



Australian Government

**Office of the Australian Building and
Construction Commissioner**

Minute

To:	Contact Officer:
From:	Telephone:
Date:	Fax:
Ref: DM8-	Location:

INSPECTION REPORT:

Project Name: [Insert Project Name]
Head Contractor: [Insert Head Contractor]
Client Agency: [Insert Client Agency]
National Code Guidelines: [Insert Guidelines]

AIMS Ref Number: **BCI/CC Ref Number:**

This Inspection Report is provided to document the outcome of an Inspection of [INSERT PROJECT NAME/LOCATION]. The construction of [INSERT] is being completed by [INSERT HEAD CONTRACTOR] and is located at [INSERT LOCATION].

ABCC Investigators [INSERT NAMES] attended the Project on [INSERT DATE] and met with [INSERT NAME]. The Project commenced on [INSERT DATE] and is due for completion on [INSERT DATE].

Project Manager:	Telephone No:
Site Manager/Supervisor:	Telephone No:
OHS Officer:	Telephone No:
Contracts Administrator:	Telephone No:
Other:	Telephone No:

PROVIDE INFORMATION UNDER HEADINGS BELOW WHERE RELEVANT OR MARK AS 'NOT APPLICABLE'

Site wide industrial arrangements [Does the project have any site wide industrial arrangements such as a Greenfields Agreement, Project Agreement or tender contractual requirements on employee entitlements?]

Industrial disputes and/or stoppages [Outline any industrial disputes or work stoppages that have taken place on the project. Were there any 'strike pay' issues?]

Over-award payments, redundancy, site allowance, compensation Top-up (eg Incolink) [Outline any requirements for contractors to pay over-award or other related payments]

On-site litigation/unfair dismissal/contractual disputes [Outline any significant contractual disputes. Attach a copy of subcontractor contact list obtained as dme://dm8- hyperlink]

Right of Entry [Does the Head Contractor have an RoE policy, are satisfactory records being kept, any policy on ‘invitations to site’, is head contractor following RoE legislation]

No Ticket No Start Risks [Outline any NTNS issues or risks of breaches on site. Assessment of union presence/activity on the project]

OHS&R requirements [Is a OHS&R comprehensive management plan in place that include the requirements outlined in Section 8.11.3 (2006) or 6.10.2 (2009) of the Guidelines]

OHS inductions [Brief outline of Induction process: who conducts, their title; attach a copy of induction form as dme://dm8- hyperlink]

OHS disputes/workplace safety authority reviews [Brief outline of any OHS Disputes or stoppages. Outline any inspections undertaken by workplace safety authority and results]

Reporting breaches [Outline whether head contractor has reported any breaches or failed to report breaches of the National Code or legislation. Does the head contractor have a mechanism to report such matters?]

Head Contractor system to check subcontractor National Code status [Outline process Head Contractor uses to ensure subcontractors comply with the National Code. Assess its effectiveness]

Sham Contracting/Bogus subcontracting [genuine employees are protected from “sham” contracting arrangements which are sometimes used by employers to avoid paying employee entitlements (ie annual leave). Outline issues and/or HC systems in place to minimise these risks]

Subcontractor employee entitlement reviews [Outline the system used by head contractor to check that subcontractor employee entitlements are paid]

Client Agency compliance [Direct or Indirect funded projects ONLY: Assessment of whether the client agency complies with their obligations under the relevant Guidelines]

Client Agency Contact:

Telephone No:

FW Act, BCII Act, Independent Contractors Act [Any issues or breaches identified]

Compliance Administration

On-site Inspection Time: [Number of officers x hours]

Report preparation Time: [Number of officers x hours]

Total Time Taken: [Hours taken to complete inspection]

Conclusion/Recommendation

EXAMPLES ADJUST/DELETE AS REQUIRED

[This Inspection raised questions regarding compliance with the National Code, specifically in the areas of: [INSERT ISSUES]

The company indicated the intention to compete for Government projects in the future.

The company knowledge and understanding of the Code is very limited. Further information and education is required in order for them to be code compliant.

Further monitoring on this Project **is** required [INSERT REASON]

Further monitoring on this Project **is not** required [INSERT REASON]]

That correspondence including and an external Inspection Report detailing the above issues is prepared and forwarded in accordance with the Code Procedures Manual

Recommended Date for further Monitoring Activity

[INSERT DATE and TYPE OF ACTIVITY IF FURTHER MONITORING IS RECOMMENDED AND WHY]

[COMPLETE CONTRACTUAL FRAMEWORK DOCUMENT ON FOLLOWING PAGES AND UPDATE AIMS TO REFLECT STATUS OF CODE ACTIVITY]

Investigator
[LOCATION]

Team Leader - Conclusion/Recommendation:

It is recommended that this Minute be forwarded to the Deputy Director National Code for information and review.

[TEAM LEADER TO INSERT ADDITIONAL COMMENTS AND/OR RECOMMENDATIONS IF REQUIRED]

Team Leader [LOCATION]
[DATE]

Deputy Director Comments

[DEPUTY DIRECTOR TO INSERT ADDITIONAL COMMENTS AND/OR RECOMMENDATIONS IF REQUIRED]

Deputy Director National Code

[DATE]

[Name of Project] Contractual Framework

Project Parameters

Formal Name of Project for Australian Govt: (Also include formal name of building project if different)	
Type of project: (e.g. Directly or Indirectly funded, Privately funded, Pre-commitment Lease)	
Total Project Value: (as advised)	
Australian Government Funding Component (if different from Total Project Value)	
Funding Entity: (e.g. Department of Finance, Department of Defence)	
Funding Entity Contact Officer and Details (name, position & section, telephone, email and postal address)	
Funding Recipient or Project Developer: (for Indirectly Funded, Private or Pre-commitment lease projects only)	
Funding Recipient/Developer Contact and Details: (name, position & section, telephone, email and postal address)	
Alliance Name: (for Alliances, PPP and SPV projects only)	
Alliance Partners: (for main parties and roles in forming the Alliance only)	

Deed & Tender details

Grant or Funding Deed date: (e.g. date grant deed was signed/released from funding agent)	
Tender release date: (e.g. dated tender was released to the public)	
Tender close date: (e.g. dated tender was closed)	
Tender Number: (e.g. tender number associated with tender)	

Contract and Construction Details

Contract name: (e.g. the full contract name)	
Form of Head Contract: (e.g. managing contract, lump sum, cost plus)	
Contract release/award date: (e.g. date builder signed the contract)	
Construction start date: (e.g. when first movements were made on site, surveying, breaking ground etc)	
Construction scheduled finish date: (e.g. initial finish date plus any extra time for additions or changes)	
Construction Ahead or Behind Schedule: (Number of weeks, Note 2 different schedules used)	<ul style="list-style-type: none"> • Contract Schedule: • Builders Schedule:
Reason for delay/acceleration of Program: (eg bad weather, fine weather, industrial issues)	

Attachments as applicable
(Ensure all DM permissions default to “read only” for CMG Secretariat)

Advertisement and/or AusTender Notice: (should include any Code provisions)	dme://dm8-
Expression or Registration of Interest: (should include general conditions and any Code provisions)	dme://dm8-
Conditions of Tender: (should include general conditions and any Code provisions)	dme://dm8-
Head Construction Contract: (should include general conditions and any Code provisions)	dme://dm8-
Alliance Agreement (if applicable): (should include all relevant conditions and any Code provisions)	dme://dm8-
Undertakings of Code Compliance: (from Head Contractor should be signed copy)	dme://dm8-
Undertakings - Future Privately Funded Projects: (if Undertakings are separate from above)	dme://dm8-
Head Contractors Workplace Arrangement: (if possible signed and sealed copy)	dme://dm8-
Greenfields Agreement (if applicable): (if possible signed and sealed copy)	dme://dm8-
DEEWR Assessment of Head Contractor: (for Head Contractor and Greenfields)	dme://dm8-

Head Contractor - Previous Code Contact with ABCC

	dme://dm8-
--	------------