



## Summary

### Objective

VFF Customer Perspective of External Works Process

**Owner** Cameron Kibbis

**Expert** Linda Oman

## Procedure

### 1.0 Pre-Planning Advice

Customer, TS - RT - Statutory Planning Team

- a** The Customer will need to seek an 'in principle' approval letter to the installation of a stock underpass at location, subject to a planning permit from local council and following the required steps of DTP.

### 2.0 Receive Planning/Building Permit from Local Council

Customer

- a** The Customer must check with the local council if a planning and/or building permit is required.
- b** Receive a Planning Permit from local council with conditions of DTP Included

### 3.0 Functional Design Application

Customer

- a** Customer (Developer, Council, Service Authority etc.) to submit Functional Design Application to Regional External Works email address manually with form or via auto website form available on website. Email Attached

Functional Design Application Form  
<https://www.vicroads.vic.gov.au/business-and-industry/design-and-manageme>

- b** Standard Drawing for Stock Underpass plus site specific details are required.
- c** Money is not required from the customer at this step
- d** Estimates will be provided up front dependant on site specific conditions and determined on a case by case approach.
- e** If additional design is required, this must be undertaken by a prequalified designer and proof by an independent engineer.

### 4.0 Functional Design Review

TS - RT - Statutory Planning Team

- a** Statutory Planning team will inform Customer of reference number, contact details and expected review time frames.
- b** Statutory Planning team to collate comments from subject matter experts

### Is the Functional Design Acceptable?

TS - RT - Statutory Planning Team

**YES....** Continue

**NO....** NEXT ACTIVITY

### 5.0 Revise Functional Design and DTP Comments

Customer

- a** Statutory Planning team to send comments for rectification/revision to Customer.
- b** Customer to repeat Step 3.0 and submit updated application form.

### 6.0 Functional Design Endorsement

TS - RT - Statutory Planning Team

- a** Statutory Planning team to notify Customer of endorsement

### 7.0 Detailed Design Application

Customer

- a** Customer to submit Detailed Design Application to Regional External Works email address manually with form or via auto website form.

Detailed Design Application  
<https://www.vicroads.vic.gov.au/business-and-industry/design-and-manageme>

- b** The Application will need to include :
  - Service proofing
  - Environmental Assessment
  - Geotechnical Investigations
  - Copies of Certificates of Title showing Ownership of adjacent Land (Required for Deed)

### 8.0 Fee for Service Proposal Completion

Customer

- a** Customer to pay invoice for fee for service. Proposed Fees are:
  - Additional Site Condition Design - TBC
  - Certification Audits
  - Financial Security (20% of Construction Cost)
- b** Customer to inform External Works team contact once payment has been made.

### 9.0 Detailed Design Review

TS - RT - External Works Team

- a** External Works team to inform Customer of contact details and expected review time frames.

### 9.1 Deed of Agreement

TS - RT - External Works Team

- a** External Works to Co-ordinate agreement preparation for the occupation and maintenance of the stock underpass on the road reserve

### 9.2 Installation Permit

Customer

- a** Apply for a Permit for use of a Road for the Installation of a Stock Crossing

### 10.0 Deed of Agreement Review and Comments

Customer

- a** The Customer is to seek legal advice and review the document and provide comments if required.

### 11.0 Deed of Agreement Legal Review

DTP Legal

- a** External Works to see legal review from DTP legal of Deed of Agreement
- b** Both Parties to sign agreement

### Is the Detailed Design Acceptable?

TS - RT - External Works Team

**YES....** Continue

**NO....** NEXT ACTIVITY

### 12.0 Revise Detailed Design and from DTP Comments

Customer

- a** External Works team to send comments for rectification/revision to Customer.
- b** Customer to repeat process from step 7. Detailed Design Application

### 13.0 Detailed Design Endorsement

TS - RT - External Works Team

- a** External Works team to notify Customer of endorsement and include timeframe for works to commence from date of endorsement.

### 14.0 Bank Guarantee Submission

Customer

- a** Customer to submit Bank Guarantees
- b** Customer to inform External Works team one Bank Guarantees have been submitted

### 15.0 Preconstruction Application Form

Customer

- a** Customer to submit Preconstruction Application form and supporting information
- b** Customer to note the requirement of a prequalified contractor of installation.

### 16.0 Consent for Works Application

Customer

- a** Customer to submit Consent for Works Application

### 17.0 Consent for Works Approval

TS - RT - Statutory Planning Team

- a** Statutory Planning team to process Consent for Works Application in OneView.
- b** External Works Team to draft Site Specific conditions (if any), and provide to Statutory Planning team for inclusion.
- c** Statutory Planning team to include condition in Consent for Customer to give Notice of Works Commencement.
- d** Statutory Planning team to approve consent Application in Oneview

### 18.0 Traffic Management MoA Application

Customer

- a** The Customer is to submit a Memorandum of Authorisation (MoA) where the use of temporary traffic control devices are to be used for the delivery of a project. The Customer is to submit an MoA, Traffic Management Plan (TMP) including Traffic Guidance Schemes (TGS) and a Risk Assessment to the Roadwork Permits Team via OneView (Customer Portal).

### 19.0 Traffic Management MoA Review & Authorisation

TS - NO - Roadwork Permits Officer

- a** Roadworks permits team reviews and authorises the MoA.

## 20.0 Notice of Commencement of Work

Customer

- a Customer to advise in writing of notice to commence physical works a minimum of ten (10) business days prior.

**NOTE** Customer must provide contact details for a 24-hour emergency contact.

---

## 21.0 Compliance

TS - RT - External Works Team

- a External Works Compliance Officer to establish Risk Assessment of works for audit purposes and frequencies (i.e. Traffic Management, road safety and delivery in accordance to Detailed Design)

- b External Works Compliance Officer to attend site as required by Risk Assessment to undertake compliance inspections and confirm any inspection hold points/ witness points as required by the Customer and in line with DTP requirements, standards and specifications.

**NOTE** Customer to give minimum 48-hour notice for an inspection hold point sign off.

---

## 22.0 Notice of Practical Completion of Works

Customer

- a Customer to advise in writing of notice of practical completion of works a minimum of ten (10) business days prior.
- 

## 23.0 Respond and undertake Rectification of Outstanding Items

Customer

- a Customer to respond and advise of rectification of defects.

- b External Works Compliance Officer to reinspect and confirm outstanding items have been addressed.
- 

## 24.0 AS Built/Completed Drawings are to be Provided

Customer

- a Customer is to provide As-built drawings which are stored in a corporate filing system.
- 

## 25.0 Approval of Practical Completion

TS - RT - External Works Team

- a External Works team to prepare Practical Completion Letter which is to include final Omissions and Defects Register, Defects Liability Period (12 months) and confirmation of all defects remediation to be at the cost of the Customer.

- b External Works team to confirm 50% of retention monies/financial security (e.g. bank guarantees) to be documented for return in PC letter.
- 

## 26.0 Return of 50% of Security

TS - RT - External Works Team

- a External Works team has received 'as-built' drawings (pdf and CADD files) and all initial defects/omissions and any items resulting from post completion road safety audit have been completed satisfactorily prior to returning any security.

- b External Works Team to return 50% of Security to Customer
- 

## 27.0 Defects Liability Period

Customer

- a Customer to ensure any new defects that arise during the agreed Defects Liability Period are rectified by the Customer in accordance with Section 750, at no cost to DTP.
- 

## 28.0 Notice of Final Completion of Works

Customer

- a Customer to advise in writing of notice of final completion of works a minimum of ten (10) business days prior.
- 

## 29.0 Respond to Comments and Confirm Rectification of Defects

Customer

- a Customer to respond and advise of rectification of defects.

- b External Works Compliance Officer to reinspect and confirm defects have been addressed.
- 

## 30.0 Return of Remaining 50% Security Deposity

TS - RT - External Works Team

- a External Works team to release FC security (remaining 50%).
-