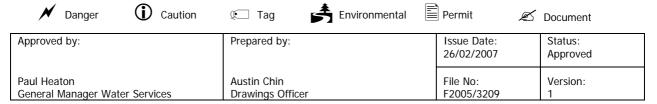# PowerWater

Drawing Services – 08B - SLAP Drawing File Management, DIPE Server Maintenance, and Burning CDs

Water Services   Work Instruction

Hazards	Personal Protective Equipment	Tools & Equipment
N/A	N/A	N/A

1. The 'T' Drive is for access to the DIPE Server (155.205.43.22) located at Nicholls Place

2. PWC Drawings have security access to the DIPE Server.

3. DIPE own the files held and maintained on this server.

4. Select the directory file named '6-7 SLAPS' and then the file named Regions (which holds files for Darwin, East Arnhem, Barkly, Katherine and Alice Springs).

5. The Regional Files eg Darwin, will hold two more folders:

6. OUT = Outstations (which holds information which is not part of the PWC charter, but which is useful to have.

7. File names:

➢ File.OUT is a design file (lands cadastre file)

➢ File.PAW is engineering services (Power, Water, Sewer)

➢ File.TOP is topographic file maps

8. RURAL = rural is the communities serviced by SLAP

9. .lan file is the cadastre file (roads etc)

10. .paw file is a PWC file (SLAP maintain these files).

11. .top file is topographical (contours)

12. When we draw on the PWC files, we reference the .lan and .topographical files. (These files come into the background with unlimited layers, containing the information, and layers can be turned on and off to view as needed).

13. Also contained in the '6-7 SLAP' folder, is a directory named Amendments.

14. Within the Amendments folder, select 3-PWC to Load

15. Within this folder select 'AAA_PWC to update'. This folder holds anything sent in from communities with information for updating to community drawings.

Danger   Caution   Tag   Environmental   Permit   Document

Approved by:	Prepared by:	Issue Date: 26/02/2007	Status: Approved
Paul Heaton General Manager Water Services	Austin Chin Drawings Officer	File No: F2005/3209	Version: 1

16. Once updated, then place the file in the folder named 'SLAP yet to be notified to DIPE'.

17. Notify DIPE by email and attach the file in the email as backup for the process.

18. DIPE then create a PDF of the file to put onto the BUSH TELEGRAPH website, which is information also available to the general public over the NT Government internet.

19. Another folder is named 'With Consultants' and this contains a full copy of any drawings work given to consultants. When the drawings are completed, they are returned to the SLAP officer, which checks the drawings are correct and places the file drawings into the 'SLAP yet to be notified to DIPE'.

20. Another folder is named 'Processed SLAP' – and is used to archive the drawings that have been completed and updated.

21. At the end of each month:

22. Place a copy of the Alice Springs and Barkly regions onto the Alice Springs Server (pwasa-fps01). The Alice Springs server holds a Directory named (SLAP).

23. When you place the file folder onto the directory, name it eg: Alice SLAP 31-01-2007 and Barkly SLAP 31-010-2007 (Barkly files are maintained by Alice Springs SLAP officers).

24. If Katherine PWC require any drawings of modifications, they contact PWC Darwin, who send the files through to Katherine.

25. SLAP files for Darwin are updated on H Drive, 'pwdbh-fps01' in Directory called 'DATA' inside of which there is a folder named 'SLAP' and the updated information folder is named as above (file and date).

26. On request, a complete copy of information is downloaded onto a CD ROM for the five communities and give to the PWC Drafting Consultant. This usually occurs when drawings work is required by the PWC Remote Operations Business Unit.

27. Once the drawings information is completed and updated, for Remote Operations, the consultant sends a copy back to the Water Services SLAP officers, and the process of updating the DIPE files is followed as outlined earlier.

28. FID

29. From current aerial photos, consultants specialising in digitised assets visible on aerial photos can confirm positions. GPS readings can also be useful. Fixed positions items are: telegraph poles, fire hydrants, valves, houses, water tanks and sewer manholes. When information is received, it is overlaid on existing SLAP drawings as a 'as confirmed' layer (meaning to within half a metre's accuracy on the ground position). These are identified on drawings a uninterrupted line, rather than an intermittent dash line.

30.	Generally DIPE uses 'as designed' and don't follow up on 'as constructed'.

31.	Note: Ensure all .PAW files are write protected 'read-only'.

32.	Amendment notes should be specific to change recorded and noted on Amendment Description on Amendment Plan.