

Date: January 2013

Dear Sir / Madam,

This letter has been sent to you on behalf of **Kiama Municipal Council (KMC)**. In accordance with new Work Health & Safety (WHS) legislation enacted in November of 2011, **KMC** recognizes the need for a strong emphasis on safety in the workplace in addition to the requirement to be legally compliant from a **Work Health & Safety (WHS)** perspective. This emphasis of course extends to our contractors.

Due to the large number of contractors used, a decision has been made by Council to outsource this process and have licensed the on-line contractor management services of BNG Contractor Services Pty Ltd (**BNG**).

As a provider of services to **KMC**, your organization is required to undergo the Accreditation process with BNG Conserve™, to become an “**Approved**” Contractor for Council. There will be an annual licensing fee of **\$120.00 + GST** for this service (payable by you to BNG Contractor Services Pty Ltd). **If your organization has already completed Accreditation in Conserve for another client, please contact BNG.**

Contractors providing medium – high risk services are required to register in BNG Conserve:

- **The following are examples of (but not limited to) medium to high risk work;**
 - ❖ **Trades - Electrical / Plumbing**
 - ❖ **Working in confined space**
 - ❖ **Excavation / Earth moving**
 - ❖ **Operating any plant where the operator is required to hold a license or show evidence of holding a relevant competency. This includes backhoes and excavators.**
 - ❖ **Traffic control / line marking**
 - ❖ **Any construction or maintenance work**
 - ❖ **Any task involving hazardous chemicals**
 - ❖ **Scaffolding / Rigging**
 - ❖ **Any task requiring a crane or boom device**
 - ❖ **Working at heights / Elevated work platform of 11-metres or more.**

Additionally, Contractors are required to register if;

- **Their tender is valued at over \$150,000.00.**
- **Any work not covered by a tender, valued at more than \$5,000.00 per annum.**
- **They attend any Kiama Municipal Council facility more than once per month.**

BNG guarantees that all your information entered into BNG Conserve™ will be protected in relation to privacy and confidentiality and that it will not be given to any third party. **BNG's** privacy policy is available on our web site.

To register your business in the first instance, please follow the steps below:

1. Go to BNG Contractor Services Pty Ltd website: www.bngconserve.com.au
2. Click on "**Click here to Logon**". (next to the set of keys) This will take you to the registration page.
3. Click on the words "**Contractor Registration**" (to the left of the login block) This is a link and will open to the first of 5 tabs.
4. On the first section – enter your Company/ Business/ Partnership or Sole Trader Name;
5. "Client Name' is **Kiama Municipal Council**;
6. Enter your company's trading name if you have one, otherwise leave blank.
7. Click on each of the tabs using the **NEXT** button once the required information is completed for each tab.
8. Click on the "**Finish**" button when you have entered all required information. A "pop up" message will advise that you have successfully registered and take you to the secure payment section for payment of the licencing fee. Once the payment has been accepted, the login details will be emailed to you by the system.
9. Further instructions will be received via email on the next working day with regards to the information required to be uploaded into Conserve.

If you need any assistance with the registration process please contact our help desk

Frances Cruz - Tel: (02) 8883 1518 Fax: (02) 8883 1502

Jigna Shroff - Tel: (02) 8883 1459 Fax: (02) 8883 1502

conserve@bngconsulting.com.au

Please be advised that your business needs to become an Approved Contractor to provide services to Council. If your business has not finalised the Accreditation process, **KMC** may not utilize your businesses services for future work. This may encroach on Council's ability to raise purchase orders or make payments for services rendered.

Yours sincerely,

Terry Quinn
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