

PROXIMITY · CONTRACTOR COMPLIANCE PACK

Contractor compliance pack

Licences, insurance, screening, safety and memberships, laid out the way strata, property, facilities and school managers ask for them.

CONTRACTOR	Proximity Plumbing Pty Limited
PREPARED	30 October 2026
SAMPLE EXPIRY	31 December 2028
ACCOUNT CONTACT	Isabella Marfé, Business Development Manager · commercial@proximityplumbing.com.au

01

At a glance

The details you need to set us up as an approved contractor.

PUBLIC LIABILITY

\$20M

any one occurrence

SECTOR JOBS

5,200

strata, real estate,
commercial, schools

RESPONSE

30 min

Work order
acknowledgement
target

REVIEWS

4.9

out of 5, from 3,900
reviews

BUSINESS DETAILS	
Legal name	Proximity Plumbing Pty Limited
ABN · ACN	22 729 887 835 · 606 640 215
Contractor licence	DEMO-CONTRACTOR-2028-001
Head office	2A Wentworth St, Point Piper NSW 2027
Second office	229 Bronte Road, Waverley NSW 2024
Postal address	PO Box 163, Vaucluse NSW 2030
Phone	0420 102 394 (24 hours, 7 days) · Office (02) 9388 7292
Work orders	commercial@proximityplumbing.com.au, or upload through SMATA
Accounts and general	admin@proximityplumbing.com.au
Team	42 people: 24 field and 18 office, with 26 vehicles

Source: fictional demonstration dataset prepared for this sample pack.

02

Licences and accreditations

Company and supervisor licences, registrations and training.

ITEM	DEMONSTRATION REFERENCE	SAMPLE EXPIRY
Company contractor licence	DEMO-CONTRACTOR-2028-001	31 December 2028
Supervisor licence	DEMO-SUPERVISOR-2028-001	31 December 2028
Backflow tester registration	DEMO-BACKFLOW-2028-001	31 December 2028
Restricted electrical licence	DEMO-ELECTRICAL-2028-001	31 December 2028
TMV accreditation	DEMO-TMV-2028-001	31 December 2028
Pipe relining certification	DEMO-RELINING-2028-001	31 December 2028
Working at heights training	DEMO-HEIGHTS-2028-001	31 December 2028
Confined spaces training	DEMO-CONFINED-2028-001	31 December 2028

03

Holders and classes

DETAIL	
Company licence holder	Proximity Plumbing Pty Limited
Supervisor licence holder	William Demirdonder
Sample licence classes	Plumbing, roof plumbing, draining, gasfitting and LP gasfitting
Training provider	Sample Trade Training Provider
Evidence	Attachment C (licences), Attachment G (backflow registration), Attachment I (other qualifications)

03

Insurance

The following entries are fictional insurance examples.

PUBLIC LIABILITY

\$20M

any one occurrence

PRODUCTS LIABILITY

\$20M

occurrence and aggregate

WORKERS COMPENSATION

All employees

subject to sample policy terms

COVER	SAMPLE INSURER	SAMPLE POLICY NUMBER	SAMPLE COVER	SAMPLE PERIOD
Public liability	Demonstration General Insurance	DEMO-PL-2028-001	\$20,000,000 any one occurrence	1 Jan 2026 to 31 Dec 2028
Products liability	Demonstration General Insurance	DEMO-PRODUCTS-2028-001	\$20,000,000 any one occurrence and in the aggregate	1 Jan 2026 to 31 Dec 2028
Workers compensation	Demonstration Workers Insurance	DEMO-WC-2028-001	All employees, subject to sample policy terms	1 Jan 2026 to 31 Dec 2028

Policy details

DETAIL	
Named insured	Proximity Plumbing Pty Limited
Sample renewal date	31 December 2028
Evidence	Attachment A (public and products liability), Attachment B (workers compensation)
Interested-party certificates	A sample certificate can be included for demonstration purposes

04

People and screening

Who comes to your site, and the registers that track them.

CHECK	DEMONSTRATION STATUS	SAMPLE REFERENCE	SAMPLE EXPIRY OR REVIEW
Tradesperson licence register	Sample register complete	DEMO-TRADE-REGISTER-001	Review 31 December 2028
Working With Children Check register	Sample register complete	DEMO-WWCC-REGISTER-001	Sample checks expire 31 December 2028
National Police Check register	Sample register complete	DEMO-POLICE-REGISTER-001	Review 31 December 2028
Site induction register	Sample register complete	DEMO-INDUCTION-001	Review 31 December 2028
Uniform and vehicle identification	Included in sample onboarding process	DEMO-IDENTIFICATION-001	Review 31 December 2028

About these records. Individual screening identifiers are demonstration placeholders only. Police check dates represent sample issue and review records, rather than a guarantee of continuing clearance.

Evidence. The personnel screening and induction register is Attachment J. Training and accreditation records are Attachment I.

05

Work health and safety

Policy, safe work method statements and incident reporting.

WHS POLICY	
Reference	DEMO-WHS-2028-001
Version	1.0 DEMO
Sample approval	30 October 2026
Approving officers	William Demirdonder and Emily Demirdonder
Next sample review	30 October 2027
Final sample review	31 December 2028
Evidence	Attachment H

INCIDENT REPORTING PROCEDURE	
<div><div>1. Stop work and make the area safe.</div><div>2. Notify the site contact and Proximity management immediately.</div><div>3. Contact emergency services where required.</div><div>4. Record the incident or near miss in the incident register.</div><div>5. Provide an initial written report within 24 hours.</div><div>6. Investigate the cause and document corrective actions.</div></div>	
Procedure reference	DEMO- INCIDENT - 2028-001

Safe work method statements

REFERENCE	DOCUMENT
DEMO-SWMS-001	Working at heights and roof access
DEMO-SWMS-002	Confined space entry
DEMO-SWMS-003	Trenching and excavation
DEMO-SWMS-004	Hot works
DEMO-SWMS-005	Work near electrical services
DEMO-SWMS-006	Gas isolation and gasfitting
DEMO-SWMS-007	High-pressure water jetting
DEMO-SWMS-008	Manual handling
DEMO-SWMS-009	Hazardous substances and chemical handling
DEMO-SWMS-010	Working around pedestrians and occupied premises

Sample document review date: 31 December 2028. Site-specific review is included before relevant work in this demonstration workflow.

06

Prequalification and memberships

How these details would appear. They do not claim approval or membership by the named organisations.

ORGANISATION	DEMONSTRATION REFERENCE	SAMPLE STATUS	SAMPLE EXPIRY
Cm3	DEMO-CM3-2028-001	Sample prequalification entry	31 December 2028
Strata Community Association (NSW)	DEMO-SCA-2028-001	Sample membership entry	31 December 2028
Master Plumbers Association of NSW	DEMO-MPA-2028-001	Sample membership entry	31 December 2028

Evidence: Attachments D, E and F. Recognition: DEMO Customer Service Excellence Award, 2026, issued by Sample Business Awards

Who we work for

STRATA

2,600

jobs

REAL ESTATE

1,550

jobs

COMMERCIAL

850

commercial and retail jobs

SCHOOLS

200

jobs for 25 schools

METRIC	FICTIONAL DEMONSTRATION FIGURE
Total jobs across these sectors	5,200
Total team	42 people (24 field, 18 office)
Fleet	26 vehicles
Customer reviews	4.9 out of 5 from 3,900 reviews
Work order acknowledgement target	Within 30 minutes
Emergency phone availability	24 hours, 7 days

Source: fictional demonstration dataset prepared for this sample pack.

07

Working with us

One account, one contact, and paperwork your committee can sign off.

STEP 01

Agree the terms

Scope, response times and paperwork agreed up front.

STEP 02

Set up your properties

Properties, contacts and access noted once.

STEP 03

Send work orders

Priority response and one accountable contact.

STEP 04

Get reports and invoices

Photos, cause and invoices, your way.

TOPIC	HOW IT WORKS
Work orders	Email commercial@proximityplumbing.com.au or upload through SMATA. Every order is acknowledged in writing, and we confirm access and attendance.
Response	Work orders acknowledged within 30 minutes. Emergency phone line 24 hours, 7 days on 0420 102 394.
Access	We contact residents, tenants and owners, agree a time and confirm it. If we can't get in, we tell you straight away.
Quotes	A fixed price before any work starts, and obligation-free written quotes for larger work so the committee can compare and approve.
Reports	A written report with photos: what we found, the cause, whether it appears to sit on common property or within a lot, what we did and what we recommend.
Invoices	Your work order or PO number on every invoice. 30-day terms for strata and commercial accounts.
Warranty	A lifetime labour warranty on work by a Proximity licensed tradesperson or supervised apprentice, invoiced through Proximity and paid in full.

Your account contact. Isabella Marfé, Business Development Manager, looks after work orders, onboarding and account set-up. Email commercial@proximityplumbing.com.au or call (02) 9388 7292.

Protect yourself from invoice fraud. We never change our bank details by email. If you receive an email asking you to pay a different account, call us on (02) 9388 7292 before paying.

08

Attachment register

No genuine certificates are supplied with this demonstration pack.

REF	SAMPLE DOCUMENT	DOCUMENT REFERENCE	STATUS
A	Public and products liability certificate	DEMO-INSURANCE-A	Demonstration placeholder
B	Workers compensation certificate	DEMO-INSURANCE-B	Demonstration placeholder
C	Company and supervisor licences	DEMO-LICENCES-C	Demonstration placeholder
D	Cm3 prequalification record	DEMO-PREQUAL-D	Demonstration placeholder
E	Strata association membership record	DEMO-MEMBERSHIP-E	Demonstration placeholder
F	Plumbing association membership record	DEMO-MEMBERSHIP-F	Demonstration placeholder
G	Backflow tester registration	DEMO-BACKFLOW-G	Demonstration placeholder
H	WHS policy, SWMS register and incident procedure	DEMO-WHS-H	Demonstration placeholder
I	Training and accreditation register	DEMO-TRAINING-I	Demonstration placeholder
J	Personnel screening and induction register	DEMO-SCREENING-J	Demonstration placeholder

Contact

- **Work orders and onboarding:**
commercial@proximityplumbing.com.au
- **Accounts and general:**
admin@proximityplumbing.com.au
- **24/7 and emergencies:** 0420 102 394
- **Office:** (02) 9388 7292 · proximityplumbing.com.au