

## **1.0 PURPOSE**

The purpose of this document is to provide you (the User) with guidance on the process and requirements of Users to undertake work at the AMCCUF. The documentation provided with the User Attachment Pack will assist in understanding the requirements for access to the AMCCUF and provide Users with all the reference, information and forms required to complete the process.

## **2.0 APPLICATION PROCESS**

The process to obtain access to the AMCCUF is in three (3) stages as described herein. All three (3) stages must be completed to fulfil the access requirements.

### **2.1 Prospective Use of the AMC Common User Facility**

The Facility Manager (FM) will acknowledge your initial enquiry in writing and provide you with a User Attachment Pack comprising all forms and reference documentation needed to complete the application process. The following documentation will be provided

To be completed by yourself and submitted:

- User Activity Questionnaire

For information and reference:

- Facility Rules
- Sample User Agreement
- Current Standard Schedule of Rates

To continue with your application, please advise in writing if you wish to proceed with your enquiry, confirming your requirements by completing and returning the User Activity Questionnaire.

If you use contractors/subcontractors in addition to your own personnel to undertake your works, the documents and plans that you submit must cover the management and control of those contractors/subcontractors as well as your own personnel. We may however request that you submit a copy of your contractors'/subcontractors' documents and plans. You retain responsibility for your personnel, contactors, subcontractors and visitors at all times.

Stage 1 Completed:            Yes             No

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## 2.2 Access to the AMC Common User Facility

The FM will confirm your interest in using the AMCCUF, and the availability of the facilities to meet your timeframe.

A User Agreement will be sent to you for signing.

Before access to the AMCCUF is granted, the FM requires the following documents to be submitted for review and acceptance:

- Insurance - Certificates of currency issued by the Approved Insurer noting Western Australian Land Authority (LandCorp) as required (refer to the User Agreement Clause 10.9)
- HSE Methodology (refer to Facility Rules for guidance)
- Employee Relations – Copy of the legally enforceable agreement with your employees, contractors/subcontractors as applicable
- User Agreement - signed

Submission by the User and Approval by the FM of the above documents is mandatory for the User to obtain access to the AMCCUF.

Stage 2 Completed:            Yes             No

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## 2.3 User Agreement Approved

When the FM receives the signed User Agreement and copies of your insurance documents, HSE Methodology and Employee agreements, and all documentation submitted is accepted by the FM, the User Agreement will be executed by the FM and a copy returned for your records.

Note that changes to the Permitted Use, Term, Industrial Agreements, etc. affect the validity of the User Agreement. Any variation that may be required will be subject to our consideration and acceptance.

You will now be able to commence the process for organising Authorised Inductors by contacting Inductions on (08) 9410 5400 and referencing the above User Agreement contract number. After this process, the Authorised Inductor will be able to carry out AMCCUF Inductions and authorise for AMCCUF access passes. Completed pass access documents must be presented to the AMCCUF Pass Office for passes to be issued to individuals.

To co-ordinate mobilisation to the AMCCUF contact the Operations and Maintenance Department on (08) 9437 0500.

Stage 3 Completed:            Yes             No