

Weekly Security Meeting Minutes

Meeting Details	
Date: 20/05/2020	Venue: Correctional Centre – CPB Internal Meeting Room
Attendees:	
[REDACTED]	[REDACTED]
P. Luczka (PL) CPB	[REDACTED]
[REDACTED]	R. Yeo (RY) CPB
Apologies: [REDACTED]	

Agenda Items
• Security • Upcoming Works / CIR • CPB Issue / QCS Issue • Any other business

Meeting Record			
Agenda Item	Concerns / Issues Raised	Outcome / Action	Responsible / Date
General	These minutes are a true and accurate record of the weekly security meeting. All members are to review the previous meeting minutes and are to raise any discrepancies.		All Ongoing
Security – Management Plan	Review of the SAM Plan	Plan has been review again and signed off by CPB. Currently waiting on QCS Senior Management to complete and sign off. Agreed at the meeting for CPB to forward the SAM Plan to Q BUILD as is, as it is unclear when QCS will have senior management sign off	Note Reviewed 6 monthly
Honeywell	Honeywell Representatives █████ attended the meeting and provided an overview of on-going and upcoming security works as required	Details provided on: Future works to always reference CIR # and only discussed once CIR submitted to QCS - no new details	Note
CIR's	All CIRs to be emailed to Q Build i.e. SG & JM at same time as to QCS. QCS signed CIR to be emailed to SG and JM.	CPB to email CIRs to Q Build including JM. Email all CPB Engineers of requirement	PL
	Communication of upcoming works QCS require briefing following CIR distribution	PL to schedule meetings at ~09:10 hrs with MN, SG and CPB personnel to discuss	PL
	Communication continuity	All CIR briefings with QCS to include DF and or PL	QCS
	QCS require briefing after CIR have been emailed out	CPB & QCS to meet as required to discuss CIR's, mornings are preferred 9-10am (QCS).	PL/DF/MN
	MN discussed improving ITP relating to QCS involvement in metal detecting of topsoil and turf, SG indicated CBP to witness metal detecting	CPB aware and already actioning	DF/PL
DVL Administration	On occasion DVL not updated to promptly reflect personnel and equipment changes	Raised and discussed, DVL audit has been carried out with numerous personnel removed	13/5 PL

Security	MN request for: 1. CO's to have crib office at Jurassic gate & 2. CO's at Secure/W1 gate to have access to a nearby toilet after handover of S11/12 & DU	DF to advised CO crib office will be available at Jurassic Gate and will follow up on other	DF
	Concern regarding construction dirt and gravel in the perimeter fence	SG indicated Rural Fire Service had been used at different facility for similar task, MN indicated this could work and would be a good opportunity for engaging with Emergency Services. CPB to provide plan to action for this request	DF
	Onsite tool management/security issues	DF suggested Tool Reset when works in Resi started closing out and K Block works increase	Discussion on-going
	Contractors vehicles in Visitors carpark before 05:30	Notify Contractors no parking before 05:30	PL
	Perimeter fence clean up: plastics/litter	CPB to arrange workers to clean up within the fence – this Wednesday 20/5 QCS to provide escorts	PL
Housekeeping/Hazard	SG raised concern over long grass at S13/14 walkway construction area	Raise with CPB Supervisors and Contractor to action Schedule for next Wednesday 20/5 @12:30 hours and 21/5	PL
QCS, Q Build	QCS require prompt notification of issues	Raised and shared at CPB Team Meeting	Note
	SG requested copy of Electrical Flash Incident report	To be provided	DF
	MN raised that on occasion Honeywell works not occurring as planned	To be discussed with CPB Engineering team	DF/PL
Additional works	MN raised topic of additional works relating to Install of Dental Compressor in Medical Roof	DF stated CPB require written directive from Q Build to proceed	SG

X8	Bowed door hindering reed switch contact DX8.02A not allowing green state on system	Door Supplier is providing a 27A to come to site and inspect doors.	DF
		SG asked about temporary fix to achieve green state until final repair	DF

Next Meeting

Date	27/05/2020 Wednesday
Venue	Correctional Centre – CPB Internal Meeting Room