

Before You Start

Before you start entering data in ARENA you will need some information and a few documents ready to either copy data from or to upload into ARENA when requested.

Browsers

- ✓ We recommend that you use an up to date version of Chrome, Firefox, Safari or Edge

Organisation



- ✓ ABN (Australian registered businesses) or NZBN (New Zealand registered businesses) and business details

Insurance

- ✓ Insurance policy numbers and details for Workers Compensation, Public Liability and Machinery Insurances.
- ✓ An *electronic copy* of each insurance policy (PDF or scan)

Heavy Plant



- ✓ Registration and details for each plant
- ✓ Weights and dimensions for each plant

Photos

- ✓ External photos of each Heavy Plant (JPG or PNG)

Create Your Plant Contractor Account

Register

Visit <http://arenahp.nafc.org.au> and click on “Sign up now >” link

Select **Plant Contractor** as your role and complete the registration form with your personal information, not your company information. You can add extra users to your account once registered.

Enter Company Details

Enter the full legal name and contact details for your organisation.



Enter Your Heavy Plant

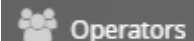
Add your organisations Heavy Plant here. Only add each Plant once, and only those you propose to use for firefighting services.



See the section on Adding Heavy Plant below for more details.

Operators

Enter the details of each of your Plant Operators, including their contact details and qualifications.



Enter Insurance Details

Add each insurance policy that covers your organisation, plant, vehicles etc. You will also need to upload an electronic copy of each policy.



Note: that different insurance arrangements are required for different types of service and different contractual arrangements.

Adding Heavy Plant



+ ADD

With the new ARENA HP web based system there are some standard fields we require for each category of Heavy Plant.

Add New Heavy Plant

Click the [+ Add] button and enter the Plant Category in the drop-down list. The category will prompt what details need to be entered.

Complete Plant Details

Enter the make and model plus the general details of the Plant, along with some safety details and the dimensions. RFS will assign your Plant a Callsign within ARENA HP. There is a Comments section for you to make any optional notes.

Enter Plant Capabilities

Here you can enter any attachments that your Plant has available for performing one or more fire roles.

Enter Price Details

It is required that a Base Price be entered for each Heavy Plant. You have the option to additionally add other prices for different configurations.

The new simplified pricing system requires only a single price per hour for when tasked to a fire, plus an excess travel price for when the fire is more than 100Km travel from your business.

Add Uploads

Add a profile photo (png or jpg), and optionally any other images you want to provide. Any further documents related to this specific Plant can be upload if required.

DETAILS

Identity

Safety and Compliance

Dimensions

Communications

Comments

Attachments

CAPABILITIES

Terrain

SERVICES

Pricing (1)

UPLOADS

Profile Photo

Documents (0)

Images (0)

For further information and assistance with any related Heavy Plant matters please contact
NSW Rural Fire Service: Heavy.Plant@rfs.nsw.gov.au
or call the NSW Rural Fire Service Heavy Plant line on: (02) 8867 7954

