

ASSET CREATION DEVELOPER PROCESS

**INSTRUCTIONS TO
WATER SERVICING COORDINATORS
- MAJOR WORKS -**

INSTRUCTIONS TO WATER SERVICING COORDINATORS (MAJOR WORKS)

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1. INTRODUCTION

These Instructions are provided for Water Servicing Coordinators engaged by a Developer to manage the delivery of specified water and/or sewerage infrastructure.

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 Overview.

2. ROLE OF THE WATER SERVICING COORDINATOR

Development activity which requires creation or protection of Sydney Water's assets, will require the Developer to engage a Water Servicing Coordinator (WSC) authorised by Sydney Water. The WSC will respond to all Developer/provider enquiries and will utilise the e-Developer Process for electronic exchange of information.

The WSC's role is to:

Pre Define:

- 1) Explain to the Developer servicing options for subject parcels of land.
- 2) Explain to the Developer Sydney Water's Policies and Procedures as regards the parcel of land.
- 3) Explain to the Developer Sydney Water's fees and charges.
- 4) Explain to the Developer the WSC's fees and charges.
- 5) Provide servicing and geographic information in hard copy format if requested.

Define:

- 6) Download relevant HYDRA information to enable preparation and submission of proposed subdivision into HYDRA prior to application submission.
- 7) Act as a single point of contact for all case related matters relevant to the Developer and all accredited providers.
- 8) Prepare and submit Application for 73 Certificate and provide conduit for payment by the Developer of any due monies to Sydney Water.
- 9) Provide and submit Engineering plans as required.
- 10) Provide Developer with Sydney Water's 'Notice of Requirements'.
- 11) Liaise with the Developer to have all parties sign the Developer Works Deed and ensure it has been executed by Sydney Water.
- 12) Access and utilise the information as specified in Sydney Water's 'Notice of Requirements'.

Design:

- 13) Provide servicing and geographical information to the Designer.
- 14) Ensure that private property entry procedures for design and construction have been addressed as required.

NOTE: Where work is carried out on an existing Sydney Water asset or on land owned by Sydney Water or under Sydney Water's powers of entry the WSC must provide to Sydney Water a Project Safety Plan (PSP) which will be in operation for the duration of the works.

- 15) Prepare a Flow Management Plan (FMP) that meets compliance with Sydney Water's operational requirements, where applicable.
- 16) Develop a Project Specific Quality Plan for the design and construction of the works.
- 17) Manage and review the development of the design and the Inspection and Test Plan (ITP) for construction of the works in accordance with the Project Specific Quality Plan.
- 18) Ensure that the design has been verified by an appropriately qualified person and that the designated Designer and the person conducting the design verification is not the same person. The design Verifier can be from the same company as the Designer, but must possess the appropriate key personnel capabilities for the subject design category.
- 19) Ensure OH&S and environmental requirements of the design and Inspection and Test Plan are addressed in the Project Specific Quality Plan.
- 20) Ensure compliance with all the laws and the requirements of all authorities concerning health, safety and the environment (including Heritage) issues. The WSC must notify the relevant authority and Sydney Water of any circumstances that may pose a threat to health, safety and/or the environment.
- 21) Prepare and submit request for Bonding Arrangements.
- 22) Ensure that Standards used by the WSC, Designer and Constructor are current.

Construct and Acquire:

- 23) Certify on the Construction Commencement Notice that a Project Safety Plan (PSP) and an Environmental Management Plan (EMP) have been prepared in accordance with Sydney Water's requirements and will be implemented and available on site at all times.
- 24) Ensure that the WSC's Key Personnel/Site Representative is present on site when flow management procedures are being implemented as per the approved Flow Management Plan.
- 25) Ensure that the WSC's Key Personnel/Site Representative and the Constructor's Site Representative as identified on the Inspection and Test Plan are not the same person. Such representatives can be from the same company but must each possess the appropriate key personnel capabilities for the subject construction category.
- 26) Ensure and certify that the Listed Provider's Key Personnel on site meet the relevant Mandatory Criteria for Providers and have submitted the relevant Provider Capability Checklist/s for the specified works.

- 27) Liaise with Sydney Water's Asset Inspection Services (AIS) team regarding start, disinfection, pre-connection inspection, shutdowns and connection activities.
- 28) Monitor construction of the works to ensure compliance with the Project Specific Quality Plan.
- 29) Provide certification, validation and Work As Constructed documentation and Entry Restoration Clearance at appropriate stages during the project including certification of field test results.
- 30) Liaise with Sydney Water's Group Property to satisfy any easements/land requirements associated with Sydney Water's assets.
- 31) Ensure that the designated Field Tester and the person(s) providing the WSC services and construction services are not the same person. The Field Tester must be independent of the WSC's and the Constructor's companies.
- 32) Ensure that appropriate actions are taken to address all issues identified in any Corrective Action Request (CAR) raised on any work/provider associated with the project.
- 33) Liaise with the Developer upon receipt of Sydney Water's Transfer of Ownership Advice.

Notes:

1. The WSC shall submit all required variation documentation at the appropriate stages of the Project.
2. All key personnel of the WSC, Designers, Constructors and Field Testers must have Confined Space Certification in accordance with Sydney Water requirements and to WorkCover standard.
3. The WSC's Site Representative acts on behalf of the authorised WSC to carry out construction site duties only to ensure that the process meets the Inspection and Test Plan requirements. The Site Representative does not have to be an employee of the company but shall have the same capabilities as the authorised WSC that he represents. The Site Representative shall not be a Field Tester for the construction site.
4. When required, the WSC shall liaise with the Developer to have either the Constructor (or replacement Listed Provider) execute the Deed Poll or all parties sign the Novation Deed and ensure it has been executed by Sydney Water.
5. Where a Novation Deed or Deed Poll is signed, the WSC must ensure that the Project Specific Quality Plan documents are adjusted to reflect the new parties or party.
6. **The WSC must advise Sydney Water immediately if they become aware of any connection or interference to Sydney Water's assets without prior Sydney Water approval.**

3. PROJECT FEASIBILITY

Upon the approach of a Developer the WSC shall review the development proposal and provide sufficient explanation of:

- servicing options (hard copy if requested)

- Sydney Water Policy and procedures
- Sydney Water's fees and charges
- WSC's fees and charges

to enable the Developer to make an informed decision regarding the viability of the development proposal.

4. PROJECT DEFINITION

To facilitate the process and associated works required to satisfy the development proposal, the WSC shall lodge the applicable application to Sydney Water via the e-Developer Process.

To prepare this application, the WSC shall:

- download relevant Sydney Water geographical information to enable preparation of development proposal in digital format (.dwg)
- submit the application with development proposal attached (.dwg).

Sydney Water will review the application and issue a 'Notice of Requirements' to the WSC. Upon receipt of this 'Notice of Requirements', the WSC shall ensure the Developer is aware of the requirements of the notice, i.e. any Sydney Water charges applicable, extent of works required etc.

Note: When only a property connection (drilling) and property service (main to meter) is required to service the development the WSC shall project manage the work. When works have been completed the WSC shall lock and tag the risers and submit a Project Completion Package in e-Developer.

If the Developer chooses to proceed, the WSC shall ensure that the Developer Works Deed is appropriately signed by the Developer, WSC, Designer and Constructor and then submitted to Sydney Water for execution.

If the Constructor is not engaged at this point, the Deed can still be submitted to Sydney Water without the Constructor's signature. If the Constructor is not known when the Design Package is ready to be submitted, the package must be submitted as a Partial Package. The nominated Constructor will then sign the Deed Poll that will be sent by Sydney Water with the Job Specific Schedule Letter.

5. PROJECT SPECIFIC QUALITY PLAN

The WSC's Project Specific Quality Plan should include but not be restricted to:

- Provider Capability Checklists from all listed Providers
- Design Development Checklist
- Design Plan
- appropriate Environmental Approvals and environmental management documentation that is prepared in accordance with the requirements of Sydney Water and all other authorities
- an environmental Management Plan (EMP) which addresses the identified environmental impacts associated with the works, including the requirements of all relevant authorities
- Project Safety Plan (PSP) for construction of works which covers:

- WorkCover requirements.
 - Site-specific hazards identified by Sydney Water for connection of the new works to the existing system.
 - Flow Management and/or isolation procedures, where applicable.
 - Risks associated with access to water (for building purposes) prior to and during disinfection.
- Inspection and Test Plan and associated checklists for construction of the works.

Sydney Water may not require all elements of the Project Specific Quality Plan to be submitted, however, they should be available for audit purposes during and following completion of the Project.

6. DESIGN OF WORKS

The WSC shall ensure that the nominated Designer is a Sydney Water Provider for design work in the relevant category and has effected, and maintains, the required insurances. The WSC shall ensure that a Project Safety Plan incorporating the on-site activities of the Designer has been prepared and implemented.

Sydney Water's Notice of Requirements will specify the works required and the WSC shall provide all servicing and Sydney Water's geographical information to the Designer. Appropriate Case Number(s) must be clearly shown on all design documentation.

A project specific Design Development Checklist must be prepared by the Designer to ensure the integrity of the Design (refer to PI_Template 01).

The WSC shall ensure that the Designer develops the design, ensures that appropriate Environmental Approvals have been obtained and prepares appropriate environmental management documentation. These will be in accordance with the requirements of Sydney Water's Standards, Instructions to Designers and any other requirements of Sydney Water and all other authorities.

Entry onto third party property:

Sydney Water's *Entry onto third party property policy* and the procedures that follow must be used whenever property that is not part of a development needs to be entered during design or construction.

That property is not to be encumbered by the new sewer construction or other works without written permission being negotiated with the affected owner/tenant. The Developer or Agent will need to negotiate with the affected owner/tenant to obtain that permission.

For design entry, the Advice of Design Entry letter (Provider form 03) must be signed by the property owner/ tenant. For construction, the completed and signed Permission to Enter form(s) (Provider forms 04A and 04B) must be submitted to Sydney Water. If easements are required over these works, agreement in principle to grant that easement to Sydney Water is required from the owner.

The Developer or Agent may wish to use the Letter from Developer's Agent to Affected Property Owner Letter (Provider form 05) to arrange a meeting to commence negotiations.

Consideration must be given to reasonable design and construction alternatives to avoid or minimise impacts on affected owners/tenants, while also considering Sydney Water's operating and maintenance objectives as well as its financial objectives ie does it represent 'least life cycle cost' (ie the lowest upfront and ongoing cost over the life of the main and structures)? The timing of the negotiations can vary greatly depending on factors such as the type of works, works location, development timetable and availability of the affected property owner/ tenant.

Consequent to determination of design choice, negotiations using the mandatory form(s) must cover the following:

- adequate advance notification;
- construction precautions to minimise impact/inconvenience;
- temporary access arrangements provided;
- how effects of dust and noise will be minimised;
- safety and security provisions;
- safeguards to protect natural and man-made features;
- agreed restoration provisions; and
- payment of compensation for the presence of a **new** maintenance structure or main ventilator. The affected property owner/tenant should be made aware that:
 - Compensation for physical damage will generally be by restoration;
 - Cash compensation will be made for physical damage not rectified by restoration (negotiated before acceptance of the work) and for the presence of a **new** maintenance structure or main ventilator (generally negotiated before entry); and
 - Compensation for the presence of a **new** maintenance structure or main ventilator is not to be an arbitrary amount, is property specific and can range from an agreed nominal amount upwards. This can also vary, for example, if existing structures are being removed and being replaced by new structures. Compensation for disturbance/inconvenience and the presence of the pipe is **NOT** provided for by the Act.

Notes:

- The Developer may also decide to negotiate a commercial arrangement with the affected property owner/tenant to assist with achieving a reasonable design or construction alternative. This is **not** compensation under the Act and Sydney Water will not be involved.
- For more details refer to Sydney Water's *Entry onto third party property policy*.

If a Developer or Agent is unable to produce a result for either design or construction entry, Sydney Water will help find a solution. Before we can do this, the WSC must first submit a concept design (design entry)/ design package (construction entry) to Sydney Water that

complies with these procedures and includes the required evidence. For construction entry, Sydney Water will then review the details and decide if the design meets its operating and maintenance objectives as well as its financial objectives ie does it represent 'least life cycle cost'?

The evidence must be consistent with the requirements of the policy, that is, it must demonstrate that the Developer or Agent has made a **reasonable** attempt to:

- protect the rights of property owners and tenants
- avoid problems that can cause disputes
- make it possible for Sydney Water to manage public health and safety, environmental and financial risks
- manage the entry negotiations and
- resolve any disputes fairly and efficiently.

For **design entry**, the evidence **must** include:

- Advice of Design Entry letter
- Designer's comments
- Details of owner/tenant's concerns/objections
- All contacts with the property owner or tenant including correspondence, diary notes of phone and site visits.

For **construction entry**, the evidence **must** include:

- Development consent from the consent authority (usually the council)
- Permission to Enter form completed and covering all items (except for the property owner or tenant's signature, if they do not want to sign)
- The affected property owner's concerns
- Photos of servicing routes
- Offer of compensation
- Valuations relating to compensation
- Proposed property repair, restoration and reinstatement measures
- Timeline for construction of the works
- Temporary fencing and access arrangements
- How environmental factors will be addressed eg noise, dust, removal of shrubs or trees, heritage
- How existing buildings or structures near the works are protected
- All contacts with the property owner or tenant including correspondence, diary notes of phone and site visits.

After the WSC submits satisfactory evidence to Sydney Water, we will review the documentation and give the WSC a timeframe for completing the review.

If Sydney Water decides that the only way to resolve the issue is by Notice of Entry action, we will advise the WSC of Notice of Entry and Design/ Construction Entry letter issue and the need for any other actions. Sydney Water will continue to liaise with the WSC and Designer/ Constructor as needed.

The WSC shall ensure that a project specific Inspection and Test Plan and Checklists for construction of the works are prepared. The Constructor's full details and estimated total project costs incorporating design, construction, field testing and project management costs (excluding GST) must be included in the Inspection and Test Plan prior to release by Sydney Water of the Complete Design Package.

For Generic Inspection and Test Plans refer to PI_Templates 06A and 06B.

Should a project's scope of works include works affecting Sydney Water's existing system that could be defined as minor works, (example, concrete encasement of existing pipes or insertion of junction into the existing system) those works must be shown on the Design and a separate line item provided on the Inspection and Test Plan.

The WSC shall complete the Design Package Certification (PI_Template 07) which will certify that the design and all accompanying documentation have been prepared in accordance with Sydney Water's Standards and requirements. The WSC will also certify that an Environmental Management Plan and a Project Safety Plan for the construction of works will be prepared prior to the submission of the Construction Commencement Notice. The above documents must conform with the requirements for accreditation with Sydney Water.

Water Main Projects:

Should it be considered a water project requires an under pressure cut-in connection rather than a standard shutdown tee and valve the details must be shown on the design plan.

Where a cut-in to the existing system will be at the commencement of works, the Constructor must attach a blank flange to the cut-in flanged tee and valve. A design note must indicate this to be constructed in accordance with the relevant standard drawing. The note must also contain advice indicating the blank flange must not be removed until approved for connection to the reticulation works.

The valve will be tagged (tag-out) by Sydney Water prohibiting its use.

For extensions to an existing dead end a restrained valve with a hydrant bend will need to be constructed at the commencement of works. Restrained stop valves will need to be constructed utilising a flanged gate valve in accordance with Standard Drawing WAT-1207. This detail necessitates the use of a length of **ductile iron pipe**, anchored by a thrust block and puddle flange. The thrust block must be at an appropriate distance from the valve to ensure that there will be no disturbance to the bearing area (of the thrust block) during connection of the new works.

For water main extensions where a cut-in to the existing system will be at the commencement of works and water is required for building activity prior to disinfection of the new main, the design will need to indicate the construction of an approved Reduced Pressure Zone Device (RPZD) for backflow prevention. A hydrant will be required immediately downstream of the RPZD to enable future chlorination while the RPZD is in place. The note must also contain advice indicating the RPZD is not to be removed until disinfection and approval by Sydney Water for connection to the cut-in.

The WSC will need to prepare a Project Safety Plan addressing the risks (including appropriate signage) associated with availability of water (for building purposes) in accordance with the developer agreement.

Construction sequence for upfront connection and water for building purposes:

- Cut-in tee and valve with blank flange or (for existing dead end) restrained valve and hydrant bend
- Main laying
- Pressure test
- RPZD assembly (by an appropriately qualified licensed plumber (AS 3500))
- Disinfection
- Pre-connection
- RPZD disassembly and connection
- Property connection (drilling) and property service (main to meter) installation.

Should a project's scope of works include the installation of service connection/s (drilling) and property service/s (main to meter) those works must be shown on the Design, together with the relevant design note. A separate line item must be provided on the Inspection and Test Plan. The details of the Driller and the licensed plumber must be provided on the Inspection and Test Plan when known.

Should a project's scope of works require the installation of service connection/s (drilling) and property service/s (main to meter) only (no reticulation works) those works must be shown on the Work As Constructed Design.

Sewer Main Projects:

In extreme circumstances, where it is considered essential to connect to Sydney Water's system at the commencement of construction and the connection meets the requirements of the *Connection to Sewerage System Policy*, a written request for approval is to be lodged with the design package.

The request must be accompanied by the Environmental Management Plan and Project Safety Plan for the works including the connection to Sydney Water's existing system (refer Generic Asset Hazards). The request will be assessed for hazards and risks. Any exceptional or other site-specific hazards that are part of Sydney Water's operational environment that may have an impact at the point of connection will be communicated to the WSC as part of the Job Specific Letter. Hazards and risks supplied on the Job Specific Letter must be addressed in the Plans and the Plans resubmitted to Sydney Water prior to commencement of construction.

Connection at commencement of construction for sewer projects:

Connection at commencement of construction for sewer projects cannot proceed unless prior approval is granted by Sydney Water. This includes temporary bypass of existing Sydney Water assets.

Submit a request through SWConnect requesting approval to connect.

Unauthorised Connections:

The WSC must under no circumstances direct or give advice to a constructor to make any unauthorised connection to, alter or interfere with, a Sydney Water asset.

Failure to comply with the above instruction will be considered a serious breach of the Sydney Water Act (Section 48A) and/or contract with Sydney Water and this may result in action from Sydney Water in accordance with the contract.

Any connection, alteration or interference (including temporary services, bypasses ,house service connections, insertion of junctions/sidelines & adjusting structures) with Sydney Water's assets at any stage of construction, without prior, appropriate Sydney Water approval, is an illegal connection and, at the direction 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.

The WSC in conjunction with the constructor must review the design prior to commencement of works and identify all connections and alterations to Sydney Water's existing assets. All connections and alterations at any stage of construction must only proceed after obtaining the appropriate approval from Sydney Water. The WSC must make available an approved copy of the request from SWConnect for the constructor to sight and have on site before the connection proceeds.

Design packages:

The following documents will constitute the Design Package, which shall be submitted by the WSC to Sydney Water:

- Design Package Certification (PI_Template 07)
- Design Development Checklist (PI_Template 01)
- Design Plan (.dwg format)
- Inspection and Test Plan with associated checklists (PI_Templates 06A and 06B)
- Request for Isolation Flow Management of an Asset (Form A), where applicable
- Permission to Enter (PI_Templates 04A and 04B), if applicable
- Written application for upfront sewer connection or under pressure cut-in water connection, if applicable
- Three detailed quotations and apportionments of costs (if Sydney Water contributions to the cost of works are involved).

Notes:

1. Exceptions to the need to submit three quotations are set down in Sydney Water Share of Works – Water Servicing Coordinators' Instructions.
 2. No work is to commence until Sydney Water has agreed to the use of a specific Listed Provider for construction.
 3. For Pressure Sewer works, refer to the *Pressure Sewer Systems – Connections and extensions procedure* for any additional design requirements.
- In instances where easement/land action is applicable, the appropriate easement documentation (refer Easement/Land Operational Guidelines).

Partial Design Packages:

Partial Design Packages may be lodged without a nominated Constructor and estimated total project costs (excluding GST) on the Inspection and Test Plan or without that Constructor's signature on the Developer Works Deed.

However, Sydney Water will not release the Complete Design Package until receipt of the Inspection and Test Plan showing accredited Constructor details, estimated total project costs (excluding GST) and the Deed Poll executed by that Constructor.

Construction Commencement Notices:

The WSC may issue a Construction Commencement Notice request through SWConnect either:

- upon receipt from Sydney Water of the Job Specific Schedule Letter and appropriately notated Design Package, or
- for up-front connections for sewer projects upon receipt from Sydney Water of the Job Specific Letter and appropriately notated Design Package, including project-specific Project Safety Plan and Environmental Management Plan, or
- in the case of Partial Design Packages, seven (7) calendar days from the date of receipt by Sydney Water of both the complete Inspection and Test Plan and executed Deed Poll, or
- twenty-one (21) calendar days from date of receipt by Sydney Water of the complete Design Package.

Note: The 21 days does not include response time for Corrective Action Requests raised following a random audit of the Design Package by Sydney Water.

Sydney Water will include in the Inspection and Test Plan its mandatory Hold Points, and any additional Witness and Hold Points required based on operational requirements, complexity of the project, audit requirements, etc.

Sydney Water will return the notated Design Plan and Inspection and Test Plan to the WSC together with endorsed easement/land requirements (if applicable) and the Job Specific Schedule Letter which will include:

- relevant fees
- connection requirements and identification of associated hazards
- Sydney Water's share of costs, if applicable
- contact details for Sydney Water's relevant Field Coordinator.

In instances where easement/land action is required, following the return by Sydney Water of endorsed Easements/Land Requirement Forms detailing its requirements, the WSC shall prepare the Notice of Sydney Water Easements/Land Requirements Form N1 (refer Easements/Land Operational Guidelines) and associated documents, and forward the package to Group Property for initiation of the acquisition process.

Acceptance of the Design Package by Sydney Water will not relieve the Designer from full responsibility for mistakes or omissions therein or therefrom (including any resultant mistake or error in the works) or for any discrepancy or deviation from the Standards and Requirements.

7. COMMENCEMENT OF WORK

Following receipt of Sydney Water's Job Specific Schedule Letter and the appropriately notated Complete Design Package, the WSC shall submit a Construction Commencement Notice request through SWConnect to Sydney Water a minimum of two (2) full working days prior to the nominated starting date. After submission of the initial start Construction Commencement Notice (CCN), ensure the project variation process contained in "e-Developer online help" is followed when submitting deferment, restart or staged CCN's. This timetable also applies to deferment and restart notices. In the case of staged construction (e.g. pipelines crossing roads prior to road construction (stubmains), the installation of property services following chlorination and testing), a separate notification of commencement is required for each stage. The Notice will certify that the WSC has completed appropriate road opening procedures and notified any affected property owners.

The WSC shall include in the Notice full details of the Constructor and Site Representatives. The WSC shall ensure that the Constructor meets Sydney Water's Mandatory Criteria for Providers for the category of work proposed and has current insurances as required in the Developer Works Deed. The WSC shall certify that in conjunction with the Constructor, the following documents have been prepared and will be available on site during construction:

- An Environmental Management Plan which addresses the issues identified in the Review of Environmental Factors and the requirements of all authorities.
- A Project Safety Plan which addresses WorkCover requirements and Sydney Water's site-specific hazards for connection of the new works to the existing system.
- A Flow Management Plan (FMP) which meets compliance with Sydney Water's operational requirements, where applicable.

Note: In the case of "up-front" connections, both documents must be notated by Sydney Water prior to commencement of construction.

Sydney Water's AIS team will approve the Construction Commencement Notice request through SWConnect for Developer Extensions. Work must not commence before receipt of the acknowledged Commencement Notice and the nominated starting date.

Note: Connection of any new works to Sydney Water's existing sewer system will be carried out at the completion of construction.

If work is not to commence on the nominated starting date, the WSC shall, prior to the original nominated starting date, advise Sydney Water of the deferment of works by forwarding a revised Construction Commencement Notice. Sydney Water may conduct random audits of the construction works. Any additional costs incurred by Sydney Water in attending construction sites where work is either completed, or not commenced, due to failure of the WSC to notify Sydney Water of change of starting date, shall be borne by the WSC.

Deferments/restarts:

The constructor must notify the WSC if works on site will be deferred. The WSC must then notify the AIS team by email (developerconnections@sydneywater.com.au). The WSC

will advise that works have been deferred and that construction will recommence on (date) with a minimum of two (2) working days' notice prior to the nominated re-start date. A commencement request through SWConnect is not required in this instance.

The WSC shall compile a comprehensive photographic record of pre-construction conditions for all affected areas outside the boundaries of the development site to provide evidence in any subsequent restoration disputes. Each photo should be clearly labelled and must be retained with the project documentation.

The WSC shall ensure that the works have been set out correctly, and that the location and level of the receiving sewer(s) have been field verified, prior to commencement of construction. Documentary evidence to that effect may need to be provided from a Registered Surveyor.

Where water supply is required for building activity prior to disinfection of the new main, then:

- The PSP must address the risks associated with access to water (for building purposes) prior to and during disinfection.
- Arrange for Civil Maintenance to inspect the RPZD assembly and open valve. Refer to the relevant Work Instruction "Water Availability for Building Activity Prior to Disinfection of New Mains".
- A backflow prevention device, RPZD test report must be completed by an appropriately qualified licensed plumber (AS 3500) and the results forwarded to Sydney Water's Backflow Prevention team after the connection for building activity water has been completed and the main charged.
- An appropriately sized metered standpipe/s will need to be obtained by the developer in order to obtain water directly from the hydrants where required. Refer to Work Instruction "Water Availability for Building Activity Prior to Disinfection of New Mains".

8. WORKS IN PROGRESS

The WSC shall ensure that the notated copy of the Design Plan, Inspection and Test Plan and associated checklists, a current copy of relevant Sydney Water Standards, the Environmental Management Plan and Project Safety Plan are available on site while ever works are being constructed.

The WSC shall also ensure that one of the Constructor's key personnel is present at the site whilst work is in progress and that all materials in use are authorised by Sydney Water.

For water main projects where an under pressure cut-in connection is requested and property service installation is required the WSC shall ensure that the Inspection and Test Plan is amended to include the name of the driller and licensed plumber when engaged to install the works.

The WSC shall attend Hold Points identified on the Inspection and Test Plan. Sydney Water's AIS team shall be given a minimum of two (2) full days' notice of attendance required at Hold Points except where otherwise stated (e.g. connection) and one (1) full days notice for Witness Points.

The WSC shall ensure the finished surface levels are supplied prior to the construction of maintenance structures.

During construction of the works, the WSC shall ensure appropriate liaison between the Constructor and the Designer to facilitate the carrying out of surveys for any easements

required, and the compilation of accurate Work As Constructed records. Backfilling of trenches shall not commence until documentation of Work As Constructed information has been satisfactorily completed and, in cases where easements are required, a detailed survey of the location of the works relative to real property features has been carried out by the Surveyor responsible for the easement plan.

For water main projects where Thrust/Anchor Blocks or Restrained Joints are required then sufficient Anchor/Thrust blocks must be constructed as per the relevant design drawings. The constructor must provide sufficient curing time to withstand any thrust load e.g. by pre-pouring. Where this cannot be achieved, the Designer, WSC and Constructor must ensure that the main is appropriately designed and constructed to avoid the water main blowing up on recharge and/or avoid exceeding the allowable timeframe for the connection (e.g. consider flange fittings, welding etc).

For water main projects the installation of the drilling and property service(s) will not occur until the water reticulation main has been chlorinated, tested and connected and all other authorities services have been installed.

Corrective Action Request:

When work is not performed in accordance with the Project Specific Quality Plan, Standards and Provider Instructions, the WSC shall immediately issue a Corrective Action Request to the Provider. The WSC shall provide Sydney Water with a copy of the Corrective Action Request within 24 hours of the nonconformance occurring.

Where a problem, fault or nonconformance has occurred a Corrective Action Request raised by Sydney Water's Representative will be issued via the WSC. Sydney Water's Representative may also issue a copy to the Developer. The WSC shall ensure that all Corrective Action Requests, including those issued by Sydney Water, have been satisfactorily closed off prior by the date specified by the auditor. If no date is specified the CAR must be closed off prior to final validation.

The following shall be provided by the Provider to Sydney Water for all Corrective Action Requests:

- cause of problem / fault / nonconformance
- action to rectify
- objective evidence that the specific problem/fault/nonconformance has been rectified
- action to prevent recurrence.

Note: Verification will also be required to satisfy Sydney Water that similar problems / faults / nonconformances have not occurred on work already completed.

Without all of the above, a Corrective Action Request will not be closed off.

The WSC shall provide Sydney Water with a copy of Corrective Action Requests within 24 hours of closure.

Note: For a non-case project i.e. a project NOT managed by an e-Developer case, where work performed by a Listed Provider is not in accordance with the Provider Work Instructions, Codes etc. the WSC shall issue a CAR on the Provider in accordance with their own Quality System.

They will then email a copy to providerservices@sydneywater.com.au (Sydney Water – Assurance Team) to enable the update of their Provider monitoring records.

Variations:

If variations are necessary during construction, the WSC shall arrange for them to be prepared by the Designer and documented on the Design Development Checklist. The WSC shall submit them to Sydney Water for agreement prior to work proceeding. Such submissions shall also include written concurrence to the variation from the owners, and/or prospective purchasers (where sale of lots is proceeding), of all affected properties. (This will greatly reduce the adverse impact of variations on prior building approvals.) Sydney Water will issue a copy of the agreed variation to the WSC.

Note: A variation is a change to the notated Design Package and/or Sydney Water Standards.

Testing and Restoration:

A Listed Field Tester shall be engaged by the Constructor to carry out all testing of the compaction and pipework on the construction site. The Field Tester will determine where tests are to be taken. Results from the laboratory are to be reviewed by the WSC to ensure that the number and results of tests are acceptable. All field test results including concrete test results (or dockets) shall be collected by the WSC. Certification of satisfactory results is to be included in the final validation of works which is required prior to connection.

Restoration is to be completed progressively in accordance with the Standards, and the WSC shall issue a Corrective Action Request at any time it is believed this requirement is not being adhered to.

9. COMPLETION OF WORK (SEWER)

The normal sequence of tasks to complete a **sewer** project is as follows:

- (a) Construction of new works including compaction.
- (b) Compaction Testing.
- (c) Low Pressure Air or Vacuum Testing of pipelines.
- (d) Vacuum Testing of maintenance structures.
- (e) Hydrostatic Testing of Rising Mains.
- (f) Colour Closed Circuit Television (CCTV) inspection and report.
- (g) Deflection Testing of flexible pipelines (7 days after completion of placement and compaction of trench fill, or one (1) day prior to final validation by the WSC, whichever is the sooner).
- (h) Final certification by the WSC.
- (i) Joint inspection of the works.
- (j) Connection of the new works to Sydney Water's existing system.
- (k) Vacuum testing of maintenance structures built or adjusted for connection to the existing sewerage system.

Note: For Pressure Sewer Systems (PSS) cases only Field Tests (b) and (e) are required.

The Constructor will ensure that all required field testing of works has occurred. The WSC must certify all field testing and results meet Sydney Water's Standards. All field tests must be carried out by a Listed Field Tester and all results whether they comply or not must be passed on to the WSC (PI_Templates 12A, 12B, 12C, 12D, 12E). If any test fails to comply, the

Constructor must take appropriate action to rectify the problem and conduct further tests until the works comply.

On completion of all works and field testing, and prior to connection of the new works to the existing system, the Designer must validate the Design Development Checklist. The WSC shall complete and certify the Inspection and Test Plan and the Design Development Checklist as true records of activities. The WSC shall store CCTV tape for audit purposes for a minimum of seven years.

The WSC shall request through SWConnect a joint pre-connection inspection of the works by certifying the following:

- All field tests have been reviewed and the results comply.
- The works have been completed in accordance with Sydney Water Standards.
- Sydney Water's generic and site specific hazards have been addressed.
- Flow Management procedures for critical mains and mains $\geq$ DN 300 have been negotiated as per the Job Specific Schedule Letter (if applicable).

The WSC shall submit this information to Sydney Water's AIS team with a minimum of two full working days notice prior to the required joint inspection. The WSC will, together with the request through SWConnect, submit a marked up construction plan showing the connection point/s and indicating, if applicable, the subdivision stage number the connection is for. Sydney Water's AIS team will confirm the time of inspection through SWConnect. The Sydney Water AIS team inspectors hours of operation are between 7.30am – 4.00pm on weekdays (excluding Public Holidays). The Certificate, all field test results and a Work As Constructed plan or a marked up field copy must be submitted to the AIS team inspector at the time of inspection.

Note: For Pressure Sewer works, refer to the *Pressure Sewer Systems – Connections and extensions procedure* for any additional construction and connection requirements.

Prior to inspection of the connection to the existing system, the WSC shall ensure that all chamber lids are open or removed to facilitate the inspection, and the existing main(s) to which connection is intended, has been exposed and that the site-specific Project Safety Plan for connections has been prepared and available on site. The AIS team inspector will sign and date the Work As Constructed plan or the marked up field copy used for the inspection. The signed field copy is to be sent in with the Project Completion Package.

Authority for connection to Sydney Water's system will be issued only when it is determined that:

- all works as constructed meet Sydney Water's Standards;
- all documentation for the works has been completed up to the connection Hold Point;
- site specific hazards relating to connection have been addressed in the Constructor's Project Safety Plan;
- all work related to the connection is to be carried out by the person(s) named in the Constructor's Project Safety Plan.

On completion of the joint Pre Connection Inspection the Water Servicing Coordinator will request a connection through SWConnect. The AIS team will approve the connection through

SWConnect authorising the connection of the new works to Sydney Water's system. The connection arrangements will be included in the authority.

On satisfactory completion of the connection, the WSC will submit a request for Post Connection to the AIS team via SWConnect with an attached Work As Constructed plan. On satisfactory completion of the joint inspection, Sydney Water's AIS inspector will release the Connection Report via e-Developer. The WSC shall include these reports in the Project Completion Package. The WSC will forward the Project Completion Package to Sydney Water.

The Project Completion Package shall consist of:

- Appropriate approvals from SWConnect
- All Certified Provider Capability Checklists associated with these works
- Certified notated Inspection and Test Plan (including final total project costs excluding GST) and associated checklists
- Certified Design Development Checklist
- Field test reports
- Certified Flow Management Plan, where applicable
- Connection Report and any other Sydney Water audit reports
- Sewrat report
- All closed off CAR's
- The final Work As Constructed plan in digital format (.dwg) and the marked up field copy/Work As Constructed signed by the AIS inspector at the final inspection
- Total project costs incorporating design, construction, testing, project management (excluding GST) and Sydney Water contribution with GST costs as a separate item
- If there is a Sydney Water contribution, the original Tax Invoice for the approved amount
- A certificate, clearance or receipt for the restoration works in a form acceptable to Sydney Water stating that all roads, footpaths and/or surfaces in public places have been or will be satisfactorily restored. The certificate or receipt must be one issued by the authority which owns or controls the roads, footpaths and/or public places in which works were carried out. Where more than one authority is concerned, separate certificates or receipts shall be obtained from each
- In instances where works have been constructed in neighbouring private property, an Entry Restoration Clearance (PI_Template 09) signed by the affected property owner
- In instances where easements/land action is required as per Section 2(p), an Easements/Land Clearance Certificate, issued by Group Property certifying that these matters have been satisfactorily concluded.

10. COMPLETION OF WORK (WATER)

The sequence of tasks to complete a **water** project when connection is at the **completion** of works is as follows:

- (a) Construction of new works including compaction and Anchor/Thrust Blocks where required;
- (b) Compaction Testing;
- (c) Hydrostatic Testing of pipelines (and service connections, if appropriate);
- (d) Disinfection and water quality sampling and analysis;
- (e) Installation of property service connection/s (drilling) and property service(s) (main to meter);
- (f) A separate check on the configuration of service connections for drinking and recycled water systems (Dual Water Systems only), including review of the Safe Work Method Statement for the connections;
- (g) Lock and tag the property service(s)
- (h) Final certification by the Water Servicing Coordinator; and
- (i) Joint inspection of the works.

The sequence of tasks to complete a **water** project when cut-in is at the **start** of work is as follows:

- (a) Installation of cut-in tee and valve connection to Sydney Water's existing system or (for existing dead end) a restrained valve with hydrant bend;
- (b) Construction of new works;
- (c) RPZD assembly for construction water;
- (d) Compaction Testing;
- (e) Hydrostatic Testing of pipelines (and service connections, if appropriate);
- (f) Disinfection, water quality sampling and analysis;
- (g) The configuration of service connections for drinking and recycled water systems (Dual Water Systems only), including review of the Safe Work Method Statement for the connections;
- (h) Joint inspection of the works;
- (i) RPZD disassembly (if required) and/or connection of the new works to Sydney Water's system or newly constructed cut-in;
- (j) Installation of property service connection/s (drilling) and property service/s (main to meter);
- (k) Lock and tag the property service(s); and
- (l) Final certification by the Water Servicing Coordinator.

Prior to the Constructor or Field Tester charging the main for pressure testing, the WSC shall give Sydney Water's AIS team 24 hours' notice of the main to be used to supply the water for charging, and the date and time it is to be used. This information is to be recorded on the Hydraulic Pressure Test for Water Mains Field Test Report Form (PI_Template 12A).

The Constructor will ensure that all required field testing of works has occurred. The WSC must certify all field testing and results meet Sydney Water's Standards. All field tests must be carried out by a Listed Field Tester and all results whether they comply or not must be passed on to the WSC (refer PI_Templates 12A, 12B, 12C, 12D, 12E). If any test fails to comply the Constructor must take appropriate action to rectify the problem and conduct further tests until the works comply.

Disinfection and chemical analysis shall be carried out by Sydney Water at the Developer's cost. The Water Servicing Coordinator shall request via SWConnect a joint Pre- Connection

Inspection. The WSC should request the pre connection and disinfection at the same time. The WSC will attach to the request all test results including turbidity results and a marked up construction plan that identifies the flushing bends and highlights the section of main to be disinfected, also the road names identified on plans where new roads were identified as Road 1, Road 2 etc. The AIS inspection team will confirm the pre connection inspection via SWConnect.

All chamber lids are to be open or removed to facilitate the inspection. The existing main/s to which connection is intended must be exposed. The site-specific Project Safety Plan for connection must be available on site.

Should any test fail, appropriate action should be taken to rectify the problem prior to further testing. Disinfection and testing will be repeated at the Developer's cost until the tests prove satisfactory. Following satisfactory chemical analysis, the Sydney water planner will complete the disinfection request and record the outcome in SWConnect. The Water Servicing Coordinator will receive a notification from SWConnect, if disinfection fails the WSC is to ensure below notes are implemented before a new disinfection request is made via SWConnect,

Note: It is the responsibility of the constructor to ensure that the mains are laid in accordance with Procedure for Capping, Swabbing, Flushing and Testing for New Water Mains. If any of the acceptance criteria fails (turbidity, odour, disinfection process, failure of controls, etc.) and is related to contamination in the main laying process, then the main MUST be swabbed and re-tested.

On completion of all works and field testing and prior to connection of the new works to the existing system the Designer must validate the Design Development Checklist. The WSC shall complete and certify the Inspection and Test Plan, and the Design Development Checklist as true records of activities.

- All field tests have been reviewed and the results comply.
- The works have been completed in accordance with Sydney Water Standards.
- Sydney Water's generic and site specific hazards have been addressed.
- Isolation procedures for critical mains and mains $\geq$ DN 250 have been negotiated as per the Job Specific Letter (if applicable).

The Certificate, all field test results and a Work As Constructed plan (connection details to be assumed) or a marked up field copy must be submitted to the AIS team.

When it is determined that:

- all works as constructed meet Sydney Water's Standards and
- all documentation for the works has been completed up to the connection Hold Point

the Field Representative will endorse, based on the condition of the pipe and the existence of any obstructions, the appropriate method of connection as advised by Product Delivery at design stage and inform the WSC accordingly.

Note: Any under pressure cut-ins will be carried out by a Listed Provider. If the existing main should fail during the under pressure cut-in, the connection shall be carried out by a conventional tee and valve insertion, on charge to the Developer.

If shutdown of the system is required to allow connection, the WSC will request a shutdown via SWConnect and attach a marked up construction plan indicating the connection points and road names identified on plans where new roads were identified as Road 1, Road 2 etc. The Sydney Water Planner will plan and schedule a date via SWConnect. The WSC will be notified via SWConnect of the date for connection.

11. CONNECTION TO EXISTING SYSTEM

Any deferment of an approved connection date must be confirmed by AIS after the submission of a new connection request via SWConnect. The WSC is required to email AIS of deferment.

NOTE: If an AIS inspector does not attend the site on the approved date and time then the pre-connection, connection and post connection can proceed. In this case the WSC is required to supply AIS via email the following documents:

- copy of the signed ITP
- photos of the excavation
- photos of the connection
- photos of the concrete if required along with receipts
- photos of the embedment
- photos of the restoration.

For Pre-connection or Post-connection inspections, the following photos are required:

- signed ITP
- flushing bends showing measurements from FSL to hydrant lugs
- live water hydrant and distance between hydrant flushing bend
- invert levels at each access chamber
- all fittings at FSL.
- indicator markings.

Actual connection will not take place until it is determined that:

- the site-specific hazards including isolation procedures relating to connection have been addressed in the Constructor's Project Safety Plan;
- all work relating to the connection is to be carried out by the person(s) named in the Constructor's Project Safety Plan; and
- all resources, approvals and materials available and on site prior to connection/shutdown.

For water main projects:

NOTE: If applicable for Water Service Connections and Property Service Installations.

Once the connection is satisfactorily completed the Water Servicing Coordinator is required to submit a Construction Commencement Notice for Water Service Connections and Property Service Installations via SWConnect with a marked up construction plan that identifies each property service. Two (2) working days' notice is required.

Upon completion of the property service installations the Water Servicing Coordinator is required to lock and tag the property services. The details are to be recorded on the WAC plan and the Property Services (Main to Meter) Certification form (PI_Template_19).

Once all works have been completed the Water Servicing Coordinator will request a Post Connection inspection via SWConnect to the AIS team. When the post inspection is satisfactory the AIS Inspector will release the connection report in e-developer. The Water Servicing Coordinator shall include these reports in the Project Completion Package.

For sewer main projects:

On satisfactory completion of the connection, the Water Servicing Coordinator will email the AIS team a Post Connection inspection Request via SWConnect to the AIS team. Once the post inspection is satisfactory the AIS Inspector will release the Connection report in e-Developer. The WSC shall include these reports in the Project Completion Package. When all field test results have been received and certified as satisfactory the WSC will forward the Project Completion Package to Sydney Water.

Project Completion Packages:

The Project Completion Package shall consist of:

- Appropriate approvals from SWConnect
- Certified notated Inspection and Test Plan (including final total project costs excluding GST) and associated checklists
- Certified Design Development Checklist
- All Certified Provider Capability Checklists associated with these works
- Field test results/reports
- Certified Flow Management Plan, where applicable
- Connection Report and any other Sydney Water audit reports
- All closed off CAR's
- The final Work As Constructed plan in digital format (.dwg) and the marked up field copy/Work As Constructed signed by the Field Representative at the final inspection.
Note: For water main projects chainages for each property service connection/s (drilling) need to be referenced with the start of the line being chainage 00.
- Total project costs incorporating design, construction, field testing, project management (excluding GST) and Sydney Water contribution including GST costs as a separate item.

Note: For water main projects exclude the cost of the installation of the service connection/s (drilling) and the property service/s (main to meter).

- If there is a Sydney Water contribution, the original Tax Invoice for the approved amount.

- For water main projects where there is no reticulation works and a property service installation is required, the Property Service (Main to Meter) Certification (PI_Template 19) shall be provided.
- A certificate, clearance or receipt for the restoration works in a form acceptable to Sydney Water stating that all roads, footpaths and/or surfaces in public places have been or will be satisfactorily restored. The certificate or receipt must be one issued by the authority which owns or controls the roads, footpaths and/or public places in which works were carried out. Where more than one authority is concerned, separate certificates or receipts shall be obtained from each.
- In instances where works have been constructed in neighbouring private property, an Entry Restoration Clearance (PI_Template 09) signed by the affected property owner.
- In instances where easements/land action is required as per Section 2(p), an Easements/Land Clearance Certificate, issued by Group Property certifying that these matters have been satisfactorily concluded.
- For Pressure Sewer works, all additional requirements set down in the *Pressure Sewer Systems – Connections and extensions procedure* have been included.

12. FINALISATION

Following receipt of a Project Completion Package meeting Sydney Water's requirements, Sydney Water will issue a Transfer of Ownership Advice to the WSC signifying that the works or any part thereof have been taken over by Sydney Water. The Advice will also include details of outstanding fees (inclusive of any GST) and requirements for the development.

On satisfaction of the requirements, Sydney Water will issue a Section 73 Certificate or facilitate the release of bonds.

13. RECORD KEEPING

The WSC shall retain all documentation (including CCTV tape) not required for submittal to Sydney Water and associated with the project for a period of no less than 7 years.

14. SUPPORTING DOCUMENTS

Documents relevant to a WSC's responsibilities or activities are:

- PI_Template 01 Design Development Checklist
- PI_Template 02 Sewerage Flow Schedule
- PI_Template 04A Permission to Enter (Owner)
- PI_Template 04B Permission to Enter (Tenant)
- PI_Templates 23 Provider Capability Checklist – Constructor
- PI_Templates 24 Provider Capability Checklist – Designer
- PI_Templates 25 Provider Capability Checklist – Driller
- PI_Templates 26 Provider Capability Checklist – Field Tester

Inspection and Test Plans:

PI_Template 06A Water/Recycled Water Main Laying

PI_Template 06B Leak tight wastewater reticulation/carrier laying

PI_Template 07 Design Package Certification

Request for Construction Commencement (SWConnect)

Request for Construction Commencement of Water Service Connections
and Request for Property Service Installations (SWConnect)

PI_Template 09 Entry Restoration Clearance

Request for Water Main Disinfection (SWConnect)

Request for connection (SWConnect)

PI_Template 19 Property Service (Main to Meter) Certification

Field Test Report Forms:

PI_Template 12A Hydraulic Pressure Test for Water Mains

PI_Template 12B Compaction Testing – Sewerage and Water Pipelines

PI_Template 12C Sewerage Pipeline Air Testing Vacuum or Low Pressure

PI_Template 12D Sewerage Maintenance Structures – Vacuum Test

PI_Template 12E CCTV Inspection of Sewerage Pipeline Summary

Plus:

Generic Asset Hazards/ Conditions – At Point of Connection

Flow Isolation and/ or Flow Management Procedures

Instructions and technical requirements for drillers

Pressure Sewer Systems – Connections and extensions procedure

15. Definitions

Authority	Any government department or other public body, including local councils, with jurisdiction over the Developer Works or assets that might be affected by the works.
Business Day	Any day other than a Saturday, Sunday or public holiday in New South Wales, and 27, 28, 29, 30 and 31 December.
Completion	The time when the WSC has provided Sydney Water with all documents needed for the Project Completion Package.
Constructor	The Listed Provider who will build the Developer Works.
Corrective Action Request (CAR)	A document that identifies a problem, fault or non-conformance and asks the recipient to rectify it.
Corrupt Conduct	Conduct as defined in the Independent Commission Against Corruption Act 1988 (NSW).
Customer Contract	A contract of the type in section 3(2) of the <i>Sydney Water Act 1994</i> , the terms of which are on Sydney Water's website.
Design	For Minor Works, the documented design servicing solution as described in the Instructions to Water Servicing Coordinators – Minor Works. For Major Works, the design prepared by the Designer and included as part of the Design Package.
Design Package	The package described in the Instructions to Water Servicing Coordinators – Major Works.
Design Plan	The plan released by Sydney Water (as a part of the Design Package) showing works to be constructed as a requirement of an NOR.
Designer	The Listed Provider who will design, and specify classes of infrastructure for, the Developer Works.
Developer	A Person who either: • has been given an approval under Part 6, Division 9 of the <i>Sydney Water Act 1994</i> and is seeking a Section 73 Compliance Certificate, or • is seeking approval to adjust, deviate or extend an existing Sydney Water asset, and on whose behalf the WSC has made an e-Developer Application.
Developer Works	The works to be performed under the Developer Works Deed, including design, construction, supervision, testing and certification. Works might relate to drinking water, recycled water, wastewater or stormwater.

Developer Works Deed	The deed for performing the Developer Works, including these Standard Terms, any other documents it refers to and any attachments available on Sydney Water's website.
Developer Works site	The area of land over which part or all of the Developer Works are to be constructed.
Developer Works Term	The period of 12 months, starting from the date of either: • the Job Specific Schedule Letter (for Major Works), or • the NOR (for Minor Works), as modified by a Section 73 Compliance Certificate or Works Warranty Bonding Letter.
Documents (including laws)	The original and any document that amends, consolidates, supplements, replaces, assigns or novates the original.
e-Developer	Sydney Water's web-based software that WSCs can use to manage and distribute applications and related documents about Developer activity.
e-Developer Application	The initial application the WSC submits to Sydney Water in e-Developer on behalf of a Developer seeking either a Section 73 Compliance Certificate or approval to adjust, deviate or extend an existing asset.
Environmental Management Plan	A set of documents identifying environmental issues on a site and how those issues will be dealt with during construction.
Field Tester	The Listed Provider who will carry out specified classes of field testing for the Developer Works.
Intellectual Property (IP)	All copyright (including moral rights), patents, trademarks, designs, confidential information, circuit layouts, data and any other rights from intellectual activity in the industrial, scientific, literary and artistic fields recognised in domestic law anywhere in the world.
Job Specific Schedule Letter	A letter issued by Sydney Water releasing the Design Package and detailing any conditions for construction.
Key Personnel	Those staff of a Listed Provider with expertise relevant to the category for which the provider is listed on Sydney Water's website.
Listed Provider	A party, listed on Sydney Water's web site, to carry out particular parts of the developer works eg WSC under it's contract with Sydney Water or a Designer, Constructor, Minor Constructor, Field Tester and Water Service Connection Driller.
Listed Provider Instructions	Instructions on Sydney Water's web site detailing the roles and responsibilities of Listed Providers
Listed Provider Party	A listed Provider that has executed the Developer Works Deed, Novation deed or Deed Poll.

Major Works	Works in the construction categories W1, W2 W3, S1, S2, LP and RW, on Sydney Water's website.
Mandatory Criteria for Providers	Information posted on Sydney Water's web site and used by a Provider company to determine the required capabilities for the specified developer works.
Minor Works	Works in the construction category MS, on Sydney Water's website.
Notice of Requirements (NOR)	Either: • the notice in Part 6, Division 9 of the <i>Sydney Water Act 1994</i>, or • a letter under section 44 of the <i>Sydney Water Act 1994</i> that states requirements, which must be met before Sydney Water will allow its assets to be adjusted, deviated or extended, that Sydney Water issues to the Developer.
Other Land	Land owned or occupied by a Person other than the Developer or Sydney Water, which the Developer and the Accredited Providers need entry and access to.
Private Service Line	A pipe carrying wastewater from a property to the reticulation main, owned and maintained by the property owner.
Principal Contractor	The Person defined in Chapter 6 of the Work Health and Safety Regulation 2011 (NSW) or an equivalent under federal OHS law.
Property Service (main to meter)	A pipe supplying water from the reticulation main to the consumer (meter), owned by the property owner and maintained by either Sydney Water or the owner.
Project Safety Plan	A document prepared by the Listed Provider outlining how it will manage OHS, including hazards, responsibilities, induction, training, incident management, Corrective Action Requests and inspections.
Section 73 Compliance Certificate	A certificate issued under section 73 of the <i>Sydney Water Act 1994</i> .
Standards	The Building Code of Australia, Australian Standards and Codes by the Water Services Association of Australia. Any other documents published or adopted by Sydney Water setting out its requirements for the design, construction, manufacture and supply of works or products.
Suspension Notice	A notice issued by Sydney Water to a Provider company advising the suspension of that company's eligibility to perform Developer Works.
SWConnect	Sydney Water's web based customer portal used by WSCs to book inspections and other services.

Sydney Water	Sydney Water Corporation, ABN: 49 776 225 038.
Sydney Water Asset	Works as defined in section 3 of the <i>Sydney Water Act 1994</i> .
Technical Data	All technical know-how and information in material form, including manuals, designs, standards, specifications, reports, models, plans, drawings, calculations, software, source code and test results.
Transfer of Ownership Notice	The e-Developer document that shows the Developer Works are vested in Sydney Water.
Variation	A change to the nature or design of the Developer Works after Sydney Water has released the Design Package.
Water Service Connection Driller	The Listed Provider who will carry out specified classes of drilling for the Developer Works.
Water Servicing Coordinator (WSC)	The Listed Provider who will manage the design and construction of any water, wastewater or stormwater works and asset protection.

16. Change History

Version number	Date revised	Approved by	Author/s	Brief description of change
8	15/8/2012	N Schaeper	J Perry	- Instructions on Unauthorised Connections - Note on anchor/thrust block use
9	20/11/2012	N Schaeper	B Hansard	Entry onto third party property additions section 6.
10	20/2/2013	N Schaeper	J Perry	- Deferments/restarts - Connection at commencement of construction for sewer projects - New website links
11	1 May 2013	N Schaeper	K Bain	Re-sequencing chlorination and property service (main to meter) requirements. Added definitions.
12	21 August 2013	N Schaeper	L Salli	Added mandatory reporting of unauthorised works in Section 3.
13	27 September 2013	N Schaeper	J Perry	Unauthorised Connections
14	18 December 2013	N Schaeper	J Perry	Completion of work (water) Acronym DWI changed to AIS
15	30 July 2014	N Schaeper	J Perry	Unauthorised Connections

				Connections to exiting systems
16	3 November 2014	N Schaeper	J Perry	Completion of work (sewer) Completion of work (water)
17	17 August 2015	T Golland	J Perry	Introduction of SWConnect to WSC role
18	27 August 2015	T Golland	L Salli	Removal of non-case CAR referral. Update references to Environmental documentation
19	22/07/16	K Bain	B Hansard	Added references to Pressure Sewer Systems