

**From:** [Dickson, Matthew](#) on behalf of [Secure Local Jobs Code](#)

**Bcc:**



**Subject:** Updated contact details

**Date:** Wednesday, 22 April 2020 16:15:00

**Attachments:** [image001.png](#)

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UNCLASSIFIED For-Official-Use-Only

Dear Sir/Madam

I am writing to you as a Secure Local Jobs Code Certified entity in relation to the *Government Procurement (Secure Local Jobs) Code 2019* (the Code). The Secure Local Jobs Branch are undertaking compliance checks on all contracts for Territory-funded work that fall within the requirements of the Code.

As a Code Certified Entity, you have obligations under the Code. Section 9 of the Code states;

**9 Contact Persons for territory-funded work**

*(1) A Code Certified Entity must provide the territory entity with a person or persons, workforce locations and working hours for territory-funded work for the purposes of assisting the exercise of a lawful right of entry in accordance with Part 3-4 of the Fair Work Act 2009 (Cth) or Part 7 of the Work Health and Safety Act 2011.*

*(2) A Code Certified Entity must provide the information required under subsection (1) to the territory entity prior to the commencement of territory-funded work.*

*(3) A Code Certified Entity must advise the territory entity within 14 days if there is a change to the information provided in accordance with subsection (1).*

To ensure you are compliant with your obligations under the Code in relation to Section 9, please complete the online form in the link below. Please also note that this form needs to be completed for **each** site/contract you are working on.

[Updated Contact Details for Territory-funded work](#)

In addition to completing the form to provide updated advice for all workforce locations, working hours and contact details for territory-funded work, please provide the following information in relation to your Code Certified Entity operations;

- Start date of (all) your current contracts and the completion date/expected completion date; and
- List of all subcontractors (if used) for each site.

Section 12 of the Code states that *a Code Certified Entity must comply with any reasonable*





**From:** [REDACTED]

**Sent:** 17/01/2019 5:14 AM

**To:** "Secure Local Jobs Code" <securelocaljobs@act.gov.au>

**Subject:** Application for Olympic Fencing

**Attachments:** Secure-Local-Jobs-Audit-Report-Olympic Fencing 2018.pdf, Application Form - Olympic Fencing - 1.pdf, PastedGraphic-4.tiff

Hi,

Please find attached Audit Report and Application Form for Olympic Fencing Pty Ltd.

Regards

[REDACTED]

[REDACTED]

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# SECURE LOCAL JOBS CODE



## Audit Report

### Purpose of this form

The ACT Government uses independent approved auditors to assess whether businesses meet Secure Local Jobs requirements and can apply for a Secure Local Jobs Code Certificate.

### Who should complete this form

This form must be completed by an approved auditor. The Registrar approves auditors based on their qualifications and experience in conducting audits and compliance checks.


Information on becoming an approved auditor is available at [procurement.act.gov.au/securelocaljobs](http://procurement.act.gov.au/securelocaljobs)

### What else you need to provide

You must provide these documents to support your report:

- ▶ Secure Local Jobs Code Certificate application
- ▶ Statutory declaration.

### Filling in this form

- ▶ Complete this form electronically, or use black or blue pen.
- ▶ Print in BLOCK LETTERS.
- ▶ Mark boxes with a X.
- ▶ If you run out of space include an attachment.
- ▶ Where you see a box like this  Go to 2 skip to the question number shown. You do not need to answer the questions in between.

### Submitting your form

Check that all required questions are answered and that the form is signed and dated.

Send the report to the Registrar at [securelocaljobs@act.gov.au](mailto:securelocaljobs@act.gov.au). You do not need to send supporting information submitted by the applicant.

### Record keeping

You must securely store the Code Certificate application and supporting documents for seven years from the date of the application.

### Support

Visit [procurement.act.gov.au/securelocaljobs](http://procurement.act.gov.au/securelocaljobs) for more information.

# SECURE LOCAL JOBS CODE

## Audit Report

### 1. What type of audit is this?

New  Audit request  Renewal – Certificate number

### 2. Auditor information

Mr  Mrs  Miss  Ms  Other

Family name

First name

Approved auditor number

Phone

Email

### 3. Applicant information

Entity name

ABN/ACN

Number of employees

### 4. Type of services provided that are covered by the Secure Local Jobs Code

Construction  Cleaning  Traffic management  Security

### 5. Business structure

Company  Sole Trader  Partnership  Other

### 6. Business address

Primary place of business

*This will be included on the certificate.*

Postal address

### 7. Statutory declaration

Has the applicant completed, signed, and declared with a qualified witness?

Yes  No

### 8. ASIC extract

Have you collected an ASIC personal name extract for all entity directors and partners?

Yes  No

# SECURE LOCAL JOBS CODE

## Audit Report

### 9. Associated entities

List all associated entities, including trust and trustee entities.

Provide a list of associated entities in an attachment if you need more space.

### 10. Declaring associated entities

Did the applicant disclose associated entities in the application?

Yes  No

### 11. Proceedings

Are there any proceedings, findings, convictions or prosecutions against the applicant or any of its associated entities?

Includes courts, tribunals, Fair Work Commission, Australian Tax Office, WorkSafe ACT, Human Rights Commission.

Yes – details below  No  go to 15

### 12. Disclosure of proceedings

Did the applicant disclose proceedings, findings, convictions or prosecutions in the application?

Yes  No

### 13. Remedial measures from proceedings

Are there remedial measures from the proceedings?

Yes – details below  No  go to 15

### 14. Disclosure of remedial measures from proceedings

Were remedial measures disclosed by the applicant?

Yes  No

### 15. Tax information

Have you collected the applicant's:

- ▶ Business Activity Statements (past 24 months) OR
- ▶ Instalment Activity Statements (past 24 months) AND
- ▶ ATO Business Portal activity (past 24 months)?

Yes  No

Comments

All in order.

# SECURE LOCAL JOBS CODE

## Audit Report

### 16. Superannuation information

Have you collected the applicant's evidence of payment to a superannuation scheme on behalf of their employees (past 24 months)?

Yes  No

Comments

All in order.

### 17. Other industry funds and schemes

Is the applicant required by an enterprise agreement (or other industrial instrument) to make contributions to an industry fund, levy or scheme? *For example redundancy fund, income protection insurance scheme, portable sick leave scheme.*

- Yes – schemes listed and contributions paid
- Yes – schemes listed and contributions not up to date
- No – schemes listed and contributions not up to date

Comments

Not required to contribute into other schemes.

### 18. Long Service Leave Authority information

Is the applicant required to make contributions to the ACT Long Service Leave Authority?

Yes – Certificate of Currency collected  No

### 19. Workers compensation insurance

Have you collected the applicant's workers compensation insurance Certificate of Currency for employees who work in the ACT for six months or more?

Yes  No

Comments

Certificate of Currency number

[REDACTED]

Number of employees on the policy

[REDACTED]

Industry or service description on Certificate (e.g. ANZSIC Code)

Structural Metal Product Manufacturing

# SECURE LOCAL JOBS CODE

## Audit Report

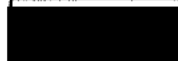
Description matches the applicant's primary services

Yes

No

Comments

Value of wages insured



### 20. Public liability insurance

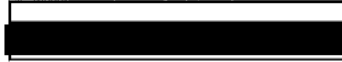
Have you collected the applicant's public liability insurance Certificate of Currency?

Yes

No

Comments

Public Liability insurance policy number



Value of policy



### 21. Payroll tax

Is the applicant required to pay payroll tax?

Yes – statement of payments collected (past 24 months)

No

### 22. Modern Award

Is the applicant paying employee entitlements in accordance with a relevant Modern Award?

Yes

No – reasons below

### 23. Enterprise agreement

Does the applicant have an enterprise agreement?

Yes – approved by Fair Work Commission

No

### 24. Is the applicant paying employee entitlements in accordance with the Enterprise Agreement?

Yes

No – reasons below

Contractor does not have an enterprise agreement.

# SECURE LOCAL JOBS CODE

## Audit Report

### 25. Secure Local Jobs Code management and quality systems

Have you collected the applicant's Secure Local Jobs systems and policies?

Yes  No

### 26. Secure Local Jobs Code systems quality

Are you satisfied the systems and policies support employees and subcontractors to understand Secure Local Jobs Code obligations?

Yes  No

Comments

Contractor has good documentation in place including a very detailed SLJC Policy (signed and dated) and Induction Form which covers all 6 obligations of the SLJ Code.

### 27. Potential for conflict with Commonwealth law

Does the applicant tender for work or provide services to the Australian Government?

Yes – evidence collected  No

### 28. Building Code Covered Entity

Is the applicant required to comply with the Building Code 2016?

*Evidence can include contracts, tender submission receipt, Building Code Letter of Compliance.*

Yes – evidence collected  No

### Giving false or misleading information is a serious offence

The *Criminal Code 2002* provides for significant penalties including fines and imprisonment, for making a false or misleading statement to the Territory.

### Privacy Statement

All information collected by the Territory is protected the *Information Privacy Act 2014 (ACT)*. Information (including personal information) is not disclosed to any third party unless authorised by law or with the consent of the person involved.

### 29. Auditor recommendation

Based on the information reviewed I recommend the applicant:

- is issued a Secure Local Jobs Code Certificate
- is not issued a Secure Local Jobs Code Certificate and reasons are below

# SECURE LOCAL JOBS CODE

## Audit Report

### 30. Auditor declaration

I declare that:

- 1) I am a Secure Local Jobs Code approved auditor.
- 2) I do not have a conflict of interest, either real or perceived, with the applicant or its associated entities.
- 3) I have not undertaken more than two previous audits for the applicant or its associated entities.
- 4) I have a clear understanding of the legislative requirements under the Code.
- 5) I will ensure all documentation associated with this report is stored securely for seven years.
- 6) I understand that failure to comply with the Code may result in the imposition of sanctions by the Registrar, which may include the removal of my approved auditor status.
- 7) All answers and supporting documentation I have checked and obtained as a part of this audit report form are true and correct to the best of my knowledge.

Signature

Date 16th January 2019

### 31. Applicant declaration

I declare that:

- 1) I am authorised on behalf of the entity named in this report to apply for a Secure Local Jobs Code Certificate.
- 2) The information provided in this report is complete and correct.
- 3) I have supplied the approved auditor with all relevant and requested information to support this report.
- 4) I understand that failure to comply with the Code may result in the imposition of sanctions by the Registrar.

Full name

Title/position

Signature:

Date 17/1/19

# SECURE LOCAL JOBS CODE

## Audit Report

### Applicant request for exemption from the Secure Local Jobs Code

I wish to request an exemption under the Secure Local Jobs Code due to a conflict with the following Commonwealth law/s.

#### Supporting information

Supporting information may include:

- ▶ Australian Government tender submission receipt or contracts
- ▶ Building Code Letter of Compliance issued by the Australian Building and Construction Commission (for enterprise agreements made on or after 25 April 2014).

You must include an Audit Report from an approved auditor which identifies where fully complying with the Secure Local Jobs Code may cause you to conflict with Commonwealth law.

#### Applicant declaration

I declare that:

- 1) I am authorised on behalf of the entity named in this application to complete this form.
- 2) I have provided documentation to support my claim.
- 3) The information I have provided in this form is complete and correct.

Signature

Date

# SECURE LOCAL JOBS CODE



## Code Application

### Purpose of this form

Businesses need a Secure Local Jobs Code Certificate to quote on construction, cleaning, security or traffic management work for the ACT Government.

This form is used by businesses who want to apply for or renew a Code Certificate.

### Who should complete this form

This application must be completed by a Director or authorised officer. If you're an authorised officer, a letter of authorisation must be attached.

### What else you need to provide

You must provide the following information to support your application:

- ▶ Statutory declaration
- ▶ Business or Instalment Activity Statements, and ATO Business Portal activity (past 24 months)
- ▶ Evidence of superannuation scheme payments (past 24 months)
- ▶ ACT Long Service Leave Authority Certificate of Currency (if applicable)
- ▶ Workers compensation insurance Certificate of Currency
- ▶ Public liability insurance Certificate of Currency
- ▶ ACT Payroll Tax returns (past 24 months, if applicable)
- ▶ Enterprise agreement or modern award.

### Filling in this form

- ▶ Complete this form electronically, or use black or blue pen.
- ▶ Print in BLOCK LETTERS.
- ▶ Mark boxes with a X.
- ▶ If you run out of space include an attachment.

### Submitting your form

Check that all required questions are answered and that the form is signed and dated.

Submit the completed form and supporting documents to your approved auditor. A list of auditors is available at: [procurement.act.gov.au/securelocaljobs](http://procurement.act.gov.au/securelocaljobs)

### Support

Visit [procurement.act.gov.au/securelocaljobs](http://procurement.act.gov.au/securelocaljobs) for more information.

# SECURE LOCAL JOBS CODE

## Code Application

### 1. What type of Secure Local Jobs Code Certificate are you applying for?

New  Renewal – Certificate number

### 2. Your name

Mr  Mrs  Miss  Ms  Other

Family name  First name

Title/position

### 3. Your contact details

Phone  Email

### 4. Applicant information

Entity name  ABN / ACN

Number of employees

### 5. Type of services provided that are covered by the Secure Local Jobs Code

Construction  Cleaning  Traffic management  Security

### 6. Business structure

Company  Sole Trader  Partnership  Other

### 7. Business address

Primary place of business

*This will be included on the certificate.*

Postal Address

### 8. Associated entities

List all associated entities, including trust and trustee entities

*Provide a list of associated entities in an attachment if you need more space.*

# SECURE LOCAL JOBS CODE

## Code Application

### 9. Proceedings

Are there any proceedings, findings, convictions or prosecutions against you or your business or any of its associated entities?

No

Yes – details below

### 10. Remedial measures from proceedings

Are there remedial measures from the proceedings?

No

Yes – details below

### 11. Tax information

Select which tax information you have provided to support this application.

Business Activity Statements (past 24 months) **OR**

Instalment Activity Statements (past 24 months) **AND**

ATO Business Portal activity (past 24 months)

### 12. Superannuation information

In addition to the ordinary meaning of an employee, for the purpose of the *Superannuation Guarantee (Administration) Act 1992* (Cth) (SGAA), an employee could also mean a director or a person engaged under a contract for labour. Visit [ato.gov.au](http://ato.gov.au) for more information.

Have you made payments to a superannuation scheme on behalf of each of your employees for the last 24 months?

Yes – statements attached

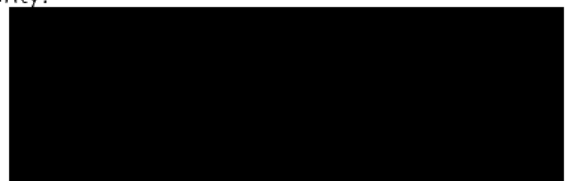
No – reason below

### 13. Long Service Leave Authority information

Are you required to make contributions to the ACT Long Service Leave Authority?

Yes – Certificate of Currency attached

No



# SECURE LOCAL JOBS CODE

## Code Application

### 14. Workers compensation insurance

For the definition of a worker visit [accesscanberra.act.gov.au](http://accesscanberra.act.gov.au) and go to Home>Fair Trading>Business>Workers compensation

Do you have a workers compensation insurance policy for all of your staff?

Yes – Certificate of Currency attached

No – reason below

### 15. Public liability insurance

Do you have a public liability insurance policy?

Yes – Certificate of Currency attached

No

### 16. Payroll tax

Are you required to pay payroll tax in any State or Territory where your business operates?

Yes – statement of payments attached (past 24 months)

No

### 17. Modern award

Does your business pay employee entitlements in accordance with a modern award?

Yes – modern award name below

No

Manufacturing and Associated  
Industries and Occupations  
Award 2010.

### 18. Enterprise agreements

Do you have an enterprise agreement?

Yes – Fair Work Commission approval attached

No

### 19. Other industry funds and schemes

Are you required by an enterprise agreement (or other industrial instrument) to make contributions to an industry fund, levy or scheme? For example redundancy fund, income protection insurance scheme, portable sick leave scheme.

Yes – schemes listed and statement attached

No

### 20. Australian Government contracts

Do you have a current contract with the Australian Government?

No

Yes – evidence attached

# SECURE LOCAL JOBS CODE

## Code Application

### 21. Are you required to comply with the Building Code 2016?

Evidence can include contracts, tender submission receipt, Building Code Letter of Compliance.

No

Yes – evidence attached

### 22. Secure Local Jobs Code systems

Do you have systems or policies to ensure employees and subcontractors understand their obligations under the Secure Local Jobs Code?

Yes – evidence attached

No – reason below

### Giving false or misleading information is a serious offence

The Criminal Code 2002 provides for significant penalties, including fines and imprisonment, for making a false or misleading statement to the Territory.

### Privacy Statement

All information collected by the Territory is protected the *Information Privacy Act 2014 (ACT)*. Information (including personal information) is not disclosed to any third party unless authorised by law or with the consent of the person involved.

### 23. Statutory Declaration

The Statutory Declaration must be signed by a Director or duly authorised officer.

Completed and signed.

Commonwealth of Australia  
STATUTORY DECLARATION  
*Statutory Declarations Act 1959*

1 Insert the name, address and occupation of person making the declaration

1 *Careham Braithwaite, Managing Director*  
[Redacted]

make the following declaration under the *Statutory Declarations Act 1959*:

2 Set out matter declared to in numbered paragraphs

2

- I am authorised on behalf of the entity named in this application to complete this form.
- I have a clear understanding of the legislative requirements under the Secure Local Jobs Code.
- The entity has systems in place to ensure compliance with the Secure Local Jobs Code.
- I have truthfully answered all questions contained in this application form.
- The information I have provided in this form is complete and correct to the best of my knowledge and having undertaken due diligence.
- I understand that failure to comply with the Secure Local Jobs Code may result in the imposition of sanctions by the Registrar.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 Signature of person making the declaration

3

[Redacted signature]

4 [Optional: email address and/or telephone number of person making the declaration]

4

[Redacted contact information]

5 Place  
6 Day  
7 Month and year

Declared at <sup>5</sup>

on <sup>6</sup>

*11<sup>th</sup>*

of <sup>7</sup> *December 2018*

Before me, [Redacted]

8 Signature of person before whom the declaration is made (see over)

8

[Redacted signature]

9 Full name, qualification and address of person before whom the declaration is made (in printed letters)

9

10 [Optional: email address and/or telephone number of person before whom the declaration is made]

10

*Note 1* A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

*Note 2* Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Architect	Chiropractor	Dentist
Financial adviser	Financial Planner	Legal practitioner
Medical practitioner	Midwife	Migration agent registered under Division 3 of Part 3 of the <i>Migration Act 1958</i>
Nurse	Occupational therapist	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Accountant who is:

- a) a fellow of the National Tax Accountants' Association; or
- b) a member of any of the following:
  - i. Chartered Accountants Australia and New Zealand;
  - ii. the Association of Taxation and Management Accountants;
  - iii. CPA Australia;
  - iv. the Institute of Public Accountants

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item in this list

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this list

Employee of the Australian Trade and Investment Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
- (c) exercising the employee's function at that place

Employee of the Commonwealth who is:

- (a) at a place outside Australia; and
- (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
- (c) exercising the employee's function at that place

Engineer who is:

- a) a member of Engineers Australia, other than at the grade of student; or
- b) a Registered Professional Engineer of Professionals Australia; or
- c) registered as an engineer under a law of the Commonwealth, a State or Territory; or
- d) registered on the National Engineering Register by Engineers Australia

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of the Australian Defence Force who is:

- a) an officer
- b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service
- c) a warrant officer within the meaning of that Act

Member of the Australasian Institute of Mining and Metallurgy

Member of the Governance Institute of Australia Ltd

Member of:

- a) the Parliament of the Commonwealth
- b) the Parliament of a State
- c) a Territory legislature
- d) a local government authority

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public, including a notary public (however described) exercising functions at a place outside

- a) the Commonwealth
- b) the external Territories of the Commonwealth

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public

Permanent employee of

- a) a State or Territory or a State or Territory authority
- b) a local government authority

with 5 or more years of continuous service, other than such an employee who is specified in another item of this list  
Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made  
Police officer  
Registrar, or Deputy Registrar, of a court  
Senior executive employee of a Commonwealth authority  
Senior executive employee of a State or Territory  
SES employee of the Commonwealth  
Sheriff  
Sheriff's officer  
Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution



**From:** [REDACTED]

**Sent:** 21/06/2020 11:32 PM

**To:** "Secure Local Jobs Code" <securelocaljobs@act.gov.au>

**Subject:** Renewal for Olympic Fencing

**Attachments:** Audit Report 2020.pdf, Signed Last Page.pdf, Stat Dec 2020.pdf, ABNCurrentDetails\_17065360303.pdf, PastedGraphic-4.tiff

Hi,

Please find attached Audit Report, Signed Last Page, Stat Dec and ABN Lookup.

Regards

[REDACTED]

[REDACTED]

This email is intended for the named recipient only. The information contained in this message may be confidential, or commercially sensitive. If you are not the intended recipient you must not reproduce or distribute any part of the email, disclose its contents to any other party, or take any action in reliance on it. If you have received this email in error, please contact the sender immediately, and please delete this message from your computer.

# SECURE LOCAL JOBS CODE



## Audit Report

### Purpose of this form

The ACT Government uses independent approved auditors to assess whether businesses meet Secure Local Jobs requirements and can apply for a Secure Local Jobs Code Certificate.

### Who should complete this form

This form must be completed by an approved auditor. The Registrar approves auditors based on their qualifications and experience in conducting audits and compliance checks.


Information on becoming an approved auditor is available at [procurement.act.gov.au/securelocaljobs](http://procurement.act.gov.au/securelocaljobs)

### What else you need to provide

You must provide these documents to support your report:

- ▶ Applicant's Statutory Declaration
- ▶ Australian Business Register 'ABN Lookup' search

### Filling in this form

- ▶ This form is to be completed electronically
- ▶ If you run out of space include an attachment
- ▶ Where you see a box like this  Skip to the question number shown. You do not need to answer the questions in between.

### Submitting your form

Check that all required questions are answered and that the form is signed and dated.

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### Record keeping

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### Support

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# SECURE LOCAL JOBS CODE

## Audit Report

### What type of audit is this?

New       Audit request       Renewal – Certificate number

### Approved auditor details

Auditor name  Approved auditor number

## PART 1 Applicant information

Entity name

ABN  Phone

Email

Business Structure  Services Provided

Description of work  Number of employees

### Primary place of business

*This will be included on the certificate.*

### Postal address (if different to primary place of business)

## PART 2 Associated entities

### List all associated entities, including partnerships, companies, sole/traders, trust and trustee entities

*(Provide a separate list in an attachment should this space be insufficient).*

ASIC extract document number  Date of ASIC Extract

### Did the applicant disclose associated entities in the application?

Yes       No

# SECURE LOCAL JOBS CODE

## Audit Report

### PART 3 Proceedings

Have there been any proceedings, findings, convictions, claims or prosecutions against the applicant or any of its associated entities, within the last 5 years?

*Includes courts, tribunals, Fair Work Commission, Australian Tax Office, WorkSafe ACT, Human Rights Commission.*

Yes – details below

No  Go to PART 4

Are there remedial measures from the proceedings?

Yes – details below

No

Did the applicant disclose proceedings, findings, convictions or prosecutions and any associated remedial measures in the application?

Yes

No

### PART 4 Tax information

Which of the following tax information have you collected?

Business Activity Statements **AND** ATO Business Portal activity (past 24 months)

Instalment Activity Statements **AND** ATO Business Portal activity (past 24 months)

Comments

All in order.

### PART 5 Superannuation

Is the client required to make contributions to a superannuation scheme on behalf of each of its employees?

Yes – evidence collected (past 24 months)

No – reasons below

Comments

All in order.

# SECURE LOCAL JOBS CODE

## Audit Report

### PART 6 Long Service Leave Authority

Is the applicant required to make contributions to the ACT Long Service Leave Authority?

Yes – Certificate of Currency collected

No

Comments

No employees work in the ACT.

### PART 7 Workers compensation insurance

Does the applicant have a workers compensation insurance policy and Certificate of Currency for employees who work in the ACT for six months or more?

Yes

No – reasons below  Go to PART 8

NSW Certificate supplied as there are no workers based in the ACT.

Certificate of Currency number

Value of wages insured

Number of employees on the policy

Policy expiry date

Industry or service description on Certificate (e.g. ANZSIC Code)

Structural Metal Product Manufacturing.

Does the description matches the applicant's primary services?

Yes

No

### PART 8 Public liability insurance

Does the applicant have a public liability insurance policy?

Yes

No – reasons below  Go to PART 9

Insurance policy number

Value of policy

# SECURE LOCAL JOBS CODE

## Audit Report

### PART 9 Payroll tax

Is the applicant required to pay payroll tax in any State or Territory?

Yes – statement of payments collected

No

### PART 10 Employee entitlements

Is the applicant paying employee entitlements in accordance with a Modern Award OR an Enterprise Agreement?

Yes - Modern award

Yes - Enterprise agreement - Fair Work Commission approval attached

No – reasons below  **Go to PART 11**

Provide the details of award OR agreement (*name, year*)

Manufacturing and Associated Industries and Occupations Award 2010

### PART 11 Other industry funds and schemes

Is the applicant required by an enterprise agreement (or other industrial instrument) to make contributions to an industry fund, levy or scheme?

*For example redundancy fund, income protection insurance scheme, portable sick leave scheme.*

Yes – schemes listed

No – reasons below  **Go to PART 12**

Not required to contribute to other schemes.

Are the contributions paid and up to date?

Yes – up to date

No

Comments

# SECURE LOCAL JOBS CODE

## Audit Report

### PART 12 Secure Local Jobs Code systems

Have you collected the applicant's Secure Local Jobs systems and policies?

Yes

No  Go to PART 13

Are you satisfied the systems and policies support employees and subcontractors to understand Secure Local Jobs Code obligations?

Yes

No

Comments

Applicant has provided a SLJC Policy covering all 6 obligations of the SLJ Code. Very good OH & S and training documents in place. Document provided that ensures sub contractors provided their SLJC certificate.

### PART 13 Statutory Declaration

**Giving false or misleading information is a serious offence**

The *Criminal Code 2002* provides for significant penalties, including fines and imprisonment, for making a false or misleading statement to the Territory.

#### Privacy Statement

All information collected by the Territory is protected the *Information Privacy Act 2014* (ACT). Information (including personal information) is not disclosed to any third party unless authorised by law or with the consent of the person involved.

**Has the applicant completed, signed, and declared with a qualified witness?**

Yes – Completed and signed

No

### PART 14 Auditor recommendation

Based on the information reviewed I recommend the applicant:

is issued a Secure Local Jobs Code Certificate

is not issued a Secure Local Jobs Code Certificate and reasons are below

# SECURE LOCAL JOBS CODE

## Audit Report

### Declaration

#### Applicant declaration

I declare that:

- 1) I am authorised on behalf of the entity named in this report to apply for a Secure Local Jobs Code Certificate.
- 2) The information provided in this report is complete and correct.
- 3) I have supplied the approved auditor with all relevant and requested information to support this report.
- 4) I understand that failure to comply with the Code may result in the imposition of sanctions by the Registrar.

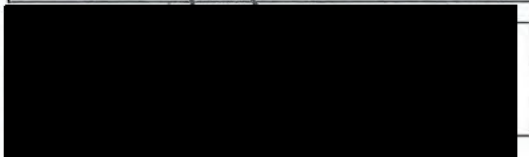
Full name

Graham Braithwaite

Title/position

Managing Director

Signature



Date

22/6/2020

#### Auditor declaration

I declare that:

- 1) I am a Secure Local Jobs Code approved auditor.
- 2) I do not have a conflict of interest, either real or perceived, with the applicant or its associated entities.
- 3) I have not undertaken more than two previous audits for the applicant or its associated entities.
- 4) I have a clear understanding of the legislative requirements under the Code.
- 5) I will ensure all documentation associated with this report is stored securely for seven years.
- 6) I understand that failure to comply with the Code may result in the imposition of sanctions by the Registrar, which may include the removal of my approved auditor status.
- 7) All answers and supporting documentation I have checked and obtained as a part of this audit report form are true and correct to the best of my knowledge.

Signature



Date

19th June 2020

Commonwealth of Australia  
STATUTORY DECLARATION

*Statutory Declarations Act 1959*

1,1 *Graham Braithwaite - Managing Director Olympic Fencing*

1 Insert the name, address and occupation of person making the declaration

make the following declaration under the *Statutory Declarations Act 1959*:

2 Set out matter declared to in numbered paragraphs

2 "As per below"

- I am authorised on behalf of the entity named in this application to complete this form.
- I have a clear understanding of the legislative requirements under the Secure Local Jobs Code.
- The entity has systems in place to ensure compliance with the Secure Local Jobs Code.
- I have truthfully answered all questions contained in this application form.
- The information I have provided in this form is complete and correct to the best of my knowledge and having undertaken due diligence.
- I understand that failure to comply with the Secure Local Jobs Code may result in the imposition of sanctions by the Registrar.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 Signature of person making the declaration

3 [Redacted signature]

4 [Optional: email address and/or telephone number of person making the declaration]

4 [Redacted contact information]

5 Place  
6 Day  
7 Month and year

Declared at 5 [Redacted] on 6 *19<sup>th</sup>* of 7 *June 2020*

8 Signature of person before whom the declaration is made (see over)

8 Before me, [Redacted signature]

9 Full name, qualification and address of person before whom the declaration is made (in printed letters)

9 [Redacted name and address]  
10 [Redacted contact information]

10 [Optional: email address and/or telephone number of person before whom the declaration is made]

*Note 1* A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

*Note 2* Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.



## Current details for ABN 17 065 360 303

### ABN details

Entity name:	OLYMPIC FENCING (NSW) PTY. LIMITED
ABN status:	Active from 17 Mar 2000
Entity type:	<a href="#">Australian Private Company</a>
Goods & Services Tax (GST):	Registered from 01 Jul 2000
Main business location:	NSW 2322

### Business name(s)

Business name	From
<a href="#">LOCKUP</a>	25 May 2004

### ASIC registration - ACN or ARBN

065 360 303 [View record on the ASIC website](#)

### Deductible gift recipient status

Not entitled to receive tax deductible gifts

#### Disclaimer

The Registrar makes every reasonable effort to maintain current and accurate information on this site. The Commissioner of Taxation advises that if you use ABN Lookup for information about another entity for taxation purposes and that information turns out to be incorrect, in certain circumstances you will be protected from liability. For more information see [disclaimer](#)

**From:** "Secure Local Jobs Code" <securelocaljobs@act.gov.au>

**Sent:** 22/04/2020 6:16 AM

[REDACTED]

**Subject:** Updated contact details

UNCLASSIFIED For-Official-Use-Only

Dear Sir/Madam

I am writing to you as a Secure Local Jobs Code Certified entity in relation to the *Government Procurement (Secure Local Jobs) Code 2019* (the Code). The Secure Local Jobs Branch are undertaking compliance checks on all contracts for Territory-funded work that fall within the requirements of the Code.

As a Code Certified Entity, you have obligations under the Code. Section 9 of the Code states;

**9 Contact Persons for territory-funded work**

- (1) A Code Certified Entity must provide the territory entity with a person or persons, workforce locations and working hours for territory-funded work for the purposes of assisting the exercise of a lawful right of entry in accordance with Part 3-4 of the Fair Work Act 2009 (Cth) or Part 7 of the Work Health and Safety Act 2011.
- (2) A Code Certified Entity must provide the information required under subsection (1) to the territory entity prior to the commencement of territory-funded work.
- (3) A Code Certified Entity must advise the territory entity within 14 days if there is a change to the information provided in accordance with subsection (1).

To ensure you are compliant with your obligations under the Code in relation to Section 9, please complete the online form in the link below. Please also note that this form needs to be completed for **each** site/contract you are working on.

[Updated Contact Details for Territory-funded work](#)

In addition to completing the form to provide updated advice for all workforce locations, working hours and contact details for territory-funded work, please provide the following information in relation to your Code Certified Entity operations;

- Start date of (all) your current contracts and the completion date/expected completion date; and
- List of all subcontractors (if used) for each site.

Section 12 of the Code states that *a Code Certified Entity must comply with any reasonable request for information, access to records and directions given by the registrar for the purposes of investigating compliance with the Code. Failure to comply with this request could result in the imposition of conditions to your Code Certificate under section 22T of the Government Procurement Act 2001.*

Your response to this email, including supporting documentation should be provided by COB **1<sup>st</sup> May 2020**.

Should you have any questions or require an extension of time to respond, please contact the branch on 02 6207 3005 or email [securelocaljobs@act.gov.au](mailto:securelocaljobs@act.gov.au).

Regards

Matthew Dickson

Matthew Dickson | Compliance Support Officer

Secure Local Jobs Branch | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Nara Building, 1 Constitution Ave Canberra City 2601 | GPO Box 158 Canberra City ACT 2601 | [www.act.gov.au](http://www.act.gov.au)



**From:**noreply@act.gov.au  
**Sent:**23/04/2020 9:31 AM  
**To:**"Secure Local Jobs Code" <securelocaljobs@act.gov.au>  
**Subject:**New Submission of Contact Details for Territory Funded Work

Below is a new Submission of Contact Details for Territory Funded Work.

**Complete the details below**

Entity Name: Olympic Fencing (NSW) Pty Ltd  
Secure Local Jobs Code Certificate Number : 00093  
Location of worksite : Charnwood-Dunlop Primary School

**Worksite contact details:**

Contact Person: Dean [REDACTED]  
Contact number: [REDACTED]  
Contact email: [REDACTED]  
Working hours: [REDACTED]

**Declaration:**

I confirm all information declared in this form as true and correct: Yes

Name:: Graham Heslop  
Position: [REDACTED]  
Contact number: [REDACTED]  
Contact email: [REDACTED]

**From:** "Secure Local Jobs Code" <securelocaljobs@act.gov.au>  
**Sent:** 23/06/2020 2:55 AM  
**To:** [REDACTED]  
**Subject:** Olympic Fencing\_SLJC Certificate  
**Attachments:** 00093\_SLJC Certificate.pdf

UNOFFICIAL

Good afternoon

Please see attached the applicants SLJC Certificate.

Kind regards

Lauren Wubbels | Compliance Support Officer  
Secure Local Jobs Branch | Chief Minister, Treasury and Economic Development Directorate | ACT Government  
[REDACTED] [REDACTED]  
[REDACTED] Canberra City 2601 | GPO Box 158 Canberra City ACT 2601 | [www.act.gov.au](http://www.act.gov.au)



---

**From:** [REDACTED]  
**Sent:** Monday, 22 June 2020 9:32 AM  
**To:** Secure Local Jobs Code <securelocaljobs@act.gov.au>  
**Subject:** Renewal for Olympic Fencing

Hi,

Please find attached Audit Report, Signed Last Page, Stat Dec and ABN Lookup.

Regards

[REDACTED]

[REDACTED]

This email is intended for the named recipient only. The information contained in this message may be confidential, or commercially

sensitive. If you are not the intended recipient you must not reproduce or distribute any part of the email, disclose its contents to any other party, or take any action in reliance on it. If you have received this email in error, please contact the sender immediately, and please delete this message from your computer.



# SECURE LOCAL JOBS CODE

This is to certify that

## **Olympic Fencing (NSW) Pty Ltd**

17 065 360 303

16 Laverick Avenue Tomago NSW 2322

is a Code Certified Entity under  
the Secure Local Jobs Code

*Government Procurement Act 2001*

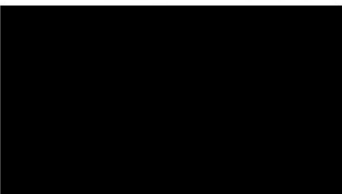
Certificate number 00093

Valid from 19 July 2020 to 19 July 2022

Conditions: Nil

Exemptions: Nil

Approved Auditor: [REDACTED]



K.Bourke

Delegate of Secure Local Jobs Code Registrar

23 June 2020

**From:** [REDACTED]  
**Sent:** 24/06/2020 1:36 AM  
**To:** "Secure Local Jobs Code" <securelocaljobs@act.gov.au>  
**Subject:** Read: Olympic Fencing\_SLJC Certificate

Your message

**To:** [REDACTED]  
**Subject:** Olympic Fencing\_SLJC Certificate  
**Sent:** Tuesday, June 23, 2020 12:55:14 PM (UTC+10:00) Canberra, Melbourne, Sydney

was read on Wednesday, June 24, 2020 11:36:54 AM (UTC+10:00) Canberra, Melbourne, Sydney.

**From:** "Secure Local Jobs Code"

**Sent:** 04/05/2020 4:06 AM

**Bcc:** [Redacted]

[Redacted]

**Subject:** Updated contact details

UNCLASSIFIED For-Official-Use-Only

Dear Sir/Madam

As per the below request please provide your response by COB 08/05/2020. Failure to respond may result in the imposition of conditions or infringement points on your Secure Local Jobs Certificate.

Regards

Matthew Dickson

Matthew Dickson | Compliance Support Officer

Secure Local Jobs Branch | Chief Minister, Treasury and Economic Development Directorate | ACT Government

[Redacted]

Level 4, Nara Building, 1 Constitution Ave Canberra City 2601 | GPO Box 158 Canberra City ACT 2601 | [www.act.gov.au](http://www.act.gov.au)



Dear Sir/Madam

I am writing to you as a Secure Local Jobs Code Certified entity in relation to the *Government Procurement (Secure Local Jobs) Code 2019* (the Code). The Secure Local Jobs Branch are undertaking compliance checks on all contracts for Territory-funded work that fall within the requirements of the Code.

As a Code Certified Entity, you have obligations under the Code. Section 9 of the Code states;

**9 Contact Persons for territory-funded work**

- (1) A Code Certified Entity must provide the territory entity with a person or persons, workforce locations and working hours for territory-funded work for the purposes of assisting the exercise of a lawful right of entry in accordance with Part 3-4 of the Fair Work Act 2009 (Cth) or Part 7 of the Work Health and Safety Act 2011.
- (2) A Code Certified Entity must provide the information required under subsection (1) to the territory entity prior to the commencement of territory-funded work.
- (3) A Code Certified Entity must advise the territory entity within 14 days if there is a change to the information provided in accordance with subsection (1).

To ensure you are compliant with your obligations under the Code in relation to Section 9, please complete the online form in the link below. Please also note that this form needs to be completed for **each** site/contract you are working on.

[Updated Contact Details for Territory-funded work](#)

In addition to completing the form to provide updated advice for all workforce locations, working hours and contact details for territory-funded work, please provide the following information in relation to your Code Certified Entity operations;

- Start date of (all) your current contracts and the completion date/expected completion date; and
- List of all subcontractors (if used) for each site.

Section 12 of the Code states that *a Code Certified Entity must comply with any reasonable request for information, access to records and directions given by the registrar for the purposes of investigating compliance with the Code. Failure to comply with this request could result in the imposition of conditions to your Code Certificate under section 22T of the Government Procurement Act 2001.*

Your response to this email, including supporting documentation should be provided by COB **1<sup>st</sup> May 2020**. Should you have any questions or require an extension of time to respond, please contact the branch on 02 6207 3005 or email [securelocaljobs@act.gov.au](mailto:securelocaljobs@act.gov.au).

Regards

Matthew Dickson

Matthew Dickson | Compliance Support Officer

Secure Local Jobs Branch | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 4, Nara Building, 1 Constitution Ave Canberra City 2601 | GPO Box 158 Canberra City ACT 2601 | [www.act.gov.au](http://www.act.gov.au)



**From:** [REDACTED]  
**Sent:** 24/06/2020 1:37 AM  
**To:** "Secure Local Jobs Code" <securelocaljobs@act.gov.au>  
**Subject:** Re: Olympic Fencing\_SLJC Certificate

Thanks Lauren

On 23 Jun 2020, at 12:55 pm, Secure Local Jobs Code <securelocaljobs@act.gov.au > wrote:

UNOFFICIAL

Good afternoon  
Please see attached the applicants SLJC Certificate.  
Kind regards

Lauren Wubbels | Compliance Support Officer  
Secure Local Jobs Branch | Chief Minister, Treasury and Economic Development Directorate | ACT Government  
[REDACTED] [REDACTED]  
Level 4, Nara Building, 1 Constitution Ave Canberra City 2601 | GPO Box 158 Canberra City ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

<image001.png>

---

**From:** [REDACTED]  
**Sent:** Monday, 22 June 2020 9:32 AM  
**To:** Secure Local Jobs Code <securelocaljobs@act.gov.au>  
**Subject:** Renewal for Olympic Fencing

Hi,  
Please find attached Audit Report, Signed Last Page, Stat Dec and ABN Lookup.  
Regards

[REDACTED]

[REDACTED]

This email is intended for the named recipient only. The information contained in this message may be confidential, or commercially sensitive. If you are not the intended recipient you must not reproduce or distribute any part of the email, disclose its contents to any other party, or take any action in reliance on it. If you have received this email in error, please contact the sender immediately, and please delete this message from your computer.

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<00093\_SLJC Certificate.pdf>

[REDACTED]



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**From:** "Graham Heslop" [REDACTED]  
**Sent:** 11/05/2020 6:08 AM  
**To:** "Secure Local Jobs Code" <securelocaljobs@act.gov.au>  
**Cc:** [REDACTED]  
**Subject:** FW: Update Contact Details

Matthew

Below are the contractors used at Charnwood Dunlop Primary School.

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Regards

Graham Heslop  
[REDACTED]  
Olympic Fencing NSW PTY LTD

[REDACTED]  
[REDACTED]  
[REDACTED]

---

**From:** Dickson, Matthew [REDACTED] **On Behalf Of** Secure Local Jobs Code  
**Sent:** Monday, 11 May 2020 1:50 PM  
**Subject:** Update Contact Details

UNOFFICIAL

Dear Sir/Madam

I refer to my email of 04/05/2020 relating to the request to Update contact details for all Territory-funded work you are currently contracted to perform via the online submission form.

In addition to completing the online form, my email advice also required you to provide a list of **all subcontractors** (if used) for each of the sites / locations where your entity is performing Territory-funded work under contract. If subcontractors were not used please state that in your reply email.

As a Secure Local Jobs Code Certified Entity please be aware that Section 12 of the Secure Local Jobs Code states;

*a Code Certified Entity must comply with any reasonable request for information, access to records and directions given by the registrar for the purposes of investigating compliance with the Code. Failure to comply*

*with this request could result in the imposition of conditions to your Code Certificate under section 22T of the Government Procurement Act 2001.*

Your response to this email, including supporting documentation should be provided by COB **15th May 2020**.

Should you have any questions about this request or require an extension of time to respond, please contact me on [REDACTED] or email [securelocaljobs@act.gov.au](mailto:securelocaljobs@act.gov.au).

Regards

Matthew Dickson

-----  
This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.  
-----

**From:**"Dickson, Matthew"  
**Sent:**23/06/2020 1:07 AM  
**To:**"Graham Heslop" [REDACTED]  
**Subject:**RE: Update Contact Details

UNOFFICIAL

Good morning Graham I'm in the process of finalising this contact details project. I require a bit more information if I may regarding the subcontractors if I may. A couple are not recognised in our system as being compliant but I wanted to check with you first. Do you happen to have ABNs, different trading names or Secure Local Jobs certificate numbers for these subcontractors? Thanks again for your time.

Regards

Matthew Dickson

Matthew Dickson | Compliance Support Officer  
Secure Local Jobs Branch | Chief Minister, Treasury and Economic Development Directorate | ACT Government  
[REDACTED]  
Level 4, Nara Building, 1 Constitution Ave Canberra City 2601 | GPO Box 158 Canberra City ACT 2601 | [www.act.gov.au](http://www.act.gov.au)



---

**From:** Graham Heslop [REDACTED]  
**Sent:** Monday, 11 May 2020 16:08  
**To:** Secure Local Jobs Code <[securelocaljobs@act.gov.au](mailto:securelocaljobs@act.gov.au)>  
**Cc:** [REDACTED]  
**Subject:** FW: Update Contact Details

Matthew

Below are the contractors used at Charnwood Dunlop Primary School.

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]

Regards

Graham Heslop

[REDACTED]  
Olympic Fencing NSW PTY LTD  
[REDACTED]  
[REDACTED]  
[REDACTED]

---

**From:** Dickson, Matthew [REDACTED] **On Behalf Of** Secure Local Jobs Code  
**Sent:** Monday, 11 May 2020 1:50 PM  
**Subject:** Update Contact Details

UNOFFICIAL

Dear Sir/Madam

I refer to my email of 04/05/2020 relating to the request to Update contact details for all Territory-funded work you are currently contracted to perform via the online submission form.

In addition to completing the online form, my email advice also required you to provide a list of **all subcontractors** (if used) for each of the sites / locations where your entity is performing Territory-funded work under contract. If subcontractors were not used please state that in your reply email.

As a Secure Local Jobs Code Certified Entity please be aware that Section 12 of the Secure Local Jobs Code states;

*a Code Certified Entity must comply with any reasonable request for information, access to records and directions given by the registrar for the purposes of investigating compliance with the Code. Failure to comply with this request could result in the imposition of conditions to your Code Certificate under section 22T of the Government Procurement Act 2001.*

Your response to this email, including supporting documentation should be provided by COB **15th May 2020**.

Should you have any questions about this request or require an extension of time to respond, please contact me on [REDACTED] or email [securelocaljobs@act.gov.au](mailto:securelocaljobs@act.gov.au).

Regards

Matthew Dickson

-----  
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**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

Reference: INV00065/CertNo.00093  
Case Officer: M Dickson  
Contact: [REDACTED]

Mr Graham Heslop  
Olympic Fencing (NSW) Pty Limited  
16 Laverick Avenue  
TOMAGO NSW 2322

Via email: [REDACTED]

Dear Mr Heslop

## **NOTICE OF INVESTIGATION & REQUEST FOR INFORMATION**

**Under Section 225 of the Government Procurement Act 2001**

**Code Certified Entity: Olympic Fencing (NSW) Pty Limited (ABN 17 065 360 303)**

I refer to Secure Local Jobs Code Certificate (Code Certificate) 00093, held by Olympic Fencing (NSW) Pty Limited (the Entity).

An investigation has commenced into the Entity's potential noncompliance with its obligations under *Government Procurement (Secure Local Jobs) Code 2019* (the Code). Following a review of the information you provided to this Office on 11 May 2020 relating to ACT Government Contract number 3122019 "Charnwood Primary School \_ Security Fence", it has been identified that the Entity may be in breach of Section 8 of the Code

Section 8 of the Code states:

### **8 Subcontractors**

- (1) *Prior to engaging any Subcontractor in relation to territory-funded work, a Code Certified Entity (in contract with a territory entity) must provide details of the proposed Subcontractor to the Territory.*

*Note: If a form is approved by the Minister for this section, the form must be used.*

- (2) *A Code Certified Entity (that is in contract with a territory entity) must ensure that any Subcontractors engaged in connection with territory-funded work have a valid secure local jobs code certificate and comply with the Code in relation to that work.*

To establish the Entity's compliance with Section 8 of the Code, you are required to provide the following information:

- Secure Local Jobs certificate numbers for the following subcontractors;

■ [REDACTED]

■ [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

- A copy of your Labour Relation, Training and Workplace Equity Plan, submitted at the time of tender, and;
- Site sign-on sheets identifying workers and companies attending site.

Section 12 of the Code states a Code Certified Entity must, subject to law, comply with any reasonable request for information, access to records and directions given by the Registrar for the purposes of investigating compliance with the Code. Failure to comply with this request could result in the imposition of conditions to your Code Certificate under section 22T of the *Government Procurement Act 2001*.

Your response and the requested information are required by **14 July 2020**.

If you have any further questions, please do not hesitate to contact Mr Matthew Dickson on [REDACTED]

Regards

Kirsty Bourke  
Delegate of the Secure Local Jobs Code Registrar  
7 July 2020

**From:**"Dickson, Matthew"

**Sent:**06/07/2020 10:58 PM

**To:**"Graham Heslop" [REDACTED]

**Subject:**Notice of Investigation

**Attachments:**Notice of Investigation Olympic Fencing.pdf

UNOFFICIAL

Good morning please see attached Notice of Investigation.

Regards

Matthew Dickson

Matthew Dickson | Compliance Support Officer

Secure Local Jobs Branch | Chief Minister, Treasury and Economic Development Directorate | ACT Government

[REDACTED]  
Level 4, Nara Building, 1 Constitution Ave Canberra City 2601 | GPO Box 158 Canberra City ACT 2601 | [www.act.gov.au](http://www.act.gov.au)



- [REDACTED]
- [REDACTED]
- [REDACTED]

- A copy of your Labour Relation, Training and Workplace Equity Plan, submitted at the time of tender, and;
- Site sign-on sheets identifying workers and companies attending site.

Section 12 of the Code states a Code Certified Entity must, subject to law, comply with any reasonable request for information, access to records and directions given by the Registrar for the purposes of investigating compliance with the Code. Failure to comply with this request could result in the imposition of conditions to your Code Certificate under section 22T of the *Government Procurement Act 2001*.

Your response and the requested information are required by **14 July 2020**.

If you have any further questions, please do not hesitate to contact Mr Matthew Dickson on

[REDACTED]

Regards

[REDACTED]

Kirsty Bourke  
Delegate of the Secure Local Jobs Code Registrar  
7 July 2020

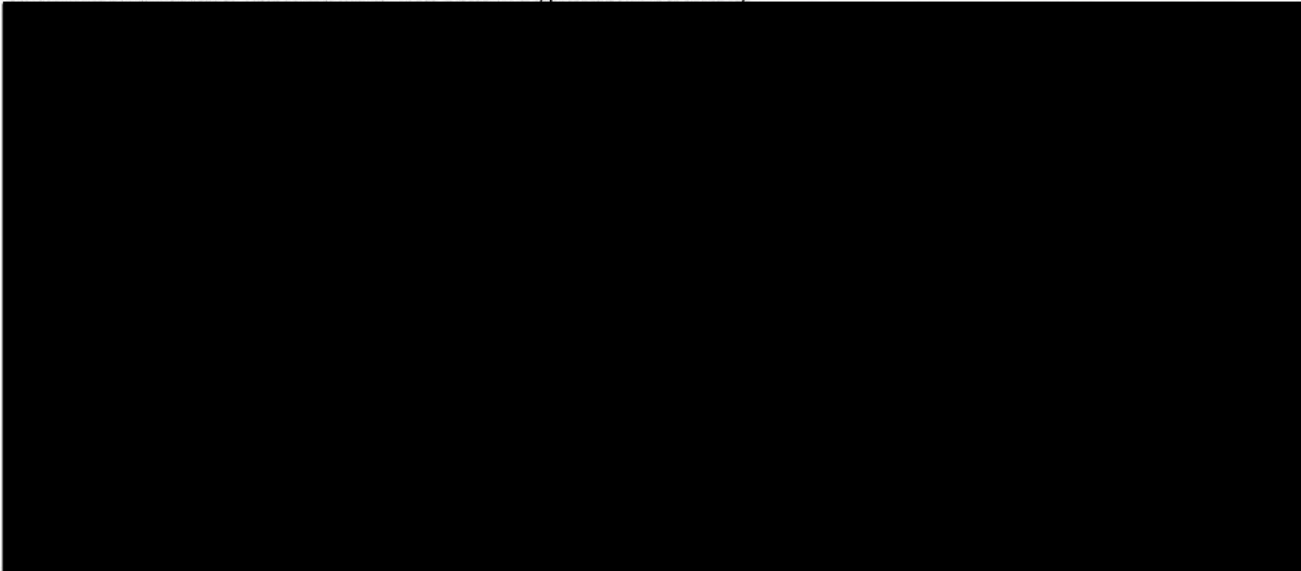
**From:** "Graham Heslop" [REDACTED]  
**Sent:** 07/07/2020 12:53 AM  
**To:** "Dickson, Matthew" <Matthew.Dickson@act.gov.au>  
**Cc:** [REDACTED]

**Subject:** RE: Notice of Investigation  
**Attachments:** secure\_local\_job\_code.pdf

Matthew

Secure Local Jobs certificate numbers for the following subcontractors;

- 1.
- 2.
- 3.
- 4.
- 5.



I am advised we also used [REDACTED], their certificate is attached.

I have contacted [REDACTED] who supplied the Concrete about the certificate with no response.

I will also note that when advised that our contractors needed "Secure Local Jobs Certificate", the work had been completed for approximately 4-5 weeks.

We will endeavour to ensure that on any future works, we have companies who have the certification, to this end, is there a list of companies we can access that have the "Secure Local Jobs" Certification and their experience.

Regards

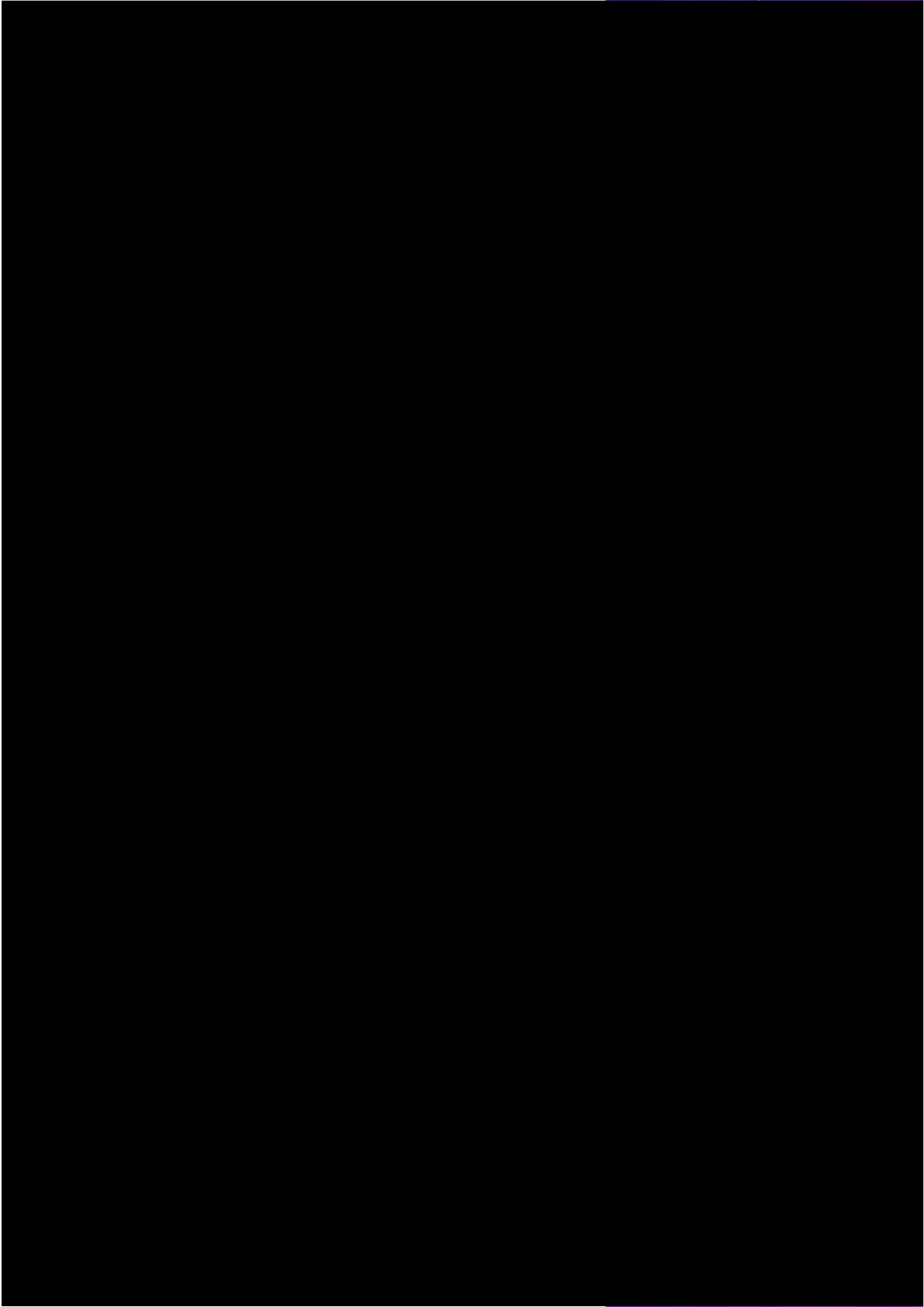
Graham Heslop  
[REDACTED]  
Olympic Fencing NSW PTY LTD

[REDACTED]  
[REDACTED]  
[REDACTED]

---

**From:** Dickson, Matthew [REDACTED]  
**Sent:** Tuesday, 7 July 2020 8:58 AM  
**To:** Graham Heslop [REDACTED]  
**Subject:** Notice of Investigation





**From:** [Graham Heslop](#)  
**To:** [Dickson, Matthew](#)  
**Cc:** [REDACTED]  
**Subject:** RE: Notice of Investigation  
**Date:** Tuesday, 7 July 2020 10:54:18  
**Attachments:** [image001.png](#)  
[secure\\_local\\_job\\_code.pdf](#)

---

[Matthew](#)

Secure Local Jobs certificate numbers for the following subcontractors;

1.

2.

3.

4.

5.

I am advised we also used [REDACTED], their certificate is attached.

I have contacted [REDACTED] who supplied the Concrete about the certificate with no response.

I will also note that when advised that our contractors needed "Secure Local Jobs Certificate", the work had been completed for approximately 4-5 weeks.

We will endeavour to ensure that on any future works, we have companies who have the certification, to this end, is there a list of companies we can access that have the "Secure Local Jobs" Certification and their experience.

Regards

Graham Heslop

[REDACTED]  
Olympic Fencing NSW PTY LTD

[REDACTED]  
[REDACTED]  
[REDACTED]

---

**From:** Dickson, Matthew [REDACTED]  
**Sent:** Tuesday, 7 July 2020 8:58 AM  
**To:** Graham Heslop [REDACTED]  
**Subject:** Notice of Investigation

UNOFFICIAL

Good morning please see attached Notice of Investigation.

Regards

Matthew Dickson

Matthew Dickson | Compliance Support Officer

Secure Local Jobs Branch | Chief Minister, Treasury and Economic Development Directorate | ACT Government

[REDACTED]

Level 4, Nara Building, 1 Constitution Ave Canberra City 2601 | GPO Box 158 Canberra City ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

cid:image001.png@01D65441.6262FC30



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**From:** "Graham Heslop" [REDACTED]  
**Sent:** 07/07/2020 10:37 PM  
**To:** "Dickson, Matthew" [REDACTED]  
**Subject:** FW: Notice of Investigation  
**Attachments:** secure\_local\_job\_code.pdf, 00769\_SLJC Certificate.pdf

[REDACTED] SLJC Cert Attached

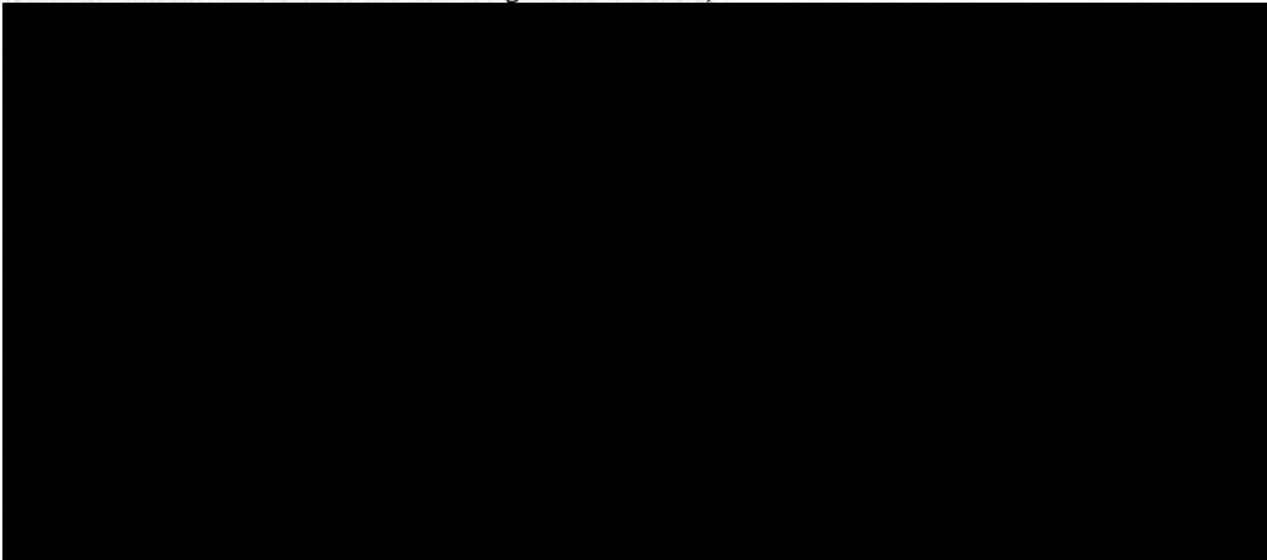
---

**From:** Graham Heslop  
**Sent:** Tuesday, 7 July 2020 10:53 AM  
**To:** Dickson, Matthew [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Notice of Investigation

Matthew

Secure Local Jobs certificate numbers for the following subcontractors;

- 1.
- 2.
- 3.
- 4.
- 5.



I am advised we also used [REDACTED], their certificate is attached.

I have contacted [REDACTED] who supplied the Concrete about the certificate with no response.

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Regards

Graham Heslop  
[REDACTED]  
Olympic Fencing NSW PTY LTD  
[REDACTED]  
[REDACTED]  
[REDACTED]

**From:** Dickson, Matthew [REDACTED]  
**Sent:** Tuesday, 7 July 2020 8:58 AM  
**To:** Graham Heslop [REDACTED]  
**Subject:** Notice of Investigation

UNOFFICIAL

Good morning please see attached Notice of Investigation.

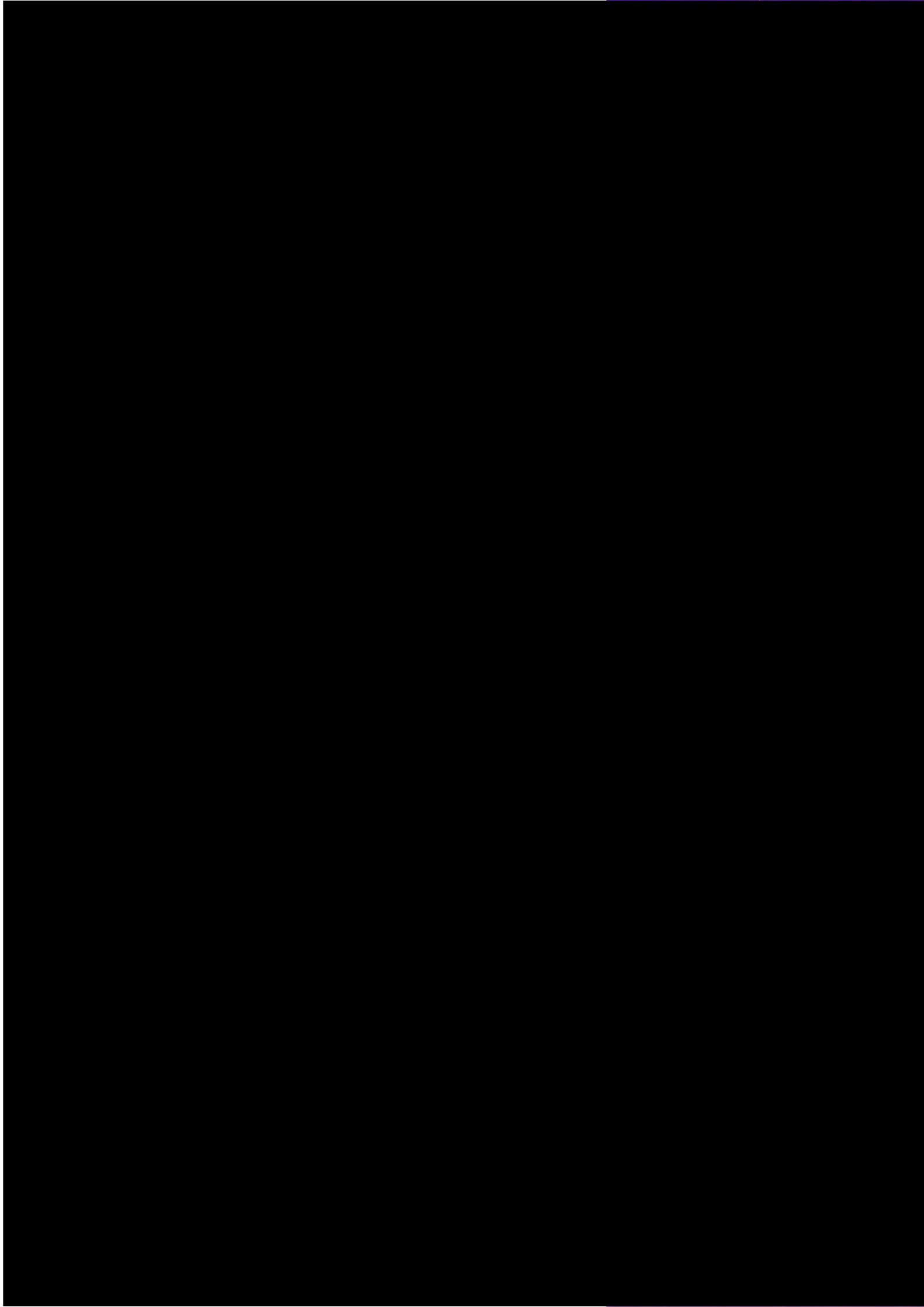
Regards

Matthew Dickson

Matthew Dickson | Compliance Support Officer  
Secure Local Jobs Branch | Chief Minister, Treasury and Economic Development Directorate | ACT Government  
[REDACTED]  
Level 4, Nara Building, 1 Constitution Ave Canberra City 2601 | GPO Box 158 Canberra City ACT 2601 | [www.act.gov.au](http://www.act.gov.au)



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**From:** [Graham Heslop](#)  
**To:** [Dickson, Matthew](#)  
**Subject:** FW: Notice of Investigation  
**Date:** Wednesday, 8 July 2020 08:38:08  
**Attachments:** [image001.png](#)  
[secure\\_local\\_job\\_code.pdf](#)  
[00769\\_SLJC Certificate.pdf](#)

---

[REDACTED] SLJC Cert Attached

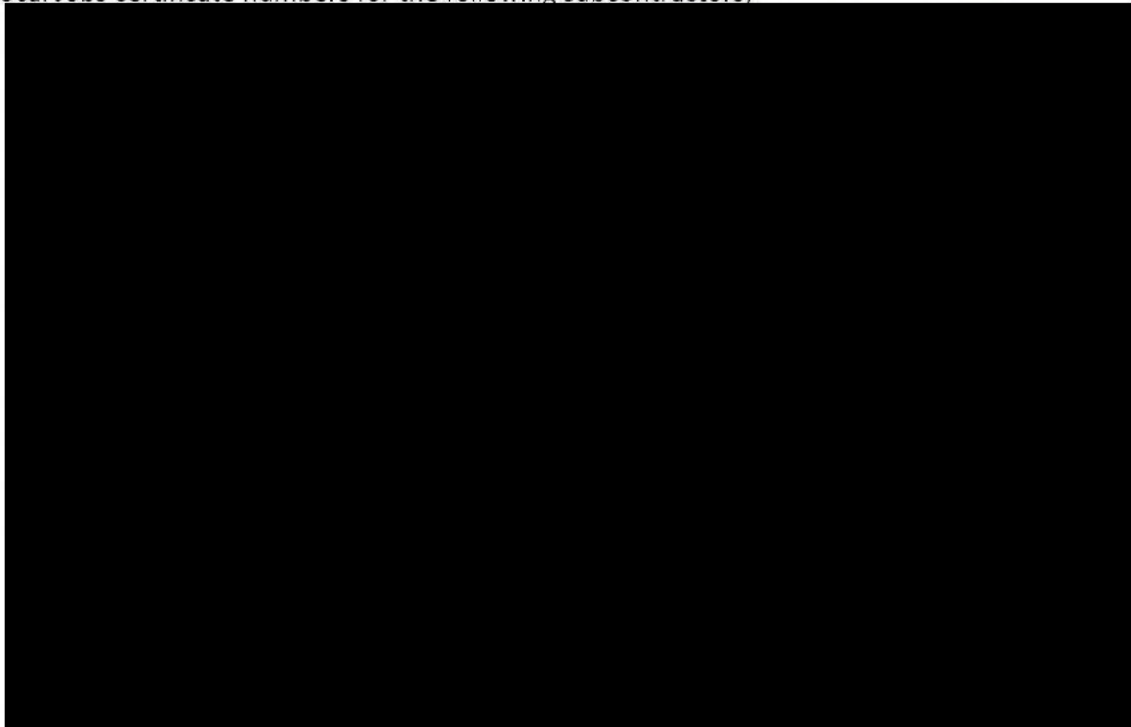
---

**From:** Graham Heslop  
**Sent:** Tuesday, 7 July 2020 10:53 AM  
**To:** Dickson, Matthew [REDACTED]  
[REDACTED]  
[REDACTED]  
**Subject:** RE: Notice of Investigation

[Matthew](#)

Secure Local Jobs certificate numbers for the following subcontractors:

- 1.
- 2.
- 3.
- 4.
- 5.



I am advised we also used [REDACTED] their certificate is attached.

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Regards

Graham Heslop

[REDACTED]  
Olympic Fencing NSW PTY LTD

[REDACTED]

[REDACTED]

[REDACTED]

---

**From:** Dickson, Matthew [REDACTED]  
**Sent:** Tuesday, 7 July 2020 8:58 AM  
**To:** Graham Heslop [REDACTED]  
**Subject:** Notice of Investigation

UNOFFICIAL

Good morning please see attached Notice of Investigation.

Regards

Matthew Dickson

Matthew Dickson | Compliance Support Officer

Secure Local Jobs Branch | Chief Minister, Treasury and Economic Development Directorate | ACT Government

[REDACTED]

Level 4, Nara Building, 1 Constitution Ave Canberra City 2601 | GPO Box 158 Canberra City ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

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**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

Reference: INV00065/00093  
Case Officer: M Dickson  
Contact: [REDACTED]

Olympic Fencing (NSW) Pty Ltd  
16 LAVERICK AVENUE  
TOMAGO NSW 2322  
Email: [REDACTED]

Dear Mr Graham Heslop

### **SHOW REASONS NOTICE**

**Under Section 8 of the Government Procurement  
(Secure Local Jobs Complaints and Noncompliance Investigation) Guidelines 2018  
Code Certified Entity: Olympic Fencing (NSW) Pty Ltd (ABN 17 065 360 303)**

I refer to the investigation of possible noncompliance by Olympic Fencing (NSW) Pty Ltd (the Entity) with its obligations under the *Government Procurement (Secure Local Jobs) Code 2019* (the Code).

As a result of the investigation, it appears that the Entity may be in breach of Section 8 and Section 12 of the Code. The findings of this investigation have been included on page 3 of this letter.

#### **Proposed Actions;**

The Secure Local Jobs Code registrar is considering imposing the following conditions:

<b>Code Certificate</b>	<b>00093</b>
<b>Conditions</b>	<b>20 infringement points</b>
<b>Period</b>	<b>24 months</b>

If he decides to so, the infringement points will be applied as a condition to a Code Certificate and will be published against the Code Certified Entity on the Secure Local Jobs website.

Under Section 8 of the *Government Procurement (Secure Local Jobs) Complaints and Noncompliance Investigation Guidelines*, you are provided with the opportunity to respond to this Notice:

- By making Submissions about the proposed findings; and
- By making submissions about the proposed conditions.

Submissions received in writing by **28 August 2020** will be considered. If no response is received, the matter will be finalised without further notice to you.

If you have any further questions, please do not hesitate to contact, Matthew Dickson on

██████████

Regards

Kirsty Bourke  
Delegate of the Secure Local Jobs Code Registrar  
14 August 2020

### Investigation Findings

A compliance project was initiated by the Registrar to ensure that Code Certified Entities engaged by the Territory to perform Territory Funded Work, met their obligations under the *Government Procurement (Secure Local Jobs) Code 2019* (the Code).

On 22 April 2020, the Entity was sent an email. The email requested that the Entity complete the online "Contact Details for Territory Funded Work" submission form and provide details of Subcontractors that were engaged for the project if applicable. A response to the email was due 1 May 2020.

On 23 April 2020, The Entity completed the online submission form in relation to ACT Government Contract #3122019 "Charnwood Primary School – Security Fence".

On 4 May 2020, an email was sent to the Entity requesting details of subcontractors engaged if applicable.

On 11 May 2020, The Entity provided a list of subcontractors. Listed below.

On 7 July 2020, a Notice of Investigation was sent to the Entity. A response was required by 14 July 2020.

On 7 July 2020, a response was received to the Notice of Investigation. In the response, the Entity stated the following;

- 

- 

- 

- 

-

- [REDACTED]
- *"I will also note that when advised that our contractors needed "Secure Local Jobs Certificate", the work had been completed for approximately 4-5 weeks".*

The Entity supplied Secure Local Jobs Certificate [REDACTED] for [REDACTED] for works conducted.

The Entity has not provided all requested information by the due date and the Entity has engaged Subcontractors that did not hold a valid Secure Local Jobs Code certificate at the time they were engaged to perform works. It is alleged that the Entity may be noncompliant with its obligations under Section 8 (1) (2) and Section 12 of the Secure Local Jobs Code.



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

Reference: INV00065/00093  
Case Officer: M Dickson  
Contact: [REDACTED]

Olympic Fencing (NSW) Pty Ltd  
16 LAVERICK AVENUE  
TOMAGO NSW 2322  
Email: [REDACTED]

Dear Mr Graham Heslop

### **SHOW REASONS NOTICE**

**Under Section 8 of the Government Procurement**

**(Secure Local Jobs Complaints and Noncompliance Investigation) Guidelines 2018**

**Code Certified Entity: Olympic Fencing (NSW) Pty Ltd (ABN 17 065 360 303)**

I refer to the investigation of possible noncompliance by Olympic Fencing (NSW) Pty Ltd (the Entity) with its obligations under the *Government Procurement (Secure Local Jobs) Code 2019* (the Code).

As a result of the investigation, it appears that the Entity may be in breach of Section 8 and Section 12 of the Code. The findings of this investigation have been included on page 3 of this letter.

#### **Proposed Actions;**

The Secure Local Jobs Code registrar is considering imposing the following conditions:

**Code Certificate 00093**  
**Conditions 20 infringement points**  
**Period 24 months**

If he decides to so, the infringement points will be applied as a condition to a Code Certificate and will be published against the Code Certified Entity on the Secure Local Jobs website.

Under Section 8 of the *Government Procurement (Secure Local Jobs) Complaints and Noncompliance Investigation Guidelines*, you are provided with the opportunity to respond to this Notice:

- By making Submissions about the proposed findings; and
- By making submissions about the proposed conditions.

Submissions received in writing by **28 August 2020** will be considered. If no response is received, the matter will be finalised without further notice to you.

If you have any further questions, please do not hesitate to contact, Matthew Dickson on

[REDACTED]

Regards

[REDACTED]

Kirsty Bourke

Delegate of the Secure Local Jobs Code Registrar

14 August 2020

### Investigation Findings

A compliance project was initiated by the Registrar to ensure that Code Certified Entities engaged by the Territory to perform Territory Funded Work, met their obligations under the *Government Procurement (Secure Local Jobs) Code 2019* (the Code).

On 22 April 2020, the Entity was sent an email. The email requested that the Entity complete the online "Contact Details for Territory Funded Work" submission form and provide details of Subcontractors that were engaged for the project if applicable. A response to the email was due 1 May 2020.

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- 

- 

- 

- 

-

- [REDACTED]
- *"I will also note that when advised that our contractors needed "Secure Local Jobs Certificate", the work had been completed for approximately 4-5 weeks".*

The Entity supplied Secure Local Jobs Certificate [REDACTED] for [REDACTED] for works conducted.

The Entity has not provided all requested information by the due date and the Entity has engaged Subcontractors that did not hold a valid Secure Local Jobs Code certificate at the time they were engaged to perform works. It is alleged that the Entity may be noncompliant with its obligations under Section 8 (1) (2) and Section 12 of the Secure Local Jobs Code.

**From:**"Dickson, Matthew"

**Sent:**14/08/2020 6:28 AM

**To:**"Graham Heslop" [REDACTED]

**Subject:**Show Reason Notice

**Attachments:**INV00065\_SRN\_Olympic Fencing (NSW) Pty Ltd.pdf

UNOFFICIAL

Good afternoon please see attached Show Reason Notice. Thank you for your time.

Regards

Matthew Dickson

Matthew Dickson | Compliance Support Officer

Secure Local Jobs Branch | Chief Minister, Treasury and Economic Development Directorate | ACT Government

[REDACTED]  
Level 4, Nara Building, 1 Constitution Ave Canberra City 2601 | GPO Box 158 Canberra City ACT 2601 | [www.act.gov.au](http://www.act.gov.au)



**From:**"Graham Heslop" [REDACTED]  
**Sent:**17/08/2020 12:36 AM  
**To:**"Dickson, Matthew" <Matthew.Dickson@act.gov.au>  
**Subject:**Read: Show Reason Notice

Your message

To: Graham Heslop  
Subject: Show Reason Notice  
Sent: Friday, August 14, 2020 6:28:53 AM [REDACTED]

was read on Monday, August 17, 2020 12:35:44 AM [REDACTED]



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## Secure Local Jobs Code Certificate – Registrar Decision

### Secure Local Jobs Code Certificate Application Information

Applicant entity: Olympic Fencing (NSW) Pty. Limited

ABN/ACN: 17 065 360 303

Received date: 17 January 2019

Approved auditor: [REDACTED]

Application date: 11 December 2018

Audit report date: 17 January 2019

### Compliance Officer Recommendation

*I am satisfied that the Registrar's Office has received all information required to make a decision on whether to grant a Secure Local Jobs Code Certificate.*

*I do recommend that the applicant entity receive a Secure Local Jobs Code Certificate.*

Review Date: 18 January 2019

Officer Name: J.Jimenez Position Title: Compliance Officer

### Secure Local Jobs Code Registrars Decision

*This request for a Secure Local Jobs Code Certificate is:*

**Granted**       **Declined**

Comments:

Validation Period: 18 months

Exemptions: Nil

Expires: 18 July 2020

Conditions: Nil

Registrar Signature: [REDACTED]

Date: 18/01/2019

**Secure Local Jobs Code Registrar**

Secure Local Jobs Branch

Chief Minister, Treasury and Economic Development Directorate



# SECURE LOCAL JOBS CODE

This is to certify that

## **Olympic Fencing (NSW) Pty. Limited**

17 065 360 303

16 Laverick Avenue Tomago NSW 2322

is a Code Certified Entity under the  
Secure Local Jobs Code

*Government Procurement Act 2001*

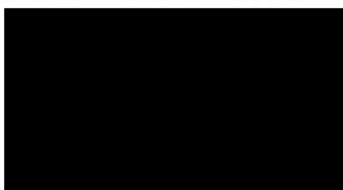
Certificate number 00093

Valid to 18 July 2020

Conditions: Nil

Exemptions: Nil

Approved Auditor: [REDACTED]



A.Parkinson  
Secure Local Jobs Code Registrar  
21 January 2019



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

# Secure Local Jobs Code Certificate 00093


## Registrar Decision

### 1. Certificate Application Information

Applicant entity: Olympic Fencing (NSW) Pty Ltd

ABN/ACN: 17 065 360 303

Received date: 22 June 2020

Approved auditor: 

### 2. Compliance Officer Recommendation

*I am satisfied that the Registrar's Office has received all information required to make a decision on whether to grant a Secure Local Jobs Code Certificate.*

*I recommend that the applicant entity receive a Secure Local Jobs Code Certificate.*

Validation Period: **24 months**

Valid: 19 July 2020

Expires: 19 July 2022

Exemption Request: Nil

Comments: **Renewal received before expiring 18 July 2020. No ACT employees still**

Review Date: 22 June 2020

Officer Name: L.Wubbels

Position Title: Compliance Support Officer

### 3. Registrars Decision

*This request for a Secure Local Jobs Code Certificate is:*

**Approved**

**Declined**


Delegate's Comments:

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Exemptions: Nil

Conditions: Nil

Delegates Signature: 

Date: 23 June 2020

**Delegate of Secure Local Jobs Code Registrar**

Secure Local Jobs Branch

Chief Minister, Treasury and Economic Development Directorate



# SECURE LOCAL JOBS CODE

This is to certify that

## **Olympic Fencing (NSW) Pty Ltd**

17 065 360 303

16 Laverick Avenue Tomago NSW 2322

is a Code Certified Entity under  
the Secure Local Jobs Code

*Government Procurement Act 2001*

Certificate number 00093

Valid from 19 July 2020 to 19 July 2022

Conditions: *20 infringement points imposed*

Exemptions: Nil

Approved Auditor: [REDACTED]

D.Robetson

Secure Local Jobs Code Registrar

02 September 2020



## Current details for ABN 17 065 360 303

### ABN details

Entity name:	OLYMPIC FENCING (NSW) PTY. LIMITED
ABN status:	Active from 17 Mar 2000
Entity type:	<a href="#">Australian Private Company</a>
Goods & Services Tax (GST):	Registered from 01 Jul 2000
Main business location:	NSW 2322

### Business name(s)

Business name	From
<a href="#">LOCKUP</a>	25 May 2004

### ASIC registration - ACN or ARBN

065 360 303 [View record on the ASIC website](#)

### Deductible gift recipient status

Not entitled to receive tax deductible gifts

ABN last updated: 27 Aug 2017

Record extracted: 18 Jan 2019

### Disclaimer

The Registrar makes every reasonable effort to maintain current and accurate information on this site. The Commissioner of Taxation advises that if you use ABN Lookup for information about another entity for taxation purposes and that information turns out to be incorrect, in certain circumstances you will be protected from liability. For more information see [disclaimer](#).



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

Reference: INV00065/00093  
Case Officer: M Dickson  
Contact: [REDACTED]

Olympic Fencing (NSW) Pty Ltd  
16 LAVERICK AVENUE  
TOMAGO NSW 2322  
Email: [REDACTED]

Dear Mr Heslop,

I refer to the Notice of Investigation of 7 July 2020 and the Show Reasons Notice of 14 August 2020. As a Delegate of the *Secure Local Jobs Code Registrar (the Registrar)*, I have considered the investigation findings that a *Code Certified Entity*, Olympic Fencing (NSW) Pty Ltd has breached its obligations under the ACT's *Government Procurement (Secure Local Jobs) Code 2019 (the Code)*. I am authorised and empowered by the *Government Procurement Act 2001 (the Act)* and if satisfied that Higgins Coatings Pty Ltd has failed to comply with the Code, can take any of the actions specified in section 22T of the Act.

The investigation determined that Olympic Fencing (NSW) Pty Ltd (00204) has breached Section 8 of the Code because it failed to ensure that a Subcontractor engaged in connection with *territory-funded work* had a valid *Secure Local Jobs Code certificate*

Section 8 of the Code states:

- (1) *Prior to engaging any Subcontractor in relation to territory-funded work, a Code Certified Entity (in contract with a territory entity) must provide details of the proposed Subcontractor to the Territory.*
- (2) *A Code Certified Entity (that is in contract with a territory entity) must ensure that any Subcontractors engaged in connection with territory-funded work have a valid secure local jobs code certificate and comply with the Code in relation to that work.*

#### **The facts considered that affected the decision**

I have reviewed the Secure Local Jobs Code and the information obtained during this investigation, including the submissions made to the Registrar on behalf of the Entity. I make the following findings relevant to my consideration of the action I propose taking:

- The investigation found that the Entity was in breach of Section 8 of the Code;
- The Entity did not provide a response or submissions in response to the Show Reasons Notice which was due on 28 August 2020.



In making my decision having considered the issue of proportionality as required with Section 7 of the *Secure Local Jobs Code Complaints and Noncompliance Guidelines*.

### **Decision and sanction**

As a result of the investigation findings, I determine Olympic Fencing (NSW) Pty Ltd, a Secure Local Jobs Code Certified Entity, has breached their obligations under the Secure Local Jobs Code.

My findings of the facts that constitute the breach of the Code are set out in the document that is titled "Findings" and which is attached to this letter.

I have determined this breach of the Code as 'moderate' and, I will impose the following;

**Code Certificate** 00093  
**Conditions** 20 infringement points  
**Period** 24 months

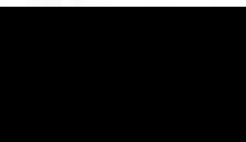
Please refer to the attached amended Secure Local Jobs Code Certificate 00093 displaying these conditions.

This decision has been made under section 22T(1) of the *Government Procurement Act 2001* and in accordance with the *Government Procurement (Secure Local Jobs Complaints and Noncompliance Investigation) Guidelines*. Infringement points remain in place for the specified timeframe and are published against the Code Certified Entity on the Secure Local Jobs Code website.

### **Reviewable Decisions**

Please refer to the attached Reviewable Decision Notice outlining your rights to review.

Regards



Kirsty Bourke  
Delegate of the Secure Local Jobs Code Registrar  
2 September 2020



## Findings

A compliance project was initiated by the Registrar to ensure that Code Certified Entities engaged by the Territory to perform Territory Funded Work, met their obligations under the *Government Procurement (Secure Local Jobs) Code 2019* (the Code).

On 22 April 2020, the Entity was sent an email. The email requested that the Entity complete the online “Contact Details for Territory Funded Work” submission form and provide details of Subcontractors that were engaged for the project if applicable. A response to the email was due 1 May 2020.

On 23 April 2020, The Entity completed the online submission form in relation to ACT Government Contract #3122019 “Charnwood Primary School – Security Fence”.

On 4 May 2020, an email was sent to the Entity requesting details of subcontractors engaged if applicable.

On 7 July 2020, a Notice of Investigation was sent to the Entity. A response was required by 14 July 2020.

On 7 July 2020, a response was received to the Notice of Investigation. In the response, the Entity stated the following;

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]



- [REDACTED]
- *"I will also note that when advised that our contractors needed "Secure Local Jobs Certificate", the work had been completed for approximately 4-5 weeks".*

The Entity supplied Secure Local Jobs Certificate [REDACTED] for [REDACTED] for works conducted.

The Entity has not provided all requested information by the due date and the Entity has engaged Subcontractors that did not hold a valid Secure Local Jobs Code certificate at the time they were engaged to perform works. It is alleged that the Entity may be noncompliant with its obligations under Section 8 (1) (2) and Section 12 of the Secure Local Jobs Code.

On 14 August 2020, a Show Reasons Notice was issued to the Entity. The Notice alleged that the Entity may have been in Breach of Section 8 and Section 12 of the Code and provided an opportunity for the Entity to provide submissions in relation to the findings. A response to the Show Reasons Notice was due 28 August 2020.

On 2 September a Notice of Decision was sent to the Entity as no written submissions had been received in response to the Show Reasons Notice.

**The Entity has engaged [REDACTED], that did not hold a valid Secure Local Jobs Code certificate at the time they performed works. It has been determined that Entity is in breach of Section 8 (1) (2) of the Secure Local Jobs Code.**



## Findings

A compliance project was initiated by the Registrar to ensure that Code Certified Entities engaged by the Territory to perform Territory Funded Work, met their obligations under the *Government Procurement (Secure Local Jobs) Code 2019* (the Code).

On 22 April 2020, the Entity was sent an email. The email requested that the Entity complete the online "Contact Details for Territory Funded Work" submission form and provide details of Subcontractors that were engaged for the project if applicable. A response to the email was due 1 May 2020.

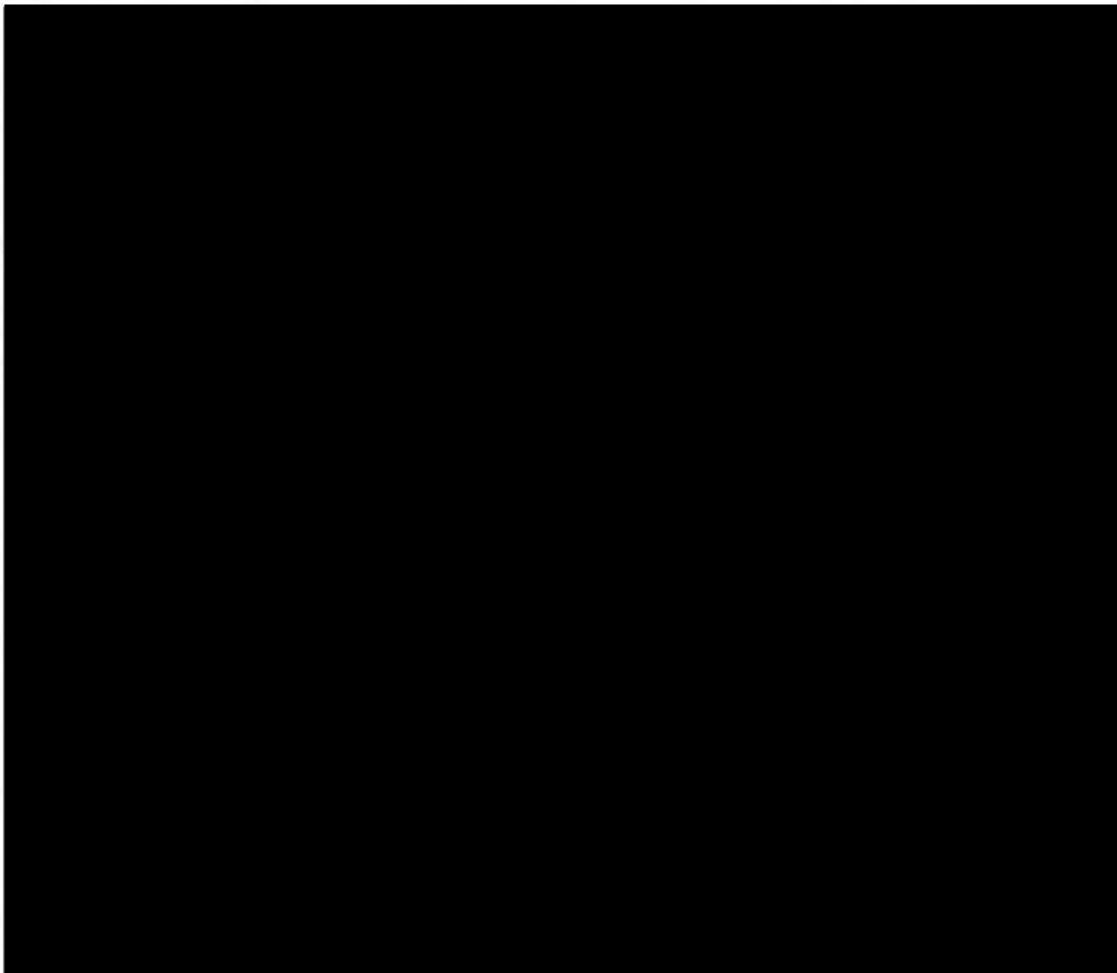
On 23 April 2020, The Entity completed the online submission form in relation to ACT Government Contract #3122019 "Charnwood Primary School – Security Fence".

On 4 May 2020, an email was sent to the Entity requesting details of subcontractors engaged if applicable.

On 7 July 2020, a Notice of Investigation was sent to the Entity. A response was required by 14 July 2020.

On 7 July 2020, a response was received to the Notice of Investigation. In the response, the Entity stated the following;

- 
- 
- 
- 
- 



**From:** "Secure Local Jobs Code"

**Sent:** 20/01/2019 11:28 PM

**To:** [REDACTED]

**Subject:** RE: Application for Olympic Fencing

**Attachments:** 00093\_Olympic Fencing (NSW) Pty. Limited\_Secure Local Jobs Code\_certificate.pdf

UNCLASSIFIED

Good morning [REDACTED],

Please see attached certificate 00093 for Olympic Fencing (NSW) Pty. Limited.

Kind regards

Jessica Jimenez | Compliance Officer

Secure Local Jobs Branch | Chief Minister, Treasury and Economic Development Directorate

ACT Government

[REDACTED]

Level 2, Nature Conservation House, 153 Emu Bank, Belconnen | GPO Box 158 Canberra City ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

---

**From:** [REDACTED]

**Sent:** Thursday, 17 January 2019 4:15 PM

**To:** Secure Local Jobs Code <securelocaljobs@act.gov.au>

**Subject:** Application for Olympic Fencing

Hi,

Please find attached Audit Report and Application Form for Olympic Fencing Pty Ltd.

Regards

[REDACTED]

[REDACTED]

This email is intended for the named recipient only. The information contained in this message may be confidential, or commercially sensitive. If you are not the intended recipient you must not reproduce or distribute any part of the email, disclose its contents to any other party, or take any action in reliance on it. If you have received this email in error, please contact the sender immediately, and please delete this message from your computer.



## Reviewable Decision Notice

### Government Procurement Act 2001

The Secure Local Jobs Registrar decided the attached matter on **2 September 2020**. If you are dissatisfied for any reason, this notice provides you with your rights to review.

Reviewable decisions are those mentioned in the below schedule:

#### Schedule 2 Reviewable decisions

column 1 item	column 2 section	column 3 decision	column 4 entity
1	22J	decision not to grant secure local jobs code certificate	applicant
2	22K (1) (b) and (2)	decision to impose, amend or remove condition on secure local jobs code certificate	entity that holds certificate
3	22T (1) (b)	decision to cancel secure local jobs code certificate	entity that holds certificate
4	22T (1) (c)	decision to suspend secure local jobs code certificate	entity that holds certificate
5	22T (1) (d)	decision to prohibit application for secure local jobs code certificate	entity that is prohibited from making application
6	22T (1) (e)	decision to impose or amend conditions on secure local jobs code certificate	entity that holds certificate

#### Your rights to seek merits review of the decision—ACT Civil and Administrative Tribunal Act 2008

If you wish to seek a review of the decision, you must apply in writing to the ACT Civil and Administrative Tribunal (the ACAT) within 28 days of the date of the decision. The application must state clearly your reasons for seeking a review. For further information, contact the ACAT Registry. There may be a fee associated with lodging an application to the ACAT. For current fee schedules, and for information on fee waivers, contact the ACAT Registry.

#### Other rights

Your rights to a review of the decision do not preclude the exercise of any other rights you may have under the laws of the Australian Capital Territory. You may also have rights under the Ombudsman Act, Administrative Decisions (Judicial Review) Act and the Freedom of Information Act. If you have any further questions concerning your rights to a review of a decision, or you require assistance, contact the ACAT Registry.



## Reviewable Decision Notice

### Government Procurement Act 2001

The Secure Local Jobs Registrar decided the attached matter on **2 September 2020**. If you are dissatisfied for any reason, this notice provides you with your rights to review.

Reviewable decisions are those mentioned in the below schedule:

#### Schedule 2 Reviewable decisions

column 1 item	column 2 section	column 3 decision	column 4 entity
1	<b>22J</b>	decision not to grant secure local jobs code certificate	applicant
2	<b>22K (1) (b) and (2)</b>	decision to impose, amend or remove condition on secure local jobs code certificate	entity that holds certificate
3	<b>22T (1) (b)</b>	decision to cancel secure local jobs code certificate	entity that holds certificate
4	<b>22T (1) (c)</b>	decision to suspend secure local jobs code certificate	entity that holds certificate
5	<b>22T (1) (d)</b>	decision to prohibit application for secure local jobs code certificate	entity that is prohibited from making application
6	<b>22T (1) (e)</b>	decision to impose or amend conditions on secure local jobs code certificate	entity that holds certificate

#### Your rights to seek merits review of the decision—ACT Civil and Administrative Tribunal Act 2008

If you wish to seek a review of the decision, you must apply in writing to the ACT Civil and Administrative Tribunal (the ACAT) within 28 days of the date of the decision. The application must state clearly your reasons for seeking a review. For further information, contact the ACAT Registry. There may be a fee associated with lodging an application to the ACAT. For current fee schedules, and for information on fee waivers, contact the ACAT Registry.

#### Other rights

Your rights to a review of the decision do not preclude the exercise of any other rights you may have under the laws of the Australian Capital Territory. You may also have rights under the Ombudsman Act, Administrative Decisions (Judicial Review) Act and the Freedom of Information Act. If you have any further questions concerning your rights to a review of a decision, or you require assistance, contact the ACAT Registry.