

Contractor Sole Trader Registration Process

1.

To complete the Ingenia Contractor Registration Process, please follow the outlined steps.

Upon receiving the below email from an Ingenia representative, click on the 'Sole Trader Registration' link.

Tips

- Only one registration to be completed per business.
- Have all relevant scanned copies of the required documents available for uploading prior to starting.
- The person completing the registration should be the main contact person or administrator for the business.
- Use full personal and business names to avoid confusion and double ups (no nick names).
- If you forget your password please contact compliance@ingeniacommunities.com.au

Dear Contractor

You have been invited to register your business with Ingenia to enable you to provide your services as an Approved Contractor.

There is a simple 4 - 5 step process to become an approved Ingenia Contractor, in which the below relevant link will take you through.

- 1.Register your business
- 2.Comprehend Ingenia's Key WHS Policies
- 3.Comprehend Ingenia's Key Reference Documents
- 4.Provide bank details to Ingenia's Finance Department
- 5.Ingenia induction process (Sole Trader needs to complete)

To help with the registration process it is important you have access to electronic copies of your businesses;

- Business Insurance Certificate of Currency
- Public Liability
- Workers Compensation
- Any other insurances related to your business
- Trade Licenses and or Certifications (where relevant)

If your company will be conducting High Risk Work you will also be required to provide electronic copies of your businesses;

- Health and Safety Policy
- WHS Management Plan and Processes
- SWMS / JSAs,
- Training Records
- Subcontractor Management Processes
- Incident Management
- Maintenance and Equipment Records

To commence the registration process, please click on the relevant link below.

Company Registration:

<https://www.onlineinduction.com/ingeniacommunities/registercompany.php>

Sole Trader Registration:

<https://www.onlineinduction.com/ingeniacommunities/registersoletrader.php>

If you require any assistance with this process, please contact compliance@ingeniacommunities.com.au

2.

Complete all 'Sole Trader Registration' details (All fields are mandatory).

The following company representative is responsible for completing and maintaining the company registration profile including, company details, insurances and worker inductions.

First name:

 Last name:

 Company Trading Name:

 Your Email:
 (This will become your username)

 Confirm Email Address:

 Contact Phone Number:

 Choice of password:

 Password again:

Mandatory Fields

Your business is required to select all work types which is it capable of conducting. This information allows Ingenia to utilise all of your business services instead of services discussed at initial engagement stage.

Please select the services that your company is capable of providing, select at least one.

- | | |
|---|--|
| <input type="checkbox"/> Modular / transportable house construction | <input type="checkbox"/> Landscape construction |
| <input type="checkbox"/> Insitu house construction | <input type="checkbox"/> Garden maintenance (lawns, plants, etc) |
| <input type="checkbox"/> Civil construction | <input type="checkbox"/> Tree lopping & removal |
| <input type="checkbox"/> Working at Heights (>2m) | <input type="checkbox"/> General building/facility maintenance |
| <input type="checkbox"/> Electrical installation, service and/or repair | <input type="checkbox"/> Floor/wall tiling |
| <input type="checkbox"/> Telecommunication/Internet installation, service and/or repair | <input type="checkbox"/> Plastering |
| <input type="checkbox"/> Construction and/or modification to load bearing structures | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Supply and operation of mobile plant and equipment | <input type="checkbox"/> Building/facility cleaning (domestic type) |
| <input type="checkbox"/> Supply and operation of cranes/powerd lifting equipment | <input type="checkbox"/> Industrial cleaning |
| <input type="checkbox"/> Transport, handling and/or use of hazardous substances | <input type="checkbox"/> Rubbish Removal (general & regulated waste, skip bins, etc) |
| <input type="checkbox"/> Window glazing | <input type="checkbox"/> Pest management |
| <input type="checkbox"/> Provide and erect scaffolding | <input type="checkbox"/> Pool & Spa repairs, servicing and cleaning |
| <input type="checkbox"/> Gas plumbing | <input type="checkbox"/> Installation of internal fittings (carpet, blinds, appliances, handrails) |
| <input type="checkbox"/> Water/waste water plumbing | <input type="checkbox"/> Mobile equipment and vehicle maintenance/repair (mowers, tractors, etc) |
| <input type="checkbox"/> Roof plumbing | <input type="checkbox"/> Fixed plant/equipment/appliance maintenance and/or repair |
| <input type="checkbox"/> Building/structure Demolition | <input type="checkbox"/> Onsite steel fabrication and welding |
| <input type="checkbox"/> Concreting & Paving | <input type="checkbox"/> Security services |
| <input type="checkbox"/> Traffic Control | <input type="checkbox"/> Supply of manual labour |
| <input type="checkbox"/> Underground service locators | <input type="checkbox"/> Child entertainment/minding (Kids Club) |
| <input type="checkbox"/> General earthworks | <input type="checkbox"/> Event catering |

Please select at least one

3.

The next section of the registration process requires information and supporting documentation required for business accounts and insurances. All fields are mandatory and must be completed in full.

Please supply the required documentation and licenses below

All these documents can be scanned and uploaded to the Induction portal using the browse, and attachment buttons below. Your documentation will then be received and receipted by our representative, and assessed for compliance and validity for Health and Safety document control.

All documentation will be considered confidential and will only required to be accessed in case an incident occurs, or for auditing purposes

ABN:	<input type="text"/>
Trading Name as it appears on invoice:	<input type="text"/>
Entity Name:	<input type="text"/>
Registered for GST:	<input type="text" value="Please Select"/>
Postal Address:	<input type="text"/>
Suburb:	<input type="text"/>
Post Code:	<input type="text"/>
State:	<input type="text"/>
Contact Name Accounts:	<input type="text"/>
Phone Account Contact:	<input type="text"/>
Email Address for Accounts Remittance:	<input type="text"/>
Email Address for Main Contact (if different from above):	<input type="text"/>
By clicking this Checkbox you understand Trading Terms of 30 Days Unless by Prior Approval from CFO:	<input type="checkbox"/> I agree

Please note – All accounts have a fixed **30 day account** unless prior approval is issued by Ingenia's Chief Financial Officer (CFO).

4.

Upload all required insurances – All documents must be legible, and PDF/ JPG format is required when uploading.

Upload Relevant Certificate of Currency Copies

Public Liability \$10m min OR \$20m for all Home Builders and Civil Works Contractors:	Expiry <input type="text"/>	Certificate <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	
Do you have any Employees or Subcontractors:	<input type="text" value="Please Select"/>		
Workers Compensation required if you employee any worker/s:	Expiry <input type="text"/>	Certificate <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	
Employee Insurance:	Expiry <input type="text"/>	Certificate <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	
Contract Works \$500000 min:	Expiry <input type="text"/>	Certificate <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	
Marine Cargo \$500000 min:	Expiry <input type="text"/>	Certificate <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	
Professional Indemnity:	Expiry <input type="text"/>	Certificate <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	

Mandatory Field


Please note – A minimum of **\$10,000,000** Public Liability Insurance is required for **all** contractors.

Home Builders and Civil Works Contractors must provide a minimum of **\$20,000,000** Public Liability.

5.

Primary Site Selection – The business is required to select a ‘Primary Ingenia Site’ which they will be providing services to. This site will be the primary contact for the Contractor should follow up be required regarding insurances and inductions.

Please provide a summary of services your business will be providing

Name of Primary Site Your Business will be Providing Services: 

Upload Ingenia Approved Scope of Works or Principle Contractor Appointment:

Name all High Risk Subcontractors you will engage for this work with Ingenia:

Does your business perform any of the following activities:

- ☐ Supply and erection of manufactured homes or dwellings
- ☐ Construction of any load bearing structure
- ☐ Working at Heights (>2m)
- ☐ Any Electrical Work (repair maintenance testing and installation)
- ☐ Mobile Plant Operation (bobcats excavators forklifts trucks etc)
- ☐ Crane Lifting Loading Unloading
- ☐ Transport Handling Use of Industrial Hazardous Substances (non-domestic)
- ☐ Confined Space Entry
- ☐ Building or structure demolition

No I will not be performing any of these activities: ☐

Mandatory Field

5.

Enter expiry dates for any certificates/licences held, applicable for the contract – upload a copy of the documents

All documents must be legible, and PDF/ JPG format is required when uploading.

Certifications			
Earthmoving Equipment Licence:	Expiry <input type="text"/>	Certificate <input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Forklift:	Expiry <input type="text"/>	Certificate <input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Asbestos Removal:	Expiry <input type="text"/>	Certificate <input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Demolition:	Expiry <input type="text"/>	Certificate <input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Cranes / Rigging / Dogging:	Expiry <input type="text"/>	Certificate <input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Scaffold:	Expiry <input type="text"/>	Certificate <input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Construction Industry Induction Training:	Expiry <input type="text"/>	Certificate <input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Other Applicable Trade Licences:	Expiry <input type="text"/>	Certificate <input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>

6.

Upload any SWMS and JSA that relate to the work you have been engaged to carry out – examples

Safe Work Method Statements (SWMS) Job Safety Analysis (JSA)	
Does your business have documented SWMS for High Risk construction activities covering the scope of work to be performed:	<input type="text" value="Please Select"/>
If YES please upload :	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Does your business provide Job Safety Analysis for all other activities to deliver the scope of works:	<input type="text" value="Please Select"/>
If YES please upload:	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>

7.

Plant equipment and tools –

Plant/Equipment/Tools	
Does your business conduct hazard assessments inspections of plant equipment tools used installed or operated by your business:	<input type="text" value="Please Select"/>
If YES please upload latest records:	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Does your business have procedures for the safe operationuse of the plant equipment and tools:	<input type="text" value="Please Select"/>
If YES please upload :	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>

8.

Information relevant to any sub-contractors you will be using on Ingenia's work site -

Subcontractors	
Will you be using subcontractors to perform any part of your scope of works on Ingenia controlled assets:	<input type="text" value="Please Select"/>
If yes do you accept full accountability and responsibility for any subcontractor engaged to perform any work on our behalf This includes all required licenses insurances safe work method statements and site inductions:	<input type="text" value="Please Select"/>
Does your company have minimum Health and Safety expectations of your subcontractors - if yes please provide:	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>

9.

Upload Photo ID (eg drivers licence passport proof of age)

Upload Your Photo ID:

Upload Ingenia Contractor Site Induction :

Mandatory Field

Please note – Once the site specific induction has been completed please upload the signed completed document.

10.

Once the application is lodged the Ingenia Compliance Department for review, once the application has been approved the business will receive an email advising of the next steps to complete, prior to conducting work onsite.

Once the application is approved the business will receive an email providing login details to the 'Ingenia Safety Portal'.

If the business application is rejected an email will be provided outlining why the application has been rejected and actions which need to be completed within specific timeframes.



Thank you for completing the first section of the Ingenia Contractor Registration process.

Your information will now be reviewed for completeness and you will receive a confirmation email in the next 5 working days. When approved, you will be required to complete Steps 2 – 5 of the registration process. If you require any further information at this stage, please contact your Ingenia representative

Tips

All documents must be legible, and PDF/ JPG format is required when uploading.

All fields are mandatory and must be completed before submitting application.

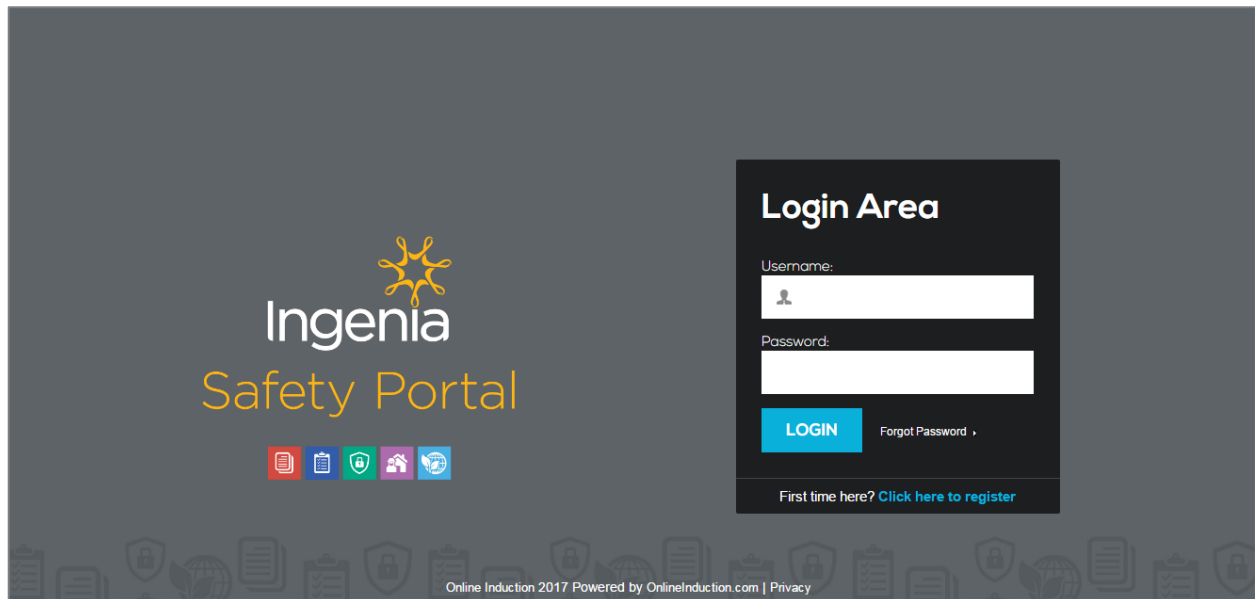
Only one scanned document can be uploaded at a time in each upload field, if multiple documents require uploading a zip file will be required.

Contractor Sole Trader Registration Process – Finalise Process

How to finalise your registration process.

1.

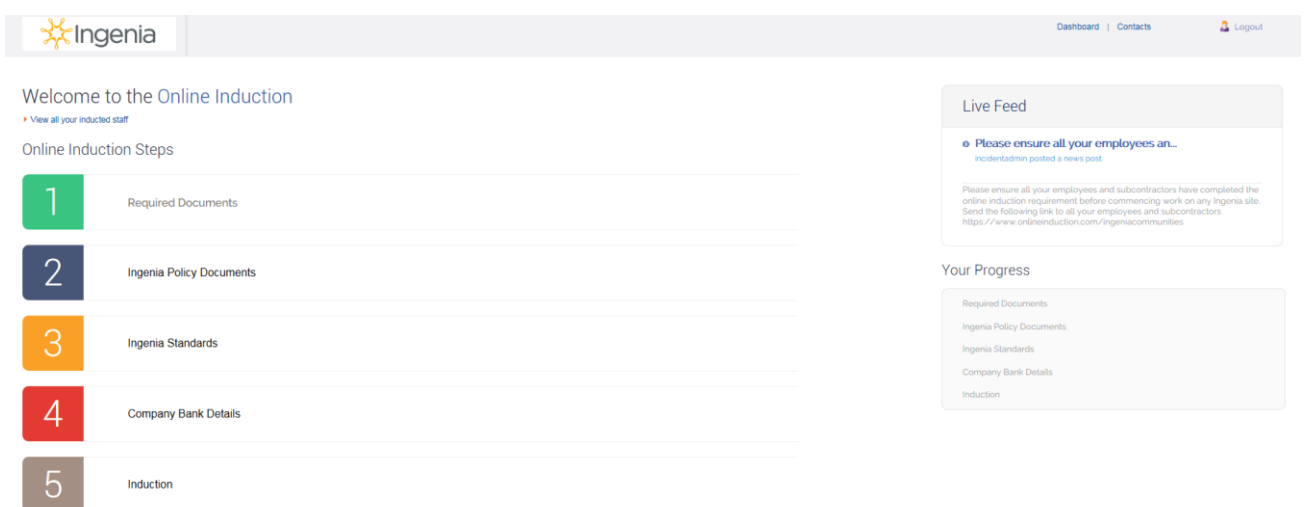
Login to the Ingenia Safety Portal with the login details provided in the approval email.



DO NOT REGISTER NEW – USE LOGIN DETAILS

2.

Complete steps 1-5 to complete the Company Registration Process.



3.

Confirm all details and documents provided in step one. (Check System)

1

Required Documents




4.

Read, understand and acknowledge all Ingenia Company Policies in step two.

2

Ingenia Policy Documents

Ingenia Company Policies

<input type="checkbox"/>	Ingenia Work Health Safety Policy	 View Document
<input type="checkbox"/>	General Site Evacuation	 View Document
<input type="checkbox"/>	Ingenia Privacy Policy	 View Document

By checking the boxes you acknowledge that you have read and understood the documents

Submit

5.

Read, understand and acknowledge all Ingenia Company Standards in step three.

3

Ingenia Standards

Please open and read the following Policy documents

<input type="checkbox"/>	Ingenia Risk Management Standard	 View Document
<input type="checkbox"/>	Ingenia HSE Control Standard	 View Document
<input type="checkbox"/>	Ingenia Contractor Management Standard	 View Document

By checking the boxes you acknowledge that you have read and understood the documents

Submit

6.

Complete the account information requested in the populated email and provide a scanned copy of a bank deposit slip or statement. This email will automatically be sent to the Ingenia Accounts Department.

4

Company Bank Details

Send	From ▾	Microsoft Exchange
	To...	AP Query
	CC...	
	Subject	Contractor Accounts Setup

Dear Contractor,

To finalise your account, we require your bank account details for all future payments.

Can you please provide your bank account details in the table below:-

Company Name (as appears on invoice):

BSB:

Account Number:

To verify the details are correct, please provide a scanned copy of a bank deposit slip or statement.

Kind regards,

Megan Fazekas

Accounts Payable APQuery@ingeniacommunities.com.au

7.

Complete all elements of the Induction

5

Induction

INTRODUCTION

Welcome to the Ingenia Communities Group

Health and Safety Contractor Induction

The health and safety (H&S) of all people engaged by Ingenia is business critical. We are committed to providing a working environment, plant and systems of work that are free, as far as practicable, from risk of injury or disease for all our employees, residents, visitors and contractors, while also protecting our environment.

Ingenia is committed to providing a high standard of H&S performance based on best practice principles and the continual improvement of performance. The ultimate objective of our H&S Management System is to reduce and, if possible, eliminate injury and illness and prevent harm to the environment on all Ingenia sites.

We are committed to working with, encouraging and monitoring our suppliers and contractors to conduct business with us in a safe and environmentally responsible manner at all times.

About the induction

You will need to allocate about **15-20 minutes** to complete this induction.

At the end of the program there will be a short quiz to test your understanding of the material presented. You must achieve a 100% pass to complete the induction.

At the end of the induction you will be issued with a Induction Card with a QR code attached, you will provide this as evidence of completing this induction before you will be allowed entry onto any Ingenia owned or managed work site.

Note: You can use your mobile device to capture and store the card or you can print a hard copy of the

Site Induction Card on completion of the induction.

I acknowledge that I have been inducted

I have read and understood this induction and will comply with the requirements expected of me

Please sign in acknowledgement and click further below to download card/certificate

☐ ***By clicking you agree to the above**

You have successfully completed the online induction. You will automatically receive a Reminder notification to be refreshed on the induction in 1 year.

8.

Download certificate.



9.

Your Progress

- ✓ Required Documents
- ✓ Ingenia Policy Documents
- ✓ Ingenia Standards
- ✓ Company Bank Details
- ✓ Induction

IT IS YOUR RESPONSIBILITY TO UPDATE YOUR PROFILE AND KEEP ALL RECORDS UP TO DATE.