



1.	The Consultant must demonstrate that they can meet mandatory skills and qualifications and must sign the Agreement accepting these conditions.
2.	The Consultant must hold current third party certification to the relevant Australian Standard from AS/NZS ISO 9001-2000.
3.	The Consultant must be registered as an RPEQ in Qld and possess experience for no less than 5 years in using the Ipswich City Council Planning Scheme and Codes.
4.	The Consultant must be a registered ABN, ACN or ARBN and be employed by an organisation.
5.	The Consultant must maintain suitable Professional Indemnity of not less than \$2 million. Public Liability of not less than \$10 mil and where applicable Workers Compensation Insurances.
6.	The Prequalification System is managed by a Panel of Senior Council Managers and Engineers. Prequalification has defined categories and levels commensurate with that Consultants expertise.
7.	Individual Consultants will be invited by the Panel to become a Prequalified Consultant and will be notified by way of letter.
8.	Only those individual Consultants on the Register will be considered for Decision Ready Applications lodged via Smart eDA.
9.	Individual Consultants can renew their registrations, upgrade or change their prequalification details at any time.
10.	Prequalification is not a one off assessment but rather ongoing process of reviewing individual Consultants capabilities and maintaining standards.
11.	Individual Consultants must report and critique their work throughout the application.
12.	An individual Consultants Prequalification can be reviewed, rescinded or downgraded by the Panel at any time if misconduct occurs.
13.	Sub-consultants may be used as long as they are registered on the Prequalification Register.
14.	Individual Consultants Prequalification are made public on Ipswich City Council website.
15.	There are several Prequalification Levels depending on different types of individual's expertise.
16.	Consultant will accept liabilities for any defects and design standards.
17.	Consultant must submit a bone fide Risk Matrix Assessment for every application lodged.