

Approval Procedure
for Access to the
Three Water Networks
for Investigations



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1 Purpose

This document sets out the procedure for the approval of the person(s) who require access to the Queenstown Lakes District Council's (QLDC's) water, wastewater, and stormwater (three water) networks for investigations.

The purpose of this Procedure is to ensure that access to the three water networks is:

- undertaken in accordance with QLDC's procedures, standards, and Codes of Practice to
 - o protect the public health of users of the three water networks and
 - o mitigate adverse environmental conditions, and
- that access is carried out in a safe manner.

This Procedure will ensure only competent and qualified persons access the three water networks to undertake the investigations.

For the benefit of doubt, this procedure does not apply to the approval of:

- contractors for the provision of new physical connections to Council's three water networks;
 in this instance refer to the QLDC Procedure for Approved Contractors to commission Physical Connections to the Three Waters Networks, or
- access to the water network for the taking of water, or
- access to the networks for any operations or maintenance purposes.

2 Accessing the three water networks

Any person accessing the QLDC water, wastewater, or stormwater networks for investigations for any reason, such as:

- lowering a camera into a pipe
- checking the depth of a manhole
- raising or lowering a manhole

- making CCTV footage, or
- accessing a hydrant for pressure and flow assessments,

will need to gain approval from the Council before doing so.

Access to the networks is defined as either "non-entry" access or "entry" access. "Entry" access includes confined space entry.

People who meet the requirements and need for non-entry access to three water assets on a regular basis, will be able to apply for an annual approval. Persons with a non-entry access annual approval will only be required to comply with the reporting requirement set out at s2.2(5).

Note that all other necessary approvals, permits and notifications such as the approval of traffic management plans by the New Zealand Transport Agency and/or Council must be obtained before work begins.

2.1 Authorisation requirements

Authorisation will be required from Council prior to gaining entry to the QLDC three water networks for any purpose. Council will only authorise people who:

- have completed the online QLDC Access Request and complied with the mandatory requirements (including being trained and competent in the use of a gas detector, and confined space procedures when applicable to manhole entry), and
- have been tested and inoculated and have the required immunisations (refer Appendix 3).

This authorisation is required from Council:

- to protect the health and safety of the persons accessing the Council networks
- so that Council's network maintenance contractors are aware of anyone who has entered the network when they are working on the network, and

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• so that Council has assurance that people accessing the public networks are competent and have the proper training and qualifications.

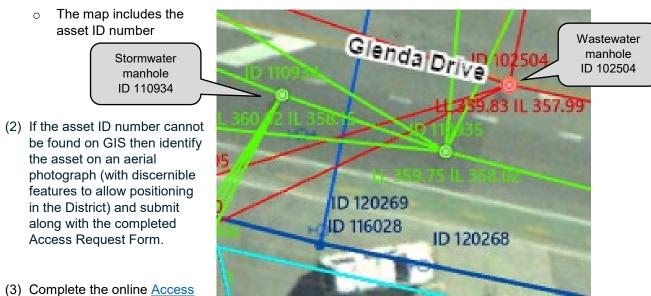
2.2 Procedure to access a three waters asset

The procedure when accessing a three waters asset is as follows:

- (1) Find the asset ID number:
 - o Go to the QLDC GIS map
 - Enter the site address
 - Locate the asset to access.

 The wastewater pipes are red lines and the manholes are two concentric red circles. The stormwater pipes are green lines and the manholes are two concentric green circles.

 Water mains are blue.



Request Form (refer Appendix 1), send the form and supporting documents to networkauthorisation@qldc.govt.nz and await Council approval.

Note: only persons with a confined space entry permitting system may enter a manhole. The person entering the manhole must complete their own Job Safety Analysis.

- (4) Council will assess the application within five (5) working days and notify the applicant by email. Council will liaise with the network contractor(s) prior to notifying the applicant.
- (5) The applicant carries out the work:
 - When the work is done, email networkauthorisation@gldc.govt.nz
 - Enter the asset ID number in the subject line
 - Attach a photo of the asset after completion of the investigations eg closed manhole lid, and
 - o Confirm the time and date that the work was completed, and the site departed.

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3 Non-compliance

Should an approved company or person fail to comply with this Procedure then any or all of the following actions may be taken by Council:

- QLDC reserves the right to take "Approved" status from the company or person at Council's sole discretion and to prohibit them from accessing the District's three waters network assets until re-training is satisfactorily completed and competency re-assessed.
 - The redress and actions to be taken by the company or person and verification by Council to satisfy Council that the subject could regain "Approved" status will be determined at Council's sole discretion.
- QLDC require the company or person to make good any damages or recompense Council
 for the costs to make good the works and any consequential damage to the Three Waters
 networks resulting from the poor, unsafe, improper or incompetent access that did not
 comply with Council's requirements.

Should non-approved persons or a company be found to have accessed any of the QLDC three water networks then the making good, infringement, and prosecution provisions within Council's Bylaws, the Health Act 1956, the Local Government Act 2002, the Health and Safety at Work Act 2015, and any other relevant legislation, and any subsequent revisions to those Bylaws, Acts and Regulations, will be required and rigorously enforced by Council.

4 Review

The information and outcomes from the procedure will be analysed annually to identify any patterns and repeat issues with persons or organisations. Actions will then be determined such as meeting and discussing the issues with them including suggestions for improvement.

4.1 The Business Process

The Business Process will be reviewed after six months, after a further twelve months and biennially thereafter. This process will be led by the Business Process Owner.

4.2 The QLDC Business Process Owner

The Business Process Owner is the QLDC Three Waters Contract Manager.



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Appendices

1. Access Request - water, wastewater, and stormwater networks



WATER, WASTEWATER AND STORMWATER NETWORK ACCESS REQUEST



TO BE COMPLETED BY THE DIRECTOR OF THE COMPANY THAT WILL BE ACCESSING THE WATER, WASTEWATER AND/OR STORMWATER NETWORK, OR ANOTHER PERSON AUTHORISED BY THE COMPANY.

Please complete and return this form to: networkauthorisation@qldc.govt.nz

Phone: (03) 441 0499 Website: www.qldc.govt.nz

Susiness address Street number: Suburb: Postcode: Work phone: Mobile: Pare you requesting annual access? This is permitted for non-entry access only. Yes Yes You have answered yes, proceed to 3. Declaration below and complete and sign. Please describe the ob and include the band include the band include the band include the place found from the PLDC GIS map. Proposed access date: Suther And Suprementation of the company.		R DETAILS			
Street address: Suburb: Postcode: Work phone: Mobile: Strail: Are you requesting annual access? This is permitted for non-entry access only. Yes f you have answered yes, proceed to 3. Declaration below and complete and sign. 2. SITE AND JOB DETAILS If there are multiple locations please attach a separate list. Site address: Please describe the biset ID. This can be found from the 2LDC GIS map. Proposed access date: AUTHORISATION declare that I am authorised to sign on behalf of the company.	First name:		Last name	:	
Street number: Street number: Suburb: Postcode: Work phone: Mobile: Mobile: Mobile: Mobile: Mobile: Mobile: Mobile: Mobile: Mobile: Mobile: Mobile: Mobile: Mobile: Mobile: Mobile: Mobile: Mobile: Mobile:	Company: Business address Street number:				
Work phone: Mobile: Mobile:			Street address:		
Are you requesting annual access? This is permitted for non-entry access only. Yes If you have answered yes, proceed to 3. Declaration below and complete and sign. 2. SITE AND JOB DETAILS If there are multiple locations please attach a separate list. Site address: Please describe the ob and include the isset ID. This can be found from the DLDC GIS map. Proposed access date: AUTHORISATION declare that I am authorised to sign on behalf of the company.	Suburb:		Postcode:		
Are you requesting annual access? This is permitted for non-entry access only. If you have answered yes, proceed to 3. Declaration below and complete and sign. P. SITE AND JOB DETAILS If there are multiple locations please attach a separate list. Site address: Please describe the ob and include the asset ID. This can be found from the DLDC GIS map. Proposed access date: AUTHORISATION declare that I am authorised to sign on behalf of the company.	Work phone	:	Mobile:		
f you have answered yes, proceed to 3. Declaration below and complete and sign. 2. SITE AND JOB DETAILS If there are multiple locations please attach a separate list. Site address: Please describe the ob and include the asset ID. This can be found from the DLDC GIS map. Proposed access date: AUTHORISATION declare that I am authorised to sign on behalf of the company.	Email:				
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3. DECLARATION

These are mandatory requirements. If the work does not require entry into a manhole, please tick the boxes on the left. If the job involves confined space entry, please tick the boxes on the right to confirm each statement.

on-entry	Entry					
	I have read, understand and will comply	with the terms and conditions (see below)				
	The company follows health and safety Safety at Work Act 2015	The company follows health and safety procedures that comply with the requirements of the Health and Safety at Work Act 2015				
	All staff undertaking the work have the rimplement controls	All staff undertaking the work have the required safety training, equipment and can assess hazards and implement controls				
	All staff undertaking the work have obta organisation accredited by NZQA*	All staff undertaking the work have obtained unit standards 25510 and 3058 in gas detection by an organisation accredited by NZQA*				
	All staff undertaking the work have obtained unit standards 17599 and 19207 in confined space entry by an organisation accredited by NZQA*					
All staff undertaking the work have obtained unit standard 18426 in demonstrating knowledge of hazards associated with confined spaces by an organisation accredited by NZQA*						
	All staff undertaking the work have obtained unit standards 6401 and 6402 in first aid by an organisation accredited by NZQA such as St John First Aid Level 1 (required to be refreshed every two years)					
	I have attached the specific Job Safety Analysis with the appropriate controls to manage hazards on site					
	I have attached evidence of the confined	I have attached evidence of the confined space permitting system for all staff entering the manhole				
	I have attached the methodology for ma	I have attached the methodology for managing wastewater flows (if applicable)				
I have attached the methodology for the specific works						
Name:		Signature:				
Job title	:	Date:				
		d practice for these unit standards to be refreshed every two years				
4. FOR OFFICE USE ONLY						
APPRO	VED BY					
Name:		Signature:				
Job title	:	Date:				
Network	authorisation number:	Proposed access date:				
Comments / additional requirements						

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5. TERMS AND CONDITIONS

- The work must be carried out in accordance with QLDC Codes of Practice and Standard Operating Procedures, without damage to the water, wastewater, or stormwater networks
- The person carrying out the work must complete a Job Safety Analysis with appropriate controls to manage traffic,
 pedestrians, biological substances, gases (such as methane and hydrogen sulphide), animals, illegal substances
 and any other hazards relevant to the work. The work must be carried out in accordance with the controls in the
 Job Safety Analysis
- All other necessary approvals, permits and notifications, for example approvals from the electricity network services
 providers, WorkSafe, or traffic management approval from the New Zealand Transport Agency and/or Council, must
 be obtained before work begins
- If any QLDC assets are damaged in carrying out the work, those on site must notify QLDC immediately on Queenstown 03 441 0499 or Wanaka 03 443 0024. All costs associated with the repair will be recovered by QLDC
- If asset faults such as a blocked public pipe or a cracked manhole lid are discovered, QLDC must be notified immediately
- A copy of this approval must be kept on site at all times
- All staff must carry photo identification
- All staff have undertaken the required testing, inoculations, and immunisations (Appendix 3)
- Nothing in this approval, including the conditions of approval, limits QLDC's rights and powers under the QLDC
 Water Supply Bylaw 2015 or any Act (in particular the Local Government Act 2002) and/or under the general law in
 relation to the protection of its networks, and/or liability by the company or any other person for damage, misuse or
 interference to its networks
- QLDC's approval is limited to authorising investigations in its wastewater, stormwater, and/or water networks, as specified in this application. QLDC has no liability to the company accessing the network, or any other person in relation to the works carried out or any consequences of those works.

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2. NZQA registered Unit Standards

NZQA registered unit standard	Title	Leve/	Purpose
3058	Perform gas tests for an energy and chemical plant	4	This unit standard is for people working as boiler operators and energy and chemical process operators in an energy or chemical plant. People credited with this unit standard are able to: demonstrate knowledge of gas testing and related hazards in the energy and chemical industry; perform gas tests, and interpret and respond to gas test results, in an energy and chemical plant.
17599	Plan a confined space entry	4	This unit standard is for experienced people who are required to work safely in confined spaces. People credited with this unit standard are able to: identify hazards and controls within confined spaces; develop an emergency procedure plan for a confined space; and complete documentation required for confined space entry.
18426	Demonstrate knowledge of hazards associated with confined spaces	3	This unit standard is for people working in confined spaces. People credited with this unit standard are able to: demonstrate knowledge of confined spaces, and their permit notification and implementation requirements; identify control measures to eliminate, isolate, and minimise the risk of hazards in confined spaces; demonstrate knowledge of monitoring and confined space testing requirements; and describe the responsibilities and duties of people entering confined spaces or conducting observation duties for confined spaces.
19207	Work in a confined space in the infrastructure industry	3	People credited with this unit standard are able to, in the infrastructure industry: identify the location, and work procedure to be carried out; examine an entry plan for completeness, and enter, complete work, withdraw from a confined space; and conduct a non-entry confined space rescue.
25510	Operate an atmospheric testing device to determine a suitable atmosphere exists to work safely	3	People credited with this unit standard are able to: demonstrate knowledge of atmospheric testing in potentially hazardous environments; conduct atmospheric tests; and interpret and respond to atmospheric testing results.
6401	Provide first aid for life threatening conditions	2	People credited with this unit standard are able to recognise and provide first aid for: bleeding and shock, burns, poisoning, heart attacks and chest pain, strokes, seizures, fractures and dislocations, soft tissues injuries, allergic reactions (anaphylaxis), asthma, diabetes
6402	Demonstrate knowledge of common first aid conditions and how to respond to them	1	People credited with this unit standard are able to recognise and provide basic life support including: scene and hazard management, patient positioning and assessment, CPR, defibrillator (AED) use, choking, general care

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3. Hygiene and Communicable Water Borne Diseases

Persons working on water reticulation systems and their equipment offer potential sources of contamination. It is desirable that persons should only work on the water supply or sewerage, and not alternate between water supply and wastewater networks to ensure contamination between the sewage and water systems is not possible. Because this may not be practical or cost effective, staff must use appropriate documented hygiene, clothing, equipment, tools, and disinfection practices.

The persons undertaking work shall ensure the following hygiene precautions are met:

- Workers shall not alternate between wastewater and water supply works without appropriate training and application of suitable hygiene practices
- Tools and materials used on sewerage investigations shall be colour coded and kept separate from those used for water supply investigations
- All equipment used in or on water supply systems is to be cleaned of dirt and debris, and disinfected (100 mg/L chlorine solution) before use. Biocidal lubricants should be used where necessary
- · Separate protective clothing shall be provided for water and wastewater works
- A high standard of cleanliness shall apply to vehicle interiors and exteriors.

Persons must be excluded from handling water supply systems if they are suffering from any gastro illness, until a medical clearance is obtained. It is essential for the protection of public health, as well as the health and well-being of the staff undertaking the investigations, that special attention is given to diseases which are communicable by water.

It is mandatory that all persons who carry out any investigations and/or work on Council's water, wastewater or stormwater networks undergo the following programme of testing and/or inoculation before and during the investigation works. This testing and immunisation programme shall be at the expense of the company that will be accessing the water, wastewater and/or stormwater network.

The testing programme is:	Frequency	
Hepatitis A		
 Salmonella 		
Shigella	Prior to the person's first network investigation(s) and/or	
Giardia Lamblia	work and each twelve months thereafter	
Cryptosporidium		
 Campylobacter 		

Where test results show any person is a carrier of any of the above then the person shall be prohibited from working on any water supply scheme until tests show that person is no longer a carrier or infected.

The following routine immunisation schedule shall also be followed:

Hepatitis A
 Every ten years, unless immune

Tetanus As required.

On the request of Council the company that will be accessing the water, wastewater and/or stormwater networks shall provide copies of medical certificates for all personnel carrying out the investigations confirming that the above testing and inoculation programme has been completed, and that all staff have medical clearance to carry out the work described.

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