

Minutes of Prestart Site Meeting

Project Name

Site Address

OpWks Number

Operational Wks

Date/Time

Present

Whitsunday Regional
Council

Whitsunday Regional
Council

Consulting Supervising
Engineer

Consulting
Geotechnical Engineer

Contractor/Developer

Apologies

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800
P: 1300 WRC QLD (1300 972 753) F: (07) 4945 0222 E: info@whitsundayrc.qld.gov.au www.whitsundayrc.qld.gov.au

Bowen
Cnr Herbert & Powell Streets
Bowen QLD 4805

Proserpine
83-85 Main Street
Proserpine QLD 4800

Collinsville
Cnr Stanley & Conway Streets
Collinsville QLD 4804

Cannonvale
Shop 23, Whitsunday Plaza
Shute Harbour Road, Cannonvale QLD 4802



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2020/2021

Status: Pre Start Meeting in accordance with Decision Notice Approval Conditions

1. Contact Names: The following personnel are to be contacted for queries and approvals:

2. Program Dates

Start Date	
Completion Date	

3. Conditions of Approval

Yes/No/N/A

Contractor has copy of Operational Works	
Contractor has copy of Approved Drawings	
Contractor understands Operational Works	
Supervising Engineer is to provide daily log of visits to site. These shall be lodged weekly. All correspondence to Council is to use File No. _____ as reference. All emails to info@whitsundayrc.qld.gov.au as well as the person it is intended for.	

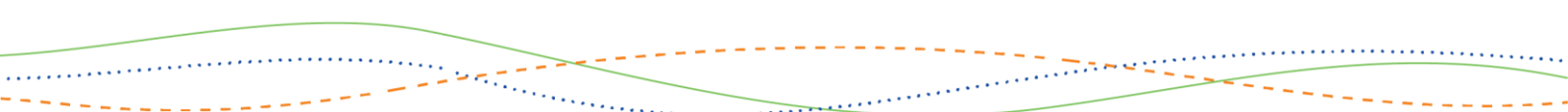
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4. Contractual Matters

Hours of work as per Environmental Protection Agency (EPA)

5. Construction Requirements

Consulting Geotechnical Engineer

Nominated Plumber

Compaction of trenches and re-instatement of road to be same day

Clearing of Vegetation: To be mulched on site: **Burning of vegetation is not permitted**

Removal or importation of fill

As-built drawings to be prepared by

Q-leave – if project is over \$150,000-00

Peg alignment by

Contractor adopting Council's Inspection Test Plan (ITP)

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All testing to be documented as per ITP

Test results and certification of allotment fill

Retaining walls, bolder footings and retention

Stormwater erosion control is to be in place prior to work commencing

6. Erosion Control Measures

Name of responsible person that has undertaken that suitable measures will be emplaced during all construction phases and shall comply with approved plans

7. Traffic Control

Manual of Uniform Traffic Control Devices is applied at all times

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8. Work Place Health and Safety	
Contractor has a Safe Work Plan in place	
Responsible person to be nominated for Confined Spaces	
Safe work plan for live sewer to be provided by	
Contractor to ensure all WHS requirements are complied with	
9. Scheduled Meetings	
It was agreed that no scheduled meetings would be approved.	
Future meetings or inspections to be undertaken as required	
10. Power of Entry	

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In accordance with Section 132 of the Local Government Act, Council Officers are permitted to enter this site “at any reasonable time during the day” to ensure compliance with conditions of a permit and/or to inspect work carried out under a permit without the permission of the occupier. Council Officers will exercise their powers under this section to attend all hold point inspections along with random audit inspections. This pre-start meeting and subsequent minutes shall be taken to fulfil the obligations under the section to inform the occupier of the property (being the principal contractor) that the officer is permitted to enter the property without the permission of the occupier.

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11. Distribution of Minutes	
Whitsunday Regional Council	
Whitsunday Regional Council	
Supervising Engineer	

Minutes Recorded By	
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