



Subcontractor Agreement

Tough Terrain Earthworks Pty Ltd T/A APA Plant Hire

Please complete all details where applicable

Profile:

Please select the structure relevant to you:

- Business
- Individual
- Other

Business name:

Trading name if applicable:

ABN: ACN:

Physical Address:

Postal Address:

Home Phone: Mobile:

Email:

Emergency Contact

Please list a minimum of one contact

Name: Relation:

Phone:

Email:

Address:

Name: Relation:

Phone:

Email:

Address:



Tickets and Licences

Copies must be provided to office; physical or electronic

Drivers Licence

Type of Licence:..... Licence Number:

Expiry Date:

General Construction Induction card

- White Card
- Blue Card

Card Number: Expiry Date:

Other Licences, Tickets or Cards

- Yes
- No

If 'Yes' please list below:

.....

.....

.....

.....

Safety Certificate:

- CPR
- First Aid
- Other

If 'Yes' please list below:

.....

.....

.....

.....



Insurances

Public Liability

- Yes
- No

If 'Yes' please list below:

Company:

Policy #: Expiry Date:

Cover amount: \$..... Certificate of Insurance Attached: Yes / No

Motor Vehicle

- Yes
- No

If 'Yes' please list below:

Company:

Policy #: Expiry Date:

Number Trucks Included: Certificate of Insurance Attached: Yes / No

Workcover

- Yes
- No

Payment Details

Amount will be transferred 30 – 45 days EOM from Docket Date

Name of Bank: Branch:.....

Name of Account:

BSB:

Account Number:



Any Additional Information:

.....
.....
.....
.....

I hereby declare that the information above is true and correct to the best of my knowledge.

Name:Position held:

Signature:..... Date: / /



CODE OF CONDUCT AND RESPONSIBILITIES

As an employee or contractor of APA Plant Hire, you are required to comply with the following standards and responsibilities at all times:

Professional Conduct

You must conduct yourself in a professional, respectful, and courteous manner at all times while representing APA Plant Hire.

You are expected to uphold the company's reputation in all interactions with clients, site personnel, and the public.

Health and Safety Obligations

You have a duty of care to ensure your own health and safety, as well as that of all other personnel, whether directly or indirectly associated with APA Plant Hire.

You must comply with all Workplace Health and Safety (WHS) legislation, site-specific safety requirements, and company policies at all times.

Safe work practices must be followed when operating any equipment, whether supplied by APA Plant Hire or other parties.

Work Attendance and Site Requirements

You are required to attend designated work locations (TBC or as otherwise directed) for both short-term and long-term assignments, as operational demands require.

You must arrive with sufficient time to ensure you, and your vehicle are ready to depart and arrive on site at the scheduled start time.

Personal Presentation and PPE

You must maintain a clean and professional appearance at all times.

Appropriate Personal Protective Equipment (PPE) must be worn when required, including:

- Safety footwear
- Hard hat/helmet
- High-visibility clothing (fluorescent or red/orange)
- PPE must be worn at all times when outside of the vehicle cabin in operational areas.

Vehicle Standards and Maintenance

You are responsible for ensuring your vehicle is:

- Adequately fuelled
- Properly maintained and roadworthy
- Clean and presented in a neat and professional manner
- Daily pre-start checks must be conducted, including inspection of tyres and other critical components.
- Vehicles must be maintained and cleaned on a regular basis.



Road and Traffic Compliance

All vehicles must be operated in strict accordance with Queensland Road Rules and Traffic Regulations at all times.

Drug and Alcohol Policy

The possession, use, or consumption of alcohol or prohibited drugs on-site or while performing work duties is strictly prohibited.
You must present fit for work at all times.

Documentation and Reporting

A docket must be completed for every job performed on a daily basis (the day following the job).

APA Plant Hire utilises Docketbook, an online docket platform, and all operators are required to use this system where applicable.

All dockets must be:

- Accurate, complete, and legible
- Inclusive of all required job details

Dockets must be submitted promptly via Docketbook or as otherwise directed by the office.

By signing this I agree to all the above

Name:Position held:

Signature:..... Date: / /



Recipient Created Tax Invoice (RCTI)

This agreement is made between Tough Terrain Earthworks Pty Ltd T/A AP Plant Hire, also referred herein as the Recipient, and also referred herein as the Supplier.

Recipient	Supplier
Name: Tough Terrain Earthworks Pty Ltd T/A APA Plant Hire	Name:
Address: 5 Ferrier Rd, Narangba, QLD, 4504	Address:
ABN: 62 683 687 505	ABN:

RCTI AGREEMENT AND GENERAL TERMS

It is agreed between the parties that:

- a) The Recipient may issue Recipient Created Tax Invoices (RCTIs) in respect of taxable supplies made by the Supplier.
- b) The Supplier will not issue tax invoices in respect of those supplies.
- c) The Supplier warrants that it is registered for GST at the time of entering into this Agreement and agrees to notify the Recipient immediately if it ceases to be registered.
- d) The Recipient warrants that it is registered for GST at the time of entering into this Agreement and agrees to notify the Supplier if it ceases to be registered or no longer satisfies the requirements for issuing RCTIs.
- e) The Recipient indemnifies the Supplier for any GST liability, penalties, or interest arising from any understatement of GST payable on a supply for which the Recipient issues an RCTI.
- f) The Recipient must not issue an RCTI on or after the date when either party has failed to comply with the applicable taxation requirements.



Further Terms

ABN Requirement

The Supplier must hold a valid Australian Business Number (ABN) and provide it to the Recipient prior to commencing work.

The Supplier must immediately notify the Recipient of any changes to its ABN status, including cancellation or suspension.

If the Supplier fails to provide a valid ABN, the Recipient may withhold payments in accordance with applicable taxation laws.

Payment Terms

Payments will be made by the Recipient to the Supplier via electronic funds transfer (EFT) to the Supplier's nominated bank account.

Payment processing occurs between the 1st and 15th of each month, for all approved dockets and work completed in the prior period.

The Supplier must ensure all dockets are submitted accurately and on time via Docketbook (or as otherwise directed) to avoid delays in payment.

The Recipient reserves the right to withhold payment where documentation is incomplete, inaccurate, or non-compliant.

Supplier Obligations

The Supplier indemnifies the Recipient against any liability for GST, penalties, or interest arising from any act or omission by the Supplier, including the provision of incorrect or incomplete information.

The Supplier appoints APA Plant Hire as its agent for matters relating to work performed under this Agreement.

The Supplier agrees to act in good faith and in the best interests of the Recipient when performing services.

Authority and Deductions

The Recipient is authorised to deduct any agreed commissions, fees, or charges from payments due to the Supplier.

The Supplier authorises the Recipient to deposit payments directly into the Supplier's nominated bank account and indemnifies the Recipient against errors made in good faith in processing such payments.

The Recipient is authorised to issue invoices to end customers in its own name or on behalf of the Supplier and to take any action it considers necessary, including legal proceedings, to recover outstanding debts.

Dispute Resolution

In the event of a dispute, both parties agree to first attempt to resolve the matter in good faith through direct negotiation.

If the dispute cannot be resolved within a reasonable timeframe, the parties agree to refer the matter to mediation before commencing legal proceedings.

Each party will bear its own costs associated with dispute resolution unless otherwise agreed.



Governing Law

This Agreement is governed by and construed in accordance with the laws of Queensland, Australia.

The parties submit to the exclusive jurisdiction of the courts of Queensland.

Term and Termination

This Agreement remains in force until terminated by either party by providing written notice.

By signing this I agree to all the above

Dated this day of 2023

Signed by

.....
The Recipient

.....
The Supplier



Truck Information *(for additional trucks, please duplicate this page as required)*

Operator:..... Mobile:

<input type="checkbox"/> 10m Tandem (body truck) <input type="checkbox"/> Truck and Dog <input type="checkbox"/> Truck and Quad <input type="checkbox"/> Semi <input type="checkbox"/> Water Truck <input type="checkbox"/> Other		
Vehicle Details:		
Make:	Model:	Year:
Horsepower:	Registration:	Tare Weight:
Gross Mass:	Body Type: <input type="checkbox"/> Steel <input type="checkbox"/> Aluminium <input type="checkbox"/>	Asphalt Paver Compatible: <input type="checkbox"/> Yes <input type="checkbox"/> No
Battery Isolator (Lockable): <input type="checkbox"/> Yes <input type="checkbox"/> No	Blind Spot Camera: <input type="checkbox"/> Yes <input type="checkbox"/> No	Cab Over: <input type="checkbox"/> Yes <input type="checkbox"/> No
E-Stop Button (Fitted outside Cab): <input type="checkbox"/> Yes <input type="checkbox"/> No	Amber Flashing Light: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Extinguisher: <input type="checkbox"/> Yes <input type="checkbox"/> No
First Aid Kit: <input type="checkbox"/> Yes <input type="checkbox"/> No	Locks: <input type="checkbox"/> Mud <input type="checkbox"/> Diff	Low Sided: <input type="checkbox"/> Yes <input type="checkbox"/> No
Hoist / Bin Up Alert: <input type="checkbox"/> Yes <input type="checkbox"/> No	Park Brake Door Alarm: <input type="checkbox"/> Yes <input type="checkbox"/> No	Recovery Points: <input type="checkbox"/> Yes <input type="checkbox"/> No
Reverse Beeper / Squawker: <input type="checkbox"/> Yes <input type="checkbox"/> No	Reverse Camera: <input type="checkbox"/> Yes <input type="checkbox"/> No	Scales / Weight Guage: <input type="checkbox"/> Yes <input type="checkbox"/> No
UHF (80 Channel): <input type="checkbox"/> Yes <input type="checkbox"/> No	Wheel Nut Indicators: <input type="checkbox"/> Yes <input type="checkbox"/> No	Suspension Type: <input type="checkbox"/> Airbag <input type="checkbox"/> Spring <input type="checkbox"/>
Tailgate: <input type="checkbox"/> 2-Way <input type="checkbox"/> Sealed <input type="checkbox"/>	Tarps: <input type="checkbox"/> Electric <input type="checkbox"/> Manual <input type="checkbox"/>	Tow Hitch: <input type="checkbox"/> Pintle <input type="checkbox"/> Ringfeeder <input type="checkbox"/>



Machine Information (for additional machines, please duplicate this page as required)

Operator:..... Mobile:

Machine Details:		
Make:	Model:	Year:
Machine Size (T):	Registration / Call Sign:	Own Float: <input type="checkbox"/> Yes <input type="checkbox"/> No
Combo: <input type="checkbox"/> Yes <input type="checkbox"/> No Other Rego	Battery Isolator: <input type="checkbox"/> Yes <input type="checkbox"/> No	Auger: <input type="checkbox"/> Yes <input type="checkbox"/> No
Bucket Type/s: <input type="checkbox"/> General Purpose (GP) <input type="checkbox"/> Mud / Ditching <input type="checkbox"/> Rock <input type="checkbox"/> 4 in 1	Bucket Size/s <input type="checkbox"/> 300 mm <input type="checkbox"/> 450 mm <input type="checkbox"/> 600 mm <input type="checkbox"/> 900 mm <input type="checkbox"/> 1200 mm <input type="checkbox"/> 1500mm	Auger Size/s: <input type="checkbox"/> 100 mm <input type="checkbox"/> 150 mm <input type="checkbox"/> 200 mm <input type="checkbox"/> 300 mm <input type="checkbox"/> 350 mm <input type="checkbox"/> 450 mm <input type="checkbox"/> 600 mm <input type="checkbox"/> 750 mm <input type="checkbox"/> 1200 mm
E-Stop Button: <input type="checkbox"/> Yes <input type="checkbox"/> No	Breaker: <input type="checkbox"/> Yes <input type="checkbox"/> No	Boom Type: <input type="checkbox"/> Knuckle <input type="checkbox"/> Offset
Compaction Plate: <input type="checkbox"/> Yes <input type="checkbox"/> No	Compaction Wheel: <input type="checkbox"/> Yes <input type="checkbox"/> No	Burst Valves: <input type="checkbox"/> Yes <input type="checkbox"/> No
GPS / UTS / Laser & Type: <input type="checkbox"/> Yes <input type="checkbox"/> No Type	Grab / Claw: <input type="checkbox"/> Yes <input type="checkbox"/> No	SWMS (copy to be provided): <input type="checkbox"/> Yes <input type="checkbox"/> No
Lifting Points: <input type="checkbox"/> Yes <input type="checkbox"/> No	Removable Cab / ROPS: <input type="checkbox"/> Yes <input type="checkbox"/> No	Hand Rails: <input type="checkbox"/> Yes <input type="checkbox"/> No
UHF (80 Channel): <input type="checkbox"/> Yes <input type="checkbox"/> No	Rubber Tracks: <input type="checkbox"/> Yes <input type="checkbox"/> No	Ripper / Pick: <input type="checkbox"/> Yes <input type="checkbox"/> No
Tilt Hitch: <input type="checkbox"/> Yes <input type="checkbox"/> No	Zero Swing: <input type="checkbox"/> Yes <input type="checkbox"/> No	Shaker / Sieve Bucket: <input type="checkbox"/> Yes <input type="checkbox"/> No
Travel Beeper / Squawker: <input type="checkbox"/> Yes <input type="checkbox"/> No	Photos of Machine: <input type="checkbox"/> Yes <input type="checkbox"/> No	Extra Info: