

# Terms of Reference

Infrastructure Design Manual Advisory Committee

## Infrastructure Design Manual Advisory Committee

Version: 5 – 29 April 2015

**Advisory Committee appointed pursuant to Part 7, Section 151 of the Planning and Environment Act 1987 to report on Greater Shepparton Planning Scheme Amendment C112 and potential implementation of the Infrastructure Design Manual into planning schemes across Victoria.**

### Name

1. The Advisory Committee is to be known as the 'Infrastructure Design Manual Advisory Committee'.
2. The Advisory Committee is to have members with the following skills:
  - a. Strategic and statutory planning.
  - b. Understanding of infrastructure provision issues faced by rural and regional councils.
  - c. Civil Engineering.

### Purpose

3. The purpose of the Advisory Committee is to complement the Panel considering submissions on Planning Scheme Amendment C112 introducing the Infrastructure Design Manual to the Greater Shepparton Planning Scheme. As this amendment may form the basis for other planning authorities within the state to implement the Infrastructure Design Manual into their respective planning schemes, the Infrastructure Design Manual Advisory Committee will also advise on the suitability and most effective manner for this to take place.
4. It is expected that the Advisory Committee and the Planning Scheme Amendment will be assessed concurrently and a joint report provided on both matters.

### Background

5. The basis of the planning system in the state is the Victoria Planning Provisions (VPPs) which is a 'model' planning scheme that all councils around the state select from in structuring its own local scheme.
6. A key clause in the VPP is Clause 56 which is a mandatory inclusion in every scheme in the state and which deals with 'residential subdivision'. This clause was introduced into all schemes by Amendment VC12 in August 2001 and contains objectives and standards for a variety of subdivision related issues including lot layout, road design, drainage, open space, landscaping, mobility, stormwater management and utilities.
7. The policy settings of some aspects of Clause 56 have moved considerably since it was first introduced with issues including environmental sustainability, water conservation and energy efficiency increasingly important. This is an opportunity to consider whether Clause 56 as it applies to development in regional Victoria is the most appropriate way to provide municipal infrastructure.
8. In September 2004, Campaspe Shire, Greater Shepparton City and Greater Bendigo City Councils began to develop a common engineering manual documenting infrastructure standards that could be uniformly used across the three municipalities. In December 2006 the draft Infrastructure Design

Manual was exhibited for a seven week consultation period. As at October 2014, Version 4.2 of the Infrastructure Design Manual was being used by 43 councils around rural and regional Victoria.

9. The Infrastructure Design Manual is designed to clearly document and standardise regional councils' requirements for the design and development of municipal infrastructure. It also aims to expedite councils' engineering approvals and ensure that minimum design criteria are met in regard to the design and construction of municipal infrastructure by developers and councils alike.
10. Amendment C112 to the Greater Shepparton Planning Scheme was exhibited from October to December 2014. The amendment seeks to formally introduce the Infrastructure Design Manual into the Greater Shepparton Planning Scheme by way of modifications to Clause 21 (the Municipal Strategic Statement) and by including the Infrastructure Design Manual as a 'Reference Document'. The amendment was prepared by council with a view to being used as a 'pilot' for other councils to follow suit.
11. As part of the exhibition process, all rural and regional councils around the state were formally notified. The exhibition process also included the conduct of six information sessions in regional centres. The sessions attracted a good spread of planners, engineers, referral authorities, developers and consultants with over one hundred stakeholders attending in total.
12. A total of 30 submissions (including 10 late submissions) were received to the amendment. A directions hearing was held in relation to the amendment on 12 March 2015 with the Panel Hearing set down for 20 and 22 May 2015.
13. On 12 April 2015 the Minister for Planning advised the Urban Development Industry of Australia (Victoria) that he would consider a review of ResCode and Clause 56 once the updating of Plan Melbourne has been completed.
14. The advisory committee report will assist in determining the issues and matters that may need to be addressed in these reviews.

## Method

15. The Advisory Committee may apply to vary these Terms of Reference in any way it sees fit prior to submission of its report.
16. The Advisory Committee may inform itself in anyway it sees fit, but must consider:
  - a. Greater Shepparton Planning Scheme Amendment C112.
  - b. Whether Clause 56 remains relevant for the provision of municipal infrastructure in regional Victoria.
  - c. The Infrastructure Design Manual provides responsible authorities with a more appropriate tool than the current Clause 56 to assess and implement engineering standards for subdivision.
  - d. The scope of the Infrastructure Design Manual is appropriate given that it addresses residential, commercial, industrial and rural subdivision and development.
  - e. The extent and scope of any change to the exhibited Infrastructure Design Manual and how the planning scheme will address updated versions of the Infrastructure Design Manual.
  - f. The merits of adopting a state-wide model for infrastructure standards to reflect the different standards that have evolved in areas of the state since the introduction of Clause 56.
  - g. Other planning scheme options including, but not limited to, Municipal Strategic Statement, Local Policy, Reference Document, Incorporated Document, Schedule to Clause 56 or new stand-alone Clause 57.

- h. The suitability and most effective manner for the Infrastructure Design Manual to be included within Greater Shepparton Planning Scheme.
  - i. The suitability and most effective manner for the Infrastructure Design Manual to be included in other regional and rural planning schemes.
17. The Advisory Committee is not expected to carry out any additional public notification or referral, but may do so if it considers it to be appropriate.
18. The Advisory Committee must consider all relevant submissions.
19. The Advisory Committee is expected to carry out a public hearing.
20. The Advisory Committee may conduct workshops or forums to explore design issues or other matters. Any workshops or forums will be a public process and it must consider all relevant submissions and information provided.
21. The following parties should be asked to meet with the Advisory Committee:
  - a. Greater Shepparton City Council.
  - b. Infrastructure Design Manual Member Councils.
  - c. Local Government Infrastructure Design Association/Infrastructure Design Manual Board.
  - d. Municipal Association of Victoria.
  - e. Urban Development Institute of Australia (Victoria).
  - f. Metropolitan Planning Authority.
  - g. Housing Industry Association Ltd.
  - h. Submitters.
22. The Advisory Committee may meet and invite others to meet with them when there is a quorum of at least two of the Committee members.
23. The Advisory Committee may limit the time of parties appearing before it to 30 minutes.
24. The Advisory Committee may prohibit or regulate cross-examination.

### **Submissions are public documents**

25. The Advisory Committee must retain a library of any written submissions or other supporting documentation provided to it directly until a decision has been made on its report or five years has passed from the time of its appointment.
26. Any written submissions or other supporting documentation provided to the Advisory Committee must be available for public inspection until the submission of its report, unless the Advisory Committee specifically directs that the material is to remain 'in camera'.

### **Outcomes**

27. The Advisory Committee must produce a written report for the Minister for Planning providing:
  - a. An assessment of the merits of Greater Shepparton Planning Scheme Amendment C112 and any recommendations in relation to the amendment.
  - b. An assessment of the scope of the Infrastructure Design Manual and whether it is appropriate given that it addresses residential, commercial, industrial and rural subdivision and development.

- c. Identification of the extent and scope of any change to the exhibited Infrastructure Design Manual and any recommendations in relation to the Infrastructure Design Manual content.
- d. Assess the merits of adopting a state-wide model for infrastructure standards to reflect the different standards that have evolved in areas of the state since the introduction of Clause 56.
- e. Identification and assessment of other planning scheme implementation options including, but not limited to, Municipal Strategic Statement, Local Planning Policy, Reference Document, Incorporated Document, Schedule to Clause 56, new stand-alone Clause 57.
- f. Advice on the suitability of, and most effective manner for the Infrastructure Design Manual to be included within other regional planning schemes.
- g. An assessment of submissions to the Amendment and to the Advisory Committee.
- h. Any other relevant matters raised in the course of the Advisory Committee hearing.
- i. A list of persons who made submissions considered by the Advisory Committee.
- j. A list of persons consulted or heard.

### Timing

28. The Advisory Committee is required to complete its hearings no later than 40 business days from the date of its appointment.
29. The Advisory Committee is required to submit its report in writing as soon as practicable but no later than 40 business days from the completion of its hearing/s.

### Fee

30. The fee for the Advisory Committee will be set at the current rate for a Panel appointed under Part 8 of the Planning and Environment Act 1987.
31. The costs of the Advisory Committee will be met by the Greater Shepparton City Council.

### Project Manager

32. Administrative and operational support to the Committee will be provided by Greta Grivas, Senior Project Officer, the Department of Environment, Land, Water and Planning, phone 03 8392 6393 and email [greta.grivas@delwp.vic.gov.au](mailto:greta.grivas@delwp.vic.gov.au).



Hon Richard Wynne MP  
Minister for Planning

Date: 24/5/15