

CPCBC4009B

APPLY LEGAL REQUIREMENTS TO BUILDING AND CONSTRUCTION PROJECTS

Practical Task 1 (2X)

Description of task:

On two (2) occasions, a suitable observer is to verify the participant's ability to apply legal requirements to building and construction projects:

- Occasion 1: Residential buildings
- Occasion 2: Low rise commercial buildings (Class 1 and 10 construction and Classes 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction)

The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. Evidence to be submitted may include:

- Copies of any licences
- Business insurance Certificates of Currency
- A copy of a WHS Policy
- A copy of an Environmental Policy
- If an employer - copies of employee records, apprenticeship papers
- Sub-contractor agreements or a copy of a sub-contract
- A copy of a Business Activity Statement
- A copy of a business tax invoice that references relevant legislation
- A copy of a Dispute Resolution Procedure or documentary evidence of a dispute

The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.

Resources required:

Computer, Telephone, Building Contract.

Assessment of task

Name of participant:	Lorna Merrick		
Name of observer:	Leah Bolton		
Role of observer (Confirm suitability to sign)	Manager		
Email address of observer	leah@m7pty.com		
Signature of observer:			
Date:	Click here to enter a date.	22-03-21	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.		
	1st Occasion	2nd Occasion	
1 Legal obligations			
1.1A. Research and apply licensing or registration legislation relevant to the region, including classifications for builders, supervisors and managers.	☒	☒	
1.1B. Research, apply and monitor safety legislation and regulations applicable to on-site construction, including site safety signage	☒	☒	

requirements.		
1.1C. Research and apply codes, Acts, regulations, by-laws and standards applicable to: - Construction of the particular building project - Insurance - Sustainability - Environmental matters	☒	☒
1.1D. Set up and administer financial systems in compliance with legislation, including: - Payroll, including payment of wages, and subcontractor and supplier invoices - GST systems in compliance with legislation	☒	☒
1.1E. Meet building contract obligations through: - Observing common law principles, legislation, regulations, fair trading requirements - Selecting the correct form of contract for the project - Carrying out the work in accordance with contractual obligations - Meeting contractual conditions, including communicating with local or regulatory authorities on matters regarding approvals and financial matters	☒	☒
2 Industrial relations obligations		
1.2A. Research and apply relevant industrial relations policies and obligations, referring to relevant authorities	☒	☒
1.A. Identify and contract subcontract companies that comply with company policy and obligations.	☒	☒
1.2B. Apply relevant awards to contracts.	☒	☒
1.2C. Use workplace agreements in accordance with company policy.	☒	☒
1.2D. Take proactive measures to ensure discrimination and harassment and not practiced in the workplace, referring to anti-discrimination and equal employment opportunity legislation.	☒	☒
1.2E. Identify and apply provisions of training agreements.	☒	☒
1.2F. Make available to employees any reference material on access to industrial relations or legal information.	☒	☒
3 Dispute resolution processes		
1.3A. Apply organisational dispute resolution processes.	☒	☒
1.3B. Deal with customer complaints according to company policy.	☒	☒
1.3C. Document disputes, recording and maintaining outcomes.	☒	☒
1.3D. Effectively communicate using the following methods: - Language/concepts appropriate to cultural differences - Non-verbal communication - Written skills – using memo, letter, facsimile or email	☒	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Lorna has checked bidders licensing and classification via the QCC website and checking licensing required for projects. Lorna has checked and amended safety documentation to comply with legislation - in particular Social distancing Signage and COVID related Signage. Lorna has played an integral part of developing an environmental / sustainability policy and also a code of conduct outlining anti-discrimination and fair work principles. Lorna has ensured all contracts meet legal requirements in regard to project scope of works / value. and checked Subcontractor Licences and legal requirements that have been used on site. Lorna has recruited two apprentices ensuring all training agreements were in place and is in charge of payroll and BAS requirements. Lorna also handles customer complaints / disputes via email or telephone.