



Phase 1: Contractor Management Process

Work Health and Safety

One safety-driven workflow, from first registration to final sign-out.

Every City of Stirling engaged contractor is verified, inducted and compliant before work begins, with OnLocation enforcing the checks at every step.

Safety first

Every worker completes the WHS induction and has licences verified before setting foot on a City of Stirling site.

Compliance built in

Insurances, licences and, in later phases, high-risk permits, are reviewed and approved before any work is authorised.

Part 1: Company Registration



*For all new contractors, the City Contractor Manager will send this link directly.

Part 2: Contractor Member Onboarding

Once the company is approved, they send the links to their employees to get set up in OnLocation.

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CONTRACTOR'S CITY CONTACT

Team invited

Contractor receives email from their City Contact confirming their successful onboarding in the City's contract management portal. The email includes a link to the member registration form to forward onto their team.

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CONTRACTOR

Members onboard

Everyone who undertakes work at a City of Stirling site registers as a member into the contractor management portal and uploads details of their licences and certifications. Non City engaged subcontractors need to register in OnLocation but are not required to upload certifications and licenses.

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CONTRACTOR

WHS induction

Once a contractor submits their member registration form, they will receive an automated email to complete the online WHS induction course. Subcontractors are not required to complete this induction.