

Appendix 28

Generic Asset 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
- Knox Contract Management Manual – Section 5.14 Contract Completion.

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:

Refer to Council's Contract Management Manual.

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

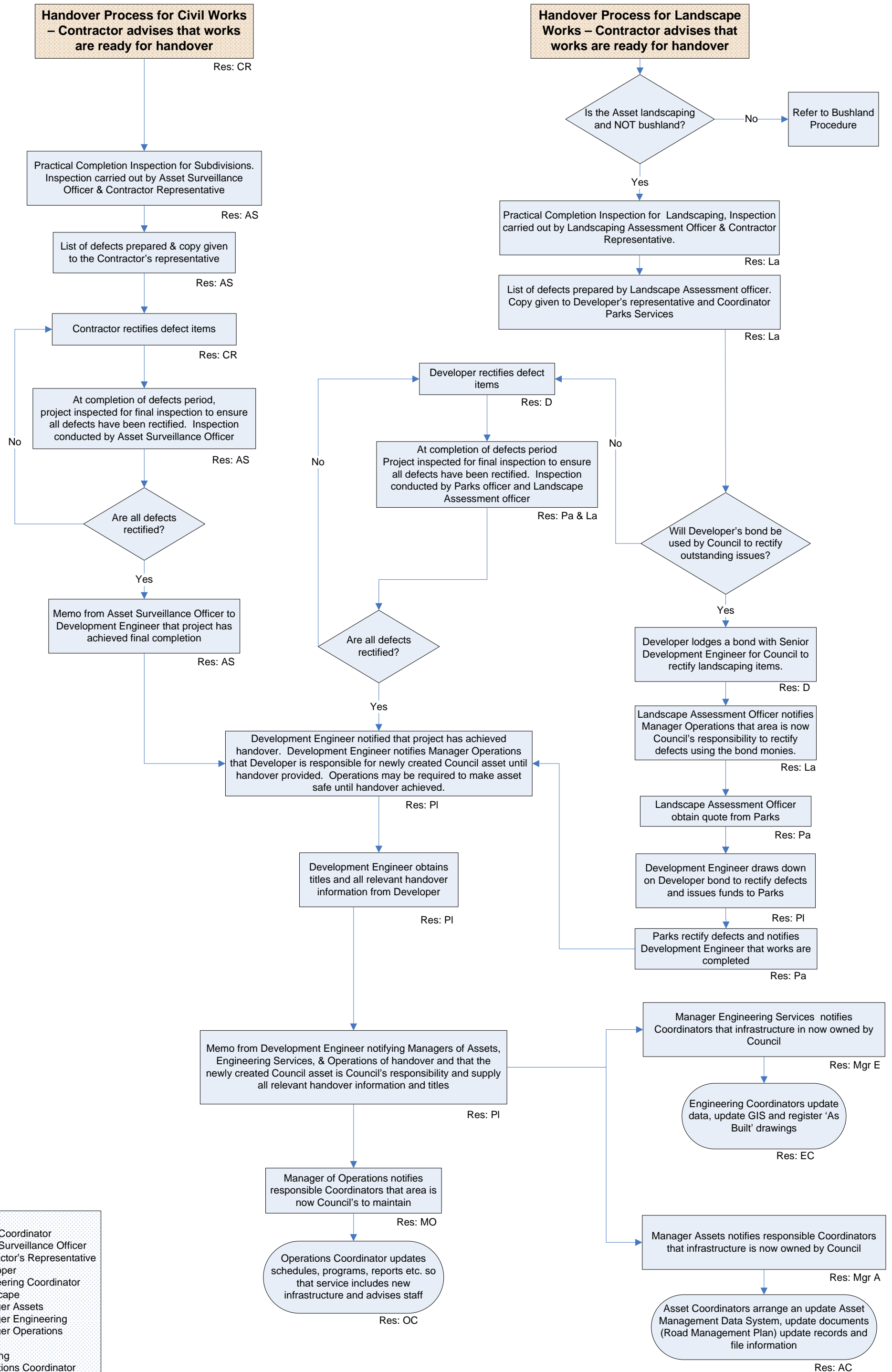
- a) Asset Class
- b) GIS or Segment Number
- c) Location and descriptor
- d) Lifecycle Status – New, Renewal or Disposal
- e) Dimensions (Quantities) – If relevant
 - Length
 - Width
 - Depth
 - Area
- f) Sub Asset Type – Eg a concrete road or rollover K & C
- g) Date of construction
- h) Date of disposal
- 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.

PROCESS EI-100/1
HANDOVER PROCESS FOR SUBDIVISIONS INCLUDING LANDSCAPING

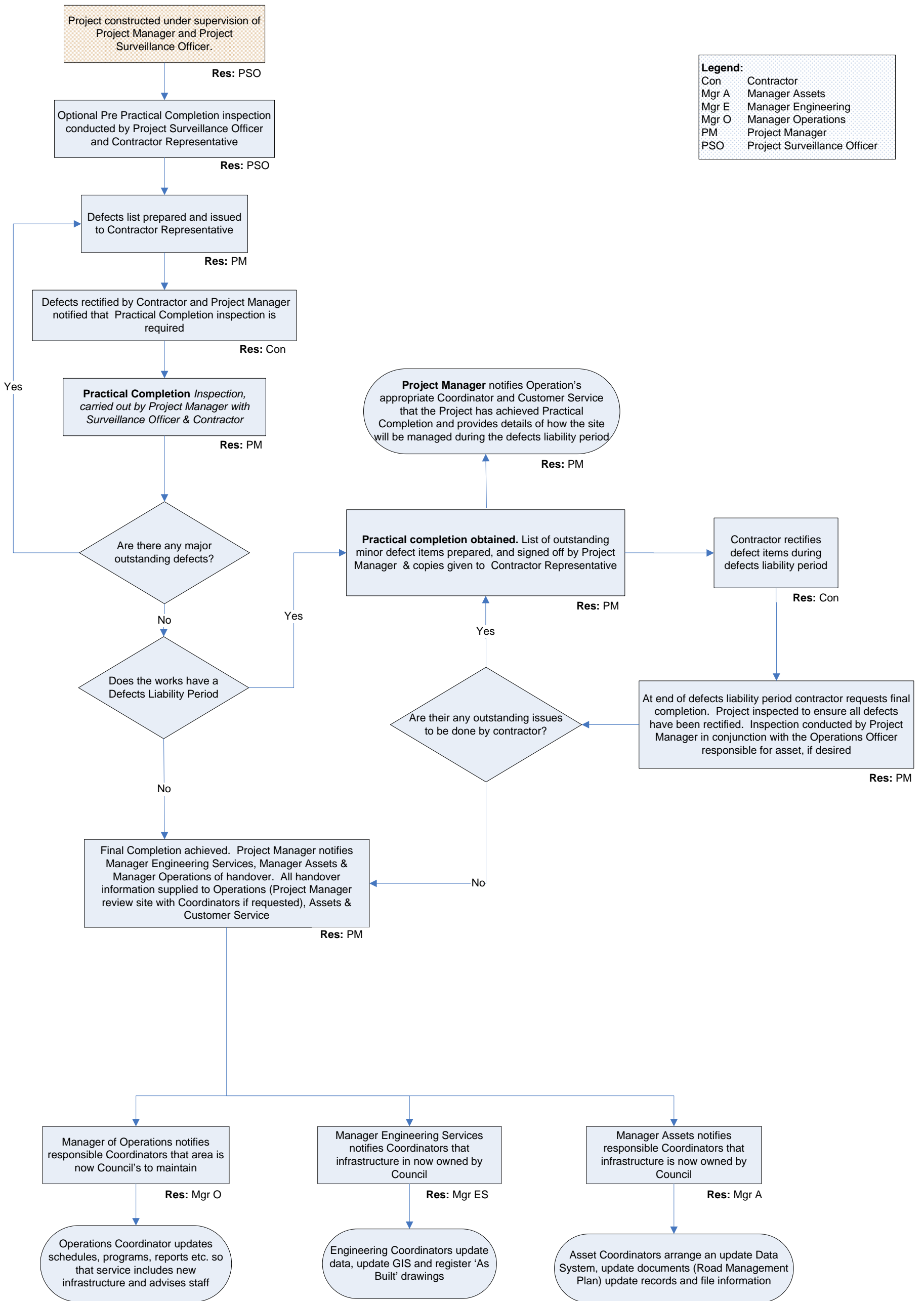


Legend:

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
PI	Planning
OC	Operations Coordinator
SO	Surveillance Officer

Process EI – 100/2
HANDOVER PROCESS FOR ALL CAPITAL WORKS PROJECTS
(CIVIL, LANDSCAPE, BUILDING)

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



COUNCIL'S CONTRACT MANAGEMENT MANUAL
 NOTE: Process to align with Section 5.14 –
 Contract completion and procedures P5.14.1 / P5.14.2