

# Consultant Accreditation Application Form (Developer Works)

(please tick):       New Application (*complete all sections of this form*)

Re-accreditation Application (*complete sections I and II and any other sections if information has changed since your last application*)

## IMPORTANT NOTE

- This Consultant Accreditation Application Form is to be lodged by the Consultant who is seeking Accreditation with Westernport Water for works or services concerning the construction of water infrastructure (including Developer's Water Infrastructure and Connection Points related to Private Water Infrastructure) for the first time, or if the Consultant is seeking renewal of the Accreditation.
- This form forms part of the Developer Agreement and is subject to its terms and conditions.
- You must submit a complete form. Westernport Water may decline to consider incomplete forms.
- Westernport Water may reject this Accreditation Application Form if
  - you do not meet all requirements as prompted in this Accreditation Application Form;
  - you have not submitted a complete Accreditation Application Form including all documentation as required in the Accreditation Application Form to Westernport Water;
  - you have not provided Westernport Water with any certificates and information as prompted in the Accreditation Application Form and/or with any additional information as reasonably required by Westernport Water; and
  - Westernport Water is not sufficiently satisfied that you have and will maintain the ability to comply with the obligations under the Developer Agreement.
- Once, Westernport Water accepts your Accreditation Application Form, we will notify you and will ask you to sign the Developer/Consultant Agreement.
- Only after signature of the Developer/Consultant Agreement by all parties, is your Accreditation complete.
- For applications for Re-Accreditation, please fill in the information under I and II. And fill in any other field in case there have been changes compared to your last application for Accreditation or compared to your last renewal application.

## I. Company Details of the Consultant (The “Consultant”)

ACN:

ABN:

Company name:

Trading name:

Registered address:

Postcode:

Postal address:

Suburb:

Postcode:

Phone:

Email:

Web:

## II. Consultant Representative (for Accreditation with Westernport Water)

Name:

Position:

Phone:

Mobile:

Email:

## III. Insurances

### 1. Public Liability Insurance

Name of insurer:

Expiry date:

Policy number:

### 2. Workcover Authority Certificate

Name of insured:

Expiry date:

Policy number:

## IV. Date the Business was Established

Date:

## V. Details of Directors and Management Partners

Name:	Position:
Name:	Position:
Name:	Position:
Name:	Position:
Name:	Position:
Name:	Position:
Name:	Position:

## VI. Consultants/Key Personnel (Design)

Name:	Position:	Qualifications:
Name:	Position:	Qualifications:
Name:	Position:	Qualifications:
Name:	Position:	Qualifications:
Name:	Position:	Qualifications:
Name:	Position:	Qualifications:
Name:	Position:	Qualifications:

## VII. Key Personnel (Construction/Project Management)

Name:	Position:	Qualifications:
Name:	Position:	Qualifications:
Name:	Position:	Qualifications:
Name:	Position:	Qualifications:
Name:	Position:	Qualifications:
Name:	Position:	Qualifications:
Name:	Position:	Qualifications:

## VIII. Competencies/Company Reference

Provide the following information for the three (3) most recent relevant projects completed by the Consultant:

	1st Contract	2nd Contract	3rd Contract
Project Description			
Client/Water Authority			
Name of Client Contact			
Phone Number of Client Contact			
Contract Value			

## IX. Accreditation Category (the Consultant wishes to be Accredited for)

(For definitions of Accreditation Categories, see definition list below)

1S Reticulation Sewer	2S Branch Sewer	3S Major Infrastructure Sewer	
1W Reticulation Water	2W Distribution Water	3W Major Infrastructure Water	4 Ancillary

## X. Accreditation Category (the Consultant wishes to be Accredited for)

(For definitions of Accreditation Categories, see definition list below)

Accreditation Category	Definition / Description
1S	<b>Reticulation Sewer:</b> Sewer mains (excluding pressure sewer pipelines) < DN 300: This Category of work covers supply and install, testing and commissioning of sewer reticulation, including maintenance structures and connections.
1W	<b>Reticulation Water:</b> Water mains < DN 225: This Category of work covers supply and install, testing and commissioning of potable water and recycled water mains (excludes steel pipelines) and connection/tapping works.
2S	<b>Branch Sewer:</b> Sewer mains $\geq$ DN 300: This Category of work covers supply and install, testing and commissioning of sewer pipelines including maintenance structures. Applicants must demonstrate they meet the assessment criteria and other prerequisites for Category 1S to be eligible for accreditation in this Category.
2W	<b>Distribution Water:</b> Water mains $\geq$ DN225: This Category of work covers supply and install, testing and commissioning of potable water and recycled water mains (excludes steel pipelines) and connection/ tapping works. Applicants must demonstrate they meet the assessment criteria and other prerequisites for Category 1W to be eligible for accreditation in this Category.
3S	<b>Major Infrastructure Sewer:</b> this category of work covers the supply and install of Sewerage Pumping Stations, rising (pressure) mains, mechanical and electrical equipment, including electrical supply and control, and switchboard and cabinet construction. It also covers supply and install of pressure sewer systems that includes On-property collection/grinder pump units, mechanical and electrical equipment, electrical supply and control, switchboard and cabinet construction, and construction of the pressure main. Applicants must demonstrate they meet the assessment criteria and other prerequisites for Category 1S to be eligible for accreditation in this Category.
3W	<b>Major Infrastructure Water:</b> this category of work covers the supply and installation of Pressure Reducing Valve's, Booster Pump stations, Cross connections, tanks, mechanical and electrical equipment, including electrical supply and control, switchboard and cabinet construction for water and recycled water. Applicants must demonstrate they meet the assessment criteria and other prerequisites for Category 1W to be eligible for accreditation in this Category.
4	<b>Ancillary:</b> This category covers testing for categories 1 to 3.

## XI. Requirements for the Consultant's Personnel

1. The requirements set out in the Accreditation Requirements Table below are the minimum requirements for the experience, professional qualifications and skills of the Consultant's Personnel. The Accreditation of a Consultant does not release the Consultant from its obligations set out in the Developer/Consultants Agreement regarding the experience, qualifications and skills of the Consultant's Personnel.
2. "Consultants Personnel" means the Consultant's officers, employees, agents, Consultants, and the officers, employees and agents of Consultants, and other persons engaged by the Consultant in connection with the undertaking of the Works or Services, including testing of work s (as is relevant to the Consultant) and includes Key Personnel.
3. Each of the Consultant's Personnel must have an OHS Industry Induction Card (Red or White) irrespective of the type of Works or Services to be performed as well as any other qualification as required by Law, including OH&S Law.
4. "Key Personnel" means the employees that perform the Key Roles of design engineer and/or construction supervisor.
5. Each of the Consultant's Key Personnel must fulfil all of the qualifications which are set out below in the column 'Personnel Qualifications' of the Accreditation Requirements Table.
6. The Key Personnel must be employees of the Consultant.
7. In addition to the requirements for the Consultant's Personnel, if the Consultant is incorporated, the corporation must fulfil the requirements set out under 'Competencies' and under 'Company Requirements' of the Accreditation Requirements Table. If the Consultant is not incorporated, the sole trader itself has to fulfil these requirements.
8. Each requirement set out in the columns Personnel Qualifications and Company Requirements of the Accreditation Requirements Table must remain valid for a period of minimum 12 months after the submission of this Accreditation Application Form.

Consultants Accreditation	Accreditation Approved
ISO14001 (JAS-ANZ certified)	
ISO9001 (JAS-ANZ certified)	
AS/NZS4801 (JAS-ANZ certified)	
Professional Indemnity Insurance	
Organisational Structure	
Inspection and Test Plan template (sample)	
Proof of Purchase for relevant MRWA WSA Codes	
Organisational experience table (including Categories)	

Consultants Key Personnel Accreditation	Accreditation Approved
Bachelors Degree/Equivalent qualification	
Design Assurance Scheme (DAS) Certificate (If designing)	
Internal Auditor Training (If auditing)	
Confined Space Awareness training (If auditing)	
Construction Induction (white or red) card	
Individual experience table (which lists past projects which contain relevant categories)	

*Note: Key personnel were only approved if they attained more than five (5) years of experience (unless they had completed the DAS course and attained at least three (3) years of experience).*

All or numbers in brackets = The respective requirements apply to all Accreditation Categories the Consultant is seeking Accreditation for or to the Accreditation Category as specified in the Definition section above.

**M = Mandatory    D = Desirable    S = Sewer    W = Water (including Recycled Water)**

Accreditation Requirements Table			
Qualifications	Key Personnel (Design)	Key Personnel (Construction)	Company or Consultant itself (if not incorporated)
Professional Qualification (Degree and Professional Affiliation) – Bachelor of Engineering	M (All)	D (All)	
OHS Industry Induction (Red/White Card) Certificate	M (All)	M (All)	
Confined Space Training (awareness where appropriate) Certificate	D (All)	M (All)	
Pipe Laying Accreditation Qualification (RIICRC208A or equivalent); is now replaced by RIICRC208D		M (All)	
Trench Shoring Certificate (RIICCM210A or equivalent)	D (All)	M (All)	
Manual Handling		D ( All)	
Worksite Traffic Management Certificate	D (4)	M (All)	
Spotters Electrical Safety Training Certificate	D (All)	D (All)	
Relevant Secondary/Tertiary Qualification (Eligible for full membership of the Institution of Engineers Australia)	M (1,2,3)	D (All)	
Asbestos Awareness Training Certificate	D (All)	D (All)	
First Aid/CPR Training Certificate		D (All)	
Working at Heights Training Certificate	D (1,2)	M (3,4)	
Management System 3rd Party Certified to ISO 9001, ISO 14001, AS 4801			M (All)
Public Liability Insurance AU\$20M (Certificate of Currency)			M (All)
Professional Indemnity Insurance AU\$20M (Certificate of Currency)			M (All)
Current WorkCover Insurance (Certificate of Currency)			M (All)
Holder of relevant MRWA Edition of Sewerage Code of Australia WSA 02			M (1S,2S,3S)
Holder of relevant MRWA Edition of Water Code of Australia WSA 03			M (1W,2W,3W)
Holder of Sewerage Pumping Station Code WSA 04			M (3S)
Holder of Pressure Sewer Code WSA 07			M (1S,3S)
Holder of relevant Westernport Water Specifications and Standards (Supplements)			M (All)

Competencies		
Demonstrated understanding of relevant WSAA Codes; and substantial participation in three (3) previous relevant works. Please provide the additional information (references, etc)		M (1)
In addition to competencies for M1, substantial participation in three (3) previous relevant works. Please provide the additional information (references, etc)		M (2,3)

## XII. Mandatory Attachments

1. The Consultant must submit a copy of the certificates for every qualification which is mandatory for the Key Personnel (Design and Construction) and for every company requirement as listed in the Accreditation Requirements table above.
2. If the Consultant proposes a replacement of the person of the Key Personnel or an additional Key Personnel, the Consultant must notify Westernport Water and submit a copy of the certificates for the replacement person or additional person for every qualification which is mandatory for the role of Key Personnel.

## XIII. Questionnaire

### Regulatory action/Incidents and Injury

Has there ever been any investigation, civil claim or criminal action relating to an incident or injury to the Consultant's employees, agents or Consultants including any occupational health and safety matters:

(please tick):      Yes      No

If yes provide details:

Which steps did the Consultant undertake to avoid such an occurrence in the future?

### Civil or Criminal claims action construction work

Has there ever been any civil or criminal claim or action against the Consultant in respect of any construction work undertaken, including Works or Services?

(please tick):      Yes      No

If yes provide details:



Which steps did the Consultant undertake to avoid such an occurrence in the future?

### **History with Australian Water Authorities**

Has the Consultant had any situation where it has had its entitlement to undertake work revoked, cancelled or suspended by any other Australian Water Authority:

(please tick):      Yes      No

If yes provide details:

Which steps did the Consultant undertake to avoid such an occurrence in the future?

## Declaration

**This declaration must be signed by a managing partner, director or other senior manager who has the authority to represent the Consultant.**

In case this is a first time application for Accreditation, I hereby certify and warrant that

- I have read the complete form and understood its contents and all questions prompted; and
- each of the Consultant's Personnel fulfils the requirements as set out in the Accreditation Requirements Table above; and
- any information provided herein is accurate, complete, true and correct in every detail, and is not misleading.

In case that this is an application for Re-Accreditation, I hereby certify and warrant that

- I have read the complete form and understood its content and all questions prompted; and
- each of the Consultant's Personnel still fulfil the requirements as set out in the Accreditation Requirements Table above;
- any information and attachment which has been provided with the first application for Accreditation or with any renewal application is still valid; and
- any requirement set out in this application form again applies for this renewal application (eg another 12 months validity according to section VIII.8); and
- any information provided herein is accurate, complete, true and correct in every detail, and is not misleading; and
- any supporting information not required as part of this submission, is available any time as requested by Westernport Water.

Name:

Position:

Signature:

Date:

*(Please PRINT NAME and POSITION in BLOCK LETTERS)*

## Submission

Please use the address and contact details provided at the bottom of this form.



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