

# On-Site Sewage Management (OSSM) Suitably Qualified Person Application

**Lodge Applications** at Ballina Shire Council • 40 Cherry Street Ballina (Mon-Fri 8.15am to 4.30pm)  
**mail** PO Box 450 Ballina 2478 • **e** council@ballina.nsw.gov.au  
**t** 1300 864 444 • **w** ballina.nsw.gov.au

If you intend to conduct site and soil assessments, design OSSM systems and/or service Aerated Wastewater Treatment Systems (AWTS) within the Ballina Shire Council (BSC) region then you are required to be a suitably qualified person. It is compulsory to complete this application form, however it is voluntary to be included on the BSC list of OSSM suitably qualified people supplied to the public.

Include with your application form information that demonstrates you satisfy the definition of a suitably qualified person, ie copy of statement of completion for appropriate or equivalent course/s and copy of your professional indemnity and public liability insurance certificate of currency (refer to page 2 for further details).

## Applicant Details

Business Name

Name of Suitably Qualified Person/s *include the name of each person within business applying to be a suitably qualified person*

Business Address *PO Box, number, street, suburb, postcode*

Phone

Mobile

Email Address

Signature/s

Date

## Questions and Checklist

Do you agree to be included on the list of suitably qualified people to conduct site and soil assessments and design OSSM systems that will be supplied to the public?

Yes  
 No

Do you agree to be included on the list of suitably qualified people to service AWTS that will be supplied to the public?

Yes  
 No

I have provided supporting documentation to satisfy the suitably qualified person criteria  
*(refer explanatory notes on page 2)*

I have provided a copy of my professional indemnity and/or public liability insurance certificate of currency

## Privacy Protection Notice

The completed OSSM Suitably Qualified Person Application Form contains personal information which is being collected for the purpose of assessing this application. The information will be processed by the Development and Environmental Health Group and may be made available to public enquiries under the Government Information (Public Access) Act. The information will be stored in Council's electronic document management system.

## OSSM Suitably Qualified Person Explanatory Notes

Ballina Shire Council is creating a list of suitably qualified people who can demonstrate their ability to conduct site and soil assessments, design OSSM systems and/or service AWTS. The list will be made available to the general public as part of standard communications involving the installation of new or upgraded OSSM systems or compliance matters. Businesses make a voluntary decision to be included on the list.

### Definition - Suitably Qualified Person:

A person possessing adequate qualifications, such as suitable training and sufficient knowledge, experience and skill, for the performance of the specific work.

### OSSM Site and Soil Assessor and Designer Criteria:

1. Completion of appropriate course conducted by a registered training organisation;
  - a. Centre for Environmental Training - Course in On-Site Wastewater Management; or
  - b. Skills Tech Australia (QLD TAFE) – Course in Domestic Wastewater and Environmental Plumbing (Licence to Design on site disposal areas); or
  - c. Other equivalent courses and qualifications that will be assessed on a case by case basis; and
2. Public Liability (\$10 million) and Professional Indemnity (\$1 million) insurance is to be held and the insurance certificate of currency must cover designing on-site sewage management systems.

### AWTS Service Agent Criteria:

1. Completion of an appropriate AWTS servicing training course conducted by a registered training organisation;
  - a. Centre for Environmental Training – Course in Aerated Wastewater Treatment Systems Servicing and Maintenance; or
  - b. Skills Tech Australia (QLD TAFE) - Course in Domestic Wastewater and Environmental Plumbing (Licence to Service and Maintain); or
  - c. Other equivalent courses and qualifications that will be assessed on a case by case basis.
2. Minimum six months experience servicing AWTS systems – provide proof of servicing experience and detail the type of systems serviced (provide letter from trainer/mentor and state their qualifications and experience);
3. Confirmation in writing from each AWTS manufacturer (for the types of systems that you intend to service) that you have attended in-house training, where offered, which has provided you with sufficient knowledge into the operational and servicing requirements for each particular system; and
4. Public liability insurance (\$10 million).

**Note 2: All electrical work is to be performed by a qualified, experienced licenced electrical contractor and in accordance with appropriate electrical regulations and Australian Standards.**

## Further Information

If you have any enquiries in regard to this OSSM suitably qualified person application form, please contact Council's Development and Environment Health Group, ph 02 6686 1210.