

Pre-Start Agenda (example only)

Pre-Start Agenda

Date	[Insert meeting date]
Time	[Insert meeting time]
Venue	[Insert building address where the meeting will be held] [Insert meeting room]

Attendees

[Insert name & position]	[Insert name & position]	[Insert name & position]
[Insert name & position]	[Insert name & position]	[Insert name & position]

Apologies

[Insert name & position]	[Insert name & position]	[Insert name & position]
[Insert name & position]	[Insert name & position]	[Insert name & position]

Agenda items

Item

1. Introduction of Attendees and Site Safety

- 1.1. Confirmation of Major Connection Certifier for the project
- 1.2. Confirmation of Construction Certifier for the project
- 1.3. Confirmation of accredited pipelayer

2. Confirmation of Approved Plans / Review Approved Plans

- 2.1. All works in accordance with approved plan and SEQ Code standards including IPaM list of approved products and materials
- 2.2. Discuss any variations and the process should variations be required
- 2.3. Discuss any clarifications or concerns
- 2.4. Discuss verification of utility location and levels at critical locations
- 2.5. Discuss verification of existing water supply and sewerage location and levels where live connection occurs
- 2.6. Refer to AC Construction notes for further specific items of highlight from SEQ Code. **Note:** The notes are not ALL SEQ Code requirements

3. Construction Inspection Schedule to be carried out by the Construction Certifier

- 3.1. Present and discuss schedule
- 3.2. Hold points for allowance of Construction Certifier to complete record

4. Review and Discuss Live Works Connections

- 4.1. Confirm sewer connections responsibilities

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	Confirm process for Private Works quotations and timeframes (quotation valid 90 days. Payment of quotation valid for 30 days. Live connection MUST be authorised to proceed within the 30-day period or request quote revision and extension of quote payment validity period to suit the live connection authorisation timing)
4.2.	Coordinate as constructed collection of sewer live works (where completed under Construction Certifier inspection)
5. Confirmation of Responsibilities for preparation of 'as constructed' plans	
5.1	Unitywater title block and drawing number to be obtained and referred to responsible party
6. Asset Information Package	
6.1.	Completed appendix G
7. Confirmation of process for 'On Maintenance' acceptance	
7.1.	Water main live connection (testing, inspection, QA submission, Certificate of Completion, Bacteriological testing, Authorise live connection)
7.2.	Sewerage (testing, inspection, as constructed collection of live connection, QA submission, Certificate of Completion)
8. General Business	
