**Meeting Minutes**

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| **Meeting Title:**  | Team Meeting  | **Date**  | 24.11.2017 |
| **Location:** | Workshop, 5 Washpool St Biloela  | **Time**  | 12pm – 4pm |
| **Facilitators:**  | Chandra Roulston, Office Manager and Marco Tepedino, Electrical Supervisor  |
| **Attendees:** |
| Jourdan Routledge, Apprentice  | Jordan Lambert, Electrician  |
| Steph Wails, Apprentice  | Deb Biggs, Finance Administration  |
| Troy Walsh, Apprentice  |  |
| Paul Jamieson, Technician  |  |
| **ITEM & MINUTES**  | **ACTION**  | **RESPONSIBLE**  | **DATE DUE**  | **✓** |
| *General Updates:*General updates on the following * Structure of meeting – Agenda to be set. Any ideas for items to be submitted to Marco during the month.
* Meeting to be held regularly (last Friday each month)
* Christmas break / closure 22nd Dec – 2nd Jan with Trade and Apprentice rostered on
* Leave over Christmas Period will be advised once work requirements determined
* Minutes and Actions Items updates from the last meeting were run through with the group
 | NA | NA  |  |  |
| *Workshop*Discussion was held on the following * Technicians to attend 5min before prestart
 | Attendance 5mins prior to start  | Marco & All Techs  | Ongoing  |  |
| **ITEM & MINUTES**  | **ACTION**  | **RESPONSIBLE**  | **DATE DUE**  | **✓** |
| *Workshop* **– Job Management** Discussion was held on the following * Departing/Getting to Jobs in the morning is taking too long – group in put to look at the last 30mins of the day prior to prep for the next day
* Timesheets – Not to be done by 1 Person
 | Weekly folders or Week schedule up on white board if possible to allow preparation  | Marco  | 22.12.2017 |  |
| *Workshop* **– Timesheets** Discussion was held on the following * Timesheets – Not to be done by 1 Person
* Timesheet for each person handed in each day
* Also noted that technicians need to ask to leave early (\*ie. If finished at 3 or 3:15) as there may be workshop jobs to be done.
 | Timesheet for each person handed in each day  | All TechsChecked by Marco  | 22.12.17 |  |
| *Workshop* **– Sick Leave** Discussion was held on the following * Sick Leave – discussion on what team thought notice period. Suggested techs contact marco between 6-6:30am so that the day can be replanned.
 | To be monitored by Marco  | Marco  | NA  |  |
| *Workshop* **– Take 5 and Test sheets** Discussion was held on the following * Setting a standard for risk assessments – ie a Take 5 should be done for every job and then if indicated o the Take 5 a JSEA
* Tests are written and then signed by customer on job card so does there need to be a test sheet also
* What does the legislation say re when a test sheet is required. What are the rules regarding sign off.
 | Marco to confirm rules regarding test sheets and the standard to be applied  | Marco  | 22.12.2017 |  |
| **ITEM & MINUTES**  | **ACTION**  | **RESPONSIBLE**  | **DATE DUE**  | **✓** |
| *Workshop* **– Workshop Maintenance** Discussion was held on the following * List of workshops tasks to be developed
* Roster will then be done up from the list
 | Troy to develop workshop lists  | Troy  | 22.12.2017 |  |
| *HR* **– Performance Reviews** * Noted that performance reviews will be held every November
 | Chan and Marco to organise reviews for relevant team members | Marco & Chan | 22.12.2017 |  |
| *Jobs Feedback* **– AC Diagnosing** * Noted three customer complaints for the same issue (recommending changing AC boards then fixed with a capacitor)
* Techs advised the when Fujitsu the company advises that when changing boards, you also change the fan motor
* Discussion on ensuring feedback provided to the tech that did the job at the time so that they can learn from any mistakes.
 | Feedback as required  | Marco and All Techs  | Ongoing  |  |
| *Jobs Card Information* **– Communication** * Techs felt still needs some improvement in information provided (noted can’t always be helped due to customer info)
* Time for jobs notes, ie. Pivots usually take a take – Marco and techs to work together to id times required for jobs
 | Communication Improvement with Job Cards / schedule  | All Techs and Marco  | Ongoing  |  |
| **ITEM & MINUTES**  | **ACTION**  | **RESPONSIBLE**  | **DATE DUE**  | **✓** |
| *Other:* * XEN Vehicle – sticker to be removed to allow visibility
* Suggestion to add round circle on mirrors
* Surfacing – suggestion of seal on driveway (tar spray) or reclaim
 | Sticker removed from XEN  | Deb  | 22.12.2017 |  |
| Suggestions re Vehicle and surfacing to be followed up  | Chan  | 22.12.2017 |  |
| *Uniforms:* * Issues of new shirts, recommended light material
* Deb to coordinate annual order
* Pants/boots can be paid for through salary sacrificing
 | Coordination of Uniform Order  | Deb  | 30.01.2018 |  |
| *Asbestos Awareness:* Noted that Asbestos Awareness training has been placed on Staff Intranet site – training has come directly from Qld Government. Staff to complete Troy Walsh noted that would be interested in Class B licence and queried the price | Techs to complete Asbestos Awareness Training  | All techs  | 22.12.2017 |  |
| Advice to troy re Class B licence course  | Chan  | 22.12.2017 |  |
| *Safety:** Hazard / Incident Sheets to be placed near the PPE cupboard. Note it was important to report hazards so incidents could be prevented
* First Aid Kits to be audited and updated (being added to Troy workshop list)
 | Hazard / Incident Sheets to be placed near the PPE cupboard. | Chan  | 22.12.2017 |  |
| **ITEM & MINUTES**  | **ACTION**  | **RESPONSIBLE**  | **DATE DUE**  | **✓** |
| *Vehicles:*Discussion and notes regarding the following * Vehicle inspection sheets to Marco with timesheets these will then be handed to Deb for booking
* Marco Vehicle sheet handed back in daily so can be handed to the tech with that vehicle the next day
* List of mine compliant dates to be done up and maintained
* Dockets to deb for fuel
 | Vehicle inspections completed and handed in daily  | Techs  | Immediately  |  |
| List of mine compliant dates to be done up and maintained  | Marco  | 22.12.2014 |  |
| Fuel dockets to be handed in to deb  | Al techs  | Immediately  |  |
| *Close** Noted by Steph that her third party reports required signing
* Note that any Christmas party suggestions to be put forward (golf day suggested)
* Next meeting to be held 22nd December 2017.
 | NA | NA | NA  |  |
| **Minutes will be placed on the board for any correction**  | Place Copy on the Notice Board  | Chandra  | Immediate |  |

**The Meeting Minutes from 24.11.2017 are placed on the board for confirmation.**

**Any correction or amendments to the record are to be submitted to the office manager by 15.12.2017. If no corrections are received they are considered affirmed.**