



City West Water
LIMITED

City West Water

Land Development

Manual

Effective from 25 August 2011

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INTRODUCTION

This manual sets out City West Water's policies and pricing for land Development works effective from 30 June 2009.

It details cost recovery, construction, quality assurance and Audit policy for land Development activities. It also describes the methods of determining contributions for water, recycled water and sewerage services.

The policies in this manual refer to standard subdivisional Developments. Where these policies are inappropriate for a Development, then the requirements for the Development will be determined on a case by case basis and specified in the Development Deed.

This manual should be read in conjunction with the Development Deed, issued by City West Water with each land Development project.

A copy of the Development Deed and Development Deed Standard Conditions can be obtained at www.citywestwater.com.au.

SCOPE

The policies in this manual refer to standard development projects and apply to a majority of proposals. Where these policies are inappropriate for a particular Development, City West Water will determine the requirements for that Development on a case by case basis.

INTENDED AUDIENCE

This manual has been written for all engineering Consultants, Contractors, surveyors, Developers, land Owners, local councils and City West Water personnel involved with the land Development industry.

RELATED REFERENCE MATERIAL

The following references provide guidelines and support the information contained in, this manual. The lists are not exhaustive and Developers, engineering Consultants and Contractors should ensure they have access to, obtain, or research the references applicable to each project.

Legislation

- Subdivision Act 1988
- Subdivision (Procedures) Regulation 1989
- Owners Corporation Act 2006
- Water Act 1989
- Water Industry Act 1994
- Planning and Environment Act 1987
- The Environment Protection Act 1970
- Environment Protection and Biodiversity Conservation Act 1999
- Aboriginal Heritage Act 2006
- Occupational Health and Safety Act 2004

- Equipment (Public Safety) Act 1994
- Dangerous Goods Act 1985
- Relevant State Building Regulations

Environmental

References relating to environment include, but are not limited to:

- Planning and Environment Act 1987 (Vic)
- The Environment Protection Act 1970
- Environment Protection and Biodiversity Conservation Act 1999
- AS/NZS ISO 14001:2004 - Environmental Management System
- State Environment Protection Policy, Waters of Victoria

Occupational health and safety (OH&S)

References relating to OH&S include, but are not limited to:

Acts

- Occupational Health and Safety Act 2004
- Equipment (Public Safety) Act 1994
- Dangerous Goods Act 1985

Regulations

- Occupational Health and Safety Regulations 2007
- Occupational Health and Safety (Plant) Regulations 81/95
- Equipment (Public Safety) (General) Regulations 1995 83/96
- Dangerous Goods (Storage and Handling) Regulations 2000 127/00
- Dangerous Goods (Transport by Rail) Regulations 1998 153/98

Quality

References relating to Quality include, but are not limited to:

- AS/NZS ISO 8402:1994 Quality management and quality assurance – Vocabulary
- AS 2124-1992 General Conditions of Contract
- AS 4300-1995 General Conditions of Contract
- AS/NZS ISO 9000-2000 Quality management systems – Fundamentals and vocabulary
- AS/NZS ISO 9001:2000 Quality Management Systems – Requirements
- AS/NZS ISO 9004 - 2000 Quality Management Systems – Guidelines for performance improvements
- AS 4500-1997 Phased implementation of AS/NZS ISO 001:1994 or AS/NZS ISO 9002:1994

Technical standards

References relating to technical standards include, but are not limited to:

- Water Supply Code of Australia - Melbourne Retail Water Agencies Integrated Code - WSA 03- 2002 Version 1.0
- Sewerage Code of Australia - Melbourne Retail Water Agencies Integrated Code - WSA 02-2002 Version 1.0
- Dual Water Supply Systems Version 1.2 - Melbourne Retail Water Agencies Integrated Supplement Sewage Pumping Station Code of Australia - WSA 04-2005 Version 2.1
- Sewage Pumping Station Code of Australia Version - WSA 04-2005 2.1 - City West Water Supplement
- Vacuum Sewerage Code 2004 - WSA 06-2004 Version 1.1
- Pressure Sewerage Code of Australia - WSA 07-2007 Version 1.1
- Polyethylene Pipeline Code 3rd edition - WSA 01-2004 Version 3.1

- Under-Pressure Cut-In Connection of Pressure Pipelines \geq DN 80 Version 1.1 (Published January 2005) A Supplement to Water Supply Code 2002 Version 2.3
- Conduit Inspection Reporting Code of Australia - WSA 05-2006 Version 2.1
- City West Water Products Catalogues
- MRWA Newsletters – The Pipeline
- WITS Survey Manual

Other references

Other references include, but are not limited to:

- Metropolitan Melbourne Water Price Review 2009 – City West Water Determination 1 July 2009 – 30 June 2013
- ESC Water Industry New Customer Contributions - May 2011 Guideline
- City West Water Pricing Handbook
- City West Water's Confined Space Safe Work Procedures
- City West Water Customer Contract
- Water Industry Regulatory Order 2003

DEFINITIONS

The following definitions apply in the document:

12 (1) Easement is an easement shown by dimensions on the property title plan or Plan of Subdivision, specifying what and to whom an acquired right or privilege is given which conforms to section 12 (1) of the *Subdivisional Act 1988*.

12 (2) Easement is an easement for the benefit of Lots necessary to provide passage or provision of water supply, recycled water or sewerage over land or buildings in a subdivision. The easement is specified in words, not dimensions, on a Plan of Subdivision and conforms to section 12 (2) of the *Subdivisional Act 1988*.

Acceptance of Works Certificate is a letter issued by City West Water once it is satisfied that the Development Works have been satisfactorily completed and has the meaning given in Clause 7.2 of the Development Deed Standard Conditions. This signifies the beginning of the end of Defects Liability Period.

Accredited Consultants and Contractors List Process means the process by which suppliers are invited to submit an expression of interest to City West Water for evaluation and for the purpose of obtaining accredited status, whether on a probationary or final basis and being included on a list of eligible suppliers approved to undertake one or more categories of land Development related works or services.

Accredited Consultant means a Consultant approved, whether on a probationary or final basis in accordance with City West Water's Consultants and Contractors List Process.

Accredited Contractor means a Contractor approved, whether on a probationary or final basis in accordance with City West Water's Consultants and Contractors List Process.

Approved Products List means the list of products approved by City West Water to be used in the Development Works. This list is available at www.citywestwater.com.au as updated from time to time.

Approved Unconditional Undertaking means the form of unconditional undertaking set out in Schedule 7 of the Development Deed and can be used for the works warranty bond and bonding outstanding Development Works.

As-constructed Information is the survey information describing the type, size and location of the newly completed Development Works.

As-constructed Verification Form is the form lodged and signed by the Consultant verifying the accuracy and correct format of the as-constructed information.

Audit is a systematic and independent examination to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.

Asset means water or sewer infrastructure owned or to be owned by City West Water. Asset may include water main, recycled water main, sewer pipeline or associated structure (eg pump station or water tank).

Boundary Realignment means a minor boundary amendment to a Plan of Subdivision that does not increase the number of Lots.

Catchment means an area of land serviced by a particular sewerage system.

Certificate of Completion is a letter issued by City West Water at the end of the Defects Liability Period when all requirements under 7.4 of the Development Deed Standard Conditions are met. The issue of Certificate of Completion signifies the beginning of the two (2) year works warranty period.

Certification Referral means the referral of the Plan of Subdivision by the Responsible Authority to City West Water for comment.

Commencement Date means the date that City West Water executes the Development Deed.

Connection Point means the intersection of City West Water's Asset and the private service.

Consent to Statement of Compliance means a notice issued by City West water to the appropriate Responsible Authority that it consents to issuing of a Statement of Compliance under section 21 of the *Subdivision Act 1998* with respect to the Development.

Consolidation (of lots) means the combination of two or more lots to create one lot.

Construction Auditor means the person who has adequate training and experience (as listed in 'Key Personnel' Part G Accredited Contractors Pre-Qualification Criteria). The Construction Auditor will undertake construction auditing in accordance with the audit schedule to obtain confidence that allocated Development Works are carried out and completed in accordance with the relevant codes or Water Company requirements relating to construction of the Development Works.

Construction Requirements means any construction requirements specified by City West Water in Schedule 6 of the Development Deed.

Construction Supervisor means the foreman or project manager who has adequate training and experience (as listed in 'Key Personnel' Part G Accredited Contractors Pre-Qualification Criteria) to carry out duties in a competent manner and give on site training and instruction to employees under that persons control. The Construction Supervisor will supervise all construction activities for the Development Works.

Construction Verification Form is the form lodged and signed by the Consultant verifying that the Development Works have been constructed in accordance with the Development Deed requirements.

Consultant has the same meaning as *Accredited Consultant*.

Contractor means the Water Contractor and Sewer Contractor and has the same meaning as *Accredited Contractor*.

Day means calendar day.

Defects Liability Period is the period of time between the date of issuing an Acceptance of Works Certificate and a Certificate of Completion in accordance Clause 8 of the Development Deed Standard Conditions.

Design Documents means the drawings, specifications and other information, samples, models, patterns and the like required by the Development Deed and created (and including, where the context so requires, those to be created by the Consultant or Contractor) for the construction of the Development Works.

Design Requirements means any design requirements specified by City West Water in Schedule 5 of the Development Deed.

Design Verification Form is the form lodged and signed by the Consultant verifying that the Development Works have been designed in accordance with the Development Deed requirements.

Developed Lots are Lots on which buildings, paving, driveways and the like have been constructed and connected to City West Water Assets.

Developer means the person or other legal entity authorised to execute a transfer of the land. The Developer may be the land Owner.

Development means the land Development project undertaken by the Developer as described in Schedule 3 of the Development Deed.

Development Deed means the deed entered into by the parties, by execution of the Formal Instrument, regarding the Development Works.

Development Deed Standard Conditions means the conditions described in Schedule 1 of the Development Deed.

Development Works means the works to be designed and constructed under the Development Deed 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 City West Water during the Defects Liability and warranty Periods.

Development Works Application means the application by the Developer to City West Water to undertake the Development Works.

Discharge means the volume of fluid per unit time flowing from a pipe.

Dual Occupancy means two dwellings on one Lot.

Easement has the meaning described under 12 (1) and 12 (2) easements.

Eduction means the process of pumping out sewage and transferring it to a point of disposal. Eduction is usually carried out because the permanent outlet is still under construction.

Encumbrance means anything within the scope of City West Water activities affecting a property that would not be disclosed by a search at the Titles Office.

End of Defects Liability Verification Form is the form lodged and signed by the Consultant at the completion of the Defects Liability Period and has the meaning described in Clause 5 (k) of the Development Deed Standard Conditions.

EPA means the Environment Protection Authority.

ESC means the Essential Services Commission.

Fronted by (water / recycled water main and /or sewer) means to have a water main abutting the property boundary that provides for a legal water/recycled water tapping and/or sewer connection.

Formal Instrument means the formal instrument executed by the parties regarding the Development Works.

Gravity Control means a sewer deep enough to enable sewerage to be discharged under gravity flow.

Intensive Audit means Audits undertaken due to the unsatisfactory performance of a Consultant or Contractor. The performance is measured by assessing a Consultant's or Contractor's conformance with the quality system and City West Water requirements.

Internal Services means water/recycled water pipes or sewers owned and operated by private Lot Owners. See also *Private Service*.

Key Personnel means personnel, subContractors or agents of an Accredited Consultant and/or Accredited Contractor who have gained training and skills and hold qualifications and permits to carry out specified key roles of the Accredited Consultant and/or Accredited Contractor undertaking Development Works, which minimum criteria is particularised City West Water's '*Accredited Consultant / Contractor List to Undertake Construction Works and Services for the Land Development Industry*'.

Live Asset means any pipe or other infrastructure which, at the relevant time:

- (a) is carrying water, recycled water or sewage: and
- (b) is in operation,

And has not been isolated from other Live Assets by means of a plug, break, other blocking device or otherwise in accordance with City West Water's confined space procedure.

Lot means an area within the Development that is separately titled or is, or can be individually metered for water or recycled water supply purposes.

Main means any pipe vested in, belonging to, or under the control of City West Water and used for conveying potable or recycled water also known as the water or recycled water main.

Multi-Unit Development means more than two dwellings on one Lot.

New Customer Contributions (NCCs) are a scheduled charge levied on a per service and per Lot basis.

Nominated Representative means the person nominated by the Consultant or Contractor to verify and accept responsibility for the quality of the works on behalf of the Consultant or Contractor.

The Nominated Representative must meet the minimum qualifications of *Key Personnel* for that particular portion of the Development Works.

Non-works means that construction of City West Water's reticulated water, recycled water and sewer system is not required in order to service a Development. For example, sewer branches and water/recycled water tapings are considered to be non-works.

OH&S means occupational health and safety.

Original Parent Property means the property title on which the Development occurs.

Out-of-sequence Development means a Development that requires connecting works through future subdividable land.

Owners Corporation is the entity that is created as part of a Plan of Subdivision in accordance with the *Owners Corporations Act 2006*. The Owners Corporation is responsible for the maintenance and administration of any common property and / or common services. For example, the Owners Corporation is responsible for any private water / recycled water or sewers within the Plan of Subdivision.

Owner has the same meaning as *Developer*.

Parent Lot means the Lot that existed immediately prior to initial subdivision. See also *Original Parent Property*.

Plan of Subdivision means the plan of subdivision relating to the Development prepared in accordance with the Subdivision Act 1988.

Pre-construction Verification Form is the form lodged and signed by the Consultant and Contractor prior to the construction supplying details involving the construction of the Development Works.

Price Determination means the ESC's price determination for City West Water applicable at the commencement date, as amended from time to time within the period of the determination.

Private Services has the same meaning as *Internal Services*.

Reserve means land that is set aside for public use. Reserves include general public open space, nature reserves, tree reserves, parks, public gardens, recreation reserves, sporting reserves, drainage reserves and sewerage reserves.

Reticulation Assets has the meaning detailed in Clause 1.2.1 of this manual.

Responsible Authority means a responsible authority under the *Planning and Environment Act 1987 (Vic)*.

Schedule means a schedule to the Development Deed.

Shared Distribution Assets has the meaning detailed in Clause 1.2.1 of this manual.

Stage Lot means an area of land that will be subdivided into further Lots. Also known as a Super Lot.

Super Lot means an area of land that is intended to be subdivided into further Lots. Also known as a Stage Lot. A Super Lot must be defined on a Plan of Subdivision so that it cannot be developed without further subdivision or referral of the plan to City West Water for approval.

Tapping means the connection of the internal water service to City West Water's water and/or recycled water main.

Temporary Reticulation Works has the meaning detailed in Clause 1.2.1 of this manual.

Temporary Shared Works has the meaning detailed in Clause 1.2.1 of this manual.

Town Planning Permit is the permit required under the Planning and Environment Act 1987 for a use or Development of the land.

Two-Lot Subdivision means the subdivision of one Lot into two Lots.

WACC means weighted average cost of capital.

WITS Survey Manual is also known as the *Water Industry Technical Standards Survey Specifications* and is the manual that sets out the standards for the format of as-constructed information forwarded to City West Water.

Works Warranty Bond is the Approved Unconditional Undertaking, cash deposit or other form approved by City West Water lodged by the Developer in accordance with Clause 4.8 of the Development Deed Standard Conditions.

Works Warranty Period is the two year period from the date a Certificate of Completion is issued in accordance with Clause 9 of the Development Deed Standard Conditions.

APPEAL MECHANISM

An Owner/Developer has a right to object to any conditions placed on a particular Development under section 30 of the Water Industry Act 1994. However, City West Water will first try to resolve the matter internally.

In the first instance, any objections should be directed to City West Water's Manager Development Servicing Solutions. If the objection cannot be satisfactorily resolved it will be escalated to the General Manager, Water Solutions and subsequently the Managing Director, City West Water.

If a satisfactory resolution has still not been achieved, the Owner/Developer has a right to refer the matter to the Victorian Civil Appeals Tribunal (VCAT).

The Developer may also contact the ESC if there is a dispute as to whether a charge or interpretation is in accordance with the Metropolitan Melbourne Water Price Review 2009 – City West Water Determination.

BUSINESS APPROACH

City West Water is committed to:

- Consistent application of policies.
- Promoting environmentally sustainable Development, quality Asset management, and the implementation of quality and health and safety systems.

1.0 POLICY

1.1 SUBDIVISIONAL SERVICING POLICY

This policy describes the provision of City West Water services to land Developments. The Owners of all Developments must arrange for the design, construction and survey of the works in accordance with the Development Deed and City West Water's policy requirements.

1.1.1 Residential subdivisions

As a referral authority, City West Water will respond to the responsible authority that the provision of water, recycled water (where mandated) and sewerage services to new residential Developments is based on the following criteria:

Up to 0.4 hectare Lot subdivision

- Subdivided Lots up to 0.4 hectare must be provided with a reticulated water, recycled water (where mandated) and sewerage service. Exceptions may be considered for:
- once-only, two-Lot subdivisions that are remote from the water supply and sewerage system
- Super Lots or Stage Lots of a subdivision

0.4 to 1.0 hectare Lot subdivision

A reticulated water and recycled water (where mandated) service must be provided to 0.4 to 1.0 hectare Lot subdivisions. Exceptions may be considered for:

- once-only, two-Lot subdivisions that are remote from the water supply system
- Super Lots or Stage Lots of a subdivision.

A reticulated sewerage service will generally be provided to 0.4 to 1.0 hectare Lot subdivisions depending on:

- the number of Lots in a subdivision
- the nature of surrounding Lots
- the potential for further Development under present land zoning
- the distance to the nearest sewer with the capacity and depth to service the Development.

This sewerage condition may be withdrawn where a local council and/or the EPA advises City West Water in writing that it is satisfied that all domestic sewage can be adequately treated and retained within the boundaries of each Lot without danger to public health or the environment.

If the sewerage condition is withdrawn in accordance with the above, City West Water will place an encumbrance on the property title indicating that it has not been provided with a connection to City West Water's sewerage system.

1.0 to 2.0 hectare Lot subdivision

Subdivided Lots up to 2.0 hectares must be provided with a reticulated water and recycled water (where mandated) service. Exceptions may be considered for:

- once-only, two-Lot subdivisions that are remote from the water supply system
- Super Lots or Stage Lots of subdivision

Unless requested by the local council, City West Water does not usually require the provision of a reticulated sewerage service for the issue of a planning permit for subdivision Lots greater than 1.0 hectare.

2.0 to 4.0 hectare Lot subdivision

Subdivided Lots from 2.0 to 4.0 hectares will generally require the provision of a reticulated water and recycled water (where mandated) service. Whether this condition is placed on the planning permit will depend on:

- the number of Lots in a subdivision
- the nature of surrounding Lots
- the potential for further Development under present land zoning
- the distance to the nearest reticulated water supply system.

Reticulated sewerage facilities will not be provided without a reticulated water supply.

Unless requested by the local council, City West Water does not usually require the provision of a reticulated sewerage service for the issue of a planning permit for subdivision Lots greater than 1.0 hectare.

Greater than 4.0 hectare Lot subdivision

City West Water will generally not require the provision of a reticulated water, recycled water and sewerage service for the issue of a planning permit for subdivision Lots greater than 4.0 hectares.

1.1.2 Industrial and commercial subdivisions

All industrial and commercial subdivisions must be provided with a reticulated water, recycled water (where mandated) and sewerage service.

1.1.3 Boundary realignment

In order to reduce the possibility of future neighbourhood disputes, an easement needs to be established on the Plan of Subdivision for the provision of private water, recycled water (where applicable) services and/or internal sewerage services on boundary realignments where these services cross the new boundary. The easement needs to comply with Section 12 (2) of the Subdivision Act 1988.

1.1.4 Subdivisions with an Owners Corporation

The provision of water, recycled water and sewerage to the parent Lot of a subdivision with an Owners Corporation depends on the size of the Lots within the subdivision. When a supply is required, the same conditions apply as for residential subdivisions up to and including 4.0 hectares (see above). Any required extension of the water, recycled water main and/or sewer is to the parent Lot only.

Developments fronted by a water, recycled water main and/or sewer

Developments fronted by a water, recycled water main and/or sewer are usually serviced by a single tapping and sewer connection point. The Owner's Corporation is responsible for the maintenance, operation and replacement of the private water, recycled water supply and sewerage services except where water, recycled water mains and/or sewers need to be installed within the subdivision to service other Developments. In these cases, the Developer must install a water, recycled water main and/or sewer to be vested in City West Water.

Where water, recycled water mains and/or sewers are required to be installed to service other Developments, these will be provided in accordance with Clause 1.2.1.

Requests for individual tappings and sewer connection points are assessed on a case by case basis.

Developments not fronted by a water, recycled water main and/or sewer

Developers must extend a water, recycled water main and/or sewer to front the Development where a reticulated service is a requirement of the planning permit. Unless otherwise agreed, the sewer to be extended must have gravity control over the discharge from each Lot.

The internal services will usually be provided under the same conditions as Developments fronted by a water, recycled water main and/or sewer.

Subdivision of existing serviced Developments (developed Lots)

Existing Developments can include ground level and multi-storey units. City West Water does not require the provision of a reticulated water, recycled water and sewerage service for the issue of a planning permit for the subdivision of existing serviced Developments where these Developments are serviced to current standards.

The Owner's Corporation are responsible for the maintenance, operation and replacement of internal services.

If necessary, an easement needs to be established for the provision of a common service. The easement needs to comply with Section 12 (2) of the Subdivision Act 1988.

1.1.5 Residential two-Lot and dual occupancy Development

The water, recycled water main and/or sewer needs to be extended to front the parent Lot where a reticulated supply is a condition of the planning permit.

An easement needs to be established for the provision of a joint private water, recycled water and/or sewer service. The easement must comply with Section 12 (1) or 12 (2), as the case may be, of the Subdivision Act 1988. Owners may retain a joint private service for which they are responsible. However, it is preferable to install separate water, recycled water services and/or sewer connection points where both Lots are fronted by a water, recycled water main and/or sewer.

Where a residential two-Lot subdivision creates a vacant Lot without direct access to City West Water's water, recycled water main and/or sewer, City West Water may require the upfront construction of the length of private service to the boundary of the vacant Lot. This condition is additional to the easement requirements referred to above and is imposed in order to reduce the possibility of neighbourhood disputes relating to gaining access to construct private services at a future date.

1.1.6 Redevelopment and changes to subdivision

Where an existing water, recycled water main and/or sewer Asset needs to be realigned or abandoned because of the redevelopment or changes to the subdivision of land, the Owners must pay all costs associated with such works.

1.1.7 Private services

In other than Owner's Corporation or residential two-Lot and dual occupancy Developments, where a private water, recycled water and/or sewer service crosses property boundaries, the service needs to be disconnected at the property boundary and new tapplings and/or sewer connection points may be required.

1.2 CONTRIBUTIONS POLICY

The Essential Services Commission has specified the manner in which water businesses levy New Customer Contributions for the period 1 July 2009 to 30 June 2013.

1.2.1 Responsibilities

City West Water and Developers provide services in accordance with the Essential Services Commission – Metropolitan Melbourne Water Price Review 2009 – City West Water Determination as detailed below:

- City West Water is responsible for providing **shared distribution assets** and **temporary shared assets**.
- Developers are responsible for providing **reticulation assets** and **temporary reticulation assets** necessary to service its **development** and connect to City West Water’s network. (these Assets are generally known as ‘gifted Assets’)
- Developers are responsible for the financing costs associated with bringing forward the provision of **shared distribution assets** and/or the costs of **temporary shared works** calculated in accordance with Clause 1.2.2.

Definitions

Developer for the purposes of this clause is any owner of property that requests a new connection to City West Water’s infrastructure, including **shared distribution assets**.

Development for the purposes of this clause is an area of contiguous land that will be, is being or is to be, developed for which a request for connection to City West Water’s infrastructure has been submitted. Subject to the foregoing, a development across multiple titles with multiple property owners will generally be considered one development for the purposes of determining whether assets are **reticulation assets** and for the calculation of any non-scheduled charges.

Headworks and **tailworks** are infrastructure assets that are owned by Melbourne Water and may include major water reservoirs, a raw water harvesting system, raw water purification/filtration plants, clear water storages, major sewage transfer pump stations, and major wastewater purification plants and disposal systems.

Most cost efficient servicing solution means the least community cost servicing solution, taking into account the projected operating requirements of the **development** and City West Water, and may include incidental capacity.

Prescribed services has the meaning given in the Water Industry Regulatory Order 2003 as amended or replaced from time to time.

Reticulation Assets are infrastructure assets that are explicitly provided in relation to services for one **development** and are not required to be upsized to support other future Developments, and may include a pipeline, a water storage tank, a local treatment plant, pumping station, rising main, sewerage flow control facilities, local booster disinfection plant, a local sewage pre-treatment system. “Upsized” means the servicing solution is more than the **most cost efficient servicing solution** required by City West Water’s design criteria to connect the **prescribed services** to the **development**. The meaning of the term “upsized” in this context is not restricted to a pipe diameter greater than required and, without limitation, may also refer to a pipe route or gradient where that route or gradient has been amended at the request of City West Water for the purposes of servicing other developments or properties.

The following size thresholds are for guidance only:

A water or recycled water main that is 150mm or less in diameter and a sewerage main that is 225mm or less in diameter, and all associated Assets that relate to these size Assets are generally considered to be reticulation Assets.

In some cases, the **most cost efficient servicing solution** may have incidental capacity. This does not make the asset a **shared distribution asset**.

Shared Distributions Assets are infrastructure Assets that exceeds the requirements for connecting the **development** to **prescribed services** and are not:

1. **Reticulation assets**; or
2. **Headworks** and **tailworks**; or
3. **Shared network assets**

Shared Network Assets are a water, recycled water or sewerage asset owned by Melbourne Water

Temporary Shared Assets are works that are generally provided in relation to **prescribed services** for more than one **development** and do not include **temporary reticulation assets**.

Temporary Reticulation Assets are works explicitly provided in relation to services for one Development and are not required to be upsized to support other future **developments**. “Upsized” means the servicing solution is more than the **most cost efficient servicing solution** required by City West Water’s design criteria to connect the **prescribed services** to the **development**.

The following size thresholds are for guidance only:

A water or recycled water main that is 150mm or less in diameter and a sewerage main that is 225mm or less in diameter, and all associated assets that relate to these size assets are generally considered to be **temporary reticulation assets**.

1.2.2 New Customer Contributions

City West Water may levy New Customer Contributions by:

- applying an approved scheduled charge (See Table 2.2); or
- applying a charge in excess of the approved scheduled charge (Non-scheduled charge).

New Customer Contributions are charged on a “per lot” basis where a Lot is defined as an area within the Development that is separately titled or is, or can be individually metered for water or recycled water supply purposes. For

example, self contained units within a retirement village will each attract a New Customer Contributions charge.

For all Developments (including multi-unit and dual occupancy Developments), the New Customer Contributions are determined by the number and size of Lots, units or dwellings within the Development. The amount payable for all Developments is determined in the same manner, regardless of whether the property is being subdivided or developed.

A credit of one Lot will be granted where the original parent property was serviced. In the case of redevelopment of land such as old school sites etc, or paper subdivisions, a one Lot credit will only be granted.

A New Customer Contribution charge is not payable for Lots identified on the Plan of Subdivision as a Stage Lot or Super Lot.

A New Customer Contribution charge is not payable for land set aside for reserves, retarding basins and main road widening that do not need a water, recycled water supply and/or sewerage service at the time of subdivision. If a water, recycled water supply and/or sewerage service is requested after the subdivision has occurred, the new customer contributions must be paid at the rate current at the time the service is requested.

1.2.3 Non-scheduled charges

Non-scheduled charges may be applied if the financing costs associated with City West Water bringing forward the provision of Shared Distribution Assets and/or Temporary Shared Works to an out-of-sequence Development exceed the approved scheduled charge.

If a non-scheduled charge is levied on a stage of a development, scheduled charges must not be levied on lots or connections in that stage. Scheduled charges may be levied on lots or connections in other stages where non-scheduled charges for prescribed services are not levied.

City West Water will set out the pricing principles for determining the non-scheduled charge as part of schedule 4 of the Development Deed.

Where a non-scheduled has been levied the developer will have the right to appeal the non-scheduled charge to the Essential Services Commission.

Any non-schedule charge is to be calculated on the basis of:

- the development-specific capital costs associated with connecting a customer or group of customers. For the avoidance of doubt, development-specific capital costs do not include any costs associated with:
 - assets in place prior to the development;
 - shared network assets; or
 - headworks, tailworks and treatment plants.

- where relevant, the financing costs that may be attributable to bringing forward the timing of the provision of shared assets required to connect to the existing network.

The brought forward financing costs associated with developments requiring the construction of Shared Distribution Assets and/or Temporary Shared Assets are to be calculated on the basis of the extent to which the assets being constructed form part of a logical extension to City West Water's existing water and sewerage networks:

- Where the shared assets could be reasonably considered to form part of a logically sequenced network expansion or could reasonably be expected to be required by City West Water within a short to medium term planning horizon, no bring forward new customer contribution charge is to apply (scheduled charge applies).

A short to medium planning horizon means within 5 years.

In respect of brought forward costs, a development forms part of a logically sequenced network expansion if the development is in the same catchment area and adjacent to the network infrastructure, irrespective of whether the development is separated from the existing network infrastructure by a road, rail line or waterway.

- Where the shared assets do not form part of a logically sequenced network expansion, but could reasonably be expected to have been required by City West Water in respect of a long term planning horizon, then a non-scheduled new customer contribution charge equivalent to 40 per cent of the as constructed cost of the shared assets will apply.

A long term planning horizon means more than 5 years and within 15 years.

- Where the shared assets do not form part of a logically sequenced network expansion, and could not reasonably be expected to have been required by City West Water in respect of a long term planning horizon, then a non-scheduled new customer contribution charge equivalent to 70 per cent of the as constructed cost of the shared assets will apply.

Could not reasonably be expected to have been required in respect of a long term planning horizon means:

1. Not expected to be required; or
2. Not expected to be required within 15 years.

The cost of Temporary Shared Assets is calculated as the total as-constructed capital cost of providing the Temporary Shared Assets but will not be greater than the charge for bringing forward the provision of permanent Shared Distribution Assets as calculated above.

1.3 SUBDIVISION REQUIREMENTS POLICY

Each Plan of Subdivision needs to be individually assessed to determine the necessary requirements. The planning permit may require any or all of the following requirements.

1.3.1 Works

The Owner of the subdivision will enter into an agreement with City West Water for the design, construction, survey and supply of the as-constructed details of works necessary to supply each Lot within a subdivision. Water, recycled water (where applicable) mains and sewers must also be designed and sized to take into account any future extension to service land that is external to the subdivision.

Where water, recycled water mains and/or sewers are required to be installed to service other Developments, these will be provided in accordance with Clause 1.2.1.

Conditions for the construction of these works will be set out in the Development Deed.

1.3.2 Fees and contributions

Fees and contributions are to be paid by the Developer and with the exception of the Development Works application fee, will generally be set out in Schedule 4 of the Development Deed.

Fees and contributions will be calculated in accordance with Section 2 of this manual under Pricing. Non-scheduled charges are calculated in accordance with Section 1.2.3.

1.3.3 Provision of easements

Owners must provide easements over all proposed and existing water, recycled water mains and sewers not located within road reserves on the formal Plans of Subdivision at no cost to City West Water.

These easements need to comply with Section 12 (1) of the Subdivision Act 1988 and be specified on the Plan of Subdivision as being for the use of City West Water.

Where Owners retain a common private service, an easement needs to be shown on the Plan of Subdivision in accordance with Section 12 (2) of the Subdivision Act 1988.

1.3.4 Protection of the environment

The Owner needs to ensure that the planning, design, construction, operation and maintenance of all Developments identifies and protects areas of environmental and heritage significance.

1.4 PROCESS COST RECOVERY POLICY

City West Water recovers process costs for specific activities by charging a fee to residential, commercial and industrial Development Owners. Fees are subject to review by the Essential Services Commission.

1.4.1 Non-works application

A non-works application applies for connection to existing services which are already available to the subdivision, and requiring no extension to the existing water, recycled water or sewer reticulation system.

The non-works offer is a letter setting out contributions which need to be paid prior to connection. It may also include requirements relating to the construction of minor works, such as tapping into water and recycled water mains or construction of house connection branches to sewers.

A non-works application usually applies to two-Lot residential subdivisions, dual occupancy Developments, commercial buildings, industrial buildings, multi-unit Development and subdivisions with an Owners Corporation, but will also apply to small non-Owners Corporation subdivisions which have existing services available to each Lot in the subdivision.

A completed non-works application form together with the required application fee is required to be lodged with City West Water in order for a non-works offer to be processed.

The non-works application form can be downloaded from City West Water's website at www.citywestwater.com.au.

See Table 2.3.1 for the current non-works application fee.

1.4.2 Development works application

A Development works application applies when an extension of City West Water's reticulated water, recycled water mains and/or sewers is required to service a property under development.

A Development Works Application will need to be lodged seeking City West Water's approval to undertake the necessary works.

The Developments Works Application form can be downloaded from City West Water's website at www.citywestwater.com.au.

This type of application usually applies to Developments other than two-Lot residential subdivisions or subdivisions with an Owner's Corporation, but will also apply to non-subdivisional Developments or subdivisions with an Owner's Corporation where services are required to be extended to the property.

The Developer will be required to engage a Consultant from City West Water's '*Accredited Consultants List to Undertake Engineering and Audit Services for the Land Development Industry*' who will undertake the design and auditing of the necessary works.

The Developer will also be required to engage a Contractor from City West Water's 'Accredited Contractor List to Undertake Construction Works and Services for the Land Development Industry' who will undertake the construction of the necessary works.

All conditions and fees applicable for the Development, including the respective rights and obligations of each of the parties will be set out in the Development Deed. The Development Deed will be executed by all parties to the Deed including the Developer, Consultant, Water Contractor, Sewer Contractor, and City West Water who all become parties to the Development Deed.

A fee is required to be paid when the Development Works Application is lodged with City West Water. The fee amount is dependant on the number of Lots within the Development and is set out in Table 2.3.2.

An acceptance fee is also required to be paid prior to designs being lodged with City West Water. The acceptance fee covers the cost of random Audits conducted by City West Water during the various activities undertaken during the design, construction and survey of the Development works. The fee amount is dependant on the number of Lots within the Development and is set out in table 2.3.2.

1.4.3 Random Audits

City West Water carries out random Audits of the various activities undertaken during the design, construction and survey of the works.

The cost of these Audits is included in the Development Works Application fees provided for in clause 1.4.2 above.

1.4.4 Intensive Audits

An Intensive Audit is an Audit carried out in circumstances where City West Water is of the opinion that the quality system of the Consultant, the Contractor or both as the case may be, has failed.

If City West Water determines that an Intensive Audit is required of any or all of the design, construction or survey of the Development Works, the Developer must pay the applicable Intensive Audit fee.

The hourly fee rate to conduct an Intensive Audit fee is set out in Table 2.4.

1.4.5 Feasibility information

Feasibility information is often sought by Developers to determine the potential costs and infrastructure works associated with developing land. Consultants on behalf of the Developer usually request this information.

The types of feasibility information provided are formed into three categories:

Informal feasibility requests do not require a formal written response and will generally include plans showing the location of existing Assets, high level servicing strategies and high level advice on whether the existing services

can cater for a proposed Development. This advice is generally conducted through emails.

General feasibility requests require a formal written response from City West Water and will generally include plans showing the location of existing Assets, high level servicing strategies and high level advice on whether the existing services can cater for a proposed Development.

Complex feasibility requests require a formal written response from City West Water and will generally include detailed servicing advice requiring modelling of City West Water's water, recycled water and/or sewer systems.

The type of feasibility advice issued by City West Water is dependant on the level of information provided by the Developer/Consultant. The more detailed the information provided, the more detailed City West Water's response can be.

Any feasibility advice requiring modelling of City West Water's water, recycled water and/or sewer systems may take several weeks to complete.

1.4.6 Pressure and flow information

Pressure and flow information is used in the design of fire hydrant and fire sprinkler service installations.

City West Water will provide pressure and flow information once a pressure and flow application form together with the applicable fee is lodged.

The pressure and flow application form can be downloaded from City West Water's website at www.citywestwater.com.au.

Pressure and flow information can either be provided within 24 hours or 5 days. The fees applicable to these response times are set out in Table 2.5.

1.4.7 Build over easements

An application to build or retain a structure over City West Water Assets and/or easements is required under the following scenarios:

- Building of a structure over an existing easement in favour of City West Water or created for water or sewer purposes.
- Building of a structure and/or placing any fill, within 1.0m laterally of any City West Water Asset.

A completed application form to build or retain a structure over works and/or easements form together with a build over application fee is required to be lodged with City West Water in order for it to process an application.

An application to build or retain a structure over works and/or easements form can be downloaded from City West Water's website at www.citywestwater.com.au.

The build over application fee is set out in Table 2.6.

1.4.8 Plumbing applications

A plumbing application is required whenever water or sewer plumbing works are being undertaken on internal property services, including the installation of water / recycled water meters.

All water or sewer plumbing works on internal property services must be carried out in accordance with AS 3500. A plumbing application form, which is separate to the Development Works Application form, is required to be lodged with City West Water.

The various plumbing application forms can be downloaded from City West Water's website at www.citywestwater.com.au.

The plumbing application fees are set out in Table 2.7.

1.5 REIMBURSEMENT POLICY

This section describes the arrangements for reimbursements associated with a development works application which may apply to certain developments.

If the reimbursement policy is applicable to a Development, specific reimbursement details will be included in Schedule 4 of the Development Deed.

A reimbursement is payable by City West Water when Shared Distribution Assets and/or Temporary Shared Assets are required to be constructed for a Development.

City West Water will reimburse to the Owner the construction costs of the Shared Distribution Assets and/or Temporary Shared Assets. These costs are calculated using either the construction rates for various sizes of pipes, located in Tables 2.8.1(a), 2.8.1(b), 2.8.2(a) and 2.8.2(b) or are based on the lowest conforming tender for the applicable works. The method of tender will be stipulated in the Development Deed under Schedule 4. Where the reimbursement is calculated using the lowest conforming tender, a design/project management fee of up to 8% of the construction cost may also be included in the reimbursement amount.

Where calculation of the estimated reimbursement amount is based on the rates located in Clause 2.8 the estimated reimbursement amount will be indicated in Schedule 4 of the Development Deed. The actual reimbursement amount will be reassessed at the completion of the works, based on actual construction lengths.

Where the estimated reimbursement is based on the lowest conforming tender for the works, the amount will be advised once the successfully recommended tender is accepted by City West Water. The reimbursement amount will not include provisional sums and City West Water will need to be notified of and agree to the cost of any variations during the construction of the works for them to be considered for reimbursement.

Where City West Water's reimbursement amount is to be based on the lowest conforming tender for the reimbursable works, the Developer will generally be required to call for public tenders. The specific requirements regarding the

design, tender documentation and construction will be set out in the Development Deed; however the following conditions will generally apply:

General

- The Consultant is to undertake the design, contract document preparation, tendering and evaluation of tenders and project management for the construction of the Shared Distribution Assets and/or Temporary Shared Assets. All work shall be undertaken in a cooperative approach with City West Water.
- City West Water is to have the opportunity for significant input through the design phase and final design sign off. Hold points will be set at:
 - design phase (City West Water to authorise, but not approve the design)
 - tender preparation phase (City West Water to authorise documentation)
 - tender evaluation phase (City West Water to authorise contractor selection).
- At all phases, the Consultant is to make a recommendation to City West Water on their preferred selection. All recommendations need to be forwarded with appropriate accompanying documentation. The Shared Distribution Assets and/or Temporary Shared Assets are not to proceed past these points without City West Water's permission.

Concept Design / Functional Design Phase

- This gives the consultant/designer the opportunity to appraise all information and involves analysis of options and the preferred option. City West Water encourages pre-design meetings or functional design reviews for works such as Pump Station designs. Other meetings may be organised on a needs basis depending on complexity of design.

Design Phase

- City West Water is to review and comment on the design plans. To assist in the review of these documents we require copies of the conditions entered into with other property owners, Melbourne Water, Council and other Authorities (i.e. Electrical, Gas, etc).
- Reports regarding Aboriginal, Archaeological, Flora and Fauna assessments (if applicable) must be forwarded to City West Water for review.
- The engineering plans should include existing and proposed services and clearance from the proposed water/sewer mains complying with all WSAA/MWRA requirements.
- Any amendments requested by City West Water to the drawings/documents are to be lodged with CWW for review. City West Water will need further review amendments and authorise the design/documents to enable you to proceed with the project.

- Please note that CWW will generally require 5 to 10 working days for the first design audit and any subsequent audits required CWW will endeavor to provide feedback within 5 working days.

Tender Phase

- City West Water is to review and comment on the tender documents and schedules prior to advertising.
- City West Water will require the tender process to be conducted as an **open tender** and be open for 2 weeks.
- The tender must be advertised in Wednesday's Herald Sun and must include a City West Water logo. The tender can also be advertised in other publications but must not include a City West Water logo. Tender to be single column, and appear in black and white only (A sample of a tender advertisement with City West Water logo can be provided upon request).
- The tender is to be closed at City West Water's tender box at 3pm.
- The tenders will be opened at City West Water's offices and the details of the tenderers and their tender prices logged. Tender documentation will then be forwarded to the Developer's consultant for analysis.
- The consultant is to provide City West Water with a spreadsheet containing breakdown and comparison of all quantities, cost and variation submitted by all contractors and your recommendation on who should be short listed for tender interview.
- The short listed tenderers will be jointly interviewed by the consultant and City West Water. The interview process needs to be structured such that each tenderer is asked the same questions in relation to project and specific questions related to the tender documents. The consultant is to provide City West Water with a prepared list of questions prior to tender interviews for our review/comments.
- Post interviews, the consultant is to provide minutes of tender meetings and a report detailing their recommendation as to who should be awarded the project and their reasons supporting this decision.
- City West Water will obtain internal approval of the preferred contractor and the reimbursement for the asset. Allow 14 working days for City West Water to go through the internal process. Upon approval City West Water will advise the consultant in writing of the reimbursement amount.
- The actual reimbursement amount will be based on the lowest conforming tender for the construction of the works.

- Where City West Water has accepted the lowest conforming tender, the total amount to be reimbursed will be based on the actual dollar amount with no escalation. Where the accepted tender includes a provisional amount then this amount will not form part of the amount to be reimbursed.
- The Developer / Consultant may elect to use a contractor other than the lowest tenderer but will receive no additional reimbursement from City West Water. Only contractors that have submitted tenders through the open tender process can be engaged to undertake the shared asset works.
- City West Water reserves the right to review the proposed strategy for this area should the tenderers deliver a price not deemed acceptable by City West Water.

Confidentiality

- The Consultant and the Developer will hold in strictest confidence the confidential information of tenderers as between themselves and City West Water and will not use any confidential information for any purpose other than for tender and tender evaluation. The consultant will be required to sign a declaration to this effect.
- The Consultant and the Developer will not disclose, communicate, or permit the disclosure or communication of confidential information to any other tenderer or other third person in any manner whatsoever.
- For the purposes of this Clause “confidential information” means all tenderer information received in connection with the shared asset works in any form or media, including, but not limited to, everything recording, containing, setting out or making reference to any pricing or financial data but does not include:
 - information which is, at the date of this Deed, or which subsequently becomes, other than as a result of breach of this Deed, widely known in the public domain.
 - information which any of the parties to this Deed is required by law or by Order of any Court to disclose.
- The Consultant and the Developer will ensure that their obligations under this Clause shall apply to all of their employees, agents, contractors and subcontractors.
- The Consultant and the Developer agrees to indemnify City West Water against all costs, liability, losses and claims incurred by City West Water as a result of a breach of their obligations under this Clause.
- The obligations in this Clause shall remain in full force and effect notwithstanding that physical access to the confidential information is no longer available to the Consultant or the Developer or that either of them is no longer associated with City West Water.

Construction Phase

- The consultant must arrange a pre-construction site meeting with the contractor and CWW. Items to be included are site induction, Job Safety Analysis, site specific environmental issues, Traffic Management Plan or as applicable.
- The contractor is to provide City West Water with the following documentation for review upon request:
 - Company Policies and Objectives
 - System Management Procedures
 - Technical Procedures
 - Project Personnel including Subcontractors, Suppliers & Testing Companies
 - Checklist (Pre-Commencement, Tools Inspection, Induction/Training Procedure etc)
 - JSA (site specific)
 - Site Environmental Management Plan
 - Other related documentation.
- The consultant is to arrange fortnightly site meeting with the contractor and City West Water during the entire construction/contract period.
- City West Water is to be notified of any variations to the works as they arise. Only variations that have been brought to City West Water's attention as they occur will be considered for reimbursement. Agreement on variations, excluding the total cost, is to be made between City West Water and the Developer / Consultant during the progress of the shared asset works. Variations, including the full amount to be reimbursed will require City West Water's endorsement.
- Any issues regarding Industrial Relation, Site Security, OH & S or Non-Conformances issued to the contractor, City West Water is to be informed immediately. A copy of the documentation is to be provided to City West Water for review.

Post Construction Phase

- Prior to City West Water issuing the final reimbursement payment, the Consultant will be required to lodge a copy of the final payment certificate issue to the Contractor.

City West Water may also pay a design and project management cost as part of the reimbursement for Shared Distribution Assets and/or Temporary Shared Assets. These costs will be capped at 8% of the contract amount. The design and project management reimbursement amount includes but is not limited to tender advertisement costs, tender evaluation, design, Auditing, surveying, testing and commissioning of the reimbursable works.

The Owner may offset the New Customer Contributions, or non-scheduled charge, against the reimbursement amount. Any balance of the reimbursement amount will be paid by City West Water upon issue of a

Certificate of Completion for the works as provided for in Clause 7.4 of the Development Deed Standard Conditions.

1.6 FINANCIAL AND SERVICING REQUIREMENTS POLICY

This policy describes the agreement requirements for Owners who need to construct water, recycled water supply and sewerage services for a subdivision or when a service to a property is required.

Specific servicing requirements will be included in Schedules 4, 5 and 6 of the Development Deed.

1.6.1 Special works

Special works such as a water storage tank, a local treatment plant, pumping station, rising main, sewerage flow control facility, local booster disinfection plant, or a local sewage pre-treatment system may be required where they are necessary for a satisfactory supply of services to a Development. Owners must install and meet the total cost of the required special works as well as the required water, recycled water mains and sewers, when these special works are not upsized to support other Developments.

Where special works are required to service more than one Development, these works will be treated as Shared Distribution Assets and will be subject to reimbursement in accordance with clause 1.5.

1.6.2 Operation and maintenance costs

Temporary assets

Where Temporary Reticulation Assets are gifted to City West Water, an operation and maintenance fee is charged and is required to be lodged as a lump sum payment.

The charge is based on an amount that will support the annual average costs of maintaining and operating the Temporary Reticulation Assets until the permanent system is installed, upto a maximum period of 15 years.

City West Water will determine the operation and maintenance fee based on similar sized works within its existing system.

The required lump sum payment will be set out in Schedule 4 of the Development Deed.

A 5.6% discount rate (pre-tax, real) is used when calculating the lump sum payment.

Where Temporary Reticulation Assets remain under the Ownership of the Developer, the operation and maintenance costs of Temporary Reticulation Assets must be paid by the Developer until City West Water installs permanent works, upto a maximum period of 15 years.

This would also include costs associated with sewer education. In this case the Developer will be required to enter into a separate education agreement with City West Water.

Point Cook sewer vacuum system

Developments that are serviced by the Point Cook Sewer Vacuum System are charged a one off upfront fee per Lot to cover the additional operating and maintenance costs involved in maintaining this system. This charge is in addition to the New Customer Contribution fee and is set out in Table 2.10.

1.6.3 Maintenance

The Developer must pay all maintenance costs incurred by City West Water until a Certificate of Completion is issued for the Development Works.

1.7 DESIGN POLICY

The responsibilities of the Developer, Consultant, Contractors and City West Water in relation to the design of the Development Works are set out in the Development Deed Standard Conditions.

Developers must appoint Consultants to carry out the design of the Development Works who are accredited in the applicable category of Works set out in clause 3.2.

City West Water encourages the promotion of innovative servicing solutions.

In this regard City West Water actively encourages the Developer and Consultant to offer creative and innovative solutions relating to the concept, design and construction, of water / recycled water supply and sewerage infrastructure Assets which are based on sound engineering principles and provide effective and economic alternatives over the life of the Asset.

The Development Works design is expected to provide the best value “whole of life” option that provides surety of ongoing effective and efficient performance of the system.

The Consultant must specify the standard or engineering concept that has been used to design the works.

Development Works designed and constructed in accordance with the relevant Water Services Association of Australia standard drawings, specifications, design manuals and supplementary documentation are acceptable.

The Development Works design must include any special design parameters required by City West Water in the Development Deed for particular works. For sewerage works, unless otherwise specified in the Development Deed, the design must also provide:

- sufficient capacity for the catchment upstream of the Development
- gravity control of the catchment upstream of the Development.

The Owner must obtain the approval of City West Water if it proposes to provide any Lot with only limited gravity control. Lots approved for limited

gravity control need to have the area of control identified on the design drawings.

The Consultant is responsible for co-ordinating the design of the works with any works, operations and services involving City West Water. This responsibility extends to co-ordination with councils, other authorities and individuals that may have a direct or indirect interest in the construction and location of the proposed water supply or sewerage works. Any requirements affecting the construction methods must be included on the design drawings.

Unless otherwise specified in the Development Deed or subsequently approved by City West Water, all materials used in the Development Works must be specified in the Approved Products lists.

The following product catalogues can be downloaded from www.citywestwater.com.au :

- Pressure Pipelines Systems Produce Catalogue
- Non Pressure Pipeline Systems Products Catalogue
- Pumping Station Systems Product Catalogue
- Pre-mixed Concrete and Quarry Products Catalogue
- Water Meters and Ancillary Products Catalogue

Any special conditions in relation to the design of the Development Works will be set out in Schedule 5 of the Development Deed.

1.8 CONSTRUCTION POLICY

The responsibilities of the Developer, Consultant, Contractors and City West Water in relation to the construction of the Development Works are set out in the Development Deed Standard Conditions.

Developers can only appoint Consultants and Contractors to carry out the Audit activities and construction of the Development Works who are accredited in the appropriate Development Works category as set out in clause 3.2.

The following specifications can be downloaded from www.citywestwater.com.au :

- Backfill Specification
- MRWA Construction and Connection of New Water Mains
- MRWA Coating of Steel Pipes and Fittings for Corrosion Protection
- Sewer Acceptance Testing Specifications

Any special conditions in relation to construction of the Development Works will be set out in Schedule 6 of the Development Deed.

1.8.1 Work on live Assets – Water / recycled water supply connections

Connection to existing water / recycled mains will generally be carried out by the Owner's Contractor under the supervision of City West Water, after the mains have been isolated.

The Contractor must give City West Water:

- Five full working days' notice of the proposed connection – this allows City West Water to facilitate the connection by arranging the necessary shutdowns of existing mains.
- 24-hours' notice of confirmation of connection.

When connecting to larger size water / recycled water mains by tapping under pressure, work may be carried out by City West Water at its discretion. In this instance excavation and materials must be provided by the Contractor.

Notification of connection to City West Water's water / recycled water mains must be given by lodging the 'Notification of Under Pressure Cut-in Connection (UPCIC) or Request for Shutdown for New Connection' form. This form is available on the City West Water website at www.citywestwater.com.au.

All forms must be emailed to shutdowns@citywestwater.com.au or faxed to (03) 9313 8032.

A connection fee recovers the cost of shutting down the main, notifying the affected property Owners, supervision of the connection and flushing and recharging the main. The connection fee does not cover the tapping for individual Lots. Water supply connection fees are shown in Table 2.11.

In the case that City West Water conducts the connection; any charges are based on actual cost. The estimated fees must be paid no later than five working days before commencement of construction. The estimated amount will be detailed in the Development Deed. The actual amount will be determined when the account is finalised.

1.8.2 Work on live Assets – Sewerage connections

Connection of new sewer lines to existing sewer mains are only to be carried out by contractors who are City West Water accredited suppliers for works in confined space conditions.

A list of these contractors will be included with the Development Deed issued by City West Water. The Developer or Consultant as the case may be must select only contractors who meet these criteria and arrange the connections, including costs for the work, directly with the contractor.

Once a connection time has been arranged with the contractor, the Consultant or Developer must provide details of the arrangements to City West Water's Quality Operational Control Centre by fax on (03) 9313 8108 or email to confinedspaceqf@citywestwater.com.au. A minimum of five full working days' notice is required prior to any connection works taking place.

Notification of connection to City West Water's sewers must be given by lodging the 'Notification of Entry to Confined Spaces' form. This form is available on the City West Water website at www.citywestwater.com.au.

City West Water will advise the Consultant in the Development Deed of any special details and costs associated with connections to larger sized sewers.

1.8.3 Boundary sewers and water / recycled water mains servicing both sides of the street

If the Development Works include water / recycled water mains or sewers that are not considered shared Assets but will supply or service other land, the Owner is responsible for arranging a cost-sharing agreement with the adjacent Owners.

City West Water will not be involved in any cost-sharing arrangements.

If an adjacent Developer utilises an existing water / recycled water main or sewer, City West Water may at its discretion require that the Developer utilising existing Assets provides evidence that an agreement has been entered into with the Developer who installed the water / recycled water main or sewer. If applicable this requirement will be set out in the Development Deed conditions.

1.8.4 Temporary assets

City West Water may allow the Owner to install temporary assets if:

- City West Water Assets are not directly accessible from the Development
- Connecting the Development to City West Water Assets is not economically viable.

Temporary assets are divided into the categories of **Temporary Reticulation Assets** and **Temporary Shared Assets**, both of which are defined in clause 1.2.1 of this manual.

The Development Deed will set out whether temporary works are required to be upsized to service other Developments.

Temporary works are subject to the following conditions:

- The cost of Temporary Reticulation Assets must be paid for by the Developer. In cases where the Developer is required to pay for Temporary Reticulation Assets, City West Water will inform the Developer of what permanent assets will be provided and when that is expected to occur.
- For Temporary Reticulation Assets the Owner is required to pay the operation and maintenance costs of the temporary works in accordance with Clause 1.6.2. This includes any cost associated with the abandonment or removal of the temporary works.

- In certain circumstances City West Water may permit others to connect to Temporary Reticulation Assets provided that there is no detriment to the original Developer that installed the temporary assets. Other Developers in the vicinity who have not contributed to the temporary assets and who develop their land at a later date may be required to install their own temporary works or upsize the existing temporary assets at that time.
- The Owners who use the temporary assets need to provide land for these works. City West Water will then lease this land for a nominal amount until permanent works are installed.
- The cost of Temporary Shared Assets will be refunded by City West Water in accordance with Clause 1.5.
- All works must be constructed in accordance with relevant standard drawings and specifications and approved by City West Water.

1.8.5 Alteration to existing City West Water Assets

If existing City West Water Assets require alteration as a result of the Development, the Owner must pay the actual cost of this work. Only people authorised by City West Water are permitted to carry out the work.

1.8.6 Hydrant use and cross contamination

The Contractor must obtain written consent from City West Water for the use of water required for construction purposes. An application form for a permit to access fire hydrants and fireplugs form can be downloaded from www.citywestwater.com.au.

The use of potable water for construction purposes will be subject to the conditions imposed by City West Water and any water restrictions current at the time of construction.

Depending on where and how hoses used to draw water are stored, whether a standpipe is used to draw water only, or in other applications, will influence the risks associated with cross contamination.

In this regard City West Water requires that all Contractors, who wish to draw water from above or below ground hydrants (fire plugs) to provide a method statement on how they propose to address the issue of cross contamination.

The Contractor's Nominated Representative is to provide this information at least five working days prior to the date proposed for commencement of works.

Class A recycled water is also available for construction purposes. More information regarding the use of Class A recycled water can be obtained from City West Water's end use protocol for construction works which can be downloaded from www.citywestwater.com.au.

Other forms also available from City West Water's website include:

- End User Application – Recycled Water Standpipe Customers
- Recycled Water Standpipe Permit – Application or Renewal
- Registered Class A Recycled Water Carters

1.8.7 Chlorination and water quality testing of mains

As part of our commitment to Hazard Analysis and Critical Control Point (HACCP) principles, City West Water has introduced water quality testing for newly constructed water mains. The water quality from new mains must comply with City West Water's licence requirements before they are put into service, i.e. it must be safe, clear and free from objectionable taste and odour.

All new water mains less than 225mm diameter will have to be tested to ensure compliance with MRWA Specification No. 04-02. Water mains of 225mm diameter and greater will need to be disinfected also in accordance with MRWA Specification No. 04-02. MRWA Specification No. 04-02 can be obtained by downloading the 'MRWA Construction and Connection of New Water Mains' specification at www.citywestwater.com.au.

The Consultant or Contractor must:

- arrange for chlorination directly with disinfection Contractor approved by the Water Services Association of Australia
- arrange water quality testing directly with a laboratory accredited under the Memorandum of Understanding between the National Association of Testing Authorities, Australia (NATA) and the Department of Human Services (DHS)
- provide all temporary pipe work and fittings needed for any chlorination works
- give City West Water at least five full working days' notice to arrange any shutdowns that are needed
- provide City West Water with test results prior to City West Water issuing an Acceptance of Works letter.

1.8.8 Water shut off period

The Contractor must endeavour to minimise the duration of any planned water supply interruptions affecting customers. City West Water has a target for planned interruptions to be completed in less than 146 minutes.

1.8.9 Requirements for backfilling trenches

City West Water requires the backfill and compaction of soils in excavations associated with the construction of water / recycled water supply and sewerage Assets to be carried out in accordance with MRWA Specification No. 04-03.1. This specification also applies to fill associated with Assets

constructed by tunnels, drives, shafts, bores and other trenchless technologies.

A copy of MRWA Specification No. 04-03.1 can be obtained by downloading the 'Backfill Specification' at www.citywestwater.com.au.

1.8.10 Working on enamel external coated mild steel mains

Recently it has been highlighted that coal tar enamel used on the external coating of mild steel pipe may contain asbestos.

The full extent of precautions will be developed by the water industry, however in the interim period City West Water require any Contractors undertaking works on these mains to:

- Develop and submit to City West Water a work method statement and job safety (risk) analysis for the specific works to City West Water at least 10 working days prior to commencement; and
- Possess a license to handle and remove asbestos; and
- Carry out works in accordance with the Occupational Health and Safety Act 2004.

1.8.11 Asbestos Cement (AC) Pipelines

The Developer or Consultant as the case may be is to ensure Contractors undertaking works involving AC pipes are to do so in accordance with the Occupational Health and Safety Act 2004.

1.9 QUALITY POLICY

The City West Water Quality Policy places high emphasis on quality assurance. As detailed in the Development Deed Standard Conditions, Developers must engage only Consultants and Contractors that are accredited to design and/or construct the specific category of Development Works.

A list of accredited Consultants and Contractors is available from www.citywestwater.com.au.

1.10 AUDIT POLICY

City West Water may Audit any activity in connection with the Development Works. The Developer and Consultant or Contractor as the case may be, are entirely responsible for the quality of the Developer Works and for the health and safety of employees during the Development Works.

City West water will retain the right to audit Quality, Environmental and Occupational Health and Safety (OH&S). Consultants and Contractors must accept and facilitate the role of City West Water as a quality, environmental and OH&S auditor. Audits may be conducted in the Consultant's or Contractor's office, on the project site, or at City West Water's offices.

City West Water will Audit the Consultants/Contractors:

- quality system
- safety system
- environmental system
- design
- construction
- survey

Continued non conformances or failures of the Consultant's or the Contractor's systems detailed above may lead to re-classification, suspension or deregistration of a Consultant or Contractor from the 'Accredited Consultants List' or 'Accredited Consultants List'.

Each project will be subject to a minimum base Audit frequency. Additional Auditing is based on City West Water's assessment of risk for each activity. This is affected by the:

- quality performance of the Consultant/Contractor
- past performance of the Consultant/Contractor
- design aspects of the Development Deed
- construction aspects of the Development Deed
- value of Development Works, including future replacement costs
- effect of proposed Development Works on current or future works
- consequences of failure
- cost and difficulty of conducting repairs.

1.11 TRADE WASTE POLICY

City West Water sewers can accept only limited amounts of trade waste into its sewers in addition to normal domestic waste. The Developer must not assume that by entering into a Development Deed City West Water is committing to accept trade waste discharges into sewers.

Trade waste discharges must comply with City West Water's quality and quantity standards. Owners of businesses operating in the Development must apply to City West Water for approval to discharge trade waste. City West Water will supply details of its quality and quantity standards for trade waste at this time.

The Owner must notify City West Water if any prospective purchasers intend to discharge trade waste from the Development.

A copy of City West Water's Trade Waste Policy and Guidelines and Trade Waste application forms can be downloaded from www.citywestwater.com.au.

2.0 PRICING

2.1 PRICING DETERMINATION

The prices contained within the Land Development Manual have been determined by the Essential Services Commission (ESC). The ESC regulates urban water pricing independently of government and are responsible for the economic regulation of Victoria's energy, water and transport essential services. It aims to protect the community's interests in relation to cost, reliability and quality of supply, while ensuring a sustainable and competitive utility sector into the future.

A full list of City West Water's prices are detailed in our Pricing Handbook which is available from www.citywestwater.com.au or by calling us on 131 691.

2.2 NEW CUSTOMER CONTRIBUTIONS

The New Customer Contribution approved scheduled charges for City West Water's licensed area is set out in the following table:

Table 2.2: New Customer Contributions – approved scheduled charges

| Lot size | New Customer Contribution (per Lot) | | |
|---|-------------------------------------|----------------|------------|
| | Water * | Recycled Water | Sewer |
| < 450m ² | \$599.00 | \$599.00 | \$599.00 |
| 450m ² to 1350m ² | \$1,198.00 | \$1,198.00 | \$1,198.00 |
| > 1350m ² | \$2,396.00 | \$2,396.00 | \$2,396.00 |

* to be reduced by 50% if a recycled water New Customer Contribution is to be applied in a dual reticulation development.

A Lot is defined as an area within the Development that is separately titled or is, or can be individually metered for water or recycled water supply purposes.

2.3 APPLICATION FEES

2.3.1 Non-works application fees

A non-works application applies for connection to existing services which are already available to the property, and requiring no extension to the water, recycled water or sewer reticulation system.

Table 2.3.1: Non-works application fee

| Application Fee |
|-----------------|
| \$277.00 |

Note: This fee will be reduced to \$150.00 if it is a revision of a previous non-works application.

2.3.2 Development Works application fees

A Development Works application applies when an extension of City West Water's reticulated water, recycled water mains and/or sewers is required to service a property.

Table 2.3.2: Development Works Application lodgement and acceptance fees

| Number of Lots in Subdivision | Lodgement Application fee | Acceptance fee |
|-------------------------------|---------------------------|----------------|
| 1 – 10 Lots | \$1,006.00 | \$2,303.00 |
| > 10 Lots | \$1,995.00 | \$3,805.00 |

Note: The lodgement application fee will be reduced to \$150.00 for a revised works application.

For Plan of Subdivisions with an Owners Corporation and for non-subdivisional Developments, the fee for less than ten Lots applies.

2.4 INTENSIVE AUDIT FEES

Intensive Audits are carried out where City West Water is satisfied the quality system of the Consultant and/or Contractors has failed.

The actual charge is based on an hourly rate as set out in Table 2.4 below.

Table 2.4: Hourly rates for intensive Audits

| Intensive Audit Fees | |
|----------------------|-------------|
| Specialist | \$154.20/hr |
| Field Auditor | \$87.35/hr |

These prices are GST inclusive

2.5 PRESSURE AND FLOW INFORMATION FEES

Pressure and flow information is used in the design of fire hydrant and fire sprinkler service installations.

Table 2.5: Pressure and flow information fees

| Normal processing (7-day service) | Urgent processing (24-hour service) |
|-----------------------------------|-------------------------------------|
| \$227.00 per application | \$486.00 per application |

2.6 BUILD OVER (EASEMENT) APPLICATION FEE

An application to build or retain a structure over works and/or easements is required under the following scenarios:

- Building of a structure over an existing easement in favour of City West Water.
- Building of a structure and/or placing any fill, within 1.0m laterally of any City West Water Asset.

Table 2.6: Build over easement application fee

| Build Over Easement Application Fee |
|-------------------------------------|
| \$214.90 |

2.7 PLUMBING APPLICATION FEES

A plumbing application is required whenever water or sewer plumbing works are being undertaken on internal property services, including the installation of water / recycled water meters.

The plumbing application fees are based on two categories:

- Standard** - being a single residential dwelling.
Complex - being all other plumbing applications including dual occupancy, multi-unit residential, commercial and industrial applications.

Table 2.7: Plumbing application fees

| Standard | Complex |
|--------------------------|--------------------------|
| \$113.90 per application | \$399.70 per application |

2.8 REIMBURSEMENT RATES

The reimbursement rates set out in this manual are all inclusive. For example items such as design and project management fees, crushed rock backfill and special bases are included in these rates.

2.8.1 Water supply reimbursement rates

Pipe sizes larger than those shown in Table 2.9.1 below are generally reimbursed based on tender prices in accordance with Clause 1.5.

Table 2.8.1: Water supply reimbursement rates (Potable)

| Pipe Diameter | Rate per metre |
|---------------|----------------|
| 100mm | \$ 105 / m |
| 150mm | \$ 136 / m |
| 225mm | \$ 190 / m |
| 300mm | \$ 274 / m |
| 375mm | \$ 380 / m |

Table 2.8.2: Water supply reimbursement rates (Recycled)

| Pipe Diameter | Rate per metre |
|---------------|----------------|
| 100mm | \$ 112 / m |
| 150mm | \$ 145 / m |
| 225mm | \$ 203 / m |
| 300mm | \$ 292 / m |
| 375mm | \$ 406 / m |

2.8.2 Sewer reimbursement rates

Due to the varying nature of ground conditions throughout City West Water's license area the sewer costs are divided into three geographical areas. This is not the case with water, as mains area generally constructed at a depth that is not affected by the varying ground conditions.

Depth is measured to the invert of the pipe.

Inner City – Category 1 – Municipalities of Melbourne and Yarra

It will be a condition of the Development Deed that all Shared Assets within this category will be conducted as an open tender process as set out in Clause 1.5.

Copies of the lowest conforming tender will also be required for all sewer works constructed within this category.

**Melton Corridor – Category 2 – Municipalities of Moonee Valley,
Maribyrnong, Brimbank, Melton and
Hume**

Table 2.8.2 (a): Sewer reimbursement rates – Category 2

| Depth (m) | 150mm | 225mm | 300mm | 375mm | 450mm |
|-----------|-----------|-----------|-----------|-----------|-----------|
| 0.0m-2.0m | \$ 175 /m | \$ 210 /m | \$ 227 /m | \$ 245 /m | \$ 350 /m |
| 2.1m-3.0m | \$ 210 /m | \$ 226 /m | \$ 274 /m | \$ 285 /m | \$ 408 /m |
| 3.1m-4.0m | \$ 248 /m | \$ 256 /m | \$ 315 /m | \$ 326 /m | \$ 466 /m |
| 4.1m-5.0m | \$ 274 /m | \$ 291 /m | \$ 350 /m | \$ 384 /m | \$ 524 /m |

**Werribee Corridor – Category 3 - Municipalities of Wyndham and
Hobsons Bay**

Table 2.8.2 (b): Sewer reimbursement rates – Category 3

| Depth (m) | 150mm | 225mm | 300mm | 375mm | 450mm |
|-----------|-----------|-----------|-----------|-----------|-----------|
| 0.0m-2.0m | \$ 157 /m | \$ 163 /m | \$ 204 /m | \$ 233 /m | \$ 326 /m |
| 2.1m-3.0m | \$ 179 /m | \$ 186 /m | \$ 245/m | \$ 260 /m | \$ 384 /m |
| 3.1m-4.0m | \$ 221 /m | \$ 256 /m | \$ 315 /m | \$ 350 /m | \$ 431 /m |
| 4.1m-5.0m | \$ 249 /m | \$ 326 /m | \$ 374 /m | \$ 408 /m | \$ 489 /m |

Pipes sizes and depths not included in Tables 2.8.2 (a) and 2.8.2 (b) above are generally reimbursed based on tender prices in accordance with Clause 1.5.

2.9 POINT COOK SEWER VACUUM SYSTEM FEE

Developments that are serviced by the Point Cook Sewer Vacuum System are charged a one off upfront fee per Lot to cover the additional operating and maintenance costs involved in maintaining this system.

Table 2.9: Point cook sewer vacuum system fee

| Point Cook Sewer Vacuum System Fee (per Lot) |
|---|
| \$563.20 |

This price is GST inclusive

2.10 WATER SUPPLY CONNECTION FEES

A water supply connection fee recovers the cost of shutting down the main, notifying the affected property Owners, supervision of the connection and flushing and recharging the main.

Table 2.10: Water supply connection fees

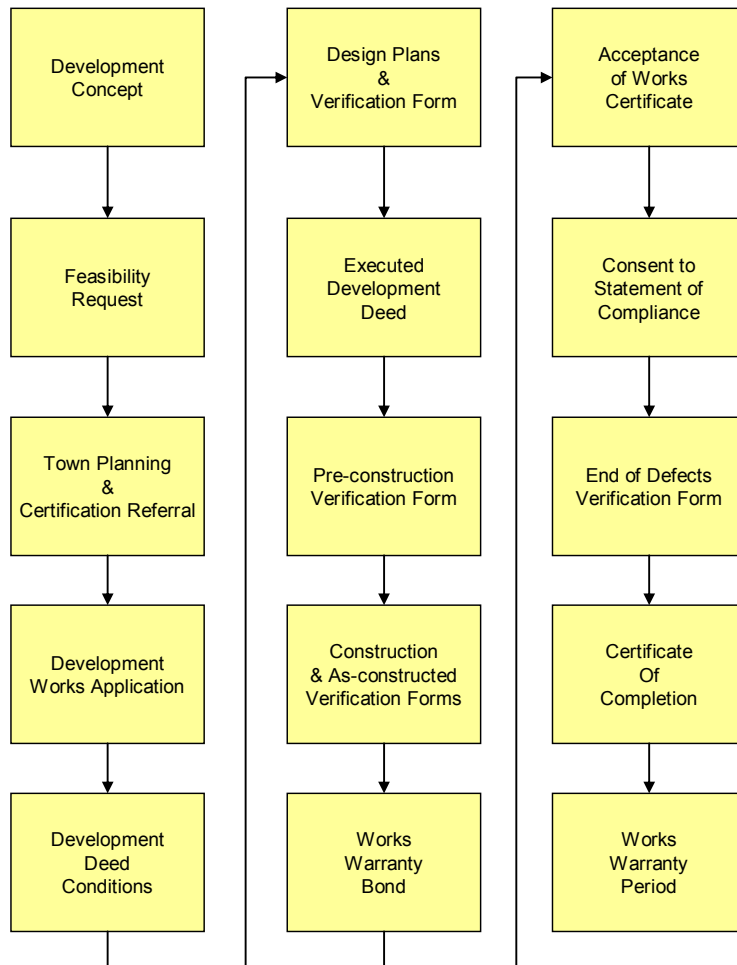
| Land zoning | Connection fee |
|-----------------------|-----------------------|
| Residential | \$350.00 |
| Industrial/commercial | \$500.00 |

Where City West Water carries out the actual connection works, the Developer will be charged the actual cost of the works.

3.0 QUALITY

3.1 PROCESS OVERVIEW

The following flow chart is an overview of a typical process for land Development Works. Details relating to each process follow.



3.1.1 Feasibility request

Feasibility advice is typically requested at Development concept stage or when a parcel of land is up for sale.

The detail of feasibility advice given by City West Water at this stage varies dependant on the type of request made. Feasibility advice generally falls into three categories, those being informal, general and complex. The definitions of the types of feasibility advice are set out in Clause 1.4.5.

A Developer may have appointed an engineering consultant at this stage but is not required to enter into a formal agreement with City West Water.

Information specified by City West Water at the feasibility stage is based on the current demands on City West Water's system, including those from other new Developments and can change rapidly. Although City West Water will take all reasonable care in preparing the information and conclusions, it will reserve the right to alter this information at any time and without giving notice of the fact.

City West Water will not make any binding representations or commitments until the formal Development Deed is executed. Before then, Developers and/or consultants cannot assume the feasibility information or conclusions to be binding on City West Water or make any commitments based on that assumption.

3.1.2 Town planning and certification referral

Where required the Developer will submit his Development proposal to the local planning authority, usually the local council, who will refer it to City West Water for comment.

City West Water will place formal conditions on the town planning permit. These conditions are generally generic and will require the Developer to enter into an agreement with City West Water for the provision of water, recycled water (if applicable) and sewer services.

It is at the town planning permit Stage that City West Water will advise the Developer if recycled water is mandated for a particular area.

Subdivisional certifications are also referred to City West Water by the relevant council. City West Water will respond to the relevant council by:

- Consenting to the plan; or
- Objecting to the plan; or
- Requesting a specified alteration

Specified alterations are generally a requirement for easements and/or land to be set aside on the Plan of Subdivision to cover existing City West Water Assets.

As the location of Assets to be constructed for the Development are not always known at the certification Stage, City West Water reserves the right to request additional easements and/or land to be set aside as part of the Development Deed.

3.1.3 Development Works Application

It is at the Development Works Application stage the Developer will be required to engage a consulting engineer from City West Water's '*Accredited Consultants List to Undertake Engineering and Audit Services for the Land Development Industry*' who will make application and undertake the design of the necessary works.

The Development Works Application form which can be downloaded from City West Water's website will detail all of the necessary documentation that needs to be lodged as part of the application. The relevant application fee, as detailed in Table 2.3.2 is also required to be lodged at this Stage.

3.1.4 Development Deed conditions

The Development Deed will set out all of the conditions and fees applicable for the Development, including the respective rights and obligations of each of the parties.

The Developer or its Consultant will download the Formal Instrument of Agreement and Development Deed Standard Conditions at www.citywestwater.com.au and City West Water will issue the financial contributions, design and construction requirements and any other required documentation which together will form the Development Deed.

City West Water will generally issue the formal conditions within 45 business days of receiving a completed Development works application form however; due to the complexity of the servicing requirements of some Developments a longer period may be required.

If the Development Deed has not been executed within three (3) months from the date that City West Water has issued the Development Deed conditions, City West Water may, at its sole discretion, require the Consultant to lodge a new works application. The fees applicable for a revised works application are set out in Clause 2.3.2.

3.1.5 Design plans and verification forms

The Consultant is required to lodge a design verification form signed by the Consultant's Nominated Representative and the full set of design documents required at least 10 days before the Contractor proposes to commence construction of the Development Works.

The Consultant engaged by the Developer must be listed as an accredited consultant for the relevant categories of works on City West Water's '*Accredited Consultant List to Undertake Engineering and Audit Services for the Land Development Industry*'

The design verification form can be downloaded from www.citywestwater.com.au. This form and/or the Development Deed will set out any other additional documentation that is required to be lodged at this time.

The design verification form, design plans and all other required documents must be converted to PDF format and emailed to designs@citywestwater.com.au.

City West Water will send an acknowledgement letter confirming that all the necessary documentation has been supplied. At this stage, City West Water may choose to conduct an Audit of the design and the Consultant will be informed of any observations and/or non-conformances that need to be addressed.

Notwithstanding the above, City West Water reserves the right to conduct design Audits at any time during the life of the project.

3.1.6 Executed Development Deed

Prior to the Development Works commencing, the Development Deed, executed by the Developer, the Consultant and the Contractor(s) is required to be lodged with City West Water.

City West Water will then execute the Development Deed. The commencement date of the document is the date that City West Water executes the Development Deed.

With the exception of the Offer fees or unless otherwise specified, all other fees detailed in Schedule 4 of the Development Deed (Financial Contributions) are required to be paid within 14 days of the commencement date.

3.1.7 Pre-construction verification form

The Consultant is required to lodge a Pre-construction Verification Form signed by the Consultant's Nominated Representative at least 7 days before the Contractor proposes to commence construction of the Development Works.

The water Contractor and/or a sewer Contractor engaged by the Developer must be listed as an accredited contractor for the relevant categories of works on City West Water's '*Accredited Contractor List to Undertake Construction Works or provide Services for the Land Development Industry*'

The Consultant will also provide a risk based Audit schedule detailing the minimum number and timing of Audits that will be carried out by the Consultant's representative during the construction of the Development Works. This Audit schedule must as a minimum meet the requirements detailed in Clause 4.2 (f) of the Development Deed Standard Conditions.

Proof that the Consultant's professional indemnity insurance and the Contractor's public liability insurance meets the requirements of the Development Deed Standard Conditions is also required to be lodged at this time.

The Pre-construction Verification Form can be downloaded from www.citywestwater.com.au. This form and/or the Development Deed will set out any other additional documentation that is required to be lodged at this time.

The Pre-construction Verification Form, and all other required documents must be converted to PDF format and emailed to designs@citywestwater.com.au.

City West Water will send an acknowledgement letter confirming that all the necessary documentation has been supplied.

City West Water may choose to conduct Audits during the construction of the Development Works and the Consultant and/or Contractor will be informed of any observations and/or non-conformances that need to be addressed.

3.1.8 Construction and As-Constructed Verification Forms

At the completion of the Development Works the Consultant is required to lodge the Construction Verification Forms signed by both the Consultant's and Contractor's Nominated Representative. The Consultant is also required to lodge the As-Constructed Verification Form signed by the Consultant's Nominated Representative.

The following information is also required to be submitted at this time:

- A digital copy of the As-Constructed Information in either DGN or DXF format. The digital information is required to be formatted in accordance with the WITS Survey Manual.
- A PDF copy of the as-constructed information.
- Water quality test results and chlorination completion certificate in accordance with MRWA Specification No. 04-02.
- Compaction test results in accordance with MRWA Specification No. 04-03.1.
- Any other information that may be set out in the verification form and/or Development Deed.

The verification forms, and all other required documents apart from the digital copy of the As-Constructed Information must be converted to PDF format and emailed to designs@citywestwater.com.au.

The Construction and As-Constructed Verification Forms can be downloaded from www.citywestwater.com.au.

3.1.9 Works Warranty Bond

The Works Warranty Bond must be provided by the Developer to City West Water in accordance with Clause 4.8 of the Development Deed Standard Conditions in the form of an Approved Unconditional Undertaking or a cash deposit.

If the Works Warranty Bond is in the form of an Approved Unconditional Undertaking it must not include an expiry or termination date.

A copy of the tender documentation is required to be submitted with the Works Warranty Bond to enable City West Water to confirm the Works Warranty Bond amount. City West Water will inform the Developer in writing if it considers that the Works Warranty Bond amount is insufficient.

3.1.10 Acceptance of Works Certificate

Once City West Water is satisfied that the Development Works have been satisfactorily completed, an Acceptance of Works Certificate will be issued.

The Acceptance of Works Certificate will be issued in accordance with and subject to the provisions contained in Clause 7.2 of the Development Deed Standard Conditions.

3.1.11 Consent to Statement of Compliance

City West Water will issue Consent to Statement of Compliance once all conditions under Clause 7.3 of the Development Deed Standard Conditions have been met.

3.1.12 End of Defects Liability Verification Form

At the end of Defects Liability Period, the Consultant will lodge an End of Defects Liability Verification Form signed by the Nominated Representative of the Consultant and the Contractor

As stated in Clause 8 of the Development Deed Standard Conditions, unless an alternative period has been specified in Schedule 6 of the Development Deed (Construction Requirements), the end of Defects Liability Period is 3 months from the date that City West Water issues the Acceptance of Works Certificate.

It is suggested that the Consultant arrange a suitable time to conduct a joint Audit of the Development works with the Contractors and City West Water's Nominated Representatives prior to lodging the End of Defects Liability Verification Form.

In order to arrange a joint audit the 'Notification of Intention to carry out testing' form should be lodged with at least two clear working days notice. This form can be downloaded from www.citywestwater.com.au and once completed should be faxed to (03) 9313 8026 or emailed to landdevelopment@citywestwater.com.au .

The End of Defects Liability Verification Form can be downloaded from www.citywestwater.com.au. This form and/or the Development Deed will set out any other additional documentation that is required to be lodged at this time.

The end of Defects Liability Verification Form, and all other required documents must be converted to PDF format and emailed to designs@citywestwater.com.au.

City West Water may choose to conduct Audits on the Development Works during the end of Defects Liability Period and the Developer, the Consultant

and/or Contractor will be informed of any observations and/or non-conformances that need to be addressed.

3.1.13 Certificate of Completion

City West Water will issue a Certificate of Completion at the successful completion of the Defects Liability Period in accordance with Clause 7.4 of the Development Deed Standard Conditions.

3.1.14 Works Warranty Period

The Works Warranty Period extends for 2 years from the date City West Water issues the Certificate of Completion.

The responsibilities of the Developer, Consultant, Contractors and City West Water with regards to the Development Works during the Works Warranty Period are detailed in Clause 9 of the Development Deed Standard Conditions.

3.2 MINIMUM QUALITY REQUIREMENTS

Developers may only engage Consultants and Contractors who appear on City West Water's Accredited Consultants and Contractors Lists.

The minimum quality requirements for Consultants, Contractors and their Key Personnel vary for each Development Works category.

The Development Work categories are as follows:

Consultants

- S1 Sewer Retic/Branch ≤ DN 375
- S2 Sewer Branch > DN 375
- S3 Pressure Sewer Systems
- S4 Sewerage Pumping Station & Pressure Main
- S5 Vacuum Sewerage Systems
- S6 Specialist Works (Sewer)
- S7 Confined Spaces
- W1 Water Reticulation ≤ DN 300
- W2 Water Distribution > DN 300
- W3 Water Supply Pumping Stations
- W4 Specialist Works (Water)
- W5 Under Pressure Cut-In Connections
- W6 Steel Pipelines
- W7 Disinfection of Water Mains

Categories S7, W5, W6 and W7 are construction related activities associated with the provision of Auditing services only.

Contractors

- SC1 Sewer Retic \leq DN 375 or \leq 5m in depth
- SC2 Sewer Retic $>$ DN 375 or $>$ 5m in depth
- SC3 Pressure Pipelines in Sewerage Systems
- SC4 Sewerage Pumping Station
- SC5 Specialist Works (Sewer)
- WC1 Water Retic \leq DN 300
- WC2 Water Distribution $>$ DN 300
- WC3 Water Supply Pumping Stations
- WC4 Specialist Works (Water)
- WC5 Under Pressure Cut-In Connections
- WC6 Steel Pipelines
- WC7 Disinfection of Water Mains

3.2.1 Consultants

The minimum quality requirements for Consultants are detailed in Part G – Accredited Consultants Minimum Pre-qualification Criteria of the *'Invitation to Apply for Registration on the Accredited Consultant List to Undertake Engineering and Audit Services for the Land Development Industry'*.

These criteria set out the requirements for both the Consultant and its Key Personnel within the company in relation to each of the specific categories of Development Work.

3.2.2 Contractors

The minimum quality requirements for Contractors are detailed in Part G – Accredited Contractors Pre-qualification Criteria of the *'Invitation to Apply for Registration on the Accredited Contractor List to Undertake Construction Works and Services for the Land Development Industry'*.

These criteria set out the requirements for both the Contractor and its Key Personnel within the company in relation to each of the specific categories of Development Work.

3.3 AUDIT

3.3.1 Audit requirements

Auditing is the process used to verify that an activity conforms to the requirements of the customer, the quality assurance system and quality system standard. There are three common types of Audit:

- first party
- second party
- third party

First party Audits

First party Auditing is more commonly known as internal Auditing. It is the monitoring by a company of its own quality system. First party Auditing is essential to ensure effective operation of a quality system and is a requirement of ISO 9001 Quality.

Second party Audits

Second party Audits are conducted by customers on the supplier. These Audits enable the customer to verify that the supplier can consistently meet the requirements, and may eliminate the need for detailed inspection and/or testing of the product or service.

Audits conducted by City West Water are second party Audits.

Third party Audits

Third party Audits are conducted by organisations independent of both supplier and customer, and are accredited by JAZ – ANZ..

Third party Auditing reduces the need for second party Auditing, saving time and money for both the supplier and customer.

3.3.2 Audit of Consultants and Contractors

Under the quality assurance strategy, City West Water will monitor the quality performance of Consultants and Contractors, involved in the design and construction of the Development Works. City West Water will conduct a range of second party Auditing activities to ensure that these Consultants and Contractors consistently meet the specified requirements of the Development Deed. These activities include:

- Quality system Audit
- Design Audit
- Construction Audit
- Survey and As-constructed Audits
- End of defects Audit

With the exception of the quality system Audit, all Audits will be conducted without prior advice to the Consultant or Contractor. The Consultant or Contractor will be advised that an Audit has been conducted only if the Audit has revealed non-complying activities requiring corrective action.

Where health and safety related breaches are identified by City West Water, these will be escalated through either the Contractor's on site representative, the Consultant responsible for the project or WorkSafe Victoria.

3.3.3 Quality system Audits

Where City West Water Audits a Consultant or Contractor quality system, emphasis is given to:

- adherence to quality, environment and safety policy
- system and process review, for example management reviews, contract review, internal Audits
- process and document control
- inspection and test activities
- control of non-conformances and observations
- corrective and preventive actions
- quality records
- construction audit schedules

City West Water reserves the right to conduct quality system Audits on certified quality systems:

- to establish confidence in a Consultant/Contractor, or
- when major non-conformance has been detected, or
- when a corrective or preventive action is outstanding and unresolved.

Quality system Audits are conducted in the Consultant or Contractor office.

City West Water Audits of the Consultant or Contractor quality systems will be in accordance with the procedure outlined in Australian Standard ISO 10011.1 – 1990 Guidelines for auditing quality systems Part 1: Auditing.

3.3.4 Design Audits

Design Audits evaluate the Consultant's design, and may include the following checks:

- Accuracy
- completeness
- conformance to relevant standards and Development Deed requirements.

3.3.5 Construction Audits

City West Water will conduct field Audits of the construction phase of the Development Works.

City West Water's Auditor will arrive on site unannounced and observe the construction process. The duration and scope of a field Audit will vary depending on the construction work being conducted at that time.

The Consultant's construction auditor will also be required to conduct appropriate construction audits in accordance with the submitted audit schedule to establish confidence in the Contractor and the quality of the works being constructed. ie. Confirm that the Development Works are being constructed in accordance with the specified design plans and construction standards.

3.3.6 Survey and as-constructed Audits

City West Water will conduct Audits of the as-constructed Asset information after it has been verified by the Consultant and submitted to City West Water.

There are two types of survey Audit:

- Information presentation and format Audit
- Field Audit

Information presentation and format Audit

This Audit checks that the format and presentation of the as-constructed Asset information is in accordance with City West Water requirements. This Audit is conducted at City West Water offices and the accuracy of the information is not checked.

Field Audit

The field Audit checks the accuracy of the submitted information.

3.3.7 End of defects Audits

City West Water will conduct field Audits of the Development Works during and at the completion of the end of the Defects Liability Period.

Consultants and Contractors are encouraged to arrange joint inspections of the Development Works with a City West Water Auditor at the end of the Defects Liability Period, prior to submitting the End of Defects Liability Verification Form. This process will minimise disputes surrounding third party damage.

3.3.8 Audit register

City West Water will maintain the details and results of all Audits carried out on both Consultants and Contractors on a confidential Audit register.

These details will be used to:

- Assess the current quality performance of a Consultant
- Assess the current quality performance of a Contractor
- Determine whether a Consultant or Contractor has difficulty with particular aspects of the Development Works

- Determine the aspects of the Development Works that should be Audited
- Schedule the time and date of each Audit
- Determine the scope of each Audit
- Record the results of the Audit
- Determine the scope and extent of any corrective action required

City West Water will use the data obtained from the Audit register when preparing performance reports on accredited Consultants and Contractors.

City West Water may provide other retail water licensees under the *Water Industry Act* with performance reports on Accredited Consultants and Contractors.

3.4 NON-COMPLIANCE

Non-compliance occurs when the Consultant or Contractor does not perform a particular task in accordance with the Development Deed or their quality system.

There are two (2) types of non-compliance:

- Observations
- Non-conformance

3.4.1 Observations

Observations may be identified as a result of any of the Audits listed in Clause 3.3.2.

Observations will be recorded and notified to the relevant Consultant and/or Contractor for rectification. Observations should be rectified by the recipient as soon as practicable and the action formally advised to City West Water, eg by marked-up copy of the original observation advice. It is possible that a number of negative observations which remain unresolved could become a non-conformance.

3.4.2 Non-conformance

A non-conformance may be identified in a process, system, product or service.

A non-conformance involves a clear failure to fulfil specified requirements and may include:

- blatant breach of regulations or agreement
- design fails to control the catchment

- grade of pipe found to be incorrect
- bedding insufficient

Where, as result of an Audit, a non-conformance is identified, City West Water records it and issues it to the Consultant and/or Contractor for corrective action.

3.4.3 Required actions

Notifications of non-conformance require the recipient to record receipt and process it in accordance with their quality system, where applicable, including:

- effective corrective action
- written confirmation (including a copy of the completed non-conformance notice) of the effectiveness of the investigations and rectification.
- Provide City West Water with written evidence that steps have been taken to prevent any reoccurrence of the non-conformance.

City West Water reserves the right to conduct verification reviews at the works site of the status of the rectification of negative observations or non-conformance.

3.4.4 City West Water response

Depending on the nature of non-conformance, City West Water may require additional inspections and/or hold points, or conduct an Audit of the Consultant's and/or Contractor's quality management system where there is evidence that the system may be inadequate.

The scope of these Audits normally extends only to those aspects of the agreement where quality cannot be assured. For example, it may only cover the works construction and project management if there is evidence the design process does not function acceptably.

Where there is evidence that non-conformance is widespread and a quality system may be ineffective, the Audit may extend to all aspects.

City West Water may also withhold the issuing of an Acceptance of Works Certificate until such time that it is satisfied that the Consultant's and/or Contractor's quality system is functioning adequately.

3.4.5 Intensive Audits

Intensive Audits are carried out where City West Water is satisfied the quality system of the Consultant and/or Contractors has failed.

If City West Water determines that an intensive Audit is required of the design, construction or survey of the Development Works, the Developer must pay an intensive Audit fee.

Continued failures of the Consultant and/or Contractors quality systems will be dealt with in accordance with the conditions of accreditation in City West Water's *'Invitation to Apply for Registration on the Initial Accredited Consultants and Contractors Lists'*. This can include re-classification, suspension or deregistration of a Consultant and/or Contractor.

4.0 FORMS

4.1 LIST OF FORMS

The following list of forms can be downloaded from www.citywestwater.com.au.

- Development Deed
- Development Deed Standard Conditions
- Non-works Application
- Development Works Application
- Design Verification Form
- Pre-Construction Verification Form
- Construction Verification Form
- As-constructed Verification Form
- End of Defects Liability Verification Form
- Pump Station Design Verification Form
- Pump Station Pre-construction Verification Form
- Pump Station Construction Verification Form
- Pump Station End of Defects Liability Verification Form
- Verification Form Attachment Sheet
- Notification of Under Pressure Cut-in Connection (UPCIC) Method or Request for Shutdown of Water Mains for New Connection
- Notification of Intention to Carry Out Testing
- Pressure and Flow Application Form
- Build Over Easements Application Form
- Single Residential Plumbing Application Form
- Complex Plumbing Application Form
- Application for Hydrant/Plug Usage Permit
- Trade Waste Application Form
- Application for Commercial Waste Consent