

Stakeholder Engagement	
Role Definitions	
Carpenter	Prepare all temporary formwork adhering to safety standards and building code.
Concretor	Prepare necessary materials and machinery to pour concrete. Pour and finish concrete to quality specified in Australian Standards.
Apprentice	Support relevant trade and learn from superiors.
Work Expectations	
Work commences at 6:30am sharp and finishes at 4:30pm each day. Each worker is entitled to a 30 minute lunch break. Each worker must sign in and out each day. Wages are negotiated based on experience. Overtime is paid after a worker has worked for 8 hrs.	
Communication Needs:	
Engineering Support: Will O'Hara P: 0413 164 306 E: will@glenedenconstruction.com.au Supervisor Support: Damian Higgins P: 0413 666 XXX E: damian@glenedenconstructions.com.au	
Performance Reviews	
Each morning before work activities start a 20 minute meeting takes place. At this meeting, what was done well and poorly from yesterday is discussed. Safety is discussed. Specific direction is given. The workers have the opportunity to raise concerns and management have the opportunity to pull any worker aside for a performance review and direction if necessary.	
Labour	
Name	Role
Steeve. M	Concretor
Craig. D	Concretor
Matt. O	Carpenter
Darren. F	Carpenter
Cyril. D	Carpenter
Dan. S	Carpenter
Neil. B	Carpenter
Triston. S	Carpenter
Harley. Q	Apprentice