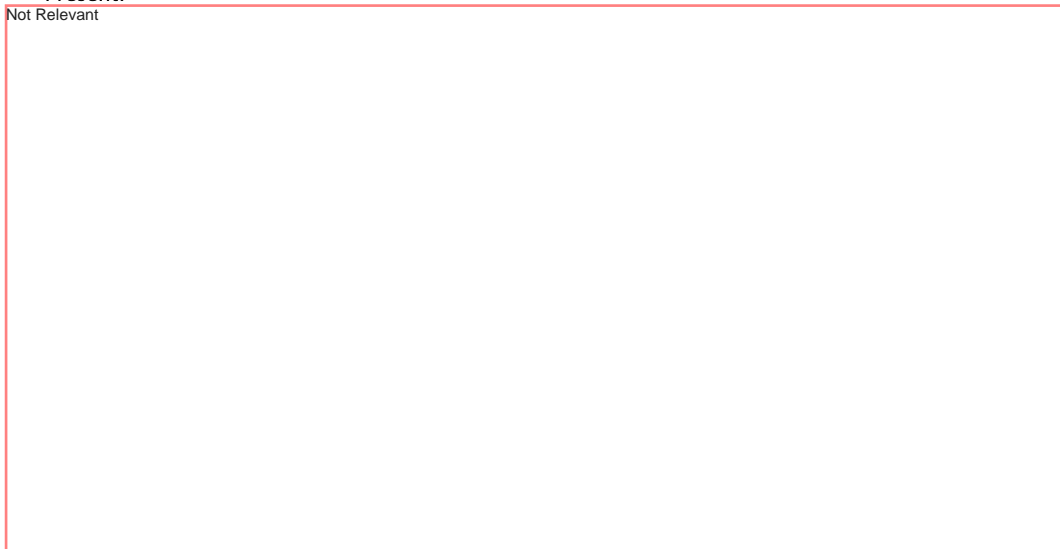


MEMORANDUM OF MEETING

Project Name:	2105 Barwon Valley School: Stage 2		
Location:	Microsoft Teams Meeting		
Project #	2105	Meeting Date:	16 th of February 2021
Prepared by:	Not Relevant	Date Issued:	16 th of February 2021
Subject:	Barwon Valley School – AMP Workshop Meeting Minutes		

Present:

Not Relevant



GENERAL:

The following documents were used to facilitate the discussion:

- 2105 Area Schedule
- 2105 Architectural Masterplan
- Not Relevant has advised all parties that a QS has been engaged for the project & a Preliminary Budget Estimate is being prepared.

LIST OF ENTITLEMENTS:

- Learning Base: 700m2
- Resource Intensive Learning: 541m2
- School Community Hub: 127m2
- Learning Resource Centre: 58m2
- Administration: 92m2
- Staff Work: 91m2
- Student & Staff Amenities: 36m2
- Cleaning, Maintenance & Storage: 106m2
- Circulation: 4m2

Note: These extracted figures are in accordance with the AMP2 Area Schedule distributed on the 16th of February, 2021.

MASTERPLAN REVIEW:

- 28 classrooms are entitled to the school; 10 of which will form party of this scope of works. Classrooms do not have to be used as classrooms by the school, however they must be appropriately sized to be used as classrooms in the future, should circumstances arise.
- It has been suggested to implement sliding door access to classrooms to encourage micro/macro learning spaces. [FMSA to implement in the appropriate Stage.](#)
- The Materials / Tech Facility has been acknowledged as being rather tight in space functionality; it will require further spatial analysis & development by the Architects. [FMSA to review.](#)
- There is a suggestion to reduce the new building footprint to the south of the site by reconfiguring the building as a dual-storey facility. Not Relevant has advised that while this is acceptable, it may come at the expense of other scope to accommodate the significant costs associated with Lifts & Multi-Storey Construction. [FMSA to review.](#)
- In addition to the dual-storey concept, there is a suggestion by the school to redefine existing spaces which may reallocate some entitled learning spaces throughout the existing school facilities; thus reducing further the building footprint that is proposed in the south. [FMSA shall provide an updated Area Schedule & Masterplan that explores a two-storey concept as well as a single-storey concept.](#)
- There is a concern of a lack of play space in the proposed areas. Not Relevant response is that a play area would be reinstated following the removal of some of the existing Relocatable Classrooms.
- Solar Panels:
 - Currently, solar panels allowance is *above & beyond* the BQSH requirements.
 - The VSBA has acknowledged that times are evolving, with solar panels are fast becoming a necessity to ensure the State Government meets their environmental sustainability objectives.
 - Solar panels will be included if enough is left over in the budget – this is due to the prioritisation of spatial entitlement in accordance with the Area Schedule.
 - Not Relevant has advised Not Relevant that solar panels already exist in the school (on the multi-purpose roof).
 - AC Units: the school would like to explore whether the existing AC systems can be upgraded as they are nearing the end of their lifespan. Special Schools are entitled to a provision for AC upgrades / additions.
- The school would like to explore upgrading the PA system throughout the school.
- One of the priorities of the school curriculum is to simulate independent living for the older students. It has been requested that *home* simulation spaces are proposed. [FMSA to review.](#)
- Not Relevant has expressed dissatisfaction with the smaller spaces within the existing Junior Learning Community Building. Suggestion to cluster these small & unusable spaces into a larger, more unified space. [FMSA to review.](#)
- [FMSA shall show on Masterplan the carwash, canteen & playground spatial functionality during the Schematic Design Stage.](#)
- Not Relevant has requested that any lifts proposed shall be stretcher-compliant. [FMSA to review.](#)
- The school has confirmed their support, in principle, for the proposed Masterplan
- Next Meeting: Thursday the 25th of February 2021 at 1:00pm; Barwon Valley School (pending easing of COVID19 State Lockdown Restrictions).

MEMORANDUM OF MEETING

Project Name:	2105 Barwon Valley School: Stage 2		
Location:	Microsoft Teams Meeting		
Project #	2105	Meeting Date:	16 th of February 2021
Prepared by:	Not Relevant	Date Issued:	3 rd of March 2021
Subject:	Barwon Valley School – AMP Workshop Meeting Minutes		

Present:

Not Relevant

GENERAL:

The following documents were used to facilitate the discussion:

- 2105 Area Schedule
- 2105 Architectural Masterplan

LIST OF ENTITLEMENTS:

- Learning Base: 700m2
- Resource Intensive Learning: 541m2
- School Community Hub: 127m2
- Learning Resource Centre: 58m2
- Administration: 92m2
- Staff Work: 91m2
- Student & Staff Amenities: 36m2
- Cleaning, Maintenance & Storage: 106m2
- Circulation: 4m2

Note: These extracted figures are in accordance with the AMP2 Area Schedule distributed on the 16th of February, 2021.

MASTERPLAN REVIEW:

- Suggestion that **BVAC** should remain at the Existing Senior Learning Centre
- Preference to have the canteen located to the South-East of the Senior Learning Centre [FMSA to review.](#)
- Suggestion by **Not Relevant** to have the 7-8 groups have access to TV screens, exposure to coding, technologies, robotics, etc.; a space that must be flexible and adaptable. [FMSA to consider.](#)
- Senior Learning Centre discussion:
 - Suggestion to expand / realign senior learning.
 - Suggestion that the south-west room of the senior learning centre be retrofitted into a year 12 lounge space. [FMSA to review.](#)
 - **Not Relevant** has requested that the internal WCs between each classroom be removed & potentially replaced with a space for student eating i.e. a dining hall. [FMSA to review layout.](#)
- General Masterplan Feedback:
 - Staff attendees have requested an allowance be made for the installation of a covered way or enclosure which will bridge the Junior Learning Centre with Administration. [FMSA to review.](#)
 - **Not Relevant** has suggested the ICT Office be expanded. [FMSA to review.](#)
 - **Not Relevant** has recommended an external WC be installed in the school yard. [FMSA to consider & implement.](#)
 - There has been a suggestion to incorporate potting into an indoor space. [FMSA to review.](#)
 - Discussion took place about the new Learning Centre to be shifted Westward beneath the existing Junior Learning Centre. This would allow a courtyard decking space to its south, which could partially cantilever over the existing water catchment swale. [FMSA to review.](#)
- **Not Relevant** has reminded all attendees that FMSA will strive to include as many of these suggestions / requests as possible, however in accordance with order of precedence, the final decision must adhere to the VSBA's entitlement schedules.
- New Learning Centre:
 - Upon review of the proposed Learning Centre, the dual-storey design has been rejected by staff attendees. [FMSA to revise accordingly.](#)
- New Therapy Hub:
 - Suggestion for a multi-purpose space that could facilitate an art exhibit (example), with easily cleanable flooring, etc.
 - It has been suggested that the existing Art Craft room adjacent to the proposed Therapy Hub location may be repurposed as a Sensory Space as the existing spaces do not accommodate the student's needs.
 - The design discussion evolved where the suggestion has been made to locate the new Sensory space in the new Therapy building footprint. The proposed Office space entitlement would therefore then have to be situated within the current Art Craft room. [FMSA to review design; however discussion continued where the preference was to proposed the Staff Work area in the new build.](#)
 - Discussion took place around the space required for Occupational Therapists.
The school currently employs:
 - 10-13 OTs to which they require locker / storage space in lieu of desk space.
 - 7 Wellbeing support staff (these do not require any desks or storage space)
 - 1 Nurse
 - Staff attendees suggested integrating sewing machine stations in this area which would establish this space as multi-purpose. [FMSA to review.](#)
- Performing Arts Building:
 - **Not Relevant** has rejected the repurposing of the Sensory Room into a Storeroom as the school requires this space as per existing.
 - This would require an increase of the overall building footprint, which is likely to be proposed to the north which would consume the existing carparking spaces (3). [FMSA to review.](#)
 - There has been a request be staff attendees to maintain flexibility in the Performing Arts space, including:
 - Implementing a Basketball half-court or a multi-sports gymnasium space. This would include bollard connectors (for Tennis net posts) that would allow the space to be suitable for Tennis. [FMSA to review.](#)
- Bus Shelter:
 - While there were initial concerns of the shape of the proposed bus shelter **Not Relevant** has advised all attendees that the outline of the bus shelter is not indicative of its final design; more so an allocation of spatial entitlement in accordance with the Area Schedule.
- Budget-permitting, a suggestion has been made to remove the existing bus shelter with a new shelter in its place including the new entitlement. [FMSA to discuss with VSBA.](#)

MEMORANDUM OF MEETING

Project Name:	2105 Barwon Valley School: Stage 2		
Location:	Microsoft Teams Meeting		
Project #	2105	Meeting Date:	28 th May 2021
Prepared by:	Not Relevant	Date Issued:	1 st of June 2021
Subject:	Barwon Valley School – AMP Workshop Meeting Minutes		

Present:

Not Relevant

GENERAL:

The following documents were used to facilitate the discussion:

- 2105 Architectural Masterplan

MASTERPLAN REVIEW:

- **Learning Centre:**
 - Current layout with larger classrooms and smaller corridor considered better solution.
 - Classrooms safe storage area for medicine. Can be lockup space in classroom, preferred not to be in shared spaces.
[FMSA to review.](#)
- **Therapy**
 - Not Relevant advised that nurse office and first aid room do not have to be separate, Nurse’s office can be small lock up area in the room. [FMSA to review.](#)
 - Support beams required for swings Separate swing for first aid and Acc. WC/change. [FMSA to consider.](#)
 - Desirable to have courtyard in the Therapy area. [FMSA to consider.](#)
 - Suggestion to expand therapy towards street front [FMSA to consider.](#)
 - Suggestion that staff work gain view to outdoor area rather than walkway. [FMSA to review.](#)
 - ACC WC does not require windows and can be on side. [FMSA to consider.](#)
 - First Aid requires bed to be able to placed in two positions as is and perpendicular [FMSA to review.](#)
 - Access to meeting room to be reviewed. [FMSA to consider.](#)
 - Waiting room/area required outside first aid [FMSA to review.](#)

- Canteen:
 - Noted that existing Food Technology room to be refurbished to facilitate Canteen and food tech, similar to proposed Food Technology in Learning Centre. [FMSA to review.](#)
 - Add Larder to East and maintain garden. [FMSA to review.](#)
 - decking space to its south, which could partially cantilever over the existing water catchment swale. [FMSA to review.](#)
-
- STEAM
 - Upon review this building is not required, look at adding storage area to Visual Communications. [FMSA to revise accordingly.](#)
- Performing Arts Building:
 - Storage shed to be removed, access from Gym and Fitness Room to this space required [FMSA to review.](#)
 - Even though not full size, BV to consider if Gym may be leased to others outside school hours. [FMSA to review.](#)
 - Noted that North wall to new Gym to be fire rated.

Meeting: **Barwon Valley School - Stage 2 – PCG**

76-94 Laura Avenue, Belmont.

Time: 7 June 2022 11:00AM -12:00PM

PCG:

Not Relevant

Invitees:

Apologies:

Item No	Item	Initial
1.	Welcome	
2.	Project Status •	
3.	Project Scope Update •	

4.	<p>Program</p> <table border="1"> <thead> <tr> <th data-bbox="252 338 564 432">Milestone</th> <th data-bbox="569 338 828 432">Plan Milestone Completion</th> <th data-bbox="833 338 1091 432">Forecast Milestone Completion</th> <th data-bbox="1096 338 1291 432">Actual Milestone Completion</th> </tr> </thead> <tbody> <tr> <td data-bbox="252 439 564 490">AMP2</td> <td data-bbox="569 439 828 490">09/02/2021</td> <td data-bbox="833 439 1091 490">09/02/2021</td> <td data-bbox="1096 439 1291 490">17/02/2021</td> </tr> <tr> <td data-bbox="252 497 564 548">Schematic Design submission</td> <td data-bbox="569 497 828 548">27/04/2021</td> <td data-bbox="833 497 1091 548">27/04/2021</td> <td data-bbox="1096 497 1291 548">27/04/2021</td> </tr> <tr> <td data-bbox="252 555 564 607">Design Development submission</td> <td data-bbox="569 555 828 607">13/07/2021</td> <td data-bbox="833 555 1091 607">30/07/2021</td> <td data-bbox="1096 555 1291 607">04/10/2021</td> </tr> <tr> <td data-bbox="252 613 564 665">Tender Documentation submission</td> <td data-bbox="569 613 828 665">05/10/2021</td> <td data-bbox="833 613 1091 665">05/10/2021</td> <td data-bbox="1096 613 1291 665">10/11/2021</td> </tr> <tr> <td data-bbox="252 672 564 723">Construction Tender Closes</td> <td data-bbox="569 672 828 723">16/11/2021</td> <td data-bbox="833 672 1091 723">07/12/2021</td> <td data-bbox="1096 672 1291 723">10/12/2021</td> </tr> <tr> <td data-bbox="252 730 564 781">Construction Start</td> <td data-bbox="569 730 828 781">14/12/2021</td> <td data-bbox="833 730 1091 781">04/04/2022</td> <td data-bbox="1096 730 1291 781">05/04/2022</td> </tr> <tr> <td data-bbox="252 788 564 840">Practical Completion</td> <td data-bbox="569 788 828 840">31/08/2023</td> <td data-bbox="833 788 1091 840">31/08/2023</td> <td data-bbox="1096 788 1291 840"></td> </tr> </tbody> </table>	Milestone	Plan Milestone Completion	Forecast Milestone Completion	Actual Milestone Completion	AMP2	09/02/2021	09/02/2021	17/02/2021	Schematic Design submission	27/04/2021	27/04/2021	27/04/2021	Design Development submission	13/07/2021	30/07/2021	04/10/2021	Tender Documentation submission	05/10/2021	05/10/2021	10/11/2021	Construction Tender Closes	16/11/2021	07/12/2021	10/12/2021	Construction Start	14/12/2021	04/04/2022	05/04/2022	Practical Completion	31/08/2023	31/08/2023		
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8.	<p>Next PCG – TBC.</p>	<div style="border: 1px solid red; padding: 2px;">Not Relevant</div>																																

Meeting: **Barwon Valley School - Stage 2 – PCG**

Microsoft Teams Meeting

Time: 21 June 2022 11:00AM -12:00PM

PCG:

Not Relevant

Invitees:

Apologies:

Item No	Item	Initial
1.	Welcome	
2.	Project Status <ul style="list-style-type: none"> • 	
3.	Project Scope Update <ul style="list-style-type: none"> • Unchanged. 	

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7	<p>Other Business</p>																																	
8	<p>Next PCG – 5 July 2022 11:00AM -12:00PM</p>	<p>Not Relevant</p>																																

Meeting: **Barwon Valley School - Stage 2 – PCG**
Microsoft Teams Meeting

Time: 19 July 2022 11:00AM -12:00PM

PCG:

Not Relevant

Invitees:

Apologies:

Item No	Item	Initial
1.	Welcome	
2.	Project Status <ul style="list-style-type: none"> Screw piling to the TH building started this week, due to subcontractor availability. After discussion with the School, Gym works have been brought forward. Bowden have a new Site Manager, Not Relevant 	
3.	Project Scope Update <ul style="list-style-type: none"> Unchanged. 	

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7	<p>Other Business</p> <ul style="list-style-type: none"> • Purchase of a Container to store furniture, etc. from the Gym. 																																	
8	<p>Next PCG – 2 August 2022 11:00AM -12:00PM</p>	<p>Not Relevant</p>																																

Meeting: **Barwon Valley School - Stage 2 – PCG**
Microsoft Teams Meeting

Time: 2 August 2022 11:00AM -12:00PM

PCG:

Not Relevant

Invitees:

Apologies:

Item No	Item	Initial
1.	Welcome	
2.	Project Status <ul style="list-style-type: none"> • After discussion with the School, Gym works have been brought forward and confirmed. • Works on site were halted for a week due to a positive Covid test. However are now back on track 	
3.	Project Scope Update <ul style="list-style-type: none"> • Unchanged. 	

4.	<p>Program</p> <table border="1"> <thead> <tr> <th data-bbox="252 338 564 432">Milestone</th> <th data-bbox="564 338 831 432">Plan Milestone Completion</th> <th data-bbox="831 338 1098 432">Forecast Milestone Completion</th> <th data-bbox="1098 338 1289 432">Actual Milestone Completion</th> </tr> </thead> <tbody> <tr> <td data-bbox="252 432 564 495">AMP2</td> <td data-bbox="564 432 831 495">09/02/2021</td> <td data-bbox="831 432 1098 495">09/02/2021</td> <td data-bbox="1098 432 1289 495">17/02/2021</td> </tr> <tr> <td data-bbox="252 495 564 557">Schematic Design submission</td> <td data-bbox="564 495 831 557">27/04/2021</td> <td data-bbox="831 495 1098 557">27/04/2021</td> <td data-bbox="1098 495 1289 557">27/04/2021</td> </tr> <tr> <td data-bbox="252 557 564 620">Design Development submission</td> <td data-bbox="564 557 831 620">13/07/2021</td> <td data-bbox="831 557 1098 620">30/07/2021</td> <td data-bbox="1098 557 1289 620">04/10/2021</td> </tr> <tr> <td data-bbox="252 620 564 683">Tender Documentation submission</td> <td data-bbox="564 620 831 683">05/10/2021</td> <td data-bbox="831 620 1098 683">05/10/2021</td> <td data-bbox="1098 620 1289 683">10/11/2021</td> </tr> <tr> <td data-bbox="252 683 564 772">Construction Tender Closes</td> <td data-bbox="564 683 831 772">16/11/2021</td> <td data-bbox="831 683 1098 772">07/12/2021</td> <td data-bbox="1098 683 1289 772">10/12/2021</td> </tr> <tr> <td data-bbox="252 772 564 835">Construction Start</td> <td data-bbox="564 772 831 835">14/12/2021</td> <td data-bbox="831 772 1098 835">04/04/2022</td> <td data-bbox="1098 772 1289 835">05/04/2022</td> </tr> <tr> <td data-bbox="252 835 564 898">Practical Completion</td> <td data-bbox="564 835 831 898">31/08/2023</td> <td data-bbox="831 835 1098 898">31/08/2023</td> <td data-bbox="1098 835 1289 898"></td> </tr> </tbody> </table>	Milestone	Plan Milestone Completion	Forecast Milestone Completion	Actual Milestone Completion	AMP2	09/02/2021	09/02/2021	17/02/2021	Schematic Design submission	27/04/2021	27/04/2021	27/04/2021	Design Development submission	13/07/2021	30/07/2021	04/10/2021	Tender Documentation submission	05/10/2021	05/10/2021	10/11/2021	Construction Tender Closes	16/11/2021	07/12/2021	10/12/2021	Construction Start	14/12/2021	04/04/2022	05/04/2022	Practical Completion	31/08/2023	31/08/2023		
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7	<p>Other Business</p> <ul style="list-style-type: none"> • Purchase of a Container to store furniture, etc. from the Gym was approved. 																																	
8	<p>Next PCG – 16 August 2022 11:00AM -12:00PM</p>	<p>Not Relevant</p>																																

Meeting: Barwon Valley School - Stage 2 – PCG

Microsoft Teams Meeting

Time: 16 August 2022 11:00AM -12:00PM

PCG:

Not Relevant

Invitees:

Apologies:

Item No	Item	Initial
1.	Welcome	
2.	Project Status <ul style="list-style-type: none"> Works on site are progressing with the Screw Piling well underway. 	
3.	Project Scope Update <ul style="list-style-type: none"> Unchanged. 	

4.	<p>Program</p> <table border="1"> <thead> <tr> <th data-bbox="252 338 564 432">Milestone</th> <th data-bbox="564 338 831 432">Plan Milestone Completion</th> <th data-bbox="831 338 1094 432">Forecast Milestone Completion</th> <th data-bbox="1094 338 1291 432">Actual Milestone Completion</th> </tr> </thead> <tbody> <tr> <td data-bbox="252 432 564 495">AMP2</td> <td data-bbox="564 432 831 495">09/02/2021</td> <td data-bbox="831 432 1094 495">09/02/2021</td> <td data-bbox="1094 432 1291 495">17/02/2021</td> </tr> <tr> <td data-bbox="252 495 564 557">Schematic Design submission</td> <td data-bbox="564 495 831 557">27/04/2021</td> <td data-bbox="831 495 1094 557">27/04/2021</td> <td data-bbox="1094 495 1291 557">27/04/2021</td> </tr> <tr> <td data-bbox="252 557 564 620">Design Development submission</td> <td data-bbox="564 557 831 620">13/07/2021</td> <td data-bbox="831 557 1094 620">30/07/2021</td> <td data-bbox="1094 557 1291 620">04/10/2021</td> </tr> <tr> <td data-bbox="252 620 564 683">Tender Documentation submission</td> <td data-bbox="564 620 831 683">05/10/2021</td> <td data-bbox="831 620 1094 683">05/10/2021</td> <td data-bbox="1094 620 1291 683">10/11/2021</td> </tr> <tr> <td data-bbox="252 683 564 770">Construction Tender Closes</td> <td data-bbox="564 683 831 770">16/11/2021</td> <td data-bbox="831 683 1094 770">07/12/2021</td> <td data-bbox="1094 683 1291 770">10/12/2021</td> </tr> <tr> <td data-bbox="252 770 564 833">Construction Start</td> <td data-bbox="564 770 831 833">14/12/2021</td> <td data-bbox="831 770 1094 833">04/04/2022</td> <td data-bbox="1094 770 1291 833">05/04/2022</td> </tr> <tr> <td data-bbox="252 833 564 896">Practical Completion</td> <td data-bbox="564 833 831 896">18/05/2023</td> <td data-bbox="831 833 1094 896">18/05/2023</td> <td data-bbox="1094 833 1291 896"></td> </tr> </tbody> </table>	Milestone	Plan Milestone Completion	Forecast Milestone Completion	Actual Milestone Completion	AMP2	09/02/2021	09/02/2021	17/02/2021	Schematic Design submission	27/04/2021	27/04/2021	27/04/2021	Design Development submission	13/07/2021	30/07/2021	04/10/2021	Tender Documentation submission	05/10/2021	05/10/2021	10/11/2021	Construction Tender Closes	16/11/2021	07/12/2021	10/12/2021	Construction Start	14/12/2021	04/04/2022	05/04/2022	Practical Completion	18/05/2023	18/05/2023		
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7	<p>Other Business</p> <ul style="list-style-type: none"> • The Container to store furniture, etc. from the Gym has been delivered. • Contract has been issued for signing. • RFI's. 																																	
8	<p>Next PCG – 30 August 2022 11:00AM -12:00PM</p>	<p>Not Relevant</p>																																

Meeting: **Barwon Valley School - Stage 2 – PCG**
Microsoft Teams Meeting

Time: 30 August 2022 11:30AM -12:30PM

PCG:

Not Relevant

Invitees:

Apologies:

Item No	Item	Initial
1.	Welcome	
2.	Project Status <ul style="list-style-type: none"> Works on site are progressing with the Screw Piling continuing. 	
3.	Project Scope Update <ul style="list-style-type: none"> Unchanged. 	

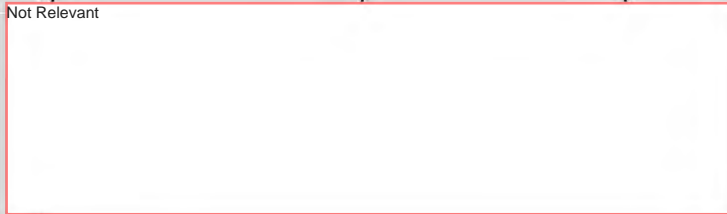
4.

Program

Milestone	Plan Milestone Completion	Forecast Milestone Completion	Actual Milestone Completion
AMP2	09/02/2021	09/02/2021	17/02/2021
Schematic Design submission	27/04/2021	27/04/2021	27/04/2021
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Construction Start	14/12/2021	04/04/2022	05/04/2022
Practical Completion	18/05/2023	18/05/2023	

Not Relevant

5.



6.

Risks and Issues

The key risks are:

- Screw Piles variation.
- Slab Redesign.
- Time delays.
- Increased Cost of Materials.

7

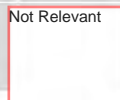
Other Business

- Contract has been issued for signing.
- RFI's.

8

Next PCG – 13 September 2022 11:00AM -12:00PM

Not Relevant



Meeting: **Barwon Valley School - Stage 2 – PCG**
Microsoft Teams Meeting

Time: 13 September 2022 11:00AM -12:00PM

PCG:

Not Relevant

Invitees:

Apologies:

Item No	Item	Initial
1.	Welcome	
2.	Project Status <ul style="list-style-type: none"> • Works on site are progressing well. • Bowden have a new Project Manager – 	
3.	Project Scope Update <ul style="list-style-type: none"> • Unchanged. 	

4.

Program

Milestone	Plan Milestone Completion	Forecast Milestone Completion	Actual Milestone Completion
AMP2	09/02/2021	09/02/2021	17/02/2021
Schematic Design submission	27/04/2021	27/04/2021	27/04/2021
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Practical Completion	18/05/2023	18/05/2023	

5.

Not Relevant

6.

Risks and Issues

The key risks are:

- Screw Piles variation.
- Slab Redesign.
- Time delays.
- Increased Cost of Materials.

7

Other Business

- Contract has been signed.
- RFI's.

8

Next PCG – 27 September 2022 11:00AM -12:00PM

Not Relevant

Meeting: **Barwon Valley School - Stage 2 – PCG**
Microsoft Teams Meeting

Time: 28 September 2022 11:00AM -12:00PM

PCG:

Not Relevant

Invitees:

Apologies:

Item No	Item	Initial
1.	Welcome	
2.	Project Status <ul style="list-style-type: none"> Works on site are progressing. 	
3.	Project Scope Update <ul style="list-style-type: none"> Unchanged. 	

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Meeting: **Barwon Valley School - Stage 2 – PCG**
Microsoft Teams Meeting

Time: 11 October 2022 11:00AM -12:00PM

PCG:

Not Relevant

Invitees:

Apologies:

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3.	Project Scope Update <ul style="list-style-type: none"> • Unchanged. 	

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Meeting: **Barwon Valley School - Stage 2 – PCG**
Microsoft Teams Meeting

Time: 25 October 2022 11:00AM -12:00PM

PCG:

Not Relevant

Invitees:

Apologies:

Item No	Item	Initial
1.	Welcome	
2.	Project Status <ul style="list-style-type: none"> Works on site are progressing. 	
3.	Project Scope Update <ul style="list-style-type: none"> Unchanged. 	

4.	<p>Program</p> <table border="1"> <thead> <tr> <th data-bbox="252 338 564 432">Milestone</th> <th data-bbox="564 338 831 432">Plan Milestone Completion</th> <th data-bbox="831 338 1098 432">Forecast Milestone Completion</th> <th data-bbox="1098 338 1289 432">Actual Milestone Completion</th> </tr> </thead> <tbody> <tr> <td data-bbox="252 432 564 495">AMP2</td> <td data-bbox="564 432 831 495">09/02/2021</td> <td data-bbox="831 432 1098 495">09/02/2021</td> <td data-bbox="1098 432 1289 495">17/02/2021</td> </tr> <tr> <td data-bbox="252 495 564 557">Schematic Design submission</td> <td data-bbox="564 495 831 557">27/04/2021</td> <td data-bbox="831 495 1098 557">27/04/2021</td> <td data-bbox="1098 495 1289 557">27/04/2021</td> </tr> <tr> <td data-bbox="252 557 564 620">Design Development submission</td> <td data-bbox="564 557 831 620">13/07/2021</td> <td data-bbox="831 557 1098 620">30/07/2021</td> <td data-bbox="1098 557 1289 620">04/10/2021</td> </tr> <tr> <td data-bbox="252 620 564 683">Tender Documentation submission</td> <td data-bbox="564 620 831 683">05/10/2021</td> <td data-bbox="831 620 1098 683">05/10/2021</td> <td data-bbox="1098 620 1289 683">10/11/2021</td> </tr> <tr> <td data-bbox="252 683 564 770">Construction Tender Closes</td> <td data-bbox="564 683 831 770">16/11/2021</td> <td data-bbox="831 683 1098 770">07/12/2021</td> <td data-bbox="1098 683 1289 770">10/12/2021</td> </tr> <tr> <td data-bbox="252 770 564 833">Construction Start</td> <td data-bbox="564 770 831 833">14/12/2021</td> <td data-bbox="831 770 1098 833">04/04/2022</td> <td data-bbox="1098 770 1289 833">05/04/2022</td> </tr> <tr> <td data-bbox="252 833 564 896">Practical Completion</td> <td data-bbox="564 833 831 896">18/05/2023</td> <td data-bbox="831 833 1098 896">18/05/2023</td> <td data-bbox="1098 833 1289 896"></td> </tr> </tbody> </table>	Milestone	Plan Milestone Completion	Forecast Milestone Completion	Actual Milestone Completion	AMP2	09/02/2021	09/02/2021	17/02/2021	Schematic Design submission	27/04/2021	27/04/2021	27/04/2021	Design Development submission	13/07/2021	30/07/2021	04/10/2021	Tender Documentation submission	05/10/2021	05/10/2021	10/11/2021	Construction Tender Closes	16/11/2021	07/12/2021	10/12/2021	Construction Start	14/12/2021	04/04/2022	05/04/2022	Practical Completion	18/05/2023	18/05/2023		
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Tender Documentation submission	05/10/2021	05/10/2021	10/11/2021																															
Construction Tender Closes	16/11/2021	07/12/2021	10/12/2021																															
Construction Start	14/12/2021	04/04/2022	05/04/2022																															
Practical Completion	18/05/2023	18/05/2023																																
5.	<p>Not Relevant</p>																																	
6.	<p>Risks and Issues</p> <p>The key risks are:</p> <ul style="list-style-type: none"> - Time delays. - Increased Cost of Materials. 																																	
7	<p>Other Business</p> <ul style="list-style-type: none"> • RFI's. • Landscape Plans 																																	
8	<p>Next PCG – 8 November 2022 11:00AM -12:00PM</p>	<p>Not Relevant</p>																																

**Barwon Valley School – Stage 2
Meeting No. 1
Barwon Valley School – Meeting Room. March 10th @ 1.00pm**

ATTENDEES:	EMAIL:	CONTACT NO:
Not Relevant [redacted] (LAR)	Not Relevant	
Not Relevant [redacted] (VSBA)		
Not Relevant [redacted] (BVS)		
Not Relevant [redacted] (BVS)		
Not Relevant [redacted] (FMSA)		
Not Relevant [redacted] (T&T)		
Not Relevant [redacted] (BC)		
Not Relevant [redacted] (BC)		
Not Relevant [redacted] (BC)		
Not Relevant [redacted] (BC)		
APOLOGIES:		
Not Relevant [redacted] (FMSA)		
Not Relevant [redacted] (FMSA)		

Next Meeting: 24th March @ TBC. Location: Barwon Valley School – Meeting Room

ITEM	BUSINESS	ACTION	DATE
1.0 MINUTES OF PREVIOUS MEETING			
1.1	Site meeting minutes deemed true and correct.	All	Note
2.0 SITE ACTIVITIES			
2.1	Site sheds located on-site to be moved on 15/2 as per approved Site Plan.	All	Note
3.0 CONTRACTUAL			
3.1	Contract expected to be finalised for signing early week of 14/3	LAR	14/3
3.2	BC to send through insurances to LAR	BC	11/3
3.3	Bank Guarantees to be arranged between BC and LAR once contract is issued.	BC	TBC
3.4	Building Permit expected to be issued by end of week with Construction Drawings.	LAR	11/3

ITEM	BUSINESS	ACTION	DATE
3.5	BC advised no issues with Water, Gas and Power Authorities BC requested clarity on status of Power Substation agreements and/or application. VSBA requested BC submit an RFI.	BC	11/3
4.0 OH&S, ENVIRONMENTAL, QA			
4.1	Nil.	All	Note
5.0 ARCHITECTURAL			
5.1	FMSA to forward CAD files through to LAR to issue to BC.	FMSA	11/3
6.0 STRUCTURAL			
6.1	Nil.	All	Note
7.0 CIVIL			
7.1	Nil.	All	Note
8.0 SERVICES			
8.1	Nil.	All	Note
9.0 PROGRAM			
9.1	BVS expressed their desire to complete MT Building as a priority due to lack of room on existing site. Post Meeting Note: BC went for a walkthrough with BVS around the site discussing program. BC to update program once BP issued and review with VBS.	All	Note
10.0 VARIATIONS			
10.1	Nil.	All	Note

ITEM	BUSINESS	ACTION	DATE
11.0 RFI's			
11.1	Issued: 2 Responses: 0 Outstanding RFI's: 001, 002	All	Note
12.0 NOD's / EOT's			
12.1	Nil.	All	Note
13.0 OTHER BUSINESS			
13.1	BC to ensure all subcontractors and personnel park off-site so access to BVS carpark remains for staff only.	All	Note
13.2	T&T requested BC submit a breakdown on Preliminaries and a draft progress claim.	All	Note
13.3	BC requested VM and Landscaping design discussions are held as soon as possible. LAR noted these meetings will take place week commencing 15/03/22.	All	Note

**Barwon Valley School – Stage 2
Meeting No. 2
Barwon Valley School – Meeting Room. May 5th @ 2.15pm**

ATTENDEES:	EMAIL:	CONTACT NO:
Not Relevant [redacted] (LAR)	Not Relevant	
Not Relevant [redacted] (VSBA)		
Not Relevant [redacted] (BVS)		
Not Relevant [redacted] (BVS)		
Not Relevant [redacted] (FMSA)		
Not Relevant [redacted] (BC)		
[redacted] (BC)		
Not Relevant [redacted] (BC)		
[redacted] (BC)		
[redacted] (BC)		
APOLOGIES:		
Not Relevant [redacted] (FMSA)		
Not Relevant [redacted] (T&T)		

Next Meeting: 19th May @ 2.00pm. Location: Barwon Valley School – Meeting Room

ITEM	BUSINESS	ACTION	DATE
1.0 MINUTES OF PREVIOUS MEETING			
1.1	Site meeting minutes deemed true and correct.	All	Note
2.0 SITE ACTIVITIES			
2.1	Past Fortnight Demo to external areas complete Test Piling undertaken and under review Site cut commenced	All	Note
2.2	Next Fortnight Waiting advice on piling design from consulting Engineer	All	Note
3.0 CONTRACTUAL			
3.1	Contract expected to be finalised for signing early week of 9/5	LAR	18/5
3.2	Bank Guarantees to be arranged between BC and LAR once contract is issued.	BC	8/5

4.0 OH&S, ENVIRONMENTAL, QA			
4.1	Nil.	All	Note
5.0 ARCHITECTURAL			
5.1	Nil.	All	Note
6.0 STRUCTURAL			
6.1	Piling design being reviewed based on Test Piling Report	All	Note
7.0 CIVIL			
7.1	Nil.	All	Note
8.0 SERVICES			
8.1	FMSA to forward Services CAD files through to LAR to issue to BC.	FMSA	9/5
9.0 PROGRAM			
9.1	BVS expressed their desire to complete MT Building as a priority due to lack of room on existing site.	All	Note
9.2	NOD has been issued for Latent Ground Conditions and will be for the period of time needed for the piling design to be finalised. Site will likely close for that period of time.	All	Note
10.0 VARIATIONS			
10.1	Demolition variation for undocumented scope to come.	BC	13/5
10.2	Piling variation to come for additional scope once design is finalised.	BC	Note
10.3	Tree removal & Fence replacement variation to come.	BC	Note
10.4	Note: Delay costs to be submitted as NODs are finalised	All	Note

11.0 RFI's			
11.1	Issued: 31 Responses: 15 Updated RFI schedule sent to LAR	All	Note
12.0 NOD's / EOT's			
12.1	NOD's issued for Building Permit Delay, issue of IFC drawings, and Latent Ground Conditions/Piling Design	All	Note
13.0 OTHER BUSINESS			
13.1	BC to ensure all subcontractors and personnel park off-site so access to BVS carpark remains for staff only.	All	Note
13.2	Neighbour has agreed to remove the tree with 2x panels of fencing to be replaced. Formal instruction to come.	LAR	12/5

If any discrepancies are noted please raise these within 2no. business days from the minutes being distributed. Beyond that time the above minutes are deemed a true and accurate record of the meeting held.

**Barwon Valley School – Stage 2
Meeting No. 3**

Barwon Valley School – Meeting Room. May 19th @ 2.00pm

ATTENDEES:	EMAIL:	CONTACT NO:
Not Relevant [redacted] (LAR)	Not Relevant	
Not Relevant [redacted] (BVS)		
Not Relevant [redacted] (FMISA)		
Not Relevant [redacted] (FMISA)		
Not Relevant [redacted] (T&T)		
Not Relevant [redacted] (BC)		
[redacted] (BC)		
Not Relevant [redacted] (BC)		
APOLOGIES:		
Not Relevant [redacted] (VSBA)		
Not Relevant [redacted] (BVS)		
Not Relevant [redacted] (BC)		

Next Meeting: 2nd June @ 2.00pm. Location: Barwon Valley School – Meeting Room

ITEM	BUSINESS	ACTION	DATE
1.0 MINUTES OF PREVIOUS MEETING			
1.1	Site meeting minutes deemed true and correct.	All	Note
2.0 SITE ACTIVITIES			
2.1	Past Fortnight Site Cut completed	All	Note
2.2	Next Fortnight Project in delay, waiting on direction with Piling. Awaiting approval of variation to Remove neighbouring tree	All	Note
3.0 CONTRACTUAL			
3.1	Contract with VBSA for final checks, expected to be finalised for signing ASAP	VBSA	23/5
3.2	21/4 – VSBA advised that payment would be able to be processed with Cash Retention.	All	Note

ITEM	BUSINESS	ACTION	DATE
	27/4 – VSBA advised that Bank Guarantees are required for payment to be processed. BC organised BG's urgently to be delivered to VSBA to arrange payment.		
3.3	Bank Guarantees being delivered to VBSA by BC on Tuesday 24/5	BC	24/5
4.0 OH&S, ENVIRONMENTAL, QA			
4.1	Nil.	All	Note
5.0 ARCHITECTURAL			
5.1	Nil.	All	Note
6.0 STRUCTURAL			
6.1	RFI 28 submitted 28/04/2022 with details of test pile results, indicating latent ground conditions do not achieve bearing pressure required on Stantec documents. RFI remains open, no direction provided on how to proceed. Project is in delay.	All	Note
6.2	Structural Slab redesign expected by the end of this week. BC to quote once design issued. Originally to be issued by 18/5.	FMSA	20/5
7.0 CIVIL			
7.1	Civil heights have been discovered to be quite different from documents, with a large volume of spoil needing to be removed from site. Heights to be captured on updated docs.	All	Note
8.0 SERVICES			
8.1	Nil.		
9.0 PROGRAM			
9.1	BVS expressed their desire to complete MT Building as a priority due to lack of room on existing site.	All	Note

ITEM	BUSINESS	ACTION	DATE
9.2	NOD has been issued for Latent Ground Conditions and will be for the period of time needed for the piling design to be finalised.	All	Note
10.0 VARIATIONS			
10.1	Demolition variation for undocumented scope already undertaken as directed on-site, issued for approval. ^{Not Relevant} to speak to ^{Not Relevant} in regard to marked-up drawing. Variation to be approved for upcoming claim.	T&T	25/5
10.2	Piling variation issued for additional scope once design is finalised.	FMSA	Note
10.3	Tree removal & Fence replacement variation issued for approval.	T&T	Note
10.4	Note: Delay costs to be submitted as NODs are finalised	All	Note
11.0 RFI's			
11.1	Issued: 34 Responses: 22 Updated RFI schedule sent to LAR	All	Note
12.0 NOD's / EOT's			
12.1	NOD's issued for Building Permit Delay, issue of IFC drawings, and Latent Ground Conditions/Piling Design	All	Note
12.2	EOT for Building Permit Delay to be finalised	BC	27/5
12.3	EOT for Piling Design to come once design is finalised	All	Note
13.0 OTHER BUSINESS			
13.1	BC to ensure all subcontractors and personnel park off-site so access to BVS carpark remains for staff only.	All	Note
13.2	Neighbour has agreed to remove the tree with 2x panels of fencing to be replaced. Formal instruction to come once written approval is received.	LAR	27/5

If any discrepancies are noted please raise these within 2no. business days from the minutes being distributed. Beyond that time the above minutes are deemed a true and accurate record of the meeting held.

**Barwon Valley School – Stage 2
 Meeting No. 5**

Barwon Valley School – Meeting Room. June 17th @ 2.00pm

ATTENDEES:	EMAIL:	CONTACT NO:
Not Relevant (LAR)	Not Relevant	
Not Relevant (BVS)		
Not Relevant (VSBA)		
Not Relevant (FMSA)		
Not Relevant (FMSA)		
Not Relevant (T&T)		
Not Relevant (BC)		
Not Relevant (BC)		
APOLOGIES:		
Not Relevant (BVS)		
Not Relevant (FMSA)		
Not Relevant (BC)		
Not Relevant (BC)		

Next Meeting: 30th June @ 2.00pm. Location: Barwon Valley School – Meeting Room

ITEM	BUSINESS	ACTION	DATE
1.0 MINUTES OF PREVIOUS MEETING			
1.1	Site meeting minutes deemed true and correct.	All	Note
2.0 SITE ACTIVITIES			
2.1	Past Fortnight NIL	All	Note
2.2	Next Fortnight Project in delay, waiting on direction with piling and slab design.	All	Note
3.0 CONTRACTUAL			
3.1	Contract to be issued to BC promptly	LAR	24/6
3.2	Progress Claim payments are up-to-date	All	Note

ITEM	BUSINESS	ACTION	DATE
4.0 OH&S, ENVIRONMENTAL, QA			
4.1	Nil.	All	Note
5.0 ARCHITECTURAL			
5.1	Landscaping design is being clarified/confirmed between FMSA & BVS	FMSA	30/6
6.0 STRUCTURAL			
6.1	Test piling design to be approved with the endorsement of costs by T&T. Revised drawings to be re-issued with revision numbers and clouded changes.	FMSA	22/6
6.2	Structural Slab redesign being re-priced by BC	BC	24/6
7.0 CIVIL			
7.1	Civil heights have been discovered to be quite different from documents, with a large volume of spoil needing to be removed from site. Heights to be captured on updated docs. Documents yet to be issued to BC.	All	Note
8.0 SERVICES			
8.1	Access Control scope to be shown and discussed with Not Relevant around the school's requirements. No access control is documented at all on any services or Architectural drawings.	FMSA	10/6
9.0 PROGRAM			
9.1	BVS expressed their desire to complete MT Building as a priority due to lack of room on existing site.	All	Note
9.2	New program to be issued to all parties once piling variation endorsement is provided	BC	24/6

ITEM	BUSINESS	ACTION	DATE
10.0 VARIATIONS			
10.1	Piling variation revised and loaded to iTWOcx as per T&T's assessment, for urgent approval.	VBSA	22/6
10.2	Variation to come for Structural Slab redesign.	BC	24/6
10.3	Credit for deletion of BMS to be submitted.	BC	24/6
11.0 RFI's			
11.1	<p>Issued: 43 Responses: 27</p> <p>Updated RFI schedule sent with minutes with many critical RFI's outstanding.</p> <p>BC noted all current outstanding RFI's are overdue, and as such in breach of any contractual obligation for response.</p>	All	Note
11.2	<p>Responses not being issued or closed out in a timely fashion.</p> <p>BC flagged that various trade and cost escalation risks are being experienced, and any outstanding RFI's will have associated escalation applied to them accordingly.</p>	All	Note
12.0 NOD's / EOT's			
12.1	NOD's issued for Building Permit Delay, issue of IFC drawings, and Latent Ground Conditions/Piling Design – BC and LAR are discussing	All	Note
12.2	EOT for Piling Design to come once design is finalised – BC and LAR are discussing	All	Note
12.3	EOT issued for Building Permit Delays – BC and LAR are discussing	All	Note
13.0 OTHER BUSINESS			
13.1	BC to ensure all subcontractors and personnel park off-site so access to BVS carpark remains for staff only.	All	Note
13.2	LAR, BC & BVS to discuss possible program efficiencies to try and make up time on delays already experienced.		

If any discrepancies are noted please raise these within 2no. business days from the minutes being distributed. Beyond that time the above minutes are deemed a true and accurate record of the meeting held.



Meeting Details

Meeting: Site Meeting 15 – VBSA – Barwon Valley School – Stage 2

Date: 17/NOV/2022

Attendees: [Not Relevant] (Chair and Minute Taker)
 [Not Relevant]
 [Not Relevant]
 [Not Relevant] School
 [Not Relevant] FMSA
 [Not Relevant] - FMSA
 [Not Relevant] Bowden
 [Not Relevant] Bowden
 [Not Relevant] - Bowden

Apologies: [Not Relevant] FMSA
 [Not Relevant]
 [Not Relevant] Bowden

Minutes

Item	Task/Note	Due	By
N/A	Acknowledgement to traditional landowners.	N/A	N/A
1.0	Health, Safety and Environment		
1.1	No incidents to report for previous 2 weeks.	N/A	N/A
1.2	Bowden to let School know in advance of any noisy works.	[Not Relevant]	Ongoing
2.0	Site Progress		
2.1	Bowden Project Manager’s Report for previous 2 weeks: <ul style="list-style-type: none"> LC sewer completed. Pump line from TH to LC completed. Electrical conduits installed to MT and MT shed. Next steps: TH plumbing and concrete works. 	N/A	N/A
3.0	Schedule		
3.1	Schedule and impact due to delays is currently under review. To be presented at next meeting.	[Not Relevant]	01/DEC
4.0	Contractual		

4.1	Several Notices, Variations and RFI's being worked through by team. RFI meeting conducted onsite on the 17/NOV. Other items progressively being resolved as a team.	All	Ongoing
5.0 Architectural			
Note	Building Permit and stamped drawings received!	N/A	N/A
5.1	Blinds - Therapy hub to have blinds and classrooms to have sheer coverings. Chain control to be shortened to prevent choking hazard.	Not Relevant	01/DEC
5.2	Provide water tap locations.		01/DEC
5.3	Landscape design completed.		Completed
5.4	Trampoline to be reviewed by Bowden.		01/DEC
5.5	Water feature design.		Completed
6.0 Structural			
6.1	Geotech has attended site and taken new core samples to aid in ramp and walkway design. Waiting for report from Geotech.	Not Relevant	01/DEC
7.0 Services			
7.1	Sub-station upgrade by Powercor scheduled for the 09/JAN. Nominal date for power shutdown of site on the 09/DEC to 12/DEC. School to prepare for scheduled outage.	All(?)	09/JAN
7.2	Sewer pump controller location to be determined.	Not Relevant	01/DEC
7.3	Dust extractor location to be determined.		01/DEC

Next Meeting: 01/DEC



Meeting Details

Meeting: Site Meeting 16 – VBSA – Barwon Valley School – Stage 2

Date: 01/DEC/2022

Attendees: [Redacted] (Chair and Minute Taker)

[Redacted]

[Redacted] School

[Redacted] – FMSA

[Redacted] FMSA

[Redacted] Bowden

[Redacted] Bowden

Apologies: [Redacted] Bowden

[Redacted] – FMSA

[Redacted]

[Redacted] – Bowden

Minutes

Item	Task/Note	Due	By
N/A	Acknowledgement to traditional landowners.	N/A	N/A
1.0	Health, Safety and Environment		
1.1	No incidents and/or near misses to report for previous 2 weeks.	N/A	N/A
1.2	Bowden to let School know in advance of any noisy works.	Not Relevant	Ongoing
2.0	Site Progress		
2.1	Bowden Project Manager’s Report for previous 2 weeks: <ul style="list-style-type: none"> Sewer works into Therapy Hub, ongoing minor works. Begun works on pile caps. Concreting withheld by Bowden until variation resolved. Bowden have refused to provide concreter’s quote to the Superintendent so that the variation can be verified. 	N/A	N/A
3.0	Schedule		

	Works	PC Due	Agreed Duration of Works	Behind Schedule By:	
3.1	Learning Centre	15/NOV/2022	7 months	6 months	
	Therapy Hub	07/NOV/2022	7 months	6 months	
	Materials Technology	24/AUG/2022	3 months	4 months	
4.0	Contractual				
4.1	Notices, Variations and RFI's being worked through by team. RFI meeting conducted onsite on the 01/DEC. All 3 Bowden personnel walked out of meeting in response to being asked for the concreting quote by the Supervisor, thereby ending any discussion that could be had to resolve the outstanding variations			All	Ongoing
5.0	Architectural				
5.1	Blinds – Therapy hub to have blinds and classrooms to have sheer coverings. Chain control to be shortened to prevent choking hazard.			Not Relevant	01/DEC
5.2	Provide water tap locations.				01/DEC
5.4	Trampoline to be reviewed by Bowden.				01/DEC
6.0	Structural				
6.1	Geotech has attended site and taken new core samples to aid in ramp and walkway design. Waiting for report from Geotech.			Not Relevant	01/DEC
7.0	Services				
7.1	Sub-station upgrade by Powercor scheduled for the 09/JAN. Nominal date for power shutdown of site on the 09/DEC to 13/DEC. School to prepare for scheduled outage. Refer to Powercor email dated 18/NOV.			All(?)	09/JAN
7.2	Sewer pump controller location to be determined.			Not Relevant	01/DEC
7.3	Dust extractor location to be determined.				01/DEC

Next Meeting: 15/DEC



Meeting Details

Meeting: Site Meeting 17 – VBSA – Barwon Valley School – Stage 2

Date: 12/JAN/2022

Attendees: [Redacted] (Chair and Minute Taker)

[Redacted]
[Redacted] FMSA
[Redacted] Bowden
[Redacted] - Bowden

Apologies: [Redacted] FMSA
[Redacted]
[Redacted] School
[Redacted] - Bowden
[Redacted] FMSA

Minutes

Item	Task/Note	Due	By
N/A	Acknowledgement to traditional landowners.	N/A	N/A
1.0	Health, Safety and Environment		
1.1	No incidents and/or near misses to report for previous 2 weeks.	N/A	N/A
1.2	Bowden to let School know in advance of any noisy works.	Not Relevant	Ongoing
2.0	Site Progress		
2.1	Bowden Project Manager's Report for previous 2 weeks: <ul style="list-style-type: none"> Powercor – Came to site 11/JAN but were unable to perform connection while live due to age of infrastructure. To be rescheduled. MT slab poured. Pile caps for Gym poured. 	N/A	N/A
3.0	Schedule		

	Works	PC Due	Agreed Duration of Works	Behind Schedule By:
3.1	Learning Centre	15/NOV/2022	7 months	~6 months
	Therapy Hub	07/NOV/2022	7 months	~6 months
	Materials Technology	24/AUG/2022	3 months	~4 months
4.0	Contractual			
4.1	Notices of Dispute – Response was issued by VSBA Legal to Bowden.		All	Ongoing
5.0	Architectural			
5.1	Blinds – Therapy hub to have blinds and classrooms to have sheer coverings. Chain control to be shortened to prevent choking hazard.		Not Relevant	Completed
5.2	Provide water tap locations.			Completed
5.4	Trampoline to be reviewed by Bowden.			01/DEC
5.5	TH Building entry point has been relocated. Not Relevant to update drawings.			27/JAN
5.6	Send out drawing revision list with next drawing issue.			27/JAN
6.0	Structural			
6.1	Geotech has attended site and taken new core samples to aid in ramp and walkway design. Waiting for report from Geotech. Second Geotech report issued and reviewed.			Completed
6.2	Concreting costs not to exceed Not Relevant original budget.		All	N/A
7.0	Services			
7.1	Sub-station upgrade by Powercor scheduled for the 09/JAN. Nominal date for power shutdown of site on the 09/DEC to 13/DEC. School to prepare for scheduled outage. Refer to Powercor email dated 18/NOV. Powercor – Came to site 11/JAN but were unable to perform connection while live due to age of infrastructure. To be rescheduled.		All(?)	09/JAN
7.2	Sewer pump controller location to be determined. Sewer pump to be on TH external wall, ~2m from floor, lockable cage with external light indicator, reset button and call out function to Not Relevant phone.		Not Relevant	01/DEC
7.3	Dust extractor location to be determined. Positioned further west to clear retaining wall and caged. Retaining wall to be left intact.			Completed

Next Meeting: 25/JAN



Meeting Details

Meeting: Site Meeting 18 – VBSA – Barwon Valley School – Stage 2

Date: 09/FEB/2022

Attendees: [Not Relevant] (Chair and Minute Taker)

- [Not Relevant]
- [Not Relevant] FMSA
- [Not Relevant] Bowden
- Bowden
- [Not Relevant] School
- [Not Relevant] Bowden
FMSA

Apologies: [Not Relevant] FMSA
[Not Relevant]

Minutes

Item	Task/Note	Due	By
N/A	Acknowledgement to traditional landowners.	N/A	N/A
1.0	Health, Safety and Environment		
1.1	No incidents and/or near misses to report for previous 2 weeks.	N/A	N/A
1.2	Bowden to let School know in advance of any noisy works.	[Not Relevant]	Ongoing
2.0	Site Progress		
2.1	Bowden Project Manager's Report for previous 2 weeks: <ul style="list-style-type: none"> • Gym slab poured. • Footings for TH completed. • LC pile caps completed. • MT steel framing is up. 	N/A	N/A
3.0	Schedule		

	Milestone	Completion Date			
		Original	DEC/22 Schedule	Forecast	Actual
3.1	Site Establishment	07/FEB/22	16/MAR/22	N/A	16/MAR/22
	Learning Centre - PC	20/SEP/22	30/NOV/22		
	Therapy Hub - PC	14/SEP/22	25/NOV/22		
	Materials Tech. - PC	24/JUN/22	08/SEP/22		
	PA Building - PC	13/DEC/22	07/MAR/23		
	Gym - PC	22/MAR/23	19/JUN/23		
3.2	<p>Superintendent's Note: Bowden have failed to supply an up-to-date and useable Construction Schedule on the following occasions:</p> <ul style="list-style-type: none"> 13/JAN/2023 (via email). 24/JAN/2023 (via email). 03/FEB/2023 (via Aconex). <p>Bowden have stated that they want the VSBA Legal process to be completed. VSBA and Superintendent have requested the PC dates and full schedule without unapproved EOT's.</p>				
4.0	Contractual				
4.1	<p>Notices of Dispute – Response was issued by VSBA Legal to Bowden. Bowden have sent response to VSBA Legal. Seeking a further meeting with VSBA. Bowden are expected to continue construction works until instructed otherwise.</p>		All	Ongoing	
4.2	Bowden's December Claim to be paid – overdue. Payment expected by 15/FEB.		Not Relevant	15/FEB	
4.3	Not Relevant	to check Aconex for approval.		15/FEB	
5.0	Architectural				
5.5	<p>TH Building entry point has been relocated. Not Relevant to update drawings to reflect existing toilet Sliding door updated. Drawings to be onto Aconex with Drawing Register.</p>		Not Relevant	23/FEB	
5.6	Send out drawing revision list with next drawing issue. This is to be done at each drawing set issue.			Note	
5.7	Uploaded landscaping design to Aconex. For review.			15/FEB	
5.8	Door hardware schedule	Not Relevant currently reviewing.		23/FEB	
5.9	Heating and Cooling of gym, basketball ring and climbing wall designs to be finalised.			23/FEB	

5.10	Shop drawing detention tank to be stamped and returned.	Not Relevant	23/FEB
6.0 Structural			
6.1	Geotech has attended site and taken new core samples to aid in ramp and walkway design. Waiting for report from Geotech. Second Geotech report issued and reviewed. Send to Bowden.	Not Relevant	Completed 10/FEB
7.0 Services			
7.1	Sub-station upgrade by Powercor scheduled for the 09/JAN. Nominal date for power shutdown of site on the 09/DEC to 13/DEC. School to prepare for scheduled outage. Refer to Powercor email dated 18/NOV. Powercor – Came to site 11/JAN but were unable to perform connection while live due to age of infrastructure. To be rescheduled. New date 11/APR proposed to Powercor. Works duration is 5 hrs. Planning required for food cold storage as date approaches.	Not Relevant	TBA
7.2	Sewer pump controller location to be determined. Sewer pump to be on TH external wall, ~2m from floor, lockable cage with external light indicator, reset button and call out function to phone + 1 extra person (to advise). Main sewer pump controller to be on south wall of MT building (if possible).	Not Relevant	TBA
8.0 Other			
8.1	Prioritising RFI's: <ul style="list-style-type: none"> Please do not place high priority and/or short deadlines on RFI's that are far into the future. The work by everyone, needs to be done by priority. 	All	N/A
8.2	Appropriate Channels: <ul style="list-style-type: none"> Do not contact sub-consultants and sub-contractors directly unless they have been contracted by you or you have received permission to do so. Communications to sub-consultants and sub-contractors must go via the party that has engaged that service. 	All	N/A



Meeting Details

Meeting: Site Meeting 19 – VBSA – Barwon Valley School – Stage 2

Date: 23/FEB/2022

Attendees: [Redacted] (Chair and Minute Taker)

- [Redacted]
- [Redacted]
- [Redacted] - FMSA
- [Redacted] Bowden
- [Redacted] - Bowden
- [Redacted]
- [Redacted] - School
- [Redacted] - Bowden
- [Redacted] FMSA
- [Redacted] - Bowden

Apologies: [Redacted] - FMSA
[Redacted]

Minutes

Item	Task/Note	Due	By
N/A	Acknowledgement to traditional landowners.	N/A	N/A
1.0	Health, Safety and Environment		
1.1	No incidents and/or near misses to report for previous 2 weeks.	N/A	N/A
1.2	Bowden to let School know in advance of any noisy works.	Not Relevant	Ongoing
2.0	Site Progress		
2.1	Bowden Project Manager's Report for previous 2 weeks: <ul style="list-style-type: none"> • Gym beams detailed. • Gym steel erected. • MT Roof on • LC - pile caps poured. • TH - laid footings. 	N/A	N/A
3.0	Schedule		

	Milestone	Completion Date			
		Original	DEC/22 Schedule	Forecast	Actual
3.1	Site Establishment	07/FEB/22	16/MAR/22	N/A	16/MAR/22
	Learning Centre - PC	20/SEP/22	30/NOV/22		
	Therapy Hub - PC	14/SEP/22	25/NOV/22		
	Materials Tech. - PC	24/JUN/22	08/SEP/22		
	PA Building – PC	13/DEC/22	07/MAR/23		
	Gym - PC	22/MAR/23	19/JUN/23		
	Project Manager/Superintendent unable to assess EOT's or track project without current and up to date Construction and Procurement Schedules from Bowden.				
3.2	<p>Superintendent's Note: Bowden have failed to supply an up-to-date and useable Construction Schedule after formal requests on the following occasions:</p> <ul style="list-style-type: none"> • 13/JAN/2023 (via email). • 24/JAN/2023 (via email). • 03/FEB/2023 (via Aconex). • 27/FEB/2023 (via Aconex and email). <p>Bowden have stated that they want the VSBA Legal process to be completed. VSBA and Superintendent have requested the PC dates and full schedule without unapproved EOT's. Bowden have ignored requests and/or refused to provide a Construction Schedule.</p>				
4.0	Contractual				
4.1	Notices of Dispute – Response was issued by VSBA Legal to Bowden. Bowden have sent response to VSBA Legal. Seeking a further meeting with VSBA. Bowden are expected to continue construction works until instructed otherwise.		All	Ongoing	
4.2	Bowden's December Claim to be paid – overdue. Payment expected by 15/FEB.		Completed	15/FEB	
4.3	Not Relevant	to check Aconex for approval.	Not Relevant	15/FEB	
4.4	Not Relevant	has been working on adding drop-down options with the VSBA.	Note	Note	
4.5	Variations	Not Relevant working with IPM.	Not Relevant	Ongoing	
5.0	Architectural				
5.5	TH Building entry point has been relocated. Not Relevant to update drawings to reflect existing toilet Sliding door updated. Drawings to be uploaded onto Aconex with Drawing Register.		Completed	23/FEB	

5.6	Send out drawing revision list with next drawing issue. This is to be done at each drawing set issue.	Not Relevant	Note
5.7	Uploaded landscaping design to Aconex. For review. Drawings updated and sent through. Trampoline design is there. Sent via mail. Not Relevant to check drawings.		15/FEB
5.8	Door hardware schedule - Not Relevant currently reviewing. To be uploaded to Document Register. May need to go to surveyor. Requested sample of veneer finish.		23/FEB
5.9	Heating and Cooling of gym, basketball ring and climbing wall designs to be finalised. Finalising the basketball ring quote. Provide dampal detail for basketball ring to Bowden. Climbing wall is a standalone structure and in discussion with school and VSBA. Heating and cooling solution in discussion with VSBA.		23/FEB
5.10	Shop drawing detention tank to be stamped and returned.	Completed	23/FEB
6.0	Structural		
6.1	Geotech has attended site and taken new core samples to aid in ramp and walkway design. Waiting for report from Geotech. Second Geotech report issued and reviewed. Send to Bowden.	Completed Completed	Completed 10/FEB
6.2	Not Relevant to review drawings relating to paths. Identify the gaps and send comments. Team will then meet. Not Relevant to organise Engineers to specify and inspect proof rolling.	Not Relevant	08/FEB/23
7.0	Services		
7.1	Sub-station upgrade by Powercor scheduled for the 09/JAN. Nominal date for power shutdown of site on the 09/DEC to 13/DEC. School to prepare for scheduled outage. Refer to Powercor email dated 18/NOV. Powercor – Came to site 11/JAN but were unable to perform connection while live due to age of infrastructure. To be rescheduled. New date 11/APR proposed to Powercor. Works duration is 5 hrs. Planning required for food cold storage as date approaches.	Not Relevant	TBA

7.2	<p>Sewer pump controller location to be determined.</p> <p>Sewer pump to be on TH external wall, ~2m from floor, lockable cage with external light indicator, reset button and call out function to phone + 1 extra person (to advise).</p> <p>Main sewer pump controller to be on south wall of MT building (if possible).</p> <p>to add to drawings.</p> <p>to specify controller with call-out.</p>	Not Relevant	TBA
7.3	<p>AV system to follow-up with</p> <p>to organise meeting with at</p> <p>10:30 am Friday. Purpose is to mark-up layout with power and data.</p> <p>Heights to be specified.</p>	Not Relevant	03/MAR
8.0 Other			
<ul style="list-style-type: none"> N/A 			



Meeting Details

Meeting: Site Meeting 20 – VBSA – Barwon Valley School – Stage 2

Date: 09/MAR/2023

Attendees: [Redacted] (Chair and Minute Taker)

- [Redacted]
- [Redacted]
- [Redacted] - Bowden
- [Redacted]
- [Redacted] School
- [Redacted] FMSA
- [Redacted] - Bowden

Apologies: [Redacted] - FMSA

[Redacted]

[Redacted] - Bowden

[Redacted] Bowden

[Redacted] - FMSA

Minutes

Item	Task/Note	Due	By
N/A	Acknowledgement to traditional landowners.	N/A	N/A
1.0	Health, Safety and Environment		
1.1	No incidents and/or near misses to report for previous 2 weeks. Site OHS Non-Compliances: PPE not worn (helmet) 23/FEB/2023 – Bowden Warned on 09/MAR/2023. PPE not worn (helmet) 10/MAR/2023 – Bowden Warned on 10/MAR/2023.	N/A	N/A
1.2	Bowden to let School know in advance of any noisy works.	Not Relevant	Ongoing
2.0	Site Progress		
2.1	Bowden Project Manager's Report for previous 2 weeks: <ul style="list-style-type: none"> • Roof on Gym. • Gym plaster framing started. 	N/A	N/A
3.0	Schedule		

Milestone	Completion Date			
	Original	DEC/22 Schedule	Forecast	Actual
Site Establishment	07/FEB/22	16/MAR/22	N/A	16/MAR/22
Learning Centre - PC	20/SEP/22	30/NOV/22		
Therapy Hub - PC	14/SEP/22	25/NOV/22		
Materials Tech. - PC	24/JUN/22	08/SEP/22		
PA Building - PC	13/DEC/22	07/MAR/23		
Gym - PC	22/MAR/23	19/JUN/23		

Project Manager/Superintendent unable to assess EOT's or track project without current and up to date Construction and Procurement Schedules from Bowden.

10/MAR/2023

3.1

- LC slab has not been poured due to Bowden refusing to follow instruction from the Superintendent to pour. Bowden stated that they will not continue on with the works, which is regarded as an illegal work stoppage and non-compliance to the Contract.
- Bowden are instructed to pour the LC slab as per the current Design documents. Also previously instructed as per Aconex mail **BowdenCo-GCOR-000004** on the **03/FEB/2023**.
- No useable schedule provided by Bowden. Bowden refuse to provide a functional Construction Schedule and Procurement Schedule. Legitimate reasons for this failure are not being shared with the Project Team or Not Relevant
- Not Relevant fabricated that a full and current schedule is available in Aconex, however, no such schedule exists upon checking. The last being issued in mid-December 2022, which is outdated. No replacement has been issued by Bowden.
- Not Relevant alleged without basis and fabricated that the Superintendent has provided no formal instruction as to whether concrete should be poured. This was refuted shortly after by the presentation of the Superintendent's Instruction (Ref: BowdenCo-GCOR-000004) on the 03/FEB/2023 in Aconex.

3.2	<p>Superintendent's Notes: Bowden have failed to supply an up-to-date and useable Construction Schedule after formal requests on the following occasions:</p> <ul style="list-style-type: none"> • 13/JAN/2023 (via email). • 24/JAN/2023 (via email). • 03/FEB/2023 (via Aconex). • 27/FEB/2023 (via Aconex and email). • 10/MAR/2023 (via Aconex). <p>10/FEB/2023 – Bowden have stated that they want the VSBA Legal process to be completed. VSBA and Superintendent have requested the PC dates and full schedule without unapproved EOT's.</p> <p>24/FEB/2023 – Bowden have ignored requests and/or refused to provide a Construction Schedule.</p> <p>09/MAR/2023 – Bowden were requested to provide a schedule, but still refuse. No reason was given by Bowden, other than citing "efficiency gains", which is irrelevant and does not offset the need to have a current Construction Schedule.</p>		
4.0 Contractual			
4.1	<p>Notices of Dispute – Response was issued by VSBA Legal to Bowden. Bowden have sent response to VSBA Legal. Seeking a further meeting with VSBA.</p> <p>Bowden must continue construction works until instructed otherwise.</p> <p>09/MAR/2023 – Not Relevant of Bowden has stated that they have stopped work on the LC building, which is a critical path item.</p>	All	Ongoing
4.2	<p>Bowden's December Claim to be paid – overdue. Payment expected by 15/FEB.</p> <p>January claim also paid.</p>	Completed	15/FEB
4.5	<p>Variations – Not Relevant working with IPM.</p> <p>Creating Change Events progressively. These then require VSBA approval.</p>	Not Relevant	Ongoing
5.0 Architectural			
5.7	<p>Uploaded landscaping design to Aconex. For review.</p> <p>Drawings updated and sent through. Trampoline design is there.</p> <p>Sent via mail. Not Relevant to check drawings.</p> <p>Bowden to provide a budget estimate for consideration. If budget is too high, an alternate to paving will be sought.</p>	Not Relevant	24/MAR

5.8	<p>Door hardware schedule - <input type="text" value="Not Relevant"/> currently reviewing.</p> <p>To be uploaded to Document Register. May need to go to surveyor.</p> <p>Requested sample of veneer finish.</p> <p>With Building Surveyor - no issues.</p> <p><input type="text" value="Not Relevant"/> to issue to Bowden.</p>	<input type="text" value="Not Relevant"/>	23/FEB
5.9	<p>Heating and Cooling of gym, basketball ring and climbing wall designs to be finalised.</p> <p>Finalising the basketball ring quote.</p> <p>Provide dampal detail for basketball ring to Bowden.</p> <p>Climbing wall is a standalone structure and in discussion with school and VSBA.</p> <p>Heating and cooling solution in discussion with VSBA.</p> <p>Evaporative cooling may be cost prohibitive. Bowden to provide budget estimate for consideration.</p>	<input type="text" value="Not Relevant"/>	24/MAR
6.0 Structural			
6.2	<p><input type="text" value="Not Relevant"/> to review drawings relating to paths. Identify the gaps and send comments. Team will then meet.</p> <p><input type="text" value="Not Relevant"/> to organise Engineers to specify and inspect proof rolling.</p> <p>Refer to Item 5.9.</p>	<input type="text" value="Not Relevant"/>	08/FEB/23
7.0 Services			
7.1	<p>Sub-station upgrade by Powercor scheduled for the 09/JAN. Nominal date for power shutdown of site on the 09/DEC to 13/DEC.</p> <p>School to prepare for scheduled outage.</p> <p>Refer to Powercor email dated 18/NOV.</p> <p>Powercor - Came to site 11/JAN but were unable to perform connection while live due to age of infrastructure. To be rescheduled.</p> <p>New date 11/APR proposed to Powercor. Works duration is 5 hrs.</p> <p>Planning required for food cold storage as date approaches.</p> <p>Cooking program requires generator. Bowden to provide temporary power to fridges when required.</p>	<input type="text" value="Not Relevant"/>	TBA
7.2	<p>Sewer pump controller location to be determined.</p> <p>Sewer pump to be on TH external wall, ~2m from floor, lockable cage with external light indicator, reset button and call out function to <input type="text" value="Not Relevant"/> phone + 1 extra person <input type="text" value="Not Relevant"/> to advise).</p> <p>Main sewer pump controller <input type="text" value="Not Relevant"/> to be on south wall of MT building (if possible).</p> <p><input type="text" value="Not Relevant"/> to add to drawings. Ongoing.</p> <p><input type="text" value="Not Relevant"/> to specify controller with call-out.</p>	<input type="text" value="Not Relevant"/>	24/MAR

7.3	<p>AV system. <input type="text" value="Not Relevant"/> to follow-up with <input type="text" value="Not Relevant"/></p> <p><input type="text" value="Not Relevant"/> to organise meeting with <input type="text" value="Not Relevant"/> at 10:30 am Friday. Purpose is to mark-up layout with power and data. Heights to be specified.</p> <p>Meeting held, specs provided <input type="text" value="Not Relevant"/> sent to Engineer for approval.</p>	<input type="text" value="Not Relevant"/>	24/MAR
8.0 Other			
	<ul style="list-style-type: none"> Sheds and relocatables – schedule meeting to discuss scope omission. 	<input type="text" value="Not Relevant"/>	24/MAR



Meeting Details

Meeting: Site Meeting 21 – VBSA – Barwon Valley School – Stage 2

Date: 20/APR/2023

Attendees: [Not Relevant] (Chair and Minute Taker)

[Not Relevant]

[Not Relevant] School

[Not Relevant] – Bowden
– Bowden
Bowden

[Not Relevant] FMSA

Apologies: [Not Relevant] FMSA

[Not Relevant]

Minutes

Item	Task/Note	Due	By
N/A	Acknowledgement to traditional landowners, elders past present and future.	N/A	N/A
1.0	Health, Safety and Environment		
1.1	<p>No incidents and/or near misses to report for previous 2 weeks.</p> <p>Site OHS Non-Compliances:</p> <p>PPE not worn (helmet) 23/FEB/2023 – Bowden Warned on 09/MAR/2023.</p> <p>PPE not worn (helmet) 10/MAR/2023 – Bowden Warned on 10/MAR/2023.</p> <p>20/APR/2023:</p> <p>Last reported incident or near miss was in October or earlier. This means that the incidents and near misses are unlikely to be reported as required. Bowden are to remind sub-contractors to report near misses and incidents.</p> <p>SWMS – The 2 requested SWMS from Bowden were of poor quality – incomplete fields, contradictory information and/or illegible. Bowden are to review all SWMS and make corrections.</p>	Not Relevant	04/MAY 04/MAY

1.2	Bowden to let School know in advance of any noisy works.	Not Relevant	Ongoing
2.0	Site Progress		
2.1	<p>Bowden Project Manager's Report for previous 2 weeks:</p> <ul style="list-style-type: none"> Completed LC concrete. Other minor tasks. <p>Site progress is slower than planned, with LC concrete expected in MAR/23.</p>	N/A	N/A
3.0	Schedule		

Milestone	Completion Date			
	Original	DEC/22 Schedule	Forecast	Actual
Site Establishment	07/FEB/22	16/MAR/22	N/A	16/MAR/22
Learning Centre - PC	20/SEP/22	30/NOV/22		
Therapy Hub - PC	14/SEP/22	25/NOV/22		
Materials Tech. - PC	24/JUN/22	08/SEP/22		
PA Building - PC	13/DEC/22	07/MAR/23		
Gym - PC	22/MAR/23	19/JUN/23		

Project Manager/Superintendent unable to assess EOT's or track project without current and up to date Construction and Procurement Schedules from Bowden.

10/MAR/2023

3.1

- LC slab has not been poured due to Bowden refusing to follow instruction from the Superintendent to pour. Bowden stated that they will not continue on with the works, which is regarded as an illegal work stoppage and non-compliance to the Contract.
- Bowden are instructed to pour the LC slab as per the current Design documents. Also previously instructed as per Aconex mail **BowdenCo-GCOR-000004** on the **03/FEB/2023**.
- No useable schedule provided by Bowden. Bowden refuse to provide a functional Construction Schedule and Procurement Schedule. Legitimate reasons for this failure are not being shared with the Project Team or Not Relevant
- Not Relevant fabricated that a full and current schedule is available in Aconex, however, no such schedule exists upon checking. The last being issued in mid-December 2022, which is outdated. No replacement has been issued by Bowden.
- Not Relevant alleged without basis and fabricated that the Superintendent has provided no formal instruction as to whether concrete should be poured. This was refuted shortly after by the presentation of the Superintendent's Instruction (Ref: **BowdenCo-GCOR-000004**) on the **03/FEB/2023** in Aconex.

20/APR/2023

- Bowden are unable to explain why the LC slab has been poured ~1 month late. Bowden indicated that a Notice of Dispute has been in progress.

3.2	<p>Superintendent's Notes: Bowden have failed to supply an up-to-date and useable Construction Schedule after formal requests on the following occasions:</p> <ul style="list-style-type: none"> • 13/JAN/2023 (via email). • 24/JAN/2023 (via email). • 03/FEB/2023 (via Aconex). • 27/FEB/2023 (via Aconex and email). • 10/MAR/2023 (via Aconex). <p>10/FEB/2023 – Bowden have stated that they want the VSBA Legal process to be completed. VSBA and Superintendent have requested the PC dates and full schedule without unapproved EOT's.</p> <p>24/FEB/2023 – Bowden have ignored requests and/or refused to provide a Construction Schedule.</p> <p>09/MAR/2023 – Bowden were requested to provide a schedule, but have refused. No reason was given by Bowden, other than citing "efficiency gains", which is irrelevant and does not offset the need to have a current Construction Schedule.</p> <p>20/APR/2023 – Bowden Project Manager was removed from project by the Superintendent under contract Clause 26.1. Refer to Aconex ref: L & R-STINS-000024.</p>		
4.0 Contractual			
4.1	<p>Notices of Dispute – Response was issued by VSBA Legal to Bowden. Bowden have sent response to VSBA Legal. Seeking a further meeting with VSBA.</p> <p>Bowden must continue construction works until instructed otherwise.</p> <p>09/MAR/2023 – Not Relevant of Bowden has stated that they have stopped work on the LC building, which is a critical path item.</p>	All	Ongoing
4.5	<p>Variations – Not Relevant working with IPM.</p> <p>Creating Change Events progressively. These then require VSBA approval.</p> <p>Priority variation is to be added to contract.</p>	Not Relevant	Ongoing
5.0 Architectural			

5.7	<p>Uploaded landscaping design to Aconex. For review. Drawings updated and sent through. Trampoline design is there. Sent via mail, Not Relevant to check drawings.</p> <p>Bowden to provide a budget estimate for consideration. If budget is too high, an alternate to paving will be sought.</p> <p>20/APR/2023: Under review by Not Relevant</p>	Not Relevant	04/MAY
5.8	<p>Door hardware schedule Not Relevant currently reviewing. To be uploaded to Document Register. May need to go to surveyor. Requested sample of veneer finish. With Building Surveyor - no issues.</p> <p>Not Relevant to issue to Bowden. Not Relevant to discuss locks requirements with school.</p>		04/MAY
5.9	<p>Heating and Cooling of gym, basketball ring and climbing wall designs to be finalised. Finalising the basketball ring quote. Provide dampal detail for basketball ring to Bowden. Climbing wall is a standalone structure and in discussion with school and VSBA. Heating and cooling solution in discussion with VSBA. Evaporative cooling may be cost prohibitive. Bowden to provide budget estimate for consideration. Removed from Bowden's scope.</p>		Completed
5.10	<p>Gym vinyl floor line marking colouring to be finalised between school and Not Relevant</p>		04/MAY
5.11	<p>Amended ramp design and Building Surveyor approval. To be addressed.</p>		04/MAY
5.12	<p>Gym flooring sample not yet received. To be checked if in post box. Markings can be changed.</p>		04/MAY
6.0 Structural			
6.2	<p>Not Relevant to review drawings relating to paths. Identify the gaps and send comments. Team will then meet. Not Relevant to organise Engineers to specify and inspect proof rolling. Refer to Item 5.9. Need to be shown compaction rate. Engineer to provide specification.</p>		04/MAY
7.0 Services			

7.1	<p>Sub-station upgrade by Powercor scheduled for the 09/JAN. Nominal date for power shutdown of site on the 09/DEC to 13/DEC.</p> <p>School to prepare for scheduled outage.</p> <p>Refer to Powercor email dated 18/NOV.</p> <p>Powercor – Came to site 11/JAN but were unable to perform connection while live due to age of infrastructure. To be rescheduled.</p> <p>New date 11/APR proposed to Powercor. Works duration is 5 hrs.</p> <p>Planning required for food cold storage as date approaches.</p> <p>Cooking program requires generator. Bowden to provide temporary power to fridges when required.</p>	Not Relevant	TBA
7.2	<p>Sewer pump controller location to be determined.</p> <p>Sewer pump to be on TH external wall, ~2m from floor, lockable cage with external light indicator, reset button and call out function to phone + 1 extra person (to advise).</p> <p>Main sewer pump controller to be on south wall of MT building (if possible).</p> <p>to add to drawings. Ongoing.</p> <p>to specify controller with call-out.</p>	Not Relevant	04/MAY
7.3	<p>AV system to follow-up with</p> <p>to organise meeting with at 10:30 am Friday. Purpose is to mark-up layout with power and data. Heights to be specified.</p> <p>Meeting held, specs provided sent to Engineer for approval.</p> <p>Bowden rough-in and points only. Supply and install of the AV equipment and anything else is not in scope.</p> <p>to look at RFI associated with outlet heights.</p>	Not Relevant	04/MAY
8.0 Other			
8.1	<ul style="list-style-type: none"> Sheds and relocatables – schedule meeting to discuss scope omission. Bowden progress on sheds. Power is part of Bowden scope. School expected sheds to be relocated. to determine at what point the sheds were de-scoped. Organise meeting with 	Not Relevant	04/MAY
8.2	<ul style="list-style-type: none"> Bowden to appoint PM. To be discussed offline. 	N/A	N/A
8.3	<p>Observed Issues on Site:</p> <ul style="list-style-type: none"> Language onsite to be dialled down. No vaping onsite. Parking in allocated spaced only. 	Not Relevant	21/APR

8.7	<ul style="list-style-type: none"> Access control to MT Building allowing alarm disarm only MT Building. 	Not Relevant	TBA
8.8	<ul style="list-style-type: none"> Gate size discrepancy to opening <input type="text" value="Not Relevant"/> to respond. School prefers to use existing gate. Also review perimeter fencing. 	Not Relevant	TBA
8.9	<ul style="list-style-type: none"> Provide IT contact to <input type="text" value="Not Relevant"/> 		04/MAY



Meeting Details

Meeting: Site Meeting 22 – VBSA – Barwon Valley School – Stage 2

Date: 04/MAY/2023

Attendees: [Redacted] (Chair and Minute Taker)

- [Redacted]
- [Redacted]
- [Redacted] School
- [Redacted] FMSA
- [Redacted] Bowden

Apologies: [Redacted] – FMSA
[Redacted] – Bowden
[Redacted] Bowden

[Redacted]

Minutes

Item	Task/Note	Due	By
Acknowledgement to traditional landowners, elders past, present and future.			
1.0	Health, Safety and Environment		
1.1	<p>Incidents and Near Misses:</p> <ul style="list-style-type: none"> • Near miss – Truck backed into pipe – No damage or injury. • 20/APR/2023 – SWMS – The 2 requested SWMS from Bowden were of poor quality – incomplete fields, contradictory information and/or illegible. Bowden are to review all SWMS and make corrections. 	[Redacted]	04/MAY
2.0	Site Progress		
2.1	<p>Bowden Project Manager’s Report for previous 2 weeks:</p> <ul style="list-style-type: none"> • Cladding to MT, MT rough-in mechanical, security cables, windows completed. • LC – Steel erection 50 %. • TH – Slab Prep commenced. • PG – Brickwork commenced and electrical rough-in completed. Windows completed. 	N/A	N/A

3.0 Schedule

Milestone	Completion Date			
	Original	DEC/22 Schedule	Forecast	Actual
Site Establishment	07/FEB/22	16/MAR/22	N/A	16/MAR/22
Learning Centre - PC	20/SEP/22	30/NOV/22		
Therapy Hub - PC	14/SEP/22	25/NOV/22		
Materials Tech. - PC	24/JUN/22	08/SEP/22		
PA Building - PC	13/DEC/22	07/MAR/23		
Gym - PC	22/MAR/23	19/JUN/23		

Project Manager/Superintendent unable to assess EOT's or track project without current and up to date Construction and Procurement Schedules from Bowden.

10/MAR/2023

3.1

- LC slab has not been poured due to Bowden refusing to follow instruction from the Superintendent to pour. Bowden stated that they will not continue on with the works, which is regarded as an illegal work stoppage and non-compliance to the Contract.
- Bowden are instructed to pour the LC slab as per the current Design documents. Also previously instructed as per Aconex mail BowdenCo-GCOR-000004 on the 03/FEB/2023.
- No useable schedule provided by Bowden. Bowden refuse to provide a functional Construction Schedule and Procurement Schedule. Legitimate reasons for this failure are not being shared with the Project Team or Not Relevant
- Not Relevant fabricated that a full and current schedule is available in Aconex, however, no such schedule exists upon checking. The last being issued in mid-December 2022, which is outdated. No replacement has been issued by Bowden.
- Not Relevant alleged without basis and fabricated that the Superintendent has provided no formal instruction as to whether concrete should be poured. This was refuted shortly after by the presentation of the Superintendent's Instruction (Ref: BowdenCo-GCOR-000004) on the 03/FEB/2023 in Aconex.

20/APR/2023

- Bowden are unable to explain why the LC slab has been poured ~1 month late. Bowden indicated that a Notice of Dispute has been in progress.

3.2	<p>Superintendent's Notes: Bowden have failed to supply an up-to-date and useable Construction Schedule after formal requests on the following occasions:</p> <ul style="list-style-type: none"> • 13/JAN/2023 (via email). • 24/JAN/2023 (via email). • 03/FEB/2023 (via Aconex). • 27/FEB/2023 (via Aconex and email). • 10/MAR/2023 (via Aconex). • 10/FEB/2023 – Bowden have stated that they want the VSBA Legal process to be completed. VSBA and Superintendent have requested the PC dates and full schedule without unapproved EOT's. • 24/FEB/2023 – Bowden have ignored requests and/or refused to provide a Construction Schedule. • 09/MAR/2023 – Bowden were requested to provide a schedule but have refused. No reason was given by Bowden, other than citing "efficiency gains", which is irrelevant and does not offset the need to have a current Construction Schedule. • 20/MAR/2023 – Bowden Not Relevant was removed from project by the Superintendent under contract Clause 26.1. Refer to Aconex ref: L & R-STINS-000024. 		
4.0 Contractual			
4.1	<p>Notices of Dispute – Response was issued by VSBA Legal to Bowden.</p> <ul style="list-style-type: none"> • Bowden have sent response to VSBA Legal. Seeking a further meeting with VSBA. • Bowden must continue construction works until instructed otherwise. • 09/MAR/2023 – Not Relevant of Bowden has stated that they have stopped work on the LC building, which is a critical path item. • 04/MAY/2023 – No change since last meeting. 	N/A	Ongoing
4.5	<p>Variations – Not Relevant working with IPM:</p> <ul style="list-style-type: none"> • Creating Change Events progressively. These then require VSBA approval. • Priority variation is to be added to contract. • Loaded into contract – Now with VSBA. 	Completed	Ongoing
5.0 Architectural			

5.7	<p>Uploaded landscaping design to Aconex:</p> <ul style="list-style-type: none"> • Drawings updated and sent through. Trampoline design is there. • Sent via mail, Not Relevant to check drawings. • Bowden to provide a budget estimate for consideration. If budget is too high, an alternate to paving will be sought. • 20/APR/2023 - Under review by Not Relevant • 04/MAY/2023 Not Relevant to organise meeting to discuss whether budget can accommodate landscaping according to current scope by 12/MAY. 	Not Relevant	18/MAY	
5.8	<p>Door hardware schedule:</p> <ul style="list-style-type: none"> • To be uploaded to Document Register. May need to go to surveyor. • Requested sample of veneer finish. • With Building Surveyor - no issues. • Not Relevant to issue to Bowden. • Not Relevant to discuss locks requirements with school. • Locks have been removed from classrooms. Schedule to be revised. 			12/MAY
5.10	<p>Gym Vinyl Floor:</p> <ul style="list-style-type: none"> • line marking colouring to be finalised between school and Not Relevant • Revision issued Not Relevant to provide sample. Blue and white. 			18/MAY
5.11	<p>Amended ramp design and Building Surveyor approval:</p> <ul style="list-style-type: none"> • To be addressed. • Ramp redesign has been issued. Bowden have received. 		Completed	04/MAY
5.12	<p>Gym Flooring Sample:</p> <ul style="list-style-type: none"> • Not yet received. To be checked if in post box. Markings can be changed. • Samples to be provided. 	Not Relevant	18/MAY	
6.0	Structural			

6.2	<p>Paving Compaction:</p> <ul style="list-style-type: none"> • Not Relevant to review drawings relating to paths. Identify the gaps and send comments. Team will then meet. • Not Relevant to organise Engineers to specify and inspect proof rolling. • Refer to Item 5.9. • Need to be shown compaction rate. Engineer to provide specification. • 04/MAY/2023 - Bowden to review provided information. 	Not Relevant	18/MAY
7.0 Services			
7.1	<p>Sub-Station Upgrade by Powercor:</p> <ul style="list-style-type: none"> • Scheduled for the 09/JAN. Nominal date for power shutdown of site on the 09/DEC to 13/DEC. • School to prepare for scheduled outage. • Refer to Powercor email dated 18/NOV. • Powercor – Came to site 11/JAN but were unable to perform connection while live due to age of infrastructure. To be rescheduled. • New date 11/APR proposed to Powercor. Works duration is 5 hrs. • Planning required for food cold storage as date approaches. • Cooking program requires generator. Bowden to provide temporary power to fridges when required. • 04/MAY/2023 – Surge caused minor damage to auto door – VSBA to re-imburse school Not Relevant to cancel Credit Variation in Aconex. Work is otherwise completed. 	Not Relevant	18/MAY
7.2	<p>Sewer pump controller location to be determined:</p> <ul style="list-style-type: none"> • Sewer pump to be on TH external wall, ~2m from floor, lockable cage with external light indicator, reset button and call out function to Not Relevant phone + 1 extra person Not Relevant to advise). • Main sewer pump controller to be on south wall of MT building (if possible). • Not Relevant to add to drawings. Ongoing. • Not Relevant to specify controller with call-out. • 04/MAY/2023 - Ongoing. Not Relevant to specify position and provide callout details. 	Not Relevant	18/MAY

7.3	<p>AV System Specifications:</p> <ul style="list-style-type: none"> • Not Relevant to follow-up with Not Relevant • Not Relevant to organise meeting with Not Relevant and Not Relevant at 10:30 am Friday. Purpose is to mark-up layout with power and data. • Heights to be specified. • Meeting held, specs provided Not Relevant sent to Engineer for approval. • Bowden rough-in and points only. Supply and install of the AV equipment and anything else is not in scope. • Not Relevant to look at RFI associated with outlet heights. • 04/MAY/2023 - Heights have been specified. Future provision for motorised basketball rings – cables coiled up in wall cavity. 	Completed	04/MAY
8.0 Other			
8.1	<p>Sheds and Relocatables:</p> <ul style="list-style-type: none"> • Schedule meeting to discuss scope omission. • Bowden progress on sheds? • Power is part of Bowden scope. • School expected sheds to be relocated. • Not Relevant to determine at what point the sheds were de-scoped. • Not Relevant Organise meeting with Not Relevant • 04/MAY/2023 - Not Relevant to scope-up shed relocation Not Relevant to mark-up layout of proposed shed location and send to Not Relevant 	Not Relevant	18/MAY
8.2	<p>Bowden to appoint PM:</p> <ul style="list-style-type: none"> • To be discussed offline. • Discussed on 20/APR/2023 online. Outcome: Not Relevant remains removed from the project. • 04/MAY/2023 – New PM not yet appointed. 		01/APR
8.3	<p>Observed Issues on Site:</p> <ul style="list-style-type: none"> • Language onsite to be dialled down. • No vaping onsite. • Parking in allocated spaced only. 	Completed	21/APR
8.7	<p>Access control to MT Building allowing alarm disarm only MT Building:</p> <ul style="list-style-type: none"> • New cable has been laid. 	Completed	N/A

8.8	<p>Gate Size Discrepancy:</p> <ul style="list-style-type: none"> Gate size discrepancy to opening. ^{Not Relevant} to respond. School prefers to use existing gate. Also review perimeter fencing. DC has issued a plan to school and received approval. To be issued to Bowden to implement. Sloping land to be taken into account. Look at levels. 	Not Relevant	18/MAY
8.9	<p>IT Review:</p> <ul style="list-style-type: none"> Provide IT contact to ^{Not Relevant} New ethernet IMTD cabinet required. 	Completed	04/MAY
8.10	<p>Gym North Wall:</p> <ul style="list-style-type: none"> Consider including fire rated walls on Gym north wall. Future provision for STEM Hub. Designers to advise. 	Not Relevant	18/MAY
8.11	<p>Shipping Containers:</p> <p>Container purchased and currently hiring containers for furniture storage. Currently onsite. Option to purchase second container.</p> <ul style="list-style-type: none"> Can be taken out of furniture budget but need to determine what the scope is and the budget of the grant. Does it include hoists? Prefer not to hire. Invoice for purchased container to be sent to VSBA for payment. 		18/MAY
8.12	<p>Winch for Climbing Wall:</p> <ul style="list-style-type: none"> Requires power. ^{Not Relevant} to discuss with ^{Not Relevant} Look for off-the-shelf unit. Bowden to follow manufacturer's installation instructions. 		18/MAY
8.13	<p>Noise:</p> <ul style="list-style-type: none"> School to be notified of noisy activity. Notify school of movement through alarmed doorways. 		Ongoing



Meeting Details

Meeting: Site Meeting 23 – VBSA – Barwon Valley School – Stage 2

Date: 01/JUN/2023

Attendees: [Redacted] (Chair and Minute Taker)

[Redacted]

[Redacted] School

[Redacted] FMSA

Apologies: [Redacted] - Bowden
[Redacted] - FMSA
[Redacted] - Bowden
[Redacted] Bowden

[Redacted]

Minutes

Item	Task/Note	By	Due
Acknowledgement to traditional landowners, elders past, present and future.			
1.0	Health, Safety and Environment		
1.1	Incidents and Near Misses: • Unable to verify – Bowden did not attend meeting.	N/A	N/A
2.0	Site Progress		
2.1	Bowden Project Manager’s Report for previous 2 weeks: • Unable to verify – Bowden did not attend meeting.	N/A	N/A
3.0	Schedule		

Milestone	Completion Date			
	Original	DEC/22 Schedule	Forecast	Actual
Site Establishment	07/FEB/22	16/MAR/22	N/A	16/MAR/22
Learning Centre - PC	20/SEP/22	30/NOV/22		
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Materials Tech. - PC	24/JUN/22	08/SEP/22		
PA Building - PC	13/DEC/22	07/MAR/23		
Gym - PC	22/MAR/23	19/JUN/23		

Project Manager/Superintendent unable to assess EOT's or track project without current and up to date Construction and Procurement Schedules from Bowden.

10/MAR/2023

3.1

- LC slab has not been poured due to Bowden refusing to follow instruction from the Superintendent to pour. Bowden stated that they will not continue on with the works, which is regarded as an illegal work stoppage and non-compliance to the Contract.
- Bowden are instructed to pour the LC slab as per the current Design documents. Also previously instructed as per Aconex mail BowdenCo-GCOR-000004 on the 03/FEB/2023.
- No useable schedule provided by Bowden. Bowden refuse to provide a functional Construction Schedule and Procurement Schedule. Legitimate reasons for this failure are not being shared with the Project Team or Not Relevant
- Not Relevant fabricated that a full and current schedule is available in Aconex, however, no such schedule exists upon checking. The last being issued in mid-December 2022, which is outdated. No replacement has been issued by Bowden.
- Not Relevant alleged without basis and fabricated that the Superintendent has provided no formal instruction as to whether concrete should be poured. This was refuted shortly after by the presentation of the Superintendent's Instruction (Ref: BowdenCo-GCOR-000004) on the 03/FEB/2023 in Aconex.

20/APR/2023

- Bowden are unable to explain why the LC slab has been poured ~1 month late. Bowden indicated that a Notice of Dispute has been in progress.

01/JUN/2023

- Bowden have not provided a useable schedule or PC dates since DEC/2023.

3.2	<p>Superintendent's Notes: Bowden have failed to supply an up-to-date and useable Construction Schedule after formal requests on the following occasions:</p> <ul style="list-style-type: none"> • 13/JAN/2023 (via email). • 24/JAN/2023 (via email). • 03/FEB/2023 (via Aconex). • 27/FEB/2023 (via Aconex and email). • 10/MAR/2023 (via Aconex). • 10/FEB/2023 – Bowden have stated that they want the VSBA Legal process to be completed. VSBA and Superintendent have requested the PC dates and full schedule without unapproved EOT's. • 24/FEB/2023 – Bowden have ignored requests and/or refused to provide a Construction Schedule. • 09/MAR/2023 – Bowden were requested to provide a schedule but have refused. No reason was given by Bowden, other than citing "efficiency gains", which is irrelevant and does not offset the need to have a current Construction Schedule. • 20/MAR/2023 – Bowden Not Relevant was removed from project by the Superintendent under contract Clause 26.1. Refer to Aconex ref: L & R-STINS-000024. • 01/JUN/2023 – Bowden did not attend the site meeting and offered no reasonable explanation as to why. • Bowden attempted to evict the Designer and Superintendent from the site without right. Bowden have escalated from unco-operative to openly hostile toward team members. There is concern around the safety and security of team members when attending site. 		
4.0	Contractual		
4.1	<p>Notices of Dispute – Response was issued by VSBA Legal to Bowden</p> <ul style="list-style-type: none"> • Bowden have sent response to VSBA Legal. Seeking a further meeting with VSBA. • Bowden must continue construction works until instructed otherwise. • 09/MAR/2023 – Not Relevant of Bowden has stated that they have stopped work on the LC building, which is a critical path item. • 04/MAY/2023 – No change since last meeting. 	N/A	Ongoing
5.0	Architectural		

5.7	<p>Uploaded landscaping design to Aconex:</p> <ul style="list-style-type: none"> • Drawings updated and sent through. Trampoline design is there. • Sent via mail, Not Relevant to check drawings. • Bowden to provide a budget estimate for consideration. If budget is too high, an alternate to paving will be sought. • 20/APR/2023 - Under review by Not Relevant • 04/MAY/2023 - Not Relevant to organise meeting to discuss whether budget can accommodate landscaping according to current scope by 12/MAY. • 01/JUN/2023 - Not Relevant to determine budget cap and then we can develop scope accordingly. 	Not Relevant	18/MAY
5.8	<p>Door hardware schedule:</p> <ul style="list-style-type: none"> • To be uploaded to Document Register. May need to go to surveyor. • Requested sample of veneer finish. • With Building Surveyor - no issues. • Not Relevant to issue to Bowden. • Not Relevant to discuss locks requirements with school. • Locks have been removed from classrooms. Schedule to be revised. • 01/JUN/2023 Not Relevant to confirm. 	Not Relevant	12/MAY
5.10	<p>Gym Vinyl Floor:</p> <ul style="list-style-type: none"> • Line marking colouring to be finalised between school and Not Relevant • Revision issued Not Relevant to provide sample. Blue and white. • 01/JUN/2023 - Waiting for supplier to send the samples. Expected around mid June. 		18/MAY
5.12	<p>Gym Flooring Sample:</p> <ul style="list-style-type: none"> • Not yet received. To be checked if in post box. Markings can be changed. • Samples to be provided. 		18/MAY
6.0	Structural		

6.2	<p>Paving Compaction:</p> <ul style="list-style-type: none"> • Not Relevant to review drawings relating to paths. Identify the gaps and send comments. Team will then meet. • Not Relevant to organise Engineers to specify and inspect proof rolling. • Refer to Item 5.9. • Need to be shown compaction rate. Engineer to provide specification. • 04/MAY/2023 - Bowden to review provided information. • 01/JUN/2023 - Engineering design has been completed. With Bowden. 	Not Relevant	18/MAY
7.0 Services			
7.1	<p>Sub-Station Upgrade by Powercor:</p> <ul style="list-style-type: none"> • Scheduled for the 09/JAN. Nominal date for power shutdown of site on the 09/DEC to 13/DEC. • School to prepare for scheduled outage. • Refer to Powercor email dated 18/NOV. • Powercor - Came to site 11/JAN but were unable to perform connection while live due to age of infrastructure. To be rescheduled. • New date 11/APR proposed to Powercor. Works duration is 5 hrs. • Planning required for food cold storage as date approaches. • Cooking program requires generator. Bowden to provide temporary power to fridges when required. • 04/MAY/2023 - Surge caused minor damage to auto door - VSBA to re-imburse school. Not Relevant to cancel Credit Variation in Aconex. Work is otherwise completed. • 01/JUN/2023 - Invoice yet to be paid. School will resend invoices. 	Not Relevant	18/MAY

7.2	<p>Sewer pump controller location to be determined:</p> <ul style="list-style-type: none"> • Sewer pump to be on TH external wall, ~2m from floor, lockable cage with external light indicator, reset button and call out function to <input type="text" value="Not Relevant"/> phone + 1 extra person <input type="text" value="Not Relevant"/> (to advise). • Main sewer pump controller to be on south wall of MT building (if possible). • <input type="text" value="Not Relevant"/> to add to drawings. Ongoing. • <input type="text" value="Not Relevant"/> to specify controller with call-out. • 04/MAY/2023 - Ongoing <input type="text" value="Not Relevant"/> to specify position and provide callout details. • 01/JUN/2023 - Confirm controller callout. 	<input type="text" value="Not Relevant"/>	18/MAY
8.0 Other			
8.1	<p>Sheds and Relocatables:</p> <ul style="list-style-type: none"> • Schedule meeting to discuss scope omission. • Bowden progress on sheds? • Power is part of Bowden scope. • School expected sheds to be relocated. • <input type="text" value="Not Relevant"/> to determine at what point the sheds were de-scoped. • Organise meeting with <input type="text" value="Not Relevant"/> • 04/MAY/2023 <input type="text" value="Not Relevant"/> to scope-up shed relocation <input type="text" value="Not Relevant"/> to mark-up layout of proposed shed location and send to <input type="text" value="Not Relevant"/> • 01/JUN/2023: • Bowden have been asked if in their scope. Consensus is that it is within their scope as it appears in drawings. • <input type="text" value="Not Relevant"/> to source quotes to move sheds. 	<input type="text" value="Not Relevant"/>	18/MAY
8.2	<p>Bowden to appoint PM:</p> <ul style="list-style-type: none"> • To be discussed offline. • Discussed on 20/APR/2023 online. Outcome: <input type="text" value="Not Relevant"/> remains removed from the project. • 04/MAY/2023 – New PM not yet appointed. 	<input type="text" value="Not Relevant"/>	01/APR

8.8	<p>Gate Size Discrepancy:</p> <ul style="list-style-type: none"> Gate size discrepancy to opening. Not Relevant to respond. School prefers to use existing gate. Also review perimeter fencing. Not Relevant has issued a plan to school and received approval. To be issued to Bowden to implement. Sloping land to be taken into account. Look at levels. 01/JUN/2023: Not Relevant to add auto gate and fencing to designs. Match fence with existing. 	Not Relevant	18/MAY
8.10	<p>Gym North Wall:</p> <ul style="list-style-type: none"> Consider including fire rated walls on Gym north wall. Future provision for STEM Hub. Designers to advise. 01/JUN/2023 - Completed. 	Completed	18/MAY
8.11	<p>Shipping Containers:</p> <ul style="list-style-type: none"> Container purchased and currently hiring containers for furniture storage. Currently onsite. Option to purchase second container. Can be taken out of furniture budget but need to determine what the scope is and the budget of the grant. Does it include hoists? Prefer not to hire. Invoice for purchased container to be sent to VSBA for payment. 	Not Relevant	18/MAY
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8.13	<p>Noise:</p> <ul style="list-style-type: none"> School to be notified of noisy activity. Notify school of movement through alarmed doorways. 01/JUN/2023 - Noise has improved. 		Ongoing
8.14	<ul style="list-style-type: none"> Review RFI lists for any that are holding up the project. 	TBA	



Meeting Details

Meeting: Site Meeting 24 – VBSA – Barwon Valley School – Stage 2

Date: 13/JUL/2023

Attendees: [Redacted] (Chair and Minute Taker)

[Redacted]
[Redacted]

[Redacted] Foreground
[Redacted] - Foreground
[Redacted] - Bowden
[Redacted] - Bowden

Apologies: [Redacted] - Foreground

[Redacted] Bowden
[Redacted] - School

Minutes

Item	Task/Note	By	Due
Acknowledgement to traditional landowners, elders past, present and future.			
1.0	Health, Safety and Environment		
1.1	Incidents and Near Misses: • Nil.	N/A	N/A
2.0	Site Progress		
2.1	Bowden Project Manager's Report for previous 2 weeks: • MT – Vinyl flooring installed. Joinery is installed. • LC – Plumbing rough-in completed. Mechanical and electrical in progress. External brickwork completed. Roof and gutters 90%. • TH – Structural steel completed. Roof and frame in progress. • PG – Ready for joinery, currently painting. Concrete prepped.	N/A	N/A
3.0	Schedule		

Milestone	Completion Date			
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10/MAR/2023

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- No useable schedule provided by Bowden. Bowden refuse to provide a functional Construction Schedule and Procurement Schedule. Legitimate reasons for this failure are not being shared with the Project Team or Not Relevant
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01/JUN/2023

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4.0	Contractual		
4.1	<p>Notices of Dispute:</p> <ul style="list-style-type: none"> • Response was issued by VSBA Legal to Bowden. • Bowden have sent response to VSBA Legal. Seeking a further meeting with VSBA. • Bowden must continue construction works until instructed otherwise. • 09/MAR/2023 – Not Relevant of Bowden has stated that they have stopped work on the LC building, which is a critical path item. • 04/MAY/2023 – No change since last meeting. • 15/JUN/2023 – Additional funds were requested. • 13/JUL/2023 – Notices of Disputes response has been issued to Bowden and in discussion with stakeholders. 	N/A	Ongoing
5.0	Architectural		

5.7	<p>Uploaded landscaping design to Aconex:</p> <ul style="list-style-type: none"> • Drawings updated and sent through. Trampoline design is there. • Sent via mail, Not Relevant to check drawings. • Bowden to provide a budget estimate for consideration. If budget is too high, an alternate to paving will be sought. • 20/APR/2023 - Under review by Not Relevant • 04/MAY/2023 - Not Relevant to organise meeting to discuss whether budget can accommodate landscaping according to current scope by 12/MAY. • 01/JUN/2023 - Not Relevant to determine budget cap and then we can develop scope accordingly. • 20/JUN/2023 - Not Relevant to check progress with Not Relevant to follow-up with Not Relevant • 13/JUL/2023 - Not Relevant to follow-up on the hot water services and other items in Aconex, Not Relevant to co-ordinate with Not Relevant • Not Relevant queried the type of landscape drawings. Drawings are architectural and in Aconex. • Not Relevant queried if any discrepancies between Bowden pricing and current design drawings. Requires to be checked, Not Relevant to organise meeting with designers. • Fencing height differences and compliance to be reviewed for egress. 	Not Relevant	TBA
5.10	<p>Gym Vinyl Floor:</p> <ul style="list-style-type: none"> • Line marking colouring to be finalised between school and Not Relevant • Revision issued Not Relevant to provide sample. Blue and white. • 01/JUN/2023 - Waiting for supplier to send the samples. Expected around mid-June. • 15/JUN/2023 - Not yet received from supplier. • 13/JUL/2023 - Sample not yet received from supplier. 	Not Relevant	27/JUL
<p>6.0 Structural</p>			

6.2	<p>Paving Compaction:</p> <ul style="list-style-type: none"> • Not Relevant to review drawings relating to paths. Identify the gaps and send comments. Team will then meet. • Not Relevant to organise Engineers to specify and inspect proof rolling. • Refer to Item 5.9. • Need to be shown compaction rate. Engineer to provide specification. • 04/MAY/2023 - Bowden to review provided information. • 01/JUN/2023 - Engineering design has been completed. With Bowden. • 15/JUN/2023 - No concerns from Bowden. • 13/JUL/2023 - PG completed. LC in progress - waiting for CBR testing. 	Not Relevant	TBA
7.0 Services			
7.1	<p>Sub-Station Upgrade by Powercor:</p> <ul style="list-style-type: none"> • Scheduled for the 09/JAN. Nominal date for power shutdown of site on the 09/DEC to 13/DEC. • School to prepare for scheduled outage. • Refer to Powercor email dated 18/NOV. • Powercor - Came to site 11/JAN but were unable to perform connection while live due to age of infrastructure. To be rescheduled. • New date 11/APR proposed to Powercor. Works duration is 5 hrs. • Planning required for food cold storage as date approaches. • Cooking program requires generator. Bowden to provide temporary power to fridges when required. • 04/MAY/2023 - Surge caused minor damage to auto door - VSBA to re-imburse school. Not Relevant to cancel Credit Variation in Aconex. Work is otherwise completed. • 01/JUN/2023 - Invoice yet to be paid. School will resend invoices. • 15/JUN/2023 - Invoices yet to be paid. • 13/JUL/2023 - Payment TBC by school. 	Not Relevant	27/JUL
8.0 Other			

8.1	<p>Sheds and Relocatables:</p> <ul style="list-style-type: none"> Schedule meeting to discuss scope omission. Bowden progress on sheds? Power is part of Bowden scope. School expected sheds to be relocated. Not Relevant to determine at what point the sheds were de-scoped. Organise meeting with Not Relevant 04/MAY/2023 Not Relevant to scope-up shed relocation. Not Relevant to mark-up layout of proposed shed location and send to Not Relevant 01/JUN/2023 - Bowden have been asked if in their scope. Consensus is that it is within their scope as it appears in drawings. Not Relevant to source quotes to move sheds. 15/JUN/2023 – Credit variation for sheds to be inputted and quotes obtained to move. Not Relevant to send any contacts to do work. 13/JUL/2023 – Planned site visit by Not Relevant to inspect and meet with contractor Not Relevant to send through some contacts. 	Not Relevant	27/JUL
8.2	<p>Bowden to appoint PM:</p> <ul style="list-style-type: none"> To be discussed offline. Discussed on 20/APR/2023 online. Outcome: Not Relevant remains removed from the project. 04/MAY/2023 – New PM not yet appointed. 15/MAY/2023 – Not Relevant still remains as supervisor, unclear as to allocation or intent of role. 13/JUL/2023 – Pending discussions with Bowden. 	Not Relevant	TBA
8.8	<p>Gate Size Discrepancy:</p> <ul style="list-style-type: none"> Gate size discrepancy to opening. Not Relevant to respond. School prefers to use existing gate. Also review perimeter fencing. Not Relevant has issued a plan to school and received approval. To be issued to Bowden to implement. Sloping land to be taken into account. Look at levels. 01/JUN/2023 – Not Relevant to add auto gate and fencing to designs. Match fence with existing. 15/JUN/2023 – Not Relevant finalising gate revisions for entry gate and fence extensions, also include updates to dust extractor enclosure. 13/JUL/2023 – Related to previous item 5.7. Drawings and schedules updated with revisions for entry gate and fence extensions, also include updates to dust extractor enclosure. 	Not Relevant	27/JUL

8.11	<p>Shipping Containers:</p> <ul style="list-style-type: none"> • Container purchased and currently hiring containers for furniture storage. Currently onsite. Option to purchase second container. • Can be taken out of furniture budget but need to determine what the scope is and the budget of the grant. Does it include hoists? • Prefer not to hire. Invoice for purchased container to be sent to VSBA for payment. • 15/JUN/2023 - Payment yet to be made. • 13/JUL/2023 – 2 purchased and rented units removed. Payment of invoice TBC by Not Relevant 	Not Relevant	27/JUL
8.14	<ul style="list-style-type: none"> • Review RFI lists for any that are holding up the project. 	Completed	TBA
8.15	<p>Works Inside Existing Building:</p> <ul style="list-style-type: none"> • Not Relevant queried timing of internal works. • Not Relevant asked for the impact on the internal works. • Not Relevant to arrange meeting with Not Relevant to co-ordinate internal works. Also arrange tour. 	Not Relevant	27/JUL
8.16	<p>TH Hoists:</p> <ul style="list-style-type: none"> • Not Relevant following up with hoist installers about retrofitting hoists to existing building without accessing roof frame. 	Not Relevant	27/JUL
8.17	<p>Conduit for Optic Fibre:</p> <ul style="list-style-type: none"> • Conduits installed and completion of cable due next school holidays. 	Note	Note
8.18	<p>Electrical Layout:</p> <ul style="list-style-type: none"> • Not Relevant to check against Bowden's interpreted drawing. Determine alignment between the two. 	Not Relevant	19/JUL



Meeting Details

Meeting: Barwon Valley School - Site Meeting 25

Date: 28/SEP/2023

Attendees: [Redacted] (Chair and Minute Taker)
 [Redacted]
 [Redacted] - Foreground
 [Redacted] - Bowden
 [Redacted] Bowden
 [Redacted] School
 [Redacted] Bowden

Apologies: [Redacted] Foreground

Minutes

Item	Task/Note	By	Due
Acknowledgement to traditional landowners, elders past, present and future.			
1.0	Health, Safety and Environment		
1.1	Incidents and Near Misses: • Nil.	N/A	N/A
2.0	Site Progress		
2.1	<ul style="list-style-type: none"> LC 90% plastering complete Painting to commence 9/OCT LC joinery starting 2 wks TH 80% plastering complete 	N/A	N/A
3.0	Schedule		

	Milestone	Completion Date			
		Original	28/9/2023 Schedule	Forecast	Actual
3.1	Site Establishment	07/FEB/22	16/MAR/22	N/A	16/MAR/22
	Learning Centre – PC	20/SEP/22	18/DEC/23		
	Therapy Hub – PC	14/SEP/22	18/DEC/23		
	Materials Tech. – PC	24/JUN/22	20/OCT/23		
	PA Building – PC	13/DEC/22	TBC		
	Gym – PC	22/MAR/23	20/OCT/23		
<ul style="list-style-type: none"> Superintendent has instructed Bowden to produce a baseline programme to show the from now to completion. 					
4.0					
4.1	<p>Additional landscape Areas</p> <p>Gym</p> <ul style="list-style-type: none"> Garden bed on the car park side of the Gym Synthetic grass & drainage to be priced and submitted prior to approval <p>Materials Building</p> <ul style="list-style-type: none"> Synthetic grass in student areas & Dromana toppings where students can access. Bowden to provide price. 		Not Relevant	5 OCT	
4.2	<p>Learning Centre Hoists</p> <p>Bowden require additional structural design advice & Aldi care advice.</p> <ul style="list-style-type: none"> Not Relevant to manage Stantec & Aldi Care to provide: hoist support details, curtain details, fixing details 			5 OCT	
4.3	<p>Therapy Hub/ Room</p> <p>Roof</p> <ul style="list-style-type: none"> Engineer report provided not to the satisfaction of Not Relevant Not Relevant to provide option to support roof and box drain. <p>Therapy Room Hoist</p> <ul style="list-style-type: none"> Waiting for the roof solution Staged occupancy may need to be considered if this is delayed significantly. 			5 OCT	

	<p>Performing Arts</p> <ul style="list-style-type: none"> • Bowden to take possession 20 OCT • Building surveyor reviewing compliance of changes 	<p>Not Relevant</p>	5 OCT
	<p>Mirrors</p> <ul style="list-style-type: none"> • School prefers acrylic mirrors not glass mirrors. • Photo of acrylic mirrors to be sent to Not Relevant • RFI to be sent to change mirrors to acrylic • 		5 OCT
	<p>Landscape Plans</p> <ul style="list-style-type: none"> • Building surveyor to be consulted for the compliance required landscape items for building access. • School to be consulted to prioritise the landscape scope • Landscape plans/ scope to reflect the prioritised landscape. 		13 OCT
	<p>Relocation of Existing Sheds</p> <ul style="list-style-type: none"> • School requires the relocation of 3no existing sheds, outside of Bowden's contract. • Options to be investigated. 		31 OCT
	<ul style="list-style-type: none"> • 		



Meeting Details

Meeting: Barwon Valley School - Site Meeting 26

Date: 12/OCT/2023

Attendees: [Redacted] (Chair and Minute Taker)

[Redacted]

[Redacted] - Foreground

[Redacted] - Bowden

[Redacted] - School

[Redacted] Bowden

Apologies: [Redacted] - Foreground
[Redacted] Bowden

Minutes

Item	Task/Note	By	Due
Acknowledgement to traditional landowners, elders past, present and future.			
1.0	Health, Safety and Environment		
1.1	Incidents and Near Misses: • Break in to the site, copper cable was stolen.	N/A	N/A
2.0	Site Progress		
2.1	<ul style="list-style-type: none"> Painting commenced LC building. LC joinery starting next week. LC doors installation next week 	N/A	N/A

3.0		Schedule			
3.1		Milestone	Completion Date		
			Original	Schedule	Actual
		Site Establishment	07/FEB/22	16/MAR/22	16/MAR/22
		Learning Centre – PC	20/SEP/22	10/JAN/24	
		Therapy Hub – PC	14/SEP/22	16/JAN/24	
		Materials Tech. – PC	24/JUN/22	20/OCT/23	
		PA Building – PC	13/DEC/22	TBC	
	Gym – PC	22/MAR/23	20/OCT/23		
	<ul style="list-style-type: none"> The project handover dates have slipped by a couple of weeks and will be affected by the Xmas shutdown period. 				
4.0					
4.1	Additional landscape Areas		Closed		
	<p>Gym</p> <ul style="list-style-type: none"> Garden bed on the car park side of the Gym Synthetic grass & drainage to be priced and submitted prior to approval <p>Materials Building</p> <ul style="list-style-type: none"> Synthetic grass in student areas & Dromana toppings where students can access. Bowden to provide price. <p>12/10/2023</p> <ul style="list-style-type: none"> Variation submitted and approved – Bowden to proceed with works. 				

4.2	<p>Learning Centre Hoists</p> <p>Bowden require additional structural design advice & Aldi care advice.</p> <ul style="list-style-type: none"> Not Relevant to manage Stantec & Aldi Care to provide: hoist support details, curtain details, fixing details <p>12/10/2023</p> <ul style="list-style-type: none"> Bowden have the structural steel details and have been directed to manufacture. Building surveyor will be required to inspect. New schedule for the internal curtain & gate to be issued today. This issue is currently delaying the project and an EOT will be issued for this activity. 	Not Relevant	5 OCT
4.3	<p>Therapy Hub/ Room</p> <p>Roof</p> <ul style="list-style-type: none"> Engineer report provided not to the satisfaction of Not Relevant Not Relevant to provide option to support roof and box drain. <p>12/10/2023</p> <ul style="list-style-type: none"> Bowden provided a solution that does not require the mechanical unit to be relocated. Not Relevant satisfied with proposal. Bowden to proceed with this solution. <p>Therapy Room Hoist</p> <ul style="list-style-type: none"> Waiting for the roof solution Staged occupancy may need to be considered if this is delayed significantly. <p>12/10/2023</p> <ul style="list-style-type: none"> Wall support details for hoist to be provided. 	Not Relevant	20/10

4.4	<p>Performing Arts</p> <ul style="list-style-type: none"> Bowden to take possession 20 OCT Building surveyor reviewing compliance of changes. 12/10/2023 Bowden submitted a variation for changes to the internal PA building. RFI submitted regarding the location of the door. Handrail to be installed for the external concrete paving at the exit to the PA building (similar to Material Buildings). The exits to the PA building compliance to be confirmed. (exit signs, fire hose & paving). 	Not Relevant	18/10
4.5	<p>Mirrors</p> <ul style="list-style-type: none"> School prefers acrylic mirrors not glass mirrors. Photo of acrylic mirrors to be sent to Not Relevant RFI to be sent to change mirrors to acrylic 12/10/2023 Fixing and finishing details to be sent to Bowden. Not Relevant Credit to be submitted from Bowden for replacing glass mirrors with acrylic mirrors. 	Not Relevant	18/10
4.6	<p>Landscape Plans</p> <ul style="list-style-type: none"> Building surveyor to be consulted for the compliance required landscape items for building access. School to be consulted to prioritise the landscape scope Landscape plans/ scope to reflect the prioritised landscape. 12/10/2023 Require confirmation with Civil Eng, around the LC building. <ul style="list-style-type: none"> Concrete paving Fencing Retaining walls Revise the landscape scope. 	Not Relevant	20/10
4.7	<p>Relocation of Existing Sheds</p> <ul style="list-style-type: none"> School requires the relocation of 3no existing sheds, outside of Bowden's contract. Options to be investigated. 12/10/2023 Relocation of existing sheds not viable. Bowden to provide option of installing new shed. 	Not Relevant	31 OCT

4.8	Decorative External Painting <ul style="list-style-type: none"> The design to be removed from the Laura Ave facing elevation. 	Not Relevant	12/11
4.9	Therapy Hub Gate <ul style="list-style-type: none"> 2100 gate outside of TH required. Meeting to understand requirement 		12/10



Meeting Details

Meeting: Barwon Valley School - Site Meeting 26

Date: 26/OCT/2023

Attendees: Not Relevant (Chair and Minute Taker)

- Not Relevant
- Not Relevant
- Not Relevant - Foreground
- Not Relevant - Bowden
- Not Relevant - School
- Not Relevant - Bowden

Apologies: Not Relevant - Foreground
Bowden

Minutes

Item	Task/Note	By	Due
Acknowledgement to traditional landowners, elders past, present and future.			
1.0	Health, Safety and Environment		
1.1	Incidents and Near Misses: • Nil	N/A	N/A
2.0	Site Progress		
2.1	<ul style="list-style-type: none"> • Painting LC building near complete. • LC joinery approx. 30% complete • LC external doors installation complete. • LC internal doors installation next week. • Fitting LC lights this week. • LC bathroom steel install mid next week. 	N/A	N/A
3.0	Schedule		

	Milestone	Completion Date		
		Original	Schedule	Actual
3.1	Site Establishment	07/FEB/22	16/MAR/22	16/MAR/22
	Learning Centre – PC	20/SEP/22	2/FEB/24	
	Therapy Hub – PC	14/SEP/22	2/FEB/24	
	Materials Tech. – PC	24/JUN/22	21/NOV/23	
	PA Building – PC	13/DEC/22	TBC	
	Gym – PC	22/MAR/23	1/NOV/23	
	<ul style="list-style-type: none"> The project handover dates have slipped again by a couple of weeks and will be affected by the Xmas shutdown period. The project has been in delay whilst LC issues were resolved. Project has now programmed all LC issues through to completion & looking for opportunities to save time. 			
4.0				
4.2	<p>Learning Centre Hoists Bowden require additional structural design advice & Aldi care advice.</p> <ul style="list-style-type: none"> Not Relevant to manage Stantec & Aldi Care to provide: hoist support details, curtain details, fixing details <p>12/10/2023</p> <ul style="list-style-type: none"> Bowden have the structural steel details and have been directed to manufacture. Building surveyor will be required to inspect. New schedule for the internal curtain & gate to be issued today. This issue is currently delaying the project and an EOT will be issued for this activity. <p>26/10/2023</p> <ul style="list-style-type: none"> Bowden are now progressing with hoist support detail. Structural steel to be installed next week. 		<p>Note (to be monitored)</p>	

4.3	<p>Therapy Hub/ Room</p> <p>Roof</p> <ul style="list-style-type: none"> • Engineer report provided not to the satisfaction of Not Relevant • Not Relevant to provide option to support roof and box drain. <p>12/10/2023</p> <ul style="list-style-type: none"> • Bowden provided a solution that does not require the mechanical unit to be relocated. • Not Relevant satisfied with proposal. • Bowden to proceed with this solution. <p>Therapy Room Hoist</p> <ul style="list-style-type: none"> • Waiting for the roof solution • Staged occupancy may need to be considered if this is delayed significantly. <p>26/10/2023</p> <ul style="list-style-type: none"> • Bowden have submitted a variation to be assessed. • Works have been programmed, approx. 1 week for the roof work. 	Note (to be monitored)	
4.4	<p>Performing Arts</p> <ul style="list-style-type: none"> • Bowden to take possession 20 OCT • Building surveyor reviewing compliance of changes. • 12/10/2023 • Bowden submitted a variation for changes to the internal PA building. • RFI submitted regarding the location of the door. • Handrail to be installed for the external concrete paving at the exit to the PA building (similar to Material Buildings). • The exits to the PA building compliance to be confirmed. (exit signs, fire hose & paving). <p>26/10/2023</p> <ul style="list-style-type: none"> • Works are on hold waiting for full understanding of budget. • School proposed to remove new side exit door. Not Relevant to assess constraints. 	Not Relevant	1/11

4.5	<p>Mirrors</p> <ul style="list-style-type: none"> School prefers acrylic mirrors not glass mirrors. Photo of acrylic mirrors to be sent to Not Relevant RFI to be sent to change mirrors to acrylic <p>12/10/2023</p> <ul style="list-style-type: none"> Fixing and finishing details to be sent to Bowden Not Relevant Credit to be submitted from Bowden for replacing glass mirrors with acrylic mirrors. 26/10/2023 Not Relevant to forward fixing and finishing details to Bowden. 	Not Relevant	1/11
4.6	<p>Landscape Plans</p> <ul style="list-style-type: none"> Building surveyor to be consulted for the compliance required landscape items for building access. School to be consulted to prioritise the landscape scope Landscape plans/ scope to reflect the prioritised landscape. <p>12/10/2023</p> <ul style="list-style-type: none"> Require confirmation with Civil Eng, around the LC building. <ul style="list-style-type: none"> Concrete paving Fencing Retaining walls Revise the landscape scope. <p>26/10/2023</p> <ul style="list-style-type: none"> Landscape meeting from 23/10/2023 Not Relevant to provide direction regarding landscape around building. This is the compliance/ required landscape scope that will be required for occupancy of the building. Not Relevant to propose revised landscape scope circulate and organise meeting to discuss. 	Not Relevant	1/11
4.7	<p>Relocation of Existing Sheds</p> <ul style="list-style-type: none"> School requires the relocation of 3no existing sheds, outside of Bowden's contract. Options to be investigated. <p>12/10/2023</p> <ul style="list-style-type: none"> Relocation of existing sheds not viable. Bowden to provide option of installing new shed. 23/10/2023 Bowden progressing with price for option of new shed. 	Not Relevant	1/11T

4.8	<p>Decorative External Painting</p> <ul style="list-style-type: none"> The design to be removed from the Laura Ave facing elevation. <p>26/10/2023</p> <ul style="list-style-type: none"> Painting has been rectified. School to confirm their acceptance. 	Not Relevant	1/11
4.9	<p>Therapy Hub Gate</p> <ul style="list-style-type: none"> 2100 gate outside of TH required. Meeting to understand requirement <p>26/10/2023</p> <ul style="list-style-type: none"> Extension of fence & gate required in north east corner. Variation to be submitted. 		1/11
4.10	<p>Gym Line Marking</p> <ul style="list-style-type: none"> Line marking to the gym & the post supports to be changed to give more space around the outside. Project team to inspect and provide cost effective solution. 		6/11
4.11	<p>Gym Rock Wall</p> <ul style="list-style-type: none"> Not Relevant to confirm the rock wall status 		2/11
4.12	<p>Meeting Change</p> <ul style="list-style-type: none"> Meeting to be changed to a week later. Next meeting to be 16 November 	Note	



Meeting Details

Meeting: Barwon Valley School - Site Meeting 28

Date: 16/NOV/2023

Attendees: [Redacted] (Chair and Minute Taker)

[Redacted]

[Redacted]

[Redacted] - Foreground

[Redacted] Bowden

Apologies: [Redacted] - Foreground
[Redacted] Bowden

[Redacted] School

[Redacted] - Bowden

Minutes

Item	Task/Note	By	Due
Acknowledgement to traditional landowners, elders past, present and future.			
1.0	Health, Safety and Environment		
	Incidents and Near Misses:		
1.1	<ul style="list-style-type: none"> Contract smoking on school grounds – Bowden to investigate Bowden to alert the school when isolating power. 	N/A	N/A
2.0	Site Progress		

2.1	<ul style="list-style-type: none"> • Vinyl flooring commenced- approx. 3 weeks • Joinery install continuing – planning to complete end Nov (subbie is busy this timeline is challenging) • Painting doors internal this week, external next week • Max ply/ wall panel – on site 27/11 install 12 days • Electricians on site this week, electrical fit off in classrooms, finished following joinery. • Plaster <ul style="list-style-type: none"> ○ LC washrooms started – finished next week ○ TH ceiling commenced. ○ Plaster to be completed first week December. 	N/A	N/A																															
3.0	Schedule																																	
3.1	<table border="1" data-bbox="252 869 1358 1305"> <thead> <tr style="background-color: #1a3d4d; color: white;"> <th rowspan="2" style="text-align: center;">Milestone</th> <th colspan="3" style="text-align: center;">Completion Date</th> </tr> <tr style="background-color: #1a3d4d; color: white;"> <th style="text-align: center;">Original</th> <th style="text-align: center;">Schedule</th> <th style="text-align: center;">Actual</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Site Establishment</td> <td style="text-align: center;">07/FEB/22</td> <td style="text-align: center;">16/MAR/22</td> <td style="text-align: center;">16/MAR/22</td> </tr> <tr> <td style="text-align: center;">Learning Centre – PC</td> <td style="text-align: center;">20/SEP/22</td> <td style="text-align: center;">3/FEB/24</td> <td></td> </tr> <tr> <td style="text-align: center;">Therapy Hub – PC</td> <td style="text-align: center;">14/SEP/22</td> <td style="text-align: center;">3/FEB/24</td> <td></td> </tr> <tr> <td style="text-align: center;">Materials Tech. – PC</td> <td style="text-align: center;">24/JUN/22</td> <td style="text-align: center;">21/NOV/23</td> <td></td> </tr> <tr> <td style="text-align: center;">PA Building – PC</td> <td style="text-align: center;">13/DEC/22</td> <td style="text-align: center;">TBC</td> <td></td> </tr> <tr> <td style="text-align: center;">Gym – PC</td> <td style="text-align: center;">22/MAR/23</td> <td style="text-align: center;">1/NOV/23</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Project has now programmed all LC issues through to completion & looking for opportunities to save time. • Landscape will delay LC occupancy and will delay PC. 			Milestone	Completion Date			Original	Schedule	Actual	Site Establishment	07/FEB/22	16/MAR/22	16/MAR/22	Learning Centre – PC	20/SEP/22	3/FEB/24		Therapy Hub – PC	14/SEP/22	3/FEB/24		Materials Tech. – PC	24/JUN/22	21/NOV/23		PA Building – PC	13/DEC/22	TBC		Gym – PC	22/MAR/23	1/NOV/23	
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4.0																																		

4.4	<p>Performing Arts</p> <ul style="list-style-type: none"> • Bowden to take possession 20 OCT • Building surveyor reviewing compliance of changes. • 12/10/2023 • Bowden submitted a variation for changes to the internal PA building. • RFI submitted regarding the location of the door. • Handrail to be installed for the external concrete paving at the exit to the PA building (similar to Material Buildings). • The exits to the PA building compliance to be confirmed. (exit signs, fire hose & paving). <p>26/10/2023</p> <ul style="list-style-type: none"> • Works are on hold waiting for full understanding of budget. • School proposed to remove new side exit door. Not Relevant to assess constraints. <p>16/11/2023</p> <ul style="list-style-type: none"> • The side exit door and external ramp will be deleted from scope. • Existing carpet will be retained. • Not Relevant to provide direction and seek credit. • PA building will not be handed over to Bowden until LC can be used. 	Not Relevant	21/11
4.5	<p>Mirrors</p> <ul style="list-style-type: none"> • School prefers acrylic mirrors not glass mirrors. • Photo of acrylic mirrors to be sent to Not Relevant • RFI to be sent to change mirrors to acrylic <p>12/10/2023</p> <ul style="list-style-type: none"> • Fixing and finishing details to be sent to Bowden Not Relevant • Credit to be submitted from Bowden for replacing glass mirrors with acrylic mirrors. <p>26/10/2023</p> <ul style="list-style-type: none"> • Not Relevant to forward fixing and finishing details to Bowden. <p>16/11/2023</p> <ul style="list-style-type: none"> • Waiting for details 	Not Relevant	21/11

4.6	<p>Landscape Plans</p> <ul style="list-style-type: none"> • Building surveyor to be consulted for the compliance required landscape items for building access. • School to be consulted to prioritise the landscape scope • Landscape plans/ scope to reflect the prioritised landscape. <p>12/10/2023</p> <ul style="list-style-type: none"> • Require confirmation with Civil Eng, around the LC building. <ul style="list-style-type: none"> ○ Concrete paving ○ Fencing ○ Retaining walls <ul style="list-style-type: none"> • Revise the landscape scope. <p>26/10/2023</p> <ul style="list-style-type: none"> • Landscape meeting from 23/10/2023 • Not Relevant to provide direction regarding landscape around building. This is the compliance/ required landscape scope that will be required for occupancy of the building. • Not Relevant to propose revised landscape scope circulate and organise meeting to discuss. • 16/11/2023 • Landscape meeting with landscape architect today. • Critical activity on site. 	Not Relevant	20/11
4.7	<p>Relocation of Existing Sheds</p> <ul style="list-style-type: none"> • School requires the relocation of 3no existing sheds, outside of Bowden's contract. • Options to be investigated. <p>12/10/2023</p> <ul style="list-style-type: none"> • Relocation of existing sheds not viable. • Bowden to provide option of installing new shed. <p>23/10/2023</p> <ul style="list-style-type: none"> • Bowden progressing with price for option of new shed. <p>16/11/2023</p> <ul style="list-style-type: none"> • To be managed as a part of the landscape work 	Not Relevant	21/11

4.10	<p>Gym Line Marking</p> <ul style="list-style-type: none"> Line marking to the gym & the post supports to be changed to give more space around the outside. Project team to inspect and provide cost effective solution. <p>16/11/2023</p> <ul style="list-style-type: none"> Bowden to be directed to provide variation to core supports into slab & to replace vinyl/ linemark 	Not Relevant	6/11
4.11	<p>Gym Rock Wall</p> <ul style="list-style-type: none"> Not Relevant to confirm the rock wall status <p>16/11/2023</p> <ul style="list-style-type: none"> Cost of rock wall to come from project budget. Source quote and forecast costs. 		24/11
4.12	<p>Sensory wall</p> <ul style="list-style-type: none"> Foam attached to walls potentially could be pulled off. Foreground to advise of solution. 		24/11
4.13	<p>Curtain Track</p> <ul style="list-style-type: none"> Foreground to source alternative. 		24/11
4.14	<p>Learning Centre Door</p> <ul style="list-style-type: none"> Bowden to provide variation for additional door from LC classroom onto landscape area. 		23/11
4.15	<p>Therapy Room Hoist</p> <ul style="list-style-type: none"> Foreground to provide details for the hoist support. 		23/11
	<ul style="list-style-type: none"> 		



Meeting Details

Meeting: Barwon Valley School - Site Meeting 29

Date: 5/DEC/2023

Attendees: [Redacted] (Chair and Minute Taker)
 [Redacted]
 [Redacted] - Foreground
 [Redacted] - Bowden
 [Redacted] - Foreground
 [Redacted] - Bowden
 [Redacted] - School
 [Redacted] - Bowden

Apologies:

Minutes

Item	Task/Note	By	Due
Acknowledgement to traditional landowners, elders past, present and future.			
1.0	Health, Safety and Environment		
	Incidents and Near Misses:		
1.1	<ul style="list-style-type: none"> Contract smoking on school grounds - Bowden toolboxed issue and confirmed expectations. 	N/A	N/A
2.0	Site Progress		

2.1	<p>TH & LC Building</p> <ul style="list-style-type: none"> • Vinyl flooring commenced <ul style="list-style-type: none"> ○ LC expected complete in 1 week ○ TH to follow 3 weeks work • Joinery install continuing <ul style="list-style-type: none"> ○ LC ○ Doors & locks complete next week. ○ Washroom next week. ○ TH ○ Carcass to be complete prior to Xmas ○ Finished off next year. • Max ply/ wall panel 90% complete. • Electricians on site this week, electrical fit off in classrooms, finished following joinery. • Plaster <ul style="list-style-type: none"> ○ TH plaster 90% complete. ○ LC plaster complete. • Painters on site in TH approx. 1 week to complete • Carpet to be installed after electrical fit off, potentially prior to Xmas. 	N/A	N/A
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3.0 Schedule

3.1	<table border="1"> <thead> <tr> <th rowspan="2">Milestone</th> <th colspan="3">Completion Date</th> </tr> <tr> <th>Original</th> <th>Schedule</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>Site Establishment</td> <td>07/FEB/22</td> <td>16/MAR/22</td> <td>16/MAR/22</td> </tr> <tr> <td>Learning Centre – PC</td> <td>20/SEP/22</td> <td>3/FEB/24</td> <td></td> </tr> <tr> <td>Therapy Hub – PC</td> <td>14/SEP/22</td> <td>3/FEB/24</td> <td></td> </tr> <tr> <td>Materials Tech. – PC</td> <td>24/JUN/22</td> <td>21/NOV/23</td> <td>24/NOV/23</td> </tr> <tr> <td>PA Building – PC</td> <td>13/DEC/22</td> <td>TBC</td> <td></td> </tr> <tr> <td>Gym – PC</td> <td>22/MAR/23</td> <td>1/NOV/23</td> <td>24/NOV/23</td> </tr> </tbody> </table>	Milestone	Completion Date			Original	Schedule	Actual	Site Establishment	07/FEB/22	16/MAR/22	16/MAR/22	Learning Centre – PC	20/SEP/22	3/FEB/24		Therapy Hub – PC	14/SEP/22	3/FEB/24		Materials Tech. – PC	24/JUN/22	21/NOV/23	24/NOV/23	PA Building – PC	13/DEC/22	TBC		Gym – PC	22/MAR/23	1/NOV/23	24/NOV/23	<ul style="list-style-type: none"> • Landscape will delay LC occupancy and will delay PC.
	Milestone		Completion Date																														
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Gym – PC	22/MAR/23	1/NOV/23	24/NOV/23																														

4.0

4.4	<p>Performing Arts</p> <ul style="list-style-type: none"> • Bowden to take possession 20 OCT • Building surveyor reviewing compliance of changes. • 12/10/2023 • Bowden submitted a variation for changes to the internal PA building. • RFI submitted regarding the location of the door. • Handrail to be installed for the external concrete paving at the exit to the PA building (similar to Material Buildings). • The exits to the PA building compliance to be confirmed. (exit signs, fire hose & paving). <p>26/10/2023</p> <ul style="list-style-type: none"> • Works are on hold waiting for full understanding of budget. • School proposed to remove new side exit door. Not Relevant to assess constraints. <p>16/11/2023</p> <ul style="list-style-type: none"> • The side exit door and external ramp will be deleted from scope. • Existing carpet will be retained. • Not Relevant to provide direction and seek credit. • PA building will not be handed over to Bowden until LC can be used. <p>5/12/2023</p> <ul style="list-style-type: none"> • Drawings for the PA building to be issue today • Scope to be clarified. 	<div style="border: 1px solid red; padding: 5px; width: fit-content; margin: auto;">Not Relevant</div>	5/12
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4.5	<p>Mirrors</p> <ul style="list-style-type: none"> School prefers acrylic mirrors not glass mirrors. Photo of acrylic mirrors to be sent to Not Relevant RFI to be sent to change mirrors to acrylic <p>12/10/2023</p> <ul style="list-style-type: none"> Fixing and finishing details to be sent to Bowden. Not Relevant Credit to be submitted from Bowden for replacing glass mirrors with acrylic mirrors. <p>26/10/2023</p> <ul style="list-style-type: none"> Not Relevant to forward fixing and finishing details to Bowden. <p>16/11/2023</p> <ul style="list-style-type: none"> Waiting for details <p>5/12/2023</p> <ul style="list-style-type: none"> Bowden have details Variation to be issued. 	<p style="text-align: center;">Not Relevant</p>	21/11
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4.6	<p>Landscape Plans</p> <ul style="list-style-type: none"> • Building surveyor to be consulted for the compliance required landscape items for building access. • School to be consulted to prioritise the landscape scope • Landscape plans/ scope to reflect the prioritised landscape. <p>12/10/2023</p> <ul style="list-style-type: none"> • Require confirmation with Civil Eng, around the LC building. <ul style="list-style-type: none"> ○ Concrete paving ○ Fencing ○ Retaining walls • Revise the landscape scope. <p>26/10/2023</p> <ul style="list-style-type: none"> • Landscape meeting from 23/10/2023 • Not Relevant to provide direction regarding landscape around building. This is the compliance/ required landscape scope that will be required for occupancy of the building. • Not Relevant to propose revised landscape scope circulate and organise meeting to discuss. <p>16/11/2023</p> <ul style="list-style-type: none"> • Landscape meeting with landscape architect today. • Critical activity on site. <p>5/12/2023</p> <ul style="list-style-type: none"> • Landscape sketch developed by architect Not Relevant to review. • The concrete paths access/ egress details to be provided today. 	<div style="border: 1px solid red; padding: 5px; display: inline-block;">Not Relevant</div>	5/12
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4.7	<p>Relocation of Existing Sheds</p> <ul style="list-style-type: none"> School requires the relocation of 3no existing sheds, outside of Bowden's contract. Options to be investigated. <p>12/10/2023</p> <ul style="list-style-type: none"> Relocation of existing sheds not viable. Bowden to provide option of installing new shed. <p>23/10/2023</p> <ul style="list-style-type: none"> Bowden progressing with price for option of new shed. <p>16/11/2023</p> <ul style="list-style-type: none"> To be managed as a part of the landscape work <p>5/12</p> <ul style="list-style-type: none"> No update 	Not Relevant	
4.10	<p>Gym Line Marking</p> <ul style="list-style-type: none"> Line marking to the gym & the post supports to be changed to give more space around the outside. Project team to inspect and provide cost effective solution. <p>16/11/2023</p> <ul style="list-style-type: none"> Bowden to be directed to provide variation to core supports into slab & to replace vinyl/ linemark 	Not Relevant	6/11
4.11	<p>Gym Rock Wall</p> <ul style="list-style-type: none"> Not Relevant to confirm the rock wall status <p>16/11/2023</p> <ul style="list-style-type: none"> Cost of rock wall to come from project budget. Source quote and forecast costs. 5/12/2023 Not Relevant to follow up supplier to confirm quote. 	Not Relevant	8/12
4.12	<p>Sensory wall</p> <ul style="list-style-type: none"> Foam attached to walls potentially could be pulled off. Foreground to advise of solution. <p>5/12/2023</p> <ul style="list-style-type: none"> Foreground to respond to RFI. Trim proposed. 	Not Relevant	8/12

4.13	<p>Curtain Track</p> <ul style="list-style-type: none"> • Foreground to source alternative. • 5/12/2023 • Specified item difficult to customise. Not Relevant to advise • 	<div style="border: 1px solid red; padding: 5px; display: inline-block;">Not Relevant</div>	8/12
4.14	<p>Learning Centre Door</p> <ul style="list-style-type: none"> • Bowden to provide variation for additional door from LC classroom onto landscape area. • 5/12/2023 • Proposed doors into LC & TH building require pricing. • Details to be forwarded on to Bowden. 		8/12
4.15	<p>Therapy Room Hoist</p> <ul style="list-style-type: none"> • Foreground to provide details for the hoist support. • 5/12/2023 • Therapy Room variation to be determined if proceeding. 		8/12
	<ul style="list-style-type: none"> • 		



Meeting Details

Meeting: Barwon Valley School - Site Meeting 30

Date: 14/DEC/2023

Attendees: [Not Relevant] (Chair and Minute Taker)

[Not Relevant]

[Not Relevant] Bowden

[Not Relevant] - Foreground
Bowden

[Not Relevant] School

[Not Relevant] - Bowden

Apologies: [Not Relevant] - Foreground

Minutes

Item	Task/Note	By	Due
Acknowledgement to traditional landowners, elders past, present and future.			
1.0	Health, Safety and Environment		
1.1	Incidents and Near Misses: • No incidents	N/A	N/A
2.0	Site Progress		

2.1	<p>TH & LC Building</p> <ul style="list-style-type: none"> • Vinyl flooring commenced <ul style="list-style-type: none"> ○ LC washrooms commenced & expected complete this year ○ TH to follow 3 weeks work. Waterproof done this year vinyl follow next year. • Joinery install continuing <ul style="list-style-type: none"> ○ Bowden engaged an additional contractor to mitigate any delays. ○ LC ○ Classroom joinery delivered this week. ○ This year outstanding work is doors/ hardware. ○ TH ○ Joinery to be done in January. • Electricians on site completed as much as they can in LC moving into TH next week following joinery. To be completed January. • Painters close to complete. • Carpet to be installed after electrical fit off, to be done in January. 	N/A	N/A
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3.0 Schedule

3.1	<table border="1"> <thead> <tr> <th rowspan="2">Milestone</th> <th colspan="3">Completion Date</th> </tr> <tr> <th>Original</th> <th>Schedule</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>Site Establishment</td> <td>07/FEB/22</td> <td>16/MAR/22</td> <td>16/MAR/22</td> </tr> <tr> <td>Learning Centre – PC</td> <td>20/SEP/22</td> <td>3/FEB/24</td> <td></td> </tr> <tr> <td>Therapy Hub – PC</td> <td>14/SEP/22</td> <td>3/FEB/24</td> <td></td> </tr> <tr> <td>Materials Tech. – PC</td> <td>24/JUN/22</td> <td>21/NOV/23</td> <td>24/NOV/23</td> </tr> <tr> <td>PA Building – PC</td> <td>13/DEC/22</td> <td>TBC</td> <td></td> </tr> <tr> <td>Gym – PC</td> <td>22/MAR/23</td> <td>1/NOV/23</td> <td>24/NOV/23</td> </tr> </tbody> </table>	Milestone	Completion Date			Original	Schedule	Actual	Site Establishment	07/FEB/22	16/MAR/22	16/MAR/22	Learning Centre – PC	20/SEP/22	3/FEB/24		Therapy Hub – PC	14/SEP/22	3/FEB/24		Materials Tech. – PC	24/JUN/22	21/NOV/23	24/NOV/23	PA Building – PC	13/DEC/22	TBC		Gym – PC	22/MAR/23	1/NOV/23	24/NOV/23	<ul style="list-style-type: none"> • Landscape will delay LC occupancy and will delay PC. • Delay to the PA Building is an EOT.
	Milestone		Completion Date																														
		Original	Schedule	Actual																													
	Site Establishment	07/FEB/22	16/MAR/22	16/MAR/22																													
	Learning Centre – PC	20/SEP/22	3/FEB/24																														
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	Materials Tech. – PC	24/JUN/22	21/NOV/23	24/NOV/23																													
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4.1	<p>Performing Arts</p> <ul style="list-style-type: none"> • Bowden to take possession 20 OCT • Building surveyor reviewing compliance of changes. • 12/10/2023 • Bowden submitted a variation for changes to the internal PA building. • RFI submitted regarding the location of the door. • Handrail to be installed for the external concrete paving at the exit to the PA building (similar to Material Buildings). • The exits to the PA building compliance to be confirmed. (exit signs, fire hose & paving). <p>26/10/2023</p> <ul style="list-style-type: none"> • Works are on hold waiting for full understanding of budget. • School proposed to remove new side exit door. Not Relevant to assess constraints. <p>16/11/2023</p> <ul style="list-style-type: none"> • The side exit door and external ramp will be deleted from scope. • Existing carpet will be retained. • Not Relevant to provide direction and seek credit. • PA building will not be handed over to Bowden until LC can be used. <p>5/12/2023</p> <ul style="list-style-type: none"> • Drawings for the PA building to be issue today • Scope to be clarified. <p>14/12/2023</p> <ul style="list-style-type: none"> • No change awaiting information from Not Relevant 	Not Relevant	5/12
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4.2	<p>Mirrors</p> <ul style="list-style-type: none"> • School prefers acrylic mirrors not glass mirrors. • Photo of acrylic mirrors to be sent to Not Relevant • RFI to be sent to change mirrors to acrylic <p>12/10/2023</p> <ul style="list-style-type: none"> • Fixing and finishing details to be sent to Bowden. Not Relevant • Credit to be submitted from Bowden for replacing glass mirrors with acrylic mirrors. <p>26/10/2023</p> <ul style="list-style-type: none"> • Not Relevant to forward fixing and finishing details to Bowden. <p>16/11/2023</p> <ul style="list-style-type: none"> • Waiting for details <p>5/12/2023</p> <ul style="list-style-type: none"> • Bowden have details • Variation to be issued. <p>14/12/2023</p> <ul style="list-style-type: none"> • Variation has been submitted. • QS assess prior to approval. 	Not Relevant	22/12
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4.3	<p>Landscape Plans</p> <ul style="list-style-type: none"> • Building surveyor to be consulted for the compliance required landscape items for building access. • School to be consulted to prioritise the landscape scope • Landscape plans/ scope to reflect the prioritised landscape. <p>12/10/2023</p> <ul style="list-style-type: none"> • Require confirmation with Civil Eng, around the LC building. <ul style="list-style-type: none"> ○ Concrete paving ○ Fencing ○ Retaining walls • Revise the landscape scope. <p>26/10/2023</p> <ul style="list-style-type: none"> • Landscape meeting from 23/10/2023 • Not Relevant to provide direction regarding landscape around building. This is the compliance/ required landscape scope that will be required for occupancy of the building. • Not Relevant to propose revised landscape scope circulate and organise meeting to discuss. <p>16/11/2023</p> <ul style="list-style-type: none"> • Landscape meeting with landscape architect today. • Critical activity on site. <p>5/12/2023</p> <ul style="list-style-type: none"> • Landscape sketch developed by architect Not Relevant to review. • The concrete paths access/ egress details to be provided today. <p>14/12/2023</p> <ul style="list-style-type: none"> • Landscape plan being prepared. • Targeting next week. 	Not Relevant	5/12
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4.4	<p>Relocation of Existing Sheds</p> <ul style="list-style-type: none"> School requires the relocation of 3no existing sheds, outside of Bowden's contract. Options to be investigated. <p>12/10/2023</p> <ul style="list-style-type: none"> Relocation of existing sheds not viable. Bowden to provide option of installing new shed. <p>23/10/2023</p> <ul style="list-style-type: none"> Bowden progressing with price for option of new shed. <p>16/11/2023</p> <ul style="list-style-type: none"> To be managed as a part of the landscape work <p>5/12</p> <ul style="list-style-type: none"> No update <p>14/7/2023</p> <ul style="list-style-type: none"> To be managed with overall landscape scope. 	Not Relevant	
4.5	<p>Gym Line Marking</p> <ul style="list-style-type: none"> Line marking to the gym & the post supports to be changed to give more space around the outside. Project team to inspect and provide cost effective solution. <p>16/11/2023</p> <ul style="list-style-type: none"> Bowden to be directed to provide variation to core supports into slab & to replace vinyl/ linemark <p>14/12/2023</p> <ul style="list-style-type: none"> Variation submitted. QS assess prior to approval. 	Not Relevant	6/11
4.6	<p>Gym Rock Wall</p> <ul style="list-style-type: none"> Not Relevant to confirm the rock wall status <p>16/11/2023</p> <ul style="list-style-type: none"> Cost of rock wall to come from project budget. Source quote and forecast costs. <p>5/12/2023</p> <ul style="list-style-type: none"> Not Relevant to follow up supplier to confirm quote. <p>14/7/2023</p> <ul style="list-style-type: none"> No update. Not Relevant to confirm quote. 	Not Relevant	22/12

4.7	<p>Sensory wall</p> <ul style="list-style-type: none"> • Foam attached to walls potentially could be pulled off. • Foreground to advise of solution. <p>5/12/2023</p> <ul style="list-style-type: none"> • Foreground to respond to RFI. • Trim proposed. <p>14/7/2023</p> <ul style="list-style-type: none"> • Trim to be recommended from Foreground. • School to be consulted. 	Not Relevant	22/12
4.8	<p>Curtain Track</p> <ul style="list-style-type: none"> • Foreground to source alternative. • 5/12/2023 • Specified item difficult to customise. Not Relevant to advise <p>14/12/2023</p> <ul style="list-style-type: none"> • Variation submitted for curtain track in locations except LC washrooms. • QS assessing variation. • The curtain for wash room to be advised Foreground. 		22/12
4.9	<p>Learning Centre Door</p> <ul style="list-style-type: none"> • Bowden to provide variation for additional door from LC classroom onto landscape area. <p>5/12/2023</p> <ul style="list-style-type: none"> • Proposed doors into LC & TH building require pricing. • Details to be forwarded on to Bowden. <p>14/12/2023</p> <ul style="list-style-type: none"> • Details to be sent to Bowden for pricing. 		22/12
4.10	<p>Therapy Room Hoist</p> <ul style="list-style-type: none"> • Foreground to provide details for the hoist support. <p>5/12/2023</p> <ul style="list-style-type: none"> • Therapy Room variation to be determined if proceeding. <p>14/12/2023</p> <ul style="list-style-type: none"> • No update 		8/12
	<ul style="list-style-type: none"> • 		



Meeting Details

Meeting: Barwon Valley School - Site Meeting 31

Date: 25/JAN/2023

Attendees: [Redacted] (Chair and Minute Taker)
 [Redacted]
 [Redacted] - Bowden
 [Redacted] - Bowden
 [Redacted] - Foreground

Apologies: [Redacted]
 [Redacted] - Foreground
 [Redacted] - Bowden
 [Redacted] - School

Minutes

Item	Task/Note	By	Due
Acknowledgement to traditional landowners, elders past, present and future.			
1.0	Health, Safety and Environment		
1.1	Incidents and Near Misses: • No incidents	N/A	N/A
2.0	Site Progress		

2.1	<p>TH Building</p> <ul style="list-style-type: none"> • Vinyl flooring complete • Joinery install continuing <ul style="list-style-type: none"> ○ Bowden engaged an additional contractor to mitigate any delays. ○ All carcus are in. ○ Benchtops completed Monday • Electrical <ul style="list-style-type: none"> ○ Lighting 80% complete ○ Fit-off progressing, will follow joinery out. • Painting 80% complete • Carpet to start in 2 weeks, after LC. <p>LC Building</p> <ul style="list-style-type: none"> • Vinyl complete • Pinboards 90% complete • Painting 95% complete (only defects outstanding). • Carpet installation commences Monday. • Bathrooms – 95% complete <ul style="list-style-type: none"> ○ Hoists installed ○ Joinery finishing off 	N/A	N/A																															
3.0 Schedule																																		
3.1	<table border="1" data-bbox="252 1267 1355 1702"> <thead> <tr style="background-color: #1a3d4d; color: white;"> <th rowspan="2">Milestone</th> <th colspan="3">Completion Date</th> </tr> <tr style="background-color: #1a3d4d; color: white;"> <th>Original</th> <th>Schedule</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>Site Establishment</td> <td>07/FEB/22</td> <td>16/MAR/22</td> <td>16/MAR/22</td> </tr> <tr> <td>Learning Centre – PC</td> <td>20/SEP/22</td> <td>3/FEB/24</td> <td></td> </tr> <tr> <td>Therapy Hub – PC</td> <td>14/SEP/22</td> <td>3/FEB/24</td> <td></td> </tr> <tr> <td>Materials Tech. – PC</td> <td>24/JUN/22</td> <td>21/NOV/23</td> <td>24/NOV/23</td> </tr> <tr> <td>PA Building – PC</td> <td>13/DEC/22</td> <td>TBC</td> <td></td> </tr> <tr> <td>Gym – PC</td> <td>22/MAR/23</td> <td>1/NOV/23</td> <td>24/NOV/23</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • VSBA to contact building surveyor to prioritise project. • Building Permit expires 4 April 2024. 			Milestone	Completion Date			Original	Schedule	Actual	Site Establishment	07/FEB/22	16/MAR/22	16/MAR/22	Learning Centre – PC	20/SEP/22	3/FEB/24		Therapy Hub – PC	14/SEP/22	3/FEB/24		Materials Tech. – PC	24/JUN/22	21/NOV/23	24/NOV/23	PA Building – PC	13/DEC/22	TBC		Gym – PC	22/MAR/23	1/NOV/23	24/NOV/23
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4.0																																		

4.1	<p>Performing Arts</p> <ul style="list-style-type: none"> • Drawings have been revised. • Waiting on building surveyor. • Confirmation required external light and storeroom to be deleted. • Need electrical consultant to re-scope. 	Not Relevant	2/2
4.2	<p>Mirrors</p> <ul style="list-style-type: none"> • School prefers acrylic mirrors not glass mirrors. • Photo of acrylic mirrors to be sent to Not Relevant • RFI to be sent to change mirrors to acrylic <p>12/10/2023</p> <ul style="list-style-type: none"> • Fixing and finishing details to be sent to Bowden. Not Relevant • Credit to be submitted from Bowden for replacing glass mirrors with acrylic mirrors. <p>26/10/2023</p> <ul style="list-style-type: none"> • Not Relevant to forward fixing and finishing details to Bowden. <p>16/11/2023</p> <ul style="list-style-type: none"> • Waiting for details <p>5/12/2023</p> <ul style="list-style-type: none"> • Bowden have details • Variation to be issued. <p>14/12/2023</p> <ul style="list-style-type: none"> • Variation has been submitted. • QS assess prior to approval. 	Closed	
4.3	<p>Landscape Plans</p> <ul style="list-style-type: none"> • Landscape preliminary plan completed last year for comment. • Cost estimate indicated will not achieve budget with this plan. • Design to be reduced in line with Not Relevant comments. • Not Relevant to meet with landscape Not Relevant designer to discuss. • School to be made aware of issue. 	Not Relevant	2/2
4.4	<p>Relocation of Existing Sheds</p> <ul style="list-style-type: none"> • Bowden to provide estimate to construct new shed. 		2/2
4.5	<p>Gym Line Marking</p> <ul style="list-style-type: none"> • Line marking & socket replacement variation approved. • Drawing revised waiting for the school to confirm acceptance. 		6/11

4.6	Gym Rock Wall <ul style="list-style-type: none"> Holding on this item, waiting to understand final cost position. 		TBC
4.7	Sensory wall <ul style="list-style-type: none"> Foam attached to walls potentially could be pulled off. Foreground to advise of solution. <p>5/12/2023</p> <ul style="list-style-type: none"> Foreground to respond to RFI. Trim proposed. <p>14/7/2023</p> <ul style="list-style-type: none"> Trim to be recommended from Foreground. School to be consulted. 25/1/2024 Foreground latest proposal not accepted by school. Continue to look for solution 	Not Relevant	2/2
4.8	Curtain Track <ul style="list-style-type: none"> Foreground to source alternative. 5/12/2023 Specified item difficult to customise. - Not Relevant to advise <p>14/12/2023</p> <ul style="list-style-type: none"> Variation submitted for curtain track in locations except LC washrooms. QS assessing variation. The curtain for wash room to be advised Foreground. 25/1/2024 Waiting for Bowden response to latest proposal. 		2/2
4.9	Learning Centre Door <ul style="list-style-type: none"> Drawing has been updated showing new door. Need building surveyor response/ acknowledgement. 		22/12
4.10	Therapy Room <ul style="list-style-type: none"> Drawing revised Sent to building survey - waiting feedback Not Relevant to contact building surveyor to prioritise project. Leave floor, walls & door. Alter window design. 		2/2

	Therapy Hub <ul style="list-style-type: none">• Drawings revised.• Additional external door deleted.		
	<ul style="list-style-type: none">•		



Meeting Details

Meeting: Barwon Valley School - Site Meeting 32

Date: 8/FEB/2023

Attendees: [Redacted] (Chair and Minute Taker)
 [Redacted]
 [Redacted] - Bowden
 [Redacted] Bowden
 [Redacted] Foreground
 [Redacted]
 [Redacted] School

Apologies: [Redacted] - Foreground
 [Redacted] Bowden

Minutes

Item	Task/Note	By	Due
1.0	Health, Safety and Environment		
1.1	Incidents and Near Misses: <ul style="list-style-type: none"> No incidents 	N/A	N/A
2.0	Site Progress		

2.1	<p>TH Building</p> <ul style="list-style-type: none"> • Joinery install continuing approx. 80% complete <ul style="list-style-type: none"> ○ Staff room yet to be complete • Electrical, mechanical & plumbing fit off complete • Painting complete • Carpet to start Monday 12/02. <p>LC Building</p> <ul style="list-style-type: none"> • Pinboards 90% complete (sensory rooms outstanding) • Painting only defects outstanding. • Carpet installation 95% complete – finish this week. 	N/A	N/A
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3.0 Schedule

3.1	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="background-color: #1a3d54; color: white;">Milestone</th> <th colspan="3" style="background-color: #1a3d54; color: white;">Completion Date</th> </tr> <tr> <th style="background-color: #1a3d54; color: white;">Original</th> <th style="background-color: #1a3d54; color: white;">Schedule</th> <th style="background-color: #1a3d54; color: white;">Actual</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Site Establishment</td> <td style="text-align: center;">07/FEB/22</td> <td style="text-align: center;">16/MAR/22</td> <td style="text-align: center;">16/MAR/22</td> </tr> <tr> <td style="text-align: center;">Learning Centre – PC</td> <td style="text-align: center;">20/SEP/22</td> <td style="text-align: center;">TBC</td> <td></td> </tr> <tr> <td style="text-align: center;">Therapy Hub – PC</td> <td style="text-align: center;">14/SEP/22</td> <td style="text-align: center;">TBC</td> <td></td> </tr> <tr> <td style="text-align: center;">Materials Tech. – PC</td> <td style="text-align: center;">24/JUN/22</td> <td style="text-align: center;">21/NOV/23</td> <td style="text-align: center;">24/NOV/23</td> </tr> <tr> <td style="text-align: center;">PA Building – PC</td> <td style="text-align: center;">13/DEC/22</td> <td style="text-align: center;">TBC</td> <td></td> </tr> <tr> <td style="text-align: center;">Gym – PC</td> <td style="text-align: center;">22/MAR/23</td> <td style="text-align: center;">1/NOV/23</td> <td style="text-align: center;">24/NOV/23</td> </tr> </tbody> </table>				Milestone	Completion Date			Original	Schedule	Actual	Site Establishment	07/FEB/22	16/MAR/22	16/MAR/22	Learning Centre – PC	20/SEP/22	TBC		Therapy Hub – PC	14/SEP/22	TBC		Materials Tech. – PC	24/JUN/22	21/NOV/23	24/NOV/23	PA Building – PC	13/DEC/22	TBC		Gym – PC	22/MAR/23	1/NOV/23	24/NOV/23	<ul style="list-style-type: none"> • VSBA to contact building surveyor to prioritise project. • Building Permit expires 4 April 2024. 		
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4.0

4.1	<p>Performing Arts</p> <ul style="list-style-type: none"> • External sewer outlet being completed next week. • Bowden requires lead time to organise trades – Joinery • PA Building scope meeting to be held today after the meeting • Elec dwg to be updated Not Relevant to follow up. 	<div style="border: 1px solid red; padding: 5px; width: fit-content; margin: auto;">Not Relevant</div>	12/2
4.3	<p>Landscape Plans</p> <ul style="list-style-type: none"> • Landscape architect revised plan next week. • Civil engineer yet to be received Not Relevant to follow up 	<div style="border: 1px solid red; padding: 5px; width: fit-content; margin: auto;">Not Relevant</div>	12/2
4.4	<p>Relocation of Existing Sheds</p> <ul style="list-style-type: none"> • Bowden to provide estimate to construct new shed. • Issue to be discussed at PCG 	Note	

4.5	Gym Line Marking <ul style="list-style-type: none"> Line marking & socket replacement variation approved. Direction to proceed given to Bowden 	Closed	
4.6	Gym Rock Wall <ul style="list-style-type: none"> Holding on this item, waiting to understand final cost position. Issue to be discussed at PCG 	Note	
4.7	Sensory wall <ul style="list-style-type: none"> Foam attached to walls potentially could be pulled off. Foreground to advise of solution. <p>5/12/2023</p> <ul style="list-style-type: none"> Foreground to respond to RFI. Trim proposed. <p>14/7/2023</p> <ul style="list-style-type: none"> Trim to be recommended from Foreground. School to be consulted. <p>25/1/2024</p> <ul style="list-style-type: none"> Foreground latest proposal not accepted by school. Continue to look for solution <p>8/2/2024</p> <ul style="list-style-type: none"> Bowden submitted variation – being assessed 	Not Relevant	12/2
4.8	Curtain Track <ul style="list-style-type: none"> 8/2/2024 Custom shower curtain solution to be followed up Foreground & school 		15/2
4.9	Learning Centre Door <ul style="list-style-type: none"> Drawing has been updated showing new door. Need building surveyor response/ acknowledgement. Engineer to confirm acceptance to remove bottom tie beam. Lead time for the door 35 days Price to be finalised. 		12/2
4.10	Therapy Room <ul style="list-style-type: none"> Change in scope to be discussed at the PCG. 		2/2

4.11	Therapy Hub <ul style="list-style-type: none"> • A compliant exit solution required. • Change in scope to be discussed at the PCG. 	Note	
4.12	LC Kitchen <ul style="list-style-type: none"> • Issue with being able to turn water on without using hands. • Sink is currently allowing water to run over the edge – needs to have a lip. Incorrect item spec potential variation 	Not Relevant	14/2
4.13	Sewer Alarms <ul style="list-style-type: none"> • School requested sewer alarms be installed for each pump. • Th be discussed at PCG 	Note	
4.14	Emergency Evacuation Drawing <ul style="list-style-type: none"> • Foreground to provide 	Not Relevant	19/2
	<ul style="list-style-type: none"> • 		



Meeting Details

Meeting: Barwon Valley School - Site Meeting 33

Date: 22/FEB/2023

Attendees: [Redacted] (Chair and Minute Taker)
 [Redacted]
 [Redacted] - Bowden
 [Redacted] Bowden
 [Redacted] Foreground
 [Redacted]
 [Redacted] - School

Apologies: [Redacted] - Foreground
 [Redacted] Bowden

Minutes

Item	Task/Note	By	Due
1.0	Health, Safety and Environment		
1.1	Incidents and Near Misses: <ul style="list-style-type: none"> No incidents 	N/A	N/A
2.0	Site Progress		

2.1	<p>TH Building</p> <ul style="list-style-type: none"> • Maxi Ply delivered to site end of next week, installed day after. • Pinboard complete this week. • Joinery 95% complete • Carpet Complete (except at the interface with existing building) <p>LC Building</p> <ul style="list-style-type: none"> • Carpet Complete (except at the interface with existing building) • Kitchen fit off complete in 1-2 weeks 	N/A	N/A																															
3.0 Schedule																																		
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4.1	<p>Performing Arts</p> <ul style="list-style-type: none"> External sewer outlet being completed next week. Bowden requires lead time to organise trades - Joinery PA Building scope meeting to be held today after the meeting Elec dwg to be updated Not Relevant to follow up. 22/2 AV equipment list to be re-sent to school. Internal elevation to be updated, changes to: <ul style="list-style-type: none"> Curtain track support. Elec changes Airconditioning scope to be checked. Building surveyor to be issued plans this week/ few days. Not Relevant to organise a meeting with building surveyor & project team. 	Not Relevant	27/2
4.2	<p>Landscape Plans</p> <ul style="list-style-type: none"> Landscape architect revised plan next week. Civil engineer yet to be received Not Relevant to follow up 22/2 Landscape dwg to be issued tomorrow. Civil comments will be included. Civil Engineer yet to provide design - critical. Not Relevant to follow up civil engineer. 		27/2
4.3	<p>Gym Line Marking</p> <ul style="list-style-type: none"> Line marking & socket replacement variation approved. Direction to proceed given to Bowden 22/2 Bowden have been given direction to install sockets and lines. Lines have to wait until materials available. Sockets arrived at site this week Not Relevant to confirm when installing. 		27/2

4.4	<p>Sensory wall</p> <ul style="list-style-type: none"> • Foam attached to walls potentially could be pulled off. • Foreground to advise of solution. <p>5/12/2023</p> <ul style="list-style-type: none"> • Foreground to respond to RFI. • Trim proposed. <p>14/7/2023</p> <ul style="list-style-type: none"> • Trim to be recommended from Foreground. • School to be consulted. • 25/1/2024 • Foreground latest proposal not accepted by school. • Continue to look for solution • 8/2/2024 • Bowden submitted variation – being assessed • 22/2 • Not Relevant to provide direction today for Bowden to proceed with trimming. 	Not Relevant	22/2
4.5	<p>Curtain</p> <ul style="list-style-type: none"> • 8/2/2024 • Custom shower curtain solution to be followed up Foreground & school • 22/2 • Submitted variation <ul style="list-style-type: none"> ○ School provided info to Foreground (1no curtain). ○ Not Relevant to now review variation and advise • LC Bathrooms <ul style="list-style-type: none"> ○ Foreground to follow up supplier 	Not Relevant	27/2

4.6	<p>Learning Centre Door</p> <ul style="list-style-type: none"> • Drawing has been updated showing new door. • Need building surveyor response/ acknowledgement. • Engineer to confirm acceptance to remove bottom tie beam. • Lead time for the door 35 days • Price to be finalised. • 22/2 • Variation has been submitted to be revised to include structure elements. 	Not Relevant	27/2
4.7	<p>Therapy Room</p> <ul style="list-style-type: none"> • School requires room asap • Drawings to be updated to show intended scope. • Not Relevant to provide early direction to allow Bowden to order any long lead items. • Bowden to submit variation asap, including any credits. 		27/2
4.8	<p>Therapy Hub</p> <ul style="list-style-type: none"> • A compliant exit solution required. • 22/2 • Sliding door required to be changed to comply. • Alternatives new door or change joinery layout. • Not Relevant to organise catchup with Bowden & Foreground to propose best solution 		27/2
4.9	<p>LC Kitchen</p> <ul style="list-style-type: none"> • Issue with being able to turn water on without using hands. • Sink is currently allowing water to run over the edge – needs to have a lip. Incorrect item spec potential variation • 22/2 • Bowden to submit variation to alter sink • Not Relevant to provide details for hands free sink for Bowden to price. 		26/2
4.10	<p>Emergency Evacuation Drawing</p> <ul style="list-style-type: none"> • Foreground to provide • 22/2 • Yet to be updated 		27/2
4.11	<p>LC PA Speakers</p> <ul style="list-style-type: none"> • Speakers along Laura Ave are to be disconnected. 		27/2

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Meeting Details

Meeting: Barwon Valley School - Site Meeting 34

Date: 7/MAR/2023

Attendees: [Redacted] (Chair and Minute Taker)
 [Redacted]
 [Redacted] - Bowden
 [Redacted] Bowden
 [Redacted] Foreground
 [Redacted]
 [Redacted] School

Apologies: [Redacted] - Foreground
 [Redacted] Bowden

Minutes

Item	Task/Note	By	Due
1.0	Health, Safety and Environment		
1.1	Incidents and Near Misses: <ul style="list-style-type: none"> No incidents 	N/A	N/A
2.0	Site Progress		

2.1	<p>TH Building</p> <ul style="list-style-type: none"> • Maxi Ply <ul style="list-style-type: none"> ○ Delivered to site with defect issues. ○ Suppliers will remediate on site when installed. ○ Installation next week, Wed/ Thurs • Joinery completed, final adjustments may be required. <p>LC Building</p> <ul style="list-style-type: none"> • Kitchen fit off almost complete <ul style="list-style-type: none"> ○ Sink replacement approved waiting for supply. ○ 	N/A	N/A
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3.0 Schedule

3.1	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="background-color: #1a3d54; color: white;">Milestone</th> <th colspan="3" style="background-color: #1a3d54; color: white;">Completion Date</th> </tr> <tr> <th style="background-color: #1a3d54; color: white;">Original</th> <th style="background-color: #1a3d54; color: white;">Schedule</th> <th style="background-color: #1a3d54; color: white;">Actual</th> </tr> </thead> <tbody> <tr> <td>Site Establishment</td> <td>07/FEB/22</td> <td>16/MAR/22</td> <td>16/MAR/22</td> </tr> <tr> <td>Learning Centre – PC</td> <td>20/SEP/22</td> <td>1/JUN/24</td> <td></td> </tr> <tr> <td>Therapy Hub – PC</td> <td>14/SEP/22</td> <td>14/MAY/24</td> <td></td> </tr> <tr> <td>Materials Tech. – PC</td> <td>24/JUN/22</td> <td>21/NOV/23</td> <td>24/NOV/23</td> </tr> <tr> <td>PA Building – PC</td> <td>13/DEC/22</td> <td>29/JUL/24</td> <td></td> </tr> <tr> <td>Gym – PC</td> <td>22/MAR/23</td> <td>1/NOV/23</td> <td>24/NOV/23</td> </tr> </tbody> </table>				Milestone	Completion Date			Original	Schedule	Actual	Site Establishment	07/FEB/22	16/MAR/22	16/MAR/22	Learning Centre – PC	20/SEP/22	1/JUN/24		Therapy Hub – PC	14/SEP/22	14/MAY/24		Materials Tech. – PC	24/JUN/22	21/NOV/23	24/NOV/23	PA Building – PC	13/DEC/22	29/JUL/24		Gym – PC	22/MAR/23	1/NOV/23	24/NOV/23
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<ul style="list-style-type: none"> • Landscaping scope to be finalised and programmed. • TH exit to be programmed 																																			

3.2	<p>Design Outputs</p> <ul style="list-style-type: none"> • Civil design – Next week • LC door schedule – Tomorrow • Therapy Room – Architectural tomorrow • TH Exit Ramp – Architectural & structural tomorrow • Landscape – Civil engineering notes for retaining wall next week. • PA – Architectural & structural next week.
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4.0

4.1	<p>Performing Arts</p> <ul style="list-style-type: none"> • External sewer outlet being completed next week. • Bowden requires lead time to organise trades – Joinery • PA Building scope meeting to be held today after the meeting • Elec dwg to be updated Not Relevant to follow up. • 22/2 • AV equipment list to be re-sent to school. • Internal elevation to be updated, changes to: <ul style="list-style-type: none"> ○ Curtain track support. ○ Elec changes • Airconditioning scope to be checked. • Building surveyor to be issued plans this week/ few days. • Not Relevant to organise a meeting with building surveyor & project team. • 7/3 • Drawings will be available: <ul style="list-style-type: none"> ○ Architectural Tomorrow ○ Stantec structural & electrical – next week. • BS will be stamping architectural dwgs Not Relevant (waiting on response) 	Not Relevant	15/3
4.2	<p>Landscape Plans</p> <ul style="list-style-type: none"> • Landscape architect revised plan next week. • Civil engineer yet to be received – Not Relevant to follow up • 22/2 • Landscape dwg to be issued tomorrow. • Civil comments will be included. • Civil Engineer yet to provide design – critical. • Not Relevant to follow up civil engineer. • 7/3 • Plans to be sent to school • Plan to be priced, when retaining wall detail received. 	Not Relevant	27/2

4.3	<p>Gym Line Marking</p> <ul style="list-style-type: none"> Line marking & socket replacement variation approved. Direction to proceed given to Bowden 22/2 Bowden have been given direction to install sockets and lines. Lines have to wait until materials available. Sockets arrived at site this week Not Relevant to confirm when installing. 7/3 In floor socket done Waiting for the line marking – vinyl delivery in April 	Not Relevant	TBC
4.4	<p>Sensory wall</p> <ul style="list-style-type: none"> Foam attached to walls potentially could be pulled off. Foreground to advise of solution. <p>5/12/2023</p> <ul style="list-style-type: none"> Foreground to respond to RFI. Trim proposed. <p>14/7/2023</p> <ul style="list-style-type: none"> Trim to be recommended from Foreground. School to be consulted. <p>25/1/2024</p> <ul style="list-style-type: none"> Foreground latest proposal not accepted by school. Continue to look for solution <p>8/2/2024</p> <ul style="list-style-type: none"> Bowden submitted variation – being assessed <p>22/2</p> <ul style="list-style-type: none"> Not Relevant to provide direction today for Bowden to proceed with trimming. 7/3 Bowden instructed to proceed Expected to be completed next week. 	Not Relevant	22/2

4.5	<p>Curtain</p> <ul style="list-style-type: none"> • 8/2/2024 • Custom shower curtain solution to be followed up Foreground & school • 22/2 • Submitted variation <ul style="list-style-type: none"> ○ School provided info to Foreground (1no curtain). ○ Not Relevant to now review variation and advise • LC Bathrooms <ul style="list-style-type: none"> ○ Foreground to follow up supplier <p>7/3</p> <ul style="list-style-type: none"> • Waiting on supplier for an update 	Not Relevant	TBC
4.6	<p>Learning Centre Door</p> <ul style="list-style-type: none"> • Drawing has been updated showing new door. • Need building surveyor response/ acknowledgement. • Engineer to confirm acceptance to remove bottom tie beam. • Lead time for the door 35 days • Price to be finalised. • 22/2 • Variation has been submitted to be revised to include structure elements. • 7/3 • Not Relevant to give direction for procurement • Variation is being administered 	Not Relevant	14/3
4.7	<p>Therapy Room</p> <ul style="list-style-type: none"> • School requires room asap • Drawings to be updated to show intended scope. • Not Relevant to provide early direction to allow Bowden to order any long lead items. • Bowden to submit variation asap, including any credits. • 3/7 • Not Relevant to issue window schedule • Not Relevant to issue direction to proceed with window procurement • 	Not Relevant	14/3

4.8	<p>Therapy Hub</p> <ul style="list-style-type: none"> • A compliant exit solution required. • 22/2 • Sliding door required to be changed to comply. • Alternatives new door or change joinery layout. • Not Relevant to organise catchup with Bowden & Foreground to propose best solution • 7/3 • Engineering dwgs to be issued • Check engineer spec depth of footings 	Not Relevant	8/3	
4.9	<p>LC Kitchen</p> <ul style="list-style-type: none"> • Issue with being able to turn water on without using hands. • Sink is currently allowing water to run over the edge – needs to have a lip. Incorrect item spec potential variation • 22/2 • Bowden to submit variation to alter sink • Not Relevant to provide details for hands free sink for Bowden to price. • 7/3 • Not Relevant to provide direction for handsfree sink & kitchen sink replacement. 			14/3
4.10	<p>Emergency Evacuation Drawing</p> <ul style="list-style-type: none"> • Foreground to provide • 22/2 • Yet to be updated • 7/3 • Yet to be updated • 			29/3
4.11	<p>LC PA Speakers</p> <ul style="list-style-type: none"> • Speakers along Laura Ave are to be disconnected. • 7/3 • Speakers have been disconnected 	Closed		
4.12	<p>LC Window Restriction</p> <ul style="list-style-type: none"> • Windows facing Laura Ave in LC building to be restricted to open to max 100mm 	MD	14/3	

4.13	TH Comms Rack <ul style="list-style-type: none"> Challenges to fit new equipment in the existing rack. Not to email the challenges for the room - to be discussed in 	Not Relevant	8/3
	<ul style="list-style-type: none"> 		
	<ul style="list-style-type: none"> 		
	<ul style="list-style-type: none"> 		



Meeting Details

Meeting: Barwon Valley School - Site Meeting 35

Date: 22/MAR/2023

Attendees: [Redacted] (Chair and Minute Taker)
 [Redacted]
 [Redacted] - Bowden
 [Redacted] - Bowden
 [Redacted] - Foreground
 [Redacted]
 [Redacted] - School

Apologies: [Redacted] - Foreground
 [Redacted] - Bowden

Minutes

Item	Task/Note	By	Due
1.0	Health, Safety and Environment		
1.1	Incidents and Near Misses: <ul style="list-style-type: none"> No incidents 	N/A	N/A
2.0	Site Progress		
2.1	TH Building <ul style="list-style-type: none"> Maxi Ply <ul style="list-style-type: none"> Installed Working through defects LC Building <ul style="list-style-type: none"> Kitchen fit off almost complete <ul style="list-style-type: none"> Sink replacement approved waiting for supply. Working through defects 	N/A	N/A

3.0	Schedule																															
3.1	<table border="1"> <thead> <tr> <th rowspan="2">Milestone</th> <th colspan="3">Completion Date</th> </tr> <tr> <th>Original</th> <th>Schedule</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>Site Establishment</td> <td>07/FEB/22</td> <td>16/MAR/22</td> <td>16/MAR/22</td> </tr> <tr> <td>Learning Centre – PC</td> <td>20/SEP/22</td> <td>1/JUN/24</td> <td></td> </tr> <tr> <td>Therapy Hub – PC</td> <td>14/SEP/22</td> <td>14/MAY/24</td> <td></td> </tr> <tr> <td>Materials Tech. – PC</td> <td>24/JUN/22</td> <td>21/NOV/23</td> <td>24/NOV/23</td> </tr> <tr> <td>PA Building – PC</td> <td>13/DEC/22</td> <td>29/JUL/24</td> <td></td> </tr> <tr> <td>Gym – PC</td> <td>22/MAR/23</td> <td>1/NOV/23</td> <td>24/NOV/23</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Landscaping scope to be finalised and programmed. • TH exit to be programmed 	Milestone	Completion Date			Original	Schedule	Actual	Site Establishment	07/FEB/22	16/MAR/22	16/MAR/22	Learning Centre – PC	20/SEP/22	1/JUN/24		Therapy Hub – PC	14/SEP/22	14/MAY/24		Materials Tech. – PC	24/JUN/22	21/NOV/23	24/NOV/23	PA Building – PC	13/DEC/22	29/JUL/24		Gym – PC	22/MAR/23	1/NOV/23	24/NOV/23
	Milestone		Completion Date																													
		Original	Schedule	Actual																												
	Site Establishment	07/FEB/22	16/MAR/22	16/MAR/22																												
	Learning Centre – PC	20/SEP/22	1/JUN/24																													
	Therapy Hub – PC	14/SEP/22	14/MAY/24																													
	Materials Tech. – PC	24/JUN/22	21/NOV/23	24/NOV/23																												
PA Building – PC	13/DEC/22	29/JUL/24																														
Gym – PC	22/MAR/23	1/NOV/23	24/NOV/23																													
3.2	<p>Design Outputs</p> <ul style="list-style-type: none"> • Civil design – Next week • TH Exit Ramp – Structural Next week • Landscape – Civil engineering notes for retaining wall next week. • PA – Architectural & structural next week. 																															
4.0																																

4.1	<p>Performing Arts</p> <ul style="list-style-type: none"> • External sewer outlet being completed next week. • Bowden requires lead time to organise trades – Joinery • PA Building scope meeting to be held today after the meeting • Elec dwg to be updated Not Relevant to follow up. • 22/2 • AV equipment list to be re-sent to school. • Internal elevation to be updated, changes to: <ul style="list-style-type: none"> ○ Curtain track support. ○ Elec changes • Airconditioning scope to be checked. • Building surveyor to be issued plans this week/ few days. • Not Relevant to organise a meeting with building surveyor & project team. • 7/3 • Drawings will be available: <ul style="list-style-type: none"> ○ Architectural Tomorrow ○ Stantec structural & electrical – next week. • BS will be stamping architectural dwgs Not Relevant (waiting on response) • 20/3 • Waiting on engineering & building surveyor • Curtain colour selected & track specified 	Not Relevant	15/3
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4.2	<p>Landscape Plans</p> <ul style="list-style-type: none"> • Landscape architect revised plan next week. • Civil engineer yet to be received <input type="checkbox"/> to follow up • 22/2 • Landscape dwg to be issued tomorrow. • Civil comments will be included. • Civil Engineer yet to provide design – critical. • <input type="checkbox"/> to follow up civil engineer. • 7/3 • Plans to be sent to school • Plan to be priced, when retaining wall detail received. • 20*/3 • No update • School provided opportunity to supply soil & mulch 	<input type="checkbox"/>	27/2
4.3	<p>Gym Line Marking</p> <ul style="list-style-type: none"> • Line marking & socket replacement variation approved. • Direction to proceed given to Bowden • 22/2 • Bowden have been given direction to install sockets and lines. • Lines have to wait until materials available. • Sockets arrived at site this week <input type="checkbox"/> to confirm when installing. • 7/3 • In floor socket done • Waiting for the line marking – vinyl delivery in April • 20/3 • No update 	<input type="checkbox"/>	TBC

4.4	<p>Sensory wall</p> <ul style="list-style-type: none"> • Foam attached to walls potentially could be pulled off. • Foreground to advise of solution. <p>5/12/2023</p> <ul style="list-style-type: none"> • Foreground to respond to RFI. • Trim proposed. <p>14/7/2023</p> <ul style="list-style-type: none"> • Trim to be recommended from Foreground. • School to be consulted. • 25/1/2024 • Foreground latest proposal not accepted by school. <ul style="list-style-type: none"> • Continue to look for solution • 8/2/2024 • Bowden submitted variation – being assessed • 22/2 • Not Relevant to provide direction today for Bowden to proceed with trimming. • 7/3 • Bowden instructed to proceed • Expected to be completed next week. • 20/3 • Installation 50% • Work to be inspected by PCG next week 	Not Relevant	26/3
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4.5	<p>Curtain</p> <ul style="list-style-type: none"> • 8/2/2024 • Custom shower curtain solution to be followed up Foreground & school • 22/2 • Submitted variation <ul style="list-style-type: none"> ◦ School provided info to Foreground (1 no curtain). ◦ Not Relevant to now review variation and advise • LC Bathrooms <ul style="list-style-type: none"> ◦ Foreground to follow up supplier <p>7/3</p> <ul style="list-style-type: none"> • Waiting on supplier for an update • 20/3 • Request to supplier to confirm scope of works. 	Not Relevant	25/3
4.6	<p>Learning Centre Door</p> <ul style="list-style-type: none"> • Drawing has been updated showing new door. • Need building surveyor response/ acknowledgement. • Engineer to confirm acceptance to remove bottom tie beam. • Lead time for the door 35 days • Price to be finalised. • 22/2 • Variation has been submitted to be revised to include structure elements. • 7/3 • Not Relevant to give direction for procurement • Variation is being administered • 20/3 • Door has been ordered – 30 days to deliver • Hardware ordered • Require stamped drawings prior to starting 	Not Relevant	27/3

4.7	<p>Therapy Room</p> <ul style="list-style-type: none"> • School requires room asap • Drawings to be updated to show intended scope. • <input type="checkbox"/> Not Relevant to provide early direction to allow Bowden to order any long lead items. • Bowden to submit variation asap, including any credits. • 3/7 • <input type="checkbox"/> Not Relevant to issue window schedule • <input type="checkbox"/> to issue direction to proceed with window procurement • 20/3 • Changes to layout will require QS assessment • Stamped drawings required prior to starting • Ready to start in a couple of weeks • This is a priority for the school. 	<input type="checkbox"/> Not Relevant	27/3
4.8	<p>Therapy Hub</p> <ul style="list-style-type: none"> • A compliant exit solution required. • 22/2 • Sliding door required to be changed to comply. • Alternatives new door or change joinery layout. • <input type="checkbox"/> Not Relevant to organise catchup with Bowden & Foreground to propose best solution • 7/3 • Engineering dwgs to be issued • Check engineer spec depth of footings • 20/3 • Approval to proceed for the performance solution • The cost of this outcome is to be borne by the contractor. • Provide cost details 	<input type="checkbox"/> Not Relevant	25/3

4.9	<p>LC Kitchen</p> <ul style="list-style-type: none"> • Issue with being able to turn water on without using hands. • Sink is currently allowing water to run over the edge – needs to have a lip. Incorrect item spec potential variation • 22/2 • Bowden to submit variation to alter sink • Not Relevant to provide details for hands free sink for Bowden to price. • 7/3 • Not Relevant to provide direction for handsfree sink & kitchen sink replacement. • 20/3 • Tambour unit can not proceed, PCG approves variation to joinery which is approx. Not Relevant • Handsfree sink will be hardwire solution. • Not Relevant to provide to Bowden. 	Not Relevant	26/3
4.10	<p>Emergency Evacuation Drawing</p> <ul style="list-style-type: none"> • Foreground to provide • 22/2 • Yet to be updated • 7/3 • Yet to be updated • 20/3 • Prioritise gym & MT buildings. • Next week. 	Not Relevant	27/3
4.12	<p>LC Window Restriction</p> <ul style="list-style-type: none"> • Windows facing Laura Ave in LC building to be restricted to open to max 100mm • 20/3 • Completed 	Closed	
4.13	<p>TH Comms Rack</p> <ul style="list-style-type: none"> • Challenges to fit new equipment in the existing rack. • Not Relevant to email the challenges for the room – to be discussed in PCG • 20/3 • Work is required for the room • Not Relevant to check required scope for the room. 	Not Relevant	26/3

	Security Lights <ul style="list-style-type: none">• Laura Ave neighbours complain about the security lights• Bowden to disconnect lights, approx. 5no in total.	Not Relevant	26/3
	<ul style="list-style-type: none">•		
	<ul style="list-style-type: none">•		

Meeting Details

Meeting: Barwon Valley School - Site Meeting 36

Date: 4/Apr/2023

Attendees: [Redacted] (Chair and Minute Taker)
 [Redacted]
 [Redacted] - Bowden
 [Redacted] - Bowden
 [Redacted]
 [Redacted] - Bowden

Apologies: [Redacted] - Foreground
 [Redacted] - Bowden
 [Redacted] - Foreground
 [Redacted] - School

Minutes

Item	Task/Note	By	Due
1.0	Health, Safety and Environment		
1.1	Incidents and Near Misses: <ul style="list-style-type: none"> No incidents 	N/A	N/A
2.0	Site Progress		
2.1	TH Building <ul style="list-style-type: none"> Working through defects LC Building <ul style="list-style-type: none"> Kitchen fit off almost complete <ul style="list-style-type: none"> Sink replacement waiting for supply (15/4). Sensory room complete next week Working through defects 	N/A	N/A

3.0	Schedule																															
3.1	<table border="1"> <thead> <tr> <th rowspan="2">Milestone</th> <th colspan="3">Completion Date</th> </tr> <tr> <th>Original</th> <th>Schedule</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>Site Establishment</td> <td>07/FEB/22</td> <td>16/MAR/22</td> <td>16/MAR/22</td> </tr> <tr> <td>Learning Centre – PC</td> <td>20/SEP/22</td> <td>1/JUN/24</td> <td></td> </tr> <tr> <td>Therapy Hub – PC</td> <td>14/SEP/22</td> <td>14/MAY/24</td> <td></td> </tr> <tr> <td>Materials Tech. – PC</td> <td>24/JUN/22</td> <td>21/NOV/23</td> <td>24/NOV/23</td> </tr> <tr> <td>PA Building – PC</td> <td>13/DEC/22</td> <td>29/JUL/24</td> <td></td> </tr> <tr> <td>Gym – PC</td> <td>22/MAR/23</td> <td>1/NOV/23</td> <td>24/NOV/23</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Landscaping scope to be finalised and programmed. • TH exit to be programmed 	Milestone	Completion Date			Original	Schedule	Actual	Site Establishment	07/FEB/22	16/MAR/22	16/MAR/22	Learning Centre – PC	20/SEP/22	1/JUN/24		Therapy Hub – PC	14/SEP/22	14/MAY/24		Materials Tech. – PC	24/JUN/22	21/NOV/23	24/NOV/23	PA Building – PC	13/DEC/22	29/JUL/24		Gym – PC	22/MAR/23	1/NOV/23	24/NOV/23
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	Therapy Hub – PC	14/SEP/22	14/MAY/24																													
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4.0																																

4.1	<p>Performing Arts</p> <ul style="list-style-type: none"> • External sewer outlet being completed next week. • Bowden requires lead time to organise trades – Joinery • PA Building scope meeting to be held today after the meeting • Elec dwg to be updated Not Relevant to follow up. • 22/2 • AV equipment list to be re-sent to school. • Internal elevation to be updated, changes to: <ul style="list-style-type: none"> ○ Curtain track support. ○ Elec changes • Airconditioning scope to be checked. • Building surveyor to be issued plans this week/ few days. • Not Relevant to organise a meeting with building surveyor & project team. • 7/3 • Drawings will be available: <ul style="list-style-type: none"> ○ Architectural Tomorrow ○ Stantec structural & electrical – next week. • BS will be stamping architectural dwgs Not Relevant (waiting on response) • 20/3 • Waiting on engineering & building surveyor • Curtain colour selected & track specified • 4/4 • No Update 	Not Relevant	15/3
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4.2	<p>Landscape Plans</p> <ul style="list-style-type: none"> • Landscape architect revised plan next week. • Civil engineer yet to be received Not Relevant to follow up • 22/2 • Landscape dwg to be issued tomorrow. • Civil comments will be included. • Civil Engineer yet to provide design – critical. • Not Relevant to follow up civil engineer. • 7/3 • Plans to be sent to school • Plan to be priced, when retaining wall detail received. • 20*/3 • No update • School provided opportunity to supply soil & mulch • 4/4 • Tender underway – at least 2 weeks. • RFI submitted today requires response Not Relevant • 	Not Relevant	27/2
4.3	<p>Gym Line Marking</p> <ul style="list-style-type: none"> • Line marking & socket replacement variation approved. • Direction to proceed given to Bowden • 22/2 • Bowden have been given direction to install sockets and lines. • Lines have to wait until materials available. • Sockets arrived at site this week – Not Relevant to confirm when installing. • 7/3 • In floor socket done • Waiting for the line marking – vinyl delivery in April • 20/3 • No update • 4/4 • No update 	Not Relevant	TBC

4.4	<p>Sensory wall</p> <ul style="list-style-type: none"> • Foam attached to walls potentially could be pulled off. • Foreground to advise of solution. <p>5/12/2023</p> <ul style="list-style-type: none"> • Foreground to respond to RFI. • Trim proposed. <p>14/7/2023</p> <ul style="list-style-type: none"> • Trim to be recommended from Foreground. • School to be consulted. • 25/1/2024 • Foreground latest proposal not accepted by school. • Continue to look for solution • 8/2/2024 • Bowden submitted variation – being assessed • 22/2 • Not Relevant to provide direction today for Bowden to proceed with trimming. • 7/3 • Bowden instructed to proceed • Expected to be completed next week. • 20/3 • Installation 50% • Work to be inspected by PCG next week • 4/4 • Not Relevant has inspected – no response • Not Relevant to inspect and advise. 	Not Relevant	5/4
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4.5	<p>Curtain</p> <ul style="list-style-type: none"> • 8/2/2024 • Custom shower curtain solution to be followed up Foreground & school • 22/2 • Submitted variation <ul style="list-style-type: none"> ○ School provided info to Foreground (1 no curtain). ○ Not Relevant to now review variation and advise • LC Bathrooms <ul style="list-style-type: none"> ○ Foreground to follow up supplier <p>7/3</p> <ul style="list-style-type: none"> • Waiting on supplier for an update • 20/3 • Request to supplier to confirm scope of works. • 4/4 • Waiting on Not Relevant to advise 	Not Relevant	8/4
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4.6	<p>Learning Centre Door</p> <ul style="list-style-type: none"> • Drawing has been updated showing new door. • Need building surveyor response/ acknowledgement. • Engineer to confirm acceptance to remove bottom tie beam. • Lead time for the door 35 days • Price to be finalised. • 22/2 • Variation has been submitted to be revised to include structure elements. • 7/3 • Not Relevant to give direction for procurement • Variation is being administered • 20/3 • Door has been ordered – 30 days to deliver • Hardware ordered • Require stamped drawings prior to starting • 4/4 • Door to arrive approx. 19/4 • Stamped drawings required soon to allow for trade to be booked. 	<div style="border: 1px solid red; padding: 5px; width: fit-content; margin: auto;">Not Relevant</div>	9/4
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4.7	<p>Therapy Room</p> <ul style="list-style-type: none"> • School requires room asap • Drawings to be updated to show intended scope. • Not Relevant to provide early direction to allow Bowden to order any long lead items. • Bowden to submit variation asap, including any credits. • 3/7 • Not Relevant to issue window schedule • Not Relevant to issue direction to proceed with window procurement • 20/3 • Changes to layout will require QS assessment • Stamped drawings required prior to starting • Ready to start in a couple of weeks • This is a priority for the school. • 4/4 • This remains a priority. • Bowden & Not Relevant to agree on variation 	Not Relevant	11/4
4.8	<p>Therapy Hub</p> <ul style="list-style-type: none"> • A compliant exit solution required. • 22/2 • Sliding door required to be changed to comply. • Alternatives new door or change joinery layout. • Not Relevant to organise catchup with Bowden & Foreground to propose best solution • 7/3 • Engineering dwgs to be issued • Check engineer spec depth of footings • 20/3 • Approval to proceed for the performance solution • The cost of this outcome is to be borne by the contractor. • Provide cost details • 4/4 • Waiting on engineering - today 	Not Relevant	4*/4

4.9	<p>LC Kitchen</p> <ul style="list-style-type: none"> • Issue with being able to turn water on without using hands. • Sink is currently allowing water to run over the edge – needs to have a lip. Incorrect item spec potential variation • 22/2 • Bowden to submit variation to alter sink • Not Relevant to provide details for hands free sink for Bowden to price. • 7/3 • Not Relevant to provide direction for handsfree sink & kitchen sink replacement. • 20/3 • Tambour unit can not proceed, PCG approves variation to joinery which is approx. Not Relevant • Handsfree sink will be hardwire solution. • Not Relevant to provide to Bowden. • 4/4 • Handsfree price this week 	Not Relevant	5/4
4.10	<p>Emergency Evacuation Drawing</p> <ul style="list-style-type: none"> • Foreground to provide • 22/2 • Yet to be updated • 7/3 • Yet to be updated • 20/3 • Prioritise gym & MT buildings. • Next week. • 4/4 • No update 	Not Relevant	TBC

4.11	<p>TH Comms Rack</p> <ul style="list-style-type: none"> • Challenges to fit new equipment in the existing rack. • Not Relevant to email the challenges for the room – to be discussed in PCG • 20/3 • Work is required for the room • Not Relevant to check required scope for the room. • 4/4 • IMTD to confirm final scope 	<div style="border: 1px solid red; padding: 5px; width: fit-content; margin: auto;">Not Relevant</div>	8/4
4.12	<p>Security Lights</p> <ul style="list-style-type: none"> • Laura Ave neighbours complain about the security lights • Bowden to disconnect lights, approx. 5no in total. • 4/4 • Variation req=uiired 	<div style="border: 1px solid red; padding: 5px; width: fit-content; margin: auto;">Not Relevant</div>	9/4
	<ul style="list-style-type: none"> • 		
	<ul style="list-style-type: none"> • 		



Meeting Details

Meeting: Barwon Valley School - Site Meeting 37

Date: 18/Apr/2023

Attendees: [Not Relevant] (Chair and Minute Taker)
 [Not Relevant] - Bowden
 [Not Relevant] - Bowden
 [Not Relevant]
 [Not Relevant] - Foreground

Apologies:

[Not Relevant] - Foreground
 [Not Relevant] - Bowden
 [Not Relevant] - School
 [Not Relevant] - Bowden
 [Not Relevant]

Minutes

Item	Task/Note	By	Due
1.0	Health, Safety and Environment		
1.1	Incidents and Near Misses: <ul style="list-style-type: none"> Student attempted to get under fence. School was alerted. School was broken into Wednesday night, approx. [Not Relevant] equip stolen. 	N/A	N/A
2.0	Site Progress		
2.1	TH Building <ul style="list-style-type: none"> Working through defects LC Building <ul style="list-style-type: none"> Working through defects 	N/A	N/A
3.0	Schedule		

3.1	Milestone		Completion Date		
			Original	Schedule	Actual
	Site Establishment		07/FEB/22	16/MAR/22	16/MAR/22
	Learning Centre – PC		20/SEP/22	13/JUL/24	
	Therapy Hub – PC		14/SEP/22	22/JUN/24	
	Materials Tech. – PC		24/JUN/22	21/NOV/23	24/NOV/23
	PA Building – PC		13/DEC/22	6/SEPT/24	
	Gym – PC		22/MAR/23	1/NOV/23	24/NOV/23
	<ul style="list-style-type: none"> • Landscaping scope to be finalised and programmed. • TH exit to be programmed 				
3.2	Design Outputs				
	<ul style="list-style-type: none"> • Building Surveyor & Engineering Responses <ul style="list-style-type: none"> ○ Civil ○ Landscape ○ LC Building ○ TH Building ○ Therapy Room ○ PA Building • PA – Architectural & structural next week. 				
4.0					

4.1	<p>Performing Arts</p> <ul style="list-style-type: none"> • External sewer outlet being completed next week. • Bowden requires lead time to organise trades – Joinery • PA Building scope meeting to be held today after the meeting • Elec dwg to be updated Not Relevant to follow up. • 22/2 • AV equipment list to be re-sent to school. • Internal elevation to be updated, changes to: <ul style="list-style-type: none"> ○ Curtain track support. ○ Elec changes • Airconditioning scope to be checked. • Building surveyor to be issued plans this week/ few days. • Not Relevant to organise a meeting with building surveyor & project team. • 7/3 • Drawings will be available: <ul style="list-style-type: none"> ○ Architectural Tomorrow ○ Stantec structural & electrical – next week. • BS will be stamping architectural dwgs Not Relevant (waiting on response) • 20/3 • Waiting on engineering & building surveyor • Curtain colour selected & track specified • 4/4 • No Update • 18/4 • Waiting Engineering & building surveyor 	Not Relevant	15/3
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4.2	<p>Landscape Plans</p> <ul style="list-style-type: none"> • Landscape architect revised plan next week. • Civil engineer yet to be received - Not Relevant to follow up • 22/2 • Landscape dwg to be issued tomorrow. • Civil comments will be included. • Civil Engineer yet to provide design - critical. • Not Relevant to follow up civil engineer. • 7/3 • Plans to be sent to school • Plan to be priced, when retaining wall detail received. • 20*/3 • No update • School provided opportunity to supply soil & mulch • 4/4 • Tender underway - at least 2 weeks. • RFI submitted today requires response - Not Relevant • 18/4 • Waiting Engineering & building surveyor 	Not Relevant	27/2
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4.3	<p>Gym Line Marking</p> <ul style="list-style-type: none"> • Line marking & socket replacement variation approved. • Direction to proceed given to Bowden • 22/2 • Bowden have been given direction to install sockets and lines. • Lines have to wait until materials available. • Sockets arrived at site this week Not relevant to confirm when installing. • 7/3 • In floor socket done • Waiting for the line marking - vinyl delivery in April • 20/3 • No update • 4/4 • No update • 18/4 • Vinyl delivery - Mid May 	Note	TBC
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4.4	<p>Sensory wall</p> <ul style="list-style-type: none"> • Foam attached to walls potentially could be pulled off. • Foreground to advise of solution. <p>5/12/2023</p> <ul style="list-style-type: none"> • Foreground to respond to RFI. • Trim proposed. <p>14/7/2023</p> <ul style="list-style-type: none"> • Trim to be recommended from Foreground. • School to be consulted. <p>25/1/2024</p> <ul style="list-style-type: none"> • Foreground latest proposal not accepted by school. • Continue to look for solution <p>8/2/2024</p> <ul style="list-style-type: none"> • Bowden submitted variation – being assessed <p>22/2</p> <ul style="list-style-type: none"> • Not Relevant to provide direction today for Bowden to proceed with trimming. • 7/3 • Bowden instructed to proceed • Expected to be completed next week. <p>20/3</p> <ul style="list-style-type: none"> • Installation 50% • Work to be inspected by PCG next week <p>4/4</p> <ul style="list-style-type: none"> • Not Relevant has inspected – no response • Not Relevant to inspect and advise. <p>18/4</p> <ul style="list-style-type: none"> • Work complete. <p>Not Relevant requested additional caulking around trim.</p>	Not Relevant	30/4
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4.5	<p>Curtain</p> <ul style="list-style-type: none"> • 8/2/2024 • Custom shower curtain solution to be followed up Foreground & school • 22/2 • Submitted variation <ul style="list-style-type: none"> ○ School provided info to Foreground (1 no curtain). ○ Not Relevant to now review variation and advise • LC Bathrooms <ul style="list-style-type: none"> ○ Foreground to follow up supplier <p>7/3</p> <ul style="list-style-type: none"> • Waiting on supplier for an update • 20/3 • Request to supplier to confirm scope of works. • 4/4 • Waiting on Not Relevant to advise • 18/4 • Not Relevant to advise scope is correct 	Not Relevant	26/4
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4.6	<p>Learning Centre Door</p> <ul style="list-style-type: none"> • Drawing has been updated showing new door. • Need building surveyor response/ acknowledgement. • Engineer to confirm acceptance to remove bottom tie beam. • Lead time for the door 35 days • Price to be finalised. • 22/2 • Variation has been submitted to be revised to include structure elements. • 7/3 • Not Relevant to give direction for procurement • Variation is being administered • 20/3 • Door has been ordered – 30 days to deliver • Hardware ordered • Require stamped drawings prior to starting • 4/4 • Door to arrive approx. 19/4 • Stamped drawings required soon to allow for trade to be booked. • 18/4 • Waiting Engineering & building surveyor 	<div style="border: 1px solid red; padding: 5px; width: fit-content; margin: auto;">Not Relevant</div>	22/4
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4.7	<p>Therapy Room</p> <ul style="list-style-type: none"> • School requires room asap • Drawings to be updated to show intended scope. • Not Relevant to provide early direction to allow Bowden to order any long lead items. • Bowden to submit variation asap, including any credits. • 3/7 • Not Relevant to issue window schedule • Not Relevant to issue direction to proceed with window procurement • 20/3 • Changes to layout will require QS assessment • Stamped drawings required prior to starting • Ready to start in a couple of weeks • This is a priority for the school. • 4/4 • This remains a priority. • Bowden & Not Relevant to agree on variation • 18/4 • Waiting Engineering & building surveyor 	Not Relevant	22/4
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4.8	<p>Therapy Hub</p> <ul style="list-style-type: none"> • A compliant exit solution required. • 22/2 • Sliding door required to be changed to comply. • Alternatives new door or change joinery layout. • Not Relevant to organise catchup with Bowden & Foreground to propose best solution • 7/3 • Engineering dwgs to be issued • Check engineer spec depth of footings • 20/3 • Approval to proceed for the performance solution • The cost of this outcome is to be borne by the contractor. • Provide cost details • 4/4 • Waiting on engineering - today • 14/8 • Waiting Engineering & building surveyor 	<div style="border: 1px solid red; padding: 5px; width: fit-content; margin: auto;">Not Relevant</div>	22/4
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4.9	<p>LC Kitchen</p> <ul style="list-style-type: none"> • Issue with being able to turn water on without using hands. • Sink is currently allowing water to run over the edge – needs to have a lip. Incorrect item spec potential variation • 22/2 • Bowden to submit variation to alter sink • Not Relevant to provide details for hands free sink for Bowden to price. • 7/3 • Not Relevant to provide direction for handsfree sink & kitchen sink replacement. • 20/3 • Tambour unit can not proceed, PCG approves variation to joinery which is approx. Not Relevant • Handsfree sink will be hardwire solution. • Not Relevant to provide to Bowden. • 4/4 • Handsfree price this week • 18/4 • Handsfree sink to be approved 	Not Relevant	26/4
4.10	<p>Emergency Evacuation Drawing</p> <ul style="list-style-type: none"> • Foreground to provide • 22/2 • Yet to be updated • 7/3 • Yet to be updated • 20/3 • Prioritise gym & MT buildings. • Next week. • 4/4 • No update • 18/4 • Draft dwg complete • Not Relevant to review 	Not Relevant	26/4

4.11	<p>TH Comms Rack</p> <ul style="list-style-type: none"> • Challenges to fit new equipment in the existing rack. • Not Relevant to email the challenges for the room – to be discussed in PCG • 20/3 • Work is required for the room • Not Relevant to check required scope for the room. • 4/4 • IMTD to confirm final scope • 18/4 • Not Relevant to advise on scope of work required based on IMTD 	Not Relevant	26/4
4.12	<p>Security Lights</p> <ul style="list-style-type: none"> • Laura Ave neighbours complain about the security lights • Bowden to disconnect lights, approx. 5no in total. • 4/4 • Variation req=uiRED • 18/4 • Variation/ works approved 	Closed	
	•		
	•		



Meeting Details

Meeting: Barwon Valley School - Site Meeting 38

Date: 30/May/2024

Attendees: [Not Relevant] (Chair and Minute Taker)
 [Not Relevant] - Bowden
 [Not Relevant]
 [Not Relevant] - Foreground
 [Not Relevant] - School
 [Not Relevant]

Apologies: [Not Relevant] - Bowden
 [Not Relevant] - Foreground
 [Not Relevant] - Bowden
 [Not Relevant] - Bowden

Minutes

Item	Task/Note	By	Due
1.0	Health, Safety and Environment		
1.1	Incidents and Near Misses: <ul style="list-style-type: none"> Nothing to report 	N/A	N/A
2.0	Site Progress		

2.1	<p>Therapy Room</p> <ul style="list-style-type: none"> • Demo complete • Window lintel has been installed. • Plaster booked Monday • Aiming to be complete in 2 weeks <p>TH Building</p> <ul style="list-style-type: none"> • Working through defects • TH joinery <p>LC Building</p> <ul style="list-style-type: none"> • Working through defects • Door cut into LC • Doorframe installed 	N/A	N/A																															
3.0 Schedule																																		
3.1	<table border="1" data-bbox="252 902 1353 1339"> <thead> <tr> <th rowspan="2">Milestone</th> <th colspan="3">Completion Date</th> </tr> <tr> <th>Original</th> <th>Schedule</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>Site Establishment</td> <td>07/FEB/22</td> <td>16/MAR/22</td> <td>16/MAR/22</td> </tr> <tr> <td>Learning Centre – PC</td> <td>20/SEP/22</td> <td>TBC</td> <td></td> </tr> <tr> <td>Therapy Hub – PC</td> <td>14/SEP/22</td> <td>TBC</td> <td></td> </tr> <tr> <td>Materials Tech. – PC</td> <td>24/JUN/22</td> <td>21/NOV/23</td> <td>24/NOV/23</td> </tr> <tr> <td>PA Building – PC</td> <td>13/DEC/22</td> <td>TBC</td> <td></td> </tr> <tr> <td>Gym – PC</td> <td>22/MAR/23</td> <td>1/NOV/23</td> <td>24/NOV/23</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Bowden requested to submit programme 	Milestone	Completion Date			Original	Schedule	Actual	Site Establishment	07/FEB/22	16/MAR/22	16/MAR/22	Learning Centre – PC	20/SEP/22	TBC		Therapy Hub – PC	14/SEP/22	TBC		Materials Tech. – PC	24/JUN/22	21/NOV/23	24/NOV/23	PA Building – PC	13/DEC/22	TBC		Gym – PC	22/MAR/23	1/NOV/23	24/NOV/23		
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3.2	<p>Design Outputs</p> <ul style="list-style-type: none"> • As detailed below 																																	
4.0																																		
4.1	<p>Performing Arts</p> <ul style="list-style-type: none"> • 30/5 • Engineering for internal wall framing spec & fixing for curtain & lighting bar – tomorrow. • Electrical consultant to be engaged 	Not Relevant	31/5																															

4.2	<p>Landscape Plans</p> <ul style="list-style-type: none"> • 30/5 • Landscape architect dwgs to be revised. Minor changes only. • Dwgs show handrail & kerb @ landing. • School requested fence over handrail – to be updated • Not Relevant to confirm if form 126 required for civil design for building surveyor. 	Not Relevant	4/6
4.3	<p>Gym Line Marking</p> <ul style="list-style-type: none"> • 30/5 • Work is being scheduled for school holidays 	Note	TBC
4.4	<p>Therapy Room</p> <ul style="list-style-type: none"> • 30/5 • Work progressing • Aiming to complete work within 2 wks. 	Note	
4.5	<p>Therapy Hub</p> <ul style="list-style-type: none"> • Adams Engineers engaged for this project. • Ramp certificate to be sent to building surveyor this week. • Engineer to confirm: <ul style="list-style-type: none"> ○ Bridge beam design due to footing changes ○ Wailing plate connection • These details will need to be sent to building surveyor. • Performance solution invoice to be paid by Bowden 	Not Relevant	5/6
4.6	<p>TH Comms Rack</p> <ul style="list-style-type: none"> • Challenges to fit new equipment in the existing rack. • Not Relevant to email the challenges for the room – to be discussed in PCC • 20/3 • Work is required for the room • Not Relevant to check required scope for the room. • 4/4 • IMTD to confirm final scope • 18/4 • Not Relevant to advise on scope of work required based on IMTD 	Not Relevant	26/4



Meeting Details

Meeting: Barwon Valley School - Site Meeting 39

Date: 13/June/2024

Attendees: [Redacted] (Chair and Minute Taker)
 [Redacted] - Bowden
 [Redacted] - Foreground
 [Redacted] - Bowden
 [Redacted] VSBA
 [Redacted] - School
 [Redacted]

Apologies: [Redacted] - Foreground
 [Redacted] - Bowden
 [Redacted]

Minutes

Item	Task/Note	By	Due
1.0	Health, Safety and Environment		
	Incidents and Near Misses:		
1.1	<ul style="list-style-type: none"> Bowden completed internal safety audit - nothing to report 	N/A	N/A
2.0	Site Progress		

2.1	<p>Therapy Room</p> <ul style="list-style-type: none"> • End of joinery unit to be finished. • Painting works 85% complete • To be handed over to the school next week <p>TH Building</p> <ul style="list-style-type: none"> • TH joinery completed • Maxiply panel to be installed. • Cleaning will be done closer to hand over. <p>LC Building</p> <ul style="list-style-type: none"> • Doorframe installed • Door to be fitted next week <p>Civil Works</p> <ul style="list-style-type: none"> • Start on the north side next week (Monday) • Earthworks and drainage 	N/A	N/A																															
3.0 Schedule																																		
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3.2	<p>Design Outputs</p> <ul style="list-style-type: none"> • As detailed below 																																	
4.0																																		

4.1	<p>Performing Arts</p> <ul style="list-style-type: none"> • 30/5 • Engineering for internal wall framing spec & fixing for curtain & lighting bar – tomorrow. • Electrical consultant to be engaged • 13/6 • Engineering for internal wall framing spec – DONE & SENT • Fixing for curtain & lighting bar – engineer to supply this week. Not Relevant to follow up. • Bowden to commence procurement – joinery, door frames etc. • Extent of painting shown on internal plans - note 	Not Relevant	17/6
4.2	<p>Landscape Plans</p> <ul style="list-style-type: none"> • 30/5 • Landscape architect dwgs to be revised. Minor changes only. • Dwgs show handrail & kerb @ landing. • School requested fence over handrail – to be updated • Not Relevant to confirm if form 126 required for civil design for building surveyor. • 13/6 • 12+6 form received from engineer • Fence update for landing area to be spec Not Relevant to confirm. • Contractor booked – Note. 	Not Relevant	17/6
4.3	<p>Gym Line Marking</p> <ul style="list-style-type: none"> • 30/5 • Work is being scheduled for school holidays • 13/6 • Flooring to be installed first 5 days of school holidays & lines Wednesday of second week. 	Note	TBC
4.4	<p>Therapy Room</p> <ul style="list-style-type: none"> • 30/5 • Work progressing • Aiming to complete work within 2 wks. • 13/6 • Room to be handed over Tuesday next week. 	Note	

4.5	<p>Therapy Hub</p> <ul style="list-style-type: none"> Adams Engineers engaged for this project. Ramp certificate to be sent to building surveyor this week. Engineer to confirm: <ul style="list-style-type: none"> Bridge beam design due to footing changes Wailing plate connection These details will need to be sent to building surveyor. Performance solution invoice to be paid by Bowden 13/6 Performance solution done – Not Relevant to confirm payment. Shop drawings have commenced 	Not Relevant	17/6
4.6	<p>TH Comms Rack</p> <ul style="list-style-type: none"> Challenges to fit new equipment in the existing rack. Not Relevant to email the challenges for the room – to be discussed in Not Relevant 20/3 Work is required for the room Not Relevant to check required scope for the room. 4/4 IMTD to confirm final scope 18/4 Not Relevant to advise on scope of work required based on IMTD 13/6 Air conditioner to be installed in first week of school holidays. Not Relevant to confirm supply of rack & change over schedule. 	Not Relevant	17/6
4.7	<p>ICT Audit</p> <ul style="list-style-type: none"> Not Relevant to confirm inspection requirement/ date for IMTD team to carry out. 	Not Relevant	17/6



Meeting Details

Meeting: Barwon Valley School - Site Meeting 40

Date: 27/June/2024

Attendees: [Not Relevant] (Chair and Minute Taker)
 [Not Relevant] Bowden
 [Not Relevant] Foreground
 [Not Relevant] Bowden
 [Not Relevant] - VSBA
 [Not Relevant] - School
 [Not Relevant]
 [Not Relevant] School

Apologies: [Not Relevant] - Foreground
 [Not Relevant] Bowden
 [Not Relevant]

Minutes

Item	Task/Note	By	Due
1.0	Health, Safety and Environment		
1.1	Incidents and Near Misses: <ul style="list-style-type: none"> Nil 	N/A	N/A
2.0	Site Progress		

2.1	<p>Therapy Room</p> <ul style="list-style-type: none"> Handed over to the school. <p>TH Building</p> <ul style="list-style-type: none"> Exit ramp structural shop dwg commenced expected complete 5 July. Cleaning will be done closer to hand over. <p>LC Building</p> <ul style="list-style-type: none"> Door hung Patching plaster Cleaning to commence Hand over end of month <p>Civil Works</p> <ul style="list-style-type: none"> Earthworks and drainage well commenced. Concrete due to be poured next week. 	N/A	N/A																															
3.0 Schedule																																		
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3.2	<p>Design Outputs</p> <ul style="list-style-type: none"> As detailed below 																																	
4.0																																		

4.1	<p>LC Handover 27/6</p> <ul style="list-style-type: none"> Defect work complete next week Internal cleaning week of 8 July External work: <ul style="list-style-type: none"> Concrete – poured end of next week. (approx. 5/7) Fencing – contractor on site 28/7 for meeting/ starting next week. Furniture budget to be released and ordered. – VSBA/ School Locks to be ordered – School IMTD inspection required – VSBA Building surveyor - Bowden: <ul style="list-style-type: none"> Documentation Inspection Manuals & training, hard copy & electronic- Bowden 		
4.2	<p>Performing Arts 27/6</p> <ul style="list-style-type: none"> Procurement in control Joinery shop drawing submitted for review Painting scope to be agreed on. Bowden to submit variation for the additional work 	Not Relevant	4/7
4.3	<p>Landscape Plans</p> <ul style="list-style-type: none"> 30/5 Landscape architect dwgs to be revised. Minor changes only. Dwgs show handrail & kerb @ landing. School requested fence over handrail – to be updated Not Relevant to confirm if form 126 required for civil design for building surveyor. 13/6 12+6 form received from engineer Fence update for landing area to be spec – Not Relevant to confirm. Contractor booked – Note. 27/6 Closed 	Closed	

4.4	<p>Gym Line Marking</p> <ul style="list-style-type: none"> • 30/5 • Work is being scheduled for school holidays • 13/6 • Flooring to be installed first 5 days of school holidays & lines Wednesday of second week. 	Note	TBC
4.5	<p>Therapy Hub</p> <ul style="list-style-type: none"> • Adams Engineers engaged for this project. • Ramp certificate to be sent to building surveyor this week. • Engineer to confirm: <ul style="list-style-type: none"> ○ Bridge beam design due to footing changes ○ Wailing plate connection • These details will need to be sent to building surveyor. • Performance solution invoice to be paid by Bowden • 13/6 • Performance solution done Not Relevant to confirm payment. • Shop drawings have commenced • 27/6 • Shop drawing expect 5/7 • Opportunity to start digging in two weeks • Structural steel in 4 weeks 	Not Relevant	17/6
4.6	<p>TH Comms Rack</p> <ul style="list-style-type: none"> • 13/6 • Air conditioner to be installed in first week of school holidays. • Not Relevant to confirm supply of rack & change over schedule. • 27/6 • Comms rack available. • Waiting for IMTD response to carry out work • Flooring is required to be patched with vinyl – to be inspected after meeting. 	Not Relevant	3/7
4.7	<p>ICT Audit</p> <ul style="list-style-type: none"> • Not Relevant to confirm inspection requirement/ date for IMTD team to carry out. • 27/6 • Waiting for IMTD response to carry out work • 	Not Relevant	3/7



Meeting Details

Meeting: Barwon Valley School - Site Meeting 41

Date: 11/July/2024

Attendees: [Not Relevant] (Chair and Minute Taker)
 [Not Relevant] - Bowden
 [Not Relevant] Foreground
 [Not Relevant] Bowden
 [Not Relevant] VSBA
 [Not Relevant] - School
 [Not Relevant]

Apologies: [Not Relevant] - Foreground
 [Not Relevant] Bowden
 [Not Relevant] School

Minutes

Item	Task/Note	By	Due
1.0	Health, Safety and Environment		
1.1	Incidents and Near Misses: <ul style="list-style-type: none"> Nil 	N/A	N/A
2.0	Site Progress		

2.1	<p>Therapy Room</p> <ul style="list-style-type: none"> Handed over to the school. <p>TH Building</p> <ul style="list-style-type: none"> Exit ramp structural shop dwg completed. Fabrication underway. <p>LC Building</p> <ul style="list-style-type: none"> External door first coat Not Relevant defect inspection 2 weeks Hand over end of month <p>Civil Works</p> <ul style="list-style-type: none"> Concrete due to be poured tomorrow 	N/A	N/A																															
3.0 Schedule																																		
3.1	<table border="1"> <thead> <tr> <th rowspan="2">Milestone</th> <th colspan="3">Completion Date</th> </tr> <tr> <th>Original</th> <th>Schedule</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>Site Establishment</td> <td>07/FEB/22</td> <td>16/MAR/22</td> <td>16/MAR/22</td> </tr> <tr> <td>Learning Centre – PC</td> <td>20/SEP/22</td> <td>31/JUL/24</td> <td></td> </tr> <tr> <td>Therapy Hub – PC</td> <td>14/SEP/22</td> <td>20/SEPT/24</td> <td></td> </tr> <tr> <td>Materials Tech. – PC</td> <td>24/JUN/22</td> <td>21/NOV/23</td> <td>24/NOV/23</td> </tr> <tr> <td>PA Building – PC</td> <td>13/DEC/22</td> <td>20/SEPT/24</td> <td></td> </tr> <tr> <td>Gym – PC</td> <td>22/MAR/23</td> <td>1/NOV/23</td> <td>24/NOV/23</td> </tr> </tbody> </table>			Milestone	Completion Date			Original	Schedule	Actual	Site Establishment	07/FEB/22	16/MAR/22	16/MAR/22	Learning Centre – PC	20/SEP/22	31/JUL/24		Therapy Hub – PC	14/SEP/22	20/SEPT/24		Materials Tech. – PC	24/JUN/22	21/NOV/23	24/NOV/23	PA Building – PC	13/DEC/22	20/SEPT/24		Gym – PC	22/MAR/23	1/NOV/23	24/NOV/23
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PA Building – PC	13/DEC/22	20/SEPT/24																																
Gym – PC	22/MAR/23	1/NOV/23	24/NOV/23																															
4.0																																		

4.1	<p>LC Handover 27/6</p> <ul style="list-style-type: none"> • Defect work complete next week • Internal cleaning week of underway • External work: • Concrete – poured 12/7 • Fencing – start next week • Furniture budget to be released and ordered. – VSBA/ School • Locks to be ordered – School • IMTD inspection required – VSBA • Not Relevant Defects inspection 2 weeks • Building surveyor - Bowden: • Documentation • Inspection • Manuals & training, hard copy & electronic- Bowden • 	Note	
4.2	<p>Performing Arts 27/6</p> <ul style="list-style-type: none"> • Procurement in control • Joinery shop drawing submitted for review • Painting scope to be agreed on. • Bowden to submit variation for the additional work • 11/7 • Lighting scope confirmed – new lights not required credit 	Not Relevant	12/7
4.4	<p>Gym Line Marking</p> <ul style="list-style-type: none"> • 30/5 • Work is being scheduled for school holidays • 13/6 • Flooring to be installed first 5 days of school holidays & lines Wednesday of second week. • 11/7 • Flooring done • Lines tomorrow 	Note	TBC

4.5	<p>Therapy Hub</p> <ul style="list-style-type: none"> • Adams Engineers engaged for this project. • Ramp certificate to be sent to building surveyor this week. • Engineer to confirm: <ul style="list-style-type: none"> ○ Bridge beam design due to footing changes ○ Wailing plate connection • These details will need to be sent to building surveyor. • Performance solution invoice to be paid by Bowden • 13/6 • Performance solution done – MD to confirm payment. • Shop drawings have commenced • 27/6 • Shop drawing expect 5/7 • Opportunity to start digging in two weeks • Structural steel in 4 weeks • 11/7 • Shop drawings complete • Steel with fabricators • 	Note	
4.6	<p>TH Comms Rack</p> <ul style="list-style-type: none"> • 13/6 • Air conditioner to be installed in first week of school holidays. • Not Relevant to confirm supply of rack & change over schedule. • 27/6 • Comms rack available. • Waiting for IMTD response to carry out work • Flooring is required to be patched with vinyl – to be inspected after meeting. • 12/7 • Flooring variation to be provided • Not Relevant to confirm who is responsible to install rack 	Not Relevant	12/7

4.7	<p>ICT Audit</p> <ul style="list-style-type: none"> • Not Relevant o confirm inspection requirement/ date for IMTD team to carry out. • 27/6 • Waiting for IMTD response to carry out work • 12/7 • No update 	<p>Not Relevant</p>	12/7
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**Barwon Valley School – Stage 2
Meeting No. 6
Barwon Valley School – Meeting Room. 2.00pm 14 July 2022**

ATTENDEES:	EMAIL:	CONTACT NO:
Not Relevant (L&R)	Not Relevant	
Not Relevant (BVS)		
Not Relevant (BVS)		
Not Relevant (BVS)		
Not Relevant (FMSA)		
Not Relevant (BC)		
Not Relevant (BC)		
APOLOGIES:		
Not Relevant (VSBA)		
Not Relevant (FMSA)		
Not Relevant (FMSA)		
Not Relevant (T&T)		
Not Relevant (BC)		

ITEM	BUSINESS	ACTION	DATE
1.0 MINUTES OF PREVIOUS MEETING			
1.1	Site meeting minutes deemed true and correct.	All	Note
2.0 SITE ACTIVITIES			
2.1	Past Fortnight Tree removed and stump ground out	All	Note
2.2	Next Fortnight BC set to return to site on 5/08/2022. Post meeting note: Early piling work to TH building may occur on 18/07/2022 pending contractor availability and material availability. BC to liaise with school.	All	Note
3.0 CONTRACTUAL			
3.1	Contract details are being worked through between BC and VSBA.	L&R	Note
3.2	Progress Claim payments are up to date.	All	Note

ITEM	BUSINESS	ACTION	DATE
4.0 OH&S, ENVIRONMENTAL, QA			
4.1	Nil.	All	Note
5.0 ARCHITECTURAL			
5.1	Landscaping design is being clarified/confirmed between FMSA & BVS Design to be provided to Bowden to price once complete.	FMSA	Note
5.2	Maxiply VM option being explored by FMSA BC questioned whether Group 1 or 2 rating would matter, FMSA to advise after reviewing with RBS.	FMSA	29/6
5.3	Hoist & Track System to be specified. Locations to be clearly shown on revised drawings. FF&E schedule to be updated & updated docs provided.	FMSA	1/7
5.4	Joinery VM options to be explored between FMAS and BC once shop drawings are submitted – note.	FMSA	11/8
5.5	Access control is not required. Door hardware schedule to be updated to reflect this.	FMSA	20/7
5.6	Door schedule to be updated to reflect RFI 43 and RFI 50.	FMSA	20/7
5.8	Drawings & FF&E schedule to reflect adjustable bench requirements. Currently quantities do not match.	FMSA	20/7
6.0 STRUCTURAL			
6.1	Test piling design approved with the endorsement of costs by T&T. Revised drawings to be re-issued with revision numbers. Bowden confirmed they are proceeding as directed verbally. SI to provide confirmation via iTWOcx.	FMSA/ L&R	Note
6.2	Structural Slab redesign being re-priced by BC – documents issued to Bowden to provide quote.	BC	1/7
6.3	FMSA to arrange a time to meet on-site with BC to take measurements for Therapy Hub roof. RFI 16.	FMSA	29/6
6.4	Gym Structural Drawings re-issued to FMSA for review.	FMSA	28/7
6.5	RFI 53 and RFI 54 issued for clarification from Structural Steel Detailer.	FMSA	20/7

ITEM	BUSINESS	ACTION	DATE
7.0 CIVIL			
7.1	Civil heights have been discovered to be quite different from documents, with a large volume of spoil needing to be removed from site. Heights to be captured on updated docs. Changes reflected on structural redesign documents – currently being quoted.	All	Note
8.0 SERVICES			
8.1	RFI 3 – Electric Gate. Updated documents to be supplied by Stantec	FMSA	1/6
8.2	Switchboard Shop Drawings to be approved and issued to BC. RFI 39.	FMSA	29/6
8.3	Mechanical Shop Drawings & Equipment Schedule to be approved and issued to BC. RFI 41. Note: There are significant lead times with some of this equipment.	FMSA	29/6
9.0 PROGRAM			
9.2	L&R, BC & BVS to discuss possible program efficiencies to try and make up time on delays already experienced with Gym works to coincide with the rest of the project.	All	Note
10.0 VARIATIONS			
10.1	Variation to come for Structural Slab redesign.	BC	28/7
10.2	Variation submitted for Division 6 report by BC. L&R to provide direction.	VBSA	29/6
11.0 RFI's			
11.1	Issued: 54 Responses: 34 Updated RFI schedule sent with minutes with a number of critical RFI's outstanding.	All	Note
11.2	Responses not being issued or closed out in a timely fashion.	All	Note

ITEM	BUSINESS	ACTION	DATE
12.0 NOD's / EOT's			
12.1	NOD's issued for Building Permit Delay, issue of IFC drawings, and Latent Ground Conditions/Piling Design - L&R to issue determination and direction.	L&R	Note
12.2	EOT for Piling Design to come once design is finalised - L&R to provide direction.	L&R	Note
12.3	EOT issued for Building Permit Delays - L&R to provide direction.	L&R	Note
13.0 OTHER BUSINESS			
13.1	BC to ensure all subcontractors and personnel park off-site so access to BVS carpark remains for staff only.	All	Note
13.2	BC flagged that the curved window could offer a potential cost saving. School are receptive of deleting it as replacement costs may be high. BC to provide VM option for review.	BC	Note
13.3	BC requested clarity on why no formal direction has been provided on iTWOcx to date. BC flagged all correspondence on iTWOcx remains outstanding other than some variation endorsements. BC requested all documentation be updated via iTWOcx.	L&R	Note
13.4	BC requested confirmation on whether the L&R Agenda and Minutes should both be issued. L&R confirmed both are required and that the agenda does not carry over minutes from the previous meeting. BC noted that they felt the agenda was not a necessary document.	All	Note
13.5	BC noted that the Gym staging has been endorsed via the RBS and School. School can facilitate early access to the gym on approximately 15/8/22. BC to table site establishment plan and revised program after reviewing further internally, at next site meeting.	BC	28/7
13.6	BC noted that RFI responses are too slow, and on average over 40 days late per outstanding RFI. FSMA provided commitment to improve.	All	Note

Next Meeting: 2.00pm 28 July 2022. Location: Barwon Valley School – Meeting Room

**Barwon Valley School – Stage 2
 Meeting No. 7
 Barwon Valley School – Meeting Room. 2.00pm 28 July 2022**

ATTENDEES:	EMAIL:	CONTACT NO:	
Not Relevant (L&R)	Not Relevant		
Not Relevant (BVS)			
Not Relevant (BVS)			
Not Relevant (FMSA)			
Not Relevant (FMSA)			
Not Relevant (BC)			
Not Relevant (BC)			
Not Relevant (BC)			
APOLOGIES:			
Not Relevant (VSBA)			
Not Relevant (FMSA)			
Not Relevant (FMSA)			
Not Relevant (BVS)			

ITEM	BUSINESS	ACTION	DATE
1.0 MINUTES OF PREVIOUS MEETING			
1.1	Site meeting minutes deemed true and correct.	All	Note
2.0 SITE ACTIVITIES			
2.1	Past Fortnight Screw Piling TH Building. Site closed for 1 week due to Site Manager testing + to Covid.	All	Note
2.2	Next Fortnight Screw Piling MT Building.	All	Note
3.0 CONTRACTUAL			
3.1	Contract details are being worked through between BC and VSBA.	L&R	Note
3.2	Progress Claim payments are up to date.	All	Note

ITEM	BUSINESS	ACTION	DATE
4.0 OH&S, ENVIRONMENTAL, QA			
4.1	Electrician Apprentice was seen standing on ladder on top of a Container! Electrician - Banned from Site.	BC Resolved	Note
4.2	Temporary Fence blew over in wind – Shadow Mesh to be removed.	BC Resolved	Note
5.0 ARCHITECTURAL			
5.1	Landscaping design is being clarified/confirmed between FMSA & BVS Design to be provided to Bowden to price once complete.	FMSA	Note
5.2	Joinery VM options to be explored between FMAS and BC once shop drawings are submitted – note.	FMSA	Note
6.0 STRUCTURAL			
6.1	FMSA to arrange a time to meet on-site with BC to take measurements for Therapy Hub roof. RFI 16.	FMSA	Note
7.0 CIVIL			
7.1	Nil.	All	Note
8.0 SERVICES			
8.1	Nil.		
9.0 PROGRAM			
9.1	BC to provide updated Program.	BC	Note

ITEM	BUSINESS	ACTION	DATE
10.0 VARIATIONS			
10.1	Variation Issued for Structural Slab redesign.	T&T	Note
10.2	BC to provide Register.	BC	Note
11.0 RFI's			
11.1	43, 48, 50 and 63 Door Schedule - need to update Hardware.	FMSA	Note
11.2	3 - Requires Drawing.	FMSA	Note
11.3	25 - To be followed up.	FMSA	Note
11.4	16 - Therapy Hub Roof being redesigned.	FMSA	Note
11.5	19 - Maxiply Artwork	BC	Note
11.6	39 - Closed	All	Note
12.0 NOD's / EOT's			
12.1	NOD's issued for Building Permit Delay, issue of IFC drawings, and Latent Ground Conditions/Piling Design - L&R to issue determination and direction.	L&R	Note
12.2	EOT for Piling Design to come once design is finalised - L&R to provide direction.	L&R	Note
12.3	EOT issued for Building Permit Delays - L&R to provide direction.	L&R	Note
13.0 OTHER BUSINESS			
13.1	Yarning Circle and Indigenous Garden Project to be coordinated.	All	Note

Next Meeting: 2.00pm 25 August 2022. Location: Barwon Valley School – Meeting Room

**Barwon Valley School – Stage 2
Meeting No. 08
Barwon Valley School – Meeting Room. 2.00pm 11 August 2022**

ATTENDEES:	EMAIL:	CONTACT NO:
Not Relevant [Redacted] (L&R)	Not Relevant	
Not Relevant [Redacted] (VSBA)		
Not Relevant [Redacted] (BVS)		
Not Relevant [Redacted] (BVS)		
Not Relevant [Redacted] (BVS)		
Not Relevant [Redacted] (FMSA)		
Not Relevant [Redacted] (BC)		
Not Relevant [Redacted] (BC)		
Not Relevant [Redacted] (BC)		
Not Relevant [Redacted] (BC)		
APOLOGIES:		
Not Relevant [Redacted] (BVS)		
Not Relevant [Redacted] (FMSA)		
Not Relevant [Redacted] (FMSA)		
Not Relevant [Redacted] (T&T)		

ITEM	BUSINESS	ACTION	DATE
1.0 MINUTES OF PREVIOUS MEETING			
1.1	Site meeting minutes deemed true and correct.	All	Note
2.0 SITE ACTIVITIES			
2.1	Past Fortnight Screw Piling TH Building and started LC Building	All	Note
2.2	Next Fortnight Civic works to start.	All	Note
3.0 CONTRACTUAL			
3.1	Contract issued to BC for Signing.	BC	Note

ITEM	BUSINESS	ACTION	DATE
3.2	Progress Claim payments are up to date.	All	Note
4.0 OH&S, ENVIRONMENTAL, QA			
4.2	Temporary Fence blew over in wind – Fence has been braced and Shadow Mesh will remain.	BC Resolved	Note
5.0 ARCHITECTURAL			
5.1	Landscaping design is being clarified/confirmed between FMSA & BVS Design to be provided to Bowden to price once complete.	FMSA	Note
5.2	Joinery VM options to be explored between FMAS and BC once shop drawings are submitted.	FMSA	Note
5.3	Food Tech Design – BVS to Approve.	BVS	Note
5.4	Climbing Wall – BVS to Approve.	BVS	Note
6.0 STRUCTURAL			
6.1	FMSA to arrange a time to meet on-site with BC to take measurements for Therapy Hub Roof (RFI 016) – FMSA redesigning with Stantec.	FMSA	Note
7.0 CIVIL			
7.1	Trampoline to be relocated due to clashes with Services and Infrastructure – BVS Agreed.	All	Note
7.2	Rain Water Tank – BC raised concern regarding potential flooding.	FMSA	Note
7.3	MT Building clash with Spoon Drain.	FMSA	Note
7.4	Grease Trap clash with Stormwater (RFI 076).	FMSA	Note

ITEM	BUSINESS	ACTION	DATE
8.0 SERVICES			
8.1	Powercor Switchboard Upgrade – Not Rel evan to send Proposed Works (RFI 088).	VBSA	Note
8.2	LC Building Mains Power Route (RFI 075). Temp Power to Gates and Storage Sheds (RFI 077).	FMSA	Note
8.3	TH Roof – Insufficient area for Solar Panels.	FMSA	Note
9.0 PROGRAM			
9.1	BC to provide updated Program – TH Building first.	BC	Note
10.0 VARIATIONS			
10.1	Variation Issued for Structural Slab redesign.	T&T	Note
10.2	BC to provide Register.	BC	Note
11.0 RFI's			
11.1	Meeting to be organised to discuss RFI's	FMSA BC L&R	Note
11.2	Urgent Response required to RFI's 61, 69, 74, 87 and 88.	FMSA	Note
11.3	LC Slab Connection to Existing Building – BC to do Mark Up.	BC	Note
12.0 NOD's / EOT's			
12.1	NOD's issued for Building Permit Delay, issue of IFC drawings, and Latent Ground Conditions/Piling Design - L&R to issue determination and direction.	L&R	Note
12.2	EOT for Piling Design to come once design is finalised - L&R to provide direction.	L&R	Note
12.3	EOT issued for Building Permit Delays - L&R to provide direction.	L&R	Note

ITEM	BUSINESS	ACTION	DATE
13.0 OTHER BUSINESS			
13.1	Yarning Circle and Indigenous Garden Project to be coordinated.	FMSA	Note
13.2	BVS concerned about cutting through Car Park and Fire Hydrant positioning in Pavement – Combined Services Drawing required.	FMSA	Note

Next Meeting: 2.00pm 25 August 2022. Location: Barwon Valley School – Meeting Room

**Barwon Valley School – Stage 2
Meeting No. 09
Barwon Valley School – Meeting Room. 2.00pm 25 August 2022**

ATTENDEES:	EMAIL:	CONTACT NO:
Not Relevant [Redacted] (L&R)	Not Relevant	
Not Relevant [Redacted] (VSBA)		
Not Relevant [Redacted] (BVS)		
Not Relevant [Redacted] (BVS)		
Not Relevant [Redacted] (BVS)		
Not Relevant [Redacted] (FMSA)		
Not Relevant [Redacted] (BC)		
Not Relevant [Redacted] (BC)		
Not Relevant [Redacted] (BC)		
Not Relevant [Redacted] (BC)		
APOLOGIES:		
Not Relevant [Redacted] (BVS)		
Not Relevant [Redacted] (FMSA)		
Not Relevant [Redacted] (FMSA)		
Not Relevant [Redacted] (T&T)		
Not Relevant [Redacted] (BC)		

ITEM	BUSINESS	ACTION	DATE
1.0 MINUTES OF PREVIOUS MEETING			
1.1	Site meeting minutes deemed true and correct.	All	Note
2.0 SITE ACTIVITIES			
2.1	Past Fortnight TH Building Stormwater – Completed. 80% of Screw Piles completed.	All	Note
2.2	Next Fortnight Demolition to Gym Area. Stormwater to continue. Fire and Sewer ingrounds commencing.	All	Note
3.0 CONTRACTUAL			
3.1	Contract issued to BC for Signing.	BC	Note
3.2	Progress Claim payments are up to date.	All	Note

ITEM	BUSINESS	ACTION	DATE
4.0 OH&S, ENVIRONMENTAL, QA			
4.2	3 serious Perimeter Breaches to Construction Area by Students. BC to be extra careful to ensure this does not happen again – Hoarding near Gym now has a lock and a gap found has been secured with temporary fence panel.	BC Resolved	Note
5.0 ARCHITECTURAL			
5.1	Landscaping design is being clarified/confirmed between FMSA & BVS Design to be provided to Bowden to price once complete.	FMSA	Note
5.2	Joinery VM options to be explored between FMAS and BC once shop drawings are submitted.	FMSA	Note
5.3	Food Tech Design – BVS to Approve – Updated Drawings required	FMSA	Note
5.4	Climbing Wall – BVS to Approve.	BVS	Note
5.5	Upload current set of Drawings on iTWOcx.	FMSA	Note
5.6	Maxiply Panels – FMSA presented options – BVS to approve.	BVS & FMSA	Note
6.0 STRUCTURAL			
6.1	Therapy Hub Roof (RFI 016) – FMSA redesigning with Stantec. Architectural and Structural Drawings to be issued for pricing.	FMSA	Note
6.2	Sheared Screw Piles (RFI 069) – FMSA reviewing Stantec’s advice.	FMSA	Note
6.3	TH Footing - Slab layout (RFI 086) – Required urgently.	FMSA	Note
7.0 CIVIL			
7.1	Rain Water Tank – BC raised concern regarding potential flooding – BVS to try and arrange Contractor to camera the entire Stormwater System.	BVS	Note
7.2	Grease Trap clash with Stormwater (RFI 076) – New drawing required	FMSA	Note
7.3	Sewer (RFI 098) – Required urgently.	FMSA	Note
8.0 SERVICES			
8.1	Powercor Switchboard Upgrade – Stantec to provide updated Drawing with Setout – BC to the arrange meeting with Powercor to discuss.	FMSA & BC	Note
8.2	LC Building Mains Power Route (RFI 075).	FMSA	Note

ITEM	BUSINESS	ACTION	DATE
	Temp Power to Gates and Storage Sheds (RFI 077) – Permanent solution needs to be documented.		
8.3	Dust Extractor Location – BVS requested this to be in Caged Area – Services Drawings to be updated with Transmittal to reflect change.	FMSA	Note
8.4	Fire Service – BC want to bore rather than trench.	BC	Note
9.0 PROGRAM			
9.1	BC to provide updated Program reflecting Building order.	BC	Note
10.0 VARIATIONS			
10.1	Variation Issued for Structural Slab redesign – T&T working through – Stantec to advise on Civil heights.	T&T	Note
10.2	Temporary Power RFI.		Note
10.3	Fire Service – T&T working through.	T&T	Note
11.0 RFI's			
11.1	Meeting to be organised to discuss RFI's	FMSA BC L&R	Note
11.2	Urgent Response required to RFI's 69, 74, 80, 81, 89, 96, 97, 98 and 99.	FMSA	Note
11.3	LC Slab Connection to Existing Building – BC to do Mark Up.	BC	Note
12.0 NOD's / EOT's			
12.1	NOD's issued for Building Permit Delay, issue of IFC drawings, and Latent Ground Conditions/Piling Design - L&R to issue determination and direction.	L&R	Note
12.2	EOT for Piling Design to come once design is finalised - L&R to provide direction.	L&R	Note
12.3	EOT issued for Building Permit Delays - L&R to provide direction.	L&R	Note
12.4	NOD for Trampoline.	L&R	Note

ITEM	BUSINESS	ACTION	DATE
13.0 OTHER BUSINESS			
13.1	BVS requested that they be notified prior to any works with excessive noise – BC to email BVS – To be coordinated with Breaks 10:45-11:15am and 1:15-2:50pm	BC	Note
13.2	VSBA requested FMSA to get Stantec to respond quicker to RFI's.	FMSA	Note
13.3	Meeting thanked Not Relevant for his contribution to the Project.	All	Note

Next Meeting: 2.00pm 8 September 2022. Location: Barwon Valley School – Meeting Room

**Barwon Valley School – Stage 2
Meeting No. 10**

Barwon Valley School – Meeting Room. 2:00pm 8 September 2022

ATTENDEES:	EMAIL:	CONTACT NO:
Not Relevant (L&R)	Not Relevant	
Not Relevant (VSBA)		
Not Relevant (BVS)		
Not Relevant (BVS)		
Not Relevant (FMSA)		
Not Relevant (FMSA)		
Not Relevant (BC)		
Not Relevant (BC)		
Not Relevant (BC)		
Not Relevant (BC)		
Not Relevant (T&T)		
APOLOGIES:		
Not Relevant (BVS)		
Not Relevant (FMSA)		

ITEM	BUSINESS	ACTION	DATE
1.0 MINUTES OF PREVIOUS MEETING			
1.1	Site meeting minutes deemed true and correct.	All	Note
2.0 SITE ACTIVITIES			
2.1	Past Fortnight TH & LC Buildings Site Cut – Completed. Gym Area Demolition – Completed. Trampoline Demolition – Completed.	All	Note
2.2	Next Fortnight Screw Piles to continue. Program to be provided for School Holidays.	All BC	Note Note
3.0 CONTRACTUAL			
3.1	Contract issued to BC for Signing – Completed.	All	Note
3.2	Progress Claim payments are up to date.	All	Note

ITEM	BUSINESS	ACTION	DATE
4.0 OH&S, ENVIRONMENTAL, QA			
4.1	Nil.	All	Note
5.0 ARCHITECTURAL			
5.1	Architectural, Structural, Civic and Landscape Drawings to be Coordinated.	FMSA	Note
5.2	Joinery VM options to be explored between FMAS and BC once shop drawings are submitted.	FMSA	Note
5.3	Food Tech Design – BVS to Approve – Updated Drawings required	FMSA	Note
5.4	Climbing Wall – Who will install?	BVS	Note
5.5	Upload current set of Drawings on iTWOcx.	FMSA	Note
5.6	MaxiPLY Panels – FMSA presented options – BVS approved Original	All	Note
6.0 STRUCTURAL			
6.1	Therapy Hub Roof (RFI 016) – FMSA redesigning with Stantec. Architectural and Structural Drawings to be issued for pricing.	FMSA	Note
6.2	Sheared Screw Piles (RFI 069) – FMSA reviewing Stantec’s advice – Completed.	FMSA	Note
6.3	TH Footing - Slab layout (RFI 086) – Required urgently – Completed.	FMSA	Note
6.4	MT Structural Steel – BC to provide.	BC	Note
7.0 CIVIL			
7.1	Rain Water Tank – BC raised concern regarding potential flooding – BVS to try and arrange Contractor to camera the entire Stormwater System – System is clear – Stantec to Review.	FMSA	Note
7.2	Grease Trap clash with Stormwater (RFI 076) – New drawing required	FMSA	Note
7.3	Sewer (RFI 098) – Required urgently – Stantec to Review.	FMSA	Note
8.0 SERVICES			
8.1	Powercor Switchboard Upgrade – Stantec to provide updated Drawing with Setout – BC to the arrange meeting with Powercor to discuss.	FMSA & BC	Note

ITEM	BUSINESS	ACTION	DATE
8.2	LC Building Mains Power Route (RFI 075). Temp Power to Gates and Storage Sheds (RFI 077) – Permanent solution needs to be documented.	FMSA	Note
8.3	Dust Extractor Location – BVS requested this to be in Caged Area – Services Drawings to be updated with Transmittal to reflect change – Coordinate Drawings.	FMSA	Note
8.4	Fire Service – BC want to bore rather than trench – Approved.	BC	Note
T&T + BC	T&T + BC	T&T + BC	T&T + BC
9.0 PROGRAM			
9.1	BC to provide updated Program reflecting Building order.	BC	Note
10.0 VARIATIONS			
10.1	Variation Issued for Structural Slab redesign – T&T working through – Stantec to advise on Civil heights.	T&T + BC	Note
10.2	Temporary Power RFI.	T&T + BC	Note
10.3	Fire Service – T&T working through.	T&T + BC	Note
11.0 RFI's			
11.1	Meeting to be organised to discuss RFI's – 12/09/2022.	FMSA BC L&R	Note
11.2	Urgent Response required to RFI's on Critical Path – Blue Colour on list on iTWOcx.	FMSA	Note
11.3	LC Slab Connection to Existing Building – BC to do Mark Up – Completed.	BC	Note
12.0 NOD's / EOT's			
12.1	NOD's issued for Building Permit Delay, issue of IFC drawings, and Latent Ground Conditions/Piling Design - L&R to issue determination and direction.	L&R	Note
12.2	EOT for Piling Design to come once design is finalised - L&R to provide direction.	L&R	Note
12.3	EOT issued for Building Permit Delays - L&R to provide direction.	L&R	Note
12.4	NOD for Trampoline.	L&R	Note

ITEM	BUSINESS	ACTION	DATE
12.5	NOD for RFI's.	L&R	Note
13.0 OTHER BUSINESS			
13.1	BVS requested that they be notified prior to any works with excessive noise – BC to email BVS – To be coordinated with Breaks 10:45-11:15am and 1:15-2:50pm	BC	Note
13.2	VSBA requested 2-week Program	BC	Note
13.3	Meeting welcomed Not Relevant – New Project Manager BC	All	Note

Next Meeting: 2.00pm 21 September 2022. Location: Barwon Valley School – Bowden Site Shed

**Barwon Valley School – Stage 2
Meeting No. 11**

Barwon Valley School – Bowden’s Site Shed. 2:00pm 21 September 2022

ATTENDEES:	EMAIL:	CONTACT NO:
Not Relevant (L&R)	Not Relevant	
Not Relevant (VSBA)		
Not Relevant (FMSA)		
Not Relevant (BC)		
Not Relevant (BC)		
Not Relevant (T&T)		
APOLOGIES:		
Not Relevant (BVS)		
Not Relevant (BVS)		
Not Relevant (BVS)		
Not Relevant (FMSA)		
Not Relevant (FMSA)		
Not Relevant (BC)		
Not Relevant (BC)		

ITEM	BUSINESS	ACTION	DATE
1.0 MINUTES OF PREVIOUS MEETING			
1.1	Site meeting minutes deemed true and correct.	All	Note
2.0 SITE ACTIVITIES			
2.1	Past Fortnight Gym Area Site Cut – Completed.	All	Note
2.2	Next Fortnight Screw Piles to continue – LC, followed by Gym. Plumbing – Sewer and Stormwater	All BC	Note Note
3.0 CONTRACTUAL			
3.1	Progress Claim payments are up to date.	All	Note
3.2	Discussion regarding SI’s, RFI’s and Variation Process	All	Note

ITEM	BUSINESS	ACTION	DATE
4.0 OH&S, ENVIRONMENTAL, QA			
4.1	Nil.	All	Note
5.0 ARCHITECTURAL			
5.1	Architectural, Structural, Civic and Landscape Drawings to be Coordinated.	FMSA	Note
5.2	Joinery VM options to be explored between FMAS and BC once shop drawings are submitted.	FMSA	Note
5.3	Food Tech Design – BVS to Approve – Updated Drawings required	FMSA	Note
5.4	Climbing Wall – Who will install?	BVS	Note
6.0 STRUCTURAL			
6.1	Therapy Hub Roof (RFI 016) – FMSA redesigning with Stantec. Architectural and Structural Drawings to be issued for pricing.	FMSA	Note
6.2	MT Structural Steel – BC to provide.	BC	Note
6.3	Hydraulic Drawings required – Fire, Sewer.	FMSA	Note
6.4	TH Steel Shop Drawings to be revised.	FMSA	Note
6.5	Hanging Beam detail required.	FMSA	Note
6.6	Drawings required LC and TH, then Gym.	FMSA	Note
7.0 CIVIL			
7.1	Rain Water Tank – BC raised concern regarding potential flooding – BVS to try and arrange Contractor to camera the entire Stormwater System – System is clear – Stantec to Review.	FMSA	Note
7.2	Grease Trap clash with Stormwater (RFI 076) – New drawing required	FMSA	Note
7.3	Sewer (RFI 098) – Required urgently – Stantec to Review.	FMSA	Note

ITEM	BUSINESS	ACTION	DATE
8.0 SERVICES			
8.1	Powercor Switchboard Upgrade – Stantec to provide updated Drawing with Setout – BC to the arrange meeting with Powercor to discuss. Powercor to provide Program and Works Details for December 2022.	FMSA & BC VSBA	Note Note
8.2	Temp Power to Gates and Storage Sheds (RFI 077) – Permanent solution needs to be documented. FMSA to check.	FMSA	Note
8.3	Dust Extractor Location – BVS requested this to be in Caged Area – Services Drawings to be updated with Transmittal to reflect change – Coordinate Drawings. FMSA to check.	FMSA	Note
9.0 PROGRAM			
9.1	BC to provide updated Program.	BC	Note
9.2	L&R and BC to discuss with BVS bringing forward Gym and Performing Arts Fit Out (40 days)	L&R BC	Note
10.0 VARIATIONS			
10.1	Variation Issued for Structural Slab redesign – T&T working through – Stantec to advise on Civil heights.	T&T + BC	Note
10.2	Temporary Power RFI.	T&T + BC	Note
10.3	Fire Service – T&T working through.	T&T + BC	Note
11.0 RFI's			
11.1	Urgent Response required to RFI's on Critical Path – Blue Colour on list on iTWOcx.	FMSA	Note
12.0 NOD's / EOT's			
12.1	NOD's issued for Building Permit Delay, issue of IFC drawings, and Latent Ground Conditions/Piling Design - L&R to issue determination and direction.	L&R	Note
12.2	EOT for Piling Design to come once design is finalised - L&R to provide direction.	L&R	Note
12.3	EOT issued for Building Permit Delays - L&R to provide direction.	L&R	Note

ITEM	BUSINESS	ACTION	DATE
12.4	NOD for Trampoline.	L&R	Note
12.5	NOD for RFI's.	L&R	Note
13.0 OTHER BUSINESS			
13.1	BVS requested that they be notified prior to any works with excessive noise – BC to email BVS – To be coordinated with Breaks 10:45-11:15am and 1:15-2:50pm	BC	Note
13.2	VSBA again requested 2-week Program	BC	Note

Next Meeting: 2.00pm 6 October 2022. Location: Barwon Valley School – Bowden Site Shed

**Barwon Valley School – Stage 2
Meeting No. 12**

Barwon Valley School – Meeting Room. 2:00pm 6 October 2022

ATTENDEES:	EMAIL:	CONTACT NO:
Not Relevant (L&R)	Not Relevant	
Not Relevant (VSBA)		
Not Relevant (BVS)		
Not Relevant (BVS)		
Not Relevant (FMSA)		
Not Relevant (FMSA)		
Not Relevant (BC)		
Not Relevant (BC)		
Not Relevant (BC)		
Not Relevant (T&T)		
APOLOGIES:		
Not Relevant (BVS)		
Not Relevant (FMSA)		
Not Relevant (BC)		

ITEM	BUSINESS	ACTION	DATE
1.0 MINUTES OF PREVIOUS MEETING			
1.1	Site meeting minutes deemed true and correct.	All	Note
2.0 SITE ACTIVITIES			
2.1	Past Fortnight Screw Piles – Completed. Civic Works – 50% complete.	All	Note
2.2	Next Fortnight Plumbing – Sewer, Stormwater and Fire Mains.	All BC	Note Note
3.0 CONTRACTUAL			
3.1	Progress Claim payments are up to date.	All	Note

ITEM	BUSINESS	ACTION	DATE
4.0 OH&S, ENVIRONMENTAL, QA			
4.1	Screw Pile almost hit Power to Pool – BC must notify BVS immediately in future following any Incident.	BC	Note
5.0 ARCHITECTURAL			
5.1	Architectural, Structural, Civic and Landscape Drawings to be Coordinated.	FMSA	Note
5.2	Joinery VM options to be explored between FMAS and BC once shop drawings are submitted.	FMSA	Note
5.3	Food Tech Design – BVS to Approve – Completed.	All	Note
5.4	Climbing Wall – Who will install? – Completed.	All	Note
5.5	Water Troughs not required, however need external Taps.	FMSA & BC	Note
5.6	Landscape Plans sent to BVS.	BVS & FMSA	Note
6.0 STRUCTURAL			
6.1	Therapy Hub Roof (RFI 016) – FMSA redesigning with Stantec. Architectural and Structural Drawings to be issued for pricing.	FMSA	Note
6.2	MT Structural Steel – BC to provide – Completed.	All	Note
6.3	Hydraulic Drawings required – Fire – Completed. Sewer to be confirmed.	FMSA	Note
6.4	TH Steel Shop Drawings to be revised.	FMSA & BC	Note
6.5	Hanging Beam detail to be confirmed.	FMSA	Note
6.6	Drawings required LC and TH, then Gym.	FMSA	Note
6.7	Design around Retaining Wall.	FMSA	Note
7.0 CIVIL			
7.1	Rain Water Tank – BC raised concern regarding potential flooding – BVS to try and arrange Contractor to camera the entire Stormwater System – System is clear – Stantec to Review – Completed.	All	Note
7.2	Grease Trap clash with Stormwater (RFI 076) – New drawing required – Completed.	All	Note
7.3	Sewer (RFI 098) – Required urgently – Stantec to Review.	FMSA	Note

ITEM	BUSINESS	ACTION	DATE
8.0 SERVICES			
8.1	Powercor Switchboard Upgrade – Stantec to provide updated Drawing with Setout – BC to the arrange meeting with Powercor to discuss. Powercor to provide Program and Works Details for December 2022 – Meeting with Powercor – 7/10/2022.	FMSA & BC VSBA BC & FMSA	Note Note 7/10/22
8.2	Temp Power to Gates and Storage Sheds (RFI 077) – Permanent solution needs to be documented. FMSA to check – Completed.	All	Note
8.3	Dust Extractor Location – BVS requested this to be in Caged Area – Services Drawings to be updated with Transmittal to reflect change – Coordinate Drawings. FMSA to check – Completed.	All	Note
9.0 PROGRAM			
9.1	BC to provide updated Program.	BC	Note
9.2	L&R and BC to discuss with BVS bringing forward Gym and Performing Arts Fit Out (40 days) – Difficult at this Stage.	All	Note
10.0 VARIATIONS			
10.1	Variation Issued for Structural Slab redesign – T&T working through – Stantec to advise on Civil heights.	T&T + BC	Note
10.2	Temporary Power RFI.	T&T + BC	Note
10.3	Fire Service – T&T working through.	T&T + BC	Note
10.4	Suspended Sewer Works	T&T + BC	Note
11.0 RFI's			
11.1	Urgent Response required to RFI's on Critical Path – Blue Colour on list on iTWOcx – working through.	FMSA	Note
12.0 NOD's / EOT's			
12.1	NOD's issued for Building Permit Delay, issue of IFC drawings, and Latent Ground Conditions/Piling Design - L&R to issue determination and direction.	L&R	Note

ITEM	BUSINESS	ACTION	DATE
12.2	EOT for Piling Design to come once design is finalised - L&R to provide direction.	L&R	Note
12.3	EOT issued for Building Permit Delays - L&R to provide direction.	L&R	Note
12.4	NOD for Trampoline.	L&R	Note
12.5	NOD for RFI's.	L&R	Note
13.0 OTHER BUSINESS			
13.1	BVS requested that they be notified prior to any works with excessive noise – BC to email BVS – To be coordinated with Breaks 10:45-11:15am and 1:15-2:50pm	BC	Note
13.2	VSBA again requested 2-week Program – BC Agreed.	BC	Note
13.3	The Meeting welcomed back Not Relevant and thanked Not Relevant for her valuable contribution in Not Relevant absence.	All	Note

Next Meeting: 2.00pm 20 October 2022. Location: Barwon Valley School – Meeting Room.

Barwon Valley School – Stage 2 Meeting No. 13

Barwon Valley School – Meeting Room. 2:00pm 20 October 2022

ATTENDEES:	EMAIL:	CONTACT NO:
Not Relevant (L&R)	Not Relevant	
Not Relevant (VSBA)		
Not Relevant (BVS)		
Not Relevant (BVS)		
Not Relevant (FMSA)		
Not Relevant (FMSA)		
Not Relevant (BC)		
Not Relevant (BC)		
Not Relevant (BC)		
Not Relevant (T&T)		
APOLOGIES:		
Not Relevant (BVS)		
Not Relevant (FMSA)		
Not Relevant (BC)		

ITEM	BUSINESS	ACTION	DATE
1.0 MINUTES OF PREVIOUS MEETING			
1.1	Site meeting minutes deemed true and correct.	All	Note
2.0 SITE ACTIVITIES			
2.1	Past Fortnight Civic Works – 75% complete. Plumbing Works – Sewer 25% complete.	All	Note
2.2	Next Fortnight Plumbing – Sewer, Stormwater and Fire Mains. LC Building – Pile Caps.	All	Note
3.0 CONTRACTUAL			
3.1	Progress Claim payments – Current Claim outstanding.	L&R	Note

ITEM	BUSINESS	ACTION	DATE
4.0 OH&S, ENVIRONMENTAL, QA			
4.1	Irrigation line to School damaged – To be repaired today.	BC	Note
5.0 ARCHITECTURAL			
5.1	Architectural, Structural, Civic and Landscape Drawings to be Coordinated. Electrical Drawings required. Steel levels – Urgent.	FMSA	Note
5.2	Joinery VM options to be explored between FMAS and BC once shop drawings are submitted.	FMSA	Note
5.3	Water Troughs not required, however need external Tamper Proof Taps.	FMSA & BC	5.5
5.4	Landscape Plans sent to BVS.	BVS & FMSA	Note
5.5	Water Feature needs to be able to be turned off.	FMSA	Note
6.0 STRUCTURAL			
6.1	TH Steel Shop Drawings to be revised.	FMSA & BC	Note
6.2	Hanging Beam detail to be confirmed – Heights to TH and LC.	FMSA	Note
6.3	Design around Retaining Wall – Urgent.	FMSA	Note
6.4	Paving Base.	FMSA	Note
7.0 CIVIL			
	Nil	All	Note
8.0 SERVICES			
8.1	Powercor Switchboard Upgrade – Stantec to provide updated Drawing with Setout – BC to the arrange meeting with Powercor to discuss. Powercor to provide Program and Works Details for December 2022 – Meeting with Powercor – 7/10/2022. Powercor to confirm Program.	FMSA & BC VSBA	Note Note

ITEM	BUSINESS	ACTION	DATE
8.2	Temp Power to Gates and Storage Sheds (RFI 077) – Completed. Permanent solution needs to be documented - FMSA to check.	All FMSA	Note Note
9.0 PROGRAM			
9.1	BC to provide updated Program – Included with EOT 7.	All	Note
9.2	L&R and BC to discuss with BVS bringing forward Gym and Performing Arts Fit Out (40 days) – Difficult at this Stage.	All	Note
10.0 VARIATIONS			
10.1	Variation Issued for Structural Slab redesign – T&T working through – Stantec to advise on Civil heights.	T&T + BC	Note
10.2	Temporary Power RFI.	T&T + BC	Note
10.3	Fire Service – T&T working through.	T&T + BC	Note
10.4	Suspended Sewer Works	T&T + BC	Note
11.0 RFI's			
11.1	Urgent Response required to RFI's on Critical Path – Blue Colour on list on iTWOcx – working through. BC to close RFI's that have been responded to.	FMSA BC	Note Note
12.0 NOD's / EOT's			
12.1	NOD's issued for Building Permit Delay, issue of IFC drawings, and Latent Ground Conditions/Piling Design - L&R to issue determination and direction.	L&R	Note
12.2	EOT for Piling Design to come once design is finalised - L&R to provide direction.	L&R	Note
12.3	EOT issued for Building Permit Delays - L&R to provide direction.	L&R	Note
12.4	NOD for Trampoline.	L&R	Note
12.5	NOD for RFI's.	L&R	Note

ITEM	BUSINESS	ACTION	DATE
13.0 OTHER BUSINESS			
13.1	BVS requested that they be notified prior to any works with excessive noise – BC to email BVS – To be coordinated with Breaks 10:45-11:15am and 1:15-2:50pm	BC	Note

Next Meeting: 2.00pm 3 November 2022. Location: Barwon Valley School – Meeting Room.



Meeting Details

Meeting: PCG 15 – VBSA – Barwon Valley School – Stage 2

Date: 08/NOV/2022

PCG: Not Relevant – L+R (Chair and Minute Taker)

Not Relevant

Invitees: Not Relevant – PDC
QS

Apologies: Not Relevant – PDC
Not Relevant – PDC
Not Relevant
Not Relevant – VSBA
Not Relevant – DET
Not Relevant – DET

Minutes

Item	Task/Note	Due	By
Note	Construction Status: Plumbers onsite until at least 11/NOV. Concreter is required after the plumbers are done.	N/A	N/A
Note	Scope Changes: No scope changes since to date.	N/A	N/A
Note	Not Relevant QS reports favourable budget position and cashflow. Refer to latest QS Report for details and cashflow.	N/A	N/A

Note	Schedule: Requires update. See item 15.2.			N/A	N/A	
	Milestone	Planned Completion	Forecast Completion			Actual Completion
	AMP2	09/02/2021	09/02/2021			17/02/2021
	Schematic Design submission	27/04/2021	27/04/2021			27/04/2021
	Design Development submission	13/07/2021	30/07/2021			04/10/2021
	Tender Documentation submission	05/10/2021	05/10/2021			10/11/2021
	Construction Tender Closes	16/11/2021	07/12/2021			10/12/2021
	Construction Start	14/12/2021	04/04/2022			05/04/2022
	Practical Completion	18/05/2023	18/05/2023			
15.1	Remove redundant names from PCG invite list.	22/NOV	Not Relevant			
15.2	Update project schedule and ensure Bowden have supplied the Procurement Schedule and latest Construction Schedule.	22/NOV				
15.3	Send latest QS Report to Not Relevant	18/NOV				
15.4	Meet with PCG to discuss Bowden Notifications. Prepare summary for meeting.	11/NOV				



Meeting Details

Meeting: PCG Meeting 16 – VBSA – Barwon Valley School – Stage 2

Date: 22/NOV/2022

Attendees: Not Relevant Chair and Minute Taker)

Not Relevant

Not Relevant Foreground

Not Relevant T&T
Foreground

Apologies: Not Relevant

Minutes

Item	Task/Note	Due	By
Note	Acknowledgement to traditional landowners past, present and future.	N/A	N/A
Note	Construction Status: Plumbers onsite until at least 11/NOV. Concreter is required after the plumbers are done.	N/A	N/A
Note	Scope Changes: No scope changes since to date.	N/A	N/A
Note	Not Relevant	N/A	N/A
	QS reports that budget is good state, excluding the proposed variations.		

Note	Schedule:				N/A	N/A
	Milestone	Planned Completion	Forecast Completion	Actual Completion		
	AMP2	09/02/2021	09/02/2021	17/02/2021		
	Schematic Design submission	27/04/2021	27/04/2021	27/04/2021		
	Design Development submission	13/07/2021	30/07/2021	04/10/2021		
	Tender Documentation submission	05/10/2021	05/10/2021	10/11/2021		
	Construction Tender Closes	16/11/2021	07/12/2021	10/12/2021		
	Construction Start	14/12/2021	04/04/2022	05/04/2022		
	Practical Completion	18/05/2023	18/05/2023			
15.1	Remove redundant names from PCG invite list.	Completed	Not Relevant			
15.2	Update project schedule and ensure Bowden have supplied the Procurement Schedule and latest Construction Schedule.	22/NOV				
15.3	Send latest QS Report to Not Relevant	Completed				
15.4	Meet with PCG to discuss Bowden Notifications. Prepare summary for meeting.	Completed				
16.1	Schedule to be revised by Bowden to reflect actual state with only approved EOT.	30/NOV				
16.2	Request progress photos on a weekly basis from Bowden.	28/NOV				
16.3	Provide Monthly Report by Bowden.	30/NOV				
16.4	Foreground to send RFI list for closure to Not Relevant	30/NOV				

Next Meeting: 06/DEC



Meeting Minutes

Meeting Details

Meeting: PCG Meeting 17 – VBSA – Barwon Valley School – Stage 2

Date: 06/DEC/2022

Attendees: Not Relevant (Chair and Minute Taker)

Not Relevant

Not Relevant – Foreground

Not Relevant – T&T
Foreground

Apologies:

Not Relevant

Minutes

Item	Task/Note	Due	By
Note	Acknowledgement to traditional land owners and elders past, present and future.	N/A	N/A
Note	Construction Status: Underground services are ongoing. Bowden’s schedule shows planned 10 working, which started more than 2 months ago. Concreting works are past due to start.	N/A	N/A
Note	Scope Changes: No scope changes since to date.	N/A	N/A
Note	Not Relevant QS reports that budget is good state, excluding the proposed variations. A few minor variations recently. December claim from Bowden expected to be low.	N/A	N/A

Schedule:				
	Milestone	Planned Completion	Forecast Completion	Actual Completion
Note	AMP2	09/02/2021	09/02/2021	17/02/2021
	Schematic Design submission	27/04/2021	27/04/2021	27/04/2021
	Design Development submission	13/07/2021	30/07/2021	04/10/2021
	Tender Documentation submission	05/10/2021	05/10/2021	10/11/2021
	Construction Tender Closes	16/11/2021	07/12/2021	10/12/2021
	Construction Start	14/12/2021	04/04/2022	05/04/2022
	Practical Completion	18/05/2023	18/05/2023	
	<p>Schedule is currently in an unusable form. The schedule needs to be updated with only approved EOT's.</p> <p>Overall works are expected to take twice as long as expected, according to the original tender schedule.</p>			
15.2	Update project schedule and ensure Bowden have supplied the Procurement Schedule and latest Construction Schedule.			22/NOV
16.1	Schedule to be revised by Bowden to reflect actual state with only approved EOT.			30/NOV
16.2	Request progress photos on a weekly basis from Bowden.			Completed
16.3	Provide Monthly Report by Bowden. Report quality to be improved and on iTWOcx.			06/DEC
16.4	Foreground to send RFI list for closure to Not Relevant RFI's discussed during Site Meeting. Foreground to close and respond as agreed.			Completed
17.1	Send notification to Bowden to increase labour onsite. Ask for numbers onsite via email and iTWOcx for last 2 weeks.			09/DEC
17.2	Certify Bowden invoice.			09/DEC
17.3	Issue instruction based on 2 nd Geotech report.			09/DEC

Next Meeting: 20/DEC



Meeting Details

Meeting: PCG Meeting 18 – VBSA – Barwon Valley School – Stage 2

Date: 20/DEC/2022

Attendees: [Not Relevant] (Chair and Minute Taker)

[Not Relevant]

[Not Relevant] – Foreground
T&T

Apologies:

[Not Relevant]

[Not Relevant] – Foreground

[Not Relevant] Foreground

Minutes

Item	Task/Note	Due	By
1	Acknowledgement to traditional land owners and elders past, present and future.	N/A	N/A
2	Construction Status: Pouring concrete for MT slab and LC strip footings from 20/DEC.	N/A	N/A
3	Scope Changes: No scope changes since to date. Schedule is slightly different in that concreting has been brought forward for MT and LC Buildings.	N/A	N/A
4	[Not Relevant] QS reports that budget is good state, excluding the proposed variations. A few minor variations recently. Process for new variations on new IPM platform needs to be worked out. Concrete variation is not yet agreed. Based on today's market rates it's over budget. QS has based costs on tender rates.	N/A	N/A

4	Schedule:				20/DEC	Not Relevant
	Milestone	Planned Completion	Forecast Completion	Actual Completion		
	AMP2	09/02/2021	09/02/2021	17/02/2021		
	Schematic Design submission	27/04/2021	27/04/2021	27/04/2021		
	Design Development submission	13/07/2021	30/07/2021	04/10/2021		
	Tender Documentation submission	05/10/2021	05/10/2021	10/11/2021		
	Construction Tender Closes	16/11/2021	07/12/2021	10/12/2021		
	Construction Start	14/12/2021	04/04/2022	05/04/2022		
	Practical Completion	18/05/2023	18/05/2023			
	Duration Comparison in Tender vs DEC/22 Schedules:					
	The overall duration increase of 33 days is due to the 2 approved EOT's (32 + 1 days). The individual construction task durations have not changed between the Tender and latest schedule.					
15.2	Update project schedule and ensure Bowden have supplied the Procurement Schedule and latest Construction Schedule. Requires lead-times of materials and durations.				22/NOV	
16.1	Schedule to be revised by Bowden to reflect actual state with only approved EOT.				Completed	
16.3	Provide Monthly Report by Bowden. Report quality to be improved and on iTWOcx.				Completed	
17.1	Send notification to Bowden to increase labour onsite. Ask for numbers onsite via email and iTWOcx for last 2 weeks. Notification sent to Bowden in early DEC/22. Check for response in iTWOcx and Aconex.				09/DEC	
17.2	Certify Bowden invoice. Bowden to resubmit via Aconex. Bowden notified by email on 20/DEC.				23/DEC	
17.3	Issue instruction based on 2 nd Geotech report. No new information regarding the site that would impact the works. to confirm engineering for retaining walls.				Completed	

Not Relevant

18.1	Stamped drawings are being finalised by Foreground.	23/DEC	Not Relevant
Note	Not Relevant available from start of JAN.	N/A	N/A

Next Meeting: JAN/23



Meeting Details

Meeting: PCG Meeting 19 – VBSA – Barwon Valley School – Stage 2

Date: 31/JAN/2023

Attendees: [Not Relevant] (Chair and Minute Taker)

[Not Relevant]
[Not Relevant] - Foreground
[Not Relevant] - T&T

Apologies: [Not Relevant]
[Not Relevant]
[Not Relevant] - Foreground
[Not Relevant] - Foreground

Minutes

Item	Task/Note	Due	By
1	Acknowledgement to traditional land owners and elders past, present and future.	N/A	N/A
2	Construction Status: Slab completed for MT and Gym. Footings poured for other building.	N/A	N/A
3	Scope Changes: No scope changes since to date. Schedule is slightly different in that concreting has been brought forward for MT and LC Buildings.	N/A	N/A
4	[Not Relevant] Original concrete budget [Not Relevant] Current estimate [Not Relevant] due to cheaper redesign. Leaving [Not Relevant] in contingency. [Not Relevant] to talk to [Not Relevant] on budget.	N/A	N/A

Schedule:			
Milestone	Planned Completion	Forecast Completion	Actual Completion
AMP2	09/02/2021	09/02/2021	17/02/2021
Schematic Design submission	27/04/2021	27/04/2021	27/04/2021
Design Development submission	13/07/2021	30/07/2021	04/10/2021
Tender Documentation submission	05/10/2021	05/10/2021	10/11/2021
Construction Tender Closes	16/11/2021	07/12/2021	10/12/2021
Construction Start	14/12/2021	04/04/2022	05/04/2022
Practical Completion	18/05/2023	30/06/2023	
4	Current schedule needs to be revised. RFI to Bowden was issued 24/JAN to provide up to date schedule that incorporates the latest re-sequenced structural works.		N/A
15.2	Update project schedule and ensure Bowden have supplied the Procurement Schedule and latest Construction Schedule. Requires lead-times of materials and durations. Continued difficulty in obtaining information. RFI submitted in Aconex 24/JAN.	TBA	Not Relevant
17.1	Send notification to Bowden to increase labour onsite. Ask for numbers onsite via email and iTWOcx for last 2 weeks. Notification sent to Bowden in early DEC/22. Check for response in iTWOcx and Aconex. No response given.	Completed	
17.2	Certify Bowden invoice. Bowden to resubmit via Aconex. Bowden notified by email on 20/DEC.	Completed	
18.1	Stamped drawings are being finalised by Foreground.	Completed	
19.1	Height adjustable basketball rings to be confirmed.	28/FEB	
19.2	Meet with Not Relevant to discuss migrating RFI's.	28/FEB	
19.3	Climbing wall in gym to be discussed in terms of cost and budget.	28/FEB	

Next Meeting: 14/MAR/23



Meeting Details

Meeting: PCG Meeting 20 – VBSA – Barwon Valley School – Stage 2

Date: 28/MAR/2023

Attendees: [Not Relevant] (Chair and Minute Taker)

[Not Relevant]

[Not Relevant] - Foreground

[Not Relevant]

[Not Relevant] - Foreground

Apologies: [Not Relevant]

[Not Relevant] - Foreground

[Not Relevant] T&T

Minutes

Item	Task/Note	Due	By
1	Acknowledgement to traditional land owners and elders past, present and future.	N/A	N/A
2	Construction Status: 1m brick wall on MT building. Rough in MT plumbing.	N/A	N/A
3	Scope Changes: No scope changes since to date. <i>Schedule is slightly different in that concreting has been brought forward for MT and LC Buildings.</i>	N/A	N/A
4	[Not Relevant]	N/A	N/A
	Credit variation for [Not Relevant] was submitted relating to concrete.		

5	Schedule:				N/A	N/A	
	Milestone	Completion Date					
		Original	DEC/22 Schedule	Forecast			Actual
	Site Establishment	07/FEB/22	16/MAR/22	N/A			16/MAR/22
	Learning Centre - PC	20/SEP/22	30/NOV/22	TBD			
	Therapy Hub - PC	14/SEP/22	25/NOV/22	TBD			
	Materials Tech. - PC	24/JUN/22	08/SEP/22	TBD			
PA Building - PC	13/DEC/22	07/MAR/23	TBD				
Gym - PC	22/MAR/23	19/JUN/23	TBD				
Current schedule needs to be revised. RFI to Bowden was issued 24/JAN to provide up to date schedule that incorporates the latest re-sequenced structural works.							
15.2	Update project schedule and ensure Bowden have supplied the Procurement Schedule and latest Construction Schedule. Requires lead-times of materials and durations. Continued difficulty in obtaining information. RFI submitted in Aconex 24/JAN. Ongoing difficulty in obtaining information from Bowden.				Ongoing	Not Relevant	
19.1	Height adjustable basketball rings to be confirmed. Works in progress. Bowden have accepted design.				Completed		
19.2	Meet with Not Relevant to discuss migrating RFI's. No open RFI's sitting in old system.				Completed		
19.3	Climbing wall in gym to be discussed in terms of cost and budget. Not Relevant to send budget estimate. Speak to Not Relevant about budget. To be done by external contractor.				28/FEB		
20.1	Look into soil spreading impact to budget.				04/APR		
20.2	Redirect mail to Not Relevant				04/APR		
20.3	Add schedule table to Aconex.				04/APR		
20.4	Identify legitimate RFI's and those that should have been able to be completed by Bowden alone.				04/APR		
20.5	Evaporative cooling system to be installed pending budget. To be done at a later date by external contractor. Send Bowden instruction to remove from scope the climbing wall and gym a/c.				04/APR		

20.6	Gym wall clashes – Revised design was not followed by Bowden. Engineer sent resolution, however Bowden continue to question design. Possible that unskilled labour is being used. Bowden staff have been substituting sub-contractors with staff members who are not necessarily skilled trades. Bowden refuse to provide credentials.	Note	Not Relevant
20.7	Find tender drawings and see is sheds are in or out.	04/MAR	
20.8	Farewell and good luck Not Relevant You'll be missed.	Note	N/A



Meeting Details

Meeting: PCG Meeting 21 – VBSA – Barwon Valley School – Stage 2

Date: 30/MAY/2023

Attendees: [Not Relevant] (Chair and Minute Taker)
 [Not Relevant]
 [Not Relevant]
 [Not Relevant] Foreground
 [Not Relevant] Foreground
 [Not Relevant] T&T

Apologies: N/A

Minutes

Item	Task/Note	Due	By
1	Acknowledgement to traditional land owners and elders past, present and future.	N/A	N/A
2	Construction Status: <ul style="list-style-type: none"> • TH slab currently being poured as at 30/MAY. • Resources appear to be adequate at the time of meeting. • Cladding of internal and external of buildings in progress. 	N/A	N/A
3	Scope Changes: <ul style="list-style-type: none"> • Sheds are within Tender and Construction drawings. Bowden has been requested to demonstrate the omission of the sheds. 	N/A	N/A
4	[Not Relevant] <ul style="list-style-type: none"> • Credit variation for [Not Relevant] was submitted relating to concrete and fire services credit of around [Not Relevant] • Remaining contingency of around 50 %. • No Bowden PM yet appointed. • [Not Relevant] has resigned; was onsite on 30/MAY/2023. 	N/A	N/A

5	Schedule:		N/A	N/A																																							
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No useable schedule available to be able to update table above since DEC/2022.																																											
15.2	Construction Schedule: <ul style="list-style-type: none"> Update project schedule and ensure Bowden have supplied the Procurement Schedule and latest Construction Schedule. Requires lead-times of materials and durations. Continued difficulty in obtaining information. RFI submitted in Aconex 24/JAN. 		Ongoing	Not Relevant																																							
19.3	Climbing Wall: <ul style="list-style-type: none"> Climbing wall in gym to be discussed in terms of cost and budget. Not Relevant to send budget estimate. Speak to Not Relevant about budget. To be done by external contractor. 		Completed																																								
20.1	Soil Disposal: <ul style="list-style-type: none"> Look into soil spreading impact to budget. Assess quantity that was to be disposed. Potential credit. Related to slab redesign. 		15/JUN																																								
20.2	Redirect mail to Not Relevant		Completed																																								
20.3	Add schedule table to Aconex.		Completed																																								
20.4	Identify legitimate RFI's and those that should have been able to be completed by Bowden alone.		Completed																																								

20.5	<p>Evaporative Cooling:</p> <ul style="list-style-type: none"> Evaporative cooling system to be installed pending budget. To be done at a later date by external contractor. Send Bowden instruction to remove from scope the climbing wall and gym a/c. 	Completed	Not Relevant
20.6	<p>Gym Wall Clashes:</p> <ul style="list-style-type: none"> Revised design was not followed by Bowden. Engineer sent resolution, however Bowden continue to question design. Possible that unskilled labour is being used. Bowden staff have been substituting sub-contractors with staff members who are not necessarily skilled trades. Bowden refuse to provide credentials. 	Completed	
20.7	<p>Sheds:</p> <ul style="list-style-type: none"> Find tender drawings and see is sheds are in or out. <p>30/MAY/2023:</p> <ul style="list-style-type: none"> Sheds are within Tender and Construction drawings. Bowden has been requested to demonstrate the omission of the sheds. Bowden's response will prompt the next course of action. 	TBA	
21.1	<p>Landscaping Budget:</p> <ul style="list-style-type: none"> Bowden have re-priced with inflation. Not Relevant to review landscaping costs, then team will assess options and instruct Bowden accordingly. 	09/JUN	
21.2	<p>Furniture:</p> <ul style="list-style-type: none"> Furniture budget is ~ Not Relevant Typically covers furniture, fixtures and equipment not covered by main contract. Hoists and tracks are included in the main contract budget. Find the schedules in the tender documents and confirm scope. 	09/JUN	
21.3	<p>Shipping Containers:</p> <ul style="list-style-type: none"> Invoice to be followed-up by Not Relevant Not Relevant has verbally approved the purchase of a new container to replace the rental. Not Relevant noted that costs can be covered by "Separate Contracts" budget. 	09/JUN	
21.4	<p>Basketball Rings:</p> <ul style="list-style-type: none"> Engineering fee is reasonable according to Not Relevant Not Relevant to discuss with Bowden. 	09/JUN	



Meeting Details

Meeting: PCG Meeting 22 – VBSA – Barwon Valley School – Stage 2

Date: 25/JUL/2023

Attendees: [Not Relevant] (Chair and Minute Taker)
 [Not Relevant]
 [Not Relevant] – Foreground
 [Not Relevant] – T&T

Apologies: [Not Relevant] – Foreground

Minutes

Item	Task/Note	Due	By
1	Acknowledgement to traditional land owners and elders past, present and future.	N/A	N/A
2	Construction Status: <ul style="list-style-type: none"> MT flooring and services slabs poured. TH structural completed. PG painting in progress. LC window prep, framing and roof sheeting completed. Brickwork in progress. 	N/A	N/A
3	Scope Changes: <ul style="list-style-type: none"> Sheds are within Tender and Construction drawings. Bowden has been requested to demonstrate the omission of the sheds. 	N/A	N/A
4	[Not Relevant] <ul style="list-style-type: none"> Forecasted variations [Not Relevant] Remaining contingency of around 51%. No Bowden PM yet appointed. [Not Relevant] hasn't resigned. 	N/A	N/A

5	Schedule:		N/A	N/A																																						
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15.2	Construction Schedule:		Ongoing	Not Relevant																																						
	<ul style="list-style-type: none"> Update project schedule and ensure Bowden have supplied the Procurement Schedule and latest Construction Schedule. Requires lead-times of materials and durations. Continued difficulty in obtaining information. RFI submitted in Aconex 24/JAN. 																																									
	<p>30/MAY/2023:</p> <ul style="list-style-type: none"> Ongoing difficulty in obtaining information from Bowden to date 30/MAY/2023. It is unlikely that Bowden will issue an updated schedule or provide accurate PC dates, given that this has not occurred for the last 6 months. <p>25/JUL/2023:</p> <ul style="list-style-type: none"> PC dates not yet provided. 																																									
20.1	Soil Disposal:		Completed																																							
20.7	Sheds:		TBA																																							
	<ul style="list-style-type: none"> Find tender drawings and see if sheds are in or out. <p>30/MAY/2023:</p> <ul style="list-style-type: none"> Sheds are within Tender and Construction drawings. Bowden has been requested to demonstrate the omission of the sheds. Bowden's response will prompt the next course of action. <p>25/JUL/2023:</p> <ul style="list-style-type: none"> Refer shed scope interpretation to Not Relevant Potential contact if external provider is Not Relevant <p>Loaram Construction.</p>																																									

21.1	<p>Landscaping Budget:</p> <ul style="list-style-type: none"> Bowden have re-priced with inflation. Not Relevant to review landscaping costs, then team will assess options and instruct Bowden accordingly. <p>25/JUL/2023:</p> <ul style="list-style-type: none"> Requested landscaping quote update from Not Relevant Intention is to review the quote, VM and do budget transfer. Original quote is b/n Not Relevant over. 	09/JUN	Not Relevant
21.2	<p>Furniture:</p> <ul style="list-style-type: none"> Furniture budget is Not Relevant Typically covers furniture, fixtures and equipment not covered by main contract. Hoists and tracks are included in the main contract budget. Find the schedules in the tender documents and confirm scope. 	Completed	
21.3	<p>Shipping Containers:</p> <ul style="list-style-type: none"> Invoice to be followed-up by Not Relevant Not Relevant has verbally approved the purchase of a new container to replace the rental. Not Relevant noted that costs can be covered by "Separate Contracts" budget. <p>25/JUL/2023:</p> <ul style="list-style-type: none"> Invoices rejected because they need to be raised as grants. Not Relevant resolving issues. Not Relevant has approved the invoices and working on having them paid. 	TBA	
21.4	<p>Basketball Rings:</p> <ul style="list-style-type: none"> Engineering fee is reasonable according to Not Relevant Not Relevant to discuss with Bowden. 	Completed	
22.1	<p>Site Tour:</p> <ul style="list-style-type: none"> Not Relevant has not yet provided tour. Send reminder. 	28/JUL	
22.2	<p>Resolution of Conflicts:</p> <ul style="list-style-type: none"> Reminder to Not Relevant Not Relevant not comfortable attending site due to personal safety concerns. 	28/JUL	
22.3	<p>2024 Classroom Shortage:</p> <ul style="list-style-type: none"> School requires at least 2 classrooms by the start of the school. Contingency needs to be determined. Planned sequence to be altered with Bowden to prioritise LC. LC RFI's to be prioritised. 	31/JUL	



Meeting Details

Meeting: PCG Meeting 23 – VBSA – Barwon Valley School – Stage 2

Date: 05/OCT/2023

Attendees: [Not Relevant] (Chair and Minute Taker)
 [Not Relevant]
 [Not Relevant] - Foreground
 [Not Relevant] - T&T

Apologies: [Not Relevant] - Foreground

Minutes

Item	Task/Note	Due	By
1	Acknowledgement to traditional land owners and elders past, present and future.	N/A	N/A
2	Construction Status: <ul style="list-style-type: none"> LC 90% plastering complete Painting to commence 9/OCT LC joinery starting 2 wks TH 80% plastering complete 	N/A	N/A
4	[Not Relevant]	N/A	N/A

5	Schedule:		N/A	N/A																															
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Gym - PC	22/MAR/23	20/OCT/23																																	
<p>The programme is very ambitious to have completed by 18 Dec. LC building is priority to be complete this year.</p>																																			
6.1	<p>Learning Centre Hoist</p> <ul style="list-style-type: none"> Solution progressing Not Relevant [redacted] has provided setout details Not Relevant [redacted] engineer expecting response by end week Not Relevant [redacted] to follow up. This is Delaying work EOT to be submitted. Not Relevant [redacted] 	6/10	Not Relevant																																
6.2	<p>Therapy Hub Roof:</p> <ul style="list-style-type: none"> Not Relevant [redacted] provided details 4/oct Not Relevant [redacted] Bowden requested further info Not Relevant [redacted] to respond today The works will involve moving the air conditioning unit and approx. 1 week of work. This is EOT possibly concurrent with hoists 	6/10																																	
6.3	<p>Painting Pattern</p> <ul style="list-style-type: none"> School not happy with the painting pattern that was completed this week. Not Relevant [redacted] to review and provide outcome Not Relevant [redacted] to review the remaining finishes for Not Relevant [redacted] 	10/10																																	
6.4	<p>Landscaping Budget:</p> <ul style="list-style-type: none"> School to provide comment to landscape plan Need to understand priority of landscape requirements – School & BS 	10/10																																	
6.5	<p>PCG Meetings:</p> <ul style="list-style-type: none"> Meetings to be every two weeks Not Relevant [redacted] to send recurring invite. Not Relevant [redacted] 	31/JUL																																	



Meeting Details

Meeting: PCG Meeting 24 – VBSA – Barwon Valley School – Stage 2

Date: 19/OCT/2023

Attendees: Not Relevant (Chair and Minute Taker)
Not Relevant
Not Relevant - Foreground
Not Relevant - T&T

Apologies: Not Relevant - Foreground

Minutes

Item	Task/Note	Due	By
1	Acknowledgement to traditional land owners and elders past, present and future.	N/A	N/A
2	Construction Status: <ul style="list-style-type: none"> • LC plastering complete (except washrooms) • Painting to LC commenced. • LC joinery starting started. • LC Doors installation started. 	N/A	N/A
4	Not Relevant	N/A	N/A

5	Schedule:		N/A	N/A																															
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LC building is priority to be complete this year.																																			
6.1	Learning Centre Hoist <ul style="list-style-type: none"> • Solution provided • Bowden have the structural steel detail and have been instructed to proceed to manufacture. • Building surveyor may require inspection prior to plaster – will not delay work. • Waiting on curtain track & gate detail – this is not a critical item and work will progress. • Variation for the curtain and steel to be submitted. • This is Delaying work EOT to be submitted. 	6/10	Not Relevant																																
6.2	Therapy Hub Roof: <ul style="list-style-type: none"> • Solution for the TH roof provided that allows the a/c to remain in place. • Bowden to provide a variation (currently waiting on their subcontractor) • This is EOT is concurrent with hoists 	6/10																																	
6.3	Painting Pattern <ul style="list-style-type: none"> • School not happy with the painting pattern that was completed this week. • The design to be removed from the Laura Ave facing elevation. • Test section shows that the pattern can be painted over. 	10/10																																	
6.4	Landscaping Budget: <ul style="list-style-type: none"> • Meeting next week to determine priority landscape items and to rationalise the landscape scope. 	10/10																																	
6.5	Pin Board <ul style="list-style-type: none"> • Pin board selection confirmed 	Note																																	

	<p>Gym Linemarking</p> <ul style="list-style-type: none">• School concerned about the lack of space around the edge of the line marking and the gym wall.• Need to provide space for chairs and wheelchairs.• Has been installed to the design, 500mm space around the perimeter.• Provide options to amend.	<p>Not Relevant</p>
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Meeting Details

Meeting: PCG Meeting 25 – VBSA – Barwon Valley School – Stage 2

Date: 2/NOV/2023

Attendees: [Redacted] (Chair and Minute Taker)

[Redacted]
[Redacted]
[Redacted] Foreground
- T&T

Apologies: [Redacted] Foreground

Minutes

Item	Task/Note	Due	By
1	Acknowledgement to traditional land owners and elders past, present and future.	N/A	N/A
2	Construction Status: <ul style="list-style-type: none"> • Painting LC building complete. • LC joinery approx. progressing. • LC internal doors installation complete this week. • LC lights fitted. • LC bathroom steel installed. • 	N/A	N/A
4	[Redacted]	N/A	N/A

5	Schedule:			N/A	N/A																															
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6.1	Learning Centre Hoist/ Bathrooms <ul style="list-style-type: none"> Bowden are now progressing with hoist support detail. Variation for the curtain and steel to be submitted. This is delaying PC EOT to be agreed. 			Note																																
6.2	Therapy Hub Roof: <ul style="list-style-type: none"> Solution for the TH roof provided that allows the a/c to remain in place. Bowden have submitted a variation to be assessed. Works have been programmed, approx. 1 week for the roof work. 			Note																																
6.3	Painting Pattern <ul style="list-style-type: none"> School not happy with the painting pattern that was completed this week. The design to be removed from the Laura Ave facing elevation. Test section shows that the pattern can be painted over. 			Closed																																
6.4	Landscaping Budget: <ul style="list-style-type: none"> Meeting next week to determine priority landscape items and to rationalise the landscape scope. 2/11/2023 <ul style="list-style-type: none"> Meeting this morning to discuss landscape scope 			2/11	Not Relevant																															

6.5	<p>Gym Linemarking</p> <ul style="list-style-type: none"> School concerned about the lack of space around the edge of the line marking and the gym wall. Need to provide space for chairs and wheelchairs. Has been installed to the design, 500mm space around the perimeter. Provide options to amend. 2/11/2023 Bowden to provide price to remove section of floor and reinstate and linemark. 	10/11
6.6	<p>PA Building</p> <ul style="list-style-type: none"> to confirm if the exit door can be deleted. Project team will need to confirm if these work are to proceed. 	10/11

Not Relevant



Meeting Details

Meeting: PCG Meeting 26 – VBSA – Barwon Valley School – Stage 2

Date: 14/NOV/2023

Attendees: [Not Relevant] (Chair and Minute Taker)

[Not Relevant]

[Not Relevant] Foreground
- T&T

[Not Relevant] Foreground

Apologies:

Minutes

Item	Task/Note	Due	By
1	Acknowledgement to traditional land owners and elders past, present and future.	N/A	N/A
2	<p>Construction Status:</p> <ul style="list-style-type: none"> • Vinyl flooring commence 15/11 – approx. 3 weeks • Joinery install continuing – planning to complete end Nov (subbie is busy this timeline is challenging) • Painting doors today • Max ply/ wall panel – on site 27/11 install 12 days • Electricians on site this week, electrical fit off in classrooms. • Plaster <ul style="list-style-type: none"> ○ LC washrooms starting today. 4 days <ul style="list-style-type: none"> → TH ceiling – 10days → Link Way – 3 days 	N/A	N/A
4.1	[Not Relevant]	N/A	N/A

	Not Relevant																																		
4.2	<p>Variations</p> <p>Potential Variations</p> <ul style="list-style-type: none"> • Foam panelling in sensor room likelihood of students pulling off wall. • Additional door from LC building on the east side. 																																		
5	<p>Schedule:</p> <table border="1"> <thead> <tr> <th rowspan="2">Milestone</th> <th colspan="3">Completion Date</th> </tr> <tr> <th>Original</th> <th>Forecast</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>Site Establishment</td> <td>07/FEB/22</td> <td>16/MAR/22</td> <td>16/MAR/22</td> </tr> <tr> <td>Learning Centre - PC</td> <td>20/SEP/22</td> <td>3/FEB/24</td> <td></td> </tr> <tr> <td>Therapy Hub - PC</td> <td>14/SEP/22</td> <td>3/FEB/24</td> <td></td> </tr> <tr> <td>Materials Tech. - PC</td> <td>24/JUN/22</td> <td>21/NOV/23</td> <td></td> </tr> <tr> <td>PA Building – PC</td> <td>13/DEC/22</td> <td>TBC</td> <td></td> </tr> <tr> <td>Gym - PC</td> <td>22/MAR/23</td> <td>1/NOV/23</td> <td>10/NOV/23</td> </tr> </tbody> </table>	Milestone	Completion Date			Original	Forecast	Actual	Site Establishment	07/FEB/22	16/MAR/22	16/MAR/22	Learning Centre - PC	20/SEP/22	3/FEB/24		Therapy Hub - PC	14/SEP/22	3/FEB/24		Materials Tech. - PC	24/JUN/22	21/NOV/23		PA Building – PC	13/DEC/22	TBC		Gym - PC	22/MAR/23	1/NOV/23	10/NOV/23	N/A	N/A	
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6.1	<p>Learning Centre Hoist/ Bathrooms</p> <ul style="list-style-type: none"> • Bowden are now progressing with hoist support detail. • Variation for the curtain and steel to be submitted. • This is delaying PC EOT to be agreed. <p>14/11</p> <ul style="list-style-type: none"> • EOT to be administered. 	Closed																																	
6.2	<p>Therapy Hub Roof:</p> <ul style="list-style-type: none"> • Solution for the TH roof provided that allows the a/c to remain in place. • Bowden have submitted a variation to be assessed. • Works have been programmed, approx. 1 week for the roof work. <p>14/11</p> <ul style="list-style-type: none"> • Work complete, Bowden progressing with plaster. 	Closed																																	

6.3	<p>Landscaping Budget:</p> <ul style="list-style-type: none"> Meeting next week to determine priority landscape items and to rationalise the landscape scope. <p>2/11/2023</p> <ul style="list-style-type: none"> Meeting this morning to discuss landscape scope <p>14/11</p> <ul style="list-style-type: none"> Project team met clarified details with school. School provided marked up design. Not Relevant meeting with landscape architect 16/11. Not Relevant to provide details of landscaping around entrance of LC building this week. 	2/11	Not Relevant
6.4	<p>Gym Linemarking</p> <ul style="list-style-type: none"> School concerned about the lack of space around the edge of the line marking and the gym wall. Need to provide space for chairs and wheelchairs. Has been installed to the design, 500mm space around the perimeter. Provide options to amend. <p>2/11/2023</p> <ul style="list-style-type: none"> Bowden to provide price to remove section of floor and reinstate and linemark. <p>14/11</p> <ul style="list-style-type: none"> Waiting on variation price. 14 week lead time for floor vinyl. Bowden to deliver the post support in final position earlier than full rectification. 	23/11	
6.5	<p>PA Building</p> <ul style="list-style-type: none"> Not Relevant to confirm if the exit door can be deleted. Project team will need to confirm if these work are to proceed. <p>14/11</p> <ul style="list-style-type: none"> Works to proceed. Not Relevant to confirm if the exit door can be deleted. Not Relevant to check the door width. Not Relevant confirmed the extent of the internal painting that has been allowed, not the entire building and to save costs it will be limited to what has been spec. Potential saving, leave carpet as is - school to confirm. 	23/11	



Meeting Details

Meeting: PCG Meeting 27 – VBSA – Barwon Valley School – Stage 2

Date: 23/NOV/2023

Attendees: [Redacted] (Chair and Minute Taker)

[Redacted]

[Redacted]

[Redacted] **Foreground**
- T&T

[Redacted] - **Foreground**
VSBA

Apologies:

Minutes

Item	Task/Note	Due	By
1	Acknowledgement to traditional land owners and elders past, present and future.	N/A	N/A

2	<p>Construction Status:</p> <p>Gym</p> <ul style="list-style-type: none"> Completed ready for handover. <p>Materials Building</p> <ul style="list-style-type: none"> Completed ready for handover. <p>Performing Arts Building</p> <ul style="list-style-type: none"> Not commenced – on hold until LC has been handed over. <p>Learning Centre & Therapy Hub</p> <ul style="list-style-type: none"> Vinyl flooring continuing to be completed end of November Joinery install continuing to be completed end of November early December. Painting doors completed Max ply/ wall panel – on site 27/11 install 12 days Electricians on site following joinery out, completed early/ mid December. Plaster <ul style="list-style-type: none"> LC washrooms complete Working on TH ceiling & linkway To be completed mid December. 	N/A	N/A
4.1	<p>Not Relevant</p>	N/A	N/A
4.2	<p>Variations</p> <p>Potential Variations</p> <ul style="list-style-type: none"> Foam panelling in sensor room likelihood of students pulling off wall. Additional door from LC building on the east side. 		

5	Schedule:			N/A	N/A	
	Milestone	Completion Date				
		Original	Forecast			Actual
	Site Establishment	07/FEB/22	16/MAR/22			16/MAR/22
	Learning Centre - PC	20/SEP/22	3/FEB/24			
	Therapy Hub - PC	14/SEP/22	3/FEB/24			
	Materials Tech. - PC	24/JUN/22	21/NOV/23			24/NOV/23
	PA Building - PC	13/DEC/22	TBC			
Gym - PC	22/MAR/23	1/NOV/23	24/NOV/23			
6.1	Learning Centre Hoist/ Bathrooms <ul style="list-style-type: none"> • Bowden are now progressing with hoist support detail. • Variation for the curtain and steel to be submitted. • This is delaying PC EOT to be agreed. 14/11 <ul style="list-style-type: none"> • EOT to be administered. • 23/11 • Curtain tracks with Foreground. • Not Relevant to provide update 			30/11	Not Relevant	

6.2	<p>Landscaping Budget:</p> <ul style="list-style-type: none"> Meeting next week to determine priority landscape items and to rationalise the landscape scope. <p>2/11/2023</p> <ul style="list-style-type: none"> Meeting this morning to discuss landscape scope <p>14/11</p> <ul style="list-style-type: none"> Project team met clarified details with school. School provided marked up design. Not Relevant meeting with landscape architect 16/11. Not Relevant to provide details of landscaping around entrance of LC building this week. <p>23/11</p> <ul style="list-style-type: none"> Meeting with landscape architect & school to review proposed design concept today. Two packages required: <ul style="list-style-type: none"> Priority. The access/ egress from the LC building, conc paths and fences. This design is with the civil engineer to confirm falls & levels. Required asap. Greater landscape package will come from landscape architect. 	23/11	Not Relevant
6.3	<p>Gym Linemarking</p> <ul style="list-style-type: none"> School concerned about the lack of space around the edge of the line marking and the gym wall. Need to provide space for chairs and wheelchairs. Has been installed to the design, 500mm space around the perimeter. Provide options to amend. <p>2/11/2023</p> <ul style="list-style-type: none"> Bowden to provide price to remove section of floor and reinstate and linemark. <p>14/11</p> <ul style="list-style-type: none"> Waiting on variation price. 14 week lead time for floor vinyl. Bowden to deliver the post support in final position earlier than full rectification. <p>23/11</p> <ul style="list-style-type: none"> No update. Waiting on variation from Bowden. 	23/11	Not Relevant

6.4	<p>PA Building</p> <ul style="list-style-type: none"> • <input type="checkbox"/> Not Relevant to confirm if the exit door can be deleted. • Project team will need to confirm if these work are to proceed. <p>14/11</p> <ul style="list-style-type: none"> • Works to proceed. • <input type="checkbox"/> Not Relevant to confirm if the exit door can be deleted. • <input type="checkbox"/> Not Relevant to check the door width. • <input type="checkbox"/> Not Relevant confirmed the extent of the internal painting that has been allowed, not the entire building and to save costs it will be limited to what has been spec. • Potential saving, leave carpet as is - school to confirm. <p>23/11</p> <ul style="list-style-type: none"> • Revised design to be issued to Bowden. • Deleted proposed side exit door and alter existing door. • Works on hold until LC building complete. 	23/11	Not Relevant
6.5	<p>Therapy Building Exits</p> <ul style="list-style-type: none"> • Currently only 1 exit from Therapy building. • <input type="checkbox"/> Not Relevant to confirm if a second exit is required. 	30/11	
6.6	<p>Rock Wall</p> <ul style="list-style-type: none"> • <input type="checkbox"/> Not Relevant to provide details of rock wall. 		
6.7	<p>Trampoline</p> <ul style="list-style-type: none"> • <input type="checkbox"/> Not Relevant to check condition of trampoline and to check the condition when handed to Bowden. • Bowden site area near office require maintenance. 	30/11	
6.8	<ul style="list-style-type: none"> • Sensory Room Foam • This foam has been installed on all wall in the sensory rooms. • Issue with the foam potentially being pulled from wall. • Foreground investigating solutions. 	30/11	
6.9	<ul style="list-style-type: none"> • 		



Meeting Details

Meeting: PCG Meeting 28 – VBSA – Barwon Valley School – Stage 2

Date: 30/JAN/2023

Attendees:

- Not Relevant (Chair and Minute Taker)
- Not Relevant
- Not Relevant
- Foreground - T&T
- Not Relevant - Foreground VSBA

Apologies:

Minutes

Item	Task/Note	Due	By
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1	<p>Construction Status:</p> <p>Gym</p> <ul style="list-style-type: none"> Completed ready for handover. <p>Materials Building</p> <ul style="list-style-type: none"> Completed ready for handover. <p>Performing Arts Building</p> <ul style="list-style-type: none"> Not commenced – on hold until LC has been handed over. <p>TH Building</p> <ul style="list-style-type: none"> Vinyl flooring complete Joinery install continuing <ul style="list-style-type: none"> Bowden engaged an additional contractor to mitigate any delays. All carcass are in. Benchtops completed Monday Electrical <ul style="list-style-type: none"> Lighting 80% complete Fit-off progressing, will follow joinery out. Painting 80% complete Carpet to start in 2 weeks, after LC. <p>LC Building</p> <ul style="list-style-type: none"> Vinyl complete Pinboards 90% complete Painting 95% complete (only defects outstanding). Carpet installation commences Monday. Bathrooms – 95% complete <ul style="list-style-type: none"> Hoists installed Joinery finishing off 	N/A	N/A
4.1	<p>Not Relevant</p>	N/A	N/A

4.2	<p>Variations</p> <p>Potential Variations</p> <ul style="list-style-type: none"> • Foam panelling in sensor room likelihood of students pulling off wall. • Additional door from LC building on the east side. 																																	
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6.1	<p>Learning Centre Hoist/ Bathrooms</p> <ul style="list-style-type: none"> • Bowden are now progressing with hoist support detail. • Variation for the curtain and steel to be submitted. • This is delaying PC EOT to be agreed. <p>14/11</p> <ul style="list-style-type: none"> • EOT to be administered. • 23/11 • Curtain tracks with Foreground. • Not Relevant to provide update • 30/11 • Hoist installed 	Closed																																

6.2	<p>Landscaping Budget:</p> <ul style="list-style-type: none"> Meeting next week to determine priority landscape items and to rationalise the landscape scope. <p>2/11/2023</p> <ul style="list-style-type: none"> Meeting this morning to discuss landscape scope <p>14/11</p> <ul style="list-style-type: none"> Project team met clarified details with school. School provided marked up design. Not Relevant meeting with landscape architect 16/11. Not Relevant to provide details of landscaping around entrance of LC building this week. <p>23/11</p> <ul style="list-style-type: none"> Meeting with landscape architect & school to review proposed design concept today. Two packages required: <ul style="list-style-type: none"> Priority. The access/ egress from the LC building, conc paths and fences. This design is with the civil engineer to confirm falls & levels. Required asap. Greater landscape package will come from landscape architect. <p>30/1</p> <ul style="list-style-type: none"> Landscape design re-issued last year. Preliminary cost completed by Not Relevant cost well over budget. Not Relevant highlighted potential changes to save costs. Meeting with Not Relevant to review plan and potential changes. 	1/2	Not Relevant
6.3	<p>Gym Linemarking</p> <ul style="list-style-type: none"> School concerned about the lack of space around the edge of the line marking and the gym wall. Need to provide space for chairs and wheelchairs. Has been installed to the design, 500mm space around the perimeter. Provide options to amend. <p>2/11/2023</p> <ul style="list-style-type: none"> Bowden to provide price to remove section of floor and reinstate and linemark. <p>14/11</p> <ul style="list-style-type: none"> Waiting on variation price. 14 week lead time for floor vinyl. Bowden to deliver the post support in final position earlier than full rectification. <p>23/11</p> <ul style="list-style-type: none"> No update. Waiting on variation from Bowden. <p>30/1</p> <ul style="list-style-type: none"> Plan with school for acceptance before proceeding. 	23/11	Not Relevant

6.4	<p>PA Building</p> <ul style="list-style-type: none"> • ^{Not Relevant} to confirm if the exit door can be deleted. • Project team will need to confirm if these work are to proceed. <p>14/11</p> <ul style="list-style-type: none"> • Works to proceed. • ^{Not Relevant} to confirm if the exit door can be deleted. • ^{Not Relevant} to check the door width. • ^{Not Relevant} confirmed the extent of the internal painting that has been allowed, not the entire building and to save costs it will be limited to what has been spec. • Potential saving, leave carpet as is - school to confirm. <p>23/11</p> <ul style="list-style-type: none"> • Revised design to be issued to Bowden. • Deleted proposed side exit door and alter existing door. • Works on hold until LC building complete. <p>30/1</p> <ul style="list-style-type: none"> • Works on hold until LC building complete. • The current scope of works, has been changed in the last few months to save a potential large variation of additional works. • The change in door layouts needs acceptance from the building surveyor. • The audio visual works are apart of the school's scope. • The potential savings from not proceeding with any works in the PA Building. This was requested some time ago and the amount Bowden estimated was about ^{Not Relevant} to request again from Bowden. • Bowden advised that service connection works (sewer) will be carried out. • 	5/2	^{Not Relevant}
6.5	<p>Therapy Building Exits</p> <ul style="list-style-type: none"> • Currently only 1 exit from Therapy building. • ^{Not Relevant} to confirm if a second exit is required. <p>30/1</p> <ul style="list-style-type: none"> • Due to budget constraints ^{Not Relevant} advise against construction of door. 	Note	
6.6	<p>Rock Wall</p> <ul style="list-style-type: none"> • ^{Not Relevant} to provide details of rock wall. <p>30/1</p> <ul style="list-style-type: none"> • Original wall that was allowed in Bowden's tender was deducted at school request. • The proposed wall is very expensive and requires more discussion with school. Review of scope meeting. • Check if additional structural work is required 	1/2	^{Not Relevant}

6.8	<p>Sensory Room Foam</p> <ul style="list-style-type: none"> • This foam has been installed on all wall in the sensory rooms. • Issue with the foam potentially being pulled from wall. • Foreground investigating solutions. • 30/1 • Foreground investigating possible solutions 	2/2	<div style="border: 1px solid red; padding: 2px; display: inline-block;"> Not R elevant </div>
6.9	<ul style="list-style-type: none"> • 		



Meeting Details

Meeting: PCG Meeting 29 – VBSA – Barwon Valley School – Stage 2

Date: 13/FEB/2023

Attendees: [Not Relevant] (Chair and Minute Taker)

[Not Relevant]

[Not Relevant] Foreground
- T&T

[Not Relevant] Foreground

[Not Relevant] VSBA

Apologies:

Minutes

Item	Task/Note	Due	By
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1	<p>Construction Status:</p> <p>Gym</p> <ul style="list-style-type: none"> Completed ready for handover. <p>Materials Building</p> <ul style="list-style-type: none"> Completed ready for handover. <p>Performing Arts Building</p> <ul style="list-style-type: none"> Not commenced – on hold until LC has been handed over. <p>TH Building</p> <ul style="list-style-type: none"> Joinery install continuing approx. 80% complete <ul style="list-style-type: none"> Staff room yet to be complete Electrical, mechanical & plumbing fit off complete Painting complete Carpet to start Monday 12/02. <p>LC Building</p> <ul style="list-style-type: none"> Pinboards 90% complete (sensory rooms outstanding) Painting only defects outstanding. Carpet installation 95% complete – finish this week. 	N/A	N/A
4.1	<p>Not Relevant</p>	N/A	N/A
4.2	<p>Variations</p> <p>Potential Variations</p> <ul style="list-style-type: none"> Foam panelling in sensor room likelihood of students pulling off wall. Additional door from LC building on the east side. Therapy Hub Exit 	N?A	

Schedule:

Milestone	Completion Date		
	Original	Forecast	Actual
Site Establishment	07/FEB/22	16/MAR/22	16/MAR/22
Learning Centre - PC	20/SEP/22	3/FEB/24	
Therapy Hub - PC	14/SEP/22	3/FEB/24	
Materials Tech. - PC	24/JUN/22	21/NOV/23	24/NOV/23
PA Building - PC	13/DEC/22	TBC	
Gym - PC	22/MAR/23	1/NOV/23	24/NOV/23

5

N/A

N/A

6.1	<p>Landscaping Budget:</p> <ul style="list-style-type: none"> Meeting next week to determine priority landscape items and to rationalise the landscape scope. <p>2/11/2023</p> <ul style="list-style-type: none"> Meeting this morning to discuss landscape scope <p>14/11</p> <ul style="list-style-type: none"> Project team met clarified details with school. School provided marked up design. Not Relevant meeting with landscape architect 16/11. Not Relevant to provide details of landscaping around entrance of LC building this week. <p>23/11</p> <ul style="list-style-type: none"> Meeting with landscape architect & school to review proposed design concept today. Two packages required: <ul style="list-style-type: none"> Priority. The access/ egress from the LC building, conc paths and fences. This design is with the civil engineer to confirm falls & levels. Required asap. Greater landscape package will come from landscape architect. <p>30/1</p> <ul style="list-style-type: none"> Landscape design re-issued last year. Preliminary cost completed by Not Relevant cost well over budget. Not Relevant highlighted potential changes to save costs. Meeting with Not Relevant to review plan and potential changes. <p>13/2</p> <ul style="list-style-type: none"> Landscape dwg to be submitted this week. Work by others to be noted. Meeting Friday to review. 	23/2	Not Relevant
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6.2	<p>Gym Linemarking</p> <ul style="list-style-type: none"> School concerned about the lack of space around the edge of the line marking and the gym wall. Need to provide space for chairs and wheelchairs. Has been installed to the design, 500mm space around the perimeter. Provide options to amend. <p>2/11/2023</p> <ul style="list-style-type: none"> Bowden to provide price to remove section of floor and reinstate and linemark. <p>14/11</p> <ul style="list-style-type: none"> Waiting on variation price. 14 week lead time for floor vinyl. Bowden to deliver the post support in final position earlier than full rectification. <p>23/11</p> <ul style="list-style-type: none"> No update. Waiting on variation from Bowden. <p>30/1</p> <ul style="list-style-type: none"> Plan with school for acceptance before proceeding. <p>13/2</p> <ul style="list-style-type: none"> Waiting to core sockets. 	Closed	<div data-bbox="1334 542 1436 631" style="border: 1px solid red; padding: 2px;">Not Relevant</div>
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6.3	<p>PA Building</p> <ul style="list-style-type: none"> • Not Relevant to confirm if the exit door can be deleted. • Project team will need to confirm if these work are to proceed. <p>14/11</p> <ul style="list-style-type: none"> • Works to proceed. • Not Relevant to confirm if the exit door can be deleted. • Not Relevant to check the door width. • Not Relevant confirmed the extent of the internal painting that has been allowed, not the entire building and to save costs it will be limited to what has been spec. • Potential saving, leave carpet as is - school to confirm. <p>23/11</p> <ul style="list-style-type: none"> • Revised design to be issued to Bowden. • Deleted proposed side exit door and alter existing door. • Works on hold until LC building complete. <p>30/1</p> <ul style="list-style-type: none"> • Works on hold until LC building complete. • The current scope of works, has been changed in the last few months to save a potential large variation of additional works. • The change in door layouts needs acceptance from the building surveyor. • The audio visual works are apart of the school's scope. • The potential savings from not proceeding with any works in the PA Building. This was requested some time ago and the amount Bowden estimated was about Not Relevant to request again from Bowden. • Bowden advised that service connection works (sewer) will be carried out. • 13/2 • School & Foreground to review scope of AV work. • Meeting Friday to review 	16/2	Not Relevant
6.4	<p>Therapy Building Exits</p> <ul style="list-style-type: none"> • Currently only 1 exit from Therapy building. • Not Relevant to confirm if a second exit is required. <p>30/1</p> <ul style="list-style-type: none"> • Due to budget constraints Not Relevant advise against construction of door. <p>13/2</p> <ul style="list-style-type: none"> • TH requires compliant exit. • Ramp exit from TH deck proposed • Bowden to price proposal. 	Not Relevant	22/2

6.5	<p>Rock Wall</p> <ul style="list-style-type: none"> • Not Relevant to provide details of rock wall. • 30/1 • Original wall that was allowed in Bowden's tender was deducted at school request. • The proposed wall is very expensive and requires more discussion with school. Review of scope meeting. • Check if additional structural work is required <p>13/2</p> <ul style="list-style-type: none"> • No update 	23/2	<p>Not Relevant</p>
6.6	<p>Sensory Room Foam</p> <ul style="list-style-type: none"> • This foam has been installed on all wall in the sensory rooms. • Issue with the foam potentially being pulled from wall. • Foreground investigating solutions. • 30/1 • Foreground investigating possible solutions • 13/2 • Foreground have developed acceptable solution. • Waiting for variation 	23/2	
	<ul style="list-style-type: none"> • 		



Meeting Details

Meeting: PCG Meeting 30 – VBSA – Barwon Valley School – Stage 2

Date: 27/FEB/2023

Attendees: [Redacted] (Chair and Minute Taker)
 [Redacted]
 [Redacted] Foreground
 - T&T
 [Redacted] VSBA

Apologies: Daniel Coomber (DC) – Foreground

Minutes

Item	Task/Note	Due	By
1	<p>Construction Status:</p> <p>Gym</p> <ul style="list-style-type: none"> Completed ready for handover. <p>Materials Building</p> <ul style="list-style-type: none"> Completed ready for handover. <p>Performing Arts Building</p> <ul style="list-style-type: none"> Not commenced – on hold until LC has been handed over. <p>TH Building</p> <ul style="list-style-type: none"> Maxi Ply delivered to site end of the week, installed day after. Pinboard complete Joinery 95% complete Carpet Complete (except at the interface with existing building) <p>LC Building</p> <ul style="list-style-type: none"> Carpet Complete (except at the interface with existing building) Kitchen fit off complete in 1-2 weeks 	N/A	N/A
4.1	[Redacted]	N/A	N/A

	Not Relevant																																		
4.2	Variations Potential Variations <ul style="list-style-type: none"> • Therapy Hub Exit • Relocation shed • Landscape • Replacement of kitchen roller shutters 		N/A																																
5	Schedule: <table border="1" data-bbox="252 965 1182 1395"> <thead> <tr> <th rowspan="2">Milestone</th> <th colspan="3">Completion Date</th> </tr> <tr> <th>Original</th> <th>Forecast</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>Site Establishment</td> <td>07/FEB/22</td> <td>16/MAR/22</td> <td>16/MAR/22</td> </tr> <tr> <td>Learning Centre - PC</td> <td>20/SEP/22</td> <td>1/JUN/24</td> <td></td> </tr> <tr> <td>Therapy Hub - PC</td> <td>14/SEP/22</td> <td>14/MAY/24</td> <td></td> </tr> <tr> <td>Materials Tech. - PC</td> <td>24/JUN/22</td> <td>21/NOV/23</td> <td>24/NOV/23</td> </tr> <tr> <td>PA Building - PC</td> <td>13/DEC/22</td> <td>29/JUL/24</td> <td></td> </tr> <tr> <td>Gym - PC</td> <td>22/MAR/23</td> <td>1/NOV/23</td> <td>24/NOV/23</td> </tr> </tbody> </table>	Milestone	Completion Date			Original	Forecast	Actual	Site Establishment	07/FEB/22	16/MAR/22	16/MAR/22	Learning Centre - PC	20/SEP/22	1/JUN/24		Therapy Hub - PC	14/SEP/22	14/MAY/24		Materials Tech. - PC	24/JUN/22	21/NOV/23	24/NOV/23	PA Building - PC	13/DEC/22	29/JUL/24		Gym - PC	22/MAR/23	1/NOV/23	24/NOV/23		N/A	N/A
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6.1	<p>Landscaping Budget:</p> <ul style="list-style-type: none"> Meeting next week to determine priority landscape items and to rationalise the landscape scope. <p>2/11/2023</p> <ul style="list-style-type: none"> Meeting this morning to discuss landscape scope <p>14/11</p> <ul style="list-style-type: none"> Project team met clarified details with school. School provided marked up design. Not Relevant meeting with landscape architect 16/11. Not Relevant to provide details of landscaping around entrance of LC building this week. <p>23/11</p> <ul style="list-style-type: none"> Meeting with landscape architect & school to review proposed design concept today. Two packages required: <ul style="list-style-type: none"> Priority. The access/ egress from the LC building, conc paths and fences. This design is with the civil engineer to confirm falls & levels. Required asap. Greater landscape package will come from landscape architect. <p>30/1</p> <ul style="list-style-type: none"> Landscape design re-issued last year. Preliminary cost completed by Not Relevant cost well over budget. Not Relevant highlighted potential changes to save costs. Meeting with Not Relevant to review plan and potential changes. <p>13/2</p> <ul style="list-style-type: none"> Landscape dwg to be submitted this week. Work by others to be noted. Meeting Friday to review. 27/2 Architectural landscape plans complete waiting for engineering input. Engineering this week. School has reviewed 	23/2	Not Relevant
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6.2	<p>PA Building</p> <ul style="list-style-type: none"> • Not Relevant to confirm if the exit door can be deleted. • Project team will need to confirm if these work are to proceed. <p>14/11</p> <ul style="list-style-type: none"> • Works to proceed. • Not Relevant to confirm if the exit door can be deleted. • Not Relevant to check the door width. • Not Relevant confirmed the extent of the internal painting that has been allowed, not the entire building and to save costs it will be limited to what has been spec. • Potential saving, leave carpet as is - school to confirm. <p>23/11</p> <ul style="list-style-type: none"> • Revised design to be issued to Bowden. • Deleted proposed side exit door and alter existing door. • Works on hold until LC building complete. <p>30/1</p> <ul style="list-style-type: none"> • Works on hold until LC building complete. • The current scope of works, has been changed in the last few months to save a potential large variation of additional works. • The change in door layouts needs acceptance from the building surveyor. • The audio visual works are apart of the school's scope. • The potential savings from not proceeding with any works in the PA Building. This was requested some time ago and the amount Bowden estimated was about Not Relevant to request again from Bowden. • Bowden advised that service connection works (sewer) will be carried out. • 13/2 • School & Foreground to review scope of AV work. • Meeting Friday to review • 27/2 • Revised architectural drawings, showing revised scope, to be updated next week. • Drawing to be sent to building surveyor • Planning to hold a meeting with building surveyor to review changes. 	8/3	Not Relevant
6.3	<p>Therapy Building Exits</p> <ul style="list-style-type: none"> • Currently only 1 exit from Therapy building. • Not Relevant to confirm if a second exit is required. <p>30/1</p> <ul style="list-style-type: none"> • Due to budget constraints Not Relevant advise against construction of door. <p>13/2</p> <ul style="list-style-type: none"> • TH requires compliant exit. • Ramp exit from TH deck proposed • Bowden to price proposal. • 27/2 • Architectural drawings sent to engineer & Bowden. • Expect engineering notes tomorrow that will allow to price. • Building surveyor will need to stamp 	Not Relevant	22/2

6.4	<p>Rock Wall</p> <ul style="list-style-type: none"> • <input type="checkbox"/> Not Relevant to provide details of rock wall. • 30/1 • Original wall that was allowed in Bowden's tender was deducted at school request. • The proposed wall is very expensive and requires more discussion with school. Review of scope meeting. • Check if additional structural work is required <p>13/2</p> <ul style="list-style-type: none"> • No update • 27/2 • Cost for supply & install wall <input type="checkbox"/> Not Relevant including engineering) • Require direction from VSBA 	7/3	Not Relevant
6.5	<p>Sensory Room Foam</p> <ul style="list-style-type: none"> • This foam has been installed on all wall in the sensory rooms. • Issue with the foam potentially being pulled from wall. • Foreground investigating solutions. • 30/1 • Foreground investigating possible solutions • 13/2 • Foreground have developed acceptable solution. • Waiting for variation • 27/2 • Variation has been submitted. • <input type="checkbox"/> Not Relevant to provide direction 	1/3	
6.6	<p>LC Door</p> <ul style="list-style-type: none"> • Variation received • Awaiting approval from building surveyor & engineer 	1/3	
6.7	<p>LC Kitchen Sink</p> <ul style="list-style-type: none"> • Foreground provided hands free tap option • <input type="checkbox"/> Not Relevant to request Bowden to provide a price 	1/3	
6.8	<p>TH Comms Rack</p> <ul style="list-style-type: none"> • Engineer to be requested on site to discuss issues. 	5/3	
6.9	<p>LC Windows</p> <ul style="list-style-type: none"> • School requires windows to be fixed/ restrictors in place to prevent students from climbing out. • <input type="checkbox"/> Not Relevant to inspect on site and advise. • 	5/3	



Meeting Details

Meeting: PCG Meeting 31 – VBSA – Barwon Valley School – Stage 2

Date: 12/MAR/2023

Attendees: [Not Relevant] (Chair and Minute Taker)

[Not Relevant]
[Not Relevant]
[Not Relevant] Foreground
- T&T

Apologies: [Not Relevant] Foreground

[Not Relevant] VSBA

Minutes

Item	Task/Note	Due	By
1	<p>Construction Status:</p> <p>Gym</p> <ul style="list-style-type: none"> Completed ready for handover. <p>Materials Building</p> <ul style="list-style-type: none"> Completed ready for handover. <p>Performing Arts Building</p> <ul style="list-style-type: none"> Not commenced – on hold until LC has been handed over. <p>TH Building</p> <ul style="list-style-type: none"> Maxi Ply <ul style="list-style-type: none"> Delivered to site with defect issues. Suppliers will remediate on site when installed. Installation next week, Wed/ Thurs Joinery completed, final adjustments may be required. <p>LC Building</p> <ul style="list-style-type: none"> Kitchen fit off almost complete <ul style="list-style-type: none"> Sink replacement approved waiting for supply. 	N/A	N/A

4.1	Not Relevant	N/A	N/A																															
4.2	Variations Potential Variations <ul style="list-style-type: none"> • Therapy Hub Exit • Relocation shed • Landscape • Replacement of kitchen roller shutters • TH Comms rack 	N/A																																
5.1	Schedule: <table border="1" data-bbox="252 1030 1184 1460"> <thead> <tr> <th rowspan="2">Milestone</th> <th colspan="3">Completion Date</th> </tr> <tr> <th>Original</th> <th>Forecast</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>Site Establishment</td> <td>07/FEB/22</td> <td>16/MAR/22</td> <td>16/MAR/22</td> </tr> <tr> <td>Learning Centre - PC</td> <td>20/SEP/22</td> <td>1/JUN/24</td> <td></td> </tr> <tr> <td>Therapy Hub - PC</td> <td>14/SEP/22</td> <td>14/MAY/24</td> <td></td> </tr> <tr> <td>Materials Tech. - PC</td> <td>24/JUN/22</td> <td>21/NOV/23</td> <td>24/NOV/23</td> </tr> <tr> <td>PA Building - PC</td> <td>13/DEC/22</td> <td>29/JUL/24</td> <td></td> </tr> <tr> <td>Gym - PC</td> <td>22/MAR/23</td> <td>1/NOV/23</td> <td>24/NOV/23</td> </tr> </tbody> </table>	Milestone	Completion Date			Original	Forecast	Actual	Site Establishment	07/FEB/22	16/MAR/22	16/MAR/22	Learning Centre - PC	20/SEP/22	1/JUN/24		Therapy Hub - PC	14/SEP/22	14/MAY/24		Materials Tech. - PC	24/JUN/22	21/NOV/23	24/NOV/23	PA Building - PC	13/DEC/22	29/JUL/24		Gym - PC	22/MAR/23	1/NOV/23	24/NOV/23	N/A	N/A
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5.2	Design Outputs <ul style="list-style-type: none"> • Civil design – Next week • LC door schedule – Tomorrow • Therapy Room – Architectural tomorrow • TH Exit Ramp – Architectural & structural tomorrow • Landscape – Civil engineering notes for retaining wall next week. PA – Architectural & structural next week.	Note																																

6.1	<p>Landscaping Budget:</p> <ul style="list-style-type: none"> Meeting next week to determine priority landscape items and to rationalise the landscape scope. <p>2/11/2023</p> <ul style="list-style-type: none"> Meeting this morning to discuss landscape scope <p>14/11</p> <ul style="list-style-type: none"> Project team met clarified details with school. School provided marked up design. Not Relevant meeting with landscape architect 16/11. Not Relevant to provide details of landscaping around entrance of LC building this week. <p>23/11</p> <ul style="list-style-type: none"> Meeting with landscape architect & school to review proposed design concept today. Two packages required: <ul style="list-style-type: none"> Priority. The access/ egress from the LC building, conc paths and fences. This design is with the civil engineer to confirm falls & levels. Required asap. Greater landscape package will come from landscape architect. <p>30/1</p> <ul style="list-style-type: none"> Landscape design re-issued last year. Preliminary cost completed by Not Relevant cost well over budget. Not Relevant highlighted potential changes to save costs. Meeting with Not Relevant to review plan and potential changes. <p>13/2</p> <ul style="list-style-type: none"> Landscape dwg to be submitted this week. Work by others to be noted. Meeting Friday to review. 27/2 Architectural landscape plans complete waiting for engineering input. Engineering this week. School has reviewed 12/3 Retaining wall details expect civil notes today Civil engineering plans this week 	23/2	Not Relevant
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6.2	<p>PA Building</p> <ul style="list-style-type: none"> • Not Relevant to confirm if the exit door can be deleted. • Project team will need to confirm if these work are to proceed. <p>14/11</p> <ul style="list-style-type: none"> • Works to proceed. • Not Relevant to confirm if the exit door can be deleted. • Relevant to check the door width. • Confirmed the extent of the internal painting that has been allowed, not the entire building and to save costs it will be limited to what has been spec. • Potential saving, leave carpet as is - school to confirm. <p>23/11</p> <ul style="list-style-type: none"> • Revised design to be issued to Bowden. • Deleted proposed side exit door and alter existing door. • Works on hold until LC building complete. <p>30/1</p> <ul style="list-style-type: none"> • Works on hold until LC building complete. • The current scope of works, has been changed in the last few months to save a potential large variation of additional works. • The change in door layouts needs acceptance from the building surveyor. • The audio visual works are apart of the school's scope. • The potential savings from not proceeding with any works in the PA Building. This was requested some time ago and the amount Bowden estimated was about Not Relevant to request again from Bowden. • Bowden advised that service connection works (sewer) will be carried out. • 13/2 • School & Foreground to review scope of AV work. • Meeting Friday to review • 27/2 • Revised architectural drawings, showing revised scope, to be updated next week. • Drawing to be sent to building surveyor • Planning to hold a meeting with building surveyor to review changes. <p>12/3</p> <ul style="list-style-type: none"> • Currently reviewing drawings • Updating structural & reflected ceiling plans 	22/3	Not Relevant
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6.3	<p>Therapy Building Exits</p> <ul style="list-style-type: none"> • Currently only 1 exit from Therapy building. • Not Relevant to confirm if a second exit is required. <p>30/1</p> <ul style="list-style-type: none"> • Due to budget constraints Not Relevant advise against construction of door. <p>13/2</p> <ul style="list-style-type: none"> • TH requires compliant exit. • Ramp exit from TH deck proposed • Bowden to price proposal. • 27/2 • Architectural drawings sent to engineer & Bowden. • Expect engineering notes tomorrow that will allow to price. • Building surveyor will need to stamp <p>12/3</p> <ul style="list-style-type: none"> • Window schedule issued • Bowden given direction to proceed with procurement / works 		
6.4	<p>Rock Wall</p> <ul style="list-style-type: none"> • Not Relevant to provide details of rock wall. • 30/1 • Original wall that was allowed in Bowden's tender was deducted at school request. • The proposed wall is very expensive and requires more discussion with school. Review of scope meeting. • Check if additional structural work is required <p>13/2</p> <ul style="list-style-type: none"> • No update • 27/2 • Cost for supply & install wall Not Relevant (including engineering) • Require direction from VSBA • 12/3 • No update 	22/3	Not Relevant
6.5	<p>Sensory Room Foam</p> <ul style="list-style-type: none"> • This foam has been installed on all wall in the sensory rooms. • Issue with the foam potentially being pulled from wall. • Foreground investigating solutions. • 30/1 • Foreground investigating possible solutions • 13/2 • Foreground have developed acceptable solution. • Waiting for variation • 27/2 • Variation has been submitted. • Not Relevant to provide direction • 12/3 • Work to commence next week 	1/3	Not Relevant

6.6	<p>LC Door</p> <ul style="list-style-type: none"> Variation received Awaiting approval from building surveyor & engineer 12/3 Variation approved Direction to proceed given to Bowden 	Note	
6.7	<p>LC Kitchen Sink</p> <ul style="list-style-type: none"> Foreground provided hands free tap option Not Relevant to request Bowden to provide a price 12/3 Variation approved Direction to proceed given to Bowden 	Note	
6.8	<p>TH Comms Rack</p> <ul style="list-style-type: none"> Engineer to be requested on site to discuss issues. 12/3 Meeting required to discuss 	13/3	Not Relevant
6.9	<p>LC Windows</p> <ul style="list-style-type: none"> School requires windows to be fixed/ restrictors in place to prevent students from climbing out. Not Relevant to inspect on site and advise. 12/3 Bowden have been advised/ directed. 	Closed	
6.10	<p>LC Kitchen Sink</p> <ul style="list-style-type: none"> Handsfree sink required Request price from Bowden 	19/3	Not Relevant

Meeting Details

Meeting: PCG Meeting 32
- VBSA - Barwon Valley School - Stage 2

Date: 26/MAR/2023

Attendees: [Not Relevant] (Chair and Minute Taker)
[Not Relevant]
[Not Relevant] - Foreground
- T&T

Apologies: [Not Relevant] - Foreground
[Not Relevant] VSBA

Minutes

Item	Task/Note	Due	By
1	<p>Construction Status:</p> <p>Gym</p> <ul style="list-style-type: none"> Completed ready for handover. <p>Materials Building</p> <ul style="list-style-type: none"> Completed ready for handover. <p>Performing Arts Building</p> <ul style="list-style-type: none"> Not commenced - on hold until LC has been handed over. <p>TH Building</p> <ul style="list-style-type: none"> Maxi Ply - commenced to be inspected on site <p>LC Building</p> <ul style="list-style-type: none"> Kitchen fit off almost complete <ul style="list-style-type: none"> Sink replacement approved waiting for supply. 	N/A	N/A
4.1	[Not Relevant]	N/A	N/A

	Not Relevant																																		
4.2	<p>Variations</p> <p>Potential Variations</p> <ul style="list-style-type: none"> • Therapy Hub Exit • Relocation shed • Landscape • Replacement of kitchen roller shutters • TH Comms rack 		N/A																																
5.1	<p>Schedule:</p> <table border="1"> <thead> <tr> <th rowspan="2">Milestone</th> <th colspan="3">Completion Date</th> </tr> <tr> <th>Original</th> <th>Forecast</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>Site Establishment</td> <td>07/FEB/22</td> <td>16/MAR/22</td> <td>16/MAR/22</td> </tr> <tr> <td>Learning Centre - PC</td> <td>20/SEP/22</td> <td>1/JUN/24</td> <td></td> </tr> <tr> <td>Therapy Hub - PC</td> <td>14/SEP/22</td> <td>14/MAY/24</td> <td></td> </tr> <tr> <td>Materials Tech. - PC</td> <td>24/JUN/22</td> <td>21/NOV/23</td> <td>24/NOV/23</td> </tr> <tr> <td>PA Building - PC</td> <td>13/DEC/22</td> <td>29/JUL/24</td> <td></td> </tr> <tr> <td>Gym - PC</td> <td>22/MAR/23</td> <td>1/NOV/23</td> <td>24/NOV/23</td> </tr> </tbody> </table>	Milestone	Completion Date			Original	Forecast	Actual	Site Establishment	07/FEB/22	16/MAR/22	16/MAR/22	Learning Centre - PC	20/SEP/22	1/JUN/24		Therapy Hub - PC	14/SEP/22	14/MAY/24		Materials Tech. - PC	24/JUN/22	21/NOV/23	24/NOV/23	PA Building - PC	13/DEC/22	29/JUL/24		Gym - PC	22/MAR/23	1/NOV/23	24/NOV/23		N/A	N/A
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Gym - PC	22/MAR/23	1/NOV/23	24/NOV/23																																
5.2	<p>Design Outputs</p> <ul style="list-style-type: none"> • Civil design - Today • TH Exit Ramp - Today • Landscape - Civil engineering notes for retaining wall today. <p>PA - Architectural & structural to BS this week..</p>		Note																																

6.1	<p>Landscaping Budget:</p> <ul style="list-style-type: none"> Meeting next week to determine priority landscape items and to rationalise the landscape scope. <p>2/11/2023</p> <ul style="list-style-type: none"> Meeting this morning to discuss landscape scope <p>14/11</p> <ul style="list-style-type: none"> Project team met clarified details with school. School provided marked up design. Not Relevant meeting with landscape architect 16/11. Not Relevant to provide details of landscaping around entrance of LC building this week. <p>23/11</p> <ul style="list-style-type: none"> Meeting with landscape architect & school to review proposed design concept today. Two packages required: <ul style="list-style-type: none"> Priority. The access/ egress from the LC building, conc paths and fences. This design is with the civil engineer to confirm falls & levels. Required asap. Greater landscape package will come from landscape architect. <p>30/1</p> <ul style="list-style-type: none"> Landscape design re-issued last year. Preliminary cost completed by Not Relevant cost well over budget. Not Relevant highlighted potential changes to save costs. Meeting with Not Relevant to review plan and potential changes. <p>13/2</p> <ul style="list-style-type: none"> Landscape dwg to be submitted this week. Work by others to be noted. Meeting Friday to review. 27/2 Architectural landscape plans complete waiting for engineering input. Engineering this week. School has reviewed 12/3 Retaining wall details expect civil notes today Civil engineering plans this week 26/3 Civil engineering this week. Request price this week 	23/2	Not Relevant
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6.2	<p>PA Building</p> <ul style="list-style-type: none"> • Not Relevant to confirm if the exit door can be deleted. • Not Relevant Project team will need to confirm if these work are to proceed. <p>14/11</p> <ul style="list-style-type: none"> • Works to proceed. • Not Relevant to confirm if the exit door can be deleted. • Not Relevant to check the door width. • Not Relevant confirmed the extent of the internal painting that has been allowed, not the entire building and to save costs it will be limited to what has been spec. • Potential saving, leave carpet as is - school to confirm. <p>23/11</p> <ul style="list-style-type: none"> • Revised design to be issued to Bowden. • Deleted proposed side exit door and alter existing door. • Works on hold until LC building complete. <p>30/1</p> <ul style="list-style-type: none"> • Works on hold until LC building complete. • The current scope of works, has been changed in the last few months to save a potential large variation of additional works. • The change in door layouts needs acceptance from the building surveyor. • The audio visual works are apart of the school's scope. • The potential savings from not proceeding with any works in the PA Building. This was requested some time ago and the amount Bowden estimated was about Not Relevant to request again from Bowden. • Bowden advised that service connection works (sewer) will be carried out. • 13/2 • School & Foreground to review scope of AV work. • Meeting Friday to review • 27/2 • Revised architectural drawings, showing revised scope, to be updated next week. • Drawing to be sent to building surveyor • Planning to hold a meeting with building surveyor to review changes. <p>12/3</p> <ul style="list-style-type: none"> • Currently reviewing drawings • Updating structural & reflected ceiling plans • 26/3 • Architectural & structural to BS this week 	22/3	Not Relevant
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6.3	<p>Therapy Building Exits</p> <ul style="list-style-type: none"> • Currently only 1 exit from Therapy building. • Not Relevant to confirm if a second exit is required. <p>30/1</p> <ul style="list-style-type: none"> • Due to budget constraints Not Relevant advise against construction of door. <p>13/2</p> <ul style="list-style-type: none"> • TH requires compliant exit. • Ramp exit from TH deck proposed • Bowden to price proposal. • 27/2 • Architectural drawings sent to engineer & Bowden. • Expect engineering notes tomorrow that will allow to price. • Building surveyor will need to stamp <p>12/3</p> <ul style="list-style-type: none"> • Window schedule issued • Bowden given direction to proceed with procurement / works • 26/3 • Performance solution accepted. • Bowden to pay fee • Waiting on footing design clarification – today. 	27/3	<p style="text-align: center;">Not Relevant</p>
6.4	<p>Rock Wall</p> <ul style="list-style-type: none"> • Not Relevant to provide details of rock wall. • 30/1 • Original wall that was allowed in Bowden's tender was deducted at school request. • The proposed wall is very expensive and requires more discussion with school. Review of scope meeting. • Check if additional structural work is required <p>13/2</p> <ul style="list-style-type: none"> • No update • 27/2 • Cost for supply & install wall Not Relevant (including engineering) • Require direction from VSBA • 12/3 • No update • 26/3 • No update 	N/A	<p style="text-align: center;">Not Relevant</p>

6.5	<p>Sensory Room Foam</p> <ul style="list-style-type: none"> • This foam has been installed on all wall in the sensory rooms. • Issue with the foam potentially being pulled from wall. • Foreground investigating solutions. • 30/1 • Foreground investigating possible solutions • 13/2 • Foreground have developed acceptable solution. • Waiting for variation • 27/2 • Variation has been submitted. • Not Relevant to provide direction • 12/3 • Work to commence next week • 26/3 • Work commenced – to be inspected 	27/3	Not Relevant
6.6	<p>TH Comms Rack</p> <ul style="list-style-type: none"> • Engineer to be requested on site to discuss issues. • 12/3 • Meeting required to discuss • 26/3 • IMTD to advise on scope 	27/3	
6.7	<p>LC Kitchen Sink</p> <ul style="list-style-type: none"> • Handsfree sink required • Request price from Bowden • 26/3 • Not Relevant to again request price. 	28/3	

Meeting Details

Meeting: PCG Meeting 33
- VBSA - Barwon Valley School - Stage 2

Date: 9/APR/2024

Attendees: [Not Relevant] (Chair and Minute Taker)
 [Not Relevant]
 [Not Relevant] - Foreground
 [Not Relevant] - T&T
 [Not Relevant] - VSBA

Apologies: [Not Relevant] - Foreground

Minutes

Item	Task/Note	Due	By
1	<p>Construction Status:</p> <p>Gym</p> <ul style="list-style-type: none"> Completed ready for handover. <p>Materials Building</p> <ul style="list-style-type: none"> Completed ready for handover. <p>Performing Arts Building</p> <ul style="list-style-type: none"> Not commenced - on hold until LC has been handed over. <p>TH Building</p> <ul style="list-style-type: none"> Maxi Ply - Complete <p>LC Building</p> <ul style="list-style-type: none"> Kitchen fit off almost complete <ul style="list-style-type: none"> Sink replacement approved waiting for supply. Sensory room - complete 	N/A	N/A

4.1	Not Relevant	N/A	N/A																															
4.2	Variations Potential Variations <ul style="list-style-type: none"> • Therapy Hub Exit • Relocation shed • Landscape • TH Comms rack 	N/A																																
5.1	Schedule: <table border="1" data-bbox="252 994 1182 1424"> <thead> <tr> <th rowspan="2">Milestone</th> <th colspan="3">Completion Date</th> </tr> <tr> <th>Original</th> <th>Forecast</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>Site Establishment</td> <td>07/FEB/22</td> <td>16/MAR/22</td> <td>16/MAR/22</td> </tr> <tr> <td>Learning Centre - PC</td> <td>20/SEP/22</td> <td>1/JUN/24</td> <td></td> </tr> <tr> <td>Therapy Hub - PC</td> <td>14/SEP/22</td> <td>14/MAY/24</td> <td></td> </tr> <tr> <td>Materials Tech. - PC</td> <td>24/JUN/22</td> <td>21/NOV/23</td> <td>24/NOV/23</td> </tr> <tr> <td>PA Building - PC</td> <td>13/DEC/22</td> <td>29/JUL/24</td> <td></td> </tr> <tr> <td>Gym - PC</td> <td>22/MAR/23</td> <td>1/NOV/23</td> <td>24/NOV/23</td> </tr> </tbody> </table>	Milestone	Completion Date			Original	Forecast	Actual	Site Establishment	07/FEB/22	16/MAR/22	16/MAR/22	Learning Centre - PC	20/SEP/22	1/JUN/24		Therapy Hub - PC	14/SEP/22	14/MAY/24		Materials Tech. - PC	24/JUN/22	21/NOV/23	24/NOV/23	PA Building - PC	13/DEC/22	29/JUL/24		Gym - PC	22/MAR/23	1/NOV/23	24/NOV/23	N/A	N/A
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6.1	<p>Landscaping Budget:</p> <ul style="list-style-type: none"> Meeting next week to determine priority landscape items and to rationalise the landscape scope. <p>2/11/2023</p> <ul style="list-style-type: none"> Meeting this morning to discuss landscape scope <p>14/11</p> <ul style="list-style-type: none"> Project team met clarified details with school. School provided marked up design. Not Relevant meeting with landscape architect 16/11. Not Relevant to provide details of landscaping around entrance of LC building this week. <p>23/11</p> <ul style="list-style-type: none"> Meeting with landscape architect & school to review proposed design concept today. Two packages required: <ul style="list-style-type: none"> Priority. The access/ egress from the LC building, conc paths and fences. This design is with the civil engineer to confirm falls & levels. Required asap. Greater landscape package will come from landscape architect. <p>30/1</p> <ul style="list-style-type: none"> Landscape design re-issued last year. Preliminary cost completed by Not Relevant cost well over budget. Not Relevant highlighted potential changes to save costs. Meeting with Not Relevant to review plan and potential changes. <p>13/2</p> <ul style="list-style-type: none"> Landscape dwg to be submitted this week. Work by others to be noted. Meeting Friday to review. 27/2 Architectural landscape plans complete waiting for engineering input. Engineering this week. School has reviewed 12/3 Retaining wall details expect civil notes today Civil engineering plans this week 26/3 Civil engineering this week. Request price this week 9/4 Civil eng received Bowden pricing Requested onsite meeting with Stantec to answer questions - Thurs Not Relevant to confirm when to expect price. 	15/4	Not Relevant
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6.2	<p>PA Building</p> <ul style="list-style-type: none"> • Not Relevant to confirm if the exit door can be deleted. • Project team will need to confirm if these work are to proceed. <p>14/11</p> <ul style="list-style-type: none"> • Works to proceed. • Not Relevant to confirm if the exit door can be deleted. • Not Relevant to check the door width. • Not Relevant confirmed the extent of the internal painting that has been allowed, not the entire building and to save costs it will be limited to what has been spec. • Potential saving, leave carpet as is - school to confirm. <p>23/11</p> <ul style="list-style-type: none"> • Revised design to be issued to Bowden. • Deleted proposed side exit door and alter existing door. • Works on hold until LC building complete. <p>30/1</p> <ul style="list-style-type: none"> • Works on hold until LC building complete. • The current scope of works, has been changed in the last few months to save a potential large variation of additional works. • The change in door layouts needs acceptance from the building surveyor. • The audio visual works are apart of the school's scope. • The potential savings from not proceeding with any works in the PA Building. This was requested some time ago and the amount Bowden estimated was about Not Relevant to request again from Bowden. • Bowden advised that service connection works (sewer) will be carried out. • 13/2 • School & Foreground to review scope of AV work. • Meeting Friday to review • 27/2 • Revised architectural drawings, showing revised scope, to be updated next week. • Drawing to be sent to building surveyor • Planning to hold a meeting with building surveyor to review changes. <p>12/3</p> <ul style="list-style-type: none"> • Currently reviewing drawings • Updating structural & reflected ceiling plans • 26/3 • Architectural & structural to BS this week • 9/4 • No change 	TBC	Not Relevant
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6.3	<p>Therapy Building Exits</p> <ul style="list-style-type: none"> • Currently only 1 exit from Therapy building. • Not Relevant to confirm if a second exit is required. <p>30/1</p> <ul style="list-style-type: none"> • Due to budget constraints Not Relevant advise against construction of door. <p>13/2</p> <ul style="list-style-type: none"> • TH requires compliant exit. • Ramp exit from TH deck proposed • Bowden to price proposal. • 27/2 • Architectural drawings sent to engineer & Bowden. • Expect engineering notes tomorrow that will allow to price. • Building surveyor will need to stamp <p>12/3</p> <ul style="list-style-type: none"> • Window schedule issued • Bowden given direction to proceed with procurement / works • 26/3 • Performance solution accepted. • Bowden to pay fee • Waiting on footing design clarification – today. • 9/4 • Performance solution proposal to be sent to Bowden for payment. • Eng received – meeting Stantec on site to to clarify design (footings) 	15/4	Not Relevant
6.4	<p>Rock Wall</p> <ul style="list-style-type: none"> • Not Relevant to provide details of rock wall. <p>30/1</p> <ul style="list-style-type: none"> • Original wall that was allowed in Bowden's tender was deducted at school request. • The proposed wall is very expensive and requires more discussion with school. Review of scope meeting. • Check if additional structural work is required <p>13/2</p> <ul style="list-style-type: none"> • No update • 27/2 • Cost for supply & install wall Not Relevant (including engineering) • Require direction from VSBA • 12/3 • No update • 26/3 • No update • 9/4 • No update • 	N/A	Not Relevant

6.5	<p>Sensory Room Foam</p> <ul style="list-style-type: none"> • This foam has been installed on all wall in the sensory rooms. • Issue with the foam potentially being pulled from wall. • Foreground investigating solutions. • 30/1 • Foreground investigating possible solutions • 13/2 • Foreground have developed acceptable solution. • Waiting for variation • 27/2 • Variation has been submitted. • Not Relevant to provide direction • 12/3 • Work to commence next week • 26/3 • Work commenced – to be inspected • 9/4 • Work completed 	Closed	
6.6	<p>TH Comms Rack</p> <ul style="list-style-type: none"> • Engineer to be requested on site to discuss issues. • 12/3 • Meeting required to discuss • 26/3 • IMTD to advise on scope • 9/4 • Waiting on IMTD 	15/4	Not Relevant
6.7	<p>LC Kitchen Sink</p> <ul style="list-style-type: none"> • Handsfree sink required • Request price from Bowden • 26/3 • Not Relevant to again request price. • 9/4 • Waiting on price for handsfree 	TBC	
6.8	<p>Emergency Drawings</p> <ul style="list-style-type: none"> • Not Relevant to confirm spec/ requirements for drawings • Complete dwg this week 	11/4	
6.9	<p>Building Surveyor</p> <ul style="list-style-type: none"> • BS approval required for: <ul style="list-style-type: none"> ○ Therapy Room ○ Therapy Hub exit ○ Learning centre external door ○ PA Building • TR & LC critical need approval next week to avoid further delays. 	16/4	

Meeting Details

Meeting: PCG Meeting 34
- VBSA - Barwon Valley School - Stage 2

Date: 7/May/2024

Attendees: [Not Relevant] (Chair and Minute Taker)
[Not Relevant]
[Not Relevant]
[Not Relevant] - T&T
[Not Relevant] VSBA

Apologies: [Not Relevant] - Foreground

Minutes

Item	Task/Note	Due	By
1	<p>Construction Status:</p> <p>Gym</p> <ul style="list-style-type: none"> Completed & handed over. <p>Materials Building</p> <ul style="list-style-type: none"> Completed & handed over. <p>Performing Arts Building</p> <ul style="list-style-type: none"> Not commenced - on hold until LC has been handed over. <p>TH Building</p> <ul style="list-style-type: none"> Works on hold <p>LC Building</p> <ul style="list-style-type: none"> Works on hold 	N/A	N/A
4.1	[Not Relevant]	N/A	N/A

	Not Relevant																																		
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5.2	Design Outputs <ul style="list-style-type: none"> • Conc pavement details - 9/5 • Retaining wall - 9/5 • TH Ramp fixing detail - 9/5 • Therapy Room Lintel - 9/5 • PA: <ul style="list-style-type: none"> ○ Structural & electrical - 9/5 ○ Architectural & structural to BS - 9/5 <p>Stantec engineer is sick with covid will affect these dates. (7/5)</p>		Note																																

6.1	<p>Landscaping Budget:</p> <p>7/5</p> <ul style="list-style-type: none"> Variation being reviewed. Not Relevant to forward on options that need to be agreed on. Direction to be sent to proceed expected to be issued in the next week 	14/5	Not Relevant
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6.2	<p>PA Building</p> <ul style="list-style-type: none"> • Not Relevant to confirm if the exit door can be deleted. • Project team will need to confirm if these work are to proceed. <p>14/11</p> <ul style="list-style-type: none"> • Works to proceed. • Not Relevant to confirm if the exit door can be deleted. • to check the door width. • confirmed the extent of the internal painting that has been allowed, not the entire building and to save costs it will be limited to what has been spec. • Potential saving, leave carpet as is - school to confirm. <p>23/11</p> <ul style="list-style-type: none"> • Revised design to be issued to Bowden. • Deleted proposed side exit door and alter existing door. • Works on hold until LC building complete. <p>30/1</p> <ul style="list-style-type: none"> • Works on hold until LC building complete. • The current scope of works, has been changed in the last few months to save a potential large variation of additional works. • The change in door layouts needs acceptance from the building surveyor. • The audio visual works are apart of the school's scope. • The potential savings from not proceeding with any works in the PA Building. This was requested some time ago and the amount Bowden estimated was about Not Relevant to request again from Bowden. • Bowden advised that service connection works (sewer) will be carried out. • 13/2 • School & Foreground to review scope of AV work. • Meeting Friday to review • 27/2 • Revised architectural drawings, showing revised scope, to be updated next week. • Drawing to be sent to building surveyor • Planning to hold a meeting with building surveyor to review changes. <p>12/3</p> <ul style="list-style-type: none"> • Currently reviewing drawings • Updating structural & reflected ceiling plans • 26/3 • Architectural & structural to BS this week • 9/4 • No change • 7/5 • No update 	TBC	Not Relevant
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6.3	<p>Therapy Building Exits</p> <ul style="list-style-type: none"> • Currently only 1 exit from Therapy building. • Not Relevant to confirm if a second exit is required. <p>30/1</p> <ul style="list-style-type: none"> • Due to budget constraints Not Relevant advise against construction of door. <p>13/2</p> <ul style="list-style-type: none"> • TH requires compliant exit. • Ramp exit from TH deck proposed • Bowden to price proposal. • 27/2 • Architectural drawings sent to engineer & Bowden. • Expect engineering notes tomorrow that will allow to price. • Building surveyor will need to stamp <p>12/3</p> <ul style="list-style-type: none"> • Window schedule issued • Bowden given direction to proceed with procurement / works • 26/3 • Performance solution accepted. • Bowden to pay fee • Waiting on footing design clarification – today. • 9/4 • Performance solution proposal to be sent to Bowden for payment. • Eng received – meeting Stantec on site to to clarify design (footings) <p>7/5</p> <ul style="list-style-type: none"> • Variation being reviewed. • Direction to be sent to proceed expected to be issued in the next week • 	14/5	Not Relevant
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6.4	<p>Rock Wall</p> <ul style="list-style-type: none"> • <input type="checkbox"/> Not Relevant to provide details of rock wall. • 30/1 • Original wall that was allowed in Bowden's tender was deducted at school request. • The proposed wall is very expensive and requires more discussion with school. Review of scope meeting. • Check if additional structural work is required <p>13/2</p> <ul style="list-style-type: none"> • No update • 27/2 • Cost for supply & install wall <input type="checkbox"/> Not Relevant (including engineering) • Require direction from VSBA • 12/3 • No update • 26/3 • No update • 9/4 • No update • 75/ • No update • 	N/A	Not Relevant
6.6	<p>TH Comms Rack</p> <ul style="list-style-type: none"> • Engineer to be requested on site to discuss issues. • 12/3 • Meeting required to discuss • 26/3 • IMTD to advise on scope • 9/4 • Waiting on IMTD 	15/4	
6.7	<p>LC Kitchen Sink</p> <ul style="list-style-type: none"> • Handsfree sink required • Request price from Bowden • 26/3 • <input type="checkbox"/> Not Relevant to again request price. • 9/4 • Waiting on price for handsfree • 7/5 • <input type="checkbox"/> Not Relevant to confirm handsfree tap options & direction 	9/5	
6.8	<p>Emergency Drawings</p> <ul style="list-style-type: none"> • <input type="checkbox"/> Not Relevant to confirm spec/ requirements for drawings • Complete dwg this week • 7/5 • Closed 	Closed	

6.9	<p>Building Surveyor</p> <ul style="list-style-type: none"> • BS approval required for: <ul style="list-style-type: none"> ○ Therapy Room ○ Therapy Hub exit ○ Learning centre external door ○ PA Building • TR & LC critical need approval next week to avoid further delays. • 7/5 • Awaiting approval 	16/4	<div style="border: 1px solid red; padding: 2px; display: inline-block;">Not Relevant</div>
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Meeting Details

Meeting: PCG Meeting 35
- VBSA - Barwon Valley School - Stage 2

Date: 4/June/2024

Attendees: [Not Relevant] (Chair and Minute Taker)
[Not Relevant]
[Not Relevant] Foreground
[Not Relevant] VSBA

Apologies: [Not Relevant] Foreground
[Not Relevant] T&T
[Not Relevant]

Minutes

Item	Task/Note	Due	By
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1	<p>Construction Status:</p> <p>Gym</p> <ul style="list-style-type: none"> Completed & handed over. <p>Materials Building</p> <ul style="list-style-type: none"> Completed & handed over. <p>Performing Arts Building</p> <ul style="list-style-type: none"> Not commenced – on hold until LC has been handed over. <p>Therapy Room</p> <ul style="list-style-type: none"> Works recommenced expected complete 2weeks <p>TH Building</p> <ul style="list-style-type: none"> Completing joinery defects <p>LC Building</p> <ul style="list-style-type: none"> LC external door commenced Frame installed 	N/A	N/A
4.1	<p>Not Relevant</p>	N/A	N/A
4.2	<p>Variations</p> <p>Variations</p> <ul style="list-style-type: none"> 	N/A	

5.1	Schedule:	N/A	N/A																															
	<table border="1"> <thead> <tr> <th rowspan="2">Milestone</th> <th colspan="3">Completion Date</th> </tr> <tr> <th>Original</th> <th>Forecast</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>Site Establishment</td> <td>07/FEB/22</td> <td>16/MAR/22</td> <td>16/MAR/22</td> </tr> <tr> <td>Learning Centre - PC</td> <td>20/SEP/22</td> <td>15/AUG/24</td> <td></td> </tr> <tr> <td>Therapy Hub - PC</td> <td>14/SEP/22</td> <td>27/AUG/24</td> <td></td> </tr> <tr> <td>Materials Tech. - PC</td> <td>24/JUN/22</td> <td>21/NOV/23</td> <td>24/NOV/23</td> </tr> <tr> <td>PA Building - PC</td> <td>13/DEC/22</td> <td>17/OCT/24</td> <td></td> </tr> <tr> <td>Gym - PC</td> <td>22/MAR/23</td> <td>1/NOV/23</td> <td>24/NOV/23</td> </tr> </tbody> </table>			Milestone	Completion Date			Original	Forecast	Actual	Site Establishment	07/FEB/22	16/MAR/22	16/MAR/22	Learning Centre - PC	20/SEP/22	15/AUG/24		Therapy Hub - PC	14/SEP/22	27/AUG/24		Materials Tech. - PC	24/JUN/22	21/NOV/23	24/NOV/23	PA Building - PC	13/DEC/22	17/OCT/24		Gym - PC	22/MAR/23	1/NOV/23	24/NOV/23
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Gym - PC	22/MAR/23	1/NOV/23	24/NOV/23																															
5.2	Design Outputs As below	Note																																
6.1	Landscaping <ul style="list-style-type: none"> 4/6 Building surveyor confirmed form 126 not required Not Relevant to circulate advice. Landscape levels to be reissued tomorrow. With minor detail for retaining wall. 																																	
6.2	PA Building <ul style="list-style-type: none"> Engineering advice for framing provided Fixing details from suppliers being reviewed by engineer Electrical consultant may be required Not Relevant to confirm 	6/6	Not Relevant																															
6.3	Therapy Building Exits <ul style="list-style-type: none"> 4/6 Engineer has provided bridging footing detail & wailing plate details- with building surveyor for approval. Performance solution invoice to be paid by Bowden Not Relevant to follow up., 	7/6																																

6.4	Rock Wall <ul style="list-style-type: none"> • 4/6 • No update • 	N/A	<div style="border: 1px solid red; padding: 2px;">Not Relevant</div>
6.5	Therapy Room <ul style="list-style-type: none"> • 4/6 • Work progressing. • Variation raised to change existing lights • Maintenance issue not project responsibility. • Forward onto school. 	6/6	



Meeting Details

Meeting: PCG Meeting 36

- VBSA - Barwon Valley School - Stage 2

Date: 4/July/2024

Attendees:

Not Relevant (Chair and Minute Taker)

Not Relevant

Not Relevant

Not Relevant

Foreground
- T&T
- VSBA

Apologies:

Not Relevant

Not Relevant

Foreground

Minutes

Item	Task/Note	Due	By
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	<p>Construction Status:</p> <p>Gym</p> <ul style="list-style-type: none"> Completed & handed over. <p>Materials Building</p> <ul style="list-style-type: none"> Completed & handed over. <p>Performing Arts Building</p> <ul style="list-style-type: none"> Not commenced – on hold until LC has been handed over. <p>Therapy Room</p> <ul style="list-style-type: none"> Completed & handed over. <p>TH Building</p> <ul style="list-style-type: none"> Internal works complete (cleaning to be scheduled) Exit ramp shop drawings completed <p>LC Building</p> <ul style="list-style-type: none"> LC external door installed. External concrete work scheduled for next week. 	N/A	N/A
4.1	<p>Not Relevant</p>	N/A	N/A
4.2	<p>Variations</p> <p>Variations</p> <ul style="list-style-type: none"> 	N/A	

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6.1	<p>Landscaping</p> <ul style="list-style-type: none"> 4/7 Contractor booked to start in 2 weeks Civil contractor on site, concrete next week 	Note																																
6.2	<p>PA Building</p> <ul style="list-style-type: none"> 4/7 School does not want to provide access until school holidays. Not Rel. to provide options of alternative areas the school could use. Not Rel. to discuss when Not Rel. returns from leave. 	5/7	Not Relevant																															
6.3	<p>Therapy Building Exits</p> <ul style="list-style-type: none"> 4/7 Shop drawings complete to be sent to Not Rel. for approval. Contractor expects to start excavating the footings in 2 wks 	Note																																
6.4	<p>Rock Wall</p> <ul style="list-style-type: none"> 4/7 No update 	N/A	Not Relevant																															
6.5	<p>Therapy Room</p> <ul style="list-style-type: none"> 4/7 Works complete. 	Note																																