



MINUTES OF THE DISTRICT MEETING HELD AT WYONG ON 1st MAY 2012.

Meeting opened 8.30am

PRESENT:

Greg Cole-Clark (GCC)
Peter Evans (PE)
Darren Bullock (DB)
Tom Hole (TH)
Phil Alexander (PA)
Richard Pickles (RP)
Paul Gray (PG)
Rob Dalby (RD)
Troy Atkin (TA)
Ian Bullen (IB)
John Rawes (JR)
Matt Montgomery (MM)
Jon Smith (JS)

APOLOGIES:

John Culbert (JC)

CHAIRMAN: Tom Hole

WELCOME:

GCC thanked everyone for attending and welcomed MM to the Boards first District Meeting since his commencement with the Board.

1.0 SESSION 1 – 2 HOURS

1.1 MSB CORPORATE

(a) DTIRIS Integration

GCC is meeting with the Director General next week to discuss his concerns with the Board merger. GCC has met previously with two directors on payroll matters only to receive no response to date.

(b) MSB Bulletins – future format

GCC has discussed the matter with Olga and has agreed that the Bulletin will now be a monthly edition with each district office required to submit an article of interest yearly. The article will relate to an item of interest experienced in their office. GCC will also discuss the updating of the intranet and may draw on Maureen for her assistance.



(c) **District Meetings – future format**

The District Meetings will now be held four times a year. The meetings will be held in March, June, September and December. Dates have been set for the next two meetings on the 6th of June 2012 and the 12th of September 2012. The next District meeting will be held in the Singleton area with RP to organise the venue. There was discussion on whether all supervisors as well as managers should attend all four meetings each year. GCC said all will be invited to the next two meetings in June and September, and perhaps all meetings.

1.2 MAPPING UPDATE

a) **Aerial mapping – availability from Mapping Section**

JS informed the meeting that the Cadastre was updated but removed again as it was suspected of slowing the system. Further testing has proven that it is not the Cadastre slowing Documap so it will be reloaded around the 14th of May.

The new Documap Map Viewer will rely on internet technology to deliver the maps and ESRI and Spatial Intelligence have assured this is the best method to talk to the new PMS. The conversion to PMS2 and Documap is likely to take until the end of July pending progression of PMS2 and resources. IT are having problems with the setup of the ESRI Arc-server software which is a key ingredient of the new Documap Viewer. It is envisaged that the new Map Viewer will run faster and have the ability to overlay aerial photography and scanned images but will rely on IT providing adequate hardware to run this technology.

The mapping section now have a new A0 scanner so anyone requiring large plans to be scanned can send them to mapping. Mapping already has a large amount of aerial photography and scans of mining that can't be accessed through Documap, but can now be used by mapping to produce project specific maps.

Due to the mapping section being heavily involved with the above and being short staffed JS invited everyone to talk to him about any mapping requirements.

1.3 SUBSIDENCE RISK ENGINEERING UPDATE

Vibration Monitoring - PE mentioned that the Board now has six vibration monitors operating in various locations. PE with the assistance of Jacky has now prepared a manual to help with understanding



vibration and assessing vibration claims. PE will email out the manual to everyone.

Research Projects – PE and Jacky have recently completed an analysis of 10 years of Customer Surveys. PE will email out the analysis to everyone.

PE requested any ideas for future research projects.

1.4 OH&S UPDATE

a) Risk Assessment checklist

DB and JR raised an issue of particular owners entering their property after the board's contractor had taken possession of the site. It was discussed that we will need to develop documentation to clearly identify the contractor's responsibility to OH&S requirements and the need for authorised and supervised access only.

b) Office Checklist

The office checklists are to be carried out by the DM's in each office each May and September. The blank checklists can be found in K Drive / OH&S, and the completed form should be attached to your May and September Monthly Reports.

c) New work health and safety (WHS) laws

PE informed everyone that there is a new OH&S law in place called the Work Health and Safety Regulation 2011. The regulation is basically a revamp of the previous OH&S laws giving clarity on a federal approach from previous state managed laws. The regulation can be accessed by the Workcover NSW website. PE indicated that the Workers Comp nominee needed to be changed from Mike Clarke.

d) Driver Training

RD, TA, JR, MM, GCC and PE all require the training. GCC to organise with Olga to have the training conducted at each office.

1.5 COMPUTER SYSTEMS UPDATE

a) IMS – Map Viewer in Documap

JS informed the meeting that Map Viewer needs to be up and running to get PMS2 fully functional.

b) PMS2 and Documap upgrade



Discussion was held over the progress and the latest version of PMS2 from Spatial Intelligence will be tested in the next couple of weeks.

c) Computer Management Meetings

At the last CMM, GCC requested that Peter Hutchison out source any assistance he requires to complete outstanding issues. There needs to be a compatibility test done on the new 64 bit computers but it should be okay. GCC to report back to the Computer Users Group on outcomes of the Computer Management Meetings. GCC to raise the issue of Peter Hutchison being the only one that can access the whole system with the use of numerous passwords.

d) Training

Still being compiled.

e) CUG and Corporate

The CUG continues to meet on a regular basis. The focus of the meetings is still on the issues and delays as mentioned previously above.

1.6 DOCUMAP STATISTICS – Management of items outstanding more than two months

Each District Manager is to tag each item on the list with a reason. PA to look at the lists with Olga.

1.7 ELECTRONIC TRANSFER OF FUNDS AND CONTRACTOR PAYMENTS

GCC commented on the number of cheques that he still has to sign for payments. PA is to change our contract terms for payment so it will only be by direct deposit.

2.0 SESSION 2 – 1 ¾ HOURS

2.1 PROCUREMENT TRAINING (2 H SESSION) – NEW PROCEDURES

a) New Financial Authorities

PE handed out a copy of the new Schedule of Delegations. Discussion was held over the increase in delegations.

b) Tender Approval - delegations

A new manual for procurement can be accessed via K Drive/Public/1. Procurement. MSB will over time go over to the e-tendering system.

c) Construction Procurement



Discussion was held over the suggested changes to the way we procure our construction services.

**2.2 PRE-MINING AND CLAIM PHOTOGRAPHS –
IDENTIFICATION OF POSSIBLE PROBLEM AREAS AND
CORRELATION**

GCC requested input into types of issues that could be missed in documenting of existing pre-mining conditions. Cladding, ridge capping and fences were all items raised. There is to be further discussion at the next meeting on possible use of video taping in inspections.

2.3 FILING – ADMINISTRATION DIRECTORIES IN DOCUMAP

GCC discussed the filing of documents under the Community Relations, Government Relations and Mining Operations directories. GCC gave examples of how certain documents should be filed and searched for later reference. Each District Manager is to consider the directories and file his documents accordingly.

2.4 USE OF THE “ENTERED” STAMP SYSTEM

GCC discussed the use of the stamp system as a means of determining if hard copies of documents are lodged in Documap. District Managers to check the system is in place at their office.

SESSION 3 – 1 ¾ HOURS

3.1 FIELD EQUIPMENT – REQUIREMENTS AND SELECTIONS

a) Replacement of mobile phones – Ongoing problems with existing phones

GCC asked for input into what applications the phones were currently being used for. JS raised the issue of the accuracy of GPS readings taken by phone. GCC also requested input into the possible use of tablets in the Boards procedures. GCC to look at the need for phones and tablets to be compatible, i.e. Samsung phone and tablet.

b) Use of video conferencing

This item was briefly discussed above and will be discussed further at the next meeting.

3.2 RESEARCH PROJECTS – SUGGESTIONS

Discussed previously



3.3 BOARD MINUTES – SUBMISSION, APPROVAL AND PROCESSING

Submission standards and information
Retention of Board Agenda items
Retention of Board minutes

GCC distributed a handout on Board Submission Preparation and discussed the process. Comment was made on the need for Board Reports and the Board Minute to remain in Word format but approvals should be sent in PDF not Word if emailed. These processes should help unnecessary retyping of Board conditions and eliminate any chance of changing of Board approval conditions.

3.4 GENERAL

a) Weekly Review Meeting

GCC to look at the previous outcomes of these meetings and determine their future requirement.

b) DARZL

Southern DARZL meetings are held every three months and meetings are well represented. GCC to discuss with Olga earlier circulation of the previous minutes and Agenda to enable more notice for the next meeting. Previous Northern DARZL meetings have been cancelled through lack of representation. TH requested that the meeting be rescheduled in the next couple of weeks so the Wyong LEP can be discussed. Future meetings can be discussed at this next meeting.

c) Drawing Package

Picton officers requested if there was a better drawing package than Microsoft Word. Some Newcastle officers are using Visio and recommend its ease of operation. Picton officers are to check to see if Visio is installed on their computer and if not ask Peter Hutchinson for installation.

d) Intranet – Not updated regularly

Discussed previously.

e) Subsidence related to open-cut mining



RP raised the issue of recent damage to the New England Highway through adjacent open-cut mining. PE at the time suggested that there may be a case for a claim if damage resulted through subsidence. RP expressed concern that the Board may be required to look at all future possible effects from open-cut mining on nearby infrastructure. GCC suggested that the Mine Subsidence Compensation Act clearly excludes the effects from blasting where subsidence does not incur and that any possible future claims would be limited and to not concern ourselves with looking at the possibilities.

f) New Mini-Minor Works contracts – Unsuitable to our type of works

JC through JR raised the matter of certain paragraphs, i.e. reference to school toilets, being included in our new mini-minor works contracts. PE stated that they should be removed if they are in the Scope of Works but to leave them untouched and ignore them if they are in the General Conditions of Contract.

6. NEXT MEETING:

The next District Meeting will be held in the Singleton Region on Wednesday 6th June 2012.

There being no further business, the meeting was closed at 3.15pm.



MINUTES OF THE DISTRICT MEETING HELD AT WYONG ON 5th AND 6th OF JUNE 2012

Meeting opened 5th June 2.00 pm

PRESENT:

Greg Cole-Clark (GCC)
Peter Evans (PE)
Darren Bullock (DB)
Tom Hole (TH)
Phil Alexander (PA)
Richard Pickles (RP)
John Culbert (JC)
Rob Dalby (RD)
Troy Atkin (TA)
Ian Bullen (IB)
John Rawes (JR)
Matt Montgomery (MM)

APOLOGIES:

Paul Gray (PG)
Jon Smith (JS)

CHAIRMAN: Richard Pickles

WELCOME:

GCC thanked everyone for attending.

1.0 SESSION 1 – 1 ½ HOURS

1.1 MSB CORPORATE

(a) NSW Trade and Infrastructure update

GCC met with the Director General and discussed his concerns with the Board merger. GCC has met previously with two directors on payroll matters only to receive no response to date.

(b) MSB Bulletins – Time frames

GCC- Bulletins will be released in the first week of every month other than January. Each District Manager will be asked to contribute approximately 250 words including photographs and maps regarding an item of interest.



1.2 MAPPING UPDATE

GCC informed us JS is working on PMS2.

Testing of PMS2 is not yet ready

1.3 SUBSIDENCE RISK ENGINEERING UPDATE

Vibration Monitoring - PE requested expressions of interest for potential new locations **(DM to respond)**

Research and development – PE requested suggestions for potential new projects **(DM to respond)**

1.4 OH&S UPDATE

a) Office Checklist

Office checklists should be completed in March and September of each year and it is the District Managers responsibility to forward the checklists on to Olga

b) Process Review Training

TH requested more notice to when process reviews will be carried out.
(Action: GCC to provide feedback on the process reviews)

c) Driver Training

RD, TA, JR, MM, GCC and PE all require the training. Training is to be organised out of each office by DB and PA.

1.5 COMPUTER SYSTEMS UPDATE

a) IMS – Map Viewer in Documap

GCC informed that JS is currently doing a lot of work on the system

b) PMS2 and Documap upgrade

Scott and GCC have received 3 change requests in which all have been approved and completed. Checks have not yet been attempted.



GCC has spent the last 4 weeks trying to find out when PMS2 will be released and still has no answer

GCC- By Friday 8th June will have a clear indication of what is required to implement PMS2. Peter Hutchinson believes the test plans can be carried out in week when it gets to that stage.

TH asked GCC if he was receiving feed back on IT issues other than down time.

GCC – PH to ensure computers are running at their maximum speed

DB – If there is a down time on the system as there was on 4/6/2012, who is the person to contact before 9am?

1.6 Documap management (2nd session) Searching and saving

GCC requested everyone to check and see if all relevant folders are in documap. If anyone cannot find a folder, let Olga know.

Libraries are now set up in documap

1.7 Field equipment – requirements and selection

GCC has met with an expert in mobile technology and has received information such as Apple products are encrypted while Android products are not and Android products will not link through the system, connections have to be made over the 3G network. JC commented that windows files are easily transferred into Apple files. GCC is waiting on further feedback from the expert. Response will be given within 2 weeks.

SESSION 2 – 1 HOUR

1.8 Insurance coverage MSB work - Introduction

1.9 Motor Vehicle Policies

GCC informed vehicles are changed over at 60,000 km and the policy needs to be updated.

DB brought information regarding the Subaru XV.

GCC commented that the MSB purchases its cars out right.

JR asked if the MSB would consider a lease back scheme. GCC requested JR finds more information and provide to GCC.



1.10 Policy & procedure manual – Review & update

GCC informs reviews and updates are currently being simplified

1.11 New MSB brochures

Tracey has modified the brochures, waiting for approval from GCC

1.12 MSB Organisational structure & staffing

Organisational restructure being submitted to the board in June, question was raised if the District Managers and Supervisors were obtaining a regrade.

WEDNESDAY 6 JUNE 2012

SESSION 1 – 2 HOURS

2.1 Procurement Training (Session 2) – New procedures

- (i) Second training session – Following on from the first session on 1st May 2012 . A third and final session at the next DMM.
- (ii) Reviewed changes to MSB procurement (Policy, Manual, Procedures, Delegations, RFT Documents)
- (iii) Examined changes to MSB Financial Delegations in detail.
- (iv) Handout – Checklist for Contractors & Consultants, based on new procedures. To assist with prompting procedure changes.
- (v) Examined Procedures for Infrastructure Contractors & Consultants and work shopped some examples
- (vi) Examined other issues including; (i) e-tendering; (ii) what is a contractor / consultant; (iii) minimum tender invitations; (iv) the rules for inviting “Limited Tenders”; (v) tender evaluation panels; (vi) public disclosure requirements; (vii) Use of State Contracts.
- (vii) Examined the District Managers responsibilities for; (i) managing the selection of competitive tender panels; (ii) managing the selection of non-competitive tenders.
- (viii) Examined a draft procedure for “Full House Replacement” - **(DB to review & comment)**.
- (ix) Examined the use of Dept of Housings pre-registered list of building contractors < \$1M - **(PE to send lists to DM for consideration)**.
- (x) Other matters;
 - 1. Home Owners Warranty: PE advised that GCC’s instruction was to include this requirement in RFT documents for works > \$20,000 in accordance with the Building Act. Anyone not in agreement to discuss directly with GCC.
 - 2. E-Tendering: DB requested a briefing session at the next meeting for the use of this tendering process. **(PE – To prepare)**
 - 3. DB requested delegation for District Managers to approve “minor part claim refusals” if it accompanies; (i) a “part claim approval” ; and, (ii) is



otherwise agreed to by the owner. (PE consented to this arrangement at the District Managers discretion).

2.2 Pre-mining and claim photographs

DB suggested use of video for PMI reports may border on privacy issues.

Picton branch does not have access to visio. Maureen to chase up.

JC suggested each district office should have its own moisture meter.

PA to obtain moisture meter prices.

Action - Preparation of an improved reporting approach and list of typical problem areas that need to be documented (DB & PA to co-ordinate)

2.3 New products and suppliers – discussion

PA brought information on a new chemical injection system (Eptec).

The system is not yet suitable for residential work.

2.4 Dynamic Cone Penetrometers – Use and reporting

PE recommended;

- (i) Existing reports are upgrade to comply with AS 1289.6
- (ii) Consideration is given to additional measures to increase the effectiveness of the results, e.g. Training, Use of the “soil ribbon test”, Guide notes to help interpret results.

Working group to review and update the report & process (*PA to co-ordinate*).

SESSION 2 – 1 ¾ HOURS

3.1 Insurance coverage MSB work

PE advised that GCC wants to review MSB’s approach to managing insurance coverage for repairs to residential housing. A recent incident at 18 Park Street Tahmoor has identified potential risks.

The consensus was that it would be difficult to establish a few scenarios covering all cases and so it was probably better to consider the issue generically.

Various options were discussed. *PE to prepare draft procedure for review by DB & GCC.*



3.2 Newcastle plan for Mine Subsidence

Comments were made regarding the use of “Building Guideline” in the new Newcastle plan for Mine Subsidence. It was recommended that the wording be changed from “guideline” to “area” or “zone” to avoid confusion with the building guidelines. Also Stockton was not shown as undermined on the map.

3.3 Major claims -discussion

PE to send a schedule to District Managers on major costs to fill out and provide feedback on.

3.4 General business

TA - Building application forms need to include estimated construction costs. (Action)

3.5 NEXT MEETING:

The next District Meeting will be held in the Picton Region on 5th September 2012.

There being no further business, the meeting was closed at 2.00 pm.