

Department of Housing, Local Government, Planning
and Public Works

Conditions of Working with QBuild

Consultants

February 2024

Important notice:

Notice of Machinery of Government change

As notified in the Queensland Government Gazette on 18 December 2023, QBuild became a business unit of the newly formed **Department of Housing, Local Government, Planning and Public Works** as a result of a machinery-of-government changes implemented following the changes in Cabinet and ministry.

What this means

This is a change in name only and will not affect any invitations, arrangement or contracts. The Principal remained the same entity, namely: The State of Queensland.

Please note:

All letters and invoices and other correspondence submitted to QBuild and with reference to the department, must include the new name the **Department of Housing, Local Government, Planning and Public Works**.



Queensland
Government

1. QBuild general business rules of registration for consultants and contractors providing professional services

These *Conditions of Working with QBuild – Consultants* apply to:

- Building industry consultants e.g. architects, engineers, quantity surveyors.
- Non-building industry contractors providing professional or administrative services e.g. human resources, information technology, communications, finance, legal.
- Management consultants providing expert advice e.g. related to the re-organisation of the business or development of policy.

They are hereafter referred to generically as consultants.

1.1 Business rules. By registering with QBuild consultants agree to the following business rules:

- a. All required licenses, certificates and insurance policies remain current at all times.
- b. Registration applies only to the provision of services for QBuild.
- c. Registration with QBuild will be for two years, subject to Clause 6 or agreement to earlier cancellation at the Registrant's request.
- d. Consultants and workers engaged in the provision of services must comply with all relevant Acts and legislation.
- e. Consultants and workers engaged in the provision of services must comply with this *Conditions of Working with QBuild – Consultants* document and any other QBuild conditions that may apply to the specific services.
- f. All reference to days means calendar days unless stated otherwise.
- g. Contracts will not be assigned (novated) without prior written approval of the Principal.
- h. All claims for payment must be on a tax invoice complying with GST law (refers to *A New Tax System (Goods and Services Tax) Act 1999*).
- i. Consultants and workers maintain the confidentiality of any commercial-in-confidence information obtained about QBuild.
- j. QBuild reserves the right to change or vary its *Conditions of Working with QBuild* or any of its *Conditions of Contract* from time to time (current versions are available from www.business.qld.gov.au/qbuild)
- k. The Consultant must ensure that all representations, warranties, declarations, statements, information and documents ("information") made or provided by the Consultant in connection with applying for registration and working with QBuild are complete, accurate, up-to-date and not misleading in any way. The Consultant must immediately notify QBuild if any information is or becomes incomplete, inaccurate, out-of-date or misleading in any way. Consultants must notify QBuild of any changes to registration details by email or written advice.
- l. Cancellation of QBuild registration may result in the cancellation of any or all current contracts.
- m. Details of consultants and workers may be disclosed to third parties or shared with other public sector agencies (refer to clause 11 – Right to Information and disclosure).
- n. QBuild reserves the right to refuse any registration application by issue of a notice to that effect to the Applicant or the approval of any sub-consultant, at its sole discretion without giving reasons.
- o. All references to \$ or dollars means Australian dollars (AUD).
- p. For Small Businesses, to assist QBuild to pay you in accordance with the Queensland Government On-time Payment Policy, QBuild requires you to first register your details on the On-time Payment Small Business Register <https://www.business.qld.gov.au/starting-business/advice-support/support/small-business/on-time-payment-policy/on-time-policy>. A Small Business has the meaning as defined in clause 3.2.1 in the *Queensland Government – On-time Payment Policy*.

Please note: Prequalification. Building industry consultants are required to be prequalified with the Department of Housing, Local Government, Planning and Public Works for commissions valued at greater than \$60,000 (refer to <https://www.business.qld.gov.au/industries/building-property-development/building-construction/supply-queensland-government/prequalifying-major-projects>)

2. Invoices and payments

2.1 Tax invoice. The following conditions apply to tax invoices submitted to QBuild:

- a. A tax invoice must contain the following information:
 - Australian Business Number (ABN)
 - Australian Company Number (ACN) (where applicable)
 - Registered Business Name
 - The date/s that the actual work was performed
 - The amount claimed
 - Goods and Services Tax (GST) component
 - Description of the services
 - Work order number
 - Field release order number (where applicable)
 - Purchase order number (where applicable)
 - Declare sub-consultants engaged.
- b. Tax invoices must only be issued for services that have been provided or supplied.
- c. Failing to submit tax invoices in accordance with contractual time frames will constitute a minor breach under these conditions.

2.2 Payments. The Queensland Government – On-time Payment Policy applies when payments fall under the scope of that policy.

- a. For the provision of consulting services, payment of a valid tax invoice will be made within 21 days of the invoice date.
- b. When payments fall under the Queensland Government – *On-time Payment Policy**, otherwise valid invoices received more than two (2) days after the invoice date will be treated as in dispute and payment will be made within 20 days of the receipt date and for small businesses payment shall be made within 20 days of the receipt date.
- c. If a deed of novation is in progress, payments will continue to be made to the original consultant until the deed has been executed by all parties.

*A copy of the Queensland Government – On-time Payment Policy is available from <https://www.business.qld.gov.au/starting-business/advice-support/support/small-business/on-time-payment-policy>.

2.3 QBuild preferred payment method. QBuild preferred method of payment is Electronic Funds Transfer (EFT). Consultants are responsible for timely advice to QBuild of changes to bank or payment details.

2.4 No third-party payments. Intending registrants should note that QBuild will only pay the contracted party and will not pay third parties or any factoring arrangement entities.

3. Specific insurance requirements

3.1 Mandatory insurances. Consultants must provide in their application for registration and before commencing any works or services, certificates of currency as proof of holding the following insurance policies and must maintain these policies for the duration of any contracts for works or services:

- a. public liability of a minimum of \$20 million (unless another amount is specifically stated in contracts, arrangements or agreements); and

- b. worker's compensation in keeping with statutory requirements or equivalent for self-employed persons.
- c. Professional indemnity of \$1 million (unless another amount is specifically stated in contracts and agreements).

Please note: *The insured name on all Certificates of Currency must match with the legal business entity name that is registering. Alternatively, the Certificates of Currency can be in a registered business name that is linked to the entity that is registering.*

- 3.2 Other insurances.** Other types of insurance cover may be required in specific circumstances. In such cases, QBuild will provide appropriate direction.
- 3.3** Notwithstanding 3.1 and 3.2 Consultants note that having insurance in accordance with the contract does not limit the consultant's liability.
- 3.4** Failing to maintain insurances as required in 3.1 and 3.2 will constitute a significant breach of these conditions.

4. Code of Conduct

- 4.1 Code of Conduct.** It is important for QBuild as a business unit of the Department of Housing, Local Government, Planning and Public Works to maintain public confidence in its activities and to safeguard public resources. The reputation of QBuild rests with the ethical conduct of all those who perform work or services for QBuild, including consultants and others who are not employees of QBuild.

QBuild requires consultants, workers, students and volunteers to comply with the [Queensland Government Supplier Code of Conduct](#) as well as the provisions of the [Code of Conduct for the Queensland Public Service](#).

Key principles and values of the code are:

- 1. Integrity and impartiality
- 2. Promoting the public good
- 3. Commitment to the system of government
- 4. Accountability and transparency

Consultants and workers have a responsibility to always conduct and present themselves in a respectful and professional manner consistent with the Queensland Government Supplier Code of Conduct and the Code of Conduct for the Queensland Public Service. QBuild reserves the right, at its entire discretion, to exclude any worker contravening the Queensland Government Supplier Code of Conduct and the Code of Conduct for the Queensland Public Service without issuing a notice to show cause.

- 4.2 Reporting.** Consultants are to report suspected official misconduct, fraudulent or corrupt conduct, maladministration, criminal activity, negligent or improper management, or any danger to public health or safety or the environment.
- 4.3 No advertising.** Consultants must not make any public announcement or advertisement in any medium in relation to any contracts or arrangements with QBuild, without the consent of QBuild.
- 4.4 Gifts.** Consultants must not offer gifts to QBuild staff. If gifts are offered, they will not be accepted or retained by any QBuild staff.
- 4.5 Code of Tendering.** QBuild and all consultants are required to comply with the *Code of Tendering* (AS4120-1994). The *Code of Tendering* (AS4120-1994) is available at <http://infostore.saiglobal.com> or for perusal at all QBuild offices.
- 4.6 Department of Education (DoE) facilities.** Consultants and workers engaged at DoE facilities must also comply with the mandatory requirements of 'Working on Department of Education (DoE) Conditions available <https://education.qld.gov.au/about/Documents/working-on-doe-facilities.pdf>. For example, but not limited to:

- a. Must obtain a Work Area Access Permit which will be issued to consultants either by QBuild (with the QBuild work order) or by the DoE representative in charge of the particular site
- b. Must not, under any circumstances, enter or use student toilets within DoE facilities, unless they are actually working in student toilets
- c. Must not communicate in any way with any student, even if the student is known by, or is related to, the consultant or their workers, except when it is necessary to give a safety direction.

- 4.7 Client agency requirements.** Where other client agencies have specific requirements of consultants and workers when on site, for example a Drug and Alcohol Policy and any associated business rules, consultants and workers must comply as and when advised by QBuild.
- 4.8 Conditions of entry.** Client agencies may have specific requirements of consultants and workers as a condition of entry. Consultants and workers must comply as and when advised by client agencies.
- 4.9 Collusion.** Consultants must not engage in collusive practices as defined in the *Queensland Code of Practice for the Building and Construction Industry*.
- 4.10 Responsibility for workers.** Consultants are responsible for the conduct of all workers and are required to ensure that workers adhere to QBuild conditions at all times.
- 4.11 Responsibility to employees.** Arrangements or practices designed to avoid awards, registered agreements and/or legislative obligations are not permitted, including inappropriately treating a genuine employee as an independent consultant and inappropriate application of taxation arrangements.

5. Other important matters

- 5.1 Fire ant compliance.** Consultants who perform works or services within the fire ant biosecurity zone and who deal with fire ant carriers that are high risk materials have a General Biosecurity Obligation and may be required to obtain a Biosecurity Instrument Permit. Consultants must comply with the *Biosecurity Act 2014*, the *Biosecurity Regulation 2016* and all requirements of Biosecurity Queensland. Biosecurity Queensland conducts free training sessions to assist with the identification of fire ants and movement control requirements. Visit www.daf.qld.gov.au/fireants or contact Biosecurity Queensland on 13 25 23.

Note: In these conditions, “General Biosecurity Obligation” has the meaning given it in section 23 of the *Biosecurity Act 2014*.

- 5.2 For services provided at youth detention centres or education and care premises** the consultants or worker must determine their responsibility for applying and/or holding a blue card in accordance with the *Working with Children (Risk Management and Screening) Act 2000*.

6. Working together to resolve differences

- 6.1 The dispute process.** QBuild encourages local level resolution of any differences or disputes. The following process should be followed:
- a. Consultants should first approach the relevant QBuild supervisor.
 - b. If the matter is still unresolved, contractors should refer it to the relevant QBuild Senior Purchasing Advisor.
 - c. If the matter is still unresolved, Consultants should follow these stages in QBuild appeal process.

Stage 1: Lodgement of an appeal. Consultants must provide written advice, including any supporting evidence, about the matter to the local QBuild Regional Director.

Stage 2: Investigation of appeal. QBuild Regional Director will then investigate the appeal and respond in writing on the results of the investigation within fourteen (14) days of receiving the appeal.

Stage 3: Escalation of appeal. If the appeal remains unresolved, the consultant may refer the matter to the Executive Director, QBuild.

Please note: Where consultants are engaged under a contract that defines a different dispute resolution process, those contract conditions will take precedence over the above procedures.

7. Breaches

7.1 A breach may be either a breach of contract; in which case it will be dealt with under the terms and conditions of the specific contract (if the contract is still on foot); or it may be a breach of these *Conditions of Working with QBuild – Consultants*; in which case it will be dealt with as follows:

- a. Minor breaches** (defined as minor or isolated behavioural incidents) will be addressed as follows:
 - QBuild will issue a verbal warning and provide the consultant with the opportunity to rectify the situation, review its systems and/or implement corrective action. The consultant must complete the corrective action within the timeframe determined by QBuild.
 - If the consultant commits a further minor breach, QBuild will issue the consultant with a written notice detailing the breach and required rectification within the stated timeframes in the notice.
 - If the consultant commits a third minor breach, this may constitute a significant breach.
- b. Significant breaches.** Significant breaches include (but are not limited to) the following:
 - recurring minor breach
 - substantiated and recorded recurring poor supplier performance
 - a breach which results or may result in the termination of a contract
 - a breach of the *Code of Conduct* for the *Queensland Public Service*
 - a breach of any relevant legislation, including but not limited to the *Queensland Work Health and Safety Act 2011* and the *Queensland Building and Construction Commission Act 1991* (for example, loss of licence or undertaking or permitting another person to undertake building works without a licence)
 - a breach of Ethical Supplier Mandate (ESM) or the Ethical Supplier Threshold supported by compelling evidence (as defined in Ethical Supplier Mandate 2021).
 - committing an act of insolvency
 - the non-payment of a debt owing from the consultant to the Principal following an issue of a notice to the consultant by the Superintendent or Principal.
 - any breach of these *Conditions of Working with QBuild – Consultants*.

Significant breaches will be addressed as follows:

- If the breach is under the Ethical Supplier Mandate, consultants suspected of non-compliance will be offered three opportunities to respond to procedural fairness steps throughout the process as outline in section 5 of the Ethical Supplier Mandate. Penalties can include demerits and sanctions imposed on consultants or using contractual remedies or other forms of sanctions under the policy.
- For all other significant breaches, QBuild may give the consultant written notice to show cause why its registration should not be cancelled and may require the consultant to provide a written response to QBuild within a stated timeframe why QBuild should not cancel the consultant's registration.
- If the consultant fails to provide a written response or a written response to the absolute satisfaction of QBuild within the stated time, QBuild may cancel the consultant's registration by written notice.
- The remedy of a breach will not constitute grounds for an extension of time or reimbursement of cost incurred by the consultant.

Where QBuild has issued a show cause notice, QBuild may suspend the consultant's registration. Consequently, its eligibility to complete existing contracts, tender for or be awarded new contracts may also be suspended pending resolution of any alleged breach.

All breaches will be recorded on the consultant's file.

- 7.2 Termination of contract.** In cases of proven significant breach or if a contract between a QBuild registered consultant and the State through QBuild is terminated (other than by a mutual agreement), QBuild will be entitled, by written notice, to cancel the consultant's registration without issuing a notice to show cause.
- 7.3** Consultants should note that actions under clause 7 are independent of, and in no way limit the rights of QBuild taking any other action under relevant contracts.

8. Re-registration of consultants

- 8.1 QBuild rights to accept or reject re-registration.** A consultant whose QBuild registration has been cancelled will not be eligible to apply for re-registration for six (6) months or such other period as QBuild may determine. Any consultant applying for re-registration must demonstrate to QBuild absolute satisfaction, its fitness for re-registration. In determining QBuild's satisfaction compliance with Ethical Supplier Mandate will also be taken into consideration.

QBuild is not obliged to accept an application for re-registration.

9. Working in Indigenous communities

- 9.1 Queensland's Aboriginal and Torres Strait Islander communities** Queensland's Aboriginal and Torres Strait Islander communities are culturally unique and QBuild is committed to building respectful and mutually beneficial relationships with them. Legislative provisions and cultural protocols may vary from community to community.

- a. Alcohol restrictions.** Legislation affecting alcohol consumption in some Aboriginal and Torres Strait Islander communities was passed by the Queensland Parliament to support alcohol reforms. This legislation applies to residents and visitors alike. It is essential that consultants and workers are aware of restrictions affecting alcohol consumption before entering these Aboriginal and Torres Strait Islander communities.

For more information or a list of communities where this applies visit: [Alcohol restrictions in Queensland communities | Aboriginal and Torres Strait Islander peoples | Queensland Government \(www.qld.gov.au\)](http://www.qld.gov.au).

- b. Aboriginal and Torres Strait Islander cultural awareness.** It is essential that consultants and workers who are performing QBuild work in Aboriginal and Torres Strait Islander communities attend a local induction with the local council of the Aboriginal and Torres Strait Islander community and adhere to the protocols outlined at the local induction.

QBuild shall identify in tender documentation where nominated Aboriginal and Torres Strait Islander communities require a local induction and the expectations of consultants and workers.

- c. Conditions of Entry for Visitors.** The Torres Strait Island Regional Council has adopted Subordinate Local Law No. 7 (Indigenous Community Land Management) 2019 which requires all visitors (including consultants and workers) to strictly comply with the Conditions of Entry for Visitors under Local Law No. 7. A Copy of the Law and Visitor Entry Conditions may be viewed at <http://www.tsirc.qld.gov.au/Your Council/Subordinate Local Law No.7 Indigenous Community Land Management 2019.pdf>.

10. Right to Information and disclosure

- 10.1** *The Right to Information Act 2009 (RTI Act)* provides members of the public with a legally enforceable right to access documents held by Queensland Government agencies.
- 10.2** The *RTI Act* requires that documents be disclosed upon request, unless the documents are exempt or on balance, disclosure is contrary to public interest.
- 10.3** Information contained in an offer is potentially subject to disclosure to third parties.

- 10.4** In the assessment of any disclosure required by QBuild pursuant to the *RTI Act*, offerers and consultants accept that any information provided by them, including information marked as confidential, will be assessed for disclosure in accordance with the terms of the *RTI Act*.
- 10.5** Where a contract is awarded because of an invitation process, QBuild may publish on the Queensland Government Marketplace website or by any other means, contract information including:
- a. the name and address of QBuild and the consultant
 - b. a description of the goods and/or services to be provided under the contract
 - c. the date of award of the contract (including the dates of relevant stages if the contract involves more than one stage)
 - d. the contract value (including the value for each stage if the contract involves more than one stage) and advice as to whether any non-price criteria were used in the evaluation of offer
 - e. the procurement method used
 - f. for contracts with a value over \$10 million, the Contract, or summary information in respect of the contract, between QBuild and the consultant.
- 10.6** For invitations to the open market, QBuild may publish the names of all offerers and all lump sum tender prices offered.

11. Information Privacy Act

- 11.1** If a consultant collects or has access to personal information in order to carry out work under the contract, the consultant must:
- a. comply with Parts 1 and 3 of Chapter 2 of the *Information Privacy Act 2009* (IPA) in relation to the discharge of its obligations under the contract as if the consultant were an 'agency' as defined under IPA.
 - b. not use personal information other than in connection with carrying out work under the contract, unless required or authorised by law
 - c. not disclose, or transfer outside of Australia, personal information without the prior written consent of QBuild, unless required or authorised by law
 - d. ensure that its workers do not access, use or disclose personal information other than in connection with carrying out work under the contract
 - e. ensure that its workers who have access to personal information comply with all obligations under this clause as if it were the consultant
 - f. fully cooperate with QBuild to enable QBuild to respond to applications for access to, or amendment of a document containing an individual's personal information and to privacy complaints
 - g. comply with such other privacy and security measures as QBuild may reasonably require from time to time.
- 11.2** On request by QBuild, the consultant must obtain from its workers carrying out work under the contract, an executed deed of privacy in a form acceptable to QBuild.
- 11.3** The consultant must immediately notify QBuild on becoming aware of any breach of Clause 11.1.
- 11.4** This clause will survive the termination or expiry of any contract that may arise.
- 11.5** In this clause, 'personal information' is information or an opinion, including information or an opinion forming part of a database, whether true or not and whether recorded in a material form or not, about an individual whose identity is apparent or can reasonably be ascertained, from the information or opinion.

12. Due diligence

- 12.1** QBuild reserves the right to conduct due diligence checks on consultants' information. QBuild may undertake the due diligence checks itself, or QBuild may engage a third party to undertake these checks on its behalf.
- 12.2** QBuild reserves the right to conduct due diligence checking when evaluating tenders submitted by offerors to QBuild. Offerors submitting tenders may be required to provide additional financial, corporate and past performance information and may be required to nominate referees and accommodate site visits and make presentations. QBuild may undertake the due diligence checks itself, or QBuild may engage a third party to undertake these checks on its behalf. Failure by an offeror to provide any requested information may result in its tender not being further considered. At all times, all parties are required to maintain strict confidentiality of information provided.

13. Confidential information

- 13.1** Documents supplied by QBuild and marked or otherwise identified as confidential must be treated as confidential and must not be disclosed to third parties by the consultant except with prior agreement from QBuild. If requested in writing by QBuild, the consultant must enter into a confidentiality undertaking, in a form acceptable to or provided by QBuild, acknowledging the consultant's agreement to not disclose the confidential information even after the completion or termination of the contract.

14. Conflict of interest

- 14.1** Conflict of interest means having an interest which conflicts or may be perceived as conflicting with the ability of the consultant to perform its obligations under an arrangement or contract fairly and objectively. The conflict may arise from a range of factors including personal relationships, other employment and membership of special interest groups or ownership of shares, companies or property.
- 14.2** Consultants must warrant that, to the best of their knowledge, as at the commencement date of any contract or work with QBuild, neither the consultant nor any of its workers, have, or are likely to have a conflict of interest throughout the life of that contract.
- 14.3** If a conflict of interest or risk of conflict of interest arises throughout the duration of the contract (without limitation, including work undertaken by the consultant for any entity other than QBuild) the consultant must immediately give written notice to QBuild.
- 14.4** If QBuild considers that a conflict of interest exists, QBuild may reject an offer or terminate a contract, at its discretion.

15. Queensland Procurement Policy

- 15.1** Should a Consultant be awarded a Contract, the Consultant must, and must ensure its sub-consultants, in carrying out works for QBuild, comply with:
- the principles of the *Queensland Procurement Policy (Policy)* and any requirements under Contract in this regard;
 - the *Ethical Supplier Threshold* and
 - the *Ethical Supplier Mandate*
- 15.2** The Consultant acknowledges and agrees that the Principal may refer matters of non-compliance with the Ethical Supplier Mandate to the Queensland Government Procurement Compliance Branch within the Department of Housing, Local Government, Planning and Public Works, who may publish information about sanctions imposed on the Consultant under the Ethical Supplier Mandate.
- 15.3** Upon request by the Principal or a party nominated by the Principal, the Superintendent or the Principal's staff or external contractors engaged by the Principal, the Consultant must provide all necessary information, including information of any of its subcontractors, for the purposes of

investigation or an audit to assess the Consultant's or its subconsultant' compliance with the Queensland Procurement Policy, the Ethical Supplier Threshold and the Ethical Supplier Mandate. This information may be shared with:

- the Queensland Government Procurement Compliance Branch within Queensland Government Procurement Division of the Department of Housing, Local Government, Planning and Public Works;
- any governmental regulator, including but not limited to:
 - Work Health Safety Queensland;
 - the Queensland Building and Construction Commission;
 - the Fair Work Commission;
 - the Australian Taxation Office;
 - the Australian Building and Construction Commission; and
 - the Tripartite Procurement Advisory Panel

for the purposes of the making of a recommendation about compliance with the Queensland Procurement Policy, the Ethical Supplier Threshold and the Ethical Supplier Mandate.

15.4 Failure to comply in any respect with the requirements of the Policy will be considered a significant breach of these Conditions and a substantial breach of contract.