

PRE-START MEETING CHECKLIST – CIVIL WORKS

SUBDIVISION FILE NUMBER	
PLANNING PERMIT NUMBER	
DATE OF MEETING	
NAME OF DEVELOPMENT AND STAGE	
LOCATION	
PERSONS PRESENT AT MEETING	
Principal (Developer)	
Principal (Developer's) Representative	
Superintendent / Consultant	
Construction Engineer	
Council Representative	
Principal Contractor	
CONTACT DETAILS – PHONE NUMBERS AND EMAIL	
Principal (Developer)	
Principal (Developer's) Representative	
Superintendent / Consultant	
Construction Engineer	
Council Representative	
Principal Contractor	
DESCRIPTION OF WORK TO BE CARRIED OUT	
Principal Contractor 1	
Contractor 2	
Contractor 3	
GENERAL MATTERS	

Date construction works should commence by (refer to contract and planning requirements)	
Time for the works to be completed (refer to contract) (month and year)	
Defects Liability Period (refer to the contract) (month and year) Roads and Drainage Works Landscaping Works Others as listed	
Maintenance Period (refer to the contract) (month and year) Roads and Drainage Works Landscaping Works Others as listed	
Guarantee amount for soft landscaping (%)	

HOLD POINTS AND WITNESS POINTS

1. Hold points (delete any that are not required) as specified in Clause 7.4 of the IDM and listed in Appendix E of the IDM
 - a. Pre-start for Civil Works
 - i. Prior to pouring concrete on large reinforced concrete structures and footings.
 - ii. Prior to placement of GPT's, litter traps, precast pumpstations.
 - iii. At proof rolling of subgrade
 - iv. Prior to the placement of each pavement course
 - v. Prior to placement of kerb and channel
 - vi. Prior to pouring of footpaths and driveways
 - vii. Prior to the placement of the primer coat
 - viii. Prior to the placement of first asphalt course or sealing.
 - ix. Prior to covers being placed on pits
 - x. Prior to placement of each fill layer
 - xi. Prior to construction of table drains
 - xii. Prior to construction of retaining walls
 - b. Pre-start for Landscaping Works
 - i. Prior to planting out wetlands.
 - ii. Prior to removal of native vegetation and other existing vegetation.
 - iii. Prior to planting (landscaping).
2. Witness Points (delete any that are not required) as required by Clause 7.4 of the IDM and as listed in Appendix E of the IDM

- a. Prior to the backfilling of stormwater drains
- b. Prior to backfilling subsoil drains
- c. Prior to pouring of footpaths and driveways (when not a hold point)
- d. Prior to connection of house and property connections to stormwater drains
- 3. Other Inspections (delete any that are not required)
 - a. Acceptance of Works
 - b. Release From Defects Liability
 - c. Others as listed below:

INFORMATION TO BE PROVIDED AND ACCEPTED BEFORE WORKS COMMENCE

Information Required	Provided	Accepted	Comments
Construction Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Inspection and Test Plans	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Works Program	<input type="checkbox"/>	<input type="checkbox"/>	
Works Within Road Reserves Permit	<input type="checkbox"/>	<input type="checkbox"/>	
Relevant Insurance Certificates	<input type="checkbox"/>	<input type="checkbox"/>	
Site Induction	<input type="checkbox"/>	N/A	
Nominated Working Hours	<input type="checkbox"/>	<input type="checkbox"/>	

Source of Pavement Materials	<input type="checkbox"/>	<input type="checkbox"/>	
Quality Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Health and Safety Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Coordination Plan	<input type="checkbox"/>	<input type="checkbox"/>	

PLANNING PERMIT CONDITIONS

Have the requirements of any planning permit conditions which include the words "prior to works commencing" been satisfied?	
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ROLES AND RESPONSIBILITIES

All Parties

1. Provide economical, fit for purpose infrastructure to meet **Council** requirements as generally specified in the IDM.
2. Meet their obligations under law, common law and regulations.

Principal (Developer)

The Principal is responsible for:

1. appointing the following persons as appropriate to the size of the development:
 - a. Superintendent when there is a contract for the works (will be appointed where there is a contract between the developer and the contractor)
 - b. Consultant (appointed at the discretion of the developer) – (Clause 2 of IDM)
 - c. Construction Engineer (unless otherwise agreed in writing by the Council – (Clause 2 of IDM)
2. nominating which of these parties will be appointed as their representative noting that the Superintendent is the preferred nominee where there is a contract in place to deliver the works.
3. delivering the development in accordance with the plans approved by Council.
4. lodging a Guarantee of Work with Council prior to the issue of the Statement of Compliance. The guarantee may be in the form of bank guarantee, cheque, surety bonds (where accepted by Council) or cash and may be used for rectification of any and all design and construction defects. No expiry date should be noted on the on any bank guarantee. Where a cheque is lodged, it is only considered received after the bank has cleared the cheque.

The minimum value of the guarantee is 5% of the total cost of roads, drainage and hard landscaping based on the priced Bill of Quantities. The guarantee is lodged with the Council for the term of the Defects Liability Period. If differing periods are nominated for different Infrastructure, the Developer may choose to lodge individual bank guarantees, or a single bank guarantee for the whole amount to be held.

5. ensuring that at all times there is a Superintendent, who acts in accordance with the requirements of AS2124/AS4000 where there is a contract signed for the delivery of the works.
6. ensuring that all necessary and other permissions to undertake the Work are obtained, prior to the start of works.
7. ensuring that a video or photographic survey of the constructed assets to be vested in Council prior to the time of the Acceptance of Works so that any damage that occurs during the Defects Liability Period can be assessed to determine whether the damage is a result of faulty workmanship or the result of actions outside the control of the Contractor.
8. ensuring that any testing required to enable Council's Engineering Department to ascertain whether assets that are to be vested in Council meet the IDM standards is undertaken and the results reported to Council, in an efficient and timely manner.

Consultant

1. Ensure that the Principal is aware of the requirements of the General Conditions of Contract, usually AS2124 or AS4000.
2. Providing the Principal and the Superintendent with a copy of the Final Design Acceptance and evidence that the Plan of Subdivision has been certified.
3. Ensuring that all necessary consents and other permissions required under the Contract are obtained by the contractor, i.e. road opening, traffic management and SEMP.
4. Ensuring that any request to apply material change to the approved design that occurs during construction, is accepted by the Council Engineer, within 48 hours, or otherwise agreed, prior to providing written instruction to the Superintendent.
5. Provide Council with "As Constructed" plans prepared by a registered surveyor or qualified engineer and endorsed by the Clerk of Works (Construction Engineer). Council will expect the "As Constructed" Plans to be prepared in accordance with Appendix I: Information to be Shown of Plans of the IDM.

Construction Engineer

- 1 Supervision of the works on a daily basis to ensure that the Principal's requirements as specified in the plans approved by are satisfied.
- 2 Liaising with the Contractor to ensure that all of Council's preconstruction requirements have been met.
- 3 Liaising with the Contractor to ensure that the works to be inspected are ready to be inspected and generally provide a minimum of 48 hours' notice to the Council Engineer and Superintendent to arrange a joint inspection at each hold point, Acceptance of Works inspection, Release from Defects Liability inspection and other inspections as listed in this record.
- 4 Generally providing a minimum of 48 hours' notice advising of witness points
- 5 Ensuring that any request to change to the design that occurs during construction, is forwarded forthwith to the Superintendent for review and accepted within 1 working day, or otherwise agreed. If the Superintendent identifies that a material change is required, refer to the Consultant role.
- 6 If there is no superintendent appointed by the developer- undertake the roles of the superintendent in relation to works being constructed

Superintendent

1. The Superintendent is a person named in a contract by the two parties to that contract (the Developer and the Contractor) and is required to undertake certain functions under that contract by those two parties. The Superintendent is not a party to the contract.

The Superintendent is required:-

- a. to assess quality of materials and workmanship in accordance with the contract documents;
 - b. to assess progress claims and issue of progress certificates;
 - c. to assess claims for extra payment for variations to the contract;
 - d. to assess claims for extra payment (such as claims under the latent conditions provisions) under the contract; and
 - e. to assess claims for extension of time.
2. Council will expect the Superintendent to effect these requirements by the periodic inspection and attendance on site and attending, where appropriate, meetings with contractors, suppliers and other parties as required to progress and finalise the works. The Superintendent is not required to provide continuous nor detailed supervision, nor to act as a clerk or inspector.
3. Council will expect the Developer to ensure that the Superintendent acts fairly at all times.

Contractor/s

1. Undertaking the Work in accordance with the provisions of the Contract (where applicable) and with the plans and specifications approved by Council.
2. Complying with any written instruction issued by the Superintendent or Construction Engineer where there is no contract in place.
3. Not making any changes to the approved design without the written instruction from the Superintendent or Construction Engineer where there is contract in place.
4. As required by Council, produce a video or photographic survey of the assets to be vested in Council prior to the time of the Acceptance of Works so that any damage that occurs during the Defects Liability Period can be assessed to determine whether the damage is a result of faulty workmanship or the result of actions outside the control of the Contractor.
5. As required by Council undertaking any testing required by the Council (as already defined in the IDM), as listed in this record, to enable Council to ascertain whether the assets that are to be vested in Council meet the standards of Council. The time when the testing is required to be undertaken is also listed in this record.

Council

1. Nominating the Council Engineer who will be responsible for inspections and for issuing acceptances or written notices of non-conformance with the approved plans to the Superintendent.
2. Liaising with the Developer's representative required changes outside the scope of work covered by the approved plans.
3. Confirming that Council's preconstruction requirements have been met, which satisfy Council's requirements, within 1 working week of receipt of all relevant information, unless otherwise agreed.
4. Undertaking joint inspections with the Superintendent and or Construction Engineer and Contractor as listed in this record providing 48 hours' notice in writing requesting the inspection has been received.
5. Advising the Developer's Representative in writing, including details of the non-conformance, within 24 hours of when Council's Engineer becomes aware of any non-conformance with the requirements of the Council in relation to the Works.
6. Ensuring that Council's Engineer responds to queries and request for information from the Developer's Representative within 48 hours, unless otherwise agreed.
7. Ensuring that Council's Engineer advises the Developer's Representative of the results of any inspection within one working day, unless otherwise agreed, of the following:
 - acceptance, with or without conditions; OR
 - non-acceptance and steps to be taken to secure the council's requirements; AND
 - process for securing a further inspection where there is non-acceptance.

OTHER MATTERS DISCUSSED

SIGNATURE OF ALL PARTIES AT THE MEETING THAT THIS IS A TRUE AND ACCURATE RECORD OF THE ITEMS DISCUSSED AT THE MEETING (PRINT NAME AND SIGN AND DATE ON THE LINE PROVIDED)

Developer	
Developer's Representative	
Superintendent / Consultant	
Construction Engineer	
Council Representative	
Contractor	

Consent to proceed to construction is granted

Yes

No

Signed Council Representative _____

Date _____