

Own-It Build-It



Owner-Builder Education Course
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OI BI COURSE DISCLAIMER

By agreeing to these our terms and conditions, the prospective owner-builder understands that the person who registers for the **OI BI** course is the name in which the certificate will be issued. This person must be the registered owner of the property.

Persons, not registering to complete the OIBI owner-builder course for the sole purpose of becoming an owner-builder and gaining an owner-builder permit are not permitted to complete this course.

The person who registers to complete the **OI BI** owner-builder education course will be the person who is solely responsible for sitting the separate quiz examination component of this course material. Where there is any doubt about the identity of the individual sitting the exam, **OI BI** will not issue a certificate of satisfactory completion of the course until satisfied as to the identity.

You must supply your drivers Licence No or if you have none then your Medicare card number on the separate quiz form.

The certificate issued by **ABE** is non transferable to any other person or entity. Furthermore the details of the person registering to complete the course will not be altered unless agreed to by **ABE**.



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Own-It Build-It Advisory & BASIX Energy Smart Design Packs*

The course author is also a project manager and expert building consultant having considerable experience with owner-builder projects and has developed valuable and detailed **Advisory & BASIX Energy Smart Design Packs**, as ***optional** extras to the *OIBI* course, on many important project areas, some of which are summarized at the end of each course section.

N.B* The optional Advisory & BASIX Energy Smart Design Packs costs \$25 & \$30 each respectively.

The details of exactly what these packs include can be viewed @

<http://www.ownitbuildit.com.au/Basix.htm> If you have not purchased these packs as part of your initial order they can then only be purchased by calling us and completing an over the phone credit card payment. If you have not purchased the Advisory or BASIX Packs simply ignore the references to same in the course.

Introduction

Each year many thousands of people apply to become owner-builders, some to build a new dream home but mostly for renovations, rather than by the more traditional method of engaging a licensed builder.

In 2002 a major home renovation was completed every 90 seconds whilst a major kitchen/ bathroom renovation every 30 seconds, totalling some \$22 billion spent in Australia by home renovators.

This demand can be put down to the increased asset value of houses, the high cost of changing houses in stamp duty, agent's commission, legal fees, hugely increased building costs and the popularity of TV home makeover programs.

The shortage of builders sometimes caused by their difficulty in obtaining home warranty insurance is further fuelling demand as consumers find it increasingly difficult to find a good builder.

People rarely tire of telling their renovation tales – good and bad. It's on par with child birth in that regard.

Many owner-builders go into a project naively and do not comprehend the large task and responsibility they are taking on.

Given the complexities and liabilities of building, contracts, taxation and insurances is it no wonder that you are required to complete an approved education course before you will be issued with a permit to build, as it can be onerous undertaking.

Owner-builders need basic management skills and some technical understanding. The following are some of the responsibilities and/ or issues you may face:

Knowing how to read and interpret detailed one dimensional architectural plans, which are scaled.

Ensuring that plans and specifications fit your requirements and your budget before you submit to council.

Obtaining an up-to-date survey defining the site boundaries either during or after completing works

Calculating the cost of labour and materials for the total project before commencing

Researching and sourcing contractors/ materials and interpreting quotations, well in advance of being required on-site.

Being familiar with workers' compensation and other building related insurances

Providing a safe working environment on your property in accordance with Occupational Health & Safety and Work Cover requirements.

Preparing individual contracts covering the various subcontract works (above \$1000 value) for each trade before they commence.

Ensuring that for individual contracts exceeding \$12,000 (for work which requires a licence) your contractors provide (before commencement) home warranty insurance certificates which you need to keep and provide to your purchaser if selling within 6 years.

Supervising and co-ordinating the construction, dealing with any disputes and determining what is defective building work, which often involves trawling through various codes, specifications and council documents or seeking expert advice.

Dealing with progress claims and understanding the value of sub-contractors' work as it is completed.

Understanding and meeting your obligations with regard to GST and ABN tax requirements.



Dealing with the council, private certifiers, engineers, consultants and obtaining 'as-built' certification for various trades (e.g. certificates of compliance for plumbing, waterproofing and termite treatments installations).

Obtaining an Occupation Certificate from Council for completed works and if you sell the property within 6 years of completion, obtaining home warranty insurance and attaching to the contract of sale.

Work Cover representatives can undertake site audits to check on compliance with safety requirements and OFT representatives may target areas to check compliance for appropriate licences, permits contracts and insurance. On the spot fines can occur.

Being an owner-builder requires a considerable sacrifice of your time and a high degree of planning but turning your building/ renovating dream into reality can be a truly satisfying and rewarding experience, or soul destroying, so it is worthwhile getting passionate and committed about the process.

Course Aim

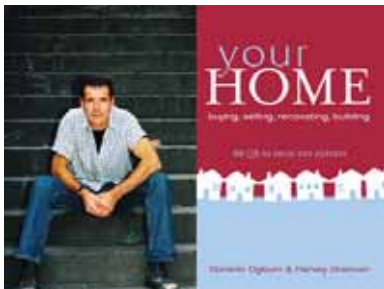
This *Own-It Build-It* education course aims to steer you down the road to being a more successful owner-builder. The course has been laid out step by step in the way most owner-builders would normally face them on a project, from beginning to end.

Active hyper links to all the important websites are provided so that the information you get is the latest legislation/ advice, by simply clicking on the relevant web address within the text.

Should you find that any links do not work we would appreciate you advising us of same.

Our goal is to provide graduates with sufficient legal and supervisory knowledge to construct, add or alter their residence.

The *Own-It Build-It* course creator is an author of the consumer advisory book '**Your Home**' (view book @ <http://www.allenandunwin.com/Shopping/ProductDetails.aspx?ISBN=1865088919>) and expert building consultant with over 20 years experience including assisting owner-builders and consumers. Visit www.accesspropertyservices.com.au



How do I get my OIB Course Certificate?

You must read the course Sections 1-12 and answer all of the 40 multiple choice questions located at the end of each course section on our automated on-line course quiz located on home page @ www.ownitbuildit.com.au (just above the award). You must first enter your Log-in name and password and complete your personal details and simply click on the answer box you think is correct.

On completion press 'submit' and the on-line quiz will automatically be sent to us for review.

If you do not answer a question it will be marked as incorrect

Alternately you can complete the quiz by hand and fax it back to us or by mail.

If all personal details and course questions are answered and you have achieved at least 85% correct, you will be advised that you have successfully passed, by email and an official *OIB* course completion certificate will sent to you by surface mail, the original of which **MUST** be presented to your local OFT office for your owner-builder permit to be issued.

Unsuccessful participants will be told which answers were incorrectly answered and given a second opportunity to pass. If you fail a second time you will need to purchase the course again and sit another quiz.



Addendum

Course Contents

Introduction

Course Aim

SECTION 1

Owner-builder definitions & obligations

What are the limitations of an owner-builder permit?

What are some of the obligations of an owner-builder & when selling within six years?

OIBI course question no1

SECTION 2

Project documentation & development consent

Applying for development consent

What are the different categories of building approval?

What is a construction certificate (CC) & how to get it?

OIBI course question no2

SECTION 3

Project budget

How do I calculate my project costs?

OIBI course question no3

SECTION 4

Project finance

OIBI course question no4

SECTION 5

Project insurance & taxation

Non mandatory insurances

OIBI course question no5

SECTION 6

Project set up, occupational health & safety (OH&S)

Site amenities

Asbestos in buildings;

Hazard identification, risk assessment and control

Sources of hazards

Hierarchy of control

Re assess the risk

Pre work hazard assessment check

OIBI course question no6

SECTION 7

Project contracts, warranties & claims

H.b act 1989 mandatory requirements for contracts

Home building regulation 2004 mandatory contract inclusions

Statutory warranties

OIBI course question no7



SECTION 8

Project contractors & consultants
Building professionals (consultants);
OIBI course question no8

SECTION 9

Project records
Project records why should I keep them?
OIBI course question no9

SECTION 10

Termites (white ants) & project planning
Project planning & scheduling
OIBI course question no10

SECTION 11

Building Code & Australian Standards
Building Code of Australia
Australian Standards
OIBI course question no11

SECTION 12

Building disputes
Summary tips on avoiding building disputes
OIBI course question no12

End

