



Pre-start Meeting Request Guidelines

Regional Strategy and Planning

Revision 4 dated 12/07/2024

Administrative Guideline			
Effective Date	TBA	Next Review Date	1 Year after Effective Date
Responsible Officer(s)	Development Engineer	Revokes	

1. Purpose

The purpose of this Guideline is to assist applicants to gain approval to commence works after the Operational Works approval has been granted.

The Pre-start Meeting Request Guideline has been carefully designed to ensure that all approved development works within the Whitsunday Regional Council area comply with relevant planning, engineering, and environmental requirements before construction commencement. The meeting will confirm compliance with the Whitsunday Development Manual and other applicable approvals.

2. Scope

This Guideline applies to all developers, consultants, contractors, and relevant stakeholders undertaking Operational Works within the Whitsunday Regional Council area that require Council approval prior to commencement of construction. It outlines the process, documentation requirements, meeting procedures, compliance expectations, and post-meeting actions necessary to ensure that all construction activities align with approved plans, environmental obligations, safety standards, and regulatory requirements as per the Council's Development Manual, specifically Clauses CP1.06, CP1.07, CP1.08, and CP1.09.

3. Applicable Legislation

This policy is in reference to:

- **Planning Act 2016**

Regulates development assessment, including Operational Works permits, and sets requirements for starting construction only after necessary approvals and pre-start conditions are satisfied.

- **Environmental Protection Act 1994**

Ensures that environmental controls (like erosion and sediment control) are in place before site disturbance and construction works begin.

- **Work Health and Safety Act 2011**

Requires that construction activities meet strict workplace health and safety standards, including site inductions and risk management processes before works commence.

- **Local Government Act 2009**

Provides Council with authority to regulate, enforce, and inspect development activities, including pre-start compliance.

4. Definitions

Council refers to the Whitsunday Regional Council





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Pre-Start Meeting refers to a formal meeting held between the developer, contractors, consulting engineer, and Council representatives before commencement of any operational works, aimed at confirming readiness, compliance with approvals, and construction planning.

Operational Works refers to Civil construction activities such as roadworks, drainage, water supply, sewerage works, earthworks, landscaping, and associated infrastructure necessary for a development to proceed, requiring an Operational Works Development Permit as per Council's Planning Scheme.

Developer refers to the individual or entity responsible for carrying out the development, including engagement of contractors and consultants to deliver the project.

Consulting Engineer refers to a Registered Professional Engineer of Queensland (RPEQ) responsible for the design, certification, supervision, and overall engineering compliance of the development works. Principal Contractor The primary builder or construction company contracted to carry out the operational works.

Principal Contractor refers to the person or company responsible for carrying out and managing the operational works on-site. They ensure compliance with Council approvals, safety and environmental requirement

Construction Security Bond refers to a financial guarantee (cash or bank guarantee) lodged with Council before commencement of works, ensuring completion of the works as per Council's Development Manual and relevant approvals. The Construction Security Bond valued at 5% of the estimated Cost of Construction.

Erosion and Sediment Control Plan (ESCP) refers to a detailed site management plan to be implemented showing how erosion and sediment will be controlled during and after the construction phase to protect the environment.

Traffic Management Plan refers to a site-specific plan outlining how vehicle and pedestrian movements will be managed safely during construction activities that must be submitted under Council's *Local Law No.1 Application to Work in Road Reserve* permit and approved by Council's Road and Drainage Team prior to the Pre-Start Meeting.

Public Liability Insurance refers to Insurance that protects against third-party injury or property damage claims arising from the construction works.

Compliance Inspection refers to Scheduled or ad hoc inspections by Whitsunday Regional Council officers during construction to confirm that works are carried out according to approved plans and conditions.

As-Constructed Drawings refers to a detailed constructed works drawings detailing the construction project's final state, reflecting any modification or deviation from the original design, submitted after project completion for Council's records.

5. Pre-start Meeting Request Process

To initiate the Pre-start process, the applicant must formally request a Pre-start meeting. Broadly, all requests will follow the same five (5) steps as shown below:



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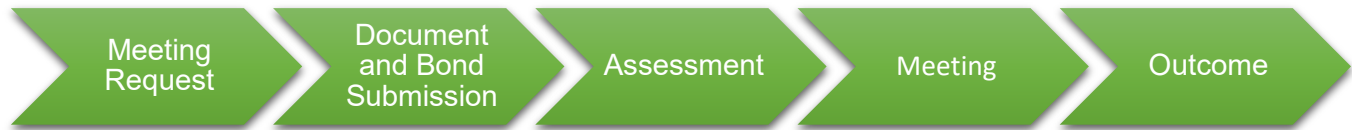


Figure 1 Pre-start meeting request process

- **Meeting Request:** The Developer or Consulting Engineer submits a formal Pre-Start Meeting Request along with all supporting documentation to Whitsunday Regional Council as noted in *Section 7* of this Guideline. Council's contact details can be found in *Section 10* of this Guideline.
- **Document and Bond Submission:** The submission must include all necessary plans, approvals, insurance certificates, bonds and evidence of satisfying any "prior to pre-start" and "prior to construction" conditions as noted in *Section 7* of this Guideline.
- **Assessment:** Council officers conduct an initial administrative review to ensure all required documents are submitted and complete. A technical assessment is also undertaken to verify that the documents comply with approval conditions and the Development Manual. Council will review the submitted documentation within seven (7) days and, upon acceptance, will contact the applicant to schedule the Pre-Start Meeting.
- **Meeting:** Once the submission is accepted, Council schedules and conducts the Pre-Start Meeting on-site or at an agreed location. The Developer and Consulting Engineer are responsible for leading the meeting discussions, covering agenda items such as compliance, construction methodology, environmental controls, safety requirements, and project management. Council officer will note and fill out the Pre-start meeting minutes.
- **Outcome:** Council issues a Pre-Start Meeting Record summarising the meeting outcomes. Draft Pre-Start Meeting Minutes for review will be circulated to all relevant parties, and the final minutes will be issued following consideration of any comments received. Works may commence only after receipt of Council's written confirmation. If works can commence on site, a written confirmation of the meeting's outcome will be issued via email within 24 hours of the prestart meeting to all relevant parties. If additional information or conditions are identified during the meeting, these must be addressed before construction can commence.

6. Meeting Attendance Requirements

Attendance at the meeting is mandatory for the following stakeholders:

- Developer and/or Project Manager (if required)
- Principal Contractor
- Consulting Engineer
- Whitsunday Regional Council Representative(s)
- Any other relevant authorities or utility service providers (if required)

7. Pre-start Meeting Request and Documentation

To request a Pre-Start Meeting, the Developer or Consulting Engineer or Contractor must submit a formal request to Whitsunday Regional Council, including:

- Approved Development Permit for Operational Works
- Construction Plans and Drawings



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- Erosion and Sediment Control Plan
- Traffic Management Plan (if applicable)
- Environmental Management Plan (if required)
- Contractor's Public Liability Insurance details
- List of Key Project Contacts
- Proposed Construction Schedule / Programme of Works
- Evidence that all conditions marked "Prior to Construction" or "Prior to Pre-Start Meeting" on the Operational Works, Reconfiguration of Lot (ROL), or Material Change of Use (MCU) development permits have been satisfactorily addressed and approved by Council.

8. Agenda for Pre-Start Meeting

The meeting will cover the following:

- **Project Overview** – Description of the development, scope of works, and key project timelines.
- **Conditions of Approval** – Review of relevant development conditions and compliance expectations.
- **Environmental Considerations** – Implementation of sediment and erosion controls, stormwater management, and vegetation protection measures.
- **Traffic Management and Public Safety** – Discussion of site access, road closures, and pedestrian management.
- **Construction Methodology and Staging** – Review of work sequencing, key milestones, and potential disruptions.
- **Inspections & Compliance Checks** – Outline of required inspections, compliance verification, and reporting procedures.
- **Safety and Risk Management** – Discussion on workplace health and safety requirements, site inductions, and emergency contacts.
- **Other Council or Authority Requirements** – Any additional approvals, conditions, or coordination with service providers.

9. Post-Meeting Requirements

Following the meeting:

- A Pre-Start Meeting Minutes will be issued by Council.
- Construction works may commence only after all required approvals are confirmed.
- Any required amendments to plans or additional approvals must be addressed before works begin.
- Regular inspections and compliance checks must be conducted as per CP1.08 of the Development Manual.

10. Contacts

For any inquiries or to schedule a Pre-Start Meeting, contact:

Whitsunday Regional Council - Regional Strategy and Planning - Development Assessment

Designation	Name	Phone	Email
Manager Development Assessment	Matthew Twomey	4945 0231	matthew.twomey@whitsundayrc.qld.gov.au
Technical Officer Engineering Assessment	Adam Robins	4945 0295	adam.robins@whitsundayrc.qld.gov.au





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11. Compliance with Development Manual

All development works must comply with the Whitsunday Development Manual, specifically:

CP1.06 – Construction Security Bond

Before the Pre-Start Meeting can be scheduled, a Construction Security Bond must be submitted to Council. This bond is typically valued at 5% of the certified cost of the construction works and must be supported by the Consulting Engineer's estimate. The bond may be lodged in cash or through an unconditional bank guarantee using the prescribed Council form. Council will not proceed with the Pre-Start Meeting unless the bond has been accepted in full.

CP1.07 – Notice of Commencement of Work

A written notice must be submitted to Council at least seven (7) days prior to the planned start of construction. The notice must include the proposed commencement date, project duration, key contact details, and an invitation for Council to attend the Pre-Start Meeting. It must also request Council confirmation that environmentally significant areas and/or protected trees are identified and safeguarded, seek approval for any use of adjoining public open space (with pre-construction photos), identify the project sign location (if required), and include the endorsed Inspection and Test Plan (ITP).

CP1.08 – Documentation to Be Provided Prior to Pre-Start Meeting

A complete submission of all required documentation must be received and approved before the Pre-Start Meeting can occur. This includes, but is not limited to:

- RPEQ-certified Inspection and Test Plans (ITPs) (if any changes are required to Council's ITP)
- Contractor's Erosion and Sediment Control Plan (ESCP) (if required)
- Traffic Management Plan (if required)
- Safety Management Plan
- Evidence of Public Liability Insurance
- Payment of all required levies and charges (e.g., Portable Long Service Leave)
- Cultural Heritage Plan (if required)
- Construction Security Bond form and value certification. All documents must be correctly labelled and submitted in accordance with Council's checklist. Incomplete or missing documentation will delay the assessment and scheduling of the meeting.

CP1.09 – Pre-Start Meeting

Once all documentation and the bond are received and accepted, Council will coordinate and conduct a Pre-Start Meeting with the applicant. Topics will include permit conditions, construction staging, environmental controls, and compliance responsibilities. Construction is only permitted to commence once Council has formally confirmed that the Pre-Start Meeting was satisfactory, and all preconditions have been met.

Failure to adhere to these requirements may result in stop-work orders, penalties, or project delays.

Chief Executive Officer

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Gary Murphy

Acting Chief Executive Officer

