

Territory and Municipal Services

Reference Document 10



REQUIREMENTS FOR SOFT LANDSCAPE CONSOLIDATION AND HANDOVER

Issue 2 Revision 2

APPROVED FOR ISSUE

Approved by:

Fay Steward
Executive Director
Land Management and Planning
Date: **August 2010**

**TERRITORY AND MUNICIPAL SERVICES
REQUIREMENTS FOR SOFT LANDSCAPE CONSOLIDATION
AND HANDOVER**

Document No. AA-REF-10

AA

1. PURPOSE

This document establishes the Territory and Municipal Services (TAMS) mandatory requirements (Requirements) to be included in any Submission Requesting Landscape Consolidation (Submission) and Certification of Soft Landscape Handover.

2. SCOPE

These Requirements apply to any formal Submission for all Works.

3. OBJECTIVES

These Requirements are issued to:

- define the information required by TAMS for any Submission to be accepted, reviewed, assessed and ultimately endorsed, and
- encourage high quality submissions with complete supporting documentation that comply with these Requirements.

4. DEFINITIONS, TERMS AND ABBREVIATIONS

Developer

In the private sector, the organisation nominated in the Deed of Agreement as the 'Developer' including its employees, contractors, successors and agents.

In the public sector, the Land Development Agency (LDA) or any other ACT Government agency responsible for development of public infrastructure works in the ACT including its employees, contractors, successors and agents.

Coordinator

The Developer, the Head Consultant or the agent nominated by the Developer as being responsible for the coordination of all disciplines of design and documentation prepared and certified by the Consultant/s and for the superintendence of the construction of the Works. The Coordinator shall be responsible for the lodgement of the Submission with TAMS and shall be the sole point of contact between Asset Acceptance, through the Project Lead, and the Developer throughout the life of the development. Asset Acceptance is not required to meet or communicate directly with any other entity or individual other than the nominated Coordinator on issues relating to the Submission.

Head Consultant

The organisation responsible on behalf of the Developer for the overall design and/or site superintendence of the whole of the Works and certification that the design and/or construction of the Works comply with these Requirements and Standards.

Consultant

The organisation responsible for the design and/or site superintendence of part or whole of the Works and certification that the design and/or construction of that part of the Works for which it is responsible complies with these Requirements and the Standards.

Asset Acceptance (AA)

Asset Acceptance is the section of TAMS responsible for coordinating the Asset and nominated capital works design and construction acceptance process on behalf of TAMS.

Asset Acceptance Project Lead

The Manager who will act as a single point of contact for the life of a project.

Standards

All Australian Standards, applicable ACT Government requirements, codes and guidelines and all statutory and regulatory requirements governing the design of the Works.

Works

The public infrastructure works for which TAMS will become the ultimate owner and operator on behalf of the ACT Government.

Work Lot

A subdivision of the Works defined as such for verification purposes by the nature of the work and its location (or equivalent).

Soft Landscape

Tree, shrub and grass planting, topsoil, mulch, staking and ancillary edging, protection and other minor items.

Consolidation Period

The designated period for plant/grass establishment to demonstrate adequate growth and vigour.

5. GENERAL REQUIREMENTS FOR COMMENCEMENT OF CONSOLIDATION**5.1 General**

Soft landscape work can only be placed into Consolidation in a complete Work Lot unless alternative arrangements have formally been agreed with the Senior Manager AA. The Coordinator shall lodge a Submission prior to the Consolidation commencement period. The request for Soft Landscape Consolidation ~~and Handover~~ shall be submitted under a cover sheet AA-SCS-10 Soft Landscape Consolidation ~~and Handover~~ Submission Cover Sheet (~~refer Attachment A~~).

The Consolidation Period will commence on the date a complete Submission, certified by the Coordinator, is received and endorsed by AA.

All defects shall be remedied within two weeks of the commencement date.

Certification by the Consultant, endorsed by the Coordinator, that the defects have been satisfactorily completed, shall be provided to AA within seven working days of completion of the Works.

AA reserves the right to inspect the Works at any time during the Consolidation Period and may direct a recommencement of, or extension to, the Consolidation Period in the event that any major defects are identified.

5.2 Documentation

The Submission shall include:

1. **Certification** by the Consultant, endorsed by the Coordinator, that it has inspected the Works for which Consolidation is requested and that the Works is constructed according to the approved design and complies with the *Standard Specification for Urban Infrastructure Works*.
2. A copy of the **Certificate of Design Acceptance**.
3. A **Site Inspection Report** prepared by the Project Superintendent and endorsed by the Coordinator stating:
 - Project Title
 - Extent of Work
 - Contractor
 - Inspection Date
 - Inspection Type
 - Attendees

The Report shall be formatted to identify:

- The element inspected;
 - compliance, and
 - any action taken /proposed including the date of completion of the remedial works.
4. A proposed **Maintenance Programme** for the Consolidation Period and any Extended Maintenance Period.
 5. A **List of Defects** that are not safety issues, excluding any omissions, identified at the time of certification by the Consultant.
 6. **Works as Executed Quality Records** in accordance with TAMS Document No. AA-REF-08 '*Works as Executed Quality Records*'.
 7. A list of all **Amendments** to the design approved by TAMS.

6. GENERAL REQUIREMENTS FOR END OF CONSOLIDATION

When the Coordinator deems that the Works are ready for handover, the Coordinator shall request in writing the issue of a Certificate of Soft Landscape Handover from AA no earlier than two weeks prior to the expiration of the Consolidation Period. The request shall include the following information: **AA-SCS-11 cover sheet for soft landscape handover submissions**

1. **Certification** by the Consultant that it has comprehensively inspected the Works placed in Consolidation and that it is sufficiently established and free of defects. The certification shall be endorsed by the Coordinator and state the date of inspection, include a maintenance log, and confirm that all Works are in accordance with the *Standard Specification for Urban Infrastructure Works*.
2. A **List of Defects** previously identified, subsequently discovered and/or arising during the Consolidation Period, and the dates that they were rectified.
3. Updated **Works as Executed Quality Records** where necessary.

Upon receipt of all the abovementioned documents, AA will organise a joint inspection to include the Coordinator and Consultant and representative/s of the section of TAMS responsible for the ongoing maintenance of the Works.

If the outcome of the joint inspection is acceptable to all parties present, then the AA will issue the Certificate of Soft Landscape Handover.

Should the joint inspection not meet the requirements of all parties, the Coordinator will be required to rectify all outstanding items and continue maintaining the Works until a further joint inspection has been undertaken, the Works deemed acceptable by all parties, and the Certificate of Soft Landscape Handover issued.

7. EXTENDED MAINTENANCE PERIODS

Where an Extended Maintenance Period is required or agreed, an Interim Certificate of Soft Landscape Handover will be issued.

The Coordinator shall continue to maintain the Works in accordance with the Maintenance Program; however, ownership and liability will otherwise pass to TAMS.

At the end of the Extended Maintenance Period and where the Works are suitable, an application shall be made for a full Certificate of Soft Landscape Handover as per Section 6.

8. REFERENCES

Works as Executed Quality Records, Document No. AA-REF-08, Territory and Municipal Services.

Design Standards for Urban Infrastructure, Urban Services. Available online at http://www.tams.act.gov.au/work/standards_and_procedures/tams_reference_documents

Standard Specification for Urban Infrastructure, Urban Services

Territory and Municipal Services Drafting Standard, Document No. REF 11, Territory and Municipal Services. Available online at http://www.tams.act.gov.au/data/assets/pdf_file/0003/34698/Ref-11_TAMS_Drafting_Standard.pdf

Development Control Code For Best Practice Waste Management In The ACT, Urban Services September 1999 Available online at http://www.tams.act.gov.au/data/assets/pdf_file/0003/12495/wastemanagementplan.pdf

ATTACHMENTS

Attachment;

Submission Cover Sheet for Consolidation Commencement
Submission Cover Sheet for Soft Landscape Handover

Soft Landscape Consolidation Commencement Submission Cover Sheet

For submission lodgment requirements please refer to;

http://www.tams.act.gov.au/city-services/Development_Approval_and_Applications/soft_landscape_consolidation

Project Title

Description

Developer's/Client's details

Name of entity

Address

Contact person

Tel. number

E-mail

Applicant details

Company

Address

Contact person

Tel. number

E-mail

These documents are submitted for audit and comments or endorsement.

All Documents are in accordance with the design brief and have been prepared in accordance with the Requirements detailed in Reference Document AA-REF-10 Requirements for Submission Requesting Soft landscape Consolidation Commencement or Handover (Ref-10) and and Reference Document AA-REF-08 and Reference Document AA-REF-11 Requirements for Works as Executed Quality Records (Ref-08 and Ref-11).

Note:

The Submission must be complete and include all the elements for the Works. TAMS will not accept incomplete Submissions or Submissions from individual consultants for separate elements of the Works. Where TAMS considers the Submission to be incomplete, the Applicant will be advised within five working days to this effect and will be requested to collect the Submission from TAMS offices. Assessment will not commence until a complete Submission has been received.

**Applicants
signature**

Date

All documents to be submitted in hard and soft copy

	Yes	No	Office use
Certifications by Landscape Architects (Ref 10 clause 5.2.1)			
Site inspection report (Ref 10 clause 5.2.3)			
Copy of the Design Acceptance certificate (Ref 10 clause 5.2.2)			
A proposed maintenance programme (Ref 10 clause 5.2.4)			

	Yes	No	N/A	Office use
A list of all amendments to the design approved by TAMS (Ref 10 clause 5.2.7)				
A list of defects (Ref 10 clause 5.2.5)				
Asset Description forms (Ref 08 clause 6.2.4 and 6.2.5)				
Project description (Ref 08 clause 6.2.2)				
Parties to the project (Ref 08 clause 6.2.3)				
Summary of quality records (Ref 08 clause 6.2.9)				
List of all drawings and revision numbers				
Works as Executed Quality Records (Ref 08 and Ref 11)				
Warranty documents (Ref 08 clause 6.2.8)				
Keys and locks (Ref 08 clause 6.2.12)				
Cover letter from LDA coordinator (for LDA projects only)				

Submission status

	1st submission	2nd submission	3rd or following submission
Soft landscape			

As per "[Fees and charges Guideline to the Industry](#)", fees apply for the assessment of the 3rd and the following submissions.

Office use only

Compliance with documentation requirements of [Reference Document 10](#) and [Reference Document 08](#)

	compliant	not compliant
submission		

Checked by

Date

Soft Landscape Handover Submission Cover Sheet

For submission lodgment requirements please refer to;

http://www.tams.act.gov.au/city-services/Development_Approval_and_Applications/soft_landscape_consolidation

Project Title

Description

Developer's/Client's details

Name of entity

Address

Contact person

Tel. number

E-mail

Applicant details

Company

Address

Contact person

Tel. number

E-mail

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Note:

The Submission must be complete and include all the elements for the Works. TAMS will not accept incomplete Submissions or Submissions from individual consultants for separate elements of the Works. Where TAMS considers the Submission to be incomplete, the Applicant will be advised within five working days to this effect and will be requested to collect the Submission from TAMS offices. Assessment will not commence until a complete Submission has been received.

**Applicants
signature**

Date

All documents to be submitted in hard and soft copy

	Yes	No	Office use
Certifications by Landscape Architects (clause 6.1)			
including maintenance records (clause 6.1)			
Confirmation that works were placed on consolidation or copy of Soft Landscape Consolidation Commencement certificate			

	Yes	No	N/A	Office use
List of defects previously identified, subsequently discovered and/or arising during the Consolidation Period, and the dates that they were rectified. (Clause 6.1)				

Cover letter from LDA coordinator (for LDA projects only)

Submission status

	1st submission	2nd submission	3rd or following submission
Soft landscape			

As per "[Fees and charges Guideline to the Industry](#)", fees apply for the assessment of the 3rd and the following submissions.

Office use only

Compliance with documentation requirements of [Reference Document 10](#)

	compliant	not compliant
submission		

Checked by

Date