## Asset Protection Policy

<table>
<thead>
<tr>
<th>Policy Type</th>
<th>Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directorate</td>
<td>City Services</td>
</tr>
</tbody>
</table>

### 1. Background

Council is responsible for maintaining many of the assets and infrastructure within the road reserve, for example footpaths, road surface, kerb and channel, stormwater pits and pipes, trees, landscaping features and signage. Damage to Council assets is most likely during building works of a development site, including demolition of existing structures. It is imperative that Council assets are maintained to an appropriate standard to ensure that all road users can continue to use these areas safely. To this end, Council has developed this *Asset Protection Policy* which outlines the responsibilities of Council, the property owner, builder and developer during the building phase.

### 2. Purpose

The purpose of this policy and accompanying procedure manual is to provide clear guidelines on preventing damage to Council assets during private building works and is intended for use by Council officers, utilities, private developers and residents.

This policy also provides a guide to ensure the safety of other users within the road reserve is maintained during building works. Where a hazard exists in the road reserve or assets are damaged as a direct result of building works, Council requires these items be made safe and reconstructed as soon as practical. Council will also apportion the costs associated with repairing damaged assets to those responsible for damaging the asset.

![Figure 1: Example of damage to Council assets as a result of building works](image)

<table>
<thead>
<tr>
<th>Directorate</th>
<th>Responsible Manager</th>
<th>Document No</th>
<th>Approval Date</th>
<th>Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Services</td>
<td>Regulatory &amp; City Compliance</td>
<td>18/231380</td>
<td>29 October 2018</td>
<td>29 October 2021</td>
</tr>
</tbody>
</table>
3. **Scope**

   This policy covers the protection of all Council assets within the road reserve or Council easement.

   This policy does not cover damage to private assets within the road reserve (e.g. private drainage connection to the Council stormwater system).

   This policy does not cover Council assets located other than on the road reserve or easement, including parks, sports reserves, buildings and other Council owned property. The protection of these assets are covered under separate processes (e.g. license agreements etc.).

4. **Definitions**

   **Asset Protection Permit (APP):** allows the person in charge of building work, owner, builder or appointed agent to undertake building works on the condition that all Council assets in the vicinity of the site are protected from damage, and should damage occur, the asset is repaired to Council’s satisfaction.

   **Authorised Officer:** means a person appointed by Council under sections 224 or 244A of the *Local Government Act 1989*.

   **Building works:** any activity related to development of a site, including but not limited to delivery of goods, demolition, clearing, site establishment, excavation, storage of equipment and materials, construction, paving, movement of vehicles and machinery, landscaping and re-instatement.

   **Certificate of Occupancy/Final Inspection (CFI):** a certificate issued by the building surveyor upon satisfactory completion of building works, as required under the *Building Act 1993 (Vic)*.

   **Clearance letter:** is confirmation by Council in writing that either no assets have been damaged or damaged assets have been repaired to a satisfactory standard.

   **Construction Management Plan (CMP):** a management plan outlining the preparation and actions to be taken to minimise noise, dust, and traffic disruption during development of a site. The CMP is a requirement for all large development sites and is to be approved by Council prior to commencement of works.

   **Council asset:** any Council owned and managed infrastructure, including footpaths, road surface, kerb and channel, stormwater pits and pipes, trees, landscaping features, street furniture and signage.

   **Demolition Request form:** an application provided to Council for approval prior to commencement of any demolition of greater than 50 per cent of a building
within a three year period, or demolition of the facade of a building, as required under the Building Act 1993 – Section 29A.

**Easement:** a section of land registered on the Certificate of Title that provides Council or the relevant service authorities, the right to enter a property for the purpose of maintaining, repairing, upgrading or installing services within the easement.

**Notice to Comply:** a written direction requiring a person to stop offending and do anything necessary to rectify the offence.

**Right-of-Way:** commonly referred to as a ‘laneway’, portion of land not within the road reserve that provides a common right to use as a means of access or travel. Ownership of a right-of-way may be with Council, adjacent property owners, or a third party and may be identified on the Certificate(s) of Title or implied.

**Road reserve:** all of the area of land that is within the boundaries of a road reserve (Road Management Act 2004 (Vic)). Typically this is the area between property boundaries containing the roadway and areas adjacent to the road way, including nature strip, footpaths, traffic islands, vehicle crossings, etc.

**Section 30** (of the Building Act): that part of the Act that requires a building surveyor to notify Council that a building permit has been issued.

**Section 80** (of the Building Act): that part of the Act that requires notice be given to Council by the building surveyor that they have been appointed and the extent of building works to which this applies.

### 5. Responsibility

**Regulatory and City Compliance**
- Assess APP applications, to ensure the required information is provided, photographic evidence and payment is included.
- Record APP details on Council database.
- Issue APP to property owner where a building permit is for:
  - works over $15,000 in value
  - all demolitions
  - all swimming pools
- An Authorised Officer undertakes a site inspection before commencement of any building works (e.g. demolition), during the building works and after works have been completed for the purpose of identifying any damage to Council assets. Where damage is identified a Notice to Comply and or an infringement notice may be issued.
- Undertake appropriate enforcement action for noncompliance and contraventions of this policy and guidelines as required under Council’s Activities and General Amenities Local Law 2018.
• Investigate all public complaints relating to potential hazards associated with building works and notify the property owner of the hazard.
• Assess any damage and provide written quotation for reinstatement of damaged Council asset.
• Conduct a final inspection of the property and issue either a Clearance Letter, Notice to Comply, infringement notice or a Charge and Summons.

Infrastructure Services
• Ensure any access by service authorities is appropriately considered when undertaking works within road reserves or easements.
• Provide advice to service authorities on maintenance to or access through road reserves.
• Arrange and enforce any reinstatement works which are required as part of the APP.

Statutory Planning
• Respond to and enforce issues that contravene CMP.

Operations
• Ensure any access by service authorities over Council assets is appropriately considered when undertaking works within parks.
• Provide advice to service authorities on maintenance to or access through parks.
• Provide advice on minimising damage to street trees and landscaping which may occur due to soil compaction etc.
• Provide the costs of removing or replacing damaged trees where applicable
• Respond to and enforce issues arising from service authorities.

6. Legislation

This policy has been developed with consideration to the following legislation:
• Building Act 1993 (Vic)
• Building Regulations 2006 (Vic)
• Local Government Act 1989 (Vic)
• Planning and Environment Act 1987 (Vic)
• Road Management Act 2004 (Vic)
• Moonee Valley City Council’s Activities and General Amenities Local Law 2018
7. Policy

It is Council policy to allow building works in the vicinity of Council assets only where the person in charge of building work, owner, builder or appointed agent will take reasonable precautions to prevent damage to these assets. Where damage to Council assets has occurred as a result of building works it is Council policy for the person in charge of building work, owner, builder or appointed agent to repair these assets, and/or for Council to recover the costs of repairing these assets from the person in charge of building work, owner, builder or appointed agent.

8. Consultation

In developing this policy the following departments were consulted:
- Regulatory and City Compliance
- Strategic Planning
- Infrastructure Services
- Governance
- Operations
- Statutory Planning
- Technical Services

9. Related Documents

Essential
- Moonee Valley City Council, 2018, Activities and General Amenities Local Law
- Moonee Valley City Council, 2007, Guidelines and Good Practice for Public Safety and Amenity at Construction Sites
- Moonee Valley City Council, 2018, Road Management Plan (RMP)
- Moonee Valley City Council, 2015, Build Over Easement Policy
- Moonee Valley City Council, 2015, Demolition Request Form
- Moonee Valley City Council, 2015, Legal Point of Discharge Policy
- Moonee Valley City Council, 2018, Road Occupancy Policy
- Moonee Valley City Council, 2018, Works within Municipal Road Reserve Policy

General
- Moonee Valley City Council, , Planning Scheme
- Moonee Valley City Council, 2018, Significant Trees Register
- Moonee Valley City Council, 2013, Tree Management Strategy
- Victorian Competition and Efficiency Commission, 2010, Local Government for a Better Victoria
- Moonee Valley City Council, 2008, *Standard Drawings*
- Moonee Valley City Council, 2012, *Drainage Design Checklist*
- Department of Planning and Community Development (DPCD), 2011, *Better Practice Building Site Management Project*

For further information, including a copy of the Asset Protection application, refer to mvcc.vic.gov.au/assetprotection
Asset Protection Procedure Manual

The APP process is a standard practice undertaken by most councils within Victoria. Although the process may vary between councils, the objectives remain the same, i.e. minimising damage to council assets and ensuring the road reserve is kept in a safe and serviceable condition for all users throughout the development.

1. Types of damage

Damage to Council assets within the road reserve and easement may include but is not limited to:

<table>
<thead>
<tr>
<th>Asset</th>
<th>Risk during works</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street trees</td>
<td>• compaction of soil around roots</td>
</tr>
<tr>
<td></td>
<td>• damage from vehicle and machinery</td>
</tr>
<tr>
<td></td>
<td>• infiltration of chemicals in soil</td>
</tr>
<tr>
<td>Right-of-ways</td>
<td>• damage to drains and swales</td>
</tr>
<tr>
<td></td>
<td>• damage and dislodgement to surface</td>
</tr>
<tr>
<td>Underground drainage</td>
<td>• damage caused by heavy loads during demolition, construction, delivery etc.</td>
</tr>
<tr>
<td></td>
<td>• penetration or dislodgement during excavation</td>
</tr>
<tr>
<td></td>
<td>• blockage from spoil, sediment and concrete</td>
</tr>
<tr>
<td>Footpaths</td>
<td>• damage by vehicles and machinery</td>
</tr>
<tr>
<td></td>
<td>• uneven or slippery surface from spoil and dirt</td>
</tr>
<tr>
<td>Roads (pavement, kerb and channel)</td>
<td>• excavation to connect to underground services</td>
</tr>
<tr>
<td></td>
<td>• uneven or slippery surface from spoil and dirt</td>
</tr>
<tr>
<td></td>
<td>• damage and dislodgement to surface</td>
</tr>
<tr>
<td>Stormwater pits</td>
<td>• damage to lids and frame from excessive loads</td>
</tr>
<tr>
<td></td>
<td>• blockage from spoil, sediment and concrete</td>
</tr>
<tr>
<td>Nature strips and landscaping</td>
<td>• damage due to storage or stockpiling</td>
</tr>
<tr>
<td></td>
<td>• damage caused by vehicle traffic</td>
</tr>
<tr>
<td></td>
<td>• infiltration of chemicals/sediment from site</td>
</tr>
<tr>
<td>Signage</td>
<td>• impact from vehicles or machinery</td>
</tr>
<tr>
<td></td>
<td>• removal without replacement</td>
</tr>
</tbody>
</table>

1 Department of Planning and Community Development, Better Practice Building Site Management Project - identified 62 Victorian Council with APP procedures, 43 of which also operated a bond process.
2. Protection of Council assets

Council is responsible for maintaining most infrastructure assets within the Council road reserve or easement on behalf of the community, in order to provide for traffic and pedestrian needs as well as other services and amenities.

The Road Management Act 2004 (Vic) (RMA) provides requirements for all road authorities including Council. A requirement of the RMA is to develop and implement a Road Management Plan (RMP), which provides a standard of maintenance for all the road assets found within the municipality.

Before commencing building work, a person in charge of that building work, owner, builder or appointed agent must ensure that an Asset Protection Permit is obtained and in place for the duration of the building works.

Section 3.2 of Council’s Activities and General Amenities Local Law 2018 sets out the requirement for the protection of Council assets during building work. Failing to comply with any of the requirements in this policy will result in enforcement action.

3. Building works not requiring an APP

<table>
<thead>
<tr>
<th>Type of Work</th>
<th>Reason for exemption</th>
</tr>
</thead>
<tbody>
<tr>
<td>Works to the value of $15,000 or less</td>
<td>APP procedures would impose unnecessary burden on these small developments</td>
</tr>
<tr>
<td>Installation of timber or other lightweight fencing</td>
<td>Minimal risk to Council assets, i.e. no heavy vehicles, materials, large machinery, and access limited to existing vehicle crossover</td>
</tr>
<tr>
<td>Installation of lightweight structures including garden sheds, animal enclosures</td>
<td>Minimal risk to Council assets, i.e. no heavy vehicles, materials, large machinery and access limited to existing vehicle crossover</td>
</tr>
<tr>
<td>Minor alterations such as modifying pergolas, decks, installation of new windows, etc.</td>
<td>Minimal risk to Council assets, i.e. materials generally delivered by hand, construction undertaken by hand tools, minor excavation</td>
</tr>
</tbody>
</table>

Exemption from an APP does not release a person from meeting the other obligations under this policy or Council’s Activities and General Amenities Local Law 2018, to ensure they do not damage the assets in the road reserve or easement and maintain safe access for other road users during the works.
4. **Lodging an APP application**

This policy requires a person in charge of building work, owner, builder or appointed agent to proactively apply and pay for an APP prior to commencing building works. Council also provides an APP application and guidelines to property owners who have applied for a building permit.

The application is to include the following information:

- property owner and applicant details
- location of the development
- types of works being undertaken
- building or planning permit number
- condition of the assets surrounding the property
- date stamped, hi-resolution digital photographs of the assets surrounding the property, in order to clarify their condition prior to works commencing
- the applicant's signature
- payment of the APP fee

Once the completed APP application and payment is received, the application will then be assessed, and if approved, all pre-existing damage recorded on the permit.

The applicant is required to ensure all pre-existing damage is noted and received by Council through the APP process. Failure to lodge a recorded of pre-existing damage prior to the commencement of work will result in the property owner being held responsible for all damage that is identified to the existing Council assets.

Council will send notification to a person in charge of that building work, owner, builder or appointed agent for failure to lodge an APP. This notice includes confirmation that without necessary evidence, any damage which exists once work has commenced on a development will be the responsibility of the person in charge of building work, owner, builder or appointed agent to rectify.

5. **Demolition request form**

If building works include demolition, a separate Demolition Request form must also be submitted. Once received, Council may provide additional requirements where the building shares a wall with an adjacent property, is located in a heritage overlay or other exceptional circumstances.
6. Pre-existing damage

The person in charge of building work, owner, builder or appointed agent must carry out an assessment of the road reserve, and where required, underground drains, noting all pre-existing damage to areas such as footpaths, trees, roads, pipes, stormwater pits, landscaping, signage, and kerb and channel. Photographs of the road reserve are to be submitted, regardless of the presence of damage or not. If photographic evidence is not provided prior to commencement of works, all damage is assumed to have occurred during development and the person in charge of building work, owner, builder or appointed agent is responsible for repairs.

If pre-existing damage to Council assets appears high, an Authorised Officer may carry out a pre-construction inspection of the area to ascertain if the amount and type of damage is consistent. Should an application for an APP have been received and Council accepts responsibility for existing damage, the person in charge of building work, owner, builder or appointed agent will not be held responsible.

Where pre-existing damage has been made considerably worse by building works, the costs associated with replacing the assets will be borne by the person in charge of that building work, owner, builder or appointed agent.

7. Management of site during building works

Council has prepared a set of guidelines for public safety and amenity at building sites, which detail many of the common issues that can adversely affect or pose a safety risk to other users of the area. In addition to this policy, Council has other policy documents which relate to asset protection:

- **Building Over Easements Policy** – provides detail on building with a Council easement
- **Legal Point of Discharge Policy** – provides detail on appropriately draining the property and connecting to the Council stormwater system
- **Road Occupancy Policy** – provides detail requirements when occupying a Council road reserve
- **Vehicle Crossing Policy** – provides detail on locating and gaining approval for constructed access points
- **Works within Municipal Road Reserve Policy** – provides detail on working within the Council road reserve
8. Complaints about a building site

Should Council receive a formal complaint about a building site, Council is required to investigate and provide a resolution or response to the resident making the complaint, including:

- damaged Council assets or dangerous conditions as a result of building works
- failure to adequately maintain access on the footpath and roadway as a result of building works
- spoil and sediment fouling the road reserve as a result of building works

Where there is a potential safety risk, Council will instruct the developer to undertake temporary reinstatement, and if the risk is immediate, Council will undertake works and invoice the property owner. An infringement notice will be issued to the developer for failing to adequately maintain this area. Where access or spoil covering the road has occurred, this will be referred to either City Compliance or Planning Enforcement to enforce the Activities and General Amenities Local Law 2018 or CMP respectively.

9. Completion of works

9.1 Clearance of developments:

Once a building surveyor has issued the Certificate of Occupancy/Final Completion the Regulatory and City Compliance department is notified.

An Authorised Officer will visit the site and assess the original application and photographs against the current condition. If no damage to Council assets has occurred and the area has been returned to its original state or better, Council will issue a Clearance Letter.

If there is damage that needs repair, a Notice to Comply is issued to the responsible person, giving 28 days to reinstate.

Damaged Council assets need to be reinstated in accordance with Council standards. These standards and details will be attached as a condition of the ‘Works within Municipal Road Reserve’ permit which can be downloaded from the Council website.

If the Notice to Comply is not responded to within the timeframes specified further enforcement action will commence.

9.2 A Certificate of Occupancy/Final Inspection is issued but a Clearance Letter cannot be issued

The applicant may seek at this time to be cleared from their obligations under the APP process. While this may be a suitable time to provide a clearance, an assessment should be made on site to ensure that all
works have been completed. This may include works which are not part of the building permit, such as landscaping, paving and concrete works.

Where these works are underway or due to commence shortly after the issuing of a certificate of occupancy, Council may require practical completion of all heavy works prior to providing the Clearance Letter and arranging necessary reinstatements. This may include delivery of all landscaping materials onto the site (pavers, soil, sand etc.) or some other suitable requirement.

9.3 Damage at the completion of works
Where damage occurs as a result of building works, repairs or replacement of assets must meet Council standards regardless of whether the damage exceeds the intervention levels outlined in the Road Management Plan.

This will include appropriate repairs of all defects to Council assets where no APP has been taken out.

Defects such as hairline cracks, subsidence or misalignments are all likely to develop quickly into more serious problems and greatly reduce the useful life of an asset where they have been caused by damage due to loads outside of the their designed capacity. It is the responsibility of the property owner to reinstate these assets to the pre-existing condition or better.

9.4 Reinstatements and Council standards
Damaged Council assets need to be reinstated in accordance with Council standards and care should be taken by the officer to ensure that:

- appropriate bedding material is used and suitable compaction is undertaken
- suitable reinforcement is used and positioned appropriately (saddles etc.)
- starter/dowel bars are used when connecting into existing assets
- grades are considered to ensure adequate stormwater flow
- concrete and asphalt used in reinstatement are appropriate for the purpose
- full sections of paving are removed and replaced, i.e. no saw cut footpath panels and minimum dimensions for asphalt reinstatements
10. Offences

A person in charge of building work, the owner of the property where the building work is being undertaken, the builder or appointed agent will be deemed to have committed an offence if they:

- contravene or fail to comply with any provisions of this policy being an incorporated document by reference to Council’s Activities & General Amenities Local Law 2018;

- knowingly provides false information in support of an application for an Asset Protection Permit;

- The owner of the property who fails to obtain an Asset Protection Permit prior to the commencement of building works is deemed to have committed an offence

11. Enforcement

Where an Authorised Officer reasonably believes the person in charge of building work, owner, builder or appointed agent has not complied with this policy, the Authorised Officer may undertake any of the following actions;

11.1 Issue a written direction called a Notice to Comply, requiring the person to stop offending and do anything necessary to rectify the offence,

11.2 serve the person in charge with an infringement notice in the form approved by Council,

11.3 decide to issue a Notice to Comply and an infringement notice (in accordance with 11.1 & 11.2) in order to address the current and ongoing non-compliance.

All enforcement will be in accordance with Part 7 of Council's Activities and General Amenities Local Law 2018.
12. **Asset Protection Checklist**

The following tables list requirements for consideration when assessing an Asset Protection application.

**Application:**

<table>
<thead>
<tr>
<th>Action</th>
<th>Review/Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property owner application for APP received prior to works</td>
<td>• Process application and send notification to owner of receipt</td>
</tr>
<tr>
<td></td>
<td>• Where necessary, attend site to confirm APP report has been submitted</td>
</tr>
<tr>
<td>Notification received under section 80 of the <em>Building Act 1993</em> (Vic) and sent from Building Services to Asset Protection, notify owner of their responsibilities</td>
<td>• Admin Officer to reconcile notification under section 80 with APP application</td>
</tr>
<tr>
<td></td>
<td>• Admin Officer to send reminder notice/invoice to properties with no APP</td>
</tr>
<tr>
<td></td>
<td>• Provide Asset Protection Officer a list of properties with outstanding APP</td>
</tr>
<tr>
<td>Assess new development for payment of APP fee and record of condition of assets provided by developer (photos, details of existing damage)</td>
<td>• Where necessary, attend site to ensure information provided by developer is accurate</td>
</tr>
<tr>
<td>If demolition is planned, owner to submit Demolition Request form to be approved by Council</td>
<td>• Process application and provide guidance on shared walls, heritage areas, etc.</td>
</tr>
<tr>
<td>Issue infringement notices to non-payers where appropriate</td>
<td>• Issue infringement notice under <em>Activities and General Amenities Local Law 2018</em>, where reminder notice/inspection has not resulted in payment</td>
</tr>
<tr>
<td></td>
<td>• Issue invoice for payment of appropriate APP fee</td>
</tr>
</tbody>
</table>
## Monitoring:

<table>
<thead>
<tr>
<th>Action</th>
<th>Review/Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer contraventions of Activities and General Amenities Local Law 2018 or planning permit to Council’s enforcement area</td>
<td>• Refer non-permit related issues to City Compliance or Planning Enforcement where a CMP is in place</td>
</tr>
</tbody>
</table>
| Undertake proactive inspections of properties under development to assess compliance/reinstatement | • Where necessary, developments which are underway should be inspected to ensure make safes are undertaken where required  
• Issue infringements and or Notice to Comply notices for any works undertaken without appropriate permits |

## Reinstatement:

<table>
<thead>
<tr>
<th>Action</th>
<th>Review/Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Services provides notification of completion</td>
<td>• Notice of receipt of Certificate of Occupancy/Final Inspection (practical completion) provided to Asset Protection Officer</td>
</tr>
</tbody>
</table>
| Asset Protection Officer to attend site at issuing of building permit by building surveyor (section 30 Building Act 1993) | • An Authorised Officer to delay completion where significant works still required  
• Confirm any reinstatement required or ensure those undertaken meet Council standards |
| Reinstatement programmed by Council                                   | • An Authorised Officer will provide a quotation to property owner. If the quotation is accepted, Council will arrange for reinstatement and charge the property owner accordingly  
• Infrastructure Services to arrange works for required reinstatements |
| Provide Council specification for reinstatement to contractors undertaking works where requested | • Ensure Works within Municipal Road Reserve permits are obtained and pre-pour inspection undertaken by Infrastructure Services  
• Issue infringement notices and or Notice to Comply notices for failure to obtain necessary permits and replacement of poor work |
13. Asset Protection – Inspection Priorities

An Authorised Officer will endeavour to attend each of the sites during building works, in order to confirm the condition of the assets in the road reserve or the easement. The frequency and stages of inspections is determined by the potential costs of damages and the probability of rectifications works not being undertaken by developers if not inspected.

<table>
<thead>
<tr>
<th>High Risk Sites:</th>
<th>Probability: Medium (Probability of rectifications works not being undertaken)</th>
<th>Cost: High (Cost of damage)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principle</td>
<td>• Rectification costs from $10,000 and over.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Construction where there is use of heavy machinery or vehicles (over 5 tonnes) that will cause damage to Council assets.</td>
<td></td>
</tr>
<tr>
<td>Description of works</td>
<td>• Developments requiring a SMP or CMP.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Significant development near business areas or schools.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Developments taking up the bulk of the area on site/requiring road occupation or hoardings for materials and construction.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Where a right-of-way is adjacent or used for access.</td>
<td></td>
</tr>
<tr>
<td>Level of inspection</td>
<td>• Preconstruction Inspection: Required</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Progress inspection: Required fortnightly for major CMP (multi-level units)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Final inspection: Required</td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td>Bond amount is based on value of potential damage to adjacent council assets.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>High Risk Sites:</th>
<th>Probability: High (Probability of rectifications works not being undertaken)</th>
<th>Cost: Medium (Cost of damage)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principle</td>
<td>• Rectification costs from $3,000-$10,000.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Construction where there is use of heavy machinery or vehicles (over 5 tonnes) that may cause damage to Council assets.</td>
<td></td>
</tr>
<tr>
<td>Description of works</td>
<td>• Medium to large scale residential development ($500,000 to $1 Million).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Installation of pools or where excavation works are required.</td>
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</tr>
<tr>
<td></td>
<td>• Where a commercial property exit immediately fronts a footpath.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Industrial and commercial redevelopment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Location where significant community concern has been raised.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Demolitions.</td>
<td></td>
</tr>
<tr>
<td>Level of inspection</td>
<td>• Preconstruction Inspection: Required</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Progress inspection: Required</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Final inspection: Required</td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td>Bond at application of $1500</td>
<td></td>
</tr>
</tbody>
</table>
### Medium Risk Sites:
**Probability:** High (Probability of rectifications works not being undertaken)
**Cost:** Low (Cost of damage)

| Principle | Rectification costs from 0-$3,000.
| Construction where there is no use of heavy machinery or vehicles (over 5 tonnes) that may cause damage to Council assets.
| High number of annual constructions.

| Description of works | Installation of minor structures.
| Extensions.
| Interior re-development.

| Level of inspection | Preconstruction inspection: Required
| Progress inspection: Required
| Final inspection: Required

| Security | Bond at application of $1500

### Low Risk Sites:
**Probability:** Low (Probability of rectifications works not being undertaken)
**Cost:** Low (Cost of damage)

| Principle | Minor construction where there is no use of heavy machinery or vehicles (over 5 tonnes) that may cause damage to Council assets.

| Description of works | Works to the value of $15,000 or less.
| Installation of timber or other lightweight fencing.
| Installation of lightweight structures including garden sheds, animal enclosures.
| Minor alterations such as modifying pergolas, decks, installation of new windows, etc.

| Level of inspection | None required.

| Security | None required.