

Schedule 4 – Consolidated responsibilities and submission requirements

1. Development Proponent
2. Project Coordinator
3. Certifier
4. Project Auditor

Consolidated responsibilities and submission requirements of Development Proponent

Pre-construction stage checklist	
Development Proponent	<p>Responsibilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Appoint suitably qualified and properly insured Project Coordinator, Certifier and Project Auditor (as required) <input type="checkbox"/> Arrange stakeholder meetings with any External Authority and MEDQ (as required) <input type="checkbox"/> Provide signage with contact details for complaint resolution at the boundaries of the development <input type="checkbox"/> Ensure the Works do not commence prior to MEDQ's acceptance of all Pre-Construction Documents required under the PDA development conditions, the CPM and any Infrastructure Agreement, including the appointment of the Project Coordinator, Certifier and Project Auditor (as required). <p>Submission requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide Certification Deed Poll to the Project Coordinator for submission to MEDQ.
Construction stage checklist	
Development Proponent	<p>Responsibilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that: <ul style="list-style-type: none"> o bonded Uncompleted Works will be completed within three (3) months of survey plan endorsement o a replacement Uncompleted Works Bond is provided if the relevant Security Provider is no longer an Approved Security Provider o a replacement Uncompleted Works Bond is provided if MEDQ agrees to reduce the Uncompleted Works Bond under section 10.2.5 of the CPM o the consent of 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 MEDQ is obtained from any transferee of the land together with a replacement Uncompleted Works Bond. <p>Submission requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide the following documents to the Project Coordinator for lodgement with MEDQ: <ul style="list-style-type: none"> 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 <input type="checkbox"/> Provide MEDQ with a request to consent to any proposed assignment of rights under the Uncompleted Works Deed Poll <input type="checkbox"/> Provide MEDQ with a request to reduce Uncompleted Works Bond as required by section 10.2.5 of the CPM <input type="checkbox"/> Provide 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	
Development Proponent	<ul style="list-style-type: none"> <input type="checkbox"/> Rectify any construction related defects identified at the On-Maintenance and Off-Maintenance inspections, including damage caused by third parties <input type="checkbox"/> Arrange the Maintenance Bond if not already provided <input type="checkbox"/> Arrange payment of any inspection fees to the relevant External Authority <p>Submission requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit a Maintenance Bond to MEDQ, if not previously provided.

Consolidated responsibilities and submission requirements of Project Coordinator

Pre-construction stage checklist	
Project Coordinator	<p>Responsibilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Primary point of contact for project <input type="checkbox"/> Maintain insurances required by the Certification Deed Poll <input type="checkbox"/> Coordinate Risk Assessment associated with the Works and other matters requiring assessment under the PDA development conditions or an 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 <input type="checkbox"/> Review pre-construction designs, reports and management plans to ensure compliance with the PDA development conditions and obligations under an Infrastructure Agreement <input type="checkbox"/> Coordinate and document pre-construction design certification for lodgement with MEDQ <input type="checkbox"/> Provide certified plans to the relevant parties for their information <input type="checkbox"/> Consider community consultation options <input type="checkbox"/> Provide MEDQ and the relevant External Authority with contact details for complaint resolution. <input type="checkbox"/> Monitor ‘medium-risk’ activities for potential escalation to the ‘high-risk’ category <input type="checkbox"/> Resolve conflicts that may arise between the different certification disciplines when applying standards <input type="checkbox"/> 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 <input type="checkbox"/> Notify MEDQ of any significant alternative designs or non-conformances with the standards and guidelines listed in the PDA development conditions or an Infrastructure Agreement <input type="checkbox"/> Ensure that all documents lodged with MEDQ do not contain information that is false or misleading to the best of the Project Coordinator’s knowledge <input type="checkbox"/> Arrange a pre-start meeting with MEDQ, the Certifier, any External Authority (acting as an observer) and relevant third parties (e.g. contractor) <input type="checkbox"/> Ensure the Works do not commence prior to MEDQ’s acceptance of all Pre-Construction Documents required under the PDA development conditions, the CPM and any Infrastructure Agreement. <p>Submission requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit Pre-Construction Documents to MEDQ for acceptance including, but not necessarily limited to, the following: <ul style="list-style-type: none"> ○ Pre-Construction Checklist by the Project Coordinator ○ certified reports and drawings required by the PDA development conditions or an Infrastructure Agreement ○ approved drawings from any External Authority having design certification roles required by the PDA development conditions or any Infrastructure Agreement ○ Pre-Construction Certification Form by each Certifier and Project Auditor (if appointed) ○ 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.

Pre-construction stage checklist	
	<input type="checkbox"/> Provide MEDQ and the relevant External Authority with appropriate contact details for complaint resolution.
Construction stage checklist	
Project Coordinator	<p>Responsibilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Primary point of contact for project <input type="checkbox"/> Maintain insurances required by the Certification Deed Poll <input type="checkbox"/> Monitor 'medium risk' activities for potential escalation to the 'high risk' category <input type="checkbox"/> Notify MEDQ of any significant alternative designs or non-conformances with the standards and guidelines listed in the PDA development conditions or any Infrastructure Agreement <input type="checkbox"/> Ensure that all documents lodged with MEDQ do not contain information that is false or misleading to the best of the Project Coordinator's knowledge <input type="checkbox"/> Coordinate the Works to ensure they meet all Uncompleted Works criteria set out in sections 10.2.2 and 10.2.5 of the CPM. <p>Submission requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit Construction Documents to MEDQ for acceptance including, but not necessarily limited to, the following: <ul style="list-style-type: none"> ○ Uncompleted Works Deed Poll by Development Proponent ○ detailed construction program indicating expected completion date for the Works ○ 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 ○ updated Risk Assessment (if required) ○ Bonding of Uncompleted Works Checklist.
Post-construction stage checklist	
Project Coordinator	<p>Responsibilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Primary point of contact for project <input type="checkbox"/> Maintain insurances required by the Certification Deed Poll <input type="checkbox"/> Arrange the On-Maintenance and Off-Maintenance inspections with MEDQ and the relevant External Authority <input type="checkbox"/> Ensure that all documents lodged with MEDQ do not contain information that is false or misleading to the best of the Project Coordinator's knowledge. <p>Submission requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate submission to MEDQ (and the relevant External Authority) of all Post-Construction Documents including, but not necessarily limited to, the following: <ul style="list-style-type: none"> ○ defects list from On-Maintenance and Off-Maintenance inspections ○ On-Maintenance submission ○ Post-Construction Certification Form by Certifier ○ schedule of the completed value of the Works by the Certifier ○ Off-Maintenance request (after expiry of the Maintenance Period and rectification of all identified defects) ○ Post-Construction Certification Form by Project Coordinator where there are no Contributed Assets.

Consolidated responsibilities and submission requirements of Certifier

Pre-construction stage checklist	
Certifier	<p>Responsibilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain insurances required by the Certification Deed Poll <input type="checkbox"/> Consult with other appointed Certifiers to minimise conflicts (as required) <input type="checkbox"/> Identify risks associated with the Works and other matters requiring assessment under the PDA development conditions or an Infrastructure Agreement <input type="checkbox"/> Certify that the pre-construction design complies with the PDA development conditions and approved drawings or requirements of an Infrastructure Agreement in accordance with the Pre-Construction Certification Form <input type="checkbox"/> Ensure that all documents lodged with MEDQ do not contain information that is false or misleading to the best of the knowledge of the Certifier. <p>Submission requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide the following documents to the Project Coordinator for submission to MEDQ: <ul style="list-style-type: none"> ○ certified reports, designs and drawings required by the PDA development conditions or an Infrastructure Agreement ○ Pre-Construction Certification Form ○ Certification Deed Poll.
Construction stage checklist	
Certifier	<p>Responsibilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain insurances required by the Certification Deed Poll <input type="checkbox"/> Ensure that the Works have been constructed generally in accordance with certified plans and relevant standards <input type="checkbox"/> Ensure that all documents lodged with MEDQ do not contain information that is false or misleading, to the best of the knowledge of the Certifier. <p>Submission requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide the following documents to the Project Coordinator for submission to MEDQ: <ul style="list-style-type: none"> ○ certified schedule of Uncompleted Works.
Post-construction stage checklist	
Certifier	<p>Responsibilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain insurances required by the Certification Deed Poll <input type="checkbox"/> Attend On-Maintenance and Off-Maintenance inspections with MEDQ and the relevant External Authority <input type="checkbox"/> Certify the completed works as required by the relevant PDA development conditions and any Infrastructure Agreement <input type="checkbox"/> Ensure that all documents lodged with MEDQ do not contain information that is false and misleading to the best of the Certifier's knowledge. <p>Submission requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide the following documents to the Project Coordinator for submission to MEDQ: <ul style="list-style-type: none"> ○ Post-Construction Certification form ○ certified schedule of completed value of the Works.

Consolidated responsibilities and submission requirements of Project Auditor

Pre-construction stage checklist	
Project Auditor	<p>Responsibilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain insurances required by the Certification Deed Poll <input type="checkbox"/> Develop and certify mitigation measures for 'high-risk' activities identified in the Risk Assessment <input type="checkbox"/> Ensure that all documents lodged with MEDQ do not contain information that is false or misleading to the best of the Project Auditor's knowledge. <p>Submission requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide the following documents to the Project Coordinator for submission to MEDQ: <ul style="list-style-type: none"> ○ written report and recommendation(s) for risk mitigation of 'high-risk' activities ○ Pre-Construction Certification Form ○ Certification Deed Poll.
Construction stage checklist	
Project Auditor	<p>Responsibilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain insurances required by the Certification Deed Poll <p>Submission requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide the following documents to the Project Coordinator for submission to MEDQ: <ul style="list-style-type: none"> ○ written report and recommendations for risk mitigation of 'high-risk' activities identified in any updated Risk Assessment (if required).
Post-construction stage checklist	
Project Auditor	<p>Responsibilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain insurances required by the Certification Deed Poll <input type="checkbox"/> Provide advice to the Project Coordinator regarding any defects and recommend appropriate course of action to mitigate risks <input type="checkbox"/> Ensure that all documents lodged with MEDQ do not contain information that is false or misleading to the best of the Project Auditor's knowledge. <p>Submission requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide the following documents to the Project Coordinator for submission to MEDQ: <ul style="list-style-type: none"> ○ written report and recommendation(s) for risk mitigation of 'high-risk' activities and defects (if required).