

JOB NUMBER:	P18-04
CLIENT:	DTMR
PROJECT:	Veloway V1 Stage E
LOCATION:	Meeting Room – 172 Birdwood Rd
DATE:	15/05/2020
TIME:	2.30pm
ATTENDANCE:	Kel Watts (KW), Brad Dow (BD), Ben Weston (BW), Don Rousell (DR), Brooke Kennedy (BK), Peter Thiedeke (PT), Alejandro Puccini (AP), Nigel Pasco (NP), Dominic Cockerton (DC), Matt Scully (MS), Micheal Dawkins (MD) Absent: Ashley McCoombes (AM),

NO.	ITEM	ACTION	DATE
1.	Safety Management		
1.1.	Outstanding Actions – Inform & Incident Inform – Ben W x 5, Dom C x 1	-	-
1.2.	PJO's: On track	NOTE	NOTE
1.3.	Site Inspections: On track	NOTE	NOTE
1.4.	HRW Audits: On track	NOTE	NOTE
1.5.	Having larger groups involved in WTT is working better than smaller groups		
1.6.	No incident this week	NOTE	NOTE
1.7.	Deliveries – staying within their truck, only need to complete truck driver induction, SWMS and photo of licence. If operating plant, same process but also get licence/ ticket for plant and add activity to PTA. Traffic Controller to check if inducted etc.	-	-
1.8.	As project comes towards end, need to continue with safe practices whilst rushing	NOTE	NOTE
1.9.	KPI stats up to date with one week left	NOTE	NOTE
1.10.	COVID19 – signing of documents as per IDPP. COVID starting to relax, need to keep on top.	NOTE	NOTE
1.11.	Excavation Permits – need to make sure Permit Issuer does walk through and makes work crew aware of services	NOTE	NOTE
1.12.	Heavy scrutiny from public around social distancing on the project	NOTE	NOTE
1.13.	Hazard Reports – ventilation within container is outstanding.	BW	
1.14.	Traffic incident – public vehicle drove into “dead lane”, no works were being done. Incident report completed, however MCE need to ensure incident of this nature is included as a near miss rather than a traffic incident to ensure information is transferred electronic to MCE executive team. MCE responded within appropriate timeframes.	NOTE	NOTE

NO.	ITEM	ACTION	DATE
2.	Traffic Management		
2.1.	MCE to ensure all traffic management inspection report findings are addressed by the Project Team – Schramm Group Report dated 24 th April	DR	27/04/2020
2.2.	Long term/ short term TGS for Birdwood Road, not yet signed off by client. Due to start works Monday.	-	-
2.3.	Key for traffic light received – don't lose	-	-
3.	Environmental Management		
3.1.	Storm water overflow from Monash Basin into Gaza Road on 9/02/2020. Revised hydraulic analysis to be submitted to client next week. No requirement to submit to client, revised design to be provided to MCI – entrance into Monash Basin – Proposed Variation	NOTE	13/03/2020
3.2.			
4.	Quality Management		
4.1.	Conforming lots 822 Guaranteed lots 344 41 opened 50 preopened 9 rejected 1266 total	NOTE	NOTE
4.2.	15 NCR's open 18 awaiting TMR 7 approved to be closed out 131 closed 172 total Action register for outstanding actions in place – reminder for everyone to do actions to close NCR's	NOTE	NOTE
4.3.	Galvanising NCR to be finalized. Defect rectification work currently being completed by Neumanns completion +2weeks	-	-
4.4.			
5.	Procurement		
5.1.	Birdwood Variation – procurement process to commence 15/05/2020	-	-
6.	Construction Program		
6.1.	Rev 22 to be submitted. Will also have Birdwood Road variation on it.	NOTE	NOTE
6.2.	2-week look ahead to be done. 2WLAH underway. New 2WLAH to be completed and submitted to client by COB 24/4	BD	24/04/2020
7.	Contract Issues, Variations and Status of Variations		
7.1.	Girder weight and other contractual issues – in dispute with Wagner. Wagners have responded to our without prejudice letter submitted 21 st . In short request full entitlement. Still working through girder issues. Livingtone's brackets have been shipped back to yard.	NOTE	NOTE

NO.	ITEM	ACTION	DATE
7.2.	Other subbies – contract: cost recovery – Livingstone. Mesh & Bar are underway.	TW/ BD	-
7.3.	Client working through list of submitted variations, weekly meeting between Matt and Kel ongoing	NOTE	NOTE
8.	Progress Claims, EOT's and Status of EOT's		
8.1.	Progress claims are on track	NOTE	NOTE
9.	Subcontractors & Suppliers		
9.1.	AIM painting coming out 21/01/2020 to see when to start. Start date 15/03/2020. Will be major contract. Contract to be sent today. Contract is signed 24/04/2020	-	-
9.2.	Aust Marine Civil minor works contract issued 20/02/2020. Brad to issue contract. Contract came back, need to reissue. Contract now signed 24/04/2020	-	-
9.3.	Glen Eden Deed of Release received	NOTE	NOTE
9.4.	Contracts heading out to new subbies; Benex, SES, Asphalt	NOTE	NOTE
10.	Resources		
10.1.	Nigel staying on for short term – till first week June Brad here till end of June Ben ongoing (week by week)	NOTE	NOTE
10.2.	Regan back 18/05/2020 – on light duties	NOTE	NOTE
11.	Site Facilities		
11.1.	Main office will be packed up soon	NOTE	NOTE
12.	Stakeholders – Comms, Relationships, Complaints etc.		
12.1.	Enquiries/complaints • Activities • Door knocking – one house left; 164 Birdwood Road – won't let in house • Upcoming activities • Replacement of Helen's fence in Monash Basin – now scheduled late May • House in Messines Ridge Road – driveway to be repaired If pulled up by member of public – not to make comment, only authorized person to make comment	-	-
13.	Accounts – Administration		
13.1.			
13.2.			
14.	General Business		
14.1.			
15.	Construction		
15.1.	Asphalt proximity Pier 10 Bridge 1 now complete		
15.2.	Stonepitching should be finished by Monday night		
15.3.	Span 10 Bridge 2, low point on deck to be finalised		
15.4.	Few damaged privacy screens to be replaced		

NO.	ITEM	ACTION	DATE
15.5.	Temporary kerb cover plates to be procured in advance of PC		
15.6.	Defects and maintenance list to be developed		
15.7.	FRP slab south of bridge 2 now considered critical works		
15.8.	Bridge 1 safety management. Wednesday 12/02/2020 safety breach on handrails bridge 1 – internal investigation underway.	NOTE	NOTE
15.9.	Critical list: Sand patch testing due to complete mid may		

NEXT MEETING:	15/05/2020	TIME:	2.30 pm
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