

MEETING MINUTES

Meeting Title: Weekly Subcontractor Coordination Meeting #123 – 443 Queen Street

Time & Date: 10.30am, Monday (22/11/2021)

Place: Site Induction / Meeting Room

Attendees: Brock H (PCA), Shaun W (PCA), Tim D. (Apps), Toby A. (Probuild), Neil D. (Probuild), Shane (Usher), Jeremy V. (PCA), Dalton (MFP), Andy M. (C&D), Cory (Tilecorp), Josh Drum (Scooter), Rob Y. (PCA), Wayne E (Set), Darren G (PCA), Lorrie H. (Heinrich), Len H (PCA), Rose (Skylabb), Charlie (PCA), Dave G. (Oocteros), Tom (PCA), Kristen A (ECC), Harley (ECC).

Apologies: Josh (TJM), Nathan A. (Ellis), Duxy (Hitec), Max (B2B), Chris K (Probuild).

Distribution: All above

Item	Subject	Action	By When
1.0	<u>Safety / Environment</u>		
1.1	No trades other than TJM to modify, adjust or dismantle scaffold unless inducted into SWMS by TJM. Notify Probuild if any scaffold/handrail needs to be adjusted to complete works. TJM will notify, via the Whatsapp group, where any modifications have been made.	All	Note
1.2	Ensure all coring and drilling permits are in place prior to completing works. As noted below there is live power in walls & slabs. Services trades required to sign off on these permits.	All	Note
1.3	Apps noted that there is live power in walls/slabs (stair 10, 17, 14, Helix Ramp, Substation, core walls and carpark slabs). All walls & slabs are now to be treated as live. Apartments are energised from Level 13 to Level 34 (excluding Level 16). Level 17 to Level 23 Lobbies are energised.	All	Note
1.4	Operational safety zones to be booked out at daily prestart. Each trade is responsible for managing operational safety zones once booked. Each trade must also provide adequate signage which includes the contact details of the appropriate person from that trade. Ensure gates are unlocked, and signage removed, at the completion of works. All exclusion zones are to be respected. No zones are to be shared unless coordinated at the 2:30pm meeting.	All	Note
1.5	Trades to enforce correct PPE to stop the re-occurring MTI & first-aid issues.	All	Note
1.6	No dry sweeping allowed on site. Use pump packs w/ water mist or HEP filter vacuum.	All	Note
1.7	All trades need to ensure that they are cleaning up after completing their works in order to allow for the following trades to be able to undertake their works. Particularly in the twin hoist apartments.	All	Note
1.8	Bin changeovers are a priority. All trades are to assure that they are pushing full bins to the hoist, without blocking accessways, to assist with these changeovers.	All	Note
1.9	Any person with flu- like symptoms is to stay away from site and get tested.	All	Note
1.10	No trade other than Heinrich is to enter the top of the Jumpform and Level 48 due to Jumpform dismantle and screen removal, unless communicated prior.	All	Note
1.11	Any trade working on a balcony where there is a live edge is to lock the sliding door and place appropriate signage on the door when not in the vicinity.	All	Note
2.0	<u>Look Ahead Program for the Week and Long Term</u>		

Item	Subject	Action	By When
2.1	<u>Upcoming Saturdays:</u> 1. Saturday the 20 th of November. Working Saturday.	All	20/11
3.0	<u>Subcontractors</u>		
3.1	Mainland Civil – Demolition of Dummy Walls.		
4.0	<u>Procurement</u>		
5.0	<u>RFI issues</u>		
6.0	<u>Quality</u>		
6.1	PCA will be assessing ARW/ CBUS defects and assigning agreed defects to contractors.	PCA	Note
6.2	All trades required to rectify defects in a timely manner to avoid delays to subsequent trades. Probuild will inspect floors once trades are complete with rectification progressively and upload any still outstanding defects to Zutec for close out.	All	Note
7.0	<u>New Business</u>		
7.1	All trades are to ensure no materials are leaned or stored against finished walls, floors, windows or planter boxes. If any damage is caused to finished works (especially glass), it is essential for the necessary trade to be notified immediately.	All	Note
7.2	No trades are to use the kitchens in the apartments as work benches. CBUS have also raised this as an issue.	All	Note
7.3	No trades other than Octeros are to remove the joinery or joinery protection.	All	Note
7.4	All trades need to ensure that they are submitting their daily site numbers through the SINE system before 8am each day.	All	Note
7.5	No site boxes are to be taken into tiled or finished apartments.	All	Note
7.6	Boots off in finished apartments.	All	Note
7.7	No trades other than Scooter are to remove doors in finished apartments. This also applies for Octeros Joinery doors.	All	Note
7.8	Gate 2A will continue to be intermittently closed for the installation of the Laneway structure works.	All	Note
7.9	The 2 nd internal lift is scheduled to be operational from the 22 nd of November.	All	22/11
7.10	MFP need to ensure that there is protection on all finished carpet prior to final clean.	MFP	Note
7.11	The site will be shut for the Christmas/ New Year break from Friday the 17 th of December 2021 until Wednesday the 5 th of January 2022.	All	17/12/21 – 5/1/22
7.12	The Probuild site office will be getting removed from the 29 th of November.	All	29/11
7.13	Service trades are lagging behind in the scar apartments. They need to ensure that they are adequately resourcing to keep up with Scooter.	All	Note