



MINOR WORKS CONSTRUCTION AND COMPLIANCE GUIDELINES

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For more information contact Urban Utilities Developer Services:

Email DevelopmentEnquiries@urbanutilities.com.au

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Guidelines for Minor Works Construction and Compliance



1. INTRODUCTION

These guidelines explain the Urban Utilities Developer Compliance functions specific to Minor works Water Approvals during the design, construction, compliance and maintenance phases of the works. This information is intended to supplement, but not supersede, the direction and detail in the Endorsed Consultants Certification Scheme Guidelines.

1.1. What are Minor works?

The Non-Standard Connection Water Approval assessment process classifies all Property and Network Connections as Major or Minor works.

Minor works are defined as the design and construction of Property Service Infrastructure and/or Network Infrastructure that meets the following criteria:

Table 1. Minor Works Criteria

Minor Works Criteria	
Water	<ul style="list-style-type: none">Water reticulation infrastructure up to 80m in length with a nominal internal diameter not exceeding 225mm.Water Property Service Connections (other than Standard Connections).
Wastewater	<ul style="list-style-type: none">Wastewater reticulation infrastructure up to 90m in length with a nominal internal diameter not exceeding 225mm and not including more than two maintenance structures.Wastewater Property Service Connections (other than Standard Connections).
Exceptions	<ul style="list-style-type: none">Connection Customers may also request on their application that other water and wastewater infrastructure that does not meet the above Minor Works Criteria be delivered under the Endorsed Consultant Certification Scheme. Urban Utilities will consider such requests and may grant the request at its sole and absolute discretion, which will be confirmed in the Water Approval Conditions.Urban Utilities may identify on a case by case basis a site, development or network constraint that precludes works from being eligible for delivery under the Endorsed Consultant Certification Scheme, which will be confirmed in the Water Approval Conditions. For example, inner city precincts such as the Brisbane CBD, Fortitude Valley, South Brisbane, Kangaroo Point and Milton are likely to be precluded from the Certification Scheme.

For Minor works, an Urban Utilities endorsed engineering consultant (otherwise known as an Endorsed Consultant) is required to be engaged by the Connection Customer (otherwise known as the Developer or Applicant, further referenced as Developer) to design and certify the connection and associated infrastructure.

1.2. Stakeholder relationships

Minor works involve a range of coordinated tasks delivered by the Developer, the Endorsed Consultant, Contractor and Urban Utilities.

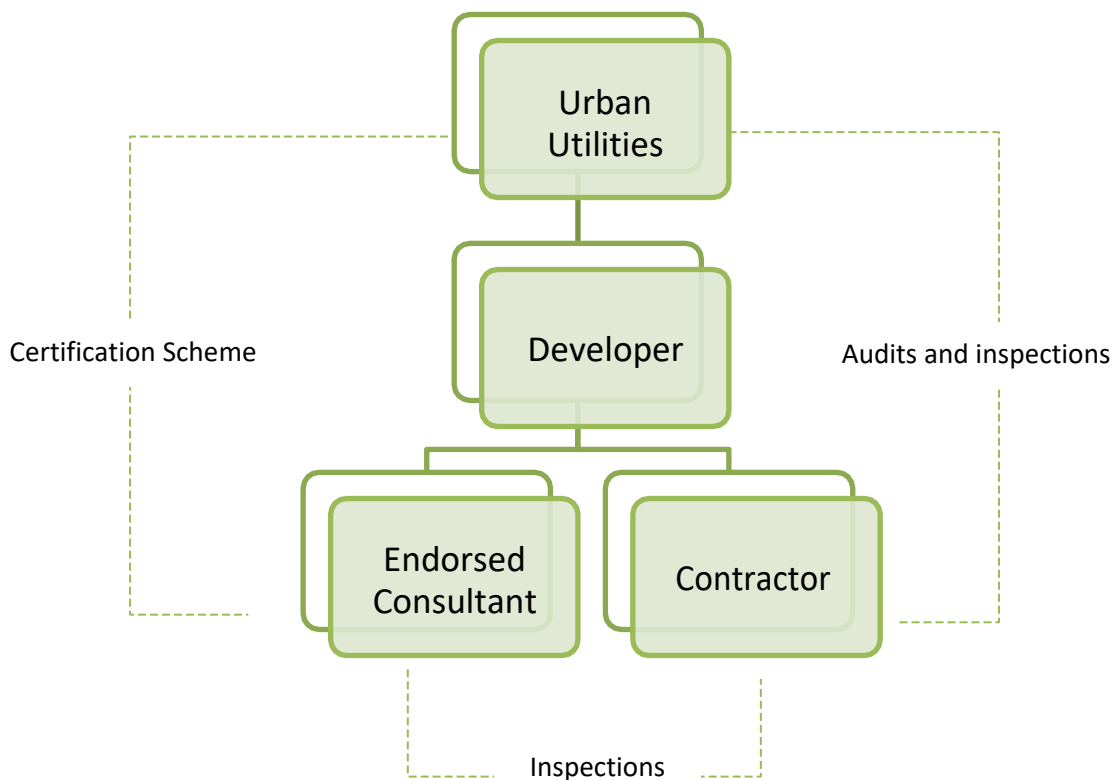


Figure 1. Minor works stakeholder relationships

The roles and responsibilities of each are described in the Stakeholders Responsibility Matrix, below.

1.3. Stakeholder responsibility matrix

Water Approval Application Minor Works Certification Process		Connection Customer (developer)	Endorsed Consultant	Contractor	Urban Utilities
Apply	Engage an engineer from Urban Utilities' list of Endorsed Consultants for the design and construction certification. It is the responsibility of the Connection Customer to ensure they are satisfied with the qualifications, experience and insurance of the Endorsed Consultant.	R			
	Lodgment of Water Approval application via the Developer Applications Portal.	A/R	R		I
	Include Endorsed Consultant as 'Additional contact' on application (via the Developer Applications Portal) to enable them to act on behalf of the Connection Customer.	A/R	R		I
Assess	Issue of Water Approval Decision Notice (approved with Infrastructure Charge Notice or not approved).	I	I		A/R
Design	Preparation of certified designs in compliance with Water Approval conditions and relevant standards (see Section 2.1).	C	A/R		
	Lodgment of Design Package to Developer Applications Portal.	A	R		I
	Engage suitably qualified contractor to construct the connection. Endorsed Consultant may be able to assist.	A/R	C		I
Construct	Prepare the Network Access Permit (NAP) application and the live tap request (where applicable).	I	R	A/R	I
	Lodgment of NAP request via Developer Applications Portal. Please also notify Urban Utilities by email to development.permits@urbanutilities.com.au .		R		I
	Registration of live works with Urban Utilities' Development Audits team prior to day of construction by email to development.audit@urbanutilities.com.au .	I	C	A/R	I
	Ensure compliance against NAP conditions, including notifying affected residents, arranging alternative sources of water and scheduling trial valve shuts (where applicable).	I	I	A/R	I
	Notify Urban Utilities' Control Room of commencement and completion of shut plan works/water outage by calling 07 3856 7179.	I	I	A/R	I
	Undertake quality assurance testing in accordance with SEQ Code requirements and provide results to the Endorsed Consultant.	R	C	A	I
	Inspect and certify works for compliance against certified design and SEQ Code.	I	A/R	C	I
	Selected field audit of works by Urban Utilities.	I	I	C	R/A
	Establish easement/s (if required).	A/R	C		I
	Construction and restoration works completed in accordance with Water Approval, certified design and applicable standards.	R	C	A	I
	Lodgment of As-Constructed Package Certification.	A	A/R	C	I
	Payment of Infrastructure Charge Notice.	A/R	I		I
	Urban Utilities review of As-Constructed Package and issue of Connection Certificate.	I	I		A/R
Maintain	Maintenance of the works until end of maintenance period (twelve months)	A/R	I		I
	Off Maintenance inspection and submission of End of Maintenance Certificate.	A	R		I

Key:

R	<i>Responsible for doing the task (doer)</i>	C	<i>Consulted with regarding the task</i>
A	<i>Accountable and answerable for the task (approver)</i>	I	<i>Informed/ updated on the task</i>

Note: Urban Utilities does not provide design services however the design, construction and maintenance aspects of the new infrastructure may be audited and/or inspected. Non-compliance with conditions of the Water Approval and applicable standards may result in action against the Developer and/or the Endorsed Consultant.

The Endorsed Consultant has the following high level responsibilities for Minor Works Water Approvals:

- conduct site investigations prior to design certification.
- create and certify Minor works design and submit to Urban Utilities.
- conduct site inspections during construction to verify works, products and materials to requirements of certified design and Urban Utilities
- certify As-Constructed Package and submit to Urban Utilities.
- submit Off-Maintenance inspection and certification details.

2. DESIGN PHASE

Once the application has been assessed and Urban Utilities has issued the Water Approval Decision Notice the Developer then engages an Urban Utilities Endorsed Consultant from the List of Endorsed Consultants to prepare a certified design and certify construction.

Following payment of all relevant Urban Utilities design fees and charges, the complete Design Package may be uploaded to the Developer Applications Portal.

2.1. Alternative designs

PRIOR TO CONSTRUCTION

It is strongly recommended that thorough site investigations (including potholing) are undertaken prior to construction in order to identify constraints that may influence design and compliance with the SEQ Code. Site investigation and planning at the design stage prevents costly delays during and after construction.

Where site investigations uncover complexities that impact compliance to the conditions or standards of the Water Approval, an alternative design process can be undertaken with Urban Utilities approval through a design variation, requested by the Endorsed Consultant.

Further process period and fees will be applied. Design variation requirements can be requested submitting a Design Variation via the Developer Applications Portal or by email to DCMTenquiries@urbanutilities.com.au (see Section 2.5).

DURING CONSTRUCTION

Should a design change be required during construction, and it still meets the requirements of the SEQ Design and Construction Code, then an updated Design Package should be loaded to the application via the Developer Applications Portal.

If a design variation is required during construction following discovery of constraints not previously identified, the Contractor needs to notify the Endorsed Consultant. The Endorsed Consultant is to determine a suitable alternative compliant to the SEQ Code, and subsequently certify and represent this variation in the as-constructed drawings.

Where the new design required cannot comply with the SEQ Code, the Endorsed Consultant must apply for a Design Variation (see Section 2.5)

Handy Hint

Ensure you are aware of and understand the conditions of your Water Approval before commencing design and construction.

POST CONSTRUCTION

There is no option to apply for a Design Variation after construction.

A Major Non-Conformance Notification will be issued in the event of either:

- As-constructed drawings not materially reflecting original certified design submission without previously loading an updated Design Package; or
- As-constructed drawings are not compliant with the SEQ Code and there is no evidence of an approved Design Variation.

Non-conforming as-constructed drawings will be reviewed by Urban Utilities and the Developer may be required to rectify, rework or replace installed infrastructure to Urban Utilities requirements.

An additional Non-Conformance Notification may be issued if the site investigation was not performed prior to original certified design.

2.2. Preparing a design package

Items required to support a Design Package uploaded to the Urban Utilities Applications Portal:

- a complete and correct Design Certificate (available at <https://urbanutilities.com.au/development/help-and-advice/development-forms>)
- a copy of the design drawings stamped and signed on each page by an Endorsed Consultant Registered Professional Engineer of Queensland (RPEQ)
- site investigation reports (including any impacted existing infrastructure, services or geological and environmental features)
- technical reports (as relevant)

- details of any approved variations to the design and/or specifications for the works, including Urban Utilities' approval of the variation
- other necessary documentation to satisfy the conditions of the Water Approval, or as requested by Urban Utilities during the design phase
- Required easement shown in the design package (refer to Easement Guideline at <https://urbanutilities.com.au/development/our-services/easements>).

2.3. How to lodge the design package

Following payment of all applicable design fees and charges, the complete Design Package may be uploaded to the Developer Applications Portal, accompanied by a Design Certificate (available at <https://urbanutilities.com.au/development/help-and-advice/development-forms>).

Note: all certified designs must feature a signed Urban Utilities' Endorsed Consultant stamp (available at <https://urbanutilities.com.au/development/help-and-advice/consultants-and-contractors-corner>).

Where the Design Package is not able to be provided in a single PDF file of less than 10MB, it should be divided and uploaded in logical volumes. All parts must be lodged at the same time, and the order and number of volumes identified in the File Description field e.g. Design Package (Vol. 1 of 3).

2.4. Design audits

Urban Utilities randomly audits design packages to ensure compliance with the conditions of the Water Approval (including all applicable design and construction standards) and the Endorsed Consultant Certification Scheme. When a non-conformance is identified, Urban Utilities will notify the Endorsed Consultant and take necessary action

for the Endorsed Consultant to rectify the non-conformance and resubmit the relevant aspects of the Design Package and/or Design Certificate. If the certification material needs to be resubmitted, additional fees and charges may apply. Major non-conformances must be corrected before a Network Access Permit can be issued.

2.5. Design variation

If the works design and/or specifications require a variation from the relevant design standards, certified designs, and/or from the conditions of the Water Approval (e.g. for constructability), the Endorsed Consultant must submit a design variation request. Please first provide detail to Urban Utilities to determine the new design requirements (via email DCMTenquiries@urbanutilities.com.au), and then upload the following information to the Developer Applications Portal in a fully indexed and consolidated PDF accompanied by:

- a letter signed by a RPEQ explaining the scope and reasons for the requested amendment
- design information, including relevant drawings and calculations
- any other documents that will assist assessment of your request, including external agency referrals, consent from Queensland Government agencies etc.

2.6. Design fees

Once all construction stage fees and charges are paid, the complete Design Package and all necessary information can be uploaded to the Developer Applications Portal.

Note: *additional fees and charges may apply for review and assessment of design amendments.*

3. CONSTRUCTION PHASE

3.1. Construction planning

Collaboration and information sharing between the Developer, Endorsed Consultant and Contractor is critical throughout the Minor works process.

The Developer is to ensure that the construction contractor liaises with the Endorsed Consultant prior to commencement of works for accurate and efficient completion and collation of all applicable as-constructed certification deliverables including testing, material certification, and other relevant QC documentation. Appropriate informal or formal processes for change management, notification, communication and issue resolution are to be established between Developer, Endorsed Consultant and Contractor where required.

Upon commencement of on-site works, all parties must ensure they are working from the correct and approved final For-construction drawings. Should the contractor and/or Developer require revisions to the For-construction designs, the Endorsed Consultant must be notified. If those changes do not conform to the SEQ Code, a design variation needs to be submitted to Urban Utilities for approval.

3.2. Network access permit

As part of the conditions of the Water Approval, a Network Access Permit (NAP) must be obtained prior to registering construction works with Urban Utilities. The NAP grants permission to connect to, conduct testing or work on or within two meters of the live water and sewerage network. Each NAP includes conditions specific to your development and plan type and may include water shut plans or sewer flow control plans, community notifications, considerations water critical customers and requirements for alternative water supply. Please refer to our *Network*

Access Permit page at <https://urbanutilities.com.au/development/our-services/network-access-permits> for more information on the NAP process.

3.3. Live tap connections: standard under-pressure cut-in connections

Under-pressure cut-in connections (UPCIC, or live taps) may be permitted for \geq DN100 connections, however Urban Utilities' approval must be obtained prior to execution. For further information and guidance on live taps, please refer to the [Network Access Permit Guideline](#).

3.4. Registering works with Urban Utilities

Following issue of your NAP, the site connection works must be registered with Urban Utilities. This includes notification of all applicable water and sewerage works and planned dates for the entire duration of construction. Please provide the following information by email to development.audit@urbanutilities.com.au at least **3 business days** before commencing water and sewer works:

- construction start date
- live works date
- construction end date
- Contractor contact details.

Any date changes must be reported to Urban Utilities as early as possible and works rescheduled in accordance with conditions of the NAP. Please be aware, site inspections may be undertaken by an Urban Utilities' Assurance Officer during the dates provided.

3.5. Construction inspections and the Endorsed Consultant

The Endorsed Consultant is responsible for conducting all site inspections to ensure:

1. Construction is carried out in accordance with the certified design and SEQ Code.
2. Necessary quality assurance information is captured for As-Constructed package records.

The Endorsed Consultant must also attend the live works and record the inspection. All construction inspections are to be detailed in the Site Inspection Report and included in the As-Constructed package submitted to Urban Utilities.

3.6. Live works connections

The live works connection refers to the connection of newly constructed infrastructure to the existing network. In order to undertake live connection works you will be required to obtain or provide the following:

- Copies of For-construction designs certified by the Endorsed Consultant.
- A valid NAP issued by Urban Utilities authorising the works in accordance with the most recent endorsed design. It is important to thoroughly review the NAP to identify conditions specific to your live works. For more information about making the permit live on the day of connection please refer to the *Network Access Permit Guidelines* available at <https://urbanutilities.com.au/development/help-and-advice/standards-and-guidelines>.
- Depending on the nature of the works, you must supply copies of applicable quality assurance documents (see Section 3.8 below) for Urban Utilities review and approval **by midday at least one business day prior** to construction for authorisation to proceed. Refer to Network Quality Assurance Testing requirements in Section 3.8 below.

- Undertake a trial shut prior to scheduling live works via arrangement with an Urban Utilities' accredited valve operator.
- Confirm delivery of a large water meter to site if required. Refer <https://urbanutilities.com.au/development/our-services/large-water-meter-orders>

3.7. Live works inspection

Construction must be completed in accordance with the SEQ Code and the approved For-construction design provided by the Endorsed Consultant. As Minor works, the Endorsed Consultant must complete the on-site inspection to certify that the connections have been constructed in accordance with the approved designs.

In the case that the construction contractor has concerns about the design, the Endorsed Consultant must be contacted for guidance. Following completion of the works, the Endorsed Consultant must obtain as-constructed data and construction records including supplier and product records to satisfy submission requirements of the As-Constructed Package (Refer to Section 4.5). For further detail on what needs to be included in the [As-Constructed Package Certification](#) refer to in Section 4.4.

A detailed Site Inspection Report must accompany the As-Constructed Package outlining the following items:

- deviations from the certified design
- site conditions including photographs before commencement of construction
- site conditions including photographs after completion of construction and restoration
- accurate documentation of the works performed
- quality, safety and environmental issues and actions,
- complaints
- non-conformances

- lessons learnt and including
- clear photographs of all trenching, pipework, valves, fire hydrants, manholes, meters and property connections and other relevant components of the newly installed infrastructure.

Handy Hint:
The clearer and more detailed the Site Inspection Report, the faster we can undertake and process the Technical Review. Please include as many photographs and commentary to support the construction completed.

For live sewer works (sometimes known as 'pulling a plug'), the work may be completed at any time and does not require a complete inspection. To discuss your specific requirements, contact development.audit@urbanutilities.com.au or your Endorsed Consultant.

3.8. Network quality assurance testing

Urban Utilities requires advance quality assurance testing in order to detect and rectify problems with network service or construction before the live connection. Network testing may only be undertaken with an approved and current NAP.

If the development is serviced by any new mains, testing must be completed and submitted as part of the Live Works Package via the Developer Applications Portal, and include:

- water main bacteriological testing and pressure testing
- sewer main vacuum testing and CCTV.

Testing requirements are outlined in the [As-Constructed Package Certification Construction forms](#) and the SEQ Code. Results of bacteriological testing are required before charging a water main and must be submitted by email to development.audit@urbanutilities.com.au at **least 1 business day** prior to the date of

connection. If bacteriological testing results fail the required criteria, then live works will not be able to be performed.

Note: *bacteriological and pressure tests are recommended to be undertaken as close as possible to the date of live works. Results from bacterial tests are only valid for 14 calendar days from sample date, and testing must be conducted by a National Association of Testing Authorities (NATA) accredited tester (refer to the SEQ Code for more information).*

Sewer quality assurance testing (vacuum testing and CCTV) must be provided as part of the As-Constructed Package.

3.9. On-maintenance

Following completion of all construction, live works and restoration, the Endorsed Consultant is required to undertake a final inspection to verify all works comply with the certified design and conditions and standards detailed in the Water Approval. The on-maintenance inspection records form part of the As-Constructed Certification Package uploaded to the Developer Applications Portal upon request of a Connection Certificate. The on-maintenance inspection records should be consolidated into the Site Inspection Report.

Note: *The on-maintenance field inspection is not the trigger to commence the 12 month On-Maintenance period. This commences from the date the Connection Certificate is issued.*

4. COMPLIANCE PHASE

Compliance is a critical phase of the Minor works process, requiring final review of all as-constructed drawings, reports, testing, and quality assurance information, as well as payment of fees and charges and processing of easements (if applicable). These requirements are compulsory to comply with the conditions of the Water Approval and enable Urban Utilities to endorse plan sealing by local council. All Water Approval Conditions must be completely satisfied for issue of an Urban Utilities Connection Certificate.

4.1. Compliance process

A Connection Certificate confirms that the new connection is designed and constructed in accordance with conditions of the Water Approval to the satisfaction of Urban Utilities. We are obligated to ensure all compliance activities are fulfilled prior to issue of the Connection Certificate.

The following steps need to be completed by the Endorsed Consultant in collaboration with the Developer to satisfy Urban Utilities compliance requirements:

1. Prepare and lodge easement application (if required). This may be completed as soon as the final locations of infrastructure is known. Refer to the [Easement Guidelines](#) to determine if you need to prepare and submit legal easement documentation to Urban Utilities. A Connection Certificate cannot be issued until finalisation of legal documentation.
2. Payment of all outstanding fees and charges. All outstanding fees and charges (including levied infrastructure charges) must be received before lodging a Connection Certificate request. Fees can be viewed and paid on the Developer Applications Portal. If you require an infrastructure charges

itemised breakdown, please email ICNenquiries@urbanutilities.com.au and allow three business days.

3. Prepare and lodge the As-Constructed Certification Package. The As-Constructed Certification Package must include RPEQ certified as-constructed drawings to demonstrate design and construction has occurred as per the conditions of the Water Approval and to Urban Utilities' standards and guidelines. Refer to Section 4.5 for further detail. Refer <https://urbanutilities.com.au/development/help-and-advice/standards-and-guidelines/as-constructed-package-submissions>

4.2. Infrastructure charges

Infrastructure charges are legislated charges payable where new development is proposed. The charges are applied to fund the cost of providing new or upgraded trunk infrastructure. The legislation that covers infrastructure charges includes the *SEQ Water (Distribution and Retail Restructuring) Act 2009*, the *Planning Act 2016* and related *Planning Regulation 2017*.

A valuation of payable infrastructure charges is undertaken as part of the assessment of all development applications requiring water or sewer services. Infrastructure charges are not applied to developments carried out by other government authorities such as Economic Development Queensland priority development areas, Brisbane Airport Corporation, South Bank Corporation, Port of Brisbane Corporation and declared mining areas.

The levied infrastructure charges must be paid prior to the issue of a Connection Certificate. For guidance and assistance, email ICNenquiries@urbanutilities.com.au.

4.3. Easements

Easements are required to be processed prior to issue of a Connection Certificate. For further information please refer to <https://www.urbanutilities.com.au/development/our-services/easements>.

4.4. As-Constructed Package requirements

The As-Constructed Package should be prepared in collaboration with the Developer, Construction Contractor and Endorsed Consultant following completion of the works (including all live works). Outstanding fees and charges must also be paid before lodging the As-Constructed Package to the Developer Applications Portal.

The information required will vary depending on the works, however as a guide, the following needs to be included:

Mandatory:

- As-Constructed Package Certification Checklist signed by the Endorsed Consultant (RPEQ)
- Site Inspection Report (Including On-Maintenance report).
- A copy of the relevant aspects of the Design Package, updated to reflect the as-constructed works and signed by an RPEQ.
- Details of any variation to the certified design accompanied by evidence of Urban Utilities design variation approval.
- Complete Water Meter Installation form lodged separately (if not yet submitted)
- Accreditation of pipe layer.
- Payment of all fees and charges applicable to your application, including levied infrastructure charges prior to issue of an Urban Utilities Connection Certificate.

Where relevant to Water Approval Conditions:

- Easement agreements and other authorisations relevant to the completed works.
- Test results, including pressure tests, bacteriological tests and sewer camera inspection records (as relevant).
- Product and material certificates and structural certificates (new mains and maintenance structure/manhole).
- Details of the party undertaking maintenance activities during the maintenance phase
- Operations and maintenance manuals for the works. (as relevant).
- Other documentation to satisfy relevant Water Approval conditions or as requested by Urban Utilities during the design and/or construction phase.

Refer to the [As-Constructed Package Certification](#) form for further guidance.

4.5. How to request a Connection Certificate

Following submission of the As-Constructed Package (including the Certification Checklist signed by the Endorsed Consultant/RPEQ) to the Developer Application Portal, please notify Development Compliance by email to development.compliance@urbanutilities.com.au.

Following a check for completeness, the As-Constructed Package will be subject to a technical compliance review. Following successful review and where all requirements have been satisfactorily met, the Connection Certificate will be issued within five business days and progressing your application to the maintenance phase. Please note, As-Constructed Packages will not undergo technical review until they are received and complete.

IMPORTANT: The council development application number (often referred to as the Council DA number) advised at the time of issue of the Water Approval Decision notice, is the reference number that will be scribed on the Connection Certificate. If this number has changed since the Water Approval was issued, then an amended decision notice is required. When changes to the DA number are advised at the Compliance stage or at the time of issue of the Connection Certificate, significant delays may be incurred. Changes to the Development Approval number advised after issue of the Connection Certificate may require a new Water Approval or Letter of Evidence.

5. MAINTENANCE PHASE

The Water Approval may include a condition for the works to be covered by a maintenance period of at least 12 months from date of issue of the Connection Certificate, known as 'on-maintenance'. This period may be extended where it is necessary to rectify any defects.

During the on-maintenance period, you are required to maintain and rectify all identified faults. This includes keeping comprehensive records of such defects and all maintenance or rectification undertaken for submission at the end of the on-maintenance period. Further to this, you are obligated to submit comprehensive and up to date operations and maintenance manuals to Urban Utilities and provide training to all relevant personnel.

5.1. Off-maintenance

If conditioned under the Water Approval and following payment of any outstanding fees and charges, at the completion of the maintenance period the Endorsed Consultant is responsible for inspecting the works and uploading the End of Maintenance Package to the Developer Applications Portal and notifying Development Compliance by email to development.compliance@urbanutilities.com.au.

The End of Maintenance Package must include:

- End of Maintenance Certificate ([End of Maintenance Certificate Multiple Lots](#); [End of Maintenance Certificate Single Lot](#)).
- End of maintenance period inspection report, including maintenance and defect rectification records.
- Any updates required to the As-Constructed Package, including operations and maintenance manuals

and other asset management documentation.

- all other required documentation satisfying relevant Water Approval Conditions or as requested by Urban Utilities during the design, construction and/or maintenance phase.

For Minor works, the End of Maintenance Certificate should be lodged by the Endorsed Consultant along with the above information in accordance with the Certification Scheme Guidelines.