



# **DEVELOPER DELIVERED COMPLEX ASSET GUIDELINE**

# CONTENTS

Using this Guideline .....	3
1. How to submit complex asset documents .....	3
2. Communicating with Urban Utilities .....	4
2.1 Contact during Milestones 1-5.....	4
2.2 Contact during Milestones 6-10.....	4
2.3 Contact for requesting a variation of the establishment cost.....	4
Milestone Guidance .....	5
3. Design Assessment .....	5
4. Construction Compliance .....	7
5. Post-Construction Compliance .....	9

## Version control/updates

V1.0	Creation of document	S Syed	January 2022
V1.1	Administrative changes <ul style="list-style-type: none"> <li>Using this guideline, page 2</li> <li>Milestone 3, Preliminary Design Report acceptance, page 6</li> </ul>	S Syed	January 2022
V1.2	Administrative changes <ul style="list-style-type: none"> <li>Update to email address <a href="mailto:DevelopmentComplexAsset@urbanutilities.com.au">DevelopmentComplexAsset@urbanutilities.com.au</a></li> <li>Milestone 3, Design Report acceptance, page 6</li> </ul>	B Brentzell S Syed	March 2022
V1.3	Administrative change <ul style="list-style-type: none"> <li>Changed <a href="mailto:DCMTEnquiries@urbanutilities.com.au">DCMTEnquiries@urbanutilities.com.au</a> to <a href="mailto:developmentenquiries@urbanutilities.com.au">developmentenquiries@urbanutilities.com.au</a></li> </ul>	A Doyle	August 2023

For more information contact Urban Utilities Developer Services:

**Email** [developmentenquiries@urbanutilities.com.au](mailto:developmentenquiries@urbanutilities.com.au)

**Phone** 07 3432 2200

# Using this Guideline

This document details the requirements and deliverables for the design, construction and compliance of Non-standard Connection Water Approvals involving water and wastewater complex assets (treatment, storage or pumping facilities). Development customers should use this guideline to scope work, avoid duplication and manage requirements and documentation.

## 1. HOW TO SUBMIT COMPLEX ASSET DOCUMENTS

Your development will progress through project milestones from design to compliance acceptance. Submission of your Milestone 1 package is only permitted *after* the Water Approval decision notice has been issued. Lodging your design, construction and compliance documentation packages involves a two-step process:

1. Upload the document/drawing package via the Developer Services Portal.
2. Notify the relevant Urban Utilities contact via email (Section 2 details email addresses).

To help with an efficient review of your documents, please ensure that the package you submit at each milestone is consolidated and complete. Well organised documents save time during the review and assist your development to progress through the process as quickly as possible.

To find out more about our **service standards**, including commitments and timeframes, visit:  
<https://urbanutilities.com.au/development/help-and-advice/standards-and-guidelines>

To access Urban Utilities' **forms and guidelines**, go to:  
<https://urbanutilities.com.au/development/help-and-advice>

## 2. COMMUNICATING WITH URBAN UTILITIES

### 2.1 CONTACT DURING MILESTONES 1-5

Once the review of your development design begins, an Urban Utilities' design engineer will be assigned as your main contact for Milestones 1 to 5. This person will liaise on your behalf, enterprise wide, on design assessment matters. When uploading documents for these stages, in the Developer Services Portal, please also advise the team by email:

[developmentenquiries@urbanutilities.com.au](mailto:developmentenquiries@urbanutilities.com.au)

### 2.2 CONTACT DURING MILESTONES 6-10

When your development transitions to the Construction Compliance stage (Milestone 6), a compliance coordinator will be assigned to coordinate review of submitted documents, respond to queries and coordinate inspections, audits and site activities with Urban Utilities' inspectors or engineers. Your compliance coordinator will be your point of contact for Milestones 6-10 so when uploading documents for these stages, in the Developer Services Portal, please also email:

[DevelopmentComplexAsset@urbanutilities.com.au](mailto:DevelopmentComplexAsset@urbanutilities.com.au)

**SPECIAL NOTE:** For matters relating to As-Constructed Certification, Maintenance Bond, and Easements, email your request to: [Development.compliance@urbanutilities.com.au](mailto:Development.compliance@urbanutilities.com.au)

### 2.3 CONTACT FOR REQUESTING A VARIATION OF THE ESTABLISHMENT COST

In addition, you are requested to submit notices to Urban Utilities, where establishment cost variation may arise in the delivery of conditioned trunk infrastructure. This requirement is specified under the Water Netserv Plan and/or typical Water Infrastructure Agreements (WIAs), whichever applies to your Water Approval. Please advise of this situation by emailing:

[ICNEnquiries@urbanutilities.com.au](mailto:ICNEnquiries@urbanutilities.com.au) and liaison will occur about subsequent steps.

# Milestone Guidance

## 3. DESIGN ASSESSMENT

MILESTONE	ITEMS REQUIRED for LODGEMENT (Applicant)	APPROVALS (Urban Utilities)
<b>1. Confirmation of Design Concept and Assessment Process</b>	<ol style="list-style-type: none"> <li>Evidence Water Approval</li> <li>Urban Utilities approved planning report</li> <li>Design Assessment kick-off meeting (<i>please allow minimum five (5) days advance notice for booking</i>)</li> <li>Design Management Plan including: <ol style="list-style-type: none"> <li>Design technical assurance program;</li> <li>Design communication plan nominating single point of contact for the managing consultant; and</li> <li>Design program including proposed allowances of 20 business days for design reviews by Urban Utilities.</li> </ol> </li> <li>Basis of Design Report, strictly limited to: <ol style="list-style-type: none"> <li>Proposed design criteria (SEQ Code/Urban Utilities standards or otherwise as agreed by Urban Utilities); and</li> <li>Concept design in the Water Approval, <i>excluding</i> detail drawings OR electrical design.</li> </ol> </li> </ol>	<b>Basis of Design Report acceptance</b> <ol style="list-style-type: none"> <li>Upload documents/drawings via the Developer Services Portal</li> <li>Notify Urban Utilities via email as per Section 2 of this guideline.</li> </ol>
<b>2. 30% Design</b>	<ol style="list-style-type: none"> <li>Desktop review of the scope and available relevant data, drawings and specifications needed for the Functional Design</li> <li>Locality and outline layout plans, basic details, pipework route plans, cross-sections and small-scale long sections</li> <li>Electrical and control drawings and documents are not required at this stage.</li> <li>Functional Design deliverables suitable for the managing consultant to negotiate with affected stakeholders for: <ol style="list-style-type: none"> <li>construction access</li> <li>permanent acquisition of land for Urban Utilities' purposes</li> </ol> </li> <li>Preliminary Design Report, including: <ol style="list-style-type: none"> <li>Risk Register (to be continuously reviewed throughout the project) <ul style="list-style-type: none"> <li>30% TEM618 Asset Management Equipment Register</li> <li>Site-specific functional specification functional requirements only for Electrical, Instrumentation and Control including Process and Instrumentation Diagram (P&amp;ID).</li> </ul> </li> </ol> </li> </ol>	<b>Functional Design acceptance Preliminary Design Report acceptance</b> <ol style="list-style-type: none"> <li>Upload documents/drawings via the Developer Services Portal</li> <li>Notify Urban Utilities via email as per Section 2 of this guideline.</li> </ol>

MILESTONE	ITEMS REQUIRED for LODGEMENT (Applicant)	APPROVALS (Urban Utilities)
<b>3. 60% Design</b>	<p><b><i>Schedule Risk/Safety-in-Design Workshop</i></b> If there are any exceptional design aspects, undertake a Risk/Safety-in-Design workshop with Urban Utilities and developer representatives (<i>please allow minimum five (5) days advance notice for booking</i>).</p> <ul style="list-style-type: none"> <li>11. Risk/Safety-in-Design workshop <ul style="list-style-type: none"> <li>a. document date held</li> <li>b. provide brief overview of outcomes</li> </ul> </li> <li>12. Constructability review of preliminary design drawings including supporting documentation as undertaken by the consultant.</li> <li>13. Arrange pre-design services including: <ul style="list-style-type: none"> <li>a. Dial-Before-You-Dig investigation with potholing verification</li> <li>b. Geotechnical investigation, field and laboratory interpretive geotechnical report</li> <li>c. Engineering survey</li> </ul> </li> <li>14. Construction methodology review.</li> </ul>	<p><b>Preliminary Design acceptance</b> <b>Design Report acceptance</b></p> <ul style="list-style-type: none"> <li>1. Upload documents/drawings via the Developer Services Portal</li> <li>2. Notify Urban Utilities via email as Section 2 of this guideline.</li> </ul>
<b>4. 90% Design</b>	<ul style="list-style-type: none"> <li>15. Respond to all Urban Utilities' review comments on Milestone 2 and 3 submissions</li> <li>16. A3-size drawings including RPEQ certified supporting design documentation for Urban Utilities' Design Approval.</li> </ul>	<p><b>Certified design package</b> issued for approval (<b>IFA</b>) Design Approval Notification</p> <ul style="list-style-type: none"> <li>1. Upload documents/ drawings via the Developer Services Portal</li> <li>2. Notify Urban Utilities via email as per Section 2 of this guideline.</li> </ul>
<b>5. 100% Design</b>	<ul style="list-style-type: none"> <li>17. Address any Urban Utilities' mark-ups on the Design Approval drawings and documentation</li> <li>18. Certified Issued for Construction (IFC) drawings and documents.</li> </ul>	<p><b>Certified design package</b> issued for construction (<b>IFC</b>) with no objection</p> <ul style="list-style-type: none"> <li>1. Upload documents/drawings via the Developer Services Portal</li> <li>2. Notify Urban Utilities via email as per Section 2 of this guideline.</li> </ul>

## 4. CONSTRUCTION COMPLIANCE

MILESTONE	REQUIREMENTS for LODGEMENT (Applicant)	APPROVALS (Urban Utilities)
<b>6. Pre-Start</b>	<p><b>Pre-Start Plan including:</b></p> <ol style="list-style-type: none"> <li>19. Stamped IFC drawings (<i>as per item 17</i>) delivered to all stakeholders at least three (3) business days before the proposed pre-start site meeting.</li> <li>20. Safety management plan</li> <li>21. Construction management plan</li> <li>22. Construction program</li> <li>23. Traffic management plan</li> <li>24. Quality management plan including ITPs and ITP schedule</li> <li>25. Construction environmental management plan</li> <li>26. Network Access Permit (NAP) for the connection of the new asset to an existing network sewer or water (if required)</li> <li>27. Before switchboard construction, Urban Utilities requires               <ol style="list-style-type: none"> <li>a. Approved site-specific functional specification</li> <li>b. Power System Analysis (PSA)</li> <li>c. Functional specification</li> <li>d. Radio survey.</li> </ol> </li> </ol>	<p><b>Pre-Start Approval</b></p> <ol style="list-style-type: none"> <li>1. Upload documents/drawings via the Developer Services Portal.</li> <li>2. Notify Urban Utilities via email as per Section 2 of this guideline.</li> </ol>
<b>7. Factory Acceptance Test (FAT)/ Pre-Commissioning</b>	<p><b>FAT/Pre-FAT/Pre-Commissioning Plan including:</b></p> <p>Pre-commissioning plan with Control System Change Management Procedure (PRO396) demonstrating how and when the following will be implemented:</p> <p><b>Testing documents</b></p> <ol style="list-style-type: none"> <li>28. Completed Factory Acceptance Test (FAT) document</li> <li>29. Change management form (FOR603)</li> <li>30. Implementation test plan (control systems especially for additions to SCADA)</li> <li>31. Access authorisation for Instrumentation &amp; Control System (ICS) works (FOR646)</li> <li>32. Approved site-specific functional specification</li> <li>33. Approved electrical drawings (as per IFC)</li> <li>34. Enterprise historian tag list (for new tags)</li> <li>35. Risk assessment (if required)</li> <li>36. Site acceptance test sheets</li> <li>37. Urban Utilities enterprise historian request for point updates (FOR1076)</li> <li>38. Pre-developed SCADA page</li> <li>39. Electrical schematics green line drawings</li> <li>40. Function check electrical drawings</li> <li>41. Pre-factory inspections tests signed by Urban Utilities (CHE135)</li> <li>42. Switchboard test pack (switchboard specific requirements).</li> </ol> <p><b>Contractor documents</b></p> <ol style="list-style-type: none"> <li>43. Full set of electrical schematics identified as point to point and function tested (e.g. green or orange)</li> <li>44. Pre-factory inspections tests completed and signed by the contractor (CHE135)</li> <li>45. Control systems pre-FAT testing documents.</li> <li>46. Contractors mandatory test sheets</li> <li>47. FAT appointment time</li> </ol>	<p><b>FAT Approval</b></p> <ol style="list-style-type: none"> <li>1. Upload documents/drawings via the Developer Services Portal</li> <li>2. Notify Urban Utilities via email as per Section 2 of this guideline.</li> <li>3. Before FAT is conducted the following needs to be provided and approved:               <ol style="list-style-type: none"> <li>a. Switchboard manufacturer internal test documents</li> <li>b. CHE135 completed by the electrical contractor.</li> </ol> </li> </ol>

	<b>Environmental Management Plan</b> 48. Environmentally Relevant Activity (ERA63) application for licence adjustment (sewage pumping station only) & Environmental Relevant Activity (ERA) Licence Application TEM671.	
<b>8. Site Acceptance Test (SAT)/Commissioning</b>	<b>SAT/Commissioning Plan must include:</b> Before Site Acceptance Test (SAT) commences provide: 49. Physical Input/Output (IO) list 50. Maintenance schedules TEM655 51. Spare parts list TEM654 52. Lubrication schedule TEM653 53. Vendor manuals 54. Operating manual TEM656 55. Final Asset Management Equipment Register TEM618 (including commissioning date) 56. Completed FAT document 57. Change management form (FOR603) 58. Implementation test plan 59. Access authorisation for ICS works (FOR646) 60. Approved site-specific functional specification 61. Approved electrical drawings (as per IFC) 62. Enterprise historian tag list (for new tags) 63. Risk assessment (if required) 64. Site acceptance test sheets to be used 65. Urban Utilities enterprise historian request for point updates (FOR1076) 66. Pre-developed SCADA page 67. Pre-factory inspections tests completed/signed by (Urban Utilities) (CHE135) 68. Switchboard Test Pack – Switchboard Specific Requirements.	<b>SAT/Commissioning Approval</b> 1. Upload documents/drawings via the Developer Services Portal 2. Notify Urban Utilities via email as per Section 2 of this guideline.



## 5. POST-CONSTRUCTION COMPLIANCE

MILESTONE	REQUIREMENTS for LODGEMENT (Applicant)	APPROVALS (Urban Utilities)
<b>9. Compliance/On Maintenance</b>	<p><b><i>Compliance documents include:</i></b></p> <ul style="list-style-type: none"> <li>69. As-Constructed Package Certification form (FOR1101)</li> <li>70. Land transfer requirements including: <ul style="list-style-type: none"> <li>a. Form 1</li> <li>b. Form 24</li> <li>c. Title search</li> <li>d. Survey plan</li> <li>e. Mortgage release/Land tax clearance</li> <li>f. Due diligence and valuation report</li> </ul> </li> <li>71. Quality management <ul style="list-style-type: none"> <li>a. Inspection test reports</li> <li>b. Defects list</li> <li>c. Construction reports</li> </ul> </li> <li>72. As-Constructed data <ul style="list-style-type: none"> <li>a. ADAC</li> <li>b. Statutory declarations</li> <li>c. Form 16</li> <li>d. Civil drawings</li> <li>e. Mechanical drawings</li> <li>f. Electrical drawings</li> </ul> </li> <li>73. Maintenance bond</li> <li>74. Easements</li> <li>75. Payment of outstanding fees and charges including infrastructure charges (ICN)</li> <li>76. Transfer of Energex connection and electricity bill</li> <li>77. Signage and locks.</li> </ul>	<p><b>Connection Certificate</b></p> <ul style="list-style-type: none"> <li>1. Upload documents/drawings via the Developer Services Portal</li> <li>2. Notify Urban Utilities via email as per Section 2 of this guideline.</li> <li>3. Items 69 As-Constructed Certification Form, 73 Maintenance Bond, and 74 Easements can be undertaken through the Major Works process, email the team as per Section 2 (special note) of this guideline.</li> </ul>
<b>10. Off-Maintenance</b>	<ul style="list-style-type: none"> <li>78. Off-maintenance inspection and report.</li> </ul>	<p><b>Project completion notification</b></p> <ul style="list-style-type: none"> <li>1. Upload documents/drawings via the Developer Services Portal</li> <li>2. Notify Urban Utilities via email as per Section 2 of this guideline.</li> <li>3. For return the return of the applicable maintenance bond email/cc the team your request as per Section 2 (special note) of this guideline.</li> </ul>