

ASSET CREATION DEVELOPER PROCESS

INSTRUCTIONS TO PROVIDE A SERVICE PROTECTION REPORT

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1. INTRODUCTION

Service Protection Reports can only be carried out by a Sydney Water listed Designer, Constructor of Minor Works (Sewer) or a Constructor. (Must be identified and listed on the Sydney Water website as a Service Protection Report Provider.)

These instructions are provided for Developer Infrastructure Providers (Providers) engaged by an applicant to provide a Service Protection Report.

The instructions form part of Sydney Water's Asset Creation Developer Process and the procedures outlined below are designed to complement internal procedures applicable to Sydney Water.

1.1 Scope of Service Protection Report

A Service Protection Report identifies and locates all Sydney Water assets. These assets include, but are not limited to, sewer, potable water, recycled water, stormwater and easements.

The Service Protection Report is required to enable the accurate plotting of Sydney Water assets onto Building Plans, Architectural Plans and Structural Design Plans to comply with the *Technical Guidelines - Building over and adjacent to pipe assets* (available on our website), where any building work affects a Sydney Water asset.

The location of Sydney Water assets derived from information detailed on the Service Protection Report must be accurately shown on the building plan (site plan), architectural plan and any associated structural engineering plan (plan and sections) to be submitted to Sydney Water for approval.

The Provider is responsible for the accuracy of the information provided on the Service Protection Report and for any adverse impact if that information is incorrect.

2. ROLE OF THE PROVIDER

Prior to the commencement of the Service Protection Report, the Provider must evaluate the assets to be located, as indicated on a current Service Location Print (HYDRA) and advise the customer if they have the capabilities to provide the report.

2.1 The Provider's role is to:

- (a) ensure a Site-Specific Environmental Management Plan (EMP) is prepared and implemented on site;
- (b) ensure a Site-Specific Project Safety Plan (PSP) for Service Protection Report activities is prepared and implemented on site, which incorporates WorkCover requirements and site specific hazards;
- (c) ensure approval from adjoining property owners is obtained and documented if entry is necessary to carry out any activities related to producing the report;
- (d) ensure that all activities in relation to the provision of a Service Protection Report are certified by key personnel accredited with the Provider;

- (e) carry out the works in accordance with these instructions and any other instructions issued by Sydney Water from time to time;
- (f) update the Project Safety Plan and Environmental Management Plan as required and ensure that they are on site and adhered to at all times;
- (g) comply with all laws and requirements of all authorities concerning health, safety and the environment (including Heritage issues);
- (h) ensure all key personnel have the appropriate training in safety, including Confined Space Certification in accordance with Sydney Water's and WorkCover's requirements;
- (i) ensure restoration (if applicable) meets with the satisfaction of the affected property owner; and
- (j) comply with any audit requirements Sydney Water may request.

2.2 The Provider must produce a Service Protection Report in an electronic format (ie no hand written information) on a Service Location Print (HYDRA) or on a survey/architectural/engineering site plan in conjunction with the HYDRA plan (see Appendix 1), that meets the following minimum criteria and guidelines:

(a) Include the following Provider details on Company letterhead:

- Name of Provider
- Address
- Contact Details
- ABN
- Printed name of Key person producing the report
- Signature of Key person on the report
- Date of Report.

(b) Certification

The following paragraph must be included on the Service Protection Report:

I,(name of Key person) of.....(company name), being accredited to carry out a Service Protection Report, certify that the information shown on the Report is accurate and has been prepared in accordance with the relevant instructions.

Sign:..... Date:...../...../.....

(c) Property Details

Address of property (Street No if known, Lot No, Street Name, Suburb).

(d) The Provider must locate and document **all** Sydney Water assets (including easements) within the subject property, adjoining properties and dedicated public road reserve (including footpath area) that are within the zone of influence of the proposed building/structure/works.

- The zone of influence is defined in the *Technical Guidelines - Building over and adjacent to pipe assets* on Sydney Water's website.
- (e) Show easement location, pipe size, pipe type, depth to invert and strata for each structure and/or section of asset. Also show the **method** of locating each of these structures and assets.
- All Sydney Water easements must be located and marked by a registered surveyor.
 - All Sydney Water assets must be located on site by an appropriate location method to ensure accuracy. Appropriate methods include, but not limited to, use of electronic equipment, potholing, probing, surveying, accessing structures.
- Note:** Sydney Water may request potholing be used to determine the exact location of critical assets such as watermains in easements and sewer rising mains. This may be determined as a requirement after the review of a building plan approval application submitted to Sydney Water.
- All information on the Service Protection Report must be compiled and verified from fieldwork and measurements carried out at the property.
- (f) Sydney Water assets must be identified by an Asset Indicator on site by the placement of survey pegs/marks where the assets have been located (and included in the Service Protection Report).
- The Asset Indicators must accurately mark:
 - the centreline of Sydney Water assets for pipes up to and including DN 300 and
 - both outside edges for Sydney Water pipes larger than DN 300 and for any non-circular pipe (eg oviform, box section etc).
- Note:** The peg must accurately indicate whether it is an edge marking or a centreline marking.
- Where possible the Asset Indicators must be clear of all proposed building works and remain in place until concrete encasement and/or pier supervision has been completed. Asset Indicators must be of a permanent nature (e.g. hardwood peg, drill hole, ramset nail etc.) circled with permanent line marking paint or equivalent.
 - All Asset Indicators must be tied into property boundaries, permanent structures or recovery marks that must remain in place and unaltered until all building works are completed to enable verification and/or re-establishment of the Asset Indicators. Recovery marks must be of a permanent nature (eg drill hole, ramset nail etc.) circled with permanent line marking paint or equivalent.
 - All ties must be in accordance with the Water Supply Code of Australia (Sydney Water Edition) (Appendix SW M Drafting requirements) and the Sewerage Code of Australia (Sydney Water Edition) (Appendix SW 3 Drafting Requirements).

(g) If the Provider is unable to accurately tie Asset Indicators to property boundaries, permanent structures or recovery marks to enable the plotting of the assets on the applicant’s building plans (site plan) and any associated structural engineering plan, the Provider must advise the applicant that the property requires the boundaries to be marked by survey to enable the Service Protection Report to be completed.

(h) Corrective Action Request:

Where a problem, fault or non conformance has occurred the Auditor will issue the Provider with a Corrective Action Request.

Appendix 2 shows the Provider how to respond to a Corrective Action Request for a “non-case” project i.e. a project not managed under an eDeveloper application so does not have a Case Number.

3. INSURANCE

The Provider must ensure they have adequate professional indemnity insurance and public liability insurance to cover any claims associated with the information supplied on the Service Protection Report.

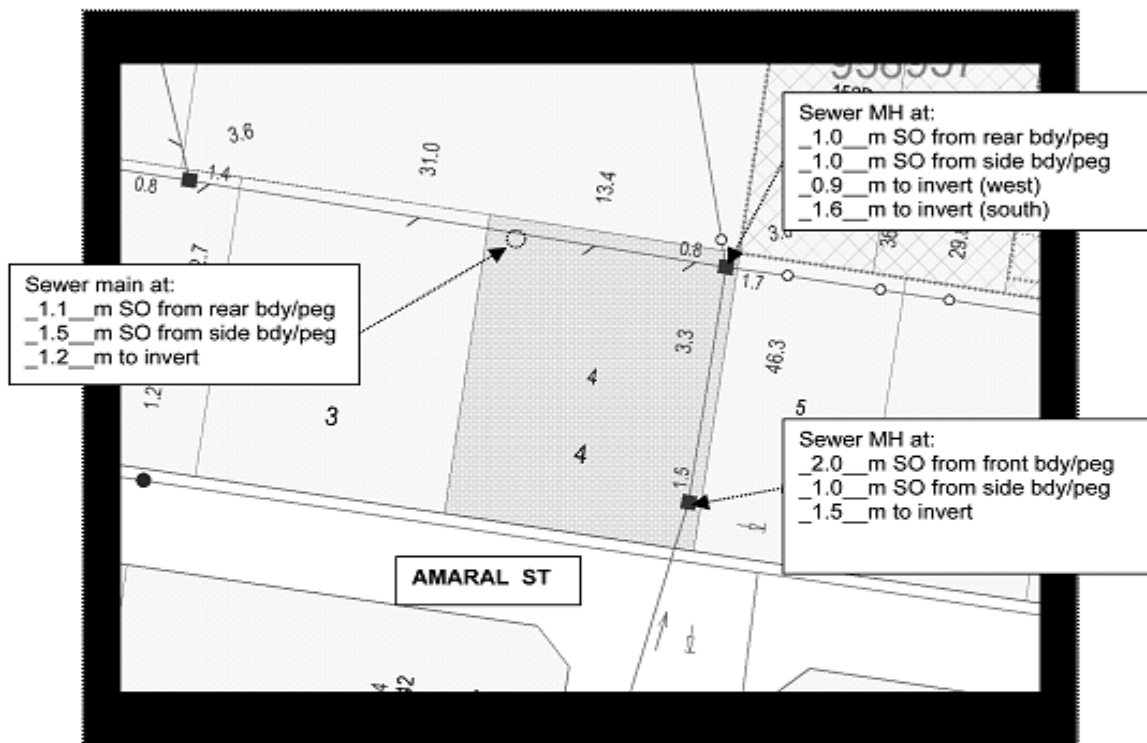
4. CHANGE HISTORY

Version number	Date revised	Approved by	Author/s	Brief description of change
5	07/04/2016	Peter Jansen	B Hansard	Various adds about defining asset location method, note about pegs 2.2(f)

APPENDIX 1 – SERVICE PROTECTION REPORT (Samples)

**SYDNEY WATER
SERVICE PROTECTION REPORT (EXAMPLE ONLY)**

Property Address: 4 Amaral Street, Narraweena



Asset location method: Pothole

Pipe Size: Ø150mm

Pipe Type: VC

Strata: (circle as appropriate)

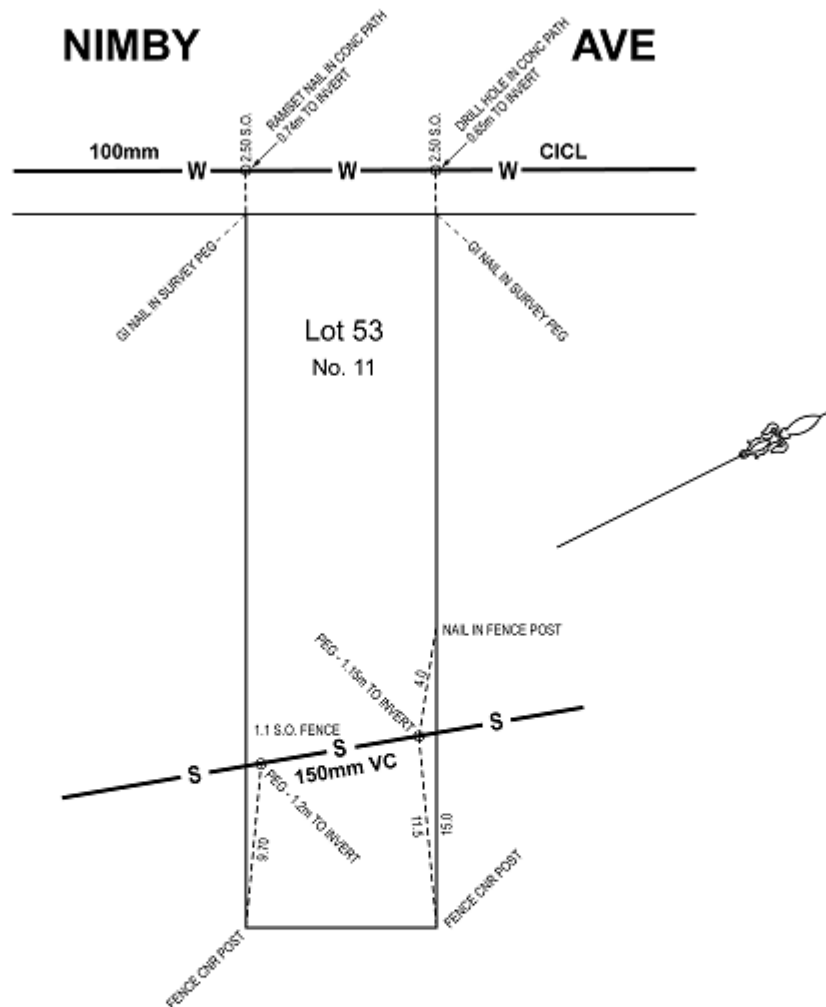
<input checked="" type="radio"/> Clay	<input type="radio"/> Rock	<input type="radio"/> Rock trench	<input type="radio"/> Sand	<input type="radio"/> Shale	<input checked="" type="radio"/> Soil	<input type="radio"/> Tunnel
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I, John Smith of Sydney Water, being accredited to carry out a Service Protection Report, certify that the information shown on the Report has been prepared in accordance with the relevant instructions and accept full responsibility for the accuracy of the information on the Report.

Report completed by: ___ John Smith ___ **Signature:** _____

Date: _16_ / _06_ / _06_

Asset location method: Pothole



I, BOB JONES of AA SERVICES PROTECTION PTY LTD being accredited to carry out a Service Protection Report, certify that the information shown on this Report has been prepared in accordance with the relevant instructions and accept full responsibility for the accuracy of the information on this Report.

Sign: *Bob Jones.*

Date: 11-07-2006

AA SERVICES PROTECTION Pty Ltd

1 SMITH STREET
 BLACKTOWN NSW 2148
 TEL: 9999-9999 FAX: 9999-1111

SERVICE PROTECTION REPORT

LOCATION: 11 NIMBEY AVE, NARRAWEENA
 CLIENT: MR A. CLIENT
 REF: 1122
 DATE: 11-07-2006
 STRATA: SOIL/CLAY

SERVICE PROTECTION REPORT

CHECK LIST

Property Address:

Reference No:

Minimum Information Required	Yes
Report prepared on a Service Location Print (HYDRA)	
Report prepared on a survey/architectural/engineering site plan with a Service Location Print (HYDRA) attached	
Company letterhead (Provider name, address, contact details, ABN)	
Property address of report	
Certification paragraph on report	
Printed name of key person	
Signature of key person	
Date of report	
Street name, house and/or lot number on report	
All necessary Sydney Water assets and easements shown	
Acceptable ties for each structure and/or section of asset	
Pipe size (each asset and section)	
Pipe type (each asset and section)	
Depth to invert (each asset structure and/or section)	
Strata	
Asset indicators	
Asset location method (each asset)	

WARNING – Document current at time of printing or downloading

APPENDIX 2 – ADDRESSING A NON-CASE CAR

Note: This is now a stand-alone document. Go to www.sydneywater.com.au > Plumbing, building & developing > Developing > Provider > Instructions > Addressing a Non-Case CAR