



# PROJECT FINALISATION SUBMISSION STRUCTURE

Submit completed packages to: [finalise.project@hunterwater.com.au](mailto:finalise.project@hunterwater.com.au)

Hunter Water's Developer works asset creation process requires submission of the Finalisation Package once construction activities are complete.

The standards below outline the requirements of the Developer, Accredited Designer and Accredited Construction Contractor;

- [The Corporate Standard – Routine Minor Works – Developers and Accredited Suppliers](#)
- [The Corporate Standard – Routine Major Works – Developers and Accredited Suppliers](#)
- [The Corporate Standard – Complex Works – Developers and Accredited Suppliers](#)

## Submission Methods

Packages may be submitted in the following ways;

- A single email with all relevant documents clearly labelled
- A single email with a compressed file format (.ZIP) folder attachment
- A shared digital drop box link (Dropbox, Google drive, Microsoft Office365 etc)

The email Subject is to read:

*Deed No. – Routine Minor/ Major or Complex Works – Address or Project Title – Finalisation Package*

Examples as shown;

- *2021-1795/2 – Routine Minor Works – Lot 103 No.39 Russell Street, Branxton – Finalisation Package*
- *2018-1503/2 – Routine Major Works – Stage 11, Cliftleigh – Finalisation Package*
- *2016-1657/3 – Complex Works – Raymond Terrace 13 WWPS – Finalisation Package*

Do not use any external company acronyms, job numbers or automatically generated file numbers as they do not align with Hunter Water's review processes.

## Availability

All digital file shared links are to be made available to Hunter Water for a minimum period of 28 days from submission.

## Package Updates and Re-submission

Where packages and documents are required to be updated by the Accredited Supplier, revised submissions will be emailed to [finalise.project@hunterwater.com.au](mailto:finalise.project@hunterwater.com.au) Where digital drop box links are used, the supporting re-submission email will detail changes made to package documents.

## Package Format & File name

Hunter Water has created a template for Finalisation Package development. The folder structure follows the review process towards package endorsement and issuing of the Section 50 Compliance Certificate.

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<https://www.hunterwater.com.au/documents/assets/src/uploads/documents/Building-and-Development/Other-Forms-and-Templates/Standard-Finalisation-Package.zip>

“Deed No. – Finalisation Package”

Example;



- 2021-1795/2 – Finalisation Package

Finalisation Package folder structure;

1. Project Finalisation Checklist
2. Work As Constructed
3. Acceptance Testing - Water
4. Acceptance Testing - Sewer
5. Acceptance Testing - Storm Water
6. Acceptance Testing - Recycled Water
7. Other Required Documentation
8. Certificate of Completion
9. Project Photos

Folders are to be removed to suit project requirements and category of submission. For example; Storm Water and Recycled Water folders can be removed for works that do not include those works.

Folder 2. *Work As Constructed* includes the following sub-folders and links to the Hunter Water website;

1. WAC Drawings pdf & dwg
2. Junction Sheets pdf
3. Asset Locations CSV or XLS file
4. WAC Checklist
5. Schedules A,B,C,D
6. O&M Manuals
-  Design and construction checklists, forms and templates
-  Standard technical specifications

## Work As Constructed Information - WAC

Work As Constructed information including all Schedules are to be presented within Hunter Water standard pdf documents which are available on Hunter Water’s website.

<https://www.hunterwater.com.au/building-and-developing/drawings-plans-and-specifications/standard-technical-specifications>

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-  [STS 903 Work As Constructed WAC Information \(657KB\)](#)
-  [STS 903 Appendix 6 – Schedule D – Recycled Water Inspection Report \(189KB\)](#)
-  [STS 903 Appendix 5 – Schedule C – Pipe Fittings and Miscellaneous \(230KB\)](#)
-  [STS 903 Appendix 4 – Schedule B – Water and Sewer Pipes Rehabilitation \(204KB\)](#)
-  [STS 903 Appendix 3 – Schedule A – Water, Recycled Water and Sewer Pipes \(217KB\)](#)
-  [STS 903 Appendix 2 – Work as Constructed Checklist \(254KB\)](#)
-  [STS 903 Appendix 1 – Junction Sheet \(133KB\)](#)

Name and save submitted documents in the most succinct file name for review;

Example as shown;

Name

 Schedule A - Pipes

 Schedule C - Fittings

## Accepted File Formats

File formats for submission are to meet the following criteria using the templates available on Hunter Water’s website.

File Type	File Format	Notes
WAC & Drawings	PDF & DWG	Consolidated - PDF drawing sets Individual - DWG files
Images	JPEG	Individual files
CCTV	MP4	Individual files for pipe lengths
Reports, Certificates, Checklists	PDF WORD	Individual files, CCTV observation reports must be collated into one PDF report document file
Appendixes - Schedules	PDF WORD	Individual files
Junction sheets	PDF WORD	Consolidated file
Coordinates	CSV or XLS	Sample XLS file provided – MGA2020

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