

REQUIREMENTS TO BECOME A COUNCIL APPROVED CONTRACTOR TO CARRY OUT WORK IN CEMETERIES

1. The attached application form must be completed and lodged with Council.
2. Payment of an annual registration fee
3. You must produce an original and current Department of Fair Trading Contractor Licence Card for stone masonry at the time you lodge your application.
4. You must name at least one certifier who is responsible for certifying that the work done by you complies with Council's standards. For each certifier you must produce an original and current Department of Fair Trading Contractor Licence Card for a stone mason at the time you lodge your application.
5. You must sign the attached Statutory Declaration stating that you:
 - a. are able to read plans, understand levels and able to carry out construction in compliance with plans and levels
 - b. fully understand Council's Policy and Standards for construction of monuments in Council cemeteries
 - c. will check formwork and ensure the formwork is correct prior to placing concrete
 - d. will not falsely certify your work
 - e. understand that your work will be subject to a random audit and you will be struck off the list of approved contractors if your work is found to be falsely certified.
6. You must prove that you have your own public liability insurance cover, which must be for an amount of \$20 million with Shellharbour City Council named on the policy as co-principal.
7. You must prove that you have your own current Workers Compensation insurance cover.

NOTE:

An application *will not* be processed until all the above requirements have been met.

STONE MASON REGISTRATION AND INSPECTION PROCEDURE

Registration

To become a registered stone mason you must have the following:

- a completed registration form
 - a completed statutory declaration for you and each of your nominated certifiers
 - contractor Licence No. for each of your nominated certifiers, and
 - evidence of your Public Liability Insurance cover and Workers Compensation Insurance cover.
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- Qualified contractors will be required to register each year. Registration will be for one year from 1 July to 30 June the following year.
 - Applications for registration will have to be renewed by 1 July each year.
 - You will have to pay a yearly registration fee (from 1 July 2013).
 - You will need Public Liability Insurance cover and Workers Compensation Insurance cover.
 - You will have to complete an application form to construct a monument and receive written approval prior to commencement of work.
 - Our staff will not necessarily be inspecting the formwork or piers. You will be required to certify that your work will comply with Council's standards.

Constructing a Monument

To construct a monument you must do the following:

- Complete an application to construct a monument and pay the fee.
- Not commence work until the plot has been pegged out and you receive written approval from Council.
- When you have completed the work you will need to return the application form with the certification signed by you or your nominated certifier to Council. The certification involves two steps:

Step 1:

- You or your nominated certifier must certify that the completed works will comply with Shellharbour City Council's standards.

Step 2:

- You must obtain the certification of the owner that they are aware that if the monument does not comply with Council's standards, Council will order removal and reinstatement of the plot at the owners cost

How many monuments must you do each year?

The registration is annual so you can do many or as few monuments as you want provided that you complete an application form for each monument and return the certification to Council.

What happens if you falsely certify your work?

During the year our inspectors will conduct a random audit of your work. If we find any of your work that does not comply with Council's standards you will be immediately struck off the register of approved contractors.

NOTIFICATION OF THE COLLECTION OF PERSONAL INFORMATION

You have been requested to supply information of a personal nature in order for Council to consider your application to become a Shellharbour City Council approved stone mason for Council.

The information that Council is collecting from you is deemed to be personal information under the *Privacy & Personal Information Protection Act 1998 (the Act)*.

Under the *Government Information (Public Access) Act 2009* we may be required to publicly release any correspondence or information we have on this matter, which means your personal information may not be confidential and may appear on Council's website.

Political Donations and Gifts Disclosure Statement forms will be kept in a public register held at Council's Administration Building and may also be available on our website.

Please note that the information collected on this form may be provided to other officers within the Council and where required by legislation to other State and Commonwealth Departments and agencies.

The supply of the information by you is not voluntary. If you cannot provide or choose not to provide the information sought, Council will be unable to process your application.

You may make application or amendment to the information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with both the Act and the *Local Government Act*.

Under the Act, Shellharbour City Council is to be regarded as the agency that holds the information you have provided.

Enquiries regarding privacy issues should be directed to Council's Public Officer on 4221 6111.