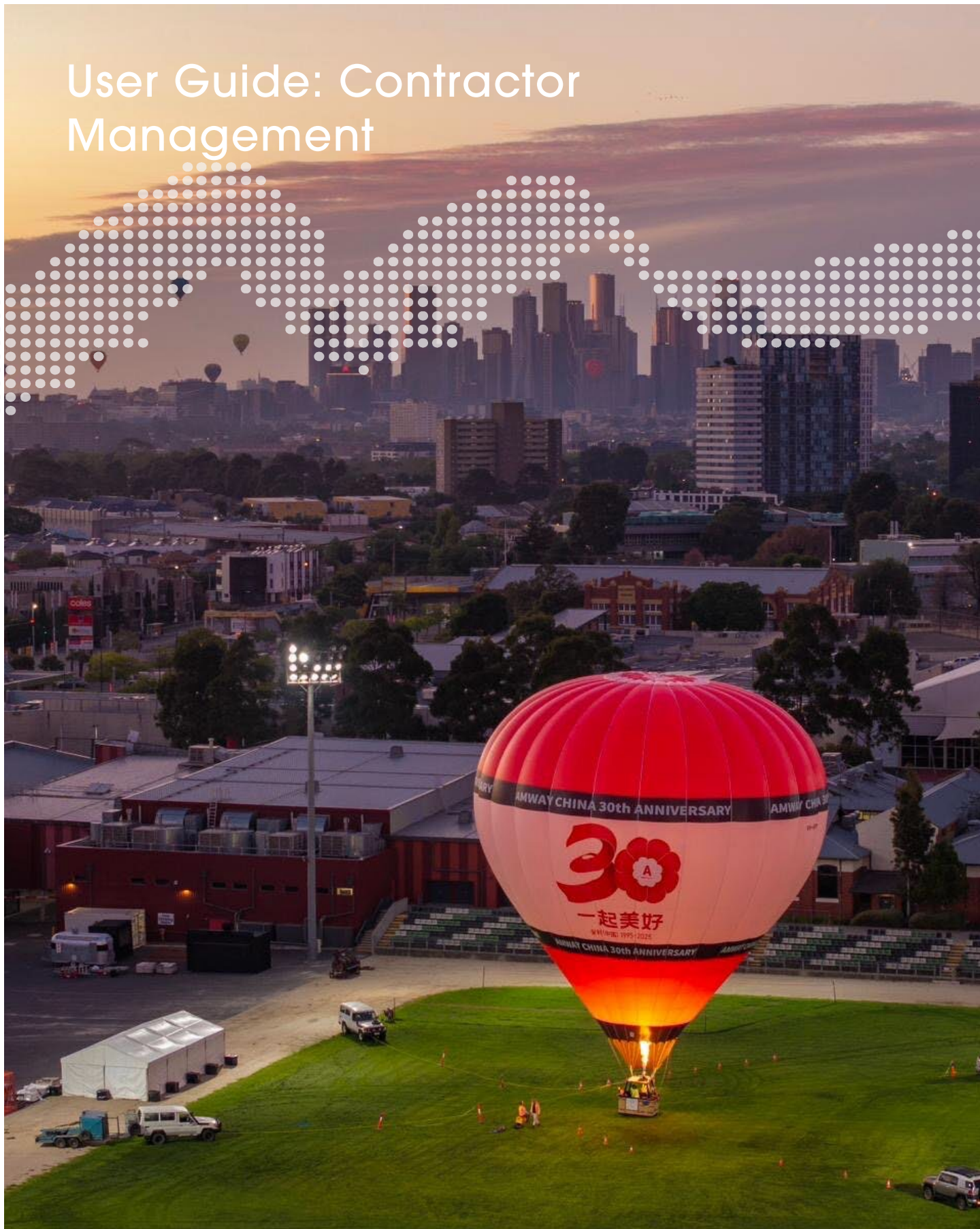


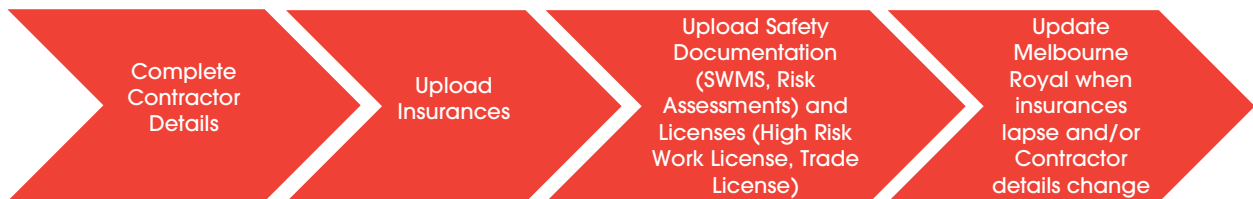
User Guide: Contractor Management



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** 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*

First Name

Last Name*

Last Name

Email

Email

Mobile

Mobile

Please enter a valid mobile/landline phone number

Address Line 1

Address Line 1

Address Line 2

Address Line 2

Suburb

Suburb

Postcode

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'.

The screenshot shows a form titled "Insurance Policy" with a progress indicator "0 / 5". The form contains the following fields: "Type of Insurance *" with a dropdown menu showing "Select..."; "Policy Number" with a text input field; "Amount of Coverage" with a text input field; "Expiry Date" with a dropdown menu showing "Select Date"; and "Upload a copy of your policy *" with a file upload button labeled "Drop files here or click to upload". A "Complete" button is located at the bottom right.

Step 4: Upload Safety Documents

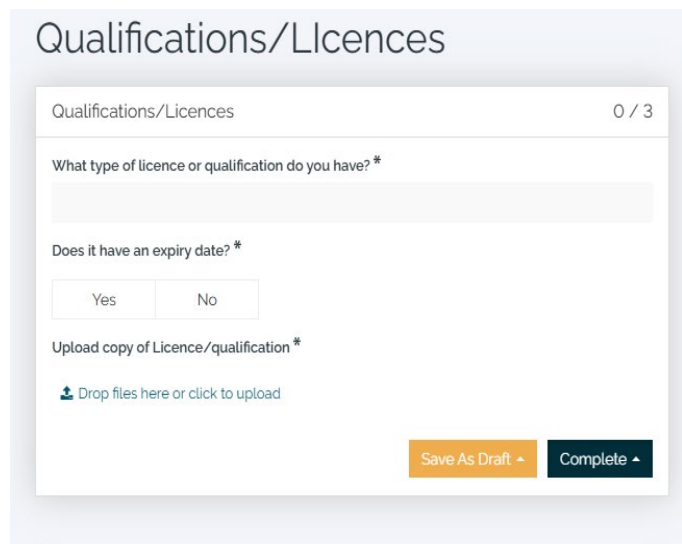
- Select type of document
- Date created/last reviewed (if known)
- Expiry (if relevant)
- Upload a copy

**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

The screenshot shows a form titled "Safety Documents" with a progress indicator "0 / 4". The form contains the following fields: "What is the document" with a dropdown menu showing "Select..."; "Date created/ last reviewed" with a dropdown menu showing "Select Date"; "Expiry if relevant" with a dropdown menu showing "Select Date"; and "Upload Document" with a file upload button labeled "Drop files here or click to upload". Below the upload button, there is a note: "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". A "Complete" button is located at the bottom right.

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



The screenshot shows a web form titled 'Qualifications/Licences' with a progress indicator '0 / 3' in the top right corner. The form contains the following fields and controls:

- A text input field for 'What type of licence or qualification do you have? *'.
- A section for 'Does it have an expiry date? *' with two radio button options: 'Yes' and 'No'.
- A section for 'Upload copy of Licence/qualification *' with a file upload instruction: 'Drop files here or click to upload'.
- At the bottom right, there are two buttons: 'Save As Draft' (orange) and 'Complete' (dark blue).

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 to update any documents or if you have any questions in relation to the contractor management process