

Compliance Review Guidelines

Independent Compliance Report of Design by an Independent Engineering Firm

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Independent Compliance Report of Design by an Independent Engineering Firm

In accordance with the Australian Standards and Requirements of the Transport Businesses, the Applicant is to have all designs technically reviewed and checked for compliance by an Independent Chartered Professional Engineer.

When obtaining your Independent Compliance Report you must ensure that the Engineer you select:

- Is independent of the designing firm;
 - Holds a current registration with Engineers Australia.
 - Holds the relevant level of insurance and competencies as determined by Engineers Australia

Independent Compliance Report preparation

As part of the Independent Compliance Report preparation, the engineer you engage should prepare a report which:

- Explicitly confirm that the design is compliant with all relevant standards (Including AS4799-2000 for underground construction and Standard Conditions for Electric Power Overhead Lines On or Over Land Vested In Victorian Rail Track – for overline crossings), legislation, codes of practices and guidelines for the proposed works – Including but not limited to VRIOGS (Victorian Rail Industry Operators Group Standards), AS5100, VicTrack Standards or Guidelines and any other relevant Rail Operator specific technical standards and requirements (refer to relevant Rail Operator Website) .
- Explicitly confirm that all design drawings are in accordance with VicTrack standard drawings and have all relevant design notes present – these drawings must be issued for construction copies and submitted with the final report sent to VicTrack
- Includes a cover letter with;
 - Summary of works
 - Written confirmation that the applicant certifies that all services have been located onsite by a licensed services locator (in accordance with point IX below)
 - Confirmation of compliance with point IV and V above
 - Any requests for amendments that were made by the independent firm to the applicant in order to bring designs to a fully compliant level
 - Any dispensation requests for deviations from Standards with appropriate reasoning and assurance that the design will remain wholly safe and where applicable confirmation of compliance with point VII and VIII below. (Please note: any dispensation request is subject to the approval of all the transport businesses and as a result may protract application times)

In addition for underground construction or civil works on VicTrack land:

- Checks and signs that all relevant calculations are correct where applicable to the project including structural calculations for rail loading suitability.
- Reviews any other supporting documentation with respect to geotechnical reports, structural computations or any other information for major works if so required to finalise the independent review.
- Obtains written confirmation from the applicant that all existing third party and railway utility services where the works are proposed have been identified by a suitably qualified services locator with locations and depths included on the design drawings and cross sections. This includes all VicTrack communications cables, pits and any other associated VicTrack telecommunications infrastructure. It also includes all railway signal cables, railway electric cables/overheads electrolysis and any other associated railway infrastructure which may include but not be limited to drains, storm water drains, pits etc.

The report should include:

- The date of review,
- The report number and
- The design drawings/revision number that was reviewed.

Note that during the Compliance report, should deviation from any Standards, Regulations, Codes, Requirements etc. be identified, the independent firm should make requests to the applicant for design amendments, as well as ensuring that they are implemented in design documentation prior to report submission to VicTrack – these request must be recorded on the cover page submitted with the report, explicitly detailing what was done to rectify the deviation

Phase 2 of VicTrack Four Phase Application Process

Upon completion of the Independent Compliance Report, *the report prepared by the certified Engineer together with the reviewed design drawings (including **For Construction** drawings) must be forwarded to VicTrack*. This will complete Phase 2 of the approval process.

Phase 3 of the VicTrack Four Phase Application Process

VicTrack will then initiate Phase 3 – Rail Operator Review. Arranging for documentation to be forwarded to the rail or tram operator. VicTrack will provide you with further advice at this time as necessary.

VicTrack, Department of Transport and Planning (DTP) and the Rail Operator have the right to review all Independent Compliance Reports and Designs submitted. Should it be determined that the Report or Designs do not satisfy all VicTrack, DTP and Rail Operator requirements – VicTrack, DTP or the Rail Operator can request that you seek improvements to the report or undertake updates to your design, which will require you to resubmit your project for review by your selected Independent Firm with any associated cost borne by the applicant.

VicTrack Enquiries

Please contact the contact the Utility and Services team at services@victrack.com.au for additional information or queries in relation to the Independent Compliance Report phase.

Document Owner

Group	Contact	Queries
Property Group	Utilities and Services Team	services@victrack.com.au
