

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 Consultant Accreditation Application Form is to be lodged by the consultant who is seeking Accreditation with Barwon Water for services concerning the design and construction auditing of water infrastructure (Developer's Works) for the first time, or if the Consultant is seeking renewal of the Accreditation.
- This form forms part of the Consultant Accreditation Deed and is subject to its terms and conditions. Read the Consultant Accreditation Deed carefully before completing and submitting this form. It is available at Barwon Water's website.
- 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. BW may decline to consider incomplete forms.
- BW 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 BW;
 - you do not have provided BW with any certificates and information as prompted in the Accreditation Application Form and/or with any additional information as reasonably required by BW; and
 - BW is not sufficiently satisfied that you have and will maintain the ability to comply with the obligations under the Accreditation Deed.
- Once, BW accepts your Accreditation Application Form, we will notify you and will ask you to sign the Consultant Accreditation Deed.
- 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 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. Company details of the Contractor (the "Contractor")

Australian Company Number (ACN)

Australian Business Number (ABN)

Company name

Business or trading name (if applicable)

Registered address

Postcode

Postal address:

Suburb

Postcode

Phone

Email address

Web address

II. Consultant's Representatives (for Accreditation with Barwon Water)

Name

Position

Phone

Mobile

Email address

III. Authorised signatory for Accreditation Deed

Name

Email Address

Authorisation (choose one)

As director/company secretary

As a party executing under power of attorney for another

As a partner to an unincorporated partnership

As a person executing as a sole trader

IV. 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

3. Workcover Authority Certificate

Expiry date

Policy number

Name of insured

V. Date the business was established

VI. Details of directors and management partners

Name

Position

Name

Position

Name

Position

Name

Position

Name

Position

VII. Key Personnel (Design)

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

VIII. Key Personnel (Construction)

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

IX. Accreditation Category, the Contractor 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	3W Major Infrastructure Water	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 supply and install, testing and commissioning of potable water and recycled water mains (excludes steel pipelines) and connection/ tapping works.
2S	Branch Sewer: Sewer mains >=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	Distribution Water: 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	Major Infrastructure Sewer: 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	Major Infrastructure Water: 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	Ancillary: This category covers asset recording for categories 1 to 4.

X. 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, subConsultants, and the officers, employees and agents of subConsultants, and other persons engaged by the Consultant in connection with the undertaking of the Works or Services, including testing of works (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 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 Construction Supervisor must be an employee 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.

Accreditation Requirements Table

Personnel Qualifications	Key Personnel (Design)	Construction Auditor	Company or Contractor itself if not incorporated
M = Mandatory D = Desirable S = Sewer W = Water (including Recycled Water)			
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)	
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\$10M (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 Barwon 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)

XI. 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.
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XII. 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:

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?

XIII. Health Safety Environment (HSE) Contractor Handbook

Barwon Water has a handbook which sets out health safety and environment requirements for contractors and sub-contractors who work on Barwon Water assets ('HSE Contractor Handbook').

The Consultant must ensure, and with its signature the Consultant confirms that it ensures, that each of the Consultant's Personnel reads this HSE Contractor Handbook prior to commencing any Works or Services. A copy of the HSE Contractor Handbook can be found on Barwon Water's website.

XIV. Competencies / Company Reference

Provide the following information for the three (3) most recent relevant contracts completed by the Consultant.

	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			

Acknowledgment

I hereby certify and warrant that:

- the information in this form are accurate, true and complete in every detail and not misleading; and

I acknowledge that Barwon Water is entitled to refuse this application if it has reasonable grounds to believe that any information or supporting documents provided is incorrect, incomplete, false, or misleading.

By ticking this check box I confirm that I have read and understood all the statements above

Full name of person completing this application

Date

Lodgement

Please use the details provided below:

Barwon Water
PO Box 659
Geelong VIC 3220

Telephone: 1300 656 007
Email: development@barwonwater.vic.gov.au