



THIS SECTION IS FOR THE ADMINISTRATION AREA
OF VENARCHIE CONTRACTING PTY LTD

PLEASE READ AND RETURN ALL FORMS REQUIRED

Sub-contractors Declaration

Licences:

We are required to have a current copy of your drivers licence on file at the office and any other licences/certificates you may hold. First aid, excavator ticket, fork lift licence etc.

Safety gear & uniform:

As appropriate

If you have any questions at all please contact your supervisor or contact the office on 63 268 440.

Thankyou!

IMPORTANT PLEASE READ

Please read this checklist to ensure you have filled and handed in all required information for the office staff:

Have you given these forms to the office?

- Sub Contractor Form
- Your current drivers licence, certificates and any other tickets have been copied for the office files?
(admin staff can copy for you)

Do you have any questions direct towards the administration area.

If so please feel free to contact or come see us in the office between 7am – 5pm Monday to Friday.

Subcontractors Declaration

1. The Subcontractor shall not remove equipment from the job site or reduce the work force unless and until approval by Venarchie Contracting has been obtained.
2. The subcontractor shall comply with all relevant elements of Venarchie Contracting's Safety Management System and the requirements of the Workplace Health and Safety legislation, regulations and Codes of Practice as applicable to the State of Tasmania. A copy of The Company Safety Management manual is available for perusal on all sites.
3. Sub-contractor will be required to provide evidence that they have an effective Safety Management system in place and they may be required to provide a job safety analysis prior to commencing work. This requirement includes but is not limited to:
 - a. Adherence to all directives given by The Company Site Safety Officer as appointed from time to time.
 - b. Adherence to all directives issued by The Company's Site Management with respect to work practices, tagging of equipment and all other workplace safety issues.
 - c. The use of only licensed and/or trained employees to perform work activities requiring such qualifications.
 - d. The provision of Material Safety Data Sheets for hazardous materials to be used on the site
 - e. No children or pets allowed on the site.
4. Venarchie Contracting shall not be liable for damage occurring to vehicles parked within the worksite area however arising.
5. The subcontractor shall provide all necessary protective equipment for the sub-contractors employees as required under the relevant State WH&S legislation and regulations. This equipment includes but not limited to: clothing, eye protection, ear protection, footwear, hard hats, work area safety barriers and safety signage. The cost of such equipment shall be borne by the Subcontractor.
6. The subcontractor indemnifies Venarchie Contracting against any liability, loss or expense, including but not limited to legal costs and consultants fees incurred by Venarchie Contracting as a result of any breach of the Subcontract by the subcontractor or as a result of any at or omission of the subcontractor relating to the subcontract.
7. **Insurance:** All subcontractors shall have current insurance for Public Liability and Workers Compensation etc and copies of relevant Certificates of Currency are to be provided to Venarchie Contracting prior to commencement on site.
8. **Termination:** Venarchie shall terminate the subcontractors employment by notice in writing and/or verbally if the Subcontractor
 - a. Fails to carry out the works in a diligent and competent manner or
 - b. Fails to complete the works in a timely manner or
 - c. Becomes insolvent, has a receiver, administrator, liquidator or any other external administrator appointed or becomes bankrupt

9. Invoicing and Payment:

The Sub-contractor shall supply Venarchie Contracting with a Tax invoice complying with the Australian Taxation Office regulations stating hours worked, job site and Venarchie job number if applicable, hourly rate inclusive of GST where applicable.

- a. The subcontractor will supply a current Australian Business Number to Venarchie Contracting prior to commencing the subcontractor works. Venarchie Contracting will be obliged to withhold the standard ATO amount from payment should the ABN not be provided. The subcontractor shall ensure compliance with its legal obligations in relation to the relevant taxation laws and registration for the Goods and Services Tax.
- b. Our payment terms are 30 days after the month in which the work is invoiced.
- c. Payment will be made directly to your account upon provision of your bank details below:

10. The Subcontractor is responsible for his own insurances, PAYG, long service leave and superannuation.

11. **Confidentiality:** The subcontractor shall not divulge or make use of, for any purpose other than the business of the company any trade secrets, customer lists or confidential information which the subcontractor may acquire during the course of or incidental to the subcontractor’s contract with the company. This obligation shall apply for the duration of the subcontractor’s contract with the company and after the termination of the subcontractor’s contract.

Subcontractors understand and acknowledge that they owe Venarchie Contracting Pty Ltd a duty of fidelity and a duty of confidentiality with such duties having the meaning recognised by law from time to time. Accordingly, and without limiting the meaning of any duties, the subcontractor agrees and undertakes that:

- a. he/she will not at any time knowingly disclose to any unauthorised person confidential information of Venarchie Contracting Pty Ltd, which comes to their knowledge during the course of their contract including details concerning this Agreement;
- b. upon the termination of their contract he/she will return all intellectual property of Venarchie Contracting Pty Ltd to which he/she has access during the course of their contract, including all documents, materials, and processes whether in physical, electronic, computerised or any other form; and
- c. for a period of three (3) months after the date of termination of their contract he/she will not on their own behalf or on behalf of a business competitor, canvass, solicit or otherwise endeavor to entice away from Venarchie Contracting Pty Ltd any client.

I acknowledge and accept these Standard Conditions of contract as above

Subcontractor

Name _____

Company Name _____

Position _____

Date _____

Signature _____

Contact Details

Business Trading Name _____
 Street Address _____
 Postal Address _____
 Telephone number _____ Fax number _____
 Mobile number _____ Email _____

Bank Account Details

BSB _____ Account No _____
 Bank _____ Account Name _____

Insurance Details (copies to be provided of workers comp, public liability, products liability, vehicle insurances)

INSURANCE TYPE	INSURER	POLICY NUMBER	EXPIRY DATE
Workers Compensation			
Public Liability			
Vehicle Insurance			

References (Please provide details of 3 referees which we can contact to provide details of your work history)

COMPANY	CONTACT PERSON	POSITION	CONTACT NUMBER

Licence/Competency Details (copies to be provided)

TYPE OF LICENCE/COMPETENCY	LICENCE NUMBER	EXPIRY DATE

Previous workers compensation claims

Have you ever received Workers Compensation for an injury or disease? Yes / No

If "yes" give details of each claim

Date or Injury/disease		
Nature of injury/disease		
Name of employer		
Period off work		
Did you receive a lump sum payment?	Yes / No	

Date or Injury/disease		
Nature of injury/disease		
Name of employer		
Period off work		
Did you receive a lump sum payment?	Yes / No	

Date or Injury/disease		
Nature of injury/disease		
Name of employer		
Period off work		
Did you receive a lump sum payment?	Yes / No	

Do you have any unsettled claims under Workers Compensation? Yes / No

If "yes" please give details

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Workplace Incidents / Accidents

Have you ever been charged and/or convicted of a workplace incident/accident?

Yes / No

If "yes" give details of each incident/accident

Date of Incident/Accident	
Details of Incident/Accident	
Details of charges and/or conviction recorded	

Date of Incident/Accident	
Details of Incident/Accident	
Details of charges and/or conviction recorded	

Date of Incident/Accident	
Details of Incident/Accident	
Details of charges and/or conviction recorded	

Do you have any pending charges and/or convictions of a workplace incident/accident?

Yes / No

If "yes" please give details

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