



Your guide to creating an effective PROFILE

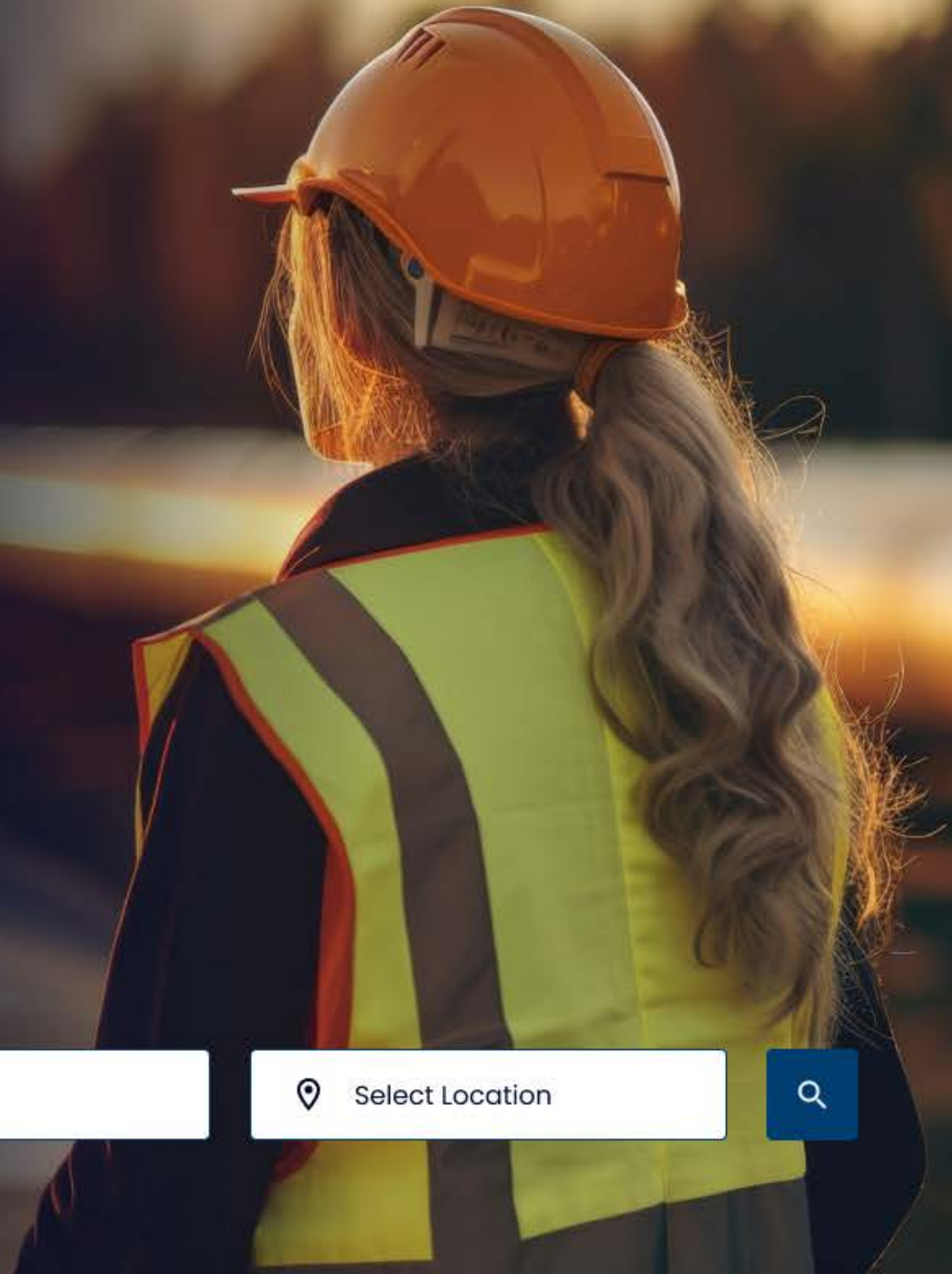
YOUR GATEWAY TO BUSINESS GROWTH

Projects

Suppliers

🔍 What are you looking for?

📍 Select Location





Gateway by ICN is the pivotal connection between major projects and the best suppliers in the regions.

In an increasingly competitive market, Gateway by ICN gives you access to a sophisticated business network that helps boost your business, with an immediate connection to billions of dollars' worth of project opportunities.

This guide is designed to help you create a profile that increases your chances of appearing in searches and being put forward for work. The more we know about you the better we can match your profile with projects around Australia and New Zealand.

Creating your profile should take around 30 minutes. But if you want to give it a little more thought, you can always save your progress and come back later to complete it.

NEED HELP?

Our Industry Specialists are here to help you.

If you need any help completing your profile please call us on 1300 961 139.



GETTING STARTED

Here is some information you will need before you start:

- ✓ Trading name
- ✓ ABN or NZ business number
- ✓ Address and contact details
- ✓ Products and services you offer
- ✓ Accreditations, insurances and licence details.

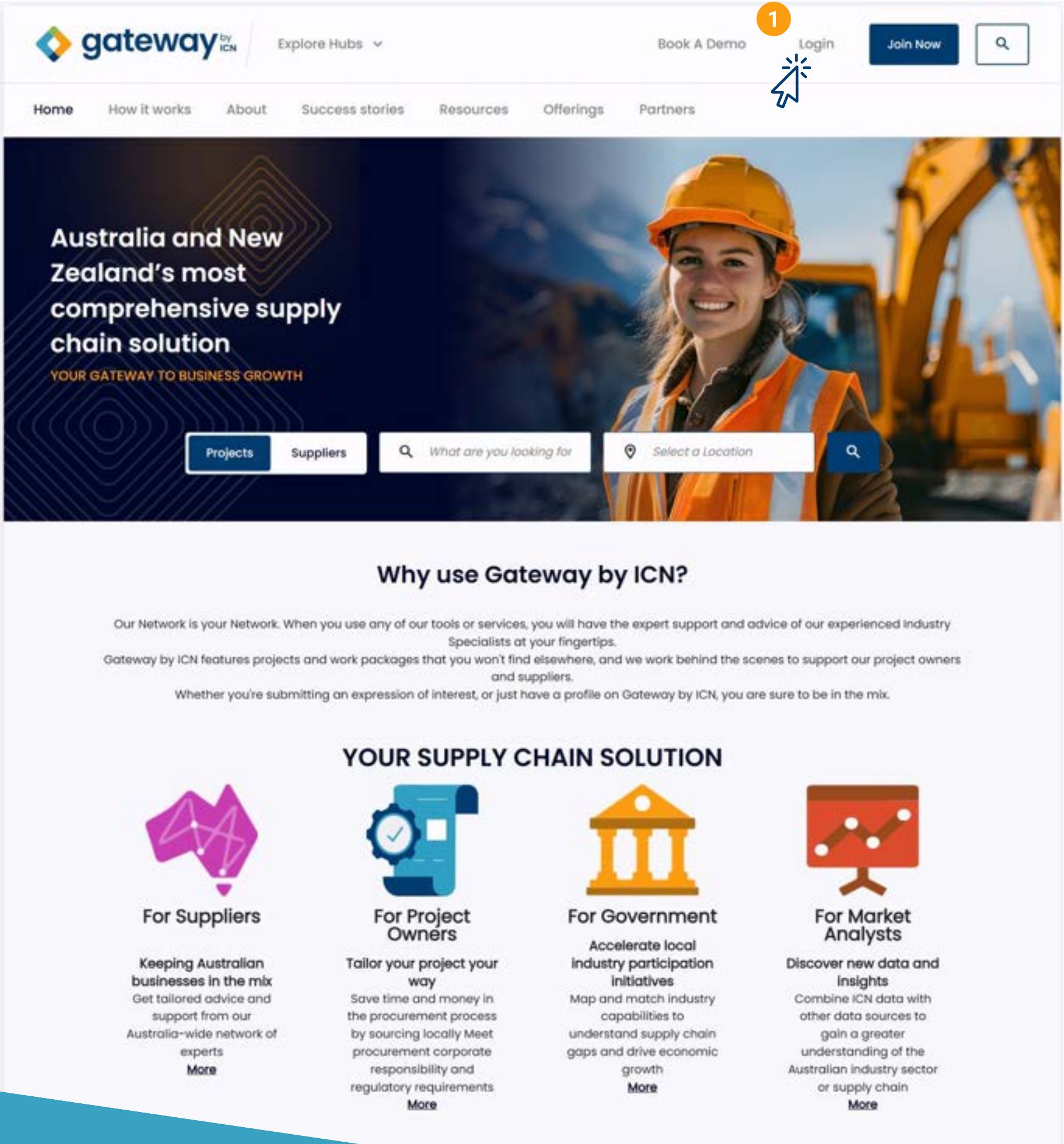
LOGGING IN TO YOUR PROFILE

- 1 To get started, go to gateway.icn.org.au and select 'Login' in the top right corner.

Enter your email and password, then press the 'Login' button.

Enter your 2FA verification code.

NOTE: 2FA is required to keep your profile secure. If you haven't already installed 2FA on your account, you will need to do so. If you are having difficulties, please refer to our Resources page for assistance.



YOUR DASHBOARD

- 1

What are you looking for

Easily search for projects and suppliers from your dashboard.
- 2

Profile statistics

See how many times your profile has appeared in search results and how many times someone has clicked through to your profile.

Note – This may look different depending on your subscription level.
- 3

My Business Profile

See at a glance how complete your profile is and which sections require action.
- 4

Notices

See important information from ICN about your profile an items you can access
- 5

My activities

Any EOIs that need action are shown here.
- 6

Financial risk rating

Your Equifax score is available for all paid subscriptions. Be Compelling and Premium subscribers also have access to a full Equifax report.
- 7

My messages

We use this section to keep you updated on system changes, and other information.



EDIT BUSINESS DETAILS

- 1

Business ID
This number is automatically generated when you create your profile.
- Tip for success:** Provide this number to our industry Specialists when making enquires.
- 2

Australian Business Number
Enter your ABN here and it will prefill the next field. You must have an ABN to sign up to Gateway.
- 3

Company or Business Name
Any other names your business might be known by will appear in this drop down. Select the name most commonly used.
- 4

Aboriginal and/or Torres Strait Islander owned
Indicate if your business is Aboriginal and/or Torres Strait Islander owned
- 5

Indigenous information
Select the percentage Indigenous owned, the status of your certification and which organisation(s) the certification is with
You will be able to upload your certification/membership details in the Certifications section of your profile.
- 6

Public & Social Links
Include at least one link here to your public profiles.

Make sure you click "Save Details"

INDUSTRY CAPABILITY NETWORK LIMITED / Business Details

Business Details

Summary

Key Partners

Previous Projects

Capabilities Legacy

Offerings

Products/Services

Locations

Contacts

Notification Preferences

1

ICN Business ID
Provide this number to our Industry Specialists when making enquires.

35912

2

ABN *
Search for your Australian Business Number.

85068571513

3

Company or Business Name *
The name most commonly used for your business.

INDUSTRY CAPABILITY NETWORK LIMITED

4

Aboriginal and/or Torres Strait Islander Owner *

☒ Yes

☐ No

5

Indigenous Information
If your business is a certified Indigenous business or holds a relevant membership, then please upload your certification/membership details in the Certifications section of your profile.

Business Ownership *

50% Aboriginal and/or Torres Strait Islander owned

Certified/Incorporated as an Aboriginal and Torres Strait Islander organisation? *

In Process

Certified/Incorporated By *

Select...

NSW Indigenous Chamber of Commerce (NSWICC) X

6

Public & Social Links *
Please fill in at least one of the URLs below to submit the form.

Website

https://icn.org.au/

Facebook URL

https://www.facebook.com/icngateway/

LinkedIn URL

https://

Cancel

Save Details

EDIT SUMMARY

- 1

Summary

Some or all of the first sentence of this summary will appear in searches, if you are a paid subscriber. Make sure it starts strong and says exactly what you do. It is also what will be sent with your EOI submissions.

Enter up to 1000 characters outlining the benefits of your capabilities as well as the strengths and expertise of your business.

Tip for success: Keep this short, to the point and stay away from spin.

- 2

Full description

Our Industry Specialists may use this more details to pass on to prospective buyers when you lodge an EOI, or when they nominate your business as suitable for a work package.

Use this section to outline your unique value and skills.

- 3

Annual turnover

An approximate dollar figure of your business annual turnover. You may like to mention this in your business overview. This information is commercial in confidence and does not appear publicly.

- 4

Number of employees

Use these fields to outline the breakdown of different staff within your business.

Make sure you click “Save Profile” when you update any details

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INDUSTRY CAPABILITY NETWORK LIMITED / Summary

Business Summary

1

Summary *

Your summary appears on your Gateway profile (if you are a paid subscriber) and says exactly what you do. Enter up to 1000 characters outlining the benefits of your products and/or services as well as the strengths and expertise of your business.

This information should be written in third person.

Industry Capability Network (ICN) is a network of experienced industry procurement and supply chain specialists who connect Australian and New Zealand businesses to projects large and small. Clients' test details

Our role is to find the suppliers and service providers who are best equipped to meet the requirements of hundreds of projects across Australia and New Zealand.

180 characters remaining

2

Full Description *

This is detailed information available only to our Industry Specialists. We may pass your information on to prospective buyers when you lodge an EOI, or we nominate your business as suitable for a work package. Expand on any further information not covered in the summary and focus on what sets your business apart from other companies that supply similar products and services.

This information should be written in third person.

We are experienced industry procurement and supply chain specialists who connect Australian and New Zealand businesses to projects large and small. We are a not-for-profit organisation guided by a clear vision: To contribute to increased economic activity and employment for Australia and New Zealand, by driving Australian capability by connecting organisations and governments to local businesses and skills.

ICN is made up of member organisations with procurement and supply chain expertise to provide you with specialist support and advice in your industry and local market.

Every day we work with local suppliers and project managers to

1513 characters remaining

3

Annual Turnover * ?

An approximate dollar figure of your business annual turnover. You may like to mention this in your business overview. Use the slider to show a dollar amount.

\$6.5M

Not Selected \$1000

4

Number of Employees *

Use the fields provided to input the number of staff employed globally, employed in Australia or New Zealand, and the total number of indigenous employees, apprentices, cadets and trainees employed by your company

Total Employees (Globally)	AU/NZ Employees
17	17
Australian Indigenous Employees	Apprentices
5	
Cadets	Trainees

Cancel

Save Profile

KEY PARTNERS

- 1
- Key Partners**
Click “Add Partner” to add to this list. You can also edit and delete existing partners.

INDUSTRY CAPABILITY NETWORK LIMITED / Key Partners

Key Partners

1

+

Add Partner

ASC PTY LTD ABN: 64008605034	
BAE Systems Australia Limited - Resources ABN: 29008423005	
25EIGHT PTY LTD ABN: 35616790213	
AUSTMINE LIMITED ABN: 77008657887	
Bid Write Pty Ltd ABN: 22132493120	
Nupress Management Services Pty Ltd ABN: 33102694575	

Tip for success: This information gives an insight into your key partners to undertake your ability to meet potential work package opportunities.

- 2
- Add your key partners**
Type the company name in the field, it will display options from the ABR. Then, include a description of your work with them and a logo if you have it. Click “Save Partner” to complete.

INDUSTRY CAPABILITY NETWORK LIMITED / Partners / Add Partner

Add Partner

Country *

The country where your key partner is based.

Australia

Company Name *

The official name of your key partner’s business.

Description *

Briefly describe your key partner’s business activities or relationship to your business.

1000 characters remaining

Company Logo

Please upload the logo for this company.

Upload or drag and drop your image here

File types: jpg, jpeg, png. Maximum File size: 2.0MB

Cancel

Save Partner

Previous Projects

- 1
- List projects**
Click “Add Project” to add to this list. You can also edit and delete existing projects.

INDUSTRY CAPABILITY NETWORK LIMITED / Projects

Previous Projects

?

1

+

Add Project

Paramatta rail - 2022

Client: ADELAIDE BRIGHTON CEMENT

Inland Rail - 2021

Client: ARTC

Tip for success: This information gives an insight into your capability to deliver on projects of various sizes

- 2
- Add any previous projects.**
Be as detailed as you can. If the project is covered by commercial confidentiality, you can still give generic details that speak to your capabilities.
Click “Save Partner” to complete.

INDUSTRY CAPABILITY NETWORK LIMITED / Projects / Add Project

Add Project

Project *

The name or title of the project.

Year *

The year the project was completed.

Choose the project year

Client *

The business or organization the project was completed for.

Brief Scope *

A short summary of the work completed for this project.

500 characters remaining

Project Value *

The total value of the project, including all costs and fees.

Not Selected

Not Selected

\$100B

Save Project

CAPABILITIES

- 1

Search and add capabilities

You can search for capabilities to help find the areas relevant to your business. You must choose at least one industry. Once found, click Add.
- 2

Select industry capabilities

Click on the relevant industry option, this will bring up the available 1st level capabilities for selection. If your company can provide capability across all sub-capabilities you can select at this higher level otherwise you will need to drill down to the lower level to find more specific capability options that your company may be able to provide.

Tip for success: This information gives our Industry Specialists, prospective buyers and government agencies an insight into your capability to undertake potential work package opportunities.

NOTE: This system of listing capabilities will be phased out and replaced by the information in “Offerings”. You’ll need to keep both sections up to date until the system is switched over.

Business Details

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Legacy

INDUSTRY CAPABILITY NETWORK LIMITED

Capabilities

Please indicate your organisation capabilities by choosing from the list below. Use capability search to quickly find capabilities in the list.

Search capabilities

?

1

Enter capabilities e.g. Mechanical engineering

Search

Select industry capabilities *

2

Select capabilities relevant to your business. You must choose at least one capability.

Industry	Capabilities (select at least 1)
Automotive	(2) >
Clean Energy	(46) >
Construction & Engineering	(16) >
Defence	(8) >
Health	(12) >
IT & Communications	(7) >
Land & Agriculture	(0) >
Manufacturing	(10) >
Mining	(0) >
Oil, Gas & Energy	(10) >
Other Industries / Services	(0) >
Professional Services	(10) >
Rail	(0) >
Retail, Trade & Other Services	(0) >
Steel	(0) >
Transport and Logistics	(0) >
Water	(1) >

Cancel Changes

Update

PRODUCTS/SERVICES

- 1

Edit business type
Check the radio buttons to indicate type of business you underake on these three items.
- 2

Manufacture inside or outside Australia or New Zealand
Use the radio buttons to indicate these options.
Additional information on this on the next page.
- 3

Export/Import
Use the radio buttons to indicate if you are an exporter and/or importer.
Additional information on this on the next page.
- 4

Products & Services/ Facilities & Equipment
List all that you offer. Draw attention to your business by including technical language, terminology, brand names of products that you carry and keywords that may be associated with your industry.
- 5

Joint ventures and collaborations
Use the radio buttons to show if you are interested in working with other companies on joint ventures or collaborations. This information is commercial-in-confidence and used by our consultants when considering your business for projects.

Tip for success: List one per line.

NOTE: This system of listing business offerings will be phased out and replaced by the information in “Offerings”. You’ll need to keep both sections up to date until the system is switched over.

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Products/Services

Retailer

1

Yes

No

Service provider

1

Yes

No

Wholesaler

1

Yes

No

Manufacture outside Australia or New Zealand

2

Yes

No

Manufacture inside Australia or New Zealand

2

Yes

No

Exporter

3

Yes

No

Importer

3

Yes

No

Products & Services

4

?

List your products/services and any unique aspects of your business. If you are a Be Compelling or Premium subscriber the first 15 will appear on your public profile.

Gateway by ICN
Procure by ICN
Perspective by ICN
Insight by ICN
Supply chain mapping
Automated Quad Charts
Automated Capability Statements
Industry data analysis

9539 characters remaining

Facilities & Equipment

4

?

List one per line

Head Office
test
Test
test
warehouse

9963 characters remaining

We are interested in joint ventures and/or collaborations

?

Yes

No

Cancel Changes

Update

PRODUCTS/SERVICES (cont)

- 1

If you manufacture OUTSIDE Australia and New Zealand

List these products, one per line.
- 2

If you manufacture INSIDE Australia and New Zealand

List these products, one per line.

Use technical language, terminology, brand names of products that you carry and keywords that may be associated with your industry.
- 3

AU/NZ Manufacturing locations

If you have not yet added all locations, you may need to go and complete the Locations section and return to these.
- 4

After Market Support

Indicate using the radio buttons if you offer this.

Exporter

☒ Yes

☐ No

Select countries your organisation exports to *

5

Select countries your organisation exports to

Algeria X France, Metropolitan X

Importer

☒ Yes

☐ No

Select countries your organisation imports from *

5

Select countries your organisation imports from

Iceland X Guatemala X

Manufacture outside Australia or New Zealand

☒ Yes

☐ No

Products manufactured outside Australia *

?

1

List one per line

4000 characters remaining

Manufacture inside Australia or New Zealand

☒ Yes

☐ No

Products manufactured inside Australia *

?

2

List one per line

4000 characters remaining

Tick your AU/NZ manufacturing locations *

3

Head Office [Primary]

☐ Mode3
24 Lonsdale Street
Braddon, ACT, AU 2612

bcbcbcc

☐ 123 Lonsdale Street
Melbourne, VIC, AU 3000

test location 3rd

☐ 54 Lonsdale Street
Melbourne, VIC, AU 3000

We supply aftermarket support, such as parts, service, or maintenance support.

4

☐ Yes

☒ No

OFFERINGS/CAPABILITIES

NOTE: This is our new system to capture business capabilities. You'll need to keep both sections up to date until the system is switched over.

- 1

Offerings

An Offering could be a Product that you sell, a Service you provide, or a Facility you operate such as a warehouse.

INDUSTRY CAPABILITY NETWORK LIMITED / Offerings

My Offerings ?

+ Add Offering

+ Add Capability

Offerings 4

Capabilities 6

Locations 2

Sort Filter

Capability

Location

Search

Electrical Fuse

Capabilities: 1 • Locations: 2

Supply Chain Mapping

Capabilities: 4 • Locations: 1

Water Gun

Capabilities: 1 • Locations: 1

Welding

Capabilities: 1 • Locations: 2

- 2

Capabilities

A Capability is how you deliver your Offering to the market. For example: Wholesaling, Renting, Servicing, Consulting, Retailing, Manufacturing, Assembly, Delivery, Training.

My Offerings ?

+ Add Offering

+ Add Capability

Offerings 4

Capabilities 6

Locations 2

Sort Filter

Offering

Location

Search

Defence Sector

Offerings: 1 • Locations: 1

Delivery

Offerings: 2 • Locations: 2

Infrastructure

Offerings: 1 • Locations: 1

Quantification/Measurement of Works

Offerings: 1 • Locations: 1

Regional Planning

Offerings: 1 • Locations: 1

Servicing

Offerings: 1 • Locations: 2

- 3

You can begin with either **Offerings** or **Capabilities**. The following pages will give you guidance on these.

OFFERINGS/CAPABILITIES (cont.)

OFFERINGS

- 1
- Select “Add Offering”**
The pop up will appear. Entering the name for your offering. Select “Next”.

Tell Us More About Your Offering

×

An Offering is a Product that you sell, a Service you provide, or a Facility you operate such as a warehouse.

Enter Offering Name

Enter a word that best describes your offering here

Some Examples of Offerings

✓ Aviation Radies

✓ Excavation Machinery

✓ Gardening Equipment

✓ Warehousing

✓ Landscaping Design

✓ Lifestyle Aids

✓ Safety Products

Close

Next

2

Similar options will be shown
Select the best option. If there are no matches, you will be given the option to add a new item.

Rock

Based on what you entered, we found the following relevant items. Are any of these a closer match?

Rock

Rock Wall

Rock Wool

Rock Bolt

Rock Cage

Rock Salt

Rock Bolts

Rock Drill

Rock Armour

Rock Bucket

Close

Next

3

Select the locations applicable to it
Use the arrows to shift locations. You can add as many as needed.
If you haven’t yet setup all your locations, you may need to close this window and enter these first.

Tell Us More About Your Offering

×

An Offering is a Product that you sell, a Service you provide, or a Facility you operate such as a warehouse.

Rock Cage

Please select the locations where you provide this offering. You may select one or more locations.

Available Locations

Search my location

Clear

bcbcboc: 123 Lonsdale Street Melbourne VIC 3000 AU

Head Office: Mode3 24 Lonsdale Street Braddon ACT 2612 AU (Primary)

test location 3rd: 54 Lonsdale Street Melbourne VIC 3000 AU

Selected Locations

Search selected locations

Clear

No selected locations

»

«

Close

Next

OFFERINGS/CAPABILITIES (cont.)

OFFERINGS

- 4
- Enter the capability name**
Type in the name and click “Add”.

You can go back and edit any steps by clicking on the pen icons.

Tell Us More About Your Offering

An Offering is a Product that you sell, a Service you provide, or a Facility you operate such as a warehouse.

Rock Cage

1 Location

Please tell us how you bring this offering to market. You may add one or more capabilities.

Enter Capability Name

Enter a word that best describes your capability here

+ Add

Some Examples of Capabilities

✓ Wholesaling

✓ Renting

✓ Servicing

✓ Consulting

✓ Retailing

✓ Manufacturing

✓ Assembly

✓ Delivery

✓ Training

Close

Save & Complete

- 5
- Options matching your name will appear.**
Select the most appropriate from the list. If there are no matches you will be prompted to add a new type.

Tell Us More About Your Offering

An Offering is a Product that you sell, a Service you provide, or a Facility you operate such as a warehouse.

Rock Cage

1 Location

Please tell us how you bring this offering to market. You may add one or more capabilities.

Enter Capability Name

Enter a word that best describes your capability here

+ Add

Assembly Capability

Remove

Based on what you entered, we found the following relevant items. Are any of these a closer match?

Assembly

Assembly Line

Assembly Lines

Assembly Points

Assembly Services

Assembly Operations

Assembly and Testing

Assembly Installation

Assembly Line Operation

Assembly and Disassembly

Close

Save & Complete

- 6
- Multiple capabilities can be added**
You can continue to add capabilities to this offering and selecting the option.

Tell Us More About Your Offering

An Offering is a Product that you sell, a Service you provide, or a Facility you operate such as a warehouse.

Rock Cage

1 Location

Please tell us how you bring this offering to market. You may add one or more capabilities.

Enter Capability Name

Enter a word that best describes your capability here

+ Add

Sales Offices Capability

Remove

Please select the locations related to Sales Offices.

Select all none

test location 3rd: 54 Lansdale Street Melbourne VIC 3000 AU

Assembly Installation Capability

Remove

Please select the locations related to Assembly Installation.

Select all none

test location 3rd: 54 Lansdale Street Melbourne VIC 3000 AU

Close

Save & Complete

- 7
- Select the locations applicable to each capability**
Check the boxes of all applicable locations. You can select a different location to each capability.

Click “Save & Complete” when you’re done.

OFFERINGS/CAPABILITIES (cont.)

CAPABILITY

The **Capability process** works in the same way.
Add one capability, then the location or locations that provide it
and finally the offering or offerings provided at each location.

1

Tell Us More About Your Capability

×

A Capability is how you deliver your Offering to the market.

Training

Based on what you entered, we found the following relevant items. Are any of these a closer match?

☒ Training

☐ Training Gear

☐ Training Teams

☐ Training Design

☐ Training Manuals

☐ Training Session

☐ Training Delivery

☐ Training Material

☐ Training Programs

☐ Training Services

2

Tell Us More About Your Capability

×

A Capability is how you deliver your Offering to the market.

Training Teams

Please select the locations where you provide this capability. You may select one or more locations.

Available Locations

Head Office: Mode3 24 Lonsdale Street Braddon
ACT 2612 AU (Primary)

Selected Locations

bcbbcc: 123 Lonsdale Street Melbourne VIC 3000 AU

test location 3rd: 54 Lonsdale Street Melbourne VIC 3000 AU

3

Tell Us More About Your Capability

×

A Capability is how you deliver your Offering to the market.

Training Teams 2 Locations

Please specify the products, services, or facilities related to this capability. You may add one or more capabilities.

Enter Offering Name

Personnel Training Session Offering

Please select the locations related to Personnel Training Session. Select: all, none.

☐ bcbbcc: 123 Lonsdale Street Melbourne VIC 3000 AU

☒ test location 3rd: 54 Lonsdale Street Melbourne VIC 3000 AU

Workshop Guide Offering

Please select the locations related to Workshop Guide. Select: all, none.

☒ bcbbcc: 123 Lonsdale Street Melbourne VIC 3000 AU

☐ test location 3rd: 54 Lonsdale Street Melbourne VIC 3000 AU

×

Close

→

Next

×

Close

Save & Complete

OFFERINGS/CAPABILITIES (cont.)

View your Offering, Capability and Location combinations
Add one capability, then the location or locations that it provide it and finally the offering or offerings provided at each location.

INDUSTRY CAPABILITY NETWORK LIMITED / Offerings / Rock Cage

Rock Cage Offering

Edit Offering

Capabilities 2

Locations 1

> Assembly Installation
Locations: 1

< Sales Offices
Locations: 1

54 Lonsdale Street Melbourne VIC 3000 AU
Location

Back to Offerings

Delivery Capability

Edit Capability

Offerings 2

Locations 2

< Electrical Fuse
Locations: 2

Mode3 24 Lonsdale Street Braddon ACT 2612 AU
Location

54 Lonsdale Street Melbourne VIC 3000 AU
Location

< Water Gun
Locations: 1

Mode3 24 Lonsdale Street Braddon ACT 2612 AU
Location

Back to Capabilities

OFFERINGS/CAPABILITIES (cont.)

INDUSTRY CAPABILITY NETWORK LIMITED / Offerings / Locations

My Offerings ?

Manage Locations

Offerings 7 Capabilities 9 Locations 3

Sort Filter Offering Capability Search

123 Lonsdale Street Melbourne VIC 3000 AU

Offerings: 1 • Capabilities: 1

54 Lonsdale Street Melbourne VIC 3000 AU

Offerings: 4 • Capabilities: 5

Mode3 24 Lonsdale Street Braddon ACT 2612 AU

Offerings: 4 • Capabilities: 6

Locations can also be viewed.
Manage locations and Edit locations will take you to the locations tab.

INDUSTRY CAPABILITY NETWORK LIMITED / Offerings / Locations / 54 Lonsdale Street Melbourne VIC 3000 AU

54 Lonsdale Street Melbourne VIC 3000 AU Location

Edit Location

Offerings 4 Capabilities 5

> Electrical Fuse

Capabilities: 1

> Personnel Training Session

Capabilities: 1

> Rock Cage

Capabilities: 2

Sales Offices

Capability

Assembly Installation

Capability

> Welding

Capabilities: 1

Easily Reassign capabilities from one location to another
Manage locations and Edit locations will take you to the locations tab.

Reassign Location

Use this form to assign the selected offerings and capabilities to a different location or delete them.

123 Lonsdale Street Melbourne VIC 3000 AU

Select: all, none

Offerings

Select all the offerings to decommission this location for your company.

Workshop Guide

Capabilities

Select all the capabilities to decommission this location for your company.

Training Teams

Reassign to Location

Do you want to reassign these offerings to another location?

No - Delete Selected Offerings

Cancel

Save Changes

LOCATIONS

- 1

Business locations

The table shows all of your business locations. You can edit, create and delete locations here.
- 2

Add location

Select Add location you need to complete all of the following fields and click 'Add location'. Once you have done this you can add any other locations. Complete all the fields.

Tip for success: You must select one location as your primary location.

- 3

Additional location information

You can designate a location as private so only the suburb and postcode will appear in searches.

You can also link a primary contact for each location.

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INDUSTRY CAPABILITY NETWORK LIMITED / Locations

1

My Locations

?

2

Add Location

Head Office Primary

Mode3 24 Lonsdale Street Braddon ACT 2612 AU

bcbcbcc

123 Lonsdale Street Melbourne VIC 3000 AU

test location 3rd

54 Lonsdale Street Melbourne VIC 3000 AU

3

Private Location

☐ This location is private.

Primary Contact *

Enter the name of the main point of contact for this location. This should be the person responsible for managing inquiries related to the site.

Andrew Kiloni - akiloni@dev.icn.org.au

Preferred Email Address *

Provide a valid email address for contact or notifications related to this location.

☒ Preferred contact is the same as primary contact

akiloni@dev.icn.org.au

Preferred Contact Phone *

Enter the primary phone number to be used for communications related to this location.

+61 (07) 3364 0670

Primary Location

Indicate whether this is the main or headquarters location. Select Yes if this is the primary location, otherwise select No

☐ This is our primary location

Save Location

CONTACTS

- 1

Business contacts

The table shows all of your contacts. You can edit, create and delete contacts here. You must select one of these contacts as your primary contact.
- 2

Add contact

If you select 'Add contact' you need to complete all of the following fields and click 'Add contact'. Once you have done this you can add any other contacts.

Tip for success: You must select one contact as your primary contact. This helps our Industry Specialists contact the correct person for your business.

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INDUSTRY CAPABILITY NETWORK LIMITED / Contacts

1My Contacts?

2Add Contact

Yanyan SongPrimary yyang@dev.icn.org.au		
Camille Thomson c@camill Thomson@dev.icn.org.au		
Phil Allen (ICNL) pallen@dev.icn.org.au		
Sam Georges sgeorges@dev.icn.org.au		
Maheshwari Ghantala mghantala@dev.icn.org.au		
Damon Hammond dhammond@dev.icn.org.au		
Shahbaz Hussain shahbaz@dev.icn.org.au		
Wamen Jansen wjansen@dev.icn.org.au		
Andrew Kloni akloni@dev.icn.org.au		
Natalie Lawton nlawton@dev.icn.org.au		
Karen Lenton klenton@dev.icn.org.au		
Ken McCutcheon kmcutcheon@dev.icn.org.au		
James Purcell jpurcell@dev.icn.org.au		
Mandy Rose m@MandyRose@dev.icn.org.au		
Matthew Shaw		

Notification Preferences

- 1

Select Contact
Select the contact who you want to receive notifications from the dropdown menu
- 2

Copy contact notifications
Choose a contact from the list and click "copy" to copy their notification settings and overwrite your current settings. Click "Save Notifications" at the bottom of this form to save your new notifications settings.
- 3

Email Notifications
Stay updated with news and events by choosing the type of information you want to receive here. Use the tick boxes to show which ICN publications you would like to receive.
- 4

Newsletters & Briefings
Stay in touch with information such as newsletters, events and industry briefings by selecting the states you would like to receive updates from here.

These notifications are for marketing and events purposes. Work and project alerts are in the lower section of these preferences. See these on the next page.

Notification Preferences

Stay updated with news and events by choosing the type of information you want to receive here.

With a wide range of areas and industry sectors to select from, we'll make sure you hear about specific work package opportunities of interest that interest you and save you time spent on searching for projects.

Note: If you do not select any options, our privacy policy states that we may still email you from time to time. you do not wish to receive ANY communications from us, please remove your profile from ICN Gateway or call us on 1300 961 139.

1

Select Contact ?

Camille Thomson

▼

Copy contact notifications

Choose a contact from the list and click "copy" to copy their notification settings and overwrite your current settings. Click "Save Notifications" at the bottom of this form to save your new notifications settings.

2

Select contact...▼

✓ Copy

3

Email Notifications ?

Choose the ICN publications you wish to receive. You will receive a confirmation email from MailChimp shortly after selecting one or more of these items. Tick boxes to show which ICN publications you would like to receive.

✕ Cancel all notifications

General ICN Information & Updates

☐ General ICN information & updates

☐ ICN Gateway system changes & updates

☐ New product information & enhancements

4

Newsletters & Briefings

☐ ACT

☐ NSW

☐ NT

☐ QLD

☐ SA

☐ TAS

NOTIFICATION PREFERENCES (CONT)

- 1

Major Projects

Getting the work packages you are interested in is easy – simply select the regions and sectors that you are interested in. All new work packages and job opportunities listed on Gateway are compiled each night and if there are work packages listed that meet your criteria we will send you an email in the morning.
- 2

Select sectors and capabilities

Choose from the industries and capabilities that you would like to receive work package alerts from. You can set this to your business capabilities or add additional sectors that you may be wanting to enter.
- 3

Select Regional opportunities

Choose if you would like to receive notifications about regional and specific which states you are interested in.

3

Regional Opportunities ?

Notifications

Please select your preference for email delivery.

☐ New regional opportunities

Select Regions

Choose the County and Local Government Authorities you wish to receive notifications for.

✕

Clear All

Industry	Capabilities (select at least 1)
Australia	(0) >
New Zealand	(0) >

Select industry types

Choose the industry types for which you wish to receive notifications. Click the plus symbol below to expand the list.

✕

Clear All

+ 02 - ACCOMMODATION AND FOOD SERVICES

+ 04 - ADMINISTRATIVE AND SUPPORT SERVICES

+ 06 - AGRICULTURE, FORESTRY AND FISHING

+ 08 - COMMUNITY

1

Major Projects ?

Getting notified of new work packages you are interested in is simple, just select the regions and sectors that you would like to hear about.

All new work packages and job opportunities listed on Gateway are compiled each night and if there are work packages listed that meet your criteria, we will send you an email in the morning.

Notifications

Please select your preference for email delivery.

☒ Closing work packages (Premium subscribers only)

☒ New major project work packages

Select Regions

Choose the region(s) you wish to receive notifications for.

☒ ACT

☒ NSW

☒ NT

☒ QLD

☒ SA

☒ TAS

☒ VIC

☒ WA

New Zealand

☒ Northern IS

☒ Southern IS

International

☐ INTERNATIONAL

Select sectors and capabilities ?

Select appropriate capabilities within each industry sector you want to hear about.

Note: If you select all sectors and industry directories, you will be notified of all work packages listed, however, if you only select the ones that are relevant to you, you will be alerted with jobs that are a better match for you.

Set to Business Capabilities

✕ Clear All

Search and add capabilities

Enter capabilities e.g. Mechanical engineering

Search

OR select industry capabilities

Capabilities (select at least 1)

DOCUMENTS/ACCREDITATIONS

1 Accreditations, certifications and history
Use the radio buttons to indicate if you a Government Supplier, a not for profit and if you have a PQC rating.
Note: A PQC rating is only applicable for Qld businesses

2 ANZIC Codes
Using the drop down menu select the accreditations that are related to your business. Eg: quality, safety, environment.

Tip for success: If you already know the code number or name you can type the information in and the code will come to the top.

3 Accreditations
Using the drop down menu select the accreditations that are related to your business. Eg: quality, safety, environment.

Tip for success: Project owners often ask if suppliers are either qualified (or qualify-ready) in a range of accreditations and certifications. Leaving this blank could mean you're automatically excluded from a supplier shortlist.

4 NT CAL Accredited
NT Contractor Accreditation Ltd (CAL) is a non-profit company to manage a scheme of self-regulation for the building and construction industry. The Northern Territory government requires CAL accreditation as a prequalification for most contractors, sub-contractors and project managers seeking work above the value of \$30,000 (\$10,000 for remote community projects).

5 Works in remote locations
List any remote locations.

6 Associations
List any significant associations. This information is commercial-in-confidence and used by our consultants when considering your company for projects.

7 Existing pre-qualifications
This information is commercial-in-confidence and used by our Industry Specialists when considering your company for projects.

Accreditations, certifications and history

Our clients often ask if the suppliers are either qualified (or qualify-ready) in a range of accreditations and certifications. Leaving this section blank could mean you're automatically excluded from a supplier shortlist.

Government supplier **1**

☒ Yes

☐ No

Non-profit organisation

☒ Yes

☐ No

PQC rating **?**

☒ Yes

☐ No

ANZSIC Codes **2**

Use this number when making enquiries to our Industry Consultants

Select one or more options...

Accreditations **3**

Choose accreditations that are related to your business
Can't find your accreditation? Please give us feedback [here](#).

Select one or more options...

NT CAL accredited **?** **4**

☐ Yes

☒ No

Works in remote locations **5**

☒ Yes

☐ No

Remote Locations

2000 characters remaining

Associations **6**

List any significant associations.
List one per line.

2000 characters remaining

Existing pre-qualifications **7**

List one per line.

4000 characters remaining

DOCUMENTS/CERTIFICATIONS

1

Compliance standard, Certification or Membership

Enter any industry standard to which your business complies and any industry certifications that your business has achieved. You must list the:

- Designator code (if the code which is appropriate to your business does not appear, please contact us)
- Certificate date
- Expiry date
- Last audit date; and
- Next audit date.

2

Upload Certificate

Here you can upload the compliance document that relates to your designator code.

3

Current Standards list

Here is a list to clearly see and edit current and expired certifications on your profile.

Certifications

Enter the details of any industry standards that your business complies with or any industry certifications that your business has achieved.

Can't find your compliance or industry certification? Please give us feedback [here](#).

1

Compliance standard, Certification or Membership *

Standard number (eg. 9001, IECEE 01 Ed. 14.0)

Certification date *

dd-mm-yyyy

Expiry date

dd-mm-yyyy

If applicable

Last audit date

dd-mm-yyyy

Next audit date

dd-mm-yyyy

Leave blank if your business complies with this standard but has not achieved certification.

2

Upload Certificate

You may upload one file.

File types allowed: pdf, jpg, jpeg, png

Maximum File size: 16.0 MB

✕ Reset Form

✓ Save Changes

Click to upload your file here

⬆

No file selected

3

CURRENT BUSINESS STANDARDS LIST	OPTIONS	STATUS
AFP 1900 - Viking, Model M EC Dry: SIN VK186, 25NS thread x 8.1K(metric), 68°/79°C, spr. pend. (SSP) recessed, standard response sprinkler CERTIFIED ON 2 FEB '26	✓ ✎ 🗑	● Current
AS/NZS ISO 9001:2015 - Quality management systems - Requirements CERTIFIED ON 26 NOV '25 VALID TO 30 JUN '26 LAST AUDITED ON 15 DEC '25	✓ ✎ 🗑	○ Expired
ISO 14001:2015 - Environmental management systems - Requirements with guidance for use CERTIFIED ON 1 AUG '23	✓ ✎ 🗑	● Current

DOCUMENTS/INSURANCES

- 1

Insurances

Enter details of any insurances your business holds.
You must list the:
 - Insurance type
 - Insurer
 - Policy number
 - Expiry date; and
 - Cover limit.
- 2

Upload Certificate

Here you can upload the insurance documentation that relates to your business.
- 3

Current Insurances list

Here is a list to clearly see and edit current and expired policies on your profile.

1

Insurances

Enter details of any insurance policies that your business holds.

Insurance type *

Contract Works Insurance

Insurer *

Policy number *

Expiry date *

Cover limit *
(\$ dollars)

Not Selected

U

\$100B

2

Upload insurance

You may upload one file.

File types allowed: pdf, jpg, jpeg, png

Maximum File size: 16.0 MB

Click to upload your file here

No file selected

Reset Form

Save Changes

3

CURRENT BUSINESS INSURANCE POLICIES LIST

	OPTIONS	STATUS
Contract Works Insurance - Secrinsure - A22339940 VALID TO 21 AUG '26 COVER LIMIT \$250,000,000		Expiring
Professional Indemnity Insurance - Premindem - P22339940 VALID TO 9 OCT '26 COVER LIMIT \$550,000,000		Current

DOCUMENTS/LICENCES

1 **Insurances**

Enter details of any licences your business holds.

You must list the:

- Licence title
- Licence issuer
- Licence class
- Licence number
- Issue date; and
- Expiry date.

As you enter the licence title, you will see various options. When you select, a short description will appear. Licence issuer may pre-fill for specific licences.

2 **Upload Certificate**

Here you can upload the licence documentation that relates to your business.

3 **Current Insurances list**

Here is a list to clearly see and edit current and expired licences on your profile.

1

Licences

Enter the details of any licences that your business holds.

Can't find your licence? Please give us feedback [here](#).

Licence title *

Licence issuer *

Licence class *

Licence number *

Issue date *

Expiry date *

2

Upload licence

You may upload one file.

File types allowed: pdf, jpg, jpeg, png

Maximum File size: 16.0 MB

Click to upload your file here



No file selected

✕ Reset Form

✓ Save Changes

3

CURRENT BUSINESS LICENCES LIST	OPTIONS	STATUS
Approval to Dispose of or Discharge Waste and Chemicals (WA) - Department of Water - 2334788-09 Class/es: Y ISSUED 4 MAR '26 VALID TO 4 MAR '27		Current
Licence to Carry out High Risk Work (ACT) - WorkSafe ACT - 2334788		Expiring

YOUR COMPLETED PROFILE

The information shown on your public profile will differ depending on which subscription level you have.

- 1

Premium profile

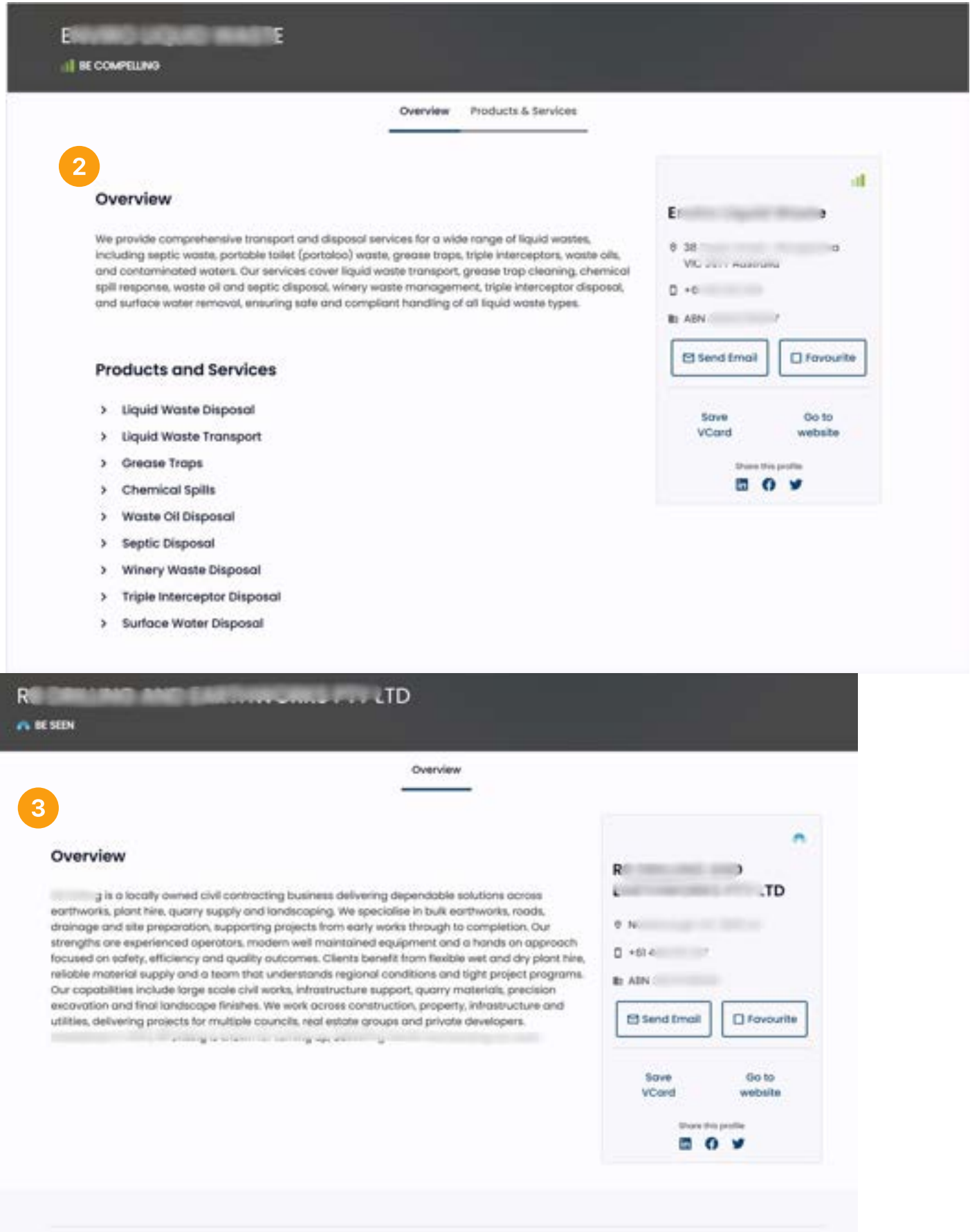
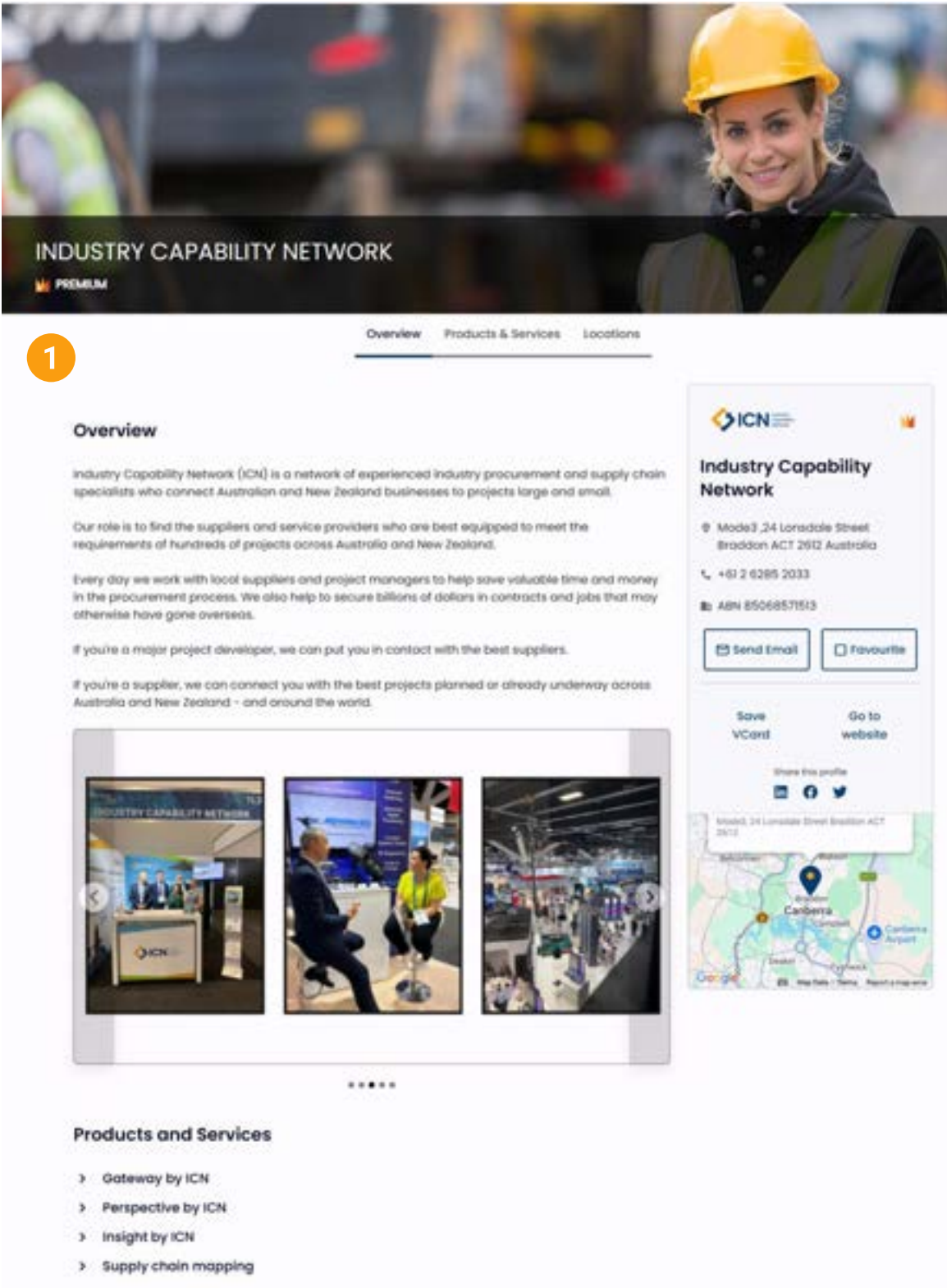
Premium subscribers have an exclusive landing page that showcases your brand, products/services and key strengths. All content on this page is fully customisable, and features your company logo and images and includes a custom URL.
- 2

Be Compelling

Be Compelling subscribers have a profile page which provides an overview and your products and services. The information shown on this page is taken from your Gateway profile.
- 3

Be Seen

Be Seen subscribers have a profile page providing an overview of your business. The information shown on this page is taken from your Gateway profile





icn.org.au

If you have any questions you may find what you need at our resources page. Or call one of our Industry Specialists on **1300 961 139**