

ENGINEERING WORKS PRE-COMMENCEMENT MEETING CHECKLIST



Name of Subdivision / Stage / Package:	Meeting Date:
Council File Reference:	Planning Permit Number:
Anticipated Commencement Date:	Anticipated Completion Date:

ATTENDEES

Superintendent	Name:	Title:
	Company:	Contact No:
Contractor	Name:	Title:
	Company:	Contact No:
Other	Name:	Title:
	Company:	Contact No:

Council		
Development Engineering		
Engineering & Transportation		
Infrastructure		
Parks & Open Space		

Whittlesea City Council requests the Contract Superintendent to confirm, prior to the meeting, that all prerequisites applicable to the Pre-commencement meeting, as listed in the items below, have been addressed.

No.	DETAILS	YES	NO	N/A	COMMENTS / ACTIONS
1	Required attendees notified of meeting				
2	The plan of subdivision has been certified				
3	Engineering plans / specifications approved				
	<ul style="list-style-type: none"> • Road and Drainage (subdivision) • External Works (Intersection, Road Widening) • Culvert/Bridges/Structures • WSUD (Raingardens, Wetlands) • Melbourne Water Main Drain / Outfall • Public Lighting / Electrical • Sewer / Water Reticulation • NBN Co (FTTP Pits / Conduits) 				
5	All prerequisites in the Planning Permit for commencing works have been satisfied				
6	Certificate of Compliance for Design of Retaining Walls.				
7	Agreements required by the following authorities have been confirmed:-				
	<ul style="list-style-type: none"> • Yarra Valley Water (Sewers) • Yarra Valley Water (Water Mains) • CFA / Council (Fire hydrants) • Melbourne Water (Scheme Drains) • Melbourne Water (Wetlands / RB) • Melbourne Water (Waterway outlet) • Melbourne Water (Works over Pipe Tracks / Sewers / Main Drains) 				

No.	DETAILS	YES	NO	N/A	COMMENTS / ACTIONS
	• SPAusnet (Kiosks / Cables / Lighting)				
	• NBN Co (FTTP Pits / Conduits)				
	• Vic Roads (Roadworks)				
	• Vic Roads (Traffic Signals)				
	• Parks Victoria / Sustainability & Environment / EPA (Environmental)				
	• Heritage Victoria / Aboriginal Affairs (Cultural requirements)				
8	Construction Environmental Management Plan Status:				
	• To be submitted on				
	• Has been submitted on				
	• Was approved on				
9	Traffic Management Plan status:				
	• To be submitted on				
	• Has been submitted on				
	• Was approved on				
10	Waste Management Plan status:				
	• To be submitted on				
	• Has been submitted on				
	• Was approved on				
11	Project Management Plan status:				
	• To be submitted on				
	• Has been submitted on				
	• Was approved on				
12	MOA/MOU from Vic Roads (if applicable):				
	• To be submitted on				
	• Has been submitted on				
	• Was approved on				
13	Access for external works has been granted				
14	Notification to affected residents agreed				
15	Survey in place (Title & level datum)				
16	Tree, flora & fauna protection agreed				
17	Filling Level 1 inspection arrangements:				
	• Source of filling				
	• Geotechnical Authority (Consultant)				
18	Temporary works (access /drainage outfall)				
19	Contractor is familiar with the current versions of applicable Standard Drawings				
20	Any other applicable legislation, special conditions/requirement not shown above				
General Comments / Actions Agreed					
.....					
.....					

Compiled by:

Name: _____ Position: _____

Signature: _____ Date: _____