


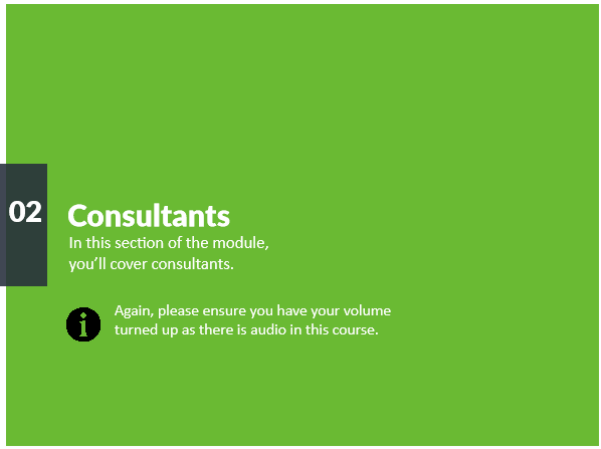



Date: April 16, 2019



Course Title:	Project Financial & Commercial Controls			
Client Name:	Victoria Kossoff, TLF			
Course Development Specifications				
Slide #	Screen Image / Prototype	On-Screen Text	Audio Script	Developer's Note
1 Title Slide		Your guide to Project Financial & Commercial Controls	<p>Welcome to this module from Buildcorp. This is your guide to Project Financial and Commercial Controls.</p> <p>You can use the menu bar at the left of the screen to navigate through the module or you can use the Previous or Next at the bottom right of your screen.</p>	<p>Animation:</p> <ol style="list-style-type: none">1. Show title when mentioned in the audio.2. Display an arrow pointing to the left side of the screen, where the menu bar is placed.3. Display an arrow pointing to the bottom right of the screen where the Previous and Next button are placed. <p>Navigation: Next button</p>
1a Learning Objectives	<div><p>Learning Objectives</p><p>At the end of this course, you will be able to:</p><ul style="list-style-type: none">✓ Identify the key information of the business risks✓ Determine ways to mitigate risks, as well as the authority limits for various roles in the organization and ensure compliance.</div> 	<p>At the end of this course, you will be able to:</p> <ul style="list-style-type: none">✓ Identify the key information of the business risks✓ Determine ways to mitigate risks, as well as the authority limits for various roles in the organization and ensure compliance.	<p>At the end of this course, you will be able to identify the key information of the business risks, and determine ways to mitigate risks, as well as the authority limits for various roles in the organization and ensure compliance.</p>	<p>Animation:</p> <p>Fade in text one-by-one when mentioned in the audio script</p> <p>Navigation:</p> <p>Previous and Next button</p>




1b What's in It for Me?	<div></div> <div><h3>What's in It for Me?</h3><p>Financial and commercial controls protect Buildcorp and our projects from financial risk. They are essential for every project and everyone to understand and implement.</p></div>	Financial and commercial controls protect Buildcorp and our projects from financial risk. They are essential for every project and everyone to understand and implement.	Financial and commercial controls protect Buildcorp and our projects from financial risk. They are essential for every project and everyone to understand and implement.	Animation: Fade-in text
2	<Sample Provided already>			
3	<Sample Provided already>			
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8	<Sample Provided already>			
9	<Sample Provided already>			
10	<Sample Provided already>			
11	<Sample Provided already>			
12	<Sample Provided already>			


13		<p>Consultants</p> <p>In this section of the module, you'll cover consultants.</p> <p>Ensure you have your volume turned up as there is audio in this course.</p>	<p>In this section of the module, you'll cover about consultants.</p>	<p>Animation: Fade in text one-by-one</p> <p>Navigation: Previous and Next button</p>
14		<p>Using Consultancy Agreements</p> <p>When and how do I use Consultancy Agreements?</p> <ul style="list-style-type: none">- Scope = > \$5,000- Type of Agreement Buildcorp Standard Agreement or AS4122-2000- Process Procedure Subcontract Module in Jobpac	<p>When and how to use Consultancy Agreements?</p> <p>Consultancy agreements are used when scope is greater than or equal to \$5,000.</p> <p>These are used as Buildcorp Standard Agreement or AS4122-2000, and are processed via Subcontract Module in Jobpac.</p>	<p>Animation: Fade in text one-by-one when mentioned in the audio script</p> <p>Navigation: Previous and Next button</p>

15	<div><h3>Consultants and Agreement</h3><p>Click on each tab to reveal more information for the specific questions below.</p><div><div>Can I make changes to the standard agreement?</div><div>What if a consultant wants a non-standard agreement?</div><div>What professional indemnity is needed?</div></div><div><p>Minimum levels of consultant Professional Indemnity insurance are:</p><table><tr><td>Architect & Services Design</td><td>All other specialist consultants</td></tr><tr><td>\$10m</td><td>\$5m</td></tr></table><div>Where are Consultant?</div></div></div>	Architect & Services Design	All other specialist consultants	\$10m	\$5m	<p>Consultants and Agreement</p> <p>Click on each tab to reveal more information for the specific questions below.</p> <p>Can I make changes to the standard agreement?</p> <ul style="list-style-type: none">BCP Lawyers will review changes via the Business Unit Commercial Manager (State or General Manager if there is no Commercial Manager).Insurance and indemnity clause changes will be reviewed by Jardine Lloyd Thompson via Business Unit Finance Manager. <p>What if a consultant wants a non-standard agreement?</p> <ul style="list-style-type: none">BCP Lawyers and Jardine Lloyd Thompson will review agreement before acceptance. <p>What professional indemnity is needed?</p> <ul style="list-style-type: none">Minimum levels of consultant Professional Indemnity insurance are:<ul style="list-style-type: none">Architect & Services Design \$ 10m	<p>Click on each tab to reveal more information for the specific questions below.</p> <p>You can make changes to the standard agreement. But before changes are accepted, the following procedures will take place.</p> <p>The agreement will be reviewed first before acceptance.</p> <p>Here are the minimum levels of consultant Professional Indemnity insurance.</p>	<p>Animation: Show slide content all at once</p> <p>Navigation:</p> <ul style="list-style-type: none">Accordion – click each tab to reveal answer for eachPrevious and Next button
Architect & Services Design	All other specialist consultants							
\$10m	\$5m							


		<ul style="list-style-type: none">○ All other specialist consultants \$ 5m <p>Where are Consultant Agreements filed?</p> <ul style="list-style-type: none">• Signed consultancy agreements are saved on the project site on Intrabuild.	Signed consultancy agreements are saved on the project site in the Intrabuild.	
16	<div><h3>Payment Checklist</h3><p>How do you make sure that consultant gets paid correctly? <i>Check all items that apply.</i></p><ul style="list-style-type: none"><input checked="" type="checkbox"/> Signed Consultant Agreement is in place<input checked="" type="checkbox"/> Insurances are current<input checked="" type="checkbox"/> The letting process made in accordance with Management Authorities Framework.<input checked="" type="checkbox"/> Novated consultants need a signed Deed of Novation and confirmation by our Indemnity insurer.<div>SUBMIT</div></div>	<p>Payment Checklist</p> <p>How do you make sure that consultant gets paid correctly? Check all items that apply.</p> <p>Signed Consultant Agreement is in place</p> <p>Insurances are current</p> <p>The letting process made in accordance with Management Authorities Framework.</p> <p>Novated consultants need a signed Deed of Novation and confirmation by our Indemnity insurer.</p>	<p>How do you make sure that consultant gets paid correctly? Check all items that apply.</p> <p>Correct Feedback: That is correct! Payments should have signed Consultant Agreement is in place, insurances are current, the letting process made in accordance with Management Authorities Framework, and a signed Deed of Novation and confirmation by our Indemnity insurer for Novated consultants.</p> <p>Incorrect Feedback: Not quite right, you missed some items. Payments should have signed Consultant Agreement is in place, insurances are current, the letting process made in accordance with Management Authorities Framework, and a signed Deed of Novation and</p>	<p>Animation: Let learner check all that apply, then Show Incorrect or Correct feedback</p> <p>Navigation: Submit button (Disabled Previous and Next button)</p> <p>Once answer is submitted, Previous and Next button will be back to Normal state.</p>

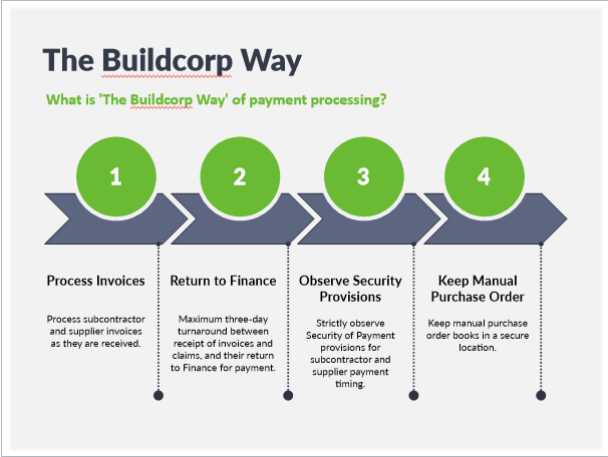
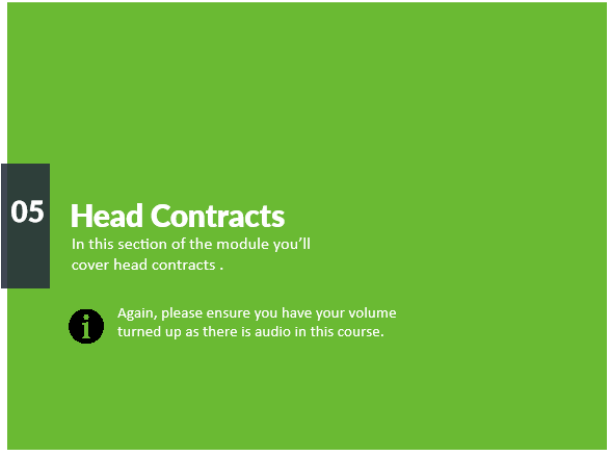
	<div><h3>Payment Checklist</h3><p>Correct!</p><p>How do you make sure that consultant gets paid correctly?</p><ul style="list-style-type: none">✓ Signed Consultant Agreement is in place✓ Insurances are current✓ The letting process made in accordance with Management Authorities Framework.✓ Novated consultants need a signed Deed of Novation and confirmation by our Indemnity insurer.</div> 		confirmation by our Indemnity insurer for Novated consultants.	
17	<div><h3>Novated Consultants</h3><p>How do I process novated consultants?</p><p>DO: Send Deed of Novation + Consultant Agreement to Professional Indemnity insurers via Business Unit Finance Manager.</p><p>WATCH: A novated consultant will not be paid until Deed of Novation has been executed.</p></div> 	<p>Novated Consultants</p> <p>How do I process novated consultants?</p> <p>DO: Send Deed of Novation + Consultant Agreement to Professional Indemnity insurers via Business Unit Finance Manager.</p> <p>WATCH: A novated consultant will not be paid until Deed of Novation has been executed.</p>	<p>In processing novated consultants, you should send a Deed of Novation and a Consultant Agreement to Professional Indemnity insurers via Business Unit Finance Manager.</p> <p>It is important to note that a novated consultant will not be paid until Deed of Novation has been executed.</p>	<p>Animation: Fade in text one-by-one when mentioned in the audio script</p> <p>Navigation: Previous and Next button</p>




18	<div><div>03</div><div><h2>Suppliers</h2><p>In this section of the module, you'll cover suppliers.</p><div><div>i</div><div>Again, please ensure you have your volume turned up as there is audio in this course.</div></div></div></div>	<p>Suppliers</p> <p>In this section of the module, you'll cover supplier.</p> <p>Ensure you have your volume turned up as there is audio in this course.</p>	<p>In this section of the module, you'll cover about suppliers.</p>	<p>Animation:</p> <p>Fade in text one-by-one</p> <p>Navigation:</p> <p>Previous and Next button</p>
19	<div><h2>Purchase Orders</h2><p>When do I use purchase orders?</p><div><div><p>Purchase Value</p><p>All purchases greater than \$2,000</p></div><div><p>For Manual Purchase Orders</p><p>Less than \$10,000</p></div><div><p>For Jobpac Purchase Order</p><p>Greater than \$10,000</p></div></div><p>When do I use a Supply Agreement?</p><ul style="list-style-type: none">• Use for material orders greater than \$250,000.• In <u>Jobpac</u> via purchase order or subcontract module.</div>	<p>Purchase Orders</p> <p>When do I use purchase orders?</p> <ul style="list-style-type: none">• Purchase Value All purchases greater than \$2,000• For Manual Purchase Orders Less than \$10,000• For Jobpac Purchase Orders Greater than \$10,000 <p>When do I use a Supply Agreement?</p> <ul style="list-style-type: none">• Use for material orders greater than \$250,000• Must be in Jobpac via purchase order or subcontract module.	<p>Suppliers use purchase orders on all purchases that are greater than \$2,000. It is also used for Manual Purchase Order that is less than \$10,000 and Jobpac purchase order for purchases greater than \$10,000.</p> <p>Supply Agreements are used for material orders greater than \$250,000. But remember, Supply Agreement must be in Jobpac via purchase order or subcontract module.</p>	<p>Animation:</p> <p>Fade in text one-by-one when mentioned in the audio script</p> <p>Navigation:</p> <p>Previous and Next button</p>

20	<div><h3>Supplier</h3><p>Click on each button to find out more.</p><div><div>When do I use a Labour Hire Agreement?</div><div>Can I short pay a supplier?</div><div>When is the supplier payment run</div></div></div> <div><h3>Supplier</h3><p>Click on each button to find out more.</p><div><div>When do I use a Labour Hire Agreement?</div><div>Can I short pay a supplier?</div><div>When is the supplier payment run</div></div><div><p>A Labour Hire Agreement must be used for all labour hire - commit in Jobpac via a purchase order or the subcontract module.</p><p>WATCH: Timesheets + copy of signed agreement page must be attached</p><p>Paying suppliers - Pay suppliers as per their payment terms and your state's Security of Payment legislation.</p></div></div>	<p>When do I use a Labour Hire Agreement?</p> <ul style="list-style-type: none">• A Labour Hire Agreement must be used for all labour hire - commit in Jobpac via a purchase order or the subcontract module.• WATCH: Timesheets + copy of signed agreement page must be attached to all payments.• Paying suppliers - Pay suppliers as per their payment terms and your state's Security of Payment legislation.<ul style="list-style-type: none">○ (On-Click) One-off payments to subcontractors/consultants (if scope <\$5,000) can be paid as a supplier with a purchase order.○ WATCH: Purchase order required if value > \$2,000 with evidence of insurances and consultants PI. <p>Can I short pay a supplier?</p> <p>If you have to short pay a supplier - do not simply approve a lesser amount than invoice states:</p> <ul style="list-style-type: none">- A credit request form must be completed.	<p>Click on each button to find out more.</p> <p>Use a Labour Hire Agreement when a Labour Hire Agreement must be used for all labour hire - commit in Jobpac via a purchase order or the subcontract module. Note that Timesheets and copy of signed agreement page must be attached to all payments. Paying suppliers are pay suppliers as per their payment terms and your state's Security of Payment legislation.</p> <p>If you have to short pay a supplier - do not simply approve a lesser amount than invoice states a credit request form must be completed, a white copy of the credit request must be sent directly to the supplier, and the green copy attached with the invoice and sent to Accounts.</p> <p>There is a weekly supplier payment run for electricity, telephone, staff expenses, material deposits and similar payments. The close for this payment run is 12pm every Tuesday.</p>	<p>Animation:</p> <p>Fade in text one-by-one when mentioned in the audio script</p> <p>Navigation:</p> <ul style="list-style-type: none">- Previous button- Next button- Paying suppliers is clickable
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		<ul style="list-style-type: none">- White copy of the credit request sent directly to the supplier- Green copy attached with the invoice and sent to Accounts <p>When is the supplier payment run?</p> <ul style="list-style-type: none">- There is a weekly supplier payment run for electricity, telephone, staff expenses, material deposits and similar payments. The close for this payment run is 12pm every Tuesday.		
21		<p>Accounts Payable</p> <p>In this section of the module, you'll cover accounts payable.</p> <p>Ensure you have your volume turned up as there is audio in this course.</p>	<p>In this section of the module, you'll cover about accounts payable.</p>	<p>Animation: Fade in text one-by-one</p> <p>Navigation: Previous and Next button</p>





22	<div data-bbox="392 199 989 354"><h3>Accounts Payable</h3><p>Click on the arrows to find out more.</p></div> <div data-bbox="392 362 989 646"><p>Who needs to improve invoices and subcontract claims?</p><ul style="list-style-type: none">✓ Project Manager approves all invoices and subcontract claims.✓ Or Construction, Commercial or State Manager if the Project Manager is away.<p>WATCH: If your signature is illegible, please print your surname.</p></div>	<p>Accounts Payable Click on the arrows to find out more.</p> <p>Who needs to improve invoices and subcontract claims?</p> <ul style="list-style-type: none">• Project Manager approves all invoices and subcontract claims.• Or Construction, Commercial or State Manager if the Project Manager is away. <p>WATCH: If your signature is illegible, print your surname.</p> <p>Can I make one-off payments?</p> <ul style="list-style-type: none">• One-off payment runs are not supported.• Exceptions can be made for urgent payments (Example: material deposits, council fees, etc.)• One-off payments run will not be made due to lax contracts administration practices. <p>What are the requirements for pending subcontractor claims?</p> <ul style="list-style-type: none">• Pending subcontractor claims and supplier invoices must be cleared to zero in the monthly project reporting cycle.• Pending invoices not cleared by data entry cut-off will incur an administrative fee of at	<p>Click on the arrows to find out more.</p> <p>The following managers need to improve invoices and subcontract claims.</p> <p>One-off payment runs are generally not supported. Exceptions can be made for urgent payments only. One-off payments run will not be made due to lax contracts administration practices.</p> <p>The following are the requirements for pending subcontractor claims.</p>	<p>Animation: Show slide content all at once</p> <p>Navigation:</p> <ul style="list-style-type: none">- Arrows – move to one question to the other- Previous and Next button
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		least 1% of the outstanding balance.		
23	 <p>The Buildcorp Way What is 'The Buildcorp Way' of payment processing?</p> <ol style="list-style-type: none">1 Process Invoices Process subcontractor and supplier invoices as they are received.2 Return to Finance Maximum three-day turnaround between receipt of invoices and claims, and their return to Finance for payment.3 Observe Security Provisions Strictly observe Security of Payment provisions for subcontractor and supplier payment timing.4 Keep Manual Purchase Order Keep manual purchase order books in a secure location.	<p>What is 'The Buildcorp Way' of payment processing?</p> <ul style="list-style-type: none">• Process subcontractor and supplier invoices as they are received.• Maximum three-day turnaround between receipt of invoices and claims, and their return to Finance for payment.• Strictly observe Security of Payment provisions for subcontractor and supplier payment timing.• Keep manual purchase order books in a secure location.	<p>The Buildcorp Way' of payment processing is a process subcontractor and supplier invoices as they are received. Maximum three-day turnaround between receipt of invoices and claims, and their return to Finance for payment. Security of Payment provisions strictly observe for subcontractor and supplier payment timing. It is important to keep manual purchase order books in a secure location.</p>	<p>Animation: Animate each arrow showing one process at a time</p> <p>Navigation:</p> <ul style="list-style-type: none">- Arrows – move to one question to the other- Previous and Next button
24	 <p>05 Head Contracts In this section of the module you'll cover head contracts .</p> <p>i Again, please ensure you have your volume turned up as there is audio in this course.</p>	<p>Head Contracts In this section of the module, you'll cover Head Contracts.</p> <p>Ensure you have your volume turned up as there is audio in this course.</p>	<p>In this section of the module, you'll cover about Head Contracts.</p>	<p>Animation: Fade in text one-by-one</p> <p>Navigation: Previous and Next button</p>

25	<div><h2>Head Contracts</h2><p>Where are Head Contracts kept?</p><ul style="list-style-type: none">✓ Your project site on Intrabuild should host a PDF copy of the signed head contract and✓ Original head contract to be kept in a secure location at site and then archived at completion.</div> 	<p>Head Contracts</p> <p>Where are Head Contracts kept?</p> <p>Your project site on Intrabuild should host a PDF copy of the signed head contract and</p> <p>Original head contract to be kept in a secure location at site and then archived at completion.</p>	<p>Your project site on Intrabuild should host a PDF copy of the signed head contract and original head contract to be kept in a secure location at site and then archived at completion.</p>	<p>Animation: Fade in text one-by-one when mentioned in the audio script</p> <p>Navigation:</p> <ul style="list-style-type: none">- Previous button- Next button
26	<div><h2>Price Reductions</h2><p>Click on the number to find out more.</p></div> 	<p>How do I obtain a Bank Guarantee for my Head Contract?</p> <p>If your Head Contract requires a Bank Guarantee as security, send a signed request form to your business unit Finance Manager with extracts from the Head Contract.</p> <p>WATCH: Buildcorp prefers to issue Insurance Bonds in lieu of Bank Guarantees.</p> <p>What are the next steps after a head contract is executed?</p> <ul style="list-style-type: none">- Familiarise yourself with the head contract, specifically:<ul style="list-style-type: none">○ Timing of progress claim submissions	<p>Click on the numbered tab to find out more.</p> <p>If your Head Contract requires a Bank Guarantee as security, send a signed request form to your business unit Finance Manager with extracts from the Head Contract.</p> <p>The next steps after a head contract is executed to familiarize yourself with the head contract, specifically timing of progress claim submissions, information required to be submitted with the progress claim, time for the Superintendent's certification, time for payment, and procedure and time bars for the notification of variations, delays, extensions of time, etc.</p> <p>All projects must use Jobpac progress claims module, and Jobpac variations</p>	<p>Animation: Show all at once</p> <p>Navigation:</p> <ul style="list-style-type: none">- Numbered tabs- Previous and Next button

		<ul style="list-style-type: none">- Forward copies of client progress claims to Finance with certification and payment timing- Submit progress claims on time and follow up with the superintendent for certification and the client for timely payment- Provide Finance with a copy of the Head Contract payment certification and tac invoice- Advise Finance if a progress claim is likely to be paid late or for an amount less than certified. <p>How do I manage variations?</p> <ul style="list-style-type: none">- Follow up on unapproved client variations which are older than 30 days.- Follow up on any approved and unpaid variations.- Monthly: Reconcile the Client's contract sum position with our position on Jobpac- Project Completion: Promptly follow up on the release of bonds or bank guarantees.		
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27	<div><div>06</div><div><h2>Payroll</h2><p>In this section of the module you'll cover payroll.</p><div><div>i</div><div>Again, please ensure you have your volume turned up as there is audio in this course.</div></div></div></div>	<p>Payroll</p> <p>In this section of the module, you'll cover payroll.</p> <p>Ensure you have your volume turned up as there is audio in this course.</p>	<p>In this section of the module, you'll cover about payroll.</p>	<p>Animation:</p> <p>Fade in text one-by-one</p> <p>Navigation:</p> <p>Previous and Next button</p>
28	<div><h2>Bank Guarantee</h2><p>The Group Payroll Manager does not confirm the correct cost allocations for salaries.</p><p>Click on each image to find out more.</p><div></div></div>	<p>Bank Guarantee</p> <p>The Group Payroll Manager does not confirm the correct cost allocations for salaries.</p> <p>Click on each image to find out more.</p> <p>How do I correctly code my time to jobs?</p> <ul style="list-style-type: none">- Check correct project code and cost code when submitting your monthly timesheets.- Do not code your time to a project you have not or will not be working on. <p>How do I charge time to Unallocated Salaries?</p> <p>If necessary, to charge time to 'Unallocated Salaries' - Business Unit</p>	<p>Click on each image to find out more.</p> <p>To correctly code your time to jobs, check correct project code and cost code when submitting your monthly timesheets and do not code your time to a project you have not or will not be working on.</p> <p>If necessary, to charge time to 'Unallocated Salaries' - Business Unit State or General Manager must approve.</p> <p>Use your Business Unit's Work ID number and GL code 702945 with a note on which job number and cost code you should be costed to.</p>	<p>Animation:</p> <p>Show all at once</p> <p>Navigation:</p> <ul style="list-style-type: none">- Clickable image- Previous and Next button

	<div><h3>Bank Guarantee</h3><p>The Group Payroll Manager does not confirm the correct cost allocations for salaries. <i>Click on each image to find out more.</i></p><div><div><p>How do I correctly code my timesheet jobs?</p><ul style="list-style-type: none">• Check correct project code and cost code when submitting your monthly timesheets.• Do not code your time to a project you have not or will not be working on.</div><div></div><div></div><div></div></div></div>	<p>State or General Manager must approve.</p> <p>What if my project has not been set up on Jobpac yet? Use your Business Unit's Work ID number and GL code 702945 (Payroll Suspense) with a note on which job number and cost code you should be costed to.</p> <p>How do I apply for Annual Leave? For any matters regarding annual leave, please refer to Applying for annual leave.</p>	<p>For any matters regarding annual leave, please refer to Applying for annual leave.</p>	
29	<div><h3>Course Assessments</h3><p>Click the Next button to take the course assessment.</p></div>	<p>Course Assessments</p> <p>Click the Next button to take the course assessment.</p>	<p>Click the Next button to take the course assessment.</p>	<p>Animation: Show all at once</p> <p>Navigation: Previous and Next button</p>

