

Member Registration Guide

All contractors working on behalf of a registered company for the City must complete their own member registration and the online Work Health and Safety (WHS) Contractor induction before attending City of Stirling sites. This is separate from your company's registration, which must be completed first by your company representative. Subcontractors will not need to complete the online Work Health and Safety (WHS) Contractor induction.

This is a two-step process:

Step 1: Register as a member

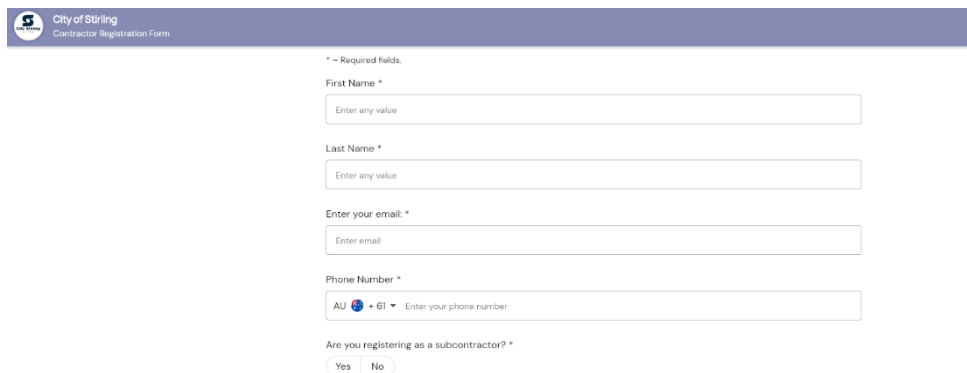
Step 2: Complete your online WHS induction

- You'll receive a link by email to begin your registration — this will be sent by your company representative when your company registration has been approved.
- You can also follow the link by clicking below:

 [Member Onboarding](#)

Register as a Member

1. Click on the registration link you've been sent via email to open the Contractor Registration Form.



The screenshot shows the 'City of Stirling Contractor Registration Form'. It includes a header with the City of Stirling logo and the form title. Below the header, there are several input fields: 'First Name *', 'Last Name *', 'Enter your email: *', and 'Phone Number *'. Each field has a placeholder text 'Enter any value' or 'Enter your phone number'. There is also a dropdown menu for the phone number country code, currently set to 'AU + 61'. At the bottom, there is a question 'Are you registering as a subcontractor? *' with 'Yes' and 'No' radio button options.

2. Complete your personal details:

- First Name
- Last Name
- Email
- Australian Mobile Phone Number
- If you are registering as a subcontractor (A subcontractor works for a company not specifically engaged by the City of Stirling, i.e. The City of Stirling engages a construction company, that construction company then engages the electrical company that you work for on its behalf. Employees of the construction company

Member Registration Guide

must register as members; employees of the electrical company must register as subcontractors of the construction company.

→ If No, select your Organisation Name (start typing to find your company name)

Are you registering as a subcontractor? *

✓ Yes No

Please enter your parent company that you work for *

Subcontracting Company Name

Organisation Name you are subcontracting for (Please type in a few letters to see your company name)

ABC Consulting Pty Ltd X

— it must already be registered with the City for it to appear)

→ If Yes, type the company name you work for into the text box (parent company). Then select the organisation name you are subcontracting for below.

For subcontractors, this is the form completed, click Submit. You will be able to sign in and out of City sites as a subcontractor.

Submit

For company staff, click Next.

Next

Add Your Certifications & Licences

- On the Certifications page, review the examples given (High Risk Work Licence, White Card, Working at Heights Statement of Attainment, Licence to Perform Rigging, etc.), then click Add New Certification for each licence or certification relevant to your role.

* – Required fields.

Certification

Please click/tap the card below to add a certification for the work you are doing.

Examples of certifications include (but are not limited to): High Risk Work Licence, White Card, Working at Heights Statement of Attainment, Licence to Perform Rigging, etc.

Please upload all relevant certifications and licences that relate to your role or may be applicable to future works for the City. This ensures your profile remains valid for future engagements and reduces the need for resubmission.

Add New Certification

- For each certification, complete the following fields:

- Select the category of work that you do
- Select your role

Member Registration Guide

- Indicate whether the licence or certification has an expiry date (Yes/No)
- Valid From date
- Expiry Date (if applicable)
- Certification Number

Please select your role *

🔍 Start typing to filter suggestions

Does this licence or certification have an expiry date? *

☐ Yes ☐ No

Valid From *

Enter date 

Expiry Date *

Enter date 

Certification Number *

Enter any value

Certification File: *

Add any files from your device

5. Upload the certification file by clicking on the Camera, Photos, or Files icon.

Certification File: *

Add any files from your device

 Camera
  Photos
  Files

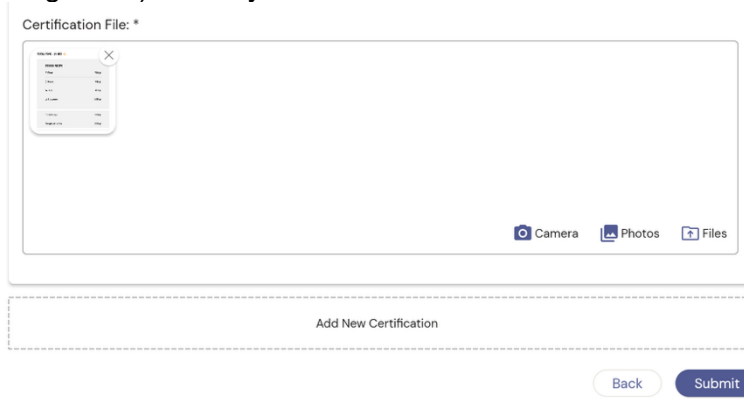
6. Your device files will pop up in a separate window. Navigate to your required document or folder

on your device, select one document, and click Open.

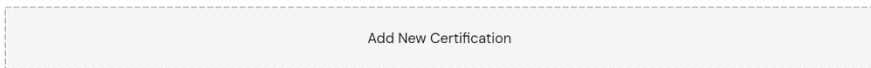
Only one file can be selected and uploaded at a time — there is no drag-and-drop or multi-file selection.

Member Registration Guide

7. Once a file is attached, it will appear as a thumbnail with an option to remove it (by clicking the X) before you add the next certification.



8. Click Add New Certification to attach any additional licenses or certifications.



9. Once all certifications are added, click Submit. If you need to go back and make any additions or changes, click Back. You won't lose any progress.

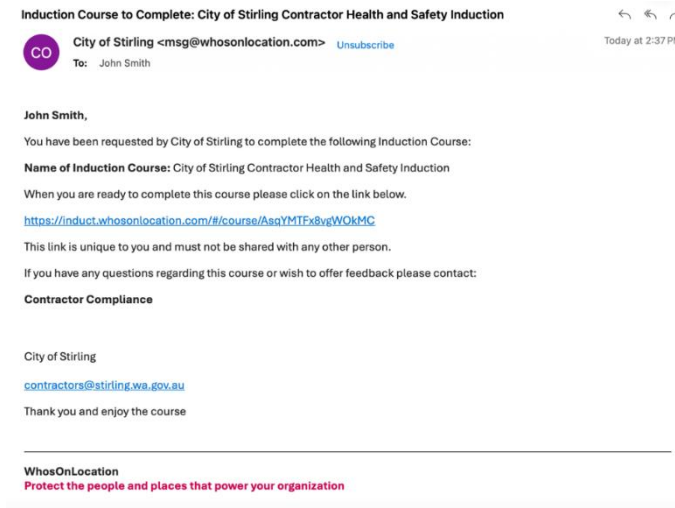


⚠ Important Notes

- Please upload all certifications and licences that relate to your role, even if not required for your current engagement — this keeps your profile valid for future work and reduces the need for resubmission.
- Fields marked with an * are mandatory and you cannot complete your submission without filling them out.

Member Registration Guide

Submission Confirmation



Your Form Has Been Submitted Successfully!

1. Once submitted, confirmation that your form has been submitted successfully will appear.

2. You will then receive an email with a link to complete your online WHS induction. Click the unique link in your email to complete the induction. Please do not share this link with anyone as it's associated with your personal profile.
 - Subcontractors are not required to complete this induction.

Complete Your Online WHS Induction

1. Complete Lessons 1 to 10 of the WHS induction. This course will take approximately 45 minutes. You must click through all interactive sections and watch all videos until the end before you will be able to move on to the next section. Please ensure it is completed prior to attending any City sites.
2. The tab on the left side of the course will display your progress.
3. Complete the knowledge checks throughout the course and click submit.
4. Complete the multiple-choice assessment covering all course topics to demonstrate your understanding of the content. There is no time limit.
A **100%** pass mark is required to successfully complete the induction. If you fail the assessment, you will be required to re-sit the induction.
5. Once you pass the assessment, click Continue.

Member Registration Guide

6. The last page is a course summary. To complete the course, click Exit Course in the top right-hand corner of the page.
7. Your contractor member onboarding is now complete. From March 2027, once QR codes are rolled out, you will be able to sign in and out at City sites. You will not be able to sign in unless you have completed the Work Health and Safety (WHS) Contractor induction.

If you need any help with the member onboarding process, please contact WHS at contractors@stirling.a.gov.au