



ACT
Government

Territory and Municipal Services

TTM registered number: TTM/ 20162186

Authorisation of Temporary Traffic Management (TTM) Plans

Huon Contractors Pty Ltd

is authorised pursuant to Part 5 of Road Transport (Safety and Traffic Management) Act 1999 to install or display (or to interfere with, change or remove) the prescribed traffic control devices shown on the authorised TTM plans for the period of authorisation and for the daily authorised times for each TTM plan and in accordance with the attached conditions of authorisation.

A copy of this authorisation together with the plans authorised, the conditions of authorisation and the risk assessment must be available at the work site during working hours.

Period of authorisation

From	To
Date: 30/09/2016 Time: 7 am	Date: 31/10/2016 Time: 5 pm

Authorised prescribed traffic control devices and daily authorised times

Authorised Plan	Devices authorised	Day/s	Times authorised
TTE16-HUO-2450-VMS	Variable Message Boards	Mon -Sun (24 hours)	7 am 30 September 2016 to 5 pm 31 October 2016

Conditions Of Authorisation:

The contractor shall ensure that the VMS boards are located outside of the clear zone in accordance with the requirements of the Austroads Guide To Road Design - Part 6: Roadside Design, Safety and Barriers.

Delegate:

Colin Evans

Pos. No. 23592

Signature:

Date: 29/9/2016

(Delegate of the road transport authority)



Territory and Municipal Services

Reference number: TM/120162186

Application for Authorisation of Temporary Traffic Management (TTM) Plans

The Road Transport (Safety and Traffic Management) Act 1999 requires a person to be authorised by the road transport authority to install or display (or to interfere with, change or remove) prescribed traffic control devices on a road or road related area.

Applicant Details - may be the person who will be authorised by the road transport authority OR it may be the person acting as an agent to submit the application.

Form with fields: Name: Territory Traffic Engineering, Contact name#, Telephone number#, Mobile number#, Email: @territorytraffic.com.au, Is the person to be authorised a charitable organisation? [X] Yes, Is the person to be authorised a not-for-profit organisation? [X] Yes, Is the work for Roads ACT? [X] Yes, Signature of applicant: D. Clarke, Date: 28/9/2016

The person is to be contactable at all times, including public holidays, if it is the person to be authorised.

Project Details

Form with fields: Project Title: Cotter Road Duplication (Stage 2), Description: Pre-Works VMS Advertising, Street: Cotter Road, Suburb: Curtin, Block, Section

Contractor Details - This will be the person authorised if the applicant is not the person to be authorised by the road transport authority.

Form with fields: Name: Huon Contractors Pty Ltd, Contact name#, Telephone number#, Mobile number#, Email: @huon.net.au

The person is to be contactable at all times, including public holidays.

ACT Government Project Details - required only if an ACT government project.

Superintendent:	AECOM
Contact name*:	[REDACTED]
Telephone number:	[REDACTED]
Email:	@aecom.com
Mobile number:	[REDACTED]

ACT Government project officer:	John Hillman
Telephone number:	026207 5571
Email:	john.hillman@act.gov.au
Mobile number:	0418 206 652

The person is to be contactable by phone at all times, including public holidays.

Period of authorisation

From	To
Date: 30/9/16	Date: 31/10/2016
Time: 0700	Time: 1700

Proposed daily working hours

Day	Start time	Finish time
Mon to Fri inclusive (excluding public holidays)	24hrs	
Saturday	24hrs	
Sunday and public holidays	24hrs	

TTM plans to be authorised (each plan must have a unique number)

Plan Number	Plan Number
TTE16-HUC-2450-VMS	

Certification by TTM designer or TTM plan selector

I, Allison Clarke certify that:

- a risk assessment was prepared to guide the design or selection of the TTM plans submitted for authorisation; and
- the TTM plans comply with Australian Standard AS1742.3: 1999 and all other relevant standards, legislation and statutory requirements; and
- the plans are suitable and appropriate for their intended purpose.

Signed:	<i>A. Clarke</i>	Date:	28/9/2016
Qualification:	Prepare Work Zone Traffic Management Plans	Cert No.:	0032738360
Issued by:	Roads & Maritime Services	Expiry date:	12/07/2019



ACT
Government
Territory and Municipal Services

Reference number TM 20162186

**Public Unleased Land Act 2013
Work Approval**

Section 19 of the Public Unleased Land Act 2013 permits the director-general, Territory and Municipal Services Directorate, to approve a person to carry out *work* on public unleased land – a *work approval*.

Huon Contractors Pty Ltd
is approved to carry out *work* on public unleased land on the dates and between the times specified:

Public Road or Block and Section	Suburb	Date from	Date to	Time from	Time to
Catter Road	Curtin Weston Creek Rural	30/09/2016	31/10/2016	7 am	5 pm

Delegate: Signature:		Pos. No. Date:	23592 29/9/2016
	(Delegate of the director-general)		



Territory and Municipal Services

Reference number TM

PUBLIC UNLEASSED LAND ACT 2013
APPLICATION FOR A WORK APPROVAL

Section 19 of the Public Unleased Land Act 2013 permits the director-general, Territory and Municipal Services Directorate, to approve a person to carry out work on public unleased land - a work approval.

Work, on public unleased land, includes any interference with Territory property on the public unleased land; and construction work, including building and maintenance work carried out on the public unleased land.

An application for a work approval shall be submitted with each temporary traffic management plan authorisation application.

A fee is payable for each application.

Applicant details

Form with fields: Name: (individual or organisation), Contact name if an organisation, Address, Telephone, Mobile, Email, Postcode. Values: Huon Contractors Pty Ltd, huon.net.au, PO Box 1446 Fyshwick ACT 2609, 2609.

Location of Work on Public Unleased Land

Table with 2 columns: Public Road or Block and Section, Suburb. Row 1: Colter Road, Curfin.

Date and time of use

Table with 4 columns: Date from, Time from, Date to, Time to. Values: 30/9/16, 07.00, 31/12/2017, 17.00.

Signature of applicant field with a handwritten signature and Date: 20/9/16.

Legend

- Work Area
- Site Fence
- Bollards @ 4m Centres
- Bollards @ 4m Centres With Pedestrian Tape
- Concrete Barrier With Appropriate End Treatment
- Water Filled Barriers



TPM Indicated
clm
27/9/16
Bmca/ALC/ann

Notes

- ALL TEMPORARY TRAFFIC MANAGEMENT DEVICES ARE TO BE IN ACCORDANCE WITH A.S. 1742.3 2009
- EMPLOYEES ARE TO WEAR HIGH VISIBILITY CLOTHING
- ALL SIGNS & DEVICES SHALL BE ERECTED WITHIN THE WORK AREA. SIGNS SHALL NOT BE OBLSCURED BY VEGETATION OR PARKED VEHICLES & SHALL BE POSITIONED WHERE THEY DO NOT BECOME A HAZARD TO PEDESTRIANS OR VEHICLES
- ALL CONFLICTING SIGNAGE INCLUDING PARKING SIGNS WITHIN THE WORK SITE SHALL BE COVERED OR REMOVED WHILE WORK IS IN PROGRESS
- THE CONTRACTOR RESPONSIBLE FOR THE WORK SITE TEMPORARY TRAFFIC MANAGEMENT SHALL COMPLY WITH THE REQUIREMENTS OF THE A.S. 1742.3 2009
- EMERGENCY VEHICLE ACCESS SHALL BE MAINTAINED AT ALL TIMES

Pre-Works Advertisement	
COTTER ROAD	DUPLICATION
PROJECT	TO COMMENCE
MID OCTOBER	WEATHER PERMITTING

Temporary Traffic Management Plan	
Designed to comply with A.S. 1742.3	
Project Number	Plan Number
TTE16-HUO-2450	VMS
Scale:	Compilation Date:
N.T.S.	23/9/16
Rev:	
1	

Project: Cotter Road 2 Duplication
Client: Curtin
Drawing Title: Pre Works VMS Arrangement

HUON

Territory Traffic Engineering
 14/160 Lyaght Street Mitchell ACT 2911
 PO Box 545 Mitchell ACT 2911
 T: 02 6241 3230 F: 02 6241 0230



Designed By: [Signature]
 PWTMP Card No: 12/07/2019
 Expiry: [Signature]
 Checked By: [Signature]
 FILE NUMBER: DP_116

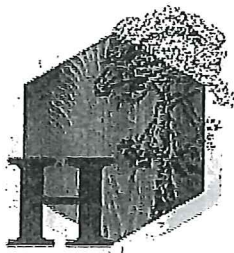
REV	DESCRIPTION	DATE
1/16		

Hillman, John

From: [redacted]@huon.net.au
Sent: Monday, 10 October 2016 5:17 PM
To: [redacted]@blackmtn.com.au
Cc: [redacted] Dickson, Peter; Hillman, John; [redacted]@blackmtn.com.au); [redacted]y3@aecom.com); [redacted]
Subject: FW: Cotter Road Curtin - Cotter Road Stage 2 Duplication and Shared Path - Contract No. 2016.27934.401 10/2016
Attachments: Decision-Notice.pdf
Categories: Cotter Road

Find attached the NCA approval of the VMS board TTM for the advance construction works warning notice. We will be installing these VMS boards out on-site tomorrow.

Regards



Huon

Project Manager

Huon Contractors Pty Ltd
PO Box 1446 Fyshwick ACT 2609
TEL 02 6162 1400 FAX 02 6162 1401 MOBIL: [redacted]
EMAIL david@huon.net.au WEB www.huon.net.au

From: Works Application Portal [<mailto:apps@natcap.gov.au>]
Sent: Monday, 10 October 2016 1:59 PM
To: [redacted]@huon.net.au>
Subject: Cotter Road Curtin - Cotter Road Stage 2 Duplication and Shared Path - Contract No. 2016.27934.401 10/2016

Dear [redacted]

WA100031 - Cotter Road Curtin - Cotter Road Stage 2 Duplication and Shared Path - Contract No. 2016.27934.401 10/2016

The above mentioned works approval application has been approved.

The decision notice and approved plans are available on the NCA Works Approval eLodgement System for 30 days. Please click [HERE](#) to view. After this date the documents can be retrieved on request through the Works Approval Team. Please note there may be conditions and/or notes included in the decision notice (attached) which may require your attention.

Should you have any queries regarding the NCA decision, please contact the assessing officer.

Thank You,
Works Approval Team,
National Capital Authority

Ph: 02 6271 2888
<http://nationalcapital.gov.au>



Australian Government
National Capital Authority

Application Number: WA100031

██████████
11 Wiluna Street
FYSHWICK ACT 2609

Dear ██████████

Block 12 Section 106 Curtin – Adjacent to Cotter Road
Temporary Traffic Management for the Cotter Road Stage 2 Duplication and Shared Path

I refer to the works approval application, drawings and supporting information on the above works submitted to the National Capital Authority (NCA) for consideration on 04 Oct, 2016.

The NCA advises that:

Works Approval is granted pursuant to Section 12(1)(b) of the *Australian Capital Territory (Planning and Land Management) Act 1988* for Temporary Traffic Management for the Cotter Road Stage 2 Duplication and Shared Path as shown on Drawing Nos. TTE16-HUO-2450-VMS and as outlined in the supporting documentation submitted.

The term "works" is defined in the Act to exclude anything done inside buildings or structures. Under the Act works approval may be given where the works are in accordance with the National Capital Plan. This works approval is given only on the basis of satisfaction that the works are in accordance with the National Capital Plan and does not constitute building approval. It does not constitute any form of warranty as to the structural sufficiency of the proposed works, as to safety of the works or as to safety of the performance of the works. It is the responsibility of the applicant to ensure the safety of the works and the safety of the performance of the works and to ensure that any approvals required under separate legislation are also obtained.

Notes:

1. All Temporary Traffic Management Works are to be undertaken in accordance with the authorised TTM (TTE16-HUO-2450-VMS).

Should you have any query or need further advice on the matter please contact Caroline Howard on 02 6271 2814.

Yours sincerely,

Sarah Treble
A/g Director, Development Approvals & Heritage
Date

Building the National Capital in the hearts of all Australians



Australian Government
National Capital Authority

Application Number: WA100031

Mr I [REDACTED]
 11 Wiluna Street
 FYSHWICK ACT 2609

Dear Mr [REDACTED]

Cotter Road Reservation
Temporary Traffic Management for the Cotter Road Stage 2 - Duplication and Shared Path

I refer to the works approval application, drawings and supporting information on the above works submitted to the National Capital Authority (NCA) for consideration on 04 Oct, 2016.

The NCA advises that:

Works Approval is granted pursuant to Section 12(1)(b) of the *Australian Capital Territory (Planning and Land Management) Act 1988* for temporary traffic management works (variable messaging boards) associated with the Cotter Road Stage 2 duplication and shared path as shown on Drawing No TTE16-HUO-2450-VMS and as outlined in the supporting documentation submitted.

The term "works" is defined in the Act to exclude anything done inside buildings or structures. Under the Act works approval may be given where the works are in accordance with the National Capital Plan. This works approval is given only on the basis of satisfaction that the works are in accordance with the National Capital Plan and does not constitute building approval. It does not constitute any form of warranty as to the structural sufficiency of the proposed works, as to safety of the works or as to safety of the performance of the works. It is the responsibility of the applicant to ensure the safety of the works and the safety of the performance of the works and to ensure that any approvals required under separate legislation are also obtained.

Notes:

1. All Temporary Traffic Management Works are to be undertaken in accordance with the authorised TTM (TTE16-HUO-2450-VMS).

Should you have any query or need further advice on the matter please contact Caroline Howard on 02 6271 2814.

Yours sincerely,

Sarah Treble
 A/g Director, Development Approvals & Heritage
 10 October 2016

Building the National Capital in the hearts of all Australians

T 02 6271 2888 | F 02 6273 4427 | www.nationalcapital.gov.au | email natcap@natcap.gov.au

Couriers & deliveries: Treasury Building, Newlands Street, Parkes ACT 2600 | Mailing: GPO Box 373 Canberra ACT 2601

ABN 75 149 374 427

Hillman, John

From: [redacted]@aecom.com]
Sent: Monday, 10 October 2016 2:56 PM
To: [redacted]
Cc: [redacted]; Dickson, Peter; Hillman, John; [redacted]@blackmtn.com.au; Joe.Kenny@blackmtn.com.au; Murphy, Paul; Sadia Afrin [redacted]
Subject: RE: Cotter Road Curtin - Cotter Road Stage 2 Duplication and Shared Path - Contract No. 2016.27934.401 10/2016 - In Progress
Categories: Cotter Road

Hi [redacted]

As discussed we need NCA works approval

Regards

-- [redacted]
Associate Director - Construction Services
D +61 2 6201 3023 M + [redacted]
Marc.Blackmore@aecom.com

AECOM
Level 2, St George Centre, 60 Marcus Clarke Street, Canberra, ACT 2601
PO Box 1942 Canberra City 2601
T +61 2 6201 3000 F +61 2 6201 3099
aecom.com

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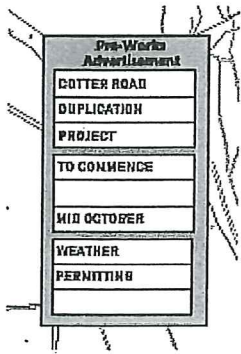
From: [redacted]@huon.net.au]
Sent: Monday, 10 October 2016 12:51 PM
To: E [redacted]@aecom.com>
Cc: I [redacted]@huon.net.au>; Dickson, Peter (peter.dickson@act.gov.au) <peter.dickson@act.gov.au>; Hillman, John <John.Hillman@act.gov.au> [redacted]@blackmtn.com.au; J [redacted]@blackmtn.com.au) [redacted]@blackmtn.com.au>; [redacted]@aecom.com>; [redacted]@huon.net.au>
Subject: RE: Cotter Road Curtin - Cotter Road Stage 2 Duplication and Shared Path - Contract No. 2016.27934.401 10/2016 - In Progress

[redacted]

Spoke to Sarah from NCA and she advises that the VMS TTM approval would likely to be issued at the end of this week.

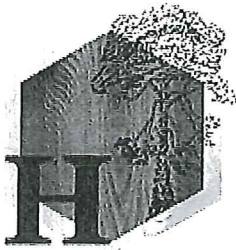
We were proposing to install the VMS boards today, however no NCA approval.

If we are delayed until the end of the week we may need to change the wording to read:
TO COMMENCE LATE OCTOBER



Please advise your direction

Regards



Huon

Project Manager

Huon Contractors Pty Ltd
PO Box 1446 Fyshwick ACT 2609
TEL 02 6162 1400 FAX 02 6162 1401 MOBIL' [REDACTED]
EMAIL david@huon.net.au WEB www.huon.net.au

From: [REDACTED] @aecom.com]
Sent: Monday, 10 October 2016 9:47 AM
To: [REDACTED] david@huon.net.au>
Cc: [REDACTED] n@huon.net.au>; Dickson, Peter (peter.dickson@act.gov.au) <peter.dickson@act.gov.au>; Hillman, John <John.Hillman@act.gov.au>; [REDACTED] @blackmtn.com.au; [REDACTED] y@blackmtn.com.au) [REDACTED] @blackmtn.com.au>; [REDACTED] j@aecom.com>; [REDACTED] @huon.net.au>
Subject: RE: Cotter Road Curtin - Cotter Road Stage 2 Duplication and Shared Path - Contract No. 2016.27934.401 10/2016 - In Progress

Hi [REDACTED]

As promised NCA contact to follow-up further

Sarah Treble | Senior Town Planner, Development Assessment
National Capital Authority

☎ (02) 6271 2816 | 📠 6273 4427

Sarah.Treble@natcap.gov.au

Regards

[REDACTED]
Associate Director - Construction Services
D +61 2 6201 3023 M [REDACTED]
Marc.Blackmore@aecom.com

AECOM

Level 2, St George Centre, 60 Marcus Clarke Street, Canberra, ACT 2601
PO Box 1942 Canberra City 2601
T +61 2 6201 3000 F +61 2 6201 3099
aecom.com

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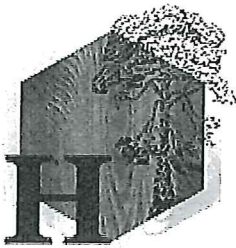
Read insights, share ideas on AECOM's [Connected Cities](#) blog.

From: [REDACTED] <[REDACTED]@huon.net.au>
Sent: Monday, 10 October 2016 9:44 AM
To: [REDACTED] <[REDACTED]@aecom.com>; [REDACTED] <[REDACTED]@blackmtn.com.au>
Cc: [REDACTED] <[REDACTED]@huon.net.au>; Dickson, Peter (peter.dickson@act.gov.au) <peter.dickson@act.gov.au>; Hillman, John <John.Hillman@act.gov.au>; [REDACTED] <[REDACTED]@blackmtn.com.au>; [REDACTED] <[REDACTED]@blackmtn.com.au>; [REDACTED] <[REDACTED]@aecom.com>; [REDACTED] <[REDACTED]@huon.net.au>
Subject: Cotter Road Curtin - Cotter Road Stage 2 Duplication and Shared Path - Contract No. 2016.27934.401 10/2016 - In Progress

Hi All,

FYI

Regards



Huon

[REDACTED] Project Manager

Huon Contractors Pty Ltd
PO Box 1446 Fyshwick ACT 2609
TEL 02 6162 1400 FAX 02 6162 1401 MOBILE [REDACTED]
EMAIL david@huon.net.au WEB www.huon.net.au

From: Works Application Portal [<mailto:apps@natcap.gov.au>]
Sent: Monday, 10 October 2016 9:36 AM
To: [REDACTED] <[REDACTED]@huon.net.au>
Subject: Cotter Road Curtin - Cotter Road Stage 2 Duplication and Shared Path - Contract No. 2016.27934.401 10/2016 - In Progress

Dear [REDACTED],

This is to inform you that we have started the assessment of the application WA100031 - Cotter Road Curtin - Cotter Road Stage 2 Duplication and Shared Path - Contract No. 2016.27934.401 10/2016.

Please click [HERE](#) to view your application.

Thank You,
Works Approval Team,
National Capital Authority

Ph: 02 6271 2888

<http://nationalcapital.gov.au>

Hillman, John

From: [redacted]@huon.net.au]
 Sent: Wednesday, 5 October 2016 10:51 AM
 To:
 Cc: [redacted], Dickson, Peter; Hillman, John: [redacted],
 [redacted]y@blackmtn.com.au; [redacted]3@aecom.com); [redacted]
 Subject: Cotter Road Stg 2 Duplication: VMS TTM Application (Electronic Submission)
 Categories: Barton Highway Intersection Signalisation

Hi All

FYI,

Electronic submission completed today

The screenshot shows a web application interface with a dark sidebar on the left containing navigation options like 'Applications', 'Works approvals', 'Amendments', 'Completed applications', 'My profile', 'Billing and Payments', 'Change Address', 'Change Password', and 'Logout'. The main content area has two buttons at the top: 'New Works Approval' and 'New Amendment'. Below these are three sections:

- Works Approval Applications:** A table with columns: Application #, Project Name, Contact, Status, and Statistigan #. One entry is visible: Application # WA12051, Project Name 'Cotter Road Duplication - Cotter Road Stage 2 Duplication and Shared Path - Corredal Rd 2044 29034 451 120011', Contact 'David Thacker', Status 'Submitted', and Statistigan #. A 'View' button is next to the entry.
- Amendments:** A table with columns: Application #, Project Name, Contact, Status, and Works approval #.
- Completed Applications:** A table with columns: Application #, Project Name, Contact, and Status.

Regards



Huon

Project Manager

Huon Contractors Pty Ltd
 PO Box 1446 Fyshwick ACT 2609
 TEL 02 6162 1400 FAX 02 6162 1401 MOBILE [redacted]
 EMAIL david@huon.net.au WEB www.huon.net.au

From: Jordan Smith [<mailto:jordan.smith@natcap.gov.au>]
 Sent: Wednesday, 5 October 2016 8:52 AM

To: [redacted]@huon.net.au>
Cc: [redacted]@aecom.com>; [redacted]ly@blackmtn.com.au>; [redacted]@huon.net.au>; [redacted]@huon.net.au>; Dickson, Peter (peter.dickson@act.gov.au)
<peter.dickson@act.gov.au>; Hillman, John <John.Hillman@act.gov.au>; [redacted]@blackmtn.com.au)
<Joe.Kenny@blackmtn.com.au>; [redacted]y3@aecom.com) <[redacted]@aecom.com>; [redacted]@huon.net.au>
Subject: RE: Cotter Road Stg 2 Duplication: VMS TTM Application

Hi [redacted]

Thanks for the email. We have recently moved to an electronic lodgement system. The details on how to lodge applications using the system are available from the link below.

<http://www.nationalcapital.gov.au/index.php/works-approval/wael>

If you have any questions please don't hesitate to contact me.

Regards

Jordan Smith | Planning Systems Officer
National Capital Authority

☎ (02) 6271 2862 | 📠 6273 4427

National Capital Authority | Treasury Building, King Edward Terrace, PARKES ACT 2600
GPO Box 373, CANBERRA ACT 2601 | 🌐 www.nationalcapital.gov.au | Twitter: @NCA_Media

LoveLBG is a strategy developed by the NCA to encourage social media users to share tips on protecting Canberra's waterways using the hashtag #LoveLBG.



♻️ Please consider our environmental footprint before printing this e-mail

From: [redacted]@huon.net.au]
Sent: Friday, 30 September 2016 12:13 PM
To: Jordan Smith
Cc: [redacted]ly@blackmtn.com.au); Dickson, Peter (peter.dickson@act.gov.au); Hillman, [redacted]3@aecom.com); [redacted]
Subject: Cotter Road Stg 2 Duplication: VMS TTM Application

Jordan

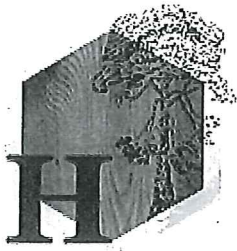
Please find attached for your review and approval the following documents:

- Completed National Capital Authority - Application for Development Approval
- Roads ACT approved Temporary Traffic Management Plan for installation of VMS warning boards for advance warning of construction works for the above project

I have also left a message for you to call me so I could get a timeframe on approval as we are wanting to install these VMS boards as soon as possible to give the public as much advance notice of the pending works.

Please contact me if you have any questions.

Regards



Huon

Project Manager

Huon Contractors Pty Ltd
PO Box 1446 Fyshwick ACT 2609
TEL 02 6162 1400 FAX 02 6162 1401 MOBILE
EMAIL david@huon.net.au WEB www.huon.net.au

Meeting Agenda

Cotter Road Stage 2 Duplication and Shared Path

Tel: 6201 3000

Inception Meeting

Date	Start	End	Prepared By	Company
15/09/2016	1:30 PM	2:30 PM		AECOM/BMCA
Next Meeting	Start	End		
TBC - to be discussed at the Design Workshop on 28 September - Refer below for details				

Purpose	Location
Start up Meeting	Macarthur House Level 3 - PCW

Attended By	Apologies
John Hillman (JH)	AECOM/BMCA
Peter Dickson (PD)	SMEC
	HUON
	HUON
	HUON
	HUON
	HUON
	HUON

Section 41

Item	Meeting Item Description	Resp	Due Date	Cls'd
01 WHS				
1.1	Any accidents, incidents or near misses in the last period			
1.2	Total LTIs to date			
1.3	Inspections / Audits			
1.3.1		PCW	20/10/16	
02 General Business				
2.1	Correspondence / Communication			
2.1.1		ALL		
2.1.1.1		Huon & AECOM / BMCA	16/09/16	
2.1.1.2		PCW	28/09/16	
2.1.2		ALL		
2.1.2.1				Noted
2.1.2.2	Out of scope information deleted			
2.1.2.3				
2.1.3		ALL		
2.1.3.1		AECOM / BMCA		Note
2.1.3.2				Note
2.1.3.3				Note
2.1.3.4		SMEC	22/09/16	
2.1.4		ALL		
2.2 Site Establishment / Start-up				
2.2.1				

Item	Meeting Item Description	Resp	Due Date	Cls'd
2.2.1.1		Huon	28/09/16	
2.2.2		HUON	28/09/16	
2.2.2.1		HUON	28/09/16	
2.2.3		HUON	28/09/16	
2.2.3.1		HUON	28/09/16	
2.2.3.2	Out of scope information deleted	AECOM	28/09/16	
2.2.4		HUON	28/09/16	
2.2.4.1		HUON	28/09/16	
2.2.5		HUON HUON HUON HUON HUON HUON		
2.2.6		SMEC	20/09/16	
2.2.6.1				Note
2.2.6.2				
2.2.6.3	SMEC to advise approval status of TCD Drawings	SMEC	20/09/16	Note
2.2.6.4	SMEC to provide sign inventory drawings	SMEC	20/09/16	Note
2.2.7		Noted		
2.2.8				
2.2.8.1				
2.2.8.2				Note
2.2.9	Project Sign Boards Three Boards to be installed, two at either end of the project and one on the Tuggerong off ramp. Locations to be confirmed onsite with JK	HUON HUON HUON		
2.2.10		HUON		
2.2.10.1				
2.2.10.2				
2.2.10.3		on		Note
2.2.11		HUON	28/09/16	
2.2.11.1		HUON		
2.2.12		HUON		

Item	Meeting Item Description	Resp	Due Date	Cls'd
2.2.13				
2.2.13.1				Note
2.2.13.2		HUON		Note
2.2.14				
2.2.14.1		HUON	19/09/16	
2.2.14.2	Out of scope information deleted			Note
2.2.15				
2.2.15.1		HUON	28/09/16	
2.3 TTMs				
2.3.1	T A re	HUON		
2.3.2	M	HUON		
2.3.3		HUON		Note
2.3.4		SMEC	28/09/16	Note
2.3.5	It was discussed and agreed that 1 No. VMS board would be located at either end of the Site (2 No. total) 1 No. VMS board located at Tuggeranong Parkway	HUON		
2.4 Services Known and Required Adjustments				
2.4.1		TBA		
2.4.2		TBA		
2.4.3		TBA		
2.4.4		TBA		
2.4.5		TBA		
2.4.6		TBA		
2.4.7		TBA		
2.4.8		TBA		
2.4.9		TBA		
2.4.10		TBA		
2.4.11		TBA		
		SMEC	23/09/16	
2.5 Project Risks				
				Note
2.5.1		SMEC		
2.5.2		HUON		
2.5.3		ALL		
2.5.4		ALL		
2.6 Approvals				

Item	Meeting Item Description	Resp	Due Date	Cls'd
2.6.1				
2.6.1.1		SMEC	28/09/16	
2.6.1.2		SMEC	28/09/16	
2.6.1.3		SMEC	28/09/16	
2.6.1.4				
2.6.1.5	Out of scope information deleted	SMEC		
2.6.2		SMEC		
2.6.3		SMEC		
2.6.4		HUON		
	ccess			
2.7 Contract Docs				
2.7.1				
		ALL	28/09/16	
2.8 Principal Supplied Items				
2.7.1				Noted
03 Requests for Information				
3.1 By the Contractor				
	Nil			
3.2 By the Principal				
	Nil			
04 Quality Documents				
4.1 Hold Points				
4.1.1				
4.2 Testing				
4.3 NCRs				
05 Environmental				
5.1 Erosion and Sediment Control				
5.2 Noise & Vibration				
5.3 Flora and Fauna				
5.3.1		PCW	28/09/16	
5.4 Heritage				
5.4.1				
5.4.1.1			23/09/16	
5.4.2	Out of scope information deleted			
5.4.2.1				Note
5.5 Contamination				
5.5.1	U			Note
06 Progress & Program				
6.1	Progress status			
		HUON	28/09/16	
6.1.1		HUON		
6.1.2		HUON		

Item	Meeting Item Description	Resp	Due Date	Cls'd
	%previous %current			
	Milestone 1			
	Milestone 2			
6.2	Const			
6.2.1		HUON		
6.3	Extensions of time			
	EOT			
	EOTclaim			
	EOT			
6.4	Completion Dates (M - Milestone)			
	M1 M2			
	Original			
	Current			
07 Project Financials				
7.1 Progress Claims				
				Note
7.1.1		HUON	28/09/16	
7.1.2		ALL		
7.2 Variations				
7.2.1				
7.2.1.1				Note
	Out of scope information deleted			
7.2.2				
7.2.3				
08 Sub-Contractors				
	Huon to provide the list of sub-contractors	Huon	28/09/16	
8.1				
8.2				
09 Stakeholders				
9.1 Public Complaints / Issues				
9.2 Lessee Complaints / Issues				
9.3 Incident Register				
9.4 Notifications / Media Releases				
9.4.1	F: ral	PCW	28/09/16	
9.4.2	VMS boards to be installed next week			Note
10 Other Business				
11 Next Meeting/s				

Item	Meeting Item Description	Resp	Due Date	Cls'd
11.1	Valuation and Monitoring Meetings			
11.2	Fortnightly Meeting			
	To be confirmed at the Design Meeting on 28 September 2016			