

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:	Danielle Henderson		
Name of observer:	Drew Macintosh		
Role of observer (Confirm suitability to sign)	Health and Safety Advisor		
Email address of observer	drew.macintosh@perigon.com.au		
Signature of observer:			
Date:	21/02/2020		
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

As Project Administrator Danielle is involved with all employees, sub-contractors, clients and internal departments across various facets of the business.

She is responsible for the compliance of Subcontractor Insurances and relevant licences needed to work under Perigon and communicates directly with the Payroll team to ensure any labour hire staff are paid under the Perigon EBA or a relevant EBA / Award.

For Perigon employees, Danielle uses our current EBA to resolve any site staff issues with payroll, leave, PPE and safety queries.

For Subcontractor invoices, a payment summary process is in place to incorporate all dates and payments in line with the Building Industry Fairness Act 2017.

Our Perigon policies are uploaded to a Sharepoint drive that Danielle and myself manage with current revisions and distribution to internal and external users (electronic, printed). Our subcontractors are to meet our policies which Danielle issues with their Subcontract Agreements and Purchase Orders as necessary.

When required for commercial projects, Danielle organises all permits, signage and local or builder approvals for any high risk, confined space or working at heights works, including Perigon and subcontractor SWMS's. The main safety signage used on site is for our temporary distribution boards and any live areas, which are audited during our administration audits and any non-conformances are logged in our online job management portal.

During the few residential projects we complete, Danielle liaises with the builder and relevant service authorities.

Currently, one of our projects is being accredited for Greenstar compliance, so all materials purchased under their project are reviewed for relevant best practice certification and our electrical works are compliant to Section J of the NCC 2016 Volume 1.

Danielle always follows up on client queries and potential disputes, providing all documentation requested and ensuring the outcome is reached quickly. Any major disputes are directed back up our management hierarchy and recorded in the project files.