



This information for developers and their contractors is provided to assist in achieving best practice and compliant construction of water and sewer works associated with development on the Central Coast.

The agenda is categorised into three project phases; Prior to Construction, During Construction and Post Construction. Reference to Council's policies, guidelines and specification, relevant Australian Standard and best practice guidelines is provided, where possible, with each dot point.

This guide is not for the purposes of providing an interpretation of what the developer and their contractors are required to comply with in regards to various Acts and Regulations or override any other guide, specification or standard. It is expected that the Developer and their Contractors are familiar with their obligations to comply with various Acts and Regulations.



Prior to Construction

Following the approval of Subdivision Construction Certificate (SCC) and / or water and sewer for construction drawings, in accordance with the requirements of the SCC, Council's representative; Development Engineer, shall be contacted a minimum of 5 days prior to any planned construction commencing by the Developer or the principal project manager.

1. **Notice of Intention to Commence W&S Works** form filled out and emailed to waterandsewerworks@centralcoast.nsw.gov.au (CWCS s3.5)
2. **Structural Certificate for any retaining walls**
3. **Principal Contractors Public Liability Insurance** (minimum \$20,000,000) and Workers Compensation Insurance; Certificate of Currencies (CWCS s3.5)
4. **Dilapidation report** for adjoining properties and Council Assets. Video footage is acceptable for the proposed haulage routes (CWCS s3.9.3);
5. **Traffic Management Plans (TMP)** including; details of proposed haulage routes, all Traffic Control Plans (TCP) related to each stage/phase of planned road / civil works (CWCS s4);
6. **Signed Permit to Enter.** If working on private property other than property owned by Council or developer (CWCS s3.9.6) i.e. a signed permit to enter / letter of authority by the registered property owners needs to be submitted to council for consideration and accepted, prior to any works commencing on adjoining privately owned land;
7. **Separate approvals**, licences and permits; Road Opening Approval (ROL), RMS - Works Authorisation Deed (WAD), Office of Water - Controlled Activity Approval (CAA), (CWCS s1.1.5);
8. **Environmental and Heritage Protection matters (CWCS s1.8);**
 - o **Vegetation Management Pre-start requirements refer to conditions of consent; Soil and Water Management Plan (SWMP)** in accordance with the Soils and Construction, "Managing Urban Stormwater", Volume 1, LANDCOM manual (The Blue Book) in its current revision and version – **Stage & Construction specific**
9. **NATA Accreditation Certificate of pipe vacuum / pressure tester**
10. **Water Main and Services;**

Water Services from existing Water main and any connection to the existing Water main needs to be applied using form located on Council website. The contractor shall formally request a water main isolation at least 6 weeks prior to isolation. The submission shall include a time proposed for the shutdown for connection along with an itemised work method statement to safely carry out the connection work. Upon review by the Technical Services team, further conditions and fees may apply. Notice of intention to cut into existing water main to be submitted to council via waterandsewerworks@centralcoast.nsw.gov.au.

11. Sewer Main and junctions;

Sewer Main works over existing mains and or connection to the existing main may be carried out by a suitability experienced contractor under Council inspection. Following Council's approval of the contractors "Safe Work Methodology Statements" (SWMS) and **detailed** Construction Methodology, works typically are approved to commence under the inspection of Council.

During Construction

12. List of Standards and Specifications

- WSAA Sewerage Code - WSA 02 2002-2.2 - Sydney Water Edition (V3)
- WSAA Water Supply Code - WSA 03 2002-2.2 Sydney Water Edition (V2)
- CCC Civil Works Spec Design Guideline 2018
- CCC Civil Works Specification - Construction Specification 2018 (CWCS)
- WSC 1st Version - WSA Development supplement – Sewerage
- WSC 1st Version – WSA Development supplement - Water
- Gosford City Council Supplement to Sewerage Code of Australia (Sydney Water Edition – Version 1) - WSA02-2002
- Gosford City Council Supplement to Water Code of Australia (Sydney Water Edition – Version 1) WSA03-2002

13. Materials list (CWCS Sections 3, 5, 6, 8, 9, 10 & 11);

Prior to any material being delivered to site, documentation shall be submitted to Council for review and accepted by Council with written approval for the material's use. The material list shall contain (but not limited to):

- **Material use**
- **Product description**
- **Product specification reference**
- **Product name**
- **Supplier**

Test results, not more than 3 months old, confirming the supplied materials comply with CWCS specifications shall be provided to Council's representative prior to material use (refer to Appendix A). Should proposed materials not satisfy minimum testing requirements, test results are to be supplied to the Council's representative for determination of acceptance.

14. Mandatory Inspections

- **On-Site Pre-Commence Meeting**

With Council as the Principal Certifier and/or the relevant authority – prior to construction commencing.

- **Pre-final completion inspection**

The Service Provider shall request a pre-final Completion inspection to identify all items that are incomplete or defective.

- **Final Completion Inspection**

The Service Provider shall request a final completion inspection upon completion of all rectified or completed items previously identified during the pre-final completion inspection.

- **Water Mandatory Inspections**

- Thrust Block / restraint - inspect formwork / reinforcement prior to pour. Inspection may be required during pour subject to consultation with inspector on site.
- Water main road crossing - Inspection once laid and prior to backfill.
- Concrete bulkheads - inspect formwork / reinforcement prior to pour. Inspection may be required during pour subject to consultation with inspector on site
- Bored / jacked pipe installations – inspection of launch and receive pits. Inspection may be required during grout pour subject to consultation with inspector on site.
- Capping and grouting of abandoned mains
- Pressure testing of mains
- Meter disconnections
- Meter installations including concrete pit construction
- Water quality testing
- Pre-connection inspection
- Any other inspections deemed necessary by Central Coast Council representative

- **Sewer (Gravity) Mandatory Inspections**

- Manhole construction joints
- Manhole base construction
- Vacuum testing (mains and manholes), deflection (ovality) testing
- CCTV inspections
- Infiltration testing (mains and manholes) where applicable
- Manhole cut in to existing sewer
- Any other inspections deemed necessary by Central Coast Council representative

- **Sewer (Pressure) Mandatory Inspections**

- Thrust Block / restraint - inspect formwork / reinforcement prior to pour. Inspection may be required during pour subject to consultation with inspector on site.
- Valve strap restraints, pour of thrust blocks
- Concrete bulkheads - inspect formwork / reinforcement prior to pour. Inspection may be required during pour subject to consultation with inspector on site



- Bored / jacked pipe installations – inspection of launch and receive pits. Inspection may be required during grout pour subject to consultation with inspector on site.
- Pressure testing
- Commissioning of new system
- Any other inspections deemed necessary by Central Coast Council representative

Please make reference to the important requirements of the mandatory inspections;

- It is the **Service Providers responsibility** to book a mandatory inspection **providing a minimum of 48 hours' notice to Council** as the Certifier for the works. (absolute minimum of 24 hours' notice may be accepted in some cases);
- **Construction must not proceed to subsequent works** prior to obtaining **written notification from Council** or the Accredited Certifier that the mandatory inspection demonstrated compliance. **In the case of Council being the certifier this notification will be via email sent to the Project Manager and Principal Contractor once compliance has been demonstrated.**
- Failure to request a mandatory inspection may lead to the **portion of the work not being accepted.**

15. Routine Inspections (at discretion by Technical Field Officer)

- Work constructed as per approved design plan.
- Correct materials and condition, e.g. pipe type and class, fittings, bedding, backfill, marking tape, manhole components.
- Correct alignment, position, depth, bedding thickness.
- Concrete thrust blocks behind bends, tees, etc, and anchor blocks if required.
- Hydrants in high and low points as well as shown on design plan.
- Concrete encasement, concrete bedding, trench stops and bulk heads as required. This should be specified on the design plan.
- General safety and environmental controls.

16. Acceptance Testing

- **SEWER**

Acceptance testing of sewer mains shall be arranged by the Contractor. Acceptance testing shall be in accordance with WSA-02 Part 3 Section 22 and include:

- Compaction testing of trench fill
- Pressure testing or vacuum testing of pipelines
- Vacuum testing of maintenance holes
- CCTV inspection
- Deflection (ovality) for mains >300mm diameter.

- **WATER**

Acceptance testing of sewer mains shall be arranged by the Contractor. Acceptance testing shall be in accordance with WSA-03 Part 3 Section 19 and include:



- Compaction testing of trench fill
- Pressure testing testing of pipelines
- Bacteriological test
- Disinfection (by CCC). Refer to Council WQMS Work Instruction – Water Main Disinfection and Commissioning Process

Post Construction - Prior to Compliance Certificate and / or Subdivision Certificate

All Work as Executed information shall be submitted to Council in both Hard Copy and Soft electronic copy to waterandsewerworks@centralcoast.nsw.gov.au within **30 days** of completion of construction.

The information must:

- Be legible
- Contain the Projects;
 - Subdivision Construction Certificate (SCC) number,
 - Development Consent (DA) number
 - Subdivision Certificate (SC) number
 - Name and Company details of person delivering the information to Council

The WAE / QA information shall contain (but not limited too);

SEWER

- Sewer CCTV report
- Sewer CCTV footage
- Sewer vacuum/pressure tests
- Sewer WAE drawings
- Sewer Property Connection Diagram (Line Sheet)

WATER

- Water Pressure Test
- Water Disinfection Test

WAE DRAWINGS

- WAE drawing of water and sewer components

GEOTECHNICAL REPORTS

- Trench backfill test report
- Plan showing trench backfill test locations and levels of tests

SURVEY REPORT

- Tabulation of levels and FSL to demonstrate pavement thickness

PHOTO EVIDENCE



- Photo evidence of the work

STRUCTURAL CERTIFICATION

- Certification of retaining wall as constructed
- Certification of other structures

NOTE: All Works as Executed (WAE) drawings for all completed works in accordance with requirements under **CWCS Appendix A and CCC water and sewer supplement material**

Important Note:

Council reserves the right to refuse an application for Subdivision Certificate until all WAE & QA documentation has been received, reviewed, acceptance and a compliance certificate issued.

Further, it is advised the WAE / QA submission also contains a Compliance Certificate request nominating the condition of consent the applicant is seeking compliance of.

12 Month Maintenance & Defects Bond

5% of total construction cost for the development
(Refer to Council Website Fee/Charges)

For more detail on the specifics of the M/D bond refer to
CWCS s 3.11.3