



REPORT

Regional Procurement Consultancy

Consultation and Engagement Summary

Prepared For

Gippsland regional Procurement Group

TABLE OF CONTENTS

1.	Introduction	1
	Background	1
	Consultation Objectives	1
2.	Stakeholder Engagement.....	2
	Stakeholder Engagement Opportunities	2
3.	Council Feedback	2
	Feedback from Councils – October/November 2009	3
4.	Stakeholder Consultation	4
	Briefing Sessions - September to October 2009	4
	Written submissions.....	4
	Summary of Feedback Received.....	4
	Opportunities	4
	Concerns	5
	Implications for Consideration	6
5.	Next Steps	7
	Proposed consultative Process From Here	7
Appendix 1.....	Stakeholder List	8
Appendix 2.....	Stakeholder Invitation Letter	12
	Stakeholder follow up letter	13
Appendix 3.....	Consultation feedback received	14

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 Gippsland. 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.

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 residents 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 to commence the project.

- Shire of Baw Baw 29th September
- Shire of South Gippsland 9th October
- Shire of East Gippsland 14th October
- Shire of Bass Coast 19th October
- Shire of Wellington 29th October
- City of Latrobe 29th October

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.

Stakeholder sessions were held in December 2009. A list of stakeholders invited to each the session is provided in **Appendix 1**.

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

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

Where invitation letters were returned, or where there were late inclusions to the invitation list, direct invitations by telephone were made.

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.greatershepparton.com.au/designmanual/>.

Stakeholders, including individual Councils are able to download and review the material.

Feedback from Councils – October/November 2009

Following Consultation meetings held with each of the six Gippsland Councils, written feedback was sought on the concept of an IDM for Gippsland. 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.
- Is it a ‘how to’ design or a subdivision manual?
- The IDM will not address all Council needs.
- The key objective of the IDM should be to improve certainty for all stakeholders.
- A number of sections of the IDM need to be updated.
- The document appears to pick up on matters such as landscaping which would be better contained within another document.
- 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 the MAV or equivalent state-wide body.
- Input is required from Industry groups.
- There are some contradictions between the existing document and State Policy.
- Higher/Lower standards than current practice.
- There will be a need to maintain and update the manual.
- Don’t focus on creating the perfect document initially.
- A legal standing on the contents of the IDM is required.
- The Manual needs to be audited against the provisions of the planning scheme.
- The level of information requested is too onerous.
- Distinction between planning and certification objectives and requirements is required.
- IDM too onerous for smaller developments.
- Some duplication with Clause 56.
- There is a need to include other Government Department requirements in the IDM, including CFA, and Council specific guidelines.
- Some of the maximum grade requirements need to be reviewed in light of step terrain encountered in Gippsland.

4. Stakeholder Consultation

Briefing Sessions - September to October 2009

Meinhardt Infrastructure and Environment on behalf of six Gippsland Council's has completed a series of four stakeholder briefing sessions held locally in the Gippsland region in relation to the launch in the Gippsland Infrastructure Design Manual. Consultation sessions were held at the regional centres of Bairnsdale, Traralgon, Leongatha, and Warragul.

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 Warragul session was the most well attended with 20 attendees present made up of a mix of developers, consultants, service agencies, and peak body representatives. Whilst written invitations and phone calls were made to stakeholders within the Gippsland region, there was only small numbers of attendees at each of the three other briefing sessions.

Stakeholders arrived at each of the four 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 Gippsland. Written feedback was sought by the 22 December 2009 to enable the consideration of key issues and the adoption of the manual in early 2010. A total 6 submissions have been received. Copies of written submissions are provided in **Appendix 3**.

Summary of Feedback Received

A summary of feedback received during the sessions, and as a result of written feedback received to date 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 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.

There was an opportunity to sharing ideas and practices throughout the region to establish a common best practice approach.

Comments such as *“We should have done this years ago”,* and *“It would be very beneficial for all councils to be operating on the same page”* were common.

It was agreed that there would be benefit in conducting follow up sessions with Developers and Council staff to train them in the use of the new Manual once it has been introduced.

The CFA noted guidelines regarding CFA requirements for Subdivisions that should be considered for inclusion in the IDM, particularly at the “Outline Development Stage”. Assessment to determine conflicts between CFA requirements and those of other agencies would provide opportunity for discussion between agencies to identify common solutions. Documentation of common solutions was also raised verbally by VEMTEC, Envestra and the EPA.

Department of Primary Industry noted that weed control measures could be incorporated or referred to in document.

A certification process was raised as a possible implementation tool which may arise from the IDM to assist in demonstrating compliance with subdivision proposals.

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 (innovation).

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 as central to the ongoing development of the IDM, and its overall governance structure.

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.

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.

It was raised that there was some duplication of standards contained within existing documents. In other instances, it was raised that the IDM unnecessarily refers to documents outside of the manual. It was requested that a consistent approach be taken in relation to the relationship between IDM and other existing standards and documents.

It was raised that the boundaries of this work were not clearly defined.

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

The manual will need to be adapted to accommodate Gippsland’s different characteristics, including topography.

Reference documents within the IDM need to be checked to ensure that they are true and correct.

The objective of the IDM should be to simplify the approval process. There was some concern that satisfaction of the IDM may be too hard and detailed to be addressed at the planning stage.

There is a need to separate requirements for small and larger developments.

It was raised that the construction industry needs a voice in the further development of IDM. There is concern that by lifting standards, this may impact negatively on the delivery of affordability.

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 Gippsland Council's
- Whilst the manual has been updated on numerous occasions by Council's in Victoria's north, an audit of the manual will be required to identify and address Gippsland specific requirements which may be required.
- There will be a period of transition when the Manual is introduced and being used within Gippsland Councils. Training in the use of the manual following its introduction would be beneficial. Training could be targeted at different user groups – Council, 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 work to document the costs and benefits of an IDM may be useful in overcoming and addressing concerns from private industry.
- Further input from users of the manual will be important in revising standards which are appropriate for Shepparton are adapted to accommodate Gippsland's different characteristics (including topography).
- Following adoption by the 6 Gippsland Council's, a series of implementation issues are required to be resolved, including a proposed method of ensuring consistency between new and existing standards and processes.

5. Next Steps

Proposed consultative Process From Here

- Consideration of stakeholder feedback by Council - early 2010.
- Council Adoption – early 2010.
- Further Communication with stakeholders & utilisation of Gippsland IDM – February/March 2010.
- Ongoing development and improvement of the IDM - March 2010 onwards.
- Planning Scheme Amendment – 2010 (following adoption by Councils).

Appendix 1

Stakeholder List

Business Type	Business Name	First Name	Surname	Council	Town
Vic Roads	VicRoads	David	Gellion		Traralgon
Civil Contractors Federation	Civil Contractors Federation	John	Stewart		Hawthorn
Department of Transport	Department of Transport	Wayne	Berriman		Traralgon
DSE	Dept of Sustainability & Environment	Karen	Teuben		Traralgon
	Dept of Sustainability & Environment	Anthony	Costigan		Bairnsdale
DPI	Dept of Primary Industries	Sir/Madam			Leongatha
	Dept of Primary Industries	Sir/Madam			Maffra
RDV	Regional Development Victoria	Chris	Lord		Traralgon
RDV	Regional Development Victoria	Bill	Bolitho		Bairnsdale
Heritage Victoria	Heritage Victoria	Sir/Madam			Melbourne
EPA	EPA	Elizabeth	Radcliffe		Traralgon
Parks Victoria	Parks Victoria	Sir/Madam			Melbourne
	Parks Victoria	Chris	Rose		Bairnsdale
ALDE	ALDE	Karen	Leoncelli		Notting Hill
MAV	MAV	John	Hennessy		Melbourne
IPWEA	IPWEA	Anne	Dr Gibbs		Geelong
WGCMA	WGCMA	Geoff	Hocking		Traralgon
EGCMA	EGCMA	Graeme	Dear		Bairnsdale
Gas	Envestra	Julieanne	Free		Thomastown
Water Authorities	Gippsland Water	Sir/Madam			Traralgon
	East Gippsland Water	Sir/Madam			Bairnsdale
	South Gippsland Water	Sir/Madam			Foster
	Westernport Water and Gas	Steve	Porter		Newhaven
	Southern Rural Water	Sir/Madam			Maffra
	Southern Rural Water	Peter	Phillips		Bairnsdale
Surveyors	Jon Brodzik Surveys Pty Ltd	Jon	Brodzik	EG	Bairnsdale
	AECOM	Sir/Madam		EG	Bairnsdale
	AUSTEC	Sir/Madam		EG	Bairnsdale
	Beveridge Williams & co	Sir/Madam			Sale
	Beveridge Williams & co	Sir/Madam			Traralgon
	Beveridge Williams & co	Sir/Madam			Maffra
	Beveridge Williams & co	Sir/Madam			Wonthaggi
	Beveridge Williams & co	Sir/Madam			Leongatha
	Crowther and Saddler	Sir/Madam		EG	Bairnsdale
	PJ Marx	Sir/Madam			Trafalgar
	SMEC Urban	Gary	Hurle	L	Traralgon
	SMEC Urban	Kyle	Taylor	L	Traralgon
	Ross and Worth P/L	Sir/Madam		L	Morwell
	Ross and Worth P/L	Sir/Madam			Trafalgar

Consultants	Ross and Worth P/L	Geoff	Fedderson		Warragul
	Arie Café & Associates	Sir/Madam			Neerim South
	Christopher C Morris	Sir/Madam		L	Warragul
	CLR Surveys	Sir/Madam			Neerim South
	SK Spatial	Sir/Madam		EG	Paynesville
	Connelly and Associates	Sir/Madam			Wonthaggi
	GS Fedderson	Sir/Madam			Warragul
	Ken Richardson Surveyors	Sir/Madam			Leongatha
	Ken Richardson Surveyors	Sir/Madam			Foster
	HJ Macey	Sir/Madam			Mansfield
	Survey Tech P/L	Sir/Madam			Korumburra
	MJ Reddie Surveys P/L	Sir/Madam			Inverloch
	Nilsson Noel and Holmes	Sir/Madam			Cowes
	Slattery Consultant Surveyors	Sir/Madam			Pakenham
	GamCorp	Sir/Madam		EG	Bairnsdale
	Crossco	Sir/Madam		EG	Bairnsdale
	GHD	Hugo	Bolton	EG	Morwell
	AECOM	Sir/Madam		EG	Bairnsdale
	Streeter Civil Engineering	Sir/Madam		EG	Bruthen
	Engineering Design Resource P/L	Chris	Van Lambaart		Traralgon
	Chris O'Brien & Co	Sir/Madam			Traralgon
	APG & Associates	Sir/Madam			Moe
	BMT WBM P/L	Sir/Madam			Morwell
	CD Watts & Associates	Sir/Madam			Bairnsdale
	EDR Engineering Design Resource P/L	Sir/Madam			Traralgon
	GA Hutchison & assoc.	Sir/Madam			Bairnsdale
	Gippsland Civil Consultants	Sir/Madam			Traralgon
	Latrobe Valley Engineering Services	Sir/Madam			Morwell
	Shayne Oates	Sir/Madam			Traralgon
	Simon Anderson Consultants	Sir/Madam			Bairnsdale
	Sinclair Knight Merz	Sir/Madam			Maffra
	Tim Hall & Associates	Sir/Madam			Bairnsdale
	WA Moore & Associates	Sir/Madam			Traralgon
	Thomas J Chalko	Sir/Madam			Mt Best
	KJ Flett & Associates	Sir/Madam			Foster
	Love & Associates	Sir/Madam			Leongatha
	Brosnan Engineering Solutions	Sir/Madam			Wonthaggi
	Brostan P/L	Sir/Madam			Warragul
	Len Dalzeil	Sir/Madam			Koo wee Rup
	Miles Civil Design	Graham	Tomkins	L	Warragul
	Miles Civil Design	Jeff	Miles		Warragul

	Build Eng	Sir/Madam			Warragul
	Nettle Chrisfield	Sir/Madam			Phillip Island
	Nu Style Engineering P/L	Sir/Madam			Pakenham
	SFC Consulting Engineers	Sir/Madam			Pakenham
	Tim Hall and Associates	Sir/Madam		EG	Bairnsdale
	Slap Architects	Sir/Madam		EG	Bairnsdale
	Sunanda Peiris Architect	Sir/Madam			Trafalgar
	Jon Pye Architects	Sir/Madam			Paynesville
	Auden Pedersen Architect	Sir/Madam			Trafalgar
	Hugh Deacon	Sir/Madam			Metung
	Sue Mitchell Architect	Sir/Madam			Grantville
	Bala Balendra & associates P/L	Sir/Madam			Drouin
	Gavin Trotto Architect	Sir/Madam			Leongatha
	Paul Haar Architect	Sir/Madam			Archies Creek
	Peter A Davies	Peter			Korumburra
	Robert Foster	Robert			Warragul
	Nott Architecture	Sir/Madam			Cowes
	Malcolm Williams Architect	Sir/Madam			Emerald
Planners	Eden Planning Services	Sir/Madam			Trafalgar
	Ethos NRM P/L	Sir/Madam			Bairnsdale
	NBA Group P/L	Sir/Madam			Sale
	Chipperfield Cocks & Associates	Sir/Madam			Bright
	Eco-Urban Planning Consultants	Sir/Madam			Freeburgh
	Hellier McFarland P/L	Sir/Madam			Mansfield
	Regional Planning Services	Sir/Madam			Mansfield
	A Mitchell	Sir/Madam			Cowes
	Isla English	Sir/Madam			Pakenham
Developers	Cranes	Dennis	Crane	EG	Bairnsdale
	Whelans Earthmoving	Charlie	Whelan	EG	Bairnsdale
	Miles Civil Design Consulting Engineers Pty Ltd	Sir/Madam		BB, L	Warragul
	Cardno Grogan Richards	Sir/Madam		BB	Collingwood Glen
	HDS Australia	Sir/Madam		BB	Waverley
	Paroissien Grant & Assoc Pty Ltd	Sir/Madam		BB	Balwyn Nth
	Sure Constructions (Vic) Pty Ltd	Ian	Sowerby	BB	Warragul
	AusCivil Pty Ltd	Jeff	Marshall	BB	Warragul
	Jamieson & Craig Consultants Pty Ltd	Sir/Madam		BB	Narre Warren
	Tarmac Civil constructions	Sir/Madam		BB	Hallam
	CEEJ Developments	Sir/Madam		BB, L	Mt Waverley
	Buildeng Consulting Engineers	Sir/Madam		BB	Warragul

	Leigh Rees	Leigh		L	Drouin
Architects	Nobelius Land Surveyors	Sir/Madam			Pakenham
	McSweeny & Neville Bairnsdale Drafting Services	Sir/Madam		EG	Bairnsdale
Developers	Peter O'Dea	Sir/Madam		EG	Sarsfield
	M & J Daniels	Peter	Daniels	L	Warragul
	Tom Malady	Michael		L	Warragul
	Kevin Hart Consulting	Tom		W L	Warragul
		Kevin		BB	Sale
	Taranto Design	Sir/Madam			Bairnsdale
	Sands Building Design	Sir/Madam			Bairnsdale
	VENTEC	Ian	Shand		Traralgon
	Hughes Plant HCM	representing Hughes	Hughes		Traralgon
	Constructions	Gary	Couling		Traralgon
	ADA Construction Services Pty Ltd	Andrew	Anthony	BCSC	San Remo
	Bass Coast Excavations Pty Ltd	Darrin	Taylor	BCSC	Inverloch
	Owens Earthmoving P/L	Ryan	Owens	BCSC	Wonthaggi
	QR Construction (Gippsland) Pty Ltd	John	O'Keefe	BCSC	Lilydale
	South Gippsland Quarries P/L	Robert	Knox	BCSC	Nerrena
	SR Excavations	Rob	Alcock	BCSC	San Remo
	Super Paving (Vic) Pty Ltd	Guy	Cicala	BCSC	Archies Creek
	Terrafirma	Greg	Patton	BCSC	Cowes
	Excavations P/L	Greg	Patton	BCSC	Cowes
	Stephen Wheatly	Stephen		BCSC	Grantville
Electricity	SPI Ausnet	csc@sp-ausnet.com.au	gareth downes		
CFA	Director, Strategic Planning and Area Coordination	g.spring@cfa.vic.gov.au			Mt Waverley

Appendix 2

Stakeholder Invitation Letter

Dear Sir/Madam,

Infrastructure Design Manual Invitation to attend Public Consultation Launch

The Gippsland Regional Procurement Group, formed from the Gippsland Regional Management Forum, and comprising the Councils of Bass Coast Shire, South Gippsland Shire, Baw Baw Shire, City of Latrobe, Wellington Shire and East Gippsland 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 the Gippsland region. 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 Launches will be held on:

- **2nd December** from **2 PM** to **4 PM** in the room and address, **Bairnsdale**
- **3rd December** from **10:30 AM** to **12:30 PM** in the room and address, **Morwell**
- **8th December** from **1 PM** to **3 PM** in the room and address, **Leongatha**

Please RSVP your attendance, indicating which launch you will be attending, to Geoff Reynolds at Meinhardt Infrastructure and Environment on 03 8676 1325 by **date**. So that sufficient catering can be arranged.

If you are unable to attend one of the launches the Infrastructure Design Manual can be downloaded from the City of Greater Shepparton website:

<http://www.greatershepparton.com.au/designmanual/>. We welcome any written comments on the manual by **date**. Please address them to "Infrastructure Design Manual" C/- Geoff Reynolds at Meinhardt Infrastructure and Environment, Level 12, 501 Swanston St Melbourne 3000 or by email to geoff.reynolds@meinhardtgroup.com.

Should you have any queries relating to the Draft Infrastructure Design Manual, please feel free to contact Geoff Reynolds on 03 8676 1325, or Tom Harrington on 03 86761320.

Yours faithfully

Stakeholder follow up letter

Dear Sir/Madam,

Infrastructure Design Manual Feedback requested

The Gippsland Regional Procurement Group, formed from the Gippsland Regional Management Forum, and comprising the Councils of Bass Coast Shire, South Gippsland Shire, Baw Baw Shire, City of Latrobe, Wellington Shire and East Gippsland Shire, is 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 10 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 used as the basis for identifying regional standards for infrastructure design across the Gippsland 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 held in **Place**, **Place** and **Place**, we now invite stakeholders to review the manual and provide us with your feedback. Details are as follows:

- The manual will be available online on the Council Websites from **date to another date**,
- Written responses to the manual will be considered up until **another date**,
- All responses should be forwarded to Geoff Reynolds C/- Meinhardt Infrastructure and environment Pty Ltd, level 12, 501 Swanston St, Melbourne 3000 or at email address **geoff.reynolds@meinhardtgroup.com**.

On compilation and review of the responses received, Councils will provide feedback, as necessary, to update stakeholders. The manual will then be presented to each council for formal adoption.

Should you have any queries regarding the Infrastructure Design Manual please feel free to contact **Geoff Reynolds** on **03 8676 1325**.

Yours faithfully

Appendix 3

Consultation feedback received

From Ian Shand, Vemtec

Hi Geoff

I attended the information session held at Traralgon last week. I found the information informative and interesting.

It would be very beneficial for all councils to be operating on the same page, however I think the task is certain challenging for you.

Section 5.6, Co-ordination of Works by Developers makes reference "Co-Ordination of Street works Code of Practice, Victoria reprinted 1995". This document is a very useful tool, and is referred to by numerous councils. However a search of the internet including government websites fails to locate the document or the committee that produce the document. Copies are generally found in hard format on the desk of people who have been in the industry for many years.

The last available print is 1995 and does not seem to have been updated since. The committee seems to have disbanded. You may have more success with some of your contacts.

There is some very good information relating to the design of road reserves including the installation of utilities and appropriate offsets. This does not seem to be covered in the new Infrastructure Design Manual. Ref to the Appendix 's of the Co-Ordination of Street works Code of Practice, Victoria reprinted 1995 to find drawings of service offsets.

Without reading through both documents, there are most likely similar and possibly conflicting details that would need to be clarified.

I have attached a scan of the Co-Ordination of Street works Code of Practice, Victoria reprinted 1995 copy that we have.

It may be a timely opportunity to extract portions of this document for inclusion in the Infrastructure Design Manual.

Another small item is the reference to PowerCorp in the Infrastructure Design Manual. This may be changed to the Electricity Utility or other such wording to provide the appropriate transportability of the document across the state.

There is a reference to the Powercor Technical Standard FA051 - Public Lighting Decorative Lighting that is not relevant in SP AusNet and other electrical utility areas. SP AusNet have their own Technical Standards.

Regards

Ian Shand | Project Officer
VEMTEC Australia

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* Please consider the environment before printing this e-mail

From Shelby Kent, Pitlok Security

Dear Geoff

Thanks for such an informative meeting on Tuesday. I really appreciated the opportunity to attend.

I think its a great initiative and I will come back with more feedback for you once I've looked properly through the website.

In the meantime I was wondering if you could assist me with some information...

1. Do you have contacts for the regions that are already working on IDM projects?
2. You had a slide which showed a "flow chart" of communication (I think it was) for the IDM, ie the Regional Mant forums etc. I was wondering was it possible to obtain a current copy of this with the current contacts
3. Also would you have a contact person within Local Govt procurement that would be helpful to discuss IDM and how Pitlok can assist as a supplier?

I appreciate the time and effort you went into the launch and I personally found it very beneficial. If there is anything I can do to assist you I would be more than happy to.

Also, I expect that Meinhardt might be interested in knowing a bit more about Pitlok and the products/services we can supply. Who within Meinhardt would be the best person for me to speak with?

Kind regards

Shelby

Shelby Kent

Pitlok Security

Leaders in Pit and Lid Security

Tel: 03 5143 2084

Mob: 0488 388 363

From Adam Dunn, West Gippsland Catchment Management Authority

Geoff,

Thank you for the opportunity to comment on the Gippsland infrastructure Design manual.

You may or may not be aware that West Gippsland CMA is subcontracted by East Gippsland CMA to perform their Statutory Functions. The following comments therefore are applicable across the whole Gippsland region.

Under the Water Act CMA's are responsible for issuing permits for works on Designated Waterways. In Gippsland there are over 100,000km of designated waterways which means that just about every single drain or minor flow path in the region is a designated waterway and requires a separate permit under the Water Act from the CMA to do any works. This applies to waterways with catchments less than 60ha and quite often in the order of 10-20ha. Up until the last twelve months or so this was not widely known amongst councils. Over the last twelve months the CMA has presented to almost all the councils in our region (we haven't been able to tie Bass Coast down to a time yet) to raise awareness about the need for a separate permit. It is important that CMA's are consulted when works impact on a designated waterway as our requirements are quite often different to councils and quite often expensive reworks are required when consultation does not occur.

In the IDM as it now stands the need to consult with other drainage authorities is raised in a number of sections however I think it could be strengthened to explicitly state that a separate permit might be required from the CMA and that the designer should check with the CMA before starting their subdivision layout. The need to do this could then be included in the checklist.

In particular a separate permit would be required for;

A direct connection to a waterway including demonstration of appropriate water quality treatment

Bridge or culvert crossings.

Construction of floodways especially if piping of the waterway is proposed. The CMA does not allow piping or filling of designated waterways.

Water quality infrastructure within 30m of a waterway

Restoration or revegetation of a waterway

Any new lots within 30m of a waterway

Retardation basins are also discussed. Again I think that more direct consultation with the CMA would be beneficial because in this region some councils require retardation basins without thinking about why they want them and what assets they are protecting.

A check should also be done to ensure that mainstream or coastal inundation is not an issue. In theory the planning scheme should reflect all known flooding areas unfortunately the planning scheme is not always up to date therefore a Flood Advice check from the CMA should ensure that buildings are not located in flood risk areas.

If you have any questions or would like to discuss any of the above please give me a call.

Thanks,

Adam Dunn

Land Planning Manager

West Gippsland Catchment Management Authority

16 Hotham St Traralgon 3844

From Anne Gibbs, IPWEA

Hi Geoff,

Thankyou for your invitation to attend a Public Consultation Session for the Infrastructure Design Manual in the Gippsland Region. Unfortunately I did not receive the invitation until late last week and was not able to attend one of the sessions.

I have been speaking with Melissa Semken, Partnership Officer at Department of Primary Industries, regarding the manual and we are unable to find any reference to weed management within the earthworks sections of the specification or in the check lists. Weed management within the civil construction industry is of growing concern to the Department of Primary Industry. Melissa is currently developing some guidelines for weed identification and management on construction sites in a bid to raise awareness of the problem and draw attention to the harsh penalties attached to transportation of weeds from civil construction sites.

Would it be possible to consider placing some references to management and identification of weeds in the infrastructure design manual as part of your review and development of the manual?

Please don't hesitate to contact me if you want to discuss further. My contact details are below. Melissa (who I've copied into this email) can be contacted on 03 9785 0131.

Regards,
Anne Gibbs

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From Lindsay Love, Consultant

Geoff

This will be brief as the lead up to Xmas is too busy to take time to review the document properly. I flicked through the document on line a month back. However some points I think are important are as follows.

1. The minimum size of pipe under roads is stated as a 300. In working in local government (shire of bass) for 10 years the policy at that time was for a minimum of 225 pipe. We installed a lot of pipe at that size in San Remo, Coronet Bay, Grantville and Corinella. It did not appear to result in any significant blockage problems. There does not appear to be any valid reason for such an increase in minimum size which only adds to the cost.
2. There does not appear to be a satisfactory mechanism for individuals to seek a review of manual contents.
3. The term "design manual" pushes the use of the manual to a status of an Australian Standard with a rigid adherence and little chance to promote a design which suits the circumstances. The term "Guidelines" would be better as it means people need to think a little bit about the process and what is best for the situation without a strict adherence.
4. I think there was a guideline for a road formation which suggested that permeable pavements could not be used. Permeable pavements on sand dune type soils appear to work satisfactorily and limit the need for street drainage and help contain costs. I think this manual would limit this sort of design. The Concrete Masonry Association has design software and manuals to help guide the use of permeable pavements. In this era of sustainable design it appears we are closing off a design solution which may be appropriate in some situations.
5. The setting of maximum street grades needs to be more flexible for steep terrain.
6. I support the general thrust of the manual but I am concerned that it will lead to a stifling of innovative design solutions.
7. There does not appear to have been any critical review of the proposed standards and the cost they impose - has anyone asked whether the standard can be reduced and hence costs reduced?
8. Is there a regular review procedure for the Manual?
Could we have extra time for comment?

Lindsay Love.

Love and Associates P/L

3 Codrington St, Cranbourne, VIC 3977

Ph 03 5996 2555 Fax 03 5996 8845

From Peter Schmidt, CFA

Hi Geoff,
As per earlier discussions our initial response is provided herewith. I apologise for the lateness in the day however I have been tied up in meetings most of the day.

Please note the original signed copy on our letterhead will be mailed to you.

Have a great Christmas and happy and healthy new year.

Regards,

Peter

Peter Schmidt
General Manager, Westernport Area
Country Fire Authority
120-122 Princes Highway
Dandenong VIC 3175

From Peter Schmidt, CFA

22 December 2009

Mr Geoff Reynolds
Sector Leader
Meinhardt Infrastructure and Environment Pty Ltd
Level 12, 501 Swanston Street
MELBOURNE VIC 3000

Dear Geoff,

INFRASTRUCTURE DESIGN MANUAL

CFA would like to extend our appreciation for the opportunity to be involved in the development of the Infrastructure Design Manual for the six Gippsland Municipalities. We understand that this is the second group of Municipalities across Victoria and that the expectations are for more of these Manuals to be developed. CFA are keen to work with the municipalities in the development of these Manuals in the interests of streamlining the land development process.

Currently CFA has in place the guideline "*Requirements for water supplies and access for subdivisions in residential 1 and 2 and township zones*" which specifies our requirements when developing land that fits within the specified zones. This publication is available at http://www.cfa.vic.gov.au/documents/subdivision_reqs_water.pdf. In addition to this guideline the Victorian Fire Services have produced "*Fire Service guidelines for the Identification of street hydrants for firefighting purposes*". This publication is available at http://www.cfa.vic.gov.au/documents/id_streethydrants.pdf.

CFA are also actively involved in the development of land that exists within a Wildfire Management Overlay and whilst guidelines exist for dwelling design and construction the requirements for subdivisions in most instances are dealt with on a case by case basis. CFA are currently in the process of developing guidelines for subdivisions within bushfire risk areas and it is anticipated that these will be available in the first half of 2010. The focus within this area is on the level of vegetation management and associated subdivision design to increase the distances between dwellings and vegetation.

CFA's interim position would be the inclusion of these documents into the Infrastructure Design Manual. At some stage it would be advantageous if an assessment was undertaken to determine any conflicts that may exist between CFA's and other organisations

requirements. This comparison activity would then identify areas where CFA needs to meet with the various organisations to identify a common solution.

Whilst there are a range of areas where it would be beneficial to include CFA, the most significant area is “Outline Development Plans”. CFA believe that early consultation at design stage in particular where areas are potentially subject to bushfires would resolve any issues that may arise at subdivision stage.

I advise that I am available to discuss this further if requested on 9767 1800 and if you require further information specific to Gippsland you can contact Manager Community Safety Mark Potter on 5149 1000.

Yours sincerely,

Peter Schmidt
General Manager
Westernport Area CFA

Patron: Professor David de Kretser, AC, Governor of Victoria

Our Ref: (Initials of author/typist, file no)
Enquiries: (name of contact)
Telephone: (Full telephone number)
Fax: (Full fax number)
Your Ref: XYZ Jam Company's reference number)

From Alex Van Loggerenberg, GHD consultants

Hi Geoff,

In reference to the development of the proposed infrastructure design manual, herewith my comments. I have also submitted my comments per letter.

- Will the manual duplicate what's already written in other specifications and manuals like Austroads, WASA, National Urban Sensitive Design Manuals etc.?
- Will the manual automatically update itself when other specifications and manuals update - like Austroads automatically updates, will these follow through in the infrastructure manual?
- Will the manual account for WSUD and ESD initiatives and any updates to these?
- Will the manual be region specific since conditions differ between regions?

Regards

Alex van Loggerenberg

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From Alex Van Loggerenberg. GHD consultants



CLIENTS | PEOPLE | PERFORMANCE

1 FEB 2010

11 January 2010

Mr Geoff Reynolds
Meinhardt Infrastructure & Environment Pty Ltd
Level 12, 501 Swanston Street
Melbourne Vic 3000

Our ref: 31/09117/24/13037

Dear Geoff

Gippsland Regional Infrastructure Design Manual Comments on the Adoption of the Infrastructure Design Manual

In reference to the Infrastructure Design Manual being developed for the Gippsland Regional Procurement Group (GRPG), we comment constructively as follow.

It is our understanding that the intent of the implementation of the infrastructure design manual by GRPG is to adopt in full the Infrastructure Design Manual for the City of Campaspe, City of Shepparton and City of Bendigo (CBS-IDM).

1. Current practices in the Gippsland Shires differ from practises in the City of Campaspe, City of Shepparton and City of Bendigo. Adoption of the CBS-IDM will require substantial alteration of building and construction practises for the Gippsland Shires.
2. The climate, conditions, composition, geology and industry in the Gippsland Region differ from other regions. Will the CBS-IDM account for the regional differences and specifics within its planning and design standard requirements?
3. The CBS-IDM is prescriptive and has shortcomings with regards to flexibility for future changes in industry for example WASA, WSUD and ESD. Will the CBS-IDM take into account new initiatives and any updates in these?
4. Other national and state standards, codes and manuals already exist such as AUSTROADS, National Urban Sensitive Design, WASA, Australian Rainfall and Runoff, VicRoads and NATSPEC. Will CBS-IDM be replacing these national and state standards, codes and manuals?
5. Other national and state standards update its documentation in accordance with global and industry demand, initiatives and developments, and update these revisions automatically. If the IDM manual does not refer to the national and state standards, codes and manuals, how will it reflect such revisions?

Please do not hesitate to contact Alex van Loggerenberg (03) 5136 5887 or Natalie Elliott-Perfremment (03) 5136 5836 to clarify any comments.