



# Project Prestart Meeting Checklist

Job Title: Kenneally Estate Stage 4

Job No: 200906

Client: Hockey Machinery Sales Pty Ltd

Design Consultants: Benchmark Survey and Design

Clients Project Manager: Benchmark Survey and Design

Superintendent: Benchmark Survey and Design

Estimating Team:

Contact Value: \$ 632,784.88 Check Conditions of Contract against Checklist:

Liquidated Damages:

Date for PC is: 15/12/20

10wks (6/10) ✓

Form of Security/  
Retention:

tbc

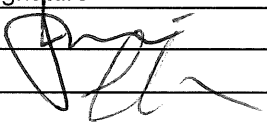
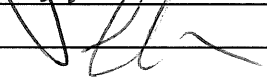
Defects Liability Period of: 12 months

Distribution List:

| ITEM                       |                                                   | Required            | Name                          |
|----------------------------|---------------------------------------------------|---------------------|-------------------------------|
| <b>1 PROJECT PERSONNEL</b> |                                                   |                     |                               |
| 1.01                       | Project Manager                                   | Yes / <del>No</del> | Brendan Rogina/Jarryd Londino |
| 1.02                       | Quality Representative                            | Yes / <del>No</del> | Jarryd Londino                |
| 1.03                       | Surveyor INT( ) EXT( )                            | Yes / <del>No</del> | Mike Dillon                   |
| 1.04                       | Contract Administrator                            | Yes / <del>No</del> | Lauren McKew                  |
| 1.05                       | Supervisor                                        | Yes / <del>No</del> | Warren McKenzie ✓             |
| 1.06                       | Foreman                                           | Yes / <del>No</del> | Vince Bailey ✓                |
| 1.07                       | Leading Hand                                      | <del>Yes</del> / No |                               |
| 1.08                       | Safety Officer (WHSO)                             | Yes / <del>No</del> | Mark Jeynes                   |
| 1.09                       | First Aid Officer(s)                              | Yes / <del>No</del> | VB.                           |
| 1.1                        | Environmental Officer (EO)                        | Yes / <del>No</del> | MJ                            |
| 1.11                       | Allocate Labour                                   | Yes / <del>No</del> | VB/WMC                        |
| 1.12                       | Allocate Plant                                    | Yes / <del>No</del> | VB/WMC.                       |
| <b>2 ADMINISTRATION</b>    |                                                   | <b>Required</b>     | <b>Action By</b>              |
| 2.01                       | Security (bank guarantee's or other)              | Yes / <del>No</del> | Lauren                        |
| 2.02                       | Retention (bank guarantee's or other)             | Yes / No            |                               |
| 2.03                       | Cash Retention                                    | <del>Yes</del> / No |                               |
| 2.04                       | QLeave Levy (Works >150k exc GST) (WHS, PLS, CSQ) | Yes / <del>No</del> | tbc @ prestart                |
| 2.05                       | Public Liability Insurance                        | Yes / <del>No</del> |                               |
| 2.06                       | Professional Indemnity Insurance (D&C)            | <del>Yes</del> / No |                               |
| 2.07                       | Plant & Equipment Ins. (Incl. Cars)               | Yes / <del>No</del> |                               |
| 2.08                       | Work. Comp. Insurance, advice to client           | Yes / <del>No</del> |                               |
| 2.09                       | Client Supplied Materials                         | Yes / <del>No</del> | RCP's → 3 x DN375             |
| 2.10                       | Statutory Declaration to client                   | <del>Yes</del> / No |                               |
| 2.11                       | Budget Allocation and Preparation                 |                     |                               |
|                            | - Income and Expenditure Report                   | Yes / <del>No</del> | JL/LM                         |
|                            | - Standard Cost Code ?                            | Yes / <del>No</del> | JL/LM                         |
|                            | - Provisional Sums?                               | Yes / <del>No</del> | JL/LM                         |
| 2.12                       | Progress Claim Preparation                        |                     |                               |
|                            | - Submission                                      | Yes / <del>No</del> | LM                            |
|                            | - Review prior to submission                      | Yes / <del>No</del> | LM                            |
|                            | - Level of documentation Required                 | Yes / <del>No</del> | LM                            |
| 2.13                       | Programme (Critical Path items)                   |                     |                               |
|                            | - Preparation                                     | Yes / <del>No</del> |                               |
|                            | - Client Milestones?                              | Yes / <del>No</del> | 8 weeks early sep/10wks       |
|                            | - Submit Prior to Start?                          | Yes / <del>No</del> |                               |

| ITEM                                           |                                              |                     |                                       |
|------------------------------------------------|----------------------------------------------|---------------------|---------------------------------------|
| 2.14                                           | Drawings                                     |                     |                                       |
|                                                | - Current Status : For Construction          | Yes / <del>No</del> | Tender set.                           |
|                                                | - Telstra                                    | Yes / <del>No</del> | Not recieved                          |
|                                                | - Ergon                                      | Yes / <del>No</del> | Not recieved                          |
|                                                | - Register & Distribution                    | Yes / <del>No</del> | LM.                                   |
| 2.15                                           | Survey setout by client                      | <del>Yes</del> / No |                                       |
| 2.16                                           | Review / Sign Contract docs                  | Yes / <del>No</del> | +bc.                                  |
| <b>3</b>                                       | <b>PROCUREMENT</b>                           | <b>Required</b>     | <b>Action By</b>                      |
| 3.01                                           | Long Lead Items Identified                   | Yes / No            | N/A.                                  |
| 3.02                                           | Critical Path Items Set                      | Yes / <del>No</del> |                                       |
| 3.03                                           | Site Delivery Conditions                     | Yes / <del>No</del> |                                       |
| <b>Subcontractors / Suppliers:</b>             |                                              |                     |                                       |
| 3.04                                           | Obtain Quotes                                | Yes / <del>No</del> | LM/JL → Kerb, Asphalt, <u>Rocky</u> . |
| 3.05                                           | Negotiate Final Prices                       | Yes / <del>No</del> | JL.                                   |
| 3.06                                           | Prepare Subcontract Documents                | Yes / <del>No</del> | LM                                    |
| 3.07                                           | Drawing Register & Distribution              | Yes / <del>No</del> | LM.                                   |
| 3.08                                           | Subcontract Agreements                       | Yes / <del>No</del> | LM/SM.                                |
| 3.09                                           | Preparation of As-Constructed Dwgs           | Yes / <del>No</del> |                                       |
| 3.1                                            | QBSA Licenced subcontractors?                | <del>Yes</del> / No |                                       |
| <b>Materials:</b>                              |                                              |                     |                                       |
| 3.11                                           | Nominated Subcontractor/Supplier             | Yes / <del>No</del> |                                       |
| 3.12                                           | Materials to DMR Specification?              | <del>Yes</del> / No |                                       |
| 3.13                                           | Submit trial (design) mixes/tests            | <del>Yes</del> / No |                                       |
| 3.14                                           | Submit Soil/Gravel tests/sources             | Yes / <del>No</del> | To Proch.                             |
| <b>Project-Specific Conditions/Remote Work</b> |                                              |                     |                                       |
| 3.15                                           | Special Site Agreements / rates / payments   | <del>Yes</del> / No |                                       |
| 3.16                                           | Special Superannuation Requirements          | <del>Yes</del> / No |                                       |
| 3.17                                           | Special Redundancy Issues                    | <del>Yes</del> / No |                                       |
| 3.18                                           | Sales Tax Exemption                          | <del>Yes</del> / No |                                       |
| 3.19                                           | Diesel Fuel Rebate                           | <del>Yes</del> / No |                                       |
| 3.2                                            | Travel Requirements                          | <del>Yes</del> / No |                                       |
| 3.21                                           | Accommodation Requirements                   | <del>Yes</del> / No |                                       |
| 3.22                                           | Procedures for timesheets/pays               | <del>Yes</del> / No |                                       |
| 3.23                                           | Revised Labour and Plant Rates               | <del>Yes</del> / No |                                       |
| <b>4</b>                                       | <b>CONSTRUCTION PERMITS</b>                  | <b>Required</b>     | <b>Action By</b>                      |
| 4.01                                           | DMR- Form M 994 (Traffic Control)            | <del>Yes</del> / No |                                       |
| 4.02                                           | Council                                      | Yes / <del>No</del> |                                       |
| 4.03                                           | Cairns Water (Connection Permits) <u>MSC</u> | Yes / <del>No</del> | JL/LM.                                |
| 4.04                                           | Queensland Rail                              | <del>Yes</del> / No |                                       |
| 4.05                                           | Electricity - Ergon or Private Supply        | Yes / <del>No</del> | By client.                            |
| 4.06                                           | Cultural Heritage Search                     | <del>Yes</del> / No |                                       |
| 4.07                                           | Community Issues                             | <del>Yes</del> / No |                                       |
| 4.08                                           | NRM&W RP Permit                              | <del>Yes</del> / No |                                       |
| 4.09                                           | Development Conditions                       | Yes / <del>No</del> | By client.                            |

| ITEM                                                                               |                                               |  |                     |                  |
|------------------------------------------------------------------------------------|-----------------------------------------------|--|---------------------|------------------|
| <b>5 QA / WHS / ENV / TRAINING</b>                                                 |                                               |  | <b>Required</b>     | <b>Action By</b> |
| 5.01                                                                               | Project File Preparation                      |  | Yes / <del>No</del> | LM               |
| 5.02                                                                               | Construction Manual preparation               |  | Yes / <del>No</del> | LM               |
| 5.03                                                                               | Work Place Safety Plan (compile)              |  | Yes                 | LM               |
| 5.04                                                                               | Site Inspection & Evaluate for Risk / Hazards |  | Yes                 | VB               |
| 5.05                                                                               | Site-Specific SWMS/JSA's                      |  | Yes                 | VB               |
| 5.06                                                                               | Site-Specific Emergency Prov / Proced         |  | Yes                 | LM               |
| 5.07                                                                               | Quality Plan (compile)                        |  | Yes / <del>No</del> | LM               |
| 5.08                                                                               | First Aid Equipment                           |  | Yes / <del>No</del> | VB/MJ            |
| 5.09                                                                               | Client Safety Inductions                      |  | Yes / No            |                  |
| 5.10                                                                               | Site Specific Safety Inductions               |  | Yes                 | VB               |
| 5.11                                                                               | Traffic Management Plan (compile)             |  | Yes / No            |                  |
| 5.12                                                                               | Subcontractor Quality / Safety Plans req.     |  | Yes / No            |                  |
| 5.13                                                                               | Supervision of Subcontractors                 |  | Yes / <del>No</del> | VB               |
| 5.14                                                                               | EMP (inc. site inspection) (compile)          |  | Yes / <del>No</del> |                  |
| 5.15                                                                               | As Constructed Records                        |  | Yes / <del>No</del> | VB/MD            |
| 5.16                                                                               | Training Requirements (10% Rule)              |  | Yes / No            |                  |
| 5.17                                                                               | Training Opportunities                        |  | Yes / No            |                  |
| <b>6 COMMUNICATIONS (On Site) YES / <del>NO</del></b><br>(if not required go to 7) |                                               |  | <b>Required</b>     | <b>Action By</b> |
| 6.01                                                                               | Telephone (landline)                          |  | Yes / No            |                  |
| 6.02                                                                               | Internet Access                               |  | Yes / No            |                  |
| 6.03                                                                               | Facsimile                                     |  | Yes / No            |                  |
| 6.04                                                                               | UHF Radio                                     |  | Yes / <del>No</del> |                  |
| 6.05                                                                               | Mobile Phone                                  |  | Yes / <del>No</del> |                  |
| <b>7 SITE SERVICES (to site buildings) YES / NO</b><br>(if not required go to 8)   |                                               |  | <b>Required</b>     | <b>Action By</b> |
| 7.01                                                                               | Power                                         |  | Yes / No            |                  |
| 7.02                                                                               | Water                                         |  | Yes / No            |                  |
| 7.03                                                                               | Sewer                                         |  | Yes / No            |                  |
| <b>8 EXISTING SERVICES (Dial Before You Dig)</b>                                   |                                               |  | <b>Required</b>     | <b>Action By</b> |
| 8.01                                                                               | Telecom / Optus (Obtained?)                   |  | Yes / <del>No</del> | LM               |
| 8.02                                                                               | Electricity (Obtained?)                       |  | Yes / <del>No</del> | "                |
| 8.03                                                                               | Gas (Obtained?)                               |  | Yes / No            | "                |
| 8.04                                                                               | Sewer (Obtained?)                             |  | Yes / <del>No</del> | "                |
| 8.05                                                                               | Water (Obtained?)                             |  | Yes / <del>No</del> | "                |
| 8.06                                                                               | Fuel (Obtained?)                              |  | Yes / No            | "                |
| <b>9 CONSTRUCTION SAFETY REQUIREMENTS</b>                                          |                                               |  | <b>Required</b>     | <b>Action By</b> |
| 9.01                                                                               | Fall from Heights                             |  | Yes / No            |                  |
| 9.02                                                                               | Confined Space Entry                          |  | Yes / No            |                  |
| 9.03                                                                               | Gas Monitoring Required                       |  | Yes / No            |                  |
| 9.04                                                                               | Trench Shoring Required                       |  | Yes / <del>No</del> | VB               |
| 9.05                                                                               | Steep batters / slopes / hillsides            |  | Yes / No            |                  |
| 9.06                                                                               | Overhead / Underground power lines            |  | Yes / No            |                  |
| 9.07                                                                               | Safety Advice Request to Ergon                |  | Yes / No            |                  |

| ITEM                                                                            |                                           |                                                                                     |                  |
|---------------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------------------------------------------------|------------------|
| <b>10 SITE OFFICE BUILDINGS / EQUIPMENT YES / NO</b><br>(if not required go 11) |                                           | <b>Required</b>                                                                     | <b>Action By</b> |
| 10.01                                                                           | Office <u>  x  </u> <u>  x  </u> No.      | Yes / <del>No</del>                                                                 |                  |
| 10.02                                                                           | Crib Shed <u>  x  </u> <u>  x  </u> No.   | Yes / <del>No</del>                                                                 |                  |
| 10.03                                                                           | Toilet and washing facilities             | Yes / <del>No</del>                                                                 |                  |
| 10.04                                                                           | Container <u>  x  </u> No.                | Yes / No                                                                            |                  |
| 10.05                                                                           | Compound                                  | Yes / <del>No</del>                                                                 |                  |
| 10.06                                                                           | Plant/Equipment Servicing                 | Yes / <del>No</del>                                                                 |                  |
| 10.07                                                                           | Fuel Tanks ltr x <u>      </u> No.        | Yes / No                                                                            |                  |
| 10.08                                                                           | Drinking water                            | Yes / <del>No</del>                                                                 | VB               |
| 10.09                                                                           | First Aid Equipment -for site office      | Yes / No                                                                            |                  |
| 10.1                                                                            | Computer(s) / Network data connection     | Yes / No                                                                            |                  |
| 10.11                                                                           | Photocopier / Fax                         | Yes / No                                                                            |                  |
| <b>11 CLIENT / TENDER NEGOTIATIONS</b> (list main topics)                       |                                           | <b>Required</b>                                                                     | <b>Action By</b> |
| 11.11                                                                           | Letter of Acceptance review by:           | Yes / <del>No</del>                                                                 | LM.              |
| 11.12                                                                           | Letter of Acceptance Summary prepared by: | Yes / <del>No</del>                                                                 | LM.              |
|                                                                                 |                                           |                                                                                     |                  |
|                                                                                 |                                           |                                                                                     |                  |
|                                                                                 |                                           |                                                                                     |                  |
| <b>12 GENERAL BUSINESS / NOTES</b>                                              |                                           |                                                                                     |                  |
|                                                                                 | Procurement Details                       | - Kerb.                                                                             |                  |
|                                                                                 |                                           | - Asphalt.                                                                          |                  |
|                                                                                 |                                           | - sewer/water.                                                                      |                  |
|                                                                                 |                                           | - Road.                                                                             |                  |
|                                                                                 | Programme Details                         |                                                                                     |                  |
|                                                                                 |                                           |                                                                                     |                  |
|                                                                                 |                                           |                                                                                     |                  |
|                                                                                 |                                           |                                                                                     |                  |
|                                                                                 |                                           |                                                                                     |                  |
|                                                                                 | Risk Management Items from Tender Review  |                                                                                     |                  |
|                                                                                 |                                           |                                                                                     |                  |
|                                                                                 |                                           |                                                                                     |                  |
|                                                                                 |                                           |                                                                                     |                  |
|                                                                                 |                                           |                                                                                     |                  |
| <b>13 Record of Attendance</b>                                                  |                                           |                                                                                     |                  |
| Name                                                                            |                                           | Signature                                                                           |                  |
| Tamyd Jordano                                                                   |                                           |  |                  |
| Laurin Melker                                                                   |                                           |  |                  |
|                                                                                 |                                           |                                                                                     |                  |
|                                                                                 |                                           |                                                                                     |                  |
|                                                                                 |                                           |                                                                                     |                  |
| Date Meeting Completed:                                                         |                                           |                                                                                     |                  |

Prestart letter?  
 Insurances?  
 Draft contract received.