



ACT
Government

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

Canberra Contractors have performed consultation with the Management Staff and WH&S Committee members regarding this LRTWE Plan, refer attached meeting minutes under attachment A. The plans key values have been in place within the company since the 12th February 2019, when a consultation session was held at our Horse Park Drive Segment 2, 4,5 & 6 project in conjunction with a CFMEU Official (Garry Hamilton). The values of the plan are included within all current project site inductions and if Canberra Contractors are engaged on this project, the LRTWE will form a key part of the site induction for all staff members.

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


Canberra 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


Paul Macor

Date

22/06/2022

Name

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	Lawson Estate Stage 2A – Civil Engineering and Landscaping		
Tender number	SLA1734		
Responsible Territory Entity / Directorate	Suburban Land Agency		
Legal entity name	Canberra Contractors Pty Ltd		
ABN	91 008 583 355		
Trading name	Canberra Contractors Pty Ltd		
Business Project / Contact Person	Paul Macor		
Tender* title	Managing Director		
Telephone		Email	@canberracontractors.com.au

What is your physical presence in the ACT

(Select all that apply)

Head office	Branch office	Warehouse / Depot	Home office	Other	Nil
X				Specify:	
1983					

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

90

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

Canberra Contractors is a locally owned and operated company. Canberra Contractors was established in 1983 within the Territory and have developed good working relationships with local sub-contractors and suppliers. Canberra Contractors will always strive to source both sub-contractors and suppliers from the Territory as they have helped us grow over the years through their wealth of knowledge and experience. Canberra Contractors believes in giving back to the local economy by investing in local businesses that provide employment to the Territory.

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

Refer Attachment B for Canberra contractors Compliance Statement.

A2: For subcontractors

See Guidance note 3

Refer Attachment B for Canberra contractors Compliance Statement.

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*

Under Canberra Contractors (CC) Compliance Policy & Quality Management Plan CC's Directors and Office/Project/Risk Managers will evaluate suppliers & subcontractors using the Supplier, Subcontractor Evaluation against the completed Project Risk Management Plan (PRMP) Form #31 prior to first engagement and record the results of the evaluation on the Supplier Subcontractor Register database, with preference given to suppliers, and subcontractors based in the Canberra region supporting local jobs and compliant to the Secure Local Jobs Code (ACT).

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*

Canberra Contractors Directors, Managers, Supervisors & employees are required to sign off on their individual Responsibilities and Duties Statement's to ensure that they understand their compliance obligations. Please refer to Attachment C for the following evidence of training:

- Initial Management Training 02/02/2021
- Site Induction Form Confirming Ongoing Compliance

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

Canberra Contractors welcomes skilled employees to our organisation who have completed contracts with other local civil contractors. By providing training opportunities we aim to retain employees for the long term into the future. Between 2018/2022 Canberra Contractors have had 92 x Cert III apprentices (Civil Construction Plant Operation) complete/continue their 3-year apprenticeship training.

D2: Subcontractors or labour hire arrangements (if applicable)

Canberra Contractors seeks to engage Subcontractors and create/grow good relationships with them and their workers to ensure secure work for those Subcontractors for the duration of the contract. Directors and Office/Project/Risk Managers evaluate Subcontractors against the complete Project Risk Management Form 31 (Refer Attachment D) prior to first engagement and record the results of the evaluation on the supplier, Subcontractor and Consultant Register database to ensure secure work arrangements.

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

Refer Attachment E for evidence of health and wellbeing.

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

Refer Attachment F for Diversity in the Workplace.

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 suppliers, consultants and subcontractors to be engaged will be approved prior to engagement of their services, products and works.
To demonstrate CC's commitment to choose ethical local businesses, preference will be given to suppliers, consultants and subcontractors based in the Canberra region supporting local jobs and compliant to the Secure Local Jobs Code (ACT).
When recruiting is necessary for the project, we will always advertise locally first using local media, recruiting firms and utilise relationships already established within the region.

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

Canberra Contractors vision for this project is to provide the following additional training opportunities:

- Continued Participation in the local Women in Civil - Spark Program;
- 1 x Apprenticeship trainee opportunities (Cert III Civil Plant Operations);
- 3 x Evoenergy Electrical Safety Services Training; and
- 1 x leading hand training in conduit installation.

Attachment A (22 Pages)

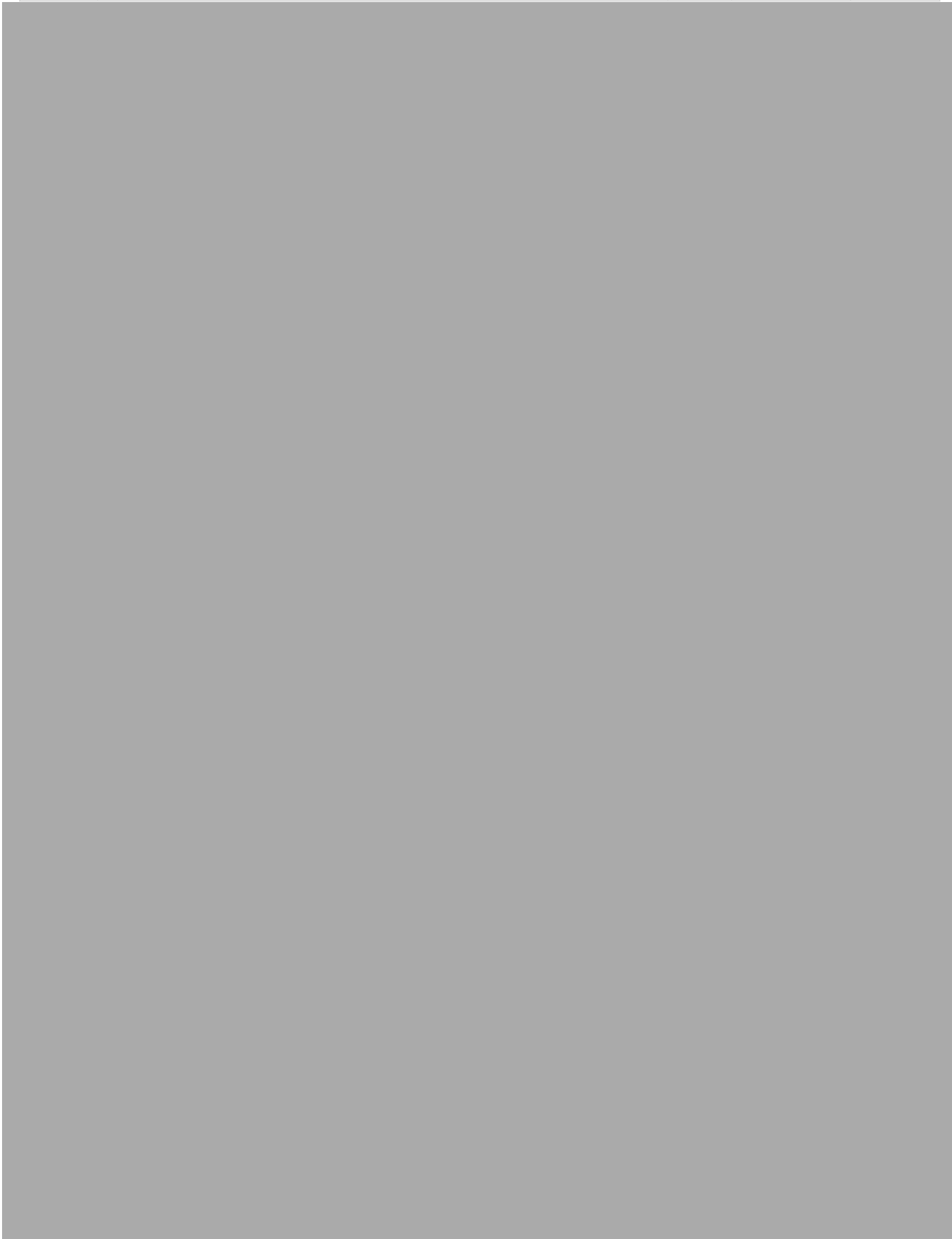
Consultation with Staff and Their Representatives

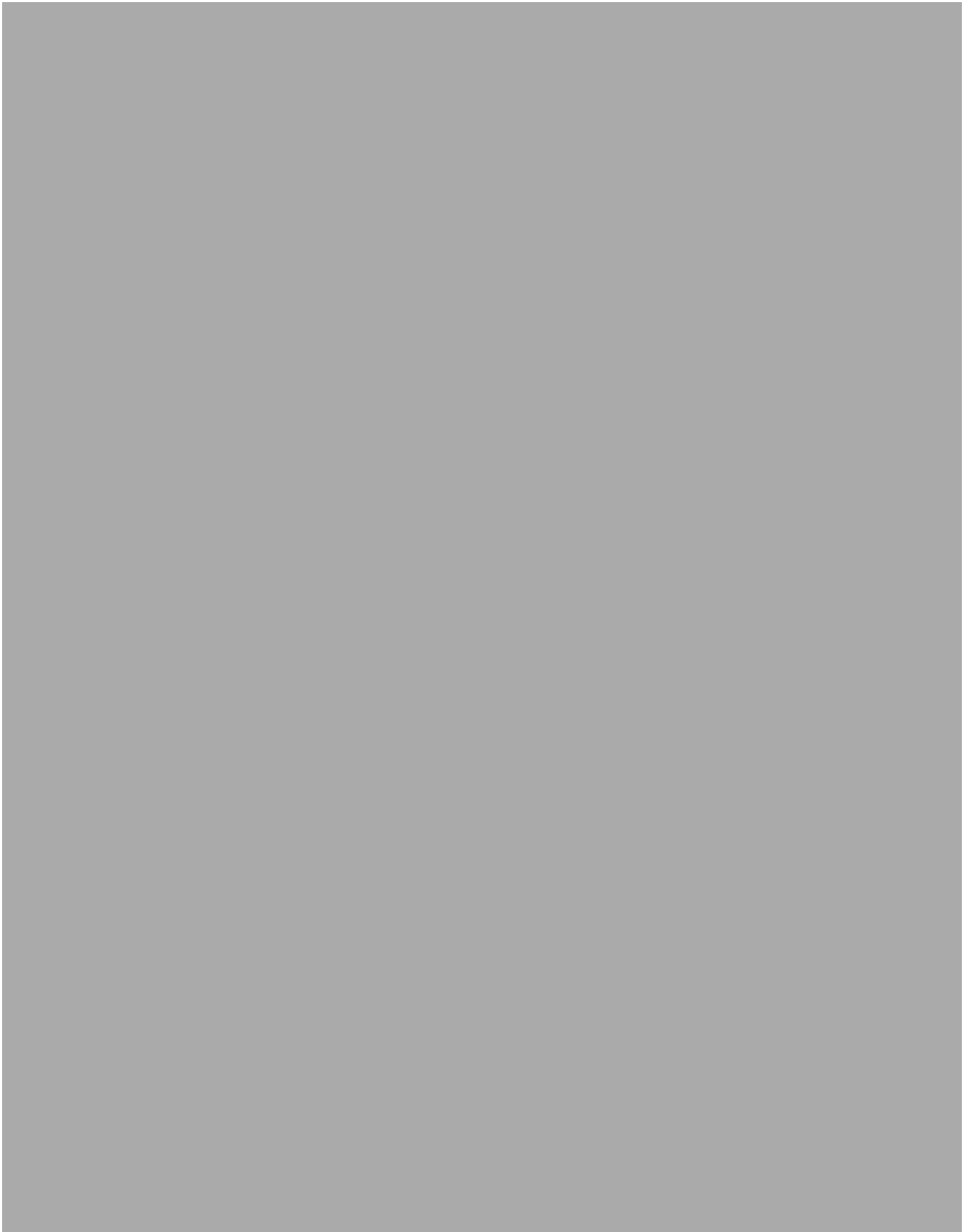
Canberra Contractors have performed consultation with the Management Staff and WH&S Committee members regarding this LRTWE Plan, refer attached meeting minutes.



Meeting Minutes

[Redacted content]









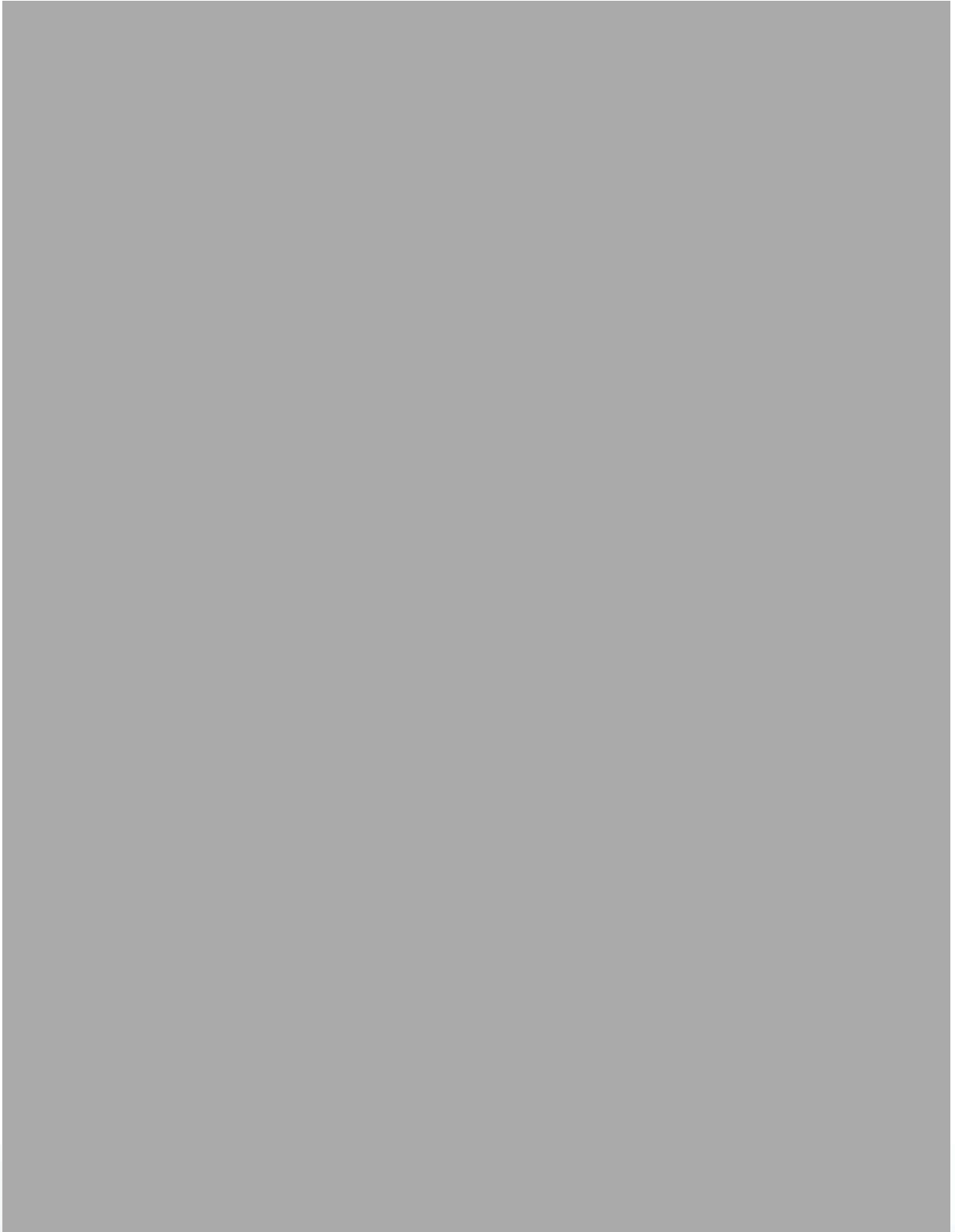
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Industrial Relations Policy



ACT GOVERNMENT

Secure Local Jobs Implementation

Secure Local Jobs Branch
Chief Minister, Treasury and Economic Development

December 2018



Secure Local Jobs Overview

- The ACT Government has changed the way it awards contracts for construction, cleaning, security and traffic management.
- Secure Local Jobs strengthens our procurement practices so contracts are awarded to businesses that meet high labour standards.
- New legal obligations for businesses and the Territory.
- Creates a fairer procurement process for ethical employers.



Secure Local Jobs Overview

- Businesses tendering for impacted services need a Secure Local Jobs Code Certificate.
- Secure Local Jobs Code includes standards in:
 - pay and employment conditions
 - insurance, tax and superannuation
 - health and safety, including training and inductions
 - workplace representation, collective bargaining, freedom of association.
- Works over \$25,000 will need a Labour Relations, Training, and Workplace Equity Plan.



Secure Local Jobs Overview

- The Industrial Relations and Employment (IRE) scheme will eventually be replaced with Secure Local Jobs.
- Independent, approved auditors will assess that businesses meet the requirements of the Code.
- Secure Local Jobs Code Registrar oversees administration of the Code and has investigation powers.
- Businesses on established panels need a Code Certificate from 15 January 2020.



Secure Local Jobs Overview

- Business with existing contracts need a Code Certificate to tender for new work.
- Local Industry Participation Policy, Economic Contribution Test remain assessable.
- Director's General are responsible for their entity's compliance with the Code.
- Territory Officers must follow the new legislative requirements.



Impacted services

- Construction work - Work Health and Safety Regulation 2011
- Cleaning services - ANZSIC Class 7311
- Security services - Security Industry Act 2003
- Traffic control services which redirect vehicles around a temporary disruption to a public road for the purpose of ensuring safety to workers or the public.
- Professional services are excluded.



Managers & Supervisors Training

1/02/2021

About the

Secure Local Jobs Code

Secure Local Jobs Code

- The Code starts 15 January 2019.
- Objectives:
 - Support businesses with high ethical and labour standards.
 - Promote job security and improved industrial relations planning.
 - Work with the Local Industry Participation Policy (LIPP).
 - Create a level playing field by engaging with business who meet industrial obligations.



Secure Local Jobs Code Obligations

For Code Covered Entities:

1. Adherence to the law.
2. Requests for information.
3. Workplace representation.
4. Employee representation and workplace inductions.
5. Right to collectively bargain.
6. Freedom of association.



Secure Local Jobs Code Requirements

For the Territory:

1. Ensure tenderers are Code compliant.
2. Seek confirmation of compliance.
3. Consider Labour Relations, Training and Workplace Equity Plans.
4. Consider past compliance in tender assessments.



Exemptions and breaches

- Exemptions and conditions are printed on Code Certificates.
- Businesses can apply for an exemption from a Code requirement if there is conflict with Commonwealth law.
- Breaches can lead to a Certificate having conditions, being suspended or cancelled.
- Registrar may grant exemptions to an Territory Entity if no suitable tenderer available.
- Director's General can grant an exemption in an emergency.
- Exemptions are reported to the Secure Local Jobs Advisory Council.



More about the

Labour Relations, Training and Workplace Equity Plan

Labour Relations, Training and Workplace Equity Plan

- Required for works worth more than \$25,000.
- Mandatory assessment criterion in the ACT Government tender process.
- Compliance is monitored as part of contract management and assessed in the final contract performance evaluation.
- Three versions:
 1. \$25,000 – \$200,000
 2. +\$200,000 – \$5 million (combined with Economic Contribution Test)
 3. +\$5 million (combined with Local Industry Participation Plan)



Labour Relations, Training and Workplace Equity Plan

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.

E1: Internal operations	Click here to enter text.
E2: For subcontractors (if applicable) <i>See Guidance note 1</i>	Click here to enter text.

Guidance note:

1. 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

B: Systems of work

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

F1: Internal operations <i>See Guidance note 2</i>	Click here to enter text.
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Guidance note:

2. 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.

G1: Internal operations <i>See Guidance note 3</i>	Click here to enter text.
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Guidance note:

3. This could include training plans, minuted meetings, 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

D: 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.

H1: Internal operations <i>See Guidance note 4</i>	Click here to enter text.
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Guidance Note:

4. 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.

E: Diversity in the workplace

Describe 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.

Guidance note:

5. 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

F: SECURITY OF EMPLOYMENT

Describe how your business seeks to minimise insecure work arrangements. This includes:							
<ul style="list-style-type: none">whether and how you will support transitioning employees from an existing contractor to your business if successful in this contracthow you will minimise insecure work arrangements by your subcontractors.							
K1: Internal operations	Click here to enter text.						
K2: Subcontractors or labour hire arrangements (if applicable)	Click here to enter text.						
G: Consultation with staff and their representatives							
L1: Have you consulted with your staff in developing this Plan?	<table border="1"><tr><td>Yes</td><td>No</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Complete L2</td><td>Go to Declaration</td></tr></table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>	Complete L2	Go to Declaration
Yes	No						
<input type="checkbox"/>	<input type="checkbox"/>						
Complete L2	Go to Declaration						
L2: Describe and provide evidence of how this consultation was done. This could include consultation with eligible unions or relevant staff representatives.							
Click here to enter text.							



More about the

Secure Local Jobs Code Certificate

Secure Local Jobs Code Certificate

- Confirms a business meets standards in the Code.
- Businesses need to:
 - update policies and systems to reflect Code obligations
 - engage an approved auditor to assess whether they can apply
 - provide key business documents e.g. ATO activity, super payments, insurance certificates
- Registrar generally issues a certificate two business days from receiving complete audit report.



Code Certificate Application

- Entities must provide a complete, true and correct application, statutory declaration, and supporting documents.
- Auditors are responsible for due diligence in verifying information.
- Auditors should request more information to address insufficient, incomplete, inaccurate or false information.
- Just the Audit Report, application and statutory declaration is sent to the Registrar's office.



Approved auditors

- List available at procurement.act.gov.au/securelocaljobs
- Code Certified Entity's auditor is published online.
- Businesses engage auditors directly and pays for services.
- The Territory will pay for audits requested as part of an investigation into non compliance.
- Indicative pricing will be available online soon.



Model Contract Terms

- Instrument in the *Government Procurement Act 2001*.
- Include in all contracts (incl. purchase orders)
- Covers:
 - Code compliance (incl. sub-contractors)
 - reporting breaches
 - access to information
 - inductions
 - Labour Relations, Training and Workplace Equity Plans



More about the

Model Contract Terms



More about

Complaints and noncompliance

Complaints and noncompliance

- Complaints and Noncompliance Investigation Guidelines are online.
- The Registrar responds to allegations of noncompliance with the Code.
- Businesses are given opportunity to respond to complaints.
- Need to provide any requested information to support an investigation or audit.



Complaints and noncompliance

- Registrar will consider an audit report in making a decision.
- Infringement points and sanctions can be applied – businesses have a right to respond before final decision.
- Claimant will be notified of status of complaint.
- Appeals can be made through ACT Civil and Administrative Tribunal (ACAT).



Key support channels

- Email | securelocaljobs@act.gov.au
- Website | procurement.act.gov.au/securelocaljobs
- Phone | Procurement ACT (02) 6207 5542



Support channels





CONTACTS:

Website: procurement.act.gov.au/securelocaljobs

Procurement ACT: securelocaljobs@act.gov.au or 02 6207 5507

Andrew Parkinson
Secure Local Jobs Code Registrar
Chief Minister, Treasury and Economic Development Directorate

ACT GOVERNMENT

SECURE LOCAL JOBS CODE BRANCH STRENGTHENED COMPLIANCE POWERS

MAY 2022



ACKNOWLEDGEMENT OF COUNTRY

I wish to acknowledge the traditional custodians of the land we are meeting on today, the **Ngunnawal people** and pay my **respects** to their **elders past, present and emerging**.

I wish to acknowledge and respect their **continuing culture** and the **contribution** they make to the **life of this city** and this region.

I would also like to acknowledge and **welcome** other **Aboriginal and Torres Strait Islander people** who may be attending today's meeting.



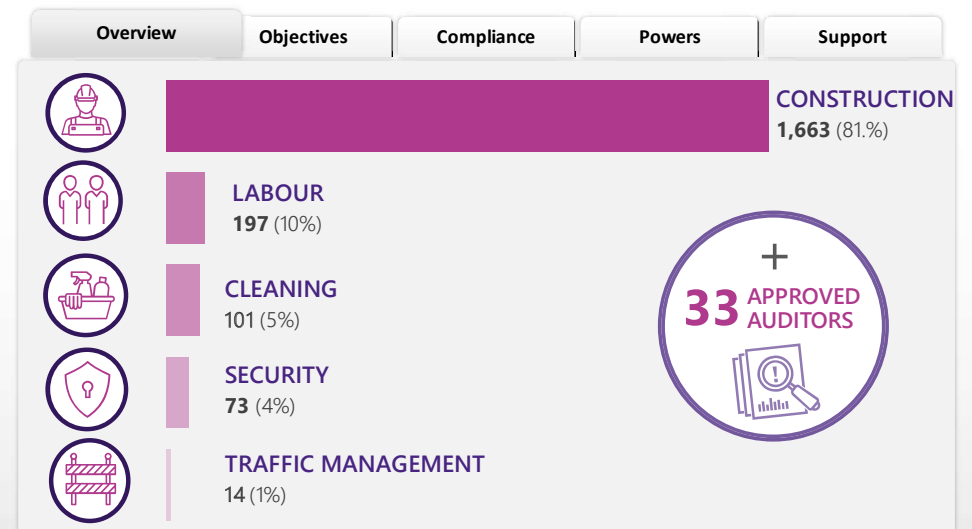
OVERVIEW OF SESSION

1. Snapshot of the Secure Local Jobs Code
2. Secure Local Jobs Code Objectives
3. Obligations under the *Government Procurement (Secure Local Jobs) Code 2020*
4. New Strengthened Compliance Powers
5. Support Channels
6. Questions



WHAT IS THE SECURE LOCAL JOBS CODE?



As of 25 May 2022, there were **2045** Code Certified Entities:



SECURE LOCAL JOBS CODE BRANCH AND REGISTRAR

Overview	Objectives	Compliance	Powers	Support
ADMINISTRATION <ul style="list-style-type: none">Code Certified Entities – Issue Certificates and RenewalsApproved AuditorsSecretariat to the Advisory Council		COMPLIANCE AND ENFORCEMENT <ul style="list-style-type: none">Complaints and InvestigationsCompliance ProjectsSanctions for non-compliance		
EDUCATION AND OUTREACH <ul style="list-style-type: none">Territory Officers and ACT Government Entities on Code obligationsIndustry and businesses on Code obligations		ASSESSMENT <ul style="list-style-type: none">Labour Relations, Training and Workplace Equity PlanEthical Treatment of Workers Evaluation		

OBLIGATIONS UNDER THE CODE

Overview	Objectives	Compliance	Powers	Support
CODE CERTIFIED ENTITY OBLIGATIONS <ul style="list-style-type: none">Is reflected under Part 2 and 3 of the <i>Government Procurement (Secure Local Jobs) Code 2020</i>. 		OBLIGATIONS FOR TERRITORY ENTITY <ul style="list-style-type: none">Is reflected under Part 2 of the <i>Government Procurement (Secure Local Jobs) Code 2020</i>. 		

PART 2 – SECTION 7

Section 7 - Code Certification

The requirement to hold a valid Secure Local Jobs Code certificate.



PART 2 – SECTION 8

Section 8 - Subcontractors

All sub-contractors and sub-sub-contractors must hold a valid Secure Local Jobs Code certificate



PART 2 – SECTION 9

Section 9 – Contact Persons for territory-funded work

Provide the Territory with a person/s, workforce location and working hours for the purposes of lawful right of entry



PART 3 – SECTION 11

Section 11 – Adherence to the Law

A Code Certified Entity must comply with all applicable industrial law, prescribed legislation and any orders, directions or decisions by a court, tribunal, board or commission.
Must notify the Registrar within 5 days



PART 3 – SECTION 12

Section 12 – Requests for Information

A Code Certified Entity must comply with reasonable requests for information



PART 3 – SECTION 13

Section 13 – Workplace Representation

Facilitate good working relationships with workplace representatives, if elected.



PART 3 – SECTION 14

Section 14 – Employee Representation and Workplace Inductions

Understand and respect employees right to workplace representation. Inductions for new employees must be done by an appropriately skilled and experienced person.



PART 3 – SECTION 15

Section 15 – Recognition of the Right to Collectively Bargain

Make employees aware of their right to collectively bargain.



PART 3 – SECTION 16

Section 16 – Freedom of Association

Respect employees' rights to freedom of association

To apply for a Code Certificate, businesses need to update their policies and systems to reflect their obligations under the Code.



PART 2 – SECTION 10

Section 10 – Requirements of Territory Entities





CHANGES AS OF 1 MARCH 2022

Government Procurement Act 2001

Overview	Objectives	Obligations	Powers	Support
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- **ENTRY POWERS**
- **CONSENT TO ENTRY**
- **AUTHORISED PERSON**
- **CHANGES TO THE COMPLAINTS PROCESS**
- **CHANGES TO LRTWE THRESHOLD FOR CONSTRUCTION**

Division 2B.4 Ensuring compliance with code

Government Procurement Act 2001

New Subdivision 2B.4.2 Access to premises

- Authorised People and identity cards
- Entry to premises
- Production of identity card
- Consent to entry
- General powers on entry to premises
- Disclosure of information
- Damage etc to be minimised
- Protection from liability



Division 2B.4 Ensuring compliance with code continued...

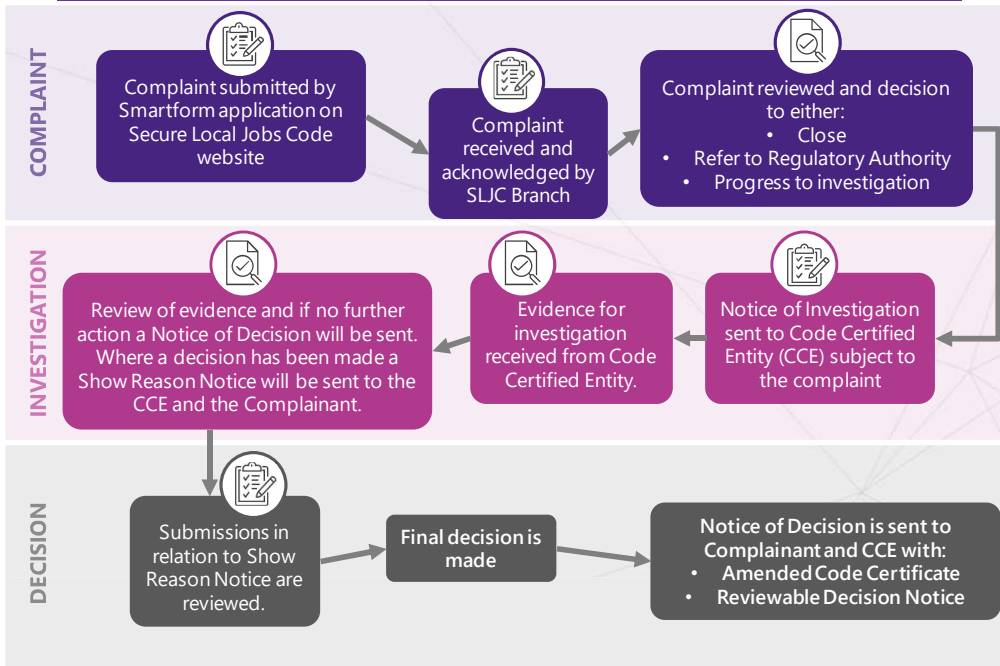
Government Procurement Act 2001

Amended Subdivision 2B.4.1 Compliance measures

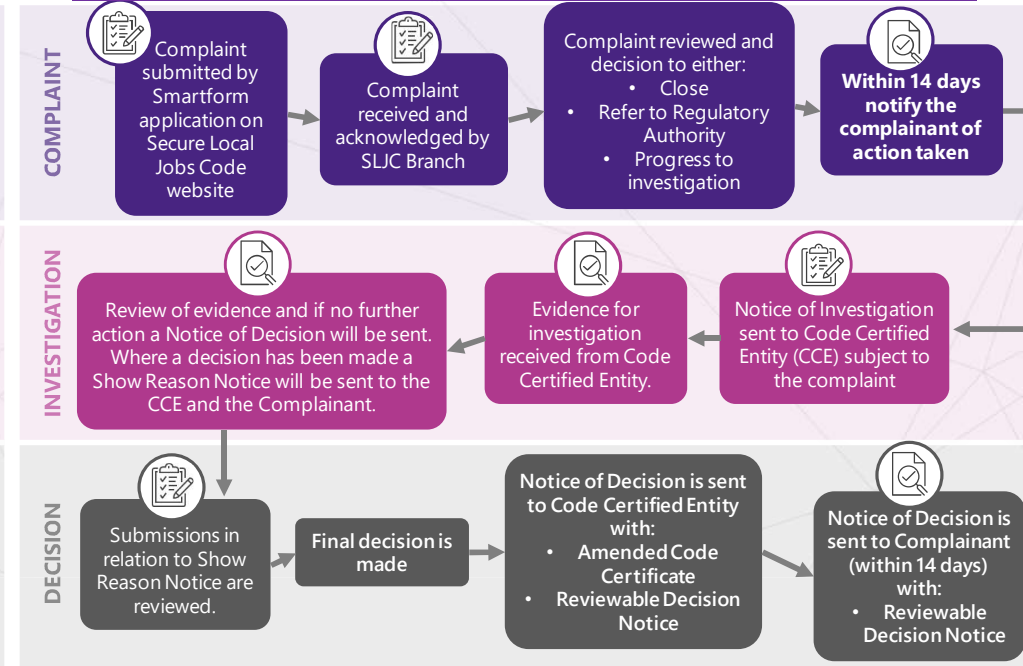
- Complaints Section 22Q (3) (a)
- New section 22Q (5) and (6)
- Requests for information Section 22S (1) (e)
- New section 22SA Suspension etc pending Registrar's decision
- 22SA Suspension etc pending Registrar's decision
- Compliance new section 22T (2) (d)



HOW CURRENT COMPLAINTS PROCESS WORKS



HOW FUTURE COMPLAINTS PROCESS WORKS



SUSPENSION OF SLJC CERTIFICATE



22SA SUSPENSION ETC PENDING REGISTRAR'S DECISION

- (1) This section applies if the registrar has reasonable grounds to suspect that an entity that holds a secure local jobs code certificate may have failed to comply with the code.
- (2) The registrar may, for a stated reasonable period—
 - (a) suspend the entity's certificate; or
 - (b) impose or amend conditions on the entity's certificate.

CHANGES TO 22T(2)(D)



22T COMPLIANCE

- (2) In deciding whether there has been a failure to comply with the code or whether to take any action under subsection (1), the registrar must take into account any of the following:
 - (a) an audit report under section 22R;
 - (b) any relevant information from an authority mentioned in section 22Q (3);
 - (c) any relevant information referred to in section 22S (1);
 - (d) any information, document or other thing obtained under subdivision 2B.4.2 (Access to premises).

LABOUR RELATIONS, TRAINING and WORKPLACE EQUITY PLANS



- ▶ Plans **must** be developed in consultation with staff
- ▶ From 1 March are only required for contracts over \$200,000 for construction
- ▶ Plans should evolve over time
- ▶ Commitments made need to be fulfilled
- ▶ Need to **report to contract manager on a regular basis** on progress against commitments
- ▶ **Past performance** against LRTWEP commitments is taken into consideration for future tenders



SUPPORT CHANNELS

Overview

Objectives

Obligations

Audits

Support



SecureLocalJobs@act.gov.au



02 6207 3005



procurement.act.gov.au/securelocaljobs



Access Canberra, Tenders ACT and Procurement ACT

26 | Insert presentation heading (View>Slide Master)

QUESTIONS



KIRSTY BOURKE

Manager, SLJC Education and Outreach

Secure Local Jobs Code Branch
Workforce Capability and Governance | CMTEDD | ACT Government



Attachment B (8 Pages)

A: Compliance with the Secure Local Jobs Code

Please refer attached Compliance Management Statement 2021-2023.


COMPLIANCE MANAGEMENT STATEMENT



2021-2023

AUTHORISATION

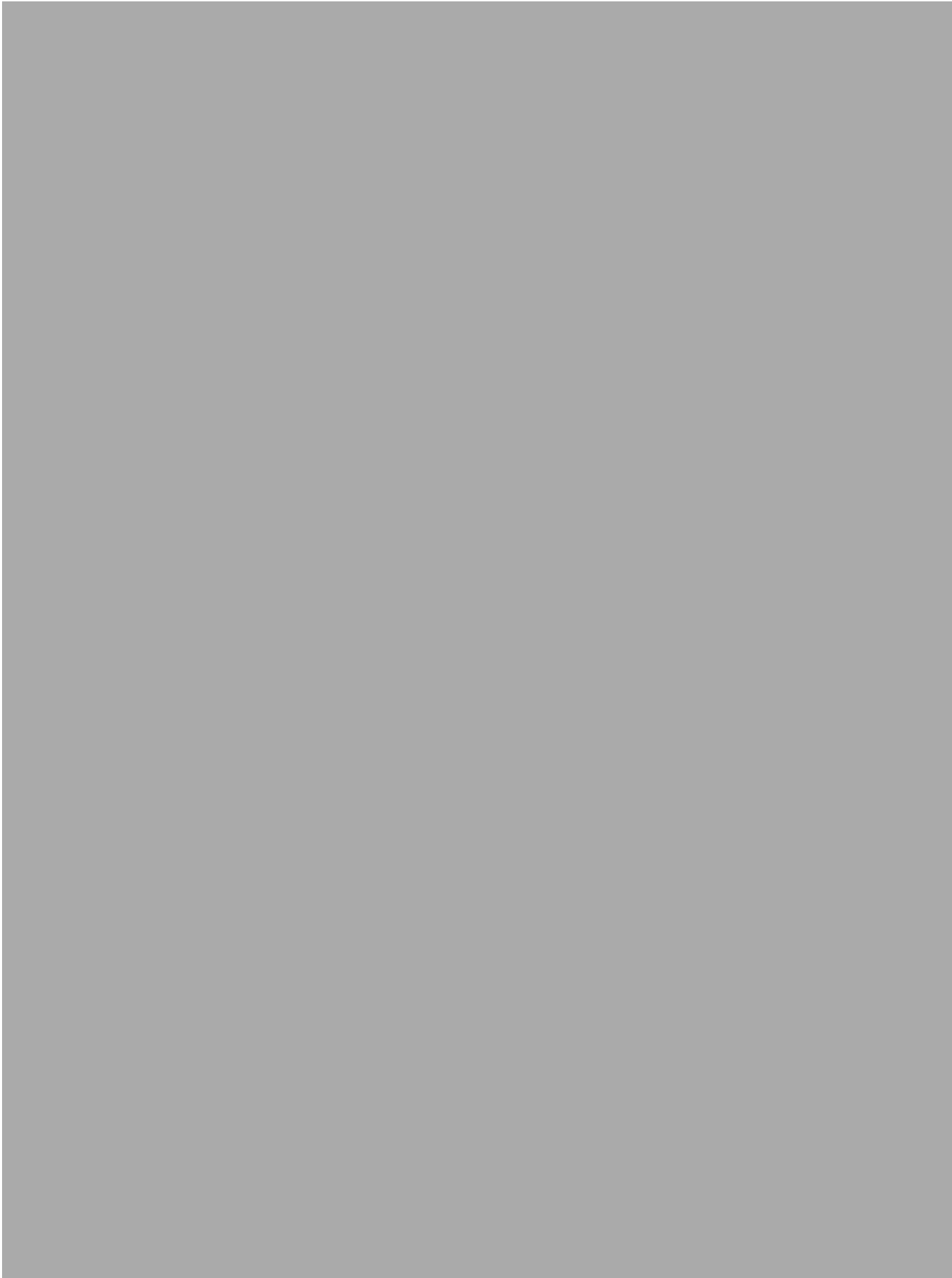
This statement
is approved and authorised for issue by:


Paul Macor
Managing Director
Canberra Contractors

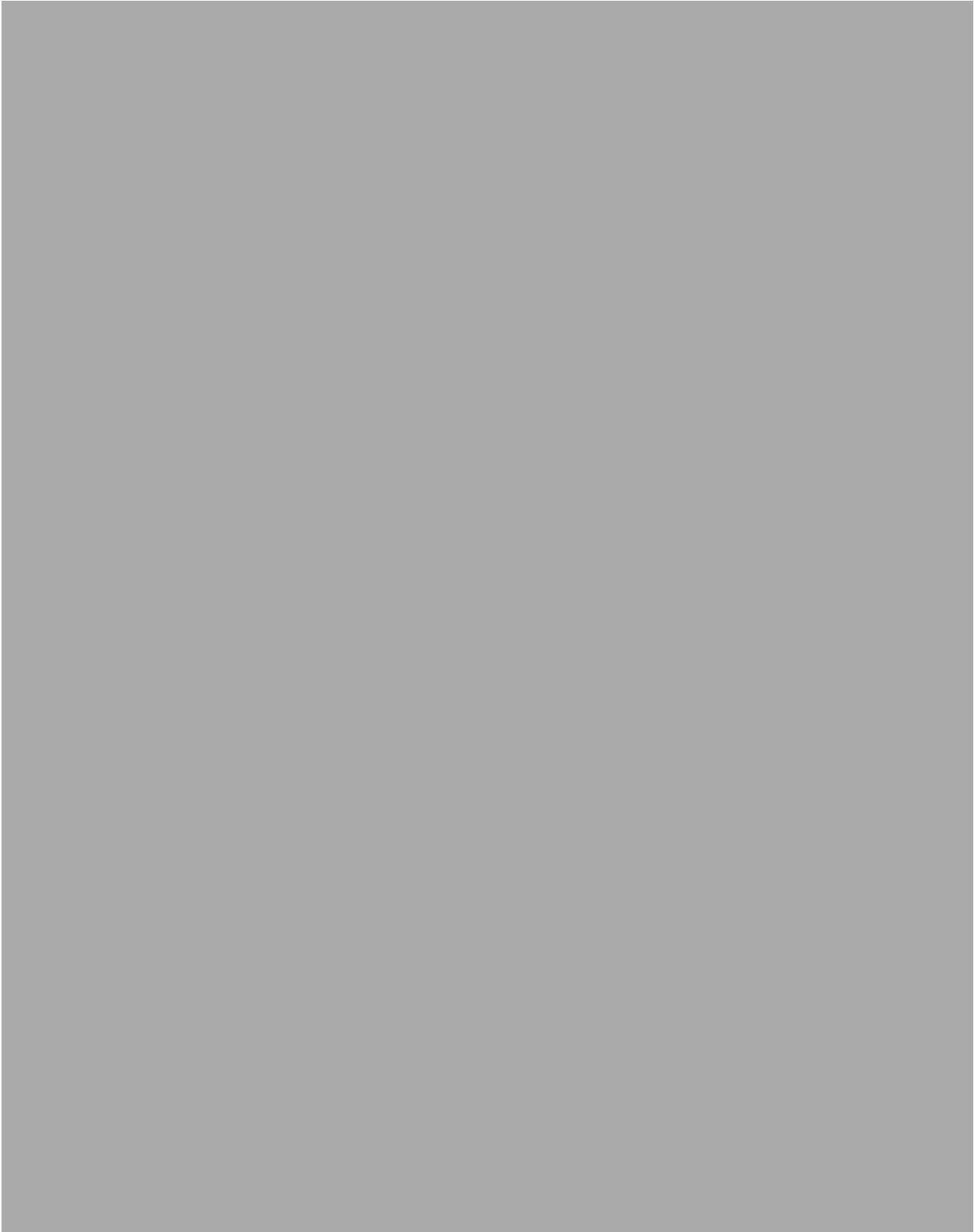
15/01/2021

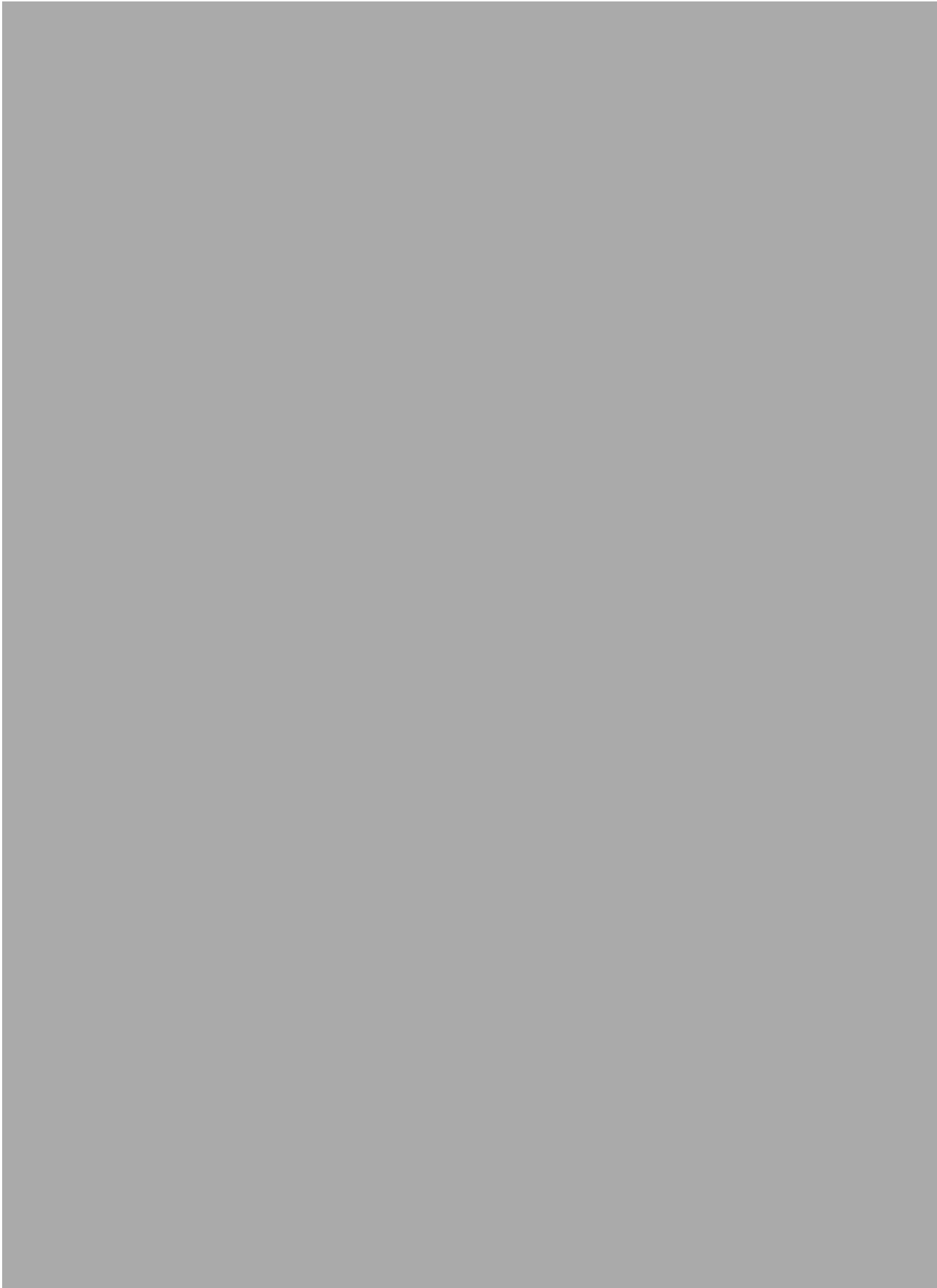
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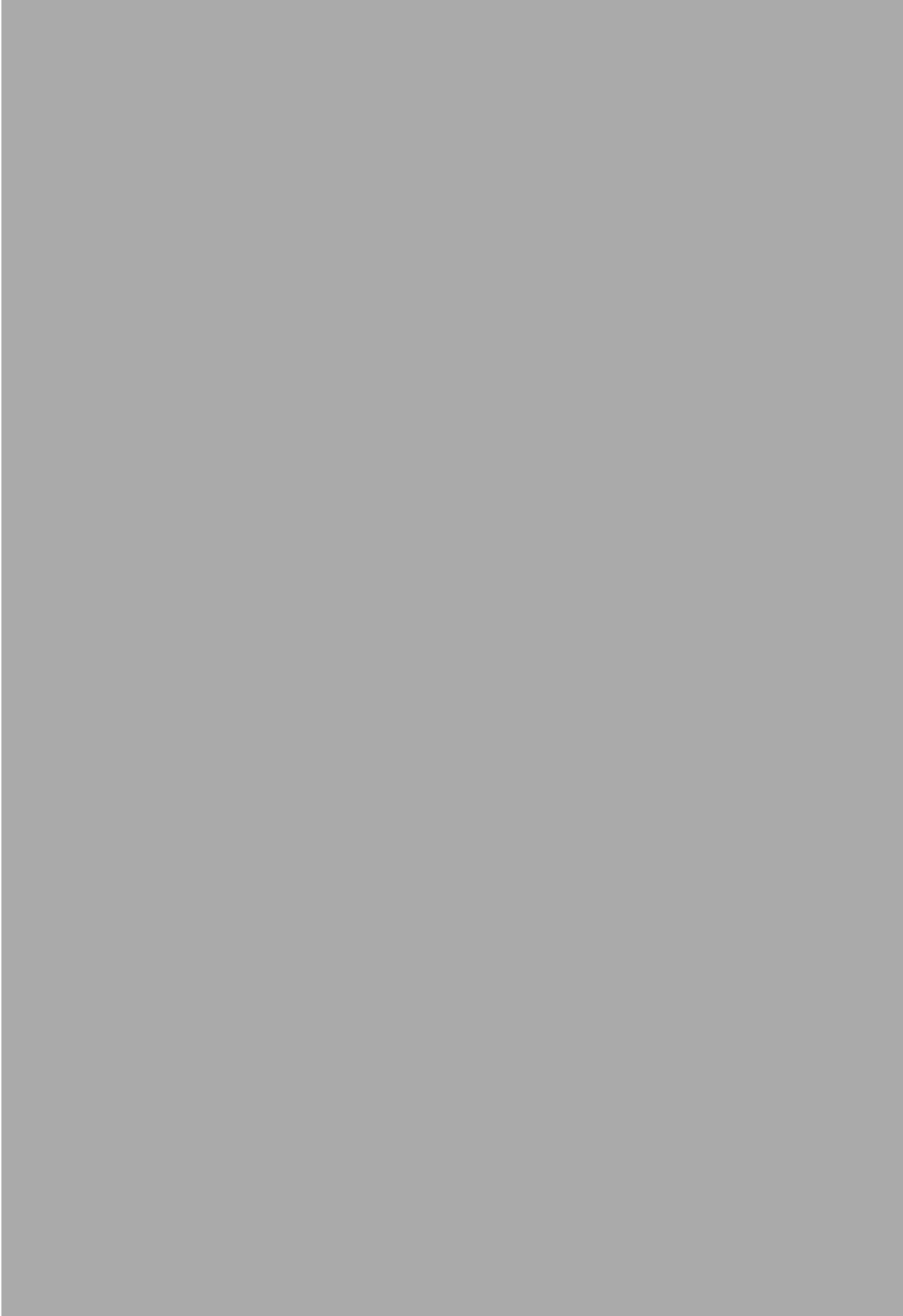
Prepared by:
John Graham – Risk Manager

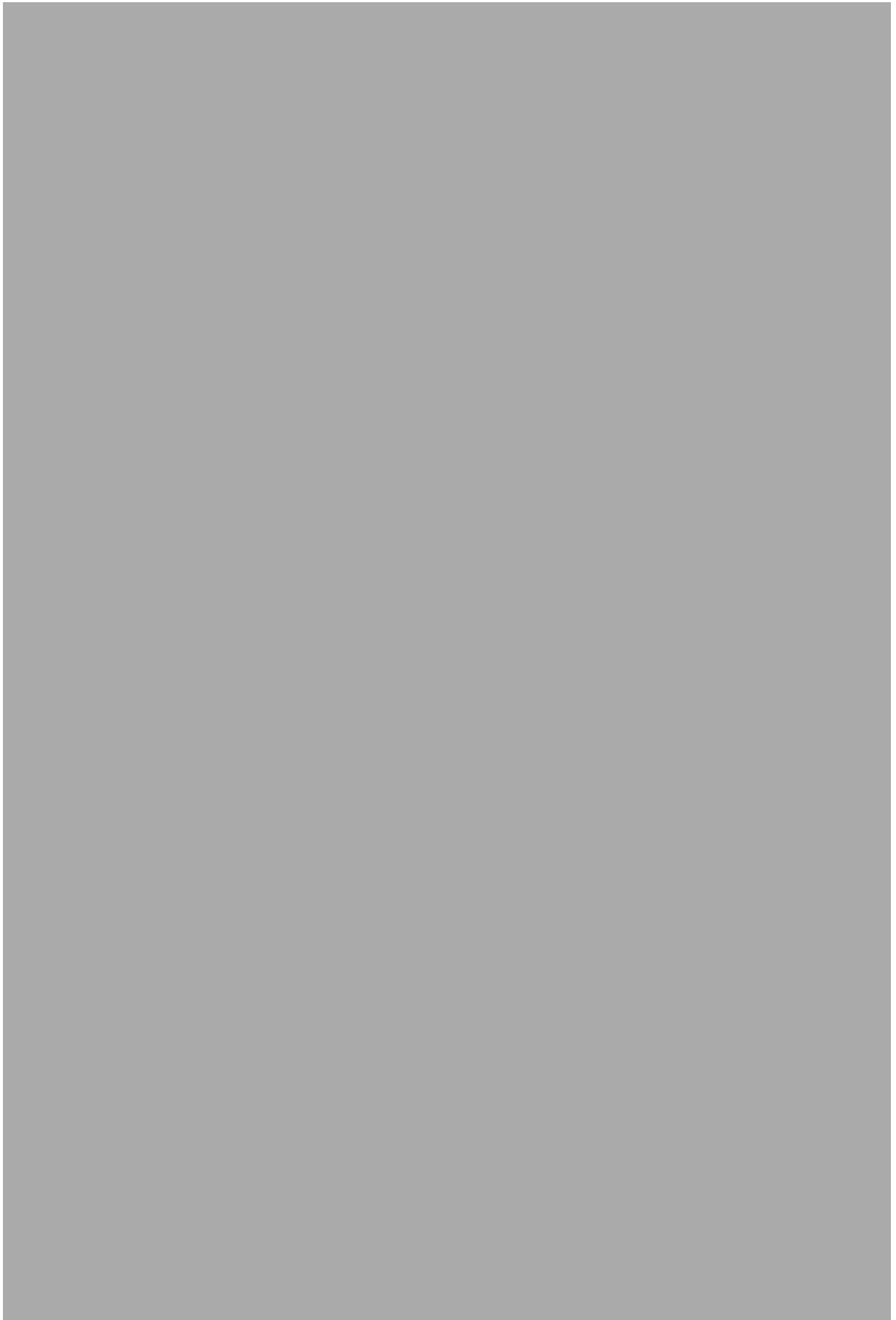


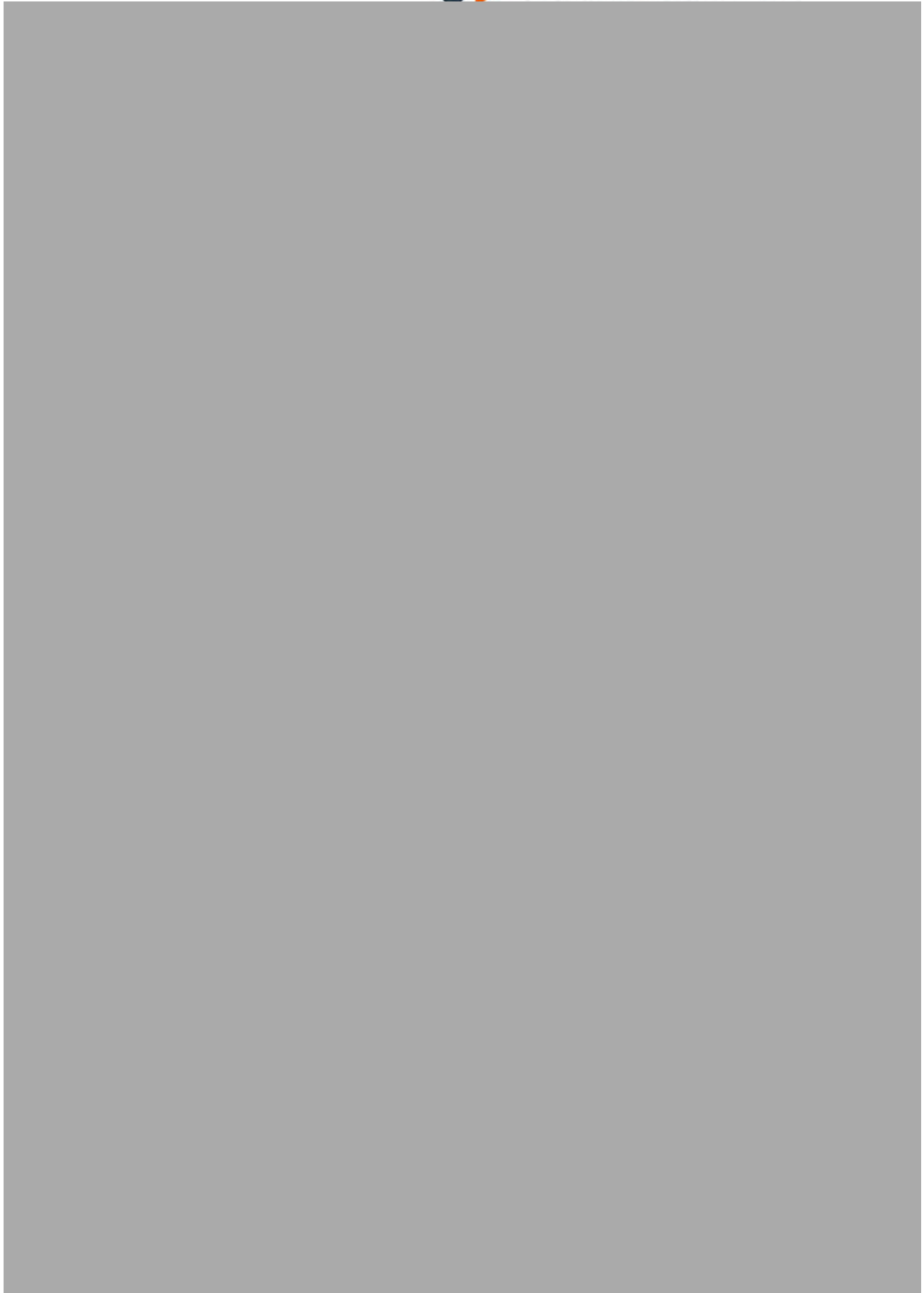
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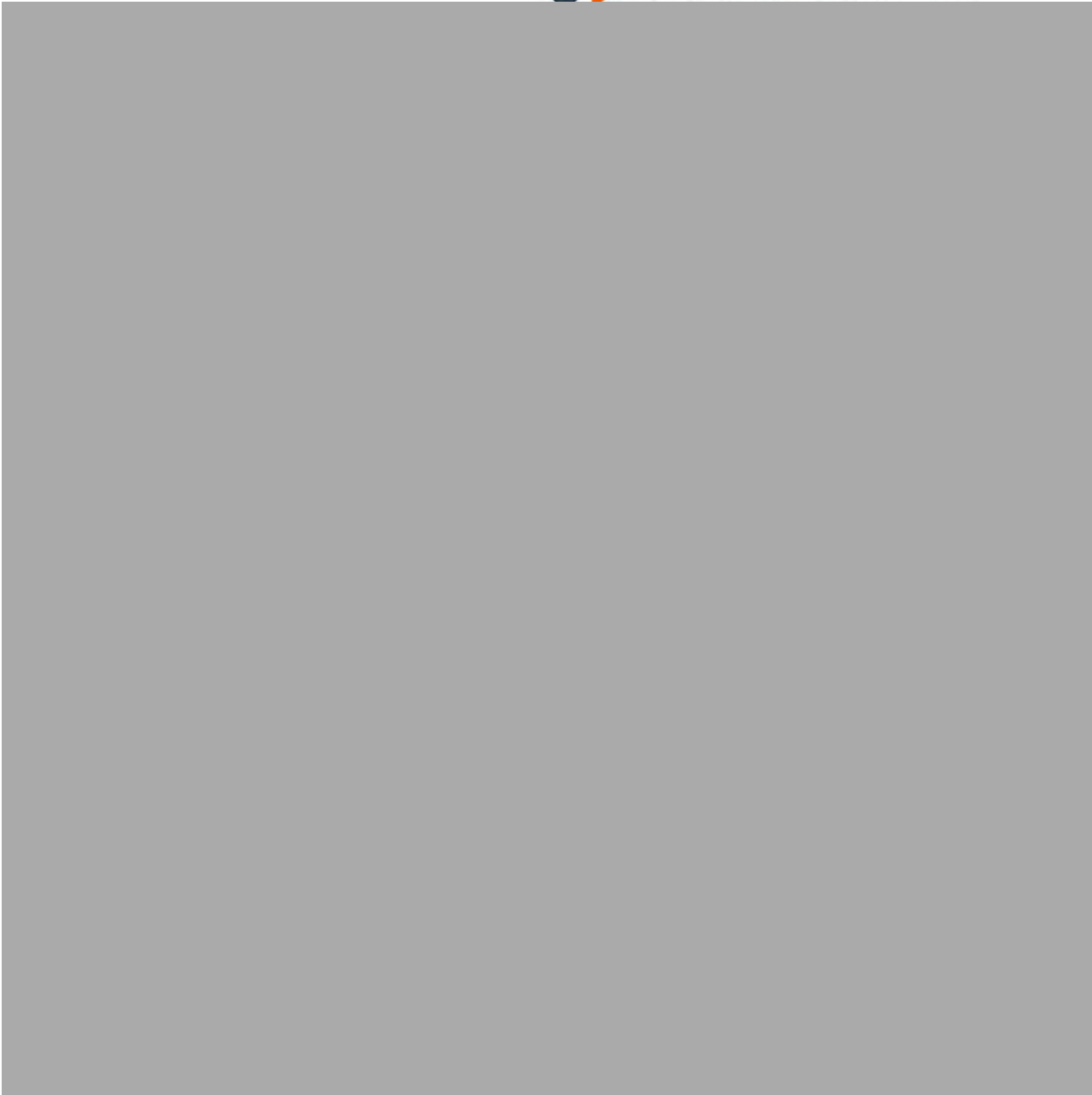












Attachment C (22 Pages)

C: Understanding Secure Local Jobs Code Obligations

Describe how your business will ensure directors, executive managers and employees understand obligations under the secure local job code:

Please refer attached:

- Initial Management Training 02/02/2021
- Further Management Training 01/06/2022
- Site Induction Form Confirming Ongoing Compliance



Managers & Supervisors Training

1/02/2021

About the

Secure Local Jobs Code

Secure Local Jobs Code

- The Code starts 15 January 2019.
- Objectives:
 - Support businesses with high ethical and labour standards.
 - Promote job security and improved industrial relations planning.
 - Work with the Local Industry Participation Policy (LIPP).
 - Create a level playing field by engaging with business who meet industrial obligations.

Secure Local Jobs Code Obligations

For Code Covered Entities:

1. Adherence to the law.
2. Requests for information.
3. Workplace representation.
4. Employee representation and workplace inductions.
5. Right to collectively bargain.
6. Freedom of association.

Secure Local Jobs Code Requirements

For the Territory:

1. Ensure tenderers are Code compliant.
2. Seek confirmation of compliance.
3. Consider Labour Relations, Training and Workplace Equity Plans.
4. Consider past compliance in tender assessments.

Exemptions and breaches

- Exemptions and conditions are printed on Code Certificates.
- Businesses can apply for an exemption from a Code requirement if there is conflict with Commonwealth law.
- Breaches can lead to a Certificate having conditions, being suspended or cancelled.
- Registrar may grant exemptions to an Territory Entity if no suitable tenderer available.
- Director's General can grant an exemption in an emergency.
- Exemptions are reported to the Secure Local Jobs Advisory Council.



ACT
Government

More about the

Labour Relations, Training and Workplace Equity Plan

Labour Relations, Training and Workplace Equity Plan

- Required for works worth more than \$25,000.
- Mandatory assessment criterion in the ACT Government tender process.
- Compliance is monitored as part of contract management and assessed in the final contract performance evaluation.
- Three versions:
 1. \$25,000 – \$200,000
 2. +\$200,000 – \$5 million (combined with Economic Contribution Test)
 3. +\$5 million (combined with Local Industry Participation Plan)

Labour Relations, Training and Workplace Equity Plan

A: Compliance with the Secure Local Jobs Code

<p>Describe how your business will comply with its obligations under the Secure Local Jobs Code for the duration of the contract, including:</p> <ul style="list-style-type: none"> • 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. 	
<p>E1: Internal operations</p>	<p>Click here to enter text.</p>
<p>E2: For subcontractors (if applicable) See <i>Guidance note 1</i></p>	<p>Click here to enter text.</p>

Guidance note:

1. 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

B: Systems of work

Describe how your business will incorporate compliance with the Secure Local Jobs Code into policies and systems of work.	
F1: Internal operations See <i>Guidance note 2</i>	Click here to enter text.

Guidance note:

- 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.	
G1: Internal operations See <i>Guidance note 3</i>	Click here to enter text.

Guidance note:

- This could include training plans, minuted meetings, 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

D: Employees' health and wellbeing

<p>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.</p>	<p>Click here to enter text</p>
<p>H1: Internal operations See <i>Guidance note 4</i></p>	

Guidance Note:

- 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, or other measures to support employee health and wellbeing.

E: Diversity in the workplace

Describe 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.

Guidance note:

- 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, LGBTIQ 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.

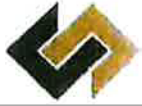
Labour Relations, Training and Workplace Equity Plan

F: SECURITY OF EMPLOYMENT

<p>Describe how your business seeks to minimise insecure work arrangements. This includes:</p> <ul style="list-style-type: none"> • 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. 	
K1: Internal operations	Click here to enter text.
K2: Subcontractors or labour hire arrangements (if applicable)	Click here to enter text.

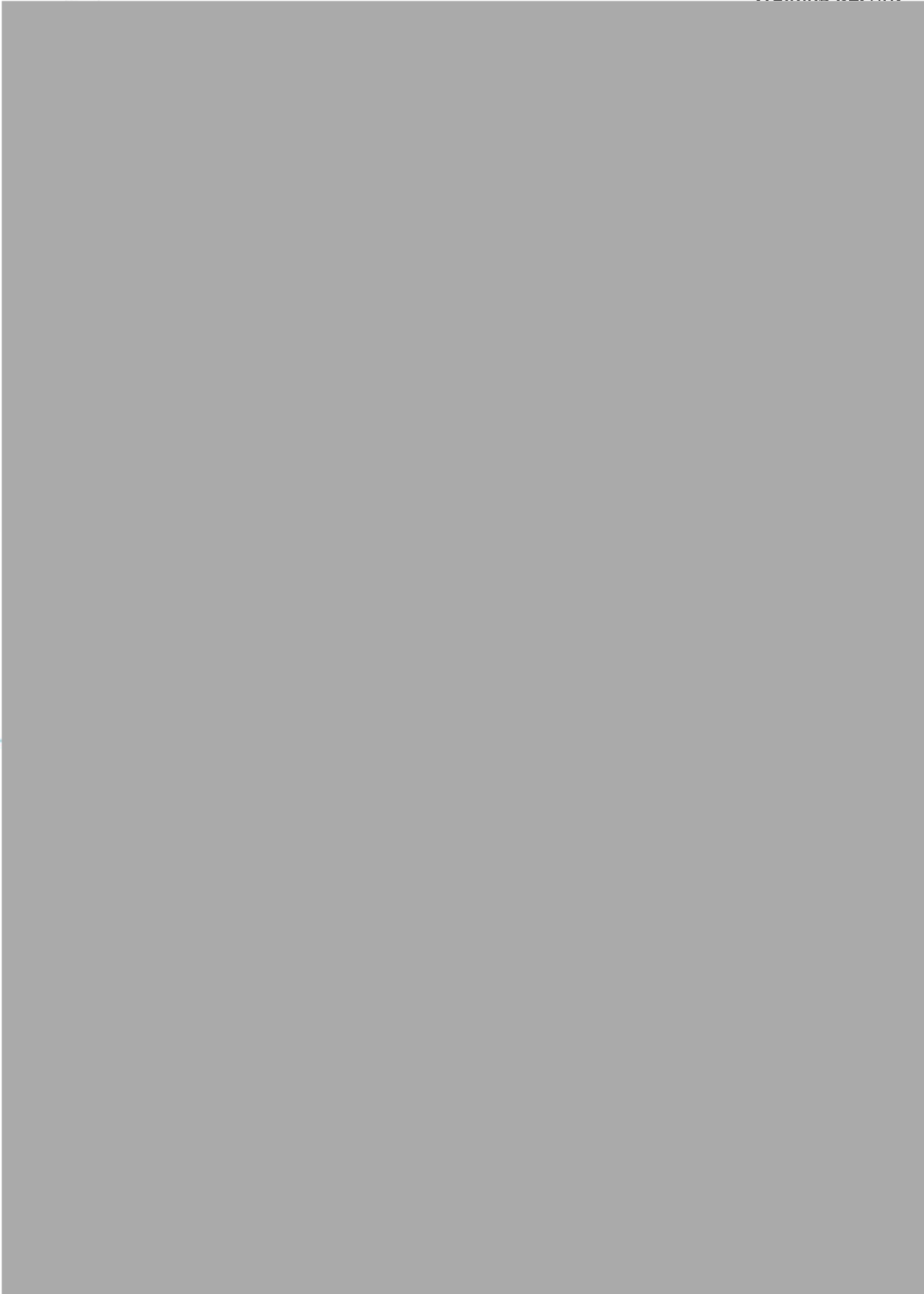
G: Consultation with staff and their representatives

L1: Have you consulted with your staff in developing this Plan?	Yes <input type="checkbox"/> Complete L2 No <input type="checkbox"/> Go to Declaration
<p>L2: Describe and provide evidence of how this consultation was done. This could include consultation with eligible unions or relevant staff representatives.</p> <p>Click here to enter text.</p>	



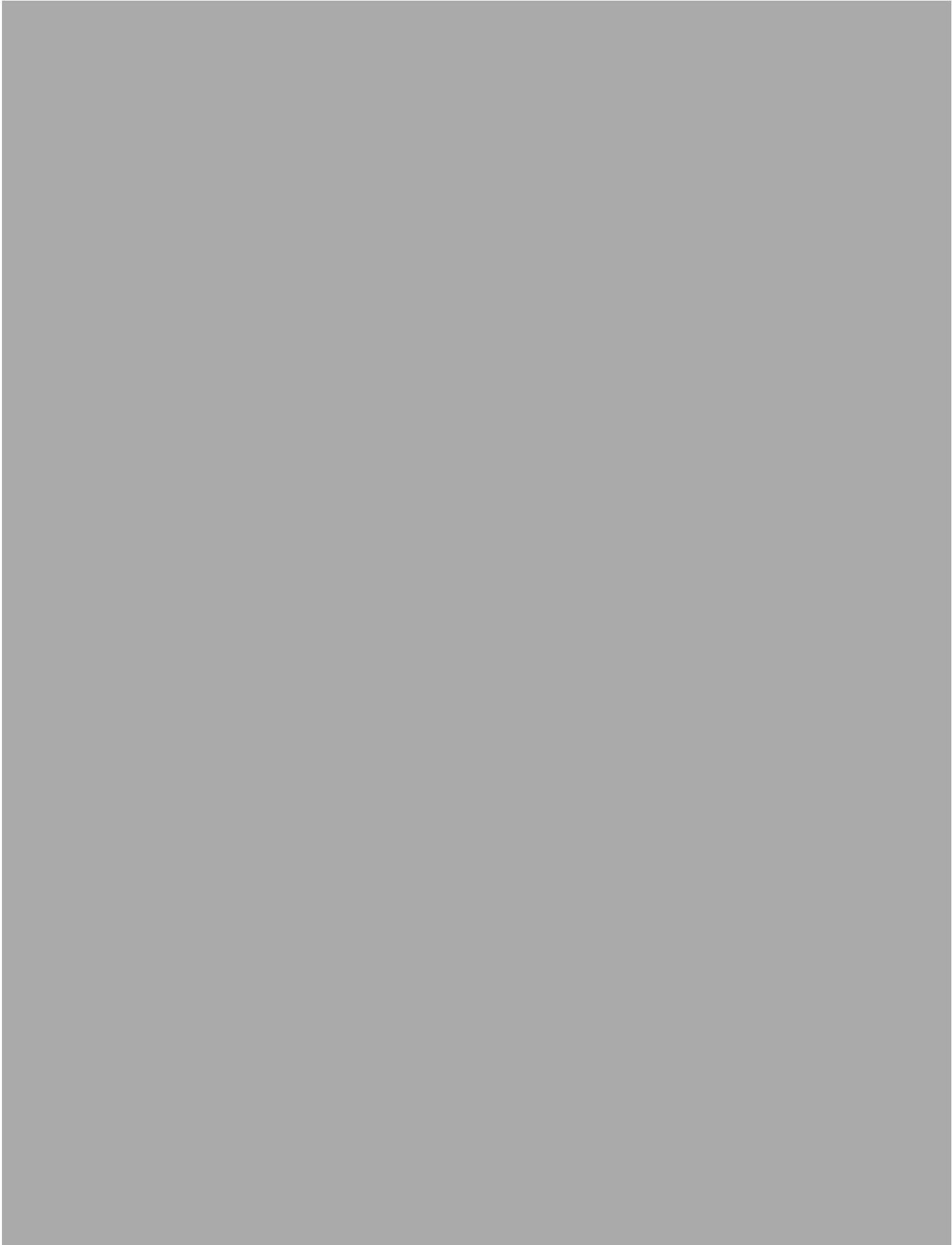
CANBERRA CONTRACTORS
CIVIL ENGINEERING CONTRACTORS

FORM 17A
Training Record





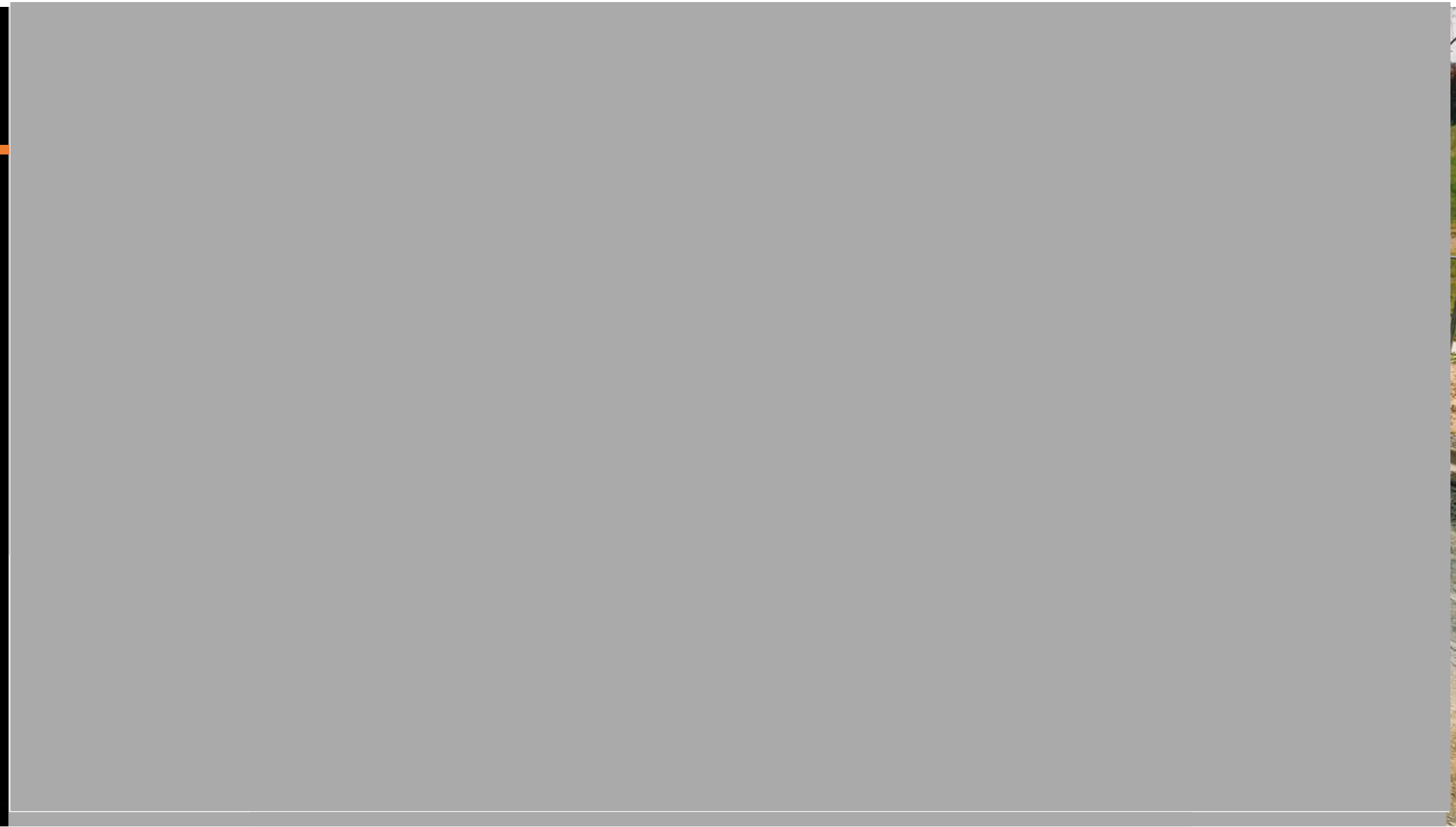
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Attachment D (6 Pages)

D: Security of Employment

Security of employment: D2 Subcontractors or labour hire arrangements.

Refer attached Form 31.



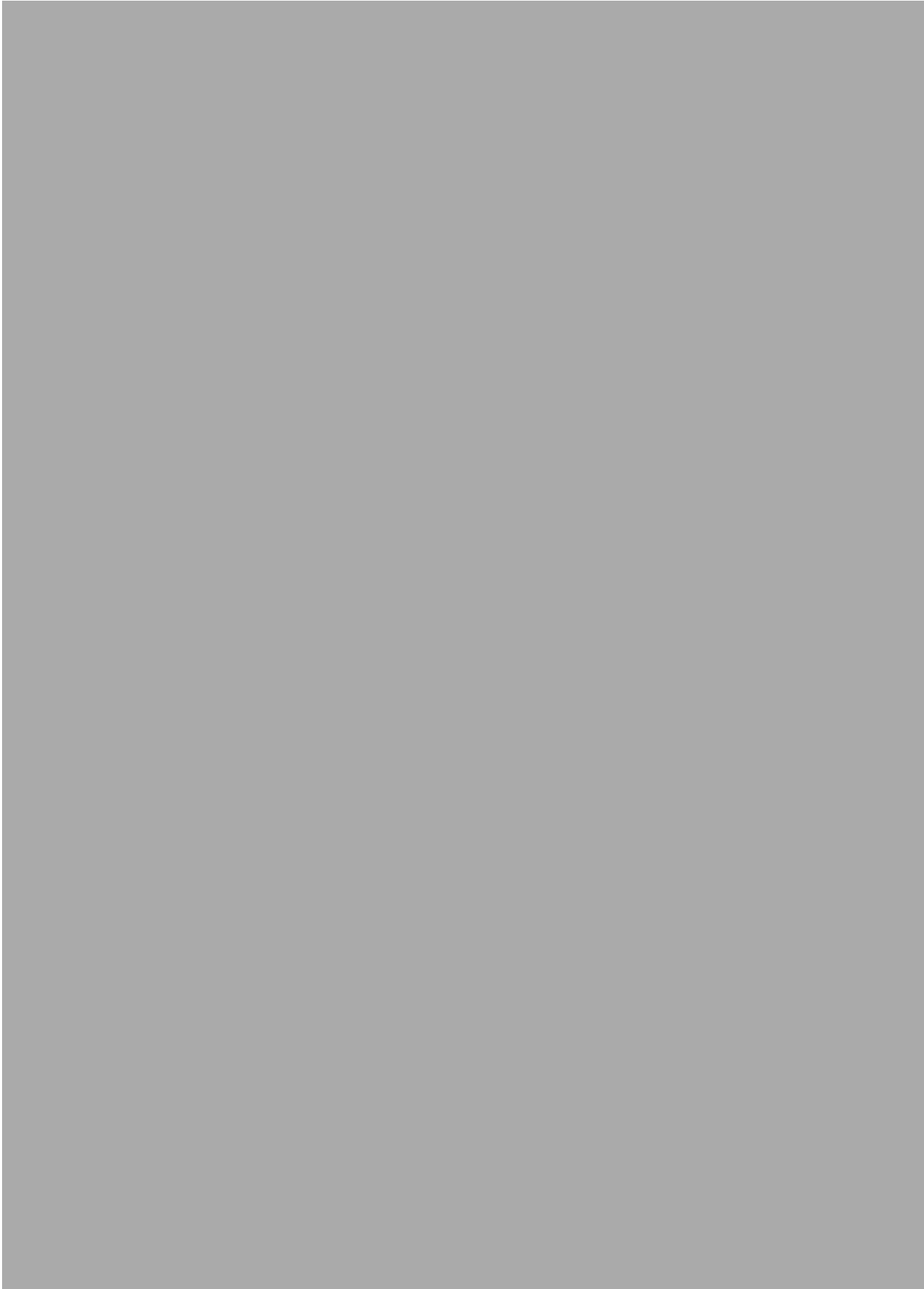
CANBERRA CONTRACTORS
CIVIL ENGINEERING CONTRACTORS

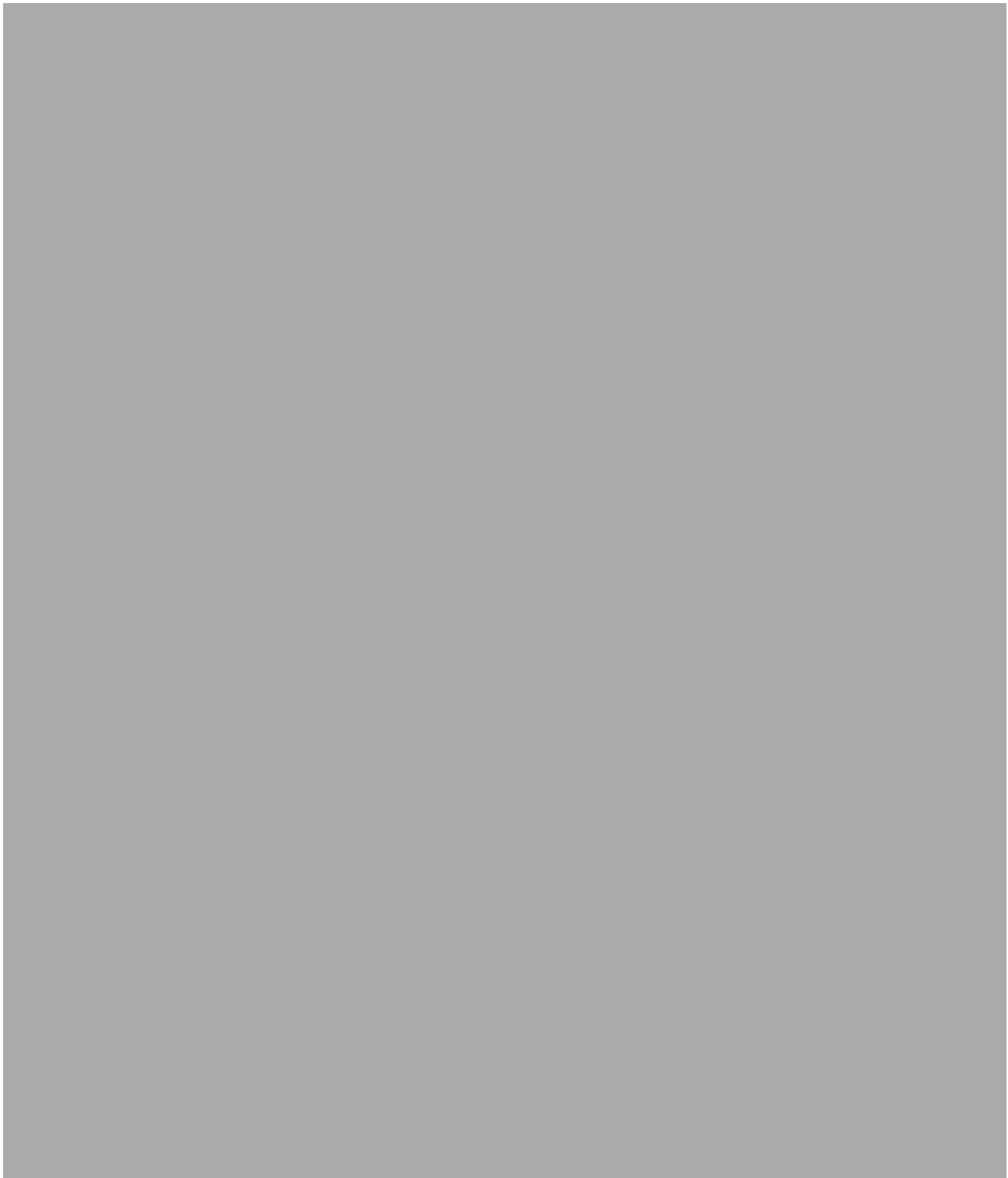
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FORM 31

Subcontractor/ Supplier Prequalification / Conditions

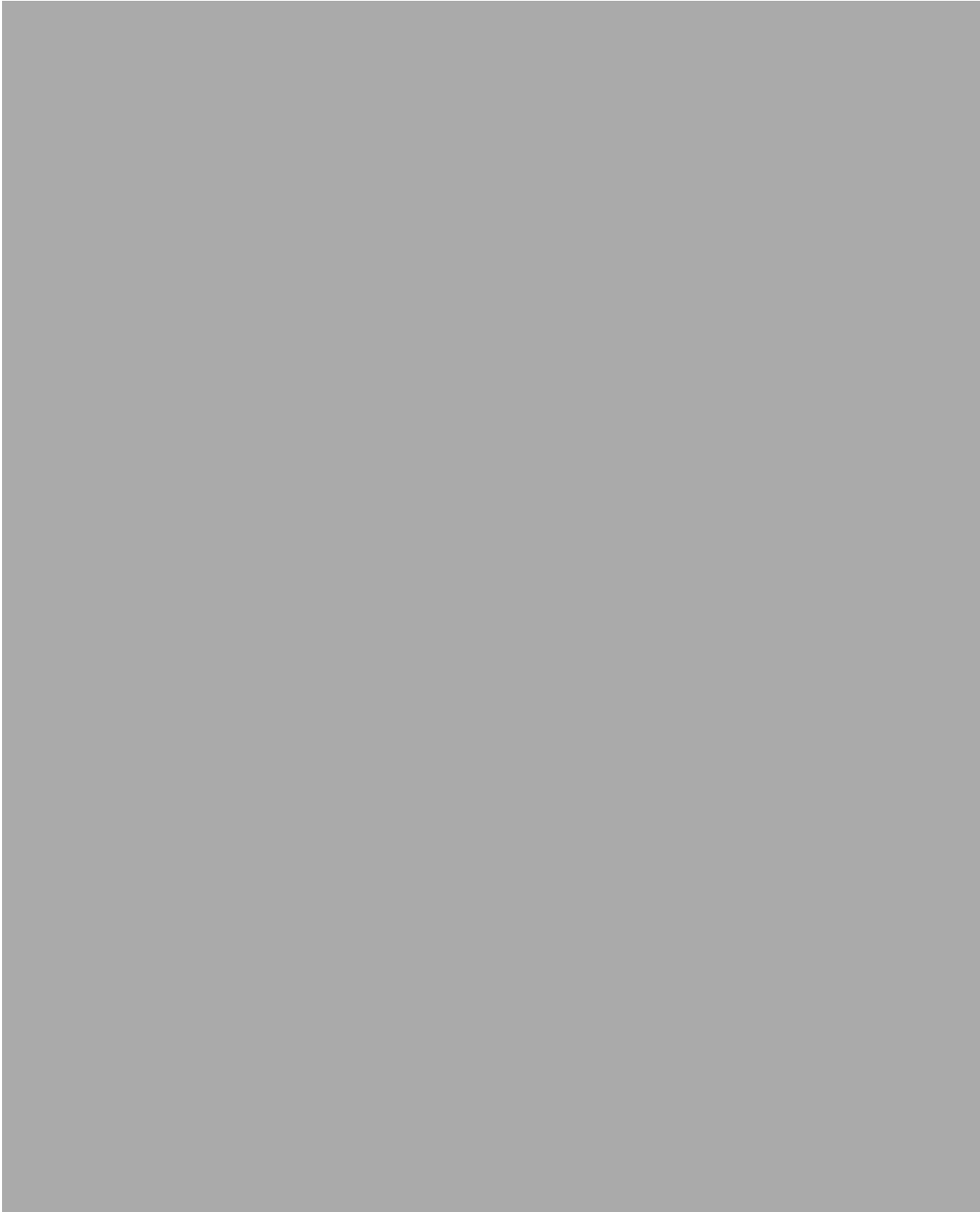
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Attachment 1/





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Attachment E (43 Pages)



ANNEXURE P1

Canberra Contractors

Drug and Alcohol Management Procedure



AUTHORISATION

This edition of this procedure
is approved and authorised for issue by:

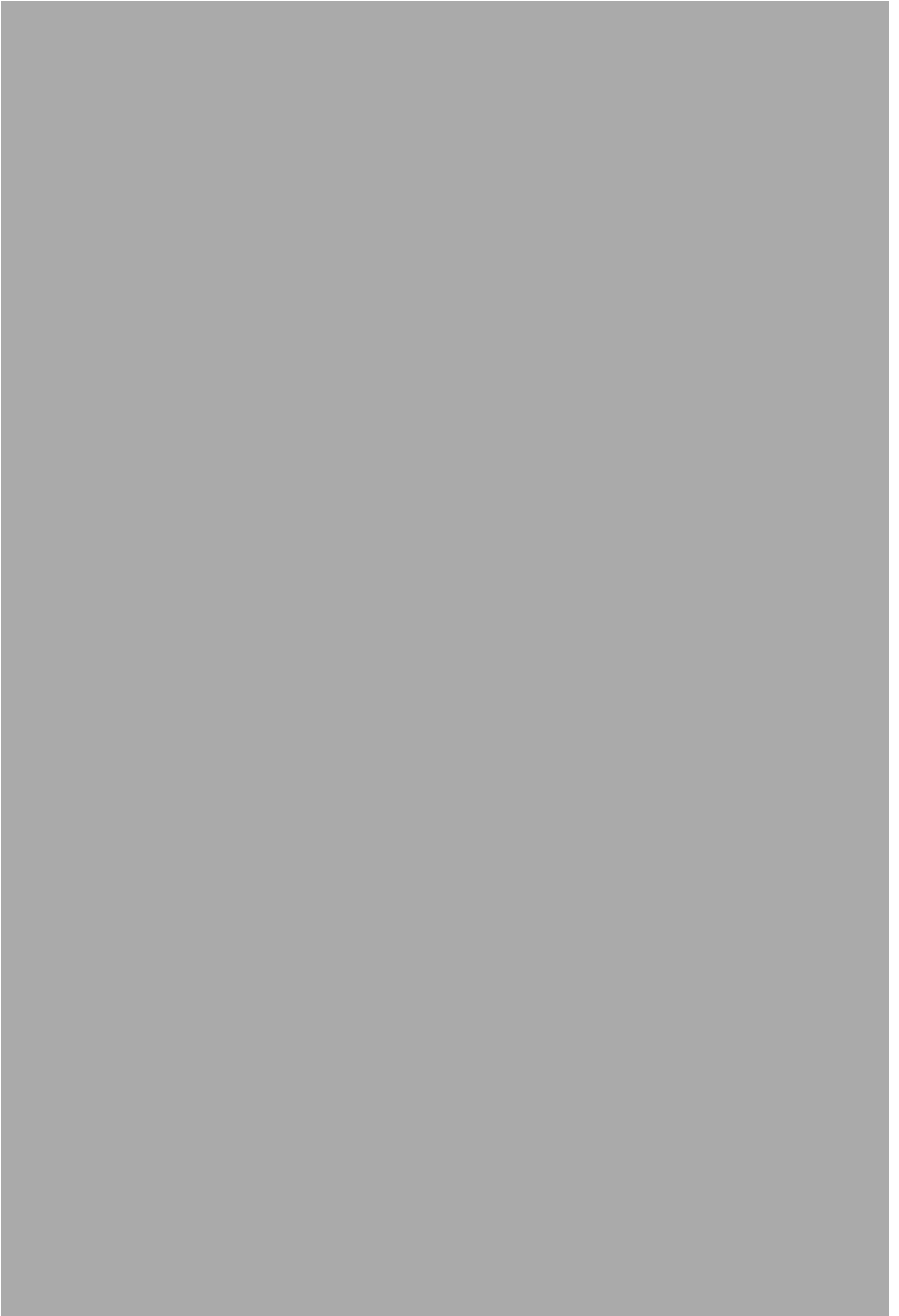


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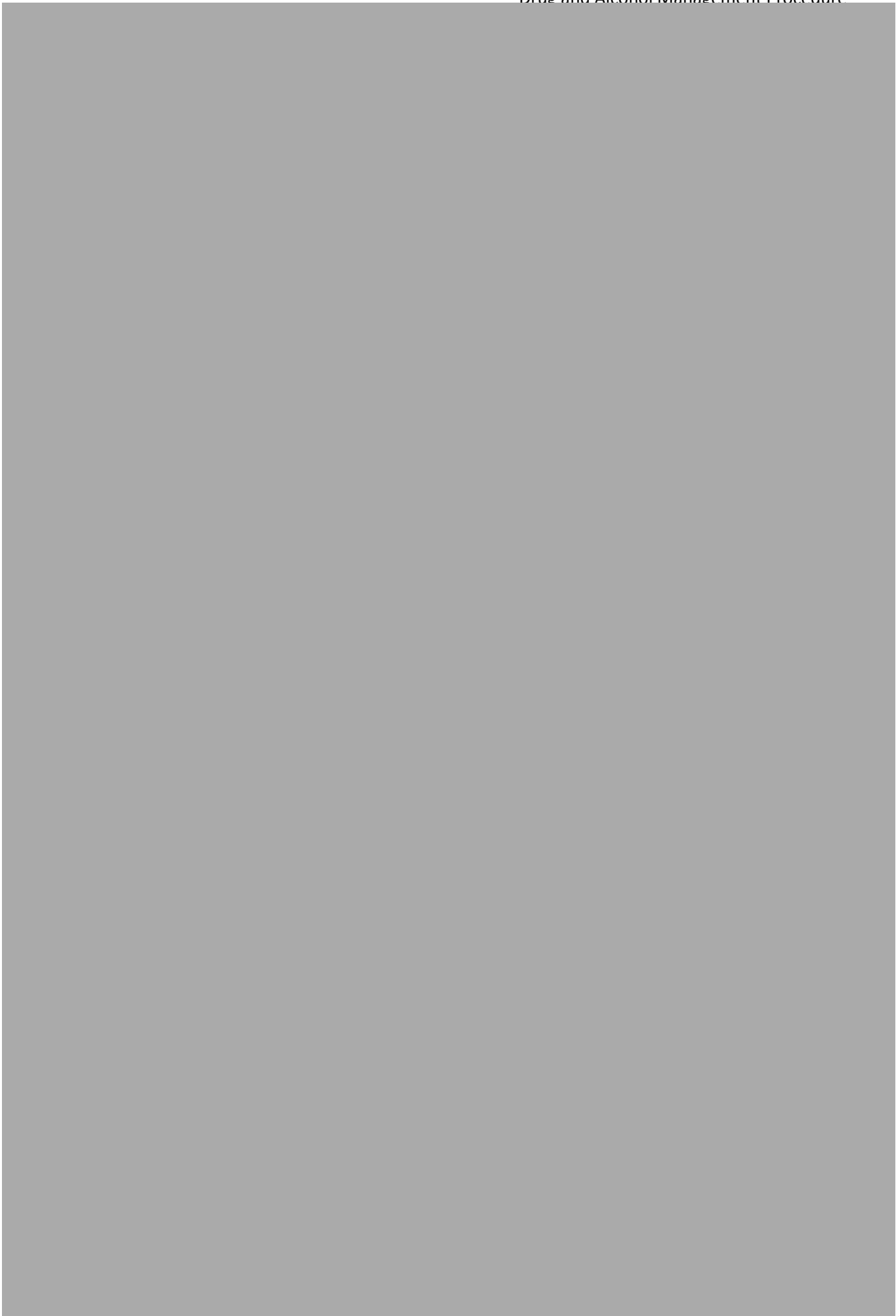
Paul Macor
Managing Director
Canberra Contractors

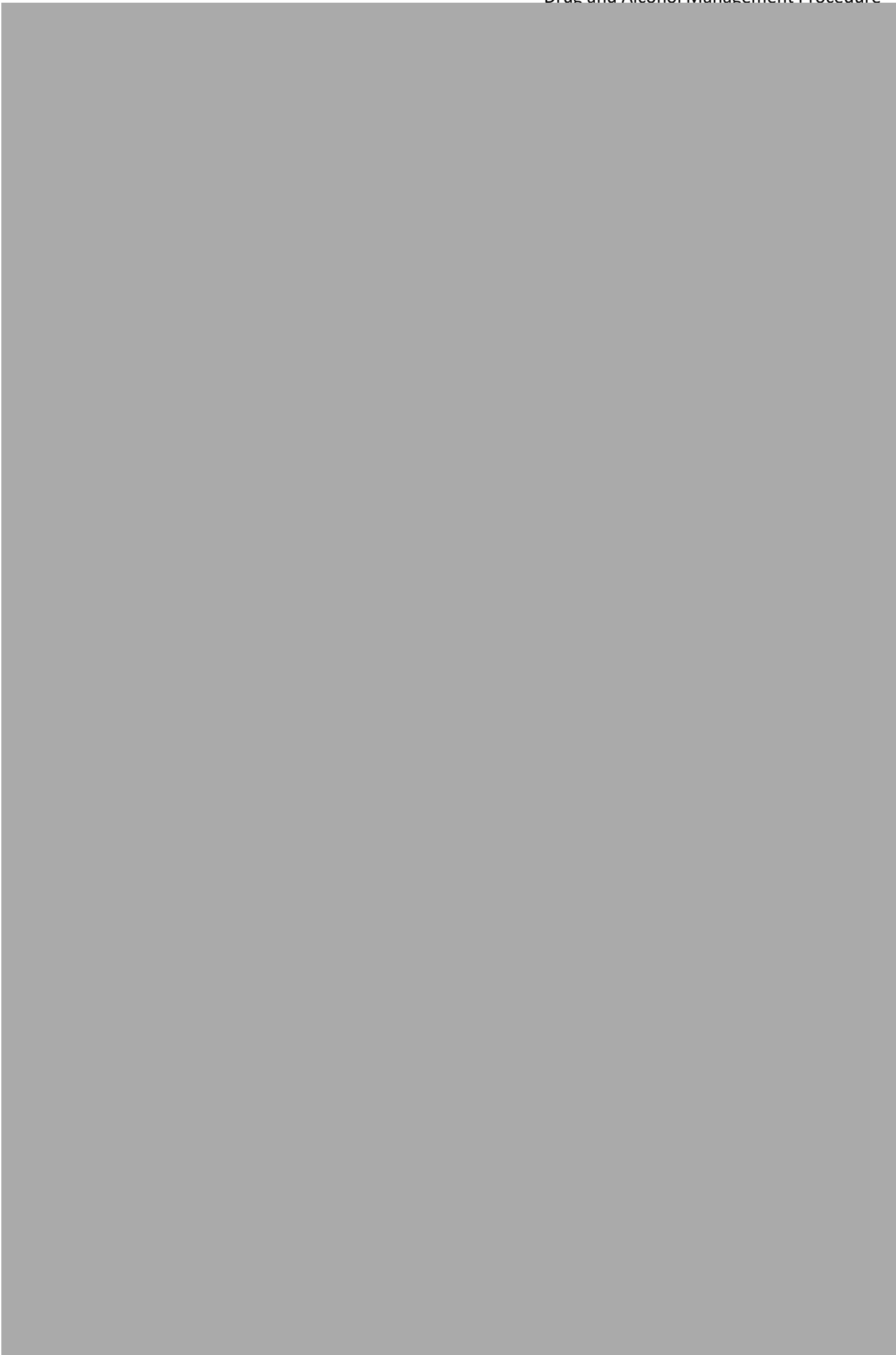
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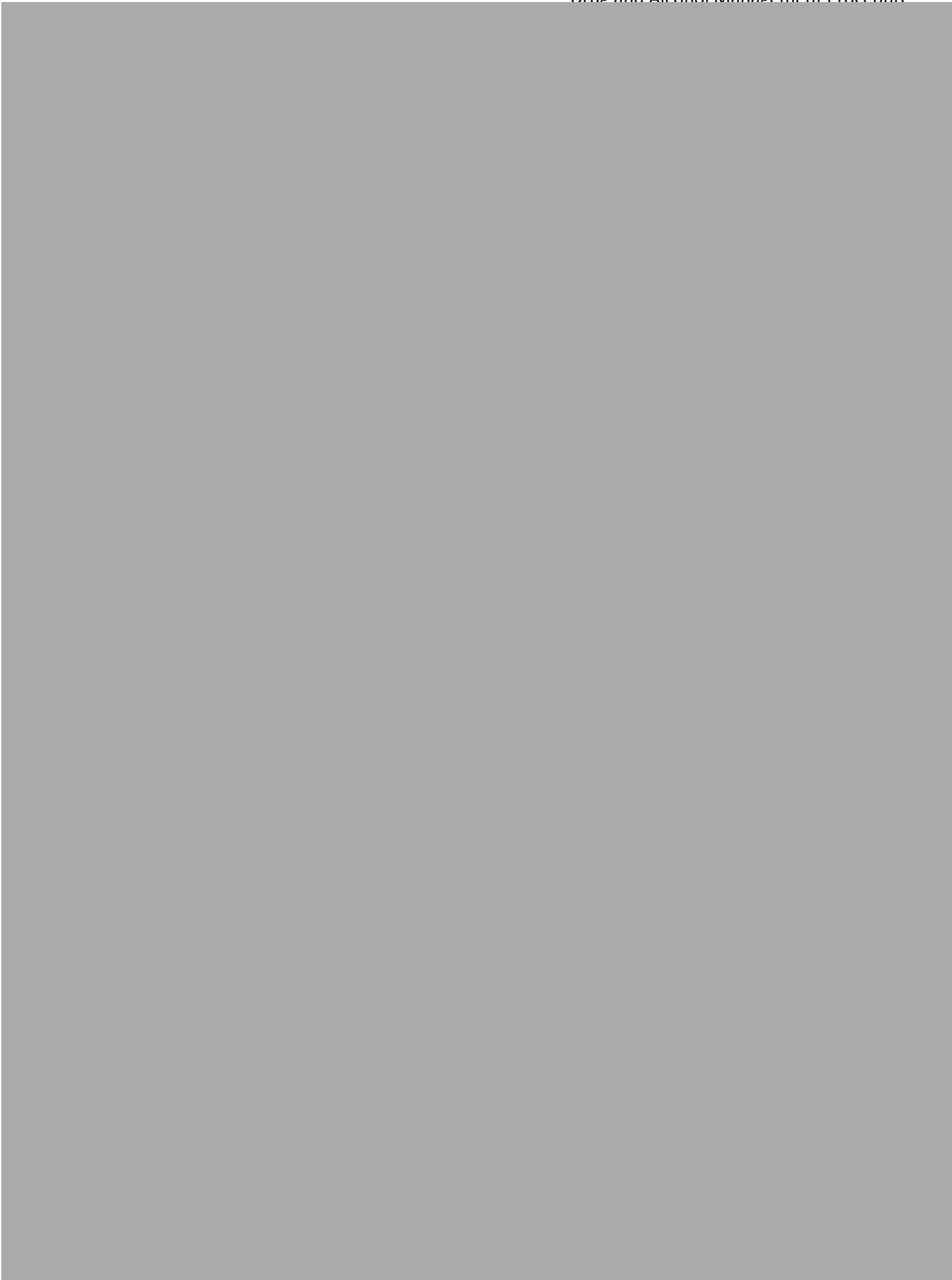
Prepared by: John Graham – Risk Manager



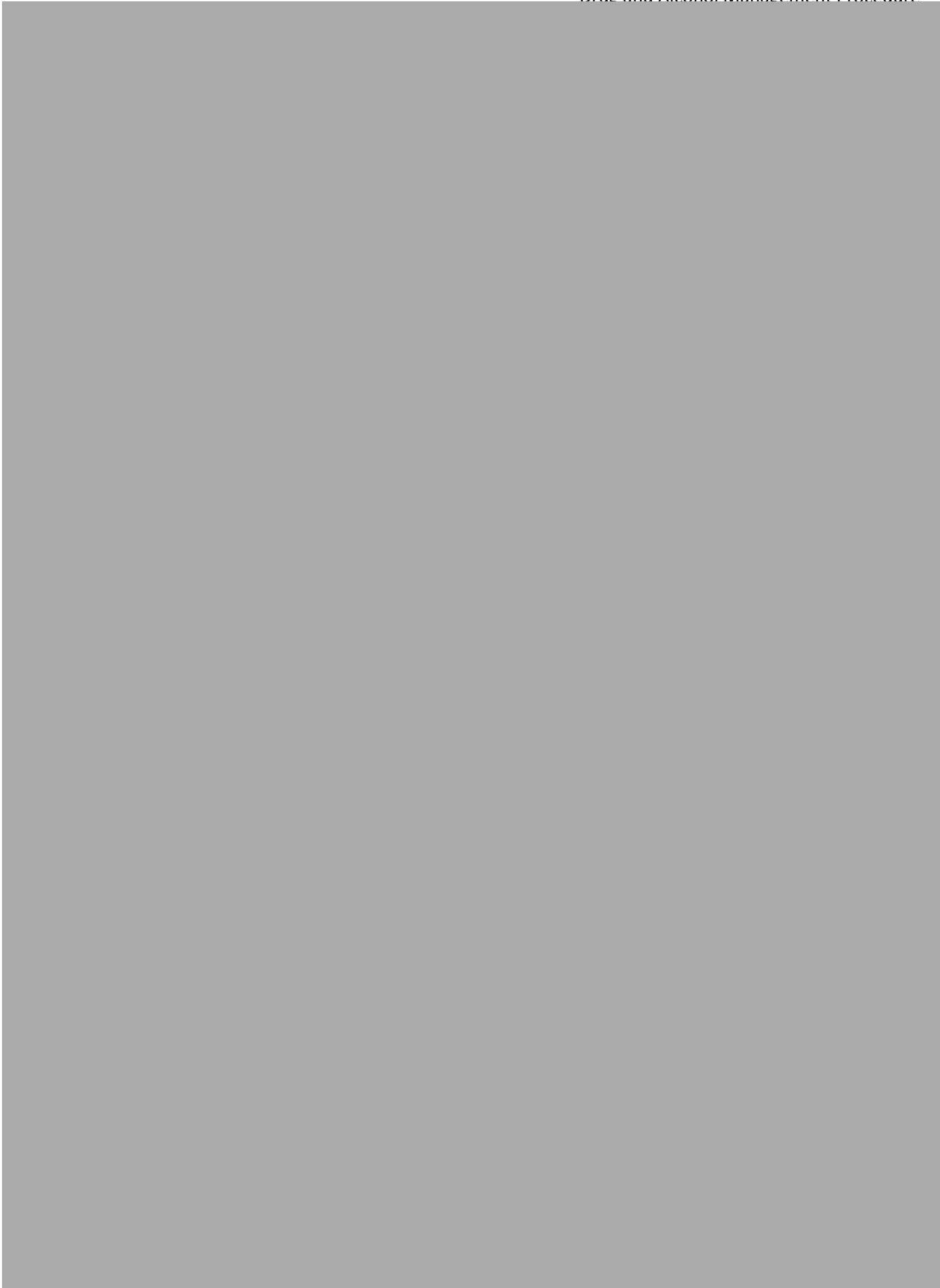


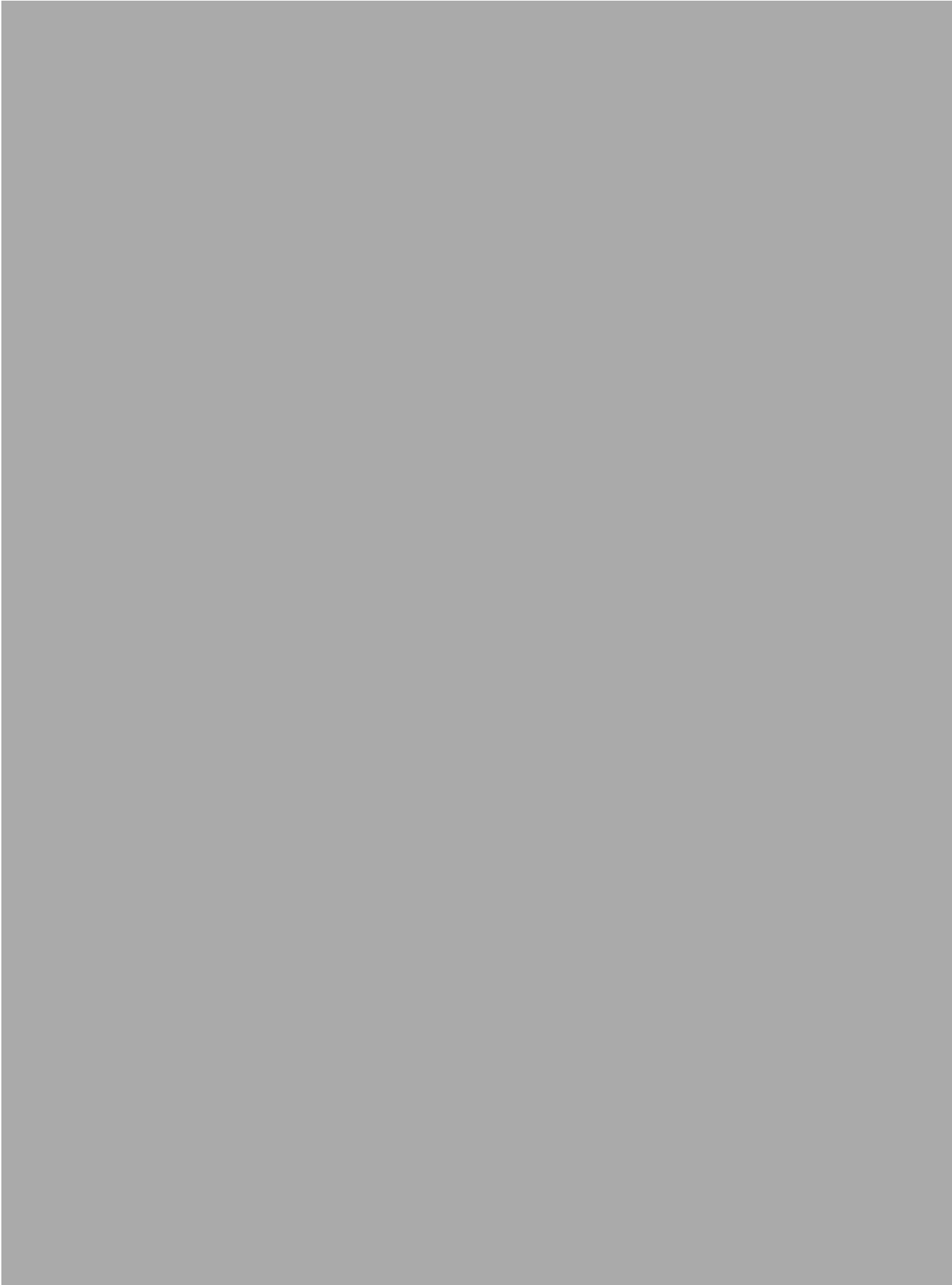




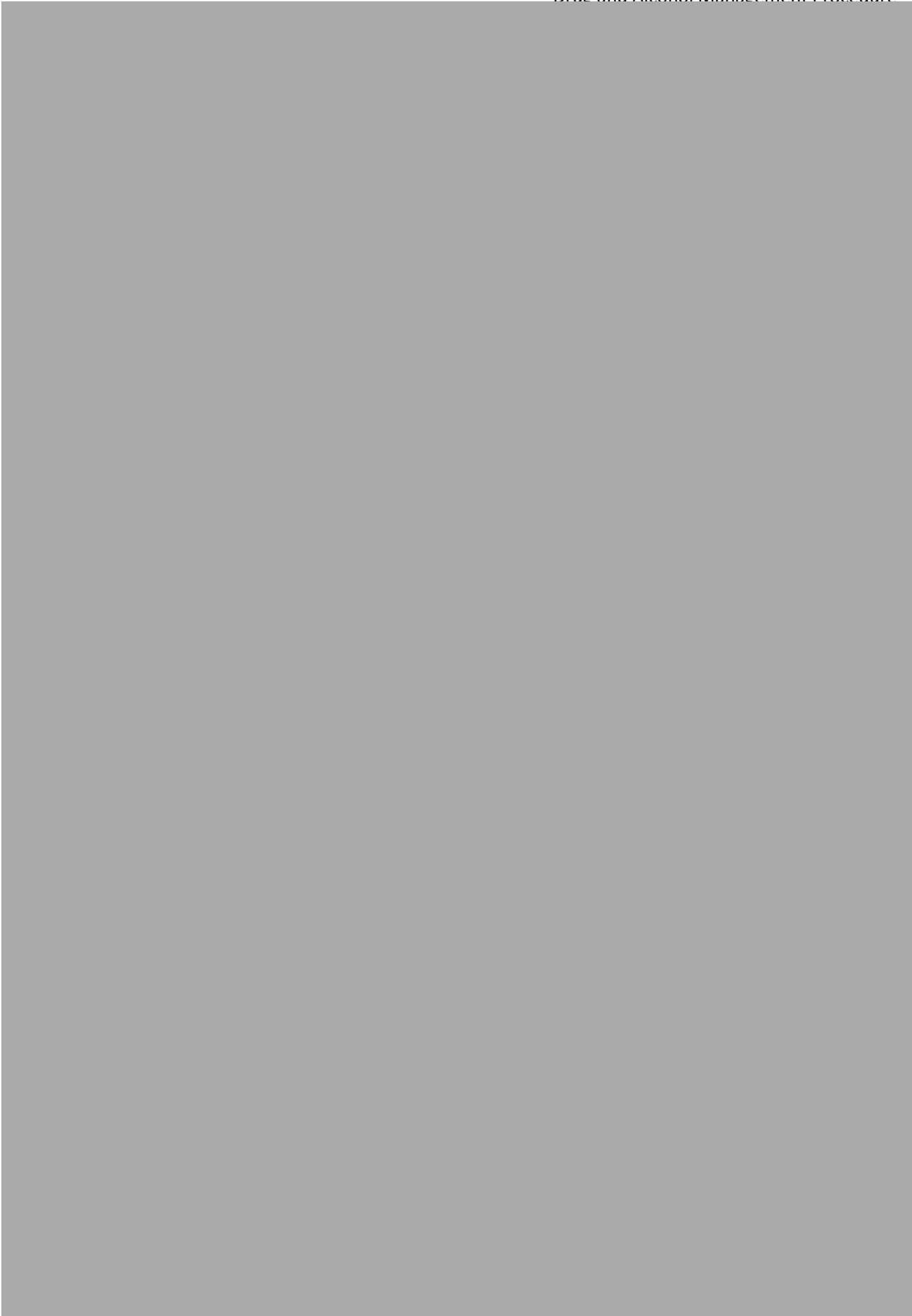


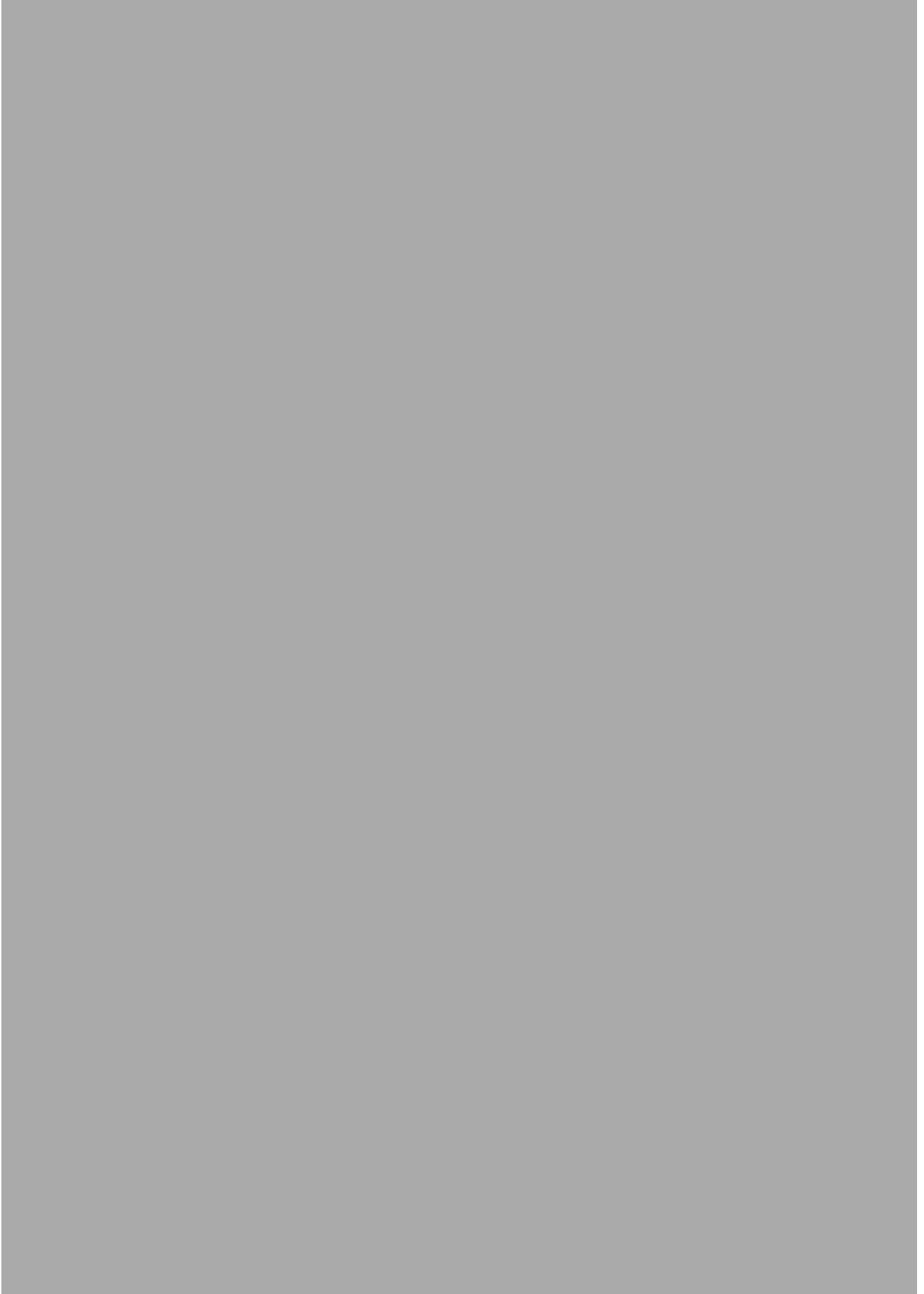


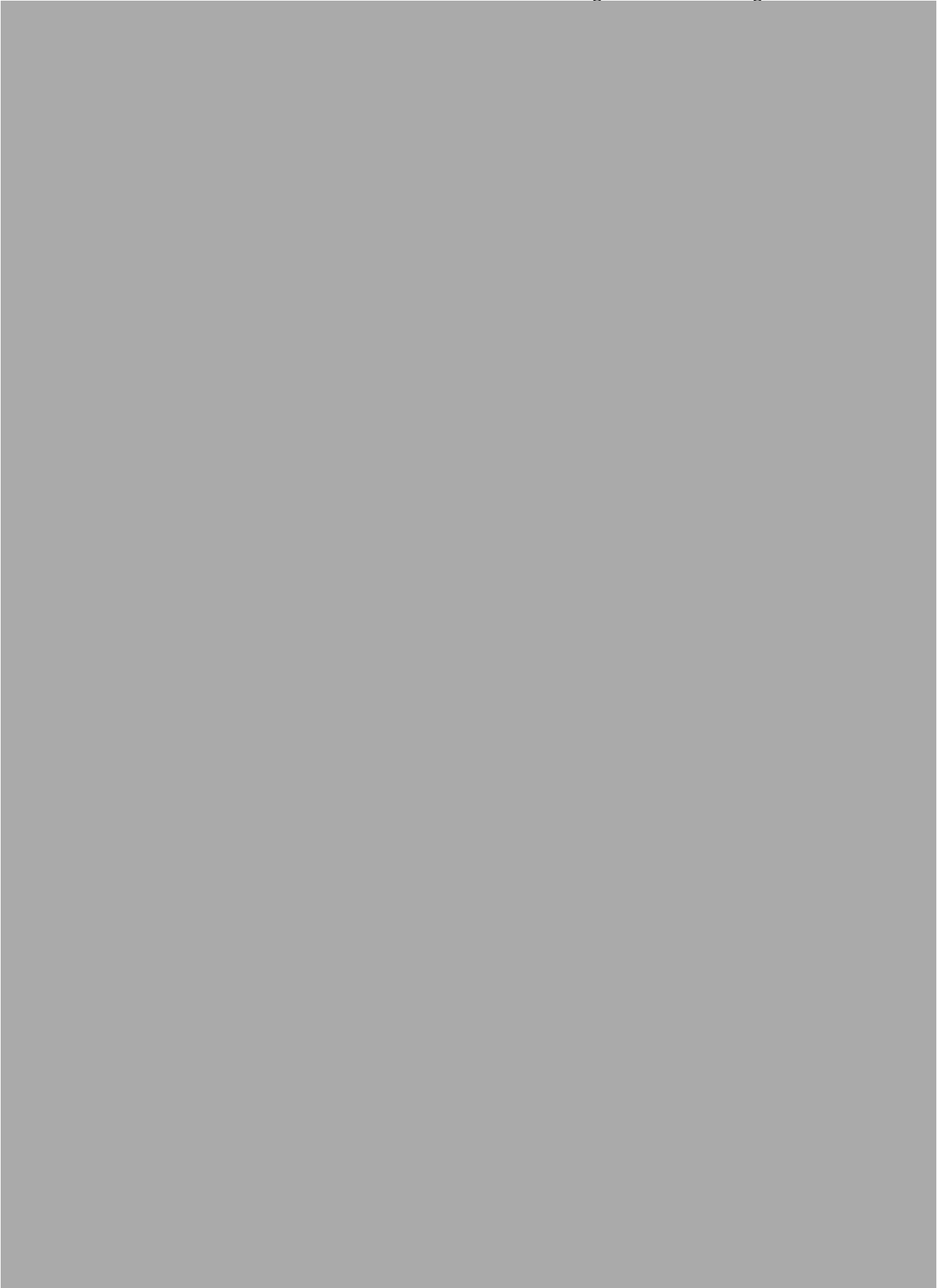




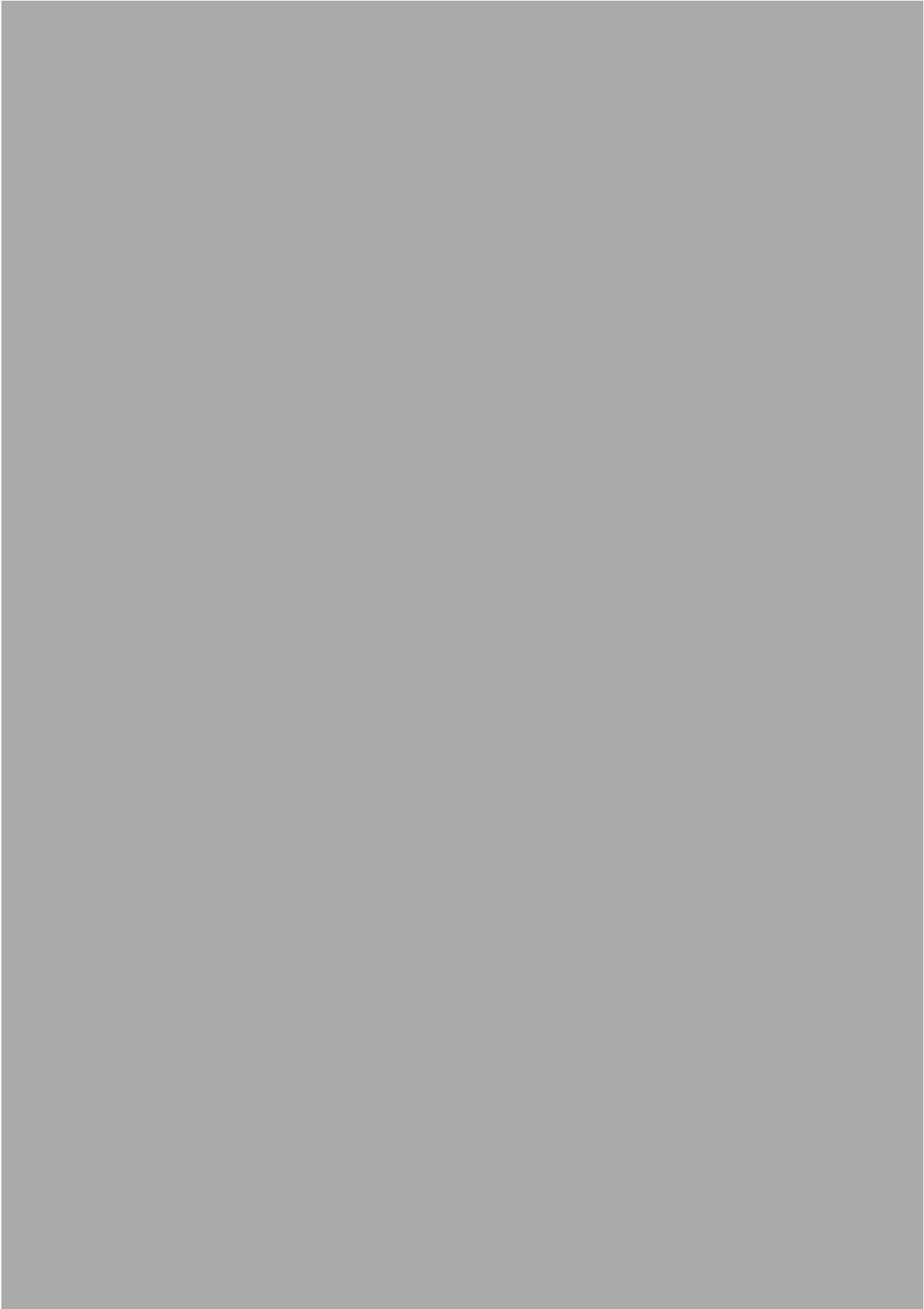


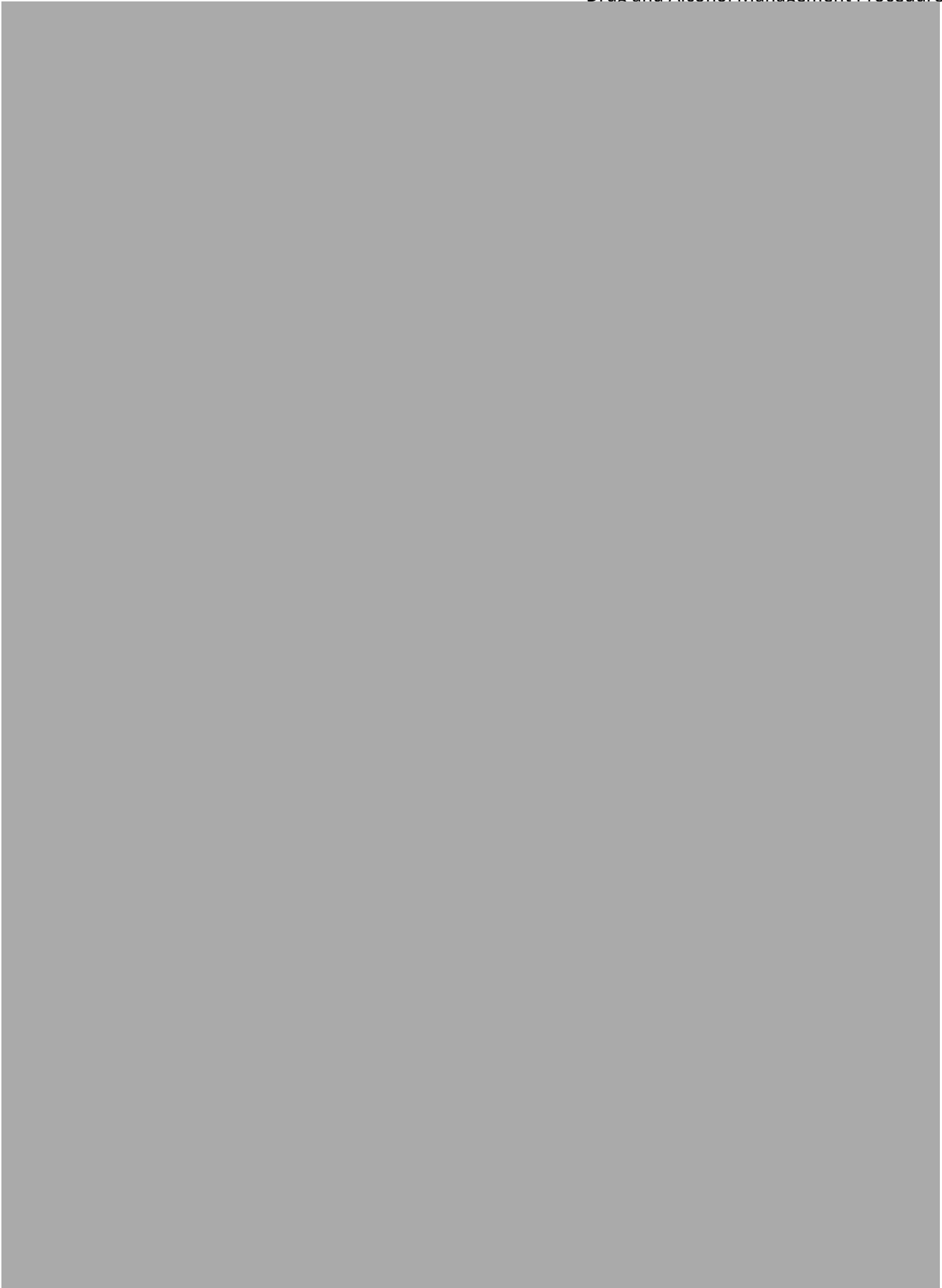




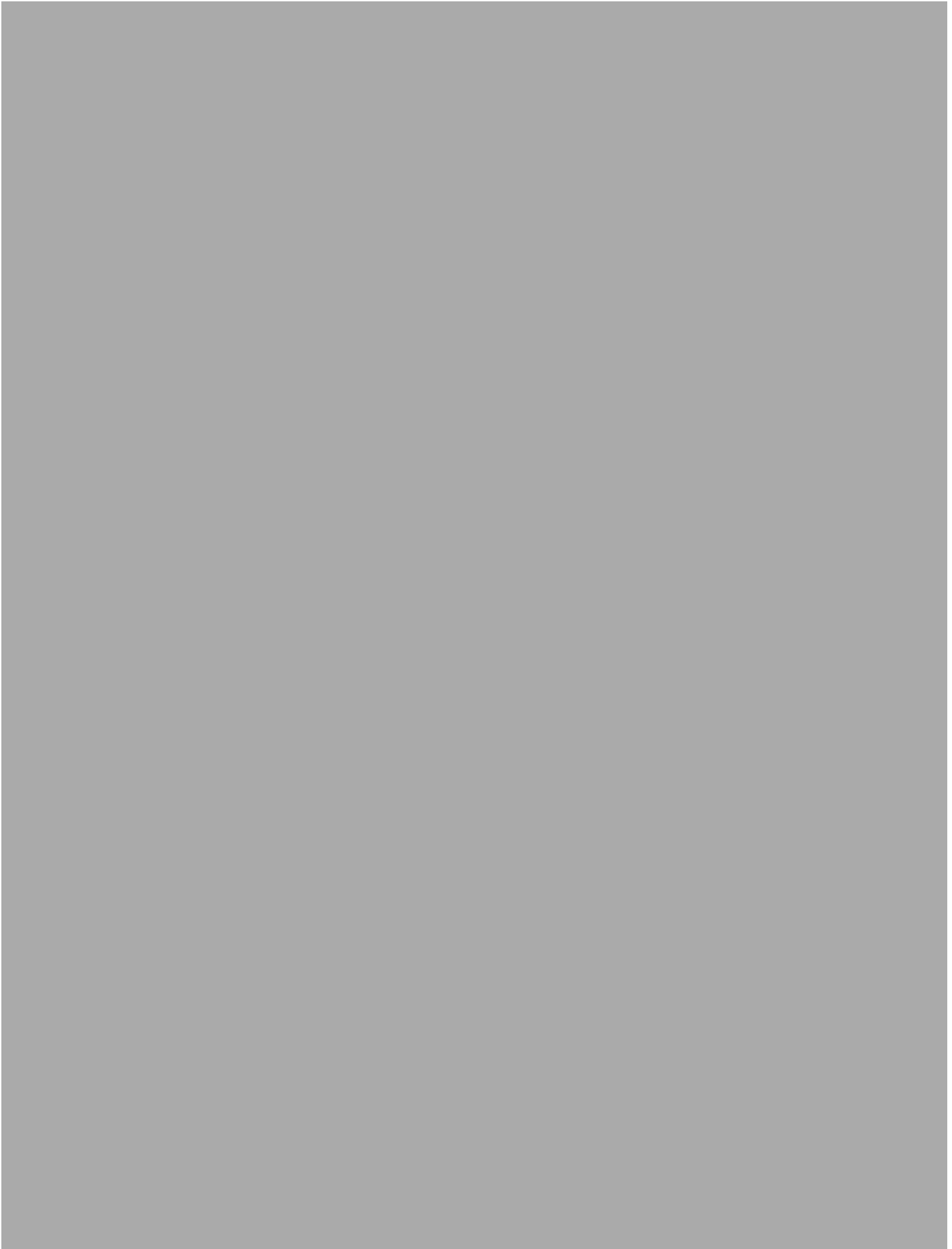




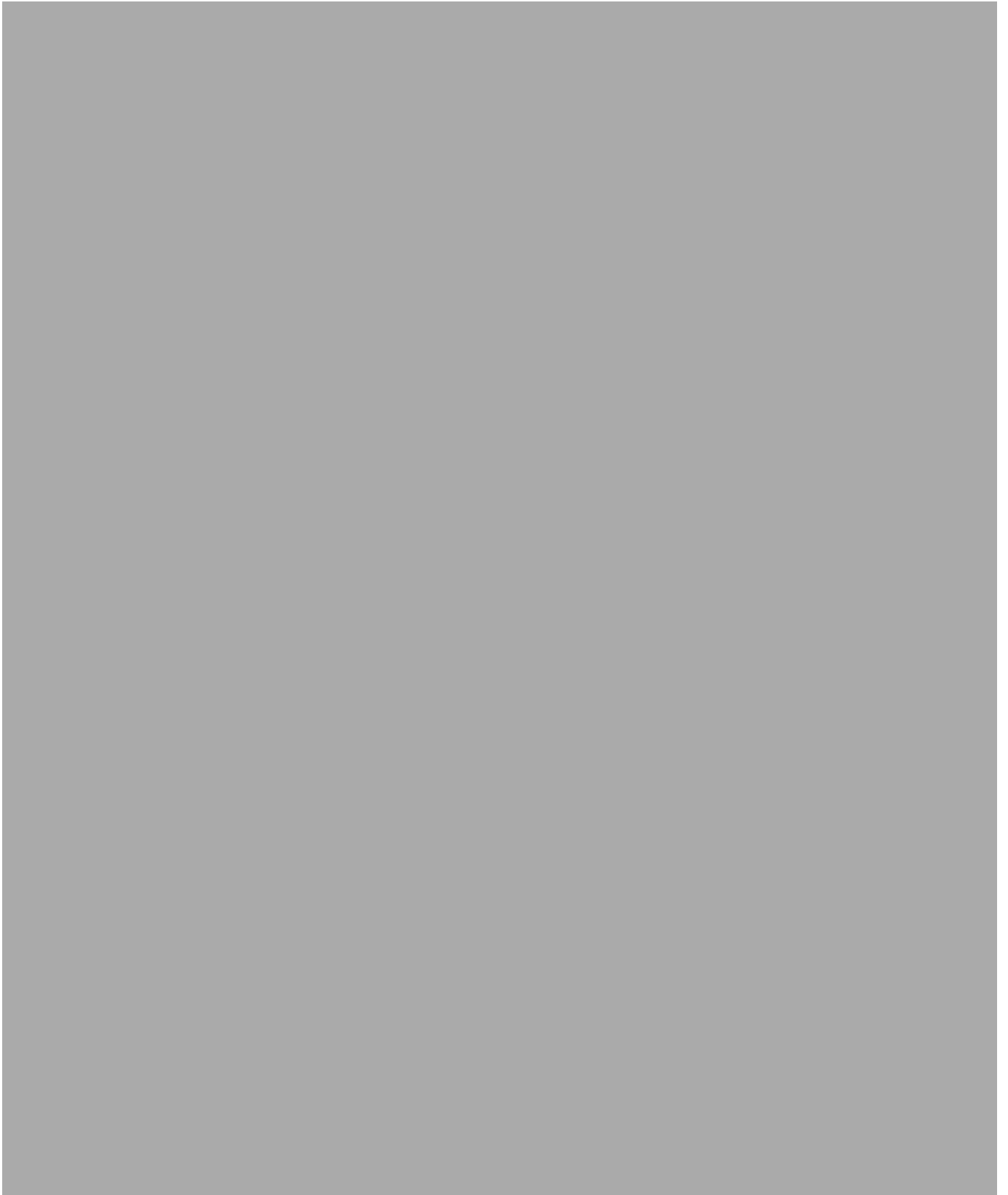




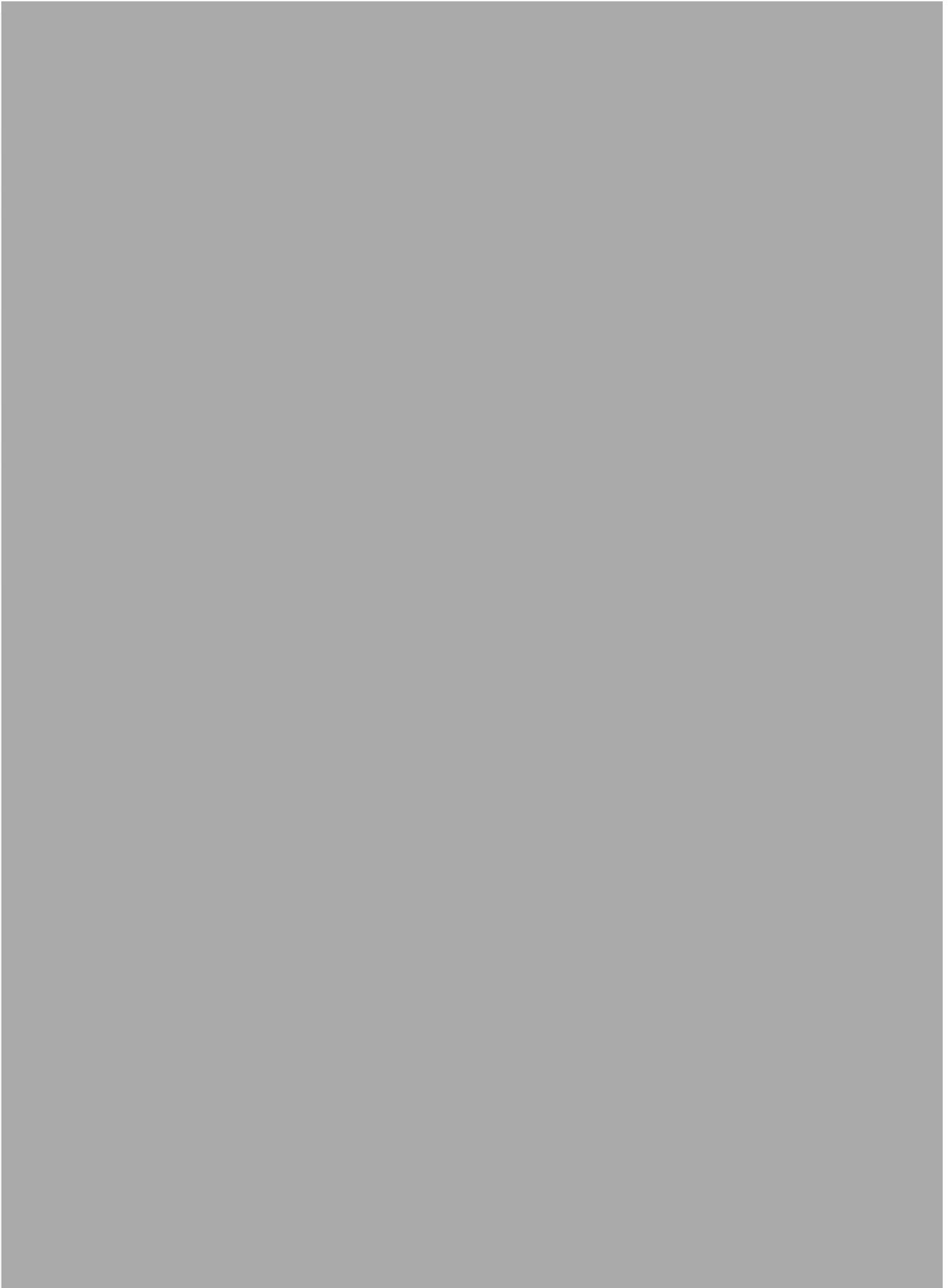
Appendix 1 – Drug and Alcohol Management Plan Summary



Appendix 2 - Drug and Alcohol Counselling Assistance



Appendix 4 - Drug and Alcohol Management Plan Workflow



Appendix 5 – Drug Testing Consent & Chain of Custody Forms

Independent test provider documents to be added.

ANNEXURE P6

Canberra Contractors

Health Management Procedure



AUTHORISATION

This edition of this procedure
is approved and authorised for issue by:

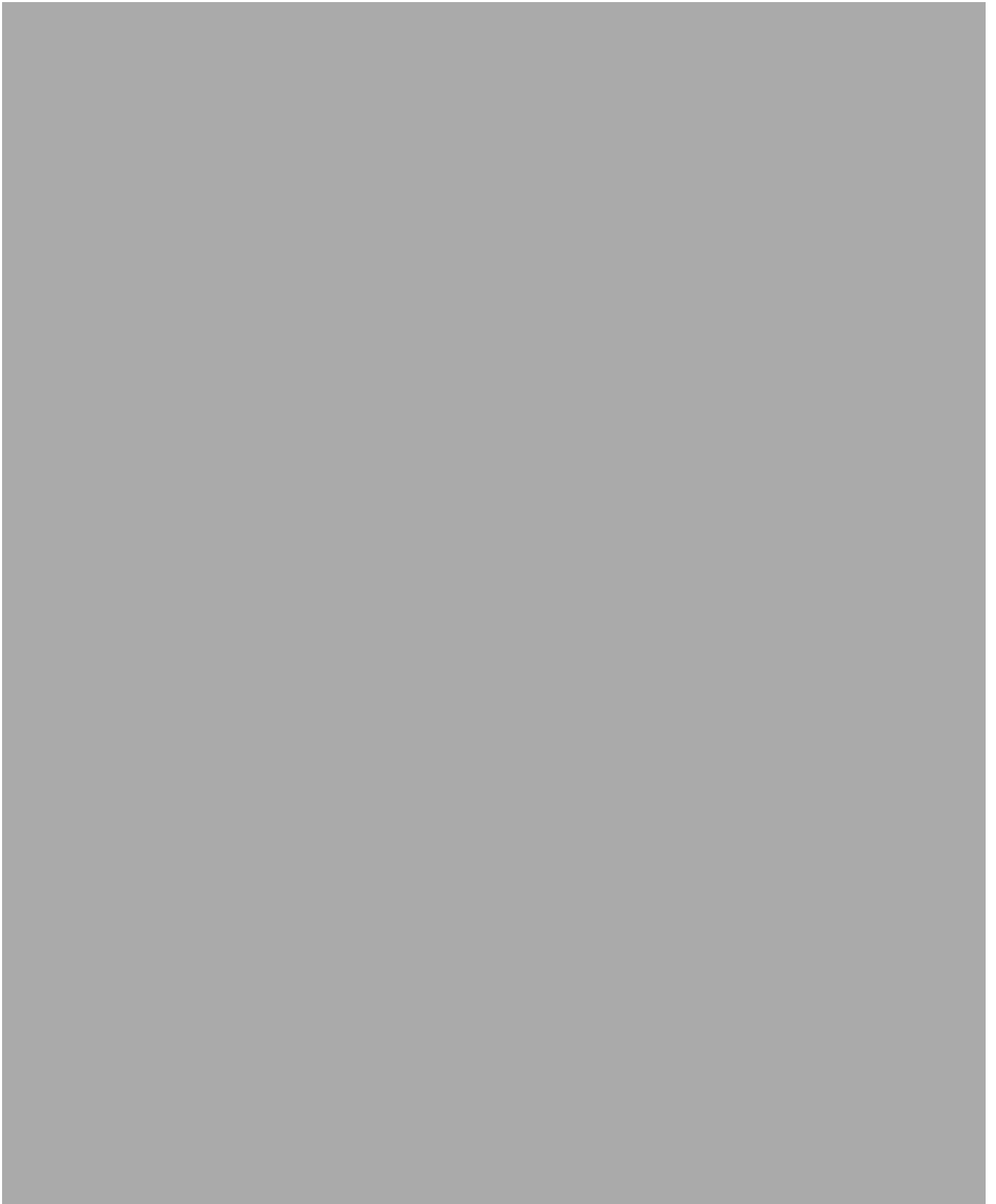


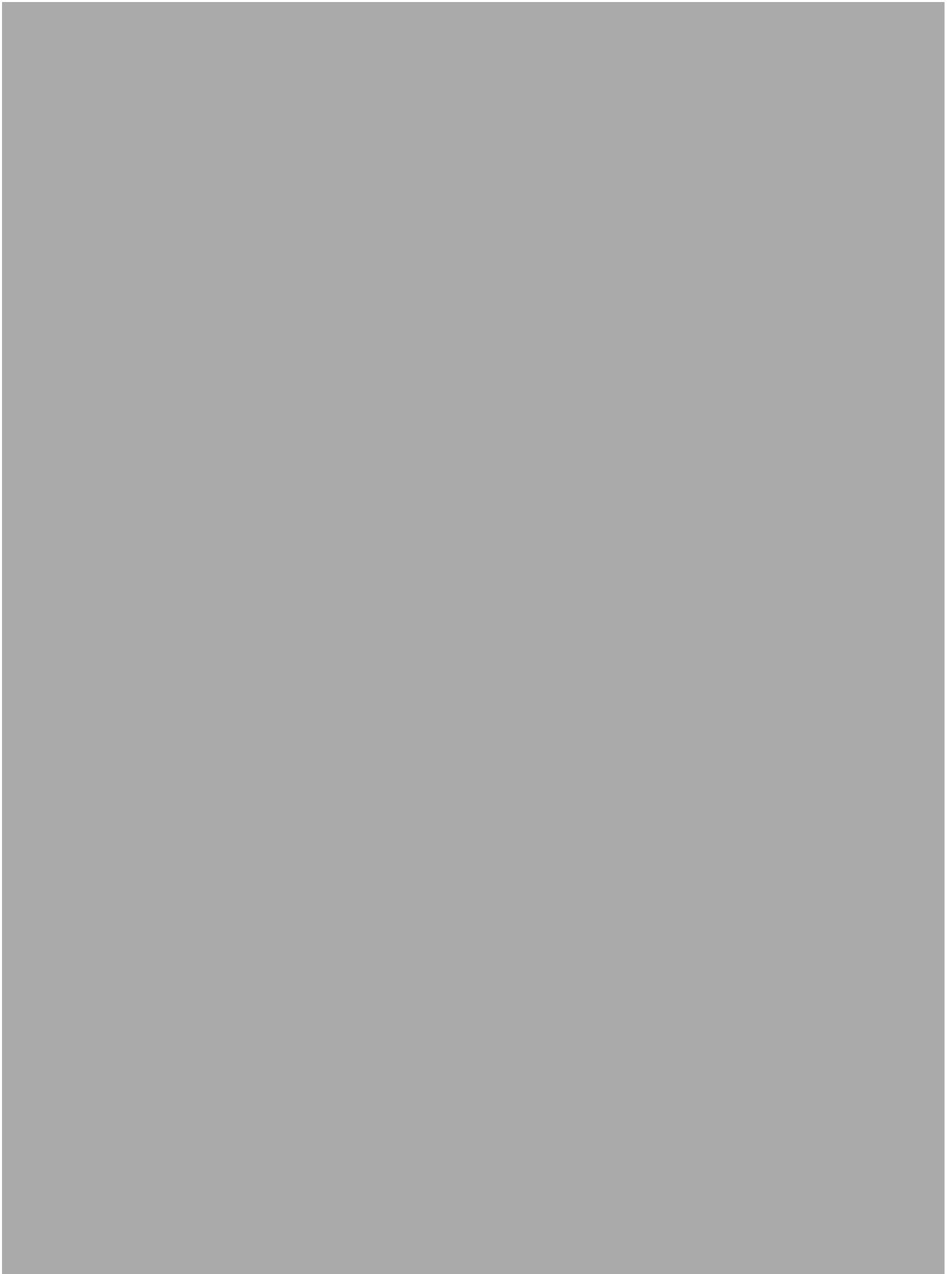
Paul Macor
Managing Director
Canberra Contractors

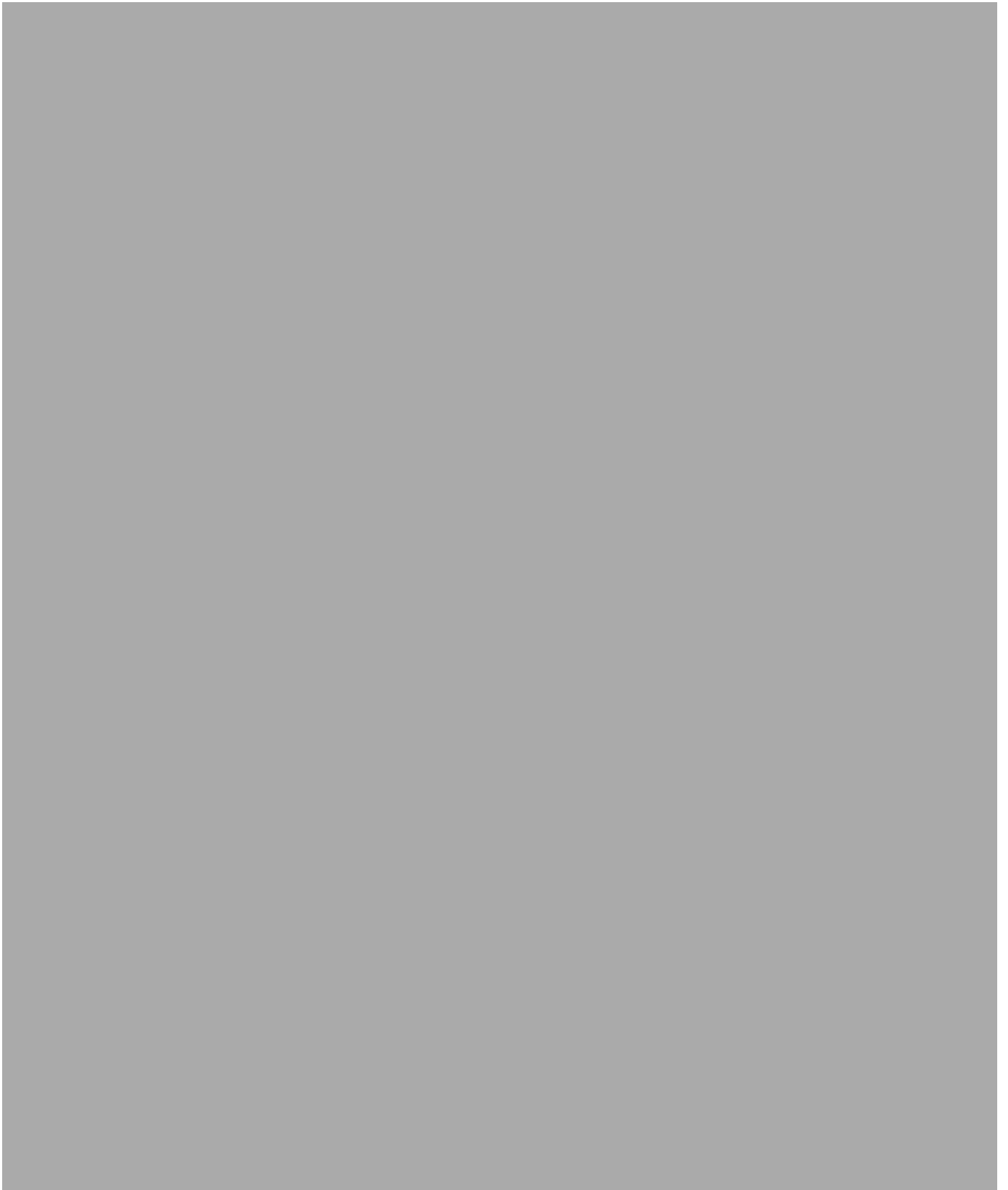
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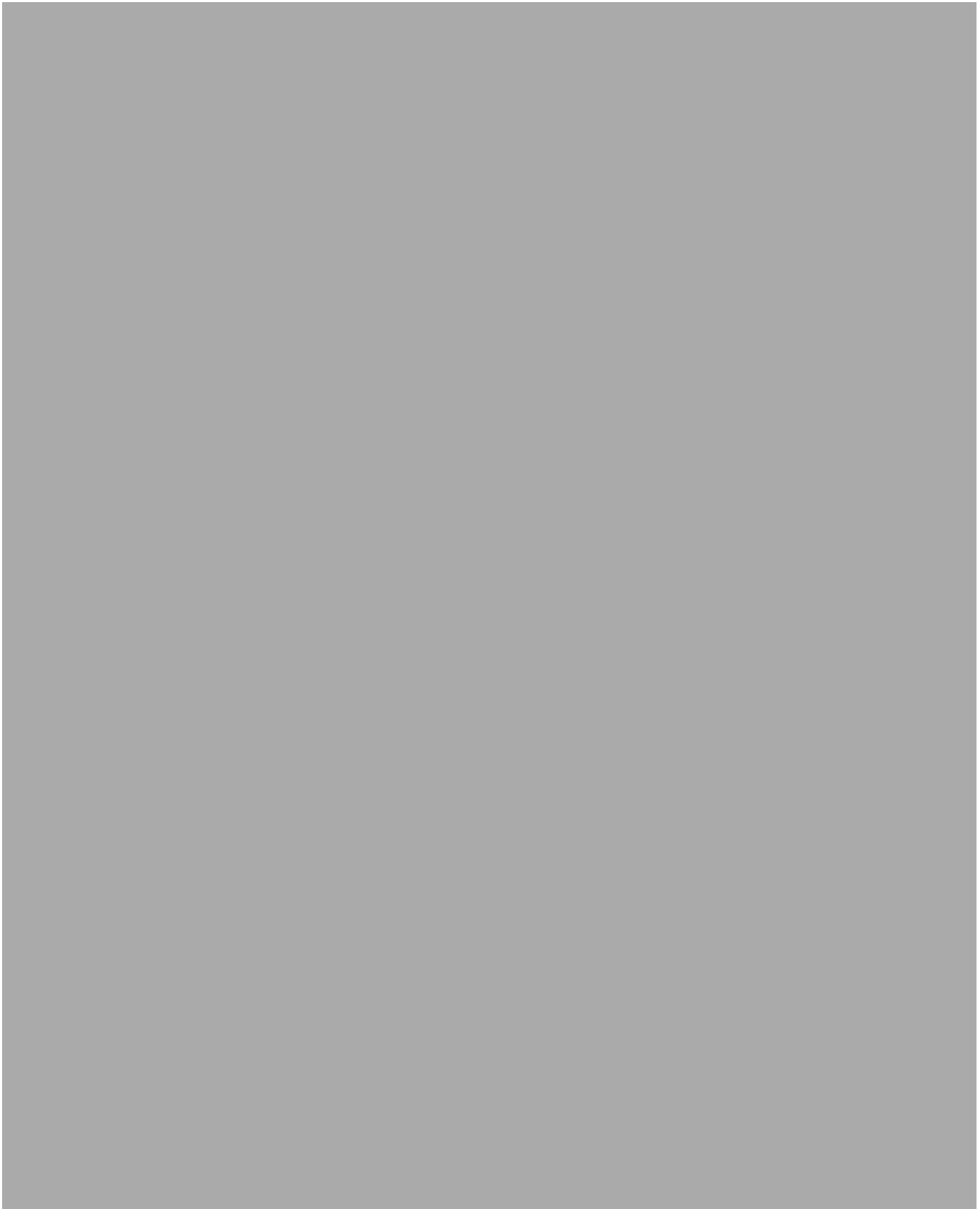
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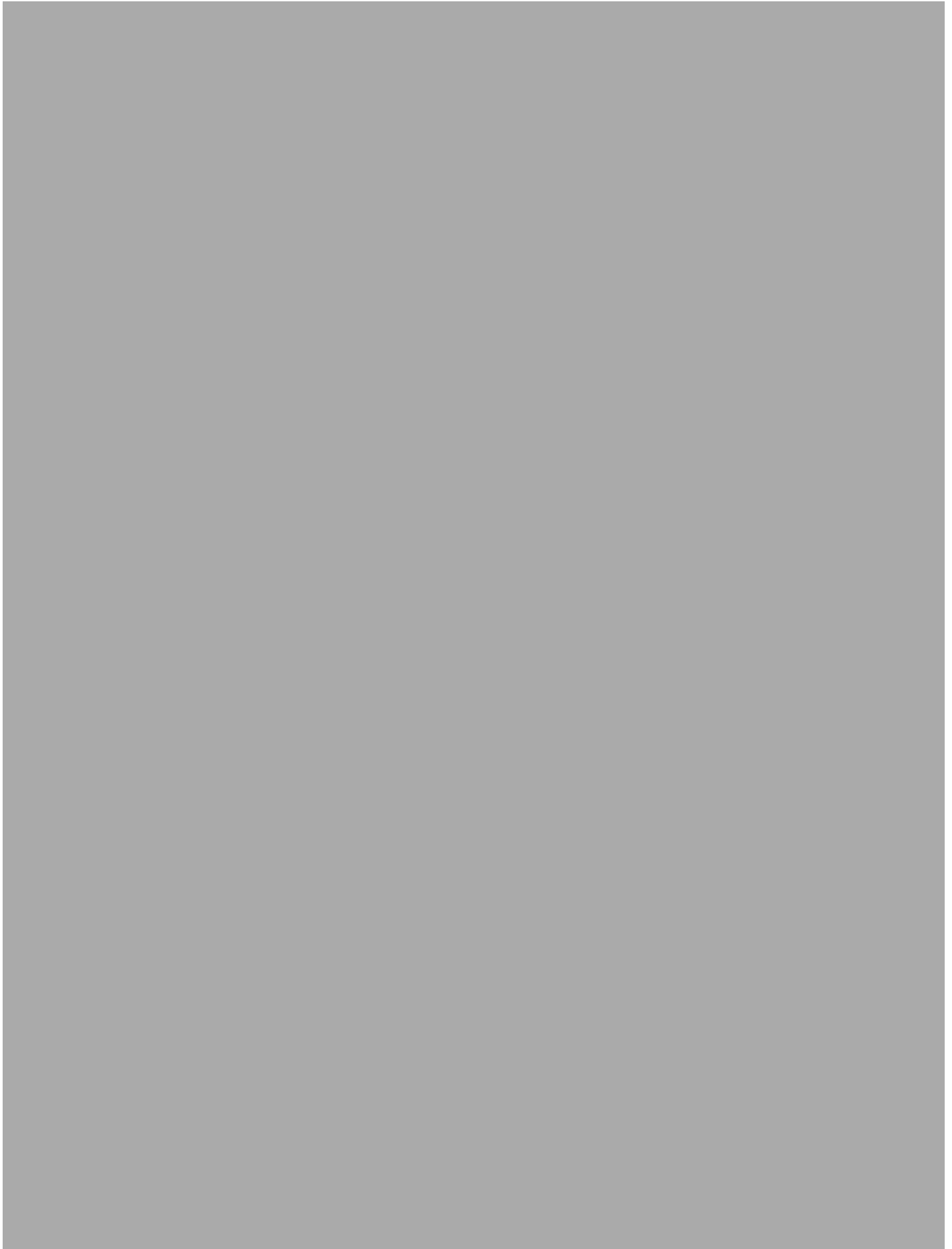
Prepared by: John Graham – Risk Manager

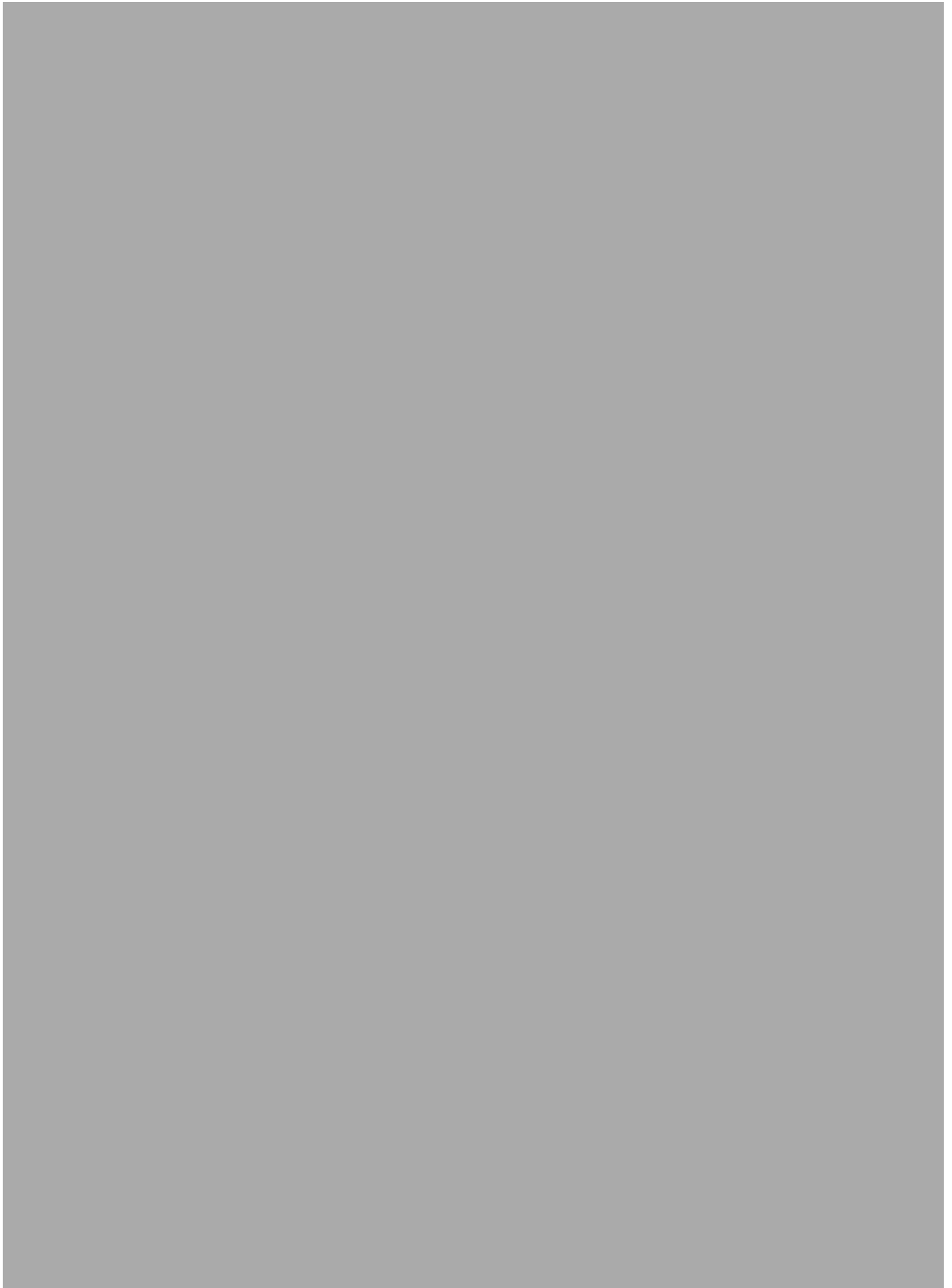




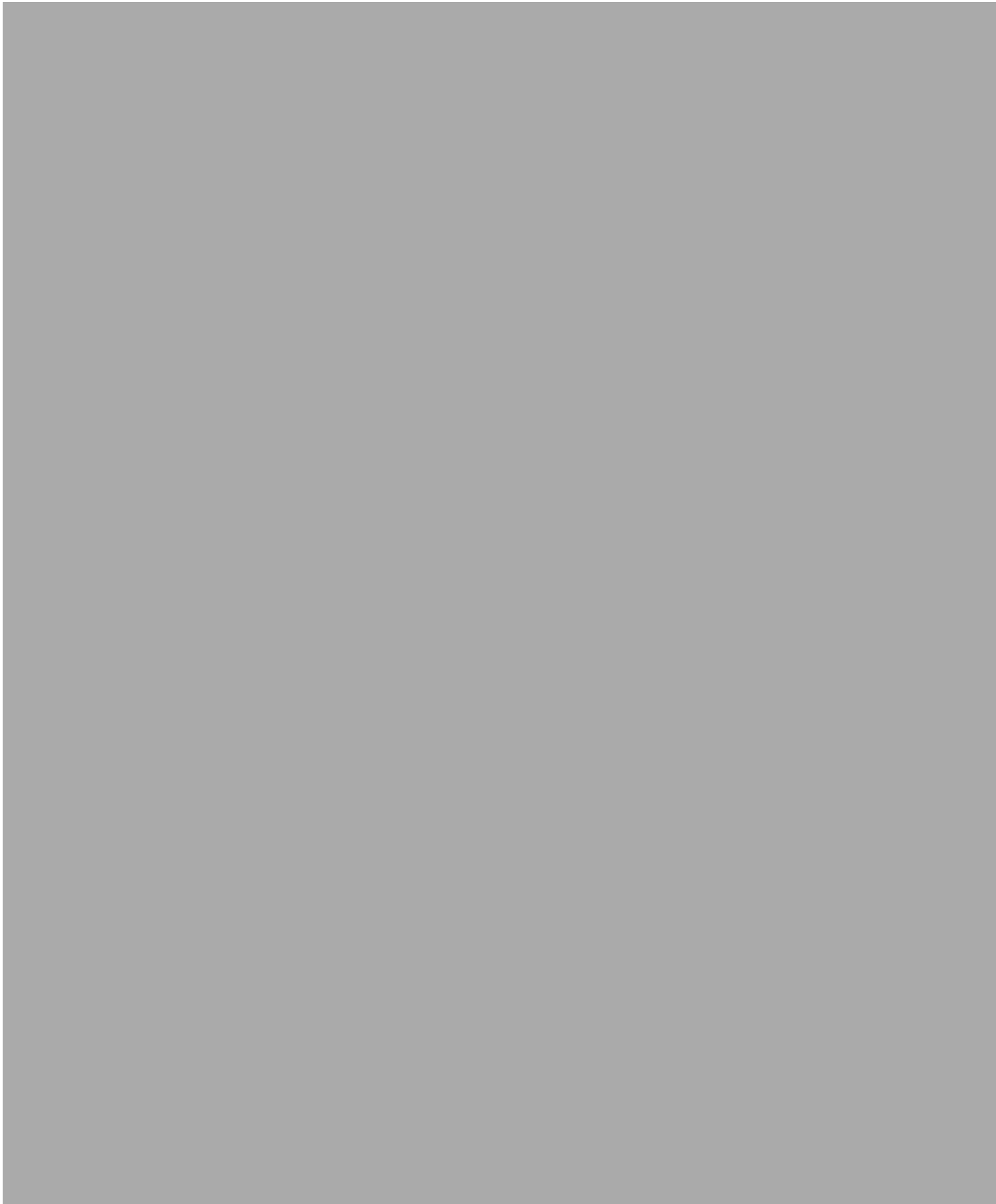














ANNEXURE P7

Canberra Contractors Inclement Weather & Thermal Stress Management Procedure

Contents



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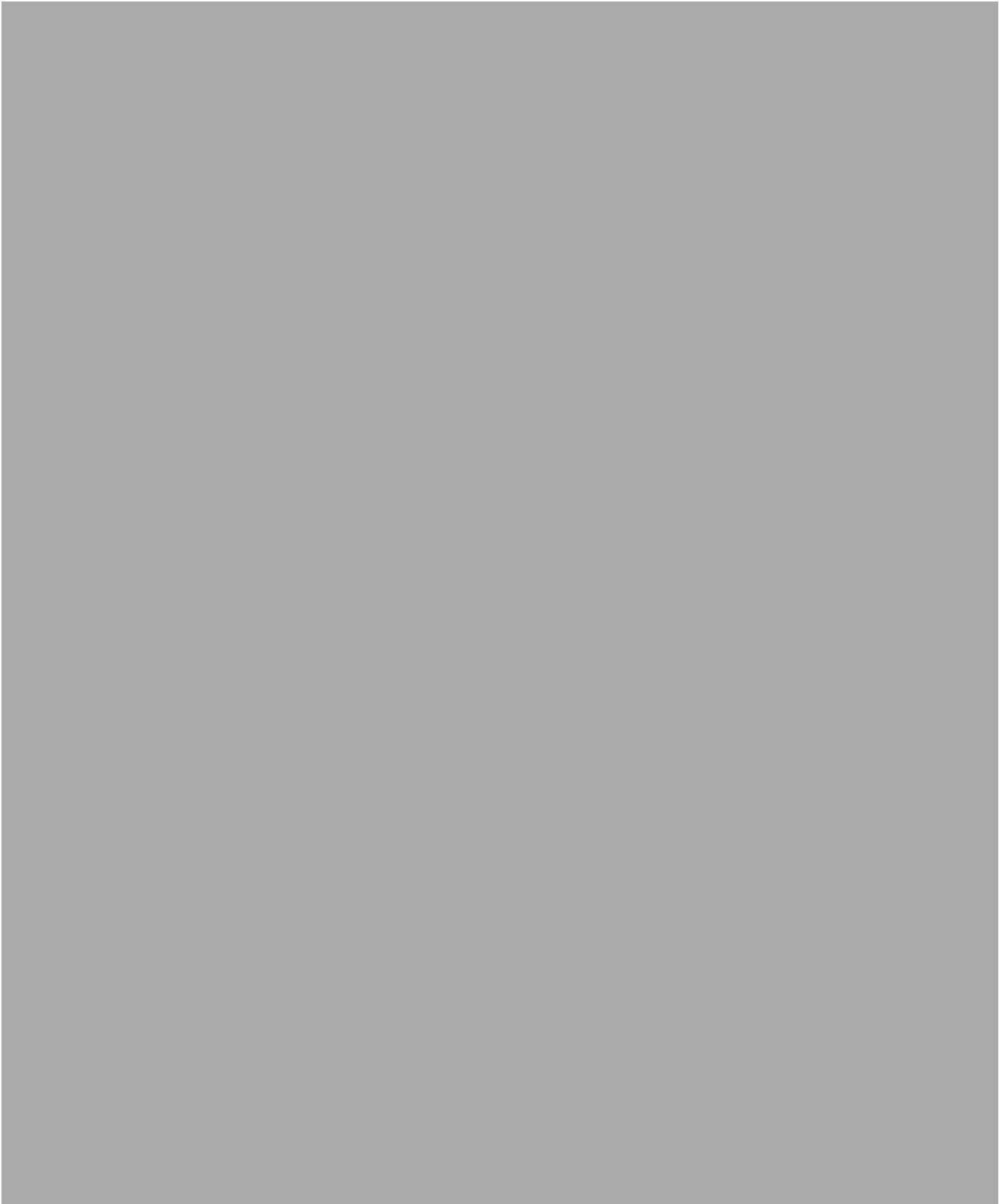
Paul Macor
Managing Director
Canberra Contractors

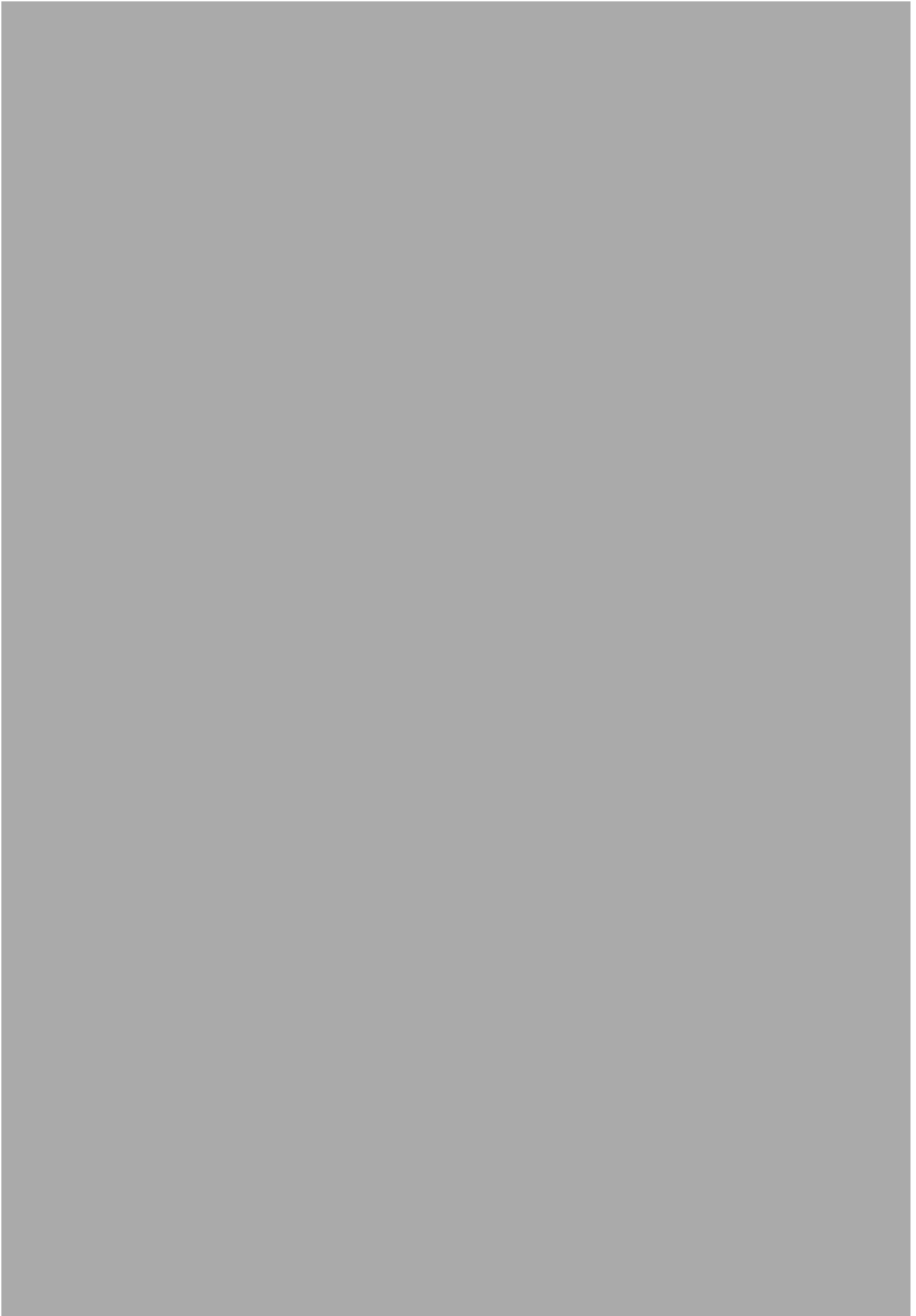
21/01/2020

Date

Prepared by: John Graham – Risk Manager

INCLEMENT WEATHER & THERMAL STRESS MANAGEMENT PROCEDURE





ANNEXURE P10

Canberra Contractors

Personal Protective Equipment Procedure



AUTHORISATION

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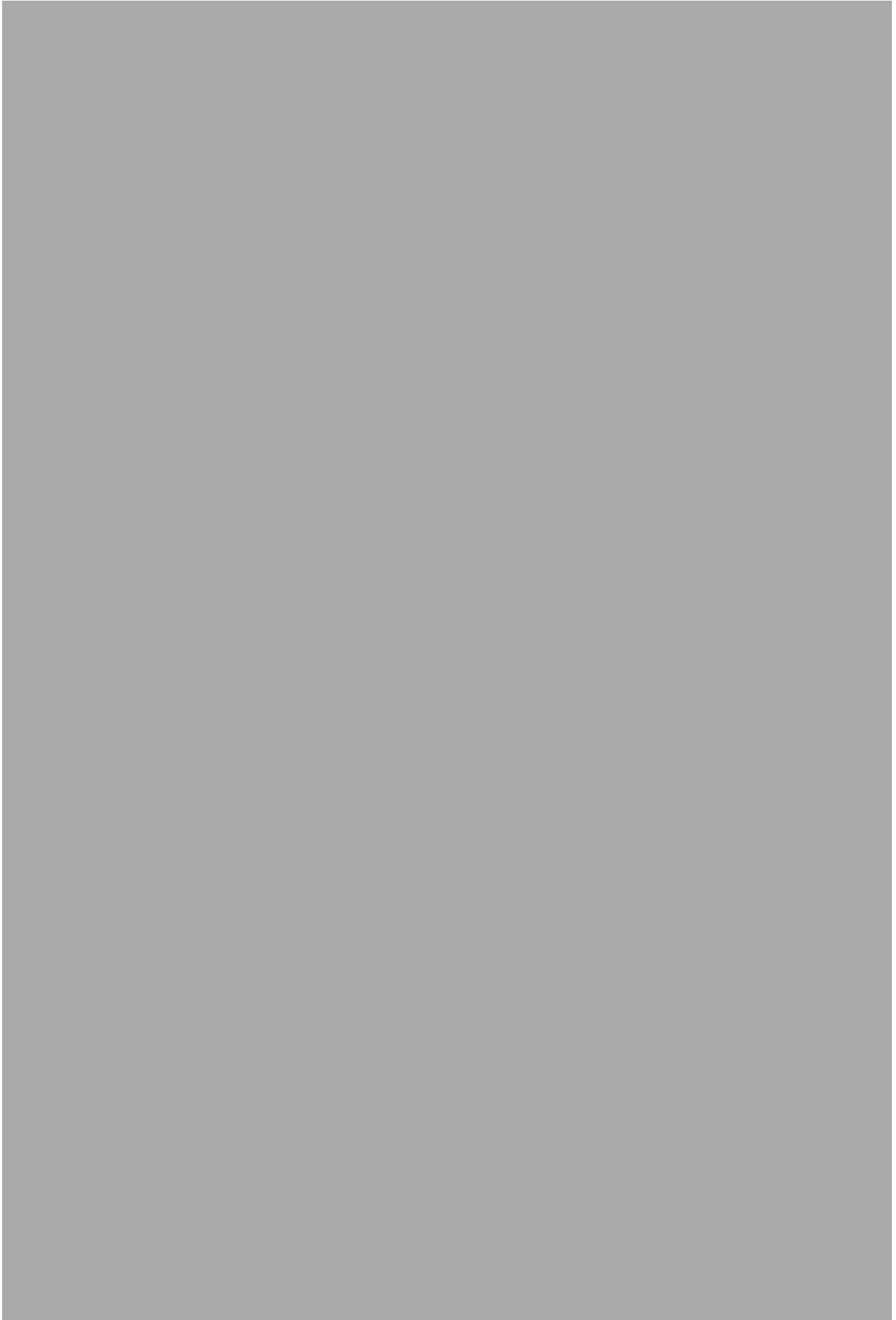

Paul Macor
Managing Director
Canberra Contractors

Date:
1/04/2021

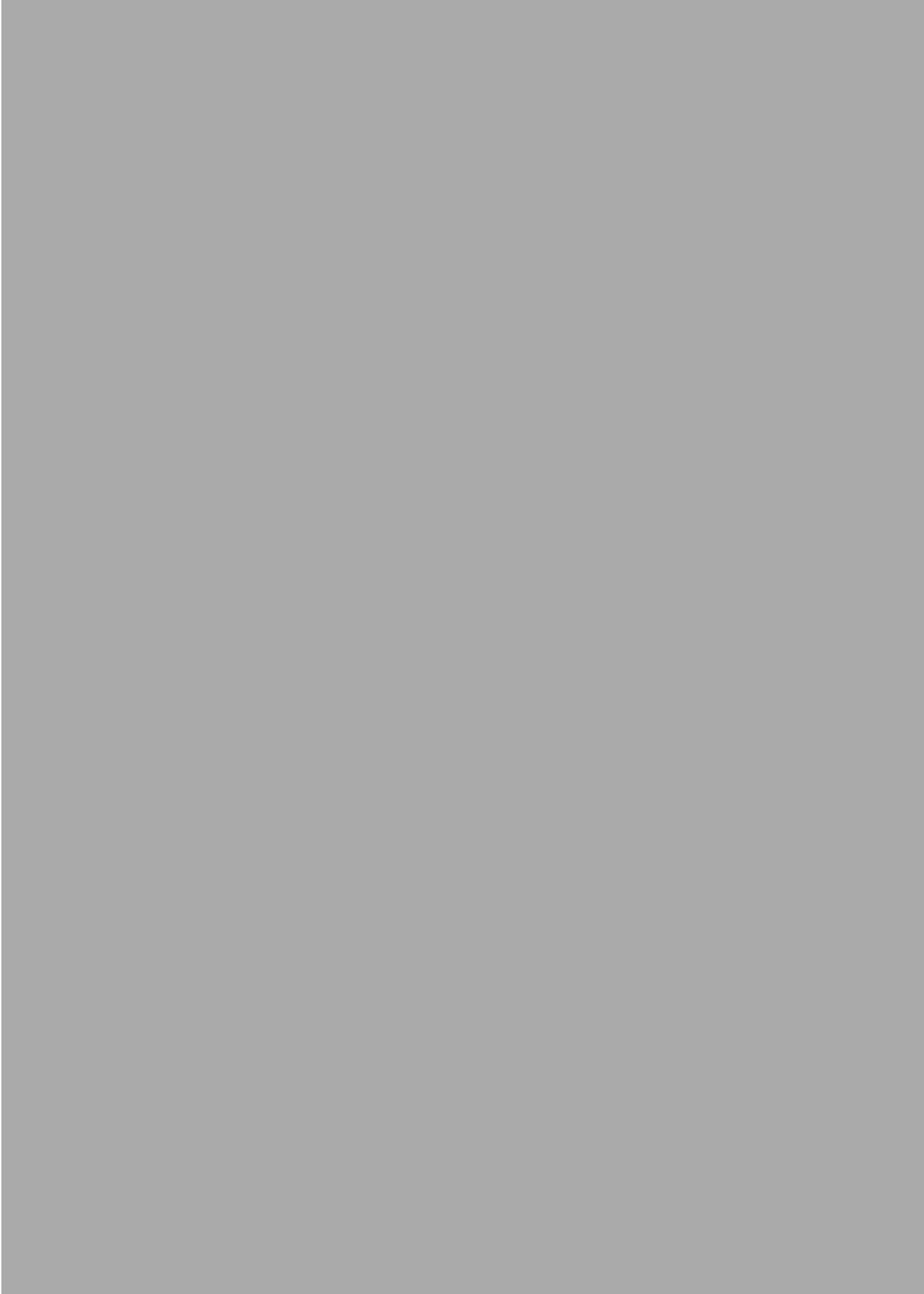
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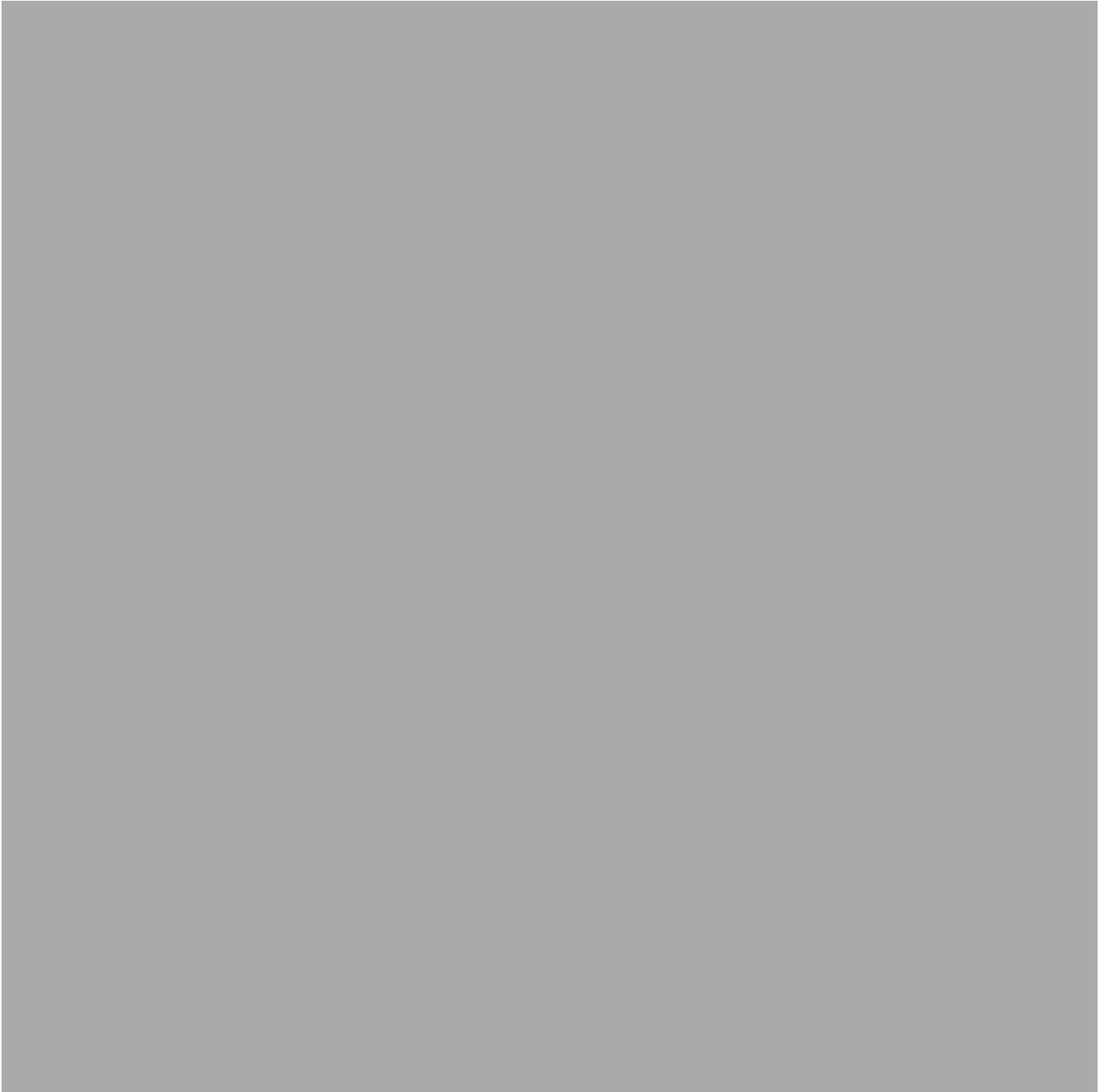


PERSONAL PROTECTIVE EQUIPMENT



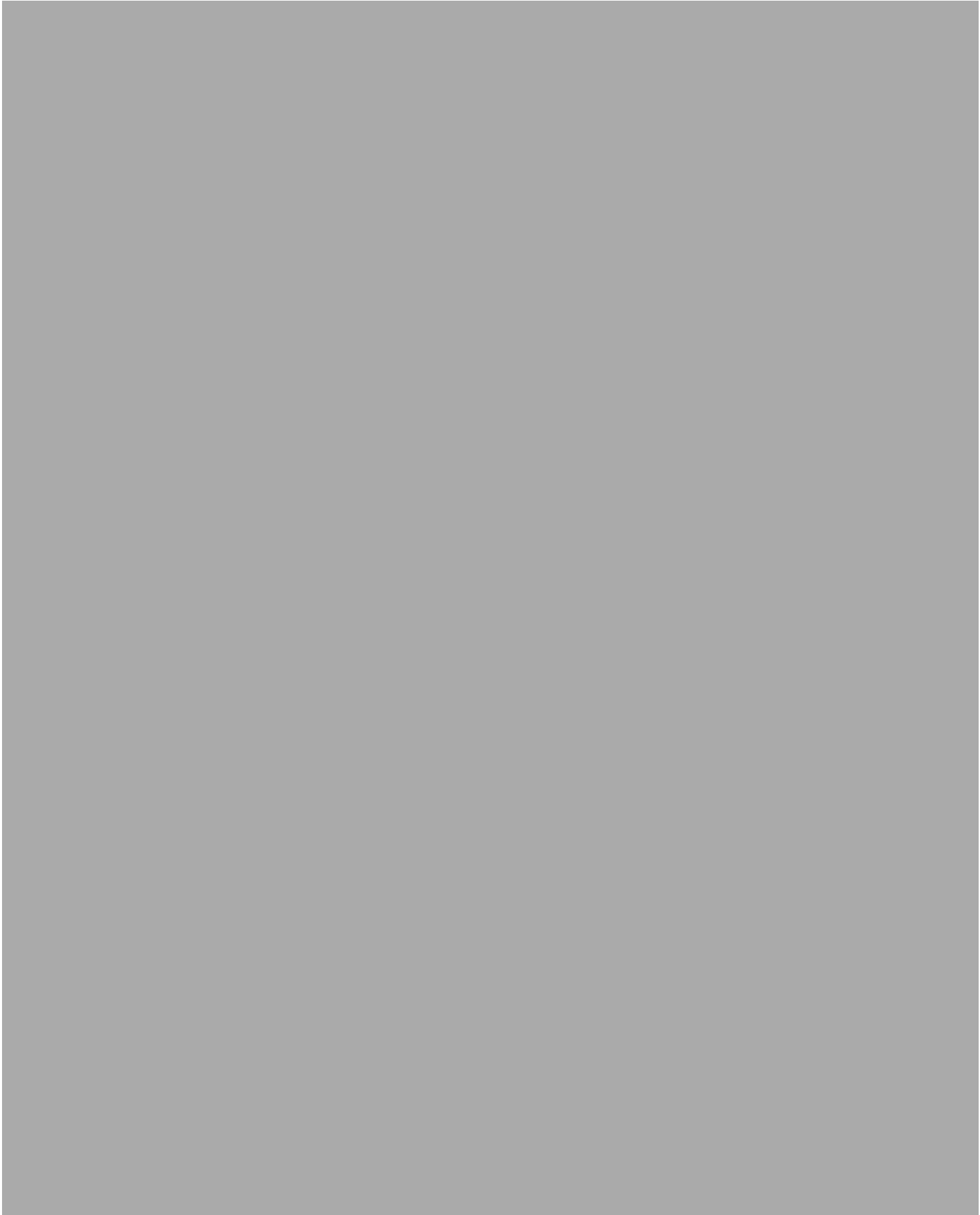






Attachment A

PPE HAZARD ASSESSMENT FORM



Workplace Health and Safety Policy



Paul Macor
Managing Director
June 2022



Rehabilitation Policy



Paul Macor
Managing Director
June 2022



Impairment Policy



Paul Macor
Managing Director
June 2022

Attachment F (8 Pages)

F: Diversity in the Workplace





CANBERRA CONTRACTORS
CIVIL ENGINEERING CONTRACTORS

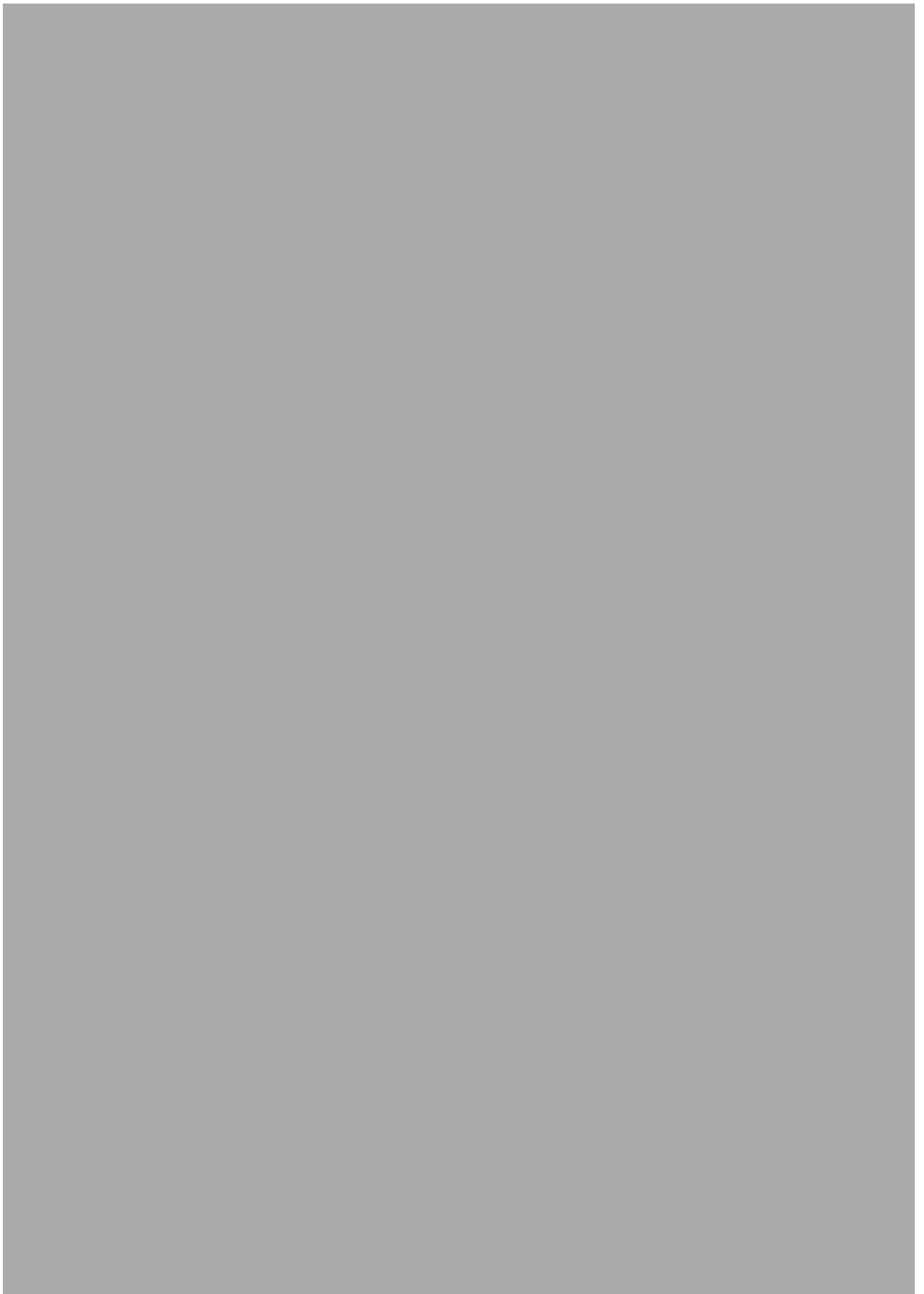
Gender Equity Action Plan

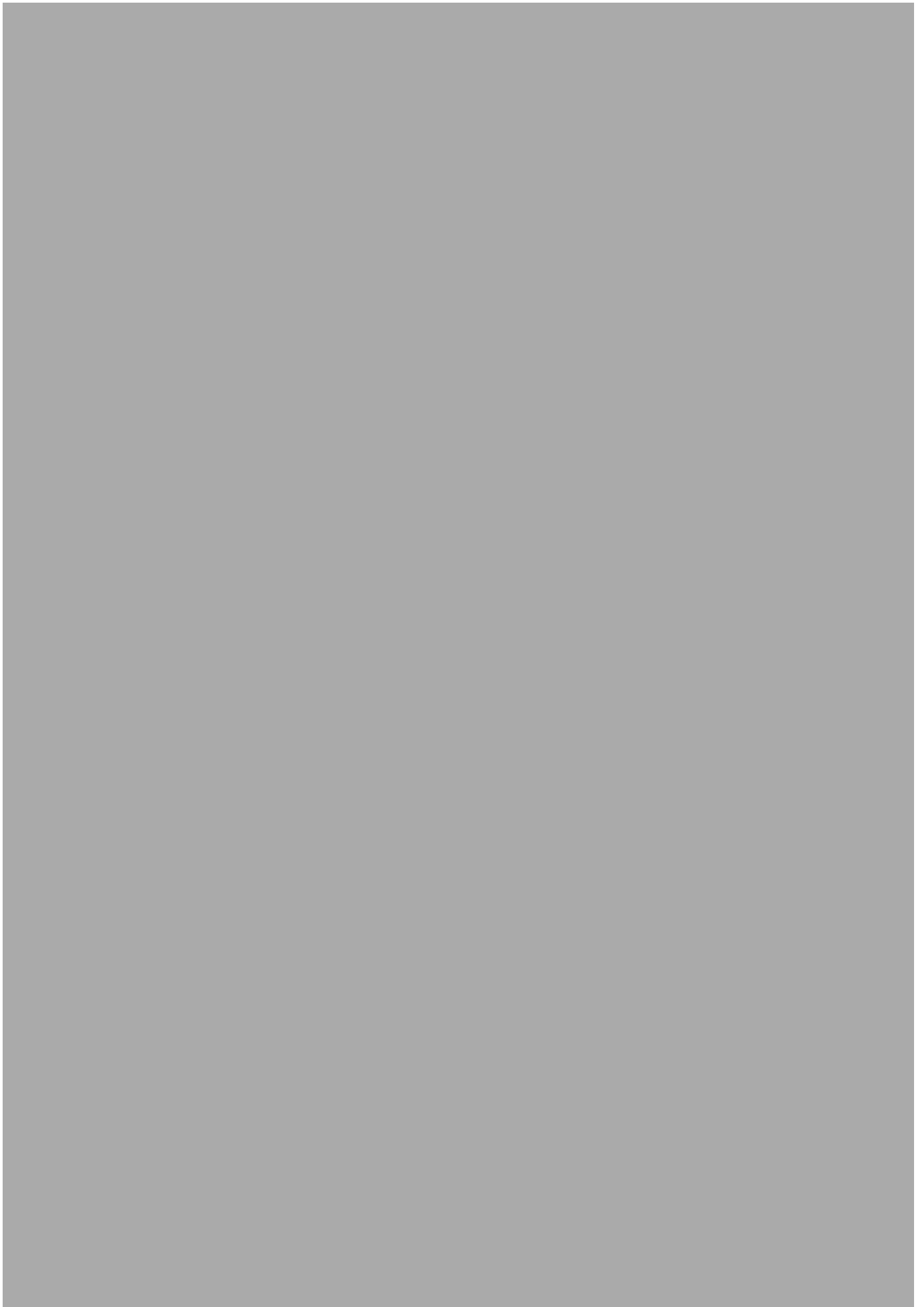
♀♂

2021-2022



Paul Macor
Managing Director
April 2021







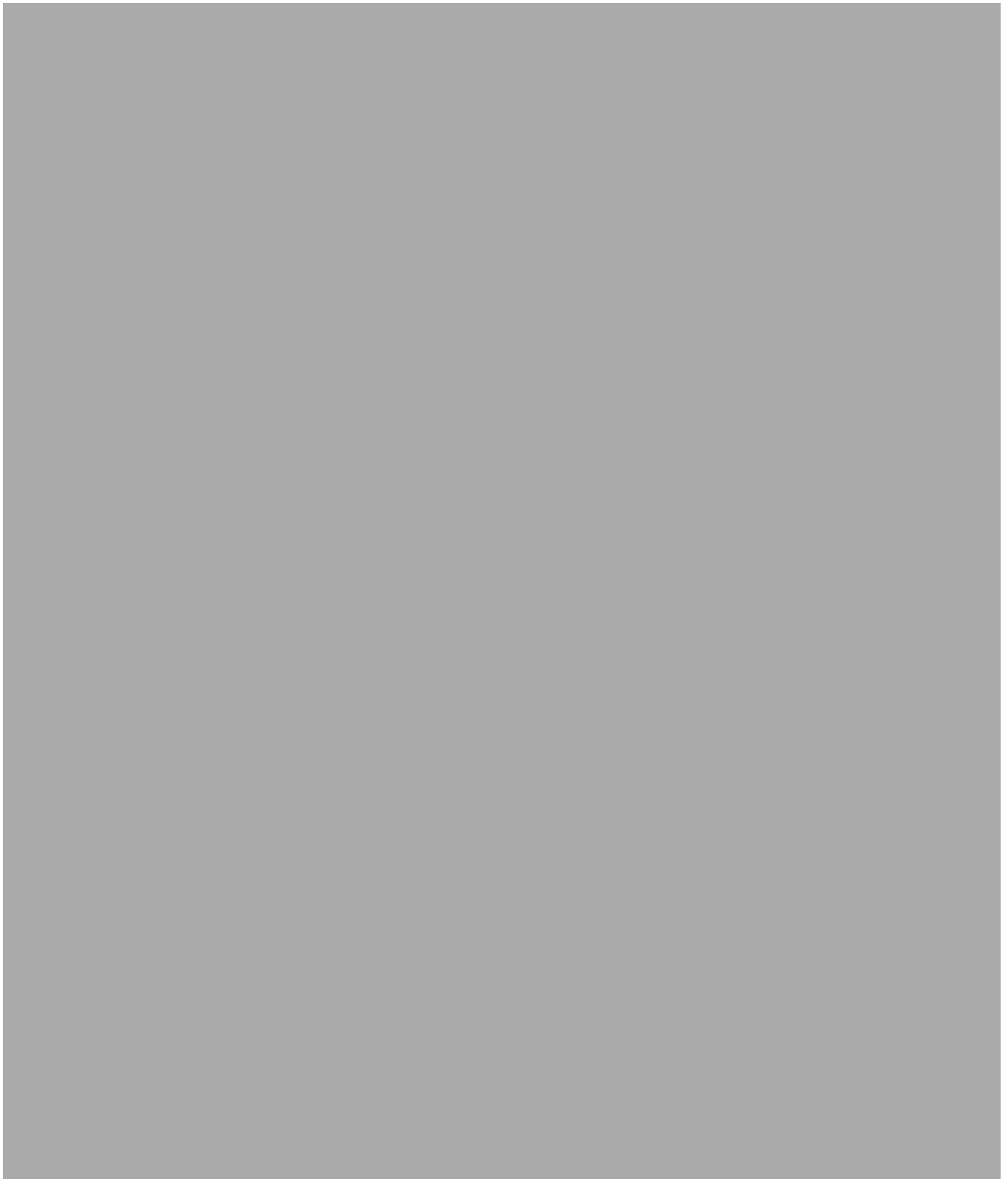
CANBERRA CONTRACTORS
CIVIL ENGINEERING CONTRACTORS

Indigenous Participation Action Plan

2021-2022



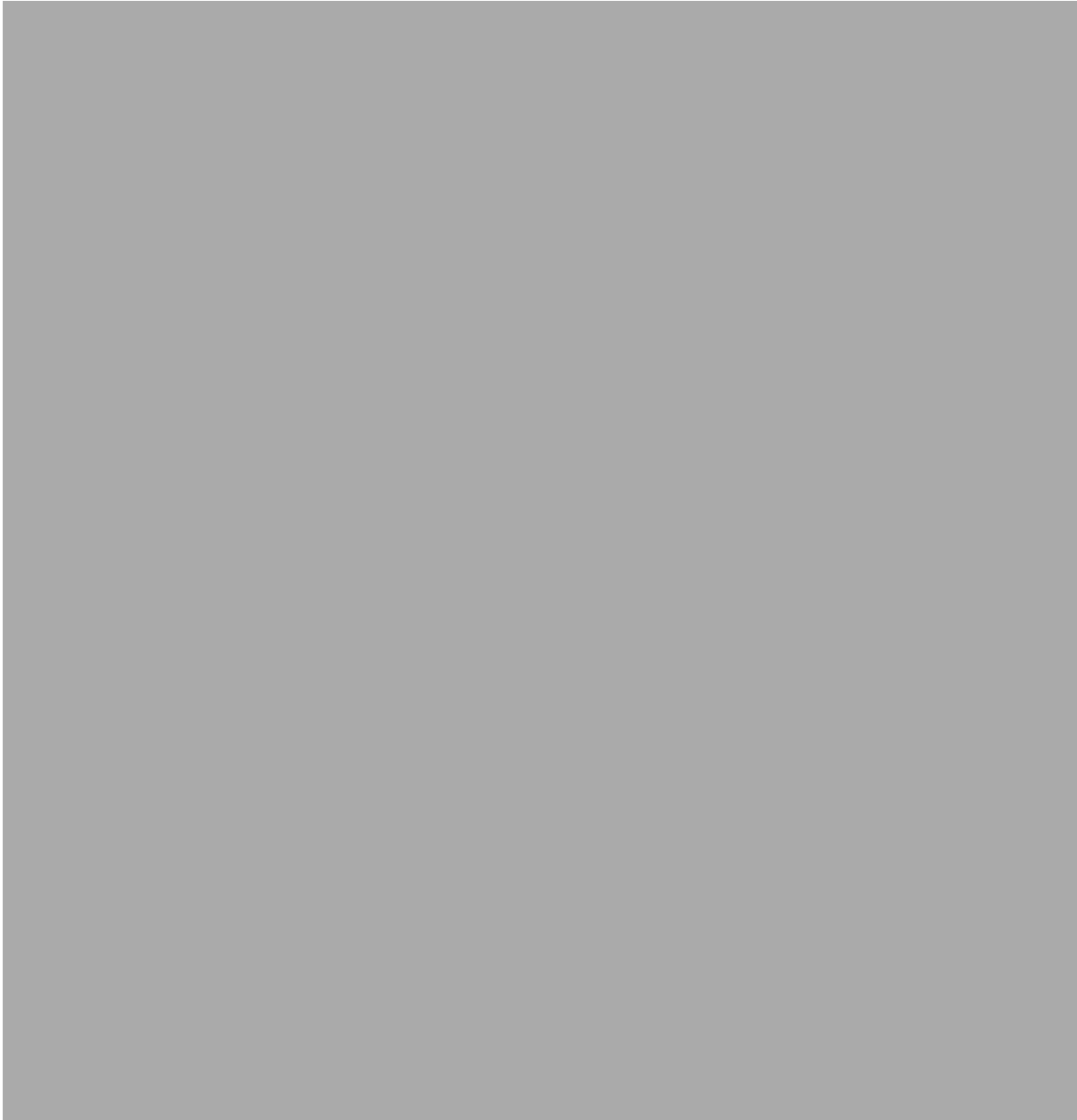
Paul Macor
Managing Director
April 2021





SUSTAINABLE
CERTIFICATION
✓ ISO 9001
✓ ISO 45001
✓ ISO 14001
✓ ISO 31000

Human Rights Policy



Paul Macor
Managing Director
June 2022



Mutual Respect Policy



Paul Macor
Managing Director
June 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

Canberra Contractors have performed consultation with the Management Staff and WH&S Committee members regarding this LRTWE Plan, refer attached meeting minutes under attachment A. The plans key values have been in place within the company sense the 12th February 2019, when a consultation session was held at our Horse Park Drive Segment 2, 4,5 & 6 project in conjunction with a CFMEU Official (Garry Hamilton). The values of the plan are included within all current project site inductions and if Canberra Contractors are engaged on this project, the LRTWE will form a key part of the site induction for all staff members.

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

Canberra 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

29/06/2022

Name

Paul Macor

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	Whitlam Estate Stage 3B Civil Engineering and Landscape Construction	
Tender number	SLA1744	
Responsible Territory Entity / Directorate	Suburban Land Agency	
Legal entity name	Canberra Contractors Pty Ltd	
ABN	91 008 583 355	
Trading name	Canberra Contractors Pty Ltd	
Business Project / Contact Person	Paul Macor	
Tender* title	Managing Director	
Telephone	<input type="text"/>	Email <input type="text"/> @canberracontractors.com.au

What is your physical presence in the ACT

(Select all that apply)

	Head office	Branch office	Warehouse / Depot	Home office	Other	Nil
	X				Specify:	
When was this	1983					

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

90

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

Canberra Contractors is a locally owned and operated company. Canberra Contractors was established in 1983 within the Territory and have developed good working relationships with local sub-contractors and suppliers. Canberra Contractors will always strive to source both sub-contractors and suppliers from the Territory as they have helped us grow over the years through their wealth of knowledge and experience. Canberra Contractors believes in giving back to the local economy by investing in local businesses that provide employment to the Territory.

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

Refer Attachment B for Canberra contractors Compliance Statement.

A2: For subcontractors

See Guidance note 3

Refer Attachment B for Canberra contractors Compliance Statement.

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*

Under Canberra Contractors (CC) Compliance Policy & Quality Management Plan CC's Directors and Office/Project/Risk Managers will evaluate suppliers & subcontractors using the Supplier, Subcontractor Evaluation against the completed Project Risk Management Plan (PRMP) Form #31 prior to first engagement and record the results of the evaluation on the Supplier Subcontractor Register database, with preference given to suppliers, and subcontractors based in the Canberra region supporting local jobs and compliant to the Secure Local Jobs Code (ACT).

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*

Canberra Contractors Directors, Managers, Supervisors & employees are required to sign off on their individual Responsibilities and Duties Statement's to ensure that they understand their compliance obligations. Please refer to Attachment C for the following evidence of training:

- Initial Management Training 02/02/2021
- Site Induction Form Confirming Ongoing Compliance

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

Canberra Contractors welcomes skilled employees to our organisation who have completed contracts with other local civil contractors. By providing training opportunities we aim to retain employees for the long term into the future. Between 2018/2022 Canberra Contractors have had 92 x Cert III apprentices (Civil Construction Plant Operation) complete/continue their 3-year apprenticeship training.

D2: Subcontractors or labour hire arrangements (if applicable)

Canberra Contractors seeks to engage Subcontractors and create/grow good relationships with them and their workers to ensure secure work for those Subcontractors for the duration of the contract. Directors and Office/Project/Risk Managers evaluate Subcontractors against the complete Project Risk Management Form 31 (Refer Attachment D) prior to first engagement and record the results of the evaluation on the supplier, Subcontractor and Consultant Register database to ensure secure work arrangements.

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

Refer Attachment E for evidence of health and wellbeing.

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

Refer Attachment F for Diversity in the Workplace.

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*

Labour Relations, Training and Workplace Equity Plan

Procurements with a value of more than \$5 million

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.

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 suppliers, consultants and subcontractors to be engaged will be approved prior to engagement of their services, products and works.
To demonstrate CC's commitment to choose ethical local businesses, preference will be given to suppliers, consultants and subcontractors based in the Canberra region supporting local jobs and compliant to the Secure Local Jobs Code (ACT).
When recruiting is necessary for the project, we will always advertise locally first using local media, recruiting firms and utilise relationships already established within the region.

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

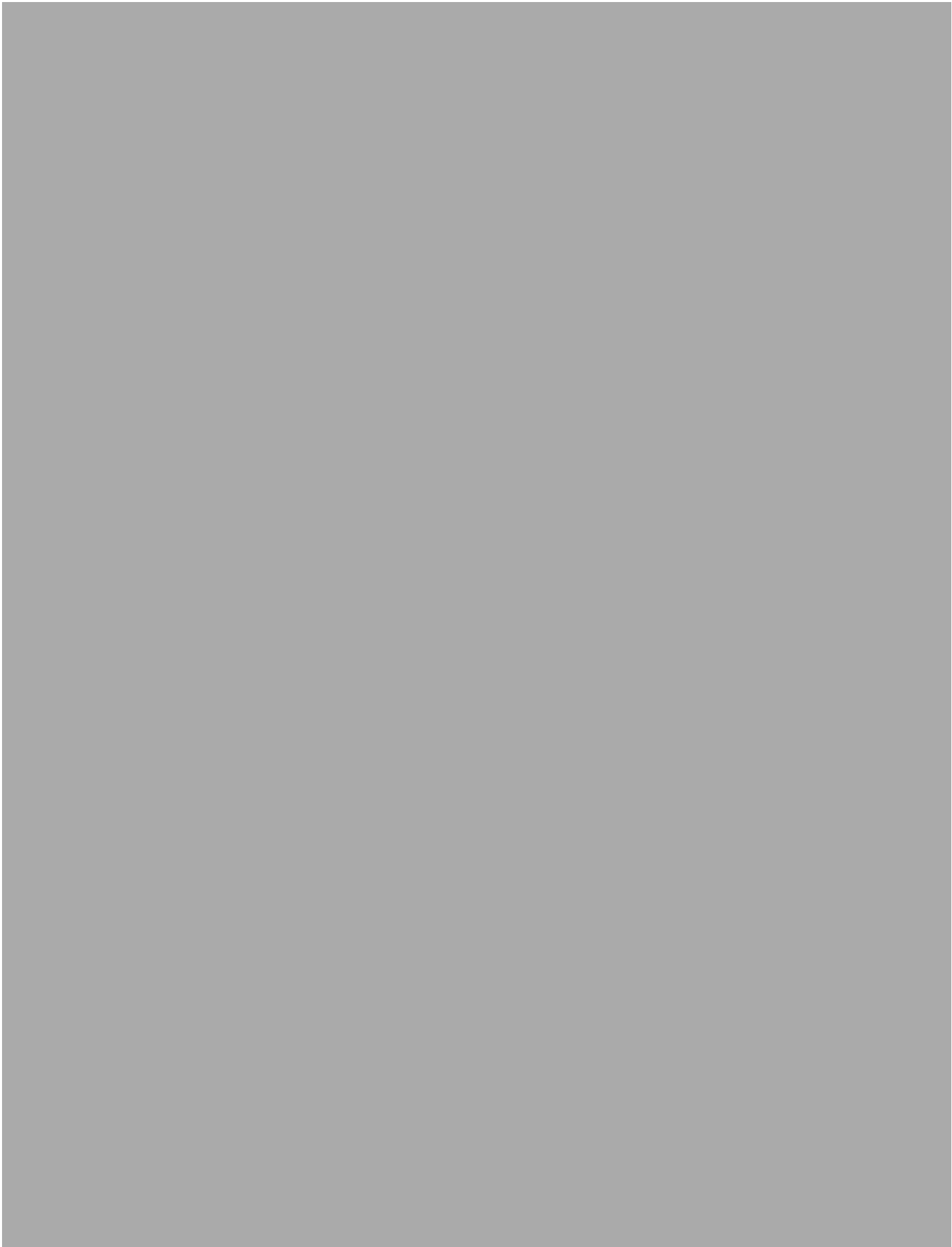
Canberra Contractors vision for this project is to provide the following additional training opportunities:

- Continued Participation in the local Women in Civil - Spark Program;
- 1 x Apprenticeship trainee opportunities (Cert III Civil Plant Operations);
- 2 x Evoenergy Electrical Safety Services Training; and
- 1 x leading hand training for Hydraulics.
- 1 x HSR Training

Attachment A (22 Pages)

Consultation with Staff and Their Representatives

Canberra Contractors have performed consultation with the Management Staff and WH&S Committee members regarding this LRTWE Plan, refer attached meeting minutes.









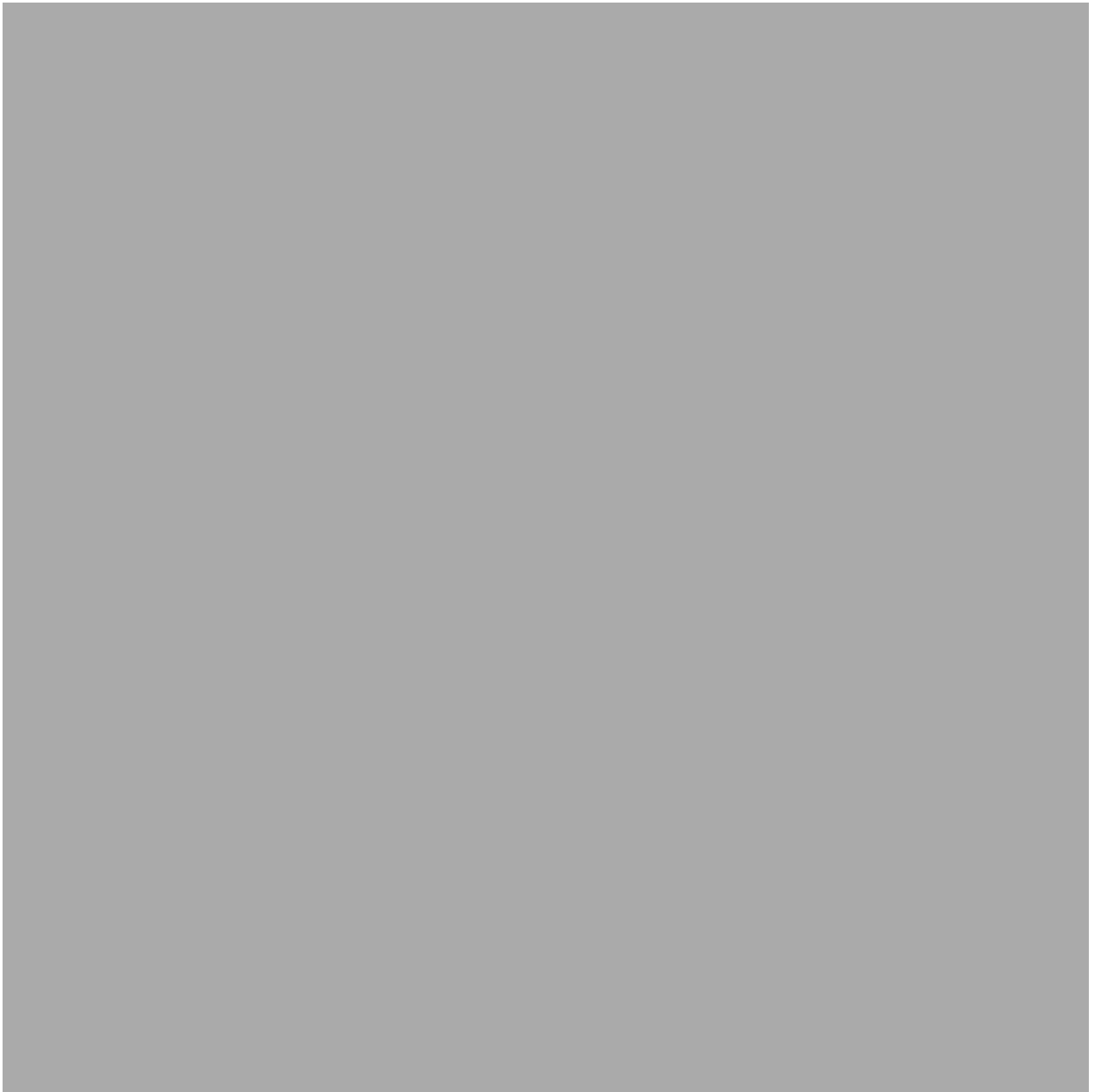


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Industrial Relations Policy



Paul Macor
Managing Director
June 2022

ACT GOVERNMENT

Secure Local Jobs Implementation

Secure Local Jobs Branch
Chief Minister, Treasury and Economic Development

December 2018



Secure Local Jobs Overview

- The ACT Government has changed the way it awards contracts for construction, cleaning, security and traffic management.
- Secure Local Jobs strengthens our procurement practices so contracts are awarded to businesses that meet high labour standards.
- New legal obligations for businesses and the Territory.
- Creates a fairer procurement process for ethical employers.



Secure Local Jobs Overview

- Businesses tendering for impacted services need a Secure Local Jobs Code Certificate.
- Secure Local Jobs Code includes standards in:
 - pay and employment conditions
 - insurance, tax and superannuation
 - health and safety, including training and inductions
 - workplace representation, collective bargaining, freedom of association.
- Works over \$25,000 will need a Labour Relations, Training, and Workplace Equity Plan.



Secure Local Jobs Overview

- The Industrial Relations and Employment (IRE) scheme will eventually be replaced with Secure Local Jobs.
- Independent, approved auditors will assess that businesses meet the requirements of the Code.
- Secure Local Jobs Code Registrar oversees administration of the Code and has investigation powers.
- Businesses on established panels need a Code Certificate from 15 January 2020.



Secure Local Jobs Overview

- Business with existing contracts need a Code Certificate to tender for new work.
- Local Industry Participation Policy, Economic Contribution Test remain assessable.
- Director's General are responsible for their entity's compliance with the Code.
- Territory Officers must follow the new legislative requirements.



Impacted services

- Construction work - Work Health and Safety Regulation 2011
- Cleaning services - ANZSIC Class 7311
- Security services - Security Industry Act 2003
- Traffic control services which redirect vehicles around a temporary disruption to a public road for the purpose of ensuring safety to workers or the public.
- Professional services are excluded.



Managers & Supervisors Training

1/02/2021

About the

Secure Local Jobs Code

Secure Local Jobs Code

- The Code starts 15 January 2019.
- Objectives:
 - Support businesses with high ethical and labour standards.
 - Promote job security and improved industrial relations planning.
 - Work with the Local Industry Participation Policy (LIPP).
 - Create a level playing field by engaging with business who meet industrial obligations.



Secure Local Jobs Code Obligations

For Code Covered Entities:

1. Adherence to the law.
2. Requests for information.
3. Workplace representation.
4. Employee representation and workplace inductions.
5. Right to collectively bargain.
6. Freedom of association.



Secure Local Jobs Code Requirements

For the Territory:

1. Ensure tenderers are Code compliant.
2. Seek confirmation of compliance.
3. Consider Labour Relations, Training and Workplace Equity Plans.
4. Consider past compliance in tender assessments.



Exemptions and breaches

- Exemptions and conditions are printed on Code Certificates.
- Businesses can apply for an exemption from a Code requirement if there is conflict with Commonwealth law.
- Breaches can lead to a Certificate having conditions, being suspended or cancelled.
- Registrar may grant exemptions to an Territory Entity if no suitable tenderer available.
- Director's General can grant an exemption in an emergency.
- Exemptions are reported to the Secure Local Jobs Advisory Council.



More about the

Labour Relations, Training and Workplace Equity Plan

Labour Relations, Training and Workplace Equity Plan

- Required for works worth more than \$25,000.
- Mandatory assessment criterion in the ACT Government tender process.
- Compliance is monitored as part of contract management and assessed in the final contract performance evaluation.
- Three versions:
 1. \$25,000 – \$200,000
 2. +\$200,000 – \$5 million (combined with Economic Contribution Test)
 3. +\$5 million (combined with Local Industry Participation Plan)



Labour Relations, Training and Workplace Equity Plan

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.

E1: Internal operations	Click here to enter text.
E2: For subcontractors (if applicable) <i>See Guidance note 1</i>	Click here to enter text.

Guidance note:

1. 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

B: Systems of work

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

F1: Internal operations <i>See Guidance note 2</i>	Click here to enter text.
--	---------------------------

Guidance note:

2. 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.

G1: Internal operations <i>See Guidance note 3</i>	Click here to enter text.
--	---------------------------

Guidance note:

3. This could include training plans, minuted meetings, 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

D: 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.

H1: Internal operations <i>See Guidance note 4</i>	Click here to enter text.
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Guidance Note:

4. 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.

E: Diversity in the workplace

Describe 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.

Guidance note:

5. 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

F: SECURITY OF EMPLOYMENT

Describe how your business seeks to minimise insecure work arrangements. This includes:		
<ul style="list-style-type: none">• 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.		
K1: Internal operations	Click here to enter text.	
K2: Subcontractors or labour hire arrangements (if applicable)	Click here to enter text.	
G: Consultation with staff and their representatives		
L1: Have you consulted with your staff in developing this Plan?	Yes <input type="checkbox"/> Complete L2	No <input type="checkbox"/> Go to Declaration
L2: Describe and provide evidence of how this consultation was done. This could include consultation with eligible unions or relevant staff representatives.		
Click here to enter text.		



More about the

Secure Local Jobs Code Certificate

Secure Local Jobs Code Certificate

- Confirms a business meets standards in the Code.
- Businesses need to:
 - update policies and systems to reflect Code obligations
 - engage an approved auditor to assess whether they can apply
 - provide key business documents e.g. ATO activity, super payments, insurance certificates
- Registrar generally issues a certificate two business days from receiving complete audit report.



Code Certificate Application

- Entities must provide a complete, true and correct application, statutory declaration, and supporting documents.
- Auditors are responsible for due diligence in verifying information.
- Auditors should request more information to address insufficient, incomplete, inaccurate or false information.
- Just the Audit Report, application and statutory declaration is sent to the Registrar's office.



Approved auditors

- List available at procurement.act.gov.au/securelocaljobs
- Code Certified Entity's auditor is published online.
- Businesses engage auditors directly and pays for services.
- The Territory will pay for audits requested as part of an investigation into non compliance.
- Indicative pricing will be available online soon.



Model Contract Terms

- Instrument in the *Government Procurement Act 2001*.
- Include in all contracts (incl. purchase orders)
- Covers:
 - Code compliance (incl. sub-contractors)
 - reporting breaches
 - access to information
 - inductions
 - Labour Relations, Training and Workplace Equity Plans



More about the

Model Contract Terms



More about

Complaints and noncompliance

Complaints and noncompliance

- Complaints and Noncompliance Investigation Guidelines are online.
- The Registrar responds to allegations of noncompliance with the Code.
- Businesses are given opportunity to respond to complaints.
- Need to provide any requested information to support an investigation or audit.



Complaints and noncompliance

- Registrar will consider an audit report in making a decision.
- Infringement points and sanctions can be applied – businesses have a right to respond before final decision.
- Claimant will be notified of status of complaint.
- Appeals can be made through ACT Civil and Administrative Tribunal (ACAT).



Key support channels

- Email | securelocaljobs@act.gov.au
- Website | procurement.act.gov.au/securelocaljobs
- Phone | Procurement ACT (02) 6207 5542



Support channels





CONTACTS:

Website: procurement.act.gov.au/securelocaljobs

Procurement ACT: securelocaljobs@act.gov.au or 02 6207 5507

Andrew Parkinson
Secure Local Jobs Code Registrar
Chief Minister, Treasury and Economic Development Directorate

ACT GOVERNMENT

SECURE LOCAL JOBS CODE BRANCH STRENGTHENED COMPLIANCE POWERS

MAY 2022



ACKNOWLEDGEMENT OF COUNTRY

I wish to acknowledge the traditional custodians of the land we are meeting on today, the **Ngunnawal people** and pay my **respects** to their **elders past, present and emerging**.

I wish to acknowledge and respect their **continuing culture** and the **contribution** they make to the **life of this city** and this region.

I would also like to acknowledge and **welcome** other **Aboriginal and Torres Strait Islander people** who may be attending today's meeting.



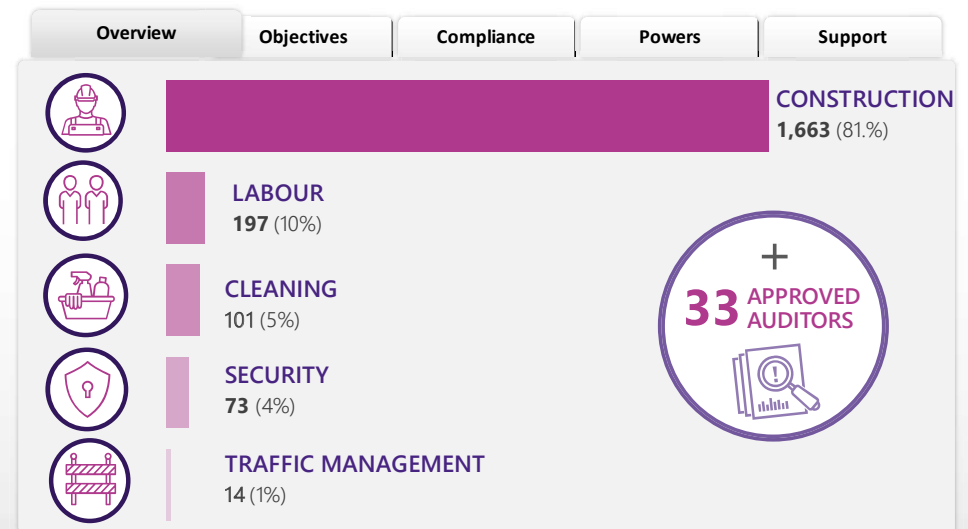
OVERVIEW OF SESSION

1. Snapshot of the Secure Local Jobs Code
2. Secure Local Jobs Code Objectives
3. Obligations under the *Government Procurement (Secure Local Jobs) Code 2020*
4. New Strengthened Compliance Powers
5. Support Channels
6. Questions



WHAT IS THE SECURE LOCAL JOBS CODE?



As of 25 May 2022, there were **2045** Code Certified Entities:



SECURE LOCAL JOBS CODE BRANCH AND REGISTRAR

Overview	Objectives	Compliance	Powers	Support
<p>ADMINISTRATION</p> <ul style="list-style-type: none"> Code Certified Entities – Issue Certificates and Renewals Approved Auditors Secretariat to the Advisory Council 		<p>COMPLIANCE AND ENFORCEMENT</p> <ul style="list-style-type: none"> Complaints and Investigations Compliance Projects Sanctions for non-compliance 		
<p>EDUCATION AND OUTREACH</p> <ul style="list-style-type: none"> Territory Officers and ACT Government Entities on Code obligations Industry and businesses on Code obligations 		<p>ASSESSMENT</p> <ul style="list-style-type: none"> Labour Relations, Training and Workplace Equity Plan Ethical Treatment of Workers Evaluation 		

OBLIGATIONS UNDER THE CODE

Overview	Objectives	Compliance	Powers	Support
<p>CODE CERTIFIED ENTITY OBLIGATIONS</p> <ul style="list-style-type: none"> Is reflected under Part 2 and 3 of the <i>Government Procurement (Secure Local Jobs) Code 2020</i>. 		<p>OBLIGATIONS FOR TERRITORY ENTITY</p> <ul style="list-style-type: none"> Is reflected under Part 2 of the <i>Government Procurement (Secure Local Jobs) Code 2020</i>. 		

PART 2 – SECTION 7

Section 7 - Code Certification

The requirement to hold a valid Secure Local Jobs Code certificate.



PART 2 – SECTION 8

Section 8 - Subcontractors

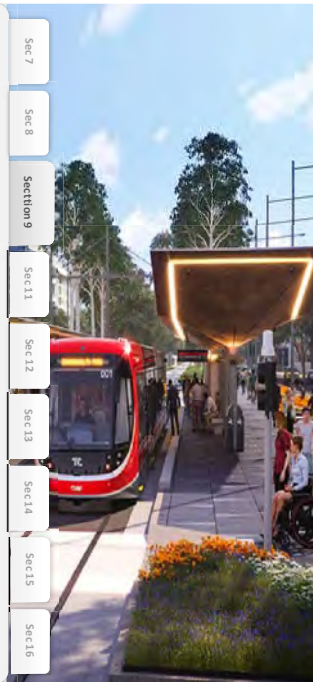
All sub-contractors and sub-sub-contractors must hold a valid Secure Local Jobs Code certificate



PART 2 – SECTION 9

Section 9 – Contact Persons for territory-funded work

Provide the Territory with a person/s, workforce location and working hours for the purposes of lawful right of entry



PART 3 – SECTION 11

Section 11 – Adherence to the Law

A Code Certified Entity must comply with all applicable industrial law, prescribed legislation and any orders, directions or decisions by a court, tribunal, board or commission.
Must notify the Registrar within 5 days



PART 3 – SECTION 12

Section 12 – Requests for Information

A Code Certified Entity must comply with reasonable requests for information



PART 3 – SECTION 13

Section 13 – Workplace Representation

Facilitate good working relationships with workplace representatives, if elected.



PART 3 – SECTION 14

Section 14 – Employee Representation and Workplace Inductions

Understand and respect employees right to workplace representation. Inductions for new employees must be done by an appropriately skilled and experienced person.



PART 3 – SECTION 15

Section 15 – Recognition of the Right to Collectively Bargain

Make employees aware of their right to collectively bargain.



PART 3 – SECTION 16

Section 16 – Freedom of Association

Respect employees' rights to freedom of association

To apply for a Code Certificate, businesses need to update their policies and systems to reflect their obligations under the Code.



PART 2 – SECTION 10

Section 10 – Requirements of Territory Entities





CHANGES AS OF 1 MARCH 2022

Government Procurement Act 2001

Overview Objectives Obligations **Powers** Support

- ENTRY POWERS
- CONSENT TO ENTRY
- AUTHORISED PERSON
- CHANGES TO THE COMPLAINTS PROCESS
- CHANGES TO LRTWE THRESHOLD FOR CONSTRUCTION

Division 2B.4 Ensuring compliance with code

Government Procurement Act 2001

New Subdivision 2B.4.2 Access to premises

- Authorised People and identity cards
- Entry to premises
- Production of identity card
- Consent to entry
- General powers on entry to premises
- Disclosure of information
- Damage etc to be minimised
- Protection from liability

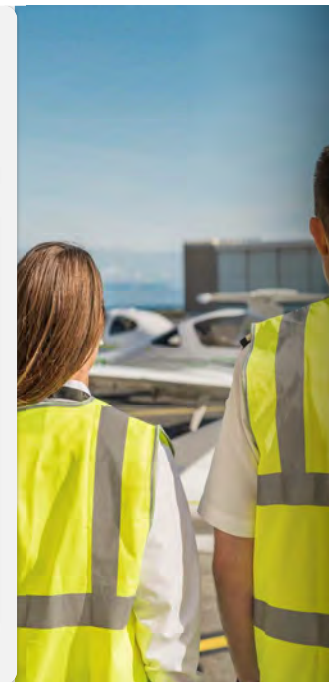


Division 2B.4 Ensuring compliance with code continued...

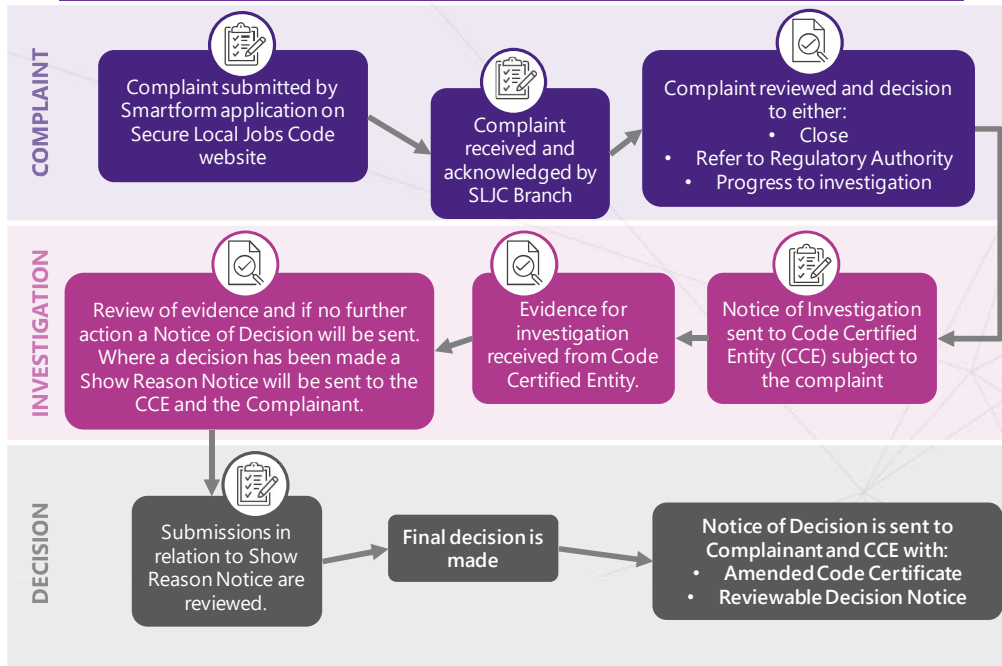
Government Procurement Act 2001

Amended Subdivision 2B.4.1 Compliance measures

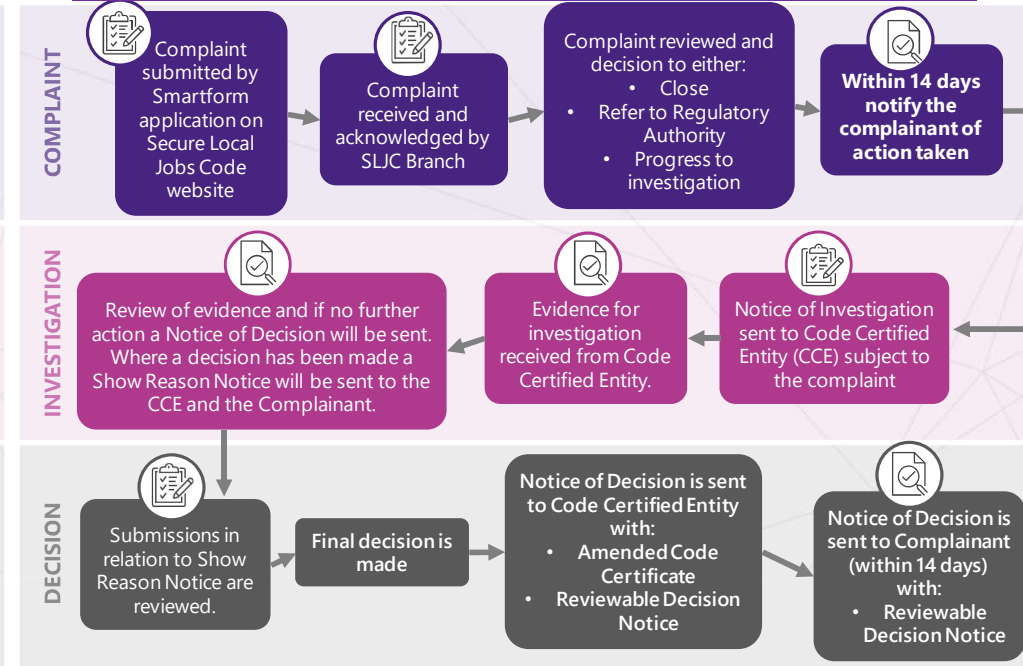
- Complaints Section 22Q (3) (a)
- New section 22Q (5) and (6)
- Requests for information Section 22S (1) (e)
- New section 22SA Suspension etc pending Registrar's decision
- 22SA Suspension etc pending Registrar's decision
- Compliance new section 22T (2) (d)



HOW CURRENT COMPLAINTS PROCESS WORKS



HOW FUTURE COMPLAINTS PROCESS WORKS



SUSPENSION OF SLJC CERTIFICATE



22SA SUSPENSION ETC PENDING REGISTRAR'S DECISION

- (1) This section applies if the registrar has reasonable grounds to suspect that an entity that holds a secure local jobs code certificate may have failed to comply with the code.
- (2) The registrar may, for a stated reasonable period—
- suspend the entity's certificate; or
 - impose or amend conditions on the entity's certificate.

CHANGES TO 22T(2)(D)



22T COMPLIANCE

- (2) In deciding whether there has been a failure to comply with the code or whether to take any action under subsection (1), the registrar must take into account any of the following:
- an audit report under section 22R;
 - any relevant information from an authority mentioned in section 22Q (3);
 - any relevant information referred to in section 22S (1);
 - any information, document or other thing obtained under subdivision 2B.4.2 (Access to premises).

LABOUR RELATIONS, TRAINING and WORKPLACE EQUITY PLANS



- ▶ Plans **must** be developed in consultation with staff
- ▶ From 1 March are only required for contracts over \$200,000 for construction
- ▶ Plans should evolve over time
- ▶ Commitments made need to be fulfilled
- ▶ Need to **report to contract manager on a regular basis** on progress against commitments
- ▶ **Past performance** against LRTWEP commitments is taken into consideration for future tenders



SUPPORT CHANNELS

Overview

Objectives

Obligations

Audits

Support



SecureLocalJobs@act.gov.au



02 6207 3005



procurement.act.gov.au/securelocaljobs



Access Canberra, Tenders ACT and Procurement ACT

26 | Insert presentation heading (View>Slide Master)

QUESTIONS



KIRSTY BOURKE

Manager, SLJC Education and Outreach

Secure Local Jobs Code Branch
Workforce Capability and Governance | CMTEDD | ACT Government



Attachment B (8 Pages)

A: Compliance with the Secure Local Jobs Code

Please refer attached Compliance Management Statement 2021-2023.


COMPLIANCE MANAGEMENT STATEMENT



2021-2023

AUTHORISATION

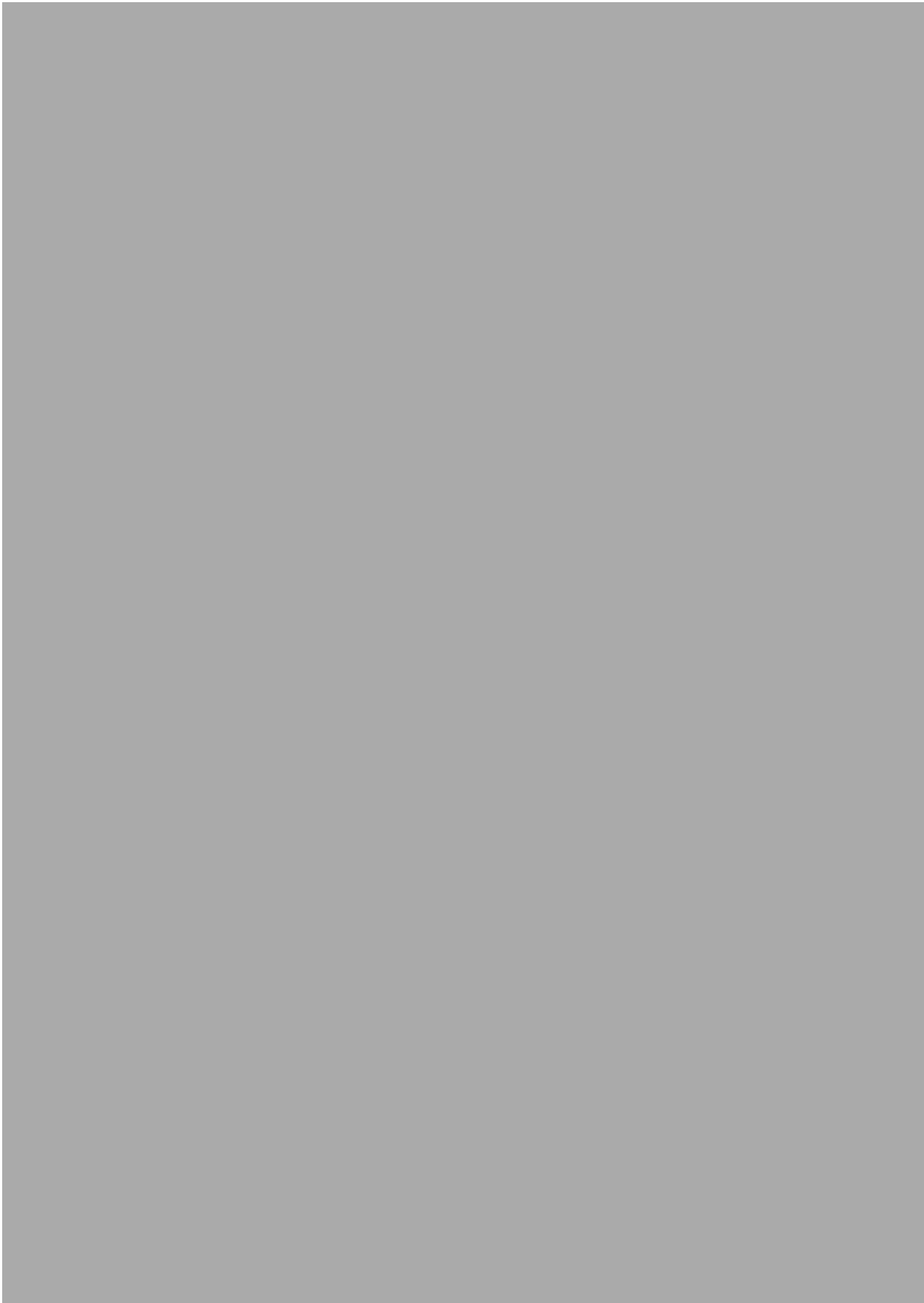
This statement
is approved and authorised for issue by:


Paul Macor
Managing Director
Canberra Contractors

15/01/2021

Date

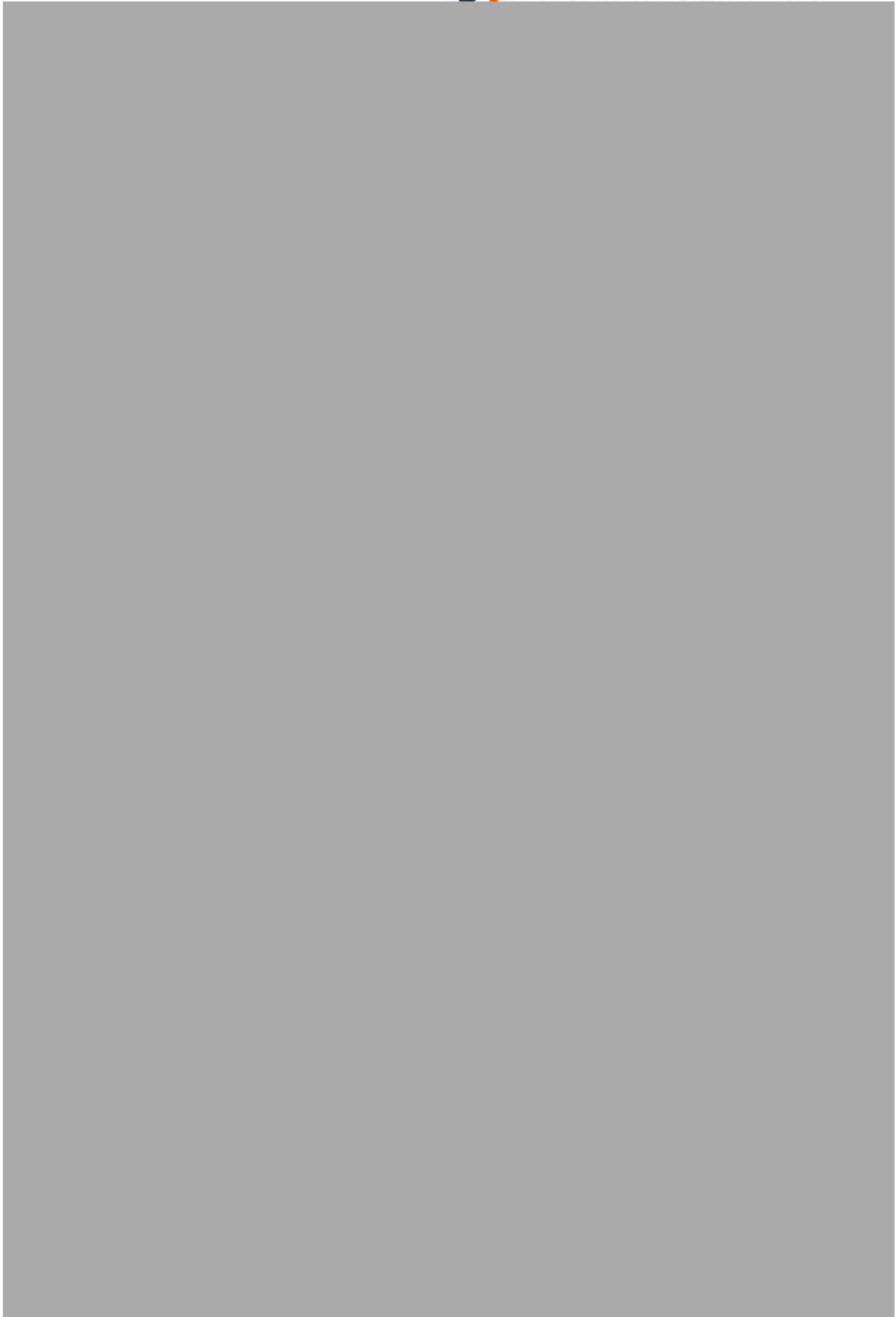
Prepared by:
John Graham – Risk Manager

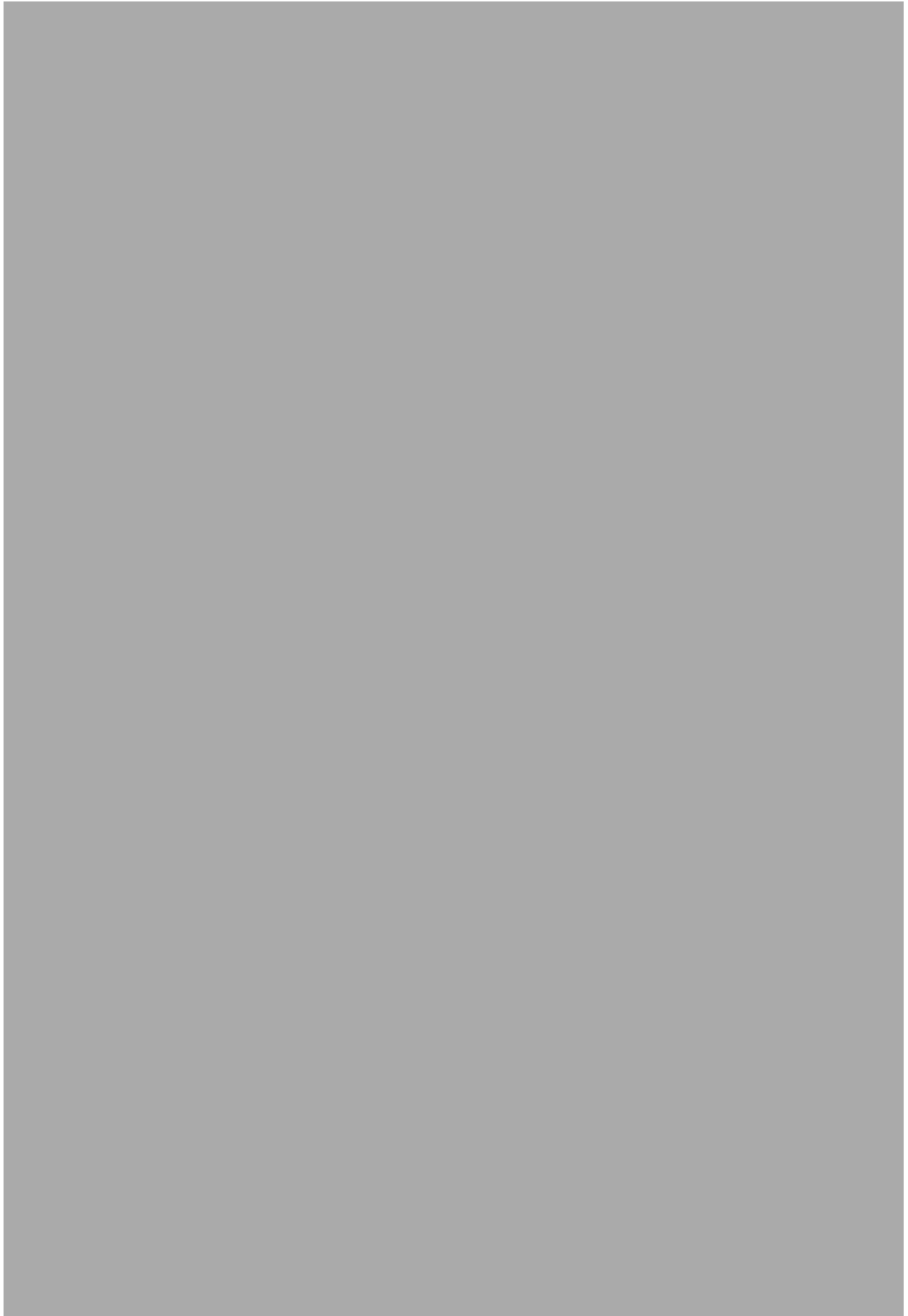


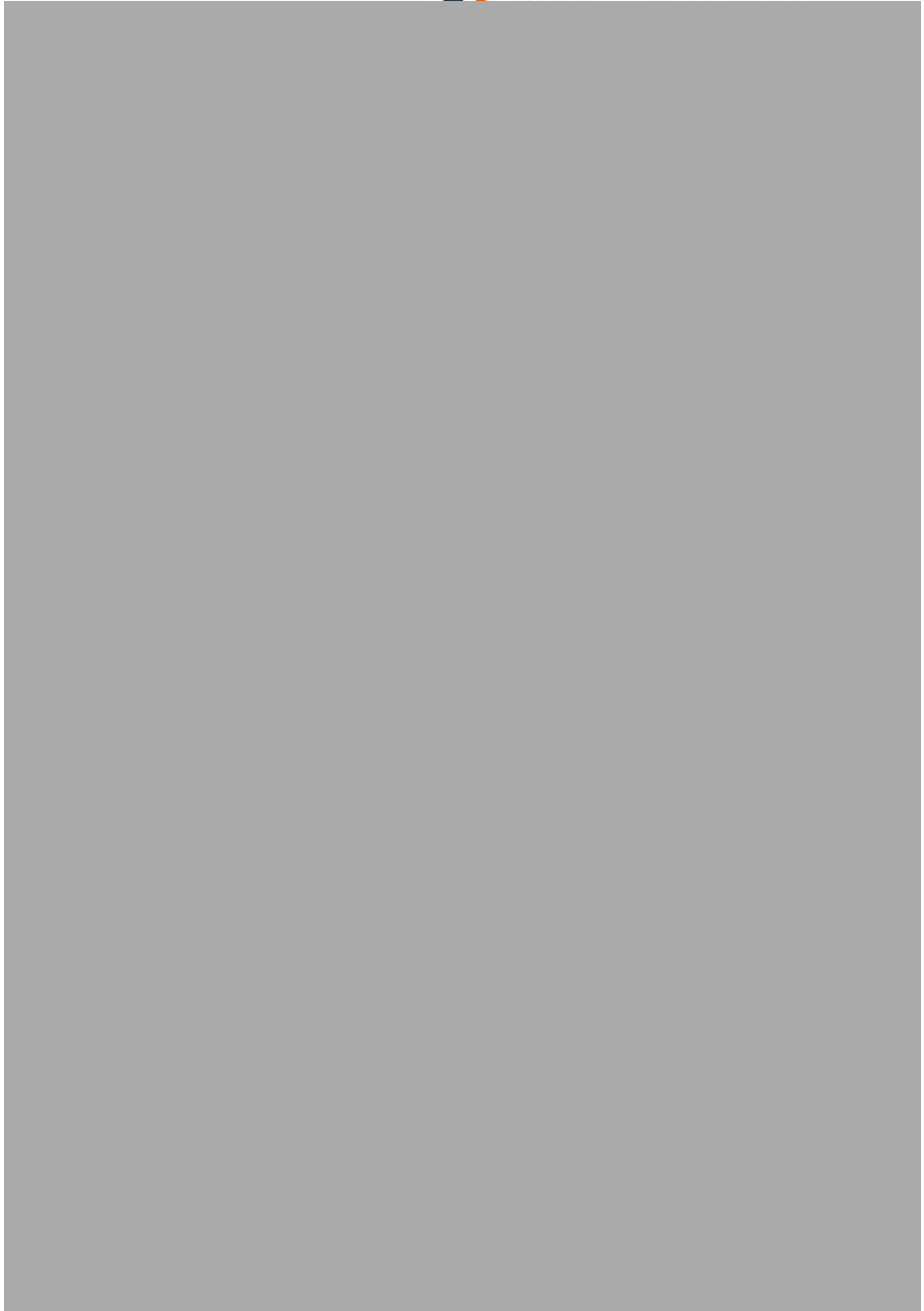
Compliance Management System

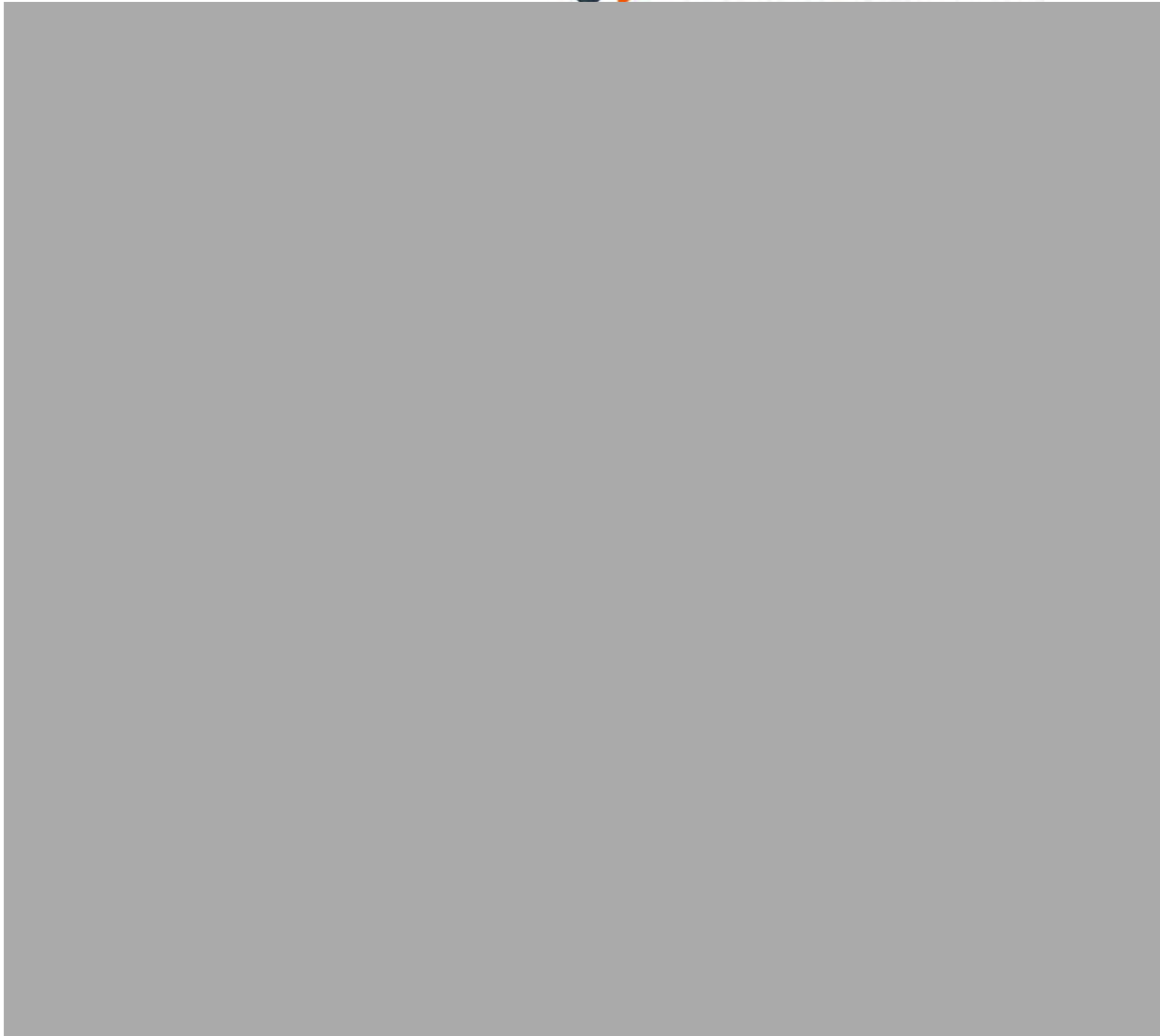












Attachment C (22 Pages)

C: Understanding Secure Local Jobs Code Obligations

Describe how your business will ensure directors, executive managers and employees understand obligations under the secure local job code:

Please refer attached:

- Initial Management Training 02/02/2021
- Further Management Training 01/06/2022
- Site Induction Form Confirming Ongoing Compliance



Managers & Supervisors Training

1/02/2021

About the

Secure Local Jobs Code

Secure Local Jobs Code

- The Code starts 15 January 2019.
- Objectives:
 - Support businesses with high ethical and labour standards.
 - Promote job security and improved industrial relations planning.
 - Work with the Local Industry Participation Policy (LIPP).
 - Create a level playing field by engaging with business who meet industrial obligations.

Secure Local Jobs Code Obligations

For Code Covered Entities:

1. Adherence to the law.
2. Requests for information.
3. Workplace representation.
4. Employee representation and workplace inductions.
5. Right to collectively bargain.
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ACT
Government

More about the

Labour Relations, Training and Workplace Equity Plan

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Labour Relations, Training and Workplace Equity Plan

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<p>E1: Internal operations</p>	<p>Click here to enter text.</p>
<p>E2: For subcontractors (if applicable) See <i>Guidance note 1</i></p>	<p>Click here to enter text.</p>

Guidance note:

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Labour Relations, Training and Workplace Equity Plan

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Guidance note:

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Labour Relations, Training and Workplace Equity Plan

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<p>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.</p>	<p>Click here to enter text</p>
<p>H1: Internal operations See <i>Guidance note 4</i></p>	

Guidance Note:

- 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, or other measures to support employee health and wellbeing.

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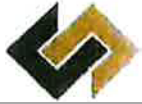
Labour Relations, Training and Workplace Equity Plan

F: SECURITY OF EMPLOYMENT

<p>Describe how your business seeks to minimise insecure work arrangements. This includes:</p> <ul style="list-style-type: none"> 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. 	
K1: Internal operations	Click here to enter text.
K2: Subcontractors or labour hire arrangements (if applicable)	Click here to enter text.

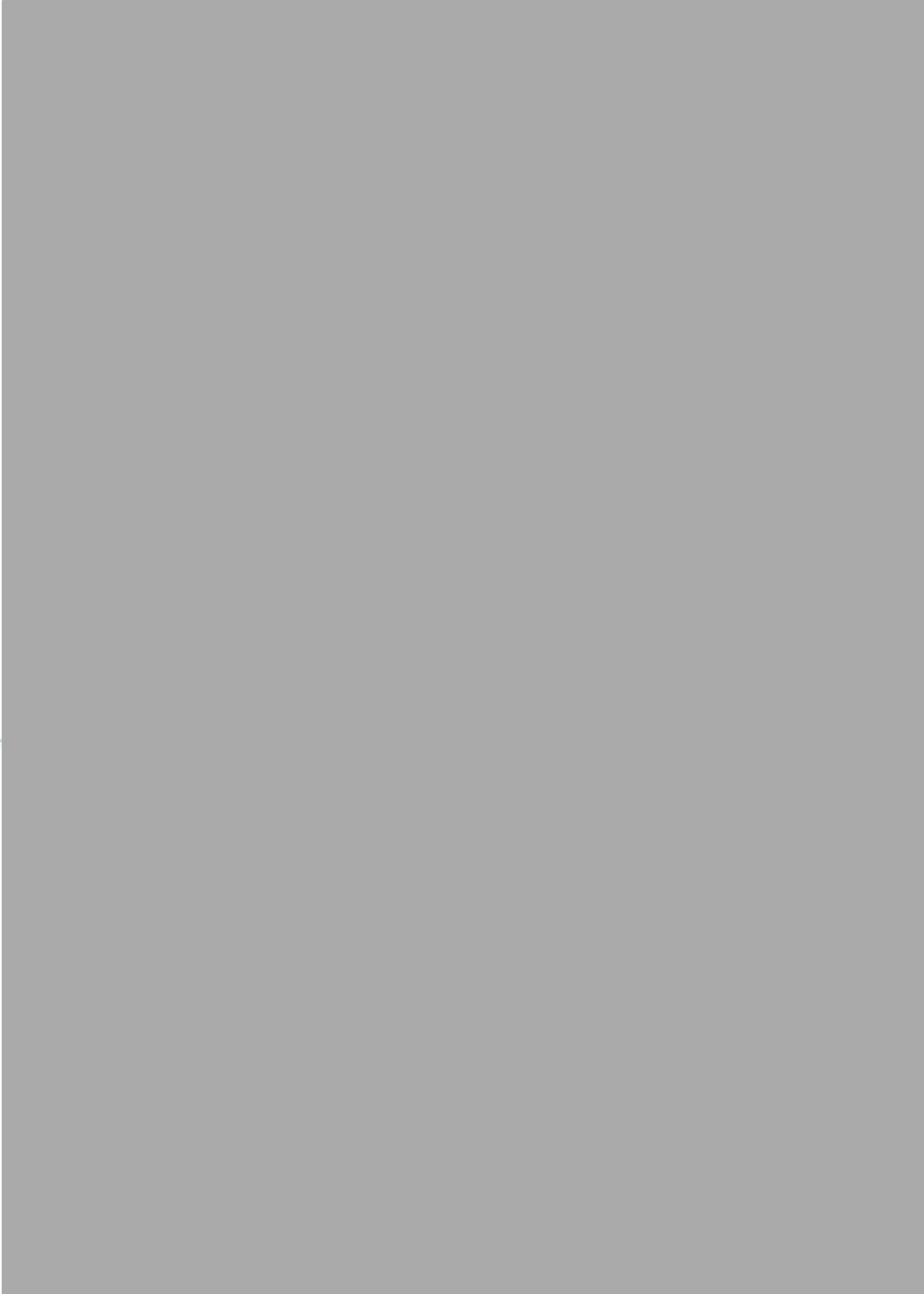
G: Consultation with staff and their representatives

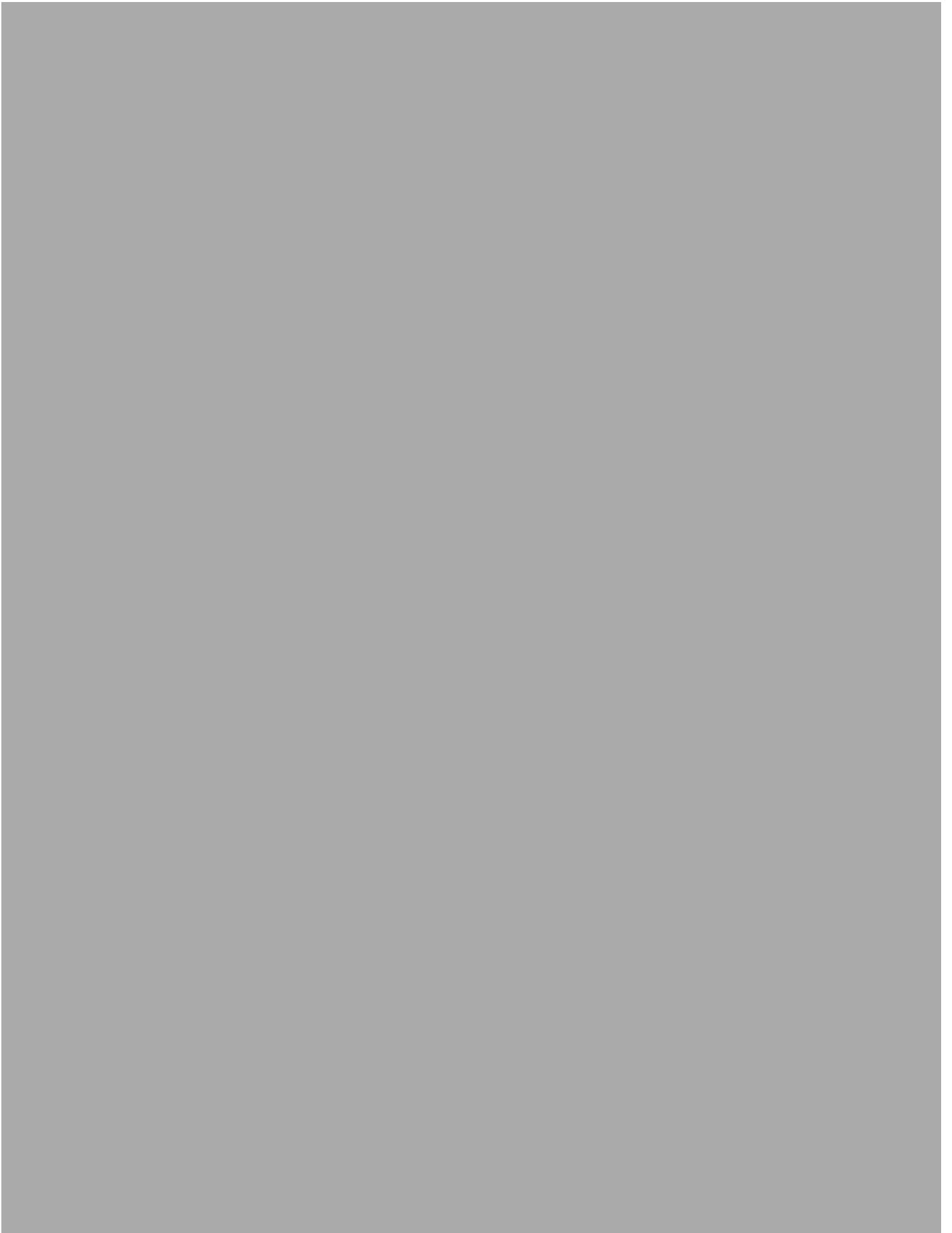
L1: Have you consulted with your staff in developing this Plan?	Yes <input type="checkbox"/> Complete L2 No <input type="checkbox"/> Go to Declaration
L2: Describe and provide evidence of how this consultation was done. This could include consultation with eligible unions or relevant staff representatives.	
Click here to enter text.	



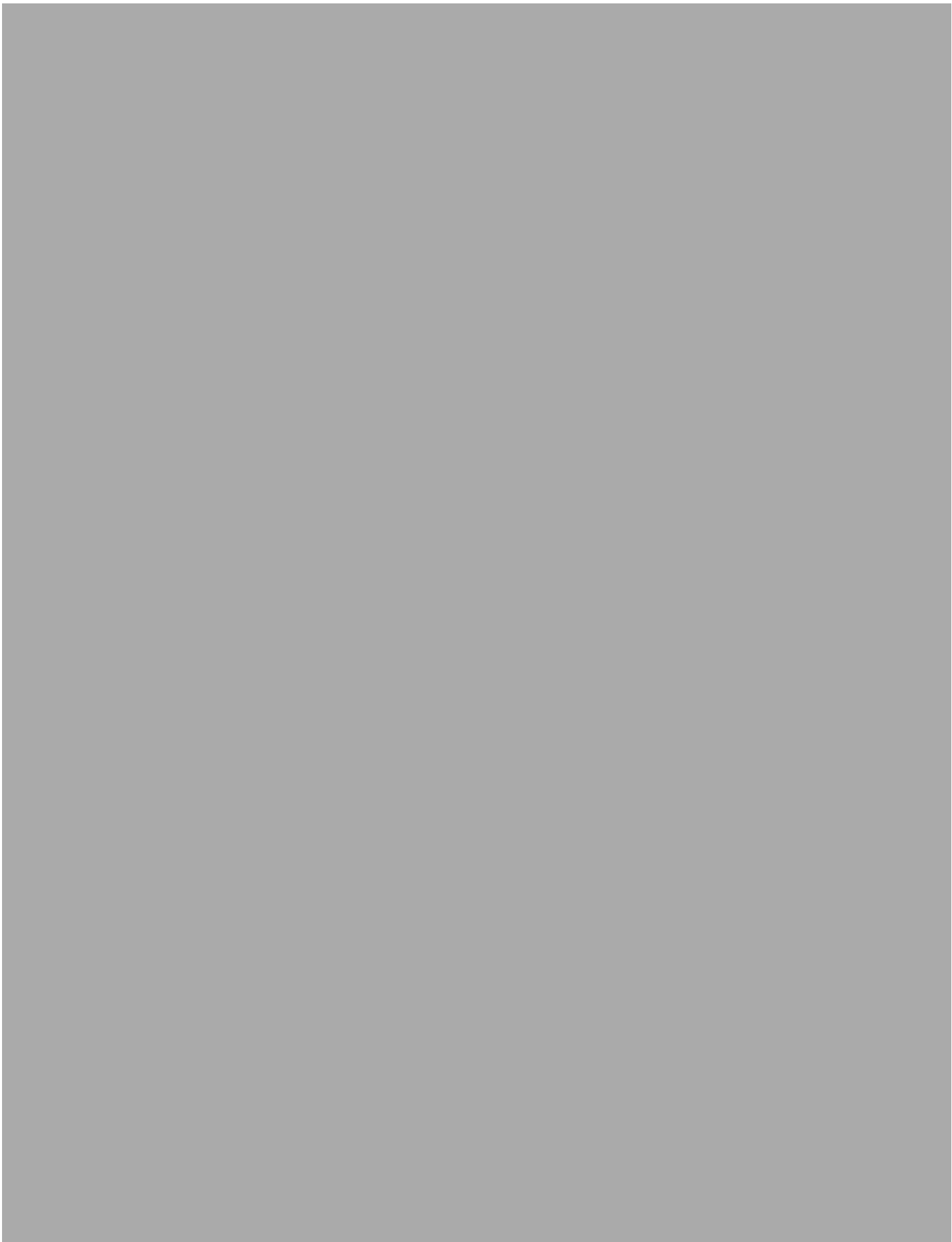
CANBERRA CONTRACTORS
CIVIL ENGINEERING CONTRACTORS

FORM 17A
Training Record

















[Redacted content]



[Redacted content]

Attachment D (6 Pages)

D: Security of Employment

Security of employment: D2 Subcontractors or labour hire arrangements.

Refer attached Form 31.

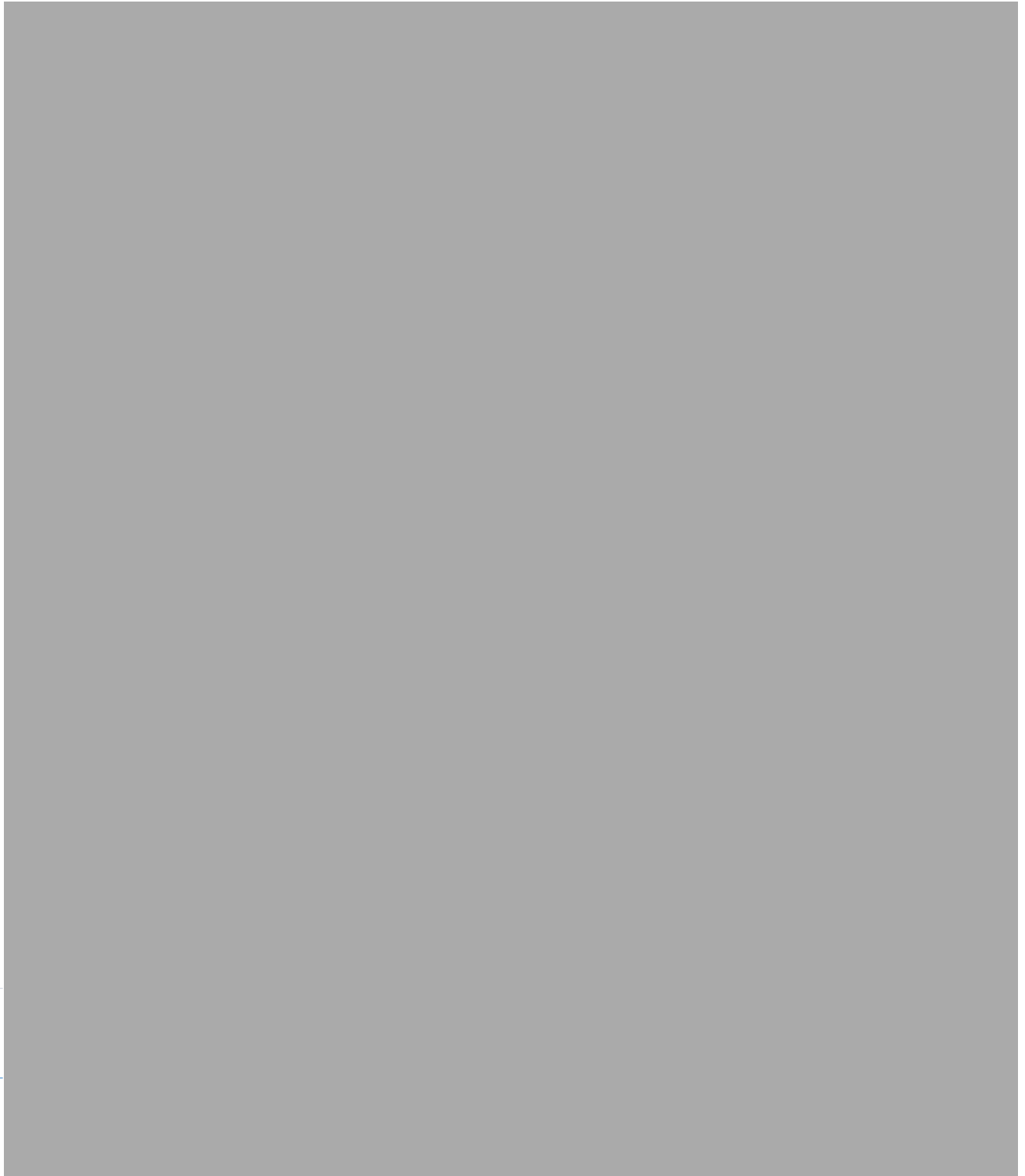


Subcontractor/Supplier/Prequalification

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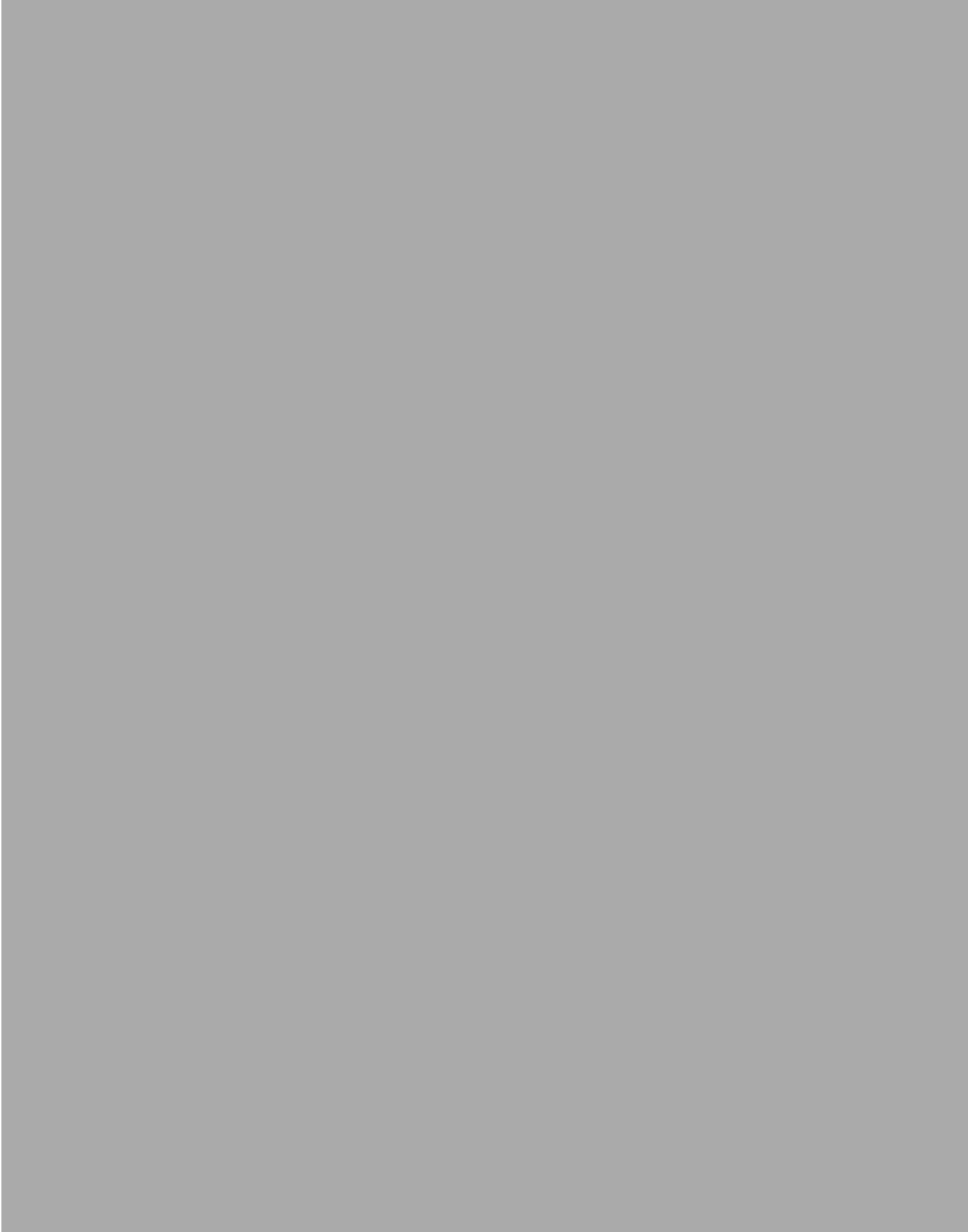


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Attachment 1/



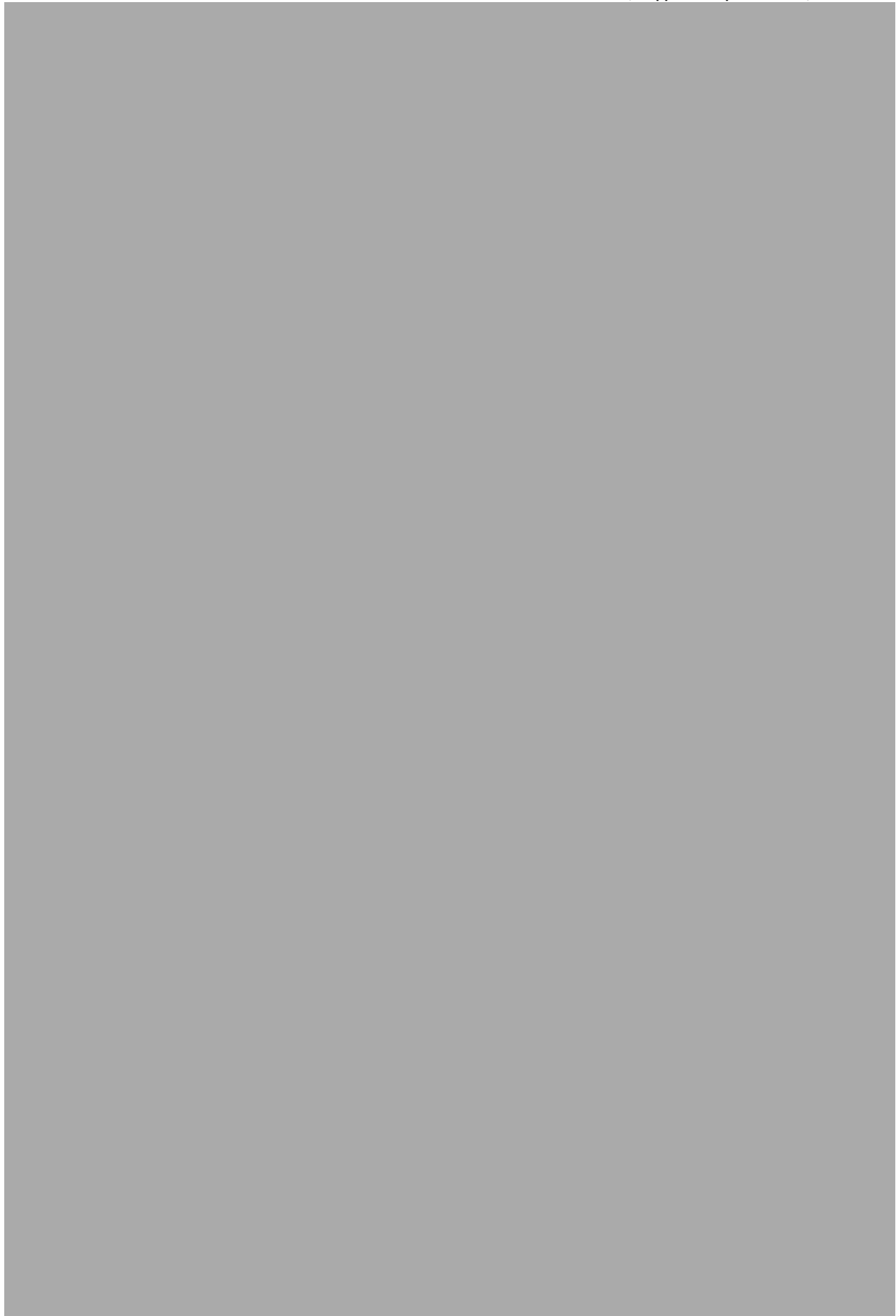


CANBERRA CONTRACTORS
CIVIL ENGINEERING CONTRACTORS

ABN 91 008 583

FORM 31

Subcontractor/ Supplier Prequalification / Conditions





Attachment E (43 Pages)



ANNEXURE P1

Canberra Contractors

Drug and Alcohol Management Procedure



AUTHORISATION

This edition of this procedure
is approved and authorised for issue by:



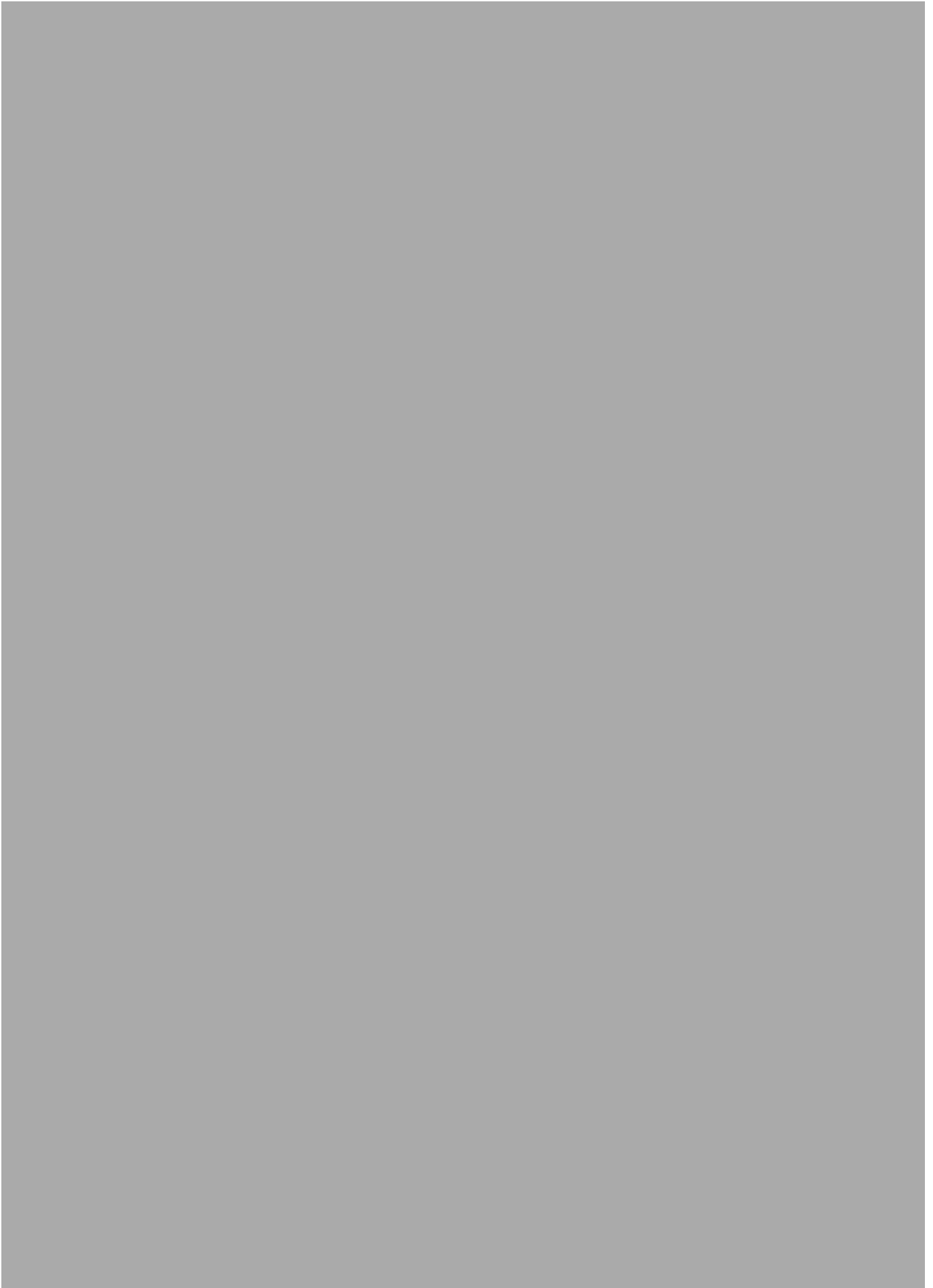
1/11/2020

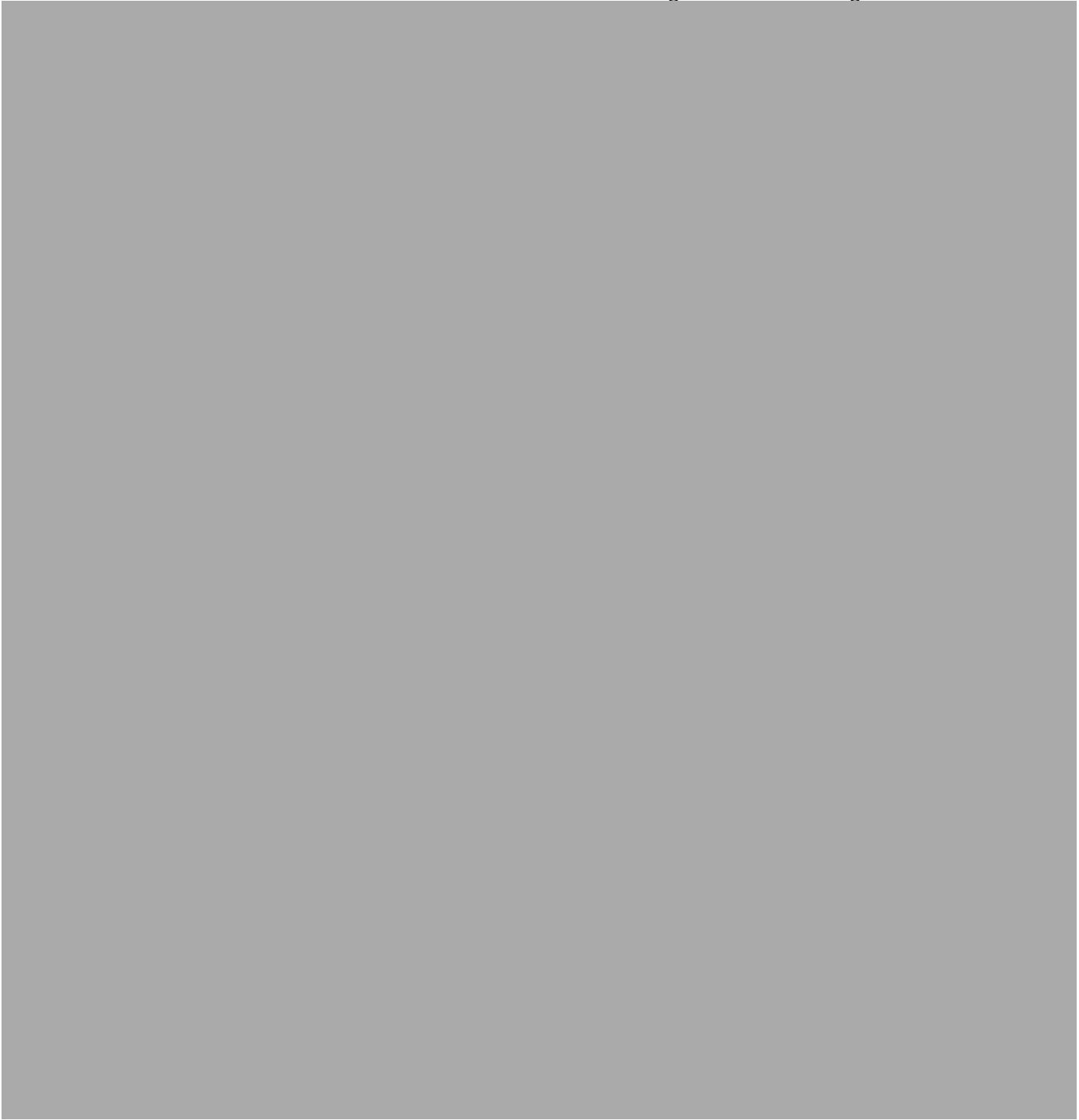
Paul Macor
Managing Director
Canberra Contractors

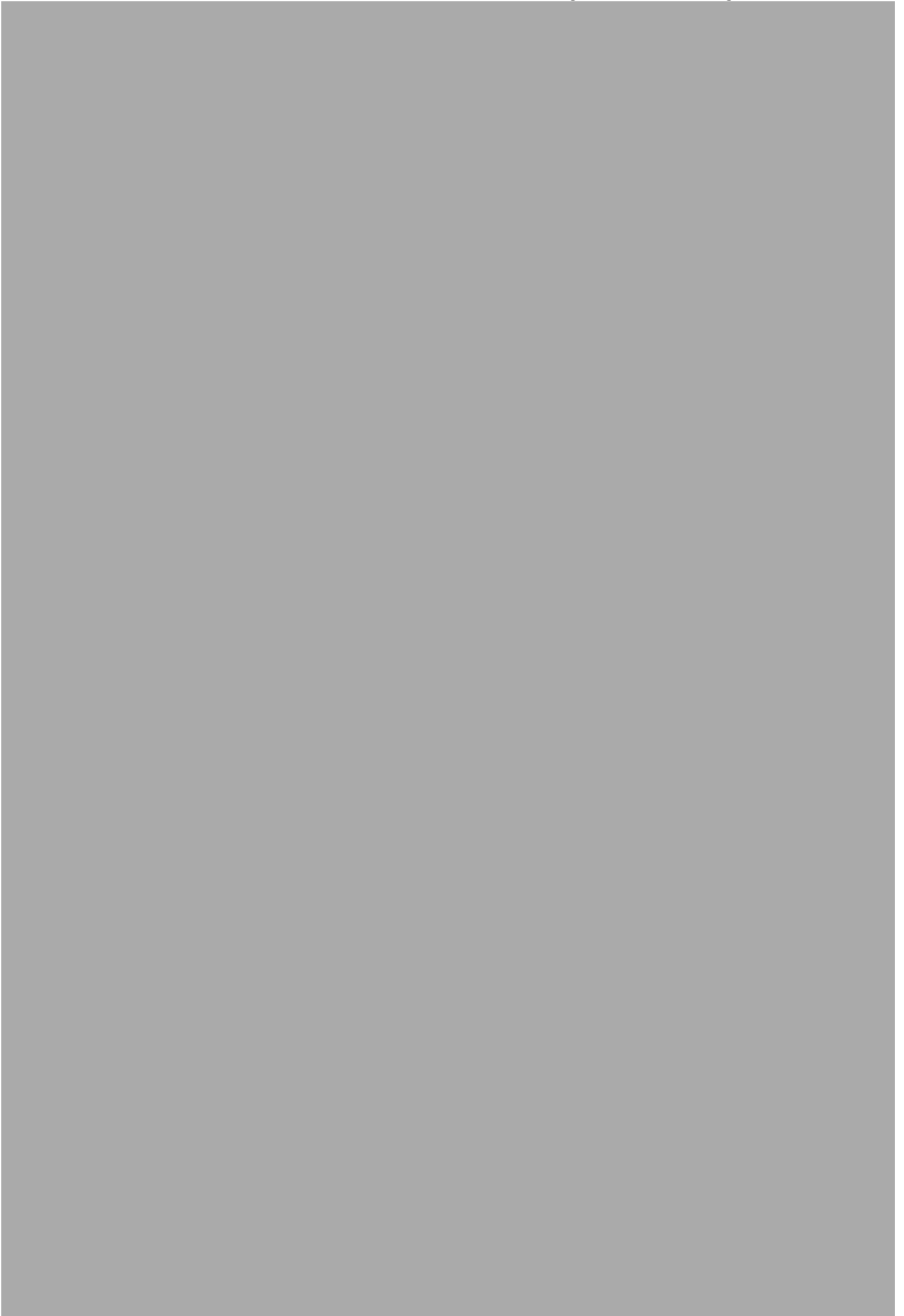
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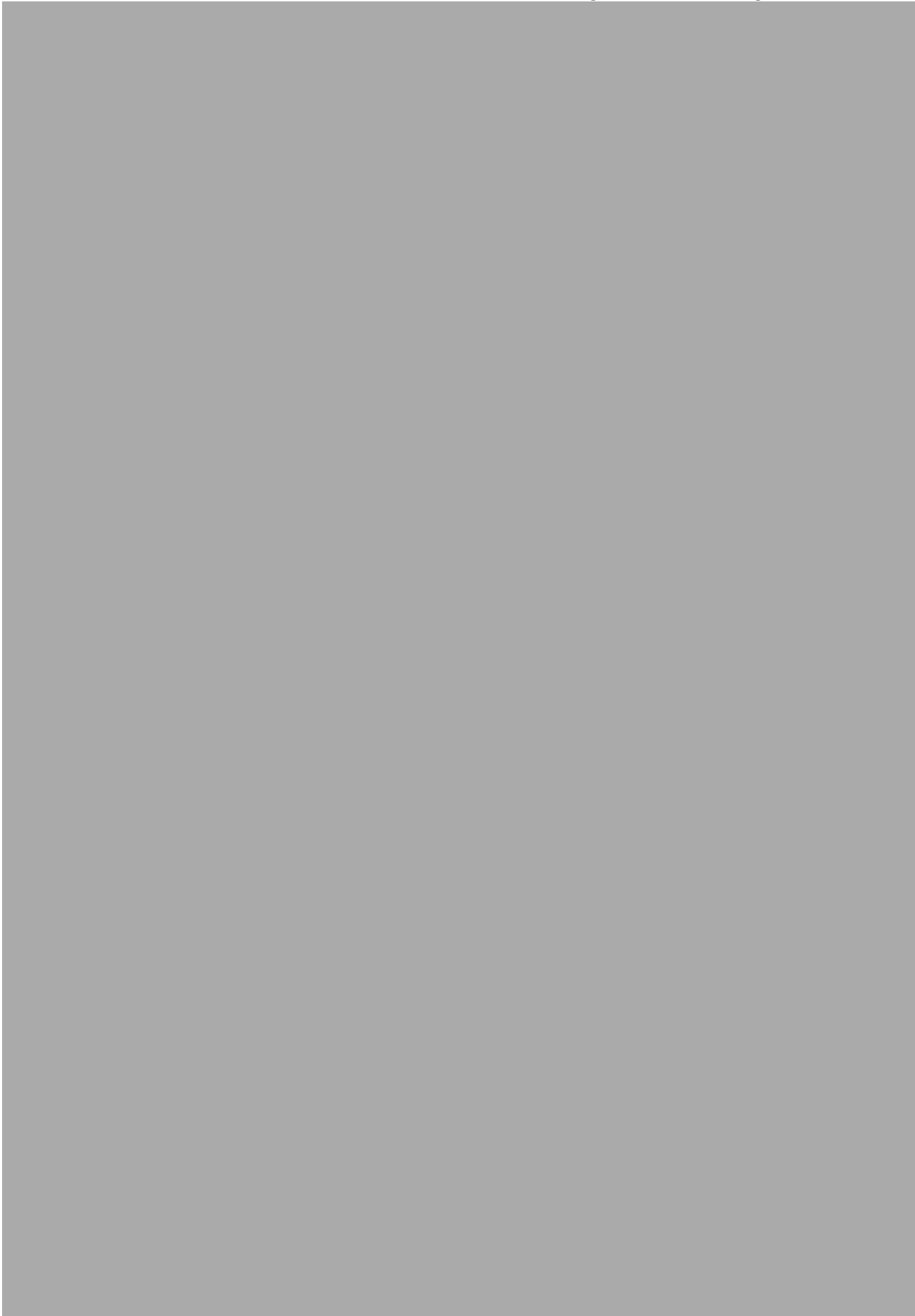
Prepared by: John Graham – Risk Manager

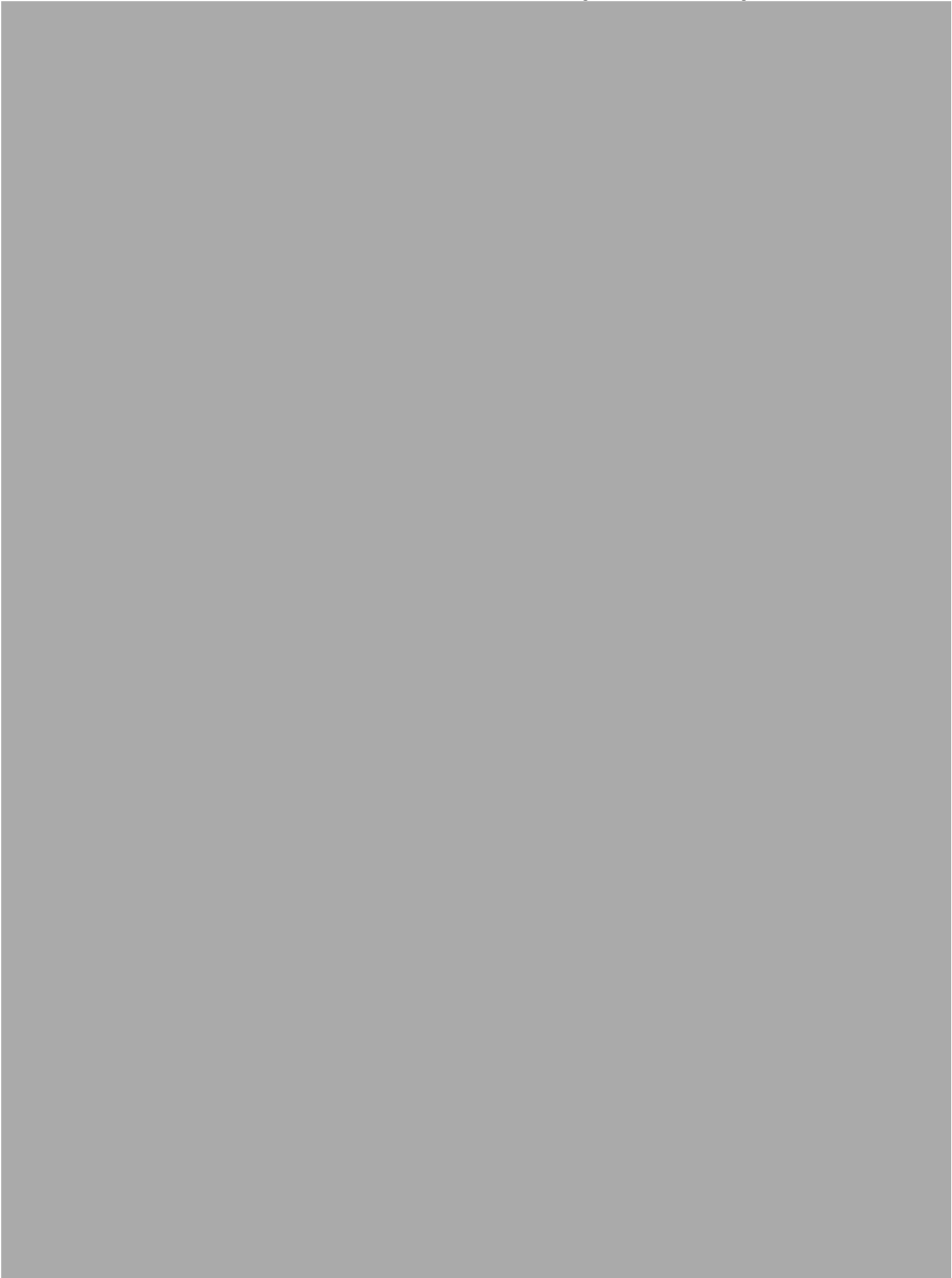
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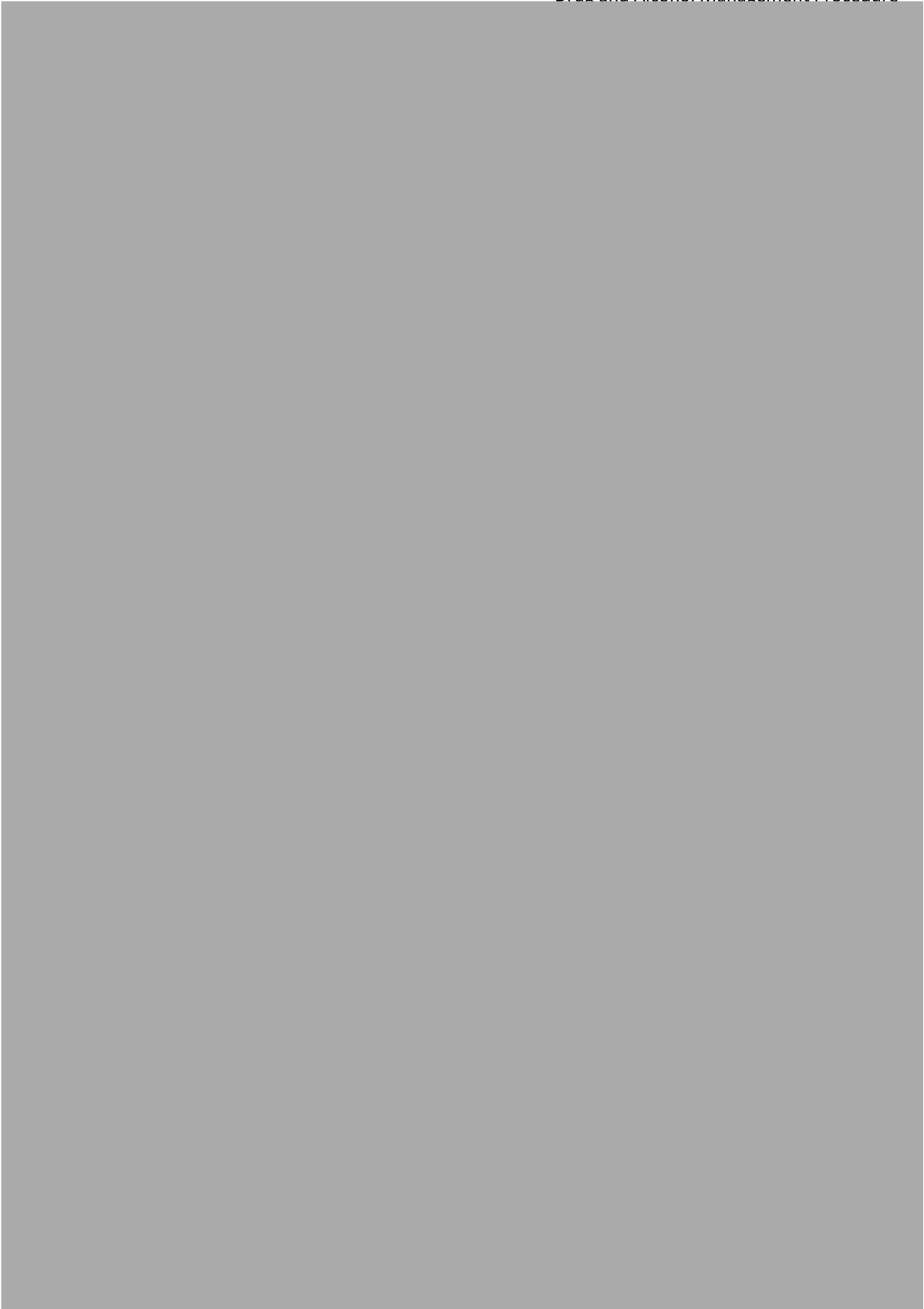




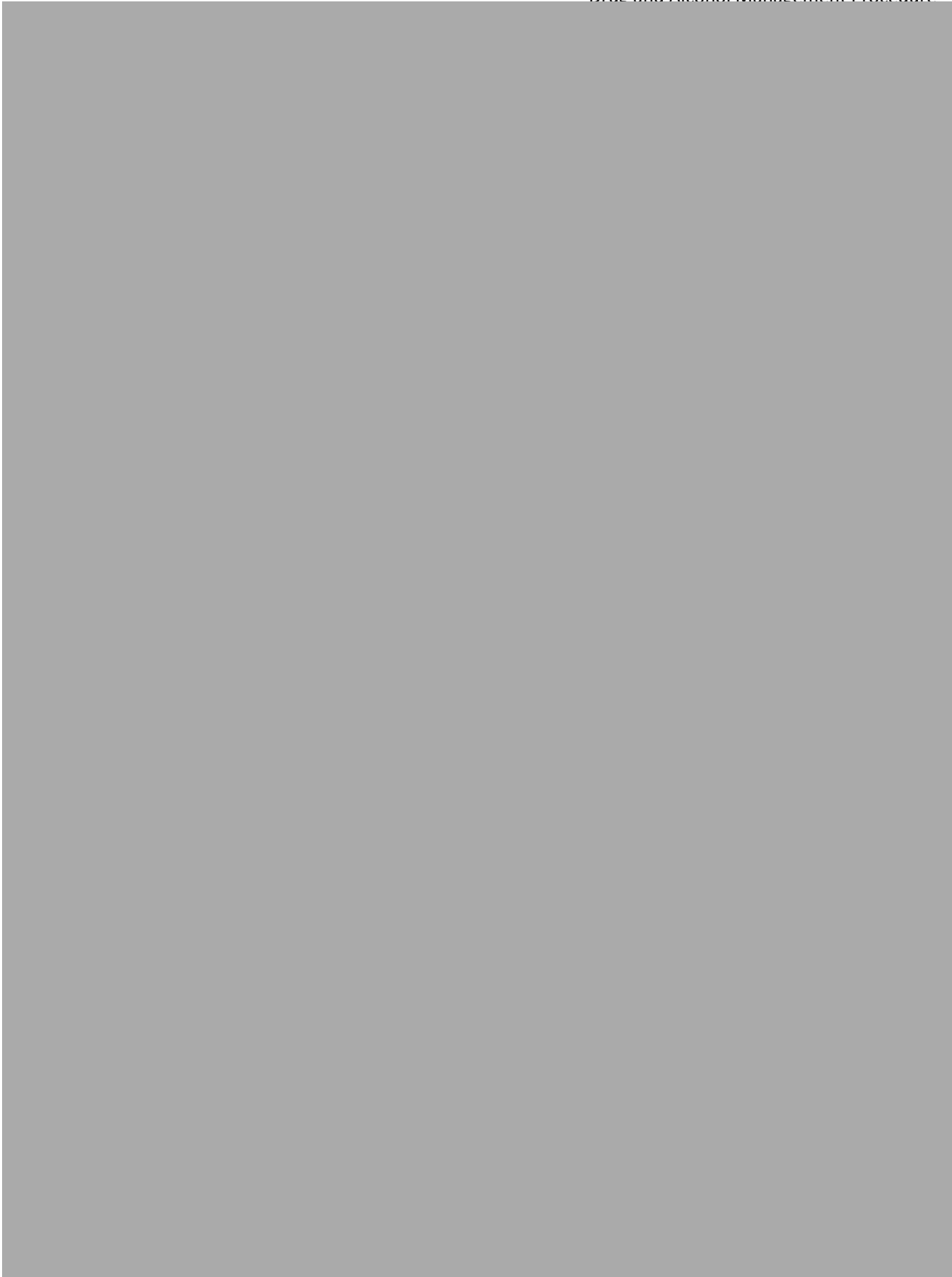




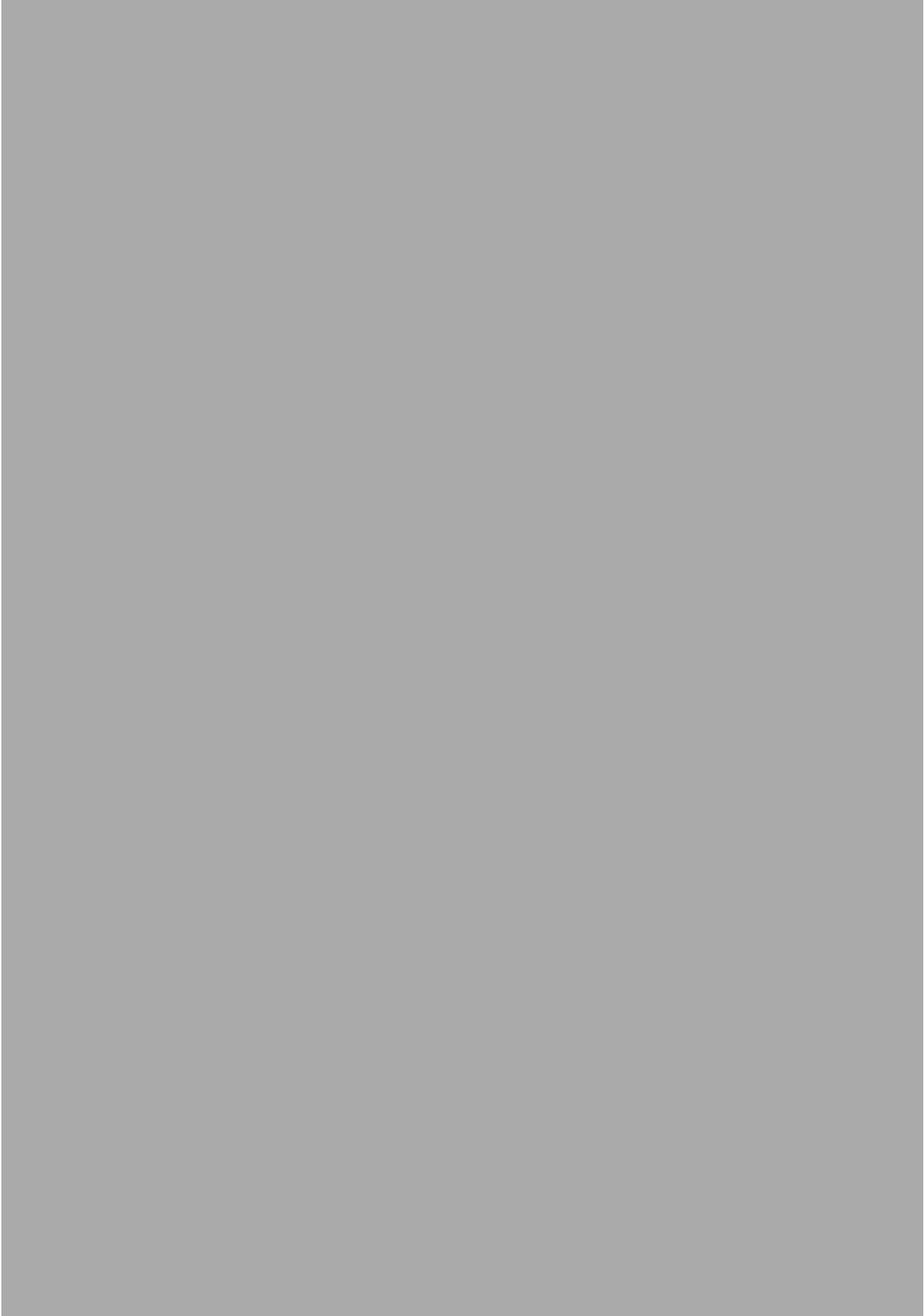




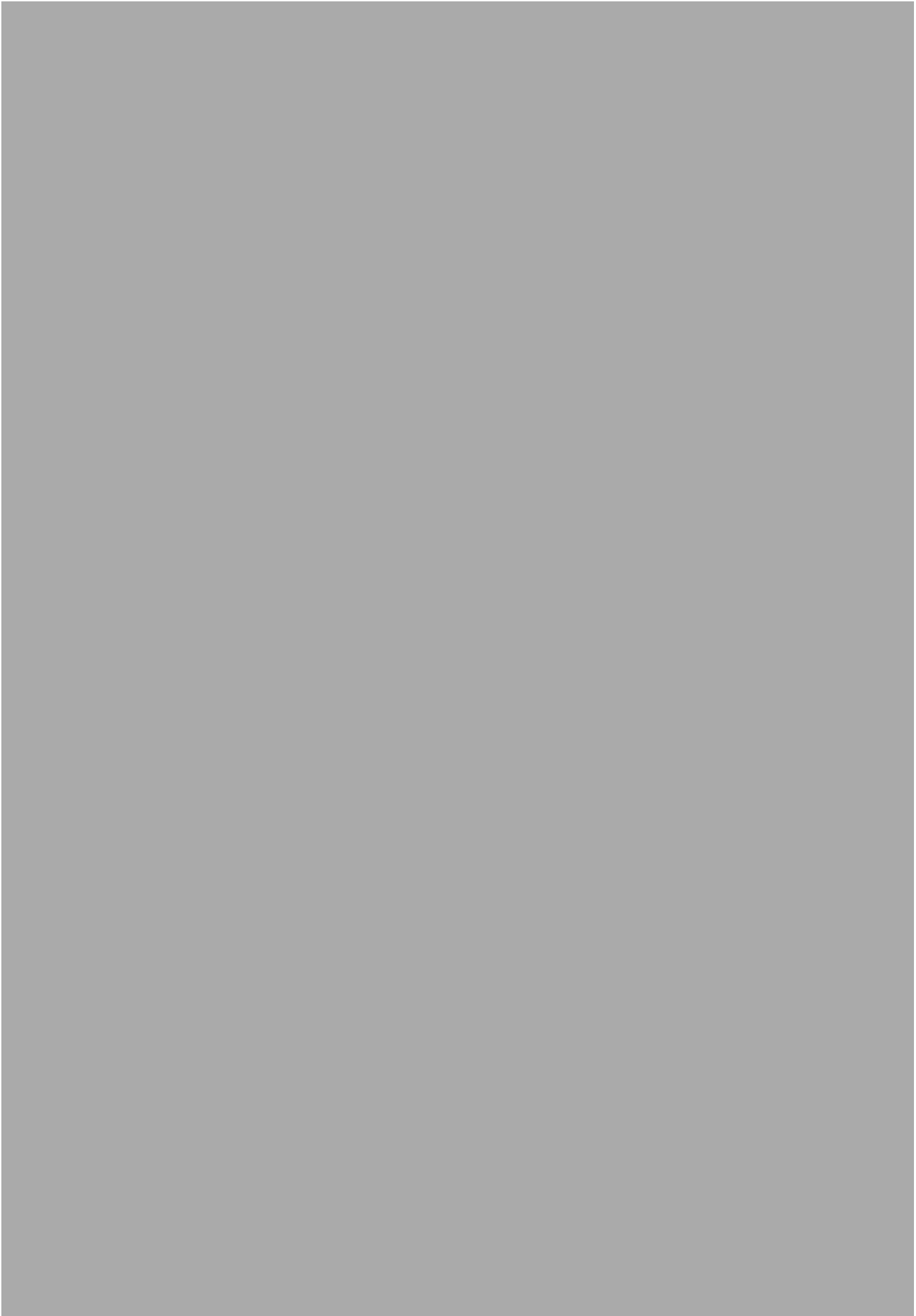


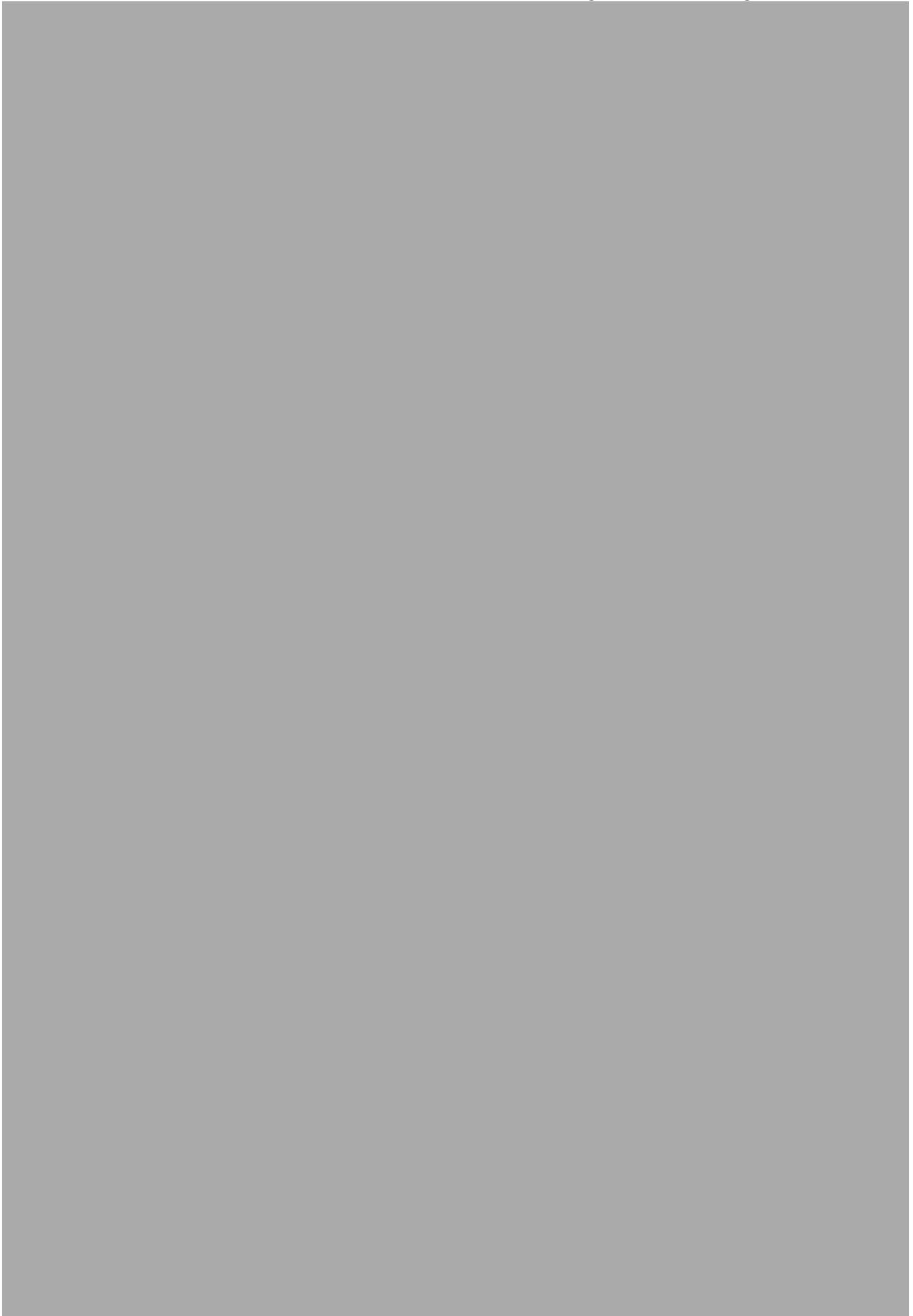


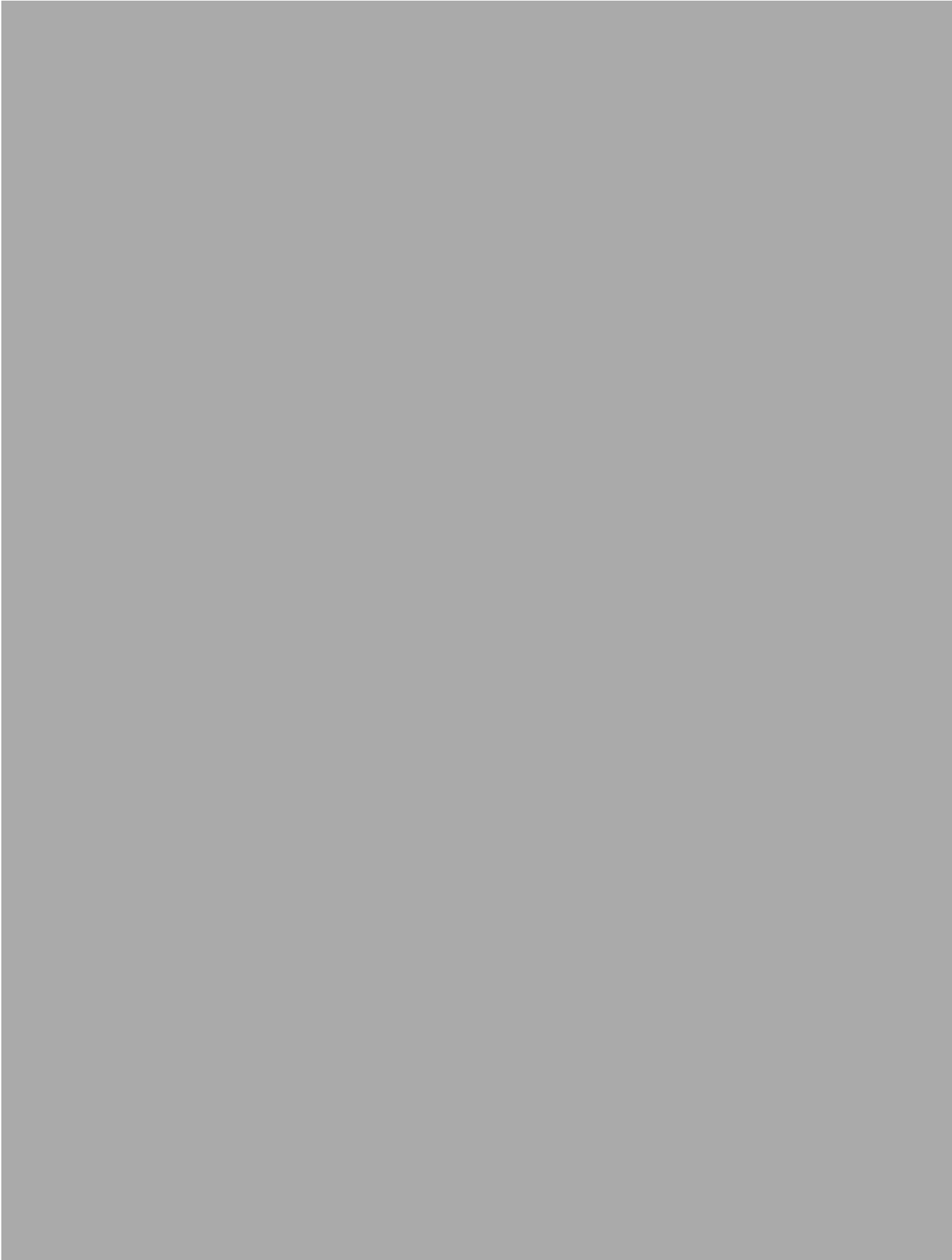






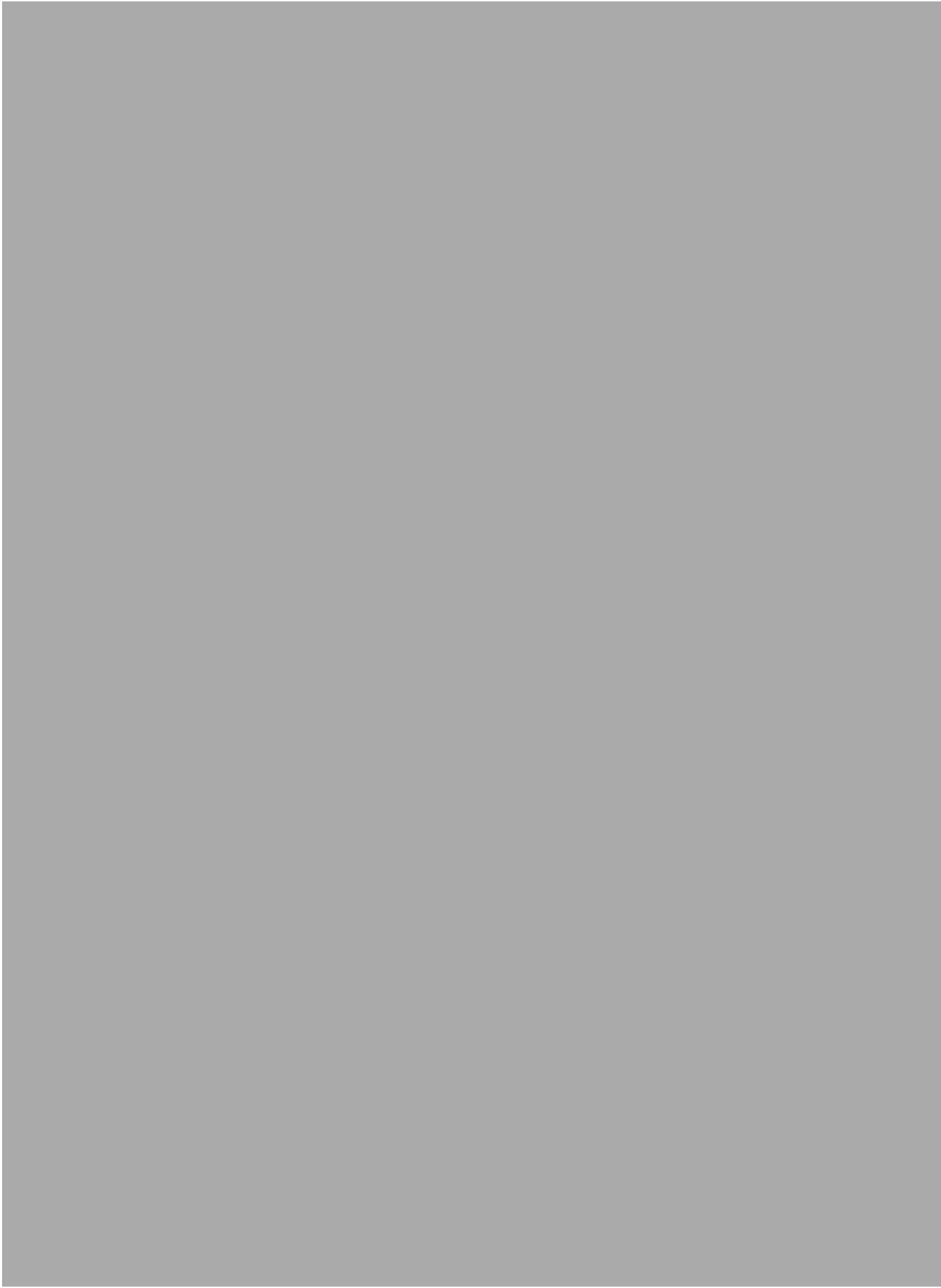




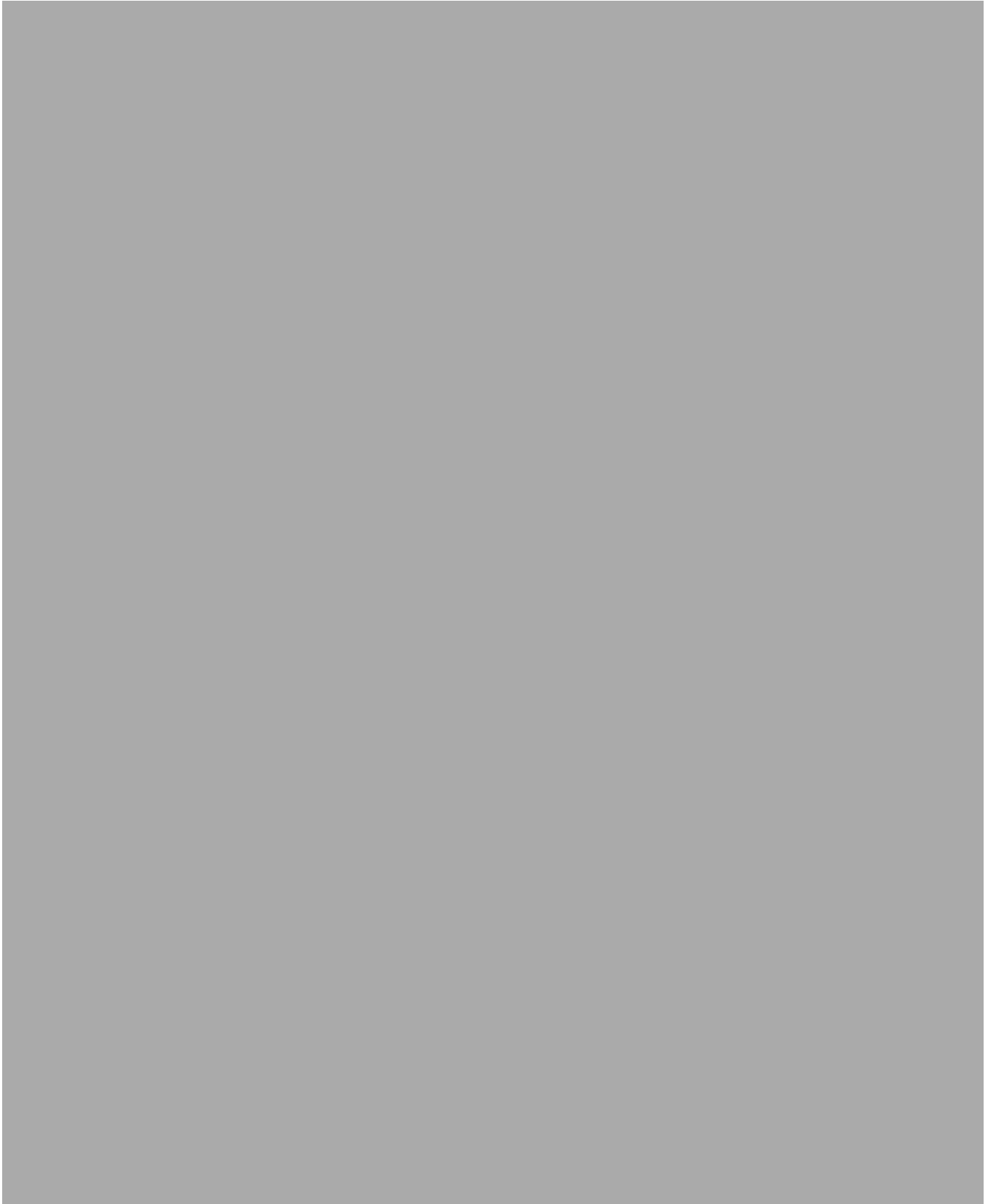




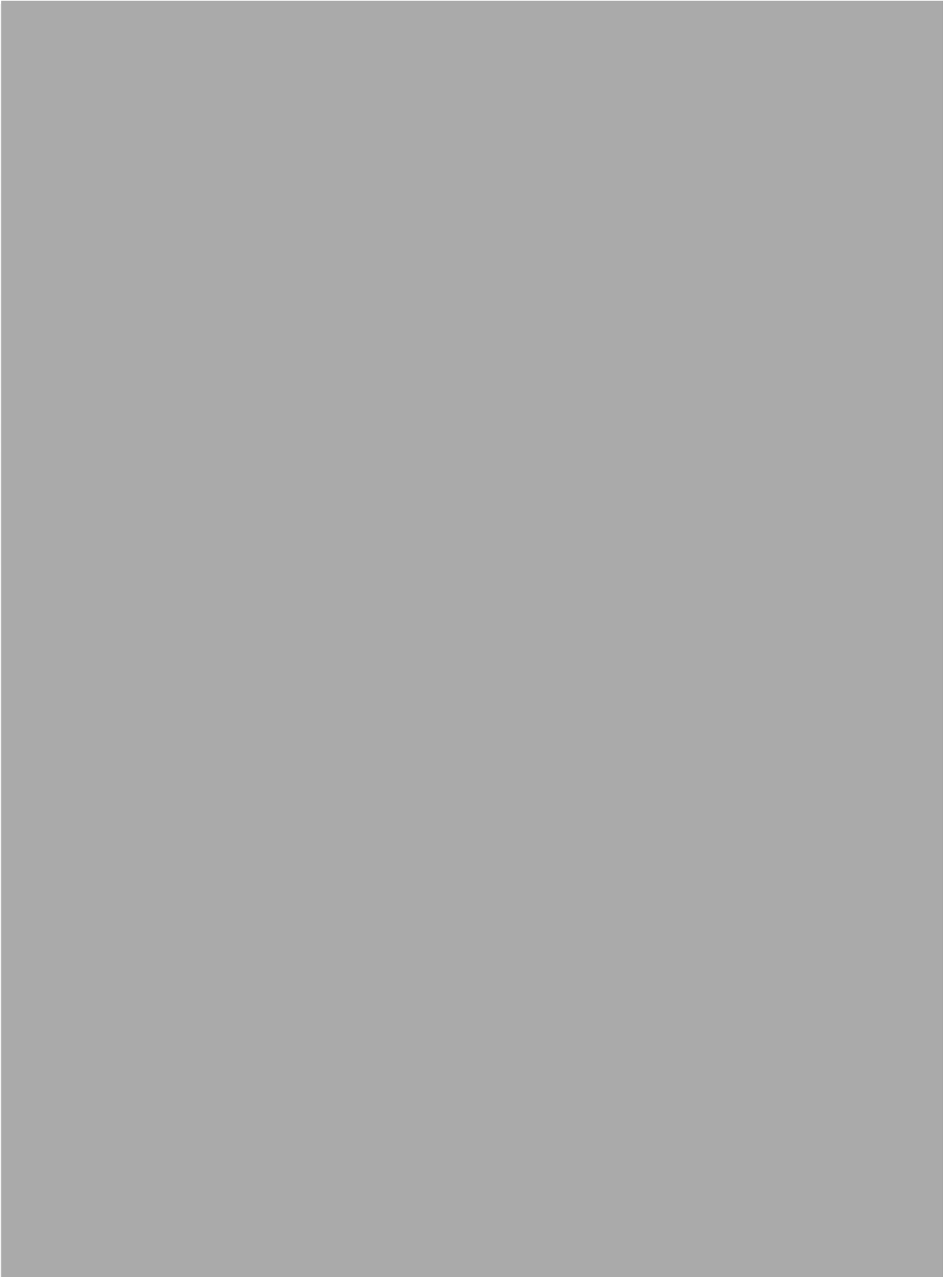
Appendix 1 – Drug and Alcohol Management Plan Summary



Appendix 2 - Drug and Alcohol Counselling Assistance



Appendix 4 - Drug and Alcohol Management Plan Workflow



Appendix 5 – Drug Testing Consent & Chain of Custody Forms

Independent test provider documents to be added.

ANNEXURE P6

Canberra Contractors

Health Management Procedure



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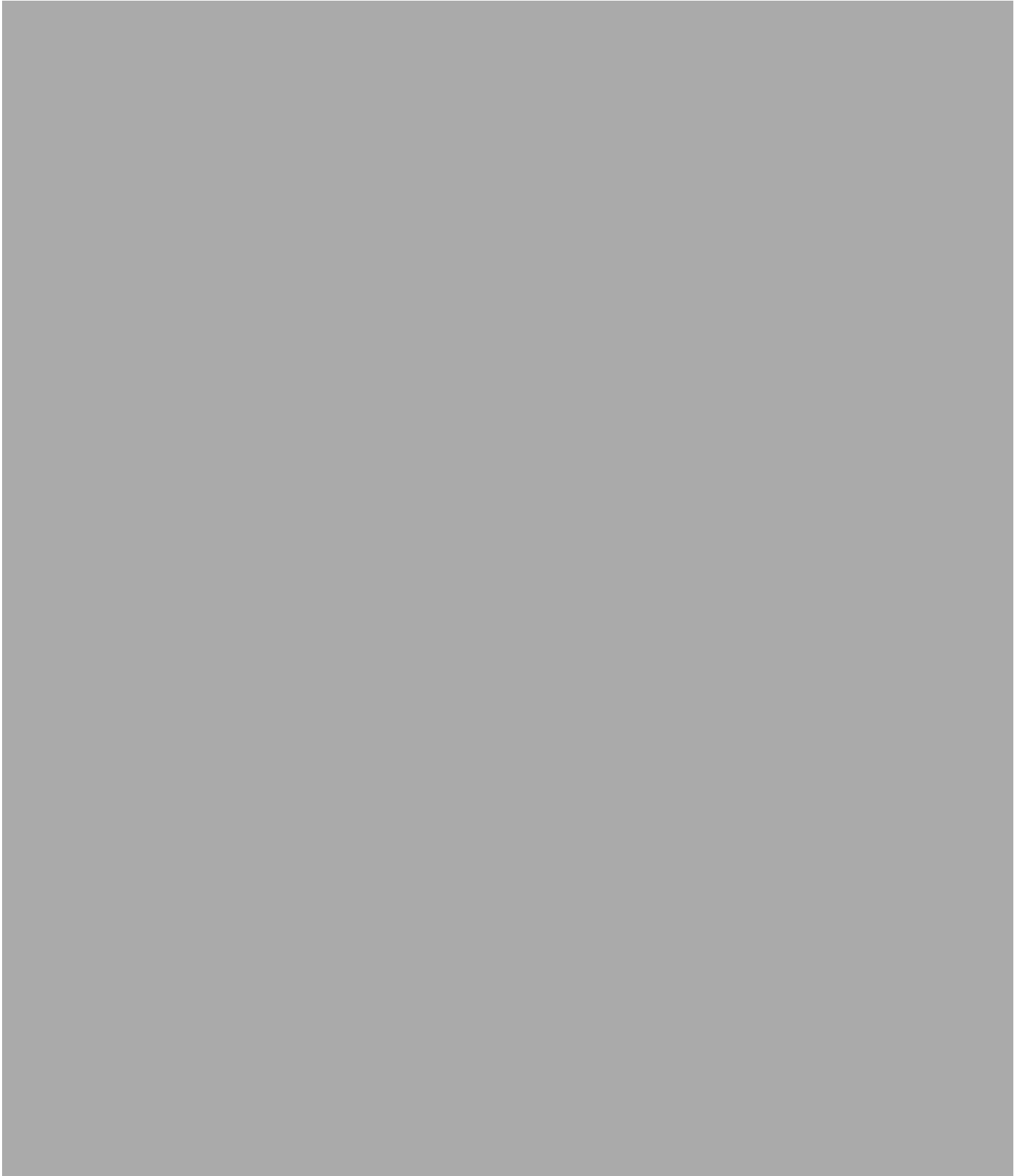
Paul Macor
Managing Director
Canberra Contractors

1/12/2021

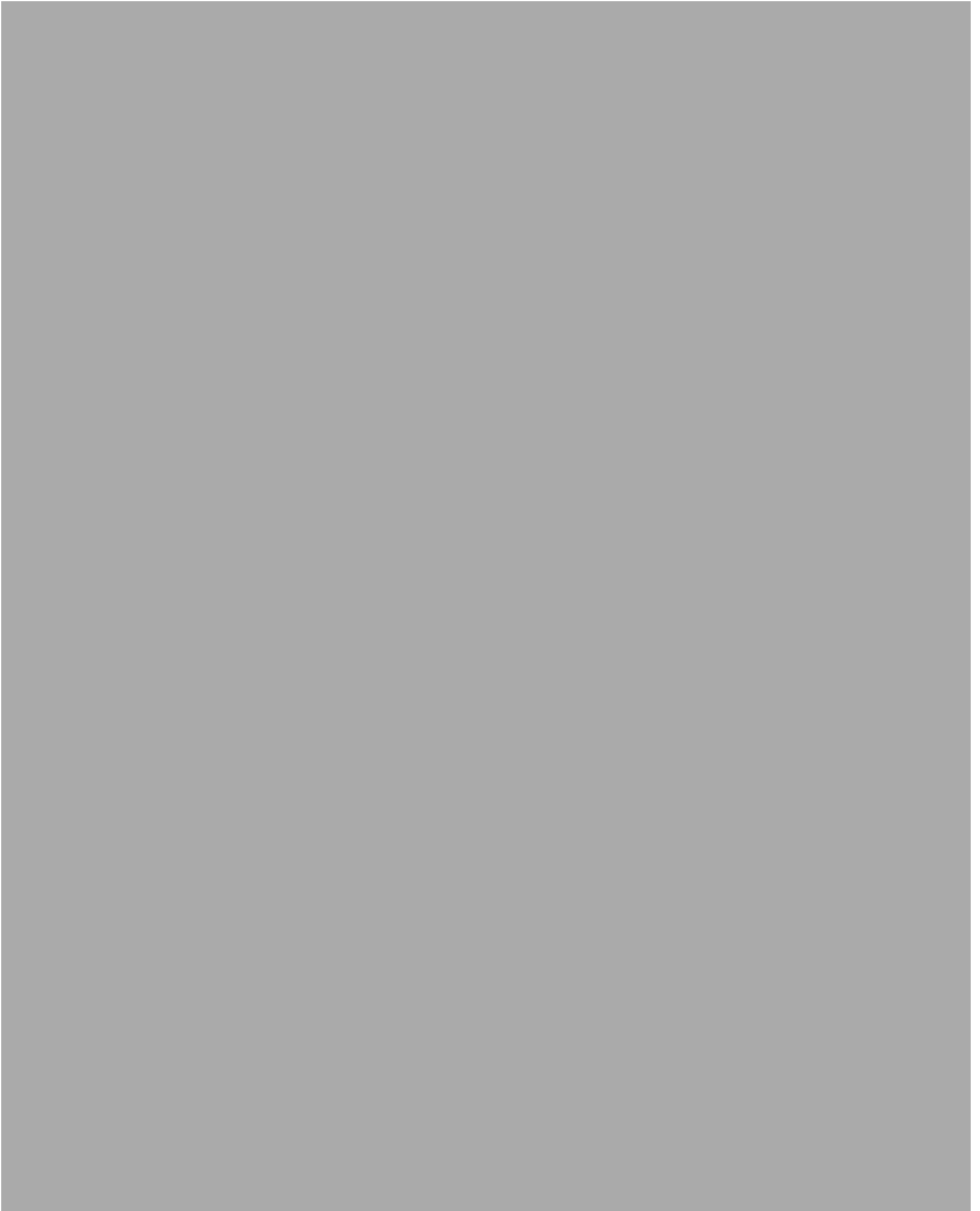
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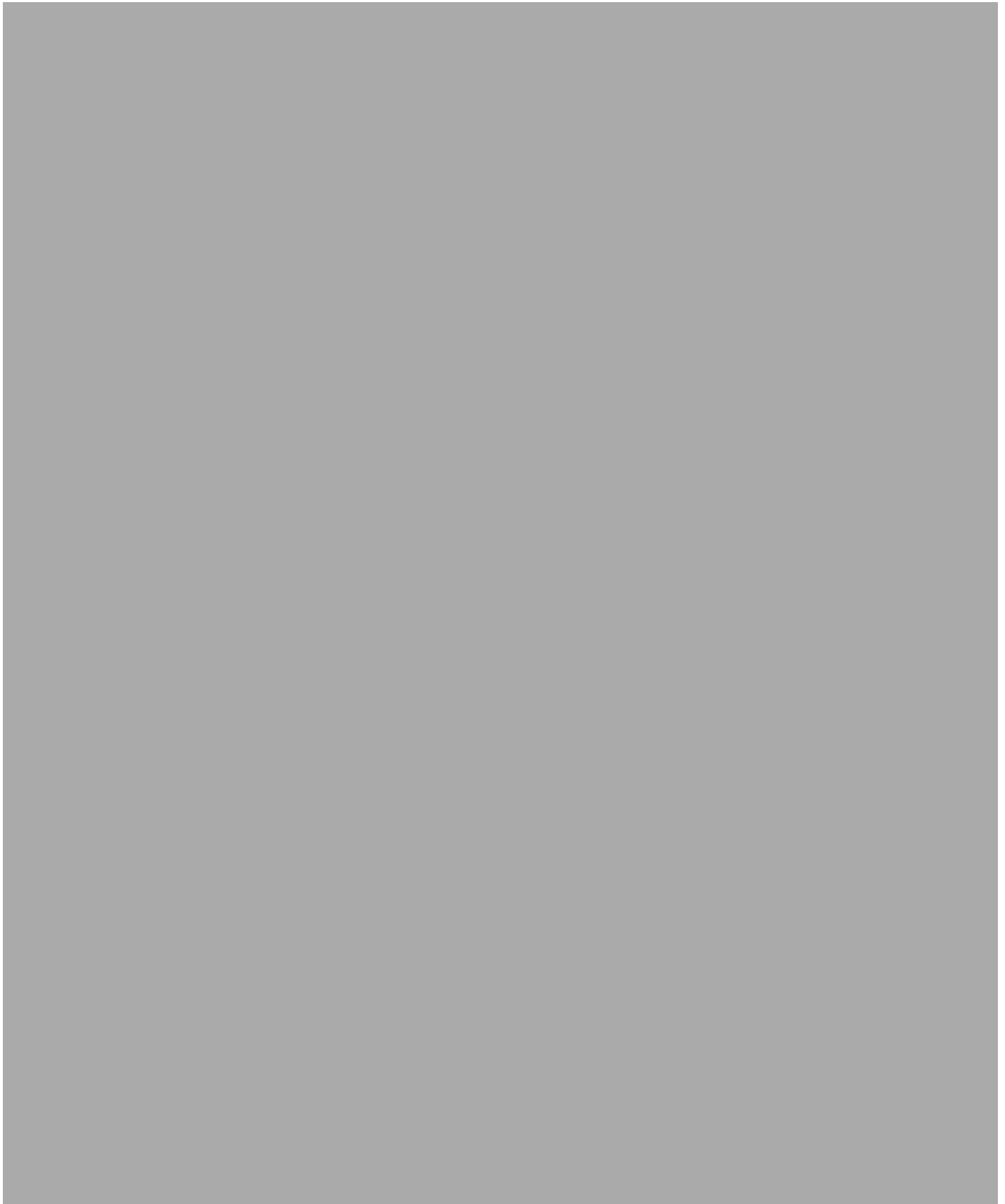
Prepared by: John Graham – Risk Manager

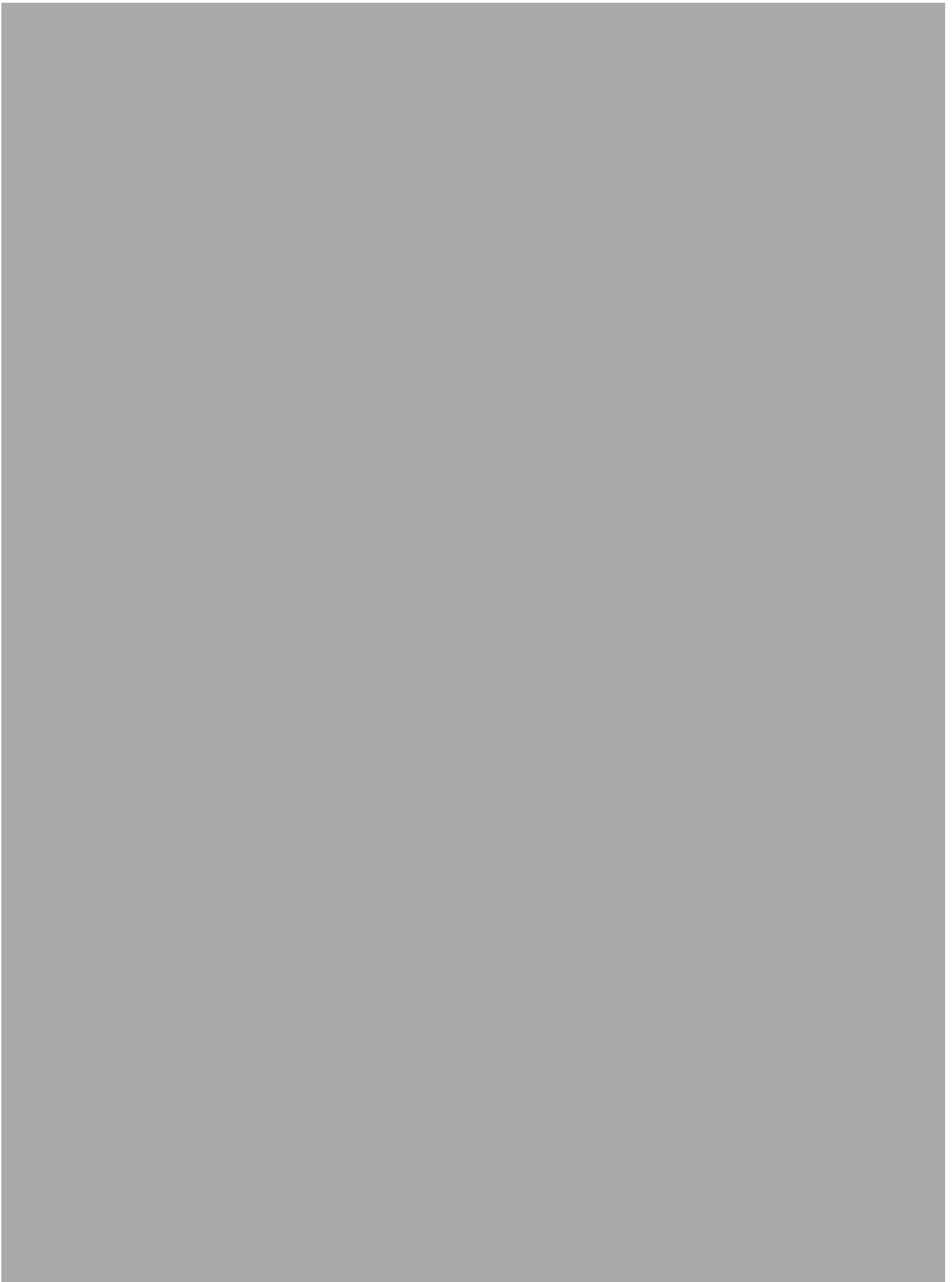
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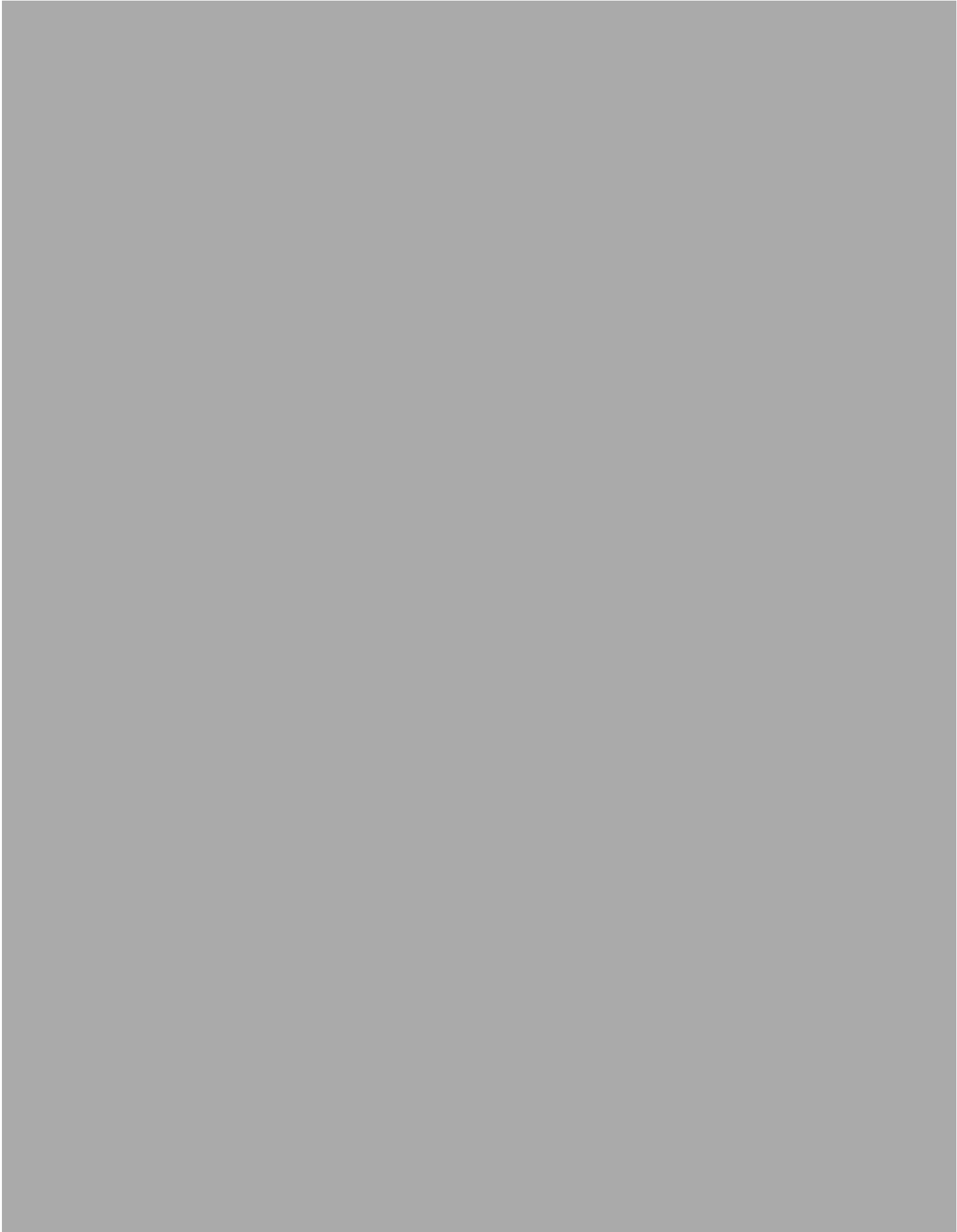


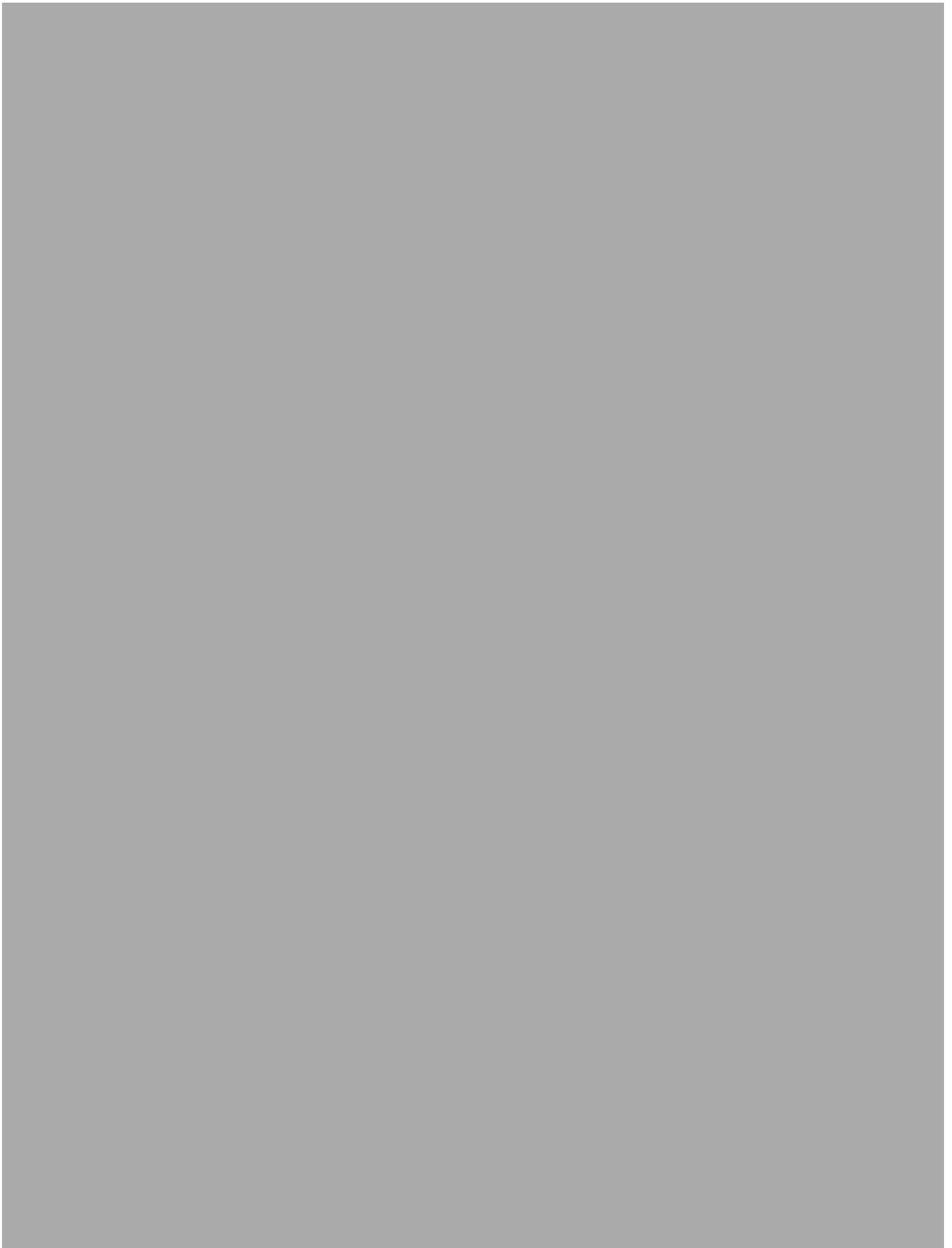
Health Management

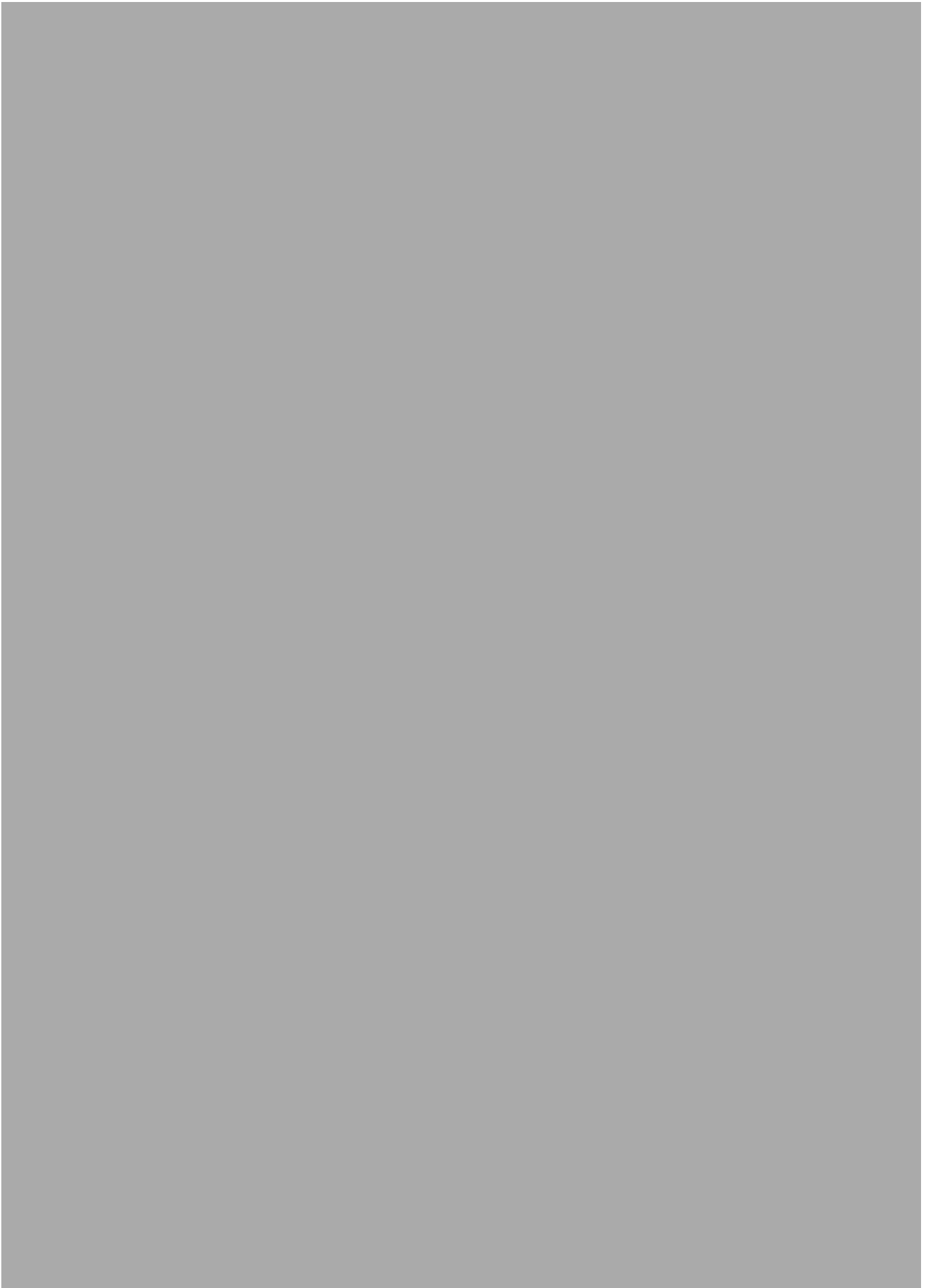


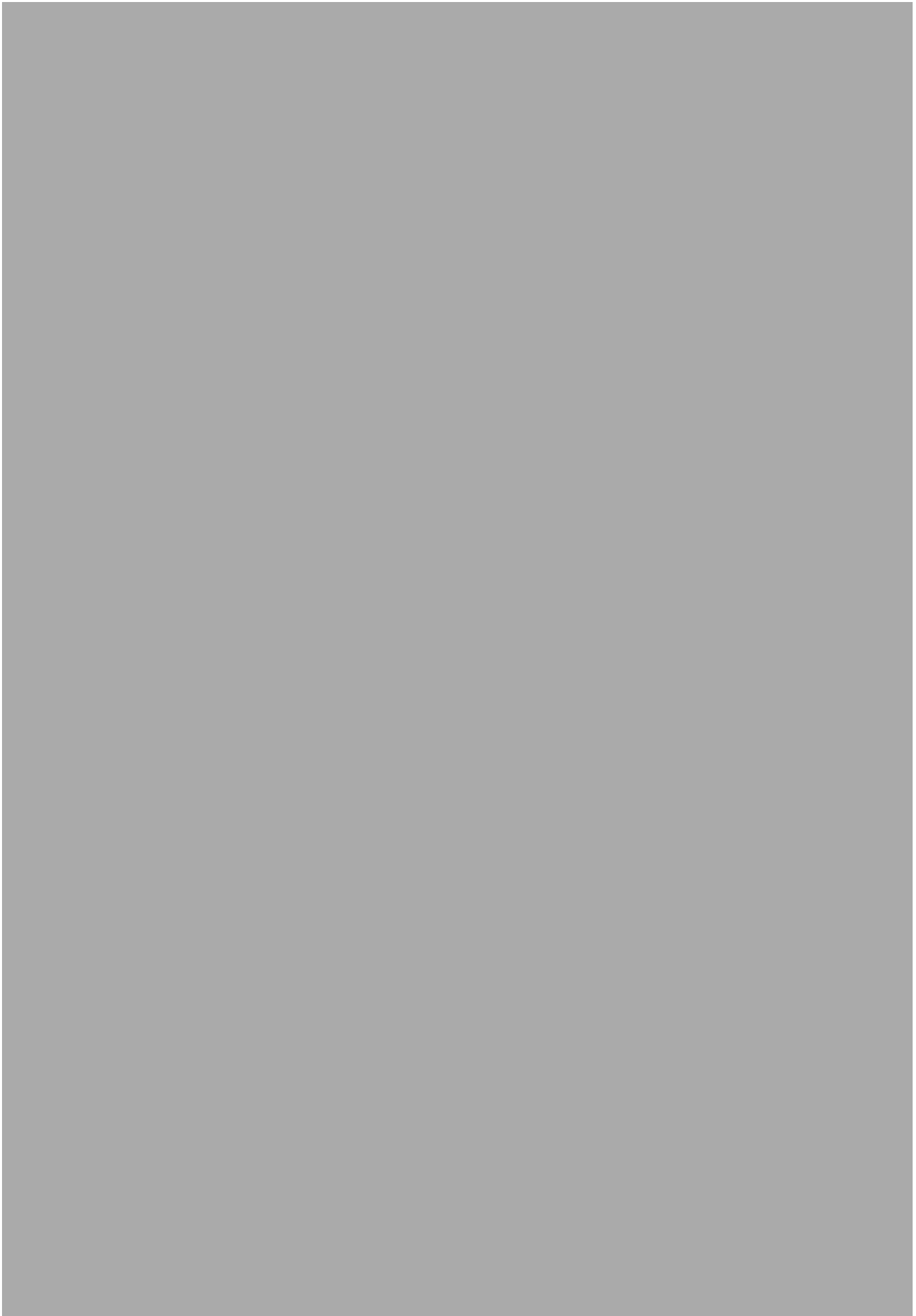














ANNEXURE P7

Canberra Contractors Inclement Weather & Thermal Stress Management Procedure

Contents



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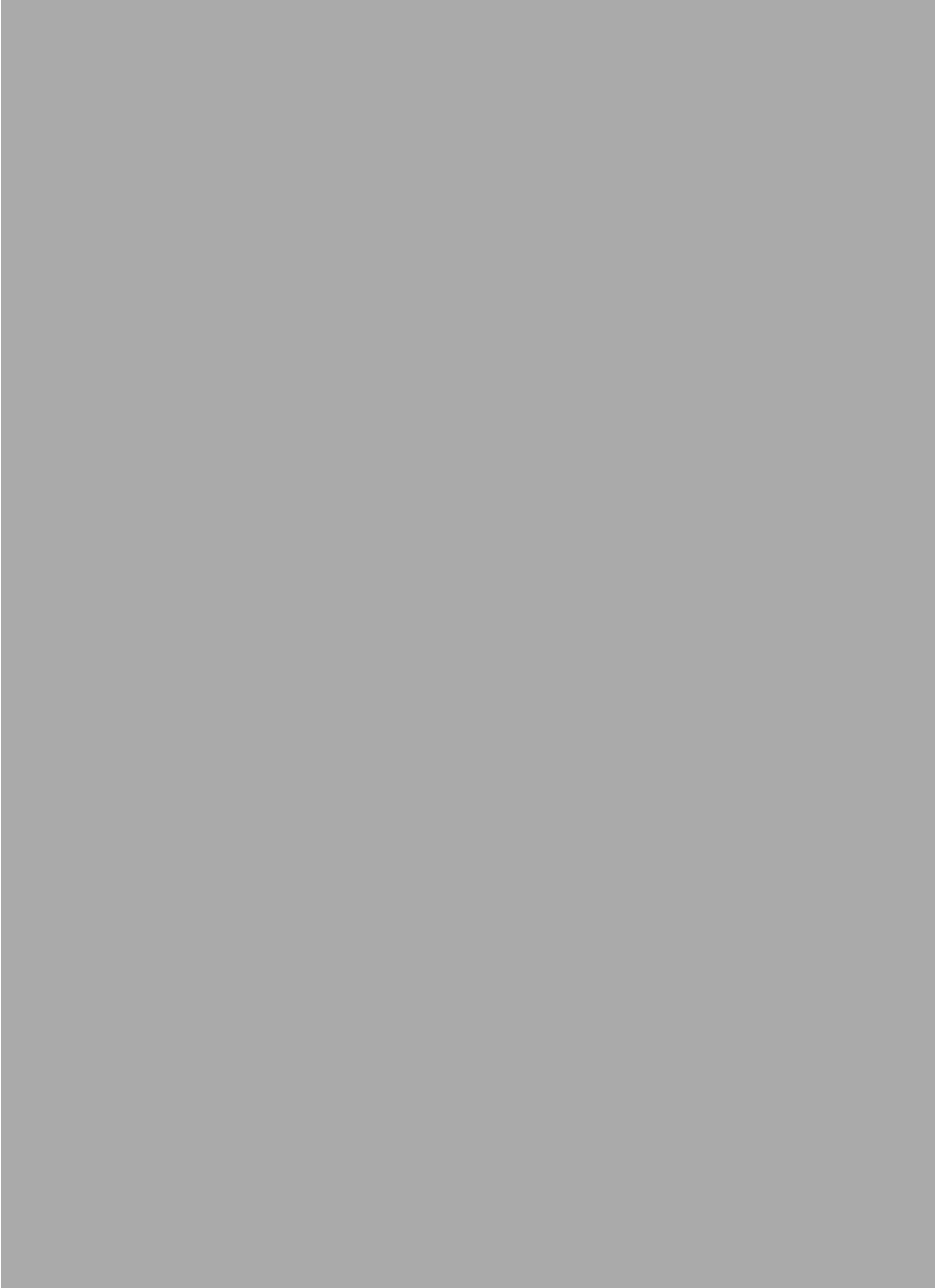
21/01/2020

Paul Macor
Managing Director
Canberra Contractors

Date

Prepared by: John Graham – Risk Manager

INCLEMENT WEATHER & THERMAL STRESS MANAGEMENT PROCEDURE





ANNEXURE P10

Canberra Contractors

Personal Protective Equipment Procedure



AUTHORISATION

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Paul Macor
Managing Director
Canberra Contractors

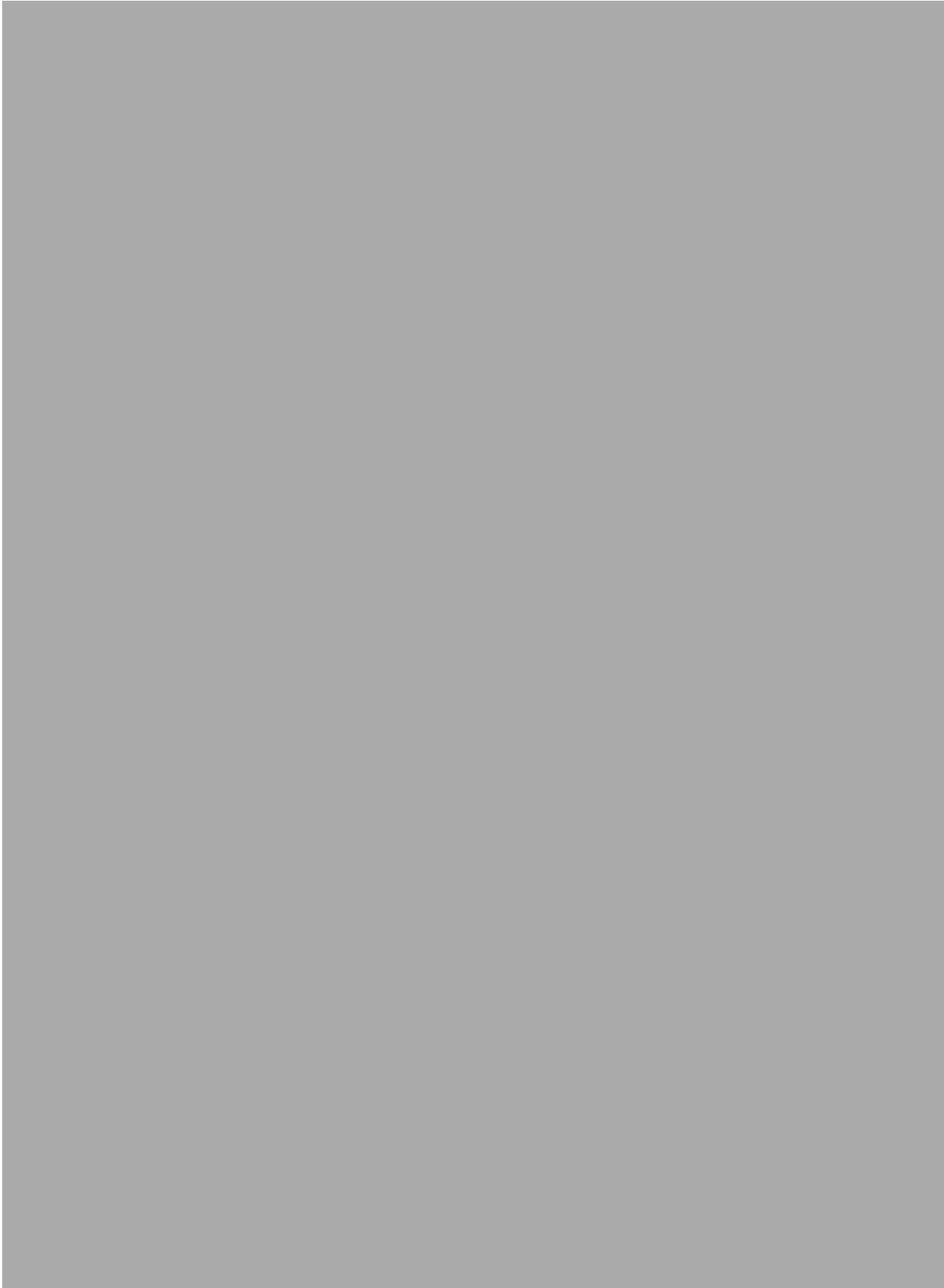
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1/04/2021

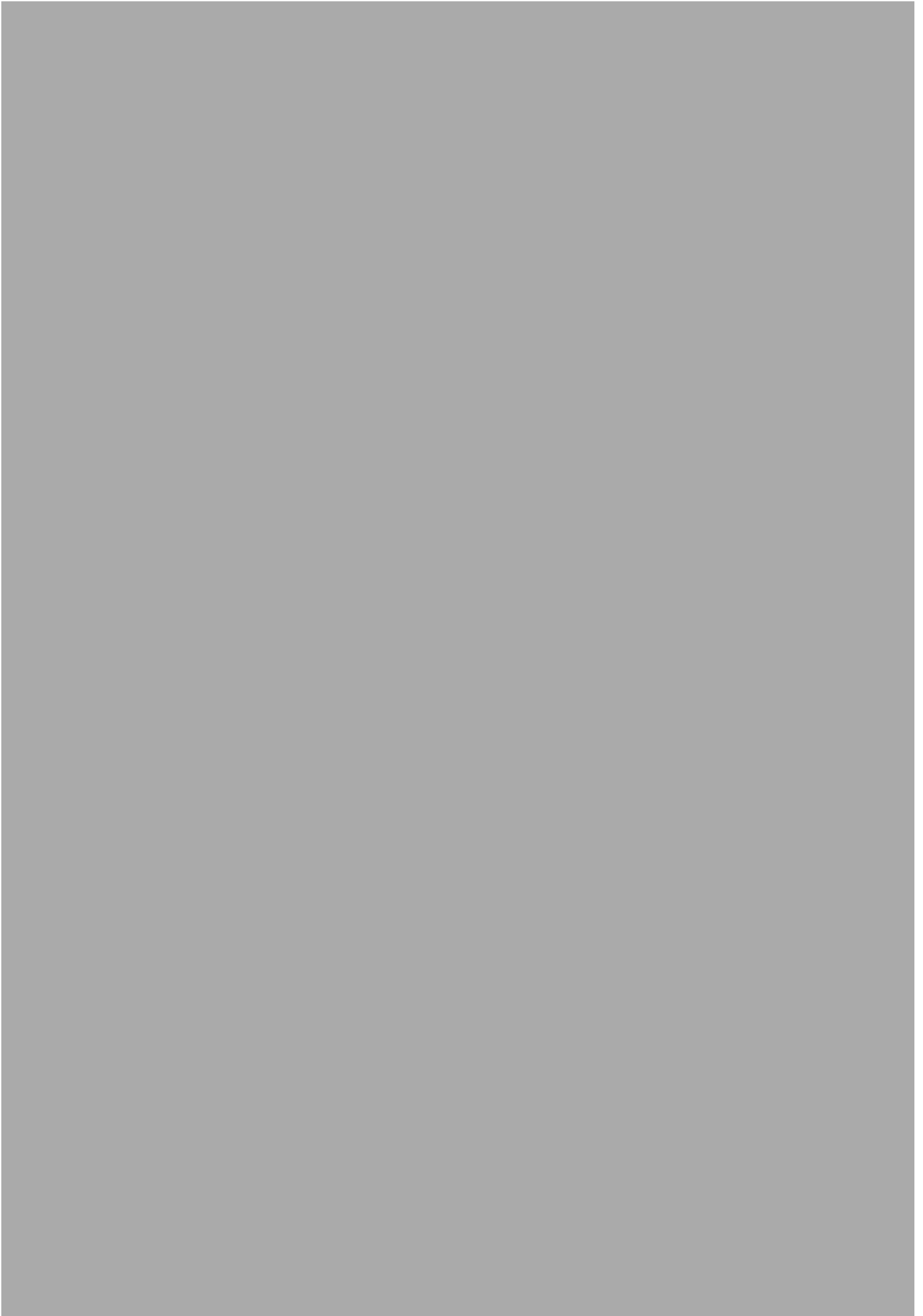
Prepared by: John Graham – Risk Manager

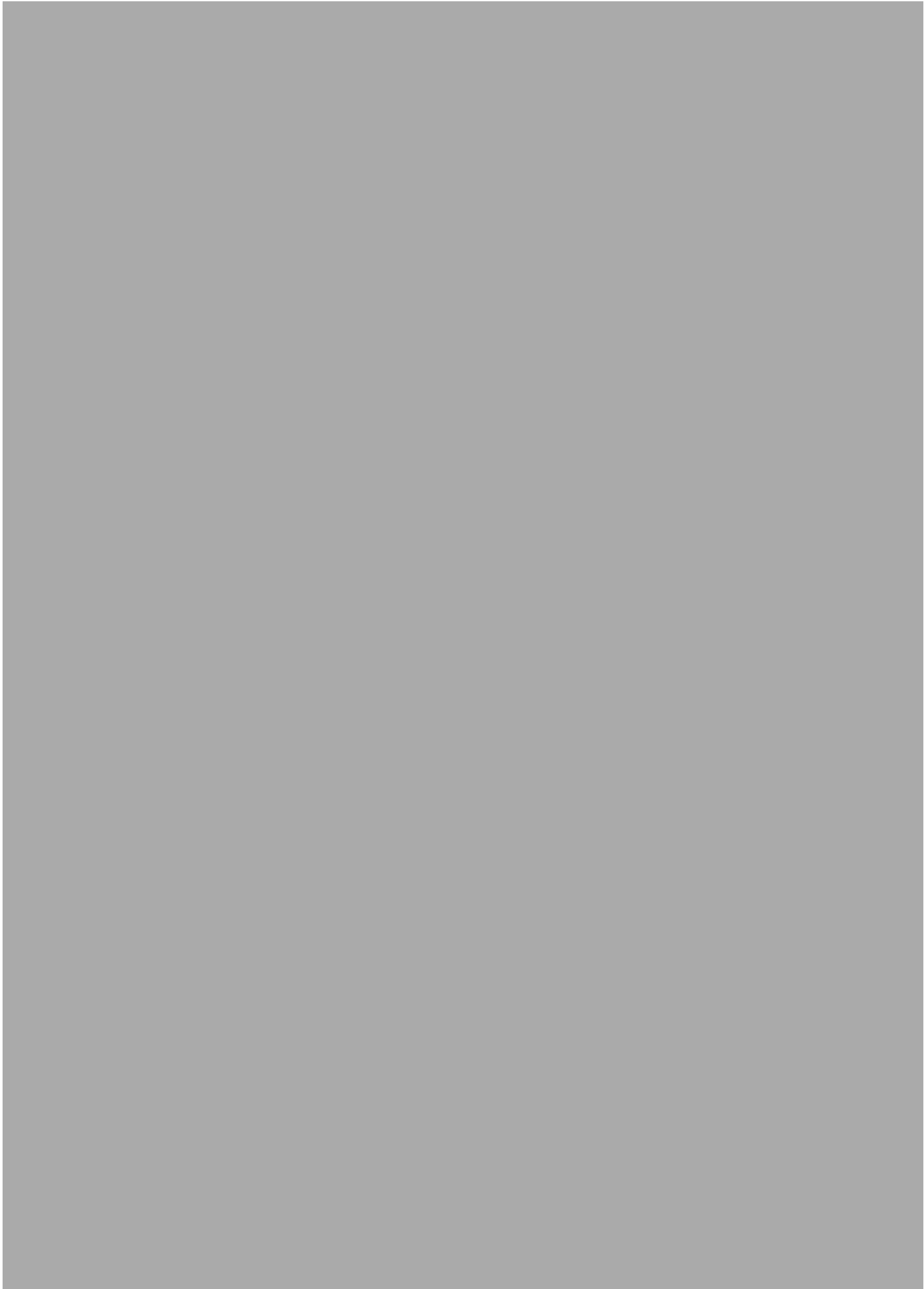
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PERSONAL PROTECTIVE EQUIPMENT



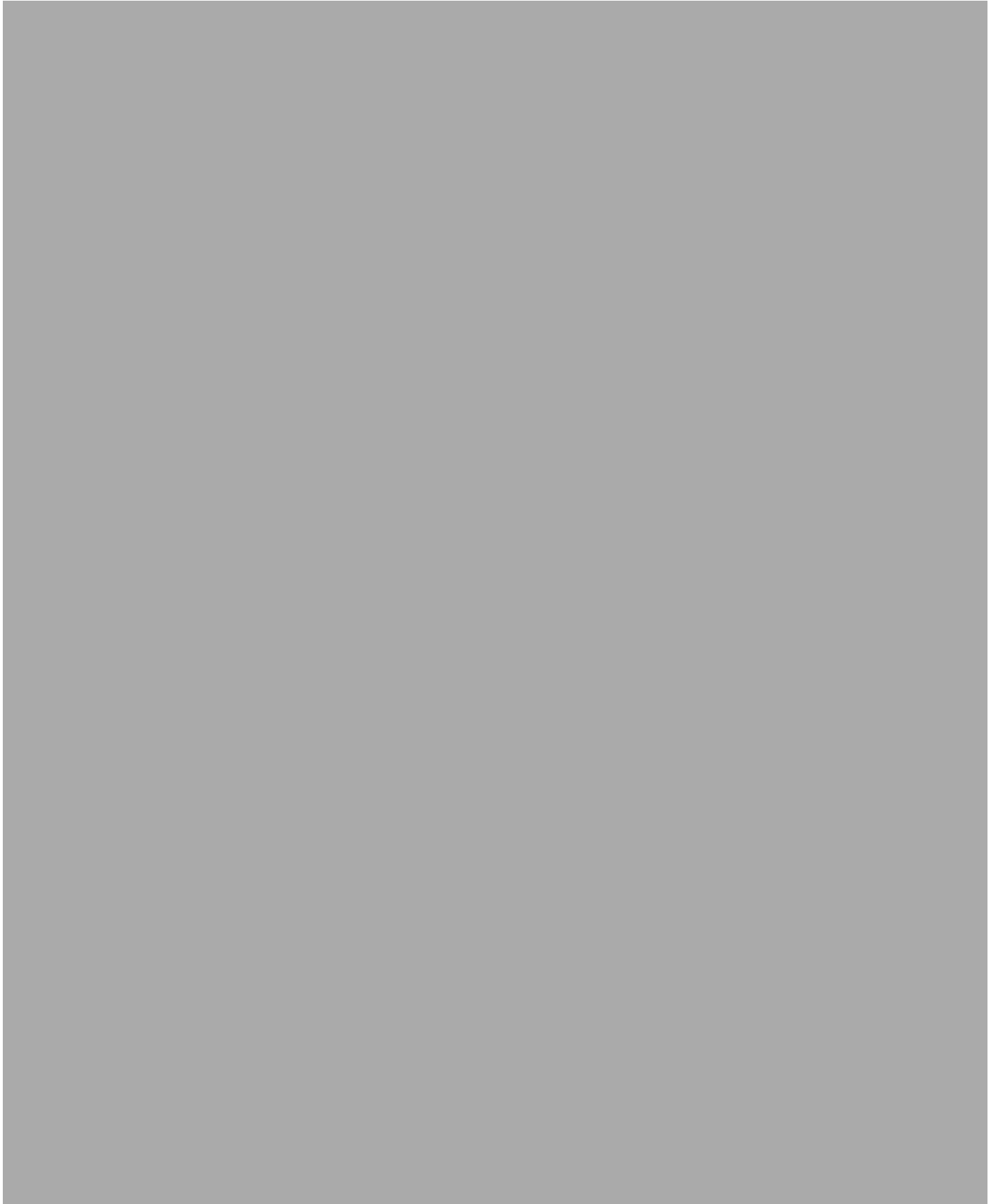






Attachment A

PPE HAZARD ASSESSMENT FORM



Workplace Health and Safety Policy



Paul Macor
Managing Director
June 2022

Rehabilitation Policy

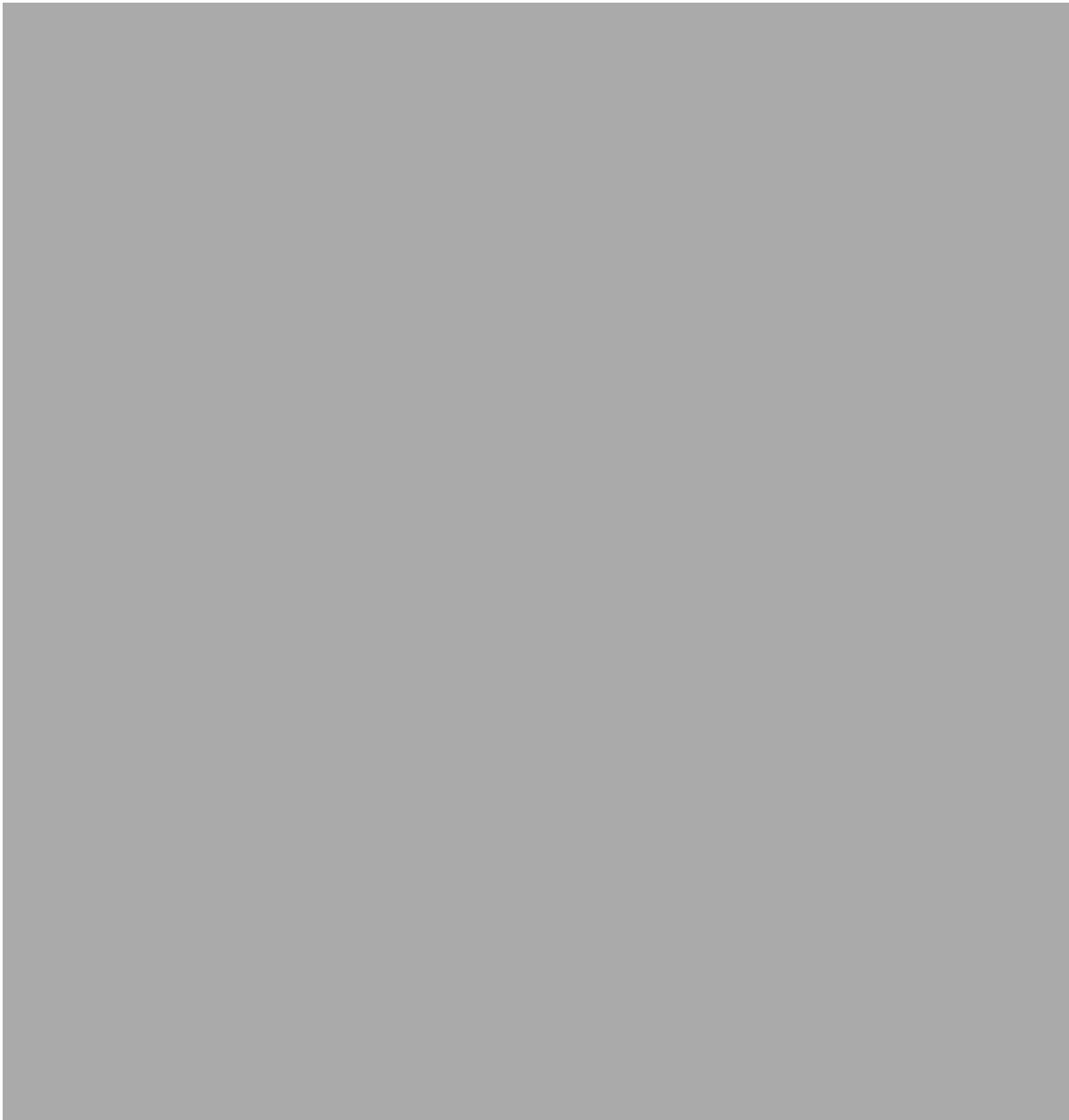


Paul Macor
Managing Director
June 2022





Impairment Policy



Paul Macor
Managing Director
June 2022

Attachment F (8 Pages)





CANBERRA CONTRACTORS
CIVIL ENGINEERING CONTRACTORS

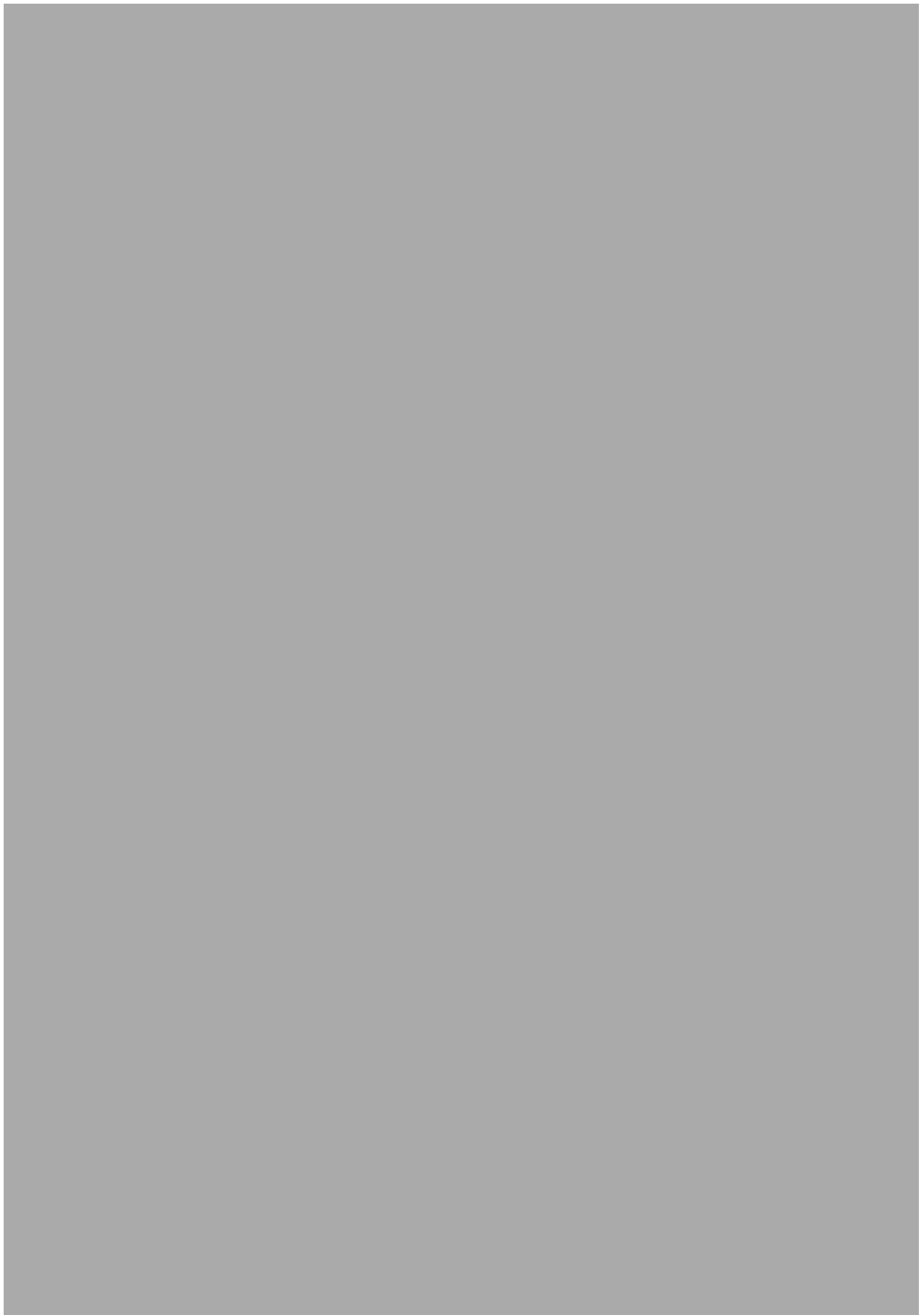
Gender Equity Action Plan

♀♂

2021-2022



Paul Macor
Managing Director
April 2021





SUSTAINABLE
CERTIFICATION

- ✓ ISO 9001
- ✓ ISO 45001
- ✓ ISO 14001
- ✓ ISO 31000





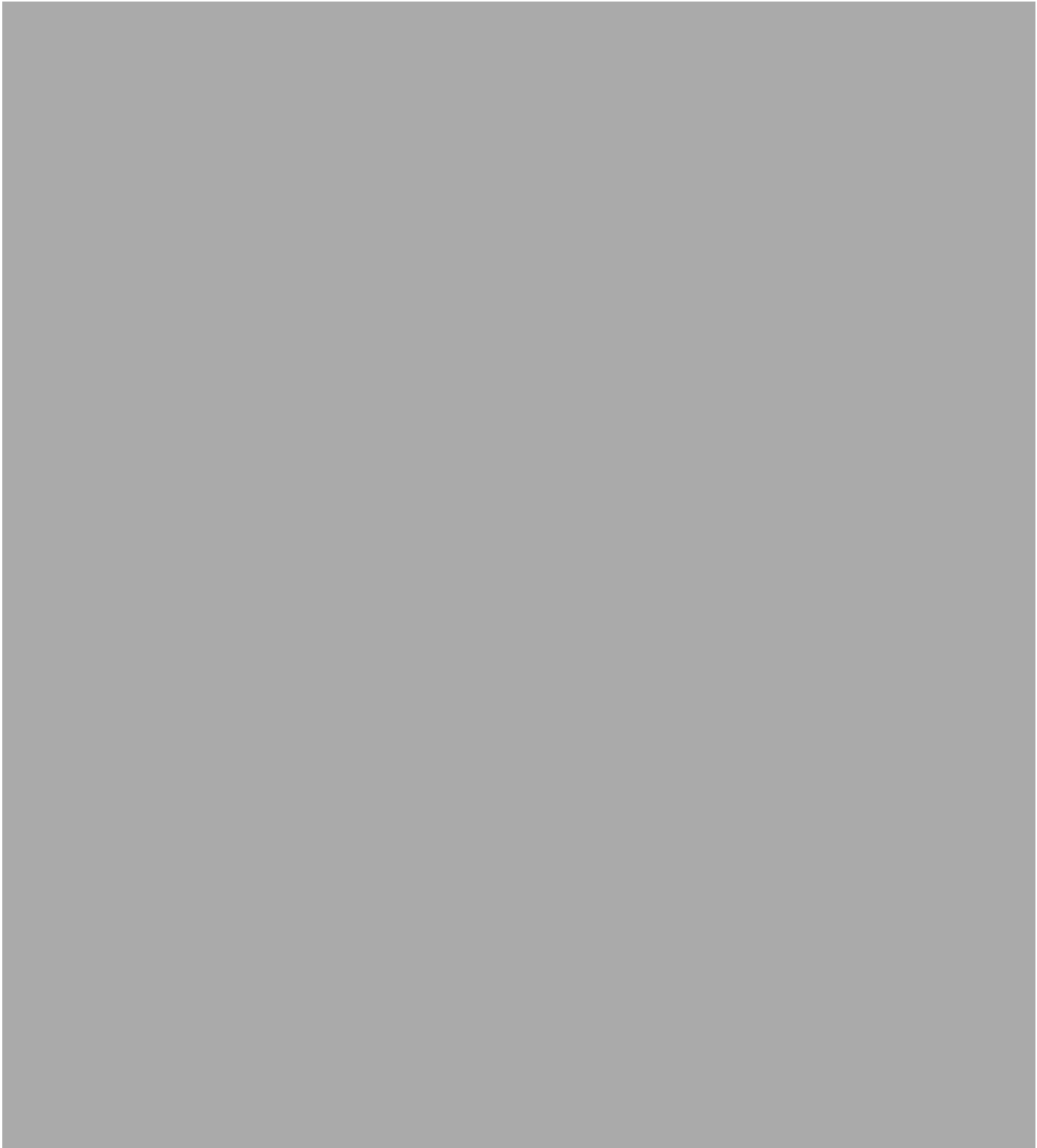
CANBERRA CONTRACTORS
CIVIL ENGINEERING CONTRACTORS

Indigenous Participation Action Plan

2021-2022



Paul Macor
Managing Director
April 2021





SUSTAINABLE
CERTIFICATION

- ✓ ISO 9001
- ✓ ISO 45001
- ✓ ISO 14001
- ✓ ISO 31000



Human Rights Policy

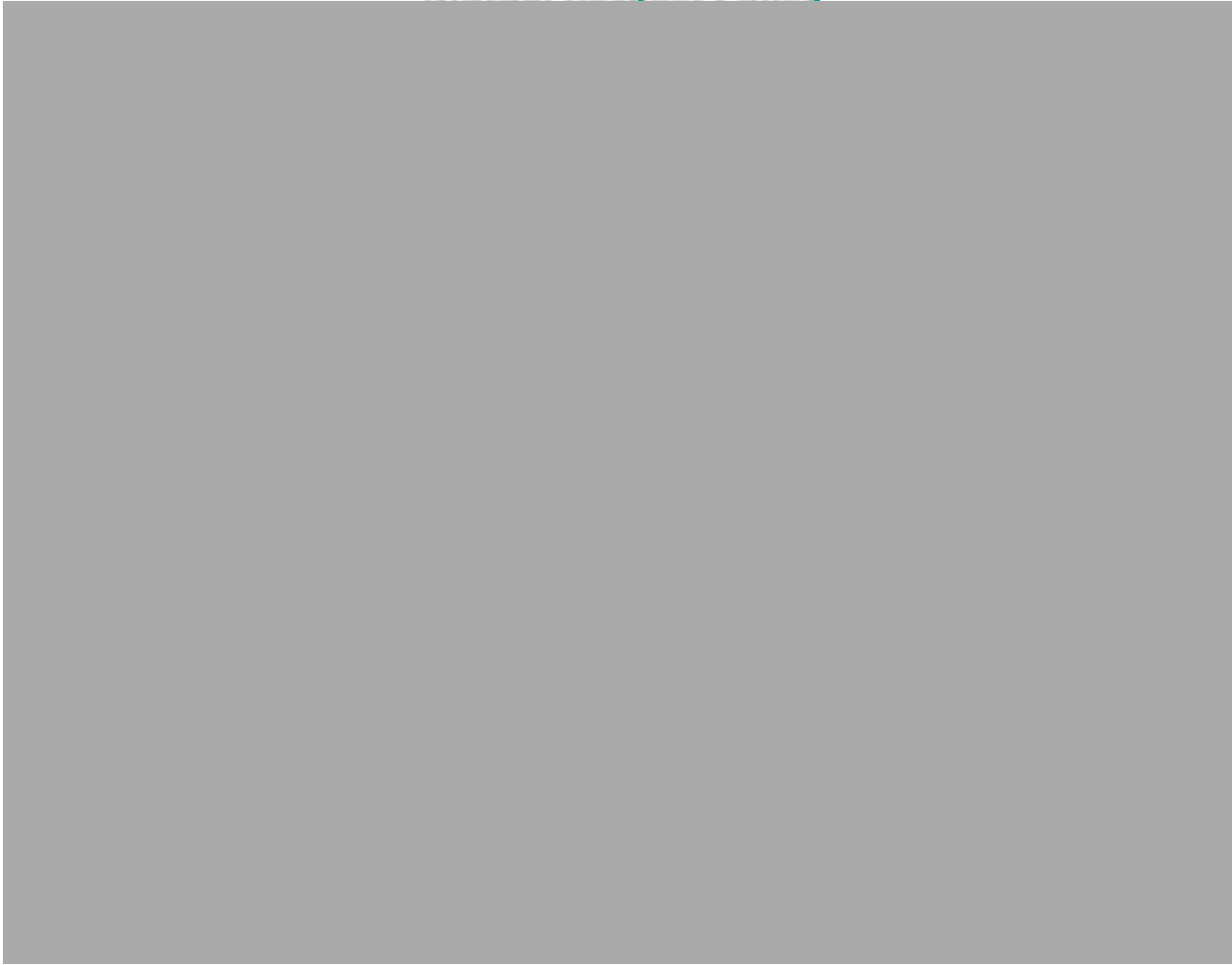


SUSTAINABLE
CERTIFICATION
✓ ISO 9001
✓ ISO 45001
✓ ISO 14001
✓ ISO 31000

Paul Macor
Managing Director
June 2022



Mutual Respect Policy



Paul Macor
Managing Director
June 2022

