

<b>PART 1 of 3</b>	<b>Pre-Start Meeting Process</b>			
(NOTE: Items marked * are to be deleted as appropriate.)				
<b>1. Document Requirements</b>	<b>Pre-Meeting Information and Check List</b>			
Project Name				
Project Number				
<b>1. a Contact details of the Engineer (Nominated point of contact) for the works</b>				
Name of Engineer				
Name of Company				
Telephone No.	Office:	Mobile:		
Email Address				
After Hours Contact No.				
RPEQ No.				
<b>1. b Contact details of the Principal Contractor for the works</b>				
Name of Contractor's Representative				
Name of Company				
Telephone No.	Office:	Mobile:		
Email Address				
After Hours Contact No.				
<b>1. c Person to be contacted in regard to any matter relating to the construction of the works, day-to day queries, complaints etc. (if different from the above)</b>				
Name of Engineer's Representative				
Name of Company				
Telephone No.	Office:	Mobile:		
Email Address				
After Hours Contact No.				
<b>1. d Council contacts, Development Services, Planning and Environment</b>				
Mick Hattam Cairns Regional Council	Inspector	4044 3554	0400 492 921	<a href="mailto:m.hattam@cairns.qld.gov.au">m.hattam@cairns.qld.gov.au</a>

Mark Dillon Cairns Regional Council	Technical Officer	4044 3507	0438 128 788	<a href="mailto:m.dillon@cairns.qld.gov.au">m.dillon@cairns.qld.gov.au</a>
Ben Carroll Cairns Regional Council	Technical Officer	4044 3307	0472 864 606	<a href="mailto:b.carroll@cairns.qld.gov.au">b.carroll@cairns.qld.gov.au</a>
1. e	Intended date for commencement of works	/ / 20		
1. f	Expected date for completion of works	/ / 20		
The following information is to be provided to the Council 1 week <u>prior</u> to the site meeting in order to reduce any possible delays in reviewing documentation and the granting of approval for the commencement of works.				
Item	Detail	Checked & agreed by the Principal / Consulting Engineer Yes / No		Comments
1. g	<p><b>Development Permits for Planning and/or Operational Works</b></p> <p>Current Development Permits for Planning and Operational Works have been granted and all proposed works are to be in accordance with Council Approved drawings and supporting documentation.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	<p><b>Development Permit for MCU/ROL File Number</b></p> <p><b>8/ / Date of Notice / /</b></p>			
	<p><b>Development Permit for Operational Works File Number</b></p> <p><b>8/ / Date of Notice / /</b></p>			
1. h	<p><b>Appeal Rights Waiver</b></p> <p>Work cannot proceed until the Developer (or his representative) provides written notice to the Council to waive the right of appeal to the Development Permit for Operational Works or until the appeal period expiry date (20 days after the Decision Notice is given to submitter) – whichever occurs first:</p> <p>i. The Developer will waive Appeal Rights.</p> <p>ii. A copy of letter is attached.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>		
1. i	<p><b>Preservation of the Existing Environmental Features</b></p> <p>The Contractor and Engineer have identified and adequately protected any vegetation identified within any Development Permit conditions, prior to the start of any vegetation clearing works.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
1. j	<p><b>Contractor's Erosion and Sediment Control, and Soil and Water Management Plans</b></p> <p>Reviewed and approved by the Engineer prior to the Pre-Start meeting.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>		

1. k	<b>Notice of Intention to Commence Work</b>		
	i. Public Notices and advertisements have been posted (Note: The engineer calling this meeting is deemed to have informed Council of the requirement to commence works)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	<b>1. l Public Liability and Other Insurances</b>		
	Copies attached	Yes <input type="checkbox"/> No <input type="checkbox"/>	
1. m	<b>Portable Long Service and Q Leave (QLeave will collect a total of 0.475% on all building and construction work, to be carried out in Queensland, where the total cost of work is \$150,000 or more (exclusive of GST)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Copies attached		
1. n	<b>Contractors Workplace Health and Safety Plan</b>		
	Copies attached	Yes <input type="checkbox"/> No <input type="checkbox"/>	
1. o	<b>Referral Agencies &amp; Third Party Agreements</b>		
	Written approval has been obtained for any proposed works relating to referral agency conditions or agreement from third parties provided to work within their property.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Copies of approvals or agreements attached.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
1. p	<b>Traffic Management Plans/Guidance Schemes</b>		
	Copies attached	Yes <input type="checkbox"/> No <input type="checkbox"/>	
1. q	<b>QA Documentation including ITP's</b>		
	Copies provided to Council to identify project specific wks.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
1. r	<b>Bond:</b>		
	i. A fully priced <b>schedule of quantities</b> has been provided to Council, as per FNQROC AP1.07-12(xxi)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	ii. A Security Lodgement Form (FNQROC CP1. App. B) has been provided with a <b>value=0.05 X cost of works</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	iii. Copy of payment receipt attached.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
1. t	<b>Additional Information not identified above</b>		
	Additional information has been submitted to support the application, and is attached to this document.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Detail: .....		
1. u	<b>Request for Meeting</b>		
	Date requested for Pre-Start meeting:	_ / / 20	

	<p>Proposed time of meeting (Ideally between 09:00-16:00 hrs) (Please telephone the Council officer prior to submitting a time)</p> <p>(Note: The Council usually requires <b>SEVEN</b> days written notice of the proposed meeting date. The Principal should only make the request when <b>all</b> of the appropriate documentation is available. An additional re-inspection charge may apply if documentation is not complete at the time of the initial inspection.</p>	<p>– AM / PM</p>																		
<p><b>PART 1 of 3</b></p>	<p><b>Pre-Start Meeting Process</b></p>																			
<p><b>1. Document Requirements</b></p>	<p><b>Pre-Meeting Information and Check List</b></p>																			
<p>Continued..</p>	<p>Details of the consulting engineer submitting the checklist and associated documentation required for Pre-Start meeting</p> <table border="1"> <tr> <td data-bbox="443 728 679 772">Name of Engineer</td> <td colspan="2" data-bbox="679 728 1560 772"></td> </tr> <tr> <td data-bbox="443 772 679 817">Signature</td> <td colspan="2" data-bbox="679 772 1560 817"></td> </tr> <tr> <td data-bbox="443 817 679 862">Name of Company</td> <td colspan="2" data-bbox="679 817 1560 862"></td> </tr> <tr> <td data-bbox="443 862 679 907">Telephone No.</td> <td data-bbox="679 862 1114 907">Office:</td> <td data-bbox="1114 862 1560 907">Mobile:</td> </tr> <tr> <td data-bbox="443 907 679 952">RPEQ No.</td> <td colspan="2" data-bbox="679 907 1560 952"></td> </tr> <tr> <td data-bbox="443 952 679 996">Date</td> <td colspan="2" data-bbox="679 952 1560 996"></td> </tr> </table>		Name of Engineer			Signature			Name of Company			Telephone No.	Office:	Mobile:	RPEQ No.			Date		
Name of Engineer																				
Signature																				
Name of Company																				
Telephone No.	Office:	Mobile:																		
RPEQ No.																				
Date																				
<p>This space can be used for any other notes or information:</p>																				



Pre-Start Meeting Process

2. Pre-Start Meeting

2.1 Attendance Register

To be completed by meeting organizer

Project Name	
Location	
CRC File Ref.	
Date and Time	8 / /
Meeting Held at	/ / 20 at am / pm
Chaired by	
Apologies	

Attendees				
Name	Company	Title	Phone / Mobile	Email
Engineer (i)				
Engineer (ii)				
Contractor (i)				
Contractor (ii)				

*Possible attendees representing Cairns Regional Council:*

Mick Hattam	Cairns Regional Council	Inspector	4044 3554 0400 492 921	<a href="mailto:m.hattam@cairns.qld.gov.au">m.hattam@cairns.qld.gov.au</a>
Mark Dillon	Cairns Regional Council	Technical Officer	4044 3507 0438 128 788	<a href="mailto:m.dillon@cairns.qld.gov.au">m.dillon@cairns.qld.gov.au</a>
Ben Carroll	Cairns Regional Council	Technical Officer	4044 3307 0472 864 606	<a href="mailto:b.carroll@cairns.qld.gov.au">b.carroll@cairns.qld.gov.au</a>

<b>DISTRIBUTION:</b> Marked *				
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## Pre-Start Meeting Process

## 2. Pre-Start Meeting

To be completed by meeting organizer

## 2.2 Pre-Meeting Documentation

All documentation, drawings, plans and fees as identified in Part 1 of the Pre-Start Meeting template document. **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:

## 2.3 Conditions Of Approval And Approved Drawings

- 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.**
- b. A complete copy of the documents is to be located on site at all times and updated when necessary.
- c. Should any changes be proposed to the approved plans and conditions, they are to be submitted to the Council for approval **prior** to implementing any changes on site.

A copy of the approved plan and conditions has been presented to all parties and is available on site for inspection. YES  / NO  \*

Comments:

## 2.4 Site Safety Procedures

Council officers will report to a site representative for an initial site safety induction and prior to each site inspection. The nominated Contractor's site representative will be:

Name

Mobile Tel. No:

Any other site safety requirements specific to this site:

## 2.5 Site Access and Signage

- a. Vehicular access to the site for construction and demolition is off:

Name of road(s):

Comments:

- b. A Public Notice sign must be positioned at the entrance(s) to the site. **No works can proceed until the sign(s) is in place.**

Sign(s) are positioned on site YES  / NO 

Comments:

## 2.6 Witness and Hold Point Inspections

Contact Raymond Wong on (07) 4044 3514 to conduct witness and hold point inspections to compliment those required by the engineer.

**PART 2 of 3**

**Pre-Start Meeting Process**

**2. Pre-Start Meeting**

**2.7 Environmental Protection (Soil and Water Management)**

To be completed by meeting organiser

a. An engineer endorsed contractor's Erosion and Sediment Control Plan has been provided for this project and has been reviewed and discussed at this meeting?

YES  / NO \*

Comments on any omissions from the ESCP or suggested changes:

b. 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.

c. 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.

d. 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.

e. 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 Service branch 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.

f. 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.

g. Council's preferred method of vegetation disposal is by chipping / shredding on site. The burning of vegetation is not permitted under Council Policy.

h. Any land which contains environmentally significant areas, significant trees, trees with Preservation Declarations placed upon them, or areas specifically identified for protection and preservation as part of the Development Permit 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  / NO \*

**2.8 Inspections by CRC / Referral Agencies**

CRC or Referral agency staff may undertake random visits to site during construction, and may also take photographs of the various work activities in progress.



## 2.9 Council Requirements – Development Permit Conditions

Refer to any specific Development Permit conditions, which are not covered by Operational Works conditions:

## 2.10 Construction Requirements – Operational Works Conditions

### Third Party Agreement

Are works required in adjacent properties not owned by the developer? YES  / NO \* this may include sewer connections, stormwater outlets, noise mounds, Landscaping, etc.

Have all agreements been provided to allow works to be conducted in these areas?

YES  NO  N/A \*

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 authorised by the Chief Executive Officer, prior to the commencement of such works.

### Landscaping

Council has approved a landscape plan: YES  NO  \*(tick as appropriate)

Comments:

- a. 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.
- b. 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.
- c. Any equipment maintenance manuals and details of specialised equipment and material suppliers are to be provided to Council prior to 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, prior to Works Acceptance.

#### **The Location of Stormwater Quality Interception Devices (SQIDS)**

SQIDS shall be positioned to allow for economic and efficient maintenance operations, and will require a **reinforced concrete hard standing area to be provided from the edge of the carriageway to the SQID location**. Vehicular access from the public road reserve to the SQID must remain unrestricted.

#### **Sewer and Water**

- a. Cairns Regional Council requires a minimum of five (5) working days notice of intention to commence water and sewerage related works. The notice shall be given to the Senior Plumbing Inspector at Cairns Regional Council either in writing, by telephone (07) 4044 8235, or email to [pladmin@cairns.qld.gov.au](mailto:pladmin@cairns.qld.gov.au) prior to the commencement of works.
- b. WATER: Cairns Regional Council must be contacted to perform any direct connection to water mains (both live and not live) 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 Commercial Water Service, Fire Hydrant or Subdivisional Connection".
- c. SEWER: CRC Water and Waste must be contacted to authorize any direct connection to live sewer mains.
- d. 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.
- e. 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 this 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 are to be designed in accordance with the Australian Standard to provide equal access for people with a disability, including limiting footpath longitudinal grades to maximum 1:20 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. 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](http://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**

Operational Works Condition #	Summary of condition

Use additional Sheet for more conditions if required

**Other Business**

a. Earthworks for this project have been designed to be:

{ Balanced / in surplus / imported}\* If surplus or imported, approx. quantity ..... T / m3 \*

b. Has a Haul Route Drawing been provided to Council for approval? Yes  No

c. Is Early Plan Sealing likely in this project?

YES  NO \*

If 'YES' summarise any special requirements relating to this project

d. Additional comments (if any):

<b>PART 3 of 3</b>	<b>Pre-Start Meeting Process</b>	
<b>3. Agreement</b>	Based on the submitted information and the points discussed in the meeting, works <span style="border: 1px solid black; padding: 2px;">can / cannot *</span> proceed	
<b>To be completed by meeting organiser</b>	Should works not be permitted, or additional information required, the following items must be addressed and presented to the Council for approval.	
	The set of notes (Parts 1, 2 and 3) form the Pre-Start meeting minutes and 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.	
	<b>A copy of the early plan sealing or works acceptance template must be used for requesting future meetings.</b>	
	Meeting closed at ... . : ..... am/pm	
	<i>I confirm that these notes represent an accurate account of the issues discussed and comments made during the site meeting</i>	
	Name of Engineer	
RPEQ No.		
Signature		
Name of Company		
Telephone No.	Office:	Mobile:
Date		



PO BOX 359  
CAIRNS QLD 4870  
[www.cairns.qld.gov.au](http://www.cairns.qld.gov.au)  
[engineering\\_admin@cairns.qld.gov.au](mailto:engineering_admin@cairns.qld.gov.au)  
ABN 24 310 025 910

**Planning and Environment Department  
Strategic Planning and Approvals Branch  
Development Services**

Ph: 1300 69 22 47

## **PRE-START MEETING PROCESS**

This document provides an outline of the requirements of the Pre-Start process. Full details are available in the FNQROC Development Manual, in particular Sections CP1.02 which should be used as the reference source, should there be any discrepancy in detail between this pro-forma and the Manual. The Manual can be downloaded from the website [www.fnqroc.qld.gov.au](http://www.fnqroc.qld.gov.au).

Only works that have been 'Approved' by the Council can be submitted for the Pre-Start process and meeting. These works must incorporate all aspects of the relevant Development Permits for Planning and/or Operational Works, including all Pre-Start requirements and any imposed conditions from Referral Agencies.

This document is in three parts and should be attached to any supporting documentation. The shaded areas identified in parts 1 and 2, are to be completed by the **Applicant/ Engineer** and submitted to Council to initiate the Pre-Start process. Parts 2 and 3 will be used during the site meeting.

## **ACCURACY OF SUBMISSION**

Council's examination of documents should not be taken to mean that the documents have been checked in detail and Council takes no responsibility for their accuracy. If during construction, inadequacies of the design are discovered, it is the responsibility of the Principal Consulting Engineer to resubmit amended plans to Council for approval and rectify works accordingly.

Notwithstanding any approval given to engineering documents, where a discrepancy occurs between these documents and Council's standards, then Council's standards shall apply. All works must be performed in accordance with Council standards and Local Laws.

If in fact there are errors, omissions or insufficient detail on the plans for the purpose of construction, these deficiencies shall be made good during construction and Council reserves the right to withhold approval of construction until such deficiencies are made good to its satisfaction.