



Operational Meeting Minutes

SF 3.3

Meeting called by:	Heath
Chairman:	Steve
Minutes:	Lauren
Attendees:	Heath, Will, Steve, Tahlulah, Aleisha, Lauren, Tammy, Ty, Karim, Louis on phone
Apologies:	N/A
Time & Date:	9.00AM 12/03/2019

Item	Comment	Action By
	PREVIOUS MEETING ACTION ITEMS - Easter Break – decide on dates to have off – what is workload looking like?	WG
	PROJECT MANAGEMENT	
	Brief by Will on all jobs in progress and upcoming tenders Coen - Biggest job atm – All trades finish this week - Painters complete end of week – touch ups, dog boards and fencing - Landscaping, waiting on BAS for variation - Semi-trailer to demob & take landscaping materials up – Troy to supervise - Running out of work for boys - Prep handover docs, stage 1 handover 13.3.19 Thursday Island – Complete Cooktown - Complete Horn Island - Defects – signage approved – bollards on hold Quetta Close - Dispute – liquidated damages Kowanyama - Darryl driving back – to do work orders, send other boys up Pormpuraaw - Certification this Fri, painters leave today, handover next Friday. - AM - Payment certs claim 1 & 2 – WG to chase up - LP – Liquidated damages – WG send letter to Black & More Re ext time	



Operational Meeting Minutes

SF 3.3

	Cairns - No work – WG meeting with Wayne from council Aurukun - Kris Henderson to site today to inspect defects Bamaga - Won 2 more packs - 28 Sagaugaz St – going well - Various Sagaugaz – waiting on people to move out before proceeding - Carports and fence on order for school Wujal Wujal - Complete Other - HC – next big job, we have meeting to discuss contract, tender docs, start up meetings and liquidated damages - HC – make sure we record everything that holds up jobs, weather etc - HC – all implemented registers must be maintained – TM if any onsite cases, WPHS will go straight for registers etc - KC – site photos etc – chase boys not following rules - HC – TY – construction schedules – timelines - TY – Report from boys every Friday, every line item - TM – blowing out on wages every week - TM – Video calls and inspections – WG – unexpected site visits, add allowance into budget to cover - HC – Boys / trades etc- not to leave site until job is fully completed – ensure clear communication - TM – make sure run profit & loss report before claims - HC – TM – training for HC and WG for claims - HC – SC – Shaq on a week off – HC has had enough - TY – Shaq and workers on CRC W/Os – is this why we aren't getting any W/Os from CRC???? - KC – Why is it getting to the point of no W/OS??	
	FINANCE – AM TO COMPLETE RETENTIONS - TM & AM – BIF Quetta CI – follow up and get advice re retentions and bank guarantees Claim from Black & More refers to applying liquidated damages to 2.5% of PC retention release due but nothing about the bank guarantee they also hold. Due this month: All retentions billed	AM



Operational Meeting Minutes

SF 3.3

	Waiting on Payments: Pormpuraaw CDP Final – and Claim 1 & 2 for Pormpuraaw Workshop. General Finance Matters: - AM – working on list of IFA'S and insurance claims - Transit Insurance - \$10k per event \$2k Excess – Nothing to say that damage was caused in transit from our trucks IFAs – CONTRACTS FOR SITE BOYS / EMPLOYEES - Finalising IFAs to be made a priority – updates required for Apprentice rates – Once IFAs are in place all will be operating with 69 hour limits.	
	HUMAN RESOURCES & TRAINING - Company audit – end May – to combine with another job - Document control – all docs must have header / footer, doc name and revision number etc and approval from HC. Check with SC if unsure of this - First aid training – site supervisors – LP is an RTO and is able to deliver training when he is back – need mannequin – when is Lou back to do this before next federal inspection?	
	SAFETY - Company audit – end May – to combine with another job - Received federal report last Thursday – 40 major – 17 minor non conformances – SC working on these now – 25% through. - All plant & machinery warranties, user manuals etc completed LOST TIME INJURY RATES / WEEKLY STATIC PERFORMANCE – TBA – TO BE DISCUSSED 1ST MEETING OF EACH MONTH SAFETY COMMUNICATION - 3 pincs this week - 1 x Hilux – ladder rack cracked – boys fixed - 1 x Hino truck – mirror damaged - 1 x complaint – Troy Miles – Drunk making inappropriate comments to a female in public while her children present - 1 x Drunk behavior – Drunk, fighting in front of government workers	SC



Operational Meeting Minutes

SF 3.3

	- Troy will stay onsite until job completed, will have meeting when job complete, has written apology letter - KC – Behavior is not acceptable especially in communities where this is happening all the time - HC – Troy is becoming a liability - SC – Send all site boys and update safety boards on – Code of Conduct / Behavior and company policies – TM be careful with wording in regards to this - HC – Liam not to work for us anymore	
	PLANT & MACHINERY - All plant & machinery warranties, user manuals etc completed - Trailers out front ready to go tomorrow – 1 x 9 am, 1 x 3pm inspections. SC to show Allan Arebena where to go etc - HC – reminder next yr – to check all lights, tyres paint etc, 3 wks prior to inspections - SC – 3 rd trailer stuck in Pomp – 1 mth inspection	WG
	IEOP - Coen – 50 hrs short – Austin, onsite now for next 2 wks to cover hours	WG
	GENERAL BUSINESS - SC – updated project assurance plan – needs to be completed for each job – check each week all involved – each item on this refers back to a procedure - Twiney to give AM numbers welded on trailers	ALL
	LEGAL UPDATES No legal updates this week	SC
	ENVIRONMENTAL Diesel spill – back shed	SC
	CONCLUSION	
Next Meeting	20/03/19 - Tuesday	

I, Heath Christison, confirm these minutes are a true and correct record.

Signature: HC – TO SIGN

Date:



Operational Meeting Minutes

SF 3.3

ACTION LIST FROM MEETING

Item #	Action	Due By	By Whom	Progress
	Tyre register – new tyres on trailers	ASAP	LW	To start
	Tahlulah – whiteboard for heath – PC dates, ext time ect - update weekly		TT	Complete
	Transportation of goods – wording in contracts – Using in contracts now		LW	Complete
	Louis – First aid safety training – site supervisors	TBA	LP	When back
	License, insurance, Workcover register		LW / SC	Check & updated each week
	Remove reg / business details off key tags	ASAP	LW	In progress