

**1. What is an Approved Contractor (Commissioning)?**

The Prescribed Waste Infrastructure Standard (PWIS) stipulates that only an Approved Contractor may design, construct, install, commission, and maintain the private pneumatic waste infrastructure for the Automated Waste Collection System (AWCS). The scope of this application is for the commissioning function only, i.e. Approved Contractor (Commissioning).

An Approved Contractor (Commissioning) can commission the private pneumatic waste infrastructure for buildings. The minimum commissioning standards for private pneumatic waste infrastructure are stated in Schedule 9 of the PWIS. Commissioning must be undertaken in accordance with the relevant Prescribed Waste Infrastructure Consent and Prescribed Waste Satisfaction Notice (for construction and installation) and requires the provision by the Approved Contractor of:

- a. a Notice advising that in the Approved Contractor's opinion the Private Pneumatic Waste Infrastructure has been successfully integrated with the Public Pneumatic Waste Infrastructure; and
- b. a Commissioning Report.

An appointment as an Approved Contractor (Commissioning) is not a pre-qualification to supply commissioning services to Sunshine Coast Council nor is it an endorsement by Sunshine Coast Council. The Approved Contractor (Commissioning) is a requirement of the PWIS and is in place for the success of the AWCS in the Maroochydore City Centre to ensure contractors are appropriately qualified.

Submit this Form for application to be appointed as an Approved Contractor (Commissioning). Note the following:

- The Applicant is to be a company or an individual and, where successful, will be the appointed party.
- Appointment as an Approved Contractor (Commissioning) does not guarantee the appointee will be commissioned/engaged to undertake work or that any works will be endorsed as compliant with the PWIS.
- Applicants must submit information to demonstrate that the criteria for appointment as an Approved Contractor (Commissioning) is met. The 'Qualifications and Endorsement Criteria' are outlined in the declaration included as Annexure A to this application. Be sure to complete your application in full and supply the documents nominated.
- Sunshine Coast Council is the Waste Infrastructure Authority for the receipt and assessment of applications for appointment as an Approved Contractor (Commissioning).
- If an application is successful a Notice will be issued to the applicant confirming the appointment.
- More information about the Automated Waste Collection System can be found on council's website:  
[www.sunshinecoast.qld.gov.au/Living-and-Community/Waste-and-Recycling/Automated-waste-collection-system](http://www.sunshinecoast.qld.gov.au/Living-and-Community/Waste-and-Recycling/Automated-waste-collection-system)

**2. How to lodge your form**

Submit this form together with supporting information in \*.pdf files by email.

Email to: [WasteDisposal@sunshinecoast.qld.gov.au](mailto:WasteDisposal@sunshinecoast.qld.gov.au)

Subject title: <Applicant Name> Application Approved Contractor (Commissioning)

Attn: Waste Infrastructure Authority

No application fees apply. A cover letter is not required.

**Privacy**

Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council's privacy policy.

[www.sunshinecoast.qld.gov.au](http://www.sunshinecoast.qld.gov.au) | [mail@sunshinecoast.qld.gov.au](mailto:mail@sunshinecoast.qld.gov.au) | T 07 5475 7272 F 07 5475 7277

Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

Caloundra office 1 Omrah Avenue Caloundra Qld 4551

Maroochydore office 10 First Avenue Maroochydore Qld 4558

Nambour office Corner Currie and Bury Streets Nambour Qld 4560

### 3. Applicant details

Name – Company or Individual		
Qualification/Licence – e.g. Engineer RPEQ or Builder QBCC. State the qualification type, category, and licence/registration number		
Postal address		
Suburb	State	Postcode
Business phone	Mobile	
Email address		

### 4. Individual representative

Where the Applicant (in section 3.) is a company, a representative must be nominated by the company. The person nominated must have undertaken the AWCS training course and would have a senior role in commissioning of the automated waste collection system in buildings in the Maroochydore City Centre.

Name		
Position Title		
Qualification/Licence e.g. Engineer RPEQ or Builder QBCC. State the qualification type, category, and licence/registration number		
Describe the anticipated role and function the individual will have for Maroochydore City Centre commissioning services.		
Postal address		
Suburb	State	Postcode
Business phone		
Email address		

### 5. Quality management system

Does the applicant undertake commissioning under a quality management system? Yes/No	
Is the quality management system certified to AS/NZS ISO 9001:2016?	Yes/No
Supply a copy of the certificate of the registration of the quality management system.	Yes

**6. Demonstrated experience for the Applicant and Representative**

How many years of experience does the applicant (company or individual nominated in section 3.) have in undertaking infrastructure commissioning services?	
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What commissioning experience does the applicant (identified in section 3.) have that may be a similar nature to the AWCS?  
 Describe/highlight the experience in services/infrastructure (e.g. pipeline, building services) that would be most relevant and applicable to commissioning of AWCS. List projects which may be of a similar nature and best substantiates the applicant's capability for AWCS commissioning.

Supply a copy of your Company Capability Statement or Resume showing relevant commissioning experience. Yes	
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Where the Applicant is a company, what commissioning experience does the individual representative (identified in section 4.) have that may be a similar nature to the AWCS?  
 Describe/highlight the experience in services/infrastructure (e.g. pipeline, building services) that would be most relevant and applicable to commissioning of AWCS.  
 List projects which may be of a similar nature and best substantiates your capability for AWCS commissioning.

Supply a copy of the individual representative's resume showing your relevant commissioning experience Yes	
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**7. Training course**

Have you, as an individual applicant or the representative of a corporate applicant, completed the AWCS training course delivered by ENVAC? Yes/No	
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Supply a copy of the Notice certifying training course completed Yes	
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### 8. Register of Approved Contractors (Commissioning)

If you are appointed as an Approved Contractor (Commissioning) the following personal information you have supplied in this form will be listed on a Register of Approved Contractors (Commissioning):

- Applicant name
- Applicant address
- Applicant business phone number
- Individual representative name, email address, phone number

This Register will be published and publicly available on Sunshine Coast Council's website [www.sunshinecoast.qld.gov.au](http://www.sunshinecoast.qld.gov.au) Council and others will direct inquiries to the register and may circulate a copy of the register to those seeking an Approved Contractor (Commissioning). You acknowledge and agree to the publication and use of this information. Yes

### 9. Complete declaration form

Complete the declaration on the following page

Yes

**ANNEXURE A**  
**Maroochydore City Centre Infrastructure Agreement 2017**  
**Prescribed Waste Infrastructure Standards**

**DECLARATION BY APPLICANT**  
**FOR APPOINTMENT AS APPROVED CONTRACTOR (COMMISSIONING)**

I \_\_\_\_\_ [as a Director/authorised representative of  
\_\_\_\_\_]  
\_\_\_\_\_ [Deleted where inapplicable]  
\_\_\_\_\_ ] certify that I/ \_\_\_\_\_ have the  
\_\_\_\_\_ [Insert Company Name and ABN, if applicable] [Insert Company Name, if applicable]  
following qualifications and endorsements:

1. AS.NZS ISO 9001:2016 (Quality management systems – requirements) certification; and
2. Demonstrated experience in works of a similar nature to the Private Pneumatic Waste Infrastructure; and
3. Achieved competency in a relevant training course provided by Envac.

(‘the Qualifications and Endorsement Criteria’).

I acknowledge that appointment as an Approval Contractor is for a period of five (5) years from the date of appointment, **conditional upon** the appointee:

1. Continuing to satisfy the Qualifications and Endorsement Criteria and the required commissioning standards for the duration of the appointment; and
2. Immediately advising Council of any change to the appointee’s eligibility to meet the Qualification and Endorsement Criteria.

I acknowledge that:

1. Commissioning must be undertaken in accordance with the relevant Prescribed Waste Infrastructure Consent, Prescribed Waste Infrastructure Satisfaction Notice (for construction and installation) and the minimum commissioning standards stated in Schedule 9 of the PWIS; and
2. Council as the Waste Infrastructure Authority has the right to revoke an Approved Contractor’s appointment at any time if it reasonably believes that the Qualifications and Endorsement Criteria and/or commissioning standards are not being satisfied.

I:

1. Consent to the details of an appointment being recorded on a publicly accessible Register of Approved Contractors maintained by Council;
2. Acknowledge that appointment to the Register of Approved Contractors in no way indicates that work undertaken as an Approved Contractor will be accepted/approved/endorsed by Council as the Waste Infrastructure Authority.
3. Acknowledge that appointment to the Register of Approved Contractor does not guarantee that the appointee will be engaged as an Approved Contractor for work. Approved Contractors are engaged at the election of a Prescribed Proponent.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ 2019

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

**10. Declaration of applicant**

I/We, the applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with the Sunshine Coast Regional Council. Should any of the details given in relation to this application be changed in the future, the applicant shall advise the Sunshine Coast Regional Council in writing prior to any such change being implemented.

Signature	Date
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**OFFICE USE ONLY**

Application no.	Assessment	Appointed Date	Notice Issued	Register Updated	EDDIE File Ref