

BSBLDR403 LEAD TEAM EFFECTIVENESS

PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the Participant to complete work related activities.
- The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below – providing your name, signature and date of assessment.
 - The Participant's signature acknowledges that the Assessor provided clear instructions and the Participant understood what was required to complete this assessment.
- The Assessor may substitute a Practical Task with an alternate task of equal value.
 - Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name Mellissa Parsons

Participant signature 

Date 24/03/2021

Assessor name _____

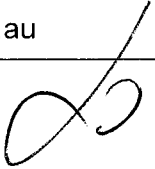
Assessor signature _____

Date [Click here to enter a date.](#)

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☐	☐
Task 1 (Occasion 2)	☐	☐

ASSESSOR COMMENTS

BSBLDR403 LEAD TEAM EFFECTIVENESS

Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to lead team effectiveness, including: • Developing a team work plan that provides – ○ Documentation of how it was generated and how it will be monitored ○ Incorporation of innovation and productivity measures • Communicating with team members and management to – ○ Identify and establish the team purpose, roles, responsibilities, goals plans objectives ○ Consult, encourage, support and provide feedback ○ Model team leadership behaviours and approaches ○ Resolve problems The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. Evidence to be submitted may include: • Meeting minutes (e.g. subcontractor meeting, HSE committee meeting) The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.		
Resources required: Nil		
Assessment of task		
Name of participant:	Mellissa Parsons	
Name of observer:	Daniel Ogden	
Role of observer (Confirm suitability to sign)	Senior Contracts Administrator	
Email address of observer	dogden@rcq.net.au	
Signature of observer:		
Date:	24/03/2021	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1st Occasion	2nd Occasion
1.A. Lead and consult with the team to document work plan, incorporating: • Team purpose, roles, responsibilities, goals, plans and objectives • Innovation and productivity measures • Notes on how the work plan was generated and how it would be monitored	☒	☒
1.B. Lead team to develop cohesion, including: • Providing opportunities for input of team members into planning, decision making and operational aspects • Encouraging and supporting team members to take responsibility for own work and to assist each other • Providing feedback to team members to encourage, value and reward individual and team efforts and contributions	☒	☒

1.C. Participate in and facilitate work team, including: • Leading and supporting team members in meeting expected outcomes, through delegation and work allocation • Actively encouraging team members to participate in and take responsibility for team activities and communication processes • Giving the team support to identify and resolve problems, issues and concerns • Acting as a role model to enhance the organisation's image	☒	☒
1.D. Maintain open communication by passing information from management to the team and vice versa (including issues, concerns and problems) and ensuring follow-up action was taken.	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS
Melissa has attended x2 Subcontractor Weekly Site Meetings. These meetings include RCQ Site Management and Subcontractor Representatives. Melissa was required to document and distribute minutes. She was encouraged to "speak freely" with any issues or matters that she had seen or heard. Whilst at the meetings I observed Melissa to be polite and respectful. On a number of occasions she encouraged the Subcontractors with certain aspects and elements of internal safety system procedures and overall positivity towards the day to day operations and status of the project. She has attended to and been involved with a safety review on site with RCQ Safety Officer. She has also shown initiative by undertaking an audit of the Hammertech (safety system) personnel function and conveying her findings to the meeting attendees. Melissa demonstrated an effort to step outside her comfort zone by joining these meetings, with her current skillset not requiring such attendance or input.

Anelay – 70 The Strand Project

Subcontractor Weekly Coordination Meeting Minutes



Meeting No. 04
11:00AM Tuesday 16/03/21
RCQ Site Office – 70 The Strand, Townsville

COMPANY	CONTACT	REF	PHONE	PROJECT ROLE	ATTENDANCE			
					Y	N	A	D
ATTENDEES								
RCQ Projects	Lloyd Miller	LM		Site Foreman	*			
RCQ Projects	Jimmy Murray	JM		Safety Advisor	*			
RCQ Projects	Andrew Collyer	AC		Snr Project Mgr			*	
RCQ Projects	Daniel Ogden	DO		Snr Contracts Admin	*			
RCQ Projects	Melissa Parsons	MP		Admin Assistant	*			
Vision Survey	Danny Lincez	DL		Surveyor				*
MITE Construction	Ashley Hamilton	AH		Civil – Manager		*		
Metalrig	Brad Turner	BT		Tower Crane – Manager				*
ASAP Scaffolding	Adam Hiraka	AH		Scaffold – Ops Mgr	*			
Jolliffe Concreting	Kurt Jolliffe	KJ		Formwork – Director			*	
Jolliffe Concreting	Trevor			Formwork – Site Mgr	*			
Marsh Steelfixing	Kerry Marsh	KM		Reo Fix	*			
Marsh Steelfixing	Lewayne			Reo Fix		*		
Lyndons	Steve Payne	SP		Reo Supply – Scheduler				*
Yellow Block Road	John Beldan	JB		Blocklayer – Director				*
Yellow Block Road	Kylie McIlroy	KM		Blocklayer – Admin / HS	*			
Yellow Block Road	Dave	Dave		Blocklayer – Manager		*		
Easy Reach	Andrew Trezona	AT		Concrete Pumping				*
Tacoma Plumbing	Adam Stevens	AS		Plumbing – Supervisor			*	
Tacoma Plumbing	Steven Conaghan	SC		Plumbing – Director				*
Peak Electrical / Mechanical	Andy Hiatt	AH		Elec / Mech – Site Mgr	*			
Peak Electrical	Casey Evans	CE		Elec – Supervisor		*		
Peak Electrical	Allan Peterson	AP		Elec – Project Manager				*
Peak Mechanical	Nathan Beresford	NB		Mech – Supervisor		*		
Premier Fire	George Grajczonek	GG		Wet Fire – Engineer	*			
Schindler Lifts	Peter Rudd	PR		Lifts – Supervisor				*

Y = Yes, N = No, A = Apologies Rec'd, D = Distribution Only

Heading / Meeting / Item

Latest comment in *Italics*

Anelay – 70 The Strand Project

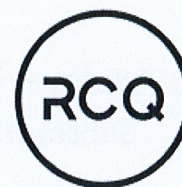
Subcontractor Weekly Coordination Meeting Minutes



ITEM	DESCRIPTION	ACTION	DATE DUE
1.0	PREVIOUS MINUTES Noted & Agreed as Correct		
1.2.1	Note any corrections from previous minutes otherwise they are accepted by all as correct.	Note	
2.0	SAFETY & ENVIRONMENT		
2.2.1	<u>Safety Alerts Issued</u> 1) Water Truck driver death 2) Arc flash incidents working on electrical boards Both are up on the noticeboard next to the Hammertech sign in tablet, please read Update 16/03: no new issues	Note	
2.2.2	<u>Weekly Positive Observation</u> Tower Crane is up and being commissioned noon 10/03/2021 Update 16/03: site is looking good, all subbies have done a great job thank you keep it up	Metalrig	COMPLETED
2.2.3	<u>Site Access</u> No semi deliveries to be made, if this cannot be avoided then 1 months' notice is required to obtain the appropriate permits and traffic control There will be a drive in drive out system for unloading of trucks so that they are not reversing into traffic	Note	
2.2.4	<u>Scaffold</u> Perimeter scaffolding is erected and fully usable	Note	
2.1.9	<u>Monthly Site Safety Recognition BBQ</u> MIC will be on site 22/04/2021 to do General Awareness with everyone, BusQ will put on a BBQ after the training, time to be advised	MIC / BusQ	22/04/2021
2.1.1	<u>General Safety Issues</u> Update 16/03: make sure that you are all doing your daily prestart and signing off		
2.1.2	<u>Online Inductions</u> Subcontractors to make sure they have completed their online induction with Hammertech prior to arriving at site as it is taking up a lot of Jimmy's time.	All	
2.1.3	<u>Daily Pre-Start Meeting</u> Each subby sends 1 supervisor to the RCQ pre-start meeting. They then relay the messages back through their own pre-start meeting with their crew.	All	
2.1.5	<u>Hot Weather</u> It was raised that current weather conditions are very hot and humid so appropriate precautions and controls to be in place – watch out for your fellow workers. Blackwoods have some great "cooling" gear to help your staff	All	
2.1.7	<u>Tower Crane</u> Working days: Monday, Wednesday & Friday Working Hours: 630am to 230pm Crane board will be erected, all co-ordination is to be done with Lloyd by 2pm daily Update 16/03: has been repaired and is operational again	All	

Anelay – 70 The Strand Project

Subcontractor Weekly Coordination Meeting Minutes



2.1.9	Deliveries to site are from 630am to 230pm unless otherwise liaised with Jimmy or Lloyd	All	
2.1.11	SWMS – address JM's email SWMS to be amended, submit to hammertech, all employees to sign off on before undertaking works These changes came into effect 01/03/2021 Update 16/03: this MUST be done by 19/03, JM will email individual companies who have not complied	All	19/03/2021
	WPHS were on site last week (Wednesday 11/03/2021) minor issues which were rectified on site immediately, they were on site a total of 4.5hrs		
	MP undertook a safety walk with JM on 14/03/2021, it was found that ASAP had and out of date scaffolding tag, a Corrective Action Notice #3 was issued to Jack Nicholson on site at the time and this was rectified within 2 hours THIS IS A MOCK SENARIO AND ENTRY TO THE MINUTES FOR THE PURPOSE OF THE ASSESSEMENT	ASAP	Completed
3.0	AUTHORITIES / QUALITY		
3.1.1	<u>Plumbing & Drainage Approval – Commercial</u> HPW21/0197. Application and approval required prior to commencement of drainage works. Update 23/2/21: Submitted to TCC on 13/1/21. Update 2/3/21: TCC inspected today, permit expected to be issued. Update 10/03/21: completed Update 16/03: no this is still waiting	Note	
3.1.2	<u>Plumbing & Drainage Approval – Apartments</u> HPW21/0047. Application and approval required prior to commencement of drainage works. Update 23/2/21: As-built information to be sent to TCC. Update 2/3/21: TCC inspected today, permit expected to be issued. Update 10/03/21: got closed out	Note	
3.1.3	<u>Ergon (Permanent Power)</u> Lead in conduit under Kennedy St has been installed. New cabinet to be installed. Update 23/2/21: Ergon to provide proposal for Design. Update 16/03: waiting on revised design fee	Note	
3.1.4	<u>NBN</u> Application in progress. Update 2/3/21: Andy to get information on pit location in Kennedy St to Premise so they can finalise their drawings. Request to relocate pit to be submitted to NBN. Update 10/03/21: PEAK are looking into this	Note Peak	
3.1.5	<u>Quality Summary</u> Use of Hammertech for Inspections.	Note	
3.1.6	<u>New Quality Issues Raised</u> Jolliffe will be using new ply formwork for the Mezz slab as it is an exposed finish. All other trades to be mindful of this. Marsh to ensure all tie-wire is picked up.	Note	

Anelay – 70 The Strand Project

Subcontractor Weekly Coordination Meeting Minutes



4.0	PROGRAMME		
4.2.1	<u>Status of Last Week's SRP</u> Refer to attached.		
4.2.2	<u>This Week's SRP</u> Refer to attached.		
4.2.3	<u>Key Activities for This Week</u> Start scaffold install COMPLETED	ASAP	
	Deck in ASAP Update 16/03: competed, pour Thursday 18/03		
	Pour Monday 15/3 Update 16/03: moved to the 18/03 as no pumps available		
	Update 16/03: Program has been pushed out to no pump being available on Wednesday 17/03/2021 Level 1 slab 14/04 Blocks here Tuesday Swing up Wednesday Last columns being done 23/03 Formwork to start 29/03		
5.0	SITE LOGISTICS		
5.1.1	<u>Tower Crane</u> <i>Lifts will take place Mon, Wed & Fri.</i> <i>Deliveries to take place 630am to 230pm ONLY, if you need outside these hours liaise with Lloyd and Jimmy</i> <i>Crane is to only work 8hours a day</i>		Note
5.1.2	<u>Crane Board</u> RCQ will provide the tower crane on M-W-F initially to avoid wasted downtime. All deliveries and crane related activities are to be scheduled and managed via the RCQ Crane Board. This will be finalised each afternoon by Lloyd. All bookings to be done by 2pm day before, no exceptions	Lloyd	
5.1.3	<u>Mezz Level Site Amenities</u> Lloyd to sketch up plan for moving amenities into the Mezzanine Level once formwork is stripped out. Update 16/03: once the amenities have been moved to the mez deck, the sheds will go, there will be portable toilets on the scaffolding like what we had at ATO, water bubblers and ice machines will be installed as required	Lloyd	2/3/21
6.0	DESIGN ISSUES		
	<u>General</u>		
6.1.1	<u>Procore Use</u> Please ensure drawings and documentation is always checked against the Procore registers. Also includes submittals and RFI's With RFI's please put Mellissa Parsons as the RFI Manager and she will issue it out the person who needs to address it		Note

Anelay – 70 The Strand Project

Subcontractor Weekly Coordination Meeting Minutes



	<u>Residential Building</u>		
6.1.2	<u>Fire Pump Sizing</u> Fire pump sizing to be confirmed by STP based on new sprinkler design.	RCQ (STP)	
	<u>Commercial Building</u>		
6.1.3	Nil raised.		Note
7.0	GENERAL BUSINESS		
	Site Closed 2/4 – 5/04/21 for Easter	Note	
8.0	NEXT MEETING		
8.1.1	Next meeting proposed for 11:00AM Tuesday 23/3/21.		Note



Meeting #4

RCQ Construction
4/458 Flinders Street
Townsville, Queensland 4810
Phone: (07) 4771-3077

Project: RC5-523 - 70 The Strand Townsville (Anelay)
70 The Strand
Townsville, Queensland 4810
Phone: 0747713077

Subcontractor Weekly Coordination Meeting Minutes

MEETING DATE: 10/03/2021 **MEETING TIME:** 11:00 am - 12:00 pm Brisbane

MEETING LOCATION: On Site, 70 The Strand, Townsville

OVERVIEW:

Weekly subcontractor coordination meeting.

NOTES:

ATTACHMENTS:

[Anelay Short Range Programme - Issued 210310 Status 210315.pdf](#) [Anelay Short Range Programme - Issued 210316.pdf](#) [RCQ 70 Strand Subbie Meeting Minutes 04 210316.pdf](#)

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
Adam Hiraka	ASAP Qld Pty Ltd			Present
Dean Hinschen	B&N Glass and Aluminium			For Distribution Only
Andrew Trezona	Easy Reach Concrete Pumping			For Distribution Only
Kurt Jolliffe	Jolliffe Concreting			For Distribution Only
Steve Payne	Lyndons Pty Ltd			For Distribution Only
Kerry Marsh	Marsh Steelfixing Pty Ltd			Present
Bradley Turner	Metalrig			For Distribution Only
Ashley Hamilton	Mite Constructions Pty Ltd			For Distribution Only
Nathan Beresford	Peak ARE Pty Ltd			Absent
Casey Evans	Peak ARE Pty Ltd			Absent
Andrew Hiatt	Peak ARE Pty Ltd			Present
Allan Petersen	Peak ARE Pty Ltd			For Distribution Only
George Grajczonek	Premier Fire NQ Pty Ltd			For Distribution Only
Andrew Collyer	RCQ Construction			For Distribution Only
Lloyd Miller	RCQ Construction			Present

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 RCQ Construction if there are any discrepancies or questions with the content of these minutes.



Meeting #4

Jim Murray	RCQ Construction			Present
Daniel Ogden	RCQ Construction			Present
Mellissa Parsons	RCQ Construction			Present
Peter Rudd (1st Contact)	Schindler Lifts			For Distribution Only
Steve Conaghan	Tacoma Plumbing Townsville			For Distribution Only
Adam Stevens	Tacoma Plumbing Townsville			Absent
Danny Lincez	Vision Surveys Pty Ltd			For Distribution Only
John Beldan	Yellow Block Road Pty Ltd			Present

Meeting Minutes - See attached.

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Meeting Minutes				Open
	Description: Minutes from last meeting attached.					
	Attachments: RCQ 70 Strand Subbie Meeting Minutes 03 210310.pdf					
	Previous Meeting Minutes: 10/03/2021: (None)					

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 RCQ Construction if there are any discrepancies or questions with the content of these minutes.

From: [Melissa Parsons \(RCQ Construction\)](#)
To: [Melissa Parsons](#)
Subject: 70 The Strand Townsville (Anelay): Meeting 4 - Subcontractor Weekly Coordination Meeting Minutes
Date: Wednesday, 17 March 2021 10:07:40 AM

70 The Strand Townsville (Anelay)



More details: [View online](#) [View PDF](#)

DO NOT REPLY TO THIS EMAIL

This is a notification sent from an unmonitored email address.

Meeting #4 Minutes - Subcontractor Weekly Coordination Meeting

Project: 70 The Strand Townsville (Anelay)
Meeting Location: On Site, 70 The Strand, Townsville
Date: 10/3/21
Start Time: 11:00 am
Finish Time: 12:00 pm
Time zone: Brisbane
Attachments: [Anelay Short Range Programme - Issued 210310 Status 210315.pdf](#)
[Anelay Short Range Programme - Issued 210316.pdf](#)
[RCQ 70 Strand Subbie Meeting Minutes 04 210316.pdf](#)
Overview: Weekly subcontractor coordination meeting.
Scheduled Attendees: Adam Hiraka (ASAP Qld Pty Ltd), Dean Hinschen (B&N Glass and Aluminium), Andrew Trezona (Easy Reach Concrete Pumping), Kurt Jolliffe (Jolliffe Concreting), Steve Payne (Lyndons Pty Ltd), Kerry Marsh (Marsh Steelfixing Pty Ltd), Bradley Turner (Metalrig), Ashley Hamilton (Mite Constructions Pty Ltd), Nathan Beresford (Peak ARE Pty Ltd), Casey Evans (Peak ARE Pty Ltd), Andrew Hiatt (Peak ARE Pty Ltd), Allan Petersen (Peak ARE Pty Ltd), George Grajczonek (Premier Fire NQ Pty Ltd), Andrew Collyer (RCQ Construction), Lloyd Miller (RCQ Construction), Jim Murray (RCQ Construction), Daniel Ogden (RCQ Construction), Melissa Parsons (RCQ Construction), Peter Rudd (1st Contact) (Schindler Lifts), Steve Conaghan (Tacoma Plumbing Townsville), Adam Stevens (Tacoma Plumbing Townsville), Danny Lincez (Vision Surveys Pty Ltd), John Beldan (Yellow Block Road Pty Ltd)
MINUTES: <https://app.procore.com/1038677/project/meetings/show/4095245>

More details: [View online](#) [View PDF](#)

**NOTE: THIS IS A MOCK SENARIO
FOR THE PURPOSE OF
THE ASSESSMENT**



APP-HSE: 06A Corrective Action Report Form

Corrective Action Report

Person Issued To Jack Nicholson Date 14/03/2021

Company Name ASAP Pty Ltd Contractor ☒ RCQ Construction ☐

CAR No:
3

Nature of Car

☒ Breach of Safe Work Method Statement /JSA	☐ Stop work direction
☐ Breach of RCQ Construction WHSM Plan	☐ WHSQ/Environmental Authority Notice
☐ Creating uncontrolled hazard / risk	☐ WHS Committee Report
☐ Breach of WHS Issue Resolution Agreement	☐ Other

Description of Issue

During routine safety inspection it was noted the scaffold safety tag was out of date. SWMS note that scaffolding is to be inspected every 30 days

Priority for Action

☒ HIGH Immediate action required	☐ MEDIUM Initiate within 1 day ☐ or 1 week ☐	☐ LOW Initiate within 2 weeks
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Corrective Action Required By (specific time and date) 1230pm 14/03/2021

Suggested Course of Action / Risk Controls

Full inspection of scaffolding components are in place and scaffolding is safe to use. TAG is to be updated to reflect this is current

NOTE: In accordance with HSE: 06-Non-Compliance with HSE Requirements and depending on the way this issue is actioned, further disciplinary action may be taken. For example, a direction may be given to a contractor to show cause, why access to the site should not be revoked pursuant to contractual arrangements.

Response Required (To include a copy of the CAR and supporting evidence / documentation)

By Who ASAP - Jack Nicholson CAR Issued By Mellissa Parsons

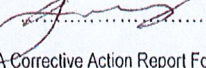
By When 1230pm 14/03/2021 Signature 

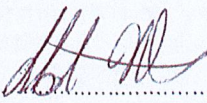
Distribution:	CAR Recipient ☒ WHS Adviser ☒ Project Manager ☒ Site Manager ☒
	Regional Manager ☐ Risk Manager ☐ General Manager ☐ (within 24 hours)
Entered into CAR Register ☐	Follow up inspection scheduled ☒ Consultation scheduled ☐

Car Close Out

Response received by due date? Yes ☒ No ☐	If no, reason must be sought and further CAR must be issued
Supporting evidence / documentation complete? Yes ☒ No ☐	If no, evidence must be obtained
Compliance achieved? Yes ☒ No ☐	If no, further CAR must be issued

Car Close Out Authority Signatures

Project Manager 
WHS Adviser 

Site Manager 

THIS IS A MOCK TAG FOR THE PURPOSE OF THE ASSESMENT

SCAFFOLD TAG

LOCATION :

70 Street

AREA/NO.:

Stretcher Stair Access

REF NO:

INSPECTION RECORD

TO BE COMPLETED BY A COMPETENT PERSON

[illegible]

SCAFFOLD TO BE USED FOR

Light
Duty
225 Kg



Medium
Duty
450 Kg



Heavy
Duty
675 Kg



These weights are for one working platform bay including men and materials



UNLAWFUL INTERFERENCE OR REMOVAL OF THIS
TAG COULD RESULT IN PROSECUTION AND FINES

**IF HAZARDS EXIST OR LAST INSPECTION DATE EXCEEDS
30 DAYS, REMOVE THIS TAG AND IMMEDIATELY NOTIFY:**

NAME:

PHONE:

10/2/2014

REMARKS: Stretch Stair Cases

Country	Percentage (%)
USA	85
Canada	75
Mexico	65
Brazil	55
Argentina	45

TO BE COMPLETED BY A COMPETENT PERSON

**THIS IS A MOCK TAG
FOR THE PURPOSE OF
THE ASSESSMENT**

**Light
Crown**

329 49

Medium Duty
450 HP

Henry Oliver Wright



These weights are for one working platform bay including man and materials.



UNLAWFUL INTERFERENCE OR REMOVAL OF THIS
TAG COULD RESULT IN PROSECUTION AND FINES

IF HAZARDS EXIST OR LAST INSPECTION DATE EXCEEDS
30 DAYS, REMOVE THIS TAG AND IMMEDIATELY NOTIFY:



Figure 1

Anelay – 70 The Strand Project

Subcontractor Weekly Coordination Meeting Minutes



Meeting No. 05
11:00AM Tuesday 23/03/21
RCQ Site Office – 70 The Strand, Townsville

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ATTENDEES					Y	N	A	D
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Anelay – 70 The Strand Project

Subcontractor Weekly Coordination Meeting Minutes



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2.2.2	<u>Weekly Positive Observation</u> <i>Update 16/03: site is looking good, all subbies have done a great job thank you keep it up</i> <i>Update 23/03: Site is good, a member of the public stopped and told JM how good it was looking and how quickly going up</i> <i>Update 23/03: site now have can collections starting up for recycling</i>	Metalrig	COMPLETED
2.2.3	<u>Site Access</u> <i>No semi deliveries to be made, if this cannot be avoided then 1 months' notice is required to obtain the appropriate permits and traffic control</i> <i>There will be a drive in drive out system for unloading of trucks so that they are not reversing into traffic</i>	Note	
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2.1.2	<u>Online Inductions</u> <i>Subcontractors to make sure they have completed their online induction with Hammertech prior to arriving at site as it is taking up a lot of Jimmy's time.</i>	All	
2.1.3	<u>Daily Pre-Start Meeting</u> <i>Each subby sends 1 supervisor to the RCQ pre-start meeting. They then relay the messages back through their own pre-start meeting with their crew.</i>	All	
2.1.5	<u>Hot Weather</u> <i>It was raised that current weather conditions are very hot and humid so appropriate precautions and controls to be in place – watch out for your fellow workers.</i> <i>Blackwoods have some great "cooling" gear to help your staff</i>	All	
2.1.7	<u>Tower Crane</u> <i>Working days: Monday, Wednesday & Friday</i> <i>Working Hours: 630am to 230pm</i>	All	

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Subcontractor Weekly Coordination Meeting Minutes



	Crane board will be erected, all co-ordination is to be done with Lloyd by 2pm daily Update 16/03: has been repaired and is operational again		
2.1.9	Deliveries to site are from 630am to 230pm unless otherwise liaised with Jimmy or Lloyd	All	
2.1.11	SWMS – address JM's email SWMS to be amended, submit to hammertech, all employees to sign off on before undertaking works These changes came into effect 01/03/2021 Update 16/03: this MUST be done by 19/03, JM will email individual companies who have not complied Updated 23/03: all completed	All	COMPLETED
	A new permit system is in hammertech to be used, if you have trouble give JM a call		
	Power to L1 is being sorted by Peak ARE	Peak	
	Temp water to L1 / Mez will be sorted by Tacoma	Tacoma	
	Portable toilets will be at the back side to drop into the sewer	Tacoma	
	Permanent scaffolding to be in place prior to ice machines and water bubblers get installed	ASAP	
3.0	AUTHORITIES / QUALITY		
3.1.1	<u>Plumbing & Drainage Approval – Commercial</u> HPW21/0197. Application and approval required prior to commencement of drainage works. Update 23/2/21: Submitted to TCC on 13/1/21. Update 2/3/21: TCC inspected today, permit expected to be issued. Update 10/03/21: completed Update 16/03: no this is still waiting	Note	
3.1.2	<u>Plumbing & Drainage Approval – Apartments</u> HPW21/0047. Application and approval required prior to commencement of drainage works. Update 23/2/21: As-built information to be sent to TCC. Update 2/3/21: TCC inspected today, permit expected to be issued. Update 10/03/21: got closed out	Note	
3.1.3	<u>Ergon (Permanent Power)</u> Lead in conduit under Kennedy St has been installed. New cabinet to be installed. Update 23/2/21: Ergon to provide proposal for Design. Update 16/03: waiting on revised design fee	Note	
3.1.4	<u>NBN</u> Application in progress. Update 2/3/21: Andy to get information on pit location in Kennedy St to Premise so they can finalise their drawings. Request to relocate pit to be submitted to NBN. Update 10/03/21: PEAK are looking into this	Note Peak	

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Subcontractor Weekly Coordination Meeting Minutes



3.1.5	<u>Quality Summary</u> Use of Hammertech for Inspections.	Note	
3.1.6	<u>New Quality Issues Raised</u> Jolliffe will be using new ply formwork for the Mezz slab as it is an exposed finish. All other trades to be mindful of this. Marsh to ensure all tie-wire is picked up. Clean up of tie wire etc. needed on the Semi-Basement slab as it is rusting and will stain the concrete.	Note ongoing	
	MP undertook a quality audit on Hammertech and noticed that 1) Easyreach has an employee with expired Concrete Placing Boom (this employee has started their induction but is not currently working on site, this will be rectified on completion of induction and prior to commencement on site) 2) Tacoma have 3 employees whose DL have expired, these are to be updated. 2 employees have started their inductions but not yet required on site and will be fixed then, Tacoma to follow up with other employee and have rectified All subcontractors to have their Hammertech point of contact keep an eye on their expiry dates of licences, SDS's, certificates, insurances ect and have these updated accordingly	Tacoma ALL	23/03/2021
4.0	PROGRAMME		
4.2.1	<u>Status of Last Week's SRP</u> Refer to attached.		
4.2.2	<u>This Week's SRP</u> Refer to attached.		
4.2.3	<u>Key Activities for This Week</u> Start scaffold install COMPLETED	ASAP	
	Update 16/03: Program has been pushed out to no pump being available on Wednesday 17/03/2021 Level 1 slab 14/04 Blocks here Tuesday Swing up Wednesday Last columns being done 23/03 Formwork to start 29/03		
	Columns being poured today 23/03/2021		
	Note on Thursday 25/03 there will be a bobcat and digger on site backfilling		
	Block fill to commence Monday 29/03/2021		
5.0	SITE LOGISTICS		
5.1.1	<u>Tower Crane</u> <i>Lifts will take place Mon, Wed & Fri.</i> <i>Deliveries to take place 630am to 230pm ONLY, if you need outside these hours liaise with Lloyd and Jimmy</i> <i>Crane is to only work 8hours a day</i>		Note
5.1.2	<u>Crane Board</u> RCQ will provide the tower crane on M-W-F initially to avoid wasted downtime. All deliveries and crane related activities are to be scheduled and	Lloyd	

Anelay – 70 The Strand Project

Subcontractor Weekly Coordination Meeting Minutes



	managed via the RCQ Crane Board. This will be finalised each afternoon by Lloyd. All bookings to be done by 2pm day before, no exceptions		
5.1.3	<u>Mezz Level Site Amenities</u> Lloyd to sketch up plan for moving amenities into the Mezzanine Level once formwork is stripped out. Update 16/03: once the amenities have been moved to the mez deck, the sheds will go, there will be portable toilets on the scaffolding like what we had at ATO, water bubblers and ice machines will be installed as required	Lloyd	2/3/21
6.0	DESIGN ISSUES		
	<u>General</u>		
6.1.1	<u>Procore Use</u> Please ensure drawings and documentation is always checked against the Procore registers. Also includes submittals and RFI's With RFI's please put Mellissa Parsons as the RFI Manager and she will issue it out the person who needs to address it		Note
	<u>Residential Building</u>		
6.1.2	<u>Fire Pump Sizing</u> Fire pump sizing to be confirmed by STP based on new sprinkler design.	RCQ (STP)	
	<u>Commercial Building</u>		
6.1.3	Nil raised.		Note
7.0	GENERAL BUSINESS		
	Site Closed 2/4 – 5/04/21 for Easter	Note	
8.0	NEXT MEETING		
8.1.1	Next meeting proposed for 11:00AM Tuesday 30/3/21.		Note



Meeting #5

RCQ Construction
4/458 Flinders Street
Townsville, Queensland 4810
Phone: (07) 4771-3077

Project: RC5-523 - 70 The Strand (Anelay)
70 The Strand
Townsville, Queensland 4810
Phone: 0747713077

Subcontractor Weekly Coordination Meeting Minutes

MEETING DATE: 23/03/2021

MEETING TIME:

11:00 am - 12:00 pm Brisbane

MEETING LOCATION: On Site, 70 The Strand, Townsville

OVERVIEW:

Weekly subcontractor coordination meeting.

NOTES:

ATTACHMENTS:

[RCQ 70 Strand Subbie Meeting Minutes 05 20210323.pdf](#) [Anelay Short Range Programme - Issued 210316.pdf](#) [Anelay Short Range Programme - Issued 210310 Status 210315.pdf](#)

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
Adam Hiraka	ASAP Qld Pty Ltd			For Distribution Only
Dean Hinschen	B&N Glass and Aluminium			For Distribution Only
Andrew Trezona	Easy Reach Concrete Pumping			
Kurt Jolliffe	Jolliffe Concreting			For Distribution Only
Steve Payne	Lyndons Pty Ltd			For Distribution Only
Kerry Marsh	Marsh Steelfixing Pty Ltd			For Distribution Only
Bradley Turner	Metalrig			For Distribution Only
Ashley Hamilton	Mite Constructions Pty Ltd			For Distribution Only
Nathan Beresford	Peak ARE Pty Ltd			For Distribution Only
Casey Evans	Peak ARE Pty Ltd			For Distribution Only
Andrew Hiatt	Peak ARE Pty Ltd			Present
Allan Petersen	Peak ARE Pty Ltd			For Distribution Only
George Grajczonek	Premier Fire NQ Pty Ltd			For Distribution Only

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 RCQ Construction if there are any discrepancies or questions with the content of these minutes.



Meeting #5

Andrew Collyer	RCQ Construction			For Distribution Only
Lloyd Miller	RCQ Construction			Present
Jim Murray	RCQ Construction			Present
Daniel Ogden	RCQ Construction			Present
Melissa Parsons	RCQ Construction			Present
Peter Rudd (1st Contact)	Schindler Lifts			For Distribution Only
Steve Conaghan	Tacoma Plumbing Townsville			For Distribution Only
Adam Stevens	Tacoma Plumbing Townsville			Present
Danny Lincez	Vision Surveys Pty Ltd			For Distribution Only
John Beldan	Yellow Block Road Pty Ltd			For Distribution Only

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Meeting Minutes				Open
		Description: Minutes from last meeting attached.				
		Attachments: RCQ 70 Strand Subbie Meeting Minutes 03 210310.pdf				
		Previous Meeting Minutes: 10/03/2021: (None)				

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 RCQ Construction if there are any discrepancies or questions with the content of these minutes.

Mellissa Parsons

From: Mellissa Parsons (RCQ Construction) <RCQ_Construction@procoretech.com>
Sent: Tuesday, 23 March 2021 3:22 PM
To: Mellissa Parsons
Subject: 70 The Strand (Anelay): Meeting 5 - Subcontractor Weekly Coordination Meeting Minutes

70 The Strand (Anelay)



More details: [View online](#)  [View PDF](#)

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Meeting #5 Minutes - Subcontractor Weekly Coordination Meeting

Project: 70 The Strand (Anelay)

Meeting Location: On Site, 70 The Strand, Townsville

Date: 23/3/21

Start Time: 11:00 am

Finish Time: 12:00 pm

Time zone: Brisbane

Attachments: [RCQ 70 Strand Subbie Meeting Minutes 05 20210323.pdf](#)
[Anelay Short Range Programme - Issued 210316.pdf](#)
[Anelay Short Range Programme - Issued 210310 Status 210315.pdf](#)

Overview: Weekly subcontractor coordination meeting.

Scheduled Attendees: Adam Hiraka (ASAP Qld Pty Ltd), Dean Hinschen (B&N Glass and Aluminium), Andrew Trezona (Easy Reach Concrete Pumping), Kurt Jolliffe (Jolliffe Concreting), Steve Payne (Lyndons Pty Ltd), Kerry Marsh (Marsh Steelfixing Pty Ltd), Bradley Turner (Metalrig), Ashley Hamilton (Mite Constructions Pty Ltd), Nathan Beresford (Peak ARE Pty Ltd), Casey Evans (Peak ARE Pty Ltd), Andrew Hiatt (Peak ARE Pty Ltd), Allan Petersen (Peak ARE Pty Ltd), George Grajczonek (Premier Fire NQ Pty Ltd), Andrew Collyer (RCQ Construction), Lloyd Miller

(RCQ Construction), Jim Murray (RCQ Construction), Daniel Ogden (RCQ Construction), Mellissa Parsons (RCQ Construction), Peter Rudd (1st Contact) (Schindler Lifts), Steve Conaghan (Tacoma Plumbing Townsville), Adam Stevens (Tacoma Plumbing Townsville), Danny Lincez (Vision Surveys Pty Ltd), John Beldan (Yellow Block Road Pty Ltd)

MINUTES: <https://app.procore.com/1038677/project/meetings/show/4114645>

More details: [View online](#)  [View PDF](#)

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Training Matrix

HAMMERTECH

Default Filters

REGION NAME

Townsville

PROJECT NAME

RC5-523 - 70 The Strand

EMPLOYER

All

Page Filters

QUALIFICATION

All

JOB TITLE

All

PERSONNEL

All

Valid Quals

Expired Quals

Training Matrix

EMPLOYER	PERSONNEL	Concrete Placing Boom		Driver's Licence	
		QUALS	EXPIRY	QUALS	EXPIRY
Easy Reach Concrete Pumping	Raymond Tully	YES	11/02/2021		
TACOMA PLUMBING (NTH QLD) PTY LTD	Cody Fry			YES	10/02/2021
	Jimi Ten Dam			YES	16/02/2021
	Kenneth Pont			YES	15/03/2021

- Induction not complete, not on site

Currently not on site yet. Induction not completed.

23/03/2021: Quality audit undertaken in hammertech showed the following tickets / licences expired

Raised this in the subcontractors meeting and obtained current ones

Notes: Personnel must have at least one qualification to appear in report Orange highlight: qualification expired Grey highlight: expiry approaching

HAMMERTECH

Training Matrix

HAMMERTECH

Default Filters

REGION NAME

Townsville

PROJECT NAME

RC5-523 - 70 The Strand

EMPLOYER

All

Page Filters

QUALIFICATION

All

JOB TITLE

All

PERSONNEL

All

Training Matrix

EMPLOYER	PERSONNEL	QUALIFICATION JOB TITLE	Driver's Licence	
			QUALS	EXPIRY
TACOMA PLUMBING (NTH QLD) PTY LTD	Jimi Ten Dam	Plumber	YES	16/02/2021
	Kenneth Pont	Plant Operator	YES	15/03/2021

23/03/2021: Raised in the subcontractors meeting on site today that all subcontractors are to have their hammertech contact be checking expiry dates of SWMS / SDS / Certificates and licences.

Mentioned that Tacoma have employees with expired DL's as they were present in the meeting, the Tacoma supervisor jumped straight on the phone after the meeting and called Cody who sent through current licence to be updated in Hammertech (at the time of the assessment being handed in we were waiting on the other 2 employees to send through)

Valid Quals

Expired Quals

Notes: Personnel must have at least one qualification to appear in report **Orange highlight: qualification expired** Grey highlight: expiry approaching

HAMMERTECH