

CPCBC4017

ARRANGE RESOURCES AND PREPARE FOR THE BUILDING AND CONSTRUCTION PROJECT

THEORY EXAM

Participant name	
------------------	--

FOR THE PARTICIPANT

Instructions

- You will complete written questions as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge.
- It is anticipated that you should complete this assessment within two (2) hours, but additional time may be allowed upon negotiation with the Assessor.
- You must complete all questions unsisted for the Assessor or other personnel and may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment to be awarded.
- An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party.
- Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support.
- If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).

Resources required

Pen

FOR THE ASSESSOR

Instructions

- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments)
- All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question).
- Assessors are to complete marking in pen of a different colour to the Participant.
- If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

Q1. Discuss the different project documents you need to source and read to organise the site and workers for a building and construction project.

Answer

Should reflect but is not limited to: Signed contract with the client, approval document from the local council, plans and specifications to enable site set out and planning. All required on-site documents such as council requirements, schedule, hazard identification and control documents, Environmental management plan, site safety plan, Insurance documents, procurement documents. Emergency and evacuation procedures. Access, PPE requirements, Quality policies and procedures including quality documents relating to the schedule, milestones, reporting and recording. All documents should be collated and held in a site document folder, either electronic or hard copy.



Q2. Discuss the purpose of organising a site handover date with the client.

Answer

Should reflect: The site handover date clarifies the status of the project and directs all parties to a shared goal. It provides all parties with a set date for completion. During discussion, the contractor will generally inform the client that handover can occur after practical completion date and after final payment has been made. The contractor should inform the client of the fixed handover date 2 – 3 weeks before the expected handover allowing sufficient time for the final inspection and final payment to be achieved prior to handover.



Q3. Discuss the following types of insurance and the purpose that builders or building companies need to organise them.

Answer

Insurance	Purpose/requirement
Workers compensation	e.g. A type of insurance that can pay the wages and medical costs of employees who have been injured due to their employment. There is a scheme for each state and territory. Each one is governed by different laws and may vary in the way it operates. WorkCover Queensland is the provider of accident insurance for work-related injuries in Queensland.
Contract/Construction Works insurance	e.g. Tailored for construction businesses, can provide cover for the site and materials against theft, vandalism, fire, storm etc. throughout the construction period until handover. Policies may include public liability, materials in storage, stored offsite and in transit. Can include tools and plant. Financiers of construction projects generally require proof of construction insurance before they will make progress payments.
Public liability	e.g. The purpose of public liability insurance is to indemnify insured parties for legal liability to third parties for personal injury or property damage arising as a result of business activities. All parties that need to be insured must be included and may include current and past trading entities, subsidiaries, contract principals, subcontractors, consultants or others.
Professional indemnity	Used by estimators/ survey designers, this is designed to protect businesses that give professional advice or provide services to clients. If a client claims a mistake a business made caused them injury or financial loss, Professional Indemnity covers the cost of legal defence and damages.
Commercial Motor Vehicle	Designed to help your business cover the costs that may arise from accidental damage or theft of business vehicles. Limits apply to cost of personal property and tools stolen or damaged while in the vehicle.



Q4. Describe the approval or permits needed before construction can start on most types of residential building work in your state or territory.

Answer ☐ Should reflect: A building development approval (or building permit) is needed before construction can start on most types of residential building work. To obtain a building permit, contact the local council or a licenced building certifier. Under the Building Regulation 2021, some types of building work don't require approvals, including some minor building work such as a small shed or a fence under 2m.

Q5. Discuss when and how you will submit the plans for approval with the local council.

Answer ☐ Should reflect but is not limited to: Projects may require development or building approval by a certifier. When a permit or approval is required, plans should be submitted before contract is signed.

Q6. Discuss why builders should keep and maintain records of subcontractors, site supervisors and worker competencies and licences.

Answer ☐ Should reflect knowledge of level of work that can be undertaken by subcontractors site supervisors and managers. To ensure that the person doing the work tasks is sufficiently qualified and holds the required licence to undertake the task.

Level of qualification will help to inform correct payment requirements.

Q7. Discuss which fees must be confirmed paid with accounts personnel before handover to the client.

Answer ☐ Should reflect: Final payment must be paid and cleared by the bank before handover to the client can be finalised.

Q8. Discuss security arrangements that may need to be organised for the site.

Answer ☐ Should reflect: Sufficient security to address asset protection, loss prevention and public safety. May include all or any of: perimeter fencing, alarms and cameras, site lighting.

Q9. What is the legal reason you must understand and adhere to site policies, procedures and work instructions.

Answer ☐ Should reflect: These were created in compliance with legislation and are intended to ensure that work is completed safely, compliantly and to code. Make sure you understand the documents and how they relate to your task/s.

Q10. Specify who should be advised of upcoming work, parking and other restrictions.

Answer ☐ Should reflect: All workers who must attend site including sub-contractors, labourers, specialist trades, certifiers.

Q11. Discuss the facilities that need to be organised for the site.

Answer ☐ Should reflect: Entrances and exits, Separate entries and exits are required for mobile equipment such as forklifts and trucks, Lighting, toilets, drinking water, break rooms/ sheltered areas, storage areas.

Q12. Explain the importance of documenting site access and egress for construction site works.

Answer ☐ Should reflect but is not limited to: Safe access and egress is required by WHS legislation. Routes that provide access and egress should be documented as these provide safety and in the event of an emergency, provide ease of access for emergency services.

Q13. Discuss strategies you can apply that ensure all workers are inducted, informed and regularly updated of their on-site safety responsibilities.

Answer ☐ Should reflect various procedures must be included in the policies and work schedule. e.g. Employee induction to include routine (updated) safety requirements; Site induction - a meeting of all involved in the build to discuss and clarify site specific safety requirements; Training – training regarding first aid and fire safety available to employees; Daily safety talks undertaken before the beginning of work on the site, to discuss the work schedule for the day and include days safety concerns and actions (e.g. signs/ barriers before truck arrives).

Q14. What services must be organised for the site? Discuss how this is achieved.

Answer

Should reflect: temporary power and water services. You must apply to the local electrical and water supply asset owner for temporary construction connection at the front of the block. This temporary connection usually comes with limitations (for example, the water should not be used to water plants). All temporary services must be organised in accordance with council requirements.

☐

Q15. Discuss how waste avoidance actions can be encouraged and monitored on-site.

Answer

May include but is not limited to actions including: Add topic to daily talks and/or toolbox talks; Offer reward system; Monitor actions of subcontractors and workers to ensure waste avoidance actions are understood and carried out.

☐

Q16. Why would the builder change/adapt workplace procedures and workplace safety requirements at a new site?

Answer

Should reflect: to ensure the procedures are valid for the site and building requirements. Procedures and safety requirements, although similar must be applicable to the new work environment.

It may be an environment with specific environmental requirements, or it may be a situation where safety requirements must be altered such as working from heights requirements added, confined spaces or other safety concerns.

☐

Q17. What industrial relations requirements need to be considered when organising on-site human resources?

Answer

Should reflect: As set out in the Fair Work Act and other workplace legislation, the key elements of the workplace relations framework in Australia are:

- A safety net of minimum terms and conditions of employment.
- A system of enterprise-level collective bargaining underpinned by bargaining obligations and rules governing industrial action.
- Provision for individual flexibility arrangements as a way to allow an individual worker and an employer to make flexible work arrangements that meet their genuine needs, provided that the employee is better off overall.
- Protections against unfair or unlawful termination of employment.
- Protection of the freedom of both employers and employees to choose whether or not to be represented by a third party in workplace matters and the provision of rules governing the rights and responsibilities of employer and employee representatives.



Q18. Specify competencies and licences needed by workers on a construction site.

Answer

Should reflect but is not limited to: All workers must achieve CPCCWHS1001 Prepare to work safely in the construction industry before entering a construction site. Various categories of high risk work licences are required for crane operation, truck operation and certain equipment operations. Builder licences are required for builders at different class levels.



Q19. Specify processes applied to protect existing services at the site.

Answer

Should reflect but is not limited to: Locate services using asset plans provided by Before You Dig Australia (BYDA) (Previously DBYD) OR a certified locator. At the dig site, use the plans and conduct a visual inspection to gather site information relating to hazards and safety. Pothole if permitted using the asset owner's stated method as specified on the asset owner's plan and / or information pack. Protect the infrastructure by using various methods; such as communicating to all working on site, erecting barriers and / or marking the location of the exposed infrastructure.



Q20. Describe the steps you take to organise a temporary power supply at a building site.

Answer

Should reflect but is not limited to: Contact the preferred electrical provider and organise for them to visit the site. This is to allow them to know what is needed for the temporary power connection and how long it is needed. Receive a quote that outlines the equipment needed, the design map and approved layout and any potential exclusions and costs. Contact a level 2 electrical worker to perform the temporary power installation. Discuss with the electrician which type of power is required (which phase) and preferred provider. Schedule electrical safety inspections with the level 2 accredited service provider to ensure that the temporary power system is working properly and safely.



Q21. Describe the steps you take to organise a temporary water supply to a building site.

Answer

Should reflect but is not limited to: apply for a standard connection with the local water authority including the detailed site plan, marked up with the preferred location of the new connection/s and the property owner consent form. Lodge online with the applicable fee.



Q22. Discuss the 'Must-have' temporary services for on-site operations.

Answer

Should reflect but is not limited to: Councils and WHS requirements make it a condition of the building contract for temporary services to be supplied from the start of the building process such as: Temporary electrical pole or power box built into its permanent position. If a slab is being poured on the ground, the power is brought on-site and the power board is put into its permanent place; Chemical toilet, which in certain circumstances needs to be permanently plumbed; Waste bin; Temporary fencing around the site so that the public does not have access; Water to supply water to the site; barriers (in some cases) across the front of the site to stop water and soil running onto the footpath; Tiger strips' if work is to take place close to overhead powerlines; Barricade to meet the local municipal by-laws. If the site cut is over one metre, a barricade is erected to prevent public access. If the site cut is less than one metre, a temporary fence is erected. If more than 10 workers are to be employed at any one time, the WHS requirements are much more stringent in relation to amenities and facilities. Temporary services and site accommodation requirements need to be determined as part of the plant and equipment requirements.



Q23. Discuss the relevant Workplace Health and Safety codes with regards to Council requirements for temporary site set-up.

Answer ☐ May include reference to relevant Codes of Practice such as: Concrete pumping CoP; • Demolition work CoP; Managing the work environment and facilities CoP; Mobile crane CoP; Steel construction CoP; Managing risk of plant in the workplace CoP.

Q24. Clarify waste facilities and waste removal that must be organised for the site.

Answer ☐ Should reflect but is not limited to: Suitable waste receptacles and relevant collection days from local council.

Q25. Describe methods used to confirm materials needed for the build..

Answer ☐ Should reflect: Read the plans and specifications to determine and document amounts, lengths and sizes of material needed for the build.

Q26. Describe processes you follow when ordering materials to meet scheduled delivery dates.

Answer ☐ Should reflect: Confirm material requirements and order using approved suppliers either via telephone or online ordering specifying scheduled delivery dates for items.

Q27. Discuss the steps involved when receiving ordered materials at the site.

Answer ☐ Should reflect: Check the purchase order against the docket to confirm the correct materials have been delivered, direct the truck to the safe unloading area and assist in placing the materials safely and securely, ready for use.

Q28. How do you secure and protect materials and plant and equipment that is held on site?

Answer ☐ Should reflect but is not limited to: Contained behind site fencing, depending on the site, camera surveillance may be used. Keep susceptible materials off the ground on pallets and provide covers for rain protection.

Q29. Why would the builder engage a construction work supervisor?

Answer ☐ Should reflect: The supervisor is engaged to communicate workplace needs and oversee staff performance, to provide guidance and support for individual development needs. Supervisors delegate tasks and authority to other employees to help keep the project on schedule. The supervisor issues orders and instructions for the execution of work. Motivating workers: Inspiring workers towards better work performance. Supervisor creates enthusiasm and team spirit amongst the workers. Guiding workers: Supervisor guides and advises his workers.

Q30. What is the name of the road traffic authority in your work area?

Answer ☐ Should reflect relevant road traffic authority such as Department of Transport and Main Roads for Queensland

Q31. Discuss the importance of traffic management related to a construction zone.

Answer

Should reflect but is not limited to: The level of traffic management required depends on a variety of factors, including the location and complexity of the works. Projects in busier, built up areas may require a higher level of traffic management, as motorists, cyclists, pedestrians and workers interact with heavy equipment. There are numerous ways to control the risks associated with working on or near roads. The following examples of traffic control measures may be considered: Road closures, Footpath closures, Detours, Signing and speed reductions, Traffic controllers. To ensure effective traffic management on projects, the Department of Transport and Main Roads specifies the training required for traffic management personnel, and registration for traffic management companies. The department also outlines the requirements for traffic management in a variety of technical documents and specifications.



Q32. Discuss different types of electronic communication you use when arranging resources and preparing for a building and construction project.

Answer

Should reflect: E-Mail to send a message to another person immediately. On-line ordering with suppliers, instant messaging apps between workers and management, video calls, phone calls and text messages.



Q33. What is involved in organising building approval with the local council?

Answer ☐ Should reflect but is not limited to: Building approvals require assessment against the National Construction Code (NCC) and Queensland's building and plumbing regulations. These codes and regulations address issues such as whether the building is designed and constructed soundly and will be safe; has an appropriate degree of fire safety; has adequate protection from pests; is adequately sewered and drained; meets the minimum energy and water efficiency standards. Building certifiers are responsible for lodging building approvals and certification information with Council in Brisbane

Q34. Discuss how the local councils protect heritage places.

Answer ☐ Should reflect but is not limited to: Heritage places are protected by the Council's legislative framework which is designed to control demolition, removal and development in accordance with the City Plan provisions. The local council determines how heritage places are protected, including obligations when doing building work and maintenance.

Q35. Discuss your local council requirements relating to tree conservation.

Answer ☐ Should reflect but is not limited to: Brisbane City Council's Natural Assets Local Law 2003 (NALL) helps to protect natural assets, including bushland areas, wetlands, waterway corridors and trees in urban areas. The local law, along with the Brisbane City Plan requires landowners to consult Council to adopt a responsible approach in deciding what vegetation will be retained as part of any proposal to build a house, subdivide or develop land. Landowners must seek Council permission to clear, remove or work on protected vegetation, unless an exemption applies.

CPCBC4017

ARRANGE RESOURCES AND PREPARE FOR THE BUILDING AND CONSTRUCTION PROJECT

WORKBOOK

Participant name	
------------------	--

FOR THE PARTICIPANT
Instructions
ANSWERS - You will complete written activities as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge. - The timeframe for these tasks will be established by your Assessor or Training Provider. Additional time may be allowed upon negotiation with the Assessor. - You must complete all questions unsisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded. - An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party. - If any written questions are incomplete, or not answered satisfactorily will need to be completed again after further training support. - If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).
Resources required
Pen

FOR THE ASSESSOR
Instructions
- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments) - All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question). - Assessors are to complete marking in pen of a different colour to the Participant. - If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

NOTE

At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.

At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

For the following activity, name a local authority (council) that you wish to examine.

Local authority (council)	Brisbane City Council (BCC)
----------------------------------	-----------------------------

ACTIVITY 1

Locate the website of the local authority relevant to a building site you are currently involved in. Research and respond to the following:

- Specify the council requirements relating to work zones on sections of road.
- Protection for heritage places.
- Permits to remove or clear protected vegetation.
- Environmental nuisance complaints- building work noise.

a) Specify the council requirements relating to work zones on sections of road

e.g. BCC requires that the business complete an online or hard copy application for Temporary lane or road closure and tick the box for work zones. Fees are applicable. A work zone is a reserved section of road space for the loading and unloading of equipment and materials to a work site. Work zones have dedicated signage and road markings and can reduce the need for multiple road closure permits. They also provide exclusive access during agreed hours. A work zone is not suitable for parking, storing materials, waste or equipment; this is an offence under local laws.

b) Protection for heritage places

e.g. Your heritage place is protected by Council's legislative framework to control demolition, removal and development in accordance with the City Plan provisions. Council and the State Government's Department of Environment and Science provide Brisbane heritage properties with legal protection. Check Council's fact sheets for advice about caring for heritage property:

c) Permits to remove or clear protected vegetation

e.g. Under the Natural Assets Local Law 2003 (NALL), you must get a Brisbane City Council permit before you can clear or work on protected vegetation that is not covered by an exemption. There are three types of permits you can apply for if you wish to prune or remove vegetation not covered by an exemption. Two of the permit types relate to working on protected vegetation located on private property. These permits are suited to either one-off tasks, or long-term management of protected vegetation. The third permit type relates to carrying out minor pruning on Council street trees.

d) Environmental nuisance complaints – building work noise

e.g. If noise from building work can be heard from within the affected building during the following times, the person carrying out the building work may be issued with a fine.

6.30pm to 6.30am Monday to Saturday

any time on Sunday or public holidays (normal Saturday restrictions apply for Saturday public holidays).

In some circumstances, activities and equipment operating within the prescribed times may still be deemed a nuisance when assessed against certain noise criteria.

**Satisfactory
Outcome**



CPCCBC4017

ARRANGE RESOURCES AND PREPARE FOR THE BUILDING AND CONSTRUCTION PROJECT

PRACTICAL ASSESSMENT

Participant name	
------------------	--

FOR THE PARTICIPANT

Instructions

- The tasks outlined on the following pages will require performance of tasks in workplace activities, as a result of a structured activity set by an Observer in the workplace or a simulated activity set by your Assessor/Observer.
- The timeframe for these tasks will be established by your Assessor/Observer, in consideration of location conditions and industry requirements.
- You must complete all tasks unassisted by the Assessor or other personnel, unless the steps note this assistance.
- You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be awarded.
- If an observation conducted that is incomplete, or without satisfactory performance, the observation will need to be completed again after further training support.

FOR THE ASSESSOR/OBSERVER

Instructions

- The following observation record should be used to judge and record your observations of the Participant as they complete the task(s) set. You must record your observations of the Participant's performance.
 - For each occasion, indicate the task performed and whether it was a simulation or workplace-based task.
 - Any simulated assessment must ensure the Participant still performs under workplace conditions which reflect industry standards.
 - In the comments, provide clear detail regarding the task that the Participant was required to do (e.g. PPE used, materials handled, attachments connected, plant types).
- All steps must be satisfactorily demonstrated by the Participant for a 'Satisfactory' determination (indicated by an Assessor tick to the right of each itemised step, or an Observer tick to the right of each itemised step, and confirmation by an Assessor in the Assessor Comments).
 - Where you have determined that one or more task steps have not been satisfactorily demonstrated, provide the Participant with additional support and outline details of such assistance in the Assessor/Observer Comments. Allow the Participant two (2) further opportunities to demonstrate the task again to allow an opportunity for a 'Satisfactory' assessment outcome to be achieved.
 - If after three (3) attempts the Assessor determines that the Participant cannot demonstrate the required steps, a 'Not Satisfactory' outcome is to be determined.

TASK OUTCOME					
Task	Date	Task Type (Tick)	Location	Task outcome (Tick)	
				Satisfactory	Not Satisfactory
Task 1		☐ Workplace ☐ Simulation		☐	☐

ASSESSOR COMMENTS: GENERAL

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

ASSESSOR COMMENTS: PRACTICAL TASK 1

- ☐ Individual student (as named on cover page)
- ☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]

Task	Provide detail
1.1A.	Specify project documents located, read and understood: e.g. council decision notice, approved building plans and specifications, contract, soil report
1.1B.	Specify site hand over date set with client. e.g. insert date here
1.1B.	Specify who appropriate fee payment was confirmed with: e.g. building certifier
1.1C.	Specify insurance organised: e.g. workers compensation; builder insurance
1.1C.	Specify security requirements organised: e.g. Site fencing, site camera surveillance
1.1D.	Specify authorities notified of the commencement of scheduled works: e.g. Local council, Electricity provider, water provider
1.1E.	Specify where information was recorded and maintained: e.g. electronically according to workplace requirements and quality processes.

ASSESSOR COMMENTS: PRACTICAL TASK 1	
1.1F.	Specify who was advised of work, parking and other restrictions: e.g. Project management, client, suppliers, engaged workers and contractors
1.2C.	Specify temporary services arranged and scheduled: e.g. water and electricity
1.2D.	Specify protection or utilisation of existing services: e.g. identified, located and protected according to BYDA
1.2E.	Specify council requirements met for temporary site set-up: e.g. Temporary electrical pole. Chemical toilet, which in certain circumstances needs to be permanently plumbed; Waste bin; Temporary fencing around the site so that the public does not have access; Water to supply water to the site; barriers across the front of the site to stop water and soil running onto the footpath; Tiger strips' if work is to take place close to overhead powerlines; Barricade to meet the local council by-laws
1.3D.	Specify waste facilities and removal organised: e.g. waste receptacles and routine removal from local council waste facility
1.4A.	Specify how materials needed were determined: e.g. developed a materials list using plans and specifications
1.4B.	Specify ordering process for material delivery: e.g. on-line ordering process with approved supplier and telephone ordering with other approved supplier
1.4D.	Specify process adhered to during order delivery: e.g. direct truck to approved parking/loading area; checked delivery docket against purchase order; directed operator during unloading and storing; ensured relevant materials were stored 'off the ground' and provided cover for wet conditions.
1.5A. 1.5B. 1.5C. 1.5D.	Specify how human resources were organised: e.g. used approved contractors and experienced workers who are listed within HR files according to individual contracts, licencing and qualifications. Engaged experienced supervisor to manage workers and project time.