

SITE MEETING MINUTES

Job Number:	P18-06
Client:	BCC
Project:	Murphy-Ellison Road Upgrade Project
Location:	Site Compound, Ellison Rd West, Aspley QLD 4034.
Date:	24/06/20
Time:	10.45am
Attendance:	Chris Stevens (CS); Alex Low (AL); Isaac Noor (IN); Lee Butler (LB); Peter Thiedeke (PT); Sam Jillett (SJ); Steve Watson (SW); Alejandro Puccini (AP); Simon Kunde (SK); Kim Pearse (KP); Andrew Arnold (AA); Ivan Ridley (IR); Joe Coomer (JC); Ben Dudman (BD); Kyle Mitchell (KM) Micheal Dawkins (MD);
Apologies:	Craig Southon (CS);

No.	Item	Action		Date
1.0	Safety Management			
1.1	Weekly Safety message – SITE AWARENESS, SITE SAFETY = EVERYONE'S RESPONSIBILITY	Note		
	Reminder: PJO's to be completed by team – Observe and identify all issues including housekeeping, PPE	Note		
1.2	Toolbox talk conducted this week: Authorised Person Assessment; Site PPE Supply; MUTCD Excavation Requirements; Live gas	Note	Refer to Weekly Safety Stats	
1.3	Safety Alerts this week: Nil	Note		
1.4	Dial Before you dig: Current permits available now in SharePoint; Add APA gas dwgs	AL/KP		
1.5	SWMS reviews – Responsibility falls on the reviewer in the event of an incident	Note	Ongoing	
1.6	Weekly Site Inspections – Tim Woulfe to manage; High Risk Audit to be conducted with weekly inspection today	Note	Ongoing	
1.7	Daily 3pm meetings - Maintain as a priority – Reschedule to 3.30pm	Note		
1.8	Incident Stats – 5 First Aid; 1 RWI; 1 MTI; 4 Mobile Plant; 14 PUPs; 7 Traffic (Non-MCE); 8 Near Miss;	Note		
1.9	QUU Emergency Shut Down Procedure delivered at toolbox– to be done fortnightly	Note	Ongoing	
1.10	Energex Overhead Spotters – Justin Harris, Darren Brown, Liam Herrigan and Scott Harding plus 2 Workpac and O'Leary - 10-day lead time	Note		

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1.11	Asbestos pipe removal by MCE personnel – To be performed in accordance with SWMS, and our Asbestos Removal Procedures (see Leon Krelle email) - toolbox talk any MCE employees on all docs prior to any removal of less than 10m2	Note		
	General Asbestos Awareness Course - online training	SK		28/6
	Asbestos Register to be championed by Simon Kunde	SK		28/6
1.12	General			
	Notify BCC of works to be performed on Saturdays	IR/CS	Ongoing	
	Close out O'Leary's incident reports – 5 to close out	LB		28/6
	Fit testing for P2 masks to be discussed – Quick cut saw operators – training booked for Liam and Michael 28/6	LB		28/6
	Paragraph to be added to SWMS on Authorised Persons to perform initial assessment prior to electrical works	LB		28/6
	Lee Butler to attend Authorised Person training next week	LB		28/6
	OCLG to review / update Risk Assessments – Lee to confirm that has been completed	LB		28/6
	MSDS to be managed by Tim Woulfe	Note		
	VMP document to be created	CS		28/6
	Site Radios – PO raised	LB		28/6
	Systems Audit Thurs 27/6	Note		
	Temporary footpaths to be monitored and report any defects or hazards	Note		
	Housekeeping on site to be managed by everyone on site	Note		
2.0	Site Facilities			
	Men's toilet pump outs increased to weekly – Float alarm to be fitted pump out booked in 25/6/20	Note		25/6
	Additional parking required for pre-starts – Approved and action this week	Note		28/6
2.1.	Security			
	0530 – 1830 alarm is disarmed any time before or after that compound is armed. PIN: 1995 All subbies onsite before or after these hours need to call and state our company name & job location as well as their Name & Business	Note		
	Graffiti in poured concrete	Note		
	Disciplinary email to be distributed to those found non-compliant with No Right Turn regulations	LB		28/6

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No.	Item	Action		Date
3.0	Procurement			
3.1	List of Outstanding Letting Authorities:			
	- CCTV for Drainage (WINCAM) – Quotes received. TBA on status; - Signage – Recommended Artcraft – Quotes received	AL IN		28/6
	FRC Subcontractor Agreement TBC	IN		28/6
3.2	List of Outstanding Supply and Subcontract Agreements:			
	SC-P18-06-15 Boral Asphalt (Subcontract Major) – with MCE	SW		28/6
	Signed Subcontractor Agreement to be in place prior to subcontractor starting works on site	Note		
4.0	Project Documentation and RFI's			
	Reminder – Building code 2016 applies to this Project	Note		
	Lucidity to manage all audits	Note		
4.1	RFI register.			
	RFI Register to be brought into line with BCC records –	AL	Ongoing	
	191 Raised – 5 Not submitted – 168 Closed – 0 Pending – 2 Received – 6 Awaiting FB – 3 In Progress – 7 Withdrawn	Note		
	Review closed RFIs and update in SharePoint with response received	KP	In progress	28/6
	RW1 Fenco design – on hold due to design issues	AA/IN		28/6
4.2	Project Form Register – Update with new forms	Note		
4.3	QUU Permits			
	124 Applied - 39 Rejected – 62 Approved - 11 Outstanding – 55 Available – 12 Closed – 3 Pending submission	Note		
	New drawings vs NOPV, RFI, SI and Subcontractor notification	Note		
5.0	Construction Program			
	Telstra –Road crossings and cable haulage till 10/7; Removal of pits 3.1 & 3.2 – Completion by 7/11	Note		
	TPG – Ongoing with Telstra - Completion by 7/11	Note		
	NBN –Ongoing with Telstra - Completion by 7/11	Note		
	APA – On site for 2 more days	Note		
	CV Services – Electrical bus work starting next week	Note		

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No.	Item	Action		Date
	O'Leary's SW Crew 1 – Line 1; Line 4 next week SW Crew 2 – RW PVC SW Crew 3 – Night works – Road crossings & structures WM Crew 1 – Water in 2.1 WM Crew 2 - Sewer in 2.1; Start 1.2 next week	Note		
	DLS –Tree planting in the basin; Topsoil & turf next week	Note		
	Ryno – Delayed by landscaping – postpone to next week	Note		
	Properties –Fencing in 2.2	Note		
6.0	Super Weekend Schedule 1. 5 - 7 July – Kids Space stormwater - Side track on gravel pavement – reschedule due to WM Cutover 2. 26 – 28 July (Contingency 5 - 7 August) - SW crossing the Roundabout 3. 16 - 18 August (Contingency 23 - 25 August) - Ellison Rd West closure – OLCG to confirm 4. 20 – 23 September – Pavement and Asphalt works to Roundabout 5. 27 – 30 September (Contingency 4 – 7 October) – Pavement and Asphalt works to Roundabout 6. 25 – 28 October (Contingency 1 – 4 November) - Signals install and commissioning 7. TBC Coolah Street	Note		
7.0	Contract Issues, Variations and Status of Variations			
	- AS5100 Impacts – RFI to be raised - Waste Levy – 1 July - QUU Permits - APA assistant work – day works - Concrete foundation and asbestos pits in roundabout - Existing fire hydrant in roundabout to be removed - Pile extensions - Painting Panels - Latent Conditions for WM005 vs Gas Clash - Roundabout footing - Pocket Park design levels - Survey – QSS (Telstra) - Lean mix for WM05 - Scour protection – Headwall 4/32 & 2/76 - Footpath replacement in 7th Brigade Park	IN MD SW SW IR IR IN IN IR IR SW SW	Ongoing	

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No.	Item	Action		Date
	- Piling to properties #258 Murphy Rd and 8-12 Fernlea - Shut Plan failures WM005 - Temporary Bypass costs - TC & Survey around Telstra road crossings - Leopard Tree plus Arborist Report	SW		
8.0	Progress Claims, EOTS and Status of EOT's, NOPDs			
8.1	PC due next – Draft run on Thurs for submission on Friday 28/6; As Built from QSS	Note		
8.2	- NOPD 04 Tender Stormwater Changes - NOPD 07 NBN and TPG Fibre Optic in Telstra Network - NOPD 09 Update on QUU Permits - NOPD 12 Telstra Works in Area 2,3 & 4 - NOPD 13 VA044_RFI030_WM005 Clash with Gas Main - NOPD 14 Coolah St SW Redesign - NOPD 15 Piled Retaining Wall Area 1.2 - NOPD 16 Sequence of WM004-06-07 - NOPD 17 Revised Alignment of Line 7 - NOPD 18 WM004 Clash with unidentified Service	CLOSED 10/06/2020 08/07/2020 14/06/2020 12/07/2020 05/06/2020 03/07/2020 05/06/2020 03/07/2020 05/06/2020 03/07/2020 07/06/2020 05/07/2020 20/06/2020 18/07/2020 29/05/2020 26/06/2020 29/05/2020 26/06/2020	Note	
8.3	EOT #3 – Telstra Delay – Issued to BCC EOT #4 – APA – Issued to BCC EOT #5 – Wet Weather EOT #6 – QUU Delays – Meeting next Tues	CLOSED 25/05/2020 CLOSED	Note	
	QUU disruption claim in progress			
	Waste Levy 1 st July claim for extra charges			
9.0	Subcontractors & Suppliers			
	- Feedback on meetings with major subcontractors – nil - Hymix – 25mpa issues; Action list sent from meeting last Tues; back charges to be verified - O'Leary's –Resources; safety; programme; property damage - CivForce – Late inductions: RH turns into site compound - PDR – Slow - AMC – QA docs	Note		

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No.	Item	Action		Date
	- DLS – Programme - CV Services – No issues - Survey – Survey inconsistencies - Fenco – No issues - Ryno – No Issues - Allstate Linemarking – No issues			
	Notice to Rectify to be issued for damage caused by Subcontractors	Note		
10.0	Resources/training/leave			
	Training budget in place – Email Leon for courses available	Note		
10.1	Annual Leave:			
	Neil Hurry 5 July Tony Horan 8 – 15 July Andrew Arnold 15 – 19 July Sam Jillet 18 July TBC Steven Wilson 19 – 21 July Chris Stevens 26 July; 4 – 20 Sept Joe Coomer 23 Sept – 9 Oct Scott Bohm 27 Sept – 4 Oct; 25 – 29 Oct	Note		
10.2	General			
	Training – 9643 hours to be recorded. Report to BCC every 13 weeks – Due next week	MD		
	Expert project – all Letting Authorities to be input by 3 rd week on June	ALL		28/6
	Timesheets – Night works to be submitted Mondays	Note	Ongoing	
	Skills Matrix by end of the month	ALL		30/6
	Lucidity Training now completed	Note		
	Overhead Spotter training – Lee Butler & Tim Woulfe			
	First Aid Training – Tim Woulfe	TW		25/6
11.0	Traffic Management			
	7pm start time on nightshift – With BCC;	CS		28/6
	Long Term TGSs Area 3 Murphy Rd South CTGS03 – With BCC Area 2/4 Ellison Rd West/East – Traffic pushed to Area 2.2/4.2 side CTGS04 – Comments from BCC on footpath closures; with HDR Area 1 Murphy Rd North – Traffic pushed to Area 1.1 side CTGS05 – In Draft	CS		14/6

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No.	Item	Action		Date
	Area 3 Traffic Switch to E 3.1 side			
	Monthly traffic audit (Internal) with Lee	CS/LB	Ongoing	28/6
	Updated TMP – TMD require revised staging plans	CS		28/6
	Lighting assessment for roundabout –SHRAMM not available; approach HDR	CS		28/6
	Butt St closure on 17/6	Note		
	BCC notified of Super Weekend 5-7 July	Note		
12.0	Environmental Management			
	BCC Audit on Mon – Update on actions	Note		
	Sam Jillet to attend audits	Note		
	Potential NCR – No covers on 4.2 basin – Issued last Friday	Note		
	ESCP updated	Note		
13.0	Quality Management			
	NCR – 33 raised – 24 Closed – 6 Open - 3 Approved	Note		
	Lots Total 507 – 42 Pre-opened - 256 Conformed – 82 Guaranteed – 137 Open – 55% closed			
	MCE ITPs – 2 with MCE; 5 with BCC	Note		
	New concrete mix design to be submitted:	Note		
	Precast Panels – Fenco to provide RPEQ formal letter			
	As-Cons – Mark up on A3 is acceptable by BCC – use Set 1A, 1B & 1C for all mark ups	Note		
	NCR, RFI & SI numbers to be referenced on As Constructed drawings	Note		
	Energex alignment issue at the corner in 4.1 - Hold on NCR till further notice – with BCC	SW		
	Asphalt Quality documents will start coming in	SW		
	Concrete mix design for capping beam and ground beam to be resolved – Follow up with James	IN		28/6
	Hymix quality issues to be addressed – Monitor 25mpa – Using Boral 25mpa – Raise Supply Agreement	AL/AP		
	Fenco Panel Design – with Fenco	IN		
	Weekly O'Leary Meeting – Most critical Lots are now closed	IR/AL	Ongoing	
	Concrete mix design for Sewer Manhole – On hold	AL		28/6
	Housekeeping – Lot Closures – Confirmation required before lot can be conformed	Note		
	Resolve issue on LSIL to increase working times	Note		
	Escalate closure on guaranteed lots	AL		28/6
	End of Shifts reports to be completed on the day vs the next morning – Thurs & Fri every 2 nd week	Note		

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No.	Item	Action		Date
	Improve traceability of the approved Concrete Mix Design by cross referencing Site Instruction on documentation	All		28/6
14.0	Client & Consultants			
	Night works ongoing for another month	Note		
	Comms – Appendix A register submitted	CS	Ongoing	
15.0	Stakeholders – Comms, Relationships, complaints etc.			
	#303 & Queens Court - access & egress to drive ways	Note		
	4 Navarre St - Internet disruption	Note		
	Multiple water main complaints in regard to water quality	Note		
16.0	OTHER BUSINESS			
	Site BBQ – Mon 1 st July	Note		
	Vending Machine installed in lunch room Tues 25/6	Note		

Meeting Closed: 12.41pm - Next Meeting: Fri 28/06/2020 10.30am