REPORT

South West Regional Adoption of the Infrastructure Design Manual

Consultation and Engagement Summary

Prepared For
South 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 South West 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:

- Golden Plains Shire Council
- Corangamite Shire Council
- Colac Otway Shire Council
- Warrnambool City Council
- Glenelg Shire Council
- Southern Grampians Shire Council
- Moyne 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.

- Golden Plains Shire Council, 14\textsuperscript{th} February 2011
- Corangamite Shire Council, 15\textsuperscript{th} February 2011
- Colac Otway Shire Council, 15\textsuperscript{th} February 2011
- Warrnambool City Council, 16\textsuperscript{th} February 2011
- Glenelg Shire Council, 17\textsuperscript{th} February 2011
- Southern Grampians Shire Council, 17\textsuperscript{th} February 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.

External stakeholder sessions were held during the same week in February 2011. 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:


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

Feedback from Councils – February 2011

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

- Yes, there are common issues that can be addressed across the region which can be addressed through a standardised approach.
- Adoption of common standards across the region would assist in countering arguments presented by developers that “I’ve done this elsewhere.”
- IDM policy should compliment, not contradict State Policy.
- The general layout and content of the Shepparton IDM could apply across the State, however the IDM needs to allow for flexibility to specify regional or municipal specific information, where required.
- How do we cover individual items relevant to the South West ie construction in bluestone, it is not currently covered in the IDM.
- The IDM will not address all Council needs.
- The key objective of the IDM should be to improve certainty for all stakeholders.
- The guidelines assume a second level of Governance for implementation.
- Local Government has a significant role to play in the ongoing control of the IDM, with representation by member Councils.
- Input is required from Industry groups.
- Final drawing presentation, how much information is provided and is flexibility maintained.
- Higher/Lower standards than current practice.
- There will be a need to maintain and update the manual.
- “C” factors for drainage calculations may not suit our needs.
- 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?
4. Stakeholder Consultation

Briefing Sessions – February 2011

Simon Anderson Consulting on behalf of the seven South West Council’s of Victoria and the IDM Governance Group has completed two stakeholder briefing sessions held locally in the South West region in relation to the launch in the Infrastructure Design Manual. Consultation sessions were held at the regional centres of Colac and Warrnambool.

Each session provided information on the project, as well as the opportunity to ask questions and make comments. Each 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 Warrnambool session was the most well attended with 12 attendees present made up of a mix of developers, consultants, service agencies, and peak body representatives. Whilst written invitations were made to stakeholders within the South West region, there was only a small number of attendees at the Colac briefing sessions where 5 attendees participated. The number of participants at both meetings is equivalent to attendance numbers at similar meetings in other regional centres.

Stakeholders arrived at each of the two sessions 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 28th February 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.

Some concerns were raised at the Warrnambool meeting regarding the timeframes and the pace of change across the region.
Comments such as “It would be very beneficial for all councils to be operating on the same page” 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.  

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 South West 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 South 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 South West Councils specific requirements that may be required ie bluestone 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 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 are adapted to accommodate South West Regions different characteristics.
- Following adoption by the Councils in the South 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 - early 2011.
- Council Adoption – early to mid 2011.
- Further Communication with stakeholders & utilisation of the IDM – Mid 2011.
- Ongoing development and improvement of the IDM - 2011 onwards.
- Planning Scheme Amendment – Mid to Late 2011 (following adoption by Councils).
## Appendix 1

### Stakeholder List

<table>
<thead>
<tr>
<th>Stakeholder</th>
<th>Address</th>
</tr>
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<tbody>
<tr>
<td>2020 Engineering Solutions</td>
<td>Delahunty 1745 Colac-Forest Rd, COLAC</td>
</tr>
<tr>
<td>AB Tech Plumbing and Excavation Pty Ltd</td>
<td>Paton 10 Station Street, ALLANSFORD</td>
</tr>
<tr>
<td>Ace Surveys (Vic) Pty Ltd</td>
<td>Hand 31 Barwon Terrace, WARRNAMBOOL</td>
</tr>
<tr>
<td>AGB Group</td>
<td>Alsop PO Box 421 10 Oak Avenue, WARRNAMBOOL</td>
</tr>
<tr>
<td>Alan H Simpson Land Surveyor Pty Ltd</td>
<td>Simpson 1745 Colac-Forest Rd, COLAC</td>
</tr>
<tr>
<td>Apollo Bay Building Group</td>
<td>Noy 86 Ryrie St 455 Raglan Parade, Geelong</td>
</tr>
<tr>
<td>Apollo Bay Coastal Pre-Mix Concrete</td>
<td>Noseda 4 Hopkins Point Road, WARRNAMBOOL</td>
</tr>
<tr>
<td>Aurecon Australia Pty Ltd</td>
<td>Mazur PO Box 1154 150 Oxford Street, COLLINGWOOD</td>
</tr>
<tr>
<td>Bannockburn Holdings</td>
<td>Hayden PO Box 586 P.O. Box 389, HAMILTON</td>
</tr>
<tr>
<td>Barry Wilson &amp; Associates Professional Engineers</td>
<td>Wilson PO Box 634 P.O. Box 103, WARRNAMBOOL</td>
</tr>
<tr>
<td>Beaton's Building Consultancy</td>
<td>Beaton PO Box 5053 P.O. Box 89 Verdon, GEELONG</td>
</tr>
<tr>
<td>Brian Consulting Pty Ltd</td>
<td>Brian 150 Oxford Street, COLLINGWOOD</td>
</tr>
<tr>
<td>Cardno Grogan Richards Pty Ltd</td>
<td>Finnigan PO Box 166 P.O. Box 103, WARRNAMBOOL</td>
</tr>
<tr>
<td>CFA</td>
<td>Wall 15 Kielli Drive Cnr Little Malop &amp; Fenwick Streets, GEELONG</td>
</tr>
<tr>
<td>Civil Contractors Federation</td>
<td>Pennicuiik 64 Dennis St, COLAC</td>
</tr>
<tr>
<td>Corangamite Catchment Management Authority</td>
<td>Stewart PO Box 103 1 River Road, WARRNAMBOOL</td>
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<tr>
<td>Corangamite CMA</td>
<td>Wilkinson PO Box 159 WARRNAMBOOL</td>
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<tr>
<td>Costa Group</td>
<td>Jones Geelong</td>
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<td>Creative Architects</td>
<td>Phipps WARRNAMBOOL</td>
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<td>Dean Picken Designs</td>
<td>Myers</td>
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<tr>
<td>Department of Planning &amp; Community Environment</td>
<td>Myers WARRNAMBOOL</td>
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<tr>
<td>DJ Bells</td>
<td>Bell 89 Verdon Street, WARRNAMBOOL</td>
</tr>
<tr>
<td>DSE</td>
<td>Brookes 15 Kielli Drive Cnr Little Malop &amp; Fenwick Streets, GEELONG</td>
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<tr>
<td>Dwyer Building Services</td>
<td>Dwyer 853 Raglan Parade, GEELONG</td>
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<tr>
<td>Eclipse Drafting Services</td>
<td>Nadaraj WARRNAMBOOL</td>
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<td>EPA - South West Region</td>
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<td>Form and Function Building Design</td>
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<tr>
<td>Gary R Cooper Drafting</td>
<td>Cooper WARRNAMBOOL</td>
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<tr>
<td>GHD</td>
<td>Butler GEELONG</td>
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CONSULTANCY REPORT
Regional Adoption of the IDM

Glenelg Hopkins CMA
Gordon Consulting
Graeme Schultz Design & Drafting
Greencon
Hand M. W. PTY LTD
Harry Reed
Jeavons & Tomkinson
Joseph Land Surveying Pty Ltd
K & A Hards Excavation & Plumbing
Kavanagh Excavation & Plumbing
Keanes Civil & Plumbing
L Davidson & Sons
McArdle Design
McKinnon Quarries & Civil Pty Ltd
McNaughton Excavations
Merri Designs
Mortlake Plans
Mount Kimberly Homes
Mugavin Homes
Nardi Holdings Pty Ltd
NPM Architects
Petecrete Pty Ltd
Peter Berry and Assoc.
Phipps Consulting
Pierrpoint Planning
Powerscor Australia
Powers Building Consultancy
Project Delivery
R.L Blake Pty Ltd
Regional Water Authority
Rod Bright & Associates Pty Ltd
Rod Bright & Associates Pty Ltd
Rodger Constructions P/L
Scanlon
Little
Gordon
Schultz
Green
Hand
Reed
Stacey
Joseph
Hards
Kavanagh
Keane
Davidson
McArdle
McKinnon
McNaughton
Bourke
O'Brien
Dwyer
Mugavin
Nardi
McConnell
Madden
Berry
Phipps
Lacey
Coleman
Powers
McGann
Blake
Reilly
Bright
Bright
Rodger
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45 Banyan Street
Lake Corangamite Rd
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PO Box 552
PO Box 917
Street
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6 Chatham Court
171 Hart St
23 Banyan Street
PO Box 27
82 Hopkins Highway
PO Box 756
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PO Box 233
1 Harrington Road
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PO Box 166
PO Box 5003
PO Box 83
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P.O Box 43
PO Box 1158
26 Murray St
26 Murray St
PO Box 493
15 Banksia
Hamilton
Geelong
Warrnambool
Colben
Warrnambool
Coragulac
Torquay
Warrnambool
Allansford
Warrnambool
Warrnambool
Woolsthorpe
Warrnambool
Warrnambool
Mortlake
Warrnambool
Geelong
Belmont
Tarrington
Warrnambool
Colac
Colac
Colac
Colac
Colac
Colac
Colac
Colac
South West Civil Engineering
South West Survey Group
Steel & Tippett Building Designers
Tait Leishman Taylor Lawyers
Techrds Design
TGM Group
Toronga Drafting
Urbanomics
Vic Roads
Vincent Land Surveying
Wannon Water
Wannon Water
Warrnambool Emergency Plumbing
Woodhouse Graesser Johnston Pty Ltd
Geoff
Bonacci Group
Brown & Tomkinson
TGM Engineers
Tomkinson
Goodison & Associates
St Quentin Consulting
Bostocks Design & Drafting
BDH Constructions
Lenehan Homes
JG King Homes
Reed & Reed Surveying
Glenelg Hopkins CMA
Land Development
Barwon Water
Drapers Civil Contracting
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Ocean Grove

Colin King / Josh King
44 Faulkner Rd
Bannockburn

Inverleigh
Stakeholder Invitation Letter

Dear Sir/Madam,

Infrastructure Design Manual - Invitation to attend Public Consultation Launch

The Councils in the South West of Victoria comprising of Golden Plains Shire, Surf Coast Shire, Corangamite Shire, Colac Otway Shire, Moyne Shire, Warrnambool City, Glenelg Shire and Southern Grampians Shire is 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. Simon Anderson Consultants are undertaking this consultation on behalf of the Councils and the Governance Group of the Infrastructure Design Manual.

Public consultation Launches will be held on:
- **15th February** from 7 PM in Meeting Rooms 1 & 2 COPACC, corner Rae & Gellibrand Streets, Colac
- **16th February** from 7 PM in the Reception Room, Civic Centre, 25 Liebig Street Warrnambool

Please RSVP your attendance, indicating which launch you will be attending, to myself at Simon Anderson Consultants on 03 51446688, mobile 0417 145763 or by email to geoff@simonandersonconsultants.com.au by Friday 11th February.

If you are unable to attend one of the launches the Infrastructure Design Manual can be downloaded from the website: www.designmanual.com.au. We welcome any written comments on the manual by 28th February 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, please feel free to give me a call on 0417 145763.

Yours faithfully
Stakeholder follow up letter

Dear Sir/Madam,

**Infrastructure Design Manual - Feedback requested**

The Councils in the South West of Victoria comprising of Golden Plains Shire, Corangamite Shire, Colac Otway Shire, Moyne Shire, Warrnambool City, Glenelg Shire and Southern Grampians 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 18 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 South West region.

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 meetings recently held in Colac & Warrnambool, we now invite stakeholders to review the manual and provide your feedback. Details are as follows:

- The manual is available online at [www.designmanual.com.au](http://www.designmanual.com.au),
- Written submissions to the manual will be considered up until **31st March 2011**, which will then form part of the next review of the document.
- 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 formal adoption.

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

Yours faithfully
Appendix 3 – Submissions

Each Member Council were going to discuss internally and prepare their own submissions directly to the Governance Group, some highlighted areas for further work include the use of bluestone kerb & channel and standard approach where this is required.

Other authorities including CFA, DSE and EPA for the South West Region have advised verbally that they are preparing detailed submissions and they will make these submissions at the conclusion of their deliberations, Glenelg Hopkins CMA have provided the following submission.

Glenelg Hopkins CMA - Marcus Little – Floodplain & Works Manager.

Sect 4.3 Requirements (p12)
- If applicable, the 1-in-100 year flood extent that corresponds to the 1-in-100 year flood level supplied by the relevant floodplain management authority
- A separate permit from the CMA may also be required for works on or near a designated waterway (refer to relevant CMA), including fill in a floodplain

Sec 5.1 Design Requirements – Objectives (p13)
- To protect/maintain the ability of the floodplain to convey and/or store floodwater
- To protect life, safety and infrastructure from flood risk

Sec 5.8.1 Approval of functional layout submission – road design (p16)
- Road layout plans should include the 1-in-100 year flood extent that corresponds to the 1-in-100 year flood level supplied by the relevant floodplain management authority, where applicable

Sec 7.2 Commencement of construction for development (p22)
- 2d – CMP environment management provisions should also include protection of the floodplain to ensure no temporary storage of building materials or equipment within the 1-in-100 year flood extent without agreement by the relevant floodplain management authority

Sec 9.3 Traffic Management – requirements (p28)
- Access/egress to the development including consideration of acceptable flood risk and flood hazard as determined by the relevant floodplain management authority

Sec 11.3 Drainage Strategy – requirements (p32)
- Where active floodways insert floodplains or flowpaths here are present, no development will be approved without hydraulic modelling and analysis. The analysis must identify the extent, velocities and depth of overland flood flows on the development as well as similar impact on the catchment external to the development site. The Developer may be further required to submit a risk assessment report including details of proposed works to ensure that the potential for loss of life, risk to health and damage to property is minimised, and how the flood conveyance or storage will be accommodated.

Sec 12 Design of Roads (p33-57)
This section (both urban and rural) needs to note that consultation with the relevant floodplain management authority is required as to the acceptable flood risk and flood hazard pertaining to the proposed road design.

There should also be a reference here to how floodways at low sections in rural roads will be handled (eg do not raise above the surround ground levels, concrete paving, provision of flood gauge boards and associated safety signs etc)

Sec 15.3 Earthworks and lotfilling - requirements (p62)
Earthworks within an area of land liable to flooding must not adversely impact on the Floodplain characteristics. Existing flood-prone areas and depressions shall not be filled either temporarily or permanently unless the consent of the Relevant Authority (relevant floodplain management authority?) is given in writing and any relevant permits obtained.

I quite like the text found in Sec 16.3, which states The …… resulting works must ensure that all adjacent landholders are not affected in any detrimental manner as a result of the proposal. The (modelling) analysis must also identify the extent, velocities and depth of overland flood flows on the development. It would be worthwhile adding something similar to this section.

Sec 16.3 Major and Minor Drainage Systems (p65)

The finished surface (is this meant to be floor level??) level of buildings shall be a minimum of 300mm above the 100 year ARI flood level.

Sec 17.3 Rural Drainage – Requirements (p77)

- Consultation with the relevant floodplain management authority is required

Sec 21.3 Stormwater Discharge Points – requirements (p100)

- Stormwater outlets to designated waterways will require a Works on Waterways permit from the relevant Catchment Management Authority

Sec 22.1 Environmental Management during Construction – Objectives (p102)

- To protect the ability of the floodplain to convey and store floodwater from temporary storage of construction materials and machinery

Sec 22.3 Erosion Control and Sediment Discharge (p103)

Straw bales are preferable to hay bales as a silt control measure as they are less likely to contain weed seeds.