



## SIMPLE WORKS APPLICATION FORM

### Agency Details

(Agency head office to complete)

Agency Name: \_\_\_\_\_

**Sites:**

(Please select one)

Metro

All Agency sites

Regional

Specific sites

(Please attach the list of site names and site IDs to this form)

**Level Requested:**

Level 1 – works up to \$5,000

Level 2 – works up to \$20,000

### Authorised Agency Representative

(Agency head office to complete)

*I am authorised to register my Agency for Simple Works. I acknowledge that submitting this form to the Department of Finance's Building Management and Works (BMW) confirms registration of my Agency for the use of the Simple Works framework.*

**Name:**

\_\_\_\_\_

**Position:**

\_\_\_\_\_

**Telephone:**

\_\_\_\_\_

### Agency Requirements for Logging Simple Works

(Agency head office to complete)

**Who can log a Simple Works Request Form?**

All agency staff

Head office only (please provide details of where requests will come from)

Specific staff only (please provide details of the positions and names of authorised people – note you will be responsible for updating this information with BMW in the event of staffing changes)