

Contractor details form

Prepared by:	OHS Officer
Responsible officer:	OHS Officer
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Approved by:	OHS Officer
Date approved:	27Jul2023
Date of next review:	July 2025

This form must be completed for all Contractors and Sub-contractors interested in working with Council and prior to being engaged for projects or ongoing works. On submission of this form the contractor will be added to Council’s Register of Suppliers of Goods and Services.

Company Name: _____

Address: _____

Postal Address: _____

ABN: _____ **ACN:** _____

Contact name(s): _____

Phone No: _____ **Mobile No:** _____

Email: _____

Scope of Goods or Services:

Previous relevant work experience (if applicable):

Further comments:

Copies of relevant certificates of competency, licences, compliance, and insurances etc. **are to be attached to this form** and filed on RecFind 01/04/0100 (Register of Suppliers).

Critical Information Required	Yes / No / NA	Date of Expiry	Comments
1. Relevant Qualifications, Licences, Certifications or Professional Registrations – what do you or your employees have?			
2. Public Liability Insurance – please provide a current Certificate of Currency			
3. Professional Indemnity Insurance (if applicable) please provide a current Certificate of Currency.			
4. WorkCover Registration confirmation (if applicable) please provide a current Certificate of Currency or if exempt, explain why.			
5. Are you able to supply, if engaged by Council, Motor Vehicles and Plant registration details, Third Party Liability cover, servicing / inspection documents etc. (as applicable)?			
6. Are you able to supply, if engaged by Council, a copy of Construction Industry General Induction (White Card) for all employees engaged on the job (if applicable)?			
7. Are you able to supply, if engaged by Council, an OHS Policy / Safe Work Practices and Procedures / Safe Work Method Statements (SWMS) and/or Traffic Management Plan (if applicable)?			
8. Are you locally based?		n/a	
9. Do you employ locally?		n/a	
10. What are your indicative Hourly Rates / charge rates		n/a	

OFFICE USE ONLY	Name	Signature/initials	Date
Towong Shire representative receiving and checking this form and attached documents			
Completed form with attachments is to be passed to OHS Officer for checking			
Pass to Technical Officer – Contractor details added / updated on Register of Suppliers of Goods and Service			
Completed form with attachments is to be scanned and filed on RecFind 01/04/0100 (Register of Suppliers)			

Document Control

- This document must be reviewed at least every two years.
- This document is located at: P:\OHS & Risk Management\Contractors

Version	Change / Issue date	Summary of change	Prepared by
1	8 May 2014	Initial issue	Wayne Carter (OHS Officer)
2	19 May 2015	Annual Review	Wayne Carter (OHS Officer)
3	22 Oct 2015	Increased Public Liability requirement to \$20M	Wayne Carter (OHS Officer)
4	22 Dec 2015	Removed Li She's name from process	Wayne Carter (OHS Officer)
5	14 Dec 2016	Annual review – no changes	Wayne Carter (OHS Officer)
6	22 Dec 2017	Annual review – minor changes only	Wayne Carter (OHS Officer)
7	18 Apr 2018	Change title, and remove reference to R. Gadd	Wayne Carter (OHS Officer)
8	20 Aug 2018	Requirement to sight Commercial Operator Licence and ACUP included	Wayne Carter (OHS Officer)
9	30 July 2019	Change title, reformat, modified form as a contact details only as other information will be sighted/requesting when engaging and using the Contractor Induction Booklet	Wayne Carter (OHS Officer)
10	21 October 2021	Modified content to include COVIDsafe requirements	Wayne Carter (OHS Officer)
11	28 February 2023	Minor changes to wording and remove COVID reference	Wayne Carter (OHS Officer)
12	27 July 2023	Minor changes to change "works" to "Goods or Services", and include Previous relevant work experience section	Wayne Carter (OHS Officer)