

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

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

Location: \_\_\_\_\_

Meeting/Inspection Date: \_\_\_\_\_

## Pre-Commencement Meeting

- Prior to commencement of landscaping works, an onsite Pre-Commencement Meeting with Melton City Council's Landscape Architect must be arranged.
- 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) for attendance to the Pre-Commencement Meeting.
- 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.
- Whilst Council's Landscape Architect will confirm that the works meet minimum Council Standards at Practical Completion and Final Handover the Developer/Superintendent's Representative is responsible for all construction works, landscape establishment and maintenance and will remain the point of contact for the duration of the project unless otherwise agreed.

### Pre-Commencement Meeting Checklist

Contractor to provide evidence of possession of the following items:	Completed Y/N/NA	Issued to Council Landscape Architect Y/N/NA	Developer/Superintendent Representative sign & date
Current Council Approved Documentation Set			
Construction Works Program outlining proposed timing of landscaping components and key milestones			
Cultural Heritage Management Plan approved by the Responsible Authority (if required)			
Environmental Management Plan approved by the Responsible Authority (if required)			
Arborist Report (if required)			
Statement of Compliance			
Consent to working in a road reserve (CWRR) Applications are to be made to <a href="mailto:wwrr@melton.vic.gov.au">wwrr@melton.vic.gov.au</a>			
Safe Work Plan (where land is titled to Council)			
Dilapidation Report			
Landscape Construction Hold-points have been discussed and understood by all parties			
Documentation Requirements and Practical Completion and Final Handover Inspection Checklists have been reviewed, discussed and understood by all parties			

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## Landscape Construction Hold-points

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- Melton City Council does not assume any duty of care or other liability whatsoever to the Contractor regarding the supervision of the work. The failure to condemn any poor material being used and workmanship, shall not relieve the Contractor of the responsibility to ensure that all materials used and all work done complies with relevant Australian and Council Standards, nor the obligation to make good any faults or defects which might develop or be detected during the progress of the works including the maintenance period.
- The Developer/Superintendent's Representative must attend and sign-off on all construction hold-points during the construction of all landscaping works.
- Melton City Council reserves the right to inspect construction hold-points at their discretion, to ensure the quality and standard is acceptable.
- Council reserves the right to request additional hold-points where complex or custom items exist.
- A minimum notice of three (3) working days must be requested by the Developer/Superintendent's Representative to [landscape@melton.vic.gov.au](mailto:landscape@melton.vic.gov.au) for attendance to Landscape Construction Hold-points.
- Inspections will occur during normal working hours (9am – 5pm) unless otherwise agreed, when temperatures are less than 32° or above in the following 24 hours and not on Total Fire Ban or Code Red Days.
- Melton City Council are the ultimate owners of construction works on Council owned land and works must be to Council's satisfaction.
- The Developer/Superintendent Representative's completed 'Landscape Construction Hold-point Checklist', including photo evidence of hold-point inspections must be submitted to [landscape@melton.vic.gov.au](mailto:landscape@melton.vic.gov.au) prior to the issue of Certificate of Practical Completion.

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Landscape Construction Hold-point Checklist					
	Item	Inspected Y/N/NA	Photos taken and issued to Council	Council's Landscape Architect present Y/N	Developer/ Superintendent Representative sign and date
Site Preparation/ EMP Implementation	Environmental Management Plan (EMP) implementation				
	Tree protection in place				
	Pruning of existing trees undertaken with an independent arborist in attendance				
	Weed eradication				
	Soil preparation and grading				
	Soil testing for planted areas/lawns will support healthy plant growth				
	Site set out				
Planting Including Garden Beds and Trees	Garden bed construction				
	Inspection of tree and plant stock upon delivery to site, prior to installation				
	Planting set-out				
Paths, Slabs and Pad Footings	Concrete sub-base, formwork, reinforcement and jointing inspected by Council's Civil Construction Supervisor				
	Footings for structures higher than 900mm inspected and signed off by a structural engineer				
Structures	Building works and shelters inspected by a building surveyor certificate of final inspection provided				
Playgrounds	Sub-surface drainage of soft fall area including channels and sleeved slotted pipe covered in aggregate and connected to stormwater system				
	All path edges adjacent to loose soft-fall include a thickened edge beam to the base of the softfall				
Irrigation Systems Where Council has nominated system for retention	Layout				
	Flushing				
	Commissioning				