training may help here.
- Areas of the Council reflect the regional standard and other areas of the shire are more growth area focused.
- Yes, there are common issues that can be addressed across the region which can be addressed through a standardised approach.
- The open space elements need further work and as it currently sits would mean a major shift in the current standard and may be potential for a working group to look at this area of the manual.
- No bluestone elements present in the manual for either new or retrofit works ie standard drawings etc.
- What is the progress of other Shires within the region?
- Timing for the adoption of the manual, how soon does the manual get up dated to represent our shires requirements so that when council approve the adoption of the manual our requirements are listed.
- Issue of grade and new developments.
- The impact of the IDM standards on low lot number & infill developments.
- The impact on local policy.
- Local Government has a significant role to play in the ongoing control of the IDM, with representation by member Councils.
- Higher/Lower standards than current practice.
- There will be a need to maintain and update the manual.

4. Stakeholder Consultation

Briefing Session – March 2011

Simon Anderson Consulting on behalf of the eight Western Council's and the IDM Governance Group has completed a stakeholder briefing sessions held locally in the West region in relation to the launch in the Infrastructure Design Manual. The consultation session was held at the regional centre of Ballarat.

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 currently being developed to oversee the preparation and ongoing management of the IDM.

The external stakeholder session was attended by 8 attendees present made up of a mix of consultants, service agencies, and peak body representatives. Whilst written invitations were made to all identified stakeholders within the West region, there was only a modest number of attendees at the briefing session. The number of participants at this meeting is equivalent to attendance numbers at similar meetings in other regional centres.

Stakeholders arrived at the session with varying levels of understanding of the concept of standardisation, and 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 provided all stakeholders with an opportunity to have comments considered.

Written submissions

Attendees at each session were encouraged to provide feedback to assist in the ongoing adoption of the IDM for the South West Region. Written feedback was sought by the 30th April 2011 to enable the consideration of key issues and the adoption of the manual in mid 2011.

Summary of Feedback Received

A summary of feedback received during the sessions 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 at the start of the process was seen as a key benefit.

The rationalisation of different products to the supply chain was also considered as a key benefit of standardisation.

Comments such as “*We are aware of the document due to work in other regions*” were common.

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.

The manual should address standardised requirements, as well as individual/special circumstances where required.

Users of the manual want meaningful access to the ongoing process of review to the document.

Concerns

Councils saw themselves with a central role in the ongoing development of the IDM, and its overall governance structure and 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 Councils that have recently undertaken their own review of their current standards. Training may help in this area.

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 developer and consultants. Much of the feedback received during the sessions expressed concern about the potential cost impost of raising standards, particularly in delivering affordable products to the market.

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

The manual will need to be adapted to accommodate Western Region’s different characteristics, including construction with bluestone kerb & channel as an example.

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 Council's:

- 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 once the IDM has been adopted and is being used by Council's in the West.
- Whilst the manual has been updated on numerous occasions by Council's in Victoria's North & Gippsland regions, an audit of the manual will be required to identify and address West Councils specific requirements that may be required ie bluestone construction, open space development.
- 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 is currently being finalised. Training courses will be targeted at different user groups – Councils, Service Authorities, 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 as they are adapted to accommodate the Western Regions different characteristics.
- Following adoption by the Councils in the West, 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 from here

- Consideration of stakeholder feedback by Council - Mid 2011.
- Council Adoption – Mid 2011.
- Further Communication with stakeholders & utilisation of the IDM – Mid to Late 2011.
- Ongoing development and improvement of the IDM - 2011 onwards.
- Planning Scheme Amendment – Mid to Late 2011 (following adoption by Councils) and as part of the next review of the Planning Scheme.

Appendix 1

Stakeholder List

ALDE	Karen	Leoncelli
Aptdale	Craig	Sevior
Ararat & District Building & Maintenance Services	Len	Baker
Ararat Homes Pty Ltd	Milan	Milosevic
B.F & R Douglas	Craig	Steel
BCS Consulting	Stuart	Weir
Bestway Group	Frank He	Singh
Beveridge Williams	Matthew	Mcintyre
	Bill	Jacobs
BM Maryborough Pty Ltd	Mark	Raven
Brown Consulting	Tony	Spencer
Cardno Grogan Richards	Nick	Glasson
CFA	Brendan	Brown
Chartered Structural Engineers	Brendan	Power
Chris Smith & Assoc	Mark	McDonalds
Coghlan Civil	Chris	Coughlan
Colin M. Nankervis	Anthony	Clarke
Coughlan Civil	Michael	Parker
CPG	Raeline	McDonnell
Craftsmen Homes	S	Anderson
Craig Steel Building Design	Andrew	Harman
D & V Maffesconi & Sons	Graham	Taylor
Dalton Consulting Engineers	Tony	Oubohoff
Department of Human Services	Janice	Brooks
DPM Consultants	Rodney	Jackson
Earth Tech	David	Mutton
Eastick Homes	Andrew	Eastick
Eco Synergy	Andrea	Marian
Forster Constructions	Brian	Douglas
Giansan Constructions	Sam	Cardemone
GJ Gardner Homes	Ashley	Heard
Graeme McKay Earthworks Excavation	Graeme	McKay
	Graeme	O'Brien
	Graeme	Mackley
Gramac Construction	Jim	Leithhead
Grampian Excavations	Kerrie	Duxson
GWM Water	Russell	Pearce
Highlight Homes	George	Skinner
Home Hardware	Daryl	Maffescioni
Inland Projects	Mark	Dwellavedova
Inland Projects/ TGM Group	Anne	Gibbs
IPWEA		
Jalan Design & construction		
	Jon	Wilksch
Keith Altmann & Assoc	Keith	Altmann
Land Management Surveys	Bruce	Mitchell

Landfill Reductions
 Landplan
 Leeke Construction
 Lewis Consulting Engineers
 Lohmann & Bond
 Lohmann & Bond
 Marben Engineering
 Marx Metal
 McKenzie & Associates Pty Ltd
 Millar and Merrigan
 North Central Land Surveying
 Palmer Electrical
 Paroissien Grant and Associates

Perrady Property Group
 Powercor
 Prime & Bishop
 RAL Homes Australia
 RP Jensen Building Contractor
 Russell Price Building Company
 S.T. Hamilton
 Skinners Pty Ltd
 SMEC Urban
 Stracsand Consulting
 Tayday Constructions
 Terraco Pty Ltd
 TGM Group
 TGM Pty Ltd
 The Fidus Group
 Tomkinson
 Tomkinson
 Urban Design and Management
 Vic Roads

Len
 Catherine
 David
 R
 Jamie
 Alan
 Isaac
 Barry
 Gary
 Michael
 Ross
 Bernie
 Chas
 Peter
 Max
 Gwenda
 Kevin
 Reiny
 Ron
 Russell
 Darren
 Graham
 Tamsil

Rob
 Paul
 Glenn
 Issy
 Christian
 Jack
 Russell
 Anthony
 Doug
 Rod
 Darren
 Peter
 Shane
 Denis
 Sam
 Heath
 Clarrie
 John
 Peter
 Michael
 Ricky
 Kevin

Parker
 Santos
 Leeke
 Lewis
 Bond
 McNight
 Marben
 Marx
 McKenzie
 Jordan
 Forster
 Cramer
 Shinkfield
 Nicholson
 Perrovich
 Colement
 Prime
 Loeliger
 Jensen
 Price
 Hamilton
 Lean
 Motet

Bishop
 Bowe
 Mansell
 Arieli
 Mistica
 Consiglio
 Kelly
 Grodzki
 Warrell
 Brown
 Ford
 Haywood
 Hitchcock
 Morris
 Nicholaci
 Palmer
 Smith
 Stewart
 Tadgell
 Wilson
 Woods
 Wiseman

Stakeholder Invitation Letter

Dear Sir/Madam,

Infrastructure Design Manual Invitation to attend Public Consultation Launch

The Councils in the West of Victoria comprising of Mitchell Shire, Macedon Ranges Shire, Moorabool Shire, Ballarat City, Ararat Rural City, Central Goldfields Shire, Hepburn Shire and Mount Alexander Shire are undertaking consultation with the community prior to adopting and further developing a standardised Infrastructure Design Manual.

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 eighteen 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 Ballarat City Council on:

- **29th March from 7 PM** in the Phoenix Building, 25 Armstrong Street South **Ballarat**

Please RSVP your attendance by Friday 26th March 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 **29th April 2011**. 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 145763.

Yours faithfully

GEOFF KINNISH
Director Simon Anderson Consultants P/L

Stakeholder follow up letter

Dear Sir/Madam,

Infrastructure Design Manual Feedback requested

The Councils in the West & Central Region of Victoria comprising of Mitchell Shire, Macedon Ranges Shire, Moorabool Shire, Ballarat City, Ararat Rural City, Central Goldfields Shire, Hepburn Shire and Mount Alexander Shire are undertaking consultation with the community prior to adopting and further developing a standardised Infrastructure Design Manual.

The manual has now been adopted, or is being evaluated by 19 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 across the Western & Central Regions of the State.

The manual 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.

Following the launch of the manual at a meeting held in **Ballarat**, 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 **29th April 2011**,
- 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 manual will be presented to each council for consideration & adoption.

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

Yours faithfully

GEOFF KINNISH
Director Simon Anderson Consultants P/L

Appendix 2 – Submissions

Each Member Council are going to discuss internally and prepare their own submissions directly to the Governance Group with some highlighted areas for further work such as Open Space development.

Other authorities including CFA for the West Region have advised verbally that they are preparing detailed submissions and they will make these submissions at the conclusion of their deliberations, others have provided the following written submissions.

David Frazzetto – Project Manager - Millar/Merrigan.

Hi Geoff,

I've done a fair bit of work with residential subdivisions involving Shepparton Council over the last 5 years or so. The implementation of the IDM has been a huge positive, it provides greater consistency and guidance for development as a whole as well as a well-documented step by step process for getting one's plans approved.

I strongly support its implementation across regional Victoria to alleviate much of the 'guesswork' that currently exists.

Happy to respond to any specific questions

Cheers

David Frazzetto
Project Manager
Millar | Merrigan



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Geoff Kinnish
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Contact: Chris Fenner
Telephone: 5333 8738
Our Ref: 2011/0362

SALE VIC 3850

File No: SP-525-WR-001

6 April 2011

Dear Sir

**INFRASTRUCTURE DESIGN MANUAL
REQUEST FOR FEEDBACK**

Thank you for the opportunity to review the above document.

The development of a standardised infrastructure design manual across municipalities is a worthy and welcome undertaking to ensure some level of confidence to local government and the development industry.

VicRoads has little involvement with local roads and therefore does not have significant comment to make on the manual.

Some points that you may consider are:

- o Page 34 –traffic generation figures seem unnecessarily coarse, particularly for Commercial/Industrial areas. Good traffic generation data for a range of development types (by floor area and site area) is readily available in the RTA NSW "Guide to Traffic Generating Developments". This data is well accepted in the industry and VCAT.
- o Reference to the Australian Standards for parking should be included.
- o Reference to the Austroads guidelines needs to be updated to reflect the new guides released in 2010 and the relevant VicRoads Supplements.

Thank you again for the opportunity to respond.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Brian Wright'.

**BRIAN WRIGHT
ACTING MANAGER PROGRAM DEVELOPMENT**



VicRoads ABN 61 760 960 480

PSL 54

Rob Leeson | Coordinator Engineering Development | City of Ballarat

1. General Comment:- Consideration should be given to electronic checking of plans and transfer of data into asset management and GIS systems. To do this we may need to specify the form of the electronic copy submitted (eg AutoCAD drawings with attributed entities, not only a pdf).
2. Section 2:- Definition for infrastructure – perhaps add reference to ancillary assets (eg signs, line marking, street furniture and lighting)
3. Section 3.3:- Council contribution – add that sometimes council reserves the right to decide that it will not contribute to infrastructure works on behalf of development, but where it does it may not be funded in the following financial year.
4. Section 5.8.1:- Road Design – include layout and provision for pedestrians and cyclists and confirm that access requirements can be met.
5. Section 6.2:- see general comment item 1.
6. Section 7.5:- last dot point pg 24 see general comment item 1 regarding submission of attributable AutoCAD files.
7. Section 7.6:- submission of W-A-E as per other electronic plans.
8. Section 9.3:- Provision for buses... shall be identified at the ~~detailed design phase~~ **functional layout phase**.
9. Section 12.3.2:- table does not reflect our road hierarchy (need to include similar note as Gannawarra Shire (bottom p37)).
10. Section 12.4.2:-see item 9 above (what standards are we going to apply?).
11. Section 13.3:- Footpaths of 75mm thickness are unacceptable (see Jeff Colbourne). Patterned finish is unacceptable.
12. Section 24.2:- See general comment item 1 as these assets can be identified off the AutoCAD plan.
13. Checklist #D1:- pedestrian and cycle routes; public transport.
14. Checklist#D5:- Asset handover (WAE plans ; asset lists etc)



Date: 8 January, 2009

Our Ref: Infrastructure Design
Manual

Your Ref:

Enquiries: Sophie Akers ext897

Interoffice Memorandum

To: Phil Kennedy
From: Sophie Akers
CC: Ian Rossiter, Jeff Haydon, Adam Parrot

Re: Infrastructure Design Manual

Phil,

Thank you for the opportunity to comment on the "Infrastructure Design Manual".

Leading on from our discussions prior to Christmas 2008, please find the following suggestions and initial information in dot point form.

This is not a comprehensive list of information but a starting point to successfully completing the sections "Environment Management During Construction" and "Public Lighting".

As discussed, I strongly recommend a joint working group of participating Council's to achieve the best possible outcome particularly in the areas mentioned above also "Landscaping and Road Furniture". I also suggest if you haven't done so already referring the section "Whole Farm Plans" to our Stat Planning area.

I also suggest that once we have a draft document we could ask DSE representatives to comment on the Environment section.

Comments for 22 Environment Management During Construction:

Under section "22.1" add to dot point 2, "...including biodiversity values, flora and fauna and habitat values, and to protect all water bodies from degradation and polluting practices.

Under section "22.3" add to "All machinery should be prevented should be prevented from accessing non-essential parts of the site. All non-essential areas should be clearly marked and sectioned off by coloured tape fencing".

Under section "22.4" take out the word "constant" water spraying. More discussion needs to be had over this section to get wording right.

Under section "22.5" list the possible sources of pollution and methods of control such as "oil, fuel and chemical spills". This section needs further work.

Under section "22.7" take out the word "Ideally" firstly sentence. Add to first paragraph "all new fill must be "clean fill" weed free and free of any building rubble.

Also add *"The developer must ensure all vehicles are washed down prior to entering work site and on exiting the work site to ensure all soil and weed material are removed from the machinery"*

Add *"Vehicle wash down areas should be clearly marked for contractors"* (See DSE/DPI guidelines).

Lastly add, *"When working in weed infested areas do not allow vehicles to cross into weed free zones or native vegetation areas, unless the vehicle has been washed down to remove all material first"*.

Topics to add for further discussion and development:

- Environmental Management Plans
- Protection of Native Vegetation
- Tree Management (including root zone management)
- Working in areas of High Conservation Value
- Stock Piling of Materials
- ISO 14000 Environmental Management Systems
- Works on/near Water Bodies
- Environmental Impact Statements
- Inclusion of Live Smart Ballarat Policy and Fact Sheets

Comments for 26 Public Lighting

Over all this section is very accurate and detailed and addresses all Australian Standard issues, however it doesn't explore the possible use of energy efficient lighting and its applications.

The Environmental Programs area will this year be looking at creating Sustainable Public Lighting Guidelines for Council to adopt. This will be done in conjunction with the internal working group - Sustainable Public Lighting Committee.

Topics to add for further discussion and development:

- Energy Efficient Lighting
- Lighting Infrastructure Standards for CoB

Sophie Akers
Manager Environmental Programs