



**INVITATION TO APPLY  
FOR REGISTRATION ON THE INITIAL ACCREDITED  
CONTRACTOR LIST TO UNDERTAKE CONSTRUCTION  
WORKS AND SERVICES FOR THE LAND DEVELOPMENT  
INDUSTRY**

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	City West Water	South East Water	Yarra Valley Water
<b>Closing Information</b>			
<b>Date:</b>	21 February 2008	21 February 2008	21 February 2008
<b>Time:</b>	4.00 pm (Melbourne time)	4.00 pm (Melbourne time)	4.00 pm (Melbourne time)
<b>Location:</b>	Tender Box	Tender Box	Tender Box
	Reception (Customer Service Centre)	20 Corporate Drive, Heatherton 3202	Reception (Customer Service Centre)
	Ground Floor 247-251 St Albans Road Sunshine 3020		Lucknow Street Mitcham 3132

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## **PART A**

### **Water Company Requirements**

**Invitation to Apply for Registration on the initial  
Accredited Contractor List for Supply of Construction  
Works and Services for the Land Development Industry**

## **1. Introduction**

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The three Melbourne retail water Companies - City West Water, South East Water and Yarra Valley Water (each a "Water Company" and collectively the "Water Companies") are introducing a process for accrediting contractors who undertake works or perform services in connection with the provision of water, recycled water and waste water infrastructure to urban land development projects.

The purpose of introducing this accreditation process is to further improve the quality of water, recycled water and sewage assets constructed as part of these land development projects, as ownership of these assets ultimately passes over to the Water Companies who are responsible for their maintenance and replacement into the future.

Once the Accredited Contractor List Process is established, the developer responsible for a particular land development project will be required to retain only accredited contractors for the activities prescribed by the Water Companies.

To be eligible for accreditation, contractors must demonstrate that they have the necessary qualifications, expertise, management systems and capability to undertake the relevant works or services.

Each Water Company's Accredited Contractors List and their accreditation status will be publicly available for use by parties undertaking urban land development ("Land Development Industry") when selecting contractors for their projects.

## **2. Purpose**

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The purpose of this ITA is to seek applications from parties interested in being included on a list of initial Accredited Contractors offering construction works or services, covered by the Accredited Contractor List Process, to the Land Development Industry from the time the Accredited Contractor List Process commences its operation on 28 March 2008.

Following receipt and review of these applications each Water Company will establish an initial list of Accredited Contractors for each category of works and services particularized in this ITA. The list of Accredited Contractors will identify parties who have been granted probationary Accredited Contractor status, which will be in place for 12 months, after which time Contractors on the probationary list may be accepted onto the full accreditation list, depending on performance against the Accreditation Conditions.

Upon attaining full accreditation after being evaluated after the 12 month probationary period, Contractors will be eligible to remain on the Accredited Contractor List until 28 March 2012, with an option for a Water Company to extend the term for up to 3 further years.

The Water Company will from time to time provide the list of Accredited Contractors to customers or other persons seeking contractors to perform works or services.

The Accredited Contractor List Process is an open accreditation process. Contractors who want to be included in the initial list must send their application by the closing date of this ITA. However, suitably qualified and experience contractors may apply for accreditation at any time after the initial close date of this ITA by downloading and completing the application forms from each Water Company's website.

### 3. Definitions and Interpretation

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The following terms used in this ITA will be interpreted as follows:

**Accredited Consultant** means a consultant approved in accordance with the Accredited Consultant List Process.

**Accredited Contractor** means a contractor approved in accordance with the Accredited Contractor List Process.

**Accredited Contractor List** means the list of Accredited Contractors to be established and maintained by the Water Company, initially on the basis of the applications received in response to this ITA, as updated to include later applications and removals.

**Accredited Contractor List Process** means the process by which Contractors are invited to submit an application to the Water Company for evaluation and for the purpose of establishing accredited status and inclusion on a list of Accredited Contractors eligible to undertake one or more categories of land development works and services for the Land Development Industry.

**Applicant** means any party which makes an application to be an Accredited Contractor in response to this ITA.

**Development Deed** means the Land Development Deed to be entered into between the Water Company, a party proposing to develop land within the Water Company's licensed area, an Accredited Contractor and an Accredited Consultant, the terms of which include the allocation of roles and responsibilities in undertaking land development works and services.

**ITA** means this Invitation to Apply for registration on the initial Accredited Contractor List.

**Key Personnel** means personnel, subcontractors or agents of an Accredited Contractor who have gained training and skills and hold qualifications and permits to carry out specified key roles of the Accredited Contractor undertaking land development works or services, particularized in Part G Accredited Contractors Pre-Qualification Criteria.

**Land Development Manual** means the Water Company's land development manual incorporating all instructions and processes, work sheets, forms and other administrative requirements of the Water Company for land development works.

**Licensee** means the holder of a licence issued under Division 1 of Part 2 of the Water Industry Act (Vic) 1994.

### 4. Water Company Information

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#### **City West Water, South East Water and Yarra Valley Water**

The three Melbourne retail Water Companies (City West Water, Yarra Valley Water and South East Water) operate the water distribution and sewerage systems for the Melbourne metropolitan area as Licensees. Each Water Company services a specified geographic region within the metropolitan zone.

Further information regarding the Water Companies may be obtained by accessing their respective websites at [www.citywestwater.com.au](http://www.citywestwater.com.au), [www.sewl.com.au](http://www.sewl.com.au) and [www.yvw.com.au](http://www.yvw.com.au).

## 5. Scope

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The Accredited Contractor List Process excludes connection works to Water Company live assets, including operation of appurtenances on Water Company assets. These activities are managed through separate Water Company contractor accreditation schemes or performed exclusively by the Water Company's maintenance contractors.

A list of accreditation work categories for the supply of works and services covered by the Accredited Contractor List Process is as follows:

- SC1. Reticulation/Branch Sewer  $\leq$  DN 375 or  $\leq$  5m in depth
- SC2. Branch/Main Sewers  $>$  DN375 or Sewer Reticulation  $>$ 5m in depth
- SC3. Pressure Pipelines in Sewerage Systems
- SC4. Sewerage Pumping Stations
- SC5. Specialist Works
- WC1. Water Reticulation  $\leq$  DN 300
- WC2. Water Distribution  $>$  DN 300
- WC3. Water Pump Stations
- WC4. Specialist Works
- WC5. Under Pressure Cut-In Connections
- WC6. Steel Pipelines
- WC7. Disinfection of Water Mains

The Water Company will from time to time provide the list of Accredited Contractors to customers or other persons seeking contractors to perform works or services.

The Water Company may elect to increase or reduce the list of accreditation work categories at any time.

## 6. Application Requirements

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Information to guide Applicants in preparing an application to become an Accredited Contractor is detailed in Part C - Application Requirements of this ITA.

Applicants are required to complete the Application Forms included in Part D -- Application Form of this ITA.

Applicants may register their interest in one or more of the accreditation works categories set out in Item 5 above, up to the limits of their demonstrated experience and capability.

In submitting an application the Applicant acknowledges and agrees to be bound by Part B – Application Conditions.

## 7. Evaluation Criteria

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Applications received in response to this ITA to be included on the initial Accredited Contractor List as an Accredited Contractor will be evaluated using a range of relevant Water Company evaluation criteria set out in Part B, Item 14 of this ITA.

## 8. Process

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The Water Company intends to follow a two-stage process for the selection of Accredited Contractors for the initial Accredited Contractor List in response to this ITA:

### Stage 1

Interested parties will be invited to submit an application. Following review of the application a Water Company may, either by itself or in conjunction with one or more of the other Water Companies, interview Applicants to explore and clarify the Applicant's capabilities and capacity to meet the Water Company's requirements as defined in the selection criteria.

### Stage 2

The Water Company will prepare an Accredited Contractor List for different categories of work or services covered by the Accredited Contractor List Process.

The following are the key dates in the process for the development of the initial Accredited Contractor List to operate from 28 March 2008:

Closure Date for applications in response to this ITA	21 February 2008
Assessment and Notification	21 March 2008
Commence new Land Development model, including use of preliminary approved Accredited Contractors by Land Development Industry	28 March 2008
Evaluation period for transition from probationary to full accreditation	28 March 2009
Commence 3 year period of full Accredited Contractors	28 June 2009

## 9. Enquiries

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All enquiries in relation to this ITA are to be directed to the following designated Water Company contact persons unless advised otherwise by a contact person:

<b>City West Water</b> Carl Radford Telephone No (03) 9313 8592 Facsimile No (03) 9313 8117 <b>Email</b> <a href="mailto:cradford@citywestwater.com.au">cradford@citywestwater.com.au</a>	<b>South East Water</b> Bruce Johnson Telephone No (03) 9552 3306 Facsimile No (03) 9552 3410 <b>Email</b> <a href="mailto:bruce.johnson@sewl.com.au">bruce.johnson@sewl.com.au</a>	<b>Yarra Valley Water</b> Kevin Dawson Telephone No (03) 9872 1474 Facsimile No (03) 9872 1696 <b>Email</b> <a href="mailto:kdawson@yvw.com.au">kdawson@yvw.com.au</a>
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Applicants must read this ITA carefully and seek confirmation on any issues they may be unsure of or need further clarification on.

No statement made by any staff member of the Water Company will operate to modify the application requirements set out in this ITA unless confirmed in writing by the Water Company representatives.

## **10. Lodgement of Application**

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Applicants are required to register their interest to be included on an Accredited Contractor list in accordance with clause 6, Part B of the ITA Conditions.

**PART B**  
**ITA CONDITIONS**

The following conditions apply to this ITA. In submitting an application in response to this ITA, applicants acknowledge and accept these conditions:

## **RULES GOVERNING CONTENT AND SUBMISSION OF ITA**

### **1. ITA and Representations**

- (a) The ITA is, and remains, the property of the Water Company. It may only be used for the purpose of preparing an application for accreditation in response to this ITA.
- (b) The Water Company does not warrant the accuracy or reliability of any of the contents of this ITA and no responsibility is assumed by the Water Company or its servants in respect of the contents of or omissions from this document. Each Applicant is advised to make its own independent enquiries concerning matters relevant to any application made by the Applicant in response to this ITA.
- (c) No representation made by or on behalf of the Water Company in relation to the ITA (or its subject matter) is binding on the Water Company unless that representation is in writing.

### **2. Submission Documents**

- (a) Any application made in response to this ITA must include the documents, information and details required by the ITA.
- (b) The Applicant must submit its application in the form contained in Part D – Application Form, completely filled in and signed, together with any other supporting documents necessary to make the Application complete. The Applicant must clearly state any assumptions made when making the application in response to the ITA.
- (c) Unnecessarily elaborate responses or other presentation beyond what is sufficient to present a complete and effective Application are not desired or required. Elaborate art work and bindings, expensive visual and other presentation aids are not necessary.

### **3. Confidentiality and Intellectual Property**

- (a) All applications and any accompanying documents to an application become the property of the Water Company.
- (b) Subject to clause 4 all documents provided by the Applicant will be held in confidence so far as the law permits.

### **4. Disclosure of Registration Information**

- (a) The Applicant licenses the Water Company to reproduce the whole or any portion of the application submitted by the Applicant in response to this

ITA for the purposes of evaluation, notwithstanding any copyright or other intellectual property right that may subsist in those documents.

- (b) In submitting an application in response to this ITA, the Applicant accepts that the Water Company may publish (on the internet or otherwise) the Accredited Contractor's name and contact details, together with details of its accreditation status.

#### **5. Applicants for accreditation**

Individuals, bodies corporate, partnerships or other legal entities may seek accreditation as an Accredited Contractor.

#### **6. Related and Subsidiary Companies**

Accreditation of a body corporate, partnership or other entity applies only to the named party and does not extend to associated, related or subsidiary entities. To become an Accredited Contractor any such associated, related or subsidiary entity must apply for accreditation, and be accredited, in its own right.

#### **7. No Intention to Create a Legal Relationship**

This ITA does not in any way to constitute an offer from the Water Company, and the Water Company has no intention to create a legal relationship with any party by virtue of the publication of this ITA the receipt of applications in response to it or a party becoming an Accredited Contractor.

#### **8. Method of Lodgement**

- (a) Electronic Copy (CD/DVD format)
  - (i) The Water Company will accept an electronic copy of an Applicant's application in response to this ITA and any related documents in CD/DVD format.
  - (ii) If lodging applications electronically the Applicant must send a scanned signature page.
  - (iii) Three (3) electronic copies of the an Applicant's application in CD/DVD format must be labelled and submitted in accordance with Clause 8(c).
- (b) Hard Copy
  - (i) Three (3) hard copies of an Applicant's application must be submitted at, the following location, in a sealed envelope, clearly marked as follows:

Tender Box:

City West Water or South East Water or Yarra Valley Water

Application for registration on the initial probationary Accredited Contractor List for Supply of Construction Works and Services for the Land Development Industry.

From (Applicants Name and Address)

- (c) Applications must be lodged by either:
- (i) being deposited in the tender box located at one of the following Water Company's Offices:  
City West Water Customer Service Centre, Tender Box, Ground Floor, 247 - 251 St. Albans Road, Sunshine VIC 3020; or  
South East Water, Customer Service Centre, Tender Box, 20 Corporate Drive, Heatherton 3202; or  
  
Yarra Valley Water, Customer Service Centre, Tender Box, Lucknow Street Mitcham Vic 3132; or
  - (ii) being mailed to the above location.
- (d) Applicants who wish to apply to be registered on the initial Accredited Contractor List must ensure that their application is deposited in the Tender Box, or received by mail to the attention of Tender Box by no later than 4.00 pm on 21 February 2008.
- (e) Applications submitted orally or by facsimile will not be considered.

#### **9. Late Applications**

The Water Company will accept late applications received after the closing time specified above. However, applications which are not received by that time may not be evaluated and Applicants accredited in accordance with the key dates of the ITA process as set out in Part A, Item 8.

#### **10. Accreditation**

The Water Company may limit a contractor's accreditation level within a category based on various criteria, which may include the contractor's field of expertise and demonstrated ability.

### **FORMAT AND CONTENT OF APPLICATION**

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#### **11. Incomplete Application**

If the application lodged by an Applicant does not include all the information in the format required by this ITA or is incomplete in any way, it may be rejected by the Water Company.

#### **12. Preparation of Application**

The Water Company will neither be responsible for, nor pay for, any expense or loss, which may be incurred by the Applicant in the preparation of its application. Applicants must fully inform themselves in relation to all matters arising from this ITA, including the Water Company requirements.

## **EVALUATION AND ACCEPTANCE PROCEDURES**

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### **13. Confidentiality**

- (a) Applicants must keep confidential any information concerning the Water Company received as a result of or in connection with its submission of an application in response to this ITA.
- (b) Applicants must not make any public statement in relation to this ITA without the prior written permission of the Water Company.

### **14. Selection Criteria**

- (a) The following selection criteria (not necessarily in any order) will be utilised to evaluate all Applications and will be allocated weightings in accordance with their significance to the requirements.
  - (i) Resources
  - (ii) Plant & Equipment
  - (iii) Training/Qualifications
  - (iv) Key Personnel
  - (v) Occupational Health and Safety (OH&S)
  - (vi) Environmental Management (EMS)
  - (vii) Quality Management (QMS)
  - (viii) Work History / Customer References

### **15. Right to Discuss Application**

The Water Company may discuss details of any application received for any Applicant in response to this ITA. In these discussions the Water Company may seek variations to any part of the Applicant's original application. The Water Company reserves the right to enter into any such discussions at its absolute discretion (which includes discussions with any Applicant as it deems fit without the need to correspond with other applicants during this period).

### **16. Acceptance**

The Water Company does not bind itself to grant any application for accreditation as an Accredited Contractor.

## **17. Accreditation onto Water Company Accredited Contractor List**

Qualification for registration onto an Accredited Contractor List for one Water Company does not mean automatic accreditation onto an Accredited Contractor List to provide categories of services or works for another Water Company. Each Water Company will evaluate Contractors in accordance with criteria specific to that Water Company's categories of services or works requirements.

**PART C**  
**APPLICATION REQUIREMENTS**

## **Application Content Requirement**

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The Part D Application Form must be completed in accordance with the requirements detailed below:

### **Section 1 Applicant Details**

Where the application is made by a body corporate or other entity, the full registered name of the body corporate or other entity (including ABN number and ACN number where applicable) must be inserted in the Application Form.

If the Applicant is a body corporate or other entity, the declaration in Part D, Section 1, must be signed by a delegated officer, with authorisation to sign. The full name and position of the signatory must be inserted.

If the Applicant is an individual, a partnership or an unincorporated joint venture, the declaration in Part D, Section 1, must be signed by that individual, or by each member of that partnership, or by each joint venturer.

### **Section 2 Applicant Profile**

The Applicant must provide details, including full name and position, of the current directors, company secretary, partners or other senior management.

#### **Section 2.1 Public Liability Insurance**

Details of public liability insurance carried by the Applicant must include the name of the insurance company, the amounts of cover, policy numbers and the expiry dates.

#### **Section 2.2 Victorian Workcover Authority Certificate**

The Applicant must provide details of its registration as an employer pursuant to the provisions of the Accident Compensation Act 1985.

### **Section 3 Accreditation Work Categories**

The Applicant must nominate from the list of work categories the types of works or services for which they wish to be registered on a List of Accredited Contractors.

Refer to Part F of this ITA for a brief description of each particular category of works or services, its scope and prerequisite required for each category.

### **Section 4 Capabilities – Specific Expertise in Part F Specified Work Categories**

The application must clearly define the Applicant's capabilities to provide the works or services.

The Applicant must demonstrate that it has the organisational capacity to deliver the works or services by providing details of the strategies for resourcing, in terms of staff/equipment/facilities, the contracting services, including but not limited to:

- Resources

- Plant & Equipment
- Training/Qualifications
- Key Personnel
- Occupational Health and Safety (OH&S)
- Environmental Management (EMS)
- Quality Management (QMS)
- Work History / Customer References

The Applicant must submit statements on the following matters to demonstrate its capabilities to successfully perform works or services:

#### **Section 4.1 Resources**

The Applicant must:

- indicate the average number of people employed on a permanent basis in the last 12 months in the works categories for which registration is sought. Apprentices and trainees must be listed separately; and
- provide details of the Applicant's organisational structure and the usual method of resourcing contracts for similar scope of works must be provided; and
- provide the proposed organisational chart showing functional reporting lines, including the role of sub-contractors within the proposed structure; and
- provide evidence that the Applicant has purchased the relevant MRWA Edition of the WSAA Water Supply, Sewerage, Sewerage Pumping Station, Vacuum Sewerage Pumping Station, Pressure Sewer Codes of Australia including the Water Company Supplementary Manuals, specifications.

#### **Section 4.2 Plant & Equipment**

The Applicant must provide details of current items of plant and equipment owned.

The Applicant must provide details of access to plant and equipment whether owned or leased and documented processes and procedures are in place to service/maintain the plant and equipment to required standards.

#### **Section 4.3 Training/Qualifications**

The Applicant must provide evidence that the handling, laying, jointing, trench filling and testing of all assets, construction and testing of associated structures and installation of appurtenances will be carried out, and supervised by, acceptably qualified and/or accredited Key Personnel.

The Applicant must provide a list of employees and training they completed, relevant to the work category.

#### **Section 4.4 Key Personnel**

The Application must provide names of Key Personnel, including but not limited to names of Construction Supervisors, together with a brief profile of professional, trades' experience, including training certificates and dates of renewal.

The Applicant must demonstrate that all Key Personnel possess the relevant experience, competencies, qualifications and training listed in Part G of this ITA.

**Section 4.5: Other resources retained in your Office (eg Support Staff etc)**

The Application must List and describe relevant support facilities available.

**Section 5 Occupational Health and Safety (OH&S)**

The Applicant must complete the OH&S questionnaire in Part D and provide evidence that demonstrates a satisfactory system for managing OH&S.

The Applicant's OH&S Management System (OH&S) must maintain the following minimum Certification requirements:

Certification of the Applicant's OH&S Management System to elements of AS 4801:2001 incorporating processes to address the Water Company's requirements as appropriate under the Civil Contractors Federation Integrated Management System.

or

Third party certification of the Contractor's OH&S system incorporating processes to address the Water Company's requirements by an independent JAS/ANZ registered certification company to AS 4801:2001, Safetymap or other equivalent safety system approved by the Water Company.

The Applicant's OH&S system must address all work activities and services under this registration.

**Section 6 Environmental Management System (EMS)**

The Applicant must complete the environmental management questionnaire in Part D and provide evidence that demonstrates a satisfactory system for managing environmental impacts of works or services covered by this registration scheme.

The Applicant's Environmental Management System (EMS) must maintain the following minimum Certification requirements:

Certification of the Applicant's EMS to elements of ISO 14001 incorporating processes to address the Water Company's requirements as appropriate under Civil Contractors Federation Integrated Management System.

or

Third party certification of the Contractor's EMS incorporating processes to address the Water Company's requirements by an independent JAS/ANZ registered certification company to ISO 14001:2000.

The Applicant's EMS must address all work activities and services under this registration.

**Section 7 Quality Management System (QMS)**

Applicants must complete the quality management questionnaire in Part D and provide evidence that demonstrates a satisfactory system for managing quality.

The Applicant's QMS must maintain the following minimum Quality Assurance Certification requirements:

Certification of the Applicant's QMS to elements of ISO 9001 incorporating processes to address the Water Company's requirements as appropriate under Civil Contractors Federation Integrated Management System.

Third party certification of the Contractor's QMS incorporating processes to address the Water Company requirements by an independent JAS/ANZ registered certification company to AS/NZS 9001:2000.

The Applicant's QMS must address all work activities and services under this registration.

### **Section 8 Work History / Customer References**

To assess the Applicant's capability to deliver the works or services, the Applicants must complete Section 5 Part D and provide evidence of successfully completed projects of a similar size to the accreditation categories being sought, including:

- the type and scope of services provided;
- the organisation(s) for whom these services were undertaken - including contact details (minimum two (2) for each Category); and
- the period over which the work was undertaken.

### **Section: 9 Any Other Matter**

The Applicant must detail any matters which have not been covered in previous sections which the Applicant believes should be taken into consideration when the application is evaluated.

**PART D**  
**APPLICATION FORM**

<b>Application Form for Accredited Contractors</b>	<b>Our Ref:</b>
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Complete all sections of the form, sign the declaration and deliver the completed form and attachments in an envelope marked 'CONFIDENTIAL' to:

	City West Water	South East Water	Yarra Valley Water
<b>The Water Company Representative:</b>	Carl Radford	Bruce Johnson	Kevin Dawson
<b>Telephone</b>	(03) 9313 8592	(03) 9552 3306	(03) 9872 1474
<b>Facsimile</b>	(03) 9313 8117	(03) 9552 3410	(03) 9872 1696
<b>Email</b>	<a href="mailto:cradford@citywestwater.com.au">cradford@citywestwater.com.au</a>	<a href="mailto:Bruce.johnson@sewl.com.au">Bruce.johnson@sewl.com.au</a>	<a href="mailto:kdawson@yvw.com.au">kdawson@yvw.com.au</a>
<b>Closing Information</b>			
<b>Date:</b>	21 February 2008	21 February 2008	21 February 2008
<b>Time:</b>	4.00 pm (Melbourne time)	4.00 pm (Melbourne time)	4.00pm (Melbourne time)
<b>Location:</b>	Tender Box Reception (Customer Service Centre) Ground Floor 247-251 St Albans Road Sunshine VIC 3020	SEW Tender Box  20 Corporate Drive, Heatherton VIC 3202	YVW Tender Box  Lucknow Street Mitchem VIC 3132

**Section 1: Applicant Details**

Body Corporate or Entity Name:.....	Australian Company Number (ACN) or other Registration No:
.....	.....
.....	Australian Business Number (ABN)
.....	.....
Business or Trading Name: (if applicable)	Business Name Registration No:
.....	.....
Business Address:.....	Tel.No (...) .....
.....	Mobile No .....
.....	Fax No (...).....
Postal Address: (if different from above)	E-mail Address:.....
.....	.....
.....	Web Address: .....
.....	.....
<b>DECLARATION:</b>	
This declaration should be completed by a partner, director or other senior manager who has the authority to do so.	
'I accept the Water Company Conditions of Accreditation and declare that the particulars shown herein are true and correct in every detail.	
Signed:.....	Name:.....
Position:.....	Date:.....
<b>NOMINATED GENERAL CONTACT PERSON</b> (If different from above). This should be the person to contact for tendering and other technical purposes.	
Name:.....	Tel.No (...) .....
Position:.....	Fax No (...).....
.....	Mobile No.....
Contact Person for this Registration (If different from above). This should be the person to contact for information pertaining to this application.	
Name:	Tel No (...) .....

Position:	Fax No (...).....
	Mobile No .....

**Section 2: Applicant Profile**

<b>Date Business Established</b>	/ /
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<b>Directors, associates, partners</b>		
Name	Position Held	Qualifications

**Section 2.1: Public Liability Insurance**

Name of insured:	
Insurer	
Sum insured: \$	Expiry date: / /

**Section 2.2: Victorian Workcover Authority Certificate**

Premium Paid: \$	Expiry date: / /
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**Section 3: Accreditation Work Categories**

Tick the boxes below to nominate the type of works or services for which you seek accreditation.

To be considered for accreditation in any category, the applicant must clearly demonstrate that all accreditation criteria are met or exceeded.

Refer to Part F for a brief description of each particular category of works or services, its scope and prerequisite required for each category.

<b>Sewer Works</b>		
<input type="checkbox"/>	SC1	Reticulation/Branch Sewers ≤ DN 375 or ≤ 5m in depth
<input type="checkbox"/>	SC2	Branch/Main Sewers > DN375 or Sewer Reticulation >5m in depth
<input type="checkbox"/>	SC3	Pressure Pipelines in Sewerage Systems
<input type="checkbox"/>	SC4	Sewerage Pumping Station
<input type="checkbox"/>	SC5	Specialist Works
<b>Water Supply Works</b>		
<input type="checkbox"/>	WC1	Reticulation Water Mains ≤ DN 300
<input type="checkbox"/>	WC2	Distribution Water Mains > DN 300
<input type="checkbox"/>	WC3	Water Supply Pump Station
<input type="checkbox"/>	WC4	Specialist Works
<input type="checkbox"/>	WC5	Under Pressure Cut-In Connections
<input type="checkbox"/>	WC6	Steel Pipelines
<input type="checkbox"/>	WC7	Disinfection of Water mains

**Section 4 Capability – Specific Expertise in Specified Work Categories**

The Applicant must submit statements on the following matters to demonstrate its capabilities to successfully perform works or services:

**Section 4.1 Resources**

Average number of people employed on a permanent basis in the last 12 months in the works categories	<b>No:</b>
Average number of Apprentices and trainees listed separately	<b>No:</b>
Attach copy of organisational structure and proposed method of resourcing contracts for similar scope of works showing functional reporting lines, including the role of sub-contractors within the proposed structure;	
Provide evidence that the Applicant has purchased the relevant MRWA Edition of the WSAA Codes, including Supplementary manuals and MRWA Specifications.	

**Section 4.2 Plant & Equipment**

The Applicant must provide a list which details of current items of plant and equipment owned service/maintenance history plant and equipment to required standards.

**Section 4.3 Training/Qualifications**

Provide a list of employees and training they completed, relevant to the work category

**Section 4.4 Key Personnel**

Names of Key Personnel must be provided together with a brief profile of professional, trades experience, including training certificates and dates of renewal;

Name	Position	Qualifications /Experience

**Section 4.5: Other resources retained in your Office (e.g. Support Staff, etc)**


<b>Section 4.6 Areas of Specific expertise/Specialisation</b>
Complete if firm has specialist service (see also 5.1)

**Section 5: Work History**

**Section 5.1: Category of Works or Services (Refer to Part F for scope of Categories for Work or Services.)**

Please indicate category types with which your Business/Company has had experience. Date refers to last contracts for the type of project

Code	Sewer - Category of Works	Date	Pref. (√)	Code	Water Supply - Category of Works	Date	Pref. (√)
SC1	Reticulation/Branch Sewers ≤ DN 375 or ≤ 5m in depth			WC1	Reticulation Water Mains ≤ DN 300		
SC2	Branch/Main Sewers > DN375 or Reticulation Sewers >5m in depth			WC2	Distribution Water Mains > DN 300		
SC3	Pressure Pipelines in Sewerage Systems			WC3	Water Pump Stations & Pressure Reducing Valves		
SC4	Sewerage Pumping Stations			WC4	Specialist Works		
SC5	Specialist Works			WC5	Under Pressure Cut-In Connections		
				WC6	Steel Pipelines		
				WC7	Disinfection of Water mains		

**Section 5.2: Recent Contracts / Customer References (List projects relevant to the Category types selected in 5.1 above, preferably two for each type, including those most recent. Current project can also be included as well as projects of significance you wish to highlight. (include attachments in this format if space is insufficient)**

Project name & details	Project Value	Engaged finished date	Services Provided	Category type	Client	Referee	Referee's Tel No.

**Section 5.3 Areas of Work (Refer to the Map below for guidance to areas)**

Within the Water Company licensed boundaries please indicate the area(s) in which you are prepared to work.

City West Water

South East Water

Yarra Valley Water

All of the above



**Section 6 Occupational Health and Safety (OH&S) Questionnaire**

Applicants may be required at further request to verify responses given below by providing objective evidence on their OH&S systems and work practices.

At the time of submissions, Applicants must provide sufficient details of their existing systems in this Schedule to demonstrate their ability to develop and comply with the OH&S requirements.

		Yes	No	Comments
<b>1</b>	<b>OH&amp;S Policy and Management</b>			
1.1	Is there a written company health and safety policy demonstrating commitment to OH&S and allocating responsibilities?	q	q	If yes, provide a copy of the policy.
1.2	Does your company have an OH&S Management System certified by a recognised independent authority (eg, CCF IMS)?	q	q	If yes, provide a copy of the Certificate of Certification.
1.3	If yes to Q1.2 please state below which OH&S Management certified system your company is accredited.			

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1.4	Has the company instigated a process of review and continuous improvement of their OH&S management system?	q	q	If yes, provide details.
1.5	Is there a company OH&S Management System manual or plan?	q	q	If yes, provide a copy of contents page only.
1.6	Are OH&S responsibilities clearly identified for all levels of staff?	q	q	If yes, provide details.
1.7	Are Curriculum Vitae of person(s) with relevant OH&S qualifications engaged or employed to advise the contractor on OH&S matters.	q	q	If yes, attach Curriculum Vitae of person(s) with relevant OH&S qualifications engaged or employed to advise the contractor on OH&S matters.
<b>2</b>	<b>Safe Work Practices &amp; Procedures</b>			
2.1	Has the company prepared safe operating procedures or specific instructions relevant to its operations?	q	q	If yes, provide a summary listing of procedures or instructions.
2.2	Does the company have any permit to work systems?	q	q	If yes, provide a summary listing or permits.
2.3	Is there a documented incident/accident investigation procedure?	q	q	If yes, provide a copy of a standard incident report form.
2.4	Are there procedures in place for maintaining, inspecting and assessing the hazards of plant operated/owned by the company?	q	q	If yes, provide details.

		Yes	No	Comments
2.5	Are there procedures for storing/handling hazardous substances?	q	q	If yes, provide details.
2.6	Are there procedures for emergency response and employee first aid and training	q	q	If yes, provide a copy of emergency response procedure and first aid training.
2.7	Are there procedures for identifying, assessing and controlling risks associated with manual handling?	q	q	If Yes, provide details.
3	<b>OH&amp;S Training</b>			
3.1	Is health and safety training conducted in your organisation?	q	q	Describe how health and safety training is conducted in your company.
3.2	Is a record maintained of all employees training and induction programs?	q	q	If yes, provide examples of safety training records.
3.3	Please detail in the space below methods used to update OH&S information and maintain ongoing awareness of OH&S regulations (eg relevant memberships/subscriptions)			

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<b>4</b>	<b>Health and Safety Workplace Inspection</b>			
4.1	Are regular health and safety inspections at worksites undertaken?	q	q	If yes, provide details.
4.2	Is there a procedure for employees to report hazards at workplaces?	q	q	If yes, provide details.
4.3	Are standard workplace inspection checklists used for OH&S inspections?	q	q	If yes, provide details or examples.
<b>5</b>	<b>Health and Safety Consultation</b>			
5.1	Is there a workplace health and safety committee?	q	q	If yes, please provide details.
5.2	Are employees involved in decision making over OH&S matters?	q	q	Comments
5.3	Are there employee elected health and safety representatives?	q	q	Comments
<b>6</b>	<b>OH&amp;S Performance Monitoring</b>			
6.1	Is there a system for recording & analysing OH&S performance statistics?	q	q	If yes, please provide details.
6.2	Is company OH&S performance regularly advised to employees?	q	q	If yes, please provide details.
6.3	Has the company ever been charged with an OH&S and safety offence, been the subject of an investigation by the relevant regulator, or been issued a prohibition or improvement notice in relation to OH&S issues?	q	q	
6.4	If Yes to Q 6.3, please provide details in the space below.			



**Section 7 Environmental Management System (EMS) Questionnaire**

Applicants may be required at further request to verify responses given below by providing objective evidence on their EMS and work practices.

At the time of submission Applicants must provide sufficient details of their existing systems in this Schedule to demonstrate the Applicant's ability to develop and comply with the Environmental requirements.

		Yes	No	Comments
<b>1</b>	<b>EMS Accreditation by the CCF</b>			
1.1	Is the contractor's EMS currently accredited by the CCF?	q	q	If yes when was the CCF IMS certified.
1.2	Has the contractor provided a copy of the CCF Contractor Management Systems certification?	q	q	If yes, provide a copy of the Certificate of Certification
1.3	Has the contractor provided satisfactory evidence of implementation through:	q	q	
1.3.1	§ minutes of management review;	q	q	
1.3.2	§ internal audit reports;	q	q	
1.3.3	§ typical Environmental Management Plan (EMP).	q	q	
1.4	Has the Contractor indicated when the EMS was formally implemented and provided evidence of its use on projects they completed?	q	q	
<b>2</b>	<b>Certification under ISO 14001</b>			
2.1	Is the contractor's EMS currently accredited by a certification body in accordance with ISO 14001.	q	q	
2.2	Has the Contractor indicated when the EMS was formally implemented and provided evidence of its use on projects they completed?	q	q	
2.3	Has the contractor provided satisfactory evidence of implementation through:			
2.3.1	§ minutes of management review;	q	q	
2.3.2	§ internal audit reports;	q	q	
2.3.3	§ typical EMP.	q	q	
2.4	Has the contractor provided a copy of the Certificate of certification	q	q	
<b>3</b>	<b>Has any certification body withdrawn the contractor EMS accreditation? (If yes, give details.)</b>	q	q	

		Yes	No	Comments
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If the answers to these questions are satisfactory (i.e. ✓ to Q1 or Q2) and supported by documentation, this is sufficient evidence that contractor's EMS system meets the Water Company requirements.

Where a detailed assessment is required by the Water Company the Applicants must provide sufficient details of their existing systems in this Schedule to demonstrate the Applicant's ability to develop and comply with the Environmental requirements.

<b>4</b>	<b>Commitment and Policy</b>			
4.1	Has the Contractor provide evidence of an established environmental policy?	q	q	
4.2	Has the Contractor provided evidence that the policy has been implemented, maintained and communicated to all employees and available to the public?	q	q	
4.3	Does the contractor's environmental policy:			
4.3.1	§ relate to the contractor's activities, products and services?	q	q	
4.3.1	§ provide a guide to the setting of environmental objectives and targets?	q	q	
4.3.2	§ include a guide towards the monitoring of appropriate technology and management practices?	q	q	
<b>5</b>	<b>Environmental Planning</b>			
5.1	Is there documented evidence:			
5.1.1	§ that the environmental impacts of each of the activities, services or products that the contractor offers have been considered?	q	q	
5.1.2	§ that the legal compliance of each of these activities, services or products has been considered?	q	q	
5.1.3	§ of the contractor's environmental targets (these targets must be relevant to the significant legal and environmental impacts identified above)?	q	q	
5.1.4	Is there a documented procedure for ensuring that the above three items are regularly kept up to date?	q	q	
<b>6</b>	<b>Implementation</b>			
6.1	Is there a management representative responsible for ensuring that the EMS is implemented and maintained?	q	q	
6.1.1	Are details of the EMS included in the organisation's training and induction program?	q	q	
6.2.	Are there people or resources within the organisation nominated to:	q	q	
6.2.1	§ define environmental management policies and objectives, priorities and targets?	q	q	
6.2.2	§ define the responsibilities of personnel	q	q	

		Yes	No	Comments
	for environmental matters?			
6.2.3	§ ensure compliance with environmental legislation, regulations and licensing conditions?	q	q	
6.2.4	§ keep abreast of changes in legislation and regulations?	q	q	
6.2.3	§ acquire and disseminate environmental management information?	q	q	
6.2.4	§ plan and conduct training in environmental management, including inducting new employees?	q	q	
6.2.5	§ oversee the development and implementation of procedures?	q	q	
6.2.6	§ assess subcontractors' and suppliers' abilities to comply with EMS requirements?	q	q	
6.2.7	§ ensure compliance with environmentally sound work practices?	q	q	
6.2.8	§ monitor appropriate technology and management practices.	q	q	
6.3	Are there documented procedures for:			
6.3.1	§ purchasing;	q	q	
6.3.2	§ contracting;	q	q	
6.3.3	§ management of subcontractors;	q	q	
6.3.4	§ handling and storage of materials (hazardous or otherwise);	q	q	
6.3.5	§ disposal of wastes;	q	q	
6.3.6	§ maintenance;	q	q	
6.3.7	§ emergency responses; and	q	q	
6.3.8	§ corrective action?	q	q	
7	<b>Surveillance and Auditing</b>			
7.1	Provide evidence of surveillance and auditing of the implementation of an environmental management plan and effectiveness of environmental protection measures during recent construction works undertaken by the contractor.			
8	<b>Measurement and Evaluation</b>			
8.1	Is there a documented procedure for the planning and implementation of environmental performance monitoring?	q	q	
8.2	Is there a procedure for corrective action which includes:			
8.2.1	§ an environmental management review?	q	q	

		Yes	No	Comments
8.2.2	§ investigation into the causes of incidents and recording of the results?	q	q	
8.2.3	§ determination of the corrective action needed?	q	q	
8.2.4	§ analysis for evaluating further environmental risks?	q	q	
8.2.5	§ development and implementation of the corrective action?	q	q	
9	<b>Environmental breaches</b>			
9.1	Provide details of any environmental:			
9.1.1	§ charges	q	q	
9.1.2	§ convictions	q	q	
9.1.3	§ investigations	q	q	

**Section 8 Quality Management System (QMS) Questionnaire**

Applicants may be required at further request to verify responses given below by providing objective evidence on their QMS and work practices.

At the time of submission Applicants must provide sufficient details of their existing systems in this Schedule to demonstrate the Applicant's ability to develop and comply with the quality requirements.

		Yes	No	Comments
<b>1</b>	<b>Quality Accreditation by the CCF</b>			
1.1	Is the contractor's QMS currently accredited by the CCF?	q	q	If Yes please provide details.
1.2	Has the contractor provided a copy of the CCF IMS Certificate of certification	q	q	Provide Copy of the Certificate of Certifications.
1.3	Has the contractor provided satisfactory evidence of implementation through:			
1.3.1	§ minutes of management review;	q	q	Provide evidence that recommendations of Management reviews have been implemented.
1.3.2	§ internal audit reports;	q	q	Provide a copy of the last internal audit report.
1.3.3	§ typical Project Management Plan (PMP).	q	q	Provide a copy of a typical Project Management Plan.
1.4	Has the Contractor indicated when the QMS was formally implemented and provided evidence of its use on projects completed.			For a recent completed project provide a copy of the Project Management Plan used.
<b>2</b>	<b>Certification under ISO9001</b>			
2.1	Is the contractor's Quality Management System currently accredited by a certification body in accordance with ISO 9001	q	q	If Yes please provide details.
2.2	Has the contractors Indicated when the QMS was formally implemented and provided evidence of its use on projects completed.	q	q	For a recent completed project provide a copy of the Project Management Plan used.
2.3	Has the contractor provided satisfactory evidence of implementation through:			
2.3.1	§ minutes of management review;	q	q	Provide evidence that recommendations of Management reviews have been implemented.
2.3.2	§ internal audit reports;	q	q	Provide a copy of the last internal audit report.
2.3.3	§ typical PMP.	q	q	Refer to Q2 .2

		Yes	No	Comments
2.4	Has the contractor provided a copy of the Certificate of Certification?	q	q	
3	Has any certification body withdrawn the contractor QMS accreditation?  (If Yes give details.)	q	q	Provide Details

If the answer to these questions are satisfactory (i.e. ✓ to Q1 or Q2) and supported by documentation, this is sufficient evidence that contractor's QMS system meets the Water Company's requirements

Where a detailed assessment is required by Water Company the Applicants must provide sufficient details of their existing systems in this Schedule to demonstrate the Applicants ability to develop and comply with the quality requirements.

**PART E**  
**WATER COMPANY**  
**CONDITIONS OF ACCREDITATION**

## 1. APPLICATIONS FOR VARIATION OF ACCREDITATION

- (a) An Accredited Contractor may apply for variation of its existing accreditation at any time by submitting a completed accreditation variation application form.
- (b) Applications for variation to existing accreditation status must demonstrate compliance with the eligibility requirements for the next level of accreditation. Full particulars of any changed circumstances must be provided with the application.
- (c) Completed application forms and supporting documentation may be forwarded to:

	City West Water	South East Water	Yarra Valley Water
<b>The Water Company Representative:</b>	Carl Radford	Bruce Johnson	Kevin Dawson
<b>Telephone</b>	(03) 9313 8952	(03) 9552 3306	(03) 9872 1474
<b>Facsimile</b>	(03) 9313 8117	(03) 9552 3410	(03) 9872 1696
<b>Email</b>	<a href="mailto:cradford@citywestwater.com.au">cradford@citywestwater.com.au</a>	<a href="mailto:bruce.johnson@sewl.com.au">bruce.johnson@sewl.com.au</a>	<a href="mailto:kdawson@yvw.com.au">kdawson@yvw.com.au</a>
	247-251 St Albans Road Sunshine 3020	Lucknow Street Mitcham 3132	Tender Box 20 Corporate Drive, Heatherton 3202

## 2. RELATED AND SUBSIDIARY COMPANIES

Accreditation of a body corporate, partnership or other entity applies only to the named party and does not extend to associated, related or subsidiary entities. Accreditation cannot be varied to include such entities. Any such associated, related or subsidiary entity should apply to register for accreditation in its own right.

## 3. CONDITIONAL ACCREDITATION

- (a) The Water Company may limit an Accredited Contractor's accreditation level within a category based on various criteria, which may include the Accredited Contractor's field of expertise and demonstrated ability.
- (b) The Water Company may permit Accredited Contractors to provide works or services outside of their accreditation category (ies) provided the Accredited Contractor can demonstrate they have the necessary technical capability, resources, Key Personnel with required training, experiences and competencies. This concession would normally apply when a small amount of the overall project is outside the Accredited Contractor's then current accreditation category(ies).

**4. ASSESSMENT AND NOTIFICATION OF APPLICATION FOR VARIATION OF ACCREDITATION**

- (a) Accredited Contractor's should allow a minimum of four weeks from the date of application for variation of accreditation for the assessment to be completed.
- (b) By signing the application form the Accredited Contractor authorises the Water Company to seek verification of the information supplied and related matters.
- (c) The Accredited Contractor must, on request, provide any necessary authority to enable relevant enquiries to be carried out under paragraph (b).
- (d) Accredited Contractor's will be notified in writing of the Water Company's acceptance or non-acceptance of the application to vary the Accredited Contractor's accreditation.
- (e) Variations to an Accredited Contractor's accreditation will only be considered in the categories of work matched to the Accredited Contractor's demonstrated experience and capacity.

**5. PROVISION OF A DOCUMENTED OH&S, ENVIRONMENTAL AND QUALITY MANAGEMENT SYSTEM**

The Contractor must establish, document and maintain an OH&S Management System, Environmental Management System and Quality Management System which are consistent with the requirements set out in the ITA.

**6. TERM OF ACCREDITATION**

- (a) Subject to the provisions contained at clause 13, an Accredited Contractor's probationary accreditation status will remain valid for a period of 12 months from the date of approval.
- (b) After the expiry of the 12 month probationary accreditation period, an Accredited Contractor may be accepted onto the full accreditation list for a period of 3 years ("Term of Full Accreditation") depending on the Accredited Contractor's performance against the Accreditation Conditions during the probationary accreditation period.
- (c) The Water Company may at its sole discretion, extend the Term of Full Accreditation for a period up to a maximum of 3 years. The Water Company will provide a minimum of 2 months notice to the Accredited Contractor advising of its intention to extend the period of Contractor's accreditation. The Accredited Contractor must communicate its acceptance in writing of the extension and variations within the time frame specified in the notice. The Water Company has no obligation to extend the period of the Accredited Contractor's accreditation.

## **7. PERSONNEL**

- (a) Accredited Contractors must ensure that all personnel (employees), subcontractor personnel and agents of the Accredited Contractor providing the works or services during the Term of Accreditation:
  - (i) hold all necessary qualifications and permits, including those required by Law;
  - (ii) are adequately trained and are competent to carry out their duties in relation to the provision of the works or services;
  - (iii) satisfy the requirements contained in the Land Development Manual, Water Company Specifications, Standard Conditions, approved Products Catalogues, WSAA Codes and supplements;
  - (iv) are made aware of and comply with the Accredited Contractors obligations under the Development Deed; and
  - (v) are supervised by a construction supervisor, foreman or construction manager who has adequate training and experience to carry out the duties in a competent manner and give on site training and instruction to employees under that person's control.
- (b) The Accredited Contractor is responsible for the work and performance of its personnel (employees), subcontractors and agents.
- (c) The Accredited Contractor is responsible for ensuring all personnel (employees), subcontractors and agents attend any competency based training required by the Water Company in respect of categories of works from time to time determined by the Water Company at the Accredited Contractor's cost.
- (d) Alterations to the composition of the Accredited Contractor Key Personnel must be advised to the Water Company in writing within seven (7) days from the date of alteration.
- (e) The Water Company may terminate an Accredited Contractor's accreditation for particular categories of work immediately if the Contractor ceases to have appropriate Key Personnel working for the Accredited Contractor to allow such works to be undertaken in accordance with the Accredited Contractor List Process. Under such circumstances, the Water Company may require the Accredited Contractor to complete the works under intensive supervision at the Contractor's cost or require the developer for which the Accredited Contractor is working to terminate the Accredited Contractor and engage an alternative Contractor.
- (f) All supervision, documentation and certification for which the Accredited Contractor is responsible must be undertaken, prepared or signed by one or more Key Personnel.

**8. LAND DEVELOPMENT MANUAL, WATER COMPANY SPECIFICATIONS, STANDARD CONDITIONS, WSAA CODES AND SUPPLEMENTS**

- (a) The Accredited Contractor must comply with the provisions of the Land Development Manual, Water Company Specifications, Development Deed, approved Products Catalogues, WSAA Codes and supplements and work in accordance with these publications. Latest versions of the Land Development Manual, Water Company Specifications, Development Deed and approved Products Catalogues, are available through the Water Company's website. WSAA Codes and supplements can be purchased through WSAA.
- (b) The Accredited Contractor must remain familiar with the contents of the Water Company's Land Development Manual, Water Company Specifications, Development Deed, approved Products Catalogue and WSAA Codes and supplements and any amendments made to those documents from time to time.
- (c) The Accredited Contractor must ensure that all versions of the Land Development Manual, Water Company Specifications, approved Products Catalogue, WSAA Codes and supplements held by it when undertaking works or services are current.

**9. UPDATING OF ACCREDITATION DETAILS**

- (a) Accredited Contractors must notify the Water Company promptly of any:
  - (i) substantial change in the Accredited Contractor's technical capacity to undertake land development works or services as an Accredited Contractor, including any change to Key Personnel in accordance with Part E, Item 7(d);
  - (ii) change in the Accredited Contractor's business registration details (such as company name, address); or
  - (iii) change in ownership or holding, control, of the Accredited Contractor, or any transfer of Key Personnel.
- (b) Individuals who are Accredited Contractors must notify the Water Company of any change in their employment, or if they move from a partnership or company.

**10. CONTINUAL COMPLIANCE WITH ACCREDITATION CRITERIA**

- (a) During the Term of Accreditation, the Accredited Contractor must maintain its accredited status and continue to meet and maintain all the Water Company requirements to achieve accredited status for the category(ies) of works or services which the Accredited Contractor is approved to undertake.

## **11. PERFORMANCE ASSESSMENT**

- (a) The Water Company may prepare performance reports on Accredited Contractors. The Water Company will be entitled to retain details of these reports for use by the Water Company when reviewing an Accredited Contractor's accreditation status. The Accredited Contractor gives permission to the Water Company to provide other Water Companies with performance reports relevant to the Accredited Contractors.
- (b) If the Accredited Contractor consistently fails to meet the required performance standards of the Water Company, the Water Company may downgrade or remove the Accredited Contractor's accreditation entirely in accordance with Items 12 and 13.
- (c) The Accredited Contractor must provide to the Water Company, and give permission for any "agent" (if applicable), to release or provide to the Water Company, upon request, a summary of audit reports and the details of their findings pertaining to:
  - (i) the Quality Management System, Environmental Management System and OH&S Management System;
  - (ii) the Project Specific Management Plan; and
  - (iii) currency of training of Key Personnel including but not restricted to Confined Spaces Training, OHS General Induction for Construction Work in Victoria (Red Card) Compliance to Corrective Action Requests (CAR) raised against the Contractor.

## **12. REVIEW OF ACCREDITATION**

- (a) A review of the accreditation status of an Accredited Contractor may be initiated, at the discretion of the Water Company, on the occurrence of one or more of the following :
  - (i) as part of a regular, periodic review undertaken by one or all of the Water Companies;
  - (ii) at the request of the Land Development Industry;
  - (iii) upon notification of a change in accreditation details provided for in clause 11;
  - (iv) upon the occurrence of a material OH&S or environmental incident;
  - (v) at the request of an Accredited Contractor under clause 2 Application for Variation of Accreditation;
  - (vi) as a result of any performance assessment under Item 11; or
  - (vii) at any other time determined by the Water Company.

- (b) If the accreditation status of a contractor is reviewed under clause 12(a), the Water Company may request the contractor to do one or more of the following:
  - (i) supply further information;
  - (ii) submit a new Application for accreditation.
- (c) The contractor must provide details specified pursuant to clause 14(b) upon request. Failure to comply with any request for such information by the Water Company may result in suspension of accreditation.
- (d) Accredited Contractors will be notified in writing of the result of any review of accreditation.

### **13. RE-CLASSIFICATION, SUSPENSION AND DEREGISTRATION**

- (a) The Water Company may, in its absolute discretion, review and reclassify, suspend or deregister contractors who, at any time, are considered to have:
  - (i) performed in a manner which is unsatisfactory to the Water Company, eg in a fraudulent manner or in such a manner which places the contractor in breach of its obligations under a Development Deed ;
  - (ii) breached any of the accreditation conditions;
  - (iii) changed technical capacity significantly;
  - (iv) suffers an insolvency event, which means, for a person, being in liquidation or provisional liquidation or under administration, having a controller (as defined in the Corporations Act) or analogous person appointed to it or any of its property, being taken under section 459F(1) of the Corporations Act to have failed to comply with a statutory demand, being unable to pay its debts or otherwise insolvent, dying, ceasing to be of full legal capacity or otherwise becoming incapable of managing its own affairs for any reason, taking any step that could result in the person becoming an insolvent under administration (as defined in section 9 of the Corporations Act), entering into a compromise or arrangement with, or assignment for the benefit of, any of its members or creditors, or any analogous event.
- (b) Before the decision to review and reclassify, suspend or deregister an Accredited Contractor is taken, the Water Company will provide the Accredited Contractor with a statement of reasons for the proposed decision. The Accredited Contractor will be given an opportunity to show why the Water Company should not take the proposed course of action.
- (c) Where an Accredited Contractor's accreditation is suspended in accordance with Item 13, the Accredited Contractor will be entitled to apply for

reinstatement within a period. Such applications will be required to demonstrate, to the satisfaction of the Water Company, in its absolute discretion, that any matters that led to suspension have been rectified to the satisfaction of the Water Company in its absolute discretion.

- (d) If an application for reinstatement is not received by the Water Company within the nominated period the Accredited Contractor's accreditation will be terminated and the person or entity removed from the Water Company's Accredited Contractor List.

**14. DETERMINATION**

- (a) Determination of any application for accreditation or for reclassification, suspension or deregistration is at the Water Company's absolute discretion.
- (b) The Water Company will not be liable for any costs, loss or damages suffered or incurred by a contractor as a result of the exercise of such discretion by the Water Company.

**15. REQUEST FOR REVIEW**

- (a) Accredited Contractors whose completed applications for variation of accreditation are not accepted, or who have been reclassified, suspended or deregistered may, within 20 Business Days of receipt of notification from the Water Company of its response to the application, or the reclassification, suspension or deregistration, apply for review of the decision by the Water Company by application in writing to:

<b>City West Water</b>	<b>South East Water</b>	<b>Yarra Valley Water</b>
Manager Standards & Design	Manager Property Development	Manager Asset Creation
Engineering Department	Customer Service Group	Sustainable Development
247-251 St Albans Road	20 Corporate Drive	Lucknow Street
Sunshine VIC 3020	Heatherton VIC 3202	Mitcham VIC 3132

- (b) The Water Company will review the request within 20 Business Days of receipt and notify the Accredited Contractor of the Water Company's decision in writing. The decision on review is final.

**16. CONFIDENTIALITY AND PUBLICITY**

- (a) Subject to the remainder of this Item 16, information provided to the Water Company will remain confidential.

- (b) Accredited Consultants acknowledge that the Water Company may publish on the internet or otherwise details of the Accredited Contractor's accredited status.
- (c) The Water Company is not required to keep information of Accredited Contractor confidential if the disclosure is:
  - (i) requested by clients referring to the Accredited Contractor List for the purpose of the client undertaking a land development project;
  - (ii) expressly required by legislation, regulation, a governmental or regulatory authority or order of a court of competent jurisdiction;
  - (iii) to a legal or other professional adviser for the purpose of obtaining advice provided that the adviser agrees to keep confidential the confidential information;
  - (iv) of information lawfully placed in the public domain; or
  - (v) for the purposes of any dispute or difference between the Accredited Contractor and Water Company in obtaining rulings or determinations from an expert or arbitrator.
- (d) Accredited Contractors may not advertise, promote or publish their accreditation status without the prior written consent of the Water Company.

#### **17. NO GUARANTEE OF WORK**

- (a) Inclusion on the Water Company's Accredited Contractor List does not in any way:
  - (i) assure the Accredited Contractor that it will be included on an invitation to tender for work issued by any member of the Land Development Industry;
  - (ii) guarantee or suggest that the Accredited Contractor will be engaged to undertake any work or services for the Land Development Industry;
  - (iii) create any relationship between the Accredited Contractor and the Water Company in relation to the provision of any works or services to the Water Company.
- (b) Accreditation only entitles an Accredited Contractor to be considered by a developer in the Land Development Industry to provide certain categories of works and services. It does not remove the need for an Accredited Contractor to fully comply with any other contract conditions agreed with any third party that may apply to a particular project or tender invitation entered into with, or issued by, a developer in the Land Development Industry.

**PART F**

**CATEGORY OF WORKS AND SERVICES COVERED BY  
THIS REGISTRATION SCHEME**

## 1. Category of Works and Services covered by this Registration Scheme

The following section provides Applicants with a brief description of different categories of works or services, its scope and any prerequisite required for entry into different categories covered by this registration scheme.

All non-commissioned sewers and associated structures must be isolated from the Water Company live sewers, until the assets have been accepted by the Water Company.

Requests for isolations from live sewers, and authorisation by Accredited Contractors for these isolations to be removed must be in writing (on forms approved by the Water Company).

Please note that non-commissioned sewers and associated structures may still be considered as confined spaces under the definition of the Victoria Worksafe Code of Practice for Confined Spaces. Competent Personnel must undertake a site/task specific job safety analysis or the use of a Confined Space Entry permit prior to any entry.

### 1.1 Category of Sewer Works

The Sewer construction installation method for work Categories (a) to (f) include open trench excavation, trenchless technology or shaft and tunnelling excavation

#### (a) Reticulation/Branch Sewers $\leq$ DN 375 or $\leq$ 5m in depth (SC1)

- (i) This Category of work covers supply and install, testing and commissioning of reticulation/branch sewers  $>$  DN375 or reticulation/branch sewers  $>$ 5m in depth, including maintenance structures.

#### (b) Branch/Main Sewer $>$ DN375 or Sewer Retic $>$ 5m in depth (SC2)

- (i) This Category of work covers supply and install, testing and commissioning of sewer branch or sewer mains  $>$  DN375 or Sewer Reticulation  $>$ 5m in depth, including maintenance structures.
- (ii) Applicants must demonstrate they meet the assessment criteria and other prerequisites for Category SC1 to be eligible for accreditation in this Category.

#### (c) Pressure Pipelines in Sewerage Systems (SC3)

- (i) This Category of work covers installation, testing and commissioning of pressure pipelines, including reticulation vacuum, sewer pressure mains up to and including DN 300 and service connection pipe work associated with pressure sewerage systems.
- (ii) Applicants must demonstrate they meet the assessment criteria and other prerequisites for Category SC1 to be eligible for accreditation in this Category.

(d) **Sewerage Pumping Station (SC4)**

- (i) This Category of work covers the civil works, supply and installation of the
- Sewerage Pumping Station mechanical and electrical equipment, including supply and installation of pumps, electrical supply and control, switchboard and cabinet construction, but excluding the installation of the pressure main which is covered in Category SC3.
  - Vacuum Sewer Pumping Station mechanical and electrical equipment, including supply and installation of pumps, electrical supply and control, switchboard and cabinet construction, but excluding the installation of the pressure main which is covered in Category SC3.
  - Vacuum collection pits, including supply and installation of pipe work, vacuum interface valves and telemetry associated with Vacuum Sewerage Systems
  - On-property collection/grinder pump units mechanical and electrical equipment, including supply and installation of pumps, electrical supply and control, switchboard and cabinet construction, but excluding the installation of the pressure main which is covered in Category SC3. associated with pressure sewerage systems
- (ii) Applicants must demonstrate they meet the assessment criteria and other prerequisites for Category SC1 to be eligible for accreditation in this Category.

(e) **Specialist Works (SC5)**

- (i) This Category covers special sewer construction practices, including testing and commissioning of Categories S1 to S4 works in :
- areas exhibiting difficult ground conditions (e.g. deep compressible clays i.e. Coode Island Silt)
  - Critical areas as defined in the Water Company's letter of intent (e.g. Central Business District or similar areas).
  - Shaft and Tunnel Excavations
- (ii) Applicants must demonstrate they meet the assessment criteria and other prerequisites for Category SC1 to be eligible for accreditation in this Category.

## **1.2 Category of Water Supply Works**

### **(a) Water Reticulation $\leq$ DN 300 (WC1)**

- (i) This Category of work covers supply and install, testing and commissioning of reticulation water mains  $\leq$  DN 300 associated components and structures.

### **(b) Water Distribution $>$ DN 300 (WC2)**

- (i) This Category of work covers supply and install, testing and commissioning of distribution water mains  $>$  DN 300, associated components and structures.
- (ii) Applicants must demonstrate they meet the assessment criteria and other prerequisites for Category WC1 to be eligible for accreditation in this Category.

### **(c) Water Pump Stations (WC3)**

- (i) This Category of work covers supply and install, testing and commissioning of Water Supply Pumping Stations components and structures, including associated pipe work.
- (ii) Applicants must demonstrate they meet the assessment criteria and other prerequisites for Categories WC1 & WC2 to be eligible for accreditation in this Category.

### **(d) Specialist Works (WC4)**

- (i) This Category covers special water asset construction practices, including testing and commissioning of Categories W1 to W3 including W6 works in:
  - areas exhibiting difficult ground conditions (e.g. deep compressible clays i.e. Coode Island Silt)
  - Critical areas as defined in the Water Company's letter of intent (e.g. Central Business District or similar areas).
- (ii) Applicants must demonstrate they meet the assessment criteria and other prerequisites for Category WC1 to be eligible for accreditation in this Category.

### **(e) Under Pressure Cut-In Connections (WC5)**

This Category of work covers Under Pressure Cut-in Connection (UPCIC) also called ('Under Pressure Tapping' or 'Wet Tapping').

- (i) UPCIC of pressure pipelines  $\geq$  DN 80 primarily to water mains involves attaching a flanged off take clamp (tapping band) around the host pipe (or a welded flanged off take for steel pipes and PE), to which a flanged valve is attached. Specialised equipment, inserted through the valve, is used to drill a hole into the pressurised water main. The drilling equipment is then withdrawn, the valve closed and the remainder of the pipe work connected to the valve.
  - (ii) UPCIC of water services  $\leq$  DN 50 to water mains are generally carried out by Water Company authorised Accredited Contractors using a similar method as described above. UPCIC of water services  $\leq$  DN 50 involves the use of a tapping band or a wide stainless steel clamp fitted with a threaded off take, to which a TPFNR ferrule or ball valve is fitted. Specialised drilling equipment is inserted through the ferrule or ball valve, to drill a hole into the pressurised water main. The drilling equipment is then withdrawn, the ferrule closed and the remainder of the water service pipe work connected to the ferrule or ball valve.
- (f) **Steel Pipelines (WC6)**
- (i) This Category of work covers handing, installation, jointing and testing and commissioning Steel Pipelines (i.e. Steel Pipelines with a fusion bonded medium density coatings and lining).
- (g) **Disinfection of Water mains (WC7)**
- (i) This Category of work covers monitoring, reporting, operating disinfection systems used to disinfect new water mains, The process involves setting up of artificial flow and injection of sodium hypochlorite at a source at a pre-calculated rate to ensure correct dosing. Collection and storage of water quality samples for analysis in an accredited laboratory and reporting.

**PART G**  
**ACCREDITED CONTRACTORS PRE-QUALIFICATION**  
**CRITERIA**

Criteria attached.

Accredited Contractors – Key Personnel Sewer Construction Supervisor - Qualifications & Competencies for Specific Categories of Works

	Key Personnel Sewer Construction Supervisor Qualifications	Key Personnel Sewer Construction Supervisor Competencies	Company Requirements
Sewer Retic ≤ DN 375 or ≤ 5m in depth (SC1)	OHS Industry Induction (Red Card) Appropriate pipe laying accreditation Qualification with Industry experience Sewer Construction / Maintenance Structures Worksite Traffic Management Spotters Electrical Safety Confined Space Awareness/ Certificate (where appropriate) Environmental Management in Civil Construction Supervisors Trench Safety Awareness OH&S Safety Representatives course Laser Safety National Occupational Health and Safety Standard (NOHSC) 7019 Mobile plant operator.	List of previous relevant works (Min 3) Demonstrated ability to read plans Industry Experience Understand and able to apply the MRWA Edition of Sewerage Code of Australia WSA 02 Understand and able to apply the Water Company Construction Specifications	Management System 3 <sup>rd</sup> Party Certified to elements of ISO 9001 Quality, ISO 14001 Environmental and AS 4801 Safety Project Specific Quality Plan Inspection & Test Plans Holder of relevant MRWA Edition of Sewerage Code of Australia WSA 02 Holder of relevant Water Company Specifications
Sewer Retic > DN375 or >5m in depth (SC2)	As above	As above	As above
Pressure Pipelines in Sewerage Systems (SC3)	As above Electro fusion and Butt Welding Certificate	As above	As above Holder of the relevant WSAA Pressure Sewer Code of Australia WSA 07 and Water Agency Supplement, WSAA Sewerage Pumping Station Code of Australia WSA 04 and Water Agency Supplement, WSAA Vacuum Sewerage Code of Australia WSA 06 and Water Agency Supplement
Sewerage Pumping Station (SC4)	As above	As above	As above Holder of the relevant WSAA Pressure Sewer Code of Australia WSA 07 and Water Agency Supplement, WSAA Sewerage Pumping Station Code of Australia WSA 04 and Water Agency Supplement, WSAA Vacuum Sewerage Code of Australia WSA 06 and Water Agency Supplement
Specialist Works (SC5)	As above	Industry experience auditing Sewer Assets installed in difficult ground conditions (e.g. deep compressible clays i.e. Coode Island Silt) or other critical areas as defined in the Water Company's letter of intent (e.g. Central Business District or Similar Areas).	Management System 3rd Party Certified to ISO 9001 Quality. Holder of relevant MRWA Edition of Sewerage Code of Australia WSA 02 and any other relevant WSAA Codes. Holder of relevant Water Company Specifications

Accredited Contractors – Key Personnel Water Main Construction Supervisor - Qualifications & Competencies for Specific Categories of Works				
Key Personnel Water Supply Construction Supervisor Qualifications		Key Personnel Water Supply Construction Supervisor Competencies		Company Requirements
Water Retic ≤ DN 300 (WC1)	OHS Industry Induction (Red Card) Appropriate pipe laying accreditation Qualification with Industry experience Water Construction, Worksite Traffic Management, Spotters Electrical Safety, Confined Space Certificate Environmental Management in Civil Construction Supervisors Trench Safety Awareness OH&S Safety Representatives course, Laser Safety National Occupational Health and Safety Standard (NOHSC) 7019 Mobile plant operator.	List of previous relevant works (Min 3) Demonstrated ability to read plans Industry Experience Understand and able to apply the MRWA Edition of Water Supply Code of Australia WSA 03 Understand and able to apply the Water Company Construction Specifications	Management System 3 <sup>rd</sup> Party Certified to elements of ISO 9001 Quality, ISO 14001 Environmental and AS 4801 Safety Project Specific Quality Plan Inspection & Test Plans Holder of relevant MRWA Edition of Water Supply Code of Australia WSA 03 Holder of relevant MRWA Dual Water Supply Supplement to the MRWA Edition of Water Supply Code of Australia WSA 03 Holder of relevant Water Company Specifications and the Water Company Instructions to Suppliers	
Water Distribution > DN 300 (WC2)	As above	As above	As above	
Water Supply Pump Stations (WC3)	As above	As above	As above	
Specialist Works (WC4)		Industry experience auditing Water Assets installed in difficult ground conditions (e.g. deep compressible clays i.e. Coode Island Silt) or other critical areas as defined in the Water Company's letter of intent (e.g. Central Business District or Similar Areas).	Management System 3rd Party Certified to ISO 9001 Quality. Holder of relevant MRWA Edition of Water Supply Code of Australia WSA 03 and any other relevant WSAA Codes. Holder of relevant Water Company Specifications	
Under Pressure Cut-In Connections (WC5)	As above	Demonstrated ability to read plans (industry Experience) Previous experience in conducting Under Pressure Cut-In Connections	As above Holder of relevant WSAA Under Pressure Cut-In Connection Supplement to the MRWA Edition of Water Supply Code of Australia WSA 03	
Steel Pipelines (WC6)	As above Sintakote Pipe laying Accreditation Authorised Welding Co-ordinator, shall hold as a minimum: (a) International Institute of Welding (IIW) International Welding Engineer (IWE), IIW, International Welding Technologist (IWT) or IIW International Welding Specialist (IWS) The Qualified Welding Inspector (a) IIW IWE, IWT, IWS, IIW International Welding Inspector Standard Level (IWS); or (b) current WTIA Welding Inspector Certification	As above Welding Contractor working towards AS/NZS ISO 3834 Quality Requirements for Welding.	As above Welding Contractor working towards AS/NZS ISO 3834 Quality Requirements for Welding.	
Disinfection of Water Mains (WC7)	As above Hypochlorination and Disinfection of Mains Accreditation	Industry experience operating disinfection systems used to disinfect new water mains. Demonstrated competency using equipment and setting up of artificial flow and injection of sodium hypochlorite at a source at a pre-calculated rate to ensure correct dosing. Collection and storage of water quality samples for analysis in an accredited laboratory and reporting.	Management System 3rd Party Certified to ISO 9001 Quality. Holder of relevant MRWA Edition of Water Supply Code of Australia WSA 03 and any other relevant WSAA Codes. Holder of relevant Water Company Specifications	