|  |  |
| --- | --- |
| *MINUTES forming ENCLOSURE to*  | ……../……. |

##### Handover Report

**PMF-PRC-002**

*To view hidden instructions (green) select Home tab & Show/Hide ¶ icon*

INSTRUCTIONS (HIDDEN TEXT):

* Any text in <BRACKETS> is to be replaced with the appropriate data
* Green Text is instructional (Hidden text) and doesn’t print or affect the pagination of this document
* Click the Show/Hide ¶ button on the Home tab to view or hide instructions
* Save As a new version for each Report Type so that the same KNet number is used. In the version comments specify the report type, i.e. Completion.

|  |  |  |  |
| --- | --- | --- | --- |
| **Report Type** | **Handover Date** | **Date of Report** | **KNet #** |
| **Completion** |  |  |  |
| **Final Completion** |  |  |  |

|  |
| --- |
| Project Details |
| **Project Title:** |
| < PROJECT NAME > |
| **Project Type:** |
| Minor / Major / Developer Funded / Council Project (remove all that don’t apply) |
| **Location: OR** |
| **Road Number** |  **Start RRD** |  **End RRD** |  **Longitude** |  **Latitude** |
|  |  |  |  |  |
| **Handover Folder KNet Number** | **Approved PDR KNet Number (& Change Request Forms)**  |
| # | # |
| **Contract Number** |
|  |
| **Contract Type** |
| Design & Construct / Construct Only / Alliance (remove all that don’t apply) |
| **Project No.** | **Responsibility No.** | **Budget Line No.** |
|  |  |  |
| **Project Manager** |
|  |
| **Construction Manager** |
|  |
| **Contractor Name** | **ACN/ABN Number** |
|  |  |
| **Contractor Address** |
|  |
| **Defects after Completion:** |
| **The Contractor nominated contact is:** |
| **Contact:** |  |
| **Phone:** |  |
| **Address:** |  |
| **Email:** |  |

##### Completion

The < PROJECT NAME > will reach Completion on <DATE> with current supply of information within the Completion is satisfactory for Road Maintenance to commence maintenance of the corridor. Defects and supply of remaining information to be addressed prior to Final Completion.

ENDORSED / NOT ENDORSED

**<NAME>**

**<PROJECT MANAGER / PROGRAM LEAD>**

 September 2022

Approval for the < PROJECT NAME > to commence Defects Liability on <DATE> with all remaining items to be addressed prior to Final Completion.

ENDORSED / NOT ENDORSED

**<NAME>**

**DIRECTOR, ROAD MAINTENANCE**

 September 2022

APPROVED / NOT APPROVED

**<NAME>**

**<PROGRAM LEAD / DELIVERY MANAGER>**

 September 2022

**Summary of Road Maintenance Handover Requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Activity/Document Required | Y/N (N/A)% Completed | KNet or Notes | RM Use Only |
|  | **Project Status** |  |  |  |
|  | Have all works been completed?*Report of issues/defects and resolutions; or use the* *Defects Register (KNet #15374156)* *to record issues and defects* |  | KNet <INSERT # / LINK>Defects Folder |  |
|  | Date of Completion |  | Date of Completion: - |  |
|  | Completion Certificate |  | Refer to KNet: <INSERT # / LINK> |  |
|  | **Asset Data** |  |  |  |
|  | Has the asset data been provided as per the following? The documents below can be obtained from <https://dpti.sa.gov.au/contractor_documents> |  | Yes / No |  |
|  | * All road Ancillary Assets as per “Asset Data Collection Manual” [(AMF-PRC-005),](https://www.dit.sa.gov.au/__data/assets/word_doc/0004/552928/Docs_And_Files-10918839-v14-AMF-PRC-005_Asset_Data_Collection_Manual_.docx) [<Template>](https://www.dit.sa.gov.au/__data/assets/excel_doc/0003/564195/Data_Collection_Manual_-_Selections_and_Examples.XLSX)
 |  | Refer to K-Net <INSERT # / LINK>. |  |
|  | * As per the "[Guidelines & Examples for completing Asset Cap worksheets](https://dit.sa.gov.au/__data/assets/powerpoint_doc/0008/552923/Guidelines_and_Examples_for_completing_AssetCAP_worksheets.PPT)" for all pavement & surfacing assets
 |  | Information in KNet: <INSERT # / LINK>entered in Asset Cap worksheets |  |
|  | * As per "[Road Centreline System - Amendment Notification Form](https://www.dit.sa.gov.au/__data/assets/excel_doc/0006/552930/Road_Centreline_System_-_Amendment_Notification_Form.XLSX)" document for any change to Road Centreline System
 |  | Road carriageway details included in KNet: <INSERT # / LINK> |  |
|  | * All ITS and TS assets, “[RITS Data Collection Template](https://dit.sa.gov.au/__data/assets/excel_doc/0009/1074249/Docs_And_Files-17518794-v1B-ITS_and_Traffic_Signals-RITS_Data_Collection_Template.xlsx)” or for Road Lighting assets, “[EARLS Data Collection Template](https://dit.sa.gov.au/__data/assets/excel_doc/0019/1074250/Docs_And_Files-17074938-v2A-Road_Lighting_-_EARLS_Data_Collection_Template.xlsx)”
 |  | Refer to K-Net <INSERT # / LINK>. |  |
|  | * As per Structures Map database for all bridges structures, gantries and jetties.
 |  | Refer to K-Net <INSERT # / LINK>. |  |
|  | * All pavement marking updates as per “Asset Data Collection Manual[(AMF-PRC-005)](https://www.dit.sa.gov.au/__data/assets/word_doc/0004/552928/Docs_And_Files-10918839-v14-AMF-PRC-005_Asset_Data_Collection_Manual_.docx) [<Template>](https://www.dit.sa.gov.au/__data/assets/excel_doc/0003/564195/Data_Collection_Manual_-_Selections_and_Examples.XLSX)
 |  | Refer to K-Net <INSERT # / LINK>. |  |
|  | * For new roads the centreline model in DWG format.
 |  | Refer to K-Net <INSERT # / LINK>. |  |
|  | **Disposal Process** |  |  |  |
|  | Has a list of all the decommissioned assets been provided?[<Template>](https://www.dit.sa.gov.au/__data/assets/excel_doc/0003/564195/Data_Collection_Manual_-_Selections_and_Examples.XLSX)Note: RNM require a list of all assets which have been altered or removed to update the existing databasesExisting asset can be found from <https://cms.dit.sa.gov.au/Transport_Analytics/roads_information_and_maps> |  | Refer to KNet: <INSERT # / LINK> |  |
|  | **Operation & Maintenance** |  |  |  |
|  | Special tools and otherHave all items such as Safety Barriers, electrical, ITS etc. which require special tools, software, hardware, manuals, keys, access cards and firmware been provided to the Asset maintainer through Road Assets? |  |  |  |
|  | Operations and MaintenanceHas a list of hardware, software, manual and special tools or other been provided?Note: the special tools and other are to be provide to the asset maintainer and the details are to be provided to Road Assets. |  | KNet <INSERT # / LINK> folder for O&M Manuals  |  |
|  | TrainingHave the maintainers been provided with all of the required training for any assets for which they have not been exposed to previously?Examples: electrical and electronic equipment, wire rope tensioning, special tools, safety/induction Port Bonython etc. |  | Training records are included in KNet folder <INSERT # / LINK> |  |
|  | **Final Project Cost Breakdown** |  |  |  |
|  | (For DIT’s funded or confounded projects only)Has the project costs been entered and verified in ITIMS?Note: Data in ITIMS is required to be clean and valid |  | Masterpiece costs from KNet: 12071631  <INSERT # / LINK> provided to <NAME>iTIMS ID: <INSERT #> |  |
|  | Has the Level 6, Actual Project Costs been provided to Project Officer, Estimating Services?As per Example - EST 600-8 XXXX OE L6 RX - Actual Project Costs, Level 6 KNet 12845474. |  | Level 6, Actual Project Costs KNet: 12071631<INSERT # / LINK> |  |
|  | **Lighting and ITS** |  |  |  |
|  | Have all required Electrical Certificates been provided? |  | Certificate of Conformance in KNet: <INSERT # / LINK> |  |
|  | Have the responsibilities for power and lighting tariff payments for all electrical assets being pre-approved by RM? |  | Refer to K-Net <INSERT # / LINK>. |  |
|  | **Bridges and Structures (Data Collection)** |  |
|  | BridgesDefinition; Any bridge or culvert structure with a span greater than 1.8m with a height of 0.9m or higher. |  | Refer to KNet: <INSERT # / LINK> for Asset Data Collection.Structural Calculations and Design Reports in KNet: folder <INSERT # / LINK> |  |
|  | *N*oise Walls and Retaining WallsDefinition; Any Noise or Retaining Wall or similar with a height greater than 1m |  | Refer to KNet: <INSERT # / LINK> |  |
|  | Gantries and structuresDefinition; any overhead structure either completely or partially spanning a road carriageway for the specific purpose of carrying regulatory, advisory, warning, VMS, directional signs, etc. |  | Refer to KNet: <INSERT # / LINK> for Asset Data Collection (Sheet #)Structural Calculations and Design Reports in KNet: folder <INSERT # / LINK> |  |
|  | **Ongoing Maintenance Costs / Requirements** |  |
|  | Have ongoing maintenance plans with estimated ongoing maintenance costs been provided? |  | Refer to KNet: <INSERT # / LINK> |  |
|  | Are there any agreements with regard to funding of ongoing maintenance costs for these assets?  |  | Refer to KNet: <INSERT # / LINK> |  |
|  | Has a clear description of the ongoing maintenance requirements for all assets relating to the project been provided to and agreed by RM?(Including Geotechnical and Stormwater) |  | Refer to KNet: <INSERT # / LINK> |  |
|  | **Urban Design and other non-standard assets** |  |
|  | Has there been pre-agreement with RM to take on the responsibilities for urban design assets? |  | Refer to KNet: <INSERT # / LINK> |  |
|  | Has there been pre-agreement with RM to take on any responsibilities for any assets outside of the DIT OI 20.1 Maintenance Envelope? Note: Fundamentally the responsibility for all assets outside of OI 20.1 Maintenance boundaries, urban art and landscaping is preferably with others. |  | Refer to KNet: <INSERT # / LINK> |  |
|  | Have SID and ongoing risks for these assets been provided? Provide evidence. |  | Safety in DesignKNet: 12071631<INSERT # / LINK> |  |
|  | **Drawings Acceptance Form** |  |  |  |
|  | Have the As Built drawings been lodged in the plan room? |  | Refer to KNet: <INSERT # / LINK> |  |
|  | Has the As Built electronic design model also been lodged in the plan room? |  | Yes / No |  |
|  | **Road Safety Audit** |  |  |  |
|  | Signed off all works required to respond to the Road Safety Audit Report |  | Refer to KNet: <INSERT # / LINK> |  |
|  | **Quality and Scope Changes** |  |  |  |
|  | Have all non-conformances been pre-approved by RM and/or NMS? |  | Refer to KNet: <INSERT # / LINK> |  |
|  | Have all scope changes been approved by RM and/or NMS? |  | Refer to KNet: <INSERT # / LINK> |  |
|  | Are there any ongoing risks associated with agreed non-conformances? |  | Refer to KNet: <INSERT # / LINK> |  |
|  | Link to the register for non-conformances and agreed dispositions. |  | All NCR information can be found in KNet folder <INSERT # / LINK> |  |
|  | **Councils and Stakeholders** |  |  |  |
|  | Have there been any agreements with Councils and other stakeholders for the ongoing responsibilities including maintenance of landscaping, structures, land or others?If yes, provide written agreement Eg. Section 26(7) notice |  | All Council and Stakeholder information can be found in KNet folder <INSERT # / LINK>. |  |
|  | Have works been undertaken as requested by others…shared paths, pedestrian crossings, bridges, veg works, etc… Have the responsibilities and ongoing maintenance for these been transferred to those parties |  | Refer to KNet: <INSERT # / LINK> |  |
|  | **Landscape Information** |  |  |  |
|  | Have all landscaping works been completed? |  | Refer to KNet: <INSERT # / LINK> |  |
|  | Provide ongoing maintenance needs and written agreements with locals and councilsNote: there may be seasonal influences which do not allow these works to occur in a timely manner. Seek evidence of commitment. |  | Refer to KNet: <INSERT # / LINK> |  |
|  | **Environmental Information** |  |  |  |
|  | Are there any outstanding environmental issues?Example: Contamination, Cultural Heritage, Heritage, Fauna, Native Title, Noise, Resource Use, Sustainable Management, Vegetation, Water, Environmental Protection and Biodiversity Conservation |  | Refer to KNet: <INSERT # / LINK> |  |
|  | **Land** |  |  |  |
|  | Have all responsibilities relating to the ongoing maintenance responsibilities relating to land been resolved and agreed with all parties? |  | Refer to KNet: <INSERT # / LINK> |  |
|  | Is there any land outside of the basic description within OI 20.1 which DIT will be responsible for due to the project? |  | Refer to KNet: <INSERT # / LINK> |  |
|  | Have agreements associated with the above been pre-approved by RM? |  | Refer to KNet: <INSERT # / LINK> |  |
|  | Please provide KNet links to the Register containing all relevant agreements. |  | Refer to KNet: <INSERT # / LINK> |  |
|  | Has RNM accepted the progress of the land Acquisition so far? (Noting this can take years to progress) |  | Refer to KNet: <INSERT # / LINK> |  |
|  | Has all land been gazetted care and control of DIT, section 26?Section 26(7) revocation and reissue Section 26(3) gazettal (if required)  |  | Refer to KNet: <INSERT # / LINK> |  |
|  | Are there any leases and/or licences with third parties? |  | Refer to KNet: <INSERT # / LINK> |  |
|  | **Accommodation Works** |  |  |  |
|  | Have all Accommodation works been completed and signed off as accepted by all affected landowners? |  | Links to sign off by landholdersRefer to KNet: <INSERT # / LINK> |  |
|  | **Investing Cost Management Form (ICMF)** |  |  |
|  | Investing Cost Management Form (ICMF) to be completed and fully signed off with an electronic copy to be stored in KNet. |  | Refer to KNet: <INSERT # / LINK> |  |
|  | **Developer Project** |  |  |  |
|  | Details of costs to be recouped from developer.Invoice Request form (DIT452) to be processed, in conjunction with Business Accountant, to create a Tax Invoice. |  | Refer to KNet: <INSERT # / LINK> |  |
|  | Practical Completion Certificate |  | Refer to KNet: <INSERT # / LINK> |  |
|  | Bank Guarantee (80%) returned |  | Refer to KNet: <INSERT # / LINK> |  |

**Status for all items above must be at 100% at Final Completion**

##### Final Completion

The < PROJECT NAME > project reached Final Completion on <DATE> with all defects addressed and closed out.

The Completion Handover Report and Final Completion Report takes into account that the Project Manager has involved Road Maintenance, Asset Engineer throughout the project lifecycle. The Final Completion Report is recommending that Road Maintenance accept responsibility for the operation and ongoing routine maintenance.

**<INSERT NAME>**

**PROJECT MANAGER / PROGRAM LEAD**

 September 2022

Road Maintenance will take over the responsibilities for the ongoing maintenance and management of the agreed Road and Marine assets specified within the project, *apart from any responsibilities associated with Defect Liability.* The requirements as set out in the above Completion Report and Final Completion Report have been met to the satisfaction of the Road Maintenance.

**<NAME>**

**DIRECTOR, ROAD MAINTENANCE**

 September 2022

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Activity/Document Required | Y/N | KNet or Notes | RM Use Only |
|  | **Final Project Status** |  |  |  |
|  | Identified Defects to be fixed and signed off by RM before Final Handover can occur.  |  | KNet <INSERT # / LINK> |  |
|  | Is the project defect free? |  | Yes / No |  |
|  | Date of Project Final Completion |  | Date of FC: - Certificate of Final Completion KNet <INSERT # / LINK> |  |
|  | All items from Completion have been finalised. |  | Yes / No |  |
|  | Has Project Transfer Certificate been completed and signed KNet 14132341. |  | KNet <INSERT # / LINK> |  |
|  | **Developer Project** |  |  |  |
|  | Planning Authority Approval issued: |  | # |  |
|  | Development No. issued |  | # |  |
|  | Decision Date |  | …./…../ 20.. |  |
|  | Letter of Notice of Final Completion |  | KNet <INSERT # / LINK> |  |
|  | Bank Guarantee (20%) returned |  | …./…../ 20.. |  |
|  | **FINAL PROJECT COSTS** |  |  |  |
|  | Project Manager’s Report for actuals and budgets |  | KNet <INSERT # / LINK> |  |
|  | FINAL PROJECT COST |  |  = $ |  |

**OTHER COMMENTS:**

|  |
| --- |
|  |