

CORPORATE STANDARD

ROUTINE MINOR WORKS – DEVELOPERS AND ACCREDITED SUPPLIERS



VERSION: 1.0



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Amendments since previous version

Section	Changes made



1. Introduction

Hunter Water's vision is to be a valued partner in delivering the aspirations of our region. This includes playing a key role supporting the NSW Government's *Hunter Regional Plan 2036*. To achieve this, Hunter Water encourages and supports the development and redevelopment of land throughout our area of operations.

Hunter Water has changed its delivery model for the creation of Developer-funded network infrastructure. This model is based on the recognition that simple, or Routine, Works present fewer risks than those of more technically challenging infrastructure projects, or Complex Works. Accordingly, Hunter Water wishes to focus more of its attention on projects which present higher risks, reducing its involvement in the delivery of Routine Works.

2. Purpose

This corporate standard's purpose is to ensure that quality water, recycled water, and sewerage assets are delivered to Hunter Water by Developers and their Accredited Suppliers in the creation of Routine Minor Works. It describes the roles and expectations for Developers and their Accredited Suppliers while working on Routine Minor Works projects. It also outlines the part Hunter Water plays in the asset-creation process.

Hunter Water is committed to maintaining a high level of reliability of its assets while efficiently providing services to the community. As part of this commitment, Hunter Water is certified to, or is in the process of becoming certified to, the following International Standards:

- ISO 9001 Quality management system
- ISO 14001 Environmental management system
- ISO 55001 Asset management system

It is critical to meet these quality standards so all assets meet their design service life. This includes design and construction to required standards including, but not limited to, relevant international and Australian standards, Water Services Association of Australia (WSAA) codes, and Hunter Water's Standard Technical Specifications. The Developer and their Accredited Suppliers for design, certification and construction must each contribute to these outcomes and be accountable for their actions.

Although less involved in the certification of Routine Minor Works, Hunter Water continues to play a role in their delivery by providing oversight through a number of mechanisms, including the accreditation process, consultation, collaboration, audit, and performance monitoring to defined requirements.

3. Scope

This Corporate Standard outlines what Developers and Accredited Suppliers must do to deliver Routine Minor Works infrastructure of an acceptable standard for integration into Hunter Water's network. It should be read in conjunction with the Routine Minor Works process maps, which can be found in Appendices A to D. Also refer to 'Developer Works Deed – Routine Minor Works', which can be found on [Hunter Water's website](#).



3.1 Audience

This Corporate Standard is directed to the following groups to guide them through the processes involved in Hunter Water's delivery model for Routine Minor Works:

- Developers
- Accredited Design Consultants
- Accredited Construction Contractors
- Hunter Water
- Community/customers

4. Definitions

Term	Definition
Accreditation	The declaration by Hunter Water that an Accredited Supplier is capable of delivering a particular category of design, engineering and/or audit services to the standard required by Hunter Water. Accreditation entitles: <ul style="list-style-type: none"> • Accredited Suppliers to be listed on Hunter Water's Accredited Suppliers Registers, and • Accredited Suppliers to perform work within Hunter Water's area of operations.
Accreditation Administrator	A Hunter Water employee who manages the Supplier Management System and ensures supplier profiles are kept current with all relevant information, including audit results and non-conformance resolution activities.
Accreditation category	The precise nature of Works for which applicants are applying and for which they must be deemed to be competent before achieving accreditation status.
Accreditation conditions	The ongoing requirements which Accredited Suppliers must meet to maintain their accreditation. It includes, without limitation, compliance with all applicable laws and contracts, and such other requirements determined by Hunter Water.
Accredited Construction Contractor	A contractor approved by Hunter Water's accreditation process to perform construction services for Developer Works in a nominated subcategory or subcategories. The accreditation includes the contractor's key personnel.
Accredited Construction Contractor Register	The list of contractors acknowledged by Hunter Water as having the necessary skills, experience, qualifications, expertise, management systems, and capability to perform construction services in specified subcategories of Works within Hunter Water's area of operations.
Accredited Design Consultant	A design consultant approved in accordance with Hunter Water's accreditation process for Developer Works. Accredited Design Consultants have a range of functions and duties: <ul style="list-style-type: none"> • Design for Routine Works – completing the investigation, design and contract documentation for all water and sewerage Works in accordance with the Notice of Requirements and relevant design standards, and • Certification for Routine Works – acting as quality manager for the asset-creation process. This includes certifying the design, verifying the Works are constructed as per the design, including the use of any temporary Works and approved products. It also involves conducting inspections to ensure the Accredited Construction Contractor meets all quality, environmental and WHS requirements in the Developer Works Deed and its referenced documents and standards. When all requirements have been satisfactorily met, issuing the Certificate of Completion for the Works.
Accredited Design Consultant Register	The list of design consultants acknowledged by Hunter Water as having the necessary skills, experience, qualifications, expertise, management systems, and capability to perform engineering, certification and/or audit services in specified subcategories of Works within Hunter Water's area of operations.
Accredited Supplier	An Accredited Construction Contractor or an Accredited Design Consultant.

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Term	Definition
Accredited Supplier Application Form	A form submitted by an applicant to be considered for Accredited Supplier status, and to be included on Hunter Water's Accredited Suppliers Registers, in accordance with Hunter Water's accreditation process. It includes any other information or documents necessary to enable a proper consideration of an applicant's capacity to perform Works to the necessary standard.
Applicable requirements	Any conditions such as shutdown requirements, WSAA Codes, requirements provided by this document, and all relevant Australian standards.
Applicant	A party who applies to be an Accredited Supplier of Developer Works within Hunter Water's area of operations.
Approved product	An item in Hunter Water's Approved Products and Manufacturers Register, as listed on Hunter Water's website.
Area of operations	The geographic region in which Hunter Water operates.
Audit	A method or system for assessing Accredited Suppliers for Developer Works and the services they provide.
Auditor	A Hunter Water employee or nominated agent who performs an audit.
Authority	A governmental, semi-governmental, local or other body that exercises regulatory or legal power over Hunter Water and/or Accredited Suppliers.
Certificate of Completion	A document submitted by an Accredited Design Consultant to Hunter Water confirming all Works are complete and asset quality, safety and environmental performance requirements have been achieved for Routine Works.
Concept design completion	The stage when the Developer reasonably believes the design documentation includes sufficient detail for the Developer to prepare or procure the preparation of detailed documents that accord with the Deeds.
Inspection and Test Plans	A plan the Accredited Construction Contractor is required to prepare as outlined in the Project Plan.
Defects liability period	A period of time under a construction contract, commencing at issue of Certificate of Completion and ending at final completion, during which any defects identified by Hunter Water are rectified by the Developer at their own expense.
Design Checklist	A checklist an Accredited Design Consultant submits to Hunter Water which verifies the design documentation is compliant to all relevant standards and codes.
Design Compliance Certificate	A document submitted by an Accredited Design Consultant to Hunter Water confirming the design complies with the applicable Developer Works Deed and the documents and standards referred to in it. The Design Compliance Certificate must be submitted with the final design drawings, all supporting design documentation and the applicable design checklist.
Design documentation	All the output documents from the design phase, including the final design drawings, final design reports, completed design checklists, CAD checklists, Inspection and Test Plans with supporting quality-related paperwork, completed Entry Permits, Road Opening Permit Applications, approvals from other agencies, Reviews of Environmental Factors, and sign-offs by Accredited Design Consultants in the form of Certificates of Completion.
Design input	A requirement on which the design is based, including any statutory or regulatory conditions.
Design output	Design plans and associated documentation which enables an Accredited Construction Contractor to construct Works to the standards and satisfaction of the Developer and Hunter Water.
Developer	The owner of land on which a proposed development will take place, or a person or entity who has the consent of the owner.
Developer Works	The necessary Developer assets to be provided to meet the conditions set out by Hunter Water in the Notice of Requirements, including water, sewer, recycled water, and stormwater assets.

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Term	Definition
Developer Works Deed	A formal agreement between Hunter Water and a Developer for the design and construction of related assets. There are three types of Developer Works Deed: Routine Minor Works, Routine Major Works and Complex Works.
Environment	Legislative and administrative measures to protect and preserve the environment, including ecosystems and their constituent parts, communities and physical resources.
Equivalent Tenement	An Equivalent Tenement is a measure of the load a property places on water and sewerage systems. One Equivalent Tenement is considered to be the water consumption or sewage discharge for an average residential dwelling or house.
GIS	Geographic Information System. A system used to capture, store, manipulate, analyse, manage, and display spatial or geographic data.
Hunter Water	A statutory State Owned Corporation providing water and wastewater services to over half a million people in the Lower Hunter region, and some trunk stormwater services in the Cessnock, Lake Macquarie and Newcastle local government areas.
Law	<ul style="list-style-type: none"> • Commonwealth, NSW or local government legislation, including regulations, by-laws, and subordinate legislation • Principles of law or equity established by decisions of courts, and • Approvals (meaning any licence, permit, consent, approval, determination, certificate, or permission from any Authority or under any Law which must be obtained or satisfied to perform the Works, but does not include the exercise by Hunter Water or a Hunter Water representative of their right under either of the Routine Works deeds).
Licensed plumber	A qualified licensed tradesperson authorised by NSW Fair Trading to carry out plumbing and sanitary drainage Works.
Non-conformance Report	A report detailing a non-conformance or irregularity identified in an audit, review, inspection, or the like. The objective of the report is to make a clear, concise, unambiguous, and defensible definition of a problem so that corrective action can be initiated.
Notice of Requirements	An application made under Section 49 of the <i>Hunter Water Act 1991</i> , allowing Hunter Water to determine the project-specific requirements to extend and/or connect to its infrastructure. The Notice of Requirements is specific to the development consent issued by the determining authority, which in most cases is a local council.
Notification period	The time between when a customer is informed of a planned water or sewer outage, and the start of an outage.
Other accreditation requirements	Conditions such as training, qualifications, criteria or other necessities (either formal or informal) which must be completed or demonstrated by an Accredited Supplier applicant to attain or maintain accreditation.
Pre-connection Compliance Certificate	A document submitted by an Accredited Design Consultant on behalf of the Developer to Hunter Water.
Project Plan	<p>In accordance with the Developer Works Deeds, the licenced plumber or Accredited Construction Contractor is required to prepare a Project Plan. The purpose of the Project Plan is for the licenced plumber or Accredited Construction Contractor to describe in detail how the Works will be carried out in accordance with submitted documentation. The Project Plan, at a minimum, must include:</p> <ul style="list-style-type: none"> • a Work Health and Safety Management Plan, or equivalent • a Construction Environmental Management Plan, or equivalent • a Quality Plan, or equivalent, and • Inspection and Test Plans (ITPs). <p>The Project Plan may require further developing, amending and updating throughout the duration of the Works.</p>
Quality	Measures regarding the reliability of the delivery of assets, budget and timeliness.

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Term	Definition
Section 50 Compliance Certificate	A certificate issued by Hunter Water when all conditions in the Notice of Requirements are met by the Developer.
Standards	Applicable Hunter Water, WSAA and/or Australian standards, codes and practices relevant to design and construction of network infrastructure.
Supplier Management System	A tool for storing and managing information relating to Accredited Suppliers, such as licences, profiles, insurances, certifications, audit results, and the like.
Verification and Monitoring Plan	A plan used by an Accredited Design Consultant and an Accredited Construction Contractor that verifies and monitors the minimum requirements throughout the life of an asset delivery project which ultimately ensure a quality asset is delivered at the end of a project.
WHS	Work Health and Safety. Legislative and administrative measures to protect the health, safety and welfare of people engaged in work or employment.
Work As Constructed	All drawings defining the physical characteristics of the constructed Works and containing the information required to identify the location and provide specifications for surface fittings and linear assets.
WSAA	The Water Services Association of Australia.

5. The delivery of Developer Works model

5.1 Distinctions between Routine Minor, Routine Major and Complex Works

Table 1 shows how Developer Works have been divided into two main categories, Routine and Complex. Routine Works have been further divided into two subcategories, Minor and Major. Minor Works are able to be constructed by either a licensed plumber or an Accredited Construction Contractor, as specified by Hunter Water in the Notice of Requirements. Major Works can only be constructed by an Accredited Construction Contractor. All Works must be designed by an Accredited Design Consultant. The table also shows the division of responsibilities within each category.

Table 1: Distinctions between Routine and Complex Works

Category	Description	Design	Construction	Quality Assurance	Audit
Routine Minor	Gravity sewerage and water assets less than 25m long, less than 1.5m deep, diameter of 150mm or less	Accredited Design Consultant	Licensed plumber or Accredited Construction Contractor, as nominated by Hunter Water in the Notice of Requirements	Accredited Design Consultant	Hunter Water conducts optional design and/or construction audit/s
Routine Major	Gravity sewerage reticulation and water assets of less than 300mm diameter	Accredited Design Consultant	Accredited Construction Contractor	Accredited Design Consultant	Hunter Water conducts optional design and/or construction audit/s
Complex	Trunk infrastructure of 300mm and greater diameter; telemetry; mechanical/electrical components; pressure sewer; wastewater pump stations; water booster stations	Accredited Design Consultant	Accredited Construction Contractor	Accredited Design Consultant	Hunter Water conducts design and construction audits for all projects

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5.2 Roles and responsibilities

Table 2 outlines the roles and responsibilities of Developers, Accredited Design Consultants, Accredited Construction Contractors, and Hunter Water in the delivery of Routine Minor Works.

Table 2: Roles and responsibilities

Role	Summary
Developer	Fully responsible for the design and construction of Works, and the engagement of Accredited Suppliers who meet individual project needs. Required to guarantee all quality objectives are achieved, including safety and environmental performance compliance.
Accredited Design Consultant	Responsible for ensuring compliance with design standards and collaborates with the licensed plumber or Accredited Construction Contractor to certify the Works have been built in accordance with the design. Responsible for issuing the Certificate of Completion when Routine Works are finished.
Accredited Construction Contractor	Collaborates with the Accredited Design Consultant to ensure the Works are delivered as per the design. Required to certify the Works to Hunter Water.
Hunter Water	Receives and manages flow of documentation, accreditation, reimbursements, etc. Issues authority to proceed and controls how new assets physically connect to existing systems. Performs optional design and construction audits.

5.3 Phases of the asset-creation process

This section outlines the phases of the asset-creation process. The process is further illustrated in [Appendix A: Routine Minor Works – Process Map](#).

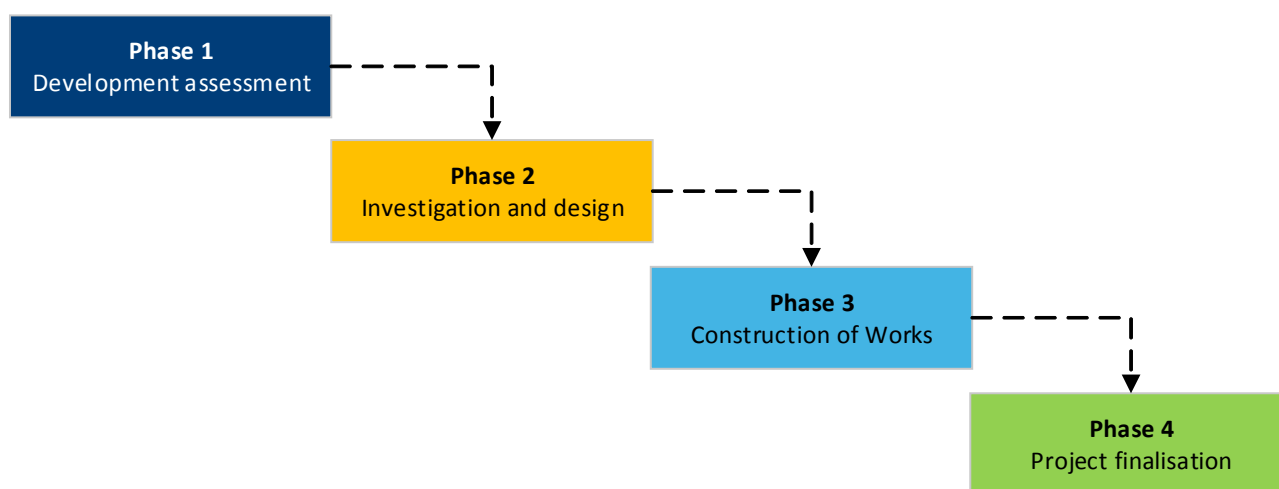


Figure 1: Phases of the asset-creation process

5.3.1 Phase 1: Development assessment

The process begins when a Developer submits an Application for Developer Services form to Hunter Water. Hunter Water assesses the application and issues a Notice of Requirements. The Notice of Requirements contains all the formal conditions the Developer must fulfil for the project to be connected to Hunter Water's networks, including which is the appropriate Developer Works Deed to complete.



The Developer completes a copy of the Deed, signs and returns it to Hunter Water to execute. Once executed, the Developer engages an Accredited Design Consultant to complete investigation, design phase services and construction surveillance, and an Accredited Construction Contractor to prepare construction documentation and build the Works.

5.3.2 Phase 2: Investigation and design

Design documentation is prepared by the Accredited Design Consultant, who finalises it and submits it to Hunter Water. The Developer finalises arrangements with a licensed plumber or Accredited Construction Contractor. The Accredited Design Consultant then reviews and verifies the pre-construction documents prepared and submitted by the licensed plumber or Accredited Construction Contractor.

5.3.3 Phase 3: Construction of Works

The Accredited Design Consultant conducts construction surveillance, which includes gathering Work As Constructed information, and is responsible for coordinating connections to Hunter Water's networks.

The Accredited Construction Contractor constructs the Works as per the design and in accordance with the Project Plan. The Accredited Construction Contractor also captures Work As Constructed data throughout the construction before issuing a request to connect to Hunter Water's networks. Once connection is permitted, the Accredited Construction Contractor connects to the networks, then tests and confirms functionality.

Once functionality is confirmed, the Accredited Construction Contractor finalises the project. This includes submitting completed Work As Constructed drawings, a final inspection checklist and all other necessary documentation.

The Accredited Design Consultant sends Hunter Water a Certificate of Completion when satisfied the Works are complete and necessary asset quality, safety and environmental performance requirements have been achieved.

5.3.4 Phase 4: Project finalisation

Upon issue of the Certificate of Completion, ownership of the Works transfers to Hunter Water and the 12-month defects liability period (DLP) commences. All required asset information is provided to Hunter Water as part of the transfer of ownership.

The Accredited Design Consultant submits a request for Hunter Water to issue a Section 50 Compliance Certificate. Provided all conditions in the Notice of Requirements have been met, Hunter Water issues a Section 50 Compliance Certificate, and the asset-creation process is complete.

6. The Developer's role

6.1 Lodge Development Application

After lodging a Development Application, the Developer completes an Application for Developer Services form and submits it to Hunter Water, together with payment of the specified fee. The form can be found on [Hunter Water's website](#). Following receipt of the form and payment, and providing all conditions are met, Hunter Water issues a Notice of Requirements letter to the Developer. The process is further illustrated in [Appendix A: Routine Minor Works – Process Map](#).



6.2 Execute Developer Works Deed

After receiving the Notice of Requirements, the Developer downloads and prints a copy of 'Developer Works Deed – Routine Minor Works' from [Hunter Water's website](#). The Developer must review all its requirements, before completing, signing and returning the Deed to Hunter Water. Hunter Water executes the Deed by completing and signing the relevant sections.

Hunter Water sends an executed copy of the Deed to the Developer. This authorises the Developer to initiate the process of engaging an Accredited Design Consultant.

6.3 Engage Accredited Suppliers

In accordance with the obligations set out in the Deed, the Developer prepares the necessary briefs and specifications for the Accredited Design Consultant. The Developer must engage the services of an Accredited Design Consultant listed on Hunter Water's Accredited Design Consultant Register. Following engagement of the Accredited Design Consultant, the Developer can initiate the construction phase and engage the services of either a licensed plumber or an Accredited Construction Contractor listed on Hunter Water's Accredited Construction Contractor Register.

7. Hunter Water's role

7.1 Notify Developer of formal requirements

The process begins when a Developer submits an Application for Developer Services form. The application form can be found on [Hunter Water's website](#) and once completed is submitted to developer.applications@hunterwater.com.au. When the applicable fee is received, the application is registered and scanned. The application is then processed. The process is further illustrated in [Appendix B: Hunter Water's Role – Process Map](#).

An overlay is then prepared to assess such considerations as asset protection, property issues and easements. An email is sent to other groups within Hunter Water if there are any issues which may be of concern to them.

Various groups at Hunter Water may then provide input into the conditions which must be stipulated in the Notice of Requirements. Hunter Water then calculates the loading charge applied to the Developer, determines the amount of planning required and considers whether the Equivalent Tenement threshold has been exceeded and what adjustments may be necessary.

The Notice of Requirements, which includes information on what type of Developer Works Deed needs to be completed, is then prepared, reviewed and sent to the Developer.

7.2 Execute Developer Works Deed

The Developer emails the completed and executed Deed to developer.deed@hunterwater.com.au. When Hunter Water receives an executed Deed from a Developer, it is receipted, a document workflow is launched and a copy of the Deed is saved.

The Deed is then reviewed by Hunter Water. The review includes ensuring the correct type of Deed has been used, checking particulars to verify it has been filled out correctly, and determining whether there are any aspects of the project which might make an audit warranted.

After the review the Deed is then executed by completing all applicable sections, dating and signing. A copy of the executed Deed is saved and sent to the Developer.



7.3 Provide sewer network connection advice

Hunter Water may provide sewer network connection advice to the Developer in the Notice of Requirements. The Accredited Design Consultant develops design documentation based on this advice.

For water main shutdown advice, the Accredited Design Consultant should send the application form to shutdownrequests@hunterwater.com.au. The Water Main Shutdown Request Form can be found on [Hunter Water's website](#).

7.4 Determine if the project is to be audited

The Accredited Design Consultant then submits the design documentation to Hunter Water. The documentation is receipted, a document workflow is launched, and a folder is created containing a copy of the documentation.

Hunter Water checks all necessary documentation has been provided and is complete using the Design Submission Checklist – Routine Works ([Appendix J](#)). If there is any problem with the documentation, it is sent back to the Accredited Design Consultant, who rectifies any issues with it and resends it. If all documentation is complete, Hunter Water determines if the project should be selected for an audit.

These audits may be random or targeted. Various groups within Hunter Water assist in this by providing any performance management information they may have on the Accredited Design Consultant. On the basis of this assessment, Hunter Water determines if a risk-based audit is warranted.

7.5 Perform optional design audit until end of defects liability period

If the project is selected for a design audit, Hunter Water performs the audit and the results are processed, recorded and sent to the Developer, Accredited Design Consultant and relevant groups within Hunter Water. Any defects or non-conformances identified by the audit are communicated to the Accredited Design Consultant, who must rectify them before the construction phase can commence.

When any problems identified by the audit have been rectified, or if the project was not selected for audit, Hunter Water calculates the reimbursement for which the Developer or applicant is due. The Developer or applicant is then advised of this.

Hunter Water then checks the final design to ensure the drawings submitted by the Accredited Design Consultant comply with appropriate drafting standards. Once satisfied the drawings are compliant, they are entered into the GIS.

7.6 Perform optional construction audit until end of defects liability period

Hunter Water assesses the performance of both the Accredited Design Consultant and the Accredited Construction Contractor. This assessment is used to determine if a risk-based construction audit is warranted.

Hunter Water then performs the audit and the audit results are processed, recorded and sent to the Developer, Accredited Construction Contractor and relevant groups within Hunter Water. Any defects or non-conformances identified by the audit are communicated to the Accredited Construction Contractor, who must rectify them before connection to Hunter Water's networks can be allowed. When problems identified by the audit have been rectified, the Developer, Accredited Construction Contractor and relevant groups within Hunter Water are notified.



7.7 Complete Project Finalisation Checklist

After the project has been finalised, the Accredited Construction Contractor has submitted the Work As Constructed drawings and the Accredited Design Consultant has submitted a Certificate of Completion, Hunter Water opens an Issue Section 50 Certificate workflow. It is then determined whether all requirements have been met by completing a Project Finalisation Checklist ([Appendix K](#)) and checking the conditions of the Notice of Requirements.

If all conditions have not been met, a list of outstanding requirements is prepared and sent by email to the Developer, Accredited Design Consultant and Accredited Construction Contractor, as necessary. The workflow does not proceed until all requirements have been met. Once met, Hunter Water prepares a Section 50 Compliance Certificate.

7.8 Issue Section 50 Certificate to Developer

Hunter Water then reviews the Section 50 Compliance Certificate to ensure all its details are correct. After the details have been checked, the Certificate is issued to the Developer. The council in whose local government area the Works were constructed is also sent a copy.

A PDF copy of the Certificate is then created, a digital signature inserted onto it and a copy is saved. The Issue Certificate workflow is then closed.

7.9 Integrate Work As Constructed drawings into the GIS

Once a Section 50 Compliance Certificate has been issued to the Developer, the Work As Constructed drawings are integrated into the GIS. If any aspect of the Works is found to be defective during the 12-month DLP, Hunter Water directs the Developer to rectify the defective component.

8. The Accredited Design Consultant's role

8.1 Initiate design phase services

The process of delivery of Routine Minor Works begins when the Developer lodges an Application for Developer Services form. The Developer then receives a Notice of Requirements from Hunter Water. This process is further illustrated in [Appendix C: Accredited Design Consultant's Role – Process Map](#).

Once the Developer and Hunter Water execute the Developer Works Deed, establishing a formal contractual agreement between them, the Developer engages the services of an Accredited Design Consultant. The Accredited Design Consultant then initiates the design phase services.

8.2 Develop design documentation and associated works

The Accredited Design Consultant is responsible for, but not limited to:

1. developing the design, investigation and contract documentation in accordance with the Notice of Requirements, relevant Hunter Water and other applicable standards, and any other requirements of affected landowners, utility service providers and consent bodies
2. preparing a Design and Construction Verification and Monitoring Plan, or equivalent documentation (a Design and Construction Verification and Monitoring Plan can be found in [Appendix H](#))
3. contacting Hunter Water for sewer connection advice, if necessary, and incorporating these requirements into the design documentation (please note the flow rate of sewage in the assets may influence the difficulty of the connection)



4. verifying compliance of the design documentation by signing off a Design Checklist – Routine Minor Works, which can be found in [Appendix I](#)
5. complying fully with Permit to Enter obligations, as outlined in Hunter Water's Land Development Manual
6. verifying the design of the Works complies with the requirements of the Developer Works Deed and the design documentation
7. ensuring the design documentation is fully compliant prior to submission to Hunter Water for optional auditing of routine minor works
8. issuing a Design Compliance Certificate, which can be found in [Appendix E](#), and
9. ensuring any design Non-conformance Reports raised are resolved prior to issuing a Design Compliance Certificate.

8.3 Submit design documentation and Design Compliance Certificate

The Accredited Design Consultant certifies the design documentation by submitting a completed Design Compliance Certificate to Hunter Water. The Accredited Design Consultant should also submit a work schedule, information regarding the value of the work, and the name of the licensed plumber or Accredited Construction Contractor. A completed Design Checklist – Routine Minor Works ([Appendix I](#)) must also be included.

Hunter Water may elect to conduct audits of processes and documentation during the design and construction phases until the end of the DLP.

8.4 Advise Hunter Water of construction starting

The Accredited Construction Contractor informs the Accredited Design Consultant when the construction phase is to begin. The Accredited Design Consultant advises Hunter Water of the construction schedule. Hunter Water is then able to perform an optional construction audit.

8.5 Review and verify pre-construction documents

The Accredited Design Consultant must check and be satisfied the licensed plumber or Accredited Construction Contractor has in place documentation to address the following:

1. a WHS Management Plan, or equivalent
2. a Construction Environmental Management Plan, or equivalent
3. Inspection and Test Plans (ITPs)
4. a schedule of the Works, and
5. an updated Design and Construction Verification and Monitoring Plan, or equivalent.

8.6 Construction inspection

The Accredited Design Consultant verifies the works, including any temporary works, approved products, and processes comply with the requirements of the design documentation. The minimum requirements of construction inspection are detailed in Construction Inspection by Accredited Design Consultant, which can be found in [Appendix G](#).

8.6.1 Site inspection

The Accredited Design Consultant performs a site inspection of the works. This inspection must be performed prior to backfill, to enable a photographic record of the works.



8.6.2 Non-conformance Reports

The licensed plumber or Accredited Construction Contractor is responsible for establishing appropriate methods for identification and control of any products or services which fail an inspection or test.

All Non-conformance Reports identified during inspection must be recorded in a register, which is then provided to Hunter Water as part of the finalisation of the project.

8.7 Finalise and submit Certificate of Completion

In finalising the works, the Accredited Design Consultant signs off all matters in the project as complete. The Accredited Design Consultant compiles and submits to Hunter Water a final report which contains, at a minimum, the following:

1. all completion checklists and signed completion certificates
2. Work As Constructed drawings
3. completed ITPs
4. an up-to-date Construction Issues Register confirming all close-outs
5. documentation confirming all surface restorations are complete and the area has been restored to its previous condition, and
6. a finalised Certificate of Completion.

Once a Certificate of Completion has been submitted, the 12-month DLP begins. The Certificate of Completion form can be found in [Appendix F](#).

9. The licensed plumber or Accredited Construction Contractor's role

9.1 Begin construction phase

Following the successful completion of a design by the Accredited Design Consultant, the Developer and the licensed plumber or Accredited Construction Contractor engaged by the Developer are advised the construction phase can commence. This process is further illustrated in [Appendix D: Licensed Plumber's/Accredited Construction Consultant's Role – Process Map](#).

9.2 Prepare pre-construction documents

In accordance with the Developer Works Deed, the licensed plumber or Accredited Construction Contractor is required to prepare a Project Plan. The purpose of the Project Plan is for the licensed plumber or Accredited Construction Contractor to describe in detail how the Works will be carried out in accordance with submitted documentation. The Project Plan at a minimum must include a:

1. WHS Management Plan, or equivalent
2. Construction Environmental Management Plan, or equivalent, and
3. Quality Plan, or equivalent.

The Project Plan may require further developing, amending and updating throughout the duration of the Works.

The licensed plumber or Accredited Construction Contractor must also provide evidence they possess the necessary insurances for performing Routine Minor Works.



9.3 Construct Works

The licensed plumber or Accredited Construction Contractor is responsible for, but not limited to, performing the following:

1. submitting any required service adjustment applications to Hunter Water relating to water main drilling, and connection and/or reconnection to the water and/or sewer networks
2. constructing the specified Works, including temporary Works, in accordance with approved design drawings provided by the Accredited Design Consultant, WSAA standards, and Hunter Water standard drawings and approved products
3. constructing the Works in accordance with the WHS Management Plan, or its equivalent, and reporting any WHS-related incidents immediately to the Accredited Design Consultant
4. constructing the works in accordance with the Construction Environmental Management Plan, or its equivalent
5. preparing ITPs for all construction activities to confirm the completed Works comply with the design documentation, including any hold or witness points nominated by the Accredited Design Consultant, licensed plumber or Accredited Construction Contractor
6. establishing and implementing an appropriate method for identification and control of all occasions where the product or service fails any inspection or test
7. documenting all construction issues in a Construction Issues Register and categorising them under the appropriate resolution process, for example, Non-conformance Reports, Requests for Information, and Design Changes
8. closing out all items listed in the Construction Issues Register, and
9. capturing and recording Work As Constructed documentation and updating design drawings as construction of the Works progresses.

9.4 Connect, test and confirm functionality

The licensed plumber or Accredited Construction Contractor completes the connection to the Hunter Water network, performs a pressure test to confirm functionality of the system, and submits a final commissioning checklist to the Accredited Design Consultant.

9.5 Finalise project and submit completion test documents

The licensed plumber or Accredited Construction Contractor is responsible for, but not limited to, completing and submitting to the Accredited Design Consultant:

1. Work As Constructed drawings and documentation
2. completed quality-related documents, including ITPs, a Construction Issues Register, Non-conformance Reports, Requests for Information, test certificates, and evidence restoration is complete, and
3. a completed final inspection checklist.

The Accredited Design Consultant checks the above documentation has been completed satisfactorily. When this has been confirmed, the Accredited Design Consultant finalises and submits a Certificate of Completion to Hunter Water and the DLP commences.

9.6 The defects liability period

In accordance with the Developer Works Deed, the Developer is responsible for rectifying any defects identified until the end of the 12-month DLP for Routine Minor Works. Defects must be rectified at the Developer's expense. Where a defect is rectified, a separate DLP will apply in respect to it and for another 12-month period.



10. Incorporated documents

This document and those listed below in this section are incorporated in 'Manual – Delivery of Developer Works'.

Developer Works Corporate Standards:

- Corporate Standard – Routine Major Works – Developers and Accredited Suppliers
- Corporate Standard – Complex Works – Developers and Accredited Suppliers
- Corporate Standard – Auditing of Developer Works
- Corporate Standard – Accreditation of Suppliers for Developer Works

Developer Works forms, templates and checklists:

- Application Form – Accredited Design Consultant
- Application Form – Accredited Construction Contractor
- Application for Developer Services
- Drawing Template for Accredited Design Consultants (A3)
- Drawing Template for Accredited Design Consultants (A4)
- Certificate of Completion
- Design Compliance Certificate
- Pre-connection Compliance Certificate
- Construction Surveillance by Accredited Design Consultant
- Construction Inspection by Accredited Design Consultant
- Design and Construction Verification and Monitoring Plan
- Design Checklist – Routine Major Works
- Design Checklist – Routine Minor Works
- Water Main Shutdown Request Form
- Project Finalisation Checklist

To access Hunter Water's documents for Developer Works, go to the 'Certification and Delivery of Developer Works' page on [Hunter Water's website](#).

Developer Works-related Registers:

- Accredited Design Consultants Register
- Accredited Construction Contractors Register
- Approved Products and Manufacturers Register

To access Accredited Suppliers and Approved Products and Manufacturers Registers, go to the 'Developer Works Accredited Suppliers' page on [Hunter Water's website](#).



11. Related documents

Manual – Land Development

Developer Works Deeds:

- Developer Works Deed – Routine Minor Works
- Developer Works Deed – Routine Major Works
- Developer Works Deed – Complex Works

To access the Developer Works Deeds, go to the 'Certification and Delivery of Developer Works' page on [Hunter Water's website](#).

External documents and references:

- ISO 9001:2015 Quality management system – Requirements
- ISO 14001:2004 Environmental management system – Requirements
- ISO 55001:2015 – Asset management – Management systems - Requirements
- Water Services Association of Australia (WSAA) www.wsaa.asn.au

12. Document control

TRIM: HW2015-1469/27/8.001

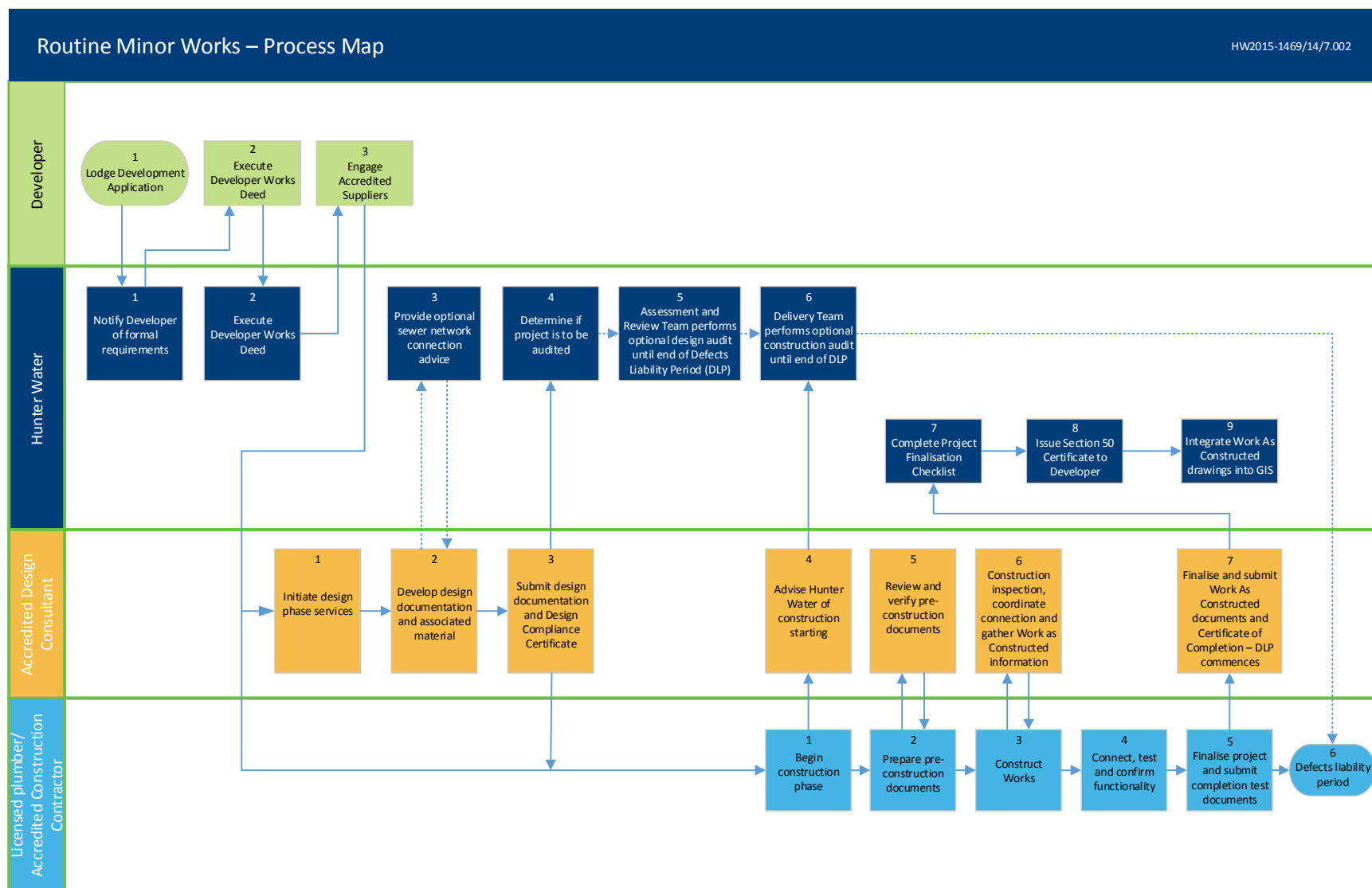
Table 3: Document governance

Document owner	Mandatory reviewers	Document approver
Group Manager Development Services	Group Manager Development Services	Executive Manager Customer Strategy and Retail

Table 4: Document version history

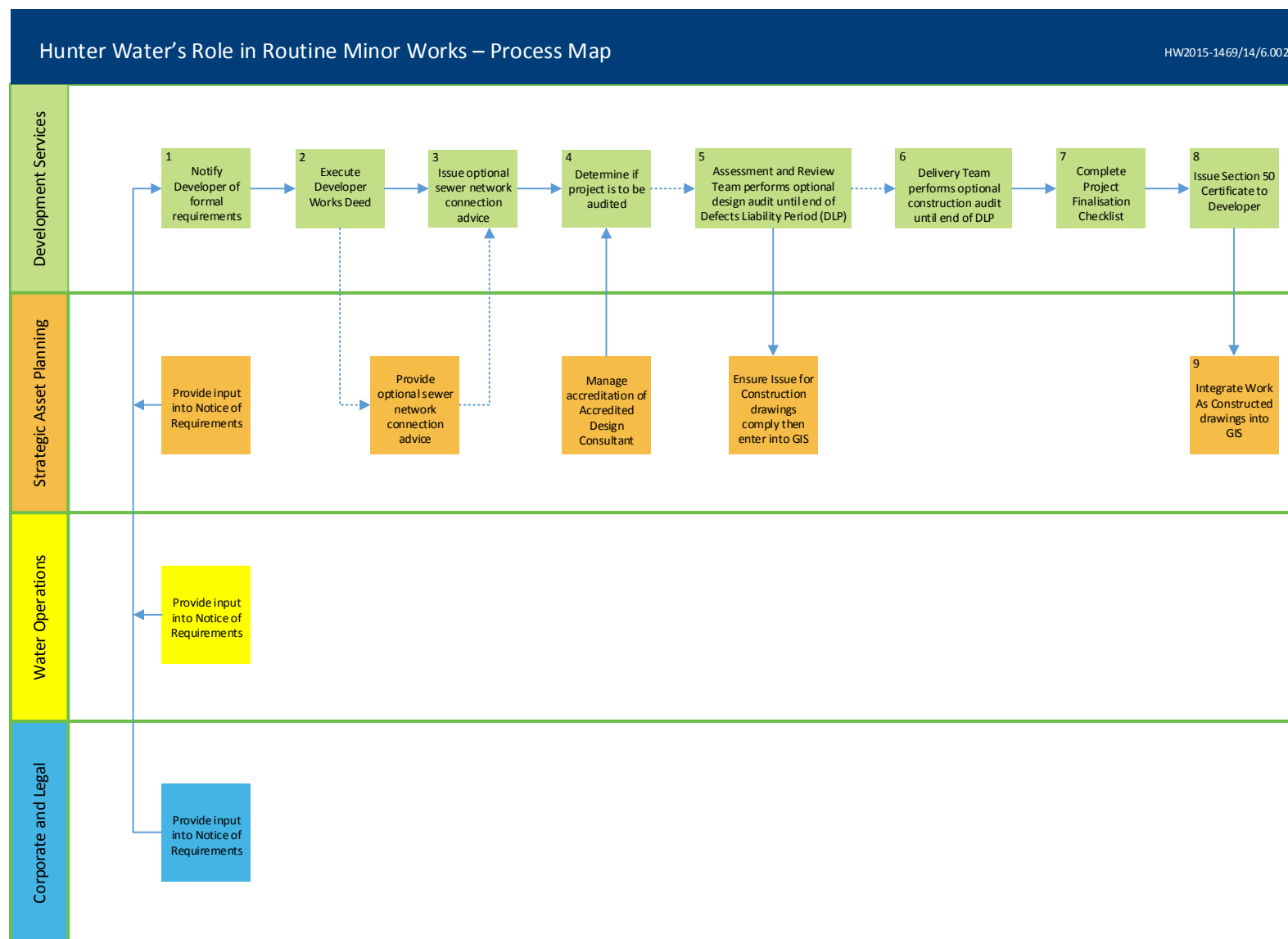
Version	Name of author	Summary of changes	Approval date	Approved by	Periodic review
1.0	Brett Lewis	Initial release	19 Jan 2018	Executive Manager Customer Strategy and Retail	1 year

Appendix A: Routine Minor Works – Process Map



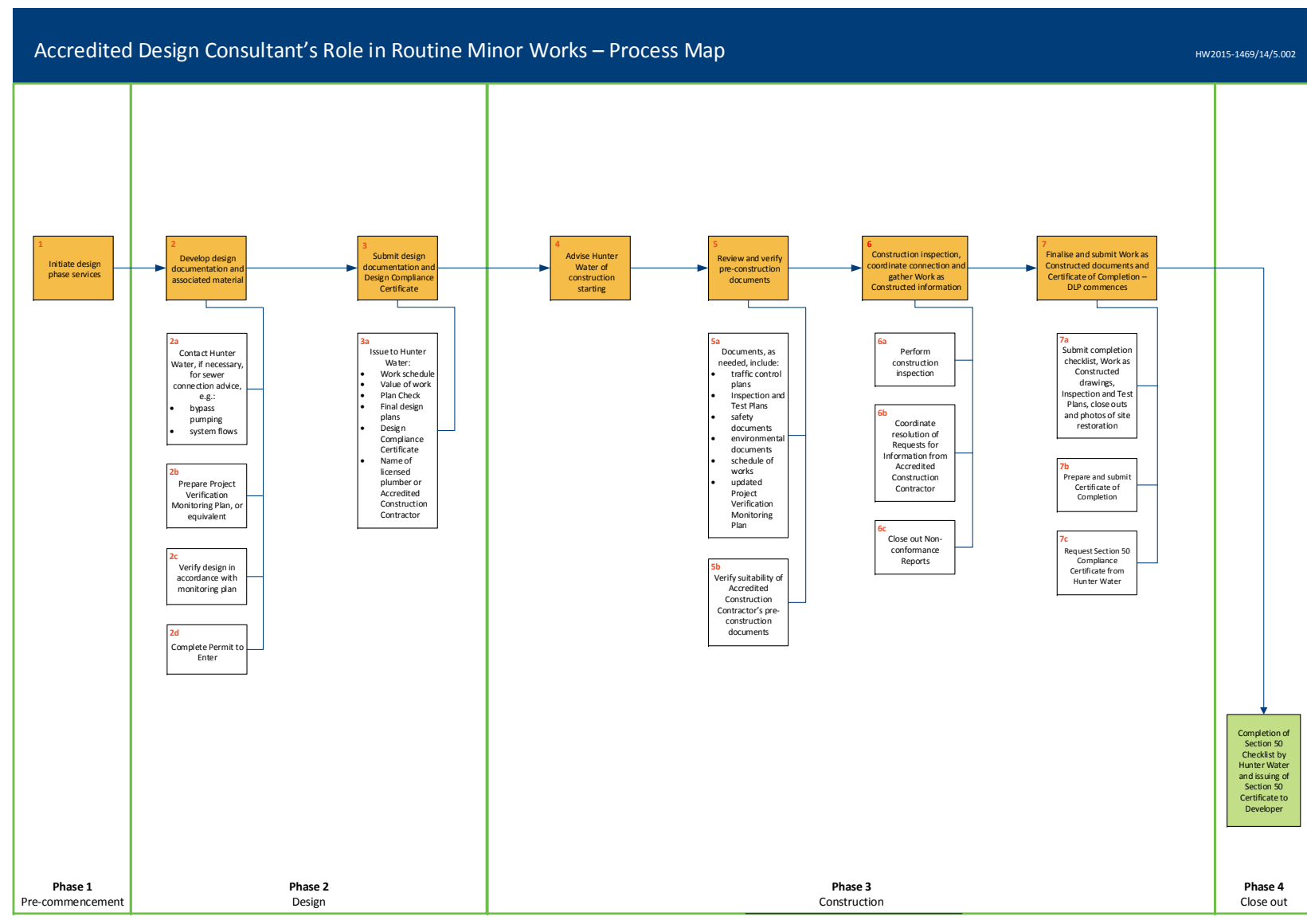
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Appendix B: Hunter Water's Role – Process Map



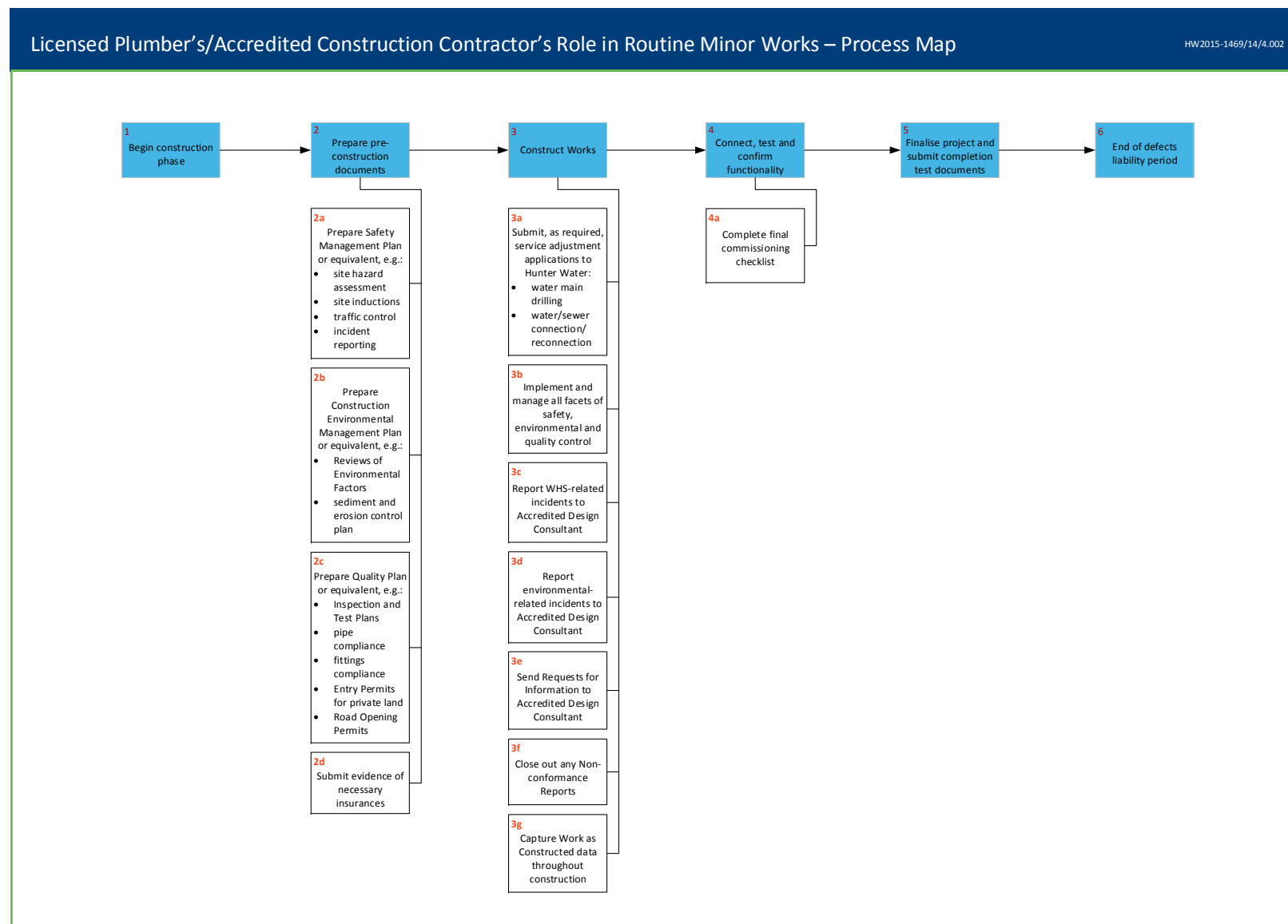
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Appendix C: Accredited Design Consultant's Role – Process Map



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Appendix D: Licensed Plumber's/Accredited Construction Consultant's Role – Process Map



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Appendix E: Design Compliance Certificate



Hunter Water Corporation Design Compliance Certificate

Send to: design_submission@hunterwater.com.au

Service (please select):
☐ Water supply ☐ Sewerage ☐ Stormwater

Development details:

Location/estate name: _____

Developer: _____

Accredited Design Consultant: _____

Accredited Design Consultant's nominated representative: _____

Accredited Design Consultant's nominated representative email: _____

Deed number: _____

Commencement date: _____

Completion date: _____

Value of Works (GST-exclusive):
Water: _____ Sewer: _____

Documentation to be submitted:
☐ Electronic copy of final design drawings in PDF format
☐ Design Checklist
☐ All supporting design documentation

Accredited Design Consultant's assurance:
I verify the design is in accordance with the Developer Works Deed and its referred documents and standards.


Accredited Design Consultant or nominated representative:

Name: _____ Company position: _____

Signature: _____ Date: _____

TRIM number: HW2015/1469/12/G.002

Appendix F: Certificate of Completion



Hunter Water Corporation Certificate of Completion

Send to: finalise.project@hunterwater.com.au

Service (please select):

☐ Water supply ☐ Sewerage ☐ Stormwater

Development details:

Location/estate name: _____

Developer: _____

Accredited Design Consultant: _____

Accredited Design Consultant's nominated representative: _____

Accredited Construction Contractor: _____

Accredited Construction Contractor's nominated representative: _____

Deed number: _____

Value of Works (GST-exclusive): Water: _____ Sewer: _____

Documentation to be submitted:

- ☐ Final Inspection checklist from the Accredited Construction Contractor
- ☐ Package of records including Work as Constructed drawings as per the Developer Works Deed, completed and closed-out Quality Assurance, Work Health and Safety, and environment-related records, and a Construction Issues Register documenting, for example, Inspection and Test Plans, Non-conformance Reports and Requests for Information
- ☐ Formal request to Hunter Water for issue of Section 50 Compliance Certificate

Accredited Design Consultant's assurance:

As the Accredited Design Consultant appointed by the Developer, I verify the as-constructed works:

- comply with the requirements of the Developer Works Deed
- comply with the design and can be operated safely by Hunter Water under normal operating conditions
- were inspected and the Accredited Construction Contractor was observed to be compliant with relevant WHS and environmental requirements at the time of site inspection
- meet the requirement that all non-conformances have been satisfactorily resolved and corrective action has been implemented
- have been connected to Hunter Water's network in accordance with the Developer Works Deed and have passed the pre-completion tests, as per the relevant design codes, and
- meet all necessary approvals required by the Developer Works Deed.

Accredited Design Consultant or nominated representative:

Name: _____ Company position: _____

Signature: _____ Date: _____

TRIM number: HW2015-1469/12/4.001

Appendix G: Construction Inspection by Accredited Design Consultant



Hunter Water Corporation Construction Inspection by Accredited Design Consultant (minimum requirements)

Item no.	Inspection activity	Minimum frequency
1	WHS Inspection Check the licensed plumber's or Accredited Construction Contractor's compliance with the Safety Management Plan. Observe, monitor and report on the licensed plumber's or Accredited Construction Contractor's work on the project site for compliance with the Work Health and Safety Act and Regulations. This report should include, but is not limited to: <ul style="list-style-type: none"> • reviewing the licensed plumber's or Accredited Construction Contractor's Safety Management Plan • reviewing the licensed plumber's or Accredited Construction Contractor's Safe Work Method Statements • site inductions • traffic control measures • workers' PPE • public safety • trench support • working at height • overhead hazards • confined spaces, and • Incident reporting process 	Per site inspection
2	Environmental Inspection Observe, monitor and report on the licensed plumber's or Accredited Construction Contractor's work on the project site for compliance with the Environmental Management Plan. This report should include, as applicable: <ul style="list-style-type: none"> • reviewing the licensed plumber's or Accredited Construction Contractor's Environmental Management Plan • Reviews of Environmental Factors • sediment and erosion controls • noise/vibration/dust controls • disposal of test water • property access • temporary pedestrian pathways • acid sulphate soil treatment plans • contaminated soil treatment plans • spoil stockpiling and disposal plans • working within approved hours, and • working in and around sensitive waterways 	Per site inspection

TBM number: HW2015/1469/12/6.005



Hunter Water Corporation

Construction Inspection by Accredited Design Consultant (minimum requirements)

Item no.	Inspection Activity	Minimum frequency
3	Construction Inspection	
3.1	Observe, monitor and check implementation of Inspection and Test Plans, including: <ul style="list-style-type: none">• verification of test results• release of hold points/witness points• close out of all non-conformance reports, and• respond to and close out Requests for Information from the licensed plumber or Accredited Construction Contractor	Single site inspection
3.2	Observe and verify the supplied pipework and fittings comply with the design drawings, the relevant WSAA codes and Hunter Water's Approved Products and Manufacturers Register.	Single site inspection
3.3	Observe and verify the supplied pipework and fittings are compliant and fit for purpose.	Single site inspection
3.4	Observe and verify the supplied bedding and trench fill material comply with WSAA codes and the design and standard drawings.	Single site inspection
3.5	Observe and verify the trench backfill has been compacted to the level specified in the design drawings.	Single site inspection
3.6	Observe and verify the thrust blocks are constructed in accordance with the design drawings, including: <ul style="list-style-type: none">• minimum bearing area is correct• soil conditions are acceptable• formwork is acceptable, and• concrete complies with the specified type, strength and design mix	Single site inspection
3.7	Observe and verify the trench stops/bulkheads are constructed in accordance with the design drawings.	Only if included in design
3.8	Observe and verify the grade of the laid sewer pipe is in accordance with the design drawings.	Single site inspection
3.9	Observe and verify the cover over the laid pipe is in accordance with the design drawings.	Single site inspection
3.10	Observe and verify the hydrostatic, pressure and vacuum testing results of completed works are in accordance with the design drawings and WSAA standards.	At completion of construction
3.11	Observe and verify surface restoration is compliant with the design, and the area has been restored to prior condition as far as practicable.	At completion of construction
3.12	Observe and validate the works are ready for connection to Hunter Water's network.	At completion of construction

TBM number: HW2015/1469/12/6.005



Hunter Water Corporation

Construction Inspection by Accredited Design Consultant (minimum requirements)

Item no.	Inspection Activity	Minimum frequency
3.13	Observe and verify any road/rail/creek crossings are constructed in accordance with the design drawings, including, as applicable: <ul style="list-style-type: none">• correct pipe type and class• correct line and level• correct encasement pipe• correct pipe embedment type• backfill compactions tests verified• crossing pavement type• crossing pavement compaction tests verified	Only if included in design – single site inspection
3.14	Observe and validate the works have been connected to the network in accordance with the drawings and a photographic record kept of the works.	At completion of construction

TRIM number: HW2015/1469/12/6.005

Appendix H: Design and Construction Verification and Monitoring Plan



Hunter Water Corporation Design and Construction Verification and Monitoring Plan (minimum requirements)

The Design and Construction Verification and Monitoring Plan must at a minimum address the following requirements:

1. The management team structures, positions, nominated personnel, and subcontractors to be engaged, and the roles and tasks of the nominated personnel and subcontractors.
2. The minimum skills, expertise and experience levels of each position and details of personnel resource levels.
3. The Accredited Design Consultant's internal and external lines of authority, communication and reporting.
4. All compliance records to be maintained in the form of a schedule.
5. The proposed timing of progressive verification for the performance of separate elements of the works, including the timing for conducting audits of project plans, designs and any other project documents.
6. As applicable, hold point and witness point requirements, including the identification of all hold points and witness points on the licensed plumber's or Accredited Construction Contractor's Inspection and Test Plans, which are to be released by the Accredited Design Consultant.
7. The Accredited Design Consultant's comprehensive plans for the following:
 - a. Periodic observing, monitoring, auditing, reviewing, assessing, and testing of the licensed plumber's or Accredited Construction Contractor's compliance with design and construction obligations, including methodology for design documentation.
 - b. Off-site inspection of critical activities, including precast yards, pipe suppliers, concrete production plants, and steel fabrication.
8. The Accredited Design Consultant's strategies, processes, methodologies, procedures, and reporting protocols to achieve and satisfy the following:
 - a. Reviewing and assessing the project plans, design plans and any other project documentation prepared by the licensed plumber or Accredited Construction Contractor.
 - b. Audit, inspection and monitoring of on-site environmental protection.
 - c. Audit, inspection and monitoring of on-site WHS.
 - d. Audit, inspection and monitoring of the licensed plumber's or Accredited Construction Contractor's construction activities.
 - e. Identifying and managing any subcontracted work, including all quality, reporting and communication aspects.
 - f. Verification of the licensed plumber's or Accredited Construction Contractor's processes addressing safety in design.
 - g. Verification of the licensed plumber's or Accredited Construction Contractor's rectification of Non-conformance Reports.
 - h. Closing out all Requests for Information raised by the licensed plumber or Accredited Construction Contractor.

TBM number: HW2015/1469/12/5.006

Appendix I: Design Checklist – Routine Minor Works



Hunter Water Corporation Design Checklist – Routine Minor Works

Project name: _____

Deed number: _____

Add or delete items as necessary

Design inputs:

Description	Yes	No	N/A	Notes
Project definition				
Location of subdivision/development				
Proposed subdivision/development information				
Existing real property information				
Existing Hunter Water services				For example: asbestos-cement main, pressure main, pressure system, sewer
Proposed Hunter Water services				Other services to be constructed for this subdivision/development
Easement required				
Land transfer required				
Existing services (other authorities)				For example: Dial Before You Dig
Proposed services (other authorities)				
Engineering plans				
Retention basin				
Contour plans				
Proposed building footprint				Where near existing or proposed Hunter Water asset
Hunter Water connection requirements				
Proposed connection type				
Property service (main to meter)				
Total catchment information				
Adjoining development				
Permanent marks and bench marks				
Specify datum				
Future roadworks				For example: widening
Zoning				
Mine subsidence area				
Filled ground				
Unstable ground				

TRIM number: HW2015/1460/12/6.007

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Hunter Water Corporation

Design Checklist – Routine Minor Works

Description	Yes	No	N/A	Notes
Contaminated ground				
Urban salinity				
Boundary traps required (wastewater)				
Flood area				
Surcharge area				
Landfill area				
Previous problems				
Adjustment/deviation required				
Temporary pipework required				Must be noted on design plan
Asbestos-cement mains disuse in private property				
Asbestos-cement mains disuse in public property				
Disuse of mains, other than asbestos-cement				

Design inputs reviewed by:

Date:

Detailed design:

Description	Yes	No	N/A	Notes
Compliance with safe work plan				
Access to location				
Negotiate entry (including easement if necessary)				
Field check of site conditions (including date of visit)				Date:
Evidence of unauthorised interference with Hunter Water assets				
Locate existing fittings and services				
Locate origin (wastewater)				
Peg location of main and tie into boundaries				
Survey proposed route				
Review of heritage items				
Review of Environmental Factors				
Environmental Management Plan				
Flow schedule calculations (wastewater)				

TRIM number: HW2015/1468/12/6.007



Hunter Water Corporation

Design Checklist – Routine Minor Works

Description	Yes	No	N/A	Notes
Critical main risk assessment				
Geotechnical assessment				
Assess alternate options				
Finalise proposed route				
Certification of special design				
Soffit requirements				
Self-cleansing grades				
Compaction test requirements				
Prepare plans to standards and special design				

Detailed design reviewed by:

Date:

Design outputs:

Description	Yes	No	N/A	Notes
Plan				
Environmental Management Plan				
Review of Environmental Factors				
Entry agreement				
Land/easement specifications				
Property service (main to meter)				Must be noted on design plan
Construction notes				
Construction inspection and test plans				
Construction checklists				
Compaction test requirements				
Non-standard design or non-code adherence				Written request for non-code proposal with design package required

Design outputs reviewed by:

Date:

TRIM number: HW2015/1469/12/6.007



Hunter Water Corporation

Design Checklist – Routine Minor Works

Accredited Design Consultant verification:

Description	Yes	No	N/A	Notes
Review design inputs/outputs				
Review alternative options				
Review required engineers' documents				
Review other documentation				
Environmental Management Plan				
Review of Environmental Factors				
Environmental audit for land transfer				

I certify by the submission of this Design Checklist the design has been prepared in accordance with WSAA Water Supply and Sewerage Codes of Australia (Hunter Water editions, as amended).

Accredited Design Consultant (business name):

Name:

Signature:

Date:

TRIM number: HW2015/1460/12/6.007

Appendix J: Design Submission Checklist – Routine Works



Design Submission Checklist Routine Works

Date:			
Accredited Design Consultant:			
Developer Works Deed Number:			
Routine Minor or Routine Major Works:			
	Designer		HW
Pre-design checklist	Yes	N/A	Confirm
Executed Deed submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water main/sewer shutdown advice request submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review of Environmental Factors approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design documentation	Yes	N/A	Confirm
Design Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verification and Monitoring Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entry Permit/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design Compliance Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shutdown fee paid (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asset creation			
Length of sewer mains proposed (m):			
Length of water mains proposed (m):			
Construction cost estimate (\$):			
Accredited Design Consultant's comments (if required)			
Hunter Water design submission package results – HUNTER WATER TO COMPLETE			
	Yes	No	
Design submission complete	<input type="checkbox"/>	<input type="checkbox"/>	
Email sent to Accredited Design Consultant advising correct	<input type="checkbox"/>	<input type="checkbox"/>	
Email sent to Accredited Design Consultant for additional requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Assessment and Review Team Officer name:			
Date review completed:			
Assessment and Review Team Officer signature:			
Hunter Water comments (if required)			

TRIM number: HW2015/1469/12/6.009

Appendix K: Project Finalisation Checklist – Routine Minor Works



Project Finalisation Checklist Routine Minor Works

Date:			
Accredited Design Consultant:			
Developer Works Deed Number:			
	Designer		HW
	Yes	N/A	Confirm
Work As Constructed			
Work As Constructed drawings/design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Junction sheet for sewer mains (STS 903, Appendix 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule of technical data (STS 903)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual inspection - photos showing works in ground (open trench)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual inspection - photos showing site restoration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Issue Register (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ITPs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Completion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accredited Design Consultant's comments (if required)			
Hunter Water finalisation package results			
	Yes	No	
Complete	<input type="checkbox"/>	<input type="checkbox"/>	
Email sent to Accredited Design Consultant for additional requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Email sent issuing Section 50 Compliance Certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Work As Constructed documents sent to Assets Information	<input type="checkbox"/>	<input type="checkbox"/>	
Hunter Water Assessment and Review Team Officer's name:			
Date review completed:			
Hunter Water Assessment and Review Team Officer's signature:			
Hunter Water comments (if required)			

TRIM number: HW2015-1469/12/6.021