

Builder's checklist

Use this checklist as a guide as you work through the Resilient Homes Fund with homeowners who have registered for either the Home Raising or Resilient Retrofit programs.



Where do I start?

- Are you licensed? All builders must be appropriately licensed to undertake retrofit or resilient works. Licensed contractors can register their details on the [QBCC website](#).
- Do you need council approval? The work you are completing may require building approval. Contact your [local council](#) for further advice.
- Have you [registered your email](#) to receive updates, information and resources for builders about the Resilient Homes Fund?



Quoting for work

- Do you have a copy of your homeowner's [Home Assessment Report](#)? This report details the resilience options available for the home and assessed flood levels for the property. This information should be considered when quoting.
- Have you considered the [resilient strategy certification requirements](#) when scoping works?
- Have you checked the [Resilient Homes Fund website](#)? Before you start your quote, visit the website and refer to the exemplar [Home Raise](#) and [Resilient Retrofit](#) quotes for reference. The QBCC website also provides useful guides and templates for writing and entering into contracts for building work.
- Have you taken out a [Queensland Home Warranty Insurance Scheme](#) policy, which is administered by the QBCC and compulsory if works exceed \$3,300?
- Have you provided a detailed quote? The more detail you can provide in the quote, the faster the funding application can be assessed.

I've done the quote... what happens next?

After you have provided the homeowner with a quote, they will submit it, along with their [funding application](#), via the Queensland Rural and Industry Development Authority (QRIDA) portal. The quote will be assessed by our Value for Money team to ensure the scope of works listed align with the resilience strategies listed in the Home Assessment Report and that costs are fair, reasonable and deliver value for money.

Once the homeowner's funding application is conditionally approved, they will receive a Certificate of Conditional Approval with a copy of the Value for Money certificate listing approved works to be funded by the Resilient Homes Fund. This means they can enter into a building construction contract with you.





Building contracts

- Does your building contract reference the approved quote or approved works listed in the Value for Money certificate?

Tip: The Resilient Homes Fund recommends that the contract specifically references the approved quote or approved works listed in the Value for Money certificate, using a reference number and a date. Alternatively, the documents can be signed as part of the contract. Ensuring the scope is referenced within the contract means there is clear agreement on the works to be completed, which is reflective of the funding agreement from the Resilient Homes Fund.

- Have you included any special conditions in the contract?

You may wish to consider including a special condition in your contract, to the effect that the homeowner acknowledges that you do not warrant that flood resilience works will prevent damage to the home from any future flood.

Once the building contract is signed, the homeowner will submit it via the QRIDA portal. They will receive a Letter of Offer from QRIDA and, once that is signed and returned, building works can start.

Variations to approved works

- Do you understand the process concerning variations to approved works? If there are any variations to the approved works under the Letter of Offer, homeowners must submit a variation request via a form or through the portal to QRIDA, together with any supporting information such as a revised quote, scope of works and relevant photos.
- Have you put the variation in writing? As the builder, you must present the variation to the homeowner in writing. Variations should be approved before commencing with the variation work.
- Does your work align with the **Industry Design Guideline for Flood Resilient Homes (PDF, 15 MB)**, which is based on existing Australian building standards?



How will I get paid?

In most cases, payments will be made directly to the licensed contractor by the Queensland Government. Payments are made at agreed milestones set out by the licensed contractor in the building construction contract and confirmed in the Letter of Offer.

For payments to be made to you, the homeowner will need to submit a Milestone Claim Form to QRIDA at each milestone certifying that the works have been completed as approved in the Letter of Offer and Value for Money certificate, together with invoices.

All works need to be complete before requesting final payment through QRIDA.



Final payment

- Have you submitted the relevant certification for the completion of works?

Before the final payment, you will need to provide the homeowner with the relevant certification on completion of works. Refer to the [Resilient Homes Fund website](#) for further information about the certification requirements for final payments.

Before final payment is released, a member of the Resilient Homes Fund team will attend the home to inspect completed works.

Completion inspection

Works observed at the completion inspection need to match the scope of works approved through the Value for Money assessment. These will be listed in the Value for Money certificate:

1. Changing materials requires a variation
2. Not doing items approved in the Value for Money certificate requires a variation
3. Any change to scope requires a variation
4. If we find work at the completion inspection that is not in line with the Value for Money certificate, the Resilient Homes Fund may not fund this work. The final payment is likely to be held until the works in question are resolved. The Fund can only provide funding to works that have been approved under the program.



How can I promote my business through the Resilient Homes Fund?

Builders who can coordinate works for homeowners are in high demand. This includes licensed builders and building designers who provide services for home raising, preliminary works and retrofit works for low rise, medium rise and open buildings.

- Are you registered on the Resilient Homes Fund Contractor Register?

Make sure you are registered on the Resilient Homes Fund Contractor Register on the QBCC website. This is an important tool for homeowners to use when finding local builders.

Visit my.qbcc.qld.gov.au/s/resilient-home-fund

- Have you promoted your Resilient Homes Fund work?

Once you're on the register, spread the word that you're available to assist by sharing a post on your website or social media channels.

Reach out to service navigators in the community. Service navigators can help connect you with homeowners looking to have repair works done.





Where can I go for support?

Builders and contractors can book a one-on-one with our team to discuss their works. Our team can support you through scoping resilient works, developing a quote, the Value for Money process, contracts, variations, payments and more.

Phone the team on **(07) 3007 4485, option 2** to book a one-on-one call.



Are you a certifier or a builder working with a certifier?

As stated by **Business Queensland**, building certifiers may manage the building approval and inspection process with all relevant practitioners to ensure that all aspects of the building work comply with the Building Act 1975.

It is the responsibility of the building certifier to ensure all approvals are sourced from the relevant local government authority (e.g. maximum height, setback or character of a building may be controlled under a local government planning scheme.)

Visit the **Local Government Directory** to search for the appropriate council.

Building certifiers must not design the building or carry out any of the work.

All building certifiers must be licensed with the **Queensland Building and Construction Commission**. Any agreement to engage a private certifier must be in writing and state the certification fee. All building certifiers are bound by a strict code of conduct and have an obligation to always act in the public interest.

If you are a builder working with a certifier, you should tell the certifier that you are working with the Resilient Homes Fund to ensure all work meets the program's resilience requirements to secure funding.

