

BSBLDR403 LEAD TEAM EFFECTIVENESS ASSESSMENT SUMMARY

The assessment activities for *BSBLDR403 Lead team effectiveness* cover all aspects of the unit of competency required. To demonstrate competence in this unit, a participant must undertake all tasks and complete them satisfactorily and consistently. For Apprentices and Trainees, this includes employer completion of the Employer Record Book (ERB).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be equitable, fair and flexible. If a participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, who should note such arrangements in the 'Assessor Comments' on the affected assessment. If a participant feels they are not yet ready to be assessed, they should discuss their options with their Trainer/Assessor.

To satisfactorily complete the assessment, the participant is required to answer all questions correctly and demonstrate their skills to industry standards. If a participant does not answer some questions or perform some tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency. The Trainer/Assessor is able to provide the participant with additional information on interpreting the assessment outcomes and provide guidance on the participant's options. Should a participant still be deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result.

By signing the cover page for each assessment item, the participant acknowledges they understand the assessment instructions and requirements and consent to being assessed. The participant also verifies and assures the RTO that the work submitted is their own work.

Participant Name	Pippa Turner
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Task	Assessment Results	
Theory Exam	☐ Satisfactory	☐ Not Yet Satisfactory
Practical Assessment	☐ Satisfactory	☐ Not Yet Satisfactory
Outcome for Unit of Competency	☐ Competent	☐ Not Yet Competent

Assessor Name	
Assessor Signature	
Unit Competence Determination Date	Click here to enter a date.

BSBLDR403 LEAD TEAM EFFECTIVENESS

THEORY EXAM INSTRUCTIONS

- This exam will occur under standard assessment conditions.
 - An oral examination may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
- Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that this is your own work.
- Assessors are to complete marking in pen of a different colour to the Participant.
- If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 - If a Participant changes their response in writing, they must put their initials next to the written change.
 - If a Participant changes their response verbally, this must be noted on the exam paper by the assessor.

Participant name Pippa Turner

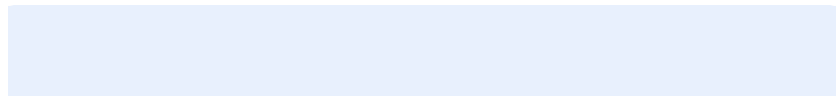
Participant signature



Date 28/10/2021

Assessor name

Assessor signature



Date [Click here to enter a date.](#)

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
23		☐	☐

ASSESSOR COMMENTS

- Q1. Identify a team that may exist in the workplace. Consider the purpose of the team, its goals and objectives. Name and describe the roles and responsibilities for at least three (3) team members. Finally, identify at least one (1) method that will assist with monitoring progress towards the team goals.**

Answer

Point	Detail		
Team purpose	The project team is responsible for the overall project purpose and specific team deliverables.		
Goals and objectives	Delivery of the project on programme, on budget, working safely, meeting KPI's.		
Team members	Role	Description	Responsibilities
	1	Project Manager	Planning and overseeing the project
	2	Site Manager	Planning and directing works
	3	Project Administrator	Handling administrative functions of the project, reporting to Project Manager
Progress monitoring	Monitoring of the project scope, budget, schedule, resources and tasks to be completed		

☐

- Q2. True or False (Tick your response): A team leader is more of a mentor than overseer who checks work.**

Answer

☐	True
☒	False

☐

Q3. Match the leadership styles and definitions by writing the appropriate letter next to each number in the centre column.

Answer	Style		Answers	Definition		☐	
	1	Authoritarian		1 - B	A		Leaders who let the team function without much interference
	2	Democratic		2 - C	B		Leaders who fully control their team
	3	Laissiz-Faire		3 - A	C		Leaders who try to include everyone in the decision-making process

Q4. Why is it important for team leaders to include team members in the planning process?

Answer	It's important to include all team members in the planning process so everyone has a clear understanding of what each person is doing and what is expected of each person for the team to work.	
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Q5. For each of the listed activities in the table below, identify two (2) methods that team leaders can use to involve team members.

Answer	Activity	Method/s to involve team members	
	Goal setting	Set the goals together, praise success	
	Decision making	Suggestion box, open table discussions about everyone's ideas	
	Work allocation	Making sure workers are aware of all that their job description means, making sure workers are happy in their role and understand who to go to for help if needed	

Q6. True or False (Tick your response): Diverse teams produce more creative results than teams in which members are from a similar background.

Answer	☒	True	
	☐	False	

Q7. Provide two (2) examples of how the knowledge, skills and background of team members can enhance team practices.

Answer It can enhance team practices by offering a wider variety of knowledge into workplace, its also beneficial for new workers bringing forward ideas that may work well within the team from a previous job ☐

Q8. Provide two (2) reasons that responsibilities must be carefully delegated within the work team.

Answer Responsibilities must be carefully delegated so there isn't an overlap and two workers end up doing the same thing also it makes it clear for everyone who to go to if they are requiring a specific piece of work. ☐

Q9. Describe what innovation brings to the workplace. Provide one (1) example of innovative practice.

Answer Innovation bring healthy competitiveness to a workplace, ☐
An example of innovation practice in a workplace could be using technology to collaborate and share knowledge

Q10. Explain how encouraging team members to assist each other in undertaking their roles and responsibilities can improve productivity.

Answer It can improve productivity by not making a worker feel like they have a lot on their plate while the rest of the team seems to be cruising through therefore creating tension in the workplace ☐

Q11. Which of the following are likely outcomes from involving team members in all aspects of a job? Tick all that apply.

Answer

Choice	Possible Answers
☐	Causes members to resent the team
☒	Makes the work more meaningful
☒	Improves self-esteem of team members
☒	Improves team morale
☒	Team members take more responsibility for their individual work

☐

Q12. Explain how providing feedback to team members can encourage and motivate team members – building trust and positive working relationships.

Answer

It makes the team feel valued and they will be inspired to keep working towards their goals

☐

Q13. Identify one (1) issue, concern or problem that may be identified by team members. Describe the signs that you would recognise to identify the issue and how the matter could be resolved by internal team negotiation.

Answer

Question	Response
Signs	Segregation of a certain team member, gossiping, lack of motivation within the team
Solution via negotiation	Clearly communicate team members job roles and responsibilities, negotiate shifting overflowing work loads onto other team members with more capacity

☐

Q14. Identify one (1) issue, concern or problem that would need to be resolved by an external party. Describe the signs that you would recognise to identify the issue and who the matter should be referred to.

Answer	Question	Response	☐
	Signs	Underperformance, anger	
	Referred to	HR for a review, counselling offered if required	

Q15. Identify three (3) ways that the team leader can serve as a role model to, and motivate, the team.

Answer	Present a positive attitude, make time for team members, earn and build trust	☐
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Q16. For each of the following areas, provide one (1) example of how the team leader's contributions to the work team can enhance the organisation's image:

- Internally, within the work team and the organisation
- Externally, with clients/customers

Answer	Question	Response	☐
	Within the work team and organisation	Working together, putting out quality work	
	With clients and customers	Being respectful while being able to communicate with clients and customers clearly about what is expected/ needed	

Q17. Provide three (3) communication methods that a team leader may encourage the team to use and situations that each communication method would be suitable for.

Answer	Method	Suitability	☐
	Spoken Communication	Speaking is something most of us learn at a young age and it's the most efficient way to get a team to communicate in meetings	
	Listening	Team members need to feel that they are being heard when they bring concerns or ideas to the team	
	Written	Emailing is an efficient way to communicate with team members on a professional level in a way that doesn't distract them from other work they may be doing	

Q18. Identify two (2) ways that the team leader can maintain open communication with management.

Answer	Having meetings, delivering regular reports	☐
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Q19. Identify two (2) issues, concerns and problems that may be raised by the team to management.

Answer	Requiring further training to be able to complete their job Requiring better work environment, for example new computer screens/ new office chairs	☐
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Q20. For the matters raised in Q19. , identify how the team leader could ensure follow-up action is taken.

Answer	Team leader could provide guidance to management on what specific training is required for team members Team leader could provide options to management for approve to order	☐
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Q21. Identify two (2) issues, concerns and problems related to the team that may be raised by management back to the team.

Answer

Under performance of team members
Unacceptable behaviour of team members

☐

Q22. For the matters raised in Q21. , identify how the team leader could ensure follow-up action is taken.

Answer

Team leader could guide the team to enable it to work better, negotiate the level of performance expected if too high
Team leader could assess the allegations with team members one on one to accurately understand what behaviour was unacceptable and address it by a formal apology

☐

Q23. Describe one (1) situation where the team leader may have to negotiate with management on behalf of the team.

Answer

A team leader may have to negotiate timetables with management on behalf of their team, certain team members may have to finish early on certain days and this could be negotiated and made up by starting earlier on those specified days

☐

BSBLDR403 LEAD TEAM EFFECTIVENESS

PRACTICAL ASSESSMENT INSTRUCTIONS

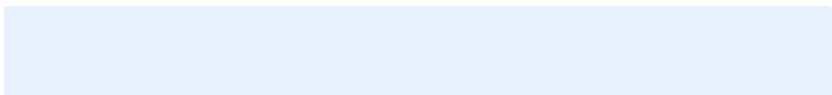
- The following practical assessment will require the Participant to complete work related activities.
- The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below – providing your name, signature and date of assessment.
 - The Participant's signature acknowledges that the Assessor provided clear instructions and the Participant understood what was required to complete this assessment.
- The Assessor may substitute a Practical Task with an alternate task of equal value.
 - Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name Pippa Turner

Participant signature 

Date 15/12/2021

Assessor name _____

Assessor signature 

Date [Click here to enter a date.](#)

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☐	☐
Task 1 (Occasion 2)	☐	☐

ASSESSOR COMMENTS

BSBLDR403 LEAD TEAM EFFECTIVENESS

Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to lead team effectiveness, including: • Developing a team work plan that provides – ○ Documentation of how it was generated and how it will be monitored ○ Incorporation of innovation and productivity measures • Communicating with team members and management to – ○ Identify and establish the team purpose, roles, responsibilities, goals plans objectives ○ Consult, encourage, support and provide feedback ○ Model team leadership behaviours and approaches ○ Resolve problems The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. Evidence to be submitted may include: • Meeting minutes (e.g. subcontractor meeting, HSE committee meeting) The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.		
Resources required: Nil		
Assessment of task		
Name of participant:	Pippa Turner	
Name of observer:	Leslie Crocker	
Role of observer (Confirm suitability to sign)	Project Manager	
Email address of observer	Leslie.c@woollamconstructions.com.au	
Signature of observer:		
Date:	15/12/2021	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1.A. Lead and consult with the team to document work plan, incorporating: • Team purpose, roles, responsibilities, goals, plans and objectives • Innovation and productivity measures • Notes on how the work plan was generated and how it would be monitored	☒	☒
1.B. Lead team to develop cohesion, including: • Providing opportunities for input of team members into planning, decision making and operational aspects • Encouraging and supporting team members to take responsibility for own work and to assist each other • Providing feedback to team members to encourage, value and reward individual and team efforts and contributions	☒	☒

1.C. Participate in and facilitate work team, including: - Leading and supporting team members in meeting expected outcomes, through delegation and work allocation - Actively encouraging team members to participate in and take responsibility for team activities and communication processes - Giving the team support to identify and resolve problems, issues and concerns - Acting as a role model to enhance the organisation's image	☒	☒
1.D. Maintain open communication by passing information from management to the team and vice versa (including issues, concerns and problems) and ensuring follow-up action was taken.	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Pippa displayed great leadership and clear communication in delivering the roles and objectives to all parties. She explained in detail the process and how it would be monitored and gave clear expectations of what is expected from all parties. She allowed all parties to have input but controlled the flow of the meeting, acknowledging peoples input providing feed back but ensuring all parties were on the right track.

She openly acknowledged the participation of all parties and encouraged people to speak up. She followed up consistently with all parties to ensure they were on track with their task and provided real time feedback on the works they had completed to date. Pippa gave plenty of opportunity for people to bring up and discuss issues or problems they were facing and facilitated this in a open forum which allowed multiple ideas to solve the problem, this was very useful as the ideas generated various view points and allowed the issues to be resolved quickly.

Pip's demeanour and attitude during this whole process was exemplary and a great example of true leadership as everyone felt part of the team and clearly knew their roles and expectations.

Project Number:	1719M			
Project Name:	FENNER DUNLOP ACE PROJECT			
Revision:	A - 1/12/2021			
Purpose:	PIP' Profit Improvement Plan			
COST CODE:	DESCRIPTION:	BUDGET:	TARGET BUDGET / ACTUAL LETTING:	QUANTIFICATION / COMMENT:
010 CONSULTANT FEES				
010-1	Authority Fee's & Charges	\$53,462.00	\$53,462.00	Associated Statutory Authority Fees Paid to date
010-2	Town Planning	\$7,944.00	\$8,861.32	Expenditure to date with Michael Jewel town Planner.
010-3	Building Certification	\$14,259.00	\$17,800.00	CSA has been executed with BCA Consultants
010-4	Civil Engineering	\$58,564.00	\$83,925.00	CSA has been executed with ADG Engineers
010-5	Surveying	\$5,500.00	\$3,920.00	Expenditure for Detailed Survey has been undertaken by RPS
010-6	Landscape Architect	\$8,148.00	\$7,870.00	CSA has been executed with Butler & Webb
010-7	Geotech Engineer	\$18,519.00	\$12,730.03	Expenditure for GT Investigation has been undertaken with SUBTEST
010-8	Hydraulic Services	\$10,185.00	\$20,056.00	CSA has been executed with BRW Consultants
010-9	Mechanical Services Design	\$17,314.00	\$23,510.00	Design Fees associated with Mechanical Design through Mike Mulherin
010-10	Electrical Engineer	\$28,518.00	\$26,500.00	CSA has been executed with VMI Engineers
010-11	Structural Engineering	\$81,685.00	\$77,647.50	CSA has been executed with ADG Engineers
010-12	Energy Efficiency	\$5,092.00	\$1,800.00	Expenditure for EE Report & form 15 through QBEARS
010-13	Architectural Services	\$61,111.00	\$72,477.00	CSA has been executed with Taylor Ellis Architects
010-14	QLeave Payment	\$52,778.50	\$72,220.00	Expenditure to date for QLEAVE
010-15	QFES Fees	\$13,091.00	\$7,225.75	Expendiutre to date for QFES fees
010-16	Plumbing Approval Fees	\$15,601.85	\$10,262.00	Associated MRC Plumbing application fees.
010-17	Design Manager	\$47,693.50	\$47,693.50	Forecast Costs for additional design management fees for FCI documents
010-18	Design Variables & Contingency	\$81,481.00	\$80,499.75	Forecast Costs antcipated for redesign fees to meet clients expectations
010-19	Headworks infrastructure fees and charges	\$509,259.00	\$509,734.00	Forecast Fees for antcipated MRC headworks fees & also to be used for reimbursement for increase in scope over & above our agreed design brief
020 PRELIMINARIES - OFFICE				
020-2	Insurances / Legal - (020-2)	\$51,588.00	\$65,312.00	CTC to Complete for Insurance/Legals \$12,560,000 * 0.52%
020-3	Bank Guarantees	\$26,481.00	\$23,550.00	CTC for BG's for 2.5% for 12 months \$628,000 for Construction,CTC for BG's for 2.5% for 12 months \$314,000 for DLP
020-4	Procure Costs	\$10,676.40	\$12,795.39	CTC for Procure Costs based on \$12,560,000 *0 .00097
020-5	Management Costs	\$81,640.00	\$85,046.00	CTC for Management Overhead Costs 0.65% on \$12,560,000
030 PRELIMINARIES				
030-1	Project Managers/Contract Admin & Clerical	\$237,771.00	\$248,016.51	LC as Project Manager,PT as CA ,JP as PA
030-2	Site Managers & Foremen	\$290,852.00	\$287,424.10	CTC for Nathan Johnson as SM
030-3	Tradesmen/Labourers/Apprentices & Compliance Advisors	\$136,925.00	\$133,004.89	CTC for Rod Simonsen for WHSO,CTC for labourer or apprentice for general labouring & progressive site clean.
030-4	Staff Motor Vehicles	\$20,170.00	\$20,710.00	Forecasted final costs
030-5	Site Accommodation - Rental or Purchase	\$51,884.00	\$51,715.00	ATL has been signed & PT has issued ATCO contract order for site shedding
030-6	Site Establishment -Services	\$17,592.00	\$17,239.98	Forecasted final costs
030-7	Site Consumables	\$4,814.00	\$4,840.00	Forecasted final costs
030-8	Site Accommodation - Running Costs (Telstra/Energex/Water etc.)	\$16,516.00	\$14,680.00	Forecasted final costs
030-9	Plan Printing/Photocopier Costs/Couriers/Printers etc.	\$5,500.00	\$5,500.00	Forecasted final costs
030-10	Temporary Fencing	\$17,450.00	\$16,880.00	ATL has been signed & PT to issue PO to TFHire
030-11	Scaffolding	\$56,000.00	\$56,000.00	PT to scope out scaffold requirements & issue to LOCAL MARKET for confirmed quoting.
030-12	Craneage or Telehandler	\$15,000.00	\$15,000.00	Forecasted final costs
030-13	Skip Bins	\$44,424.00	\$44,424.00	PT to check on Schedule of rates with Burly Bob , so a PO can be issued with a committed value. COMPLETE
030-14	Traffic Control associated with Preliminary On Site Works	\$22,494.74	\$22,494.74	Forecasted final costs
030-15	Hire costs associated with Preliminary On Site Works	\$4,629.00	\$4,629.00	Forecasted final costs
030-16	Final Clean	\$16,212.00	\$16,212.00	PT to Chase up quotes for final clean .
030-25	Safety Gear & Site Consumables	\$5,880.00	\$5,880.00	PT to check & evaluate the best option to replenish 1ST aid kit -Forecasted final costs

COST CODE:	DESCRIPTION:	BUDGET:	TARGET BUDGET / ACTUAL LETTING:	QUANTIFICATION / COMMENT:
040 PREPARATION & PRELIM TRADES				
040-1	Surveying (includes calibrating Woollam equipment)	\$46,759.00	\$42,612.00	ATL has been signed & approved -PT to issue MWSCA to AA Surveys
040-3	Earthworks	\$530,670.30	\$530,670.30	PT is compiling ATL for review & signing off
040-4	Civil Stomwater	\$365,200.00	\$365,200.00	PT is compiling ATL for review & signing off
040-5	Bio Retention or SW Management System	\$127,550.00	\$117,860.00	ATL has been signed & approved -PT to issue PO to Ocean Protect
050 STRUCTURE				
050-2	Concrete Supply	\$643,888.00	\$640,051.45	ATL has been prepared & needs to be signed off by Management to use Hanson Concrete
050-3	Concretor Labour (Formwork,Reo Fix & place/finish)	\$417,556.00	\$417,556.00	PT is has issued Trade Packages out to the market for pricing
050-4	Concrete Pumping	\$95,067.53	\$95,067.53	PT to chase up project schedule of rates from Mackay Concrete Pumping,
050-5	Concrete Sealing	\$34,594.44	\$32,180.13	PT has prepared an ATL for sign off to engage MARKHAN GLOBAL
050-7	Reinforcing Supply (including accessories)	\$508,751.25	\$579,737.05	PT has sent out TP for pricing
050-8	Precast & Tilt up Walls	\$71,350.05	\$71,350.00	PT to issue Trade Package out for pricing - OUT TO TENDER
050-9	Masonry -(Includes Reo Supply & Core fill)	\$104,295.20	\$104,295.00	PT to issue Trade Package out for pricing - OUT TO TENDER
050-10	Structural Steel including Stairs	\$1,903,628.00	\$1,890,000.00	PT has sent out TP to the market for pricing & currently compiling ATL for approval
060 FINISHES				
060-1	Ceiling/Lining & Metal Partitions	\$262,720.42	\$26,720.42	PT to issue Trade Packages out for pricing
060-2	Operable Wall	\$9,351.85	\$9,351.85	PT to issue Trade Packages out for pricing
060-3	Aluminium Glazed Windows & doors	\$84,222.25	\$84,222.25	PT to issue Trade Packages out for pricing
060-4	Glazed Stair Balustrades	\$10,120.37	\$10,120.37	PT to issue Trade Packages out for pricing
060-5	Cabinetwork	\$53,717.78	\$53,717.78	PT to issue Trade Packages out for pricing
060-6	Toilet Partitions	\$13,240.00	\$13,240.00	PT to issue Trade Packages out for pricing
060-7	Metalwork -Bollards & Stairs	\$86,166.00	\$86,166.00	PT to issue Trade Packages out for pricing
060-8	Sunhoods	\$60,833.00	\$60,833.00	PT to issue Trade Packages out for pricing
060-9	Tactiles & Nosings	\$11,811.00	\$11,811.00	PT to issue Trade Packages out for pricing
060-10	Timber Doors / Metal Door Frames & Fire Doors / Hardware	\$30,759.55	\$30,759.50	PT to issue Trade Packages out for pricing
060-11	Hardware Supply	\$18,128.20	\$18,128.20	PT to issue Trade Packages out for pricing
060-12	Roller Doors	\$170,095.00	\$187,750.00	PT has prepared ATL for review & signing off to execute a MWSCA with Best Doors
060-13	Carpentry	\$59,995.00	\$59,995.00	PT to issue Trade Packages out for pricing - OUT TO TENDER
060-14	Tiling Labour / Topping	\$34,905.00	\$34,905.00	PT to issue Trade Packages out for pricing
060-15	Tiling Supply	\$14,304.00	\$14,304.00	PT to issue Trade Packages out for pricing
060-16	Floor Finishes	\$43,980.00	\$43,980.00	PT to issue Trade Packages out for pricing
060-17	Waterproofing Internally & lift pit	\$12,308.00	\$12,308.00	PT has issued Trade Packages out for pricing
060-18	Joint Sealant	\$89,000.00	\$89,000.00	PT has issued Trade Packages out for pricing
060-19	Statutory Signage	\$4,000.00	\$4,000.00	PT to issue Trade Packages out for pricing
060-20	Roofing & Metal Cladding	\$753,499.00	\$753,499.00	PT to issue Trade Packages out for pricing
060-21	Painting	\$80,000.00	\$80,000.00	PT to issue Trade Packages out for pricing
060-22	Floor Painting	\$16,018.50	\$16,018.50	PT to issue Trade Packages out for pricing
070 SERVICES				
070-1	Hydraulic Services	\$550,000.00	\$550,000.00	PT has issued TP out for pricing & is currently preaparing ATL documents for review
070-2	Hydraulic Services -Sewer Connection Works	\$14,588.00	\$14,588.00	Quotations has been requested from MRC, to ascertain actual expenditure
070-3	Hydraulic Services -New Water Services Connection	\$33,177.00	\$33,897.39	MRC have quoted these works & payment has been made
070-4	Hydraulic Services BWIC	\$6,304.00	\$6,304.00	Forecasted final costs
070-5	Sanitaryware	\$42,614.00	\$42,614.00	Quotes have been received by TRADELINK , however this is under review by LC & PT
070-6	Electrical Services	\$450,000.00	\$450,000.00	PT has issued TP's out to the market & ATL documents are currently been prepared.
070-7	Electrical Services -BWIC	\$12,377.00	\$12,377.00	Forecasted final costs
070-8	Substation BWIC	\$18,518.52	\$18,518.52	Forecasted final costs
070-9	Mechanical Services	\$246,759.00	\$246,759.00	Mike Mulherin is taking the lead on procuring the equipment & sourcing installation costs. MM to confirm costs in doing so
070-10	Mechanical Services BWIC	\$4,972.00	\$4,972.00	Forecasted final costs
070-11	Vertical Transport -Passenger Lift	\$75,188.00	\$72,000.00	PT has issued TP's out to the market & ATL documents are currently been prepared for KLEEMANS
070-12	Gantry	\$808,748.60	\$808,188.63	PT has issued TP's out to the market & ATL documents are currently been prepared to recommend NQ Cranes

COST CODE:	DESCRIPTION:	BUDGET:	TARGET BUDGET / ACTUAL LETTING:	QUANTIFICATION / COMMENT:
080 EXTERNAL WORKS				
080-1	Roadworks -Bike Racks, Road Signs & Wheelstops	\$15,833.00	\$15,833.00	PT to issue TP's out for pricing .
080-2	Bin Enclosures	\$4,629.00	\$4,629.00	PT to issue TP's out for pricing .
080-3	External Fencing & Sliding Gates	\$59,000.00	\$59,000.00	PT to issue TP's out for pricing .
080-4	Linemarking	\$15,330.00	\$15,330.00	PT to issue TP's out for pricing .
090 PROVISIONAL SUM				
090-1	Pylon Sign -Provisional Sum	\$55,000.00	\$55,000.00	PT to issue TP's out for D&C type pricing .
090-2	Landscaping Provisional Sum	\$88,800.00	\$88,800.00	PT has issued TP's out to the market & currently under review on how we present it to the client due to significant budget overrun
MARGIN				
100-1	Defect Management	\$0.00	\$30,000.00	Forecasted final costs
999-1	Margin - Original - (999-1)	\$1,064,972.20	\$1,064,972.20	Original Margin
999-2	Margin - Variation	\$0.00	\$0.00	Nil HCV's to report to date
999-3	Margin - Project Contingency	\$0.00	\$0.00	Nil Contingencies to report to date
TOTAL:		\$12,560,000.00	\$12,470,739.53	
ORIGINAL MARGIN:		8.48%	TARGET MARGIN:	0.72%



ROLES AND RESPONSIBILITIES TABLE

Project Number: 1719M Fenner Dunlop

PM Project Manager
 CA Contract Administrator
 SM Site Manager
 LH Leading Hand
 PA Assistant

Leslie Crocker
 Pippa Turner
 Nathan Johnson

 Josh Percival

Item No	Item	Action By	Comments
DESIGN & DOCUMENT CONTROL			
1	Receipt and distribution of Consultant Drawings	PT/JP	
2	Nominating distribution of Consultant Drawings	PT/JP	
3	Review of Consultant Drawings for cost implications	PT/JP	
4	Receipt and distribution of Shop Drawings	PT/JP	
5	Review of Shop Drawing approval for cost implications	PT/JP	
6	Filing of correspondence	PT/JP	
7	Manage Design (where required)	PT/JP	
ADMINISTRATION			
8	Submit Client Progress Claims	PT/JP	
9	Trade-letting / Procurement	PT/JP	
10	Manage trade-letting schedule	PT/JP	
11	Purchase Orders	PT/JP	
12	Paying Sundry Invoices	PT/JP	
13	Assessing Subcontractor Claims & Vari's	PT/JP	
14	Cost Reporting	PT/JP	
15	Submit Head Contract Variation Requests	PT/JP	
16	Price and Submit Head Contract Variations	PT/JP	
ENVIRONMENT			
17	Environment Project Start-Up	NJ	
18	Weekly Environmental Checklist	NJ	
19	Incident Reporting and Notifying	NJ	
20	Monitoring Erosion and Sediment Control Plans	NJ	
21	Waste Management Reporting	NJ	
22	ESD Initiative Management (e.g. Green Star)	NJ	
QA CONTROL			
23	Quality Project Start-Up	NJ	
24	QA Required of Subcontracts Form	NJ	
25	Maintaining and Issuing Management Plans	NJ	
26	Signing off completion of Checklists	NJ	
27	Ensuring on-site use of Checklists	NJ	
28	Collecting and filing Checklists	NJ	
29	Sample submission and management	NJ	
30	Concrete Test Result Register	NJ	
31	Daily Progress Photos	NJ	
32	Authority to issue NCR's	NJ	
33	Authority to raise defects	NJ	



ROLES AND RESPONSIBILITIES TABLE

Item No	Item	Action By	Comments
PROJECT MANAGEMENT			
34	Extensions of Time	LC	
35	Interface with Stakeholders	LC	
36	Attend Client/Superintendent meetings	LC	
37	Reporting to/communicating with Client	LC	
38	Programme Monitoring	LC	
39	Progress Reporting	LC	
40	Client/Neighbor Interface	LC	
41	Client Approval for on site activities	LC	
42	Authority Approvals (Energex, Council, Police)	LC	
SITE MANAGEMENT			
43	Plant Orders	NJ	
44	Site Instructions	NJ	
45	Industrial Relations	NJ	
46	Daily Diary of Events	NJ	
47	Co-ordinate site deliveries	NJ	
48	Survey Management	NJ	
49	Short term programming	NJ	
50	Arrange Consultant Site Inspections	NJ	
OFFICE MANAGEMENT			
51	Order Office Stationary and Cleaning products	JP	
52	Team Meeting Minutes	PT/JP	
SUBCONTRACTOR CO-ORDINATION			
53	Submit RFI's	PT/NJ/LC	
54	Co-ordinate Structural Trades	NJ	
55	Co-ordinate Services Trades	NJ	
56	Co-ordinate Fitout Trades	NJ	
57	Co-ordinate External Works Trades	NJ	
58	General Subcontractor Meeting	NJ	
SAFETY			
59	Inductions	NJ	
60	Inductions records	NJ	
61	Site Safety Walk	NJ	
62	Safety Meetings as required	NJ	
63	Plant and Equipment Documentation	NJ	
64	Manage Safety Plans	NJ	
65	Organise Emergency Procedures & Drills	NJ	
PROJECT HANDOVER			
66	Commissioning Management	LC/NJ	
67	Certificate of Classification	LC/NJ	
68	Handover Documents	PT	
69	Manage Defects	NJ	

Pippa Turner

To: Leslie Crocker; Josh Percival; Nathan Johnson
Subject: 1719M Fenner Dunlop - Roles & Responsibilities

Good afternoon Team,

Please see attached roles and responsibilities for the upcoming project Fenner Dunlop,
Please look through and become accustomed with what each team member will be required to do throughout this project and if you have any queries, please let me know.

Kind Regards,
Pippa Turner
Project Administrator

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Woollam acknowledge the First Nations people as the original inhabitants of Australia.
We pay our respects to the Traditional Custodians of this land and acknowledge all Elders past, present and future.

