

# CAPABILITY STATEMENT CHECKLIST

Your capability statement is more than just a document — it's a short and effective profile of who you are, what you do and why you're a low-risk, reliable option to engage.

Use this checklist to inform your capability statement before you send it to councils, builders, panels, or procurement teams.

This checklist is built from an evaluation of themes across local and state government procurement guidance and tendering resources.

Requirements can vary by council and by tender.



## KEY BUSINESS INFO:

Business name + trading name (consistent everywhere)

ABN / ACN

Address (main office + depot/yard if relevant)

Primary contact (name, mobile, email)

Secondary contact (admin/accounts) if you have one

Service areas (LGAs/regions you actively cover)

What you do in one line (trade + typical work types)

## WHO YOU ARE & WHAT YOU DO:

A brief company overview

Services listed in simple and clear language (quick & scannable)

Typical work types (maintenance, installs, reactive, upgrades, civil packages, etc.)

Any specific and relevant specialisations

Plant/equipment highlights (any specialised items/ limit to what changes your capacity)

Key contact profiles & roles (Director/PM/Supervisor) with short bios outlining relevant licences/tickets tied to roles

## LICENCES, INSURANCES AND LEGAL DOCUMENTS:

Relevant trade/QBCC licence details (numbers + class where applicable)

Key compliance tickets that matter to your work (e.g., high-risk licences)

Public Liability (limit + expiry date)

Workers Comp (state + current)

Professional Indemnity if you provide design/advice/spec (limit + expiry)

## WHS AND RISK CONTROL:

One-paragraph WHS approach (how you actually manage safety)

Examples of high-risk work you're competent in (if relevant)

Confirmation that you have/use SWMS/JSA and site inductions for high-risk work (if relevant)

Incident reporting / toolbox / supervisor oversight approach

Any WHS certifications if you have them

## **PREVIOUS EXPERIENCE & CASE STUDIES:**

Between 2 - 4 case studies included

Client/principal, Location, date range and your role (head contractor vs subcontractor) for each case study

Scope (what you delivered for each project)

Outcomes (time, quality, safety, uptime, defects, customer impact etc.)

Referee available (name/role/contact) where permitted or a testimonial

## **CAPACITY, MOBILISATION AND RESPONSE:**

Team size and how you scale up/down

Typical response times (if relevant)

Key plant/equipment availability (owned vs hired)

Supply chain access (key suppliers, lead-time management)

Remote/regional delivery ability (if relevant)

## **QUALITY AND ENVIRONMENT:**

Quality controls (how you prevent defects/rework)

Any formal QA system / ISO certs (if you have them)

Environmental controls relevant to your work (waste, spill control, erosion, washdown)

Evidence of doing this in the real world

## **LOCAL BENEFIT:**

Your local presence (office/depot/crew residence)

Local labour/subcontractor use approach (do you/how you spend locally)

Regional value (apprentices, local suppliers, rapid response etc.)

First Nations participation (if relevant)

Any community engagement/ outreach/ participation (sponsor local sports team, engage with charities or local organisations etc.)

## **PACKAGING AND READABILITY:**

Between 2-4 pages is optimal and ideally no more than 8 pages (anything more starts to exceed the recommended limit)

Clear headings, bullet points, plenty of white space + all relevant insurance and licence effective/expiry dates added (if applicable)

One consistent set of terminology (services called the same thing across all of your material)

Avoid walls of text, tiny font and generic claims.

Include a version/last updated date of capability statement

PDF export clean and readable on mobile



You may not be able to address all of the items across this checklist and that's okay!

What this checklist gives you is a structure and recommendations on the most relevant and desirable information to include in your capability statement. The more of the checklist that you can tick-off, the better your chance of securing the work you're looking for.

If you'd like additional assistance with crafting the best possible version of your documents, or would like a free audit of your current capability statement, please get in contact either via email or phone.



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