

Cm3 Frequently Asked Questions

What is Cm3?

Cm3 is an online (internet-based) contractor management system designed to allow our organisation to efficiently manage the Workplace, Health and Safety (WHS) prequalification process for our contractors* and suppliers and to demonstrate their legal due diligence specific to WHS practices and procedures.

The Cm3 prequalification system replaces manual (paper-based) practices with a consistent, transparent and streamlined process.

The system is an independent, wholly external system, administered by a third party organisation called Greencap.

**This includes: stonemasons, funeral directors, plumbers, electricians, builders, caterers and other third party contractors and suppliers.*

Why is GMCT introducing this system?

GMCT has legal obligations to verify that all engaged contractors and suppliers have appropriate systems in place to manage WHS risks when performing work on any GMCT sites.

The decision to introduce the Cm3 system to manage contractor and supplier expectations and ensure WHS compliance is in direct response to increasing requirements and expectations from regulatory bodies and government regarding safe work practices. Recent significant WHS breaches and litigation in the building and commercial sectors highlights and reinforces the need to improve relevant WHS practices and to ensure the safety of all stakeholders – contractors, suppliers, GMCT staff and the public.

Cm3 is fundamental to GMCT's commitment to meeting its legal and moral obligations with respect to WHS and has been identified as an essential risk management program.

What are the benefits to completing the prequalification?

Contractors and third parties successfully completing the Cm3 prequalification will benefit in a number of ways:

- Online management of trade licenses, certificates and insurances
- Rolling verification of required WHS documentation including public liability and workers compensation to assist you in keeping information up to date
- Automated notification of upcoming expiries
- Comprehensive WHS assessment conducted annually by Greencap WHS assessors
- Provision of feedback from qualified WHS specialists in regard to your WHS capabilities
- The development and maintenance of your existing health and safety capabilities
- The ability to demonstrate your health and safety capabilities to current and potential clients
- Exposure to numerous organisations throughout Australia who may require your services

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- Cm3 certificate and identification number to demonstrate your prequalification
- Authorisation to undertake business activities at GMCT cemeteries and memorial parks.

Which companies need to complete the Cm3 prequalification?

Any individual or company (third party/contractor/supplier) wishing to undertake business related (commercial) activities on site at a Greater Metropolitan Cemeteries Trust cemetery or memorial park must successfully complete the Cm3 prequalification process prior to undertaking any agreed works.

**This includes: stonemasons, funeral directors, plumbers, electricians, builders, caterers and other third party contractors and suppliers.*

How long will Contractors/suppliers have to complete the prequalification process?

The deadline for completing GMCT's Cm3 process is 60 days from receipt of the initial invitation letter from Greencap.

The prequalification system will be available to access online from 1 December, 2016

Third parties/contractors will need to be pre-qualified at the completion of their stage of the Cm3 rollout. The first stage will commence with the rollout to GMCT's Construction contractors commencing on 1 December, 2016 and will be finalised with the rollout of Cm3 to stonemasons on 1 April 2017 and Funeral Directors commencing from 1 May 2017.

Third parties/contractors coming on site to undertake works from this date who have not been prequalified with Cm3 will not be permitted to commence works. They will be required to leave the premises and will need to successfully complete the Cm3 prequalification process before any site works can proceed.

Who is Greencap?

Greencap is a company that facilitates and implements Cm3 and also provides support to third parties who are registering to use the system and working through the prequalification process.

Greencap has 30 years experience in environmental, WHS, Property, and HAZMAT risk management

GMCT has engaged Greencap to implement and facilitate Cm3 on its behalf, including induction, registration and service desk support.

What is the process for prequalification?

- GMCT will send an initial introduction email to all third parties/contractors to introduce Cm3 and advise that Greencap will be following up with further details about the prequalification process.
- Greencap sends a second email to GMCT's third parties/contractors, inviting them to commence the registration and prequalification process.
- The third party / contractor registers online at www.cm3.com.au, lodges their company and contact details and the nature of their business

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activities, and pays an annual fee to Cm3 based upon the classification of the work activities.

- As part of the online prequalification, the third party/contractor will be required to attach evidence of insurance coverage and complete the verification process to confirm they have adequate WHS systems in place. This information will be verified by a third party WHS auditor.
- Third parties / contractors will receive notification to advise that they have successfully met the prequalification requirements or where additional information is required to complete the prequalification process.
- Once successfully prequalified (formal notification will be sent), the third party/contractor is officially classified as an approved contractor/supplier with GMCT and if required, is therefore compliant to undertake works at a GMCT cemetery or memorial park

Is support available to assist in completing the prequalification process?

In addition to the Cm3 website (www.cm3.com.au), a dedicated Greencap support team is available during normal business hours both online and via phone to assist third parties/contractors to understand and complete the prequalification process by the required timelines.

How much will it cost the Contractor/supplier?

An annual fee is payable by the registering contractor directly to Greencap.

What happens if the Contractor/supplier chooses not to register?

Third parties/contractors who elect not to prequalify or who have not successfully prequalified through Cm3 will not be permitted to undertake works or business related activities on site at any GMCT cemetery or memorial park.

Is Cm3 unique to GMCT?

No. Cm3 is an online contractor management system created and owned by Greencap. It has already been widely adopted by many industries, from corporates to not-for-profits; 17,000 contractors are currently registered (pre-qualified on Cm3 and over 20,000 inductions are conducted every year).

The Cm3 system that GMCT's third parties/contractors will complete will include obligations and requirements specific to GMCT's environment and the cemeteries sector.

Where can I find more information?

You can learn more about Cm3 by visiting the website at www.cm3.com.au.

Alternatively you can contact James G. Thomas, Senior Manager Risk and Workforce or Mark Rowbottom, OH&S Supervisor should you require further clarification on how this may impact your operational area and how contractors are to be engaged.