Government of **Western Australia**
Department of **Finance**

Builders Prequalification Scheme

Version 6.2 – 1 October 2022



Document Control

Version	Date	Reason
1	1/11/2001	Initial version Department of Housing and Works.
2	1/7/2011	Initial version Department of Finance, Building Management and Works.
3	1/9/2013	Improvements relating to the recommendations of the Small Business Development Commission Construction Subcontractor Investigation report.
3.1	8/4/2014	Improvements to financial and technical level requirements, new prequalification weighting system .
3.2	1/10/2015	Inclusion of the Contractor Sanction Scheme.
3.3	1/12/2015	Increase to Level 1 from $300,000 to $500,000.
4	1/12/2016	Increase period of prequalification from one to three years subject to annual financial review, expanding of prequalification levels, change in building complexities, transfer of business risk assessment information into a separate document.
4.1	1/6/2017	Inclusion of State Revenue tax clause and consent form to disclose information between State Revenue and Department of Finance.
4.2	1/9/2017	Removal of building facility types table. Inclusion of a new Finance wide Project Complexity Classification guide. Replacement of the Contractor Sanction Scheme with the Supplier Demerit Scheme.
4.3	1/7/2018	Addition of an Aboriginal Building Contractor Project Specific Upgrade Program.
5	1/3/2019	Rebadged as Department of Finance Builders Prequalification Scheme. Clarifications made to the operation of Aboriginal and Regional Building Contractor Project Specific Upgrade Program.
5.1	1/7/2019	Update of the declaration and consent form to disclose information between State Revenue and Department of Finance.
6	1/12/2019	Removal of the Annual Financial Review process. Increased reliance on business risk assessments undertaken during tender evaluation. Additional guidance on the requirements that apply when an entity 'transfers' its prequalification status.
6.1	1/5/2020	Addition of clause 2.2(n) relating to the sharing of information with other government agencies. Removal of references to Strategic Projects.
6.2	1/10/2022	Addition of cost escalation provision at clause 2.2(c). Notification at clause 2.2(f) that financial level ranges are under review. Amendment to clause 2.4(g) to clarify requirements where an entity is changing its legal status. Clarification of requirement to submit evidence of security facilities in the application form. References to OSH replaced with WHS. Update in line with Department of Finance new branding.



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1 Introduction

1.1 The Department of Finance (Finance) has developed the Builders Prequalification Scheme (the Scheme) to minimise the risk of entering into contracts with Prequalified Building Contractors who do not have sufficient technical capability and financial capacity.

1.2 The Scheme is typically used for Finance's contracts valued at greater than $500,000 and less than $50,000,000 (GST inclusive) that in Finance's judgement require a registered builder and that primarily relate to the construction, alteration or addition of a building. Finance reserves the right to not apply the Scheme to such projects.

1.3 The Scheme generally does not apply to contracts for residential buildings, civil works, building service upgrades, office fit-outs or 'single trade' contracts.

1.4 While the Scheme is intended primarily for construct-only contracts for non-residential buildings including alterations and additions. Finance will, at its sole discretion, decide how to utilise the Scheme for other forms of procurement and other types of construction work.

1.5 Finance's objectives for the Scheme are to:

(a) remain an informed and responsible client of the building and construction industry;

(b) achieve consistency, fairness and transparency of its tendering and selection processes;

(c) reduce the cost of tendering and tender assessment for both industry and Government; and

(d) encourage high standards and continuous improvement that will contribute to a sustainable building and construction industry in Western Australia.

1.6 Definitions

(a) **Aboriginal Building Contractor** is defined as an Applicant or Prequalified Building Contractor (including any partnership or joint venture arrangements) that is registered on Supply Nation's Indigenous Business Direct or Aboriginal Business Directory Western Australia.

(b) **Alterations and additions** are defined as projects where there are changes to structural parts of an existing building and/or that increase an existing building's gross floor area.

(c) **Applicant** is defined as the legal entity (individual or company) that is applying for prequalification under the Scheme.

(d) **Bankruptcy Event** includes where the Applicant or Prequalified Building Contractor:

(i) is the subject of a bankruptcy petition; or

(ii) is made bankrupt; or

(iii) has had a deed of assignment or deed of arrangement made, accepted a composition, been required to present a debtor's petition or had a sequestration order made under Part X of the *Bankruptcy Act 1996 (Cth).*

(e) **Business Risk Assessment for Prequalification and Tender Evaluation** document explains in detail the financial analysis process and must be read in conjunction with this document. It is referenced in this document and is available on Finance's website.

(f) **Buy Local Policy** is a Western Australian Government commitment to supporting local businesses. It is referenced in this document and is available on Finance's website.

(g) **Insolvency Event** includes any of the following:

(i) a corporation has stated that they are unable to pay their debts when they fall due; or

(ii) a corporation has had an execution levied against them by a creditor; or

(iii) notice is given of a meeting of creditors with a view to the corporation entering a deed of company arrangement; or

(iv) the corporation enters a deed of company arrangement with creditors; or

(v) an external controller or an external administrator is appointed; or

(vi) an application is made to a court for the corporation's winding up; or

(vii) a winding up order is made in respect of the corporation; or

(viii) the corporation resolves by special resolution that it be wound up voluntarily (other than a members' voluntary winding up), or

(ix) a mortgagee of any of the corporation's property takes possession of that property.

(h) **Key Operational Employee** is defined as an employee, as defined under Taxation Ruling TR 2005/16, that is directly involved in the day-to-day construction activities of the Applicant or that is a Director, Partner or the like who has legal responsibility for the operation of the Applicant.

(i) **Maximum Aggregate Contract Value (MACV)** is an indicative annual revenue limit, above which Finance would have concerns that the Prequalified Building Contractor has the capacity or resources to deliver on contractual obligations.

(j) **Maximum Contract Value (MCV)** is a risk mitigating strategy that limits the value of individual contracts that can be awarded. It is set by Finance at the prequalification stage and is based on the Prequalified Building Contractor's

adjusted working capital, multiplied by ten.

(k) **Other Permanent Operational Office** is defined as an office/establishment that is remote from the Applicant or Prequalified Building Contractor's Principal Permanent Operational Office. This may be an office in another State or Territory or in a regional town in Western Australia and will require the same demonstration of permanency as for the Principal Permanent Operational Office.

(l) **Prequalified Building Contractor** is defined as the legal entity (individual or company) that has satisfied the requirements for prequalification under the Scheme and holds a current Certificate of Prequalification detailing the level of prequalification granted and any conditions that have been applied.

(m) **Principal Permanent Operational Office** is defined as that Australian office from which the normal construction business of the Applicant or Prequalified Building Contractor is carried out. Finance may request demonstration of the permanency of the office. In doing so Finance may, and without limiting itself to the following, take into consideration whether the office:

(i) is a permanent fixed establishment (not a post office box or temporary facility such as a site office or caravan);

(ii) has been operational in the local building and construction industry for a period of not less than 6 months prior to its application for prequalification;

(iii) has established communication facilities such as telephones and internet (not only mobile phones);

(iv) is resourced by a person(s) that reside within the region, who is a permanent employee(s) of the Applicant (not contract staff) and who has relevant building and construction qualifications and experience; and

(v) is marketed by the Applicant by way of corporate publications (letterheads), website, telephone directory listings, etc.

(n) **Regional Building Contractor** is defined as an Applicant or Prequalified Building Contractor whose Principal Permanent Operational Office is within regional zone 2 or 3 as defined under the Buy Local Policy.

(o) **Residential Construction** is generally considered to be the construction of dwellings that are fully detached, semi-detached (semi-attached, side-by-side), or town houses typically classified as Class 1 under the Building Code of Australia and do not share heating, air-conditioning systems, plumbing, plant, utilities or the like. Where construction is multiple storeys and consists of either sole occupancy units and/or residences with shared systems and common facilities including apartments, residential parts of a hotel/motel, school, health care, detention centre or boarding/guest house, this construction is considered of a complexity similar to non-residential construction.

(p) **Project Complexity Classification Guide** assists with determining the

complexity rating which applies to projects and must be read in conjunction with this document. It is referenced in this document and is available on Finance's website.

(q) **Scheme** is defined as Finance's Builders Prequalification Scheme. The Scheme is described in this document and referenced in supporting documentation.

(r) **Supplier Demerit Scheme** is a mechanism to manage suppliers who fail to meet a fundamental Finance requirement. It is referenced in this document and is available on Finance's website.

2 Prequalification

2.1 General

(a) Applicants and Prequalified Building Contractors must comply with the requirements of the Scheme and related documents.

(b) Prequalification identifies well-credentialed contractors that passed financial and technical capacity checks by Finance and are considered appropriate to undertake works for Finance.

(c) Finance will decide the level of prequalification assigned to any contractor at its sole discretion.

(d) Wherever necessary, Finance's tender documents will specify a prequalification level for the particular contract. Finance will, at its sole discretion, select the prequalification level it deems appropriate for a contract.

(e) Prequalified Building Contractors prequalified at or above the level specified in the tender documents will be eligible to tender. Except as described in section 2.7 for Aboriginal and Regional Building Contractors, the contractor's prequalification level is that which exists on the date at which a tender is first advertised on Tenders WA for either expression of interest (EOI) or tender.

Finance reserves the right to set aside a tender where a Prequalified Building Contractor's prequalification status has changed after the procurement process begins and before the contract is awarded.

(f) Being prequalified provides no guarantee of a Prequalified Building Contractor being awarded any contracts.

(g) Finance may change the Scheme at any time and in any way. If Finance intends to change the Scheme, it will notify Prequalified Building Contractors at the time.

(h) A Prequalified Building Contractor must notify Finance of any changes to material information relevant to its prequalification status.

(i) Finance reserves the right at its absolute discretion to review, upgrade, downgrade, suspend or cancel a Prequalified Building Contractor's prequalification or reject or decline an application for prequalification at any

time for any reason. This includes, but is not limited to, where an Applicant or Prequalified Building Contractor:

(i) does not comply with the requirements of the Scheme; or

(ii) fails to provide the information required in this document, related documents or information requested by Finance in relation to the Scheme, within the time nominated; or

(iii) experiences a change in its project performance, personnel, standing, or financial or technical capacity; or

(iv) is found to have breached any Australian Securities and Investment Commission (ASIC) or other legislative requirements; or

(v) has a sanction applied under the Supplier Demerit Scheme; or

(vi) has an outstanding tax obligation with the Office of State Revenue.

(j) Finance may decline, suspend or cancel the prequalification of any Prequalified Building Contractor which, within the period of three years immediately preceding the date of the application, has:

(i) experienced a bankruptcy or insolvency event as defined in this document; or

(ii) a Director or key personnel who has experienced a bankruptcy or insolvency event as defined in this document.

(k) Finance may decline, suspend or cancel the prequalification of any Applicant or Prequalified Building Contractor that is:

(i) a discharged bankrupt; or

(ii) a deregistered builder, or has been deregistered in the preceding five years; or

(iii) subject to adverse findings by any board, commission, licensing authority, Government Department, court, tribunal or other entity of any kind.

The above may also be applied to persons who control or who have a significant managerial role with the Applicant or Prequalified Building Contractor.

(l) The Scheme does not affect any statutory obligations under the *Building Services (Registration) Act 2011* (WA). A Prequalified Building Contractor must comply with the Act and all other statutory obligations when tendering and contracting for building works.

(m) Where subcontracts exist between the Prequalified Building Contractor and subcontractors, including nominated and selected subcontractors, prequalification does not alter the privity of contract between the Prequalified Building Contractor and the subcontractor and does not impose any express

or implied legal obligation of any nature whatsoever in contract or by any other means on the part of the Principal to the subcontractor.

(n) Finance reserves the right to share information with other government agencies, including details associated with its assessment of contractor performance and capability.

2.2 Prequalification Levels and Limitations

(a) Prequalification considers both technical complexity and financial capacity.

(b) Prequalification will be set at one of five financial levels relating to demonstrated financial capabilities and at one of three technical levels relating to the complexity of work that has been undertaken by the Applicant or Prequalified Building Contractor (see table 1):

Definitions and examples of the types of buildings considered Simple, Conventional and Complex are set out in the *Project Complexity Classification Guide*.

(c) Finance will set a Maximum Aggregate Contract Value (MACV) at the time of prequalification. The MACV is calculated using the highest year of turnover in the last three years plus a 30% uplift.

Turnover from past years will be adjusted in accordance with the Australian Bureau of Statistics Producer Prices Index for non-residential building construction in Western Australia (6427.0, table 17) to account for inflation or deflation.

The Prequalified Building Contractor should not exceed the MACV at the time of tender.

(d) Finance may set other conditions on a Prequalified Building Contractor, including:

(i) requiring the provision of a suitable Guarantor for the duration of prequalification plus three months[1]; and/or

(ii) restricting the types of contracts the Prequalified Building Contractor is eligible to tender for; and/or

(iii) limiting the value of individual contracts the Prequalified Building Contractor can be awarded (its Maximum Contract Value (MCV)).

(e) Prequalified Building Contractors that are prequalified at a technical level other than Complex may tender for contracts in the financial level immediately below their approved level, that are of a higher technical category. For example, a Prequalified Building Contractor prequalified at Level 3 Conventional may also tender for a contract tendered at Level 2 Complex. This enables the Prequalified Building Contractor to obtain experience at a

[1] *The three month period is designed to provide a contingency to allow for instances where the Prequalified Building Contractor has applied for its prequalification status to be renewed and the assessment of this renewal has not concluded by the prequalification expiry date.*

higher technical level.

(f) Prequalified Building Contractors must ensure at the time of tender that a tender is compliant with all prequalification conditions. Finance may not consider a tender where the Prequalified Building Contractor is found to not comply with the conditions of its prequalification.

Table 1 – Prequalification Levels

Financial / Technical	LEVEL 1 From $500,000 to $1,500,000	LEVEL 2 From $1,500,001 to $3,000,000	LEVEL 3 From $3,000,001 to $6,000,000	LEVEL 4 From $6,000,001 to $15,000,000	LEVEL 5 From $15,000,001 to $50,000,000
SIMPLE	☐	☐	☐	**NOT APPLICABLE**	**NOT APPLICABLE**
CONVENTIONAL	☐	☐	☐	☐	☐
COMPLEX	☐	☐	☐	☐	☐

Note: All dollar thresholds are GST inclusive.

Notice – 1 October 2022

The Department is reviewing the financial bands within the Builders Prequalification Scheme to take account of the significant price rises that have occurred in the building and construction industry since the bands were set in 2010. Adjustments are expected in early 2023. For more information please visit https://www.wa.gov.au/government/ publications/builders-prequalification-scheme-department-of-finance or contact the Prequalification and Compliance Manager at Builders.Prequalification@finance.wa.gov.au.

2.3 General Criteria for all levels

(a) To be prequalified at any level, the Applicant or Prequalified Building Contractor must:

(i) be a registered builder with the Building Commission of WA; and

(ii) demonstrate that it is of good standing in the building and construction industry, as evidenced by items such as good build quality; adherence to payment terms with subcontractors; and reasonable commercial dealings with clients.

2.4 Specific Criteria for each Level

(a) To be prequalified at Level 1, the Applicant or Prequalified Building Contractor must demonstrate to the satisfaction of Finance that it meets the general

criteria described in section 2.3 and has:

(i) ongoing experience in contracting for general building works. Required to demonstrate completion of a minimum of one residential, commercial or industrial project in the last 36 months valued at more than $500,000 (GST inclusive). This project must be at the technical level applied for; and

(ii) the financial capacity to contract for building works up to $1,500,000 (GST inclusive) as described in the *Business Risk Assessment for Prequalification and Tender Evaluation* document.

(b) To be prequalified at Level 2, the Applicant or Prequalified Building Contractor must demonstrate to the satisfaction of Finance that it meets the general criteria described in section 2.3 and has:

(i) ongoing experience in contracting for commercial and/or industrial building works. Required to demonstrate completion of a minimum of one commercial or industrial project in the last 36 months valued at more than $1,500,000 (GST inclusive). This project must be at the technical level applied for; and

(ii) the financial capacity to contract for building works up to $3,000,000 (GST inclusive) as described in the *Business Risk Assessment for Prequalification and Tender Evaluation* document.

(c) To be prequalified at Level 3, the Applicant or Prequalified Building Contractor must demonstrate to the satisfaction of Finance that it meets the general criteria described in section 2.3 and has:

(i) ongoing experience in contracting for commercial and/or industrial building works. Required to demonstrate completion of a minimum of two commercial or industrial projects in the last 36 months valued at more than $3,000,000 (GST inclusive). Both projects must be at the technical level applied for; and

(ii) the financial capacity to contract for building works up to $6,000,000 (GST inclusive) as described in the *Business Risk Assessment for Prequalification and Tender Evaluation* document; and

(iii) an evident commitment to the Principles of Responsible Building Contractor Practice (refer to Appendix A) in the following areas;

- Client Satisfaction
- Human Resource Management
- Continuous Improvement
- Quality Management
- Work, Health and Safety Management
- Environmental Management

(d) To be prequalified at Level 4, the Applicant or Prequalified Building Contractor

must demonstrate to the satisfaction of Finance that it meets the general criteria described in section 2.3 and has:

(i) ongoing experience in contracting for commercial and/or industrial building works. Required to demonstrate completion of a minimum of two commercial or industrial projects in the last 36 months valued at more than $6,000,000 (GST inclusive). Both projects must be at the technical level applied for; and

(ii) the financial capacity to contract for building works up to $15,000,000 (GST inclusive) as described in the *Business Risk Assessment for Prequalification and Tender Evaluation* document; and

(iii) an evident commitment to the Principles of Responsible Building Contractor Practice (refer to Appendix A) in the following areas;

- Client Satisfaction
- Human Resource Management
- Continuous Improvement
- Quality Management
- Work, Health and Safety Management
- Environmental Management

(e) To be prequalified at Level 5, the Applicant or Prequalified Building Contractor must demonstrate to the satisfaction of Finance that it meets the general criteria described in section 2.3 and has:

(i) ongoing experience in contracting for commercial and/or industrial building works. Required to demonstrate completion of a minimum of two commercial or industrial projects in the last 36 months valued at more than $15,000,000 (GST inclusive). Both projects must be at the technical level applied for; and

(ii) the financial capacity to contract for building works up to $50,000,000 (GST inclusive) as described in the *Business Risk Assessment for Prequalification and Tender Evaluation* document; and

(iii) an evident commitment to the Principles of Responsible Building Contractor Practice (refer to Appendix A) in the following areas;

- Client Satisfaction
- Human Resource Management
- Continuous Improvement
- Quality Management
- Work, Health and Safety Management
- Environmental Management

(f) When assessing Aboriginal or Regional Building Contractors, Finance

reserves the right to consider projects that have been completed more than 36 months previously.

(g) Prequalified Building Contractors who have experienced a change in their legal status since their last prequalification assessment and are therefore unable to demonstrate completion of the required number of projects, may make application to Finance to have experience gained by their previous entity considered in the assessment of the new entity's technical capacity.

Unless otherwise agreed by Finance:

(i) the previous entity's current contracts that have not reached final completion (and final certificate has not been issued) will be required to be novated to the new entity immediately prior to approval of the new entity's prequalification; and

(ii) the previous entity's prequalification status will be cancelled upon approval of the new entity's prequalification.

(h) For projects valued at over $50,000,000 (GST inclusive), Finance will generally require contractors to be prequalified under the National Prequalification System, which is administered in accordance with the Australasian Procurement and Construction Council (APCC) System. Details can be found at www.apcc.gov.au.

2.5 Term of Prequalification

(a) Unless otherwise advised by Finance, prequalification expires three years from its anniversary date.

(b) Prequalified Building Contractors will be required to submit a full renewal application every three years (see section 3). Prequalified Building Contractors must submit their renewal application eight weeks before their prequalification expiry date (see section 3.6).

It is the responsibility of the Prequalified Building Contractor to initiate the renewal process. Finance may notify a Prequalified Building Contractor before the date of expiry that its prequalification is soon to expire and invite the Prequalified Building Contractor to renew its prequalification.

(c) Prequalified Building Contractors will be monitored to confirm they still have the financial capacity to remain at their current approved prequalification level (see section 4).

2.6 Spot checks

(a) Finance reserves the right to conduct spot checks on Prequalified Building Contractors' subcontractor payment performance or financial health in addition to the normal prequalification renewal requirements. As a condition of prequalification, a Prequalified Building Contractor must comply with any request from Finance to review a building contractor's subcontractor and supplier payment records.

(b) Finance may suspend or cancel the prequalification of the Prequalified Building Contractor if it is not satisfactorily managing payments to subcontractors or suppliers in a timely fashion.

2.7 Aboriginal and Regional Building Contractor Project Specific Upgrade Program

(a) The Aboriginal and Regional Building Contractor Project Specific Upgrade Program is designed to increase the opportunities for Aboriginal and Regional Building Contractors to be considered for Finance contracts. It recognises that it may be difficult for these entities to meet the technical requirements defined in the Scheme.

(i) Aboriginal Building Contractors must be registered on Supply Nation's Indigenous Business Direct or Aboriginal Business Directory Western Australia.

(ii) Regional Building Contractors must have their Principal Permanent Operational Office within regional zone 2 or 3 and within the prescribed distance of the contract (for definitions of regional zones and prescribed distances refer to the Buy Local policy).

(b) Prequalified Aboriginal or Regional Building Contractors may seek approval to tender for a specific Finance contract, that is either:

(i) One level above their approved financial level (and at any technical level), or

(ii) At or below their approved financial level (and at any technical level).

(c) Aboriginal or Regional Building Contractors who are not prequalified with Finance may also seek approval to tender for specific Finance contracts that require a Level 1 prequalification status. A non-prequalified Aboriginal or Regional Building Contractor will not be granted approval to tender on projects that require prequalification at levels 2 to 5.

(d) Where an Aboriginal or Regional Building Contractor is requesting a project specific upgrade it must obtain Finance's approval to that request prior to submitting its tender, or that tender will not be considered. Such requests must be made by submitting a completed *Aboriginal and Regional Building Contractor Project Specific Upgrade Program Application Form* to the relevant Finance project manager whose details are listed on the Tenders WA website. This form can be downloaded from Finance's website.

(e) Approval of the request is at the absolute discretion of Finance and will be dependent upon the Aboriginal or Regional Building Contractor's demonstrated experience, the particular circumstances prevailing at the time, the value and relative complexity of the contract and the nature of the works within the contract.

(f) Where approval is granted the Aboriginal or Regional Building Contractor will be subject to a business risk assessment if it is being considered for contract award. This business risk assessment will be conducted in accordance with section 2.10.

(g) It is the responsibility of the Aboriginal or Regional Building Contractor to submit its application to the relevant Finance project manager in sufficient time to allow the project specific upgrade to be assessed and then for the Aboriginal or Regional Building Contractor to submit its tender or EOI (whichever is advertised first). The Aboriginal or Regional Building Contractor must allow at least five working days for Finance to assess its application. A failure to allow sufficient time between submission of the application and the tender or EOI (whichever is advertised first) closing time will generally not be grounds for the tender period to be extended.

2.8 At various stages during a contract, Finance will complete a contractor performance report for the sole use of Finance in respect to all aspects of a Prequalified Building Contractor's performance. The frequency of the reports may vary but will generally be three months after practical completion. These performance reports will be used by Finance in consideration of the Prequalified Building Contractor's level of prequalification under the Scheme and in future tendering and contracting opportunities with Finance.

2.9 Weighted Evaluations

Finance will allocate Applicants and Prequalified Building Contractors a score based on a weighted evaluation of information contained within their prequalification application.

All Applicants and Prequalified Building Contractors will have a score (between 1 and 100) indicating their relative merit in respect of four primary prequalification assessment criteria and three secondary prequalification assessment criteria.

Each of the following four primary criteria must be passed individually. Except as described in section 2.7 for Aboriginal and Regional Contractors, failure to meet each one of these requirements will result in an automatic fail and prequalification will generally be declined. The four primary criteria are:

(a) satisfactory outcome of the business risk assessment;

(b) satisfactory contractor trading history;

(c) satisfactory completion of the required number of projects at financial level; and

(d) satisfactory completion of the required number of projects at technical level.

A failure to pass the secondary criteria individually will not lead to prequalification being declined in and of itself. However, if an Applicant or Prequalified Building Contractor fails to meet the minimum requirements of this secondary category as a whole, then prequalification will generally be declined. The three secondary criteria include:

(a) assessment of performance references;

(b) adequacy of a contractor's organisational structure; and

(c) the qualifications and experience of staff.



Using this model, it will be possible for Finance to broadly differentiate between the relative competency of Prequalified Building Contractors within the same financial and technical levels.

2.10 Business Risk Assessment

(a) Finance will assess the financial capacity of Applicants and Prequalified Building Contractors through conducting a business risk assessment. A business risk assessment is a due diligence process to ascertain the degree to which Finance would be exposed to financial and other risks by either:

(i) prequalifying an Applicant and Prequalified Building Contractor at a particular level; or

(ii) entering into a contract with a Prequalified Building Contractor.

(b) Finance will undertake a business risk assessment whenever it deems it necessary, including:

(i) at the time of application for prequalification (new or renewal);

(ii) on preferred tenderers where there has not been a recent business risk assessment; or

(iii) at the discretion of Finance.

(c) Finance reserves the right to obtain business risk assessment reports from third parties.

(d) Applicants or Prequalified Building Contractors will be required to provide financial reports for the past three years, unless they are already held by Finance.

If the Applicant has been trading for less than three years:

(i) one year's financial report may be considered acceptable for a contractor applying for Level 1 or Level 2 prequalification;

(ii) two years' financial reports may be considered acceptable for a contractor applying for Level 3, 4 or 5 prequalification.

If the Applicant has been trading for less than one year, a Special Purpose Financial Report for the part-year may be considered acceptable.

(e) A detailed explanation of how business risk assessments are undertaken is provided in the *Business Risk Assessment for Prequalification and Tender Evaluation* document.

3 How to Apply to Become Prequalified or Renew Prequalification

3.1 An Applicant or Prequalified Building Contractor applying to become prequalified or renewing its prequalification must submit a complete application using the form at

Appendix A. Section 7 provides further information for Applicants and Prequalified Building Contractors applying for Levels 3 to 5.

APPENDIX A – Application Pack

Section 7 – Principles of Responsible Building Contractor Practice

3.2 Upon receipt of a prequalification application Finance will undertake an assessment. The application will be assessed on its merits and in light of other information available. Finance will respond in one of the following ways:

(a) If an application is incomplete, Finance will respond by returning the application identifying the missing information. If an Applicant or Prequalified Building Contractor fails to provide the information required within the time nominated, the application will be rejected. If a Prequalified Building Contractor's application is rejected, its prequalification will be suspended in line with section 3.6;

(b) If an application is complete and sufficiently demonstrates the Applicant or Prequalified Building Contractor's credentials for the prequalification level being reviewed, Finance will respond by granting prequalification at that level.

(c) If an application is complete but does not sufficiently demonstrate the Applicant or Prequalified Building Contractor's credentials for the prequalification level being sought, Finance will respond by either:

(i) approving prequalification at a lower financial or technical level;

(ii) placing conditions upon prequalification that relate to the value of individual contracts (a MCV) or complexity of projects that it may be awarded; or

(iii) declining the application for prequalification.

3.3 If an application has been declined, the Applicant or Prequalified Building Contractor may re-apply for prequalification, but not more than twice in a twelve month period.

3.4 Applicants and Prequalified Building Contractors may appeal a decision by Finance in accordance with section 5.

3.5 Until the Applicant is advised in writing of the outcome of the assessment, the Applicant is not prequalified. If the Applicant is currently prequalified, its prequalification status shall be determined in accordance with clause 2.1(e).

3.6 Prequalified Building Contractors must submit an application to renew their prequalification a minimum of eight weeks in advance of their prequalification expiry date. If Finance's assessment of the renewal is not completed prior to its prequalification expiry due to a late submission, then the Prequalified Building Contractor's prequalification may expire at their expiry date and they will be suspended. In that situation, prequalification will not be reinstated until Finance's assessment is complete.

3.7 A contractor which has a business risk assessment outcome of 'high risk' will generally be declined prequalification. Circumstances in which a contractor that has been assessed as 'high risk' may be granted prequalification include, but are not limited to, where the contractor is an Aboriginal Building Contractor (as defined in this document) and Finance determines that prequalifying that contractor is appropriate.

4 Ongoing Review of Financial Capacity

4.1 The financial position of a Prequalified Building Contractor will be monitored to confirm it has the financial capacity to remain at its current approved prequalification level. This monitoring will be primarily performed through analysing any business risk assessments that are completed on the Prequalified Building Contractor.

4.2 If the analysis mentioned in clause 4.1:

(a) demonstrates the Prequalified Building Contractor continues to meet the financial requirements associated with its current approved prequalification level, no further action will be taken.

(b) demonstrates the Prequalified Building Contractor continues to meet the financial requirements associated with its current approved prequalification level but its MACV has changed, Finance will advise the Prequalified Building Contractor of its new MACV.

(c) demonstrates the Prequalified Building Contractor does not meet the financial requirements associated with its current approved prequalification level, Finance will contact the Prequalified Building Contractor to discuss the matter. Possible outcomes include:

(i) downgrading the Prequalified Building Contractor's prequalification level or suspending their prequalification; and/or

(ii) requiring a new or modified Deed of Guarantee to be executed by a suitable Guarantor for the remaining duration of the Prequalified Building Contractor's prequalification (plus three months); and/or

(iii) placing conditions upon the Prequalified Building Contractor's prequalification that relate to the MACV or the MCV or otherwise.

4.3 Where Finance requests further information from the Prequalified Building Contractor as part of this process, a failure to provide this information in the time specified may lead to the Prequalified Building Contractor being suspended.

4.4 Until the Prequalified Building Contractor is advised in writing of any change, its status shall be determined by section 2.1(e).

4.5 Prequalified Building Contractors may appeal a decision in accordance with section 5.

5 Appeals

5.1 Applicants or Prequalified Building Contractors that are dissatisfied with decisions made under the Scheme may choose to appeal the decision. The appeals process does not apply to the conclusions reached in a business risk assessment carried out as part of a tender assessment or to decisions made in relation to the Regional Project Specific Upgrade Program.

5.2 There are three possible grounds for an appeal:

(a) that the process followed to assess the application and/or make the decision was not carried out in the way prescribed by Finance;

(b) that there were errors in any of Finance's calculations used to assess the Applicant or Prequalified Building Contractor's financial capacity; or

(c) that Finance failed to consider information that was included as part of the original application.

5.3 Appeals must be in writing and addressed to the Prequalification and Compliance Manager. Appeals are to be made within 15 working days of the Applicant or Prequalified Building Contractor receiving the notice advising it of Finance's decision. The Applicant or Prequalified Building Contractor may not submit information that was not submitted as part of the original application. The Applicant or Prequalified Building Contractor should justify its claim and include specific examples aligned to the permissible grounds of the appeal as set out at section 5.2 (a) (b) and (c) above.

5.4 On receipt of the appeal, the Director Practice will conduct an initial review of the appeal. The initial review by the Director Practice is not open to further appeal. There are three outcomes of the initial review:

(a) reject the appeal;

(b) grant the appeal; or

(c) refer the matter to a specially convened panel.

5.5 In the event that a panel is convened, the Applicant or Prequalified Building Contractor may elect to have a representative of the Executive of the Master Builders Association on the panel. The Director Practice will chair the panel.

5.6 The final decision will be made by the Director Practice.

5.7 Finance's original decision will stand while the appeal is considered.

5.8 An unsuccessful appeal does not prohibit the Applicant or Prequalified Building Contractor from submitting future applications for prequalification.

5.9 The Applicant or Prequalified Building Contractor may also elect to submit an entirely new application instead of lodging an appeal.

6 Suspension, Cancellation or Change of Prequalification Level

6.1 Prequalified Building Contractors whose prequalification has been suspended or cancelled are ineligible to tender in accordance with section 2.1(e).

6.2 Prequalified Building Contractors whose prequalification has been suspended will remain suspended until it addresses the cause of the suspension to the satisfaction of Finance.

6.3 Where a Prequalified Building Contractor has failed to address Finance's concerns within the time specified in the notice advising of the suspension, the Prequalified Building Contractor's prequalification may be cancelled.

6.4 Once a Prequalified Building Contractor's prequalification has been cancelled, a new application will be required. The submission of a new application does not mean that the Prequalified Building Contractor's previous level of prequalification will be automatically reinstated. Every new application will be assessed on its own merits.

6.5 If Finance wishes to change a Prequalified Building Contractor's prequalification level, it will inform the Prequalified Building Contractors of its intention and allow a minimum of 10 working days for the contractor to comment. After the 10 working days have elapsed, Finance at its sole discretion, will decide whether or not to implement the change

7 Principles of Responsible Building Contractor Practice

7.1 Finance seeks evidence from Applicants and Prequalified Building Contractors applying for prequalification at levels 3, 4 and 5 of a commitment to:

(a) Client Satisfaction (business practices and relationships)

(b) Human Resource Management (industrial relations, training and skills development)

(c) Continuous Improvement (use of technology and innovation in construction)

(d) Quality Management (administration, tendering and security of payment)

(e) Work, Health and Safety (WHS) Management

(f) Environmental Management.

7.2 Currently Finance has set three levels of commitment to each of the areas. The levels are:

(a) Development

(b) Establishment

(c) Continuous Improvement.

7.3 Table 2 shows the level of commitment required by Applicants or Prequalified Building Contractors considering prequalification at financial levels 3, 4 or 5. Tables 3, 4 and 5 list the measures considered by Finance when determining the level of



commitment.

7.4 The Applicant or Prequalified Building Contractor must provide documentary evidence to show how its organisation satisfies each criteria. Examples of the kind of documentation required are set out below:

- industry meeting agendas, actual minutes of site meetings
- actual final site inspection and defects checklists
- documents defining company structure, roles and responsibilities
- training policy, matrix, programs, certificates
- business plans, performance indicators, benchmarks
- computer systems, programs
- policy statements
- operational or procedure manuals, completed forms, reports and letters
- evidence of 3rd party accreditation in Quality, WHS and Environmental management
- Quality, WHS and Environmental system manuals, checklists and completed reports.

Principles of Responsible Building Contractor Practice (PRBCP)

Table 2 – PRBCP Level of Commitment

COMMITMENT / CRITERIA	Development stage	Establishment stage	Continuous Improvement stage
Client Satisfaction	Level 3	Level 4	Level 5
Human Resource Management	Level 3	Level 4	Level 5
Continuous Improvement	Level 3	Level 4	Level 5
Quality Management	Level 3	Level 4	Level 5
WHS Management	Level 3	Level 4	Level 5
Environmental Management	Levels 3, 4 and 5		

Note: See measures tables on the following pages for further information

Table 3 – Measures for the Development stage of the PRBCP

1. CLIENT SATISFACTION	2. HR MANAGEMENT	3. CONTINUOUS IMPROVEMENT	4. QUALITY MANAGEMENT	5. WHS MANAGEMENT	6. ENVIRONMENTAL MANAGEMENT
Committed to Finance as an important client. Document client concerns on current and recent projects. Document employee ideas and methods to improve client service. Participate in industry meetings (eg through industry associations) on client service issues.	Skills formation/training plans being developed covering technical and non-technical skills. Skills to include as necessary: - project planning, - plan reading, - human resource management; - contract management. Team based problem-solving skills being developed. Employee skill profile documented.	The roles of managers are documented and understood by managers and employees. Developing a formal business plan with a strategy to monitor plan at management meetings. Management collects data on the company's project performance.	Accreditation under AS/NZS ISO 9001 Quality Management. **OR** CEO/Principal is involved in monitoring of quality management system. Training sessions conducted on quality management systems for all site personnel. Identified and documented performance measures in quality management. Processes in place to address deficiencies identified.	Accredited under AS/NZS 4801 or ISO 45001-2018 Health & Safety Management or the Australian Government Building and Construction WHS Accreditation Scheme. **OR** CEO/Principal is involved in monitoring of WHS management system. Training sessions conducted on WHS management system for all site personnel. Identified and documented performance measures in WHS management. Processes in place to address deficiencies identified. Safety inductions are in place on current projects and records maintained.	Accreditation under AS/NZS ISO 14001 Environmental Management. **OR** CEO/Principal is involved in monitoring of environmental management plans. Environmental management plans prepared and implemented for projects. Training sessions planned or conducted on contractor's environmental management plans for all site personnel. Processes in place to address deficiencies identified in implementation of environmental management plans.

Table 4 – Measures for the Establishment stage of the PRBCP

1. CLIENT SATISFACTION	2. HR MANAGEMENT	3. CONTINUOUS IMPROVEMENT	4. QUALITY MANAGEMENT	5. WHS MANAGEMENT	6. ENVIRONMENTAL MANAGEMENT
Regular project meetings and formal project reports to clients. Individual profiles of key personnel are made available to clients. Clients formally advised of impending key staff changes including the appropriateness of the new personnel. An implemented policy to offer to arrange walk throughs for end users/clients with any identified shortcomings recorded. An implemented policy to raise employee awareness of client concerns on projects. Endorsements from clients maintained for projects completed in, at least, the last 3 years. Performance in relation to client objectives of time, services and quality reviewed for projects. Shortcomings in outcomes identified and improvements implemented. Procedures in place to provide advance warnings to clients of any issues that may impact upon project quality, cost or time.	Skills formation/training plans being implemented covering technical and non-technical skills. Skills to include as necessary: - project planning; - plan reading; - human resource management, - contract management. Determine skill requirements to meet project needs. Management shares information with employees, through: - consultative committees; - safety and health committees; - company magazine. Human resource planning initiatives implemented including flexible workplace practices to maximise client service delivery. Coaching and mentoring provided for project personnel.	Management responsibilities are clear throughout the organisation and management performance is measured. Goals and long term vision defined for the organisation. Business plan developed with key result areas, objectives, and performance indicators. Policies implemented to capture and monitor information relating to performance indicators in business plan. Business plan incorporates a commitment to the development of information technology along with the financial resources to achieve this objective. A policy under consideration by management to mainstream quality, WHS management and environmental management systems into workplace and management decision-making processes. Development of a plan to implement benchmarking with other organisations to improve performance for clients in relation to client objectives of time, service and quality.	Accreditation under AS/NZS ISO 9001 Quality Management. **OR** Project staff and key subcontractors are trained in the full operation of the quality management system. Project staff are involved in regular surveillance of the quality management system. An effective internal auditing/review program of the quality management system in place that has been used to improve the system. Effective non-conformance detection and prevention system in place. Subcontractors understand and are complying with their quality management responsibilities. Inspection and test plans prepared and implemented for projects. A strategy in place to capture and monitor information relating to quality management performance measures. Formal zero defects at practical completion policy with processes in place to achieve this target. Project audit reports indicate acceptable performance for quality management system implementation.	Accredited under AS/NZS 4801 or ISO 45001-2018 Health & Safety Management or the Australian Government Building and Construction WHS Accreditation Scheme. **OR** Project staff and key subcontractors are trained in the full operation of the WHS management system. Project staff are involved in regular surveillance of the WHS management system. An effective internal auditing/review program of the WHS management system in place that has been used to improve the system. Effective corrective action system in place. Subcontractors understand and are complying with their WHS management system responsibilities. Safety Management Plans prepared and implemented for projects. A strategy in place to capture and monitor information relating to WHS management performance measures. Project audit reports indicate acceptable performance for the WHS management system implementation.	Accreditation under AS/NZS ISO 14001 Environmental Management. **OR** Project staff and key subcontractors are trained in the full implementation of environmental management plans. Project staff are involved in regular surveillance of the implementation of environmental management plans. Subcontractors understand and are complying with their environmental management plan responsibilities.

Table 5 – Measures for the Continuous Improvement stage of the PRBCP

1. CLIENT SATISFACTION	2. HR MANAGEMENT	3. CONTINUOUS IMPROVEMENT	4. QUALITY MANAGEMENT	5. WHS MANAGEMENT	6. ENVIRONMENTAL MANAGEMENT
Manager appointed to ensure client service with roles and responsibilities defined. Procedures implemented to record, analyse and promptly respond to client concerns. Project personnel formally advised of client concerns.	Implemented strategy to achieve an open two-way communication with employees to facilitate feedback. A strategy is in place for the management of industrial relations issues on construction sites. Industrial relations issues that may impact on the works are identified prior to commencement. Human resources policies, procedures and training support the creative involvement of employees. Skill formation/training plans reviewed annually to meet skill needs that match the direction of the organisation. Plans to include the use of information technology.	Goals and long term vision defined for the organisation including innovative solutions to improve service to clients. Progress with business plan implementation is considered regularly at management meetings, and includes captured information relating to performance indicators. A policy developed to mainstream quality, WHS, and environmental management systems into workplace and management decision-making processes. Benchmarking with local organisations to improve performance for clients in relation to client objectives of time, service and quality.	Accreditation under AS/NZS ISO 9001 Quality Management. **OR** Management regularly reviews the company's quality system performance and initiates improvements in the organisation and on projects. Reviews to at least include consideration of: - captured information relating to performance measures; - internal and external audits/reviews results; - the need for changes in work methods; - adequacy of training; and - an analysis of trends in non-conformances. External project audit reports indicate a good performance for the quality management system implementation.	Accredited under AS/NZS 4801 or ISO 45001-2018 Health & Safety Management or the Australian Government Building and Construction WHS Accreditation Scheme. **OR** Management regularly reviews WHS performance and initiates improvements in the organisation. Reviews to at least include consideration of: - captured information relating to performance measures; - internal and external audits/reviews results; - the need for changes in work methods; - adequacy of training; and - an analysis of trends in non-conformances. WHS is an agenda item at all management meetings. WHS system applies across all Government and private sector projects. External project audit reports indicate a good performance for the WHS management system implementation.	Accreditation under AS/NZS ISO 14001 Environmental Management. **OR** Management regularly reviews the company's environmental management performance and initiates improvements in the organisation. Reviews to at least include consideration of: captured information relating to performance measures; internal and external audits/reviews results; the need for changes in work methods; adequacy of training; and an analysis of trends in non-conformances. Measures in place to encourage subcontractors to improve environmental performance. Environmental criteria used in the procurement of materials and the selection of subcontractors. External project audit reports indicate a good performance for the environmental management system implementation.

8 Appendix A – Application Form

Application for new or renewal prequalification.

Notes

- Only complete applications will be assessed. A complete application is one where all required fields are completed and includes all requested attachments. It is the Applicant or Prequalified Building Contractor's responsibility to ensure the completeness of the application.
- Finance may seek to update its information periodically. A Prequalified Building Contractor must notify Finance of any changes to material information relevant to its prequalification status as they occur. Failure to provide updated information when requested may result in the Prequalified Building Contractor having its prequalification suspended or cancelled.
- Any queries regarding the Scheme and the completion of this application may be directed to the Prequalification and Compliance Manager on (08) 6551 2201 or via email on builders.prequalification@finance.wa.gov.au.

Please use the checklist on the following page for the information required when completing this application.

Return your completed application to builders.prequalification@finance.wa.gov.au

Checklist

Below is a checklist of the attachments and information required for the legal entity applying for prequalification.

REQUIRED ATTACHMENTS AND INFORMATION	INCLUDED
COMPANY PROFILE	
If the Applicant is a trustee company, the most current trust deed, and any amendments to the trust deed	Yes ☐ N/A ☐
If the Applicant is an unincorporated joint venture or partnership, please attach a copy of the joint venture or partnership agreement	Yes ☐ N/A ☐
TECHNICAL CAPABILITY	
Corporate Experience	
Contact details of three separate independent referees relating to the Applicant's contract performance	Yes ☐
Details of the Applicant's completed projects over 36 months aligned to levels of complexity. This includes evidence of nominated contracts such as letter of award, building permit, scope of works, drawings and photos etc.	Yes ☐
Details of the Applicant's projects under construction aligned to levels of complexity	Yes ☐
Human Resources	
Applicant's organisational chart showing reporting relationships between Key Operational Employees. Chart showing relationships between related entities (if relevant).	Yes ☐
Summary of Applicant's full-time resources (staff)	Yes ☐
Qualifications and experience of Applicant's Key Operational Employees	Yes ☐
Principles of Responsible Building Contractor Practice (Levels 3 to 5 only)	
Applicant's demonstration of commitment to the Principles of Responsible Building Contractor Practice (refer section 7)	Yes ☐ N/A ☐

REQUIRED ATTACHMENTS AND INFORMATION	INCLUDED
FINANCIAL CAPACITY	
**Applicant's three years audited financial reports, if not already held by Finance (preferred for Level 5)	Yes ☐ N/A ☐
**Applicant's three years financial reports, if not already held by Finance (Levels 1 to 5)	Yes ☐ N/A ☐
Applicant's current management accounts not more than three months old	Yes ☐
Applicant's aged creditors reports as at the reporting dates of the latest financial report and the current management accounts	Yes ☐
Evidence of security facilities for bank guarantees or insurance bonds confirming availability and extent.	Yes ☐
References from three trade creditors or subcontractors confirming credit limit, monthly average spend and current payment terms	Yes ☐
Taxation Declaration and Consent form	Yes ☐

****If the Applicant submitted Consolidated Financial Reports, then the following information is also required**

REQUIRED ATTACHMENTS	INCLUDED
One-year financial report for the corporate entity that will act as Guarantor, if not already held by Finance	Yes ☐ N/A ☐
Statement of the Applicant's turnover for the last three financial years, if not already held by Finance	Yes ☐ N/A ☐

Submitting an incomplete application will lead to the application being rejected.

Certification

I certify that I have read and understand all the information contained in the Builders Prequalification Scheme document. I further certify that all the information included in this application for LEVEL *(specify <u>one</u> financial and <u>one</u> technical level only)* prequalification is true and correct in every detail and all required information has been supplied.

a)	Application form completed and required attachments submitted	☐	refer to Section 8, Appendix A
b)	Meet financial capacity	☐	refer to the *Business Risk Assessment for Prequalification and Tender Evaluation* document
c)	If the Applicant does not meet the financial capacity test, then a suitable guarantor has been identified	☐	refer to the *Business Risk Assessment for Prequalification and Tender Evaluation* document
d)	Meet technical capability	☐	refer to section 2.4, *and the Project Complexity Classification Guide*

Name of Authorised Officer:

(first name) (last name)

Position held:

(In block letters)

Signature of Authorised Officer:

(signature)

Date: day of

(day no.) (month) (year)

DECLARATION OF TAX STATUS

The Tenderer / Prequalification Applicant declares that:

(a) the Tenderer / Prequalification Applicant; and/or
(b) if the Tenderer / Prequalification Applicant is a body corporate, its related entities or a director or officeholder of the Tenderer / Prequalification Applicant or a related entity:
- is not and has not been in liquidation, receivership, or external administration; and
- no State tax, duty, interest, penalties or charges are outstanding or have been written off either in whole or in part, and no arrangement for the payment of any State tax has been entered into by the Tenderer / Prequalification Applicant.

CONSENT TO DISCLOSURE OF TAX INFORMATION

The Tenderer / Prequalification Applicant for the purpose of determining its suitability to undertake work with the Government of Western Australia and for the duration of this tender / contract / prequalification period consents to the Western Australian Commissioner of State Revenue or their delegate disclosing its tax information upon request to the Department of Finance in accordance with the *Taxation Administration Act 2003* (WA) limited to:

(i) the number and value of any State taxes, interest, penalties, or charges which are outstanding or overdue or which are subject to a deferred payment plan, or any such debts for which the Tenderer / Prequalification Applicant is jointly and severally liable;
(ii) the status and details of any State taxation obligations including assessment, returns lodgement, payment and audit history;
(iii) whether the Tenderer / Prequalification Applicant has been a party to an arrangement in which any State taxes, interest, penalties, or charges were sought to be recovered, were determined as not recoverable, or were written off in whole or in part, and details of those arrangements

Failure to provide consent may, at the Department of Finance's sole and absolute discretion, result in the application being excluded from further consideration for contract award or prequalification.

LEGAL ENTITY (company or individual):	
ACN:	
ABN:	
Name of Authorised Officer:	
Signature of Authorised Officer:	
Date:	

APPLICATION DETAILS

Tick appropriate box

PREQUALIFICATION NEW	☐
PREQUALIFICATION RENEWAL	☐
PREQUALIFICATION UPGRADE	☐
PRQUALIFICATION TRANSFER (as defined at section 2.4 (g))	☐

REQUESTED LEVEL OF PREQUALIFICATION

Please indicate **one** financial and technical level only by ticking the appropriate box.

Please note that the financial ranges shown are GST inclusive.

Financial / Technical	**LEVEL 1** From $500,000 up to $1,500,000	**LEVEL 2** From $1,500,001 up to $3,000,000	**LEVEL 3** From $3,000,001 up to $6,000,000	**LEVEL 4** From $6,000,001 up to $15,000,000	**LEVEL 5** From $15,000,001 up to $50,000,000
SIMPLE	☐	☐	☐	**NOT APPLICABLE**	**NOT APPLICABLE**
CONVENTIONAL	☐	☐	☐	☐	☐
COMPLEX	☐	☐	☐	☐	☐

APPLICANT'S BUSINESS PROFILE

LEGAL ENTITY NAME
(company or individual): .....

TRUST NAME
(if relevant): .....

REGISTERED BUSINESS NAME
(if different from legal entity name): .....

AUSTRALIAN COMPANY NUMBER (ACN) (if relevant): .....

AUSTRALIAN BUSINESS NUMBER (ABN): .....

BUILDING CONTRACTOR REGISTRATION NUMBER: .....

BUILDING PRACTITIONER REGISTRATION NUMBER: .....

DATE BUSINESS COMMENCED OPERATION: .....

TYPE OF BUSINESS:
tick appropriate box(s)

Sole Trader	☐	Unincorporated Joint Venture or Partnership*	☐
Private Company	☐	Public Company	☐
Trustee++	☐	Regional	☐
Aboriginal	☐	Other	☐
		please specify	

NOTE - * For businesses operating under an unincorporated joint venture or partnership, please attach a copy of the joint venture or partnership agreement

++ For businesses operating under a Trust arrangement, please attach a copy of the Trust Deed and any of its amendments.

CONTACT DETAILS

PRINCIPAL PERMANENT OPERATIONAL OFFICE:

Floor Level:		Unit No:	
Building Name:			
Street No:		Street Name:	
Suburb/Town/City:			
State:		Postcode:	

Finance may seek further evidence from the Applicant in relation to its Principal Permanent Operational Office as defined at section 1.6.

POSTAL ADDRESS (if different from above):			
PO Box / Other:			
Suburb/Town/City:			
State:		Postcode:	
Phone Number/s:			
Email Address:			

CONTACT PERSON FOR PREQUALIFICATION:			
Name:			
	(title)	(first name)	(last name)
Position:			
Phone Number:			
Email Address:			

OTHER PERMANENT OPERATIONAL OFFICES

List the addresses and contact details where the Applicant has Other Permanent Operational Office(s), ie in another State or Territory or regional WA.

Full Address	Qualified Contact Person	Contact Number

Finance may seek further evidence from the Applicant in relation to Other Permanent Operational Offices as defined at section 1.6.

SECURITY FACILITIES DETAILS

Name of Security Provider for Bank Guarantee or Insurance Bonds:	
Total Value of Facility:	
Available Funds:	

Attach evidence of current (less than 3 months) securities confirming availability and extent of facilities. For example, a bank/financial institution reference, or a copy of the facility agreement with an extract of the facility balance etc.

NAMES OF MAJOR TRADE CREDITORS / SUBCONTRACTORS

1.
2.
3.
4.

Attach current written references from a minimum of three of the above-named trade creditors or subcontractors confirming credit limit, monthly average spend and current payment terms.

CORPORATE EXPERIENCE

Performance Referees

Please provide contact details for a minimum of three separate referees that are independent from the Applicant. Referees will be contacted by Finance to obtain a verbal reference.

Referees will be requested to provide commentary on the Applicant's organisational ability, time and cost performance, standard of workmanship and level of cooperation. Please advise the particular contract(s) applicable to each referee.

Referee Name	Position	Contact Details (phone and email)	Contract Details

Technical Details

Finance has defined and grouped various facilities into three broad bands of technical complexities - Simple, Conventional and Complex. Refer to the *Project Complexity Classification Guide* for definitions and examples of common types of facilities that Finance considers Simple, Conventional or Complex construction projects under the Scheme. Applicants should demonstrate their technical experience by aligning its list of completed

and current contracts from its application against the three bands of complexity.

Applicants or Prequalified Building Contractors must provide evidence of its nominated completed contracts to enable the technical complexity to be fully assessed. Documents include scope of works, contract award letter, building permit, construction program, drawings and photos etc.

If an Applicant or Prequalified Building Contractor believes that:

- a project is covered by one of the listed facility types but due to circumstances in the project its complexity level is greater than that shown; and/or
- a project includes facilities that are included in two or more bands of complexity;

then the Applicant or Prequalified Building Contractor must state in its application the level of complexity it believes is appropriate and provide evidence that supports this opinion. Finance will undertake to consider the Applicant or Prequalified Building Contractor's opinion. Finance will at its sole discretion decide the level of complexity to apply to a project.

Alterations and additions are defined at section 1.6.

All residential construction as defined at section 1.6 are restricted to Level 1.

Principles of Responsible Building Contractor Practice

If applying for Level 3, 4 or 5, Applicants and Prequalified Building Contractors must provide documentary evidence of its commitment to the principles of responsible building contractor practice, as outlined in section 7.



BUILDING PROJECTS - Completed During Last Three Years

List significant building contracts completed over the last three years (Western Australian projects to be emphasised). Projects where the Applicant did not act as the builder should not be included.

As outlined in Section 2.4: Prequalification levels 1 and 2 require evidence of one nominated project. While prequalification levels 3, 4 and 5 require evidence of two nominated projects. Please provide full details of the nominated projects completed for the prequalification level being sought in a separate document, along with sufficient evidence to enable technical complexity to be fully assessed.

Date Completed	Description of Contract	Final Contract Value (GST inclusive)	Construction Period	Supervising Architect contact details	Facility Complexity Simple	Conventional	Complex
10/2022	*eg. built the new Perth Senior High School*	*$39.9M*	*52 wks*	*ABC Architects - 6551 1789*	☐	☐	☒
		$	wks		☐	☐	☐
		$	wks		☐	☐	☐
		$	wks		☐	☐	☐
		$	wks		☐	☐	☐
		$	wks		☐	☐	☐
		$	wks		☐	☐	☐
		$	wks		☐	☐	☐
		$	wks		☐	☐	☐
		$	wks		☐	☐	☐

BUILDING PROJECTS - Currently Under Construction

List significant building contracts currently under construction (Western Australian projects to be emphasised).

Date Started	Description of Contract	Contract Value (GST inclusive)	Construction Period	Expected Date for PC	% Complete	Supervising Architect contact details	Facility Complexity Simple	Conventional	Complex
10/2022	*eg. building Perth minimum security prison*	*$42.9M*	*52 wks*	*10/2023*	*40 %*	*ABC Architects – 6551 1789*	☐	☒	☐
		$	wks		%		☐	☐	☐
		$	wks		%		☐	☐	☐
		$	wks		%		☐	☐	☐
		$	wks		%		☐	☐	☐
		$	wks		%		☐	☐	☐
		$	wks		%		☐	☐	☐
		$	wks		%		☐	☐	☐
		$	wks		%		☐	☐	☐
		$	wks		%		☐	☐	☐

HUMAN RESOURCES

Attach organisational chart of Applicant showing the reporting relationship between directors/owners and employees. If applicable also attach an organisational chart showing the relationship between any related entities of the Applicant.

Number of Resources

Enter in each category, the number of core permanent staff located at your Principal Permanent Operational Office (your head office) and in each Other Permanent Operational Office.

List only employees on salaries and wages. Contract staff, subcontractors, consultants and the like are not to be included. Finance reserves the right to verify this information with other organisations.

Only count employees once. Where an employee performs more than one role then they are to be included only against their primary role.

POSITION IN FIRM	No.	Location if not at head office	POSITION IN FIRM	No.	Location if not at head office
*Directors			Quality officers		
*Owner/Partners			Supervisors		
*Company Secretary			Foremen		
*Managing Director			Tradespeople		
*Project managers			Apprentices		
*Construction managers			Office managers		
*Quantity surveyors			Other (please specify)		
*WHS managers					
*Site managers					
Contract managers					

***denotes Key Operational Employee**

Qualifications and Experience of Individual Resources, 1

Complete a separate page for each Key Operational Employee identified on the previous page including each Director or Partner.

SURNAME: ..... **FIRST NAME:** ..... **POSITION:** .....

LOCATION: ..... **YEAR JOINED:** ..... **TENURE:** Full-time ☐ Part-time ☐

PREVIOUS EMPLOYMENT AND ASSOCIATIONS WITH OTHER BUSINESSES:

Name of other Business	Position	Current	Previous	Year Started	Year Ceased
		☐	☐		
		☐	☐		
		☐	☐		
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ACADEMIC QUALIFICATIONS:

Building Service Practitioner: Registration Number ..... Other Trade Registration Number: .....

Qualifications (eg. tertiary education - degree)	Institution	Year obtained	Courses and Certificates	Year obtained

Membership of Professional or Trade Organisations	Year obtained	Other Memberships of Professional, Trade Organisations	Year obtained

PERSONAL EXPERIENCE

Year	Description of Contract	Value of Contract (GST inclusive)	Role in Contract	Facility Complexity		
				Simple	Conventional	Complex
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐



Qualifications and Experience of Individual Resources, 2

SURNAME: ..... **FIRST NAME:** ..... **POSITION:** .....

LOCATION: ..... **YEAR JOINED:** ..... **TENURE:** Full-time ☐ Part-time ☐

PREVIOUS EMPLOYMENT AND ASSOCIATIONS WITH OTHER BUSINESSES:

Name of other Business	Position	Current	Previous	Year Started	Year Ceased
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		☐	☐		
		☐	☐		
		☐	☐		

ACADEMIC QUALIFICATIONS:

Building Service Practitioner: Registration Number ..... Other Trade Registration Number: .....

Qualifications (eg. tertiary education - degree)	Institution	Year obtained	Courses and Certificates	Year obtained

Membership of Professional or Trade Organisations	Year obtained	Other Memberships of Professional, Trade Organisations	Year obtained

PERSONAL EXPERIENCE

Year	Description of Contract	Final Value of Contract (GST inclusive)	Role in Contract	Facility Complexity		
				Simple	Conventional	Complex
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐

Qualifications and Experience of Individual Resources, 3

SURNAME: ..... **FIRST NAME:** ..... **POSITION:** .....

LOCATION: ..... **YEAR JOINED:** ..... **TENURE:** Full-time ☐ Part-time ☐

PREVIOUS EMPLOYMENT AND ASSOCIATIONS WITH OTHER BUSINESSES:

Name of other Business	Position	Current	Previous	Year Started	Year Ceased
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		

ACADEMIC QUALIFICATIONS:

Building Service Practitioner: Registration Number ..... Other Trade Registration Number: .....

Qualifications (eg. tertiary education - degree)	Institution	Year obtained	Courses and Certificates	Year obtained

Membership of Professional or Trade Organisations	Year obtained	Other Memberships of Professional, Trade Organisations	Year obtained

PERSONAL EXPERIENCE

Year	Description of Contract	Final Value of Contract (GST inclusive)	Role in Contract	Facility Complexity		
				Simple	Conventional	Complex
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐



Qualifications and Experience of Individual Resources, 4

SURNAME: ..... **FIRST NAME:** ..... **POSITION:** .....

LOCATION: ..... **YEAR JOINED:** ..... **TENURE:** Full-time ☐ Part-time ☐

PREVIOUS EMPLOYMENT AND ASSOCIATIONS WITH OTHER BUSINESSES:

Name of other Business	Position	Current	Previous	Year Started	Year Ceased
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		

ACADEMIC QUALIFICATIONS:

Building Service Practitioner: Registration Number ..... Other Trade Registration Number: .....

Qualifications (eg. tertiary education - degree)	Institution	Year obtained	Courses and Certificates	Year obtained

Membership of Professional or Trade Organisations	Year obtained	Other Memberships of Professional, Trade Organisations	Year obtained

PERSONAL EXPERIENCE

Year	Description of Contract	Final Value of Contract (GST inclusive)	Role in Contract	Facility Complexity		
				Simple	Conventional	Complex
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐



Qualifications and Experience of Individual Resources, 5

SURNAME: ..... **FIRST NAME:** ..... **POSITION:** .....

LOCATION: ..... **YEAR JOINED:** ..... **TENURE:** Full-time ☐ Part-time ☐

PREVIOUS EMPLOYMENT AND ASSOCIATIONS WITH OTHER BUSINESSES:

Name of other Business	Position	Current	Previous	Year Started	Year Ceased
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		☐	☐		
		☐	☐		
		☐	☐		

ACADEMIC QUALIFICATIONS:

Building Service Practitioner: Registration Number ..... Other Trade Registration Number: .....

Qualifications (eg. tertiary education - degree)	Institution	Year obtained	Courses and Certificates	Year obtained

Membership of Professional or Trade Organisations	Year obtained	Other Memberships of Professional, Trade Organisations	Year obtained

PERSONAL EXPERIENCE

Year	Description of Contract	Final Value of Contract (GST inclusive)	Role in Contract	Facility Complexity		
				Simple	Conventional	Complex
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐

Qualifications and Experience of Individual Resources, 6

SURNAME: ..... **FIRST NAME:** ..... **POSITION:** .....

LOCATION: ..... **YEAR JOINED:** ..... **TENURE:** Full-time ☐ Part-time ☐

PREVIOUS EMPLOYMENT AND ASSOCIATIONS WITH OTHER BUSINESSES:

Name of other Business	Position	Current	Previous	Year Started	Year Ceased
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		

ACADEMIC QUALIFICATIONS:

Building Service Practitioner: Registration Number ..... Other Trade Registration Number: .....

Qualifications (eg. tertiary education - degree)	Institution	Year obtained	Courses and Certificates	Year obtained

Membership of Professional or Trade Organisations	Year obtained	Other Memberships of Professional, Trade Organisations	Year obtained

PERSONAL EXPERIENCE

Year	Description of Contract	Final Value of Contract (GST inclusive)	Role in Contract	Facility Complexity		
				Simple	Conventional	Complex
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐



Qualifications and Experience of Individual Resources, 7

SURNAME: ..... **FIRST NAME:** ..... **POSITION:** .....

LOCATION: ..... **YEAR JOINED:** ..... **TENURE:** Full-time ☐ Part-time ☐

PREVIOUS EMPLOYMENT AND ASSOCIATIONS WITH OTHER BUSINESSES:

Name of other Business	Position	Current	Previous	Year Started	Year Ceased
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		☐	☐		
		☐	☐		
		☐	☐		

ACADEMIC QUALIFICATIONS:

Building Service Practitioner: Registration Number ..... Other Trade Registration Number: .....

Qualifications (eg. tertiary education - degree)	Institution	Year obtained	Courses and Certificates	Year obtained

Membership of Professional or Trade Organisations	Year obtained	Other Memberships of Professional, Trade Organisations	Year obtained

PERSONAL EXPERIENCE

Year	Description of Contract	Final Value of Contract (GST inclusive)	Role in Contract	Facility Complexity		
				Simple	Conventional	Complex
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐

Qualifications and Experience of Individual Resources, 8

SURNAME: ..... **FIRST NAME:** ..... **POSITION:** .....

LOCATION: ..... **YEAR JOINED:** ..... **TENURE:** Full-time ☐ Part-time ☐

PREVIOUS EMPLOYMENT AND ASSOCIATIONS WITH OTHER BUSINESSES:

Name of other Business	Position	Current	Previous	Year Started	Year Ceased
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		☐	☐		
		☐	☐		
		☐	☐		

ACADEMIC QUALIFICATIONS:

Building Service Practitioner: Registration Number ..... Other Trade Registration Number: .....

Qualifications (eg. tertiary education - degree)	Institution	Year obtained	Courses and Certificates	Year obtained

Membership of Professional or Trade Organisations	Year obtained	Other Memberships of Professional, Trade Organisations	Year obtained

PERSONAL EXPERIENCE

Year	Description of Contract	Final Value of Contract (GST inclusive)	Role in Contract	Facility Complexity		
				Simple	Conventional	Complex
		$		☐	☐	☐
		$		☐	☐	☐
		$		☐	☐	☐
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		$		☐	☐	☐
		$		☐	☐	☐

Qualifications and Experience of Individual Resources, 9

SURNAME: ..... **FIRST NAME:** ..... **POSITION:** .....

LOCATION: ..... **YEAR JOINED:** ..... **TENURE:** Full-time ☐ Part-time ☐

PREVIOUS EMPLOYMENT AND ASSOCIATIONS WITH OTHER BUSINESSES:

Name of other Business	Position	Current	Previous	Year Started	Year Ceased
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		☐	☐		
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ACADEMIC QUALIFICATIONS:

Building Service Practitioner: Registration Number ..... Other Trade Registration Number: .....

Qualifications (eg. tertiary education - degree)	Institution	Year obtained	Courses and Certificates	Year obtained

Membership of Professional or Trade Organisations	Year obtained	Other Memberships of Professional, Trade Organisations	Year obtained

PERSONAL EXPERIENCE

Year	Description of Contract	Final Value of Contract (GST inclusive)	Role in Contract	Facility Complexity		
				Simple	Conventional	Complex
		$		☐	☐	☐
		$		☐	☐	☐
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		$		☐	☐	☐

Qualifications and Experience of Individual Resources, 10

SURNAME: ..... **FIRST NAME:** ..... **POSITION:** .....

LOCATION: ..... **YEAR JOINED:** ..... **TENURE:** Full-time ☐ Part-time ☐

PREVIOUS EMPLOYMENT AND ASSOCIATIONS WITH OTHER BUSINESSES:

Name of other Business	Position	Current	Previous	Year Started	Year Ceased
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		☐	☐		
		☐	☐		

ACADEMIC QUALIFICATIONS:

Building Service Practitioner: Registration Number ..... Other Trade Registration Number: .....

Qualifications (eg. tertiary education - degree)	Institution	Year obtained	Courses and Certificates	Year obtained

Membership of Professional or Trade Organisations	Year obtained	Other Memberships of Professional, Trade Organisations	Year obtained

PERSONAL EXPERIENCE

Year	Description of Contract	Final Value of Contract (GST inclusive)	Role in Contract	Facility Complexity		
				Simple	Conventional	Complex
		$		☐	☐	☐
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