



ACT  
Government

Territory and Municipal Services

TTM registered number: TTM 20162186

### Authorisation of Temporary Traffic Management (TTM) Plans

**Huron 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

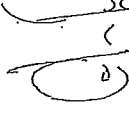
From	To
Date: 30/09/2016 Time: 7 am	Date: 31/10/2016 Time: 5 pm

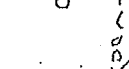
#### Authorised prescribed traffic control devices and daily authorised times

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

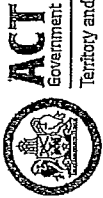
#### Conditions Of Authorisation:

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)



**ACT**  
Government  
Territory and Municipal Services

Reference number: **TW/20162186**

### Application for Authorisation of Temporary Traffic Management (TTM) Plans

The Road Transport (Safety and Traffic Management) Act 1989 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.

Name:	Territory Traffic Engineering		
Contact name:	[Redacted]	Mobile number:	[Redacted]
Telephone number:	[Redacted]	Email:	@territorytraffic.com.au
Is the person to be authorised a charitable organisation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Is the person to be authorised a not-for-profit organisation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Is the work for Roads ACT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Signature of applicant:	<i>D. Clarke</i>		Date: 22/9/2016

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

#### Project Details

Project Title:	Cotton Road Duplication (Stage 2)		
Description:	Site Works/VMS Advertising		
Street:	Cotton Road	Block:	
Suburb:	Gutfrin	Section:	

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

Name:	Hulton Contractors Pty Ltd		
Contact name:	[Redacted]	Mobile number:	[Redacted]
Telephone number:	[Redacted]	Email:	@hulton.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:	[REDACTED]@aecom.com
Mobile number:	[REDACTED]

ACT Government project officer:	John Hillman
Telephone number:	0262075571
Mobile number:	0418206652
Email:	john.hillman@act.gov.au

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

Period of authorisation

Date:	30/09/16	Time:	10700	Date:	31/10/2016	Time:	1700
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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
TT16-HUC-2450-VMS	

Certification by TTM designer or TTM plan selector

I, Allison Clafie 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:	<u>A. Clafie</u>	Date:	28/9/2016
Qualification:	Prepare Work Zone Traffic Management Plans	Cert No.:	00327389360
Issued by:	Roads & Maritime Services	Expiry date:	12/07/2019



ACT  
Government  
Territory and Municipal Services

Reference number TM 20162166

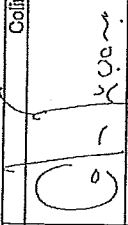
### Public Unleased Land Act 2013 Work Approval

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*.

Huron 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
Cotter 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)		



ACT  
Government  
Territory and Municipal Services

Reference number: TM

**PUBLIC UNLEASED 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

Name: (individual or organisation)	Huon Contractors Pty Ltd
Contact name if an organisation:	
Address:	PO Box 1448 Fyshwick ACT 2609
Postcode:	2609
Telephone:	
Mobile:	
Email:	huon.net.au

Location of Work on Public Unleased Land

Public Road or Block and Section	Suburb
Cutter Road	Curth

Date and time of use

Date from	Time from	Date to	Time to
30/9/16	07.00	31/12/2017	17.00

Signature of applicant:	Date:
	20/9/16

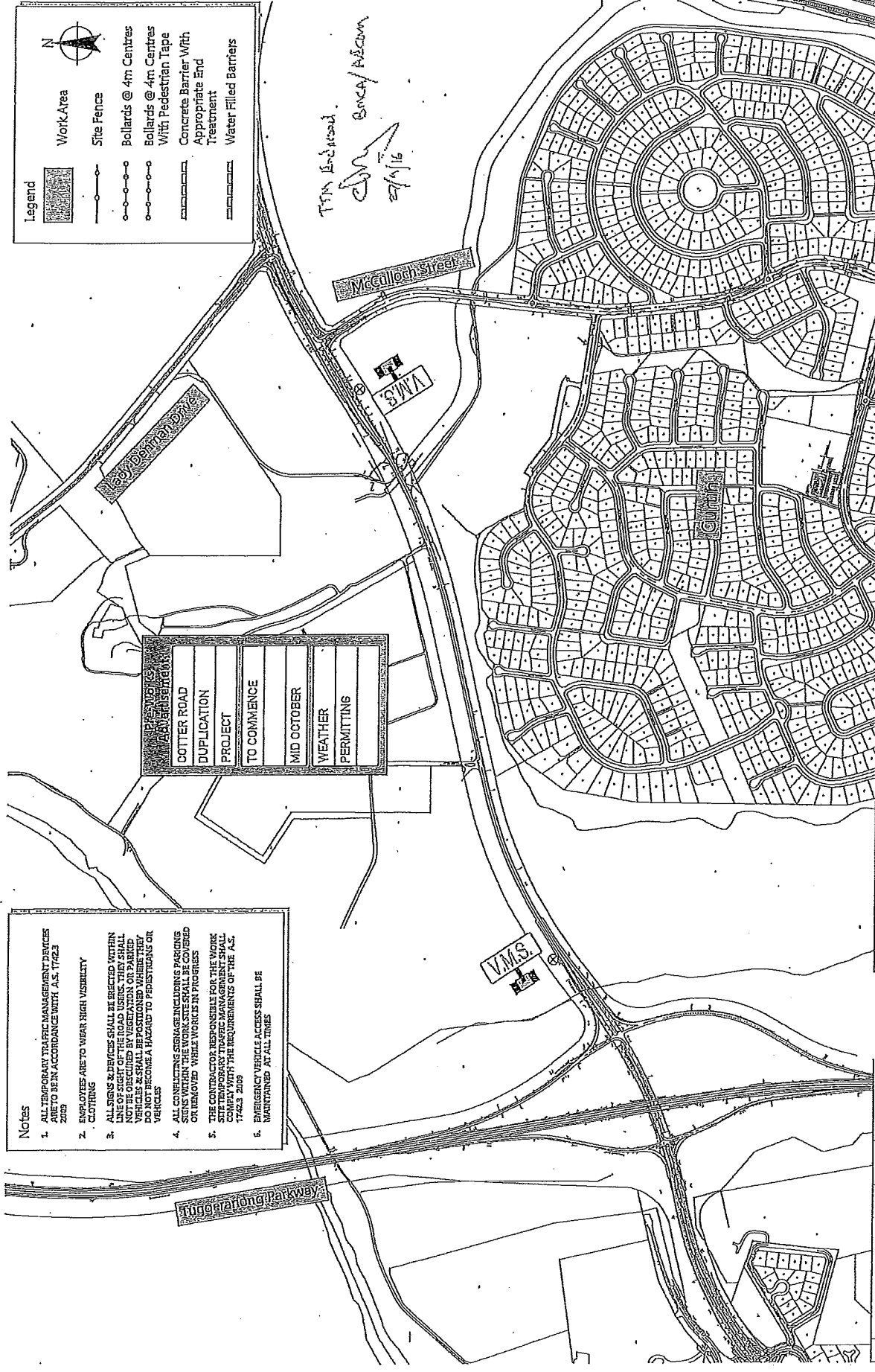
**Legend**

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

**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 LINE OF SIGHT OF THE ROAD USERS. THEY SHALL NOT BE OBSCURED 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 WORKS 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

Tim Leitch  
 2/1/16  
 GUY/ALCOM



Project		Temporary Traffic Management Plan
Designed to comply with, A.S. 1742.3		
Project Number	Stage	Plan Number
TTT16-HUO-2450	VMS	1
Scale	Completion Date	Rev
N.T.S.	23/9/16	

Client  
**HUON**

Project  
 Cotter Road 2 Duplication  
 Curtain

Drawing Title  
 Pre Works VMS Arrangement

Territory Traffic Engineering  
 1/11/01 Lynch Street Mitchell ACT 2911  
 PO Box 568 Mitchell ACT 2911  
 T: 02 6241 3200 F: 02 6241 0280



Designed By:  
 PWZ/MJP Cvd No: 12/07/2015  
 Sphjy

Checked By:  
 DATE

REV	DISCUSSION	DATE
A		7/8
B		
C		
D		

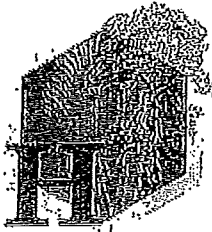
Hillman, John

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]@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

[REDACTED]

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**

[REDACTED] Project Manager

Huon Contractors Pty Ltd  
PO Box 1446 Fyshwick ACT 2609  
TEL 02 [REDACTED] FAX 02 5162 1401 MOBIL: [REDACTED]  
EMAIL [REDACTED]@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: [REDACTED]  
<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,

██████████

██████████  
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,

[REDACTED]  
[Signature]

[REDACTED]  
A/g Director, Development Approvals & Heritage  
10 October 2016

*Building the National Capital in the hearts of all Australians*

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; [REDACTED]@blackmtn.com.au; Murphy, Paul; Sadia Afrin  
 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 [REDACTED] M + [REDACTED]  
 [REDACTED]@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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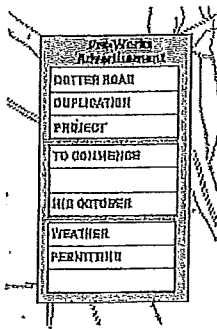
From: [REDACTED]@huon.net.au]  
 Sent: Monday, 10 October 2016 12:51 PM  
 To: E [REDACTED]@aecom.com>  
 Cc: I [REDACTED]@huon.net.au>; Dickson, Peter (peter.dickson@act.gov.au) <peter.dickson@act.gov.au>; Hillman, John <John.Hillman@act.gov.au>; [REDACTED]@blackmtn.com.au; J. [REDACTED]@blackmtn.com.au; [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.

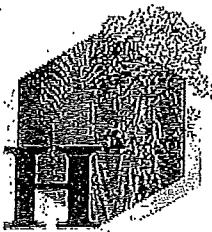
We were proposing to install the VMS boards today, however no NCA approval.

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 ██████████ FAX 02 6162 1401 MOBIL: ██████████  
EMAIL: ██████████@huon.net.au WEB [www.huon.net.au](http://www.huon.net.au)

---

From: ██████████@aecom.com  
Sent: Monday, 10 October 2016 9:47 AM  
To: ██████████@huon.net.au  
Cc: ██████████@huon.net.au; Dickson, Peter (peter.dickson@act.gov.au) <peter.dickson@act.gov.au>; Hillman, John <John.Hillman@act.gov.au>; ██████████@blackmtn.com.au; ██████████@blackmtn.com.au; ██████████@blackmtn.com.au; ██████████@aecom.com; ██████████@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 ██████████

As promised NCA contact to follow-up further

██████████ Senior Town Planner, Development Assessment  
National Capital Authority

☎ (02) ██████████ ☎ 6278 4427  
██████████@natcap.gov.au

Regards

██████████  
Associate Director - Construction Services  
D +61 2 ██████████ M ██████████  
██████████@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 3099 F +61 2 6201 3099  
[aecom.com](http://aecom.com)

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

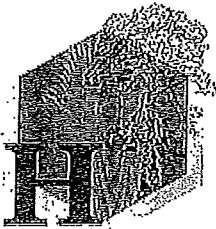
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From: [REDACTED]@huon.net.au]  
Sent: Monday, 10 October 2016 9:44 AM  
To: [REDACTED]@aecom.com>; [REDACTED]@blackmtn.com.au  
Cc: [REDACTED]@huon.net.au>; Dickson, Peter (peter.dickson@act.gov.au) <peter.dickson@act.gov.au>;  
Hillman, John <John.Hillman@act.gov.au>; [REDACTED]@blackmtn.com.au  
[REDACTED]@blackmtn.com.au>; [REDACTED]@aecom.com>; [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 [REDACTED] FAX 02 6162 1401 MOBILE [REDACTED]  
EMAIL [REDACTED]@huon.net.au WEB [www.huon.net.au](http://www.huon.net.au)

---

From: Works Application Portal [mailto:apps@natcap.gov.au]  
Sent: Monday, 10 October 2016 9:36 AM  
To: [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 [REDACTED]

<http://nationalcapital.gov.au>

Hillman, John

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

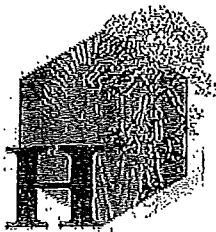
Hi All

FYI,

Electronic submission completed today

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains navigation options like 'Applications', 'My Profile', 'My Projects', 'My Alerts', 'My Settings', and 'My Reports'. The main content area has two tabs: 'Work Approval Applications' and 'Completed Applications'. Under 'Work Approval Applications', there is a table with columns: 'Application ID', 'Project Name', 'Status', 'Date', and 'Submitted'. One application is listed with ID 'WAS0001' and project name 'Cotter Road Stg 2 Duplication'. Below this, there is a section for 'Administrative' with columns 'Application ID', 'Project Name', 'Status', 'Date', and 'Work Approval'. Under 'Completed Applications', there is a table with columns 'Application ID', 'Project Name', 'Status', and 'Date'. The interface also includes search bars and filter options at the top of the tables.

Regards



# Huon

Project Manager

Huon Contractors Pty Ltd  
 PO Box 1446 Fyshwick ACT 2609  
 TEL 02 [redacted] FAX 02 6162 1401 MOBILE [redacted]  
 EMAIL [redacted]@huon.net.au WEB [www.huon.net.au](http://www.huon.net.au)

From: [redacted]@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]  
[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)  
[REDACTED]@blackmtn.com.au>; [REDACTED]@aecom.com) <[REDACTED]@aecom.com>; [REDACTED]  
[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

[REDACTED] | Planning Systems Officer  
National Capital Authority

☎ (02) [REDACTED] | 📠 6273 4427

National Capital Authority | Treasury Building, King Edward Terrace, PARKES ACT 2600  
GPO Box 373, CANBERRA ACT 2601 | 🌐 [www.nationalcapital.gov.au](http://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.



*Love Lake Burley Griffin*

🌱 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] Dickson, Peter (peter.dickson@act.gov.au); Hillman,  
[REDACTED]@blackmtn.com.au); [REDACTED]@aecom.com); [REDACTED]  
Subject: Cotter Road Stg 2 Duplication: VMS TTM Application

Jordan

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

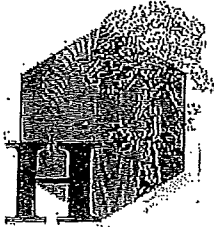
- Completed National Capital Authority - Application for Development Approval
- Roads ACT approved Temporary Traffic Management Plan for Installation of VMS warning boards for advance warning of construction works for the above project

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 ██████████ FAX 02 6162 1401 MOBILE ██████████

EMAIL ██████████ [huon.net.au](mailto:huon.net.au) WEB [www.huon.net.au](http://www.huon.net.au)

# Meeting Agenda

Coffer 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)	OW	AECOM/BMCA
Peter Dickson (PD)	PCW	SMEC
	AECOM/BMCA	HUON
	AECOM/BMCA	HUON
Section 41	AECOM/BMCA	HUON
	AECOM/BMCA	HUON
	AECOM/BMCA	HUON

Item	Meeting Item Description	Resp	Due Date	Cl's'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	
		HUON	28/09/16	
2.2.2				
2.2.2.1		HUON	28/09/16	
2.2.3				
2.2.3.1	Out of scope information deleted	HUON	28/09/16	
2.2.3.2		AECOM	28/09/16	
2.2.4				
2.2.4.1		HUON	28/09/16	
2.2.5				
	Out of scope information deleted	HUON		
		HUON		
		HUON		
		HUON		
		HUON		
2.2.6				
2.2.6.1		SMEC	20/09/16	
2.2.6.2				Note
2.2.6.3		SMEC	20/09/16	Note
2.2.6.4		SMEC	20/09/16	Note
2.2.7	Schedule start-up Workshop planned for 20th October 2016	Noted		
2.2.8				
2.2.8.1				
2.2.8.2				Note
2.2.9	Project Sign Boards	HUON		
	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		
2.2.10	Working Hours	HUON		
2.2.10.1				
2.2.10.2				
2.2.10.3				Note
	Out of scope information deleted			
2.2.11				
2.2.11.1		HUON	28/09/16	
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	Out of scope information deleted	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		
<b>2.7 Contract Docs</b>				
2.7.1		ALL	28/09/16	
<b>2.8 Principal Supplied Items</b>				
2.7.1				Noted
<b>03 Requests for Information</b>				
<b>3.1 By the Contractor</b>				
<b>3.2 By the Principal</b>				
<b>04 Quality Documents</b>				
<b>4.1 Hold Points</b>				
4.1.1				
<b>4.2 Testing</b>				
<b>4.3 NCRs</b>				
<b>05 Environmental</b>				
<b>5.1 Erosion and Sediment Control</b>				
<b>5.2 Noise &amp; Vibration</b>				
<b>5.3 Flora and Fauna</b>				
5.3.1		PCW	28/09/16	
<b>5.4 Heritage</b>				
5.4.1				
5.4.1.1	Out of scope information deleted	SMEC	23/09/16	
5.4.2				
5.4.2.1				Note
<b>5.5 Contamination</b>				
5.5.1				Note
<b>06 Progress &amp; Program</b>				
6.1	Progress status			
	Huon to provide an updated Construction Schedule	HUON	28/09/16	
6.1.1	Summary of works undertaken in the last period	HUON		
6.1.2	Summary of works to be undertaken in the next period	HUON		

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

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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			

# Meeting Minutes

Cotter Road Stage 2 Duplication and Shared Path

Tel: 6201 3000

## Progress Meeting 1

Date	Start	End	Prepared By	Company
26/10/2016	2:00 PM	3:30 PM		AECOM/BMCA

Next Meeting	Start	End

Purpose	Location
Progress Meeting	AECOM Office

Attended By	Apologies
John Hillman (JH)	HUON
Peter Dokson (PD)	HUON
CW	HUON
PCW	HUON
AECOM/BMCA	HUON
AECOM/BMCA	
AECOM/BMCA	
AECOM/BMCA	
AECOM/BMCA	
	SMEC

Item	Meeting Item Description	Resp	Due Date	Status
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### 01 MINUTES

1.1 Previous meeting minutes

1.1.1

Note

### 02 WHS

2.1 Any accidents, incidents or near misses in the last period

2.1.1

Note

2.2 Total LTIs to date

2.2.1

2.3 Incident Reports / Outstanding Actions

2.3.1

2.4 Safety Plans / SWMS

2.4.1

Out of scope information deleted

AECOM / BMCA

02/10/16

2.4.2

Huon

2.5 Approvals / Plans necessary for Upcoming Works

2.5.1

Huon

2.6 Site Safety Walks Findings

2.6.1

Note

2.7 Audits

2.7.1

PCW

01/01/17

### 03 General Business

3.1 Correspondence / Communication / Staffing

3.1.1

3.1.1.1

Closed

3.1.1.2

Closed



Item	Meeting Item Description	Resp	Due Date	Status
3.1.2				
3.1.2.1				Closed
3.3.3				
3.3.3.1				Closed
3.3.3.2	Out of scope information deleted	Huon		
3.3.3.3		CW / Huon	09/11/16	
3.3.3.4		SMEC	22/09/16	
3.3.4				
3.3.4.1				Note
3.3.5				
3.3.5.1				Note
3.3.5.2				Note
3.2 Site Establishment / Start-up				
3.2.1				
3.2.1.1		Huon	09/11/16	
3.2.1.2		Huon	09/11/16	
3.2.2				
3.2.2.1		HUON	28/9/2016	
3.2.3				
3.2.3.1	Out of scope information deleted	HUON	28/09/16	
3.2.3.2		AECOM/BMCA	28/9/16	
3.2.4				
3.2.4.1		HUON	28/09/16	
3.2.5				
3.2.5.1		AECOM/BMCA	09/11/16	
3.2.5.2		HUON	09/11/16	
3.2.5.3	Out of scope information deleted			Closed
3.2.6				
3.2.6.1				Closed
3.2.6.2				Closed
3.2.6.3		SMEC	20/09/16	
3.2.6.4				Closed

Item	Meeting Item Description	Resp	Due Date	Status
3.2.6.5		SMEC	09/11/16	
3.2.7				Closed
3.2.8				
3.2.8.1				Closed
3.2.8.2				Closed
3.2.9	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 advised the boards have commenced fabrication	HUON		
3.2.10				
3.2.10.1				
3.2.11				
3.2.11.1				Closed
3.2.12	Out of scope information deleted	HUON	09/11/16	
3.2.13				
3.2.13.1				Closed
3.2.14				
3.2.14.1		HUON	09/11/16	
3.2.14.2		HUON	09/11/16	
3.2.15				
3.2.15.1		HUON	28/09/16	
3.3 TTMs				
3.3.1	Out of scope information deleted			Note
3.3.2		HUON		
3.3.3		HUON		
3.3.4		HUON		Note
3.3.5		SMEC	28/09/16	
3.3.6	It was noted that the VMS boards have been installed.			Closed
3.4 Services Known and Required Adjustments				
3.4.1	General - Huon expressed concern that additional service relocations may be necessary subject to further potholing. This may have an impact on program.			Note
3.4.2				Note
3.4.3				
3.4.4	Out of scope information deleted			Note
3.4.5				
3.4.6				
3.4.7				

Item	Meeting Item Description	Resp	Due Date	Status
3.4.8				
3.4.9				Note
3.4.10				
3.4.11		SMEC	23/09/16	
3.4.12		HUON	28/10/16	
	Out of scope information deleted			
<b>3.5 Project Risks</b>				
3.5.1		AECOM/BMCA		
3.5.2		Huon		
3.5.3				
3.5.4				
<b>3.6 Approvals</b>				
3.6.1				
3.6.1.1				Closed
3.6.1.2				Closed
3.6.1.3		SMEC	28/09/16	
3.6.1.4	Out of scope information deleted	SMEC		
3.6.1.5		SMEC		
3.6.2				Closed
<b>3.7 Contract Docs</b>				
3.7.1		HUON	09/11/16	
<b>3.8 Principal Supplied Items</b>				
3.7.1		PCW	09/11/16	
<b>04 Requests for Information</b>				
4.1				
4.1.1				
<b>4.2 By the Principal</b>				
4.2.1				
<b>05 Quality Documents</b>				
<b>5.1 Hold Points</b>				
5.1.1		HUON	09/11/16	
<b>5.2 Testing</b>				
5.2.1	Out of scope information deleted			
<b>5.3 NCRs</b>				
5.3.1				
<b>06 Environmental</b>				
<b>6.1 Erosion and Sediment Control</b>				
6.1.1		HUON	09/11/16	
<b>6.2 Noise &amp; Vibration</b>				
6.2.1				
<b>6.3 Flora and Fauna</b>				

Item	Meeting Item Description	Resp	Due Date	Status
6.3.1		PCW	28/09/16	
6.3.2		HUON		
6.4	Heritage			
6.4.1				
6.4.1.1		SMEC	23/09/16	
	Out of scope information deleted			
6.4.2				Closed
6.4.2.1				
6.5	Contamination			
6.5.1				Closed

### 07 Progress & Program

7.1	Progress status			
	Letter of Award Date - 8 September 2016			
	Number of weeks since award: 7			
7.1.1	Huon to provide an updated Construction Schedule this week	HUON	28/10/16	
7.1.2	Huon raised its concerns in relation to the service relocation elements of the project. - Huon flagged that it is concerned the service relocation will delay its construction program.			
7.1.3		HUON	28/10/16	
7.1.4		HUON	ASAP	
7.1.5	Huon to submit a notice letter by the end of the week - outlining its concerns for potential delay	HUON	28/10/16	
7.2				
7.3	Out of scope information deleted			
7.4	Construction Program			
7.4.1		HUON	09/11/16	
7.5	Extensions of time			
	Out of scope information deleted			
7.6	Completion Dates (M - Milestone)			

### 08 Project Financials

8.1

Item	Meeting Item Description	Resp	Due Date	Status
8.1.1				Note
8.1.2		HUON	28/09/16	
8.1.3	Quantity agreement sheets - Agreement sheet to be prepared for VMS board and signed by SO.	HUON	09/11/16	
<b>8.2 Variations</b>				
8.2.1				Note
8.2.1.1	Out of scope information deleted			
8.2.2				
8.2.3				
<b>09 Sub-Contractors</b>				
9.1 General				
9.1.1		HUON	28/09/16	
9.2 Subcontract values greater than \$200k requiring GC21 Sub Contract				
9.3 Subcontract values greater then \$25,000 requiring use of equivalent clauses				
<b>10 Stakeholders</b>				
10.1 Public Complaints / Issues				
10.1.1				
9.2 Lessee Complaints / Issues				
10.1.1				
9.3 Incident Register				
9.4 Notifications / Media Releases				
9.4.1		PCW	28/09/16	
9.4.2	VMS boards to be installed next week			Closed
<b>11 Other Business</b>				
<b>12 Next Meeting/s</b>				
12.1 Valuation and Monitoring Meetings				
12.2 Fortnightly Meeting				

# Meeting Minutes

Cotter Road Stage 2 Duplication and Shared Path

Tel: 6201 3000

## Progress Meeting 2

Date	Start	End	Prepared By	Company
9/11/2016	2:00 PM	3:30 PM		AECOM/BMCA
Next Meeting	Start	End		

Purpose	Location
Progress Meeting	BMCA Offices

Attended By	Apologies
John Hillman (JH)	AECOM/BMCA
Noel Boniface (NB)	HUON
CW	AECOM/BMCA
PCW	SMEC
AECOM/BMCA	PGW
AECOM/BMCA	
AECOM/BMCA	
SMEC	

Item	Meeting Item Description	Resp	Due Date	Status
<b>01 MINUTES</b>				
1.1	Previous meeting minutes			Note
1.1.1				
<b>02 WHS</b>				
2.1	Any accidents, incidents or near misses in the last period			Note
2.1.1				
2.2	Total LTIs to date			
2.2.1				
2.3	Incident Reports / Outstanding Actions			
2.3.1				
2.4	Safety Plans / SWMS			
2.4.1	Out of scope information deleted	HUON	11/10/16	
2.4.2		HUON	02/10/16	
2.5	Approvals / Plans necessary for Upcoming Works			
2.5.1		HUON	11/10/16	
2.6	Site Safety Walks Findings			Note
2.6.1				
2.7	Audits & Reports			
2.7.1		PCW	01/01/17	
2.7.2		HUON	3rd of month	
<b>03 General Business</b>				
3.1	Correspondence / Communication / Staffing			

Item	Meeting Item Description	Resp	Due Date	Status
3.1.1				
3.1.2				
3.3.3				Closed
3.3.3.1				
3.3.3.2	Out of scope information deleted	HUON		
3.3.3.3		HUON	18/11/16	
3.3.3.4		AECOM/BMCA	11/11/16	
3.3.4				Note
3.3.4.1				
3.3.5				Note
3.3.5.1	Out of scope information deleted			Note
3.3.5.2		AECOM/BMCA	11/11/16	
3.3.5.3				
<b>3.2 Site Establishment / Start-up</b>				
3.2.1				Note
3.2.1.1				
3.2.1.2		HUON	11/11/16	
3.2.1.3				Note
3.2.2				
3.2.2.1		HUON	28/9/2016	
3.2.3				
3.2.3.1	Out of scope information deleted	HUON	28/09/16	
3.2.3.2		HUON	28/11/16	
3.2.4				
3.2.4.1		HUON	11/11/16	
3.2.5				

Item	Meeting Item Description	Resp	Due Date	Status
3.2.5.1				Closed Note
3.2.5.2				
3.2.5.3		PCW	11/11/16	
3.2.6				
3.2.6.1		SMEC	20/09/16	
3.2.6.2		SMEC	09/11/16	
	Out of scope information deleted			
3.2.7				
3.2.8				
3.2.8.1		HUON	09/11/16	
3.2.9				
3.2.9.1				
3.2.10				
3.2.11		HUON	09/11/16	
3.2.12				
3.2.12.1		HUON	09/11/16	
3.2.12.2		HUON	09/11/16	
3.2.13				
3.2.13.1		HUON	28/09/16	
	Out of scope information deleted			
3.3 TTMs				
3.3.1				Note
3.3.2				Closed
3.3.3				Closed
3.3.4		HUON		Note
3.3.5				Closed
3.3.6	It was noted that the VMS boards have been removed			Closed
3.4 Services Known and Required Adjustments				
3.4.1		All	10/11/16	
3.4.2		HUON	23/11/16	
3.4.3				Note
3.4.4				



Item	Meeting Item Description	Resp	Due Date	Status
3.4.5				
3.4.6				
3.4.7				
3.4.8				Note
3.4.9				Note
3.4.10				Note
3.4.11				Closed
3.4.12	Out of scope information deleted	HUON	28/10/16	
<b>3.5 Project Risks</b>				
3.5.1		AECOM/BMCA		
3.5.2		Huon		
3.5.3				
3.5.4				
<b>3.6 Approvals</b>				
3.6.1				
3.6.1.1				Closed
3.6.1.2		SMEC		
3.6.1.3				Closed
<b>3.7 Contract Docs</b>				
3.7.1	Out of scope information deleted			
		HUON	09/11/16	
<b>3.8 Principal Supplied Items</b>				
3.7.1		PCW	09/11/16	
<b>04 Requests for Information</b>				
4.1				
4.1.1		SMEC	16/11/16	
		AECOM/BMCA	16/11/16	
		AECOM/BMCA	16/11/16	
		AECOM/BMCA	16/11/16	
<b>4.2 By the Principal</b>				
4.2.1	Out of scope information deleted			
<b>05 Quality Documents</b>				
5.1				
5.1.1		AECOM/BMCA	16/11/16	
<b>5.2 Testing</b>				
5.2.1		AECOM/BMCA	16/11/16	

Item	Meeting Item Description	Resp	Due Date	Status
<b>5.3 NCRs</b>				
5.3.1				
<b>06 Environmental</b>				
<b>6.1 Erosion and Sediment Control</b>				
6.1.1		AECOM/BMCA	11/11/16	
<b>6.2 Noise &amp; Vibration</b>				
6.2.1				
<b>6.3 Flora and Fauna</b>				
6.3.1				Closed
6.3.2				Closed
<b>6.4 Heritage</b>				
6.4.1	Out of scope information deleted			
6.4.1.1				Closed
6.4.2				
<b>6.5 Contamination</b>				
6.5.1				
<b>07 Progress &amp; Program</b>				
7.1	Progress status			
	Letter of Award Date - 8 September 2016			
	Number of weeks since award: 9			
7.1.1	Huon provided an updated Construction Schedule on 28 October. AECOM/BMCA to review	AECOM	16/11/16	
7.1.2	Huon raised its concerns in relation to the service relocation elements of the project. - Huon flagged that it is concerned the service relocation will delay its construction program.			Note
7.1.3		HUON	28/10/16	
7.1.4		HUON	ASAP	
7.1.5		AECOM/BMCA	23/11/16	
7.2	Summary of works undertaken in the last period			
7.3	Summary of works to be undertaken in the next period			
	Out of scope information deleted			
7.4	Construction Program			
7.4.1		AECOM/BMCA	23/11/16	
7.4.2				Note
7.5	Extensions of time			

Item	Meeting Item Description	Resp	Due Date	Status
7.5.1				
7.5.2				
	Out of scope information deleted			
7.6	Completion Dates (M - Milestone)			
<b>08 Project Financials</b>				
<b>8.1 Progress Claims</b>				
8.1.1				Note
8.1.2				Closed
8.1.3				Closed
<b>8.2 Variations</b>				
8.2.1				Note
8.2.2	Out of scope information deleted			
8.2.2.1				Note
8.2.2.2				Note
8.2.2.3				Note
8.2.3				
8.2.3.1				Note
8.2.4				
<b>09 Sub-Contractors</b>				
<b>9.1 General</b>				
9.1.1		HUON	28/09/16	
9.2 Subcontract values greater than \$200k requiring GC21 Sub Contract				
9.3 Subcontract values greater than \$25,000 requiring use of equivalent clauses				
<b>10 Stakeholders</b>				
<b>10.1 Public Complaints / Issues</b>				
10.1.1				
<b>9.2 Lessee Complaints / Issues</b>				
10.1.1				
<b>9.3 Incident Register</b>				
<b>9.4 Notifications / Media Releases</b>				
9.4.1		PCW	28/09/16	
<b>11 Other Business</b>				
<b>12 Next Meeting/s</b>				
<b>12.1 Valuation and Monitoring Meetings</b>				
12.1		All		
<b>12.2 Fortnightly Meeting</b>				

Item	Meeting Item Description	Resp	Due Date	Status
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Out of scope information deleted

# Meeting Minutes

Cotter Road Stage 2 Duplication and Shared Path

Tel: 6201 3000

## Progress Meeting 3

Date	Start	End	Prepared By	Company
23/11/2016	2:00 PM	4:00 PM		AECOM/BMCA
Next Meeting	Start	End		
7/12/2016	2:00PM	3:00 PM		
Purpose	Progress Meeting	Location	Cotter Road Site Compound	

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

Item	Meeting Item Description	Resp	Due Date	Status
<b>01 MINUTES</b>				
1.1	Previous meeting minutes			Note
<b>02 WHS</b>				
2.1	Any accidents, incidents, near misses or issues in the last period			Note
2.1.1				
2.1.2		HUON	25/11/2016	
2.1.3		HUON		
2.2	Total LTIs to date			
2.2.1				
2.3	Incident Reports / Outstanding Actions			
2.3.1				
2.4	Safety Plans / SWMS			
2.4.1	Out of scope information deleted	HUON	25/11/16	
2.4.2				Closed
2.5	Approvals / Plans necessary for Upcoming Works			
2.5.1		HUON	07/12/16	
2.6	Site Safety Walks Findings			Note
2.6.1				

Item	Meeting Item Description	Resp	Due Date	Status
<b>2.7 Audits &amp; Reports</b>				
2.7.1		PCW	01/01/17	
2.7.2		HUON	3rd of month	
<b>03 General Business</b>				
<b>3.1 Correspondence / Communication / Staffing</b>				
3.1.1				
3.1.2				
3.3.3				
3.3.3.1		HUON	30/11/16	
3.3.3.2	Out of scope information deleted	HUON	Ongoing	
3.3.3.3		HUON	Ongoing	
3.3.3.4		HUON	18/11/16	
3.3.3.5		PCW	28/11/16	
3.3.4				
3.3.4.1				Note
3.3.5				
3.3.5.1	Out of scope information deleted			Note
3.3.5.2				Closed
<b>3.2 Site Establishment / Start-up</b>				
3.2.1				
3.2.1.1		HUON	11/11/16	
3.2.1.2				Closed
3.2.2				
3.2.2.1		HUON	07/12/16	
3.2.3				

Item	Meeting Item Description	Resp	Due Date	Status
3.2.3.1		HUON	28/09/16	
3.2.3.2		HUON	24/11/16	
3.2.4				
3.2.4.1		HUON	11/11/16	
3.2.5	Out of scope information deleted			
3.2.5.1		HUON	30/11/16	
3.2.6				
3.2.6.1		SMEC	20/09/16	
3.2.6.2		SMEC	09/11/16	
3.2.6.3		SMEC	30/11/16	
3.2.6.4		SMEC	30/11/16	
3.2.7	<u>Project Sign Boards</u>			
3.2.7.1	Three Boards Installed			Complete
3.2.8				
3.2.8.1				
3.2.9				
3.2.10		HUON	09/11/16	
3.2.11				
3.2.11.1		HUON	09/11/16	
3.2.12				
3.2.12.1	Out of scope information deleted	HUON	28/09/16	
3.2.13				
3.2.13.1		HUON	30/11/16	
3.3 TTM's				
3.3.1		HUON	30/11/16	
3.3.2				Note
3.3.3		HUON	30/11/16	

Item	Meeting Item Description	Resp	Due Date	Status
3.3.4		HUON	02/12/16	
3.3.5		HUON	02/12/16	
<b>3.4 Services Known and Required Adjustments</b>				
3.4.1		HUON	30/11/16	
3.4.2	Out of scope information deleted	HUON	23/11/16	
3.4.3				
3.4.4				Note
3.4.5		HUON	30/11/16	
3.4.6				Note
3.4.7				
3.4.8		HUON	24/11/16	
3.4.9	Out of scope information deleted	SMEC		Note
3.4.10				Closed
<b>3.5 Project Risks</b>				
3.5.1		All		
3.5.2		Huon		
3.5.3				
3.5.4				
<b>3.6 Approvals</b>				
3.6.1				
3.6.1.1		SMEC		
<b>3.7 Contract Docs</b>				
3.7.1				
3.7.1.1				Closed
<b>3.8 Principal Supplied Items</b>				



Item	Meeting Item Description	Resp	Due Date	Status
3.8.1		PCW Huon	07/12/16	
<b>04 Requests for Information</b>				
4.1 By the Contractor				
4.1.1				
4.1.1.1		SMEC		
4.1.1.2		SMEC		Closed
4.1.1.3				
4.2 By the Principal				
4.2.1				
<b>05 Quality Documents</b>				
5.1 Hold Points				
5.1.1				Closed
5.1.2		AECOM/BMCA	30/11/16	
5.2 Testing				
5.2.1	Out of scope information deleted			Note
5.2.2				Note
5.3 NCRs				
5.3.1				
<b>06 Environmental</b>				
6.1 Erosion and Sediment Control				
6.1.1		HUON	07/12/16	
6.2 Noise & Vibration				
6.2.1				
6.3 Flora and Fauna				
6.4 Heritage				
6.4.1				
6.4.2				
6.5 Contamination				
6.5.1				
<b>07 Progress &amp; Program</b>				
7.1	Progress status			
	Letter of Award Date - 8 September 2016			
	Number of weeks since award: 11			
7.1.1	Huon provided an updated Construction Schedule on 28 October. AECOM/BMCA advised it had no further comments			Closed
7.1.2	Huon raised its concerns in relation to the service relocation elements of the project. - Huon flagged that it is concerned the service relocation will delay its construction program.			Note
7.1.3	Huon has submitted a notice letter - outlining its concerns for potential delay. PAP has requested further details noting that an alternative earthworks approach had been discussed.	HUON	23/11/16	
7.1.4	Huon to provide updated summary of construction program to CW by the end of the week (25/11)	HUON	25/11/16	

Item	Meeting Item Description	Resp	Due Date	Status
7.2	Summary of works undertaken in the last period			
7.3	Summary of works to be undertaken in the next period			
7.4	Construction Program			
7.4.1		AECOM/BMCA	23/11/16	
7.4.2	Out of scope information deleted			Note
7.4.3				Note
7.5	Extensions of time			
7.5.1				
7.5.2				
7.6	Completion Dates (M - Milestone)			
<b>08 Project Financials</b>				
8.1 Progress Claims				
8.1.1		HUON	28/11/16	Note
	Out of scope information deleted			
8.2 Variations				
8.2.1				Note
8.2.2				
8.2.2.1				Note
8.2.2.2				Note
8.2.2.3				Note
8.2.2.3				Note
8.2.3	<u>Variations Submitted</u>			
8.2.3.1				Note
8.2.4	<u>Variations Approved - N/A</u>			
8.2.4.1				Note

Item	Meeting Item Description	Resp	Due Date	Status
<b>09 Sub-Contractors</b>				
9.1 General				
9.1.1		HUON	28/09/16	
9.2 Subcontract values greater than \$200k requiring GC21 Sub Contract				
9.3 Subcontract values greater then \$25,000 requiring use of equivalent clauses				
<b>10 Stakeholders</b>				
10.1 Public Complaints / Issues				
10.1.1				
9.2 Lessee Complaints / Issues	Out of scope information deleted			
10.1.1				
9.3 Incident Register				
9.4 Notifications / Media Releases				
9.4.1		PCW	28/09/16	
<b>11 Other Business</b>				
<b>12 Next Meeting/s</b>				
12.1 Valuation and Monitoring Meetings				
12.1		All		
12.2 Fortnightly Meeting				

DOCUMENT 8

EXEMPT

SECTION 43

DOCUMENTS RELATING TO BUSINESS

AFFAIRS