**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 Techs  Checked 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.**