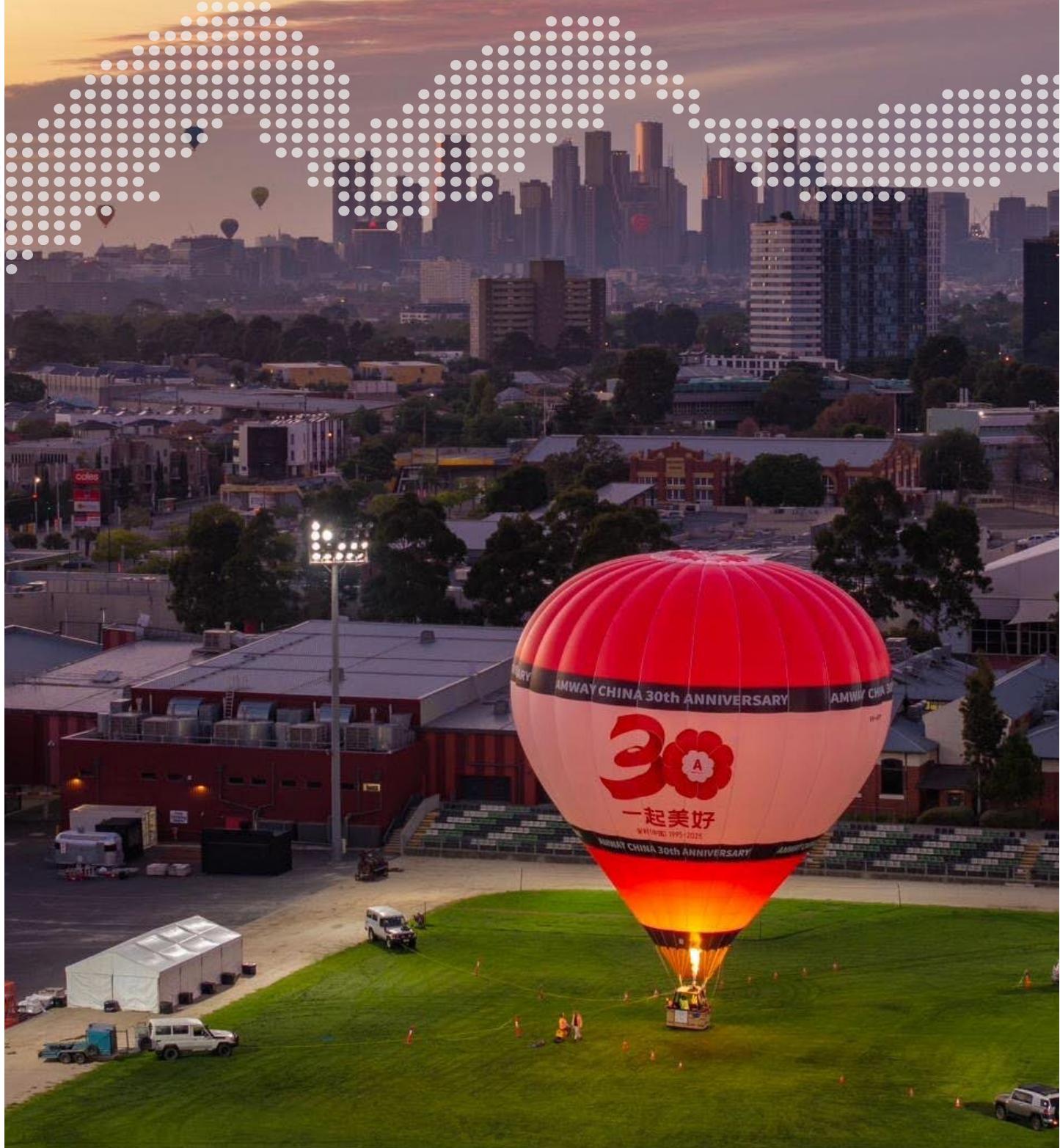


# User Guide: Contractor Management



This document provides step-by-step instructions for Contractors who intend on coming to Melbourne Showgrounds to undertake a scope of works.

A Contractor must be registered to ensure Melbourne Royal has completed our due diligence in contractor compliance, and ensuring that the contractor undertaking works is insured, qualified and has assessed the risks involved in the task and is competent to complete the scope of works.

## Contractor Process



## Step 1: Access the Contractor Management Page

### CONTRACTOR MANAGEMENT PAGE

\*\*Contractor Management set-up cannot be saved and takes roughly 10 minutes to set-up

Email [RiskandSafety@melbourneroyal.com.au](mailto:RiskandSafety@melbourneroyal.com.au) if you have any issues or questions throughout the registration process

### New Contractor Management

Welcome to the Melbourne Royal Contractor Portal  
Please complete the details on the following pages to be registered to work with us. You will need company contact details, insurance documents and High Risk work documents (if applicable).  
Please note the process can not be saved, please collect documents before commencing. The whole process should take less than 10 minutes to complete

Company Name \*

Trading As

Australian Business Number \*

Business Type \*

Company  Sole Trader  Partnership

Primary Contact Person \*

First Name*	Last Name*
First Name	Last Name
Email	Mobile
Email	Mobile
Address Line 1	Address Line 2
Address Line 1	Address Line 2
Suburb	Postcode
Suburb	Postcode

## Step 2: Provide Contractor details

- Company name
- Trading name
- Australian Business Number (ABN)
- Business Type (Company, Sole Trader, Partnership)
- Primary Contact and business address
- Select any high risk works that apply to your proposed scope of works at Melbourne Showgrounds

Is the company you are registering going to be undertaking any of the works below. \*  
Select all that apply.

Working at heights  
 Confined spaces  
 Electrical isolation and/or high voltage works  
 Excavation (greater than 1500mm)  
 Pyrotechnics  
 Structural alteration  
 Other High Risk Work  
 None

You will be required to provide SWMS and relevant licences

Complete

## Step 3: Provide insurances

- Type of insurance(s) (Public liability, Workers Compensation, etc.)
- Policy number
- Amount of coverage (if applicable)
- Insurance expiry
- Upload a copy

\*\*If you are registering your company and you do not need to hold insurances, please select 'Exhibitor only'.

### Insurance Policy

Insurance Policy 0 / 5

Type of Insurance \* Select...

Policy Number

Amount of Coverage

Expiry Date Select Date

Upload a copy of your policy \* Drop files here or click to upload

Complete ▾

## Step 4: Upload Safety Documents

- Select type of document
- Date created/last reviewed (if known)
- Expiry (if relevant)
- Upload a copy

\*\*Safety documents will only be requested if you have selected that you will be undertaking any of the high risk works as selected on the initial contractor page

### Safety Documents

Safety Documents 0 / 4

What is the document Select...

Date created/ last reviewed Select Date

Expiry if relevant Select Date

Upload Document Drop files here or click to upload

These will be required prior to commencing work.  
If unavailable now or if they are updated, please email documents to Brandon.Walsh@melbourneroyal.com.au

Complete

## Step 5: Upload any Licenses, Qualifications and Permits applicable

- State the type of license/qualification/permit you have
- Provide an expiry date
- Upload a copy of license/qualification or permit

### Qualifications/Licences

Qualifications/Licences	0 / 3
What type of licence or qualification do you have? *	
Does it have an expiry date? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
Upload copy of Licence/qualification *	<input type="file"/> Drop files here or click to upload
<a href="#">Save As Draft</a> <a href="#">Complete</a>	

## Step 6: Maintain records with Melbourne Royal

- Send through updated records of insurances when they expire so Melbourne Royal can update your company profile
- Email [RiskandSafety@melbourneroyal.com.au](mailto:RiskandSafety@melbourneroyal.com.au) to update any documents or if you have any questions in relation to the contractor management process