

Meeting #3

PBS Building (QLD) Pty Ltd
Level 1, 5/41 Lavarack Avenue
Eagle Farm, Queensland 4009
Phone: (07) 3136-1333

Project: 3-30.QD031 - **Wool Bay Water Recycling Unit**
30 Ennis Street
Maryborough, Queensland 4650
Phone: 07 3136 1333

Project Team Meeting Minutes

MEETING DATE: 12/03/2019

MEETING TIME: 8:20 am - 9:40am Brisbane

MEETING LOCATION: 174 Chapel Road, Nikenbah

OVERVIEW:

Project Team Meeting

NOTES:

ATTACHMENTS:

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
[REDACTED]	PBS Building	Tel:	[REDACTED]@pbsbuilding.com.au	Conference
Kristina Saedder	PBS Building	Tel:	kristina.saedder@pbsbuilding.com.au	Present
[REDACTED]	PBS Building	Tel:	[REDACTED]@pbsbuilding.com.au	Conference

Previous Minutes - Agreed/Accepted

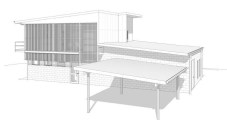
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Outstanding Issues				Closed
	Description: Insert any outstanding issues					

ENVIRONMENTAL HEALTH & SAFETY

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Site Access & Set Up				Closed
	Official Documented Meeting Minutes: Site access and set up fully completed. Temp services connected by Craig Thomson (not part of original quote/scope) Hire of larger generator. Fuel and hire costs are Prov Sums (first few fuel dockets have been coded to temp power, less than \$200)					
2.2	1	Environmental Issues Raised				Closed
	Official Documented Meeting Minutes: Heat - heatwave conditions locally (approx 35 deg or higher). Due to site conditions cannot have water bubbler on site (power access and site contaminants) BS to purchase 24 pack water at start of week - can maybe add to BP fuel purchase. Safety Induction - working well through Sign on Site. Induction to be updated to include 'Be Aware of Snakes' Spill Kit - on site and up to date. Bund around generator? - not needed					

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact PBS Building (QLD) Pty Ltd if there are any discrepancies or questions with the content of these minutes.



Meeting #3

Dust Control - under control. Hose when needed. No dust suppression needed. No issues with dirt leaving site -driving over grass etc.

Fire Ants - none on site.

TMP - Does it need to be updated for craneage for frames and trusses? BS to review.

PROGRAMME

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Milestones / Target Dates	Bernard Sainsbury (PBS Building)			Closed
	Official Documented Meeting Minutes: EOT 1 has been submitted - 3 weeks (attached via Related Items) Program is 23-25 duration, practical completion due 11/07/19 New 2 Week Rolling Program to be issued this week - BS In general: Engineer 15/03 Pest Control 15/03 Blocks 18/03 Pour Slab 18/03 Maahs 28/03 Fire door has been ordered					
3.2	1	Issues Affecting Progress				Closed
	Official Documented Meeting Minutes: No issues reported					

QUALITY

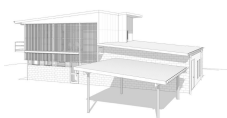
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	General	Keenan Duimpies (PBS Building)			Closed
	Official Documented Meeting Minutes: Certifier to do inspection on slab? Found under Clause 22 KD to send notice					
4.2	1	ITP's & Checklists	Kristina Saedder (PBS Building)	22/02/2019		Closed
	Description: ITPs in PMP					
	Official Documented Meeting Minutes: Remaining checklists have been uploaded to Procore Templates. KS to check against PMP checklists. KS to see if extra concrete checklists can be removed from job on Procore					

COST CONTROL

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
----	----------------	-------	------------	----------	----------	--------

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact PBS Building (QLD) Pty Ltd if there are any discrepancies or questions with the content of these minutes.



Meeting #3

DISTRACTIONS / OFF SITE ACTIVITIES

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
----	----------------	-------	------------	----------	----------	--------

VARIATIONS

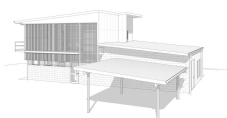
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
----	----------------	-------	------------	----------	----------	--------

PROCUREMENT

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
8.1	1	New Lettings				Closed
		Description: Discuss proposed Letting Schedule as per Bernie's email				
8.2	1	Letting - POs	Bernard Sainsbury (PBS Building)			Closed
		Description: Items to be let by Purchase Order				
8.4	1	MWs to be Issued	Keenan Duimpies (PBS Building)	22/02/2019		Closed
		Description: MW Contracts to be issued this week				
		Official Documented Meeting Minutes: GCDE has been awarded Electrical, Data, Security & Fire Wetseal has been awarded waterproofing Windows - BS sending info through to KD				
8.5	1	MWs Still to be Issued				Closed
		Description: MW Contracts still outstanding				
		Official Documented Meeting Minutes: Structural Steel: Package has changed. Send requote request to Dynamic Engineering: - Floor MCC Room - Verandah Columns and Beams - External Aluminium Battens - External handrail (show price seperately) Metalwork: Complete Barrier Systems - External handrail/balustrades - Internal Stairwell handrail Frames & Trusses: DTM conforming and cheapest KS to confirm pricing and send commitment Roofing: Youngies was non-conforming and are doing Latitude Vision - package to be let to Vision, conforming quote Mechanical: Wide Bay Air - reconfirm quote (see if can reduce to \$40k) KS to contact Linings: CPlex is doing all Latitude work				

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact PBS Building (QLD) Pty Ltd if there are any discrepancies or questions with the content of these minutes.



Meeting #3

JPI price is cheaper, however SCV shows ceilings excluded? BS to vet quotes
Potential new contractor came into HB office 13/03 - KS will send to them to quote
Joinery: Classique Kitchens - BS to check with Macca
Doors: KD to do Door Schedule, including door size, as Bunnings will not do take off

TRAINING

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
9.1	3	First Aid				Closed
	Description: Confirm that BS has First Aid qualification Training day booked for 11/05 at HBSLSC for Hervey Bay staff.					
9.2	3	Procore Training				Closed
	Description: Procore Modules - KD & BS to aim to complete 2 modules per week via Procore training/videos					

STAFFING & HR

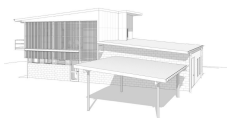
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
10.1	3	Leave				Closed
	Description: KD on leave from 16/03 - returning 01/04/19					

GENERAL BUSINESS

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
11.1	1	Sign On Site	Kristina Saedder (PBS Building)	22/02/2019		Closed
	Description: Site will be using Sign On Site to manage inductions and attendance registers.					
	Official Documented Meeting Minutes: Up and running on site. Working well.					
11.2	2	Progress Claim	Keenan Duimpies (PBS Building)	01/03/2019		Closed
	Official Documented Meeting Minutes: KD will be away when next Progress Claim is due. Stat Dec is already saved in folder. Progress Claim due 01/04/19					
11.3	2	Contract Notification	Keenan Duimpies (PBS Building)	22/02/2019		Closed
	Official Documented Meeting Minutes: Complete					
11.4	2	Scan Contract	Keenan Duimpies (PBS Building)	22/02/2019		Closed
	Official Documented Meeting Minutes:					

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact PBS Building (QLD) Pty Ltd if there are any discrepancies or questions with the content of these minutes.



Meeting #3

	Complete					
11.5	2	Upload Specification	Kristina Saedder (PBS Building)	22/02/2019		Closed
	Official Documented Meeting Minutes: Complete					

NEXT MEETING

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
----	----------------	-------	------------	----------	----------	--------

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact PBS Building (QLD) Pty Ltd if there are any discrepancies or questions with the content of these minutes.

Digital Champions - PBS

This team has been formed to drive the uptake in software usage across our organisation. The team does not use formal minutes etc, however we do share information through our Discussion Board on Yammer.

Tue 10/09/2019 3:50 PM

To: [redacted] <[redacted]@pbsbuilding.com.au>; Nathan Kane <nathan.kane@pbsbuilding.com.au>; Daniel Bennett <daniel.bennett@pbsbuilding.com.au>; Aaron Kane <aaron.kane@pbsbuilding.com.au>; Kristina Saedder <kristina.saedder@pbsbuilding.com.au>; Brendan McGrath <brendan.mcgrath@pbsbuilding.com.au>; Bernie Sainsbury <bernie.sainsbury@pbsbuilding.com.au>

Good afternoon,

PBS are creating a Digital Champions Club for Procore and other systems and would love you to be a part in assisting us to drive engagement and value.

Background to why

- PBS need to get users engaged and excited about using digital products and what the benefits for each role are. We will continue to drive this within our own team but feel greater value will be achieved by collaboration with onsite users, including communication, input and feedback for the use of the products, process change, improvements to the physical system etc.
- I am envisaging the Procore Champions to spend about 15 minutes a week to gather feedback/improvements from their site team and others in their area and pass onto PSC team/Procore/Other Systems.
- Once a quarter catch up via Zoom to discuss and brainstorm as a group with a Procore/Other systems representative in attendance as well.
- Ideally it would be great to have 2 representatives from each state team to ensure we are covering off office and site roles from each team.

If you want any further information please give me a call.

I will give each of you a call in the coming days to discuss if you are happy to take on role.

I am planning to have our first meeting in a couple of weeks but will communicate in advance.

Thankyou



Hayley Bullman

People, Systems & Culture Manager

T [redacted]
E [redacted]

PBS Property Group Pty Limited
[Ground Floor, 40 Thesiger Ct, Deakin ACT 2600](#)



This email and its attachments are for the sole use of the addressee, may be confidential and subject to copyright. If you are not the intended recipient of this email or attachments, you must not use, copy, disclose, share or take any action based on them. If you receive this email in error, please immediately delete it from your system and notify the sender by return email. Any views or opinions expressed are solely those of the author and do not necessarily represent PBS Building Pty Ltd.

DIGITAL CHAMPIONS GROUP

Yammer Discussion Board



Digital Champions PRIVATE

[NEW CONVERSATIONS](#)[ALL CONVERSATIONS](#)[FILES](#)[SEARCH](#)

Update

Question

Poll

Praise

Share something with this group...



Follow

– October 29 at 05:12 PM from iPhone

Thankyou all for being part of PBS' Digital Champions Group and for attending our initial catch-up this afternoon. I am looking forward to working as a team to collaborate and succeed with our digital project systems.

LIKE

REPLY

SHARE

...

Seen by



Ash Charlton

October 29 at 05:39 PM