



# City of Port Lincoln

Template No 7-81-T20 V1.1

**Address:** Level One, Civic Centre, 60 Tasman Terrace, Port Lincoln SA 5606  
**Postal Address:** PO Box 1787, Port Lincoln SA 5606  
**Email:** [plcc@plcc.sa.gov.au](mailto:plcc@plcc.sa.gov.au) **Web:** [www.portlincoln.sa.gov.au](http://www.portlincoln.sa.gov.au)  
**Telephone:** (08) 8621 2300 **Fax:** (08) 8621 2399

GDS 7.81.4.81

## PRE-QUALIFIED CONTRACTOR REGISTRATION FORM

### Contractor Details

Company / Business name:	_____
ABN (Australian Business Number):	_____
Trading Address:	_____
Postal Address:	_____
Business phone number:	_____
Licence number (if applicable):	_____

### Principal Contact Person

Name:	_____	Phone:	_____
Mobile Phone:	_____	E-mail:	_____

### Site Supervisor

Name:	_____	Phone:	_____
Mobile Phone:	_____	E-mail:	_____

### Work Health and Safety Contact Person

Name:	_____	Phone:	_____
Mobile Phone:	_____	E-mail:	_____

### Industry/Trade/Works

- |   |   |  |  |   |  |
|---|---|--|--|---|--|
| <input type="checkbox"/> Air-conditioning/<br>Refrigeration | <input type="checkbox"/> Confined Space                     | <input type="checkbox"/> General Building          | <input type="checkbox"/> Major Electrical    | <input type="checkbox"/> Plant Hire                         | <input type="checkbox"/> Tree<br>Trimming    |
| <input type="checkbox"/> Asbestos<br>ID/Removal             | <input type="checkbox"/> Elevated Work<br>Platform (EWP)    | <input type="checkbox"/> General Electrician       | <input type="checkbox"/> Minor Civil Works   | <input type="checkbox"/> Plumbing                           | <input type="checkbox"/> Waste<br>Management |
| <input type="checkbox"/> Automotive Air<br>Conditioning     | <input type="checkbox"/> Excavation/<br>Trenching           | <input type="checkbox"/> Kerbing                   | <input type="checkbox"/> Mowing/<br>Slashing | <input type="checkbox"/> Professional<br>Services           | <input type="checkbox"/> Weed<br>Control     |
| <input type="checkbox"/> Bitumen Works                      | <input type="checkbox"/> Fencing                            | <input type="checkbox"/> Landscaping/<br>gardening | <input type="checkbox"/> Painting            | <input type="checkbox"/> Road Construction<br>/ resurfacing | <input type="checkbox"/> Welding             |
| <input type="checkbox"/> Building<br>Maintenance            | <input type="checkbox"/> Footpath<br>construction / repairs | <input type="checkbox"/> General Building          | <input type="checkbox"/> Paving              | <input type="checkbox"/> Roofing / gutters                  | <input type="checkbox"/> Other:              |
| <input type="checkbox"/> Concreting                         | <input type="checkbox"/> Gas                                | <input type="checkbox"/> Line Marking              | <input type="checkbox"/> Pest Control        | <input type="checkbox"/> Security                           |  |

**CONTRACTOR CHECKLIST AND DECLARATION**

Contractors must provide the following documentation listed as mandatory. The documentation listed as additional must be provided if relevant to the works or requested by the City of Port Lincoln (“Council”).

**Mandatory Documents Requested**

- Proof of Public and Products Liability Insurance Cover (i.e. copy of your Certificate of Currency of Insurance; a tax invoice or renewal notice will not suffice. Please request a **Certificate of Currency** from your insurer)
- Evidence of current ReturnToWork SA registration (sole traders exempt)
- Copy of employee licences, competencies and certifications relevant to the works (e.g. White Card, Work Zone Traffic Management, drivers licences, machinery licences, trade licences)
- SWMS for the works provided by your company
- Identification of person within your organisation responsible for Work Health and Safety
- Copies of Work Health and Safety policies and/or procedures relevant to the work to be performed

**Additional Documents (if relevant to the works/company or requested by the organisation)**

- Evidence that hazards relating to your work activities are identified, assessed and controlled (e.g. hazard identification list or other documentation)
- Sample copies of risk assessments and safe work instructions
- Proof of Professional Liability Insurance Cover (i.e. copy of your Certificate of Currency of Insurance; a tax invoice or renewal notice will not suffice. Please request a Certificate of Currency from your insurer)
- Incident reporting and investigation process, including a sample incident report form
- Copy of plant registration e.g. cranes, elevated work platform
- Training or skills matrix of personnel to be engaged in the work (and an explanation of how this is maintained)
- Emergency response procedures and/or management plan
- Has your company ever been convicted of a WHS offence?

This is to certify that I have provided the above information as indicated and it is true, correct and authentic.

\_\_\_\_\_ (Company/business name) agrees to perform the work within the remit of the Work Health and Safety legislation, relevant model Codes of Practice, industry standards and in accordance with reasonable requests by the City of Port Lincoln (“Council”).

**Authorised officer:** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

---

## **CONDITIONS OF REGISTRATION:**

### **Enquiries or requests for information or clarification:**

Any enquiries or requests for information or clarification regarding this registration or the documents should be addressed to

**Lindsay Whipps - Property and Facilities Officer**

**Telephone: 08 8621 2300 Email: [plcc@plcc.sa.gov.au](mailto:plcc@plcc.sa.gov.au)**

### **Registrant's nominated representative:**

Registrants are required to nominate a person to be the contact person and supply an address for the service of any notices for the purpose of this Pre-qualified Contractor Register registration. All communication with the Registrant will be via the nominated representative.

### **Evidence of registration or licencing:**

Each Registrant must (if applicable) be licenced or registered to perform the work and must supply evidence of such registration or licencing.

### **Induction responsibility:**

Successful inclusion on the City of Port Lincoln Pre-qualified Contractor Register will also require the Registrant to undertake a City of Port Lincoln WHS Contractor Induction. It is the responsibility of the Contractor to ensure they have read and understood the WHS requirements contained in the WHS Contractor Induction Manual that will be supplied to the Registrant. The "Acknowledgement of Understanding" is required to be signed and returned to **Lindsay Whipps - Property and Facilities Officer**

Where required and reasonably practicable, the City of Port Lincoln is also responsible for conducting a site induction for eligible contractors prior to the start of work.

It is the Contractor's responsibility to ensure that any workers or sub-contractors employed by the Contractor also read and understand the WHS requirements contained in the Contractor Induction Manual and are made aware of the information provided as part of the induction.

### **Conflict of interest:**

Registrants must inform the City of Port Lincoln of any circumstances or relationships which will constitute a conflict or potential conflict of interest upon successful registration.

### **Confidential information:**

The Registrant must specify if it wishes the City of Port Lincoln to treat the information submitted in connection with this registration as confidential. Unless requested otherwise, the City of Port Lincoln may disclose or share Registrant information to other local government Councils, who may be seeking the services supplied by the Registrant.

The City of Port Lincoln reserves the right to include the Registrant's names in Council reports and make them public.

### **No legal requirement:**

Inclusion onto Council's Pre-qualified Contractor Register does not commit, obligate or otherwise create a legal obligation on the City of Port Lincoln to purchase the services from or contract work to the Registrant.

### **Acknowledgement by registrant:**

Each Registrant acknowledges that the City of Port Lincoln:

- Makes no representations and offers no undertakings in issuing this offer of registration;
- Is not bound to proceed to a tender or select tender process or to execute a contract with any party in respect of the Services;
- May undertake "due diligence" checks on any Registrant, including but not limited to, verifying references and/or referees, and undertaking company searches and credit checks;
- Will not be responsible for any costs or expenses incurred by the Registrant arising in any way from the preparation and submission of its registration.