

**Territory and Municipal Services
Reference Document 9**



**REQUIREMENTS FOR FINAL
ACCEPTANCE SUBMISSION**
for
Hard Landscape Assets and Civil Works

Issue 2 Revision 1

APPROVED FOR ISSUE

Approved by:

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

TERRITORY AND MUNICIPAL SERVICES
REQUIREMENTS FOR FINAL ACCEPTANCE SUBMISSION

Document No. AA-REF-09

AA

1 PURPOSE

This document establishes the Territory and Municipal Services (TAMS) mandatory requirements (Requirements) to be included in any Submission requesting Final Acceptance (Submission) provided by the Applicant upon completion of the Works.

2 SCOPE

These requirements apply to any formal Submission for all Works.

3 OBJECTIVES

These Requirements are issued to:

- inform the Consultant of the types and nature of ‘as constructed’ information that are required to be handed over to the ACT Government upon completion of the Works, and
- encourage high quality Submissions with complete supporting documentation that complies 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 the 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 the 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.

Asset

The completed Works.

Base Plan

A plan depicting the complete site of the Works which shows the location of the Works depicted by the various detail plans and the position of any new Assets.

Work Lot

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

Final Acceptance

Acceptance by TAMS of the satisfactory completion of the Works at the end of the Defects Liability Period with the proviso that all outstanding work and defect rectification identified at the stage of Operational Acceptance has been certified as satisfactorily completed by the Coordinator.

5 GENERAL REQUIREMENTS

5.1 General

A Certificate of Final Acceptance may only be requested when there are no defects and no safety issues to the general public and where the Submission complies with the Requirements. The request for Final Acceptance shall be submitted by the Coordinator under cover sheet AA-SCS-09 Final Acceptance Submission Cover Sheet (refer Attachment A).

5.2 Documentation

The Submission shall be accompanied by:

1. A **Certificate of Final Completion** by the Coordinator confirming that all defects have been satisfactorily rectified.
2. A **List of Defects** rectified since issue of the Certificate of Operational Acceptance. This shall be accompanied by A1 size drawings marked up to locate the rectification work and be validated by

close-up and location wide photos showing, and cross identifying with the marked up drawings, the rectification work.

3. All **Works as Executed Quality Records** if they have not been submitted previously.
4. All **Operations and Maintenance Manuals** if they have not been submitted previously.

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, or where TAMS considers that any elements do not conform to the approved design, the Coordinator will be advised 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.

Should a subsequent audit of the Asset to check on the rectification of defective works reveal any new defects, the Coordinator will be requested to rectify the defect. A further joint inspection may be required by TAMS, or requested by the Coordinator, to confirm that the rectification work has been satisfactorily completed or to resolve any contentious issues that may arise from the audit.

When all rectification work has been satisfactorily completed and any issues resolved, a Certificate of Final Acceptance will be issued to the Developer excluding any items which were bonded at the issue of the Certificate of Operational Acceptance and which are still outstanding.

ATTACHMENTS

Attachment A: Document No. AA-SCS-09 Final Acceptance Submission Cover Sheet

ATTACHMENT A : Final Acceptance Submission Cover Sheet

To Senior Manager, Asset Acceptance, Territory and Municipal Services
Macarthur House, 12 Wattle Street, Lyneham ACT 2602

Project Title:

Project Description:

Submission Status: **Original Submission** **Resubmission**

Applicant:

Address:

Contact Name: **Telephone:**

Applicant's Reference: **email:**

SUBMISSION CONTENTS

Covering Letter:

- **Certificate of Final Completion:**
- **List of Defects rectified:**
- **Works as Executed Quality Records:** (if not submitted previously)
- **Operations and Maintenance Manuals:** (if not submitted previously)

Number of sets of documents:

Date of Submission:

1. These Documents are submitted for review, comments and approval.
2. All Documents are in accordance with the design brief and have been prepared in accordance with the Requirements detailed in Reference Document AA-REF-09 Requirements for Final Acceptance Submission.

Certified by:

Print name: **Signature:** **Date:**