



BMD

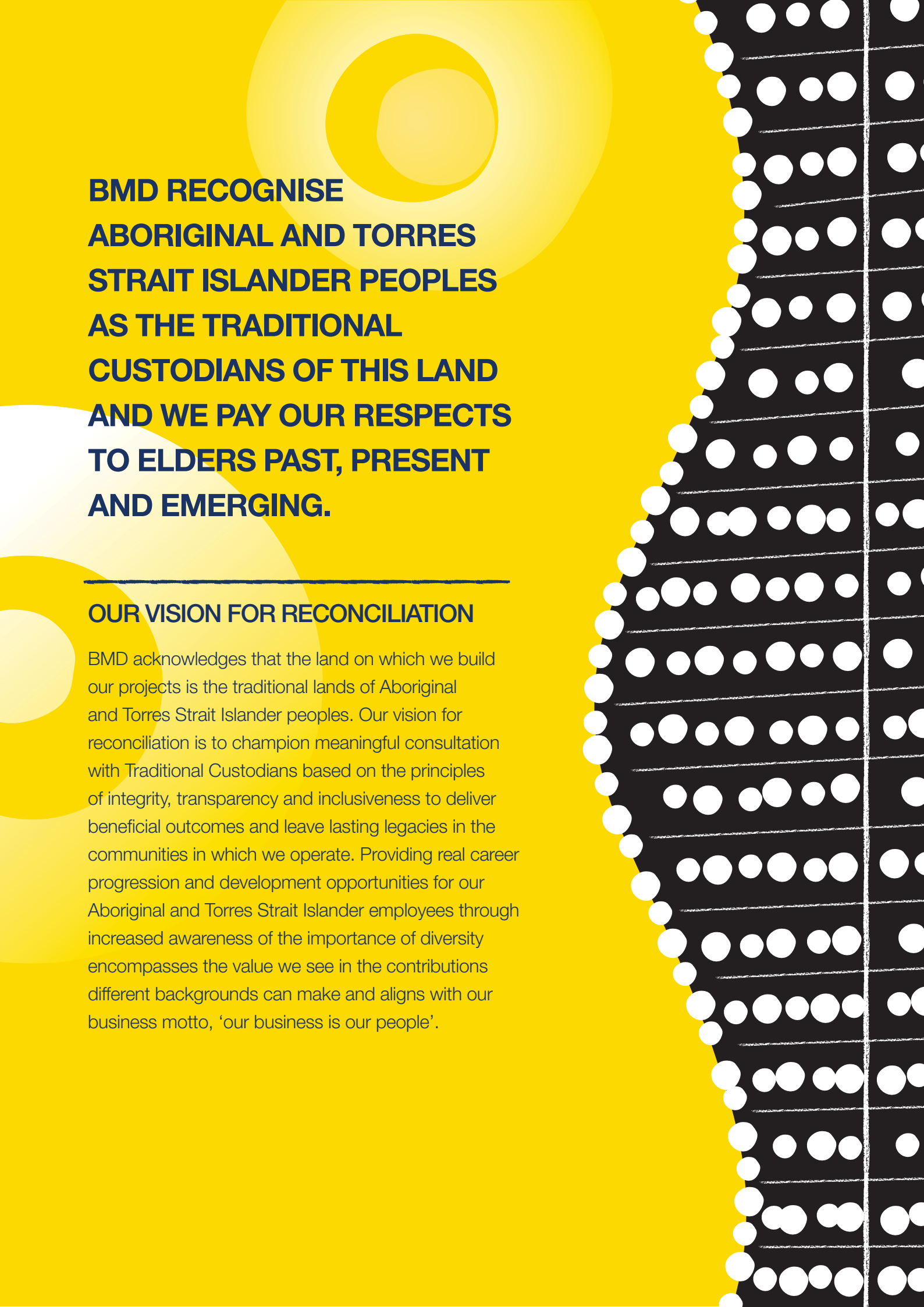
TENDER RESPONSE - NWCB SECURE LOCAL JOBS CODE

Jacka 2, Stage 1A - Civil Engineering and Landscape Works

Submission to: Suburban Land Agency

RFT No.: SLA1627

October 2022



**BMD RECOGNISE
ABORIGINAL AND TORRES
STRAIT ISLANDER PEOPLES
AS THE TRADITIONAL
CUSTODIANS OF THIS LAND
AND WE PAY OUR RESPECTS
TO ELDERS PAST, PRESENT
AND EMERGING.**

OUR VISION FOR RECONCILIATION

BMD acknowledges that the land on which we build our projects is the traditional lands of Aboriginal and Torres Strait Islander peoples. Our vision for reconciliation is to champion meaningful consultation with Traditional Custodians based on the principles of integrity, transparency and inclusiveness to deliver beneficial outcomes and leave lasting legacies in the communities in which we operate. Providing real career progression and development opportunities for our Aboriginal and Torres Strait Islander employees through increased awareness of the importance of diversity encompasses the value we see in the contributions different backgrounds can make and aligns with our business motto, 'our business is our people'.



Non-Weighted Assessment Criteria

Part B: Secure Local Jobs Code

Non-Weighted Assessment Criteria

Part B: Secure Local Jobs Code

NWC1 - Labour Relations, Training and Workplace Equity Plan

Non-Weighted Assessment Criteria	Score
<p>Content of Labour Relations, Training and Workplace Equity (LRTWE) Plan</p> <p>The Territory (SLJC Branch) will assess the extent to which the Tenderer’s Labour Relations, Training and Workplace Equity Plan (Plan) demonstrates how the business will support employment security, health and wellbeing, diversity, and career development for workers, as well as previous compliance with the Code and Plans (where applicable). The Plan must have been developed in consultation with the business’s employees and include a statement about how this has been done.</p> <p><i>Workplace Equity Plan, as a stand-alone document and complete submission. The Labour Relations, Training and Workplace Equity Plan should not reference any other part of a Tenderers submission and should be self-contained.</i></p> <p>For further information see: https://www.procurement.act.gov.au/supplying-to-act-government/securelocaljobs</p>	<p>0-10</p>
<p>Please refer overleaf for our completed plan.</p>	



NWC1

Labour Relations, Training and Workplace
Equity (LRTWE) Plan



Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than 5 million

March 2022

Important note

This template is for the Labour Relations, Training and Workplace Equity Plan. This Plan is an assessment criteria in the ACT Government's procurement process. Information you enter must be able to be verified. Where possible quantify items in your statements.

If your business is successful in winning this procurement, your compliance with this Plan is evaluated as part of the final contract performance evaluation. The evaluation can be considered as part of your future procurement submissions.

The Labour Relations, Training and Workplace Equity Plan is a requirement under the *Government Procurement Act 2001* Part 2B Secure Local Jobs Code. For more information visit procurement.act.gov.au

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

Consultation with staff and their representatives

The Government Procurement Regulation 2007 states that this Plan must be developed in consultation with your employees and include a statement on how this was done.

Respondents are required to demonstrate how consultation was undertaken with your employees on the development of this plan and provide evidence on how this was done

Failure to demonstrate consultation with staff may result in your response being assessed as non-compliant and excluded from evaluation

Describe how you consulted with your employees on this Plan and provide evidence on how this was done.

See Guidance note 1 and 2

In developing our response to this Plan, BMD brought together an internal working group, including our National Operations Manager, Construction Manager for ACT, National Group Systems Manager and National Group Proposals Manager.

BMD has had a consistent flow of project work within the Canberra region. Since establishing our regional presence in 2006, the teams have established solid relationships with local subcontractors and suppliers and support a current staff workforce of 27 FTE. We complete these LRTWEP's on a regular basis, we are committed to providing ongoing opportunities to our local subcontractors, suppliers and our ACT based staff and workforce and will continue to communicate with to them in the ongoing development of these plans.

Guidance note:

1. Consultation can include with eligible unions or relevant staff representatives.
2. Evidence can include meeting minutes, briefing records, or toolbox talk records.

Declaration

I am a duly authorised officer of

BMD CONSTRUCTIONS PTY LTD

(Business Name)

I am familiar with the principles and objectives of the Secure Local Jobs Code and the responsibilities under it. If awarded the contract the business will:

- ▶ note that the Territory reserves the right to negotiate and/or clarify commitments in this Labour Relations, Training and Workplace Equity Plan before finalising the contract
- ▶ meet the commitments in this or an amended Labour Relations, Training and Workplace Equity Plan (as agreed by the Territory)
- ▶ attend any meeting scheduled by the Territory to review progress implementing commitments in this or an amended Labour Relations, Training and Workplace Equity Plan (as agreed by the Territory)
- ▶ report to the Territory on the business' performance implementing its commitments set out in this or an amended Labour Relations, Training and Workplace Equity Plan (as agreed by the Territory) quarterly during the term of the contract.

Signature

Date

05/10/2022

Name

Dale Byrne

Position

Construction Manager - ACT

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

Tender and business information

Tender* title	Jacka 2, Stage 1A		
Tender number	SLA1627		
Responsible Territory Entity / Directorate	Suburban Land Agency		
Legal entity name	BMD Constructions Pty Ltd		
ABN	59 010 126 100		
Trading name	BMD Constructions Pty Ltd		
Business Project / Contact Person	Dale Byrne		
Tender* title	Jacka 2, Stage 1A		
Telephone		Email	@bmd.com.au

What is your physical presence in the ACT

(Select all that apply)

Head office	Branch office	Warehouse / Depot	Home office	Other	Nil
	✓			Specify:	
	2006				

When was this

How many full-time employees do you currently employ in the Canberra region?

BMD currently employs 27 FTE in the Canberra region.

Describe your existing relationships with other businesses in the Canberra region?

BMD has built and sustained relationships with other businesses in the Canberra region since 2006. Please refer to Attachment A.

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

A: Compliance with the Secure Local Jobs Code

Describe how your business will comply with its obligations under the Secure Local Jobs Code for the duration of the contract, including:

- ▶ getting and maintaining a Secure Local Jobs Code Certificate
- ▶ adhering to relevant laws, including industrial relations, employment and workplace safety
- ▶ promoting opportunity for job security and reducing the incidence of insecure work
- ▶ ensuring subcontractors and sub-subcontractors comply with the Code
- ▶ maintaining communication with the workforce throughout the project.

A1: Internal operations

Please refer to Attachment B, which details BMD's compliance and support of the Secure Local Jobs Code (SLJC).

A2: For subcontractors

See Guidance note 3

Please refer to Attachment B and Attachment C which details BMD's procedure for nominated subcontractors complying with the code. A copy of the declaration is also included, we require receipt of this declaration (signed) prior to the issue of subcontract agreements or works being undertaken.

We have recently reviewed and communicated these procedures to all staff.

Guidance note

- 3. Provide supporting evidence to demonstrate you have systems in place to only engage Code compliant subcontractors. For example, subcontractors engaged at any tier of the supply chain in connection with the territory-funded work must hold a valid Secure Local Jobs Code Certificate and comply with Code requirements.*

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

B: Systems of work

Describe how your business will incorporate compliance with the Secure Local Jobs Code into policies and systems of work.

B1: Internal operations
See *Guidance note 4*

Please refer to Attachment C - BMD's SLJC Procedure and Compliance Declaration.

BMD has established a SLJC procedure as part of our Business Management System (BMS). This procedure prescribes our compliance obligations, our management of requests for information, workplace inductions, workplace and employee representation, recognition of the right to collectively bargain, freedom of association, and our approach to ensuring subcontractor compliance.

Guidance note

4. This could include a policy or procedure covering obligations under the Code.

C: Understanding Secure Local Jobs Code obligations

Describe how your business will ensure directors, executive managers and employees understand obligations under the Secure Local Jobs Code.

C1: Internal operations
See *Guidance note 5*

Please refer to Attachment D which details BMD's implementation and communication procedures, as per our national BMS. Examples of previously conducted toolbox talks are also included.

Guidance note

5. This could include training plans, meeting minutes, or a policy or procedure covering directors, executive managers and employee obligations under the Secure Local Jobs Code.

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

D: Security of Employment

Describe how your business seeks to minimise insecure work arrangements. This includes:

- whether and how you will support transitioning employees from an existing contractor to your business if successful in this contract
- how you will minimise insecure work arrangements by your subcontractors.

See *Guidance note 6*

D1: Internal operations

Please refer to Attachment E for a summary of BMD's induction process, undertaken over a 6 month duration for all new employees. Company information/ history, support staff and contact details by category/department, completion of role specific training modules, and a general overview of BMD's National Business Systems to ensure employees transition into their role with east.

D2: Subcontractors or labour hire arrangements (if applicable)

BMD has a consistent flow of project work within the Canberra region. Since establishing our regional presence in 2006, the teams have established solid relationships with local subcontractors and suppliers. We are committed to providing ongoing opportunities to our subcontractors and will continue to communicate this to them.

Guidance note

6. *Examples of insecure work arrangements includes:*

- *temporary employment arrangements*
- *casual employment arrangements.*

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

E: Employees' health and wellbeing

Describe and provide evidence of how your business actively supports the physical and mental health of your employees, including activities that reduce the impact and incidence of impairment in the workplace.

E1: Internal operations

See *Guidance note 7*

Please refer to Attachment F which provides an overview of the many benefits and programs that employees have access to at BMD. BMD continually strives to promote the health and wellbeing of all employees and are also committed to providing support and assistance, both internally and also via the Employee Assistance Program (EAP) through our third-party provider, BeneStar.

Guidance note

7. This could include providing employees with access to an Employee Assistance Provider (EAP), workplace policy or procedure, drug and alcohol training, domestic violence training, access to rehabilitation and support services, safety and impairment awareness training, and other measures to support employee health and wellbeing.

F: Diversity in the workplace

Describe how your business strategies and processes to:

- support employment participation of Aboriginal and Torres Strait Islander people, women, people with disability and people from culturally and linguistically diverse backgrounds
- address barriers to employment or career development for people from these groups.

F1: Internal operations

See *Guidance note 8*

Please refer to Attachment G which details BMD's commitment to diversity in the workplace. Participation, engagement, awareness training and educating employees, will continue to be addressed across all regions.

Guidance note

8. Evidence could include workplace policy or procedures, targeted traineeships/apprenticeships, designated positions or roles, training or support for staff (i.e. literacy and numeracy training, cultural awareness policies or training, LGBTQI awareness policies or training, domestic violence awareness training or supported leave), and other action you have taken to remove barriers to employment and support career development.

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

G: Local employment first

Describe your business' strategies and processes to provide opportunities for people in the Canberra region to apply for and be offered employment for this contract before you recruit workers outside the region.

G1: Internal operations

The BMD HR team work closely with BMD's regional, construction and project managers to understand employment/candidacy requirements and the local Canberra employment market. Engaging talent from the Canberra Region is our top priority for our local operations, and we currently have 27 Canberra-based employees, including three trainees working in our local Canberra office.

Our internal strategies to ensure we are providing employment opportunities for local workers includes:

- incentivised Employee Referral Program
- local networks and partnerships with training, social employment and recruiters
- strategic posting on LinkedIn to target local Canberra-based workers
- geographic selection to target Canberra based residents using LinkedIn and SEEK for employment
- identifying and upskilling local talent so that they are qualified to apply for future local roles.

Describe what training opportunities you provide employees for career development and if this training is a recognised qualification. Outline whether your business provides, or will provide if successful in this contract, internships, traineeships, cadetships or apprenticeships.

G2: Internal operations

BMD employs 132 trainees nationally, including three in our Canberra region. Our three Canberra-based trainees are currently completing Certificate III in Civil Construction (Road Construction). Please refer to Attachment H for more details.

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Ngunnawal

Canberra is Ngunnawal country. The Ngunnawal are the Indigenous people of this region and its first inhabitants. The neighbouring people are the Gundungurra to the north, the Ngarigo to the south, the Yuin on the coast, and the Wiradjuri inland.

People normally moved in small family groups but there were, on occasion, big gatherings of a thousand or more people at a time, coming together to make use of resources which were seasonally abundant (most famously the Bogong moth and the Yam Daisy). Important ceremonies were held, art was painted in rock shelters, marriages were arranged, goods were traded, important news was shared, and old friends met again.

In summer, people visited the high country where the Bogong moth, in millions or billions, could be found hiding in rocky crevices to survive the warmer weather.

The moths were rich in stored fats and oils and were enthusiastically eaten (some say the taste resembles peanut butter). The moths were shaken and teased out from under rocky overhangs into nets and then roasted on a fire. Some were smoked and stored as cakes for use in more difficult times. At other times, the lowland resources of plants, like Yam Daisies, and the freshwater resources of creeks and lakes could be harvested. In the harshness of winter, fur cloaks were worn for warmth and people would gravitate to the coast to share resources with the others there. Others moved further inland.

Indigenous people have been living here for at least 20 000 years, perhaps from the time when the extreme cold of the last Ice Age eased. The hunter-gatherer lifestyle continued to be practised into the early nineteenth century, until the arrival of Europeans with their sheep flocks and cattle herds. The arrival of introduced diseases, like smallpox and measles, quickly affected Aboriginal numbers.

Introduced animals with hard hooves and big appetites rapidly reduced the abundance of plants like Yam Daisies, damaged water holes and creeks, and the essential food resources there. Graziers may also have restricted Aboriginal movement, and movement was essential in this region. Despite this, thousands of people continued to gather in the Snowy Mountains in Bogong season and, in 1826, some 1000 people gathered at Lake George to protest the behaviour of shepherds.

Aboriginal people adapted to the arrival of Europeans by taking jobs as stockmen and proved their knowledge and skill could be applied to introduced stock. However, government policies and the pressures of this new occupation created severe social pressures on the Ngunnawal community and neighbouring Indigenous peoples.

The Ngunnawal people have always remained in the area, and in recent years they have become increasingly involved in affairs at the local and national level.

Further Reading D.R. Horton, The Pure State of Nature, Allen & Unwin, 2000

The Ngunnawal People

It is believed that the Ngunnawal people are the original inhabitants of the region known as Ngunnawal country and that they have lived here for more than 21 000 years. This is arguably one of longest periods of continual habitation anywhere on earth. The Ngunnawal people have developed a way of living and managing the natural resources of the land which has enabled this phenomenon. The Ngunnawal people are identified on Tindale's map of Aboriginal Tribes of Australia (1974). This widely recognised and authoritative languages map is a representation of the language groups, or tribes, who inhabited Australia at the time of the new settlement in 1788.

Clans

Within the Ngunnawal tribe there are known to be seven clans who lived in fairly specific localities. There is an obvious link between clan names and the modern names of the areas today. The Maloongoola lived in the Molongolo area, the Biyaligee, in the area of Pialligo, the Namitch or Namwitch lived in the area we know as Namadgi, the Cumbeyan lived in the Queanbeyan area, the Kanberri lived in the Belconnen area, the Toogoranoongh lived in Tuggeranong and the Woolbaloah lived in the Yass area.



Attachment A

Existing Relationships

Year business was established in Canberra and details of your current presence in the Canberra region

BMD has operated in the Canberra Region since 2006 and opened a permanent office in Mitchell in 2007. Our business in the Region provides continuous employment, both directly and indirectly, for thousands of local people. Over the past 16 years, BMD has **delivered more than \$500 million of local infrastructure** for public and private sector clients – work that has been undertaken through the engagement of significant local subcontractors and suppliers.

BMD does not own its own plant and equipment and our preferred procurement model is based on engaging local suppliers and subcontractors. This approach provides certainty of resources for our teams, and the highest possible economic and social benefits for local communities through employment, skills development, and an opportunity for local organisations to grow their own capacity.

Based on this procurement model, BMD has developed strong relationships with a number of local subcontractors, owner-operators and plant hire companies in the Canberra region with many working with our teams on several projects continuously, and some working with BMD exclusively.

Typical subcontracts include traffic control, earthworks, underground hydraulic services, electrical and landscaping construction work. Major construction material items sourced locally include quarry products, concrete, asphalt, pit and pipe and assorted construction materials.

Key reference projects delivered by BMD in the Canberra region include:

- land development projects such as the Whitlam, Taylor, Red Hill, Moncrieff East, Crace, Bonner, and Coombs residential estates
- major transport infrastructure projects such as William Slim Drive, Throsby Access Roads, Aikman Drive Duplication, Horse Park Drive Duplication, Belconnen Way Overbridge, and Monaro Highway Duplication.

With a continuous presence in the region, our teams are currently delivering William Slim Drive Duplication – Package A for TCCS.

Strong local subcontractors and supplier relationships include:

- | | |
|--|---|
| • Charman Plant Hire – Hume ACT | • Duffy Construction – Torrens ACT |
| • Base Contracting – Majura ACT | • Minedam – Palmerston ACT |
| • D-Group – Fyshwick ACT | • Topend FRP – Canberra ACT |
| • Coates Hire – Mitchell ACT | • TR Civils – Fyshwick ACT |
| • ACT Recycling – Fyshwick ACT | • AXIS Drainage and Civil – Forde ACT |
| • Canberra Concrete Recyclers – Campbell ACT | • ARC Weldmesh – Mitchell ACT |
| • Boral – Mitchell ACT | • Herzog Steel – Fyshwick ACT |
| • Holcim – Fyshwick ACT | • Complete Turf and Landscape – Curtain ACT |
| • Hanson – Fyshwick ACT | • Provincial – Pialligo ACT |
| • Boral – Symonston ACT | • Able Landscaping – Pialligo ACT |
| • Canberra Sand and Gravel – Mitchell ACT | • ACT Spray seeding – Kippax ACT |
| • Hi-Quality Concrete – Fyshwick ACT | • AB Fabrications – Fyshwick ACT |
| • LoPolatos Bros Landscaping – Canberra ACT | • Michael Deane Fencing – Jamison ACT |
| • Downer – ACT | • Blackwoods – Fyshwick ACT |
| • Capital Asphalt – Hall ACT | • Woodbusters – MacGregor ACT |

As a long-term member of the Canberra community and local industry, BMD has built strong relationships with:

- | | |
|--|---|
| • Canberra Business Chamber | • Transport Canberra and City Services (TCCS) |
| • Master Builders Association (MBA) ACT | • Suburban Land Agency (SLA) |
| • Civil Contractors Federation (CCF) ACT | • Icon Water |
| • DC Resourcing | • ActewAGL |
| • Hays labour | • Orbus3 |

Plans to grow our Canberra region footprint

Since establishment in the region in 2006, BMD has delivered more than **\$500 million of civil infrastructure projects** in the region – engaging direct employees and many local subcontractors and suppliers.

Since 2006, our core team of direct employees in Canberra has grown significantly from the original six to more than 30 local employees today.

Currently, the BMD project teams are delivering works with a total exceeding \$15 million. See below.

- William Slim Drive Duplication – Package A



Local growth in the Canberra region is driven by the expansion of BMD's national capabilities, our strong subcontractor and supplier relationships, financial capacity, and our drive to continually diversify our portfolio of work. Key established markets within the Canberra region include the urban development and transport sectors, with a growing capability in delivery major water and wastewater assets.

Strategically we plan to sustain and expand our local footprint by pursuing work and increasing the projects we undertake within these sectors. We also actively look to expand into other sectors in the Canberra region as opportunities come to market where we have strong national capabilities that we can activate locally, for example our airport, rail, community and Defence projects.

Backed by our third-party accredited management systems, our projects include both new and upgraded infrastructure.

As a local contractor we are also continuously committed to local organisations and initiatives through sponsorships, donations and in-kind support. For example, BMD has sponsored the **Canberra City Lions Club – World Festival of Magic** since 2018, and in 2021 provided sponsorship to the **Uni-Norths Owls Rugby Club**

(ANU) as part of our 2020-21 COVID-19 Recovery Community Assistance Program. This Program provided funding to 36 organisations and was launched in recognition of the heavy impacts COVID-19 had on Australia's grassroots and not-for-profit organisations that rely heavily on volunteering and fundraising through events.

Existing and proposed capital investment that relates to this contract

BMD does not own its our plant and equipment, with our procurement model founded on engaging local suppliers to provide significant plant and equipment on our projects. In turn, our local engagement delivers significant economic and social benefits for Canberra-base companies. On our most recent Canberra-based projects BMD engaged local suppliers including Boral, Capital Asphalt, Holcim, Downer, Patches, Canberra Sand and Gravel, Tharwa Sands, Coates Hire, A One Graders, Charman Plant Hire, Base Contracting, Yass Earthmovers, Blackwood's, Southlands, Capital Lines and Signs, Complete Turf and Landscape and Provincial Plants and Landscaping.

As the successful contractor, BMD will engage local subcontractors and suppliers to deliver the works. We have several strategies to ensure local participation is maximised and that opportunities to tender on packages are communicated to the local industry.

Key subcontractors we have identified for the Project include:

- Downer, Multiple Locations ACT
- Capital Asphalt, Hall ACT
- Woodbusters, MacGregor ACT
- Boral, Mitchell ACT
- Wizcon Pty Ltd, Belconnen ACT
- Lentro Earthworks, Hall ACT
- Complete Turf and Landscape, Curtain ACT
- Able Landscaping, Pialligo ACT
- Boral, Symonston ACT
- Canberra Sand and Gravel, Mitchell ACT
- Bulk Resource Management, Kenny ACT
- Humes, Fyshwick ACT
- Civlec Services, Latham ACT
- Affinity Electrical Technologies, Mitchell ACT
- Ecowise Services, Hume ACT

Engagement with local businesses

Vendor database

Suppliers and subcontractors are encouraged to register their interest via our website where we host an online comprehensive vendor application system.

The strength and value of our vendor database is evident during our tendering and subcontractor/supplier engagement phase with our estimating and engineering teams able to search for specific **local** vendors and trades, with a record in place in terms of past performance and compliance capability.

Our approach

Our approach to subcontractor and supplier engagement will focus on local first, with our intention to ensure local organisations are given full, fair and reasonable opportunity to tender on the Project. A summary of our approach is as follows:

- Being available for briefing sessions with local subcontractors and suppliers to provide an overview of scope, project aims and objectives, timing, and subcontractor and supplier expectations and opportunities to ensure maximum benefit for local businesses and employment agencies.
- Undertaking early discussions with our existing network of local subcontractors and suppliers. Discussions are to confirm commitments, production rates and capabilities. We will actively promote tender responses from locally based companies that may want to participate in the Project.
- Assessing the local market's capabilities and capacity and splitting work packages into subcontracts that will best suit the Project and local regional capabilities/risk profiles.
- Working closely with subcontractors and suppliers to support their preparation and understanding of HSEQ compliance so they can not only participate on the Project, but potentially raise their capability for future work.
- Hiring all plant and equipment from local subcontractors and suppliers.
- Actively communicating with labour recruitment companies such as DCR, Hays, Dreamtime People and First People Recruitment Solutions to inform them of employment opportunities.
- Advertising directly on employment platforms including seek.com.au, LinkedIn, and BMD's [website](#).

Attachment B

Section A1: Compliance with the Secure Local Jobs Code

Describe how your business will comply with its obligations under the Secure Local Jobs Code for the duration of the contract, including:

- getting and maintaining a Secure Local Jobs Code Certificate
- adhering to relevant laws, including industrial relations, employment and workplace safety
- promoting opportunity for job security and reducing the incidence of insecure work
- ensuring subcontractors and sub-subcontractors comply with the Code
- maintaining communication with the workforce throughout the project.

Getting and maintaining a Secure Local Jobs Code Certificate

BMD successfully attained our Secure Local Jobs Code Certificate (Certificate No. 247) required by the ACT Government to tender for work on 15 January 2019.

BMD audits our compliance requirements under the Certificate every six (6) months in line with our external auditing schedule that we currently have in place to maintain our ISO 45001:2018, ISO 14001:2015, and ISO 9001:2015 Standards.

Adhering to relevant laws, including industrial relations, employment and workplace safety

Industrial and employee relations

BMD has established a Secure Local Jobs Code Procedure (SLJCP) as part of our Business Management System (BMS). The SLJCP details the procedures, objectives, strategies, systems and processes that BMD utilises to effectively manage employee relations (including industrial relations) to ensure compliance to the Code for the Tendering and Performance of Building Work 2016 (the Building Code 2016) as an entity, and the Secure Local Jobs Code (the SLJ Code) for set funded works.

BMD structure and culture provides all parties involved in the employment relationship with:

- beneficial and productive outcomes
- a safe workplace
- effective communication
- compliance
- respect.

BMD establishes a work environment where management, employees, subcontractors and relevant unions work together in a cooperative manner, where suggestions and contributions of all groups are actively sought and encouraged. We set a high standard for safety performances, quality, overall cost effectiveness, and effective employee relations management.

BMD implements mechanisms to ensure there is understanding and compliance with the industrial relations strategy by project management, supervisors, employees and subcontractors.

Safety assurance

BMD operates in accordance with our integrated management system which is accredited by SAI Global to ISO 45001:2018 Occupational Health and Safety Management Systems -- Requirements with guidance for use.

BMD also holds accreditation with the Office of the Federal Safety Commissioner (Accreditation No. 0032).

The BMD Health, Safety and Environment (HSE) System provides a framework for each project's procedures.

Employees receive competency and skills training, including specific HSE training in line with each person's role within the organisation and responsibility detailed within the various BMS documents. For example, currently more than 400 employees hold a first aid certificate across the business.

HSE staff nominated on our projects, and working within our business, all have the appropriate level of competency, qualifications, expertise, and experience to undertake the role of HSE representative. All site HSE personnel are supported by dedicated regional and corporate level HSE managers as part of a professional functional team.

Additionally, all staff receive formal corporate inductions, with BMD specific training modules delivered via the BMD Online Training (BOLT) platform.

A project specific Safety Management Plan is developed for each project as part of our Integrated Project Management Plan (IPMP).

Promoting opportunity for job security and reducing the incidence of insecure work

BMD's human resource strategy is founded on employing staff for continuous full-time roles, not on a project-by-project or contract basis. Where projects are completed and new projects within the region have not commenced, staff numbers may be susceptible to fluctuations from time to time.

Our strategy to provide secure employment for employees as our first preference is evident by the following data:

- Average length of service for full-time employees 5.5 years
- Employees with five (5) or more years of employment with BMD 32 percent
- Employees with ten (10) or more years of employment with BMD 18 percent

Ensuring subcontractors and sub-subcontractors comply with the Code

BMD has established a SLJCP as part of our BMS.

As part of our SLJCP, BMD will ensure that subcontractors understand their compliance obligations with industrial instruments, legislation and the Secure Local Jobs Code. Subcontractors will also be required to hold a Secure Local Jobs Code certificate, by completing a Declaration of Compliance form.

Refer Attachment C

- SLJCP
- Declaration of Compliance Form template only.

Maintaining communication with the workforce throughout the project

BMD will conduct inductions prior to work commencing on territory-funded work. All inductions are tailored to employee specific duties and workplace(s) and provided by our project HSE representative who is a member of BMD project management and/or project staff member. Refer Attachment C, Clause 6 'Workplace Inductions' for further information.

Communication is maintained through proven frameworks that are documented within our BMS.

During the life of the Project, communication with subcontractors will be in line with our HSEQ Communication Management Group Standard and our BMD Subcontractor Commercial Procedures Manual.

HSEQ Communication Management BMS Standard

This Standard outlines all HSEQ consultation, communication and issue resolution processes. HSEQ communication is important to make sure management, employees and subcontractors share information, are provided with information about, and have input into decisions relating to:

- project HSEQ performance
- hazards associated with their work
- HSEQ risks
- measuring to eliminate or minimise risk
- site arrangements for the management of HSEQ issues
- procedures for reporting hazards to management.

Mechanisms for regular communication with our workforce in relation to day-to-day operations include, but are not limited to:

- informal discussions
- safety representatives
- HSEQ committee meetings
- participation in hazard identification teams
- participation in preparation of Construction Method Statements, including job safety and environmental analysis
- discussion around Construction Method Statements prior to adoption
- progress reviews and/or feedback of performance
- accident/incident investigation reports
- toolbox talks

- training sessions
- project lessons learnt sessions
- notices, emails, and written instructions.

BMD Subcontractor Commercial Procedures Manual

This document outlines the methodology and process for evaluating, selecting awarding and managing subcontractors and consultants in a commercial aspect. All subcontractors that complete work on any site are set up under a BMD subcontract. The Procedures Manual covers areas including subcontractor communication to discuss all commercial and performance issues in detail and record them formally in site meeting minutes.

Communication with subcontractors must always be in writing where possible or, when oral communication is used it needs to be confirmed in writing as soon as practical. All emails sent to subcontractors are filed on BMD's project specific SharePoint site as per our correspondence protocols outlined in the BMD SharePoint Best Practices document.

Compliance

BMD's management team reviewed the compliance guidelines and procedures recently and they have been reiterated to all office/site staff in a series of toolbox talks and compliance training sessions. Management expressed the importance for all employees to comply with the Secure Local Jobs Code.

Attachment C

Section B: Systems of Work

Describe how your business will incorporate compliance with the Secure Local Jobs Code into policies and systems of work.

The following have been included overleaf:

- Secure Local Jobs Code Procedure (SLJCP)
- Sample Declaration of Compliance.



Secure Local Jobs Code Procedure





Secure Local Jobs Code Procedure

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1. Purpose

This Secure Local Jobs Code Procedure (SLJCP) details the procedures, objectives, strategies, systems and processes that BMD Constructions (referred to as BMD) will utilise to effectively manage employee relations (including industrial relations) to ensure compliance to the Code for the Tendering and Performance of Building Work 2016 (the Building Code 2016) as an entity, and the Secure Local Jobs Code (the SLJ Code) for set funded works.

2. Scope

This SLJCP and hence the SLJ Code shall apply to BMD's scope of works on territory-funded works in the Australian Capital Territory only.

BMD employees or subcontractors appointed by BMD will be required to fully comply with the requirements set out within this SLJCP for these set works.

3. Introduction

This SLJCP has been developed in compliance with the the Building Code 2016 and the SLJ Code.

In circumstances where an obligation of the SLJ Code is inconsistent with the Building Code 2016, BMD will apply the obligation only to the extent that any inconsistency with the Building Code 2016 is avoided.

4. Compliance

BMD will comply with:

- (a) any applicable Commonwealth, State or Territory legislation that deals with matters relating to industrial relations and includes employment and workplace safety obligations;
- (b) 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 BMD;
- (c) all applicable orders, directions and decisions of any court, tribunal, board, commission or other entity (including but not limited to the Fair Work Commission) with jurisdiction to consider the interpretation, breach or any other matter concerning a law described in (b); and
- (d) any Award or Agreement, however designated, that is made under or recognised by a law described in (a) that applies to BMD.

BMD will notify the registrar in writing of any Adverse Ruling made against it, or it's Subcontractors, or it becoming aware of a failure to comply with Code obligations, within 5 working days of such a ruling being made or such awareness arising.

5. Requests for information

BMD understands and acknowledges that it must, subject to law, comply with any reasonable request for information, access to records and directions given by the registrar or an approved auditor for the purposes of investigating Code compliance pursuant to this Code and the *Government Procurement Act 2001* (ACT).

6. Workplace Inductions

BMD will conduct inductions prior to work commencing on territory-funded works. The inductions will be appropriately tailored to employees' specific duties and workplace(s) and undertaken by a Project HSE Representative who is a member of BMD Site Management and/or Project Staff member. With it covering the following in respect of BMD:

- BMD's employment policies;
- Conditions of employment;
- Lines of authority and accountability;
- Freedom of Association;
- Right to elect an employee representative;
- An outline of the consultation and dispute procedures, including the employee's right to have a representative of their choice in attendance during the dispute resolution process;
- Fitness for Work expectations;
- Right of Entry and Unprotected Industrial Action procedures;
- Disciplinary Procedure & Drug and Alcohol Discipline Procedure;
- Check and verification of each employee and subcontractor's qualifications, licences and tickets;
- Health and safety procedures, including task associated hazards and risks, control measures to be used and reporting procedures for hazards and incidents; and
- Emergency and security procedures.

As part of the induction process, BMD shall ensure that officials, delegates or other representatives of building associations do not undertake or administer induction processes.

Further, BMD shall ensure that 'secondary' inductions conducted by representatives of building associations do not occur. This shall be guaranteed through maintaining effective and productive relationships with the BMD workforce and ensuring that right of entry occurs strictly in accordance with the *Fair Work Act 2009 (Cth)* and *Work Health and Safety Act 2011 (ACT)*.

7. Workplace and Employee Representation

BMD may, if requested by two or more employees, facilitate the conduct of an election amongst its employees to elect an employee representative.

BMD will not inhibit or interfere with the conduct of an election amongst its employees to elect an employee representative (including a workplace delegate).

BMD will ensure:

- (a) there is no unlawful discrimination against the employee representative in their employment;

- (b) there is no Adverse Action taken by BMD as an employer against an employee representative who is an employee on the basis that they are an employee representative;
- (c) reasonable requests from a union workplace delegate to represent an employee, who is an employee eligible to be a member of the union workplace delegate's eligible union, in relation to a grievance, dispute or discussion with another employee of BMD are not refused; and
- (d) reasonable requests from an employee representative to represent an employee, who is an employee who participated in the election of the employee representative, in relation to a grievance, dispute or discussion with another employee of BMD are not refused.

BMD will ensure that its employees have a right to decide whether or not they will be represented in grievance or dispute procedures (whether or not pursuant to an Enterprise Agreement), and, if so, by whom.

If an employee representative is elected under the process outlined above for BMD, BMD will put in place practices and procedures to facilitate:

- (a) the right to be treated fairly and to perform their role without any discrimination in their employment;
- (b) recognition by BMD that elected employee representatives speak on behalf of employees who elected them;
- (c) the right to participate in collective bargaining on behalf of those whom they represent, as per the *Fair Work Act 2009* (Cth);
- (d) the right to be allowed reasonable time during work hours to perform their role as an employee representative;
- (e) the right to reasonable paid time to provide information to and seek feedback from the employees that elected them on workplace relations matters during normal working hours of BMD;
- (f) the right, subject to law, to email employees who they represent to provide information and seek feedback, subject to individual employees exercising a right to opt out;
- (g) reasonable access to BMD facilities (including telephone, facsimile, photocopying, internet and email facilities, meeting rooms, lunch rooms, tea rooms and other areas where employees meet) and relevant information for the purpose of carrying out work as an employee representative, including meeting and consulting with employees who elected them or any other interested employee;
- (h) the right to reasonable paid time for employee representatives to attend relevant training; and
- (i) the right to reasonable paid time for employee representatives to represent the interests of those that elected them, to the employer, or before industrial tribunals.

8. Recognition of the Right to Collectively Bargain

For this section: bargaining representatives is defined in section 176 of the *Fair Work Act 2009* (Cth). employee organisation means an organisation of employees.

BMD will make their employees aware of their employment rights, including the right to collectively bargain.

BMD will provide a Fair Work Information Statement in accordance with section 125 of the *Fair Work Act 2009* (Cth) and will provide induction training in accordance with section 6 of this Policy.

Where BMD has employees that are eligible to be members of an Eligible Union BMD will make such arrangements as are necessary to allow their employees' and bargaining representatives to participate in

negotiations to develop Enterprise Agreements that are appropriate to the circumstances of the individual enterprise or industry.

In undertaking negotiations related to the development of an Enterprise Agreement, BMD recognises that employees are free to choose their bargaining representatives and must not adopt or implement policies or practices that seek to encourage their employees to appoint a particular entity or person as their bargaining representative.

BMD will not adopt or implement policies or practices that seek to encourage their employees to revoke the status of an employee organisation as their bargaining representative for a proposed Enterprise Agreement.

BMD shall make reasonable allowances for their employees and their bargaining representative (where in place) to participate in negotiations to develop Enterprise Agreements, including but not limited to:

- (a) allowing employees paid time to meet with their bargaining representatives regarding Enterprise Agreement negotiations;
- (b) meeting regularly with bargaining representatives in good faith for the purpose of enterprise bargaining negotiations; and
- (c) allowing a union workplace delegate or employee representative to distribute material to the workplace concerning bargaining.

In the course of collective bargaining, BMD, or their representative or agents, must not:

- (a) advise, encourage, incite or coerce an employee to revoke the bargaining status of the bargaining representative; or
- (b) hold negotiations with relevant employees regarding the Enterprise Agreement without first providing bargaining representatives a reasonable opportunity to attend the negotiation.

9. Freedom of Association

An employee can freely choose, without interference, whether to be a member of an industrial association; and will not be discriminated against or victimised on the ground of membership or non-membership. In that regard, BMD has developed a policy statement on Freedom of Association that is consistent with the Building Code 2016 and the SLJ Code, which is presented as BMD's [Freedom of Association Policy](#).

The policy provides the following practices:

- ensure that persons are free to become, or not become, members of building associations;
- ensure that persons are free to be represented, or not represented, by building associations;
- ensure that persons are free to participate, or not participate, in lawful industrial activities;
- ensure that persons are not discriminated against in respect of benefits in the workplace because they are, or are not, members of a building association;
- ensure that personal information is dealt with in accordance with the Privacy Act 1988 and the FW Act;

- ensure that 'no ticket, no start' signs, or similar, are not displayed and such arrangements are not implemented;
- ensure that signs that seek to vilify or harass employees who participate, or do not participate, in industrial activities are not displayed;
- ensure that 'show card' days do not occur;
- ensure that there is no discrimination against, or no disadvantage to, elected employee representatives;
- ensure that forms are not used to require an employee to identify whether they are a member of a building association or a subcontractor to identify whether the contractor or its employees or subcontractors are a member of a building association;
- ensure that practices that are not authorised by law which require, directly or indirectly, a person to disclose whether or not they are a member of a building association, are not engaged in;
- ensure that individuals are not refused employment or engagement because they are, or are not, a member of a building association;
- ensure that the employment of employees or engagement of subcontractors is not terminated because they are, or are not, a member of a building association;
- ensure that building association logos, mottos or indicia are not applied to clothing, property or equipment supplied by, or which provision is made for by, the employer or any other conduct which implies that membership of a building association is anything other than an individual choice for each employee;
- ensure that reasonable requests from a workplace delegate to represent an employee of BMD or a subcontractor of BMD in relation to a grievance, a dispute or a discussion with a member of a building association are not refused;
- ensure that requirements are not imposed, or attempted to be imposed, on BMD or a subcontractor of BMD to:
 - employ a non-working shop steward or job delegate; or
 - hire an individual nominated by a building association; and
- ensure that BMD or a subcontractor of BMD does not employ a non-working shop steward or job delegate;
- ensure that individuals are not required to pay a 'bargaining fee' (howsoever described) to a building association of which the individual is not a member, in respect of services provided by the association;
- ensure that employees must be provided a freedom of choice in deciding whether to be represented in grievance or dispute procedures (whether or not pursuant to an enterprise agreement), and, if so, by whom; and
- ensure that officials, delegates, or other representatives of a building association do not undertake or administer induction processes.

10. Subcontractors

Management will implement the following measures in respect of any subcontractor engaged to perform works on territory-funded works to ensure subcontractors are compliant with the SLJ Code:

- Ensure that subcontractors have an understanding in regard to compliance with industrial instruments and legislation;
- Ensure that subcontractors have an understanding in regards to compliance with the SLJ Code, including the requirement to hold a Secure Local Jobs Code Certificate, by completing a Declaration of Compliance form.

Declaration of Compliance

Declaration of Compliance with the Government Procurement (Secure Local Jobs) Code 2020.

Name of Tender to which the Works relates:	[BMD to insert project/tender reference]
Name of Tenderer:	[Subcontractor/tenderer to insert full legal name]
Australian Business Number (ABN)/ Australian Company Number (ACN):	[Subcontractor/tenderer to insert Australian Business Number (ABN) and, where, applicable, Australian Company Number]
Tenderer's authorised representative:	[Subcontractor/tenderer to insert the full name and title of an authorised representative on behalf of your company.]

1.1.1. In this Declaration of Compliance:

Act	means the Government Procurement Act 2001 (ACT).
Adverse Ruling	has the same meaning as in the Code.
Building Code 2016	means the Code for the Tendering and Performance of Building Work 2016, which is available at https://www.legislation.gov.au/Details/F2016L01859 .
Certificate	Means a secure local jobs code certificate granted to an entity under section 22J of the Act.
Code Certified Entity	has the same meaning as in the Code.
Contractor	means a contractor referred to in section 22G of the Act.
Enterprise Agreement	has the same meaning as in the <i>Fair Work Act 2009</i> (Cth).
Industrial Law	means any Commonwealth, State or Territory legislation that deals with matters relating to industrial relations and includes employment and workplace safety obligations.
Labour Relations, Training and Workplace Equity Plan	has the same meaning as in section 22G of the Act.
Minister	means the Minister referred to in section 5 of the Code.

Registrar	means the body referred to in division 2B(5) of the Act.
Code	means the <i>Government Procurement (Secure Local Jobs) Code 2020</i> , which is available at https://www.legislation.act.gov.au/di/2020-278
Subcontractor	has the same meaning as in the Code.
Territory Funded Work	has the same meaning as in the Act.
Works	means the Territory Funded Work that is proposed to be the subject of this Request for Tender.

- 1.1.2. The Tenderer acknowledges that it must comply with the Code in relation to all Territory Funded Work described in section 22F of the Act for which an expression of interest or request for tender (however described) is called on or after the date that the Code commenced, being 10 September 2020, and, should it be the successful Tenderer, in relation to the Works.
- 1.1.3. The Tenderer undertakes to ensure that it and its Subcontractors, should it be the successful Tenderer, comply with the Code, subject to any exemptions granted to the Tenderer under the Act.
- 1.1.4. The Tenderer acknowledges the powers and functions of the Minister and the Registrar under the Act and the Code and undertakes to ensure that it and its Subcontractors will comply with any requests made by the Registrar and the Minister within those powers and functions, including but not limited to requests for entry under section 9 of the Code and reasonable requests for information, access to records and directions given by the Registrar or an approved auditor in accordance with section 12 of the Code.
- 1.1.5. The Tenderer declares that where it proposes to subcontract any of the Works, should it be the successful Tenderer, it will:
- a. Only enter into a subcontract where:
 - i. The Tenderer, prior to engaging any Subcontractor in relation to territory-funded work, provides details of the proposed Subcontractor to the Territory in the approved form;
 - ii. The Subcontractor confirms that it holds a valid Certificate;
 - iii. The Subcontractor undertakes to maintain a valid Certificate for the duration of the term of the subcontract;
 - iv. The Subcontractor undertakes to comply with the Code and Code related terms and conditions in the contract for the Works, subject to any exemptions granted under the Act;
 - v. The Subcontractor undertakes to provide a statutory declaration by an authorised representative setting out the full details of any Adverse Ruling within five (5) working days, as well as details of any existing or planned remedial measures taken or to be taken to prevent the issue that led to the ruling from recurring;
 - vi. the subcontract with the Subcontractor contains clauses in substantively the same form as the model contract clauses applicable to contractors and subcontractors in relation to the Code, subject to any exemptions granted under the Act.
- 1.1.6. The Tenderer declares that it has provided all of the further information required by Attachment A to this Declaration of Compliance.
- 1.1.7. The Tenderer declares that:
- a. it holds a valid Certificate;

- b. it is not subject to a prohibition, suspension, or cancellation of its Certificate under section 22T of the Act;
- c. it will maintain a valid Certificate for the duration of the term of the subcontract.
- d. it has not had an Adverse Ruling for a breach of the Code or an Industrial Law and failed to comply with the decision, direction or order;
- e. it will comply with the Labour Relations, Training and Workplace Equity Plan that applies to the Works, should it be the successful Tenderer.

Name of Authorised Representative:			
Position:			
Contact No:			
Email:			
Signature of Authorised Representative:		Date:	

TEMPLATE

Attachment A - Information regarding compliance with the Government Procurement (Secure Local Jobs) Code 2020

Note: For each of the questions below, please select either Yes or No. If further details/explanations are required for any of the questions, provide any additional information in the 'Details' fields. The following information must be provided as part of the Declaration of Compliance.

Question		Yes	No
1.0	Does the Subcontractor hold a valid Certificate?		
	Details: (Attach a copy of the Certificate or Statutory Declaration if the Subcontractor is awaiting the Registrar's decision on its application for a Certificate)	<input type="checkbox"/>	<input type="checkbox"/>
2.0	Is the Subcontractor prohibited from applying for a Certificate under section 22T of the Act?		
	Details:	<input type="checkbox"/>	<input type="checkbox"/>
3.0	Has the Subcontractor within the preceding 12 months had an Adverse Ruling made against it for a breach of an Industrial Law?		
	Details:	<input type="checkbox"/>	<input type="checkbox"/>
4.0	Has the Subcontractor within the preceding 12 months been subject to a decision by the Registrar that there has been a failure to comply with the Code under section 22T of the Act?	<input type="checkbox"/>	<input type="checkbox"/>

Question		Yes	No
	Details:		
5.0	Has the Subcontractor been granted any exemptions from Code obligations under the Act?		
	Details:	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: 510

Additional Comments area containing a large diagonal watermark reading "TEMPLATE".

Declaration of Compliance

Declaration of Compliance with the Government Procurement (Secure Local Jobs) Code 2018.

Name of Tender to which the Works relates:	Jacka 2 Stage 1A
Name of Tenderer:	Civlec Services
Australian Business Number (ABN)/ Australian Company Number (ACN):	67616901369
Tenderer's authorised representative:	Clancy Shortis

1.1.1. In this Declaration of Compliance:

Act	means the Government Procurement Act 2001 (ACT).
Adverse Ruling	has the same meaning as in the Code.
Building Code 2016	means the Code for the Tendering and Performance of Building Work 2016, which is available at https://www.legislation.gov.au/Details/F2016L01859 .
Certificate	Means a secure local jobs code certificate granted to an entity under section 22J of the Act.
Code Certified Entity	has the same meaning as in the Code.
Contractor	means a contractor referred to in section 22G of the Act.
Enterprise Agreement	has the same meaning as in the <i>Fair Work Act 2009</i> (Cth).
Industrial Law	means any Commonwealth, State or Territory legislation that deals with matters relating to industrial relations and includes employment and workplace safety obligations.
Labour Relations, Training and Workplace Equity Plan	has the same meaning as in section 22G of the Act.
Minister	means the Minister referred to in section 5 of the Code.
Registrar	means the body referred to in division 2B(5) of the Act.

Code	means the <i>Government Procurement (Secure Local Jobs) Code 2018</i> , which is available at https://www.legislation.act.gov.au/di/2018-283/ .
Subcontractor	has the same meaning as in the Code.
Territory Funded Work	has the same meaning as in the Act.
Works	means the Territory Funded Work that is proposed to be the subject of this Request for Tender.

- 1.1.2. The Tenderer acknowledges that it must comply with the Code in relation to all Territory Funded Work described in section 22F of the Act for which an expression of interest or request for tender (however described) is called on or after the date that the Code commenced, being 15 January 2019, and, should it be the successful Tenderer, in relation to the Works.
- 1.1.3. The Tenderer undertakes to ensure that it and its Subcontractors, should it be the successful Tenderer, comply with the Code, subject to any exemptions granted to the Tenderer under the Act.
- 1.1.4. The Tenderer acknowledges the powers and functions of the Minister and the Registrar under the Act and the Code and undertakes to ensure that it and its Subcontractors will comply with any requests made by the Registrar and the Minister within those powers and functions, including but not limited to requests for entry under section 9 of the Code and reasonable requests for information, access to records and directions given by the Registrar or an approved auditor in accordance with section 12 of the Code.
- 1.1.5. The Tenderer declares that where it proposes to subcontract any of the Works, should it be the successful Tenderer, it will:
- a. Only enter into a subcontract where:
 - i. The Tenderer, prior to engaging any Subcontractor in relation to territory-funded work, provides details of the proposed Subcontractor to the Territory in the approved form;
 - ii. The Subcontractor confirms that it holds a valid Certificate;
 - iii. The Subcontractor undertakes to maintain a valid Certificate for the duration of the term of the subcontract;
 - iv. The Subcontractor undertakes to comply with the Code and Code related terms and conditions in the contract for the Works, subject to any exemptions granted under the Act;
 - v. The Subcontractor undertakes to provide a statutory declaration by an authorised representative setting out the full details of any Adverse Ruling within seven (7) working days, as well as details of any existing or planned remedial measures taken or to be taken to prevent the issue that led to the ruling from recurring;
 - vi. the subcontract with the Subcontractor contains clauses in substantively the same form as the model contract clauses applicable to contractors and subcontractors in relation to the Code, subject to any exemptions granted under the Act.
- 1.1.6. The Tenderer declares that it has provided all of the further information required by Attachment A to this Declaration of Compliance.
- 1.1.7. The Tenderer declares that:
- a. it holds a valid Certificate;

- b. it is not subject to a prohibition, suspension, or cancellation of its Certificate under section 22T of the Act;
- c. it will maintain a valid Certificate for the duration of the term of the subcontract.
- d. it has not had an Adverse Ruling for a breach of the Code or an Industrial Law and failed to comply with the decision, direction or order;
- e. it will comply with the Labour Relations, Training and Workplace Equity Plan that applies to the Works, should it be the successful Tenderer.

Name of Authorised Representative:	Clancy Shortis		
Position:	Director		
Contact No:			
Email:			
Signature of Authorised Representative:		Date:	21/11/21

EXAMPLE

Attachment A - Information regarding compliance with the Government Procurement (Secure Local Jobs) Code 2018

Note: For each of the questions below, please select either Yes or No. If further details/explanations are required for any of the questions, provide any additional information in the 'Details' fields. The following information must be provided as part of the Declaration of Compliance.

Question		Yes	No
1.0	Does the Subcontractor hold a valid Certificate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Details: (Attach a copy of the Certificate or Statutory Declaration if the Subcontractor is awaiting the Registrar's decision on its application for a Certificate)		
2.0	Is the Subcontractor prohibited from applying for a Certificate under section 22T of the Act?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Details:		
3.0	Has the Subcontractor within the preceding 12 months had an Adverse Ruling made against it for a breach of an Industrial Law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Details:		
4.0	Has the Subcontractor within the preceding 12 months been subject to a decision by the Registrar that there has been a failure to comply with the Code under section 22T of the Act?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Question		Yes	No
	Details:		
5.0	Has the Subcontractor been granted any exemptions from Code obligations under the Act?		
	Details:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Additional Comments: 510

EXAMPLE

Attachment D

Section C: Understanding Secure Local Jobs Code obligations

Describe how your business ensures directors, executive managers and employees understand obligations under Secure Local Jobs Code.

Senior leadership team

BMD holds monthly legislative, regulatory and compliance committee meetings attended by senior leaders within the business, nationally. The meetings provide opportunity and transparency across the senior managers within our business to discuss Code compliance requirements and issues at both state and federal levels. In summary:

- The newly introduced Secure Local Jobs Code will form part of our monthly agenda
- Attendees are required to disseminate information to their respective regional teams
- Minutes from the meeting are presented to the Board of Directors as part of our monthly reporting.

Staff

Our implementation and communication to staff is as follows:

- BMD successfully attained our Secure Local Jobs Code Certificate
- BMD developed a Secure Local Jobs Code Procedure (SLJCP) as part of our Business Management System
- BMD will audit our compliance requirements every six months in line with our external auditing schedule that we currently have in place to maintain our ISO 45001:2018, ISO 14001:2015, and ISO 9001:2015 Standards.

The content and intent of the SLJCP has been communicated via the following means:

- Completed a toolbox talk in Canberra
- Circulated the SLJCP to company directors and recorded acknowledgement they have read the Procedure and understand BMD's obligations.

Subcontractors

As part of our SLJCP, BMD ensures that subcontractors understand their compliance obligations with industrial instruments, legislation and the Secure Local Jobs Code.

Subcontractors will be required to hold a Secure Local Jobs Certificate and complete the Declaration of Compliance form (Refer Attachment C).

BMD will also conduct inductions prior to work commencing on territory-funded contracts. Refer Attachment C SLJCP (Clause 6 'Workplace Inductions') and Declaration of Compliance form.

Please refer to Attachments overleaf:

- Toolbox Talks conducted on ACT project sites.

Toolbox Talk Record

Project: William Slim Drive Duplication
Job No.: 1064
Date: 14/01/2022
Time: 1245
Duration: 25 minutes

Safety and Environmental Toolbox Topics:

Local Industry Participation Policy (LIPP) , SJLC , LRTWE Plans

Engage:

- Ask if your group has experienced issues relating to the topics in the past.
- Share a story related to the topics.

Questions	Answers (To fill in any knowledge gaps)

Topic Discussed

The Australian Government has Procurement Rules that govern how entities buy goods and services that are designed to ensure the Government and taxpayers get value for money

A Local Industry Participation Policy (LIPP) is in place covering the Canberra region in the ACT. The objective of the LIPP is to ensure that competitive local businesses, including Small and Medium Enterprises (SMEs), are given every opportunity to respond to procurement opportunities offered by the ACT Government. The following are the key things you need to know:

- Procurements between \$25,000 and \$200,000 in value have to seek 3 quotes, and one must be sought from someone in the local Canberra region, and one must be sought from an SME.
- Procurements between \$200,000 and \$5m require respondents to complete an Economic Contribution Test (ECT) and this will be allocated a 10% weighting in the evaluation process.
- Procurements above \$5m in value require a Local Industry Participation Plan, and this will be allocated a 10% weighting in the evaluation process.

The BMD Management Team is experienced in recruiting personnel for our project and corporate teams and our management staff work closely with local regional managers, construction managers and project managers to understand the employment opportunity and candidacy requirements. Engaging local talent is our top priority, and we adopt a number of initiatives to reach local workforces prior to seeking prospective employees from outside the region we are recruiting for. These Include:

- Engaging with local organisations, Indigenous employment agencies, local job networks, specialised local/industry-specific headhunters
- Posting via social media including Facebook and LinkedIn
- Advertising in digital and print media including local papers, local universities, national job boards (Seek, Career One)
- Utilising our Employee Referral Program to target local employees
- Developing local talent to pass their knowledge on to future generations

Feedback			
Feedback (from attendees, actions and required information)	Who	When	Date Closed

Person Attending:

Name	Company	Signature

Secure Local Jobs

The ACT Government has changed the way it awards contracts to support businesses that do the right thing by their workers. Secure Local Jobs strengthens the ACT Government's procurement practices so our contracts are only awarded to businesses that meet the highest ethical and labour standards.

New Tender requirements come into effect as of 1 February 2022. For information visit [Ethical Treatment of Workers Evaluation \(https://www.procurement.act.gov.au/supplying-to-act-government/securelocaljobs/SecureLocalJobsEthicalTreatmentofWorkersEvaluation\)](https://www.procurement.act.gov.au/supplying-to-act-government/securelocaljobs/SecureLocalJobsEthicalTreatmentofWorkersEvaluation).

Businesses tendering for construction, cleaning, security or traffic management work undertaking works of any value need to meet workplace standards in the [Secure Local Jobs Code \(https://legislation.act.gov.au/di/2020-278/\)](https://legislation.act.gov.au/di/2020-278/) and have a Secure Local Jobs Code Certificate. They also need to complete a Labour Relations, Training and Workplace Equity Plan if the value of work is more than \$25,000.

Additionally, the Code also applies to procurements over \$200,000 for services or works (other than those listed as excluded services or works) to the ACT Government will also need a Code Certificate and Plan.

The new requirements create a fairer procurement process for ethical employers and holds to account businesses not meeting their industrial and legal obligations.

Secure Local Jobs Code

The [Code \(https://legislation.act.gov.au/di/2020-278/\)](https://legislation.act.gov.au/di/2020-278/) started on 15 January 2019. It sets out workplace standards for our service providers, including:

- pay and employment conditions
- insurance, tax and superannuation
- health and safety, including training and inductions
- collective bargaining, freedom of association and representation rights.

Secure Local Jobs Code Certificate

A Secure Local Jobs Code Certificate confirms a business meets the standards in the Code. Businesses need a Code Certificate before they tender and for the duration of the project. Businesses will need to engage an approved auditor to assess whether they meet Secure Local Jobs requirements and can [apply \(https://www.procurement.act.gov.au/supplying-to-act-government/securelocaljobs/apply\)](https://www.procurement.act.gov.au/supplying-to-act-government/securelocaljobs/apply) for a Code Certificate.

Labour Relations, Training and Workplace Equity Plan

Businesses tendering for construction, cleaning, security or traffic management work worth more than \$25,000 will need to complete a [Labour Relations, Training and Workplace Equity Plan \(https://www.procurement.act.gov.au/supplying-to-act-government/securelocaljobs/resources\)](https://www.procurement.act.gov.au/supplying-to-act-government/securelocaljobs/resources).

Additionally, the Code also applies to procurements over \$200,000 for services or works (other than those listed as excluded services or works) to the ACT Government will also need to complete one.

The plan includes information on how they will comply with the Code and how they support employment security, health and wellbeing, diversity, and career development for workers. The plan must be developed in consultation with employees and include a statement about how this was done. The successful tenderer will need to operate in alignment with the plan for the duration of the project.

Support

If you need support, [contact \(mailto:securelocaljobs@act.gov.au?subject=Web%20Enquiry%20Secure%20Local%20Jobs\)](mailto:securelocaljobs@act.gov.au?subject=Web%20Enquiry%20Secure%20Local%20Jobs) the Secure Local Jobs team.



[Acknowledgement of Country \(https://www.act.gov.au/ngunnawal-country\)](https://www.act.gov.au/ngunnawal-country)

We acknowledge the Traditional Custodians of the ACT, the Ngunnawal people. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.



A Davis	Sivred
James Redmond	BMD
Joel Lecker	BMD
Jared Skinner	BMD
Tony Gammal	AXIS
David Webb	BMD
Chris Anderson	BMD
Dan Haskett	BMD
Sam Fu	BMD
Chris Thompson	T-tail
Moved Tetley	BMD
Tate Scott	AXIS
Sally Decker	T-tail
C. Gammal	BMD
Anthony Harvey	BMD
D. Smith	BMD
Ibrahim Gulimov	BMD



Facilitator: James Leaker Signature: _____





Toolbox Talk Record

Project: One Tree Reservoir

Job No.: 009-1061

Date: 1/10/2020

Time: 7am

Duration: 10 min

Safety and Environmental Toolbox Topics:

Secure Local Jobs Code Procedure

- SLJCP developed in compliance with both the Building Code 2016 and SLJ Code
- BMD are to comply with SLJ Code to the extent that inconsistency with Building Code 2016 is avoided
- If requested a ballot can be held to elect an employee representative
- Elected representative can represent and speak on behalf of those that elected them.
- This does not affect freedom of association. Any persons working on BMD projects can choose to or choose not to be a part of building associations.

Engage:

- Ask if your group has experienced issues relating to the topics in the past.
- Share a story related to the topics.

Questions	Answers <i>(To fill in any knowledge gaps)</i>

Topic Discussed

Toolbox Talk Record

Project: 008 Botanicals Sty 1
Job No.: 008-1054
Date: 26/02/19
Time: 9:45am
Duration: 15 minutes

Safety and Environmental Toolbox Topics:

Secure local jobs Code Procedure

Engage:

- Ask if your group has experienced issues relating to the topics in the past.
- Share a story related to the topics.

Questions	Answers (To fill in any knowledge gaps)

Topic Discussed
<u>New procedure + tender document.</u>

Feedback (from attendees, actions and required information)	Who	When	Date Closed

Toolbox Talk Record

Project: HPDD SEGMENT 1
Job No.: 1052
Date: 27/02/19
Time: 9.00am
Duration: 10 Min

Safety and Environmental Toolbox Topics:

Secure Local Jobs Code Procedure

- SLJCP developed in compliance with both the Building Code 2016 and SLJ Code
- BMD are to comply with SLJ Code to the extent that inconsistency with Building Code 2016 is avoided
- If requested a ballot can be held to elect an employee representative
- Elected representative can represent and speak on behalf of those that elected them.
- This does not affect freedom of association. Any persons working on BMD projects can chose to, or chose not to be apart of building associations

Engage:

- Ask if your group has experienced issues relating to the topics in the past.
- Share a story related to the topics.

Questions	Answers <i>(To fill in any knowledge gaps)</i>

Topic Discussed
Secure Local Jobs Code Procedure

Feedback			
Feedback (from attendees, actions and required information)	Who	When	Date Closed

Attachment E

Section D: Security of Employment

Describe how your business seeks to minimise insecure work arrangements. This includes:

- whether and how you will support transitioning employees from an existing contractor to your business if successful in this contract
- how you will minimise insecure work arrangements by your subcontractors.

Whether and how you will support transitioning employees from an existing contractor to your business if successful in this contract

Where positions become available, BMD will look to our industry network and promote roles locally to recruit new team members, including employees previously employed by another contractor.

Our induction process includes BMD Online Training (BOLT) which supports new employees in transitioning to our systems and workplace expectations. **The allocation of modules is based on user groups** and each user group is based on user roles, for example engineer and leading hand. Where employees are site-based, they also undertake project-specific induction training. BOLT modules cover:

- CID1364-Introduction to our BMS
- CID1378-Fitness for Work
- CID1572-Working Near Services (Fundamentals)
- CID1419-Plant and Equipment Management
- CID1420-Hazardous Manual Tasks
- CID1346-Activity Based Risk Management
- CID1347-Overarching Risk Management
- CID1457-Safety Management
- CID1513-Environmental Management
- CID1514-Quality Management
- CID1348-Introduction to Chain of Responsibility
- CID1515-Commercial Management – Field Operations
- CID1516-Supervisors' Pre-Commencement
- CID1537-Sexual Harassment Prevention
- CID1536-Workplace Bullying
- CID1538-Discrimination and Equal Employment Opportunity (pending release)
- CID1613-Working with Cultural Difference
- CID1533-HSEQ Training and Competency Management
- CID1574-Code Compliance
- CID1526-Delegation of Authority
- CID1552-Trenching and Excavation
- CID1551-Electrical Equipment
- CID1545-Lifting Equipment Management
- CID1554-Traffic Management
- CID1528-Subcontractor HSEQ Management
- CID1534-Incident and Accident
- CID1555-Right of Entry
- CID1540-Asbestos Management
- CID1544-Isolation and Tagging Management
- CID1529-Crisis Management
- CID1547-Scaffolding Management
- CID1539-Confined Spaces Management

- CID1530-Emergency Response Management
- CID1527-Injury Rehabilitation Management
- CID1556-Vegetation Clearing Management
- CID1542-Formwork and Falsework Management
- CID1546-Remote and Isolated Work Management
- CID1548-Working Near or Over Water Management
- CID1550-Waste and Recycling Management
- CID1549-Water Quality Management
- CID1553-Working at Heights Management
- CID1557-Soil and Land Management
- CID1543-Hazardous Chemicals Management
- CID1531-HSEQ Communication Management
- CID1561-Double Block and Bleed
- CID1532-HSEQ Issue Resolution Management
- CID1608-Temporary Traffic Management (Fundamentals)
- CID1569-Working Near Services (COP)
- CID1624-Working Near Services (Controller)
- CID1573-GPS Basics

How you will minimise insecure work arrangements by your subcontractors.

BMD's human resource strategy is founded on employing staff for continuous full-time roles, not on a project-by-project or contract basis. Where projects are completed and new projects within the region have not commenced, staff numbers may be susceptible to fluctuations from time to time.

Our strategy to provide secure employment for employees as our first preference is evident by the following data:

- Average length of service for full-time employees 5.5 years
- Employees with five (5) or more years of employment with BMD 32 percent
- Employees with ten (10) or more years of employment with BMD 18 percent

Attachment F

Section E: Employees' Health and Wellbeing

Describe and provide evidence of how your business actively supports the physical and mental health of your employees, including activities that reduce the impact and incidence of impairment in the workplace.

At BMD, we have long held the belief that our business is our people so it stands to reason that we highly value safe sites and workplaces where everyone can come to work without the risk of getting hurt. Our people deserve a workplace where they can be sure they will return home unharmed.

To achieve this, we promote continual improvement in the promotion and management of processes, initiatives and programs that actively support the physical and mental health of our employees. This includes rigorous working processes in line with our ISO 45001 safety accreditation, through to initiatives such as engaging Mental Health Movement and delivering cultural awareness training for our teams. Key pathways to supporting the physical and mental health of our employees have been summarised below.

Compliance with ISO 45001:2018 Occupational Health and Safety Management

BMD has a demonstrated history of high performance in Occupational Health and Safety (OHS) Management and our projects are fully compliant and accredited to ISO 45001:2018 OHS Management and the Australian Government Building and Construction WHS Accreditation Scheme, approved by the Federal Safety Commissioner. Project activities are governed by a project-specific Safety Management Plan, Core Operating Procedures and Work Method Statements (WMS) that are assessed and customised to address any local requirements and associated risks with the works.

HSEQ Steering Committee

BMD's HSEQ Steering Committee meets monthly to discuss emerging and ongoing HSEQ risks and trends throughout the business. The committee includes senior management who provide feedback around the HSEQ challenges within each region and business unit and set the strategic direction for achieving our Zero Harm goal. The objectives of the committee are:

- demonstrate HSEQ leadership and foster a positive HSEQ culture
- create strategies to ensure a consistent approach to HSEQ across the business
- create, lead, implement, support, and ensure the effective implementation of HSEQ programs
- strive for continuous improvement in HSEQ operations
- encourage open, honest and ongoing dialogue about HSEQ.

Activity based conversations

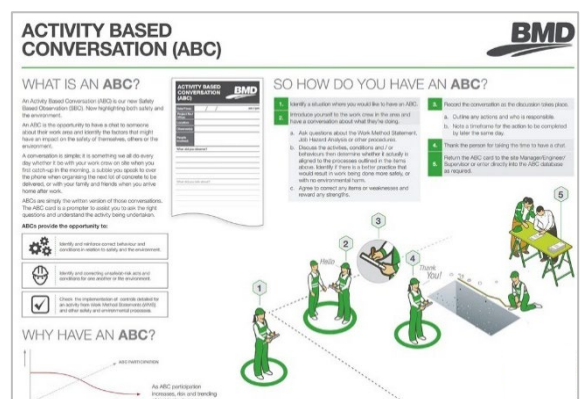
An activity-based conversation (ABC) is an opportunity to have a chat to someone about their work and identify the factors that might have an impact on the safety of themselves, others or the environment. A conversation is simple; it is something we all do every day whether it be with your work crew on site when you first catch-up in the morning, a subcontractor you speak to over the phone when organising the next lot of concrete to be delivered, or with your family and friends when you arrive home after work. ABCs are simply the written version of those conversations. The ABC card is a prompter to assist you to ask the right questions and understand the activity being undertaken.

ABCs provide the opportunity to:

- identify and reinforce correct behaviour and conditions in relation to safety and the environment.
- identify and correct unsafe/at-risk acts and conditions for one another or the environment.
- check the implementation of controls detailed for an activity from WMS and other safety and environmental processes.

Induction program

Ongoing safety training is integral to achieving our health and safety objectives, and our induction process is a significant component of our safety journey. Every new employee is inducted with a corporate induction video where



they are provided with information about the business and our vision and values. All project staff on sites across the country are further inducted on site. These inductions provide safety and environmental information specific to the project and an open platform for new employees to ask questions. BMD's online induction program (BOLT) addresses key hazards in an accessible way, using online tools. BOLT has overcome numeracy and literacy issues of individual employees by providing a technological platform that simplifies text heavy based training, with practical examples which include audio and video, to achieve the desired outcomes of engagement and participation.

National Safety Action Plans

To support our health and safety journey, BMD develops targeted improvement/action plans. The plans are purposefully designed to span a 12-month period in which our business strives to generate exactly what the title of the plans suggests: improved safety performance. The 2021-2022 National Safety Action Plan focusses on:

- working near services
- people and plant
- manual handling
- traffic management
- slips, trips and falls.

Key fundamentals include:

- plan and communicate (three week look ahead, daily planning meeting, pre-starts, JHA cards)
- show me (walk through the permit, work through the JHA, work through the checklist)
- be a leader (anyone can have a good idea, be prepared to call stop, take accountability, learn from incidents, recognise good work)
- work together (subcontractors are part of the team, assess the risks and help out your team mates, celebrate success).

Employee assistance program

BMD's employee assistance program (EAP) aims to support and assist employees and their immediate family members in managing personal, financial and work-related issues. The program is completely voluntary and confidential. Through access to qualified counsellors, employees and their families can identify issues that may be affecting their quality of life and find ways to resolve them. BMD has contracted Benestar (formerly Davidson Trahaire Corpsych), an external service provider, to provide confidential counselling services. All counsellors employed by Benestar are qualified and experienced psychologists or clinical social workers.

Good Health and Wellbeing program

BMD's Good Health and Wellbeing program was designed to encourage BMD staff to take a more active role in achieving overall good health and wellness. The holistic program aims to improve employee health through exercise, nutrition and mental resilience. As part of the initiative, BMD supports programs, activities, workshops and educational seminars that are designed to minimise health problems, maximise performance and ultimately maintain our team focused culture.

Mates in Construction

BMD has an ongoing relationship with Mates in Construction (MIC) to deliver mental health awareness and suicide prevention programs to our workforce and project subcontractors. BMD actively encourages individuals in our workforce to be trained as 'Connectors' or 'Asist' supporters for our teams, and regularly hosts visits by members of MIC to deliver toolbox talks. An 'Asist' is trained to provide a 'first responder' like service to someone considering suicide with the object of making this person 'safe' by reaching a 'contract' or 'safe plan' ensuring immediate safety for the individual. A 'Connector' is someone who will undergo additional specific training to keep an individual safe during a crisis and connect them to professional help.



Mental Health Movement

The Mental Health Movement (mhm) is the brainchild of former NRL player Dan Hunt. BMD partnered with mhm to deliver an open industry awareness seminar where we presented on the dual topics of Silicosis Risk and Management, and Mental Health Awareness. The seminar was open to all industry members and widely attended. BMD engages with mhm to deliver a number of workshops and awareness campaigns to our workforce. The first session included the fundamentals of mental health education with individuals working through lived experiences. The second stage incorporates resilience building workshops.

National safe work month 2021 (Cernova resilience indicator and wellbeing webinars)

Every October is Safe Work Month at BMD. To kick off safe work month in 2021, staff were asked to complete a quick resilience indicator. Resilience is our autonomic nervous system's ability to maintain balance and an indication of how well we can bounce back. This initiative was about data, but not just for data's sake. It provided insights that allowed our people to stay safe and healthy in a world with increasing levels of pressure. BMD is committed to understanding resilience levels of our people to provide supportive action programs that help ensure we can all get home safely at the end of every day.



In partnership with mhm, we ran wellbeing webinars on topics including self-care, resilience and supporting those around you who may be struggling. All staff were encouraged to register for one of these online webinars, with sessions available both during business hours and after hours so family members could attend as well.

Cross cultural awareness training

As part of our Reconciliation Action Plan (RAP) commitment, we have in place a cross cultural awareness training program that enhances inclusiveness, respect and understanding within our business and supports positive relations through a deeper understanding of cultural needs.

BMD TV

BMD TV highlights key health, safety and environment topics across the business including project learnings, achievements and examples of industry best practice. BMD TV is shown to all employees and used in site toolbox talks to promote and educate BMD employees on workplace safety and environmental initiatives.

BBQ and milestone celebrations

BMD takes time to mark safety milestones through informal gatherings and BBQs, internal or project-based safety recognition awards, etc. These milestone celebrations play an important role in keeping safety 'top of mind' across our workplaces.

Targeted safety campaigns

Safety campaigns are developed and activated across the business and/or at a project level to target specific safety goals. Below are some examples.

Port Connect project – 'Everyone is a safety leader'

The Port Connect team set out to create a workplace culture committed to safety to address key safety risks, including working near traffic and under HV power lines, and managing people and plant in confined corridors. The team created a culture where safety was understood as the responsibility of every staff member. On Port Connect everyone was a safety leader. To support this, BMD invested in building the whole team's capacity by organising training opportunities for a broad cross section of roles:

- Certificate IV in Safety Leadership – attended by leading hands, foremen, engineers, staff (attended in diverse groups to understand other perspectives)
- Effective safety consultation training (how to deliver effective toolbox talks) – attended by leading hands, foremen, engineers, staff
- Looking out for your MATE – attended by all on-site workforce including subcontractors and office support staff
- Mates in Construction general awareness training, Connector and Asist training – attended by onsite staff and workforce including major subcontractors
- WHS Committee representative training – attended by WHS committee representatives, workforce, staff
- Technical safety training (tickets, licences, etc) – attended by all onsite.

Robinson Road Open Level Crossing Removal project – ‘Prevention is always better than the cure’

From the project development phase, there were specific hazards identified that required a substantial focus and a deliberate and defined strategy to prevent their occurrence. Innovative strategies were developed to specifically address the hazards around working within a small and constrained site, working within the Queensland Rail corridor, and the prevalence of known and unknown services. The nature of the project required substantial manual work and while this was identified early its importance and focus grew throughout the project.

BMD’s project team identified that our initial interaction with each worker during the site induction process presented the greatest opportunity to communicate the importance of our preventative strategies. With thousands of workers inducted on the project, the team invested heavily in this ‘gateway’ with each induction commencing with a presentation from our Alliance Manager and Superintendent.

New team members well received this visible leadership. Along with this management commitment, individuals made a personal commitment to safety.

This personal commitment was a strategy we implemented to affect each worker’s risk decision making while working on our project. For example, “if it’s not safe, I won’t do it” protects the worker in every scenario.

Our Alliance Manager and Superintendent continued to present and attend regular communication forums such as toolbox talks, pre-starts and project updates, as well as formal and informal site inspections – ensuring they were known by workers onsite. Being a visible and known presence resulted in regular interaction with frontline workers and a breakdown of barriers between field and office workers.

Hand injury campaign – ‘Fits like a glove’

Hand related injuries can be costly in terms of lost time and productivity, but most importantly, they can also be devastating to our personal lives. However, with the right tools, resources and attitude, hand related injuries can be easily prevented. As a business, BMD can minimise the risk of hand related injuries.

Posters supporting this campaign, with five simple steps were printed and posted across our project sites.

“To us, safety is not an exercise that keeps us in work or secures further contracts - it is a matter of life and death. It is the sum of our contributions and dedication to safety leadership that determines whether our people live or die.” GO Alliance Project Team



Attachment G

Section F: Diversity in the Workplace

Describe how your business strategies and processes to:

- support employment participation of Aboriginal and Torres Strait Islander people, women, people with disability and people from culturally and linguistically diverse backgrounds
- address barriers to employment or career development for people from these groups.

BMD is committed to increasing diversity and participation of Aboriginal and Torres Strait Islander people, women, people with disability, and people from culturally and linguistically diverse backgrounds through the procurement of goods and services and improving the skills of individuals through employment, education and training opportunities. We support a culturally safe working environment for all subcontractors, suppliers and employees working on our projects and within our business.

In recognition of BMD's commitment to diversity, our teams recently won a Pride in Diversity and Social Inclusion award from Civil Contractors Federation South Australia and a Women in Civil Construction Award in the Australian Capital Territory.

Overview

BMD's objectives and approach align with **SLA** and are guided by the following principles:

- **Skills and workforce development opportunities** – contribute to removing traditional barriers to employment within the civil construction sector and seek to build longer-term sustainable job outcomes. This will be achieved by implementing targeted and inclusive employment practices while providing realistic and sustainable employment, training and development opportunities for target groups (Aboriginal and Torres Strait Islander people, women, people with disability, and people from culturally and linguistically diverse backgrounds).
- **Develop industry, community and local partnerships** – work closely with traditional owners and other networks such as Social Traders, Supply Nation, Protech, Dreampath, local labour hire businesses that support diversity, and Clontarf Foundation to create opportunities and legacies. BMD acknowledges the priority actions and targets set by the ACT Government within the 'ACT Aboriginal and Torres Strait Islander Agreement 2019-2028' focussing on:
 - maximising opportunities for employment of Aboriginal and Torres Strait Islander people
 - supporting growth in Aboriginal and Torres Strait Islander businesses and community services organisations.
- **Market development opportunities** – embed specific procurement strategies and targets within our procurement procedures and processes to provide realistic and practical opportunities.
- **Supply chain development** – encourage and support subcontractors and suppliers to understand the broader economic and other benefits increased diversity can generate for the local community.
- **Responsible delivery** – leverage existing inclusive employment programs and initiatives from local, State and the Australian Government where appropriate to the project. Engage with experienced industry partners and specialist consultants to identify and understand opportunities and seek to match capabilities to suitable employment positions and packages of work.
- **Robust monitoring and reporting** – establish and implement robust data capture, monitoring and reporting systems, and incorporate real-time progress analysis and functionality that facilitates early identification of issues and corrective action to ensure compliance with agreed targets and objectives.



Direct and inclusive employment

Opportunities can be identified in consultation with industry organisations, social enterprises, and inclusive recruitment and employment partners. Our initial mapping may often include identifying:

- unemployment cohorts local to the project
- roles available
- partnership opportunities with the local Clontarf Foundation Academy (Karabar Academy, Queanbeyan)
 - BMD has a long-standing partnership in place with Clontarf and supports the academies by providing work experience and employment opportunities for students and alumni.

- partners and training partners.

Example strategies to support diversity in the workplace

BMD will focus on delivering outcomes to support SLA's objectives and our commitment to diversity in the workplace. Further details around timing of activities and identification of key support organisations would be developed to ensure programs and partnerships are well structured and identified.

Example strategies and activities are tabled below.

Example outcomes sought	Example strategies and activities
Opportunities for Aboriginal and Torres Strait Islander peoples	<ul style="list-style-type: none"> • Meet with Traditional Owners • Identify and provide employment and training opportunities. We acknowledge the ACT Government target of 60% of Aboriginal and Torres Strait Islander people (25-64 years) employed by 2028. • Develop specific training, entry and support programs, including mentoring programs. • Example support organisations: Protech, Dreampath, Clontarf Foundation, NRL school2work program, University of Wollongong Woolyungah Indigenous Centre, University of Canberra Ngunnawal Centre.
Youth unemployment	<ul style="list-style-type: none"> • Identify specific youth unemployment issues, including Aboriginal and Torres Strait Islander youths. We acknowledge the ACT Government target of 65% of Aboriginal and Torres Strait Islander youth (15-24 years) in employment, education or training by 2028. • Develop specific training, entry and support programs, including mentoring programs. • Example support organisations: Protech, Dreampath, Clontarf Foundation, NRL school2work program, University of Wollongong Woolyungah Indigenous Centre, University of Canberra Ngunnawal Centre.
Opportunities for disadvantaged people and/or people with disabilities	<ul style="list-style-type: none"> • Identify and purchase from social enterprises that employ disadvantaged people and those with disabilities. • Identify roles (directly or indirectly) and provide employment and training opportunities, where possible. • Develop specific training, entry and support programs, including mentoring programs. • Communicate and educate the supply chain in the benefits of diversity. • Example support organisations: Social Traders (corporate member).
Women's equality and safety	<ul style="list-style-type: none"> • Assess equality policies of subcontractors and suppliers. • Identify and provide employment opportunities with specific targets set for female team members, both direct and indirect. • Identify and provide opportunities for women to undertake senior leadership positions. • Implement project employee training to communicate the importance of safety in the workplace for women. • Provide flexible work arrangements in line with BMD's Equity Policy.

Monitoring and reporting

Monitoring and reporting on diversity performance are structured to comply with relevant reporting requirements and timeframes set by each client. They also enable early identification of issues and intervention to ensure targets and commitments are achieved. BMD's national social inclusion and diversity managers and functional leads – covering Indigenous, training and development and social procurement – report monthly to our senior management team on spend and engagement.

BMD's delivery model promotes the utilisation of local and regional supply chain and workforce outcomes, as these resources form our project teams. As a RAP organisation, we are committed to the creation of project outcomes, as we acknowledge our ability and social responsibility to facilitate commercial, employment and community outcomes whilst operating on country. BMD's monthly reporting will offer opportunities for BMD to communicate and discuss the Project's program outcomes and collaborate on forward path strategies.

Diversity in the workplace: Aboriginal and Torres Strait Islanders

BMD will engage the **Ngunnawal Aboriginal Corporation (NAC)** in determining real or potential employment opportunities as a guide to our approach to local employment, as well as welcomed regional employment opportunities.

As per the Australian Bureau of Statistics, 2020 census, the self-identified Aboriginal population of the ACT is approximately 8,400 people, which equates to 1% of Australia's overall Aboriginal population. It is currently assumed that most of the population live near Canberra, but further clarification will be understood when engaging local community organisations like NAC post shortlisting.

Potential employment opportunities open to all local and regional candidates involve standard project roles such as labourers, concreters, form workers, steel fixers, operators, environmental, drainage, traffic management, survey, and cleaners, and will also include project administration, procurement and community stakeholder engagement.

BMD hopes to bolster employment and training outcomes through the engagement of Indigenous businesses, and to some degree, non-Indigenous businesses. It is understood that Indigenous businesses are more likely to employ Aboriginal and Torres Strait Islander people than non-Indigenous businesses, but BMD will expect and encourage all capable project contractors to employ local and regional skilled and unskilled labour, apprentices, and trainees.

Through BMD's previous projects, relationships have been established with Indigenous businesses who have contributed positively towards BMD's nominated project targets through employment outcomes, and who could be considered as possible delivery solutions.

Today, BMD employs **40 full-time staff members** who self-identify as Aboriginal and Torres Strait Islander. This represents 2.6% of direct employees.

BMD and The Clontarf Foundation

BMD supports the future of the industry and promotes diversity and inclusion through several education-based strategies, initiatives and relationships, including meaningful partnerships with a number of organisations such as The Clontarf Foundation. The Clontarf Foundation provides Aboriginal and Torres Strait Islander senior students the opportunity to complete work experience on our projects, with some taking up offers of employment to complete civil traineeships or apprenticeships. For example, in 2020, Mishye Stevens secured a full-time labouring position with BMD through BMD's partnership with The Clontarf Foundation.



Evidence of commitment (case studies)

Newell Highway Program Alliance, NSW (Clontarf Foundation school leaver: Tyrone Draper)

Clontarf Foundation senior student Tyrone Draper was referred to Protech and BMD for a labour hire opportunity on the Newell Highway Program Alliance – an Alliance between BMD, TfNSW and AECOM.

Working in partnership, Tyrone attended a joint interview with Protech and the Alliance Superintendent (BMD) at the Alliance's Dubbo office. Tyrone expressed interest in civil construction and his aspirations as a recent school leaver. The role of junior labourer was offered to Tyrone by the Alliance Superintendent, with Protech completing the necessary registration process to ensure Tyrone met the required criteria and assisted him with the completion of the mandatory online modules and inductions for new starters.

Tyrone started working on the Peak Hill and Telescope projects. He worked closely with Protech's labourer / operators who 'took him under their wing'. Since starting on the Alliance, Tyrone has been enrolled into a Certificate II in Civil Traineeship through Protech's Dreampath Program, which is developed for the engagement of young Indigenous trainees. Tyrone demonstrated his commitment to his own skills development journey and the Alliance by relocating to a new project site in Pilliga, north of Coonabarabran.

The close partnership between BMD and Protech on the Alliance has secured a number of commitments for trainees like Tyrone, with the Alliance committing that Protech trainees will be provided with an opportunity to continue their traineeship program by relocating and moving with the Alliance as it progressively works between the Victorian and Queensland borders to deliver a program of over-taking lanes.

As an organisation committed to reconciliation and the creation of opportunities for Aboriginal and Torres Strait Islander people, BMD is aware of the community, cultural and familial complexities that can present themselves during a project. It is BMD's hope that through our alignment with the **NAC** and community elders, we can minimise negative activities or distractions from successful outcomes, all the while respecting mandatory community, cultural or familial responsibilities.

Inland Rail, Parkes to Narromine, NSW

On Inland Rail Parkes to Narromine delivered by a BMD joint venture team, more than 760 local residents were employed, including 305 that identified as Indigenous.

Olympic Highway Realignment, Kapooka Bridge, NSW

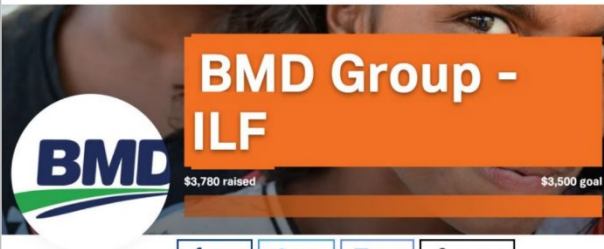
On BMD's Kapooka Bridge project, seven Aboriginal employees were engaged within an average crew size of 45. Workers were provided with career development and training opportunities through OHS construction induction and First Aid Certificates. BMD also engaged with the local Clontarf Foundation at Mt Austin School, with team members attending several group sessions with Clontarf, a careers day, and hosting students onsite.

National support and promotion of inclusion and diversity

BMD actively promotes diversity and inclusion across the industry through involvement and support of a number of initiatives, culturally significant events, and partnerships at a national, regional, and local project level. Below are examples of recent posts from professional social media platform, LinkedIn.

Dart Johnson
National Indigenous Program Manager at BMD Group (BMD)
1mo • Edited

Absolutely proud of the people I work with at **BMD Group (BMD)** and some of our partners. They have gone way above my expectations, in raising money for the **Indigenous Literacy Foundation**. ...see more



BMD Group - ILF
\$3,780 raised / \$3,500 goal

Share Tweet Email Copy Link

Alt text added
Alt text was automatically added to your photo. You can adjust this text by editing your post. [Edit post](#) [Got it](#)


36 • 1 comment

Like Comment Share Send

1,547 views of your post in the feed

Dart Johnson
National Indigenous Program Manager at BMD Group (BMD)
6d • Edited

As National Indigenous Program Manager at **BMD Group (BMD)**, I felt that for us to truly drive positive outcomes with our Indigenous business partners, we needed to build a more meaningful and relaxed rapport, outside of the ...see more



BUILDING RELATIONSHIPS

98 • 17 comments

Like Comment Share Send

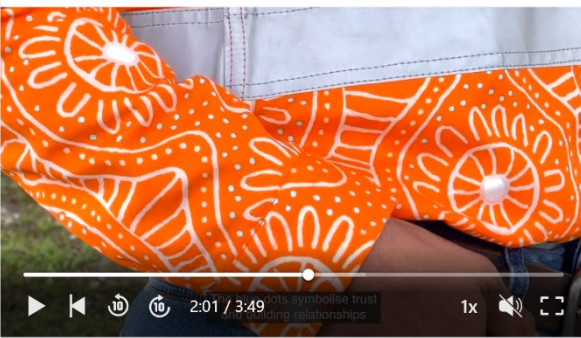
4,075 views of your post in the feed

Dart Johnson
National Indigenous Program Manager at BMD Group (BMD)
1mo • Edited

Proud to be launching this initiative today... As with all good things, it takes time, which this effort did. To be introduced to Kabi Kabi/Wakka Wakka/Yuin/Koa artist Stevie O'Chin, and to incorporate her talent into a shirt we hope drive ...see more

BMD Group (BMD)
70,063 followers
1mo • Edited

We are very proud to have engaged Kabi Kabi/Wakka Wakka/Koa/Yuin artist, Stevie O'Chin, and Kabi Kabi/Wakka Wakka man, **Michael Grundon of GaWun Supplies** to create and manufacturer a bespoke PPE shirt, which rep ...see more



BMD's Bu'ra'ngam PPE shirt

39 • 9 comments

Like Comment Share Send

1,942 views of your post in the feed



Diversity in the workplace: Women and gender equality

Barriers for women working in construction begin at recruitment, and BMD ensures that our recruitment process is gender neutral and respectful to a diverse workforce. We have policies, procedures and initiatives in place that create and support respectful and inclusive workplaces, encourage diversity in the workplace, and seek to address some of the ‘traditional’ barriers to employment and career development that can face women.

BMD supports diversity – Engineers Australia podcast

One of BMD’s Senior Project Engineer Lauren Hua recently discussed her passion for improving gender diversity in engineering on the Engineering Heroes podcast. In this episode Lauren encourages young engineers to take on challenges to better their careers and achieve innovative sustainable outcomes for the construction industry.

“I put progressive in front of that diversity, because I see it as something that... is about moving forward, promoting change and improving our current diverse industry.” Click [here](#) to listen to her story.



Policies and procedures

Strong governance is delivered at BMD through our board of directors and various committees and leadership groups that bring together the collective decision makers within the business, coupled with our business management systems that dictate decisions and process based on policy and procedure. Key policies and procedures that support diversity as a whole, and particularly women in the BMD workplace, include:

- Equity Policy
- Paid Parental Leave Policy
- Flexible Work Arrangement Procedure.

Our Employee Handbook and various training modules within our BOLT program (refer Attachment D) communicate our policies, procedures and non-discriminatory work culture to all new starters.

Initiatives and partnerships

Women@BMD

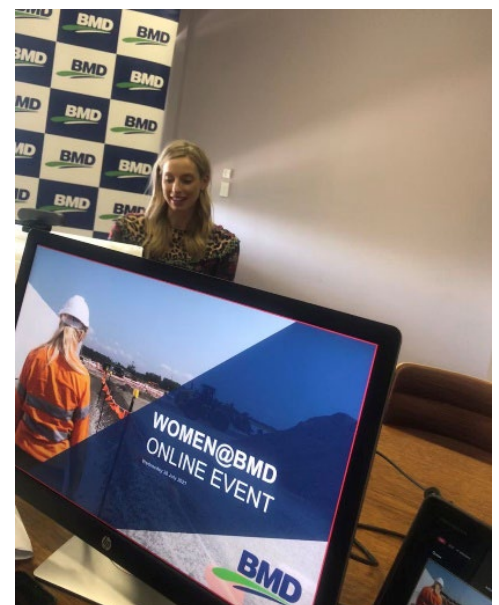
With construction identified as Australia’s most male dominated industry, BMD recognises the necessity for businesses like ours to actively work towards increasing female representation by attracting and retaining women. Our female employee representation continues to sit above industry standard at 17.1%.

In 2021, BMD established a Women@BMD Working Group who meet monthly to make progressive actions in creating a positive culture for women. The committee hosted its first event online, featuring an insightful and motivational speech by one of Australia’s most successful athletes, **Laura Geitz** who shared her personal experiences of growth, development, adversity, success and achievement.

To make real and meaningful changes, the group continues to look into the barriers that exist and invest in the improvements needed to attract and retain high performing women, particularly in senior roles. Some key changes we have seen have been following the uptake in our paid parental leave and ensuring we provide flexibility and support for new parents in their return to work.

Keeping in Touch Program

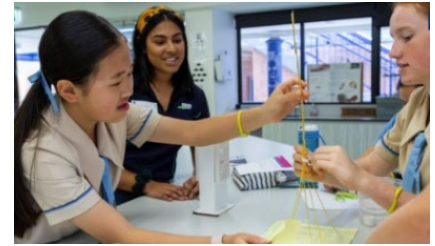
This program takes a formal, proactive approach to ensure staff on parental leave stay connected with their manager, team and the wider business. The employee lodges a form before going on leave, triggering a process for their manager to keep in touch with them during their leave — on their terms — to stay up to date on project progress and changes in the office or on site and to facilitate a smooth transition back to work.



Power of Engineering

In 2019, BMD entered a partnership with not-for-profit organisation Power of Engineering as part of our commitment to increasing gender diversity within the construction industry.

This program is an in-kind partnership providing opportunities to promote careers in STEM to girls in high school and children across remote and regional communities. BMD has been working to identify ways to increase the engagement of women in both the construction industry and more specifically at BMD.



Power of Engineering aims to inspire young women and rural high school students to consider a career in engineering by shifting the perception of engineering from being a field dominated by men, to be an opportunity to innovate, find solutions and create a positive future.

BMD employees volunteer at events, with senior company representatives speaking to students about their experience in civil construction and outlining why engineering should be considered as a career choice. Employees worked closely with students to undertake engineering style exercises, for example building robotic hands.

BMD looks forward to continuing to work with Power of Engineering which is just one pathway to ensure we remain an inclusive employer that empowers our people and recognises the positive impacts that different perspectives can add to our business.

National Association of Women in Construction

Formed in 1995, National Association of Women in Construction (NAWIC) is an Australian not-for-profit organisation which aims to champion and empower women in the construction and related industries to reach their full potential. NAWIC's support for women in construction includes national awards and events. The NAWIC awards showcase the achievements and industry advancements of women, men and organisations in the construction industry. BMD celebrates the achievements of many female employees each year through nominations, with a number of candidates being recognised with highly commended and as finalists over the years. NAWIC also hosts an annual International Women's Day lunch that BMD actively supports as a national corporate member.

Diversity in the workplace: Equal opportunity employer

BMD is an equal opportunity employer. All employees are treated on their merits, regardless of their race, age, sex, disability, marital status, or any other factor not applicable to the position. Employees are valued by how well they perform their duties, and their ability and enthusiasm to maintain our standards of service. BMD's Equity Policy further outlines our approach towards the employment and ongoing approach of our employees to ensure that all workers feel safe within our workplace and not feel discriminated against.

Under the Disability Discrimination Act 1992, BMD does not require staff members to declare their disability status in relation to their employment, except when a disability has the potential to impact a worker's performance or ability to meet the requirements of their job – including a worker's ability to safely perform their role, as well as ensure the safety of their co-workers.

Diversity in the workplace: Disadvantaged people

Through our corporate partnership with Social Traders, and our growing inclusion and diversity corporate and regional teams, BMD seeks to build relationships with social enterprises within our supply chain that provide employment for disadvantaged people. Recent examples include:

- Partnering with JobCo Reconnect program on our Fitzsimons Lane Upgrade in Victoria. The Program aims to place disadvantaged Victorians into businesses within our supply chain through casual distribution work (letter box drops) and Certified Traffic Controller opportunities.
- Partnering with a social enterprise to develop a 100% recyclable traffic bollard for industry ready market release by 2022. OCC Connections provide recycling cages free of charge to our sites in Victoria, and we donate our damaged traffic bollards as part of our traffic management subcontract requirements.
- Becoming involved in South Australia's prisoner employment programs, including the Vocational Correction pre-release program. Working closely with not-for-profit organisation Job Prospects, and our partner Zancott Recruitment – a 100% Indigenous labour hire company.



Attachment H

Section G2: Internal Operations

Describe what training opportunities you provide employees for career development and if this training is a recognised qualification. Outline whether your business provides, or will provide if successful in this contract, internships, traineeships, cadetships or apprenticeships.

Opportunities for engaging and training apprentices, and the number of existing positions, local apprenticeships and traineeships to deliver this contract

Local employment and procurement are the foundation of our procurement model. BMD will work with local subcontractors to encourage the engagement of apprentices and trainees where these are available under any given trade.

As a significant portion of civil works trades do not have formal apprenticeship pathways or professional entry requirements, most of the training is vocational, and competency based – avenues that are fully supported by BMD.

Most BMD field staff undertake Certificate III and Certificate IV in Civil Engineering, and Diploma's in Management and Civil Construction Management. Recent courses provided for staff, a trend that will continue on the project to ensure competencies are met, are noted below:

- Certificate III in Road Construction & Maintenance
- Certificate III in Civil Construction (General)
- Certificate III in Civil Construction (Road)
- Certificate IV in Safety Leadership - Construct
- Certificate IV in Civil Construction Supervision
- Certificate III in Civil Engineering
- Certificate IV in Civil Engineering
- Diploma in Civil Construction Management
- Diploma in Civil Construction
- Fire Warden
- St John's Ambulance (CPR, Provide First Aid)
- Traffic Control Plans (implement)
- Traffic Controller (Blue Card)
- Rail Industry Safety Induction (RISI)
- Confined Spaces Entry
- Operate Road Roller
- Spotters (identify, locate and protect underground)
- VOC/CTO (labourers):
 - Angle grinder
 - Quick cut saw
 - Dogger
 - Excavator
 - Front end loader
 - Roller or compactor
 - Skid Steer loader
 - Tip truck
 - Roller
- Tickets/licences (foreman/labourers):
 - Conduct Civil Construction Excavator Operations
 - Conduct Roller Operations
 - Control Traffic
 - Forklift ticket
 - High-risk work
 - Operate an excavator
 - Scissor lift

Opportunities for increasing the skills of Canberra region employees

Additional to providing specific skills training (refer above), we believe that general exposure to a large urban development project such as this will continue to support growth and long-term skills development in the Canberra region.

By being part of the Project, subcontractors and suppliers will achieve both direct and indirect benefits including opportunities to train (as noted above) and learn about the latest in civil construction, HSEQ compliances, and an understanding of major project management systems.

Training programs designed to support employee career development, and training programs designed for this contract

To ensure the Project leaves a legacy for local businesses and workers, we will seek to engage personnel from the local area in the first instance where possible. Where we assess skills are not available within the local context, we will look for opportunities to up-skill local labour as an option.

Training for people from diverse and marginalised backgrounds

Upskilling and providing opportunities for people from diverse and marginalised backgrounds will be delivered by BMD in collaboration with our partners, such as Protech and Social Traders, and the various programs and initiatives we implement that focus on building diversity in the workplace. BMD's national social inclusion and diversity managers and functional leads – covering Indigenous, training and development and social procurement – work closely with our teams to develop specific programs and report monthly to our senior management team on spend and engagement.

Primary roles and services, including pre-employment

A key aspect to targeting Indigenous participation on the Project, will involve an established, transparent, and mutually beneficial relationship with the local **Ngunnawal elders** and respected members of community. In complement, BMD acknowledges the benefit in facilitating a project information session for the local Ngunnawal community and invited regional communities, to not only learn about the Project and opportunities it will bring, but to engage our project management resources and establish relationships directly with the team. Through our alignment, we look to make positive influences on intergenerational disadvantage through the presence of positive examples and role models as well as drive greater participation of Aboriginal and Torres Strait Islander people within the greater local economy.

BMD has successfully delivered employment outcomes beyond the expectations of our clients with assistance from our preferred labour hire and Registered Training Organisation partners, as is currently being delivered on BMD's Newell Highway Program Alliance where we are providing training opportunities for a number of Aboriginal and Torres Strait Islander people, particularly young people commencing their careers in the industry (Refer Tyrone Draper's story, Attachment G).

Any commitments to labour hire organisations, Registered Training Organisations and other related education bodies for the Project, will be made in consultation with the Ngunnawal Aboriginal Corporation (NAC).

Ultimately, BMD's Project Manager will be responsible for delivering the outcomes committed to within our Workforce Development Plan and will be further supported by BMD's National Indigenous Program Manager Dart Johnson. With the civil construction industry currently experiencing a skills shortage, BMD proactively seeks out candidates and project employees who show commitment, promise, a willingness to learn, and alignment with BMD's core values (Family, Determination, Collaboration, Striving to Do Better, Empowering). Working closely with preferred labour hire organisations and Registered Training Organisations is now a crucial resourcing and skills development strategy for BMD. BMD will utilise the initial design phase of the project (six months) to identify and ensure Aboriginal and Torres Strait Islander people coming onto the project undertake pre-employment training. This will ensure that when construction begins, we have project-ready employees. In consultation with NAC, training will be delivered through local preferred labour hire organisations and/or Registered Training Organisations, such as Orbus3.

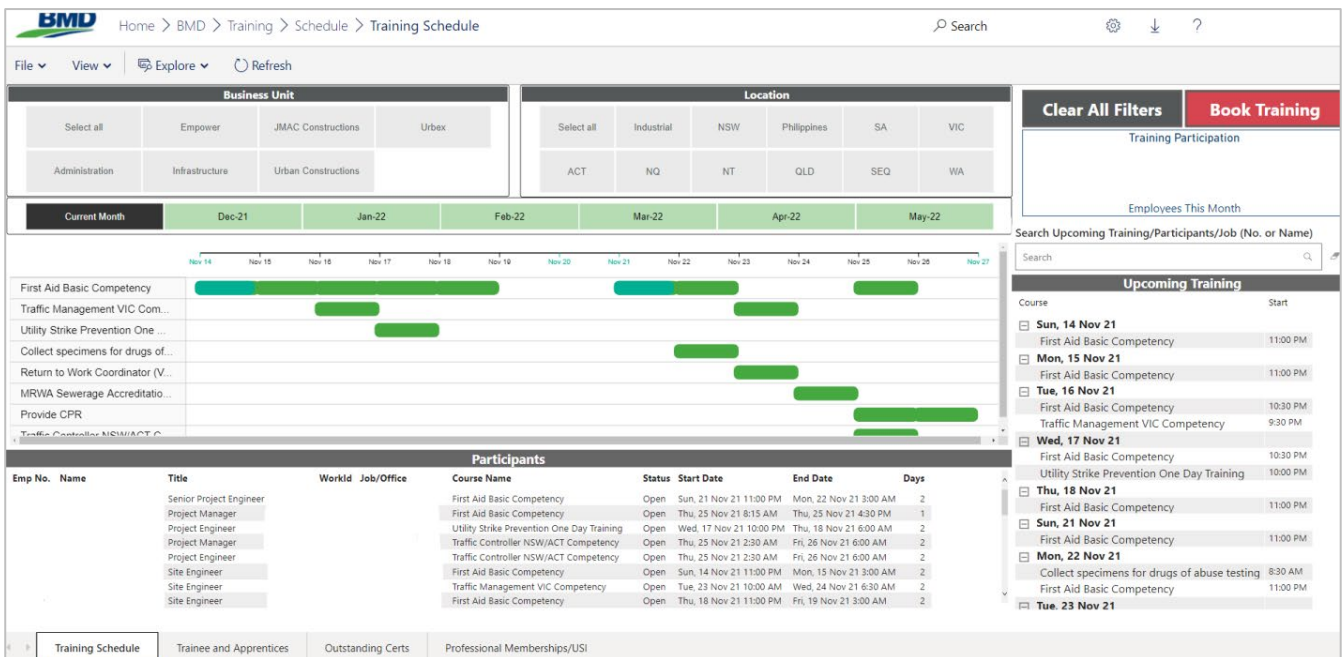
BMD acknowledges the importance of ensuring that the Project has identified trusted project resources who can liaise and represent the best interests of both our Aboriginal and Torres Strait Islander supply chain and, in particular, workforce. BMD will embed these positions within the project team, with the appreciation that the roles would be best suited to local and/or respected Aboriginal representatives.

In our sixth year as a corporate supporter of the Clontarf Foundation, BMD will proactively engage the local **Karabar Clontarf Academy** with the intent of engaging alumni and upcoming graduates with employment opportunities, as well as establishing opportunities for BMD's project team to build relationships with current students and educate the students on civil construction, the industry's career possibilities, the buoyant pipeline of future infrastructure projects and the current skills shortage that exists within our industry. For those students who show an interest, BMD will facilitate 'Try-A-Trade' days and school-based work experiences, to provide real-world experience prior to making a career choice. BMD's engagement of the Karabar Academy, with permission of the school, could be expanded to include presentations to the entire school.

Learning and development hub at BMD

Our project manager will be supported by our **Learning and Development corporate support** team to ensure all training is recorded and mapped on the Project. We will also have a major focus on employing and upskilling new entrant trainees and apprentices to meet specific project targets, which BMD has a strong reputation for meeting

and often exceeding. Using our **Learning and Development training dashboard and portal**, employees and managers on the project have access to register for various training courses delivered year-round. BMD also maintains detailed progress reports which capture training hours achieved to ensure our obligations are met, and professional development is supported.



Local training partners

Nationally, BMD works closely with several Registered Training Organisations, including local training partners, **Safety Dimensions** and **Orbus3**, who have delivered courses for several employees in recent years, including:

- Certificate III in Civil Construction
- Certificate III in Civil Construction Road Construction
- Certificate III in Civil Construction Plant Operations
- Certificate IV in Civil Construction Supervision.

For the Project, BMD would continue our partnership with Safety Dimensions and Orbus3 as our local training partners.

Additional to the provision of vocational training, the following training pathways will continue through the contract, with past performance demonstrating our level of commitment and approach to skills development and training.

Demonstrated performance: Inland Rail, Parkes to Narromine

Through BMD’s engagement of Protech, seven trainees were engaged, with five successfully completing a Certificate III in Civil Construction. Three of the trainees attained roller tickets, which resulted in employment towards the latter part of the project. For the trainees whose employment did not see them to the end of the project, Protech was able to find placements for them with other local contractors and in Sydney utilising the training they had received, while two of the roller operators were re-engaged on BMD’s Newell Highway Program Alliance.

To further complement traineeship outcomes, Protech also facilitated roller tickets for 15 CW2 labourers through SMART Skilled funding.



BMD Health, Safety and Environment (HSE) Training and Competency Management Standard

Training will also be driven by our HSE Training and Competency Management Standard which forms part of a suite of Standards within our Business Management System (BMS). This Standard sets out a framework to consistently achieve targets on each project.

Information will be captured in our Project Training and Competency Register, and the **Learning and Development training dashboard** and portal noted above – supporting our reporting to the **SLA**.

BMD Online Training (BOLT)

The internal online training BMD provides to our employees and subcontractors through our BOLT (BMD Online Training) system delivers nationwide training. Modules cover HSEQ policies and procedures, commercial and SharePoint systems, BMDs culture and behaviour expectations, etc. Records of BOLT modules undertaken are recorded in our **Learning and Development training dashboard and portal** noted above.

Every subcontractor engaged on the Project, is trained via our BOLT modules. Once onsite they receive further training via inductions, prestart talks, toolbox talks, job hazard cards, Safe Work Method Statements, activity-based conversations and interactions with our team who live and work in the Canberra region.

University of Wollongong partnership

It is estimated that each year 25 – 30 students from Canberra enrol in University of Wollongong's Bachelor of Engineering (Civil Engineering). BMD's Canberra Construction Manager Darren Wakley, along with fellow colleagues and the Human Resources team, host stalls at the Careers Fair, which are held regularly by the University. In doing so, BMD has successfully employed several students as undergraduates in our ACT business.

Graduate program

As part of BMD's ongoing Graduate initiative, graduates across a number of disciplines, including engineering, are invited from across the country for a two-day program aimed at networking, team building and learning more about career opportunities within the BMD Group. The two-year BMD Graduate Program offers graduate employees:

- real job learnings and support mechanisms where individual contribution is invited and respected
- the opportunity to excel and demonstrate capability and willingness to contribute
- a work environment that is flexible and individually focused while still providing diverse opportunities.

In Canberra, BMD employs **three graduate** engineers.





**LABOUR RELATIONS, TRAINING AND WORKPLACE EQUITY
PLAN**



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Labour Relations, Training and Workplace Equity Plan



Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than 5 million

March 2022

Important note

This template is for the Labour Relations, Training and Workplace Equity Plan. This Plan is an assessment criteria in the ACT Government's procurement process. Information you enter must be able to be verified. Where possible quantify items in your statements.

If your business is successful in winning this procurement, your compliance with this Plan is evaluated as part of the final contract performance evaluation. The evaluation can be considered as part of your future procurement submissions.

The Labour Relations, Training and Workplace Equity Plan is a requirement under the *Government Procurement Act 2001* Part 2B Secure Local Jobs Code. For more information visit procurement.act.gov.au

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

Consultation with staff and their representatives

The Government Procurement Regulation 2007 states that this Plan must be developed in consultation with your employees and include a statement on how this was done.

Respondents are required to demonstrate how consultation was undertaken with your employees on the development of this plan and provide evidence on how this was done

Failure to demonstrate consultation with staff may result in your response being assessed as non-compliant and excluded from evaluation

Describe how you consulted with your employees on this Plan and provide evidence on how this was done.

See Guidance note 1 and 2

Complex actively engages our employees in the development of company planning, policies and procedures that support employment security, health and wellbeing, diversity, and career development.

The preparation of this Labour Relations and Workplace Equity Plan was undertaken in consultation with members of the proposed project delivery team and employee representatives during a Tool Box Talk. Consultation included a review of the Secure Local Jobs Code and development of this Labour Relations and Workplace Equity Plan.

Evidence of consultation is provided by a Tool Box Talk meeting record attached at ANNEXURE A.

Guidance note:

1. Consultation can include with eligible unions or relevant staff representatives.
2. Evidence can include meeting minutes, briefing records, or toolbox talk records.

Declaration

I am a duly authorised officer of

Complex Co. Pty Ltd


(Business Name)

I am familiar with the principles and objectives of the Secure Local Jobs Code and the responsibilities under it. If awarded the contract the business will:

- ▶ note that the Territory reserves the right to negotiate and/or clarify commitments in this Labour Relations, Training and Workplace Equity Plan before finalising the contract
- ▶ meet the commitments in this or an amended Labour Relations, Training and Workplace Equity Plan (as agreed by the Territory)
- ▶ attend any meeting scheduled by the Territory to review progress implementing commitments in this or an amended Labour Relations, Training and Workplace Equity Plan (as agreed by the Territory)
- ▶ report to the Territory on the business' performance implementing its commitments set out in this or an amended Labour Relations, Training and Workplace Equity Plan (as agreed by the Territory) quarterly during the term of the contract.

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

Signature		Date	27/10/2022
Name	Regan James	Position	Chief Operations Officer

Tender and business information

Tender* title	Construction of Jacka 2 Stage 1B Engineering and Landscape Construction		
Tender number	SLA1626		
Responsible Territory Entity / Directorate	Suburban Land Agency		
Legal entity name	Complex Co. Pty Ltd		
ABN	59 130 697 639		
Trading name	Complex Co. Pty Ltd		
Business Project / Contact Person	Regan James		
Telephone	1300 048 854	Email	info@complexco.com.au

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

What is your physical presence in the

Head office Branch office Warehouse / Depot Home office Other Nil

(Select all that apply)

When was this presence established?

✓				Specify:	
2008					

How many full-time employees do you currently employ in the Canberra region?

Complex Co. Pty Ltd only employs it's working directors.

Complex Co. Pty Ltd subsidiary company Civil Werx Pty Ltd (ABN 42 162 707 084) engages direct labour and operates the delivery of its contract works under a sub-contract arrangement. Civil Werx Pty Ltd is a Secure Local Jobs Code Certified Entity and is registered and pays Long Service Leave, payroll tax and superannuation for its employees.

Civil Werx Pty Ltd has 52 Fulltime workers which represent the business.

Describe your existing relationships with other businesses in the Canberra region?

Complex maintains an Approved Business Partner register of Secure Local Job Code certified entities that comply with our ethical and labour standards, as well as our stringent safety, environmental and quality systems.

When engaging suppliers, Complex gives preference to Canberra region businesses over non regional businesses to support the objectives of the Secure Local Jobs Code.

Through our continued support and engagement of Canberra region businesses, Complex hold a reputation from local suppliers and subcontractors as a preferred principal contractor.

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

A: Compliance with the Secure Local Jobs Code

Describe how your business will comply with its obligations under the Secure Local Jobs Code for the duration of the contract, including:

- ▶ getting and maintaining a Secure Local Jobs Code Certificate
- ▶ adhering to relevant laws, including industrial relations, employment and workplace safety
- ▶ promoting opportunity for job security and reducing the incidence of insecure work
- ▶ ensuring subcontractors and sub-subcontractors comply with the Code
- ▶ maintaining communication with the workforce throughout the project.

A1: Internal operations

Complex Co. Pty Ltd and its subsidiary company Civil Werx Pty Ltd are Secure Local Jobs Code certified entities and have continuously held certification since the implementation of the code.

We operate under the Building and Construction General On-site Award [MA000020].

Complex is certified to ISO 45001:2018 OHS Management Systems; ISO 14001:2015 Environmental Management Systems; and ISO 9001:2015 Quality Management Systems. Additionally, Complex hold Work Health and Safety Accreditation on under Office of the Federal Safety Commissioner.

We employ a Payroll Manager, WHSE Manager and Quality Manager who have responsibilities for maintaining compliance with our industrial relations and employment obligations. These processes are regularly reported on and are further controlled and monitored by the company's internal Accountant, Chief Operations Officer and company Directors.

Complex maintains a register of its certifications and accreditations via online software - Assignar. The software tracks status and provides advance notification of items due for renewal to ensure continual certification and accreditations are held.

Complex actively and competitively tender for Canberra regional projects and are focused on maintaining a secure and skilled local workforce. We have a number of initiatives to diversify the business's scope of operations and provide workers the opportunity to develop their skillsets.

Our Policies and Procedures include the objectives of the Secure Local Jobs Code and define our commitment to workforce communication. We believe good communication contributes to improving company performance and project delivery. Complex maintains communications with its workers on an ongoing basis via:

- Weekly Tool-Box Talks
- Fortnightly Management Meetings
- Monthly Safety Presentations
- Monthly Project Management Meetings
- Monthly Site Inspections

Evidence of our (inc. Civil Werx) Secure Local Jobs Code certification is attached at ANNEXURE B.

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

A2: For subcontractors

See Guidance note 3

Complex has Policies and Procedures to ensure that all subcontractors used on ACT Government contracts are Secure Local Jobs Code certified entities, meet our ethical and labour standards, and are compliant with our safety, environmental and quality systems. These Policies and Procedures have been communicated to all Executive Management and Employees.

All subcontractors are subject to an Approved Business Partner Questionnaire to assist us to establish the providers level of Safety, Quality and Environmental compliance, as well as compliance with legislation, including; industrial relations, employment, and workplace safety.

Upon successful review of the business's documentation and demonstration of compliance, the provider is entered on to our Approved Business Partner Register, which tracks currency of insurance, Secure Local Jobs Code certification and other Key Performance Indicators. The register is monitored by both the Procurement Manager and Office Manager to ensure compliance is maintained.

All subcontractors are further advised of their requirement to comply with Secure Local Jobs Code legislation during our project specific induction process and framework.

Evidence of our Procedures is provided by the Approved Business Partner Questionnaire attached at ANNEXURE C.

Guidance note

- 3. Provide supporting evidence to demonstrate you have systems in place to only engage Code compliant subcontractors. For example, subcontractors engaged at any tier of the supply chain in connection with the territory-funded work must hold a valid Secure Local Jobs Code Certificate and comply with Code requirements.*

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

B: Systems of work

Describe how your business will incorporate compliance with the Secure Local Jobs Code into policies and systems of work.

B1: Internal operations

See Guidance note 4

Complex has implemented a Secure Local Jobs Code policy which provides a commitment from the business to meet the Secure Local Jobs Code requirements and is integrated across our management systems.

To assist us in compliance, we have developed an employee Fact Sheet which provides employees information regarding their rights related to Freedom of Association, Workplace Representation and accessing industrial instruments applicable to their employment. We regularly audit and report on performance against Secure Local Jobs Code objectives.

Complex has also reviewed and amended its processes around selection and engagement of service providers to ensure that the process allows for verification of the company's compliance with the Secure Local Jobs Code requirements.

Evidence of our Secure Local Jobs Code policy is attached at ANNEXURE D.

Guidance note

4. This could include a policy or procedure covering obligations under the Code.

C: Understanding Secure Local Jobs Code obligations

Describe how your business will ensure directors, executive managers and employees understand obligations under the Secure Local Jobs Code.

C1: Internal operations

See Guidance note 5

Complex Directors and Executive Management attended ACT Government and Industry Group (MBA) briefings and workshops pertaining to the Secure Local Jobs Code and were actively involved in the procedural updates undertaken within the business to ensure compliance with Secure Local Jobs Code and develop the Secure Local Jobs Code policy.

The Directors and Executive Managers are responsible for annual review of the Secure Local Jobs Policy and effecting changes and updates as required.

Employees of the organisation are provided information on Secure Local Jobs Code at the time of their corporate induction, during the development of Labour Relations Training and Workplace Equity Plans, during regular meetings, and during project specific inductions.

These processes ensure the Directors, Executive Management and all employees hold a sound understanding of the obligations under the code.

Evidence of our Secure Local Jobs Code policy is attached at ANNEXURE D.

Guidance note

5. This could include training plans, meeting minutes, or a policy or procedure covering directors, executive managers and employee obligations under the Secure Local Jobs Code.

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

D: Security of Employment

Describe how your business seeks to minimise insecure work arrangements. This includes:

- whether and how you will support transitioning employees from an existing contractor to your business if successful in this contract
- how you will minimise insecure work arrangements by your subcontractors.

See Guidance note 6

D1: Internal operations

Complex has a high staff retention rate and preferences employment on a permanent basis.

Complex Directors and Executive Management meet regularly to review current and future/potential works within the business to ensure the continued and secure employment of its employees.

There are also structured reporting requirements that have been established within the business to aid the Directors and Executive team highlighting any potential areas of concern with regards to the provision of ongoing work arrangements so consultation can occur, and arrangements put in place to mitigate any effect on the business.

Where an existing contractor cannot provide secure employment, Complex support employment transition, however, the agreement to do so is undertaken via consultation between Complex, the Contractor and the relevant employee/s.

D2: Subcontractors or labour hire arrangements (if applicable)

Complex takes into account subcontractors who are engaged to the business when reviewing its work commitments to ensure that ongoing opportunities can be extended to its subcontractors.

Complex occasionally fulfils short term contractual requirements with the engagement of labour hire. Where we are able to provide a continual level of work for 3 months and foresee ongoing opportunity to provide secure work for labour hire employees, they are transitioned to permanent employment. Over the course of FY2020-FY2021, Complex has transitioned 5 employees from labour hire operations into our own operations in full time positions.

Guidance note

6. *Examples of insecure work arrangements includes:*

- *temporary employment arrangements*
- *casual employment arrangements.*

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

E: Employees' health and wellbeing

Describe and provide evidence of how your business actively supports the physical and mental health of your employees, including activities that reduce the impact and incidence of impairment in the workplace.

E1: Internal operations

See Guidance note 7

Complex has Policies and Procedures in place to ensure employee health and well-being.

Complex has a robust Fitness for Work Policy, Drug & Alcohol Policy and Diversity Policy and Mutual Respect Policy which employees are inducted into during corporate and project specific inductions. These policies are also issued as part of the employment contract when the worker commences with the business.

Complex undertakes Drug and Alcohol testing on a monthly basis where we undertake testing on approximately 10% of our workforce. The testing is random and undertaken by the company's internal WHS Manager, who holds training to provide the services. Testing is also discretionally undertaken in the instance of incidents or cause for testing.

Complex aligns itself with a local EAP provider; OzHelp, which employees can access when required. The EAP providers information is displayed in all site offices on an emergency contacts sheet and provided to employees at the time of their induction into the company as well as project specific inductions.

The organisation has also aligned itself with Club Lime to provide employees with reduced (25%) membership fees and no joining fees.

Evidence of our Fitness For Work policy is attached at ANNEXURE E.

Evidence of our Drug and Alcohol policy is attached at ANNEXURE F.

Guidance note

- 7. This could include providing employees with access to an Employee Assistance Provider (EAP), workplace policy or procedure, drug and alcohol training, domestic violence training, access to rehabilitation and support services, safety and impairment awareness training, and other measures to support employee health and wellbeing.*

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

F: Diversity in the workplace

Describe how your business strategies and processes to:

- support employment participation of Aboriginal and Torres Strait Islander people, women, people with disability and people from culturally and linguistically diverse backgrounds
- address barriers to employment or career development for people from these groups.

F1: Internal operations

See Guidance note 8

Complex and our subsidiary company Civil Werx supports employment of personnel from diverse backgrounds, both internally and externally.

Complex has developed a Diversity Policy and Mutual Respect Policy which is displayed at all sites and communicated at inductions both to internal and external personnel.

42% of our employees are from diverse backgrounds, including:

- **Indigenous Identifying - 5%**
- **Women in Construction - 15%**
- **LGBTQI Identifying - 2%**
- **Other Non-Australian Identifying - 22%**
- **Overall Diversity Percentage - 41.66%**

As evidence of our commitment to diversity, over the past 2 years Complex has participated in the Master Builder Associations Women in Construction Program. As a result, we have provided full-time employment to 4 candidates.

Complex is also a member of Supply Nation and seeks to offer opportunities under the business to registered and certified entities, inline with the ACT Governments Indigenous Procurement Policy and Procurement Initiatives. During this contract, Complex provides a target to procure 5% of spend with Indigenous owned business.

Where deemed suitable, training and development courses are also sourced to provide an opportunity for increased personal development.

Evidence of our Diversity policy is attached at ANNEXURE G.

Evidence of our Mutual Respect policy is attached at ANNEXURE H.

Guidance note

8. Evidence could include workplace policy or procedures, targeted traineeships/apprenticeships, designated positions or roles, training or support for staff (i.e. literacy and numeracy training, cultural awareness policies or training, LGBTQI awareness policies or training, domestic violence awareness training or supported leave), and other action you have taken to remove barriers to employment and support career development.

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

G: Local employment first

Describe your business' strategies and processes to provide opportunities for people in the Canberra region to apply for and be offered employment for this contract before you recruit workers outside the region.

G1: Internal operations

All direct employees of the business are engaged from the local area. Complex has not previously had a requirement to resource staff from outside the local market. In the event direct advertising does not attract the desired candidate Complex works with recruitment agencies in the local area to reach a wider pool of locally based candidates for the delivery of its contracts.

Describe what training opportunities you provide employees for career development and if this training is a recognised qualification. Outline whether your business provides, or will provide if successful in this contract, internships, traineeships, cadetships or apprenticeships.

G2: Internal operations

As stated previously, Complex provides a number of recognised training programs to employees including the following:

- **Apprenticeship/ Traineeship Program**
- **Australian School Based Apprenticeships – Future Women in Construction Initiative**
- **SPARK / MBA – Women in Civil Construction Program**



Annexures



A. Tool Box Talk

Form 18 Tool Box Talk Meeting Record



Workplace:	Complex Co. Pty Ltd	Date:	27/10/2022
Supervisor/Presenter:	Regan James		
Subject:	Labour Relations Training and Workplace Equity Plan	Duration:	1 hour
SWMS Reviewed:	n/a		
Persons Present			
Regan James, Jessica Plane, Jason Brooker, Lloyd Lucas			
Comments and Points Raised (summary)			
This toolbox talk record is for consultation between Executive Management and Complex Employees to develop the Labour Relations, Training and Workplace Equity Plan for the Jacka 2 Stage 1B project.			
Check applicable boxes:			
<input type="checkbox"/> Awareness of Site Rules	<input type="checkbox"/> PPE		
<input type="checkbox"/> SWMS Review	<input type="checkbox"/> Electrical Safety (Test & Tag)		
<input type="checkbox"/> SDS Requirements	<input type="checkbox"/> Housekeeping		
<input type="checkbox"/> Competency/Training	<input type="checkbox"/> Plant and Equipment		
<input type="checkbox"/> Access Issues	<input type="checkbox"/> Principal Contractor Issues		
Corrective Action	Action By	Action Complete	
		Sign Off	Date

Form 18 Tool Box Talk Meeting Record



	Name	Contractor	Signature
1	Regan James	Complex Co.	
2	Jessica Plane	Complex Co.	
3	Jason Brooker	Complex Co.	
4	Lloyd Lucas	Complex Co.	
5			
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25			



B. Secure Local Jobs Code Certificate



SECURE LOCAL JOBS CODE

This is to certify that

Complex Co. PTY LTD

59130697639

209 MAJURA RD, MAJURA ACT 2609

P| 0413650378 E| Regan.james@complexco.com.au

is a Code Certified Entity under the
Secure Local Jobs Code

Government Procurement Act 2001

Certificate number 00074

Valid from 16 Aug 2022 to 20 Jan 2024

Conditions: 5 infringement points

Exemptions:

Approved Auditor: Graham Coyle 0020

A handwritten signature in black ink, appearing to read "Damian West".

Dr Damian West
Secure Local Jobs Code Registrar



C. Approved Business Partner Questionnaire



Business Partner Questionnaire

We invite business partners to complete this questionnaire when they seek to be considered for inclusion on our Approved Contractor and Supplier Register. This is a pre-requisite in order to tender for our works.

Through completion of this questionnaire, Business Partners can demonstrate that they have the required insurances and can meet statutory and contractual requirements including a commitment to WHS, Environmental and Quality management.

The completed questionnaire is to be returned to our representative, together with copies of documentation and records as indicated, prior to procurement of any works, products or services.

PLEASE RETURN TO:		
EMAIL:		
PHONE: for all enquiries		

Company Details

Managing Director			
Company Name		ABN	
Street Address			
Phone		Fax	
Contact Person		Position	
Email			
Bank Account Details			

Capability

Brief Description of work your company is engaged, the product or services provided		
<input type="checkbox"/> Contractor	<input type="checkbox"/> Supplier	<input type="checkbox"/> Consultant
Year business/company established		
No. of workers		
Does your company use subcontractors or labour hire workers	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Has your company worked for Complex Co in the last 2 years	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, name of project/s		
Trade References (provide 3)	1.	
	2.	
	3.	



Insurance and Industrial Relations Management

Public liability insurance?	<input type="checkbox"/> YES, Amount: \$__million Please provide Certificate of Currency	<input type="checkbox"/> NO
Contracts Works insurance?	<input type="checkbox"/> YES, Amount: \$__million Please provide Certificate of Currency	<input type="checkbox"/> NO
Workers Compensation insurance?	<input type="checkbox"/> YES Please provide Certificate of Currency	<input type="checkbox"/> NO
Professional Indemnity insurance?	<input type="checkbox"/> YES, Amount: \$__million Please provide Certificate of Currency	<input type="checkbox"/> NO
Are the industrial instruments you operate under compliant with the National Code of Practice for the Construction Industry, the current Implementation Guidelines thereto (The Code and Guidelines) and the Building Code 2019?	<input type="checkbox"/> YES, please provide verification	<input type="checkbox"/> NO
Secure Local Jobs Certificate	<input type="checkbox"/> YES, please provide verification	<input type="checkbox"/> NO

Performance

Name of Site Manager/Site Supervisor	
Contact Details (direct phone and email)	

Note: This person is responsible to supervise workers on site daily and participate in established consultative forums such as site safety walks, inspections, spot audits, contractor meetings etc.

Provide number and details of any WHSE Statutory improvement or prohibition notices received in the last 2 years:	
Provide details of any WHSE prosecutions in the last 2 years:	
Provide details of any recent WHSE programs/initiatives implemented to reduce risk of injury to your employees or harm to the environment:	
Do you have a system for recording and analyzing WHSE performance statistics? (if known, provide details of any lost time injuries)	



WHS

Do you undertake risk assessments and have Safe Work Method Statements for your work activities?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your company carry out High Risk Work Activities as defined in the WHS Regulation? Note: SWMS MUST BE IN PLACE FOR ALL HIGH RISK WORK	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you keep and maintain a register of hazardous substances/dangerous goods and Safety Data Sheets being used in respect of work performed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your company have a plant and equipment register detailing registrations, insurances and plant maintenance and inspection requirements?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your company conduct plant risk assessments and daily inspections specific to the item of plant and in accordance with manufacturers recommendations?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you conduct an initial site hazard/risk assessment and ongoing inspections/audits of your work activities?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you have records of worker induction and training for work activities? Copies of Industry Induction, Asbestos Awareness Training, SWMS induction and any mandatory high risk work licenses/certificates of competency must be evidenced prior to commencement of work on site.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your company have a process for consulting with workers before changes to work methods, equipment materials etc.?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
ARE YOU WILLING TO COMPLY AT ALL TIMES WITH THE WHS LEGISLATION AND COMPLEX CO REQUIREMENTS FOR WHS MANAGEMENT?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Environmental Management

Do you have documented environmental procedures for your work?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
ARE YOU WILLING TO COMPLY WITH COMPLEX CO ENVIRONMENTAL MANAGEMENT REQUIREMENTS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Brief Description of environmental aspects and control measures related to the product or services provided		

Quality Management

Do you have a system of Inspection and Test Plans (ITP's) and/or checklists to manage the work undertaken?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
ARE YOU WILLING TO COMPLY WITH COMPLEX CO REQUIREMENTS FOR QUALITY MANAGEMENT?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Brief Description of quality assurance measures related to the product or services provided		



Declaration

I have read and agree to abide by Complex Co requirements, which have been clearly communicated to me via this questionnaire and the covering letter.

I understand my responsibility to:

- Comply with the requirements of the WHS Act 2011, WHS Regulation 2011, applicable Codes of Practice and Australian Standards;
- Cooperate with Complex Co representatives as required and maintain high standards of WHSE and Quality for the duration of the project works.
- Submit a SWMS relative to the scope of work **at least 2 weeks prior** to commencement on site for review.
- Submit a Site Specific SWMS for all High Risk Work Activities intended to be carried out in accordance with the requirements of the WHS Regulation **at least 2 weeks prior** to commencement on site for review.
- Maintain a copy of the SWMS on site at all times and provide Complex Co with an updated copy following any modifications or changes to your scope of work.
- I agree to attend to any modifications necessary within the prescribed time frame.
- Provide Complex Co with Copies of Induction Cards and Licenses/competency certificates for verification during site induction or as requested.
- Provide Complex Co with a plant and equipment register, plant specific risk assessment, inspection and maintenance records and electrical test and tag register prior to commencement on site.
- Provide Complex Co with a chemical register, risk assessment and SDS for any hazardous substances or dangerous goods being brought into the workplace.
- Consult with our workers including an initial induction, SWMS induction and ongoing toolbox talks or daily briefings;
- Undertake a site-specific hazard/risk assessment (JSA) prior to commencement of work on site.
- Advise Complex Co of any incidents, hazards or dangerous occurrences as soon as they occur.
- Communicate with Complex Co about any issues related to health, safety, environmental management or quality as required.

This declaration **MUST** be signed by the company Director and returned to Complex Co nominated representative, together with copies of itemized documents below, in order to be considered for future project work.

I acknowledge I have received:

- Complex Co Business Partner Questionnaire
- Construction Program
- Design drawings
- Applicable part of the risk register
- Hazardous materials reports (if applicable)
- WHSE and QA Policies
- Site Rules
- SWMS review form

Directors Name: _____

Signature: _____

Date: _____



Documents required to be submitted with the completed Business Partner questionnaire and Declaration:

Insurance Certificates of currency for:

- Workers Compensation
- Public Liability (minimum required \$10m)
- Plant/Equipment/Vehicles
- Professional Indemnity (where applicable)

Statutory Requirements

- Evidence of Compliance with the National Code of Practice for the Construction Industry
- IRE Certificate
- SWMS for High Risk Construction Work

Business Information

- Business/Company Name, Address and contact details
- ABN and Bank Account details
- Capability Statement and References

Office Use Only

BUSINESS PARTNER ASSESSMENT OUTCOME AND RECOMMENDATION			
REVIEWED BY NAME:		DATE:	
SIGNATURE:			
ALL REQUIRED INFORMATION PROVIDED?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Provide comments and recommendation below. Outline of any additional information required.			
CONSTRUCTION/BUSINESS MANAGER APPROVAL			
NAME:		DATE:	
SIGNATURE:			
APPROVAL?	<input type="checkbox"/> YES		<input type="checkbox"/> NO
Provide comments below			
APPROVED CONTRACTOR SUPPLIER REGISTER UPDATE			
UPDATED BY NAME:		DATE:	
SIGNATURE:			
ANNUAL PERFORMANCE REVIEW/NON CONFORMANCE NOTES			
REVIEWED BY NAME:		DATE:	
SIGNATURE:			
Provide overview and recommendation for ongoing inclusion on the approved contractor supplier register below			

Approval Rating

	Contractor consistently meets/exceeds Complex Co WHSE & QA requirements. Monitor performance during scheduled spot audits and management reviews.
	New Contractor or HRW Contractor not meeting stated requirements. Targeted monitoring (i.e. spot audit within first week, more frequent spot audits and/or targeted monitoring of high risk work).



D. Secure Local Jobs Code Policy



Secure Local Jobs Code Policy

Complex Co is committed to ongoing compliance with the Secure Local Jobs Code and makes commitment to complying with the following

1. Adherence to the Law
2. Requests for information
3. Workplace representation
4. Employee Representation and Workplace Inductions
5. Recognition of the Right to Collectively Bargain
6. Freedom of Association

Lach Haskins & Matt Haskins
Directors
Complex Co

Issued:- December 2021

Review Date: - April 2022



E. Fitness For Work Policy



Fitness for Work Policy

As part of Complex Co's ongoing obligation and commitment to maintaining a safe workplace it is our aim to ensure that all workers in Complex Co workplaces are physically, emotionally and mentally fit to perform their duties unaffected by alcohol or drugs.

Alcohol and drug usage becomes a Workplace Health and Safety (WHS) issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired, leading to an increased risk of injury or accidents to themselves or others at the workplace.

Workers are responsible to take reasonable care of their own health and safety and not endanger that of others while at the workplace.

Aim

Complex Co aims to foster an attitude amongst all workers that it is unacceptable to present for work, or to be at work, while under the influence of alcohol and/or other drugs.

This policy outlines our processes for managing the misuse of alcohol and drugs in the workplace through testing, education, counselling, rehabilitation and where required, discipline.

Our Actions

To meet our Fitness for Work Policy commitment and duty of care obligations, Complex Co will:

- Carry out random alcohol and/or other drugs testing on our construction sites to ensure fitness for work and in doing so provide a safe work environment;
- Target high risk ticket holders (not the general site) for non-federally funded projects;
- For federally funded projects, Complex Co will carry out alcohol and drug testing in accordance with the *Building Code 2019*;
- Prohibit workers from work if they are affected by alcohol and/or drugs;
- Increase awareness of the harmful effects of drugs and alcohol in the workplace, on the individual and to others by the inclusion of this issue into induction programs;
- Make available information about the availability of referral and treatment services to overcome drug and alcohol abuse;
- Prohibit the consumption or use, possession and/or sale of alcohol or drugs on any Complex Co construction site or workplace;
- Where alcohol is to be provided by Complex Co at a work sponsored function, it will be provided in a properly authorized and responsible manner. Individuals will be reminded of their legal obligations concerning driving and alcohol consumption. Alternative non-alcoholic beverages and adequate food will be made available;
- Ensure that any person taking prescribed medication or pharmaceutical (over the counter) drugs reports the use to management where it is known by the user that use may affect their ability to perform assigned duties. Should these workers test positive during a test as a result of prescription or over the counter medication, they will be deemed not fit for work, as per the Drug Testing Results section below.



Confidentiality

Complex Co shall ensure that drug and alcohol testing results remain confidential and dissemination of the results shall be restricted to those who have a genuine requirement to access the results. Records will be maintained in a secure location in accordance with privacy laws. Results will only be released to a third party as required by law or in the course of legal proceedings following consultation with the worker involved.

Testing will be carried out in a suitable area that maintains the privacy of the individual/s being tested.

Workers who record a positive (“fail”) result will be treated at all times in a respectful and non-judgmental manner.

Drug and Alcohol Testing Program

The program includes testing for the following:

- Alcohol
- Opiates
- THC (Marijuana)
- Cocaine
- Benzodiazepines
- Amphetamines
- Methamphetamines

The current program testing options include:

- Random and target testing;
- Voluntary testing; and
- For cause testing.

For random testing, workers will be selected using a random selection process nominated by Complex Co management in consultation with the Site WHS&E Manager and Site Safety Committee (if in place). The random selection process shall be conducted in a clear and transparent manner.

Targeted testing of workers involved in high risk construction activities as defined in the *WHS Regulations* will be carried out in addition to the random selection process as outlined above.

Where practicable, Management will provide facilities for employees to self-test prior to presenting for work. Voluntary testing provides workers with the ability to volunteer to be tested either for drugs and/or alcohol.

Workers who engage in voluntary testing who produce a non-negative confirmatory test confirmed will be expected to actively participate in a structured rehabilitation program in accordance with the limited random testing process.

Voluntary testing returning non-negative confirmatory test results will be managed on a case by case basis and Council may explore opportunities available within Council for suitable duties to be actively sought for staff during their rehabilitation program.

Such opportunities must be by agreement and in consultation with the affected worker and their Union or other representative.

Immunity for disclosure from disciplinary action will be provided to the worker on the condition that they comply with the rehabilitation program and do not report for work and commence work in an unfit state in future.

These workers should request a voluntary or self-test if in doubt, prior to commencing duties.

For cause testing may be conducted where:

- An individual or group of individuals fitness for work may have been a contributing factor in an incident, injury or dangerous occurrence;
- There is a direct observation or indication of impairment or unusual behavior or actions by the individual/s;



- There is evidence or reason to believe the individual is involved with the use of alcohol or other drugs while at work; or
- Where safety precautions or processes may have been breached by the individual/s.

For cause testing is to be applied fairly, objectively and equitably, Testing Officers must act in an ethical and professional manner and with consistency for all Workers on each occasion they are required to conduct an assessment.

Testing Officers

Drug and alcohol testing is to be undertaken by suitably qualified Testing Officers from an independent external provider. The provider will be required to verify procedural accuracy and fairness of the testing in accordance with legislative requirements as follows:

- Alcohol testing equipment used must be tested and calibrated according to the manufacturer's instructions and certified to *AS 3547:1997 Breath alcohol testing devices for personal use*;
- Oral fluid testing is to be conducted for drug screening and must be used, tested and calibrated to the manufacturer's instructions and certified to *AS 4760:2006 procedures for specimen collection and the detection and quantitation of drugs in oral fluid* (target levels for benzodiazepine concentration will be 10ng/mL);
- Testing of persons under the age of 18 must only be undertaken after their parent or guardian has been informed;
- Testing must be conducted in a designated area, which ensures privacy of the individuals for the duration of the testing; and
- The integrity of the sample and testing must be maintained and verified through testing records provide to an authorised Complex Co representative at the completion of the testing.

When an individual is selected for testing for any reason defined within this Policy they must immediately proceed to the testing area. They may not leave the site for any reason and must cooperate fully with any reasonable instructions given by the authorised Testing Officer.

Alcohol Testing Results

- Workers recording a 0.00% Blood Alcohol Concentration (BAC) reading [a negative ("pass") result] are permitted to return to work immediately.
- Workers recording a BAC result above 0.00% up to and including 0.02% BAC [a non-negative ("fail") result] are required to stand down and will be required to complete a Confirmatory Test 60 minutes after the Initial Screening Test or at the discretion of the Testing Officer.
- Where a Worker refuses to complete the Confirmatory Test and elects to leave the workplace, they are to do so in an agreed leave of absence arrangement with their Employer or loss of pay is to apply.
- Where a Worker completes the Confirmatory Test and a result of 0.00% is obtained [a confirmed negative (pass) result], they are permitted to return to work immediately. No loss of pay is to apply.
- Where a Worker completes the Confirmatory Test and a result greater than 0.00% is obtained [a confirmed positive (fail) result] they are NOT permitted to return to work and will be required to leave the workplace as soon as possible. An agreed leave of absence arrangement with their employer or loss of pay is to apply.
- Workers recording a BAC result of above 0.02% [a non-negative ("fail") result] are NOT permitted to return to work. A Confirmatory Test will be completed immediately to confirm the test result. The Worker will be required to leave the Workplace as soon as possible. An agreed leave of absence arrangement with their Employer or loss of pay is to apply.

Counselling and rehabilitation is to be offered to individuals as appropriate.

Workers who are required to leave site or elect to leave due to an initial screening test non-negative result or a confirmed positive ("fail") alcohol breath test are required to present for testing before their following shift to meet the fitness for work requirements. The Worker is not permitted to return to work until a confirmed negative ("pass") result is obtained.



All reasonable assistance is to be afforded to ensure an affected person can make their way from the Workplace to a safe location without harm (e.g. taxi, lift from a friend or Supervisor, etc.).

Subcontractors engaged by Complex Co will be subjected to the conditions outlined in this section. Time spent away from work due to a confirmed positive (“fail”) reading will be managed by the Employing Subcontractor.

Drug Testing Results

Workers selected for drug testing will be asked to disclose any use of drugs including prescription and over the counter medication prior to testing.

The allowable level of detectable prohibited substances for Workers at the Workplace is to be determined in accordance with the relevant Australian Standard. Results shall be interpreted as follows:

- Workers recording a negative result (“pass”) are permitted to return to work immediately.
- Workers recording a non-negative result (“fail”) will NOT be permitted to return to work and are required to provide further oral fluid or urine sample (Sample A and Sample B) immediately, under controlled conditions, for confirmatory testing at a NATA accredited laboratory. All confirmatory testing shall be undertaken by an approved independent testing organization.
- If the Worker refuses to cooperate with the testing, they are NOT permitted to return to work and will be required to leave the Workplace as soon as possible. An agreed leave of absence with the Employer or loss of pay is to apply.
- Where confirmatory test results provide a negative result (pass) for prohibited drugs, the Worker is permitted to return to work. No loss of pay or disciplinary action is to apply.
- Where confirmatory test results verify the initial screening test positive result (“fail”) the Worker is NOT permitted to return to work. An agreed leave of absence arrangement with their Employer or loss of pay is to apply.

Counselling and rehabilitation is to be offered to individuals as appropriate.

A confirmed negative (“pass”) drug test result must be obtained before the individual can return to work. Any worker who was required to leave the workplace for non-compliance, is required to supply written confirmation of a confirmed negative (“pass”) drug test prior to re-commencing work. In order to provide a confirmed negative (“pass”) oral fluid or urine drug test, the test must be conducted by an appropriately qualified provider. The liability for all costs associated with the provision of the confirmed negative (“pass”) result remains with the Worker.

Workers declaring the use of particular prescribed drugs or medication prior to an Initial Screening Test are required to discuss with the Testing Officer the likely effects of the substance on the test results.

Time spent away from work due a confirmed positive reading (“fail”) will be managed by the contracting Employer.

All reasonable assistance is to be afforded to ensure an affected person can make their way from the Workplace to a safe location without harm (e.g. taxi, lift from a friend or Supervisor, etc.).

Breaches of this Policy

Where a Complex Co employee is in breach of this policy, Complex Co shall take appropriate disciplinary action in accordance with the individuals terms of employment, which may result in termination.

Where the breach is by a non-Complex Co employee, the employer shall be:

- Issued a Complex Co Non Conformance Report (NCR) for the worker in breach of this policy;
- Requested to provide evidence of how the employer intends to ensure compliance with this policy by their workers; and
- Provide evidence of the disciplinary, counseling and corrective action processes that have been implemented by the employer and/or worker in breach of this policy.

A Worker who has received a confirmed positive (“fail”) test for alcohol or drugs will be:



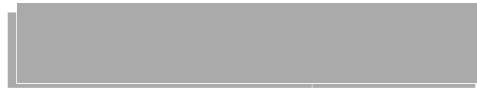
- Informed of the consequences of testing positive and their obligations to present, or remain in a fit state;
- Offered support for rehabilitation through an appropriate provider;
- Given a verbal warning by Complex Co and/or their employer with diary entry placed on file.
- Required, when requested, to undertake alcohol and drug testing in the following month as a minimum; and
- Informed of further disciplinary action and testing requirements should they have a confirmed positive (“fail”) result (alcohol or drug) within the next 12 months.

A worker who has received a confirmed positive (“fail”) test for alcohol or drugs twice within any 12 month period will also be provided with a written warning letter with a copy placed on file.

A worker who has three confirmed positive (“fail”) test results for alcohol or drugs detected within a 12 month period will be banned from further work on Complex Co projects.

Review

All workers are required to abide by this policy and report any concerns to their immediate supervisor. This policy will be reviewed annually or as required.



Lach Haskins & Matt Haskins
Directors
Complex Co

Issued:- December 2021

Review Date: - April 2022



F. Drug and Alcohol Policy



Drug and Alcohol Policy

As part of Complex Co ongoing obligation and commitment to maintaining a safe workplace it is our aim to ensure that our employees and other workers in all Complex Co workplaces are physically, emotionally and mentally fit to perform their duties unaffected by alcohol or drugs.

Our Commitment

This policy applies to all employees and subcontractors and their employees.

Breaches of this policy will lead to disciplinary action with serious or repeated breaches being dismissible offences.

Our Actions

To meet our Drug and Alcohol Policy commitments, Complex Co will:

- Prohibit employees and other workers from work if they are affected by alcohol.
- Prohibit alcohol consumption during the workday, including rest and meal breaks and the use of personal possession of alcohol during work time at a Complex Co workplace is considered to be a serious breach.
- Where a management approved function is held at a Complex Co workplace the quantity of alcohol provided will be limited and approved by the relevant manager. Low and non-alcohol beverages must also be available and it is expected that all persons will adopt a responsible attitude to alcohol consumption.
- Prohibit the use, sale or personal possession of illegal drugs during work time at any Complex Co workplace, as it is considered a serious breach and can result in criminal prosecution.
- Ensure that any person taking prescribed medication or pharmaceutical (over the counter) drugs reports the use to management where it is known by the user that their use may affect their ability to perform assigned duties.
- Consider alcoholism and other drug addictions to be treatable illnesses and will assist persons to enter approved counselling and treatment programs where requested.
- Meet duty of care responsibilities by conducting random drug and alcohol testing if a risk assessment determines there is a risk to a person's health or safety.

This policy represents our commitment to having a workplace free of alcohol and drug use.

Lach Haskins & Matt Haskins
Directors
Complex Co

Issued:- December 2021

Review Date: - April 2022



G. Diversity policy



Diversity Policy

Complex Co. is dedicated to encouraging a supportive and inclusive culture amongst the whole workforce. It is within our best interest to promote diversity and eliminate discrimination in the workplace.

Our aim is to ensure that all employees and job applicants are given equal opportunity and that our organisation is representative of all sections of society. Each employee will be respected and valued and able to give their best as a result.

This policy reinforces our commitment to providing equality and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination.

All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect. When Complex Co. selects candidates for employment, promotion, training, or any other benefit, it will be on the basis of their aptitude and ability.

All employees will be given help and encouragement to develop their full potential and utilise their unique talents. Therefore, the skills and resources of our organisation will be fully utilised and we will maximise the efficiency of our whole workforce.

Our Commitment

- To create an environment in which individual differences and the contributions of all team members are recognised and valued.
- To create a working environment that promotes dignity and respect for every employee.
- To not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this policy.
- To make training, development, and progression opportunities available to all staff.
- To promote equality in the workplace, which Complex co. believes is good management practice and makes sound business sense.
- To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures.
- To encourage employees to treat everyone with dignity and respect.
- To regularly review all our employment practices and procedures so that fairness is maintained at all times.
-

Complex Co. will inform all employees that an equality and diversity policy is in operation and that they are obligated to comply with its requirements and promote fairness in the workplace. The policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.



Complex Co. equality and diversity policy is fully supported by senior management and has been agreed with employee representatives. Our policy will be monitored and reviewed annually to ensure that equality and diversity is continually promoted in the workplace.



Lach Haskins & Matt Haskins
Directors
Complex Co

Issued:- December 2021

Review Date: - April 2022



H. Mutual Respect Policy



Mutual Respect Policy

Complex Co is committed to providing a workplace that is free of discrimination. This will be achieved in an environment where everyone is treated fairly and where a culture of mutual respect applies. All employees will be given equal opportunity to reach their potential regardless of personal attributes.

Our Commitment

Complex Co recognises that harassment including sexual harassment can be a form of discrimination and is unlawful.

All instances of alleged discrimination/harassment will be treated seriously, quickly and confidentially, with any subsequent investigations to be conducted fairly and impartially. Any person involved in an allegation/complaint will not be victimised in any way.


Discrimination and harassment occur when a person is discriminated against or harassed in the workplace and in certain areas of public life because of:

- Their race, colour, descent or national or ethnic origin, as defined under the Racial Discrimination Act 1975;
- Their sex, marital status, pregnancy as defined under the Sex Discrimination Act 1984;
- A disability as defined under the Disability Discrimination Act 1992;
- Age as defined under the Age Discrimination Act 2004; and
- Some grounds under the Human Rights and Equal Opportunity Act 1986;

Our Actions

To meet our Mutual Respect commitments, Complex Co will promote diversity and foster an environment where all employees, clients, contractors and general public have positive working relationships with each other.

This policy represents our commitment to having a workplace free of discrimination or harassment.



Lach Haskins & Matt Haskins
Directors
Complex Co

Issued:- December 2021

Review Date: - March 2022



Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than 5 million

March 2022

Important note

This template is for the Labour Relations, Training and Workplace Equity Plan. This Plan is an assessment criteria in the ACT Government's procurement process. Information you enter must be able to be verified. Where possible quantify items in your statements.

If your business is successful in winning this procurement, your compliance with this Plan is evaluated as part of the final contract performance evaluation. The evaluation can be considered as part of your future procurement submissions.

The Labour Relations, Training and Workplace Equity Plan is a requirement under the *Government Procurement Act 2001* Part 2B Secure Local Jobs Code. For more information visit procurement.act.gov.au

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

Consultation with staff and their representatives

The Government Procurement Regulation 2007 states that this Plan must be developed in consultation with your employees and include a statement on how this was done.

Respondents are required to demonstrate how consultation was undertaken with your employees on the development of this plan and provide evidence on how this was done

Failure to demonstrate consultation with staff may result in your response being assessed as non-compliant and excluded from evaluation

Describe how you consulted with your employees on this Plan and provide evidence on how this was done.

See Guidance note 1 and 2

Internal meetings were held throughout the RFT stage to consult with relevant staff on the development of this LRTWE Plan. This has been documented via toolbox talk record and signatures obtained of all employees who were involved in the development of this plan.

Guidance note:

1. Consultation can include with eligible unions or relevant staff representatives.
2. Evidence can include meeting minutes, briefing records, or toolbox talk records.

Declaration

I am a duly authorised officer of

Woden Contractors Pty Ltd

(Business Name)

I am familiar with the principles and objectives of the Secure Local Jobs Code and the responsibilities under it. If awarded the contract the business will:

- ▶ note that the Territory reserves the right to negotiate and/or clarify commitments in this Labour Relations, Training and Workplace Equity Plan before finalising the contract
- ▶ meet the commitments in this or an amended Labour Relations, Training and Workplace Equity Plan (as agreed by the Territory)
- ▶ attend any meeting scheduled by the Territory to review progress implementing commitments in this or an amended Labour Relations, Training and Workplace Equity Plan (as agreed by the Territory)
- ▶ report to the Territory on the business' performance implementing its commitments set out in this or an amended Labour Relations, Training and Workplace Equity Plan (as agreed by the Territory) quarterly during the term of the contract.

Signature

Date

29/11/2022

Name

Ben Helmers

Position

Managing Director

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

Tender and business information

Tender* title

JACKA 2 STAGE 1C CIVIL ENGINEERING AND LANDSCAPE CONSTRUCTION

Tender number

SLA1828

Responsible Territory
Entity / Directorate

SUBURBAN LAND AGENCY (SLA)

Legal entity name

Woden Contractors PTY LTD

ABN

13 008 581 342

Trading name

Woden Contractors

Business Project /
Contact Person

Ben Helmers

Tender* title

JACKA 2 STAGE 1C CIVIL ENGINEERING AND LANDSCAPE CONSTRUCTION

Telephone

(02) 6297 7077

Email

██████████@wodens.com.au

**What is your physical
presence in the ACT**

Head office Branch office Warehouse / Depot Home office Other Nil

(Select all that apply)

1958				<i>Specify:</i>	

When was this

How many full-time employees do you currently employ in the Canberra region?

98

Describe your existing relationships with other businesses in the Canberra region?

Woden Contractors have been trading as a civil engineering company since 1958 in the Canberra region. Over the years we have developed strong relationships with a wide range of locally owned Canberra businesses, and it has always been our preference to support the local industries economy by developing and maintaining relationships with these local businesses.

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

A: Compliance with the Secure Local Jobs Code

Describe how your business will comply with its obligations under the Secure Local Jobs Code for the duration of the contract, including:

- ▶ getting and maintaining a Secure Local Jobs Code Certificate
- ▶ adhering to relevant laws, including industrial relations, employment and workplace safety
- ▶ promoting opportunity for job security and reducing the incidence of insecure work
- ▶ ensuring subcontractors and sub-subcontractors comply with the Code
- ▶ maintaining communication with the workforce throughout the project.

A1: Internal operations

- Woden Contractors have obtained and maintained the SLJ Certificate since its inception in 2019 and will continue to adhere to SLJ requirements to maintain the certificate for the duration of the contract and beyond.
- The Company directors will keep up to date with all new or revised compliance requirements in relation to industrial relations, employment, and workplace safety by engaging & communicating with government authorities, industry bodies, and implementing change into the systems via management meetings.
- Wodens have always been a promotor of job security and employ all staff on a fulltime, part-time and casual basis.
- Subcontractors and sub-subcontractors must obtain and maintain a SLJ prior to commencing work and throughout the contract period, Wodens implement and check this via their subcontractor procurement and monitoring procedures on an ongoing basis.

Communication with the workforce is regularly maintained from commencement to completion on a range of matters. Wodens implement HSR Reps, Consultative Committees and weekly toolbox talks as a minimum, and will undertake additional consultation as required.

A2: For subcontractors

See *Guidance note 3*

Woden Contractors implement necessary requirements into subcontractor procurement processes to ensure that subcontractors engaged at any tier of the supply chain in connection with territory funded work have in place a current Secure Local Jobs certificate and comply with code requirements.

- See attached an example extract of our Subcontractor Work Pack detailing the SLJ requirements of subcontractors prior to commencing work.

Guidance note

3. *Provide supporting evidence to demonstrate you have systems in place to only engage Code compliant subcontractors. For example, subcontractors engaged at any tier of the supply chain in connection with the territory-funded work must hold a valid Secure Local Jobs Code Certificate and comply with Code requirements.*

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

B: Systems of work

Describe how your business will incorporate compliance with the Secure Local Jobs Code into policies and systems of work.

B1: Internal operations

See *Guidance note 4*

Wodens have developed and implemented the following

- Secure Local Jobs Policy (attached to this form)
- Secure Local Jobs requirements have been incorporated into company procedures and systems of work in all areas such as the following:
 - PO5 – New Business & Tendering
 - P02 – Personnel Management
 - P06 – Project Planning and Delivery
 - P12 – Contractor and Supplier Management
 - Project specific Project Management Plan which is developed and implemented across all projects
 - Subcontractor Work Pack

Guidance note

4. This could include a policy or procedure covering obligations under the Code.

C: Understanding Secure Local Jobs Code obligations

Describe how your business will ensure directors, executive managers and employees understand obligations under the Secure Local Jobs Code.

C1: Internal operations

See *Guidance note 5*

- Woden Contractors have obtained and maintained the SLJ Certificate since its inception in 2019 and will continue to adhere to SLJ requirements to maintain the certificate for the duration of the contract and beyond.
- The Company directors will keep up to date with all new or changed compliance requirements in relation to secure local jobs and ensure an understanding of these requirements by seeking advice from industry experts/bodies such as the MBA or the SLJ Department where necessary.
- Company directors will then ensure employees understand their obligations under the code by management meetings, updating policies/procedures and monitoring compliance.
- Implementation of a SLJ Policy.

Guidance note

5. This could include training plans, meeting minutes, or a policy or procedure covering directors, executive managers and employee obligations under the Secure Local Jobs Code.

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

D: Security of Employment

Describe how your business seeks to minimise insecure work arrangements. This includes:

- whether and how you will support transitioning employees from an existing contractor to your business if successful in this contract
- how you will minimise insecure work arrangements by your subcontractors.

See *Guidance note 6*

D1: Internal operations

The firm majority of Wodens employees are employed on a fulltime basis under the Building and Construction General onsite award 2020, with five staff currently under casual working arrangements. The award of the Jacka 2 Stage 1C project to Wodens would allow us to consider transitioning our current casual employees to a part time of full-time basis.

D2: Subcontractors or labour hire arrangements (if applicable)

Wodens aim to undertake all work internally, and only subcontract specialist tasks out using long term established subcontractors who are SLJ certified and comply with code requirements. Labour hire arrangement are minimally used across our projects. Any labour hire position that looks to become a longer-term arrangement will have the position advertised to be filled by a fulltime employee.

Guidance note

6. *Examples of insecure work arrangements includes:*

- *temporary employment arrangements*
- *casual employment arrangements.*

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

E: Employees' health and wellbeing

Describe and provide evidence of how your business actively supports the physical and mental health of your employees, including activities that reduce the impact and incidence of impairment in the workplace.

E1: Internal operations

See *Guidance note 7*

Wodens currently engage an employee assistance provider (OzHelp) to undertake regular site visits, mental health chats, drug and alcohol, financial training, tradies tune ups and counselling to all employees and family members.

Employees experiencing issues with D&A use are offered counselling through the EAP and impairment is closely monitored.

EAP services are offered free of charge to all employees and their immediate family.

Wodens also implement a drug and alcohol policy and undertake routine and random D&A testing. Instances/reports of affected employees are always dealt with personally by management to ensure supportive work arrangements are put in place. The employee will be referred to relevant agencies for further support if necessary.

Guidance note

7. This could include providing employees with access to an Employee Assistance Provider (EAP), workplace policy or procedure, drug and alcohol training, domestic violence training, access to rehabilitation and support services, safety and impairment awareness training, and other measures to support employee health and wellbeing.

F: Diversity in the workplace

Describe how your business strategies and processes to:

- support employment participation of Aboriginal and Torres Strait Islander people, women, people with disability and people from culturally and linguistically diverse backgrounds
- address barriers to employment or career development for people from these groups.

F1: Internal operations

See *Guidance note 8*

Wodens are an equal opportunity employer and our strategies to promote diversity in the workplace are implemented by:

- Implementation of an indigenous participation plan
- Equal Opportunity Policy
- Participation in industry initiatives such as the SPARK Women in Civil pathway program
- Australian Training Council – Women in civil work experience & training
- MBA initiatives – Women in Civil
- Previously worked with the Alexander Maconochie centre to provide pathways for employees exiting the centre looking for stable and supportive employment

Wodens have supported a local disability employment group by engaging them to undertake cleaning at the office and workshop. Services similar to these will look to be procured wherever the opportunity exists.

Guidance note

8. Evidence could include workplace policy or procedures, targeted traineeships/apprenticeships, designated positions or roles, training or support for staff (i.e. literacy and numeracy training, cultural awareness policies or training, LGBTQI awareness policies or training, domestic violence awareness training or supported leave), and other action you have taken to remove barriers to employment and support career development.

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

G: Local employment first

Describe your business' strategies and processes to provide opportunities for people in the Canberra region to apply for and be offered employment for this contract before you recruit workers outside the region.

G1: Internal operations

Wodens strategy is to employ locals as a priority over external options and we are proud to note that 100% of our 98 employees are locals. We do not offer FIFO work arrangements.

We achieve this by employing locals with a willingness to learn and train.

Over many years, Wodens has demonstrated our commitment to the Canberra community by recruiting local inexperienced staff and providing training to help them achieve their goals. We have developed countless office staff, supervisors, engineers, operators, fitters, labourers, pipelayers and other business owners who have gone on to provide enormous value to the community.

All company employment advertising targets the ACT region only.

Describe what training opportunities you provide employees for career development and if this training is a recognised qualification. Outline whether your business provides, or will provide if successful in this contract, internships, traineeships, cadetships or apprenticeships.

G2: Internal operations

Wodens proudly offer all field employees (plant operators, pipelayers, and labourers within their scope of work) the opportunity to undertake a Certificate III in Civil Construction – Plant Operations apprenticeship. This project would further provide opportunities for our employees to continue, or new employees to commence Certificate III in Plant Operations. Other training opportunities projects like this provide are for short industry courses.

These include but are not limited to:

- Work at heights
- Traffic Control
- HSR Training
- First Aid
- Dogging and Rigging



CANBERRA REGION LOCAL INDUSTRY PARTICIPATION POLICY

Local Industry Participation Plan (Local IP Plan)

Procurements with a value of \$5million or more

April 2019

This template is for the Canberra Region Local Industry Participation Plan (Local IP Plan). This Plan is an assessment criteria in the ACT Government's procurement process. If your business is successful in winning this procurement, your compliance with this Plan is evaluated as part of the final contract performance evaluation. The evaluation can be considered as part of your future procurement submissions.

More information on the Canberra Region Local Industry Participation Policy is available at <https://www.procurement.act.gov.au/canberra-region-lipp>

CANBERRA REGION LOCAL INDUSTRY PARTICIPATION POLICY

Local Industry Participation Plan (Local IP Plan)

Procurements with a value of \$5 million or more

Tender and business information

Information you enter into the tables below must be able to be verified. Where possible quantify items in your statements.

Tender* title

Tender number

Responsible Territory Entity / Directorate

Total tender value (\$AUD) incl. GST



* *Tender refers to tender, quotation or any other form of bid/response to a procurement for territory-funded work issued by the Territory for the supply of goods, services and/or works, intended to result in a contract.*

Legal entity name

ABN

Trading name

Business project manager/contact person

Telephone

Email



What is your physical presence in the Canberra region?

(Select all that apply)

Head office

Branch office

Warehouse/ Depot

Home office

Nil

Other

Specify:

When was this presence established?

How many full time employees (FTE) do you currently employ in the Canberra region?

Describe your existing relationships with other businesses in the Canberra region?

CANBERRA REGION LOCAL INDUSTRY PARTICIPATION POLICY

Local Industry Participation Plan (Local IP Plan)

Procurements with a value of \$5 million or more

A: Regional employment

This section measures the potential economic benefit to the Canberra region through the use of Canberra region sourced labour throughout the contract term.

Labour hours from the Canberra region

See Guidance Note 1

Head contract

A1: Estimated internal FTE required to deliver the contract.

of FTE:

See Guidance Note 1

% from the Canberra region

A2: Estimated head count of internal labour required to deliver the contract.

of FTE:

See Guidance Note 1

% from the Canberra region

Subcontract/s or outsourced labour arrangements

A3: Will you need to engage Canberra region based subcontractors to deliver this contract?

Yes

No

Complete A4

Go to Section B

A4: Estimated FTE of subcontracted labour intended to be used to perform the contract.

of FTE:

See Guidance Note 2

% from the Canberra region

Guidance Note:

- 1) The labour your business will employ directly to deliver the contract should you be successful. Do not include labour related to outsourced or subcontracted work.
- 2) An estimate of the labour from any outsourced and subcontracted Canberra region work to deliver the contract.

Provide details of employment to be created and retained, including:

- ▶ the types of positions that may be created and/or retained as a result of this contract
- ▶ how you will inform local industry about particular opportunities (for example, a communication strategy)
- ▶ how you intend to identify and engage subcontractors, including your supply chain.

Insert or attach your response here:

CANBERRA REGION LOCAL INDUSTRY PARTICIPATION POLICY

Local Industry Participation Plan (Local IP Plan)

Procurements with a value of \$5 million or more

B: Regional suppliers

This section measures the potential economic benefit to the Canberra region by using Canberra region sourced goods and services, and any other non-labour inputs required.

Excluding labour	Total	Sourced from the Canberra Region
B1: Estimated value of goods and services required to deliver the contract?		

B2: Will you engage Canberra region based suppliers to deliver goods and services for this contract?	Yes	No
	Complete B3	Go to Section C

B3: List the supply inputs (including bundled work packages) to be sourced from Canberra region suppliers.	Name and location of regional supplier	Estimated value of input
<i>See Guidance Note 3</i>		

Guidance Note:

3) Supply inputs include but are not limited to: lease/hire of major equipment, heavy machinery or heavy vehicles; purchase of merchandise; finished products; food and beverages; supplies and raw material; and accommodation.

Describe how you will identify local products and capabilities that meet contract requirements, including:

- ▶ how you will inform local industry about particular opportunities (for example, a communication strategy)
- ▶ how you intend to identify and engage with suppliers in relation to delivery of the contract including your supply chain
- ▶ a commitment to liaising with Canberra region business advocacy groups to identify the availability of local goods and services
- ▶ establishing procedures or policies that encourage local industry participation.

Insert or attach your response here:

CANBERRA REGION LOCAL INDUSTRY PARTICIPATION POLICY

Local Industry Participation Plan (Local IP Plan)

Procurements with a value of \$5 million or more

C: Regional skills development

Provide details of any training and skills development that will be provided to Canberra region labour in relation to this contract, including:

- ▶ opportunities for engaging and training apprentices
- ▶ the number of existing positions, local apprenticeships and traineeships to deliver this contract
- ▶ opportunities for increasing the skills of Canberra region employees
- ▶ training programs designed to support employee career development
- ▶ training programs designed for this contract.

Insert or attach your response here:

Outline evidence and the value of your business' contributions to skills and training development

Evidence of contribution	Estimated value (\$AUD) incl. GST

D: Regional investment

Provide details about your business presence in the Canberra region and the value of any existing and proposed capital investment in the Canberra region directly linked to the contract. This could include: This could include:

- ▶ the year your business was established in the Canberra region
- ▶ details of your current presence in the Canberra region (for example, turnover or FTE)
- ▶ plans to grow your Canberra region footprint
- ▶ existing and proposed capital investment in the Canberra region that directly relates to this contract
- ▶ engagement with local businesses.

Insert or attach your response here:

Describe how you will identify additional business undertakings that promote economic growth in the Canberra region resulting from this contract. This could include:

- ▶ value-added research or partnerships with universities/CIT
- ▶ potential to undertake further innovation and research, or the development of technology related to this contract
- ▶ use of emerging technologies and materials
- ▶ collaboration with international organisations to increase opportunities for Canberra region businesses.

Insert or attach your response here:

CANBERRA REGION LOCAL INDUSTRY PARTICIPATION POLICY

Local Industry Participation Plan (Local IP Plan)

Procurements with a value of \$5 million or more

Identify and describe any ongoing benefits to the Canberra region listed once the contract has ended:

Category	Ongoing benefit Y/N		Description
Canberra region employment	Yes	No	
Local suppliers	Yes	No	
Canberra region skills development	Yes	No	
Canberra region investment	Yes	No	

CANBERRA REGION LOCAL INDUSTRY PARTICIPATION POLICY

Local Industry Participation Plan (Local IP Plan)

Procurements with a value of \$5 million or more

Declaration

I am a duly authorised officer of

(Business Name)

I am familiar with the principles and objectives of the Canberra Region Local Industry Participation Policy and the responsibilities under this.

If awarded the contract the business will:

- ▶ note that the Territory reserves the right to negotiate and/or clarify commitments in this Local IP Plan before finalising the contract
- ▶ meet the commitments in this or an amended Local IP Plan (as agreed by the Territory)
- ▶ report to the Territory on the Canberra region industry participation achieved during the project annually, on the anniversary of the contract award, and at completion of the contract using the LIPP Report template (or another format and timetable as agreed by the Territory).

Signature



Date

Name

Position

WC5 - SUPPORTING EVIDENCE OF LIPP & LRTWP

PART A: EXISTING RELATIONSHIPS WITH OTHER BUSINESSES IN THE CANBERRA REGION

Woden Contractors Pty Ltd have been trading as a civil engineering contracting company since 1958 currently employing 98 full time employees. We are the longest serving locally based contractor in the Canberra region and, in fact, one of the longest serving privately owned civil contractors throughout Australia. Over the years, we have developed strong relationships with a range of local businesses, and it has always been our preference to support the local region's economy by developing and maintaining relationships with these local businesses.

Some details on a few of our longer-term relationships are below:

- (a) Darryl Hart has been pouring kerbs for Woden Contractors since his father, Kenny Hart founded the business back in the 1970s. Darryl supports a small crew of local employees and has poured tens of thousands of high-quality metres of kerb for us over the past 40-odd years.
- (b) ACT Sump and Manhole Builders have been constructing our stormwater structures and our sewer manholes since their inception about 20 years ago. Unlike many companies who use pre-cast, Tony and Anthony work in partnership constructing and casting these structures in-situ. They are a local company that always uses local suppliers for their lids and their concrete supply. Depending on how busy they are, they will also often employ additional local labour resources to keep up with the project programme.
- (c) Capital Lines and Signs have been providing us with sign making, installation and line-marking service for over 10 years. They are a local family-owned business, who employ approximately 25 staff based at their Queanbeyan yard.
- (d) We have been a Member of the ACT chapter of the Master Builders Association (MBA) for over 25 years. We have regularly committed our staff to assist with the management of the MBA. Peter Middleton was previously the President of the ACT CCF and has been a long-standing board member of the MBA. We have used the MBA Group Training scheme since its inception to assist with formal training of the many apprentices and for short industry courses for employees.
- (e) Hardwicks (formerly Hardwicke Wigham Driver – HWD) are a local accounting firm that have been operating in the Canberra region since 1952 and they have been our accountants since our inception in 1958. We have often had requests from bigger National accounting firms for our business but have continued to support Hardwicks and the local Canberra economy.



WC5 - SUPPORTING EVIDENCE OF LIPP & LRTWP



- (f) We have engaged Austec Engineering (a local steel and manufacturing company) to assist us over the past 22 years with all manner of machine repairs and modifications as well as undertaking large supply and installation subcontracts on some of our iconic local projects. For example, they carried out the intricate curved handrail on our Kings Avenue bridge project (see photo) as well as the balustrading and weathered steel wall on our Bowen Place Crossing project. Austec Engineering employ local staff and have a good history of training local apprentices in this field.



To further reinforce our commitment to the local community, in 2012 we engaged a subcontractor (Bridge & Marine Pty Ltd) on our Parkes Way Widening project that went into liquidation while working on the bridge widening. Whilst this company had its head office in Melbourne, they had employed local people who were working on our project. In order to support the local people when Bridge & Marine went into liquidation, we employed all of the staff ourselves and completed the project with these staff. We continued to employ these staff (mostly formworkers and concreters) right through until the completion of the Molonglo Link Bridge project in 2015 when they returned as employees to Civil Bridge & Wharf. Without this intervention by Woden Contractors, there would have been eight local employees that would, in all likelihood, have lost their jobs.

THE TYPES OF POSITIONS THAT MAY BE CREATED AND/OR RETAINED AS A RESULT OF THIS CONTRACT

As stated in the LIPP proforma, we would expect that the project would support a full-time equivalent mix of approximately 16 workers and 5 supervisory and support staff. Our overall numbers of staff have been relatively steady for the past five years and we believe that all personnel attached to the project would continue to be employed by Woden Contractors following completion of the project.

Awarded this project, Wodens would be in a position to create an additional position for an apprenticeship for a young school leaver to be engaged (studying a Certificate III in Plant Operations). We would continue to provide work for our apprentice diesel mechanics and current plant operator mechanics. Wodens business model of self-performing a great deal of our work has enabled us to manage the upskilling of our workforce as an ongoing investment in our staff across projects. As with all our apprentices, we would expect that we will be able to offer them a full-time position within the Company once they have completed their apprenticeship.



WC5 - SUPPORTING EVIDENCE OF LIPP & LRTWP

HOW THE TENDERER WILL INFORM LOCAL INDUSTRY ABOUT PARTICULAR OPPORTUNITIES

In order to inform local industry about opportunities on this project, our communication strategy has a number of components to it:

- (a) Liaison with several local regional schools about the potential opportunities for a Year 11 or 12 student who is considering leaving school and interested in a career in the civil construction industry.
- (b) Liaison with MBA (ACT) in relation to apprenticeship opportunities as they will often have a list of potential candidates looking for a start in the civil construction industry.
- (c) Continue with our current commitments with the Australian Training Council which involves the placement of young school aged women looking for work experience in civil construction. These women spend 1 day a fortnight working and learning on-site as part of their studies.
- (d) Use of our social media platform to create awareness and interest in the civil construction industry, as well as advertise job positions and supply opportunities within local Canberra Facebook group communities.



WE ARE HIRING

PLANT OPERATORS & LABOURERS

Wodens Contractors are a well established, highly regarded local civil construction company that has been operating in the Canberra region since 1958 and are currently seeking experienced Plant Operators and Labourers to join our team.
Full conditions and above award wages for the right person(s)



Applications can be emailed to office@wodens.com.au
For general enquiries please phone 02) 62977 077
www.wodens.com.au

- (e) Continue our close liaison with Vince Ball from the Construction Industry Training Council (CITC) as they often have a list of young men and women looking for a start in the industry.
- (f) Continue to support the Women in Civil employment and training program with SPARK. Wodens were heavily involved in the Women in Civil committee when the program was first launched in 2019 and Wodens have participated in each year since.
- (g) Opportunities for suppliers and subcontractors are run through our head office. We have a full-time position in our office for a Procurement Officer. We run this position in our head office as various requirements for all our projects are pooled and discussed, rather than leaving individual Project Managers to discuss opportunities through a much narrower lens. Our Procurement Officer will ensure that all subcontract and supplier opportunities are distributed through our head office. All of these opportunities are then collated and the Project Manager for the project will then ensure that contracts are let within the time required for their individual project.
- (h) In addition to our Procurement Officer, our Workshop Manager is well connected with all suppliers and subcontractors relating to the maintenance of our plant and equipment. Our workshop spends a substantial amount of money (hundreds of thousands of dollars per year) on sourcing local products and services to assist with maintaining our large plant feet

WC5 - SUPPORTING EVIDENCE OF LIPP & LRTWP

HOW THE TENDERER INTENDS TO IDENTIFY AND ENGAGE WITH SUPPLIERS IN RELATION TO THE DELIVERY OF THIS CONTRACT INCLUDING SUPPLY CHAIN

The goods and/or services that we plan to source from the Canberra region will make up the majority of the project. As stated in our tender, we will be constructing most of the civil works with our own employees (including surveying) and apprentices. However, the subcontractors and suppliers from the Canberra region are expected to be as follows: (Approximate values of materials are included within the LIPP proforma.)

- (a) Aggregate materials from either Holcim, Tharwa Sands or Hanson which both operate local yards and quarries and employ Canberra locals.
- (b) Notable portions of the electrical works will be conducted by the local small business ACT Earthing.
- (c) Capital Lines and Signs shall be engaged for marker posts for the project, another local business with employees across the region.
- (d) Testing will be undertaken by Testcrete Laboratories who are a long-established Canberra business.
- (e) Digitin Comms will be engaged for initial service location works for the project, this being another locally owned business in Canberra.
- (f) Neil Thompson's CHLE shall be engaged to provide lifting equipment and advice for the project, Neil's has operated locally for many decades.
- (g) Deetect shall be engaged for CCTV Camera quality checks of installed utilities, another long-standing local business.
- (h) Herzog steel will be engaged to supply steel materials, another locally owned family business having operated in Canberra since 1966.

Woden Contractors is absolutely committed to supporting the local industry for all goods and services required on this project. We have well established procedures for using local suppliers wherever possible on our projects, and as always we subcontract work to only secure local jobs code certified entities.



In terms of identifying and engaging with subcontractors, we would first discuss the requirements of this project with subcontractors that have a low-risk rating on our Subcontractor Register. These subcontractors would, by definition, have successfully completed projects with us in the past and have displayed excellent WHS, QA and Environmental Management. Should our preferred subcontractors not be available (as is sometimes the case) for any reason, then our Procurement Officer will identify other subcontractors who would be available to undertake the work. We always ensure that local subcontractors are given preferential treatment in this process. Once details of the subcontract package has been agreed with the subcontractor, our Project Manager will confirm contract requirements including timing and payment terms.

Please refer to separate file attachment FA11 for our Subcontractor and Supplier Management Procedure.

We would also like to take this opportunity to point out that our subcontractors are always paid at the end of each month and many of them prefer to work with us as they know that their progress payments will not be delayed. In fact, we will often pay our subcontractors fortnightly or even weekly if we can assist them in running their local business.

WC5 - SUPPORTING EVIDENCE OF LIPP & LRTWP

Supporting local businesses through the engagement of subcontractors and suppliers has always been a high priority for the Company, and recently has become critical to assist in the recovery of small businesses who have incurred losses as a result of the COVID-19 pandemic. Through use of resources such as the Canberra Business Chamber, we can identify the availability of quality local goods and services.

In addition to the use of procuring locally owned business in the supply chain associated with the project, we also understand that the purchasing power of businesses can be used to deliver positive social outcomes. Supplier diversity has significant long-term business benefits, and businesses with diverse supply chains are proven to be more sustainable, flexible and innovative. Therefore, Wodens are committed to also sourcing procurement of indigenous identified services and will use resources such as Supply Nation to assist and identify the availability of these businesses.

Our Senior Management are committed to establishing these policies and procedures throughout all purchasing and procurement of our business, including for services such as office cleaners, catering and social club activities.



PART B: EXISTING AND PROPOSED CAPITAL INVESTMENT IN THE CANBERRA REGION THAT DIRECTLY RELATES TO THIS CONTRACT

Woden Contractors shall self-perform the majority of the works identified in the contract, being a locally owned business operating continuously since 1958 we shall continue to invest the proceeds of the project into our own local staff, equipment and capabilities. Continuously investing in the upskilling of our 98 full time employees and the building of our own fleet of earthmoving equipment we shall ensure the stability of the employment of our local workforce and assure that Canberra-based and locally owned businesses have the ability to continue to produce quality infrastructure for the community. The vast majority of our subcontractors and suppliers are locally owned and have been long-standing employers of Canberra's construction industry.

All proceeds to our local subcontractors and suppliers will continue to support the continuity and self-reliance of the local construction industry and see to a healthy and secure future for the next generation of young labourers, operators and engineers in Canberra.

REGIONAL SKILLS DEVELOPMENT

We have always been at the forefront of training apprentice plant operators within our organisation. Our philosophy is not to turn over apprentice positions, but to train and retain these personnel within the organisation. Many young school leavers are in fact unaware of the opportunities of apprenticeships within the Civil industry and through collaboration with MBA Group Training ACT and our Senior Management having regular attendance at High School Career Expo days, we have been able to provide secure positions for apprentices as part of our workforce. During this project, we have identified several opportunities for training and development. Specifically, these are as follows:

- (a) In 2022 Wodens will now be able to offer all plant operators a fully funded Certificate III in Civil Construction – Plant Operations to upskill and formally recognise the skills, knowledge and experience our teams have in a formal qualification. We are very excited and grateful for this opportunity and will offer it to all operators. This project will provide another worksite to carry out this training.
- (b) We have established relationships with ANU, UNSW and UOW for Engineering internships. In the last 2 years we have taken on 4 young undergraduates for paid and unpaid training and experience. This is

WC5 - SUPPORTING EVIDENCE OF LIPP & LRTWP

something that we will endeavour to continue with and we will utilise all projects to provide an opportunity for undergraduates requiring internships.

- (c) We would be committed to continuing our support to be involved in another 'Women in Civil Program' providing interested candidates the opportunity to commence formal units of competency with the help of the MBA, and to undertake 10 weeks of on the job experience in various roles on site, with the opportunity for employment at completion of the program.
- (d) Finally, the project is also an excellent opportunity for Matthew Grant & James Leake (HSEQ) to continue their development in the civil industry by furthering their experience in WHS and Environmental management. We will ensure that they are heavily involved in assisting our staff with appropriate SWMS for high-risk activities under the guidance of Therese Kelly. James has commenced a Certificate IV in Training and Assessment and will be able to use the worksite and employees for practical demonstrations to complete his study.



PAST PERFORMANCE IN MEETING PREVIOUS LIPP COMMITMENTS

Since the introduction of LIPP reporting Wodens has consistently reached our targets and kept true to our commitments established during the tendering process. Most notably with our recent Gundaroo Drive Duplication Package B project, we were gladly able to report to the territory that we had complied with all of our regional employment, supplier procurement, skills development, regional investment, diversity and secure local jobs compliance commitments.

Wodens has demonstrated and will continue to demonstrate our commitment to the continuous development of and the improvement of the ethical standards our local industry, at the forefront of this the upskilling of the next generation of construction workers and the engagement of local, ethical suppliers.

ADDITIONAL UNDERTAKINGS BY THE BUSINESS THAT SUPPORT ECONOMIC GROWTH IN THE CANBERRA REGION

As previously discussed within our tender submission, Woden Contractors have been operating in the Canberra region since 1958. Woden Contractors have managed a turnover of around \$35M per year for the past 6-7 years and maintained a steady workforce of 85-100 local residents. Woden Contractors are not proceeding down the path of rapid expansion, and it is not intended to grow this annual turnover too much as our philosophy is to carry out as much of the project as possible with our own resources. To grow much more would require significant investment in a bigger plant fleet. Our aim is to continue to replace our current fleet as it needs replacing and continue to provide employment for our staff. We are committed to the Canberra civil construction industry for the long haul and will remain actively involved in the ACT Master Builders and ACT Civil Contractor Federations and continue to engage local Canberra businesses throughout our supply chain. Noting that there are a number of our staff who have been with us for more than 20 years and will be retiring over the next few years, this provides opportunity for us to continue to employ local residents.

Wodens has previously leveraged its long relationship with Downer to create a successful partnership for the supply and placement innovative asphalt products in the ACT. The product uses reclaimed asphalt pavement (RAP), soft plastics and glass to create a highly durable and sustainable product.

We have invested heavily in the region in a number of ways over this time. We have listed below some of the more recent investments through which we have assisted the local region and we would continue to engage during this project.

WC5 - SUPPORTING EVIDENCE OF LIPP & LRTWP

- (a) We have been a 'Gold' sponsor of the CITC Outstanding Graduating Apprentice and Industry Encouragement Awards since the awards first began 2002. Training young apprentices is part of our core business philosophy in helping to build a strong and sustainable civil engineering industry in our region. In order to demonstrate our commitment to this part of our business, we see the sponsoring of this event as a key cornerstone.
- (b) We were one of the first local civil companies to take up the use of GPS technology in lieu of survey pegs on our projects. This began with a number of trials during the construction of the Gungahlin Drive Extension in 2005. Since this time we have spent close to \$3M on GPS technology that is now used universally throughout the industry. We have had our own employees (surveyors) that have spent many hours in learning and training other members of our company in the use of this technology. We will continue to update and train our staff in the use of GPS equipment during this project.
- (c) Operating a plant fleet is a key component of being a civil contractor. Our company does not lease any equipment including all of our light vehicles. We invest in the local region economy by buying our light vehicles outright from local car dealerships and our new machines from locally based construction plant franchises (such as Westrac, Sumitomo and Case). We would regularly spend \$1M per year on our heavy and light vehicle feet. Our own workshop employees and apprentices would also spend many hundreds of thousands of dollars every year on buying parts to service and maintain this large plant fleet. Again, we would continue to spend this money during this project on our local community.

(d) We regularly donate to other local causes on a case by case basis. Examples of these donations include:



- i. The Cancer Support Group through the Rise Above Convoy for Cancer;
- ii. Sponsorship for the local 'Team Tonka' in the NSW Variety Bash which raised over \$11k;
- iii. Vinnies CEO Sleep Out;
- iv. Sponsorship for one of our own long term employees undertaking the Hartley House Life Care Ride;

- (e) We have also been a long supporter of the local Master Builders Association (refer to section A(d) above). We will continue to support the local MBA and CCF for the foreseeable future.
- (f) We are a member of the Canberra Business Chamber and regularly attend functions and events held by the Chamber. We will actively look at supporting/donating to organisations needing help identified through the Chamber.
- (g) In 2014, we commenced the expansion of our office building in Queanbeyan to help cater for the growth in our office-based staff over the past 10 years or so. The investment into this new office building was many hundreds of thousands of dollars and the work was mainly carried out by a combination of our own employees and a local building contractor (Classic Constructions). Further workshop upgrades were undertaken in 2020.

(h) We were also a major contributor of the Boundless Playground that has been built on the shores of Lake Burley Griffin near the Canberra Carillon. This is a state-of-the-art playground built specifically for use by Canberrans of all abilities and been done largely through private donations. It is a wonderful project, only made possible by the donations of many local businesses.





Workplace:	Wodens	Date:	29/11/2022
Supervisor/Presenter(s):	Ben Helmers		
Subject:	LRTWE / LIPP	Duration:	20 minutes

Persons Present			
Name	Signature	Name	Signature
James Leake	[Redacted]		
Jon Sattler			
PASAN GACAPARANU			
Daniel Steenbergen			
AMONG DREHLS			
Matt Grant			
Phillip Tied			
Kevin Paul			
Nick Steenbergen			

Upcoming Works

Jacka 2 Stage 1C Civil engineering & landscape Construction tender

Concerns, Comments, Risks, Issues & Documents Reviewed

- Labour Relations, training & workplace Equity Plan (LRTWE)
- Local Industry Participation policy (LIPP)
- Secure local Jobs (SLJ)



PROJECT MANAGEMENT PLAN

Annexure G

Subcontractor Work Pack

Jacka 2 Stg 1C – SAMPLE FOR TENDER

This document outlines the procedures and work practices which are to be acknowledged and adhered to by all suppliers in order to carry out work in relation to this Project.

AUTHORISATION FOR ISSUE

This work pack & associated annexures have been authorised for issue by

Project Manager

Signature

Date

The SUBCONTRACTOR WORK PACK DECLARATION must be submitted before works proceed.



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1.0 Introduction

Wodens have been in continuous business in the Canberra Region since 1958. Our continued success relies on providing our clients with work that exceeds their expectations. This continued success rests on all of the staff, employees and Sub Contractors working for us. This continued success rests on all of the staff, employees and Sub Contractors working for us.

Wodens commitment:

- Provide our clients with a safe, quality and environmentally sensitive projects
- Wodens will work with our sub-contractors in a cooperative partnership to provide a first class project.
- We will pay accounts within commercially accepted times or as agreed.
- We welcome and will support any comments regarding Safety, Quality and Environmental Management relating to the project.
- To assist you with your planning for the project Wodens will provide you with a copy of the project risk assessment.

Our expectation of you:

- To abide by Wodens quality, Environmental and Safety policies
- To comply with all Legislation and Codes of Practice applicable to your work.
- To accept reasonable directions from the Project Manager and/or the Site Foreman.
- To ensure no one is put at risk of injury or sickness in undertaking your work.
- To raise immediately any concerns relating to safety on the site. Concerns can be raised with the Site Foreman, HSEQ Manager or Project Manager.
- To work within the approved Safe Work Method Statements (SWMS) and complete and provide records as agreed.

2.0 Policies

Copies of Wodens safety, operational and environmental policies will be displayed on site on the site notice board and site personnel, visitors, employees and subcontractors will be advised of these policies during inductions. Copies of these policies are attached to the Subcontractor Work Pack.

In addition, Wodens will further its objectives by targeting those areas which:

- Foresee and avoid potential safety, quality and environmental problems; and
- Maintain and reinforce the client's confidence in the safety input into the project
- Meet with statutory and regulatory requirements and are subject to continuous improvement.

2.1 Fitness for Work Policy

Wodens have implemented a zero tolerance approach to drugs and alcohol on site and developed a fitness for work policy which all workers and subcontractors must observe whilst conducting work on the project.

Random drug and alcohol testing will be conducted. This may be random testing, blanket testing or for cause testing. As a subcontractor working on this project you may be subject to a mandatory drug and alcohol test.

Copies of Wodens policies are available in Attachment A.



3.0 Project Specific Details

Project Name:		
Project Scope of Work:		
Start Date:		
Client:		
Project Team	Name	Phone
Managing Director		
Construction Manager		
Project Manager		
Project Engineer, Quality Manager & Utility Co-Ordinator		
Project Engineer		
Systems Manager		
HSEQ Manager		
HSEQ Officer		
Site Foreman & Emergency Controller		
Junior Foreman & Deputy Emergency Controller		
Workshop Manager		



3.1 Project Management Chart



4.0 Federal Safety Accreditation Scheme (OFSC)

Wodens are Federal Safety Commissioner Accredited having met the requirements of the Australian Government Building and Construction OHS Accreditation Scheme.

The implementation of safety requirements throughout all the stages of the lifecycle of a project are achieved by Wodens through teamwork between the project stakeholders.

All efforts are made to ensure that the major stakeholders work constructively to appropriately allocate responsibility for WHS and integrate safety considerations into all project decision making processes.

Please nominate a person from your organisation who will be the point of contact for all issues relating to safety.

5.0 Insurances

The following insurances must be submitted to Wodens prior to commencing work on the Project. These insurances must be kept current for the duration of work and updated/re-newed certificates are to be forwarded to Wodens as required.

- Workers Compensation
- Public Liability

6.0 Secure Local Jobs Compliance – Territory funded work (ACT Government)

Early 2019 the ACT Government introduced the Secure Local Jobs Policy. This policy applies to **any contractor within the supply chain** working on an ACT Government Project. In order to work on this Project your company must hold a valid and current Secure Local Jobs Certificate and comply with requirements of the code at all times.

Work cannot commence on this project by a company who does not hold a valid secure local jobs certificate, and any sub-subcontracting of work must only be done with prior approval of Woden Contractors to ensure all insurance, SLJ and other documents are obtained.

To apply for a Certificate or to further understand your obligations under the code please go to <https://www.procurement.act.gov.au/supplying-to-act-government/securelocaljobs/apply>

7.0 Planning and Risk Management

7.1 Project Risk Assessment

A Project Risk Assessment has been developed for the project to identify all potential hazards and control measures applicable to the works carried out on the job. Please ensure you are familiar with all the hazards and control measures and ensure SWMS are developed in accordance with the PRA, as applicable to your work.

A copy of the risk assessment has been provided in Attachment B and will be available in the project Site Office.

7.2 Safe Work Method Statements

Subcontractors are to provide site specific Safe Work Method Statement (SWMS) and supporting documentation and submit to Wodens for review prior to working on site. SWMS are to be written for all high risk work activities identified in the PRA that are applicable to the work carried out.

Contractors will not be site inducted unless the SWMS has been reviewed and accepted.



The review shall be against set criteria to ensure that the 'whole of the task' to be undertaken is adequately detailed and that the control processes identified to minimise risks to an acceptable level and in accordance with the PRA. The control processes must be based upon the HIRAC principles as the means of controlling hazards/risks and must include consultation with workers. It must also nominate a person responsible for the implementation of the SWMS and supervision of the workers

Contractors may be required to produce a SWMS for tasks not previously identified, and must issue the new/amended SWMS to Wodens for review prior to the task being undertaken.

A copy of the SWMS review form for your reference is available in Attachment C

7.3 Safe Work Method Statement Compliance

Scheduled inspections/audits of subcontractors and suppliers will be carried out at determined intervals to confirm compliance with work method statements, health and safety plans, etc. Where work is found to be non-conforming to the SWMS, a non-conformance may be issued to correct the work practices or request a review of the SWMS.

7.4 Site Safety Inspections and Spot Audits

As a subcontractor performing work on this project you must cooperate with all site inspections and spot audits that are undertaken on your work. Where corrective actions are made that require rectification, these are to be rectified in a time manner, consistent with the time-frame allocated on the report, and evidence given to Site Management of the corrective action.

Disputes are to be escalated to the Project Manager.

7.4.1 Subcontractor Performance and Monitoring

Suppliers and subcontractors are selected through assessment of past performance, and their commitment to health, safety and quality management.

Subcontractor performance will be scored on risk scores as High, Medium or Low. Subcontractors who score as a 'low' will be the preferred subcontractor for the work.

8.0 Training

All personnel engaged to work on the project must be adequately trained to do so.

8.1 Minimum training requirements

The following mandatory industry training must be presented for copying at the time of Site Induction.

Inductions will not be carried out if evidence of training cannot be verified.

- OHS Construction Induction (White Card)
- Asbestos Awareness Training (ACT Projects)

Copies of licences and certificates of competencies are to be taken as applicable to the tasks and work to ensure that each worker is suitably qualified to undertake their tasks on site.

If resources are not available to allow copying then the inductor shall visually check all certificates and record details on the induction form.

8.2 Site Induction and On-going Training

All construction workers, as well as regular visitors who undertake work onsite, will be inducted into the site.

The induction will not take place if SWMS have not been submitted and reviewed, or the industry training listed in 7.1 cannot be provided.



In addition to Site Induction Training, all workers are to be inducted and signed into the SWMS applicable to their work.

Additional training that may be required during the course of work will be documented via a toolbox talk or JSA.

SITE INDUCTIONS ARE TO BE ARRANGED ON SITE VIA APPOINTMENT
(WITH ADEQUATE NOTICE REQUIRED)

9.0 Site Consultation Arrangements

The following consultation arrangements have been implemented on the Project. If you wish to comment or discuss on the consultation arrangements, please raise this with Wodens prior to starting or during the Site Induction.

9.1 Toolbox Talks

Tool Box Talk Meetings are to be conducted weekly for the duration of the project by all workers onsite. As a subcontractor, you are required to attend Wodens toolbox talk meeting if you are on-site.

Toolbox meetings are held Thursday morning at 7am. If the toolbox talk is not able to be undertaken on the Thursday due to bad weather or due to other events the Site Manager shall undertake it at the next available day.

The aim of a tool box talk is to enable two-way discussion on health and safety issues and to provide a platform for information exchange such as brief health and safety training/SWMS induction and discussion

All workers shall be provided the opportunity to comment on safety issues.

Additional toolbox talks will be conducted as required to relay WHS and project information.

9.2 Site Notice Board

A Site Notice Board is located in the site office and displays the following documents:

- Company Policies and Site Safety Rules
- Emergency Evacuation Procedures and drawing
- Emergency Contact details (including first Aiders and after hours contact)
- Relevant WHS Information – Hazard Alerts, amended publications from relevant authorities (WorkSafe), work practices under review etc.
- Site Traffic Rules;
- External / Internal Traffic Management Plan (if applicable – maybe A3 drawing); and
- Safety Alerts
- Workers Compensation and Rehabilitation information
- Details of the Employee Assistance Provider

9.3 Internal Hazard Alerts

Hazard alerts are utilised by Wodens to ensure details of key learning points are captured and communicated from:

- Incident investigations,
- Inspections,
- Complaints or
- Industry events/hazard alerts etc.



Alerts are disseminated to all sites and employees of the company to prevent recurrences or highlight situations.

These will be communicated through toolbox talks and displayed on the site notice board.

9.4 Consultative Committee

Wodens operate a Consultative Committee made up of members across each project. The names and contact details of the consultative members are displayed on the site notice board. Should you have any concerns or suggestions that you would like to raise please see an on-site committee member.

Meetings are held every 3 months and suggestions and issues will be discussed. Minutes from the meetings are distributed across all sites and displayed on the site notice board.

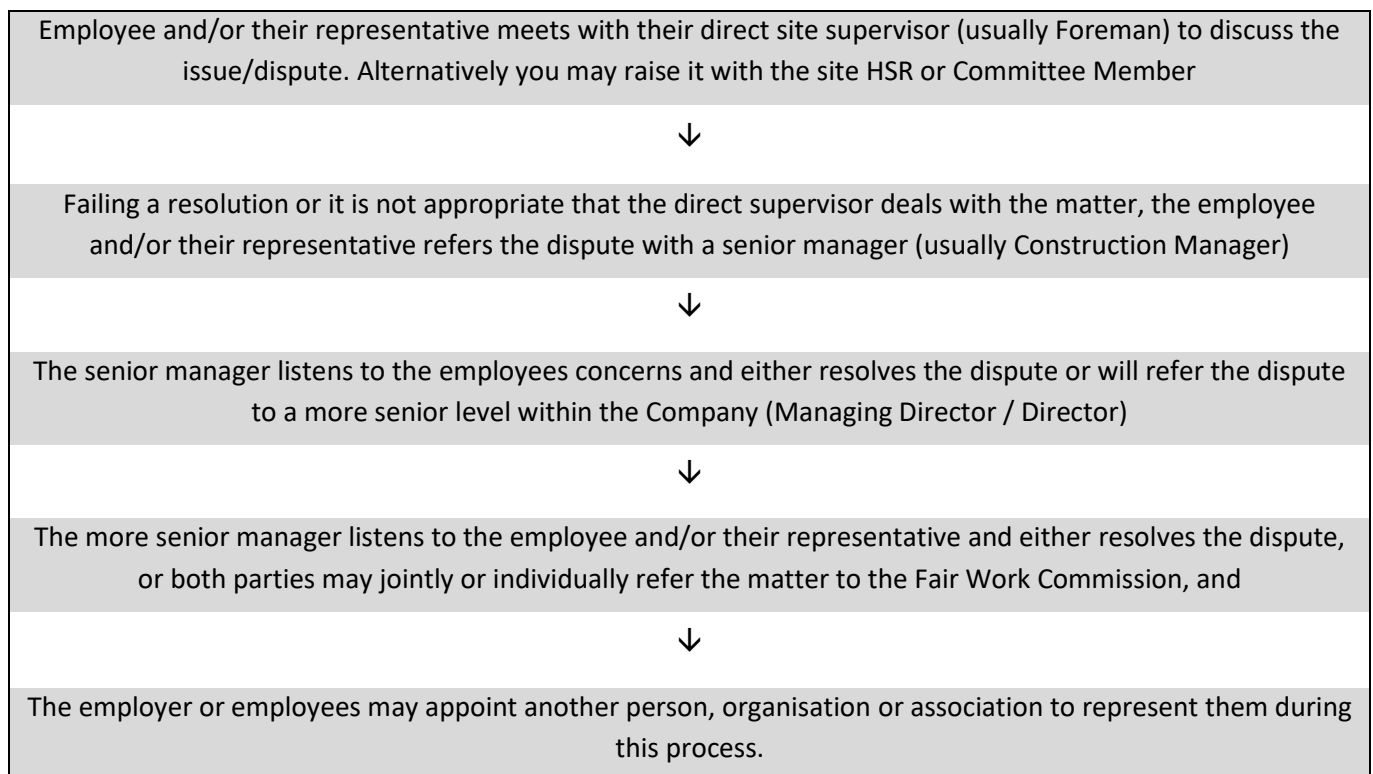
9.4.1 HSR Representatives

For ACT projects with a value of \$5M or more a HSR will be elected at commencement of the project and will be available on site for the duration. The HSR will act as representative of the workforce and have involvement in consultation or disputes when requested.

The name and contact details of the site HSR will be displayed on the Site Notice Board and relayed to you at induction.

10.0 Dispute and Issue Resolution

Should any issues or disputes arise during your employment with Woden Contractors, the following dispute resolution process is to be followed:



11.0 Incident Reporting and Investigation



The reporting, recording, investigation, analysis and review of workplace incidents (including injuries, illnesses, and near misses) will help Wodens to identify problem areas where incidents arise frequently. It will also help in our risk assessment process by providing information for injury prevention.

Recording workplace injuries is also a legislative requirement under the legislation.

The **Site Foreman and/or HSEQ Manager** has the authority to suspend work in an area where an incident has occurred, or to suspend similar work, until an investigation has been completed, if there is a risk of a similar incident occurring.

11.1 Incident Reporting

All incidents, injuries and near misses must be reported to Wodens **Site Foreman and/or Project Manager** as soon as becoming aware.

Where a notifiable incident has occurred the subcontractor shall ensure the following:

- Work is ceased immediately;
- Site workers are notified (verbally) of the incident;
- The area of the incident has been sectioned off and preserved until authorised by WorkSafe to continue;

Notifiable incidents are:

- The death of a person; or
- A serious injury or illness of a person; or
- A dangerous incident.

A **'dangerous incident'** means any incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

- An uncontrolled escape, spillage or leakage of a substance
- An uncontrolled implosion, explosion or fire
- An uncontrolled escape of gas or steam
- An uncontrolled escape of a pressurised substance
- Electric shock
- The fall or release from a height of any plant, substance or thing
- The collapse, overturning, failure or malfunction of, or damage to any plant that is required to be authorised for use in the regulations
- The collapse or partial collapse of a structure
- The collapse or failure of an evacuation or of any shoring supporting an excavation
- The inrush of water, mud or gas in workings, in an underground excavation or tunnel
- The interruption of the main system of ventilation in an underground excavation or tunnel or
- Another event prescribed in the regulations.

11.2 Incident Investigation

An incident investigation will be conducted by Wodens for all reported incidents. Your participation is mandatory during incident investigations, and any corrective action deemed necessary must be implemented where required.

12.0 Emergency Preparedness and Response

Wodens will establish and maintain site-specific arrangements to plan for emergencies.

Emergency procedures and plans will be relayed to all subcontractors during the Site Induction. Changes to emergency procedures and plans will be communicated through a toolbox talk.



12.1 Emergency Warning Signal

Evacuation procedures and evacuation signals will be communicated to all persons during inductions including visitors.

12.2 Trial Evacuations

Wodens will conduct trial evacuations initially and at 6 monthly intervals. If you are on-site during an evacuation your participation is mandatory.

12.3 First Aid

Qualified First Aiders will be on-site and be made known to site personnel during the site induction and by having their names and contact details displayed on the site notice board. A first aider must be on site at all times whilst work is being undertaken on the project.

Any injury requiring first aid must be reported to Wodens and have first aid administered by a qualified first aider.

12.4 Fire Extinguishers

Fire extinguishers are located in all site sheds, containers and mobile plant.

Subcontractors must ensure all items of mobile plant have a serviced fire extinguisher installed as per CEMP requirements. All fire extinguishers must be inspected and tagged for serviceability at no longer than 6 monthly intervals.

13.0 Plant and Equipment

All subcontractors bringing plant and equipment on site must ensure the following documentation is provided to Woden Contractors.

- A specific Plant Risk Assessment
- Scheduled maintenance records as per manufacturers and/ or Australian Standard requirements
- A Verification of Competency for the operator/s (where a high risk licence is not required)
- Daily pre-start inspections must be undertaken and documented.
- The daily pre-start inspections are subject to random inspection by the Site Management Team during the course of the project.
- Completion of a Plant Certification Form (Attachment C)

13.1 Plant and Equipment Maintenance

All plant and equipment shall have regular maintenance performed on it (minimum every 125hrs for moving plant as per the manufacturer's recommendations and Australian Standards. A record of maintenance performed on the plant throughout the course of the project is to be provided to Woden Contractors.

13.2 Plant and Equipment Competency

All personnel who operate plant and equipment must be appropriately trained and competent to do so. Personnel shall not operate plant and equipment until this requirement has been met.

Operators who hold an RTO issued competencies for plant or a redundant certificate will undergo a Verification of Competency checklist for the item of plant they require to operate. Wodens trained assessor will undergo this checklist prior to the person operating plant on site.

Copies of licenses and competencies are to be maintained on site and filed with the Site Induction Records.



Trainee operators must complete a daily logbook for work carried out on the project and be under the supervision of a competent person.

13.3 High Risk Work Licences

Plant / work requiring high risk work licences as defined in the WHS legislation is not to be carried out by any worker unless they are licensed and authorized to carry out the work.

Evidence of the licence must be provided prior to any work requiring a high risk work licence commences.

Below is a list of activities that require high risk work licences.

Code/ Class	HIGH RISK WORK LICENCE	Code/ Class	HIGH RISK WORK LICENCE
CT	Tower Crane	SB	Basic Scaffolding
CS	Self Erecting Tower Crane	SI	Intermediate Scaffolding
CD	Derrick Crane	SA	Advanced Scaffolding
CP	Portal Boom Crane	DG	Dogging
CB	Bridge & Gantry Crane	RB	Basic Rigging
CV	Vehicle loading crane (> 10 metre tonne)	RI	Intermediate Rigging
CN	Non-slewing Crane (> 3 tonne)	RA	Advanced Rigging
C2	Slewing Mobile Crane (up to 20 tonnes)	LO	Order Picking Forklift Truck
C6	Slewing Mobile Crane (up to 60 tonnes)		
C1	Slewing Mobile Crane (up to 100 tonnes)		
CO	Slewing Mobile Crane (open/over 100 t)		
HM	Materials Hoist (Cantilever Platform)		
HP	Hoists (Personnel & Material)		
WP	Boom-Type Elevating Work Platform		
PB	Concrete Placing Boom		
LF	Forklift Truck		

14.0 Electrical Equipment

All electrical equipment used on the project must be operated in accordance with the manufacturers recommendations.

Workers are only to use electrical equipment and power tools with the appropriate training and supervision.

Pre-use checks are to be undertaken to ensure all guards are in place, and all attachments are fitted correctly.

14.1 Electrical Tagging

All electrical equipment brought to site must have a current Electrical Tag in compliance with relevant legislation.

Subcontractors shall make all reasonable efforts to ensure that all electrical equipment is inspected, tested and tagged by a competent person at 3 monthly intervals as specified in the standard and applicable electrical register.

Note: All test and tagging must be completed by a licensed electrician or other competent person.



14.2 Hot Works Permits

A hot works permit must be completed prior to undertaking 'hot works' on-site. Please see the Site Foreman for a hot works permit to be issued. All requirements listed on the hot works permit must be adhered too, including a fire extinguisher at the location of the hot works.

Be mindful of Total Fire Ban Days during summer months.

15.0 Hazardous Substances and Chemicals

Any chemical, fuel or hazardous materials used on the project will require an MSDS (current within 5 years).

The MSDS register must be submitted to Wodens prior to commencement of work, and the corresponding MSDS must be on-site and available for the duration of work.

As a minimum standard, all safety and environmental precautions listed on the MSDS are followed when using the substance.

No products or substances, including chemicals or fibrous materials, are brought to the worksite without a current MSDS. Chemical Risk Assessments must be undertaken prior to the purchase of the hazardous substance and an assessment made as to the use of a less harmful substance if practicable.

15.1 Chemical Risk Assessments

Any chemical, fuel or hazardous materials used on the project will require an MSDS (current within 5 years).

The MSDS register must be submitted to Wodens prior to commencement of work, and the corresponding MSDS must be on-site and available for the duration of work.

As a minimum standard, all safety and environmental precautions listed on the MSDS are followed when using the substance.

No products or substances, including chemicals or fibrous materials, are brought to the worksite without a current MSDS. Chemical Risk Assessments must be undertaken prior to the purchase of the hazardous substance and an assessment made as to the use of a less harmful substance if practicable.

16.0 Attachments

The following attachments will be provided to the Subcontractor for review. The subcontractor must review these documents to ensure work will be carried out in accordance with Wodens policies and Project Management Plan requirements.

Attachment	Document
A	Wodens Policies
B	Project Risk Assessment

Other relevant documents to be provided as required by the Project Manager prior to works commencing on the project. Documents may be sent electronically or issued prior to / during induction by the subcontractor or nominated personnel.

C	SWMS Review Form (for guidance)
D	Plant Certification Form (for guidance)



E	Site Location Map
F	Letter of Acceptance / Purchase Order
G	Approved Construction Drawings
H	Technical Specification
I	Programme
J	ITPs / Hold Points
K	Other:

17.0 Summary of Required Documentation

Item	Document	N/A	REQUIRED	Comments
1.0	Insurances			
1.1	Workers Compensation Certificate of Currency	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Public Liability Certificate of currency	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Secure Local Jobs Certificate (ACT Gov. Projects)	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Building Code Declaration (Federal Government Funded Projects)	<input type="checkbox"/>	<input type="checkbox"/>	
2.0	WHS / Plant Documentation			
2.1	Safe Work Method Statements	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Plant & Equipment Maintenance/Service Records provided	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Plant Risk Assessment/s received	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	Certificates of Competency / High Risk Work Licences received	<input type="checkbox"/>	<input type="checkbox"/>	
2.5	OHS Construction Induction Card and Asbestos Awareness Training	<input type="checkbox"/>	<input type="checkbox"/>	
2.6	Other:	<input type="checkbox"/>	<input type="checkbox"/>	
3.0	QA Documentation			
3.1	ITPS / Hold Points	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Programme	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Other:	<input type="checkbox"/>	<input type="checkbox"/>	



18.0 SUBCONTRACTOR WORK PACK DECLARATION – TO BE COMPLETED BY SUBCONTRACTOR

Project	Project Manager
	Email: Ph: 02) 62977 077

SUBCONTRACTOR TO COMPLETE

I certify that I have received, read and understood the requirements set out in this Subcontractor Work Pack and will undertake work on this project in accordance with WHS legislation, site policies, site rules and applicable Safe Work Method Statements.

I also certify that all requested documentation can be provided as outlined above in this document.

Name		Signature	
Position		Date	
Company			

This must be returned to Wodens to the above contact prior to starting work.