



## **Application requirements**

**for**

## **SA Water's Accredited Contractors List for Land Development**

**SA Water's reference: November 2019**

### **Enquiries and lodgement:**

Accredited Contractors Application  
majorld@sawater.com.au  
+61 8 7424 2111

Doc version : Version 1 - November 2019



# Contents

**Information for Applicants ..... 3**

**Specification of Requirements..... 6**

**Returnable Schedule / Application Form ..... 11**

# Information for Applicants

## IR01 SA Water Company Profile

We are South Australia's leading provider of water and sewerage services for more than 1.7 million people. For more than 160 years we have been working together with South Australians to ensure a reliable supply of safe, clean water and a dependable sewerage system. We are committed to ensuring our services represent excellent value

As a statutory corporation reporting to an independent Board, we are included in the portfolio of the Minister for Environment and Water.

## IR02 Purpose of this Document

SA Water has an Accredited Contractors List for Land Development in SA. SA Water welcome responses from all suppliers who believe they can meet the requirements detailed within this document.

This document includes:

1. Information for Respondents
2. Specification of Requirements – what the list is and how it will be managed
3. Returnable Schedule – respondents are to complete the schedule
4. Attachment 1 – Additional Information and Frequently Asked Questions
5. Attachment 2 – Guiding Principles in the ongoing management of the List

The attachments include important information that should be read prior to completing the Returnable Schedule.

## IR03 Evaluation process

Submissions in response to this application process will be evaluated and those that meet SA Water's requirements will be included onto the list. The evaluation criteria are per the Returnable Schedule.

For any areas the respondent is not fully compliant, the respondent can provide a detailed plan of how and when they intend to become compliant for SA Water's consideration.

## IR04 Disclaimer

This document is provided solely to enable suppliers to apply to be included on SA Water's Accredited Contractors List for Land Development and will not result in a contract arrangement with SA Water. All information received in response to this application that is marked Proprietary will be handled accordingly. Submissions will not be returned.

## IR05 Confidentiality

SA Water and your organisation may disclose information to any consultant engaged for the purpose of this procurement process if the consultant is required to preserve the confidentiality of that information.

Information supplied by or on behalf of SA Water is confidential and you are obliged to maintain its confidentiality.

Although SA Water understands the need to keep commercial matters confidential in appropriate circumstances, SA Water reserves the right to disclose some or all of the contents of the response in order to comply with a constitutional convention or any legal requirement, or in order that the relevant Minister may answer questions raised in the South Australian Parliament, keep Parliament informed or otherwise discharge the Minister's duties and obligations to Parliament and to advise the Governor, Parliament and/or the South Australian Government. Any condition in a response that purports to prohibit or restrict the Minister's right to make such disclosures will not be accepted.

# Specification of Requirements

## SR01 Purpose of the Accredited Contractors List for Land Development

The Accredited Contractors List for Land Development ("List") is a list of contractors accredited by SA Water to undertake water and wastewater works relating to land division extensions within South Australia via third party engagement by a land developer.

The purpose of SA Water providing an Accredited Contractors List for Land Development is to:

- Ensure infrastructure that can best serve our customers is installed to SA Water standards and is of a quality that it will meet our customer service requirements including any associated public health risks.
- To provide a communication tool for the exchange of information to land developers and contractors to ensure quality outcomes for our customers and the safety of workers including environmental and heritage considerations for the wider community.
- Provide a mechanism for the contractor's performance to be managed to promote and support the upskilling of local industry on effective pipelaying and associated civil industry requirements.
- Ensure technical specifications and training is kept relevant.
- Provide land developers information on performance and experience of the Accredited Contractors.
- Support SA Water's policies on safety, the environment, diversity and inclusion and social sustainability.
- Support requirements of the Technical Regulator. The Technical Regulator is a statutory office established by section 8 of the *Water Industry Act 2012* (the Act) to regulate the state's water and sewerage infrastructure and on-site plumbing, through the development, monitoring and regulation of industry technical standards.

## SR02 Works Covered by the Accredited Contractors List for Land Development

There are four categories of accreditation, as follows. **To be included on the List, Contractors must meet the requirements of Category 1 as a minimum.**

### Category 1

Category 1 is for the installation of PVC / PE size Water supply systems (Up to DN 375mm), Gravity and Pressure Sewer systems (up to DN300) and associated property connections.

Accreditation areas:

- Civil Construction of Water / waste water pipe laying
- Water Supply Code of Australia - WSA 03-2011 <sup>(Note 1)</sup>
- Gravity Sewerage Code of Australia - WSA 02-2014 <sup>(Note 1)</sup>
- Pressure Sewerage Code of Australia - WSA 07-2007 <sup>(Note 1)</sup>

## **Category 2**

Category 2 is for the civil construction and installation of Pumping stations, tanks and other infrastructure. Knowledge and management to of works required by SA Water Authorised Products, SA Water Technical Standards and Safety in Design and including the requirements for SA Water Panel use for electrical and SCADA apply.

Accreditation areas:

- Civil construction and installation of Pumping stations, tanks and other infrastructure. Knowledge and management to of works required by SA Water Authorised Products, SA Water Technical Standards and Safety in Design and including the requirements for SA Water Panel use for electrical and SCADA apply. Accreditation areas:
- Sewage Pumping Station Code of Australia - WSA 04-2005 <sup>(Note 1)</sup>
- Vacuum Sewerage Code of Australia - WSA 06-2008 <sup>(Note 1)</sup>

## **Category 3**

Category 3 is for the civil construction and installation and testing of MSCL and DICL pipelines.

Accreditation areas:

- MSCL / DICL (Jointed) <sup>Note 2</sup>
- Training - Viadux / Century plus or equivalent

## **Category 4**

Category 4 is for Tie in and Link in to existing SA Water infrastructure e.g. Water and waste water pipelines and associated infrastructure. This is for future application.

Accreditation areas:

- Tie in and Link in to existing Water and waste water pipelines and infrastructure. <sup>Note 3</sup>
- Training Course – To be Developed

*Note 1:* All reference to Water Supply Code of Australia - include SA Water Supplements, as amended, and SA Water Technical Standards as applicable

*Note 2:* SA Waters requirements for the design and construction of welded and or fused pipelines or other pipeline materials will be managed by exception via special requirements in the Developers Agreement.

*Note 3:* SA Water are updating training and skills requirements where "Tie ins to existing water and waste water pipelines and infrastructure "are required, and the requirements will be published separately for Contractors to undertake the necessary training and competency assessment and application for this category of works. Existing arrangements will remain in place.

## **SR03 Ongoing Management of the Accredited Contracts List for Land Development**

Refer [SA Water Internet site](#) for the Guiding Principles document.

## SR04 Training and Competency Requirements

Refer [SA Water Internet site](#) for the Training and competency requirements

## SR05 Sustainable Procurement

*Sustainability – work to get the best results for current and future generations of South Australians.*

Contractors are encouraged to develop processes with due regard for short and long term, local and global, environmental, social and economic considerations. From an infrastructure perspective, sustainability includes aspects such as the conservation and efficient use of resources and raw materials, energy efficiency, generation/use of renewable energy, development of flexible processes and products, design of closed loop processes where possible and where not, the implementation of recycling and reuse to reduce waste, operating within the carrying capacity of natural systems, providing a safe and healthy work environment, enhancing or not detracting from the amenity of the area, and cost effective delivery.

Environmental impact examples – reduced packaging, reduced transport, recycling, reuse. Social impact examples – equal opportunities, diversity, impact on society, ethics and ethical trading, community involvement.

## SR06 Diversity and Inclusion

Diversity and inclusion is the range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, and political beliefs.

SA Water's Diversity and Inclusion plan is below.

# The Plan

## Diversity and Inclusion at SA Water

**Together - Proudly leading the way with a capable and committed team that is inclusive and values diversity in all forms.**



**Recruitment and Retention processes that support diversity and inclusion.**

**Culture, leadership and our values**



## **SR07 SA Water's Reconciliation Action Plan**

SA Water is committed to supporting Reconciliation Australia's vision for an Australia that respects the special place and culture of Aboriginal and Torres Strait Islander peoples as the first Australians. We recognise that strong and positive relationships between Aboriginal and Torres Strait Islander peoples and other Australians is the foundation for success and our national wellbeing.

SA Water's Reconciliation Action Plan provides a public statement of SA Water's commitment to reconciliation and outlines actions including the provision of opportunities for Aboriginal and Torres Strait Islander people in the work that SA Water and its contractors undertake.

Respondents are encouraged to develop strategies to ensure that meaningful opportunities for Aboriginal and Torres Strait Islander people and businesses.

SA Water Stretch Reconciliation Action Plan 2017-2020 can be found on the SA Water website [https://www.sawater.com.au/\\_data/assets/pdf\\_file/0003/152607/SA-Water-RAP-2017-2020.pdf](https://www.sawater.com.au/_data/assets/pdf_file/0003/152607/SA-Water-RAP-2017-2020.pdf)



## Returnable Schedule / Application Form

### Respondents Details

<b>Application No.</b>	Accredited Contractors for Land Development application
<b>Name of person, firm or company</b>	
<b>Australian Business Number (ABN)</b>	
<p><b>[Insert company name]..... hereby express an interest to be included on the SA Water Accredited Contractors List for Land Development</b></p>	
Sign	Position
Name	Date

### Nominated Contact

Respondent shall nominate a contact person for all correspondence relating to the application submission and evaluation.

<b>Contact</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Email</b>	

## Evaluation criteria response

If a requirement is not clearly met, the respondent may provide details of their commitment to work towards compliance including a detailed plan for SA Water's consideration.

No.	Criteria	Evidenced by	Respondents response (circle all 'Yes / No' options)
1	<p><b>Experience with <u>water infrastructure</u></b></p> <p>Demonstrated capability to carryout works to Water Supply Code of Australia - include SA Water Supplements, as amended, and SA Water Technical Standards as applicable</p> <p>Evidenced by demonstrated experience with the work identified for each category within the last 3 years</p>	<ul style="list-style-type: none"> <li>An example of works completed within the last 3 years including project details, location, date, and preferable endorsed by the developer or contracting entity.</li> </ul>	<p>Meets requirements for Category 1: Yes / No</p> <p>Meets requirements for Category 2: Yes / No</p> <p>Meets requirements for Category 3: Yes / No</p> <p>Meets requirements for Category 4: Yes / No</p> <p>Justification and list attachments:</p> <p><i>A brief description of the works completed (pipe line length; number of customer connections; location; developer details; copy of developers or subcontractor Practical Completion Certificate if available; etc.).</i></p>
2	<p><b>Experience with <u>sewer infrastructure</u></b></p> <p>Demonstrated capability to carryout works to Water Supply Code of Australia - include SA Water Supplements, as amended, and SA Water Technical Standards as applicable.</p> <p>Evidenced by demonstrated experience laying water / sewer mains within the last 3 years.</p>	<ul style="list-style-type: none"> <li>An example of works completed within the last 3 years including project details, location, date, and preferable endorsed by the developer or contracting entity.</li> </ul>	<p>Meets requirements for Category 1: Yes / No</p> <p>Meets requirements for Category 2: Yes / No</p> <p>Meets requirements for Category 3: Yes / No</p> <p>Meets requirements for Category 4: Yes / No</p> <p>Example/s and list attachments:</p> <p><i>A brief description of the works completed (pipe line length; number of customer connections; location; developer details; copy of developers or subcontractor Practical Completion Certificate if available; etc.).</i></p>

No.	Criteria	Evidenced by	Respondents response (circle all 'Yes / No' options)
3	<p><b>Training</b></p> <p><i>Required training undertaken and willingness to undertake training as required</i></p> <p>Evidenced by appropriate training courses attended and agreement to undergo training as required by SA Water</p>	<ul style="list-style-type: none"> <li>• Certificates of courses attended (refer Attachment 1 for training chart)</li> <li>• Statement to confirm your agreement to undergo training as and when required by SA Water</li> </ul>	<p>Respondent agrees to undergo training as and when required by SA Water: Yes / No</p> <p>Training chart completed for level 1 / 2 / 3 (circle one or more) and attached: Yes / No</p> <p><i>Blank Training Chart for completion is following this table</i></p>
4	<p><b>Work Health &amp; Safety (WHS), Environmental Management &amp; Heritage (EM&amp;H), and Quality Assurance (QA)</b></p> <p><i>Adequate systems to carry out the works safely, without risk to the environment and to the required quality</i></p> <p>Evidenced by current certificate of the accredited system</p>	<ul style="list-style-type: none"> <li>• Currently accredited with SA Water's Contractor Management System (CMS)</li> <li>• Current certificate of the accredited system (ISO, CCF Integrated Management System certification (IMS))</li> </ul>	<p>Respondent is accredited with SA Water's CMS: Yes / No</p> <p>Respondent has accredited WHS, EM&amp;H and QA system: Yes / No</p> <p>Provide evidence and list attachments:</p>
5	<p><b>Insurance</b></p> <p><i>Ability to hold the required insurances</i></p> <p>Evidenced by CMS compliant; <u>or</u> the ability to obtain appropriate insurances including Public Liability, Professional Indemnity and WorkCover</p>	<ul style="list-style-type: none"> <li>• Copy of Public Liability insurance.</li> <li>• Copy of Professional Indemnity insurance.</li> <li>• Copy of WorkCover registration (or equivalent).</li> </ul>	<p>Currently hold Public Liability Insurance: Yes / No</p> <p>Currently hold Professional Indemnity Insurance: Yes / No</p> <p>Currently hold WorkCover SA or equivalent: Yes / No</p> <p>List attachments:</p>

No.	Criteria	Evidenced by	Respondents response (circle all 'Yes / No' options)
6	Licences <i>Evidence of licences legally required to carry out the works</i>	<ul style="list-style-type: none"> <li>• Copy of Builders Licence</li> <li>• Copy of Supervisors Licence</li> </ul>	Current Builders Licence: Yes / No Current Supervisors Licence: Yes / No List attachments:
7	Sustainability Diversity & inclusion <i>Respondent is aware of SA Water's role in sustainability and reconciliation/inclusion and has aligned corporate practices</i>	<ul style="list-style-type: none"> <li>• Sustainability procurement policy/practices. Refer attachments for information.</li> <li>• Read and understand SA Water's Reconciliation Action Plan (RAP) Refer attachments.</li> <li>• Past and/or future plans of how your company ensures diversity and Inclusion within the organisation. Refer attachments for information.</li> <li>• Provide any relevant details of how your company is in line with SA Water's RAP, for example, details of what your company does to promote inclusion, Aboriginal or Torrens Strait Islander employees or details of who you seek to ensure opportunity for new positions.</li> </ul>	Respondent has read and understand SA Water's Reconciliation Action Plan (RAP): Yes / No Sustainably Procurement - Respondent's corporate policies/practices are in line with SA Water's: Yes/No Diversity and Inclusion - Respondent's corporate policies/practices are in line with SA Water's: Yes/No Justification and list attachments:

No.	Criteria	Evidenced by	Respondents response (circle all 'Yes / No' options)
8	Agreement to conditions <i>Respondent understands and agrees to the requirements of the companies on the List and how SA Water will manage the List</i>	<ul style="list-style-type: none"> <li>Acknowledge and agree to the 'Guiding Principles' of the List. Refer attachment 2.</li> </ul>	Should <i>[insert company name]</i> be accepted for inclusion on the Accredited Contractor List for Land Development, we acknowledge and agree to the 'Guiding Principles': Yes / No
9	Additional information <i>SA Water panel or framework contractors</i>	<ul style="list-style-type: none"> <li>Provide details of any current panel or framework agreement the respondent has with SA Water</li> </ul>	Do you currently have a panel agreement or framework agreements with SA Water: Yes / No  If yes, provide details:

## Training Chart for completion by respondent

Where a company has many employees and therefore many certificates for White Card for example, the respondent is not required to submit a copy of every certificate with their application submission. Respondents in this situation should state that the certificates are available upon request and confirm that all required staff do hold [the required] certificate. Refer [SA Water internet site](#) for the Training and competency requirements

No.	Course (or equivalent)	Competency Level	Course Name, Provider & Date Completed	Certificate attached (Yes/No)
1	Common Induction Training Course (White Card)	All Categories		
2	Quality Management System Administration	All Categories		
3	PVC pipelaying	Category 1		
4	Trenching and Shoring (Excavation and Support)	All Categories		
5	Work Zone Traffic Management	All Categories		
6	Enter and work in Confined space	All Categories		
7	Load Slinging Competency	All Categories		
8	Read and Interpret Plans and Job Specifications	Categories 2, 3 & 4		
9	DICL pipelaying	Category 3		
10	MSCL pipelaying	Category 3		
11	Dial before you Dig pre excavation management (SA)	Category 4		
xx	SA Water Live Link-up course	Category 4	<b>In development . Not yet available</b>	

### Declaration in Relation to Unlawful Collusion

Re:.....("the Respondent")  
[Insert name of Respondent]

I, .....of.....  
[insert name and address of declarant]

**do hereby declare as follows:**

1. I hold the position of ..... within.....(the Respondent") and that I am authorised to provide this declaration on its behalf.
2. I confirm that the response submitted by the Respondent is independent and that there has not been any unlawful collusion with any other tenderer or party in connection with this application process.
3. I understand that if any part of this declaration is found to be false, SA Water reserves the right (regardless of any subsequent dealings) to:
  - Terminate negotiations with the Respondent; and
  - Terminate consideration of the Respondents submission.

For and on behalf of the Respondent ..... Date .....  
[Signature]