



ACT
Government

Major Projects Canberra

ACT GOVERNMENT PREQUALIFICATION SCHEME FOR CONSTRUCTION INDUSTRY CONSULTANTS

APPLICATION

Please return completed application to:

Infrastructure Delivery Partners, Prequalification
(PO Box 158 Canberra City, ACT, 2602)
Level 3, Pod A3, 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 preferred.

When preparing the application, please separately save each document as a pdf file.

When saving pdf files please save with a suitably descriptive title. Eg "Prof Indem Ins or Pub Liab Ins"

Emails to MPCprequalification@act.gov.au 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

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Information for Applicants

(a) ACT Government Prequalification Scheme for Construction Industry Contractors

Applicants should, prior to completing this application form, read the 'Construction Industry Consultants – Policy and Guidelines for Applicants (**Guidelines**) referable to the 'ACT Government Prequalification Scheme for Construction Industry Contractors' (**Scheme**) available at: <https://www.act.gov.au/majorprojectscanberra/prequalification/applying-for-act-prequalification> Words and phrases defined in the Guidelines have the same meaning in this application form unless a contrary intention is expressed.

(b) Checklist

An Application Checklist for Consultants (Checklist) has been included in this application package. You should submit the completed checklist with your application to ensure you have provided all necessary information to enable the initial consideration of your application. An assessment of your financial capacity will occur separately.

(c) Associated Declarations

In addition to providing this completed application form, the Checklist and all supporting documentation, Applicants must provide a completed Ethical Suppliers Declaration attached to this application. Applicants should read and consider the Instructions for completion which accompany the Ethical Suppliers Declaration, prior to signing the same.

(d) Newly formed companies

Newly-formed companies are unlikely to be in a position to provide details of any significant past experience or financial capacity. As such, Applicants with a trading history of less than three years will generally not be accepted.

(e) Incorporated joint ventures

An incorporated joint venture (JV) must meet the criteria for prequalification in its own right and provide a copy of the joint venture agreement. Where a newly-formed JV may have difficulty satisfying some of the criteria referable to financial capacity, the same principles regarding newly-formed companies may apply.

(f) Unincorporated joint ventures

An unincorporated joint venture may comprise separate legal entities coming together and combining strengths for the purpose of undertaking specific projects. An unincorporated

joint venture is not an entity in its own right and operates under a contractual arrangement between the joint venture parties. The unincorporated joint venture arrangement will need to be assessed in addition to other criteria. Applications will need to include a copy of the joint venture agreement and the structure of the joint venture for consideration.

(g) Condition of Tender information

The holding of prequalification under the Scheme may be a prerequisite required by the Territory to enable a Consultant to participate in a Procurement Process. It may be a condition of Tender that a consultant maintain its prequalification status under the Scheme during the term of award of contract following a Procurement Process.

Nature of Application

Indicate whether this is a new Application, a renewal or an Application for an upgrade of prequalification categories and work choices (please tick):

New Application

Renewal Application

Additional Categories

Company Details

| | | |
|---|--|-----------------|
| a | Name of the company or entity under which this Application is being made and under which tenders will be submitted | |
| b | Trading name (if different) | |
| c | Type of Entity | Public Company |
| | | Private Company |
| | | Individual |
| | | Joint Venture |
| | | Trust / Trustee |

| | | |
|---|--|--|
| 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 | Contact Name for Prequalification purposes | |
| l | Telephone number | |
| m | Email address | |
| n | Website address | |

Notes

Trusts

- Applications from trust structured entities will be considered for the ACT Government Prequalification Scheme for Construction Industry Consultants.
- Trustee companies will only be awarded prequalification based on assessments of the accounts of the trust.

If applicable, trust structured entities are therefore required to disclose particulars of the Trustee Company and distributions to beneficiaries.

Condition of Tender

Please note that prequalification is a Condition of Tender and therefore must be maintained during the life of any contract issued to a provider as a result of that Tender / Expression of Interest / Request for Offer.

Organisational Structure

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

Organisational chart attached (please tick to confirm)

Stability of Organisation

(a) Provide in tabular form the following information:

| | Local State/Territory | Nationally | Internationally |
|-------------------------------|-----------------------|------------|-----------------|
| Years under current structure | | | |
| Years under current ownership | | | |

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

| | | | |
|--------------------------------|------------------------|------------|-----------------|
| Years under Previous ownership | Local State /Territory | Nationally | Internationally |
| | | | |

Categories of Work

The Consultant is to identify all categories which they wish to be considered for prequalification.

| Work Code | Descriptor | √ required Code |
|-----------------|---|-----------------|
| CA/C-CA | Consultant - Architectural Services with Construction Contract Administration – includes CA | |
| CA | Consultant - Architectural Design Services consisting of Design and Documentation | |
| CE/C-CA | Consultant - Engineering Services with Construction Contract Administration – includes CE | |
| CE | Consultant - Engineering Design Services consisting of Design and Documentation | |
| CES/C-CA | Consultant – Structural engineering services with Construction Contract Administration – includes CES | |
| CES | Consultant – Structural engineering design services consisting of Design and Documentation | |

| | |
|-----------------|--|
| CEC/C-CA | Consultant – Civil engineering services with Construction Contract Administration – includes CEC |
| CEC | Consultant – Civil engineering design services consisting of Design and Documentation |
| CEV/C-CA | Consultant - Environmental Engineering Services with Construction Contract Administration – includes CEV |
| CEV | Consultant - Environmental Design Services consisting of Design and Documentation |
| CLA/C-CA | Consultant - Landscape Architectural Services with Construction Contract Administration – includes CLA |
| CLA | Consultant - Landscape Architectural Design Services consisting of Design and Documentation |
| CQS | Consultant - Quantity Surveying Services |
| CS | Consultant - Study Services (not associated with detailed design) |
| C-CA | Consultant - Construction Administrator with Superintendence (Contract Administration) |

Prequalification Assessment Criteria - Technical capacity

The technical capacity of the Applicant will be assessed in considering this Application.

Technical Capacity - Experience and Capability / Past Performance / Teams / Licences/ Professional qualifications

Compliance involves the Applicant demonstrating, to the satisfaction of the Territory, previous experience and capability relevant to the proposed Category for which the Applicant is seeking prequalification.

To meet the requirements of this criterion the Applicant must provide, for the assessment by the Territory, information on areas of work that include: expertise or specialisation, past

experience, staffing levels, management and administration capabilities including the use of contractors, sub-consultants, plant and equipment and computer aided design capability or resources.

Applicants must provide evidence of appropriate technical qualifications e.g. University Degree Certificates etc., including current licences to practice in the Australian Capital Territory as part of this Application.

Applicants should refer to **Table 2** in the 'Consultant Guidelines' at <https://www.act.gov.au/majorprojectscanberra/prequalification/applying-for-act-prequalification> which outlines the qualifications and licensing requirements Applicants for prequalification will need to satisfy in respect of each Category.

Experience and Capability / Past Performance

List 3 to 5 relevant projects verifying the Prequalification categories being sought, you have undertaken as the head contractor in the last 36 months. Please do not use projects previously submitted for assessment.

Use the table below for the minimum information required.

Project 1

Project Name

Prequalification Category if applicable

Client contact name and phone number

Location of project

**Contractor
administrator/superintendent/principal's
representative contact names and details**

Description of project and delivery methodology

Details of Services provided by the Applicant for this project

Special features of project (if any) such as complex project management

Form of Contract (AS2124, MW21 etc) for the Project

Total Project Value

Consultant Fee value and form of engagement

Total Project Budget

Start date

Date of completion

Or OnGoing

Original contract period (weeks)

Names of your key operational personnel employed on the contract, and what was their role on the project

Names of subcontractors / sub consultants used

A detailed description outline why this project is relevant to the Prequalification Category(ies) sought

Referee contact details

Project 2

Project Name

Prequalification Category if applicable

Client contact name and phone number

Location of project

**Contractor
administrator/superintendent/principal's
representative contact names and details**

**Description of project and delivery
methodology**

**Details of Services provided by the
Applicant for this project**

**Special features of project (if any) such as
complex project management**

Form of Contract (AS2124, MW21 etc) for the Project

Total Project Value

Consultant Fee value and form of engagement

Total Project Budget

Start date

Date of completion

Or OnGoing

Original contract period (weeks)

Names of your key operational personnel employed on the contract, and what was their role on the project

Names of subcontractors / sub consultants used

A detailed description outline why this project is relevant to the Prequalification Category(ies) sought

Referee contact details

Project 3

Project Name

Prequalification Category if applicable

Client contact name and phone number

Location of project

**Contractor
administrator/superintendent/principal's
representative contact names and details**

Description of project and delivery methodology

Details of Services provided by the Applicant for this project

Special features of project (if any) such as complex project management

Form of Contract (AS2124, MW21 etc) for the Project

Total Project Value

Consultant Fee value and form of engagement

Total Project Budget

Start date

Date of completion

Or OnGoing

Original contract period (weeks)

Names of your key operational personnel employed on the contract, and what was their role on the project

Names of subcontractors / sub consultants used

A detailed description outline why this project is relevant to the Prequalification Category(ies) sought

Referee contact details

Project 4

Project Name

Prequalification Category if applicable

Client contact name and phone number

Location of project

**Contractor
administrator/superintendent/principal's
representative contact names and details**

**Description of project and delivery
methodology**

**Details of Services provided by the
Applicant for this project**

**Special features of project (if any) such as
complex project management**

Form of Contract (AS2124, MW21 etc) for the Project

Total Project Value

Consultant Fee value and form of engagement

Total Project Budget

Start date

Date of completion

Or OnGoing

Original contract period (weeks)

Names of your key operational personnel employed on the contract, and what was their role on the project

Names of subcontractors / sub consultants used

A detailed description outline why this project is relevant to the Prequalification Category(ies) sought

Referee contact details

Project 5

Project Name

Prequalification Category if applicable

Client contact name and phone number

Location of project

**Contractor
administrator/superintendent/principal's
representative contact names and details**

**Description of project and delivery
methodology**

**Details of Services provided by the
Applicant for this project**

**Special features of project (if any) such as
complex project management**

**Form of Contract (AS2124, MW21 etc) for
the Project**

Total Project Value

Consultant Fee value and form of engagement

Total Project Budget

Start date

Date of completion

Or OnGoing

Original contract period (weeks)

Names of your key operational personnel employed on the contract, and what was their role on the project

Names of subcontractors / sub consultants used

A detailed description outline why this project is relevant to the Prequalification Category(ies) sought

Referee contact details

GUIDE NOTE:

Demonstration that the Applicant has been successfully operating under its current structure and ownership for three years, especially in the Territory and within Australia, provides confidence that the Applicant is stable.

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 and details of previous experience
- i. names of previous employers.

Senior Management

Provide the names of directors, senior managers and all qualified personnel and a resume for each such person nominated.

| NAME | POSITION | Resume Provided - Yes |
|------|----------|-----------------------|
|------|----------|-----------------------|

| NAME | POSITION | Resume Provided - Yes |
|------|----------|-----------------------|
|------|----------|-----------------------|

Financial Capacity

The following information applies to Applicants seeking prequalification to the ACT Government Prequalification Scheme for Construction Industry Consultants .

(Refer also to **page 9** of the “Consultant Guidelines” document)

Applicants will be required to provide the Territory’s external assessor with their financial information. Upon receipt of this prequalification application the external assessor will contact the Applicant and the appropriate forms will be forwarded to the Applicant for completion.

The external assessor may contact you to discuss the financial assessment information provided in greater detail.

Insurances

Insurances (including Workers’ Compensation) relevant to the type of work undertaken is also a mandatory requirement for Prequalification status. Please attach certificates of currency for the following:

Professional Indemnity (of minimum \$5m per claim);

Public Liability (of minimum \$20m per claim).

Workers’ Compensation is also a mandatory requirement.
These levels may vary with the services offered in an individual Procurement Process.

Professional Indemnity – minimum \$5 mil

Insurer

Sum Insured

Expiry Date

Public Liability – min \$20 mil

Insurer

Sum Insured

Expiry Date

Workers Compensation

Insurer

No. of
Workers
Covered

Expiry Date

Business Management Systems

(Quality/Occupational Health Safety & Rehabilitation/Environmental Systems)

- a) Provide evidence of third party certification, which is to include a copy of the certificate and any associated schedule/s. 3rd Party Accreditation must be accredited, to the relevant standard, accredited Auditor, by an International Accreditation Forum Member - (this can be verified at: <https://iaf.nu/en/association-members/> - “Accreditation Bodies”); or
- b) Where ACT Government second party certification has been recommended or achieved prior to submission of this application, provide the most recent audit report rendered by an accredited senior auditor.
- Refer **Table 2**, page 21 of the “Consultant Guidelines” document for full details of Certification requirements.

A list of ACT Government Accredited Senior Auditors, one of whom must be used for any second party audit is available on our web site at:

<https://www.act.gov.au/majorprojectscanberra/prequalification/prequalification-and-supplier-lists>

A copy of the audit report is to be provided at application time.

Consent to Share Information

Information submitted will not be disclosed for a purpose other than the purpose for which the information was provided. Part or all of the information contained on the Prequalification Certificate will be made publicly available.

Applicants acknowledge in submitting and signing this Application that all information pertaining to it may be shared with Territory and other government agencies for the purposes of assessing their suitability for prequalification under the ACT Government Prequalification Scheme for Construction Industry Consultants.

Applicants further acknowledge that once prequalified, a prequalified supplier’s details, including details of its performance or contracts awarded, may be shared with Territory and other government agencies for the purpose of monitoring contract performance and to determine continued eligibility for prequalification.

By submitting this prequalification application the Applicant authorises the Territory to provide 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 any Territory, State or Commonwealth government agency.

COMPANY NAME:

NAME OF AUTHORISED
PERSON ON BEHALF OF
APPLICANT:

POSITION OF AUTHORISED
SIGNATORY

SIGNATURE

DATE

APPLICATION CHECKLIST FOR CONSULTANTS

Please tick the boxes to ensure all aspects of your application are complete

Applicant Details Complete

Identified Category(ies) of Work

Technical Capacity – Experience and capability

Technical Capacity – Qualifications & Licences

Resumes – in terms of Guide Notes

Insurances (copies attached)

Quality Assurance, Occupational Health, Safety
and Environmental Management Systems

Consent to Share Information

Statutory Declaration in relation to Ethical
Suppliers

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 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.
5. 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.
6. 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"]

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

True (delete 7A and initial)

Not true (answer 7A)

N/A No Employees (delete 7A)

- 7A. The Applicant has not complied with the following Industrial Instruments in the following respects.

[Insert full details]

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

True (delete 8A and initial)

Not true (answer 8A)

N/A No Employees (delete 8A)

- 8A. The Applicant has not complied with the following Prescribed Legislation.

[Insert Full Details of the failure to comply with Prescribed Legislation]

9. 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 9A and initial)

Not true (answer 9A)

N/A No Employees (delete 9A)

- 9A. 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]

10. 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 10A and initial)

Not true (answer 10A)

N/A No Employees (delete 10A)

- 10A. 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]

11. 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 11 and initial)

Not true (answer 11A)

N/A No Employees (delete 11A)

- 11A. 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]

12. 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 12 and initial)

Not true (answer 12A)

N/A No Employees (delete 12A)

12A. There have been the following Adverse Rulings under the Prescribed Legislation against the Applicant:

[Set out Full Details of Adverse Rulings]

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

True (delete 13 and initial)

Not true (answer 13A)

N/A No Employees (delete 13A)

13A. 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]

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

True (delete 14 and initial)

Not true (answer 14A)

N/A No Employees (delete 14A)

14A. 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]

15. 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.