

ASSET CREATION DEVELOPER PROCESS

**INSTRUCTIONS TO WATER
SERVICING COORDINATORS
- MINOR WORKS (SEWER) -**

INSTRUCTIONS TO WATER SERVICING COORDINATORS (MINOR WORKS (SEWER))

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1. INTRODUCTION

These Instructions are provided for Water Servicing Coordinators engaged by a Developer to manage the delivery of specified 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 and must be read in conjunction with the user documentation within the e-Developer workflow. An overview of the Asset Creation Developer process is contained in the Asset Creation Developer Process Quality System 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) accredited by Sydney Water. The Water Servicing Coordinator will respond to all Developer/Provider enquiries and will utilise the e-Developer Process for electronic exchange of information.

The WSC's role for this instruction 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 and Design:

- 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 listed Providers.
- 8) Prepare and lodge Application for Section 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' (NOR) and explain the conditions therein.
- 11) Access and utilise the information as specified in Sydney Water's 'Notice of Requirements'.

- 12) Obtain servicing and geographical information. Use this to ensure that the scope of the proposed works addresses the conditions given in the NOR and complies with the requirements specified in the *Technical Requirements and Work Instructions for Minor Works (sewer)*.
- 13) Provide a documented design servicing solution for the Constructor.
- 14) Ensure a Constructor with appropriate capability listing is engaged to construct the works. The type of Constructor will be based on your documented design servicing solution and noted on the relevant Provider Capability Checklist.
- 15) Ensure that private property entry procedures 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.

- 16) Liaise with the Developer to have all parties (excluding the Designer) sign the Developer Works Deed and ensure it is returned to Sydney Water for execution.
- 17) 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.

Construct and Acquire:

- 18) Ensure that the Listed Provider's Key Personnel on site meet the appropriate Mandatory Criteria for Providers and have submitted the relevant *Provider Capability Checklist - Constructors* (Template 23) for the specified works.
- 19) Ensure that the Constructor's *Technical Requirements and Work Instructions for Minor Works (sewer)* are current and instruct the Constructor that the document must be available on site at all times.
- 20) Ensure that a site-specific Project Safety Plan (PSP) and Environmental Management Plan (EMP) have been prepared and instruct the Constructor that the plans must be implemented and available on site at all times.
- 21) Ensure that any CAR raised is addressed and is closed off.
- 22) Provide Work As Constructed plan, Minor Works - Work As Constructed report and, if required, Restoration Clearance Letter at completion of works.
- 23) Liaise with the Developer upon receipt of Sydney Water's Transfer of Ownership Advice.

Note: The WSC must advise Sydney Water immediately if they become aware of any connection or interference to Sydney Water assets without prior Sydney Water approval.

Unauthorised Connections:

The WSC must under no circumstances direct or give advice to a constructor to make any unauthorised connection to, or interfere with, a Sydney Water asset. Failure to comply will be considered a serious breach of the Sydney Water Act and/or the WSC's contract with Sydney Water and may result in action by Sydney Water in accordance with its Act and/or the WSC's contract.

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.

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's policies and procedures;
- Sydney Water's fees and charges; and
- Water Servicing Coordinator's fees and charges

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

4. PROJECT DEFINITION AND DESIGN

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

To prepare this application, the WSC shall:

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

Sydney Water will review the application and issue a NOR to the WSC. Upon receipt of this NOR, the WSC shall ensure the Developer understands the requirements of the Notice, i.e. any Sydney Water charges applicable, extent of works required etc.

If the Developer chooses to proceed and the works required in the NOR are identified as Minor Works, servicing and geographical information should then be obtained to enable the works to be scoped. The scope must also address the conditions given in the NOR and comply with the requirements specified in the *Technical Requirements and Work Instructions for Minor Works (sewer)*.

From this the WSC must provide a documented design servicing solution for the Constructor.

Information on the documented design servicing solution must:

- ensure that the property will be adequately drained; and
- enable the selection of an appropriately listed Constructor. The scope of Minor Works for 'MS' and 'S1/S2' Constructors is outlined in the following tables.

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 the 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.

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 a 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 case specific risks, 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.

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

The WSC shall ensure that private property entry procedures have been addressed as required including completion of Permission to Enter form(s) (PI_Templates 04A and 04B). For complete instructions, see *Instructions to Water Servicing Coordinators (Major Works)* Section 6 'Design of Works'.

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) and Environmental Management Plan (EMP) which will be in operation for the duration of the works.

The WSC shall provide relevant information to enable the Constructor to comply with all the laws and the requirements of other 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.

5. CONSTRUCT AND ACQUIRE

The WSC will submit the signed Developer Works Deed in e-Developer together with a hard copy (by mail) to the Sydney Water Representative.

The WSC must then receive the executed Deed from the Sydney Water Representative and confirm the payment of DSP's (where applicable) before progressing to the commencement of works steps below:

Asset Inspection Services Team will audit selected Minor Works projects.

Note:

Where a 'MS' listed Constructor has been engaged but it is identified upon excavating to the existing sewer that the scope of work is beyond that for 'MS' listed Constructors shown in Section 4, then a listed Constructor (Major Works S1 or S2) will need to complete these works.

Commencement of Works

The WSC will supply the following documents to the Constructor:

- A documented design servicing solution;
- Service location print. (Hydra plot);
- Work As Constructed Report template; and
- Completed Construction Commencement Notice for Minor Works (Sewer) e-Developer. (The WSC must submit the CCN to Sydney Water.)

Note:

The estimated depth of the sewer (obtained from Hydra) must be inserted on the CCN prior to issue to the Constructor. The WSC will consult with the Constructor and, prior to commencement of construction, the WSC must submit the CCN (**minimum two (2) working days' notice**) through SWConnect to Sydney Water.

The Asset Inspection Services (AIS) team will select works to be audited.

The Constructor must carry out the works on the day and time nominated on the CCN. The works must be ready for audit at the time nominated on the CCN. If the auditor is not in attendance within the nominated timeframe then the constructor may complete the works.

If work is not to commence on the nominated starting date, the WSC in consultation with the Constructor shall, prior to the original nominated starting date, advise Sydney Water of the deferment. Restart of works will require the WSC after consultation with the Constructor to e-mail a revised Construction Commencement Notice to the AIS team at developerconnections@sydneywater.com.au.

For all works covered in these instructions, the WSC must ensure that the engaged Constructor:

- Works under and has the current *Technical Requirements and Work Instructions for Minor Works (sewer)* on site;
- Is aware of the documented design servicing solution and (where applicable) the conditions contained in the NOR;
- has a site-specific Project Safety Plan (PSP) and Environmental Management Plan (EMP) on site; and
- Site Representatives possess the appropriate capability for the construction category.

6. FINALISATION

Corrective Action Requests (CARs):

The WSC shall ensure that any CAR raised is addressed and closed off before the issue of Sydney Water's Transfer of Ownership Advice.

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 them to update their Provider monitoring records.

Construction completion:

After construction of the works, the Constructor will complete and make available to you the following documents:

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

Using this documentation, the WSC is to ensure that all construction and associated works are carried out in accordance with the relevant Sydney Water Standards and Provider Instructions and then provide to Sydney Water the Project Completion Package comprising:

- final Work As Constructed plan in digital format (drawn to scale);
- The Minor Works - Work as Constructed Report;
- Appropriate approvals from SWConnect;
- if required, the Restoration Clearance Letter.

In addition, the final/total project costs and asset information are to be provided.

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 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.

7. SUPPORTING DOCUMENTS

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

Technical Requirements and Work Instructions for Minor Works (sewer)

PI_Template 04A	Permission to Enter (Owner)
PI_Template 04B	Permission to Enter (Tenant)
PI_Template 09	Entry Restoration Clearance
PI_Template 13	Minor Works - Work As Constructed Report
PI_Template 23	Provider Capability Checklist - Constructors

Generic Asset Hazards – At Point of Connection

WARNING - Document current at time of printing or downloading

8. REVISION CONTROL CHART

Version number	Date revised	Brief description of change
11	November 2016	Updates for SWConnect
10	November 2015	Change Quick Check to Sydney Water Tap in™ only
9	October 2015	Updated scope to reflect changes to <i>Technical Requirements and Work Instructions for Minor Works (sewer)</i>
8	21 August 2013	Include mandatory reporting of unauthorised work in Section 2. Include advice and definition of unauthorised work in section 2.
7	1 July 2013	Update scope of Minor Works table in section 4.