

A photograph of the Cardno building at night. The building is a modern, multi-story structure with a glass facade. The Cardno logo, which consists of a stylized 'C' with a green and blue gradient, is illuminated on the roof. The word 'Cardno' is also illuminated in white. The building's interior lights are visible through the glass windows.

Project Title		Brookwater Dress Circle Stage 3A/4 Subdivision and Associated Works						
Date		16 March 2022	Meeting No.		1	Project No.		5104/12
Recorded By		Jesi Ketheeswaran						
Purpose of Meeting		Construction Meeting						
Attendance Nick Kostellar (NK) SCG Lachlan Luhrs (LL) SCG Steven Bennett (SB) BMD Scott Smith (SS) BMD Matthew Keast (MK) BMD Jesi Ketheeswaran (JK) Cardno Now Stantec Aaron Gilboy (AG) Cardno Now Stantec				Distribution All Listed plus: Andrew Brown (AB) BMD James Kriukelis (JK) BMD				
Apologies								
Item	Description					Action By	Date Req'd.	
1	Safety - Site inductions - QR code, online induction 4th hole Golf course works tees near miss - additional signage/bollards to be provided - Note golfers who may walk up to site					Note		
2	Community Concerns / Issues - Golf club interaction -BMD will go door knocking Friday, SCG will do letter drop - Resident issues/communication -BMD will go door knocking Friday, SCG will do letter drop					Note		
3	Environment BMD to confirm condition of existing sediment basins – BMD to monitor and reinstate as req					Note		
4	Programme & Status - Program update -12th hole stormwater remediation works completed -8th hole works in progress -BMD to update design program -Road permits obtained, BMD to send to Council - Starting 21/03/2022 - Brookwater Drive crossing - Earthworks to commence - 28/03/2022 - Golf Course Sewer works – starting in April - Golf course separation and diversions -BMD to give weekly updates to golf course and cc SCG & Cardno -irrigation works at golf course – BMD/SCG to liaise - Clearing limits defined, site walkover completed last week					Note	ASAP	
						Note		
						BMD		

Minutes of Meeting

	-Option – explore non-standard Energex alignment approved for electrical conduit near cultural heritage area • Removal of unsuitable material at golf course -Three weeks • Cardno to send outline extent of additional strip regrowth for BMD in north east peninsula - variation (5103-11)	BMD/SCG	ASAP
		Cardno	ASAP
5	Information Required / Outstanding RFIs • Retaining wall design status - BMD to provide update from Adbri based on revised geotech reports -BMD to provide options -Late April/May lead time for retaining wall • Cardno to send road permit application approval to send to Amit • Cardno to send letter of consent from golf course for works • Confirmation of existing water, sewer and stormwater connection levels to confirm civil design – Cardno to send IFC digital surfaces and strings to BMD	Note	
6	Claims • No action – PC 2 now certified • Split cover letter for both purchase orders for future PCs	Note	
7	Variations / Potential Variations • BMD to complete reconciliation of tender vs IFC drawings – BMD to respond • Confirm addition of scope for electrical conduits within Stage 3A for future development – BMD to confirm • Cardno to outline extent of additional strip regrowth for BMD to remove - variation (5103-11) • Split variations to either Stage 3A, all others to Stage 4 • 4th hole golf course – landscaping to be undertaken BMD	Note	
8	Approval Issues • Energex Approval to Construct – BW to provide bank guarantees, BMD to confirm contractors, note transformers & rate 3 streetlight lead time • APA/Telecom approvals to be confirmed by Cardno • NAP approval received – all works to be completed as a single live works process – any sub-staging of on-maintenance will require amendment	Note	
9	Miscellaneous • Status of Azure site works – to be confirmed, drop date 15 days from end of earthworks program • Potential for additional fill to be taken from site – QFES tender and other SCG jobs • Time lapse of works – BMD to organize • Site being released for enquiries, site visits organized after completion for earthworks • Verge landscape maintenance to be coordinated with BMD	Note	

Next Meeting – 30 March 2022, 10:30AM @ Brookwater DC Site Office (or MS Teams)