

Authorised Contractors Online Application Requirements

Within Hornsby Shire vehicular crossings (VC) may only be constructed by concrete contractors who have been authorised by Hornsby Shire Council.

Under the WHS Act 2011, Council, as the land owner, is required to ensure the 'subcontractor' i.e. concrete contractors provides a written 'Safe Work Method Statement' (SWMS) before commencing any 'high risk construction work' i.e. any hazardous construction work that has the potential to harm the health and safety of people or to damage plant and equipment'. For further information about SWMS please refer to the [SafeWork NSW](#) website or call 13 10 50.

Prior to approval the following are required for your online '[Application to Become an Authorised Contractor](#)'. Click here for current application fee '[Fees and Charges](#)', '[Construction](#)' (reference 6n),

- 1) **Traffic Control Plan** - Provide diagrammatic example from a Traffic Controller as per Australian Standards AS 1742.3 - *Manual of uniform traffic control devices - Traffic control for works on roads* for works occupying the full width of a footway long term. Refer also to *Road and Maritime Services (RMS) Technical Manual* '[Traffic Control at Work Sites](#)'

The contractor must also attach a copy of the Traffic Controller's accreditation including '*Traffic Controller*' and '*Implement Traffic Control Plans*'.

Click here for a list of [Approved Traffic Control Training Provider](#).

Click here for an overview of [Traffic Control Training](#).

- 2) **Sediment and Erosion Control Plan** – Provide diagrammatic example, for typical construction. Plans are to show details of the construction and placement of items such as sediment fences, grass strip filters, straw bale filters and temporary kerb sediment traps that are essential for all worksites. For further information refer to [NSW Environment, Energy and Science website](#).

- 3) A current copy of **Public Liability Insurance 'Certificate of Currency'**. The insurance cover shall be for a sum **not less than \$20,000,000** for a period of six (6) months and **nominating Hornsby Shire Council on the policy as indemnified against public risk claims, arising during or as a result of the construction of a crossing**. It is the Authorised Contractor responsibility to provide Council with a current copy of 'Public Liability insurance certificate of currency' annually to avoid unnecessary delays when processing applications to construct a vehicular crossing.

- 4) A current copy of [white card](#) (or general construction induction card) must be submitted. Concretors must also ensure all workers on-site have a current White Card.

- 5) A current copy of '[General Concreting](#)' **licence**' issued by the NSW Fair Trading. Please note a [Building \(general building work\)](#) licence will not be accepted.

6) A current copy of [Safe Work Method Statements](#) (combined as one PDF document) for the following activities:

1. Traffic control set-up
2. Outdoor work
3. Locating services
4. Sawcutting concrete
5. Excavation
6. Plant and tool operations
7. Manual handling
8. Loading truck
9. Compact sub-grade
10. Install formwork and reinforcement mesh
11. Pouring and finishing concrete
12. Laying pavers [what about make safe before paving?]
13. Tidy worksite