



# NATIONAL PREQUALIFICATION SYSTEM FOR CIVIL (ROAD AND BRIDGE) CONSTRUCTION CONTRACTS

## REGISTRATION FOR MUTUAL RECOGNITION

### Please return completed application to:

Project Development and Support, Prequalification  
(PO Box 158 Canberra City, ACT, 2601)  
Level 3, Pod A3, Callam Offices, 50 Easty Street, Phillip ACT 2606.  
Email: [MPCprequalification@act.gov.au](mailto:MPCprequalification@act.gov.au)  
Attention: Prequalification Registrar

#### NOTE: Electronic Submission of Application.

Electronic Submission of all applications is preferred.

When preparing the application, please separately save each document as a pdf file.  
When saving pdf files please save with a suitably descriptive title. Eg "Prof Indem Ins or Pub Liab Ins"

Emails to [MPCprequalification@act.gov.au](mailto:MPCprequalification@act.gov.au) are limited to 10 Mb.

If your application exceeds this size, the ACT Government's file hosting service is "Objective Connect" for which you must obtain prior approval. Please Phone 6207 7154 or email [MPCPrequalification@act.gov.au](mailto:MPCPrequalification@act.gov.au)

## REGISTRATION FORM FOR MUTUAL RECOGNITION

### GENERAL INSTRUCTIONS:

Applicants that are prequalified under the National Prequalification System with another Participating Authority and are seeking recognition with this authority must complete this Registration Form.

The Application Form contains form fields to enable it to be completed either electronically or in hard copy.

The Applicants Declaration at the end of this document must also be completed and forwarded with this Registration Form for Mutual Recognition.

### 1. General Information

Applicants must provide the following general information:

(a) Name of the company or entity under which this registration is being made and under which tenders will be submitted (hereinafter referred to as the Applicant):

(b) Trading name (if different):

(c) State the type of entity e.g. public or private company, individual, joint venture etc.

(d) State of registration of company (if applicable):

(e) ABN:

(f) ACN or ARBN:

(g) Address of registered office:

(h) Postal address:

(i) Business address:

(j) Preferred address (please tick):

Address of registered office

Postal Address

Business address

(k) Telephone number:

(l) Facsimile number:

(m) Email address:

(n) Website address:

(o) Contact for prequalification enquiries (full name, position and email address):

(p) Contact for general enquiries (full name, position and email address):

(q) Membership of industry associations (please list):

## **2. Prequalification Categories and Financial Levels**

Applicants for mutual recognition must note the name of the assessing authority (i.e. the Participating Authority with whom the Applicant is prequalified). The Registration Form must include a copy of the registration letter and certificate provided by the assessing authority that lists the prequalification categories registered in and whether any restrictions or conditions apply to the prequalification.

Name of assessing authority

Prequalification letter/certificate attached (please tick)

**a. Evidence of Secure Local Jobs Code (SLJC) Certification**

Applicants will be required to hold a SLJC Certificate issued in accordance with the SLJC Strategy prior to being granted mutual recognition. Information on how Applicants can apply for an:

- SLJC certificate is available at <https://www.procurement.act.gov.au/supplying-to-act-government/securelocaljobs/apply>

Applicants are required to retain a Secure Local Jobs Code certificate issued in accordance with the SLJC Strategy while they are prequalified.

**b. Insurance & Management Systems**

Please provide copies of the following with your application:

Certificate of Currency / Policy Holder	Expiry Date
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- Professional Liability (if held)
- Public Liability
- Workers' Compensation
- QA certification
- OHS&R certification
- EMS certification
- SLJC Certification

## **ACT Government - National Prequalification System for Civil (Road and Bridge) Construction Contracts**

### **Applicant's Declaration - Instructions for completion**

The following guidance notes should be considered by those preparing and making the Applicant's Declaration on behalf of the Applicant seeking to have its prequalification status under the National Prequalification System for Civil (Road and Bridge) Construction Contracts mutually recognised by the ACT Government.

### **Completion and making of the declaration**

The attached Applicant's Declaration (in the form of a Statutory Declaration) must be completed, declared and lodged with an Applicant's Application for Mutual Recognition with the ACT Government.

### **Who may make the declaration?**

The Applicant's Declaration must be made by an authorised representative of the Applicant for mutual recognition of prequalification. That representative must satisfy themselves they have the knowledge and authority to make the declaration on behalf the Applicant. The making of a false statement in a Statutory Declaration will result in the person making the declaration being guilty of an offence under section 11 of the *Statutory Declarations Act 1959* (Cth).

As the declaration is in the form of a Statutory Declaration it must be declared in front of a qualified witness (see details of who may act as a witness at the end of the declaration).

### **Instructions for completion of declaration before signing**

Any text in square brackets, which is italicised and bolded (e.g ***[Name, address and occupation of person making declaration]***) will need to be deleted and replaced with new information – follow the instructions below for what needs to be included.

### **THE FOLLOWING PARTS OF THE DECLARATION WILL NEED TO BE AMENDED PRIOR TO SIGNING:**

#### **Name of person declaring and other details**

Details of person making declaration should be included in the first line including full name, address and occupation of the person making the declaration.

#### **Applicant's details**

Full details of the Applicant for prequalification should be included at paragraph 1b – this will be the legal name of the entity/person applying for mutual recognition of prequalification – you must ensure the name is the same as that on the Application for Mutual Recognition and is the name of a legal entity. Trading or Business names will NOT be accepted unless they are also the name of the legal applicant.

**Declaration regarding of Adverse Actions**

Paragraph 11 – the person making the declaration will need to place a cross or tick in the appropriate box. If the “True” box is ticked or crossed paragraph 11A should be deleted by hand and initialed by the person making the declaration and the witness. If the “Not True” box is ticked or crossed follow the instructions below.

**Details of Adverse Action**

Paragraph 11A – if the “Not true” box has been ticked or crossed at Paragraph 11 have regard to the instructional note and insert details of Adverse Actions at paragraph 11A.

**Details of other Projects**

Paragraph 12 – insert details of other projects at paragraph 12.

**No other amendments**

No other amendments made to the form of the declaration should be made without prior approval of the Territory.

**Additional information**

Following receipt and consideration of the Applicant’s Declaration the ACT Government may request further information in order to assess the Application for Mutual Recognition.

## STATUTORY DECLARATION - Ethical Suppliers Declaration

*Statutory Declarations Act 1959 (Cth)*

I \_\_\_\_\_ (Name) of  
Address

(Occupation of person making declaration)

make the following declaration under the *Statutory Declarations Act 1959 (Cth)*,

**Name of Applicant Entity** in relation to which I make this Declaration:

[Insert full legal title of Contractor  
e.g. XYZ Pty Limited]

**ACN / ABN of the Applicant Entity:**

If a company, include ACN, and if a partnership or sole proprietor, include the full names of individual members and ABN.

1. The following industrial instrument (award or agreement) made pursuant to any **Prescribed Legislation** specifically apply to the **Employees** of the **Applicant Entity** and is binding on it.

[Insert details of Industrial  
Instruments (this is the award  
you pay your employees under)]

2. The **Applicant Entity** has in the preceding 24 months of the date of this Declaration complied with all its **Employee and industrial relations obligations**.

3. The **Applicant Entity** has in the preceding 24 months of the date of this Declaration recognised the rights of **Employees** to union membership and representation.



4. The **Applicant Entity** has in the preceding 24 months of the date of this Declaration complied with any amendments to wages and conditions of employment for their **Employees** as decided by any authorised industrial or wage- setting agency.

5. In the preceding 24 months of the date of this Declaration there have been either:

(a) no findings against the **Applicant Entity** by a court, tribunal, commission or board of a breach of any **Prescribed Legislation**, including a finding of a breach in a non-confidential consent order;

OR

(b) the following findings against the **Applicant Entity** by a court, tribunal, commission or board of a breach of any **Prescribed Legislation**, including a finding of a breach in a non-confidential consent order.

[provide Full Details Findings].

6. In the preceding 24 months of the date of this Declaration there have been either:

(a) no convictions under the **Prescribed Legislation** against the **Applicant Entity**;

OR

(b) the following convictions under the **Prescribed Legislation** against the **Applicant Entity**.

[provide Full Details of Convictions].

7. There are currently:

(a) no proceedings or prosecutions against the **Applicant Entity** in respect of a breach of any **Prescribed Legislation**;

OR

(b) the following proceedings and prosecutions are currently brought against the **Applicant Entity**.

[provide Full Details of Proceedings].

8. The **Applicant Entity** has:

(a) not been required to implement any remedial measures to ensure future compliance with the **Prescribed Legislation**;

OR

(b) the **Applicant Entity** has implemented the following remedial measures to ensure future compliance with **Prescribed Legislation**.

[provide Full Details of Remedial Measures].

9. I am authorised on behalf of the **Applicant Entity** to make this declaration.

10. In this declaration:

**Full Details** means details of:

- i. the nature of the breach or offence or alleged breach or offence;
- ii. any conviction recorded or adverse finding made in respect of the breach or offence;
- iii. any penalty or orders imposed by a court, tribunal, commission or board in respect of the breach or offence and the maximum penalty that could have been imposed under the **Prescribed Legislation**;
- iv. the name of the court, tribunal, commission or board, the State or Territory in which the processing or prosecution is brought, the date on which the proceeding or

- prosecution was commenced and the number or description assigned to the proceeding or prosecution by the court, tribunal, commission or board; and
- v. the name of the entity against which the finding or conviction was made or the proceeding or prosecution was initiated.

**Applicant Entity** means the legal entity (individual or company) that is applying for prequalification

**Employee** means a natural person who is employed by the Applicant Entity under a contract of service (excluding professional or information technology services) to provide the Applicant Entity with his or her labour.

**Employee and industrial relations obligations** means compliance with:

- (a) **Prescribed Legislation**; and
- (b) the orders, direction or decisions of any court, tribunal, board, commission or other entity with jurisdiction to consider the interpretation, breach or any other matter concerning **Prescribed Legislation**.

Note: Examples of Employee and industrial relations obligations may typically include payment of remuneration; training; annual holidays; long service leave entitlements; occupational health and safety; workers' compensation; injury management, (including rehabilitation); legal age of employment; discrimination; and superannuation. This list is non exhaustive.

**Prescribed Legislation** means:

- (a) any industrial instruments applicable to Employees;
- (b) *Long Service Leave Act 1976* (ACT);
- (c) *Work Safety Act 2008* (ACT);
- (d) *Long Service Leave (Portable Schemes) Act 2009* (ACT);
- (e) *Workers' Compensation Act 1951* (ACT);
- (f) *Fair Work Act 2009* (Cth);
- (g) *Superannuation Guarantee (Administration) Act 1992* (Cth);
- (h) *Building and Construction industry Improvement Act 2005* (Cth);
- (i) *Workplace Gender Equality Act 2012* (Cth);
- (j) *Paid Parental Leave Act 2010* (Cth);
- (k) *Payroll Tax Act 2011* (ACT);
- (l) *Work Health and Safety Act 2011* (ACT);
- (m) any Regulations made under the above Acts;
- (n) any laws of the Commonwealth or the Australian Capital Territory which vary or replace the above Acts or Regulations, or any part of them; and
- (o) any other Acts or Regulations of the Commonwealth or the Australian Capital Territory, which deal with matters relating to industrial relations, employment and/or workplace safety obligations.

**Secure Local Jobs Code** - The ACT Government has changed the way it awards contracts to support businesses that do the right thing by their workers. Secure Local Jobs strengthens the ACT

Government's procurement practices so its contracts are only awarded to businesses that meet high ethical and labour standards. The new requirements apply to businesses tendering for construction, cleaning, security or traffic management work from 15 January 2019 and will create fairer procurement processes for ethical employers whilst holding to account business not meeting their industrial and legal obligations. Applicants should inform themselves about the requirements of Secure Local Jobs by reviewing the policy which can be accessed on the ACT Procurement website <http://www.procurement.act.gov.au/>.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

[Signature of person making the declaration]

[Print name of person making the declaration]

Declared at \_\_\_\_\_ on Date \_\_\_\_\_

**Guide Note – Click in date and  
use drop down arrow**

Before me:

[Signature of person before whom the declaration is made]

[Full name, qualification and address of person before whom the declaration is made (in printed letters)]

**Note – Refer list of qualified witnessed below**

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years – see section 11 of the Statutory Declarations Act 1959.

Note 2 Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 – see section 5A of the Statutory Declarations Act 1959.

**A statutory declaration under the Statutory Declarations Act 1959 may be made before–**

- (1) A person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon
- (2) A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or
- (3) A person who is in the following list:
  - Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
  - Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
  - Bailiff
  - Bank officer with 5 or more continuous years of service
  - Building society officer with 5 or more years of continuous service
  - Chief executive officer of a Commonwealth court
  - Clerk of a court
  - Commissioner for Affidavits
  - Commissioner for Declarations
  - Credit union officer with 5 or more years of continuous service
  - Employee of the Australian Trade Commission who is:
    - (a) in a country or place outside Australia; and
    - (b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
    - (c) exercising his or her function in that place
  - Employee of the Commonwealth who is:
    - (a) in a country or place outside Australia; and
    - (b) authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
    - (c) exercising his or her function in that place
  - Fellow of the National Tax Accountants' Association
  - Finance company officer with 5 or more years of continuous service
  - Holder of a statutory office not specified in another item in this list
  - Judge of a court
  - Justice of the Peace
  - Magistrate
  - Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
  - Master of a court
  - Member of Chartered Secretaries Australia
  - Member of Engineers Australia, other than at the grade of student
  - Member of the Association of Taxation and Management Accountants
  - Member of the Australasian Institute of Mining and Metallurgy
  - Member of the Australian Defence Force who is:
    - (a) an officer; or
    - (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
    - (c) a warrant officer within the meaning of that Act
  - Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
  - Member of:
    - (a) the Parliament of the Commonwealth; or
    - (b) the Parliament of a State; or
    - (c) a Territory legislature; or
    - (d) a local government authority of a State or Territory
  - Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
  - Notary public
  - Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
  - Permanent employee of:
    - (a) the Commonwealth or a Commonwealth authority; or
    - (b) a State or Territory or a State or Territory authority; or
    - (c) a local government authority;with 5 or more years of continuous service who is not specified in another item in this list
  - Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
  - Police officer
  - Registrar, or Deputy Registrar, of a court
  - Senior Executive Service employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution

## STATUTORY DECLARATION - Applicant's Declaration

*Statutory Declarations Act 1959 (Cth)*

I \_\_\_\_\_ (Name)

of \_\_\_\_\_ (Address)

(Occupation of person making declaration)

Make the following declaration under the *Statutory Declarations Act 1959 (Cth)*,

1. In this declaration a reference to:

- a. **“Adverse Action”** means any ruling, order, notice (including, without limitation any improvement notice or prohibition notice), conviction or finding made or issued by any Authorised Entity.
- b. **“Applicant”** is *[insert full legal name of Applicant for prequalification including the ACN/ABN as per that identified on the Application form for prequalification]*.
- c. **“Application”** means the Applicants’ application for mutual recognition under the National Prequalification Scheme, and includes any application for renewal or upgrade of prequalification.
- d. **“Authorised Entity”** means any court, tribunal, board, commission, regulatory agency (including, without limitation, the director-general, commissioner, regulator or any inspector referred to in WHS Legislation) or other entity with jurisdiction to determine whether an entity (which includes a person)) has complied with, or is complying with WHS Legislation.
- e. **“Full Details”** means the details of:
  - (a) the nature of the Adverse Action;
  - (b) the name of the relevant Authorised Entity;
  - (c) the date of the Adverse Action;
  - (d) the entity against which the Adverse Action was made or issued;
  - (e) any document setting out the Adverse Action (including provision of a copy of the same);
  - (f) any penalty, fine or order imposed by an Authorised Entity in respect of the Adverse Action and the maximum penalty, fine or order that could have been imposed under the WHS Legislation;
  - (g) any remedial measures or other actions proposed or recommended in the Adverse Action and details of steps taken by the Applicant to

comply with those remedial measures or other actions; and

- (h) the status of the Adverse Action as at the date of the declaration.
- f. **“Prequalification Scheme”** means the “National Prequalification System for Civil (Road and Bridge) Construction Contracts”.
  - (a) **“Territory”** means: when used in a geographical sense, the Australian Capital Territory; and
  - (b) when used in any other sense means the Australian Capital Territory being the body politic established by section 7 of the *Australian Capital Territory (Self-Government) Act 1988* (Cth) and any Territory entity under the *Auditor-General Act 1996* (ACT) excluding: the University of Canberra; a Territory-owned corporation or another entity established under the *Corporations Act 2001* (Cth).
- g. **“WHS Legislation”** means each of the following:
  - (a) *Work Safety Act 2008* (ACT);
  - (b) *Work Health and Safety Act 2011* (ACT);
  - (c) any Regulations and instruments made or issued under the above Acts;
  - (d) any laws which vary or replace the above laws, or any part of them;
  - (e) all other laws applicable in the Australian Capital Territory which deal with matters relating to work health and safety; and
  - (f) all other laws applicable in any other Australian state or territory (other than the Territory), which deal with matters relating to work health and safety.
- 2. I am authorised on behalf of the Applicant to make this declaration.
- 3. The information supplied by the Applicant with and in its Application is true and correct. Any further information to be supplied by the Applicant to enable assessment of its Application will be true and correct.
- 4. The Applicant accepts the terms and conditions applying to prequalification set out in the Prequalification Scheme and acknowledges those terms and conditions will apply to it if it becomes prequalified in the Territory.
- 5. The Applicant acknowledges the terms and conditions set out in the Prequalification Scheme may be varied from time to time by the Territory.
- 6. The Applicant is compliant with the National Code of Practice for the Construction Industry.
- 7. Applicants will be required to hold a Secure Local Jobs Code (SLJC) Certificate issued in accordance with the SLJC Strategy prior to being granted mutual recognition. Information on how Applicants can apply for an:



- SLJC certificate is available at <https://www.procurement.act.gov.au/supplying-to-act-government/securelocaljobs/apply>.

Applicants are required to retain a Secure Local Jobs Code certificate issued in accordance with the SLJC Strategy while they are prequalified.

8. While prequalified the Applicant agrees to comply with all Territory policies referable to work on Territory construction projects including, without limitation, the WHS Active Certification Policy.
9. By submitting an Application (and while prequalified, if prequalification is granted to the Applicant) the Applicant authorises the Territory to:
  - (1) obtain from any Territory, State or Commonwealth government agency (including for the avoidance of doubt, any regulatory or law enforcement body) and take into account in its evaluation (and any review of prequalification status under the Prequalification Scheme), information, including information about the Applicant's performance under contracts (whether or not those contracts were with the Territory, State or Commonwealth or another entity and whether or not those contracts were identified by the Applicant in its Application);
  - (2) obtain and take into account in its evaluation of the Application (and any review of prequalification status under the Prequalification Scheme), information from referees or other reputable sources on the performance of the Applicant on projects (whether or not they are identified by the Applicant in their Application);
  - (3) use any information obtained from any Territory, State or Commonwealth government agency (including for the avoidance of doubt, any regulatory or law enforcement body), referee or other reputable source for any government purposes including, without limitation, assessment of suitability for award of contract, registration or selective tender lists; the granting of prequalification; the review of prequalification status and the review and appeal process set out in this Prequalification Scheme;
  - (4) provide information about the Applicant to any Territory, State or Commonwealth government agency, including information provided by the Applicant and information related to the Applicant's performance at any time and for any reason;
  - (5) provide the name of the Applicant to Unions ACT; and
  - (6) provide this declaration to any Territory, State or Commonwealth government agency (including any regulatory or law enforcement body, which includes, without limitation WorkSafe ACT) as evidence of the Applicant's consent to allow that agency to release information as requested by the Territory to the Territory.
10. The Applicant acknowledges that in the event it is granted mutual recognition under the Prequalification Scheme the Territory does not guarantee, warrant or represent that any business or a minimum value of business will be contracted to or earned or received by the Applicant.

11. No Adverse Action has been made or issued against the Applicant in the preceding 36 months of the date of this declaration.

True(delete 11A and initial)

Not true (answer 11A)

- 11A. Full Details of all Adverse Action made or issued in the preceding 36 months of the date of this declaration against the Applicant are as follows.

[Instructional note - read carefully and delete from final document prepared for signature as required having regard to contents of note.

Insert Full Details of all Adverse Action – refer definition of “Full Details” for information which will be required to be provided.

If there is insufficient space to insert the Full Detail of all Adverse Action in this clause 11A of the declaration you may include the Full Detail in an attachment to this declaration which should be marked “Attachment A to statutory declaration of [insert name of person making declaration]”. The first page of Attachment A should be signed by both the person making the declaration and the witness to the declaration with a note as follows – “This and the following xxx [insert number of pages at Attachment A] pages are Attachment A to the statutory declaration of [insert name of person making declaration]”. The person making the declaration and their witness should also initial each page of Attachment A. If this process is to be adopted the person preparing this declaration should delete this instructional note and insert the following wording (in addition to retaining the existing wording in clause 11A) as part of ensuring a complying declaration is submitted with the Application:

“The Full Detail of all Adverse Action are set out in Attachment A to this statutory declaration and the contents of that Attachment A form part of this declaration and are true and correct in every respect.”]

12. Below is a complete list of all projects (both completed and current) in the Australian Capital Territory where the Applicant has had management or control of the project site and on which an audit into any aspect of work health and safety performance or compliance has been conducted in the 36 months prior to the date of this declaration.

[Insert list of projects]

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

*[Signature of person making the declaration]*

*[Print name of person making the declaration]*

Declared at \_\_\_\_\_ on \_\_\_\_\_

**[Guide Note – Click in date  
and use drop down arrow]**

Before me:

*[Signature of person before whom the declaration is made]*

*[Full name, qualification and address of person before whom the declaration is made (in printed letters)]* **Note – Refer list of qualified witnessed below**

***Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the Statutory Declarations Act 1959.***

**A statutory declaration under the Statutory Declarations Act 1959 may be made before–**

- (1) A person who is currently licensed or registered under a law to practise in one of the following occupations:
 

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon
- (2) A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or
- (3) A person who is in the following list:
  - Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
  - Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
  - Bailiff
  - Bank officer with 5 or more continuous years of service
  - Building society officer with 5 or more years of continuous service
  - Chief executive officer of a Commonwealth court
  - Clerk of a court
  - Commissioner for Affidavits
  - Commissioner for Declarations
  - Credit union officer with 5 or more years of continuous service
  - Employee of the Australian Trade Commission who is:
    - (a) in a country or place outside Australia; and
    - (b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
    - (c) exercising his or her function in that place
  - Employee of the Commonwealth who is:
    - (a) in a country or place outside Australia; and
    - (b) authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
    - (c) exercising his or her function in that place
  - Fellow of the National Tax Accountants' Association
  - Finance company officer with 5 or more years of continuous service
  - Holder of a statutory office not specified in another item in this list
  - Judge of a court
  - Justice of the Peace
  - Magistrate
  - Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
  - Master of a court
  - Member of Chartered Secretaries Australia
  - Member of Engineers Australia, other than at the grade of student
  - Member of the Association of Taxation and Management Accountants
  - Member of the Australasian Institute of Mining and Metallurgy
  - Member of the Australian Defence Force who is:
    - (a) an officer; or
    - (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
    - (c) a warrant officer within the meaning of that Act
  - Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
  - Member of:
    - (a) the Parliament of the Commonwealth; or
    - (b) the Parliament of a State; or
    - (c) a Territory legislature; or
    - (d) a local government authority of a State or Territory
  - Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
  - Notary public
  - Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
  - Permanent employee of:
    - (a) the Commonwealth or a Commonwealth authority; or
    - (b) a State or Territory or a State or Territory authority; or
    - (c) a local government authority;
 with 5 or more years of continuous service who is not specified in another item in this list
  - Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
  - Police officer
  - Registrar, or Deputy Registrar, of a court
  - Senior Executive Service employee of:
    - (a) the Commonwealth or a Commonwealth authority; or
    - (b) a State or Territory or a State or Territory authority
  - Sheriff
  - Sheriff's officer
  - Teacher employed on a full-time basis at a school or tertiary education institution