

ASSET CREATION DEVELOPER PROCESS

INSTRUCTIONS TO CONSTRUCTORS - MAJOR WORKS -

INSTRUCTIONS TO CONSTRUCTORS (MAJOR WORKS)

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1. INTRODUCTION

These Instructions are provided for Constructors engaged by a Water Servicing Coordinator or a Developer to construct 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.

Providers are responsible at all times for maintaining an accessible email address for the delivery of notices relevant to the Asset Creation Developer Process.

1.1 Scope of Major Works

Major works include all those categories of sewer and water works covered under the S1, S2, W1, W2, W3, RW and PSS accredited Constructors (for category details see Application for Accreditation).

2. ROLE OF THE WATER SERVICING COORDINATOR

Development activity, which requires the creation or protection of Sydney Water's assets may require the Developer to engage a Water Servicing Coordinator as, accredited by Sydney Water to manage the design and construction of any required water and sewerage works.

The Water Servicing Coordinator shall ensure that the services of a Constructor with the appropriate capability as listed by Sydney Water is engaged to carry out the construction of any water and sewerage works. The Water Servicing Coordinator shall also ensure that where entry onto adjoining property is necessary, private property entry procedures have been addressed including completion of Permission of Enter form before construction commences.

3. ROLE OF THE CONSTRUCTOR

The Constructor's role is to:

- (a) Ensure that the constructor company is listed on Sydney Water's web site and has key personnel who meet Sydney Waters Mandatory Criteria for Providers in respect of the specified developer works. The Constructor will need to provide the names of key personnel and written confirmation via the Provider Capability Checklist - Constructor (Template 23 from Sydney Water's website) to the WSC that they meet Sydney Water's criteria for the specified works.
- (b) deal only with the Water Servicing Coordinator (single point of contact) for all matters, including Corrective Action Requests (CAR), relating to the project and Sydney Water;
- (c) liaise with the Water Servicing Coordinator or Developer as required in the signing of the Developer Works Deed or, if required, the Deed Poll – the Developer Works Deed and Deed Poll together with the related Standard Terms are available on Sydney Water's website;
- (d) liaise with the Water Servicing Coordinator/ Designer as required in the preparation of:

- a project-specific Inspection and Test Plan (ITP) and associated checklists. (See PI_Templates 06A and 06B as a guideline for the minimum requirements of an ITP.)
 - a site-specific Environmental Management Plan which addresses the identified environmental impacts associated with the works, including the requirements of all relevant authorities;
 - a Project Safety Plan (PSP) for construction of the works, which covers:
 - WorkCover requirements
 - Site Specific hazards and requirements identified by Sydney Water for connection of the new works to the existing system
 - Flow Management Plan, where applicable
 - Risks associated with access to water (for building purposes) prior to and during disinfection.
- (e) advise the WSC or Sydney Water immediately if they become aware of any connection or interference to Sydney Water's assets without prior Sydney Water approval.
- (f) ensure compliance with all agreed construction provisions specified in the Permission to Enter form(s) (PI_Templates 04A and 04B) necessary when there are impacts on third party land;
- (g) ensure works are constructed in accordance with the notated design package;
- (h) ensure that all key construction personnel have the appropriate capabilities for the project;

Notes:

- where installation of an approved RPZD is required, the works will be carried out by an appropriately qualified licensed plumber (AS 3500);
 - when the installation of a service connection (drilling) and pre-laid property service (main to meter) is required, the under pressure drilling will be carried out by a Sydney Water listed Driller. The property service will be installed by an appropriately qualified licensed plumber and comply with AS/NZS 3500.1 (Australian and New Zealand Standards);
 - where the installation of electrical works is required (for Pressure Sewer System (PSS) – on-property equipment works to be owned by Sydney Water), the works will be carried out by an appropriately qualified licensed electrician (AS/NZS 3000).
- (i) construct the works in accordance with current Sydney Water's Standards, these Instructions and any other instructions issued by Sydney Water from time to time;
- (j) update the Project Safety Plan and Environmental Management Plan as required and ensure that, together with Sydney Water's Standards, they are on site and adhered to at all times;
- (k) engage the services of a Sydney Water listed Field Tester who is independent of the Water Servicing Coordinator's and Constructor's companies;
- (l) comply with all laws and requirements of all authorities concerning health, safety and the environment (including Heritage issues);

- (m) ensure all key construction personnel have Confined Space Certification in accordance with Sydney Water's and WorkCover's requirements;
- (n) ensure restoration is made in accordance with the Standards and facilitate the obtaining of a Entry Restoration Clearance (PI_Template_09), if required;
- (o) liaise with the Water Servicing Coordinator/Designer to facilitate the preparation of accurate Work As Constructed (WAC) documentation; and
- (p) comply with any audit requirements Sydney Water may request.

Notes:

1. The Constructor's designated site representative and the Water Servicing Coordinator or his site representative cannot be the same person, but can be from the same company.
2. For pressure sewer works, the constructor must liaise with the Water Servicing Coordinator regarding any special construction requirements.
3. The *Instructions to Provide a Service Protection Report* authorises the Constructor to locate and/or verify the locations of Sydney Water's Assets. The constructor's insurance requirements must be current as per the Instructions.

4. COMMENCEMENT OF WORKS

The Water Servicing Coordinator shall submit a Construction Commencement Notice for Major Works via SWConnect to Sydney Water. Liaison must take place between the Water Servicing Coordinator and Constructor to ensure a minimum of two (2) working days notice is given prior to the nominated starting date. After submission of the initial start Notice, ensure the project variation process contained in "e-Developer online help" is followed when submitting deferment, restart or staged commencement notices. 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, testing and connection), a separate notification of commencement is required for each stage.

Deferments/restarts:

The constructor must notify the WSC if works on site will be deferred. The WSC must then notify the Asset Inspection Services (AIS) team. 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.

The Constructor shall not start work until verification of the proposed commencement starting date is obtained from the Water Servicing Coordinator, and the following documents (Construction Package) are on site:

- an Environmental Management Plan which addresses the identified environmental impacts associated with the works, including the requirements of all relevant authorities;
- a Project Safety Plan which addresses WorkCover requirements and Sydney Water's site-specific hazards for the particular work being undertaken and/or for connection of the new works to the existing system;
- a Flow Management Plan, where applicable, which addresses Sydney Water's operational requirements has been developed;

- a copy of the Permission to Enter form(s), necessary when there are impacts on third party private land – for more details refer to the 'Instructions to Water Servicing Coordinators (Major Works)' on Sydney Water's website;
- notated copies of design plan, ITP and associated checklists;
- a current copy of relevant Sydney Water Standards.

Construction shall not commence until the works have been set out correctly and the location and level of the connection point of the existing system has been field verified.

Unauthorised connections:

A constructor must not make any unauthorised connection to, or interfere with, a Sydney Water asset. (Sydney Water Act 1994 – Section 48A). The WSC is not authorised to direct or give advice to a constructor to make any unauthorised connection to, or interfere with, a Sydney Water asset.

Any connection, alteration or interference (including but not limited to: temporary services, bypasses, house service connections, insertion of junctions & 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 suspension or termination of the provider/s from Sydney Water's list. This instruction includes new developer works and replacement of existing assets.

The constructor in conjunction with the WSC 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 Request for Connection via SWConnect signed by Sydney Water and available from the WSC, must be on site with the constructor.

Any deferment of an approved connection date must be confirmed by Sydney Water after the submission of a subsequent request by the WSC.

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.

If Pre Inspections or Post 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.

4.1 Sewer Main Projects

For sewer construction projects connection of new works to Sydney Water's existing system will be carried out at the completion of construction. Completed works will not be connected to the existing system until a successful joint inspection of the works has been carried out with Sydney Water. In circumstances for sewer projects, 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 Policy, a written approval is required from Sydney Water.

4.2 Water Main Projects

Water main construction projects may, if required, commence with an up front cut-in (tee and valve). 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, then a Sydney Water approved Reduced Pressure Zone Device (RPZD) must be installed by an appropriately qualified plumber with the construction of new works. After installation, and with the main charged, an RPZD test report must be completed and forwarded to Sydney Water's Backflow Prevention Team. The RPZD must not be removed until disinfection and approval for final connection to the cut-in.

Construction sequence for up front connection and supply of water for building activity:

- If required, cut-in tee and valve with blank flange or (for existing dead end) restrained valve and hydrant bend
- Main laying
- Pressure test
- RPZD assembly
- Disinfection
- Pre-connection
- RPZD disassembly (if required) and/or connection of the new works to Sydney Water's system or newly constructed cut-in
- Property connection (drilling) and property service (main to meter) installation.

For water main projects, where Thrust/Anchor Blocks or Restrained Joints are required, 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).

5. WORKS IN PROGRESS

The work shall be carried out by the Constructor identified in the Construction Commencement Notice and while ever works are being constructed, the Construction Package and a current copy of Sydney Water Standards must be on site. A Constructor's key person with the appropriate capabilities shall be present at each site whilst work is in progress and shall ensure that all products and materials in use are authorised by Sydney Water.

The Constructor shall ensure the Water Servicing Coordinator supplies finished surface levels prior to the construction of maintenance structures.

Backfilling of trenches shall not commence until documentation of Work As Constructed information, or surveys necessary for the compilation of easement documentation, have been satisfactorily completed.

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.

Non-conformances:

Where a problem, fault or nonconformance has occurred (refer Guidelines to Decide Nonconformance) the Auditor shall issue the provider with a Corrective Action Request. In this instance the Auditor could include a Sydney Water Officer or their representative, or any other Listed Provider associated with the particular project.

The following shall be provided 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.

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.

Variations:

If variations are necessary during construction, the Constructor shall notify the Water Servicing Coordinator. Construction shall not proceed until directed by the Water Servicing Coordinator.

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

Tests and restoration:

A Sydney Water listed Field Tester shall be engaged by the Constructor to carry out testing as required on the construction site. The Constructor is responsible to obtain the Provider Capability Checklist - Field Testers (template 26) and forward a copy to the WSC.

The Constructor is to ensure that a copy of all relevant notated design plans is available on site when the works are being tested.

In respect to compaction and vacuum testing, the Field Tester is responsible for determining the number, the location, the depth of compaction tests and the selection of maintenance structures for vacuum testing ensuring those maintenance structures built or adjusted for or during connection are tested if required by the tester's calculation and/or unless otherwise stated by Sydney Water's Standards.

All other tests are to be conducted on the full length of pipelines.

All test results whether pass or fail will be forwarded to the Water Servicing Coordinator (PI_Templates 12A, 12B, 12C, 12D, 12E) who will review the results to ensure the number and eventual results of tests are acceptable.

Concrete test results (or dockets) shall be forwarded to the Water Servicing Coordinator.

Restoration is to be completed progressively in accordance with the Standards and, in the case of works on private property, to the satisfaction of the owner.

6. 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 (30 days after completion of placement and compaction of trench fill or one (1) day prior to final validation, whichever is the sooner).
- (h) Final certification by the Water Servicing Coordinator.
- (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 System (PSS) cases only Field Tests (b) and (e) are required.

The Constructor shall ensure that all required field testing has occurred. The Constructor shall be available on site during all field testing. All field tests must be carried out by a Sydney Water listed Field Tester. If any test fails, the Constructor must notify the Water Servicing Coordinator in writing of the failure, take appropriate action to rectify the problem and conduct further field tests until the works pass. All test results whether pass or fail is to

be provided to the Water Servicing Coordinator (PI_Templates 12A, 12B, 12C, 12D, 12E) who will forward them to Sydney Water with the final validation.

The Water Servicing Coordinator shall certify that the results of all field testing of pipelines, and service connections if applicable, meet the requirements of Sydney Water's Standards.

On completion of all works and field testing, and prior to connection of the new works to the existing system, the Water Servicing Coordinator shall complete and certify the Inspection and Test Plan and the Design Development Checklist as true records of activities.

The Water Servicing Coordinator shall arrange with Sydney Water's AIS team (giving a minimum of two (2) days notice) for a joint inspection of the works prior to connection to the existing system. All chamber lids will be open or removed to facilitate the inspection, and the existing main(s) to which connection is intended, will be exposed.

At the time of inspection the Water Servicing Coordinator shall provide Sydney Water's AIS team inspector with the field test results, a Work As Constructed Plan (connection details to be assumed) or a marked up field copy.

If the joint inspection is satisfactory the WSC will submit the Request for Connection via SWConnect to the AIS team

Authority for connection to Sydney Water's system will be issued by the Sydney Water AIS team 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;
- a Flow Management Plan, where applicable, has been developed that addresses Sydney Water's operational requirements;
- all work related to the connection is to be carried out by the person(s) named in the Constructor's Project Safety Plan.

Written authority for the connection of the new works to Sydney Water's existing system will be provided by the AIS team on an approval to the WSC via SWConnect. The connection arrangements will be included in the Authority.

On satisfactory completion of the connection and Post Inspection, the AIS team will release the Connection Report together with any other interim audit reports in e-Developer. The Water Servicing Coordinator shall include these reports in the Project Completion Package that shall be forwarded to Sydney Water. The package will also include Entry Restoration Clearance, if required, and the Constructor must facilitate obtaining it.

7. COMPLETION OF WORKS (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;
- (d) Disinfection and water quality sampling and analysis;
- (e) Installation of property service connection (drilling) and property service (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) Final certification by the Water Servicing Coordinator; and
- (h) 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;
- (f) Disinfection and water quality sampling and analysis;
- (g) Final certification by the Water Servicing Coordinator;
- (h) Joint inspection of the works; and
- (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 (drilling) and property service (main to meter);
- (k) 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.

Prior to the Constructor or Field Tester charging the main for pressure testing, the Water Servicing Coordinator 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 (PI_Template_12A).

The Constructor shall ensure that all required field testing has occurred. The Constructor shall be available on site during all field testing. All field tests must be carried out by a Sydney Water listed Field Tester. If any test fails, the Constructor must notify the Water Servicing Coordinator in writing of the failure, take appropriate action to rectify the problem and conduct further field tests until the works comply. All tests results whether pass or fail are to be provided to the Water Servicing Coordinator who will forward them to Sydney Water with the final validation.

The Water Servicing Coordinator shall certify that the results of all field testing of pipelines, and service connections if applicable, meet the requirements of Sydney Water's Standards.

Disinfection and chemical analysis shall be carried out by Sydney Water at the Developer's cost. The Water Servicing Coordinator shall arrange a joint Pre- Connection Inspection and disinfection giving a minimum of five (5) working days' notice. The WSC will also attach all test results and a marked up construction plan identifying the flushing bends and the section of main to be disinfected. All chamber lids are to be open or removed to facilitate the inspection, and the existing main(s) to which connection is intended, are to be exposed. A 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 AIS team will notify the Water Servicing Coordinator. An allowance of four (4) days should be made for the provision of test results.

Note: All care should be taken during construction to keep pipes clean internally and externally. This will help to reduce test failures and associated costs.

On completion of all works and field testing, and prior to connection of the new works to the existing system, or to the newly constructed cut-in, the Water Servicing Coordinator shall complete and certify the Inspection and Test Plan, and the Design Development Checklist as true records of activities.

At the time of inspection the Water Servicing Coordinator shall provide Sydney Water's AIS team inspector with the Work As Constructed Plan (connection details to be assumed) or a marked up field copy.

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 Witness Point

The AIS inspector 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 and inform the Water Servicing Coordinator 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 main shall be repaired and 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 Water Servicing Coordinator will arrange this with the AIS team via SWConnect and provide a marked up plan requesting a connection date. So that Sydney Water may comply with its Customer Contract, five (5) working days notice of the required connection is required in residential areas and ten (10) working days notice in industrial/commercial areas.

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

- the site specific hazards 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;
- a Flow Management Plan, where applicable, has been developed that addresses Sydney Water's operational requirements.

For water main projects:

Once the connection is satisfactorily completed the Water Servicing Coordinator is required to submit a request via SWConnect for Water Service Connections and Property Service Installations with (2) working days' notice.

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 Service (Main to Meter) Certification form (PI_Template_19).

Once all works have been completed the Water Servicing Coordinator will request a Post Inspection via SWConnect to the AIS team. When the post inspection is satisfactory then the AIS Inspector will release the connection report in e-Developer. The Water Servicing Coordinator shall include these reports in the Project Completion Package. The package will also include Entry Restoration Clearance, if required, and the Constructor must facilitate the obtaining of such a letter.

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.

For sewer main projects:

Upon satisfactory completion of the connection, Sydney Water's AIS inspector will issue a Connection Report, and any other interim audit reports, to the Water Servicing Coordinator. The Water Servicing Coordinator shall include these reports in the Project Completion Package that shall be forwarded to Sydney Water. The package will also include Entry Restoration Clearance, if required, and the Constructor must facilitate the obtaining of such a letter.

8. FINALISATION

Following receipt of a Project Completion Package meeting Sydney Water's requirements, Sydney Water will issue a Transfer of Ownership Advice to the Water Servicing Coordinator signifying that the works have been taken over by Sydney Water. The advice will also include details of outstanding fees and requirements for the development. On satisfaction of the requirements, Sydney Water will issue a Section 73 Certificate or facilitate the release of bonds.

9. SUPPORTING DOCUMENTS

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

PI_Template_04A	Permission to Enter (Owner)
PI_Template_04B	Permission to Enter (Tenant)
PI_Template_23	Provider Capability Checklist - Constructor
PI_Template_26	Provider Capability Checklist – Field Tester

Inspection and Test Plans:

PI_Template_06A	Water Main Laying
PI_Template_06B	Leak tight wastewater reticulation/carrier laying

SWConnect approval to commence

SWConnect approval to commence – Water Service Connections and Property Service Installations

PI_Template_09	Entry Restoration Clearance
PI_Template_10	Water Main Disinfection Notice
SWConnect approval to connect	
PI_Template_19	Property Service (Main to Meter) Certification

Test Results:

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

Generic Asset Hazards – At Point of Connection
Instructions to Provide a Service Protection Report
Instructions and technical requirements for drillers

10. 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	<p>For Minor Works, the documented design servicing solution as described in the Instructions to Water Servicing Coordinators – Minor Works.</p> <p>For Major Works, the design prepared by the Designer and included as part of the Design Package.</p>
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	<p>A Person who either:</p> <ul style="list-style-type: none"> • 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 <p>on whose behalf the WSC has made an e-Developer Application.</p>
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.
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: <p>the Job Specific Schedule Letter (for Major Works), or</p> <p>the NOR (for Minor Works), as modified by a Section 73 Compliance Certificate or Works Warranty Bonding Letter.</p>
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 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)	<p>Either:</p> <ul style="list-style-type: none"> • 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 <p>that Sydney Water issues to the Developer.</p>
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 Part 8 of the Occupational Health and Safety Regulation 2001 (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	<p>The Building Code of Australia, Australian Standards and Codes by the Water Services Association of Australia.</p> <p>Any other documents published or adopted by Sydney Water setting out its requirements for the design, construction, manufacture and supply of works or products.</p>
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.

11. CHANGE HISTORY

Version number	Date revised	Approved by	Author/s	Brief description of change
7	15/8/2012	N Schaeper	J Perry	<ul style="list-style-type: none"> Instructions on Unauthorised Connections Anchor block/thrust use
8	20/11/2012	N Schaeper	B Hansard	Entry onto third party land minor changes
9	26/4/2013	N Schaeper	K Bain	Re-sequencing of the chlorination process and installation of main to meter services
10	21/08/2013	N Schaeper	L Salli	Update section 3 to include mandatory reporting of unauthorised works
11	27/9/2013	N Schaeper	J Perry	Instructions on Unauthorised Connections
12	20/05/2014	N Schaeper	C Simmons	<ul style="list-style-type: none"> Instructions on Unauthorised Connections. Change DWI to AIS
13	27/08/2015	T Golland	J Perry	Introduction of SWConnect to WSC/Constructor role Update to environmental documentation paragraphs
14	22/07/2016	K Bain	B Hansard	Added references to Pressure Sewer Systems work