

# Master Specification

## Part PC-SI3

### Condition Survey

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**Government of South Australia**  
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**Build.**  
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## PC-SI3 Condition Surveys

### 1 General

This Master Specification Part specifies the requirements for condition surveys necessary for the delivery of the Works and Temporary Works, including:

- a) the Principal, Utility Service Authority, and council site condition survey requirements, as set out in section 2;
- b) the property condition surveys requirements, as set out in section 3; and
- c) the Hold Point requirements, as set out in section 4.

### 2 Principal, Utility Service Authority, and council site condition surveys

#### 2.1 General

- a) The Contractor must undertake site condition surveys of all assets owned by the Principal, Utility Service Authorities, and councils.
- b) As a minimum, site condition surveys must be completed:
  - i) prior to construction work commencing, as set out in section 2.1c);
  - ii) prior to Handover of any assets and milestones; and
  - iii) within one week prior to Completion, or within a time period prior to Completion as agreed with the Principal.
- c) Prior to the commencement of construction work (any activity which could affect existing infrastructure, including roads, structures, railways, Utility Services, buildings, slopes, and heritage items), the Contractor must ensure that:
  - i) ground and infrastructure condition surveys are completed to establish the pre-construction conditions; and
  - ii) all existing ground and infrastructure which could be affected by the Works or Temporary Works have been identified;
  - iii) at a minimum, the extents set out in section 2.2 are covered for the site condition surveys;
  - iv) outcomes of the surveys are recorded (including dated photographs and videos) of the pre-construction conditions of the infrastructure which could be affected; and
  - v) road and infrastructure condition survey inspections are conducted in consultation with the relevant asset owner (e.g. the Principal, Utility Service Authority or local council).
- d) Site condition surveys must be undertaken by persons suitably experienced and qualified in undertaking condition survey works.
- e) The Contractor must complete site condition surveys in a format agreed with the Principal and the relevant asset owner.
- f) Copies of the completed site condition surveys undertaken must be:
  - i) forwarded to the Principal, and where relevant the Utility Service Authority or council, within one week of the surveys occurring;
  - ii) submitted as a pre-requisite to Handover for site condition surveys carried out prior to Handover of any assets and milestones; and

- iii) submitted as a pre-requisite to Completion for the site condition surveys carried out within one week prior to Completion.
- g) Submission and acceptance of each site condition survey required in section 2.1f) will constitute a **Hold Point**. The following must not occur until the relevant Hold Point has been released:
  - i) the commencement of construction work in the vicinity of the site condition survey, for site condition surveys carried out prior to construction work commencing;
  - ii) Handover, for site condition surveys carried out prior to Handover of any assets and milestones; and
  - iii) Completion, for site condition surveys carried out within one week prior to Completion.

## 2.2 Extent of site condition surveys

- a) The extent of the area covered by the site condition surveys must be determined by the Contractor based on the proposed Contractor's Activities.
- b) Prior to commencing the site condition surveys, the area and extent of the condition survey must be agreed between the Contractor, the Principal and relevant stakeholders.
- c) The extent of the site condition survey must generally include the following (where they are not being removed or substantially altered as part of the Works or Temporary Works):
  - i) sections of main road;
  - ii) kerb and gutter and all other drainage structures;
  - iii) roadside furniture;
  - iv) verges, including footpaths, other paved areas and areas of landscaping;
  - v) local roads;
  - vi) private driveways;
  - vii) the site compound / casting yard areas;
  - viii) railway infrastructure; and
  - ix) Utility Service Authority infrastructure.
- d) Site condition surveys undertaken prior to Completion for drainage works must include a video camera assessment for all pipes and culverts.

## 2.3 Reinstatement of assets

Without limiting the requirements of PC-SM2 "Site and Access Management", the Contractor must reinstate the following to the satisfaction of the Principal and, if applicable, to the standard recorded in the relevant site condition survey undertaken prior to the commencement of work:

- a) any assets that are damaged as a result of the Contractor's Activities; and
- b) any roadside furniture removed as part of the Works or Temporary Works.

# 3 Property condition surveys

## 3.1 General

- a) The Contractor is responsible for arranging and undertaking any property condition surveys (dilapidation reports) deemed necessary by the Contractor, for all private property or assets adjacent to, or in proximity of, the Works and Temporary Works, which at a minimum must cover the extents set out in section 3.2.

- b) Property condition surveys must be undertaken before works (including demolition) in the vicinity of the property occur, if not already undertaken before the Commencement Date.
- c) Property condition surveys must be conducted with the consent of the property owner and any occupier of the property.
- d) The Contractor must undertake property condition surveys in accordance with the following minimum requirements, in a format agreed with the Principal:
  - i) the company name, time, date, and personnel undertaking the survey must be named in the report;
  - ii) a visual inspection of the following must be undertaken:
    - A. all buildings and structures, particularly all walls of buildings internal and external for their full height;
    - B. ground level floors and external pavements;
    - C. all connections of other structures above ground level and their connection at ground level; and
    - D. any exposed foundations;
  - iii) all cracks or defects observed must be mapped to scale and representative measurements of the crack width / defect size at relocatable positions must be recorded; and
  - iv) representative colour photographs or videos of damaged and undamaged areas (with attention on potentially vulnerable parts) must be taken, with the location and direction of all photographs or videos clearly identified (e.g. via a map or plan).
- e) Property condition surveys must be undertaken by persons suitably experienced and qualified in undertaking condition survey works, with knowledge of the processes set out in AS 4349 Inspection of Buildings.
- f) The Contractor must provide a copy of any property condition surveys to the Principal within 1 week of the completed property condition survey report.
- g) Submission and acceptance of each property condition survey will constitute a **Hold Point**. Construction works in the vicinity of the property condition survey must not occur until the Hold Point has been released.
- h) If requested by a property owner, property occupier or the Principal, property condition surveys must be made available to property owners. Where the request was made by the property owner or property occupier, the Contractor must notify the Principal of such request prior to making the survey available to that party, which will constitute a **Hold Point**. The property condition survey must not be sent to the property owner until the Hold Point has been released.

### 3.2 Location and extent of property condition surveys

- a) The location and extent of the property condition surveys must be determined by the Contractor based on:
  - i) the construction methodologies selected by the Contractor to complete the Works and Temporary Works; and
  - ii) Department EHTM Attachment 7D - Guideline for the Management of Noise and Vibration: Construction and Maintenance.
- b) The proposed location and extent of the property condition surveys must be submitted to the Principal, which will constitute a **Hold Point**. The Contractor must not commence the relevant property condition surveys until this Hold Point has been released.
- c) If the Principal deems that additional property condition surveys are required, then the Contractor must undertake these additional surveys.

### 3.3 Community and stakeholder management

- a) The Contractor must integrate property condition surveys with the community and stakeholder management processes as detailed in PC-CS1 “Community Engagement and Media Management”.
- b) The Community and Stakeholder Engagement Representative must be invited to all property condition surveys.
- c) The Contractor must provide notification to the Principal at least 10 Business Days prior to the commencement of a property condition survey, which will constitute a **Hold Point**. The Contractor must not commence the relevant property condition survey until this Hold Point has been released.
- d) In addition to the requirements set out in 3.3c), the Contractor must satisfy all requirements set out in PC-CS1 “Community Engagement and Media Management” in relation to notification to property owners, timing of such notification, and the review and approval of the notification.
- e) The Contractor must record the interaction with the property owner during the property condition survey in the stakeholder management database required in PC-CS1 “Community Engagement and Media Management”.

### 3.4 Reinstatement of properties

- a) Without limiting the requirements of PC-SM2 “Site and Access Management”, the Contractor must rectify any damage to property resulting from the Contractor's Activities:
  - i) to the satisfaction of the Principal;
  - ii) within a timeframe agreed to with the property owner; and
  - iii) if applicable, to the standard recorded in the relevant property condition survey undertaken prior to the commencement of work.
- b) Where approval under the *Planning, Development and Infrastructure Act 2016* (SA) is required, this must be obtained by the Contractor prior to any rectification or repairs of damage being undertaken.
- c) Should a complaint arise from a property owner regarding impacts from the Contractor's Activities, the Contractor must ensure that the issue is dealt with in a professional and ‘fair and reasonable’ manner, and in accordance with the requirements of PC-CS1 “Community Engagement and Media Management”.

## 4 Hold Points

Table PC-SI3 4-1 details the review period or notification period, and type (documentation or construction quality) for each Hold Point referred to in this Master Specification Part.

**Table PC-SI3 4-1 Hold Points**

Section reference	Hold Point	Documentation or construction quality	Review period or notification period
2.1g)	Site condition surveys	Documentation	10 Business Days review
3.1g)	Property condition surveys	Documentation	10 Business Days review
3.1h)	Notification of the request by a property owner or property occupier for a property condition survey	Documentation	10 Business Days review
3.2b)	Proposed location and extent of property condition surveys	Documentation	10 Business Days review
3.3c)	Notification of commencement of a property condition survey	Documentation	10 Business Days review