

## 1 INTRODUCTION

This document outlines the administrative process for the design and construction of Developer Installed Works (DIW). These are assets that are designed, constructed and financed by developers and gifted to Coliban Water after completion.

This process ensures that any new assets are designed and constructed in accordance with the relevant technical standards, so that an effective and efficient service can be provided to Coliban Water's future customers. This procedure only outlines the administrative requirements. Technical requirements are detailed in the Water Services Association of Australia (WSAA) Codes, Coliban Water Addendums and Supplements to those, our Technical Standards and our [Land Development Manual](#).

This procedure applies to all DIW. [Hyperlinks in blue](#) are accessible to external parties.

### 1.1 *Engaging a Land Development Consultant (Registered Consulting Engineer)*

All DIW are designed by a registered consulting engineer. A list of approved [Registered Consulting Engineers](#) is available on the Coliban Water website and the Coliban Water Intranet. Refer to the [Registration of DIW Consultants Procedure](#) for details on the registration process.

Developers commence with a mains extension by engaging a registered consultant.

### 1.2 *Preliminary Design*

The consultant prepares a preliminary design in accordance with the relevant technical standards and Coliban Water addendums and supplements available via the Coliban Water website [Coliban Water Technical Standards & Regulations](#). Please contact the appointed case manager at Coliban Water for specific technical requirements not linked or accessible here.

The Preliminary Design is submitted to the Land Development Services team of Coliban Water in electronic format (PDF) to [landdevelopment@coliban.com.au](mailto:landdevelopment@coliban.com.au).

The Preliminary Design must be accompanied by a completed [Mains Extension Application Form](#) which contains Consultant and Landowner details required for invoicing of fees and correspondence.

A Case Manager is assigned to the development who will assess the Preliminary Design.

The design is assessed in accordance with this procedure and our [Land Development Manual](#).

Mains extensions required to service any development which is not completely surrounded by fully serviced land is forwarded to the Water and Sewer Planning team for review.

See [Land Development Reviews Procedure](#) for details on the interval review process followed by Coliban Water staff.

The consultant is informed of the conditions under which the development can proceed through a Letter of Conditions.

Coliban Water's Letter of Conditions takes precedence over Coliban Water Addendums and Supplements then WSAA Codes in order of hierarchy.

The Letter of Conditions is issued within 12 business days after receiving the Preliminary Design.

Consultants will be advised if there is any Shared Asset component due to upsizing required by Coliban Water for augmentation of existing or proposed networks. These works may be partially funded by Coliban Water according to our [Shared Asset Procedure](#)

The Letter of Conditions contains a quotation for:

- Per lot charges
- Project management fees
- Applicable New Customer Contributions (NCC's) (when no Planning Permit exists at the time of design submission)

When applicable, the Letter of Conditions will provide confirmation of the extent of the works funded by Coliban Water.

The Letter of Conditions and the quotation is valid for nine months. If a Verified Design is received after that date, it will be reviewed as a Preliminary Design and new a Letter of Conditions will be reissued.

Project management fees and per lot charges are regulated fees detailed on our [Schedule of Fees & Charges](#) and detailed on the Letter of Conditions. These fees and NCC's are subject to change at July 1 each year. Any unpaid fees will be recalculated and invoiced at the prevailing rate for the current financial year.

### **1.3 Verified Design**

The Consultant prepares a Verified Design based on the Letter of Conditions.

The Verified Design is submitted to Coliban Water in conjunction with a [Design Certification Form](#) (F09G). With this form, the Consultant certifies that the design has been undertaken in accordance with the relevant standards and the Coliban Water Letter of Conditions.

The Verified Design is submitted to the Land Development Services group of Coliban Water in electronic format (PDF) to [landdevelopment@coliban.com.au](mailto:landdevelopment@coliban.com.au).

After the Verified Design has been received, an invoice for project management fees, per lot charges and NCC's (if applicable) will be forwarded to the Developer and paid prior to commencement of works. The invoice will be based on the quotation provided with the Letter of Conditions unless subject to new financial year rate changes.

### **1.4 Construction**

The Consultant provides a [Construction Notification Form](#) (F09K) to Coliban Water with details regarding the proposed construction date and the name and contact details of the contractor. Construction can commence five business days after a fully completed Construction Notification Form has been received. If project management fees have not been paid at the time of Construction Notification Form (F09K) submission, construction cannot commence.

Coliban Water will notify the consultant if, for any reason, construction cannot commence.

The Construction Notification Form can be submitted together with the Verified Design and [Design Certification Form](#) (F09G), but not at the same time as the Preliminary Design.

The consultant will undertake at least one site inspection of the construction works. Evidence of this inspection must be maintained by the Consultant.

A Coliban Water representative will inspect at least 30% of all works under construction. Inspections will preferably be undertaken as joint inspections between Coliban Water, the consultant and representatives of the contractor and/or developer.

### **1.5 Practical Completion**

When the works have been completed, the Consultant submits a [Construction Certification Form](#) (F09H) and as-constructed information to Coliban Water.

Registered Consultants should check the Letter of Conditions to ensure all requirements have been met and evidence required is provided to Coliban Water prior to seeking on site Practical Completion audits.

As-constructed information must be supplied in PDF format in accordance with Coliban Water's Addendums and Supplements. All other submitted documentation, including items requested in the Letter of Conditions, must be supplied in PDF format.

AutoCAD files - Details of Coliban Water's As Constructed Drawings and submission requirements are detailed in the Geographic Information System – Spatial Data Technical Specification, Section 4 & 5 linked here: [GIS Spatial Data Specification](#)

A representative of Coliban Water inspects the works and notifies the consultant of any defects. These inspections should preferably be undertaken as joint inspections between Coliban Water, the consultant and representatives of the contractor and/or developer.

A Certificate of Practical Completion will be provided to the consultant when all defects have been rectified or are in the process of being rectified.

Practical Completion can be granted with minor defects if the consultant can provide evidence that retention money is being held on the contractor. A minor defect is any defect that does not prevent the system from operating effectively.

- 1.5.1 Sewer - CCTV footage of all new sewer mains is a mandatory requirement for all DIW. CCTV must be presented to the assigned case manager prior to the request for an onsite inspection of works. Coliban Water's preference is for CCTV files to be uploaded to the ACDC portal discussed within Coliban Water Supplements to WSAA Codes or by delivery of a USB Flash Drive.
- 1.5.2 Water - Disinfection and Water Quality testing of new water mains must be completed by an approved contractor in accordance with Coliban Water's Supplement to the *Water Supply Code of Australia, Melbourne Retail Water Agencies Edition (WSA 03-2011-3.1 MRWA)*, section 19.7 onwards. A link to the register of disinfection contractors can be found here: [Technical standards and regulations | Coliban Water](#)
- 1.5.3 Sewer Pump Stations – Site acceptance testing, asset data forms and O&M Manuals are required to be provided prior to commissioning and practical completion. The site must be connected to mains power as commissioning will not be accepted on temporary power.

## 1.6 Defects Liability

An end of Defects Liability inspection is undertaken by the consultant before expiry of the Defects Liability period of twelve months to ensure any minor defects noted on the Certificate of Practical Completion have been rectified.

The consultant will notify Coliban Water this has been completed by submitting the [End of Defects Liability Form](#) (F09J) to the Development Services group of Coliban Water in electronic format (PDF) to [landdevelopment@coliban.com.au](mailto:landdevelopment@coliban.com.au). With this form, the Consultant certifies that there are no defects or all defects have been rectified in accordance with the relevant standards.

A representative of Coliban Water inspects the works and notifies the consultant of any defects. These inspections should preferably be undertaken as joint inspections between Coliban Water, the consultant and representatives of the contractor and/or developer.

Coliban Water will issue a Certificate of Final Completion at the end of the Defects Liability period.

## 2 CHANGE OF CONSULTANT

A letter is required from the previously nominated consulting engineer advising they are no longer the consultant representing the developer.

If a development is transferred from one consultant to another, then the new consultant will provide a [Design Certification Form](#) (F09G) to formalise transfer of the design.

## 3 REFERENCES (INTERNAL & EXTERNAL)

[WSA 03-2011-3.1 MRWA Water Supply Code of Australia](#)

[WSA 03-2011-3.1 Coliban Water Supplement](#)

[MRWA Drawings \(Water\)](#) 100, 200, 300, 400 & 500 Series

[Water Mains Disinfection Contractor](#)

[WSA02-2014-3.1 MRWA Version 1 Sewerage Code of Australia](#)

[WSA02-2014-3.1 MRWA Version 1 Coliban Water Supplement](#)

[WSA 07-2007-1.1 Pressure Sewerage Code of Australia](#)

[WSA 07-2007-1.1 Coliban Water Supplement](#)

[MRWA Drawings \(Sewer\)](#) 100, 200, 300 & 400 Series

[WSA 04-2005-2.1 Sewage Pumping Code of Australia](#)

[WSA 04-2005-2.1 Coliban Water Addendum](#)

[Coliban Water Sewer Pump Station Design Principles](#)

[MRWA Metering & Servicing Guidelines](#)

[MRWA Products Portal](#) – Coliban Water Approved Products Listing

Water Act 1989

AS/NZS 3500.2:2018 Plumbing Standard

Water (Estimation, Supply and Sewerage) Regulations 2014

Coliban Water Sewer Property Connection Details

Coliban Water Safety Principle Standard Drawings

Coliban Water Standard Technical Specification STS0002 Electrical Requirements Specification Version 2.0

## 4 DEFINITIONS

Consultant	means a Consultant approved in accordance with Coliban Water's Registration Process to perform a particular category of work and includes the Consultant's nominated personnel.
Developer	means the person or other legal entity that requests a new connection to Coliban Water's infrastructure, including Shared Assets authorised to execute a transfer of the land or further development of existing titles. The Developer may also be the Owner.
Developer Installed Works (DIW)	means the works to be designed and constructed according to Coliban Water's Letter of Conditions for the supply of water, recycled water (where applicable) and sewerage assets and infrastructure to service each Lot, and includes any works undertaken in response to a notice issued by Coliban Water during the Defects Liability Period
Letter of Conditions	is a response provided by Coliban Water that details the specific and minimum requirements for the provision of water, recycled water and sewerage infrastructure necessary to service a proposed development
Mains Extension	Extension of Coliban Water's water, sewerage, recycled water network or piping of rural channel
New Customer Contributions (NCC's)	<p>NCCs are a one-off upfront charge applied to all new connections to either Coliban Water's water, sewer or recycled water networks. This can be initiated by either a new development, subdivision or application to connect.</p> <p>They support provision of incremental infrastructure and associated costs and share the costs for growth between new and existing customers.</p>
Preliminary Design	is the initial design submitted by the Consultant on behalf of the Developer which is assessed by Coliban Water. A Letter of Conditions then determines any additional requirements or specific conditions to be included within the Verified design. Occasionally Coliban Water accepts the Preliminary design as a Verified version
Project Management Fees	are for the recovery of Coliban Water costs for assessment, review, auditing, mapping etc. They do not cover the supervision of construction or undertaking responsibilities of the Registered Consultant on behalf of the Developer
Shared Assets	means water, recycled water or sewerage mains or pump stations, emergency storages or rising mains that are greater than the size required to service the proposed development and require upsizing as identified by Coliban Water to service future growth or infrastructure augmentation and all associated assets
Verified Design	is the final design ready for construction including specific details as required by the Letter of Conditions, relevant codes and standards

# Developer Installed Works

