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| **CONSTRUCTION & ESTABLISHMENT SIGN-OFF FORMS**  |
| Asset I.D. |  | DA No. |  |
| Location: |  |
| Area: | Catchment Area (ha): | Wetland macrophyte area (ha): |
| Civil drawing no |  |
| Landscape drawing no. |  |
| **Role/Stakeholder** | **Company** | **Contact Name** | **Contact Details** |
| Developer |  |  |  |
| Site superintendent (civil) |  |  |  |
| Site superintendent (landscape) |  |  |  |
| Wetland designer |  |  |  |
| Civil engineer |  |  |  |
| Landscape architect |  |  |  |
| Civil contractor |  |  |  |
| Landscape contractor |  |  |  |
| Council compliance officer |  |  |  |
| **Checklist of Sign-Off Forms** |
| **Sign-Off Form** | **Date Completed** | **Name of Signatory & Role (Superintendent)** | **Signature** |
| Pre-Start Meeting |  |  |  |
| Form A — Earthworks Bulking Out and Profiling |  |  |  |
| Form B — Bunds and Impervious Liner (where required) |  |  |  |
| Form C — Hydraulic and Functional Structures  |  |  |  |
| Form D — Topsoil and Finished Levels |  |  |  |

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| **Pre-Start Meeting**Pre-starting attendees to be listed and sign that that have attended and understand the design intent, construction and establishment process. |
| Location |  |
| Date |  |
| **Role/Stakeholder** | **Company** | **Contact Name** | **Sign** |
| Developer |  |  |  |
| Site superintendent (civil) |  |  |  |
| Site superintendent (landscape) |  |  |  |
| Wetland designer |  |  |  |
| Civil engineer |  |  |  |
| Landscape architect |  |  |  |
| Civil contractor |  |  |  |
| Landscape contractor |  |  |  |
| Other |  |  |  |
| Other |  |  |  |
| Other |  |  |  |
| Comments (attach and refer to additional pages if necessary) |
|  |
| Actions (attach and refer to additional pages if necessary) |
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| **FORM A — Earthworks Bulking Out and Profiling** |
| **Purpose:** To ensure earthworks bulking out, trimming and profiling is in accordance with design drawings and specifications (allowance for topsoil and, where required, minimum 300 mm of impervious liner).  |
| **Items** | **Checked** | **Satisfactory** | **Action (if unsatisfactory)** | **Initial** |
| As-constructed survey completed and attached to this form |  |  |  |  |
| Photos taken and attached to this form  |  |  |  |  |
| Set out of works correct including wetlands, inlet pond, highflow bypass, outlet works, accesses and paths  |  |  |  |  |
| Levels are at correct elevation (+50 mm) allowing for topsoil and where required 300 mm impervious liner |  |  |  |  |
| **HOLD POINT: Superintendent and designer inspection and sign-off before proceeding.** |
| Comments (attach and refer to additional pages if necessary) |
|  |

NB: As-constructed survey or drawings and photos attached.

Signed by superintendent:

Print name:

Date:

**AND**

Signed by designer:

Print name:

Date:

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| **FORM B — Bunds and Impervious Liner**  |
| **Purpose:** To ensure the bunds are installed and sealed and the impervious liner is constructed as per the specifications and the test results verify this. |
| **Items** | **Checked** | **Satisfactory** | **Action (if unsatisfactory)** | **Initial** |
| As-constructed survey complete for top of bunds and liner |  |  |  |  |
| Laboratory tests results of liner material submitted and adequate |  |  |  |  |
| Delivery docket of liner material supplied |  |  |  |  |
| Liner material installed and sealed as per specification |  |  |  |  |
| Geotechnical engineer certification of in-situ compaction or liner placement |  |  |  |  |
| Geotechnical engineer certification of key bunds  |  |  |  |  |
| **HOLD POINT: Superintendent or designer inspection and sign-off before proceeding.** |
| Comments (attach and refer to additional pages if necessary) |
|  |

NB: As-constructed survey or drawings and photos attached.

Signed by superintendent:

Print name:

Date:

**AND**

Signed by designer:

Print name:

Date:

| **FORM C — Hydraulic and Functional Structures**  |
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| **Purpose:** To ensure that the hydraulic structures are constructed in accordance with design and specifications. |
| **Items** | **Checked** | **Satisfactory** | **Action (if unsatisfactory)** | **Initial** |
| As-constructed survey completed and attached to this form |  |  |  |  |
| Photos taken and attached to this form |  |  |  |  |
| Inlet pond to wetland connection: pipe and headwall correct size, location and level (+ 10mm) |  |  |  |  |
| Wetland outlet pit and riser connection, location, size and levels of riser orifices correct (+ 10 mm) |  |  |  |  |
| Wetland outlet pipe and headwall at correct locations and level (+ 25 mm).  |  |  |  |  |
| Wetland balance pipe, valves, I/O, location, size and levels (+ 25mm) |  |  |  |  |
| Wetland balance pipes and headwalls correct location, size and levels (+ 25mm) |  |  |  |  |
| Inlet pond and wetland high flow weir correct width and level (+ 10 mm) |  |  |  |  |
| Wetland maintenance pipe and valve installed at correct location and level |  |  |  |  |
| Maintenance accesses and finish installed to inlet zones, wetlands, and other areas as shown on the drawings |  |  |  |  |
| Wetland perimeter track installed and finished as shown on the drawings |  |  |  |  |
| Cement treated rubble base constructed to inlet zones |  |  |  |  |
| Rock protection provided at correct locations (overflow weirs/ pipe outfalls) and rock size consistent with design |  |  |  |  |
| **HOLD POINT: Superintendent AND Designer inspection and review of test results and certifications before proceeding.** |
| Comments (attach and refer to additional pages if necessary) |
|  |

NB: As-constructed survey or drawings and photos attached.

Signed by superintendent:

Print name:

Date:

**AND**

Signed by designer:

Print name:

Date:

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| **FORM D — Topsoil and Finished Levels** |
| Purpose: To ensure the topsoil is installed to the correct depth and finished levels of wetland are correct and meet the design. |
| **Items** | **Checked** | **Satisfactory** | **Action (if unsatisfactory)** | **Initial** |
| Topsoil meets the requirements of AS4419 and laboratory tests provided |  |  |  |  |
| Topsoil has been screened and is free of large debris |  |  |  |  |
| Topsoil applied to wetland to a minimum thickness of 200 mm and lightly compacted |  |  |  |  |
| Topsoil applied to other areas as per the drawings |  |  |  |  |
| As-constructed survey of wetland surface and surrounding bunds, channel and surfaces completed |  |  |  |  |
| Final topsoil levels are consistent with design levels (+ 50 mm). THIS IS CRITICAL IN THE MACROPHYTE ZONE |  |  |  |  |
| Surface is smooth and free of local depressions and debris |  |  |  |  |
| Site stabilization measures provided (hydromulch/grass seeding) |  |  |  |  |
| Jute mesh included as shown on the drawings |  |  |  |  |
| **HOLD POINT: Superintendent and designer inspection and sign-off before proceeding.** |
| Comments (attach and refer to additional pages if necessary) |
|  |

NB: As-constructed survey or drawings and photos attached.

Signed by superintendent:

Print name:

Date:

**AND**

Signed by designer:

Print name:

Date: