

# Approved Development Contractor Application Form



The following form is to be used when a contractor wishes to apply to the Corporation to be listed as an approved contractor for the carrying out of developer funded water or sewer asset installations.

All works associated with the supply of either water and/or sewerage that either impact on existing South Gippsland Water assets, or where the Corporation will take responsibility for the on-going operation and maintenance of the works, must be undertaken in accordance with South Gippsland Water policies, governing regulations and supervision requirements.

Please complete this form and return along with any requested documents to [Development@sgwater.com.au](mailto:Development@sgwater.com.au)

| <b>General</b>         |  |
|------------------------|--|
| <b>Company</b>         | Registered Name:<br>Trading Name:<br>(If different to above) |
| <b>Contact Person</b>  | Name:<br>Phone Number:                                       |
| <b>Address</b>         |  |
| <b>Contact Details</b> | Phone No:<br>Email Address:                                  |

| <b>Evidence of Insurance</b>  |  |
|---|--|
| <b>Workers Compensation Insurance for all employees,<br/>OR<br/>If a sole trader, personal accident insurance</b> | Please provide certificate of currency |
| <b>Public Liability Insurance<br/>(minimum \$10 million)</b>  | Please provide certificate of currency |

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## Indicate the category of work you seek approval for:

Please note that approvals for work will be based on the category and will cover all work in the category. The subcategories below are listed to help small scale developers (e.g. 2 lot subdivisions) identify contractors who are willing to undertake this type of minor work.

| Category                      | Sub-Category  | Please Tick                   |
|-------------------------------|---|-------------------------------|
| <b>Water</b>                  | Short Reticulation Extensions <100m   | <input type="checkbox"/>      |
|                               | Subdivision Reticulation Installations  | <input type="checkbox"/>      |
| <b>Gravity Sewer</b>          | Property Connection Cut-in (>1.5m deep or into Maintenance Hole)                            | <input type="checkbox"/>      |
|                               | Subdivision Reticulation Installation   | <input type="checkbox"/>      |
| <b>Pressure Sewer</b>         | Connection to South Gippsland Water Main from Property Sewer Pump Station                   | <input type="checkbox"/>      |
|                               | Rising / Pressure Main Installation   | <input type="checkbox"/>      |
| <b>Sewer Pumping Stations</b> | Catchment Sewer Pumping Stations (South Gippsland Water Owned)                              | <input type="checkbox"/>      |
|                               | Property Sewer Pumping Stations (Poowong-Loch-Nyora & Alberton South Gippsland Water Owned) | SGW Contractors Only          |
|                               | Privately Owned Property Sewer Pumping Stations   | Approval by SGW not required. |

## Training and Qualifications

All contractors must be aware of the relevant Water Services Association of Australia Codes (WSA) and the South Gippsland Water Supplements to the Melbourne Retail Water Authority editions of the codes.

Contractors are expected to have access to a copy of the relevant codes.

All Contractors must possess adequate licences and qualifications to undertake certain works, these are listed below:

|   | Water            | Gravity Sewer    | Pressure Sewer   | Sewer Pump Stations |
|---|------------------|------------------|------------------|---------------------|
| Construction Industry Induction (White /Red Card)                     | <i>Mandatory</i> | <i>Mandatory</i> | <i>Mandatory</i> | <i>Mandatory</i>    |
| Confined Space Entry Certificate of Competency (minimum of 2 persons) |                  | <i>Mandatory</i> |                  | <i>Mandatory</i>    |
| Trench Shoring Certificate of Competency                              |                  | <i>Mandatory</i> |                  | <i>Mandatory</i>    |
| Earthmoving Equipment Operator Evidence of competency                 | <i>Mandatory</i> | <i>Mandatory</i> | <i>Mandatory</i> | <i>Mandatory</i>    |

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Other useful training may include:

|   |  |
|---|--|
| <i>Apply First Aid</i>                            | <i>Spotters Certificate</i>                    |
| <i>Traffic Controller</i>                         | <i>Non-friable asbestos pipe removal</i>       |
| <i>WSA MRWA Training Water / Sewer</i>            | <i>PE welding</i>                              |
| <i>Aquatec Pump Station Installation Training</i> | <i>Occupational Health and Safety Training</i> |

*Please note that immunisation for Hepatitis A & B are highly recommended for contractors dealing with live sewer connections. South Gippsland Water can provide further guidance on General Waste Water Safety as required.*

***Please provide evidence of applicable training and competencies for your workforce when returning this form.***

| <b>Name</b> | <b>Role</b> | <b>Training &amp; Competencies</b> |
|-------------|-------------|------------------------------------|
|             |             |                                    |
|             |             |                                    |
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|  |                        |
|--|------------------------|
| <b>Referees</b>  |                        |
| <p><i>Contractors are expected to have demonstrable experience in the categories of work that they are seeking approval for. Please provide details of referees who can confirm work in the above areas.</i></p> |                        |
| <b>1. Company Name</b>   |                        |
| <b>Contact Person</b>  | Name:<br>Phone Number: |
| <b>2. Company Name</b>   |                        |
| <b>Contact Person</b>  | Name:<br>Phone Number: |
| <b>3. Company Name</b>   |                        |
| <b>Contact Person</b>  | Name:<br>Phone Number: |

|  |
|--|
| <b>Working as an Approved Contractor</b>   |
| <p>Contractor Contact Details will be posted on the South Gippsland Water website. It is the responsibility of the contractor to alert South Gippsland Water if these details change, failure to keep these details up to date will result in removal from the approved contractor list.</p> <p>Developers make contact with approved contractors to obtain quotes for connections and extensions, this is entirely the developer’s decision and South Gippsland Water is not involved in these commercial arrangements.</p> <p>Approved Contractors are responsible for assessing the requirements of the work and ensuring employees are adequately trained and are utilising appropriate equipment in order to conduct work in a safe manner.</p> |

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When working on current or future South Gippsland Water Assets Approved Contractors must only perform the category of work for which they have been approved.

**Before conducting any work on South Gippsland current or future assets you must give the South Gippsland Water Subdivisions officer a minimum of 5 working days notice (longer notice periods may be necessary if a shutdown of live assets is required).**

**The South Gippsland Water Subdivisions officer will issue an “Authority to Work” prior to any work commencing.**

**Failure to conduct work in a safe and quality manner may result in your approval being revoked**

|  |                          |
|--|--------------------------|
| <p><b>Contractor Declaration:</b> (please tick)</p> <p>I understand the responsibilities of being an approved contractor and agree to work in a safe and quality manner.</p> | <input type="checkbox"/> |
|--|--------------------------|

Please return this form along with any requested documents to [Development@sgwater.com.au](mailto:Development@sgwater.com.au)

You will be notified if your application is successful.

**SGW USE ONLY** TRIM REF: 452/001/014

|                               |                 |
|-------------------------------|-----------------|
| Assessed By:                  | Date:           |
| <b>Category of Work</b>       | <b>Approved</b> |
| Water                         | Yes / No        |
| Gravity Sewer                 | Yes / No        |
| Pressure Mains                | Yes / No        |
| Catchment Sewer Pump Stations | Yes / No        |