

Checklist 3

Pre-commencement meeting



This form should be completed and submitted to Council 5 days prior to pre-commencement site meetings. The Landscape Supervisor should only make the request when all of the documentation has been approved.

| | | | |
|--|---------------------------------|-----------|----------------|
| Subdivision: | Stage: | | |
| Reserve: | Asset no: | | |
| Address: | | | |
| Proposed start date | Approximate finish date: | | |
| Landscape supervisor | M: | | |
| Landscape contractor | M: | | |
| Emergency 24h | M: | | |
| Landscape pre-commencement checklist | Yes | No | Comment |
| Detailed landscape plans approved | | | |
| If works are to be undertaken within the road reserve after statement of compliance has been issued a traffic management plan in accordance with the <i>Road Management Act 2004</i> (and Code of Practice for Worksite Safety – Traffic Management 2010) must be submitted to Council two weeks prior to commencing works. | | | |
| Site risk assessment completed | | | |
| Tree protection fencing installed | | | |
| Temporary perimeter fencing installed | | | |
| Landscape specification and schedule of works – submitted to Council. | | | |
| Schedule of hold points/witness points submitted to council. | | | |
| Site set-out verified against approved plans | | | |
| Pre-commencement checklist complete | | | |
| Pre-commencement site meeting requested | | | |

Office use only:

| | |
|-------------------------|--------------|
| Officer | Date: |
| Attachments/trim | |