COUNCIL INSPECTION GUIDELINES

Mildura Rural City Council

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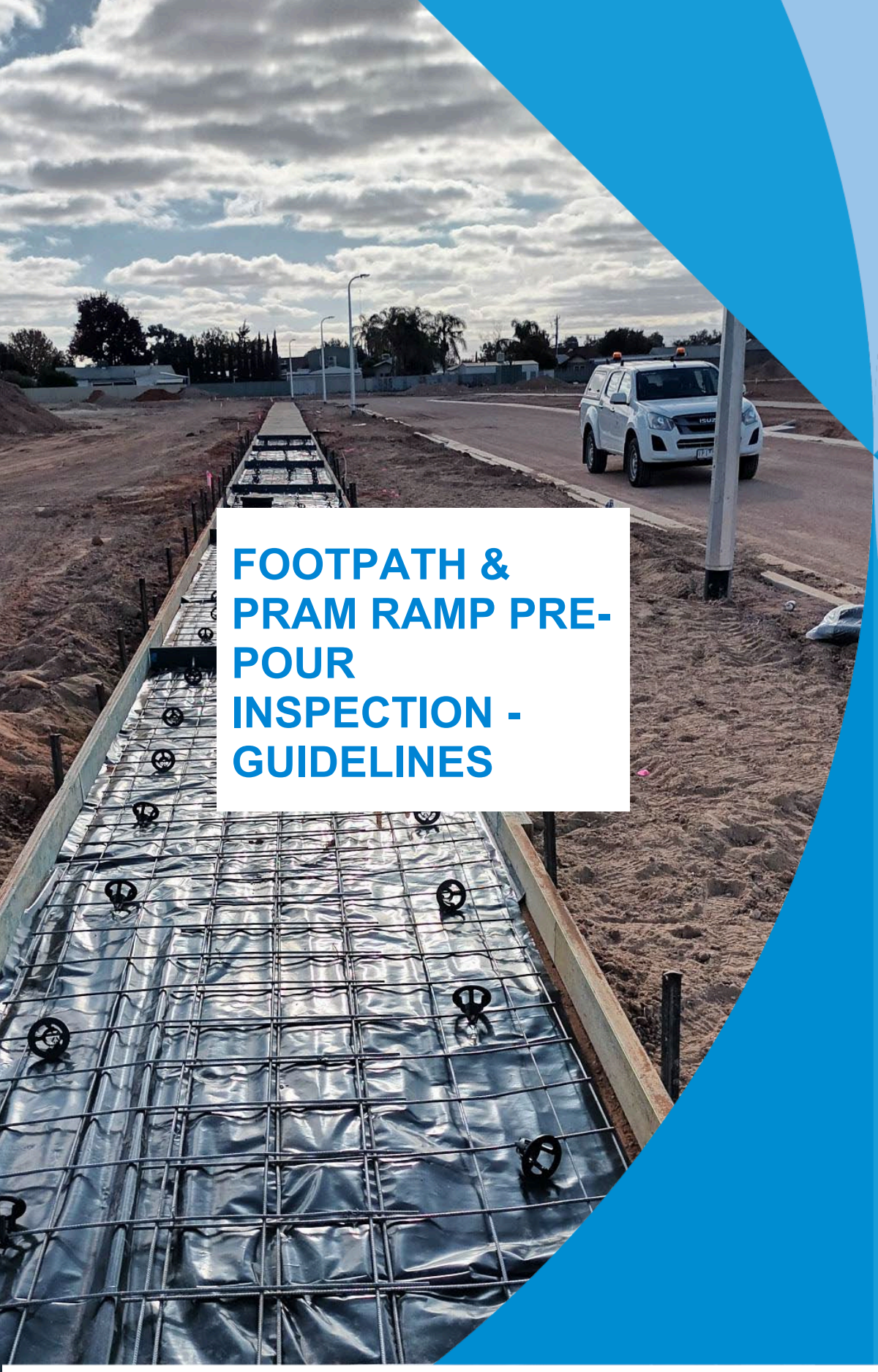
Note:

The Provisions of these Council Inspection Guidelines should be read in conjunction with the specific supporting provisions of any current Planning Permits which apply to individual developments.



FOOTPATH & PRAM RAMP PRE-POUR INSPECTION - GUIDELINES

Mildura Rural City Council

FOOTPATH & PRAM RAMP PRE-POUR INSPECTION

Objective

By following this checklist, contractors can ensure that all necessary preparations for footpath and pram ramp construction meet the required standards prior to concrete pouring, enabling a successful inspection by the Asset Preservation Team.

1. **Booking an inspection**

   - The Developer's Representative or Project Manager must book the inspection at least 24 hours in advance. The inspection will be scheduled for the next available time slot and should be conducted within 48 hours of booking. Council may liaise directly with the contractor if requested.

   - Confirm the date and time with the Asset Preservation Officer. **(Ref: Austroads Guide to Pavement Technology Part 8: Pavement Construction Section 2.3.4 and 2.3.6 – Inspection and Test Plans, Hold Points)**

2. **Council Standard Drawings Compliance**

   - All footpath construction must meet, at a minimum, the requirements of the Council Standard Drawings. Any variations, including those in the endorsed plans, must also meet or exceed these minimum requirements unless otherwise agreed to by Council.

   - Always refer to the latest version of Council Standard Drawings as available on the Council website.

3. **Testing**

   - Concrete batch receipts must be provided upon request by Council.

   - A slump test must be conducted upon request, with results submitted to Council.

   - A slump test must be conducted with the construction of any trafficable control devices (e.g., **roundabouts, speed humps and islands**).

The concrete must have a slump of 75–100 mm, in compliance with AS 1379–2017: Specification and Supply of Concrete. This requirement will take effect after any prestart meeting from 1 July 2026.

4. Join Into Existing Footpath

- Inspect the level, alignment, and condition of any existing footpath sections.
- Check the taper of both footpaths (for width changes) and rectify any identified issues before the inspection.
- All footpath tapers between existing and new sections must follow the design on the endorsed plans, unless otherwise approved by Council.

5. Verify Title Pegs

- Ensure title pegs are in place as per the endorsed plans.
- Boundary pegs can only be placed by a licensed surveyor.
- The precise location of the footpath can only be verified by boundary pegs. The alignment of the footpath to the boundary should not deviate by more than **10mm**.

6. Prepare Boxing and Crossfall

- Ensure the boxing is correctly installed according to the endorsed plans.
- The depth of the footpath boxing must match the specified depth of the concrete footpath.
- The width of the footpath must be to the specified measurements.
- Check the crossfall (slope) of the footpath as specified in the endorsed plans. The footpath must have a gradient between **2%** and **2.5%**, with an ideal inclination of **2.5%** (equivalent to 1 **in 40** slopes), to ensure proper drainage.

7. Verify Bedding Compaction

- Confirm that the bedding is compacted to the specified thickness mentioned in the endorsed plans.
- A minimum of **50mm** thick compacted sand bed or approved equivalent is required.

8. Inspect Reinforcement

- Check if the reinforcement (e.g., **SL72 Mesh**) is installed as per the endorsed plans or Council standards.
- Ensure the reinforcement mesh is centrally placed within the slab, maintaining the correct cover.
- Plastic, bar chairs and mesh must be installed prior to the inspection.
- Ensure bar chairs are evenly spaced to maintain mesh position. No mesh should sit directly on the bedding.

9. Expansion Joints

- Check that expansion joint locations are prepared satisfactorily.
- Expansion joints should have **10-12mm** thick approved expansion filler.
- Expansion joints must be spaced no more than **6.0 m** apart.
- Ensure proper dowelling is done. Dowel construction joints (DCJ) should use R10 dia. Galvanized steel dowels, **300mm** long at **450mm** centers with an approved bond breaker applied to one end.
- The depth of the footpath expansion joint must match the specified depth of the concrete footpath.

10. Saw Cuts & Finish

- Saw cuts must be made within 48 hours of concrete placement. Cuts must be clean, straight, and free from visible chipping along the edges.
- Saw cut joints at **2.0 m** spacings and at driveway crossings.
- Saw cuts should be made to a depth of d/4 to d/4+10mm.
- The concrete surface must have a smooth, even finish, with a light broom texture applied at right angles to the direction of travel to ensure a non-slip surface.

11. Verify House Drain Conduits

- Check if the house drain conduits are installed as per the endorsed plans.
- The minimum PVC pipe size for house drains must comply with Council standard drawings.

12. Authority Pits

- Ensure all service pits are constructed to match the design footpath level or grade as shown on the endorsed plans. Pits must be finished flush with the surrounding concrete and must not create a trip hazard or obstruct pedestrian access.

13. Verify Pram Ramp Specifications

- Check that the size, shape, grade, and alignment of the pram ramp comply with Council's standard drawings.
- Kerb layout must match the pram ramp in both shape and grade. Ensure a smooth transition with no humps, lips or steps, and align it properly with the footpath.
- Ensure it complies with the endorsed plans.

14. Failed Inspection Process

- If the inspection fails, an authorized Council Officer will notify the Developers Representative.
- A list of required corrections will be provided.
- A new inspection must be booked with at least 24 hours' notice.

15. Crossovers

- All crossover construction must meet, at a minimum, the requirements of the Council Standard Drawings. Any variations, including those in the endorsed plans, must also meet or exceed these minimum requirements unless otherwise agreed to by Council.

STORMWATER DRAINAGE INSTALLATION INSPECTION – GUIDELINES

Mildura Rural City Council

STORMWATER DRAINAGE INSTALLATION INSPECTION-GUIDELINES

Objective

To ensure the correct installation of stormwater drainage in accordance with endorsed plans, Austroads standards and Council specification.

Reference

(MRCC Standard Drawings) (Concrete Pipes Foreman's Laying Guide)

1. **Booking the Inspection**

   - The Developer's Representative or Project Manager must book the inspection at least 24 hours in advance. The inspection will be scheduled for the next available time slot and should be conducted within 48 hours of booking. Council may liaise directly with the contractor if requested.

2. **Trench Width and Pipe Clearance**

   - Ensure trench width allows for correct bedding and haunching (minimum clearance = pipe O.D. ÷ 3, typically 150-300mm for concrete pipes only)
   - All other non-concrete pipes must be installed according to the manufacturer's specifications or as per the endorsed plans.

3. **Bedding Depth and Compaction**

   - Bedding zone to be compacted using approved sand material.
   - Depth to be 100mm minimum for diameter < 1500mm and 150mm minimum for diameter > 1500mm.

4. **Collar Placement**

   - Pipes must not rest on collars; ensure collars are not under load to avoid stress cracking or 'beaming'.

5. **Horizontal Alignment**

   - Check that pipes follow the approved horizontal design alignment, maintaining uniform trench direction and clearance from obstructions.

6. Direction of Laying

- Lay pipes with the collar or socket facing upstream, ensuring proper joint integrity.

7. Rubber Ring Jointing

- Rubber ring joints must be installed and lubricated correctly, forming a watertight seal. Check for proper insertion depth and ring position.

8. House Drain Connections

- Ensure all house drains connect to the top quadrant of the pipe with correct fittings (e.g. tees or saddles, ConnecT or similar).

9. Pipe Condition

- All pipes must be inspected prior to installation for cracks, chips, deformation, or any other damage.
- Damaged pipes must not be installed under any circumstances.
- If damage is found, the pipe must be set aside and returned to the supplier.
- Council will not accept any pipes that have been repaired on-site or show visible signs of structural damage.

10. Lifting Hole Bungs

- Confirm lifting holes are securely sealed with appropriate bungs.

11. Pipe Size and Class

- All pipes must be the correct size and class as specified in the endorsed design plans.
- Only pipes that meet the design specifications and relevant Australian Standards (e.g. AS/NZS 4058 for concrete pipes, AS/NZS 2566.2 for plastic pipes) will be accepted.

- Substitutions or downgrades will not be accepted without prior written approval from Council.

12. Bedding Materials and Compaction

- Bedding must be approved granular material compacted to specification. Recycled material may be approved by MRCC upon request.

13. Haunching and Backfill

- Haunch zones must be filled with approved sand and properly compacted to the satisfaction of Council.

- Back fill requirements must meet, at a minimum, the requirements of the Council Standard Drawings. Any variations, including those in the endorsed plans, must also meet or exceed these minimum requirements unless otherwise agreed to by Council.

- Trench compaction to be 95% S.M.D.D. by characteristic value of density ratio (in 150mm layers).

- Backfill and haunching should be mechanically compacted to the satisfaction of Council.

- Loam topping required in landscaped areas.

- Road crossing and back of kerb backfill must comply with Council standard drawings and comply with the manufacturer's specifications.

- For non-RCP pipes, Haunching and bedding must be carried out strictly in accordance with the manufacturer's specifications and the endorsed plans.

14. Formworks and Reinforcement (if required)

- For cast in-situ pits or reinforced concrete sections, ensure correct formwork, reinforcement (SL82/SL92), and concrete strength (min 25 MPa).

15. Pit Walls and Openings

- Confirm pit walls are plumb, and all openings align with pipe entries. Openings must match invert levels and fit tight against pipes.

16. Collar Placement at Pits

- Collars must be located outside of pit walls to avoid conflict or misalignment.

17. Mortar for Concrete Pipe Pit Connections

- Mortar must create a durable, long-life waterproof seal with a smooth finish and be fit for purpose.
- Epoxy and polymer-modified mortars are preferred.
- Products must meet Australian Standards and be installed according to manufacturer's specifications.

18. Precast Pits

- All precast pits must be supplied and installed in accordance with the approved plans and MRCC standard drawings.
- Damaged pits will not be accepted by Council.
- Pits with major cracks, spalling, or other structural defects must be removed and replaced.
- Repairs to pits with significant damage will not be accepted under any circumstances.
- Precast pits must not be modified outside the manufacturer's specifications.

19. Pit Covers and Load Class

- Cover class must suit location:
    - Class D in trafficable areas
    - Class C in non-trafficable road reserves
    - Class B in easements in garden areas

(**Ref: AS 3996 Load Classes for access covers and grates)**

20. Testing

- Compaction testing to be required during installation as per Council direction. Testing should occur every 50m or between pits, whichever is greater.

- Bedding sand sieve analysis report must be supplied upon request.

- A CCTV condition inspection of all stormwater pipework must be undertaken, and assessment data submitted in accordance with **WSAA WSA 05–2020: Conduit Inspection Reporting Code of Australia**, to the satisfaction of Council. This requirement will take effect after any prestart meeting from 1 July 2026.

21. Failed Inspection

- If the inspection fails, the Asset Preservation Officer will notify the developers representative.

- A list of required corrections will be provided.

- A new inspection must be booked with at least 24 hours' notice.

PAVEMENT INSPECTION - GUIDELINES

Mildura Rural City Council

PAVEMENT INSPECTION – GUIDELINES

Objective

To ensure all pavement works meet approved plans, quality standards, and safety requirements. Inspections help identify problems early so they can be fixed before the work progresses, ensuring the pavement is strong and long-lasting.

Reference

Austroads Guide to Pavement Technology Part 8: Pavement Construction AGPT08-19, Section 2 – Quality Assurance

1. Booking an Inspection

- The Developer's Representative or Project Manager must book the inspection at least 24 hours in advance. The inspection will be scheduled for the next available time slot and should be conducted within 48 hours of booking.
- Confirm the date and time with the Asset Preservation Officer.

(Ref: Austroads Guide to Pavement Technology Part 8: Pavement Construction Section 2.3.4 – Inspection and Test Plans, Hold Points)

2. Level Pegs and TOK Subgrade

- Install level pegs at regular intervals along the pavement, as stated in the endorsed plans.
- Pegs must clearly show TOK (Top of Kerb) levels.
- Alternatively use the procedure for verifying subgrade depth with GPS or Total Station, as outlined in Section 9.

(Ref: Austroads Guide to Pavement Technology Part 8: Pavement Construction Section 4.3 – Setting Out for Earthworks Construction)

3. Subgrade Examination

- Check and remove any tree roots, rubbish, old pipelines or foreign objects.
- The subgrade must be clean, firm, and free of loose materials. It should also be consistent and well-bound before proceeding.
- A proof roll must be carried out using a 16–20 tonne dual-axle water cart or a vehicle of equivalent weight and tyre contact area.
- A compaction test is not required for the subgrade.
- Failed inspections may require additional testing and referral to a pavement design engineer.
- Proof roll vehicle speed (walking speed, approx. 5 km/h) over the pavement in a systematic pattern.

(Ref: Austroads Guide to Pavement Technology Part 8: Pavement Construction Sections 4.4.1 – Treatment of Unsuitable Material, 4.8.1 – Proof Rolling)

4. Shape Check

- Ensure the pavement shape matches the approved plans.
- Confirm the correct width, height, and contour through measurements.

(Ref: Austroads Guide to Pavement Technology Part 8: Pavement Construction Section 6.7 – Finished Pavement Properties)

5. Behind Kerb Construction

- A minimum of 200mm of material must be placed behind the kerb, unless otherwise specified in the approved plans (check from pegs).
- Ensure the material is consistent and correctly measured.

(General industry practice; aligns with Austroads principles of edge support and compaction: Sections 4.7 & 6.5)

6. Proof Roll Test

- The pavement layer must be at or near the Optimum Moisture Content (OMC) to ensure accurate results. Avoid proof rolling if the surface is too dry or overly wet.
- A Council officer is required to be present for this test.
- Preparation of the area for proof rolling should include a number of passes (not less than three) using the same plant to be used in the test. This helps break any surface crust and reveals underlying weaknesses. **This will be required if requested by the Council officer.**
- A proof roll must be carried out using a 16–20 tonne dual axle water cart. This is required for all pavement layers.
- Proof roll vehicle speed (walking speed, approx. 5 km/h) over the pavement in a systematic pattern.
- Inspect for soft spots, rutting, deflection, or movement.
- Any failed areas must be repaired and may require further retesting.
- The proof roll must pass before compaction testing is conducted.

(Ref: Austroads Guide to Pavement Technology Part 8: Pavement Construction Section 4.8.1 – Proof (or Test) Rolling)

7. Surface Inspection

- The surface must be clean, firm, and free of loose materials.
- The surface must be firm, bound and show no movement when walked on or probed.
- Contractors are responsible for removing all debris.
- The pavement should be smooth, stable, and match design levels. It must be ready to support the next layer or surface treatment.

(Ref: Austroads Guide to Pavement Technology Part 8: Pavement Construction Section 6.6 – Preparation Prior to Surfacing)

8. Pavement Material

- All pavement materials must meet the minimum class and type as stated on the endorsed plans or be of an equivalent or better standard. Any changes to the specified pavement materials require prior approval from Council before construction.

9. Martial Testing

- A Grading Test (Particle Size Distribution) and a Plasticity Index (PI) test report from the quarry, based on the same stockpile used on site, must be provided to Council upon request.

- A council officer will mark compaction test points every 50 metres.

- Submit the compaction test results to Council for approval. The method of tests needs to be done according to the endorsed plans.

- Results must meet the specifications outlined in the endorsed plans.

- Results must be sent to Council and reviewed by the relevant council officer before the next layer is constructed.

- The moisture content should be no more than 2-3% variant from the optimum moisture.

- To prevent over-compaction, the maximum pavement construction compaction level is 104%. If this level is exceeded, the layer may need to be removed and reconstructed.

- Compaction test holes must be backfilled to match the existing pavement level and compacted to the same standard as the surrounding pavement.

(Ref: Austroads Guide to Pavement Technology Part 8: Section 2.5 – Conformance Testing and Assessment.)

10. Finished Product Requirements

- The completed pavement should be stable, uniform and meet all approved design levels and specifications.
- It must provide effective surface drainage, with no visible defects such as rutting, soft spots, or segregation.
- Surface must be firm, bound and show no movement when walked on or probed.
- It must be ready to support the next pavement layer or final surface treatment.

(Ref: Austroads Guide to Pavement Technology Part 8: Section 2.5 – Conformance Testing and Assessment. Section 6.7 – Finished Pavement Properties)

11. Kerb Inspection

- If the subbase requires trimming before kerb pouring, an inspection must be carried out by the Asset Preservation Team.

12. Failed Inspection

- If the inspection fails, the Asset Preservation Officer will notify the Developer's Representative.
- A list of required corrections will be provided.
- A new inspection must be booked with at least 24 hours' notice.

FINAL TRIM INSPECTION - GUIDELINES

Mildura Rural City Council

FINAL TRIM INSPECTION – GUIDELINES

Objective

To ensure the final trimmed surface is clean, stable, and meets all requirements prior to asphalt or spray seal works. This inspection confirms readiness for sealing in accordance with the approved plans and Austroads standards.

Reference

Austroads. Guide to Pavement Technology Part 8: Pavement Construction.

Section 6.6 – Preparation Prior to Surfacing: details the steps required before applying the final surface, including cleaning, proof rolling, and ensuring compliance with design levels and moisture conditions.

AS 2150:2020 – Asphalt - A guide to good practice.

1. Booking an Inspection

- The Developer's Representative or Project Manager must book the inspection at least 24 hours in advance. The inspection will be scheduled for the next available time slot and should be conducted within 48 hours of booking.
- Confirm the date and time with the Asset Preservation Officer.
- Ensure the entire job is completed, including all road widenings and joints to existing seals.

(Ref: Austroads Guide to Pavement Technology Part 8: Pavement Construction Section 2.3.4 – Inspection and Test Plans)

2. Shape and Depth

- The final trimmed surface must match the endorsed plans, including correct shape, level, crossfall, and depth.
- Rectify any low or high spots.
- Crossfalls should be 3% and must be a minimum of 2.5%, or as stated on the endorsed plans, or as agreed upon by Council.

- Any final surface not conforming to the endorsed plans must be corrected by rework or an asphalt design prepared by a suitably qualified person or engineer and approved to the satisfaction of Council.

(Ref: Austroads Guide to Pavement Technology Part 8: Pavement Construction Section 6.7 – Finished Pavement Properties)

3. Surface Condition

- The surface must be clean, uniform, compacted, and free of loose, soft, or segregated material.
- Ensure no roller marks or crusting remain.

(Ref: Austroads Guide to Pavement Technology Part 8: Pavement Construction Section 6.6 – Surface Preparation Prior to Sealing)

4. Matching with Existing Seal

- Where new works meet existing seals, ensure correct alignment, level, and tight joints.
- Any visible gaps, steps, or misalignment must be corrected.
- All joins require crack sealing.

(Ref: Austroads Guide to Pavement Technology Part 8: Pavement Construction Section 7.11 – Interface with Existing Pavements)

5. Kerb Inspection

- Inspect all kerbs for **cracks, breaks, or poor finish**.
- Kerb defects and damage are to be repaired before sealing or asphalt work begins, and before the final trim inspection takes place.
- All kerb adaptors must be flush and match the type of kerb installed. **(No humps in the kerbs)**
- Approved Kerb adaptor to be installed. The adaptor must be installed according to the manufacturer's instructions

- Any kerb damaged during works, including damage caused by graders or other machinery, must be repaired or replaced to match the existing profile, finish, level, and strength.

- All repair works must be completed to the satisfaction of Council.

(Industry best practice – supports edge integrity during sealing)

6. Prime Application

- Prime coat must be applied at the correct rate, evenly, and with complete coverage, as per the endorsed plans or manufacturer's specifications, to the satisfaction of Council.

- Allow a minimum of 24 hours to cure unless otherwise specified.

- Prime application must be applied to all surfaces that will come into contact with asphalt (Kerb & Pits).

- Prime application should be inspected by the Asset Preservation team prior to asphalt.

- The Developer's Representative or Project Manager must book the inspection at least 24 hours in advance.

- Prime coat must not be applied if rain is forecast within the next 24 hours.

(Ref: Austroads Guide to Pavement Technology Part 8: Pavement Construction Section 6.6.3 – Priming and Primer Seal; Austroads Seal Design Guide)

7. Asphalt

- Asphalt surface must match the endorsed plans, including correct shape, level, crossfall, and depth

- Crossfalls should be 3% and must be a minimum of 2.5% unless otherwise shown on endorsed plans or as otherwise approved by Council.

- Asphalt temperatures should comply with the manufacturer's specifications and **AS 2150:2020 – Asphalt - A guide to good practice.**

(Ref: Austroads Guide to Pavement Technology Guide to Road Design Part 3: Geometric Design 4.2.2 Road Crossfall)

8. Re-Inspections

- Inspection results are valid for 28 days from the date of inspection.
- If significant rain or adverse weather occurs, results may be void.
- A re-inspection may be required, unless otherwise approved by Council.

(Ref: Austroads Guide to Pavement Technology Part 8: Pavement Construction Section 2.3.6 – Hold Points and Witness Points)

9. Testing

- **Asphalt void testing must be conducted in accordance with VicRoads Section 407, with a minimum of six tests per subdivision. Test results must achieve air voids of 3–5% (VTM) or as otherwise approved by Council. This requirement will take effect after any prestart meeting from 1 July 2026**
- An asphalt test report must be provided upon request by Council.

10. Clear of Mud and Debris

- The road surface must be **completely free of mud, rubbish, or debris**.
- Contamination can reduce seal adhesion or affect pavement performance.

(Ref: Austroads Guide to Pavement Technology Part 8: Pavement Construction Section 6.6 – Surface Cleanliness Requirements)

11. Failed Inspection

- If the work fails inspection, the developer's representative will be notified.
- Feedback will be provided, outlining the issues found.
- A new inspection must be booked with at least 24 hours' notice.

PREPARING FOR PRACTICAL INSPECTION - GUIDELINES

Mildura Rural City Council

PREPARING FOR PRACTICAL INSPECTION - GUIDELINES

Objective

This guideline ensures that all construction works have been completed in accordance with the approved plans and specifications, and that the site is in a satisfactory condition for the issue of the Statement of Compliance (SOC).

1. **Request for Inspection**

   - The Developer's Representative or Project Manager must book the inspection at least 72 hours in advance. The inspection will be scheduled for the next available time slot and should be conducted within 5 business days of booking.
   - All works must be completed and confirmed prior to the inspection.
   - Once the request is received, the Asset Preservation Officer will issue a letter outlining all inspection requirements.

2. **As-Constructed Plans**

   - The developer must provide as-constructed plans (in accordance with the planning permit).
   - Plans must detail all design information and highlight any deviations from the approved design.
   - Plans must be submitted in PDF format, showing both the design and constructed levels on one plan.
   - If the plans are within tolerance, the practical inspection can proceed.
   - As-constructed plans must be submitted and reviewed before the inspection can take place.

3. **Schedule Inspection**

   - Book the inspection at least 3-5 business days in advance.
   - Allow a minimum of 4 hours for the inspection.
   - The developer should conduct their own pre-inspection.

- Attendees should include Principal Developer, Developer's Representative, Principal Contractor and, if applicable, the Facility Maintenance Team Leader and Parks and Recreation representative.

4. Site Preparation

- Ensure the site is clean and free of rubbish, debris, and wheel ruts.
- All works must be completed as per the endorsed plans.

5. Road Pavement and Concreting

- Inspect for any cracks or surface defects.
- Road pavement and concrete works must be in satisfactory condition.

6. Drainage

- Confirm pit lids are either removed or someone is present to open them during the inspection.
- All pits must be flushed and clean.
- Pit surrounds must be neat, level with the top of kerb, and flush with the finished surface level.
- All pipes must be neatly mortared into pits. Any spilled mortar or concrete must be removed.

7. House Drain Connections

- Confirm all house drains are located within property boundaries and are connected as per the endorsed plans.
- All pipes must be mortared into the pits and must not protrude into the pit.

8. Swale Drains

- Verify swale drains are completed as per the approved plans.

9. Kerb and Channel

- Ensure kerbs and channels are stamped to indicate the location of conduits and house drains.

- Approved kerb adaptors matching the correct kerb type must be used and must all be the same.

10. Line Marking and Signs

- Confirm that line marking, signage, and street name blades are installed in accordance with the plans.

11. Footpaths

- Any footpath damage or defects must be repaired.

12. Light and Sign Poles

- Confirm that all poles are vertical and properly installed.

13. End Road Chevrons

- Ensure end road chevrons are installed where required.

14. Pit Lid Levels and Finished Surfaced Levels (FSL)

- Confirm pit lid levels and finished surface levels provide the required detention in swale or basin areas.

15. Nature Strips

- Ensure all nature strips are clean and free of wheel ruts.

16. Subsidence

- Inspect for any signs of ground subsidence or settlement.

17. Outfalls

- Confirm outfalls are fitted with grates and secured with a Council-approved lock.

- Check plans for rock beaching and concrete slab etc.

18. Pump Station Operational

- Confirm with Facility Services that the pump station is operational (if applicable).

19. Unfinished Works

- Any unfinished works must be completed before the inspection takes place.
- Statement of Compliance will not be issued if works are incomplete.
- A re-inspection may be required unless otherwise agreed to by Council.

20. Asset Protection

- Submit an “Completion of Works” request to Council for a final inspection of public assets (e.g. roads, kerbs, footpaths, drainage).
- Any damage to existing assets must be repaired.

21. Inspection Report

- Following the inspection, the Asset Preservation Officer will issue a report summarizing the condition of the subdivision during the practical inspection.
- A works list may also be provided. Some items may need to be rectified before a statement is granted. Some issues could be addressed during the handover period; this will be stated in the report.

22. Re-Inspections

- Inspection results are valid for **28 days**.
- A major weather event may void the inspection.
- A re-inspection may be required unless otherwise agreed to by Council.

23. Failed Inspection

- If the inspection fails, the Asset Preservation Officer will notify the Developers Representative.
- A list of required corrections will be provided.
- Once completed, the Developers Representative must rebook the inspection (giving minimum 24 hours’ notice).

24. SPEAR

- Once Council is satisfied with the condition of works and all items are completed, the Asset Preservation Team will provide consent and sign off the Statement of Compliance in SPEAR.

25. Handover / Defects Letter

- Once SOC is granted, an official Handover and Defects Letter will be sent to the Developers Representative.

HANDOVER INSPECTION - GUIDELINES

Mildura Rural City Council

HANDOVER INSPECTION – GUIDELINES

Objective

Council requires an inspection to confirm that assets have been maintained and are in good condition. Once approved, the Planning Department will be notified to release the bank guarantee.

Reference

Under Section 17(4) of the Subdivision Act 1988, as a planning condition, the developer must maintain the completed works in good condition for three months, or as otherwise agreed to by Council. Any damage during this period will not be covered by an Asset Protection Permit.

1. **Schedule Inspection**

   - The Developer's Representative/project manager must complete their own internal inspection before Council's inspection.
   - The Developer's Representative or Project Manager must book the inspection at least 72 hours in advance. The inspection will be scheduled for the next available time slot and should be conducted within 5 business days of booking.
   - Confirm with the Asset Preservation team that the **minimum of 3 months** has passed since the Statement of Compliance was issued.
   - Allow a **minimum of 4 hours** for the inspection.
   - Invite relevant attendees: Principal Developer, Developer's Representative, Principal Contractor, Facility Maintenance Team Leader, and Parks and Recreation (**if applicable**).

2. **Site Tidiness**

   - Ensure the site is clean and presentable.
   - Remove all construction debris, organic material, and rubbish.
   - Repair any wheel ruts, depressions, or obstructions that may affect inspection access.

- All Council assets must be exposed and accessible — nothing should be buried or obstructed.

3. **Road Pavement, Concreting & Infrastructure**

   - Inspect road pavement and concrete surfaces for cracking, surface damage, or wear.

   - Identify and repair any infrastructure failures (e.g. sunken pits, damaged kerbs, displaced components). Repair any defects where required.

4. **Footpaths**

   - Any footpath damage or defects must be repaired.

5. **Subsidence**

   - Inspect for signs of ground movement, settlement, or subsidence.

   - Repair any subsidence where required.

6. **Light and Sign Poles**

   - Confirm that all light and sign poles are upright, secure, and in working condition.

7. **Drainage Infrastructure**

   - Ensure all pit lids are opened for inspection.

   - All pits must be **flushed and cleaned** to allow full drainage assessment.

   - Pit surrounds must be neat, level, and **flush with the finished surface level (FSL)**.

8. **Inspection Report**

   - Following the inspection, the Asset Preservation Officer will issue a report summarizing the condition of the subdivision during the maintenance period.

- A works list may also be provided. All items must be resolved before Handover or if stated in the report as part of the Defects and Liability Period.

9. Failed Inspection

- If the inspection fails, the Asset Preservation Officer will notify the Developer's Representative.
- A list of required corrections will be provided.
- Once completed, the developer's representative must rebook the inspection (giving minimum 24 hours' notice).

10. Re-Inspections

- Inspection results are valid for **28 days**.
- A major weather event may void the inspection.
- A re-inspection may be required unless otherwise agreed.

11. Notify Planning Department

- Once all works are accepted and the Asset Preservation Team is satisfied with the condition of the subdivision, they will notify the Planning Department to arrange release of the maintenance bond.
- For any questions about the bond release, please contact the Planning Department directly.

DEFECTS AND LIABILITY PERIOD INSPECTIONS - GUIDELINES

Mildura Rural City Council

DEFECTS AND LIABILITY PERIOD INSPECTION - GUIDELINES

Objective

As a planning condition, the defects and liability period runs for 12 months from the Statement of Compliance date. During this time, the developer must fix any faults in the subdivision works to Council's satisfaction. Once approved the Planning Department is advised to return the bank guarantee.

1. **Schedule Inspection**

   - The Developer's Representative or Project Manager must book the inspection at least 72 hours in advance. The inspection will be scheduled for the next available time slot and should be conducted within 5 business days of booking.

   - Confirm that **12 months** have passed since the Statement of Compliance was issued.

   - Allow **a minimum of 4 hours** for the inspection.

   - The developer must conduct their own internal inspection beforehand.

   - Invite key attendees: Principal Developer, Developer's Representative, Principal Contractor, Facility Maintenance Team Leader and Parks and Recreation representative. **(if applicable)**

2. **Site Tidiness**

   - Ensure the site is clean, tidy, and free of debris, wheel ruts, and loose material.

   - Only **Council infrastructure** will be inspected (e.g. footpaths, kerbs, roads, drainage).

   - No requirement to clean or inspect private properties or sold lots (excluding road reserve).

   - All assets must be clearly visible and accessible.

3. **Road Pavement, Concrete & Infrastructure**

    - Inspect road pavement and concrete surfaces for cracking, surface damage, or wear.

    - Identify, repair or replace any infrastructure failures (e.g. sunken pits, damaged kerbs, displaced components).

4. **Footpaths**

    - Any footpath defects must be repaired.

5. **Subsidence**

    - Inspect for signs of ground movement, settlement, or subsidence.

    - Repair any subsidence where required.

6. **Light And Sign Poles**

    - Confirm that all light and sign poles are upright, secure, and in working condition.

7. **Drainage Infrastructure**

    - Ensure all pit lids are opened for inspection.

    - All pits must be **flushed and cleaned** to allow full drainage assessment.

    - Pit surrounds must be neat, level, and **flush with the finished surface level (FSL)**.

    - Ensure all swales are in accordance with the signed plans.

8. **Inspection Report**

    - Following the inspection, the Asset Preservation Officer will issue a report summarizing the condition of the subdivision during the defects period.

    - A works list may also be provided. All items must be resolved before the end of the Defects and Liability Period.

9. Failed Inspection

- If the inspection fails, the Asset Preservation Officer will notify the developers representative.
- A list of required corrections will be provided.
- Once completed, the developer's representative must rebook the inspection (giving minimum 24 hours' notice).

10. Re-Inspections

- Inspection results are valid for **28 days**.
- A major weather event may void the inspection.
- A re-inspection may be required unless otherwise agreed.

11. Notify Planning Department

- Once all works are accepted and the Asset Preservation Team is satisfied with the condition of the subdivision, they will notify the Planning Department to arrange release of the maintenance bond.
- For any questions about the bond release, please contact the Planning Department directly.

HOLD POINTS AND WITNESS POINTS

Mildura Rural City Council

HOLD POINTS AND WITNESS POINTS

1. **Hold Points**

   - Prior to pouring concrete on large reinforced concrete structures and footings.
   - Prior to placement of GPTs, litter traps, precast pump stations.
   - At proof rolling of subgrade (testing as per endorsed plans).
   - Prior to the placement of each pavement course (testing as per endorsed plans).
   - Prior to the placement of kerb and channel.
   - Prior to the pouring of footpaths and driveways.
   - Prior to the placement of the primer coat.
   - Prior to the placement of the first asphalt course or sealing.
   - Prior to the covers being placed on pits.
   - Prior to the placement of fill layer.
   - Prior to construction of retaining walls.

2. **Witness Points**

   - Prior to the backfilling of stormwater drains (bedding and haunch).
   - Prior to backfilling subsoil drains.
   - Prior to house connection and property connections to stormwater drains.

3. **Other Inspections if applicable**

   - Practical Completion
   - Handover
   - Release from Defects Liability

PROCEDURE FOR VERIFYING SUBGRADE DEPTH USING GPS OR TOTAL STATION

Mildura Rural City Council

PROCEDURE FOR VERIFYING SUBGRADE DEPTH USING GPS OR TOTAL STATION

Objective

To ensure the contractor has verified that the subgrade has been excavated and prepared to the approved design depth using accurate survey methods. This verification must be completed prior to requesting proof roll inspection and must be submitted as a formal report for Council review.

Notes

- A PDF verification report must be submitted to the Asset Preservation Team before the proof roll is scheduled.
- Council will not proceed with inspection until the submitted report demonstrates that the subgrade complies with the approved design levels and tolerances.
- A Council Officer will confirm grade (minimum 3%) at the time of proof rolling.
- Level checks must be completed by a licensed surveyor or suitably qualified person engaged by the contractor.
- **Level pegs must be installed at the subbase level for kerb alignment.**

1. **Benchmark Setup**
    - Establish a minimum of three permanent benchmarks on site.
    - Each benchmark must be related to a known survey reference.
    - Locations and elevations must be accurately recorded and verified using GPS or total station equipment.
    - Confirmation that benchmarks are within survey tolerance must be included in the final report.

2. Survey and Data Collection

- Undertake a full survey of the trimmed subgrade using survey-grade GPS or total station.
- Data must be collected at cross sections no greater than 20 metres apart.
- At each cross section, the following points must be surveyed:
    - Top of kerb line
    - Road centerline
    - Additional points (e.g. edges, batters) if required by design.
- Survey must reflect as-constructed subgrade immediately before proof rolling.

3. Tolerance Requirements

- Demonstrate compliance with the following tolerances:
    - Mean deviation from design subgrade level: ≤ 15mm
    - Maximum deviation at any point: ≤ 25 mm
- Identify and correct any areas that exceed these tolerances prior to requesting inspection.

4. Report Submission Requirements

Submit a Subgrade Verification Report (PDF) that includes:

- A plan view showing all sample points, with both design and actual surveyed levels.
- Cross sections at intervals no greater than 20 metres, plotting design and actual levels.
- A summary table showing deviations at each point.
- Full details of benchmark locations and verification.
- Identification of any non-conforming areas and actions taken to correct them.

5. Approval for Inspection

- Council will review the submitted report.
- No proof roll inspection will be scheduled until the report confirms full compliance.
- If non-conforming areas remain, the contractor must correct and re-verify these sections at their own cost.
- Once approved, the Asset Preservation Officer will confirm that the subgrade is ready for proof rolling.