

NATIONAL PREQUALIFICATION SYSTEM (NPS) for NON- RESIDENTIAL BUILDING CONTRACTORS

APPLICATION FORM & REFEREE REPORT

Please return completed application to:
Project Management Group, Prequalification (PO Box 158 Canberra City, ACT, 2602)
Pod B, Level 2, Callam Offices, 50 Easty Street
PHILLIP ACT 2606

Email: MPCprequalification@act.gov.au
Attention: Prequalification Registrar

**NOTE: Electronic Submission
of Application.**

Electronic Submission of all applications is mandatory.

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 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

The National Prequalification System for Non-residential Building (NPS) aims to create certainty and consistency and streamline the process of prequalification for contractors working in multiple jurisdictions. It applies to non-residential government building contracts where the construction cost estimate is \$50 million and above in Participating Jurisdictions. This seamless process for mutual recognition of prequalification status for contractors across all jurisdictions commenced on 1 January 2011. For details of participating jurisdictions and participating agencies please refer to the APCC website.

NOTE: Commonwealth agencies are unlikely to process prequalification applications. Where a Commonwealth agency decides to seek tenders from prequalified contractors, it will recognise relevant prequalification status awarded by States and Territories under the APCC National Prequalification System.

NPS Documents

Applicants should access the full set of NPS documents before undertaking their applications.

1. NPS Guidelines (explaining the NPS system)
2. NPS Application Form (this document)
3. NPS Registration for Mutual Recognition Form (for recognition in multiple jurisdictions)
4. NPS Contractor Performance Report (review of performance and compliance) All documents can be downloaded from www.apcc.gov.au

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1. General Instructions

This National Prequalification System for Non-residential Building (NPS) Application Form must be fully completed by all Applicants seeking NPS prequalification. This NPS Application Form must be lodged with the Assessing Agency (i.e. the jurisdiction in which the contractor intends to bid for a tender) for assessment.

This NPS Application Form contains form fields to enable it to be completed either electronically (preferably) or in hard copy.

Guide notes are included to assist in the completion of this NPS Application Form. Guide notes are in shaded boxes below each relevant section.

This NPS Application Form should be read and completed with reference to the NPS Guidelines which provide additional relevant information.

To provide a pathway for contractors that can demonstrate financial capability to above \$50M however are yet to have experience with a building contract over \$50 million and wish to become prequalified contractor may seek to be assessed in accord with the following Guidelines:

- ✓ The contractor is required to demonstrate capability and capacity to perform over \$50M. This may include previous building contracts completed concurrently; however each building contract must be not less the \$40M for the construction cost
- ✓ The Assessing Agency has full jurisdiction over the application and adjudicating capability and capacity
- ✓ A successful applicant would be granted prequalification for a probationary period until the first building contract over \$50M was successfully completed and reflected in Contractor Performance Reporting
- ✓ While on probation, the contractor is limited to bidding for tenders up to 20% uplift from the highest value completed building contract construction cost, for example previous highest completed building contract construction cost is \$45 million, the contractor is limited to bidding for a tender up to \$58.5 million.

GUIDE NOTE:

Information being requested relates to the legal entity seeking NPS prequalification, referred to as the 'Applicant'.

1. New/renewing Applicants and applications for variations

In selecting one or more of the contract types for which prequalification is sought, each new Applicant should carefully consider which particular contract type(s) best reflects its current capabilities. This step relies on the Applicant making a realistic self-assessment of its ability to successfully deliver contracts at the required level.

Following this, the Applicant must ensure that its application clearly addresses the relevant criteria and clearly demonstrates the Applicant's capabilities for the prequalification contract type(s) selected.

2. Applicants already prequalified with another Participating Agency

An Applicant already prequalified under the NPS and seeking mutual recognition should submit the completed NPS Registration for Mutual Recognition Form to the NPS Assessing Agency (i.e. the Agency which initially assessed the contractor for prequalification under the NPS).

Notification of NPS mutual recognition will be provided by the Assessing Agency if mutual recognition is accepted.

Mutual recognition only applies to non-residential building contract types where the construction cost estimate is \$50 million and over.

3. Confidentiality and Exchange of Information

Information submitted in an application for prequalification will be treated as commercial-in-confidence and will not be disclosed to any party outside the Assessing and Participating Agencies and its assessors, unless legally required to do so, or to obtain legal or financial advice, or as required for the purpose of appeals regarding prequalification decisions.

The Assessing Agency may refer an Applicant's documentation to its external assessors for assessment. External assessors are required to maintain confidentiality of all information received.

In lodging an application, Applicants agree to provide the necessary authority to enable searches and enquiries to be carried out.

Once prequalified, a contractor's details, including its performance on specific contracts, may be shared with other Participating Agencies and government agencies for the purpose of monitoring performance and to determine continued eligibility for prequalification.

By submitting an application, the Applicant authorises the Assessing Agency to gather, monitor, assess, and communicate to other Participating Agencies information about the Applicant's financial position and its performance for the purposes of administering the jurisdictional roles and obligations under the NPS.

2. Preliminaries

Indicate whether this is a new Application for NPS, an Application for renewal or an Application for a variation of prequalification categories.

New Application

Renewal

Variation

1. General Information

Applicants must provide the following general information:

Name of the company or entity under which this Application is being made and under which it is intended that tenders will be submitted (hereinafter referred to as the Applicant).

Trading Name (if different).

Type of Entity

Public Company

Private Company

Individual

Joint Venture etc.

State of Registration of Company

Australian Business Number (ABN).

Australian Company Number (ACN)

Business Address

Postal Address (if different to above).

Registered Office Address

Preferred Address? (please tick)

Business Address

Postal Address

Address of Registered Office

Telephone Number

Email

Website Address

Contact for Prequalification Enquiries

Full Name

Position

Telephone Number

Email Address

Contact for General Enquiries

Full Name

Position

Telephone Number

Email Address

Prequalification Categories – Contract types

The prequalification categories are defined in the separate document, the NPS Guidelines. The table below identifies each contract type for the NPS.

Mark (☒) in the table your preference for responding to contract opportunities in the respective contract types.

Contract types	CONSTRUCT/ CONSTRUCT ONLY	DESIGN & CONSTRUCT	MANAGING CONTRACTOR	DESIGN, CONSTRUCT & MAINTAIN	RELATIONSHIP

3. COMPANY PROFILE

GUIDE NOTE:

GENERAL INSTRUCTIONS: All information provided should be relevant to the prequalification contract type(s) sought

4.1 Organisational Structure

Applicants should attach an organisational chart showing the relationship between the Applicant and parent and subsidiary companies (where relevant), including the names of Principals, Directors, and Partners.

Organisational Chart attached

4.2 Stability of Organisation

GUIDE NOTE:

Demonstration that the Applicant has been successfully operating under its current structure and ownership for some years, especially within the local state/territory and within Australia, provides confidence that the Applicant is stable.

(a) Provide in tabular form the following information:

	Local State/Territory	Nationally	Internationally
Years under current structure			
Years under current ownership			
Years operating as main contractor			
Years operating as major subcontractor			

(b) If applicable, provide details of any former business names and give details as for (a) above.

Former Business Name

	Local State/Territory	Nationally	Internationally
Years under current structure			
Years under current ownership			
Years operating as main contractor			
Years operating as major subcontractor			

(c) In the last five years, has the Applicant, or any former business identified in sub-clause (b), been liquidated or entered into receivership, administration, scheme of arrangement, or creditor's composition pursuant to the Bankruptcy Act or Corporation Law? If yes give details.

Yes

No

Details

(d) Have any of the Proprietors, Principals, Directors, Managers or Secretaries of the Applicant, or any former business identified in sub-clause (b) (or their spouses) ever been bankrupt? If yes, give details.

Yes

No

Details

- (e) Has the Applicant, over the last six years, had any convictions recorded against it or are there any current or pending proceedings, either in a Court of Law or in arbitration? If Yes, Give Details
- | | |
|-----|----|
| Yes | No |
|-----|----|

Details

4.3 Senior Management

Provide the Names, Resumes and evidence of qualifications of Directors and Senior Managers and Key Personnel nominated.

GUIDE NOTE:

Resumes

Resumes must be sufficiently detailed to demonstrate each person's level of knowledge and experience relevant to the scope of works for the Prequalification Category(ies) sought.

Resumes must include, as a minimum, the following information:

- a. current position and title
- b. current role/responsibilities
- c. evidence of qualifications (where qualifications are essential)
- d. evidence of licences held in the state or territory
- e. time with organisation
- f. time in current role/position
- g. other relevant training, including continuous professional development
- h. all dates for and details of previous experience
- i. names of previous employers.

NAME	Position	Resume Provided
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NAME	Position	Resume Provided
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5. Technical Capacity

- Experience in type of work
- Evidence of appropriately qualified key personnel
- Evidence of relevant licences to practice
- Third party certified and/or jurisdictional second party certified management systems.

GENERAL INSTRUCTIONS:

All information provided should be relevant to the prequalification procurement strategy(s) sought.

LIST OF EXTERNAL PERFORMANCE REPORTS

The Applicant is to identify and detail a list of all Contractor Performance Reports included within the Application.

Project Name	Value \$	Date Contract Completed	Client Organisation Name
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Contract System – C/CO – Construct / Construct Only ; DC - Design & Construct; MC - Managing Contractor; DCM - Design, Construct & Maintain;
R - Relationship

The table is to be extended to accommodate the listing of additional reports

Project Name (as above)	Report Referee Organisation	Work Type	Contract System C/CO, DC, DCM, MC, R	Applicant has Checked Completeness of Report
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Contract System – C/CO – Construct / Construct Only ; DC - Design & Construct; MC - Managing Contractor; DCM - Design, Construct & Maintain;
R - Relationship

6. Company Experience

GENERAL INSTRUCTIONS:

All information provided should be relevant to the prequalification contract type(s) sought. Evidence of earlier relevant experience may also be submitted where the Applicant considers that such information may support its application.

Current and Completed Projects

SCHEDULE A: EXPERIENCE – CONSTRUCT/CONSTRUCT ONLY(C/CO)

The Principal under the terms of the contract provides the contractor with the documentations which fully describes the work to be undertaken. The contractor then builds the works according to the project documentation prepared by the principal's consultants. The contractor may be responsible for carrying out some design documentation to the extent specified by the contract. The contract can be based on a lump sum, a schedule of rates and lump sums or bill of quantities.

Provide details of all **CONSTRUCT/CONSTRUCT ONLY** contracts currently under construction or completed in the last three years. Also indicate the details of **CONSTRUCT/CONSTRUCT ONLY** contracts recently awarded where construction has not yet commenced.

Project Description	Location	Client Organisation	Client's Contact Person Phone
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Project Description (as above)	Target Construction Sum (in \$,000)	Contract Duration (weeks) with Percent Completed to date	Date of Actual Completion or Anticipated Completion
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Attach additional pages if required.

SCHEDULE B: EXPERIENCE – DESIGN & CONSTRUCT

The Contractor is responsible for a significant part of the design, design development, documentation and design coordination, as well as construction.

Provide details of all **DESIGN & CONSTRUCT** contracts currently under construction or completed in the last two years. Also indicate the details of **DESIGN & CONSTRUCT contracts** recently awarded where construction has not yet commenced.

Project Description	Location	Client Organisation	Client's Contact Person Phone
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	Target Construction Sum (in \$,000)	Contract Duration (weeks) with Percent Completed to date	Date of Actual Completion or Anticipated Completion
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Attach additional pages if required.

SCHEDULE C: EXPERIENCE – MANAGING CONTRACTOR - The Managing Contractor may be engaged on a project brief, to commission, manage and accept responsibility for consultants that design the works and subcontractors that construct the works. The Principal may also engage a project manager or project director to manage the Managing Contractor contract and to support and advise the Principal. A Managing Contractor contract usually involves the payment of actual reasonable costs (up to a guaranteed or targeted construction sum(s), where agreed for construction work, or a guaranteed price for all the work) plus fees. (The Principal refers to the client who awards the contract.)

Provide details of all **MANAGING CONTRACTOR** contracts currently under construction or completed in the last two years. Also indicate the details of **MANAGING CONTRACTOR** contracts recently awarded where construction has not yet commenced.

Project Description	Location	Client Organisation	Client's Contact Person Phone
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Project Description (as above)	Target Construction Sum (in \$,000)	Contract Duration (weeks) with Percent Completed to date	Date of Actual Completion or Anticipated Completion
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Attach additional pages if required.

SCHEDULE D: EXPERIENCE – DESIGN, CONSTRUCT & MAINTAIN

The Contractor is provided with a project brief, generally including some concept design and the quality and performance requirements of the asset are specified. The Contractor is responsible for the preparation or completion of the concept design, development of the design, preparation of construction documentation, construction of the asset and maintenance for a specified period (say 10 years). Asset condition monitoring indicators are specified, by which the performance of the completed asset will be measured during the maintenance period.

Provide details of all **DESIGN, CONSTRUCT & MAINTAIN** contracts currently under construction or completed in the last two years. Also indicate the details of **DESIGN, CONSTRUCT & MAINTAIN** contracts recently awarded where construction has not yet commenced.

Project Description		Location		Client Organisation		Client's Contact Person Phone
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Project Description (as above)	Target Construction Sum (in \$,000)	Contract Duration (weeks) with Percent Completed to date	Date of Actual Completion or Anticipated Completion
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Attach additional pages if required.

SCHEDULE E: EXPERIENCE – RELATIONSHIP

These include early contractor (or tenderer) involvement (ECI). ECI enables the Principal to work with a Contractor to better identify and allocate risks prior to or as part of a tender process to establish a fixed price. It enables the Contractors to commence the pricing phase with a full understanding of the contract requirements. It also enables the Principal to monitor contractor performance against KPIs and effectively work with the Contractor to resolve issues in advance settling the price, time and other parameters of the contract. ECI is an effective early component of any the above contracting strategies aligned with cooperative contracting. (The Principal refers to the client who awards the contract.)

Provide details of all **RELATIONSHIP** contracts currently under construction or completed in the last three years. Also indicate the details of **RELATIONSHIP** contracts recently awarded where construction has not yet commenced.

Project Description	Location	Client Organisation	Client's Contact Person Phone
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Project Description (as above)	Target Construction Sum (in \$,000)	Contract Duration (weeks) with Percent Completed to date	Date of Actual Completion or Anticipated Completion
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Attach additional pages if required.

7. Financial Capacity

GENERAL INSTRUCTIONS:

* Note: The ACT Government's financial assessor will make contact with the applicant **after** the applicant's application has been received by the Territory.

The information submitted pursuant to this section will remain confidential. The Applicant's financial information must be audited by a suitably qualified accountant.** If the financial information is not audited then a Compilation Report from a suitably qualified accountant must be provided. The signed Audit Report or Compilation Report, which must include the full name, qualifications, company and signature of the accountant, must be included with the financial information.

The cost of the initial financial assessment will be borne by the ACT Government. However, at the ACT Government's discretion, the Applicant may be requested to cover the cost of any additional or follow-up assessments, including assessments in support of a prequalified contractor's request for an upgrade of financial levels during the prequalification period.

**Note: A suitably qualified accountant is an accountant who is qualified as a Certified Practicing Accountant, Chartered Accountant or Professional National Accountant within the Australian accounting profession.

Requirements for Different Types of Applicants

There are a variety of legal entities that can submit Applications for prequalification. These include companies and joint ventures.

The Applicant must fully describe the form of legal entity under which it operates. The nature of the entity will influence the financial information that the Applicant is required to submit.

1. Single companies

No additional requirements.

2. Company within a consolidated group

The Application must clearly identify which company within the group is applying for prequalification. That company will be assessed in its own right, based on its individual financial statements and any additional information that may be requested.

Where specifically allowed by the Assessing Agency, a subsidiary company may submit audited financial statements for the parent company (or guaranteeing entity) for assessment together with an acceptable Deed of Company Guarantee or an undertaking to be jointly and severally liable.

In considering Applications from related companies or entities, the Assessing Agency reserves the right to examine the resources of any parent or related company/ies or entity/ies if considered warranted.

3. Joint ventures

The Assessing Agency will consider Applications for prequalification from joint ventures. Joint ventures may be either incorporated or unincorporated. Incorporated joint ventures will be assessed as legal entities in their own right. Where prequalification of unincorporated joint ventures is allowed, the joint ventures will be assessed on a case-by-case basis including a separate assessment of each joint venture party. A copy of the proposed joint venture agreement is to be included with all Applications for joint venture prequalification.

The following information will be required to be submitted to the ACT Government's external financial assessor once we have received your Application. The external financial assessor will contact you directly for this information, **DO NOT** submit to our office.

A	Audited annual report/financial statements for the last three years
B	Details of any overdraft facilities available.
C	Details of any bank guarantee facilities available.
D	Details of other bank funding facilities available.
E	Names of major trade creditors.

Details of any other information that has the potential to materially affect the financial position of the Applicant must be provided with the Application.

Capacity to borrow / Current bank facilities

Provide name of bank and contact details of Bank Manager.

Additional information

Additional financial information may be requested of an Applicant prior to any contract award.

8. External Client Referee Reports

1) Company letterhead to be inserted / used (here)

EXTERNAL CLIENT REFEREE REPORT ON THE CONTRACTOR'S PERFORMANCE

GUIDE NOTE:

The client is to insert the company letterhead details and logo electronically or, print covering page on the letterhead of the reporting company or organisation. Each page of the original of the document is to be signed. The person completing and signing this document should be a person holding an appropriately senior position that authorises them to report on behalf of the company or organisation.

1. Please return the completed, original pages to the Contractor who has made the request for this report.

1.1) Contractor name			
1.2) Referees name provided by		1.3) Phone	
1.4) Project name / description			
1.5) Site location / address			
1.6) Intended function, purpose, use (of completed project)			
1.7) Detailed description of work conducted by contractor			
1.8) Design work conducted by contractor (if applicable)			
1.9) Contract price		1.10) Contract completion date	

2. Two probity-related questions are asked regarding the Contractor and your company

2.1) Has anyone influenced or tried to influence you or the organisation in regard to the preparation of this Client Referee Report?
(tick the checked box)

Yes

No

2.2) Does your company conduct any business or trade with the Applicant's company: (tick the check box)

At the present time?

Since the project was completed?

Will do so in the near future?

3) The following questions are about the Contractor and the Contractor's performance on the above-mentioned project. Please mark the box that corresponds with your rating. The rating options to be used for the questions are:

U = Unsatisfactory **M** = Marginal **A** = Acceptable **G** = Good **S** = Superior

Contractor's Performance'	U	M	A	G	S
3.1) Project Management (Time) Ability to keep the project on time. To achieve milestones in the time planned. To overcome delays from inclement weather or external sources					
3.2) Project Management (Human Resources) Ability to engage and retain sufficient numbers of staff as well as appropriately qualified / experienced staff for the project					
3.3) Project Management (Subcontractors and suppliers to the project) Ability to manage both on-site and off-site subcontractors. Ability to effectively coordinate trade groups on the site. Ability to manage suppliers to the project					
3.4) Project Management (Documentation) Ability to maintain proper records of the project. Ability to submit claims for payment with the correct supporting evidence. Ability to request further information, drawings and reports in a timely manner					
3.5) Co-operation Level Ability to develop and maintain co-operative relationships between key stakeholders to the contract. Their ability to promptly inform key stakeholders of matters likely to affect the time, or cost or quality and / or workplace safety of the site					
3.6) Management of Worksite Safety Ability to establish and maintain a worksite safety system that minimised the exposure of site workers and others persons to injury or harm. Ability to control sub-contractors to ensure that they did the same					

Contractor's Performance	U	M	A	G	S
3.7) Management of Site Industrial Relations Ability to properly and effectively manage industrial relations matters. Ability to maintain a reasonable level of harmony on the site					
3.8) Management of Environmental Preservation Matters Ability to take proper measures to control any damage, harm or threats to the environment					
3.9) Quality of the Finished Product Ability to provide the correct quality of the finished product as set down in the specification. Ability to accept responsibility for defects and to fix them in a timely manner					
3.10) Quality Assurance System The level of compliance with the required Quality Assurance Standard. Their ability to provide in a professional and timely manner the information, evidence and records in document form you needed as a client					
3.11) Design Documents – if the job was Design & Construct or DD&C (otherwise N/A) The adequacy of their documentation in meeting the requirements of the contract					
3.12) Maintenance - if the job was DCM (otherwise N/A) The adequacy of maintenance in meeting the requirements of the contract					

The rating options are: U = Unsatisfactory M = Marginal A = Acceptable G = Good S = Superior

4) General comments regarding the firm's performance on the project:

Referee Details

4.1) Company or organisation name			
4.2) Your current position title			
4.3) Your role during the construction			
4.4) Office phone			
4.5) Mobile			
4.6) Email			
4.7) Signature		4.8) Date	
4.9) Name (please print)			

Thank you for your participation in this activity.

ACT Jurisdictional Specific Requirements

1. Compliance with the Code - The Applicant's Declaration to be submitted by you contains a statement regarding compliance with the Code.
2. Secure Local Jobs Code - Applicants will be required to hold a Secure Local Jobs Code (SLJC) Certificate issued in accordance with the SLJC Strategy prior to being granted Prequalification.
Information on how Applicants can apply for a SLJC certificate:

<https://www.procurement.act.gov.au/supplying-to-act-government/securelocaljobs>

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

Certificate Provided	Expiry Date
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3. Work Health and Safety - In assessing your Application the Territory will consider the information you supply in your Applicant's Declaration referable to your work health and safety record, your performance and points status (if any) under the WHS Active Certification Policy and your ACT Worksafe records.

4. 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.

Evidence of Registration with Long Service Leave provided	Yes
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9. Additional Details

The following information is to be provided: Items are to be attached to the application as tabulated below.

Item	ITEMS TO BE ATTACHED:	Attached
	<p>Legal identity:</p> <p>A copy of the Applicant's ASIC Certificate of Registration must be provided where the Applicant is a company.</p>	
	<p>Quality Management System (QMS)</p> <p>The Applicant must have a currently certified (third party) QMS to AS/NZS SO 9001:2008. Evidence of third party certification of the Applicant's QMS must be attached.</p>	
	<p>OHS Management System (OHS):</p> <p>The Applicant must have:</p> <p>(a) a currently certified (third party) OHSMS to ISO 45001, or;</p> <p>(b) accreditation under the Australian Government Building and Construction OHS Accreditation Scheme (FSC Accreditation).</p> <p>Evidence of third party certification of the Applicant's OHSMS or FSC Accreditation (as applicable) must be attached.</p>	
	<p>Environmental Management System (EMS):</p> <p>The Applicant must have a currently certified (third party) EMS to AS/NZS ISO 14001:2004. Evidence of third party certification of the Applicant's EMS must be attached.</p>	

The Australian Government Building and Construction OH&S Accreditation Scheme (the Scheme) and the implications for undertaking contracts for the Participating Agency. The Scheme applies to contracts that are indirectly funded by the Australian Government, where the Australian Government contribution is at least \$5 million and represents at least 50% of the total construction value; or where the Australian Government contribution is \$10 million or more, irrespective of the proportion of Australian Government funding.

10. Submitting the Application

Applications must be signed and should include a covering letter on company letterhead including the following paragraph:

In submitting this application for NPS for prequalification, we certify that the information in this application is true and correct and fully complies with the requirements in the NPS Guidelines and NPS Application Form. The Applicant undertakes to comply with the Assessing Agency's local tender eligibility requirements. The Applicant also authorises any Participating Agency to gather, monitor, assess, and communicate to other Participating Agencies information about the Applicant's financial position and its performance for the purposes of administering the jurisdictional roles and obligations under the NPS.

By submitting this application we also authorize the ACT Government to provide to any Territory, State or Commonwealth government agency (including any regulatory or law enforcement body, which includes, without limitation, work safety regulatory agencies, such as WorkSafe ACT as evidence to the Applicant's consent to allow that agency to release information as requested by the Participating Authority to any Territory, State or Commonwealth government agency.

The letter must be signed by the Applicant's authorised representative as follows:

Name:

Signed:

Name:

Position:

Date:

Applications should consist of all documentation outlined in this NPS Application Form, together with any other supporting technical or financial information.

Applicants are encouraged to submit the Application via email to MPCPrequalification@act.gov.au

Emails to 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.

Applications cannot be submitted via facsimile.

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)*.
- 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 12 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 13 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 14 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 15 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 – 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.

APPLICANT'S DECLARATION / STATUTORY 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”.
- i. **“Territory”** means: when used in a geographical sense, the Australian Capital Territory; and
- ii. 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:
 - i. *Work Safety Act 2008* (ACT);
 - ii. *Work Health and Safety Act 2011* (ACT);
 - iii. any Regulations and instruments made or issued under the above Acts;
 - iv. any laws which vary or replace the above laws, or any part of them;
 - v. all other laws applicable in the Australian Capital Territory which deal with matters relating to work health and safety; and
 - vi. 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.
 - Applicants will be required to hold a Secure Local Jobs Code (SLJC) Certificate issued in accordance with the SLJC Strategy prior to being granted Prequalification. Information on how Applicants can apply for a SLJC certificate is available at [:](#)

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

7. 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.
8. By submitting an Application (and while prequalified, if prequalification is granted to the Applicant) the Applicant authorises the Territory to:
 - i. 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);
 - ii. 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);
 - iii. 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;
 - iv. .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;
 - v. Provide the name of the Applicant to Unions ACT; and
 - vi. 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.

9. 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.
10. 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.”]

11. 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 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.*

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

Appendix A: Document Attachment Check List

The following Items are to be attached to the application as tabulated below.

ITEMS TO BE ATTACHED	
4. Company Profile	
Organisational Chart	Attached
5. Financial Capacity	
Deed of Company Guarantee (where applicable)	Attached
	Not applicable
Copy of proposed joint venture agreement (where applicable)	Attached
	Not applicable
Signed Audit Report/Financial Statements for the last three years	Attached
Details of any overdraft facilities available	Attached
Details of any bank funding facilities available	Attached
Details of other bank funding facilities available	Attached
Item 8 Names of major trade creditors	Attached
6. Company Experience	
Evidence of earlier relevant experience	Attached

7. Technical Capacity

Contractor Performance Reports (External)	Attached
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8. External Client Referee Reports

External Client Referee Reports (External)	Attached
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Copy of applicants ASIC Certificate of Registration (where Applicant is a Company)	Attached
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Certification of Quality Management System (QMS)	Attached
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Certification of Occupational Health and Safety Management System (OHS)	Attached
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Certification of Environmental Management System (EMS)	Attached
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10 Submitting the Application

Covering Letter Attached	Attached
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Completed and signed Application form including Statutory Declarations	Attached
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