

ASSET CREATION DEVELOPER PROCESS

INSTRUCTIONS FOR CONSTRUCTORS - MINOR WORKS (SEWER) -

INSTRUCTIONS TO CONSTRUCTORS
MINOR WORKS (SEWER)

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1. INTRODUCTION

These Instructions are provided for Constructors of Minor Works (sewer) engaged to construct specified sewerage infrastructure for either:

- 1.1 Developer work which must be facilitated by a Water Servicing Coordinator (WSC) under Sydney Water's e-Developer process and a Minor Works Agreement; or
- 1.2 Non-developer work or other work not requiring a Section 73 Certificate which can be facilitated by application through Sydney Water Tap in™.

This work applies only to those Constructors appropriately listed by Sydney Water for the category of work proposed.

The Instructions form part of Sydney Water's Asset Creation Quality Management System, and the procedures outlined herein are designed to complement internal procedures applicable to Sydney Water. An overview of the Asset Creation Developer process is contained in the Asset Creation Developer Process Quality System Overview.

Scope of Minor Works (sewer)

Note: There may be occasions where works are initiated but are later found to be beyond the scope for the level of Constructor or have other complexities that are beyond the scope of Minor Works. In these instances the WSC or Sydney Water may require the works to be completed by a Constructor with appropriate capability and/or managed under a different process.

The scope of activities allowed under Minor Works (sewer) is outlined below:

Scope for 'MS' listed Constructors

Works relating to gravity sewers of size $\leq$ DN 225 and depth $\leq$ 2.5 metres (measured from the invert of the sewer to the ground surface) and limited to:

- inserting junctions/property connection arrangements into existing VC and PVC sewers
 - constructing PCSs of length not greater than 12 metres measured along the axis of the PCS from the centreline of the sewer at the PCS connection point to the centreline of the furthest riser for the IS or RP. Configurations may include a PCS off another PCS, extension of an existing PCS on line and grade or a PCS off an existing CSD inlet at a MH (see NOTES 1 and 2)
 - constructing extensions of existing sewers on line and grade of length not greater than 12 metres (measured along the axis of the extension from the end of the existing sewer to the centreline of the TMS), where justification for extension has been accepted by Sydney Water (see NOTES 1 and 3)
 - concrete encasing up to 25 metres of an existing VC or PVC sewer
 - replacing up to 25 metres of existing VC or PVC sewer as a precursor to concrete encasement
 - sealing points of connection to Sydney Water's sewer.
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Scope for 'S1' and 'S2' listed Constructors

Works beyond the scope of MS listed constructors must be performed by S1 and S2 listed constructors (see Note 4). The scope is extended to works relating to gravity sewers of size $\leq$ DN 225 and depth $\leq$ 6.0 metres (measured from the invert of the sewer to the ground surface) and limited to:

- inserting junctions/property connection arrangements into existing VC and PVC sewers
- constructing PCSs of length not greater than 25 metres measured along the axis of the PCS from the centreline of the sewer at the PCS connection point to the centreline of the furthest riser for the IS or RP. Configurations may include a PCS off another PCS, extension of an existing PCS on line and grade or a PCS off an existing CSD inlet at a MH (see NOTES 1 and 2)
- constructing extensions of existing sewers on line and grade of length not greater than 25 metres (measured along the axis of the extension from the end of the existing sewer to the centreline of the TMS), where justification for extension has been accepted by Sydney Water (see NOTES 1 and 3)
- concrete encasing an existing VC or PVC sewer. Concrete encasing an existing VC or PVC sewer of size $>$ DN 225 and $\leq$ DN 300 where pipe replacement/flow management is not required is also permitted
- replacing up to 25 metres of existing VC, PVC, CI or DI sewer as a precursor to concrete encasement
- sealing points of connection to Sydney Water's sewer
- disusing PCSs and sewers of size $\leq$ DN 300 (see NOTE 5).

NOTE 1: **Sydney Water Tap in™ will only accept** an application where the PCS or sewer extension is proposed to be not greater than 12 metres. If the length is proposed to be greater than 12 metres, the application **must be lodged through a WSC**.

NOTE 2: Breaking into existing MHs for new connections is not permitted.

NOTE 3: Any proposal to extend a 'dead-end' sewer requires a detailed case to be provided to Sydney Water for consideration and approval before construction.

NOTE 4: Where the scope falls outside that for 'MS' listed constructors, the appropriate additional requirements of 'WSA 02 Sewerage Code of Australia (Sydney Water Edition)' and 'Technical Specification for Leak Tight Sewer Systems (Sydney Water)' will apply. Generally survey, design and compliance testing will not be required except where the WSC or Sydney Water, having considered risks relevant to the case, specifies requirements.

NOTE 5: Any proposal to disuse a sewer will require consultation with Sydney Water and may involve the submission of a detailed case and method prior to approval for construction.

NOTE 6: For purposes of these requirements, VC includes all types of earthenware and clay pipes.

The scope of Minor Works (sewer) does NOT include construction of PCSs, extension of sewers and concrete encasement of sewers in mine subsidence areas, however inserting junctions/property connection arrangements are permitted. For information on the location of mine subsidence areas, visit www.minesub.nsw.gov.au.

2. ROLE OF THE CONSTRUCTOR MINOR WORKS (SEWER)

The role of the Constructor in carrying out Minor Works (sewer) works will vary depending on whether works are facilitated under either 1.1 or 1.2 above. That is:

- 2.1 (a) Ensure that the constructor company is listed on Sydney Water's web site and has key personnel who meet Sydney Waters Mandatory Criteria for Providers in respect of the specified developer works. The Constructor will need to provide the names of key personnel and written confirmation via the Provider Capability Checklist – Constructor (Provider form 23) to the WSC that they meet Sydney Water's criteria for the specified works.
- (b) **Under a Water Servicing Coordinator** – construct the works in accordance with the executed Developer Works Deed, addressing the conditions given in the Notice of Requirements (NOR) and the documented design servicing solution (provided by the WSC) following the procedures outlined herein. At completion of the works, provide the WSC with a Hydra sketch showing the Work As Constructed (WAC) information and a completed Minor Works - Work As Constructed Report (Provider form 13); or
- 2.2 **Under Sydney Water Tap in™** – construct the works in accordance with the Agreement and the procedures outlined herein. At completion of the works, provide a Hydra sketch showing the Work As Constructed (WAC) information and a completed Minor Works - Work As Constructed Report (Provider form 13).

Notes:

1. Where entry onto adjoining property is necessary, construction must not commence before entry procedures have been addressed including completion of Permission to Enter form(s) (Provider forms_04A and 04B from Sydney Water's website). For more details refer to the *Instructions to Water Servicing Coordinators (Major Works)* on Sydney Water's website.
2. **The Constructor must advise the WSC or Sydney Water immediately if they become aware of any connection or interference to Sydney Water assets without prior Sydney Water approval.**

3. COMMENCEMENT/CONNECTION OF WORKS

The Constructor must ensure that the Water Servicing Coordinator has consulted and provided the Constructor with a design servicing solution plan.

The Constructor must ensure that the commencement notification for the proposed works is submitted with at least a minimum of two (2) working days' notice as follows:

- 3.1 **Under a Water Servicing Coordinator** – after consultation with the WSC and the Minor Works Constructor signing the Developer Works Deed, the WSC must submit the Construction Commencement Notice for Minor Works (Sewer) to SWConnect.

If work is not to commence on the nominated starting date, the Minor Works Constructor in consultation with the WSC shall, prior to the original nominated starting date, ensure the WSC advises Sydney Water of the deferment. Restart of works will require the WSC after consultation with the Minor Works Constructor to e-mail a revised Construction Commencement Notice to the Asset Inspection Services Team at minorworks@sydneywater.com.au

- 3.2 **Under Sydney Water Tap in™** – forward a copy of the Construction Commencement Notice for Minor Works (sewer) to the following e-mail address:
minorworks@sydneywater.com.au

If work is not to commence on the nominated starting date, the Minor Works Constructor, prior to the original nominated starting date, advise Sydney Water of the deferment. Restart of works will require the Minor Works Constructor to e-mail a revised Construction Commencement Notice to the Asset Inspection Services Team at minorworks@sydneywater.com.au.

Unauthorised Connections:

Constructors must not under any circumstances act on advice to make an unauthorised connection to, or interfere with, a Sydney Water asset.

Any connection or interference with Sydney Water's assets in a manner not specified in this instruction is an illegal connection and, at the discretion of Sydney Water, may result in the removal of the provider/s from Sydney Water's list. This instruction includes new developer works and replacement of existing assets.

Audit of Minor Works:

Sydney Water's Asset Inspection Services team will select works to be audited.

The Constructor must carry out the works on the day and time nominated on the CCN commencement notification. The works must be ready for audit at the time nominated on the CCN commencement notification. If the auditor does not attend the site by the end of the nominated time frame then the constructor may complete the works.

The timetable also applies to notices for deferment and restart of work.

Construction shall not take place until the Constructor has prepared and implemented a site-specific Safe Work Plan and Environmental Management Plan which addresses Work Cover requirements and Sydney Water's Generic Asset Hazards at the Point of Connection (for connection of the new works to the existing system including chemical root treatment of sewers). Where appropriate, the Constructor must also provide a plan for managing sewage flows and the containment of sewage spills.

The Constructor must advise the developer and the WSC in situations where it is identified, upon field verification that the scope of work has changed due to the depth, type or location of the existing pipe.

Note 1:

If it is identified upon excavating to the existing sewer that the scope of work is beyond the Minor Works category, then a listed Major Works constructor will need to complete these works. Contact the WSC.

Note 2:

Connections shall not be carried out during wet weather.

4. WORKS IN PROGRESS

For both facilitation methods, the Constructor identified in the Deed or Agreement shall:

- carry out the work in accordance with Sydney Water's current "Technical Requirements and Work Instructions for Minor Works (sewer)". Copies of these documents must be available on site at all times;
- ensure that all personnel on site working for or subcontracted to the Constructor have the relevant capabilities to perform the works;
- ensure that all products and materials used are authorised by Sydney Water;
- (where applicable) in consultation with the WSC, for Property connection point and Property connection sewer installations, the works must provide maximum drainage to the lot;
- where the construction of the works involve the opening of a road or footpath, it is the Constructor's responsibility to obtain the consent of the relevant roads authority and abide by the conditions of consent as referred to in the Roads Act 1993 granted by the approving authority;
- take all necessary steps to construct the works in the shortest possible time and protect from harm or damage any person, property or part of the environment which may be affected by the construction of the works;
- ensure that backfilling of trenches shall not commence until authorised by the Field Representative and, in the case of concrete encasement, 24 hours after the final placement of the concrete;
- restoration is to be completed in accordance with the Standards, and in the case of works on private property to the satisfaction of the owner;
- Entry Restoration Clearance, if required, is to be provided to Sydney Water;
- that, where the works are found by Asset Inspection Services not to conform with the Standards and specification, the Constructor shall reconstruct the works or any part thereof at their cost and pay any additional inspection fees; and
- Comply with any audit requirements Sydney Water may request.

Corrective Action Requests:

Corrective Action Requests may be issued to a Constructor where work is not performed in accordance with Sydney Water's Standards and instructions.

The Constructor shall provide the following information in response to a Corrective Action Request:

- Cause of problem/fault/non-conformance.
- Action to rectify problem/fault/non-conformance.
- Objective evidence that the specific problem/fault/non-conformance has been rectified.
- Action to prevent recurrence of the problem.

5. COMPLETION OF WORK

5.1 Under a Water Servicing Coordinator, Sydney Water's Asset Inspection Services team will audit selected works.

After completion of the works, the Constructor must forward to the WSC the following documents:

- The Minor Works - Work as Constructed Report (Provider form 13);
- The marked up Service location print (Hydra plot).

5.2 Under Sydney Water Tap in™, the above documentation **MUST** be emailed within five (5) working days of the completion of works to GIS-SERVICES@sydneywater.com.au.

Restoration must be made in accordance with the Standards and an Entry Restoration Clearance, if required, is to be provided to Sydney Water.

6. SUPPORTING DOCUMENTS

Documents relevant to a Constructor Minor Works (sewer) responsibilities or activities are:

Technical Requirements and Work Instructions for Minor Works (sewer)

Provider form 04A Permission to Enter (Owner)

Provider form 04B Permission to Enter (Tenant)

Provider form 08A Construction Commencement Notice for Minor Works (Sewer) – Tap in applications

Provider form 23 Provider Capability Checklist - Constructor

Provider form 09 Entry Restoration Clearance

Provider form 13 Minor Works - Work As Constructed Report

Generic Asset Hazards – At Point of Connection

Instructions to Suppliers to Provide a Service Protection Report

7. REVISION CONTROL CHART

Version number	Date revised	Brief description of change
14	November 2016	Update CCN advice – SW Connect and Tap in
13	November 2015 (B Hansard)	Updates only substituting Sydney Water Tap in™ for Quick Check
12	October 2015 (L Salli)	Update scope in relation to update to <i>Technical Specification and Work Instructions for Minor Works (sewer)</i> .
11	29 April 2014 (J Perry)	Update Section 4. Works in Progress - to specify required documents on site Change references to Developer Works Team to Asset Inspection Services team Non case CAR information removed
10	21 August 2013 (J Perry)	Add mandatory reporting of unauthorised works note in Section 2. Add advice and definition of unauthorised works in Section 3.
09	1 July 2013	Update information under scope of Minor Works in section 1 and audit for Quick Check applications. Add attachment 1.
08	November 2012	Update Permission to Enter form instruction in section 2 and Provider form references throughout.