

Consolidated Responsibilities and Submission Requirements

Form S4-CRSR – version 01 – effective 16 October 2017

1. Development Proponent

Pre-construction stage checklist

Responsibilities

- Appoint suitably qualified and properly insured Project Coordinator, Certifier and Project Auditor (as required)
- Arrange stakeholder meetings with any External Authority and the MEDQ (as required)
- Provide signage with contact details for complaint resolution at the boundaries of the development
- Ensure the works do not commence prior to the MEDQ's acceptance of all pre-construction documents required under the PDA development conditions, the CPM and Infrastructure Agreement, including the appointment of the Project Coordinator, Certifier and Project Auditor (as required).

Submission requirements

- Provide Certification Deed Poll to the Project Coordinator for submission to the MEDQ.

Construction stage checklist

Responsibilities

- Ensure that:
 - o bonded Uncompleted Works will be completed within three (3) months of survey plan endorsement
 - o replacement Security is provided if the Security Provider is no longer an approved Security Provider
 - o the consent of the MEDQ is sought prior to assigning any rights under the Uncompleted Works Deed Poll
 - o prior to the discharge of the Uncompleted Works Bond, a deed poll in favour of the MEDQ is obtained from any transferee of the land together with replacement Security.

Submission requirements

- Provide the following documents to the Project Coordinator for lodgement with the MEDQ:
 - o Uncompleted Works Deed Poll
 - o Security for the Uncompleted Works in accordance with the certified schedule of Uncompleted Works by Certifier
 - o irrevocable authority, acknowledgment and release by the Landowner if not the Development Proponent, the State or a State government entity.
- Provide the MEDQ with a request to consent to any proposed assignment of rights under the Uncompleted Works Deed Poll
- Provide the MEDQ with a deed poll signed by any transferee of the land agreeing to be bound by the obligations under the Uncompleted Works Deed Poll together with replacement Security.

Post-construction stage checklist

Responsibilities

- Rectify any construction related defects identified at the on and Off-Maintenance inspections, including damage caused by third parties
- Arrange the Maintenance Bond if not already provided
- Arrange payment of any inspection fees to relevant External Authority
- Ensure the works will be certified within four (4) months of MEDQ endorsing the survey plan.

Submission requirements

- Submit a Maintenance Bond to the MEDQ, if not previously provided.



2. Project Coordinator

Pre-construction stage checklist

Responsibilities

- Primary point of contact for project
- Maintain insurances required by the Certification Deed Poll
- Coordinate Risk Assessment associated with the works and other matters requiring assessment under the PDA development conditions or Infrastructure Agreement based on AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines and the Risk Assessment template set out in Schedule 1 to the CPM
- Review pre-construction designs and reports to ensure compliance with the PDA development conditions and Infrastructure Agreement
- Coordinate and document pre-construction design certification for lodgement with the MEDQ
- Provide certified plans to the relevant parties for their information
- Consider community consultation options
- Provide the relevant External Authority with contact details for complaint resolution, other than the MEDQ
- Monitor 'medium-risk' activities for potential escalation to the 'high-risk' category
- Resolve conflicts that may arise between the different certification disciplines when applying standards
- Where an External Authority has a design certification role, obtain approved drawings from the External Authority for contributed assets at the Development Proponent's expense
- Notify the MEDQ of any significant alternative designs or non-conformances with the standards and guidelines listed in the PDA development conditions or Infrastructure Agreement
- Ensure that all documents lodged with the MEDQ do not contain information that is false or misleading to the best of the Project Coordinator's knowledge
- Arrange a pre-start meeting with the MEDQ, the Certifier, any External Authority (acting as an observer) and relevant third parties (e.g. contractor)
- Ensure the Works do not commence prior to the MEDQ's acceptance of all pre-construction documents required under the PDA development conditions, the CPM and Infrastructure Agreement.

Submission requirements

- Submit pre-construction documents to the MEDQ for acceptance including, but not necessarily limited to, the following:
 - pre-construction checklist by the Project Coordinator
 - certified reports and drawings required by the PDA development conditions or Infrastructure Agreement
 - approved drawings from any External Authority having design certification roles required by the PDA development conditions or Infrastructure Agreement
 - completed pre-construction certification form by each Certifier and Project Auditor (if appointed)
 - completed Certification Deed Poll of the Development Proponent, the Project Coordinator, any Certifier and the Project Auditor (if appointed), including insurance certificates
 - written evidence from any External Authority that permission has been obtained for service connections or creation of public utility easements
 - Risk Assessment.
- Provide appropriate contact details for complaint resolution (other than the MEDQ).

Construction stage checklist**Responsibilities**

- Primary point of contact for project
- Maintain insurances required by the Certification Deed Poll
- Monitor 'medium risk' activities for potential escalation to the 'high-risk' category
- Notify the MEDQ of any significant alternative designs or non-conformances with the standards and guidelines listed in the PDA development conditions or Infrastructure Agreement
- Ensure that all documents lodged with the MEDQ do not contain information that is false or misleading to the best of the Project Coordinator's knowledge
- Coordinate the works to ensure they meet all Uncompleted Works criteria set out in section 10.2.2 of the CPM

Submission requirements

- Submit construction documents to the MEDQ for acceptance including, but not necessarily limited to, the following:
 - o completed Uncompleted Works Deed Poll by Development Proponent
 - o detailed construction program indicating expected completion date for the works
 - o certification of the value of the Uncompleted Works by the relevant Certifier, including a detailed schedule of the scope and costs of the Uncompleted Works and the Total Value of all Works required to be completed
 - o updated Risk Assessment (if required)
 - o bonding of Uncompleted Works checklist.

Post-construction stage checklist**Responsibilities**

- Primary point of contact for project
- Maintain insurances required by the Certification Deed Poll
- Arrange on and Off-Maintenance inspections with the MEDQ and relevant External Authority
- Ensure that all documents lodged with the MEDQ do not contain information that is false and misleading to the best of the Project Coordinator's knowledge

Submission requirements

- Coordinate submission to the MEDQ (and relevant External Authority) of all post-construction documents including, but not necessarily limited to, the following:
 - o defects list from on and Off-Maintenance inspections
 - o On-Maintenance submission
 - o post-construction certification form
 - o schedule of the completed value of the works by the Certifier
 - o Off-Maintenance request (after expiry of the Maintenance Period and rectification of all identified defects).

3. Certifier

Pre-construction stage checklist

Responsibilities

- Maintain insurances required by the Certification Deed Poll
- Consult with other appointed Certifiers to minimise conflicts (as required)
- Identify risks associated with the works and other matters requiring assessment under the PDA development conditions or Infrastructure Agreement
- Certify that the pre-construction design complies with the PDA development conditions and approved drawings or requirements of Infrastructure Agreement in accordance with the pre-construction certification form
- Ensure that all documents lodged with the MEDQ do not contain information that is false or misleading to the best of the knowledge of the Certifier

Submission requirements

- Provide the following documents to the Project Coordinator for submission to the MEDQ:
 - certified reports, designs and drawings required by the PDA development conditions or Infrastructure Agreement
 - completed pre-construction certification form
 - completed Certification Deed Poll.

Construction stage checklist

Responsibilities

- Maintain insurances required by the Certification Deed Poll
- Ensure that the works have been constructed generally in accordance with certified plans and relevant standards
- Ensure that all documents lodged with the MEDQ do not contain information that is false or misleading to the best of the knowledge of the Certifier

Submission requirements

- Provide the following documents to the Project Coordinator for submission to the MEDQ:
 - certified schedule of Uncompleted Works.

Post-construction stage checklist

Responsibilities

- Maintain insurances required by the Certification Deed Poll
- Attend on and Off-Maintenance inspections with the MEDQ and relevant External Authority
- Certify the completed works as required by the relevant PDA development conditions and Infrastructure Agreement
- Ensure that all documents lodged with the MEDQ do not contain information that is false and misleading to the best of the Certifier's knowledge

Submission requirements

- Provide the following documents to the Project Coordinator for submission to the MEDQ:
 - post-construction certification form
 - certified as-constructed documentation required by the PDA development conditions or Infrastructure Agreement within four (4) months of survey plan endorsement
 - certified schedule of completed value of the works.

4. Project Auditor

Pre-construction stage checklist

Responsibilities

- Maintain insurances required by the Certification Deed Poll
- Develop and certify mitigation measures for 'high-risk' activities identified in the Risk Assessment
- Ensure that all documents lodged with the MEDQ do not contain information that is false or misleading to the best of the Project Auditor's knowledge

Submission requirements

- Provide the following documents to the Project Coordinator for submission to the MEDQ:
 - written report and recommendation(s) for risk mitigation of 'high-risk' activities
 - completed pre-construction certification form
 - completed Certification Deed Poll.

Construction stage checklist

Responsibilities

- Maintain insurances required by the Certification Deed Poll

Submission requirements

- Provide the following documents to the Project Coordinator for submission to the MEDQ:
 - written report and recommendations for risk mitigation of 'high-risk' activities identified in any updated Risk Assessment (if required).

Post-construction stage checklist

Responsibilities

- Maintain insurances required by the Certification Deed Poll
- Provide advice to the Project Coordinator regarding any defects and recommend appropriate course of action to mitigate risks
- Ensure that all documents lodged with the MEDQ do not contain information that is false or misleading to the best of the Project Auditor's knowledge

Submission requirements

- Provide the following documents to the Project Coordinator for submission to the MEDQ:
 - written report and recommendation(s) for risk mitigation of 'high-risk' activities and defects (if required).