



# BUSSELTON WATER

## Developer Guidelines

UNGC

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## 1. Design Requirements

- 1.1 To ensure that the concept and design adequacy of the proposed development plans conform with Busselton Water's planning and design, initial requirements, the applicant's Design Engineer shall discuss the broad planning concepts of the design with Busselton Water's Manager, Production and Supply.
- 1.2 All drawing and documentation forming the submission shall be signed by a qualified professional Engineer who has authority to act on behalf of the applicant.
- 1.3 It is the responsibility of the applicant's Design Engineer to ensure that the design complies with Busselton Water's *Water Reticulation Specification* and the *Water Supply Code of Australia (WSA 03-2002)*. Where the two are in conflict, Busselton Water's specification shall be used.

## 2. Initial Submission

- 2.1 The major purpose of the initial submission is for Busselton Water to ensure that the planned works conform with the overall planning.
- 2.2 The initial submission shall consist of a covering letter, a submission cover sheet (refer Attachment A to these guidelines) and the following information:
  - (a) Reference to any previous correspondence quoting Busselton Water's relevant file number.
  - (b) The West Australian Planning Commission reference number where applicable and any other relevant information.
  - (c) A statement that the submission conforms with Busselton Water's planning requirements.
  - (d) A statement setting out the Developer's understanding of who is responsible for funding the various sections of work to the point where it connects to existing Busselton Water infrastructure.
  - (e) A statement confirming that the design has been prepared in accordance with Busselton Water's *Water Reticulation Specification* and the *Water Supply Code of Australia (WSA 03-2002)*. Variations to the standard will be considered separately and an explanation will be required.
  - (f) Letters from the owners of land, other than developer, agreeing in principle to the granting of any easements, reserves and freehold land considered by Busselton Water necessary for the works.
  - (g) Two A1 size copies of the design drawings to scale 1:1000 or 1:2000. The design drawings shall meet Busselton Water standards and use Busselton Water standard symbology for pipes, valves, hydrants, services, flushing points etc (refer Water Corporation drawing number BD62-12-1 showing typical reticulation design plan). The design drawings shall include the following:

- (i) Water Reticulation Layout
- (ii) Pre-calculated cadastral boundaries.
- (iii) Development staging plan (if required)
- (iv) Survey plan showing all existing and proposed services and significant features such as trees etc.

- 2.3 When received, the submission will be checked for conformity with Busselton Water's planning and design requirements and returned within 20 days of the date of submission.
- 2.4 Where additional hydraulic planning is required, Busselton Water will request a review of the supply network and will engage a consulting engineer to undertake that review. All costs associated with the review will be met by the developer. Fees for the review are to be paid prior to its commencement. A quote detailing payment required will be forwarded to the Project Manager/Developer.
- 2.5 Submissions will be stamped "Approved" with any amendments shown in red. The applicant's Design Engineer is to make the amendments required and resubmit to Busselton Water as a final submission.

### **3. Final Submission**

- 3.1 The final submission shall consist of a covering letter, a submission cover sheet (refer Attachment B to these guidelines) and the following information:
- (a) A statement that the final submission conforms with the initial submission as accepted by Busselton Water including all amendments.
  - (b) A statement listing the authorities for which project approval has been obtained including environmental and cultural clearances along with copies of any conditions that have been imposed by those authorities on the construction or operation of works.
  - (c) Final copies of design drawings, A Electronic Microstation / Autocad format (DGN/DWG) and PDF format spatially correct to MGA94 all levels to be based on AHD.
- 3.2 Final submissions for works associated with the subdivision will not be accepted by Busselton Water until it receives conditional approval from the Western Australian Planning Commission.

### **4. Acceptance of a Final Submission**

- 4.1 Acceptance by Busselton Water of the submitted documents shall not relieve the applicant's Design Engineer of the responsibility for any discrepancies, errors, omissions, and adequacy of the design and or conformance with the relevant standards.
- 4.2 The plans shall be signed by Busselton Water to indicate that the final submission is approved. A copy of the stamped final drawings will be returned to the applicant's Design Engineer within 10 working days from the date received.
- 4.3 The final submission will remain valid for a period of 12 months from the date of the approved final plan. If construction has not started within this period, the acceptance will lapse and the submission will need to be reconsidered.

- 4.4 Once the final submission is approved any future alterations to the design will require further approval Busselton Water.
- 4.5 The following payments are required at the approval of the final submission or prior to the commencement of the pre-start meeting:
- (a) Busselton Water supervision fee, 2.5% of agreed contract price (minimum \$500).
  - (b) Live mains connection fee.
  - (c) Pre-laid meter connections.
  - (d) Headworks contributions.
  - (e) Leak detection test
- 4.6 For early clearance, the developer will be required to provide a Bank Guarantee for the total cost of the works (Contract Price plus GST). Where the contract price is not submitted, Busselton Water will make this determination.
- 4.7 Headworks contribution fees can be deferred at commencement of works. These fees must be paid prior to request for Busselton Water to issue clearance of water conditions for subdivision as part of the WAPC process.

## **5. Pre Start-Up Meeting Requirements**

- 5.1 At least 10 working days notice shall be given to Busselton Water prior to the commencement of works. The developer shall provide the notice in writing with the following information:
- (a) The name of the Construction Engineer and its contact details.
  - (b) The name and contact details of the Contractor and or Subcontractors undertaking the works.
  - (c) The contract price of the works, including a cost breakdown of the works and GST where applicable.
  - (d) The proposed date for commencement of works.
- 5.2 Before construction commences, the Construction Engineer shall ensure:
- (a) The Final Submission has been approved by Busselton Water.
  - (b) The Contractor employs personnel who have appropriate skills and certified accreditation for the performance of the tasks in which they are involved.
  - (c) Confirmation that all fees required by Busselton Water have been paid.
  - (d) Written notice is given to property owners affected by the works, (other than that owned by the developer).
  - (e) Engineer shall ensure that written notice regarding the works is given to the occupiers of such properties at least 10 days notice prior to the commencement of works.

## **6. Start-Up Meeting**

- 6.1 No works shall commence on the construction of water reticulation until such time as a start-up meeting is held with the representatives of Busselton Water.

- 6.2 Prior to commencement of the works, the applicant's Construction Engineer shall contact Busselton Water's Planning/ Safety Officer for the pre-start to works meeting. From this point forward, arrangements are to be made directly with that officer.
- 6.3 The applicant's Construction Engineer shall ensure that a record of the meeting is made. This record shall detail the key information and any agreements reached.
- 6.4 The following issues shall be addressed at the 'Start-Up' meeting:
- (a) Dates for commencement and completion of construction.
  - (b) A method of isolating the new works from existing works and any connections required during construction.
  - (c) An inspection plan, detailing hold points of the works (including testing). Proposed dates for inspections and any requirements necessary to facilitate these inspections.
  - (d) The nomination of additional staff who will access the site during the works, to carry out inspections.
  - (e) Contact and reporting arrangements including signing of the site inspection reports.
  - (f) Arrangements for the protection of Busselton Water Assets.
  - (g) Arrangements for the inspections and testing.
  - (h) Milestone meeting at which joint attendance is required.
  - (i) Commissioning of the asset.
  - (j) A copy of the meeting record shall be forwarded to Busselton Water's Planning/ Safety Officer prior to the first inspection.
- 6.5 If there is a change in contractor before or during works, the Construction Engineer shall notify Busselton Water of the new contractor's name and contact information.

## **7. Inspection of Works during Construction**

- 7.1 The contractor shall be responsible for ensuring that safety and environmental practices comply with relevant acts with respect to the works and the work site at all times. Busselton Water's inspectors will not enter sites that they consider unsafe.
- 7.2 Should the contractor continue works past a hold point without approval from the Busselton Water representative, it shall be the contractor's responsibility to uncover and or test any works at the direction of Busselton Water. If at this time an inspection fails, all subsequent inspections by Busselton Water will be at the contractor's cost.
- 7.3 The Construction Engineer shall arrange for the provision of all personnel and equipment required for scheduled inspections and tests.
- 7.4 The Construction Engineer shall ensure the works are inspected and tested in the presence of a Busselton Water representative, such that it meets Busselton Water's requirements.
- 7.5 The Construction Engineer shall ensure a log of all inspections and tests undertaken are maintained. Busselton Water will require a New Works Site Inspection Report to be signed by the Construction Engineer or his representative. The Construction Engineer's shall record the following information:
- (a) Inspections and or tests witnessed during the works, which were considered satisfactory. To this effect the Construction Engineer shall sign the following

statement on the Construction Engineer's log. ("I am satisfied that the above inspection and tests have been carried out,").

- (b) Inspections and/or tests witnessed during the works, which were considered unsatisfactory.
  - (c) Details of any remedial action undertaken during the works as a result of an unsatisfactory inspection prior to re-inspection.
  - (d) The Construction Engineer witnessing the inspection and or test shall sign the log.
  - (e) The Construction Engineer shall notify Busselton Water's Planning/ Safety Officer when the stages of construction as agreed at the 'Start-Up' meeting are about to be achieved. These stages may be revised during the construction period by mutual agreement.
- 7.6 The Construction Engineer shall give no less than 24 hours' notice of any request for a progressive site inspection.
- 7.7 Upon arrival at the site, Busselton Water staff shall advise the person in charge of the site prior to conducting any inspection.
- 7.8 At each inspection the Busselton Water Inspector will complete a site inspection report. The report shall describe the works inspected and any non-conformances identified. Where practical, photos are to be taken.
- 7.9 The Site Inspection Report shall be signed on site by the site representative as agreed at the 'Start-Up' meeting.
- 7.10 The Busselton Water Inspector shall provide a copy of the Site Inspection Report to the site representative as agreed at the 'Start-Up' meeting.
- 7.11 Inspections by Busselton Water do not in any way relieve Construction Engineers of responsibility for ensuring works are in accordance and comply with requirements of technical manual or design standard.

## **8. Connection to Live Mains**

- 8.1 Where applicable, a traffic management plan is to be prepared by the contractor and submitted to the relevant local authority for approval.
- 8.2 The Construction Engineer shall give no less than 10 working days notice when requesting a connection to live mains.
- 8.3 Pipe work to be connected shall be constructed on the same vertical and horizontal alignment as the existing pipe work.
- 8.4 Works will not be connected unless a site pressure test is undertaken and witnessed by Busselton Water and the relevant test data sheet (refer Attachment C) is signed by the Contractor's representative and submitted to Busselton Water in accordance with Busselton Water's Water Reticulation Specification.



## **9. Joint Final Inspection**

- 9.1 When the works have been completed the Construction Engineer shall arrange a joint final inspection with Busselton Water's Planning/ Safety Officer.
- 9.2 The Construction Engineer shall provide no less than two working days' notice for the joint final inspection.
- 9.3 At the conclusion of the joint final inspection, Busselton Water's Planning/ Safety Officer will complete a New Works Site Inspection Report. The report shall describe the works inspected and any non-conformance.
- 9.4 Where the works are deemed to be acceptable, Busselton Water's Planning/ Safety Officer shall arrange for a final inspection clearance to be issued to the Construction Engineer.
- 9.5 Final inspection activities will include the following:
- (a) Connections complete (by Busselton Water).
  - (b) Surface cover and other fittings to Busselton Water Standards.
  - (c) Hydrants, valves and other fittings to Busselton Water Standards.
  - (d) Disinfection test data received. Bacteria test shall be arranged by the Construction Engineer and shall be taken by Busselton Water, if applicable to the Contractor.
  - (e) Pressure test data received in accordance with Busselton Water's Water Reticulation Specification (refer Attachment C)
  - (f) Compaction test data in accordance with WSA-03 2003 and Busselton Water's standards. Data received shall be for every 50m chainage and at every pipe deflection.
  - (g) Swabbing and flushing of all mains, if applicable to Contractor.
  - (h) Programmed inspections completed (all hold points completed).
  - (i) Reinstatement works completed to the satisfaction of Busselton Water.

## **10. As-constructed Drawings**

- 10.1 The as-constructed drawings shall be signed by the Engineering Surveyor. As-constructed drawings shall be drafted to meet Busselton Water's standard symbology for pipes, valves, hydrants, services, flushing points (refer Water Corporation drawing BD62-12-2 for typical drawings template). Copies are required in the following formats:
- (a) Electronic Microstation / Autocad format (DGN/DWG) and MapInfo (.TAB) format spatially correct to MGA94 all levels to be based on AHD.
  - (b) One A1 size hard copy to scale 1:1000 or 1:2000



## **11. Handover of the Works**

- 11.1 The Developer shall remain fully responsible for the works until confirmation of handover in writing from Busselton Water.
- 11.2 A joint final inspection is been completed and a final inspection clearance has been issued by the Technical Officer; Projects/Developments.
- 11.3 The Construction Engineer has certified that the works have been constructed in accordance with Busselton Water standards and the log of inspections and test data has been received.
- 11.4 The as-constructed information has been submitted and validated by Busselton Water. Validation of the data will be within 10 working days of its submission.
- 11.5 Confirmation that the Construction Engineer has certified that restoration has been performed to the satisfaction of any affected property owner and authority.
- 11.6 Confirmation that all fees required have been paid to Busselton Water.
- 11.7 Confirmation that all land requirements have been satisfied.

## **12. Warranty**

- 12.1 The Contractor will remain responsible for any defects for a period of 12 months from the date of handover.
- 12.2 Busselton Water shall be responsible for operational maintenance of the works in accordance with normal practice.
- 12.3 During the warranty period, Busselton Water may, at its discretion carry out remedial repairs where the fault affects the service to customers and/or public safety. Busselton Water will notify the Developer of the work carried out as soon as practicable where the remedial repairs are attributable to the construction of the works. The cost of the remedial repairs shall be charged to the Developer.

## **13. Final Inspection**

- 13.1 After 12 months if no defects are found, Busselton Water will issue the developer a Final Acceptance Certificate. Where defects occur, the Developer shall carry out corrective works.

## SUBMISSION COVER SHEET REVIEW OF INITIAL ENGINEERING DESIGN SUBMISSIONS

Important information for Design Engineers:

The following details are required to be sent to Busselton Water with the initial submission of a design

- Please make sure that all information listed, including attachments, is included so that the submission can be processed without delay.
- Please verify the information by signing on the bottom of the page.
- Please include the signed original of this form with the initial design.

<b>GENERAL</b>		
WAPC number:		
Stage name / Number (if applicable):		<input type="checkbox"/>
<b>DETAILS OF DESIGNER:</b>		
Name of company:		
Address:		
Phone:	Fax:	
Email:		<input type="checkbox"/>
Project Manager:		
Qualified to carry out works:		
<b>INFRASTRUCTURE SCHEME PLANNING:</b>		
Works as designed conform with Busselton Water's planning		
<b>TECHNICAL MANUALS AND DESIGN STANDARDS (Planning review undertaken with Manager Production &amp; Supply):</b>		<input type="checkbox"/>
Holder of relevant manuals and standards		
<b>DESIGN COMPLIANCE (Busselton Water standards &amp; WSA O3 - 2002):</b>		<input type="checkbox"/>
The attached design has been prepared in accordance with appropriate technical manuals and standards and is compliant with the requirements.		<input type="checkbox"/>
<b>OR IF NOT:</b>		
A written request for a design variation, complete with full justification, is attached		<input type="checkbox"/>
<b>LIST OF EXISTING LOTS NOW SERVICABLE AS A RESULT OF WORKS:</b>		<input type="checkbox"/>
The attached list details lot numbers and property use (e.g. house, industrial units, stables etc) of lots that have become serviceable because of the works carried out. (NB Property Owners names and addresses are not required).		
<b>FUNDING (as per WAPC approval):</b>		<input type="checkbox"/>
I confirm that the developer is aware that any easements and/or reserves considered by Busselton Water necessary, will be provided free of cost to Busselton Water.		
I confirm that the developer is that aware the works are to be provided at their cost.		<input type="checkbox"/>
<b>EXTERNAL APPROVALS:</b>		
A strategy for the approval of other parties, including preliminaries to works, has been developed with reference to the Busselton Water design and construction guidelines.		<input type="checkbox"/>
<b>DECLARATION OF CONSENT:</b>		<input type="checkbox"/>
I am duly authorised to represent the landowner in the design matters		
<b>VERFICIATION OF CONSENT:</b>		<input type="checkbox"/>
Signature (Design Engineer): _____ Date: _____		

**SUBMISSION COVER SHEET**  
**ACCEPTANCE OF FINAL ENGINEERING SUBMISSIONS**

Important information for Design Engineers:

- Please make sure that all information is sent to Busselton Water with the final design submission of a design.
- Please verify the following information by signing on the bottom of the page.
- Please include the signed original of this form with the final submission.
- Acceptance of the final submission is conditional upon receiving the WAPC conditional approval.
- The information on this sheet is to be provided a minimum of 10 days prior to the commencement of works.

<b>GENERAL:</b>		
WAPC number		
Stage name / Number (if applicable):		<input type="checkbox"/>
<b>INITIAL DESIGN REVIEW:</b>		
I confirm that this submission conforms with the initial submission returned by the Busselton Water including required amendments. Or If any variations have been made, a description and reason for each variation is attached where a variation to a design standard has been approved (Relevant approvals attached).		<input type="checkbox"/>
<b>DETAILS OF CONSTRUCTION ENGINEER (if known):</b>		<input type="checkbox"/>
Name of company:		
Address:		
Phone:	Fax:	
Email:		
Project Manager:		<input type="checkbox"/>
Qualified to carry out works:		
<b>DETAILS OF CONTRACT (if known):</b>		
Name of company:		
Address:		
Phone:	Fax:	
Email:		
Project Manager:		
Contract Price (Excluding GST):		<input type="checkbox"/>
Qualified to carry out works:		
<b>EXTERNAL APPROVALS:</b>		
A statement is attached listing the authorities from which project approval has been obtained, including environmental clearances and copies of any conditions that have been imposed by those authorities on the construction or operation of the works.  There are no unresolved objections arising from the preliminaries to works process for the proposed works.		<input type="checkbox"/>
<b>VERIFICATION OF CONTENT:</b>		
I hereby agree to adhere to Busselton Water Development Guidelines and Pipeline Construction and Design (November 2007). Signature (Design Engineer): _____ Date: _____		<input type="checkbox"/>

**Attachment C**

**WATER RETICULATION OFFICIAL PRESSURE TEST RECORD SHEET**

Subdivision Estate Name/Description of Main:

\_\_\_\_\_

\_\_\_\_\_

Busselton Water File No: \_\_\_\_\_

WAPC No: \_\_\_\_\_

Busselton Water DRG No: \_\_\_\_\_

Busselton Water Assessment Officer: \_\_\_\_\_

Contractor: \_\_\_\_\_

Mains Tested in accordance with the requirements of Busselton Water's Water Reticulation Standard.

MAIN DIA.	TYPE	LENGTH	REMARKS

**Note: There are no allowable leakage rates for any type of pipe.**

Date Tested: \_\_\_\_\_ PASSED/FAILED

Test Pressure: \_\_\_\_\_ kPa

Duration of Test: \_\_\_\_\_ MINUTES

Signature of Contractors Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Contractors Representative: \_\_\_\_\_

Witnessed by: Busselton Water Assessment Officer: \_\_\_\_\_

Date: \_\_\_\_\_