

**CLARENCE CITY COUNCIL
APPLICATION FOR REGISTRATION
MULTIPLE USE REGISTER**

Category 3 – Plant and Equipment Hire

For a valid application you must:

1. Complete the detail required in Part 1.
2. Indicate in Part 2 which category/ies of services you wish to be registered for.
3. Complete the questionnaire in Part 3 and provide any detail or documents required by it.
4. Sign this application form on the last page.

PART 1 – APPLICANT DETAILS

Companies:

Company Name.....

ABN:.....

Trading name (if different to above):

.....

Address of principal place of business:

.....

.....

Firms:

Firm (trading) name.....

ABN:.....

Business address:.....

Names and addresses of partners/principals:

.....

.....

.....

Contact details (companies and firms)

Telephone:.....

Email:.....

Fax:.....

Contact person:.....

PART 2

SUB-CATEGORIES OF PLANT & EQUIPMENT YOU WISH TO REGISTER

(Enter your Hourly Rate)

<u>Category 3 - Plant & Equipment;</u>			
Council is seeking the following equipment to be registered for hire by Council on the Plant & Equipment Schedule; (Contractors to provide details of relevant attachments)			
Category	Description	Hourly Rate Without Operator	Hourly Rate With Operator
Category 3	• Excavators		
Category 3	• Excavators Bushfire Management Works (see note below)		
Category 3	• Grader		
Category 3	• Portable Message Board		
Category 3	• Portable Traffic Lights		
Category 3	• Pump Truck		
Category 3	• Roller		
Category 3	• Skid Steer Loader Tracked		
Category 3	• Skid Steer Loader Wheeled		
Category 3	• Truck – 10 Yd With Trailer		
Category 3	• Truck – 10 Yd Without Trailer		
Category 3	• Truck – 7 Yd		
Category 3	• Truck – 5 Yd		
Category 3	• Truck – 3 Yd		
Category 3	• Water Cart		

- Note Bushfire Management works require specialist's contractors and registrants in this category must provide specific details of experience in these environments and be familiar with legislative requirements.

3.1 Your current rates

You must list the current hourly rates charged for plant and equipment selected above including rates where hired with an operator. Use a separate sheet if there is insufficient space below.

You must advise Council in writing if, during the currency of the 2016-2018 MUR you increase these rates]

PART 3 QUESTIONNAIRE

3.1 Your ability to provide the services

(a) How long has the business been hiring plant and equipment of the type detailed in the sub-category/ies applied for?

.....

(b) How many persons does the business currently employ :

- on a full time basis:.....
- on a casual basis:.....

3.2 Your OHS systems and practices

NOTE: Where there is insufficient room on this part of the questionnaire, comments or details where required should be provided on a separate sheet.

		Yes	No
1.	OHS Policy and Management		
1.1	Does your business have a formal, printed health and safety policy? If yes, provide a copy	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is there a business OHS Management System Manual or plan? If yes, provide a copy of contents page(s).	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Does the business have an OHS Management System audited by a recognised independent Authority (eg: Workplace Standards Authority Safety MAP audit)? If yes, provide details.	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are health and safety responsibilities clearly identified for all levels of staff?	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Provide the name and position held of the person who is currently responsible for occupational health and safety in the business.		

		Yes	No
2	Standard Work Practices and Procedures		
2.1	Has the business prepared standard operating procedures or specific safety instructions relevant to its operations?	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Is there a documented incident investigation procedure? If yes, provide a copy of standard incident report forms.	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Are there procedures for identifying and assessing the risk of all hazards that may arise in a workplace based on the Australian Risk Management Standard or other recognised industry standard or procedure? If yes, provide details:	<input type="checkbox"/>	<input type="checkbox"/>
3	OHS Training		
3.1	Describe how health and safety training is conducted in your business.		
3.2	Is a record maintained of all training and induction programs undertaken for employees in your business? If yes, provide examples of safety training records:	<input type="checkbox"/>	<input type="checkbox"/>
4	Health and Safety Workplace Inspection		
4.1	Is there a process for health and safety inspections to be carried out at new worksites before start of works ? If yes, provide details:	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Are standard workplace inspection checklists used to conduct health and safety inspections? If yes, provide details or examples.	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Is there a procedure by which employees can report hazards at workplaces? If yes, provide details:	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No
5	Health and Safety Consultation		
5.1	Is there a workplace health and safety committee?	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Are employees involved in decision making over OHS matters?	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, provide details:		
5.3	Are there employee elected health and safety representatives?	<input type="checkbox"/>	<input type="checkbox"/>
6	OHS Performance Monitoring		
6.1	Is there a system for recording and analysing health and safety performance statistics?	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, provide details:		
6.2	Are employees regularly provided with information on business health and safety performance? If yes, provide details:	<input type="checkbox"/>	<input type="checkbox"/>
7	OHS inquiries and investigations		
7.1	Has the business, or any one from the business, been the subject of any inquiry by any statutory body or person concerning workplace health and safety issues? If so, provide details.	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Has the business, or any one on behalf of the business, been investigated by any statutory body responsible for any alleged breach of workplace health and safety responsibilities regarding any aspect of OHS performance? If so, provide details.	<input type="checkbox"/>	<input type="checkbox"/>
7.3	Has the business, or any one on behalf of the business, been convicted of a workplace health and safety offence. If so, provide details of what OHS actions were taken by the business in response to the conviction.	<input type="checkbox"/>	<input type="checkbox"/>

3.3 Your insurance details

Council needs to be satisfied that your business holds appropriate insurances for any works you may be required to do. You must provide CERTIFICATES OF CURRENCY for :

- public liability
- workers compensation
- motor vehicle

insurance policies held by the business.

It is expected that these insurances will be kept current throughout the 2 years period of the MUR. If you are awarded a contract under the MUR to provide any services you will be required again at that time to provide evidence that relevant policies are still in place.

3.4 Bank guarantee requirements

Applicants should be aware that Council often requires bank guarantees to ensure performance of works or services under contracts let under the MUR. By signing this application businesses will indicate that they understand and accept this and that they do not anticipate problems in providing bank guarantees if required.

APPLICATION SIGNING CLAUSE

Date of signing:.....

Signature of authorised signatory:

.....

Signatory's name:.....

Signatory's position:.....