

Hamilton City Development Manual	
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GENERAL INFORMATION

1.0 INTRODUCTION

This Manual is Volume 3 of the Hamilton City Development Manual and is issued separately for construction works that are not part of a subdivision development.

The volume comprises fully detailed technical specifications for all roading and infrastructure services that may be constructed as part of a Council construction contract. The specifications set minimum requirements and are mandatory.

These specifications have been developed to ensure that:-

- the roading and infrastructure services perform to the level of service required;
- the roading and infrastructure services are durable and will continue to operate in a satisfactory manner with minimum maintenance for the appropriate economic life;
- maintenance of the roading and infrastructure services can be carried out in an efficient manner without the need for any special tools or spares that are unique to certain works.

The specifications apply both to works carried out by or for Council and to works carried out as part of a subdivision development and will always be maintained to be identical to Volume 3 of the Hamilton City Development Manual.

1.1 Volume 5 — District Council Supplement

The Manual also applies to the four of Hamilton's neighbouring district councils, namely **Waikato, Waipa, Otorohanga and Waitomo** and who adopted or intend to adopt in conjunction with proposed Plan changes, this Manual as their own engineering standards in 2006. These councils have added a rural supplement as Volume 5 to outline the variances and/or additional design standards or technical specifications for subdivisional and contract works within these districts.

Therefore wherever the term "Hamilton City Council" or any other reference to specifications or requirements of the Hamilton City Council are referred to in this Manual, these should also be interpreted as meaning the requirements of the relevant district council in which the works are being carried out, except where indicated otherwise in Volume 5. Any ambiguities between volumes should be addressed to the relevant district council."

2.0 MANUAL CONTROL

The Technical Specification Manual is a "Controlled Document" under Council's Quality System.

The Manual is available in read-only format on the Hamilton City Council website and/or in hard-copy format. Hard copies of the Technical Specifications Manual can be

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purchased, at a cost of \$60 (or \$110 for the full Development Manual) by submitting the online form at www.hamilton.co.nz.

All controlled hard-copy Manuals are numbered and are issued to, and recorded as being held by, a single person/position title who is deemed to be responsible for future maintenance of the document.

The hard copy shall be maintained to match the internet version. It is the responsibility of the Manual holder to ensure that every time any reference is made to the Manual, it is to the latest version issued under the "Controlled Document" provisions.

Where any discrepancy arises between the hard copy and internet versions, the internet version shall have preference.

A Manual holder may allow copies of part or all of the Manual to be copied, but these must be clearly marked "Uncontrolled Copy".

2.1 Manual Revision Procedures

From time to time, pages or sections of the Manual will be reviewed, and updated pages or sections issued. Any such issue will be:

- endorsed with the issue date
- uplifted to the internet
- notified to copy holders by email

Where specifically requested at time of registration, a hard copy will be sent to the person who is recorded as holding the "controlled" copy.

Notifications will be accompanied by a letter explaining the issue and including a "confirmation of receipt" form to be returned to Council as evidence that the issue has been received.

The procedures to be followed by the copy holder will probably include:

- printing off revised pages, including updated "revision register"
- inserting the new pages and removing certain pages that are superceded in hard copy
- confirming receipt of update back to Council by email or fax.

Council will keep a record of all revisions issued and acknowledged in respect of all "controlled" copies of the Manual.

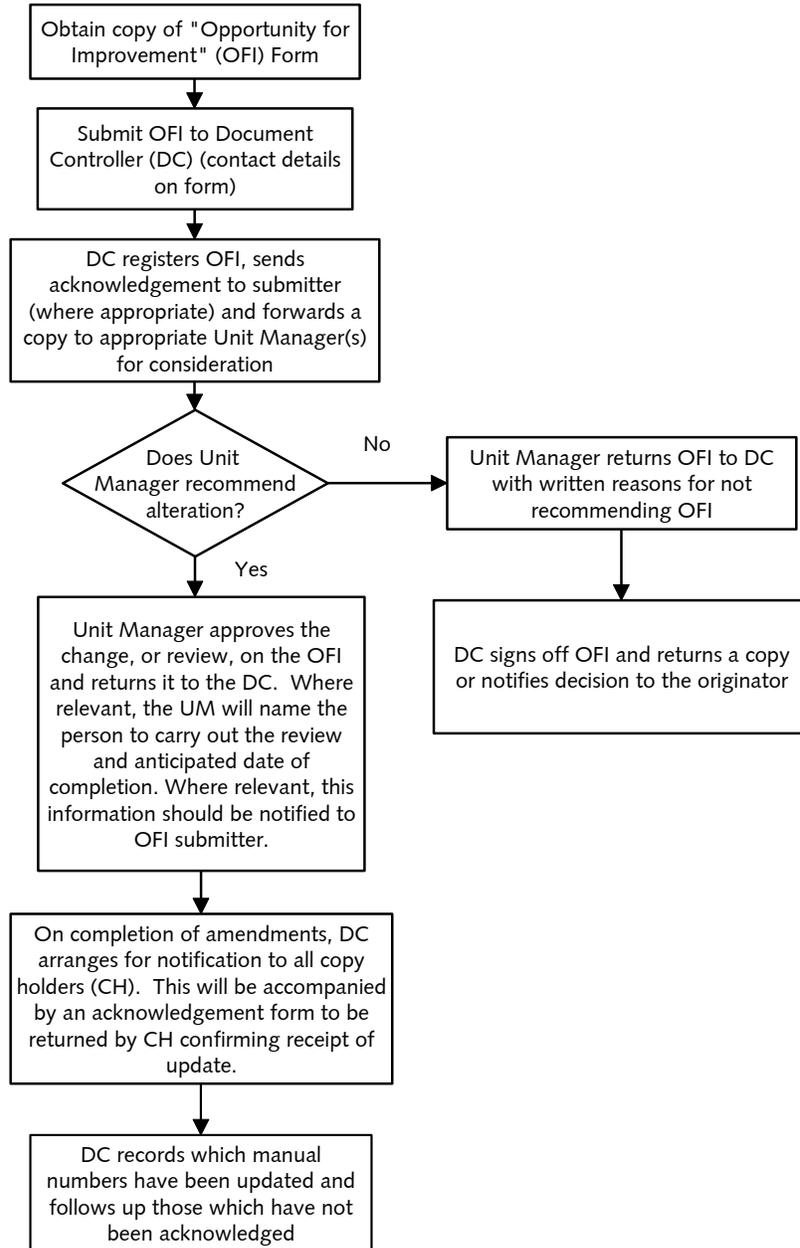
2.2 Suggesting Improvements

Any user of the Manual has the ability to submit an "Opportunity for Improvement" form (OFI) to Council where they feel that there is something in the Manual that could be improved (see OFI form at front of Manual). All OFI's will be considered within 1 month of receipt, and the Manual will either be revised, the part or section identified for a review, or the OFI originator advised that no action will be taken, and the reasons why.

The following flowchart outlines the standard OFI/amendment/update procedures.

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General OFI/Amendment Update Procedure



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3.0 INTERPRETATION AND ABBREVIATIONS

3.1 Interpretation

In this Manual, unless inconsistent with the context, the following shall apply:

Applicant means the person or company that submits the fully completed application to Council for the purposes of receiving Council's consent or sign-off for completed works.

Contractor means the company engaged to undertake the physical works.

- In the case of industrial and urban land development the Contractor shall be responsible to the Developer.
- In the case of works constructed by the Council, the Contractor's responsibility shall be as defined by the General Conditions of Contract for the works.

Council means Hamilton City Council or any of the 6 neighbouring district councils listed in Volume 5 : District Council Supplement."

Developer means the company or person who has been granted or holds planning consent.

Developer's Representative means the person or persons appointed by the Developer to represent them.

Engineer "Engineer" has a different meaning depending on the party relationships involved in the works.

- Where the work is being carried out as part of a development, **Engineer** means a person who is commonly entitled to practise as a certified professional engineer / registered surveyor and has experience in utilities engineering acceptable to Council and who is engaged by the Developer to certify the quality and compliance of development works.
- Where the work is being carried out as a direct contract to HCC, then **Engineer** has the meaning as set out in NZS 3910:2003 — Conditions of Contract for Building and Civil Engineering Construction.

Geotechnical Engineer means a person who is currently entitled to practise as a certified professional engineer and has experience in soils engineering acceptable to Council; or such other person as Council may specifically accept as being competent.

Household Unit means any building or group of buildings, or part thereof, used or intended to be used principally for residential purposes and occupied or intended to be occupied by not more than one household.

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Means of Compliance means a method by which the requirements of the District Plan may be complied with. It implies that there may be other methods which may meet the requirement but which may be subject to specific consideration or approval.

Minor Works means work that is required by a Resource Consent that does not require the provision of a public road. (This definition could include very major work without a public road.)

Owner means the owner of the land.

The Works The works shall generally be defined as the works for which this specification is being used and shall have the definition of "Contract Works" as defined in NZS 3910:2003.

NZ Transport Agency Specifications

Where the NZTA Specifications referred to in this Specification are not dated, then the NZTA Specifications that become current three (3) calendar months prior to the date of the commencement of on-site construction of the development shall be used.

All references to either the basis of payment or maintenance period contained within the NZTA Specifications are deleted.

3.2 Abbreviations

DC (Document Controller) is the Group Administrator, Programme Management Unit.

DMM (Development Manual Manager) is the HCC Programme Management Manager.

HCC means the relevant Hamilton City Council 'asset manager' or alternatively a Hamilton City Council 'site supervisor' when such authority has been delegated.

TU means the Transportation Unit of Hamilton City Council

NZTA means New Zealand Transport Agency

WEL means WEL Networks Ltd

WWS means the Water and Waste Services Unit of Hamilton City Council to be contacted in the first instance via the WWS Reception.