



PQC Online Consultant Application Guideline

Introduction

The Department of Energy and Public Works (DEPW), on behalf of the Queensland Government, administers a system of prequalification for consultants in the building and construction industry known as the Prequalification (PQC) System.

Consultants must be prequalified and appropriately registered on the PQC System to be eligible to tender for any Queensland Government building commission with a fee value:

- exceeding \$60,000; or
- less than \$60,000 where the service risk is determined to be high

PQC registration is a requirement and is not a guarantee of being awarded a Queensland Government building commission.

This guide provides information for new **applicants** seeking registration on the PQC System for building industry consultants as a basis for eligibility to undertake **Government building project** related commissions. It also provides information to existing registrants wishing to amend their registration details.

The terms “**applicant**”, “**Government building project**”, “**office**”, “**registrant**”, “**significant individual**” and “**worker**” are defined in Attachment 1.

New application for prequalification as a consultant

Getting started

Open a new form and click the radio button to “Apply for prequalification as a consultant”.

You will need the following information to begin your application:

- ABN (registered for GST) and Australian Company Number (ACN) (where applicable)
- average turnover for the previous 2 financial years
- licence or qualification details (e.g., QBCC, BPEQ, Board of Architects of Queensland)
- insurance certificates (e.g., WorkCover, professional indemnity, public liability)
- management system certificates (if applicable)
- details of projects (government and private sector) completed in the previous 3 years with referee details. [Download the Consultant referee report template \(DOC 830KB\)](#)

Minimum Requirements

The **applicant** must be able to respond ‘yes’ to all questions. If it is determined during the application review process that you do not meet these requirements, your application will not proceed.

Requirements under the Ethical Supplier Threshold

The **applicant** must be able to respond ‘no’ to all questions. If it is determined during the application review process that you do not meet these requirements, your application will not proceed.



Applicant details

Enter the **applicant** ABN and click on ABN lookup. Your company details will be automatically populated from the Australian Business Register.

Complete the field for your web address (where applicable).

Financial

Average Turnover (past 2 financial years)

Enter your average turnover for the past 2 financial years. This is calculated by adding together the turnover for the 2 past financial years and dividing by 2.

Note: If the **applicant** is a new business, please enter the predicted average turnover for your first 2 years in business.

Propriety

This series of questions relate to the **applicant**, or any partner or **significant individual** of the **applicant's** history. If 'yes' is answered to any of these questions, a contact name and details of the event must be provided, as the PQC Team may contact you to discuss.

Compliance

This series of questions relate to the **applicant** or any **significant individual's** compliance history. If 'yes' is answered to any of these questions, a contact name and details of the event must be provided.

Self-Assessment

The self-assessment questions are designed to assist in determining the **applicant's** PQC Level. The PQC Level is a numeric score (1, 2, 3 or 4) that provides an indication of a consultant's capacity to handle commissions and manage the associated risks. Other indicators are derived from the application details and from feedback provided by referees.

A PQC Level of 1 indicates a business that meets basic industry standards. A score of 4 indicates a business that operates at the leading edge of practice in a global context. PQC Levels are not based on financial capacity or business size.

There are 20 self-assessment questions of which 13 require a yes/no response and 7 involve choosing the most appropriate response from a selection of 4 options.

Responses to all questions must be able to be supported by appropriate evidence. The PQC team may request such evidence to be provided to verify your self-assessed PQC Level.

Company Details

Office Details

Office 1

Enter the **applicant's office** address details.

This should be the **applicant's** primary or head **office** within Queensland.

Applicants who do not have any **offices** within Queensland may still apply, however be aware that any project where a local **office** is required, they will not be considered eligible to tender.

Prequalification contact

Provide details for the person who can be contacted by Queensland Government officers and will be the direct contact for all PQC matters. This contact person should be based in the **office** listed in the previous step.

Significant individuals

Please refer to *Attachment 1: Definitions* and provide details of all the **applicant's significant individuals**. Additional individuals may be added by clicking the 'Add Individual' button.

Areas of operation

Indicate the areas (regions) that this **office** of the **applicant** wishes to undertake work in.

Office 2

If you have more than one Queensland **office**, click the 'add **office**' button. Enter the address details.

If you don't have any additional **offices** in Queensland, skip to *Business Type*.

Prequalification contact

Provide details for the person who can be contacted by Queensland Government officers. This contact person should be based in the **office** listed in the previous step and not listed for any other **office**. This person will be contacted for matters directly affecting this **office** or to be notified of general information or advice that is determined to be shared widely across all **registrants** or specific regions.

Complete the steps as per Office 1 for "Significant individuals" and "Areas of operation".

Business Type

Select your business type from the options available.

Women in Construction

Provide details for each question in relation to your Queensland workforce. If you do not currently have a Queensland **office**, answer in relation to the **office/s** applying for prequalification.

WorkCover

In accordance with the *Workers' Compensation and Rehabilitation Act 2003*, consultants employing any **workers** at their workplace will need to provide their WorkCover certificate.

Attach/upload your WorkCover certificate of currency.

Insurances

As a minimum requirement for prequalification, all consultants must maintain current professional indemnity and public liability insurance, with the appropriate coverage. Please refer to: [Insurance for building consultants | Business Queensland](#) for further details.

Attach/upload your current certificate/s of currency for professional indemnity and public liability insurances.

Principal consultant

This question relates to whether you are interested in acting as a principal consultant.

Indigenous Business

These questions relate to whether the **applicant** has experience providing services to Indigenous communities or identify as an Indigenous business. If the **applicant** selects yes, please provide details and upload supporting information where requested. This could be confirmation of your registration or a statutory declaration.

Management Systems

When claiming certified status for management systems, all certificates must be third party certified by one of the following:

- A recognised accredited body through the Joint Accreditation Scheme of Australia and New Zealand (JAS-ANZ) <https://www.jas-anz.org/>; or
- A recognised accredited body member of the International Accreditation Forum (IAF), of which JAS-ANZ is a member.

Acceptable Management Systems:

- Quality Management Systems – AS/NZS ISO 9001 - version 2015, 2016
- Environmental Management Systems – AS/NZS ISO 14001 - version 2015, 2016

Upload a copy of your current certificate/s.

As management system certifications are **office** specific, the certificate must display the address/s as registered in PQC. Any PQC registered **office/s** that are not listed, will not have this certification listed against it.

Project Capabilities

Select the project capabilities for which you wish to be registered.

Project Types

Select the project types for which the **applicant** would like to be registered for.

The **applicant** must provide details of completed projects to support the project types selected. These must have been completed within the past three years.

Licences

To be registered on the PQC System, consultants must be appropriately licenced or registered to provide the services in your area of practice in Queensland. These licences and registrations are then linked to the appropriate commission types available with the PQC system. These are the services that the **registrant** can offer on **Government building project** related commissions as required under the whole-of-Government Capital Works Management Framework (CWMF). The commission types and licences applicable are listed in detail below.

Add the **applicant's** licence (or registration) number. Where licences or registrations are specific to qualified individuals, please enter that number, noting that the individual must be an employee of the **applicant**.

Select the licence body and class from the drop-down lists and note any restrictions where applicable.

Enter the licence renewal date (or date of expiry).

For any QBCC licensees, enter the maximum revenue (MR) for licensing. If the **applicant** doesn't have this information on hand, add the upper limit of the MR category as shown on the QBCC [licence search facility](#).

Building Project Management

All licences must be held in the **applicant's** name unless otherwise stated.

- Builder - Low rise (QBCC)
- Builder - Medium rise (QBCC)
- Builder – Open (QBCC)
- Builder – Project management services (QBCC)
- Registered Architect – Board of Architects Queensland – registration in the name of an individual employed by the **applicant**
- Registered Engineer – Board of Professional Engineers – registration in the name of an individual employed by the **applicant**

Note: When applying for Building Project Management using an employee's registration with one of the Boards, you must also provide a project referee where the individual is confirmed as the project manager on the project. This project example must have been completed in the past 3 years.

Compliance – Building Certification

- Building Surveyor Level 1, 2 or 3 (QBCC) – licence in the name of an individual employed by the **applicant**

Cost Management – Bill of Quantities/Cost Planning and Management

- Quantity Surveyor (eligible for AIQS membership) – registration (or eligibility for) in the name of an individual employed by the **applicant**

Design and documentation - Acoustics

- Registered Civil, Electrical or Mechanical Engineer – Board of Professional Engineers of Queensland – registration in the name of an individual employed by the **applicant**

Design and documentation – Building Design

- Registered Architect – Board of Architects of Queensland – registration in the name of an individual employed by the **applicant** (must operate from the **office** address applying)
- Building Designer (QBCC) – must be in name of company/**applicant** applying

Design and documentation – Civil Engineering

- Registered Civil Engineer - Board of Professional Engineers of Queensland – registration in the name of an individual employed by the **applicant**
- Engineering Technologist/Associate (Civil) (NER registered) – registration in the name of an individual employed by the **applicant**

Design and documentation – Electrical (power, data and communication)

- Registered Electrical Engineer (Board of Professional Engineers of Queensland) – registration in the name of an individual employed by the **applicant**
- Engineering Technologist/Associate (Civil) (NER registered) – registration in the name of an individual employed by the **applicant**

Design and documentation – Energy

- Registered Electrical or Mechanical Engineer - Board of Professional Engineers of Queensland – registration in the name of an individual employed by the **applicant**
- Engineering Technologist/Associate (Civil) (NER registered) – registration in the name of an individual employed by the **applicant**

Design and documentation – Environmental

- Registered Civil Engineer (Board of Professional Engineers of Queensland) – registration in the name of an individual employed by the **applicant**
- Environmental Scientist practicing in environmental engineering – in the name of an individual employed by the **applicant**
- Landscape Architect (eligible for corporate membership of AILA) – registration (or eligibility for) in the name of an individual employed by the **applicant**
- Certified Environmental Practitioner (CEnvP) – registration in the name of an individual employed by the **applicant**

Design and documentation – Fire

- Registered Civil, Electrical or Mechanical Engineer -Board of Professional Engineers of Queensland – registration in the name of an individual employed by the **applicant**

Design and documentation – Hydraulics/plumbing

- Registered Civil Engineer (Board of Professional Engineers of Queensland) – registration in the name of an individual employed by the **applicant**
- Hydraulics Services Design (QBCC) – must be in name of company/**applicant** applying

Design and documentation – Landscape design

- Landscape Architect (eligible for corporate membership of AILA) – registration (or eligibility for) in the name of an individual employed by the **applicant**

Design and documentation – Mechanical (HVAC)

- Registered Mechanical Engineer - Board of Professional Engineers of Queensland– registration in the name of an individual employed by the **applicant**
- Mechanical Contractor (QBCC) – must be in name of company/**applicant** applying

Design and documentation – Security

- Registered Electrical or Mechanical Engineer (Board of Professional Engineers of Queensland) – registration in the name of an individual employed by the **applicant**

Design and documentation – Structural

- Registered Structural or Civil Engineer - Board of Professional Engineers Queensland– registration in the name of an individual employed by the **applicant**
- Engineering Technologist/Associate (Civil) (NER registered) – registration in the name of an individual employed by the **applicant**

Design and documentation – Vertical transportation

- Registered Civil, Electrical or Mechanical Engineer - Board of Professional Engineers Queensland - registration in the name of an individual employed by the **applicant**

Survey/site investigation - Geotechnical

- Registered Civil Engineer (Board of Professional Engineers of Queensland) – registration in the name of an individual employed by the **applicant**
- Engineering Technologist/Associate (Civil)(NER registered) – registration in the name of an individual employed by the **applicant**
- Site Classifier (QBCC) – registration in the name of an individual employed by the **applicant**

Survey/site investigation - Surveying

- Licensed Consulting Surveyor (QBCC) – registration in the name of an individual employed by the **applicant**

Project examples

Applicants are required to provide details of at least projects, completed within the last three years, that support the project types requested and the commission types available from the drop-down list in this section of the application form. The examples provided in the application should be the highest value and most complex projects completed, and the most relevant to the project types selected. Examples can include non-government building projects.

Applicants are encouraged to list a variety of projects to support their application.

Additional projects can be added by clicking the 'Add Project' button at the end of the first project.

Referee reports

Applicants are required to upload a minimum of three referee reports that relate to and support each of the project examples provided i.e. the highest value and most complex projects completed within the last three years.

Attach or upload referee reports on the template provided.

(https://www.epw.qld.gov.au/_data/assets/word_doc/0019/9721/pqcsystem-consultantrefereereport.docx)

Lodgement

Conditions of application/conditions of prequalification

By completing this field, you are agreeing to the conditions of application and conditions of prequalification.

The **applicant** is to sign electronically and submit the application for processing. Once the form has been submitted, you will receive a receipt electronically with a reference number and date and time the application was submitted.

If any areas are left incomplete, an error will appear, and these will need to be resolved before being able to submit the application. Applications will not be able to be submitted until all errors are fixed.

If additional information is required, the PQC team will email the prequalification contact accordingly.

The PQC Registrar will notify you once your application has been processed.

Maintaining PQC details

It is a Condition of Prequalification that **registrants** maintain their details in the PQC System. If the registration details are incorrect or not current, **registrants** may miss opportunities to be included on eligible search lists and select lists. Consequently, this means, not being invited to submit tender proposals for **government building projects**.

Should a **registrant** need to amend any details, the **registrant** should contact the PQC Team on 1800 072 621 or email PQCRegistrar@epw.qld.gov.au . Some changes may require reassessment and/or supporting evidence.

Updates to existing registrations

If you are an existing **registrant**, please contact the PQC team on 1800 072 621 or email PQCRegistrar@epw.qld.gov.au to address any required changes to your registration.

NOTE: If your business changed its ABN, you would need to complete a new consultant application.

Update PQC contact or significant individuals

Please email any changes to the main contact person or **significant individuals** to PQCRegistrar@epw.qld.gov.au. You will need to provide:

- Contact name, position, phone number and email address
- Confirm who is the preferred contact for PQC purposes (where applicable)
- Confirm who is a **significant individual** (where applicable)
- Details of licence / registration for qualified staff (e.g. architects) (where applicable).

Update Insurances

As a minimum requirement for prequalification, all consultants must hold current professional indemnity and public liability insurance.

Please email current certificates to PQCRegistrar@epw.qld.gov.au each time they are renewed. These certificates of currency must show the name of the **registrant** that is prequalified.

If current insurances are not provided when requested by the PQC team, your registration will be made inactive.

Update Management Systems

Certified Management Systems are optional, however can be mandatory from a project perspective. If the project team decides a particular management system is required and your registration doesn't include it, you will not be eligible to tender.

Please email current certificates to PQCRegistrar@epw.qld.gov.au each time they are renewed. If these are not provided when requested by the PQC team, your registration status will be changed accordingly.

When claiming certified status for management systems, all certificates must state the PQC registered entity and be third party certified by one of the following:

- A recognised accredited body through the Joint Accreditation Scheme of Australia and New Zealand (JAS-ANZ) <https://www.jas-anz.org/>; or
- A recognised accredited body member of the International Accreditation Forum (IAF), of which JAS-ANZ is a member.

Acceptable Management Systems:

Quality Management Systems – AS/NZS ISO 9001 - version 2015, 2016 and Environmental Management Systems – AS/NZS ISO 14001 - version 2015, 2016 are currently accepted.

As management system certifications are **office** specific, the certificate must display the address/s as registered in PQC. Any PQC registered **office/s** that are not listed, will not have this certification listed against it.

Adding an Office

Email PQCRegistrar@epw.qld.gov.au to notify the team of a new **office** location in Queensland, providing the following information:

- Street address and postal address (where applicable)
 - **Office** contact name, position, phone number and email address
 - Updated management system certificate that states new location (where applicable)
 - Details of licensed / registered / qualified staff (e.g. architects) operating in the **office** (where applicable).
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Attachment 1: Definitions

Applicant is defined as the entity (either an individual, a company or partnership) that is applying for prequalification in order to be invited to submit proposals and enter into contracts with the Queensland Government.

Government building project generally means a building project for a 'government department', as defined in the *Financial Accountability Act 2009*. A **government building project** must be owned by a government department on completion.

Work covered by this definition includes:

- a) the erection, establishment, or construction of a building
- b) any maintenance of a building assessed as high risk/significant
- c) the repair, renovation, refurbishment, alteration, extension or improvement of a building or maintenance of a building combined with any of these works
- d) the demolition or removal of a building
- e) any site work (defined as building work under the *Queensland Building and Construction Commission Act 1991* related to work of any kind associated with a) to d) above as a separate contract in itself
- f) travellers and escalators, water supply, sewerage or drainage under installation or supply and installation contracts associated with a) to d) above as a separate contract in itself, and the provision of services generally (including but not limited to power, lighting, communications, security systems, fire, heating, ventilation, air conditioning, lifts)

but excludes:

- g) service maintenance contracts associated with a building
- h) the construction, maintenance, or repair of a road under the *Land Act 1994*
- i) the construction, maintenance, or repair of a bridge
- j) the construction, maintenance or repair of railway tracks, signals or associated structures
- k) the construction, maintenance or repair of harbours, wharfs and other marine structures not related to land-based building work
- l) the construction, maintenance, or repair of a dam.

The majority of **government building projects** involves construction of new buildings, extensions to buildings or major refurbishments to existing buildings.

Notwithstanding, this definition should be taken as a guide only and is not exhaustive. This definition does not capture grants to organisations that are external to government departments, although government departments making grants to such organisations may, at their discretion and after receiving advice from the Department of Energy and Public Works, attach conditions to a grant to give effect to specific elements of the [Capital Works Management Framework](#).

Office is defined as that **office**, which is not a site **office**, from which the normal contracting business of the **applicant** is conducted.

Registrant is defined as the entity (either an individual, a company or partnership) that has satisfied the requirements for registration on the Queensland Government's Prequalification (PQC) System and has been issued with a Certificate of Registration and an accompanying Schedule to Registration of Prequalification.

Significant Individual is:

- a) a director, secretary, senior **worker** of the **applicant/registrant**; or
- b) in the case of a sole trader or individuals in partnership:
 - i. the party/ies identified as the **applicant/registrant**; and
 - ii. an individual who is in a position to control or substantially influence the conduct of the **applicant's/registrant's** affairs, including, for example, a financier or a senior **worker**
- c) an 'influential person' as defined in the *Queensland Building and Construction Commission Act 1991*, namely:
 1. for a company, is an individual, other than a director or secretary of the company, who is in a position to control or substantially influence the company's conduct
 2. However, an influential person does not include -
 - a. a professional, only because the advice given by the professional influences the company's conduct; or
 - b. a regulator, only because the regulator, when exercising a power or performing a function under an Act or other law, influences the company's business; or
 - c. an administrator, controller, provisional liquidator or liquidator within the meaning of the *Corporations Act, section 9*
 2. Without limiting subsection (1), a person may be an influential person for a company if the person -
 - a. is the chief executive officer or general manager of the company, or holds an equivalent position in the company; or
 - b. is acting in a position mentioned in paragraph (a); or
 - c. directly or indirectly owns, holds or controls 50% or more of the shares in the company, or 50% or more of a class of shares in the company; or
 - d. gives instructions to an officer of the company and the officer generally acts on those instructions; or
 - e. makes, or participates in making, decisions that affect the whole or a substantial part of the company's business or financial standing; or
 - f. engages in conduct or makes representations that would cause someone else to reasonably believe the person controls, or substantially influences, the company's business.

Worker is as defined in the *Workers' Compensation and Rehabilitation Act 2003*.

Worker -

- (a) generally - see [section 11](#); or
- (b) for [chapter 3A](#) - see [section 207AA](#); or
- (c) for [chapter 5](#) - see [section 233](#); or
- (d) for [chapter 11](#) - see [section 491](#).