Guideline for accreditation of consultants and contractors for land development works

Introduction

This document describes Western Water’s process for appointing accredited consultants and contractors. These service providers will undertake engineering design, superintending and auditing of works towards the construction of water, sewer and recycled water assets as part of land development works within Western Water’s area.

To be accredited, consultants must demonstrate that they have the necessary qualifications, expertise, management systems and capabilities to provide consultancy services for land development projects within Western Water’s area. Contractors and consultants must do this by submitting an Application, and by meeting certain threshold criteria established by Western Water and documented in this application.

The Accredited Consultant List and Accredited Contractor List will be made publicly available for use by parties who undertake development works in the area of and for Western Water.

Application Process

Western Water will follow this two-stage process to identify candidates for its Accredited Consultant List and Accredited Contractor List:

Stage 1

Interested parties should register within ARCUS - an online accreditation portal utilised by both Western Water and the Melbourne Retail Water Agencies (MRWAs) for ongoing management of accredited suppliers - [www.arcusplatform.com/mrwa/srgsupplierregistration.aspx](http://www.arcusplatform.com/mrwa/srgsupplierregistration.aspx).

To obtain login details to the ARCUS system please request access to from Western Water by emailing accreditation@westernwater.com.au.

Western Water may interview applicants or request further information to explore and clarify the applicant’s capabilities and capacity to meet the requirements for each category of works applied for.

Stage 2

Successful applicants will receive an Accreditation Deed to sign which concerns the roles and responsibilities of both Western Water and Accredited Consultants or Contractors. Once signed, Western Water will update the Accredited Consultants List or Accredited Contractors List for the different categories of design, audit and construction services the applicant has been successfully accredited for.

Selection Criteria

- Competence (Key personnel with related experience in land development).

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Guideline for accreditation of consultants and contractors for land development works

- Resources (Key support systems and equipment).
- Competence (Practical experience with references).
- Completeness of Application.

Accreditation Status

The duration of accreditation for successful applicants will be for the period described in the documents “Consultant Accreditation Deed” and “Contractor Accreditation Deed”. During this period, Western Water will be carrying out periodic internal reviews on performance. In case of recurring corrective actions, the accreditation status will be reviewed which may result in suspension or termination of accreditation. Accredited consultants are required to notify Western Water if the key personnel working on Land Development projects change during the accreditation period. Consultants and contractors will be required to state their intention to remain in the panel annually, which includes updating key documents required to retain accreditation, and must also be active on Land Development projects within Western Water’s service area every year in order to maintain accreditation status.

Application Conditions

1. Submission Documents
   Any Application made in response to this document must include the documents, information and details required by the Western Water’s application and registration system.

2. Who Can Apply
   Individuals, bodies corporate, partnerships or other legal entities may seek Accreditation as an Accredited Consultant or Accredited Contractor.

3. No Extension of Accreditation to Related and Subsidiary Companies
   Accreditation of a body corporate, partnership or other legal entity applies only to the named party and does not extend to associated, related or subsidiary entities. To become an Accredited Consultant or Accredited Contractor, associated, related or subsidiary entities must apply for Accreditation from Western Water and be Western Water, in their own right.

4. No Intention to Create a Legal Relationship
   Accreditation does not in any way constitute an offer by Western Water, and Western Water has no intention to create a legal relationship with any party by virtue of the publication of an Accredited Consultant or Accredited Contractor in the relevant accredited lists.

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5. Conditional Accreditation
Western Water may limit an Applicant’s Accreditation to Category(ies) based on criteria which may include the Applicant’s field of expertise and demonstrated ability.

6. Applications for Variation of Accreditation
An Accredited Consultant or Accredited Contractor may apply for variation of its existing Accreditation at any time by applying for such changes through the ARCUS portal or by contacting Western Water.

Applications for variation to existing Accreditation status must demonstrate compliance with the applicable eligibility requirements of the different Categories. Full particulars of any changed circumstances must be provided with the Application.

Western Water may delay the review of Application for variations of Accreditation, which may take longer than the required notifications (e.g. Notification of Pre-commencement of Works), and accepts no loss or costs incurred by the Applicant by delays.

Applications for variation to existing Accreditation status must demonstrate compliance with the applicable eligibility requirements of the different Categories. Full particulars of any changed circumstances must be provided with the Application.

Variations to an Accredited Consultant’s or Accredited Contractor’s Categories of accreditation will only be considered where all the information required for the Category(ies) has been provided.

7. Terms and Conditions for Accredited Consultants/Contractors
Detailed terms and conditions governing accredited consultants and contractors can be found in the documents “Consultant Accreditation Deed” and “Contractor Accreditation Deed”, available on Western Water’s website.

Applicant’s Role

1. Consultants
A consultant undertaking works within Western Water’s area accepts full responsibility for all aspects of the land development works including design, supervision of construction, management of all Health, Safety and Environmental aspects and management of contractors and subcontractors from the concept stage until final acceptance of assets. As all liability for design and construction remains with the owner and the consultant, Western Water expressly relies upon the owner and the professional capacity of the consultant.

The consultant’s may seek accreditation for Design or Audit services, with responsibilities as follows:
Guideline for accreditation of consultants and contractors for land development works

Design Services
- Prepare detail designs compatible with the Development Agreement, Western Water’s concept plan and design parameters, co-ordinate other Design Specialists, organise production of design documentation, advise the developer or Western Water representative or local government representative on technical matters relating to the Works and visit the site when necessary or when stipulated in the audit schedule provided to Western Water.
- Auditing of works conforming to WSAA Melbourne Retail Water Agencies edition and additional design requirements specified in the Development Agreement and Western Water’s Land Development Manual.
- When necessary, justify any variation from the design requirements in the Code or any supplementary requirements of a particular Western Water and obtain prior written approval from Western Water for any variation from the Codes or any supplementary or tender requirements particular to Western Water.
- Arrange services for As-constructed survey, as per the Land Development Manual

Audit Services
- Performing construction auditing in accordance with the audit schedule to obtain confidence that allocated Development Works are carried out and completed in accordance with the relevant Codes and/or Water Agency requirements. Accurate and timely records must be maintained by the Construction Auditor to verify compliance with the audit schedule and document observations made at the worksite.
- Performing a sufficient level of auditing to obtain confidence that construction works are carried out and completed in accordance with the OHS Laws, regulations, codes and guidance notes and Australian Standards.
- Performing a sufficient level of auditing to obtain confidence that allocated contract works are completed in a satisfactory manner.
- Performing a sufficient level of auditing to obtain confidence that there is adequate liaison with contractors and authorities so that all have a clear understanding of the requirements and impact of the Development Works.
- Issuing written non-conformance/improvement notices if compliance with the relevant Australian Standards, MRWA Standards, applicable OHS Laws, regulations, codes and guidance notes, local government and Road Authority Codes of Practice and Western Water specifications has not been met or otherwise identified on the worksite.
- Witnessing all inspection and testing activities relevant to the Development Works in accordance with the Development Agreement. This includes:
  - Arrange final inspection and rectification of defects by the Contractor.
  - Arrange final inspection by Western Water’s representative.
- Responding to customer enquiries and/or complaints relating to the construction works.
- Retain project related information and records for up to five years after final acceptance.

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2. **Contractors (Construction Services)**

The construction services and associated duties for which prior Western Water Accreditation is required include, but are not limited to:

- Performing construction services in accordance with the Project Management Plan schedule to obtain confidence that Development Works are carried out and completed in accordance with the relevant Codes and/or Water Agency requirements relating to the construction of the Works. Accurate and timely records must be maintained by the Accredited Contractor to verify compliance with the Project Management Plan schedule and documented observations made on the worksite.

- Managing the site(s) works in a manner such that it is reasonable to expect no non-conformance / improvement notices either with regards to:
  - compliance with the Western Water Standards on the worksite; or
  - any breach of environmental, OHS Laws, Codes, regulations and guidance notes have been identified as perpetrated by employees and sub-contractors.

- Ensuring Key Personnel are present at all inspection and testing activities relevant to the Works and earthwork operations in accordance with relevant Australian Standards, MRWA Standards, applicable OHS Laws, regulations, codes and guidance notes, local government and Road Authority Codes of Practice and Western Water specifications.

- Ensuring all acceptance testing activities performed on the sewerage and water supply assets installed on the worksite. Accurate records must be maintained for general Western Water auditing purposes.

- Responding to customer enquiries and/or complaints relating to the construction Works.

**Accreditation Categories**

The Categories of work for which contractors and consultants will need to be accredited to perform design, audit or construction services are summarised below:
## Guideline for accreditation of consultants and contractors for land development works

### Contractors

#### Construction

<table>
<thead>
<tr>
<th>Code</th>
<th>Works Description</th>
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</thead>
<tbody>
<tr>
<td>WC1</td>
<td>Construction of reticulation water mains ≤ DN 280</td>
</tr>
<tr>
<td>WC2</td>
<td>Construction of reticulation water mains &gt; DN 280</td>
</tr>
<tr>
<td>SC1</td>
<td>Reticulation: Construction of gravity sewerage mains ≤ DN 280 and ≤ 5m deep</td>
</tr>
<tr>
<td>SC2</td>
<td>Reticulation: Construction of gravity sewerage mains &gt; DN 280 or &gt; 5m deep</td>
</tr>
<tr>
<td>SC3</td>
<td>Construction of pressure sewerage reticulation networks = &lt; DN 300</td>
</tr>
</tbody>
</table>

### Consultants

#### Design

<table>
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<tbody>
<tr>
<td>WD1</td>
<td>Design of reticulation water mains ≤ DN 280</td>
</tr>
<tr>
<td>WD2</td>
<td>Design of reticulation water mains &gt; DN 280</td>
</tr>
<tr>
<td>SD1</td>
<td>Reticulation: Design of gravity sewerage mains ≤ DN 280 and ≤ 5m deep</td>
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<tr>
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Guideline for accreditation of consultants and contractors for land development works

Audit

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<td>WA1</td>
<td>Audit of reticulation water mains ≤ DN 280</td>
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</tbody>
</table>

Submission of Application

The Applicant should complete all sections of the ARCUS registration and application process for the application to be considered.

Please note failure to submit supporting documentation, or to complete all sections of the application, will delay the processing of your application.

Should you have any questions regarding the accreditation requirements specified within ARCUS and this guide, please contact Western Water at accreditation@westernwater.com.au.