

Land Development Manual



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About this Manual

This manual provides information on the obligations, requirements, procedures, and practices relating to the provision of water and wastewater services to land developments, including the provision of new assets that may be required, particularly where newly created properties arise from subdivision or other land use development.

Note that throughout this document, reference to “East Gippsland Water” will be abbreviated as “EGW” (refer also to the Glossary of Terms, at the end of this Manual).

Scope of the Manual

This manual provides a summary only of the key procedural requirements of various EGW policies, legislation and other formal documents, from EGW’s perspective. There are a range of other agencies and legislation involved in land development generally and it is not intended here to provide definitive guidance across the whole development process. It will therefore be necessary to refer to other agencies and the relevant policies, Acts, Regulations and procedures, in order to detail specific requirements that apply.

The requirements in this manual relate to standard development projects and apply generally to the majority of development proposals that are dealt with by EGW. In certain circumstances, for a particular development, EGW will determine the requirements for that development on a case-by-case basis.

Intended Audience

This manual has been written as general advice for engineering consultants, contractors, surveyors, developers, landowners, local councils and East Gippsland Water personnel involved with providing water and wastewater services for new land developments in East Gippsland, where EGW provides those services.

Guiding Principles

EGW’s objective is to provide and encourage excellent service, strong partnerships, quality-driven outcomes and sustainable developments. We recognise our shared aim of providing quality, value-for-money water and sewerage services for EGW customers.

EGW aims to facilitate and meet the servicing requirements of new land developments in a responsive and professional manner, in accordance with policy and legislative requirements. EGW understands the benefits arising from development within our service area and will provide its services wherever possible to meet customer and community expectations.

EGW aims to provide water and wastewater services, and the assets required to achieve this, efficiently, effectively and in a sustainable manner, in consideration of the whole-of-life asset cost cycle.

Our staff are available to discuss development requirements at any stage of the process. Wherever new land developments are proposed, EGW is keen to provide advice and assistance to developers early in the planning process, so that the specific requirements can be clearly identified.

Executive Summary

East Gippsland Water's objective is to provide and encourage excellent service, strong partnerships, quality-driven outcomes and sustainable water and wastewater services to land developments.

This manual provides information on the obligations, requirements, procedures, and practices relating to the provision of water and wastewater services to land developments, including the provision of new assets that may be required.

East Gippsland Water will consider land development proposals that are referred to it, and will determine if those proposals can be provided with adequate water and/or wastewater services and how that can be achieved.

Some of the matters considered by EGW during the referral assessment process are:

- Is the subdivision/development within the Water and/or Sewer District (e.g. extension of a district might be required)
- Is the subdivision/development serviceable (sewer and/or water infrastructure might not be available or may need to be extended)
- Is the subdivision/development in an EGW water catchment area (e.g. potential impacts on the catchment and water quality need to be identified and satisfied)
- Is the subdivision/development a proposed high-water-using facility (e.g. specific infrastructure may need to be provided to service specific development proposals)

If the development is able to be serviced, East Gippsland Water will determine how the services will be provided, the assets that will be necessary to achieve those services, fees payable, and any other requirements. These requirements are outlined in the applicable Planning Permit, issued by the responsible authority (usually the Council).

Where new or amended assets are required to facilitate a development, the responsibility for funding of those assets will be determined and advised by EGW, in accordance with the requirements of the Essential Services Commission (ESC). Generally, assets required to service the development will be funded and provided by the developer. Shared assets may be provided by EGW.

Where assets are to be provided by the developer, these may be arranged by the developer and would need to be planned and designed by a recognised, suitably qualified, skilled and experienced engineering consultant, as approved by EGW. The final engineering plans and specifications must also be approved by EGW before any works can commence, thereby ensuring that design

standards are met. The preferred contractors proposed by the developer must also be approved by EGW prior to any works commencing.

Where approved, the construction works must also be adequately supervised by a recognised, suitably qualified, skilled and experienced engineering consultant. EGW will also audit the works, to ensure that the completed works meet the design requirements.

Where shared assets are to be provided by EGW, these may be unplanned and therefore would need to be brought-forward or otherwise re-scheduled in EGW's work programs. While every effort will be made to facilitate the development from a budget and timing perspective, developers should be aware that there may be a time-lag, particularly where any significant unplanned shared assets are needed. A suitable commitment from the developer may be required for EGW to recommit its budget and resources. Early discussions are recommended to ensure these issues are identified.

Alternatively, developers may elect to have EGW carry out the works on their behalf. This would need to be agreed, and scheduled into EGW's work programs accordingly.

Only when all water and wastewater-related requirements contained in a Planning Permit are satisfied can EGW consider and approve the issue of a Statement of Compliance by the responsible authority (Council). Usually, a commitment to completion of any required engineering works by the developer must be arranged to satisfy the relevant works requirements in a planning permit.

Generally, it is only when required water and wastewater works are fully completed, including testing, commissioning, delivery of all as-constructed information, handover, and formal written acceptance of the new assets by EGW is provided, that the water and wastewater services will actually be available to the development.

New assets created that form part of EGW's water and/or sewer networks, including where funded and provided by the developer, and approved for acceptance by EGW, will be "gifted" by the developer to EGW. From the date of acceptance, EGW is then fully responsible for ownership, operation and maintenance of those assets in perpetuity. Note that any private plumbing works that may exist (for example, property service connection pipes), do not form part of the water or sewer networks and remain the responsibility of the property-owner.

This manual generally refers to standard development projects and, therefore, unusual circumstances need to be addressed and discussed on a case-by-case basis.

1 Planning Permit Process

The planning process is contained in the Planning and Environment Act 1987, the Subdivision Act 1988, and other relevant legislation, and is administered by the Responsible Authority (usually the Council). The discussion below is general in nature, from EGW's perspective, and the legislation and the responsible authority and/or qualified consultants, should be consulted for more information.

Note that certain developments do not necessarily require a planning permit, and not all permits are necessarily referred to EGW (refer to the Responsible Authority/Council/Planning Scheme for details). In these cases it is still necessary that any required servicing for water/sewerage be provided in accordance with this manual.

1.1 PLANNING REFERRALS

The relevant Responsible Authority (usually a Council) refers Planning Permit Applications for subdivisions and land developments that are located within EGW's area to EGW, as well as to a range of other referral authorities.

In assessing the planning referral EGW will consider:

- Subdivision/development within the Water and/or Sewer District
- Infrastructure availability
- Size of the newly created lots
- Water main extension required
- Sewer main extension required
- Easement required
- Any other relevant matters

Council is then advised whether or not EGW has any objections to the planning proposal and of any conditions that EGW requires on the planning permit. The Council is required to include EGW's conditions on the planning permit, if it agrees to issue one. These conditions may include the requirements for extension of infrastructure (sewerage and/or water), payment of New Customer Contribution (NCC), creation of easements over EGW's assets, and any other conditions that EGW may require for a development. EGW may not allow certain developments.

Note that the precise details of the development proposal, or its precise servicing requirements, may not be known at the time of a planning permit referral. These may need to be detailed further, and early discussions with EGW is recommended.

1.2 CERTIFICATION OF SUBDIVISION PLANS

EGW will receive a request from the Council (or other responsible authority) on behalf of the Applicant to certify the Plan of Subdivision and to issue a Statement of Compliance for that subdivision. The request must include the relevant Plan of Subdivision document with the relevant plan of subdivision number and, if applicable, an easement schedule indicating for whom the easements are created. Relevant easements over all existing and proposed water or sewerage works are to be shown on that plan.

EGW may consent to Certification, if the Plan of Subdivision is in order, but may not consent to Statement of Compliance until all other EGW planning permit conditions have been satisfied.

1.3 STATEMENT OF COMPLIANCE

In order to consent to the issue of a Statement of Compliance, all stated EGW requirements on the Planning Permit must be met, which may include the following:

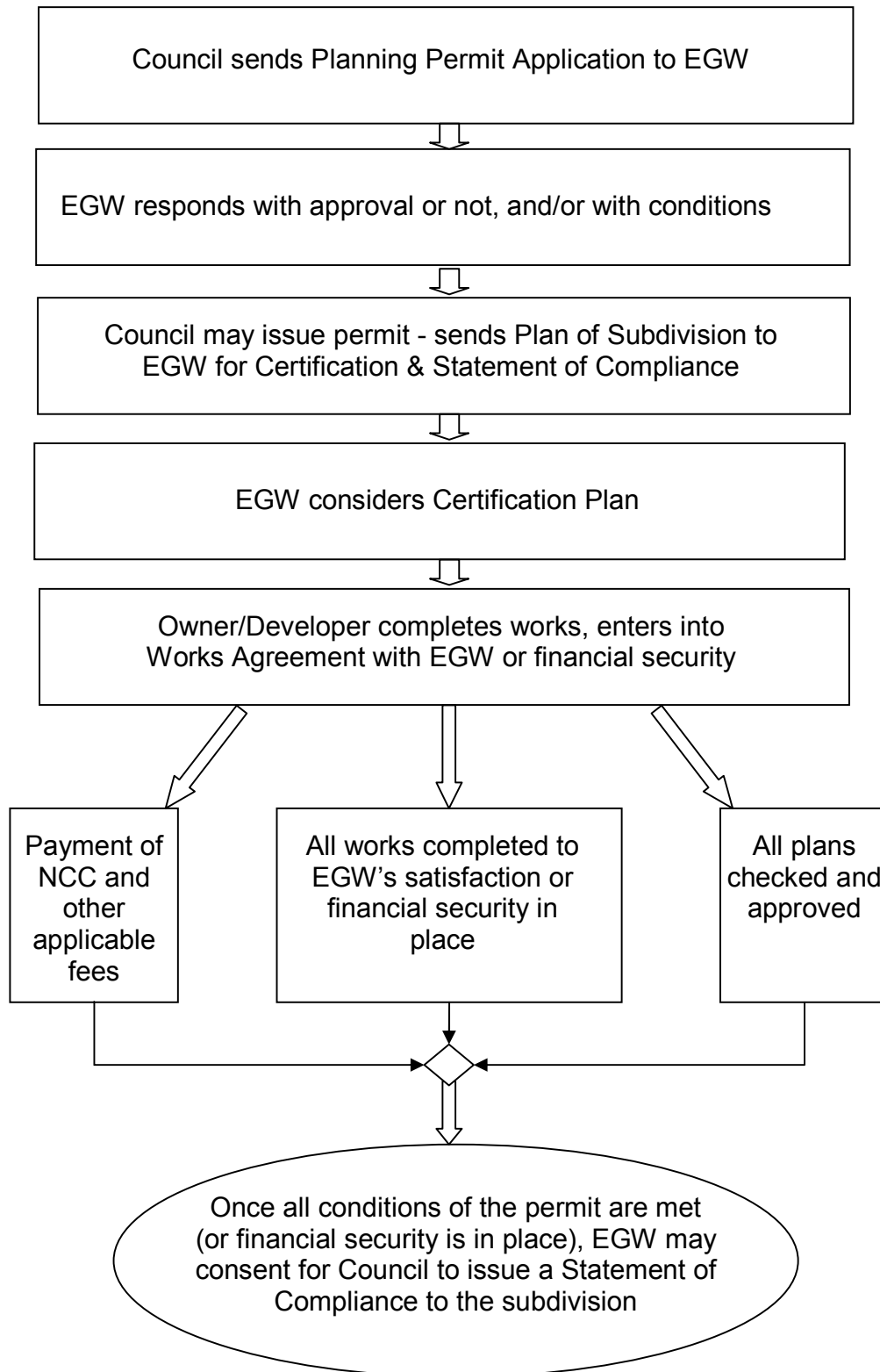
- All relevant fees and charges have been paid. This can include Administration Fees, Deposits, Bank Guarantees and New Customer Contribution. For our current charges see the Tariffs section on our web site; www.egwater.vic.gov.au
- Easements have been provided as required (Subdivision plans have been received and approved for certification)
- Works Agreements have been signed with EGW, committing to completion of required works.
- All works have been completed to the satisfaction of EGW, and all As-Constructed Plans and information have been received and approved or suitable guarantees lodged.

2 Development Process

2.1 PLANNING PERMIT APPLICATION PROCESS

A simplified process flow-chart relating to the planning permit process is shown below;

Planning Permit Application Process Diagram;



2.2 TYPES OF DEVELOPMENTS

Generally a separate point of connection to our services must be provided to each individual property within a subdivision. For example, each serviced lot must be provided with its own individual sewer connection point and is to be able to be separately metered for water supply. The private pipework connecting any building on the lot (internal plumbing) needs to be wholly within the boundary of that lot (services cannot cross one lot to service another without appropriate easements).

Where a property boundary is realigned and causes the water and/or sewerage service to cross property boundaries, the service needs to be disconnected at the property boundary and new tapplings and/or alterations of internal sewer connections is required.

2.2.1 Greenfield Developments

This section outlines the requirements for the provision of water supply and sewerage services to Greenfield developments, or other developments where reticulated services do not abut the subject property. The requirements stated below form the basis of the servicing conditions EGW will place on a subdivision or development when it is referred to EGW.

General Requirements

- Generally, all residential subdivisions within a declared water or sewerage district need to be provided with reticulated water supply or sewerage service.
- Easements in favour of EGW need to be established on the plan of subdivision to cover the water and sewerage services infrastructure. The easement needs to comply with section 12 of the Subdivision Act 1988, as appropriate.
- Reticulated sewerage facilities would not be provided without a reticulated water supply.
- Unless otherwise approved by EGW, every property to be connected to sewer must be separately connected to that sewer, and the sanitary drain connecting any property to the sewer must be wholly within the boundary of the property.
- The property owner or developer is liable for all works and costs associated with servicing their development (reticulation assets, as defined by the ESC)
- Where a service needs to be abandoned due to redevelopment or changes to the subdivision of land, the property owner needs to pay all associated costs.
- All works (water and sewerage) need to be designed and constructed in accordance with standards and guidelines set out in Water Services Association Water Code Australia 2002 (WSA 03-2002) and Water

Services Association Sewerage Code of Australia 2002 (WSA 02-2002) and with the environmental requirements for the area.

- All newly installed Fire Hydrants are to be of type Crevet Hydratech 2000 (i.e. Hydrant with isolation valve), or otherwise approved by EGW.
- The owners of all developments need to arrange and pay for the design, construction, supervision and survey of the works according to EGW's technical requirements, specifications and conditions defined under Section 3 of this manual.

Please note: Unless otherwise approved by EGW, sewer servicing of all lots within a development must have full lot control of sewer flows by gravity. Privately owned sewerage pump stations are not allowed.

2.2.2 Residential Multi-Unit Developments

This section outlines the requirements for the provision of water supply and sewerage services to residential multi-unit (Owners Corporation and dual occupancy) developments where water supply and sewerage mains abut the subject land subdivisions. These requirements form the basis of the servicing conditions EGW may place on a subdivision or development when it is referred to EGW.

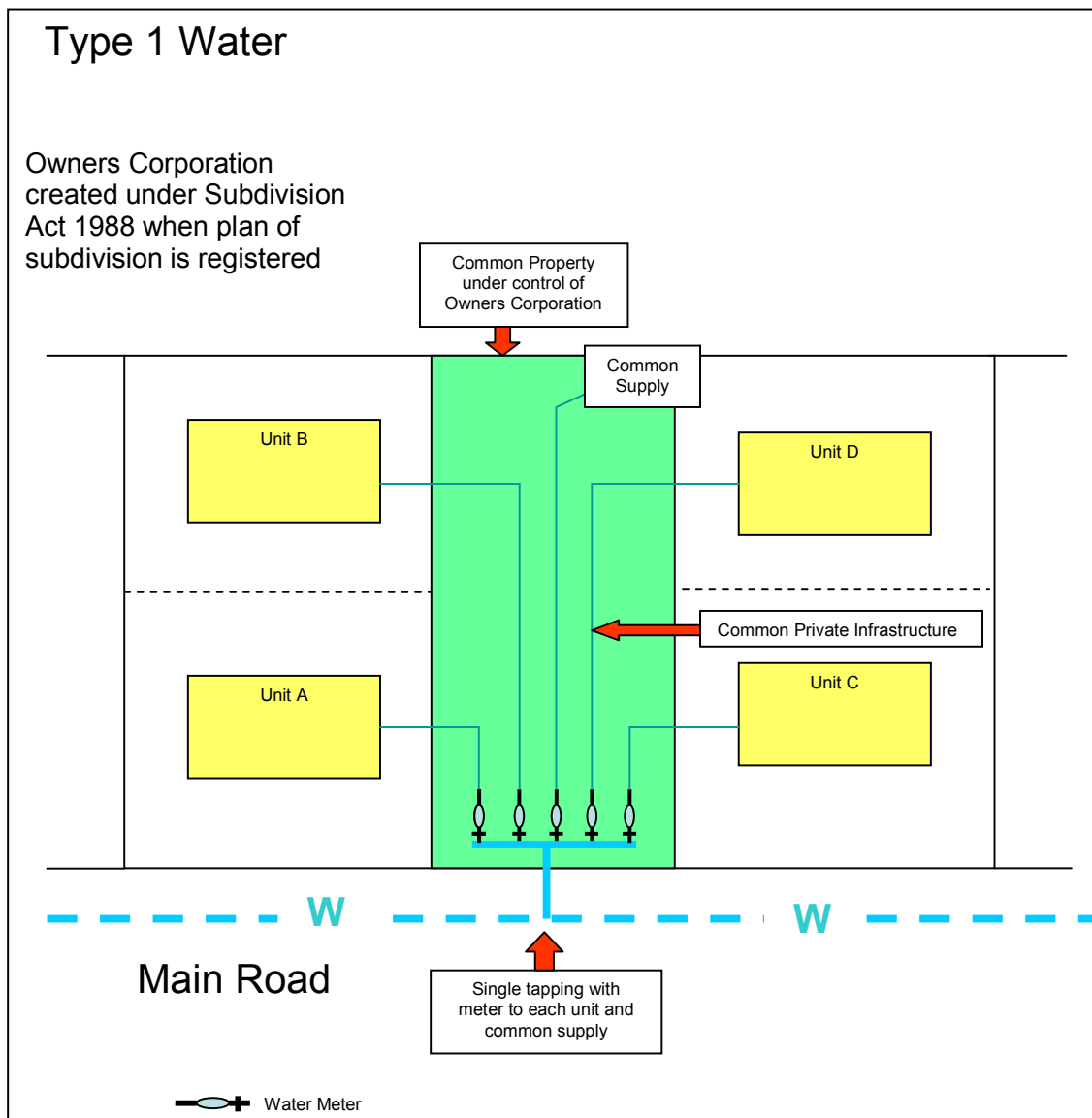
Where water supply and sewerage mains do not abut the land or services are provided to each new lot in lieu of private extensions, this section is to be read in conjunction with Section 2.1.1 Greenfield Developments

General Principles and Definitions:

Type 1 Water

Unit development with Owners Corporation infrastructure:

- Common private infrastructure installed per Plumbing Regulations
- On-site infrastructure owned, operated and maintained by Owners Corporation
- Separate meter provides for supply to common facilities such as swimming pool, shared garden etc.
- Pressure and flow is only guaranteed at the meter in accordance with Customer Charter

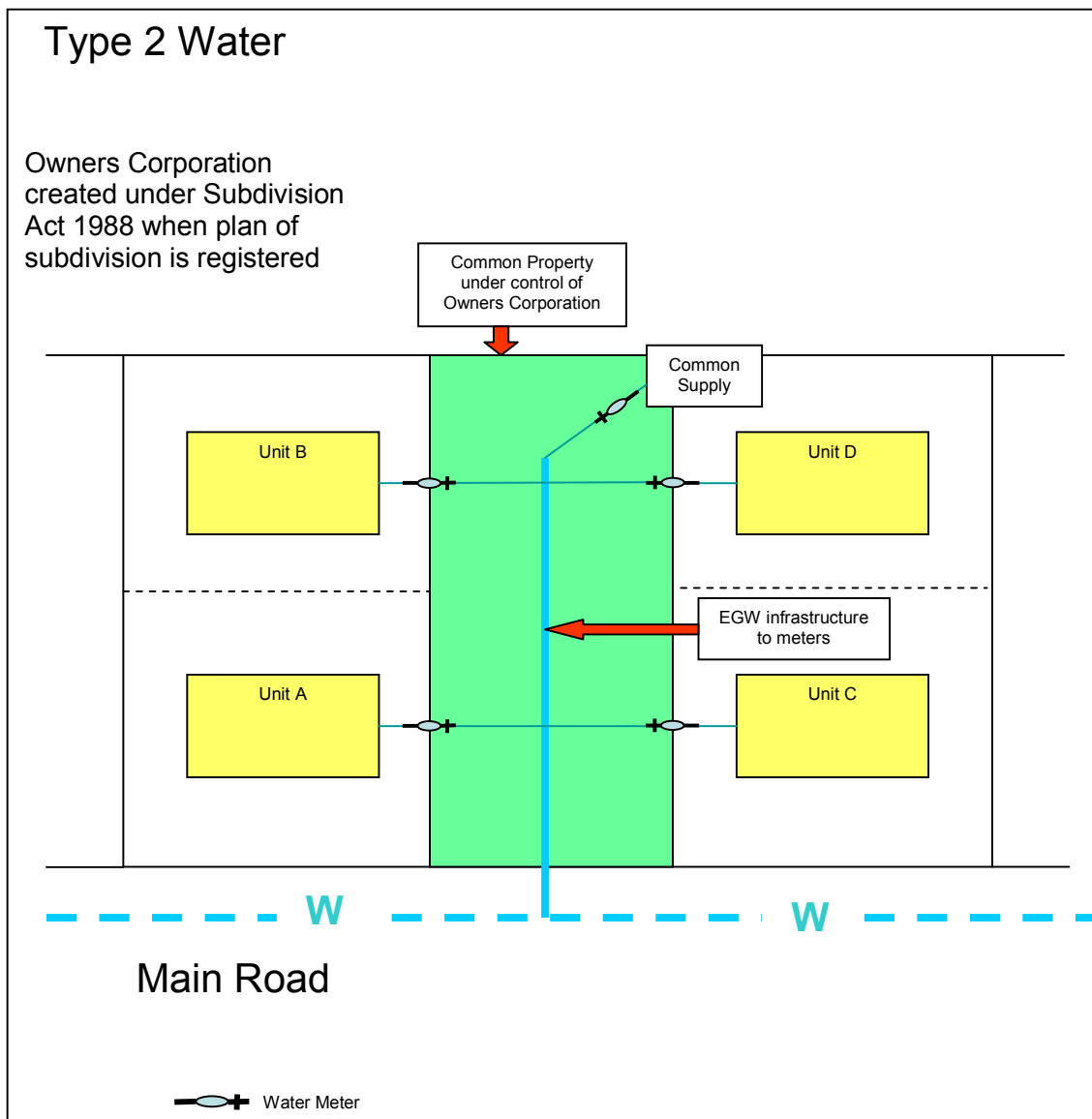


Note that further later subdivision into separate lots would require relocation of services.

Type 2 Water

Unit development with EGW infrastructure:

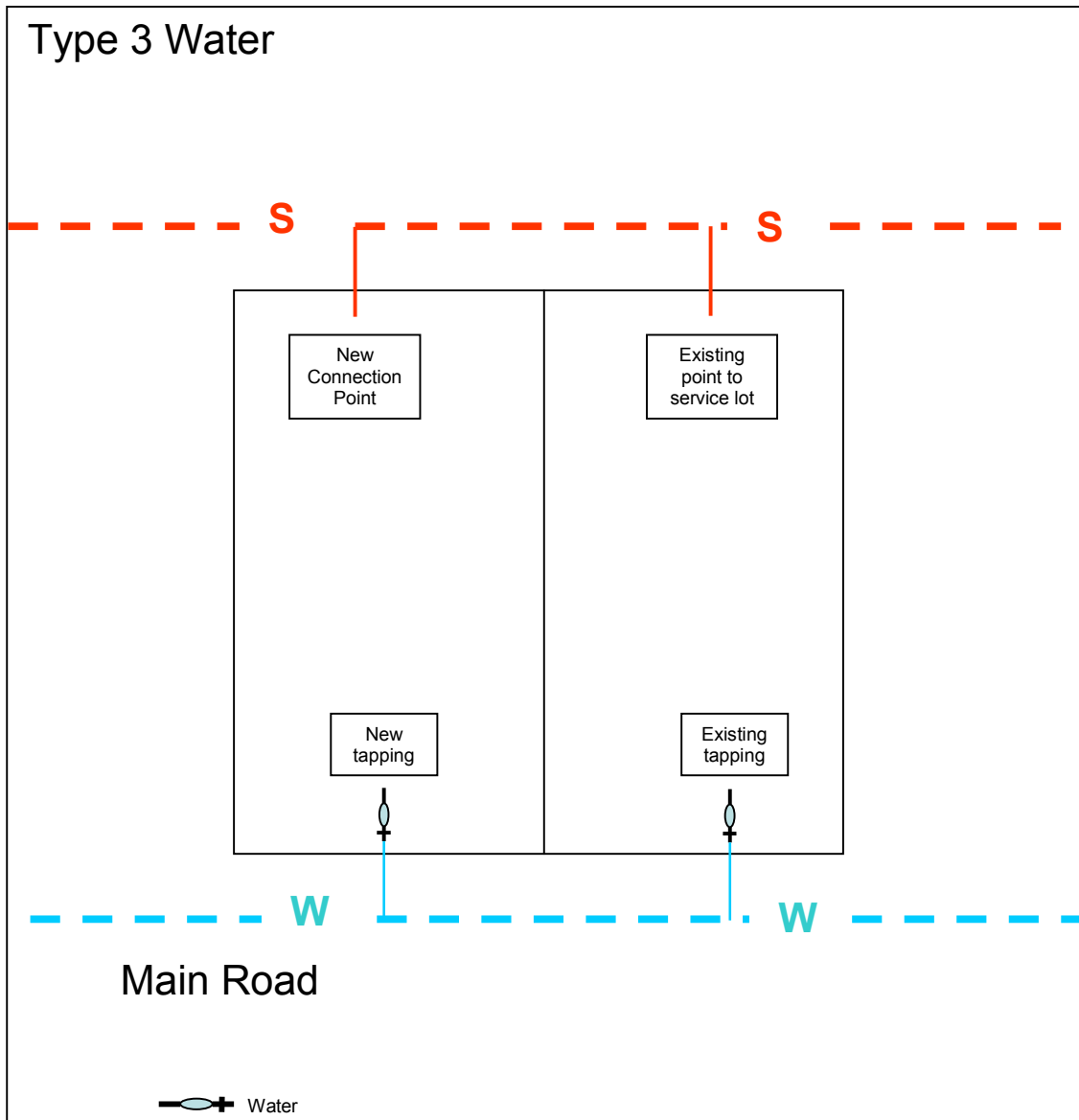
- Infrastructure installed in accordance with WSAA & EGW standards
- Infrastructure owned, operated and maintained by EGW
- Individual customers receive service according to Customer Charter
- Separate meter provides for supply to common facilities such as swimming pool, shared garden etc.



Type 3 Water

Unit development with separate connections:

- Single lot subdivision into two lots
- Existing 20 mm tapping can be used
- All services to be extended to individual lots



2.2.3 Hotel/Motel/Caravan Park Developments

Developments for Hotels, Motels and Caravan Parks follow the same principles as outlined in section 2.2.1 and 2.2.2. However, fees and rates are calculated based on Equivalent Tenant (EQT).

A standard dwelling (or house) is considered as 1 EQT. The following table indicates the EQT calculation that generally applies for Hotels/Motels and Caravan Parks:

Development	Unit/Block/Site	EQT Calculation
Caravan Park	Camp Site	4 Camp Sites = 1 EQT
	Holiday Accommodation	2 Units = 1 EQT
	Toilet Block	1 Block = 1 EQT
Hotel	Room/Unit	2 Rooms/Units = 1 EQT
Motel	Room/Unit	2 Rooms/Units = 1 EQT

2.2.4 Industrial/Commercial Developments

Generally, all industrial and commercial subdivisions must be provided with a reticulated water supply and sewerage service.

East Gippsland Water may consider removing this requirement if the subdivision is remote from existing assets and can meet EPA and Council requirements.

EGW provides reticulated drinking water at standard pressure and flow rates, to meet normal (domestic) service standards. The minimum flow rate is provided in accordance with EGW Policy No. 45, Customer Charter, (e.g. 20 litres per minute, for a 20 mm diameter water supply connection).

Any specific water quality and or pressure and flow requirements for the development, over and above these normal service standards, would be the owner's responsibility. Any additional on-site water treatment, storage and/or flow/pressure-boosting would be at the owner's cost. EGW can provide advice and assistance in this regard.

In particular, developers should be aware that EGW cannot specifically provide a water service that meets building fire protection requirements. Such requirements are set via the building approvals process (not by EGW), and may require private on-site solutions (for example, additional

water storage, pressure pumps, etc), which would be at the developer's cost.

East Gippsland Water will provide available pressure and flow information in the existing water reticulation network upon request (and receipt of a pressure and flow application form, together with the applicable fee – refer to EGW's web site for details and a form).

2.2.4 Non-subdivisional Development

Depending on the nature of the development, a planning permit referral to EGW may or may not be required by Council, but generally should not proceed without consideration and approval from East Gippsland Water.

Examples of this type of developments are:

- Construction of a new building, unit development or factory (on an existing serviced vacant lot).
- An alteration to an existing development, for example, removal of a wall between two existing offices
- Extension of water and/or sewer mains

The submission of a proposal of the overall development, including plans, by the developer or owner is required.

EGW's may require conditions to be met before issuing approval to connect to EGW services. Conditions of approval can include:

- Ensure no construction is over a water and sewer easement that may be located within the property
- Any business discharging trade waste must have a Trade Waste Agreement
- Water and/or Sewer main extension designs must be approved by EGW prior to commencement of any works.

3 Technical Requirements

3.1 DESIGN REQUIREMENTS

3.1.1 Infrastructure Extension Process

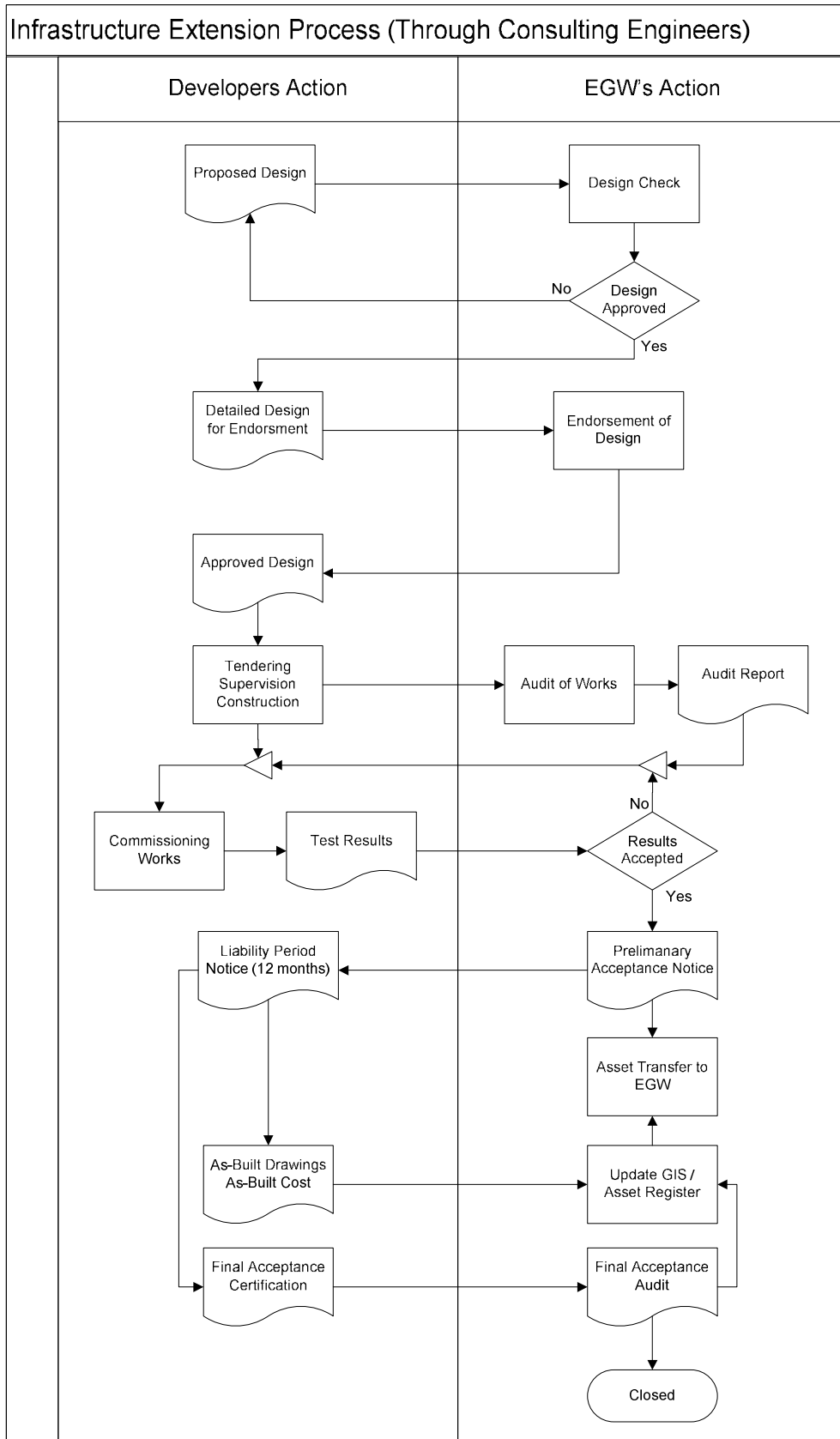
Design and construction of water and sewer infrastructure must be undertaken by EGW-approved engineering consultants, to EGW requirements. The property owner/developer must engage a suitably qualified engineering consultant suitably experienced in the design, construction and commissioning of water and/or sewerage infrastructure. Design details, specifications, materials construction and commissioning/hand-over arrangements must be approved by EGW for each project prior to any construction commencing.

Contractors proposed to be engaged to supply materials, construct and commission assets must also be approved by EGW prior to commencement of any works.

Final as-constructed information on completed assets must be provided, including as-constructed plans, operation and maintenance manuals, test certificates, final actual cost information, asset details, and so on must be provided. EGW acceptance of all satisfactorily completed assets must be provided.

EGW reserves the right to not accept any completed assets that fail to satisfy these requirements – EGW acceptance will not be provided, and EGW will not assume responsibility for ownership, operation and maintenance, and the services provided by such assets, and will not allow connection to the existing water/sewerage system.

The below flow chart indicates the process in principle:



Where EGW approves design and construction by the developer, the contracts are between the developer, and the developer's consultants and/or construction contractors (EGW is not a party to those contracts, but will require verification that completed works comply with EGW standards before acceptance).

Before acceptance of completed assets, EGW will require delivery of any and all completed as-constructed drawings, compliance testing, operation and maintenance manuals, audit certificates, and satisfactory evidence of successful commissioning of any new and/or altered assets.

Work on any live EGW assets (eg, to connect to existing networks), may only be carried out by prior arrangement with EGW, giving the required advance notice, and be done under direct EGW supervision. Only EGW-approved contractors may carry out works on EGW's existing assets (eg, for connection of new reticulation assets, connection points, etc, to the existing "live" network).

As an alternative to the above process, the developer/owner may arrange to enter into a Works Agreement with EGW in order that EGW completes all required works on behalf of the developer/owner. In such circumstance EGW will arrange the design, tendering, supervision and commissioning of all works on behalf of the developer.

3.1.2 Design Standards

EGW will consider works proposals and may approve or reject such proposals. Where approved, EGW will determine the extent and form of infrastructure to be provided.

Standard forms of infrastructure will generally be required by EGW, that are designed and constructed in accordance with the latest versions of the relevant Water Supply Codes of Australia (WSA Codes), available from the Water Services Association of Australia (WSAA), amended by EGW-specific requirements. EGW-specific requirements will be published from time to time as Technical Bulletins or otherwise advised in writing.

Standard forms of infrastructure will generally be fully reticulated and pressurized drinking water networks and/or full gravity sewer networks, incorporating required pressure-boosting or transfer pump stations, valves, fire plugs, storage tanks, booster pumping and other standard fittings as required by EGW.

Typical minimum water reticulation network assets comprise PVC or PE pressure pipe to a minimum 100 mm nominal internal diameter to a minimum pressure rating of 1,200 kPa (or as may be otherwise specifically approved by EGW). Typical minimum sewer reticulation network assets

comprise PVC or PE pipe to a minimum 150 mm nominal internal diameter to a minimum pressure rating of 1,200 kPa (or as may be otherwise specifically approved by EGW).

EGW has a range of standard requirements (nominated equipment) for a range of assets that may be provided by developers as part of their developments, including; pumps, controllers, telemetry equipment, valves, pipes under load, and so on. Equipment lists can be provided upon request.

Proposals for alternative, non-standard and/or innovative forms of infrastructure (eg. pressure sewer systems) may be considered by EGW on a case-by-case basis, where it is determined by EGW that standard forms of infrastructure are not appropriate in a particular application. Alternative infrastructure proposals may only be considered where EGW is satisfied that;

- Standard infrastructure cannot be reasonably designed, constructed, operated and/or maintained due to difficult terrain conditions or other engineering reasons, and;
- The proposed form of infrastructure is successfully used within the industry, and satisfies EGW's requirements, and;
- There is a clear whole-of-life cost advantage (including consideration of total capital, recurrent, environmental and social costs) associated with the alternative infrastructure proposal, demonstrated to EGW's satisfaction, and;
- There must be no cost-shifting to future property owners (eg. individual property pressure sewer pump stations are required to be paid for by the developer at the time of development), and;
- EGW's customer and other service standards will be reliably met with the proposed alternative infrastructure, and;
- Any other stated EGW requirements must be satisfied.

EGW is available to meet with developers or their designers to discuss design proposals, preferably at the concept stage. Our aim is to identify infrastructure requirements as early as possible in the planning and design process.

3.1.4 Sewer Pump Stations

The type and features of a new pumping station will be determined by the location, function and operational environment of the pumping station. Each individual proposed design of a new sewer pump station needs prior approval by EGW.

Designers are required to size a new pump station wet well to contain 6 hours of dry weather flow wastewater volume without pumping during a major power or pump station failure.

EGW will not accept wet well volumes of less than 6 hours of dry weather flow unless consulted and express permission is provided. EGW minimum wet well diameters are specified below. Consultation and approval is to be provided by EGW if designers are proposing to vary wet well diameters from the standards set out in the table below.

Pump Station Size	Wet Well Diameter
<10kW	1.8m
10-30kW	2.2m
>30kW	>2.2m (based on design calculations)

3.2 CONSTRUCTION REQUIREMENTS

Developers can only appoint EGW-approved consultants and contractors to carry out the design and construction of the water and sewerage works.

3.2.1 WORK ON LIVE ASSETS

Only trained East Gippsland Water personnel, and approved contractors who meet East Gippsland Water's requirements, may access or undertake works on East Gippsland Water's live assets.

A live asset is defined as an existing EGW asset that is operational, that is, carrying water or sewage.

Advance notice of five (5) working days must be provided to EGW, together with all necessary testing documentation, commissioning plan, demonstrated compliance with EGW's Contractor Health Safety and Environment Management System, and any other EGW requirements must be satisfied before approval may be given by EGW for any works on live assets (including any connection of new assets to EGW's live networks).

Whenever working on a live East Gippsland Water asset, the developer is responsible for:

- providing a safe work site in accordance with the Occupational, Health and Safety (OH&S) Act and regulations;
- Apply for a permit to work on live assets (Form 101)
- constructing the new works up to the point of connection;
- excavating and shoring the area surrounding the connection point;

- providing sufficient access to the connection point for trained East Gippsland Water personnel, or approved contractors who meet East Gippsland Water's requirements, to safely make the connection;
- notifying East Gippsland Water that the works are ready for connection;
- completing the works after trained East Gippsland Water personnel, or approved contractors who meet East Gippsland Water's requirements, have constructed the connection into the live asset (see below for description of Occupational Health and Safety [OH&S] requirements for working on live sewers); and
- back-filling and restoring the area after completion of the connection.

Note that EGW must meet service standards to existing customers, including effective and efficient management of any and all planned and unplanned interruptions of services to customers. Developer works must be designed, planned and executed to avoid, or in consultation with EGW, minimise any potential interruptions to customers (for example, when shutting-off supply to enable connection of developer works). Such new connections are required to be specifically planned, in consultation with EGW, possibly using live tapping methods.

Any adverse impact on EGW customers, and/or EGW's performance measures in relation to customer service interruptions through developer works will not be tolerated.

Commissioning Plans, detailing how any new/altered assets are to be finalised, tested, commissioned and connected to EGW's existing live systems must be prepared in consultation with EGW prior to any connections being contemplated. Under no circumstances can any person interfere with EGW's live systems without prior express permission by EGW.

3.2.2 Isolation of live assets

In some situations, EGW may agree to isolate a section of live assets by plugging or removing the proposed connection point from the live asset. The developer is then responsible for:

- providing a safe work site in accordance with the Occupational, Health and Safety Act and regulations.
- Apply for a permit to work on live assets (Form 10)
- constructing works up to the point of connection;
- excavating and shoring the area surrounding the connection point;
- notifying EGW that the works are ready for connection;
- making the connection after approval has been granted by East Gippsland Water; and

- back-filling and restoring the area after completion of the connection.

3.2.3 Work on live assets – Water supply connections

Connection to existing water mains may only be carried out by the owner's contractor with prior approval by, and under the direct supervision of, EGW.

In the case that East Gippsland 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 Application to Connect form. The actual amount will be determined when the account is finalised.

3.3 OH&S REQUIREMENTS

East Gippsland Water requires that only its trained personnel or approved contractors undertake works on live assets. The broad criteria require that approved contractors:

- a) have adequate resources with appropriate qualifications and experience which may include, but not be limited to:
 - all safety equipment and training relevant to the requirements of the Occupational Health and Safety Act., and relevant regulations.
 - all equipment maintained in proper working order, and
 - appropriate plant and vehicles for relevant activities.
- b) have a commitment/proven track record in quality management;
- c) have a commitment/proven track record in safety undertaking the required works;

Further details can be obtained from the 'Contractor Health, Safety and Environment Management Manual'.

4 Assets

4.1 TYPE OF ASSET

4.1.1 Reticulated Assets

Reticulation assets are defined by the ESC as infrastructure assets that are explicitly provided for one development and are not required to be upsized to support their 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 sewerage pre-treatment system. A 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 assets are generally considered to be reticulation assets. This definition should be appropriate for the vast majority of cases although there may be some situations where these sizes are inappropriate.

The developer is responsible for providing reticulation assets at their cost.

4.1.2 Shared Assets

Shared distribution assets are infrastructure assets that are generally provided for more than one development and do not include:

- reticulation assets and
- headworks and tailworks

Shared distribution assets may also be works that are part of EGW's current strategic planning for servicing a sewer catchment or water zone. Where agreed by EGW, shared assets may be provided by EGW.

Prior to finalising any development proposal, and upon request by the developer, EGW will confirm in writing of any shared assets that are to be provided by EGW. Otherwise, all reticulation assets are at the cost of the owner/developer.

4.2 PRICING/FEES, POLICIES, FORMS & LINKS

4.2.1 Pricing/Fees

The current applicable fees can be obtained from EGW's web site www.egwater.vic.gov.au/CustomerInfo/Tariffs

Newly created properties from a subdivision or development will be rated for service from the time that property have been declared as serviced, i.e. works for infrastructure has been completed and accepted by EGW and are available for usage.

4.2.2 Policies and Standard Operating Procedures (SOP)

The following policies relate to development works and can be downloaded from www.egwater.vic.gov.au

- Policy No. 6 – Owner Financed Works
- Policy No. 25 – Customer Connections
- Policy No. 45 – EGW Customer Charter
- Policy No. 51 – Trade Waste Management
- SOP No. 47 – Planning and Subdivision Procedures
- SOP No. 50 – OHS Management System
- SOP No. 68 – Non Locatable Sewer Connections
- SOP No. 92 – Contractor Safety Management
- SOP No. 125 – Structure over EGW Works
- SOP No. 132 – Third Party Works
- SOP No. 139 – Supply of Design Data for GIS Data Entry
- EGW No 112 – Issuing a Permit to Work

4.2.3 List of Forms

The following forms can be downloaded from www.egwater.vic.gov.au

- Works Agreement
- Property Inquiry Application
- Customer Connections
- Application to Build over EGW Assets and/or Easements
- Trade Waste Application Form

4.2.4 Further Information/Links

Further relevant information can be obtained from the following agencies;

- East Gippsland Shire Council

- Alpine Shire Council
- Wellington Shire Council
- DSE – Department of Sustainability and Environment
- EPA – Environment Protection Authority
- ESC – Essential Services Commission
- VicWater
- WSAA – Water Service Association of Australia
- East Gippsland Catchment Management Authority

4.2.4 East Gippsland Water Contacts

East Gippsland Water
133 Macleod Street
Bairnsdale, 3875

PO Box 52
Bairnsdale, 3875

Telephone: 03 5150 4444
Facsimile: 03 5150 4477
E-mail: Mailto: egw@egwater.vic.gov.au
Website: www.egwater.vic.gov.au

GLOSSARY OF TERMS

The following definitions apply in the document:

12 (1) Easement is an easement shown by dimensions on the property title plan, 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 East Gippsland Water once it is satisfied that the Development Works have been satisfactory completed.

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

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

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

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.

Asset means an East Gippsland Water water main, recycled water main, sewer pipeline or associated structure (e.g. 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.

Certification Referral means the referral of the plan of subdivision by the Responsible Authority to East Gippsland Water for comment.

Connection Point means the intersection of East Gippsland Water's asset and the private service.

Consent to Statement of Compliance means a notice issued by East Gippsland 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.

Consultant has the same meaning as Accredited Consultant.

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

Defects Liability Period is the period from the date of issuing an Acceptance of Works Certificate until a Certificate of Completion is issued.

Design Documents means the drawings, specifications and other information, samples, models, patterns and the like required 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 East Gippsland.

Developed Lot is a lot on which buildings, paving, driveways and the like have been constructed and connected to East Gippsland Water assets.

Developer means the person/company entitled to execute a transfer of the land. The developer may be the land owner, developer or the subdivision owner.

Development means the land development project undertaken by the Developer.

Development Works means the works to be designed and 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 East Gippsland Water during the Defects Liability and warranty Periods.

Development Works Agreement means the application by the Developer to East Gippsland 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.

EGW means East Gippsland Water Corporation

EPA means the Environment Protection Authority.

ESC means the Essential Services Commission.

Greenfield Development means a site that is constructed and developed on ex agricultural or other previously non urban land or on the edge of communities to which new water and sewerage infrastructure is required. These sites have not been serviced previously for water and sewerage.

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 at East Gippsland 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 East Gippsland Water's confined space procedure.

Lot means an area within the Development that is capable of being separately metered for water supply purposes.

Main means any pipe vested in, belonging to, or under the control of East Gippsland 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 Contribution is a fee approved by the ESC and charged by East Gippsland Water for the creation of additional lots.

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.

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.

Reticulated Assets has the meaning detailed in Clause 4.1.1 of this manual.

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

Shared Distribution Assets has the meaning detailed in Clause 4.1.3 of this manual.

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

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.

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