

Process for requesting various construction and connection activities for upfront cut-ins – Water Servicing Coordinators

1. Overview

1.1 Objective

To provide a procedure for WSCs when requesting various activities for upfront cut-ins of new drinking water, recycled water and (wastewater) mains.

1.2 Scope

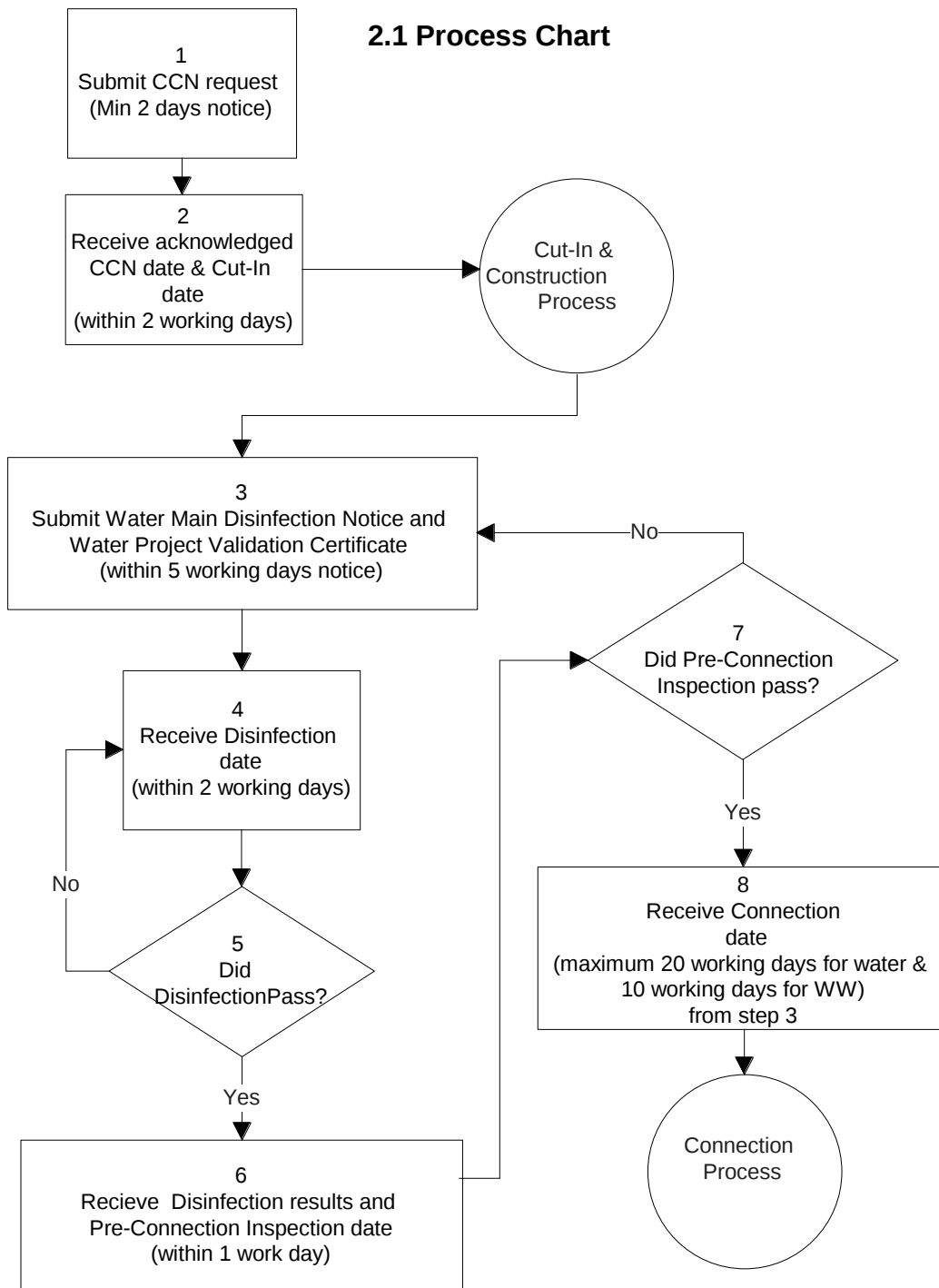
This procedure covers the requests for various activities relating to connection(s) to Sydney Water mains utilising the upfront cut-in method.

2. Work instruction

The procedure for requesting the following activities relating to upfront cut-ins has changed in the e-Developer process:

- Construction Commencement
- Cut-in
- Chlorination
- Pre-Connection
- Connection.

These requests previously relied upon faxed communications between the Water Servicing Coordinator (WSC) and Sydney Water's Service Delivery Division (Developer Works Inspection (DWI) team) - they must now be referred via e-mail to ensure that delivery time is in accordance with agreed standards of service.

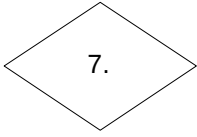
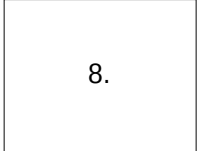
2.1 Process Chart

2.2 Procedure:

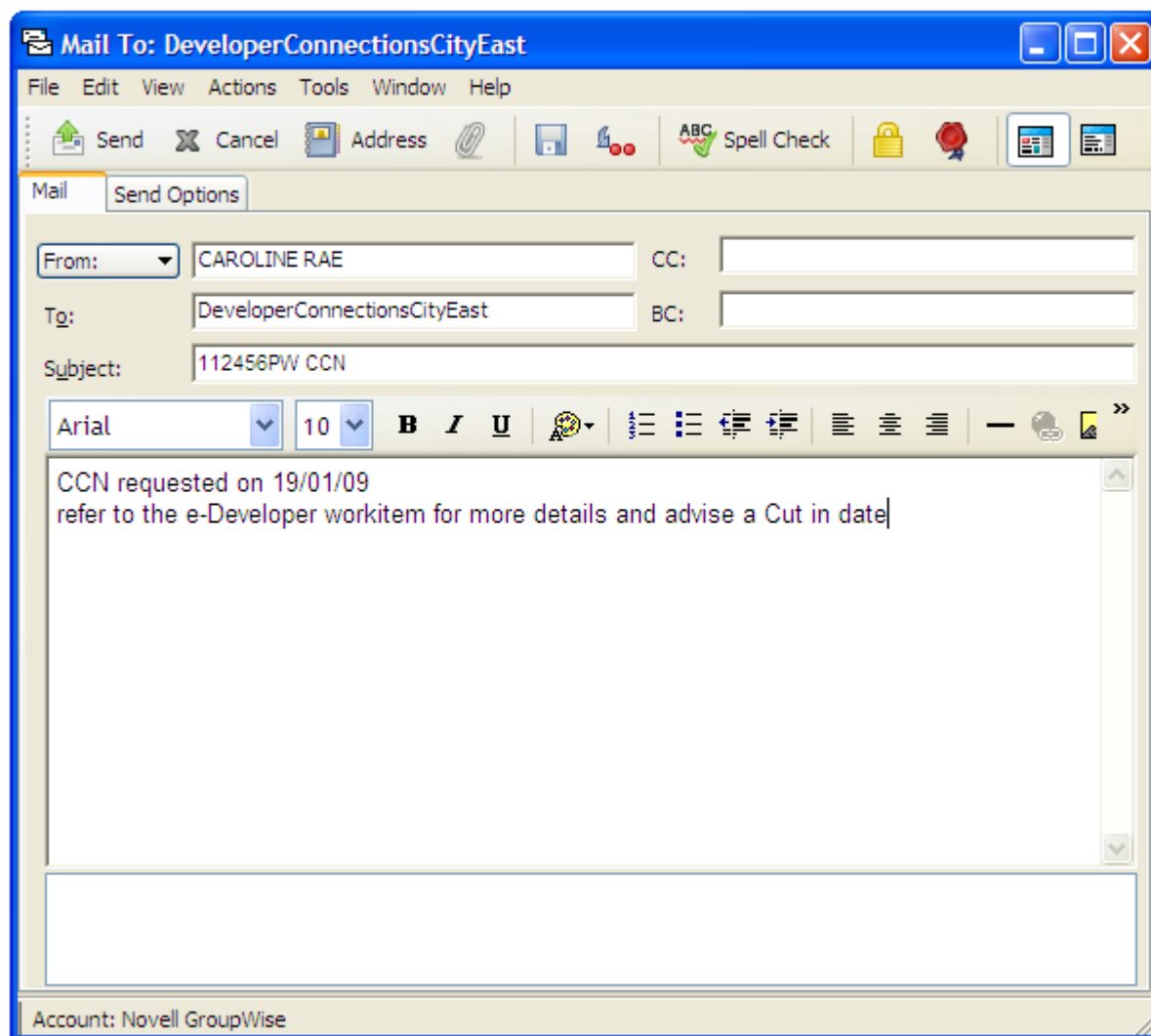
STEP	PROCEDURE
1.	1. Submit Construction Commencement Notice 1.1 Release Construction Commencement Notice (CCN) work item in e-Developer. 1.2 e-mail CCN request to the relevant Developer Works Inspection (DWI team) depot in the following format: • Subject name in e-mail must ONLY be in the following format: PIN Number / CCN / Address eg <i>12345WW CCN 1 Pitt Street Sydney.</i> Notes: • You must type the numeric PIN Number first. • Do not use Re: or Fwd: in the subject name. • In the body of the e-mail type the requested date of the CCN (min 2 working days notice) as shown in the following example. eg: Request CCN on Tuesday 19 January 2009. Note: The requests date for Construction Commencement and Cut-In are also shown in the Construction Commencement form within e-Developer. Upfront Cutin requests are mandatory. An example of how the e-mail should look is shown below in Section 3. Notes: • The e-mail address for the Depot is advised in the Job Specific Letter. If the Job Specific Letter does not display the e-mail address contact the Design & Construct DSR to obtain the correct Depot e-mail address • You do not need to attach the CCN to this e-mail.
2.	2. Receive Acknowledged CCN date & Cut-In date 2.1 The DWI depot will reply to your e-mail request with the agreed dates for Construction Commencement and Cut-In - water only unless approval obtained for WW. Note: • The original CCN form will be dated and signed then released back to you in e-Developer (and a response is required within 2 working days). • These dates may differ from the dates requested and you may need to negotiate.

3.	3. Submit Water Main Disinfection Notice and Water/Sewer Project Validation Certificate E-mail Water Main Disinfection Notice and Water/Sewer Project Validation Certificate (containing Chlorination and Pre-Connection Inspection requests respectively) to relevant DWI depot. (The e-mail address is advised in the Job Specific letter) The e-mail must be in this format: • Subject name in e-mail must ONLY be in the following format: PIN Number / Chlorination-Connection / Address eg 123456PW Chlorination/Connection 1 Pitt Street Sydney. Also: • You must type the numeric PIN Number first. • Do not use Re: or Fwd: in the subject name. • Attach the Water Main Disinfection Notice requesting the Time and Date that Disinfection is required. You must also attach the Pressure Test form if available (min 5 working days). • Attach the Water or Sewer Project Validation Certificate requesting the Date and Time for Pre-Connection Inspection. If chlorination is required, leave the Pre-Connection date request field blank. These forms must be signed by you and scanned and zipped. An example of how the e-mail should look is shown below in Section 4.
4.	4. Receive Disinfection date Water Main Disinfection Notice will be e-mailed to you advising the time and date for disinfection. (Note that the response is required within 2 working days.)
5.	5. Did Disinfection Pass? 5.1 If No: Go to step 4. The DWI depot will e-mail the Water Main Disinfection Notice advising a rescheduled date for disinfection or flushing and testing. 5.2 If Yes: Go to step 6.
6.	6. Receive Disinfection result and Pre-Connection Inspection date 6.1 The Water Main Disinfection Notice will be e-mailed to you confirming the test results. Note: The expected response from the DWI depot is within one working day)

UNCONTROLLED IF PRINTED OR DOWNLOADED

	6.2 The Water/Sewer Project Validation Certificate will be e-mailed to you confirming a Pre-Connection Inspection Date.
	7. Did Pre-Connection Inspection Pass? 7.1 If No: Go to step 3 number 4. email the Water/Sewer Project Validation Certificate (only) requesting new date for the Pre-Connection Inspection. 7.2 If Yes: Go to step 8.
	8. Receive Connection Date 8.1 The Water/Sewer Project Validation Certificate will be e-mailed to you confirming the Connection date. (Note that a response is required within 20 working days for drinking water and 10 working days for wastewater from the application date in Step 3 unless disinfection has failed.)

3. Example email for Construction Commencement Notice



4. Example email for Chlorination/Connection request

Mail To: DeveloperConnectionsCityEast

File Edit View Actions Tools Window Help

Send Cancel Address Spell Check

Mail Send Options

From: CAROLINE RAE CC:

To: DeveloperConnectionsCityEast BC:

Subject: 112456PW Chlorination/Connection 1 Pitt St SYDNEY

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See attached request dates:

Disinfection Validation