

# INTRODUCTION

## 1. The purpose of the Technotes

These Technotes create an integrated document that facilitates construction of public realm across Merri-bek. They are the primary reference for the selection, construction and maintenance of engineering, street and landscape details.

The Technotes are intended for use across all Council Departments and also provide guidance to developers on Council's accepted standards and construction methods.

One-off furniture pieces or details for special projects or areas may still be implemented within high profile or significant projects. It should be established during the scoping stage of a project as to whether the Technotes will apply to a particular project, refer to 4.3 Approving Exceptions.

Please note that Council approval and permit are required for works carried out in public areas, prior to actual construction.

The design and construction of the public spaces (new and retrofit) will need to ensure our public spaces are welcoming and inclusive of all users, and that no community members are excluded from accessing our public spaces due to any element of the design or infrastructure.

## 2. Who can use the Technotes

Merri-bek's Technotes provide a list of design details with reference to standard drawings to assist in constructions within Merri-bek's streets and public spaces.

Technotes can be used by:

- External contractors and suppliers tendering and/or delivering Council projects;
- External engineering consultants working for Council;
- Council Officers involved in capital project construction, maintenance, cleansing, and development application process;
- Developers undertaking footpath reinstatements; and
- Property owners for maintenance of driveways and nature strips.

### 3. How to use the Technotes

The Technotes are divided in three main parts:

Part A – Civil works

Part B – Street and Park furniture

Part C – Landscaping

The colour coding on the Technotes indicate where specific Technotes are applicable (See Figure 1 for the breakdown of various elements)

**General** - Includes Technotes applicable to entire Merri-bek City Council area.

**Park** - Includes Technotes specifically designed for green open spaces within Merri-bek.

**Activity Centres** - Includes Technotes specifically designed for Activity Centres in Merri-bek. This includes Coburg Activity Centre, Brunswick Activity Centre, Glenroy Activity Centre and Neighbourhood/Local Activity Centres.

Figure 2 indicates the location where Technotes apply across Merri-bek.

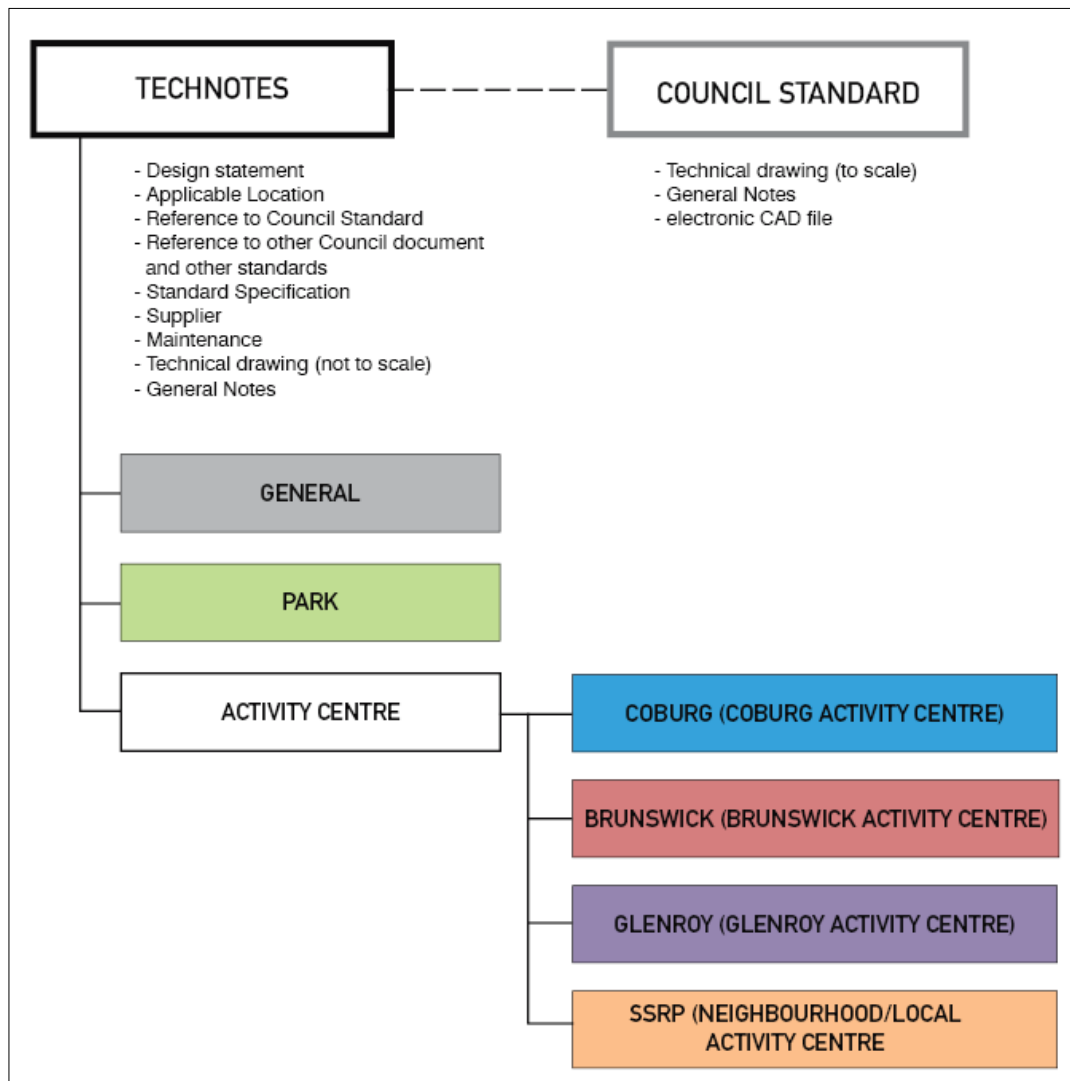


Figure 1

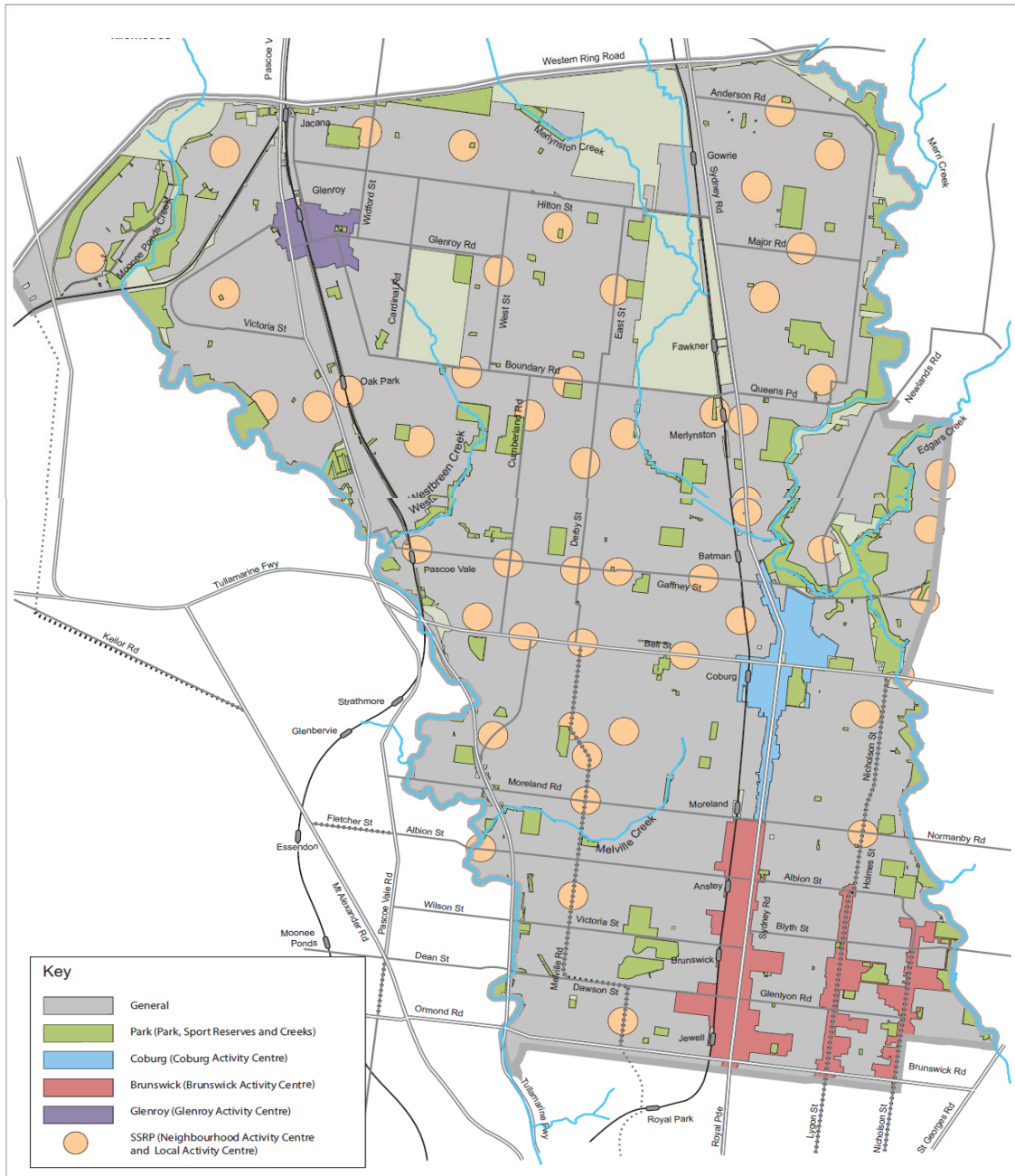


Figure 2

## **4. Review and Update**

### **4.1 Review and Update of Technotes – annual review process**

It is important that Technotes maintain their relevance and are checked to ensure quality infrastructure is provided for the community.

In order to maintain the Technotes, it is recommended that a yearly review forum will be chaired by the Manager Capital Works and Delivery. This annual forum will be open to any staff member who has a role in installing, inspecting, maintaining, using, or representing community users of Council assets, or has a policy interest in influencing the nature and appearance of Council Assets.

### **4.2 Updating, Adding and Deleting Technotes – outside of annual review process**

The Director City Infrastructure has the authority to update, add and delete items. Any proposed changes to the existing Technotes should be submitted to Manager Capital Works Planning and delivery for approval. The submission should include what is proposed to be changed, the reason for the change and what consultation has occurred before proposing the change. The following Units may need to be consulted depending on relevance to the change proposed: Risk Management; Metro Access; Engineering Services; Roads; Open Space Design; SBE; Open Space Maintenance; Development Advice Unit; Transport; Street Cleansing; Urban Design; Marketing and Communications.

Manager Capital Works Planning and Delivery will consult the Review Panel/key stakeholders comprising: Manager Roads, Fleet and Waste; Manager Open Space/Street Cleansing; and Manager City Strategy and Design. The changes will then be submitted to Director City Infrastructure for approval.

### **4.3 Approving Exceptions**

It is important that a process for considering and approving different standards than those contained in the Technotes is available, providing some flexibility if required. Exceptions may be approved by the Director City Infrastructure in high profile areas or areas of special significance. An applicant seeking exception will need to demonstrate this.

## **5. Reference Documents**

Technotes refer to the following Council reference documents:

- Merri-bek Urban Forest Strategy
- Coburg Streetscape Masterplan
- Brunswick Public Domain Manual
- Glenroy Streetscape Masterplan
- Small Shopping Strip Public Domain Manual
- Streetscape WSUD Raingarden and Tree Pit Design Package

References to other documents, such as Australian Standards, are subject to change. It is the responsibility of users to ensure they obtain the latest editions of those documents.