



Policy For

Asset Protection

Adopted by Council 23 March 2005

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1. INTRODUCTION

Macedon Ranges Council is responsible for the assets of the shire and these may be affected by the actions of occupier's, owners or developers of land.

The council has developed this policy to set minimum standards for the protection of these assets. This Policy incorporates and enhances certain requirements of Local Law No. 8.

2. GENERAL REQUIREMENTS

2.1 Public Safety

From the date of commencement until full completion of the Works, the person performing the works shall comply with all relevant codes of practice and regulations for the safety of the general public.

2.2 Asset Protection Permit

Asset protection permits are required under the following circumstances

- (a) entering a building site by means of a motor vehicle having a gross weight exceeding two tonnes;
- (b) occupying a road for works;
- (c) connecting any land to a stormwater drain;
- (d) opening, altering or repairing a road;
- (e) opening, altering or repairing a drain;
- (f) accessing a building site from a point other than a vehicle crossing;
- (g) using land for the purposes of storing any material; or
- (h) carrying out building works associated with the construction, extension or demolition of any dwelling, factory, office, warehouse, or health-care, educational or public building at a cost of more than \$20,000.

This amount shall be escalated at the CPI from January 2005.

and must be obtained by the person in charge.

2.3 Application for an Asset Protection Permit

- (a) be in or to the effect of Schedule 2;
- (b) be accompanied by such fee as is fixed by Council;
- (c) include a statement from the Person in Charge of the location and the extent of any pre-existing damage to public infrastructure assets adjacent to the building site;

and

- (d) be lodged with Council prior to commencement of doing the thing for which the Asset Protection Permit is necessary.

2.4 Any Asset Protection Permit issued by Council

- (a) may be issued subject to conditions; and
- (b) will not be operative until the applicant for the Asset Protection Permit has paid such permit fee as is fixed by Council.
- (c) A person to whom an Asset Protection Permit has been issued must comply with any conditions contained in that Asset Protection Permit.
- (d) Council may exempt any person from one or more of the obligations imposed by this Part subject to conditions it considers appropriate.

3. GENERAL PERMIT REQUIREMENTS

3.1 Asset Protection Identification

Council or community asset include items such as:

- Roads
- Footpaths
- Kerbs
- Drainage
- Road Furniture
- Identification Signage
- Trees or other significant vegetation
- The general landscape and appearance
- Services of any sort
- Street Lighting
- Assets that may be the property of other authorities

That may be effected by the works proposed.

4. GENERAL CONSTRUCTION REQUIREMENTS

4.1 Protection of Significant Vegetation

Fencing of significant vegetation

Significant vegetation is to be fenced prior to the commencement of works and the fencing maintained during all works, to the satisfaction of Council. Fences are to, as a minimum standard, comprise of star pickets, at an interval of 1.5m, two strands of wire, top and bottom, and parawebbing securely fixed to the wire. In some instances, temporary cyclone fencing may be required.

The Developer and any Contractors shall refrain from destroying, removing, pruning or clearing any vegetation growing within the fenced areas or removal of any rocks and soil. Where it is necessary to remove or prune existing vegetation, beyond that identified specifically in the planning permit, written approval must first be obtained from Council and an amendment to the planning permit may be required.

Any **approved** tree pruning must be undertaken by a qualified arborist.

The storage or mixing of materials and chemicals; vehicle passage or parking; disposal of liquids, soil or building refuse; machinery repairs and refuelling or construction of site buildings shall not occur within the area fenced for the protection of vegetation.

No signs, stays, guys or other objects are to be attached to trees or placed within any area fenced for the protection of vegetation.

No stormwater or sediment is to be diverted temporarily from or to an area fenced for the protection of vegetation. (i.e. no changes, additional to changes to drainage or landform, as approved within the planning permit).

Council is to be informed within 48 hours of any damage to tree trunks, crown or root systems. All damage is to be immediately repaired by a qualified arborist to the satisfaction of Council. Cut branches and roots are not to be sealed with wound sealing products unless specified by Council.

Council is to be informed by the applicant, or their nominee, of any damage to the area of protected vegetation, within 48 hours. All damage is, where possible, to be repaired to Council's satisfaction.

No soil disturbance, including cut and fill operations, is to occur within an area of protected vegetation. Where disturbance is specifically permitted in the Planning Permit, the original surface profile is to be restored and replanted with species identified by Council, unless otherwise specified in the Planning Permit.

Where excavations are carried out to within 5 metres of an area of protected vegetation, a hand excavated trench is to be used to locate roots. In some circumstances a lesser distance may be negotiated prior to the issue of a Planning Permit, depending on vegetation type, works proposals etc. Any tree roots greater than 40mm in diameter must be clean cut with a sharp saw and notification must be provided immediately by the applicant or their nominee to Council, who may arrange inspection of the works.

The control of herbaceous or woody weeds within an area of protected vegetation is only to be undertaken using approved herbicides and hand tools. Weed control requiring other equipment is to be undertaken only with permission from Council.

4.1.1 Non-compliance

Should the vegetation within any area of protected vegetation be damaged or removed in error by the Developer or their Contractors, damage shall be assessed and restoration works are to be conducted by the Developer to Council's satisfaction. Additionally, penalties associated with a breach of planning permit conditions may be applicable.

4.2 Protection of Roads and Kerbs

Pursuant to Macedon Ranges Shire Council Local Law No. 8, Council requires where any work requires the access to any road under the control of the council then the person carrying out the work must protect the road and kerb from damage. Methods of protection are to be provided to the Council satisfaction and as a minimum must incorporate a timber or other means to protect the road edge from damage. All damage caused is to be made good to the council satisfaction at no expense to the council.

4.3 Protection of Footpaths

Existing footpaths are to be protected by the installation of a timber crossover to council's satisfaction. The crossing is to be maintained during the life of the construction, removed upon completion and any damage to the existing footpath made good.

4.4 Protection of Roadside Verge and Nature Strips

Rubbish bins or other waste storage containers must not be placed in positions that damage council's assets, prevent access to assets and/or are unsightly.

4.5 Protection of existing drainage

Pursuant to General Local Law No. 8 a person must not destroy, damage, interfere with or tap into or discharge silt or any other material or liquid which is not natural rainwater into any drainage system.

Prior to any works that may effect existing drainage the person carrying on the works must provide details of how the existing drainage will be protected from those works. This shall include measures to control litter, mud, contaminated water from leaving the works and entering the drainage.

The person carrying out the works must ensure that any waste generated by the works including sanitary waste does not leave the site.

4.6 Protection of Road Furniture

All road furniture is to be photographed and its condition recorded prior to any work by the person carrying out the works. These details are to be lodge with the council. Should any road furniture require relocation as a consequence of the works then these works must be indicated on the works plan and the approvals obtained of the new location from the council. All work is at the person undertaking the works cost.

The person undertaking the works shall be responsible for the safe storage and replacement of all road furniture.

4.7 Identification Signage

All existing identification signage is to be protected from damage. The person undertaking the work must provide details of protection or relocation measures being proposed.

4.8 General Landscape and Appearance

Any Person who proposes to undertake works that may effect any council asset including reserves, open areas, parks must take measures to protect the landscape from the effect of works. This includes:

- Provision of environmental controls to the Councils satisfaction that protect the general landscape and appearance.
- No access to occur across the land to works site
- No tipping of material generated by the works
- No temporary storage of materials
- Protection to trees that may be impacted by the works. This protection to include measures that prevent the placing of any materials under the tree and measures to protect branches from damage.

Measures proposed must be included on the asset protection permit application

4.9 Services of any sort

The person carrying out the works shall investigate to establish what services may be affected by the works and shall protect from damage any services to the satisfaction of the council and the responsible authority.

Street Lighting

All Street Lighting is to be photographed and its condition recorded prior to any work by the person carrying out the works. These details are to be lodge with the council. Should any street lighting require relocation as a consequence of the works then these works must be indicated on the works plan and the approvals obtained of the new location from the council. All work is at the person undertaking the works cost.

5. DAMAGE TO ASSETS

Damage must not be caused to any asset as a result of any works.

The person in charge must immediately report any damage to an asset to the council.

The person in charge must pay to the council any costs incurred by the council in rectifying or replacing an asset damaged as a result of building works of which he or she is in charge.

6. SITE IDENTIFICATION

All works for which a permit is required must be identified with a site identification sign that is clearly visible on the nearest principle road. The sign generally located at the entrance to the site must include:

The address of the site, Permit number and lot number, if any; the name of the person in charge; the postal address of the person in charge and a 24 hr contact telephone number of the person in charge.