

Our Ref: DOC/21/57665

To Whom it May Concern,

**RE: East Gippsland Water Third Party Works Accreditation Process for Construction Contractors**

East Gippsland Water (EGW) requires accredited Contractors to construct water & sewerage infrastructure that interfaces with existing EGW assets. In many cases the new water & sewerage infrastructure is constructed by a third party external to EGW, and once formally accepted, will become the property of EGW in perpetuity, for the purposes of ongoing operation, maintenance and future renewal. For this reason, EGW has a responsibility to ensure that Contractors constructing such infrastructure are appropriately trained, qualified and competent – including familiarity with relevant EGW specific and industry standards.

If a business wishes to become accredited with EGW, an application in writing must be submitted to [Developerworks@egwater.vic.gov.au](mailto:Developerworks@egwater.vic.gov.au). This application shall include the attached EGW Form F175 along with relevant supporting documentation. EGW will then assess the application, request any further information if required, and inform the business regarding the outcome of the accreditation application.

Key accreditation criteria include:

- 1) Evidence of accreditation with another Victorian Water Authority or Victorian Government Agency;
- 2) Familiarity with, and acceptance of, relevant EGW and industry standards;
- 3) Evidence of current insurances relevant to the proposed scope of accreditation;
- 4) Evidence of third-party accreditation for Health & Safety, Environmental & Quality Management Systems;
- 5) Evidence of relevant training & qualifications for all personnel proposed to be involved in the construction works, including appropriate oversight & supervision; and
- 6) Evidence of previous experience in the construction of equivalent water & sewerage infrastructure.

Construction of new water & sewerage infrastructure is a critical function for EGW. Proper accreditation of Contractors is therefore a key requirement for the delivery of high-quality infrastructure for EGW customers.

The safe and careful operation of the existing EGW networks and assets is paramount. It is a requirement of all third party works that the operation of the sewerage & water networks has priority over the works at all times. Contractors shall not make operational changes to EGW assets or networks without the specific written approval of, and co-ordination with, EGW.

The law, including the Occupational Health and Safety Act 2004, requires an organisation to ensure that its employees and subcontractors (and employees of the subcontractors) carry out their work in safe premises, using proper and safe plant and substances, employing systems of work that are safe, and in which there has been adequate instruction, training and supervision. This obligation applies to every aspect of work to be carried out by an employee or subcontractor. That said, Contractors on the EGW's approved contractors list, are not engaged directly by EGW, or not considered sub-contractors. Approved Contractors will be engaged by the Developer or their Consultant's acting on behalf of the Developer. Therefore all Occupational Health Safety and Environment responsibility and other statutory requirements remain the responsibility of the Developer or proponent engaging the Contractor to complete the works.

For all third party works, the proponent of works remains fully responsible to ensure that all relevant regulatory approvals are obtained, and that all works are carried out in accordance with the relevant Occupational Health and Safety Acts and Regulations, including the engagement of suitably qualified personnel to complete the works as deemed fit on a case by case basis.

Contractors appearing on EGW's accredited list will be subject to review and are required to provide updated certificates of currency for relevant insurances as required. Should EGW become aware of any breaches of Occupational, Health and Safety, Environmental legislation or other laws, or failure to meet baseline quality standards, EGW reserves the right to remove contractors from the accredited list.

Should you require any further information concerning the accreditation process, please contact EGW Land Development by email at [Developerworks@egwater.vic.gov.au](mailto:Developerworks@egwater.vic.gov.au).

Yours faithfully,

A handwritten signature in dark ink, appearing to read 'Neville Pearce', is written over a light grey rectangular background.

**NEVILLE PEARCE**  
**EXECUTIVE MANAGER SERVICE DELIVERY**



FORM F175

**Request for Accreditation to Conduct Third Party Works on EGW  
Infrastructure**

**CONSTRUCTION CONTRACTOR**

1. Contractor Name (Company): \_\_\_\_\_
2. Proposed Accreditation Type (Under Pressure Tapping, Sewer Connection Point, Water Infrastructure, Sewerage Infrastructure, Electrical, Pump Station):  
\_\_\_\_\_

3. Confirm Acceptance of Relevant Standards:	Accepted	N/A
WSA 03-2011 Version 3.2 (Water Infrastructure)		
WSA 02-2014 Version 3.2 (Gravity Sewerage Infrastructure)		
WSA 07-2007 (Pressure Sewerage)		
WSA 04-2005 (Sewage Pumping Station)		
EGW Technical Bulletins		
EGW Standard Technical Specification – Water Main Construction		
EGW Standard Detail Drawings – Water Main Construction		
EGW Standard Electrical & Controls Specification		

4. Key Personnel Details (attach relevant CV's & Qualification Records)
5. Evidence of any current accreditation with other Victorian Water Authority or relevant Victorian Government Agency (attach relevant accreditation/s)
6. Evidence of Current Insurances (attach Certificates of Currency – WorkCover, Public Liability Insurance {\$20M}, etc.).
7. Completed EGW HSE Questionnaire
8. Previous Experience (attach drawings from previous equivalent projects)

## DECLARATION

I: [full name]	
of: [address]	

I declare that the information provided in support of this request for accreditation is true and correct at the time of submission.

Declared at:			
this:		day of:	20
Signature of person making this declaration:			
Position:			
Full business name of Contractor represented:			