



## Water Industry Operators Association of Australia

P.O. Box 6012  
Shepparton, Victoria 3632

# 1 Australian Water Industry Operator Certification Scheme Water Treatment Operator APPLICATION FORM

### PERSONAL INFORMATION

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Date of Application

Date / Month / Year

First Name

\_\_\_\_\_

Surname

\_\_\_\_\_

Sex

Male  Female

Date of Birth

Date / Month / Year

Home Address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone Number

Home \_\_\_\_\_

Mobile \_\_\_\_\_

### BUSINESS INFORMATION

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Employer

\_\_\_\_\_

Work Address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone Number

Work \_\_\_\_\_

Mobile \_\_\_\_\_

E-mail Address

Work \_\_\_\_\_

Name of System(s) to be Certified for

Please list the plants you are applying to be certified to operate (may include multiple plants).

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## FURTHER INFORMATION

For further information contact the Water Industry Operator Certification team on (03) 5821 6744.

## Privacy

Information collected by the Water Industry Operators Association of Australia as part of applying for or maintaining certification will be used for the purposes of general certification administration, identification, communication, state and national reporting, program monitoring and evaluation. Applicant information will be held securely and disposed of securely when no longer needed.

Details of an individual's current certification status may be provided to state based regulators and others acting on their behalf, and will be provided to the employing Drinking Water Supplier by official request.

Certified Operators, the Drinking Water Supplier and the regulatory body responsible for public health in the relevant state or territory can apply to access the relevant personal records for the purpose of validating current competency.

- Documented authority from the Certified Operator will be received prior to the release of any information to any other third party.
- Where information is released to any party, a full record of the information that was supplied shall be maintained by the nominated Certifying Body.
- Relevant state and territory privacy and confidentiality statutory requirements will apply to all applications

Certified Operators may access or correct their own personal details by contacting the Water Industry Operator Certification team on (03) 5821 6744.

## APPLICANT DECLARATION

I hereby provide the Water Industry Operators Association of Australia copies of my personal records of training from Registered Training Organisations regarding the qualifications listed in this application.

I declare that the particulars given in this application are true and correct and undertake to comply with the code of conduct as set out by the Water Industry Operators Association of Australia.

I give consent for enquiries to be made into any of the information I have provided as part of this application.

I approve the release of my certification details in accordance with the Privacy section above.

I understand that any statement made by me that is not accurate may be grounds for ineligibility for certification or loss of certification.

## Applicant Signature

Date

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date      Month      Year

## CHECKLIST

### Step 1

- Complete the application form  
- Certification Application Form (A01)
- Payment of Certification Application Fee  
\$110 (inc GST)

### Step 2

- Complete the evidence of fit for purpose training  
- Training Form (A02)

### Step 3

- Have the Workplace Evidence Report completed by the most senior technical person responsible for water within the water supplier  
- Workplace Evidence Report (A03)

### Step 4

- Sign the WIOA code of Conduct

### Step 5

- WIOA will process your application and:
  - Seek more information or clarification on the information provided from you or the workplaces most senior technical person responsible for water
  - When all the requirements of the Water Industry Operator Certification Scheme of Water Treatment Operators are met, WIOA will notify both the applicant and the workplaces most senior technical person responsible for water

### Step 6

- Payment of Certification fee \$440 (inc GST)
  - Certification is valid for the next 5 years

or

- Payment of Certification fee of \$110 (inc GST) on an annual basis

### Step 7

- Certification awarded

### Payment and all documentation to:

Water Industry Operators Association of Australia  
P.O. Box 6012  
Shepparton, Victoria 3630