

PRINCIPAL OFFICE:
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 Telephone (08)8832 0000

ALL CORRESPONDENCE TO:
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<h2>CONTRACTOR INFORMATION REQUEST</h2>	SF228
	Responsible Officer: Risk Management Officer
	Issue Date: 18/05/2016
	Next Review Date: April 2019

ALL CONTRACTORS MUST COMPLETE THIS FORM AND PROVIDE RELEVANT INFORMATION BEFORE COMMENCING WORK

Business Name:			
Personal Name:			
Address:		
Phone:	H:	Fax:	Mob:
Email:			

The above stated Contractor acknowledges this Agreement relates to any services provided which require the production of a specified result on behalf of Yorke Peninsula Council (Principal Contractor) for the negotiated price based on the specific work required. The contractor is not committed to personally carry out any negotiated contract and may engage others to do the work but agrees to fix any defects before any final payment is released.

To enable Council to comply with Australian taxation and other applicable Legislation, the Contractor provides the following information and warrants it to be true and correct:

Description of Trade:			
.....			
Type of Business:	Sole Trader:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Company:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Partnership:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Company and/or Business Number:	ABN:	ACN:	

Unless there is an ABN or ACN provided, Council is obliged to deduct tax at the full rate from any payments due to the contractor.

Contractor General and Insurance Information

Public Liability Insurance

<u>What is Public Liability Insurance?</u> Insurance indemnifying the Insured against legal liability for personal injury and/or property damage claims made by third parties as a result of an accident occurring in connection with the Insured's (Contractor's) business. Required by all companies to protect them against claims arising from personal injury or property damage caused by their actions.	Do you have Public Liability Insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Public Liability Insurance Expiry Date:	____/____/____	
	Copy of your certificate of currency attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

A Certificate of Currency is ONLY issued by your insurance company or Broker.

Professional Indemnity Insurance

<u>What is Professional Indemnity Insurance?</u> Insurance indemnifying the insured against claims for breach of "Professional Duty" arising out of any negligent act, error or omission. It is relevant for professionals who give advice or act on behalf of Council and covers legal liability resulting from their negligence or a breach of their duty of care. Examples of professionals where this would be required include consultants, lawyers, doctors, accountants and insurance brokers.	Do you have Professional Indemnity Insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Professional Indemnity Insurance Expiry Date:	____/____/____	
	Copy of your certificate of currency attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Return to Work Corporation of SA Act

Do you employ staff?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, are you a registered employer with Return to Work SA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Policy Expiry Date:	____/____/____	
Copy of Policy attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Sickness/Accident Insurance

Do you have Sickness/Accident Insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Insurance Expiry Date:	____/____/____	
Copy of Insurance Certificate attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

CONTRACTOR WORK HEALTH AND SAFETY

WHS Policies and Procedures

Do you have WHS Policies and Procedures for your company?	Policies: Yes <input type="checkbox"/> No <input type="checkbox"/>	Procedures: Yes <input type="checkbox"/> No <input type="checkbox"/>
Copies of relevant documents attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Health and Safety Record

Has your company ever been prosecuted or fined under the WHS Act or related legislation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Safe Systems of Work

It is Councils requirement that all Contractors complete a JSA prior to starting any works or contract.

Does your company undertake?	Job Safety Analysis (JSA):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Safe Operating Procedures (SOP):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Safe Work Instructions (SWI):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of JSA/SOP/SWI attached?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have workers been provided with appropriate personal protective equipment (PPE), suitable for the work to be performed?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are first aid kits in all vehicles and have workers been instructed in the use of their contents (if appropriate)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have an accident/incident reporting and investigation process?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are Safety Data Sheets readily available for all chemicals to be used onsite?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your company undertake regular worksite WHS Inspections?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

The Contractor acknowledges this Contractor Agreement relates to the Principal Contractors WHS Induction to sites and agrees with the controls as listed below:

Induction:	<p>Before commencing on Council sites, Contractors are required to ensure the following:</p> <ol style="list-style-type: none"> 1. General Induction: <ol style="list-style-type: none"> a. Council Contractor Agreement completed and signed. b. Contractor to provide the Principal Contractor with a copy of their WHS policy/statement. For contracts over \$250,000, the Contractor is to provide a WHS Management Plan and ensure their team members are aware of the Plan which must be followed in conjunction with the Principal Contractors WHS requirements. The plan must be kept with the contractor at any time. c. The contractor must inform all sub-contractors of the Principal Contractors site requirements and ensure they are followed at all times. This Plan must be kept in the contractors and/or team members at any time 2. Site Induction: <ol style="list-style-type: none"> a. Contractor Site Risk Assessment upon commencement on each specific Councils site.
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CONTRACTOR ENVIRONMENTAL RULES AND CONTROL MEASURES

Everybody has a legal responsibility to take all reasonable and practicable measures to minimise or prevent environmental harm.

Council implements Environmental Protection best practice management designed to comply with the State Environmental Protection laws and local Council by-laws. This will include erosion control, sediment control and barriers, street sweeping and stabilised entry, where practicable.

The Contractor shall ensure these practices are respected through due diligence, thoughtful work practices and proper clean up. These practices include awareness of community expectations in relation to noise and dust control, minimisation of sediment run-off through silt/debris collection and minimisation of soil disturbance and erosion from excavating and earth movement.

Sand and soil stockpiles shall be placed wholly on the construction site behind sediment barriers.

The Site Supervisor must approve removal of any such barriers. Soil/sediment build-up in or near gutters must be cleaned if there is a real or potential threat to the environment.

Concrete waste, household paint, oil, fuel, herbicides and pesticides must not be allowed to wash into gutters.

The Contractor must ensure immediate clean-up if this occurs.

Entry and exit to work site should be by stabilised area

Any stabilised site access must not be altered without the Site Supervisor's approval.

During the provision of *Services* the Contractor will not place any material that is *reasonably expected to move* in a position on the site that has the "potential" of eroding or washing away.

The Contractor shall clean-up any *real or potential* environmental problem at the end of the day and before a rain event. Refuse must be placed in the designated containment area before the Contractor leaves each day.

Breach of these Site Environmental Protection and Control Measures constitutes a breach of the Contractor's Agreement with Council.

CONTRACTOR TRADE AND QUALIFICATIONS

Company Name:			
Contractor Name:			
Builder/Trade Licence No.		Expiry Date:	____/____/____

If Applicable

Sub-Contracting Company Name:			
Sub-Contractor Name:			
Builder/Trade Licence No.		Expiry Date:	____/____/____

Employee Full Name	Builders Licence	White Card Number	Certificates Required to carry out Work i.e. Scaffolder/rigger	Date Council Received