



**ACT**  
Government

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

## REGISTRATION FOR MUTUAL RECOGNITION

### Please return completed application to:

Portfolio Performance and Procurement, Prequalification  
(PO Box 158 Canberra City, ACT, 2601)  
2 Constitution Avenue, Canberra ACT 2601  
Email: [iCBRPrequalification@act.gov.au](mailto:iCBRPrequalification@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 [iCBRPrequalification@act.gov.au](mailto:iCBRPrequalification@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 [iCBRPrequalification@act.gov.au](mailto:iCBRPrequalification@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/secure-local-jobs/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/<br>Policy Holder | Expiry Date |
|--|---|-------------|
| • Professional Liability (if held)                         |   |             |
| • Public Liability   |   |             |
| • Workers' Compensation                                    |   |             |
| • QA certification   |   |             |
| • OHS&R certification                                      |   |             |
| • EMS certification  |   |             |
| • SLJC Certification                                       |   |             |
| • Technical capacity – Long Service Leave Authority (LSLA) |   |             |

In assessing your Application the Territory will liaise with the LSLA to determine if your organisation is required to be registered with the LSLA and if you hold that registration. If your organisation is required to be registered with the LSLA and you are not registered at the time of Application your Application will not proceed until confirmation of such registration is received.

Long Services Leave Authority evidence

**Professional Engineers Registration Scheme**

The ACT’s Professional Engineers Registration Scheme was announced 13 March 2024 and commenced on 6 March 2025.

For Prequalification purposes, the Scheme covers the following Areas of Practice:

- Civil (includes Environmental); and
- Structural

The Professional Engineers Act 2023 (ACT) is the relative legislation. Under the Scheme, individuals providing professional engineering services (developing or overseeing the development of engineering designs) in the prescribed areas of engineering must be registered.

It follows then that a mandatory criterion for any Engineering Prequalification category is for all Engineers who will be engaged by the ACT Government, are to be registered under the Professional Engineers Registration Scheme.

Refer also the “Appendix B of the “Assessment Criteria” and specifically the minimum required number of Professional Civil Engineers under “ 2.3 Key Personnel who are active in the entity's road/bridge works operations”.

Based on the R and B categories being applied for, you will be required to have “the minimum number of the senior personnel, who are Professional Civil Engineers with at least 5 years relevant experience in road / bridge works, registered under the Scheme.

Further information, including the application process, can be found at [www.planning.act.gov.au/professionals/regulation-and-responsibilities/professional-engineers-registration-scheme](http://www.planning.act.gov.au/professionals/regulation-and-responsibilities/professional-engineers-registration-scheme) .

Registration Number	Name	Expiry Date
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Registration Number	Name	Expiry Date
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## **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 initialled 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. In this declaration a reference to:

- a. **“Adverse Ruling”** means a ruling, order, notice (including without limitation any improvement notice or prohibition notice), conviction or finding made or issued by any Authorised Entity.
- b. **“Authorised Entity”** means any court, tribunal, board, commission, regulatory agency (including without limitation the director-general, commissioner, regulator or any inspector referred to in the Prescribed Legislation) or other entity with jurisdiction to determine employee and industrial relations matters or work health and safety matters to the effect that the Applicant has contravened the Prescribed Legislation.
- c. **“Employee”** means a natural person who is employed under a contract of service (excluding professional or information technology services) to provide the Applicant with his or her labour.
- d. **“Full Details”** means the details of:
  - (i) the nature of the Adverse Ruling, breach or offence;
  - (ii) the name of the relevant Authorised Entity;
  - (iii) the State or Territory in which the proceeding or prosecution was brought;
  - (iv) the date of the Adverse Ruling was made, or the proceeding or prosecution was commenced and the number or description assigned to the proceeding or prosecution;
  - (v) the entity against which the Adverse Ruling, breach or offence was

- made or issued;
  - (vi) any document setting out the Adverse Ruling, breach or offence (including provision of a copy of the same);
  - (vii) any conviction recorded or adverse finding made in respect of the Adverse Ruling, breach or offence;
  - (viii) any penalty, fine or order imposed by an Authorised Entity in respect of the Adverse Ruling, breach or offence and the maximum penalty, fine or order that could have been imposed under the Prescribed Legislation;
  - (ix) any remedial measures or other actions proposed or recommended by the Authorised Entity and details of steps taken by the Applicant to comply with those remedial measures or other actions; and
  - (x) the status of the Adverse Ruling, breach or offence as at the date of the declaration.
- e. **“Industrial Instruments”** means an award or agreement, however designated, that is made under or recognised by the Prescribed Legislation.
- f. **“Prescribed Legislation”** means all applicable Acts and subordinate instruments of the Commonwealth and the Territory, which deal with matters relating to industrial relations, employment and/or workplace safety obligations that apply to an entity including (as amended or replaced from time to time) but not limited to:
- (i) *Fair Work Act 2009 (Cth)*;
  - (ii) *Fair Work (Building Industry) Act 2012 (Cth)*;
  - (iii) *Fair Work (Transitional Provisions and Consequential Amendments) Act 2009 (Cth)*;
  - (iv) *Income Tax Assessment Act 1997 (Cth)*;
  - (v) *Independent Contractors Act 2006 (Cth)*;
  - (vi) *Industry Research and Development Act 1986 (Cth)*;
  - (vii) *Long Service Leave Act 1976 (ACT)*;
  - (viii) *Long Service Leave (Portable Schemes) Act 2009 (ACT)*;
  - (ix) *Migration Act 1958 (Cth)*;
  - (x) *Paid Parental Leave Act 2010 (Cth)*;
  - (xi) *Payroll Tax Act 2011 (ACT)*;
  - (xii) *Safety, Rehabilitation and Compensation Act 1988 (Cth)*;
  - (xiii) *Superannuation Guarantee (Administration) Act 1992 (Cth)*;
  - (xiv) *Superannuation Guarantee Charge Act 1992 (Cth)*;
  - (xv) *Work Health and Safety Act 2011 (ACT)*;
  - (xvi) *Workers’ Compensation Act 1951 (ACT)*;
  - (xvii) *Workplace Gender Equality Act 2012 (Cth)*.
  - (xviii) *Professional Engineers Act 2023 (ACT)*
- g. **“Prescribed Works or Services”** means works or services that require the

exertion of labour by Employees.

- h. **“Secure Local Jobs Code Certificate”** has the meaning given by the Government Procurement Act 2001.
  - i. **“Secure Local Jobs Code”** has the meaning given by the Government Procurement Act 2001.
  - j. **“Territory-Funded Work”** has the meaning given by the Government Procurement Act 2001.
2. I am authorised on behalf of the Applicant to make this declaration.
3. The information supplied by the Applicant 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 is aware that Applicants must hold a Secure Local Jobs Code Certificate and that once certified Applicants must comply with the Secure Local Jobs Code.
5. The Applicant agrees to comply with all applicable Territory policies and legislation referable to Territory-Funded Work and, if the Applicant is prequalified under a prequalification scheme in the Territory, the WHS Active Certification Policy.
6. By submitting an application the Applicant authorises the Territory to:
  - a. 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, 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);
  - b. obtain and take into account in its evaluation, 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);
  - c. 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;
  - d. 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;
  - e. provide the name of the Applicant and this declaration to Unions ACT; and
  - f. 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.

7. The following Industrial Instruments made pursuant to any Prescribed Legislation specifically applies to the Employees of the Applicant and are binding on it or them.

**[Insert details of Industrial Instruments (this is the award you pay your employees under). If no Employees write "N/A"]**

8. The Applicant has in the preceding 36 months of the date of this declaration complied with all applicable Industrial Instruments.

True (delete 8A and initial)

Not true (answer 8A)

N/A No Employees (delete 8A)

8A. The Applicant has not complied with the following Industrial Instruments in the following respects.

[Insert full details]

9. The Applicant has in the preceding 36 months of the date of this declaration complied with all Prescribed Legislation

True (delete 9A and initial)

Not true (answer 9A)

N/A No Employees (delete 9A)

9A. The Applicant has not complied with the following Prescribed Legislation.  
[Insert Full Details of the failure to comply with Prescribed Legislation]

10. The Applicant has in the preceding 36 months of the date of this declaration recognised the rights of its Employees to union membership and representation.

True (delete 10A and initial)

Not true (answer 10A)

N/A No Employees (delete 10A)

10A. The Applicant has not recognised the rights of Employees to union membership and representation in the following respects.

[Insert Full Details of how the Applicant has not recognised the rights of Employees to union membership and representation]

11. The Applicant has in the preceding 36 months of the date of this declaration complied with all amendments to wages and conditions of employment for their Employees as decided by any authorised industrial or wage-setting agency.

True (delete 11A and initial)

Not true (answer 11A)

N/A No Employees (delete 11A)

11A. The Applicant has not complied with all amendments to wages and conditions of employment for their Employees as decided by any authorised industrial or wage-setting agency in the following respects:

[Insert Full Details of how the Applicant has failed to comply with all amendments to wages and conditions of employment]

12. In the preceding 36 months of the date of this declaration there have been no findings against the Applicant by an Authorised Entity, including a finding of a breach in a non-confidential consent order.

True (delete 12A and initial)

Not true (answer 12A)

N/A No Employees (delete 12A)

12A. There have been the following findings (Full Details of which are provided) against the Applicant by an Authorised Entity:

[Set out Full Details of findings]

13. In the preceding 36 months of the date of this declaration there have been no Adverse Rulings under the Prescribed Legislation against the Applicant.

True (delete 13A and initial)

Not true (answer 13A)

N/A No Employees (delete 13A)

13A. There have been the following Adverse Rulings under the Prescribed Legislation against the Applicant:

[Set out Full Details of Adverse Rulings]

14. There are currently no proceedings or prosecutions against the Applicant in respect of a breach of any Prescribed Legislation.

True (delete 14A and initial)

Not true (answer 14A)

N/A No Employees (delete 14A)

14A. There are currently the following proceedings or prosecutions against the Applicant in respect of a breach of Prescribed Legislation.

[Set out Full Details of proceedings or prosecutions]

15. The Applicant has not been required to implement any remedial measures to ensure future compliance with the Prescribed Legislation.

True (delete 15A and initial)

Not true (answer 15A)

N/A No Employees (delete 15A)

15A. The Applicant has been required to implement the following remedial measures to ensure future compliance with the Prescribed Legislation:

[Set out Full Details of the remedial measures implemented]

16. 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 a 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.

[Set out list of projects, or is none “n/a”]

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 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 witnesses 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