

Thursday 1 June 2023

OIA IRO-416

Name: [REDACTED]

Email: [REDACTED]@nettletonco.com

Kia ora [REDACTED]

Official information request regarding Alpha Street Water Outage.

Thank you for your official information request dated Wednesday 10 May 2023 for a copy of all consents, approvals and other documentation relating to the project and which formed the basis of this decision to shut the water off.

The Local Government Official Information and Meetings Act 1987 requires that we advise you of our decision within 20 working days following receipt of your request. Unfortunately, we are unable to decide on your request, as consultations are such that a proper response cannot be made.

Our draft response is currently being reviewed by key officers. Following their feedback, we may require more time to pull extra information or make further decisions on the information we intend on providing you. Therefore, in accordance with [Section 14\(1\)\(b\)](#) of the Act, we are extending your request to Thursday 29 June 2023.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Ngā mihi,

[REDACTED]

Governance Coordinator

For the latest news and updates, follow us on our social channels:

 /wellingtonwater  @wgtwaternz & @wgtwateroutage  @wellington_water

www.wellingtonwater.co.nz

Our water, our future.

Wednesday 28 June 2023

OIA IRO-416

Name: [REDACTED]

Email: [REDACTED]@nettletonco.com

Kia ora [REDACTED]

Official information request regarding Alpha Street Water Outage.

Thank you for your official information request dated Wednesday 10 May 2023 for a copy of all consents, approvals and other documentation relating to the project and which formed the basis of this decision to shut the water off.

We have considered your request in accordance with the Local Government Official Information and Meetings Act 1987 (the Act) and determined that we are able to grant your request in full.

The information you have requested is enclosed in our email to you.

Pursuant to [Section 7\(2\)\(a\)](#) of the Act, some of the information has been redacted as it is personal information about private individuals. Furthermore, pursuant to [Section 7\(2\)\(b\)\(ii\)](#), costing information has been withheld as it is commercially sensitive.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Ngā mihi,

[REDACTED]

Team Lead, Communications and Engagement

For the latest news and updates, follow us on our social channels:

 /wellingtonwater

 @wgtwaternz & @wgtwateroutage

 @wellington_water

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: 10 Alpha street Connections
Date: Thursday, March 30, 2023 10:17:47 AM
Attachments: [HYDE-LANE-CONNECTIONS-Model.pdf](#)
[0369_001.pdf](#)
[0370_001.pdf](#)

Caution: This is an external email. Please take care when clicking links or opening attachments.

Hi [REDACTED] and [REDACTED]

We have a new project we are looking to start.

[REDACTED] the engineers have drawn the new drains going to new manholes, but the manholes are not far from existing ones so we believe it to be more practical to take the drains to the existing manholes.

Please see drawing/plans attached.

Cheers



Plimmer Plumbing Ltd
314 Hebden Cres, Kelson, Lower Hutt 5010

[REDACTED]

Lot2
 DP67814
 (No.26 Cambridge Terrace)

10 ALPHA STREET

SLUICE VALVE 500MM OFF BOUNDARY IN FOOTPATH

NEW 160OD PE100 SDR17 SEWER LATERAL TO CONNECT TO EXISTING WCC SSMH

NEW 225 uPVC SN16 STORMWATER LATERAL TO CONNECT TO EXISTING WCC SWMH

NEW 100MM CONNECTION TO EXISTING WATERMAIN X2

EXSSMH
 LL: 4.21 (SURVEY)
 USIL: 3.09 (SURVEY)
 DSIL: 3.08 (SURVEY)

EXSSMH
 LL: 4.44 (SURVEY)

EXSSMH
 LL: 4.50 (SURVEY)
 IL: 3.24 (SURVEY)

EXISTING 160OD PE100 WCC SEWER MAIN

EXISTING 160OD PE100 WCC SEWER MAIN

EXISTING 150ID EW WCC SEWER MAIN

EXISTING 450ID RCRRJ WCC STORMWATER MAIN

EXISTING 100MM PE WATERMAIN

EXSWMH
 LL: 4.47 (SURVEY)
 USIL: 2.36 (SURVEY)
 DSIL: 2.34 (SURVEY)

ALPHA STREET

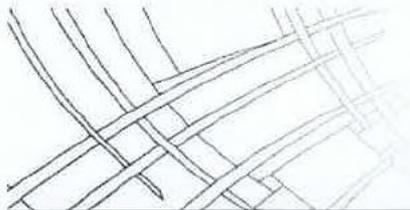


314 Hebden Crescent
 Lower Hutt 5010
 P: 045651913
 E: plumbers@plimmer.co.nz

Project:
 10 HYDE LANE
 APARTMENTS

Drawing:
 PROPOSED SERVICE
 CONNECTIONS

Scale 1:100
 FOR APPROVAL



Public Drainage Permit Application

PUBLIC DRAINAGE PERMIT

Application Origin

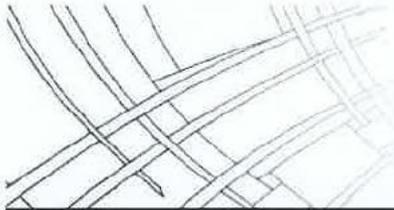
Resource Consent No: SR: _____ Building Consent No. SR: 511271
Other: _____
Corridor Access Request (CAR) No. : _____

Drainlayer's Details

Drainlayer's name: _____
Drainlayer's Company Plimmer Plumbing
Registration Number: 18983
Postal Address: 314 Hebdon Cres, Kelson
Lower Hutt
Phone Number/s: _____

Applicants Details (if applicant is not Drainlayer)

Name of Applicant: _____
Applicants Postal Address: _____
Applicants Email Address: _____ @plimmer.co.nz
Phone Number/s: _____
Date: 30/03/2023
Applicants Signature: _____



Public Drainage Permit Application

Application Details

Address of proposed works 10 Alpha Street

Stormwater Network Wastewater Network (Tick applicable network/s)

Description of works one new 160mm HDPE Sewer Drain to existing manhole & one new 225 pvc S116 Stormwater Drain to existing manhole for 10 Alpha Street.

Designer/Surveyor: Cuttriss

Plan Number/s: 30186 ENG

Expected starting date: 13/4/2023 Total cost of the work: \$ [REDACTED]

Public Drainage Permit Application Documentation:

Attached : Emailed:

Wellington Water Land Development Team Office Use Only:

Date Application Received: _____

Received By: _____

Permit Application Approval Given By: _____

Calculated Permit Fee: _____

Date Paid: _____ Paid By: _____

Public Drainage Permit Consent No: SR: _____

From: [REDACTED]
To: [Official Information](#); [REDACTED]
Subject: FW: 10 Alpha Lane, Wellington
Date: Wednesday, May 31, 2023 3:26:14 PM

10 Alpha Street

Regards

[REDACTED] Contracts Officer



Tel [REDACTED] DDI Mob [REDACTED]

Private Bag 39804, Wellington Mail Centre 5045
Level 4, IBM House, 25 Victoria Street, Petone, Lower Hutt

www.wellingtonwater.co.nz

Wellington Water is owned by the Hutt, Porirua, Upper Hutt and Wellington city councils and Greater Wellington Regional Council.
We manage their drinking water, wastewater and stormwater services.

From: [REDACTED]@plimmer.co.nz>
Sent: Tuesday, 2 May 2023 11:11 am
To: WWL Shutdowns <shutdowns@wellingtonwater.co.nz>
Cc: [REDACTED]@plimmer.co.nz; [REDACTED]@wellingtonwater.co.nz>
Subject: 10 Alpha Lane, Wellington

Caution: This is an external email. Please take care when clicking links or opening attachments.

Good Morning

I am advising you that we are due to shutdown water at 10 Alpha Street, Hyde Lane
03/05/2023 from 6pm until 10pm

Regards,

[REDACTED]



Plimmer Plumbing Ltd
314 Hebden Cres, Kelson, Lower Hutt 5010
Ph: 04 565 1913 Cell: [REDACTED]

www.plimmer.co.nz



From: [REDACTED]
To: [Official Information](#); [REDACTED]
Subject: FW: 10 Alpha Street
Date: Wednesday, May 31, 2023 3:20:30 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[SSSP 10 Alpha Street.pdf](#)

Hi All

10 Alpha Street

Regards

[REDACTED] Contracts Officer



Tel [REDACTED] DDI Mob [REDACTED]

Private Bag 39804, Wellington Mail Centre 5045
Level 4, IBM House, 25 Victoria Street, Petone, Lower Hutt
www.wellingtonwater.co.nz

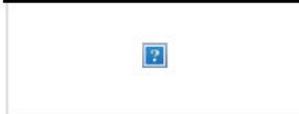
Wellington Water is owned by the Hutt, Porirua, Upper Hutt and Wellington city councils and Greater Wellington Regional Council.
We manage their drinking water, wastewater and stormwater services.

From: [REDACTED]@plimmer.co.nz>
Sent: Monday, 1 May 2023 5:22 pm
To: [REDACTED]@wellingtonwater.co.nz>
Subject: Re: 10 Alpha Street

Caution: This is an external email. Please take care when clicking links or opening attachments.

Thank you

[REDACTED]



Plimmer Plumbing Ltd
314 Hebdon Cres, Kelson, Lower Hutt 5010
Ph: 04 565 1913 Cell: [REDACTED]
www.plimmer.co.nz



From: [REDACTED]@wellingtonwater.co.nz>
Sent: Monday, 1 May 2023 17:16
To: [REDACTED]@plimmer.co.nz>
Subject: RE: 10 Alpha Street

Hi [REDACTED]

Can you please send the Site Safety Plan thanks

Regards

██████████ Contracts Officer



Te ██████████ DDI Mob ██████████

Private Bag 39804, Wellington Mail Centre 5045
Level 4, IBM House, 25 Victoria Street, Petone, Lower Hutt
www.wellingtonwater.co.nz

Wellington Water is owned by the Hutt, Porirua, Upper Hutt and Wellington city councils and Greater Wellington Regional Council.
We manage their drinking water, wastewater and stormwater services.

From: ██████████@plimmer.co.nz>
Sent: Monday, 1 May 2023 1:07 pm
To: ██████████@wellingtonwater.co.nz>
Cc: ██████████@plimmer.co.nz>
Subject: 10 Alpha Street

Caution: This is an external email. Please take care when clicking links or opening attachments.

Hi ██████████

Please find attached TMP/WAP and water connections
Let me know if you have any issues opening these

[WAP \(15\).pdf](#) [HA3316_Alpha_TMP_Service_Connections \(1\).pdf](#) [Conditions_2023-02-23_11-05-01_913 \(1\).pdf](#)

Hi ██████████

I am pleased to advise that the application to Wellington City Council for water connection for the above address have been approved as below.

Domestic connection;

- A100mm metered water connection from 100mm PE main at Alpha Street for #10 Alpha Street.
- A RPZ type back flow preventer must be installed inside the property at appropriate location.

Fire connection;

- A100mm Fire/ Sprinkler water connection from 100mm PE main at Alpha Street for #10 Alpha Street.
- A double check detector check type back flow preventer must be installed inside the property at appropriate location
- An existing fire connection coming from Cambridge Terrace must be disconnected from the main.

The fire service valve shall have an approved valve cover clearly identifying the valve as a fire service valve with the letters "FS". That shall be marked with a non-slip effective paint in **green colour**.

This approval is valid for six months from 28 April 2023. Any connection after this date is to be re-applied with the Wellington City Council.

Please find a list of approved contractors in below link for you to contact to obtain quotes for the required work. You will need to provide the contractor of your choice with a copy of this approval.

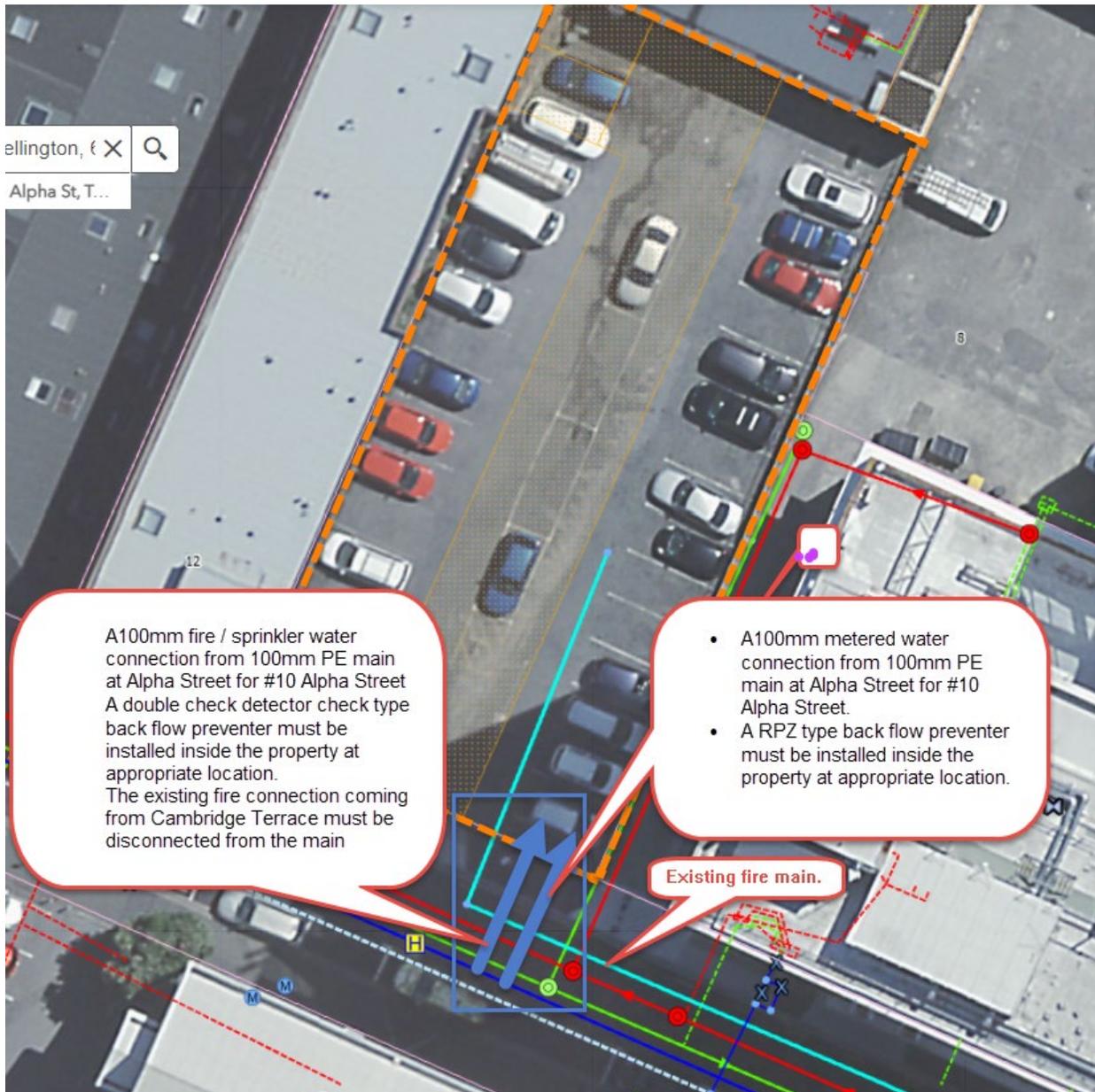
<https://www.wellingtonwater.co.nz/contractors/working-with-wellington-water/approved-water-supply-contractors/>

Please make arrangement to provide the water connection As built, meter information & back flow certificates to WCC soon, after the completion of water connections.

Please note to send me the As-built & other information & copy to data.team@wellingtonwater.co.nz

ellington, € X Q

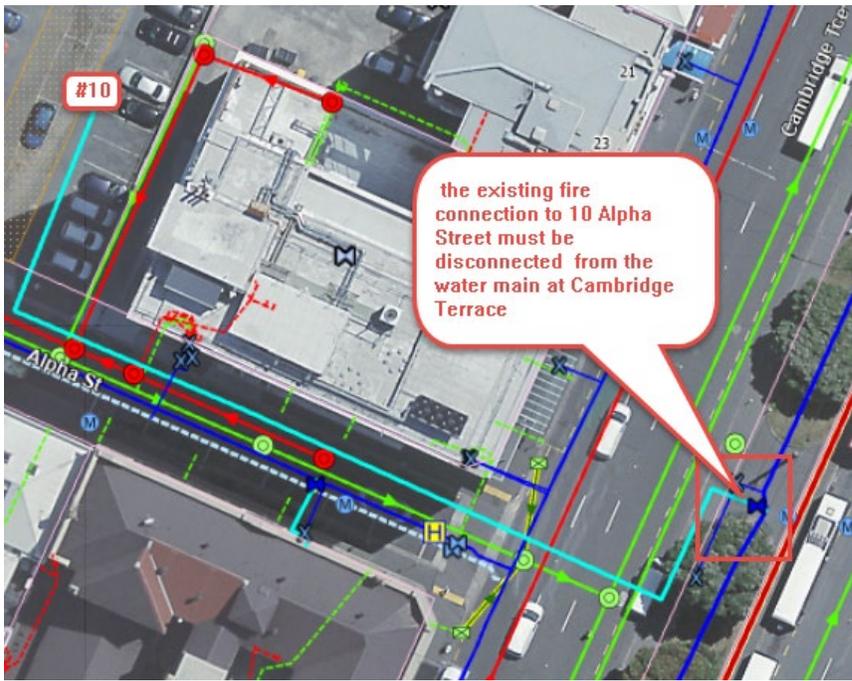
Alpha St, T...



A100mm fire / sprinkler water connection from 100mm PE main at Alpha Street for #10 Alpha Street. A double check detector check type back flow preventer must be installed inside the property at appropriate location. The existing fire connection coming from Cambridge Terrace must be disconnected from the main.

- A100mm metered water connection from 100mm PE main at Alpha Street for #10 Alpha Street.
- A RPZ type back flow preventer must be installed inside the property at appropriate location.

Existing fire main.



Regards

[Redacted Name]

Engineer - Land Development- Connections



Tel 04 912 4400 Mob [Redacted]
 Private Bag 39804, Wellington Mail Centre 5045

Thank you



Plimmer Plumbing Ltd
314 Hebdon Cres, Kelson, Lower Hutt 5010
Ph: 04 565 1913 Cell: [REDACTED]
www.plimmer.co.nz





SITE SPECIFIC HEALTH & SAFETY PLAN

Plimmer Plumbing Ltd

314 HEBDEN CRES, LOWER HUTT 5010

(04) 565 1913 PLUMBERS@PLIMMER.CO.NZ

WWW.PLIMMER.CO.NZ

SITE SPECIFIC HEALTH & SAFETY PLAN

**10 Alpha Street, Te Aro, Wellington
Hyde Lane**

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1. PURPOSE OF PLAN

This Site-Specific Health and Safety Plan describes the health and safety strategy, methods, controls and requirements for Plimmer Plumbing Ltd's (PPL) work on site.

- This health and safety plan has been developed in consultation with the PPL's health and safety committee.
- The onsite workers will manage the works in accordance with the relevant health and safety legislation, regulation, and all applicable New Zealand standards and industry codes of practice.
- A copy of this plan, together with the relevant appendices, is made available to all staff and subcontractors prior to commencing work on site.
- All workers, prior to starting work on site, will be made aware of the plan and of any revisions. It will be available to all parties and will be used as a health and safety tool and reference resource.
- Workers and subcontractors shall conform to the requirements of this health and safety plan.
- The health and safety committee shall amend this plan if there are changes to information contained therein and ensure that each relevant person affected by the amendment is advised of the details of the amendment or given a copy of the amendment.
- Implement if this plan will be monitored via the internal inspection process.
- This health and safety plan will additionally be reviewed following any critical events, significant incidents, or significant changes to the scope or methodology of the works being undertaken on site.



2. JOB SITE DETAILS

Job Address and Job Number:	10 Alpha Street, Te Aro, Wellington
Job Description:	Street Connections
Scope of Works:	<ul style="list-style-type: none"> • Installation of Drainage and Water services to the boundary
Considerations:	<ul style="list-style-type: none"> • Working in and around trenches • Electricity • Working around the public outside the site boundary
PCBU1 (Main Contractor) Business Name:	CMP Construction
Main Contact on Site & Number	██████████
(Main Contractor) Type of Business:	██████████
Onsite and First Aid Representative & Number:	TBC
PCBU2 (Sub Contractor) Business Name:	Plimmer Plumbing Ltd
Main Contact on Site & Number	████████████████████
(Sub-Contractor) Type of Business:	Plumbing, Drainlaying & Gasfitting
Onsite and First Aid Representative & Number:	██████████



3. SITE RULES

Site Rules will include, but are not to be limited to:

- No unauthorised site access,
- Company policy is to be followed at all times,
- All workers, sub-contractors, and visitors are to be inducted into the Health and Safety Plan.
- Site induction must be undertaken by all workers, sub-contractors, and visitors,
- A site hazard board is to be located in an appropriate location and maintained throughout the duration of the work. This hazard board is controlled by the main contractor and any hazards that are brought to the site by PPL will be conveyed to the main contractor.
- All staff are to make themselves aware of the hazard board when entering the site to familiarise themselves with any new hazards.
- A worker or contractor must not knowingly place themselves, others, or PPL at unacceptable risk.
- A contractor must immediately inform PPL if they believe that they cannot safely carry out some aspect of their work and discuss a safer alternative.
- A worker must immediately inform their manager or supervisor if they believe that they cannot safely carry out some aspect of their duties due to a lack of knowledge, experience, skill, training, supervision, processes, or equipment.
- A worker or contractor must ask for further information or instruction if they lack certainty over any matter and must only proceed when they are confident to do so.
- A worker or contractor must comply with all lawful rules and policies of PPL as well as with all relevant legislation, standards, and industry good practice.
- A worker or contractor must also complete any forms for PPL's client's own reporting processes when recording an incident on site.
- A worker or contractor must follow the rules of a client's site. If site rules don't exist, are not applied, or are less stringent than our own, we may decide to adhere to the PPL policies and procedures.
- A worker or contractor must follow the more stringent requirements of either site or PPL rules for wearing PPE.
- A worker or contractor must not, during work hours, use any noise-cancelling headphones, earplugs, or personal music devices that deliver sound directly into or to the ears (via plugs, buds, or headphones).
- A worker or contractor may use radios or music-playing devices, if allowed on site, but must follow the rules of a client's site. (85Db is the max recommended volume)
- A worker or contractor must carry out and record, where applicable, all site, plant, vehicle, or process inspections before beginning their daily activities.
- A worker or contractor must keep their work areas tidy and remove any waste, scrap, or off-cuts each day. They must store tools and equipment correctly when not in use and clean down the plant after each use.
- A worker or contractor must be in a fit state to work and must inform their manager or supervisor if they are unwell or otherwise incapacitated.
- A worker or contractor must not consume drugs or alcohol during work hours, as per the drug and alcohol policy.
- A worker or contractor must report incidents involving injury or harm, damage to property, or any serious near-miss situation on the appropriate form within 24 hours of occurrence.
- A worker or contractor must not engage in violence, harassment, or abuse in any form, and proven cases may lead to dismissal.
- A worker or contractor must immediately report any type of conflict with a client or client representative, to their manager or supervisor, and not engage in any further discussion or activity that may exacerbate the situation.
- A worker or contractor must follow the site rules on smoking when they are working on a client's site.
- A Worker or Contractor who smokes will not be entitled to any breaks over and above the normal two short breaks and one meal break per day.



4. TRAINING AND COMPETENCY

Any person to undertake work on site for or on behalf of PPL must:

- Receive an induction that includes hazard awareness, emergency plan, site-specific protocols, PPL policies and procedures associated with this Health and Safety Plan,
- If working on site, be trained and have the required competency to carry out their work and use plant and equipment safely,
- If visiting the site to observe or inspect be aware of their obligations under the work site safety plan and be supervised at all times,
- Comply with all appropriate rules and regulations,
- Appropriate training will be provided for any new equipment that workers are unfamiliar with prior to the commencement of the work.

5. ROLES AND RESPONSIBILITIES

Duties

Title	Role in Act	Duty
Plimmer Plumbing Ltd	PCBU	Primary Duty of Care
Sub-Contractors	PCBU	Primary Duty of Care
Managing Director	Officer	Due Diligence
Workforce	Workers	Reasonable Care
Visitors and Consultants	Other	Reasonable Care

Roles and Responsibility Matrix

Item Overseen	By Who?
<ul style="list-style-type: none"> • Legislative requirements 	Managing Director Administration Team Health and Safety Committee & Representative
<ul style="list-style-type: none"> • Safe work procedures and maintenance • Risk management processes (e.g. Task analysis, hazard register, etc) • Consultation and engagement processes • Worker education, training, and supervision processes • Maintaining records and processes • Worker and sub-contractor inductions 	Health and Safety Committee & Representative
<ul style="list-style-type: none"> • Vehicle & Tool Checks 	All workers with a company-owned vehicle and tools
<ul style="list-style-type: none"> • Workplace monitoring and inspections • Accident and incident investigations 	Health and Safety Committee and Representative Health and Safety Committee and Representative, Project Managers, Site Supervisors and Workers



5. ROLES AND RESPONSIBILITIES CONTINUED

Main PPL Personnel Contacts

Name	Role	Competencies	Experience	Contact
██████████ ██████████	██████████ ██████████	Certified Drainlayer, Plumber and Gasfitter/ ConstructSafe Certified/ Supervisor	Project Estimator/ QS/ Contract Management/ Project Management	██████████@plimmer.co.nz
██████████ ██████████	██████████ ██████████	Certified Plumber and Drainlayer/ Journeyman Gasfitter/ First Aid Trained/ ConstructSafe Certified/ Supervisor	Project & Contract Management Installation, Testing and Commissioning of Drainage and Wastewater Systems	██████████@plimmer.co.nz
██████████ ██████████	██████████ ██████████	Certified Plumber and Gasfitter/ Journeyman Drainlayer/ First Aid Trained/ ConstructSafe Certified/ Supervisor	Project & Contract Management Installation Testing and Commissioning of Plumbing, Gas and Wastewater Systems	██████████@plimmer.co.nz



6. SUBCONTRACTOR MANAGEMENT

In the event a Subcontractor is required to be employed to undertake works on behalf of PPL, prior to undertaking any works, all PPL Subcontractors will have an assessment of their health and safety arrangements, as per the Subcontractor Management Procedure, including proof of the following;

- Safety Management System
- Competency of Contractor Workforce
- Fitness for purpose of Plant and Equipment
- Currency of Insurances
- New Zealand Covid-19 Construction Protocols

In the event that the subcontractor is not able to provide this documentation, they will be inducted into the PPL Health and Safety Management System. While working for or on behalf of PPL these Subcontractors must follow the policies and processes of PPL.

7. HAZARD MANAGEMENT

All expected hazards have been identified and assessed on the hazard and risk register, which is included as part of this plan.

The hazard and risk register includes the hazards and risks to health and safety that will be occurring on site due to the works that are being undertaken.

As part of the controls for these hazards, safety provisions are taken into consideration for the safety of both workers and the public in the vicinity of the site that may be affected by the works being undertaken.

The hazard management procedure is included in the PPL health and safety management manual.

Critical risk activities: All critical risk activities will have an appropriate task analysis written and followed by the workers who are undertaking the particular task.

Emergency planning: Potential emergency situations that require an emergency response plan have been identified as;

- Earthquakes
- Electrocutation
- Fire and Explosion
- Serious Harm

In case of an emergency occurring, the site team will follow the emergency response plan, as set out by the Main Contractor for the site.

Safety equipment that is required at all times is;

- Fire extinguisher
- Fully stocked first aid kit

These items are checked regularly during routine inspections. Any out of date or used equipment and consumables are replaced immediately.

Hazardous Substances:

When any hazardous substances are brought to site, the material safety data sheets (MSDS) sheet must be made available, and the risk of the materials assessed as per the hazardous substances procedure and recorded on the hazardous substances register included as part of this safety plan.



8. ENVIRONMENTAL MANAGEMENT

At PPL we strive to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.

Dust control

Dust will arise from general works within the working area as part of the general works required, such as; drilling and cutting holes for pipe installations.

Dust control requirements are;

- Erect hoardings to prevent dust to sensitive areas as required,
- Where possible keep the work area clear and swept,
- All internal work areas kept clean, and
- Dust extraction systems fitted to tools and equipment where possible to limit the creation and spread of dust particles.
- Dust Masks to be worn over and above the standard PPE.

Removal of waste materials:

- All waste materials will be disposed of in the appropriate manner and recycled, where possible.

Noise:

- PPL while undertaking day-to-day electrical works will adopt the best practicable option at all times to ensure the emission of noise from work does not exceed a reasonable level.
- All demolition, site preparation and construction work, except for emergency works, will be conducted to ensure that noise does not exceed the legal noise limits.
- Sound levels will be measured if required and assessed in accordance with the provision of NZS6803:1999 Acoustic – Construction Noise.
- Earmuffs/ plugs should be worn during “Noisy” works.



9. COMMUNICATION, CONSULTATION AND MONITORING

Monitoring Inspection Schedule

Inspection	By Who	When
Weekly Inspection	Site Supervisor	Weekly, usually on a Monday or Tuesday or before the site toolbox talk

Consultation Schedule

Communication	By Who	When
Site Induction	Project Manager	As required for all workers undertaking works on site
Job Start Prechecks	Site Supervisor	Daily and as required; • At the start of new works
Toolbox Talks	Site Supervisor	Weekly – Tuesday mornings • After the contractors meeting, • Following a site inspection
Task Analysis (to cover the scope of works of a particular work activity)	All workers	• Before undertaking any critical risk activity, • A task that is out of the normal even for 1 worker in the group

Communication Schedule

What	Who	When
Incidents, injury and illnesses to senior management	Refer to the notification matrix	Immediately
Incidents, injury and illness to the client	Project Manager or Managing Director	Immediately
Regulatory authority notices • City or regional council, WorkSafe	Managing Director	Immediately
Amendments to systems and processes	Managing Director	As required
Amendments to approved codes of practice and good practice guidelines	Project Managers and or Managing Director	As required



10. ACCIDENTS AND INCIDENTS

Any Accident or Incident that occurs on or off-site must be reported following the Accident and Incident Procedure in the Health and Safety Management Manual.

All Accidents and Incidents are categorised via the table below:

Category	Sub-Category
1. Major	<ul style="list-style-type: none"> a. High severity non-notifiable incident b. Notifiable incident / near-miss c. Notifiable injury or illness d. Death
2. Moderate	<ul style="list-style-type: none"> a. Medical treatment injury b. Lost time injury c. Occupational illness
3. Minor	<ul style="list-style-type: none"> a. Low severity incident (near-miss) b. First aid treatment only

Incident definitions are as per the Accident and Incident Procedure which forms part of the Health and Safety Management Manual

Reporting of Accidents and Incidents must follow the reporting matrix:

Category	Notification Steps				
Minor	Worker notifies Supervisor immediately	>	Supervisor notifies PM within 24 hours	>	MD or Nominee discuss at next Committee meeting
Moderate	Worker notifies Supervisor immediately	>	Supervisor notifies PM immediately	>	MD or Nominee discuss at next Committee meeting
Major	Worker notifies Supervisor immediately	>	Supervisor notifies PM immediately	>	MD or Nominee notifies WorkSafe within 24 hours, then discuss at next Committee meeting



11. POLICIES AND PROCEDURES

POLICY

The PPL Health and Safety Policy Statement is included as part of the PPL Health and Safety Management Manual.

PROCEDURES

The PPL Health and Safety Management Manual, which forms part of this Site Specific Health and Safety Plan, includes the following policies, procedures and processes that are relevant to this Site Specific Health and Safety Plan;

- Code of Conduct
- Roles and Responsibilities
- Consultation and Engagement Procedure
- Hazard and Risk Management Procedure
- Plant and Equipment, including Vehicle Use Procedure
- Health and Wellbeing Procedure
- Accident and Incident Procedure
- Employee Rehabilitation and Return to Work Procedure
- Subcontractor Management Procedure
- Training and Competency Procedure
- Emergency Management Procedure
- Operational Policies

PLAN AGREEMENT AND DECLARATION

This is to confirm that this Site Specific Health and Safety Plan has been read and understood by the PCBUs identified in this plan, and they agree that this is the appropriate approach to the control of PPL's health and safety for the duration of the contract works.

PCBU1 (Main Contractor) Name:

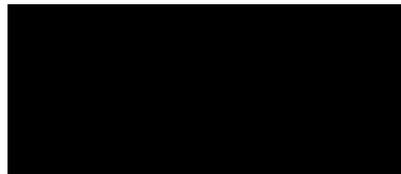
Title:

Signature:

PCBU2 (Sub-Contractor) Name: 

Title: 

Signature:



From: [REDACTED]
To: [Official Information](#); [REDACTED]
Subject: FW: 23NC 44, 10 Alpha Street, Te Aro, Wellington, water connections approval
Date: Wednesday, May 31, 2023 3:24:28 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

10 Alpha Street

Regards

[REDACTED] Contracts Officer



Tel [REDACTED] DDI Mob [REDACTED] 6

Private Bag 39804, Wellington Mail Centre 5045
Level 4, IBM House, 25 Victoria Street, Petone, Lower Hutt

www.wellingtonwater.co.nz

Wellington Water is owned by the Hutt, Porirua, Upper Hutt and Wellington city councils and Greater Wellington Regional Council.
We manage their drinking water, wastewater and stormwater services.

From: [REDACTED]@plimmer.co.nz>
Sent: Monday, 1 May 2023 5:36 pm
To: [REDACTED]@wellingtonwater.co.nz>
Subject: Re: 23NC 44, 10 Alpha Street, Te Aro, Wellington, water connections approval

Caution: This is an external email. Please take care when clicking links or opening attachments.

No problem, we are getting there, sing out if anything else is missing or needs doing, thanks

Get [Outlook for iOS](#)

From: [REDACTED]@wellingtonwater.co.nz>
Sent: Monday, May 1, 2023 5:29:25 PM
To: [REDACTED]@plimmer.co.nz>
Subject: RE: 23NC 44, 10 Alpha Street, Te Aro, Wellington, water connections approval

Hi [REDACTED]

That's perfect thank you

Regards

Contracts Officer



Tel [redacted] DDI Mob [redacted]

Private Bag 39804, Wellington Mail Centre 5045
Level 4, IBM House, 25 Victoria Street, Petone, Lower Hutt

www.wellingtonwater.co.nz

Wellington Water is owned by the Hutt, Porirua, Upper Hutt and Wellington city councils and Greater Wellington Regional Council.
We manage their drinking water, wastewater and stormwater services.

From: [redacted]@plimmer.co.nz>
Sent: Monday, 1 May 2023 4:43 pm
To: [redacted]@wellingtonwater.co.nz>
Subject: Re: 23NC 44, 10 Alpha Street, Te Aro, Wellington, water connections approval

Caution: This is an external email. Please take care when clicking links or opening attachments.

Hey [redacted]
I am hoping you get these attached pdf's??
I already sent twice, with the previous emails?, but am unsure you received your end so i have done these files hoping it works this time
WAP,TMP & H & H should be attached

thanks

Thank you

[redacted signature block]



Plimmer Plumbing Ltd
314 Hebdon Cres, Kelson, Lower Hutt 5010
Ph: 04 565 1913 Cell: [redacted]
www.plimmer.co.nz



From: [REDACTED]@wellingtonwater.co.nz>
Sent: Monday, 1 May 2023 16:10
To: [REDACTED]@plimmer.co.nz>
Subject: RE: 23NC 44, 10 Alpha Street, Te Aro, Wellington, water connections approval

Hi [REDACTED]

Thanks for [REDACTED] e-mail.

Can you please send a Health & Safety plan, TMP and the WAP thank you.

Regards

[REDACTED] Contracts Officer



Tel [REDACTED] DDI Mob [REDACTED]

Private Bag 39804, Wellington Mail Centre 5045
Level 4, IBM House, 25 Victoria Street, Petone, Lower Hutt

www.wellingtonwater.co.nz

Wellington Water is owned by the Hutt, Porirua, Upper Hutt and Wellington city councils and Greater Wellington Regional Council.
We manage their drinking water, wastewater and stormwater services.

From: [REDACTED]@plimmer.co.nz>
Sent: Monday, 1 May 2023 8:55 am
To: [REDACTED]@wellingtonwater.co.nz>
Cc: [REDACTED]@plimmer.co.nz>; [REDACTED]@plimmer.co.nz>
Subject: Fw: 23NC 44, 10 Alpha Street, Te Aro, Wellington, water connections approval

Caution: This is an external email. Please take care when clicking links or opening attachments.

Morning [REDACTED]

Our approved water connections for Hyde Lane

My understanding is we need to wait for approval from [REDACTED] [REDACTED] now, i take it that will come through the portal ?

Do i need to send this document through to anyone other than yourself?

Thanks for your help

Thank you

[REDACTED]



Plimmer Plumbing Ltd

314 Hebden Cres, Kelson, Lower Hutt 5010

Ph: 04 565 1913

Cell: [REDACTED]

www.plimmer.co.nz



From: [REDACTED] <[\[REDACTED\]@wellingtonwater.co.nz](mailto:[REDACTED]@wellingtonwater.co.nz)>

Sent: Friday, 28 April 2023 16:33

To: [REDACTED] <[\[REDACTED\]@plimmer.co.nz](mailto:[REDACTED]@plimmer.co.nz)>

Cc: [REDACTED] <[\[REDACTED\]@wellingtonwater.co.nz](mailto:[REDACTED]@wellingtonwater.co.nz)>; [REDACTED]

[REDACTED] <[\[REDACTED\]@wellingtonwater.co.nz](mailto:[REDACTED]@wellingtonwater.co.nz)>; [REDACTED] <[\[REDACTED\]@mclatchieandsharp.co.nz](mailto:[REDACTED]@mclatchieandsharp.co.nz)>; [REDACTED]

[REDACTED] <[\[REDACTED\]@ccl.co.nz](mailto:[REDACTED]@ccl.co.nz)>; [REDACTED] <[\[REDACTED\]@gpfl.co.nz](mailto:[REDACTED]@gpfl.co.nz)>; [REDACTED]

[REDACTED] <[\[REDACTED\]@actioncivil.co.nz](mailto:[REDACTED]@actioncivil.co.nz)>; [REDACTED] <[\[REDACTED\]@sapcontractorsltd.co.nz](mailto:[REDACTED]@sapcontractorsltd.co.nz)>;

groundworks@xtra.co.nz <groundworks@xtra.co.nz>; contractors.wn@higgins.co.nz

<contractors.wn@higgins.co.nz>; wgtm.pipelines@xtra.co.nz <wgtm.pipelines@xtra.co.nz>; Ives

Plumbing Ltd <info@ivesplumbing.co.nz>; [REDACTED] <[\[REDACTED\]@drdc.co.nz](mailto:[REDACTED]@drdc.co.nz)>; [REDACTED]

<[\[REDACTED\]@sdcl.co.nz](mailto:[REDACTED]@sdcl.co.nz)>; [REDACTED] <[\[REDACTED\]@plimmer.co.nz](mailto:[REDACTED]@plimmer.co.nz)>; [REDACTED] <[\[REDACTED\]@mcmastercivil.com](mailto:[REDACTED]@mcmastercivil.com)

>; [REDACTED] <[\[REDACTED\]@mcmastercivil.com](mailto:[REDACTED]@mcmastercivil.com)>; [REDACTED] <[\[REDACTED\]@gcdiggers.co.nz](mailto:[REDACTED]@gcdiggers.co.nz)>; [REDACTED] <[\[REDACTED\]@gcdiggers.co.nz](mailto:[REDACTED]@gcdiggers.co.nz)>

Subject: RE: 23NC 44, 10 Alpha Street, Te Aro, Wellington, water connections approval

Hi [REDACTED]

I am pleased to advise that the application to Wellington City Council for water connection for the above address have been approved as below.

Domestic connection;

- A100mm metered water connection from 100mm PE main at Alpha Street for #10 Alpha Street.
- A RPZ type back flow preventer must be installed inside the property at appropriate location.

Fire connection;

- A100mm Fire/ Sprinkler water connection from 100mm PE main at Alpha Street for #10 Alpha Street.
- A double check detector check type back flow preventer must be installed inside the property at appropriate location
- An existing fire connection coming from Cambridge Terrace must be disconnected from the main.

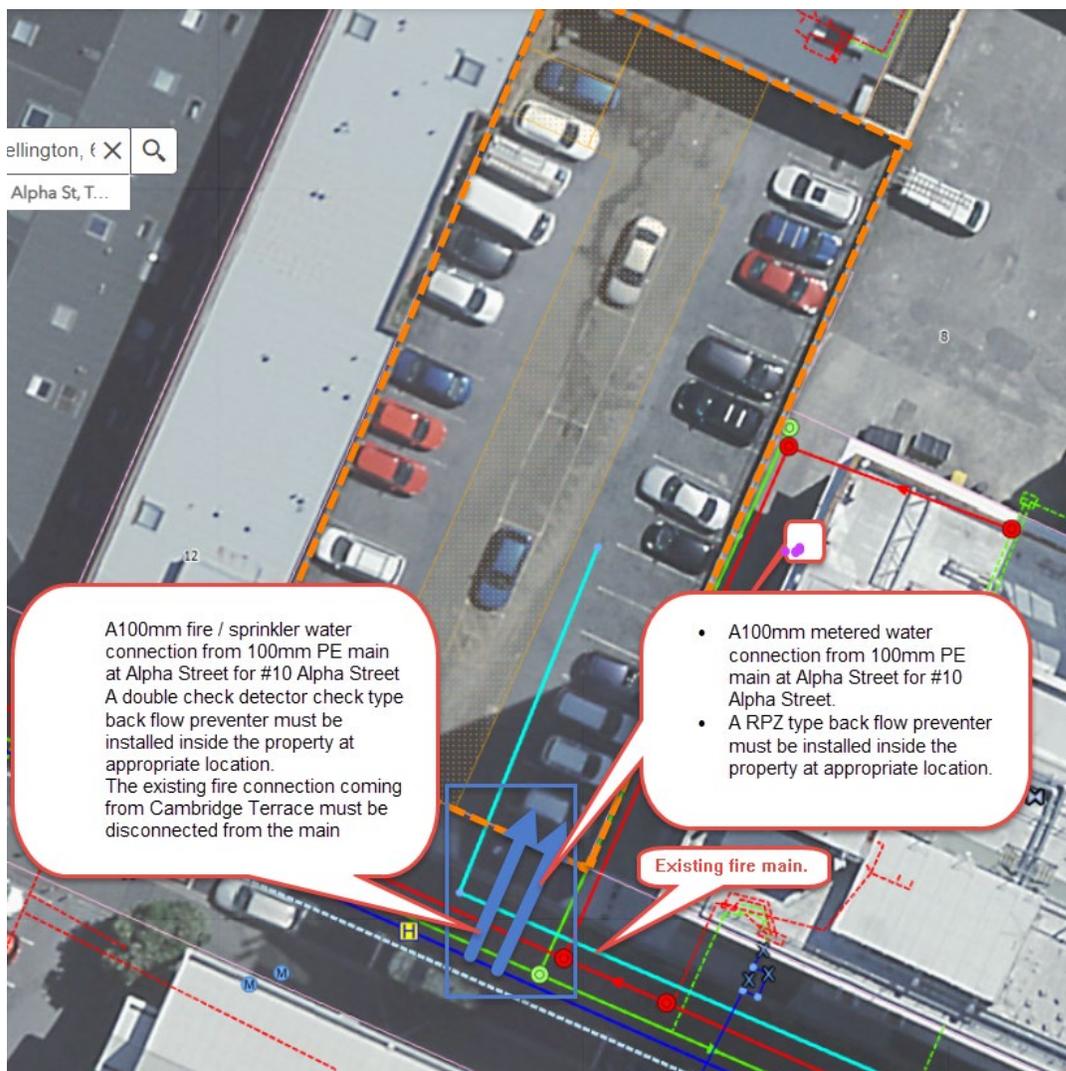
The fire service valve shall have an approved valve cover clearly identifying the valve as a fire service valve with the letters “FS”. That shall be marked with a non-slip effective paint in **green colour**.

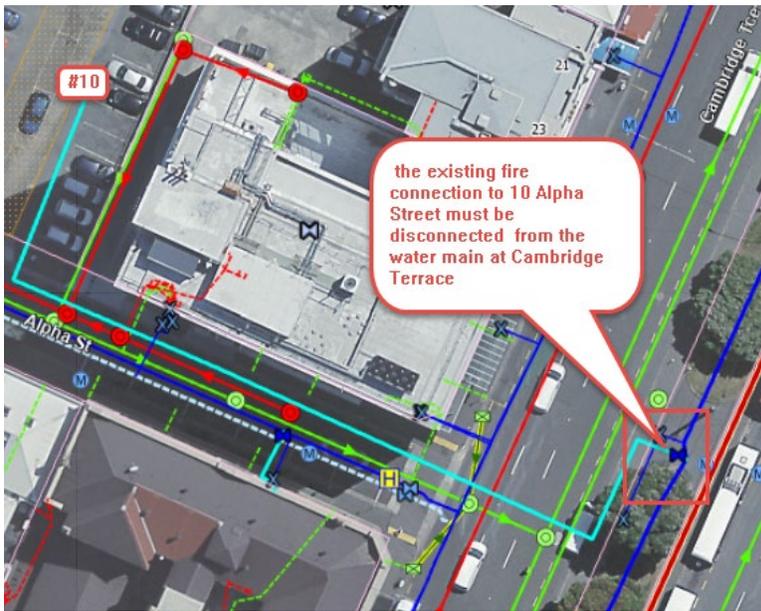
This approval is valid for six months from 28 April 2023. Any connection after this date is to be re-applied with the Wellington City Council.

Please find a list of approved contractors in below link for you to contact to obtain quotes for the required work. You will need to provide the contractor of your choice with a copy of this approval.

<https://www.wellingtonwater.co.nz/contractors/working-with-wellington-water/approved-water-supply-contractors/>

Please make arrangement to provide the water connection As built, meter information & back flow certificates to WCC soon, after the completion of water connections. Please note to send me the As-built & other information & copy to **data.team@wellingtonwater.co.nz**





Regards

██████████,
 Engineer - Land Development- Connections



Tel 04 912 4400 Mob ██████████

Private Bag 39804, Wellington Mail Centre 5045

2 May 2023

Water supply interruption notice
Alpha Street, Te Aro

Kia ora

We are connecting a new service into the water supply network in your area. This means we have to turn off the supply to your home for a short time. The shutdown will affect properties in Alpha Street, Te Aro.

We expect this to take place from:

6pm-10pm Wednesday 3 May 2023

The water will be back on as soon as possible, but we recommend you fill up some containers with water before the time above and avoid running your dishwasher, washing machine or any appliances that use water. It's best not to use water from your hot water cylinder either as the cylinder may get damaged if the water level gets too low.

When the water supply is turned back on, it's a good idea to open a cold tap slowly then let it run for a minute or so to clear any air bubbles that may have entered the system. Air can cause the water to turn a milky colour, but this won't affect the taste, and should clear quickly.

If you have any questions about this work please contact any of the following:

[REDACTED], Wellington Water, [REDACTED]
[REDACTED], Plimmer Plumbing, [REDACTED]

After hours, please contact Wellington City Council contact centre on 04 499 4444.

Ngā mihi

[REDACTED]
Head of Customer Experience
Wellington Water



Do you want to know about water outages in your area?

Text 'HELLO' to 8090 to register your address and start receiving notifications about outages and incidents in your area.



wellingtonwater



@wgtwaternz & @wgtwateroutage



@wellington.water

Water Supply Shutdown Level 3

Project Name	Hyde Lane(10 Alpha street)
Project Number	N/A
Shutdown Date & Time	6pm-10pm Wednesday 3 rd May 2023
Contractor	Plimmer Plumbing Ltd
Contractor	[REDACTED] # [REDACTED]
Contractor	[REDACTED] Ph [REDACTED]
Engineer	[REDACTED]
Wellington Water Customer Planning Engineer	[REDACTED]
Wellington Water Customer Hub	04 912 4400
Council	WCC
Council Call Centre	WCC – 04 499 4444

Scope of shutdown (Description of Work & Responsibilities)

An interruption to the water supply is required to install two new DN100 connections to the main outside 10 Alpha Street

Number of residential customers affected -

1. 10-30 Courtenay Mews Apartment building - 10 Alpha Street
2. 10-20 Courtenay Apartments - 12 Alpha Street

List commercial customers affected -

1. Cambridge Hotel-Temporary water supply proposed
2. DataWorld
3. Elim International Early Childcare Centre
4. 12 Alpha Lane,
5. Chorus
6. Phantom
7. Te Wananga O Aotearoa
8. Printwarehouse

Planning

Process Step	Activity	Who (Name & Sign)	Date/Time
2-1	Has the level of shutdown been evaluated as per the Shutdown Process and confirmed as Level 3, including check for critical customers	[REDACTED] CBD, Childcare, Hotel Level3	19/04/2023
4-1	Has a search for records of previous shutdowns in the vicinity been done	N/A	

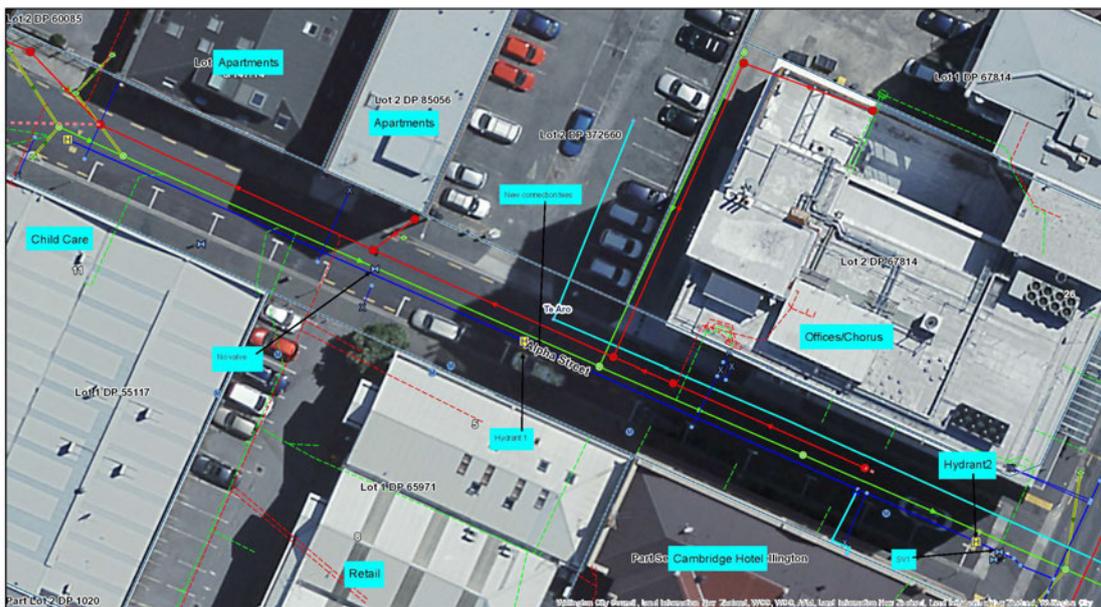
4-2	Has the shutdown been considered during the Safety in Design process	N/A	
4-3	Have alternate options been considered (cut in new valve prior, location of cut-in, reduced scope of work possible), have alternate supplies been considered (hydrant to hydrant feed, boundary valve, PRV trailer, tanker)	N/A	
4-4	Have temporary supplies been checked (hydraulic design calculations required)	N/A	
4-5	Can adequate thrust restraint be provided	Yes- [REDACTED]	19/04/2023
5-1	Was shutdown described in RFT, RFQ or ECI	N/A	

Prior to shutdown

Process Step	Activity	Who (Name & Sign)	Date/Time
6-1	Shutdown discussed during site induction	N/A	
6-2	Have adequate TTM requirements been identified and included in the CAR application. Has an approved WAP been received from RCA	[REDACTED] (Hanging Around)	19/04/2023
6-4	Has a meeting with the Engineer and the COG been arranged seven (7) working days prior to the trial shutdown. (Draft shutdown plan and customer letter to be brought to that meeting)	N/A	
6-5	Has any new pipework passed the required bug test and pressure test	N/A	
6-7	Have the necessary valves & hydrants been identified and confirmed functional on site	Successful trial shutdown 19/4 [REDACTED]	
6-9	Has all pipework been exposed and all fittings checked for size and confirmation sent to the Engineer and the COG five (5) working days prior to shutdown	Pothole watermains on 1/05 to confirm [REDACTED]	
6-10	Have notifications been sent prior to shutdown? <ul style="list-style-type: none"> ▪ Letters to all affected business customers five (5) working days prior. ▪ Letters to domestic customers at least twenty four (24) hours prior. ▪ Emailed twenty four (24) hours prior shutdowns@wellingtonwater.co.nz. ▪ Phone Engineer/Contracts Officer twenty four (24) hours prior. 	Letter drop 26/04 to Business customers	
6-11	Has a full trial shutdown (system depressurised for agreed time) been completed. Were there any complaints from un-notified customers	N/A	

6-12	Have all temporary or alternate supplies been tested for full duration of planned shutdown plus one (1) hour either side. Any complaints from customers?	N/A	
------	--	-----	--

Plan showing the proposed shutdown location and affected customers (detailed drawings or schematics or detailed plan of each valve &/or connection point to be included at the end if required).



Shutdown Process

Set up temporary supply to Cambridge Hotel before shutdown via tank and pump
Isolate Alpha street at Valve 1 and drain and bleed air through hydrants 1 and 2

Shutdown timeline (example below):

18:00pm	Closing Valve 1	15 mins
18:15pm	Drain and bleed pipes Via Hydrant 1 and 2	15 mins
18:30pm	MILESTONE Approval to cut pipe from Engineers Rep	Yes/No
18:30pm	Cut out existing pipe sections	30 mins
19:00pm	Fitting and Welding	1 hours
20:00pm	Thrust blocks and securing	30 mins
20:30pm	Filling and bleeding	30 mins
21:00pm	MILESTONE Will work be completed in time	Yes/No
22:00pm	Contingency period	60 mins

22:00pm Latest expected time for restoration of water.

Total Period of Interruption

4 hours

Standard Operating Procedures:

Table summarising the standard operating procedures that are relevant and will be applied during this shutdown.

Procedure number/name	Description of the standard operating procedure
WW COG SOP	Wellington Water SOG standard operating procedure
Water NZ Good Practice Guide	Hygiene Practices to Prevent Water Supply Contamination
CoPTTM	Code of practice for temporary traffic management
WW Regional Specifications	Wellington Water Regional Specifications for water services
NCOP Version 2	National Code of Practice for Utility Operators' access to Transport Corridors
PPL HSPP	Plimmer Plumbing Ltd Health and Safety Policy and Procedures
HSEP-0004 (Q-pulse ref number)	Excavation Safety Process
HSEP-0016 (Q-pulse ref number)	Personal Protective Equipment Process

Risk Contingency plan:

Table summarising the risks, their impact and contingencies or mitigations in place.

Risk	Impact	Contingency/Mitigation
Failure of existing water supply asset before cut-in commences	the cut-in cannot proceed or water supply cannot be fully restored	cancel the cut-in & re-schedule cut-in for a later date If the failure does not significantly affect the cut-in proceeding or does not prevent the full restoration of water supply, advise the Contracts Officer and the Engineer of the failure – for managing repair by WWL at a later date.
Failure of existing water supply asset while restoring supply	water supply cannot be fully restored	Arrange a temporary water supply to affected properties (e.g.: hydrant to hydrant loop), install temporary supply unless instructed otherwise by the Contracts Officer or the Engineer.
Failure of new fitting or other item installed as part of the cut-in or commissioned following the cut-in	water supply cannot be fully restored	Determine whether the failed item can be replaced without significant further disruption to the water supply to customers. If it can, then proceed immediately with replacement.
		If replacement of the failed item will cause significant further disruption to the water supply to customers, schedule the replacement for a planned shutdown on another date.
		If the replacement must proceed immediately irrespective of water supply implications (e.g.: failure causing major water escape), call WWL to manage an emergency water shutdown to allow replacement to proceed.
		Extra pipe and fittings on site and on standby
Failure to complete shutdown and reinstate water to properties within nominated shut down period	water supply cannot be fully restored within specified timeframe leading to complaints	Notify Engineer's Representative Assistant as soon as contractor is aware that time for reinstatement of supply will not be met who will then door knock the four affected residents.
		The Engineer's Representative Assistant will then notify the following people /

		organisations 30 minutes prior to planned shutdown finish if overrun is likely <ul style="list-style-type: none"> Wellington City Council Call Centre Wellington Water Comms team Fulton Hogan NZ Fire Service WWL on-site Representative
		In all cases, provide assistance as requested by the Contracts Officer or the Engineer when required to achieve restoration of water supply to customers with the least possible delay.
		Immediately after restoration of supply, the Engineers Rep will notify the above stakeholders that service has been restored. The day after the event an apology letter is to be prepared and distributed after approval from the Engineers Rep.
Pipes under pressure	Opening to quickly and causing damage to network	Valves/Hydrants to be open slowly as outlined in restoration process.
Inclement Weather	Delay on carrying out water shutdown	Contingency dates in shutdown letter
Residents without drinkable water	Residents not having any drinkable water in their dwelling.	Bottled water on site to hand out to affected residents.
SC1 Fail	Unable to make connections, Time delay	Postpone and replan if pipe is uncut isolate addition SV's and network
Incorrect fittings on site	Time delay	Confirm fittings before shutdown and double check Diameters
Existing watermains leaking	Time delay	Inspect existing pipework prior to shutdown for leaks, Have additional fittings on hand
Equipment failure	Time delay	Test all equipment prior to shutdown and have additional resources either on hand or on call
Public safety	Unsafe environment to public	Have work area isolated and STMS on site to monitor

Permission to proceed from Engineer to Contract (Contracts Officer for Land Development projects)

Name

Sign

Date

Approval to proceed from COG (Customer Planning Engineer &/or Utilities Engineer)

 Name

 Sign

 Date

Approval to proceed from Network Controller (Critical Assets and/or customers only)

 Name

 Sign

 Date

During shutdown

Process Step	Activity	Who (Name & Sign)	Date/Time
6-13	Contractor to confirm all fittings are on site and correct and adequate resources are available to complete work	[Redacted]	
6-14	Engineer to confirm all fittings are on site and correct size	[Redacted]	
6-15	Confirm TTM is on site and adequate	[Redacted]	
6-16	If required, implement alternate supplies (follow correct flushing procedures)	[Redacted]	
6-17	Set up temporary supplies and confirm they are working	[Redacted]	
6-18	Confirm the supply has been closed as per approved shutdown plan	[Redacted]	
6-19	Check residual flow will allow work to proceed	[Redacted]	
6-20	Confirm alternate supplies are operating correctly	[Redacted]	
6-21	Confirm temporary supplies are operating correctly	[Redacted]	
6-22	Confirm adequate time remains to complete installation before cutting pipe	[Redacted]	
6-23	Thirty (30) minutes prior to planned restoration time confirm shutdown will be complete, if not, escalate*	[Redacted]	
6-24	Once work is complete confirm there is adequate thrust restraint in place	[Redacted]	
6-25	Once Engineer and Contractor have confirmed work is complete, restore supply following correct bleeding and charging processes (described below)	[Redacted]	
6-26	Confirm restored supply is operating correctly and all valves have been restored to their normal operating position. Check adjacent zones are operating normally.	[Redacted]	

6-27	Disconnect alternate supplies		
6-28	Have there been any lessons learnt, that could assist with future shutdowns in this area been, recorded		

* "escalate" means calling the Wellington Water Customer Hub during office hours or the relevant Council Contact Centre after hours. Please explain what has happened, how many customers are affected, how long it will take before the supply is restored and if any assistance is required from the COG. They will then contact the relevant COG person who will assess the situation and decide on further escalation processes.

Restoration of supply process:

Describe restoration process here, including valve order to be opened, hydrants to be opened used to bleed air out, closing of PRV, temporary feed, alternate supply, pumping stations to be switched on, etc. Confirm supply available to immediate area outside shutdown zone.

With Hydrants 1 and 2 open, Slightly and slowly open SV1, once water is purged through hydrants, Close Hydrant 1 and 2 and leave SV1 to slowly charge the system until full before reopening completely

Process Step 7-1

Engineer to discuss shutdown with Contractor & Maintenance Contractor and record learnings here, then file the completed shutdown plan in the project file (Woogle) and submit a copy to the Information Directorate with the as-builts.

Shutdown complete confirmed by Contractor

Name Sign Date

Shutdown complete confirmed by Engineer (Contracts Officer for Land Development projects)

Name Sign Date

Shutdown complete confirmed by COG (Customer Planning Engineer &/or Utilities Engineer)

Name Sign Date

APPENDIX I - SITE OCCUPATION APPROVAL FORM

To:	██████████
E-mail:	██████████@plimmer.co.nz Plimmer Plumbing
From:	██████████
E-mail:	██████████@wellingtonwater.co.nz Wellington Water
Ph No:	(04) 912 4400
Date/Time:	May 1, 2023 No of pages: (incl. cover sheet) 1
Subject:	Approval to Occupy Site at -----10 Alpha Street 23 NC 44

██████████

Thank you for providing the necessary documentation for site health and safety and public communication. Please proceed with the work as per the program.

Regards

██████████
Land Development Team

From: [REDACTED]
To: [REDACTED] (Plimmer Plumbing); [REDACTED]; [Connections](#); [REDACTED]; [Connections](#)
Subject: Water shutdown Alpha Street
Date: Tuesday, May 2, 2023 10:45:43 AM
Attachments: [Shutdown Plan Level-3. 10 Alpha Street 3-5-23.docx](#)
[image001.gif](#)
[Shutdown letter 10 Alpha Street 3-5-23.docx](#)

Hi All

Water shutdown Alpha Street 6pm-10pm Wednesday 3rd May 2023

Regards

[REDACTED] **Contracts Officer**



Tel [REDACTED] DDI Mob [REDACTED]

Private Bag 39804, Wellington Mail Centre 5045
Level 4, IBM House, 25 Victoria Street, Petone, Lower Hutt
www.wellingtonwater.co.nz

Wellington Water is owned by the Hutt, Porirua, Upper Hutt and Wellington city councils and Greater Wellington Regional Council.
We manage their drinking water, wastewater and stormwater services.

Water Supply Shutdown Level 3

Project Name	Hyde Lane(10 Alpha street)
Project Number	N/A
Shutdown Date & Time	6pm-10pm Wednesday 3 rd May 2023
Contractor	Plimmer Plumbing Ltd
Contractor	[REDACTED] # [REDACTED]
Contractor	[REDACTED] Ph [REDACTED]
Engineer	[REDACTED]
Wellington Water Customer Planning Engineer	[REDACTED]
Wellington Water Customer Hub	04 912 4400
Council	WCC
Council Call Centre	WCC – 04 499 4444

Scope of shutdown (Description of Work & Responsibilities)

An interruption to the water supply is required to install two new DN100 connections to the main outside 10 Alpha Street

Number of residential customers affected -

- 10-30 Courtenay Mews Apartment building - 10 Alpha Street
- 10-20 Courtenay Apartments - 12 Alpha Street

List commercial customers affected -

- Cambridge Hotel-Temporary water supply proposed
- DataWorld
- Elim International Early Childcare Centre
- 12 Alpha Lane,
- Chorus
- Phantom
- Te Wananga O Aotearoa
- Printwarehouse

Planning

Process Step	Activity	Who (Name & Sign)	Date/Time
2-1	Has the level of shutdown been evaluated as per the Shutdown Process and confirmed as Level 3, including check for critical customers	[REDACTED] CBD, Childcare, Hotel Level3	19/04/2023
4-1	Has a search for records of previous shutdowns in the vicinity been done	N/A	

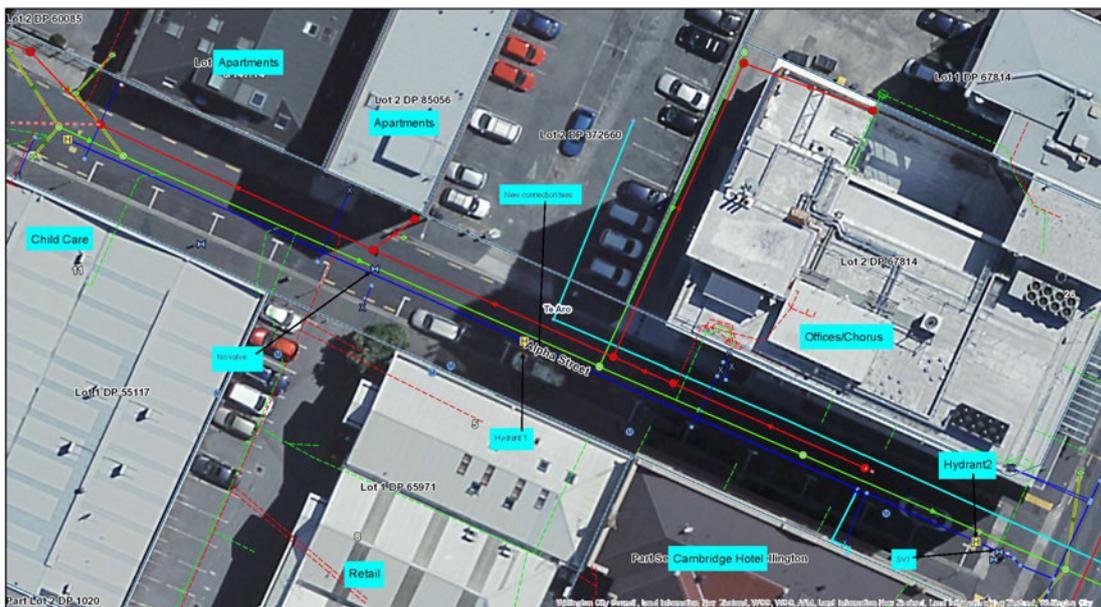
4-2	Has the shutdown been considered during the Safety in Design process	N/A	
4-3	Have alternate options been considered (cut in new valve prior, location of cut-in, reduced scope of work possible), have alternate supplies been considered (hydrant to hydrant feed, boundary valve, PRV trailer, tanker)	N/A	
4-4	Have temporary supplies been checked (hydraulic design calculations required)	N/A	
4-5	Can adequate thrust restraint be provided	Yes- [REDACTED]	19/04/2023
5-1	Was shutdown described in RFT, RFQ or ECI	N/A	

Prior to shutdown

Process Step	Activity	Who (Name & Sign)	Date/Time
6-1	Shutdown discussed during site induction	N/A	
6-2	Have adequate TTM requirements been identified and included in the CAR application. Has an approved WAP been received from RCA	[REDACTED] (Hanging Around)	19/04/2023
6-4	Has a meeting with the Engineer and the COG been arranged seven (7) working days prior to the trial shutdown. (Draft shutdown plan and customer letter to be brought to that meeting)	N/A	
6-5	Has any new pipework passed the required bug test and pressure test	N/A	
6-7	Have the necessary valves & hydrants been identified and confirmed functional on site	Successful trial shutdown 19/4 [REDACTED]	
6-9	Has all pipework been exposed and all fittings checked for size and confirmation sent to the Engineer and the COG five (5) working days prior to shutdown	Pothole watermains on 1/05 to confirm [REDACTED]	
6-10	Have notifications been sent prior to shutdown? <ul style="list-style-type: none"> ▪ Letters to all affected business customers five (5) working days prior. ▪ Letters to domestic customers at least twenty four (24) hours prior. ▪ Emailed twenty four (24) hours prior shutdowns@wellingtonwater.co.nz. ▪ Phone Engineer/Contracts Officer twenty four (24) hours prior. 	Letter drop 26/04 to Business customers	
6-11	Has a full trial shutdown (system depressurised for agreed time) been completed. Were there any complaints from un-notified customers	N/A	

6-12	Have all temporary or alternate supplies been tested for full duration of planned shutdown plus one (1) hour either side. Any complaints from customers?	N/A	
------	--	-----	--

Plan showing the proposed shutdown location and affected customers (detailed drawings or schematics or detailed plan of each valve &/or connection point to be included at the end if required).



Shutdown Process

Set up temporary supply to Cambridge Hotel before shutdown via tank and pump
Isolate Alpha street at Valve 1 and drain and bleed air through hydrants 1 and 2

Shutdown timeline (example below):

18:00pm	Closing Valve 1	15 mins
18:15pm	Drain and bleed pipes Via Hydrant 1 and 2	15 mins
18:30pm	MILESTONE Approval to cut pipe from Engineers Rep	Yes/No
18:30pm	Cut out existing pipe sections	30 mins
19:00pm	Fitting and Welding	1 hours
20:00pm	Thrust blocks and securing	30 mins
20:30pm	Filling and bleeding	30 mins
21:00pm	MILESTONE Will work be completed in time	Yes/No
22:00pm	Contingency period	60 mins

22:00pm Latest expected time for restoration of water.

Total Period of Interruption

4 hours

Standard Operating Procedures:

Table summarising the standard operating procedures that are relevant and will be applied during this shutdown.

Procedure number/name	Description of the standard operating procedure
WW COG SOP	Wellington Water SOG standard operating procedure
Water NZ Good Practice Guide	Hygiene Practices to Prevent Water Supply Contamination
CoPTTM	Code of practice for temporary traffic management
WW Regional Specifications	Wellington Water Regional Specifications for water services
NCOP Version 2	National Code of Practice for Utility Operators' access to Transport Corridors
PPL HSPP	Plimmer Plumbing Ltd Health and Safety Policy and Procedures
HSEP-0004 (Q-pulse ref number)	Excavation Safety Process
HSEP-0016 (Q-pulse ref number)	Personal Protective Equipment Process

Risk Contingency plan:

Table summarising the risks, their impact and contingencies or mitigations in place.

Risk	Impact	Contingency/Mitigation
Failure of existing water supply asset before cut-in commences	the cut-in cannot proceed or water supply cannot be fully restored	cancel the cut-in & re-schedule cut-in for a later date If the failure does not significantly affect the cut-in proceeding or does not prevent the full restoration of water supply, advise the Contracts Officer and the Engineer of the failure – for managing repair by WWL at a later date.
Failure of existing water supply asset while restoring supply	water supply cannot be fully restored	Arrange a temporary water supply to affected properties (e.g.: hydrant to hydrant loop), install temporary supply unless instructed otherwise by the Contracts Officer or the Engineer.
Failure of new fitting or other item installed as part of the cut-in or commissioned following the cut-in	water supply cannot be fully restored	Determine whether the failed item can be replaced without significant further disruption to the water supply to customers. If it can, then proceed immediately with replacement.
		If replacement of the failed item will cause significant further disruption to the water supply to customers, schedule the replacement for a planned shutdown on another date.
		If the replacement must proceed immediately irrespective of water supply implications (e.g.: failure causing major water escape), call WWL to manage an emergency water shutdown to allow replacement to proceed.
		Extra pipe and fittings on site and on standby
Failure to complete shutdown and reinstate water to properties within nominated shut down period	water supply cannot be fully restored within specified timeframe leading to complaints	Notify Engineer's Representative Assistant as soon as contractor is aware that time for reinstatement of supply will not be met who will then door knock the four affected residents.
		The Engineer's Representative Assistant will then notify the following people /

		organisations 30 minutes prior to planned shutdown finish if overrun is likely <ul style="list-style-type: none"> Wellington City Council Call Centre Wellington Water Comms team Fulton Hogan NZ Fire Service WWL on-site Representative
		In all cases, provide assistance as requested by the Contracts Officer or the Engineer when required to achieve restoration of water supply to customers with the least possible delay.
		Immediately after restoration of supply, the Engineers Rep will notify the above stakeholders that service has been restored. The day after the event an apology letter is to be prepared and distributed after approval from the Engineers Rep.
Pipes under pressure	Opening to quickly and causing damage to network	Valves/Hydrants to be open slowly as outlined in restoration process.
Inclement Weather	Delay on carrying out water shutdown	Contingency dates in shutdown letter
Residents without drinkable water	Residents not having any drinkable water in their dwelling.	Bottled water on site to hand out to affected residents.
SC1 Fail	Unable to make connections, Time delay	Postpone and replan if pipe is uncut isolate addition SV's and network
Incorrect fittings on site	Time delay	Confirm fittings before shutdown and double check Diameters
Existing watermains leaking	Time delay	Inspect existing pipework prior to shutdown for leaks, Have additional fittings on hand
Equipment failure	Time delay	Test all equipment prior to shutdown and have additional resources either on hand or on call
Public safety	Unsafe environment to public	Have work area isolated and STMS on site to monitor

Permission to proceed from Engineer to Contract (Contracts Officer for Land Development projects)

Name

Sign

Date

Approval to proceed from COG (Customer Planning Engineer &/or Utilities Engineer)

Name Sign Date

Approval to proceed from Network Controller (Critical Assets and/or customers only)

Name Sign Date

During shutdown

Process Step	Activity	Who (Name & Sign)	Date/Time
6-13	Contractor to confirm all fittings are on site and correct and adequate resources are available to complete work	██████████	
6-14	Engineer to confirm all fittings are on site and correct size	██████████	
6-15	Confirm TTM is on site and adequate	██████████	
6-16	If required, implement alternate supplies (follow correct flushing procedures)	██████████	
6-17	Set up temporary supplies and confirm they are working	██████████	
6-18	Confirm the supply has been closed as per approved shutdown plan	██████████	
6-19	Check residual flow will allow work to proceed	██████████	
6-20	Confirm alternate supplies are operating correctly	██████████	
6-21	Confirm temporary supplies are operating correctly	██████████	
6-22	Confirm adequate time remains to complete installation before cutting pipe	██████████	
6-23	Thirty (30) minutes prior to planned restoration time confirm shutdown will be complete, if not, escalate*	██████████	
6-24	Once work is complete confirm there is adequate thrust restraint in place	██████████	
6-25	Once Engineer and Contractor have confirmed work is complete, restore supply following correct bleeding and charging processes (described below)	██████████	
6-26	Confirm restored supply is operating correctly and all valves have been restored to their normal operating position. Check adjacent zones are operating normally.	██████████	

6-27	Disconnect alternate supplies		
6-28	Have there been any lessons learnt, that could assist with future shutdowns in this area been, recorded		

* "escalate" means calling the Wellington Water Customer Hub during office hours or the relevant Council Contact Centre after hours. Please explain what has happened, how many customers are affected, how long it will take before the supply is restored and if any assistance is required from the COG. They will then contact the relevant COG person who will assess the situation and decide on further escalation processes.

Restoration of supply process:

Describe restoration process here, including valve order to be opened, hydrants to be opened used to bleed air out, closing of PRV, temporary feed, alternate supply, pumping stations to be switched on, etc. Confirm supply available to immediate area outside shutdown zone.

With Hydrants 1 and 2 open, Slightly and slowly open SV1, once water is purged through hydrants, Close Hydrant 1 and 2 and leave SV1 to slowly charge the system until full before reopening completely

Process Step 7-1

Engineer to discuss shutdown with Contractor & Maintenance Contractor and record learnings here, then file the completed shutdown plan in the project file (Woogle) and submit a copy to the Information Directorate with the as-builts.

Shutdown complete confirmed by Contractor

Name Sign Date

Shutdown complete confirmed by Engineer (Contracts Officer for Land Development projects)

Name Sign Date

Shutdown complete confirmed by COG (Customer Planning Engineer &/or Utilities Engineer)

Name Sign Date

2 May 2023

Water supply interruption notice
Alpha Street, Te Aro

Kia ora

We are connecting a new service into the water supply network in your area. This means we have to turn off the supply to your home for a short time. The shutdown will affect properties in Alpha Street, Te Aro.

We expect this to take place from:

6pm-10pm Wednesday 3 May 2023

The water will be back on as soon as possible, but we recommend you fill up some containers with water before the time above and avoid running your dishwasher, washing machine or any appliances that use water. It's best not to use water from your hot water cylinder either as the cylinder may get damaged if the water level gets too low.

When the water supply is turned back on, it's a good idea to open a cold tap slowly then let it run for a minute or so to clear any air bubbles that may have entered the system. Air can cause the water to turn a milky colour, but this won't affect the taste, and should clear quickly.

If you have any questions about this work please contact any of the following:

[REDACTED], Wellington Water, [REDACTED]
[REDACTED], Plimmer Plumbing, [REDACTED]

After hours, please contact Wellington City Council contact centre on 04 499 4444.

Ngā mihi

[REDACTED]
Head of Customer Experience
Wellington Water



Do you want to know about water outages in your area?

Text 'HELLO' to 8090 to register your address and start receiving notifications about outages and incidents in your area.



wellingtonwater



@wgtwaternz & @wgtwateroutage



@wellington.water