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| **Contractor** |  |
| **Date** |  |
| **Consent #** |  |
| **Site/Sector**  |  |

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| **Attendees** | **Affiliation** | **Phone Number** | **Email address** |
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| **Items Discussed** | **Check if Discussed** |
| Resource consent conditions | Who has copies |  |
| Is the consent on site |  |
| All conditions clear and understood |  |
| Are any conditions specific to this site only |  |
| Erosion and sediment control plan approved |  |
| Winter works |  |
| Any outstanding issues |  |
| Communication | Key individuals and contact details exchanged |  |
| Regulatory authority inspection procedures |  |
| Line of responsibility for each party |
| Erosion and sediment control plan | Go over plan |  |
| Highlight critical areas where extra care must be taken |  |
| Discuss any needed field modifications to the plan |  |
| Discuss project phasing if that is a project element |  |
|  | Discuss the need for ‘As Built’ certification per local requirements |  |
| Maintenance of erosion and sediment controls | Discuss the periodic need for maintenance and material replacement. Are there any issues related to replacement? |  |
| Discuss when maintenance needs to be accomplished |  |
| Site stabilisation | Discuss project time frames and any staging of activities |  |
| Discuss project phasing and when stabilisation must be done |  |
| Decommissioning | Discuss what degree of stabilisation is required for sediment control practices to be removed. |  |
| Preconstruction meeting minutes | Ensure that all parties are provided with any notes made at the meeting. |  |