

1 INTRODUCTION

Consultants that provide professional services for the design, contract administration and construction, associated with assets installed by developers are required to be approved and registered by Coliban Water.

The purpose of this procedure is to ensure that businesses applying to be registered as consultants for the developer installed works (DIW) process are assessed in a uniform manner against predetermined criteria and that registered consultants maintain the requirements of registration.

The requirements of this procedure apply to all consultants submitting designs and supervising works on behalf of developers. This procedure does not apply to any contractors or consultants undertaking Coliban Water funded capital works however does apply to Coliban Water funded assets requested to be installed or upsized by the developer during their works.

2 PROCEDURE

2.1 *Enquiry from consultant*

When an enquiry to be registered is received from a prospective consultant, the following information is forwarded to applicant:

- A copy of this procedure
- [Developer Installed Works Procedure](#)
- [Land Development Consultant Registration Application Form](#)

On receiving an application for registration, the Development Services Manager assesses the application taking into account the following:

- Level of registration sought.
- Experience and familiarity of the applicant with similar works, e.g. registration with other Victorian water corporations.
- Assessment criteria (Section 2.2).

A written recommendation, using: [Assessment of Consultant Application Form](#) is completed by the Development Services Manager. If the decision is not to recommend registration, the justification must be documented on this form.

If the application is approved by the Development Services Manager, the relevant information is added to the Land Development Database (Figure 1).

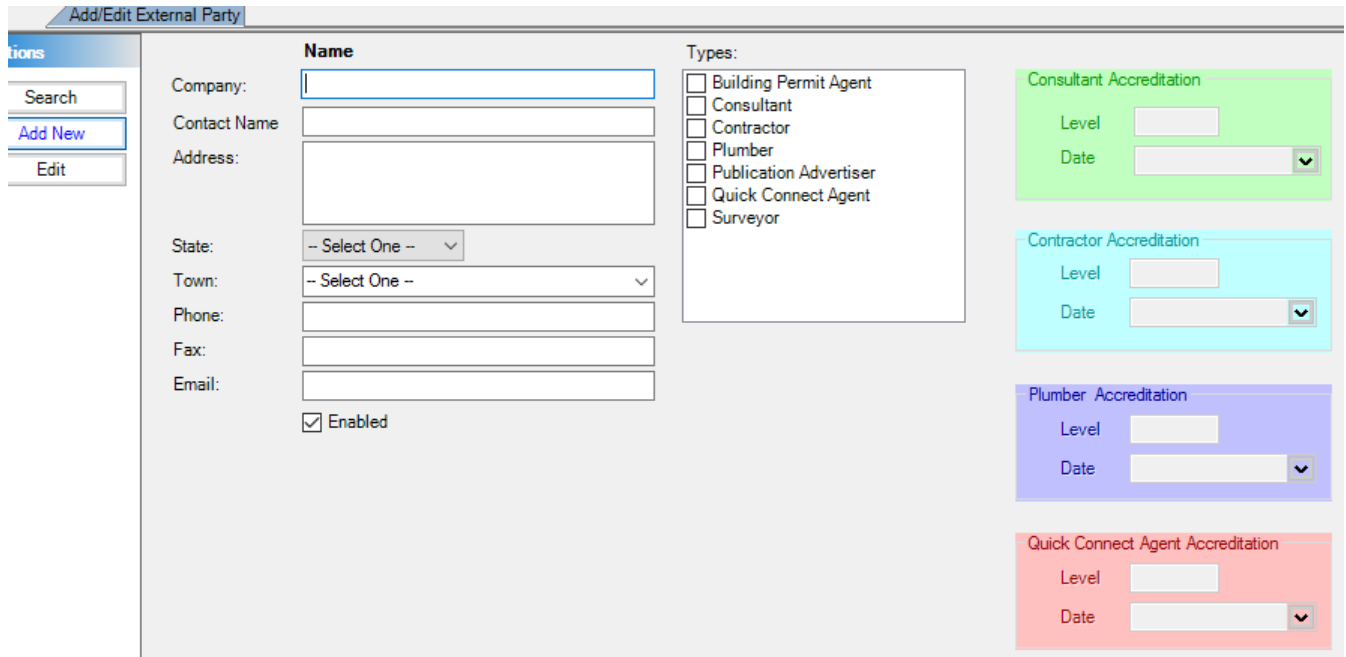


Figure 1: Land Development Database - Register of Consultants Entry

When the register has been updated, a pdf copy of the report is e-mailed to the Communications@coliban.com.au for updating the Coliban Water website.

The Consultant is advised of the outcome of the application. All documentation resulting from the application is maintained in file 600/6.

2.2 Assessment Criteria

The assessment criteria for consultants consider the capability of the business, the expertise of the consultant's key personnel and the consultant's acceptance of Coliban Water's conditions with respect to performance assessment (auditing) and associated fees, and insurances. The following criteria will be assessed during the application process:

Land Development Consultant Assessment Criteria	Level 1	Level 2
	≤ 5 lots	> 5 lots
<i>Business Capability</i>		
Maintains safe systems of work to be able to manage contractors	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Currency for Professional Indemnity to the value of \$1M	<input type="checkbox"/>	<input type="checkbox"/>
Able to provide As-Constructed drawings in electronic format in accordance with Coliban Water's requirements		<input type="checkbox"/>

Land Development Consultant Assessment Criteria	Level 1 ≤ 5 lots	Level 2 > 5 lots
<i>Experience and Qualifications of Key Personnel</i>		
General design, contract administration and construction supervision of sewerage and water main reticulation works	<input type="checkbox"/>	<input type="checkbox"/>
Civil engineering or plumbing certification and any relevant further training	<input type="checkbox"/>	
At least one key staff member to have engineering qualifications admitting to level NPER-3 of the Institute of Engineers, Australia		<input type="checkbox"/>
<i>General Requirements</i>		
Consultant agreement to submit Certification forms upon completion of design and construction, affirming that works conform to relevant Coliban Water standards and specifications.	<input type="checkbox"/>	<input type="checkbox"/>

Although not a prerequisite, third party certification to ISO 9001:2008 will be favourably considered.

2.3 Consultant's First Submission

All newly registered consultants are inducted into the relevant processes by the Development Services Manager when submitting their first design. This induction covers all requirements of: [Developer Installed Works Procedure](#)

2.4 Review of Registered Consultants

A Consultant may apply for a review of their registration level at any time they believe they meet the requirements.

2.5 Downgrading Registration

The Consultant's registration level may be downgraded on the grounds of a substantial diminishment of company expertise and sub-standard performance in past developments.

2.6 Suspension or Deregistration

The Consultant may be removed or suspended from the Register on the grounds of:

- Failure to keep currency of all insurances
- Failure to follow the documented processes
- The company no longer possesses the technical expertise
- Failure to rectify non-conformances to the satisfaction of the Authority
- Undertaken less than three developments in two years

A deregistered consultant may not re-apply for registration until evidence is provided that improvements have been made to internal processes or additional expertise has been gained.

A suspended consultant will be automatically re-registered after the period of suspension has ended.

3 REFERENCES AND DOCUMENTATION

- Land Development Manual
- Developer Installed Works Procedure
- Consultant Application
- Assessment of Consultant Application