

CPCCBC4017

ARRANGE RESOURCES AND PREPARE FOR THE BUILDING AND CONSTRUCTION PROJECT

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4017 Arrange resources and prepare for the building and construction project* cover all aspects of the unit of competency. For Apprentices/Trainees, this includes supervisor completion of the Apprentice/Trainee Record (ATR).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be fair, flexible, valid and reliable. If a Participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, who should note such arrangements in the 'Assessor Comments' on the affected assessment. If a Participant feels they are not yet ready to be assessed, they should discuss their options with their Trainer/Assessor.

To satisfactorily complete the assessment, the Participant is required to answer all questions correctly and demonstrate their skills to industry standards. If a Participant does not answer all questions or perform all tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency.

The Trainer/Assessor can provide the Participant with additional information on interpreting the assessment outcomes and guide the Participant's options. If a Participant is still deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result as per the process in the Student Handbook.

By signing below, the Participant acknowledges:

- They understand the assessment instructions and requirements, and consent to being assessed.
- The work submitted is to be their own work – with the work of/with others needing to be clearly acknowledged and documented.
- They consent to any photo/video recording of their work that occurs during assessment.

Participant name	Rex Henderson
Participant signature	

Pre-requisite unit(s) to be achieved and authenticated prior to undertaking assessment

☒ Not applicable

Task	Date completed	Assessment Results	
Theory Exam	Select Date.	☐ Satisfactory	☐ Not Satisfactory
Workbook	Select Date.	☐ Satisfactory	☐ Not Satisfactory
Practical Assessment	Select Date.	☐ Satisfactory	☐ Not Satisfactory
Outcome for CPCCBC4017	Select Date.	☐ Competent	☐ Not Yet Competent

Evidence requirements checklist (ticked by assessor and evidence supplied to RTO)

☐ Theory Exam
 ☐ Practical Assessment
☐ Workbook

Assessor name	
Assessor signature	

CPCBC4017

ARRANGE RESOURCES AND PREPARE FOR THE BUILDING AND CONSTRUCTION PROJECT

THEORY EXAM

Participant name	Rex Henderson
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FOR THE PARTICIPANT
Instructions
• You will complete written questions as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge. • It is anticipated that you should complete this assessment within two (2) hours, but additional time may be allowed upon negotiation with the Assessor. • You must complete all questions unassisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded. ○ An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party. ○ Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support. ▪ If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).
Resources required
Pen

FOR THE ASSESSOR
Instructions
• Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments) • All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question). • Assessors are to complete marking in pen of a different colour to the Participant. • If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

Q1. Discuss the different project documents you need to source and read to organise the site and workers for a building and construction project.

Answer

1. Project Plans and Specifications

Architectural Drawings: Detailed drawings that illustrate the design, layout, and dimensions of the project.

Engineering Plans: Structural, mechanical, electrical, and plumbing plans that provide technical specifications.

Site Plans: Maps that show the project's location, boundaries, and any existing site features.

2. Contracts and Agreements

Contract Documents: Agreements between the client and contractor, outlining scope, responsibilities, and deliverables.

Subcontractor Agreements: Contracts with subcontractors detailing their specific roles, responsibilities, and payment terms.

3. Permits and Approvals

Building Permits: Official documents required to begin construction, ensuring compliance with local building codes.

Environmental Approvals: Documents verifying that the project adheres to environmental regulations.

4. Budget and Financial Documents

Project Budget: A detailed financial plan outlining expected costs, including labour, materials, and overhead.

Cost Estimates: Projections for specific elements of the project to help manage finances.

5. Schedule and Timeline

Project Timeline: A schedule detailing key milestone, deadlines, and the overall timeline of the project.

Gantt Charts: Visual representations of the project schedule, showing tasks and their durations.

6. Health and Safety Documents

Safety Plans: Documents outlining safety protocols, risk assessments, and emergency procedures.

Training Records: Proof of safety training and certifications for workers on site.

7. Site Management Plans

Site Logistics Plans: Documents that detail site layout, including access points, material storage, and equipment placement.

Workforce Management Plans: Details on staffing, shifts, and crew assignments.

8. Communication Plans

Stakeholder Communication Plans: Outlines how updates will be communicated to stakeholders, including clients, workers, and subcontractors.

9. Quality Control Documents

Quality Assurance Plans: Guidelines for ensuring the quality of materials and workmanship throughout the project.

Inspection Reports: Documents that outline the results of inspections and compliance with project specifications.

10. Change Orders and Requests

Change Order Forms: Documents used to request changes to the original contract, including cost and time implications.



Q2. Discuss the purpose of organising a site handover date with the client.**Answer** Organizing a site handover date with the client serves several key purposes:

Clarity and Accountability: Establishing a specific date provides clarity for both the client and the project team. It sets a clear deadline for completion and helps hold everyone accountable for their responsibilities leading up to the handover.

Transition Planning: The handover date marks the transition from construction or project completion to occupancy or operational use. This allows the client to prepare for the transition, including moving in, setting up equipment, or implementing operational processes.

Final Inspections and Punch Lists: Prior to the handover, it enables time for final inspections, addressing any outstanding issues, and creating a punch list of minor tasks that need completion. This ensures the site is delivered in optimal condition.

Documentation and Training: The handover process often includes delivering key documents, such as operation manuals, warranties, and maintenance guidelines. It's also an opportunity to provide training for the client's staff on how to use the facilities or equipment effectively.

Building Relationships: Scheduling a handover date helps foster a positive relationship between the client and the project team. It demonstrates professionalism and a commitment to client satisfaction, paving the way for potential future collaborations.

Project Closure: The handover date is a significant milestone that indicates the formal closure of the project. It allows for the finalization of financial matters, including settling any outstanding invoices and confirming completion.

Regulatory Compliance: Ensuring that all necessary inspections and approvals are completed before the handover date helps guarantee compliance with local regulations and building codes.

Q3. Discuss the following types of insurance and the purpose that builders or building companies need to organise them.**Answer**

Insurance	Purpose/requirement
Workers compensation	Similar to employer's liability insurance, this is often required by law and provides benefits to employees who are injured or become ill as a result of their work. It covers medical expenses and lost wages for injured workers.



Contract/Construction Works insurance	Contract Works Insurance, also known as Builder's Risk Insurance, is a crucial type of coverage for builders and construction companies. Its primary purpose is to protect the construction project itself against various risks that can lead to financial loss. Here are the key purposes of Contract Works Insurance
Public liability	This insurance protects builders against claims resulting from defects in products supplied or installed. If a construction material or product causes harm or damage after installation, this insurance helps cover legal and compensation costs.
Professional indemnity	This insurance protects builders and construction professionals against claims of negligence or inadequate work. If a client alleges that poor advice or design led to financial losses, this insurance covers legal costs and compensation claims.
Commercial Motor Vehicle	Covers vehicles owned or used by the construction company for business purposes. This includes protection against accidents, theft, and damage to vehicles used for transporting materials or employees.

Q4. Describe the approval or permits needed before construction can start on most types of residential building work in your state or territory.

Answer Development Approval (DA), Building Approval , Plumbing and Drainage Approval, Stormwater Management Plan, Planning and Zoning Approvals, ☐

Other Considerations
Depending on the scope and location of your project, additional approvals or permits might be required.

Compliance Inspections

Q5. Discuss when and how you will submit the plans for approval with the local council.

Answer Submitting plans for approval with the local council is a critical step that requires careful preparation and timely action. By following the appropriate procedures and allowing sufficient time for review, builders and developers can ensure compliance with local regulations and facilitate a smoother construction process. Being proactive in communication and documentation can also help to minimize delays and potential issues during the approval stage ☐

Q6. Discuss why builders should keep and maintain records of subcontractors, site supervisors and worker competencies and licences.

Answer Compliance with Legal Requirements..
Ensuring Competency and Safety
Quality Control
Effective Project Management
Risk Management
Insurance and Liability
Auditing and Reviews
Building Trust and Credibility
Maintaining comprehensive records of subcontractors, site supervisors, and worker competencies and licenses is essential for builders. It helps ensure legal compliance, promotes safety and quality, facilitates effective project management, and enhances the overall reputation of the builder in the industry. By prioritizing record-keeping, builders can mitigate risks, manage liabilities, and support the ongoing development of their workforce. ☐

Q7. Discuss which fees must be confirmed paid with accounts personnel before handover to the client.

Answer Contractor and Subcontractor Payments, Material Suppliers' Invoices Permits and Licensing Fees, Inspection and Compliance Fees, Utility Connection Fees, Site Cleanup and Waste Disposal Fees, Insurance Premiums, Administrative Fees, Final Payment or Retention Taxes and Levies, ☐

It is crucial to confirm that all fees have been settled with the accounts personnel. This not only helps maintain good relationships with subcontractors, suppliers, and local authorities but also protects the builder from potential legal issues. A thorough review of all financial obligations ensures a smooth and successful handover, paving the way for future business opportunities and maintaining a solid reputation in the industry.

Q8. Discuss security arrangements that may need to be organised for the site.

Answer Site fencing for To create a physical barrier that restricts entry to the site and protects against theft or vandalism. ☐

Access Control To ensure that only authorized personnel have access to the site, reducing the risk of theft or accidents

Security Personnel To monitor activities, deter criminal behavior, and respond quickly to any security breaches.

Surveillance Cameras To deter theft and vandalism, provide evidence in case of incidents, and enhance overall site security.

Alarm Systems To provide an immediate response mechanism to potential security threats.

Material Storage Security To prevent theft of valuable construction materials and tools.

Site Safety Training To ensure everyone on the site understands their role in maintaining security and safety.

Emergency Response Plan To ensure that all personnel know how to respond effectively to security threats.

Regular Security Audits o ensure that security arrangements remain effective and up to date with potential risks.

Q9. What is the legal reason you must understand and adhere to site policies, procedures and work instructions.

Answer This is because policies and procedures in the workplace are essential for the efficient management of employees in any business. Detailed workplace policies and procedures outline the correct ways of working, sets standards of behaviour and helps articulates your organisation's mission and values. ☐

Q10. Specify who should be advised of upcoming work, parking and other restrictions.

Answer Building Permit Fees, Development Approval Fees, Inspection Fees, Utility Connection Fees, Final Account and Contractual Fees, Trade Contractor Fees, Insurance Premiums, Landscaping and Site Cleanup Fees, Warranty and Maintenance Fees, Additional Regulatory Fees. Confirming that all relevant fees are paid before the handover is critical to ensuring a smooth transition and preventing future disputes. Engaging with accounts personnel to verify the status of these payments not only protects the builder's interests but also fosters trust and transparency with the client. Clear communication about these financial obligations helps facilitate a positive handover experience.



Q11. Discuss the facilities that need to be organised for the site.

Answer Organizing these facilities is crucial for the smooth operation of a construction site. Proper planning and management of site facilities contribute to worker safety, compliance with regulations, and overall project efficiency. Ensuring that all necessary facilities are in place helps create a conducive working environment, which is vital for the successful completion of construction projects.
Site office, Safety and First Aid Facilities, Toilets and Sanitary Facilities
Break and Rest Areas, Storage Facilities, Tool and Equipment Maintenance Area, Waste Disposal and Recycling Stations, Security Facilities, Signage and Information Boards, Parking Facilities, Access Roads and Pathways, Environmental Protection Facilities, Utilities and Power Supply



Q12. Explain the importance of documenting site access and egress for construction site works.

Answer Documenting site access and egress is essential for ensuring safety, compliance, and operational efficiency on construction sites. It plays a critical role in emergency preparedness, regulatory compliance, logistical planning, and overall site management. By maintaining clear and accessible documentation, construction managers can promote a safer working environment, facilitate smoother operations, and enhance communication among all stakeholders involved in the project.



Q13. Discuss strategies you can apply that ensure all workers are inducted, informed and regularly updated of their on-site safety responsibilities.

Answer Comprehensive Induction Programs, Regular Safety Meetings, Use of Visual Aids and Signage, Ongoing Training and Refreshers, Utilize Technology and Digital Tools, Develop Clear Safety Procedures and Responsibilities, Encourage Worker Participation and Feedback, Regular Safety Audits and Inspections, Create Emergency Response Plans, Continuous Improvement and Adaptation,

Once these strategies are in place, you can ensure that all workers are effectively inducted, informed, and regularly updated on their on-site safety responsibilities. A proactive approach to safety communication and training fosters a culture of safety, reduces the risk of accidents, and promotes the well-being of all workers on-site. Regular reinforcement of safety practices and open communication will empower workers to prioritize safety in their daily tasks.



Q14. What services must be organised for the site? Discuss how this is achieved.

Answer Temporary Power Supply, Temporary Water Supply, Waste Management and Disposal Services, Sanitary Facilities, Safety and Emergency Services, Communication Services, Site Security Services, Transport and Access Services, Site Office and Facilities.

Organizing these essential services for a construction site involves careful planning, coordination with service providers, and adherence to safety and regulatory requirements. By systematically addressing each service area, you can create a functional and safe working environment that supports the successful completion of the project. Regular monitoring and maintenance of these services are also crucial to ensure their continued effectiveness throughout the construction process.



Q15. Discuss how waste avoidance actions can be encouraged and monitored on-site.

Answer Implement a Waste Management Plan, Conduct Training and Awareness Programs, Design for Minimization, Set Up Waste Segregation Stations, Monitor Material Usage and Inventory, Encourage Reuse of Materials, Regular Inspections and Audits, Engage Workers in Waste Reduction Initiatives, Use Technology for Monitoring, Establish Partnerships with Recycling Facilities.

Implementation of these strategies, construction sites can effectively encourage and monitor waste avoidance actions. A proactive approach to waste management not only helps reduce costs and environmental impact but also fosters a culture of sustainability and responsibility among workers. Regular training, monitoring, and engagement with workers are key to sustaining these efforts and achieving long-term waste reduction goals.



Q16. Why would the builder change/adapt workplace procedures and workplace safety requirements at a new site?

Answer

Comprehensive Induction Program, Regular Safety Training, Safety Meetings and Toolbox Talks, Clear Communication of Safety Responsibilities, Use of Safety Checklists and Procedures, Feedback Mechanism, Visual Reminders and Signage, Regular Safety Audits and Inspections, Incentives for Safety Compliance, Continuous Learning and Updates,

Construction managers can effectively induct, inform, and regularly update workers about their safety responsibilities on-site. A strong safety culture, characterized by ongoing education, clear communication, and active participation, significantly reduces the risk of accidents and enhances the overall safety of the construction environment. Ensuring that all workers are well-informed and engaged fosters a collective commitment to safety, ultimately leading to better project outcomes and a healthier workplace



Q17. What industrial relations requirements need to be considered when organising on-site human resources?

Answer

Understanding Relevant Legislation, Employment Contracts and Agreements, Consultation and Communication, Compliance with Health and Safety Regulations, Wages and Benefits Compliance, Managing Industrial Relations and Union Involvement, Dispute Resolution Processes, Diversity and Inclusion Policies, Training and Development Opportunities Monitoring Compliance and Reporting,

Considering these industrial relations requirements when organizing on-site human resources is essential for fostering a positive and compliant workplace environment. By prioritizing clear communication, fair treatment, safety, and professional development, organizations can promote worker satisfaction and enhance productivity while minimizing the risk of disputes and legal issues. Regular monitoring and adherence to best practices will further strengthen industrial relations within the workforce.



Q18. Specify competencies and licences needed by workers on a construction site.

Answer

General Construction Induction Training, Trade-Specific Qualifications Forklift and Plant Operator Licenses, Scaffolding Licenses, Asbestos Awareness Training, First Aid and CPR Certification, Working at Heights Training, Confined Space Entry Training, Electrical Safety Training, Heavy Vehicle License, Site Supervisors' Safety Training Scheme (SSSTS), Environmental Awareness Training, Driver's License.

Ensuring that all workers on a construction site possess the necessary competencies and licenses is critical for maintaining safety, compliance, and efficiency. Regular training and certification updates are essential to keep skills current and to adapt to changing regulations and technologies in the construction industry. Employers should verify that all workers hold the appropriate qualifications before allowing them to perform their tasks on-site..



Q19. Specify processes applied to protect existing services at the site.

Answer

Conduct a Site Survey, Identify and Assess Risks, Implement Protection Measures, Coordinate with Utility Providers, Develop a Service Protection Plan, Communicate with the Project Team, Monitor and Inspect Existing Services, Utilize Non-Destructive Techniques, Document Everything, Establish Emergency Procedures.

Construction teams can effectively protect existing services at the site, minimizing the risk of disruption and damage. Comprehensive planning, regular communication, and adherence to safety protocols are essential for maintaining the integrity of existing services throughout the project. Regular monitoring and quick response to any issues will further enhance the safety and success of the construction activities.



Q20. Describe the steps you take to organise a temporary power supply at a building site.

Answer

Assess Power Requirements, Identify Power Sources, Obtain Necessary Permits, Hire a Licensed Electrician, Set Up Temporary Power Connections, Install Distribution Systems, Implement Safety Measures, Establish Emergency Procedures, Monitor and Maintain Power Supply, Communicate with the Team.

By following these steps, you can effectively organize a temporary power supply for a building site, ensuring that construction activities proceed safely and efficiently. Proper planning, compliance with regulations, and ongoing maintenance are essential for maintaining a reliable and safe power supply throughout the project. Regular reviews and communication with the team will help address any emerging needs or challenges,



Q21. Describe the steps you take to organise a temporary water supply to a building site.

Answer

Assess Water Needs, Identify Water Sources, Obtain Necessary Permits
Hire a Licensed Contractor, Set Up Temporary Connections, Install Water Distribution Systems, Ensure Potable Water Supply, Create Drainage and Waste Management Plans, Monitor and Maintain the Water Supply, Communicate with the Team,
By following these steps, you can effectively organize a temporary water supply for a building site, ensuring that construction activities proceed smoothly and safely. Proper planning, compliance with regulations, and ongoing maintenance are key to maintaining a reliable and efficient water supply throughout the project.



Q22. Discuss the 'Must-have' temporary services for on-site operations.

Answer

Electricity Supply, Water Supply, Waste Management Facilities, Welfare Facilities, Site Security, Communication Systems, Temporary Roads and Access, Fire Safety Services, Temporary Structures.
Establishing these 'must-have' temporary services is crucial for the effective operation of a construction site. By ensuring access to electricity, water, waste management, welfare facilities, security, communication, and fire safety, construction teams can create a safe and efficient working environment. These services not only support the day-to-day operations of the site but also help maintain compliance with health and safety regulations, ultimately contributing to the project's success. Regular assessments and maintenance of these services are essential to address any emerging needs or challenges throughout the project.



Q23. Discuss the relevant Workplace Health and Safety codes with regards to Council requirements for temporary site set-up.

Answer

Complying with WHS codes and local council requirements is crucial for the safe and effective setup of temporary construction sites. By adhering to these guidelines, construction teams can ensure a safe work environment, minimize risks, and meet regulatory obligations. Regularly reviewing and updating safety protocols and site setups will help adapt to changes in regulations and best practices, ultimately contributing to a successful construction project.



Q24. Clarify waste facilities and waste removal that must be organised for the site.

Answer

Organizing waste facilities and waste removal for a construction site is critical for maintaining a safe, compliant, and environmentally responsible operation. By identifying waste types, planning for waste facilities, ensuring regulatory compliance, and implementing effective waste management practices, construction teams can minimize their environmental impact while promoting a clean and organized worksite. Regular monitoring and training help reinforce the importance of responsible waste management among all personnel.



Q25. Describe methods used to confirm materials needed for the build..

Answer

Reviewing Project Plans and Specifications, Creating a Bill of Quantities (BoQ), Using Material Takeoffs, Consulting with Architects and Engineer Engaging Suppliers and Vendors, Reviewing Previous Projects, Conducting Site Surveys, Updating for Design Changes, Utilizing Construction Management Software, Conducting Regular Team Meetings,
By employing these methods to confirm materials needed for the build, construction teams can effectively manage material procurement, minimize delays, and ensure the project is completed on time and within budget. A proactive and collaborative approach to material planning is key to the success of any construction project.



Q26. Describe processes you follow when ordering materials to meet scheduled delivery dates.

Answer Assess Project Material Needs, Establish a Timeline, Research Suppliers and Pricing, Place Orders, Monitor Order Status, Prepare for Delivery Receiving Materials, Receiving Materials, Update Inventory Records, Review and Evaluate Suppliers. ☐

By following these processes, construction teams can effectively order materials to meet scheduled delivery dates, ensuring that the project remains on track and minimizing delays. Consistent communication with suppliers and proactive planning are key to successful material management in construction projects.

Q27. Discuss the steps involved when receiving ordered materials at the site.

Answer Pre-Delivery Preparation, Receiving Documentation, Inspection of Delivered Materials, Receiving and Signing Off, Documentation of Discrepancies, Storage of Materials, Updating Inventory Records, Communication with Team Members, Regular Follow-Up. ☐

Receiving ordered materials at a construction site is a crucial process that requires attention to detail and effective communication. By following these steps, construction teams can ensure that materials are received efficiently, verified for quality, and properly stored, minimizing delays and disruptions to the project schedule. Regularly reviewing these processes can further enhance efficiency and accuracy in managing material deliveries.

Q28. How do you secure and protect materials and plant and equipment that is held on site?

Answer Construction teams can effectively secure and protect materials and plant equipment on-site. A combination of physical barriers, surveillance technology, training, and effective inventory management helps minimize the risk of theft, damage, and loss, ultimately ensuring a safer and more efficient construction environment. Regularly reviewing and updating security measures will help adapt to new challenges and maintain a secure worksite. ☐

Q29. Why would the builder engage a construction work supervisor?

Answer

Engaging a construction work supervisor is vital for managing the complexities of construction projects. Their expertise in oversight, safety compliance, quality control, and resource management helps ensure that projects are completed efficiently, safely, and to a high standard. By having a dedicated supervisor on-site, builders can enhance overall project outcomes, minimize risks, and improve communication among all parties involved.



Q30. What is the name of the road traffic authority in your work area?

Answer

The road traffic authority in the Sunshine Coast area of Queensland, which includes Maroochydore, is Transport and Main Roads (TMR). TMR is responsible for the planning, management, and regulation of road transport in Queensland, including overseeing road safety, traffic regulations, and infrastructure development. If you need information specific to your project, you can contact them or visit their official website for guidelines and regulations related to road traffic and construction activities.



Q31. Discuss the importance of traffic management related to a construction zone.

Answer

Site Fencing and Barriers, Lighting, CCTV and Surveillance, Access Control, Secure Storage Areas, Inventory Management, Training and Awareness, On-Site Security Personnel, Equipment Tracking Technologies, Weather Protection.

Implementing these strategies can significantly enhance the security and protection of materials and plant equipment on a construction site. A combination of physical barriers, surveillance technology, effective training, and proper inventory management creates a secure environment, minimizing the risk of theft, damage, and loss. Regular reviews and updates of security protocols will help adapt to new challenges and ensure ongoing protection.



Q32. Discuss different types of electronic communication you use when arranging resources and preparing for a building and construction project.

Answer

Email, Project Management Software Instant Messaging and Chat Applications, Video Conferencing, File Sharing Services, Construction Management Software, Digital Scheduling Tools, Social Media and Networking Platforms, Webinars and Online Training Platforms, Mobile Applications.

Utilizing a combination of these electronic communication methods enhances collaboration and efficiency in arranging resources and preparing for construction projects. Each method serves a specific purpose and can be tailored to meet the needs of the project team, ensuring that information flows smoothly and that all stakeholders are informed and engaged throughout the project lifecycle.



Q33. What is involved in organising building approval with the local council?

Answer

Organizing building approval with the local council involves a detailed process that requires careful planning, adherence to regulations, and effective communication with local authorities. By following these steps and engaging with qualified professionals, you can navigate the approval process more smoothly, ensuring your construction project complies with all relevant laws and standards.



Q34. Discuss how the local councils protect heritage places.

Answer

How is cultural heritage protected in Australia? The majority of cultural heritage is protected by state and territory legislation. However, as noted above, the Australian Government protects certain listed sites under the EPBC Act and 'last minute' declarations can also be made under the ATSIHP Act.



Q35. Discuss your local council requirements relating to tree conservation.

Answer

For specific guidelines and the most current regulations, it is essential to refer directly to the Sunshine Coast Council's official website or contact the council's planning and environment department. They can provide detailed information on tree conservation requirements, including application forms, relevant policies, and any recent updates to regulations affecting Maroochydore and its surrounding areas.



CPCCBC4017

ARRANGE RESOURCES AND PREPARE FOR THE BUILDING AND CONSTRUCTION PROJECT

WORKBOOK

Participant name	Rex Henderson
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FOR THE PARTICIPANT
Instructions - You will complete written activities as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge. - The timeframe for these tasks will be established by your Assessor or Training Plan, but additional time may be allowed upon negotiation with the Assessor. - You must complete all questions unassisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded. - An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party. - Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support. - If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).
Resources required
Pen

FOR THE ASSESSOR
Instructions - Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments) - All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question). - Assessors are to complete marking in pen of a different colour to the Participant. - If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

NOTE

At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.

At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

For the following activity, name a local authority (council) that you wish to examine.

Local authority (council)	Sunshine Coast Queensland
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ACTIVITY 1

Locate the website of the local authority relevant to a building site you are currently involved in. Research and respond to the following:

- Specify the council requirements relating to work zones on sections of road.
- Protection for heritage places.
- Permits to remove or clear protected vegetation.
- Environmental nuisance complaints- building work noise.

a) Specify the council requirements relating to work zones on sections of road

Sunshine Coast Council's Roadworks Information Page (available on the Council website)

Queensland Department of Transport and Main Roads (TMR) for roadworks guidelines and traffic management regulations.

b) Protection for heritage places

Protecting heritage places on the Sunshine Coast requires careful planning, respect for cultural significance, and adherence to local, state, and national regulations. Developers and property owners are expected to follow a clear process to ensure that heritage values are maintained, which may involve the submission of detailed assessments, consultation, and ongoing management of the property. For more specific information or to confirm the status of a heritage place, it's best to consult with the Sunshine Coast Council's planning team or refer to the Sunshine Coast Planning Scheme and the Queensland Heritage Act 1992.

c) Permits to remove or clear protected vegetation

To remove or clear protected vegetation on the Sunshine Coast, you must comply with a range of state and local regulations, including submitting development applications and obtaining the necessary permits. In many cases, detailed assessments are required to evaluate the environmental impact of the clearing, and mitigation strategies may be necessary to offset any harm.

For precise guidance, it's always recommended to:

Consult the Sunshine Coast Council for specific local guidelines and permit requirements.

Check for protected species under state and federal legislation.

Consult with an ecologist or environmental consultant if needed, especially for large-scale or environmentally sensitive clearing projects.

d) Environmental nuisance complaints – building work noise

Building work noise on the Sunshine Coast is carefully regulated to avoid causing environmental nuisances, and the Sunshine Coast Council actively enforces noise limits to protect the community. If you are impacted by construction noise, you can file a complaint through the Council, which will investigate and take appropriate action if the noise violates local regulations. For any specific concerns or further assistance with a noise complaint, it's always advisable to reach out directly to the Council's Environmental Health Team.

**Satisfactory
Outcome**



CPCBC4017

ARRANGE RESOURCES AND PREPARE FOR THE BUILDING AND CONSTRUCTION PROJECT

PRACTICAL ASSESSMENT

Participant name	Rex Henderson
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FOR THE PARTICIPANT
Instructions
• The tasks outlined on the following pages will require performance of normal workplace activities, as a result of a structured activity set by an Observer in the workplace or a simulated activity set by your Assessor/Observer. • The timeframe for these tasks will be established by your Assessor/Observer, in consideration of location conditions and industry requirements. • You must complete all tasks unassisted by the Assessor or other personnel, unless the steps note this assistance. • You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be awarded. ○ For any observation conducted that is incomplete, or without satisfactory performance, the observation will need to be completed again after further training support.

FOR THE ASSESSOR/OBSERVER
Instructions
• The following observation record should be used to judge and record your observations of the Participant as they complete the task(s) set. You must record your observations of the Participant's performance. ○ For each occasion, indicate the task performed and whether it was a simulation or workplace-based task. ▪ Any simulated assessment must ensure the Participant still performs under workplace conditions which reflect industry standards. ○ In the comments, provide clear detail regarding the task that the Participant was required to do (e.g. PPE used, materials handled, attachments connected, plant types). • All steps must be satisfactorily demonstrated by the Participant for a 'Satisfactory' determination (indicated by an Assessor tick to the right of each itemised step, or an Observer tick to the right of each itemised step, and confirmation by an Assessor in the Assessor Comments). ○ Where you have determined that one or more task steps have not been satisfactorily demonstrated, provide the Participant with additional support and outline details of such assistance in the Assessor/Observer Comments. Allow the Participant two (2) further opportunities to demonstrate the task again to allow an opportunity for a 'Satisfactory' assessment outcome to be achieved. ○ If after three (3) attempts the Assessor determines that the Participant cannot demonstrate the required steps, a 'Not Satisfactory' outcome is to be determined.

TASK OUTCOME					
Task	Date	Task Type (Tick)	Location	Task outcome (Tick)	
				Satisfactory	Not Satisfactory
Task 1	22/04/25	☒ Workplace ☐ Simulation	Maroochydore Private Hospital Job Site	☒	☐

ASSESSOR COMMENTS: GENERAL

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

Rex has a great understanding of this module, there was no need to reattempt any areas of this module.

ASSESSOR COMMENTS: PRACTICAL TASK 1

- ☒ Individual student (as named on cover page)
☒ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]

Task	Provide detail
1.1A.	Specify project documents located, read and understood: Maroochydore Private Hospital Job Site has a fairly large office located onsite. All the project documents are located here and online via Procore.
1.1B.	Specify site hand over date set with client. The project has a PC date of 14/08/2025. This allows for 30 days of inclement weather.
1.1B.	Specify who appropriate fee payment was confirmed with: Bluebird are the project managers for this job and they are making all the fee payments to council and authorities they also confirm this in writing at each PCG meeting.
1.1C.	Specify insurance organised: Workers compensation and public liability.
1.1C.	Specify security requirements organised: The project has Bond payments as security.
1.1D.	Specify authorities notified of the commencement of scheduled works: Sunshine coast council, Unity water, Energex and TMR.
1.1E.	Specify where information was recorded and maintained: we have two filing systems for the project. Internal internet drive (J Drive) and Procore a Web base system for construction management.

ASSESSOR COMMENTS: PRACTICAL TASK 1	
1.1F.	Specify who was advised of work, parking and other restrictions: All staff and workers are notified at induction. we have onsite parking available and a large area for work. no real restriction for this job site, we are lucky.
1.2C.	Specify temporary services arranged and scheduled: Temp water and power are a necessity for all job site. we often use generators to give us power for large items like cranes and hoist.
1.2D.	Specify protection or utilisation of existing services: The roads were already built around the project so we have utilised the existing storm water, sewer and access.
1.2E.	Specify council requirements met for temporary site set-up: No council requirements for this one with the roads already completed. just our onsite management and facilities for workers.
1.3D.	Specify waste facilities and removal organised: We use RAW skips on this project to remove construction waste off site as needed generally every second day and food scraps and waste once a week in a separate bin.
1.4A.	Specify how materials needed were determined: This is specified in our finishes schedule and architectural documents detailing what all the finishes are on a project.
1.4B.	Specify ordering process for material delivery: we call up what is required using our program and get items delivered as needed for each level.
1.4D.	Specify process adhered to during order delivery: Following the program ensures we get the material as and when needed not early or late.
1.5A. 1.5B. 1.5C. 1.5D.	Specify how human resources were organised: Our subcontractors resource the project from our program to ensure there is enough labour on site to complete the required task.

CPCCBC4017

ARRANGE RESOURCES AND PREPARE FOR THE BUILDING AND CONSTRUCTION PROJECT

Practical Task 1

Description of task:

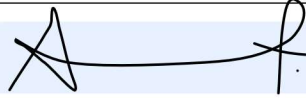
The participant must demonstrate the ability and skill to arrange resources and prepare for a building and construction project by identifying, planning and establishing the essential pre-construction infrastructure for a commercial or residential project including:

- Complete preliminary construction requirements.
 - Locate, read and interpret relevant project documentation.
 - Set a site handover date with client once appropriate fees are confirmed paid with relevant persons.
 - Organise and provide insurance and security requirements.
 - Notify authorities of the commencement of scheduled works.
 - Record and maintain information from local council, external authorities, employees and contractors.
 - Determine and advise relevant persons of work, parking and other restrictions.
- Organise on-site services and facilities
 - Determine and document requirements for on-site facilities and services.
 - Arrange, receive and position site office, storage sheds and on-site toilets and facilities.
 - Schedule and arrange temporary services.
 - Identify and develop processes to protect or utilise existing services at the site.
 - Identify and meet council requirements for temporary site set-up.
- Arrange public protection.
 - Adhere to WHS and local authority authorisations for site setup.
 - Erect compliant hoardings, fencing and signage.
 - Arrange temporary site access and egress to meet local authority requirements.
 - Organise waste facilities and waste removal.
- Organise on-site delivery.
 - Determine and confirm materials required.
 - Order materials to meet scheduled delivery dates.
 - Check availability of physical resources and schedule delivery as needed.
 - Receive, secure and protect materials and plant and equipment.
- Organise on-site human resources.
 - Schedule and arrange human resources.
 - Address industrial relations and on-site safety matters that could impact on the preparation and human resourcing for building work.
 - Identify and allocate on-site human resource requirements.
 - Engage or appoint construction work supervisor.
 - Engage appropriate employees or contractors as stated for project needs.

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 (on the Observer Comments, overleaf). The Assessor is to verify the Observer's comments, noting their findings in the Assessor Comments (on the back of the Practical Assessment cover page) and provide the assessment outcome.

Resources required:

Work site; Access to relevant government building and industrial relations legislation; Current relevant Building and Construction codes and standards; Project plans, specifications and manufacturer's product information; Workplace policies, procedures and other quality documentation; Business equipment and technology to facilitate arranging resources and preparing for a construction project.

Observer details	
Name of observer:	Adrian Wyatt
Role of observer (Confirm suitability to sign)	Site manager
Email address of observer	adrian.wyatt@mcnab.net.au
Signature of observer:	
Date:	507c/11/2024

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Complete preliminary construction requirements.	
1.1A. Locate, read and interpret relevant project documentation.	☒
1.1B. Set a site handover date with client once appropriate fees are confirmed paid with relevant persons.	☒
1.1C. Organise and provide insurance and security requirements.	☒
1.1D. Notify authorities of the commencement of scheduled works.	☒
1.1E. Record and maintain information from local council, external authorities, employees and contractors.	☒
1.1F. Determine and advise relevant persons of work, parking and other restrictions.	☒
2 Organise on-site services and facilities.	
1.2A. Determine and document requirements for on-site facilities and services.	☒
1.2B. Arrange, receive and position site office, storage sheds and on-site toilets and facilities.	☒
1.2C. Schedule and arrange temporary services.	☒
1.2D. Identify and develop processes to protect or utilise existing services at the site.	☒
1.2E. Identify and meet council requirements for temporary site set-up.	☒
3 Arrange public protection.	
1.3A. Adhere to WHS and local authority authorisations for site setup.	☒
1.3B. Erect compliant hoardings, fencing and signage.	☒
1.3C. Arrange temporary site access and egress to meet local authority requirements.	☒
1.3D. Organise waste facilities and waste removal.	☒
4 Organise on-site delivery.	
1.4A. Determine and confirm materials required.	☒
1.4B. Order materials to meet scheduled delivery dates.	☒
1.4C. Check availability of physical resources and schedule delivery as needed.	☒

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1.4D. Receive, secure and protect materials and plant and equipment	☒
5. Organise on- site human resources	
1.5A. Schedule and arrange human resources.	☒
1.5B. Address industrial relations and on-site safety matters that could impact on the preparation and human resourcing for building work.	☒
1.5C. Identify and allocate on-site human resource requirements.	☒
1.5D. Engage or appoint construction work supervisor.	☒
1.5E. Engage appropriate employees or contractors as stated for project needs.	☒

Observer comments: