

This should be completed for all projects involving other PCBU's to demonstrate that consulting, co-operating, and coordinating with other parties has occurred

PROJECT DETAILS

PROJECT NAME	Mauao Placemaking Awaiti Physical Works
PROJECT NUMBER	TC114/20 - #044
SITE ADDRESS	Mauao - Adams Avenue, Mount Maunganui (via Mt Maunganui Holiday Park)
CONTRACTING COMPANY	Bridge It NZ LTD
TCC PROJECT MANAGER	§ 7(2)(f)(ii)
TCC HSW BP	§ 7(2)(f)(ii)
PROJECT START DATE	30 October 2023: 8am
PRESTART MEETING DATE	25 October 2023: 1pm

MEETING ATTENDEES

NAME	ROLE	COMPANY	PHONE	EMAIL
§ 7(2)(f)(ii)		TCC	§ 7(2)(f)(ii)	
§ 6 - Maintenance of law		TCC	§ 6 - Maintenance of law	
§ 7(2)(a) - Privacy		Bridge It NZ Ltd	§ 7(2)(a) - Privacy	
		Bridge It NZ Ltd		

PROJECT DESCRIPTION

High level bulleted list of the key deliverables for this project

- Construction of a new viewing platform along the Mauao base track. The design of the deck structure is 5kPa in accordance with SNZ HB 8630:2004 Tracks and Outdoor Visitor Structures.

DISCUSSION POINTS

DISCUSSION POINT	AGREED ACTIONS
Overlapping duty responsibilities agreed	<ul style="list-style-type: none"> TCC, Bridge It NZ, BECA, subcontractor: outlining responsibilities on H&S of all of their accountability TCC: project run smoothly and in accordance with SSSP, site visits, accountable for minutes, etc. BINZ: Site contractors inducted, attending pre-start, communicating H&S concerns immediately with TCC. Sub: following H&S guidelines and inductions provides, alerting BINZ to any H&S concerns or issues
SSSP completed and accepted	SSSP sent back to Bridge It NZ Ltd 19/10/23 for review
Possession of site agreed	8am, Monday 30 October
Site set up / fencing requirements	<ul style="list-style-type: none"> Orange site fencing. As per SSSP clarifications, Bridge It NZ Ltd understand the risk involved with site fencing under 1.8m and risk to the public is considered and mitigated (e.g sign boards explaining no public access permitted), ensuring any damaged fencing is immediately fixed, ensuring site is left clean and tidy with any risks of injury prevented where possible (excavation holes are covered). To ensure site fencing is checked at the start and end of each day and any change or damage is mitigated before physical works progress.
Risk management – critical risks identified, and controls discussed /agreed	<ul style="list-style-type: none"> Vehicle movement – spotters, radios Inadequate contract management Aggression from public – defer questions to TCC, s 7(2)(f)(ii) or s 6 - Maintenance of law
TCC PM schedule progress meetings, timings, minutes	Weekly project meetings. Time/day tbc at pre-start.
Monitoring – TCC PM schedule site inspections and share results	Minimum 1 week Vault H&S check
Monitoring - by contractor, auditing themselves and sharing results with TCC	As per SSSP, daily meeting report shared via WhatsApp chat. H&S audit weekly, share documents within ___ days via email to TCC.
Reporting from contractor to TCC agree format and timing	1 x H&S Report to be provided before PC/close out of project. Expected to be approx. halfway through works.
Inductions onsite	All contractors and subcontractors will be inducted on site.
Incident management and escalation	As per email on 19/10/2023 in SSSP clarifications: <i>Event Severity and Investigations Levels</i>
Potential impact on public	Impact to public on the Base Track of Mauao <ul style="list-style-type: none"> Vehicle, equipment, and material movement to site Site works: noise, disruption, dust, potential to reduce track width, stop/go times (TBC).

OTHER DISCUSSION POINTS

- 1.1 s 6 - Maintenance to induct Bridge It NZ Ltd to the Mauao vehicle tracks and access through Mount Beachside Holiday Park
- 1.2 Trial run of vehicle movement along base track, ensuring access under trees and covering safety procedures for driving on the base track while the track remains open
- 1.3 RC consent conditions – checklist
- 1.4 Heritage Authority conditions – checklist
- 1.5 Anzor In-fill update
- 1.6 Seating and signage, additional fixings on either side of the stairs as per Awaiti interpretation drawing
- 1.7 Other business

SIGN-OFF

SIGNED FOR TAURANGA CITY COUNCIL		SIGNED FOR CONTRACTOR	
NAME	[Redacted] s 7(2)(f)(ii)	NAME	[Redacted] s 7(2)(a) - Privacy
ROLE	[Redacted]	ROLE	[Redacted]
SIGNATURE		SIGNATURE	
DATE		DATE	