

## 9.1 Appendix 1

# Westernport Water Land Development Works Process Flowchart



## Land Development Works Process

	PRE-CONSULTATION STAGE	CERTIFICATION OF REFERRAL	DEVELOPMENT AGREEMENT
Development Processes/Stages	<b>Development Initiation (Concept/Feasibility Stage)</b>		
Activities	<b>Feasibility Request/High Level Advice</b> <ul style="list-style-type: none"><li>Owner/Developer contacts WPW early in the development to obtain servicing advice or existing information</li><li>WPW will provide preliminary serviceability advice via email or over the phone or in person</li><li>The type of information provided will vary depending on availability of the existing details and complexity of the development</li><li>In some cases, hydraulic analysis and or detailed feasibility study will be required</li></ul>	<b>Planning Referral (Section 55)</b> <ul style="list-style-type: none"><li>BCSC will refer application to WPW for WPW's comments/conditions</li><li>WPW to reply within 28 days from date application is referred<ul style="list-style-type: none"><li>Consent to the subdivision subject to further conditions</li><li>Consent without conditions</li><li>Direct refusal</li><li>Request for further information</li></ul></li></ul>	<b>Owner/Developer Agreement</b> <ul style="list-style-type: none"><li>WPW to prepare the Owner/Developer Agreement</li><li>WPW to calculate the NCC and Engineering fees</li><li>WPW to list all conditions</li><li>WPW to send the Owner/Developer Agreement to the Consultants or the Owner/Developer of the development</li><li>Owner/Developer to accept or reject the conditions</li><li>Owner/Developer to pay the fees</li></ul>
Review and Approvals	<b>Bass Coast Shire Council (BCSC)</b>	<b>Planning Permit Referral</b> <ul style="list-style-type: none"><li>Where planning permit is required, Owner/ Developer will submit a planning permit application to BCSC as the responsible local council</li><li>BCSC will refer application to WPW for our comments and/or conditions</li><li>WPW will respond to the BCSC with WPW's comments or conditions</li></ul>	No involvement in this stage unless the Plan of Subdivision needs to be revised to accommodate any design changes
	<b>WPW Engineering and Construction (E&amp;C) Team</b>	<b>Planning Permit/Certification of Plan of Subdivision</b>  WPW will review proposed land development and check what services are required, eg sewer and water and recycled water (if applicable) and gas (if applicable - Only in San Remo)	<ul style="list-style-type: none"><li>Prepare Development Agreement with WPW for design and construction of sewers, water mains and recycled water mains (if applicable)</li><li>Creation of easements over new and existing sewer mains</li><li>Prepare costs and fees - NCC and Engineering fees</li></ul>
	<b>Owner/Developer</b>	<b>Plan of Subdivision</b> <ul style="list-style-type: none"><li>Owner/Developer to prepare Plans of Subdivision</li></ul>	<b>Owner/Developer Agreement</b> <ul style="list-style-type: none"><li>Owner/Developer to review and sign WPW's Development Agreement</li><li>Pay the Engineering fee and NCC (NCC can be paid later, however, the initial engineering fee to be paid when the agreement is signed)</li></ul>
Key Documents	<b>Pre-Consultation Stage</b> <i>Note: E&amp;C Technical Officers to conduct serviceability assessment and check with WPW Hydraulic Engineer/A&amp;O S&amp;P</i>	<b>Referral Stage Document</b> <i>Note: E&amp;C Support Officer is responsible for uploading documents in SPEAR</i>	<b>Documents</b>  <i>Type 1 Developments (Lots &lt; 6)</i> <ul style="list-style-type: none"><li>Development Agreement</li><li>Signed Development Agreement</li><li>Consultants Details</li><li>NCC Tax Invoice</li><li>Engineering Fee Tax Invoice</li></ul> <i>Type 2 Developments (Lots &gt; 7)</i> <ul style="list-style-type: none"><li>Development Agreement</li><li>Signed Development Agreement</li><li>Consultants Details</li><li>NCC Tax Invoice</li><li>Engineering Fee Tax Invoice</li></ul> <i>Type 3 Developments (Owners Corporations)</i> <ul style="list-style-type: none"><li>Owners Corporation Agreement</li><li>Signed Development Agreement</li><li>NCC</li><li>Engineering Fee Invoice</li><li>Development Agreement Letter and Fees form</li></ul>
	<b>Key documents or information</b> <ul style="list-style-type: none"><li>Development proposal (for large developments) by Owner/Developer</li><li>Overall subdivision plan</li><li>Feasibility design by Owner/Developer (if required)</li><li>WPW to conduct Hydraulic capacity assessment (if required)</li><li>Preliminary serviceability assessment by WPW</li></ul>	<b>Referral Documents</b> <ul style="list-style-type: none"><li>Planning permit application</li><li>BCSC referral requesting WPW's consent for plan of subdivision/proposed development under Section 268</li><li>Letter of consent with conditions</li><li>Letter of consent without conditions</li><li>Letter of refusal</li></ul>	
<b>HOLD POINT (Go or No-go)</b>			

DESIGN PHASE	CONSTRUCTION PHASE	CONSENT TO STATEMENT OF COMPLIANCE (SOC)
Detailed Design and Design Approvals	Construction Phase (including Commissioning)	Final Certification and Release of SOC and Post-Acceptance Stage (including Maintenance)
<b>Design and Drawing Approval</b> <ul style="list-style-type: none"> <li>Review Owner/Developer designs for water, sewer, recycled water and gas services (if applicable)</li> <li>Provide WPW's comments</li> <li>Consultants update drawings if required</li> <li>Approval of final design drawings</li> </ul>	<b>Construction and Commissioning</b> <ul style="list-style-type: none"> <li>Approve Owner/Developer nominated Contractor</li> <li>Issue of letter of Contractor approval</li> <li>Pre-construction meetings for each service</li> <li>Conduct daily site audits (iAuditor)</li> <li>Record design changes</li> <li>Conduct acceptance testing</li> <li>Final walkover</li> <li>Prepare defect list</li> </ul>	<b>Final Certification and Release of SOC</b> <ul style="list-style-type: none"> <li>Finalise payments</li> <li>Provide Asset Register and actual cost of the Works</li> <li>Finalise maintenance bonds</li> <li>Provide As Constructed Information (ACDC format)</li> <li>Issue of SOC</li> <li>Advertise release of lots</li> </ul>
No involvement in this stage unless the Plan of Subdivision needs to be revised to accommodate any design changes	No involvement in this stage unless the Plan of Subdivision needs to be revised to accommodate any design changes	
<b>Design Approvals</b> <ul style="list-style-type: none"> <li>Review Owner/Developer submitted initial design drawings</li> <li>Complete design drawing checklist</li> <li>Provide comments to consultant via email (attach marked-up pdf.)</li> <li>Review final design drawings before sign-off</li> <li>Approve the final design drawings for construction</li> </ul>	<ul style="list-style-type: none"> <li>WPW will approve the Owner/Developer contractor</li> <li>WPW conduct daily quality control</li> <li>Prepare site inspection logs</li> <li>Prepare final defect list</li> </ul>	<ul style="list-style-type: none"> <li>WPW prepare cost reconciliation and issue final allocation letter</li> <li>Review and accept ACDC</li> <li>Review and finalise maintenance bond</li> <li>Issue SOC to BCSC and copy the Owner/Developer once satisfied all conditions are completed</li> <li>Inform Customer Service and Communications Team paper advertisement has been released</li> <li>Develop property files</li> </ul>
<b>Design Drawings</b> <ul style="list-style-type: none"> <li>Prepare detailed design drawings for each service</li> <li>Submit for WPW approval</li> <li>Revise initial drawings after WPW provide their comments</li> <li>Finalise the design drawings for "CONSTRUCTION ISSUE"</li> <li>Review easements for final design</li> <li>Update Plan of Subdivision if required to accommodate changes</li> </ul>	<ul style="list-style-type: none"> <li>Provide Contractor's details for WPW approval</li> <li>Construction of water, sewer and recycled water (where applicable) infrastructure</li> <li>Prepare final test procedures</li> <li>Conduct precommissioning tests</li> <li>Arrange final commissioning</li> <li>Attend final walkover</li> <li>Complete defects list</li> </ul> <p>Owner/Developer will request Statement of Compliance (SOC) at this stage. (A minimum of 10 business days for consent to Statement of Compliance applies for all Major and Minor Works.)</p>	<ul style="list-style-type: none"> <li>Payment of all balance fees</li> <li>Provision of As Constructed Information (ACDC)</li> <li>Provision of asset register</li> <li>Provision of maintenance bond</li> </ul>
<b>Design and Drawing Approvals</b> <ul style="list-style-type: none"> <li>Design approval letter</li> <li>WPW Design Checklists <ul style="list-style-type: none"> <li>Sewer</li> <li>Water</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Contractor Acceptance Documents</li> <li>Construction daily site audit (iAuditor)</li> <li>Pressure test procedures (iAuditor)</li> <li>Pressure test records signed by WPW and Consultants (iAuditor)</li> <li>Issue of final acceptance of the Works</li> </ul>	<ul style="list-style-type: none"> <li>Asset Register</li> <li>Actual costs</li> <li>ACDC files</li> <li>Finalisation checklist</li> <li>Maintenance Agreement/Bonds</li> <li>Certification of Plan and Statement of Compliance (SOC)</li> <li>Statement of Compliance and Declared Property (SOC)</li> <li>Notice of Declaration of Serviced Properties advertisement</li> </ul>
<b>HOLD POINT</b>	<b>HOLD POINT</b>	<b>HOLD POINT</b>