

# CONSTRUCTION WORKS AND COMPLIANCE PROCESS



MILESTONES	PREREQUISITES / REQUIREMENTS	RESPONSIBILITY WITHIN CITY OF WHITTLESEA
<b>Pre-commencement Meeting Request</b>	<u>Check:</u> <ul style="list-style-type: none"> <li>• SMP – Copy to be provided to Council before meeting.</li> <li>• CP – (incl. Sewer/Water/Drainage) – Approved?</li> <li>• S/P – certified?</li> </ul>	Development Engineering
<b>Pre-commencement Meeting</b>	<u>Attendees from Council:</u> <ul style="list-style-type: none"> <li>• Development Engineering</li> <li>• Engineering and Transportation</li> <li>• Parks and Open Space</li> <li>• Infrastructure</li> </ul>	Engineering and Transportation
<b>Commencement of Construction</b>	<u>Check:</u> Approvals confirmed – <ul style="list-style-type: none"> <li>• SMP (includes EMP, WMP, TMP &amp; PMP)</li> <li>• R &amp; D Construction Plans (Endorsed copy on site)</li> <li>• Sewer/Water/Main Drain/WSUD Construction Plans</li> <li>• Subdivision Plan (Certified)</li> <li>• FTTP (NBN Co or Council agreement)</li> <li>• Landscaping Plans (Draft acceptable)</li> </ul>	Engineering and Transportation
<b>Council Hold Points and Council Witness Points</b>	<u>Check:</u> <ul style="list-style-type: none"> <li>• CHP/CWP as per EDCM – Appendix G</li> <li>• Report by Council Officer at each CHP release</li> <li>• Test Report or Specialist Engineer’s Report (Geotechnical/Structural) submitted when applicable.</li> </ul>	Engineering and Transportation
<b>Request for PC Inspection (by Consultant)</b>	<u>Check:</u> <ul style="list-style-type: none"> <li>• DE - What must be finished?</li> <li>• DE - Written agreement to any uncompleted works?</li> </ul>	Development Engineering Engineering and Transportation

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<p><b>PC Inspection 1</b> Civil Works &amp; WSUD Civil</p>	<p><u>Attendees from Council:</u></p> <ul style="list-style-type: none"> <li>• Development Engineering</li> <li>• Engineering and Transportation</li> <li>• Parks and Open Space</li> <li>• Infrastructure</li> </ul> <p><u>Check:</u></p> <ul style="list-style-type: none"> <li>• ALL construction works to be inspected.</li> <li>• If separate packages are incomplete (main road intersections, WSUD, other) they require subsequent inspections before PC is issued.</li> <li>• “As Constructed” Plans, test records and Structural Certifications to be submitted before PC is issued.</li> <li>• Confirm party responsible for maintenance and safety between date of PC and start of DLP</li> </ul>	<p>Engineering and Transportation</p>
<p><b>Start of DLP – Civil Works</b></p> <p><u>It must be Noted:</u> DLP does not start until all works are finished <u>and</u> Plan of Subdivision has been approved by Titles Office.</p>	<p><u>Report:</u></p> <ul style="list-style-type: none"> <li>• A report, (Not a start of DLP Letter) must be issued itemising both “unfinished works” and defects</li> <li>• Include all work identified in the PLANNING PERMIT,</li> <li>• Maintenance obligations of developer, and</li> <li>• Completion dates for defects and “unfinished works”</li> </ul>	<p>Engineering and Transportation</p>
<p><b>PC Inspection 2</b> Landscape, Soft &amp; Hard, Structures (other than Road &amp; Drainage related) and Soft WSUD elements</p> <p>(Note : Timing can vary)</p>	<p><u>Attendees from Council:</u></p> <ul style="list-style-type: none"> <li>• Development Engineering</li> <li>• Engineering and Transportation Services</li> <li>• Parks and Open Space</li> <li>• Infrastructure</li> </ul> <p><u>Check:</u></p> <ol style="list-style-type: none"> <li>1. All soft/hard landscaping</li> <li>2. Engineering works (structural / civil)</li> <li>3. All elements of WSUD</li> </ol>	<p>Parks and Open Space (1 &amp; 3) Engineering and Transportation (2 &amp; 3) Joint responsibility of P&amp;OS and E&amp;T</p>

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<b>Start of DLP – Landscaping Works</b> (Certificate of Compliance)	<u>Report:</u> <ul style="list-style-type: none"> <li>Start of Maintenance date for landscaping &amp; WSUD soft engineering/planting, including Defects Report</li> <li>Developer obligations (“two summers” maintenance)</li> </ul>	Parks and Open Space
<b>Statement of Compliance</b>		Subdivisions Officer
<ul style="list-style-type: none"> <li>Statutory Payments</li> </ul>	<u>Check:</u> <ul style="list-style-type: none"> <li>Plan checking (Civil) – per estimated cost of Works</li> <li>Supervision (Civil) – per Priced Schedule of Works</li> <li>Non Standard Lighting fee</li> <li>Plan Checking &amp; Supervision (Landscaping)</li> </ul>	Development Engineering Engineering and Transportation Engineering and Transportation Parks and Open Space
<ul style="list-style-type: none"> <li>Security / Bonds</li> </ul>	<u>Check:</u> <ul style="list-style-type: none"> <li>Maintenance (Civil) 5%</li> <li>Maintenance (Landscape) 20%</li> <li>Wearing Course 150% of cost</li> <li>Unfinished Works / 150% (Civil) of cost</li> <li>Unfinished Works / 100% (Landscape) of cost</li> </ul>	Engineering and Transportation Parks and Open Space Engineering and Transportation Engineering and Transportation Parks and Open Space
<ul style="list-style-type: none"> <li>Other Authorities Compliances</li> </ul>	As per subdivision referrals	Subdivisions Officer
<ul style="list-style-type: none"> <li>Development Contributions</li> </ul>	<ul style="list-style-type: none"> <li>Public Open Space</li> <li>DCP (payments or “in-kind” works)</li> </ul>	Subdivisions Officer /GADA Strategic Planning & Design
<ul style="list-style-type: none"> <li>Other Permit Conditions</li> </ul>	<u>Check:</u> <ul style="list-style-type: none"> <li>Section 173 Agreement(s) executed</li> <li>Other Planning Permit conditions</li> </ul>	Subdivisions Officer GADA/Strategic Planning & Design
<ul style="list-style-type: none"> <li>Internal Sign Off</li> </ul>	Release Form Signed by Managers : (DE/ET/POS/GADA/SPD as applicable)	Subdivisions Officer
<b>Statement of Compliance Issued</b>	As above	Subdivisions Officer
<b>Title Released</b>	Council notified and copied to Engineering and Transportation	Subdivisions Officer

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<b>“As Constructed” Records</b>		<u>Check:</u> <ul style="list-style-type: none"> <li>All changes during construction, as per supervisors notes, must be included on “As Constructed” record</li> <li>Fill levels (Surveyor’s Certification) &amp; Level 1 Report</li> <li>Roadworks (incl. ITP’s with final test results)</li> <li>Drainage &amp; Council FTTP (D-Spec Standards)</li> </ul>		Engineering and Transportation
<b>End of DLP – Inspection (Civil)</b>		<u>Check:</u> <ul style="list-style-type: none"> <li>Check against items in the start of DLP Report</li> </ul> <u>Note</u> : All unfinished works except wearing course asphalt, must be completed and free of defects.		Engineering and Transportation
<b>End of DLP (Final Acceptance) Letter</b>		<u>Report:</u> <ul style="list-style-type: none"> <li>Final letter to Developer’s Consultant/Representative</li> <li>Handover to Infrastructure / Asset Management Unit</li> <li>Update of Council’s Asset Databases &amp; Records</li> </ul>		Engineering and Transportation
<b>Return of Bonds / Security</b>  <u>Note:</u> May progressively occur as appropriate.		<u>Check:</u> <ul style="list-style-type: none"> <li>Document review</li> <li>Ensure adequate rollover on large estates</li> <li>Retain Asphalt Wearing Course bond as applicable</li> <li>Memo to Finance Department</li> </ul>		Engineering and Transportation (Civil) Parks and Open Space (Landscape) Finance Department
<b>Wearing Course Completed &amp; Accepted</b>		<u>Check:</u> <ul style="list-style-type: none"> <li>Site Inspection organised for commencement of works.</li> <li>Works executed under supervision</li> <li>Letter of acceptance of work issued</li> <li>Infrastructure / Asset Management Unit notified</li> </ul>		Engineering and Transportation
<b>Wearing Course Bond Return</b>		<ul style="list-style-type: none"> <li>Memo to Finance Department</li> </ul>		Engineering and Transportation Finance Department
<b>Notes :</b>				
DE ET POS SPD GADA	Development Engineering Department Engineering and Transportation Department Parks and Open Space Department Strategic Planning and Design Department Growth Areas Development Assessment Department	SMP CP SP CHP/CWP DLP DCP	Site Management Plan Construction Plan Subdivision Plan Council Hold Point / Council Witness Point Defects Liability Period Development Contribution Payment	