Issue Requirements

On Line Help

Overview

The Issue Requirements process enables the DSO to compile a formal response to a developer application once the investigation phase is completed.

The response can be issued in the form of:

- An advice letter
- A notice of requirements letter, which may include a developer agreement, or
- A Section 73 Certificate which can be issued without the need for the preparation of a notice letter, if there are no requirements to be met.

The formal response details the requirements for a submitted developer application and is generally issued within 21 days.

Procedures

This process consists of the following procedures:

- Create dual occupancy advice letter
- View dual occupancy advice letter
- Create draft notice
- Review draft notice
- View requirements
- Accept homestead bond agreement
- Execute homestead bond agreement

CREATE DUAL OCCUPANCY ADVICE LETTER

Why	The purpose of this procedure is to compile an Advice Letter, which details possible future subdivision requirements, in response to a Dual Occupancy development application.
Who	DSO
When	Use this procedure when a Dual Occupancy Development investigation has been completed.
Before you start	Access Hydra Mapping from the e-Developer main menu. View development property location and: • Identify the existing service locations for water, wastewater, recycled water and stormwater • Identify existing easements (if required).
Policies and other references	• Servicing Dual Occupancy and Other Two-Dwelling Developments • Independent Water and Wastewater Services
Business rules	You are required to release the Dual Occupancy Advice work item within 15 days of the application being assigned to you. • If you have not released the work item within **15** days, you will be sent an automatic reminder • If you have not released the work item within **20** days, an automatic notification will be sent to your Team Leader. • If you have not released the work item within **40** days, a report will be sent to your Business Manager. You must zip all documents before attaching them to a work item. (Refer to: General tasks Create and attach documents to work items).
Amendments May 12	DSR to DSO

Worksteps

1. From your work queue, click the *Create Dual Occ Notice* work item.
The *Create Dual Occupancy Notice/Advice Letter form* displays.

2. Do one or more of the following:

If	Then ...
You need to create an Advice letter	• Click the **Template** link. The Template Management System window will open. • Select the relevant template from the Available Templates list. • Save the template to your desktop. • Go to step 3.
You need to create a Notice letter	• Click the **Template** link. The Template Management System window will open. • Select the relevant template from the Available Templates list. • Save the template to your desktop. • Go to step 3.

3. To be able to customise either of the Dual Occupancy letter you need to review:

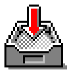
- The information displayed in the **Case Information** section
- The information displayed in the **Summary of Requirements** section.

4. Customise the Dual Occupancy Letter. When you have completed customising your Dual Occupancy Letter document, save and close it.
Note:
Do not delete the any red Tokens ##Date_Issue_DO_NOT_DELETE##, **##Date_+_12_DO_NOT_DELETE##** **.**

5. To attach your document to the Create Dual Occupancy Notice/Advice Letter form, click select .
The *Choose File window* displays.

6. Select the document and click View.
The selected document is attached to the form.

7. In the Have you reviewed the **Dual Occupancy Advice?** section, do one of the following.

If	Then ...
You have reviewed the advice for completeness and accuracy and are satisfied with it	• Leave the default as Yes • Go to step 11.
You are not yet satisfied with the advice and wish to edit the document	• Select the No radio button  • To keep the work item, click . The work item closes and returns to your work queue to allow you to finish it later.

8. To edit the Dual Occupancy Advice Letter, access and open the saved document.

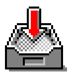
9. Complete the edit(s) and ensure the document is accurate and complete.

10. Repeat steps 5 to 7 to attach the amended Dual Occupancy Notice/Advice Letter to the Create Dual Occupancy Advice Letter form.

11. Review the form for completeness and accuracy and update as required.

12. When you have completed the form and are ready to release the work item:

- record any relevant information in your e-Developer diary
- record the time taken to complete the work item in your e-Developer timesheet.



13. **Keep** the *Create the Dual Occupancy Advice* form, click .
The form closes and the work item is returned to your work queue to allow you to finish it later.

Note:
If you release the *Create Dual Occupancy Advice* workitem a message will appear stating 'The document for Notice of Requirements has not been uploaded. Please keep this workflow step and then reopen it in order to release this form'. The reason it must be kept is it will upload into PDF.

14. From your work queue, click the kept *Create Dual Occupancy Advice* to reopen the work item.
The *Create Dual Occupancy Advice form* displays.

15. Do one of the following:

If	Then ...
You need to edit the existing Draft document	• Access and open the saved document • Edit the document • Go to step 8. **Note:** If the development application was submitted on or after 1 July 08, is residential and creates any additional lots, you need to ensure that you zip and attach the completed Land Under Development form with the Notice Letter. This advises the WSC of the new property numbers that have been issued prior to registration of the subdivision. The property numbers are required to enable the fitting of a meter.
You do not need to edit the existing Draft document	• Go to step 16.

16. Review the PDF form for completeness and accuracy by opening the PDF version. Click the button.

17. Do one of the following:

If	Then ...
You need to edit the existing Draft PDF document	• Go to step 8.
You do not need to edit the existing Draft PDF document	Click the button located directly under the button. **Note:** You will not be able to release the workitem until you have reviewed and clicked the tick box. The tick box will only be active once you have reviewed the PDF document.

18. To **release** the *Create the Dual Occupancy Advice* form, click .
The form closes and the work item is removed from your work queue.

Result	When the *Create Dual Occupancy Advice Letter* form is released: • The Dual Occupancy Advice Letter outlining possible future subdivision requirements is sent to the WSC's work queue. In addition, one of the following will occur: • If an invalid consent has been received and the consent form has not been resubmitted, the Resubmit Consent work item is sent to the WSC's work queue. • If an invalid consent has been received and the consent form has been resubmitted, the Review Consent work item is sent to the DSOs work queue. • If a valid consent has been received, the Create S 73 Certificate work item is sent to the DSOs work queue.

VIEW DUAL OCCUPANCY ADVICE LETTER

Why	The purpose of this procedure is to enable the WSC to view an Advice Letter, which details possible future subdivision requirements, in response to a Dual Occupancy development application.
Who	WSC
When	Use this procedure when a View dual Occ Notice work item has been received in your work queue.
Policies and other references	• Servicing Dual Occupancy and Other Two-Dwelling Developments • Independent Water and Wastewater Services.

Worksteps

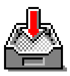
1. From your work queue, click the *View Dual Occ Notice* work item.
The *View Dual Occupancy Notice/Advice Letter* form displays.

2. To view the Dual Occupancy Notice/Advice Letter, click View.
(Refer to: General tasks Manage attachments View attached documents).

3. Review the Dual Occupancy Notice/Advice Letter. The document will include potential subdivision requirements that may need to be satisfied if the developer wishes to subdivide the Dual Occupancy development in the future.

4. Prior to closing the Dual Occupancy Notice/Advice Letter and releasing the work item, create a permanent record of the Dual Occupancy Notice/Advice Letter by saving the file, following your own file naming conventions. Then close the document.

5. Review the form for completeness and accuracy and update as required.

6. To keep the View Dual Occupancy Notice/Advice Letter form, click .
The form closes and the work item is returned to your work queue to allow you to finish it later.

7. To release the View Dual Occupancy Notice/Advice Letter form, click .
The form closes and the work item is removed from your work queue.

Result	When the *View Dual Occupancy Notice/Advice Letter* form is released it closes and the work item is removed from the WSC's work queue.

CREATE DRAFT NOTICE

Why	The purpose of this procedure is to compile an initial or revised response to a development application. The response can be issued in the following format: • If the application is for a Section 73 Development, Section 73 Dual Occupancy with subdivision or Road Closure, you will receive a Notice of Requirements (Notice), and if required a Developer Works Deed (Agreement). • If the application is for a Unsubdivided Dual Occupancy development, you will receive an Advice Letter (Advice) and Section 73 Certificate (Certificate). • If the application is for a Feasibility you will receive an Feasibility Letter (Advice). • If the application is for a Homestead development, you will receive a Notice of Requirements (Notice), and Homestead Bond Agreement (Agreement). • If the application is a non-valid Section 73 application (it does not have a valid consent) then SWC will issue an Advice Letter and, if required, a Major Works, Minor Works or Homestead bond agreement. • If the application is for an Adjustment and Deviation, you will receive a Letter of Approval (Notice), and a Developer Works Deed (Agreement). An amended document may be required if the WSC has requested a review of the initial requirements previously issued.
Who	Assigned drafter of the Notice of Requirements.
When	The *Create Draft Notice* work item is received in your work queue.
Before you start	Access Hydra Mapping from the e-Developer main menu to: • View development property location • View the existing service locations for water, wastewater, recycled water, stormwater mains and existing easements • View the proposed subdivision layout (if required).
Business rules	You are required to release the Create Draft Notice work item within **15** days of the application being assigned to you. • If you have not released the work item within **15** days, you will be sent an automatic reminder • If you have not released the work item within **20** days, an automatic notification will be sent to your Team Leader • If you have not released the work item within **40** days, a report will be sent to your Business Manager. If the original Notice was rejected by the WSC, and you are issuing a Revised Notice, then the date of issue on the Revised Notice will be the actual new issue date. This will be the work item release date as shown on the Case Workflow Trail. You must zip all documents before attaching them to a work item. (Refer to: General tasks ▶Create and attach documents to work items).
Policies and other references	• Community Title Subdivisions • Developer Charges Policy and Guideline • Property Development Connection Requirements Policy • Property Development Connection Requirements Water and Sewer Guidelines • Independent Water and Wastewater Services • Rural Water Supply • Servicing Dual Occupancy and other Two-dwelling Developments Guideline

	• Sewage Treatment Plant (STP) Buffer Zone • Work Instruction No 17 - Sydney Water Share of Works • Procedure - Pressure Sewer Process for Developer Works in Priority Sewer Areas • Water Meter Fit Policy • Procedure - Land Under Development • Template - Land Under development form.
Amendments May 12	DSR to DSO General update eg delete archived policies; update terms

Worksteps

1. From your work queue, click the *Create Draft Notice* work item.
The *Create Draft Notice form* displays.

2. Do one or more of the following:

If	Then ...
You need to create an amended Notice or Advice Letter and Agreement (if required)	• Go to step 3.
You need an initial draft Notice or Advice Letter and Agreement (if required)	• Go to step 5.

3. In the **Agents Comments** section, review the reasons why the WSC wishes to negotiate the requirements previously issued.

4. Review the Diary Entry History from the e-Developer main menu and identify any comments that may be applicable to the
renegotiated requirements. (Refer to: Diary Process Create diary entry).

5. To complete the other sections of this form you need to review:

- The information displayed in the *DSR's Summary of Requirements*
- All the relevant documents listed in the **View Requirements** section.

6. To view a document, click beside the required document.
(Refer to: General tasks Manage attachments View attached documents).
7. Repeat step 6 until you have opened all documents displayed in the **View Requirements** section.

8. You need to prepare your initial or amended Notice, Advice and Agreement (if required). Based on the information from the **View Requirements** section, determine which template you need to open.

9. In the **Attach Draft Documents** section, do one or more of the following:

If	Then ...
You need to prepare an initial Draft document	• If you need to create a draft document click **Retrieve Template link** beside the appropriate Attach Draft document field. The Template Management System window will open.

	• Select the relevant template from the Available Templates list. • Save the template to your desktop. • Go to step 10.
You need to amend an issued document	• Click View beside the required document. The *Browse window* displays • Select the required saved document. • Amend your document(s) as required in response to the details within the Agents Comments section. • Go to step 10.
You do not need to amend a previously issued document	The existing document will be re-issued without changes • Go to step 16.

10. Customise your document(s) by including information from the documents listed in the **View Requirements** section.
Note:

- The document will automatically update with the case information and some of the optional paragraphs that have been derived from the Hydra Download, Application Entry, Investigate Requirements and Determine Requirements work steps. Any Planning or Product Delivery responses will also automatically display within the document.
- Do not delete the any red Tokens ##Date_Issue_DO_NOT_DELETE##, **##Date_+_12_DO_NOT_DELETE##**

  For detailed instructions on customising your document(s) refer to the following Procedures:
- If the application is in a Pressure Sewer System in a Priority Sewer Area, refer to: Procedure - Pressure Sewer Process for Developer Works in Priority Sewer Areas
- If the application was submitted on or after 1 July 2008. is a residential development/subdivision that needs a 20mm or 25mm property connection (drilling), you need to access and complete the Land Under Development form (refer to: Land Under Development Procedure).

11. Review your document(s) for completeness and accuracy. When you have completed your review, save to your desktop. You then need to zip the document ready to attach to the *Create draft notice* form
Note:

- If the development application was submitted on or after 1 July 2008, is a residential subdivision that needs a property connection (drilling) size of 20mm or 25mm, you need to zip the Land Under Development form together with the Notice letter.

12. To attach your document to the *Create Draft Notice form*, click select .
The *Choose File window* displays.

13. Select the required document and click Open.
The *selected document is attached* to the form.
14. Repeat steps 11 and 12 to attach each document.
Note:
If you are creating a response to a Feasibility application you will not be able to attach a draft agreement to the form.

15. When you have finished viewing the document in the **View Requirements** section, close them.

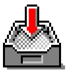
16. Review the form for completeness and accuracy and update as required.

17. Prior to releasing the form, ensure that you review the financial records of the case. You need to have done the following:

- Raised any additional Developer Investigation fee **charges** (refer to: Financial Process Charges).

18. When you have completed the form and are ready to release the form record any relevant information in the case diary. (Refer to: Diary e-Developer diary.)

19. Record the time taken to complete the work item in your timesheet. (Refer to: Timesheet e-Developer timesheet.)

20. To **keep** the *Create Draft Notice* form, click  .
The form closes and the work item is returned to your work queue to allow you to finish it later.

21. To **release** the *Create Draft Notice* form, click  .
The form closes and the work item is removed from your work queue.

Result	When the *Create Draft Notice* form is released, the Review Draft Notice work item is sent to the assigned DSO's work queue.

REVIEW DRAFT NOTICE

Why	The purpose of this procedure is to review an initial or revised response to a development application. The response will be issued in the following format: • If the application is for a Section 73 Development, Section 73 Dual Occupancy with subdivision or Road Closure, you will receive a Notice of Requirements (Notice), and if required a Developer Works Deed (Agreement). • If the application is for a Unsubdivided Dual Occupancy development, you will receive an Advice Letter (Advice) and Section 73 Certificate (Certificate). • If the application is for Feasibility you will receive a Feasibility Letter (Advice). • If the application is for a Homestead development, you will receive a Notice of Requirements (Notice), and Homestead Bond Agreement (Agreement). • If the application is a non-valid Section 73 application (it does not have a valid consent) then SWC will issue an Advice Letter and, if required, a Major Works, Minor Works or Homestead bond agreement. • If the application is for an Adjustment and Deviation, you will receive a Letter of Approval (Notice), and a Developer Works Deed (Agreement). • If the application was submitted on or after 1 July 2008, is residential and only requires the installation of a property connection (drilling) and property service (main to meter), you will receive the Property service Only Notice of Requirements letter. If the WSC chose to negotiate the requirements that were previously issued, the attached draft document may be an amended Notice, Advice or Agreement. These documents are generally released within 21 days of receiving the developer application.
Who	DSO
When	The Review Draft Notice work item is received in your work queue.
Before you start	Access Hydra Mapping from the e-Developer main menu to: • View development property location • View the existing service locations for water, wastewater, recycled water, stormwater mains and existing easements • View the proposed subdivision layout (if required).
Business rules	You are required to release the Review Draft Notice work item within **15** days of the application being assigned to you. • If you have not released the work item within **15** days, you will be sent an automatic reminder • If you have not released the work item within **20** days, an automatic notification will be sent to your Team Leader • If you have not released the work item within **40** days, a report will be sent to your Business Manager. You must zip all documents before attaching them to a work item. (Refer to: General tasks ▶Create and attach documents to work items).
Policies and other references	• Community Title Subdivisions • Developer Charges Policy and Guideline • Property Development Connection Requirements Policy • Property Development Connection Requirements Water and Sewer Guidelines • Rural Water Supply

	• Servicing Dual Occupancy and other Two-dwelling Developments Guideline • Sewage Treatment Plant (STP) Buffer Zone • Procedure: Land Under Development.
Amendments May 12	DSR to DSO General updates eg terms and deleting archived policies

Worksteps

1. From your work queue, click the *Review Draft Notice* work item.
The *Review Draft Notice form* displays.

2. To determine if this is an initial review of a draft Notice, Advice and Agreement (if required), or a review of a previously issued document:

- Read the comments in the WSCs memo field
- Review the Diary History from the e-Developer main menu and identify any comments that may be applicable to the

  renegotiated requirements. (Refer to: Diary ▶ Create and view diary entry).

3. Do one of the following:

If	Then ...
You need to review an initial draft Notice or Advice Letter and Agreement (if required)	• Go to step 4.
You need to review an amended Notice or Advice Letter and Agreement (if required	• In the **agents Comments** section, review the reasons why the WSC wishes to negotiate the requirements previously issued. • Go to step 4.
You made no changes to the previously issued document	• the existing document will be re-issued without amendments. • Go to step 15.

4. To enable your review of the draft document, you need to view the relevant information in the following sections of this form:

- The information displayed in the **Case Information** section
- All the documents listed in the **Case Documentation** section
- All the documents listed in the **DSO's Investigation** section
- All the documents listed in the **Requirements Responses** section.

5. To view a document, click [View] beside the required document.
(Refer to: General tasks ▶ Manage attachments ▶ View attached documents).

6. Repeat step 5 until you have opened all documents displayed in the **Requirements Responses** section.

7. You need to open the draft response document(s).

In the **Attach Documents** section, click [View] beside the required draft document.
The document displays in a separate window.

8. Review the draft document(s) for completeness and accuracy.

Note:
If the original Notice was rejected by the WSC, and you are reviewing a Revised Notice, then the date of issue on the Revised Notice will be the actual new issue date. This will be the work item release date as shown on the Case work Flow Trail.

9. When you have finished using a document, close it.

10. Do one of the following:

If	Then ...
You need to edit the existing Draft document	• Access and open the saved document • Edit the document • Go to step 11. **Note:** If the development application was submitted on or after 1 July 08, is residential and creates any additional lots, you need to ensure that you zip and attach the completed Land Under Development form with the Notice Letter. This advises the WSC of the new property numbers that have been issued prior to registration of the subdivision. The property numbers are required to enable the fitting of a meter.
You do not need to edit the existing Draft document	• Go to step 14.

11. To attach your Notice or Advice to the *Review Draft Notice form*, click select .
The *Choose File window* displays.

12. Select the document and click Open.
The selected document is attached to the form.

13. Repeat steps 7 to 12 to review and attach your Agreement (if required).

14. Close any open documents.

15. Review the form for completeness and accuracy and update as required.

16. Prior to releasing the form, ensure that you review the financial records of the case. The Drafter needs to have done the following:

- Raised any additional Developer Investigation fee **charges** (refer to Financial Charges).

17. Record any relevant information in your e-Developer diary (refer to Diary Create diary entry).

18. When you have completed the form and are ready to release the form, record the time taken to complete the work item in your e-Developer timesheet (refer to Timesheet

19. **Keep** the *Review Draft Notice form*, click .
The form closes but the work item remains in your work queue to allow you to finish it later.
Note:
If you release the Review Draft Notice work item a message will appear stating 'The document for Notice of Requirements has not been uploaded. Please keep this workflow step and then reopen it in order to release this form'. The reason it must be kept is it will upload into PDF.

20. From your work queue, click the kept *Review Draft Notice* to reopen the work item.

The *Review Draft Notice form* displays.

21. Do one of the following:

If	Then ...
You need to edit the existing Draft document	• Access and open the saved document • Edit the document • Go to step 11. **Note:** If the development application was submitted on or after 1 July 08, is residential and creates any additional lots, you need to ensure that you zip and attach the completed Land Under Development form with the Notice Letter. This advises the WSC of the new property numbers that have been issued prior to registration of the subdivision. The property numbers are required to enable the fitting of a meter.
You do not need to edit the existing Draft document	• Go to step 22.

22. Review the PDF form for completeness and accuracy by opening the PDF version. Click the button.

23. Do one of the following:

If	Then ...
You need to edit the existing Draft PDF document	• Access and open the saved document • Edit the document • Go to step 11.
You do not need to edit the existing Draft PDF document	Click the button located directly under the button. **Note:** You will not be able to release the workitem until you have reviewed and clicked the tick box. The tick box will only be active once you have reviewed the PDF document.

24. To **release** the *Review Draft Notice form*, click .
The form closes and the work item is removed from your work queue.

Result	When the *Review Draft Notice form* is released, the View S73 Requirements work item is sent to the assigned WSC's work queue.

VIEW REQUIREMENTS

Why	The purpose of this procedure is to enable the WSC to view the initial or amended SWC's Notice of Requirements or Advice Letter and attached agreement (if required), which has been issued in response to a developer application. Use this procedure to view the issued: • Notice of Requirements (Notice) • Advice Letter (Advice) • Developer Works Deed or Homestead Bond Agreement (Agreement).

	The WSC can indicate if they wish to negotiate any requirements contained within the documentation.
Who	WSC
When	Use this procedure when the View S73 Requirements work item is received in your work queue.
Policies and other references	• Community Title Subdivisions • Developer Charges Policy and Guideline • Property Development Connection Requirements Policy • Property Development Connection Requirements Water and Sewer Guidelines • Rural Water Supply • Servicing Dual Occupancy and other Two-dwelling Developments Guideline • Sewage Treatment Plant (STP) Buffer Zone
Business rules	You are required to release the View S73 Requirements work item within **12** months of receiving it. If you have not released the work item within **12** months, the Determine Requirements work item is sent to the DSO/Drafters work queue.
Amendments May 12	DSR to DSO General updates eg terms and deleting archived policies

Worksteps

1. From your work queue, click the *View S73 Requirements* work item.
The *View Requirements form* displays.

2. To view the Notice or Advice, in the **View Requirements** section click beside the required document.
(Refer to: General tasks ▶Manage attachments ▶View attached documents).

When you have read the Notice or Advice, and prior to closing the form or releasing the work item, create a permanent record of the Notice or Advice document by saving the file.

Print a copy for the developer customer, then close the document.

3. Repeat step 2 to view the attached Development Agreement if required. The Development Agreement may be one of the following:

- Developer Works Deed
- Homestead Bonding Agreement.

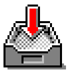
4. Do one of the following:

If	Then ...
You are viewing the requirements for the fist time	• Go to step 5.
You have previously negotiated the requirements	• View the comments in the **Modifications to the Notice of Requirements** memo field. The DSO will have provided the results of the investigation and indicate if the original Notice of Requirements has been amended. • Go to step 5

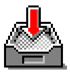
5. In the **Negotiate Requirements** section, do one for the following:

If	Then ...
You agree with the requirements specified in the initial or amended Notice document.	• Leave the default as Yes **Note:** If the case involves a Pressure Sewer System in a Priority Sewer area, you must be accredited with Pressure Sewer (PS) capabilities to manage the design, construction and finalisation phases of the project. Do one of the following: If you are not accredited with PS, go to step 6. Or If you are accredited with PS, go to step 7.
You do not agree with the requirements specified in the initial or amended Notice document.	• Select the No radio button The *comments field* displays • Type your reasons for your objection to the requirements specified in the Notice. • Go to step 6.

6. You must advise the developer that another WSC that is accredited with PS needs to be engaged to manage the case from this point forward.

- Do not release this work item, click  .
  The form closes but the work item remains in your work queue.
- Follow the procedure for the case to be transferred. Refer to: Systems Access Licence for Water Servicing Coordinator's, S-05 Transfer of Information.
- End of procedure.

7. Review the form for completeness and accuracy and update as required.

8. To **keep** the *View Requirements form*, click  .
The form closes but the work item remains in your work queue to allow you to finish it later.

9. To **release** the V*iew Requirements form*, click  .
The form closes and the work item is removed from your work queue.

Result	When the form is released: • The WSC has viewed SWC's initial or amended Notice of Requirements and any attached agreement • If the developer is not required to enter into an agreement and the development does not involve private line easements, then the Create S73 Certificate work item is sent to the DSOs work queue. • If the development does involve a private line easement, then the Submit Private Easement work item is sent to the WSC's work queue.

	• If the developer is required to enter into a Developer Works Deed (for Minor Works), the Submit Minor Agreement work item is sent to the WSC's work queue. • If the developer is required to enter into a Developer Works Deed (for Major Works), the Submit Major Agreement work item is sent to the WSC's work queue. • If the developer is required to enter into a Homestead Bond Agreement, the Accept Homestead Bond work item is sent to the WSC's queue. • If the WSC wishes to renegotiate the requirements previously issued in the Notice, Advice and Agreement (if required); the Determine Requirements work item is sent to the DSOs work queue. • If the developer has engaged another WSC that is accredited with PS to manage the remainder of the case, the case will be transferred to the newly nominated WSC.

ACCEPT HOMESTEAD BOND AGREEMENT

Why	The purpose of this procedure is to enable the WSC to: • Agree to the requirements and conditions issued in the Sydney Water Corporation (SWC) Homestead Bond Agreement. • Submit the bond amount to Sydney Water to defer the construction of required services. The lodgement of the security bond will enable SWC to: • Ensure that funds are available for the future extension of the required works • Issue the S73 certificate prior to construction of the works.
Who	WSC
When	Use this procedure when the Accept Homestead Bond work item is received in your work queue.
Business Rules	The extension to serve the homestead lot must be provided within 24 months.
Policies and other references	Bonding of Works Policy and Guideline
Amendments May 12	DSR to DSO General updates eg terms and deleting archived policies

Worksteps

1. From your work queue, click the *Accept Homestead Bond* work item.
The *Accept Homestead Bond Agreement form* displays.

2. You need to review the Bonding of Works by lodgement of Guarantee policy document.
To do this, click the **Bonding Policy** link.
The policy document displays in a separate window

3. When you have completed reviewing the Bonding of works policy, close the window.

4. Do one of the following:

If	Then ...
You require further information on SWC bonding guidelines	• Click the **Bonding Guidelines** link. The *Bonding Guidelines document* displays in a separate window. • When you have finished viewing the Bonding Guidelines, close the window. • Go to step 5.
You require further information on SWC bonding guidelines	• Go to step 5

5. Ensure that the developer has signed the Homestead Bond Agreement and forwards the signed Agreement, together with the bond payment, to the DSO.

6. Review the form for completeness and accuracy and update as required.

7. To **keep** the *Accept Homestead Bond Agreement* form, click  .
The form closes but the work item remains in your work queue to allow you to finish it later.

8. To **release** the *Accept Homestead Bond Agreement* form, click  .
The form closes and the work item is removed from your work queue.

Result	When the *Accept Homestead Bond Agreement* form is released: • The Execute Homestead Bond work item is sent to the DSOs work queue. • The WSC has accepted the conditions of the Homestead Bond Agreement.

EXECUTE HOMESTEAD BOND AGREEMENT

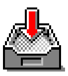
Why	The purpose of this procedure is to execute the Homestead Bond Agreement and capture the Homestead Bond security details.
Who	DSO
When	Use this procedure when the Execute Homestead Bond work item is received in your work queue.
Before you start	Prior to executing the Homestead Bond Agreement you must have: • Received the signed Homestead Bond Agreement from the WSC • Received the security bond payment from the WSC • Checked that all DSP, Upsizing and Recovery charges have been paid.
Policies and other references	• Bonding of Works Policy and Guideline
Amendments May 12	DSR to DSO General updates eg terms and deleting archived policies

Worksteps

1. From your work queue, click the *Execute Homestead Bond* work item.
The *Execute Homestead Bond Agreement form* displays.

2. In the **Financial Status – Outstanding Quotes** section, review the financial information for any outstanding DSP quotes.

Do one of the following:

If	Then ...
There are no outstanding quotes for DSP, Upsizing or Recoveries	Go to step 3.
There are no outstanding quotes for DSP, Upsizing or Recoveries	You cannot execute the Homestead Bond Agreement. • You need to either convert the quotes to charges, or reverse the quote(s) if no longer applicable. If DSP quote needs to have the CPI adjustment applied, you need to reverse the original quote. Then raise a charge for the new amount(s). Refer to Financial Process Quotes. • Click . The form closes and remains in your user queue for you to return to it later. • When you have updated any outstanding quotes, go to step 3.

3. In the **Financial Status - Outstanding Charges** section, review the financial information for any outstanding DSP charges.

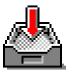
Do one of the following:

If	Then ...
There are no outstanding charges for DSP, Upsizing or Recoveries	Go to step 4.
There are outstanding quotes for DSP, Upsizing or Recoveries	You cannot execute the Homestead Bond Agreement. • You need to await payment of charges. • Go to step 4.

4. In the Bonding Agreement section, you need to review the Bonding Agreement, click View.
The document displays in a separate window.

5. When you have completed reviewing the document close the window.

6. In the **Can agreement be executed?** field, do one of the following:

If	Then ...
The Bonding agreement can be executed	• Select the Yes radio button • Go to step 8.
The Bonding agreement cannot be executed	• Leave the default as No. • You must type your reason for not executing the Bond Agreement in the mandatory memo field. For example the security/bond may not have been received with the Homestead Bond Agreement, or you may have to await the payment of outstanding charges. • To keep the work item, click  . The work item closes and returns to your work queue until the outstanding issues are resolved.

7.You need to ensure that the security/bond payment has been processed. (Refer to: Financial process Payments).

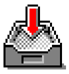
8. Sign the Homestead Bond Agreement and ensure your signature is witnessed by another DSO.

9. You will need to archive SWC's copy of the executed Homestead Bond Agreement and forward the second copy to the WSC.

10. Review the form for completeness and accuracy and update as required.

11. When you have completed the work item and are ready to release the form record any relevant information in your e-Developer diary (refer to: Diary Create diary entry).

12. When you have completed the work item and are ready to release the form record the time taken to complete the work item in your e-Developer timesheet (refer to: Timesheet Create timesheet entry).

13. To keep the *Execute Homestead Bond Agreement form*, click  .
The form closes but the work item remains in your work queue to allow you to finish it later.

14. To release the *Execute Homestead Bond Agreement form*, click  .
The form closes and the work item is removed from your work queue.

Result	When the Execute Bond form is released one of the following will occur: • If an invalid consent has been received and the consent form has not been resubmitted, the Resubmit Consent work item is sent to the WSC's work queue. • If an invalid consent has been received and the consent form has been resubmitted, the Review Consent work item is sent to the DSOs work queue. • If a valid consent has been received, the Create S73 Certificate work item is sent to the DSOs work queue.

Private Line Easement

DSR On-Line Help

Processing Private Line Easements Overview

Private Line Easements are occasionally required as servicing options in lieu of extensions to, or the adjustment of, existing water and sewer mains. Private Line Easements include:

- Easement over an existing line of pipes
- Easement over a new line of pipes located in a private road.

Initiating the private line easement process in e-Developer

When an easement over an existing or new House Service line is required, you initiate this requirement from the **'Investigate Requirements'** work item (refer to **Investigate Requirements**). You must select the 'Yes' radio button for the question 'Will the subdivision result in an encroaching house service line'. This will enable the WSC to submit the 88B instrument and plan for review by the DSR.

The WSC can then submit the relevant easement documentation to Sydney Water Corporation (SWC) for review. SWC reviews the easement documentation for compliance to SWC requirements and specifications, ensuring SWC legal interests are noted, and advise the WSC whether or not the easement documents are acceptable. If the documents are not acceptable, reasons are provided as to why and the WSC may resubmit amended documents. The documentation that a WSC must submit varies depending on the type of private line easement involved. If the easement involves a Private House Service Line, then the WSC must submit an 88B Instrument and plan. If the easement involves a Community Title then the WSC must submit a Community Title Management Statement and plan.

Processing Sydney Water easements Overview

Define Phase

A requirement to change an existing SWC easement, or create a new SWC easement may result from an investigation of an application in e-Developer. The easement requirement will need to be incorporated into the Notice of Requirements (NOR).

If you determine that a case requires investigation in the define Phase for an existing or new easement then on the "***Investigate Requirements***" work item you will need to select the "Yes" radio button at the relevant question(s):

"Does an existing easement need to be relinquished/reinstated?"
"Is there a proposed easement that may be affected by the Development?"

Your "***Determine Requirements***" work item will contain advice from Product Delivery and Group Property. This advice/requirement can be included in your NOR.

Design Phase

New SWC easement required-

If the Notice/Agreement requires creation of a new easement, then the WSC will need to - from his ***'Submit Design Package'*** work item select the 'Yes' radio button at the question 'Does a new easement need to be created?' e-Developer will generate a work item to enable the WSC to submit the 88B instrument and plan for review and negotiation by Product Delivery and Group Property.

The DSR will ultimately receive the easement Clearance letter when it is attached to his ***'Review PCP Major Works'*** work item.

Existing SWC easement modification-

If the Notice/Agreement requires modifications to existing easements then the WSC will need to - from his ***'Submit Design Package'*** work item - select the 'Yes' radio button at the question 'Does an existing easement need modification?'

He will then attach the documentation with the proposed modifications to his ***'Submit Design Package'*** work item. This can be reviewed by the DSR and will be forwarded by the system to Product Delivery and Group property as part of the design review. Advice and instructions from these business areas should then be included on the Job Specific Letter.

Procedures

The process consists of two procedures:

- Submit easement documents
- Review easement documents

SUBMIT PRIVATE LINE EASEMENT DOCUMENTS

Why	The purpose of this procedure is to enable the WSC to submit the initial or amended Private Line Easement documents. If the easement involves a Private House Service Line, you need to submit the 88B Instrument and plan (Draft). If the easement involves a Community Title, you need to submit the Community Title Management Statement and plan (Draft).
Who	WSC
When	Use this procedure when the *Submit Easement Document* work item is received in your work queue.
Business rules	The appropriate clauses as noted in the Notice of Requirements must be inserted in the easement documents to ensure SWC interests are noted. You must zip all documents before attaching them to a work item. (Refer to: **General tasks** ▶Create and attach documents to work items).

Worksteps

1. From your work queue, click the *Submit Private Easement* work item.
The *Submit Easement Documents* form displays.

2. You need to attach the required easement documents to the Submit Easement Document form.

- If the easement involves a Private House Service Line, you need to attach the 88B Instrument and plan.
- If the easement involves a Community Title, you need to attach the Community Title Management Statement and plan.

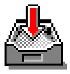
3. Do one of the following:

If	Then ...
You are submitting the initial easement documents	• Go to step 4
You are submitting the amended easement documents	• In the **Resubmit Reason** section, review the DSR's comments. (The DSR's comments will have identified the areas of documentation requiring amendment.) • Go to step 4.

4. To attach the required easement document(s) to the *Submit Easement Documents* form, click select ▶ .
The *Choose File* window displays.

Select the document and click Open.
The selected document is attached to the form.
Repeat this step for each document to be attached to the form.

5. Review the form for completeness and accuracy and update as required.

6. To keep the *Submit Easement Documents* form, click .
The form closes but the work item remains in your work queue to allow you to finish it later.

7. To release the *Submit Easement Documents* form, click .
The form closes and the work item is removed from your work queue.

Result	When the *Submit Easements Documents* form is released, the Review Private Easement work item is sent to the DSRs work queue.

REVIEW PRIVATE LINE EASEMENT DOCUMENTS

Why	The purpose of this procedure is to enable the DSR to review the initial or amended Private Line Easement documents. If the easement involves a Private House Service Line, you need to review the 88B Instrument and plan (Draft). If the easement involves a Community Title, you need to review the Community Title Management Statement and plan (Draft).
Who	DSR
When	Use this procedure when the Review Easement Document work item is received in your work queue.

Worksteps

1.From your work queue, click the *Review Private Easement* work item.
The *Review Easement Documents* form displays.

2. You need to view the easement documents, which are attached to the Review Easement Document form.

To view the documents, click View.
(Refer to General tasks ▶Manage attachments ▶View attached documents).

3. Follow the standard procedures for operating WinZip. (Refer to Getting started ▶Use e-Developer).

4. Review the relevant easement document(s) to ensure SWC requirements, standards and legal interests have been included.

5. When you have finished using a document, close it.

6. Do one of the following:

If	Then ...
This is your initial view of the easement documents	• Go to step 7
This is a review of previously submitted easement documents	• Go to step 8

7. To complete the initial review of the easement documents, do one of the following:

If	Then ...
The easement document(s) meet	• Leave the default as Yes

SWC requirements	• Go to step 9
The easement document(s) do not meet SWC requirements	• Select the No radio button • In the **Please enter reason for resubmission** section, type a description of outstanding requirements that need to be met • Go to step 9

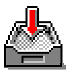
8. To complete the review of the resubmitted easement documents, do one of the following:

If	Then ...
The easement document(s) meet SWC requirements	• Select the Yes radio button • Go to step 9
The easement document(s) do not meet SWC requirements	• Leave the default as No • In the **Please enter reason for resubmission** section, type a description of outstanding requirements that need to be met • Go to step 9

9. Review the form for completeness and accuracy and update as required.

10. When you have completed the work item and are ready to release the form record any relevant information in your e-Developer diary
(refer to: Diary Create diary entry).

11. When you have completed the work item and are ready to release the form record the time taken to complete the work item in your e-Developer timesheet
(refer to: Timesheet Create timesheet entry).

12. To keep the Review Easement Documents form, click  .
The form closes but the work item remains in your work queue to allow you to finish it later.

13. To release the *Review Easement Documents* form, click  .
The form closes and the work item is removed from your work queue.

Result	When the *Review Easements Documents* form is released: • If the WSC is required to resubmit the easement documents, the Submit Private Easement work item is sent to the WSC's work queue One of the following will occur: • If an invalid consent has been received and the consent form has not been resubmitted, the Resubmit Consent work item is sent to the WSC's work queue • If an invalid consent has been received and the consent form has been resubmitted, the

	Review Consent work item is sent to the DSR's work queue. • If a valid consent has been received, the Create S73 Certificate work item is sent to the DSR's work queue.

Process Bonds

DSR On-Line Help

Overview

A WSC may request to bond required works to allow the early release of a Section 73 certificate.

Procedures

This process consists of the following sequential procedures:

- Submit bond request
- Process bond request
- Bond acceptance notice
- Bond rejection notice
- Accept bond
- Compile Section 73 Certificate – early release
- View Section 73 Certificate – early release
- Bond warning
- Bond expiry notification
- Negotiate bond extension
- Process bond call-up
- Call-up bond
- Process bond release

SUBMIT BOND REQUEST

Why	The purpose of this procedure is to enable the WSC to lodge a bond request when the release of the S73 certificate is required prior to the construction of works. This procedure may also be re-used when the form has been released and a copy of a quote and/or additional information has been requested by the DSR.
Who	WSC
When	Use this procedure after a Major Agreement has been executed.
Before you start	Determine if the criteria for an early release of S73 can be satisfied.
Policies and other references	Bonding of Works Policy and Guideline
Business rules	• The bonding facility is only allowed where the request for the bond complies with the criteria within the policy document. • You must zip all documents before attaching them to a work item. (Refer to: **General tasks** ▶Create and attach documents to work items).
Amendments Jul 06	Policy and Guideline titles updated refer to Policies and other references section.

Worksteps

1. From your work queue, click the *Submit Bond Request* work item.
The *Submit Bond Request* form displays.

2. Do one of the following:

If	Then ...
This is a resubmission of the bond request	• Go to step 3.
This is the initial submission of the bond request	• Go to step 8

3. In the **Additional Requirements** section, a memo field displays. Review the DSR's request for additional information.

4. To allow SWC to process your bond request you will need to attach one or more quotation documents to the *Submit Bond Request* form.

5. To attach the documents, click select ▶ beside the relevant service item.
The *Choose File window* displays.

6. Select the document and click Open.
The selected document is attached to the form.

7. Repeat steps 5 and 6 for each additional quotation document.

8. In the **Bond Details** section you will need to select and detail the services to be bonded. Update the following optional fields:
Note:
This step can be repeated for each service type.

Field	Do this ...
Quotation	• Type the quote amount. The contingency factor and the sub total will display.
Construction Time (weeks)	• Type construction time frame in weeks.

When you have finished selecting and detailing the services to be bonded, the Total requested bond amount (for all services) automatically displays.

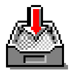
9. Repeat step 8 for each service type.

10. Do one of the following:

If	Then ...
The funds are to be allocated from an existing blanket guarantee?	• Select the Yes radio button • Go to step 11
The funds are not to be allocated from an existing blanket guarantee	• Leave the default as No • Go to step 11

11. In the memo field **reason for bond request** provide your reasons for the bonding request.

12. Review the form for completeness and accuracy and update as required.

13. To **keep** the *Submit Bond Request* form so you can finish the work item later, click  .
The form closes.

14. To **release** the *Submit Bond Request* form, click  .
The form closes and the work item is removed from your work queue.

Result	When the *Submit Bond Request* form is released, the Review Bond Request work item is sent to the DSRs work queue.

PROCESS BOND REQUEST

Why	The purpose of this procedure is to process a bond request resubmitted by the WSC. The bond request may be for one or more service types
Who	DSR
When	Use this procedure when the WSC has submitted or resubmitted a bond request.
Before you start	Determine if the criteria for an early release of S73 can be satisfied.
Policies and other references	• Bonding of Works Policy and Guideline • Work Instruction – Process and Issue of Tax Invoices for e-Developer Projects
Business rules	This work item can only be completed when all services to be bonded have had a design package approved.
Amendments Jul 06	Policy and Guideline titles updated refer to Policies and other references section.

Worksteps

1. From your work queue, click the *Process Bond Request* work item.
The *Process Bond Request* form displays.

2.The **Service Status** section indicates which services are to be bonded and indicates the status of the associated design package approval.

When each package has been approved, the remaining contents of the form (including the release button) are displayed for the DSR to complete.

3. In the **Case Documentation** section, the DSR may view the relevant items of the design package in order to approve the bond request.

4. To view a document in the **Case Documentation** section, click beside the required document. (Refer to: **General tasks** ▶Manage attachments ▶View attached documents).

5. When you have finished using the document, close it.

6. Repeat step 4 and 5 until you have opened all documents displayed in the Case Documentation section.

7. In the **Bond Details** section of the form you may review the quotation, construction time, contingency factor, and sub-total (for each service type) submitted by the WSC.

Sydney WATER

8. To change the contingency factor or time frame, update the following optional fields:

Field	Do this ...
Contingency Factor	• Type a different factor (if required)
Construction Time (weeks)	• Type a different time frame (if required)

Note:
If you do make changes to either the contingency factor or time frame then your reasons should be noted in the case diary.

9. In the Reason for Bond Request section review the WSC's reason for the bond request.

10. If the WSC's bond request indicates that the funds for the bond will be used from an existing blanket guarantee, you will need to check with Corporate Finance that there are sufficient funds to cover this project.

11. In the Bond Approval section do one or more of the following:

If	Then ...
The bond can be approved	You need to ensure that all DSP's, DSP Upsizing and Recovery quotes for all service types are converted to charges prior to releasing this form. • To do this, refer to: **Financial Process** Quotes • Click . The form will close saving the current information. You can return to it later. When you have updated the Financial details and returned to the form: • Leave the default as Yes. • Go to step 12.
The bond cannot be approved	• Leave the default as No • Go to step 18.

12. You will need to create a Bond Agreement. To do this, click **Retrieve template** beside the attached Bonding Agreement.
The agreement document displays ready for you to complete.

13. Complete the Bond Agreement document then save it to the case folder.

14. You also need to create a Tax Invoice for DSP, DSP Upsizing and Recoveries. To do this, click **Retrieve template** beside the attached Bonding Agreement. Select the Tax Invoice document from the e-Developer template main index.

15. Complete the Tax Invoice document then save it to your case folder.

16. You need to zip both the Bonding Agreement and Tax Invoice ready to attach to this form. To do this, refer to: **General tasks** ▶Managing attachments ▶Create and attach documents.

17. To attach the zipped Bonding Agreement and Tax Invoice to the *Process Bond Request* form, click select .
The *Choose File window* displays.

Select the zipped document and click Open.
The selected document is attached to the form

18. In the **Approval comments** section provide any additional comments relevant to your approval of the bond request.

19. Do one of the following:

If	Then ...
More information is not required	• Leave the default as No • Go to step 20
More information is not required	• Select the Yes radio button • Type the reasons why the bond has been rejected in their bond rejection advice memo field. • Go to step 20.

20. Do one of the following:

If	Then ...
The WSC needs to submit additional quotations	• Select the Yes radio button • Go to step 21
The WSC does not need to submit additional quotations	• Leave the default as No • Go to step 22

21. In the **Additional information** section, type any additional information that may be required.

22. Review the form for completeness and accuracy and update as required.

23. Record any relevant information in your e-Developer diary (refer to: **Diary** ▶Create diary entry).

24. Record the time taken to complete the work item in your e-Developer timesheet (refer to: **Timesheet** ▶Create timesheet entry).

25. To **keep** the Process Bond Request form so you can finish the work item later, click .
The form closes.

26. To **release** the Process Bond Request form, click  .
The form closes and the work item is removed from your work queue.

Result	The DSR has reviewed the Bond request. When the *Process Bond Request* form is released either: • The *View Bond Agreement* work item is sent to the WSC's work queue. Refer to: **Process Bonds** Bond Acceptance Notice Or • The *Failed Bond Request* work item is sent to the WSC's work queue. Refer to: **Process Bonds** Bond Rejection Notice Or • The *Submit Bond Request* work item is resubmitted to the WSC's work queue. Refer to: **Process Bonds** Submit Bond Request

BOND ACCEPTANCE NOTICE

Why	The purpose of this procedure is to advise the WSC. • The bond request has been accepted • To view the Bonding Agreement
Who	WSC
When	Use this procedure when a *View Bond Agreement* form is received in your work queue.
Before you start	If DSP, Upsizing and Recovery charges are unpaid you need to keep this work item in your work queue until the outstanding charges have been paid and return to complete it later.
Policies and other references	• Bonding of Works Policy and Guideline • Work Instruction – Process and Issue of Tax Invoices for e-Developer Projects.
Business rules	The Bonding agreement will not be executed until the following occurs: • Outstanding DSP charges are paid; and • A hard copy of the Bond Agreement has been signed by the developer and returned to the DSR along with the bank guarantee or cash bond.
Amendments Jul 06	Policy and Guideline titles updated refer to Policies and other references section.

Worksteps

1. From your work queue, click the *View Bond agreement* work item.
The *Bond Acceptance Notice* form displays.

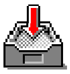
2. You need to view any outstanding DSP, Upsizing and recovery charges.

Field	**Do this ...**
DSP, Upsizing and recoveries charges are unpaid.	• The total will display in the form. Outstanding charges will need to be paid prior to the execution of the bonding agreement. • Go to step 3.
DSP, Upsizing and recoveries charges are paid.	• A total of $0.00 outstanding charges will display in the form. • Go to step 3.

3. To view the Bonding Agreement, click View. (Refer to: General tasks ▶Manage attachments ▶View attached documents).
Review the Bonding Agreement and attached Tax Invoice for outstanding charges (if applicable).

4. Print a copy of the Bond Agreement document and Tax Invoice (if applicable). The hard copy of the Bond Agreement must be signed by the developer and returned to SWC. The payment and tax invoice for outstanding DSP, Upsizing and Recovery charges must be forwarded to the DSR.

5. When you have finished using the document close the window.

6. Click  .
The form will close saving the current information. You can return to it later.

7. When the Developer has paid all outstanding DSP, Upsizing and Recovery charges and you have returned to the form, in the Acceptance of the Bonding Agreement section, do one of the following:

If	**Then ...**
If you accept the Bonding Agreement	• Select the Yes radio button. • Go to step 8.
If you do not accept the Bonding agreement	• Leave the default as No • Go to step 8.

8. Review the form for completeness and accuracy and update as required.

9. To **keep** the *Process Bond Request* form so you can finish the work item later, click  .
The form closes.

10. To **release** the *Process Bond Request* form, click  .
The form closes and the work item is removed from your work queue.

Result	When the *Bond Acceptance Notice* form is released, then: • If you accept the Bond Agreement, the *Execute Bond Agreement* work item is sent to the DSR's work queue (refer to: **Process Bonds** ▶ Accept Bond); Or • If you do not accept the Bond Agreement the bond procedure ends and will not continue beyond this point.

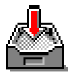
BOND REJECTION NOTICE

Why	The purpose of this procedure is to advise the WSC that the bond request has been rejected
Who	WSC
When	Use this procedure when you receive a Failed Bond Request
Policies and other references	Bonding of Works Policy and Guideline
Amendments Jul 06	Policy and Guideline titles updated refer to Policies and other references section.

Worksteps

1. From your work queue, click the *Failed Bond Request* item in your work queue.
The *Bond Rejection Notice form* displays.

2. In the **Rejection Advice** section, a memo field displays the reasons why the Bond request has been rejected.

3. To **keep** the *Bond Rejection Notice* form so you can finish the work item later, click  .
The form closes.

4. To **release** the *Bond Rejection Notice* form, click  .
The form closes and the work item is removed from your work queue.

Result	When the *Bond Rejection Notice* form is released no further Bond Process action will follow. The case will continue through the design, construct and finalise phases of e-Developer.

ACCEPT BOND

Why	The purpose of this procedure is to allow the DSR to ensure all conditions for the execution of the bond have been met.
Who	DSR
When	Use this procedure when the WSC has indicated an acceptance of the bonding agreement
Policies and other references	• Bonding of Works Policy and Guideline
Business rules	When a Bonding Agreement has been accepted, it cannot be executed until the following occurs: • DSP, Upsizing and Recovery charges are paid; and • Two paper copies of the Bond Agreement have been signed by the Developer and witnessed and returned to the DSR along with the Bond (bank guarantee) or Security (cash, Bank Cheque or Personal/Corporate Cheque).
Amendments Oct 06	Inserted step 7 - archiving of bond agreement details.

Worksteps

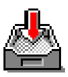
1. From your work queue, click the *Execute Bond Agreement* work item.
The *Execute Bond Agreement form* displays.

2. In the **Financial Status – Outstanding Charges** section, any outstanding DSP, Upsizing and Recovery charges are displayed (by the relevant service types), which are applicable to the development application.

3. In the **Bonding Agreement** section click View.
(Refer to: **General tasks** Manage attachments View attached documents).

4. Review the Bonding Agreement. You may need to print or note the security amount(s). When you have finished close the document.

5. Do one of the following:

Field	Do this ...
The bond paperwork and payment have been received.	• Select the Yes radio button • Go to step 6.
The bond paperwork and payment have not been received.	• Leave the default as No. • You will need to contact the WSC and ask for the Bond/Security payment and Bond Agreement documents to be sent in.  • Click . The work item closes and returns to your work queue until you receive the outstanding paperwork and/or payment.

	• When you return to the form, repeat steps 2 to 5.

6. Do one of the following:

If	Then ...
The Bonding Agreement is satisfactory	• Select the Yes radio button. The Enter Requirements memo field will no longer display. • Go to step 7.
The Bonding Agreement is not satisfactory	• Leave the default as No • You must type your reason for not executing the Bond Agreement in the **Enter Requirements** memo field. • Click  . The work item closes and returns to your work queue until the outstanding issues are resolved.

7. You need to archive a copy of the signed and executed agreement. To do this,

- Scan one of the signed and executed bond agreement
- Save to the case folder on the T:drive (refer to: General Tasks ▶Create and attach documents to work items).
- Send one of the signed Bond Agreement to Records and Distribution Management, Level 8 Head Office (DX 2510W) and the other copy to the WSC.

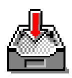
8. You will need to update the financial details of the development application with the security/bond payment details. Click on the **financial summary** link in the form.

The *Add Security* screen automatically displays for you to enter the security details. (Refer to: **Financial process** ▶Securities).

9. Review the form for completeness and accuracy and update as required.

10. Record any relevant information in your e-Developer diary. Refer to **Diary** ▶Create, view and update a diary entry.

11. Record the time taken to complete the work item in your e-Developer timesheet. Refer to: Timesheet ▶Create, view and update a timesheet entry.

12. To **keep** the *Accept Bond* form so you can finish the work item later, click  .
The form closes.

13. To **release** the *Accept Bond* form, click  .
The form closes and the work item is removed from your work queue

Result	When the *Accept Bond* form is released, the *Create S73 Certificate* work item is sent to the DSRs work queue. Refer to: **Process Bonds** ▶Compile Section 73 Certificate - early release

COMPILE SECTION 73 CERTIFICATE - EARLY RELEASE

Why	The purpose of this procedure is to create a S73 certificate in the cases where a bond has been accepted for the early release of a S73 certificate.
Who	DSR
When	Use this procedure when you receive the Create S 73 Certificate work item.
Before you start	You must create a hard copy of the S73 certificate: • The original copy to be forwarded to the WSC. • A copy forwarded to the Local Government Office.
Business rules	• A Bond Agreement will need to have been executed. • A Bank Guarantee or Cash Bond will need to have been received by SWC. • Any other outstanding conditions from the Notice of Requirements need to have been satisfied. • You must zip all documents before attaching them to a work item. (Refer to: **General tasks** ▶Create and attach documents to work items).

Worksteps

1. From your work queue, click the *Create S73 Certificate* work item.
The *Create S73 Certificate form* displays.

2. In the **Case Documentation** section you may view the Bonding Agreement and Consent prior to creating the S73 certificate.

3. In the **Bonding Agreement** section, to view the document click View. (Refer to: **General tasks** ▶Manage attachments ▶View attached documents).

When you have finished close the document.

4. Do one of the following:

If	Then ...
Easement requirements have been identified	• Review the details displayed in the **Easement Requirements** section. • Go to step 5.
No Easement requirements have been identified	• Go to step 5.

5. In the **Financial Details** section, review any outstanding DSP, Recovery and any other outstanding charges.

6. In the **Additional Requirements** section, do one of the following:

If	Then ...
Associated Major Infrastructure requirements	• Select the Yes radio button.

have been satisfied	• Go to step 7.
Associated Major Infrastructure requirements have not been satisfied	• Leave the default as No • Go to step 7.

7. In the **Certificate Release** section, update the following **mandatory** fields:

Field	Do this ...
Please specify Approving Officer 1	• Click and select the name of the approving officer (DSR)
Please specify Approving Officer 2	• Click and select the name of the delegated approving officer 2

8. You need to create a Section 73 Certificate. To do this, click the **Retrieve Template** link.
The Section 73 Certificate document displays ready for you to customise it as required.

When you have completed the Section 73 Certificate save it to the Case Folder.

9. To attach your document to the *Compile Section 73 Certificate* form, click select .
The *Choose File window* displays.

10. Select the document and click Open.
The selected document is attached to the form.

11. Review the form for completeness and accuracy and update as required.

12. When you have completed the form and are ready to release the work item, record any relevant information in your e-Developer diary. Refer to: **Diary** Create, view and update a diary entry.

13. When you have completed the form and are ready to release the work item, record the time taken to complete the work item in your e-Developer timesheet. Refer to: **Timesheet** Create, view and update a timesheet entry.

14. To **keep** the *Compile Section 73 Certificate* form, click .
The form closes but the work item remains in your work queue to allow you to finish it later.

15. To **release** the *Compile Section 73 Certificate* form, click .
The form closes and the work item is removed from your work queue.

Result	When the *Compile Section 73 Certificate* form is released, the View S73 Certificate work item is sent to the WSCs work queue.

VIEW SECTION 73 CERTIFICATE - EARLY RELEASE

Why	The purpose of this procedure is to view the Section 73 Certificate.
Who	WSC
When	Use this procedure after the Bonding Agreement has been executed.
Policies and other procedures	Bonding of Works Policy and Guidelines
Business rules	• The Developer is required to complete construction within the time frame detailed in the Bond Agreement. • An automatic reminder will be issued two weeks prior to the expiry of the time frame.
Amendment Jul 06	Policy and Guideline titles updated refer to Policies and other references section.

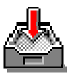
Worksteps

1. From your work queue, click the *View S73 Certificate* work item.
The *View S73 Certificate* form displays.

2.In the **Case Documentation** section, to view the S73 certificate, click View.

3. Review the S73 Certificate document. When you have finished, save the S73 certificate document (to create a permanent record) and close the document.

4. Review the form for completeness and accuracy and update as required.

5. To **keep** the *View S73 Certificate* form, click  .
The form closes but the work item remains in your work queue to allow you to finish it later.

6. To **release** the *View S73 Certificate* form, click  .
The form closes and the work item is removed from your work queue.

Result	When the *View S73 Certificate* form is released, the case continues through the design, construct and finalisation phases of e-Developer. If you have not submitted a *Project Completion Package* two (2) weeks prior to the expiry of the Bond Agreement, a notification will be sent to the WSC's work queue. You may then negotiate a bond extension if required.

BOND WARNING

Why	The purpose of this procedure is to: • Notify the WSC that the agreed Bond period will expire in 2 weeks • Allow the WSC to apply for an extension to the Bond period.
Who	WSC
When	Use this procedure when the Warning - Bond Expiry work item is received in your work queue.
Policies and other references	Bonding of Works Policy and Guideline
Business rules	• The construction work will need to be completed within two weeks of receiving this notice. • If the construction work cannot be completed within 2 weeks, you will need to renegotiate the Bond Agreement. • If the Bond period expires and it has not been renegotiated, the Process Bond Call-Up notification will be issued.
Amendments Jul 06	Policy and Guideline titles updated refer to Policies and other references section.

Worksteps

1. From your work queue, click the *Warning - Bond Expiry* work item.
The *Bond Warning form* displays.

2. The current Bond Agreement period is displayed in weeks. This notification is to advise you that your Bond Agreement will expire in two weeks.

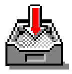
3. Do one of the following:

If	Then ...
You wish to apply for an extension	• Select the Yes radio button • Go to step 4.
You do not wish to apply for an extension	• Leave the default as No • Go to step 6.

4. Update the **requested extension period** field with the number of weeks by which you wish to extend the bond period.

5. In the **Please provide your reason** memo field; type your explanation for the requested extension of the bond period.

6. Review the form for completeness and accuracy and update as required.

7. To **keep** the *Bond Warning* form so you can finish the work item later, click  .
The form closes.

8. To **release** the *Bond Warning* form, click  .
The form closes and the work item is removed from your work queue.

Result	When the *Bond Warning* form is released, the Negotiate Bond Extension work item is sent to the DSRs work queue. Refer to: **Bond Process** Negotiate Bond Extension.

BOND EXPIRY NOTIFICATION

Why	The purpose of this procedure is to: • Notify the WSC that the agreed Bond period has expired • Allow the WSC to apply for an extension to the Bond period.
Who	WSC
When	Use this procedure when the *Expiry - Bond Agreement* work item is received in your work queue.
Policies and other references	Bonding of Works Policy and Guideline
Business rules	If no renegotiation has been entered into with SWC within 30 days of the Notify Bond Expiry being issued, the *Process Bond Call-Up notification* will be issued. This will enable SWC to call up the bank guarantee or cash bond without additional notice**.**
Amendments Jul 06	Policy and Guideline titles updated refer to Policies and other references section.

Worksteps

1. From your work queue, click the *Expiry - Bond Agreement* work item.
The *Expiry - Bond Agreement form* displays.

2.The current Bond Agreement period is displayed in weeks. This notification is to advise you that your Bond Agreement has expired.

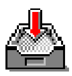
3. Do one of the following:

If	Then ...
You wish to apply for an extension	• Select the Yes radio button • Go to step 4
You do not wish to apply for an extension	• Leave the default as No • Go to step 6

4. Update the **requested extension period** field with the number of weeks by which you wish to extend the bond period.

5. In the **Please provide your reason** memo field, type your explanation for the requested extension of the bond period.

6. Review the form for completeness and accuracy and update as required.

7. To **keep** the *Expiry - Bond Agreement* form so you can finish the work item later, click  .
The form closes.

8. To **release** the *Expiry - Bond Agreement* form, click  .
The form closes and the work item is removed from your work queue.

Result	When the *Expiry - Bond Agreement* form is released, the Negotiate Bond Extension work item is sent to the DSRs work queue.

NEGOTIATE BOND EXTENSION

Why	The purpose of this procedure is to review a request for an extension of time to a previously agreed bond period.
Who	DSR
When	Use this procedure when either a Warning - Bond Expiry work item or Expiry – Bond Agreement work item has been released by a WSC.
Policies and other references	Bonding of Works Policy and Guideline
Business rules	• If an extension to the agreed period is approved, the DSR must create another bond agreement with the revised period and any other terms negotiated. • You must zip all documents before attaching them to a work item. (Refer to: **General tasks** ▸ Create and attach documents to work items).
Amendments Jul 06	Policy and Guideline titles updated refer to Policies and other references section.

Worksteps

1. From your work queue, click the Negotiate Bond Extension work item. The Negotiate Bond Extension form displays.

2. In the **Bond Request** section you may review the details of the current bond period, the requested extension period and the reasons for the request for an extended period.

3. In the **Approve Bond** section do one of the following:

If	Then ...
You wish to approve the extension period	• Select the Yes radio button. • Go to step 4.
You do not wish to approve the extension period	• Leave the default as No • Go to step 8

4. Update the following **mandatory** field:

Field	Do this ...
Approved extension period	• Type in the approved extension period. • Go to step 5.

5. You need to create a new bonding agreement. To do this, click the Retrieve Template link.
The Bond Agreement displays ready for you to customise it as required.

- When you have completed the Bond Agreement, save it to the case folder.
- Ensure that you have zipped the document in readiness to attach to this form.

6. To attach your Bond Agreement document to the Negotiate Bond Extension form, click select
The Choose File window displays.

7. Select the document and click Open.
The selected document is attached to the form.
8. Review the form for completeness and accuracy and update as required.

9. When you have completed the form and are ready to release the work item, record any relevant information in your e-Developer diary.

Refer to: Diary Create, view and update a diary entry

10. When you have completed the form and are ready to release the work item, record the time taken to complete the work item in your e-Developer timesheet.

Refer to: Timesheet Create, view and update a timesheet entry

13. To **keep** the *Negotiate Bond Extension* form so you can finish the work item later, click .
The form closes.

14. To **release** the *Negotiate Bond Extension* form, click .
The form closes and the work item is removed from your work queue.

Result	When the *Negotiate Bond Extension* form is released either: • An extended bond period has been approved and a notification is sent to the WSCs work queue. Or • The extended bond period has been rejected and a *Notify Rejection* notification is sent to the WSCs work queue.

PROCESS BOND CALL-UP

Why	The purpose of this procedure is to: allow the DSR to determine if part or all of a Bond will be called up, with the funds being used to complete the works. You may however, consider that construction is nearing completion and keep this work item. In this instance the DSR should consult the Team Leader or Business Manager for direction, prior to completing the Process Bond Call-up form. If the works cannot be finalised within a satisfactory time period, return to this work item and call up the bond.
Who	DSR
When	Use this procedure when the Process Bond Call-up work item is received in your work queue..
Policies and other references	Bonding of Works Policy and Guideline
Business rules	• This procedure is required thirty days after the agreed or renegotiated bonding period has expired. • An WSC may not, at this stage, request an extension to the bonding period.
Amendments Jul 06	Policy and Guideline titles updated refer to Policies and other references section.

Worksteps

1. From your work queue, click the *Process Bond Call-up* work item.
The *Process Bond Call-up form* displays.

2. The current bond period is displayed in weeks. Bonding details for the individual services (including the total bond value) are also displayed. You should consider the information in this section prior to calling up the bond.

3. Do one of the following:

If	Then ...
You want to call up the bond	• Select the Yes radio button You will need to use the current manual process to call up the bond • Go to step 5
You do not want to call up the bond	• Leave the default as No • Go to step 4

4. You will need to keep this form and monitor the progress of the construction works.

Complete a diary entry noting your reasons for not calling up the bond. (Refer to: **Diary** Create, view and update a diary entry).

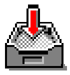
5. Review the form for completeness and accuracy and update as required.

6. When you have completed the form and are ready to release the work item, record any relevant information in your e-Developer diary.

Refer to: **Diary** Create, view and update a diary entry

7. When you have completed the form and are ready to release the work item, record the time taken to complete the work item in your e-Developer timesheet.

Refer to: **Timesheet** Create, view and update a timesheet entry

8. To **keep** the *Process Bond Call-up* form so you can finish the work item later, click  .
The form closes.

9. To **release** the *Process Bond Call-up* form, click  .
The form closes and the work item is removed from your work queue.

Result	When the *Process Bond Call-up* form is released either: • If you decided to call up the bond, the Call-up Bond work item is sent to the DSRs work queue. Refer to: **Bond Process** Call-up Bond **Or** • If you did not call up the bond this procedure is completed and no further step is invoked. You need to monitor the progress of works to ensure timely completion.

CALL-UP BOND

Why	The purpose of this procedure is to record the call up of part or all of a bond.
Who	DSR
When	Use this procedure when the *Call-up Bond* work item is received in your work queue.
Before you start rules	You will need to have performed the manual process steps required to call up the bond.
Policies and other references	Bonding of Works Policy and Guideline
Amendments Jul 06	Policy and Guideline titles updated refer to Policies and other references section.

Worksteps

1. From your work queue, click the *Callup Bond* work item.
The *Callup Bond form* displays.

2. In the **Bond Details** section you will find displayed the original and the current bond amounts. Update the following mandatory fields:

Field	Do this ...
Enter Bond amount called up	Type in the bond amount, which has been called up
Enter SWC receipt number for bank cheque	Type in the receipt number for the bank cheque received

3. You will need to update the financial status of the development application with the bond call-up details (Refer to: **Financial Process** ▶Payments).

4. Review the form for completeness and accuracy and update as required.

5. When you have completed the form and are ready to release the work item, record any relevant information in your e-Developer diary.
Refer to: **Diary** ▶Create, view and update a diary entry

6. When you have completed the form and are ready to release the work item, record the time taken to complete the work item in your e-Developer timesheet.
Refer to: **Timesheet** ▶Create, view and update a timesheet entry

7. To **keep** the *Callup Bond* form so you can finish the work item later, click .
The form closes.

8. To **release** the *Callup Bond* form, click .
The form closes and the work item is removed from your work queue.

Result	When the *Callup Bond* form is released, the process for calling up the bond has been completed.

PROCESS BOND RELEASE

Why	The purpose of this procedure is to enable the DSR to determine if a Bond / Security can be released and if so, to record the details of the release.
Who	DSR
When	Use this procedure when the *Release Bond* work item is received in your work queue.
Before you start	Review the Bond Agreement document and identify all bonding conditions that must be met prior to releasing the bond.
Business Rules	The bond/security can only be released when: • all new reticulation services have been constructed to SWC standards • any outstanding DSP, Upsizing and Recovery charges have been made • all conditions of the Bond Agreement have been met. You must zip all documents before attaching them to a work item. (Refer to: General Tasks Create and attach documents to work items).
Policies and other references	• Bonding of Works Policy and Guideline • Procedures - Refund Procedure • Procedures - ATP Instructions
Amendments Jul 06	Policy and Guideline titles updated refer to Policies and other references section.

Worksteps

1. From your work queue, click the *Release Bond* work item.
The *Process Bond Release - Major Works* form displays.

2. In the **Financial Status - Outstanding Charges** section, any outstanding charges are displayed by the relevant service types, which are applicable to the development application.

Review the table and determine if you need to raise any additional charges that may be applicable to your case.

3. You will need to update the financial details with the bond/security release details. To do this, click on the Financial Summary link in the form.

The Add Security screen automatically displays for you to enter the bond/security release details. (Refer to: Financial Process Securities).

4. Review the form for completeness and accuracy and update a required.

5. When you have completed the work item and are ready to release the form record any relevant information in your e-Developer diary (refer to: Diary Create Diary Entry)

6. When you have completed the work item and are ready to release the form record the time taken to complete the work item in your e-Developer timesheet (refer to: Timesheet Create timesheet entry).

9. To keep the *Process Bond Release - Major Works* form click .
The form closes but the work item remains in your work queue to allow you to finish it later.

10. To release the *Process Bond Release - Major Works* form, click  .
The form closes and the work item is removed from your work queue.

Result	When the *Process Bond Release - Major Works* form is released: • The Bank Guarantee has been returned to the Financial Institution, or the cash security released • The WSC has been advised of the Bank Guarantee release • The *Review NOR Requirements* workitem will go to the Finalisation DSR

Project Variation

DSR On-Line Help

Overview

The purpose of this procedure is to enable the WSC to submit a project variation request that may be required after the Design Package(s) has been released for the construction phase of the works.

The process begins when the WSC submits the Project Variation Request for review and approval by SWC. Only when the Project Variation approval is given by SWC can the WSC vary the proposed works.

The Submit Project Variation work item may be repeated for each service type, where asset creation is required. These work items can be processed concurrently.

SWC will review the project variation request for compliance to:

- The National Code and SWC Supplement specifications
- SWC operational requirements
- Supplier Listing and capabilities
- Asset Creation Work Manual number 6, Supplier Instructions.

The process concludes when all project design and/or construction requirements have been met. The Project Variation Approval or Rejection notification is released to the WSC for completion of the works.

Procedures

The Project Variation process consists of the following sequential procedures:

- Submit project variation
- Review project variation Developer Service Representative (DSR)
- Review project variation – Civil Maintenance
- Review project variation – Product Delivery/Product and Asset Planning (Stormwater)
- Review project variation – Group Property

SUBMIT PROJECT VARIATION

Why	The purpose of this procedure is to enable: • The WSC to request a variation to the design plan previously released for the construction phase of the project • The WSC to notify SWC of the construction commencement date (deferred or restart). This will allow SWC to review and reschedule the necessary audits • SWC to approve the variation of a project • SWC's geographic database to update, thereby reducing the adverse impacts of design variations on building approvals. There will be a separate Submit Project Variation work item for each service type. As these work items are directed to different business units they can be processed in parallel.
Who	WSC
When	Use this procedure when a variation to the existing design package is required Use this procedure when a Form A (Request for Isolation/Flow Management of an Asset) is to be submitted.
Before you start	You will need to have prepared the components of your amended design package for attachment to this form. In particular, a digital sketch of the proposed change will need to be available to attach to the Submit a design variation form. Determine if, due to the project variation, the development: • Will have a significant environmental or heritage impact. If so you will need to have prepared - a project specific Review of Environmental Factors (REF) and - a project specific Environmental Management Plan (EMP). • Will impact on a previous funding approval for SWC contribution to the project costs. If so, you will need to submit revised construction quotes for the funding approval amount. SWC may need to adjust the funding approval.
Business rules	The WSC must ensure that written approval for the design variation has been obtained from the owner and/or prospective purchasers. You must zip all documents before attaching them to a work item. (Refer to: **General tasks** Create and attach documents to work items).
Amendments August 09	New Variation process (Multiple Variations). • Amended steps 1 - 10

Worksteps

1. From the e-Developer main menu, select Submit Variation.
The *Submit Project Variation* form displays.

2. To enable the search function, do one of the following:

If	Then ...
You wish to search by Case Number	• Type the case number of the development application • Click **.** The *Submit Project Variation screen* displays showing the required information • Go to step 3.
You wish to search by Street Details	• Type the street name of the development application • Click **.** The *Submit Project Variation screen* returns a Case List of any matching records. • Go to step 3.
You wish to search by Description (suburb)	• Type the suburb name of the development application • Click **.** The *Submit Project Variation screen* returns a Case List containing any matching records. • Go to step 3.
You selected the **Plan Type and Number** as a search type	• Type the plan type and number. **Note:** Plan Type is not mandatory. For example, DP is not required. • Click . The *Submit Project Variation screen* displays showing the required information • Go to step 3.
You wish to search by FMIS Invoice Number	• Type the FMIS invoice number of the relevant development application. **Note:** As you enter the FMIS invoice number, all other fields are greyed out and not available for you to type details. • Click . The *Submit Project Variation screen* displays showing the required information • Go to step 3.
You wish to search by CAR Number	• Type the CAR number of the relevant development application. **Note:** As you enter the CAR number, all other fields are greyed out and not available for you to type details. • Click . The *Submit Project Variation screen* displays showing the required information • Go to step 3.

3. In the Service Stream Details section update the following mandatory fields:

Field	Do this ...
Service Type	• Click and select the required service in the Service type **Note:** Only services applicable to the case will display.
Funding Required	• This will display automatically if Funding is required.

4. Do one of the following:

If	Then ...
The project variation involves a deferred or restart construction commencement notification	• The **Constructor Details** section displays • Go to step 5.
The project requires a design package variation	• The **Design Package** section displays • Go to step 6.
The project requires Flow Management Asset Isolation	• You are required to attached Form A and associated documentation • Go to step 7.

5. In the **Constructor Details** section update the following **mandatory** fields:

Field	Do this ...
Capability	Click and select the required construction category
Major Works Constructor	Click and select the relevant Major works category
Key Personnel	Click and select the name of the nominated key personnel or the Design Company from the drop down list

6. You may need to attach the following in the Design Package section:

- Design Plan
- Ancillary Design Plan
- ITP and Associated Checklist
- Design development Checklist
- Construction Quotes
- Permission to Enter
- Easement/Land Documents
- Construction Commencement Notice
- Design Sketch, EMP and REF
  Note:
  To attach documents follow the standard procedures for operating WinZip. (Refer to: **General tasks** Manage attachments Create and attach documents to work items).
- Go to step 8.

7. You need to attached the Form A and associated documents in the Design Package section in the **Ancillary Design Plan** field
   Go to step 8.

8. To attach the documents, click select beside the relevant item.
The *Choose file window* displays.

9. Select the document and click Open.
The selected document is attached to the form.

10. Repeat steps 6,8 and 9 for each additional document to be attached to the form.

11. In the **Please describe the proposed changes to the design package** memo field; you must type a description and explanation for, the proposed changes to the design package.
Note:
If the project variation is for submission of Form A, you must type the following standard text in the mandatory '*Please describe the proposed changes*' memo field:
Please review Form A (Request for Isolation/ Flow Management of an Asset).

12. Review the form for completeness and accuracy and update as required.

13. To **release** the *Submit Project Variation* form, click Save.
A message will appear *Variation has been submitted successfully. On clicking OK this window will close automatically.*

Result	When the *Submit Project Variation* form is released, the Review Project Variation work item is sent to the assigned DSRs work queue.

REVIEW PROJECT VARIATION - DSR

Why	The purpose of this procedure is to enable: SWC to review and approve the variance of a design package SWC to review the commencement date (deferred or restart) and then reschedule the necessary audits SWC's geographic database to be updated, thereby reducing the adverse impacts of design variations on building approvals. There will be a separate Review Variation work item for each service type. These work items can be processed in parallel.
Who	DSR
When	Use this procedure when the Review Variation work item is received in your work queue
Before you start	Access Hydra mapping from the e-Developer main menu. View the development property location and do the following: Identify the existing service locations for water, wastewater, recycled water and stormwater mains Identify the Supply Zone and Catchment areas Identify the proposed subdivision boundaries Identify existing easements.
Business rules	The WSC must ensure that written approval for the design variation has been obtained from the owner and/or prospective purchasers.
Amendments Dec 09	A new procedure resulting from e-Developer enhancement for multiple project variation.

Worksteps

1. From your work queue, click the *Review Variation* work item.
The *Review Variation form* displays. You will receive and email notification of a new variation being submitted. Each Variation has its own unique number.
Note:
Where more than one variation exist on a case, they are displayed as per below:

VARIATION DETAILS

Variation Id	Service Type	DSR Approved?	Additional Audit(s)?
4559	Storm Water	Not Available	Not Available
4552	Storm Water	Not Available	Not Available
4551	Storm Water	Not Available	Not Available

Close

To open a variation when there are multiple variations click on the variation number you wish to view.

Review Variation: - Only one work item exist for this case in the Design DSR Staffware queue. On opening this item, a sub list of all available variations from this case is listed, uniquely identified by the variation number. DSR will then be able to pick one at a time to study the variation and finally release the item. An item can also be saved [keep] without releasing until ready. Where there is only variation in the DSR queue, click open this item from his Staffware queue will bypass the variation sub list and open the variation itself.

Variation Approval & Failure Notification:- As these are notifications, only one item will appear in the WSC queue, however when clicked open, all relevant variations will be listed in one screen itself. There is no concept of sub listing.

General for Review Variation and Audits: - While the individual variation work item is released, the person's queue will continue to exist until all available work items are released. Once all these work items are released, the queue listing will disappear or in other words the parent work item will be released.

2. You need to investigate the proposed variance to the Design Package.

3. In the **Case Header** sections review the following:

Note: The Funding required indicator if included in the original design package submission will display in the case header.

The nominated Construction Company name, key personnel and capability. This information is included if the WSC has nominated a change in constructor in the *Submit Project Variation* form.

If	Then ...
The constructor details display	A change in the nominated constructor or a change in the commencement of works date has been proposed by the WSC. In the **Case Documentation** section, View the Construction Commencement Notice for the deferred or restart dates. You need to ensure that the WSC has provided 2 days notice prior to the restart date Review the ITP to ensure the document reflects the nominated constructor Go to step 9.
The constructor details do not display	Go to step 4.

4. In the **Case Documents** section, review the documentation for compliance to SWC Operational Requirements and Standards and review the explanation and description of the proposed changes.

To view a document, click View beside the required document. (Refer to: **General tasks** ▶ Manage attachments ▶ View attached documents).

5. When you have finished using a document, close it.

6. In the **Variation Description** section, do on of the following:

If	Then ...
You can approve this project variation	If you wish to approve the design variation without referring it to other business units to the following: Leave the default as Yes Go to step 7.
You cannot approve the project changes	Select the No radio button Go to step 12.

7. Do one of the following:

If	Then ...
Are the design changes approved	Leave the default as Yes Go to step 8.
The design changes are not approved	Select the No radio button Type any relevant comments in the memo field Go to step 10.

8. Does the variation impact design?

If	Then ...
The variation design does impact the design	Select the Yes radio button Enter the design date in the **Design Plan Dated** field and the design plan version number in the **Design Plan Version** field. Go to step 10.
The variation design impact does NOT impact the design	Leave the default as No Go to step 10.

9. To allocate the additional audit(s) of the project variation, do one or more of the following:

If	Then ...
You require Civil Maintenance to audit the project variation	Leave the default as Yes **Note:** Civil Maintenance will be able to review the change in the constructor details or the new Construction Commencement Notice (if required) Otherwise, select the **No** radio button.
You require Product Delivery to audit the project variation	Leave the default as Yes Otherwise, select the No radio button
You require Group Property to audit the project variation	Leave the default as Yes Otherwise, select the No radio button
You need to refer the Construction Commencement Notice to Supplier Management	Retrieve a copy of the Construction Commencement Notice (deferred or restart) that has been submitted as a Project Variation and email to the Supplier Management team at: suppliermanagement@sydneywater.com.au

10. Review the work item for completeness and accuracy and update as required.

11. When you have completed the work item and are ready to submit the form, record the relevant information in your e-Developer diary. Refer to: **Diary** Create, view and update a diary entry.

12. When you have completed the work item and are ready to submit the form, record the time taken to complete the work item in your e-Developer timesheet. Refer to: **Timesheet** Create, view and update a timesheet entry.

13. To **keep** the *Review Project Variation* form, click Keep.
The form closes but the work item remains in your work queue to allow you to finish it later.

14. To **release** the *Review Project Variation* form, click Submit.
The form closes and the work item is removed from your work queue.

Result	When the *Review Project Variation* form is released: If approval to the design variation has been given and additional audits are not required, the *Design Variation Approved notification* is sent to the WSCs work queue Or

	If approval to the design variation has not been given and additional audits are required, the *Review Project Variation* work item(s) are sent to the relevant SWC business areas Or If approval to the design variation has been rejected, the *Design Variation Rejection notification* is sent to the WSCs work queue.

Sydney WATER

REVIEW PROJECT VARIATION - CIVIL MAINTENANCE

Why	The purpose of this procedure is to enable Civil Maintenance to audit the Project Variation Request. The audit may include the following: : • Approval or rejection of the proposed variation • Reviewing the commencement date (deferred or restart) • Rescheduling the necessary audits • Ensuring SWC Operation Requirements has been met. There will be a separate Review Variation work item for each service type. These work items can be processed in parallel.
Who	Civil Maintenance Officer
When	Use this procedure when the Review Variation work item is received in your work queue
Before you start	Access Hydra mapping from the e-Developer main menu. View the development property location and do the following: • Identify the existing service locations for water, wastewater, recycled water and stormwater mains (as required). • Identify the Supply Zone and Catchment areas • Identify the proposed subdivision boundaries • Identify existing easements.
Amendments Dec 09	A new procedure resulting from e-Developer enhancement for multiple project variation.

Worksteps

1. From your WAMS Developer work order, click the *Review Variation* link.
The *Review Variation form* displays. You will receive and email notification of a new variation being submitted. Each Variation has its own unique number.
Note:
Where more than one variation exist on a case stream, they are displayed as per below:

VARIATION DETAILS

Variation Id	Service Type	DSR Approved?	
4559	Storm Water	Not Available	Not Available
4552	Storm Water	Not Available	Not Available
4551	Storm Water	Not Available	Not Available

Close

To open a variation when there are multiple variations click on the variation number you wish to view (select the **service type** that the WAMs Developer work order displays).

2. To complete the investigation of the proposed variance to the design package, you need to review the amended documents. In the **Case Documentation** section, for compliance to SWC Operational Requirements and standards Variation Description section, for the explanation and description of the proposed changes.

3. To view a document, click beside the required document. (Refer to: **General tasks** ▶Manage attachments ▶View attached documents).

4. When you have finished using a document, close it.

5. Repeat steps 3 and 4 for each additional document to be reviewed.

6. Do one of the following:

If	Then ...
The nominated Constructor has changed	• The Constructor Details section displays • Go to step 7
The nominated constructor remains the same	• Go to step 8.

7. Review the information in the **Constructor Details** section. Ensure these details are the same as those included in the ITP and will be required for scheduling audit(s) of the works.

8. Do one of the following:

If	Then ...
The nominated Construction Commencement date has changed	• The Construction commencement date displays • Review the document to ensure SWC Requirements have been met • Go to step 9.
The nominated Construction Commencement date remains the same	• Go to step 9.

9. In the **Variation audit** section, do one of the following:

If	Then ...
You can approve this design variation	• Leave the default as Yes • Go to step 10.
You cannot approve the design changes	• Select the No radio button • Go to step 10.

10. Review the work item for completeness and accuracy and update as required.

11. To **keep** the *Review Project Variation* form, click Keep .
The form closes. You can access it again later from the original WAMS work order.
Do not close the WAMS work order until the work item is released.

12. To **release** the *Review Project Variation* form, click Submit .
The form closes.
Close the WAMS work order (if required).

Result	When the *Review Project Variation* form is released: • If approval to the design variation has been given, and all other requested audits have been received, the *Design Variation Approved notification* is sent to the DSR's and WSC's work queue. • Sydney Water's Geographic database is automatically updated. Or • If approval to the design variation has been rejected, and all other requested audits have been received, the *Design Variation Rejection notification* is sent to the WSC's work queue.

REVIEW PROJECT VARIATION - Product Delivery/Asset Planning (Stormwater)

Why	The purpose of this procedure is to enable Product Delivery to audit the Project Variation Request. The audit may include the following: • Approval or rejection of the proposed variation • Reviewing the commencement date (deferred or restart) • Ensuring SWC Operation Requirements has been met. There will be a separate Review Variation work item for each service type. These work items can be processed in parallel.
Who	Operations Officer (formerly know as Product Delivery Officer)
When	Use this procedure when the Review Variation work item is received in your work queue
Before you start	Access Hydra mapping from the e-Developer main menu. View the development property location and do the following: • Identify the existing service locations for water, wastewater, recycled water and stormwater mains (as required). • Identify the Supply Zone and Catchment areas • Identify the proposed subdivision boundaries • Identify existing easements.
Amendments September 2010	• A new procedure resulting from e-Developer enhancement for multiple project variation. • Step 9 added for the Asset Isolation/Flow Management Process

Worksteps

1. From your work queue, click the *Review Variation* work item.
The *Review Project Variation form* displays. You will receive and email notification of a new variation being submitted. Each Variation has its own unique number.
Note: Where more than one variation exist on a case stream, they are displayed as per below:

VARIATION DETAILS

Variation Id	Service Type	DSR Approved?	
4559	Storm Water	Not Available	Not Available
4552	Storm Water	Not Available	Not Available
4551	Storm Water	Not Available	Not Available

Close

To open a variation when there are multiple variations click on the variation number you wish to view.
Note: Only select the **Service Type** that is applicable to you.

2. To complete the investigation of the proposed variance to the design package, you need to review the amended documents in the:

- **Case Documentation** section, for compliance to SWC Operational Requirements and standards
- **Variation Description** section, for the explanation and description of the proposed changes.

3. To view a document, click View beside the required document. (Refer to: **General tasks** ▶ Manage attachments ▶ View attached documents).

4. When you have finished using a document, close it.

5. Repeat steps 3 and 4 for each additional document to be reviewed.

6. Do one of the following:

If	Then ...
The nominated Constructor has changed	• The **Constructor Details** section displays • Go to step 7
The nominated constructor remains the same	• Go to step 8.

7. Review the information in the **Constructor Details** section. Ensure these details are the same as those included in the ITP and will be required for scheduling audit(s) of the works.

8. Do one of the following:

If	Then ...
The nominated Construction Commencement date has changed	• The Construction commencement date displays • Review the document to ensure SWC Requirements have been met • Go to step 9.
The nominated Construction Commencement date remains the same	• Go to step 9.

9. In the **Description of the proposed changes** section, to identify if the variation is for the submission of Form A then the following standard text should read *"Please review the form A (Request for Isolation/Flow Management of an Asset)"*
Note: To View the Form A go to step 3.

10. In the **Variation audit** section, do one of the following:

If	Then ...
You can approve this design variation	• Leave the default as Yes • Go to step 11.
You cannot approve the design changes	• Click the No radio button • **Type any relevant comments in the memo field** • Go to step 11.

11. Review the work item for completeness and accuracy and update as required.

12. To **keep** the *Review Project Variation* form, click Keep.
The form closes but the work item remains in your work queue to allow you to finish it later.

13. To **release** the *Review Project Variation* form, click Submit.
The form closes and the work item is removed from your work queue.

Result	When the *Review Project Variation* form is released: • If approval to the design variation has been given, and all other requested audits have been received, the *Design Variation Approved notification* is sent to the DSR's work queue. • Sydney Water's Geographic database is automatically updated. Or • If approval to the design variation has been rejected, and all other requested audits have been received, the *Design Variation Rejection notification* is sent to the DSR's work queue.

REVIEW PROJECT VARIATION - GROUP PROPERTY

Why	The purpose of this procedure is to enable Group Property to review a Project Variation Request when an easement is a component of the design package.. There will be a separate Review Variation work item for each service type.
Who	• Group Property Officer (GP) • Product and Asset Planning - stormwater (PAPSW)
When	Use this procedure when the Review Variation work item is received in your work queue
Before you start	Access Hydra mapping from the e-Developer main menu. View the development property location and do the following: • Identify the existing service locations for water, wastewater, recycled water and stormwater mains (as required). • Identify the Supply Zone and Catchment areas • Identify the proposed subdivision boundaries • Identify existing easements.
Policies and other references	Easement/Land Operational Guidelines

Worksteps

1. When you receive an e-Developer e-mail, access your e-Developer work queue and click the *Review Variation* work item.
The *Review Project Variation form* displays. You will receive and email notification of a new variation being submitted. Each Variation has its own unique number.
Note:
Where more than one variation exist on a case stream, they are displayed as per below:

VARIATION DETAILS

Variation Id	Service Type	DSR Approved?	Additional
4559	Storm Water	Not Available	Not Available
4552	Storm Water	Not Available	Not Available
4551	Storm Water	Not Available	Not Available

Close

To open a variation when there are multiple variations click on the variation number you wish to view.
Note:
Only select the **Service Type** that is applicable to you.

2. To complete the investigation of the proposed variance to the design package, you need to review the amended documents in the:

- **Case Documentation** section, for compliance to SWC Operational Requirements and standards
- **Variation Description** section, for the explanation and description of the proposed changes.

3. To view a document, click View beside the required document. (Refer to: **General tasks** ▶ Manage attachments ▶ View attached documents).

4. When you have finished using a document, close it.

5. Repeat steps 3 and 4 for each additional document to be reviewed.

6. Do one of the following:

If	Then ...
The nominated Constructor has changed	• The Constructor Details section displays • Go to step 7
The nominated constructor remains the same	• Go to step 8.

7. Review the information in the **Constructor Details** section. Ensure these details are the same as those included in the ITP and will be required for scheduling audit(s) of the works (if required).

8. Do one of the following:

If	Then ...
The nominated Construction Commencement date has changed	• The Construction commencement date displays • Review the document to ensure SWC Requirements have been met • Go to step 9.
The nominated Construction Commencement date remains the same	• Go to step 9.

9. In the **Variation audit** section, do one of the following:

If	Then ...
You can approve this design variation	• Leave the default as Yes • Go to step 10.
You cannot approve the design changes	• Click the No radio button • **Type any relevant comments in the memo field** • Go to step 10.

10. Review the work item for completeness and accuracy and update as required.

11. To **keep** the *Review Project Variation* form, click Keep.
The form closes but the work item remains in your work queue to allow you to finish it later.

12. To **release** the *Review Project Variation* form, click 

.
The form closes and the work item is removed from your work queue.

Result	When the *Review Project Variation* form is released: • If approval to the design variation has been given, and all other requested audits have been received, the *Design Variation Approved notification* is sent to the DSR's work queue. • Sydney Water's Geographic database is automatically updated. Or • If approval to the design variation has been rejected, and all other requested audits have been received, the *Design Variation Rejection notification* is sent to the DSR's work queue.