

BSBWOR501 MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the participant to complete work related activities.
- Observations will be conducted 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.
 - Your 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 another task of equal value.
 - Alternate tasks must be fully documented by the assessor.

Participant name Sarah Conley

Participant signature 

Assessor name _____

Assessor signature 

Date 14/02/2020

Number of tasks	Number of tasks completed	Satisfactory?	
		Yes	No
1		☐	☐

ASSESSOR COMMENTS

BSBWOR501 MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to create systems and process to organise information and prioritise tasks. These tasks may be simulated or real. 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. 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: Project documentation, Technology to manage work priorities/commitments.	
Assessment of task	
Name of participant:	Sarah Conley
Name of observer:	Adam Stuart
Role of observer (Confirm suitability to sign)	CSG Operations Manager
Email address of observer	astuart@fredon.com.au
Signature of observer:	
Date:	14/04/2017
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Establish personal work goals	
1.1A. Serve as a positive role model in the workplace through personal work planning.	☒
1.1B. Ensure personal work goals, plans and activities reflect the organisation's plans, and own responsibilities and accountabilities.	☒
1.1C. Measure and maintain personal performance in varying work conditions, work contexts and when contingencies occur.	☒
2 Set and meet own work priorities	
1.2A. Take initiative to prioritise and facilitate competing demands to achieve personal, team and organisational goals and objectives.	☒
1.2B. Use technology efficiently and effectively to manage work priorities and commitments.	☒
1.2C. Maintain appropriate work-life balance, and ensure stress is effectively managed and health is attended to.	☒
3 Develop and maintain professional competence	
1.3A. Assess personal knowledge and skills against competency standards to determine development needs, priorities and plans.	☒

1.3B. Seek feedback from employees, clients and colleagues and use this feedback to identify and develop ways to improve competence.	☒
1.3C. Identify, evaluate, select and use development opportunities suitable to personal learning style/s to develop competence.	☒
1.3D. Participate in networks to enhance personal knowledge, skills and work relationships.	☒
1.3E. Identify and develop new skills to achieve and maintain a competitive edge.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory	

OBSERVER COMMENTS

HSEQ TASK PLAN 2020

ACTION ITEM	ACTION/PROCESS	PRIORITY	RESPONSIBILITY	DATE DUE	DATE OF COMPLETION	NOTES	STATUS
Audit Schedule	Update Audit Schedule Monthly	MEDIUM	SC/SG	Each Month			ONGOING
Testing skills refresher training	Aim to train 20% of construction and 100% service Checklist in draft	MEDIUM	SC	This week		Term training First session 17th Feb - supervisors and service - send out enrolment forms	ONGOING
Apprentice engagement plan	Develop form for ranking exceptional apprentices – to be completed and signed off by Supervisor and PM	MEDIUM	SG			Poster with mentors details Top 3 - reviews • Mentors • Foreman • Peers Hold forums on sites	ONGOING
Subcontractor engagement	- Use Fredon/Civex PowerPoint MS to meet with estimators re list of main subcontractors Subcontractors register to be send to all PM's Red Rules	HIGH	SC/MS			Red rules complete	ONGOING
Exposure to silica	Information/ education?? Update SWMS	HIGH	SC			SC to draft alert – to be tabled at SM meeting first Awaiting code of practice	ONGOING
Lead indicators	Lucidity hazard ID PMs to complete 1 per week Review procedure		SC	This week		Emailed hazard posters out 13.02.20	ONGOING
Audit Register	Update	LOW	SC	Monthly		Updated 13.01.20	ONGOING
Audit folder	Update	LOW	SC	Monthly			ONGOING
Corrective Action Regsiter	Close out all items	HIGH	SG	Monthly			ONGOING
Risk Management	Review processes	MEDIUM	SC				
HSEQ Folders	Redo contents page and spine labels	LOW					
Small projects	HSEQ Management/support on smaller projects		SC				

[illegible]

Minutes of Meeting

Minutes of Meeting:

Held at: Fredon QLD

Date: 10.02.2020

Subject:	Weekly Safety Meeting		
Present:	Sarah Conley		Scott Gilbert
	Michael Steuart		
Apologies			
Distribution List:	All those above		

Item	Business	Responses & Action Items
1	TRAINING	
	CPR/LVR First expiry February, SRACC first site	Qualitative and disposable masks for fit testing
	Gary Florentine Confined Space 07.02.20	SC
	Michael Blake – Systimax Online. PO sent 06.02.20	SC
	HSR – Thomas Field Mitchell and Aaron Self this week	
	QW – AGAT and WIT as per EBA. Last sessions cancelled due to wet weather.	Wet weather should no longer be an issue
	Testing skills refresher – 17 th Feb	SC
2	PROCUREMENT / PPE	
	LV working gloves	SC to audit LV kits
	Arc flash equipment	Depot has some
	Respirators vs disposable masks	Ongoing
	Test equipment uniformity and training	
	Dustless tools - what do we have, what do we need	M Class – Ann St & QW
3	AUDITS & INSPECTIONS	
	Sleeman – 5th Feb and audit 18 th Feb	
	NWPH (Fire) 6 th Feb	Postponed
	QW – Friday (audit schedule updated)	Weekly site walks to be entered into Lucidity as inspection - SG
	DTB RU – postpone	March
	Tweed Site walk	SC 13 th Feb
4	ACTIONS	
	SRACC – 11 actions open	
	QW – 5 actions open	
	Powerlink – 2 actions open	SC to update SWMS
	Ann St – Hammertech actions open	
5	INCIDENTS	
	ESO – Close out improvement notices	SG
	VOC and Observations to be developed	SC
	Powerlink – as above	

Minutes of Meeting

	SRACC – enter into Lucidity	SC
Minutes Taken By:	Sarah Conley	Date: 10.02.2020
	Next Meeting to be held:	Monday 17.02.20

HEALTH, SAFETY, ENVIRONMENT & QUALITY STRATEGIC PLAN (2020)

	Area of Focus	Specific Issue	Objectives/Performance Outcomes	Actions	Key Performance Indicators	Dates (2020)											
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
1	Health Safety Environment Quality Management Systems	HSEQ Policy and Procedures Framework	Ensure availability of updated, simplified and standard HSEQ procedures (suitable for business expansion needs, client needs and legal requirements)	Update and integrate HSEQ procedures and requirements	% / Number of key procedures reviewed and updated % / Number of key procedures issued/ communicated	x	x	x	x	x	x	x					
				Develop and implement a harmonised training program to communicate the requirements	Number of training programs developed and rolled out % of workers trained	x	x	x	x	x	x	x					
2	Risk Management.	Focus on project specific high risk processes.	Ensure an effective and robust risk management program with proactive risk control for high risk processes (work at heights, Faling objects, electrical work trenching /excavation work and working with EWPs)	Rationalise operational control procedures for the top 5 high risk activities	% / Number of operational control procedures reviewed and updated % / Number of updated procedures issued/ communicated			x	x	x	x	x	x	x			
				Develop and implement a harmonised awareness program (tool box talks) for general and specific risk control for project sites	Number of tool box talks developed and administered , % of workers completed			x	x	x	x	x	x	x			
3	Health Safety Environment Quality Team Structure.	National HSEQ Team.	Ensure national HSEQ team has adequate capacity and is able to effectively support relevant business units	Improve HSEQ team coordination through direct support and defined reporting lines	Monthly meetings with national HSEQ team Annual HSEQ conference % actions closed (vs raised)									x	x	x	x
				Build project (manager and supervisor) HSEQ capability by increased and consistent engagement	Monthly meetings with major projects , % actions closed -meeting minutes ,									x	x	x	x
4	Project or Site HSEQMS Implementation.	Maintained compliance (site specific) with legal , client and internal HSEQ requirements.	Establishment of a consistent and effective HSEQ non conformity management program	Actively support (and encourage) increase HSEQ issues reporting (via Lucidity platform)	% / Number of issues raised and closed in Lucidity										x	x	x
				Improved incident management process through investigation review and analysis	% of incidents with identified root causes identified & closed out % of incidents going through a formal revision										x	x	x
				Coordinated tracking to closure of non conformities with review of effectiveness	Time taken for the closure of a task/issue raised . % or number of issues raised and closed										x	x	x

QLD HSEQ Action Plan

Commenced FEB 2020

Date Reviewed: 10/02/2020 rev1

KEY ITEMS	ACTION/PROCESS	RESPONSIBILITY	DUE DATE	PROGRESS/FEEDBACK	NEXT ACTION	REFERENCE
1. HSEQ Leadership	Encourage Directors and Senior Managers to Champion HSEQ in 2020.	SC	Mar-20	Continue QLD Commitment to safety	- Corrective actions - Incident reviews	
	Senior Management Review	SC	May-20	Every 2 months		
2. Subcontractor Engagement	Subcontractor Redbook Induction	MS/SC	Mar-20		CIS IFS	
	Senior Managers to engage with Major Subcontractor Partners on a Monthly basis regarding WHS. This is to be via Meeting or Site Inspection Walks.	MS/CS	Apr-20	Each PM to have one completed by April	SC to communicate with PM's	
3. Lucidity	Encourage use by Fredon Personnel.	SC/CS	Ongoing	Monthly review of InForm use being undertaken.	Tweed - February training Ann St to use Hammertec as required by Mirvac	

	Introduction of all Subcontractors to Lucidity. All Projects in 2020 to have Lucidity operational and Subcontractors registered.	SC	Jun-20	GTO's first		
4. HSEQ Initiatives and Communications	Implement the National HSEQ Group program to identify High risk hazards – Heights, electrical, trench and excavation, EWP's (powered mobile plant) – However other High risk categories may be accepted.	SC	Feb-20	Reward of those seen to go "Above and Beyond" in identifying and rectifying hazards.	Relaunch hazard identification program Ensure follow up on data is part of the close out Request confirmation of any rewards issued - for Sharepoint	
	Pre-Start/Toolbox Topic Library. Develop suite of Topics for delivery at pre-start/toolbox.	Sydney	Feb-20			
	Safety Messages - 12 Month Safety Calendar	SC	Ongoing	Current Spreadsheet	Ongoing dissemination of Toolbox Topics for 2020.	
	Monthly Safety Report to be developed and communicated to QLD Senior Managers	SC	Mar-20	Include Safety Performance and Trends Include incidents from other states	Senior Managers Meetings	

5. Review and Update HSEQ Project Risk Register Template	Review of HSF-095 Project Risk Register Template - Electrical. Review Work Group to be formed.		Jun-20	Senior Managers to review template	Workshop the completed register once received from Sydney	
6. Objectives and Targets 2019-2020	Discuss 2019-2020 HSEQ Targets and Objectives with Senior Managers and provide feedback to AC/SJ.		Jun-20	Request 2019-2020 T's and O's from AC/SJ.	JC to forward scrap receipts Info from Ann St re: lighting packaging Greenstar training	
7. Strategy	Review and Finalise Strategy. Discuss with MS	SC	Feb-20			
	How to implement strategy	SC/SG	Mar-20	Communication plan developed		
8. QA System	Review and Revision of Electrical ITP's/ITC's.	MS/CS	May-20	Review Fieldwire (SRACC)	AC to review	
	Revised ITP's/ITC's to be communicated.	MS/CS	May-20		Communicate at PM and Foreman meetings	

9. Training	WHS Risk Management for Supervisors and Managers. RTO to be engaged to deliver to personnel requiring the training.	SC/MS	Mar-20	SC to finalise Fredon personnel requiring training. Other Divisions to advise of personnel requiring training.	SC Review previous training	
	ICAM Incident Investigation Training for HSEQ Personnel to be completed.	SC	Apr-20	Delivery Methods and Costs investigated. Approval required prior to booking of course.		
	VOC Training - skills refresher	SC	March	Term Training	First session booked 17.02.20 Develop internal VOC checklist and observations SOP + procedures fault finding Review SOP ITP/ITC independent review	
10. Audits	Minimum of 2 internal audits per month	SC/SG	Jun-20	2020 Audit Schedule has been updated. QW has separate audit schedule		

From: The National Association of Women in Construction <admin@nawic.com.au>
Sent: Friday, 14 February 2020 10:24 AM
To: Sarah Conley
Subject: NAWIC QLD | EXECUTIVE LEADERSHIP SERIES – Entrepreneurial leadership



NAWIC QLD | EXECUTIVE LEADERSHIP SERIES – ENTREPRENEURIAL LEADERSHIP

Being an entrepreneurial leader is a powerful way to succeed in today's world of rapid change and intense competition.

At this event our panel will discuss how entrepreneurial leaders create value through doing and seeing things that others have missed.

Join us for a light lunch, engaging conversation and some tips and tricks on problem solving and decision making.

Featuring guest speakers Ben Southall, Gabby Button and Desley Grundy

Hosted by our wonderful sponsor – McCullough Robertson Lawyers.

SPEAKER BIOS



Ben Southall *Best Life Adventures*

Ben Southall is an Adventurepreneur best known for winning The Best Job in the World to become the Caretaker of the Islands of the Great Barrier Reef in 2009. Ben has kayaked the length of the Great Barrier Reef, set world endurance records running up the tallest mountains in Australia and completing the nine Great Walks of New Zealand in nine days.

Ben works as a television presenter, cameraman and producer for NatGeo and The Travel Channel filming documentaries around the world. He's circumnavigated Africa and driven from Singapore to London in his faithful Land Rover, Colonel Mustard, and

is the founder of Best Life Adventures - an adventure travel company, which takes adventurous minds to some of the most extreme wilderness areas on the planet and resilience-building adventures for start-ups, entrepreneurs and business clients. It's grown into a community of people who love stepping outside their comfort zones, exploring new ground and living life to the full.



Gabby Button *Australian Institute of Leaders + Entrepreneurs*

Gabby is a Director of the Australian Institute of Leaders + Entrepreneurs, an international Leadership Consultant and award-winning Facilitator. She creates and delivers unique programs specifically designed to address an organisation's current opportunities for change and growth.

Gabby knows that in today's complex and rapidly changing world we can no longer rely on outdated textbook approaches to management and leadership. She also knows that the way forward doesn't need to be complicated. Gabby is able to traverse this new terrain offering a clear lens and understanding of the astounding breakthroughs in the science of human potential, unified organisations, outcome achievement and entrepreneurial leadership.

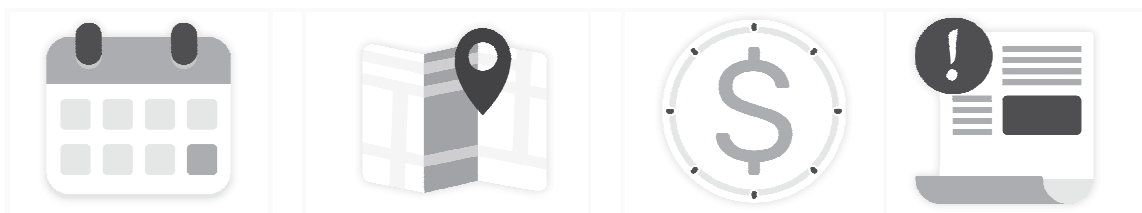


Desley Grundy *EY Tax Partner*

Desley leads for EY's Northern region the EY Entrepreneur of the Year (EOY) programme. This is the only truly global awards programme recognising and celebrating the success of entrepreneurs and their businesses. Further, Des is the Oceania leader for the EY Asia-Pacific Entrepreneurial Winning Women's programme which assists high achieving women entrepreneurs scale their businesses.

Des is a member of the Property Council Qld Diversity Committee, a Mentor for Mentor Walks and is the independent Chairperson for the Queensland CFO Retail forum.

RSVP: 26 March 2020



Monday, 30 March
2020, 12 – 2pm

McCullough Roberston
Lawyers
Level 11, 66 Eagle Street,
Brisbane QLD 4000

Member: **\$25**
Non-Member: **\$35**
Student: **\$20**

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Event Flyer

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