

Appendix A

Pre-Start Meeting Minutes

Pre-Start Meeting Minutes – to be completed by Consulting Engineer				
Attendance Register				
Project Name				
Meeting Location				
Date	/	/	Time	:
Council Reference	File	8 /	/	
Chaired By				
Apologies				
Attendees				
Name	Title	Company	Phone	Email
Cairns Regional Council Attendees				
Name	Title	Phone	Email	
Documentation				
All documentation, drawings, plans and fees Have / Have Not been provided and approved by the Council prior to the meeting.				
Details of any non-compliance issues or incomplete documentation are identified below:				

Conditions of Approval and Approved Drawings	
<p>a. The developer, contractor(s) and engineer are to have the relevant copy of all approved drawings and conditions relating to this project. All contractors must review these documents prior to the commencement of any work on the site.</p> <p>b. A complete copy of the current approval is to be located on site at all times.</p>	
<p>Should any changes be proposed to the approved plans and conditions, there are specific processes separate to the Pre-Start that must be followed. Please raise your initial enquiries with Development Engineering.</p>	
<p>A complete copy of the approved plan and conditions has been presented to all parties and is available on site for inspection.</p>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments:	
Site Safety Procedures	
<p>Council Officers will report to a site representative for an initial site safety induction and report to each site inspection. The nominated Contractor's site representative.</p>	
Name	Phone
Other site safety requirements specific to this site:	
Site Access and Signage	
<p>Vehicular access to the site for construction and demolition is off (please see relevant approvals for any specifications):</p>	
Name of Road(s)	
Comments:	
<p>A Public Notice sign <u>must</u> be positioned at the entrance(s) to the site. No works can proceed until the sign(s) is in place.</p>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments:	
Environmental Protection (Soil and Water Management)	
<p>An engineer endorsed contractor's Erosion and Sediment Control Plan (ESCP) has been provided for this project and has been reviewed and discussed at this meeting?</p>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments on any omissions from the ESCP or suggested changes:	

In accordance with the FNQROC Development Manual, during the construction period, the Consulting Engineer shall randomly audit and inspect ESC measures for compliance with the Engineer endorsed Contractor's ESC Plan.	
The Consulting Engineer is to provide a copy of the ESC Plan to all contractor representatives (including landscape contractors) prior to the commencement of associated works on the site.	
The developer or nominated representative shall be responsible for communicating with third party complainants that may have been affected by dust, noise, sediments etc. leaving the site as a result of construction related activities.	
All areas opened up to construction must be protected prior to every storm event and at the end of each working day. Failure to have all reasonable and relevant ESC measures in place, in the event of environmental harm being caused as a result of works being undertaken on this site, may result in action being taken by Council's Regulatory Compliance Team and/or the Department of Environment and Science (DES). All ESC measures must be inspected, maintained and where necessary improved, expanded or reinforced after every storm event.	
If any declared weeds are, or have been identified on the site, the Council are to be notified immediately for advice on what action needs to be taken.	
Council's preferred method of vegetation disposal is by chipping / shredding /mulching on site. The burning of vegetation is not permitted under Council Policy.	
Any land which contains environmentally significant areas , significant trees, and trees with Preservation Declarations placed upon them, or areas specifically identified for protection and preservation as part of the Development Approval Notification must be discussed at the meeting. The Developer must take appropriate measures to identify, preserve and protect these areas prior to works commencing and throughout the duration of the project.	
To assist in this process, photographs may be taken of all significant features and stored in Council records. Photos taken:	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Inspections by Cairns Regional Council	
Council officers may undertake random visits to site during construction and may also take photographs of the various work activities in progress.	
Council Requirements – Development Approval (DA) Conditions	
Refer to any specific DA conditions, which are not covered by Operational Works conditions:	
Construction Requirements – Operational Works Approval Conditions	
Third Party Agreement	
Are any works required in adjacent properties not owned by the developer? <i>This may include sewer connections, stormwater outlets, noise mounds, landscaping, etc.</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have all agreements been provided to allow works to be conducted in these areas?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>



Comments:

Hours of Work

Work involving the operation of construction plant and equipment of any description, shall only be carried out on site during the following times:

- a. 7.00am to 6.00pm, Monday to Friday;
- b. 7.00am to 1.00pm Saturdays
- c. No work is permitted on Sundays or Public Holidays.

Any variations to the above working hours must be provided in writing by Council officers prior to the commencement of such works.

Comments:

Landscaping

Council has approved a landscape plan?

Yes No

Comments:

All soft landscaping works will be subject to a minimum 3 month maintenance period, prior to acceptance of the works by Council. Council must be advised of the date of completion for all planting works in order for a Council inspection to be conducted at the start of the 3 month period. The completion of the maintenance period shall coincide with the Final Works Acceptance inspection, or sooner by agreement.

All hard landscaping works including, but not limited to: shelters, paths, play equipment, retaining walls, bollards etc will be subject to a **minimum 12 months Defects Liability** Period after the Works Acceptance inspection.

Structures and Retaining Walls

Separate building certification and/or structural **certification is required** for any works to alter existing structures, provide new structures or construct retaining walls that are over 1m high. Certification by a suitably qualified engineer must be provided.

Sewer and Water

Water
Cairns Regional Council must be contacted to perform any direct connection to live water mains whether being as a permanent connection, a connection for irrigation purposes or for construction water. Unless otherwise approved in writing, separate applications on the prescribed forms shall be made to Cairns Regional Council for

connections, together with payment of the relevant fee. All connections are to be provided subject to the terms and conditions of Cairns Regional Council's "Application for a Water Service Connection".

Sewer

Any direct connection to live gravity sewer mains up to and including 225DN must be performed under the direct supervision of Council's plumbing inspector. All connections involving approved trunk infrastructure or sewer rising mains will require at least 6 weeks' notice and submission of work methodology statement.

The developer shall be responsible for confirming the location of all existing sewer, water and utility service infrastructure prior to the commencement of works on site. Any permits necessary to alter/interfere with such services must be obtained prior to the commencement of work and be available for Council inspection if required.

Any works over or within the zone of influence of Council's existing water and sewerage infrastructure must be approved by Cairns Regional Council, prior to the commencement of the proposed works. Unless otherwise approved in writing, existing infrastructure impacted by the development shall be subject to the maintenance period provisions contained in the Decision Notice. Construction works shall include any works that may impact on existing infrastructure such as, but not limited to, stripping and grubbing, mobilisation of heavy earthmoving equipment, site filling, stockpiling of materials and installation of erosion and sediment control measures.

Design Access for People with Disabilities

All footpaths, drains and ramps must be designed in accordance with the Australian Standard to provide equal access for people with disability, including limiting footpath longitudinal grades to maximum 1:8 and the provision of Tactile Ground Surface Indicators (TGSIs) as required.

Cultural Heritage

The Aboriginal Cultural Heritage Act 2003 seeks to protect artefacts and cultural sites that are of significance to Aboriginal people. The Act requires anyone carrying out an activity to exercise a Duty of Care. Duty of Care Guidelines have been produced to enable assessment of sites under the Act. These are available from Queensland Government Department of Aboriginal and Torres Strait Islander Partnerships (DATSIP) and can be downloaded from their website at www.datsip.qld.gov.au.

The work identified in the project documentation is likely to require assessment of the site under the Act.

Yes

No

Any Project Specific Conditions must be identified below

Op Works Condition #	Summary of Condition

Other Business			
Earthworks for this project have been designed:			
{Balanced / in surplus / imported} if surplus or imported, approx. quality			T/m³
Has a Haul Route Drawing been provided to Council for approval?			
Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Is Early Plan Sealing likely in this project?			
Yes <input type="checkbox"/>		No <input type="checkbox"/>	
If 'Yes' summarise any requirements relating to this project			
Comments:			
Pre-Start Meeting - Agreement			
Based on the submitted information and the points discussed in the meeting:			
Works Can Commence <input type="checkbox"/>	Works Can Commence- Conditionally <input type="checkbox"/>	Works Cannot Commence <input type="checkbox"/>	
Should works not be permitted, or additional information required, the following items must be addressed and presented to Council for approval.			
The notes from the Pre-Start Meeting minutes are to be presented to Council for information and action as necessary. They must be presented in the form of a copy of the original document, scanned and forwarded to the Councils nominated contact officer in PDF format. Should the Engineer, Developer or Council representative(s) not agree with this record of the meeting, this must be advised to the meeting organiser by email within 48 hours of receipt. If this is the case, another meeting may be called and works may need to stop until all parties have reached agreement.			
Meeting closed at		AM/PM	
I confirm that these notes represent an accurate account of the issues discussed and comments made during the site meeting.			
Name of Engineer			
RPEQ no.			
Signature			
Name of Company			
Office Telephone		Mobile Phone	
Date		/ /	



Additional Comments (if required)