

Project Name: \_\_\_\_\_

Stage: \_\_\_\_\_

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## Practical Completion

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- When all works have been completed in accordance with the approved plans, the Developer/Superintendent's Representative must contact Council's Landscape Architect to arrange a Practical Completion inspection.
- A minimum notice of ten (10) working days must be requested by the Developer/Superintendent's Representative to [landscape@melton.vic.gov.au](mailto:landscape@melton.vic.gov.au) to schedule the Practical Completion inspection and/or where required, arrange the relevant Council Departments to attend.
- Inspections will occur during normal working hours (9am – 5pm) unless otherwise agreed, when temperatures are less than 32° and not on Total Fire Ban or Code Red Days.
- No Practical Completion inspections will occur during the summer months, between 1 December and 1 March (effective 1 March 2019).
- The Developer/Superintendent Representative's completed 'Landscape Construction Hold-point Inspections Checklist', including photo evidence of hold-point inspections and the 'Practical Completion Supporting Documentation Checklist' must be submitted digitally as a bound pdf document to [landscape@melton.vic.gov.au](mailto:landscape@melton.vic.gov.au) prior to the issue of Certificate of Practical Completion.
- The issue of a Certificate of Practical Completion does not limit the Contractor's responsibility and liability for replacement of loss for any other cause whatsoever, including but not limited to where stock or materials have failed due to poor quality, inherent defect, incorrect installation or installation in unsuitable site conditions.

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Practical Completion Supporting Documentation Checklist			
Item	Document	Applicable/ Non- Applicable	Submitted Y/N Date
General	A-Spec data that reflects the as-constructed elements for all landscaping works and approved by Council's GIS Team		
	As-constructed drawings for all landscaping works in a bound PDF document		
	An appropriate person has been nominated and their contact details sent to <a href="mailto:landscape@melton.vic.gov.au">landscape@melton.vic.gov.au</a> to receive Council's quarterly maintenance inspection reports		
Planting	Soil test reports		
	Plant species certificates		
Existing trees	Post construction Arborist Report on existing trees		
Built Structures  Including shade, shelters, boardwalks, decks and DDA access elements	Building Permit		
	As-built drawings		
	Form 17 certificate of final inspection signed by a structural engineer for all structures over 900mm high		
	Structures below 900mm must be certified by the builder/contractor		
	Certificate of Final Inspection		
	Certificate of Occupancy/Final Certificate		
	Certificate of Compliance for Structural Engineering		
	Lightning Protection compliant with the Australian/New Zealand Standard AS/NZS 1768:2007		
	Copies of Manufacturer Warranties		
	Material details and colour scheme		
Furniture and fixtures	Copies of Manufacturer Warranties		
Plumbing	Certificate of Compliance for all associated plumbing works		
	As-built drawings for all associated plumbing/drainage works		
	Water Connection in: <ul style="list-style-type: none"> <li>• Developer's name until final handover (for external projects)</li> <li>• Melton City Councils name (for internal projects)</li> </ul>		
Electrical	Certificate of Compliance – Electrical Safety		
	As-built drawings for all associated electrical works		
	Electrical Connection in: <ul style="list-style-type: none"> <li>• Developer's name until final handover (for external projects)</li> <li>• Melton City Councils name (for internal projects)</li> </ul>		
	Lighting audit which demonstrates lights are working on metered supply		

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Item	Document	Applicable/ Non- Applicable	Submitted Y/N Date
Play space	Independent audit by a suitably qualified professional demonstrating that all play space elements (including nature and custom play elements) and soft fall are compliant to Australian Standards and all defects addressed		
	Copies of Manufacturer Warranties		
Wetlands, waterway, WSUD elements	Refer to 'Practical Completion Inspection Checklist – Wetlands/Waterways/WSUD'		
Irrigation systems	As-built drawings showing location of all components		
	Copy of Manufacturer's Warranties		
	Commissioning test and audit		
Paving	Slip resistance testing for custom paving surfaces		
Public art	Material Details, Artist Details, and Maintenance Schedule		
	Moral Rights, Decommissioning agreement and Copyright agreement signed by artist		
	Certificate of Compliance – Structural Engineering		
Bonding	Maintenance Bond Paid		
Maintenance	Copy of Maintenance Manual that incorporates Melton City Council Minimum Maintenance Standards		

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Practical Completion Inspection Checklist			
Item	Requirements	Complete Y/N/NA	Notes
Check-Lists	Landscape Construction Hold-point Inspections Checklist completed and submitted		
	Practical Completion Supporting Documentation Checklist completed and submitted		
General	Environmental Management Plan has been implemented/maintained to the satisfaction of Responsible Authority		
	The site is free from waste and stockpiles		
Soil preparation	Soil is friable, free of stones, clay lumps, contaminants, weeds and fill		
	Soil is cultivated to minimum 100mm depth for lawn areas		
	Soil is cultivated to minimum 200mm depth for garden bed areas		
Ground shaping and mounding	Ground-shaping is constructed in accordance with approved plans		
	Grassed mounds do not exceed 1:6 grade		
	Planted mounds do not to exceed 1:3 grade without stabilisation		
	Grading is stable, smooth, consistent, free draining with no ponding or scouring		
Edging	All edging is installed smoothly and uniformly		
	All edging is securely fixed, installed flush with surrounding surfaces and trip hazard free		
Garden Beds	Mulched throughout is a minimum 75mm depth		
	Jute matting has been installed and securely fixed where bank stabilisation is required		
	Planting and mulch does not encroach path		
	Planting is installed as per planting details		
	Plant species, quantities and locations are in accordance with endorsed plans		
	All plants display good health, free from pests and diseases		
Existing Trees	Bamboo stakes will be removed at the completion of the establishment period (13 weeks)		
	Existing trees to be retained are free from damage and have been protected in accordance with AS4970		
Tree Planting	Existing trees have been pruned to improve tree health and manage hazards to AS4373		
	Tree species, quantities and locations are in accordance with the endorsed plans and conform with specified offsets		
	Trees are installed as per planting details: <ul style="list-style-type: none"> <li>• Trees are securely staked and tied with flexible ties</li> <li>• Top of root ball is level with surface</li> <li>• Mulch ring at least 1m in diameter and 200mm in depth, clear of the trunk</li> </ul>		
	All trees conform with AS2303, have a single straight leader, are not root-bound and are free from irregular root formations, are of sound structure and display good health and are free of disease and pests		

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Practical Completion Inspection Checklist			
Item	Requirements	Complete Y/N/NA	Notes
Grassed Areas excluding nature strips in front of private lots	Grassed areas are level, free of rock, rubbish and weeds with 80% grass cover, established for first cut		
	No bare areas >1m <sup>2</sup>		
	Turf must be firmly knitted to the soil		
Play spaces and equipment	All play equipment is in a clean and safe condition		
	Rubber softfall is smooth and free of defects and includes a minimum 300mm depth haunching		
	Nature-play/custom play items are safe with smooth rounded upper profile/corners, free of sharp projections, crevices and entrapments		
Paths	All paths are located and constructed in accordance with endorsed plans		
	Paths are level, free from cracks, chips, potholes and clear of litter, weeds and mulch		
	Surface finishes are uniform, consistent and defect free		
	Exposed aggregates are lightly exposed and defect free		
	Formed concrete finishes are uniform and well executed		
	Concrete elements are level, flat, plumb and straight with smooth radiuses		
	Shared paths conform with Austroads Design Guides		
	Access paths are Disability Discrimination Act compliant		
	Gravel pathways are compacted and erosion free, freely draining and trip hazard free		
Line-marking	All line-marking treatments are smooth consistent, durable and defect free		
Drainage	All drainage is functional and appropriate to the requirements of the site		
	All pit lids are undamaged, secure and level with surrounding surfaces		
Lighting	All lighting elements are clean, defect free, structurally sound and are connected to a metered supply		
Fixtures and furniture	Fixtures and furniture are clean and fit for purpose, free from defects		
	Anti-graffiti coating has been applied to all painted steel elements or otherwise identified elements		
	All locked elements are fitted with locks to Council's specification		
Bollards and fencing	Bollards and vehicle exclusion fencing are defect free, with no splinters, large knots, splits, gum veins and no protrusions into pathways		
	Bollards are installed to minimum 1.5m spacing		
	Fencing has been constructed at reserve property boundary interfaces		
	Fencing is defect free, plumb and straight and structurally sound and in accordance with approved landscape plans		
	All locks are to Council's specification		
Heritage structures/sites	Heritage structures and sites are protected, treated and maintained to the satisfaction of the Responsible Authority		

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## Wetlands, Waterways and WSUD

- The asset must be functional and operational beyond civil practical completion to support plant life and achieve the as specified as a minimum in the 'Melbourne Water Urban Stormwater Best Practise Environmental Management Guidelines' water quality improvements.
- Any delayed planting or installation of filter media will require a separate Practical Completion inspection. Additional landscape bonds and an extended maintenance period may be required.

Practical Completion Inspection Checklist – Wetlands/Waterways/WSUD			
Item	Requirements	Complete Y/N/NA	Notes
General	The site is free from hazardous drop-offs		
	All elements at risk of damage are protected from sediment and pollutants up until 90% of completed building works		
Soil preparation	Wetland topsoil has been tested and will support healthy plant growth (excludes Melbourne Waters assets)		
	Filter media has been tested, is installed to correct depths and will support healthy plant growth		
	Topsoil is even, installed to correct depths and located in accordance with the approved plans		
	Soil is friable, free of stones, clay lumps, contaminants, weeds and fill		
	Soil is cultivated to minimum 100mm depth for lawn areas		
	Soil is cultivated to minimum 200mm depth for garden bed areas		
Garden beds	Mulched throughout to a minimum 75mm depth		
	Jute matting has been installed and securely fixed where bank stabilisation is required		
	Planting and mulch does not encroach paths		
	Planting is installed as per planting details		
	Plant species, quantities and locations are in accordance with the endorsed plans		
Drainage	All plants display good health, are free of pest and diseases		
	All drainage elements are functional, clean, free from blockages and are supporting healthy plant growth		
	Inlets and weirs are adequately rocked to prevent erosion around pipes and infrastructure		
Maintenance	Three (3) hardcopies of wetland or waterway maintenance agreements signed by Council and Melbourne Water		
	Maintenance manual		