

# PRE-START MEETING AGENDA & MINUTES

Date: \_\_\_\_\_ Unitywater Approval Number: \_\_\_\_\_

Development: \_\_\_\_\_

Has W&S Construction Started: ☐ Yes ☐ No Expected Construction Start Date: \_\_\_\_\_

Accredited Entity: \_\_\_\_\_

Major Certifier: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Construction Certifier: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Item No	Name	Phone Number	Signature	Name	Phone Number	Signature
Attendees						

1	<p><b>Construction Plans with amendments (if applicable) as per conditions of the Unitywater Approval:</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No (Reschedule Prestart Meeting)</p> <p><b>List Approved Drawings:</b> _____</p> <p><b>Approval Standards Applicable:</b></p> <p><input type="checkbox"/> SEQ D&amp;C Code</p> <p><b>Do the approved design plans comply with the SEQ code Standards.</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (Arrange Amendments)</p>
2	<p><b>Sewer Pipes to be used:</b> <i>(Under no circumstances are Core Filled or Solid Core Sandwich pipes and fittings to be used).</i></p> <p>Reticulation <input type="checkbox"/> UPVC SN8 (Solid Wall Only) <input type="checkbox"/> UPVC Class12 <input type="checkbox"/> PE100 SDR21 White Wall</p> <p>Deeper than 3.0m <input type="checkbox"/> UPVC Class 12 <input type="checkbox"/> PE100 SDR21 White Wall</p> <p>Other Approved: _____</p> <p><b>Accredited pipe layer:</b> (name and accreditation number) _____</p> <p><input type="checkbox"/> Century Plus DI Pipe Installation (Mandatory for Water Main Construction) .....</p> <p><input type="checkbox"/> PVC "Pipelines Installation Course" - .....</p> <p><input type="checkbox"/> Polyethylene "Electrofusion/Butt Welding of Polyethylene Pipe" - .....</p> <p><input type="checkbox"/> Other Approved - .....</p> <p><input type="checkbox"/> Accreditation Details Not Available - (to be emailed).</p>
3	<p><b>Sewer Pipe embedment material:</b></p> <p><input type="checkbox"/> 5/7mm washed screenings nominal single sized aggregate (as per WSA PS-351).</p> <p><input type="checkbox"/> Other Approved - .....</p>
4	<p><b>Sewer Maintenance Holes (MH) to be used:</b></p> <p><input type="checkbox"/> Concrete Pre-Cast (Humes) <input type="checkbox"/> Conc. Pre-Cast (Civilmart) <input type="checkbox"/> PE Smartstream SmartPit (DN1050)</p> <p><input type="checkbox"/> PP Rehau AWASHFT (DN1000) <input type="checkbox"/> PP Iplex Ezipit (DN1000) <input type="checkbox"/> Insitu</p> <p><input type="checkbox"/> Other Approved - .....</p>
5	<p><b>Concrete Converter Top Slab to be used:</b></p> <p><input type="checkbox"/> Humes <input type="checkbox"/> Everthard <input type="checkbox"/> Insitu <input type="checkbox"/> Other Approved - .....</p>
6	<p><b>Concrete Sewer Access Chamber <u>BASE</u> to be used:</b></p> <p><input type="checkbox"/> Humes <input type="checkbox"/> Civilmart <input type="checkbox"/> Insitu <input type="checkbox"/></p> <p>Other Approved - .....</p>

7	<b>Maintenance Shafts (MS) to be used:</b> <input type="checkbox"/> Smartstream Poo-Pit (DN600) <input type="checkbox"/> PE Smartstream Mini Pit <input type="checkbox"/> Iplex Ezipit <input type="checkbox"/> SMS <input type="checkbox"/> Rehau <input type="checkbox"/> Other Approved-.....
8	<b>Water Main Pipe to be used:</b> <input type="checkbox"/> DICL PN35 <input type="checkbox"/> PVC-O PN16 SN10 MR S 450 <input type="checkbox"/> PE100 PN16 SDR11 <input type="checkbox"/> Other Approved - .....
9	<b>Water Main Pipe embedment:</b> <input type="checkbox"/> Sand (as per Table G3 of AS/NZS 2566.2) DICL pipes only. <input type="checkbox"/> 5/7mm washed screenings nominal single sized aggregate (as per WSA PS-351). <input type="checkbox"/> Other Approved - .....
10	<b>Live Connection - Locate Levels of Existing Water and Sewerage Infrastructure:</b> Levels of existing water/sewer services and connection points to be verified prior to commencement of construction
11	<b>Construction Certifiers Inspections Audit Schedule &amp; Records:</b> <input type="checkbox"/> All records should include enough photographic evidence to support the confirmation of code compliance of works inspected. <b>1. First two weeks of Sewer construction works (for new contractor relationships):</b> <ul style="list-style-type: none"> <li>Daily or twice daily inspection of contractor works, record evidence of works inspected, and rectification instructions issued;</li> <li>Where rectification instructions are issued, also inspect and record follow up of rectified works once satisfactorily completed.</li> </ul> <b>2. First two (2) weeks of Water Supply construction works (for new contractor relationships):</b> <ul style="list-style-type: none"> <li>Daily or twice daily inspection of contractor works, record evidence of works inspected, and rectification instructions issued;</li> <li>Where rectification instructions are issued, also inspect and record follow up of rectified works once satisfactorily completed.</li> </ul> <b>3. Regular Water Supply and Sewerage construction inspections:</b> <b>Materials:</b> Record pipes delivered and stored on site are compliant (e.g., pipe material, class and storage method) Record evidence of works inspected, and rectification instructions issued. Where rectification instructions are issued, also inspect and record follow up of rectified works once satisfactorily completed. <b>Sewerage:</b> <ul style="list-style-type: none"> <li>Record minimum one (1) inspection of each line (including between Maintenance structures and bends – where line to bend is greater than 30m) to demonstrate correct bedding, bedding placement, marker tape and alignment;</li> <li>Record of each maintenance structure to demonstrate correct installation of each component (e.g., MH bases, lifts, converter slab, MS installation and screening backfill);</li> <li>Record of each property connection branch (prior to backfill) demonstrating correct installation of each component;</li> <li>Record of each trench stop location excavated and then after trench stop placement.</li> </ul> <b>Live Connection:</b> Record live connection works (where authorised to be completed under inspection of Construction Certifier). <b>Water Supply:</b> <ul style="list-style-type: none"> <li>Record minimum one (1) inspection of each line between fittings to demonstrate correct bedding, bedding placement, marker tape and alignment;</li> <li>Record of each fitting wrapping until satisfied correct fitting wrapping technique is adequate and then random spot inspection of fitting wrapping until works complete;</li> <li>Record of each thrust block location excavated and then after concrete poured. Review each hydrant location with contractor to ensure no design error has occurred for 80m hydrant spacing requirements;</li> <li>Record of each poly water service installation until satisfied installation technique is adequate and then random spot inspection of water services until works complete.</li> </ul> <b>3rd Party Photographs:</b> Where inspection and photos are being undertaken by a third party on behalf of the Construction Certifier, the following rules apply: <ul style="list-style-type: none"> <li>No more than 10% of the inspections and photos can be recorded by the responsible person on the construction site i.e., Construction Supervisor;</li> <li>The Construction Certifier must review the inspection records and photos by a third party and any works that are not to standard must be rectified. The recording of the rectification issue and the rectified result must be included in the inspection records;</li> <li>All inspection records and photos from a third party must be declared on the inspection report.</li> </ul> <input type="checkbox"/> <b>Other</b> .....

12	<p><b>Major Certifies Audit of Construction Inspection Records:</b></p> <p><input type="checkbox"/> Construction Certifier to supply Major Certifier with the Inspection Records no less than once a week to enable the Major Certifier Audit.</p> <p><input type="checkbox"/> Other - .....</p>
13	<p><b>Private Works Quote:</b></p> <p>Water/Sewer connection, cut-ins, modification of existing water/sewer systems (live works) and Water Meter installation require a quote from Unitywater Private Works to enable the works to be completed. Complete the "Water supply and sewerage services private works application" form. Attach approved design drawings and all relevant information to enable Unitywater to quote the job correctly, and email to <a href="mailto:privateworks@unitywater.com">privateworks@unitywater.com</a></p> <p><b>Live water connection (and sewer connection where being done by Private Works) will only occur after the On Maintenance process is finalised and a Certificate of Completion is issued to the certifier. Water main bacterial testing must await confirmation that the Certificate of Completion has been issued.</b></p> <p>Provide a copy of the Private Work quote letter and receipt of payment in the A&amp;C Certificate of Completion and On-Maintenance submission.</p> <p>Infrastructure charges must be paid prior to works commencing</p> <p>Provide a copy of Private Works Quote Letter and receipt of payment to the Major Certifier</p> <p>Private works quotes are valid for 90 days. Once payment has been made, the works need to be site ready, have On Maintenance and Certificate of Completion issued (ICN paid) and works authorised for connection by the Major Certifier to Private Works within 60 days. Requote will be needed if not within timeframe.</p>
14	<p><b>Live Sewer Connections:</b></p> <p><input type="checkbox"/> <b>Contractor</b></p> <p>Unitywater will require the developer's contractor to undertake the <i>minor</i> sewerage connection works under the inspection of the Construction Certifier where:</p> <p>I. The connection works does not involve 'plugging' Unitywater's sewers or interruption to existing flows in the network; or</p> <p>II. If 'plugging' or interruption to existing flows is necessary, then the connection:</p> <p>a) Does not involve an upstream pumped discharge flow;</p> <p>b) Is not on a pipe diameter exceeding 225mm; and</p> <p>c) The timeframe for plugging or interruption to the existing flows must not exceed <b>2</b> hours</p> <p>Live sewerage connection works to be undertaken by the developer's contractor under the inspection of the Construction Certifier. The Planned Network Intervention (PNI) process as detailed in the Unitywater Accreditation And Certification Manual section 5.1.3 - On-Maintenance Acceptance and Sewerage Connection must be followed.</p> <p><input type="checkbox"/> Methodology for plugging sewer to avoid construction infiltration discussed and minuted.</p> <p><input type="checkbox"/> <b>Unitywater Private Works:</b></p> <p>Where it has been determined that Unitywater will undertake the sewer connection works under a Private Works Quote, there is to be no request for Unitywater inspection of the sewer connection works, as the actual construction of sewer connection is being undertaken by Unitywater.</p>
15	<p><b>As-Constructed Information Package:</b></p> <p>The as-constructed drawings for all water supply and sewerage infrastructure that will be provided to Unitywater as contributed assets must be prepared in accordance with the SEQ Water Supply and Sewerage Design and Construction Code Asset Information Specification. The relevant formats for the As Constructed documents must align with <a href="#">Appendix B – Checklist of Typical Final Handover Deliverables</a> of the SEQ Water Supply and Sewerage Design and Construction Code Asset Information Specification.</p> <p><b>As-Constructed Package files:</b></p> <p>The As- Constructed Information Package will include the following files in accordance with the SEQ WS&amp;S D&amp;C Code Asset Information Specification:</p> <ol style="list-style-type: none"> <li>1. Completed Appendix B;</li> <li>2. RPEQ certified design redline mark-ups in adobe .pdf format;</li> <li>3. ADAC XML data file;</li> <li>4. RPEQ Certified As-Constructed drawings; <ol style="list-style-type: none"> <li>a. AutoCAD .dwg drawing file;</li> <li>b. RPEQ signed .pdf file.</li> </ol> </li> </ol>
16	<p><b>Unitywater Drawing Number:</b></p> <p>A Unitywater drawing template with applicable Unitywater drawing number to be used as part of the as-constructed package.</p>

17	All email correspondence for the project shall include the Unitywater Development Approval Application Number within the subject title.
18	<p><b>Maintenance Bond:</b></p> <p>A receipt or acknowledgment from Unitywater for the provision of a maintenance bond of five percent (5%) of the value of the works or \$6,000 for sewerage component of the works and \$4,000 for the water component of the works (whichever is the greater). The maintenance bond can be in the form of EFT, bank cheque or an unconditional bank guarantee (refer to Unitywater's <a href="#">Bank Guarantee Pro forma</a>).</p> <p>Unitywater will hold the maintenance bond as surety and will return it after the satisfactory off-maintenance acceptance of the works.</p>
19	<p><b>Easements:</b></p> <p>Where an easement is required by the SEQ Code, relevant landowner or by an approval condition, the certification package prepared by the Registered Certifier must include the standard condition requiring easements to be registered by the applicant in accordance with the SEQ Code prior to the issue of the Certificate of Completion.</p> <p>Easement terms must be Unitywater's most current registered dealing held by the Department of Natural Resources Mines and Energy and must not be altered or amended.</p> <p>The Major Connections Certifier will review the survey plan and ensure all required easements are correctly shown and located in accordance with the SEQ Code. The Major Connections Certifier must then provide easement confirmation to Unitywater's Property Section with the required supporting documents (e.g., Survey Plan, Form 9 etc.) to allow Unitywater to execute the easement documents. This can be done directly by the Major Connections Certifier or the Major Connections Certifier may provide the easement confirmation to the Developer or Developer's surveyor to include in the lodgement of required documents to Unitywater's Property Section for Unitywater to execute the easement documents.</p> <p>The easement confirmation must include the statement and details as outlined in the A&amp;C Manual.</p>
20	<p>Ensure all Certifiers, Contractors and Sub-Contractors have read and understand the <a href="#">Unitywater A&amp;C – Construction Notes</a> (downloadable from the <i>Unitywater Website</i>). This includes all current Unitywater directives on subjects such as PE Welding, PE Line Manhole Construction, NuSEWER Manhole Construction, Pipe Penetration into PE Lined manholes, DICL RR fittings construction and wrapping.</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>