BSBLDR403
LEAD TEAM EFFECTIVENESS

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.
  - The Participant's 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 an alternate task of equal value.
  - Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name	Rebecca David
Participant signature	RDavid
Date	21/11/2919
Assessor name	
Assessor signature	
Date	Click here to enter a date.

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☐	☐
Task 1 (Occasion 2)	☐	☐

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Practical Task 1 (2X)

Description of task:
On two (2) occasions, a suitable observer is to verify the participant's ability to lead team effectiveness, including:

- Developing a team work plan that provides –
  - Documentation of how it was generated and how it will be monitored
  - Incorporation of innovation and productivity measures
- Communicating with team members and management to –
  - Identify and establish the team purpose, roles, responsibilities, goals plans objectives
  - Consult, encourage, support and provide feedback
  - Model team leadership behaviours and approaches
  - Resolve problems

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:

- Meeting minutes (e.g. subcontractor meeting, HSE committee meeting)

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:
Nil

Assessment of task

Name of participant:	Rebecca David
Name of observer:	Amy Maxwell
Role of observer (Confirm suitability to sign)	HSEQ Coordinator
Email address of observer	Amy.maxwell@paynters.com.au
Signature of observer:	
Date:	21/11/2019

When completing the task, did the participant:	**Tick if satisfactorily completed. Provide comments if left unticked.** 1st Occasion	2nd Occasion
1.A. Lead and consult with the team to document work plan, incorporating: • Team purpose, roles, responsibilities, goals, plans and objectives • Innovation and productivity measures • Notes on how the work plan was generated and how it would be monitored	☑	☑
1.B. Lead team to develop cohesion, including: • Providing opportunities for input of team members into planning, decision making and operational aspects • Encouraging and supporting team members to take responsibility for own work and to assist each other • Providing feedback to team members to encourage, value and reward individual and team efforts and contributions	☑	☑

1.C. Participate in and facilitate work team, including: • Leading and supporting team members in meeting expected outcomes, through delegation and work allocation • Actively encouraging team members to participate in and take responsibility for team activities and communication processes • Giving the team support to identify and resolve problems, issues and concerns • Acting as a role model to enhance the organisation's image	☑	☑
1.D. Maintain open communication by passing information from management to the team and vice versa (including issues, concerns and problems) and ensuring follow-up action was taken.	☑	☑

The Participant's performance was: ☑ **Satisfactory** ☐ **Not Satisfactory**

OBSERVER COMMENTS

Good planner, knew the content well and delivered the material with confidence.

Encouraged a team environment and generated feedback and good participation from the team.

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HSEQ COMMITTEE MEETING MINUTES

Meeting held in Boardroom,

On 11th September 2019 commencing at 14:30

Present:

Chris Mitchell ------------------------------ Contracts Administrator
Rebecca David-------- Preconstruction Contracts Administrator
Daniel Burns --- Project Manager
Kaffe Shelton ------------------------------ Contracts Administrator
Amy Matthews ----------------------------------- HSEQ Coordinator
Katrina Tomkins ------------------------------------ Project Manager
Daniel Dunne --- HSEQ Manager
Ross Mills --- Foreman
Rhys O'Dwyer--- Foreman
Will Lightfoot ------------------------------------ Design Coordinator
Cameron Barker --------------------------------- Site Safety Officer
Laura Hilton ----------------------------- Onboarding & Compliance
Emma Manwaring--- Estimating

Apologies:

Grant Slatter --- Site Manager
Chris Jacobson ------------------------------------- Design Manager
Ashley Leach -- Estimator

Distribution: All present, Senior Management

Next Meeting: 9th October 2019

Item	Description	Action	Due By
0.0	**OVERVIEW**		
0.1	Upcoming Alerts/Toolbox Topics • September – WAH (Trenches, Manhole, Piling) • October – Access & Housekeeping/Roof Access • November – Fire Extinguishers	AM	Monthly
1.0	**MINUTES OF PREVIOUS MEETING**		
1.1	Accepted by all.	NIL	
2.0	**HEALTH**		
2.1	**Current Trends of the statistics**	NIL	
	○ Office & Administration – Flu & other infections		
	○ Pre-Construction - (nil issues)		
	○ Estimating - (nil issues)		

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Item	Description	Action	Due By
3.0	**SAFETY**		
3.1	**Current Trends of the statistics**		
3.1.1	**Hazards – top trending for 2018/2019** ○ 1 PPE – 301 ○ 2 Electrical - 246 ○ 3 Scaffold - 163 ○ 4 Housekeeping - 143 ○ 5 Falls from heights - 135	AM	Nil
3.1.2	**Incidents this month – August** ○ LTI's – 0 ○ MTI's – 5 ○ First Aid – 1 ○ Dangerous Events – 0 ○ Near Miss – 0 All incidents discussed with the committee. Update was provided on Mark Osburg's condition, Michael Bowler and LTI at Rosalie IRW.	AM	Nil
3.1.3	**First Aid Injuries – top trending 2018/2019** ○ 1 Hands and fingers - 33 ○ 2 Hips and Legs - 16 ○ 3 Shoulders & Arms - 14 ○ 4 Eye - 10	AM	Nil
3.2	**Staff Training (Safety)**		
3.2.1	○ Safety Alerts – Monthly as decided by committee. ○ New Audit Tool developed for RCS. Will be shared with all committee members who have access to iAuditor for comment.	AM	11.10.19
	○ Office & Administration – First Aid Training ongoing where required. Those requiring a CPR Refresher advise AM.		Nil
	○ Pre-Construction –		
	○ Estimating - (nil issues)		
	○ Construction – discussion around the use of ladders within the business regardless if an active construction site exists. Committee to drive the use of platform ladders only. ○ Discussion around the installation of non-compliant equipment by our subcontractors. E.g. mechanical plant reinstated after fire was not compliant. ○ Committee requested a breakdown of MTIs into bodily location. ○ Committee requested a breakdown of eye injuries before and after implementing the RCS Action Plan.		

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Item	Description	Action	Due By
	○ Committee acknowledges there could be opportunity to implement mandatory safety glasses and gloves on Paynters sites. ○ Changes to the Scaffolding CoP will be distributed via a one page brief. ○ Concrete Pump CoP changes will be presented via one page brief and webinars.		
3.3	**Safety in Design**		
3.3.1	Site Specific Trends – ○		
3.3.2	Construction Phase – ○		
3.3.3	Impacts on Existing Tenants – ○		
3.3.4	Operational Use ○		
3.3.5	Maintenance Hazards – ○		
3.3.6	Pre-Construction Template to be update. ○ No change to the SIDS		
3.4.7	Fully Documented Projects – ○		
4.0	**ENVIRONMENT**		
4.1	Current Trends of the Statistics		
4.1.1	Recycling vs General Landfill Waste – ○ General Waste costs have doubled. ○ Contaminated waste costs have tripled. ○ Recycle bins are being used on jobs where room and servicing permits		
4.2	Dust Controls ○		
4.3	Noise Controls ○		
5.0	**QUALITY**		
5.1	Current Trends of the Statistics ○ Office & Administration – (nil issues)		
	○ Pre-Construction – (nil issues)		
	○ Estimating – (nil issues)		
	○ Construction – (nil issues)		
5.2	ITPs – Inspection Test Plans ○ Templates are being used in Asite and iAuditor.		
5.3	Document Control ○		
6.0	**GENERAL BUSINESS**		
6.1	Site Inductions for Paynters staff on Projects. All must undergo induction upon arrival to site. This will be communicated to all site staff via email and PM, CA and site staff meetings.	AM	11.10.19

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Item	Description	Action	Due By
6.2	RCS Audit tool has been developed. Committee Members to review and provide feedback next meeting.	AM	11.10.19
6.3	Asbestos removal from site – isolated case of demolition contractor removing asbestos inappropriately. Discussion amongst committee confirmed this is an isolated case and prior to demolition work where there is no asbestos register in place, the project team conduct sampling or survey to confirm what is present.	Nil	
6.4	HSEQ Alert on Asbestos to be issued at next PM/CA Meetings	AM	October
7.0	**MEETING CLOSED**		
7.1	Meeting closed at 15:40		

Approved: Manel

Rebecca David
Preconstruction Contracts Administrator

CONTRACTS ADMINISTRATORS
MINUTES
MEETING NO. 80

Meeting Held 10am Monday 19th August 2019 at Paynters Office, 7 Baroona Road, Milton

Present:	Catherine Robinson	Contracts Administrator	CR
	Chris Mitchell	Contracts Administrator	CM
	Dan Wilson	Contracts Administrator	DW
	Daniel Gull	Contracts Administrator	DG
	Gillian Livingstone	Contracts Administrator	GL
	Jarred Hancock	Contracts Administrator	JH
	Jason Douglass	Contracts Administrator	JD
	Jason Hyde	Contracts Administrator	JHy
	John O'Kane	Contracts Administrator	JO
	Kaffe Shelton	Contracts Administrator	KS
	Michael Taylor	Contracts Administrator	MT
	Ross Heaver	Estimator/Contracts Administrator	RH
	Sean Milton-Head	Contracts Administrator	SMH
	Tom McNicholas	Contracts Administrator	TM
	Wayne Berglin	Contracts Manager – Insurance	WB
	Zane Biffanti	Contracts Administrator	ZB
	Chad Gardiner	Building Cadet	CG
	Chloe Morris	Building Cadet	CMo
	Emma Manwaring	Building Cadet	EM
	Jack Purdy	Building Cadet	JP
	Amy Matthews	HSEQ Coordinator	AM
	Ashley Lowe	Preconstruction Manager	ALo
	Chris Micale	Financial Controller	CMi
	Dean Scott	Construction Manager	DS
Apologies:	Brett Johnston	General Manager	BJ
	Daniel Dunne	HSEQ Manager	DD
	Neil Southwell	Finance Director	NS
Absent:	Ryan Beverley	Contracts Administrator	RB

Distribution: All Present, Apologies, Absent

Next Meeting: **Monday 16th September 2019 – 10am**

ITEM	DESCRIPTION	ACTION	DUE DATE
80.1	**Items arising from previous meeting 79**		
80.1.1	Minutes from previous meeting 79 generally accepted.	Note	
80.1.2	Apologies received; - Brett Johnston - Daniel Dunne - Neil Southwell	Note Note	

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ITEM	DESCRIPTION	ACTION	DUE DATE
	Meeting invites have been sent for the balance of the meetings for 2019. Please make sure you advise MH if unable to attend (i.e. Respond to Outlook meeting invite).		
80.2	**HSEQ**		
80.2.1	HSEQ Statistics were displayed and AM discussed the incidents/ injuries for June: - **MTI – DEST0101** - Whilst worker was disposing a cement sheet into the skip bin via the bin chute, the worker lost grip of the sheet causing a sharp pain to their back. - **FTI -QHCH0104 -** Worker was bitten by an insect on the ear whilst wearing ear muffs for the task. - **FTI – QHCH0104 -** Worker sustained a minor laceration to the back of the right hand whilst installing duct work. - **FTI – DEST0101 -** Worker sustained a foreign body to the eye whilst cutting metal framing. Eye washed out and worker returned to normal duties. - **FTI – DEST0101** - Worker sustained minor laceration to the thumb whilst securing bottom plate to the floor - **FTI – DEST0101** - Worker hit their head on plant deck steel and refused to seek treatment on or off site. - **FTA – DETA6701** - Worker sustained minor laceration to the middle finger whilst lifting cable tray. - **FTI – DETA6701** - Worker sustained minor laceration to the thumb whilst operating a wacker packer. - **FTI – DETA6701** - Worker sustained a minor laceration to the thumb whilst handling tape measure. - **FTI – DETA6701 -** Worker sustained a minor laceration to the middle finger whilst installing flashing into place around window. - **FTI – DETA6701 -** Worker sustained a minor laceration to the index finger whilst using tin snips. - **FTI – DETA6701 -** Worker sustained a laceration to the right cheek due to the demolition saw kicking back and contacting the worker in the face. - **FTI – DETA6701 -** Worker sustained minor laceration to index finger whilst installing angle onto side of window.	Note	

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ITEM	DESCRIPTION	ACTION	DUE DATE
80.2.2	There have been no recent Legislation changes.	Note	
80.2.3	AM noted the approximately 30% of the reports were on time, 30% late, and 30% over 2 weeks late.	Note	
80.2.4	If an inspector attends site, the Project Manager is to be notified, who will then notify the relevant management within Paynters.	Note	
80.2.5	As part of tender submissions Paynters are required to outline how many notices have been issued. Once the tender progresses a stat Dec is then required to be provided to confirm the accuracy of the information provided.	Note	
80.2.6	Upcoming changes to the PQC process will result in demerit points being accrued. If more than 20 points are accrued in a 12-month period, then a 3-year ban can be applied. Further information will be provided when the regime is officially rolled out.	Note	
80.2.7	A roof access fact sheet is currently being compiled and will be distributed shortly. The scope for roof access needs to be review and discussed between the Project Team and HSEQ to ensure that a suitable solution is adopted for the project.	All Staff	
80.3	**STAFF CHANGE AND TRAINING**		
80.3.1	First Aid Certification is available to all staff members. Please see AM to register interest.	All	Ongoing
80.3.2	The following Staff Changes were noted: - Brodie Rodman (Project Manager) - Paul Malone (Design Coordinator) - Aleks Petrasevic leaving. - John McGuiness and Glynn Brook (Left)	Note	
80.3.3	DS advised that training will be provided in Gladstone on the 21/08/19 and in Brisbane on the 22/08/18for the: - Daily Site Diary - ITC's - iAuditor ITP's - Field Manager (Defect Module) - Asite 'Quick Guides' If you require a refresher, please attend this session.	Note	

ITEM	DESCRIPTION	ACTION	DUE DATE
80.3.4	MH asked if there were any requests for further training in Asite, Cheops, or Paynters procedures and processes. No comments received.	Note	
80.3.5	Other Staff Change and Training matters were called for and no further items raised.	Note	
80.4	**INFORMATON TECHNOLOGY, ACCOUNTING AND ADMINISTRATION**		
80.4.1	Cost Reports are due Wednesday 21/08/2019. Reminder to ensure that Head Contract Variation Register, Subcontract Variation Register and Up to Date Letting Schedule are included in the copy for Brett.	ALL	21/08/19
80.4.2	The Insurance Claim register is to be kept up to date. Ensure that if any follow ups or the likes are made, they are noted in the comment's column, this will ensure that each project team does not need to be followed up.	ALL	Ongoing
80.4.3	CMi presented a comparison of the current reporting calendar to the proposed reporting calendar. The revised calendar is based on 'working days' in the month and will provide consistent milestone timeframes. A trial calendar will be issued for the remainder of 2019.	Note	
80.4.4	CMi presented statistics provided by the ATO on Paynters subcontractors.		
80.4.5	**Cheops**: - Cheops conducted their 'Health Check' on the 6th and 7th of August. - A report is currently being prepared to provide recommendations of how our use of Cheops can be improved.	Note	
80.4.6	**Asite:** - The Paynters Dashboard is now Live, and an email has been sent explaining how to set this as default. - The transmittal widget is also live and displays the number of transmittals which need to be resent. - JD/JH raised concerns regarding subcontractors not signing the invitation to tender letter. MH to review with JD/JH.	Note Note Note	

ITEM	DESCRIPTION	ACTION	DUE DATE
80.4.7	MH raised that notices need to be issued to subcontractors at the expiry of DLP regarding retention. This is a statutory requirement. If you project is approaching expiry of DLP please speak with either MH or CMi. Payment terms for retention release is as per our current subcontract payment terms.	Note	
80.4.8	Other IT, Accounting and Administration matters were called for and no further items raised.	Note	
80.5	**PRECONSTRUCTION**		
80.5.1	AL noted the need to consider appropriate construction methods when cavity sliders are to be tiled. Designs must consider AS1684 'Timber Framing Code' and AS3958.1 'Guide to the installation of ceramic tiles'	Note	
80.5.2	AS1170.4 Earthquake Code – Architectural features to be considered. Speak with consultants and consider any detailing required to comply with this code. Need to scope into trade packages accordingly	Note	
80.6	**GENERAL / NEW ITEMS**		
80.6.1	Each attendee provided a brief update on their projects, the trades which are currently in the market and any trades which may currently be creating an issue.	Note	
80.6.2	DS raised the controls around Fire and Smoke wall construction and compliance including inspections and final sign off, notable discussions are Baseline data is required for the following installations on all projects where fire and smoke walls are installed. Data should be recorded on an elevation or marked plan showing the location of penetrations, these elevations or plans should corollate to the register of penetrations or passive fire items installed. - Smoke wall penetrations – Elevation showing the penetrations and a register that is numbered in accordance with the elevation - Fire Wall Penetrations Elevation showing the penetrations and a register that is numbered in accordance with the elevation - Identification of the location of all fire dampers installed. Provide a register of the same.	Note	

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ITEM	DESCRIPTION	ACTION	DUE DATE
	- FHR, Fire extinguisher and other equipment register and location drawings - Smoke and Fire door location plan and registers - Fire Sprinkler and Hydrants - Fire Alarm Systems Baseline data is required to as set down in Accordance with AS1851 Major service trades to have maintenance throughout the DLP in accordance with AS1851 service schedules including the 12-month schedule and or project documents. This maintenance period needs to be discussed with the clients and logbooks completed when the contractors carry out schedule visits. It should be noted that clients are requiring proof that servicing has indeed taken place. Paynters client DOW's should be clear on what Paynters are providing to the client in the DLP period. A documented system of inspections throughout the construction phase should be adopted. Project Managers must control this process. The inspecting authority should be providing written acceptance of works through periodic inspections. Photographic inspections should be avoided.		
80.6.3	The Paynters standard Microsoft Project Template is now available in the Asite Corporate Directory.	Note	
80.6.4	Remeed are to be provided the opportunity to price, final clean, site signage and plant hire packages. A rates document will be circulated soon.	Note	
Meeting closed @ 11:150AM			

Approved: ....

Rebecca David

Preconstruction Contracts Administrator