

PRE-QUALIFICATION - CONTRACTOR'S APPLICATION FORM

File 12.4.10

Kangaroo Island Council's Pre-Qualification registration process will ensure that only appropriately skilled and experienced contractors are registered to complete contract work with Council. To become Pre-Qualified, a contractor must demonstrate that they have the adequate capacity, experience, internal systems and resources necessary to competently undertake any contract work requested by Council.

Pre-Qualification does not replace the normal tendering process to be completed by Council or guarantee contract work will be awarded. It does however provide Council the opportunity to assess that a contractor is compliant with Council's standards, prior to awarding any contract work.

Please return the completed application and supporting documentation to Council and marked attention to the Contracts Officer:-

- Kangaroo Island Council, 43 Dauncey Street, Kingscote
- Penneshaw Community Business Centre, 99 Middle Terrace, Penneshaw
- By post to PO Box 121, Kingscote SA 5223
- Email to kicouncil@kicouncil.sa.gov.au

For further information please contact Council's Contract Officer on 08 8553 4500.

Contractor Details

Trading Name:

Work Industry:

Type of Business:

☐ Sole Trader☐ Partnership☐ Company☐ Other

Australian Business Number (ABN):

Phone Number:

Fax Number:

Registered Address:

Postal Address:

Contact Name:

Direct Line:

Mobile Number

Email:

Provide details of all licences or accreditations currently held by the business & employees.

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- This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. In the bottom right corner, there is a decorative pattern consisting of several small, light blue squares arranged in a cluster. The rest of the page is empty.

Section B: Insurance

Provide details of insurance currently held by you.

- Attach copies confirming insurance type, policy number, finance limit, expiry date and insurer.

Insurance	Policy Number	Extent of Cover		Expiry Date	Name of Insurer
		Per Incident	In Aggregate		
Public & Products Liability					
Professional Indemnity (if applicable)					
Property & Facilities					
Contents					
Vehicles, Plant & Equipment					
Workers Compensation					
Directors & Officers (if applicable)					
Other					
Other					

Section C: Workplace Health & Safety

Kangaroo Island Council has a commitment to the Health, Safety & Welfare of all employees, including contractors, temporary labour hire personnel, volunteers and its valued customers and has a requirement to meet its duty of care requirements as set out by the WHS ACT 2012. Successful management of our contractors & customers is considered an integral part of our WHS management system and compliance with the Act.

Contractors must demonstrate that they can competently undertake work with Council and are required to provide the following supporting documentation. Approval will only be granted for the corresponding tier with which all documentation has been provided & approved by Council. Contractors can request to be approved for a higher tier level by providing the applicable documentation listed.

Tier 1 - <\$20,000

- Enables Council to direct source with company
- Total aggregate amount for financial year

Documentation to be provided

- ☐ Certificate of Currency for Public Liability Insurance
- ☐ Licenses, Competencies & Certifications
- ☐ Registered Company / Trading Name
- ☐ Return to Work SA registration

Tier 2 - \$20,001 - \$50,000

- Enables Council to direct source with company
- Total aggregate amount for financial year

Documentation to be provided

- ☐ As per Tier 1
- ☐ Company & Site Induction Forms
- ☐ Incident Report Form
- ☐ Job Safety Analysis (JSA) & Risk Assessment forms
- ☐ Pre-Start Check Forms
- ☐ Safe Work Method Statement (SWMS) form – if high risk work
- ☐ Testing & Tagging Register for electrical equipment
- ☐ WHS Policies & Procedures

Tier 3 - \$50,001 - \$100,000

- Total aggregate amount for financial year
- Work awarded by Council via tendering process

Documentation to be provided

- ☐ As per Tiers 1 & 2
- ☐ Company WHS Manager details
- ☐ MSDS – Chemical Risk Assessment
- ☐ Organisational Chart
- ☐ Plant Register

Tier 4 – \$100,001 - \$450,000

- Total aggregate amount for financial year
- Work awarded by Council via tendering process

Documentation to be provided

- ☐ As per Tiers 1, 2 & 3
- ☐ Risk Register
- ☐ Safe Operating Procedures (SOP) for work being engaged
- ☐ WHS Committee Meeting – last committee minutes
- ☐ WHS Management Plan

Tier 5 – greater than \$450,000

- Total aggregate amount for financial year
- Work awarded by Council via tendering process

Documentation to be provided

- ☐ As per Tiers 1, 2, 3 & 4
- ☐ SWMS for work being engaged for

Completed Documentation ***MUST*** Be Provided Prior to Commencement of Work

- JSA, Risk Assessment, SWMS (if high risk work) & Induction Forms

Failure to provide the required documentation may result in cancellation of Pre-Qualification status with Council

Section D: Conflict of Interest

Provide details of any interest, relationship or clients which may or do give rise to a conflict of interest from contract work with Council. Also provide details of the issue(s) which that conflict or potential conflict does or may arise.

Section E: Organisational Structure

Organisational Structure

Provide details of the staff and the organisation structure, including not be limited to:

- Business/Organisation structure;
- Number of staff and their qualifications and experience;
- Sub-contractors regularly used;
- Plant & equipment

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Provide attachments if required

Section F: Experience

For how many years have you engaged in the type of work you're applying to be Pre-Qualified for?

Have you ever had a contract terminated on a project?

- If yes, please provide brief details

Have you ever terminated a contract?

- If yes, please provide brief details

Have you ever refused to continue providing services under a contract?

Unless the terms or payments were changed from those which were originally agreed.

- If yes, please provide brief details

Section G: Declaration

Trading Name:

Name of Person Completing Application:

Position of Person Completing Application:

Signature of Person Completing Application:

Date:

Office Use Only

WHS Accepted:

☐ YES

☐ NO

Signature:

Application:

☐ Approved

☐ Conditionally Approved

☐ Rejected

☐ Tier 1
<\$20,000

☐ Tier 2
\$20,000 - \$50,000

☐ Tier 3
\$50,001 - \$100,000

☐ Tier 4
\$100,001 - \$450,000

☐ Tier 5
>\$450,000

Comments:

Pre-Qualification Certificate Number

PQ

Authorising Officer:

Name:

Position:

Signature:

Date: