Consultant Accreditation Application Form (Developer Works)

- ◯ **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 form must be completed by the Consultant applying for initial Accreditation Wannon Water to provide services concerning the design and construction auditing services of Water Infrastructure ("Developer Works")
- Once approved by Wannon Water, this completed Accreditation Application Form will be attached as Schedule 4 to the Consultant Accreditation Deed.
- Any words beginning with capital letters shall have the meaning as set out in the Consultant Accreditation Deed unless otherwise defined herein. Any words beginning with capital letters which are not defined in the Consultant Accreditation Deed or this form shall have the technical meaning which is common in the water infrastructure and construction industry.
- You must submit a complete form. Wannon Water may decline to consider incomplete forms.
- Wannon Water may reject this Accreditation Application Form if:
  - the application is incomplete;
  - the applicant does not provide requested supporting document or additional information reasonable requested by Wannon Water;
  - the applicant does not meet the applicable accreditation requirements; or
  - Wannon Water is not reasonably satisfied that the applicant has, and will maintain, the capability and capacity to comply with the Consultant Accreditation Deed.
- If Wannon Water approves your application, we will send you a Consultant Accreditation Deed for signing. Your Accreditation will commence on the Commencement Date specified in the deed. once the deed has been signed by both parties.
- Only after signature of the Consultant Accreditation Deed by all parties, your Accreditation is complete.
- For applications for Re-Accreditation, please fill in the information under parts I. and II. and fill in any other field in case that there have been changes compared to your last application for Accreditation or compared to your last renewal application.

I. Consultant details (the "Consultant")

Australian Company Number (ACN) | Australian Business Number (ABN)

Company name

Registered business or trading name (if applicable)

Business address | Postcode

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Postal address:

Suburb | Postcode | Phone

Email address

Web address

Consultant's Representatives (for Accreditation with Wannon Water)

Name

Position

Phone | Mobile

Email address

For more information about how Wannon Water collects, uses and protects personal information, please refer to our Privacy Charter.

II. Insurances

1. Public Liability Insurance as required in Consultant Accreditation Deed

Name of insurer

Expiry date | Policy number

2. Professional Indemnity Insurance as required in Consultant Accreditation Deed

Name of insurer

Expiry date | Policy number

3. Workcover Certificate of Currency

Expiry date | Policy number

Name of insured

III. Date the business was established

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IV. Details of directors and management partners

Name		Position	
Name		Position	
Name		Position	
Name		Position	
Name		Position	
Name		Position	

V. Key Personnel (Design)

Name		Position	
Name		Position	
Name		Position	
Name		Position	
Name		Position	
Name		Position	

VI. Key Personnel (Construction)

Name		Position	
Name		Position	
Name		Position	
Name		Position	
Name		Position	
Name		Position	
Name		Position	

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VII. Accreditation Category, the Consultant wishes to be Accredited for

(For definitions of Accreditation Categories see definition part below)

◯ **1S** Reticulation Sewer ◯ **2S** Branch Sewer ◯ **3S** Major Infrastructure Sewer

◯ **1W** Reticulation Water ◯ **2W** Distribution Water ◯ **1RW** Roofwater Harvesting ◯ **4** Ancillary

Accreditation Category	Definition / Description
1S	**Reticulation Sewer:** 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	**Reticulation Water:** Water mains < DN 225: This Category of work covers design and construction auditing of potable water mains, recycled water mains and connection/ tapping works.
1RW	**Roofwater Harvesting:** Roofwater Harvesting mains < DN 300: This Category of work covers supply and install, testing and commissioning of roofwater harvesting mains, including maintenance structures and connections.
2S	**Branch Sewer:** Sewer mains >=DN 300: This Category of work covers design and construction auditing of sewer pipelines including maintenance structures and connections. Applicants must demonstrate they meet the assessment criteria and other prerequisites for Category **1S** to be eligible for accreditation in this Category.
2W	**Distribution Water:** Water mains >=DN225: This Category of work covers design and construction auditing of potable water mains, recycled water mains 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	**Major Infrastructure Sewer:** This category of work covers the design and construction auditing of Sewerage Pumping Station, rising (pressure) mains, mechanical and electrical equipment, including design of electrical supply and control, switchboard and cabinet construction. It also covers pressure sewer systems that includes On-property collection/grinder pump units, mechanical and electrical equipment, including design of pumps, electrical supply and control, switchboard and cabinet construction, and 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.
4	**Ancillary:** This category covers asset recording for categories 1 to 3.

VIII. Requirements for the Consultant's Personnel

1. The requirements set out in the Accreditation Requirements Table below are the minimum requirements for the experience, 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 Consultant Accreditation Deed regarding the experience, qualifications and skills of the Consultant's Personnel.
2. "Consultants Personnel" means the Consultant's officers, employees, agents, sub-contractors, and the officers, employees and agents of sub-contractors, and other persons engaged by the Consultant in connection with the undertaking of the Services (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.
4. "Key Personnel" means the employees that perform the Key Roles of providing design services and construction audits.
5. Each of the Consultant's Key Personnel must fulfil all of the qualifications which are set out below in the column

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'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 24 months after the submission of this Accreditation Application Form.

Accreditation Requirements Table

Personnel Qualifications	Key Personnel (Design)	Construction Supervisor	Company or Contractor itself if not incorporated
M = Mandatory D = Desirable S = Sewer W = Water RW = Roofwater Harvesting			
All or numbers in brackets = The respective requirements apply to all Accreditation Categories the Contractor is seeking Accreditation for or to the Accreditation Category as specified in the Definition section above.			
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)	

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Company Requirements			
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 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,)
Holder of Sewerage Pumping Station Code WSA 04.			M (3S)
Holder of Pressure Sewer Code WSA 07.			M (1S,3S)
Holder of relevant Wannon 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) requested below.			**M (1)**
In addition to competencies for M1, substantial participation in three (3) previous relevant works. Please provide the additional information (references, etc) requested below.			**M (2,3)**

IX. 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 with its notification according to subsection 12.2(c) of the Consultant Accreditation Deed, 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.

X. 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 sub-contractors including any occupational health and safety matters;

YES ◯ NO ◯

If yes provide details:

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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?

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;

YES ◯ NO ◯

If yes provide details:

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

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XI. Rapid Global Contractor Management System

Wannon Water uses Rapid Global Contractor management system to collect, store and communicate with accredited consultants.

By signing this application, the Consultant confirms that it will ensure all relevant personnel complete the applicable Rapid Global registration and induction requirements before coming any Works or Services.

XII. Competencies/Company Reference

Provide the following information for the three (3) most recent relevant contracts completed by the Consultant. The applicant confirms that each nominated referee has agreed to their contact details being provided to Wannon Water and understands that Wannon Water may contact them to verify the information in this application.

	1st Contract	2nd Contract	3rd Contract
Contract Description			
Client			
Name of Client Contact			
Phone Number Client Contact			
No. of lost-time injuries			
Total number of work hours on contract			
Total days lost-time due to injuries			

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Declaration

This declaration must be signed by a director, partner or senior manager authorized to submit this application on behalf of the Consultant.

I declare that:

- I am authorised to submit this application on behalf of the Consultant;
- I have read and understood this application;
- the Consultant and its nominated Key Personnel satisfy the mandatory requirements applicable to the Accreditation categories applied;
- the information and supporting documents provided with this application are accurate, complete, true and correct in every detail, and is not misleading.

Name

Position

Signature

Date

(Please print name and position in BLOCK LETTERS)

Lodgement

Please use the details provided below:

Wannon Water
PO Box 1158
Warrnambool VIC 3280

Telephone: 1300 926 666
Email: info@wannonwater.com.au