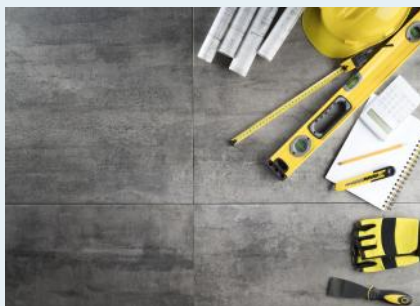


## Background

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The Alexandrina Council invites applications from Contractors wishing to be included on Council's Pre-qualified Contractors Lists (Lists). Use of Contractors on these lists will give Council the security that it is dealing with Contractors who are accredited and/or committed to relevant standards, have proven knowledge of Work Health & Safety and are appropriately licensed and insured.

If you have any questions about the new system please contact us on:  
**[contractors@alexandrina.sa.gov.au](mailto:contractors@alexandrina.sa.gov.au)**



### Alexandrina Council

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11 Cadell Street  
Goolwa SA 5214

Phone: (08) 8555 7000  
Fax: (08) 8555 3603  
E-mail: [contractors@alexandrina.sa.gov.au](mailto:contractors@alexandrina.sa.gov.au)



## An Introduction to Vendor Panel

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 **VendorPanel**



## How does it work?

Contractors will receive an invitation to 'Get Started' which will allow you to access the supplier portal, allowing you to register, create your own account, establish business branding, invite colleagues, and subsequently access opportunities. You will be required to upload your compliance documentation including copies of licences, registrations, insurance etc. and you will receive automatic reminders when they are due for renewal. Once you're setup, you will be automatically notified when identified for quotation opportunities, and will be able to submit tailored responses and proposals for consideration (one per organisation).

**If you need any help in registering, please contact VendorPanel Support [support@vendorpanel.com.au](mailto:support@vendorpanel.com.au) or by calling on 03 9095 6181.**

**Please Note:** If you already have an existing VendorPanel account, you will not need to create a new business profile. Just accept the invitation and use your existing email address to register.

## Checklist

Item	MANDATORY REQUIREMENTS	Tick
1.	<b>Asbestos License</b> (if applicable)	
2.	<b>Compliance accreditation:</b> Please supply copies of any compliance certificates you may have (if applicable)	
3.	<b>Construction Card:</b> Copy of current white card and/or any other construction cards applicable to your business	
4.	<b>Job Safety Analysis:</b> Proof of current safe systems of work: JSA/SWMS Safe Operating Procedures (SOP) Risk Assessment(s) - <u>Risk Matrix</u> and <u>Risk Rating</u> must be included Sample copy of Incident Report	
5.	<b>Plant Insurance:</b> Proof of current motor vehicle/plant insurance certificates	
6.	<b>Public Liability Insurance:</b> Proof of current Public Liability Insurance Cover (minimum \$10,000,000 per claim)	
7.	<b>Safety Management Certification:</b> please read, sign and scan the back page of the Alexandrina Council's Contractors WH&S Induction Manual and upload. The Induction Manual is attached to the Invitation Email. If you have not received this contact <a href="mailto:contractors@alexandrina.sa.gov.au">contractors@alexandrina.sa.gov.au</a>	
8.	<b>Trade Registration:</b> Copy of current licences, permits and class, category, qualifications and registrations	
9.	<b>Workers Compensation Insurance:</b> Proof of current Workers compensation Insurance or Personal Injury/Income Protection Insurance (Whichever is applicable)	
10.	<b>Workplace Health &amp; Safety Policy:</b> Evidence of Work Health and Safety Policies and Procedures that comply with Council's minimum WHS standards	
11.	<b>Professional Indemnity Insurance:</b> Proof of Professional Indemnity Insurance Cover (if applicable)	