

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
-) Fax 08 8553 2885
-) 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:

Australian Business Number (ABN):

Phone Number:

Fax Number:

Registered Address:

Postal Address:

Contact Name:

Direct Line:

Mobile Number

Email:

Section C: 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 D: Workplace Health & Safety

Kangaroo Island Council has an unprecedented commitment to the Health, Safety & Welfare of all employees, including contractors, temporary labour hire personnel, volunteers and its valued customers and is eager 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.

Item in Question	Contractors Response				Copy / Evidence Requested by KI Council
	YES	NO	N/A Reason?	COPY ATTACHED	
Does your company have a WHS policy?					YES
Does your company have a WHS management system?					YES
Does your company have a WHS committee?					YES Copy of last minutes.
Is there a formal induction process for your company?					
Does your company have a system to identify, analyse and control hazards in work all undertaken?					Completed JSEA/SWMS/SWP for the task to be completed on site
Does your company have an isolation procedure?					
Does your company have a workplace inspection schedule?					
Does your company have a process to review risk controls implemented?					YES
Does your company have a risk register?					YES
Does your company have a plant register?					
Is your electrical equipment tested & tagged within regulatory compliance timeframes?					Evidence to be supplied for electrical items brought on site
Is your lifting equipment tagged and tested within regulatory compliance timeframes?					Evidence to be supplied for lifting equipment brought on site
Does your company have a process to ensure pre start checks are completed on plant and equipment?					YES Examples for several pieces of plant if available
Will your company be bringing any hazardous substances onto a Kangaroo Island Council site?					YES (MSDS) (Chemical Risk Assessment)
Are your employees trained in the handling of hazardous substances?					YES
Does your company have a formal process of reporting and investigating accidents/incidents?					YES
Do your employees attend a pre-employment medical?					
Are your employees trained in the use of firefighting equipment?					

Section G: Referees

Details of at least three references (including approximate period and value) which work has previously been completed.

Reuse this page if more than three references are provided.

Client Name:	
Address:	
Contact Name:	
Telephone Number:	
Date & Period of Work:	
Value of Work:	

Client Name:	
Address:	
Contact Name:	
Telephone Number:	
Date & Period of Work:	
Value of Work:	

Client Name:	
Address:	
Contact Name:	
Telephone Number:	
Date & Period of Work:	
Value of Work:	

Section H: Organisation Structure

Organisation 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

Provide attachments if required

Section I: Experience

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

Have you had a contract terminated on a project in the last five years?

) If yes, please provide brief details

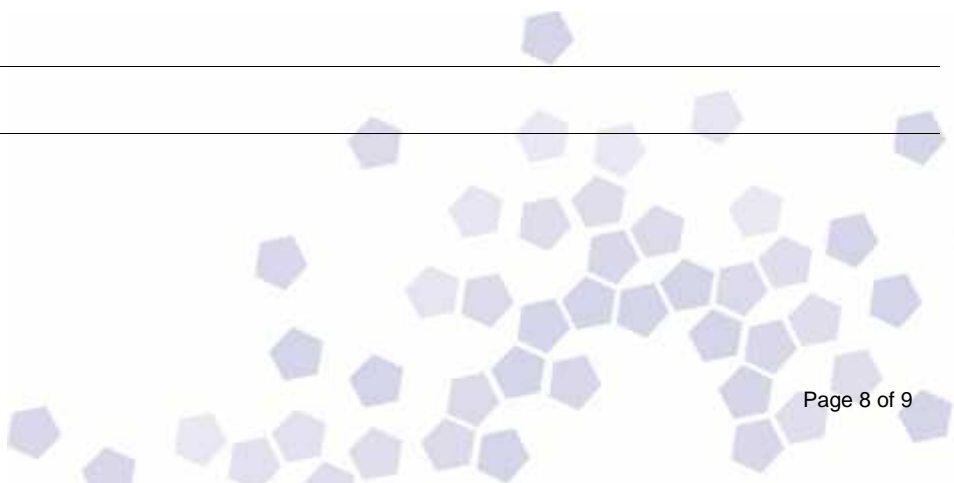
Have you terminated a contract in the last five years?

) If yes, please provide brief details

Have you refused to continue providing services under a contract in the last five years?

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

) If yes, please provide brief details



Section J: Declaration

Trading Name:

Name of Person Completing Application:

Position of Person Completing Application:

Signature of Person Completing Application:

Date Questionnaire Completed:

Office Use Only

Application Approved: YES NO

Application Rejected: YES NO

Conditional Approval: YES NO

Follow-Up Action For Condition Approval

Condition Approval Review Date (if required):

Name of Kangaroo Island Council Representative:

Signature:

Date: