

5. Directional Analysis

A conscious decision has been made to avoid tendering everything and anything as had been done in the past; quality over quantity.

We are looking at avoiding domestic housing, only apartments/Units in that sector, as we believe we have become more commercially suited.

We believe due to being recognised as a quality builder and almost 30 years in the region we can take advantage of engaging client's pre tender stage to deliver them the best value for money project. We see working directly with their/our Architects or Designers to utilize our experience with construction methods and designs will bring economic benefits to the client and steady workflow for Vis Constructions.

Vis constructions also see opportunities to work in infrastructure projects such as schools, QLD government works, local council and Ergon Energy.

6. Marketing Analysis

We believe a target or ideal clientele is the design and construct private commercial sector and based on projects we have engaged and seen around town this is where money will be invested in the region.

The FNQ area is definitely on the up with tourism as always the driving factor, further tourist numbers have increased the need for infrastructure upgrades, with Vis Constructions recently completing projects for the Local Council and QLD Government in Housing and Education facilities.

This will continue to be a target market though there is still potential in the high-end business and housing community locally in Cairns.

Vis Constructions need to market and promote themselves to their target market and several ideas were raised:

- Send out promotional information to architects (such as resumes / profile of work scope)
- Build relationships with architects/suppliers through social functions
- Sponsorship on a local level that also engages the target market
- Be seen as a community conscious company – support of a local charity
- Maintain and develop relationships with local business people and past clientele through social functions, lunches, coffee and phone calls to keep ourselves in their mindset
- Promote business through social media, Facebook, Yellow Pages, etc.
- Maintain car signage, new Vis Constructions banners on large jobs
- Give a congratulation gift after the project is completed

**Edmonton Childcare - Marr Street
Standard Workbook**

Code	Description	Quantity	UOM	Rate	SubTotal	Total
01-00	PRELIMINARIES					
01-00	Project Manager (1.60)	16	wks	2,985.00	47,760.00	
01-01	Site Manager (1.62)	35	wks	2,985.00	104,475.00	
01-10	Construction Insurance (Public Liability)	2,400	\$thou	2.97	7,130.00	
01-11	Qleave/Portable Long Service/WH& S f	2,400	\$thou	5.51	13,228.00	
01-30	Surveyor Fee's (1.39)	1	Item	6,690.00	6,690.00	
01-30	Service Locator (1.40)	1	Item	435.00	435.00	
01-31	Site offices (1.41)	1	Item	2,000.00	2,000.00	
01-31	Site Setup- Toilet/Water	1	item	1,000.00	1,000.00	
01-31	Traffic management plan (1.46)	1	Item	380.00	380.00	
01-31	Dilapidation report (1.47)	1	Item	220.00	220.00	
01-31	Environmental (1.48)	1	Item	2,000.00	2,000.00	
01-31	Temporary services (1.49)	1	Item	3,000.00	3,000.00	
01-31	Traffic Control (1.50)	1	Item	2,040.00	2,040.00	
01-32	Waste disposal (1.51)	15	no	355.00	5,325.00	
01-32	Builders clean (1.54)	632	m2	7.00	4,424.00	
01-33	Craneage (rate includes dogger) (1.52)	1	Item	5,000.00	5,000.00	
	TOTAL Preliminaries				205,107.00	205,107
03-00	DEMOLITION: (3.6)					
03-00	Unbolt existing fence & remove from sit	24	hrs	70	1680	
03-00	Tip Fees (3.10)	1	item	385	385	
	TOTAL Demolition				2,065.00	2,065
04-00	CIVIL CONTRACTORS					
	Dust control (3.2)	1	item		Incl	
	Compaction testing (3.3)	10	no		Incl	
	Shaker grid	1	Item		Incl	
04-00	Strip site of vegetation and remove from	1,881	m2	2.04	3,832.49	
04-00	Excavation over site to suit the required	1	item	16,163.99	16,163.99	
04-00	Excavation over site to suit the required	1	item	2,000.00	2,000.00	
04-00	Detention Basin excavation	16	hrs	131.25	2,080.00	
04-00	Supply, place and compact imported gr	24	m3	84.00	2,016.00	
04-00	Fabric & aggr drain (3.22)	98	lm	15.00	1,470.00	
04-00	Remove Spoil From Trades excavator	18	hrs	130.00	2,340.00	
04-00	Remove Spoil From Trades truck hire	34	trucks	100.00	3,400.00	
04-00	CARPARK- \$157m2-489m2 (3.28)					
04-00	Carpark & driveways complete as speci	1	item	74,415.74	74,415.74	
04-00	Linemarking (3.30)	1	item	1,087.78	1,087.78	
04-00	Wheelstops & Bollards (3.31)	1	item	2,800.00	2,800.00	

04-00	FOOTPATH & CROSSOVERS (3.33)					
04-00	Widen existing footpath to FNQROC str	1	item	5,000.00	5,000.00	
04-00	Cut & remove footpath for new crossover	1	no	1,000.00	1,000.00	
04-00	Remove existing slab crossover and ne	1	item	5,000.00	5,000.00	
04-00	New linemarking for two additional spac	1	Item	300.00	300.00	
04-00	Reprofile existing access speed control	1	item	6,000.00	6,000.00	
04-00	Remove existing access crossover and	1	item	3,000.00	3,000.00	
04-00	Cut existing grass prior to Bulk Earthwo	1	item	400.00	400.00	
	TOTAL Civil Contractors				132,306.00	132,306

04-01	CIVIL WATERPROOFING					
04-01	Block Walls m2 (4.3)	40	m2	65.00	2,600.00	
04-01	Coreflute Protection (4.4)	40	m2	6.00	240.00	
04-01	Window Openings (4.6)	24	items	50.00	1,200.00	
04-01	Detention Basin	36	m2	65.00	2,340.00	
	TOTAL Civil Waterproofing				6,380.00	6,380

	CONCRETE CONTRACTOR					
05-00	100mm Slab on Ground (6.3)	632	m2	50.00	31,585.00	
05-00	Detention Base 100thk slab (6.4)	69	m2	50.00	3,453.50	
05-00	100mm Pathways (6.8)	54	m2	50.00	2,720.00	
05-00	CF-03 - Grey Concrete with selected ox	134	m2	50.00	6,689.00	
05-00	BP1- 450d x 900 (6.11)	4	no	50.00	200.00	
05-00	RW1- 300x600 - 65lm (6.12)	1	item	6,880.00	6,880.00	
05-00	RW2- 300x1200- 19lm (6.13)	1	item	3,440.00	3,440.00	
05-00	CF1- 300x800- 47lm (6.14)	1	item	6,880.00	6,880.00	
05-00	Crossovers (6.15)	52	m2	100.00	5,189.00	
05-00	Detention Basin Lid 150min thick suspe	69	m2	150.00	10,360.50	
05-00	Keyed Joint	1	item	1,200.00	1,200.00	
	TOTAL Concrete Contractor				78,597.00	78,597

	CONCRETE SUPPLY					
05-02	Slabs (5.9)	137	m3	200.00	27,400.00	
05-02	Retaining Walls & Fences (5.10)	39	m3	200.00	7,800.00	
05-02	Detention Basin (5.11)	12	m3	200.00	2,400.00	
05-02	CF-03 - Grey Concrete with selected ox	24	m3	300.00	7,200.00	
05-02	Detention Basin Suspended Slab 32mp	12	m3	215.00	2,580.00	
05-02	Crossovers (5.15)	9	m3	215.00	1,935.00	
05-02	BLOCKFILL (5.16)	80	m3	202.00	16,160.00	
05-02	Densicrete or Curing Oil (5.5)	681	m2	4,086.00	4,086.00	
05-02	Application of concrete sealer- CCS Str	254	m2	15.00	3,810.00	
	TOTAL Concrete Supply				73,371.00	73,371

05-03	REINFORCING SUPPLY					
05-03	Deliveries- Palm Cove to Gordonvale (7.5)	6	no	130.00	780.00	
	Ground Slabs & Beams (7.5)					
05-03	100mm ground slab (7.6)	632	m2	12.93	8,167.88	
05-03	RF1 300x450 (7.7)	73	m	14.80	1,084.69	
05-03	RF2- 450x450 (7.8)	227	m	21.53	4,877.35	
05-03	SF2 450x250 (7.9)	25	m	19.03	481.33	
05-03	Dowels (7.10)	127	item	3.50	444.50	
05-03	Key Joint (7.11)	30	lm	30.00	885.00	
	External Pathways etc (7.13)					
05-03	100mm external slabs (7.14)	54	m2	10.53	572.83	
05-03	CF-03 - Grey Concrete with selected ox	134	m2	10.53	1,408.70	
05-03	ET 200x200 edge thickening (7.16)	46	m	2.00	92.64	
05-03	ET2 200x400 edge beam (7.17)	41	m	2.00	82.50	
05-03	ET3 800x200 angled thickening (7.18)	25	m	2.00	50.62	
05-03	ETD 300x100 angled (7.19)	49	m	2.00	98.44	
05-03	Crossovers (7.20)	52	m2	10.53	546.40	
	Detention Basin (7.22)					
05-03	Detention Base100thk slab (7.23)	69	m2	8.58	592.62	
05-03	Detention Basin Edge Beam 450x200 (	67	lm	21.03	1,408.68	
05-03	Bondek 0.75mm thick to suspended sla	69	m2	80.00	5,525.60	
05-03	Bondeck delivery (7.26)	1	item	175.00	175.00	
05-03	Suspended Slab (7.27)	69	m2	25.90	1,788.91	
	External Retaining walls & Fencing (7.29)					
05-03	CF1- 300x800 (7.30)	47	m	53.60	2,495.62	
05-03	RW1- 300x600 (7.31)	65	m	17.53	1,133.14	
05-03	RW2- 300x1200 (7.32)	19	m	53.60	1,033.41	
05-03	Bar Reinforcement (7.34)	0				
05-03	Bar reinforcement to masonry walls (7.3	1.58	tonne	2,450.00	3,871.00	
	TOTAL Reinforcing Supply				37,596.86	37,597
05-04	Sand (5.2)	41	m3	50.00	2,050.00	
05-04	Deliveries (5.3)	5	no	80.00	400.00	
05-04	Testing (5.4)	7	no	180.00	1,260.00	
	TOTAL Machine Hire / Bedding Sand				3,710.00	3,710
05-05	CONCRETE PUMPING					
05-05	Main Slab (5.22)	1	item	2,500.00	2,500.00	
05-05	External Slabs Line Pump (5.23)	1	item	800.00	800.00	
05-05	Boom for CF03 (5.24)	1	item	2,000.00	2,000.00	
05-05	32m boom for blockfill (5.25)	1	item	1,300.00	1,300.00	
05-05	32m boom for second lift blockfill (5.26)	1	item	1,300.00	1,300.00	
05-05	Line pump for retaining wall footings (5.	1	item	600.00	600.00	
05-05	32m boom for retaining wall/fence block	1	item	1,300.00	1,300.00	
	TOTAL Concrete Pumping				9,800.00	9,800

05-06	TERMITE CONTROL					
05-06	Supply and place termite barrier to joint	101	m	50.00	5,028.00	
05-06	Supply and place termite barrier to pen	65	no	31.57	2,052.00	
05-06	30.0 lineal metres of 102E "C" Block Pe	30	lm	50.00	1,500.00	
	TOTAL Termite Control				8,580.00	8,580

06-00	MASONRY CONTRACTOR					
06-00	200 Series Struck Flush (9.8)	9,517	no	4.50	42,826.50	
06-00	Cuts (9.9)	24	lm	55.00	1,320.00	
06-00	Steel Place (Retaining Walls) (9.11)	1	tonne	650.00	650.00	
06-00	Labour to load (9.12)	8	hrs	78.00	624.00	
06-00	Window Head Hire (9.14)	30	no	45.00	1,350.00	
06-00	Window Head delivery (9.15)	2	no	120.00	240.00	
	TOTAL Masonry Contractor				47,011.00	47,011

06-02	MASONRY MATERIALS					
06-02	200 Series (9.2)	10,249	no	2.40	24,597.60	
06-02	Last Delivery (9.4)	1	no	200.00	200.00	
	TOTAL Masonry Materials				24,797.60	24,798

07-00	SCAFFOLD					
5-0700	Bond Beam Scaffold (2.2)	35	lm	25.00	887.25	
5-0700	Delivery (2.3)	1	no	200.00	200.00	
5-0700	Pickup (2.4)	1	no	200.00	200.00	
5-0700	MOBILE EQUIPMENT (2.6)	1	item	3,000.00	3,000.00	
5-0700	Mobile scaffolding (2.7)	5	weeks	200.00	1,000.00	
5-0700	Transport of Mobile Scaffold (2.8)	2	no	120.00	240.00	
5-0700	General Scissor Hire	1	item	3,500.00	3,500.00	
5-0700	Scissor for Indoor play	1	item	2,000.00	2,000.00	
	TOTAL Scaffold Contractor - Perimeter				11,027.25	11,027

08-00	STRUCTURAL STEEL CONTRACTORS					
08-00	C1 100 x 4 SHS POST (10.8)	0.27	tonne	15,828.21	4,782.00	
08-00	C2 89 x 5 SHS (10.9)	0.39	tonne	15,828.21	6,908.00	
08-00	C3 75 x 4 SHS POST (10.10)	0.05	tonne	15,828.21	886.00	
08-00	M1&2 150 x 100 x 4 RHS MULLIOI	0.11	tonne	15,828.21	1,948.00	
08-00	ST1 100 x 4 SHS STUB POST (10	1.00	items	608.78	681.00	
08-00	ST2 76 x 3.2 CHS STUB POST (10	2.00	items	608.78	1,362.00	
	BW BRACE WALL (10.14)					
08-00	BF 89 x 3.5 SHS BRACE FRAME	0.14	tonne	15,828.21	2,480.00	
08-00	L1 150 x 100 x 4 RHS LINTEL (10	0.10	tonne	15,828.21	1,771.00	
08-00	L2 125 x 75 x 4 RHS LINTEL (10.	0.09	tonne	15,828.21	1,594.00	
08-00	L3 100 x 4 SHS LINTEL (10.18)	0.24	tonne	15,828.21	4,251.00	

08-00	TR1	200 x 100 x 4 RHS TRANSOM	0.12	tonne	15,828.21	2,125.00	
08-00	TR2	89 x 5 SHS TRANSOM AT 28	0.10	tonne	15,828.21	1,771.00	
08-00	RB1	200 x 100 x 4 RHS ROOF BE	0.61	tonne	15,828.21	10,804.00	
08-00	RB2	125 x 75 x 4 RHS ROOF BEA	0.60	tonne	15,828.21	10,627.00	
08-00	RB3	150 x 100 x 4 RHS ROOF BE	0.42	tonne	15,828.21	7,439.00	
08-00	RB4	310UB40 ROOF BEAM (10.2	0.46	tonne	15,828.21	8,147.00	
08-00	OR1	75 x 4 SHS OUTRIGGER (10	0.02	tonne	15,828.21	354.00	
08-00	OR2	C10012 OUTRIGGER *****	83	m	10.23	954.00	
08-00	PP	100 x 75 x 6 UA POLE PLATE	0.33	tonne	15,828.21	5,845.00	
	GT	GIRDER TRUSS (10.28)					
	T1	PREFAB. STEEL TRUSS (10.29)					
08-00	R1	C10019 RAFTERS AT 900 CF	89	m	24.35	2,425.00	
08-00	R2	C20015 RAFTERS AT 900 CF	8	m	30.44	256.00	
08-00	R3	C20019 RAFTERS AT 900 CF	227	m	36.53	9,281.00	
08-00	P1	C15012 AT 600 CRS. (10.33)	57	m	18.26	1,165.00	
08-00	TP1	C15019 TRIMMER PURLIN (	5	m	18.26	93.00	
08-00	TRM	90 x 45 MGP12 TRIMMER (10	1	item	1,979.21	2,215.00	
08-00	S1	65 x 35 x 2.5 RHS IN PLANE (	0.21	tonne	15,828.21	3,719.00	
	TOTAL Structural Steel Contractors					93,885.00	93,885

09-01 CARPENTRY LABOUR

09-01	Labourer from prelims	15	weeks	2,000.00	30,000.00		
09-01	Framing (11.19)						
09-01	Bond Beam (11.20)	224	hrs	70.00	15,680.00		
09-01	General Wall Framing inside Structural	240	hrs	70.00	16,800.00		
09-01	Erection of roof trusses inc. ancillary ite	144	hrs	70.00	10,080.00		
09-01	External Linings (11.23)						
09-01	CD01- CSR Cemintel Edge York 8.5m	256	hrs	70.00	17,920.00		
09-01	Internal Fix (11.25)						
09-01	Timber Skirting- (11.26)	40	hrs	70.00	2,800.00		
09-01	Window Sills (11.27)	16	hrs	70.00	1,120.00		
09-01	Internal Window Jambs (11.28)	48	hrs	65.00	3,120.00		
09-01	Doors and furniture (11.29)	124	hrs	70.00	8,680.00		
09-01	Rangehood installation and connection	16	hrs	65.00	1,040.00		
09-01	Sundry Hardware (11.31)	80	hrs	65.00	5,200.00		
09-01	Unbolt existing fence & remove from sit	24	hrs	70	1680		
09-01	Tip Fees (3.10)	1	item	385	385		
	TOTAL Carpentry Labour					114,505.00	114,505

09-02 CARPENTRY MATERIALS

09-02	Fixings- Etc (11.3)	1	no	5,000.00	5,000.00		
09-02	Truss Cleats and Bolts (11.4)	140	no	9.00	1,260.00		
09-02	Deliveries (11.5)	10	no	70.00	700.00		
09-02	90x35 LOSP M12 H2 (11.6)	200	lm	6.00	1,200.00		

09-02	External Wall framing	108	m2	30.00	3,233.00	
09-02	Ply Bracing (11.7)					
09-02	Supply 6mm thick Hardie brace (11.8)	65	m2	10.50	682.50	
09-02	Supply threaded rod for tiedown (11.9)	20	no	13.90	278.00	
09-02	External Linings (11.10)					
09-02	CD01- CSR Cemintel Edge York 8.5m	41	sheet	120.00	4,920.00	
	Sisalation Wall Wrap- 60m (\$2 m2-72m2 per roll)					
09-02	(11.12)	2	rolls	120.00	240.00	
09-02	Allowance for external treated timber tri	1	item	2,000.00	2,000.00	
09-02	Internal Fix (11.14)					
09-02	Timber Skirting- 100x19 DAR Pine (11.	284	lm	10.00	2,840.00	
09-02	Window Sills- 150x19 DAR HWD (11.14)	58	lm	10.00	580.00	
	TOTAL Carpentry Materials				22,933.00	22,933

09-03	TRUSS SUPPLY					
09-03	Supply and deliver timber roof trusses (	556	m2	55.13	30,665.00	
09-03	TRM 90 x 45 MGP12 Trimmer (11.3	58	m	10.00	580.00	
	TOTAL Truss Supply				31,245.00	31,245

09-04 DOORS, FRAMES & DOOR HARDWARE

09-04	D09.1 (L'DRY) - 35mm (12.3)	1	item	229.24	229.24	
09-04	D17.1 (BOT PR) - 35mm - 6.38mm Vis	1	item	515.80	515.80	
09-04	D17.2 (BOT PR) - 35mm - 6.38mm Vis	1	item	515.80	515.80	
09-04	D22.1 (AGE 4-5) - 35mm - 6.38mm Vis	1	item	515.80	515.80	
09-04	D22.2 (CRAFT) - 35mm - 6.38mm Visi	1	item	515.80	515.80	
09-04	920 HALF HEIGHT DOOR (12.9)					
09-04	D14.3 (AGE 0-2) - 35mm (12.10)	1	item	286.56	286.56	
09-04	D19.2 (TOILETS 1) - 35mm (12.11)	1	item	286.56	286.56	
09-04	D20.3 (AGE 3-4) - 35mm (12.12)	1	item	286.56	286.56	
09-04	D25.3 (AGE 4-5) - 35mm (12.13)	1	item	286.56	286.56	
09-04	Door Frames & architraves (12.14)	4	items	149.01	596.04	
09-04	D02.2 (LOBBY)- 35mm with viewing glaz	2	item	573.11	1,146.22	
09-04	D03.1 (REC.) - 35mm (12.17)	1	item	171.93	171.93	
09-04	D04.1 (OFF.) - 35mm (12.18)	1	item	171.93	171.93	
09-04	D05.1 (PWD WC) - 35mm (12.19)	1	item	171.93	171.93	
09-04	D06.1 (CORRIDOR) - 35mm - 6.38mm	1	item	515.80	515.80	
09-04	D07.1 (STAFF) - 35mm - 6.38mm Visi	1	item	515.80	515.80	
09-04	D11.3 (INDOOR PLAY) - 35mm - 6.38	1	item	515.80	515.80	
09-04	D14.1 (AGE 0-2) - 40mm solid blockwo	1	item	515.80	515.80	
09-04	D15.1 (SLEEP) - 35mm (12.24)	1	item	171.93	171.93	
09-04	D16.1 (TOILETS 1) - 40mm solid block	1	item	515.80	515.80	
09-04	D18.1 (STORE 1) - 35mm (12.26)	1	item	171.93	171.93	
09-04	D19.1 (AGE 2-3) - 40mm solid blockwo	1	item	515.80	515.80	

09-04	D20.1 (AGE 3-4) - 40mm solid blockwork	1	item	515.80	515.80	
09-04	D23.1 (STORE 2) - 35mm (12.29)	1	item	171.93	171.93	
09-04	D24.1 (STORE 3) - 35mm (12.30)	1	item	171.93	171.93	
09-04	D31.2 (STORE 4) - 40mm solid blockwork	1	item	515.80	515.80	
09-04	D06.2 (CORRIDOR) - 35mm (12.33)	1	item	343.87	343.87	
09-04	D20.2 (AGE 3-4) - 35mm (12.34)	1	item	343.87	343.87	
09-04	D21.1 (TOILETS 2) - 40mm solid blockwork	1	item	401.18	401.18	
09-04	D25.1 (OUTDOOR U/COVER) - 40mm	1	item	687.73	687.73	
09-04	D25.2 (AGE 4-5) - 40mm solid blockwork	1	item	687.73	687.73	
09-04	D06.3 (CORRIDOR) - 35mm (12.39)	2	item	286.56	573.11	
09-04	Doors Generally (12.42)	31	no	634.52	19,670.00	
09-04	Provide cylinders to suit the clients restrooms	1	Psum	1,500.00	1,500.00	
09-04	Lockwood Price Rise	10,000	dollars	0.08	750.00	
	TOTAL Doors, Frames & Door Hardware				37,245.00	37,245
10-00	ROOFING CONTRACTORS					
10-00	Edge Protection (13.4)	98	m	24.25	2,377.42	
10-00	Supply and installation of roof sheeting	1,027	m2	93.29	95,804.84	
10-00	Roof Insulation (13.8)	1,027	m2	13.99	14,370.73	
10-00	Secondary Continuous Medium Duty Vapour Barrier	1,027	m2	3.73	3,832.19	
10-00	Fire Rated Insulation between block and concrete	20	m	27.99	559.72	
10-00	Colorbond Barge Cappings (13.11)	125	m	46.64	5,830.38	
10-00	Stainless Steel Box Gutter (13.12)	5	lm	419.79	2,098.94	
10-00	200mm Half round Gutter (13.13)	36	m	46.64	1,678.68	
10-00	175mm Half round Gutter (13.14)	92	m	37.31	3,447.11	
10-00	Stainless Steel Gutterguard to areas below gutters	32	lm	76.05	2,420.00	
10-00	Extra for provision of Vapour Sealing- See 10-00	1	item	3,000.00	3,000.00	
	TOTAL Roofing Contractors				135,420.00	135,420
11-00	RENDER					
11-00	External Render (14.2)	287	m2	27.00	7,749.00	
11-00	Buildouts (14.3)	90	lm	20.00	1,804.00	
11-00	Rendered Capping to Top of Blockwork	6	lm	30.00	180.00	
11-00	IWT-1B - 1 layer gyprock direct fix- 1 layer	79	m2	27.00	2,133.00	
11-00	Fences & Retaining Walls	371	m2	27.00	10,017.00	
11-00	Block Recesses & Tops of Walls	149	m	20.00	2,981.20	
	TOTAL Render				24,864.20	24,864
12-00	DRYWALL, PARTITIONS & CEILINGS					
12-00	92mm metal stud framing, 0.55 BMT (12.31)	482	m2	49.67	23,940.42	
12-00	EWT-1B - 1 layer FC, 40mm battens, 12mm	18	m2	82.78	1,490.07	
12-00	EWT-1C - 1 layer gyprock, 40mm battens, 12mm	204	m2	82.78	16,887.43	
12-00	EWT-1D - 1 layer gyprock direct fix (15.1)	38	m2	38.63	1,467.99	
12-00	EWT-1F - 1 layer FC, 15mm battens (15.2)	8	m2	66.23	529.80	

12-00	EWT-2A- 1 layer gyprock with thermal	120	m2	55.19	6,622.52
12-00	EWT-2B- 1 layer FC with thermal insula	23	m2	55.19	1,269.32
12-00	EWT-2C 1 layer perforated gyprock with	19	m2	71.74	1,363.14
12-00	IWT-1A - 1 layer gyprock on 40mm batt	19	m2	66.23	1,258.28
12-00	IWT-1B - 1 layer gyprock direct fix- 1 la	79	m2	99.34	7,847.69
12-00	IWT-1C - 1 layer gyprock direct fix both	37	m2	77.26	2,858.72
12-00	IWT-1D - 1 layer gyprock direct fix, 1 la	5	m2	104.86	524.28
12-00	IWT-2A- 13mm gyprock both sides (15.	71	m2	77.26	5,485.66
12-00	IWT-2B- 13mm gyprock both sides with	128	m2	93.82	12,008.84
12-00	IWT-2C- FC side1, gyprock side 2 with	31	m2	93.82	2,908.39
	IWT-2E- Gyprock side1, 2 layers				
	gyprock side 2 with acoustic insulation				
12-00	(15.27)	21	m2	115.89	2,433.78
12-00	IWT-2F- Gyprock side1, prefinished lan	3	m2	130.00	390.00
12-00	IWT-2G- FC side1, gyprock side 2 (15.	9	m2	77.26	695.36
12-00	IWT-2H- 1 layer FC to both sides (15.3)	11	m2	77.26	849.89
12-00	IWT-2J- FC side1, (15.32)	23	m2	38.63	888.52
	IWT-2J- Feature FC Cladding side 2				
	York Cemintel				
12-00	(15.33)	30	m2	130.00	3,900.00
12-00	IWT-2L- 1 layer gyprock to one side onl	10	m2	38.63	386.31
12-00	IWT-2K- 1 layer gyprock to one side on	40	m2	38.63	1,545.26
12-00	Flush Set Architraves Typical (15.39)	542	lm	16.56	8,973.52
12-00	CL-01A Bulkheads 13mm PB with 55m	72	m2	165.56	11,920.54
12-00	CL-01B 13mm PB with 55mm curved c	437	m2	78.81	34,439.11
12-00	CL-02 10mm MR Board with 55mm co	14	m2	78.81	1,103.31
12-00	CL-03 12.5mm Flush Set Gyptone Squ	5	m2	139.51	697.57
12-00	CL03A- Same but on battens (15.46)	69	m2	139.51	9,693.47
12-00	Cornice (15.47)	189	lm	11.04	2,086.09
12-00	Square Set (15.48)	70	lm	16.56	1,158.94
12-00	(CL-04)-External Ceilings, 6mm FC & P	261	m2	65.00	16,965.00
12-00	Ceiling Access Panels (15.52)	12	item	386.31	4,635.77
12-00	Sealed Building Envelope (15.56)	160	hrs	70.00	11,200.00
12-00	Tape (15.57)	1	item	300.00	300.00
TOTAL Drywall, Partitions & Ceilings					200,725.00
					200,725

13-00 GLAZING CONTRACTOR

13-00	Powdercoated aluminium framed doors	39	m2	441.82	17,230.84
13-00	Powdercoated aluminium framed bifold	15	m2	618.54	9,278.15
13-00	Powdercoated aluminium framed sliding	5	m2	486.00	2,429.99
13-00	Powdercoated aluminium framed fixed	104	m2	486.00	50,543.81
13-00	Powdercoated aluminium framed windo	15	m2	441.82	6,627.25
13-00	Window security screens (16.10)	15	m2	357.24	5,358.62
13-00	Security screens door, Crimsafe (16.11	1	no	2,041.38	2,041.38

13-00	Propiety Aluminium Door Frames (16.1	22	items	441.82	9,719.96	
	TOTAL Glazing Contractor				103,230.00	103,230

13-01 BLINDS & CURTAINS

	W03.3 Sunscreen Roller Blind with Fabric to be confirmed with					
13-01	s/s chains and a base rail (28.2)	1	no	228.00	228.00	
	W07.1 Sunscreen Roller Blind with Fabric to be confirmed with					
13-01	s/s chains and a base rail (28.3)	1		316.00	316.00	
	W07.2 Sunscreen Roller Blind with Fabric to be confirmed with					
13-01	s/s chains and a base rail (28.4)	1	no	385.00	385.00	
	W04.1 Sunscreen Roller Blind with Fabric to be confirmed with					
13-01	s/s chains and a base rail (28.5)	1	Item	314.00	314.00	
13-01	Installation (28.6)	1	Item	330.00	330.00	
	TOTAL Blinds & Curtains				1,573.00	1,573

14-01 ROLLER DOORS & SHUTTERS

14-01	Supply and installation of roller doors	1	no	3,000.00	3,000.00	
	TOTAL Roller Doors & Shutters				3,000.00	3,000

15-00 JOINERY

15-00	RN2- Lobby - 1200 x 1800 Autex Koala	1	item	637.99	637.99	
15-00	RN3- Rec - 1500 x 300 Autex Koala 6m	1	item	637.99	637.99	
15-00	R11 Indoor Play - Autex QuietSpace 50	21	m2	373.81	7,850.00	
15-00	J19.1 (18.9)	4	m	1,063.32	3,827.93	
15-00	J19.2 (18.10)	2	m	1,063.32	1,913.97	
15-00	R26 Outdoor Undercover (18.11)	6	m	1,000.00	5,600.00	
15-00	J03.1- L Shaped Desk with drawers (18	6	m	637.99	3,955.53	
15-00	Bechtop to Lobby through window 03.2	2	m	637.99	956.98	
15-00	J07.1- Kitch bench/cupboards with over	3	m	1,594.97	4,784.92	
15-00	JO-08-1. 880L x 900H x 150W Mirror C	1	item	1,063.32	1,063.32	
15-00	J09.1- Laundry bench,/cupboards with c	1	m	1,594.97	2,073.46	
15-00	J13.1- Kitchen bench/cupboards with o	10	m	1,594.97	15,949.73	
15-00	J13.2- Adjustable Shelving Unit (SH) (1	1	item	1,594.97	1,594.97	
15-00	JO16.1 Bench with cupboards (18.28)	3	m	1,063.32	2,977.28	
15-00	JO16.2 SB-1 Vanity with SB1 splashba	2	m	691.15	1,244.08	
15-00	13mm Compact Laminate Aqualoo- Hal	3	items	956.98	2,870.95	
	JO22.1 Bench,/cupboards with overhead cupboards					
15-00	(18.32)	3	m	1,594.97	4,784.92	

JO 17.2 Kitch bench/cupboards with overhead cupboards					
15-00	(18.33)	2	m	1,594.97	3,349.44
15-00	JO21.1 Bench with cupboards (18.35)	3	m	637.99	1,786.37
15-00	JO21.2 SB-1 Vanity with SB1 splashba	2	m	637.99	1,148.38
15-00	13mm Compact Laminate Aqualoo- Hal	4	items	956.98	3,827.93
JO22-1- Bench,/cupboards with overhead cupboards					
15-00	(18.39)	3	m	1,594.97	4,784.92
15-00	JO22-2 Kitchen bench/cupboards with c	2	m	1,594.97	3,508.94
TOTAL Joinery					81,130.00
					81,130

16-02 TACTILES					
16-02	Carpark TGSI- No Spec Provided (19.2	1	m2	600.00	600.00
TOTAL Tactiles					600.00
					600

17-00 FLOORING CONTRACTOR					
17-00	Floor Prep (21.3)	549	m2	8.57	4,704.98
17-00	Vinyl sheeting to floors (21.4)	549	m2	102.84	56,459.74
17-00	Vinyl sheeting to walls (21.5)	17	m2	102.84	1,748.30
17-00	Coved vinyl skirting to walls (21.6)	84	m	28.57	2,399.62
17-00	Carpet tiles to floors (21.9)	30	m2	91.41	2,742.43
17-00	Brass angle division strip (21.12)	6	m	28.57	171.40
17-00	BIRRUS matwell Coir Honey / Anodise	25	m2	742.74	18,568.53
17-00 WATERPROOFING (21.17)					
17-00	Install cementitious topping to 50mm se	46	m2	100.00	4,600.00
17-00	Install waterproofing membrane to full e	63	m2	50.00	3,150.00
17-00	Install waterproofing membrane to full e	17	m2	50.00	850.00
17-00	Install waterproofing bandage & bondbr	88	lm	15.00	1,320.00
	(SKT-1). (20.2)Joint seal skirtings	258	m	7.50	1,936.05
	FIRE STOP BLOCKWORK CONTROL	28	lm	15.00	420.00
TOTAL Flooring Contractor					99,071.05
					99,071

19-00 PLUMBING CONTRACTORS					
19-00	PLUMBING AND DRAINAGE: (23.1)	1.00	item	52,166.00	52,166.00
19-00	Plumbing and drainage complete as sp	1	item	13,848.00	13,848.00
19-00	Plumbing Fixtures & Fittings (23.25)	1	Item	44,741.00	44,741.00
19-00	Supply of Sundry Hardware (23.26)	1	item	4,758.00	4,758.00
19-00	BWIC (23.29)	1	item	2,000.00	2,000.00
19-00	Addendum - Addred Shroud	1	item	300.00	300.00
TOTAL Plumbing Contractors					117,813.00
					117,813

20-00 ELECTRICAL CONTRACTORS

20-00	1. Cable access system (24.2)	1	item	8,800.00	8,800.00	
20-00	2. Main switchboard/meter panel (24.3)	1	item	7,120.00	7,120.00	
20-00	3. Distribution boards (24.4)	1	item	11,800.00	11,800.00	
20-00	4. Consumers mains and submains cab	1	item	1,500.00	1,500.00	
20-00	5. Internal and external lighting (includir	1	item	41,250.00	41,250.00	
20-00	6. Emergency evacuation lighting and e	1	item	2,100.00	2,100.00	
20-00	7. General and special purpose power	1	item	17,730.00	17,730.00	
20-00	8. Telecommunications (data & telepho	1	item	12,000.00	12,000.00	
20-00	9. MATV system (24.10)	1	item	2,900.00	2,900.00	
20-00	10. Security and CCTV systems (24.11	1	item	23,420.00	23,420.00	
20-00	11. Seismic Restraints (24.12)	1	item	707.00	707.00	
20-00	12. Testing and commissioning of the ir	1	item	500.00	500.00	
20-00	13. As constructed drawings, operation	1	item	500.00	500.00	
20-00	BWIC (24.16)	1	item	1,500.00	1,500.00	
20-00	Temporary Site Wiring & Reticulation	1	item	3,000.00	3,000.00	
	TOTAL Electrical Contractors				134,827.00	134,827

21-00 MECHANICAL HVAC CONTRACTORS

21-00	BWIC (25.3)	1	item	1,500.00	1,500.00	
21-00	Workshop Drawings (25.5)	1	item	750.00	750.00	
21-00	Mechanical Plant (AC Units, Condense	1	item	86,500.00	86,500.00	
21-00	Services (Ductwork, Insulation, Grilles,	1	item	22,600.00	22,600.00	
21-00	Associated Electrical and Controls (25.8	1	item	11,500.00	11,500.00	
21-00	Commissioning (25.9)	1	item	1,520.00	1,520.00	
21-00	Seismic Restraint (Design, installation &	1	item	3,500.00	3,500.00	
21-00	Operating and Maintenance Manuals. (	1	item	750.00	750.00	
21-00	Defects Liability Period Maintenance ar	1	item	1,500.00	1,500.00	
	TOTAL Mechanical HVAC Contractors				130,120.00	130,120

22-00 SIGNAGE

22-00	Supply and install mandatory signage a	1	item	1,220.00	1,220.00	
	TOTAL Signage				1,220.00	1,220

23-00 FF&E, WHITE GOODS, APPLIANCES, FIRE BLANKETS

23-00	Carbon dioxide fire extinguisher (27.11	1	no	236.00	236.00	
23-00	Dry chemical fire extinguisher (27.12)	4	no	136.00	544.00	
23-00	Water fire extinguisher (27.13)	1	no	136.00	136.00	
23-00	Fire blanket (27.14)	1	no	155.00	155.00	
	TOTAL FF&E, White Goods, Appliances, Fire Blankets				1,071.00	1,071

5-240(FENCING CONTRACTORS

F(T-1)- Aluminium pool type fencing - 1200mm high					
5-2401 (29.1)	57	m	120.13	6,880.81	
G-1 Entry Driveway (29.2)					
5-2401 Motorised Sliding Gate- 1200high FT1 (G-2 Walkway (29.4)	1	item	8,008.39	8,008.39	
5-2401 Hinged Single Gate- 1200w x 1200h FT G-3 Exit Driveway (29.6)	1	item	700.73	700.73	
5-2401 Motorised Sliding Gate- 1200high FT1 (G-4 Pathway (29.8)	1	item	6,006.29	6,006.29	
5-2401 Hinged Single Gate- 1200w x 1200h FT G-6 Entry (29.10)	1	item	700.73	700.73	
5-2401 Hinged Single Gate- 1200w x 1200h FT G-10 Outdoor Play (29.12)	1	item	700.73	700.73	
5-2401 Hinged Double Gate- 2400w x 2000h F G-11 Outdoor Play (29.14)	1	item	1,501.57	1,501.57	
5-2401 Hinged Single Gate- 1000w x 1200h FT Powdercoated Duratec Monument (29.17)	1	item	700.73	700.73	
(FT-2)- Colorbond Steel- 1500mm high (29.18)	1	item	Excluded	Excluded	
5-2401 Colorbond Steel Fencing at 1500mm high Colorbond Wallaby (29.20)	40	m	135.75	5,430.00	
5-2401 Cyclone Rated (29.21)	1	item	1,190.00	1,190.00	
(FT-3)- Aluminium Slat Screen (29.22)					
5-2401 Aluminium Slat Fencing Screen Panels Decoslat- American Oak Timber Look finished (29.23)	101	m2	256.93	25,950.00	
G-5 Outdoor Play (29.25)	1	item			
Hinged Double Gate- 2400w x 2000h FT G-7 Refuse (29.27)	1	item		Incl	
Hinged Double Gate- 2400w x 2000h FT G-8 Drying Court (29.29)	1	item		Incl	
Hinged Single Gate- 1000w x 1200h FT G-9 Baby Play (29.31)	1	item		Incl	
Hinged Single Gate- 1000w x 1200h FT SUNSHADES/SCREENS/LOUVRES: (29.34)	1	item		Incl	
5-2401 Supply of aluminium sunscreens (29.35)	14	m2	350.00	4,900.00	
5-2401 Supply of aluminium frames 50x3 fully v	4	items	1,500.00	6,000.00	
5-2401 Powdercoated in Duratec Zues Monum	1	item	5,000.00	5,000.00	
5-2401 Installation of powdercoated aluminium	40	hrs	70.00	2,800.00	
TOTAL Fencing Contractors				76,470.00	76,470

5-240 LANDSCAPING CONTRACTORS

5-240(Gardens. Per meter squared, includes s	87	m2	101.22	8,760.00	
5-240(Stepping Stones (30.6)	28	items	103.21	2,890.00	
5-240(CE- Concrete Ege 100 x 100mm. (30.7	87	lm	29.94	2,610.00	
5-240(Establishment' for a period of twelve (1	13	weeks	150.00	1,950.00	
5-240(Subsoil Drainage (30.9)	1	item	2,625.50	2,625.50	
5-240(Design, supply and install, commission	1	item	3,000.00	3,000.00	
5-240(Synlawn All Seasons Gold Synthetic 40	68	m2	120.29	8,180.00	
TOTAL Landscaping Contractors				30,015.50	30,016

TOTAL FOR BUILDING **\$ 2,081,311**

INTERNAL MARGIN- 6% **\$ 125,299**

PROJECT TOTAL **\$ 2,206,610**

Keith's Cost Report

Budget Code	Description	Original Budget Amount	Budget Modifications	Approved VARs	Revised Budget	Committed Costs	Direct Costs	Job to Date Costs	Forecast To Complete	Estimated Cost at Completion	Projected over Under
01 - Preliminaries											
01-00.L	Project Manager.Labor	\$47,760.00	\$0.00	\$86.00	\$47,846.00	\$0.00	\$26,796.25	\$26,796.25	\$21,049.75	\$47,846.00	\$0.00
01-01.L	Site Supervisor.Labor	\$104,475.00	\$0.00	\$0.00	\$104,475.00	\$0.00	\$40,733.58	\$40,733.58	\$63,741.42	\$104,475.00	\$0.00
01-10.L	Construction Insurance (PL & CAR) .Labor	\$7,130.00	\$0.00	\$0.00	\$7,130.00	\$0.00	\$0.00	\$0.00	\$7,130.00	\$7,130.00	\$0.00
01-11.L	Q Leave Levy.Labor	\$13,228.00	\$0.00	\$417.00	\$13,645.00	\$0.00	\$11,534.55	\$11,534.55	\$2,110.45	\$13,645.00	\$0.00
01-30.L	Surveyor / Service Locator / Geotech.Labor	\$7,125.00	\$0.00	\$0.00	\$7,125.00	\$2,230.00	\$0.00	\$1,680.00	\$4,895.00	\$7,125.00	\$0.00
01-31.L	Site Establishment.Labor	\$10,640.00	\$0.00	\$0.00	\$10,640.00	\$4,118.43	\$4,010.92	\$8,129.35	\$2,510.65	\$10,640.00	\$0.00
01-32.L	Skip Bins / Site Clean / Final Clean.Labor	\$9,749.00	\$0.00	\$0.00	\$9,749.00	\$5,325.00	\$0.00	\$702.18	\$4,424.00	\$9,749.00	\$0.00
01-33.L	Crane.Labor	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00
Subtotal 01 - Preliminaries		\$205,107.00	\$0.00	\$503.00	\$205,610.00	\$11,673.43	\$83,075.30	\$89,575.91	\$110,861.27	\$205,610.00	\$0.00
04 - Civil											
04-00.L	Civil Contractor.Labor	\$132,306.00	\$0.00	\$0.00	\$132,306.00	\$13,193.96	\$2,162.50	\$14,856.46	\$116,949.54	\$132,306.00	\$0.00
04-01.L	Civil Waterproofing.Labor	\$6,380.00	\$0.00	\$600.00	\$6,980.00	\$2,077.31	\$0.00	\$2,077.31	\$4,902.69	\$6,980.00	\$0.00
Subtotal 04 - Civil		\$138,686.00	\$0.00	\$600.00	\$139,286.00	\$15,271.27	\$2,162.50	\$16,933.77	\$121,852.23	\$139,286.00	\$0.00
05 - Concrete											
05-00.L	Concrete Contractor.Labor	\$78,597.00	\$0.00	\$0.00	\$78,597.00	\$44,651.29	\$0.00	\$33,881.29	\$33,945.71	\$78,597.00	\$0.00
05-02.L	Concrete Supply.Labor	\$73,371.00	\$0.00	\$0.00	\$73,371.00	\$43,784.58	\$26,581.88	\$61,151.74	\$3,004.54	\$73,371.00	\$0.00
05-03.L	Reinforcing Supply.Labor	\$37,597.00	\$0.00	\$300.00	\$37,897.00	\$39,390.89	\$0.00	\$26,179.70	\$0.00	\$39,390.89	(\$1,493.89)
05-04.L	Machine Hire / Bedding Sand.Labor	\$3,710.00	\$0.00	\$0.00	\$3,710.00	\$5,809.49	\$3,575.00	\$9,384.49	\$0.00	\$9,384.49	(\$5,674.49)
05-05.L	Concrete Pumping.Labor	\$9,800.00	\$0.00	\$0.00	\$9,800.00	\$7,958.80	\$0.00	\$7,958.80	\$1,841.20	\$9,800.00	\$0.00
05-06.L	Termite Treatment.Labor	\$8,580.00	\$0.00	\$0.00	\$8,580.00	\$3,014.50	\$0.00	\$0.00	\$5,565.50	\$8,580.00	\$0.00
Subtotal 05 - Concrete		\$211,655.00	\$0.00	\$300.00	\$211,955.00	\$144,609.55	\$30,156.88	\$138,556.02	\$44,356.95	\$219,123.38	(\$7,168.38)
06 - Masonry											
06-00.L	Masonry Contractor.Labor	\$47,011.00	\$0.00	\$1,000.00	\$48,011.00	\$40,702.00	\$6,308.41	\$43,987.41	\$1,000.59	\$48,011.00	\$0.00
06-02.L	Masonry Materials.Labor	\$24,798.00	\$0.00	\$700.00	\$25,498.00	\$25,565.86	\$0.00	\$24,179.62	\$0.00	\$25,565.86	(\$67.86)
Subtotal 06 - Masonry		\$71,809.00	\$0.00	\$1,700.00	\$73,509.00	\$66,267.86	\$6,308.41	\$68,167.03	\$1,000.59	\$73,576.86	(\$67.86)
07 - Scaffolding											
07-00.L	Scaffold Contractor - Perimeter.Labor	\$11,027.00	\$0.00	\$0.00	\$11,027.00	\$4,532.90	\$5.75	\$4,538.65	\$6,488.35	\$11,027.00	\$0.00
Subtotal 07 - Scaffolding		\$11,027.00	\$0.00	\$0.00	\$11,027.00	\$4,532.90	\$5.75	\$4,538.65	\$6,488.35	\$11,027.00	\$0.00
08 - Structural Steel											
08-00.L	Structural Steel.Labor	\$93,885.00	\$13,700.00	\$960.00	\$108,545.00	\$109,132.00	\$0.00	\$0.00	\$0.00	\$109,132.00	(\$587.00)
Subtotal 08 - Structural Steel		\$93,885.00	\$13,700.00	\$960.00	\$108,545.00	\$109,132.00	\$0.00	\$0.00	\$0.00	\$109,132.00	(\$587.00)
09 - Carpentry											
09-01.L	Carpentry Labour.Labor	\$114,505.00	\$30,415.00	\$2,992.00	\$147,912.00	\$71,520.00	\$33,214.82	\$33,214.82	\$43,177.18	\$147,912.00	\$0.00
09-02.L	Carpentry Materials.Labor	\$22,933.00	\$1,950.00	\$0.00	\$24,883.00	\$30,192.05	\$249.54	\$15,773.00	\$0.00	\$30,441.59	(\$5,558.59)
09-03.L	Trusses.Labor	\$31,245.00	\$0.00	\$0.00	\$31,245.00	\$31,198.39	\$0.00	\$31,198.39	\$46.61	\$31,245.00	\$0.00
09-04.L	Doors, Frames & Door	\$37,245.00	\$4,758.00	\$0.00	\$42,003.00	\$39,598.84	\$0.00	\$0.00	\$2,404.16	\$42,003.00	\$0.00
Report Grand Total		\$2,206,611.00	\$0.00	\$72,963.91	\$2,279,574.91	\$1,464,781.48	\$155,173.20	\$456,325.23	\$459,597.06	\$2,167,500.59	\$112,074.32

* Cost Code or Cost Type is missing or not on budget

Keith's Cost Report

Budget Code	Description	Original Budget Amount	Budget Modifications	Approved VARs	Revised Budget	Committed Costs	Direct Costs	Job to Date Costs	Forecast To Complete	Estimated Cost at Completion	Projected over Under
	Hardware.Labor										
Subtotal 09 - Carpentry		\$205,928.00	\$37,123.00	\$2,992.00	\$246,043.00	\$172,509.28	\$33,464.36	\$80,186.21	\$45,627.95	\$251,601.59	(\$5,558.59)
10 - Roofing											
10-00.L	Roofing Contractor.Labor	\$135,420.00	\$0.00	\$3,000.00	\$138,420.00	\$134,086.00	\$0.00	\$0.00	\$4,334.00	\$138,420.00	\$0.00
Subtotal 10 - Roofing		\$135,420.00	\$0.00	\$3,000.00	\$138,420.00	\$134,086.00	\$0.00	\$0.00	\$4,334.00	\$138,420.00	\$0.00
11 - Render											
11-00.L	Render .Labor	\$24,864.00	\$0.00	\$448.00	\$25,312.00	\$0.00	\$0.00	\$0.00	\$25,312.00	\$25,312.00	\$0.00
Subtotal 11 - Render		\$24,864.00	\$0.00	\$448.00	\$25,312.00	\$0.00	\$0.00	\$0.00	\$25,312.00	\$25,312.00	\$0.00
12 - Drywall, Partitions & Ceilings											
12-00.L	Drywall, Partitions & Ceilings.Labor	\$200,725.00	(\$32,755.00)	\$0.00	\$167,970.00	\$162,400.00	\$0.00	\$0.00	\$5,570.00	\$167,970.00	\$0.00
Subtotal 12 - Drywall, Partitions & Ceilings		\$200,725.00	(\$32,755.00)	\$0.00	\$167,970.00	\$162,400.00	\$0.00	\$0.00	\$5,570.00	\$167,970.00	\$0.00
13 - Glazing											
13-00.L	Glazing Contractor .Labor	\$103,230.00	\$0.00	\$0.00	\$103,230.00	\$107,770.00	\$0.00	\$0.00	\$0.00	\$107,770.00	(\$4,540.00)
13-01.L	Blinds & Curtains.Labor	\$1,573.00	\$0.00	\$0.00	\$1,573.00	\$0.00	\$0.00	\$0.00	\$1,573.00	\$1,573.00	\$0.00
Subtotal 13 - Glazing		\$104,803.00	\$0.00	\$0.00	\$104,803.00	\$107,770.00	\$0.00	\$0.00	\$1,573.00	\$109,343.00	(\$4,540.00)
14 - Metal Contractor											
14-01.L	Roller Doors & Shutters.Labor	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00
Subtotal 14 - Metal Contractor		\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00
15 - Joinery											
15-00.L	Joinery.Labor	\$81,130.00	\$0.00	\$4,080.00	\$85,210.00	\$81,490.00	\$0.00	\$0.00	\$3,720.00	\$85,210.00	\$0.00
Subtotal 15 - Joinery		\$81,130.00	\$0.00	\$4,080.00	\$85,210.00	\$81,490.00	\$0.00	\$0.00	\$3,720.00	\$85,210.00	\$0.00
16 - Tiling											
16-02.L	Tactiles.Labor	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	\$600.00	\$0.00
Subtotal 16 - Tiling		\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	\$600.00	\$0.00
17 - Flooring											
17-00.L	Flooring Contractor.Labor	\$99,071.00	\$390.00	\$0.00	\$99,461.00	\$8,581.00	\$0.00	\$0.00	\$4,085.00	\$99,461.00	\$0.00
Subtotal 17 - Flooring		\$99,071.00	\$390.00	\$0.00	\$99,461.00	\$8,581.00	\$0.00	\$0.00	\$4,085.00	\$99,461.00	\$0.00
19 - Plumbing											
19-00.L	Plumbing Contractor.Labor	\$117,813.00	(\$4,758.00)	\$0.00	\$113,055.00	\$110,755.00	\$0.00	\$42,909.12	\$2,300.00	\$113,055.00	\$0.00
Subtotal 19 - Plumbing		\$117,813.00	(\$4,758.00)	\$0.00	\$113,055.00	\$110,755.00	\$0.00	\$42,909.12	\$2,300.00	\$113,055.00	\$0.00
20 - Electrical											
20-00.L	Electrical.Labor	\$134,827.00	\$0.00	\$46,020.00	\$180,847.00	\$175,802.17	\$0.00	\$15,050.82	\$5,044.83	\$180,847.00	\$0.00
Subtotal 20 - Electrical		\$134,827.00	\$0.00	\$46,020.00	\$180,847.00	\$175,802.17	\$0.00	\$15,050.82	\$5,044.83	\$180,847.00	\$0.00
21 - Mechanical HVAC											
21-00.L	Mechanical HVAC.Labor	\$130,120.00	\$0.00	\$0.00	\$130,120.00	\$134,000.00	\$0.00	\$0.00	\$0.00	\$134,000.00	(\$3,880.00)
Subtotal 21 - Mechanical HVAC		\$130,120.00	\$0.00	\$0.00	\$130,120.00	\$134,000.00	\$0.00	\$0.00	\$0.00	\$134,000.00	(\$3,880.00)
22 - Signage											
22-00.L	Signage.Labor	\$1,220.00	\$0.00	\$0.00	\$1,220.00	\$0.00	\$0.00	\$0.00	\$1,220.00	\$1,220.00	\$0.00
Subtotal 22 - Signage		\$1,220.00	\$0.00	\$0.00	\$1,220.00	\$0.00	\$0.00	\$0.00	\$1,220.00	\$1,220.00	\$0.00
Report Grand Total		\$2,206,611.00	\$0.00	\$72,963.91	\$2,279,574.91	\$1,464,781.48	\$155,173.20	\$456,325.23	\$459,597.06	\$2,167,500.59	\$112,074.32

* Cost Code or Cost Type is missing or not on budget

Keith's Cost Report

Budget Code	Description	Original Budget Amount	Budget Modifications	Approved VARs	Revised Budget	Committed Costs	Direct Costs	Job to Date Costs	Forecast To Complete	Estimated Cost at Completion	Projected over Under
23 - FF&E, White Goods, Appliances, Fire Blankets											
23-00.L	FF&E, White Goods, Appliances, Fire Blankets.Labor	\$1,071.00	\$0.00	\$0.00	\$1,071.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,153.85	(\$82.85)
Subtotal 23 - FF&E, White Goods, Appliances, Fire Blankets		\$1,071.00	\$0.00	\$0.00	\$1,071.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,153.85	(\$82.85)
24 - Landscaping / Fencing											
24-00.L	Landscaping / Fencing.Labor	\$30,016.00	\$0.00	\$2,800.00	\$32,816.00	\$11,303.34	\$0.00	\$407.70	\$21,512.66	\$32,816.00	\$0.00
24-01.L	Fencing.Labor	\$76,470.00	(\$13,700.00)	\$2,965.91	\$65,735.91	\$14,597.68	\$0.00	\$0.00	\$51,138.23	\$65,735.91	\$0.00
Subtotal 24 - Landscaping / Fencing		\$106,486.00	(\$13,700.00)	\$5,765.91	\$98,551.91	\$25,901.02	\$0.00	\$407.70	\$72,650.89	\$98,551.91	\$0.00
30 - Internal Margin											
30-00.L	Margin.Labor	\$127,364.00	\$0.00	\$6,595.00	\$133,959.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$133,959.00
Subtotal 30 - Internal Margin		\$127,364.00	\$0.00	\$6,595.00	\$133,959.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$133,959.00
None											
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal None		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Report Grand Total		\$2,206,611.00	\$0.00	\$72,963.91	\$2,279,574.91	\$1,464,781.48	\$155,173.20	\$456,325.23	\$459,597.06	\$2,167,500.59	\$112,074.32

* Cost Code or Cost Type is missing or not on budget

Job Ref:

5 April 2023

MONTH		NET PAYMENT	CUMULATIVE PAYMENT	ACTUAL PAYMENT	FORECAST PAYMENT	FORECAST CUMULATIVE
		\$	\$	\$	\$	\$
1	Dec-20	109,000	109,000			
2	Jan-21	280,000	389,000		294,134	294,134
3	Feb-21	401,000	790,000		425,981	720,115
4	Mar-21	473,000	1,263,000		502,422	1,222,537
5	Apr-21	497,000	1,760,000		520,738	1,743,275
6	May-21	471,000	2,231,000		483,438	2,226,713
7	Jun-21	397,000	2,628,000		400,756	2,627,468
8	Jul-21	272,000	2,900,000		272,514	2,899,982
9	Aug-21	100,000	3,000,000		100,018	3,000,000

3,000,000

Checklist 008

Project Risk Assessment



Purpose and Scope

This checklist utilises both the Safety Risk Matrix and Environmental Risk Matrix (also found in PR 002 Hazard and Risk Planning, Identification, Assessment and Control) and is undertaken at the beginning of a construction Project in conjunction with **CHK 006** – Site Start Up Requirements.

Project Name:

Project Number:

Date:

Person Conducting Assessment:

General Site Access			
Applicable	Hazard		WMS Required
	Unauthorised public access to the site and exposure to construction site hazards	☐ No boundary fence required as limited access to public and risk minimal ☐ Provide suitable protection including barricading / fencing / hoarding to prevent unauthorised access. Ensure members of the public. ☐ Place signage on the boundary fence or line describing the site as a construction workplace and that unauthorised entry is prohibited. ☐ Sub-contractors to use a spotter where delivery vehicles or trucks are entering and reversing from site. ☐ Other	
	Risk to public or persons on areas adjacent to or near construction site	☐ Obtain written authorisation for closure area. ☐ Advise neighbours of works ☐ Other:	

Checklist 008

Project Risk Assessment



General Site Hazards			
Applicable	Hazard	Method of Control	WMS Required
	Worker exposure to hazards due to poor housekeeping practices and inadequate access on site	☐ The entrance to the site will be clear at all times. ☐ Equipment and materials will not be left on the footpath. ☐ Signs will be displayed at the site entrance providing site inductions. ☐ A rubbish skip and / or a designated area will be provided for all general construction rubbish and waste materials and will be cleared when full. ☐ All rubbish is to be put into the rubbish skip or designated waster area before leaving the site each day. ☐ Excess material and equipment is not to be stored on scaffolding or within the access ways of the building. ☐ Materials and plant will be safely stored within the boundary fence and in specified locations. Where locations lot specified then materials and plant shall be stored clear of general access. ☐ Site supervisor will monitor housekeeping practices. ☐ Housekeeping information will be given to sub-contractors at pre-work meetings, discussions or in the Site Related Safety Policies. ☐ Other	
	Worker exposure to general site hazards	☐ Site supervisor shall ensure that all workers on site have provided evidence of General Safety Induction (Blue / White Card). A record of this will be maintained. ☐ Site supervisor shall ensure that all workers on site have provided with site induction (CHK 001). A record of this will be maintained. This is not required for housing construction work. ☐ Hard hats and safety boots will be worn at all times on site where required by signage. Signage indicating this requirement will be displayed at all site entrances. ☐ The site supervisor will monitor compliance. ☐ Other	

Checklist 008

Project Risk Assessment



	Lack of amenities on site	☐ Drinking water points will be established. ☐ An onsite temporary toilet will be provided until such time as a toilet connected to the sewerage is available. ☐ Washing facilities shall be provided. ☐ A sheltered area shall be provided. ☐ Other- Utilise existing toilets in building	
	Exposure to road traffic	☐ Provision of traffic control (Manual of Uniform Traffic Control Devices). ☐ A Traffic Management Plan (TMP) will be prepared and implemented. ☐ Other	

Environmental Conditions			
Applicable	Hazard	Method of Control	WMS Required
	Exposure to noise	☐ Where possible use of equipment with silencers or other noise reduction devices. ☐ Locate workers away from noise source. ☐ Use of hearing protection (ear muffs or plugs). ☐ Other	
	Inadequate lighting to perform task	☐ Adequate lighting to be provided. ☐ Other	
	Exposure to dust	☐ Application of good housekeeping practices. ☐ Use of extraction units. ☐ Damping down of work areas. ☐ Other	
	Exposure to solar (UV) radiation	☐ Where possible work to be conducted in shaded areas. ☐ Scheduling of work. ☐ Wearing of appropriate clothing, hat, sun glasses and sunscreen. ☐ Other	
	Emissions of air pollutants from motor vehicles & plant	☐ Ensure maintenance of all subcontractor machinery to minimise & eliminate noxious emissions. ☐ Turn off equipment when not in use.	

Checklist 008

Project Risk Assessment



	Sediment laden water entering stormwater system or body of water	☐ Linear silt fencing installed downslope of effected areas and stockpiles. ☐ Fit geotextile fabric over stormwater grates etc. ☐ Sediment control measures to be left in place until site has been stabilised. ☐ Designated entry and exit point to site to have rock shaker and hose of vehicle if necessary.	
	Dust generated from vehicular movements on unsealed surfaces and all demolition works	☐ Designated vehicular access. ☐ Covering of loads when trucking from site (if material is not already wet). ☐ Damping down of work areas (sprinkler or water truck).	
	Damage to roots and trunks of trees	☐ Excavation under the drip line of trees will be done by hand, thrust boring or other approved method. ☐ No equipment or stockpiles will be placed under the canopy of any vegetation.	
	Unnecessary damage to vegetation	☐ Trees that are to be removed will be clearly marked. ☐ Any vegetation to be protected adjacent to the work area will be protected with exclusion fencing.	
	Yellow crazy ant (Is project in Bentley Park, Edmonton, Mount Peter, Russett Parkor Kuranda?)	☐ Contact Cairns regional council for current more detailed Infestation areas. ☐ Develop Yellow Crazy Ant management plan for site which complies with Cairns Regional Council and Wet Tropics management Authority requirements.	

Checklist 008

Project Risk Assessment



Hazardous Substances and Dangerous Goods			
Applicable	Hazard	Method of Control	WMS Required
	Worker exposure to hazardous substance risks to site	☒ A copy of a register of hazardous substances and dangerous goods used on site will be available from the site supervisor. ☒ SDS for all substances to be used will be recorded in a register. ☒ A risk assessment shall be conducted for all hazardous substances and Dangerous Goods. ☐ A work method statement for each hazardous substance will be prepared and kept on site. ☐ All relevant employees shall receive induction and training on the hazardous substances used on site. ☒ All containers for hazardous substances shall be correctly labelled. ☐ Other	
Electrical			
Applicable	Hazard	Method of Control	WMS Required
	Contact with overhead powerlines	☐ Contact Ergon Energy for definition of control measures. ☐ Application of exclusion zones and safety observer. ☐ A work method statement shall be prepared for working near electrical services. ☐ Other	-

Checklist 008

Project Risk Assessment



Machinery, Tools and Equipment			
Applicable	Hazard	Method of Control	WMS Required
	Use of defective tools or equipment, including lack of guarding	☐ Site supervisor to monitor tools and equipment being used during site visits. ☐ Mobile plant operators shall inspect their plant daily. ☐ Other	
	Exposure to hazards associated with specialised construction plant & equipment (example; explosive power tools, welders, compressed air, conveyors, stressing jacks, lasers, high pressure water jets, etc.)	☐ Correct equipment for the task. ☐ Equipment in good condition. ☐ Competent / trained operator. ☐ Equipment used correctly. ☐ Personal Protective equipment worn. ☐ Signage & exclusion zones (where applicable). ☐ Ensure no unauthorised alterations or interference with plant. ☐ Other	
	Exposure to hazards associated with operation of cranes, hoists and lifting gear	☐ Correct plant for the task. ☐ Plant in good condition and records of maintenance and inspection maintenance. ☐ Competent and certified operators. ☐ Plant positioned and used correctly. ☐ Personal protective equipment worn. ☐ Signage & exclusion zones (where appropriate). ☐ A work method statement shall be prepared for working with cranes. ☐ Other	
	Persons being struck by mobile plant	☐ Where possible manual and mechanical work activities to be separated. ☐ Warning devices and signs in use. ☐ Traffic Control. ☐ Use of high visibility garments. ☐ A work method statement shall be prepared for selected mobile equipment. ☐ Other	
	Roll over of mobile plant	☐ Use of plant with roll over protection (ROPS). ☐ Wearing of seat belts. ☐ Application of gradient requirements for use. ☐ Other	

Checklist 008

Project Risk Assessment



	Vibration	☐ Use of mechanical means to minimise manual exposure. ☐ Use of vibration gloves. ☐ Rotation of workers. ☐ Other	
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Manual Handling			
Applicable	Hazard	Method of Control	WMS Required
	Worker exposure to manual handling hazards	☒ Use mechanical means (cranes, hoists, etc.) to assist in lifting. ☒ Use mechanical means (earthmoving equipment, etc.) to minimise manual work. ☒ Vary tasks to reduce exposure to repetitive movements. ☒ Workers to adopt good lifting technique. ☒ Order materials in smaller containers or bags. ☒ Workers to obtain help to lift heavy objects and materials. ☐ Other	

Excavations and Trenches			
Applicable	Hazard	Method of Control	WMS Required
	Worker exposure to underground services when performing excavation activities	☐ Identify the location and type of underground services before work starts. ☐ This information will be recorded and given to relevant sub-contractors during pre-work meetings and discussions.	
	Trench or excavation could collapse	☐ Safe trenching and excavation practices to be forced. ☐ A work method statement shall be prepared for all trenches 1.5 metres or greater in depth and shall be kept on site. ☐ Other.	
	Workers could fall into trench or excavation	☐ Trenches and excavations to be barricaded if left for a period of time unattended. ☐ Other	

Checklist 008

Project Risk Assessment



Falling Objects			
Applicable	Hazard	Method of Control	WMS Required
	Being struck by falling objects	☐ Scaffolding will have kick boards or brick guards. ☐ Sub-contractors will advise the site supervisor where work is to be done above others. This will also be discussed during pre-work meetings with the sub-contractors. ☐ Site supervisor will schedule work so work is not done above others. ☐ Other	
	Risk to public/persons in areas adjacent to/near construction site from falling objects	☐ Provided suitable protection including barricading / fencing / hoarding to ensure that materials, equipment or debris cannot be fall on or strike members of the public.	

Working at Heights			
Applicable	Hazard	Method of Control	WMS Required
	Falls from heights	☐ Safe work at height practices during all tasks onsite shall be enforced, including work from ladders. ☐ A work method statement shall be prepared for all work where a person could fall 2m or more. ☐ Identify all fall hazards & identify ways to control / manage associated risks. ☐ Provide scaffolding or other fall protection measures at the construction workplace before workers access areas at heights 2m or more. ☐ Where scaffolding is provided it will be fully decked and have handrails and brick guards as well as ladder access. ☐ Provide guard railing around exposed edges, such as stairwells and balconies, where a fall could occur. ☐ All floor penetrations through which a worker could fall is to be fitted with a fall protection. ☐ Other	

Checklist 008

Project Risk Assessment



Formwork			
Applicable	Hazard	Method of Control	WMS Required
	Collapse of formwork	☐ Formwork will be designed by qualified person. ☐ Formwork documentation shall be available on site. ☐ Erection, placement and stripping shall be conducted in accordance with formwork documentation. ☐ Other	

Disturbance or Removal of Asbestos			
Applicable	Hazard	Method of Control	WMS Required
	Exposure to asbestos fibres	☐ Comply with requirements of WH&S Regulations 1997 – Part 11 Asbestos, COP for the Management and Control of Asbestos in Workplaces and COP for the Safe Removal of Asbestos in Workplaces. ☐ A work method statement shall be prepared for all work involving asbestos shall be kept onsite.	

Confined Spaces			
Applicable	Hazard	Method of Control	WMS Required
	Exposure to hazards associated with working in confined spaces	☐ Comply with requirements of WH&S Regulations 1997 – Part 15 Confined Spaces and appropriate sections of AS/NZS 2865 safe working in confined spaces ☐ A work method statement shall be prepared for all work in a confined space and shall be kept onsite	

Tilt up Construction			
Applicable	Hazard	Method of Control	WMS Required
	Exposure to hazards associated with tilt up construction	☐ To be developed for specific work in accordance with Tilt up and Pre cast Construction Industry Code of Practice & AS 3850 – Tilt up Concrete Construction	

Checklist 008

Project Risk Assessment



Steel Construction			
Applicable	Hazard	Method of Control	WMS Required
	Exposure to hazards associated with steel construction	☐ To be developed for specific work in accordance with Steel Construction Advisory Standard	

Demolition			
Applicable	Hazard	Method of Control	WMS Required
	Exposure to hazards associated with demolition	☐ A work method statement shall be prepared for specific work.	

Structural Alterations			
Applicable	Hazard	Method of Control	WMS Required
	Collapse of structure	☐ Provision of temporary support. ☐ A work method statement shall be prepared for specific work.	

Explosives			
Applicable	Hazard	Method of Control	WMS Required
	Exposure to hazards associated with use of explosives	☐ A work method statement shall be prepared for specific work.	

Michelle Wild

From: Grant Mulkearns
Sent: Wednesday, 1 February 2023 3:22 PM
To: Michael Borgo; Julie McClelland; John Cornelius
Subject: 37 Marr St - Minutes of Site Meeting 1
Attachments: Site Meeting 1 Minutes 1.02.2023.pdf; KEY MATRIX.xls; Marr St Programme 16.01.2023.pdf; 03.1 - Decision Notice.pdf; Plumbing Permit rec 13.12.2022.pdf

Hi Team,

See attached minutes of site meeting 1, key matrix for finalising and other documents as requested by Julie.

Hi Julie,

The full BA docs (i.e. stamped drawings etc.) are 42MB, let me know if you need these and I will send in several emails separately?

Regards,



GRANT MULKEARNS

Project Manager

A 5/206 McCormack Street, Manunda Qld 4870 **P** 07-4053 1114 **M** 0421 990 927

E grant@visconstructions.com.au **W** visconstructions.com.au



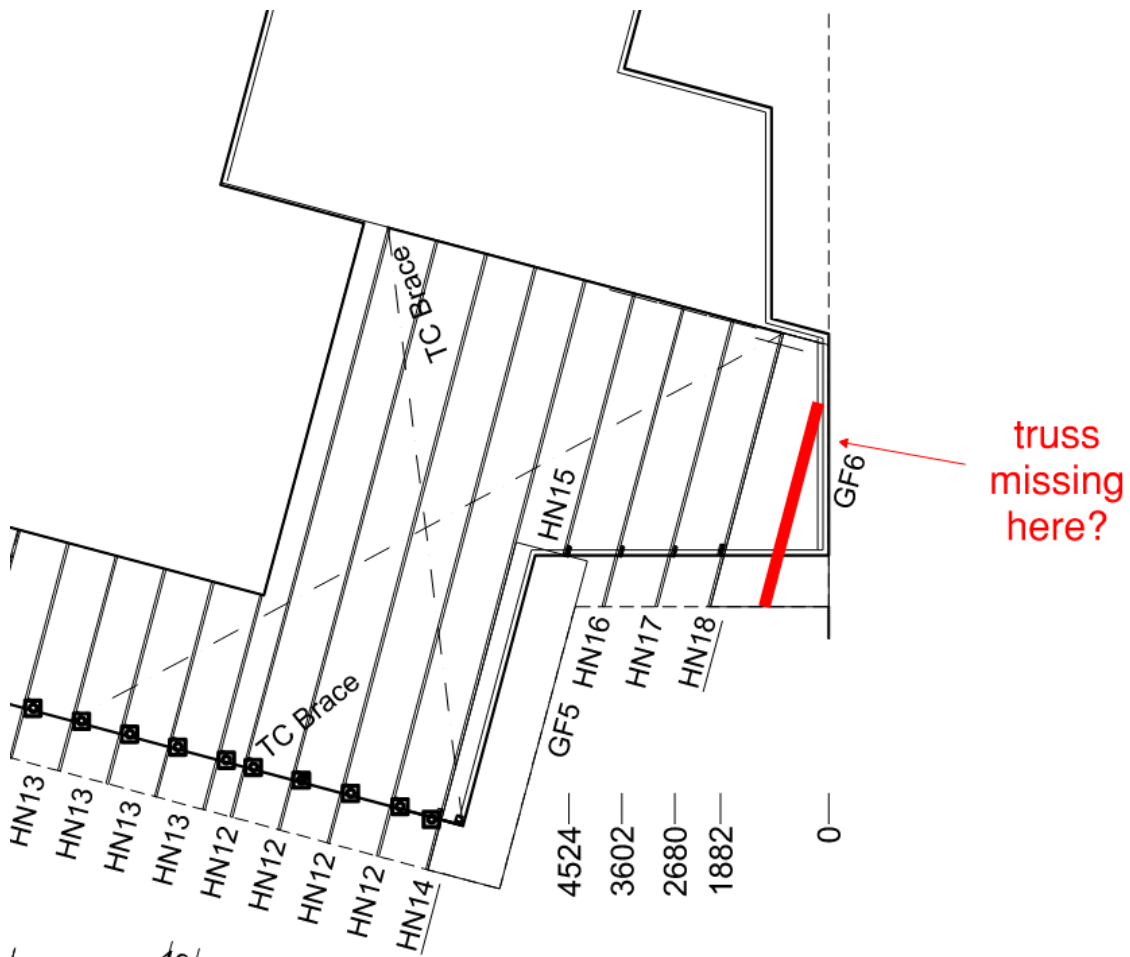
Michelle Wild

From: Grant Mulkearns
Sent: Thursday, 30 March 2023 7:08 AM
To: John Cornelius; Carter Oliver
Cc: Luke Vis
Subject: 37 Marr St - Site Inspection 29.03.2023
Attachments: Site Inspection Photos 29.3.2023.pdf

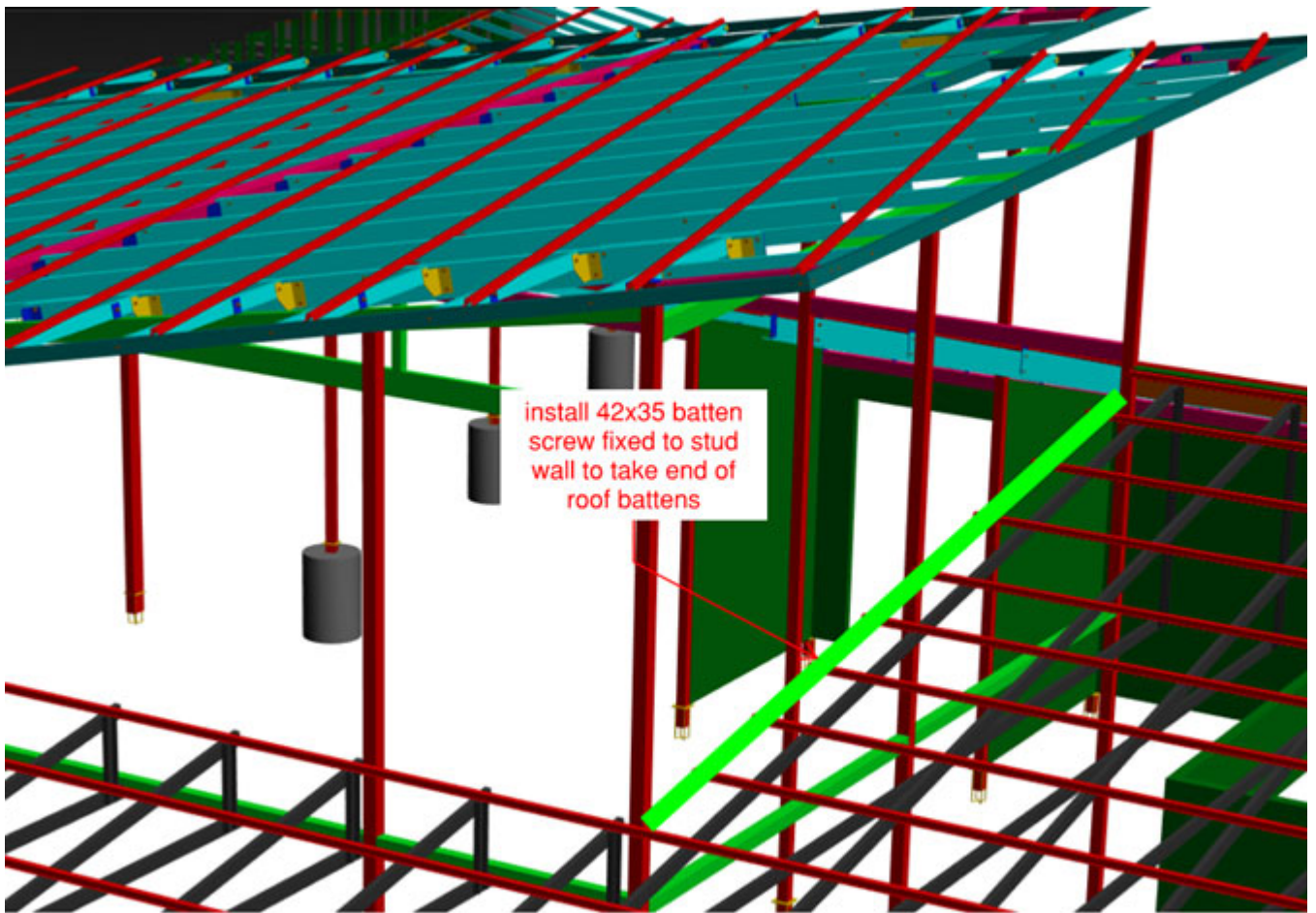
Hi Gents,

Items as discussed during this morning's inspection:

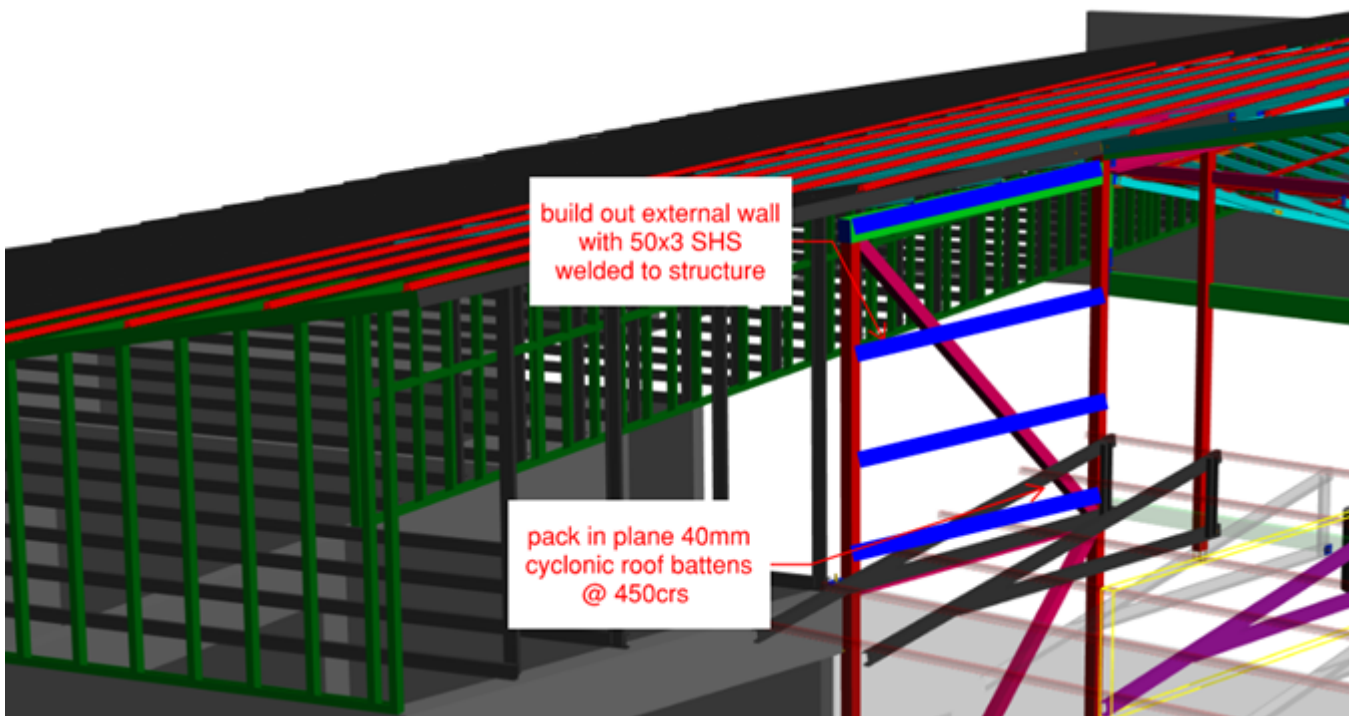
1. Bag rack masonry footing to be poured separately from the coloured pavement. Do a 400H x 300W strip footing with reo similar to CF1 (top of footing RL24.240 i.e. 200 mm below pavement height at slab edge and pavement slab latter dowelled into masonry)
2. Remaining masonry wall to the out door play area footing to be CF1. (Top of footing to be RL24.000 starting at gate G-5 and stepping up 200mm where & if appropriate)
3. Cantilevered roof panel adjacent & parallel Grid F (refer attached photo) – Install 40x1.6 SHS gal batten/outriggers to every 2nd roof batten and M12 chemset into bond beam, truss bracket & 6 teks into outrigger.
4. Cantilevered roof panel Grids 5A (refer attached photo) - install 40x1.6 SHS gal batten/outriggers to 3 battens back, M10 screw bolt top chord to masonry wall @ 900 crs
5. Fix truss tails to masonry wall (refer attached photo)
6. Cantilevered roof panel Grids 1A (refer attached photo) – outriggers, pack triangle & tiedown roof panel
7. Programme to be updated to pull tasks 1&2 in earlier and push out the play ground works by others to week 34
8. See below, truss missing (battens cannot span 1800), superior steel to send truss express



9. Install end of roof batten support



10. Wall out of plane with structure by approx. 100mm



Regards,



GRANT MULKEARNS

Project Manager

A 5/206 McCormack Street, Manunda Qld 4870 **P** 07-4053 1114 **M** 0421 990 927

E grant@visconstructions.com.au **W** visconstructions.com.au



Position Description – Project Manager

Position Title: Project Manager

Supervisor/Manager Title: General Manager / Managing Director

Classification:

Last Reviewed: 2/09/22

Position Purpose

The overall purpose and responsibility of the Project Manager is for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project. To ensure that company objectives for Profit, Program, Quality, Safety and Environmental performance for each project are achieved. Effectively manage and mentor the project site team.

Key Accountabilities

- Control and coordinate project activities and ensure those assigned projects are completed to the client satisfaction and to meet quality, time and profit objectives.
- Complete assigned projects in compliance with client expectations, company objectives and all contractual documentation.
- Ensure strict adherence to statutory regulations, particularly in regard to safety.
- Act on behalf of the organisation in discussions with clients and their agents, subcontractors, site personnel, suppliers and the general public.
- Monitor construction progress and update construction programs and forecasts as required in line with physical and financial targets.
- Ensure optimum utilisation of personnel and equipment at each site, and the security of material and equipment.
- Prepares Monthly Reports in conjunction with the Contracts Administrator and Accounts Manager.
- Oversee the quality of project construction deliverables and oversee the implementation of project procedures.
- Compliance with all relevant Legislation, and Vis Constructions policies, procedures and practices as varied from time to time.
- Demonstrate a personal commitment to Vis Constructions Business Management System (Quality Management System, Occupational Health and Safety Management, and Environmental Management Programs) to ensure personal safety and the safety of others, and a philosophy of quality assertion and pollution prevention.
- Contribute to the continuous improvement of the Vis Constructions Business Management System.

DUTIES

- Develop risk management plans and procedures for work group activities.
- Prepare and issue all design documentation in accordance with BMS Procedures.
- Operate Procore software to maintain the document management system.
- Apply project management tools, techniques and methodology to the design portion of projects.

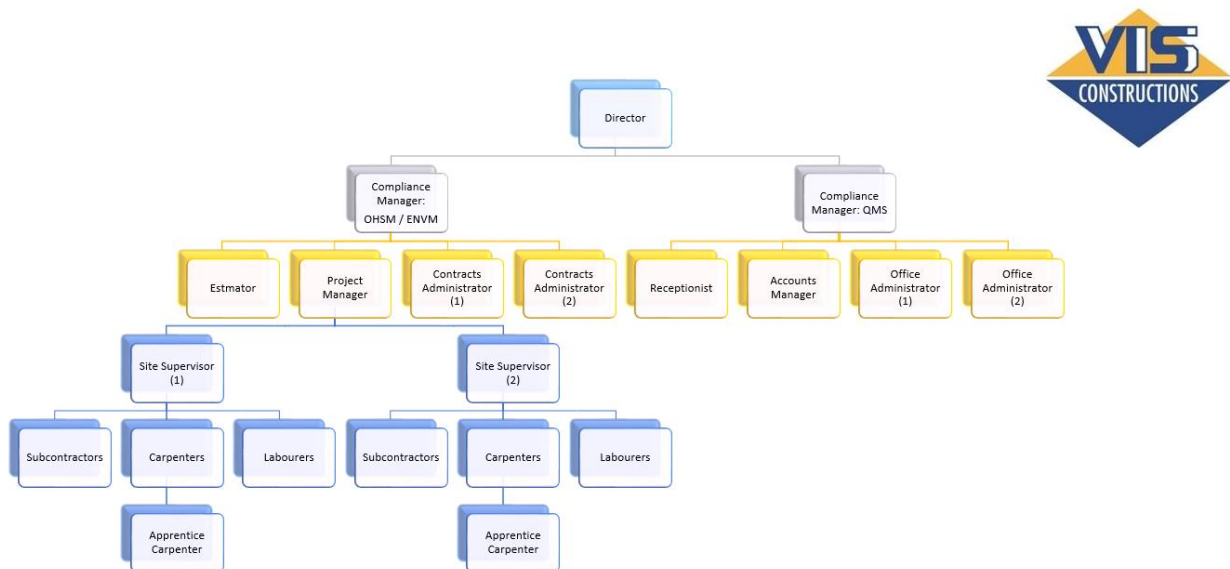
Position Description – Project Manager

-
- Ensure all site staff efficiently record daily project activities in the Project Diary on Procore utilising all tools within the software (Daily Diary, Visitors, Weather, Inspections, Man hours, Notes, Equipment, Delivery Register, Accident Register, and Waste Register).
 - Prepare specifications and tender analysis.
 - Check and approve designs and calculations prepared by others, and request alterations as appropriate.
 - Provide technical advice and consultancy services to stakeholders in relation to design issues. Check on changes of design to assess the effects on cost.
 - Review, monitor, maintain, and validate project documentation and business management systems.
 - Ensure that the Project Team completes the project.
 - Secure acceptance and approval of deliverables from the Project Sponsor and Stakeholders.
 - Responsible for communication, including status reporting, risk management, escalation of issues that cannot be resolved in the team, and, in general, making sure the project is delivered in budget, on schedule, and within scope.
 - Plan construction methods and procedures.
 - Organise required training for relevant staff.
 - Maintain and assist with the development of system databases, configurations, drawings and documents.
 - Actively manage and work with employees and sub-contracted staff to achieve daily / weekly objectives.
 - Provide on the job safety and environmental awareness / supervision and liaise with Supervisor as required.
 - Resolve any site disputes such as demarcation issues between trades – refer on as required.
 - Ensure appropriate PPE is used where required, including employees and sub-contracted staff under supervision.
 - To ensure that OHS standards / statutory regulations are complied with in relation to signage, barricades, fencing (as appropriate) to prevent access by unauthorized personnel to the site and / or hazardous areas.
 - To ensure applicable warning and information signs are displayed in conspicuous locations in accordance with Statutory Regulations, to warn of hazardous conditions during any work carried out beside or on any roadway, pedestrian pathway or any other access way.
 - Maintain daily site diary noting key activities, issues and progress.
 - Keep records of materials used, plant hire and labour hours expended in completing allocated tasks.
 - Maintain good works relations with clients / builders / company administrator and deal with complaints promptly and efficiently.
 - Maintain appropriate records of machinery and equipment to ensure that servicing requirements are adhered to.
 - Evaluate and determine best price / options for materials, equipment and labour required within the breadth of the role.
 - Purchase of equipment, materials, labour and consumable required within the breadth of the role.
 - Identify hazards and risks and ensure assessment of such is conducted for all new work sites.
 - Ensure control measures are implemented for all identified hazards and risks on site.
 - Attend all Business Management System review meetings.
 - Ensure that all personnel are made aware of the Business Management System and their obligations to the system.
 - Responsible for the review of contracts and customer requirements.

Position Description – Project Manager

- Ensure that the Project Management Plan is implemented for jobs where this is a requirement of the client.
- Determine actions required to satisfy client requirements.
- Conduct site inspections (as required) for any new job.
- Investigate any accidents, incidents or first aid requirements on site.
- Ensure all employees / sub-contracted personnel are suitably trained for the task they are to conduct in their role.
- Ensure all employees and sub-contracted personnel receive Vis Construction's induction prior to commencing work on site.
- Maintain knowledge and technical skills associated with technology applications for the position.
- Responsible for assisting in the provision of on-the-job training to others, commensurate with the employee's training, experience and responsibilities.

ORGANISATION CHART



JOB DIMENSIONS AND RELATIONSHIPS

- Reports to the Director / General Manager and works closely with other team members involved in all project deliverables.
- Liaise and communicates with senior managers within Vis Constructions and other areas of the company through developing strong professional working relationships.
- Manages and mentors all site construction staff including Site Supervisor, Contracts, Administrators, Engineers, Design Managers, Administration Assistant, OH&S and Trainees. Operates with considerable autonomy to achieve the company's commercial business objectives.
- Acts with independent judgement and initiative when making daily decisions in the performance of the position's duties and responsibilities.
- Develops a close liaison with other staff and managers to ensure compliance with the Business Management System policies and procedures.
- From time to time coach and supervise the work of other professionals.

Position Description – Project Manager

EDUCATION/CERTIFICATION

Essential

- Qualification in project management or equivalent knowledge of both theoretical and practical aspects of project management.
- Knowledge of project management techniques and tools.
- Direct work experience in project management capacity.
- Proven experience in people management.
- Proven experience in strategic planning.
- Proven experience in risk management
- Proven experience in change management
- Proficient in project management software
- A relevant Associate Diploma or equivalent qualification.

Desirable

- Current Drivers Licence.
- Senior First Aid.
- CPR (Cadio Pulmonary Resuscitation).

OTHER SPECIAL REQUIREMENTS AND WORKING CONDITIONS

- Adaptable to change.
- Satisfactory pre-employment health assessment.
- Ability to obtain appropriate licences and certificates.
- Be prepared to work reasonable amounts of overtime if required.
- Be prepared to undertake further training.
- Be prepared to travel intra and interstate from time to time to undertake work.



Quality Management Policy

Vis Constructions Pty Ltd is an award winning family owned commercial and domestic builder located in Far North Queensland with a focus on Cairns and Atherton Tablelands. Our core services are:

§ Commercial § Education § Industrial
§ Health and Welfare § Domestic § New Residences

Our vision and commitment is to be a high performance, customer driven business. We pledge to the following:

- Deliver our services with competence and skill and to work in partnership with our clients to ensure that the end product is delivered to highest level of quality workmanship and is maintained.
- We obligate that all standards of workmanship are of a high quality with the appropriate level of industry practice for the class of work performed.
- Adopt an Integrated Management approach incorporating principles of Plan-Do-Check-Act (PDCA), and risk based thinking throughout our Business Management System (BMS).
- Continually develop and improve relevant and suitable quality management processes and procedures in accordance with AS/NZS ISO 9001 requirements.
- Improve our economic performance through developing productivity measures and objectives.
- Provide reliable business support and customer service to meet our changing needs by delivering the most suitable building solutions.
- Invest in our people through personal development opportunities and career progression plan.

Signed

A handwritten signature in black ink, appearing to read 'Keith Vis', written over a white rectangular background.

Keith Vis - Director

Vis Constructions Pty Ltd

Dated: **20/8/22**



Occupational Health & Safety Management Policy

Vis Constructions Pty Ltd is an award winning family owned commercial & Domestic builder located in Far North Queensland with a focus on Cairns and Atherton Tablelands. Our core services are:

§ Commercial § Education § Industrial
§ Health and Welfare § Domestic § New Residences

Vis Constructions Pty Ltd recognises its moral and legal responsibility to ensure all work activities are done safely, to provide and maintain a safe and healthy work environment, and to facilitate for the welfare of all employees, contractors and visitors. We pledge to the following:

- Senior Management will ensure that our integrated Business Management System (BMS) is continuously improved in order to prevent and eliminate work-related injury and illness.
- Maintain systems in place that ensure that objectives and targets pertaining to Occupational Health and Safety are regularly reviewed and analysed to ensure that our ongoing commitment to safety in the workplace is maintained at the highest level.
- Objectively demonstrate our obligation to improving OHS performance, providing written procedures and instructions to ensure safe systems of work, provide information, instruction, training and supervision to employees, contractors and visitors to ensure their safety.
- To provide support and assistance to employees.
- The provision of resources to meet the health and safety commitment.
- Compliance with relevant Occupational Health and Safety (OHS) legislation and current industry standards including other requirements placed upon the organisation or to which the organisation subscribes.
- Continually develop and improve relevant and suitable OHSM processes and procedures in accordance with ISO 45001 requirements.

Signed

A handwritten signature in black ink, appearing to read 'Keith Vis', written over a white rectangular background.

Keith Vis - Director

Vis Constructions Pty Ltd

Dated: **20/08/2022**

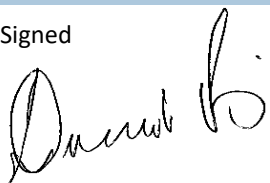
Environmental Management Policy

Vis Constructions Pty Ltd is an award winning family owned residential and commercial builder located in Far North Queensland with a focus on Cairns and Atherton Tablelands. Our environment in which we operate is fragile and diverse covering World Heritage listed sites such as the Great Barrier Reef and Wet Tropic Rainforests and we recognise our responsibility to our local area.

We stand committed to protecting both the local and global environment. To minimise environmental impacts concerning our activities, products and services, we pledge to the following:

- To ensure that any environmental impacts associated with the actions carried out in the process of providing our service to our clients are identified and evaluated with control measures implemented to minimise any negative impact to the environment.
- Senior Management will ensure our integrated Business Management System (BMS) is continuously improved in order to prevent pollution, reduce waste and minimise the consumption of resources.
- Compliance with relevant obligations including Environmental Legislation and requirements prescribed by the client.
- Our BMS objectives and targets pertaining to Environmental Management are regularly reviewed and analysed and processes and procedures in accordance with ISO 14001 Environmental Management System Standards are implemented to ensure that our ongoing commitment to the conservation of the environment is upheld.

This policy assigns a responsibility to the environment to all Vis Constructions Pty Ltd personnel and will ensure that Vis Constructions P/L continues to provide the highest level of environmental management on all Project work sites.

Signed


Keith Vis - Director

Vis Constructions Pty Ltd

Dated: **20/08/2022**



Site Related Policies

The following topics are specifically related to the Vis Constructions Project Sites. All personnel including employees, Managers, subcontractors and visitors are required to read and agree to the terms of the policy.

- § Alcohol and Drugs
- § Manual Handling
- § Site Access and Security
- § Housekeeping
- § Personal Protective Equipment (PPE)
- § Visitors Site Safety

ALCOHOL AND DRUG USE

A zero blood alcohol / drug level is mandatory when:

- Operating certain types of vehicles and plant;
- Personnel are involved in live work at any voltage; and
- Personnel are involved in any work which places their own or their co-worker's safety in jeopardy.

Personnel who appear to be, or are visibly and / or physically affected by alcohol, drugs or substances of abuse, shall not be permitted to carry out any work on site.

Alcohol, drugs or substances of abuse shall not be brought onto, or consumed, on site at any time.

The taking of prescribed drugs shall be controlled to ensure that work performance or judgment is not impaired in any way.

Employees shall be made aware of the legal and safety obligations to be met in relation to the use of motor vehicles, equipment, plant, tools and machinery after consumption of alcohol or the taking of prescribed drugs.

The use of illegal drugs that could affect work performance, accidents and injury, absenteeism, morale and working relationships shall result in disciplinary action and / or police involvement.

Personnel shall be instantly dismissed and / or removed from the workplace, if they are found to be under the influence of, or consuming alcohol or substances of abuse during working hours, or while in charge of, or operating machinery, plant, vehicles, tools or equipment.

Employees involved in substance abuse (drug and / or alcohol) shall be encouraged to seek advice / support through locally sourced Assistance Programs such as general practitioners, counsellors, community agencies or employee assistance programs.

Education and training is an essential process to make managers and workers aware of the policy. Implementation of the policy should involve a range of education and training strategies to improve understanding of alcohol and drugs including meetings, education sessions, newsletters, posters or workplace drug testing.

MANUAL HANDLING

- "Manual Handling" means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain a person, animal or thing.
- Lifting and handling of materials shall be done in a safe and sensible manner so as not to cause injury.
- If the material / item is considered too heavy or awkward to handle by one person, assistance in the way of team lifting, a crane or other suitable mechanical means shall be used.
- All personnel shall be made aware of, and practice correct manual handling techniques at all times.
- All personnel shall be physically capable of carrying out the manual handling tasks required of them.

Site Related Policies

- Personnel shall not participate in manual handling activities if they have not been properly trained or have an existing or previous injury which will hinder them or will be aggravated by lifting, pushing, pulling etc.
- All personnel are responsible to identify each hazard that is likely to arise from manual handling at the workplace.
- Subcontractors shall supply all necessary materials handling equipment and ensure employees receive adequate information, training and supervision in correct manual handling techniques.

Vis Constructions Pty Ltd will reduce risk by:

- Shall supply appropriate materials handling equipment, training and supervision for their employees.
- Redesigning the workplace, plant, equipment or materials used, in order to avoid twisting, side bending, excessive reach or heavy loads
- Assessing whether mechanical aids will reduce the risks
- Determining training and education needs of employees with regard to the hazards and/or appropriate techniques to reduce the risk of injury.
- Managers/Supervisors are responsible for preventing incidents and taking prompt action if breaches do occur. Vis Constructions Pty Ltd will treat reports of breach of health and safety policies seriously and will respond promptly and impartially. A breach of this policy may result in disciplinary action up to and including dismissal.

Site Related Policies

SITE ACCESS AND SECURITY

All Subcontractors and Vis Constructions Pty Ltd personnel shall ensure all visitors report to the Site Foreman on arrival.

Visitors shall not be permitted in the workplace or on site unless they have obtained permission from Vis Constructions Pty Ltd Site Management and they are accompanied by Site Management representative or other inducted site personnel.

All visitors shall be advised of the Visitor Site Safety requirements on their first visit to the site and shall be inducted by the Management representative on site.

Signs, barricades, fencing (whichever is appropriate) that comply with Australian Standards and / or Statutory requirements, shall be erected to prevent access by unauthorized personnel to the workplace, site and / or other hazardous areas.

Employees and subcontractors arranging services or delivery of materials to site shall advise the relevant suppliers of the site safety requirements and also advise them of any exclusion zones, where applicable.

Appropriate mandatory signs (e.g. Safety Helmets Must be Worn, Safety Footwear Must be Worn) shall be erected at all entrances to the site, as appropriate.

Applicable warning and information signs shall be displayed in conspicuous locations in accordance with Statutory Requirements and / or Australian Standards, to warn of hazardous conditions during any work carried out beside, on and / or under any roadway, pedestrian pathway or any other access way.

HOUSEKEEPING

- Smoking shall not be permitted in offices, lunch rooms, toilets, near flammable substances or in other designated areas.
- Appropriate 'Lock Out Devices', 'Danger' or 'Do Not Operate' tags and processes shall be in place while working on machinery, plant, equipment, electrical installations or other services etc. Failure to comply with this requirement will result in instant dismissal and / or removal from site.
- Work areas shall be kept clean and tidy with all rubbish / trade waste placed in the appropriate receptacles on a daily basis.
- Toilets and other amenities supplied for subcontractors and Vis Constructions Pty Ltd personnel must be kept clean at all times.
- Eating areas shall be kept clean and all food scraps shall be placed in suitable bins.
- Animals shall not be permitted on site at any time without express written consent from Vis Constructions Pty Ltd.
- All tools shall be in a serviceable condition and shall be removed from service if they become defective.
- Violations of any Site Safety Policies shall be addressed as follows:
 - ✓ 1st offence – Verbal warning.
 - ✓ 2nd offence – Written warning.
 - ✓ 3rd offence – Instant dismissal and / or removal from site.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Subcontractors shall supply all necessary Personal Protective Equipment for themselves and their workers, as required. The subcontractor shall instruct personnel in the correct use, fitting and maintenance of the Personal Protective Equipment prior to use.

Vis Constructions Pty Ltd shall supply the necessary Personal Protective Equipment and training for their employees.

The following Personal Protective Equipment shall be worn on site at all times by Vis Constructions Pty Ltd employees, subcontractors and their workers when advised by the Site Foreman or as indicated by signage.

- **Safety Helmets** – shall be worn on site in designated hazardous areas as directed by the Site Foreman.
- **Safety Footwear** – (enclosed and protective toecaps) must be worn at all times. The only exception to this requirement will be for employees working at heights, or in areas where safety footwear is considered hazardous, who may wear approved footwear (eg; joggers) only after

Site Related Policies

submission of a risk assessment to, and approval given, by Vis Constructions Pty Ltd. This provision will only remain in force while they are actually working at heights in their occupation. Suitable safety footwear must be worn at all other times.

- **Hearing Protection** – shall be worn by all personnel who are exposed to noise levels exceeding 85 dB(A) (eg: machinery operation, etc).
- **Eye Protection** – shall be worn by all personnel exposed to operations that may cause eye injuries (eg: grinding, drilling, saw cutting, sun exposure, etc).
- **UV Protection** – Suitable protective clothing (as required) such as long sleeved shirts, wide brim hats etc, and 30+ sunscreen shall be worn during exposure to the sun.
- **Gloves** – shall be worn in areas of risk.
- **Fall Protection** – Harnesses, lanyards, fall arrest systems or other approved means shall be used in accordance with manufacturer's instructions and shall be suitable for each application.
- **Respiratory Equipment** – shall be used for protection against unacceptable fume levels from hazardous substances, dust, welding etc. Personnel must check with their supervisor to ensure equipment is compatible with their task prior to use.
- **Protective Clothing** – must be worn (as required) when handling hazardous / dangerous substances, if risk or contact with the skin will result in injury.
- **High Visibility Clothing and Vests** – shall be worn when working on or near roadways or in any situation where there is a hazard to personnel from motor vehicles or machinery, etc.

Any other protective equipment requirements not previously listed shall be assessed for each application and supplied accordingly. Additionally, Personal Protective Equipment and clothing required on a particular site as advised by the Client or indicated in the contract shall be adhered to by all employees, sub-contractors and visitors.

ANY DAMAGED OR NON-CONFORMING EQUIPMENT SHALL BE TAKEN OUT OF SERVICE AND REPLACED IMMEDIATELY.

VISITORS SITE SAFETY

- All visitors must report to the Site Office or Site Supervisor on arrival and must not enter the site until permission has been obtained from Site Management.
- Visitors must be accompanied by a Vis Constructions Pty Ltd personnel at all times by a or other inducted Site Personnel during Site visits and in all areas where hazardous activities are being conducted or other circumstances that warrant supervision.
- The minimum Personal Protective Equipment (PPE) requirements of Safety Helmets (if designated) and fully enclosed Safety Footwear with protective toecaps fitted are to be worn on site at all times by visitors.
- Visitors must not enter excavations, confined spaces, climb on scaffolds or ladders, cross over or enter barricaded areas or unfinished structures unless they are accompanied by authorised Vis Constructions Pty Ltd personnel and / or have obtained permission from Site Management.
- Visitors shall receive a limited Site Specific Induction prior to entry on site.
- Visitors are to ensure they do nothing to endanger the health and safety of themselves or any other person whilst on site and they must not undertake any physical work of any type.
- Contravention of these requirements will result in the immediate removal of the person/s from site with the possibility they will not be permitted back on site in the future.

Hazard and Risk Planning, Identification, Assessment and Control

Purpose and Scope

The main purpose of this procedure is to ensure that all hazard and risks that the Company has a control over or can influence are identified, assessed, controlled and evaluated. This procedure covers the way in which hazards and risks are identified, assessed, controlled and evaluated to ensure the control of hazards or risks on site.

Responsibilities

Compliance, monitoring and review

Compliance Manager is the subject matter expert and process owner responsible for approving this document.

Project Manager is responsible for ensuring all potential hazards and risks are identified, recorded, reported and included in the Project Management Plan.

Office Administrator is responsible for maintaining this document and maintaining any associated records.

All employees must report to the Manager any potential hazards in the workplace.

Definitions, Abbreviations and Acronyms

Hazard: A hazard is a source or a situation with the potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.

Risk: A probability or threat of damage, injury, liability, loss, or any other negative occurrence that is caused by external or internal vulnerabilities, and that may be avoided through pre-emptive action.

SDS: Safety Data Sheet.

References

Construction Work Code of Practice	Work Health and Safety Act (the WHS Act).
CHK 001 – Site Specific Induction	CHK 008 - Project Risk Assessment
Project Management Plan (PMP)	PR 003 – Managing Accidents, Incidents & First Aid
PR 004 – Site Safety Control	CHK 001 –Site Specific Induction
FRM 003 - Hazardous Subs. / SDS Register	FRM 005 – Hazard Report Form
FRM 010 Job Safety Environment Analysis – SWMS	Monthly Site Inspection (Procore Inspection)
Plant and Equipment Regular Checklist/Inspection (Procore Inspection)	
New Weekly Site Supervisors Inspection (Procore Inspection)	

APPENDIX 1

Safety Risk Matrix

Environmental Risk Matrix

Hazard and Risk Planning, Identification, Assessment and Control

Planning

The Director and General Manager and Compliance Manager/s shall identify the general hazards and risks involved in the process of works conducted by the Company during the Management Review Meetings.

The identification of such hazards/risks shall be determined in relation (but not limited) to:

- Occupational Health and Safety.
- Environmental Management.

When new hazards/risks are identified, the **FRM 005** Hazard Report Form is to be completed by the person who identified the hazard / risk. The management team will assess the Form and determine if any new processes, procedures, forms or **FRM 10** Job Safety and Environment Analysis (JSEA) / Safe Work Method Statements need to be developed and implemented to control or eliminate the hazard/risk.

Any new processes or documentation shall be conveyed to all relevant personnel during Staff Meetings, Site Inductions or Tool Box meetings prior to work on a new site.

Planning for a New Work Site

The Director, Compliance Manager/s, and Project Manager shall conduct a site inspection prior to any work beginning on site.

The Director, Compliance Manager/s, and Project Manager shall identify any new hazards/risks involved in the process of works for that site.

When new hazards/risks are identified, the **FRM 005** Hazard Report Form is to be completed by the person who identified the hazard / risk. The management team will assess the Form and determine if any new processes, procedures, forms or **FRM 10** Job Safety and Environment Analysis (JSEA) / Safe Work Method Statements need to be developed and implemented to control or eliminate the hazard/risk.

Sub-contractors will be required to submit their own Safe Work Method Statements to cover the trade / work they are completing on site.

Hazard / Risk Identification

Hazard identification is the process used to identify all possible situations in the workplace where people may be exposed to injury, illness or disease.

The first step in the risk management process is to identify the hazards associated with construction work. Examples of hazards include:

- the construction workplace itself, including its location, layout, condition and accessibility
- the use of ladders, incorrectly erected equipment, unguarded holes, penetrations and voids, unguarded excavations, trenches, shafts and lift wells, unstable structures such as

Hazard and Risk Planning, Identification, Assessment and Control

-
- incomplete scaffolding or mobile platforms, fragile and brittle surfaces such as cement sheet roofs, fibreglass roofs, skylights and unprotected formwork decks
 - falling objects, for example tools, debris and equipment
 - collapse of trenches
 - structural collapse
 - the handling, use, storage, and transport or disposal of hazardous chemicals
 - the presence of asbestos and asbestos-containing materials
 - welding fumes, gases and arcs
 - hazardous manual tasks
 - the interface with other works or trade activities
 - the physical working environment, for example the potential for electric shock, immersion or engulfment, fire or explosion, slips, trips and falls, people being struck by moving plant, exposure to noise, heat, cold, vibration, radiation, static electricity or a contaminated atmosphere, and the presence of a confined space.

Initially, the Director, Compliance Manager/s, and Project Manager, employees and relevant consultants shall be used to determine potential hazards / risks in the workplace. All currently identified hazards / risks shall undergo an assessment using the Risk Score Calculator.

When a hazard or risk has been identified by other personnel, Director, Compliance Manager/s, and Project Manager shall ensure that a complete assessment is conducted using the Risk Score Calculator. A risk assessment is not necessary if the risk and how to control it is already known.

Recording of Hazards/Risks

The Compliance Manager/s and Project Manager shall ensure that all hazards/risks identified via the **FRM 005** Hazard Report Form and their subsequent control methods are documented in the Project Management Plan.

If it is determined by Management that a **FRM 10** Job Safety and Environment Analysis (JSEA) / Safe Work Method Statement needs to be developed and approved by Compliance Manager/s and Project Manager prior to implementation on site.

Hazard / Risk Assessment

Risk Assessment is the process used to determine the likelihood that people may be exposed to injury, illness or disease in the workplace arising from any situation identified during the hazard identification process.

Assessing the risk includes considering:

- The severity of any injury or illness that could occur, for example is it a small isolated hazard that could result in a very minor injury or is it a significant hazard that could have wide ranging and severe affects, and
- The likelihood or chance that someone will suffer an illness or injury, for example consider the number of people exposed to the hazard.

Hazard and Risk Planning, Identification, Assessment and Control

Under the WHS Regulations, a risk assessment is not mandatory for construction work however it is required for specific situations, for example when working with asbestos. In many circumstances a risk assessment will assist in determining the control measures that should be implemented.

It will help to:

- identify which workers are at risk of exposure
- determine what sources and processes are causing that risk
- identify if and what kind of control measures should be implemented
- check the effectiveness of existing control measures.

A risk assessment is not necessary if the risk and how to control it is already known.

When hazards have been identified, assessments should be completed. Using the Risk Score Calculator, each hazard will be individually assessed to determine the level of risk involved. When deciding the level of risk involved with a particular hazard, both the frequency of the task and the threat of serious injury will be considered. Hazards shall be classified into one of three categories.

- **Low** – Potential hazard (can be rectified easily and is acceptable);
- **Medium** – Significant risk (requires appropriate control measures implemented to become acceptable);
- **High** – Major hazard (requires immediate rectification and no work to be carried out with this risk score).

All hazards identified shall be assessed and associated risks shall be documented in the relevant Forms and Project Management Plan.

Control of Hazards / Risks

Risk control is the process used to identify all practicable measures for eliminating or reducing the likelihood of injury, illness or disease in the workplace, to implement the measures and to continually review the measures in order to ensure their effectiveness.

All risks identified through the assessment shall be controlled by remedial action where possible or eliminated at the source, if appropriate.

Where elimination of the risk is practicable, this shall be the first course of action.

The hierarchy of control should be considered in determining suitable methods of controlling identified hazards. The hierarchy on control includes:

- **Elimination** - This means removing the hazard or hazardous work practice from the workplace. This is the most effective control measure and must always be considered before anything else.
- **Substitution** - Minimise the risk by substituting or replacing a hazard or hazardous work practice with a less hazardous one.
- **Isolation** - Minimise the risk by isolating or separating the hazard or hazardous work practice from people

Hazard and Risk Planning, Identification, Assessment and Control

-
- **Mechanical/Engineering Controls** - Engineering controls are physical control measures to minimise risk.
 - **Administrative Controls** - Administrative controls should only be considered when other higher order control measures are not practicable, or to increase protection from the hazard. These are work methods or procedures that are designed to minimise the exposure to a hazard, such as ensuring there is no unauthorised entry of a person to a work area.
 - **Personal Protective Equipment** - (Note: PPE should be considered as a final control measure when all other options have been explored and evaluated not to be practicable). PPE is the lowest order control measure in the hierarchy of controls. PPE should also only be considered when other higher order control measures are not reasonably practicable or to increase protection from the hazard. PPE relies on the proper fit and use of the PPE and does nothing to change the hazard itself. It therefore requires thorough training and effective supervision to ensure compliance and effectiveness.

A **FRM 10** Job Safety and Environment Analysis (JSEA) / Safe Work Method Statement shall be developed that outlines the controls needed for the particular task.

The Sub-contractor shall ensure that all plant and equipment is scheduled for testing / calibration.

The sub-contractor shall ensure that all personnel working on or near plant shall be issued with Personal Protective Clothing and relevant safety equipment.

Hazard and Risk Planning, Identification, Assessment and Control

Appendix 1

Safety Risk Matrix

LEGEND: → ¶

E=Extreme-risk → Immediate action required, activity must not start or be stopped if started. Highest level of Management needs to be involved¶
 H=High-risk → Senior management attention needed to control the risk. Senior Management needs to be involved¶
 M=Moderate-risk → Complete risk assessment. Identify hazards and implement controls. Management responsibility must be specified¶
 L=Low-risk → Identify hazards and implement controls. Manage by routine processes¶

LEVEL¶	DESCRIPTOR¶	DESCRIPTION¶
5¶	Almost certain¶	The event is expected to occur more than once per year¶
4¶	Likely¶	The event does occur about once in ten years¶
3¶	Moderate¶	The event occurs once in every 10-100 years¶
2¶	Unlikely¶	The event occurs once every 100—1,000 years¶
1¶	Rare¶	The event occurs once every 1,000—10,000 years¶

CONSEQUENCE¶	DESCRIPTION¶
Extreme¶	Fatality/Permanent Disability; plant damage in excess of \$1,000,000; loss of productivity < 5 days; toxic environmental release off-site with detrimental effects¶
Major¶	Extensive injuries. Moderate irreversible impairment/injuries; plant damage exceeds \$100,000; loss of productivity 1 to 5 days; loss of production; environmental release off-site with no detrimental effects;¶
Moderate¶	Reversible impairment/injuries; plant damage below \$100,000; interruption to productivity; environmental release immediately contained¶
Minor¶	Minor injuries; low plant damage; minor loss of productivity; no environmental impact¶
Insignificant¶	No lost time, less than 5k damage, less than 5k delay or reworks, no environmental effects¶

LIKELIHOOD¶	CONSEQUENCES¶				
	INSIGNIFICANT¶ 1¶	MINOR¶ 2¶	MODERATE¶ 3¶	MAJOR¶ 4¶	EXTREME¶ 5¶
5-(Almost certain)¶	M(11)¶	M(16)¶	H(20)¶	E(23)¶	E-(25)¶
4-(Likely)¶	L(7)¶	M(12)¶	H(17)¶	H(21)¶	E(24)¶
3-(Moderate)¶	L(4)¶	M(8)¶	M(13)¶	H(18)¶	H(22)¶
2-(Unlikely)¶	L(2)¶	L(5)¶	M(9)¶	H(14)¶	H(19)¶
1-(Rare)¶	L(1)¶	L(3)¶	M(6)¶	M(10)¶	H(15)¶

Environmental Risk Matrix

Environmental Risk Matrix					
Likelihood	Consequence				
	Harmless - no potential to cause harm, correctable	Mild - little potential for harm, easily correctable	Moderate - somewhat harmful, correctable	Serious - harmful but not potentially fatal, difficult to correct but recoverable.	Severe/catastrophic - very harmful or potentially fatal: requires great effort to correct and recover
Very Likely	M8	H16	H18	H21	H25
Likely	M7	M10	H17	H20	H24
Moderate	L3	M9	M12	H19	H23
Low	L2	L5	M11	M14	H22
Remote	L1	L4	L6	M13	M15



Purpose and Scope

To establish and maintain a system for obtaining products and services from external agents, subcontractors and suppliers that ensures compliance with internal Company requirements and standards. This procedure covers the review / approval of those suppliers whose goods or services could adversely affect the end product / service provided by the Company.

Responsibilities

Compliance, monitoring and review

Director/General Manager Review approved suppliers at least once per year during the Management Review meetings

Accounts Manager Add records of supplier performance as they become available to the Supplier's file in the Accounting system program

References

Commitments (Procore>Project Tools>Financial Management>Commitments)

Site Diary (Procore>Project Tools>Project Management>Site Diary)

FRM 041 Concrete & Pump Register (Form)

Procedure

Supplier Approval

All suppliers currently listed (as of July 2022) in the Company's Accounting software system (Xero) shall be deemed approved and shall come under the continuous evaluation of all approved suppliers.

New suppliers entered into the Accounting system shall have a notation included in their file pertaining to the basis of their approval.

Approval notations shall begin with a prefix of 'AS' [Approved Supplier] and then one of the following:

- Verbal reference;
- Price;
- Availability;
- Quality certification; or
- Technical / commercial

The Accounts Manager shall add records of supplier performance to the Supplier's file as a memo as they become available. Such records may include Corrective Action Reports or client complaints.

Approved Supplier Reviews

1. The Managing Director and General Manager shall review Approved Suppliers at least once per year during the Management Review meetings to determine whether the supplier's performance has been acceptable.
2. Unacceptable performance shall be indicated in the Supplier's file and a notation made.
3. Where demographics limit the choice of suppliers, the Managing Director / Project Manager may approve the use of a supplier based on that fact.

Purchase Orders

Details of purchases shall be recorded on the purchase order for the project using the Procore software.

Orders shall contain data clearly describing the product or service, including the following information, where applicable:

- Create purchase order in approved status (Procore)
- Job code / reference;
- The quantity, size, class, grade or other precise identification of the product, equipment, item or service;
- A detailed description or other precise identification (including any specification or standards applicable to the product or service) and any other pertinent data, including tolerance; and
- The requirement for material certificates, where applicable.
- A value (if not known, ensure a detailed description is entered)
- Budget Code to be entered under Schedule of Values

The purchaser shall review all details prior to sending the order to ensure that the requirements of this procedure have been covered, where possible and that three quotations have been obtained from suppliers to ensure that the best financial result is achieved in the acquisition process.

Purchase orders shall be created in Procore under the project name. All purchase orders are to be actioned by the Contracts Administrator, Project Manager and Site Supervisor to that corresponding project only.

Please see the following services/suppliers to clarify the ordering process:

Crane Lift and Excavation Hire

Create purchase order for every service hire and put in Procore site diary for every service

Concrete Pump and Supply

Create one master project purchase order and fill out register (**FRM 041** Concrete & Pump Register) for every service/supply. FRM 041 is filed in the S Server Projects>Awarded Projects>Select Project Name>Trade>Concrete

Purchasing

Skip Bin Hire

Create one master project purchase order and put in Procore site diary for every service

Revisions to Purchase Orders

1. When revisions to purchase orders are required, details of the revision shall be documented on the original purchase order or a new purchase order initiated.
2. Where a new purchase order is initiated, it shall make reference to the original order number, or the original order shall be marked 'cancelled'.

Receiving Inspection

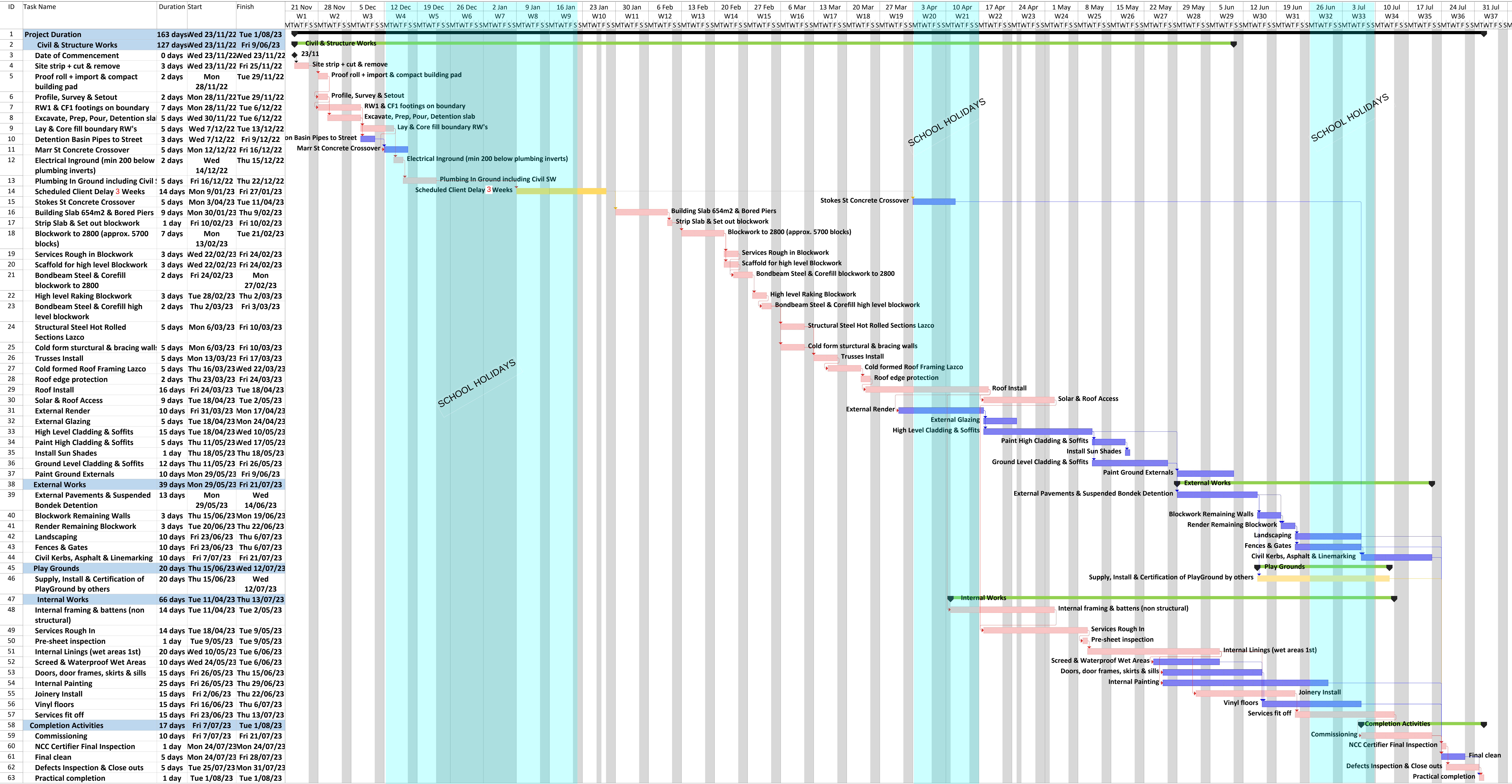
1. The receiving inspection shall verify that the goods, materials (or other) correspond with the purchase order or other appropriate documentation. The verification shall include conformance to quantity, quality requirements and any other specifications.
2. Incoming product shall not be incorporated into any works until it has been inspected and verified for conformance, irrespective of the supplier's conformance certificate.
3. The authorised purchaser shall sign the delivery docket or tax invoice upon completion of the receiving inspection. The signature shall confirm that the receiving inspection has been passed.

In-process Inspection

1. Products, goods, materials (or other) shall be inspected or tested as defined in documented procedures or inspection and test plans, where applicable.
2. The procedures or inspection and test plans shall nominate the appropriate personnel to undertake the in-process inspection.
3. Any products, goods, materials (or other) requiring in-process inspection shall be held until inspections or tests have been completed and verified.
4. Products, goods, materials (or other) supplied by the client shall not require receiving or in-process inspection.

Marr St Childcare Programme

16/01/2023



01/02/2023

SITE MEETING # 1

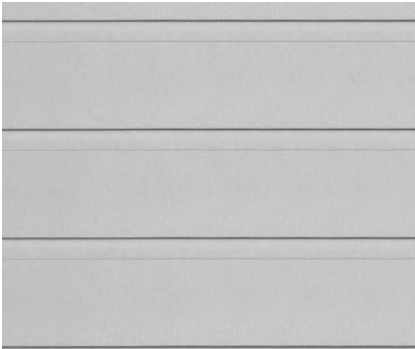
PROJECT: 37 Marr St - Childcare

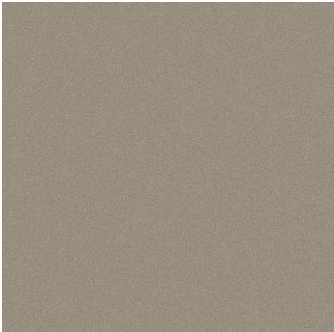
JOB # 389

Attendees: Grant Mulkearns, John Cornelius, Michael Borgo, Julie McClelland

Apologies:

ITEM	BUSINESS	ACTION RESP.	ACTION DATE	DAYS O'DUE
1	ADMINISTRATION			
1.1	Next meeting scheduled – Wednesday 1st March 2023 (GM to email outlook invite)	GM	01.02.23	
2.	APPROVALS & AUTHORITIES			
2.1	Ergon – Temp power scheduled for connection 7th Feb 2023 MB confirmed permanent power is available at the pillar ready for connection			
2.2	Building Approval - issued 2nd December 2022			
2.3	Plumbing - Permit received 13.12.2022 (date of issue 14 Jan 2022)			
2.4	Water Meter – Installed 24th Jan 2023			
2.5	NBN – MB confirmed Sequal have lodged the application. Current programme shows 17th July as the date that power will be available for connection			
3.	PROGRAMME			
3.1	Contract Commencement Dated: 20th Jan 2023 (triggered on finance approval) Project Duration: 40 weeks			
	Original date for Practical Completion: 27/10/2023 Adjusted Date for Practical Completion: 27/10/2023 Estimated Date for Practical Completion: Mid-August 2023			
	EOT's & Delays – the contractor gives notice of delay 30th Jan through 1st Feb due to wet weather delaying the building slab, claimed EOT will be lodged once the end of the delay is known			

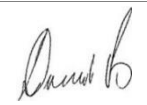
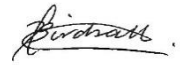
ITEM	BUSINESS	ACTION RESP.	ACTION DATE	DAYS O'DUE
4.	GENERAL ITEMS			
4.1	<u>Cladding</u> 16mm thick Scyon Linea is more expensive than the budget/Cemintel. Linea is not only more expensive in material cost but also labour. If this product is requested, we can provide a costing. 9mm thick Primeline is on budget=Cemintel York Note: the structural frames have already been shop drawn, detailed and are in fabrication this was to accommodate horizontal board cladding as requested by the client and architect. The option to now change back to the Cemintel York is not available without additional costs. MB has selected Primeline Chamfer for the cladding as his selection noting this is cost neutral to the tendered Cemintel York cladding. Primeline Chamfer 			
4.2	Discuss incorporating an Induction loop & timer for Stokes St sliding gate MB requested a costing to incorporate the above	GM	Prior to next meeting	
4.3	<u>Area between western retaining wall RW1 and neighbours' concrete drain?</u> There is an approx. 300mm wide strip of land (within the neighbour's property) which is likely to collect pests, water, rubbish and weeds. This area will be inaccessible to maintain due to a fence on either side. Due to two separate neighbours advising JC that localised stormwater from the school drain has historically flooded over the childcare site, Vis recommend building this wall up 400mm higher to reduce the possibility of future flood events entering the childcare site and would also prevent water being dammed if filled in between. MB requested a costing to increase the height of RW1 by 400mm on western fence	GM	08.02.23	

ITEM	BUSINESS	ACTION RESP.	ACTION DATE	DAYS O'DUE
4.4	Solar and roof access - 40kW system \$44K - Roof access approx. \$3K Vis advised that if solar install was proceeding direct by client at a later stage, then the install will have to be scheduled for after the date of Practical Completion. MB requested to delay the decision until next meeting 1st March 2023 GM to check lead time, if contractor can hold quoted price and whether the electrical board will be ready to accept solar as currently designed?	MB GM	01.03.23 15.03.23	
4.5	Dryer – size, amps, weight, can it wall mount (Note: Redlynch Childcare had issues when a 20amp commercial dryer arrived at completion without notice to Vis nor provision for 20amp circuit nor adequate provision for wall mounting) MB to follow up with Giggle Tree	MB	01.03.23	
4.6	Keying Matrix was reviewed and potential master keying was marked-up. MB to forward to Samantha (Giggle Tree) for finalisation of the keying	MB	01.03.23	
4.8	<u>Shade Screen Colour</u> Original selection Duratec Eternity Nickle Pearl  Cost Saving Standard Powder coat closest match Colorbond Cove  As the screen is fully welded both frame & blades will be “Colorbond Cove”			
5.	COSTINGS, VARIATIONS, FINANCE			
6.1	- Bag racks, Details of back racks were only provided to Vis after tender and as such are not included in the contract price. MB requested costing -Design, fabrication & install of kerb to Marr St walkway - GM to look into	GM GM		
6.2	Due to Vis holding our price over the delayed start / finance approval we have incurred a combined \$10K loss against the glazing trade & mechanical trades. We are about to incur an as yet unknown loss against the roofing trade. It was discussed offsetting some of this loss via change of RW2 footing design for the benefit of Vis – MB approved of this.			

Safe Work Method Statement (SWMS)

SWMS 002 Footings, Formwork, Slab and Steel Fixing



Activity: Footings, Formwork, Slab and Steel Fixing			SWMS #: 002
Business Name: Vis Constructions Pty Ltd			ABN #: 93 105 871 654
Business Address: 5/206 McCormack Street, Manunda Q. 4870			Contact #: 07-4053 1114
Project Name:			Project Address:
SWMS Approved by:			
Name: Luke Vis			
Signature: 			Date: 9 th June 2022
Person/s responsible for ensuring compliance with SWMS: Luke Vis			Relevant Legislation & Codes of Practice to be complied with: Qld WH&S Act 2011, Hazardous Manual Tasks Code of Practice 2011, Concrete pumping Code of Practice 2019 and Formwork Code of Practice 2016
Person/s responsible for reviewing the SWMS: Luke Vis and Cassandra Birdsall			Review Due: 9 th June 2023
Relevant workers consulted in the development, approval and communication of this SWMS.			All Persons involved in the task must have this SWMS communicated to them before work commences Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards. Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons. Amendments must be approved by Luke Vis and communicated to all affected workers before work resumes. SWMS must be made available for inspection or review as required by WHS legislation. Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).
Name	Signature	Date	
Keith Vis		9/06/22	
Luke Vis		9/06/22	
Cassandra Birdsall		9/06/22	

Safe Work Method Statement (SWMS)

SWMS 002 Footings, Formwork, Slab and Steel Fixing

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH RISK CONSTRUCTION WORK"

- | | | | |
|---|--|---|---|
| ☐ Confined Spaces | ☒ Mobile Plant | ☐ Demolition | ☐ Asbestos |
| ☐ Using explosives | ☐ Diving work | ☐ Artificial extremes of temperature | ☐ Tilt up or pre-cast concrete |
- ☐ Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services
- ☐ Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse
- ☐ Involves a risk of a person falling more than 2m, including work on telecommunications towers
- | | |
|--|---|
| ☐ Working at depths greater than 1.5 Metres, including tunnels or mines | ☐ Work in an area that may have a contaminated or flammable atmosphere |
| ☐ Work carried out adjacent to a road, railway or shipping lane, traffic corridor | ☐ In or near water or other liquid that involves risk of drowning |

PERSONAL PROTECTIVE EQUIPMENT (PPE)

FOOT PROTECTION



☒

HEARING PROTECTION



☐

HIGH VISIBILITY



☒

HEAD PROTECTION



☒

EYE PROTECTION



☐

FACE PROTECTION



☐

HAND PROTECTION



☒

PROTECTIVE CLOTHING



☐

BREATHING PROTECTION



☐

SUN PROTECTION



☒

FALL ARREST



☐

Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back.

☒

Safe Work Method Statement (SWMS)

SWMS 002 Footings, Formwork, Slab and Steel Fixing

JOB STEPS	POTENTIAL HAZARDS/s	CONTROL MEASURES TO REDUCE RISK	RESPONSIBLE PERSON
1. Survey, set out, profile footings & slab. Mark & measure out for trenches	Tripping & slipping hazards, bodily harm	Supervisor to check & assess site for any hazards & note them down on the WMS & Review. Any plant must be checked with Plant and Equipment Regular Checklist/Inspection on Procore – Machine pre-starts must be done daily.	Supervisor
2. Install & erect edge forms	- Manual Tasks - Tripping & slipping hazards - Falling Objects - Formwork collapse - Electrocution - Tools/fasteners not consistent with the requirements for the job. - Formwork not erected to specification (2006 code of practice)	- Formwork will be erected on a stable base - All formwork will be erected in accordance with the formwork code of practice 2006. - Persons erecting 1000mm high column forms will be trained in their safe erection. - Fixing fasteners selected will be consistent with the construction requirements for the job. - Design of footing is identified from job drawings, specifications & should be checked to be in accordance with legislation, regulations & codes of practice. - Block outs & cast in services are installed to specified locations, release agents are applied to formwork face where specified to manufacturers specifications. - Training in manual tasks & correct lifting procedures. Team lifting & task rotation - Test & tag all electrical equipment & maintain an electrical register. - Check electrical leads & equipment are free of damage. - Ensure leads do not exceed 25 meters	All Personnel
3. Placement of bedding sand underneath slab areas	- Personnel hit by moving plant, Bodily harm - Serious bodily harm - Death	- Ensure there is a spotter is appointed for moving plant at all times. - Moving plant may only move when they can visibly see the spotter & are under the spotter's direction. If the plant operator can't see the spotter, the plant operator must stop the plant immediately & wait for further instruction.	All Personnel Operator
4. Tying & Placing Steel	- Flying objects - Manual Task Injuries - Bodily Harm - Eye injuries - Musculoskeletal disorders	Training in manual tasks & correct lifting procedures. Team lifting & task rotation. For Example: - When bending or lifting try to vary duties or change posture. When bending to lift objects try to maintain an inclined back & bent knees to a semi-squat where your feet are stable on the ground & you assume a power	All Personnel

Safe Work Method Statement (SWMS)

SWMS 002 Footings, Formwork, Slab and Steel Fixing

		lifter stance. When lifting awkward & heavy items use mechanical aids. Where this is not possible use team lifting techniques. - When tying steel ensure all ties are kept to a maximum of 10mm. - Maintain good housekeeping skills & ensure work area is clear of obstacles.	
5. Steel Fixing	- Protrusions - Injury from sharp Objects, - Cutting Steel, Bodily harm - Serious bodily harm - Death	Ensure protrusions including reinforcing bars, mesh & steel are removed, bent over or guarded to eliminate or reduce the risk of injury, where they may be a hazard. Bar caps to be installed on any protruding bars sticking directly up out of the footing, slab, pit etc. Use a guillotine to cut the reo bars.	All Personnel
6. Placement of Visqueen	- Stanley Knife injuries - Manual Task Injuries Bodily Harm - Musculoskeletal disorders	Use correct Manual Task techniques. For Example – when cutting always cut away from yourself & not on any other part of the body. Ensure your feet are stable on the ground.	All Personnel
7. Placement of concrete: - By way of concrete agitating truck, line pump & concrete boom pump - Use vibrator tools to vibrate concrete into position - Screed concrete into position with shovels, trowels & screeds.	- Reversing Trucks - Placing Concrete - Line blowout - Skin contact with Concrete - Manual Tasks - Bodily harm - Serious bodily harm - Death - Musculoskeletal disorders	- Ensure there is a spotter observing the concrete truck & concrete pump truck while moving through site at all times. The concrete trucks reversing on site should have flashing lights & a beeper & may only move when they can visibly see the spotter & are under his direction. - Gum boots to be worn when screeding concrete within the pour. - Should concrete come into contact with skin, wash off asap. - Ensure concrete is placed in a continuous monolithic manner. - Ensure concrete is placed without interruptions to prevent amalgamations between batches. - Ensure no soil, liquid or any other foreign matter permits into the concrete. - Vibrate concrete with internal vibrators. - Screed concrete to finished levels.	All Personnel
8. Operation of Trowelling Machine	- Skin contact with Concrete - Manual Tasks - Contact with Machine Bodily Harm - Musculoskeletal disorders	- The trowelling machine must have guards fitted at all times & must never be removed while working. - Ensure an area 1.5 m around working slab is cleared of construction debris & machinery to form an unobstructed platform. - All sharp edges & pegs to be removed or capped from work area. - Operator must wear steel capped boots at all times. - Operator must be deemed competent	Operator

Safe Work Method Statement (SWMS)

SWMS 002 Footings, Formwork, Slab and Steel Fixing

9. Striping of form work	• Manual Tasks • Tripping & slipping hazards • Falling Objects • Formwork collapse • Electrocution • Tools/fasteners not consistent with the requirements for the job. • Formwork not erected to specification(2006 code of practice)	• Training in manual tasks & correct lifting procedures. Team lifting & task rotation • Test & tag all electrical equipment & maintain an electrical register. • Check electrical leads & equipment are free of damage. • Ensure leads do not exceed 25 meters	All Personnel
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Safe Work Method Statement (SWMS)

SWMS 002 Footings, Formwork, Slab and Steel Fixing

REVIEW NO.	1	2	3	4	5	6	7	8	9	10
NAME:	Cassandra Birdsall									
INITIAL:	CB									
DATE:	9/06/2022									

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and PPE described.

NAME	QUALIFICATION REQUIRED FOR THIS ACTIVITY	SIGNATURE	DATE	EMPLOYER