



LAND DEVELOPMENT MANUAL



GUIDELINES AND PRICING
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ABOUT THIS MANUAL

INTRODUCTION

This manual sets out South Gippsland Water's (SGW) guidelines, and the applicable contributions and fees, for the provision of water and sewerage services for land development projects.

The manual also contains details of the servicing requirements, design, construction and quality processes for any Land Development activities. The business rules, guidelines and processes contained in this manual are applicable to subdivision type developments and non-subdivisional works. Where these provisions are inappropriate for a specific development, then SGW will determine development requirements on a case by case basis and specify these in the 'Developers Agreement'.

This manual should be read in conjunction with SGW's Policies, Procedures and requirements.

INTENDED AUDIENCE

This manual has been written and developed for all developers, consultants, contractors, surveyors, land owners, local Councils and SGW personnel involved with the development of land within the SGW serviced area.

RELATED REFERENCE MATERIAL

The following references provide guidelines and support documentation which should be read in conjunction with the SGW Land Development Manual. Developers, engineers and contractors should also inform themselves of all other legislation, standards and guidelines that may apply to any proposed land development project.

Legislation:

- Subdivision Act 1988
- Subdivision (Procedures) Regulation 1989
- Owners Corporation Act 2006
- Water Act 1989
- Water Industry Act 1994
- Planning and Environment Act 1987
- The Environment Protection Act 1970
- Environment Protection and Biodiversity Conservation Act 1999
- Occupational Health and Safety Act 2004
- Equipment (Public Safety) Act 1994

Technical Standards:

- WSAA Polyethylene Pipeline Code - 01-2004
- WSAA Sewerage Code of Australia -WSA 02-2002-2.3 MRWA EDITION V1
- WSAA Water Supply Code of Australia - WSA 03-2011 V3.1 MRWA
- WSAA Sewerage Pumping Station Code of Australia - WSA 04-2005 V2.1
- WSAA Pressure Sewerage Code of Australia - 07-2007 V1.1
- Plumbing & Building Code of Australia

South Gippsland Water Corporation Reference Documents:

- Application to Build or Retain a Structure over Works and/or Easement Form
- Build Over Quick Reference Matrix Build Over Information Sheet
- New Customer Contribution Tariffs & Prices
- New Customer Contributions Negotiating Framework
- Map of Proclaimed Water Catchment Areas
- Accredited Consultant list
- Accredited Contractor List
- Accredited Contractor Application Form
- Application to Connect to Water and Sewer
- Application to Disconnect
- New Water Connections Information
- High Risk Connection
- Medium Risk Connection
- Low Risk Connection Assembly
- As Constructed Drawing Form
- Request form for Property, Drain, Sewer and Water main Information
- Application for Pressure and Flow Information
- Application to Build or Retain a Structure over Works and/or Easement Form
- Electrical Standards for Contractors Procedure
- Typical Pump Station Switchboard General Arrangement – 31-1412410 (7 Sheets)
- Minimum Requirements for Adoptable Wastewater Pump Stations
- 2013 Water Price Review - South Gippsland Water Determination 1 July 2013 – 30 June 2018

Other Reference Documents:

- Published Guidelines from the ESC on the development and implementation of New Customer Contributions for Water Price Review 2013-2018
- EPA's Code of Practice Onsite Wastewater Management 891.3 February 2013
- DEPI (DSE - Office of Water) Guidelines for Planning Permits in Open Potable Water Supply Catchment Areas 2012
- DEPI (DSE- Office of Water), Notes for applying the Guidelines for Planning Permits in Open Potable Water Supply Catchment Areas 2012
- MAV - Model Land Capability Assessment Report 2006
- VicWater-Guidance-Note-to-Determining-Dwelling-Density

DEFINITIONS

The following definitions apply in the document:

Accredited Consultant means a consultant who has been approved by SGW to undertake engineering design and supervision of land development works in relation to water and sewer assets.

Accredited Contractor means a contractor who has been approved in accordance with SGW's accreditation process to perform a particular category of work and includes the contractor's key personnel.

As-constructed Information is the survey information describing the type, size and location of the newly completed Development Works and is collect and recorded by SGW.

Asset means a South Gippsland Water main, sewer pipeline or associated structure (e.g. pump station or water tank).

Backflow Prevention Device (BPD) means a device used to prevent the reverse flow of water from a potentially polluted source into the drinking water supply system.

Connection Point means the intersection of South Gippsland Water's asset and the private service.

Consent to Statement of Compliance means a notice issued by South Gippsland Water to the appropriate Responsible Authority that it consents to the issuing of a Statement of Compliance under Section 21 of the Subdivision Act 1998 with respect to a subdivision.

Consultant has the same meaning as Accredited Consultant.

Contractor has the same meaning as Accredited Contractor.

Declared Water Supply Catchment area - see Special Water Supply Catchment Areas.

Defects Liability Period or Maintenance Period means the 12 month period that begins after SGW issues a Practical Completion Certificate.

Design Documents means the drawings, specifications and other information, samples, models, patterns and the like required and created (and including, where the context so requires, those to be created by the consultant or contractor) for the construction of the Development Works.

Design Requirements means any design requirements specified by South Gippsland Water.

Developed Lot is a lot on which buildings, paving, driveways and the like have been constructed and connected to South Gippsland Water assets.

Developer means the person/company entitled to execute a transfer of the land. The developer may be the land owner, developer or the subdivision owner.

Development means the land development project undertaken by the developer.

Development Works means the works to be designed and for the supply and construction of water, recycled water (where applicable) and sewerage assets and infrastructure to service each lot, and includes any works undertaken in response to a notice issued by South Gippsland Water during the Defects Liability periods.

Developer Agreement means the formal agreement SGW enters with a party for a development that involves the supply and construction of water and/or sewer infrastructure. It includes the schedules and any documents incorporated by reference in the written agreement.

Dry tapping means a water connection and service pipe which is installed by the developer at the time the water mains are laid within residential estates and terminates within each parcel of land (lot) within an estate.

Dual Occupancy means two dwellings on one lot.

Easement is a right attached to a piece of land which allows a person to use the land of another person in a particular manner. An easement can be stated and visible on the title plan or it can be implied. Easements may be provided over a lot to enable access for maintenance and repair or to provide water or sewerage services (Refer Section 12 – Subdivision Act 1988).

EPA means the Environment Protection Authority.

ESC means the Essential Services Commission.

Final Completion Certificate means the certificate issued at the end of the 12 month defects liability period or maintenance period which states that SGW will take responsibility for future operation and maintenance of the sewer and/or water reticulation mains and/or other infrastructure.

Greenfield Development means a site that is constructed and developed on previously agricultural or other previously non-urban land or on the edge of communities to which new water and sewerage infrastructure is required. These sites have not been serviced previously for water and sewerage.

Internal Services means water/recycled water pipes or sewer drains owned and operated by private lot owners. See also Private Services.

Live Asset means any pipe or other infrastructure which, at the relevant time:

- a) is carrying water, recycled water or sewage: and
- b) is in operation; and
- c) has not been isolated from other Live Assets by means of a plug, break, and other blocking device or otherwise in accordance with South Gippsland Water's confined space procedure.

Lot means a part of any land shown on a plan of subdivision which can be disposed of separately (except a road, a reserve or common property).

Main means any pipe vested in, belonging to, or under the control of South Gippsland Water and used for conveying potable or recycled water also known as the water or recycled water main.

Multi-Unit Development means more than two dwellings on one lot.

New Customer Contributions (NCC) are a one-off, upfront charge that is levied when a new connection is made to SGW's water, sewerage or recycled water network. NCC's are payable where a new property can be or is separately metered, or is separately titled.

OH&S means occupational health and safety.

Out-of-sequence Development means a development that requires connecting works through land that may be developed or subdivided in the future.

Owners Corporation means a body corporate that is incorporated by registration of:

- a) a plan of subdivision;
- b) a plan of strata subdivision;
- c) a plan of cluster subdivision.

The Owners Corporation is responsible for the maintenance and administration of any common property and / or common services within the plan of subdivision.

Owner has the same meaning as Developer.

Owners Corporation Development means a development where land or part of a building is set aside for common property or creates shared services in a plan of subdivision.

Practical Completion Certificate means a letter issued by SGW that the development works have been satisfactorily completed, are available for operation and signifies the commencement of the 12 month defects liability period or maintenance period.

Private Services has the same meaning as Internal Services.

Property Connection Point (PCB) means a short section of pipe owned and maintained by SGW which, generally terminates within the property to be serviced. It connects the customer's private sewer service to South Gippsland Water's reticulated sewerage system. South Gippsland Water's responsibility / ownership terminates at the inspection opening.

Reserve means land set aside as public open space, or for the use of a public authority or the Council.

Reticulation Assets means water and sewerage infrastructure that is sized to service a particular development and may have incidental capacity to service other developments. These assets are generally 225mm diameter and less for sewer and 150mm diameter and less for water.

Responsible Authority means a responsible authority under the Planning and Environment Act 1987 (Vic).

Sanitary Plans means all sanitary plans in accordance with the Building Act 1993.

SGW means South Gippsland Region Water Corporation

Shared Distribution Assets means assets greater than reticulation size that are sized to service more than one development.

Special Water Supply Catchment Areas means water supply catchment areas declared under the Catchment and Land Protection Act 1994.

Subdivision means the division of land into two or more parts which can be disposed of separately.

Tapping means the connection of the internal water service to South Gippsland Water's water and/or recycled water main.

Permit means a permit under the Planning and Environment Act 1987 for the use or development of the land.

Trade waste means any liquid waste and any substance in it, other than normal domestic sewage, discharged from commercial, industrial, laboratory or trade activities into the sewerage system.

Two Lot Subdivision means the subdivision of one lot into two lots.

Upsized Works means works that are greater than the reticulation size required to cater for the development.

Wet Tapping means a connection made into a "live" reticulated water supply main under pressure.

1 OPERATING PRINCIPLES

This section lists South Gippsland Water's business, environmental and occupational health and safety principles by which the Corporation operates. Consultants, developers and stakeholders should consider these principles when conducting their business.

1.1 Business Principles

South Gippsland Water adheres to the following business principles:

- The management of the provision of water and sewerage services to the land development industry within our region is a discrete business of South Gippsland Water.
- The management and application of guidelines for the provision of water and sewerage services to the land development industry is consistent throughout all areas of South Gippsland Water.
- South Gippsland Water will provide all land development customers with the same level of service for comparable products.
- Arrangements with the land development industry which vary from established guidelines must not financially or operationally disadvantage South Gippsland Water or services provided to our customers.
- South Gippsland Water requires the development and implementation of quality systems and industry standards for the supply and construction of assets associated with servicing new land development.
- South Gippsland Water acknowledges that it is a partner in an industry comprising responsible authorities and planners, land owners and developers, consultants, contractors and suppliers.
- South Gippsland Water is implementing impartial, equitable, effective and practical land development guidelines and procedures that promote the development of land and efficient and effective services and assets.
- South Gippsland Water's land development standards provide environmentally sustainable development and construction of quality assets to service the community.
- South Gippsland Water requires a "Whole of Life" cost approach to the planning, design, construction and maintenance of new assets.

We will achieve these land development principles through SGW's Quality Systems, processes and procedures.

1.2 Environmental Principles

South Gippsland Water has an Environment and Sustainability Policy that provides a framework for action and for the setting of its environmental and sustainability objectives and targets. This policy not only articulates South Gippsland Water's requirements to meet ISO 14001:2004 but also its commitment to a broader sustainability agenda.

South Gippsland Water is committed to environmental best practice to ensure a sustainable environment for current and future customers and communities.

The Corporation's objective is to protect the environment by conducting all operations in accordance with the principles of its policies, strategies, procedures, environment management system, operating licences and environmental legislation and regulations.

In making this commitment, the Corporation will:

- a) Recognise that, in addition to supporting the social and economic values that have helped make South Gippsland popular and prosperous, it must also do its part to protect the environmental interests of the area;
- b) Will ensure that the extraction, storage, treatment and distribution of potable water is undertaken with due consideration for our important natural assets and that the collection, treatment, reuse and disposal of wastewater is managed in an environmentally safe and sustainable manner;
- c) Will make all reasonable efforts to minimise the environmental impacts associated with our activities by endeavouring to operate in accordance with Best Practice protocols that will enable us to meet our environmental obligations;
- d) Will comply with relevant legislation, industry standards and internal commitments and other requirements that relate to our environmental aspects;
- e) Is committed to continual improvement in environmental performance and prevention of pollution;
- f) Will seek to identify efficiency measures and sustainable practices in the planning stage for all capital works and maintenance programs.

1.3 Occupational Health and Safety Principles

South Gippsland Water has an Occupational Health and Safety policy that aims to promote best occupational health and safety practice across the organisation through a certified Occupational Health and Safety Management System.

South Gippsland Water is committed to the elimination of injury and the minimisation of illness to its people. This commitment is recognised by everyone at South Gippsland Water as being an essential part of the Occupational, Health and Safety Policy.

South Gippsland Water will provide as far as is practicable a working environment that is safe and without risks to health as set out in the statutory health and safety regulations. All staff, including supervisory staff, are responsible for their own occupational, health and safety and that of their fellow workers and their workplaces.

South Gippsland Water acknowledges its obligations to promote occupational, health and safety and take all reasonable precautions to protect the health and safety of its employees whilst they are on South Gippsland Water's premises or undertaking prescribed South Gippsland Water activities away from its premises, and visitors lawfully upon South Gippsland Water's land.

South Gippsland Water has a duty of care to ensure the health, safety and welfare of its staff and any contractors whilst engaged by South Gippsland Water. All people charged with the management of others have a responsibility for the maintenance of the health and safety standards for all operations, and staff in their control.

Staff must recognise their joint responsibilities and co-operate in ensuring the highest possible health and safety standards are observed and maintained in all South Gippsland Water activities.

This Policy commits South Gippsland Water to an occupational, health, safety and welfare program, not only in compliance with legislation but also as an integral part of its management philosophy.

For further details, refer to "Sewerage and Water Standard Conditions for Agreement Works" section in South Gippsland Water's Land Development Manual.

2 SUBDIVISION SERVICING REQUIREMENTS

These guidelines describe the requirements for the provision of water and sewerage services to land developments and non-subdivisional works.

Land developers or landowners must arrange and pay for the design, project management and construction of the works in accordance with South Gippsland Water's technical requirements, specification and Developer Agreement.

All works must be designed and constructed in accordance with the Occupational Health and Safety legislation, and the State Environment Protection Policy requirements.

2.1 General Requirements

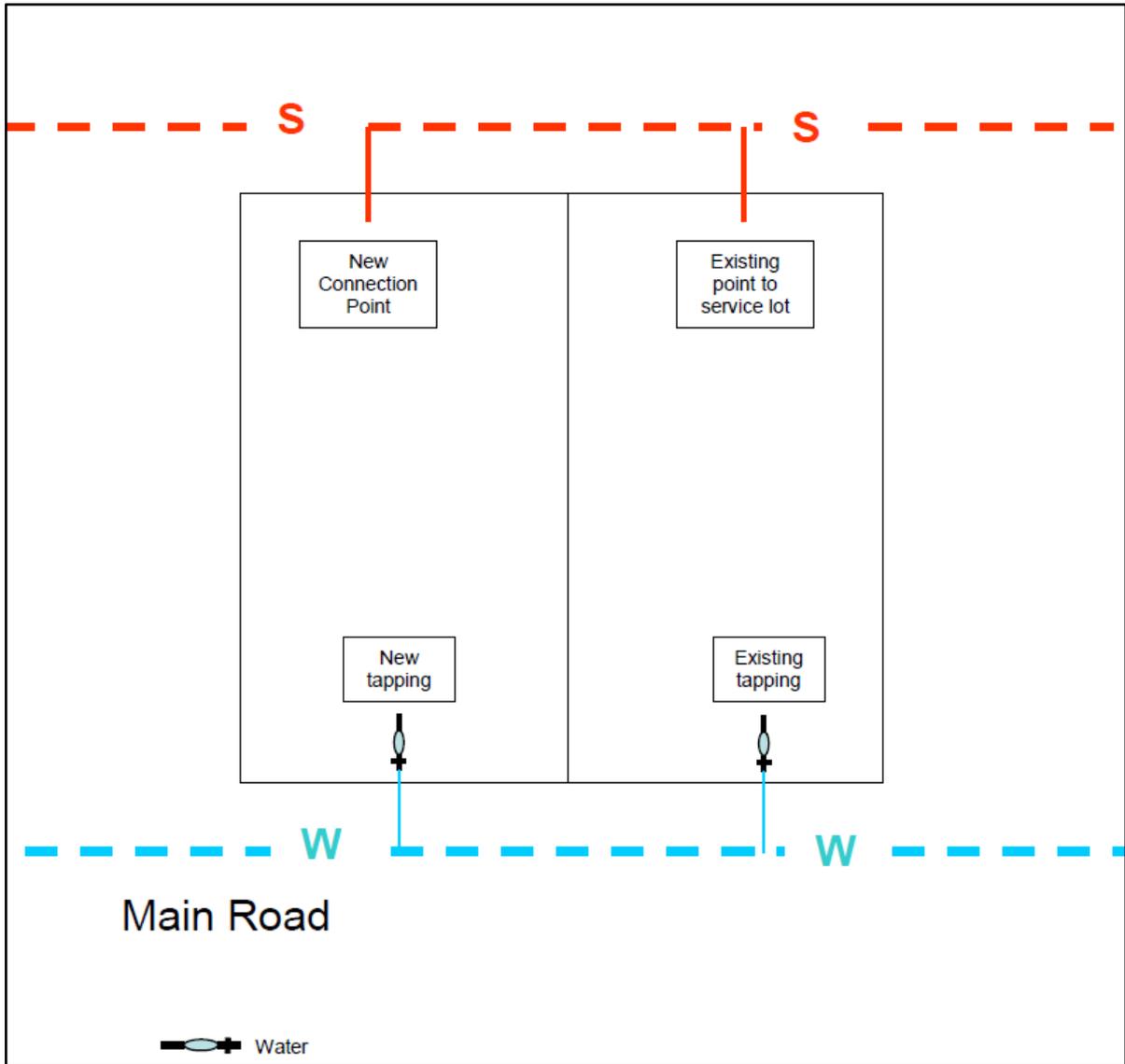
- Generally all residential subdivisions need to be provided with a reticulated water supply and sewerage service.
- An easement needs to be established on the plan of subdivision to cover SGW's water and sewerage assets where applicable. Unless approved otherwise by South Gippsland Water, every property to be connected to our sewer must be drained separately to that sewer and the sanitary drain connecting any property to our sewer must be wholly within the curtilage of the property.
- Where an existing service is to be realigned due to redevelopment or changes to the subdivision of the land, the property owner is liable for the associated costs.
- Where a service needs to be abandoned due to the redevelopment or changes of the subdivision of the land, the property owner is liable for all associated costs.

2.2 Residential Subdivisions without Owners' Corporation

Subdivisions with an abutting water or sewer asset must be provided with water and sewerage facilities regardless of the proposed lot size as shown on the diagram on the following page.

Should a subdivision not abut a water or sewer asset, an assessment will be made by South Gippsland Water on whether it is required to be provided with water or sewer facilities in accordance with the following criteria:

- Whether it can comply with the State Environment Protection Policy (Waters of Victoria) and Local Council's effluent management requirements.
- If the subdivision is within a Declared Water Supply Catchment area.
- Exceptions may be considered for specified super lots or stage lots of a subdivision deemed to be further subdividable.



2.3 Industrial and Commercial Subdivisions

Generally all industrial and commercial subdivisions will be required to be provided with a reticulated water supply and sewerage service. South Gippsland Water may consider removing this requirement if the subdivision is remote from existing assets and can meet all relevant EPA and Council service and environmental requirements.

Dry tapplings are not permitted in industrial or commercial development. The location and size of property services shall be determined at the time of application to connect.

2.4 Residential Subdivision with an Owners' Corporation

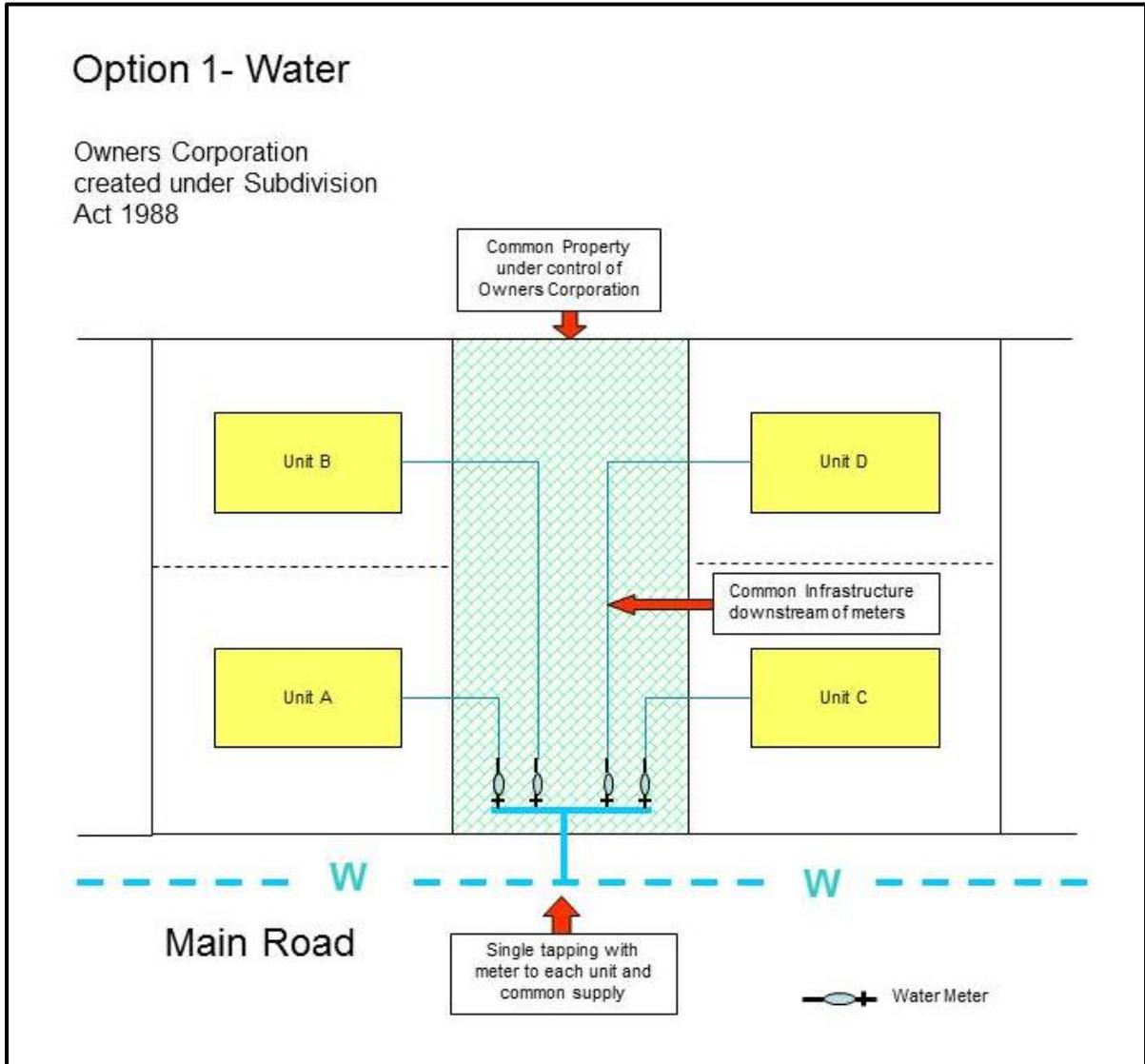
Developments fronted by a water main or sewer may be serviced by a single water tapping or sewer connection point.

The owner's corporation is responsible for the maintenance, operation and replacement of the private water and sewer services. South Gippsland Water assesses requests for individual water tapplings or sewer connection points on an individual basis.

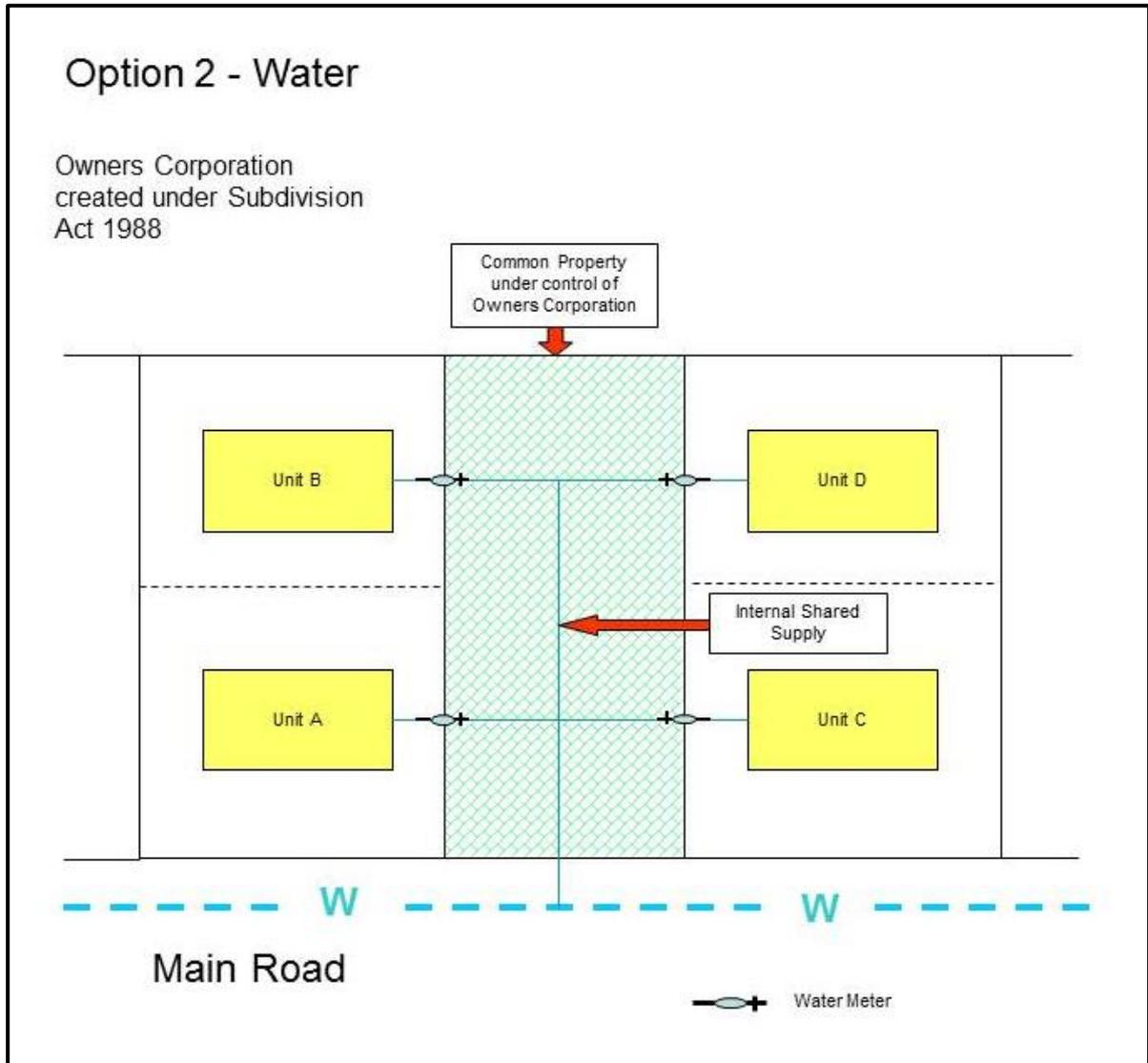
Option 1 Water

Unit development with Owner's Corporation infrastructure:

- Common private infrastructure installed per Plumbing Regulations.
- On-site infrastructure owned, operated and maintained by Owners' Corporation.
- Pressure and flow is only guaranteed at the meter in accordance with Customer Charter.



Option 2 Water



2.5 Subdivision of Existing Developments

Existing developments can include ground level and multi storey units.

Where lots are connected by shared internal private services, an Owners' Corporation will be required and will be responsible for the maintenance, operation and replacement of these services. Otherwise, separate connections will be required including separate meters.

2.6 Private Water Services

Development of lot(s) currently connected to a private water service may only proceed once the private service has been disconnected at the water main. Provision of reticulated water to the development shall be provided in accordance with South Gippsland Water's requirements.

South Gippsland Water does not maintain private water services and does not guarantee the service of properties connected by a private service.

2.7 Subdivision within Low Density Residential (LDRZ)

Individual assessment shall be made to determine if connections to a reticulated water and sewer main are required in accordance with South Gippsland Water's guidelines.

Reticulated water and sewer services are typically not available; however, South Gippsland Water will consider each application providing that:

- Services are readily available and accessible;
- Services can be provided in accordance with industry service requirements;
- Services can be provided in an economically efficient manner.

2.8 Easements and Reserves

Easements or reserves must be established and shown over existing and proposed water and sewer assets on the Plan of Subdivision. The easements shown must comply with Section 12 of the Subdivision Act 1988 and be specified on the Plan of Subdivision as being in favour of South Gippsland Region Water Corporation.

2.9 Sewer Pump Station Requirements

The type, features and capacity of a new pumping station will be determined by the location, function and operational environment of the pumping station and sewer network. Each individual design of a new or augmented pumping station requires discussion with South Gippsland Water prior to any design activity.

2.10 Non-subdivisional works

If a new development requiring water and/or sewerage services does not front or is not adjacent to existing water or sewerage services, the developer will need to construct the extension of the infrastructure at the same time as for a subdivision.

3 CONNECTION APPLICATION

All connection applications should be made directly to South Gippsland Water using the appropriate Forms together with payment of all applicable fees.

Applications must include building plans or plans of the subdivision. Hydraulic plans may also be required for some applications.

3.1 Standard Water Connection Requirements

- All work must be completed by a licenced plumber.
- All connections must be:
 - Positioned 90 degrees to the tapping of the water main;
 - Aligned in a straight line from the stop valve at the main to the stop valve at the meter;
 - Clear of driveways and crossovers
- A water meter must be fitted to all connections except sealed and tagged fire sprinkler systems.
- All fire services must be metered. The type of meter used is dependent on the type of fire service being installed and the Australian Standard design applicable to each installation. South Gippsland Water will supply the meter/s at the owners cost. The metering requirement specific to the fire system design is available from South Gippsland Water’s web site or by contacting SGW.
- Zone Protection -All new water connections 20mm & 25mm on low hazard residential properties with reticulated water supply, are provided with a dual check valve/dual check meter, which provides minimum control against backflow.
- An individual 20mm meter must be installed for each unit where separate tapings are inappropriate.

The table below contains a guide for determining connection requirements.

Property Type	Minimum Pipe Size (main to meter)	How to Apply
Dual Occupancy with shared or separate driveway	2 x 20mm or 1 x 25mm	Lodge application, fee and plans with SGW Foster Office. Application assessed by SGW.
3 Multi Units	3 x 20mm or 1 x 32mm	As Above
4-5 Multi Units	32mm	As Above
6-9 Multi Units	40mm based on meter with nominal flow of 2.08L/sec	As Above - Hydraulic computations need to accompany application
More than 10 Units	Applicant to advise SGW regarding type and size subject to SGW approval.	As Above - Hydraulic computations need to accompany application

3.1.1 Special Connection Requirements

Properties requiring higher internal supply pressure than that supplied from the reticulation system at the property boundary will require the installation of a private break pressure tank and booster pump.

3.1.2 Application Fees

Various fees will be applicable, depending on the size and type of connection required. This may include fees for:

- Disconnections/Sealing
- Fire Service
- New Customer Contributions
- Water Tappings
- Service Plans

A list of tariffs can be found on SGW website. Where the relevant fee is not listed, it may be necessary to contact the Customer Service Department.

The following documents are available for download from the SGW website:

- Application to Connect to Water & Sewer
- Application to Disconnect
- New Water Connections Information

3.2 Standard Sewer Connection Requirements

- South Gippsland Water does not permit building of new combined drains (two or more properties connected by a single property branch), except within dual occupancy and Owners' Corporation subdivisions
- South Gippsland Water is responsible for maintaining the property branch up to and including the connection point. Beyond the connection point is the owner's responsibility.
- A licenced plumber may relocate an existing connection point subject to South Gippsland Water's approval.
- All work must be completed by a registered licenced plumber.
- 100mm is the maximum size for property drains, with the required size based on Australian Standard AS3500 Table 3.1.
- All property drains and connection points must be clear of buildings. For more information refer Section 4 below.
- On completion of the work, a revised Sanitary Plan for the property must be lodged with South Gippsland Water.
- In flood prone properties, inlets from buildings into property plumbing must be at least 300mm above the 1993 Building Act specified flood level.

Sewer servicing of all lots within a development must have full lot control of sewer flows by gravity.

3.2.1 Special Connection Requirements - Sewer

Where a gravity sewer connection is impossible, South Gippsland Water may permit a pumped connection subject to special conditions, which will be assessed on a case by case basis.

Pressure sewer servicing of new land development will only be considered by SGW in the following circumstances:

- Connection of land into an existing pressure sewer scheme.
- Development of land where gravity sewer construction and operation is not practically achievable.

3.2.2 Alberton Pressure Connection Requirements - Sewer

The Alberton sewerage scheme was constructed in January 2014. Contained below is an overview of the scheme.

Connection Type	Inclusions	Exclusions
Existing Dwellings within Service Area	Fully connected to scheme during construction period	On property plumbing, house connection and septic tank decommissioning
Development of Vacant Lots within Service Area	Collection pipeline available fronting vacant property	Land owner to fully fund the supply, installation and connection of pressure sewer infrastructure
Vacant Land outside Service Area Boundary	None	Developer to fully fund and service any new land development

The cut-off date for inclusion in the construction period of the Alberton Pressure Sewer Scheme was 1st January 2014.

3.2.3 Applicable Fees

Various fees will be applicable, depending on the size and type of connection required. These may include fees for:

- Sewer Connection Fees
- Disconnections
- New Customer Contributions
- Property Sewerage Plans
- Service Plans

A list of tariffs can be found on SGW website. Where the relevant fee is not listed, it may be necessary to contact the Customer Service Department.

4 BUILD OVER EASEMENT/ASSET

General Information

Clause 148 of the Water Act 1989 requires approval from a Corporation for any structure to be built, or any filling to be placed within 1 metre of any of the works of the Corporation. This approval also applies for any structure to be built over any sewerage easements and the removal of any soil, rock or other matter that supports, protects or covers any works of the Corporation..

All applications for build over easement / asset need to be lodged with South Gippsland Water and will need to be assessed.

The following is a list of typical structures that will require assessment and approval by South Gippsland Water:

- | | |
|---------------------------------------|--------------------------|
| • Dwelling | Shed |
| • Garage | Patio |
| • Timber Decking | Carport |
| • Retaining Wall | Eaves of Building |
| • Swimming Pool (in and above ground) | Tennis Court |
| • Earthworks (cut/fill) | Concrete or other paving |

The following documents are available for download from SGW website:

- Application to Build or Retain a Structure over Works and/or Easement Form
- Build Over Quick Reference Matrix
- Build Over Information Sheet

5 PLANNING PERMIT CONDITIONS

South Gippsland Water's general planning permit conditions are for the developer of the proposed land, to enter into an agreement with SGW for the provision of all water and sewer services and fulfil all requirements to South Gippsland Water's satisfaction.

Detailed financial, servicing and special conditions are described in the Developer Agreement and Standard Conditions. Developers must meet all conditions before South Gippsland Water will issue the Responsible Authority (Council) with its Consent to the issue of a Statement of Compliance, as required by section 57 of the Subdivision (Procedures) Regulations 1989.

South Gippsland Water will assess each Plan of Subdivision individually to determine the required conditions.

6 DEVELOPER AGREEMENT CONDITIONS

This section of the manual describes the agreement requirements for developers/landowners who are required to construct water and sewerage services

6.1 Responsibilities

Developer (Landowner)

Developers must:

- Enter into a formal agreement with the South Gippsland Water Corporation for the provision of a reticulated water and sewer supply to each lot within a subdivision or development;
- Determine whether to accept South Gippsland Water's "Developer Agreement" and enter into an agreement with South Gippsland Water. This agreement will be for the provision of water and or sewerage works to service each lot in the development (unless the lots are designated as staged lots on a Plan of Subdivision);
- Engage a suitably qualified consultant who meets South Gippsland Water's accreditation requirements to conduct the design, project management and construction processes required for the works;
- Include the name of the nominated consultant on the Acceptance Form for Developer Agreement;
- Notify South Gippsland Water in writing if a new consultant is appointed during the term of the agreement. The developer must provide the name of the consultant and notify South Gippsland Water not later than five (5) working days after the appointment has been made; and
- Seek access (if applicable) to construct sewer or water assets over land owned by another landowner in accordance with Part 12 Water Act 1989.

Consultant

The consultant is responsible for the design, project management, construction and verification of the works on behalf of the developer. The consultant must be a suitably qualified consultant who meets South Gippsland Water's requirements.

Water mains and sewer mains must be designed to take into account any future extensions of the assets, to service land that is external to the subdivision or development. Consultation is required with SGW's Planning and Development staff to ensure proposed assets meet long term servicing requirements.

The following documents are available for download from SGW website:

- Accredited consultant list
- Approved Contractor Application TTE-005

South Gippsland Water

South Gippsland Water must:

- Set the functional requirements for the water supply and sewerage infrastructure including the preparation of planning and design information for sewer catchment and water supply zones.
- Prepare a Developer Agreement for the developer detailing South Gippsland Water's conditions for the provision of water and sewer services to the development/subdivision.
- Determine the standards for design, construction and survey.
- Carry out asset recording.
- Determine acceptable pipeline materials, products and fittings.
- Determine the acceptance requirements.
- Undertake monitoring, review, site surveillance and audit processes

6.2 Construction of Temporary Works

Temporary works are works that are not part of South Gippsland Water's current permanent strategic planning for servicing a sewer catchment or water zone.

Temporary works must be constructed to South Gippsland Water's standards and are paid for by the developer(s).

Developers are to contact adjoining land owners who would benefit from the temporary works, and seek their development intentions so that the temporary works can be constructed to the appropriate size. Developers must provide documented evidence of the land owner's development intentions to South Gippsland Water.

South Gippsland Water will not be involved in any cost sharing arrangements between developers and landowners.

Developers must provide land for temporary works. South Gippsland Water will lease this land for a nominal amount until permanent works are installed.

6.3 In-sequence developments (Excess Capacity)

A developer is only required to pay for the minimum servicing solution for their development, however, there may be situations where a developer is required to provide an asset that has been designed with excess capacity to service later developments.

Where South Gippsland Water requires the developer to install reticulation water mains or sewers within the development that have excess capacity (larger or deeper) than needed to supply only that development, the developer will be refunded the difference between the estimated value of the basic size and the larger diameter and/or deepening of the water or sewer main.

South Gippsland Water will issue the refund for the upsizing/deepening of water or and sewer mains after a Final Completion Certificate has been issued (that is, at the end of the defects liability period).

6.4 Gifted Assets

The Corporation requires developers to provide (or gift) reticulation assets to serve their development.

Negotiation of any non-standard connection and associated charges will be undertaken in accordance with SGW's negotiating framework

6.5 Out-of-Sequence Developments

Developers are responsible for paying the costs associated with bringing forward the provision of shared infrastructure assets, if they are required ahead of SGW's asset development sequence, in line with ESC requirements.

6.6 Letter of Release

A Letter of Release (Consent to a Statement of Compliance) will be issued by South Gippsland Water to the responsible authority (Council) when the requirements in the agreement for water and sewer have been satisfied.

The requirements for water and sewer, if applicable, are:

- All new works have been constructed and completed;
- All Corporation fees and charges have been paid;
- Water tapplings/meters have been installed as required;
- Backflow devices if applicable;
- All of the Corporation's conditions on the planning permit have been met;
- All relevant paperwork has been supplied to the Corporation;
- A copy of the current Plan of Subdivision has been received by South Gippsland Water from Council;
- All subdivision easements and reserves have been created on the plan of subdivision as required by South Gippsland Water.

Note: South Gippsland Water reserves the right to hold its Letter of Release until all cheques have been cleared.

7 CONSTRUCTION RESPONSIBILITIES

The developer is responsible for the construction of all works. The developer must meet all the commencement requirements before the construction can begin.

Works must be constructed in accordance with:

- The Design
- Works Agreement
- The consultants quality management system
- The consultants control and supervision
- WSA 01-2004 Polyethylene Pipeline Code
- WSA 02-2002 Sewerage Code of Australia V1
- WSA 03-2011 Water Supply Code of Australia V2
- WSA 04-2005 Sewerage Pumping Code of Australia

Note: Any South Gippsland Water documentation shall take precedence over equivalent WSAA or other industry documentation. Any works not defined in WSAA codes, specifications or drawings must be carried out under individual works specifications approved by South Gippsland Water.

7.1 Developers Agreement

Once design drawings have been approved, South Gippsland Water will prepare and send out a Developers Agreement with an Acceptance Form. The offer will include details of South Gippsland Water charges and connection fees.

7.2 Verification at End of Construction

South Gippsland Water will issue a Practical Completion Certificate when all the works have been completed satisfactorily.

7.3 Defects Liability Period

Developers must pay all maintenance costs incurred by South Gippsland Water during the defects liability period.

The defect liability period commences from the date shown on the Practical Completion Certificate. The developer will maintain the constructed sewer and/or water assets for a period of 12 months from the date of practical completion.

7.4 End of Defects Liability Period

Following the expiry of the Defects Liability Period or Maintenance Period, the Corporation will undertake a final inspection of the works. If the works are satisfactory, the Corporation will issue a Final Completion Certificate and assume responsibility for future operation and maintenance of the sewer and/or water reticulation main.

7.5 Work on Live Assets

Contractors, who are accredited to South Gippsland Water's construction requirements, will have the responsibility and authority for the connection of works into South Gippsland Water's live assets.

Only these authorised contractors are permitted to connect into an existing live water or sewer pipeline or to enter a live chamber.

Only South Gippsland Water authorised employees are permitted to operate existing infrastructure (i.e. valves and hydrants).

7.6 Connection into Live Assets

In cases where South Gippsland Water does not isolate the live asset, the developer is responsible for:

- Providing a safe work site in accordance with the Occupational, Health and Safety Act and regulations
- Constructing the works up to the point of connection
- Excavating and shoring (if required) the surrounding area to the connection point
- Providing sufficient access to the connection point for trained contractors who meet South Gippsland Water's requirements to safety and efficiently make the connection
- Notifying South Gippsland Water that the works are ready for connection
- Completing the works after trained contractors who meet South Gippsland Water's requirements have constructed the connection into the live asset
- Backfilling and reinstating the area after completion of the connection

In the case that South Gippsland Water conducts the connection; any charges will be based on actual costs. The estimated fees must be paid no later than five working days before the commencement of construction.

7.7 Opening Live Sewerage Access Chamber Covers

Only contractors who meet South Gippsland Water's requirements are permitted to lift sewer access chamber covers. Live sewers can only be inspected from above ground.

The conditions for lifting chamber covers which are detailed below must be strictly adhered to.

- An appropriate Job Safety Analysis is completed prior to any inspection works commencing with all hazards identified and controlled (including fall prevention requirements)
- Entry into the access chamber is strictly prohibited
- Minimum of two (2) persons must be in attendance
- One person must have successfully completed an approved confined space entry training course and have on site accreditation certificate from relevant training authority.
- Two days' notice to South Gippsland Water must be provided prior to any lifting of sewerage access chamber covers. South Gippsland Water will respond within two days with guidance on refusal or conditions required.
- Penalties will apply to those who do not adhere to the above-mentioned South Gippsland Water requirements.

7.8 Isolation of Live Assets

In some situations, South Gippsland Water may agree to isolate a section of live assets by plugging or removing the proposed connection from the live asset. The developer is then responsible for:

- Providing a safe work site in accordance with the Occupational, Health and Safety Act and regulations
- Constructing the works up to the point of connection
- Excavating and shoring (if required) the surrounding area to the connection point
- Providing sufficient access to the connection point for trained contractors who meet South Gippsland Water's requirements to safety and efficiently make the connection
- Notifying South Gippsland Water that the works are ready for connection
- Completing the works after trained contractors who meet South Gippsland Water's requirements have constructed the connection into the live asset

- Backfilling and reinstating the area after completion of the connection

7.9 Supply of Fittings

The developer is responsible for the supply of all fittings required for the connection of the works into South Gippsland Water's live assets.

7.10 Cost Recovery

The developer must pay a trained contractor who meets South Gippsland Water's requirements, for all costs incurred for connections into South Gippsland Water's live assets.

7.11 Commissioning and Testing of New Assets

South Gippsland Water requires developers conduct appropriate quality tests of new infrastructure in accordance with relevant WSA and SGW standards.

8 QUALITY ASSURANCE

South Gippsland Water's quality policy places emphasis on quality assurance. Therefore, developers must engage consultants who satisfy the acceptance requirements of South Gippsland Water

8.1 Acceptance Requirements

South Gippsland Water will only accept consultants who:

- Accept full responsibility for all aspects of the works.
- Can demonstrate awareness of environmental standard ISO 14001 and environmental management systems.
- Can demonstrate awareness of safety standard AS4801 and safety management systems.
- Can demonstrate evidence and experience of having suitably qualified personnel for the design, project management, construction and survey of water and sewerage assets for land developments.
- Nominate a representative for the duration of the project who meets South Gippsland Water's requirements, to accept responsibility and verify the quality of works on behalf of the consultant.
- Adhere to WSAA and South Gippsland Water's documentation and standards.
- Ensure that developers engage suitably qualified pipe layers and contractors who meet South Gippsland Water's requirements.
- Accept South Gippsland Water's role as quality auditor.

8.2 Acceptance of Responsibility

Consultants must accept full responsibility and accountability for the design, project management, construction and survey of all works to be vested with South Gippsland Water.

8.3 Nominated Representative

For each Developer Agreement, consultants must nominate a representative who has the authority to:

- Enter into negotiations with South Gippsland Water.
- Verify the quality of all works.
- Accept the responsibility for the quality of the works.

8.4 Insurance and Indemnity Conditions

It is recommended that all contractors have:

- Workers Compensation Insurance for all their employees; or
- If a sole trader, personal accident insurance.
- Have property insurance on their plant and equipment for an amount not less than market value.
- Have a minimum of \$5,000,000 public liability insurance.
- Ensure that if they are providing paid advice, they have a minimum of \$5,000,000 professional indemnity insurance

8.5 Use of South Gippsland Water Documentation

Consultants must obtain the relevant South Gippsland Water documentation or WSAA Code, including design manuals, specifications and as constructed requirements.

South Gippsland Water documentation and standards will take precedent over equivalent WSAA standards. Any works not defined in the WSAA Codes, specifications or drawings must be carried out under individual works specifications approved by South Gippsland Water.

8.6 Engagement of Contractors

Consultants must ensure that only accredited South Gippsland Water contractors meeting the following standards are permitted to construct water and sewer assets:

- Contractors must have an appropriate management system documentation which comprises:
 - Occupational Health and Safety Management
 - Environmental management
 - Quality management
 - Auditing Systems
- Contractors must provide documented evidence of competencies in pipe laying techniques from an approved training organisation.
- Contractors must provide documented evidence of relevant experience in the construction of water, sewer pipelines and associated structures including references.
- Contractors must apply appropriate awareness of South Gippsland Water's customer service requirements and charter in relation to the supply of water and sewerage collection services to its customers.

8.7 Engagement of Contractors to Work on Live Assets

Consultants must ensure that only contractors meeting South Gippsland Water's requirements are permitted to work on live assets.

9 CONTRIBUTIONS AND FEES

9.1 Developer Agreement Fees

The following fees shall be paid to South Gippsland Water upon entering into a Works Agreement and will be based on an estimated works cost (excluding GST).

1. Plan and design checking fee - 1.5% of the works cost.
2. Administration fee - 2.5% of the works cost.
3. Construction representative fee - 2.5% of the works cost.
4. Preparation of "as-constructed" records - \$66.50 per lot (2014-2015).

9.2 New Customer Contributions

Payment of New Customer Contribution charges for water and/or sewer are required prior to South Gippsland Water consenting to the issue of a Statement of Compliance.

South Gippsland Water's New Customer Contribution list of charges can be found on its website titled South Gippsland Water tariffs.

9.3 Certified Cost of Works

South Gippsland Water requires a detailed and supported schedule of expenditure, certified by the developer and consultant, for the actual cost of the works to be submitted for assessment. This is a requirement prior to South Gippsland Water accepting responsibility and vesting assets following practical completion of the construction works.

Any adjustment of fees paid will be based on actual cost of works. Note: GST is not applicable on developer works.

9.4 12 Month Maintenance Bond

Prior to South Gippsland Water agreeing to issue a Statement of Compliance and/or issuing a Practical Completion Certificate, a bank guarantee/bond to the value of 10% of the cost of the works (excluding GST), is required to be paid to SGW for the term of the 12 month maintenance period.

9.5 Security Deposit (Works Bond)

Payment of a bank guarantee/bond representing 150% of the cost of the works is required if consent to the issue of Statement of Compliance is requested prior to the works reaching Practical Completion stage. This option is only available where the works are part of a pending subdivision.

9.6 Exemptions

There are no exemptions from new customer contributions or associated fees and charges.

However, for lots defined on the Plan of Subdivision as staged or super lots deemed to be further subdividable, the New Customer Contributions may be deferred until such subdivision takes place.

If a water supply or sewer service is requested subsequent to the subdivision, the new customer contributions must be paid at the current rate.

Contributions are not payable for land set aside for public reserves, retarding basins and main road widening that do not need water supply or sewerage at the time of subdivision.