

Contractor Company Registration Guide



All contracting companies engaged by the City of Stirling (the City) must register their company on our Contractor Management System before commencing any work with or for the City.

This is a two-step process:

Step 1: Register the company

Step 2: Ensure all employees complete the member onboarding and the online Work Health and Safety (WHS) induction

→ This process only needs to be completed once. Once the organisation is approved in the system and members are onboarded, the only ongoing actions are: uploading updated insurance documents when they expire, and ensuring new staff register and complete their induction before working on any City sites.

Register Your Company

1. Click on the link to open the registration form: [Organisation Onboarding](#)
2. Complete the company registration. You will be asked to provide the following details:
 - Organisation Name
 - Trading Name (if different from your registered Organisation Name)
 - ABN
 - Primary contact details: name, email, phone number
 - Organisation's physical address
 - Secondary contact information (optional)
 - City of Stirling contact person / contractor manager (person who engaged you or sent you the link to register)

Work Types & Mandatory WHS Documentation

1. Answer Yes or No to **all** the work types your company will (or may) perform for the City. This determines your risk profile.

Work types include:

- Work at heights
- Hazardous manual tasks
- Traffic management
- Excavation
- Isolation
- Electrical work
- Hot work
- Work with mobile plant
- Work in confined spaces
- Work in or around water
- Plumbing work
- Refrigeration work
- Work around members of the public
- Subcontracting work
- Working with vulnerable people
- Construction work – construction projects
- Structural or demolition work

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- Work with dangerous and/or hazardous materials (including silica & asbestos)
2. If you answer Yes to any of the above work types, you will be prompted to upload specific WHS documentation (or equivalent evidence). These are submitted for review by a WHS team member.
To upload documents throughout the onboarding process: click on the camera, photos or files icons.

3. Your device files will pop up in a separate window. Navigate to your required document or folder on your device, select one document, and click Open.

Only one file can be selected and uploaded at a time — there is no drag-and-drop or multi-file selection.

Work at heights *

☒ Yes ☐ No

Work at heights files required:

- > Fall arrest equipment register
- > Fall arrest inspection procedure
- > Template rescue plan
- > Ladder/platform register
- > Work at heights procedure

File Upload *

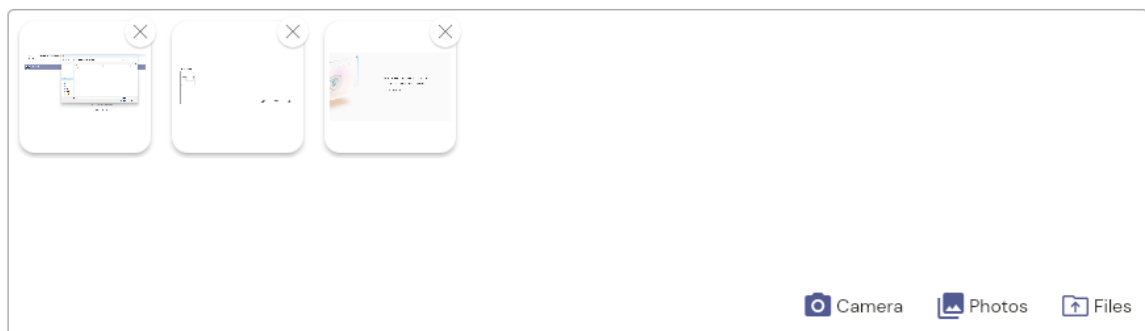
Add any files from your device



4. Complete steps 2-3 until all required documents are attached. You can see all your attachments in the box.
5. Then click Next.

Important Notes

File Upload *



- If you do not select all applicable work types during registration, you may be required to resubmit your registration. Please select all types of work your company will or might carry out for the City to avoid delays.

Next

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- Fields marked with an * are mandatory and you cannot complete your submission without filling them out. Incomplete submissions will require resubmission and may cause delays to your engagement.
- The person completing the registration must have management control and access to required company documents/insurances. This person will be uploading WHS documents and ensuring all company workers complete their member onboarding and induction before attending any City sites.
- Upon worker sign in to site, if they select they are completing work the company hasn't registered to complete, they will be denied entry.

ISO Certification

1. If you hold a current ISO 45001 Certificate (Occupational Health & Safety Management System Certification), please select Yes and upload the certificate using the upload process outlined above.
 - Please note that the certificate's validity will be verified against the JASANZ Register, the official register of accredited management system certifications in Australia and New Zealand.

Regulatory & Incident History

1. Please answer Yes or No to the questions relating to serious incidents, Provisional Improvement Notices (PINs), and prosecutions. If you answer Yes to any question, please provide sufficient details in the space provided. Examples of the level of detail required are shown below.

The City does not view the reporting of incidents, PINs, or prosecutions negatively. Rather, we are interested in understanding the corrective actions and continuous improvement measures implemented in response to identified issues.

* – Required fields.

Has your company had any serious incidents in the last 3 years? *

☒ Yes ☐ No

Please provide details *

Yes. In 2025, ABC Consulting experienced a serious workplace incident involving an employee who fell from a ladder and sustained a fractured leg. The injured worker received immediate medical treatment and was transported to hospital. The incident was reported to WorkSafe WA in accordance with legislative requirements. An investigation was conducted to identify contributing factors, and corrective actions were implemented, including reviewing ladder safety procedures, reinforcing working-at-heights training, and updating risk controls to prevent recurrence.

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Has your company received any improvement/infringement notices in the last 3 years? *

☒ Yes ☐ No

Please provide details

Yes. In 2024, ABC Consulting received an Improvement Notice from WorkSafe WA relating to the inspection and maintenance records for portable electrical equipment. The issue was addressed immediately by completing an audit of all equipment, updating the inspection and testing register, and implementing a revised process to ensure ongoing compliance. The Improvement Notice was closed out within the required timeframe.

Has your company been prosecuted for WHS offences in the last 3 years? *

☒ Yes ☐ No

Please provide details *

Yes. In 2024, ABC Consulting was prosecuted for a WHS offence relating to inadequate risk controls during a high-risk maintenance activity. Following the prosecution, the company conducted a comprehensive review of its WHS management system, implemented additional risk assessment and verification processes, provided targeted training to workers and supervisors, and strengthened management oversight to prevent a recurrence of similar incidents.

Insurances

Provide (where applicable):

1. Public Liability Insurance
2. Workers Compensation Insurance
3. Public Indemnity Insurance

For each of the above, provide:

- Underwriter Name
- Policy Number
- Policy Value (in millions e.g. 10 for \$10,000,000)
- Insurance start and expiry date
- Upload Policy document using the same upload steps.

Submission

1. At the end of the last registration form page, click Submit. If you need to go back and make any additions or changes, click Back. You won't lose any of your progress.

Back

Submit

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2. Once you submit, your registration will be reviewed by the City, and a City representative or Contractor Manager will notify you of the outcome (approved or pending requiring amendments or further submissions).

If you need any help with the registration process, please contact WHS at contractors@stirling.wa.gov.au