


Corrective Action Required:	Management Updates:	IMPORTANT MEETING SAVE THE DATE:
<p><b>Fuel Cards</b> – A reminder that fuel cards are to be used for work vehicles only. We are currently investigating fraudulent transactions and will be monitoring this closely. <b>Fuel receipts are to be signed by the person fuelling up and handed in to the office.</b></p> <p><b>Productivity</b> - Ensure you are maximising the time you have onsite to ensure every facet of the work is clean tidy and completed. Please do not stand around awaiting instruction take the initiative to clean down whatever, wherever you can even if it's simply cleaning down handrails and surfaces to ensure a whole clean these areas are seen and affect our end result. Taking the initiative to go the extra mile and to not stand around waiting.</p>	<p>Thank you to all who attended the Quarterly Safety meeting on Friday. It was great to catch up with you all and to do things a little different. The workshop groups were productive and we got a lot out of them, we hope you did too and it was a great bit of fun. It was outstanding to watch how quickly you all jumped in to participate and how everyone had a go. Extremely impressed that no one held back all, sharing ideas. <b>Remember a bit of planning goes a long way and work together with each other strengths! Congratulations to team AL, JW and TB on the tower win last one standing!</b></p>  <p><b>As per last Friday's meeting, please see notes from productivity section of the meeting. Meeting minutes will be out in the next newsletter</b></p> <p><b>SOP completion</b> - is at 95% for BMA massive improvement well done – new SOPs lists have been sent on Wednesday, so we need to catch back up to this number, please ensure you advise completion as soon as possible.</p> <p><b>Payroll/Job Sheets</b> – The majority of job sheets and training timesheets are being handed in on time, thank you. A friendly reminder that these should be sent in by 9am Monday mornings. As we are approaching tax time, please check your latest payslip to ensure your details are still current (address, superannuation, etc.) A reminder that PAYG Summaries are now 100% online, and will be available through your MYGOV account, and through your Accountant or Tax Agent.</p>	<p>NIL</p>

**JMP** -requests and WAFs for SRM are not being completed on request with multiple follow ups the flow on effect means, DCS Adrian and KA have to follow up each person's success factors, complete a contractors management report that then gets reviewed by site and picked back up as outstanding, Adrian and KA refollow up, print and schedule and it goes round again. Significant time and resources that could be prevented.

**Attendance** – We have seen a slight improvement in attendance from last quarter, however, there have still been 29 non-attendances from 1<sup>st</sup> April until now. 80% of these were for reasons other than sickness.

**Swipe Times** – We have been reminded by sites on various occasions, that staff are to swipe in and out for every shift. These hours are being checked, so please ensure your swipe times match the hours on the job sheets.

**Smoking**– there have been several site complaints regarding the about the amount of smoking by our team onsite. Smoking is to be contained to your *breaks only*. Please ensure if it is a smoking free site to ensure this is adhered too.

**Positive feedback:**

***Congratulations to Susara Bianchi on her 5 years' service with DCS.***

Susara is apart of the backbone behind DCS, she has been the longest standing Operations role held since founded by Jeff and Lyn. As the Finance Manager she ensures all financial budgets, quoting, invoicing, payroll and more is done efficiently and to the cent. There is way too much to list here on how much she achieves on a weekly basis. But we do want to mention her Dedication and Compassion, core to the DCS values. She brings light and love to the office on a daily basis, and truly cares and supports the entire team to ensure everyone is supported. She has worked weekends, nights, and more to get work over the line whilst being an amazing mum to two and wife. She goes above and beyond for the blue and orange and we cannot thank her enough!! Congratulations Susara !!!!

**Site Notifications:**

**Anglo** – as per attached please read some important updates

**PDM NEDAP u Pass system change** - as per attached please read some important updates  
as per attached please read some important updates

**SRM Raw water isolation** - as per attached please read some important updates

**CVM Light Vehicle Pre-start BMA Audit** - as per attached please read some important updates

