

Meeting Minutes

Subject	Meeting No. 2	Date	29/08/2013
Project	Lawson South Residential Estate Stage 1C	Reference	C12038
Facilitator	Darren Benson / Amal Beeharry	Time	10-12am
Location	Brown Office	Scribe	Amal Beeharry
Attendees	<p>Guna Seelan, Stacey Quayle, Raffaele Filardo – LDA</p> <p>Darren Benson, Amal Beeharry – Brown Consulting</p> <p>Justin Devantier, Jarrod Shearson, Tomek Paszkiewicz, Greg Virtue – BMD</p> <p>Tony Scott - Coffey</p>		

Key Points Discussed and Action Items

No.	Topic	Action Item(s)	Owner	Target Date
1.0	GENERAL	<p>Project Team/Representatives</p> <p><i>LDA</i></p> <p>Guna Seelan – Principal</p> <p>Raffaele Filardo – Project Manager</p> <p>Stacey Quayle – Senior Project Officer</p> <p><i>BMD</i></p> <p>Justin Devantier – Construction Manager</p> <p>Jarrod Shearson – Project Manager [REDACTED]</p> <p>Tomek Paszkiewicz – Project Engineer [REDACTED]</p> <p>Greg Virtue – General Foreman [REDACTED]</p> <p><i>Brown</i></p> <p>Darren Benson – Superintendent Representative</p>	NA	NA

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
		<p>██████████</p> <p>Amal Beeharry – Assistant Superintendent Representative ██████████</p> <p>Chris Turner – Surveillance Officer ██████████</p>		

Key Points Discussed and Action Items					
No.	Topic	Action Item(s)		Owner	Target Date
1.1	Quality Assurance	BMD has submitted their Environmental Management Plan, Waste Management Plan, Construction Waste Proforma, Safety Management Plan, Project Management Plan, Quality Management Plan, Program of Works, Asbestos Management and Remediation Works Plan, Bushfire Management Plan and a few Inspection and Test Plans.		NA	NA
1.2	Project Signs	Two project signs are to be erected; one at Ginninderra Dr/Allawoona St intersection and one at the Maribyrnong Ave/Baldwin Dr intersection. Final locations to be agreed with Chris Turner on site.		BMD	
1.3	Site Compound / Site Access	BMD advised that their site compound will be just south of the Maribyrnong Ave/Baldwin Dr intersection, which will also be the site access point. (Post meeting note: Approval has been given to remove a few trees which are in the location of the proposed site compound).		BMD	
2.0	CONTRACTUAL MATTERS				
2.1	Security	Security deposit will be formalized mid-next week. (Post meeting note: copy of security deposit received)		BMD	
2.2	Insurances	BMD provided Workers Comp. insurance. LDA advised that the other insurances are already in place and that asbestos cover is also included in the new policy; new policy number was unavailable at the time.		NA	
2.3	Possession of Site	Possession of Site was issued on 26/08/2013.			
2.4	Dates for Practical Completion	Separable portion	Description	RFT Completion Dates	BMD Tender Program Completion date
		SP 3	Civil Works Stage 1C1	30/09/14	29/07/14
		SP 3A	Bulk Earthworks Stage 1A	25/02/14	17/02/14

Key Points Discussed and Action Items

No.	Topic	Action Item(s)			Owner	Target Date
		SP 3B	Bulk Earthworks Stage 1B	08/07/14	Browns	08/04/14
		SP 5	Civil Works Stage 1C2	23/12/14		07/10/14
2.5	Contract	Brown to check for completeness of draft contract documentation. Once ready, BMD will review and sign within three weeks or receipt.			Browns	
3.0	TECHNICAL ISSUES					
3.1	Setout Info	BMD requested DTM info. (Post meeting note: this was received on 9/9/13 from Cardno and immediately issued to BMD).			Browns	
3.2	Remedial Works	<p>As per the contract, BMD is to engage Coffeys directly for onsite works.</p> <p>LDA to liaise and organise site meeting with Environment and Sustainable Development Directorate regarding the proposed works in the grassland buffer.</p> <p>Browns received EPA's first round of comments on the submitted EMP on 29/08/13. (Post meeting note: these comment which are contained in four letters have been passed on to BMD).</p>			BMD LDA Browns	
3.3	Trenching, Boring and Conduit Installation for 11KV electrical cable relocation	<p>LDA will contact Dept of Defence and advise if next section of asbestos pipe in Defence land can be removed as part of the works.</p> <p>BMD has submitted Waterway Works licence for approval. BMD will advise as to the preferred method of construction, i.e. trenching or boring for the various sections of the electrical cable.</p>			LDA BMD	
3.4	Drawings	Drawing sets issued to Browns and BMD. A meeting will be organized with Cardno's design team and Browns/BMD.			BMD/ Browns	
3.5	TTM	Browns has endorsed the TTM plans. This has been submitted to the ACT traffic lights			BMD	

Key Points Discussed and Action Items

No.	Topic	Action Item(s)	Owner	Target Date
		department; will then be submitted to RoadsACT for final approval. (Post meeting note: TTM has been approved)		
3.6	Environmental	BMD to submit Sediment / Erosion Control Plans, Parking Plan and Kangaroo Fencing Plan as per the Notice of Decision. (Post meeting note: submitted and EPA has provided comments). LDA advised the vermin proof fence is to be immediately adjacent any open trench and can be a silt fence with a shade cloth.	BMD	
3.7	Conduits/Services	BMD advised that a section of conduit is shown on the ActewAGL plan but not on Cardno's drawings. Brown is to confirm which plan is correct.	Browns	
3.8	Street Lighting	LED lights being investigated by LDA.	LDA	
4.0	PROGRESS AND PROGRAM	BMD has provided a construction program.	NA	
5.0	PROJECT CHANGES	Any potential variations should be flagged early on. BMD advised claims will be made under the Payment ACT.	BMD	
6.0	WHS	LDA advised that they will organize for an audit to be undertaken within 6-8 weeks from commencement of works.	LDA	
7.0	SUBCONTRACTORS	Hardy Bros proposed for earthworks. (Post meeting note: BMD provided a list of subcontractors to be used for the project. LDA to advise if suitable).	LDA	
8.0	OTHER BUSINESS	Site inductions to be carried out by BMD.		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
9.0	SITE MEETING	Weekly, next meeting 5 Sep 2013, 10:30am BMD office		

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 4	Date	3 OCTOBER 2013
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:30AM
Location	Lawson	Scribe	Amal Beeharry
Attendees	Guna Seelan – LDA Stacey Quayle – LDA Raffaele Filardo – LDA Amal Beeharry – Brown Consulting Chris Turner – Brown Consulting Darren Benson – Brown Consulting (Apology)		
Distribution	All above		
	Jarrod Shearson – BMD Joe Mullany – BMD Sam McNeil – BMD Justin Devantier – BMD		

Key Points Discussed and Action Items

No.	Topic	Action Item(s)	Owner	Target Date
1	General			
1.1	Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes. 		
1.2	WHS	<ul style="list-style-type: none"> An incident occurred on 2 October 2013, whereby an intruder drove on site on his motorbike. This has been documented in BMD's management systems. Toolbox meetings: generally every Friday. Pre-start meetings: Every morning. Brown/LDA raised concern about inadequate safety measures in place regarding the relocation of the electrical overhead works. BMD confirmed that ActewAGL signed off on BMD's Work Method Statement on electrical works. BMD to send confirmation email to Browns. Brown conducted an unofficial WHS audit on BMD on 3 October 2013. A second WHS audit will be carried out on 10 October 2013. LDA's WHS audit will be conducted on Monday 14 October 2013. (Post meeting note: this has been postponed to Thursday 17 October 2013). 	BMD	
1.3	Quality Assurance	<ul style="list-style-type: none"> (Post meeting note: Hold Point register has been setup) (Post meeting note: Hold Points No. 1-17 have been signed off. There is currently no outstanding Hold Points) 	BMD	
1.4	Site Compound / Site Access	<ul style="list-style-type: none"> The site compounds will be ready next week. 	Noted	
1.5	Environment	<ul style="list-style-type: none"> EPA visited the site this morning 3 October 2013 and were satisfied with the status of environmental measures on site. BMD advised that they wished to decrease the width of the trench excavation. Brown/LDA instructed BMD to proceed as per the 	Noted	

BROWN

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
		approved RAP, unless directed otherwise.		

2 Progress and Technical Issues	Stage 1A	Stage 1B	Issues / Comments	Action
Activity				
Site Establishment				
Remediation Works				
Remediation Action for Northern Asbestos Pipe within Stage 1C				
Remediation Action for Northern Eastern Intersection within Stage 1C				
Remediation Action for Northern Asbestos Pipe outside Stage 1C				
Remediation Action for Northern Eastern Intersection outside Stage 1C				
Remediation of Southern Asbestos Pipe				
Remediation Works at reservoir Hill				
Remediation of Eastern Hummocky Ground				
Electrical Works				
Stage 1A Early Works				
-Trenching				
-Boring				
-Conduit Installation				
-Reinstatement				
Stage 1B Early Works				
-Trenching				
-Boring				
-Conduit Installation				
-Reinstatement				

BROWN

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
3	PROGRAM			
3.1	Extensions of Time	<ul style="list-style-type: none"> No EOT has been submitted to date. 	Noted	
3.2	Program Stats	<ul style="list-style-type: none"> Scheduled PC dates as interpreted from Contractor's Program <ul style="list-style-type: none"> – SP1 1/10/13 – SP1A 3/12/13 – SP2 3/12/13 – SP3 30/09/14 – SP3A 25/02/14 – SP3B 08/07/14 – SP4 25/11/14 – SP5 23/12/14 – SP6 17/02/15 	Noted	C
4	Contractual Matters	<ul style="list-style-type: none"> Brown forwarded comments to LDA on the contract document. Quantity agreement sheets signed by Brown and BMD are being used. 		
5	Claims	<ul style="list-style-type: none"> Claim No. 1 for works ending September 2013 has been submitted and processed. 		
6	Project Changes	<ul style="list-style-type: none"> Where there are clashes of the proposed underground HV and proposed stormwater, ActewAGL have agreed on relocating all six cables on top of the stormwater line, refer RFI 6. For any potential service clashes, BMD is required to liaise with Chris Turner in the first instance, then Brown will confirm with Cardno. 		
7	RFI's	<ul style="list-style-type: none"> (Post meeting note: RFI's No. 1-6 (except RFI 5) have been signed off. Further to advice from ActewWater, Browns requested Cardno to liaise with ActewWater to resolve the issue of the live asbestos watermain running under Road 2. 		
8	Variations	<ul style="list-style-type: none"> No variation has been submitted to date. (Post meeting note: Potential variation due to incorrect quantities in the BOQ with respect to asbestos works) 		
9	Other Matters	<ul style="list-style-type: none"> BMD to advise when they wish to have the design meeting with Cardno 		
10	Next Meeting	<ul style="list-style-type: none"> Thursday 17 October 2013; 10:30am (Post meeting note: 18 October 10:30am) 		

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 5	Date	18 OCTOBER 2013
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:30AM
Location	Lawson	Scribe	Amal Beeharry
Attendees	Guna Seelan – LDA Stacey Quayle – LDA Raffaele Filardo – LDA Amal Beeharry – Brown Consulting Chris Turner – Brown Consulting Jarrod Shearson – BMD Joe Mullany – BMD Sam McNeil – BMD		
Distribution	All above + Darren Benson (Brown Consulting)		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1	General			
1.1	Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes. 		
1.2	WHS	<ul style="list-style-type: none"> An incident occurred on 2 October 2013, whereby an intruder drove on site on his motorbike. This has been documented in BMD's management systems and is to be issued to Browns. (outstanding) Toolbox meetings take place every Friday. BMD to issue the minutes of the Toolbox meetings to Browns. (outstanding) Pre-start meetings take place every morning. CFMEU visited the site on various occasions last week and this week. Brown/LDA raised concern about inadequate safety measures in place regarding the relocation of the electrical overhead works. BMD confirmed that ActewAGL signed off on BMD's Work Method Statement on electrical works. BMD to send confirmation email to Browns. (outstanding) Brown conducted an unofficial WHS audit on BMD on 3 October 2013, followed by another one on 10 October 2013 and an official one on 16 October 2013. LDA's WHS audit was conducted on Thursday 17 October 2013. There were no non-conformances. The audit report will be circulated by LDA to all parties once it is received. 	BMD BMD Noted Noted Noted Noted LDA	31/10/13 31/10/13
1.3	Quality Assurance	<ul style="list-style-type: none"> The Hold Point register has been setup and is updated/ issued to Browns every Friday COB. The ITP register has been setup and is updated / issued to Browns every Friday COB. 	Noted Noted	

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1.4	Environment	<ul style="list-style-type: none"> EPA's Peter Ryan visited the site on 16 October 2013 and was satisfied with the status of environmental measures on site. All asbestos removal works proceeded in accordance with the approved RAP. There was no change to the width of the excavated trench as requested by BMD. 	Noted Noted	

2 Progress and Technical Issues			
Activity			
	% completion	Issues / Comments	Action
Site Establishment			
Remediation Works			
Remediation Action for Northern Asbestos Pipe within Stage 1C	100%		
Remediation Action for Northern Eastern Intersection within Stage 1C	90%	BMD requires resolution of the live asbestos watermain at the entry road. (Post meeting note: ACTEW Water issued drawings with proposal; works to be completed within 3 weeks).	
Remediation Action for Northern Asbestos Pipe outside Stage 1C	TBC		
Remediation Action for Northern Eastern Intersection outside Stage 1C	TBC	150m ³ remaining	
Remediation of Southern Asbestos Pipe	95%	To be completed next week. At the property boundary, the asbestos pipe has been sealed off. BMD to issue survey coordinates/depth to Browns/LDA.	
Remediation Works at reservoir Hill	80%		
Remediation of Eastern Hummocky Ground	50%	Concrete, bricks, asphalt, asbestos fragments were found.	
Electrical Works			
Stage 1A Early Works -Trenching -Boring -Conduit Installation -Reinstatement	30%	95% of one run completed	
Stage 1B Early Works -Trenching -Boring -Conduit Installation -Reinstatement	5%	Trees along Ginninderra Drive removed to allow works to proceed.	

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
3	PROGRAM			
3.1	Extensions of Time	<ul style="list-style-type: none"> No EOT has been submitted to date. BMD advised that the completion dates below are accurate enough. BMD to update the construction program and submit with the progress claim on a monthly basis. 	Noted BMD	
3.2	Program Stats	<ul style="list-style-type: none"> Scheduled PC dates as interpreted from BMD's Program <ul style="list-style-type: none"> – SP1 1/10/13 – SP1A 3/12/13 – SP2 3/12/13 – SP3 30/09/14 – SP3A 25/02/14 – SP3B 08/07/14 – SP4 25/11/14 – SP5 23/12/14 – SP6 17/02/15 	Noted	
4	Contractual Matters	<ul style="list-style-type: none"> LDA finalising BMD's contract document. BMD to advise if they wished the security deposit to be reduced following completion of the various Separable Portions (Clause 8.03). Quantity agreement sheets signed by Brown and BMD are being used. 	LDA BMD Noted	
5	Claims	<ul style="list-style-type: none"> Claim No. 1 for works ending September 2013 has been submitted and processed to the value of \$233,331.08. BMD's approx. claim for October 2013 is likely to be approx. \$2M. BMD to submit a table of monthly cash flow projection. 	Noted BMD BMD	
6	Variations	<ul style="list-style-type: none"> No variation has been submitted to date. There will be a variation for the remedial works due to incorrect quantities in the BOQ. Other potential variations may include: <ul style="list-style-type: none"> ○ Approx. 45m of extra boring due to live HV running across the trench ○ Hydro excavation works ○ Works related to relocating the watermain at the entry road 	Noted Noted Noted	

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
7	RFI's	<ul style="list-style-type: none"> The RFI register has been setup and is updated / issued to Browns every Friday COB. RFIs 1-6 have been answered. RFI 7 is outstanding – Brown waiting on ActewAGL to confirm new conduit arrangement at Ginninderra / Baldwin Dr intersection. 	Noted Browns	
8	Project Changes	<ul style="list-style-type: none"> Where there are clashes of the proposed underground HV and proposed stormwater, ActewAGL have agreed on relocating all six cables on top of the stormwater line (RFI 6). BMD has flagged their intention to claim additional costs due to the different work methodology. BMD to send confirmation email from ActewAGL's Warren Peisley about min. 400mm clearance. (Post meeting note: done. Clearance applies from conduit edge to conduit edge. Other requirement is hard tape is to be used at joint locations and where depth is reduced). For any potential service clashes, BMD is required to liaise with Chris Turner in the first instance, then Brown will confirm with Cardno. 	Noted BMD Noted	
9	Other Matters	<ul style="list-style-type: none"> BMD to confirm date on which they wish to have the design meeting with Cardno. Project signs have been erected. BMD to advise about sewer works across Baldwin Dr – whether boring or open trench excavation will be used. 	BMD Noted BMD	
10	Next Meeting	<ul style="list-style-type: none"> Thursday 31 October 2013; 10:30am 		

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 6	Date	31 OCTOBER 2013
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:30AM
Location	Lawson	Scribe	Amal Beeharry
Attendees	Guna Seelan – LDA Stacey Quayle – LDA Raffaele Filardo – LDA Amal Beeharry – Brown Consulting Chris Turner – Brown Consulting Darren Benson (Brown Consulting)		
Distribution	All above		
	Jarrod Shearson – BMD Joe Mullany – BMD Sam McNeil – BMD Justin Devantier – BMD		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1	General			
1.1	Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes. 	Noted	
1.2	WHS	<ul style="list-style-type: none"> (Post meeting note: BMD issued the two incident report to Browns and this has been sent to LDA). Toolbox meetings minutes have been issued to Browns every week. Pre-start meetings take place every morning. The WHS audit report has been circulated and BMD confirmed that the audit results are a true reflection of the audit and its findings and have no objections. Browns WHS officer conducted a safety site walk on 30/10/13. 	Noted Noted Noted Noted Noted	
1.3	Quality Assurance	<ul style="list-style-type: none"> The Hold Point register has been setup and is updated/ issued to Browns every Friday COB. The ITP register has been setup and is updated / issued to Browns every Friday COB. BMD setting up excel spreadsheet to facilitate the QA processes. BMD to give Browns sand grading results from the site stockpile. 	Noted Noted Noted Noted	

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1.4	Environment	<ul style="list-style-type: none"> BMD confirmed the waterway works licence approved – to be issued to Browns/LDA. (Post meeting note: advice received from BMD was incorrect. No waterway works licence has been issued by EPA to BMD for Lawson. Browns/EPA/BMD has a site meeting on 8/11/13 whereby EPA expressed dissatisfaction about BMD's recurring ignorance of EPA's requirements on previous projects as well as the waterway works licence for Lawson. BMD were allowed to complete the works in the vicinity of the creek to minimise further risk to the environment. Other areas inspected by EPA on 8/11/13 were the sedimentation pond outside the work limits and the proposed point of water extraction from Lake Ginninderra. EPA also advised that the waterway work licence should include any sedimentation pond greater than 2ML in volume. All weather access track to be replaced as it contained debris, steel, etc. 	<p>Noted</p> <p>BMD</p> <p>BMD</p> <p>Noted</p> <p>BMD</p> <p>BMD</p>	

2 Progress and Technical Issues			
Activity			
	% completion	Issues / Comments	Action
Site Establishment			
Remediation Works			
Remediation Action for Northern Asbestos Pipe within Stage 1C	100%		
Remediation Action for Northern Eastern Intersection within Stage 1C	100%	BMD requires resolution of the live asbestos watermain at the entry road. ACTEW Water issued drawings with proposal.	
Remediation Action for Northern Asbestos Pipe outside Stage 1C	100%		
Remediation Action for Northern Eastern Intersection outside Stage 1C	100%		
Remediation of Southern Asbestos Pipe	100%	BMD to issue survey coordinates/depth to Browns/LDA of the termination point of the asbestos pipe.	
Remediation Works at reservoir Hill	95%		
Remediation of Eastern Hummocky Ground	95%		
Electrical Works			
Stage 1A Early Works -Trenching -Boring -Conduit Installation -Reinstatement	70%	Boring works starting 1/11/13 ActewAGL to start pulling cable end November BMD advised all works to be completed in 2 weeks	
Stage 1B Early Works -Trenching -Boring -Conduit Installation -Reinstatement	35%	BMD advised works will be 55% in 2 weeks.	
BULK EARTHWORKS		BMD advised earthworks starting next week in Stage 1C	



Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
3	PROGRAM			
3.1	Extensions of Time	<ul style="list-style-type: none"> • (Post meeting note: 18 days EOT submitted. Browns to assess and advise). • BMD advised that the completion dates below are accurate enough. BMD to update the construction program and submit with the progress claim on a monthly basis. • BMD advised they will have six hydraulic crews for Lawson; the first crew is scheduled to start pre-Christmas. • Scheduled PC dates as per contract <ul style="list-style-type: none"> – SP1 01/10/13 – SP1A 3/12/13 – SP2 3/12/13 – SP3 30/09/14 – SP3A 25/02/14 – SP3B 08/07/14 – SP4 24/02/15 – SP5 23/12/14 – SP6 19/05/15 	<p>Browns</p> <p>BMD</p> <p>Noted</p> <p>Noted</p>	
3.2	Program Stats	<ul style="list-style-type: none"> • Scheduled PC dates as interpreted from BMD's Program <ul style="list-style-type: none"> – SP1 1/10/13 – SP1A 3/12/13 – SP2 3/12/13 – SP3 30/09/14 – SP3A 25/02/14 – SP3B 08/07/14 – SP4 25/11/14 – SP5 23/12/14 – SP6 17/02/15 	Noted	

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
4	Contractual Matters	<ul style="list-style-type: none"> LDA finalising BMD's contract document. LDA received insurance details on 30/10/13; to be sent to BMD for records. Brown/LDA to calculate percentage reductions of the security deposit following completion of the various Separable Portions (Clause 8.03). Quantity agreement sheets signed by Brown and BMD are being used. 	LDA LDA Browns Noted	
5	Claims	<ul style="list-style-type: none"> Claim No. 2 for works ending October 2013 has been submitted and processed to the value of \$1,963,050.54 for value of works completed to date \$2,196,381.62. BMD to submit a table of monthly cash flow projection. 	Noted BMD	
6	Variations	<ul style="list-style-type: none"> (Post meeting note: Three variations have submitted on 13/11/13. Brown to assess and advise). There has been significant increases in quantities related to the remediation works due to incorrect quantities in the BOQ. Other potential variations may include: <ul style="list-style-type: none"> Approx. 45m of extra boring due to live HV running across the trench Approx. 10m of extra boring across the creek Works related to relocating the watermain at the entry road 	Browns Noted Noted	



Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
7	RFI's	<ul style="list-style-type: none"> The RFI register has been setup and is updated / issued to Browns every Friday COB. (Post meeting note: there are a few outstanding RFIs that Browns need to respond to). 	Noted Browns	
8	Project Changes	<ul style="list-style-type: none"> BMD to advise progress of watermain relocation works at the site entrance. 	BMD	

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
9	Other Matters	<ul style="list-style-type: none"> BMD to confirm date on which they wish to have the design meeting with Cardno. BMD's preference is to bore the sewer across Baldwin Dr. However, the subcontractor has to be approved by ActewWater prior to these works. LDA's Sales personnel will be visiting Lawson site on 1/11/13 to confirm location of sales signboard. LDA advised that BMD is to secure the site on weekends as well as place additional signage to prevent public access at all times. The ActewAGL gate is to be locked at all times. It appears that BMD personnel are leaving the gate open. (Post meeting note: BMD confirmed this will be discussed in the toolbox meetings). BMD to advise about the creek diversion works and its stabilisation. Browns advised BMD to leave all clay material on site for later re-use. 	<p>BMD</p> <p>BMD</p> <p>Noted</p> <p>BMD</p> <p>BMD</p> <p>BMD</p> <p>BMD</p>	
10	Next Meeting	<ul style="list-style-type: none"> Thursday 14 November 2013; 10:30am 		

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 7	Date	14 November 2013
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:30AM
Location	Lawson	Scribe	Amal Beeharry
Attendees	<p>Guna Seelan – LDA Stacey Quayle – LDA Raffaele Filardo – LDA Amal Beeharry – Brown Consulting Chris Turner – Brown Consulting Darren Benson – Brown Consulting Paul Scotellaro – Brown Consulting</p> <p>Jarrold Shearson – BMD Joe Mullany – BMD Sam McNeil – BMD Justin Devantier – BMD</p>		
Distribution	All above		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1	General			
1.1	Minutes – Previous Meeting	<ul style="list-style-type: none"> LDA advised minutes were not a true reflection of the meeting as it included further progress/updates of items not discussed at the meeting. Point noted and Brown to issue meeting minutes by Monday COB following Thursday's meeting. 	Browns	
1.2	WHS	<ul style="list-style-type: none"> BMD issued two incident reports to Browns and this has been sent to LDA. The WHS audit report has been circulated and BMD confirmed that the audit results are a true reflection of the audit and its findings and have no objections. Further to a query raised during the external WHS audit, Browns WHS officer pointed out that based on the current legislation, subcontractors can work under BMD's SWMS, their own or a combination. Browns advised that the WHS audit report did not include the Browns audit. LDA to follow up. LDA advised that the next WHS audit will be approx. March 2014. Browns WHS officer conducted a safety site walk on 30/10/13. All issues previously noted had been closed out by BMD. Browns advised BMD that they will need to fill in details in Brown's WHS monthly report. 	Noted Noted Noted LDA Noted Noted BMD	
1.3	Quality Assurance	<ul style="list-style-type: none"> BMD setting up excel spreadsheet to facilitate the QA processes. LDA requested cut/fill depths for Reservoir Hill. BMD to action. 	Noted BMD	

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1.4	Environment	<ul style="list-style-type: none"> BMD apologises to all parties concerned for issues related to the waterway works licence. BMD to raise a non-conformance and issue to Browns for undertaking works without a waterway works licence. BMD to keep Browns/LDA informed as to the timeframe for approval of the waterway works licence and to issue a copy to Browns/LDA once granted. EPA issued a warning to BMD on 14/11/2013 for unauthorised waterway work at Lawson. Browns/EPA/BMD had a site meeting on 8/11/13 whereby EPA expressed dissatisfaction about BMD's recurring ignorance of EPA's requirements on previous projects as well as the waterway works licence for Lawson. EPA were generally satisfied with the protection measures currently in place and allowed BMD to complete the works in the vicinity of the creek to minimise further risk to the environment. Other areas inspected by EPA on 8/11/13 were the sedimentation pond outside the work limits and the proposed point of water extraction from Lake Ginninderra. EPA also advised that the waterway works licence should include any sedimentation pond greater than 2ML in volume. BMD in discussion with TAMS to access the land adjacent Lake Ginninderra for water extraction. <p>EPA gave BMD special dispensation to dose the ponds with Alum prior to pumping the water out. The TDS reading to be <50ppm prior to discharging through the buffer zone.</p> <ul style="list-style-type: none"> Further to the significant accumulation of water on site, Browns/BMD confirmed that most of this water comes from a headwall outlet into the Lawson site from the suburb of Kaleen. BMD advised they will issue an RFI in this regard. Browns further requested BMD to peg out the alignment for the proposed stormwater diversion pipe to see if there are any constraints. 	<p>Noted</p> <p>BMD</p> <p>BMD</p> <p>Noted</p> <p>BMD</p> <p>Noted</p> <p>Noted</p> <p>BMD</p> <p>BMD</p> <p>BMD</p> <p>BMD/ Browns</p>	

2 Progress and Technical Issues			
Activity			
	% completion	Issues / Comments	Action
Site Establishment			
Remediation Works			
Remediation Action for Northern Asbestos Pipe within Stage 1C	99%	Awaiting certification from Coffeys and EPA.	
Remediation Action for Northern Eastern Intersection within Stage 1C	95%	The live asbestos watermain at the entry road remains to be removed. Evidence of additional ACM found; approx. 500m3 currently stockpiled on site. Instruction from Coffeys is to have all stockpiles covered until its disposal. Testing undertaken, awaiting approval from EPA to proceed with its removal and BMD to notify ACT NOWaste to arrange for disposal at the tip. BMD advised potentially another 2,500m3 of ACM needs to be dealt with in the northeast area.	
Remediation Action for Northern Asbestos Pipe outside Stage 1C	99%	Awaiting certification from Coffeys and EPA.	
Remediation Action for Northern Eastern Intersection outside Stage 1C	99%	Awaiting certification from Coffeys and EPA.	
Remediation of Southern Asbestos Pipe	99%	BMD to issue survey coordinates/depth to Browns/LDA of the termination point of the asbestos pipe. Awaiting certification from Coffeys and EPA.	
Remediation Works at reservoir Hill	99%	Awaiting certification from Coffeys and EPA.	
Remediation of Eastern Hummocky Ground	95%	A series of tests pits have been undertaken south of the southern pipe and evidence of ACM has been found. Awaiting EPA approval as it is outside the RAP. BMD waiting on confirmation of work methodology/direction from Coffeys prior to undertaking further work.	

2 Progress and Technical Issues			
Activity			
	% completion	Issues / Comments	Action
Electrical Works			
Stage 1A Early Works -Trenching -Boring -Conduit Installation -Reinstatement	75%	Delays experienced due to ACM in the northeast area.	
Stage 1B Early Works -Trenching -Boring -Conduit Installation -Reinstatement	45%	BMD advised an additional boring machine will be available on site in future.	
BULK EARTHWORKS		BMD advised bulk earthworks starting next week in Stage 1C	

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
3	PROGRAM			
3.1	Upcoming Key activities	<ul style="list-style-type: none"> Browns/BMD asked LDA whether they foresee any potential issues if BMD was allowed to perform earthworks operations in Stage 1C. LDA advised that as long as clearance is given by Coffeys about the second access point to the site, there should be no issues. BMD to send their Vehicle Management Plan to Coffeys. Browns/BMD/LDA agreed that if any ACM is found during the bulk earthworks operations, this will be dealt with under the Unexpected Finds Protocol. BMD advised that the hydraulic subcontractor will be Axis Drainage scheduled to start work on site next week. 	Browns	
3.2	Extensions of Time	<ul style="list-style-type: none"> BMD submitted 2 EOT for 18 days total. Browns to assess and advise. BMD advised that the completion dates below are slightly behind schedule due to the various recent delays. BMD to update the construction program and submit with the progress claim on a monthly basis. 	BMD Noted Browns Noted BMD	

3.3	Program Dates	<ul style="list-style-type: none"> • Scheduled PC dates <table border="1" data-bbox="370 331 1230 1325"> <thead> <tr> <th></th> <th>Per Contract</th> <th>BMD's program</th> </tr> </thead> <tbody> <tr> <td>– SP1 (remediation of contaminated materials in the RAP within 1C)</td> <td>01/10/13</td> <td>1/10/13</td> </tr> <tr> <td>– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)</td> <td>3/12/13</td> <td>3/12/13</td> </tr> <tr> <td>– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)</td> <td>3/12/13</td> <td>3/12/13</td> </tr> <tr> <td>– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)</td> <td>30/09/14</td> <td>30/09/14</td> </tr> <tr> <td>– SP3A (all civil bulk earthworks associated with Stage 1A)</td> <td>25/02/14</td> <td>25/02/14</td> </tr> <tr> <td>– SP3B (all civil bulk earthworks associated with Stage 1B)</td> <td>08/07/14</td> <td>08/07/14</td> </tr> <tr> <td>– SP4 (Stage 1C-1 landscape construction and consolidation)</td> <td>24/02/15</td> <td>25/11/14</td> </tr> <tr> <td>– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)</td> <td>23/12/14</td> <td>23/12/14</td> </tr> <tr> <td>– SP6 (Stage 1C-2 landscape construction and consolidation)</td> <td>19/05/15</td> <td>17/02/15</td> </tr> </tbody> </table> 		Per Contract	BMD's program	– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	1/10/13	– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	3/12/13	– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	3/12/13	– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	30/09/14	– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	25/02/14	– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	08/07/14	– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	25/11/14	– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	23/12/14	– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	17/02/15		
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4	Contractual Matters	<ul style="list-style-type: none"> • LDA to follow up with SSP re BMD's contract document. • LDA sent insurance details to BMD. No comments from BMD. • Brown/LDA to calculate percentage reductions of the security deposit following completion of the various Separable Portions (Clause 8.03). • BMD to issue electronic draft version of quantity agreement sheets to Browns for comments. 	<p>LDA</p> <p>Noted</p> <p>Browns /LDA</p> <p>BMD</p>																															

5	Claims	<ul style="list-style-type: none"> • Claim No. 2 for works ending October 2013 has been submitted and processed to the value of \$1,963,050.54 for value of works completed to date \$2,196,381.62. • LDA requested BMD re-send Tax Invoice with BMD's logo. LDA advised likely payment date will be Tuesday or Thursday next week. • BMD to submit a table of monthly cash flow projection. 	Noted BMD BMD	
6	Variations	<ul style="list-style-type: none"> • Three variations have submitted on 13/11/13. Brown to assess and advise. • Due to the significant increases in quantities related to the remediation works, BMD/Browns to send weekly quantities and costs updates to LDA. • Other potential variations may include: <ul style="list-style-type: none"> ○ Approx. 45m of extra boring due to live HV running across the trench ○ Approx. 10m of extra boring across the creek ○ Works related to relocating the watermain at the entry road 	Browns Noted Noted	
7	RFI's	<ul style="list-style-type: none"> • There are a few outstanding RFIs that Browns need to respond to. Some of these are design-related which Cardno has to respond to. • Browns advised BMD to raise any design-related issues as soon as practical as most of these have to be referred back to Cardno. 	Noted Browns	
8	Project Changes	<ul style="list-style-type: none"> • ActewWater undertaking the cut-in of the new valve and tee on 18/11/13. BMD will then lay the waterpipe without connection. Once tested, connection to the new tee in ActewWater's presence will be at a later date. • Pipe material PVC-O has been approved by ActewWater. 	Noted Noted	

9	Other Matters	<ul style="list-style-type: none"> • BMD to confirm date on which they wish to have the design meeting with Cardno. • Browns advised BMD to nominate their preferred boring subcontractor for works across Baldwin Dr for acceptance by ActewWater. If required, Browns can setup a meeting with ActewWater to discuss further. • LDA's proposed sales signboard is in the location of the ACM. LDA advised that if signboard cannot be placed by next week, it's probably not worth placing the signboard at a later date. • The ActewAGL gate is to be locked at all times. BMD advised that they do not have a key to that gate and therefore others have to ensure the gate is locked. • BMD advised that the work method statement submitted to EPA departs from creek diversion. • BMD to advise about excess all clay material on site as this will be incorporated in Stage 1B ponds works. • Christmas shutdown period will be from 20/12/13 to 06/01/14. 	<p>BMD</p> <p>BMD</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>BMD</p> <p>Noted</p>	
10	Next Meeting	<ul style="list-style-type: none"> • Thursday 28 November 2013; 10:30am 		

C

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 8	Date	29 November 2013
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:30AM
Location	Lawson	Scribe	Amal Beeharry
Attendees	Guna Seelan – LDA Raffaele Filardo – LDA Amal Beeharry – Brown Consulting Chris Turner – Brown Consulting Paul Scotellaro – Brown Consulting	Jarrold Shearson – BMD Sam McNeil – BMD Justin Devantier – BMD	
Distribution	All above Darren Benson – Brown Consulting Stacey Quayle – LDA Joe Mullany – BMD		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1	General			
1.1	Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes. 	Noted	
1.2	WHS	<ul style="list-style-type: none"> An incident was reported to BMD on 27/11/13 whereby a worker jarred his knee injury during manual handling of HV pipes, however there was no lost time injury. All observations from Browns external WHS audit have been closed out. Browns WHS officer conducted a safety site walk audit on 27/11/13. Main issues noted were: <ol style="list-style-type: none"> Dust suppression, Sub-contractor SWMS to be signed by sub-contractor management representative. BMD to submit the monthly contractor's WHS report to LDA by the 6th of each month. LDA advised that there should be additional signage to get all truck drivers to report to main site office. 	BMD Noted BMD LDA BMD BMD	C
1.3	Quality Assurance	<ul style="list-style-type: none"> The Quantity Agreement Sheet (QAS) is being used; this is to be reviewed in approx. 1 month. 	Noted	
1.4	Environment	<ul style="list-style-type: none"> BMD requested to provide quote for temporary stormwater pipework from end of 450mm headwall to divert water around the site. Meeting with EPA/TAMS re extraction of water and permission to use TAMS land scheduled for 29/11/13 at 1pm. 	BMD Noted	

2 Progress and Technical Issues Activity			
Site Establishment	% completion	Issues / Comments	Action
Remediation Works Remediation Action for Northern Asbestos Pipe within Stage 1C	99%	Awaiting certification from Coffeys and EPA.	
Remediation Action for Northern Eastern Intersection within Stage 1C	95%	The live asbestos watermain at the entry road to be removed. Approx. 500m3 of potential ACM currently stockpiled and covered on site. Approval from EPA granted for its removal; scheduled for Monday 2/12/13. Browns/Coffeys/BMD to do measurement prior to material being carted off-site.	
Remediation Action for Northern Asbestos Pipe outside Stage 1C	99%	Awaiting certification from Coffeys and EPA.	
Remediation Action for Northern Eastern Intersection outside Stage 1C	99%	Awaiting certification from Coffeys and EPA.	
Remediation of Southern Asbestos Pipe	99%	BMD to issue survey coordinates/depth to Browns/LDA of the termination point of the asbestos pipe. Awaiting certification from Coffeys and EPA.	
Remediation Works at reservoir Hill	99%	Awaiting certification from Coffeys and EPA.	
Remediation of Eastern Hummocky Ground	95%	BMD waiting for direction from Coffeys prior to undertaking further work.	

2 Progress and Technical Issues				
Activity	% completion	Issues / Comments		Action
Electrical Works Stage 1A Early Works -Trenching -Boring -Conduit Installation -Reinstatement	90%	Delays experienced due to ACM in the northeast area. ActwAGL to be on site prior to Christmas if all conduits are in place for them to pull cables.		
Stage 1B Early Works -Trenching -Boring -Conduit Installation -Reinstatement	65%			
BULK EARTHWORKS (1C)				
Topsoil strip	20%			
Bulk Earthworks	2.5%	Approx. 5000m3		

BROWN

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
3	PROGRAM			
3.1	Upcoming Key activities	<ul style="list-style-type: none"> BMD advised that the stormwater crossing works are in progress. Continuation of Topsoil strip and bulk earthworks. 	Noted	
3.2	Extensions of Time	<ul style="list-style-type: none"> EOT 1 and 2 for 18 days approved. BMD to update the construction program and submit with the progress claim on a monthly basis. 	Noted BMD	

BROWN

3.3	Program Dates	Scheduled PC dates	Original Contract	Revised Contract Dates	BMD's program	Revised BMD's Dates
		– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	TBA	1/10/13	TBA
		– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	TBA	3/12/13	TBA
		– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	TBA	3/12/13	TBA
		– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	TBA	30/09/14	TBA
		– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	TBA	25/02/14	TBA
		– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	TBA	08/07/14	TBA
		– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	TBA	25/11/14	TBA
		– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	TBA	23/12/14	TBA
		– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	TBA	17/02/15	TBA
4	Contractual Matters	<ul style="list-style-type: none"> LDA to follow up re Contract document. Percentage reductions of the security deposit for the various Separable Portions issued to BMD. 			LDA	Noted

BROWN

5	Claims	<ul style="list-style-type: none"> Claim No. 3 for works ending November 2013 to be submitted by BMD soon. BMD submitted a table of monthly cash flow projection. 	Noted	
6	Variations	<ul style="list-style-type: none"> Variations 1, 2, 3 assessed. Browns to re-visit Variation 3 and advise. Variations 4, 5, 6 issued to Browns on 29/11/13. Browns to assess and advise BMD/Browns to send weekly quantities and costs updates to LDA. North East ACM stockpiled measured at approx. 370m3. 	Browns Browns Noted	
7	RFI's	<ul style="list-style-type: none"> Browns to respond to outstanding RFIs noting that some are design-related which requires Cardno's input. Browns had a site meeting with ActewWater on 29/11/13. ActewWater confirmed: Class D covers should be used instead of Class C; they will check on change to the water meter pit details and BMD to send work methodology for sewer boring works across Baldwin Dr and the creek. LDA/Browns/BMD/Cardno had design meeting on 26/11/13 and this resulted in resolution of a number of outstanding items. 	Browns Browns /BMD Noted	
8	Project Changes	<ul style="list-style-type: none"> Smart metering? 	Noted	
9	Other Matters	<ul style="list-style-type: none"> LDA's proposed sales signboard to be erected on Tuesday 3/12/13. Christmas shutdown period will be from 20/12/13 to 06/01/14. 	Noted Noted	
10	Next Meeting	<ul style="list-style-type: none"> Friday 13 December 2013; 11:00am 		

BROWN**Meeting Minutes**

Subject	MINUTES OF SITE MEETING NO. 9	Date	12 December 2013
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:30AM
Location	Lawson	Scribe	Amal Beeharry
Attendees	Guna Seelan – LDA Raffaele Filardo – LDA Stacey Quayle – LDA Amal Beeharry – Brown Consulting Darren Benson – Brown Consulting	Jarrold Shearson – BMD Sam McNeil – BMD Justin Devantier – BMD Greg Virtue – BMD	
Distribution	All above Chris Turner – Brown Consulting Joe Mullany – BMD Paul Scotellaro – Brown Consulting		

BROWN

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1	General			
1.1	Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes. 	Noted	
1.2	WHS	<ul style="list-style-type: none"> No incident reported since the last meeting. BMD advised that the current procedure of getting all truck drivers to report to main site office is working well, therefore no additional signage to that effect has been erected on site. The sub-contractor SWMS have now been signed by a sub-contractor management representative. 	BMD Noted Noted	
1.3	Quality Assurance	<ul style="list-style-type: none"> No issues to note. 	Noted	
1.4	Environment	<ul style="list-style-type: none"> Browns re-iterated the notice of latent condition 001 related to the stormwater flooding from Kaleen is not supported, therefore, quote for temporary stormwater diversion is not supported by Browns. BMD to advise further. Environmental 'issue' was reported by the CEO of ESDD on 11/12/12. BMD/Browns undertook a site visit immediately and noted that all environmental controls were in place as per the approved EMP. BMD were instructed to sweep a small amount of sediment off Baldwin Dr. Further there was a full environmental inspection of the site by EPA's Rohan Peek on 12/12/13, with no issues noted. There is currently no DA approval for the creek works adjacent Lake Ginninderra; this is expected pre-Christmas. BMD has been advised that it is their decision to use water from the hydrants or water from Lake Ginninderra and LDA cannot be held responsible for any issues related to this. If the temporary access track that BMD proposes to construct requires to be shifted due to a design change in the creek, BMD has to re-construct the temporary access track at their own cost. 	BMD Noted BMD	

2 Progress and Technical Issues			
Activity	% completion	Issues / Comments	Action
<u>Site Establishment</u>			
<u>Remediation Works</u>			
Remediation Action for Northern Asbestos Pipe within Stage 1C	99%	Awaiting certification from Coffeys and EPA.	
Remediation Action for Northern Eastern Intersection within Stage 1C	95%	The live asbestos watermain at the entry road to be removed. EPA approval for works at the NE Intersection imminent. Site measurement of existing stockpile showed 370m3. Material carted off-site approx. 585m3.	
Remediation Action for Northern Asbestos Pipe outside Stage 1C	99%	Awaiting certification from Coffeys and EPA.	
Remediation Action for Northern Eastern Intersection outside Stage 1C	99%	Awaiting certification from Coffeys and EPA.	
<u>Remediation of Southern Asbestos Pipe</u>	99%	Awaiting certification from Coffeys and EPA.	
<u>Remediation Works at reservoir Hill</u>	99%	Awaiting certification from Coffeys and EPA.	
Remediation of Eastern Hummocky Ground	95%	BMD waiting for direction from Coffeys prior to undertaking further work.	

2 Progress and Technical Issues				
Activity	% completion	Issues / Comments	Action	
Electrical Works				
Stage 1A Early Works Trenching/Boring/Conduit Installation/Reinstatement	90%	Delays experienced due to ACM in the northeast area. HV bore to commence Fri 13/12/13. Excess material to be stockpiled on site.		
Stage 1B Early Works - Trenching/Boring/Conduit Installation/Reinstatement	90%			
BULK EARTHWORKS (1C)				
Topsoil strip	60%			
Bulk Earthworks	15%			
OTHERS				
Sewer boring		Due to the high variation cost for the sewer boring works, BMD has been asked to provide a quote for sewer trenching works across Baldwin Dr. It is to be noted that the methodology for the sewer boring has not been issued to ActewWater as yet, pending a decision of boring vs trenching. The sewer in the laneway from Baldwin Dr to Cloncurry St (Str 16/101 to Str 17/101) was also discussed. The construction drawing shows this sewer is to be trenching; BMD's fee variation proposal includes this sewer to be bored.	Quote for sewer trenching	
Water main at NE Intersection		An instruction has been issued to BMD to shift the alignment of the watermain at the NE Intersection to avoid the existing stockpile. ActewWater has confirmed and requested that this is picked up in the WAE drawings.	New water alignment to be picked up in WAE	
Remediation Works		BMD requested to provide all tip docket to Coffeys for certification of the works and a copy of the tip docket to LDA.	Tip docket to be submitted to Coffeys and LDA	

BROWN

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
3	PROGRAM			
3.1	Upcoming Key activities	<ul style="list-style-type: none"> BMD advised that the stormwater crossing works are in progress. Continuation of Topsoil strip and bulk earthworks. Browns to assess EOT 3. 	Noted	
3.2	Extensions of Time	<ul style="list-style-type: none"> Update construction program for Nov 2013 submitted. 	Browns BMD	

BROWN

3.3	Program Dates	<ul style="list-style-type: none"> Scheduled PC dates 	Original Contract	Revised Contract Dates	BMD's program	Revised BMD's Dates
		– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	TBA	1/10/13	TBA
		– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	TBA	3/12/13	TBA
		– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	TBA	3/12/13	TBA
		– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	TBA	30/09/14	TBA
		– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	TBA	25/02/14	TBA
		– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	TBA	08/07/14	TBA
		– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	TBA	25/11/14	TBA
		– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	TBA	23/12/14	TBA
		– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	TBA	17/02/15	TBA
4	Contractual Matters	<ul style="list-style-type: none"> BMD reviewing Contract document. BMD to advise further in relation to percentage reductions of the security deposit for the various Separable Portions. 		BMD		

BROWN

5	Claims	<ul style="list-style-type: none"> Claim No. 3 for works ending November 2013 processed and BMD issued a Tax Invoice. Browns notes there has been deductions in relation to the ACM works. Browns asked if BMD would like to discuss further, BMD declined. BMD advised the Dec 2013 claim will be submitted on 19 or 20 Dec 2013 without the Security of Payment Clause; therefore can be processed in the first week of January 2014. BMD submitted the updated monthly cash flow projection. The QAS sheets are being used to track quantities. 	Noted Noted Noted Noted	
	Variations	<ul style="list-style-type: none"> Assessment of Variations 1-6, 10 completed. Browns to assess Variations 7, 8, 9, 11, 12. In relation to Variation 11 (delay costs) Browns requested additional substantiation as to the costs incurred by BMD as it is not possible to undertake the assessment based on BMD's current submission. 	Noted Browns BMD	
7	RFI's	<ul style="list-style-type: none"> Except for RFI 020, there are no outstanding RFIs. BMD confirmed that there are no RFIs which are causing delays. ActewWater confirmed to proceed with the works as per approved Drg 3225 Rev 3 with a 80mm dirt box and 80mm helix meter. 	Noted Noted BMD	
8	Project Changes	<ul style="list-style-type: none"> Smart metering; an additional 2x50mm conduits are to be installed. LDA to provide confirmation and details. 	LDA	
9	Other Matters	<ul style="list-style-type: none"> Christmas shutdown period will be from 20/12/13 to 06/01/14. BMD asked to secure site. 	BMD	
10	Next Meeting	<ul style="list-style-type: none"> Thursday 16 January 2014; 10:30am 		

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 10	Date	15 January 2014
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	14:30AM
Location	Lawson	Scribe	Amal Beeharry
Attendees	Guna Seelan – LDA Raffaele Filardo – LDA Stacey Quayle – LDA Amal Beeharry – Brown Consulting Bill Buckingham – Brown Consulting Paul Scotellaro – Brown Consulting	Jarrold Shearson – BMD Sam McNeil – BMD Joe Mullany – BMD Greg Virtue – BMD Justin Devantier – BMD	
Distribution	All above Chris Turner – Brown Consulting Darren Benson – Brown Consulting		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1	General			
1.1	Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes. 	Noted	
1.2	WHS	<ul style="list-style-type: none"> Following the site shutdown during Christmas, the ATF fence at the main entrance to the site was knocked over and was subsequently reestablished. Browns noted that one excavator operator was working under the HV powerline and also his permit-to-dig was out of date. BMD advised that the signed copy of the permit was not in the machine at the time. BMD to provide info. 	Noted BMD	
1.3	Quality Assurance	<ul style="list-style-type: none"> Browns has requested audit testing be undertaken on the sewer line. BMD to arrange and provide results. 	BMD	
1.4	Environment	<ul style="list-style-type: none"> BMD provided additional information in support of the notice of latent condition 001 related to the stormwater flooding from Kaleen. Browns to advise further. There has been no visits from EPA since the last site meeting. BMD has constructed the temporary access track to extract water from Lake Ginninderra. EPA has confirmed that they are satisfied with the arrangement and that readings are to be provided to them on a monthly basis. LDA carried out a site inspection last Friday and advised that the area of golden sunmoth is to be barricaded as no vehicular movement is permitted in that area as per the Vegetation Management Plan (VMP). BMD has been reminded of their other obligations under the VMP. 	Browns Noted Noted BMD	

2 Progress and Technical Issues Activity	% completion	Issues / Comments	Action
Site Establishment			
Remediation Works			
Remediation Action for Northern Asbestos Pipe within Stage 1C	99%	Awaiting certification from Coffeys and EPA.	
Remediation Action for Northern Eastern Intersection within Stage 1C	95%	The live asbestos watermain at the entry road to be removed. EPA approval for works at the NE Intersection imminent. Site measurement of existing stockpile showed 370m3. Material carted off-site approx. 585m3.	
Remediation Action for Northern Asbestos Pipe outside Stage 1C	99%	Awaiting certification from Coffeys and EPA.	
Remediation Action for Northern Eastern Intersection outside Stage 1C	99%	Awaiting certification from Coffeys and EPA.	
Remediation of Southern Asbestos Pipe	99%	Awaiting certification from Coffeys and EPA.	
Remediation Works at reservoir Hill	99%	Awaiting certification from Coffeys and EPA.	
Remediation of Eastern Hummocky Ground	95%	BMD waiting for direction from Coffeys prior to undertaking further work.	

BMD advised that the Coffeys validation reports are 85-90% completed

2 Progress and Technical Issues Activity	% completion	Issues / Comments	Action
Electrical Works			
Stage 1A Early Works Trenching/Boring/Conduit Installation/Reinstatement	90%	Delays experienced due to ACM in the northeast area. Electrical cable delivery is in progress. Tentative date given by ActewAGL is next week. Six week program to completion.	
Stage 1B Early Works - Trenching/Boring/Conduit Installation/Reinstatement	95%	One bore to be completed. Electrical cable delivery is in progress. Tentative date given by ActewAGL is next week. Six week program to completion.	
BULK EARTHWORKS (1C)			
Topsoil strip	85%		
Bulk Earthworks	40%		
OTHERS			
Sewer boring		Sewer redesign works by Cardno in progress for the sewermain at the creek and off Baldwin Dr.	
Water main at NE Intersection		AC watermain at the main entrance has cracked, is leaking and has been temporarily turned off by ActewWater. Browns is to follow up and discuss further with ActewWater.	
Remediation Works		BMD advised all tip dockets had been issued to Coffeys and a copy to Browns.	

LDA requested Browns invite ActewAGL to all future site meetings for the first 30mins until the electrical relocation works are completed.

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Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
3	PROGRAM			
3.1	Upcoming Key activities	<ul style="list-style-type: none"> BMD advised continuation of the stormwater works. Continuation of Topsoil strip and bulk earthworks. Validation report by Coffeys. Electrical works 	Noted	
3.2	Extensions of Time	<ul style="list-style-type: none"> EOTs 1, 2 and 3 assessed. Browns to assess EOT 4. 	BMD BMD Browns	

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3.3	Program Dates	<ul style="list-style-type: none"> Scheduled PC dates 	Original Contract	Revised Contract Dates	BMD's program	Revised BMD's Dates
		<ul style="list-style-type: none"> SP1 (remediation of contaminated materials in the RAP within 1C) 	01/10/13	7/11/13	1/10/13	TBA
		<ul style="list-style-type: none"> SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill) 	3/12/13	16/12/13	3/12/13	TBA
		<ul style="list-style-type: none"> SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B) 	3/12/13	13/01/14	3/12/13	TBA
		<ul style="list-style-type: none"> SP3 (all civil works associated with construction of Stage 1C-1, excl landscape) 	30/09/14	No change	30/09/14	TBA
		<ul style="list-style-type: none"> SP3A (all civil bulk earthworks associated with Stage 1A) 	25/02/14	No change	25/02/14	TBA
		<ul style="list-style-type: none"> SP3B (all civil bulk earthworks associated with Stage 1B) 	08/07/14	No change	08/07/14	TBA
		<ul style="list-style-type: none"> SP4 (Stage 1C-1 landscape construction and consolidation) 	24/02/15	No change	25/11/14	TBA
		<ul style="list-style-type: none"> SP5 (all civil works associated with construction of Stage 1C-2, excl landscape) 	23/12/14	No change	23/12/14	TBA
		<ul style="list-style-type: none"> SP6 (Stage 1C-2 landscape construction and consolidation) 	19/05/15	No change	17/02/15	TBA
4	Contractual Matters	<ul style="list-style-type: none"> BMD reviewing Contract document (outstanding). BMD agrees to percentage reductions of the security deposit for the various Separable Portions. 			BMD	Noted
5	Claims	<ul style="list-style-type: none"> Claim No. 4 for works ending December 2013 to be processed by Browns 15/01/14. BMD to submit the updated monthly cash flow projection. 			Browns	BMD

BROWN

6	Variations	<ul style="list-style-type: none"> Assessment of Variations 7-15 undertaken as part of Claim 4. BMD advised that potential future variations relate to sifting works south east of the Hummocky Grounds area and also changes to the work methodologies on the project. 	Browns Noted	
7	RFI's	<ul style="list-style-type: none"> There are a few outstanding RFIs that requires Cardno's input; in particular, the RFI related to the CDS unit and the two sewers. LDA requested that Browns forwards the RFI register to LDA. 	Noted Browns	
8	Project Changes	<ul style="list-style-type: none"> Smart metering; an additional 2x50mm conduits are to be installed. LDA to advise further. 	LDA	
9	Other Matters	<ul style="list-style-type: none"> Works to the creek have been scaled back. LDA to advise further. LDA advised that excess topsoil can be spread back on blocks. If there is excess topsoil, BMD is to forward their proposal for LDA's consideration. 	LDA BMD	
10	Next Meeting	<ul style="list-style-type: none"> Thursday 30 January 2014; 10:30am 	Noted	

C

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 11	Date	30 January 2014
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	11:00AM
Location	Lawson	Scribe	Amal Beeharry
Attendees	Guna Seelan – LDA Raffaele Filardo – LDA Stacey Quayle – LDA Amal Beeharry – Brown Consulting Bill Buckingham – Brown Consulting Jarrod Shearson – BMD Sam McNeil – BMD Joe Mullany – BMD Greg Virtue – BMD Justin Devantier – BMD Gavin Colledge – BMD		
Distribution	All above Chris Turner – Brown Consulting Darren Benson – Brown Consulting Paul Scotellaro – Brown Consulting		
ActewAGL Meeting Notes	<p>ActewAGL meeting from 10-11am.</p> <p>Attendees from ActewAGL / AAT Alliance included Carlos Toledo-Ocampo, Stephen Burley, Aron Scott and others.</p> <p>Items discussed:</p> <ul style="list-style-type: none"> • The current location of the Area B peg is underneath a live HV main which has only 500mm cover. • ActewAGL/AAT agreed the concrete plinth will be undertaken by one of their own subies whilst BMD will setout the plinth location. • Sewer/conduit crossing: clash resolved and all conduit works completed. • Design change at NE Intersection: ActewAGL to provide latest construction drawing to AAT. • AAT advised Hydrovac works at the substation will be 1.5 to 2 weeks in duration. • LDA advised all hydrovac waste material is to be sent to the tip for disposal. • ActewAGL/AAT Alliance advised that the electrical works will be completed in 7 weeks; additionally an allowance of 1-2 weeks needs to be made to bring powerpoles down. • AAT advised that the de-energised cable will be left in-ground. LDA to advise further as to whom is to remove the cable. 		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1	General			
1.1	Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes. 	Noted	
1.2	WHS	<ul style="list-style-type: none"> BMD to provide info. about excavator operator working under HV without a valid permit-to-dig. A second WHS Audit will be organised for late Feb/March. 	BMD Noted	
1.3	Quality Assurance	<ul style="list-style-type: none"> Audit testing on the sewer line is being undertaken today. BMD to provide results. 	BMD	
1.4	Environment	<ul style="list-style-type: none"> BMD provided additional information in support of the notice of latent condition 001 related to the stormwater flooding from Kaleen. Browns to advise further. BMD contacted EPA and asked if they wished to undertake a site visit prior to the recent forecasted rainfall. EPA advised they were satisfied with the measures currently in place. BMD advised that the whole extent of the area of golden sunmoth will be fenced off and extra signage will be erected to that effect. 	Browns Noted BMD	

BROWN

2 Progress and Technical Issues			
Activity		% completion	Issues / Comments
Site Establishment			
Remediation Works			
Remediation Action for Northern Asbestos Pipe within Stage 1C		99%	Awaiting certification from Coffeys and EPA.
Remediation Action for Northern Eastern Intersection within Stage 1C		95%	BMD advised that Coffeys undertook all 8 tests on the existing stockpile last week. Results expected next week.
Remediation Action for Northern Asbestos Pipe outside Stage 1C		99%	Awaiting certification from Coffeys and EPA.
Remediation Action for Northern Eastern Intersection outside Stage 1C		99%	Awaiting certification from Coffeys and EPA.
Remediation of Southern Asbestos Pipe		99%	Awaiting certification from Coffeys and EPA.
Remediation Works at reservoir Hill		99%	Awaiting certification from Coffeys and EPA.
Remediation of Eastern Hummocky Ground		100%	EPA's endorsement received 28/01/2014
Remediation of South East area		95%	BMD advised that Coffeys found three pieces of asbestos in the south east area. Coffeys are proceeding with the investigation works for beneficial re-use of the material.

Coffeys has issued and received endorsement from EPA for the Eastern Hummocky Ground report.

BMD mentioned that Coffeys confirmed all other reports (except the watermain and south east area) will be ready for issue to EPA by Friday 31/01/2014.

2 Progress and Technical Issues	Activity	% completion	Issues / Comments	Action
Electrical Works	Stage 1A Early Works	99%	ActewAGL commenced works on site. BMD were told to be in close communication with LDA/Browns and advise of any potential delays.	
	Trenching/Boring/Conduit Installation/Reinstatement	99%	ActewAGL commenced works on site. BMD were told to be in close communication with LDA/Browns and advise of any potential delays.	
	Stage 1B Early Works			
	- Trenching/Boring/Conduit Installation/Reinstatement			
BULK EARTHWORKS (1C)	Topsoil strip	90%	BMD cannot access areas under the powerlines.	
	Bulk Earthworks	65%		
	Filling operations	95%		
BULK EARTHWORKS (1A)	Topsoil strip (area as approved by EPA)	80%	Cut to fill to commence once topsoil strip is completed. BMD advised they will then proceed to the Eastern Hummocky Ground area for earthworks.	
OTHERS	Sewer boring - creek		Sewer redesign at the creek completed.	
	Sewer boring - off Baldwin Dr		BMD to submit a revised price for a section of sewer to be bored just past the electrical HV pole (off Baldwin Dr). LDA to discuss with TAMS re the removal of trees in the laneway so the sewer works can be constructed as per the original design.	
	Water main at NE Intersection		Following the leaking watermain at the entry road, BMD were advised to rectify the main. BMD has been in contact with Defence, ACT Emergency Services Agency, ActewWater who have been aware that the watermain has been shut off. BMD advised that they have been told that there are plans in place in case of a fire. Browns asked BMD to provide this in writing. BMD advised the watermain should be ready for pressure testing on Thursday 6/2/14.	



Key Points Discussed and Action Items						
No.	Topic	Action Item(s)	Owner	Target Date		
3	PROGRAM					
3.1	Upcoming Key activities	<ul style="list-style-type: none"> BMD advised continuation of the stormwater works; Issue with setout of CDS unit resolved. Continuation of Topsoil strip and bulk earthworks. BMD to advise on proposed stockpile location and volumes. 	Noted			
3.2	Extensions of Time	<ul style="list-style-type: none"> Browns to assess EOT 4 and advise. 	BMD			
3.3	Program Dates	<ul style="list-style-type: none"> Scheduled PC dates 				
			Original Contract	Revised Contract Dates	BMD's program	Revised BMD's Dates
		– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	7/11/13	1/10/13	TBA
		– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	16/12/13	3/12/13	TBA
		– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	13/01/14	3/12/13	TBA
		– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	No change	30/09/14	TBA
		– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	No change	25/02/14	TBA
		– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	No change	08/07/14	TBA
		– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	No change	25/11/14	TBA
		– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	No change	23/12/14	TBA
		– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	No change	17/02/15	TBA

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4	Contractual Matters	<ul style="list-style-type: none"> BMD reviewing Contract document (outstanding). 	BMD	
5	Claims	<ul style="list-style-type: none"> Claim No. 5 for works ending January 2014 to be submitted by BMD shortly. BMD to submit the updated monthly cash flow projection. 	Noted BMD	
6	Variations	<ul style="list-style-type: none"> Variations 16-20 submitted; will be assessed as part of Claim 5. 	Browns	
7	RFI's	<ul style="list-style-type: none"> Few outstanding RFIs to be responded by Cardno. RFI register is being forwarded to LDA weekly. 	Noted Noted	
8	Project Changes	<ul style="list-style-type: none"> Smart metering; drawing issued to Cardno. LDA requested Browns to obtain drawing from ActewAGL. 	Browns	
9	Other Matters	<ul style="list-style-type: none"> Drawing with revised creek works to be issued today. Changes to Rd 3 should be issued to BMD within one month, therefore by end of February so it does not impact on their program. TTM along Ginninderra Dr – once the cable jointing works and backfill completed, the TTM can be removed. LDA advised BMD to be proactive re the TTM for the laneway closure for the sewer works. Early warning signage and letter drops were suggested. 	Noted Noted BMD BMD	
10	Next Meeting	<ul style="list-style-type: none"> Thursday 13 February 2014; 10:30am 	Noted	



Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 12	Date	13 February 2014												
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038												
Facilitator	Amal Beeharry	Time	10:30AM												
Location	Lawson	Scribe	Amal Beeharry												
Attendees	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Guna Seelan – LDA</td> <td style="width: 50%; border: none;">Paul Scotellaro – Brown Consulting</td> </tr> <tr> <td style="border: none;">Raffaele Filardo – LDA</td> <td style="border: none;">Jarrod Shearson – BMD</td> </tr> <tr> <td style="border: none;">Stacey Quayle – LDA</td> <td style="border: none;">Sam McNeil – BMD</td> </tr> <tr> <td style="border: none;">Amal Beeharry – Brown Consulting</td> <td style="border: none;">Joe Mullany – BMD</td> </tr> <tr> <td style="border: none;">Bill Buckingham – Brown Consulting</td> <td style="border: none;">Justin Devantier – BMD</td> </tr> <tr> <td style="border: none;">Darren Benson – Brown Consulting</td> <td style="border: none;"></td> </tr> </table>			Guna Seelan – LDA	Paul Scotellaro – Brown Consulting	Raffaele Filardo – LDA	Jarrod Shearson – BMD	Stacey Quayle – LDA	Sam McNeil – BMD	Amal Beeharry – Brown Consulting	Joe Mullany – BMD	Bill Buckingham – Brown Consulting	Justin Devantier – BMD	Darren Benson – Brown Consulting	
Guna Seelan – LDA	Paul Scotellaro – Brown Consulting														
Raffaele Filardo – LDA	Jarrod Shearson – BMD														
Stacey Quayle – LDA	Sam McNeil – BMD														
Amal Beeharry – Brown Consulting	Joe Mullany – BMD														
Bill Buckingham – Brown Consulting	Justin Devantier – BMD														
Darren Benson – Brown Consulting															
Distribution	All above Chris Turner – Brown Consulting														
ActewAGL Meeting Notes	ActewAGL meeting from 10:30 – 11am. Attendees from ActewAGL / AAT Alliance included Carlos Toledo-Ocampo, Warren Peisley and Evan Postai. Items discussed: <ul style="list-style-type: none"> • ActewAGL/AAT field crew were on site last Saturday to draw the cables. However, four of the five ropes snapped and the some conduits had water in them. BMD advised that the issue was resolved within two days. • ActewAGL/AAT advised that they have concerns over some conduits being incorrectly installed. BMD requested to provide bore logs. • ActewAGL/AAT confirmed that the concrete plinth will be constructed within two weeks. • ActewAGL/AAT advised Hydrovac works at the substation are in progress and that trenching will be done within four days. • ActewAGL/AAT advised that the underground electrical works will be completed by mid-March; additionally an allowance of 2 weeks needs to be made to bring powerpoles down. • ActewAGL/AAT advised that a new conduit needs to be installed at the NE Intersection. • ActewAGL advised that they will provide LDA with a program by mid next-week. 														

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1	General			
1.1	Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes. 	Noted	
1.2	WHS	<ul style="list-style-type: none"> Browns WHS officer advised that responses to NCR/CAR need to be responded by BMD in a timely manner, in particular traffic management issue at Ginninderra Dr and issue with an excavator operator working under HV without a valid permit-to-dig had been outstanding for some time. A second external WHS audit will be organised for end Feb. Browns conducted a monthly WHS audit on 12/02/2014, and made a few observations as per the submitted report. No incidents on site. Browns/BMD to undertake monthly WHS audits jointly. 	BMD Noted Noted Noted Browns /BMD	
1.3	Quality Assurance	<ul style="list-style-type: none"> Audit testing on the sewer line came up with some failures. Those sections of sewer will be re-worked as per BMD's NCR/CAR. Browns will instruct BMD to conduct more sewer audit testing soon. 	BMD Browns	
1.4	Environment	<ul style="list-style-type: none"> Browns responded to BMD's notification of design defect under Clause 16.3(f) of AS2124. BMD amended and submitted for EPA approval the Erosion and Sediment Control Plans due to the powerline being located in the middle of the proposed pond south of the site. BMD confirmed that the whole extent of the area of golden sunmoth has been fenced off. 	Noted Noted Noted	

2. Progress and Technical Issues				
Activity		% completion	Issues / Comments	Action
Site Establishment				
Remediation Works				
Remediation Action for Northern Asbestos Pipe within Stage 1C		99%	Awaiting certification from Coffeys and EPA.	
Remediation Action for Northern Eastern Intersection within Stage 1C		95%	BMD advised that Coffeys undertook all 8 tests on the existing stockpile last week. Results expected next week.	
Remediation Action for Northern Asbestos Pipe outside Stage 1C		99%	Awaiting certification from Coffeys and EPA.	
Remediation Action for Northern Eastern Intersection outside Stage 1C		99%	Awaiting certification from Coffeys and EPA.	
Remediation of Southern Asbestos Pipe		99%	Awaiting certification from Coffeys and EPA.	
Remediation Works at reservoir Hill		99%	Awaiting certification from Coffeys and EPA.	
Remediation of Eastern Hummocky Ground		100%	EPA's endorsement received 28/01/2014	
Remediation of South East area		95%	BMD advised that Coffeys found three pieces of asbestos in the south east area. Coffeys are proceeding with the investigation works for beneficial re-use of the material.	

Coffeys has issued and received endorsement from EPA for the Eastern Hummocky Ground report.

BMD mentioned that the validation report for the asbestos line (northern and southern) is with EPA for approval.

BMD advised that the validation report for Reservoir Hill was still being finalised by Coffeys.

Browns/LDA advised that BMD's BRU rate for disposal of material from the south-east and north east intersection was unacceptable. It was proposed that LDA will pay the tip fees for BRU disposal and that BMD will organise the site activities under dayworks.

Browns to liaise with ACT NoWaste re BRU disposal quantities.

2 Progress and Technical Issues			
Activity	% completion	Issues / Comments	Action
Electrical Works			
Stage 1A Early Works Trenching/Boring/Conduit Installation/Reinstatement	99%	ActewAGL commenced works on site. BMD were told to be in close communication with LDA/Browns and advise of any potential delays.	
Stage 1B Early Works - Trenching/Boring/Conduit Installation/Reinstatement	99%	ActewAGL commenced works on site. BMD were told to be in close communication with LDA/Browns and advise of any potential delays.	
BULK EARTHWORKS (1C)			
Topsoil strip	90%	BMD cannot access areas under the powerlines + creek due to redesign.	
Bulk Earthworks	70%		
Filling operations	95%		
BULK EARTHWORKS (1A)			
Topsoil strip (area as approved by EPA)	90%		
Filling operations	40%		
BULK EARTHWORKS (1B)			
Topsoil strip (area as approved by EPA)	20%		
Filling operations	0%		
HYDRAULICS (1C)			
Stage 1C-1			
Sewer	40%		
Stormwater	20%		
Stage 1C-2			
Sewer	0%		
Stormwater	0%		
OTHERS			
Sewer boring - creek		Sewer works completed.	
Sewer boring - off Baldwin Dr		Due to the high cost for sewer boring, BMD requested to review and submit a revised price by COB tomorrow.	
Water main at NE Intersection		LDA advised all trees in the laneway have TAMS approval to be removed. Watermain testing has passed. Works with ActewWater for scheduling, no firm date yet.	

BROWN

Key Points Discussed and Action Items						
No.	Topic	Action Item(s)	Owner	Target Date		
3	PROGRAM					
3.1	Upcoming Key activities	<ul style="list-style-type: none"> Creek re-design works outstanding. Continuation of Topsoil strip and bulk earthworks. LDA to advise on proposed topsoil stockpile location and volumes. 	Browns			
			LDA			
3.2	Extensions of Time	<ul style="list-style-type: none"> EOT 4 assessed. 	Noted			
3.3	Program Dates	<ul style="list-style-type: none"> Scheduled PC dates 				
			Original Contract	Revised Contract Dates	BMD's program	Revised BMD's Dates
		– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	19/12/13	1/10/13	TBA
		– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	16/12/13	3/12/13	TBA
		– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	25/02/14	3/12/13	TBA
		– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	No change	30/09/14	TBA
		– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	No change	25/02/14	TBA
		– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	No change	08/07/14	TBA
		– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	No change	25/11/14	TBA
		– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	No change	23/12/14	TBA
		– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	No change	17/02/15	TBA

BROWN

4	Contractual Matters	<ul style="list-style-type: none"> BMD reviewing Contract document (outstanding). 	BMD	
5	Claims	<ul style="list-style-type: none"> Tax Invoice for Claim No. 5 submitted by BMD 13/02/2014. BMD to submit the updated monthly cash flow projection. BMD to submit the updated construction program urgently. 	Noted BMD BMD	
6	Variations	<ul style="list-style-type: none"> Variations 16-20 assessed as part of Claim 5. 	Noted	
7	RFI's	<ul style="list-style-type: none"> Few outstanding RFIs to be responded by Cardno. RFI register is being forwarded to LDA weekly. 	Noted Noted	
8	Project Changes	<ul style="list-style-type: none"> Smart metering; Browns obtained an updated drawing from ActewAGL. Cardno advised that there is are issues/clashes with this drawing. ActewAGL/LDA to follow up with Cardno and resolve. 	LDA	
9	Other Matters	<ul style="list-style-type: none"> Changes to Rd 3 issued for TAMS approval; should be issued to BMD within one month, therefore by end of February so it does not impact on their program. TTM along Ginninderra Dr – once the cable jointing works and backfill completed, the TTM can be removed. LDA advised BMD to be proactive re the TTM for the laneway closure for the sewer works. Early warning signage and letter drops were suggested. Outstanding QAS measured by Chris Turner to be signed and submitted to BMD. Browns suggested a minor change to the TTM along Ginninderra Dr. Browns/BMD to organise for TAMS to be on site and get their approval. Issue of rock was discussed. Browns advised that all excavation in rock is covered under Pay Item 205P2 and the extra over rate for Pay Items 205P2.1/205P2.11 is only applicable if the rock is being re-used under roads/driveways/footpaths as required under the contract. Browns also advised that the <i>Lawson South Rock Profiling Report</i> issued at the time of tender advises that there is rock in various areas on site and that large excavators fitted with rock hammers, rippers, dozer D9 or larger should be used for excavating in rock, therefore this is not a latent condition. 	Noted Noted BMD Browns Browns /BMD Noted	

BROWN

10	Next Meeting	• Thursday 27 February 2014; 10:30am	Noted	
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BA

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 13	Date	27 February 2014
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:30AM
Location	Lawson	Scribe	Amal Beeharry
Attendees	Guna Seelan – LDA Stacey Quayle – LDA Amal Beeharry – Brown Consulting Bill Buckingham – Brown Consulting	Paul Scotellaro – Brown Consulting Jarrod Shearson – BMD Sam McNeil – BMD Daren Wakley - BMD Justin Devantier – BMD	
Distribution	All above Raffaele Filardo – LDA Darren Benson – Brown Consulting Joe Mullany – BMD		
	<p>Items discussed:</p> <ul style="list-style-type: none"> • As advised to BMD at an earlier meeting, a letter from BMD's subcontractor stating the conduits have minimum separation is unacceptable to LDA. BMD to provide documentary evidence or otherwise that the conduits have been correctly installed and have the minimum clearances, and do not cross each other, etc. Alternatively, LDA will request extended warranty of 5 years on the HV works. • The concrete plinth has been constructed. • ActewAGL's program shows a completion date of beginning of May 2014 for Stage 1A. No program has been submitted for Stage 1B. • Browns to follow up with ActewAGL Warren Peisley about the need for an additional conduit crossing Baldwin Dr. 		

BROWN

Key Points Discussed and Action Items			
Topic	Action Item(s)	Owner	Target Date
.1 General Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes. 	Noted	
.1.2 WHS	<ul style="list-style-type: none"> The second external WHS audit has been scheduled for next Tuesday 4/3/2014. The Browns WHS audit forms part of the monthly reports to LDA. Two incidents on site – 4WD hit powerpole (incident report issued) and 2 employees involved in unsafe practices whilst using a grader (BMD to issue incident report). Browns/BMD to undertake the next joint monthly WHS audit mid-March. 	Noted Noted BMD Noted	
1.3 Quality Assurance	<ul style="list-style-type: none"> The sewer lines that failed during the audit testing have been re-worked – waiting for test results. Browns to instruct BMD to conduct more sewer audit testing soon. 	BMD Browns	
1.4 Environment	<ul style="list-style-type: none"> Further to the environmental issue last week, whereby sediment + muddy water went off site, BMD raised an environmental incident report. Browns to issue report to LDA, who will need to close off issue with ACTION/TAMS. BMD to identify and advise Browns about the topsoil stockpile which comes from the stripping of the grasslands buffer. The grasslands area needs to be reinstated, however Browns mentioned that the powerlines need to be removed prior. 	Browns BMD	

2. Progress and Technical Issues				
Activity	% completion	Issues / Comments	Action	
Remediation Works				
Eastern Hummocky Ground report	100%	Endorsed by EPA.		
Validation report for the asbestos line (northern and southern) lines	100%	Endorsed by EPA		
Validation report for Reservoir Hill	99%	Submitted to EPA		
Validation report for the SE area	99%	To be submitted to EPA next week		BMD
Asbestos waterpipe at the entrance of the site		Yet to be removed		BMD
All BRU material from NE and SE of the site has been removed and disposed off at the tip	100%	Browns to hand over original tip dockets to LDA		Browns
Browns to liaise with Coffey re the fee proposal for the remaining 2000-3000m3 of material from the NE intersection				Browns

2 Progress and Technical Issues	% completion	Issues / Comments	Action
Activity			
Electrical Works			
Stage 1A Early Works		ActewAGL to complete electrical works.	
Trenching/Boring/Conduit Installation/Reinstatement			
Stage 1B Early Works		ActewAGL to complete electrical works.	
- Trenching/Boring/Conduit Installation/Reinstatement			
BULK EARTHWORKS (1C)			
Topsoil strip	90%	BMD cannot access areas under the powerlines.	
Bulk Earthworks	80%		
Filling operations	95%		
BULK EARTHWORKS (1A)			
Topsoil strip	90%		
Filling operations	70%		
BULK EARTHWORKS (1B)			
Topsoil strip (area as approved by EPA)	70%		
Filling operations	20%		
HYDRAULICS (1C)			
Stage 1C-1			
Sewer	70%		
Stormwater	60%		
Stage 1C-2			
Sewer	0%		
Stormwater	0%		
OTHERS			
Sewer main – Line 11/101→12/101 and across Baldwin Dr		Sewer design being finalized from 11/101→12/101. BMD to submit a price to open excavate vs boring. If boring is adopted, ActewWater maintains laser bore is to be used. Browns to provide pavement reinstatement details. All trees in the laneway have TAMS approval to be removed.	BMD/ Browns
Working around powerlines		BMD requested to provide a fee proposal due to a change in methodology for working around the HV powerpoles.	BMD
Water main at NE Intersection		In progress	

BROWN

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
3	PROGRAM			
3.1	Upcoming Key activities	<ul style="list-style-type: none"> Creek re-design works – new drawing issued. Works cannot start until TAMS approval is received – LDA to advise. BMD to also obtain EPA approval prior to starting works. BMD requested to propose alternative topsoil stockpile locations and/or advised to upgrade the creek crossing to handle heavy vehicles so that the topsoil can be carted to future Stage 2 as per the contract drawings. LDA asked BMD to come up with options for the topsoil disposal and/or to arrange for other Contractors to take the material off site, at no cost to the Principal. 	LDA/ BMD	
3.2	Extensions of Time	<ul style="list-style-type: none"> BMD advised that the EOTs submitted are for all Separable Portions. Browns advised that all critical activities for SP3 to SP6 are proceeding. BMD to put forward a notice regarding EOTs which cannot yet be quantified due to the low productivity because the powerlines have not yet been removed. BMD informed that the current completion date for SP3A has been reached and to provide substantiation for delays. 	BMD	
3.3	Program	<ul style="list-style-type: none"> BMD provided updated program, showing completion dates of end March and end May for Stage 1A and Stage 1B respectively. However, BMD advised that based on ActewAGL's program, the dates are likely to be June and July 2014 respectively. 	BMD	

BROWN

3.3	Program Dates	<ul style="list-style-type: none"> Scheduled PC dates 	Original Contract	Revised Contract Dates	BMD's program	Revised BMD's Dates
		<ul style="list-style-type: none"> SP1 (remédiation of contaminated materials in the RAP within 1C) 	01/10/13	19/12/13	1/10/13	TBA
		<ul style="list-style-type: none"> SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill) 	3/12/13	16/12/13	3/12/13	TBA
		<ul style="list-style-type: none"> SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B) 	3/12/13	25/02/14	3/12/13	TBA
		<ul style="list-style-type: none"> SP3 (all civil works associated with construction of Stage 1C-1, excl landscape) 	30/09/14	No change	30/09/14	TBA
		<ul style="list-style-type: none"> SP3A (all civil bulk earthworks associated with Stage 1A) 	25/02/14	No change	25/02/14	TBA
		<ul style="list-style-type: none"> SP3B (all civil bulk earthworks associated with Stage 1B) 	08/07/14	No change	08/07/14	TBA
		<ul style="list-style-type: none"> SP4 (Stage 1C-1 landscape construction and consolidation) 	24/02/15	No change	25/11/14	TBA
		<ul style="list-style-type: none"> SP5 (all civil works associated with construction of Stage 1C-2, excl landscape) 	23/12/14	No change	23/12/14	TBA
		<ul style="list-style-type: none"> SP6 (Stage 1C-2 landscape construction and consolidation) 	19/05/15	No change	17/02/15	TBA
	Contractual Matters	<ul style="list-style-type: none"> BMD reviewing Contract document (outstanding). 			BMD	
5	Claims	<ul style="list-style-type: none"> BMD to submit Claim No. 6 shortly, together with the updated monthly cash flow projection and the updated construction program. 			Noted	
6	Variations	<ul style="list-style-type: none"> Browns asked to assess variations as they are submitted by BMD as opposed to waiting until they are claimed in the monthly progress claims. 			Browns	
7	RFI's	<ul style="list-style-type: none"> Few outstanding RFIs to be responded by Cardno. 			Noted	

BROWN

8	Project Changes	<ul style="list-style-type: none"> Smart metering; ActewAGL/LDA to follow up with Cardno and resolve outstanding issues. 	LDA	
9	Other Matters	<ul style="list-style-type: none"> Drawings with Changes to Rd 3 issued to BMD. BMD to ask ActewAGL whether works along Ginninderra Dr can be completed immediately so that the TTM can be removed and the path reinstated. BMD advised that the sewer works in the laneway are 5-6 weeks away. BMD said they will do letter drops, etc. prior to works commencing. Correct electronic model for Road 18/19 issued. Minor change to the TTM along Ginninderra Dr made; all working fine. BMD to get back to Browns re issue of rock on site related to Pay Items 205P2.1/205P2.11. 	<p>Noted</p> <p>BMD</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>BMD</p>	
10	Next Meeting	<ul style="list-style-type: none"> Thursday 13 March 2014; 10:30am 	Noted	

C

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 14	Date	13 March 2014
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:30AM
Location	Lawson	Scribe	Amal Beeharry
Attendees	Guna Seelan – LDA Raffaele Filardo – LDA Amal Beeharry – Brown Consulting Bill Buckingham – Brown Consulting Jarrod Shearson – BMD Sam McNeil – BMD Joe Mullany – BMD Daren Wakley - BMD		
Distribution	All above Stacey Quayle – LDA Darren Benson – Brown Consulting Paul Scotellaro – Brown Consulting Justin Devantier – BMD		
	Items discussed: <ul style="list-style-type: none"> ActewAGL are satisfied that the electrical conduits in the location of the bore at approx. J2 have minimum separation between them. ActewAGL said they are on program for Stage 1A. No program has been submitted for Stage 1B. ActewAGL Warren Peisley advised that no additional conduit crossing Baldwin Dr is required; instead a conduit as per Actew's sketch needs to be installed at the NE intersection. 		

BROWN

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1	General			
1.1	Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes. 	Noted	
1.2	WHS	<ul style="list-style-type: none"> The external WHS audit report is expected to be issued next week. Worksafe has been notified about the two incidents at the Lawson site – 4WD hit powerpole (incident report issued) and 2 employees involved in unsafe practices whilst using a grader. Worksafe mentioned that if they need more info, they will advise accordingly. Browns to issue BMD's WHS report to LDA. In future, BMD is to email a copy of the WHS report to LDA directly. 	Noted Noted Browns BMD	
1.3	Quality Assurance	<ul style="list-style-type: none"> The test results for the audit testing are outstanding. 	BMD	
1.4	Environment	<ul style="list-style-type: none"> Environmental incident report issued to LDA on 27/02/2014, who will close off issue with ACTION/TAMS. BMD asked if fences can be brought down to allow cartage of topsoil to Stage 2. LDA advised if the fences are within Stage 2, there is no issue and BMD can proceed with fence removal. BMD advised that if powerpoles are down by mid-April, all grassland areas including Reservoir Hill will be revegetated by end April. 	Noted Noted Noted	

2. Progress and Technical Issues				
Activity	% completion	Issues / Comments	Action	
Remediation Works				
Eastern Hummocky Ground report	100%	Endorsed by EPA.		
Validation report for the asbestos line (northern and southern) lines	100%	Endorsed by EPA.		
Validation report for Reservoir Hill	99%	Submitted to EPA.		
Validation report for the SE area	99%	BMD advised this has been submitted today.		Noted
Asbestos waterpipe at the entrance of the site		BMD advised AAC/Coffeys will be on site on Monday/Tuesday for its removal.		Noted
Asbestos waterpipe at boundary of Defence / LDA land		LDA has obtained permission from Dept of Defence to remove the remaining 1m pipe; however this work is to be carried out from LDA land and any damage to Defence land/property is to be reinstated on completion.		Noted
Sewer pipe at NE intersection		BMD asked if a similar agreement (as above) could be reached with Dept of Defence for the sewer at the NE intersection. LDA to follow up and advise.		LDA
Browns approved the Coffeys fee proposal for the fill at the NE intersection		BMD advised Coffeys will witness some test pitting on Monday/Tuesday.		Noted

2 Progress and Technical Issues	% completion	Issues / Comments	Action
Activity			
Electrical Works			
Stage 1A Early Works		ActewAGL to complete electrical works.	
Trenching/Boring/Conduit Installation/Reinstatement			
Stage 1B Early Works		ActewAGL to complete electrical works.	
- Trenching/Boring/Conduit Installation/Reinstatement			
BULK EARTHWORKS (1C)			
Topsoil strip	90%	BMD cannot access areas under the powerlines.	
Bulk Earthworks	85%		
Filling operations	95%		
BULK EARTHWORKS (1A)			
Topsoil strip	90%		
Filling operations	80%		
BULK EARTHWORKS (1B)			
Topsoil strip (area as approved by EPA)	70%		
Filling operations	40%		
HYDRAULICS (1C)			
Stage 1C-1 (overall 30%)			
Sewer	80%		
Stormwater	70%		
Water		Due to start next week	
Stage 1C-2			
Sewer	0%		
Stormwater	0%		
OTHERS			
Sewer main – Line 11/101→12/101 and across Baldwin Dr		Sewer design in progress re change from manhole 11/101→12/101. BMD to submit a price to open excavate vs boring across Baldwin Dr. If boring is adopted, ActewWater advised that laser bore is to be used. Browns to provide pavement reinstatement details (outstanding pavement details from Cardno). All trees in the laneway have TAMS approval to be removed.	BMD/ Browns

BROWN

Working around powerlines		BMD requested to provide a fee proposal due to a change in methodology for working around the HV powerpoles (Outstanding).	BMD
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BMD still do not have construction drawings for the shared services trench. LDA asked Browns to organize a meeting with all authorities to understand the problem/delay.

BROWN

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
3	PROGRAM			
3.1	Upcoming Key activities	<ul style="list-style-type: none"> Works in creek cannot start until TAMS approval is received – LDA to advise. BMD to also obtain EPA approval prior to starting works (Outstanding). 	LDA/ BMD	
3.2	Extensions of Time	<ul style="list-style-type: none"> BMD advised that by next week, they will provide option(s) and cost(s) for offsite topsoil disposal and/or to arrange for other Contractors to take the material off site. BMD issued five Notices of Delay related to various critical activities on site being delayed. BMD advised that the EOT associated with those cannot be quantified as yet. 	BMD Noted	
3.3	Program	<ul style="list-style-type: none"> BMD mentioned that they cannot provide an accurate program due to the fact that all works are dependent on when the powerlines come down. 	Noted	

BROWN

3.4	Program Dates	<ul style="list-style-type: none"> Scheduled PC dates 	Original Contract	Revised Contract Dates	BMD's program	Revised BMD's Dates
		<ul style="list-style-type: none"> SP1 (remediation of contaminated materials in the RAP within 1C) 	01/10/13	19/12/13	1/10/13	TBA
		<ul style="list-style-type: none"> SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill) 	3/12/13	16/12/13	3/12/13	TBA
		<ul style="list-style-type: none"> SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B) 	3/12/13	25/02/14	3/12/13	TBA
		<ul style="list-style-type: none"> SP3 (all civil works associated with construction of Stage 1C-1, excl landscape) 	30/09/14	No change	30/09/14	TBA
		<ul style="list-style-type: none"> SP3A (all civil bulk earthworks associated with Stage 1A) 	25/02/14	No change	25/02/14	TBA
		<ul style="list-style-type: none"> SP3B (all civil bulk earthworks associated with Stage 1B) 	08/07/14	No change	08/07/14	TBA
		<ul style="list-style-type: none"> SP4 (Stage 1C-1 landscape construction and consolidation) 	24/02/15	No change	25/11/14	TBA
		<ul style="list-style-type: none"> SP5 (all civil works associated with construction of Stage 1C-2, excl landscape) 	23/12/14	No change	23/12/14	TBA
		<ul style="list-style-type: none"> SP6 (Stage 1C-2 landscape construction and consolidation) 	19/05/15	No change	17/02/15	TBA
4	Contractual Matters	<ul style="list-style-type: none"> The Contract document has not yet been signed. LDA advised that payment of claims will be withheld if the contract is not signed soon. 			BMD	
5	Claims	<ul style="list-style-type: none"> Claim No. 6 submitted and processed. 			Noted	
6	Variations	<ul style="list-style-type: none"> All variations to date have been assessed and processed. 			Noted	
7	RFI's	<ul style="list-style-type: none"> LDA to follow up with Cardno re RFI 42. 			LDA	

BROWN

8	Project Changes	<ul style="list-style-type: none"> Smart metering? 	LDA	
9	Other Matters	<ul style="list-style-type: none"> BMD to ask ActewAGL whether works along Ginninderra Dr can be completed immediately so that the TTM can be removed and the path reinstated. BMD advised that the sewer works in the laneway are 4-5 weeks away. BMD said they will do letter drops, etc. prior to works commencing. 	BMD BMD	
	Next Meeting	<ul style="list-style-type: none"> Thursday 27 March 2014; 10:30am 	Noted	C

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 15	Date	27 March 2014
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:30AM
Location	Lawson	Scribe	Amal Beeharry
Attendees	Guna Seelan – LDA Raffaele Filardo – LDA Stacey Quayle – LDA Amal Beeharry – Brown Consulting Bill Buckingham – Brown Consulting Darren Benson – Brown Consulting Jarrod Shearson – BMD Sam McNeil – BMD Joe Mullany – BMD Daren Wakley - BMD Justin Devantier – BMD		
Distribution	All above Paul Scotellaro – Brown Consulting		
	Ricki Browne (TransACT) and Paul Rankin (ActewAGL) Items discussed: <ul style="list-style-type: none"> • ActewAGL's electrical program for Stage 1B received. • Latest ActewAGL / TransACT plans have been issued to BMD. • ActewAGL / TransACT advised that the conduit drawing is suitable for construction and they will advise if there are changes. • Smart metering issue needs to be resolved by ActewAGL. • BMD has advised a start date of 7 April for the shared trenching – BMD to issue their program of works to all authorities. 		

BROWN

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1	General			
1.1	Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes. 	Noted	
1.2	WHS	<ul style="list-style-type: none"> LDA has not yet received the external WHS audit report. Once available, LDA will issue. Browns WHS Officer to close out the previous two incidents at the Lawson site (4WD hitting powerpole and 2 employees involved in unsafe practices whilst using a grader). There has been no follow-up from Worksafe of the above two incidents. BMD to issue new incident report to Browns/LDA (tandem truck reversing into a parked roller). 	Noted Browns Noted BMD	
1.3	Quality Assurance	<ul style="list-style-type: none"> The test results for the audit testing have been received and signed off by Browns. Audit testing for the retaining walls were ok. Some Hold Points and ITPs need to be released by Browns. Browns requested an additional \$10k for the audit testing. LDA to advise. 	Noted Noted Browns LDA	
1.4	Environment	<ul style="list-style-type: none"> BMD advised that the grassland reinstatement will commence next week around Reservoir Hill. 	Noted	

2 Progress and Technical Issues					
Activity	% completion	Issues / Comments	Action		
Remediation Works					
Eastern Hummocky Ground report	100%	Endorsed by EPA.			
Validation report for the asbestos line (northern and southern) lines	100%	Endorsed by EPA.			
Validation report for Reservoir Hill	100%	Endorsed by EPA.			
Validation report for the SE area	100%	Endorsed by EPA.			
Asbestos waterpipe at the entrance of the site		Removed. Samples have been taken and results will be available next week. The report will be lodged to EPA in 2 weeks.	Noted		
Asbestos waterpipe at boundary of Defence / LDA land		Completed. BMD is to send photo to Browns/LDA. Connection/backfilling not yet completed.	BMD		
Sewer pipe at NE intersection		LDA advised that there is no approval to remove trees and therefore sewer main is to be constructed as per original design. BMD advised that they will come back with a proposal and also confirmed that they are willing to wait 6 weeks for ACTPLA to give approval to remove trees. LDA mentioned that there is no guarantee that the approval will be granted.	Noted		Noted

2 Progress and Technical Issues	% completion	Issues / Comments	Action
Activity			
Electrical Works			
Stage 1A Early Works		ActewAGL to complete electrical works.	
Trenching/Boring/Conduit Installation/Reinstatement			
Stage 1B Early Works		ActewAGL to complete electrical works.	
- Trenching/Boring/Conduit Installation/Reinstatement			
BULK EARTHWORKS (1C)			
Topsoil strip	90%	BMD cannot access areas under the powerlines.	
Bulk Earthworks	90%		
Filling operations	95%		
BULK EARTHWORKS (1A)			
Topsoil strip	90%		
Filling operations	80%		
BULK EARTHWORKS (1B)			
Topsoil strip (area as approved by EPA)	80%		
Filling operations	50%		
HYDRAULICS (1C)			
Stage 1C-1 (overall 30%)			
Sewer	85%		
Stormwater	75%		
Water	5%		
Conduit	30%		
Subsoil	20%		
Select layer	30%		
Stage 1C-2			
Sewer	0%		
Stormwater	0%		
OTHERS			
Sewer main - Line 11/101 → 12/101 and across Baldwin Dr		BMD to submit a price to open excavate vs boring across Baldwin Dr (pavement details provided to BMD). If boring	BMD/ Browns

BROWN

		<p>is adopted, ActewWater advised that laser bore is to be used. All trees in the laneway have TAMS approval to be removed.</p>	
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BROWN

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
3	PROGRAM			
3.1	Upcoming Key activities	<ul style="list-style-type: none"> Works in creek cannot start until TAMS approval is received – LDA to advise. BMD is due to have a meeting with EPA on Monday to discuss the creek works. 	LDA/ BMD	
3.2	Extensions of Time	<ul style="list-style-type: none"> BMD to formalise EOT, in particular the practical completion date for SP3A. 	BMD	
3.3	Program	<ul style="list-style-type: none"> BMD mentioned that they cannot provide an accurate program due to the fact that all works are dependent on when the powerlines come down. 	Noted	

BROWN

3.4	Program Dates	<ul style="list-style-type: none"> Scheduled PC dates 	Original Contract	Revised Contract Dates	BMD's program	Revised BMD's Dates
		<ul style="list-style-type: none"> SP1 (remediation of contaminated materials in the RAP within 1C) 	01/10/13	19/12/13	1/10/13	TBA
		<ul style="list-style-type: none"> SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill) 	3/12/13	16/12/13	3/12/13	TBA
		<ul style="list-style-type: none"> SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B) 	3/12/13	25/02/14	3/12/13	TBA
		<ul style="list-style-type: none"> SP3 (all civil works associated with construction of Stage 1C-1, excl landscape) 	30/09/14	No change	30/09/14	TBA
		<ul style="list-style-type: none"> SP3A (all civil bulk earthworks associated with Stage 1A) 	25/02/14	No change	25/02/14	TBA
		<ul style="list-style-type: none"> SP3B (all civil bulk earthworks associated with Stage 1B) 	08/07/14	No change	08/07/14	TBA
		<ul style="list-style-type: none"> SP4 (Stage 1C-1 landscape construction and consolidation) 	24/02/15	No change	25/11/14	TBA
		<ul style="list-style-type: none"> SP5 (all civil works associated with construction of Stage 1C-2, excl landscape) 	23/12/14	No change	23/12/14	TBA
		<ul style="list-style-type: none"> SP6 (Stage 1C-2 landscape construction and consolidation) 	19/05/15	No change	17/02/15	TBA
	Contractual Matters	<ul style="list-style-type: none"> The Contract document has been signed by BMD. LDA to action. 			LDA	
5	Claims	<ul style="list-style-type: none"> Claim No. 7 to be submitted on Monday. 			Noted	
6	Variations	<ul style="list-style-type: none"> All variations to date have been assessed and processed. Variation for topsoil disposal of 15,000m3 has been approved. BMD to submit a variation re thickening of driveways to 125mm thick with SL82 mesh instead of 100mm thick. 			Noted Noted BMD	

BROWN

7	RFI's	<ul style="list-style-type: none"> RFI 41 (waiting for confirmation from TAMS) and RFI 46 (waiting for response from Cardno) are outstanding. BMD to implement a colour coding system for the RFI register and Browns is to issue the RFI register to Cardno as well. 	Noted BMD	
8	Project Changes	<ul style="list-style-type: none"> LDA are expecting to resolve the Smart Metering issue with ActewAGL next week. 	LDA	
9	Other Matters	<ul style="list-style-type: none"> LDA advised that they have received a number of complaints with regards to the path along Ginninderra Dr. Option being considered by LDA is to seal the path and/or talk to ActewAGL to speed up the program and complete the works along Ginninderra Dr. BMD advised that the sewer works in the laneway are 4-5 weeks away. BMD said they will do letter drops, etc. prior to works commencing. 	Noted BMD	C
10	Next Meeting	<ul style="list-style-type: none"> Thursday 10 April 2014; 10:30am 	Noted	

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 16	Date	10 April 2014
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:30AM
Location	Lawson	Scribe	Amal Beeharry
Attendees	Guna Seelan – LDA Raffaele Filardo – LDA Amal Beeharry – Brown Consulting Bill Buckingham – Brown Consulting Darren Benson – Brown Consulting Jarrod Shearson – BMD Sam McNeil – BMD Joe Mullany – BMD Wayne Donegan – BMD Gavin Colledge – BMD		
Distribution	All above Stacey Quayle – LDA Paul Scotellaro – Brown Consulting Daren Wakley - BMD Justin Devantier – BMD		
	ActewAGL / Transact Works: Items discussed: <ul style="list-style-type: none"> • ActewAGL advised that the powerpoles should be down after Easter 2014. • Start date for ActewAGL's Stage 1B works is 11/04 (weather permitting). • Latest ActewAGL / TransACT plans to be issued to BMD in electronic format. Browns has PDF format; LDA to follow up with Cardno about CAD drgs. • Smart metering issue resolved. ActewAGL will engage a subcontractor for the works. • Shared trenching works mostly completed – ActewAGL booked in for 15/04. 		

BROWN

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1	General			
1.1	Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes. 	Noted	
1.2	WHS	<ul style="list-style-type: none"> LDA to issue the external WHS audit report once available. The previous two incidents at the Lawson site (4WD hitting powerpole and 2 employees involved in unsafe practices whilst using a grader) have been closed out by the Superintendent. There has been no follow-up from Worksafe of the above two incidents. BMD issued incident report to Browns/LDA (tandem truck reversing into a parked roller). Incident in which an employee jammed his finger during construction of retaining wall has been reported to Worksafe. 	Noted Noted Noted Noted Noted	
1.3	Quality Assurance	<ul style="list-style-type: none"> BMD will be instructed to carry out further Audit testing. Some ITPs are outstanding and need to be released by Browns. Additional funding for \$10k for audit testing has been approved by LDA. 	Noted Browns Noted	
1.4	Environment	<ul style="list-style-type: none"> BMD advised that the grassland reinstatement has commenced and the grass has started to germinate. BMD has been reminded of maintenance of environmental controls as well as adequate site drainage for earthworks. BMD has advised that one pond is overflowing after a rainfall event due to the site regrading/earthworks. BMD mentioned they will talk to EPA re this issue. 	Noted Noted BMD	

2 Progress and Technical Issues				
Activity	% completion	Issues / Comments	Action	
Remediation Works				
Eastern Hummocky Ground report	100%	Endorsed by EPA.		
Validation report for the asbestos line (northern and southern) lines	100%	Endorsed by EPA.		
Validation report for Reservoir Hill	100%	Endorsed by EPA.		
Validation report for the SE area	100%	Endorsed by EPA.		
Asbestos waterpipe at the entrance of the site		Report has been lodged to EPA.		
Asbestos waterpipe at boundary of Defence / LDA land		Test results have come back negative, i.e. there is no contamination. Connection/backfilling not yet completed.		BMD
Emu pick at Reservoir Hill		BMD advised that prior to grassing, there were two EMU picks done which revealed the presence of asbestos. BMD waiting for further advice from Coffeys.		BMD
Fill material at the NE Intersection		Test pitting works completed. BMD mentioned that Coffeys will be in discussion with LDA about this.		Noted
Sewer pipe at NE Intersection		BMD confirmed that they will submit a price for the sewer trenching across Baldwin Dr by tomorrow 11/04 at the latest. BMD has also been asked to provide a quote for laser boring across Baldwin Dr.		BMD

2 Progress and Technical Issues	Activity	% completion	Issues / Comments	Action
	Electrical Works			
	Stage 1A Early Works			
	Trenching/Boring/Conduit Installation/Reinstatement		ActewAGL to complete electrical works.	
	Stage 1B Early Works			
	- Trenching/Boring/Conduit Installation/Reinstatement		ActewAGL to complete electrical works.	
	BULK EARTHWORKS (1C)			
	Topsoil strip	90%		
	Bulk Earthworks	90%	BMD cannot access areas under the powerlines.	
	Filling operations	95%		
	BULK EARTHWORKS (1A)			
	Topsoil strip	90%		
	Filling operations	80%		
	BULK EARTHWORKS (1B)			
	Topsoil strip (area as approved by EPA)	85%		
	Filling operations	55%		
	HYDRAULICS (1C)			
	Stage 1C-1 (overall 30%)			
	Sewer	85%		
	Stormwater	80%		
	Water	20%		
	Conduit	50%		
	Subsoil	40%		
	Select layer	40%		
	Stage 1C-2			
	Sewer	0%		
	Stormwater	0%		

BROWN

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
3	PROGRAM			
3.1	Upcoming Key activities	<ul style="list-style-type: none"> No TAMS approval for works in creek – LDA to follow up. BMD to submit work methodology to EPA for approval. 	LDA/ BMD	
3.2	Extensions of Time	<ul style="list-style-type: none"> BMD issued EOT for 68 days on 10/04. Browns to assess. 	Browns	
3.3	Program	<ul style="list-style-type: none"> BMD mentioned that they cannot provide an accurate program due to the fact that all works are dependent on when the powerlines come down. BMD mentioned completion date for Stage 1A Bulk Earthworks is likely to be mid to late June 2014. 	Noted Noted	

BROWN

3.4	Program Dates	<ul style="list-style-type: none"> Scheduled PC dates 	Original Contract	Revised Contract Dates	BMD's program	Revised BMD's Dates
		<ul style="list-style-type: none"> SP1 (remediation of contaminated materials in the RAP within 1C) 	01/10/13	19/12/13	1/10/13	TBA
		<ul style="list-style-type: none"> SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill) 	3/12/13	16/12/13	3/12/13	TBA
		<ul style="list-style-type: none"> SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B) 	3/12/13	25/02/14	3/12/13	TBA
		<ul style="list-style-type: none"> SP3 (all civil works associated with construction of Stage 1C-1, excl landscape) 	30/09/14	No change	30/09/14	TBA
		<ul style="list-style-type: none"> SP3A (all civil bulk earthworks associated with Stage 1A) 	25/02/14	No change	25/02/14	TBA
		<ul style="list-style-type: none"> SP3B (all civil bulk earthworks associated with Stage 1B) 	08/07/14	No change	08/07/14	TBA
		<ul style="list-style-type: none"> SP4 (Stage 1C-1 landscape construction and consolidation) 	24/02/15	No change	25/11/14	TBA
		<ul style="list-style-type: none"> SP5 (all civil works associated with construction of Stage 1C-2, excl landscape) 	23/12/14	No change	23/12/14	TBA
		<ul style="list-style-type: none"> SP6 (Stage 1C-2 landscape construction and consolidation) 	19/05/15	No change	17/02/15	TBA
	Contractual Matters	<ul style="list-style-type: none"> The Contract document is in the process of being executed by LDA. 			LDA	
5	Claims	<ul style="list-style-type: none"> Assessment of Claim No. 7 by 11/04. 			Noted	
6	Variations	<ul style="list-style-type: none"> Variation for topsoil disposal of 15,000m3 is due to commence late April 2014. BMD to submit a variation re thickening of driveways to 125mm thick with SL82 mesh instead of 100mm thick (Outstanding). 			Noted	BMD

BROWN

7	RFI's	<ul style="list-style-type: none"> RFI 41 is outstanding. Browns to issue RFI notice to LDA for follow up with TAMS. BMD advised that for 300m dia pipes, the standard tie connection will be used. For 375mm dia pipes and larger, BMD is proposing to use the new tie connection. BMD implemented a colour coding system for the RFI register. 	LDA Noted	
8	Project Changes	<ul style="list-style-type: none"> Reinstatement works for the cycle path has been approved, will consist of 7mm prime-seal as per previous correspondence. This work is to be carried out on the permanent cycle path and is due to commence on Wed 16/04. 	BMD	
	Other Matters	<ul style="list-style-type: none"> BMD advised that the sewer works in the laneway are 4-5 weeks away. BMD said they will do letter drops, etc. prior to works commencing. LDA informed BMD to relocate their current site premises by end May/early June or alternatively share the site access with the Contractor for Stage 1A/B. To be discussed further. 	Noted Noted	
10	Next Meeting	<ul style="list-style-type: none"> Thursday 24 April 2014; 10:30am 	Noted	

(C)

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 17	Date	10 April 2014
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:30AM
Location	Lawson	Scribe	Amal Beeharry
Attendees	Raffaele Filardo – LDA Amal Beeharry – Brown Consulting Bill Buckingham – Brown Consulting Justin Devantier – BMD Sam McNeil – BMD Wayne Donegan – BMD Gavin Colledge – BMD		
Distribution	All above Guna Seelan – LDA Stacey Quayle – LDA Darren Benson – Brown Consulting Paul Scotellaro – Brown Consulting Jarrod Shearson – BMD Joe Mullany – BMD Daren Wakley - BMD		
	ActewAGL / Transact Works: Items discussed: <ul style="list-style-type: none"> • A few powerpoles have been brought down; BMD have been advised by ActewAGL advised that all powerpoles should be removed by end of next week. • The underground cable has been de-energised; BMD to obtain this in writing from ActewAGL. Removal of cable will be done under dayworks. • BMD advised that there has not been much progress in Stage 1B. • Latest ActewAGL / TransACT plans to be issued to BMD in electronic format; LDA to follow up with Cardno about CAD drgs. • Shared trenching works mostly completed; ActewAGL to draw cables and wire mini-pillars. 		

BROWN

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1	General			
1.1	Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes. 	Noted	
1.2	WHS	<ul style="list-style-type: none"> LDA to issue the external WHS audit report once available. The Lawson site has been 3rd party accredited on Monday. 	Noted Noted	
1.3	Quality Assurance	<ul style="list-style-type: none"> BMD will be instructed to carry out further Audit testing. Four ITPs need to be approved by Browns. 	Noted Browns	
1.4	Environment	<ul style="list-style-type: none"> BMD advised that the grassland reinstatement is in progress. BMD to have a meeting with EPA next week re the pond which reached its capacity after recent rainfall events. 	Noted BMD	

2. Progress and Technical Issues					
Activity	% completion	Issues / Comments	Action		
Remediation Works					
Eastern Hummocky Ground report	100%	Endorsed by EPA.			
Validation report for the asbestos line (northern and southern) lines	100%	Endorsed by EPA.			
Validation report for Reservoir Hill	100%	Endorsed by EPA.			
Validation report for the SE area	100%	Endorsed by EPA.			
Asbestos waterpipe at the entrance of the site		Report has been lodged to EPA.			
Asbestos waterpipe at boundary of Defence / LDA land		Inspection carried out by Actew. Thrust wall has been poured. Backfilling not yet completed.			BMD
Emu pick at Reservoir Hill		Final EMU pick revealed more asbestos fragments. A management procedure is being put in place by Coffeys.			BMD
Fill material at the NE Intersection		Test pitting works completed. Coffeys provided fee proposal with options for approval.			Noted
Sewer pipe at NE Intersection		BMD has received price for laser boring from Pezzimenti. BMD advised it will need to price in Pezzimenti's exclusions.			BMD

2. Progress and Technical Issues	% completion	Issues / Comments	Action
Electrical Works			
Stage 1A Early Works		ActewAGL to complete electrical works.	
Trenching/Boring/Conduit Installation/Reinstatement			
Stage 1B Early Works		ActewAGL to complete electrical works.	
- Trenching/Boring/Conduit Installation/Reinstatement			
BULK EARTHWORKS (1C)			
Topsoil strip	90%	BMD cannot access areas under the powerlines.	
Bulk Earthworks	90%	BMD advised that remaining earthworks operations for Stage 1C can generate 10,000m3. An extra 5,000m3 could be gained from under the powerpoles.	
Filling operations	95%		
BULK EARTHWORKS (1A)			
Topsoil strip	90%		
Filling operations	80%		
BULK EARTHWORKS (1B)			
Topsoil strip	90%		
Filling operations	60%	BMD advised about 50,000m3 of imported fill is required to complete Stage 1B earthworks operations	
HYDRAULICS (1C)			
Stage 1C-1 (overall 30%)			
Sewer	95%		
Stormwater	85%		
Water	40%		
Conduit	50%		
Subsoil	40%		
Select layer	40%		
Stage 1C-2			
Sewer	0%		
Stormwater	0%		

BROWN

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
3	PROGRAM			
3.1	Upcoming Key activities	<ul style="list-style-type: none"> No TAMS approval for works in creek – LDA to follow up. BMD advised that their EMP is in progress and will need to be submitted to EPA for approval. 	LDA	
2	Extensions of Time	<ul style="list-style-type: none"> BMD issued EOT for 68 days on 10/04 (Outstanding). 	Browns	
3.3	Program	<ul style="list-style-type: none"> BMD mentioned that they cannot provide an accurate program due to the fact that all works are dependent on when the powerlines come down. BMD mentioned completion date for Stage 1A Bulk Earthworks is likely to be mid to late June 2014. 	Noted Noted	

BROWN

3.4	Program Dates	Scheduled PC dates	Original Contract	Revised Contract Dates	BMD's program	Revised BMD's Dates	
		– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	19/12/13	1/10/13	TBA	
		– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	16/12/13	3/12/13	TBA	
		– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	25/02/14	3/12/13	TBA	
		– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	No change	30/09/14	TBA	
		– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	No change	25/02/14	TBA	
		– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	No change	08/07/14	TBA	
		– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	No change	25/11/14	TBA	
		– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	No change	23/12/14	TBA	
		– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	No change	17/02/15	TBA	
	Claims	• Next claim to be issued by BMD end April 2014.				Noted	
5	Variations	<ul style="list-style-type: none"> • BMD to submit a variation re thickening of driveways to 125mm thick with SL82 mesh instead of 100mm thick (Outstanding). • BMD to provide further info to Browns for consideration on VC/Kerb mix 				BMD	
6	RFI's	• RFI 41 is outstanding. Browns issued RFI notice to LDA for follow up with TAMS. BMD advised that for 300m dia pipes, the standard tie connection will be used. For 375mm dia pipes and larger, BMD is proposing to use the new tie connection.				LDA	

BROWN

7	Project Changes	<ul style="list-style-type: none"> Reinstatement works for the cycle path has been completed. 	Noted	
8	Other Matters	<ul style="list-style-type: none"> BMD advised that the sewer works in the laneway are 4-5 weeks away. BMD said they will do letter drops, etc. prior to works commencing. LDA informed BMD to relocate their current site premises by end May/early June or alternatively share the site access with the Contractor for Stage 1A/B. To be discussed further. 	Noted BMD	
	Next Meeting	<ul style="list-style-type: none"> Thursday 8 May 2014; 10:30am 	Noted	

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 18	Date	7 May 2014
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:30AM
Location	Lawson	Scribe	Amal Beeharry
Attendees	Guna Seelan – LDA Stacey Quayle – LDA Raffaele Filardo – LDA Darren Benson – Brown Consulting Amal Beeharry – Brown Consulting Bill Buckingham – Brown Consulting Jarrod Shearson – BMD Justin Devantier – BMD Sam McNeil – BMD Joe Mullany – BMD Daren Wakley - BMD		
Distribution	All above Paul Scotellaro – Brown Consulting Wayne Donegan – BMD Gavin Colledge – BMD		
	ActewAGL / Transact Works: Items discussed: <ul style="list-style-type: none"> • All powerpoles have been brought down, with the exception of powerpoles in Stage 1B, which is scheduled for end June. The outstanding works along Ginninderra Dr is expected to be completed by end May. • The underground cable has been de-energised; BMD to obtain this in writing from ActewAGL. • Any issues arising from ActewAGL / TransACT plans and shared trenching works are to be sorted out between BMD and ActewAGL/TransACT. 		

BROWN

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1	General			
1.1	Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes. 	Noted	
1.2	WHS	<ul style="list-style-type: none"> LDA to issue the external WHS audit report. No incidents to be reported. The weekly site safety and monthly audits are in progress. LDA mentioned that the asbestos fragment found on site on Tuesday is not to be manually handled by non-qualified staff. 	LDA Noted Noted Noted	
1.3	Quality Assurance	<ul style="list-style-type: none"> Browns advised that 16 out of 23 samples failed. BMD to rectify failures. Browns to comment/approve outstanding ITPs. BMD asked about the possibility of using fibre reinforced mesh for the footpaths. Browns/LDA advised that based on previous experience, this is not acceptable. Browns to discuss the 2:1 rock wall detail with LDA. LDA requested if Browns/BMD could do a site visit of the site, take photos and make records of any further asbestos fragments on site. 	BMD Browns Noted Browns Browns/BMD	
1.4	Environment	<ul style="list-style-type: none"> BMD's proposed meeting with EPA has not yet happened. EPA has not issued clearance for Res Hill as yet due to the identification of further asbestos fragments. LDA advised that the tree protection fences around mature trees is not outside the drip line of those trees. BMD to action. 	BMD Noted BMD	

BROWN

2 Progress and Technical Issues				
Activity		% completion	Issues / Comments	Action
Remediation Works				
Reservoir Hill		99%	No validation certificate from EPA will be granted until the final investigation is undertaken.	
Asbestos waterpipe at the entrance of the site			Endorsed by EPA.	
Asbestos waterpipe at boundary of Defence / LDA land			Backfilling completed.	Noted
NE area			Browns to follow up with LDA about Coffeys fee proposal.	Browns
Stockpile containing ACM			BMD to provide Coffeys fee proposal for approval.	BMD
Sewer pipe at NE Intersection			BMD to provide price for boring latest next Monday.	BMD

2 Progress and Technical Issues	Activity	% completion	Issues / Comments	Action
	BULK EARTHWORKS (1C)			
	Topsoil strip	95%		
	Bulk Earthworks	93%	BMD advised that remaining earthworks operations for Stage 1C can generate 10,000m ³ . An extra 5,000m ³ could be gained from under the powerpoles.	
	Filling operations	95%		
	BULK EARTHWORKS (1A)			
	Topsoil strip	95%		
	Filling operations	85-90%		
	BULK EARTHWORKS (1B)			
	Topsoil strip	90%		
	Filling operations	65%	BMD advised about 50,000m ³ of imported fill is required to complete Stage 1B earthworks operations	
	HYDRAULICS (1C)			
	Stage 1C-1			
	Sewer	98%		
	Stormwater	90%		
	Water	50%		
	Conduit	65%		
	Subsoil	50%		
	Select layer	50%		
	Subbase			
	Base			
	Kerb			
	Stage 1C-2			
	Sewer	0%		
	Stormwater	0%		

BROWN

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
3	PROGRAM			
3.1	Upcoming Key activities	<ul style="list-style-type: none">No TAMS approval for works in creek – LDA to follow up. BMD advised that their EMP is in progress and will need to be submitted to EPA for approval.	LDA/ BMD	
3.2	Extensions of Time	<ul style="list-style-type: none">Notices of delay No. 6 received to date.	Browns	
3.3	Program	<ul style="list-style-type: none">BMD has been requested to provide an accurate program based on all powerlines being down; in particular completion dates for Stage 1A and Stage 1B.	BMD	

BROWN

3.4	Program Dates	Scheduled PC dates	Original Contract	Revised Contract Dates	BMD's program	Revised BMD's Dates
		– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	19/12/13	1/10/13	TBA
		– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	16/12/13	3/12/13	TBA
		– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	25/02/14	3/12/13	TBA
		– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	No change	30/09/14	TBA
		– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	No change	25/02/14	TBA
		– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	No change	08/07/14	TBA
		– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	No change	25/11/14	TBA
		– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	No change	23/12/14	TBA
		– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	No change	17/02/15	TBA
	Claims	• Claim for April 2014 to be processed shortly.				Browns
5	Variations	• The issue with the VC/Kerb mix has been resolved.				Noted
6	RFI's	• RFI 41 re the stormwater tie connection is still outstanding. Browns has received no response from TAMS. LDA to follow up with Chandra and advise.				LDA
7	Project Changes					

BROWN

8	Other Matters	<ul style="list-style-type: none"> • LDA advised that a notice needs to be placed on all trees earmarked to be removed for a period of at least 2 weeks prior to their removal. • BMD asked whether an access track to the GPT is required as well as whether a water service connection is required. Browns to check with Cardno. • LDA informed BMD to relocate their current site premises by end May/early June or alternatively share the site access with the Contractor for Stage 1A/B. To be discussed further. 	Noted BMD	
	Next Meeting	<ul style="list-style-type: none"> • Thursday 22 May 2014; 10:30am 	Noted	

C

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 19	Date	22 May 2014
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:30AM
Location	Lawson	Scribe	Amal Beeharry
Attendees	Jarrod Shearson – BMD Justin Devantier – BMD Sam McNeil – BMD Joe Mullany – BMD Darren Wakley - BMD Wayne Donegan – BMD Stacey Quayle – LDA Amal Beeharry – Brown Consulting Bill Buckingham – Brown Consulting		
Distribution	All above Guna Seelan – LDA Raffaele Filardo – LDA Darren Benson – Brown Consulting Paul Scotellaro – Brown Consulting Gavin Colledge – BMD		
	ActewAGL / Transact Works: Items discussed: <ul style="list-style-type: none"> • The first power outage for Stage 1B is today, followed by the second outage next Tuesday and the third one next on Thursday. The program for the footpath reinstatement is: 5-6 June for prime followed by 11 June for asphalt. • BMD to forward correspondence about electrical cable being de-energised to Browns. • The procurement process with the LED luminaires is underway. BMD to discuss with ActewAGL about erecting poles in the meantime. 		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1	General			
1.1	Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes. 	Noted	
1.2	WHS	<ul style="list-style-type: none"> LDA to issue the external WHS audit report (outstanding). One incident to report was a labourer stepping down a roller and injuring his shoulder – he was taken to the GP and was discharged. BMD to issue incident report. The weekly site safety and monthly audits are in progress. BMD advised that most of the current site activities revolve around open trenches and manual handling and as such they are actively communicating with all staff to ensure safety on site. 	LDA BMD Noted Noted	
1.3	Quality Assurance	<ul style="list-style-type: none"> Audit testing has been undertaken yesterday on driveways and roadways. Previous failures have been rectified by BMD and tests results have passed. Browns to comment/approve outstanding Pavement ITP. BMD not proceeding with the use of fibre reinforced mesh for the footpaths. BMD suggested that a trial area could be done and monitored at Lawson just for future projects. BMD advised to proceed with the 2:1 rock wall detail as per contract. Browns/BMD to undertake site visit, take photos and make records of any potential asbestos fragments on site. BMD advised that there has been no further unexpected finds on site. BMD mentioned that the other likely area that may have contaminants is the intersection stub along Ginninderra Dr into Lawson. Coffeys has been engaged directly by LDA for the Res Hill works so that it is an independent investigation. BMD asked to be given notice to organise equipment. 	Noted Noted Browns Noted Noted Browns /BMD Noted Noted	

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1.4	Environment	<ul style="list-style-type: none"> BMD had a meeting with EPA who advised that due to the proposed pond size of 4.5ML, a waterway works licence will be required. BMD has been asked to submit additional information with regards to the approval for the Creek works. BMD mentioned it should be done within one week. Street Lights on site are currently on the grasslands buffer. BMD asked to get those moved immediately. BMD requested to relocate the tree protection fences around mature trees so they are outside the drip line. 	<p>Noted</p> <p>BMD</p> <p>BMD</p> <p>BMD</p>	

2 Progress and Technical Issues			
Activity	% completion	Issues / Comments	Action
Remediation Works			
Reservoir Hill	99%	No validation certificate from EPA will be granted until the final investigation is undertaken.	Noted
NE area	50%	Asbestos fee proposal – approved to remove the SW line. No Defence approval as yet for the NE line.	Noted
Stockpile containing ACM		LDA are in discussions with EPA about the possibility of relocating the stockpile elsewhere on site to undertake the investigation.	Noted
Sewer pipe at NE Intersection		All approvals for these works on hold. BMD mentioned that the tree felling activity is scheduled for late next week and they will need to have an answer early next week if this is going ahead.	Noted

2 Progress and Technical Issues			
Activity	% completion	Issues / Comments	Action
BULK EARTHWORKS (1C)			
Topsoil strip	99%	Pending creek works	
Bulk Earthworks	95%	BMD mentioned that up to 5,000m3 of material remains to be excavated plus the creek works	
Filling operations	98%	Pending creek works	
BULK EARTHWORKS (1A)			
Topsoil strip	98%		
Filling operations	90%		
BULK EARTHWORKS (1B)			
Topsoil strip	90%		
Filling operations	70-75%		
HYDRAULICS (1C)			
Stage 1C-1			
Sewer	99%		
Stormwater	95%		
Water	55%		
Conduit	68%		
Subsoil	60%		
Select layer	50%		
Subbase	30%		
Base	-		
Kerb	20%		
Stage 1C-2			
Sewer	0%		
Stormwater	0%		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
3	PROGRAM			
3.1	Upcoming Key activities	<ul style="list-style-type: none"> TAMS approval for works in creek granted. BMD advised that EPA requested additional documentation in support of their application for the creek works – to be submitted within one week. 	BMD	
3.2	Extensions of Time	<ul style="list-style-type: none"> Notices of delay No. 7 received to date. BMD to formalise all outstanding EOTs and submit for assessment. 	BMD	
3.3	Program	<ul style="list-style-type: none"> BMD has provided updated simplified Programs for Stages 1A/1B/1C. Browns/LDA to provide comments on the Stage 1A/1B program. BMD advised that they were reviewing the program for Stage 1C as it is too ambitious. BMD to re-submit. BMD mentioned that the critical activity to complete Stage 1A was the ACM stockpile. BMD advised that the wet stockpile material has been used up to approx. 20%. The drying out process is satisfactory. 	Browns BMD Noted Noted	



3.4	Program Dates	<ul style="list-style-type: none"> Scheduled PC dates 	Original Contract	Revised Contract Dates	BMD's program	Revised BMD's Dates
		– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	19/12/13	1/10/13	TBA
		– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	16/12/13	3/12/13	TBA
		– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	25/02/14	3/12/13	TBA
		– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	No change	30/09/14	TBA
		– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	No change	25/02/14	TBA
		– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	No change	08/07/14	TBA
		– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	No change	25/11/14	TBA
		– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	No change	23/12/14	TBA
		– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	No change	17/02/15	TBA
4	Claims	<ul style="list-style-type: none"> Claim for May 2014 likely to be approx. \$2.5M. 			Noted	
5	Variations	<ul style="list-style-type: none"> The variation to cover the ACM stockpile has been adjusted to cover an area of 10x10m and fee amended accordingly. 			Noted	



6	RFI's	<ul style="list-style-type: none"> BMD asked Browns/LDA to keep following up with TAMS about approval of the stormwater tie connection (RFI 41) for future projects; however BMD are proceeding as per TAMS Specs for Lawson. RFIs 53, 54 are outstanding and need to be answered asap. BMD mentioned that there will be a few RFI in relation to the landscape works. 	Noted Browns Noted	
7	Other Matters	<ul style="list-style-type: none"> No trees are to be removed as yet pending Browns approval. Maintenance access track to the GPT query is with Cardno for resolution. BMD will start moving material to future Stage 2 next week. Relocation of current site premises to be discussed further. 	Noted Noted BMD LDA/ BMD	
8	Next Meeting	<ul style="list-style-type: none"> Thursday 5 June 2014; 10:30am 	Noted	

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 20	Date	5 June 2014
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:30AM
Location	Lawson	Scribe	Amal Beeharry
Attendees	Raffaele Filardo – LDA Darren Benson – Brown Consulting Amal Beeharry – Brown Consulting Bill Buckingham – Brown Consulting Paul Scotellaro – Brown Consulting Jarrod Shearson – BMD Justin Devantier – BMD Sam McNeil – BMD Joe Mullany – BMD Gavin Colledge – BMD		
Distribution	All above Guna Seelan – LDA Stacey Quayle – LDA Darren Wakley - BMD Wayne Donegan – BMD		
	ActewAGL / Transact Works: Items discussed: <ul style="list-style-type: none"> • Poles on Stage 1B are to be removed by next Thurs/Fri. • The program for the footpath reinstatement has been delayed to next Thursday for prime followed by asphaltting the week after next. BMD confirmed they will provide a quote by COB today. • The procurement process with the LED luminaires is approx. 1 month away. BMD advised that ActewAGL will start erecting poles the following Monday. 		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1	General			
1.1	Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes. 	Noted	
1.2	WHS	<ul style="list-style-type: none"> The draft copy of BMD's external WHS audit report has been issued. The Browns report has not yet been issued. BMD issued incident report to Browns/LDA (labourer stepping down a roller and injuring his shoulder). No other incidents to report. The weekly site safety and monthly audits are in progress. It was jointly discussed that from 1 July 2014, the asbestos awareness training will become mandatory for all construction workers in the ACT. 	Noted Noted Noted Noted	
1.3	Quality Assurance	<ul style="list-style-type: none"> Audit testing in progress. Pavement ITP approved. Browns/BMD undertook joint site visit to make records of any potential asbestos fragments on site – nil found. BMD to follow up with Coffeys about the Res Hill works on timing of works. 	Noted Noted Noted BMD	
1.4	Environment	<ul style="list-style-type: none"> BMD advised the Waterway works licence for the creek works has been approved. BMD advised that the Street Lights have been moved from the grasslands buffer to an area south of it. BMD to confirm if the tree protection fences around mature trees have been moved to outside the drip line. 	Noted Noted BMD	

2 Progress and Technical Issues			
Activity	% completion	Issues / Comments	Action
Remediation Works			
Reservoir Hill	99%	No validation certificate from EPA will be granted until the final investigation is undertaken.	Noted
NE area	50%	No Defence approval as yet. LDA to follow up and confirm status.	LDA
Stockpile containing ACM		<p>The ACM containing stockpile is being taken to Mugga tip today.</p> <p>The shifting of the ACM stockpile from Stage 1A to the NE corner has commenced and will be completed by end of next week.</p>	Noted
Sewer pipe at NE Intersection		<p>All approvals for these works on hold.</p> <p>BMD advised they will send a postponement of works notice until further notice.</p> <p>The sewer design is pending Cardno's design resolution, whether grade can be increased to 2% across Baldwin Dr crossing.</p>	Noted

2 Progress and Technical Issues			
Activity	% completion	Issues / Comments	Action
BULK EARTHWORKS (1C)			
Topsoil strip	99%	Pending creek works	
Bulk Earthworks	95%	BMD mentioned that up to 5,000m3 of material remains to be excavated plus the creek works	
Filling operations	98%	Pending creek works	
BULK EARTHWORKS (1A)			
Topsoil strip	99%		
Filling operations	95%		
BULK EARTHWORKS (1B)			
Topsoil strip	90%		
Filling operations	78%		
HYDRAULICS (1C)			
Stage 1C-1			
Sewer	99%		
Stormwater	98%		
Water	60%		
Conduit	75-80%		
Subsoil	60%		
Select layer	60%		
Subbase	40%		
Base	-		
Kerb	30%		
Stage 1C-2			
Sewer	5%		
Stormwater	Commenced		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
3	PROGRAM			
3.1	Extensions of Time	<ul style="list-style-type: none"> Notices of delay No. 7 received to date. BMD to formalise all outstanding EOTs and submit for assessment (Outstanding). Browns has undertaken an EOT assessment taking into account the activities that has delayed BMD's operation in Stage 1A. Browns to issue letter to BMD by COB Friday. 	BMD Browns	
3.2	Program	<ul style="list-style-type: none"> BMD to supply updated program for Stage 1C (outstanding). BMD advised that the wet stockpile material has been used up to approx. 50% (Approx. 4,000m³ left). Browns informed BMD that Jarrod's contact details has been passed on to the surveyor (MMB) for block pegging activities and that BMD need to continually liaise with MMB. 	BMD Noted Noted	



3.4	Program Dates	<ul style="list-style-type: none"> Scheduled PC dates 	Original Contract	Revised Contract Dates	BMD's program	Revised BMD's Dates
		– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	19/12/13	1/10/13	TBA
		– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	16/12/13	3/12/13	TBA
		– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	25/02/14	3/12/13	TBA
		– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	No change	30/09/14	TBA
		– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	No change	25/02/14	TBA
		– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	No change	08/07/14	TBA
		– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	No change	25/11/14	TBA
		– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	No change	23/12/14	TBA
		– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	No change	17/02/15	TBA
4	Claims	<ul style="list-style-type: none"> Claim for May 2014 approx. \$2.3M. Browns to assess. 			Browns	
5	Variations	<ul style="list-style-type: none"> Included in progress claim. 			Noted	
6	RFI's	<ul style="list-style-type: none"> Outstanding RFIs to be answered asap. 			Noted	



7	Other Matters	<ul style="list-style-type: none">• Maintenance access track to the GPT query is with Cardno for resolution.• Relocation of current site premises being discussed between LDA/BMD outside the site meeting.• Browns confirmed with Douglas Partners about blocks being Class H or M. DP advised to continue earthworks operations as per previous advice.	Noted Noted Noted	
8	Next Meeting	<ul style="list-style-type: none">• Thursday 19 June 2014; 10:30am	Noted	

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 21	Date	19 June 2014
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:30AM
Location	Lawson	Scribe	Amal Beeharry
Attendees	Raffaele Filardo – LDA Stacey Quayle – LDA Amal Beeharry – Brown Consulting Bill Buckingham – Brown Consulting Paul Scotellaro – Brown Consulting	Jarrold Shearson – BMD Sam McNeil – BMD Joe Mullany – BMD Darren Wakley - BMD Gavin Colledge – BMD	
Distribution	All above Guna Seelan – LDA Darren Benson – Brown Consulting Justin Devantier – BMD Wayne Donegan – BMD		
	ActewAGL / Transact Works: Items discussed: <ul style="list-style-type: none"> • Pole removal in Stage 1B is in progress. • The footpath has been primed, asphalt is expected for next Monday. • BMD/LDA has confirmed that the street light poles can be erected in the meantime without the luminaires. Once the luminaries become available, they can be installed. 		

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Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1	General			
1.1	Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes. 	Noted	
1.2	WHS	<ul style="list-style-type: none"> BMD's to close out non-conformance(s) of the WHS audit and send a copy of close-out action to Browns/LDA. Brown's non-conformance has been closed out based on another project. A copy of the close-out record is to be sent to LDA. New incident at Lawson has been reported to Browns/LDA on 17/06/14 (small roller tipped while working along an embankment on Ginninderra Path due to the soft underlying subgrade). Incident has also been reported to WorkSafe. The weekly site safety and monthly audits are in progress. 	BMD Browns Noted Noted	
1.3	Quality Assurance	<ul style="list-style-type: none"> Audit testing in progress. BMD has raised an NCR for the subbase/base pavement thickness as well as the kerb hor/vert tolerances. Browns to respond. On 18/06/14, a piece of asbestos fragment was found in Stage 1A (now under Canberra Contractors possession). The area has been fenced off and the asbestos covered in plastic pending investigation by CC/Coffeys. Coffeys work on Res-Hill has been completed and BMD advised no asbestos was found. 	Noted Browns Noted Noted	

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1.4	Environment	<ul style="list-style-type: none">• BMD advised that the waterway licence for the increase in pond storage has been approved, however the waterway licence for the creek works has not yet been approved.• The capacity of the Pond in Stage 1C will be increased.• The backfilling of one of the ponds in Stage 1B will be completed today.	Noted Noted Noted	

2 Progress and Technical Issues Activity	% completion	Issues / Comments	Action
Remediation Works			
Reservoir Hill		Browns to contact Aecom re undertaking an independent report.	Browns
NE area		The asbestos pipe removal works in Defence land is not proceeding: The validation report is still outstanding.	Noted Noted
Stockpile containing ACM		The shifting of the ACM stockpile from Stage 1A to the NE corner has been completed; testing is also done. The test result/report not yet available.	Noted
Sewer pipe at NE Intersection		All approvals for these works on hold. The sewer redesign is in progress by Cardno; details will be provided once available.	Noted

2. Progress and Technical Issues				
Activity	% completion	Issues / Comments	Action	
BULK EARTHWORKS (1C)				
Topsoil strip	99%	Pending creek works		
Bulk Earthworks	95%	BMD mentioned that up to 5,000m3 of material remains to be excavated plus the creek works		
Filling operations	98%	Pending creek works		
BULK EARTHWORKS (1A)				
Topsoil strip	100%			
Filling operations	99%			
BULK EARTHWORKS (1B)				
Topsoil strip	90%	Controlled fill report expected mid next week		
Filling operations	85%			
HYDRAULICS (1C)				
Stage 1C-1				
Sewer	99%			
Stormwater	98%			
Water	70%			
Conduit	90%			
Subsoil	90%			
Select layer	90%			
Subbase	50%			
Base	25%			
Kerb	30%			
Stage 1C-2				
Sewer	5%			
Stormwater	10%			

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Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
3	PROGRAM			
3.1	Extensions of Time	<ul style="list-style-type: none"> BMD advised EOT 6 and subsequent EOTs will be submitted today. Browns own assessment of EOT has been completed for Stage 1A and the practical completion date is 29 May 14. 	BMD Noted	
2	Program	<ul style="list-style-type: none"> BMD to issue updated program for Stage 1C today (outstanding). BMD advised that the wet stockpile material has been used up to approx. 70%. BMD to continually liaise with MMB surveyor for block pegging activities. 	BMD Noted BMD	

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3.4	Program Dates	<ul style="list-style-type: none"> Scheduled PC dates 	Original Contract	Revised Contract Dates	BMD's program	Revised BMD's Dates
		– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	19/12/13	1/10/13	TBA
		– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	16/12/13	3/12/13	TBA
		– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	25/02/14	3/12/13	TBA
		– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	No change	30/09/14	TBA
		– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	29/05/14	25/02/14	TBA
		– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	No change	08/07/14	TBA
		– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	No change	25/11/14	TBA
		– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	No change	23/12/14	TBA
		– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	No change	17/02/15	TBA
4	Claims	<ul style="list-style-type: none"> Payment for May 2014 claim expected next week. 			Noted	
5	Variations	<ul style="list-style-type: none"> In progress. 			Noted	
6	RFI's	<ul style="list-style-type: none"> Browns to follow up with Cardno re dwg drawings for landscaping works. 			Browns	

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7	Other Matters	<ul style="list-style-type: none"> Maintenance access track to the GPT query is with Cardno for resolution. Browns to forward to Mark Perry for resolution. BMD are staying within their current site premises and CC's site compound will be moving to Sec CD. Each contractor will utilise the other contractor's entry/exit point as a backup in case of emergency site evacuation. 	Browns Noted	
8	Next Meeting	<ul style="list-style-type: none"> Thursday 3 July 2014; 10:30am 	Noted	1

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 22	Date	3 July 2014
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:30AM
Location	Lawson	Scribe	Amal Beeharry
Attendees	Guna Seelan – LDA Raffaele Filardo – LDA Stacey Quayle – LDA Amal Beeharry – Brown Consulting Bill Buckingham – Brown Consulting Darren Benson – Brown Consulting	Jarrold Shearson – BMD Sam McNeil – BMD Joe Mullany – BMD Justin Devantier – BMD Wayne Donegan – BMD	
Distribution	All above Paul Scotellaro – Brown Consulting Darren Wakley - BMD Gavin Colledge – BMD		
	<p>ActewAGL / Transact Works:</p> <p>Items discussed:</p> <ul style="list-style-type: none"> • Few poles on the slope in Stage 1B still require removal; BMD to confirm which poles they are. BMD advised that ActewAGL can't remove those at the moment due to the wet ground. • Asphaltting of the footpath completed. There are a few areas that need to be rectified. BMD to complete linemarking works. 		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1	General			
1.1	Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes. 	Noted	
1.2	WHS	<p>Incident Reporting</p> <p><i>The Principal Contractor must:</i></p> <ul style="list-style-type: none"> a) notify the Superintendent and the Principal of any notifiable incident immediately after it notifies the regulator; and b) promptly notify the occurrence and furnish a written report to the Superintendent and the Principal of any other incident. <ul style="list-style-type: none"> One incident was reported during this period: <ul style="list-style-type: none"> – 23/06/14: Vehicle driven into shallow trench. Investigated and closed out on 27/06/2014. Corrective actions included – Warning issued to worker – Road 23 is not to be driven on – Site closed due to inclement weather – Monitoring of site rules during weekly site inspections. BMD presented a copy of their incident investigation of the small roller tip over of the 17/06/14 on 20/06/2014. Corrective actions included – Re-education of team regarding roller safety and operating procedures, assess current working environment through prestart risk assessment. BMD's to close out non-conformance(s) of the WHS audit and send a copy of close-out action to Browns/LDA. Action still pending by BMD. Brown's non-conformance has been closed out based on another project. A copy of the close-out record is to be sent to LDA. This has been actioned through an email dated 26/06/2014. Site Safety Walk conducted on 23/06/2014, Barricading to trenches along haulage roads raised as a hazard. Browns recommend that the Principal contractor continue to conduct and encourage their sub-contractors to conduct and document: <ul style="list-style-type: none"> – Pre-start Hazard Assessment, – Check that adequate supervision is allocated to activities based on the level of risk, – Monitor that High Risk Tasks are conducted in accordance with SWMS. To be confirmed. Browns recommended that BMD and Canberra Contractors consult in relation to co-ordinating their respective Emergency Preparedness Plans and that the process be documented. To be confirmed. The weekly site safety and monthly audits are in progress. 	<p>Noted</p> <p>BMD</p> <p>BMD</p> <p>Noted</p> <p>BMD</p> <p>Noted</p> <p>BMD</p> <p>Noted</p>	

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1.3	Quality Assurance	<ul style="list-style-type: none"> Audit testing in progress. BMD has raised an NCR for the subbase/base pavement thickness as well as the kerb hor/vert tolerances. Browns to respond (once independent survey becomes available). Coffeys report about the Res Hill work will be submitted to EPA next Mon/Tues. 	<p>Noted</p> <p>Browns</p> <p>Noted</p>	
1.4	Environment	<ul style="list-style-type: none"> BMD advised that the environmental authorisation for the waterway licence for the creek works will be issued by EPA next week. The works to increase the capacity of the Pond in Stage 1C is in progress. The backfilling of the pond to the south-east in Stage 1B has been completed. BMD to look into the location of the other pond to the west in Stage 1B as it is potentially on the alignment of a future road. Browns to inspect and confirm suitability of the swale drain recently constructed by BMD on Res Hill. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>BMD</p> <p>Browns</p>	

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2 Progress and Technical Issues Activity	% completion	Issues / Comments	Action
Remediation Works			
Reservoir Hill		Coffeys report to be submitted to EPA next week.	Noted
NE area		The validation report has been submitted to EPA for approval.	Noted
Stockpile containing ACM		Works completed. The validation report has been submitted to EPA for approval.	Noted
Sewer pipe at NE Intersection		Waiting for Actew approval.	Noted
Stage 1B		The validation report has been submitted to EPA for approval.	Noted

2 Progress and Technical Issues		% completion		Issues / Comments	Action
Activity	Stage 1C1	Stage 1C2			
BULK EARTHWORKS (1C)					
Topsoil strip	99%	100%		Pending creek works.	
Bulk Earthworks	99%	100%		BMD mentioned that up to 5,000m ³ of material remains to be excavated plus the creek works.	
Filling operations	99%	100%		Controlled fill report for 1C1 and 1C2 to be submitted by BMD.	
BULK EARTHWORKS (1A)					
Topsoil strip	100%				
Filling operations	99%			Controlled fill report received.	
BULK EARTHWORKS (1B)					
Topsoil strip	90%				
Filling operations	85%			BMD to rectify low spots and uncompacted areas prior to handover. BMD also advised that there is approx. 11,000m ³ of earthworks to complete Stage 1B.	
HYDRAULICS (1C)					
Stage 1C-1					
Sewer	99%	30%		Testing in 1C1 - 80%. WAE in progress. CCTV nominated by Actew.	
Stormwater	99%	20%		CCTV 1C1 - 75%, remainder of CCTV to be completed asap and submitted to Browns. No SMEC inspection booked in yet. BMD to check size of pit openings.	
Water	80%	0%		No testing yet.	
Common Trench	99% Elec 99% Telco 80% TransACT	0%			
Conduits	100%	0%			
Subsoil	95% (40% rodding)				
Subgrade Preparation	100%	0%			

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Select layer	99%	0%	
Subbase	75%	0%	
Base	40%	0%	
Prime	40%	0%	
A/C	40%	0%	NCR to be raised re temp/wind issue and with 2ton roller being used.
Kerb	50%	0%	
Vehicle crossing	40%	0%	
Driveways	50%	0%	
Footpaths	40%	0%	
Retaining Walls	40%	0%	
Street Lights	0%	0%	Street Lights are on site, ready to be installed.
Block Pegging	0%	0%	BMD to liaise with MMB
Site Classification	0%	0%	To be organized asap.



Key Points Discussed and Action Items						
No.	Topic	Action Item(s)	Owner	Target Date		
3	PROGRAM					
3.1	Extensions of Time	<ul style="list-style-type: none"> Outstanding EOTs have been submitted by BMD. Browns to assess. BMD to update and re-issue the program for Stage 1C. BMD to include %complete as well as timeframe for WAE and handover activities. 	Browns			
2	Program	<ul style="list-style-type: none"> BMD advised that there is approx. 3,800m3 of material left in the wet stockpile. BMD to continually liaise with MMB surveyor for block pegging activities. 	Noted BMD			
3.4	Program Dates	<ul style="list-style-type: none"> Scheduled PC dates 				
			Original Contract	Revised Contract Dates	BMD's program	Revised BMD's Dates
		– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	19/12/13	1/10/13	TBA
		– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	16/12/13	3/12/13	TBA
		– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	25/02/14	3/12/13	TBA
		– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	No change	30/09/14	TBA
		– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	29/05/14	25/02/14	TBA
		– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	No change	08/07/14	TBA
		– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	No change	25/11/14	TBA
		– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	No change	23/12/14	TBA
		– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	No change	17/02/15	TBA

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4	Claims	<ul style="list-style-type: none"> BMD to provide digital survey files with each month's claim. 	Noted	
5	Variations	<ul style="list-style-type: none"> In progress. 	Noted	
6	RFI's	<ul style="list-style-type: none"> The digital landscape drawings from Cardno are outstanding. 	Browns	
	Other Matters	<ul style="list-style-type: none"> Maintenance access track to the GPT query is with Cardno for resolution – no response. 	Browns	
8	Next Meeting	<ul style="list-style-type: none"> Thursday 17 July 2014; 10:30am 	Noted	

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 23	Date	17 July 2014
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Darren Benson	Time	10:30AM
Location	Lawson	Scribe	Geoff Green
Attendees	Guna Seelan (GS) – LDA Raffaele Filardo (RF) – LDA Bill Buckingham (BB) – Brown Consulting Darren Benson (DB) – Brown Consulting Paul Scotellaro (PS) – Brown Consulting Geoff Green (GG) – Brown Consulting	Jarrold Shearson (JS) – BMD Darren Wakley (DW) - BMD Sam McNeil (SM)– BMD Wayne Donegan (WD) – BMD Gavin Colledge (GC) – BMD	
Distribution	All above Stacey Quayle – LDA Amal Beeharry – Brown Consulting Justin Devantier – BMD Joe Mullany – BMD		
Minutes – Previous Meeting	<ul style="list-style-type: none"> • There were no objections to the previous meeting minutes. 		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1				
1.1	WHS	<p>Incident Reporting The Principal Contractor must: a) notify the Superintendent and the Principal of any notifiable incident immediately after it notifies the regulator; and b) promptly notify the occurrence and furnish a written report to the Superintendent and the Principal of any other incident.</p> <ul style="list-style-type: none"> Two incidents were reported during this period: <ul style="list-style-type: none"> Eye injury. A stone mason injured his eye with a rock chip (the chip went between a gap in the Safety glasses). The Sub-Contractor will change their SWMS PPE requirements from glasses to goggles. Truck rollover. A truck has rolled over onsite. BMD have carried out an incident investigation and have notified Worksafe. The conclusion of the investigation was that the truck did not follow procedure and went into an incorrect area. JS – BMD have closed out all of the non-conformance(s) of the WHS audit. GS – Another WHS audit has been scheduled for next Thursday (8:30am-2pm, 24 July 2014). JS - BMD and Canberra Contractors have consulted regarding the co-ordination of Emergency Evacuation Plans and will use each other's site access if required in an emergency situation. The weekly site safety and monthly audits are in progress (carried over). 	Noted Noted Noted Noted Noted Noted	
1.3	Quality Assurance	<ul style="list-style-type: none"> BB - Audit testing will be carried out this afternoon. BMD has raised an NCR for the subbase/base pavement thickness as well as the kerb hor/vert tolerances. Browns to respond (once independent survey becomes available), (Carried over) 	Noted Browns	31-
1.4	Environment	<ul style="list-style-type: none"> BMD advised that the environmental authorisation for the waterway licence for the creek works will be issued by EPA next week (carried over). JS – Three ponds clash with trees, BMD will propose to leave the existing sediment pond. GS – The site access was shut today which resulted in cars parking around the outside of the site entry. JS – An all-weather access road will be constructed soon for cars access to access the site safely. 	Noted BMD Noted	31-07-14

BROWN

2. Progress and Technical Issues					
Activity		% completion	Issues / Comments	Action	
Remediation Works			JS - 1 stockpile has been approved for use onsite and 1 stockpile has been approved to export. GS - Would prefer for the NE material not to be used on Stage 1B and would also prefer for the Stage 1B topsoil stockpile to be disposed offsite. DB - Request for BMD to send the validation status table to Brown's as soon as possible.	Noted	Noted
Reservoir Hill			Coffeys report to be submitted to EPA next week (carried over).	Noted	Noted
NE area			The validation report has been submitted to EPA for approval (carried over). JS - The EPA have had the report for 16days so a response is expected soon.	Noted	Noted
Stockpile containing ACM			Works completed. The validation report has been submitted to EPA for approval (carried over).	Noted	Noted
Sewer pipe at NE Intersection			Waiting for Actew approval (carried over).	Noted	Noted
Stage 1B			The validation report has been submitted to EPA for approval (carried over).	Noted	Noted

2. Progress and Technical Issues		Stage 1C1	% completion Stage 1C2	Issues / Comments	Action
BULK EARTHWORKS (1C)					
Topsoil strip	99%	100%		Pending creek works.	Noted
Bulk Earthworks	99%	100%		BMD mentioned that up to 5,000m3 of material remains to be excavated plus the creek works (carried over). JS – The wet weather has delayed earthworks. JS – Stage 1B is the only fill area remaining for BMD, Stage 1B could not be filled previously due to asbestos issues.	Noted Noted
Filling operations	99%	100%		Controlled fill report for 1C1 and 1C2 to be submitted by BMD (carried over).	BMD
BULK EARTHWORKS (1A)					
Topsoil strip	100%			-	
Filling operations	99%			-	
BULK EARTHWORKS (1B)					
Topsoil strip	90%			-	
Filling operations	85%			BMD to rectify low spots and uncompacted areas prior to handover. BMD also advised that there is approx. 11,000m3 of earthworks to complete Stage 1B (carried over).	Noted
HYDRAULICS (1C)					
Stage 1C-1					
Sewer	99%		50%	Testing in 1C1 – 80%. WAE in progress. CCTV nominated by Actew (carried over).	Noted
Stormwater	99%		30%	CCTV 1C1 - 75%, remainder of CCTV to be completed asap and submitted to Browns (carried over). No SMEC inspection booked in yet (carried over). BMD to check size of pit openings (carried over). No testing yet (carried over).	BMD Noted BMD Noted
Water	90%		0%		
Common Trench	100% Elec 100% Telco 100% TransACT		0%	Few poles on the slope in Stage 1B still require removal; BMD to confirm which poles they are. BMD advised that ActewAGL can't remove those at the moment due to the wet ground (carried over). DB – Has a revised electrical drawing to issue regarding streetlights. JS – this may be formalising an instruction already given onsite.	Noted DB

BROWN

Conduits	100%	0%	-	
Subsoil	98% (45% rodding)		-	
Subgrade Preparation	100%	0%		
Select layer	99%	70%		
Subbase	75%	85%		
Base	40%	0%		
Prime	40%	0%		
A/C	40%	0%		AB/BB
			DB - Browns have received and are currently assessing the NCR regarding temp/wind issue and with 2ton roller being used. As noted BMD have advised that they are going to rectify the joins and address non-conforming work.	
			SM - AC has been booked-in for mid-Sept.	Noted
Kerb	60%	0%		
Vehicle crossing	60%	0%		
Driveways	50%	0%		
Footpaths	50%	0%		
Retaining Walls	50%	0%		
Street Lights	0%	0%		Noted
			Street Lights are on site (carried over). JS - 1 streetlight has been installed. GS - Actew have a program of 6-8 weeks to complete.	
Block Pegging	0%	0%		Noted
Site Classification	0%	0%		Noted
General			SM - Douglas have been booked to start site works in 2 weeks.	Noted

BROWN

Key Points Discussed and Action Items						
No.	Topic	Action Item(s)	Owner	Target Date		
3	PROGRAM					
3.1	Extensions of Time	<ul style="list-style-type: none"> Outstanding EOTs have been submitted by BMD. Browns to assess (carried over). 	Browns	31-07-14		
3.2	Program	<ul style="list-style-type: none"> BMD to update and re-issue the program for Stage 1C. BMD to include %complete as well as timeframe for WAE and handover activities (carried over). 	BMD	31-07-14		
3.4	Program Dates	<ul style="list-style-type: none"> Scheduled PC dates 				
			Original Contract	Revised Contract Dates	BMD's program	Revised BMD's Dates
		– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	19/12/13	1/10/13	TBA
		– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	16/12/13	3/12/13	TBA
		– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	25/02/14	3/12/13	TBA
		– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	No change	30/09/14	TBA
		– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	29/05/14	25/02/14	TBA
		– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	No change	08/07/14	TBA
		– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	No change	25/11/14	TBA
		– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	No change	23/12/14	TBA
		– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	No change	17/02/15	TBA

BROWN

4	Claims	<ul style="list-style-type: none"> BMD to provide digital survey files with each month's claim (carried over). 	Noted	-
5	Variations	<ul style="list-style-type: none"> In progress. 	Noted	-
6	RFI's	<ul style="list-style-type: none"> The digital landscape drawings from Cardno are outstanding. RF – Cardno are currently sorting the drawings out. SM – There are a few RFI's outstanding. DB – SM to follow up with AB. 	RF	31-07-14
			Browns	31-07-14
	Other Matters	<ul style="list-style-type: none"> Maintenance access track to the GPT query is with Cardno for resolution – no response (carried over). GS – Has BMD completed the creek diversion? SM – NO. DW – The diversion is not required with the existing controls. SM – Made their own asbestos tracking spreadsheet as (did not receive s spreadsheet from Coffey Environments). JS – The tracking data recorded is the best estimate of material movement. 	Browns	31-07-14
			Noted	-
			Noted	-
8	Next Meeting	<ul style="list-style-type: none"> Thursday 31 July 2014; 10:30am 	Noted	-

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 24	Date	31 July 2014
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilltator	Amal Beeharry	Time	10:30AM
Location	Lawson	Scribe	Amal Beeharry
Attendees	Raffaele Filardo – LDA Stacey Quayle – LDA Bill Buckingham – Brown Consulting Amal Beeharry – Brown Consulting Jarrod Shearson – BMD Darren Wakley - BMD Sam McNeil – BMD Wayne Donegan – BMD Gavin Colledge – BMD		
Distribution	All above Guna Seelan – LDA Darren Benson (DB) – Brown Consulting Paul Scotellaro (PS) – Brown Consulting Justin Devantier – BMD Joe Mullany – BMD		
Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes. 		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1				
1.1	WHS	<p>Incident Reporting <i>The Principal Contractor must:</i> a) <i>notify the Superintendent and the Principal of any notifiable incident immediately after it notifies the regulator; and</i> b) <i>promptly notify the occurrence and furnish a written report to the Superintendent and the Principal of any other incident.</i></p> <ul style="list-style-type: none"> One incident was reported during this period: <ul style="list-style-type: none"> Injury to finger. BMD to submit incident report. Truck rollover incident – BMD to have a further meeting with Browns Paul Scotellaro. The WHS report from Chris Knight has not yet been received. The weekly site safety and monthly audits are in progress. Toolbox meeting are on every Friday. 	<p>Noted</p> <p>BMD</p> <p>BMD/ Browns</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>	
1.3	Quality Assurance	<ul style="list-style-type: none"> Audit testing in progress. 	Noted	
1.4	Environment	<ul style="list-style-type: none"> Waterway works licence approved. BMD will be commencing works late next week and prior to commencement of works, BMD will liaise with EPA to check all controls are satisfactory. Three ponds clash with trees, BMD will propose to leave the existing sediment pond. The all-weather access road has been partially completed. 	<p>Noted</p> <p>BMD</p> <p>Noted</p>	

1.0 LAWSON – REMEDIATION WORKS REGISTER

Scope	Location	Unexpected Find	Status & Remaining Actions	EPA Endorsement / Approval
Southern Asbestos Line	1B	-	Interim Validation Report Submitted	Yes
Northern Asbestos Line	1A/1B	-	Interim Validation Report Submitted	Yes
Northern Asbestos Line (Live Main Servicing Naval Base)	1C	-	Interim Validation Report Submitted	Yes
Eastern Hummocky Ground (including UF1 & UF2)	1A/1B	UF1 & UF2	Interim Validation Report Submitted	Yes
HV Trench at North East (UF5)	1C	UF5	Interim Validation Report Submitted	Yes
South Eastern Area (UF4 for asbestos found in the existing soil strata in the South East Corner of 1B)	1B	UF4	Interim Validation Report Submitted	Yes
Reservoir Hill	1C	-	Interim Validation Report Submitted once but put on hold. As of 01/07/2014 amendments are being made by Coffey to include recent test pitting which Coffey will submit to EPA soon As of 22/07/2014 Coffey are ready to submit to EPA once Glenn Paris proof-reads validation report. WITH COFFEY FOR ACTION	Not re-submitted yet
North East Old Abandoned Asbestos Line (UF6 at the very north east corner of Stage 1C)	1C	UF6	Interim Validation Report Submitted on 01/07/2014. Returned endorsed on 21/07/2014, however EPA's Condition #4 is contradictory to what was spoken about in meetings in May. Coffey asked LDA/Browns on 21/07/2014 to advise if the narrow strip of land to the east of the Defence Land can be put on the Long Term Site Management Plan. WITH LDA FOR ACTION	Yes** **Note: Condition #4 to be addressed by LDA shortly

BROWN

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<p>North East Intersection (including Pre-Existing Uncontrolled Fill from Intersection Upgrade as well as original emu picking scope)</p>	<p>1C</p>	<p>-</p>	<p>On 01/07/2014 Coffey have advised that they are expecting a decision from LDA regarding the NE Fill and that the validation of the whole area will be managed in conjunction with the NE Fill once a decision is made</p> <p>On 22/07/2014 Coffey have advised that an email with a list of deliverables for this area has been sent to LDA last week. Cheryl has been asked to provide a copy of this email to BMD.</p> <p>WITH COFFEY & LDA FOR ACTION</p>
<p>South East of Stage 1B Anthropogenic Material discovered which was found to contain ACM (UF7) once stockpiled in Stage 1A. Subsequently relocated to North East Intersection</p>	<p>All</p>	<p>UF7</p>	<p>Coffey have submitted the beneficial re-use assessment to EPA on 01/07/2014 which has been approved/supported.</p> <p>Area where the material was found was 2.5m deep and Coffey has recommended acceptance as is to EPA.</p> <p>AWAITING CONFIRMATION FROM EPA</p> <p>There were 3 resultant stockpiles from UF7 as follows:</p> <ul style="list-style-type: none"> a) Concrete – Awaiting approval from TAMS to use behind walls to save offsite costs for LDA b) Isolated ACM Stockpile to go to WBRM once screened/sifted c) Large BRU stockpile to be used on site once screened/sifted
<p>Topsoil Stockpiled in the South West of 1B (On Block CA) which came from South East of 1B</p>	<p>1B</p>	<p>-</p>	<p>Screening of the material is underway (started 21/07/2014) and the offsite cartage is scheduled to commence from Tuesday 29/07/2014.</p> <p>A piece of asbestos was discovered on 21/07/2014 from the screening process.</p> <p>Process Ongoing...</p>

Reservoir Hill Flanks (Outside Original Scope)	1C		<p>As of 01/07/2014, Coffey had provided a strategy to Browns.</p> <p>Browns subsequently requested a cost proposal from Coffey which Coffey said would be submitted soon.</p> <p>As of 22/07/2014, Coffey have provided a cost proposal direct to Browns. Coffey have advised BMD that they have been advised by Browns/LDA that this item is not priority at present.</p> <p>WITH BROWNS FOR ACTION/ADVICE</p>	
UF8 -- North East Intersection during excavation to subgrade for Road 02	1C	UF8	<p>Discovered on 21/07/2014</p> <p>BMD requested Coffey Fee Proposal on 22/07/2014</p> <p>Cheryl emailed Amal on 22/07/2014 asking whether Browns/LDA want Coffey to prepare a BRA assessment so that they can put it in to their fee proposal.</p> <p>AMAL TO ADVISE</p>	Not required. Coffey advised that this can be managed as part of the Road 02 LT-SMP
Note Only: UF3 was not an unexpected find in the end. It was Fibre Reinforced Concrete Pipes near Ginninderra Drive	1B	UF3	<p>Note Only: Coffey will include for material tracking in the final validation report</p>	Not required.

2. Progress and Technical Issues		% completion	Issues / Comments	Action
Activity	Stage 1C1	Stage 1C2		
BULK EARTHWORKS (1C)				
Topsoil strip	99%	100%	Pending creek works.	Noted
Bulk Earthworks	99%	100%	BMD mentioned that up to 5,000m ³ of material remains to be excavated plus the creek works (carried over). BMD advised the wet weather has delayed earthworks. BMD advised Stage 1B is the only fill area remaining for BMD, Stage 1B could not be filled previously due to asbestos issues. Controlled fill report for 1C1 and 1C2 to be submitted by BMD (carried over).	Noted Noted Noted Noted BMD
BULK EARTHWORKS (1B)				
Topsoil strip	90%			
Filling operations	90%		BMD to rectify low spots and uncompacted areas prior to handover. BMD advised 80% of defects have been rectified. To be completed by mid August. Survey conformance to be provided by BMD prior to handover.	Noted Noted BMD
HYDRAULICS (1C)				
Stage 1C-1				
Sewer	99%	75%	Testing in 1C1 - 80%. WAE in progress. CCTV nominated by Actew (carried over).	Noted
Stormwater	100%	45%	CCTV 1C1 - 75%, remainder of CCTV to be completed asap and submitted to Browns (carried over). No SMEC inspection booked in yet (carried over). BMD to check size of pit openings (carried over).	BMD Noted BMD Noted
Water	95%	0%	No testing yet (carried over).	Noted
Common Trench	100% Elec 100% Telco 100% TransACT	0%	Few poles on the slope in Stage 1B still require removal; BMD to confirm which poles they are. BMD advised that Actew/AGL can't remove those at the moment due to the wet ground (carried over).	Noted
Conduits				
Subsoil	100% 99% (60% rodding)	0%		

Subgrade Preparation	100%	0%		
Select layer	100%	80%		
Subbase	90%	0%		
Base	50%	0%		
Prime	40%	0%		
A/C	40%	0%	Browns have received and are currently assessing the NCR regarding temp/wind issue and with 2ton roller being used. As noted BMD have advised that they are going to rectify the joins and address non-conforming work. AC has been booked-in for mid-Sept.	Browns Noted
Kerb	70%	0%		
Vehicle crossing	80%	0%		
Driveways	70%	0%		
Footpaths	65%	0%		
Retaining Walls	50%	0%		
Street Lights	0%	0%	Street Lights are on site (carried over). One streetlight has been installed. Actew have a program of 6-8 weeks to complete. BMD to liaise with MMB.	Noted
Block Pegging	20%	0%		Noted
Site Classification	0%	0%	Douglas have been booked to start site works in 2 weeks.	Noted
General				

BROWN

Key Points Discussed and Action Items						
No.	Topic	Action Item(s)	Owner	Target Date		
3	PROGRAM					
3.1	Extensions of Time	<ul style="list-style-type: none"> Outstanding EOTs have been assessed by Browns. 	Browns			
3.2	Program	<ul style="list-style-type: none"> Updated program for Stage 1C submitted by BMD. 	BMD			
3.4	Program Dates	<ul style="list-style-type: none"> Scheduled PC dates 				
			Original Contract	Revised Contract Dates	BMD's program	Revised BMD's Dates
		– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	01/07/14	1/10/13	TBA
		– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	01/07/14	3/12/13	TBA
		– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	25/02/14	3/12/13	TBA
		– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	05/12/14	30/09/14	TBA
		– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	29/05/14	25/02/14	TBA
		– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	No change	08/07/14	TBA
		– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	No change	25/11/14	TBA
		– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	11/03/15	23/12/14	TBA
		– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	No change	17/02/15	TBA

BROWN

4	Claims	<ul style="list-style-type: none"> BMD to provide digital survey files with each month's claim (carried over). 	Noted	
5	Variations	<ul style="list-style-type: none"> In progress. 	Noted	
6	RFI's	<ul style="list-style-type: none"> The digital landscape drawings from Cardno are outstanding. There are a few RFI's outstanding. 	Noted Browns	
7	Other Matters	<ul style="list-style-type: none"> Maintenance access track to the GPT query is with Cardno for resolution – no response (carried over). 	Noted	
8	Next Meeting	<ul style="list-style-type: none"> Thursday 14 August 2014; 10:30am 	Noted	

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 26	Date	14 Aug 2014
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:30AM
Location	Lawson	Scribe	Amal Beeharry
Attendees	Raffaele Filardo – LDA Bill Buckingham – Brown Consulting Amal Beeharry – Brown Consulting Jarrod Shearson – BMD Joe Mullany – BMD Justin Devantier – BMD Darren Wakley – BMD Wayne Donegan – BMD		
Distribution	All above Guna Seelan – LDA Stacey Quayle – LDA Darren Benson – Brown Consulting Paul Scotellaro – Brown Consulting Sam McNeil – BMD		
Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes. 		

BROWN

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1				
1.1	WHS	<p>Incident Reporting <i>The Principal Contractor must:</i> a) notify the Superintendent and the Principal of any notifiable incident immediately after it notifies the regulator; and b) promptly notify the occurrence and furnish a written report to the Superintendent and the Principal of any other incident.</p> <ul style="list-style-type: none"> No incident was reported during this period. BMD to submit incident report on injury to finger (outstanding). Truck rollover incident. BMD met with Browns to close out incident report. Report sent. The WHS report from Chris Knight will be available next week. The weekly site safety and monthly audits are in progress. Pre-start meetings are on every morning. SBO's and JHA's are being used effectively on site. 	<p>Noted</p> <p>Noted</p> <p>BMD</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>	
1.2	Quality Assurance	<ul style="list-style-type: none"> Audit testing in progress. NCRs – issues rectified. 	Noted	
1.3	Environment	<ul style="list-style-type: none"> BMD advised that EPA are satisfied with all controls on site. Commencement of works is next week after the weekend's rainfall. LDA to follow up about creek stabilisation and advise treatment specified in landscape contract. The all-weather access road has been fully completed. EPA visited the site and advised site controls are satisfactory. A site audit was done by BMD's General Foreman and the outcome was more silt fences had to be erected. 	<p>BMD</p> <p>LDA</p> <p>Noted</p> <p>Noted</p> <p>BMD</p>	

1.0 LAWSON – REMEDIATION WORKS REGISTER

Scope	Location	Unexpected Find	Status & Remaining Actions	EPA Endorsement / Approval
Southern Asbestos Line	1B	-	Interim Validation Report Submitted	Yes
Northern Asbestos Line	1A/1B	-	Interim Validation Report Submitted	Yes
Northern Asbestos Line (Live Main Servicing Naval Base)	1C	-	Interim Validation Report Submitted	Yes
Eastern Hummocky Ground (Including UF1 & UF2)	1A/1B	UF1 & UF2	Interim Validation Report Submitted	Yes
HV Trench at North East (UF5)	1C	UF5	Interim Validation Report Submitted	Yes
South Eastern Area (UF4 for asbestos found in the existing soil strata in the South East Corner of 1B)	1B	UF4	Interim Validation Report Submitted	Yes
Reservoir Hill	1C	-	Interim Validation Report Submitted once but put on hold. As of 01/07/2014 amendments are being made by Coffey to include recent test pitting which Coffey will submit to EPA soon As of 22/07/2014 Coffey are ready to submit to EPA once Glenn Paris proof-reads validation report. WITH COFFEY FOR ACTION	Not re-submitted yet
North East Old Abandoned Asbestos Line (UF6 at the very north east corner of Stage 1C)	1C	UF6	Interim Validation Report Submitted on 01/07/2014. Returned endorsed on 21/07/2014, however EPA's Condition #4 is contradictory to what was spoken about in meetings in May. Coffey asked LDA/Browns on 21/07/2014 to advise if the narrow strip of land to the east of the Defence Land can be put on the Long Term Site Management Plan. MANAGEMENT PLAN BEING PREPARED BY COFFEYS FOR	Yes** **Note: Condition #4 to be addressed by LDA shortly

	TAMS APPROVAL				
<p>North East Intersection (including Pre-Existing Uncontrolled Fill from Intersection Upgrade as well as original emu picking scope)</p>	<p>On 01/07/2014 Coffey have advised that they are expecting a decision from LDA regarding the NE Fill and that the validation of the whole area will be managed in conjunction with the NE Fill once a decision is made</p> <p>On 22/07/2014 Coffey have advised that an email with a list of deliverables for this area has been sent to LDA last week. Cheryl has been asked to provide a copy of this email to BMD.</p> <p>APPROX 2,000M³ OF MATERIAL HAS BEEN APPROVED BY EPA FOR RE-USE ON SITE – LDA TO ADVISE ON LOCATION</p>	<p>1C</p>	<p>-</p>	<p>-</p>	<p>-</p>
<p>South East of Stage 1B Anthropogenic Material discovered which was found to contain ACM (UF7) once stockpiled in Stage 1A. Subsequently relocated to North East Intersection</p>	<p>Coffey have submitted the beneficial re-use assessment to EPA on 01/07/2014 which has been approved/supported.</p> <p>Area where the material was found was 2.5m deep and Coffey has recommended acceptance as is to EPA.</p> <p>AWAITING CONFIRMATION FROM EPA</p> <p>There were 3 resultant stockpiles from UF7 as follows:</p> <ul style="list-style-type: none"> a) Concrete – Awaiting approval from TAMS to use behind walls to save offsite costs for LDA b) Isolated ACM Stockpile to go to WBRM once screened/sifted c) Large BRU stockpile to be used on site once screened/sifted 	<p>All</p>	<p>UF7</p>	<p>-</p>	<p>-</p>
<p>Topsoil Stockpiled in the South West of 1B (On Block CA) which came from South East of 1B</p>	<p>Screening of the material is underway (started 21/07/2014) and the offsite cartage is scheduled to commence from Tuesday 29/07/2014.</p> <p>A piece of asbestos was discovered on 21/07/2014 from the screening process.</p>	<p>1B</p>	<p>-</p>	<p>-</p>	<p>-</p>

			Process Ongoing...	
Reservoir Hill Flanks (Outside Original Scope)	1C	-	<p>As of 01/07/2014, Coffey had provided a strategy to Browns.</p> <p>Browns subsequently requested a cost proposal from Coffey which Coffey said would be submitted soon.</p> <p>As of 22/07/2014, Coffey have provided a cost proposal direct to Browns. Coffey have advised BMD that they have been advised by Browns/LDA that this item is not priority at present.</p> <p>COFFEYS FEE APPROVED. WORK IN PROGRESS.</p>	Not required. Coffey advised that this can be managed as part of the Road 02 LT-SMP
UF8 – North East Intersection during excavation to subgrade for Road 02	1C	UF8	<p>Discovered on 21/07/2014</p> <p>BMD requested Coffey Fee Proposal on 22/07/2014</p> <p>Cheryl emailed Amal on 22/07/2014 asking whether Browns/LDA want Coffey to prepare a BRA assessment so that they can put it in to their fee proposal.</p> <p>IN PROGRESS</p>	
Note Only: UF3 was not an unexpected find in the end. It was Fibre Reinforced Concrete Pipes near Ginninderra Drive	1B	UF3	Note Only: Coffey will include for material tracking in the final validation report	Not required.

2. Progress and Technical Issues		Stage 1C1	% completion	Issues / Comments	Action
Activity	Stage 1C2				
BULK EARTHWORKS (1C)					
Topsoil strip		99%	100%	Pending creek works.	Noted
Bulk Earthworks		99%	100%	BMD mentioned that up to 5,000m3 of material remains to be excavated plus the creek works (carried over). BMD advised the wet weather has delayed earthworks. BMD advised Stage 1B is the only fill area remaining for BMD, Stage 1B could not be filled previously due to asbestos issues. Controlled fill report for 1C1 and 1C2 to be submitted by BMD (carried over).	Noted
Filling operations		99%	100%		Noted
BULK EARTHWORKS (1B)					
				BMD to do block classification. Defects inspection to be carried out. Desilting of ponds by BMD/CC – LDA to advise. Outstanding survey for 1B.	BMD LDA MMB
Topsoil strip		90%			
Filling operations		90%		BMD to rectify low spots and uncompacted areas prior to handover. BMD advised 80% of defects have been rectified. To be completed by mid August.	Noted
HYDRAULICS (1C)					
Stage 1C-1					
Sewer		99%	99%	Testing in 1C1 – 80%. WAE in progress. CCTV nominated by Actew (carried over).	Noted
Stormwater		100%	70%	CCTV 1C1 - 75%, remainder of CCTV to be completed asap and submitted to Browns (carried over). No SMEC inspection booked in yet (carried over). BMD to check size of pit openings (carried over). No testing yet (carried over).	BMD
Water		99%	0%		Noted
Common Trench		100% Elec 100% Telco 100% TransACT	0%	Few poles on the slope in Stage 1B still require removal; BMD to confirm which poles they are. BMD advised that ActewAGL can't remove those at the moment due to the wet ground (carried over).	Noted
Conduits		100%	0%		
Subsoil		99%			

	(60% rodding)			
Subgrade Preparation	100%		60%	
Select layer	100%		60%	
Subbase	100%		0%	
Base	60%		0%	
Prime	40%		0%	
A/C	40%		0%	Browns have received and are currently assessing the NCR regarding temp/wind issue and with 2ton roller being used. As noted BMD have advised that they are going to rectify the joins and address non-conforming work.
				Browns
				AC has been booked-in for mid-Sept.
				Noted
Kerb	85%		0%	
Vehicle crossing	85%		0%	
Driveways	75%		0%	
Footpaths	70%		0%	
Retaining Walls	55		0%	
Street Lights	20%		0%	Street Lights are on site (carried over). One streetlight has been installed. Actew have a program of 6-8 weeks to complete.
Block Pegging	20%		0%	BMD to liaise with MMB.
Site Classification	0%		0%	Douglas have been booked to start site works in 2 weeks.
General				Noted
				Noted

BROWN

Key Points Discussed and Action Items						
No.	Topic	Action Item(s)	Owner	Target Date		
3	PROGRAM					
3.1	Extensions of Time	<ul style="list-style-type: none"> EOTs 7-11 have been assessed by Browns. 	Noted			
3.2	Program	<ul style="list-style-type: none"> BMD has advised they are ahead of program. 	Noted			
3.4	Program Dates	<ul style="list-style-type: none"> Scheduled PC dates 				
			Original Contract	Revised Contract Dates	BMD's program	Revised BMD's Dates
		– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	01/07/14	1/10/13	TBA
		– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	01/07/14	3/12/13	TBA
		– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	25/02/14	3/12/13	TBA
		– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	05/12/14	30/09/14	TBA
		– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	29/05/14	25/02/14	TBA
		– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	No change	08/07/14	TBA
		– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	TBC	25/11/14	TBA
		– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	11/03/15	23/12/14	TBA
		– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	TBC	17/02/15	TBA

BROWN

4	Claims	<ul style="list-style-type: none"> Sam from BMD will prepare next claim in Jarrod's absence. 	Noted	
5	Variations	<ul style="list-style-type: none"> In progress. 	Noted	
6	RFI's	<ul style="list-style-type: none"> The digital landscape drawings has been received from Cardno. 	Noted	
7	Other Matters	<ul style="list-style-type: none"> Maintenance access track to the GPT query is with Cardno for resolution – no response (carried over). Sewer Structure Table to be supplied to BMD today. Various staff on leave. Jarrod for 2 weeks, Sam and Justin will be handling Lawson. 	LDA Noted Noted	
8	Next Meeting	<ul style="list-style-type: none"> Thursday 28 August 2014; 10:30am 	Noted	

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 26	Date	28 Aug 2014
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Darren Benson	Time	10:30AM
Location	Lawson	Scribe	Darren Benson
Attendees	Stacey Quayle – LDA Darren Benson – Brown Consulting Bill Buckingham – Brown Consulting	Sam McNeil – BMD Darren Wakley - BMD Wayne Donegan – BMD	
Distribution	All above Raffaele Filardo – LDA Guna Seelan – LDA Paul Scotellaro – Brown Consulting	Justin Devantier – BMD Jarrod Shearson – BMD Joe Mullany – BMD	
Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes, as such they were accepted as a true record. 		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1.1	WHS	<p>Incident Reporting</p> <p><i>The Principal Contractor must:</i></p> <p>a) notify the Superintendent and the Principal of any notifiable incident immediately after it notifies the regulator; and</p> <p>b) promptly notify the occurrence and furnish a written report to the Superintendent and the Principal of any other incident.</p> <ul style="list-style-type: none"> No incidents were reported or occurred since the last meeting. SM advised that BMD have now submit incident report on injury to finger. The weekly site safety and monthly audits are in progress. BMD Pre-start meetings are being held every morning. 	Noted Noted Noted Noted	
1.2	Quality Assurance	<ul style="list-style-type: none"> Audit testing in progress on an as required basis. BB noted that there are some current results outstanding and SM is to chase up on behalf of BMD. NCRs – Brown’s to respond to current NCRs. 	Noted AB	
1.3	Environment	<ul style="list-style-type: none"> LDA to follow up about creek stabilisation and advise treatment specified in landscape contract. DB noted that works have been deleted from BMDs Contract. A site audit was done by BMD’s General Foreman and the outcome was more silt fences had to be erected. DW advised that these have now been installed. SQ requested the species/ seed mix for the planting on Res Hill. SM to forward. SQ requested an update on when the Buffer area will be rehabilitated, DW advised that this will commence in the next two weeks. 	Noted Noted BMD Noted	

1.0 LAWSON – REMEDIATION WORKS REGISTER/ SUMMARY

Scope	Location	Unexpected Find	Status & Remaining Actions	EPA Endorsement / Approval
Southern Asbestos Line	1B	-	Interim Validation Report Submitted	Yes
Northern Asbestos Line	1A/1B	-	Interim Validation Report Submitted	Yes
Northern Asbestos Line (Live Main Servicing Naval Base)	1C	-	Interim Validation Report Submitted	Yes
Eastern Hummocky Ground (including UF1 & UF2)	1A/1B	UF1 & UF2	Interim Validation Report Submitted	Yes
HV Trench at North East (UF5)	1C	UF5	Interim Validation Report Submitted	Yes
South Eastern Area (UF4 for asbestos found in the existing soil strata in the South East Corner of 1B)	1B	UF4	Interim Validation Report Submitted	Yes
Reservoir Hill	1C	-	Interim Validation Report Submitted once but put on hold. As of 01/07/2014 amendments are being made by Coffey to include recent test pitting which Coffey will submit to EPA soon. As of 22/07/2014 Coffey are ready to submit to EPA once Glenn Paris proof-reads validation report. Submitted by Coffey's and SM advised that EPA have approved the Interim Validation Report	
North East Old Abandoned Asbestos Line (UF6 at the very north east corner of Stage 1C)	1C	UF6	Interim Validation Report Submitted on 01/07/2014. Returned endorsed on 21/07/2014, however EPA's Condition #4 is contradictory to what was spoken about in meetings in May. Coffey asked LDA/Browns on 21/07/2014 to advise if the narrow strip of land to the east of the Defence Land can be put on the Long Term Site Management Plan. MANAGEMENT PLAN BEING PREPARED BY COFFEYS FOR TAMS APPROVAL UF6A, SM noted that this was from the sewer works, 15m3 of material needs to be removed to Mugga Lane.	Yes** ** Note: Condition #4 to be addressed by LDA shortly

<p>North East Intersection (including Pre-Existing Uncontrolled Fill from Intersection Upgrade as well as original emu picking scope)</p>	<p>1C</p>	<p>-</p>	<p>On 01/07/2014 Coffey have advised that they are expecting a decision from LDA regarding the NE Fill and that the validation of the whole area will be managed in conjunction with the NE Fill once a decision is made</p> <p>On 22/07/2014 Coffey have advised that an email with a list of deliverables for this area has been sent to LDA last week. Cheryl has been asked to provide a copy of this email to BMD.</p> <p>APPROX 2,000M³ OF MATERIAL HAS BEEN APPROVED BY EPA FOR RE-USE ON SITE – LDA have agreed for this material to be placed around the extended 750mm Stormwater line.</p>	
<p>South East of Stage 1B Anthropogenic Material discovered which was found to contain ACM (UF7) once stockpiled in Stage 1A. Subsequently relocated to North East Intersection</p>	<p>All</p>	<p>UF7</p>	<p>Coffey have submitted the beneficial re-use assessment to EPA on 01/07/2014 which has been approved/supported.</p> <p>Area where the material was found was 2.5m deep and Coffey has recommended acceptance as is to EPA.</p> <p>AWAITING CONFIRMATION FROM EPA (Carried over)</p> <p>There were 3 resultant stockpiles from UF7 as follows:</p> <ul style="list-style-type: none"> a) Concrete – Awaiting approval from TAMS to use behind walls to save offsite costs for LDA b) Isolated ACM Stockpile to go to WBRM once screened/sifted c) Large BRU stockpile to be used on site once screened/sifted 	
<p>Topsoil Stockpiled in the South West of 1B (On Block CA) which came from South East of 1B</p>	<p>1B</p>	<p>-</p>	<p>Screening of the material is underway (started 21/07/2014) and the offsite cartage is scheduled to commence from Tuesday 29/07/2014.</p> <p>A piece of asbestos was discovered on 21/07/2014 from the screening process.</p> <p>SM noted that BRU removal was completed on 4/08/14, asbestos material being removed from site today.</p>	

<p>Reservoir Hill Flanks (Outside Original Scope)</p>	<p>1C</p>	<p>As of 01/07/2014, Coffey had provided a strategy to Browns. Browns subsequently requested a cost proposal from Coffey which Coffey said would be submitted soon.</p> <p>As of 22/07/2014, Coffey have provided a cost proposal direct to Browns. Coffey have advised BMD that they have been advised by Browns/LDA that this item is not priority at present.</p> <p>COFFEYS FEE APPROVED. WORK IN PROGRESS.</p> <p>SM noted that an additional EMU pick was completed last week, a couple of small fragments were located outside the disturbed area.</p>	<p>Not required. Coffey advised that this can be managed as part of the Road 02 LT-SMP</p>
<p>UF8 – North East Intersection during excavation to subgrade for Road 02</p>	<p>1C</p>	<p>UF8</p> <p>Discovered on 21/07/2014 BMD requested Coffey Fee Proposal on 22/07/2014</p> <p>Cheryl emailed Amal on 22/07/2014 asking whether Browns/LDA want Coffey to prepare a BRA assessment so that they can put it in to their fee proposal.</p> <p>Removal being undertaken today.</p>	<p>Not required. Coffey advised that this can be managed as part of the Road 02 LT-SMP</p>
<p>Note Only: UF3 was not an unexpected find in the end. It was Fibre Reinforced Concrete Pipes near Giminderra Drive</p>	<p>1B</p>	<p>UF3</p> <p>Note Only: Coffey will include for material tracking in the final validation report</p>	<p>Not required.</p>

2. Progress and Technical Issues Activity	% completion		Issues / Comments	Action
	Stage 1C1	Stage 1C2		
BULK EARTHWORKS (1C1 & 1C2)				
Topsoil strip	100%	100%	Stage 1C1 now 100% complete with the deletion of the creek works from the Contract.	Noted
Bulk Earthworks	100%	100%	Earthworks in Stage 1C1 now 100% complete with the deletion of the creek works from the Contract.	Noted
Controlled Fill operations	100%	100%	Controlled fill report for 1C1 and 1C2 to be submitted by BMD (carried over).	BMD
BULK EARTHWORKS (Stage 1B)			BMD to complete block classifications for Stage 1B. De-silting of Sed ponds by BMD underway prior to Handover.	BMD BMD
Topsoil strip	100%			
Filling operations	100%		BB noted that there was one high spot in Stage 1B which needed to be looked at by BMD and may need to be removed prior to handover. BB and DW to look at on site.	BB/DW
HYDRAULICS (1C)				
Stage 1C-1				
Sewer	99%	99%	WAE in progress. Lines for CCTV have been nominated by Actew (carried over).	Noted
Ovality Testing	80%	0%		
Pressure Testing	80%	0%		
Vacuum testing of MH	0%	0%		
CCTV	0%	0%		
Stormwater	100%	90%	DB noted that remainder of CCTV to be completed asap and submitted to Browns.	BMD
CCTV	75%		SM noted that this should be completed tomorrow	
SMEC Inspections			BMD to check size of pit openings prior to SMEC inspections (carried over);	BMD
Water	99%	0%	It was noted from BMD that testing in 1C1 would commence next week.	Noted
Pressure Testing	0%	0%		
Common Trench				
Excavation	100%	0%	BMD noted that Stage 1C2 would start in 2-3 weeks.	Noted
Electrical	100%	0%	Few poles on the slope in Stage 1B still require removal; BMD to confirm which poles they are. BMD advised that ActewAGL can't remove those at the moment due to the wet ground (carried over).	Noted
Gas	100%	0%		
Telco	100%	0%		
(Handover of Comm Plant Form)	0%	0%		
Conduits (Road Crossings)	100%	20%	No current issues.	Noted
Subsoil	100%	5%		
Rodding	70%	0%	No current issues.	Noted

Subgrade Preparation	100%	99%	No current issues.	Noted
Select layer	100%	95%	No current issues.	Noted
Subbase	100%	0%	No current issues.	Noted
Base	80%	0%	No current issues.	Noted
Prime	40%	0%	SM noted that the next booking for Prime in 1C1 is for next week.	Noted
A/C	40%	0%	Browns have received and are currently assessing the NCR regarding temp/wind issue and with 2ton roller being used. As noted BMD have advised that they are going to rectify the joins and address non-conforming work. AB to respond to NCR. SM advised that the next AC booking is for next Wednesday.	AB
Kerbs	90%	0%	No current issues.	Noted
Vehicle crossings	100%	0%	No current issues.	Noted
Driveways	95%	0%	No current issues.	Noted
Footpaths	80%	0%	No current issues.	Noted
Retaining Walls	60%	0%	No current issues.	Noted
Street Lights	40%	0%	Street Lights are on site (carried over). One streetlight has been installed. Actew have a program of 6-8 weeks to complete.	Noted
Block PEGGING	20%	0%	BMD to liaise with MMB.	Noted
Site Classification	50%	0%	Douglas are programmed to return to site today to complete.	Noted
Landscaping	5%	0%	BMD noted that Landscaping has only just commenced in Stage 1C1. No current issues.	
General			SM raised issue with coloured concrete. SQ advised that the colour is no consistent with the look that LDA was looking for. SM to follow up on the colour of the oxide and % of oxide in the mix design and advise Brown Consulting and LDA.	SM



Key Points Discussed and Action Items						
No.	Topic	Action Item(s)	Owner	Target Date		
3	PROGRAM					
3.1	Extensions of Time	<ul style="list-style-type: none"> Noted that an EOT would be submitted for the rain on Monday night/ Tuesday morning. 	BMD			
3.2	Program	<ul style="list-style-type: none"> DB requested an updated program for the project. 	SM/JS		5/09/2014	
4	Program Dates	<ul style="list-style-type: none"> Scheduled Dates for Practical Completion 				
			Original Contract	Revised Contract Dates	BMD's current program	Date of Practical Completion
		– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	01/07/14	1/10/13	TBA
		– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	01/07/14	3/12/13	TBA
		– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	25/02/14	3/12/13	TBA
		– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	05/12/14	30/09/14	TBA
		– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	29/05/14	25/02/14	TBA
		– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	8/07/14	08/07/14	TBA
		– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	TBC	25/11/14	TBA
		– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	11/03/15	23/12/14	TBA
– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	TBC	17/02/15	TBA		
4	Claims	<ul style="list-style-type: none"> Sam from BMD will prepare next progress claim in Jarrod's absence. 	Noted			

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5	Variations	<ul style="list-style-type: none"> BRU Removal. Asbestos Removal. Sewer Under bore. 	Noted Noted Noted	
6	RFI's	<ul style="list-style-type: none"> RFIs for Linemarking and PC1 handrail for Stairs need to be resolved. 	Browns	
7	Other Matters	<ul style="list-style-type: none"> Maintenance access track to the GPT query is with Cardno for resolution – no response to date (carried over). Sewer Structure Table to be supplied to BMD today. Various staff on leave. Jarrod for 2 weeks, Sam and Justin will be looking after Lawson (Carried over). 	LDA Noted Noted	
8	Next Site Meeting	<ul style="list-style-type: none"> Thursday 11 September 2014; 10:30am 	ALL	

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 27	Date	11 Sep 2014
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:30AM
Location	Lawson	Scribe	Amal Beeharry
Attendees	Stacey Quayle – LDA Raffaele Filardo – LDA Amal Beeharry – Brown Consulting Bill Buckingham – Brown Consulting	Sam McNeil – BMD Darren Wakley – BMD Wayne Donegan – BMD Justin Devantier – BMD Jarrod Shearson – BMD Joe Mullany – BMD	
Distribution	All above Guna Seelan – LDA Paul Scotellaro – Brown Consulting Darren Benson – Brown Consulting		
Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes, as such they were accepted as a true record. 		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1.1	WHS	<p>Incident Reporting</p> <p><i>The Principal Contractor must:</i></p> <p>a) notify the Superintendent and the Principal of any notifiable incident immediately after it notifies the regulator; and</p> <p>b) promptly notify the occurrence and furnish a written report to the Superintendent and the Principal of any other incident.</p> <ul style="list-style-type: none"> One incident occurred since the last meeting – laceration to foot below knee. BMD to submit report The weekly site safety and monthly audits are in progress. BMD Pre-start meetings are being held every morning. 	Noted BMD Noted Noted	
1.2	Quality Assurance	<ul style="list-style-type: none"> Audit testing in progress on an as required basis. Last batch of 20 tests returned 13 failures. Re-work in progress. NCR 013 responded to. Brown proposed DLP of 5 years for asphalt; BMD to accept or propose new terms. 	Noted BMD	
1.3	Environment	<ul style="list-style-type: none"> Browns to confirm deletion of creek works under AS 2124. BMD to contact EPA and inform them of the failure of the sediment pond. LDA requested BMD to forward the species / seed mix for the planting on Res Hill. 	Browns BMD BMD	

1.0 LAWSON – REMEDIATION WORKS REGISTER/ SUMMARY

Scope	Location	Unexpected Find	Status & Remaining Actions	EPA Endorsement / Approval
Southern Asbestos Line	1B	-	Interim Validation Report Submitted	Yes
Northern Asbestos Line	1A/1B	-	Interim Validation Report Submitted	Yes
Northern Asbestos Line (Live Main Servicing Naval Base)	1C	-	Interim Validation Report Submitted	Yes
Eastern Hummocky Ground (including UF1 & UF2)	1A/1B	UF1 & UF2	Interim Validation Report Submitted	Yes
HV Trench at North East (UF5)	1C	UF5	Interim Validation Report Submitted	Yes
South Eastern Area (UF4 for asbestos found in the existing soil strata in the South East Corner of 1B)	1B	UF4	Interim Validation Report Submitted	Yes
Reservoir Hill	1C	-	Interim Validation Report Submitted	Yes
North East Old Abandoned Asbestos Line (UF6 at the very north east corner of Stage 1C)	1C	UF6	Interim Validation Report Submitted on 01/07/2014. Returned endorsed on 21/07/2014, however EPA's Condition #4 is contradictory to what was spoken about in meetings in May. Management plan being prepared by Coffeys for TAMS approval for the narrow strip of land to the east of the Defence Land. UF6A 15m3 of material disposed at West Belconnen. Another piece of asbestos was found on site today.	Yes** **Note: Condition #4 in progress
North East Intersection (including Pre-Existing Uncontrolled Fill from Intersection Upgrade as well as original emu picking scope)	1C	-	On 01/07/2014 Coffey have advised that they are expecting a decision from LDA regarding the NE Fill and that the validation of the whole area will be managed in conjunction with the NE Fill once a decision is made On 22/07/2014 Coffey have advised that an email with a list of deliverables for this area has been sent to LDA last week. Cheryl has been asked to provide a copy of this email to BMD.	

			<p>Approx. 2,000m³ of material (approved by EPA for re-use on site) has been moved.</p> <p>The extended 750mm stormwater line is yet to be completed.</p>	
<p>South East of Stage 1B Anthropogenic Material discovered which was found to contain ACM (UF7) once stockpiled in Stage 1A. Subsequently relocated to North East Intersection</p>	<p>All</p>	<p>UF7</p>	<p>Coffey have submitted the beneficial re-use assessment to EPA on 01/07/2014 which has been approved/supported.</p> <p>Area where the material was found was 2.5m deep and Coffey has recommended acceptance as is to EPA.</p> <p>AWAITING CONFIRMATION FROM EPA (Carried over)</p> <p>There were 3 resultant stockpiles from UF7 as follows:</p> <ul style="list-style-type: none"> a) Concrete – Awaiting approval from TAMS to use behind walls to save offsite costs for LDA b) Isolated ACM Stockpile to go to WBRM once screened/sifted c) Large BRU stockpile to be used on site once screened/sifted 	
<p>Topsoil Stockpiled in the South West of 1B (On Block CA) which came from South East of 1B</p>	<p>1B</p>	<p>-</p>	<p>Screening of the material is underway (started 21/07/2014) and the offsite cartage is scheduled to commence from Tuesday 29/07/2014.</p> <p>A piece of asbestos was discovered on 21/07/2014 from the screening process.</p> <p>SM noted that BRU removal was completed on 4/08/14, asbestos material being removed from site today.</p>	
<p>Reservoir Hill Flanks (Outside Original Scope)</p>	<p>1C</p>	<p>-</p>	<p>As of 01/07/2014, Coffey had provided a strategy to Browns. Browns subsequently requested a cost proposal from Coffey which Coffey said would be submitted soon.</p> <p>As of 22/07/2014, Coffey have provided a cost proposal direct to Browns. Coffey have advised BMD that they have been advised by Browns/LDA that this item is not priority at present.</p>	

			Management plan is in progress. Another EMU pick will be in approx. 3 weeks; takes place every 6 weeks.	
UF8 – North East Intersection during excavation to subgrade for Road 02	1C	UF8	<p>Discovered on 21/07/2014 BMD requested Coffey Fee Proposal on 22/07/2014</p> <p>Cheryl emailed Amal on 22/07/2014 asking whether Browns/LDA want Coffey to prepare a BRA assessment so that they can put it in to their fee proposal.</p> <p>Material removed from site.</p>	Not required. Coffey advised that this can be managed as part of the Road 02 LT-SMP
Note Only: UF3 was not an unexpected find in the end. It was Fibre Reinforced Concrete Pipes near Ginninderra Drive (not ACM)	1B	UF3	Note Only: Coffey will include for material tracking in the final validation report	Not required.

2. Progress and Technical Issues		% completion		Issues / Comments	Action
Activity		Stage 1C1	Stage 1C2		
BULK EARTHWORKS (1C1 & 1C2)					
Topsoil strip		100%	100%	Stage 1C1 now 100% complete with the deletion of the creek works from the Contract.	Noted
Bulk Earthworks		100%	100%	Earthworks in Stage 1C1 now 100% complete with the deletion of the creek works from the Contract.	Noted
Controlled Fill operations		100%	100%	Controlled fill report for 1C1 and 1C2 to be submitted by BMD (carried over).	BMD
BULK EARTHWORKS (Stage 1B)					
				Block classifications for Stage 1B in progress.	BMD BMD
Topsoil strip		100%		De-silting of Sed ponds by BMD underway prior to Handover.	
Filling operations		100%		Browns noted that there was one high spot in Stage 1B which needed to be looked at by BMD and may need to be removed prior to handover.	BB/DW
HYDRAULICS (1C)					
Stage 1C-1					
Sewer		99%	99%	WAE in progress. Lines for CCTV have been nominated by Actew (carried over).	Noted
Ovality Testing		80%	0%		
Pressure Testing		80%	0%		
Vacuum testing of MH		0%	0%		
CCTV		0%	0%		
Stormwater		100%	99%	CCTV to be completed asap and submitted to Browns.	BMD
CCTV		75%		BMD to check size of pit openings prior to SMEC inspections (carried over).	BMD
SMEC Inspections				It was noted from BMD that testing in 1C1 would commence next week.	Noted
Water		99%	40%		
Pressure Testing		0%	0%		
Common Trench				BMD noted that Stage 1C2 would start in a few weeks.	Noted
Excavation		100%	0%		
Electrical		100%	0%	Few poles on the slope in Stage 1B still require removal; BMD to confirm which poles they are. BMD advised that ActewAGL can't remove those at the moment due to the wet ground (carried over).	Noted
Gas		100%	0%		
Telco		100%	0%		
(Handover of Comm Plant Form)		0%	0%		
Conduits (Road Crossings)		100%	20%	No current issues.	Noted
Subsoil		100%	40%		
Rodding		70%	0%	No current issues.	Noted
Subgrade Preparation		100%	99%	No current issues.	Noted

BROWN

Select layer	100%	99%	No current issues.	Noted
Subbase	100%	10%	No current issues.	Noted
Base	80%	0%	No current issues.	Noted
Prime	40%	60%	No current issues.	Noted
A/C	40%	40%	NCR 013 response re a/c issued to BMD. BMD to accept or propose new terms.	AB
Kerbs	95%	0%	No current issues.	Noted
Vehicle crossings	100%	0%	No current issues.	Noted
Driveways	95%	0%	No current issues.	Noted
Footpaths	80%	0%	No current issues.	Noted
Retaining Walls	65%	0%	No current issues.	Noted
Street Lights	40%	0%	Street Lights are on site (carried over). One streetlight has been installed. Actew have a program of 6-8 weeks to complete.	Noted
Block Paving	20%	0%	BMD to liaise with MIMB.	Noted
Site Classification	50%	99%	In progress.	Noted
Landscaping	20%	0%	BMD noted that Landscaping has only just commenced in Stage 1C1. No current issues.	
General			Issue with colored concrete.	SM

BROWN

Key Points Discussed and Action Items							
No.	Topic	Action Item(s)	Owner	Target Date			
3	PROGRAM						
3.1	Extensions of Time	<ul style="list-style-type: none"> BMD to submit outstanding EOTs. 	BMD				
3.2	Program	<ul style="list-style-type: none"> Updated program to be submitted by BMD tomorrow. 	BMD				
3.4	Program Dates	<ul style="list-style-type: none"> Scheduled Dates for Practical Completion 					
				Original Contract	Revised Contract Dates	BMD's current program	Date of Practical Completion
		– SP1 (remediation of contaminated materials in the RAP within 1C)		01/10/13	01/07/14	1/10/13	TBA
		– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)		3/12/13	01/07/14	3/12/13	TBA
		– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)		3/12/13	25/02/14	3/12/13	TBA
		– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)		30/09/14	05/12/14	30/09/14	TBA
		– SP3A (all civil bulk earthworks associated with Stage 1A)		25/02/14	29/05/14	25/02/14	TBA
		– SP3B (all civil bulk earthworks associated with Stage 1B)		08/07/14	8/07/14	08/07/14	TBA
		– SP4 (Stage 1C-1 landscape construction and consolidation)		24/02/15	TBC	25/11/14	TBA
		– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)		23/12/14	11/03/15	23/12/14	TBA
		– SP6 (Stage 1C-2 landscape construction and consolidation)		19/05/15	TBC	17/02/15	TBA
4	Claims	<ul style="list-style-type: none"> Progress claim submitted and assessment in progress. 	Noted				

BROWN

5	Variations	<ul style="list-style-type: none"> Mower Strip (pending TAMS decision) Sewer Under bore (approved). 	Noted Noted Noted	
6	RFI's	<ul style="list-style-type: none"> RFIs for GPT access track and PC1 handrail for Stairs need to be resolved. 	Browns	
7	Other Matters	<ul style="list-style-type: none"> Sewer Structure Table to be supplied to BMD today. NCR – Type S topsoil. 	LDA Noted	
8	Next Site Meeting	<ul style="list-style-type: none"> Thursday 24 September 2014; 10:30am 	ALL	

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 28	Date	25 Sep 2014		
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038		
Facilitator	Amal Beeharry	Time	10:30AM		
Location	Lawson	Scribe	Amal Beeharry		
Attendees	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Raffaele Filardo – LDA Amal Beeharry – Brown Consulting Bill Buckingham – Brown Consulting Paul Scotellaro – Brown Consulting Jarrod Shearson – BMD </td> <td style="width: 50%; border: none;"> Sam McNeil – BMD Darren Wakley - BMD Wayne Donegan – BMD Justin Devantier – BMD Joe Mullany – BMD Graeme Peffers - BMD </td> </tr> </table>			Raffaele Filardo – LDA Amal Beeharry – Brown Consulting Bill Buckingham – Brown Consulting Paul Scotellaro – Brown Consulting Jarrod Shearson – BMD	Sam McNeil – BMD Darren Wakley - BMD Wayne Donegan – BMD Justin Devantier – BMD Joe Mullany – BMD Graeme Peffers - BMD
Raffaele Filardo – LDA Amal Beeharry – Brown Consulting Bill Buckingham – Brown Consulting Paul Scotellaro – Brown Consulting Jarrod Shearson – BMD	Sam McNeil – BMD Darren Wakley - BMD Wayne Donegan – BMD Justin Devantier – BMD Joe Mullany – BMD Graeme Peffers - BMD				
Distribution	All above Stacey Quayle – LDA Guna Seelan – LDA Darren Benson – Brown Consulting				
Minutes – Previous Meeting	<ul style="list-style-type: none"> • There were no objections to the previous meeting minutes, as such they were accepted as a true record. 				

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1.1	WHS	<p>Incident Reporting</p> <p><i>The Principal Contractor must:</i></p> <p style="margin-left: 20px;">a) notify the Superintendent and the Principal of any notifiable incident immediately after it notifies the regulator; and</p> <p style="margin-left: 20px;">b) promptly notify the occurrence and furnish a written report to the Superintendent and the Principal of any other incident.</p> <ul style="list-style-type: none"> • One incident occurred since the last meeting – worker rolled ankle and had swollen knee while working with asphalt paver crew. BMD to submit report. • Evidence of monitoring of temporary traffic management along Baldwin Dr • Work safety audit carried out today Browns/BMD • Sewer line Baldwin Dr – two more cross poles to be added • SWMS reviewed 1 Sep 14 	Noted BMD Noted Noted BMD Noted	
1.2	Quality Assurance	<ul style="list-style-type: none"> • Audit testing in progress and re-work of NCRs in progress. • NCR 013 – BMD to accept or propose new terms. 	Noted BMD	
1.3	Environment	<ul style="list-style-type: none"> • Browns confirmed deletion of creek works under AS 2124. BMD sent claim for loss in P&O. • BMD contacted EPA Peter Ryan and sent him photos about failure of the sediment pond. • Species / seed mix for the planting on Res Hill submitted to LDA. 	Noted Noted Noted	

1.0 LAWSON – REMEDIATION WORKS REGISTER/ SUMMARY

Scope	Location	Unexpected Find	Status & Remaining Actions	EPA Endorsement / Approval
Southern Asbestos Line	1B	-	Interim Validation Report Submitted	Yes
Northern Asbestos Line	1A/1B	-	Interim Validation Report Submitted	Yes
Northern Asbestos Line (Live Main Servicing Naval Base)	1C	-	Interim Validation Report Submitted	Yes
Eastern Hummocky Ground (including UF1 & UF2)	1A/1B	UF1 & UF2	Interim Validation Report Submitted	Yes
HV Trench at North East (UF5)	1C	UF5	Interim Validation Report Submitted	Yes
South Eastern Area (UF4 for asbestos found in the existing soil strata in the South East Corner of 1B)	1B	UF4	Interim Validation Report Submitted	Yes
Reservoir Hill	1C	-	Interim Validation Report Submitted	Yes
North East Old Abandoned Asbestos Line (UF6 at the very north east corner of Stage 1C)	1C	UF6	Interim Validation Report Submitted on 01/07/2014. Returned endorsed on 21/07/2014, however EPA's Condition #4 is contradictory to what was spoken about in meetings in May. Management plan being prepared by Coffeys for TAMS approval for the narrow strip of land to the east of the Defence Land. UF6A 15m3 of material disposed at West Belconnen. Another piece of asbestos was found on site today. (UF10) Work to be done in the next 2 weeks.	Yes** ** Note: Condition #4 in progress
North East Intersection (including Pre-Existing Uncontrolled Fill from Intersection Upgrade as well as original emu picking scope)	1C	-	On 01/07/2014 Coffey have advised that they are expecting a decision from LDA regarding the NE Fill and that the validation of the whole area will be managed in conjunction with the NE Fill once a decision is made On 22/07/2014 Coffey have advised that an email with a list of deliverables for this area has been sent to LDA last week. Cheryl has been asked to provide a copy of this email to BMD.	

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<p>South East of Stage 1B Anthropogenic Material discovered which was found to contain ACM (UF7) once stockpiled in Stage 1A. Subsequently relocated to North East Intersection</p>	<p>All</p>	<p>UF7</p>	<p>Approx. 2,000m3 of material (approved by EPA for re-use on site) has been moved. The extended 750mm stormwater line is completed. Coffey have submitted the beneficial re-use assessment to EPA on 01/07/2014 which has been approved/supported. Area where the material was found was 2.5m deep and Coffey has recommended acceptance as is to EPA. AWAITING CONFIRMATION FROM EPA (Carried over) There were 3 resultant stockpiles from UF7 as follows: <ul style="list-style-type: none"> a) Concrete – Awaiting approval from TAMS to use behind walls to save offsite costs for LDA b) Isolated ACM Stockpile to go to WBRM once screened/sifted c) Large BRU stockpile to be used on site once screened/sifted </p>	
<p>Topsoil Stockpiled in the South West of 1B (On Block CA) which came from South East of 1B</p>	<p>1B</p>		<p>Screening of the material is underway (started 21/07/2014) and the offsite cartage is scheduled to commence from Tuesday 29/07/2014. A piece of asbestos was discovered on 21/07/2014 from the screening process. SM noted that BRU removal was completed on 4/08/14, asbestos material being removed from site today.</p>	
<p>Reservoir Hill Flanks (Outside Original Scope)</p>	<p>1C</p>		<p>As of 01/07/2014, Coffey had provided a strategy to Browns. Browns subsequently requested a cost proposal from Coffey which Coffey said would be submitted soon. As of 22/07/2014, Coffey have provided a cost proposal direct to Browns. Coffey have advised BMD that they have been advised by</p>	

				<p>Browns/LDA that this item is not priority at present. Management plan is in progress.</p> <p>Another EMU pick will be in approx. 3 weeks; takes place every 6 weeks.</p>	
UF8 – North East Intersection during excavation to subgrade for Road 02	1C	UF8	<p>Discovered on 21/07/2014 BMD requested Coffey Fee Proposal on 22/07/2014</p> <p>Cheryl emailed Amal on 22/07/2014 asking whether Browns/LDA want Coffey to prepare a BRA assessment so that they can put it in to their fee proposal.</p> <p>Material removed from site.</p>	<p>Not required. Coffey advised that this can be managed as part of the Road 02 LT-SMP</p>	
Note Only: UF3 was not an unexpected find in the end. It was Fibre Reinforced Concrete Pipes near Ginninderra Drive (not ACM)	1B	UF3	<p>Note Only: Coffey will include for material tracking in the final validation report</p>	<p>Not required.</p>	

2. Progress and Technical Issues Activity	% completion		Issues / Comments	Action
	Stage 1C1	Stage 1C2		
BULK EARTHWORKS (1C1 & 1C2)				
Topsoil strip	100%	100%	Stage 1C1 now 100% complete with the deletion of the creek works from the Contract.	Noted
Bulk Earthworks	100%	100%	Earthworks in Stage 1C1 now 100% complete with the deletion of the creek works from the Contract.	Noted
Controlled Fill operations	100%	100%	Controlled fill report for 1C1 and 1C2 to be submitted by BMD (carried over).	BMD
BULK EARTHWORKS (Stage 1B)				BMD BMD BMD
Topsoil strip	100%			
Filling operations	100%			BB/DW
HYDRAULICS (1C)				
Stage 1C-1				
Sewer	99%	99%	WAE in progress. Lines for CCTV have been nominated by Actew (carried over). Testing and Connections outstanding.	Noted
Ovality Testing	80%	0%		
Pressure Testing	80%	0%		
Vacuum testing of MH	80%	0%		
CCTV	100%	0%		
Stormwater	100%	99%	CCTV to be completed asap and submitted to Browns. BMD to check size of pit openings prior to SMEC inspections (carried over).	BMD
CCTV	90%			BMD
SMEC Inspections				Noted
Water	99%	50%		
Pressure Testing	0%	0%		
Common Trench				
Excavation	100%	10%	Few poles on the slope in Stage 1B still require removal; BMD to confirm which poles they are. BMD advised that ActewAGL can't remove those at the moment due to the wet ground (carried over).	Noted
Electrical	100%	10%		
Gas	100%	0%		
Telco	100%	0%		
(Handover of Comm Plant Form)	0%	0%		
Conduits (Road Crossings)	100%	50%	No current issues.	Noted
Subsoil	100%	40%	No current issues.	Noted
Rodding	70%	0%		
Subgrade Preparation	100%	100%		

BROWN

Select layer	100%	99%	No current issues.	Noted
Subbase	100%	20%	No current issues.	Noted
Base	100%	0%	No current issues.	Noted
Prime	70%	0%	No current issues.	Noted
A/C	70%	0%	NCR 013 response re a/c issued to BMD. BMD to accept or propose new terms.	AB
Kerbs	99%	5%	No current issues.	Noted
Vehicle crossings	100%	0%	No current issues.	Noted
Driveways	95%	0%	No current issues.	Noted
Footpaths	80%	0%	No current issues.	Noted
Retaining Walls	80%	0%	No current issues.	Noted
Street Lights	85%	0%	Street Lights are on site (carried over). One streetlight has been installed. Actew have a program of 6-8 weeks to complete.	Noted
Block Pegging	20%	0%	BMD to liaise with MMB.	Noted
Site Classification	99%	50%	In progress.	Noted
Landscaping	30%	0%	BMD noted that Landscaping has only just commenced in Stage 1C1. No current issues.	
General			Issue with colored concrete.	SM

BROWN

Key Points Discussed and Action Items						
No.	Topic	Action Item(s)	Owner	Target Date		
3	PROGRAM					
3.1	Extensions of Time	<ul style="list-style-type: none"> BMD to submit outstanding EOTs. (Carried over) 	BMD			
3.2	Program	<ul style="list-style-type: none"> Updated program to be redone and resubmitted by BMD tomorrow. 	BMD			
3.4	Program Dates	<ul style="list-style-type: none"> Scheduled Dates for Practical Completion 				
			Original Contract	Revised Contract Dates	BMD's current program	Date of Practical Completion
		– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	01/07/14	1/10/13	TBA
		– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	01/07/14	3/12/13	TBA
		– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	25/02/14	3/12/13	TBA
		– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	05/12/14	30/09/14	TBA
		– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	29/05/14	25/02/14	TBA
		– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	8/07/14	08/07/14	TBA
		– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	TBC	25/11/14	TBA
		– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	11/03/15	23/12/14	TBA
		– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	TBC	17/02/15	TBA
4	Claims	<ul style="list-style-type: none"> Progress claim to be submitted by end of this week. 			Noted	

BROWN

5	Variations	<ul style="list-style-type: none">Sewer Under bore – Pezzimenti to be back on site mid-October to complete sewer bore.	Noted	
6	RFI's	<ul style="list-style-type: none">RFIs for GPT access track and PC1 handrail for Stairs need to be resolved.	Browns	
7	Other Matters	<ul style="list-style-type: none">Issue with drain behind blocks.Street Light luminaires to be installed.Browns to contact Actew Water re staging split with respect to sewer bore in 1C1	BMD BMD Browns	
8	Next Site Meeting	<ul style="list-style-type: none">Thursday 9 October 2014; 10:30am	ALL	

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 29	Date	9 Oct 2014
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:30AM
Location	Lawson	Scribe	Amal Beeharry
Attendees	Raffaele Filardo – LDA Stacey Quayle – LDA Amal Beeharry – Brown Consulting Bill Buckingham – Brown Consulting Jarrod Shearson – BMD	Sam McNeil – BMD Darren Wakley - BMD Wayne Donegan – BMD Joe Mullany – BMD Graeme Peffers - BMD	
Distribution	All above Guna Seelan – LDA Darren Benson – Brown Consulting Paul Scotellaro – Brown Consulting Justin Devantier – BMD		
Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes, as such they were accepted as a true record. 		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1.1	WHS	<p>Incident Reporting</p> <p><i>The Principal Contractor must:</i></p> <p>a) notify the Superintendent and the Principal of any notifiable incident immediately after it notifies the regulator; and</p> <p>b) promptly notify the occurrence and furnish a written report to the Superintendent and the Principal of any other incident.</p> <ul style="list-style-type: none"> Incident (worker rolled ankle and had swollen knee). BMD to submit incident report. Browns discussed with LDA about the unsafe proposed footpath on the western side of Baldwin Dr. (Post meeting note: BMD/Browns/LDA inspected the site and Cardno will need to provide a solution). 	Noted BMD Noted	
1.2	Quality Assurance	<ul style="list-style-type: none"> Audit testing in progress and re-work of NCRs in progress. NCR 013 (extended DLP on asphalt) – BMD waiting for response from Boral. 	Noted BMD	
1.3	Environment	<ul style="list-style-type: none"> BMD sent claim for loss in P&O for creek works. Browns to assess. Species / seed mix for the planting on Res Hill – TAMS to inspect. Planting along Rd 2 to commence Sediment Pond was flocculated yesterday Emu pick last week – 5 fragments found 	Browns TAMS Noted Noted Noted	

1.0 LAWSON -- REMEDIATION WORKS REGISTER/ SUMMARY

Scope	Location	Unexpected Find	Status & Remaining Actions	EPA Endorsement / Approval
Southern Asbestos Line	1B	-	Interim Validation Report Submitted	Yes
Northern Asbestos Line	1A/1B	-	Interim Validation Report Submitted	Yes
Northern Asbestos Line (Live Main Servicing Naval Base)	1C	-	Interim Validation Report Submitted	Yes
Eastern Hummocky Ground (including UF1 & UF2)	1A/1B	UF1 & UF2	Interim Validation Report Submitted	Yes
HV Trench at North East (UF5)	1C	UF5	Interim Validation Report Submitted	Yes
South Eastern Area (UF4 for asbestos found in the existing soil strata in the South East Corner of 1B)	1B	UF4	Interim Validation Report Submitted	Yes
Reservoir Hill	1C	-	Interim Validation Report Submitted	Yes
North East Old Abandoned Asbestos Line (UF6 at the very north east corner of Stage 1C)	1C	UF6	Interim Validation Report Submitted on 01/07/2014. Returned endorsed on 21/07/2014, however EPA's Condition #4 is contradictory to what was spoken about in meetings in May. Management plan being prepared by Coffeys for TAMS approval for the narrow strip of land to the east of the Defence Land. UF6A 15m3 of material disposed at West Belconnen. (UF10) Work to be done in the next 2 weeks.	Yes** **Note: Condition #4 in progress
North East Intersection (including Pre-Existing Uncontrolled Fill from Intersection Upgrade as well as original emu-picking scope)	1C	-	On 01/07/2014 Coffey have advised that they are expecting a decision from LDA regarding the NE Fill and that the validation of the whole area will be managed in conjunction with the NE Fill once a decision is made On 22/07/2014 Coffey have advised that an email with a list of deliverables for this area has been sent to LDA last week. Cheryl has been asked to provide a copy of this email to BMD. Draft EMP in progress by Coffeys.	

	<p>Approx. 2,000m³ of material (approved by EPA for re-use on site) has been moved.</p> <p>The extended 750mm stormwater line is completed.</p>		
	<p>Coffey have submitted the beneficial re-use assessment to EPA on 01/07/2014 which has been approved/supported.</p> <p>Area where the material was found was 2.5m deep and Coffey has recommended acceptance as is to EPA. Waiting for EPA to confirm.</p> <p>There were 3 resultant stockpiles from UF7 as follows:</p> <ul style="list-style-type: none"> a) Concrete – Awaiting approval from TAMS to use behind walls to save offsite costs for LDA b) Isolated ACM Stockpile to go to WBRCM once screened/sifted c) Large BRU stockpile to be used on site once screened/sifted 	UF7	All
	<p>Screening of the material is underway (started 21/07/2014) and the offsite cartage is scheduled to commence from Tuesday 29/07/2014.</p> <p>A piece of asbestos was discovered on 21/07/2014 from the screening process.</p> <p>SM noted that BRU removal was completed on 4/08/14, asbestos material being removed from site today.</p>	-	1B Topsoil Stockpiled in the South West of 1B (On Block CA) which came from South East of 1B
	<p>As of 01/07/2014, Coffey had provided a strategy to Browns. Browns subsequently requested a cost proposal from Coffey which Coffey said would be submitted soon.</p> <p>As of 22/07/2014, Coffey have provided a cost proposal direct to Browns. Coffey have advised BMD that they have been advised by</p>	-	1C Reservoir Hill Flanks (Outside Original Scope)

BROWN

				Browns/LDA that this item is not priority at present. Management plan is in progress. Another EMU pick will be in approx. 3 weeks; takes place every 6 weeks.	
UF8 – North East Intersection during excavation to subgrade for Road 02	1C		UF8	Discovered on 21/07/2014 BMD requested Coffey Fee Proposal on 22/07/2014 Cheryl emailed Amal on 22/07/2014 asking whether Browns/LDA want Coffey to prepare a BRA assessment so that they can put it in to their fee proposal. Material removed from site.	Not required. Coffey advised that this can be managed as part of the Road 02 LT-SMP
Note Only: UF3 was not an unexpected find in the end. It was Fibre Reinforced Concrete Pipes near Ginninderra Drive (not ACM)	1B		UF3	Note Only: Coffey will include for material tracking in the final validation report	Not required.

2. Progress and Technical Issues Activity	% completion		Issues / Comments	Action
	Stage 1C1	Stage 1C2		
BULK EARTHWORKS (1C1 & 1C2)				
Topsoil strip	100%	100%	Stage 1C1 now 100% complete with the deletion of the creek works from the Contract.	Noted
Bulk Earthworks	100%	100%	Earthworks in Stage 1C1 now 100% complete with the deletion of the creek works from the Contract.	Noted
Controlled Fill operations	100%	100%	Controlled fill report for 1C1 and 1C2 to be submitted by BMD (carried over).	BMD
BULK EARTHWORKS (Stage 1B)				
Topsoil strip	100%			
Filling operations	100%			Noted
HYDRAULICS (1C)				
Stage 1C-1				
Sewer				
Ovality Testing	99%	99%	WAE in progress. Lines for CCTV have been nominated by Actew (carried over). Testing and Connections outstanding.	Noted
Pressure Testing	80%	0%		
Vacuum testing of MH	80%	0%		
CCTV	80%	0%		
	100%	0%		
Stormwater				
CCTV	100%	100%	CCTV to be completed asap and submitted to Browns.	BMD
SMEC Inspections	90%		BMD to check size of pit openings prior to SMEC inspections (carried over).	BMD
Water				
Pressure Testing	99%	50%		Noted
Common Trench				
Excavation	100%	100%	Few poles on the slope in Stage 1B still require removal; BMD to confirm which poles they are. BMD advised that ActewAGL can't remove those at the moment due to the wet ground (carried over).	Noted
Electrical	100%	100%		
Gas	100%	40%		
Telco	100%	10%		
(Handover of Comm Plant Form)	0%	0%		
Conduits (Road Crossings)	100%	100%	No current issues.	Noted
Subsoil	100%	60%	No current issues.	Noted
Rodding	70%	0%		
Subgrade Preparation	100%	100%		

BROWN

Select layer	100%	99%	No current issues.	Noted
Subbase	100%	50%	No current issues.	Noted
Base	100%	0%	No current issues.	Noted
Prime	100%	0%	No current issues.	Noted
A/C	85%	0%	NCR 013 response re a/c issued to BMD. BMD to respond.	BMD
Kerbs	100%	10%	No current issues.	Noted
Vehicle crossings	100%	0%	No current issues.	Noted
Driveways	98%	0%	No current issues.	Noted
Footpaths	85%	0%	No current issues.	Noted
Retaining Walls	90%	0%	No current issues.	Noted
Street Lights	90%	0%	Street Light luminaires to be installed.	Noted
Block Pegging	75%	0%	No current issues.	Noted
Site Classification	100%	50%	In progress.	Noted
Landscaping	40%	0%	No current issues.	
General			Issue with colored concrete. Issue with concrete sealant. Issue with saw cuts not being squared	BMD



Key Points Discussed and Action Items							
No.	Topic	Action Item(s)	Owner	Target Date			
3	PROGRAM						
3.1	Extensions of Time	<ul style="list-style-type: none"> BMD to submit outstanding EOTs. (Carried over) 	BMD				
3.2	Program	<ul style="list-style-type: none"> Updated program submitted. 	Noted				
3.4	Program Dates	<ul style="list-style-type: none"> Scheduled Dates for Practical Completion 					
				Original Contract	Revised Contract Dates	BMD's current program	Date of Practical Completion
		– SP1 (remediation of contaminated materials in the RAP within 1C)		01/10/13	01/07/14	1/10/13	TBA
		– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)		3/12/13	01/07/14	3/12/13	TBA
		– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)		3/12/13	25/02/14	3/12/13	TBA
		– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)		30/09/14	05/12/14	30/09/14	TBA
		– SP3A (all civil bulk earthworks associated with Stage 1A)		25/02/14	29/05/14	25/02/14	TBA
		– SP3B (all civil bulk earthworks associated with Stage 1B)		08/07/14	8/07/14	08/07/14	TBA
		– SP4 (Stage 1C-1 landscape construction and consolidation)		24/02/15	TBC	25/11/14	TBA
		– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)		23/12/14	11/03/15	23/12/14	TBA
		– SP6 (Stage 1C-2 landscape construction and consolidation)		19/05/15	TBC	17/02/15	TBA
4	Claims	<ul style="list-style-type: none"> Assessment in progress. 	Noted				

BROWN

5	Variations	<ul style="list-style-type: none"> Sewer Under bore – Pezzimenti to be back on site mid-October to complete sewer bore. 	Noted	
6	RFI's	<ul style="list-style-type: none"> Few RFIs to be closed out formally by Browns. 	Browns	
7	Other Matters	<ul style="list-style-type: none"> Issue with drain behind blocks. Browns to contact Cardno re split of stages with respect to sewer / stormwater in 1C1 Tapers on RW not acceptable Concrete bollard supply issue Tail out of outlet from 1200 pipe to be in 1C2 – Browns to discuss with Cardno. 	BMD Browns BMD BMD Browns	
8	Next Site Meeting	<ul style="list-style-type: none"> Thursday 23 October 2014; 10:30am 	ALL	

Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 30	Date	23 Oct 2014
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Antony Tozer	Time	10:30AM
Location	Lawson	Scribe	Antony Tozer
Attendees	Guna Seelan – LDA Raffaele Filardo – LDA Stacey Quayle – LDA Bill Buckingham – Brown Consulting Justin Devantier – BMD Jarrod Shearson – BMD	Sam McNeil – BMD Darren Wakley - BMD Wayne Donegan – BMD Joe Mullany – BMD Graeme Peffers - BMD Antony Tozer – Brown Consulting	
Distribution	All above Amal Beeharry – Brown Consulting Darren Benson – Brown Consulting Paul Scotellaro – Brown Consulting		
Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes, as such they were accepted as a true record. 		

BROWN

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1.1	WHS	<p>Incident Reporting</p> <p><i>The Principal Contractor must:</i></p> <p>a) notify the Superintendent and the Principal of any notifiable incident immediately after it notifies the regulator; and</p> <p>b) promptly notify the occurrence and furnish a written report to the Superintendent and the Principal of any other incident.</p> <ul style="list-style-type: none"> • Ankle / Knee incident. BMD has submitted incident report. • Browns discussed with LDA about the unsafe proposed footpath on the western side of Baldwin Dr. (Post meeting note: BMD/Browns/LDA inspected the site and Cardno will need to provide a solution). Issue to be resolved on site. Cardno to check if changes need to go through TaMS • Incident on site where worker cut hand. 1st aid on site. No further treatment deemed necessary. No LTI. BMD to forward incident report • GS noted concerns about parking at front gate and vehicles using intersection correctly. BMD to review options for future stages including any required signage or Vehicle Movement Plans • JS advised that BMD had recently achieved 100,000 hours LTI free on project. All parties agreed this is a positive result • BMD advised that no new hazards or risks had been identified on site and that BMD will continue to monitor and address safety on site. 	Noted Note BMD BMD Note Note	
1.2	Quality Assurance	<ul style="list-style-type: none"> • Audit testing in progress and re-work of NCRs in progress. Further audit testing to be confirmed. 2 NVRs were raised • NCR 013 (extended DLP on asphalt) – BMD have responded to Browns. BMD to provide all QA information for review. • BB noted a number of concerns regarding quality of finished works. These are to be incorporated into a defects list. BMD to advise BB when areas are ready for inspection and allow reasonable time for inspection and listing of defects. • Some Hold Points were outstanding; <ul style="list-style-type: none"> - Topsoil Type S – rejected by landscape consultant, BMD noted that some fractions were oversize and they were still proposing to use as is. Browns to review. • WAE drawings. Cardno awaiting BMD to submit information. Part provided. 20% outstanding. BMD to discuss with Cardno • BMD to commence submission preparation for handovers. 	Noted BMD Browns / BMD Browns BMD BMD	
1.3	Environment	<ul style="list-style-type: none"> • Species / seed mix for the planting on Res Hill – TAMS to inspect. SQ arranging. Once TaMS inspection date known, Browns to organise Spacelab and carry out joint review • Planting along Rd 2 to is yet to commence. – awaiting resolution of Type S topsoil • GS raised concerns regarding the grass buffer zone adjacent Road 2. This area should have been completed some time ago and it requires urgent action. BMD advised the works for programmed in the coming 2 weeks. • Emu pick last week – 5 fragments found. Due for another inspection soon, but concerns over needing to slash grass first and the environmental considerations surrounding this (eg sun moth breeding). SQ to discuss with the EPA. • No issues with wet weather last week 	LDA / Browns BMD BMD LDA	

1.0 LAWSON – REMEDIATION WORKS REGISTER/ SUMMARY

Scope	Location	Unexpected Find	Status & Remaining Actions	EPA Endorsement / Approval
Southern Asbestos Line	1B	-	Interim Validation Report Submitted	Yes
Northern Asbestos Line	1A/1B	-	Interim Validation Report Submitted	Yes
Northern Asbestos Line (Live Main Servicing Naval Base)	1C	-	Interim Validation Report Submitted	Yes
Eastern Hummocky Ground (including UF1 & UF2)	1A/1B	UF1 & UF2	Interim Validation Report Submitted	Yes
HV Trench at North East (UF5)	1C	UF5	Interim Validation Report Submitted	Yes
South Eastern Area (UF4 for asbestos found in the existing soil strata in the South East Corner of 1B)	1B	UF4	Interim Validation Report Submitted	Yes
Reservoir Hill	1C	-	Interim Validation Report Submitted	Yes
North East Old Abandoned Asbestos Line (UF6 at the very north east corner of 5stage 1C)	1C	UF6	Interim Validation Report Submitted on 01/07/2014. Returned endorsed on 21/07/2014, however EPA's Condition #4 is contradictory to what was spoken about in meetings in May. Management plan being prepared by Coffeys for TAMS approval for the narrow strip of land to the east of the Defence Land.	Yes**
			UF6A 15m3 of material disposed at West Belconnen.	
			(UF10) Work to happen today. BMD then follow up Coffey for report. LDA need clarifications from Cardno / TaMS. SQ to follow up and discuss externally.	
North East Intersection (including Pre-Existing Uncontrolled Fill from Intersection Upgrade as well as original emu picking scope)	1C	Related to UF6	On 01/07/2014 Coffey have advised that they are expecting a decision from LDA regarding the NE Fill and that the validation of the whole area will be managed in conjunction with the NE Fill once a decision is made	
			On 22/07/2014 Coffey have advised that an email with a list of deliverables for this area has been sent to LDA last week. Cheryl	

**Note: Condition #4 in progress

<p>South East of Stage 1B Anthropogenic Material discovered which was found to contain ACM (UF7) once stockpiled in Stage 1A. Subsequently relocated to North East Intersection</p>	<p>All</p>	<p>UF7</p>	<p>has been asked to provide a copy of this email to BMD. Draft EMP in progress by Coffeys.</p> <p>Approx. 2,000m3 of material (approved by EPA for re-use on site) has been moved.</p> <p>The extended 750mm stormwater line is completed.</p> <p>Coffey have submitted the beneficial re-use assessment to EPA on 01/07/2014 which has been approved/supported.</p> <p>Area where the material was found was 2.5m deep and Coffey has recommended acceptance as is to EPA. Waiting for EPA to confirm.</p> <p>There were 3 resultant stockpiles from UF7 as follows:</p> <ul style="list-style-type: none"> a) Concrete – Awaiting approval from TAMS to use behind walls to save offsite costs for LDA b) Isolated ACM Stockpile to go to WBRM once screened/sifted c) Large BRU stockpile to be used on site once screened/sifted 	
<p>Topsoil Stockpiled in the South West of 1B (On Block CA) which came from South East of 1B</p>	<p>1B</p>	<p>-</p>	<p>Screening of the material is underway (started 21/07/2014) and the offsite cartage is scheduled to commence from Tuesday 29/07/2014.</p> <p>A piece of asbestos was discovered on 21/07/2014 from the screening process.</p> <p>SM noted that BRU removal was completed on 4/08/14, asbestos material being removed from site today.</p>	
<p>Reservoir Hill Flanks (Outside Original Scope)</p>	<p>1C</p>	<p>-</p>	<p>As of 01/07/2014, Coffey had provided a strategy to Browns. Browns subsequently requested a cost proposal from Coffey which Coffey said would be submitted soon.</p>	

			<p>As of 22/07/2014, Coffey have provided a cost proposal direct to Browns. Coffey have advised BMD that they have been advised by Browns/LDA that this item is not priority at present. Management plan is in progress.</p> <p>Another EMU pick will be in approx. 3 weeks; takes place every 6 weeks.</p>	
<p>UF8 – North East Intersection during excavation to subgrade for Road 02</p>	1C	UF8	<p>Discovered on 21/07/2014 BMD requested Coffey Fee Proposal on 22/07/2014</p> <p>Cheryl emailed Amal on 22/07/2014 asking whether Browns/LDA want Coffey to prepare a BRA assessment so that they can put it in to their fee proposal.</p> <p>Material removed from site.</p>	<p>Not required. Coffey advised that this can be managed as part of the Road 02 LT-SMP</p>
<p>Note Only: UF3 was not an unexpected find in the end. It was Fibre Reinforced Concrete Pipes near Ginninderra Drive (not ACM)</p>	1B	UF3	<p>Note Only: Coffey will include for material tracking in the final validation report</p>	<p>Not required.</p>

BROWN

2. Progress and Technical Issues	% completion		Issues / Comments	Action
	Stage 1C1	Stage 1C2		
BULK EARTHWORKS (1C1 & 1C2)				
Topsoil strip	100%	100%	Stage 1C1 now 100% complete with the deletion of the creek works from the Contract.	Noted
Bulk Earthworks	100%	100%	Earthworks in Stage 1C1 now 100% complete with the deletion of the creek works from the Contract.	Noted
Controlled Fill operations	100%	100%	Controlled fill report for 1C1 and 1C2 submitted. Browns to review.	Browns
BULK EARTHWORKS (Stage 1B)				
Topsoil strip	100%			Noted
Filling operations	100%			
HYDRAULICS (1C)				
Stage 1C-1				
Sewer	99%	99%	WAE in progress. Lines for CCTV have been nominated by Actew.	Noted
Ovality Testing	80%	0%	Testing and Connections outstanding.	Note
Pressure Testing	80%	0%	Actew has agreed road crossing in 1C1 can be handrd over in 1C2	
Vacuum testing of MH	80%	0%		
CCTV	100%	0%		
Stormwater	100%	100%	CCTV submitted to Browns.	Browns
CCTV	98%		BMD to check size of pit openings prior to SMEC inspections.	BMD
SMEC Inspections			BMD noted that throats will be fixed prior to any inspections	
Water	99%	70%		Noted
Pressure Testing	99%	0%		
Common Trench				Noted
Excavation	100%	100%	Few poles on the slope in Stage 1B still require removal; BMD to confirm which poles they are. BMD advised that ActewAGL can't remove those at the moment due to the wet ground	Noted
Electrical	100%	100%	(carried over). BMD to get revised date	
Gas	100%	100%		
Telco	100%	90%		B...
(Handover of Comm Plant Form)	0%	0%	Handover forms being collated	
Conduits (Road Crossings)	100%	100%	No current issues.	Noted
Subsoil	100%	90%	No current issues.	Noted
Rodding	70%	0%		
Subgrade Preparation	100%	100%	No current issues.	Noted
Select layer	100%	100%	No current issues.	Noted
Subbase	100%	80%	No current issues.	Noted
Base	100%	0%	No current issues.	Noted
Prime	100%	0%	No current issues.	Noted

BROWN

A/C	100%	0%	NCR 013 response re a/c issued to BMD. BMD responded. Browns to review BB raised concerns regarding quality of finish in a number of areas. Items are to be addressed on the defects list.	BMD Browns
Kerbs	100%	35%	No current issues.	Noted
Vehicle crossings	100%	0%	No current issues.	Noted
Driveways	99%	0%	No current issues.	Noted
Footpaths	88%	0%	No current issues.	Noted
Retaining Walls	95%	0%	No current issues.	Noted
Street Lights	100%	0%	Poles have been erected. Street Light luminaires to be installed. GS to follow up supply of luminaires GS noted that main priority with streetlights is installation and compliance certificate	LDA Note
Block Pegging	75%	0%	No current issues. Block pegging to finish tomorrow RF to follow up required timing from ACTPLA Browns to follow up MMB Surveyors regarding submission	Noted LDA Browns
Site Classification	100%	50%	In progress.	Noted
Landscaping	45%	0%	Topsoil Type S not in specification. BMD noted the results are close and requested Browns to re-review.	Browns
General			Issue with colored concrete. BMD have responded to AB. Awaiting Browns response. Issue with concrete sealant. Issue with saw cuts not being squared. Removed and replaced.	Browns Note

BROWN

Key Points Discussed and Action Items

No.	Topic	Action Item(s)	Owner	Target Date																																																		
3	PROGRAM																																																					
3.1	Extensions of Time	<ul style="list-style-type: none"> BMD to submit outstanding EOTs. <ul style="list-style-type: none"> 12 and 13 submitted earlier this week. AB to review and respond 	BMD Browns																																																			
3.2	Program	<ul style="list-style-type: none"> Updated program to be submitted with Progress Claim next week <p>Note : Browns to check schedule below that landscape components reflect changed dates for corresponding civil components. PC dates to be included in minutes for completed Separable Portions</p>	BMD Browns Browns																																																			
3.4	Program Dates	<ul style="list-style-type: none"> Scheduled Dates for Practical Completion <table border="1"> <thead> <tr> <th></th> <th>Original Contract</th> <th>Revised Contract Dates</th> <th>BMD's current program</th> <th>Date of Practical Completion</th> </tr> </thead> <tbody> <tr> <td>– SP1 (remediation of contaminated materials in the RAP within 1C)</td> <td>01/10/13</td> <td>01/07/14</td> <td>1/10/13</td> <td>Claimed</td> </tr> <tr> <td>– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)</td> <td>3/12/13</td> <td>01/07/14</td> <td>3/12/13</td> <td>TBA</td> </tr> <tr> <td>– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)</td> <td>3/12/13</td> <td>25/02/14</td> <td>3/12/13</td> <td>Claimed</td> </tr> <tr> <td>– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)</td> <td>30/09/14</td> <td>05/12/14</td> <td>30/10/14</td> <td>Notification Sent</td> </tr> <tr> <td>– SP3A (all civil bulk earthworks associated with Stage 1A)</td> <td>25/02/14</td> <td>29/05/14</td> <td>25/02/14</td> <td>Claimed</td> </tr> <tr> <td>– SP3B (all civil bulk earthworks associated with Stage 1B)</td> <td>08/07/14</td> <td>8/07/14</td> <td>08/07/14</td> <td>Claimed</td> </tr> <tr> <td>– SP4 (Stage 1C-1 landscape construction and consolidation)</td> <td>24/02/15</td> <td>TBC</td> <td>25/11/14</td> <td>TBA</td> </tr> <tr> <td>– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)</td> <td>23/12/14</td> <td>11/03/15</td> <td>23/12/14</td> <td>TBA</td> </tr> <tr> <td>– SP6 (Stage 1C-2 landscape construction and consolidation)</td> <td>19/05/15</td> <td>TBC</td> <td>17/02/15</td> <td>TBA</td> </tr> </tbody> </table>		Original Contract	Revised Contract Dates	BMD's current program	Date of Practical Completion	– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	01/07/14	1/10/13	Claimed	– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	01/07/14	3/12/13	TBA	– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	25/02/14	3/12/13	Claimed	– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	05/12/14	30/10/14	Notification Sent	– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	29/05/14	25/02/14	Claimed	– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	8/07/14	08/07/14	Claimed	– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	TBC	25/11/14	TBA	– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	11/03/15	23/12/14	TBA	– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	TBC	17/02/15	TBA		
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– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	TBC	17/02/15	TBA																																																		
4	Claims	<ul style="list-style-type: none"> PC #14 due end Oct 14. JS to pre-review with AB next week. 	Noted																																																			

BROWN

5	Variations	<ul style="list-style-type: none"> Sewer Under bore – Pezzimenti to be back on site mid-October to complete sewer bore. Works to end today Dayworks at intersection (NE) UF10 Revised submission from BMD outstanding for previously discussed claims Approval agreed for; <ul style="list-style-type: none"> Import of fill Topsoil relocation Pay Item clarifications Change in Scope of Works at Creek – AB to respond to BMD claim submission 	Noted Browns	
6	RFI's	<ul style="list-style-type: none"> Few RFIs to be closed out formally by Browns. Outstanding RFI's <ul style="list-style-type: none"> 77 Power pole distance from footpath. Look at option of planter bed 78 Dowelling of MK for traffic islands Other; <ul style="list-style-type: none"> Relaxation of coring requirements for small areas Heights of retaining walls. Looks bad. It meets design so leave as is. 	Browns Browns Browns Browns	
7	Other Matters	<ul style="list-style-type: none"> Concrete bollard supply issue. LDA reviewing Tail out of outlet from 1200 pipe to be in 1C2 – Browns to discuss with Cardno. Sunday work – approved subject to compliance with EPA agreement, 1st aid officer on site full time, gates closed Surplus spoil to Stage 2. BMD offering to take to Stage 2. LDA / Browns to review further. BMD looking for payment – to be reviewed. Needs timely resolution to prevent possible disruption to ongoing roadworks. Site office relocation. BMD advised current timeframe is end Decemebr. Handover to other Contractor to be early Janaury 	BMD Browns Note Browns	
3	Next Site Meeting	<ul style="list-style-type: none"> Thursday 6 November 2014; 10:30am 	ALL	

C

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Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 31	Date	06 Nov 2014
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:30AM
Location	Lawson	Scribe	Amal Beeharry
Attendees	Raffaele Filardo – LDA Amal Beeharry – Brown Consulting Bill Buckingham – Brown Consulting Jarrod Shearson – BMD	Sam McNeil – BMD Darren Wakley - BMD Wayne Donegan – BMD Joe Mullany – BMD	
Distribution	All above Guna Seelan – LDA Stacey Quayle – LDA Darren Benson – Brown Consulting Paul Scotellaro – Brown Consulting Justin Devantier – BMD Graeme Peffers - BMD		
Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes, as such they were accepted as a true record. 		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1.1	WHS	<p>Incident Reporting <i>The Principal Contractor must:</i> a) notify the Superintendent and the Principal of any notifiable incident immediately after it notifies the regulator; and b) promptly notify the occurrence and furnish a written report to the Superintendent and the Principal of any other incident.</p> <ul style="list-style-type: none"> Relocation of site sheds will be after Christmas Safety issue re the confined space entry has been resolved – appropriate equipment supplied. 	Noted Noted Noted	
	Quality Assurance	<ul style="list-style-type: none"> Audit testing in progress and re-work of NCRs in progress. NCR 028 outstanding. Browns to close out. BB noted a number of concerns regarding quality of finished works. These are to be incorporated into a defects list. BMD to advise BB when areas are ready for inspection and allow reasonable time for inspection and listing of defects. Ongoing work on all roads. WAE drawings. BMD provided 100% of info to Cardno; awaiting output. BMD to commence submission preparation for handovers. Mini pillars out of tolerance. BMD to advise. 	Noted Browns Browns / BMD BMD BMD BMD	
1.3	Environment	<ul style="list-style-type: none"> Species / seed mix for the planting on Res Hill – TAMS to inspect. SQ arranging. Once TaMS inspection date known, Browns to organise Spacelab and carry out joint review. Planting along Rd 2 has commenced today/tomorrow. 95% of the buffer zone adjacent Road 2 has been reinstated and is being watered once a week. Dust issues: EPA visited the site following residents' complaints. BMD have 2 water carts to suppress dust. 	LDA / Browns Noted Noted Noted	

1.0 LAWSON – REMEDIATION WORKS REGISTER/ SUMMARY

Scope	Location	Unexpected Find	Status & Remaining Actions	EPA Endorsement / Approval
Southern Asbestos Line	1B	-	Interim Validation Report Submitted	Yes
Northern Asbestos Line	1A/1B	-	Interim Validation Report Submitted	Yes
Northern Asbestos Line (Live Main Servicing Naval Base)	1C	-	Interim Validation Report Submitted	Yes
Eastern Hummocky Ground (including UF1 & UF2)	1A/1B	UF1 & UF2	Interim Validation Report Submitted	Yes
HV Trench at North East (UF5)	1C	UF5	Interim Validation Report Submitted	Yes
South Eastern Area (UF4 for asbestos found in the existing soil strata in the South East Corner of 1B)	1B	UF4	Interim Validation Report Submitted	Yes
Reservoir Hill	1C	-	Interim Validation Report Submitted	Yes
North East Old Abandoned Asbestos Line (UF6 at the very north east corner of Stage 1C)	1C	UF6	Interim Validation Report Submitted on 01/07/2014. Returned endorsed on 21/07/2014, however EPA's Condition #4 is contradictory to what was spoken about in meetings in May. Management plan being prepared by Coffeys for TAMS approval for the narrow strip of land to the east of the Defence Land. UF6A 15m3 of material disposed at West Belconnen. (UF10) Disposed off site.	Yes** **Note: Condition #4 in progress
North East Intersection (including Pre-Existing Uncontrolled Fill from Intersection Upgrade as well as original emu picking scope)	1C	Related to UF6	On 01/07/2014 Coffey have advised that they are expecting a decision from LDA regarding the NE Fill and that the validation of the whole area will be managed in conjunction with the NE Fill once a decision is made On 22/07/2014 Coffey have advised that an email with a list of deliverables for this area has been sent to LDA last week. Cheryl has been asked to provide a copy of this email to BMD. Draft EMP in progress by Coffeys.	

			<p>Approx. 2,000m3 of material (approved by EPA for re-use on site) has been moved.</p> <p>The extended 750mm stormwater line is completed.</p>	
South East of Stage 1B Anthropogenic Material discovered which was found to contain ACM (UF7) once stockpiled in Stage 1A. Subsequently relocated to North East Intersection	All	UF7	<p>Coffey have submitted the beneficial re-use assessment to EPA on 01/07/2014 which has been approved/supported.</p> <p>Area where the material was found was 2.5m deep and Coffey has recommended acceptance as is to EPA. Waiting for EPA to confirm.</p> <p>There were 3 resultant stockpiles from UF7 as follows:</p> <ul style="list-style-type: none"> a) Concrete – Awaiting approval from TAMS to use behind walls to save offsite costs for LDA b) Isolated ACM Stockpile to go to WBRM once screened/sifted c) Large BRU stockpile to be used on site once screened/sifted 	
Topsoil Stockpiled in the South West of 1B (On Block CA) which came from South East of 1B	1B	-	<p>Screening of the material is underway (started 21/07/2014) and the offsite cartage is scheduled to commence from Tuesday 29/07/2014.</p> <p>A piece of asbestos was discovered on 21/07/2014 from the screening process.</p> <p>SM noted that BRU removal was completed on 4/08/14, asbestos material being removed from site today.</p>	
Reservoir Hill Flanks (Outside Original Scope)	1C	-	<p>As of 01/07/2014, Coffey had provided a strategy to Browns. Browns subsequently requested a cost proposal from Coffey which Coffey said would be submitted soon.</p> <p>As of 22/07/2014, Coffey have provided a cost proposal direct to Browns. Coffey have advised BMD that they have been advised by</p>	

				Browns/LDA that this item is not priority at present. Management plan is in progress. Another EMU pick will be in approx. 3 weeks; takes place every 6 weeks.	
UF8 – North East Intersection during excavation to subgrade for Road 02	1C	UF8		Discovered on 21/07/2014 BMD requested Coffey Fee Proposal on 22/07/2014 Cheryl emailed Amal on 22/07/2014 asking whether Browns/LDA want Coffey to prepare a BRA assessment so that they can put it in to their fee proposal. Material removed from site.	Not required. Coffey advised that this can be managed as part of the Road 02 LT-SMP
Note Only: UF3 was not an unexpected find in the end. It was Fibre Reinforced Concrete Pipes near Ginninderra Drive (not ACM)	1B	UF3		Note Only: Coffey will include for material tracking in the final validation report	Not required.
Concrete Bollards	1C			LDA to advise if BMD are to order concrete bollards	

BROWN

2. Progress and Technical Issues	% completion		Issues / Comments	Action
	Stage 1C1	Stage 1C2		
BULK EARTHWORKS (1C1 & 1C2)				
Topsoil strip	100%	100%	Stage 1C1 now 100% complete with the deletion of the creek works from the Contract.	Noted
Bulk Earthworks	100%	100%	Earthworks in Stage 1C1 now 100% complete with the deletion of the creek works from the Contract.	Noted
Controlled Fill operations	100%	100%	Controlled fill report for 1C1 and 1C2 reviewed by Browns.	Browns
BULK EARTHWORKS (Stage 1B)				
Topsoil strip	100%			
Filling operations	100%			Noted
HYDRAULICS (1C)				
Stage 1C-1				
Sewer	100%	99%	WAE in progress. Lines for CCTV have been nominated by Actew.	Noted
Ovality Testing	100%	0%		
Pressure Testing	100%	0%	Testing and Connections outstanding.	Noted
Vacuum testing of MH	100%	0%	Actew has agreed road crossing in 1C1 can be handed over in 1C2	
CCTV	100%	0%		
Stormwater	100%	100%	CCTV submitted to Browns.	Browns
CCTV	100%		BMD to check size of pit openings prior to SMEC inspections.	BMD
SMEC Inspections			BMD noted that throats will be fixed prior to any inspections	
Water	99%	90%	80% rectification of water ties. Pre-testing this week.	Noted
Pressure Testing	99%	0%		
Common Trench				Noted
Excavation	100%	100%	Few poles on the slope in Stage 1B still require removal; BMD to confirm which poles they are. BMD advised that ActewAGL can't remove those at the moment due to the wet ground	Noted
Electrical	100%	100%	(carried over). BMD to get revised date.	
Gas	100%	100%		
Telco	100%	100%		
(Handover of Comm Plant Form)	0%	0%	Handover forms being collated	
Conduits (Road Crossings)	100%	100%	No current issues.	Noted
Subsoil	100%	100%	No current issues.	Noted
Rodding	100%	0%		
Subgrade Preparation	100%	100%	No current issues.	Noted
Select layer	100%	100%	No current issues.	Noted
Subbase	100%	100%	No current issues.	Noted
Base	100%	30%	No current issues.	Noted
Prime	100%	0%	No current issues.	Noted
A/C	100%	0%	NCR 013 closed out.	Noted

BROWN

			BB raised concerns regarding quality of finish in a number of areas. Items are to be addressed on the defects list.	Browns
Kerbs	100%	45%	No current issues.	Noted
Vehicle crossings	100%	0%	No current issues.	Noted
Driveways	99%	0%	2 driveways to be completed in 1C1.	Noted
Footpaths	98%	0%	No current issues.	Noted
Retaining Walls	99%	0%	No current issues.	Noted
Street Lights	100%	0%	Poles have been erected. Street Light luminaires to be installed.	Noted
Block Pegging	90%	0%	Back pegs to some blocks in 1C1 not yet installed. To be completed next week.	Noted LDA Browns
Site Classification	100%	50%	In progress.	Noted
Landscaping	55%	0%	Topsoil Type S accepted with condition.	Browns

BROWN

Key Points Discussed and Action Items																																																							
No.	Topic	Action Item(s)	Owner	Target Date																																																			
3	PROGRAM																																																						
3.1	Extensions of Time	<ul style="list-style-type: none"> BMD to submit outstanding EOTs. <ul style="list-style-type: none"> 12 and 13 submitted earlier this week. AB to review and respond (carried over) 	Browns																																																				
3.2	Program	<ul style="list-style-type: none"> Updated program to be submitted with Progress Claim next week (outstanding) <p>Note : Browns to check schedule below that landscape components reflect changed dates for corresponding civil components. PC dates to be included in minutes for completed Separable Portions</p>	BMD																																																				
3.4	Program Dates	<ul style="list-style-type: none"> Scheduled Dates for Practical Completion <table border="1"> <thead> <tr> <th></th> <th>Original Contract</th> <th>Revised Contract Dates</th> <th>BMD's current program</th> <th>Date of Practical Completion</th> </tr> </thead> <tbody> <tr> <td>– SP1 (remediation of contaminated materials in the RAP within 1C)</td> <td>01/10/13</td> <td>01/07/14</td> <td>1/10/13</td> <td>Claimed</td> </tr> <tr> <td>– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)</td> <td>3/12/13</td> <td>01/07/14</td> <td>3/12/13</td> <td>TBA</td> </tr> <tr> <td>– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)</td> <td>3/12/13</td> <td>25/02/14</td> <td>3/12/13</td> <td>Claimed</td> </tr> <tr> <td>– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)</td> <td>30/09/14</td> <td>05/12/14</td> <td>30/10/14</td> <td>Notification Sent</td> </tr> <tr> <td>– SP3A (all civil bulk earthworks associated with Stage 1A)</td> <td>25/02/14</td> <td>29/05/14</td> <td>25/02/14</td> <td>Claimed</td> </tr> <tr> <td>– SP3B (all civil bulk earthworks associated with Stage 1B)</td> <td>08/07/14</td> <td>8/07/14</td> <td>08/07/14</td> <td>Claimed</td> </tr> <tr> <td>– SP4 (Stage 1C-1 landscape construction and consolidation)</td> <td>24/02/15</td> <td>TBC</td> <td>25/11/14</td> <td>TBA</td> </tr> <tr> <td>– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)</td> <td>23/12/14</td> <td>11/03/15</td> <td>23/12/14</td> <td>TBA</td> </tr> <tr> <td>– SP6 (Stage 1C-2 landscape construction and consolidation)</td> <td>19/05/15</td> <td>TBC</td> <td>17/02/15</td> <td>TBA</td> </tr> </tbody> </table>		Original Contract	Revised Contract Dates	BMD's current program	Date of Practical Completion	– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	01/07/14	1/10/13	Claimed	– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	01/07/14	3/12/13	TBA	– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	25/02/14	3/12/13	Claimed	– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	05/12/14	30/10/14	Notification Sent	– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	29/05/14	25/02/14	Claimed	– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	8/07/14	08/07/14	Claimed	– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	TBC	25/11/14	TBA	– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	11/03/15	23/12/14	TBA	– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	TBC	17/02/15	TBA			
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BROWN

4	Claims	<ul style="list-style-type: none"> PC #14 being processed. 	Noted	
5	Variations	<ul style="list-style-type: none"> Sewer Under bore – all works completed. Change in Scope of Works at Creek – to be assessed as part of PC#14. 	Noted Browns	
6	RFI's	<ul style="list-style-type: none"> RFI 81 outstanding. 	Browns	
7	Other Matters	<ul style="list-style-type: none"> Concrete bollard. LDA to advise. Tail out of outlet from 1200 pipe to be in 1C2 – Browns waiting for Cardno to respond. Sunday work – no work this Sunday. Surplus spoil to Stage 2. BMD advised 7,000m3 stockpile. LDA to advise. Site office relocation. BMD advised current timeframe is end December. Audit on SW line 1/63 to 2/63 BMD advised all handover docs will be ready early next week 	BMD Browns Noted LDA Noted Browns BMD	
8	Next Site Meeting	<ul style="list-style-type: none"> Thursday 20 November 2014; 10:30am 	ALL	



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Revised Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 32	Date	20 Nov 2014		
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038		
Facilitator	Amal Beeharry	Time	10:40AM		
Location	Lawson	Scribe	Amal Beeharry		
Attendees	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Raffaele Filardo – LDA Amal Beeharry – Calibre Consulting Bill Buckingham – Calibre Consulting Jarrod Shearson – BMD Dinesh Perera - BMD </td> <td style="width: 50%; border: none;"> Sam McNeil – BMD Darren Wakley - BMD Wayne Donegan – BMD Geoff Green – Calibre Consulting </td> </tr> </table>			Raffaele Filardo – LDA Amal Beeharry – Calibre Consulting Bill Buckingham – Calibre Consulting Jarrod Shearson – BMD Dinesh Perera - BMD	Sam McNeil – BMD Darren Wakley - BMD Wayne Donegan – BMD Geoff Green – Calibre Consulting
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Distribution	All above Guna Seelan – LDA Stacey Quayle – LDA Darren Benson – Calibre Consulting Paul Scotellaro – Calibre Consulting Justin Devantier – BMD Graeme Peffers - BMD Joe Mullany – BMD				
Minutes – Previous Meeting	<ul style="list-style-type: none"> • Item 1.3 (BMD are watering every day, not weekly) • Item 3.4 (Program Dates) were not updated to reflect extensions of time for landscaping • There were no other objections to the previous meeting minutes, as such they were accepted as a true record. 				



Key Points Discussed and Action Items

No.	Topic	Action Item(s)	Owner	Target Date
1.1	WHS	<p>Incident Reporting <i>The Principal Contractor must:</i> a) notify the Superintendent and the Principal of any notifiable incident immediately after it notifies the regulator; and b) promptly notify the occurrence and furnish a written report to the Superintendent and the Principal of any other incident.</p> <ul style="list-style-type: none"> No incidents on site to report BMD confirmed that relocation of site sheds will be completed by 19 Dec 2014 BMD advised that an audit on plant and machinery was carried out on all equipment (inc. sub-Contractors) and there were no observations. 	<p>Noted</p> <p>Noted Noted Noted</p>	
1.2	Quality Assurance	<ul style="list-style-type: none"> Audit testing in progress and re-work of NCRs in progress. Calibre advised TAMS won't accept the verge adjacent footpath graded at 5-6%. LDA also discussed with TAMS who confirm they won't accept. JS – BMD will rectify the issue if TAMS request it to be repaired during the future TAMS handover inspection. NCR 026 to be signed off by Calibre. Calibre have started the Defects Inspection and have been providing BMD with Defects Lists for each Road. DW – All areas are ready for inspection. Handover submission: CCTV for SW and sewer received. Shared services and subsoil QA documentation received. BMD advised Stormwater WAE will be submitted this afternoon. Mini pillars out of tolerance – fixed yesterday. BMD is to prepare sewer from MH 12/101-17/101 for handover within the next fortnight. 	<p>Noted Noted</p> <p>Calibre Calibre</p> <p>Noted</p> <p>BMD Noted</p> <p>BMD</p>	
1.3	Environment	<ul style="list-style-type: none"> Calibre to book Spacelab for tree inspection. The landscaping works in the NE area are on hold. EPA has advised that geofabric needs to be installed in the reinstated NE areas; LDA to confirm. BMD have been advised that the concrete bollards are to be procured; details of installation to follow. BMD advised that they are watering the grasslands area everyday. 	<p>Calibre LDA</p> <p>BMD</p> <p>Noted</p>	



1.0 LAWSON – REMEDIATION WORKS REGISTER/ SUMMARY

Scope	Location	Unexpected Find	Status & Remaining Actions	EPA Endorsement / Approval
Southern Asbestos Line	1B	-	Interim Validation Report Submitted	Yes
Northern Asbestos Line	1A/1B	-	Interim Validation Report Submitted	Yes
Northern Asbestos Line (Live Main Servicing Naval Base)	1C	-	Interim Validation Report Submitted	Yes
Eastern Hummocky Ground (including UF1 & UF2)	1A/1B	UF1 & UF2	Interim Validation Report Submitted	Yes
HV Trench at North East (UF5)	1C	UF5	Interim Validation Report Submitted	Yes
South Eastern Area (UF4 for asbestos found in the existing soil strata in the South East Corner of 1B)	1B	UF4	Interim Validation Report Submitted	Yes
Reservoir Hill	1C	-	Interim Validation Report Submitted	Yes
North East Old Abandoned Asbestos Line (UF6 at the very north east corner of Stage 1C)	1C	UF6	Interim Validation Report Submitted on 01/07/2014. Returned endorsed on 21/07/2014, however EPA's Condition #4 is contradictory to what was spoken about in meetings in May. Management plan being prepared by Coffeys for TAMS approval for the narrow strip of land to the east of the Defence Land. UF6A 15m3 of material disposed at West Belconnen. (UF10) Disposed off site.	Yes** **Note: Condition #4 in progress
North East Intersection (including Pre-Existing Uncontrolled Fill from Intersection Upgrade as well as original emu picking scope)	1C	Related to UF6	On 01/07/2014 Coffey have advised that they are expecting a decision from LDA regarding the NE Fill and that the validation of the whole area will be managed in conjunction with the NE Fill once a decision is made	

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<p>South East of Stage 1B Anthropogenic Material discovered which was found to contain ACM (UF7) once stockpiled in Stage 1A. Subsequently relocated to North East Intersection</p>	<p>All</p>	<p>UF7</p>	<p>On 22/07/2014 Coffey have advised that an email with a list of deliverables for this area has been sent to LDA last week. Cheryl has been asked to provide a copy of this email to BMD. Draft EMP in progress by Coffeys.</p> <p>Approx. 2,000m³ of material (approved by EPA for re-use on site) has been moved.</p> <p>The extended 750mm stormwater line is completed.</p>
			<p>Coffey have submitted the beneficial re-use assessment to EPA on 01/07/2014 which has been approved/supported.</p> <p>Area where the material was found was 2.5m deep and Coffey has recommended acceptance as is to EPA. Waiting for EPA to confirm.</p> <p>There were 3 resultant stockpiles from UF7 as follows:</p> <ul style="list-style-type: none"> a) Concrete – Awaiting approval from TAMS to use behind walls to save offsite costs for LDA b) Isolated ACM Stockpile to go to WBRM once screened/sifted c) Large BRU stockpile to be used on site once screened/sifted
<p>Topsoil Stockpiled in the South West of 1B (On Block CA) which came from South East of 1B</p>	<p>1B</p>		<p>Screening of the material is underway (started 21/07/2014) and the offsite cartage is scheduled to commence from Tuesday 29/07/2014.</p> <p>A piece of asbestos was discovered on 21/07/2014 from the screening process.</p> <p>SM noted that BRU removal was completed on 4/08/14, asbestos material being removed from site today.</p>

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Reservoir Hill Flanks (Outside Original Scope)	1C		<p>As of 01/07/2014, Coffey had provided a strategy to Calibre. Calibre subsequently requested a cost proposal from Coffey which Coffey said would be submitted soon.</p> <p>As of 22/07/2014, Coffey have provided a cost proposal direct to Calibre. Coffey have advised BMD that they have been advised by Calibre/LDA that this item is not priority at present. Management plan is in progress.</p> <p>Another EMU pick will be in 5pprox.. 3 weeks; takes place every 6 weeks.</p>	
UF8 – North East Intersection during excavation to subgrade for Road 02	1C	UF8	<p>Discovered on 21/07/2014 BMD requested Coffey Fee Proposal on 22/07/2014</p> <p>Cheryl emailed Amal on 22/07/2014 asking whether Calibre/LDA want Coffey to prepare a BRA assessment so that they can put it in to their fee proposal.</p> <p>Material removed from site.</p>	Not required. Coffey advised that this can be managed as part of the Road 02 LT-SMP
Note Only: UF3 was not an unexpected find in the end. It was Fibre Reinforced Concrete Pipes near Ginninderra Drive (not ACM)	1B	UF3	<p>Note Only: Coffey will include for material tracking in the final validation report</p>	Not required.
Concrete Bollards	1C		<p>LDA advise BMD to order the concrete bollards JS – BMD will not order the bollards until direction regarding the geotextile is provided.</p>	

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2. Progress and Technical Issues	% completion		Issues / Comments	Action
	Stage 1C1	Stage 1C2		
BULK EARTHWORKS (1C1 & 1C2)				
Topsoil strip	100%	100%	No current issues.	Noted
Bulk Earthworks	100%	100%	No current issues.	Noted
Controlled Fill operations	100%	100%	No current issues.	Noted
BULK EARTHWORKS (Stage 1B)				
Topsoil strip	100%			
Filling operations	100%			
HYDRAULICS (1C)				
Stage 1C-1				
Sewer	100%	100%	WAE in progress. Lines for CCTV have been nominated by Actew.	Noted
Ovality Testing	100%	0%	Testing and Connections outstanding. BB – will book Actew in for next week	Noted
Pressure Testing	100%	0%		Noted
Vacuum testing of MH	100%	0%		Noted
CCTV	100%	0%	RF – The previously agreed sewer road crossing to be handed over in 1C2 is now required to be handed over as part of Stage 1C1 due to the timing of the handover of Stage 1C1	
Stormwater	100%	100%	CCTV being reviewed by Calibre.	Calibre
CCTV	100%		SMEC inspection passed for 1C1.	Noted
SMEC Inspections				
Water	99%	99%	100% rectification of water ties.	Noted
Pressure Testing	99%	0%		
Common Trench				Noted
Excavation	100%	100%	Few poles on the slope in Stage 1B still require removal; BMD to confirm which poles they are. BMD advised that ActewAGL can't remove those at the moment due to the wet ground (carried over). BMD to get revised date.	Noted
Electrical	100%	100%		
Gas	100%	100%		
Telco	100%	100%		
(Handover of Comm Plant Form)	0%	0%	JS – ActewAGL have just recently agreed to provide spilt WAE drawings. JS – All service providers have signed the Plant Handover form except for Calibre Consulting.	B Calibre
Conduits (Road Crossings)	100%	100%	No current issues.	Noted
Subsoil	100%	100%	BB – Will start the SS rodding next week	Noted
Rodding	100%	0%		
Subgrade Preparation	100%	100%	No current issues.	Noted
Select layer	100%	100%	No current issues.	Noted
Subbase	100%	100%	No current issues.	Noted
Base	100%	40%	No current issues.	Noted



Prime	100%	40%	No current issues.	Noted
A/C	100%	5%	No current issues.	Noted
Kerbs	100%	65%	No current issues.	Noted
Vehicle crossings	100%	40%	No current issues.	Noted
Driveways	100%	0%	No current issues.	Noted
Footpaths	99%	3%	No current issues.	Noted
Retaining Walls	100%	0%	JS – 70m of retaining wall construction is outstanding.	Noted
Street Lights	100%	0%	Poles have been erected. Street Light luminaires to be installed. JS – The streetlights are yet to be wired. BB – The Streetlights are not numbered yet also.	Noted Noted Noted
Block Pegging	99%	0%	Back pegs to some blocks in 1C1 not yet installed. B1S41 to be pegged	Noted Noted
Site Classification	100%	100%	AB – Will check if all site classifications have been completed and provided.	Noted
Landscaping	55%	0%	No current issues.	Noted

Outstanding Works in 1C1 as at 20/11/2014:

- 3 x concrete islands
- 100m of Footpaths
- Topsoiling
- Trees
- Short section of retaining wall
- Hard Landscape Works
- Discussed 2 separate handovers with TAMS; one for soft and one for hard landscape works



Key Points Discussed and Action Items						
No.	Topic	Action Item(s)	Owner	Target Date		
3	PROGRAM					
3.1	Extensions of Time	<ul style="list-style-type: none"> Calibre to assess EOT 12 and 13 (carried over). 	Calibre			
3.2	Program	<ul style="list-style-type: none"> Updated program to be submitted with Progress Claim #15 next week (outstanding) 	BMD	30-11-14		
4	Program Dates	<ul style="list-style-type: none"> Scheduled Dates for Practical Completion 				
			Original Contract	Revised Contract Dates	BMD's current program	Date of Practical Completion
		– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	01/07/14	n/a	Claimed
		– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	01/07/14	n/a	TBA
		– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	25/02/14	n/a	Claimed
		– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	05/12/14	30/10/14	Notification Sent
		– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	29/05/14	25/02/14	Claimed
		– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	8/07/14	08/07/14	Claimed
		– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	TBC	24/02/15	TBA
		– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	11/03/15	23/12/14	TBA
		– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	TBC	19/05/15	TBA
4	Claims	<ul style="list-style-type: none"> PC #14 processed. BMD to provide additional substantiation to be provided to allow accurate certification of future claims. 			Noted BMD	



5	Variations	<ul style="list-style-type: none"> Sewer under bore – to be handed over with the next fortnight. BMD advised testing is yet to be completed. 	BMD	
6	RFI's	<ul style="list-style-type: none"> RFI 66, 84, 85 outstanding. Bill to do joint inspection with BMD after the site meeting. GG – Request BMD to provide a RFI register as soon as possible. 	Calibre BMD	
7	Other Matters	<ul style="list-style-type: none"> Surplus spoil to Stage 2. BMD has been given approval by LDA to cart the material provided it is at no cost to LDA. Prior to carting material, the area of the stockpile is to be stripped of topsoil and sediment/erosion control measures placed around stockpile. LDA emphasized this operation and associated costs are to be at NIL cost to LDA. Site office relocation - BMD has been advised that they will demobilise the site sheds and clean-up the site shed area by 19/12/14. BMD advised all handover docs are ready for pickup today, after the meeting. BB – The concrete island nose works on site has not been constructed in accordance with the TAMS spec (missing expansion joints between MK and concrete). DW – TAMS have accepted this on other projects. BMD will install the joints if TAMS request them. BB -- BMD to provide a NCR 	Noted Noted BMD BMD	4-12-14
8	Next Site Meeting	<ul style="list-style-type: none"> Thursday 4 December 2014; 10:30am 	ALL	



Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 33	Date	4 December 2014
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Geoff Green	Time	10:40AM
Location	Lawson	Scribe	Geoff Green
Attendees	Raffaele Filardo – LDA Bill Buckingham – Calibre Consulting Justin Devantier – BMD Jarrod Shearson – BMD Dinesh Perera - BMD Sam McNeil – BMD Wayne Donegan – BMD Geoff Green – Calibre Consulting		
Distribution	All above Guna Seelan – LDA Stacey Quayle – LDA Amal Beeharry – Calibre Consulting Darren Benson – Calibre Consulting Paul Scotellaro – Calibre Consulting Darren Wakley - BMD		
Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no other objections to the previous meeting minutes, as such they were accepted as a true record. 		

Key Points Discussed and Action Items

No.	Topic	Action Item(s)	Owner	Target Date
1.1	WHS	<p>Incident Reporting</p> <p><i>The Principal Contractor must:</i></p> <p>a) notify the Superintendent and the Principal of any notifiable incident immediately after it notifies the regulator; and</p> <p>b) promptly notify the occurrence and furnish a written report to the Superintendent and the Principal of any other incident.</p> <ul style="list-style-type: none"> • JS - No accidents/incidents on site to report. • RF - Do BMD have an issue with the proposed WHS audit date (11 Dec 14)? JS - The proposed date is OK. • BB - All subcontractors are required to complete the Asbestos Awareness course. JS - Some concreters and asphalt subcontractors have not completed the course. JD - BMD will arrange for them to carry out the course. • GG - As previously noted by Calibre, workers are entering the site without signing in. JS - A toolbox meeting was held and workers were again instructed to sign in before entering the site. GG - Calibre require a non-conformance report and a copy of the toolbox talk to be provided from BMD. JD - Agree. • BB - Some concreter's onsite today have still not signed in today. JS - There is a separate sign in sheet that these workers have signed into. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>BMD</p> <p>BMD</p> <p>Noted</p>	 <p>10/12/14</p> <p>10/12/14</p>
1.2	Quality Assurance	<ul style="list-style-type: none"> • Audit testing in progress and re-work of NCRs in progress (carried over). • Calibre have carried out a Defects Inspection for most of the site. JS - BMD are currently working through the defects list completed for each Rd. JD - Recommend that each Rd is rectified and confirmed that defects are completed. Once all of the kerbs are repaired BMD will request BB to check. BB - notes that all new defects that occur during the rectification will also need to be rectified. • Handover submission: GG - CCTV for SW and sewer received. The SW CCTV has been submitted to SMEC for review. The Sewer CCTV is yet to be reviewed by Calibre. • GG - BMD have submitted the 3rd SW WAE drawing amendment which is currently under assessment. • BMD is to prepare sewer from MH 12/101-17/101 for handover within the next fortnight (carried over). 	<p>Noted</p> <p>BMD</p> <p>Calibre</p> <p>Calibre</p> <p>BMD</p>	

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1.3	Environment	<ul style="list-style-type: none"> • JS – A major storm event has severely damaged the site and will take weeks to rectify. The clean-up will include the replacement/rectification of all of the washed away sediment controls and the clean-out within the majority of sumps and pipes. BB – Recommends that the rectification of sediment controls within the creek are prioritised first. • GG – Calibre do not believe <u>all</u> sediment controls were in-place as per the approved erosion sediment control plan (i.e. haybales in swales and filters on sump entries) prior to the storm event. WD – In preparation for the handover, the filters were removed from sumps under direction from BB. BB – disagrees that a direction to remove filter socks was given. • JS – BMD have a good working relationship with the EPA and the EPA understand that no amount of erosion protection can stop storm events of 40mm in one hour. SM- BMD have organised for the EPA (Peter Ryan) to visit the site today. • Calibre to book Spacelab for tree inspection (carried over). JS – Most of the trees have been planted, about four have not been planted. • RF - Geofabric will need to be installed at a depth of 300mm in the reinstated NE area. SM – what type of fabric can be used and can it be installed now? LDA to confirm details. • JS - BMD will not order the concrete bollards until the footing detail has been confirmed. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Calibre</p> <p>LDA</p> <p>Noted</p>	



1.0 LAWSON – REMEDIATION WORKS REGISTER/ SUMMARY

Scope	Location	Unexpected Find	Status & Remaining Actions	EPA Endorsement / Approval
Southern Asbestos Line	1B	-	Interim Validation Report Submitted	Yes
Northern Asbestos Line	1A/1B	-	Interim Validation Report Submitted	Yes
Northern Asbestos Line (Live Main Servicing Naval Base)	1C	-	Interim Validation Report Submitted	Yes
Eastern Hummocky Ground (including UF1 & UF2)	1A/1B	UF1 & UF2	Interim Validation Report Submitted	Yes
HV Trench at North East (UF5)	1C	UF5	Interim Validation Report Submitted	Yes
South Eastern Area (UF4 for asbestos found in the existing soil strata in the South East Corner of 1B)	1B	UF4	Interim Validation Report Submitted	Yes
Reservoir Hill	1C	-	Interim Validation Report Submitted	Yes
North East Old Abandoned Asbestos Line (UF6 at the very north east corner of Stage 1C)	1C	UF6	Interim Validation Report Submitted on 01/07/2014. Returned endorsed on 21/07/2014, however EPA's Condition #4 is contradictory to what was spoken about in meetings in May. Management plan being prepared by Coffeys for TAMS approval for the narrow strip of land to the east of the Defence Land. UF6A 15m3 of material disposed at West Belconnen. (UF10) Disposed offsite.	Yes** **Note: Condition #4 in progress
North East Intersection (including Pre-Existing Uncontrolled Fill from Intersection Upgrade as well as original emu picking scope)	1C	Related to UF6	On 01/07/2014 Coffey have advised that they are expecting a decision from LDA regarding the NE Fill and that the validation of the whole area will be managed in conjunction with the NE Fill once a decision is made	

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<p>South East of Stage 1B Anthropogenic Material discovered which was found to contain ACM (UF7) once stockpiled in Stage 1A. Subsequently relocated to North East Intersection</p>	<p>All</p>	<p>UF7</p>	<p>On 22/07/2014 Coffey have advised that an email with a list of deliverables for this area has been sent to LDA last week. Cheryl has been asked to provide a copy of this email to BMD. Draft EMP in progress by Coffeys.</p> <p>Approx. 2,000m3 of material (approved by EPA for re-use on site) has been moved.</p> <p>The extended 750mm stormwater line is completed.</p>
<p>Topsoil Stockpiled in the South West of 1B (On Block CA) which came from South East of 1B</p>	<p>1B</p>	<p>-</p>	<p>Coffey have submitted the beneficial re-use assessment to EPA on 01/07/2014 which has been approved/supported.</p> <p>Area where the material was found was 2.5m deep and Coffey has recommended acceptance as is to EPA. Waiting for EPA to confirm.</p> <p>There were 3 resultant stockpiles from UF7 as follows:</p> <ul style="list-style-type: none"> a) Concrete – Awaiting approval from TAMS to use behind walls to save offsite costs for LDA b) Isolated ACM Stockpile to go to WBRM once screened/sifted c) Large BRU stockpile to be used on site once screened/sifted
<p></p>	<p></p>	<p></p>	<p>Screening of the material is underway (started 21/07/2014) and the offsite cartage is scheduled to commence from Tuesday 29/07/2014.</p> <p>A piece of asbestos was discovered on 21/07/2014 from the screening process.</p> <p>SM noted that BRU removal was completed on 4/08/14, asbestos material being removed from site today.</p>



<p>Reservoir Hill Flanks (Outside Original Scope)</p>	<p>1C</p>	<p>As of 01/07/2014, Coffey had provided a strategy to Calibre. Calibre subsequently requested a cost proposal from Coffey which Coffey said would be submitted soon.</p> <p>As of 22/07/2014, Coffey have provided a cost proposal direct to Calibre. Coffey have advised BMD that they have been advised by Calibre/LDA that this item is not priority at present. Management plan is in progress.</p> <p>Another EMU pick will be in 6 approx... 3 weeks; takes place every 6 weeks.</p>	
<p>UF8 – North East Intersection during excavation to subgrade for Road 02</p>	<p>1C</p>	<p>UF8</p> <p>Discovered on 21/07/2014 BMD requested Coffey Fee Proposal on 22/07/2014</p> <p>Cheryl emailed Amal on 22/07/2014 asking whether Calibre/LDA want Coffey to prepare a BRA assessment so that they can put it in to their fee proposal.</p> <p>Material removed from site.</p>	<p>Not required. Coffey advised that this can be managed as part of the Road 02 LT-SMP</p>
<p>Note Only: UF3 was not an unexpected find in the end. It was Fibre Reinforced Concrete Pipes near Ginninderra Drive (not ACM)</p>	<p>1B</p>	<p>UF3</p> <p>Note Only: Coffey will include for material tracking in the final validation report</p>	<p>Not required.</p>



2. Progress and Technical Issues	% completion		Issues / Comments	Action
	Stage 1C1	Stage 1C2		
BULK EARTHWORKS (1C1 & 1C2)				
Topsoil strip	100%	100%	No current issues.	Noted
Bulk Earthworks	100%	100%	No current issues.	Noted
Controlled Fill operations	100%	100%	No current issues.	Noted
BULK EARTHWORKS (Stage 1B)				
Topsoil strip	100%			
Filling operations	100%			
HYDRAULICS (1C)				
Stage 1C-1				
Sewer	100%	100%	JS – BMD have ovality issues on the east and west end of the bored pipeline, this defect potentially occurred due the installation of grout. Axis will be rectifying this defect urgently, BMD intend to complete these works by Christmas. SM – BMD are currently waiting for a price from Axis.	Noted
Ovality Testing	100%	0%		
Pressure Testing	100%	0%		
Vacuum testing of MH	100%	0%		
CCTV	100%	0%		
			BB – Requests for BMD to confirm if the methodology stated on the Sewer drawings has been followed. JS – Will check and will let BB know.	JS
			GG – BMD to provide the approved TTM for these works. SM – BMD have an approved extension on the previously approved TTM.	SM
			SM – Will provide the remaining sewer WAE as soon as possible.	SM
			RF – The previously agreed sewer road crossing to be handed over in 1C2 is now required to be handed over as part of Stage 1C1 due to the timing of the handover of Stage 1C1 (carried over). RF – The LDA require this section of sewer to be handed over before the TAMS asset acceptance of Stage 1A.	Noted
Stormwater	100%	100%	GG – Calibre have requested information from BMD (inc. supplier methodology approval and CCTV operator compliance certification) to respond to the SMEC defects list that should be received from SMEC early next week.	Noted
CCTV	100%	0%		
SMEC Inspections	100%	0%		
Water	99%	99%	Watermain testing in Stage 1C2 was carried out this morning.	Noted
Pressure Testing	99%	0%		
Common Trench			Few poles on the slope in Stage 1B still require removal; BMD to confirm which poles they are. BMD advised that ActewAGL can't remove those at the moment due to the wet ground. BMD to get revised date (carried over).	BMD
Excavation	100%	100%		
Electrical	100%	100%		
Gas	100%	100%		
Telco	100%	100%	JS – All service providers have signed the Plant Handover form except for Calibre Consulting (carried over). SM – Actew have signed the sheet however have subsequently raised issues to	Noted
(Handover of Comm Plant Form)	99%	0%		



			be rectified. BB – Calibre will sign the form when all service suppliers have no issues.	
Conduits (Road Crossings)	100%	100%	No current issues.	Noted
Subsoil Rodding	100%	100%	BB – Will start the SS rodding next week (carried over).	Noted
Subgrade Preparation	100%	100%	No current issues.	Noted
Select layer	100%	100%	No current issues.	Noted
Subbase	100%	100%	No current issues.	Noted
Base	100%	50%	No current issues.	Noted
Prime	100%	40%	No current issues.	Noted
A/C	100%	40%	No current issues.	Noted
Kerbs	100%	90%	GG – Calibre are currently assessing the survey files provided for the NCR. The NCR should be accepted if the survey confirms BMD's site measurements.	Noted
Vehicle crossings	100%	60%	JS – VC's should be completed next week.	Noted
Driveways	100%	0%	JS – Construction on the 12 driveways in 1C2 will start next week.	Noted
Footpaths	99%	10%	No current issues.	Noted
Retaining Walls	100%	N/A	WD – All retaining walls have been constructed.	Noted
Street Lights	100%	2%	SM – All SL electrical conduit works should be completed today. Some of the conduits were defective and needed to be repaired which has delayed the completion. Actew availability has also delayed the completion of these conduits. RF – All of the luminaire's will be onsite next week. SM – Actew are refusing to start the SL WAE drawings until all Stage 1C1 works onsite are complete.	Noted Noted Noted
Block Pegging	99%	0%	Back pegs to some blocks in 1C1 not yet installed (carried over). Bk1S41 to be pegged (carried over) GG – There is currently an issue with the block pegging that is yet to be resolved.	Noted Noted Noted
Site Classification	100%	75%	SM – Site classification works onsite that were scheduled for today have been postponed till tomorrow due to wet site conditions.	Noted
Landscaping	85%	0%	No current issues.	Noted



Outstanding Works in 1C1 as at 4/12/2014:

- 30m of Footpaths
- Topsoil defects
- Trees
- Signs (keep left) and lines
- BB – the recent paint work on island is of a low standard and needs to be inspected by BMD
- Ranger gates and farm gate
- Hard and Soft Landscape Works
- JD – BMD will carry out the clean-up works concurrently with the outstanding works.





Key Points Discussed and Action Items

No.	Topic	Action Item(s)	Owner	Target Date		
3	PROGRAM					
3.1	Extensions of Time	<ul style="list-style-type: none"> Calibre to assess EOT 12 and 13 (carried over). RF – Request for Calibre to respond to these EOT claims ASAP. 	Calibre	5/12/2014		
3.2	Program	<ul style="list-style-type: none"> GG – BMD will need to provide all supporting information (including evidence that all sediment controls were in place and site rain gauge records) if an EOT is submitted due to the recent storm event. GG – The updated program was received last week 	Noted Noted			
3.4	Program Dates	<ul style="list-style-type: none"> Scheduled Dates for Practical Completion 				
			Original Contract	Revised Contract Dates	BMD's current program	Date of Practical Completion
		– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	01/07/14	n/a	Claimed
		– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	01/07/14	n/a	TBA
		– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	25/02/14	n/a	Claimed
		– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	10/12/14	17/10/14	Notification Sent
		– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	29/05/14	04/07/14	Claimed
		– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	8/07/14	5/08/14	Claimed
		– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	TBC	22/01/15	TBA
		– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	16/03/15	16/02/15	TBA
		– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	TBC	1/04/15	TBA



4	Claims	<ul style="list-style-type: none">• GG – Calibre have received BMD’s Progress Claim and will clarify any major differences before issuing the Progress Certificate.	Noted	
5	Variations	<ul style="list-style-type: none">• JS – The bollards, geofabric and additional topsoil	Noted	
6	RFI’s	<ul style="list-style-type: none">• GG - Some RFI’s are still outstanding.	Calibre	
7	Other Matters	<ul style="list-style-type: none">• JS – The export of material to Stage 2 has been completed.• BB – The concrete island nose works on site has not been constructed in accordance with the TAMS spec (missing expansion joints between MK and concrete). DW – TAMS have accepted this on other projects. BMD will install the joints if TAMS request them. BB – BMD to provide a NCR (carried over)	Noted BMD	5/12/2014
8	Next Site Meeting	<ul style="list-style-type: none">• Thursday 18 December 2014; 10:30am	ALL	

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2. Progress and Technical Issues	% completion		Issues / Comments	Action
	Stage 1C1	Stage 1C2		
BULK EARTHWORKS (1C1 & 1C2)				
Topsoil strip	100%	100%	No current issues.	Noted
Bulk Earthworks	100%	100%	No current issues.	Noted
Controlled Fill operations	100%	100%	No current issues.	Noted
BULK EARTHWORKS (Stage 1B)				
Topsoil strip	100%			
Filling operations	100%			
HYDRAULICS (1C)				
Stage 1C-1				
Sewer	100%	100%	SM – BMD have completed all of the sewer and watermain construction works. SM – Will provide the remaining sewer WAE as soon as possible (carried over). RF – The previously agreed sewer road crossing to be handed over in 1C2 is now required to be handed over as part of Stage 1C1 due to the timing of the handover of Stage 1C1 (carried over). SM – Request Calibre to provide the nominated sewer lines for CCTV in Stage 1C2	Noted
Ovality Testing	100%	10%		SM
Pressure Testing	100%	10%		Noted
Vacuum testing of MH	100%	0%		Calibre
CCTV	100%	0%		
Stormwater	100%	100%	GG – SMEC has raised issues with the stormwater connections observed in the CCTV. Calibre expect to have an answer from TAMS regarding the acceptance or non-acceptance within the next couple of days. GG – Requests for the CCTV to be provided ASAP. SM – The CCTV is currently 95% completed.	Noted
CCTV	100%	90%		BMD
SMEC Inspections	100%	0%		
Water	100%	99%	No current issues. SM – BMD will book in the connection.	Noted
Pressure Testing	100%	0%		BMD
Common Trench			Few poles on the slope in Stage 1B still require removal; BMD to confirm which poles they are. BMD advised that ActewAGL can't remove those at the moment due to the wet ground. BMD to get revised date (carried over). GG – TransACT have signed the sheet however have subsequently raised issues to be rectified.	BMD
Excavation	100%	100%		
Electrical	100%	100%		
Gas	100%	100%		Noted
Telco (Handover of Comm Plant Form)	100% 99%	100% 0%		
Conduits (Road Crossings)	100%	100%	No current issues.	Noted
Subsoil Rodding	100% 100%	100% 5%	BB – The Stage 1C2 rodding. Took 1hr to do 5 lines.	Noted
Subgrade Preparation	100%	100%	No current issues.	Noted
Select layer	100%	100%	No current issues.	Noted



Subbase	100%	100%	No current issues.	Noted
Base	100%	99%	No current issues.	Noted
Prime	100%	70%	No current issues.	Noted
A/C	100%	70%	No current issues.	Noted
Kerbs	100%	95%	No current issues.	Noted
Vehicle crossings	100%	100%	No current issues.	Noted
Driveways	100%	0%	JS – Construction on the 12 driveways in 1C2 will start next week (carried over).	Noted
Footpaths	99%	70%	JS – One section has been replaced. 5m remains to be constructed in Stage 1C1.	Noted
Retaining Walls	100%	N/A	No current issues.	Noted
Street Lights	100%	40%	SM – All SL electrical conduit works should be completed today. Some of the conduits were defective and needed to be repaired which has delayed the completion. Actew availability has also delayed the completion of these conduits. RF – All of the luminaire's will be onsite next week. SM – Actew are refusing to start the SL WAE drawings until all Stage 1C1 works onsite are complete.	Noted Noted Noted
Block Pegging	99%	12%	SM – MMB need to replace one block peg that was knocked out. BB – Wants to leave the footpath that slightly encroaches the garden block so that BMD do not have to remove and then replace a footpath (TAMS to confirm onsite).	Noted Noted
Site Classification	100%	75%	SM – All test pits have been completed. The reports are outstanding.	Noted
Landscaping	90%	10%	RF – Has instructed Cardno to provide a landscape design for the steep embankment adjacent to the stairs. BB- BMD need to keep the water up to the landscaped areas as some of the plants appear to need water. SM – BMD intend to water the landscape plants over the Christmas break.	Noted Noted Noted

Outstanding Works in 1C1 as at 18/12/2014:

- 5.5m of Footpath
- Topsoil defects
- Trees
- Ranger gates and farm gate (will be completed today)
- Hard and Soft Landscape Works



Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1.1	WHS	<p>Incident Reporting</p> <p>The Principal Contractor must:</p> <p>a) notify the Superintendent and the Principal of any notifiable incident immediately after it notifies the regulator; and</p> <p>b) promptly notify the occurrence and furnish a written report to the Superintendent and the Principal of any other incident.</p> <ul style="list-style-type: none"> • JS - No accidents/incidents on site to report. • RF – The proposed WH5 audit date has been rescheduled for the 22 Dec 15. • JS – BMD have booked all subcontractors into the Asbestos Awareness course. • GG – Calibre require copies of all of the booking documentation. 	<p>Noted</p> <p>Noted Noted BMD</p>	15/01/15
1.2	Quality Assurance/ Handover	<p>TAMS Handover submission of Stage 1C1</p> <ul style="list-style-type: none"> • Calibre have carried out a Defects Inspection for most of the site. JS – BMD have completed all of the crack/chip repairs. Once all of the kerbs are repaired BMD will request BB to check (carried over). • JS - The Stage 1C1 civil bollards have been pegged by survey for BB to check and will start construction in the first week back in 2015. • SM – The ranger gates and farm gate will be installed today. • SM – The streetlight WAE is expected to be received today or tomorrow as the last remaining WAE link information was provided by BMD yesterday. <p>Sewer&Watermain Handover submission of Stage 1C1</p> <ul style="list-style-type: none"> • BB – All of the sewer testing has been completed in Stage 1C1. • DP – BMD are currently reviewing the remaining sewer CCTV. • BB – BMD need to carry out earthworks around the sewer MH at Baldwin Dr to comply with Actew's requirements. • SM – The batter between the footpath and Baldwin Dr appears to steep. AB – the LDA and Calibre will inspect the batter after the meeting. 	<p>BMD</p> <p>Noted</p> <p>Noted Noted</p> <p>Noted BMD BMD</p> <p>Calibre</p>	
1.3	Environment	<ul style="list-style-type: none"> • Calibre to book Spacelab for tree inspection. JS – Most of the trees have been planted, about four have not been planted (carried over). AB – Spacelab have been inspecting the tree at the nursery. • RF – The LDA and Calibre will meet Coffey's at the NE corner to discuss rectification works. 	<p>Noted</p> <p>Calibre /LDA</p>	



Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 34	Date	18 December 2014
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:30AM
Location	Lawson (<i>new site office location</i>)	Scribe	Geoff Green
Attendees	Raffaele Filardo – LDA Jarrod Shearson – BMD Amal Beeharry – Calibre Consulting Bill Buckingham – Calibre Consulting Dinesh Perera - BMD Sam McNeil – BMD Geoff Green – Calibre Consulting		
Distribution	All above Guna Seelan – LDA Stacey Quayle – LDA Darren Benson – Calibre Consulting Paul Scotellaro – Calibre Consulting Darren Wakley - BMD Justin Devantier – BMD Wayne Donegan – BMD		
Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no other objections to the previous meeting minutes, as such they were accepted as a true record. 		



Key Points Discussed and Action Items

No.	Topic	Action Item(s)	Owner	Target Date																																																		
3	PROGRAM																																																					
3.1	Extensions of Time	<ul style="list-style-type: none"> Calibre to assess EOT 15 and 16. 	Calibre	9/01/2015																																																		
3.2	Program	<ul style="list-style-type: none"> GG – The latest program was received on 1 Dec 2014 	Noted																																																			
3.4	Program Dates	<ul style="list-style-type: none"> Scheduled Dates for Practical Completion <table border="1"> <thead> <tr> <th></th> <th>Original Contract</th> <th>Revised Contract Dates</th> <th>BMD's current program</th> <th>Date of Practical Completion</th> </tr> </thead> <tbody> <tr> <td>– SP1 (remediation of contaminated materials in the RAP within 1C)</td> <td>01/10/13</td> <td>01/07/14</td> <td>n/a</td> <td>Claimed</td> </tr> <tr> <td>– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)</td> <td>3/12/13</td> <td>01/07/14</td> <td>n/a</td> <td>TBA</td> </tr> <tr> <td>– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)</td> <td>3/12/13</td> <td>25/02/14</td> <td>n/a</td> <td>Claimed</td> </tr> <tr> <td>– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)</td> <td>30/09/14</td> <td>16/12/14</td> <td>17/10/14</td> <td>Notification Sent</td> </tr> <tr> <td>– SP3A (all civil bulk earthworks associated with Stage 1A)</td> <td>25/02/14</td> <td>29/05/14</td> <td>04/07/14</td> <td>Claimed</td> </tr> <tr> <td>– SP3B (all civil bulk earthworks associated with Stage 1B)</td> <td>08/07/14</td> <td>8/07/14</td> <td>5/08/14</td> <td>Claimed</td> </tr> <tr> <td>– SP4 (Stage 1C-1 landscape construction and consolidation)</td> <td>24/02/15</td> <td>2/3/2015</td> <td>22/01/15</td> <td>TBA</td> </tr> <tr> <td>– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)</td> <td>23/12/14</td> <td>20/03/15</td> <td>16/02/15</td> <td>TBA</td> </tr> <tr> <td>– SP6 (Stage 1C-2 landscape construction and consolidation)</td> <td>19/05/15</td> <td>25/5/2015</td> <td>1/04/15</td> <td>TBA</td> </tr> </tbody> </table>		Original Contract	Revised Contract Dates	BMD's current program	Date of Practical Completion	– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	01/07/14	n/a	Claimed	– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	01/07/14	n/a	TBA	– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	25/02/14	n/a	Claimed	– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	16/12/14	17/10/14	Notification Sent	– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	29/05/14	04/07/14	Claimed	– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	8/07/14	5/08/14	Claimed	– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	2/3/2015	22/01/15	TBA	– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	20/03/15	16/02/15	TBA	– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	25/5/2015	1/04/15	TBA		
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– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	25/5/2015	1/04/15	TBA																																																		
4	Claims	<ul style="list-style-type: none"> JS – BMD will submit the December 2014 Progress Claim before Christmas however will not submit the claim under the Building and Construction Industry Act to allow sufficient assessment time. 	Noted																																																			



5	Variations	<ul style="list-style-type: none"> JS – The bollards, geofabric and additional topsoil 	Noted	
6	RFI's	<ul style="list-style-type: none"> SM – A couple of RFI's are still outstanding (inc. the geofabric). 	Calibre	
7	Other Matters	<ul style="list-style-type: none"> GG – TAMS refused to provide comment regarding the concrete island nose NCR's, the NCR will be accepted subject to TAMS approval 	Noted	
8	Next Site Meeting	<ul style="list-style-type: none"> Thursday 15 January 2015; 10:30am 	ALL	



Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 35	Date	15 January 2015
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:45AM
Location	Lawson (<i>new site office location</i>)	Scribe	Geoff Green
Attendees	Raffaele Filardo – LDA Jarrod Shearson – BMD Amal Beeharry – Calibre Consulting Bill Buckingham – Calibre Consulting	Dinesh Perera - BMD Sam McNeil – BMD Geoff Green – Calibre Consulting	
Distribution	All above Guna Seelan – LDA Stacey Quayle – LDA Darren Benson – Calibre Consulting Paul Scotellaro – Calibre Consulting Darren Wakley - BMD Justin Devantier – BMD Wayne Donegan – BMD		
Minutes – Previous Meeting	<ul style="list-style-type: none"> • GG – SM previously advised us that the proposed WHS audit date in the previous minutes should have shown 22 Jan 15 (not 22 Dec 15). • There were no other objections to the previous meeting minutes, as such they were accepted as a true record. 		



Key Points Discussed and Action Items

No.	Topic	Action Item(s)	Owner	Target Date
1.1	WHS	<p>Incident Reporting <i>The Principal Contractor must:</i> a) notify the Superintendent and the Principal of any notifiable incident immediately after it notifies the regulator; and b) promptly notify the occurrence and furnish a written report to the Superintendent and the Principal of any other incident.</p> <ul style="list-style-type: none"> • JS - No accidents/incidents on site to report. • RF – The proposed WHS audit date has been rescheduled for the afternoon of Wed 21 Jan 15. • JS – BMD have booked all subcontractors into the Asbestos Awareness course. GG – Calibre require copies of all of the booking documentation (carried over). JS – BMD will send through the requested information this afternoon. 	Noted Noted Noted BMD	15/01/15
1.2	Quality Assurance/ Handover	<p>SM – A response to a prime holdpoint is currently outstanding.</p> <p>TAMS Handover submission of Stage 1C1</p> <ul style="list-style-type: none"> • BB – 14 Stage 1C1 civil bollards will be constructed today. JS – The additional requested reinforcement (inc. the R24 bars) will be delivered to site today and will also be bent to shape onsite. • GG – One of the repaired stormwater ties is displaced, we have forwarded the image to SMEC for their advice, however it is likely that this tie needs to be rectified ASAP. DP – This tie is not under a driveway. JS – The removed driveways will be poured today. • RF – The LDA is OK if the sweeping of paths/roads is done just before the TAMS inspection however all other defects should be completed. JS – No defects remain other than clean-up defects. <p>Sewer&Watermain Handover submission of Stage 1C1</p> <ul style="list-style-type: none"> • BB – BMD need to carry out earthworks around the sewer MH at Baldwin Dr to comply with Actew's requirements (carried over). SM – This has not been carried out due to the uncertainty of the works required to this batter and would also result in a safety hazard. RF – Will follow up the proposed solution with Cardno. • SM – The soakage pit cannot be constructed due to wet site conditions in that area. It should be constructed in the following couple of days as soon as the area dries out. • SM – The watermain pit drainage in Stage 1C1 has been completed and ran all the way into the R-Sump. 	Caibre BMD Noted Noted RF Noted Noted	
1.3	Environment	<ul style="list-style-type: none"> • RF – The LDA and Calibre will meet Coffey's at the NE corner to discuss rectification works (carried over). RF – The 300mm thick covering layer has been accepted by the EPA. The LDA are waiting for TAMS approval. A direction will be provided shortly. 	Calibre /LDA	



2. Progress and Technical Issues	% completion		Issues / Comments	Action
	Stage 1C1	Stage 1C2		
BULK EARTHWORKS (1C1 & 1C2)				
Topsoil strip	100%	100%	No current issues.	Noted
Bulk Earthworks	100%	100%	No current issues.	Noted
Controlled Fill operations	100%	100%	No current issues.	Noted
BULK EARTHWORKS (Stage 1B)				
Topsoil strip	100%			
Filling operations	100%			
HYDRAULICS (1C)				
Stage 1C-1				
Sewer	100%	100%	SM – Will provide the remaining sewer WAE as soon as possible (carried over).	SM
Ovality Testing	100%	10%		
Pressure Testing	100%	10%		
Vacuum testing of MH	100%	0%		
CCTV	100%	0%	SM – Request Calibre to provide the nominated sewer lines for CCTV in Stage 1C2 (carried over). GG – The lines will not be nominated by Actew/Calibre until all of the sewer testing has been completed. The testing works should be completed by BMD as soon as possible.	Noted
Stormwater	100%	100%	DP – All but one stormwater connections have been repaired.	Noted
CCTV	100%	90%	GG – A screenshot of the remaining repair from the CCTV or photo will be enough evidence to provide SMEC.	Noted
SMEC Inspections	100%	0%	GG – Requests for the CCTV for Stage 1C2 to be provided ASAP. SM – The CCTV is currently 95% completed.	BMD
Water	100%	100%	SM – BMD will book in the connection (carried over).	BMD
Pressure Testing	100%	100%		
Common Trench				
Excavation	100%	100%	Few poles on the slope in Stage 1B still require removal; BMD to confirm which poles they are. BMD advised that ActewAGL can't remove those at the moment due to the wet ground. BMD to get revised date (carried over).	BMD
Electrical	100%	100%		
Gas	100%	100%		
Telco	100%	100%		
(Handover of Comm Plant Form)	100%	0%		
Conduits (Road Crossings)	100%	100%	No current issues.	Noted
Subsoil	100%	100%	No current issues.	Noted
Rodding	100%	30%		
Subgrade Preparation	100%	100%	No current issues.	Noted
Select layer	100%	100%	No current issues.	Noted
Subbase	100%	100%	No current issues.	Noted
Base	100%	99%	No current issues.	Noted
Prime	100%	70%	SM – Will be 100% by tomorrow.	Noted



A/C	100%	70%	No current issues.	Noted
Kerbs (inc. OCI's)	100%	95%	BB – There are current issues with the proposed Bus bay OCI construction. Calibre require a proposed rectification method from BMD before the OCI's are concreted. JS – Request BB to meet at the problem areas after the meeting.	Noted
Vehicle crossings	100%	100%	No current issues.	Noted
Driveways	100%	70%	No current issues.	Noted
Footpaths	99%	85%	No current issues.	Noted
Retaining Walls	100%	N/A	No current issues.	Noted
Street Lights	100%	90%	SM – All luminaries in Stage 1C1 have been installed. BB – The laneway SL appears to be too far away from the footpath. Other SL's do not look correct also.	Noted Noted
Block Pegging	99%	12%	SM – Does the block peg that was knocked out need replacing. GG/AB – the block peg needs to be replaced.	Noted
Site Classification	100%	75%	SM – All test pits have been completed. The reports are outstanding (carried over).	Noted
Landscaping	90%	15%	RF – Has instructed Cardno to provide a landscape design for the steep embankment adjacent to the stairs. SM – All trees in Stage 1C1 have been installed. There are some trees that are yet to be installed in Stage 1C2. JS – Stage 1C1 will be ready to start consolidation at the end of the month. BB – Tree watering holes need covers installed (as per the design drawings).	Noted Noted Noted BMD

Outstanding Civil Works in 1C1 as at 15/01/2015:

- Sections of concrete driveways above the rectified SW ties require replacement
- Concrete bollards (AB - existing footings are not required to be demolished. The existing footings can be drilled and dowelled)
- Footpath between pine trees (BB – the footpath needs to match the mower strip and will need 2-3 bays to be replaced to match with the design levels)
- Topsoil behind the castellated kerb needs to be 50mm low (so that the future grass growth does not block the flow of water)
- BB – Some of the crack repaired concrete was directed by the LDA to be replaced. JS – The crack repaired concrete was to cracks that measured less than 0.05mm.
- GG - Possible 'Cat Containment' signage required. Calibre will provide a written instruction if additional signage is required.

Key Points Discussed and Action Items						
No.	Topic	Action Item(s)	Owner	Target Date		
3	PROGRAM					
3.1	Extensions of Time	<ul style="list-style-type: none"> Calibre have provided a response to EOT 15 and 16. JS – BMD disagree with the bollard EOT assessment and will provide a revised response shortly (a correction of the claimed EOT clause will also be included). 	BMD	29/01/2015		
3.2	Program	<ul style="list-style-type: none"> GG – The latest program was received on 1 Dec 2014 (carried over). JS – A revised program will be provided. 	BMD	-		
3.4	Program Dates	<ul style="list-style-type: none"> Scheduled Dates for Practical Completion 				
			Original Contract	Revised Contract Dates	BMD's current program	Date of Practical Completion
		– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	01/07/14	n/a	Claimed
		– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	01/07/14	n/a	TBA
		– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	25/02/14	n/a	Claimed
		– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	16/12/14	17/10/14	Notification Sent
		– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	29/05/14	04/07/14	Claimed
		– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	8/07/14	5/08/14	Claimed
		– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	2/3/2015	22/01/15	TBA
		– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	20/03/15	16/02/15	TBA
		– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	25/5/2015	1/04/15	TBA
4	Claims	<ul style="list-style-type: none"> No current issues. 			Noted	



5	Variations	<ul style="list-style-type: none">SM – Additional GPT concrete works and kerb works on Rd2 & Rd23.	Noted	
6	RFI's	<ul style="list-style-type: none">SM – A couple of RFI's are still outstanding (inc. the geofabric) (carried over).	Calibre	
7	Other Matters	<ul style="list-style-type: none">BB – The outstanding concrete works on the left of Stockman St entry will be completed next week by Canberra Contractors.	Noted	
8	Next Site Meeting	<ul style="list-style-type: none">Thursday 29 January 2015; 10:30am	ALL	



Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 36	Date	29 January 2015
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:45AM
Location	Lawson (<i>new site office locatian</i>)	Scribe	Geoff Green/ Amal Beeharry
Attendees	Raffaele Filardo – LDA Jarrod Shearson – BMD Amal Beeharry – Calibre Consulting Bill Buckingham – Calibre Consulting Dinesh Perera - BMD Geoff Green – Calibre Consulting		
Distribution	All above Guna Seelan – LDA Stacey Quayle – LDA Darren Benson – Calibre Consulting Paul Scotellaro – Calibre Consulting Darren Wakley - BMD Justin Devantier – BMD Wayne Donegan – BMD		
Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes, as such they were accepted as a true record. 		



Key Points Discussed and Action Items

No.	Topic	Action Item(s)	Owner	Target Date
1.1	WHS	<p>Incident Reporting <i>The Principal Contractor must:</i> a) notify the Superintendent and the Principal of any notifiable incident immediately after it notifies the regulator; and b) promptly notify the occurrence and furnish a written report to the Superintendent and the Principal of any other incident.</p> <ul style="list-style-type: none"> • JS - No accidents/incidents on site to report. • AB – The WHS active certification audit of BMD and Calibre went well (some observations only). 	Noted Noted Noted	
1.2	Quality Assurance/ Handover	<p>TAMS Handover submission of Stage 1C1</p> <ul style="list-style-type: none"> • AB - The HO Application has been submitted and TAMS are yet to provide an inspection date. • JS – The concrete bollards will be completed by next Friday. BB – has some concerns regarding the concrete finish. All bollards require a class 2 finish. JS – One of the bollards will be removed and redone. The voids will be repaired. AB – Calibre will inspect the completed bollards and let BMD know if any are not acceptable. <p>Sewer & Watermain Handover submission of Stage 1C1</p> <ul style="list-style-type: none"> • GG – The Actew HO application has been submitted. • BB – BMD need to carry out earthworks around the sewer MH at Baldwin Dr to comply with Actew’s requirements (carried over). AB – The current proposal is to realign the footpath so that the batter conform to 1:4 and will also require some trees to be removed. 	Noted Noted Noted Noted	
1.3	Environment	<ul style="list-style-type: none"> • JS – Propose to use topsoil for the 300mm thick covering layer. BMD have not ordered the geotextile. BB – Recommend that A14 is used as it just required to define the change in material. • JS – BMD have ordered the NE concrete precast bollards. • JS – The EPA have inspected the site this morning. BMD need to check the EPA requirements to confirm if a there was an environmental breach. 	Noted Noted Noted	



2. Progress and Technical Issues	% completion		Issues / Comments	Action
	Stage 1C1	Stage 1C2		
BULK EARTHWORKS (1C1 & 1C2)				
Topsoil strip	100%	100%	No current issues.	Noted
Bulk Earthworks	100%	100%	No current issues.	Noted
Controlled Fill operations	100%	100%	No current issues.	Noted
BULK EARTHWORKS (Stage 1B)				
Topsoil strip	100%			
Filling operations	100%			
HYDRAULICS (1C)				
Stage 1C-1				
Sewer	100%	100%	GG – The sewer testing needs to be completed ASAP so the lines for CCTV can be nominated and reviewed. JS – The sewer testing has been booked for next Wed. BB – to confirm with Actew.	Noted
Ovality Testing	100%	10%		
Pressure Testing	100%	10%		
Vacuum testing of MH	100%	0%		
CCTV	100%	0%		
Stormwater	100%	100%	GG – The Stage 1C2 CCTV has been submitted to SMEC this morning for review. SMEC may reject the submission due to unfocussed footage. JS – Wants a SMEC inspection to be organised for next week.	Noted
CCTV	100%	100%		
SMEC Inspections	100%	0%		
Water	100%	100%	BB – BMD will carry out test to see if a soakage pit will work from Stage 1C2 water structure. SM – BMD will book in the connection (carried over).	Noted
Pressure Testing	100%	100%		
Common Trench			Few poles on the slope in Stage 1B still require removal; BMD to confirm which poles they are. BMD advised that ActewAGL can't remove those at the moment due to the wet ground. BMD to get revised date (carried over).	BMD
Excavation	100%	100%		
Electrical	100%	100%		
Gas	100%	100%		
Telco	100%	100%		
(Handover of Comm Plant Form)	100%	50%		
Conduits (Road Crossings)	100%	100%	No current issues.	Noted
Subsoil	100%	100%	No current issues.	Noted
Rodding	100%	100%	No current issues.	Noted
Subgrade Preparation	100%	100%	No current issues.	Noted
Select layer	100%	100%	No current issues.	Noted
Subbase	100%	100%	No current issues.	Noted
Base	100%	100%	No current issues.	Noted
Prime	100%	100%	No current issues.	Noted
A/C	100%	70%	JS – The AC will be 100% tomorrow.	Noted



Kerbs (inc. OCI's)	100%	95%	BB – Is awaiting for a design from Cardno to remove lowpoint	Noted
Vehicle crossings	100%	100%	No current issues.	Noted
Driveways	100%	70%	BB – The crack in driveway needs to be rectified ASAP.	Noted
Footpaths	100%	85%	No current issues.	Noted
Retaining Walls	100%	N/A	No current issues.	Noted
Street Lights	100%	90%	No current issues.	Noted
Block Pegging	99%	12%	No current issues.	No
Site Classification	100%	75%	No current issues.	Noted
Landscaping	90%	15%	RF – Has instructed Cardno to provide a landscape design for the steep embankment adjacent to the stairs (carried over). JS – Stage 1C1 will be ready to start consolidation at the end of the month (carried over). BB – Tree watering holes need covers installed (as per the design drawings) (carried over).	Noted Noted Noted



Key Points Discussed and Action Items																																																						
No.	Topic	Action Item(s)	Owner	Target Date																																																		
3	PROGRAM																																																					
3.1	Extensions of Time	<ul style="list-style-type: none"> EOT 17 is currently under assessment by Calibre. 	Calibre																																																			
3.2	Program	<ul style="list-style-type: none"> GG – The latest program was received on 1 Dec 2014 (carried over). JS – A revised program will be provided with the next Progress Claim. 	BMD		31-01-15																																																	
3.4	Program Dates	<ul style="list-style-type: none"> Scheduled Dates for Practical Completion <table border="1"> <thead> <tr> <th></th> <th>Original Contract</th> <th>Revised Contract Dates</th> <th>BMD's current program</th> <th>Date of Practical Completion</th> </tr> </thead> <tbody> <tr> <td>– SP1 (remediation of contaminated materials in the RAP within 1C)</td> <td>01/10/13</td> <td>01/07/14</td> <td>n/a</td> <td>Claimed</td> </tr> <tr> <td>– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)</td> <td>3/12/13</td> <td>01/07/14</td> <td>n/a</td> <td>TBA</td> </tr> <tr> <td>– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)</td> <td>3/12/13</td> <td>25/02/14</td> <td>n/a</td> <td>Claimed</td> </tr> <tr> <td>– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)</td> <td>30/09/14</td> <td>16/12/14</td> <td>17/10/14</td> <td>Notification Sent</td> </tr> <tr> <td>– SP3A (all civil bulk earthworks associated with Stage 1A)</td> <td>25/02/14</td> <td>29/05/14</td> <td>04/07/14</td> <td>Claimed</td> </tr> <tr> <td>– SP3B (all civil bulk earthworks associated with Stage 1B)</td> <td>08/07/14</td> <td>8/07/14</td> <td>5/08/14</td> <td>Claimed</td> </tr> <tr> <td>– SP4 (Stage 1C-1 landscape construction and consolidation)</td> <td>24/02/15</td> <td>2/3/2015</td> <td>22/01/15</td> <td>TBA</td> </tr> <tr> <td>– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)</td> <td>23/12/14</td> <td>20/03/15</td> <td>16/02/15</td> <td>TBA</td> </tr> <tr> <td>– SP6 (Stage 1C-2 landscape construction and consolidation)</td> <td>19/05/15</td> <td>25/5/2015</td> <td>1/04/15</td> <td>TBA</td> </tr> </tbody> </table>		Original Contract	Revised Contract Dates	BMD's current program	Date of Practical Completion	– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	01/07/14	n/a	Claimed	– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	01/07/14	n/a	TBA	– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	25/02/14	n/a	Claimed	– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	16/12/14	17/10/14	Notification Sent	– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	29/05/14	04/07/14	Claimed	– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	8/07/14	5/08/14	Claimed	– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	2/3/2015	22/01/15	TBA	– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	20/03/15	16/02/15	TBA	– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	25/5/2015	1/04/15	TBA		
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4	Claims	<ul style="list-style-type: none"> AB – Will check the contract requirements to confirm the PC date of Stage 1C1 and will provide the PC letter as soon as possible. JS – The next progress claim will be submitted either tomorrow or Saturday (30 or 31 Jan 2015). 	Calibre Noted		ASAP -																																																	



5	Variations	<ul style="list-style-type: none"> • JS – Landscape concrete seating wall 	Noted	
6	RFI's	<ul style="list-style-type: none"> • SM – A couple of RFI's are still outstanding (inc. the geofabric) (carried over). • AB – Request for the RFI register to be submitted by BMD 	Calibre BMD	
7	Other Matters	<ul style="list-style-type: none"> • No current issues. 	Noted	
8	Next Site Meeting	<ul style="list-style-type: none"> • Thursday 12 February 2015; 10:30am 	ALL	



Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 37	Date	12 February 2015
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:45AM
Location	Lawson (<i>new site office location</i>)	Scribe	Amal Beeharry
Attendees	Raffaele Filardo – LDA Jarrod Shearson – BMD Amal Beeharry – Calibre Consulting Bill Buckingham – Calibre Consulting Dinesh Perera - BMD		
Distribution	All above Guna Seelan – LDA Stacey Quayle – LDA Geoff Green – Calibre Consulting Darren Benson – Calibre Consulting Paul Scotellaro – Calibre Consulting Darren Wakley - BMD Justin Devantier – BMD Wayne Donegan – BMD		
Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes, as such they were accepted as a true record. Results 		



Key Points Discussed and Action Items

No.	Topic	Action Item(s)	Owner	Target Date
1.1	WHS	<p>Incident Reporting</p> <p><i>The Principal Contractor must:</i></p> <p>a) notify the Superintendent and the Principal of any notifiable incident immediately after it notifies the regulator; and</p> <p>b) promptly notify the occurrence and furnish a written report to the Superintendent and the Principal of any other incident.</p> <ul style="list-style-type: none"> • JS - No accidents/incidents on site to report. • JS – Draft report of active certification audit. Opportunities for improvement noted one of which is to undertake a fire drill. BMD advised this won't go ahead due to the imminent completion of works. 	Noted Noted Noted	
1.2	Quality Assurance/ Handover	<p>TAMS Handover submission of Stage 1C1</p> <ul style="list-style-type: none"> • AB - TAMS inspection this afternoon. • AB – change to be made to the guide sign on Baldwin Dr • BB – The finish on concrete bollards will be inconsistent in Stage 1C vs 1A/B. BMD to advise how they propose to rectify the bollards. <p>Sewer & Watermain Handover submission of Stage 1C1</p> <ul style="list-style-type: none"> • GG – Waiting for Actew OA certificate. • BB – BMD need to carry out earthworks around the sewer MH at Baldwin Dr to comply with Actew's requirements (carried over). BB – Once works completed, sewer manhole may need to be re-vacuumed. <p>The options are: bus-stop to be relocated and flatten off steep batters or remove trees and realign the footpath so that the batter conform to 1:4.</p> <p>Handover 1C2</p> <p>JS –</p> <ul style="list-style-type: none"> • Actew WAE – S/L and electrical drawing to be submitted • WAE drawings to be submitted tomorrow • Asset Forms submitted • Sediment Pond – EPA asked it be kept until 80% of site is established. LDA/Calibre to advise. • Water ponding at low spot in concrete paving. BMD to test in Calibre's presence. • Defects inspection to be carried out by Calibre for Rd 24/25 and Rd 23/26 	Noted BMD BMD Noted Noted	



Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1.3	Environment	<ul style="list-style-type: none"> • JS – BMD have not ordered the geotextile. LDA/Calibre to confirm about text to be printed on geotextile as well as extent of capping. • JS – BMD advised they will pour the concrete bollards in-situ. This is contrary to previous advise whereby BMD advised that they had ordered the bollards as per confirmation from LDA/Calibre. • JS – BMD advised that EPA are still conducting their investigation about the potential environmental breach of discharging water from the sediment pond into the creek. BMD to submit report to Calibre. 	LDA/ Calibre BMD BMD	



2. Progress and Technical Issues	% completion		Issues / Comments	Action
	Stage 1C1	Stage 1C2		
BULK EARTHWORKS (1C1 & 1C2)				
Topsoil strip	100%	100%	No current issues.	Noted
Bulk Earthworks	100%	100%	No current issues.	Noted
Controlled Fill operations	100%	100%	No current issues.	Noted
BULK EARTHWORKS (Stage 1B)				
Topsoil strip	100%			
Filling operations	100%			
HYDRAULICS (1C)				
Stage 1C-1				
Sewer	100%	100%		Noted
Ovality Testing	100%	50%		
Pressure Testing	100%	50%		
Vacuum testing of MH	100%	0%		
CCTV	100%	0%		Noted
Stormwater	100%	100%		
CCTV	100%	100%		
SMEC Inspections	100%	0%		Noted
Water	100%	100%		Noted
Pressure Testing	100%	100%		Noted
Common Trench Excavation Electrical Gas Telco (Handover of Comm Plant Form)	100% 100% 100% 100% 100%	100% 100% 100% 100%	Few poles on the slope in Stage 1B still require removal; BMD to confirm which poles they are. BMD advised that ActewAGL can't remove those at the moment due to the wet ground. BMD to get revised date (carried over).	Noted
Conduits (Road Crossings)	100%	100%	No current issues.	Noted
Subsoil	100%	100%	No current issues.	Noted
Rodding	100%	100%	No current issues.	Noted
Subgrade Preparation	100%	100%	No current issues.	Noted
Select layer	100%	100%	No current issues.	Noted
Subbase	100%	100%	No current issues.	Noted
Base	100%	100%	No current issues.	Noted
Prime	100%	100%	No current issues.	Noted
A/C	100%	100%	No current issues.	Noted



Kerbs (inc. OCI's)	100%	100%	No current issues.	Noted
Vehicle crossings	100%	100%	No current issues.	Noted
Driveways	100%	100%	No current issues.	Noted
Footpaths	100%	100%	No current issues.	Noted
Retaining Walls	100%	N/A	No current issues.	Noted
Street Lights	100%	100%	No current issues.	Noted
Block Pegging	99%	90%	No current issues.	Noted
Site Classification	100%	100%	No current issues.	Noted
Landscaping	90%	50%	RF – Has instructed Cardno to provide a landscape design for the steep embankment adjacent to the stairs (carried over). JS – Stage 1C1 will be ready to start consolidation at the end of the month (carried over). BB – Tree watering holes need covers installed (as per the design drawings) (carried over).	Noted Noted Noted



Key Points Discussed and Action Items						
No.	Topic	Action Item(s)	Owner	Target Date		
3	PROGRAM					
3.1	Extensions of Time	<ul style="list-style-type: none"> EOT 17 is currently under assessment by Calibre. 	Calibre	-		
3.2	Program	<ul style="list-style-type: none"> JS – A revised program will be provided today/tomorrow. 	BMD	-		
3.4	Program Dates	<ul style="list-style-type: none"> Scheduled Dates for Practical Completion 				
			Original Contract	Revised Contract Dates	BMD's current program	Date of Practical Completion
		– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	01/07/14	n/a	Claimed
		– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	01/07/14	n/a	TBA
		– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	25/02/14	n/a	Claimed
		– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	16/12/14	17/10/14	LD's
		– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	29/05/14	04/07/14	Claimed
		– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	8/07/14	5/08/14	Claimed
		– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	2/3/2015	22/01/15	TBA
		– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	20/03/15	16/02/15	TBA
		– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	25/5/2015	1/04/15	TBA
4	Claims	<ul style="list-style-type: none"> AB – PC is as per contract document; copy of clause was provided to BMD earlier. AB – progress claim certified. 			Noted Noted	- -



5	Variations	<ul style="list-style-type: none">AB – Variation submission in progress	Noted	
6	RFI's	<ul style="list-style-type: none">AB – Request for BMD's RFI register to be submitted	BMD	
7	Other Matters	<ul style="list-style-type: none">No current issues.	Noted	
8	Next Site Meeting	<ul style="list-style-type: none">Thursday 26 February 2015; 10:30am	ALL	





Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 38	Date	26 February 2015
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:45AM
Location	Lawson (<i>new site office location</i>)	Scribe	Geoff Green
Attendees	Guna Seelan – LDA Raffaele Filardo – LDA Arden Law – LDA Amal Beeharry – Calibre Consulting Bill Buckingham – Calibre Consulting Geoff Green – Calibre Consulting Jarrod Shearson – BMD Dinesh Perera - BMD		
Distribution	All above Stacey Quayle – LDA Darren Benson – Calibre Consulting Paul Scotellaro – Calibre Consulting Darren Wakley - BMD Justin Devantier – BMD Wayne Donegan – BMD		
Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes, as such they were accepted as a true record. Results 		



Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1.1	WHS	<p>Incident Reporting</p> <p><i>The Principal Contractor must:</i></p> <p>a) notify the Superintendent and the Principal of any notifiable incident immediately after it notifies the regulator; and</p> <p>b) promptly notify the occurrence and furnish a written report to the Superintendent and the Principal of any other incident.</p> <ul style="list-style-type: none"> • JS - No accidents/incidents on site to report. • JS - BMD have received the draft active certification audit report 	Noted Noted Noted	
1.2	Quality Assurance/ Handover	<p>TAMS Handover submission of Stage 1C1</p> <ul style="list-style-type: none"> • JS - The firetrail batter was inspected this morning and the rectification works of modifying the grade to 1:4 and topping up the swale mounds will be completed in the next two days. • GS - Stage 1C1 can be opened to public after PC has been issued. All uncompleted works are to be fenced from public. • JS - BMD have been completing the additional TAMS defects. The extra bollards have been completed. The retaining wall requires backfill. DP - The middle spike in the wheel stops have now been installed. • BB - Balwin Dr is 30% completed. The gas spotter has slowed the works. JS - Expect to complete these works by next week. • GG - Some minor defect issues are still outstanding and will send through an updated list so BMD know what is still outstanding. <p>Handover 1C2</p> <ul style="list-style-type: none"> • GG - The WAE drawings have been received. • JS - BMD will let Calibre know as soon as the defects have been rectified • BB - The batter on Rd23 & 26 is not 1:4 and needs to be fixed. • GS - The handover application needs to be submitted by mid-next week. The application is urgently required to be submitted. The OA Certificate is required by 3rd week of March. • RF - The Streetlight handover has been submitted. GG - The SL WAE did not show the correct Stockman Ave as Ali from ActewAGL would not change the drawings at Calibre's request. GS - The LDA will contact Ali. • GS - The Sediment Pond needs to match the design requirements ASAP. JS - The EPA have requested the pond to be kept until the site is 80% established. Also can the pond be excluded from the Stage 1C2 handover? GS - Yes providing a security fence protects the public from entering. The pond needs to match the design as previously directed by the Superintendent. If the EPA have an issue they need to contact the LDA directly. • DP - The QA information and registers will be submitted next week. BB - Needs some of the outstanding AC holdpoints to be resubmitted. DP - Agree. 	Noted Noted Noted Noted GG Noted BMD Noted Noted LDA Noted DP	



Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1.3	Environment	<p>NE Corner</p> <ul style="list-style-type: none"> • GG – The geofabric has been confirmed to be orange in colour. The Stage 1A Contractor are using coloured precast concrete bollards. • GS – The 1C bollards are to be consistent in both stages. • BB – A mower strip will also be required. JS – The strip is a variation to the Tendered scope. GS – Can BMD provide a price for the mower strip. • GG – Will let BMD know which supplier is providing Canberra Contractors and will also provide BMD with the additional bollard requirements. • BB – The thickness/type of the geofabric also needs to be confirmed. • BB – The bollard footing may stick-out on the batter, the batter footings could possibly be reduced so that it is not exposed. • BB – The tree roots may also lift the adjacent bollards and may follow the geofabric. • RF – The RAP provides the details required for planting trees. • JS – Replacing the native grass buffer will be difficult due to a slow native grass strike. • RF/GS – The area of capping will be confirmed with Coffey. <p>• JS – BMD advised that EPA are still conducting their investigation about the potential environmental breach of discharging water from the sediment pond into the creek. BMD to submit report to Calibre.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Calibre</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>LDA</p> <p>Noted</p>	



2. Progress and Technical Issues	% completion		Issues / Comments	Action
	Stage 1C1	Stage 1C2		
BULK EARTHWORKS (1C1 & 1C2)				
Topsoil strip	100%	100%	No current issues.	Noted
Bulk Earthworks	100%	100%	No current issues.	Noted
Controlled Fill operations	100%	100%	No current issues.	Noted
BULK EARTHWORKS (Stage 1B)				
Topsoil strip	100%			
Filling operations	100%			
HYDRAULICS (1C)				
Stage 1C-1				
Sewer	100%	100%	DP – The CCTV will be completed tomorrow.	Noted
Ovality Testing	100%	100%		
Pressure Testing	100%	100%		
Vacuum testing of MH	100%	100%		
CCTV	100%	0%		
Stormwater	100%	100%	DP – BMD are currently rectifying the couple of issues raised by SMEC	Noted
CCTV	100%	100%		
SMEC Inspections	100%	100%		
Water	100%	100%	BB – Actew are yet to provide the signoff sheets. Actew will be re-inspecting some defect repairs on Monday.	Noted
Pressure Testing	100%	100%		
Common Trench Excavation	100%	100%	Few poles on the slope in Stage 1B still require removal; BMD to confirm which poles they are. BMD advised that ActewAGL can't remove those at the moment due to the wet ground. BMD to get revised date (carried over). JS – These works will be completed within the next fortnight	Noted
Electrical	100%	100%		
Gas	100%	100%		
Telco	100%	100%		
(Handover of Comm Plant Form)	100%	100%		
Conduits (Road Crossings)	100%	100%	No current issues.	Noted
Subsoil	100%	100%	No current issues.	Noted
Rodding	100%	100%	No current issues.	Noted
Subgrade Preparation	100%	100%	No current issues.	Noted
Select layer	100%	100%	No current issues.	Noted
Subbase	100%	100%	No current issues.	Noted
Base	100%	100%	No current issues.	Noted
Prime	100%	100%	No current issues.	Noted
A/C	100%	100%	No current issues.	Noted
Kerbs (inc. OCI's)	100%	100%	No current issues.	Noted



Vehicle crossings	100%	100%	No current issues.	Noted
Driveways	100%	100%	No current issues.	Noted
Footpaths	100%	100%	No current issues.	Noted
Retaining Walls	100%	N/A	No current issues.	Noted
Street Lights	100%	100%	No current issues.	Noted
Block Pegging	100%	100%	GS – Has the Stage 1C2 block pegging been lodged with ACTPLA? AB – Will check with MMB. No other issues.	AB Noted
Site Classification	100%	100%	No current issues.	Noted
Landscaping	95%	75%	RF – Has instructed Cardno to provide a landscape design for the steep embankment adjacent to the stairs (carried over). JS – Stage 1C1 will be ready to start consolidation at the end of the month (carried over). BB – Tree watering holes need covers installed (as per the design drawings) (carried over). JS – The wrong tree was removed in the landscape open space. BB – The playground area requires deadwooding. GS – Can BMD provide a quote to deadwood the trees? JS – Agree BB – The edging and toping up of mulch needs to be completed. DP – BMD have programmed to complete the hard landscape works by the end of next week. GS – The LDA need the landscaping completed as early as possible. JS – Propose to install and leave temp security fences around street trees. GS – The LDA would consider the proposal. JS – 7.2m of fence per tree is about \$140 per tree for 6 months.	Noted Noted Noted Noted BMD Noted Noted Noted



Key Points Discussed and Action Items							
No.	Topic	Action Item(s)	Owner	Target Date			
3	PROGRAM						
3.1	Extensions of Time	<ul style="list-style-type: none"> AB – Calibre are currently assessing the EOT's submitted by BMD. 	Calibre	-			
3.2	Program	<ul style="list-style-type: none"> A revised program for 1C1 civil and landscape was received 20 Feb 2015 JS – A revised 1C2 landscape program will be provided soon. 	Noted BMD	- 12 Mar 15			
3.4	Program Dates	<ul style="list-style-type: none"> Scheduled Dates for Practical Completion 					
				Original Contract	Revised Contract Dates	BMD's current program	Date of Practical Completion
		– SP1 (remediation of contaminated materials in the RAP within 1C)		01/10/13	01/07/14	n/a	Claimed
		– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)		3/12/13	01/07/14	n/a	TBA
		– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)		3/12/13	25/02/14	n/a	Claimed
		– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)		30/09/14	18/12/14	n/a	16/01/15
		– SP3A (all civil bulk earthworks associated with Stage 1A)		25/02/14	29/05/14	n/a	Claimed
		– SP3B (all civil bulk earthworks associated with Stage 1B)		08/07/14	08/07/14	n/a	Claimed
		– SP4 (Stage 1C-1 landscape construction and consolidation)		24/02/15	04/03/15	01/04/15	TBA
		– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)		23/12/14	27/03/15	6/03/15	TBA
		– SP6 (Stage 1C-2 landscape construction and consolidation)		19/05/15	27/5/2015	1/04/15??	TBA
4	Claims	<ul style="list-style-type: none"> JS – The Progress Claim has yet to be finalised but is expected to be less than Some AC works and many variations will be included in claim. The Progress Claim will be submitted in a couple of days. 	Noted	-			



5	Variations	<ul style="list-style-type: none"> AB – Have been receiving the Variations submitted by BMD 	Noted	
6	RFI's	<ul style="list-style-type: none"> AB – Request for BMD's RFI register to be revised with the closed out RFI's to be shown as closed out. DP – RFI#95 is currently outstanding. GG – This RFI is with Cardno. 	BMD Calibre	
7	Other Matters	<ul style="list-style-type: none"> JS – BMD will rectify the Ginninderra path defects by the end of next week 	Noted	
8	Next Site Meeting	<ul style="list-style-type: none"> Thursday 12 March 2015; 10:30am 	ALL	





Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 39	Date	12 March 2015
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:45AM
Location	Lawson (<i>new site office location</i>)	Scribe	Geoff Green
Attendees	Guna Seelan – LDA Arden Law – LDA Amal Beeharry – Calibre Consulting Bill Buckingham – Calibre Consulting Geoff Green – Calibre Consulting	Dinesh Perera - BMD Darren Wakley - BMD	
Distribution	All above Stacey Quayle – LDA Darren Benson – Calibre Consulting Paul Scotellaro – Calibre Consulting Jarrod Shearson – BMD Justin Devantier – BMD Wayne Donegan – BMD		
Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes, as such they were accepted as a true record. Results 		

Key Points Discussed and Action Items

No.	Topic	Action Item(s)	Owner	Target Date
1.1	WHS	<p>Incident Reporting</p> <p>The Principol Contractor must:</p> <p>a) notify the Superintendent and the Principal of any notifiable incident immediately after it notifies the regulator; and</p> <p>b) promptly notify the occurrence and furnish a written report to the Superintendent and the Principal of any other incident.</p> <ul style="list-style-type: none"> • JS - No accidents/incidents on site to report. • JS – BMD have received the draft active certification audit report (carried over) 	Noted Noted Noted	
1.2	Quality Assurance/ Handover	<p>TAMS Handover submission of Stage 1C1</p> <ul style="list-style-type: none"> • DP – The Subsoil covers will be completed (or made safe) today so that the streets can be opened to the public. • DP – A draft TTM for the remaining works has been submitted to Roads ACT for review. • DW – The firetrail batter works have been completed. GG – Calibre will reinspect the batter after the meeting. • BB – Baldwin Dr is 95% completed. Grass seeding works are yet to be completed. • BB – The concrete bollard rectification works previously instruction to BMD have not been completed to date. <p>Handover 1C2</p> <ul style="list-style-type: none"> • BB - will check if all of the civil defects have been completed onsite and will let BMD know if there are defects still outstanding. • GS – The OA handover application needs to be submitted urgently. • GS – The Sediment Pond needs to match the design requirements ASAP. JS – The EPA have requested the pond to be kept until the site is 80% established. The pond needs to match the design as previously directed by the Superintendent. If the EPA have an issue they need to contact the LDA directly (carried over). • DP – The outstanding QA registers will be submitted to Calibre today. 	BMD Noted Noted Noted Noted BB Noted BMD DP	
1.3	Environment	<ul style="list-style-type: none"> • JS – BMD advised that EPA are still conducting their investigation about the potential environmental breach of discharging water from the sediment pond into the creek. BMD to submit report to Calibre. • DP – Will place the order for the NE precast bollards tomorrow. • DP – BMD have an approved EPA plan for the works • GG – Will forward a sketch to Cardno today regarding the tree planting details 	Noted DP Noted GG	



2. Progress and Technical Issues	% completion		Issues / Comments	Action
	Stage 1C1	Stage 1C2		
BULK EARTHWORKS (1C1 & 1C2)				
Topsoil strip	100%	100%	No current issues.	Noted
Bulk Earthworks	100%	100%	No current issues.	Noted
Controlled Fill operations	100%	100%	No current issues.	Noted
BULK EARTHWORKS (Stage 1B)				
Topsoil strip	100%	100%	No current issues.	Noted
Filling operations	100%	100%	No current issues.	Noted
HYDRAULICS (1C)				
Stage 1C-1				
Sewer	100%	100%	No current issues.	Noted
Ovality Testing	100%	100%		
Pressure Testing	100%	100%		
Vacuum testing of MH	100%	100%		
CCTV	100%	100%		
Stormwater	100%	100%	No current issues.	Noted
CCTV	100%	100%		
SMEC Inspections	100%	100%		
Water	100%	100%	No current issues.	Noted
Pressure Testing	100%	100%		
Common Trench Excavation	100%	100%	Few poles on the slope in Stage 1B still require removal; BMD to confirm which poles they are. BMD advised that ActewAGL can't remove those at the moment due to the wet ground. BMD to get revised date (carried over).	Noted
Electrical	100%	100%		
Gas	100%	100%		
Telco	100%	100%		
(Handover of Comm Plant Form)	100%	100%		
Conduits (Road Crossings)	100%	100%		
Subsoil	100%	100%	No current issues.	Noted
Rodding	100%	100%		
Subgrade Preparation	100%	100%	No current issues.	Noted
Select layer	100%	100%	No current issues.	Noted
Subbase	100%	100%	No current issues.	Noted
Base	100%	100%	No current issues.	Noted
Prime	100%	100%	No current issues.	Noted
A/C	100%	100%	No current issues.	Noted
Kerbs (inc. OCI's)	100%	100%	No current issues.	Noted



Vehicle crossings	100%	100%	No current issues.	Noted
Driveways	100%	100%	No current issues.	Noted
Footpaths	100%	100%	No current issues.	Noted
Retaining Walls	100%	N/A	No current issues.	Noted
Street Lights	100%	100%	5 Streetlights are not working. No current issues.	Noted Noted
Block Pegging	100%	100%	No current issues.	Noted
Site Classification	100%	100%	No current issues.	Noted
Landscaping	98%	85%	<p>RF – Has instructed Cardno to provide a landscape design for the steep embankment adjacent to the stairs (carried over).</p> <p>JS – Stage 1C1 will be ready to start consolidation at the end of the month (carried over).</p> <p>BB – Tree watering holes need covers installed (as per the design drawings) (carried over).</p> <p>DP – BMD have programmed to complete the hard landscape works by the end of next week. GS – The LDA need the landscaping completed as early as possible.</p> <p>AB – Request for a formal request to be submitted by BMD regarding the temp security fences around street trees proposal.</p> <p>DW – BMD propose to use polymer on block without strike.</p> <p>GS – BMD to provide details (inc. qty of areas required).</p> <p>BB – JEA have inspected Stage 1C1 and have noted many dead and dying street trees & shrubs that need to be rectified prior to Consolidation.</p> <p>DP – Can confirm that the correct slide has been installed at the playground.</p> <p>DP – Has 2 RFI's that will be submitted shortly.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>BMD</p> <p>Noted</p> <p>BMD</p> <p>Noted</p> <p>Noted</p> <p>DP</p>



Key Points Discussed and Action Items

No.	Topic	Action Item(s)	Owner	Target Date																																																		
3	PROGRAM																																																					
3.1	Extensions of Time	<ul style="list-style-type: none"> GG – One EOT is still outstanding. Calibre have spent a large amount of time assessing poorly written EOT claims submitted by BMD. 	Calibre	-																																																		
3.2	Program	<ul style="list-style-type: none"> A revised program for 1C1 civil and landscape was received 20 Feb 2015 (carried over) JS – A revised 1C2 landscape program will be provided soon. (carried over) 	Noted BMD	- ASAP																																																		
3.4	Program Dates	<ul style="list-style-type: none"> Scheduled Dates for Practical Completion <table border="1"> <thead> <tr> <th></th> <th>Original Contract</th> <th>Revised Contract Dates</th> <th>BMD's current program</th> <th>Date of Practical Completion</th> </tr> </thead> <tbody> <tr> <td>– SP1 (remediation of contaminated materials in the RAP within 1C)</td> <td>01/10/13</td> <td>01/07/14</td> <td>n/a</td> <td>Claimed</td> </tr> <tr> <td>– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)</td> <td>3/12/13</td> <td>01/07/14</td> <td>n/a</td> <td>TBA</td> </tr> <tr> <td>– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)</td> <td>3/12/13</td> <td>25/02/14</td> <td>n/a</td> <td>Claimed</td> </tr> <tr> <td>– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)</td> <td>30/09/14</td> <td>18/12/14</td> <td>n/a</td> <td>16/01/15</td> </tr> <tr> <td>– SP3A (all civil bulk earthworks associated with Stage 1A)</td> <td>25/02/14</td> <td>29/05/14</td> <td>n/a</td> <td>Claimed</td> </tr> <tr> <td>– SP3B (all civil bulk earthworks associated with Stage 1B)</td> <td>08/07/14</td> <td>08/07/14</td> <td>n/a</td> <td>Claimed</td> </tr> <tr> <td>– SP4 (Stage 1C-1 landscape construction and consolidation)</td> <td>24/02/15</td> <td>04/03/15</td> <td>01/04/15</td> <td>TBA</td> </tr> <tr> <td>– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)</td> <td>23/12/14</td> <td>27/03/15</td> <td>6/03/15</td> <td>TBA</td> </tr> <tr> <td>– SP6 (Stage 1C-2 landscape construction and consolidation)</td> <td>19/05/15</td> <td>27/5/2015</td> <td>1/04/15??</td> <td>TBA</td> </tr> </tbody> </table>		Original Contract	Revised Contract Dates	BMD's current program	Date of Practical Completion	– SP1 (remediation of contaminated materials in the RAP within 1C)	01/10/13	01/07/14	n/a	Claimed	– SP1A (remediation of contaminated materials in the RAP in Stage 1A, 1B and Reservoir Hill)	3/12/13	01/07/14	n/a	TBA	– SP2 (all civil works associated with trenching, boring and conduit installation of 11KV – Stage 1A+1B)	3/12/13	25/02/14	n/a	Claimed	– SP3 (all civil works associated with construction of Stage 1C-1, excl landscape)	30/09/14	18/12/14	n/a	16/01/15	– SP3A (all civil bulk earthworks associated with Stage 1A)	25/02/14	29/05/14	n/a	Claimed	– SP3B (all civil bulk earthworks associated with Stage 1B)	08/07/14	08/07/14	n/a	Claimed	– SP4 (Stage 1C-1 landscape construction and consolidation)	24/02/15	04/03/15	01/04/15	TBA	– SP5 (all civil works associated with construction of Stage 1C-2, excl landscape)	23/12/14	27/03/15	6/03/15	TBA	– SP6 (Stage 1C-2 landscape construction and consolidation)	19/05/15	27/5/2015	1/04/15??	TBA		
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5	Variations	<ul style="list-style-type: none"> AB – Have been receiving the Variations submitted by BMD 	Noted																																																			



6	RFI's	<ul style="list-style-type: none"> AB – Request for BMD's RFI register to be revised with the closed out RFI's to be shown as closed out (carried over). DP – RFI#95 is currently outstanding. GG – This RFI is with Cardno. 	BMD Calibre	
7	Other Matters	<ul style="list-style-type: none"> DW – BMD have rectified the Ginninderra path defects that BMD consider are defects related to their works. Some defects were not rectified as they were not caused by BMD. DW – BMD will provide a response in writing regarding uncompleted defect works. DP – Need an instruction in writing regarding the bus stop linemarking. 	BMD Calibre	
8	Next Site Meeting	<ul style="list-style-type: none"> Thursday 26 March 2015; 10:30am 	ALL	



Meeting Minutes

Subject	MINUTES OF SITE MEETING NO. 40	Date	9 April 2015
Project	LAWSON RESIDENTIAL ESTATE STAGE 1C	Reference	C12038
Facilitator	Amal Beeharry	Time	10:40AM
Location	Lawson (<i>new site office location</i>)	Scribe	Geoff Green
Attendees	Amal Beeharry – Calibre Consulting Bill Buckingham – Calibre Consulting Geoff Green – Calibre Consulting	Dinesh Perera - BMD Darren Wakley - BMD Wayne Donegan – BMD	
Distribution	All above Guna Seelan – LDA Arden Law – LDA Stacey Quayle – LDA Darren Benson – Calibre Consulting Paul Scotellaro – Calibre Consulting Jarrod Shearson – BMD Justin Devantier – BMD		
Minutes – Previous Meeting	<ul style="list-style-type: none"> There were no objections to the previous meeting minutes, as such they were accepted as a true record. Results 		



Key Points Discussed and Action Items

No.	Topic	Action Item(s)	Owner	Target Date
1.1	WHS	<p>Incident Reporting</p> <p>The Principal Contractor must:</p> <p>a) notify the Superintendent and the Principal of any notifiable incident immediately after it notifies the regulator; and</p> <p>b) promptly notify the occurrence and furnish a written report to the Superintendent and the Principal of any other incident.</p> <ul style="list-style-type: none"> DP - No accidents/incidents on site to report. 	Noted Noted	
1.2	Quality Assurance/ Handover	<p>DP – Will provide an updated RFI register.</p> <p>Handover 1C2</p> <ul style="list-style-type: none"> DP – Will revise the TMP when Stage 1C2 is opened to the public. DW – Will open Stage 1C2 to the public as soon as the eroded sediment on the streets and footpaths has been removed (closed for safety reasons). DP – Will send through the handrail details for approval shortly. 	DP Noted DP	
1.3	Environment (inc. NE capping works)	<ul style="list-style-type: none"> WD – The site received 75mm of rain. WD – BMD are waiting for a pump to remove the water from the sediment pond. The water has been flocced and tested. The pond on the block will also be emptied today. AB – Calibre require the work methodology for the NE concrete bollards. DP – The NE concrete bollards have been cast and the formwork has been scheduled to be stripped this morning and is ready for an inspection (Queanbeyan Yard). AB – Requests for BMD to provide a breakdown for the quoted concrete bollard mower strips. GG – Calibre will contact the EPA regarding the topsoil required in the native grassland buffer zone. General discussion regarding buffer zone topsoil, including using general fill or high nutrient topsoil with a 100mm-150mm native grass topsoil layer. 	Noted Noted DP/JS Noted BMD Calibre Noted	



2. Progress and Technical Issues	% completion		Issues / Comments	Action
	Stage 1C1	Stage 1C2		
BULK EARTHWORKS (1C1 & 1C2)				
Topsoil strip	100%	100%	No current issues.	Noted
Bulk Earthworks	100%	100%	No current issues.	Noted
Controlled Fill operations	100%	100%	No current issues.	Noted
BULK EARTHWORKS (Stage 1B)				
Topsoil strip	100%	100%	No current issues.	Noted
Filling operations	100%	100%	No current issues.	Noted
HYDRAULICS (1C)				
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Sewer	100%	100%	No current issues.	Noted
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Stormwater	100%	100%	No current issues.	Noted
CCTV	100%	100%		
SMEC Inspections	100%	100%		
Water	100%	100%	No current issues.	Noted
Pressure Testing	100%	100%		
Common Trench			Few poles on the slope in Stage 1B still require removal; BMD to confirm which poles they are. BMD advised that ActewAGL can't remove those at the moment due to the wet ground. BMD to get revised date (carried over).	Noted
Excavation	100%	100%		
Electrical	100%	100%		
Gas	100%	100%		
Telco (Handover of Comm Plant Form)	100%	100%		
Conduits (Road Crossings)	100%	100%	No current issues.	Noted
Subsoil	100%	100%	No current issues.	Noted
Rodding	100%	100%		
Subgrade Preparation	100%	100%	No current issues.	Noted
Select layer	100%	100%	No current issues.	Noted
Subbase	100%	100%	No current issues.	Noted
Base	100%	100%	No current issues.	Noted
Prime	100%	100%	No current issues.	Noted
A/C	100%	100%	No current issues.	Noted
Kerbs (inc. OCI's)	100%	100%	No current issues.	Noted



Vehicle crossings	100%	100%	No current issues.	Noted
Driveways	100%	100%	No current issues.	Noted
Footpaths	100%	100%	No current issues.	Noted
Retaining Walls	100%	N/A	No current issues.	Noted
Street Lights	100%	100%	No current issues.	Noted
Block Pegging	100%	100%	No current issues.	Noted
Site Classification	100%	100%	No current issues.	Noted
Landscaping	99%	95%	<p>RF – Has instructed Cardno to provide a landscape design for the steep embankment adjacent to the stairs (carried over).</p> <p>JS – Stage 1C1 will be ready to start consolidation at the end of the month (carried over).</p> <p>AB – Request for a formal request to be submitted by BMD regarding the temp security fences around street trees proposal (carried over).</p> <p>BB – The dead and dying street trees & shrubs were replaced last week.</p> <p>DP – The recent wet weather will assist with the landscape works.</p> <p>DP – BMD have setout the replacement stairs and will start the replacement works this week. BMD also intend to tie the stairs with the wall using dowels.</p> <p>BB – MMB surveyors are carrying out QA checks of BMD's levels.</p>	<p>LDA</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>



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5	Variations	<ul style="list-style-type: none"> Stage 1C2 culvert handrail 	Noted	
6	RFI's	<ul style="list-style-type: none"> AB – Request for BMD's RFI register to be revised with the closed out RFI's to be shown as closed out (carried over). 	BMD	23/04/15
7	Other Matters	<ul style="list-style-type: none"> DW – BMD have rectified the Ginninderra path defects that BMD consider are defects related to their works. Some defects were not rectified as they were not caused by BMD. DW – BMD will provide a response in writing regarding uncompleted defect works (carried over). DP – Are the cat containment sign poles round or square. GG – the type of poles are shown on the TAMS standard drawings. DP – Will send through a quote as soon as the requirements are sorted out. 	BMD DP	23/04/15 23/04/15
8	Next Site Meeting	<ul style="list-style-type: none"> Date/time to be confirmed 	ALL	