

Practical Completion & Hand-Over Application Package 2020

Landscape Works

Application Details

POS/Streetscape Name: _____

Location: _____

Applicant Organisation Name: _____

Client Organisation Name: _____

Submit: 'Attention Manager Works' to admin@kwinana.wa.gov.au or PO Box 21, Kwinana WA 6966

Document Control

| Rev No. | Date | Revision Details | Author | Reviewer | Approved |
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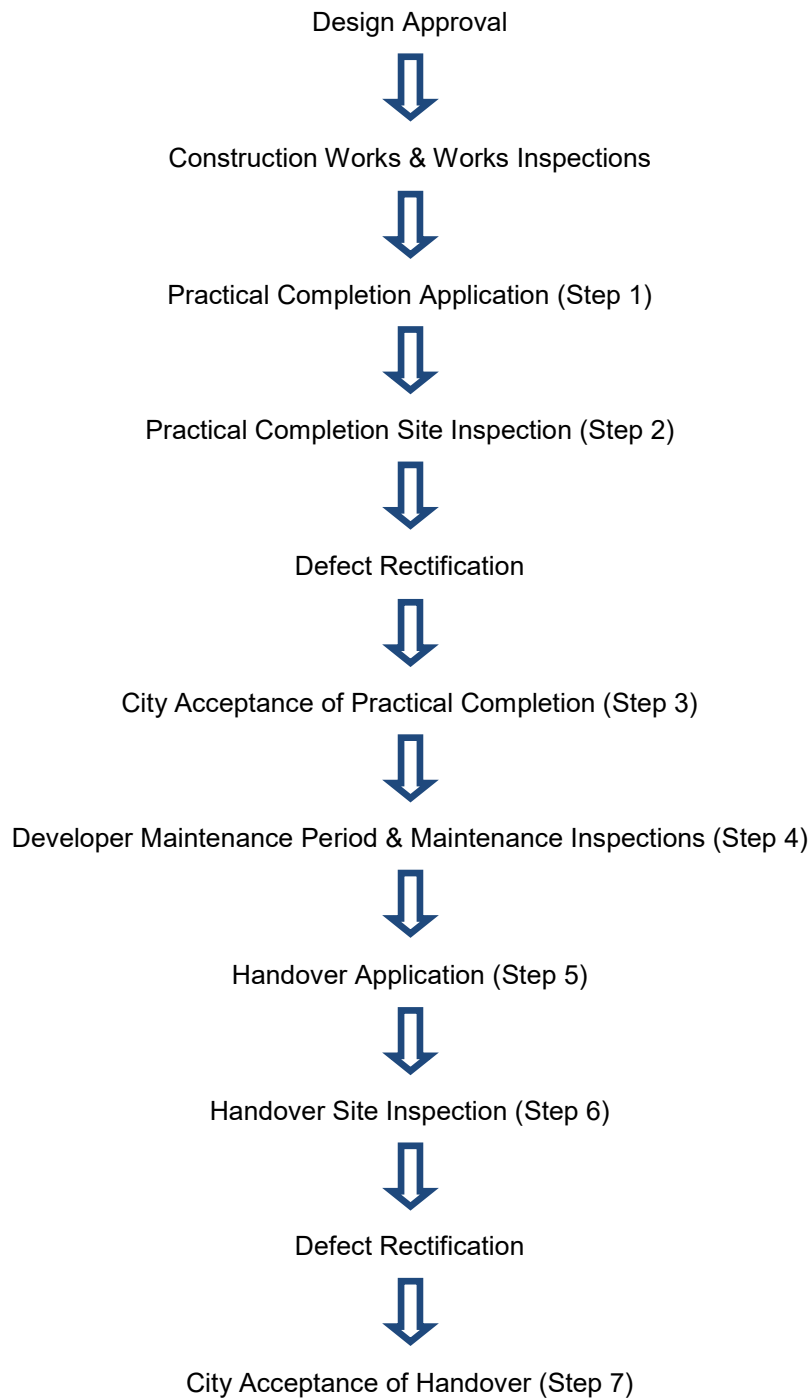
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Introduction

This Practical Completion & Hand-Over Application Package outlines the process and requirements for the transfer of landscape assets to the City of Kwinana.

All assets are to be designed, supplied, installed and maintained as per the City of Kwinana Landscape Development Guidelines 2020.

Handover Process



Application Checklist

| Landscape Asset Practical Completion and Handover Process Checklist | |
|---|---|
| Design | |
| <input type="checkbox"/> | Designed as per City of Kwinana Landscape Development Guidelines 2020 |
| <input type="checkbox"/> | Design approval issued by City of Kwinana |
| Construction | |
| <input type="checkbox"/> | All plant, equipment & materials supplied & installed as per approved design and in accordance with the City of Kwinana Landscape Development Guidelines 2020 |
| <input type="checkbox"/> | Irrigation pipe-work backfill inspection undertaken & approved by City of Kwinana Representative |
| Step 1 - Practical Completion Application | |
| <input type="checkbox"/> | Completed Practical Completion Application Package and quantity data supplied |
| <input type="checkbox"/> | Schedule of costs for POS furniture, play equipment |
| <input type="checkbox"/> | As constructed irrigation drawings in DWG and PDF format supplied |
| <input type="checkbox"/> | As constructed landscape drawings in DWG and PDF format supplied |
| <input type="checkbox"/> | Aspec data supplied |
| <input type="checkbox"/> | Final Playground Safety Audit supplied if applicable |
| <input type="checkbox"/> | Proposed Playground Inspection Schedule supplied if applicable |
| <input type="checkbox"/> | Electrical certification for all electrical items supplied if applicable |
| <input type="checkbox"/> | Recent arborist reports supplied if applicable |
| <input type="checkbox"/> | Artwork Management Plan supplied if applicable |
| <input type="checkbox"/> | Proposed date for Practical Completion Site Inspection (minimum 14 days notice) |
| Step 2 - Practical Completion Inspection | |
| <input type="checkbox"/> | Inspection undertaken by City Representative & notification of defects issued |
| <input type="checkbox"/> | Defects rectified & City notified |
| Step 3 - Acceptance of Practical Completion | |
| <input type="checkbox"/> | City re-inspection of defects and acceptance of Practical Completion issued |
| Step 4 – Developer Maintenance Period | |
| <input type="checkbox"/> | Maintenance undertaken as per City of Kwinana Landscape Development Guidelines 2020 |
| <input type="checkbox"/> | Monthly reporting of irrigation bore meter readings to City Representative (to be undertaken in the first week of each month) |

| | |
|--|---|
| <input type="checkbox"/> | Arborist inspection reports undertaken during the Developer maintenance period for all trees overhanging play and activity areas, submitted to City |
| <input type="checkbox"/> | Turf soil analysis at end of year one, submitted to City |
| <input type="checkbox"/> | Playground Inspections undertaken, carried out as per the proposed inspection schedule provided at Practical Completion. Completed inspections to be provided to City at time of handover |
| <input type="checkbox"/> | BBQ electrical safety inspections, using the BBQ Electrical Testing Form, carried out every 6 months. Completed forms are to be provided to the City at handover |
| <input type="checkbox"/> | RCD testing, carried out every 6 months. The log of inspections is to be provided to the City at handover. |
| Step 5 - Handover Application | |
| <input type="checkbox"/> | Completed Handover Application Package supplied |
| <input type="checkbox"/> | All specified as constructed documentation submitted with Practical Completion Application or updated drawings attached |
| <input type="checkbox"/> | All required maintenance data supplied |
| <input type="checkbox"/> | All warranties and guarantees supplied |
| <input type="checkbox"/> | Arborist inspection report undertaken prior to handover for all trees overhanging play and activity areas |
| <input type="checkbox"/> | Playground Safety Audit supplied if applicable |
| <input type="checkbox"/> | Completed Playground Inspection checklists, carried out as per the proposed inspection schedule provided at Practical Completion |
| <input type="checkbox"/> | Completed BBQ Electrical Testing Forms supplied |
| <input type="checkbox"/> | Log of RCD testing supplied |
| <input type="checkbox"/> | Turf soil analysis at end of year two, submitted to City |
| <input type="checkbox"/> | Proposed date for Handover Site Inspection (minimum 30 days notice) |
| Step 6 - Handover Inspection | |
| <input type="checkbox"/> | Inspection appointment confirmed with City Representative 7 days prior |
| <input type="checkbox"/> | Inspection undertaken by City Representative & notification of defects issued |
| <input type="checkbox"/> | Defects rectified & City notified |
| Step 7 - Acceptance of Handover | |
| <input type="checkbox"/> | City re-inspection of defects and acceptance of Handover (official notification issued within 7 days of defect free inspection) |

Use of Application Package

Applicants are to complete and submit **all** sections of this Package up to and including the process stage at which they are applying for.

Practical Completion

STEP 1

Practical Completion Application - Landscape

Landscape Details

POS/Streetscape Name: _____

Location: _____

A. Applicant Details

Organisation Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone: _____

Contact Email: _____

Postal Address: _____

B. Asset Details

Note: Construction cost schedule also to be provided. Contractor details can be removed from schedule

Note: If Practical Completion is being sought for both streetscapes and a POS at the same time, asset quantity data is to be separated into each corresponding table below

| As Constructed Asset Quantities - STREETSCAPES | | | |
|--|--|----------------|----------|
| Item | Asset | Unit | Quantity |
| 1 | Total area | m ² | |
| 2 | Irrigated area | m ² | |
| 3 | Non-irrigated area | m ² | |
| 4 | Turf area | m ² | |
| 5 | Irrigated garden bed area | m ² | |
| 6 | Dry-bed / bush-land area | m ² | |
| 7 | Path area (including exposed aggregate) | m ² | |
| 8 | Hardstand area (including exposed aggregate) | m ² | |
| 9 | Paved area | m ² | |
| 10 | Total garden bed kerbing length | Lm | |
| 11 | Number of plants planted | No. | |
| 12 | Number of trees planted | No. | |

Maintenance Contractor Contact: _____

As Constructed Drawings Attached/Submitted: Yes No

E. Landscape Details

Installation Primary Contractor Name: _____

Installation Primary Contractor Contact: _____

Maintenance Contractor Name: _____

Maintenance Contractor Contact: _____

As Constructed Drawings Attached/Submitted: Yes No

F. Practical Completion Site Inspection

Proposed Inspection Date: _____ (min. 14 days notice)

Proposed Inspection Time: _____

Proposed Meeting Location: _____

Applicant Inspection Contact Name: _____

Phone: _____

Email: _____

Note: Unless otherwise arranged by the applicant irrigation shall be operated at landscape inspection.

STEP 2

Practical Completion Site Inspection - Landscape

To be completed by City of Kwinana Representative at site inspection.

A. Inspection Details

POS/Streetscape Name: _____

Location: _____

Date: _____

Time: _____

B. City Representative Details

Primary Inspector: _____

Irrigation Supervisor: _____

Other Staff Present: _____

C. Applicant Representative Details

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Checklist Key

- S = Satisfactory - Approved for acceptance
- IC = Incomplete - Works required to complete
- UA = Unacceptable - Works required to rectify non-compliance, defects or damage

PRACTICAL COMPLETION SITE INSPECTION CHECKLIST (Completed by City of Kwinana)

| Item | Asset | S | IC | UA | Comments |
|-------------------------------------|--------------------------------------|--------------------------|--------------------------|--------------------------|----------|
| 1. Irrigation (Bore) | | | | | |
| 1.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.2 | Plant, equipment & electrical | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.3 | Pressure test | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.4 | Filter compound (where app.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Irrigation (Reticulation) | | | | | |
| 2.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.2 | Mainline pressure test | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.3 | All sprinklers present & operational | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Turf | | | | | |
| 3.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3.2 | Healthy condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3.3 | Weed free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3.4 | No gradient exceeds 1:6 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3.5 | Mower clearances | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Garden Beds | | | | | |
| 4.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4.2 | Weed free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4.3 | 75-100mm mulch | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4.4 | Complete, even mulch cover | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Plants | | | | | |
| 5.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5.2 | Healthy condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5.3 | Spacing & clearances | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. Trees | | | | | |

| | | | | | |
|--|------------------------------|--------------------------|--------------------------|--------------------------|--|
| 6.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6.2 | Healthy condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6.3 | Spacing & clearances | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6.4 | Bole mulch 75-100mm | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6.5 | Weed & grass free bole | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6.6 | Remnant tree deadwood | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Paths, Hardstands & Paving | | | | | |
| 7.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7.3 | Joint spacing (concrete) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. Kerbing | | | | | |
| 8.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8.3 | Joint spacing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8.4 | Alignment & tolerance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. Signage and Artwork | | | | | |
| 9.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10. Bins | | | | | |
| 10.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11. BBQs | | | | | |
| 11.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11.3 | Operational | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 12. Playground, Soft-fall & Shade Sails | | | | | |
| 12.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | | | |
|--|------------------------------|--------------------------|--------------------------|--------------------------|--|
| 12.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 12.3 | AS. compliant | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 13. Furniture (Seats, Benches, Picnic Tables) | | | | | |
| 13.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 13.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 13.3 | Paint/oil/seal (where app.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 14. Sports Equipment | | | | | |
| 14.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 14.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 15. Car Parks | | | | | |
| 15.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 15.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 15.3 | Line marking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 16. Gates | | | | | |
| 16.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 16.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 17. Fencing | | | | | |
| 17.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 17.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 18. Bollards | | | | | |
| 18.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 18.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 18.3 | Plumb & alignment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 19. Lighting | | | | | |
| 19.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 19.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 19.3 | Operational | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| 20. Water Fountain (Drink) | | | | | |
|---|---|--------------------------|--------------------------|--------------------------|--|
| 20.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 20.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 20.3 | Operational | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 21. Water Feature / Water Body | | | | | |
| 21.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 21.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 21.3 | Weed, algae & litter free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 21.4 | Clear water appearance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 21.5 | Fountain/aerator operational | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 22. WSUD Drainage Assets | | | | | |
| 22.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 22.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 22.3 | Rock pitching compliance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 22.4 | Drainage pits cleaned out and lids locked | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 23. Structures (Gazebos, Info Shelters, Boardwalks, etc) | | | | | |
| 23.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 23.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 23.4 | Paint/oil/seal (where app.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 24. Retaining Walls & Stairs | | | | | |
| 24.1 | As per drawings & guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 24.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 25. Adjacent roads and Footpaths | | | | | |
| 25.1 | Clean and tidy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 25.2 | Free from damage | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

NOTE: Buildings (ablutions, halls, pavilions, etc) within public open space are to be inspected and handed over separately to landscape assets.

Additional Comments:

| PRACTICAL COMPLETION DOCUMENTATION CHECKLIST (Completed by City of Kwinana) | | | | | |
|--|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
| Item | Document | S | IC | NA | Comments and Document Number |
| 1.1 | Completed PC application package, including all required asset quantity data and construction cost schedule | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.2 | As constructed irrigation drawings in DWG and PDF format supplied | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.3 | As constructed landscape drawings in DWG and PDF format supplied | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.4 | ASpec / Ospec data supplied | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.5 | Final Playground Safety Audit supplied | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.6 | Proposed Playground Inspection Schedule supplied | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.7 | Electrical certification for all electrical items supplied | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.8 | Recent arborist reports supplied | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.9 | Artwork Management Plan supplied | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

STEP 3

Acceptance of Practical Completion

Re-inspection to be undertaken by City Representative following notification from the Applicant that defects have been rectified.

A. Landscape Details

POS/Streetscape Name: _____

Location: _____

B. Re-Inspection Details

Date of original PC Inspection: _____

Date of Re-Inspection: _____

Inspector Name & Title: _____

| Defect Checklist | | | |
|------------------|-------|--------------------|--------------------------|
| Item | Asset | Defect Description | Rectified |
| 1 | | | <input type="checkbox"/> |
| 2 | | | <input type="checkbox"/> |
| 3 | | | <input type="checkbox"/> |
| 4 | | | <input type="checkbox"/> |
| 5 | | | <input type="checkbox"/> |
| 6 | | | <input type="checkbox"/> |
| 7 | | | <input type="checkbox"/> |
| 8 | | | <input type="checkbox"/> |
| 9 | | | <input type="checkbox"/> |
| 10 | | | <input type="checkbox"/> |

C. Acceptance of Practical Completion

Date of Acceptance: _____

Proposed Handover Date: _____ (24 Months)

Note – City will issue a Practical Completion Acceptance Certificate once all defects have been rectified.

STEP 4

Developer Maintenance Period

Unless otherwise agreed upon, 24 months shall be the minimum developer maintenance period for all landscape assets, including streetscapes and street trees. During this period responsibilities are as follows:

Developer

- A. All maintenance to be undertaken by the Developer as per the as per City of Kwinana Landscape Development Guidelines 2020, including:
 - All mowing operations
 - All horticultural operations
 - All irrigation operations
 - All infrastructure and furniture maintenance, repairs and inspections
 - Playground maintenance, repairs and inspections
 - Waste removal
 - BBQ cleaning and inspections
 - Watering of landscape areas and street trees
- B. Monthly reporting of irrigation bore meter reading/s to the City of Kwinana (to be undertaken in the first week of each month) via email to depot.admin@kwinana.wa.gov.au (title 'Attention Irrigation Supervisor - Bore Meter Reading' or phone 08 9236 0351.
- C. Soil, water and tissue analysis at end of year one, submitted via email to depot.admin@kwinana.wa.gov.au (title 'Attention Technical Officer Parks Operations – Soil, water and tissue analysis')
- D. Arborist inspection reports undertaken during the Developer maintenance period for all trees overhanging play and activity areas, submitted via email to depot.admin@kwinana.wa.gov.au (title 'Attention Technical Officer Parks Operations – arborist report')
- E. Playground Inspection checklists, carried out as per the proposed inspection schedule provided at Practical Completion
- F. BBQ electrical safety inspections, carried out every 6 months, using the BBQ Electrical Testing Form (refer to Appendix D in Landscape Development Guidelines). Completed forms are to be provided to the City at handover.
- G. RCD testing, carried out on all RCD's every 6 months. The log of inspections is to be provided to the City at handover.

City of Kwinana

- A. Quarterly inspections of maintenance practices and asset conditions within all irrigated public open space areas once Practical Completion has taken place.
- B. Notification to Developer of non-compliant maintenance, damaged assets or any hazards identified.
- C. Bore maintenance where the bore has been handed over prior to the handover of remaining irrigation stages.

Hand-Over

STEP 5

Hand-Over Application - Landscape

Applicants to answer all applicable questions. Non-applicable questions (relating to assets that are not being handed-over) to be marked 'NA'.

Unless otherwise arranged by the applicant, any and all applicable irrigation shall be demonstrated as fully operational at time of landscape practical completion inspection.

A. Landscape Details

POS/Streetscape Name: _____

Location: _____

B. Applicant Details

Organisation Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone: _____

Contact Email: _____

Postal Address: _____

C. Asset Details

All Asset Quantity Data Submitted at PC: Yes No Attached

All warranties & guarantees attached: Yes No NA

Details of any subsequently installed assets attached: Yes No NA

D. Irrigation (Bore) Details

Bore ID: _____

Bore Location: _____

Date of Practical Completion Acceptance: _____

Water License Number: _____

Water License Allocation: _____ (KL/Annum)

Water License Transfer: NA In Progress Complete

Date of Bore Commission: _____

Date of Bore Redevelopment: _____

Current Maintenance Contractor Name: _____

Maintenance Contractor Contact: _____

Last 12 months Total Bore Maintenance Expenditure: \$ _____

Iron Bacteria Filtration System: Yes No

As Constructed Drawings Submitted at PC: Yes No Attached

E. Irrigation (Reticulation) Details

Date of Practical Completion Acceptance: _____

Current Maintenance Contractor Name: _____

Maintenance Contractor Contact: _____

Last 12 months Total Maintenance Expenditure: \$ _____

As Constructed Drawings Submitted at PC: Yes No Attached

F. Landscape Details

Date of Practical Completion Acceptance: _____

Current Maintenance Contractor Name: _____

Maintenance Contractor Contact: _____

Last 12 months Total Maintenance Expenditure: \$ _____

As Constructed Drawings Submitted at PC: Yes No Attached

G. Hand-Over Site Inspection

Proposed Inspection Date: _____ (min. 30 days notice)

Proposed Inspection Time: _____

Proposed Meeting Location: _____

Applicant Inspection Contact Name: _____

Phone: _____

Email: _____

Applicant to confirm inspection appointment with City of Kwinana 7 days prior to proposed inspection.

STEP 6

Hand-Over Site Inspection Checklist - Landscape

To be completed by City of Kwinana Representative at site inspection.

A. Inspection Details

POS/Streetscape Name: _____

Location: _____

Date: _____

Time: _____

B. City Representative Details

Primary Inspector Name & Title: _____

Irrigation Supervisor: _____

Building Supervisor: _____

Other Staff Present: _____

C. Applicant Representative Details

Name: _____

Name: _____

Name: _____

Checklist Key

S = Satisfactory - Approved for acceptance

IC = Incomplete - Works required to complete

UA = Unacceptable - Works required to rectify non-compliance, defects or damage

HANDOVER SITE INSPECTION CHECKLIST

| Item | Asset | S | IC | UA | Comments |
|-------------------------------------|--------------------------------------|--------------------------|--------------------------|--------------------------|----------|
| 1. Irrigation (Bore) | | | | | |
| 1.1 | Plant, equipment & electrical | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.2 | Pressure test | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.3 | Filter compound (where app.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Irrigation (Reticulation) | | | | | |
| 2.1 | Mainline pressure test | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.2 | All sprinklers present & operational | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Turf | | | | | |
| 3.1 | Healthy condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3.2 | Weed free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3.3 | Pest & disease free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3.4 | Litter free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Garden Beds | | | | | |
| 4.1 | Weed free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4.2 | Litter free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4.3 | Pest free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4.4 | 75-100mm mulch | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4.5 | Complete, even mulch cover | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Plants | | | | | |
| 5.1 | Healthy condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5.2 | Pest & disease free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5.3 | Pruned & clearances | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. Trees | | | | | |
| 6.1 | Healthy condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6.2 | Pest & disease free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6.3 | Bole mulch 75-100mm | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6.4 | Weed & grass free bole | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | | | |
|--|-----------------------------|--------------------------|--------------------------|--------------------------|--|
| 6.5 | Clearances | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6.6 | Remnant tree deadwood | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Paths, Hardstands & Paving | | | | | |
| 7.1 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7.2 | Stain free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. Kerbing | | | | | |
| 8.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. Signage | | | | | |
| 9.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10. Bins | | | | | |
| 10.1 | Keyed to City 'B' key | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11. BBQs | | | | | |
| 11.1 | Keyed to City 'B' key | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11.3 | Operational | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11.4 | Clean | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 12. Playground, Soft-fall & Shade Sails | | | | | |
| 12.1 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 13. Furniture (Seats, Benches, Picnic Tables) | | | | | |
| 13.1 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 13.2 | Paint/oil/seal (where app.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 14. Sports Equipment | | | | | |
| 14.1 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 15. Car Park | | | | | |
| 15.1 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 15.2 | Line marking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 16. Gates | | | | | |
| 16.1 | Keyed to City key | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 16.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 17. Fencing | | | | | |

| | | | | | |
|---|------------------------------|--------------------------|--------------------------|--------------------------|--|
| 17.1 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 17.2 | Plumb & alignment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 18. Bollards | | | | | |
| 18.1 | Removable keyed to City key | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 18.2 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 18.3 | Plumb & alignment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 19. Lighting | | | | | |
| 19.1 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 19.2 | Operational | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 20. Water Fountain (Drink) | | | | | |
| 20.1 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 20.2 | Operational | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 21. Water Feature / Water Body | | | | | |
| 21.1 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 21.2 | Weed, algae & litter free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 21.3 | Clear water appearance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 21.4 | Fountain/aerator operational | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 22. Drainage & Sumps | | | | | |
| 22.1 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 22.2 | Litter & debris free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 23. Structures (Gazebos, Info Shelters, Boardwalks, etc) | | | | | |
| 23.1 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 23.2 | Paint/oil/seal (where app.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 24. Retaining Walls | | | | | |
| 24.1 | Damage & defect free | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

NOTE: Buildings (ablutions, halls, pavilions, etc) within public open space are to be inspected and handed over separately to landscape assets.

Additional Comments:

| HANDOVER DOCUMENTATION CHECKLIST (Completed by City of Kwinana) | | | | | |
|--|---|--------------------------|--------------------------|--------------------------|------------------------------|
| Item | Document | S | IC | UA | Comments and Document Number |
| 1.1 | Completed handover package supplied | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.2 | All specified as constructed documentation submitted with Practical Completion Application or updated drawings in DWG and PDF format supplied | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.3 | All warranties and guarantees supplied | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.4 | All required maintenance data supplied | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.5 | Playground Safety Audit supplied | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.6 | Completed Playground Inspection checklists, carried out as per the proposed inspection schedule provided at Practical Completion | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.7 | Completed BBQ Electrical Testing Forms supplied | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.8 | Recent arborist reports supplied | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.9 | Log of RCD testing supplied | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 1.10 | Soil, water and tissue analysis at end of year two, submitted to City | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

STEP 7

Acceptance of Hand-Over - Landscape

Re-inspection to be undertaken by City Representative following notification from Hand-Over Applicant that defects have been rectified.

Acceptance of handover to be dated the day of defect free inspection.

A. Landscape Details

POS/Streetscape Name: _____

Location: _____

Date of PC Acceptance: _____

B. Re-Inspection Details

Date of Original Handover Inspection: _____

Date of Re-Inspection: _____

Inspector Name & Title: _____

| Defect Checklist | | | |
|------------------|-------|--------------------|--------------------------|
| Item | Asset | Defect Description | Rectified |
| 1 | | | <input type="checkbox"/> |
| 2 | | | <input type="checkbox"/> |
| 3 | | | <input type="checkbox"/> |
| 4 | | | <input type="checkbox"/> |
| 5 | | | <input type="checkbox"/> |
| 6 | | | <input type="checkbox"/> |
| 7 | | | <input type="checkbox"/> |
| 8 | | | <input type="checkbox"/> |
| 9 | | | <input type="checkbox"/> |
| 10 | | | <input type="checkbox"/> |

C. Acceptance of Hand-Over

Date of Acceptance: _____

Note – City will issue a Handover Acceptance Certificate

END OF DOCUMENT