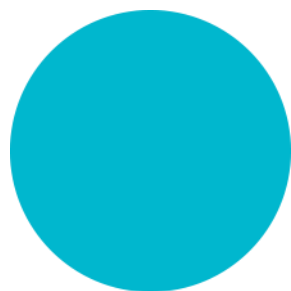


# Instructions to Constructors

Minor Works (Sewer)





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## 1. Introduction

These Instructions are provided for Constructors of Minor Works (sewer) engaged to construct specified sewerage infrastructure for either:

- 1.1 Developer work which must be facilitated by a Water Servicing Coordinator (WSC) under Sydney Water's e-Developer process and a Deed or Agreement with Sydney Water (**Works under a WSC**), or
- 1.2 Non-developer work or other work not requiring a Section 73 Certificate which can be facilitated by application through Sydney Water Tap in<sup>®</sup> and may require a Deed or Agreement with Sydney Water (**Works under Tap in<sup>®</sup>**).

This work applies only to those Constructors appropriately listed by Sydney Water for the category of work proposed.

### Scope of Minor Works (sewer)

There may be occasions where works are initiated but are later found to be beyond the scope of the capability held by the Constructor or have other complexities that are beyond the scope of Minor Works (MS). Works beyond the scope of MS are considered Major Works and require Constructors to hold S1 or S2 capabilities and are managed under the Instructions to Constructors for Major Works. See below for the scope for 'MS', 'S1' and 'S2' Works.

### Scope for 'MS' listed Constructors

Works relating to gravity sewers of size  $\leq$  DN 225 and depth  $\leq$  2.5 metres (measured from the invert of the sewer to the ground surface) and limited to:

- Inserting junctions/property connection arrangements into existing VC and PVC sewers.
- Constructing Property Connection Sewers (PCSs) of length not greater than 12 metres measured along the axis of the PCS from the centreline of the sewer at the PCS connection point to the centreline of the furthest riser for the IS or RP. Configurations may include a PCS off another PCS, extension of an existing PCS on line and grade or a PCS off an existing customer sanitary drain inlet at a MH (see Notes 1 and 2).
- Constructing extensions of existing sewers on line and grade of length not greater than 12 metres (measured along the axis of the extension from the end of the existing sewer to the centreline of the TMS), where justification for extension has been accepted by Sydney Water (see Notes 1 and 3).
- Concrete encasing up to 25 metres of an existing VC or PVC sewer.
- Replacing up to 25 metres of existing VC or PVC sewer as a precursor to concrete encasement.
- Sealing points of connection to Sydney Water's sewer.



### Scope for 'S1 and S2' listed Constructors

Works beyond the scope of MS listed constructors must be performed by S1 and S2 listed constructors (see Note 4). The scope is extended to works relating to gravity sewers of size  $\leq$  DN 225 and depth  $\leq$  6.0 metres (measured from the invert of the sewer to the ground surface) and limited to:

- Inserting junctions/property connection arrangements into existing VC and PVC sewers.
- Constructing PCSs of length not greater than 25 metres measured along the axis of the PCS from the centreline of the sewer at the PCS connection point to the centreline of the furthest riser for the IS or RP. Configurations may include a PCS off another PCS, extension of an existing PCS on line and grade or a PCS off an existing customer sanitary drain inlet at a MH (see Notes 1 and 2).
- Constructing extensions of existing sewers on line and grade of length not greater than 25 metres (measured along the axis of the extension from the end of the existing sewer to the centreline of the TMS), where justification for extension has been accepted by Sydney Water (see Notes 1 and 3).
- Concrete encasing an existing VC or PVC sewer. Concrete encasing an existing VC or PVC sewer of size  $> \text{DN } 225$  and  $\leq \text{DN } 300$  where pipe replacement/flow management is not required is also permitted.
- Replacing up to 25 metres of existing VC, PVC, CI or DI sewer as a precursor to concrete encasement.
- Sealing points of connection to Sydney Water's sewer.
- Disusing PCSs and sewers of size  $\leq \text{DN } 300$  (see Note 5).

#### Notes:

1. **Sydney Water Tap in® will only accept** an application where the PCS or sewer extension is proposed to be not greater than 12 metres. If the length is proposed to be greater than 12 metres, the application **must be lodged through a WSC**.
2. Breaking into existing MHs for new connections is not permitted.
3. Any proposal to extend a 'dead-end' sewer requires a detailed design to be provided to Sydney Water for consideration and approval before construction.
4. Where the scope falls outside that for 'MS' listed constructors, the appropriate additional requirements of 'Sewerage Code of Australia WSA 02-2002-2.2 (Sydney Water Edition) Version 4-2017' will apply. Generally, survey, design and compliance testing will not be required except where the WSC or Sydney Water, having considered risks relevant to the case, specifies requirements.
5. Any proposal to disuse a sewer will require consultation with Sydney Water and may involve the submission of a detailed design and method prior to approval for construction.
6. For purposes of these requirements, VC includes all types of earthenware and clay pipes.



**The scope of Minor Works (sewer) does NOT include construction of PCSs, extension of sewers and concrete encasement of sewers in mine subsidence and unstable land areas, however inserting junctions/property connection arrangements are permitted. For information on the location of mine subsidence and unstable land areas, visit [Subsidence Advisory NSW](#).**

## 2. Role of the Constructor Minor Works (Sewer)

The role of the Constructor in carrying out Minor Works (sewer) works will vary depending on whether works are facilitated under either 1.1 or 1.2 above:

- 2.1 Works under a WSC** – The WSC will ensure that the Constructor’s company is listed on Sydney Water’s website and has key personnel who meet Sydney Water’s [Mandatory Criteria for Listed Providers](#) in respect of the specified developer works. The Constructor will need to provide the names of key personnel and written confirmation via the Provider Capability Checklist – Constructor (Provider form 23) to the WSC that they meet Sydney Water’s criteria for the specified works. The Constructor will then construct the works in accordance with the executed Deed or Agreement with Sydney Water, addressing the conditions given in the Notice of Requirements (NOR) and the documented design servicing solutions (provided by the WSC) following the procedures outlined herein. At completion of the works, provide the WSC with a Hydra sketch showing the Work As Constructed (WAC) information and a completed Minor Works – Work As Constructed Report (Provider form 13), or
- 2.2 Works under Sydney Water Tap in<sup>®</sup>** – the Constructor will construct the works in accordance with the executed Deed or Agreement with Sydney Water and the procedures outlined in these instructions. At completion of the works, provide a Hydra sketch showing the Work As Constructed (WAC) information and a completed Minor Works – Work As Constructed Report (Provider form 13).

### Notes:

1. Where entry onto adjoining property is necessary, construction must not commence before entry procedures have been addressed including completion of Permission to Enter form(s) (Provider forms\_04A and 04B from Sydney Water’s website). For more details refer to the Instructions to Water Servicing Coordinators (Major Works) on Sydney Water’s website.
2. **The Constructor must advise Sydney Water immediately if they become aware of any connection or interference to Sydney Water assets without prior Sydney Water approval or before the approved connection time. Contact Sydney Water through a SWConnect communication or by calling 13 20 90 (available 24 hours / 7 days a week) if urgent. After notifying Sydney Water, the Constructor must also notify the WSC.**



### 3. Commencement and Connection of Works

The Constructor must ensure that the WSC has consulted and provided them with a:

- documented design servicing solution, or
- service location print (Hydra plot), and
- Work As Constructed Report template.

The Constructor must ensure that the Construction Commencement Notice (CCN) for the proposed works is submitted, **with at least a minimum of two (2) working days' notice**, as follows:

- 3.1 **Works under a WSC** – the WSC will consult with the Constructor and, prior to commencement of construction, the WSC and the Constructor must sign the Deed or Agreement. The WSC must submit a Construction Commencement Notice (CCN) through SWConnect.

The CCN must include:

1. the construction commencement date of the works, and
2. the connection audit starting and end times.

If work is not to commence on the construction commencement date, the Constructor in consultation with the WSC shall, prior to the original construction commencement date, ensure the WSC advises Sydney Water of the deferment or cancellation through SWConnect and receives acknowledgment from Sydney Water that the deferment or cancellation has been accepted.

- 3.2 **Works under Sydney Water Tap in<sup>®</sup>** – the Constructor must forward a copy of the CCN using [Form 08D](#) to [minorworks@sydneywater.com.au](mailto:minorworks@sydneywater.com.au).



The CCN must include:

1. the construction commencement date of the works, and
2. the connection audit starting and end times.

If work is not to commence on the construction commencement date, the Constructor, prior to the original construction commencement date, must advise Sydney Water of the deferment or cancellation through the above email address.

#### Audit of Minor Works:

Sydney Water's Network Operations team will select works to be audited at random. The Constructor must commence the works on the day nominated on the CCN and ensure the works are ready for connection to Sydney Water's asset(s) and held for thirty (30) minutes from the connection audit start time on the CCN. If the Network Operator does not attend the site by the end of this thirty (30) minute period, then the Constructor may proceed to connect to Sydney Water's asset(s), however, must provide to the WSC a timestamped photo of the connection before concrete encasement and/or backfilling of the trench occurs. This photo may be requested by Sydney Water.



Construction shall not take place until the Constructor has prepared and implemented a site-specific Project Safety Plan and Environmental Management Plan which addresses SafeWork NSW requirements and Sydney Water's Generic Asset Hazards at the Point of Connection for connection of the new works to the existing system including chemical root treatment of sewers. Where appropriate, the Constructor must also provide a plan for managing sewage flows and the containment of sewage spills.

The Constructor must advise the developer and the WSC in situations where it is identified, upon field verification that the scope of work has changed due to the depth, type or location of the existing pipe.

**Notes:**

1. If it is identified upon excavating to the existing sewer that the scope of work is beyond the Minor Works category, then a listed Major Works constructor will need to complete these works (see Section 1). The Constructor should notify the WSC if upon excavating to the existing sewer, the scope of work is beyond the Minor Works category.

**Unauthorised Connections:**

Constructors must not under any circumstances act on advice to make an unauthorised connection to, or interfere with, a Sydney Water asset.

Any connection or interference with Sydney Water's assets in a manner not specified in this instruction is an illegal connection and, at the discretion of Sydney Water, may result in the removal of the provider/s from Sydney Water's list. This instruction includes new developer works and replacement of existing assets.


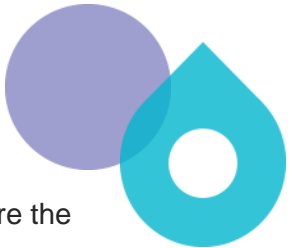
**Notes:**

1. **If a connection to Sydney Water's asset(s) occurs before the connection end time nominated in the CCN or, in the event of a random audit, before the Network Operations team carries out the audit on the works, the connection will be deemed illegal by Sydney Water.**
2. **The Constructor must advise Sydney Water immediately if they become aware of any connection or interference to Sydney Water assets without prior Sydney Water approval or before the approved connection time. Contact Sydney Water through a SWConnect communication or by calling 13 20 90 (available 24 hours / 7 days a week) if urgent.**

## 4. Works in progress

For all works covered in these instructions, the Constructor must ensure that:

- they work under the construction package for the works as well as the current [Technical Specification and Work Instructions for Minor Works \(sewer\)](#) and *Instructions to Constructors Minor Works (Sewer)*. Copies of these documents must always be available on site where the works are occurring,

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- they have a key person with the appropriate capabilities present at the site where the works are occurring and in progress,
  - all personnel on site working for, or subcontracted to the Constructor, have the relevant capabilities to perform the works,
  - all products and materials used are authorised by Sydney Water,
  - where applicable, in consultation with the WSC, for Property connection point and Property connection sewer installations, the works must provide maximum drainage to the lot,
  - where the construction of the works involve the opening of a road or footpath, it is the Constructor's responsibility to obtain the consent of the relevant roads authority and abide by the conditions of consent as referred to in the Roads Act 1993 granted by the approving authority,
  - they take all necessary steps to construct the works in the shortest possible time and protect from harm or damage any person, property or part of the environment which may be affected by the construction of the works,
  - they ensure that backfilling of trenches shall not commence until authorised by the WSC and, in the case of concrete encasement, 24 hours after the final placement of the concrete,
  - they complete the restoration in accordance with Sydney Water requirements, and in the case of works on private property to the satisfaction of the owner,
  - they ensure Entry Restoration Clearance, if required, is provided to Sydney Water,
  - that, where the works are found by Network Operations not to conform with Sydney Water requirements, the Constructor shall reconstruct the works, or any part thereof, at their cost and pay any additional inspection fees, and
  - they comply with any audit requirements Sydney Water may request.

### Corrective Action Requests:

Corrective Action Requests may be issued to a Constructor where work is not performed in accordance with Sydney Water's Standards and instructions.

The Constructor shall provide the following information in response to a Corrective Action Request:

- Cause of problem / fault / non-conformance.
- Action to rectify problem / fault / non-conformance.
- Objective evidence that the specific problem / fault / non-conformance has been rectified.
- Action to prevent recurrence of the problem.

## 5. Completion of works

### 5.1 Works under a WSC

After completion of the works, the Constructor must forward to the WSC the following documents:

- The Minor Works - Work as Constructed Report (Provider form 13), and



- The marked-up service location print (Hydra plot).

## 5.2 Works under Sydney Water Tap in®

The above documentation must be emailed within five (5) working days of the completion of works to [GIS-SERVICES@sydneywater.com.au](mailto:GIS-SERVICES@sydneywater.com.au).

Restoration must be made in accordance with the Sydney Water's Standards and instructions. An Entry Restoration Clearance, if required, is to be provided to Sydney Water.

## 6. Supporting documents

Documents relevant to a Constructor Minor Works (sewer) responsibilities or activities are:

- *Technical Requirements and Work Instructions for Minor Works (sewer)*
- Provider form 04A - Permission to Enter (Owner)
- Provider form 04B - Permission to Enter (Tenant)
- Provider form 08D - Construction Commencement Notice
- Provider form 09 - Entry Restoration Clearance
- Provider form 13 - Minor Works - Work As Constructed Report
- Provider form 23 - Provider Capability Checklist – Constructor
- Generic Asset Hazards – At Point of Connection

## 7. Revision control chart

Version number	Date revised	Brief description of change
15	October 2021	Transfer to new template, update to the timing of audits by the Network Operations team as well as clarifications of this and general formatting / updates in line with new templates and web/email links.
14	November 2016	Update CCN advice – SW Connect and Tap in
13	November 2015 (B Hansard)	Updates only substituting Sydney Water Tap in™ for Quick Check
12	October 2015 (L Salli)	Update scope in relation to update to <i>Technical Specification and Work Instructions for Minor Works (sewer)</i> .
11	29 April 2014 (J Perry)	Update Section 4. <b>Works in Progress</b> - to specify required documents on site  Change references to Developer Works Team to Asset Inspection Services team  Non case CAR information removed
10	21 August 2013 (J Perry)	Add mandatory reporting of unauthorised works note in Section 2.  Add advice and definition of unauthorised works in Section 3.
09	1 July 2013	Update information under scope of Minor Works in section 1 and audit for Quick Check applications. Add attachment 1.
08	November 2012	Update Permission to Enter form instruction in section 2 and Provider form references throughout.

