Attachment 5

Handover Process
PROCEDURE EI 100 – HANDOVER OF NEWLY CONSTRUCTED OR UPGRADED ASSETS

100.1 Purpose
To ensure that
• New/Upgraded assets are handed over at the appropriate time, quality and to the correct department.
• Correct information and data is recorded and shared so that the asset can be maintained to required standards.
• Council’s legal obligations are managed.
• The process is seamless to the customer/community.

100.2 Scope
This procedure applies to all teams that manage the construction of new/upgrade assets and teams that manage the maintenance of these new/upgrade assets.

100.3 Reference
• Road Asset Management Plan
• Engineering & Infrastructure Best Value Review
• Asset System Review

100.4 Definitions
Handover:
The stage in which the responsibility for the newly created or upgraded asset is transferred from the team constructing the asset to the team maintaining the asset.

Handover Information:
All relevant information to enable Council to manage and maintain the new/upgrade asset. The information shall be applicable for the team to conduct their duties.

Practical Completion:
Refer to Council’s Contract Management Manual.

Defects Liability Period:

Capital Works Project:
All projects that are funded by Council.

Subdivisions:
All assets created and funded by a private developer that when built the ownership will be handed over to Council.

100.5 Procedures
EI – 100/1  Handover process for subdivision including landscaping.
EI – 100/2  Handover process for all capital works projects.
P5.14.1 Issuing of practical completion.
P5.14.2 Issuing of final certificate.
Subdivision planning permit process.

100.6 Standard Forms
TBD

100.7 Information to be supplied

The project manager must provide the following information to the respective teams.

Operations Department
a) Quantities of asset component
b) As Built drawings
c) Management methodology detailing defects liability period including contact personnel
d) Handover memo
e) Details on non standard items and supplier contact details
f) Operation and maintenance manual
g) Details of maintenance expectation/requirements as recommended by manufacture
h) Routine maintenance frequency as recommended by manufacturer
i) Asset class/hierarchy
j) Vegetation species/types/inventory and where to easily source
k) Location of all assets
l) CCTV investigation of new drainage works
m) Commissioning report
n) Building permits
o) Design life of asset
p) Manufacturer replacement/renewal timelines recommendation
q) Copies of manufacturers warranties/guarantees
r) Document that clarifies maintenance responsibilities.

Asset Department
a) Asset Class
b) GIS or Segment Number
c) Location and descriptor
d) Lifecycle Status – New, Renewal or Disposal
e) Dimensions (Quantities) – If relevant
   • Length
   • Width
   • Depth
   • Area
f) Sub Asset Type – Eg a concrete road or rollover K & C
g) Date of construction
h) Date of disposal
i) Unit rates
j) Lifecycle cost of new asset
100.8 Other Considerations

- Waste management need to be advised when subdivisions are handed over.
- Lifecycle cost for new assets need to be submitted to finance for inclusion into Long Term Financial Strategy as per discretionary rate funding policy.
Handover Process for Civil Works – Contractor advises that works are ready for handover

Practical Completion Inspection for Subdivisions. Inspection carried out by Asset Surveillance Officer & Contractor Representative.

List of defects prepared & copy given to the Contractor’s representative

Contractor rectifies defect items

At completion of defects period, project inspected for final inspection to ensure all defects have been rectified. Inspection conducted by Asset Surveillance Officer.

Are all defects rectified?

Yes

Memo from Asset Surveillance Officer to Development Engineer that project has achieved final completion

No

Res: AS

Handover Process for Landscape Works – Contractor advises that works are ready for handover

Practical Completion Inspection for Landscaping, Inspection carried out by Landscaping Assessment Officer & Contractor Representative.

List of defects prepared by Landscape Assessment officer. Copy given to Developer’s representative and Coordinator Parks Services.

Developer rectifies defect items

At completion of defects period, project inspected for final inspection to ensure all defects have been rectified. Inspection conducted by Asset Surveillance Officer.

Are all defects rectified?

Yes

Memo from Asset Surveillance Officer to Development Engineer that project has achieved final completion

No

Res: AS

Development Engineer notified that project has achieved handover. Development Engineer notifies Manager Operations that Developer is responsible for newly created Council asset until handover provided. Operations may be required to make asset safe until handover achieved.

Development Engineer obtains titles and all relevant handover information from Developer

Memo from Development Engineer notifying Managers of Assets, Engineering Services, & Operations of handover and that the newly created Council asset is Council’s responsibility and supply all relevant handover information and titles

Manager of Operations notifies responsible Coordinators that area is now Council’s to maintain

Operations Coordinator updates schedules, programs, reports etc. so that service includes new infrastructure and advises staff

Manager Engineering Services notifies Coordinators that infrastructure in now owned by Council

Engineering Coordinators update data, update GIS and register ‘As Built’ drawings

Manager Assets notifies responsible Coordinators that infrastructure is now owned by Council

Asset Coordinators arrange an updated Asset Management Data System, update documents (Road Management Plan) update records and file information

Legend:

AC Asset Coordinator
AS Asset Surveillance Officer
CR Contractor’s Representative
D Developer
EC Engineering Coordinator
La Landscape
Mgr A Manager Assets
Mgr E Manager Engineering
Mgr O Manager Operations
Pa Parks
Pl Planning
OC Operations Coordinator
SO Surveillance Officer
**Process EI – 100/2**

**HANDBOVER PROCESS FOR ALL CAPITAL WORKS PROJECTS (CIVIL, LANDSCAPE, BUILDING)**

- Project constructed under supervision of Project Manager and Project Surveillance Officer.

  - Optional Pre Practical Completion inspection conducted by Project Surveillance Officer and Contractor Representative.

  - Defects list prepared and issued to Contractor Representative.

  - Defects rectified by Contractor and Project Manager notified that Practical Completion inspection is required.

  - Practical Completion Inspection, carried out by Project Manager with Surveillance Officer & Contractor.

  - Practical completion obtained. List of outstanding minor defect items prepared, and signed off by Project Manager & copies given to Contractor Representative.

  - Project Manager notifies Operation's appropriate Coordinator and Customer Service that the Project has achieved Practical Completion and provides details of how the site will be managed during the defects liability period.

  - Are there any major outstanding defects?

    - No

    - Does the works have a Defects Liability Period?

      - No

      - Are there any outstanding issues to be done by contractor?

        - Yes

        - At end of defects liability period contractor requests final completion. Project inspected to ensure all defects have been rectified. Inspection conducted by Project Manager in conjunction with the Operations Officer responsible for asset, if desired.

        - No

      - Final Completion achieved. Project Manager notifies Manager Engineering Services, Manager Assets & Manager Operations of handover. All handover information supplied to Operations (Project Manager review site with Coordinators if requested), Assets & Customer Service.

      - Yes

  - Are their any outstanding issues to be done by contractor?

    - Yes

    - Manager of Operations notifies responsible Coordinators that area is now Council's to maintain.

      - Operations Coordinator updates schedules, programs, reports etc. so that service includes new infrastructure and advises staff.

    - No

    - Manager Engineering Services notifies Coordinators that infrastructure in now owned by Council.

      - Engineering Coordinators update data, update GIS and register 'As Built' drawings.

    - No

    - Manager Assets notifies responsible Coordinators that infrastructure is now owned by Council.

      - Asset Coordinators arrange an update Data System, update documents (Road Management Plan) update records and file information.

Legend:
- Con: Contractor
- Mgr A: Manager Assets
- Mgr E: Manager Engineering
- Mgr O: Manager Operations
- PM: Project Manager
- PSO: Project Surveillance Officer

**Legend:**
- Res: Project Manager (PM)
- Res: Mgr A (Manager Assets)
- Res: Mgr E (Manager Engineering)
- Res: Mgr O (Manager Operations)
- Res: Mgr PSO (Project Surveillance Officer)
- Res: Con (Contractor)

**Note:** Process to align with Section 5.14 – Contract completion and procedures P5.14.1 / P5.14.2