

BSBPMG515 MANAGE PROJECT HUMAN RESOURCES

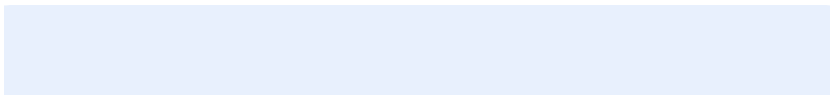
PRACTICAL ASSESSMENT INSTRUCTIONS

- 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

BSBPMG515

MANAGE PROJECT HUMAN RESOURCES

Practical Task 1		
Description of task: A suitable observer is to verify the participant's ability to manage human resources related to projects – including planning for human resources, implementing personnel training and development, and managing the project team. 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, Personnel 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:	7/01/2022	
When completing the task, did the participant:		Tick if satisfactorily completed. Provide comments if left unticked.
1 Plan human resources relevant to projects		
1.1A. Determine resource requirements for individual tasks to establish required project personnel levels and competencies.	☒	
1.1B. Establish project organisation and structure to align individual and group competencies with project tasks.	☒	
1.1C. Allocate personnel to the project to meet planned work outputs throughout project timeline.	☒	
1.1D. Apply human resources management (HRM) methods, techniques and tools to support engagement and performance of personnel.	☒	
2 Implement project personnel training and development		
1.2A. Negotiate, define and communicate clear project role descriptions.	☒	
1.2B. Identify, plan and implement ongoing development and training of project team members to support personnel and project performance.	☒	
1.2C. Measure individuals' performance against agreed criteria and initiate actions to overcome shortfalls in performance.	☒	
3 Lead project team		
1.3A. Implement processes and take action to improve individual performance and overall project effectiveness.	☒	

1.3B.	Monitor and report, for remedial action, internal and external influences on individual and project team performance and morale.	☒
1.3C.	Implement procedures for interpersonal communication, counselling, and conflict resolution to maintain a positive work environment.	☒
1.3D.	Identify and manage inter-project and intra-project resource conflict to minimise impact on achievement of project objectives.	☒
4 Finalise human resource activities related to projects		
1.4A.	Disband project team according to organisational policies and procedures.	☒
1.4B.	Identify and document human resource issues and recommended improvements.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Nazeem has displayed the above criteria (1.1A – 1.4B) through his day to day tasks and is able to manage human resources. He manages his team throughout the projects he is running and can allocate his resources accordingly. Most of his coaching and mentoring is done face to face with his employees. It is part of his role to manage staff as per his provided attached (role description). Which I can verify as I have seen this in person.

ROLE SUMMARY



DETAILS			
ROLE TITLE:	Project Engineer	NAME:	Nazeem Ajez
DIVISION:	Urban	LOCATION:	SEQ Urban Projects

RELATIONSHIP			
MANAGER ROLE TITLE:	Project Manager	NAME:	Ben Caruana
M+1 ROLE TITLE:	General Manager Urban	NAME:	Dan Draper
KEY INTERNAL RELATIONSHIPS:	Civil Site Engineers, Specialist SHET Advisor, Supervisors, Payroll, Supply and Accounts.		
KEY EXTERNAL RELATIONSHIPS:	Client Representatives, Supplier Representatives		

PURPOSE			
To provide safe and efficient delivery of the project or assigned project area engineering requirements of Golding such that project production goals are able to be realised.			

AUTHORITY			
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SAFETY, HEALTH & ENVIRONMENT			
Every Golding employee and contractor has the right to stop work or not commence work in situations that may cause harm. Personal action is required to remove or minimise the risk of harm and to immediately bring the risk to the attention of a Supervisor or Manager.			

GENERAL			
Boundaries to your authority are: • The law (local, state, national); • The policies, systems and procedures of Golding; • The policies, systems and procedures of the client as they apply to the site; and • The ethical expectations of Golding (as described in procedures in the GMS).			

STRUCTURE AND SYSTEMS			
Golding has a disciplined approach to structure and systems in order to create and maintain consistency and efficiency across the organisation. Boundaries to your authority are: • Structure – No authority to add layers of management or change role titles; and • Systems – Recommend changes to Golding systems and recommend adoption of a site specific system.			

EXPENDITURE			
Any authority for expenditure is limited to the conduct of your role. It is subject to the systems detailed in the Project Procurement knowledge area of Project Management element and the Supply knowledge area of the Corporate element of the GMS. Where preferred suppliers are established there is an obligation that these suppliers must be used. Expenditure • Operational expenditure - \$500; and • Capital expenditure – Nil.			

ROLE SUMMARY

DETAILS			
ROLE TITLE:	Project Engineer	NAME:	Nazeem Ajez
DIVISION:	Urban	LOCATION:	SEQ Urban Projects

Disposal of Assets and Inventory

No authority, refer to CFO for advice.

Non Project Expenditure (e.g. Sponsorships and Charity)

No authority, refer to GM Safety and Services for advice.

Project Rewards and FBT Items

No authority, refer to your Manager for advice.

WORK

PRIMARY ROLE DIFFERENTIATING TASK TYPES

- Conduct safety observations, inspections and hazard reporting periodically as required according to project requirements and take necessary action to sufficiently remove, rectify and control risks and hazards to work activities or refer to your Manager where it lie outside your authority; Implement the Goldring planning procedure such that actual performance against the authorised plan (i.e. programme) is monitored and reported to your Manager, the Specialist Civil Planner and other stakeholders as required;
- Review designs and take necessary action for identified design issues (e.g. constructability) within your level of authority or refer it to your Manager where it lies outside your level of authority;
- Plan and conduct tasks according to client and contractual requirements such that all necessary safety (e.g. work method statements), environmental, quality and other work permits are authorised and implemented in a timely fashion prior to the work being undertaken in the field;
- Conduct necessary reviews and inspections within your level of expertise and technical knowledge (e.g. subcontractor management plans, plant and equipment) or arrange for relevant inspections by others to be conducted before work on site is authorised or commences;
- Conduct resource planning (short and long term) and take necessary actions such that the necessary resources are in place to efficiently undertake the work where it lies within your level of authority or refer to your Manager where it lies outside your authority;
- Monitor the work being conducted in the field (particularly high risk activities) and provide technical advice (e.g. construction methods) to the relevant area Civil Supervisor and Civil Superintendent for the efficient performance of work as required;
- Conduct tasks associated with project procurement as assigned by your Manager according to Goldring systems (including Goldring purchase order and payment term requirements);
- Provide technical (e.g. engineering) advice to your Manager within your scope of experience and expertise;
- Monitor productivities and costs periodically (e.g. weekly and monthly) and take necessary actions such that planned productivities and budgeted costs are controlled within your level of authority or refer to your Manager where it lies outside your authority;
- Monitor, review, conduct analysis and report on project performance, forecasts, risks and opportunities (and the like) within your assigned work area/s and implement corrective actions within your level of authority or refer to your Manager where it lies outside your authority;

ROLE SUMMARY

DETAILS			
ROLE TITLE:	Project Engineer	NAME:	Nazeem Ajez
DIVISION:	Urban	LOCATION:	SEQ Urban Projects

- Efficiently prepare, authorise or submit necessary requests for information (RFI's), such that information necessary to undertake the contracted works within your area or responsibility is received in a timely fashion;
- Implement, update and monitor lot registers for all authorised work activities within your assigned area/s according to your Manager, Client and contractual requirements;
- Prepare and implement the project authorised inspection and test plans (ITP's) that meet Golding, Client and contractual requirements, such that all necessary inspections are undertaken and information submitted as required in a timely fashion;
- Audit project compliance with Golding & Client systems (including subcontractors, suppliers and consultants) as required by your Manager, prepare and submit necessary non-compliance reports (NCR's) and make recommendations to avoid reoccurrence;
- Develop recommendations for improvement of Golding Management Systems particularly as they relate to technical engineering work;
- Prepare progress, variation and extension of time (EOT) claims according to contractual requirements for timely submission by your Manager to the Client within your level of authority or refer to your Manager where it lies outside your authority;
- Implement tender and subcontractor management tasks according to Golding Management Systems (including subcontractor prequalification and assessment processes) such that best for project outcomes are achieved;
- Negotiate and implement contracts with subcontractors and suppliers such that project objectives in safety; quality; environmental, people, cost and other are met within your level of authority or refer to your Manager where it lies outside your authority;
- Monitor, analyse and report (as required) on subcontract and supplier performance and take pre-emptive and corrective actions where it lies within your authority level or refer to your Manager where it lies outside your authority;
- Monitor and manage (i.e. administer) assigned contracts according to their term requirements within your level of authority or refer to your Manager where it lies outside your level of authority, such that impending contractual, commercial or other issues in relation to subcontractors, suppliers and consultants are efficiently and effectively managed;
- Prepare recommendations for your Manager as required, including the allocation of resources from within the project and solutions to conflicting demands for project resources; and
- Maintain a shift diary such that all relevant events and information are captured accurately and with sufficient detail according to your Manager's requirements.

GENERAL TASK TYPES OF ALL ROLES

- Work safely and demonstrate respect for the environment and community in which you work;
- Conduct yourself professionally at all times to assist in building the positive reputation of Golding as a professional, reputable and ethical organisation;
- Act in a cost effective and efficient manner at all times;
- Provide information stemming from your work to your peers that may be relevant to their work to enhance their work in their roles;
- Advise your Manager of systems that you assess as needing to apply to Golding work in areas outside your authority;

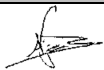
ROLE SUMMARY



DETAILS			
ROLE TITLE:	Project Engineer	NAME:	Nazeem Ajez
DIVISION:	Urban	LOCATION:	SEQ Urban Projects

- Monitor and evaluate the activity of your project for information indicating an impending issue for Goldring and take action within your authority to resolve the issues or refer to your Manager if you believe it lies outside your authority;
- Work only in accordance with your defined authority limits; and
- Perform any other task assigned by your Manager that you are capable of performing safely.

ACKNOWLEDGEMENT BY EMPLOYEE

NAME:	Nazeem Ajez	SIGNATURE:		DATE:	28/07/2021
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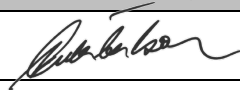
ACKNOWLEDGEMENT BY MANAGER

NAME:	Ben Caruana	SIGNATURE:		DATE:	28/07/2021
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AUTHORISATION BY M+1

NAME:	Dan Draper	SIGNATURE:		DATE:	28/07/2021
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VETO BY HR MANAGER

NAME:	Mark Cuthbertson	SIGNATURE:		DATE:	28/07/2021
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BSBPMG518

MANAGE PROJECT PROCUREMENT

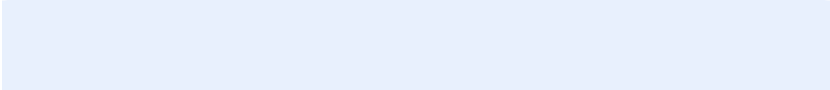
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Participant name Nazeem Ajez

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

BSBPMG518 MANAGE PROJECT PROCUREMENT

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to undertake procurement in projects. 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 relevant to procurement and contracts.	
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:	7/01/2022
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Determine procurement requirements	
1.1A. Seek input from stakeholders to identify procurement requirements.	☒
1.1B. Establish and maintain, within delegated authority, agreed procurement management plan.	☒
2 Establish agreed procurement processes	
1.2A. Obtain information from suppliers capable of fulfilling procurement requirements.	☒
1.2B. Determine or adopt established selection processes and selection criteria, and communicate to vendors to ensure transparency.	☒
1.2C. Obtain relevant approvals for procurement processes to be used.	☒
3 Conduct procurement activities	
1.3A. Identify and act according to probity and project governance constraints.	☒
1.3B. Communicate agreed proposals and/or specifications to prospective vendors to ensure clarity of understanding of project objectives.	☒
1.3C. Solicit vendor responses according to proposal requirements.	☒

1.3D.	Evaluate responses and select preferred vendors according to current legal requirements and agreed selection criteria.	☒
1.3E.	Negotiate with preferred contractor or supplier, to agree on terms and conditions of supply.	☒
4 Implement and monitor procurement		
1.4A.	Implement established procurement management plan and make modifications in line with agreed delegations.	☒
1.4B.	Review progress and manage agreed variations to ensure timely completion of tasks and resolution of conflict within the legal framework of the supply agreement.	☒
1.4C.	Identify and report procurement management issues and implement agreed remedial actions to ensure project objectives are met.	☒
5 Manage procurement finalisation procedures		
1.5A.	Conduct finalisation activities to ensure vendor deliverables meet contracted requirements.	☒
1.5B.	Review project outcomes using available procurement records and information to determine effectiveness of procurement processes and procedures.	☒
1.5C.	Document lessons learned and recommended improvements for application to future projects.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Nazeem has displayed the above criteria (1.1A – 1.5C) at his time with Golding Contractors. Nazeem undertakes all the procurement for his projects, including the request for quotation phase, quotation evaluation phase, recommendation phase, approval phase, order phase and delivery phase. All his procurement items on the projects we are on together have been of a high quality.



QUOTATION/PROPOSAL EVALUATION

NOTE: ALL PRICES SHOWN ARE TO BE EXCLUSIVE OF GST IN \$AU

RFQ/RFP #:

Sewer Pipes

SITE/

Halcyon Rise - STG2

LOCATION

Project Requirements

Vendor's Name

Iplex

Contact Person

Chris Hagan

Phone

0408 723 054

A.B.N.

56 079 613 308

Registered for GST?

Yes

Clover

Eamon Molloy

0488 224 431

55 166 929 700

Yes

Reece

Jared Russell

0437 375 118

84 004 097 090

Yes

Direct Job Costs (DJC)

from Cost Estimate

PRICE COMPARISON											
Item	Description	Unit	Quantity	Rate	Total	Rate	Total	Rate	Total	Rate	Total
1	100mm SN10 Pipe (m)	m	186	\$ 5.72	\$ 1,063.30	\$ 5.83	\$ 1,085.00	\$ 5.79	\$ 1,077.25	\$ 6.13	\$ 1,140.18
2	150mm SN8 RRJ Pipe (3m lengths)	m	663	\$ 10.77	\$ 7,138.30	\$ 10.75	\$ 7,127.25	\$ 11.43	\$ 7,578.09	\$ 10.00	\$ 6,630.00
3	40mm Dia Elec Conduit (4m lengths)	m	112	\$ 2.19	\$ 245.70	\$ 2.25	\$ 252.00	\$ 2.28	\$ 255.08	\$ 0.94	\$ 104.94
4	225mm PVC Length (6m)	m	6	\$ 27.26	\$ 163.58	\$ 20.83	\$ 125.00	\$ 19.50	\$ 117.02	\$ 31.00	\$ 186.00
5	150x100mm FG RRJ Type D Junction	Ea	30	\$ 230.84	\$ 6,925.20	\$ 190.00	\$ 5,700.00	\$ 202.40	\$ 6,072.00	\$ 126.00	\$ 3,780.00
6	150x100mm RRJ Junction	Ea	21	\$ 77.32	\$ 1,623.72	\$ 50.00	\$ 1,050.00	\$ 50.74	\$ 1,065.54	\$ 126.00	\$ 2,646.00
7	150x150mm RRJ Junction	Ea	19	\$ 86.26	\$ 1,638.94	\$ 55.00	\$ 1,045.00	\$ 57.54	\$ 1,093.26	\$ 131.25	\$ 2,493.75
8	100mm F-F RRJ Coupler	Ea	30	\$ 5.61	\$ 168.30	\$ 18.00	\$ 540.00	\$ 11.74	\$ 352.20	\$ -	\$ -
9	150mmx45Deg MF RRJ Bend	Ea	38	\$ 54.56	\$ 2,073.28	\$ 33.00	\$ 1,254.00	\$ 35.34	\$ 1,342.92	\$ 47.25	\$ 1,795.50
10	150mmx45Deg FF RRJ Bend	Ea	19	\$ 59.14	\$ 1,123.66	\$ 45.00	\$ 855.00	\$ 37.03	\$ 703.57	\$ 47.25	\$ 897.75
11	100mmx45Deg MF RRJ Bend	Ea	22	\$ 34.55	\$ 760.10	\$ 20.00	\$ 440.00	\$ 16.02	\$ 352.44	\$ 14.70	\$ 323.40
12	100mmx45Deg FF RRJ Bend	Ea	2	\$ 30.66	\$ 61.32	\$ 26.57	\$ 53.14	\$ 18.39	\$ 36.78	\$ 14.70	\$ 29.40
13	100mm RRJ I/O inc Screw Cap	Ea	54	\$ 20.47	\$ 1,105.38	\$ 26.00	\$ 1,404.00	\$ 26.36	\$ 1,423.44	\$ 17.85	\$ 963.90
14	Extra 100mm Screw Cap	Ea	84	\$ 0.99	\$ 83.16	\$ 1.75	\$ 147.00	\$ 2.07	\$ 173.88	\$ -	\$ -
15	150mm RRJ Plain Short	Ea	118	\$ 14.74	\$ 1,739.32	\$ 20.00	\$ 2,360.00	\$ 21.46	\$ 2,532.28	\$ 17.85	\$ 2,106.30
16	150mm RRJ Sanded Socket	Ea	6	\$ 19.99	\$ 119.94	\$ 31.57	\$ 189.42	\$ 29.64	\$ 177.84	\$ 22.58	\$ 135.48
17	150mm RRJ Sanded Spigot	Ea	4	\$ 17.01	\$ 68.04	\$ 30.93	\$ 123.72	\$ 23.36	\$ 93.44	\$ -	\$ -
18	100mm RRJ Plain Short	Ea	3	\$ 11.34	\$ 34.02	\$ 16.79	\$ 50.37	\$ 17.10	\$ 51.30	\$ 11.03	\$ 33.09
19	100mm RRJ Sanded Socket	Ea	1	\$ 16.56	\$ 16.56	\$ 22.20	\$ 22.20	\$ 21.09	\$ 21.09	\$ -	\$ -
20	150mm 5Deg Long Radius RRJ Bends	Ea	1	\$ 79.23	\$ 79.23	\$ 75.21	\$ 75.21	\$ 83.12	\$ 83.12	\$ 130.00	\$ 130.00
21	150mm 7.5Deg Long Radius RRJ Bends	Ea	2	\$ 70.86	\$ 141.72	\$ 77.91	\$ 155.82	\$ 89.19	\$ 178.38	\$ 130.00	\$ 260.00
22	150mm Dead End Cap	Ea	20	\$ 3.03	\$ 60.60	\$ 3.90	\$ 78.00	\$ 3.58	\$ 71.60	\$ -	\$ -
23	Pipe Primer (1L)	Ea	1	\$ 8.81	\$ 8.81	\$ 7.00	\$ 7.00	\$ 6.75	\$ 6.75	\$ -	\$ -
24	Pipe Cement (1L)	Ea	1	\$ 7.35	\$ 7.35	\$ 8.50	\$ 8.50	\$ 7.80	\$ 7.80	\$ -	\$ -
25	100mm Foam Plugs	Ea	2	\$ 1.80	\$ 3.60	\$ 2.00	\$ 4.00	\$ 6.37	\$ 12.74	\$ -	\$ -
26	150mm Foam Plugs	Ea	8	\$ 2.00	\$ 16.00	\$ 3.50	\$ 28.00	\$ 7.48	\$ 59.84	\$ -	\$ -
27	Sewer Dectable Tape (250m rolls)	Ea	2	\$ 59.40	\$ 118.80	\$ 70.00	\$ 140.00	\$ 71.37	\$ 142.74	\$ 130.00	\$ 260.00
28	OTHER PIPE ITEMS IN DJE (excluding bedding materials, etc).	LS	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,082.54	\$ 6,082.54
				\$ -	\$ -		\$ -		\$ -	\$ -	\$ -
QUOTATION TOTAL				\$	26,588	\$	24,320	\$	25,082	\$	29,998
Extra Costs to be added to quoted price											
Value of Escalation				\$	-	\$	-	\$	-	\$	-
Transport Cost to site				\$	-	\$	-	\$	224.50	\$	-
Unloading Cost				\$	-	\$	-	\$	-	\$	-
Golding Supply - Office / Crib facilities				\$	-	\$	-	\$	-	\$	-
Golding Supply - Fuel				\$	-	\$	-	\$	-	\$	-
Golding Supply - Materials				\$	-	\$	-	\$	-	\$	-
Golding Supply - Survey				\$	-	\$	-	\$	-	\$	-
Contingency				\$	-	\$	-	\$	-	\$	-
				\$	-	\$	-	\$	-	\$	-
				\$	-	\$	-	\$	-	\$	-
Detail any savings to quoted price (Show savings as negative number)											
				\$	-	\$	-	\$	-	\$	-
				\$	-	\$	-	\$	-	\$	-
COMPARISON PRICE (Quote + Extras)				\$	26,587.93	\$	24,319.63	\$	25,306.89	\$	29,998.23

OFFER EVALUATION CRITERIA AND SCORE									
Criteria	Pass/ Fail	Weighting %	Score (1 to 5)	Weighted Score	Score (1 to 5)	Weighted Score	Score (1 to 5)	Weighted Score	Lowest Valid Price
Comparison Price (Rank offers)	Pass	95	4.534	431	5.000	475	4.797	456	\$ 24,319.63
Price is Fixed				-		-		-	
Terms of Payment Accepted (45 days)				-		-		-	
Offer Meets Specification				-		-		-	
Timeliness of Delivery	Pass	5	4	20	5	25	5	25	
Technical Capability/Experience/Key Personnel				-		-		-	
Financial profile of Bidder				-		-		-	
Safety Systems				-		-		-	
Quality Systems				-		-		-	
Environmental Systems				-		-		-	
Reporting Systems				-		-		-	
Past Performance				-		-		-	
Conditions on Vendor's Offer/Risk				-		-		-	
Support Services Offered				-		-		-	
Value Added Options				-		-		-	
Supplier is 'Code' Compliant				-		-		-	
				-		-		-	
				-		-		-	
Total Score		100		451		500	0	481	

Guide to Pass/Fail Criteria

Guide to Weighting

Guide to Scoring Criteria

This is used to identify criteria that if the vendor fails to comply with, the entire quotation/proposal must be disregarded

The weighting that is applied to the individual criteria when comparing offers. The addition of all weightings must equal 100.

(Note: Complete only for the criteria that apply to the particular purchase as not all may apply, however those chosen must sum to 100.)

Exceeds Criteria = 5, Meets Criteria =3, Does Not Meet Criteria = 1, Unresponsive to Questions = 0

RECOMMENDATION/COMMENTS

Clover recommended - they have supplied previous stages, have stock available and will meet the program for required delivery date. Also, the total price is well below DJC.

Recommended by

Nazeem Ajez

Signature

24/06/2021

Date

Project Engineer

Position

Approved by

Ben Caruana

Signature

24/06/2021

Date

Project Manager

Position

BSBPMG519

MANAGE PROJECT STAKEHOLDER ENGAGEMENT

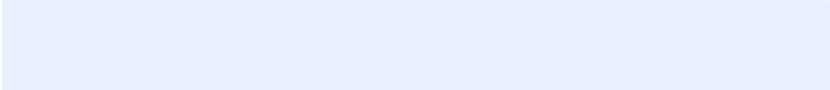
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Participant name Nazeem Ajez

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

BSBPMG519 MANAGE PROJECT STAKEHOLDER ENGAGEMENT

Practical Task 1	
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Email address of observer	Andrew.Secomb@golding.com.au
Signature of observer:	
Date:	7/01/2022
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Identify and address stakeholder interests	
1.1A. Identify stakeholders relevant to project objectives.	☒
1.1B. Segment stakeholder interests and determine forms of engagement	☒
1.1C. Consider interests of stakeholders when considering and advising on project management issues.	☒
1.1D. Identify and implement actions to address differing interests where required.	☒
2 Manage effective stakeholder engagement	
1.2A. Support development of team members' interpersonal skills in effective stakeholder engagement.	☒
1.2B. Distribute team work effectively to ensure defined project roles are followed.	☒
1.2C. Identify and clarify stakeholder behavioural expectations, where required.	☒
1.2D. Openly lead stakeholder performance reviews.	☒
1.2E. Identify and address individual development needs and opportunities to support stakeholder engagement.	☒

3 Manage stakeholder communications	
1.3A. Determine and document stakeholder communication needs.	☒
1.3B. Ensure relevant stakeholders agree to communication method, content and timing of engagement.	☒
1.3C. Communicate information as planned and in line with authority levels, identifying and addressing variances.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory	

OBSERVER COMMENTS

As part of Nazeem's day to day tasks, he is in charge of engaging with stakeholders for his projects, including the consultants and clients on the projects. I believe he has displayed the above criteria (1.1A – 1.3C) through his interactions and communications with the stakeholders. Nazeem attends weekly client meetings where all items on the project are discussed and actioned by each involved.

Halcyon Greens – Stage 5

Minutes of Construction Meeting No. 14

DATE:	10 December 2021
TIME:	12:00pm
LOCATION:	Microsoft Teams Videoconference
ATTENDEES:	Reece Britton (Halcyon) Rukman Yousufi (PeakUrban) Ben Caruana, Nazeem Ajez (Golding)
APOLOGIES:	Tim Francis (Halcyon) Troy Schultz (PeakUrban)
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. ▶ Builder's access – key notes as follows ○ Services for 332/333 commenced on 3 November 2021. ○ Road 2, also priority approx. 1.5 weeks till completion, plus curing time. High early strength concrete to be used. ▶ Potential to use high early strength concrete – has been utilised but not envisaged as required going forward, continue to monitor.	Golding	Noted
	▶ 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	All	As required
	▶ 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/ PU	24/11
	▶ Excess material – removal of material ongoing. Approx.10% remaining, to be removed once consolidated.	Golding	Note



Item	Details	Who	Date																						
	▶ Pump Station – expected completion end December, switch slab to be completed prior to Christmas shutdown. Golding to investigate commissioning via generator. 2.2. Key Project Dates <table><tr><td>▶ PC Date</td><td>TBC – approx. 8 Nov subject to EOT assessment</td></tr><tr><td>▶ Sites: 483 to 471 critical for handover</td><td>07/11</td></tr></table> ▶ EOT's with PU for review	▶ PC Date	TBC – approx. 8 Nov subject to EOT assessment	▶ Sites: 483 to 471 critical for handover	07/11	Golding	24/12																		
▶ PC Date	TBC – approx. 8 Nov subject to EOT assessment																								
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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																						
4.	Council Issues / Public Complaints																								
4.1.	Dilapidation completed for Arcare. Report to be provided.	Golding	ASAP																						
5.	Environmental Management																								
5.1.	Rainfall Amounts to be recorded on a weekly basis. Please see below for latest records: <table><thead><tr><th>Date</th><th>Rainfall Amount (mm)</th></tr></thead><tbody><tr><td>27/11</td><td>1mm</td></tr><tr><td>29/11</td><td>0mm</td></tr><tr><td>30/11</td><td>16mm</td></tr><tr><td>1/12</td><td>48mm</td></tr><tr><td>2/12</td><td>11mm</td></tr><tr><td>3/12</td><td>0mm</td></tr><tr><td>6/12</td><td>10mm</td></tr><tr><td>8/12</td><td>0mm</td></tr><tr><td>9/12</td><td>21mm</td></tr><tr><td>10/12</td><td>22mm</td></tr></tbody></table>	Date	Rainfall Amount (mm)	27/11	1mm	29/11	0mm	30/11	16mm	1/12	48mm	2/12	11mm	3/12	0mm	6/12	10mm	8/12	0mm	9/12	21mm	10/12	22mm	Noted	
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10/12	22mm																								



Item	Details	Who	Date																																				
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																																					
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 border="1"> <thead> <tr> <th>No.</th><th>Variation</th><th>Cost</th><th>Status</th></tr> </thead> <tbody> <tr> <td>1</td><td>Topsoil Removal</td><td>TBC</td><td></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> </tbody> </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	Topsoil Removal	TBC		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		
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6.5.	Fill removal to be put under a separate invoice, however, same claim.	Golding	Note																																				
7.	Sub-Contractors																																						



Item	Details	Who	Date										
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>Pumpstation:</td><td>▶ Aquatec</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	Pumpstation:	▶ Aquatec	Water Supply:	▶ N/A	Other (please specific)	▶ N/A	Noted	
Retaining Walls:	▶ Trojan												
Concrete:	▶ Callaya												
Pumpstation:	▶ Aquatec												
Water Supply:	▶ N/A												
Other (please specific)	▶ N/A												
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.	Noted											
9.	Works for coming fortnight: ○ Retaining wall ○ Road 2 ○ Gravel track ○ Finalising rendering/clean up ○ Subgrade proof roll ▶ Stage 6 ○ Procurement												
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.	Approx. 1000m ³ of topsoil to remain on site for future use.	Note											
10.3.	Rubble pit installation – currently 7 installed on site	PU	10/12										
10.4.	Golding to coordinate with Pensar in relation to construction works.	Golding	Note										
11.	Other Matters												
12.	Stage 3 and 4 update – handover undertaken. Minor defects to be closed when convenient. ○ Metal stamps to be installed ○ Concrete edges to be grinded Walkthrough to be completed by Halcyon, PeakUrban and Golding to finalise handover action items.	All	Noted										



Item	Details	Who	Date
	Stage 2 Hydrant requiring a riser, course of action to be reviewed.		
13.	Meeting ends		
13.1.	Time: 10:00am		
14.	Next Meeting		
14.1.	When: 12:00pm – 26 November 2021		

BSBWOR501 MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

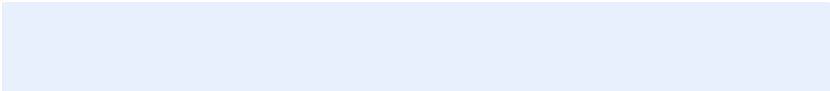
PRACTICAL ASSESSMENT INSTRUCTIONS

- 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

BSBWOR501

MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to create systems and process to organise information and prioritise tasks. 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, Technology to manage work priorities/commitments.	
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:	7/01/2022
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Establish personal work goals	
1.1A. Serve as a positive role model in the workplace through personal work planning.	☒
1.1B. Ensure personal work goals, plans and activities reflect the organisation's plans, and own responsibilities and accountabilities.	☒
1.1C. Measure and maintain personal performance in varying work conditions, work contexts and when contingencies occur.	☒
2 Set and meet own work priorities	
1.2A. Take initiative to prioritise and facilitate competing demands to achieve personal, team and organisational goals and objectives.	☒
1.2B. Use technology efficiently and effectively to manage work priorities and commitments.	☒
1.2C. Maintain appropriate work-life balance, and ensure stress is effectively managed and health is attended to.	☒
3 Develop and maintain professional competence	
1.3A. Assess personal knowledge and skills against competency standards to determine development needs, priorities and plans.	☒

1.3B. Seek feedback from employees, clients and colleagues and use this feedback to identify and develop ways to improve competence.	☒
1.3C. Identify, evaluate, select and use development opportunities suitable to personal learning style/s to develop competence.	☒
1.3D. Participate in networks to enhance personal knowledge, skills and work relationships.	☒
1.3E. Identify and develop new skills to achieve and maintain a competitive edge.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory	

OBSERVER COMMENTS

Nazeem can manage personal work priorities and his professional development. Over the last year I have seen Nazeem display the above criteria (1.1A – 1.3E) throughout his work life. Techniques I have seen Nazeem use is putting together his list of tasks to do every day and prioritising them in the order they are required to be done to meet the deadlines. He is also eager to learn and is keen to chase professional development by doing whatever is necessary. He has enrolled in multiple courses in order to better his career.

From: Rosa La Rocca <rosa@alphafirstaid.com.au>
Sent: Friday, 17 September 2021 12:00 PM
To: Matthew Warn <Matthew.Warn@golding.com.au>
Subject: PFA paperwork for attendees
Importance: High

Hello Matthew,

Please find attached the Provide First Aid paperwork for Nazeem and Brad.

This paperwork will need to be completed prior to their training days and they will need to bring this with them on the day.

I will await your PO# before invoicing.

Thank you

Kindest Regards,
Rosa

Rosa La Rocca

Training Liaison
Accounts Manager / IT



* * * * *

Alpha Vital | 28 Smallwood St Underwood QLD 4119

P 1300 725 255 | **D** (07) 3121 0312 | **E** rosa@alphafirstaid.com.au

W alphafirstaid.com.au | **W** alphasport.com.au

Office Hours: Monday – Thursday 8.00am – 4.30pm

Friday 8.00am – 3.45pm



TAYLORMADE
FIRST AID SOLUTIONS
National Provider Number 31326

STATEMENT OF ATTAINMENT

This is a statement that

Nazeem Ajez

has attained competence in the following units:

HLTAID001	Provide Cardiopulmonary Resuscitation
HLTAID002	Provide Basic Emergency Life Support
HLTAID003	Provide First Aid

A statement of attainment is issued by a registered training organisation when an individual has completed one or more accredited units.

Document Number: S 14356/2375

Date Issued: 12th of October 2021

Director

This statement of attainment is recognised within the Australian Qualifications Framework.
Issued without alterations or erasures.

The Australian Resuscitation Council and Australian Workplace Health and Safety advisory
Entities recommend that resuscitation competencies be refreshed annually.

Statement of Attainment Enquiries: (07) 3279 6276.



BSBWOR502

LEAD AND MANAGE TEAM EFFECTIVENESS

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

BSBWOR502 LEAD AND MANAGE TEAM EFFECTIVENESS

Practical Task 1		
Description of task: A suitable observer is to verify the participant's ability to lead teams in the workplace and to actively engage with the management of the organisation. 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, Office equipment and resources.		
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:	7/01/2022	
When completing the task, did the participant:		Tick if satisfactorily completed. Provide comments if left unticked.
1 Establish team performance plan		
1.1A.	Consult team members to establish a common understanding of team purpose, roles, responsibilities and accountabilities in accordance with organisational goals, plans and objectives.	☒
1.1B.	Develop performance plans to establish expected outcomes, outputs, key performance indicators (KPIs) and goals for work team.	☒
1.1C.	Support team members in meeting expected performance outcomes.	☒
2 Develop and facilitate team cohesion		
1.2A.	Develop strategies to ensure team members have input into planning, decision making and operational aspects of work team.	☒
1.2B.	Develop policies and procedures to ensure team members take responsibility for own work and assist others to undertake required roles and responsibilities.	☒
1.2C.	Provide feedback to team members to encourage, value and reward individual and team efforts and contributions.	☒
1.2D.	Develop processes to ensure that issues, concerns and problems identified by team members are recognised and addressed.	☒

3 Facilitate teamwork	
1.3A. Encourage team members and individuals to participate in and to take responsibility for team activities, including communication processes.	☒
1.3B. Support the team in identifying and resolving work performance problems.	☒
1.3C. Ensure own contribution to work team serves as a role model for others and enhances the organisation's image for all stakeholders.	☒
4 Liaise with stakeholders	
1.4A. Establish and maintain open communication processes with all stakeholders.	☒
1.4B. Communicate information from line manager/management to the team.	☒
1.4C. Communicate unresolved issues, concerns and problems raised by team members and follow-up with line manager/management and other relevant stakeholders.	☒
1.4D. Evaluate and take necessary corrective action regarding unresolved issues, concerns and problems raised by internal or external stakeholders.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory	

OBSERVER COMMENTS

Nazeem has displayed the above criteria (1.1A – 1.4D) when managing his team members. He is able to manage them effectively in order to obtain the best result for the project, team and the individual. On multiple occasions I have seen Nazeem do coaching sessions with his team in order to teach them a new skill/ task. Nazeem runs the Project Leadership Team meetings and allocates tasks to the team accordingly.

URBAN MEETING MINUTES

Attendees:	NA, BW, JA, MW	No:	- ✓
Apologies:	BC	Date:	2/12/21 9/12/21

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 ✓ - Breathalyzer failures on this site.			
2. Corrective Actions outstanding – Assignment of corrective actions			
- Nil			
3. Planned High Risk Activities – additional SWMS / JSA requirements; permits required, monitoring focus areas etc.			
- Fencing Clearing - Retaining Wall Construction. ✓	ALL	9/12/21 16/12/21	
4. SHET Planner Review - activities outstanding; assignment of tasks – Job Obs, inspections etc.			
- NA - Pipelayers Ret Wall - BW - Live services + Aftercare - MW - ESC, C19, Job obs ✓ - JA - Retaining Walls Clearing Targets not met due to rain. ✓	ALL ✓	9/12/21 16/12/21	

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. - New permit for Saturday required. New permits for Road 1 - BW - General services 23/12 ✓	NA MW	9/12/21 16/12/21	
6. Tool Box Topic of the week - Covid updates ✓ - XMAS health message.			
7. Other SHET - Address update in emergency response plan ✓ - Shield to be worn when handling fluc. ✓	MW ✓	9/12/21 18/12/21	
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. - Dewatering of works next week. ongoing	BW	9/12/21 16/12/21	
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 - Clearing ✓ - Rain events to be monitored. ✓			
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. - QA - Sewer & Water ASAP ✓	JA/NA ✓	9/12/21 16/12/21	

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>N/A ✓</i>			
PROCUREMENT			
1. Procurement Required – take-offs; quote requests; Quotation evaluations; subcontract tender call etc. <i>Stage 6 items ordered but not delivered to be delivered ✓</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>Retaining Walls + Pipeworks Access Track + Rd 2 handover</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>- Rain all week Watermain did well. Small tasks lose money.</i>			
2. Areas of focus for next period – Areas focus on; general issues to be resolved <i>- RW's ✓ - SRM Clearing - WM</i>			
RESOURCES			
1. Plant Movements – Plant arriving / leaving site; Mobilisation / demobilisation requirements; general plant issues etc. <i>N/A. ✓</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 - BW 13/12 - 17/12 ✓ <i>Jamie</i> 20/12 - 10/01/22 - BW 8/12 - maybe			
3. Subcontractors – subby mobilisations; induction requirements; general subby issues, access requirements; induction requirements; general supply issues etc. - IDA, TROSAU, PS, ELITE ✓			
FINANCIAL			
1. Variations – newly identified variations / dayworks; variation justification requirements; WBS codes etc. - Nil outstanding ✓			
2. Progress Claims – input required for progress claims; general issues - sent in + no act yet.			
3. Supplier / Subby Claims – joint measurements required; input required for certification; payment issues; back charges etc. - Change Nov claim - BC to approve PS. ✓ - NA clause update.			
OTHER BUSINESS			
Next Meeting 9/12/21 <i>16/12/21</i> Location: <i>Greens Office</i> ✓ Time: <i>10:30am</i> ✓			