Name of Process: Engineering Design and Construction Approval Process for Developments

Purpose / Intent: To document the approval process for the construction of infrastructure by Developers

Planning Department

Council’s Engineering Department

Design Engineers / Construction Engineers

Notes

This flowchart assumes no appeal to VCAT re: Conditions and DP already approved

Manual Clause 5.5

Design Engineers to submit documents with checklist #DI - See Manual Clause 5.8

Council Engineer to review design using Checklist #C1

Use Council Checklist #C1

Design Engineer to submit document with checklist #D2 - See manual 5.8

Council Engineers to review design using checklist #C2

Hold meeting to discuss if required

Use Council checklist #C2

See Pg 2

Start

Issue Planning Permit

Conditions are reviewed and implications discussed with developers

Conduct site inspection if not already completed

Design plans progress and are submitted to Council

Is conceptual design considered satisfactory?

NO

Return mark-ups and comment to Design Engineer

YES

Issues Approval in Principle

Is draft design satisfactory?

NO

Revise design and resubmit

YES

Issue Preliminary Design Approval

Detailed Design Plans progress to about 90% design stage

Submit documentation to Council

Is draft design satisfactory?

NO

Revise design and resubmit

YES

Hold meeting to discuss if required

See Pg 2
Engineering Design and Construction Process for Developments

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**FINAL DESIGN PHASE**

- Plans progress to final documentation
- Submit to Council
- Are Final plans satisfactory?
  - NO: Return to Design Engineer with comments
  - YES: Revise and return to Council
- Issue Final Design Approval and return stamped plans and specifications
- Design Engineer to submit documents with Checklist #D3
  - See Manual Clause 5.8
- Hold meeting to discuss if necessary
- Council Engineer use checklist #C3
- Receive copy
- Receive Original

**CONSTRUCTION PHASE**

- Tender works and award contact
- Notify Council of Intention to Commence Construction and hold prestart meeting
- Supervise construction of works
- See Manual Clause 7.4

June 2003
Engineering Design and Construction Process for Developments

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CONSTRUCTION PHASE

Do any works need to vary from approved plans?

YES

Negotiate approval of changes with Council PRIOR to undertaking work

NO

Works reach completion

Arrange an “Acceptance of Works” Inspection

Are Constructed works Satisfactory?

NO

Advise Construction Engineer of works required

YES

Arrange and supervise works and advise Council when completed

Prepare the following:
- Acceptance of works letter;
- Defects list;
- Defects liability period agreement and forward to Developers Representative

See pg 4

See Manual Clause 5.7

See Manual Clause 7.5

Receive original

Receive copy
**Engineering Design and Construction Process for Developments**

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<td>See Pg 3</td>
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<td>When all works are considered compliant with permit conditions, request Statement of Compliance from Planning Department</td>
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<td>Are all engineering conditions on the Planning Permit complied with?</td>
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<td></td>
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<td>NO</td>
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<td>Advise Developer’s Representative of outstanding issues</td>
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<td>Has signed Defects Liability Agreement been received?</td>
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<td>NO</td>
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<td>Undertake actions required to comply with Planning Permit Conditions and advise engineering when complete</td>
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<td>YES</td>
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<td>Advise the Planning Department that Engineering has no objections to Issue of Statement of Compliance</td>
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<td></td>
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<td>NO</td>
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<td>Advise the Planning Department that Engineering has no objections to Issue of Statement of Compliance</td>
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Once positive responses have been received from all agencies Planners to Issue Statement of Compliance.

Council Engineer to use checklist #C4
**Engineering Design and Construction Process for Developments**

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**DEFECTS LIABILITY PERIOD**

- **Arrange joint inspection about one week before end on Defects Liability period**
- **Attend “End of Defects Liability” inspection**
- **Are works free of defects of workmanship or materials?**
  - **NO**
    - **Issue list of remedial works required to be undertaken**
    - **Arrange remedial works to be undertaken. Carry out inspection and advise Council when complete**
  - **YES**
    - **Forward “Letter of Release” to the Developer’s representative**
    - **Copy**
    - **End**

**Original**

It is recommended that the Developer’s Representative conduct their own inspection prior to arranging Council Inspection. See Manual clause 8.6.

See manual clause 8.7.