Detailed Design Package

Report Template

**TEMPLATE FOR CONSULTANTS/WETLAND DESIGNERS – ADDITIONAL PROJECT SPECIFIC INFORMATION CAN BE ADDED AS REQUIRED**

ADDRESS:

PROJECT TITLE & JOB DESCRIPTION:

DEVELOPER:

CONSULTANT:

MUNICIPALITY:

CONSULTANT REF:

MELBOURNE WATER REF (EPMS #, LD#):

Include company disclaimer plus other information as outlined in table below:

|  |
| --- |
| **Revision No.** |
|  |
| **Date:** |
|  |
| **Prepared:** |
| (Consultant’s name) |
| **Reviewed:** |
| (Consultant’s name) |
| **Approved:** |
| (Consultant’s name) |

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1. **Deemed to comply statement**
2. **Wetland overview**
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**Attachment A - Deemed to comply statement**

**Attachment B - Final hydrologic, hydraulic and MUSIC models**

**Attachment C - Civil and landscape construction drawings**

**Attachment D - Civil and landscape specifications**

**Attachment E - Asset operation plan and maintenance agreement**

**Attachment F - Service authority approvals**

**Attachment G - Draft site environmental management plan**

**Declaration**

|  |
| --- |
| I declare and acknowledge that I have submitted the attached application in its entirety in accordance with Part C of the Melbourne Water Constructed Wetlands Design Manual. I further acknowledge that if the application is incomplete it will be returned and will not be considered lodged with Melbourne Water.  Signature: Date:  Print name: Position: *Signed by Consultant Principal* |
|  |

**Accepted file formats**

|  |  |
| --- | --- |
| **Item** | **Format** |
| Declaration | Pdf |
| Reports | Pdf |
| Models | MUSIC, Wet spells analysis, IFA, RORB and/or HEC-RAS files |
| Mapping information | Geo-referenced MapInfo layers |
| Sections, schematic drawings | Pdf |
| Plans | Pdf and dwg |
| Specifications | Pdf |

1. **Deemed to comply statement**

Complete Deemed to Comply Checklist (Attachment A).

## 1.1 Statement

*Insert wording: The statement must list any aspects of the package that do not conform with the “Deemed to Comply” requirements outlined in Part A2 of the Melbourne Water Constructed Wetlands Design Manual.*

## 1.2 Justification for any non-compliance

*Insert wording: Justification must be provided for any non-compliant conditions listed in Section 1.1. An explanation must be provided as to how the proposed alternative approach achieves (compared to the deemed to comply approach) equivalent or better:*

* + *pollutant reductions*
  + *safety outcomes*
  + *maintenance*
  + *sustainability/robustness (i.e. ≥ 25 year life)*

1. **Wetland overview**

*Insert wording: Updated design report with a summary of any design changes that have been made since the functional design was accepted by Melbourne Water.*

1. **Analysis**

## 3.1 Any changes since functional design

*Insert wording: If applicable, provide a summary of changes to the hydrologic, hydraulic and water quality models.*

Copies of final hydrologic, hydraulic and water quality models (Attachment B)

## 3.2 Scour protection and energy dissipation works

*Insert wording: A summary of the assumptions used to specify all scour protection and energy dissipation works.*

1. **Construction contract superintendent**

*Insert wording: Contact details for the Superintendent for the construction contract and an outline of their relevant qualifications and experience (including records of Green Card training)*

1. **Establishment phase details**

Insert wording: *Details of establishment/maintenance to be undertaken in the first 24 months following construction (i.e. before the asset is transferred to Melbourne Water)*

1. **Cultural heritage management plan**

*Insert wording: Summary of requirements of any Cultural Heritage Management Plan that relate to the wetland construction*

**Attachment A**

Melbourne Water Deemed to Comply Checklist.

**Attachment B**

Copies of Final hydrologic, hydraulic and MUSIC models.

**Attachment C**

Civil and landscape construction drawings covering all aspects of the wetland and showing all the items listed in the functional design package requirements plus:

* Scour protection
* Method for identifying base of sediment pond
* Material for maintenance access tracks
* Topsoil properties
* Dimensions and details for all hydraulic structures including pits, pipes, headwalls and weirs
* Details of any fencing and signage

**Attachment D**

Civil and landscape specifications in accordance with AS2124 with the sections that relate to the wetland highlighted.

**Attachment E**

Asset operation plan and maintenance agreement.

**Attachment F –**

Written approval from service authorities for any service alterations/relocations.

**Attachment G**

Draft site environmental management plan