

## Council Approved Contractor

Contractors seeking accreditation to work on sewer and stormwater infrastructure, under a Section 68 (Public Approved) work in Wagga Wagga, must lodge a formal application with Wagga Wagga City Council. This application form and the required information can be found below.

As Council Approved Contractors you will be constructing assets which may eventually become the property and responsibility of Council. Council therefore requires the work to be carried out to appropriate standards. Submitting the attached form and information for Council review and approval is the first process in ensuring that you, as a Council Approved Contractor are both qualified and capable to undertake such works.

If your application is approved it will be conditional approval for one project that will be monitored by Council. Following satisfactory completion of one project, consideration will be given to granting full approval. Should performance on this project be considered unsatisfactory the conditional approval will either be withdrawn or a second project monitored. The contractor may incur the cost of supervision should a second monitoring project be required.

All approved contractors will be required to submit additional information such as updated licences and insurances on a bi-annual basis in accordance with Council Approved Contractor Bi-annual review form (Form 2). This is to ensure that all contractors remain of a standard that is acceptable to Council.

Council approved Contractors will be subject to monitoring on a random basis from Council staff. This is to ensure that standards are maintained.

Approval to become a Council Contractor is conditional on continually meeting Council standards of works being in accordance with Council's Engineering Guidelines, Australian Standards and relevant policies or sources. Failure to do so may result in withdrawal of the approval or the offending contractor being placed on a probation period. This will involve the contractor having projects monitored at full cost of the contractor by Council staff until such time as the appropriate standards are being met or the approval to be a contractor is withdrawn.

## Council Approved Contractor Application Form

<b>Applicant Name</b>	
<b>Company Name</b>	
<b>Company Address</b>	
<b>Nature of Business</b>	
<b>ABN</b>	
<b>Date</b>	
<p>I.....</p> <p><b>acknowledge and understand all of the abovementioned information</b></p>	
<b>Signature</b>	

### Accreditation requirements

Contractors seeking accreditation must provide documentation demonstrating that they:

- Are competent in and have experience in the areas where accreditation is being sought eg. Trades licence, references etc.
- Have the organisational and financial ability to carry out works of the scale being proposed (normally by provision of financial records and certification by an accountant.
- Have the necessary support staff: surveyors, project managers, qualified staff etc to be able to properly set out and manage the work and ensuring that it is carried out in accordance with the plans and specifications.
- Have all the necessary licenses and work cover approvals for the work involved. If the work includes underground drainage or sewer this needs to include staff with confined space accreditation.
- Have appropriate safe work method statements, WH&S plans and procedures for the work.
- Have a working knowledge of Councils Engineering Guidelines for Subdivision and Development.
- Hold the necessary insurances as set out in the contract and Councils Guidelines for Subdivision and Development.