

PART D: STREET WORKS AND ROADING

1.0 Objective

To ensure that the creation of subdivisional infrastructure which is vested in Westland District Council is managed and supervised in a manner that achieves the following:

- (1) Reliable compliance with Westland District Council requirements.
- (2) Minimisation of repairs and maintenance in the initial 3-5 years after completion of subdivision.
- (3) Lessening of reliance on Westland District Council inspectors to enforce requirements.

With time it is hoped that Council can be assured that subdivisional works can be managed and certified as complying with Council requirements with little or no input from Westland District Council inspectors.

2.0 Consultants Role

Consultants are engaged by owners to design and manage the subdivision process on their behalf. However, Westland District Council is the ultimate owner of the works in the subdivision and thus can be seen as the real client in the long term. The Consultants role is to act in an impartial professional manner to ensure that the Westland District Council long term interest is not prejudiced by the immediate commercial objectives of the owner.

3.0 Consultation with Westland District Council

Consultants are encouraged to discuss subdivisional proposals with Westland District Council at all stages to ensure that delays do not arise as a result of differences in interpretation of Westland District Council requirements. Consultation is to be part of and not in lieu of design input by the Consultant.

4.0 Engineering Plan Approval

Refer to section 2.7 and 2.8 of the WDC Code of Practice for Engineering Works.

5.0 Commencement of Construction

Once planning and Resource Consent matters have been finalised, construction of subdivisional works can commence at any time the Consultant deems to be suitable provided that:

- (1) The Owner has indicated in writing to Council that the supervision requirements of this manual will be undertaken by the Consultant and a Maintenance Bond (as defined herein) will be provided. The Consultant is to provide Council with details of personnel they propose to employ in the supervision and certification of the work.
- (2) The Consultant allows construction to commence on the clear understanding that all work is to comply with approved Engineering Drawings whether or not that approval has been given by the time of commencement of work.
- (3) The Consultant provides Westland District Council with the name of the Contractor and a copy of the construction programme prior to any work starting and also advises Council when work commences in order that Westland District Council staff can be made aware of the work and any likely impact on their work.
- (4) The Consultant ensures that the contractor/contractors engaged on all works associated with the subdivision have in place appropriate plans in accordance with the Health and Safety in Employment Act 1992, and that such contractors are complying with such plans and the provisions of the Act, for the protection of the contractors staff, the staff of any subcontracts, the consultant and the Council, and the public in general.

6.0 Variations from Approved Drawings

Variations from approved drawings are to be treated as follows:

- (1) Significant variations are to be drawn up and submitted to the Engineer for approval. Construction on the variation may proceed on the same basis as above.
- (2) Minor variations are to be recorded and shown on the as-built plans.

7.0 Role of WDC Inspectors

The Westland District Council inspector shall have access to the work at any time and may carry out inspections and tests as he/she deems necessary to verify compliance with the plans and specifications as a means of monitoring the effectiveness of the Consultants supervision.

All communication to and from the Westland District Council inspectors is to be through the Consultant and the inspector shall not instruct the contractor on any specific aspect of the work. The inspector may indicate matters he regards as acceptable or non-complying but this does not relieve the Consultant from responsibility for the quality of the work.

The Consultant is to inform the Westland District Council inspector of the timing of significant inspections or tests which the Consultant is to perform. The Westland District Council is not empowered to vary the specifications or authorise significant variations to the approved drawings - all such variations shall be processed as described in 6.0.

8.0 Supervision Records

The Consultant is to ensure that a contract log or diary is maintained throughout the work in which all significant circumstances of the job are recorded on a daily basis. The record should include details of the weather and/or ground conditions together with brief description of type and location of activity on the site and a summary of plant and labour employed. Any significant verbal instructions shall be noted.

The diary is to be available on site at all times to both the Consultant, the Contractor and, if requested the Westland District Council inspectors.

The diary may be maintained by the contractor under the direction of the consultant.

9.0 Observation and Testing

The Consultant is required to observe and test the work in order that he can furnish a Construction Review Producer Statement (The Standard ACENZ/NZIA/IPENZ format may be appropriate). The observations may be tied to the contract log and do not necessarily require trenches to remain completely open pending tests observed by the Consultant. However the Consultant must have some basis for certifying that backfilled services have been constructed in accordance with the contract requirements.

Requiring contractors to have Quality Assurance procedures in place is to be encouraged by Consultants as it can lessen the need for Consultants inspection of work which would otherwise require near-continuous observation.

10.0 As-Built Drawings and Supervision Certificate

The Consultant is responsible for the production of as-built details of the work and may tie the contractor into assisting in the provision of information for this purpose. (Standard Specification Clauses).

As-built drawings shall be presented on the basis of them being accurate in terms of observations made and information supplied under the terms of the contract.

The Westland District Council may field check all or any of the as-built dimensions and the as-built plans shall not be accepted until the Consultant has produced plans that are acceptable.

11.0 Maintenance

Contracts shall have a maintenance period that extends through one winter to 30th September and is a minimum of three months duration.

In addition the subdivider shall provide a Performance Bond for Maintenance from an approved Bondsman to cover maintenance of the subdivisional works from the issue of the contract Maintenance Certificate until 24 months from the date of issue of the Completion Certificate.

The Performance Bond shall apply to all subdivision construction works (roads or services excluding power and telephone cabling and fixtures) that are to vest in Council. The Performance Bond shall be calculated at \$1,000 per lot or residential site with a minimum of \$3,000 and a maximum of \$20,000.

The Performance Bond for Maintenance shall remain in force until the Council have accepted a certificate form the Subdivider to the effect that the completed works are free of outstanding defects or maintenance items. The Council reserves the right to call the Bond in whole or part to meet the cost of maintenance that has not been attended to be the Subdivider.