

Agenda and/or Minutes of Meeting

Project Meeting – Internal

26/11/2020

4239 – Deception Bay Road Interchange Upgrade

Attendees:

Katie O'Donoghue	Jenny Butler
Jacob Landers	Gary Grant
Beth Burgess	Shawn Davis
Rebecca Hunter	Natasha Roy
John Moodie	David Nguyen
Garth Bennie	Anthony Parlato

Apologies:

Action / Note	Item Description	Whom	Due Date	Status
	Safety			
	Gravel Spill by member of public – Gympie Rd	GB/JL		
	KPI's – 4 x ABC and 4 inspections per month	ALL		
	Cooling Spots installed & being used	GB/GG		
	Incorrect Sunglasses being worn onsite	GB/GG		
	Gate Signage being done tonight (Thurs 26th)	GG		
	Inspection Groups – Spreadsheet to be finalised by EOM	GB		
	Xmas Shutdown Plan – NR to be 1800# contact over break. GG and SD are available for backup/help. Verifact to do daily sign checks. Banners will display 1800# for public info.	NR/GG/SD		
	Environment			
	Hotspots – Area 3 & 5	JB		
	Mapping to be updated	JB		
	Upcoming onsite Audit	JB/GG		
	EMP ongoing	JB		
	Drainage Flow currently being worked on	JB		
	Polymer delivery this week	GG		
	3 Extra labourers started onsite this week	GG		
	Quality			
	106 Lots open - 15 closed 91 open	All		
	RFI 81 - 56 closed 25 open	KO, JL		
	RFI's to be reviewed by KO, JL and/or above prior to submission	KO, JL		

Action / Note	Item Description	Whom	Due Date	Status
	NCR's 0 (1 possibly yet to be reported)	JL		
	Possible proposed variation to be submitted	JL		
	Pre-Cast gullies being done	JL		
	Objectives and Targets			
	ABC November 2020	All		
	System Updates and/or Alerts			
	Nil			
	Comms			
	Media event – Confirmed 7/8 th December. Parking etc to be arranged and Cemetery to be contacted/considered during this time.	ALL		
	School Driveway – Gravel to be laid by next week	JL/BB		
	Timber Mill – Fencing/Privacy issue. Beth is escalating with TMR	BB		
	Yelling at Stakeholder issue resolved/closed out	BB		
	David Wright Truck Driver Incident – Owner is very apologetic and asked to do a meet & greet with NS crews.	BB/GG		
	Time Lapse – Currently in progress and almost finalised	BB		
	Traffic			
	TGS update. 32 Approved, 3 submitted & 1 rejected	AP		
	Audit – 3 or 4 outstanding issues to be followed up	AP		
	Traffic Accident – Members of Public not works related – all ok	AP		
	New gawks to be installed Tues PM. Current installs are correct	AP/GG		
	Deep Excavation signage needed	GG		
	Lessons Learnt			
	Current Earthworks – Clarification to be made to Foreman	SD		
	Commercial			
	Claim – To be submitted by Monday 30 th (EOM)			
	Wallcasting	SD		
	Procurement issues – John to look into	JM		

Action / Note	Item Description	Whom	Due Date	Status
	Fauna Spotters – Keep record of days/allowance up to date. 37 days allowance only	JL		
	Daily diaries & dockets to be kept up to date. Waiting for training to be done with RH	RH		
	Docket Book Training needed ASAP for all onsite crews etc.	GG/??		
	Subcontractor Management			
	Indigenous Spend/Usage to be updated and considered. Concrete Supply??	KO/JL		
	Sub Contractor Trainees – Currently have 3 and should have more. To be followed up with HR	??		
	Resources			
	Matt Clarke – After Xmas			
	Rob Miller			
	Pickards?			
	Training			
	Risks & Opportunities			
	Programme			
	General Business			
	 Booking made for 11 th December @ 3.30pm. Site to finish at 2pm. 20-40 invites	NR		
	"To Do List" to be done by all attendees at all meetings	All		