

SUPPLIER ONBOARDING FORM

Uralla Shire Council | Approved Suppliers Register (Consultants and Professional Services)

Form version	1.0 (issued 2026)
Issued by	Procurement and Contracts Management Officer
Return to	council@uralla.nsw.gov.au
Source policy	Procurement Procedures 2025, Annexure A (Parts A and B)

Purpose. This form adds your business to the Uralla Shire Council Approved Suppliers Register, the internal list Council staff use as a first stop when engaging consultants and other professional service providers. Completion does not guarantee work and does not bind Council to any minimum spend. Council retains the right to seek quotes from other suppliers in line with the Procurement Procedures 2025.

How to complete. Part 1 is filled in by the supplier (you). Part 2 is completed by Council. Tick boxes apply where shown. Allow ten minutes. Return by email with copies of your certificates of currency and professional registration details attached.

PART 1 - SUPPLIER DETAILS (supplier to complete)

Business details

Legal business name	
Trading-as name (if different)	
ABN	
ACN (if applicable)	
Primary contact name	
Position / title	
Phone	
Email	
Business address	
Base of operations (town)	
Coverage area	
Years in operation	
Sole trader / Pty Ltd / Partnership	

Services offered (tick all that apply):

- | | |
|---|---|
| ☐ Engineering (civil / structural / water) | ☐ Asset management / valuation |
| ☐ Environmental / ecological | ☐ Grant writing / funding advisory |
| ☐ Town planning / development | ☐ Communications / community engagement |
| ☐ Surveying / spatial / GIS | ☐ Work health and safety / risk / training |
| ☐ Architecture / landscape / urban design | Other (specify below) |
| ☐ Project / program management | ☐ Other service (specify) |
| ☐ Legal services | |
| ☐ Accounting / audit / probity | |
| ☐ ICT / digital / cyber security | |
| ☐ Traffic / transport | |

Indicative fee rates (ex GST) - confirmed at quote stage.

PRICES TO STREAMLINE ENGAGEMENT (indication, not set in stone)	
Principal / director hourly rate	
Senior consultant hourly rate	
Consultant / analyst hourly rate	
Standard day rate	
Disbursements / travel basis	
Other charges (specify)	

Compliance and insurance

	Item	Detail / Number	Expiry (DD/MM/YYYY)
☐	Professional Indemnity insurance		
☐	Public Liability insurance		
☐	Workers Compensation (if employing staff)		
☐	Professional registration / membership		
☐	WHS policy in place		
☐	Modern Slavery statement acknowledged		

Subcontractors or subconsultants engaged? ☐ Yes ☐ No If yes, list roles: _____

Conflict of interest with Council declared. ☐ Yes ☐ No If yes, brief detail: _____

Referees (two recent comparable clients)

Referee 1: organisation	
Contact name and phone	
Engagement type	Government / Private / Council / Other
Referee 2: organisation	
Contact name and phone	
Engagement type	Government / Private / Council / Other

Declaration

I confirm the information above is true and current. I will notify Council within 14 days of any change to insurance, registration, or business status. I acknowledge that listing on the Approved Suppliers Register does not guarantee work.

Signature	
Print name	
Position	
Date	

PART 2 - COUNCIL USE (Procurement and Contracts Management Officer completes)

Due diligence checks (Annexure A Part A)

	Check	Date completed	Initials / notes
☐	ABN and ACN verified via ABN Lookup		
☐	ASIC business / directorship check		
☐	Public Liability Certificate of Currency received and filed		
☐	Professional Indemnity Certificate of Currency received and filed		
☐	Workers Compensation Certificate of Currency received and filed (if applicable)		
☐	Professional registration / membership verified with issuing body		
☐	References contacted (at least two)		
☐	WHS / Modern Slavery statement sighted		
☐	Conflict of Interest assessed		

Outcome

☐ Approved for Approved Suppliers Register ☐ Conditional (note below) ☐ Declined.

CM23 container reference	
Date added to register	
Status set to	Active / Under Review / Inactive / Suspended
Conditions or notes	
Reviewer role	Procurement and Contracts Management Officer
Reviewer signature and date	