

# Supplier Application Form

## 1. Latrobe City Council Contact

Requesting Officer (full name):

## 2. Supplier Type

New Supplier	Amendment	Single Use	Grant	Volunteer
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## 3. Company Contact Details

Sole Trader	Partnership	Company
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Registered Business Name:

Please ensure that the name provided matches the details listed on the Australian Business Register.

Do you have an ABN:      Yes      No If Yes, please quote your ABN and indicate your GST status below.  
If No, you will need to complete the 'Statement by Supplier' Form (available at [latrobe.vic.gov.au/supplier](http://latrobe.vic.gov.au/supplier))

ABN:      Are you registered for GST?      Yes      No

ACN (if applicable):

Postal Address:      City/Town:

State:      Postcode:      Country:

Email:      Remittance Email:

Website:      Company Phone Number:

## 4. Main Contact Details

Full Name:      Phone Number:  
Position:      Mobile Number:  
Email:      DOB (sole traders only):  
Trading Address:      City/Town:  
State:      Postcode:      Country:

## 5. Bank Details

Account Name:      Bank Name:  
Bank Address:      City/Town:  
State:      Postcode:      Country:  
BSB Number:      Account Number:

## 6. Category of Work

**Please indicate the type of goods/services that your organisation can provide.  
This information may be used for future quotations for goods/services.**

Accommodation Services	Library Goods and Services (eg: books, cds and dvds, library furniture, library stocks)
Advertising and Media Services (eg: printing, radio, television, websites, design, photography)	Medical and Healthcare (eg: medical advisors, occupational therapy, etc.)
Animal Care and Equipment	Office Equipment and Furniture (eg: blinds, curtains, carpets, kitchen fixtures, appliances, whitegoods)
Audit Services	Parks and Gardens Supplies and Services (eg: arborists, tree services, caravan park services, landscaping)
Banking Services	Performing Arts (eg: museums and galleries, performing and visual arts/artists, arts industry)
Catering Services (eg: milk, coffee, food and beverage resale, catering services)	Plant Equipment and Services (eg: ag machinery, servicing and maintenance, plant hire)
Chemical and Cleaning Products (eg: agricultural chemicals, commercial cleaning products)	Postage and Freight (eg: air freight, couriers, dx charges, road freight, sea freight, postage)
Civil Engineering and Construction	Printing Services (eg: bulk printing, mail outs)
Cleaning Services (eg: carpet cleaning, floor polishing, graffiti removal, hygiene services, window cleaning)	Print Management (eg: printers, toner, paper and consumables)
Community Support, Events and Sponsorship (eg: community events, contributions, entertainers, venue hire)	Property and Realty Services (eg: real estate, etc.)
Construction, Operations and Civil Works (eg: demolition, dredging, fencing, grates, civil construction)	Record Management, Archiving and Disposal (eg: document archive storage and destruction)
Consultancy Services (eg: planning, environment, etc.)	Recruitment Services (eg: temporary and permanent non-it staff)
Corporate Uniforms and Apparel (eg: uniforms and corporate wardrobe)	Repairs and Maintenance (eg: air conditioning, building maintenance, electrical maintenance, locksmith)
Design Services	Safety Equipment (eg: protective clothing, safety equipment)
Education Services	Security and Fire Services (eg: security, essential safety measures, alarms.)
Environmental, Heritage and Conservation Services	Sign Manufacturing and Signwriting Services (eg: council logos, traffic signage, etc.)
Event Management	Social Services
Facilities Management	Sport and Recreation Services and Equipment (eg: leisure centre maintenance, sport/recreation equipment)
Fleet Maintenance and Services (eg: vehicles, servicing and maintenance, fuel, fleet maintenance)	Stationary Supplies (eg: paper, labels, writing tools, folders, filing supplies)
Flowers and Gifts (eg: homeware, hampers, floral displays, flowers)	Subscriptions and Memberships (eg: licenses, memberships, subscriptions, professional organisations)
Fuels, Oils and Lubricants (eg: biofuel, fuels, greases, oils, lubricants)	Training and Development Services (eg: conference fees, external/internal training courses and services)
General Hardware and Power Tools (eg: building supplies, power tools, etc.)	Travel Services (eg: airfares, bus/train charter, car hire, excursions, road tolls, taxis)
Grants	Utilities (eg: electricity, gas, solar power, water)
Grocery Supplies (eg: fruit and vegetables, meat products, pantry items)	Volunteers
Insurance (eg: insurance brokerage fees, workers compensation insurance)	Valuation Services
It and Telecommunications (eg: cameras, computers hardware and software, data storage, internet, phones)	Waste Management, Recycling and Landfill (eg: bin supply, confidential waste disposal, recycling)
It support (eg: it contractors, website, it security)	
Legal Services	

## 7. Insurance

It is a requirement of all suppliers performing works or services for Latrobe City Council to have current insurances. All insurances must have sufficient coverage in relation to the works of services undertaken.

Please indicate below which policies and limits below you hold	Limit of cover
Work Cover	
Professional Indemnity Insurance	
Public Liability Insurance	
Other	

Latrobe City Council has the right to request evidence of insurance at any time and reserves the right to reject a supplier if insurance provided is deemed insufficient.

## 8. Confidentiality

We will keep all information, pertaining to you and your nominated financial institution account, private and confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you, do not make any unauthorised use, modification, reproduction or disclosure of that information.

We will only disclose information that we have about you;

- to the extent specifically permitted by the law; or
- for the purpose of this agreement (including disclosing information in connection with any query, dispute of claim); or
- to verify details with your financial institution if required (eg: BSB and bank account number)

## 9. Potential Conflict of Interest

Do you have a potential conflict of interest with a member of Latrobe City Council staff or Councillors? If you are in any doubt, please contact the Latrobe City Council Compliance Officer on 1300 367 700.

Yes      No    If yes, please provide details:

Are you a Latrobe City Council employee?      Yes      No

## 10. Corporate Social Responsibility

Is the business an Aboriginal and/or Torres Strait Islander controlled/owned business?	Yes	No
Does the business employ people of Aboriginal and/or Torres Strait Islander background?	Yes	No

## 11. Child Safety

To be completed by suppliers where contracted works are likely to come into contact with children and young people under the age of 18.

<b>The supplier meets the minimum requirements of the 11 Victorian Child Safe Standards.</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<b>The supplier and all relevant staff associated with contracted works hold a current Working With Children Check.</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>

For information about the Child Safe Standards, visit the [Commission for Children and Young People's website](#) or the [Child Safety page on the Council's website](#). For a copy of Council's Child Safe Code of Conduct and Child Safe Policy please contact Council's Child Safety Advisor on 1300 367 700, or via email at [latrobe@latrobe.vic.gov.au](mailto:latrobe@latrobe.vic.gov.au).

## 12. Terms and Conditions

Definitions:

- 'Latrobe City Council' (LCC) is the purchaser of the goods or services;
  - 'Supplier' means the person, contractor, company or firm from whom the goods or services will be purchased by LCC.
1. a. If the supplier has an ABN the name provided on this form and the supplier's invoices must be the same as the name registered with the Australian Securities and Investments Commission (ASIC); OR  
b. The supplier must provide proof of the Trading Name(s) registered with the Australian Taxation Office for taxation purposes. Otherwise payment of the Supplier's invoices may be delayed until verified or if paid, withholding tax will be deducted at the statutory rate.
  2. Each invoice the supplier submits for payment must include the LCC purchase order number.
  3. Invoices received from the supplier will be paid at the agreed rate as quoted on LCC's Purchase Order unless the Purchase Order specifies that it is an estimated amount. If the supplier has failed to substantiate the price, or a price is not specified or is variable, LCC may refuse to accept the price. Payment to the Supplier will not be made until agreement is reached between both parties.
  4. LCC's preferred method of receiving invoices is via email at [rapidap.invoices@latrobe.vic.gov.au](mailto:rapidap.invoices@latrobe.vic.gov.au). Alternatively, hardcopy invoices can be mailed to the Corporate Headquarters address as featured on the Purchase Order provided. Suppliers must quote the applicable LCC Purchase Order number, otherwise the invoice(s) will be returned to the supplier unpaid.
  5. All invoices must include the following, or will be returned the supplier:
    - purchase order number
    - the Australian Business Number (ABN) of the supplier;
    - the GST inclusive price of the taxable supply;
    - the words 'Tax Invoice' stated prominently;
    - the date of issue of the tax invoice;
    - the name of the supplier;
    - the name of the recipient (purchaser);
    - a brief description of each thing supplied; and
    - the quantity of the goods or the extent of services supplied, and when GST payable is exactly 1/11th of the total price, either a statement along the lines of 'the total price includes GST', or the GST amount clearly stated.

Suppliers not registered for GST

- statement by a Supplier Form must be completed;
  - GST exclusive price of the non-taxable supply;
  - words 'Invoice' stated prominently;
  - the date of issue of the invoice;
  - the name of the supplier;
  - a brief description of each thing supplied; and
  - the quantity of the goods or the extent of services supplied
  - a statement along the lines of 'the total price excludes GST' is clearly stated.
  - LCC may offset or deduct from any amount(s) owing the supplier any amount(s) which may be due or payable by the supplier to LCC pursuant to an LCC purchase order having been issued to the supplier and may not be conditional upon agreement by both parties.
6. Latrobe City Council standard terms for payment are 30 days from the receipt of a valid invoice unless mutually agreed or stated on the Purchase Order. All payments are made by Electronic Funds Transfers (EFT). We will forward a remittance advice by email on the day payment is transferred to your bank account

### 13. Declaration

	I/We warrant that the statements and particulars contained in this application are true and complete and give specific authority to Latrobe City Council to seek financial reports and other references concerning the Company.
	I/We have read, understand and accept Latrobe City Council Standard Terms and Conditions and agree to trade in accordance with these.
	I/We understand that completion of this questionnaire does not guarantee that I/we will be asked to tender/quote for or provide services or supply any goods in the future.
	I/We have read, understand and agree to abide by Latrobe City Council's Supplier Code of Conduct (available at <a href="http://latrobe.vic.gov.au/supplier">latrobe.vic.gov.au/supplier</a> ).
	I/We have read, understand and accept Latrobe City Council Purchase Order Terms and Conditions and agree to trade in accordance with these.

**Completion of this questionnaire does not guarantee that you will be included on our list of registered suppliers.**

Failure to submit all information requested in this questionnaire may result in your application being rejected.

**Once completed, please send this form to: [procurement@latrobe.vic.gov.au](mailto:procurement@latrobe.vic.gov.au)**