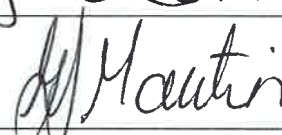


BSBPMG511 MANAGE PROJECT SCOPE

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to obtain project authorisation, develop a scope management plan, and manage the application of project scope controls.	
These tasks may be simulated or real. The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.	
Resources required: Project documentation, Organisational documentation.	
Assessment of task	
Name of participant:	Lauren Symonds
Name of observer:	Grace Martin
Role of observer (Confirm suitability to sign)	Business Manager
Email address of observer	grace@rhmbi.com.au
Signature of observer:	
Date:	Click here to enter a date. 2/4/20
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Conduct project authorisation activities	
1.1A. Develop and confirm procedures for project authorisation with an appropriate authority.	☒
1.1B. Obtain authorisation to expend resources.	☒
1.1C. Confirm project delegations and authorities in project governance arrangements.	☒
2 Define project scope	
1.2A. Identify, negotiate and document project boundaries. ✓	☒
1.2B. Establish measurable project benefits, outcomes and outputs. ✓	☒
1.2C. Establish a shared understanding of desired project outcomes with relevant stakeholders.	☒
1.2D. Document scope management plan.	☒
3 Manage project scope control process	
1.3A. Implement agreed scope management procedures and processes. ✓	☒

1.3B. Manage impact of scope changes within established time, cost and quality constraints according to change control procedures.	✓	☒
1.3C. Identify and document scope management issues and recommend improvements for future projects.	✓	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Lauren has a good understanding of the processes involved with managing a project.

BSBPMG511 MANAGE PROJECT SCOPE

PRACTICAL ASSESSMENT INSTRUCTIONS

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

Participant name Lauren Symonds

Participant signature 

Assessor name _____

Assessor signature _____

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

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

ASSESSOR COMMENTS

2.Scope Management Plan

2.1 Project Deliverables

The project deliverables include:

Stage 1: Preplanning

- Acquire engineering plans with form 15 signed from engineer and elevation drawings for all four structures to be supplied by RHM Building Innovations.
- Site plan to be drawn up with accurate measurements and the location of utilities are located.
- The council application to be submitted for Council Build Authorisation.

Stage 2: Workshop

- Kit materials for all steel structure kits to be ordered
- Concrete plan to be drawn up and to correspond with the engineering plans for the structures

Stage 3: Construction

- Earthworks to be performed by Adamson Concrete, for all 4 structures and the preparation of a driveway
- Concrete slabs to be poured by Adamson Concrete, and driveway concrete to be poured, in accordance with the concrete slab plans and engineering.
- Installation of all four structures as per the engineering design. Structure 1 shed extension to be built first.
- Structure 2 attached insulated skillion patio
- Structure 3 gable carport
- Structure 4 Freestanding insulated skillion patio to have 100 x 75mm steel downpipe to be plumbed into existing stormwater pipes.

2.2 Inclusions

The project inclusions for each deliverable include:

Stage 1:

- Acquire engineering plans with form 15 signed from engineer and elevation drawings for all four structures to be supplied by RHM Building Innovations.
 - Review of engineering plans and elevation drawings, ensuring the structural design meets expectations
 - A copy of the engineering will be supplied to the sponsor
- Site plan to be drawn up with accurate measurements and the location of utilities are located.
 - Site measure to be conducted by authorised RHM representative
 - Location of utilities to be documented & identified / located on site during site measure
 - All existing structures to be recorded and measurements taken

- The council application to be submitted for Council Build Authorisation.
 - Administration to prepare and submit the application to TJB Building Certifiers
 - The sponsor to be advised on any information requested by either the private certifier or by council.
 - Once Build Approval has been received, administration to review council standard regulations and any conditions to ensure the project meets with the required

Stage 2

- Kit materials for all steel structure kits to be ordered
 - Structural design to be reviewed before ordering. Any stock is to be used and purchase orders adjusted to suit. Colour confirmation to be reviewed for kit materials
 - Sourcing suppliers for kit materials
 - Delivery advice for kit materials to be dropped off in secure location
 - Suppliers to deliver materials directly to site
 - Installers pack with appropriate documentation for onsite regulations to be prepared
- Concrete plan to be drawn up and to correspond with the engineering plans for the structures
 - Slab plan to meet engineering plans and to suit soil type assessment.
 - A copy of the slab plan to be provided to the customer and Adamson Concreting
 - RHM to communicate and accommodate Adamson Concreting work schedule.

Stage 3

- Earthworks to be performed by Adamson Concrete, for all 4 structures and the preparation of a driveway
 - Bobcat hire, excavator and labour
- Concrete slabs to be poured by Adamson Concrete, and driveway concrete to be poured, in accordance with the concrete slab plans and engineering.
 - Includes standard SL62 Mesh, plastic underlay, 450mm x 450mm x 450mm deep piers at column locations and retained edge beam
- Installation of all four structures as per the engineering design. Structure 1 shed extension to be built first.
 - Openings only for windows
 - 100mm x 75mm steel downpipe to be plumbed to existing stormwater pipes
 - To be attached to existing shed
- Structure 2 attached insulated skillion patio
 - To be attached to house via elevated gutter brackets,
 - A reverse pitch falling back towards the house.
 - 100x 75mm steel downpipe to be plumbed to fall water on to existing house roof.
- Structure 3 gable carport
 - Concrete footings
- Structure 4 Freestanding insulated skillion patio
 - 100mm x 75mm steel downpipe to be plumbed into existing stormwater pipes.
 - Flanged posts bolting to existing concrete

2.3 Exclusions

The project exclusions for each deliverable include:

Stage 1: Preplanning

- Acquire engineering plans with form 15 signed from engineer and elevation drawings for all four structures to be supplied by RHM Building Innovations.
 - Site specific engineer's design
- Site plan to be drawn up with accurate measurements and the location of utilities are located.
 - Surveyor plans
 - Topographic plans
 - Soil testing
- The council application to be submitted for Council Build Authorisation.
 - Council Relaxation application

Stage 2: Workshop

- Kit materials for all steel structure kits to be ordered
 - Not Applicable
- Concrete plan to be drawn up and to correspond with the engineering plans for the structures
 - Any additional earthworks required for other onsite works

Stage 3: Construction

- Earthworks to be performed by Adamson Concrete, for all 4 structures and the preparation of a driveway
- Concrete slabs to be poured by Adamson Concrete, and driveway concrete to be poured, in accordance with the concrete slab plans and engineering.
- Installation of all four structures as per the engineering design. Structure 1 shed extension to be built first.
- Structure 2 attached insulated skillion patio
- Structure 3 gable carport
- Structure 4 Freestanding insulated skillion patio to have 100 x 75mm steel downpipe to be plumbed into existing stormwater pipes.
 - All items - Any work not specified within the structural design of the 4 structures



RHM Building Innovations

117 Mt Lindesay Hwy Gleneagle

Ph: 1300 858 746

ABN: 76 147 079 598

Project Charter – RHM Building Innovations	
Project Name: Mike Ennis	
Prepared by: Lauren Symonds, Administration RHM Building Innovations	
Date: 20/8/2019	
Synopsis:	Mike Ennis is wanting to build 4 different steel structures on his property. This will add future value to his land, provide additional storage where applicable and useable spaces for outside activities. RHM Building Innovations has been engaged in a contract to design, supply and construct the 4 steel structures.
Purpose / Business Need:	The four structures are to increase property value and to add additional storage space, car protection from the weather, and outside areas to use for activities. The structures are to be built of steel, and two patios are to be insulated for additional comfort from the sun. They are to be designed to aesthetically compliment the existing houses as well as provide usable space.
Product Description and Deliverables:	The project will include: • Stage 1 – Preplanning. This will involve preparing the overall design, engineering, form 15, elevation drawings, and site plan of the structures and applying for a Build Approval. A Private Certifier will be engaged for their services for the council application. • Stage 2 – Workshop. This will involve assessing the Build approval, the requirements from the engineering and structural design to prepare, order the kit materials. During this time the earthworks and concrete slabs will be scheduled in during the lead time for materials to be delivered. • Stage 3 – Construction. RHM Building Innovations installers will be provided with the job information, including the council approval and engineering. Once the materials have been delivered and the site has been prepared with earthworks and concrete slabs poured, Installation can begin. At each stage the project will be monitored by RHM Building Innovations administration. They will Liaise with the stakeholders (including the private certifier and/or the council) as needed to ensure relevant standards are being met, and the project is managed accordingly.



RHM Building Innovations

117 Mt Lindesay Hwy Gleneagle

Ph: 1300 858 746

ABN: 76 147 079 598

Project Exclusions:	The following will not be included in the project: • Connection of stormwater • Any scope not covered initially in the quotation
Project Management:	The project will be managed using PMBOK methodology
Assumptions, Constraints, Risks:	Assumptions: • The design, size and locations of the four structures will be approved by Council. • All raw materials will be available when needed at the costs quoted. • The concreter will have completed the earthworks and concrete slabs by the scheduled time. • The construction of the structures will go to schedule. Constraints: • Council regulations must be adhered to – as defined in the Build approval, including trees that cannot be removed without further council approvals. • Engineering regulations of the designed structures to ensure AS standard is being met. • Fixed budget of • Completion of all work within the allocated time allowed by council – 18 months. Risks: • Adverse weather conditions (rain, wind) delaying the project. • Adverse weather conditions creating erosion in the construction area. • Delay with delivery of kit materials • Delay with coordinating with the Concreter to have the earthworks and concrete slab prepped and poured due to their schedule. • Sizzerlifts and or other hire machines breaking down.
Resources:	The resources used in this project include: • RHM Building Innovations (Principle contractor for the supply and install of steel structures.) Includes a construction manager, project administrator and three installers. Supply and installation of all steel structures. • TJB Building Certifiers Pty Ltd (Private Certifier) to assess and submit the build application to council and liaise between the council and RHM Building Innovations. • Adamson Concreting Pty Ltd (Earthworks and concreting) for the preparation of the earth and pour of concrete slabs.



RHM Building Innovations

117 Mt Lindesay Hwy Gleneagle

Ph: 1300 858 746

ABN: 76 147 079 598

Stakeholders:	The Key stakeholders in this project include: Mike Ennis (Project Sponsor) RHM Building Innovations (Project Management & supplier) • Grace Martin –Director • Darren Martin – Construction Manager • Lauren Symonds – Project Administrator • David Buckley – Estimator TJB Building Certifiers • Matt White – Private Certifier Adamson Concreting Pty Ltd • Collin Adamson – Director
Approach:	The project will be produced through internal staff managing the project by organising the council approval, supply of kit materials and installation of the steel structures. Coordination of the earthworks and concrete slab will be conducted by RHM internal staff liaising with the concreter.
Communication and Reporting:	The following communication needs to be implemented between the owner / sponsor and the project team: • All formal and informal correspondence to take place between Lauren Symonds (Project Administrator) and the project sponsor Mike Ennis • Formal correspondence is to be written and sent to the project sponsor Mike Ennis at the beginning of every stage. • Weekly meetings held on Tuesdays and Thursdays between Grace Martin (RHM Director), Darren Martin (Construction Manager) and Lauren Symonds (Project Administrator). • Any change requests are to be reviewed by Lauren Symonds (Project Administrator) and Grace Martin (Director) if applicable. • Internal quality reports are to be sent to Lauren Symonds (Project Administrator) from installers



RHM Building Innovations

117 Mt Lindesay Hwy Gleneagle

Ph: 1300 858 746

ABN: 76 147 079 598

Acceptance:	Acceptance of the project plan at the start of the project, and acceptance of the project deliverables at the end of the project to be signed off by Lauren Symonds (Project Administrator for RHM), and Mike Ennis (Sponsor / owner).	
Change Management:	All changes to this project must be approved in writing with signatures from Mike Ennis (Owner and project Sponsor), and Lauren Symonds (Project Administrator), using the Contract Variation Form.	
Approval:	RHM Project Administrator:  20/8/19	Owner / Sponsor: M. E 22/8/19



RHM Building Innovations
117 Mt Lindesay Hwy Gleneagle
Ph: 1300 858 746
ABN: 76 147 079 598
QBCC: 1200878

Amended Scope of Works V3

JOB NUMBER: 2654	DATE: 16/03/2020
CLIENT NAME: Mike Ennis	
SITE ADDRESS: 123 Fake Street, Fake Town	
CONTACT PH:	MOB: 04123 123 12

SCOPE OF WORKS:

Supply: Structure 1

- 211m of PVC Vermaseal added on Variation 3
- 12.1m x 6m x 3.9m attached enclosed skillion awning with galvanized C-250 frame attaching to existing gable shed
- Monoclad 0.42BMT roof & wall sheeting in the colorbond colour TBA
- 1x Domestic AA Roller Door 5.1m wide x 3m high in the colorbond colour TBA
- 3x Opening only 2.1m wide x 2.1m high to suite window supplied by the customer
- Bradfords polyair performa 4.0 XHD Insulation for roof of awning and back wall (wall opposite to roller door)
- 1x Personal access door 0.82m wide x 2m high in the colorbond colour TBA
- 2x Whirly Birds in the colorbond colour TBA
- 100mm x 75mm steel Downpipe to be plumbed to existing stormwater pipes
- 12m x 6m concrete slab

Structure 2

- 8m x 4.35m x 3.3m Attached insulated skillion patio
- Attaching to house via elevated gutter brackets
- 50mm Insulroof insulated roof sheeting in the colorbond colour TBA
- 3x Merbau 90x90 post bolting to concrete slab
- Reverse pitch is falling back towards house
- 100mm x 75mm steel Downpipe and to be plumbed to fall water on to existing house roof
- 7.125m x 3m Concrete slab

Structure 3

- 6m x 6m x 2.45m Gable carport with galvanized C-200 frame and 15-degree roof pitch
- Custom Orb 0.42BMT Roof and infill sheeting in the colorbond colour TBA
- Gable infill in front gable end of carport
- 4x powder coated 75x75 SHS steel posts into concrete footings
- 100mm x 75mm steel Downpipe to be plumbed to ground
- 6m x 6m concrete slab extending to house wall and with a 3m wide driveway, with wings at roadway and with a 6m grated drain between driveway and carport slab. (NOTE: Concrete slab to be 75mm below existing termite protection on house)

Structure 4

- 6.4m x 3m x 2.97m Freestanding skillion patio
- 75mm Insulroof insulated roof sheeting in the colorbond colour TBA
- 4x Flanged 90x90 steel post bolting to existing concrete
- 100mm x 75mm steel Downpipe and to be plumbed into existing stormwater pipes.

Earthworks & Concrete:

- Earthworks and Concrete slabs to be done by Adamson Concreting Pty Ltd.
- Earthworks allowance for bobcat, excavator and labour to prepare areas of structures 1, 2 & 3 for concrete
- **Structure 1:** 12.1m x 6m Concrete slab 100mm thick with SL62 mesh, plastic underlays, 450x450x450 piers at column locations, retained edge beam to front right side of shed & earthworks, to butt up to existing gable shed slab
- **Structure 2:** 7.125m x 3m Concrete slab 100mm thick with SL62 mesh, plastic underlay and 300mm x 300mm edge beam on 3m sides and earthworks
- Small slab approximately 1m x 2m in front of side entry gate at house
- **Structures 3:** 6m x 6m Concrete slab, extending to house wall with a 3m wide driveway to road. 100mm thick, 25mpa concrete, SL72 mesh & earthworks. Driveway includes wings at roadway. **NOTE: Concrete slab must be 75mm below the existing termite protection on the house.**
- 6m long drainage grate to be installed where carport & driveway meet.

Council Application & QBCC:

- RHM Building Innovations to supply QBCC Insurance, required to submit with the council application
- Client to obtain Town Planning approval before the standard council application can be submitted
- QBCC Insurance & Standard Council to be submitted to TJB Building Certifiers
- Client to confirm site plan is correct and to be submitted as part of the council application

Installation

- All 4 structures to be built by RHM Building Innovations
- 3x Windows 2.1m x 2.1m Supplied by Customer to be Installed by RHM Building Innovations
- 3x Concrete slabs & driveway to be completed by Adamsons Concreting
- Waste Removal on completion of build
- Structure 3 (Gable carport) will be plumbed to ground
- Structure 1 (12.1 x 6 Skillion awning) and Structure 4 (6.4 x 3 x 2.97m Freestanding Patio) will be plumbed to existing stormwater pipes
- Structure 2 (Insulated Patio) will be plumbed to fall water on to existing house roof
- **Client to connect stormwater for structure 3**

PERIOD OF WORKS:

Standard council applications take approximately 20 working Business Days.
Materials are then ordered after Council approval received. Approximately 3 to 4 weeks for supply of materials.

23 Days allowed for installation (includes delays e.g. weather)

DELIVERIES SCHEDULE:

Material delivered to site, Client to be notified prior to delivery.

NOTE: Payment of Kit Materials to be paid 7 days prior to delivery. Installation will not begin until payment of kit has been received.

SPECIAL REQUIREMENTS:

- RHM requires a form 15 for the window provided by the customer.

CLIENT'S RESPONSIBILITIES:

For the safety of all parties, the client agrees to the following:

- Client is responsible for ensuring their pets safety (if any)
- Client is responsible to provide a safe working environment on site (e.g. removal of trip hazards, pet waste etc)

Client Name:

Mike Ennis

Client Signature:

Refer Contract Variation form 3

Date:

16-3-20

STAFF ONLY

Scope of works prepared by: Lauren Symonds and David Buckley

Signature:





RHM Building Innovations
117 Mt Lindsay Hwy
Glenaggle Q1 4285
P: 1300 858 740
E: info@rhmbs.com.au
www.rhmbs.com.au
ABN: 76 147 079 596 QBC: 1200874

CONTRACT VARIATION

Date 19/02/2020

Contract Number 2654 Variation Number 3

Customer Name Michael Erviss

Address 123 Fake St, Fake Town

Variation requested by ☐ Customer or RHM: ☐ Customer

Reason for Variation (if requested by RHM):

Will Variation delay Completion Date of the Works - Yes or No: ☐ No

If Yes, estimated period of delay is:

VARIATION DETAILS

Supply & install 211m of PVC Vermaxseal for Enclosed Awning

Value of variation work \$350.00
Original Total \$62,170.00 New Total \$62,520.00

PAYMENT SCHEDULE

With signing of contract	\$6,214.00
On completion of slab (if applicable)	\$16,505.00
On delivery of kit materials	\$29,725.00
On practical completion of works	\$10,076.00

☒ Erviss Representative Signature ☒ M. Erviss Customer Signature

Please return signed form to:

info@rhmbs.com.au
Or 117 Mt Lindsay Highway Glenaggle 4285

NB: The Terms & Conditions of the Contract apply to this Contract Variation.



RHM Building Innovations

117 Mt Lindsay Hwy

Glennvale Q 4285

P 1300 858 146

E info@rhmbi.com.au

www.rhmbi.com.au

ABN 74 147 079 508 CRIC 1200878

CONTRACT VARIATION

Date: 30/10/2019

Contract Number: 2654

Variation Number: 2

Customer Name: Michael Ennis

Address: 123 Fake St, Fake Town

Variation requested by - Customer or RHM: Customer

Reason for Variation (if requested by RHM):

Will Variation delay Completion Date of the Works - Yes or No: No

If yes, estimated period of delay is:

VARIATION DETAILS

Change structure 3 size to a 6m x 6m x 2.45m gable carport. Earthworks & concrete slab 6m x 6m under carport & extending to house wall with 3m wide driveway to road. Driveway includes wings at roadway. 6m long grate to be installed where driveway meets carport. Refer to Amended Scope of Works for specifications. Relaxation application not required due to Town Planning.

Value of variation work \$8,010.00

Original Total \$54,160.00

New Total \$62,170.00

PAYMENT SCHEDULE

With signing of contract
On completion of slab (if applie)
On delivery of kit materials
On practical completion of works

\$6,214.00

\$16,505.00

\$29,725.00

\$9,726.00

x

Customer Initials

x *Simonds*
Representative Signature

x *M. Ennis*
Customer Signature

Please return signed form to:

info@rhmbi.com.au

Or 117 Mt Lindsay highway Glennvale 4285

NB: The Terms & Conditions of the Contract apply to this Contract Variation.



RHM Building Innovations
117 Mt Lindsay Hwy
Gleneagle Q 4285
P: 1300 858 748
E: info@rhmbi.com.au
www.rhmbi.com.au
ABN: 76 147 079 595 GACC: 1200878

CONTRACT VARIATION

Date: 28/08/2019

Contract Number: 2654 Variation Number: 1

Customer Name: Mike Ennis

Address: 123 Fake St - Fake Town

Variation requested by - Customer or RHM: Customer

Reason for Variation (if requested by RHM): _____

Will Variation delay Completion Date of the Works - Yes or No: No

If yes, estimated period of delay is: _____

VARIATION DETAILS

Upgrade all 90mm round pvc downpipes on each structure to Colorbond steel 100mmx75mm. Cost \$150.00

Structure 3: Gable carport posts to be powder coated. Additional charge of \$320.00

Value of variation work \$470.00

Original Total \$53,690.00

New Total \$54,160.00

PAYMENT SCHEDULE

With signing of contract
On completion of slab (if applic)
On delivery of kit materials
On practical completion of works (if applic)

\$6,214.00 Paid
\$7,980.00
\$30,240.00
\$9,726.00

x [Signature]
Representative Signature

x [Signature]
Customer Signature

x M.E.
Customer Initials

Please return signed form to:

info@rhmbi.com.au

Or 117 Mt Lindsay highway Gleneagle 4285

NB: The Terms & Conditions of the Contract apply to this Contract Variation.

QBCC LEVEL 2 RENOVATION, EXTENSION AND REPAIR CONTRACT

THIS DOCUMENT CONTAINS:

- **Schedule for QBCC Level 2 Renovation, Extension and Repair Contract**
- **Prime Cost Items Schedule**
- **Provisional Sums Schedule**
- **Forms**
 - Form 1 – *Commencement Notice*
 - Form 2 – *Extension of Time Claim and Owner's Response to Claim*
 - Form 3 – *Progress Claim*
 - Form 4 – *Notice of Dispute of Progress Claim*
 - Form 5 – *Variation Document*
 - Form 6 – *Defects Document*
 - Form 7 – *Certificate of Practical Completion*

These forms are produced on 'No Carbon Required' (NCR) paper.
(Fold this cover under the triplicate copy when filling out forms)

When each form or Schedule is completed, the Contractor is to retain the original document and give 2 copies to the Owner. Extra copies of forms and Schedules may be downloaded from QBCC's website.

SCHEDULE FOR QBCC LEVEL 2 RENOVATION, EXTENSION AND REPAIR CONTRACT

This Contract is intended to be used for the renovation, extension, improvement or routine repair of a home (including a house, duplex or unit), or associated work (e.g. landscaping, building a pool or garage, etc.), where the Contract Price is \$20,000 or more. For smaller projects priced under \$20,000 the Level 1 version of this Contract should be used.

NOTE TO OWNER: To better understand your contractual rights and obligations, **BEFORE SIGNING** carefully read this Schedule and the accompanying Consumer Building Guide and the General Conditions dated July 2018.

NOTE TO CONTRACTOR: When completed, retain original and give 2 signed copies of this Schedule to the Owner.

The Owner

Owner's name/s: Mike Ennis

Address: 123 Fake St, Fake Town

Post Code: 4208

Business Phone: _____ Home Phone: _____ Fax: _____

Mobile Phone: 04123 123 12 Email: _____

Owner has checked the Contractor's licence and history via QBCC's Online Licence Search: ☐ Yes ☐ No

The Owner ☒ IS ☐ IS NOT a Resident Owner. (Tick the appropriate box)

NOTE: An Owner is a Resident Owner if he/she intends to reside in the building where the Works are to be performed on, or within 6 months of, completion of the contracted work.

Owner's Authorised Representative (if any): _____

Business Phone: _____ Home Phone: _____ Fax: _____

Mobile Phone: _____ Email: _____

The Contractor

Contractor's name (must be as shown on licence): RHM Building Innovations

Licence Number: 1200878 ABN No: 76 147 079 598

Contractor confirms: My licence is current, active and appropriate for this work: ☒ Yes ☐ No

Address: 117 Mt Lindesay Highway Gleneagle QLD

Postcode: 4285

Business Phone: 1300 858 746 Home Phone: _____ Fax: _____

Mobile Phone: _____ Email: info@rhmbi.com.au

Contractor's Authorised Representative (if any): Grace Martin

Business Phone: 1300 858 746 Home Phone: _____ Fax: _____

Mobile Phone: _____ Email: info@rhmbi.com.au

Item	Subject	Notes	Particulars
1	CONTRACT PRICE Condition 4. WARNING: The Contract Price is subject to change due to Conditions 19, 20, 21 & 24.	For information about Prime Cost (PC) Items and Provisional Sums (PS) see Condition 4 of the General Conditions. If the Contract includes such allowances, a PC/PS Schedule must be completed by the Contractor, signed by both parties and attached.	(a) Fixed Price Component: \$ <u>53,690.00</u> (incl. GST) (includes deposit in Item 2) (b) Prime Cost Items (if any): \$ _____ (incl. GST) (c) Provisional Sums (if any): \$ _____ (incl. GST) CONTRACT PRICE = \$ <u>53,690.00</u> (incl. GST) (a) + (b) + (c)

M. E.

Item	Subject	Notes	Particulars
15	CONTRACT DOCUMENTS Conditions 4, 8 & 30	Any subsequent amendments or 'variations' to this Contract must be recorded in a Variation Document (such as QBCC Form 5) which then forms part of the Contract.	(a) PLANS (dated and attached) supplied by: Contractor ☐ Owner ☒ on ___/___/___ N/A (b) SPECIFICATIONS (dated and attached) supplied by: Contractor ☒ Owner ☐ on ___/___/___ N/A (c) PRIME COST ITEMS / PROVISIONAL SUMS Are Prime Cost Items included? YES ☐ NO ☒ Are Provisional Sums included? YES ☐ NO ☒ If YES to either question, the Contractor must complete and sign the Prime Cost Items and/or Provisional Sums Schedule/s and copy to Owner. (d) FOUNDATIONS DATA supplied by: Contractor ☐ Owner ☒ on ___/___/___ N/A NOTE: Foundations Data must be obtained if the contracted work requires the construction or alteration of, or may adversely affect, footings or a concrete slab for a building. Unless appropriate and reliable Foundation Data already exists, the Contractor is required to obtain appropriate Foundations Data and provide a copy to the Owner upon payment of the costs incurred in obtaining the data.
16	SIGNATURES	NOTE: The Contractor must give the Owner: (a) the QBCC Consumer Building Guide before the Owner signs the Contract; and (b) a signed copy of the entire Contract, including plans and specifications, within 5 business days after the Contractor signs the Contract.	Signed by the Owner/s: Owner 1: <u>MICHAEL ENNIS</u> Owner 2 (if any): _____ In the presence of: _____ (signature of witness) Signed by the Contractor: <u>[Signature]</u> In the presence of: <u>[Signature]</u> (signature of witness) Dated this: <u>22</u> day of <u>AUG</u> 20<u>19</u>

IMPORTANT NOTICE TO OWNER: 'COOLING-OFF' PERIOD

Under Schedule 1B of the QBCC Act you may have the right to withdraw from this Contract during the cooling-off period of 5 business days commencing when you have received both a signed copy of this Contract and the Consumer Building Guide. If you wish to withdraw under the 'cooling-off' provisions you must give the Contractor a signed written notice stating that you withdraw from the Contract under the cooling-off provisions in section 35 of Schedule 1B of the QBCC Act (see Condition 2 of the General Conditions for more details).

The Owner and the Contractor agree that the Contractor shall carry out the Works described in this Contract for the Contract Price it provides and upon its terms.

This Contract includes:

This Schedule for QBCC Level 2 Renovation, Extension and Repair Contract, PC and PS Schedules (if relevant) and Forms 1 - 7 (if used), all dated July 2018;

General Conditions included in the Homeowner's and Contractor's Booklets dated July 2018, and any special conditions; and

Plans, specifications and any other contract documents described in Item 15 of this Contract Schedule.

Item	Subject	Notes	Particulars
7	DATE FOR PRACTICAL COMPLETION Conditions 22, 23 & 28	NOTE TO CONTRACTOR: Complete only one of the options in the 'Particulars' column (i.e. Date or Completion Period) and delete the other. The Date/Completion Period stated here includes allowances for likely delays stated in Item 6B.	Date: ____ / ____ / ____ OR Completion Period of <u>23</u> calendar days (see Schedule Item 6) from the Starting Date or the date on which the work under this Contract is commenced, whichever is the earlier .
PROGRESS PAYMENTS (Conditions 19 & 28)			
WARNING FOR CONTRACTOR: The QBCC Act requires that all progress payments must be directly related to the progress of the work at the Site and proportionate to the value of the work that relates to the claim (e.g. the total value of the progress claims plus the deposit cannot exceed 50% of the Contract Price until more than 50% of the work has been performed on Site). Breaches of this requirement attract heavy penalties. In presenting each progress claim you are warranting that the work on Site has reached the relevant stage set out below, and that the total amount claimed at any stage (including the deposit) is proportionate to the progress of the contracted work at the Site.			
8	STAGE NO.	Description of Construction Stage when Progress Payment is due (Number of Stages will depend on the nature and value of the contracted work). If insufficient space below, attach further details of payments stages.	% of Contract Price
	1	QBCC Insurance, Standard Council Application & Relaxation Application	% \$ 3,530.00
	2	Earthworks and Concrete	% \$ 7,980.00
	3	Kit Materials	% \$ 29,770.00
	4		% \$
	5		% \$
	6		% \$
	7		% \$
	8		% \$
		PRACTICAL COMPLETION STAGE	% \$ 9,726.00
		TOTAL OF PROGRESS PAYMENTS =	% \$ 51,006.00
NOTE: The total of progress payments above, plus the deposit recorded in Schedule Item 2, must equal the total amount shown for the Contract Price in Schedule Item 1.			
WARNING TO OWNER		Your insurance protection under the Queensland Home Warranty Scheme administered by QBCC may be reduced if you make payments which are greater than, or prior to, what the Contract requires.	

Item	Subject	Notes	Particulars
2	DEPOSIT Condition 19 (For further details on maximum deposits see s33 of Schedule 1B of the QBCC Act)	NOTE TO CONTRACTOR: If QBCC Home Warranty Insurance applies, you must collect the premium from the Owner, and pay it to QBCC, within 10 business days after entering the contract and before residential construction work starts (whichever is earlier)	Amount of deposit: \$ <u>2,684.00</u> (incl. GST) <i>(The QBCC Home Warranty Insurance premium forms part of the deposit but is not a taxable supply for the Contractor)</i> The maximum deposit allowed is: • 5% of the Contract Price where Contract Price is \$20,000 or more; or • 20% of the Contract Price where off-site work is valued at more than 50% of total Contract Price (irrespective of the amount of the Contract Price)
3	BRIEF DESCRIPTION OF THE WORKS	Insert a brief description of the contracted work and attach and refer to plans and specifications e.g. <i>kitchen and bathroom renovation as per attached plans dated.../.../... & specifications dated.../.../...</i>	<u>Supply and install a 12.1 x 6 x 3.9 Attached Skillion Awning,</u> <u>A 8x4.35x3.3 Insulayed Patio, a 6x5.45x2.4 gable carport</u> <u>& a 6.4x3x2.97 Freestanding Skillion patio. Refer to Scope of works for specifications</u>
4	SITE Condition 13		Site Address: _____ Real Property Description: Lot No: <u>01</u> Plan Type (e.g. RP/SP/BUP): <u>RP</u> Plan No: <u>123456</u> Local Authority: <u>Gold Coast</u>
5	STARTING DATE Conditions 1, 10 & 17	NOTE: The Contractor must ensure that the work under this Contract starts by the Starting Date, being the latest of: • the following agreed date _____ / _____ / _____; or • 10 business days after the issue of approved plans by the Assessing Certifier; or • 10 business days after the Owner has satisfied its financial obligations under Condition 5.1.	
6	COMPLETION PERIOD (including Construction Days and allowances for likely delays) Conditions 22, 23 & 28	NOTE TO CONTRACTOR: You must state in Item 6B the allowances (in days) you have made for delay factors which are reasonably likely to affect the time required to carry out the work. NOTE TO OWNER: The Contractor is not entitled to claim an extension of the Date for Practical Completion (Schedule Item 7) for a delay stated here (e.g. inclement weather) unless the number of days the Contractor is actually delayed is greater than the allowance stated here in Schedule Item 6B.	6A. Construction Days (excluding delays allowed in 'B') Business days needed to construct the Works = <u>15</u> PLUS 6B. Allowances for likely delays: (i) Inclement weather allowance (business days) = <u>2</u> (ii) Other likely delays, if any (business days) = <u>2</u> Details of delay <u>Supply Delays</u> _____ (iii) Non-working days (incl. w/ends, RDOs, public holidays, etc.) = <u>4</u> Total delay days allowed: (i) + (ii) + (iii) = <u>8</u> COMPLETION PERIOD: Construction Days (Item 6A) PLUS Total delay days allowed above (Item 6B) = <u>23</u> <i>(This total represents the number of days between the Starting Date and the Date for Practical Completion)</i>



RHM Building Innovations
117 Mt Lindesay Hwy Gleneagle
Ph: 1300 858 746
ABN: 76 147 079 598
QBCC: 1200878

Scope of Works

JOB NUMBER: 2654	DATE: 20/08/19
CLIENT NAME: Mike Ennis	
SITE ADDRESS: 123 Fake St, Fake Town	
CONTACT PH:	MOB: 04123 123 12
SCOPE OF WORKS:	
Supply:	
Structure 1 ✓	
- 12.1m x 6m x 3.9m attached Enclosed skillion awning with galvanized C-250 frame attaching to existing gable shed - Monoclad 0.42BMT roof & wall sheeting in the colorbond colour TBA - 1x Domestic AA Roller Door 5.1m wide x 3m high in the colorbond colour TBA - 3x Opening only 2.1m wide x 2.1m high to suite window supplied by the customer - Bradfords polyair performa 4.0 XHD Insulation for roof of awning and back wall (wall opposite to roller door) - 1x Personal access door 0.82m wide x 2m high in the colorbond colour TBA - 2x Whirly Birds in the colorbond colour TBA	
Structure 2 ✓	
- 8m x 4.35m x 3.3m Attached insulated skillion patio - Attaching to house via elevated gutter brackets - 50mm Insulroof insulated roof sheeting in the colorbond colour TBA - 3x Merbau 90x90 post bolting to concrete slab - Reverse pitch is falling back towards house	
Structure 3 ✓	
- 6m x 5.45m x 2.4m Gable carport with galvanized C-200 frame and 15-degree roof pitch - Custom Orb 0.42BMT Roof and infill sheeting in the colorbond colour TBA - Gable infill in front gable end of carport - 4x Galvanized 75x75 SHS steel posts into concrete footings - Concrete cutting	
Structure 4 ✓	
- 6.4m x 3m x 2.97m Freestanding skillion patio - 75mm Insulroof insulated roof sheeting in the colorbond colour TBA - 4x Flanged 90x90 steel post bolting to existing concrete	

MS ✓

Earthworks & Concrete: ✓

- Earthworks and Concrete slabs to be done by Adamson Concreting Pty Ltd.
- Earthworks allowance for bobcat, excavator and labour to prepare both areas of structure 1 & 2 for concrete
- Structure 1: 12.1m x 6m Concrete slab 100mm thick with SL62 mesh, plastic underlays, 450x450x450 piers at column locations, retained edge beam to front right side of shed & earthworks, to butt up to existing gable shed slab
- Structure 2: 7.125m x 3m Concrete slab 100mm thick with SL62 mesh, plastic underlay and 300mm x 300mm edge beam on 3m sides and earthworks
- Small slab approximately 1m x 2m in front of side entry gate at house

Council Application & QBCC: ✓

- RHM Building Innovations to supply QBCC Insurance, required to submit with the council application
- QBCC Insurance, Standard Council & Relaxation Application to be submitted to TJB Building Certifiers
- Client to confirm site plan is correct and to be submitted as part of the council application

Installation ✓

- All 4 structures to be built by RHM Building Innovations
- 2x Concrete slabs to be completed by Adamsons Concreting
- Waste Removal on completion of build
- Structure 3 (Gable carport) will be plumbed to ground
- Structure 1 (12.1 x 6 Skillion awning) and Structure 4 (6.4 x 3 x 2.97m Freestanding Patio) will be plumbed to existing stormwater pipes
- Structure 2 (Insulated Patio) will be plumbed to fall water on to existing house roof
- **Client to connect stormwater for structure 3**

PERIOD OF WORKS:

Standard council applications take approximately 20 working Business Days. Relaxation applications take a further 20 working business days. Overall 40 working business days allowed for council.

Materials are then ordered after Council approval received. Approximately 3 to 4 weeks for supply of materials.

23 Days allowed for installation (includes delays e.g. weather)

DELIVERIES SCHEDULE:

Material delivered to site, Client to be notified prior to delivery.

NOTE: Payment of Kit Materials to be paid 7 days prior to delivery. Installation will not begin until payment of kit has been received.

M. ✓

SPECIAL REQUIREMENTS:

- RHM requires a form 15 for the window provided by the customer.

CLIENT'S RESPONSIBILITIES:

For the safety of all parties, the client agrees to the following:

- Client is responsible for ensuring their pets safety (if any)
- Client is responsible to provide a safe working environment on site (e.g. removal of trip hazards, pet waste etc)

Client Name:

MIKE ENNIS

Client Signature:

M. Ennis

Date:

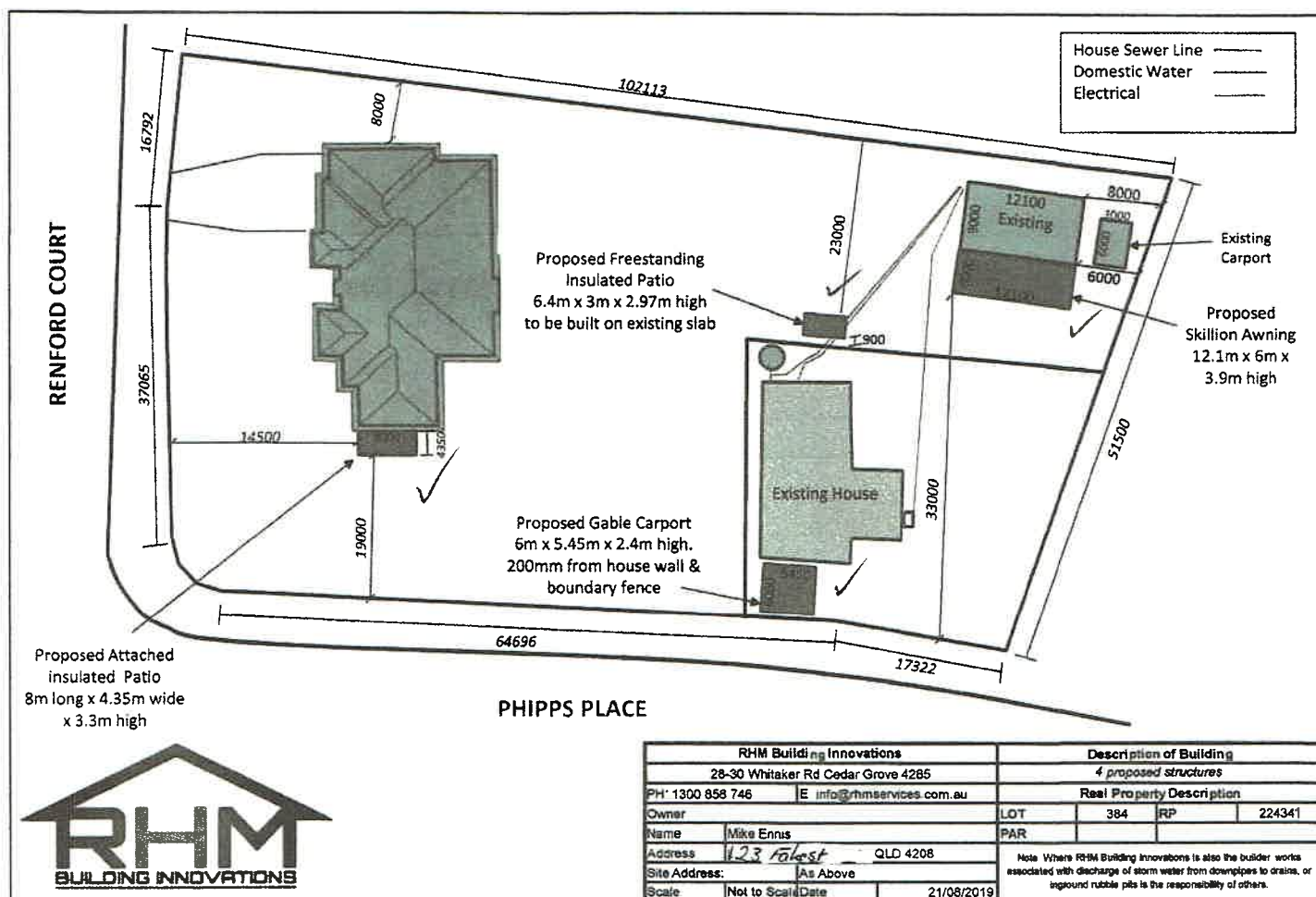
22.8.19

STAFF ONLY

Scope of works prepared by: Lauren Symonds :

Signature:

Lauren Symonds



M. Ennis



RHM Building Innovations
117 Mt Lindesay Hwy Gleneagle
Ph: 1300 858 746
ABN: 76 147 079 598
QBCC: 1200878

STRUCTURE 1: ENCLOSED SKILLION AWNING COLOUR CONFIRMATION

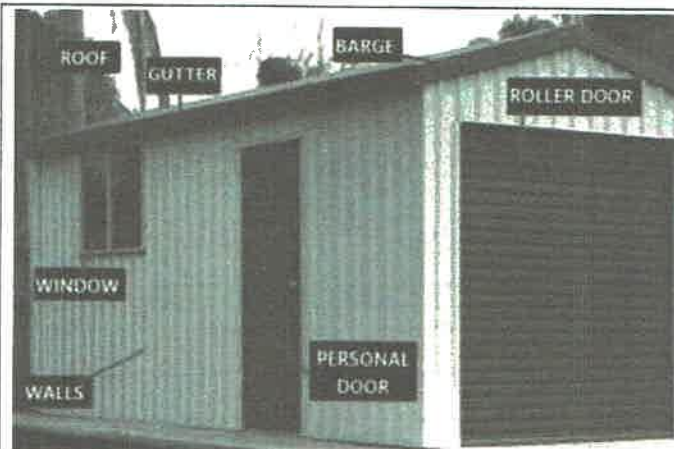
To enable us to order the materials for your project, we require the colours for the items listed below. Please complete this form and return to our office at your earliest convenience.

Name: Mike Ennis

Contract: # 2654

Address: 123 Fake St, Fake Town

Roof: SURFMIST	Walls: SURFMIST
Windows: N/A	Personal Door: SURFMIST
Roller Door: MONUMENT Woodland Grey LS	Whirly Bird: SURFMIST
Gutter: JASPER	Barge: JASPER
Down Pipes: 90mm PVC (white only) JASPER	
Miscellaneous:	



Additional Notes/Specifications:

Signed by Client,

Name:

MIKE ENNIS

Signature:

M. Ennis

Date: 22.8.19



RHM Building Innovations
117 Mt Lindesay Hwy Gleneagle
Ph: 1300 858 746
ABN: 76 147 079 598
QBCC: 1200878

STRUCTURE 2: INSULATED SKILLION PATIO - COLOUR CONFIRMATION

To enable us to order the materials for your project, we require the colours for the items listed below. Please complete this form and return to our office at your earliest convenience.

Name: Mike Ennis

Contract: #2654

Address: 123 Fake St, Fake Town

Roof: Topside SURFMIST

Underside: WHITE

Gutter: WALLABY

Barge: WALLABY

Posts: MERBU

Beams: SURFMIST

Down Pipes:
90mm PVC (white only)

Miscellaneous:



Additional Notes/Specifications:

Signed by Client,

Name: MIKE ENNIS

Signature: M. Ennis

Date: 22.8.19

RHM Services Pty Ltd ABN 76 147 079 598
117 Mt Lindesay Hwy, Gleneagle QLD 4285



RHM Building Innovations
 117 Mt Lindesay Hwy Gleneagle
 Ph: 1300 858 746
 ABN: 76 147 079 598
 QBCC: 1200878

STRUCTURE 3: GABLE CARPORT - COLOUR CONFIRMATION

To enable us to order the materials for your project, we require the colours for the items listed below. Please complete this form and return to our office at your earliest convenience.

Name: Mike Ennis	Contract: #2654
Address: 123 Fake St Fake Town	

Roof: JASPER	
Gable Infill: CLASSIC CREAM (Wall Sheet) / Polycarbonate Clear / Opaque	Other Infill Required Details Provided by Client: Yes / ☒ No
Gutter: JASPER	Barge: JASPER
Posts: JASPER	Beams: CLASSIC CREAM
Down Pipes: 90mm PVC (white only) JASPER	
Miscellaneous:	

	Additional Notes/Specifications:
--	---

Signed by Client,	
Name: MIKE ENNIS	
Signature: M.E.	Date: 22.8.19

RHM Services Pty Ltd ABN 76 147 079 598
 117 Mt Lindesay Hwy, Gleneagle QLD 4285



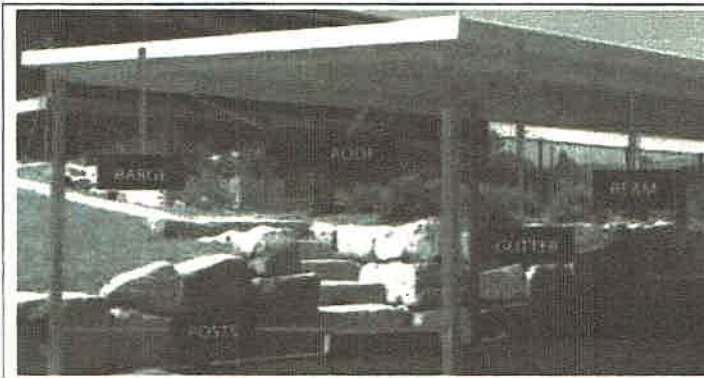
RHM Building Innovations
 117 Mt Lindesay Hwy Gleneagle
 Ph: 1300 858 746
 ABN: 76 147 079 598
 QBCC: 1200878

STRUCTURE 4: FREESTANDING INSULATED SKILLION PATIO - COLOUR CONFIRMATION

To enable us to order the materials for your project, we require the colours for the items listed below. Please complete this form and return to our office at your earliest convenience.

Name: Mike Ennis	Contract: # 2654
Address: 123 Fake Street, Fake Town	

Roof: Topside SURFMIST	Underside: WHITE
Gutter: MONUMENT Woodland Grey S	Barge: MONUMENT Woodland Grey S
Posts: MONUMENT Woodland Grey S	Beams: SURFMIST
Down Pipes: 90mm PVC (white only) MONUMENT Woodland Grey S	
Miscellaneous:	



Additional Notes/Specifications:

Signed by Client,	
Name: MIKE ENNIS	
Signature: M. Ennis	Date: 22.8.19



Delivery Advice

Customer: Mike Ennis

Job #: 2654

Phone: 1300 858 746

Site Address: 123 Fake Street, Fake Town

Distance from main towns (kms)	
Distance from main highway (kms)	M1.
Is it possible for a "Semi" truck to gain access to the site?	☒ Yes ☐ No
Does anybody live on site?	☒ Yes ☐ No
Is there access within 10m of construction site? If no please specify	☒ Yes ☐ No
Property Type:	Vacant Block ☐ House Block ☐ Acreage ☒ Industrial / Commercial ☐
Street Type:	Dead End ☒ Through Road ☐ Single Lane ☐ Dual Lane ☐
Is there a suitable turnaround on the property or roadway? Please specify	☒ Yes ☐ No
Access Surface:	Concrete ☒ Bitumen ☐ Gravel ☐ Clay ☐ Sand ☐ Grass ☒
Does rain affect the property access?	☐ Yes ☒ No
Please specify any extra information that may assist in delivery:	

M. E



Site Access Permission: I MIKE ENNIS give permission for the driver to proceed onto the above property and accept any damage to the grounds or grass is not the drivers, nor the company / business or any of its supplier's responsibility.

Drivers will not access site via unsafe or inaccessible tracks. It is the customers responsibility if delivery vehicles require towing. If delivery details are incorrect or there is no one on site to help unload, the delivery may not be executed, and additional freight charges may apply.

Customer Name:

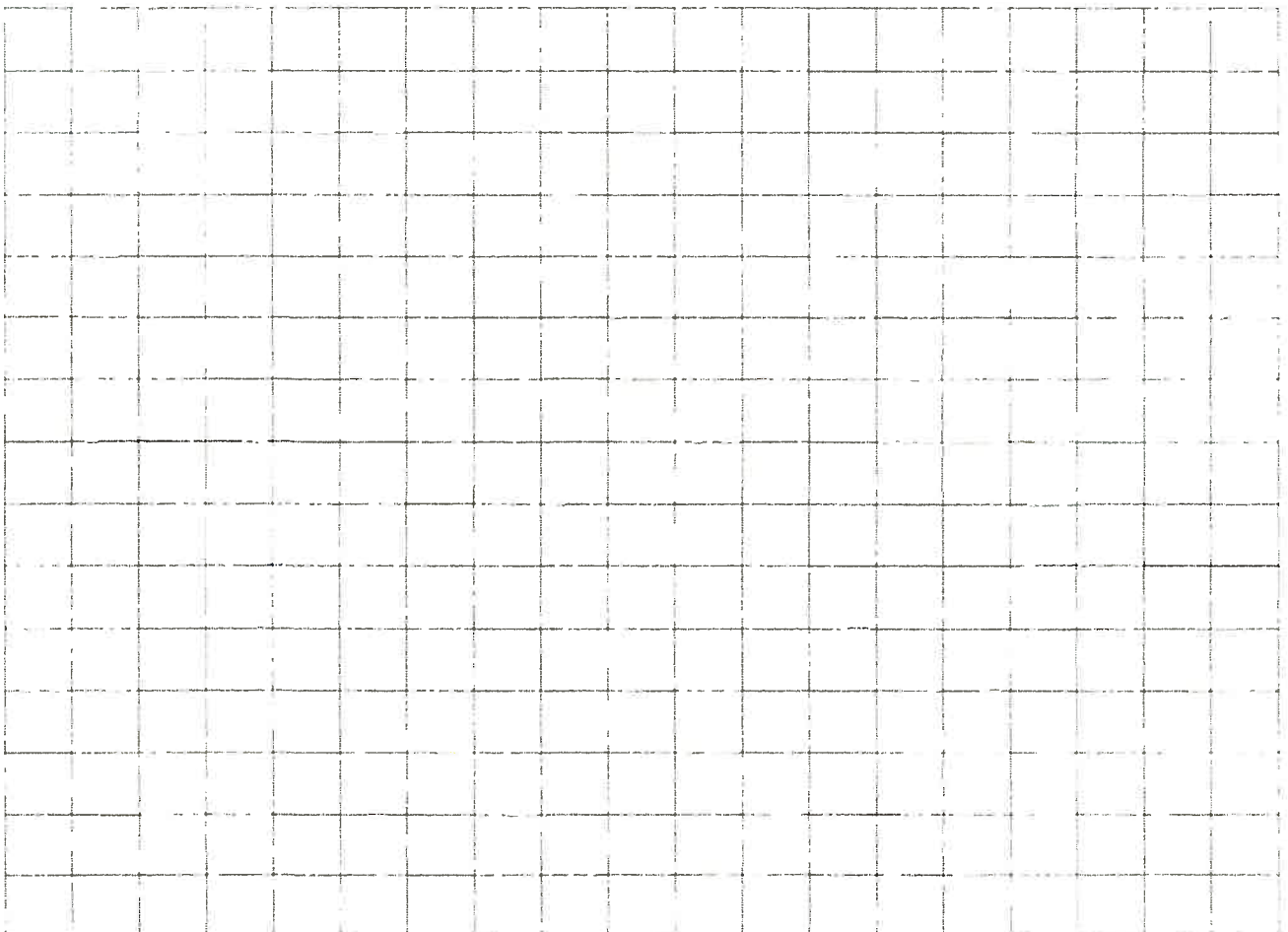
Date:

MIKE ENNIS

22.8.19

Customer Signature:

M.S.





RHM Building Innovations

117 Mt Lindesay Hwy Gleneagle

Ph: 1300 858 746

ABN: 76 147 079 598

Scope Management Lessons Learned	
Date: 31/03/2020	
Client:	Mike Ennis #2654
Lesson Learned Number	1
What was the action undertaken?	Concreter engaged to do earthworks to prepare build area for concrete slabs. When earthworks began the concreter discovered there was rock underneath the soil, in the location where the structure's footings were required to go as per engineering.
What was the result?	A change in design of the structures footings to meet engineering requirements. Also needed to negotiate the additional cost to have a rock breaker. Additional hours were required to complete the earthworks.
What might have been the preferred result?	No rock beneath the soil
What is the specific Lesson learned?	An additional condition at quotation stage to advise client that should there be additional work required due to unexpected earthworks issues (i.e Rock in location of where footings are going, as there is no control over what we can't see)
How could one identify a similar situation in the future?	If building within the area where rock was found below ground, it can be expected that rock is likely to be underground in the same area, if the ground is at the same level. I.e Undertaking earthworks at one house, then neighbour wants to build a carport, it is likely that their site will potentially have rock under the soil.
What Behaviour is recommended for the future?	A condition on the quotation provided to the customer regarding the concreting / earthworks that the quote excludes an allowance for any additional earthwork requirements i.e rock breaker.
Where and how can this knowledge be used later in this current project?	The structures that also required earthworks is to be expected that rock breaking is required to complete the earthworks.
Where and how can this knowledge be used in future for project?	Awareness that this may be an additional requirement on any project and must be considered when quoting or planning, to allow for extra time.
Who should be informed about this lesson learned?	Project Administration, Salesman and Director.
How should this lesson learned be disseminated?	Tip sheets, email and website