

**WDC Requirements for Drainlayers
Constructing/Working on
Wastewater/Stormwater Assets that
are Live or are to be Vested to WDC**

October 2016

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1 Introduction

This document sets out requirements of the WDC's Waste & Drainage Department for Drainlayers constructing public Wastewater or Stormwater reticulation which will be transferred to WDC ownership, or carrying out work on existing reticulation for the purpose of new connections. No Drainlayer may carry out work on Wastewater or Stormwater assets that are owned by, or will be vested to, WDC, unless they comply with these requirements.

For the purposes of these specifications the word sewer is taken to mean either Wastewater or Stormwater.

These requirements do not apply to plumbing and drainage work on private property, which is subject to a Building Consent.

There are three WDC classes of Drainlayers permitted to carry out work on public sewer assets.

These are:

- **LICENSED** Drainlayers as defined by the PLUMBERS, GASFITTERS & DRAINLAYERS ACT 2006
- WDC **APPROVED** Drainlayers – A **CERTIFYING** Drainlayer as defined by the PLUMBERS, GASFITTERS & DRAINLAYERS ACT 2006
- WDC Sewer Reticulation Maintenance Drainlayer

These are summarised in Section 2.

2 Classes of Drainlayer (WDC)

2.1 LICENSED Drainlayer

LICENSED Drainlayers are permitted to construct or modify new works that will be vested to WDC. They **MAY NOT** carry out work on live sewers, make a connection to live sewers or carry out shut downs of live sewer.

Work carried out may include construction of sewer reticulation as part of a development, or new sewer reticulation constructed by WDC. It may include constructing connections prior to connection to the live sewer system. It does not include construction of sewer pump stations which will be evaluated on a case by case basis. **LICENSED** Drainlayers shall have all their work certified by a **CERTIFYING** Drainlayer.

LICENSED Drainlayers are not required to be on a WDC register but shall be required to have their status checked (Plumbers, Gasfitters & Drainlayers Register) prior to undertaking any work on sewer assets that are to be vested to WDC. All work shall be certified by a **CERTIFYING** Drainlayer.

2.2 WDC APPROVED Drainlayer

A WDC **APPROVED** Drainlayer may carry out work on live sewers. WDC reserves the right to require that work relating to trunk sewers, or other critical assets be carried out by its Sewer Reticulation Maintenance Contractor.

APPROVED Drainlayers will also be permitted to undertake work on behalf of customers/developers who require the installation of a connection to the WDC's sewer reticulation system. Any connections to the live system can only be made after written approval from the Waste & Drainage Department has been obtained. All connections will be inspected by WDC and the **APPROVED** Drainlayer shall provide accurate and timely as-built information and drawings in accordance with the WDC Environmental Engineering Standards (EES).

WDC has the discretion to limit the number of **APPROVED** Drainlayers at any one time. This list will be available on the WDC web site.

APPROVED Drainlayers may be invited to submit competitive day work rates to WDC, and may be called upon in times of civil emergency.

Applications for a position as an **APPROVED** Drainlayer may only be made by **CERTIFYING** Drainlayers. The applicants will be assessed from the "WDC **APPROVED** Drainlayer Application Form" as attached in Appendix A .

2.3 WDC Sewer Reticulation Maintenance Drainlayer

WDC appoints a Sewer Reticulation Maintenance Drainlayer for defined periods. By default, work on trunk sewers will only be carried out by the Sewer Reticulation Maintenance Drainlayer, particularly where it involves interruption to the flows, or involves a pump station. The Waste and Drainage Department has the

discretion as to whether such work may be carried out by an **APPROVED** Drainlayer, or the Sewer Reticulation Maintenance Drainlayer.

3 Qualification of Drainlayers – WDC APPROVED

3.1 Health and safety

WDC APPROVED Drainlayers shall have their own Health and Safety Policy/Statement, a copy of which is to be submitted with their application. **APPROVED** Drainlayers shall also be required to submit a monthly record of accidents, incidents and near misses (attached Appendix A). This is to be submitted to

The Waste & Drainage Department
WDC
Private Bag 9023
WHANGAREI

Attn: Adam Twose/Fiona Pratt.

WDC APPROVED Drainlayers shall demonstrate knowledge of particular requirements for working on sewerage systems, and have systems in place to ensure compliance with these requirements. This includes but is not limited to:

- restrictions on using staff/equipment/materials on sewerage systems, and other services, particularly water supply
- restrictions on entering confined spaces (manholes)
- safe work practice in excavations
- working with asbestos (provide a copy of asbestos handling management plan in line with the latest Work Safe guidelines))
- completed an approved welding course recognised by the NZWWA to undertake joining procedures on polyethylene pipes (PE80/PE100) of greater than 63mm OD

3.2 Knowledge of WDC standards

APPROVED Drainlayers shall have a working knowledge of the WDC standards and procedures. This includes:

- WDC Health and Safety Policy and Procedures
- WDC Environmental Engineering Standards
- WDC Working within Road Reserves Policy and Specification
- WDC Road Opening Notice

3.3 Knowledge of other requirements

APPROVED Drainlayers shall have a working knowledge of other standards and procedures that will apply to the work. This includes, but is no limited to:

Environmental Standards for Land Disturbance Activities in the NRC Consolidated Regional Water and Soil Plan for Northland.

NZS 4404 Land Development and Subdivision Engineering

NZ Standards relating to the installation/construction of PE, PVC, Stainless steel pipes

Guide for Safety with Underground Services – Work Safe NZ

TNZ Code of Practice – Temporary Traffic Management

3.4 Employee qualifications

APPROVED Drainlayers shall have suitably qualified staff in their employ to carry out the work and have *AT LEAST* one **CERTIFYING** Drainlayer to supervise their staff to ensure the work has been done competently and sign off on all work. **APPROVED** Drainlayers shall also hold Site Safe Civil Passports.

Suitably qualified staff are defined as Drainlayers with the following qualifications:

- **LICENSED** Drainlayer under the Plumbers, Gasfitters and Drain Layers Act 2006
- Drainlayer's staff who have a Drainlayers Apprentice Limited Certificate License, a Drainlayers Limited Certificate License and/or be qualified in the following NZQA Unit Standards (listed below).

NZQA No	Subject	Description
497	Occupational Health and Safety	Demonstrate knowledge of workplace health & safety requirements
18426	Occupational Health and Safety	Demonstrate knowledge of hazards associated with confined spaces
1099	Excavate and Trench	Excavate a trench for plumbing, gasfitting or drainlaying
1100	Install stormwater intake and outfall structures	Install surface water intake & outfall structures
27336	Sewer gas interceptor traps	Demonstrate knowledge of sewer gas interceptor traps
1104	Install subsoil drainage	Install subsoil drainage
1106	Perform maintenance on drainage systems	Perform drain maintenance
1108	Install silt traps and sumps	Install & maintain sumps
1109	Install surface water collection systems	Install surface water collection systems & demonstrate knowledge of maintenance
1114	Install drains	Install drains
1115	Demonstrate knowledge of drain access points	Demonstrate knowledge of drain access points
1116	Install wet and dry inspection chambers	Install wet and dry inspection chambers
1117	Install thrust, anchor and anti-scour blocks	Install thrust, anchor and anti-scour blocks
1118	Install sewage pump stations	Install sewage pump stations
1122	Establish line, level and gradient for plumbing or drainlaying	Establish line, level and gradient for plumbing or drainlaying
5627	Temporary Traffic Management	Operate as a Traffic Controller (TC) for low volume and Level 1 roads

3.5 Working on live sewers

APPROVED Drainlayers shall be obliged to have at least one **CERTIFYING** Drainlayer, who has knowledge, experience and procedures in place for the following work:

- shut-down procedures, including notices to residents regarding interruption of service
- live tapping.

3.6 Commitment & Fairness

APPROVED Drainlayers must be available and adequately resourced to respond to the needs of customers and WDC.

APPROVED Drainlayers must be timely in the provision of quotes and installation of connections. It is also important that the quotes provided are realistic at competitive rates.

APPROVED Drainlayers shall ensure best value for money is provided for all Clients and shall not abuse their position as an **APPROVED** Drainlayer in this regard.

Similarly, if an **APPROVED** Drainlayer is found to be charging inflated prices for connections, their status shall be reviewed.

4 Installation Procedure and Waste & Drainage Approval

4.1 Approval for sewer installations

All Sewer installations must first be approved by the Waste & Drainage Department. Once approval has been granted, the documents will be returned to the applicant who will arrange with their nominated **APPROVED** Contractor to undertake the work. The Contractor must sight the drawings with “Waste & Drainage Approval” stamped on them and ensure that the installation is carried out in accordance with these drawings. If, in the opinion of the Contractor, an alteration may be required to the approved drawings, the authorisation of the Waste & Drainage Department is to be obtained first. Failure to comply with the approved drawings or other sewer specifications may result in the installation having to be redone to the correct standard at the Contractor’s or Applicant’s expense.

4.2 Approval for any connections to the live sewer

All connections to the live system must first be approved by the Waste & Drainage Department. Drawings with the proposed connection details shall be stamped with “Wastewater / Stormwater Approved” stamp and signed by both the **APPROVED** Drainlayer and Waste & Drainage Department.

All applications for a new connection to the public sewer reticulation are liable for Development Contributions. The application will not be approved until Development Contributions and Fees have been paid.

The **APPROVED** Drainlayer shall not carry out any works until they are in receipt of drawings stamped “Wastewater / Stormwater Approved”. Failure to comply with this requirement may result in the loss of the **APPROVED** Drainlayer status.

5 General Contractor requirements and conditions

5.1 Insurances

The Drainlayer shall hold Public Liability Insurance for a minimum amount of \$1,000,000. WDC may require this value to be increased where it considers that the risk or the value of the work warrants it. Evidence of this insurance (including subsequent annual renewals) shall be provided to WDC.

5.2 Health & safety requirements

Safety procedures for all work are subject to Health and Safety at Work Act 2015, and all other relevant regulations, standards and codes of practice.

In particular the following requirements shall apply:

- the Drainlayer shall be required to provide a copy of their Health and Safety policy or statement.
- the Drainlayer must be able to prove that all employees have been adequately trained or have adequate knowledge and experience of the kind of work, plant or substances they may be required to do or use.
- WDC shall have the right to inspect the Drainlayer's provisions for Health and Safety on the job.
- the Drainlayer shall comply with all relevant legislation including Health and Safety at Work Act 2015 and its Regulations / Code of Practices, and ensure sub-contractors do likewise.
- WDC may request the Drainlayer to stop work immediately if the Drainlayer does not comply with the requirements above. A repeated breach may lead to termination of **APPROVED** Drainlayer Status.
- the Drainlayer shall provide first aid facilities.
- the Drainlayer shall supply contingency plans for any emergency, if required.
- the Drainlayer shall be responsible for providing safety equipment to an approved New Zealand standard to his own employees and for ensuring that this equipment is used or worn as required.
- where specialist equipment has to be used the Drainlayer shall provide proof that relevant training has been given in its correct use.
- the Drainlayer has a duty to protect the public from harm at all times.

- the Drainlayer shall identify all services in the area of the works (including a Before You Dig) and in particular potential hazards such as electrical and gas lines.
- the Drainlayer shall provide safety training and adequate supervision of staff on the job to ensure safe work practices.
- WDC can stop construction if any activity is being carried out by an unsafe work practice.
- WDC shall remove a Drainlayer from the approved list if non compliance of H&S becomes a regular issue.

Note WDC strongly recommends that all Drainlayer's employees (and sub contractors) engaged on drainage work be immunised against Hepatitis A & B. WDC may ask for proof of this protection, especially for **APPROVED** Drainlayers (who may work on live sewers).

5.3 Protection of services

The Drainlayer shall verify on site the positions of all underground services before excavation commences.

The Drainlayer shall identify all services in the area of the works (including a Before You Dig) and in particular potential hazards such as electrical and gas lines.

The repair of any damage to services caused by the Drainlayer's activities shall be the Drainlayer's responsibility.

5.4 Traffic control

The Drainlayer shall comply with the requirements for control of traffic as set out in the Transit New Zealand manuals - "Temporary Control of Traffic" and "Hand Signals for Controlling Traffic at Work Sites". The Drainlayer shall ensure that all workers directing traffic are appropriately trained in traffic controlling and do so in a courteous and safe manner.

Where work is carried out on or near the carriageway in Local Roads, the Drainlayer shall first obtain a Road Open Notice (RON). NZTA must be consulted prior to any work being undertaken on the State Highways.

Specific requirements may apply for particular roads in relation to timing of the work, lane closures, etc. These will be noted on the RON approved application.

WDC's Area Co-ordinators are to be advised when work commences on or near a carriageway.

5.5 Levels and alignment of works

The works shall be carried out in accordance with the positions, levels, grades and alignments shown on the application, and shall not be deviated from without prior approval of WDC.

The Drainlayer shall be responsible for the accurate setting out of the relevant works and for the reinstatement of any survey control marks or pegs that may be disturbed by their operations.

5.6 Property considerations

5.6.1 Entry upon private property

The Drainlayer shall not enter upon private property without prior consent of the owner. At least 24 hours notice shall be given to the owner with respect to the Drainlayer's intent.

5.6.2 Property protection

The Drainlayer shall take precautions to protect all property including those adjoining, and shall make good any damage caused by and during their operations. No spoil, materials or equipment shall be stacked against any fence or building or on any sealed carriageway. No trees or shrubs shall be pruned or removed without the prior consent of the owner.

5.6.3 Property reinstatement

The Drainlayer shall ensure that all work is done in a tidy and workmanlike manner. All surfaces and features shall be reinstated in such a manner that there is minimal evidence of disturbance.

Any trees or shrubs removed shall be replaced to the satisfaction of the owner.

Unless otherwise authorised by WDC, pipe laying work shall not continue more than 15 metres ahead of final backfilling and compaction not more than 30 metres ahead of reinstatement of all surfaces and features.

The Drainlayer shall ensure that any trench is reinstated to the classification of the road.

No trench should be left with temporary metal or loose material un-compacted for more than 24 hours.

Notwithstanding the above, complete restoration is to be carried out as soon as possible after pipe laying.

5.6.4 Access to private property

The Drainlayer shall provide safe pedestrian and vehicular access to private properties where practicable.

5.6.5 Temporary fencing

The Drainlayer shall erect temporary fencing to all excavations where it is necessary to leave uncompleted for any length of time.

5.7 Services plans

WDC maintains a system of record plans indicating details of services under its control. The accuracy or completeness of these drawings is not guaranteed. Copies of these drawings can be obtained from Whangarei District WDC, Forum North, Whangarei on payment of the current fees.

5.8 Public relations

All work is to be carried out with due regard to members of the public, and the Drainlayer is to ensure that the good image of WDC is maintained at all times. Only fair and reasonable costs shall be charged to the applicant. Excessive pricing or price fixing between Drainlayers will be grounds for removal of **APPROVED** Drainlayer status.

Employees are to clearly indicate who they are. Vehicles are to be clearly marked with the company name.

Should any work need to be carried out that would involve disruption to the public then adequate provisions must be made with regard to advising the public of the situation and arranging for alternative service to be provided. This may require consultation with WDC.

5.9 Resources

The Drainlayer is required to employ suitably qualified and experienced staff.

All sewer connections shall be carried out under the direct supervision of a **LICENSED** Drainlayer, a person having completed a certificate in Sewer Reticulation Maintenance, or an experienced and competent person as approved by the Waste and Drainage Department.

All road reinstatement shall be carried out by an experienced and competent pavement specialist.

5.10 Contractor's office

The Drainlayer shall ensure that a staffed office equipped with a telephone is available throughout the working day or such other means of communication that allows WDC to relay any problems to the Drainlayer during normal business hours.

The Drainlayer shall also supply an after-hours telephone number of an employee who is available outside working hours.

5.11 Maintenance period

All work carried out shall be maintained by the Drainlayer for a period of 12 months from the date of installation. If the work fails within this period, the Drainlayer shall carry out remedial work. Remedial work shall be carried out within 10 days of notification or such earlier period where the failure warrants it. Where remedial work is not carried out within the required period, or emergency response is required, WDC may engage its Sewer Reticulation Maintenance Drainlayer to make the necessary repairs. The cost of this will be invoiced to the Drainlayer.

Work failing outside the maintenance period due to poor workmanship may involve the **APPROVED** drainlayer status being revoked and will be noted against the Drainlayer when next an application is made.

5.12 Termination of APPROVED status

WDC reserves the right to remove an **APPROVED** Drainlayer from its list if any of the following conditions apply:

- non-performance by the Drainlayer or their staff to any conditions or requirements detailed in this document
- Non-provision of Personnel lists, qualifications and insurances annually
- Breach of any relevant WDC Standard or poor workmanship
- Failure of the Drainlayer to respond to a request for service, either by not providing quotes or by continually not being available to undertake work
- The Drainlayer is found to be charging inflated prices

5.13 Waste & Drainage Department services inspections and audit

The Waste and Drainage Department of WDC shall undertake periodic audits of work undertaken by **APPROVED** Drainlayers.

6 Assessment of Applicants

Applications for Registration as an **APPROVED** Drainlayer shall be assessed based on information provided in the application, and any further information obtained by the Waste & Drainage Department relating to the suitability and competence of the Applicant.

Applicants should provide supporting information detailing:

Relevant Experience	The applicant's previous experience, particularly in technical areas comparable to this work
Technical Skills	The ability of the personnel the applicant proposes to use, with particular regard to their skills and experience particularly in technical areas comparable to laying sanitary sewer and stormwater reticulation.

And must complete the forms in Appendix A

The decision of the Waste & Drainage Department as to the acceptance and ranking of any application will be final.

7 Application Details

- 1 All applications are to be submitted to the Waste & Drainage Department, WDC, Private Bag 9023, Whangarei, 0148 or be delivered by hand to Forum North, Rust Avenue, Whangarei.
- 2 Applications shall include the following:
 - a Application Form
 - b Personnel Schedule (inc. qualifications) - Appendix A
 - c Evidence of ACC Tertiary Accreditation
 - d Health & Safety Policy/Statement
 - e Evidence of Public Liability Insurance for a minimum of \$1,000,000
- 3 WDC reserves the right not to award **APPROVED** Drainlayer status to any applicant. Only **APPROVED** drainlayers and their employees may work on live sewers, manholes, or pump stations. Subcontracting shall only be allowed for thrusting or reinstatement work.
- 4 **APPROVED** Drainlayer status may be withdrawn at any time should WDC consider unsatisfactory or unsafe working practices or improper behaviour has occurred.
- 5 No bond or registration fee is required.
- 6 **APPROVED** Drainlayers shall be required to affect and maintain public liability insurance for a minimum of \$1,000,000.00.

APPENDIX A

Application and Personnel's Forms

Application Form

Waste and Drainage Services Approved Drainlayer

To The Waste & Drainage Department
Whangarei District Council
Private Bag 9023
Whangarei 0148

I/We hereby apply for registration as an **APPROVED** Drainlayer:

Name of Company _____

Address _____

Phone _____ Email _____

Signature

Date

	Name	Contact Number	Email Address
Company Manager			
Administration Contact			
Certifying Drainlayer			
Licensed Drainlayer			
Approved Asbestos Handler			
PE Welder			

Checklist – Tick when completed

Application Form	
Personnel List(s) completed	
Copies of all personnel certificates	
Evidence of ACC Tertiary Accreditation	
Copy of H&S Policy/Statement	
Copy of Public Liability Insurance	

The following information is to be provided for each member of staff employed by the organisation to work on WDC sewer assets (information is also to be provided for any subcontractors which may be employed).

Name:					
Licensed Drainlayer	Approval ID:		Expiry Date:		(Attach Copy)
Certifying Drainlayer	Approval ID:		Expiry Date:		(Attach Copy)
Confined Space Entry	Approval ID:		Expiry Date:		(Attach Copy)
Site Safe Civil Passport	Approval ID:		Expiry Date:		(Attach Copy)
PE Welder	Approval ID:		Expiry Date:		(Attach Copy)
Relevant Experience and Technical Skills:					

Name:					
Licensed Drainlayer	Approval ID:		Expiry Date:		(Attach Copy)
Certifying Drainlayer	Approval ID:		Expiry Date:		(Attach Copy)
Confined Space Entry	Approval ID:		Expiry Date:		(Attach Copy)
Site Safe Civil Passport	Approval ID:		Expiry Date:		(Attach Copy)
PE Welder	Approval ID:		Expiry Date:		(Attach Copy)
Relevant Experience and Technical Skills:					

Name:					
Licensed Drainlayer	Approval ID:		Expiry Date:		(Attach Copy)
Certifying Drainlayer	Approval ID:		Expiry Date:		(Attach Copy)
Confined Space Entry	Approval ID:		Expiry Date:		(Attach Copy)
Site Safe Civil Passport	Approval ID:		Expiry Date:		(Attach Copy)
PE Welder	Approval ID:		Expiry Date:		(Attach Copy)
Relevant Experience and Technical Skills:					

Name:					
Licensed Drainlayer	Approval ID:		Expiry Date:		(Attach Copy)
Certifying Drainlayer	Approval ID:		Expiry Date:		(Attach Copy)
Confined Space Entry	Approval ID:		Expiry Date:		(Attach Copy)
Site Safe Civil Passport	Approval ID:		Expiry Date:		(Attach Copy)
PE Welder	Approval ID:		Expiry Date:		(Attach Copy)
Relevant Experience and Technical Skills:					

H&S015 Monthly Contractor Health and Safety Report

Contract Name / Site(s) : _____ Month/Year for: _____ Date Prepared: ____/____/____

Prepared By: _____ Company/Organisation Name: _____

Council Department(s) you were working for: _____

Write down details of any of Notices, Accidents, Incidents, Events and Identified Hazards that occurred while working for WDC during the month:

Date Occurred	Time	Description	Action Taken	Tick Applicable Box(s)									
				worksafe Improvement/ Prohibition Notice	Environmental Pollution Incident	Reported Hazard	Near Miss / Incident	First Aid	Medical Treatment	Lost Time Injury	Serious Harm	Fatality	

Write down the total number of the following:

Notifiable or Restricted Work Carried Out	Traffic Management Complaints Received	Notices Issued by Engineer	Notices Issued by Contract Manager

Please attach copies of any serious Harm reports or Worksafe Notices Received.

The information provided above is a true and accurate record. Attach to Monthly Claim to WDC Representative; or by 5th Working Day of Month as below

Signed: _____ Date: ____/____/____

Print Name: _____ Position: _____