

BSBPMG516

MANAGE PROJECT INFORMATION AND COMMUNICATION

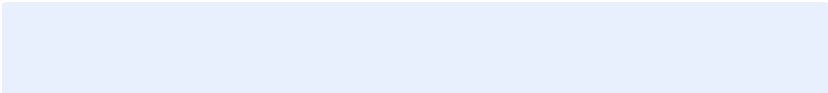
PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the participant to complete work related activities.
- Observations will be conducted of the participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that the assessor provided clear instructions and the participant understood what was required to complete this assessment.
- The assessor may substitute a Practical Task with another task of equal value.
 - Alternate tasks must be fully documented by the assessor.

Participant name Nazeem Ajez

Participant signature 

Assessor name _____

Assessor signature 

Date [Click here to enter a date.](#)

Number of tasks	Number of tasks completed	Satisfactory?	
		Yes	No
1	1	☐	☐

ASSESSOR COMMENTS

BSBPMG516

MANAGE PROJECT INFORMATION AND COMMUNICATION

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to plan, implement, maintain and review information and communication management systems and processes. The participant is required to link people, ideas and information at all stages in the project life cycle, ensuring timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes.	
These tasks may be simulated or real. The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.	
Resources required: Project documentation, Computer.	
Assessment of task	
Name of participant:	Nazeem Ajez
Name of observer:	Andrew Secomb
Role of observer (Confirm suitability to sign)	Superintendent (suitable to sign, direct colleague/ supervisor)
Email address of observer	Andrew.Secomb@golding.com.au
Signature of observer:	
Date:	4/03/2022
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Plan information and communication processes	
1.1A. Using input from stakeholders, identify, analyse and document information requirements – ensuring: - Consideration of alternative communication methods, media and systems, and their application on various projects - Use of clear language in verbal and written interactions with stakeholders - Consideration of non-verbal communication - Use of active listening and questioning to confirm understanding and agreement	☒
1.1B. Within delegated authority, develop an agreed communication management plan to support achievement of project objectives.	☒
1.1C. Establish and maintain a designated project-management information system to ensure quality, validity, timeliness and integrity of information and communication.	☒
2 Implement project information and communication processes	
1.2A. Manage generation, gathering, storage, retrieval, analysis and dissemination of information by project staff and stakeholders.	☒
1.2B. Implement, modify, monitor and control designated information-validation processes to optimise quality and accuracy of data.	☒

1.2C. Implement and maintain appropriate communication networks.	☒
1.2D. Identify and resolve communication and information-management system issues.	☒
3 Assess information and communication outcomes	
1.3A. Finalise and archive records according to agreed project information ownership and control requirements.	☒
1.3B. Review project outcomes to determine effectiveness of management of information and communication processes and procedures.	☒
1.3C. Identify and document lessons learned and recommended improvements for application in future projects.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory	

OBSERVER COMMENTS

I believe the criteria mentioned in the above sections in 1.1A – 1.3C have been displayed by Nazeem throughout working with him for the last year. Nazeem can plan and communicates the planning well to the team. He is also very capable of dealing with communication with the client and the consultants. Nazeem can assess the information and communicate the results to the team well. For this assessment, Nazeem provided me with copies (attached) of client construction meeting minutes, his weekly report and the send out to the client and a copy of the project leadership meeting minutes which he conducted and communicated the actions to the team. After reviewing these, I think Nazeem has completed this task satisfactorily.

Halcyon Greens – Stage 5

Minutes of Construction Meeting No. 19

DATE:	4/03/2022
TIME:	1:30pm
LOCATION:	Teams
ATTENDEES:	Tim Francis, Reece Britton (Halcyon) Rukman Yousufi (PeakUrban) Ben Caruana (Golding)
APOLOGIES:	Troy Schultz (PeakUrban) Nazeem Ajez (Golding)
DISTRIBUTION:	All attendees and apologies

Item	Details	Who	Date
1.	Previous Minutes		
1.1.	Minutes of previous minutes were distributed to all attendees and accepted as an accurate record of the meeting.	Noted	
2.	Project Summary		
2.1.	Critical Items		
	▶ Updated program to be provided prior to each meeting. ○ Golding to provide stage 5 & 6 program ▶ Potential to use high early strength concrete – has been utilised but not envisaged as required going forward, continue to monitor. ▶ Handover of Northern area completed by Goldings/Halcyon, minor defects need to be completed – Handover report provided only remaining item is as-con pick up of lots. ○ PU to review as-cons provided ▶ Golding to use excess fill on lots of western edge of site and to confirm if any is required to be taken off site. ▶ Road 2 as-con to be reviewed by PU	Golding Note Golding/ PU Golding PU	7/03 11/03 Note 11/03
2.2.	Key Project Dates		



Item	Details	Who	Date
	▶ PC Date TBC – 26 February 2022 ▶ EOT's with PU for review		
3.	Health and Safety		
3.1.	Halcyon/PeakUrban to attend site as visitors.	Noted	
3.2.	Golding to use QR code when accessing in builder's area. Can follow own procedures in other areas.	Noted	
3.3.	Current access track to be monitored and maintained. Ensure appropriate delineation between civil and building works.	Golding	Note
3.4.	Covid management to be in place ▶ All personnel on site to check in and check out when on site. ▶ Scan on to Goldings QR code for pre-start when visiting site	Golding	Note
4.	Council Issues / Public Complaints		
4.1.	Nil		
5.	Environmental Management		
5.1.	Rainfall Amounts to be recorded on a weekly basis. Please see below for latest records: Date Rainfall Amount (mm) 21/02 23mm 23/02 60mm 24/02 18mm 25/02 35mm 26/02 0mm 28/02 +300mm 1/03 20mm 2/03 0mm	Noted	
5.2.	Environmental measurements – Golding to maintain ESC controls, noted self-dosing basin in place.	Golding	Ongoing
6.	Contract Issues		
6.1.	Works to be administered as separable portion to existing contract. Revised LOA issued.	Note	



Item	Details	Who	Date																																								
6.2.	Payment Certificates: Contractor to submit their claim on the 25th of each month with any supporting documentation/substantiation, as necessary.	Golding	Note																																								
6.3.	The process for changes of scope/variations shall be in accordance contract/Peak requirements. Golding to provide suitable notice when becoming aware of potential variations.	Noted																																									
6.4.	Variations: <table><tr><th>No.</th><th>Variation</th><th>Cost</th><th>Status</th></tr><tr><td>1</td><td>Dayworks</td><td>\$4,620.88</td><td>Approved</td></tr><tr><td>2</td><td>Preload Export</td><td>\$67,608.50</td><td>Approved</td></tr><tr><td>3</td><td>Builders Access Road Alignment</td><td>\$6,511.88</td><td>Approved</td></tr><tr><td>4</td><td>Excess fill</td><td>\$219,530.00</td><td>Approved</td></tr><tr><td>5</td><td>Stormwater pipes</td><td></td><td>Claimed in BOQ</td></tr><tr><td>6</td><td>Clearing works</td><td>\$25,618.45</td><td>Approved</td></tr><tr><td>7</td><td>Road 1 Haul Realignment</td><td>\$5,935.67</td><td>Approved</td></tr><tr><td>8</td><td>Road 3 Works including additional water feed</td><td>\$2,847.60</td><td>Approved</td></tr><tr><td>9</td><td>Re-trim of lot 445</td><td>\$648.00</td><td>Under review</td></tr></table> [Post meeting note – required realignment of caravan storage water supply reviewed. Halcyon to provide markup of requirements and Golding to price.]	No.	Variation	Cost	Status	1	Dayworks	\$4,620.88	Approved	2	Preload Export	\$67,608.50	Approved	3	Builders Access Road Alignment	\$6,511.88	Approved	4	Excess fill	\$219,530.00	Approved	5	Stormwater pipes		Claimed in BOQ	6	Clearing works	\$25,618.45	Approved	7	Road 1 Haul Realignment	\$5,935.67	Approved	8	Road 3 Works including additional water feed	\$2,847.60	Approved	9	Re-trim of lot 445	\$648.00	Under review		
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7.	Sub-Contractors																																										
7.1.	The following is a list of the Contractor's Sub Contractors that have been approved by the Superintendent for this project: <table><tr><td>Retaining Walls:</td><td>► Trojan</td></tr><tr><td>Concrete:</td><td>► Callaya</td></tr><tr><td>Water Supply:</td><td>► N/A</td></tr><tr><td>Other (please specific)</td><td>► N/A</td></tr></table>	Retaining Walls:	► Trojan	Concrete:	► Callaya	Water Supply:	► N/A	Other (please specific)	► N/A	Noted																																	
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8.	Works Program																																										
8.1.	The contractor to provide a current construction program. Critical path items to be noted. To be maintained for the duration of works. Program to include milestones.																																										



Item	Details	Who	Date
9.	Works for coming fortnight: ○ Concrete pours all of road 5 ○ Retaining walls to be completed by next week ○ Topsoil spread ○ Subgrade proof roll ▶ Stage 6 ○ Sewer ○ Roof water + stormwater ○ Relocation of road	Noted	
9.1.	Drawing revisions since last meeting: ▶ Nil	Noted	
10.	Construction and Works Action Items		
10.1.	Current Notice of Delays in place: ▶ EOT's under review by PU	Note	
10.2.	Rubble pit installation – currently 7 installed on site ▶ Install rubble pit on lot 444	PU	10/12
10.3.	Golding to coordinate with Pensar in relation to construction works.	Golding	Note
10.4.	APA contractor on site to completed gas works.	Note	
11.	Other Matters		
12.	Basin Access ▶ Golding to complete works as discussed on site	Golding/ PU	18/02
13.	Meeting ends		
13.1.	Time: 2:30pm		
14.	Next Meeting		
14.1.	When: 1:30pm – 18/03/2022		

Site	Site Cut / drainage
2107-333	22/07/2021
2107-332	2/08/2021
2107-498	29/07/2021
2107-497	3/08/2021
2107-496	5/08/2021
2107-495	10/08/2021
2107-494	12/08/2021
2107-493	19/08/2021
2107-492	24/08/2021
2107-491	26/08/2021
2107-490	31/08/2021
2107-360	2/09/2021
2107-387	7/09/2021
2107-361	9/09/2021
2107-388	14/09/2021
2107-362	16/09/2021
2107-389	23/09/2021
2107-363	28/09/2021
2107-390	30/09/2021
2107-364	4/10/2021
2107-391	5/10/2021
2107-365	7/10/2021
2107-392	11/10/2021
2107-393	12/10/2021
2107-366	14/10/2021
2107-367	19/10/2021
2107-394	21/10/2021
2107-395	26/10/2021
2107-396	28/10/2021
2107-397	2/11/2021
2107-481	4/11/2021
2107-480	8/11/2021
2107-479	9/11/2021
2107-478	11/11/2021
2107-477	16/11/2021
2107-482	18/11/2021
2107-483	23/11/2021
2107-476	25/11/2021
2107-475	29/11/2021
2107-474	30/11/2021
2107-473	2/12/2021
2107-472	6/12/2021
2107-471	7/12/2021
2107-470	9/12/2021
2107-398	14/12/2021
2107-469	16/12/2021
2107-399	10/01/2022
2107-446	11/01/2022
2107-468	13/01/2022
2107-447	17/01/2022
2107-400	18/01/2022
2107-401	20/01/2022
2107-402	25/01/2022
2107-445	27/01/2022
2107-403	1/02/2022
2107-404	3/02/2022
2107-405	7/02/2022
2107-467	8/02/2022
2107-444	10/02/2022
2107-448	15/02/2022
2107-406	17/02/2022
2107-426	22/02/2022
2107-407	24/02/2022
2107-466	1/03/2022
2107-443	3/03/2022
2107-449	8/03/2022
2107-408	10/03/2022
2107-427	15/03/2022
2107-409	17/03/2022
2107-465	22/03/2022
2107-442	24/03/2022
2107-450	29/03/2022
2107-425	31/03/2022
2107-410	5/04/2022
2107-464	7/04/2022
2107-441	12/04/2022
2107-451	14/04/2022
2107-428	19/04/2022
2107-411	21/04/2022
2107-424	26/04/2022
2107-463	28/04/2022
2107-440	3/05/2022
2107-452	5/05/2022
2107-412	10/05/2022
2107-423	12/05/2022
2107-429	17/05/2022

Will Noble

From: Nazeem Ajez
Sent: Monday, 7 March 2022 7:37 AM
To: Troy Schultz
Cc: tfrancis@halcyondays.com.au; Reece Britton (rbritton@halcyondays.com.au); Rukman Yousufi; Brad Wilson; Ben Caruana; Will Noble; Shane McKenzie; John Kirby
Subject: Halcyon Greens Stage 5 Weekly Report - WE 220305
Attachments: HG05 - Halcyon Greens Stage 5 - Weekly Progress Report 29.pdf

Hi Troy,

Please see the attached Weekly Report for Halcyon Greens Stage 5.

Please let me know if you have any questions or require anything else, thank you.

Regards,

Nazeem Ajez
Civil Project Engineer
M 0459 954 880 |
252 Logan Reserve Rd, Logan Reserve, QLD 4133
Nazeem.Ajez@golding.com.au | www.golding.com.au



Halcyon Greens Weekly Progress Report – 29

Saturday, March 5th, 2022



Stage – Stage 5 & 6	Golding PM – Ben Caruana
Client – Halcyon Developments	Superintendent – Peak Urban
Weather & Impacts (days lost, rainfall etc.) – 342+mm, 6 Days Lost	

Activities Undertaken This Week

- Retaining Walls
 - Stage 5 retaining walls – 95% Complete – Nil progress
- Roadworks
 - Nil progress
- Sewer
 - Nil progress
- Stormwater
 - Stage 6 stormwater works continued – 50% Complete – Rain effected production
- Earthworks
 - Western boundary topsoil spread – 50% Complete – Nil progress
- Erosion and Sediment Control
 - ESC controls maintained for wet weather

Planned Activities for Next Week

- Earthworks
 - Commence subgrade prep for basin access track – on hold
 - Complete Proof roll and pinning for basin access track – on hold
- Retaining Walls
 - Complete all retaining walls in Stage 5
- Roadworks
 - On hold, concrete crew at Halcyon Rise for the next two weeks
- Stormwater
 - Complete stormwater lines in Stage 6
- Sewer
 - Recommence and complete remaining sewer in Stage 6

Issues and Safety, Community, & ESC Incidents

- This week's high-volume rainfall damage to be rectified as soon as practicable



Figure 1- Stage 6 Stormwater Works



Figure 2- Stage 6 Rain Delays



Figure 3 – Stage 5 Rain Delays



Figure 4- Wet Weather – Office Compound

URBAN MEETING MINUTES

Attendees:	NA, BW, JA, SM	NA, SM, BW	No:	-
Apologies:	BC, MW, WN	BC, WN	Date:	20/01/22 3/2/22 17/2/22

Items	Action to be taken		Completed
	By	When	
SAFETY			
1. Incidents & ICAMS – incidents this week; incidents requiring closeout; incident alerts, ICAMs requiring closeout etc.			
- Nil ✓✓			
2. Corrective Actions outstanding – Assignment of corrective actions			
- 623 - EWx - BC ✓ - 260 - Trigon - MW ✓ - 733 - CCP - NA - -	BC/MW NA	27/01/22 10/2/22 ✓	-
3. Planned High Risk Activities – additional SWMS / JSA requirements; permits required, monitoring focus areas etc.			
- Concrete Works ✓ - Retaining Walls ✓ - Earthworks - Stage 6 access track ✓ - Electrical + Pump Commissioning	ALL	27/01/22 10/2/22 24/2/22	
4. SHET Planner Review – activities outstanding; assignment of tasks – Job Obs, inspections etc.			
- NA - PLT + Concrete ✓✓ - BW - AC's + Electrical ✓ PLI. - JA - Retaining Walls - MW - ESC, CI9, Job Obs ✓✓ SW	ALL ✓✓	27/01/22 10/2/22 24/2/22	

URBAN MEETING MINUTES

Items	Action to be taken		Completed
	By	When	
5. Live Services Review – live services plan vs actual controls; new services identified; planned activities around live services etc. - N/A ✓ - Watermain on for Calaya & to check if electrical got hit. ✓ - PTW due on 10/1/22 - PTW on 14/3/22 - New live services areas	BW + SM + NA	27/01/22 10/02/22 24/2/22	
6. Tool Box Topic of the week - Covid ✓ - Heat stress ✓ - Battery Powered Tools	SM ✓		
7. Other SHET - Update the emergency response mark up. - Shane update photos & add Ben & SM NA/NA - New update to ER mark up with fence move.	NA SM SM	27/01/22 10/02/22 24/2/22	
ENVIRONMENTAL			
1. ESC Plan Status & Monitoring - Plan Vs Actual Controls Implemented on site – monitoring required / results (where applicable) i.e. water quality, dust monitoring etc. - Gravel in and road secured. ✓ - Rain rectification works when safe. ✓ - Floor inside for recent rain. ✓			
2. Corrective Actions outstanding – Assignment of corrective actions etc. - Nil. ✓			
3. Planned Activities that have potential to effect ESC Controls – activities; required controls; plan update - Earthworks at boundary. ✓			
QUALITY ASSURANCE			
1. Testing Requirements / Quality Issues / Corrective Actions – upcoming testing requirements; general testing issues, general quality concerns; upcoming audits; activities requiring attention; defects to be rectified, QA corrective actions requiring closeout; preventative actions to be communicated etc. - JA to finalise before leaving. NA & WN to start sending	NA/NA NA ✓	24/2/22 10/02/22 27/01/22	

URBAN MEETING MINUTES

Items	Action to be taken		Completed
	By	When	
2. Hold Points and Inspections – upcoming hold points / inspections to be booked etc.. <i>- N/A ✓✓</i>			
3. RFI's – RFI's to be raised; outstanding RFI's requiring follow up; RFI responses for communication <i>- Basin access ground conditions - outstanding Solved & to be done.</i>	<i>BW & N/A</i>	<i>24/2/22</i>	
PROCUREMENT			
1. Procurement Required – take-offs; quote requests; Quotation evaluations; subcontract tender call etc. <i>- N/A. ✓✓ - Steel accessories to be checked.</i>			
2. Procurement Issues – materials defects; supply issues etc. <i>- N/A. ✓✓</i>			
PROGRAM			
1. Program Status – program status vs required progress; target PC / inspection dates per stage <i>See whiteboard ✓✓</i>			
2. Critical Path Activities / Issues – activities requiring attention; plan sealing activities requiring attention <i>- Concrete, Retaining Walls & earthworks ✓✓</i>			
3. 3 Week Look Ahead – review; <i>See whiteboard ✓✓</i>			
PRODUCTION			
1. Production performance for the week – review of: plant and labour performance; materials usage; subby performance <i>- Crunch did well but rain delayed pour of wall. - RASN Concrete did good but still delayed with rain.</i>			
2. Areas of focus for next period – Areas focus on; general issues to be resolved <i>- Concrete ✓✓ - EWX + ret wall ✓✓ - Stage 6 ✓✓</i>			
RESOURCES			
1. Plant Movements – Plant arriving / leaving site; Mobilisation / demobilisation requirements; general plant issues etc. <i>- Grader here 2 more days - Grading on Friday N/A. - Washing back Monday</i>			

URBAN MEETING MINUTES

Items	Action to be taken		Completed
	By	When	
2. Personnel – personnel mobilisations; personnel movements; planned leave; induction requirements; general personnel issues TA back on 28th Jan - Glen Jamett on Monday & someone else CR other site till 31st - CR not back - NA last day 11/3/22 NA last day 11/3/22 - BHL on leave in April sometime.			
3. Subcontractors – subby mobilisations; induction requirements; general subby issues, access requirements; induction requirements; general supply issues etc. IDH, Trigon, Agrotec, Celang, LP Civil			
FINANCIAL			
1. Variations – newly identified variations / dayworks; variation justification requirements; WBS codes etc. Var for stage 6 track - done in December too. → 22nd Labourer 4hrs → 23rd Backhoe 14hrs Labourer 2hrs VARI for return of Lt 445 - 144 hours.	NA	27/01/22 10/2/22 24/2/22	
2. Progress Claims – input required for progress claims; general issues No cert for Dec yet San claim to commence complete & cert provided.	NA	27/01/22	
3. Supplier / Subby Claims – joint measurements required; input required for certification; payment issues; back charges etc. N/A.			
OTHER BUSINESS			
N/A.			
Next Meeting 27/01/22 10/2/22 24/2/22	Location: Creams Office	Time: 10:30am	

BSBPMG521

MANAGE PROJECT INTEGRATION

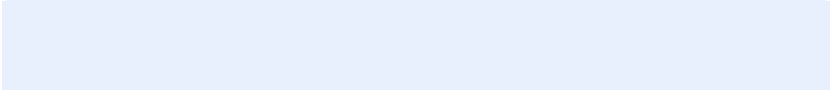
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Participant name Nazeem Ajez

Participant signature 

Assessor name _____

Assessor signature 

Date [Click here to enter a date.](#)

Number of tasks	Number of tasks completed	Satisfactory?	
		Yes	No
1	1	☐	☐

ASSESSOR COMMENTS

BSBPMG521 MANAGE PROJECT INTEGRATION

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to: - Integrate and balance overall project management functions of scope, time, cost, quality, human resources, communications, risk and procurement across the project life cycle; and - Align and track project objective to comply with organisational goals, strategies and objectives These tasks may be simulated or real. The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.	
Resources required: Project documentation, Organisational documentation.	
Assessment of task	
Name of participant:	Nazeem Ajez
Name of observer:	Andrew Secomb
Role of observer (Confirm suitability to sign)	Superintendent (suitable to sign, direct colleague/ supervisor)
Email address of observer	Andrew.Secomb@golding.com.au
Signature of observer:	
Date:	4/03/2022
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Establish project	
1.1A. Identify, clarify and prepare project initiation documentation.	☒
1.1B. Identify relationship between the project and broader organisational strategies and goals.	☒
1.1C. Negotiate and document project objectives, outcomes and benefits.	☒
1.1D. Negotiate project governance structure with relevant authorities and stakeholders.	☒
1.1E. Prepare and submit project charter for approval by relevant authorities.	☒
2 Undertake project planning and design processes	
1.2A. Establish and implement a methodology to disaggregate project objectives into achievable project deliverables.	☒
1.2B. Identify project stages, phases and structures – considering key requirements for stage completion against client requirements and project objectives.	☒

1.2C.	Analyse project management functions to identify interdependencies and impacts of constraints.	☒
1.2D.	Develop a project management plan integrating all project-management functions with associated plans and baselines.	☒
1.2E.	Establish designated mechanisms to monitor and control planned activity.	☒
1.2F.	Negotiate approval of project plan with relevant stakeholders and project authority.	☒
3 Execute project in work environment		
1.3A.	Manage the project in an established internal work environment, ensuring effective work throughout the project.	☒
1.3B.	Maintain established links to align project objectives with organisational objectives throughout the project.	☒
1.3C.	Within authority levels, resolve conflicts negatively affecting attainment of project objectives.	☒
4 Manage project control		
1.4A.	Ensure project records remained updated against project deliverables and plans at required intervals.	☒
1.4B.	Analyse and submit status reports on project progress and identified issues with stakeholders and relevant authorities.	☒
1.4C.	Analyse and submit impact analysis of change requests for approval, where required.	☒
1.4D.	Maintain relevant project logs and registers accurately and regularly to assist with project audit.	☒
1.4E.	Ensure associated plans remained updated to reflect project progress against baselines and approved changes.	☒
5 Manage project finalisation		
1.5A.	Identify and allocate project finalisation activities.	☒
1.5B.	Ensure project products and associated documentation were prepared for handover to client in a timely manner.	☒
1.5C.	Finalise financial, legal and contractual obligations.	☒
1.5D.	Undertake project review assessments as input to future projects.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

I believe the criteria mentioned in the above sections in 1.1A – 1.5D have been displayed by Nazeem throughout working with him for the last year. Nazeem establishes the project with the construction management plan, then completes the program of works, manages the project control in all aspects and completes the handover with the client. For this assessment, Nazeem provided me with copies (attached) of the Construction Management Plan, a program for the project, the drawing register which controls the document revisions and a handover report with the client for a section completed on a project. After reviewing these, I think Nazeem has completed this task satisfactorily.

Construction Management Plan



Purpose: The purpose of this document is to provide Logan City Council with a Construction Management Plan developed by Golding Contractors for the construction of subdivisional works located at Koplick Rd, Park Ridge for AVID Developments.

Document Attributes	
Element	Project Management
Knowledge Area	Project Integration Management
Owner	Project Manager
Custodian	Project Engineer
Document ID	APG01631 - 001

Chambers Ridge Stages 7&8 (37-47 Koplick Rd, Park Ridge) APG01631

The current controlled .pdf version of this plan is located in the project file structure and the Golding network at Public\Library\Management Plans. All printed copies of this Management Plan are to be considered uncontrolled and should be validated with the Project Manager before use.

Effective from	Details of Revision		Approved By Owner	Document Review Number
10/01/2022	First controlled issue.		Project Manager Ben Caruana	0001
Holder Number	Holder Name	Holder Position Title	Company Name	
576	Ben CARUANA	Project Manager	Golding Contractors Pty Ltd	
758	Bruce PYWELL	Client Representative	AVID Developments	
TBC	Greg Maciejewski	Civil Engineer	Calibre Group	

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Construction Management Plan



1. Scope

This document forms the Construction Management Plan (CMP) developed for contracted works on the Discovery Drive Project. This plan will provide Golding's Project Management Team (PMT) with:

- Guidance on how to comply with the requirements of the contract relating to construction;
- Identification of constraints specific to the construction, and the project in general; and
- Details of the proposed strategy for the construction phase, with regards to establishment resourcing, site organisation, and construction controls. Details and for the scope of works

Significant changes to the project scope of works shall require a review of this Plan.

PROJECT SCOPE STATEMENT									
Golding Tender / Project ID	APG01631	Project Title	Chambers Ridge Stages 7&8 Park Ridge QLD				Client Tender/ Contract ID	TBC	
Project Scope Description	Residential Subdivision and Associated Infrastructure Works: - Erosion and sediment control; - Topsoil strip; - Earthworks; - Retaining walls; - Stormwater drainage; - Sewer reticulation; - Water reticulation; - Roadworks; - Electrical works; - Landscaping; and - Other minor project associated works.								
Client Name	AVID Developments					ABN/ACN		87 098 527 390	
Client Address (Street and Postal)	Level 1, Oracle West 19 Elizabeth Avenue, Broadbeach QLD 4218					Client Representative		Bruce Pywell	
Project Address	37-47 Koplick Road Park Ridge QLD 4125			Region	SEQ	Discipline	Urban	Division	Urban
Approx. Start Date		24/01/2022 (TBC)			Approx. Completion Date		31/07/2022 (TBC)		
Name of Principal Contractor		Golding Contractors Pty Ltd			ABN/ACN		88 099 734 794		
Address of Principal Contractor		Level 2, 40 McDougall Street, Milton QLD 4064							

2. Project Context

2.1. Project Management Systems

The project will be planned and executed using Golding Management Systems, specifically the Project Management Element. Contractual requirements will be mapped against internal Golding processes and incorporated into the project specific management plans. Each project specific management plan will include mechanisms for assurance and control including formal reporting mechanisms both internal and to the client.

2.2. Interface with Other Management Plans

This Construction Management Plan (CMP) is to be read in conjunction with the following supporting Management Plans:

- Urban Site-Specific Details (displayed in the site office);
- Quality Management Plan (QMP);
- Traffic Management Plan (TMP);
- Environmental Management Plan (EMP);
- Safety Health Management Plan (SHMP); and
- Emergency Response Plan (ERP).

The following is covered in the supporting Management Plans in greater detail and are available on site, however to summarise:

- Fire Exit Routes - No external persons will require fire exit routes through the project job site. All surrounding residents will have their current driveway/road access maintained during the project.
- Management of Air & Dust – To manage dust during the project a combination of the following controls will be utilised throughout the project:
 - Early resspreading and stabilisation of topsoil to finished areas.
 - Acquire and utilise adequate number of watercarts for dust suppression onsite.
 - Monitor weather conditions and adjust controls accordingly.
- Management of noise and vibration:
 - Logan City Council approved working hours will be strictly followed
 - Utilise non-vibratory compaction equipment where possible.
- Collection and control of site rubbish – A industrial bin will be utilised on site and periodically emptied. Bins will also be available in Site offices and lunch rooms.

2.3. Project Team

The project organisation chart is included in this CMP as Attachment B which outlines the management roles, proposed personnel, and defines the reporting relationship of those roles.

2.4. Working Arrangements

In addition to the allocated staff on the project, there will be numerous, skilled workers contributing to the construction of the project. Specialist subcontractors will also have a presence on the project throughout the works. Work will be carried out on site from 6:30am to 6:30pm Monday to Saturday. No work on Sundays or Public Holidays as set out by the Queensland Environmental Protection Act. Out of hours construction is not permitted without the appropriate approval.

2.5. Public Liaising

Prior to the commencement of works all stakeholders will be notified, by mail, on the specifics of the project. Details will include a general project scope, the expected duration, construction working times, and changes in traffic flows. Further, a project sign will be installed at the main gate with site management and Developer contact details. Any complaints received will be documented in a Complaints Register on site, along with Golding's PMT responses.

3. Site Establishment and Amenities

3.1. Site Plan

The construction site office will be located on Koplick Rd, Park Ridge.

The site compound facilities will include:

- 1 no. x 12m x 3m Site Office;
- 1 no. x 6m x 3m lunch room;
- Portable chemical toilets and personal amenities;
- Car parks for approximately 15 light vehicles;
- Waste facilities as required; and
- Drinking water facilities.

Power to the site compound will be provided through a temporary service feed.

3.2. Site Access Conditions and Control

Site visitors (suppliers, inspectors, valuers, etc.) and associated workers must not enter site unless they have reported to the Site Office first for registration and induction. Valuers, visitors and inspectors must always be accompanied by a Golding representative, escorted to and from their necessary locations.

Delivery drivers are to contact the site supervisor prior to entering site. All deliveries are to be either directed or escorted to their drop location. By definition, a delivery driver is a person on site for the purpose of delivering supplies or material such as aggregates, concrete and fittings.

Site access control for each work area will be determined by the PMT. Signage will be located at all entry points which shall show the developers name, address, a contact representative of the developer and principal contractor phone number. The site contact will be available 24 hours to ensure any complaints or concerns are addressed, associated with the development.

The predominate vehicular access points for the site will be off Brunner Drive, with minimal use of Jackey St, to reduce disturbance to existing residents of the neighbouring estate. The site entry point will be used frequently during permitted work hours with all deliveries, visitors and workers accessing the site at this point.

No gantries or overhead protective awnings will be installed as part of this project.

3.3. Laydown Areas

Laydown areas will be nominated onsite at various locations within the project footprint with delineation and signage implemented. No material is to be stored on council verges.

Materials are to be loaded and unloaded by site plant and equipment in areas away from Council infrastructure to minimise potential damage. Any damage incurred to Logan City Council infrastructure through Golding operations will be rectified to a condition equal or better than its current condition.

3.4. Site Security

All site facilities and plant and material storage areas will be secured by 1.8m high temporary fencing panels for the duration of the works. Gates will be installed at site entry points to ensure vehicles access site at approved locations.

3.5. Dilapidation Reports

Prior to project commencement a comprehensive dilapidation report of all surrounding properties, and infrastructure will be undertaken. This is to ensure all neighbouring assets are protected through the life of the project. This report will be submitted to both the client and superintendent for review and management throughout the construction process. A map highlighting neighbouring properties is in the Appendix.

Upon identified Logan City Council and Energex infrastructure across/around the perimeter of the site that is near works, i.e. street lights, fire hydrants, and manholes and is likely to be damage if not protected, fencing will be erected in conjunction with warning signage around assets throughout the duration of the works. A DBYB Assets Location Response has been received and is in Attachments.

3.6. Plant Maintenance

Plant and equipment shall be maintained in accordance with procedures documented in the Project Maintenance Management Plan and associated Asset Maintenance Knowledge Areas of the GMS. A copy of these aforementioned documents can be provided upon request.

Maintenance work up to an agreed low level of risk can be undertaken on site (i.e. re-fuelling, general minor servicing), all other activities shall occur off-site unless authorised by the Project Manager.

All maintenance technicians are subject to the same induction and verification competencies as other workers and shall complete the induction process prior to accessing site.

4. Project Schedule and Sequencing of Works

4.1. Summary of Project Schedule

Targeted completion dates are as follows:

Works	Start Date	Target Completion Date
Stage 7	January 2022 (date TBC)	July 2022 (date TBC)
Stage 8	January 2022 (date TBC)	July 2022 (date TBC)

4.2. Critical Path

The construction programme will be updated weekly and submitted direct to the Consultant/Client. Ongoing updates to the programme will not be included in the CMP.

4.3. Construction Planning Tools

Throughout the project Golding will implement a rolling 3-week look ahead programme and procurement schedule. This will enable Golding to:

- Identify early the critical items and 'bottle-necks' associated with the project such as revisions of ESC Plans, design issues, TGS requirements, extended lead times on specialised procurement, etc.
- Inform the Client of the anticipated timing of their direct subcontractor's works including electrical reticulation and landscaping.

This rolling programme will be maintained on site and can be provided upon request.

4.4. Inclement Weather Considerations

Golding will ensure all ESC operations are implemented correctly and are reviewed on a regular basis with any changes being implemented on site then being documented on the relevant ESC Plan. During rain events safe and clean access/egress from site will be maintained. Sediment detention basins will be maintained to enable the designated runoff volumes to be stored on site.

All release of sediment basin water will be completed post treatment and testing to align with the EPA and local authority requirements.

5. Project Delivery

5.1. Construction Methodology

The construction methodology is to be applied in accordance with Golding SHMP, EMP, QMP and Golding's Golden Rules as listed below.

- | | |
|----------------------|--|
| Golden Rule 1 | Do not approach mobile plant unless positive communication is established with the operator. |
| Golden Rule 2 | Do no work in proximity to live services without a Permit. |
| Golden Rule 3 | Never work within 3 metres of live traffic without authorised controls. |
| Golden Rule 4 | Never position yourself under a suspended load. |
| Golden Rule 5 | Never work at height above 2 metres or within 2 metres of an exposed edge without fall controls. |
| Golden Rule 6 | Never enter an excavation greater than 1.5 metres without collapse controls in place. |

5.2. Site Establishment and ESC controls

Site compound establishment will be undertaken following a council prestart meeting. Installation of the site offices, containers, toilets and temporary power to be installed via specialist subcontractors.

All works shall be performed in accordance with Environmental Management Plan and any associated tools or plans developed as the project advances.

The ESC plan will be certified by either a CPESC or suitable qualified Engineer. The controls outlined in the ESC plan will include controlling runoff flows through strategic sediment fences, drains/bunds and basins, and ensuring site water is retained in site as required by law. The ESC plan will also include measures to mitigate contamination of external properties, roadways and receiving waterways. Due to the work's staging these controls will be progressively amended as the project develops. An indicative ESC plan has been Attached where initially existing dams will be utilised as sediment basins. The current ESC plan will be available in the site office for review.

5.3. Traffic Management

Vehicular and pedestrian traffic will be managed during normal and outside of normal working hours by traffic guidance schemes (TGS). This will be developed in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) and prepared by qualified Traffic Design professionals. All TGS's will be presented to Logan City Council for approval prior to their implementation.

5.4. Bulk Earthworks

All works will be undertaken in accordance with consultant and council specifications/permits and approvals. Approved drawings outlining earthworks extent will be readily available in site office. Proposed plant to be used for these works include but not limited to the following:

- Excavators;
- Dump Trucks;

- Dozers;
- Scrapers;
- Vibrating Rollers; and
- Water Trucks.

Sequence of works required to complete finishing works is as follows:

- Complete a pre-topsoil strip inspection of the site;
- Remove all grass, vegetation and organic material in accordance with direction obtained by the Level 1 geotechnical supervision;
- Place stockpiled topsoil in nominated locations and ensure appropriate ESC are in place;
- Excavated to line and level as per drawing and DTM's provided including installation of table and catch drains as per ESC drawings. Batters are to be trimmed to profile and free of loose material;
- If rock or unsuitable material is encountered notify the superintendent for clarification prior to removal;
- In conjunction with Superintendent and Geotechnical Authority Golding will ensure that suitable materials encountered onsite are utilised for embankments or other areas as directed;
- All earthworks to be completed to Level 1 testing requirements and finished surface levels are within the specified tolerances;
- At earliest opportunity commence topsoil respread and grass seeding to minimise ESC exposure; and
- Advise Principal's Surveyor work is ready for As-constructed details to be picked up, where applicable.

5.5. Underground Service Installation

All works will be undertaken in accordance with consultant and council specifications/permits and approvals. Proposed plant to be used for these works include but not limited to the following:

- Excavators;
- Rollers;
- Water Trucks; and
- Backhoe.

Sequence of works required to complete finishing works is as follows:

- Ensure set-out is in accordance with "For Construction" drawings.
- All Pipes and fittings are manufactured as per specification and drawings and stored in accordance with manufacturers recommendations. Inspected all materials for damage;

- Excavate to line and level as per drawings, remove unsuitable material and dewater where required. If excavations are deeper than 1.5m then trench stabilising practices will be employed – shoring, benching, etc;
- Install clean bedding as per specification, including grading / depth;
- Install pipe as per specification commencing from to downstream end, with sockets facing upstream;
- Backfill to haunch and overlay zones as per specifications;
- Ensure as-constructed survey is conducted as pipe installation progresses with surveyor to provide updates on line and level;
- General backfill material excavated from trench, compacted and tested as per Logan City Council requirements and specifications;
- Construct pits / manholes in accordance with approved drawings and specifications and obtain concrete testing as per specifications; and
- Undertake CCTV and testing of lines as soon as practically possible.

5.6. Finishing Works

All works will be undertaken in accordance with consultant and council specifications/permits and approvals. Proposed plant to be used for these works include but not limited to the following:

- Excavators;
- Water Trucks;
- Backhoes; and
- Bobcats.

Sequence of works required to complete finishing works is as follows:

- Coordinate access requirements and work areas for relevant services providers ensuring that all set out details are to correct grade and level;
- Concrete works are being installed to line and level as per drawings and relevant specification;
- Ensure all services/structures are complete prior to commissioning of water and sewer;
- Undertake pre-checks prior to the On-Maintenance inspection with Logan City Council and superintendent; and
- QA information submitted prior to On-Maintenance inspection.

6. Commissioning and Handover

Commissioning, handover and as-built information will be completed in accordance with Quality Management Plan (QMP). All Quality Assurance documentation and Inspection Test Plans (ITP's) will be sent to Superintendent prior to the On-Maintenance inspection.

Attachment A Community Liaison Letter



28 July 2021

CONSTRUCTION NOTICE

As part of the new development at 248 Eggersdorf Rd, Golding Contractors wish to advise you that we will be undertaking construction works in the proximity to your residence commencing 2nd August 2021 for a period of approximately six months. The works will be undertaken in accordance with Council approved plans and the relevant construction guidelines.

Disruptions

During construction dust may be generated by the construction activities. The construction team will use water trucks in accordance with CoGC guidelines to limit the dust exposure. We will monitor dust levels to ensure that required levels are not exceeded.

Work Hours

Generally, work will take place between 6.30am and 5.30pm Monday to Friday and 6.30am to 2.00pm on Saturday until such time as construction is completed. Work will not take place on statutory or other major holidays.

Pedestrians and Vehicle Access

The main construction access for the site is located off Eggersdorf Road. During roadwork activities however, there may be a requirement for some truck movements through the estate due to access restrictions during this phase of the project. We ask you to be vigilant of the vehicle movements. All care will be taken, and we will ensure speed limits are adhered to, however caution should be taken when entering or exiting your property.

Your understanding and co-operation during the construction period is appreciated. If you have any queries or experience any unreasonable disturbance during this time, please contact PM on 0419 673 929 and we will work to address your issue immediately.

Yours faithfully

GOLDING CONTRACTORS PTY LTD

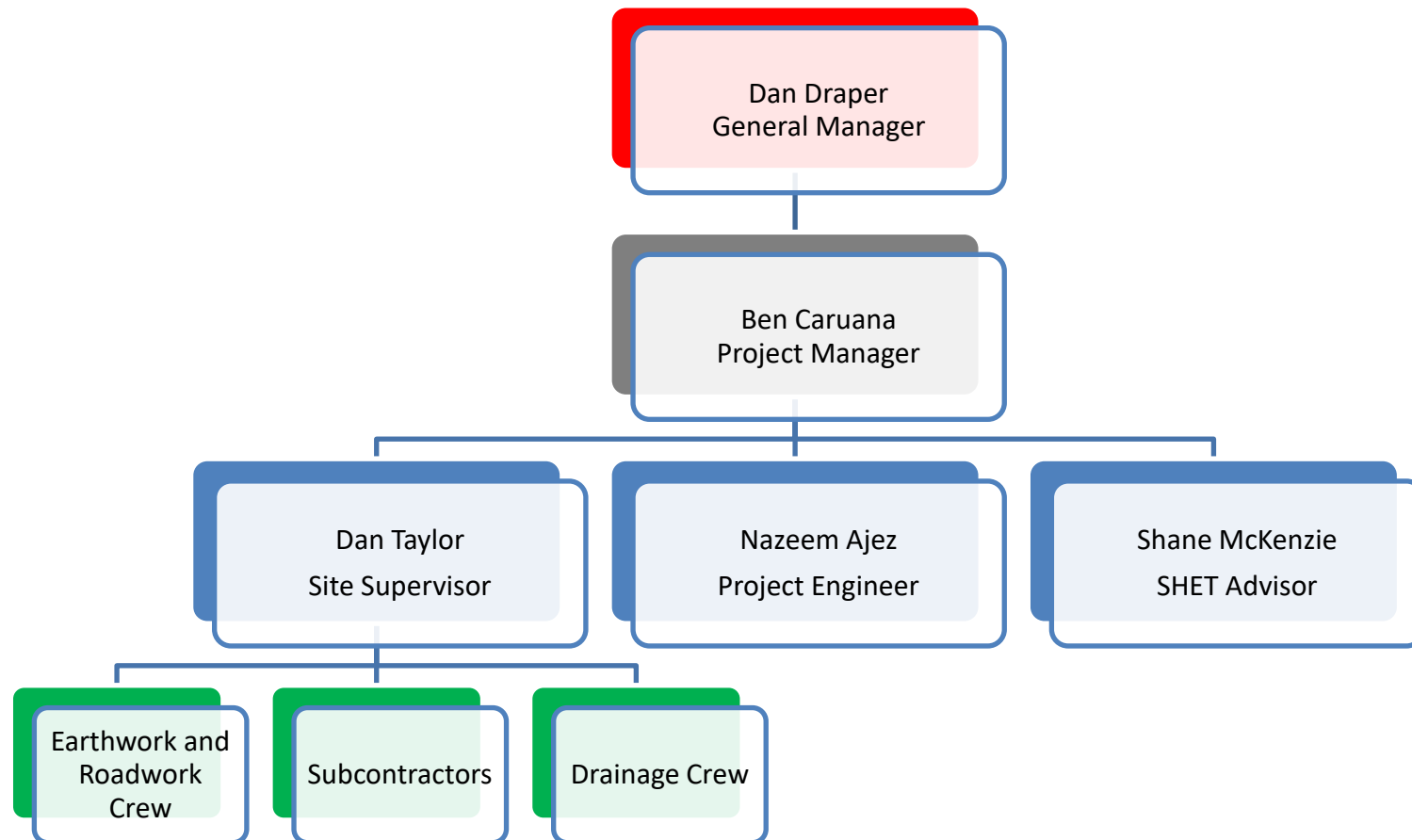
Ben Caruana
Project Manager

58 Union Circuit, Yatala QLD 4207
ABN 88 009 734 794

07 5557 6100

www.golding.com.au

Attachment B Organisational Chart



Construction Management Plan



Attachment C Site Compound and Access Control



Construction Management Plan



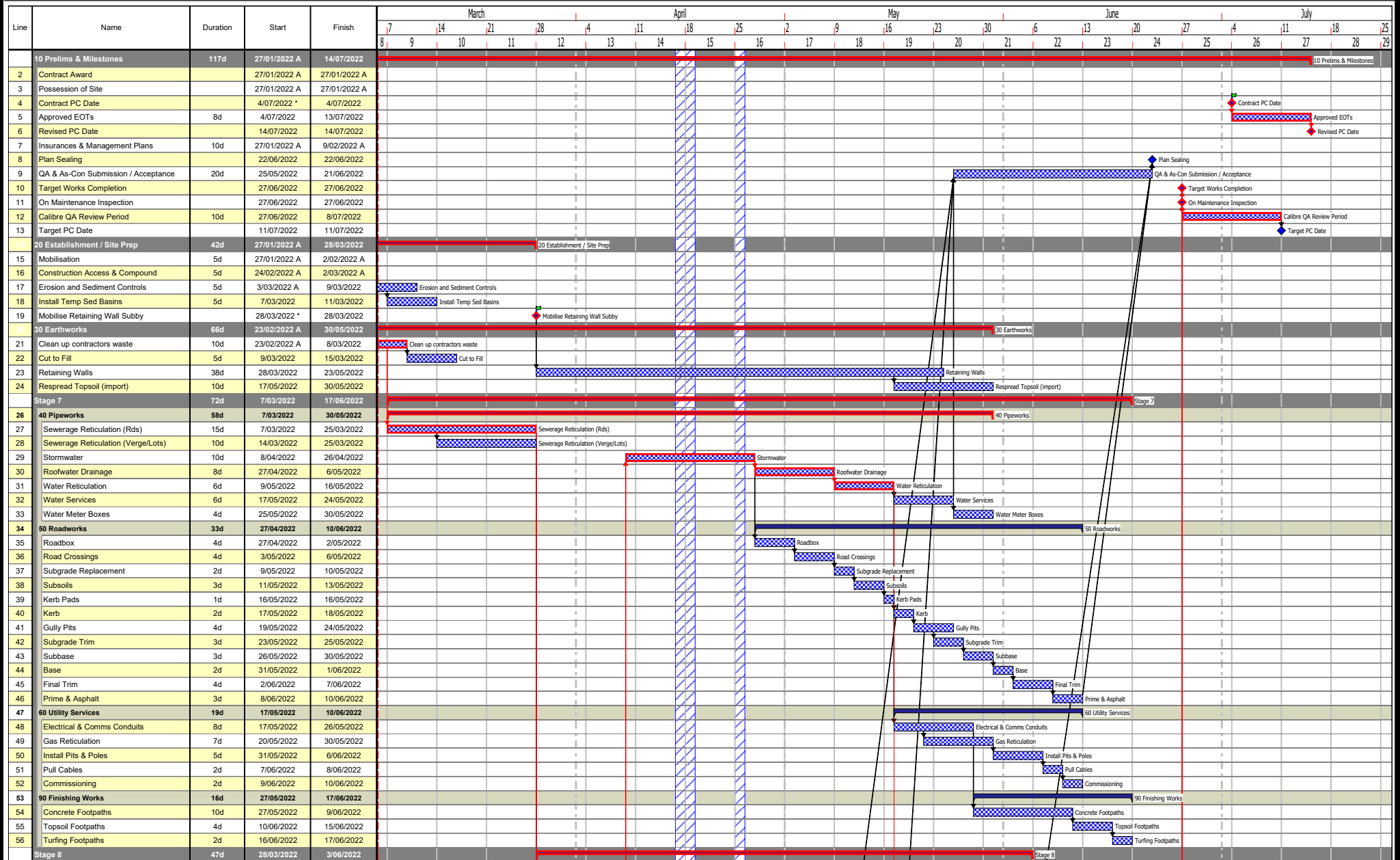
Attachment D Site Map and Access Roads



Chambers Ridge Stage 7 & 8 - WE 04/03/22



Printed 10/03/2022



Golding Contractors Pty Ltd

Project Manager: Ben Caruana

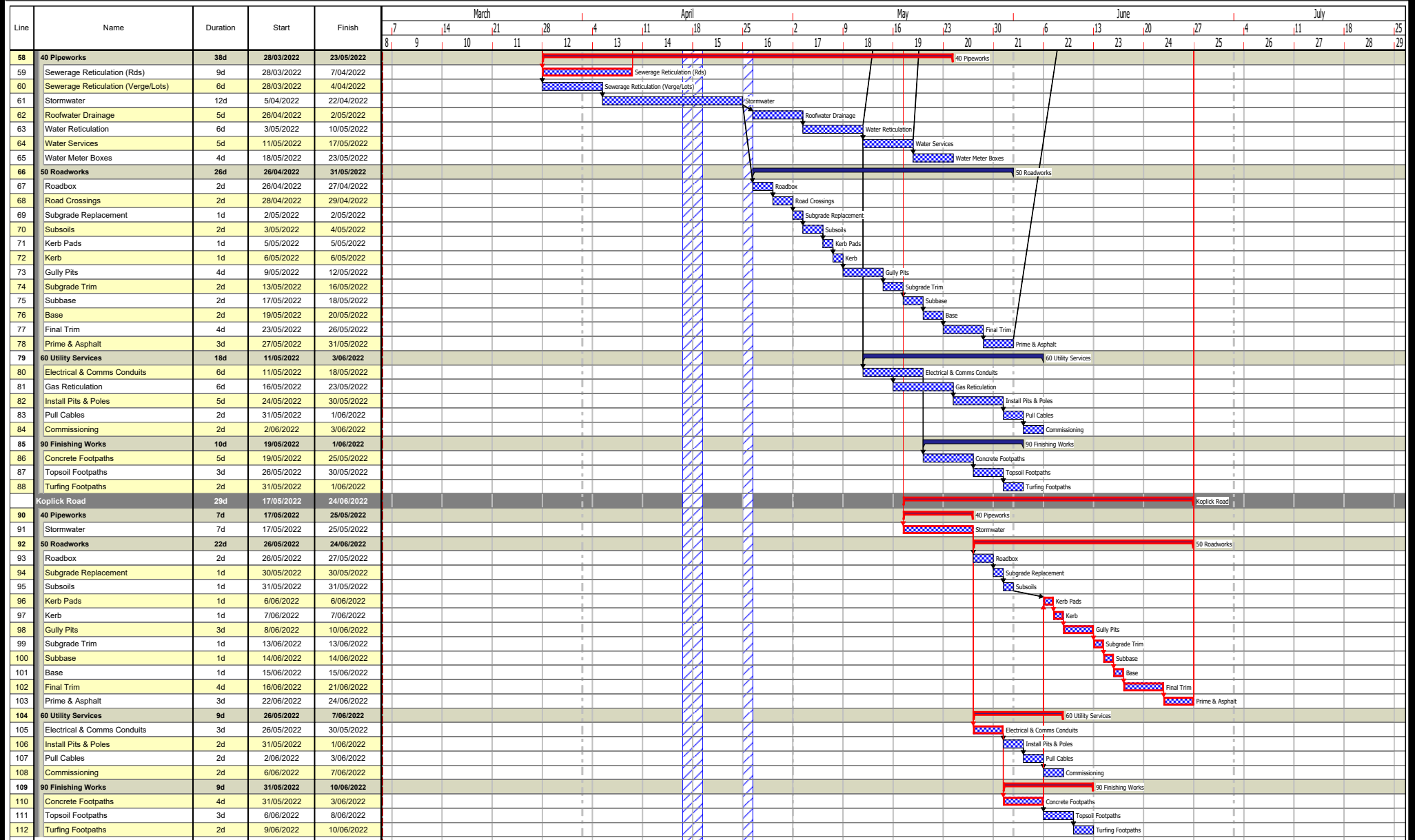
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Notes: Comment - Chart Properties

Chambers Ridge Stage 7 & 8 - WE 04/03/22



Printed 10/03/2022



Milestone Appearances



Golding Contractors Pty Ltd

Project Manager: Ben Caruana

Status Date: 4/03/2022

Notes: Comment - Chart Properties

DRAWING REGISTER

PROJECT DETAILS: Chambers Ridge Stage 7 & 8

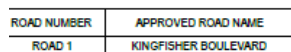
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PROJECT NUMBER: APG01631

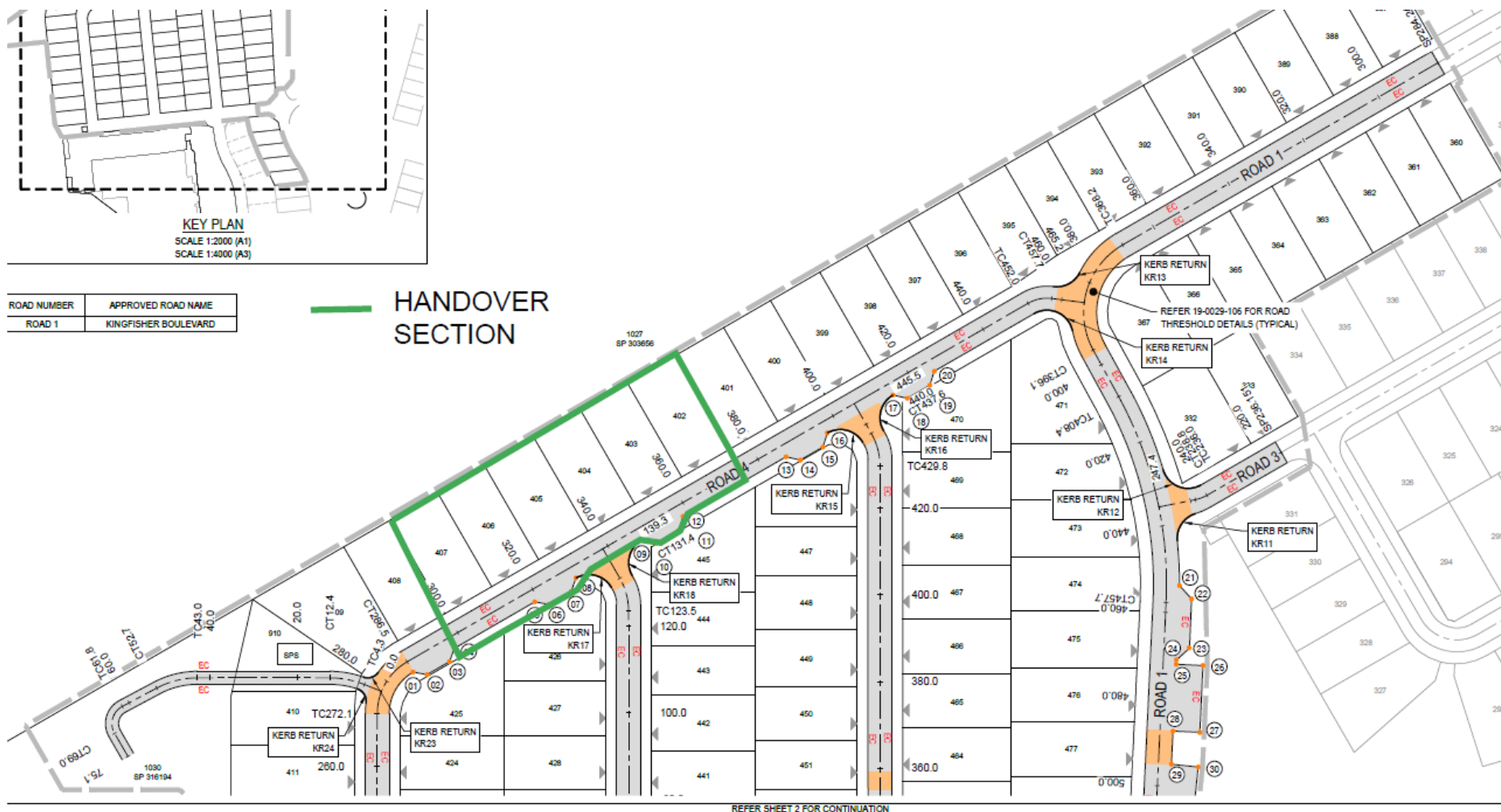
Drawing Number	Drawing Title	Revision Status													Current
		Insert revision code and date received													
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8632-02	RDWKS&DRNG-LAYOUT PLAN	1(01/08/18)	A(10/10/18)												A(10/10/18)
8632-03	RDWKS&DRNG-CONTROL LINE SETOUT PLAN	1(01/08/18)													1(01/08/18)
8632-04	RDWKS&DRNG-TYPICAL ROAD CROSS SECTIONS	1(01/08/18)													1(01/08/18)
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8632-16	RDWKS&DRNG-ROAD 11 - LONGITUDINAL AND CROSSECTIONS	1(01/08/18)													1(01/08/18)
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8632-48	RDWKS&DRNG-SIGNS ANDLINEMARKING LAYOUTPLAN	1(01/08/18)													1(01/08/18)
8632-49	SEWERAGE RETICULATION-LOCALITY PLAN AND GENERAL NOTES	1(01/08/18)													1(01/08/18)
8632-50	SEWERAGE RETICULATION-LAYOUT PLAN	1(01/08/18)													1(01/08/18)
8632-51	SEWERAGE RETICULATION-LONGITUDINAL SECTIONSSHEET 1 OF 4	1(01/08/18)													1(01/08/18)
8632-52	SEWERAGE RETICULATION-LONGITUDINAL SECTIONSSHEET 2 OF 4	1(01/08/18)													1(01/08/18)
8632-53	SEWERAGE RETICULATION-LONGITUDINAL SECTIONSSHEET 3 OF 4	1(01/08/18)													1(01/08/18)
8632-54	SEWERAGE RETICULATION-LONGITUDINAL SECTIONSSHEET 4 OF 4	1(01/08/18)													1(01/08/18)
8632-55	WATER RETICULATION-LOCALITY PLAN AND GENERAL NOTES	1(01/08/18)	A(10/10/18)												A(10/10/18)
8632-56	WATER RETICULATION-WATER LAYOUT	1(01/08/18)													1(01/08/18)

Stockland Land Lease Management Pty Limited			
Halcyon Greens - Stage 5 (Part) Civil Works			
Attendees			Date: 18/02/2022 9:30-10am
Name		Company	
Reece Britton		Halcyon	
Nazeem Ajez		Goldings	
Item No.	Description	Status	Comments
	CIVIL SERVICES		
1	Stormwater Pits / Manholes	Completed	Grouting in pits completed.
2	Roofwater Lead Ins	Completed	
3	Sewer Manholes	Completed	
4	Sewer Lead Ins	Completed	
5	Water Main	Completed	
6	Water Lead Ins	Completed	
7	Hydrants	Completed	To be left high for landscapers to cut down to finished level of landscape.
8	Sluice Valves	Completed	To be left high for landscapers to cut down to finished level of landscape.
9	Subsoil Drainage	Not Started	Subsoil drainage to be completed with Landscape.
10	Gas Reticulation	Completed	Not live yet.
11	Retaining Walls	Completed	

	ELECTRICAL		
1	Pillars	Completed	
2	Pits	Completed	
3	Light Poles / CCTV	Ongoing	Pensar to complete. CCTV pole stood on site 403
4	Power Live	Ongoing	Power live in this section 18/2
5	Lead Ins	Ongoing	Lead in markers in place, roping of conduits to be completed.
	COMMUNICATIONS		
1	Pits	Completed	
2	Lead Ins	Completed	
	LANDSCAPE & FENCING		
1	Gardens	Not Started	
2	Boundary Fencing	Ongoing	Pool fence on top of western retaining wall completed. Internal fencing to be completed as houses are completed.
	EARTHWORKS		
1	Pad Levels	Completed	Awaiting As Con survey.
	ROADS		
1	Concrete Roadway	Completed	Joint sealing to be completed once whole of stage 5 completed.
2	Stormwater Pits	Completed	
3	Kerb Markers	Not Started	Kerb markers to be installed once whole of stage 5 completed.
ADDITIONAL COMMENTS			



HANDOVER SECTION



REFER SHEET 2 FOR CONTINUATION







