

Some of the products and services below are available electronically to **members only** via our Technical Knowledge Base (TKB) or the NECA WA Member Area, as specified. All other services are additionally available to non-members, who will incur an additional charge above the member price, as indicated.

1. PRODUCTS AND SERVICES (FREE TO MEMBERS ONLY - EXCLUDES ASSOCIATE MEMBERS)

Red Book (A Safety Guide For Workers)	Available electronically via the NECA WA Member Area at bit.ly/3nmg0Rz
Safety Guidelines for Electrical Workers (Building and Energy)	Available electronically on the TKB at bit.ly/2HXJYGG
Apprentices Safety Assessment Guidelines (Building and Energy)	Available electronically on the TKB at bit.ly/211H7wx

2. NECA SAFE ONLINE SYSTEM 20.226.2700.276

	PRICE	QUANTITY	AMOUNT
Employers with 1 – 6 employees	\$1,995 + GST/year		
Employers with 7 – 15 employees	\$2,495 + GST/year		
Employers with 16 – 30 employees	\$3,295 + GST/year		
Employers with 31+ employees (note an additional \$30 will be payable for each employee licence over 31 employees)	On application		

3. HSEQ WEB PORTAL (MEMBERS ONLY) 20.226.2700.278

	PRICE	QUANTITY	AMOUNT
HSEQ SWMS Online package (Level 1) (HSEQ Licence and Subscription Conditions form attached must be signed)	\$250 + GST/year		
HSEQ Lite Small Business Pack (Level 2) (HSEQ Licence and Subscription Conditions form attached must be signed)	\$800 + GST (first year) \$350 + GST (each subsequent year)		
HSEQ Management System (Level 3) - Employers with less than 16 employees (HSEQ Licence and Subscription Conditions form attached must be signed)	\$2,499 + GST (first year) \$700 + GST (each subsequent year)		
HSEQ Management System (Level 3) - Employers 16+ employees (HSEQ Licence and Subscription Conditions form attached must be signed)	\$2,999 + GST (first year) \$700 + GST (each subsequent year)		
HSEQ Packaged Solution – Employers with 1-16 employees (3 year contract) (HSEQ Licence and Subscription Conditions form on page 5 must be signed)	\$2760 + GST (per year for 3 years – year 4 onwards subscription of \$700 plus GST and \$500 plus GST Audit fee per year)		
HSEQ Packaged Solution – Employers with 16+ employees (3 year contract) (HSEQ Licence and Subscription Conditions form on page 5 must be signed)	\$3260 + GST (per year for 3 years – year 4 onwards subscription of \$700 plus GST and \$1000 plus GST Audit fee per year)		

4. HSEQ SYSTEM AUDITING (MEMBERS ONLY) 20.226.2700.278

	PRICE	QUANTITY	AMOUNT
HSEQ Management System (Level 3) ongoing yearly audit	\$500 + GST		

5. OTHER PRODUCTS 20.226.2600.267

	PRICE	QUANTITY	AMOUNT
Risk Assessment Checklist (RAC Book)	\$7.95 + GST each		

6. SHARED SAFETY SERVICES (CONSULTANCY SERVICES INCLUDING INJURY MANAGEMENT, INCIDENT INVESTIGATIONS, AUDITING, SYSTEM DEVELOPMENT AND IMPLEMENTATION) 20.226.2700.277

	PRICE	QUANTITY	AMOUNT
Hourly (Minimum charge-out 3 hours)	\$125/hour + GST		
Systems Audit AS/NZS 4801 [Not a Certification Audit] (7.6 hours)	\$125/hour + GST		
WorkSafe Plan Audit	\$125/hour + GST		
Individual Site Inspection/Assessment (from template)	\$125/hour + GST		
Development of documents	\$125/hour + GST		
Development of Safe Operating Procedures (SOP)	\$125/hour + GST		

6. SHARED SAFETY SERVICES (CONSULTANCY SERVICES INCLUDING INJURY MANAGEMENT, INCIDENT INVESTIGATIONS, AUDITING, SYSTEM DEVELOPMENT AND IMPLEMENTATION) 20.226.2700.277

	PRICE	QUANTITY	AMOUNT
Development of Safe Work Method Statements (SWMS)	\$125/hour + GST		
Hazard/Risk Register Development (individual to each company)	\$125/hour + GST		

Please note: Contractors outside of the metro area will be required to cover airfares and accommodation for the Safety Consultant. Travel during working hours is billed at half the hourly rate.

7. MANAGEMENT PLANS 20.226.2700.279

	PRICE	QUANTITY	AMOUNT
Contractor Connect Scheme Management Plan (copyright applies)	member price \$600 + GST		
Contractor Connect Scheme Management Plan (copyright applies)	Non member price \$900 + GST		

8. SAFE WORK METHOD STATEMENTS 20.226.2600.267

	PRICE	QUANTITY	AMOUNT
1 - 5 SWMS	\$35 + GST each		
6 - 20 SWMS	\$25 + GST each		
21 - 50 SWMS	\$20 + GST each		
Complete set of SWMS	\$595 + GST		

9. SAFE OPERATING PROCEDURES (SOP)

	PRICE	QUANTITY	AMOUNT
1 - 5 SOP	\$25 + GST each		
6 - 10 SOP	\$20 + GST each		

SUB TOTAL

GST

POSTAGE

TOTAL

10. ACCEPTANCE TO PURCHASE

Signature _____
Date _____

11. CONTACT DETAILS

Contact name _____ ABN _____
Entity name _____
Trading name _____
Telephone number _____
Email address _____
Postal address _____
Suburb _____ State _____ Postcode _____

12. PAYMENT OPTIONS

Payment via monthly instalments (available for NECA Safe, HSEQ Level 2, HSEQ Level 3 and 8 + hours of consultancy services)

Bank account (please complete the Direct Debit Request and Agreement) **Credit card** (incurs a 1% surcharge - please complete your credit card details below)

- Your first monthly instalment will be due and debited on or about the 14th of the month in which you make your purchase. If you make your purchase after the 14th, the first monthly instalment will be due and debited on or about the 14th of the following month.
- Your second and subsequent monthly instalments will be due and debited on or about the 14th of each month.
- If you choose to pay your monthly instalments via a bank account, you must complete the Direct Debit Request and Agreement

Payment in full

Bank deposit - ECA WA | BSB: 016 498 | ACC No: 4668 33493 | Reference: Your company name

Cheque (make payable to The Electrical and Communications Association of Western Australia Inc.)

Credit card

Credit card details

Credit card type

VISA

Mastercard

Credit card number

Expiry date

Security (CCV) code

Card holder name

Signature

HSEQ LICENCE AND SUBSCRIPTION CONDITIONS

1. DEFINITIONS

We, Our, Us and ECA WA: means the The Electrical and Communications Association of Western Australia Inc (ECA WA).

You, Your: means the licensee or subscriber named in item 1 of the Schedule.

The Audit Fee: means the fee in item 4 of the Schedule. (Not Applicable to HSEQ SWMS Online (Level 1) nor HSEQ Small Business Safety Pack (Level 2))

Licence Conditions: means these HSEQ Licence and Subscription Conditions.

SWMS: means Safe Work Method Statements.

The Contract: means the agreement between ECA WA and the Licensee/Subscriber for ECA WA to provide the relevant Online Service to the Licensee/Subscriber which Contract is formed on acceptance by ECA WA of the completed ECA WA Safety Order Form by the Licensee/Subscriber and on payment of the first instalment by the Licensee/Subscriber of the Licence Fee and/or Subscription Fee.

The Licence Fee: means the amount shown in item 2 of the schedule.

The Licensed Works: means "The HSEQ Management Manual".

The Online Forms: means the forms that are available on The Website that You may download or print out while You are a subscriber to the Online Service.

The Online Service means:

- HSEQ SWMS Online (Level 1) - online access to SWMS on the Website.
- HSEQ Lite Small Business Safety Pack (Level 2) - online access to SWMS on the Website plus policies and other documents.
- HSEQ Management System (Level 3) - online access to SWMS, emergency response plan, site safety instructions, project workplace health and safety management plan, work instructions, policies, toolbox talks and other documents that We may make available from time to time by Us to subscribers on the Website.
- HSEQ Packaged Solutions: online access to SWMS, emergency response plan, site safety instructions, project workplace health and safety management plan, work instructions, policies, toolbox talks and other documents that We may make available from time to time by Us to subscribers on the Website including 5 hours management system implementation consulting by ECA WA (1st year only), 6 x 1.5 hour ECA WA consultant visits to members' workplace per annum and an annual ECA WA certification audit.

The Subscription Fee: means the amount in item 3 of the Schedule that You must pay Us each year to maintain Your subscription to the Online Service.

The Website: means www.hseq.asn.au

2. LICENCE

In return for payment of the Licence Fee We grant You a perpetual non-exclusive licence to use the Licenced Works on the terms set out in these Licence Conditions.

This licence entitles You to one copy of the Licensed Works. You may keep that copy after the licence has come to an end but Your right to use it will continue to be governed by the terms set out in these Licence Conditions. Additional copies of the Licenced Works may be requested.

You may transfer Your rights under these Licence Conditions only to a purchaser of Your business but You may not otherwise sell, sub-license or assign Your rights under these Licence Conditions.

Unless the copy is used for the purposes of submitting a tender in the ordinary course of Your business, You may not copy, store, distribute or transmit copies of the Licensed Works.

You may not reverse engineer, decompile, or disassemble the Licensed Works. You may not sell, rent, lease, or lend the Licensed Works.

We reserve all rights relating to the Licensed Works that are not expressly granted under these Licence Conditions.

3. SUBSCRIPTION

In return for your payment of the Subscription Fee and provided that You continue to be a fully paid up member of NECA WA or ECA WA, We will provide You with access to the Online Service appropriate to Your subscription level.

The subscription is for one year or the period that You are a member of NECA WA or ECA WA, whichever is the lesser.

Although We will use Our best efforts to make the Online Service available online, as with all online services, some outages are unavoidable. If You are not able to access the Online Service, You can call Us on (08) 6241 6100 during office hours and We will endeavour to provide You with the information You require.

You release Us from any claims You may have against Us that arise because any Online Service is not accessible.

4. USE OF ONLINE FORMS

If You download or print out an Online Form from the Website, You may use and modify that form for Your own business purposes but You may not sell that form or commercialise it.

Your right to use any form that You have downloaded or printed is otherwise on the same terms as these Licence Conditions to use the Licensed Works and it continues on those terms even after You are no longer a subscriber to the Online Service.

HSEQ LICENCE AND SUBSCRIPTION CONDITIONS

5. LIMITED WARRANTY

All warranties, conditions, representations, promises and statements relating howsoever to the Licensed Works and Online Service, whether express or implied and whether in contract or tort are excluded to the extent permitted by law.

Our liability to You under a condition or warranty (if any) implied into these Licence Conditions other than a condition implied by the Australian Consumer Law is limited at Our option to:

- the replacement of the Licensed Works; or
- the supply of an equivalent work; or
- the repair of the Licensed Works.

This clause sets out Our entire liability to You under law. Under no circumstances will We be liable to You for special, consequential, direct or indirect loss, damage, harm or injury suffered or incurred by You as a result of the use of the Licensed Works or Online Service.

6. APPLICABLE LAW

These Licence Conditions are governed by the laws of the State of Western Australia and the parties submit to the jurisdiction of the courts of that State.

7. CANCELLATION

The Contract for the Packaged Solution products can only be terminated after expiry of the initial 12 months and **only then** by the Licensee/Subscriber providing 6 months' written notice to ECA WA of intention to discontinue with the relevant Online Service at the end of the 6 months' notice period.

Where the Packaged Solution is cancelled on 6 months' written notice, the licensee/subscriber will be entitled to a refund of the Licence Fee and Subscription Fee from the date the cancellation is effective on a pro rata basis. All other HSEQ products may be cancelled on 30 days' written notice prior to renewal and no refund will apply.

SCHEDULE

ITEM	DETAIL
1.	Licensee/subscriber _____ <i>(insert name of member)</i> Membership code _____
	The HSEQ Management System Licence Fee <input type="checkbox"/> \$2499 + GST (members with up to 16 employees) OR <input type="checkbox"/> \$2999 + GST (members with 16+ employees)
2.	The Packaged Solution Licence Fee <input type="checkbox"/> \$2760.00/year + GST HSEQ Packaged Solution (employers with 1-16 employees, 3 year contract). Price includes the Subscription and Audit Fee per year over the 3 year contract OR <input type="checkbox"/> \$3260.00/year + GST HSEQ Packaged Solution (employers with 16+ employees, 3 year contract). Price includes the Subscription and Audit Fee per year over the 3 year contract.
3.	The Subscription Fee <input type="checkbox"/> \$250/year + GST (HSEQ SWMS Online Package (Level 1)) <input type="checkbox"/> \$350/year + GST (HSEQ Lite Small Business Safety Pack (Level 2) only) <input type="checkbox"/> \$700/year + GST (HSEQ Management System (Level 3) applicable to Packaged Solutions from year 4 onwards)

I, _____ (NECA WA or ECA WA Member Director, Partner, Sole Trader or authorised agent) hereby acknowledge that I have read and agree to the Licence Conditions outlined above.

Signed: _____ Date: ____/____/____

Request and Authority to debit the account named below to pay **The Electrical and Communications Association of Western Australia Inc** (trading as 'ECA WA'). ABN: 24 450 502 757.

REQUEST AND AUTHORITY TO DEBIT

Your surname or company name

Your given names or ABN / ARBN

"You" request and authorise the **Electrical & Communications Association WA, Direct Debit User ID: 520787**, to arrange, through its own financial institution, a debit to Your nominated account any amount the **Electrical & Communications Association WA** has deemed payable by You.

This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from Your nominated account held at the financial institution You have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

INSERT THE NAME AND ADDRESS OF FINANCIAL INSTITUTION AT WHICH ACCOUNT IS HELD

Financial institution name (e.g. ANZ)

Address

INSERT DETAILS OF ACCOUNT TO BE DEBITED

Name(s) on account

BSB number (Must be 6 digits)

Account number

ACKNOWLEDGMENT

By signing and/or providing us with a valid instruction in respect to Your Direct Debit Request, You have understood and agreed to the terms and conditions governing the debit arrangements between You and the **Electrical & Communications Association WA** as set out in this Request and in Your Direct Debit Request Service Agreement.

INSERT YOUR SIGNATURE AND ADDRESS

Signature

(If signing for a company, sign and print full name and capacity for signing e.g. director)

Address

Date

SECOND ACCOUNT SIGNATORY (IF REQUIRED)

Signature

(If signing for a company, sign and print full name and capacity for signing e.g. director)

Address

Date

OFFICE USE ONLY

Membership code

This is Your Direct Debit Service Agreement with **The Electrical and Communications Association of Western Australia Inc** (trading as 'ECA WA'), ABN: 24 450 502 757. It explains what Your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to You as Your Direct Debit provider. Please keep this agreement for future reference. It forms part of the terms and conditions of Your Direct Debit Request (DDR) and should be read in conjunction with Your DDR authorisation.

DEFINITIONS

Account means the account held at Your financial institution from which we are authorised to arrange for funds to be debited.

Agreement means this Direct Debit Request Service Agreement between You and us.

Banking Day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

Debit Day means the day that payment by You to us is due.

Debit Payment means a particular transaction where a debit is made.

Direct Debit Request means the Direct Debit Request between us and You.

Us or We means the **Electrical & Communications Association WA**, (the Debit User) You have authorised by requesting a Direct Debit Request.

You means the customer who has signed or authorised by other means the Direct Debit Request.

Your Financial Institution means the financial institution nominated by You on the DDR at which the account is maintained.

1. DEBITING YOUR ACCOUNT

1.1 By signing a Direct Debit Request or by providing us with a valid instruction, You have authorised us to arrange for funds to be debited from Your Account. You should refer to the Direct Debit Request and this Agreement for the terms of the arrangement between Us and You.

1.2 We will only arrange for funds to be debited from Your Account as authorised in the Direct Debit Request.

or

We will only arrange for funds to be debited from Your Account if we have sent to the address nominated by You in the Direct Debit Request, a billing advice which specifies the amount payable by You to Us and when it is due.

1.3 If the Debit Day falls on a day that is not a banking day, We may direct Your Financial Institution to debit Your Account on the following Banking Day. If You are unsure about which day Your Account has or will be debited You should ask Your financial institution.

2. AMENDMENTS BY US

2.1 We may vary any details of this Agreement or a Direct Debit Request at any time by giving You at least fourteen (14) days written notice.

3. AMENDMENTS BY YOU

3.1 You may change*, stop or defer a debit payment, or terminate this Agreement by providing Us with at least 14 days notification by writing to PO Box 782, Balcatta WA 6914 or by telephoning Us on 08 6241 6100 during business hours; or arranging it through Your own Financial Institution, which is required to act promptly on Your instructions.

*Note: in relation to the above reference to 'change', Your Financial Institution may 'change' Your debit payment only to the extent of advising Us of Your new account details.

4. YOUR OBLIGATIONS

- 4.1 It is Your responsibility to ensure that there are sufficient clear funds available in Your account to allow a Debit Payment to be made in accordance with the Direct Debit Request.
- 4.2 If there are insufficient clear funds in Your Account to meet a Debit Payment:
- (a) You may be charged a fee and/or interest by Your Financial Institution;
 - (b) You may also incur fees or charges imposed or incurred by Us; and
 - (c) You must arrange for the Debit Payment to be made by another method or arrange for sufficient clear funds to be in Your account by an agreed time so that We can process the Debit Payment.
- 4.3 You should check Your account statement to verify that the amounts debited from Your account are correct.

5. DISPUTE

- 5.1 If You believe that there has been an error in debiting Your account, You should notify Us directly on (08) 6241 6100 and confirm that notice in writing with Us as soon as possible so that We can resolve Your query more quickly. Alternatively You can take it up directly with Your Financial Institution.
- 5.2 If We conclude as a result of our investigations that Your Account has been incorrectly debited We will respond to Your query by arranging for Your Financial Institution to adjust Your account (including interest and charges) accordingly. We will also notify You in writing of the amount by which Your account has been adjusted.
- 5.3 If we conclude as a result of our investigations that Your Account has not been incorrectly debited We will respond to Your query by providing You with reasons and any evidence for this finding in writing.

6. ACCOUNTS

You should check:

- (a) with Your Financial Institution whether direct debiting is available from Your Account as direct debiting is not available on all accounts offered by financial institutions.
- (b) Your Account details which You have provided to Us are correct by checking them against a recent account statement; and
- (c) with Your Financial Institution before completing the Direct Debit Request if You have any queries about how to complete the Direct Debit Request.

7. CONFIDENTIALITY

- 7.1 We will keep any information (including Your account details) in Your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that We have about You secure and to ensure that any of Our employees or agents who have access to information about You do not make any unauthorised use, modification, reproduction or disclosure of that information.
- 7.2 We will only disclose information that we have about You:
- (a) to the extent specifically required by law; or
 - (b) for the purposes of this agreement (including disclosing information in connection with any query or claim).

8. NOTICE

- 8.1 If You wish to notify Us in writing about anything relating to this Agreement, You should write to Us at PO Box 782, Balcatta WA 6914.
- 8.2 We will notify You by sending a notice via ordinary post to the address You have given Us in the Direct Debit Request.
- 8.3 Any notice will be deemed to have been received on the third Banking Day after posting.