

Pre-start Meeting Agenda – Operational Works

Development Name and Number:

File Number:

1.	Forms:	<ul style="list-style-type: none"> ➤ Contact names and telephone numbers for Consultant(s) and Contractor(s) to be completed on the appropriate form. (Pre-start Notification and contact details). ➤ Contractor to execute appropriate form for Appointment of Principal Contractor prior to commencing work. ➤ Contractor to provide copy of current public liability insurance (\$20M) indemnifying LCC prior to commencement of any works on Council controlled Road Reserve or Assets.
2.	Payments required before commencement and Bonding of works:	<ul style="list-style-type: none"> ➤ Compliance Inspection Fee and pre-paid Maintenance Security Deposit (if conditioned) to be paid before commencement of work. Receipt required at pre-start meeting. ➤ Bonding of uncompleted works may be permitted in some instances, and will be regulated by imposition of a Bonding Agreement. ➤ Water Sensitive Urban Devices (WSUD), specifically Bio Basins are subject to a longer than normal Maintenance Period in accordance with Council's Bonding Policy. The Bonding Policy can be seen on Council's website by following the link: logan.qld.gov.au/planning-and-building/planning-and-development/development-in-logan/development-journey/operational-works-construction
3.	Hours of work:	<ul style="list-style-type: none"> ➤ Hours of work, including starting or delivery of machinery and materials, are restricted to the following, unless specifically approved. (In accordance with Council's relevant Local Law/Policy). <p style="margin-left: 40px;">Monday to Saturday (inclusive) 6.30am to 6.30pm. No work outside these hours without prior arrangement.</p> <p style="margin-left: 40px;">Sundays and Public Holidays No work unless approved by prior arrangement.</p>
4.	Services:	<ul style="list-style-type: none"> ➤ Services within verges shall be located entirely within their allocated corridor as per Council's standard drawing number 8-00392 unless otherwise approved in writing.
5.	Erosion and Sediment Control and General Nuisance:	<ul style="list-style-type: none"> ➤ Erosion and Sediment Control measures must be in place prior to commencement of construction works on site. ➤ The approved Erosion and Sediment Control Management Plan to be strictly adhered to unless specifically varied by instruction from Consulting RPEQ. <p style="margin-left: 40px;">Construction Taskforce to discuss</p> <ul style="list-style-type: none"> ➤ The Contractor shall control and program their operations to ensure adjoining properties are not subject to nuisance, either dust, noise or stormwater/silt.

6.	<p>Vegetation:</p> <ul style="list-style-type: none"> ➤ Incineration of vegetation is not permitted. All vegetation should be mulched and used on site or disposed of elsewhere. ➤ In Vegetation Management Areas, no clearing to be undertaken without Council's Tree Clearing Certificate of Approval. ➤ Unless shown on the approved drawings, or specifically nominated, no clearing shall be carried out within the boundaries of existing or proposed future parks. ➤ Park boundaries shall be temporarily fenced prior to commencement of works on site, to avoid accidental damage. 	
7.	<p>Traffic Management:</p> <ul style="list-style-type: none"> ➤ The Consultant shall be responsible for ensuring the adequacy of construction signage. A Traffic Control Plan should be submitted for separate approval by Council's Traffic Branch before obtaining a Police Permit, which will be required for any construction works on Council controlled Road Reserve. ➤ Where specified, Traffic Management Plans shall be approved by Council's Traffic Engineers before commencement. Copy of approval to Tech Officer. ➤ Road Closures only approved by prior arrangement with Traffic Engineers and Police Permit. ➤ Signalised Intersections: If Traffic signals are being installed, Traffic Branch to be notified prior to Pre Start meeting to enable consultation regarding installation of STREAMS hardware and conduits. ➤ Signs within concrete islands shall be fitted with sleeves. Council currently utilised Loc-Socket type sleeves. Signs to grass verges shall utilise Oz-Post type metal post supports. All signs to be set at regulation height. 	
8.	<p>Pavement Design:</p> <ul style="list-style-type: none"> ➤ The proposed pavement design and insitu material quality test shall be submitted to the Development Technical Officer as early as possible to avoid delays in construction. 	
9.	<p>Earthworks:</p> <ul style="list-style-type: none"> ➤ Any spoil from the site shall only be disposed of at the refuse tip or to currently approved filling sites. (Note Fire-ant restrictions may apply). ➤ The use of explosives is not permitted unless prior permits are obtained. ➤ Water for construction may be obtained by application to Logan Water for a metered hydrant, or from other approved source. ➤ Backfill to trenches in roads - CBR15 gravel (< 25 mm) or CTB up to subgrade level. Backfill to trenches in other than roads - select fill (95% standard compaction). ➤ Where Trenching of existing roads is permitted the trench is to be reinstated in accordance with IPWEAQ Std Drwg RS170. <p>Topsoil and grassing requirements:</p> <ul style="list-style-type: none"> ➤ 75mm minimum thickness topsoil to all disturbed surfaces. ➤ Verges: seeded for On Maintenance; 80% cover for Off Maintenance. ➤ Parks: 80% cover for On Maintenance; 95% cover for Off Maintenance. 	

	<ul style="list-style-type: none"> ➤ Downstream sewer and roof water trenches: turfed for On Maintenance. ➤ Overland flow paths: turfed or landscaped for On Maintenance. ➤ Reinstatement to pre-construction standard of all disturbed areas within parks or adjoining properties. 	<input type="checkbox"/>
<p>10.</p>	<p>Water:</p> <p>Water services to be installed in accordance with SEQ Code and Standard Drawings (SEQ-WAT 1110-1&2) but using Tapping Bands rather than Readitaps. Installation of Meter Boxes is not required at time of construction, but poly services are to be installed, terminating with a closed ball-valve buried close to surface at the location of the meter box. Pressure testing only to be carried out after installation of all connections. Inspections will be carried out prior to backfill to confirm correct installation of services.</p> <ul style="list-style-type: none"> ➤ Application for connections shall be made on the appropriate form, logan.qld.gov.au/environment-water-and-waste/water/fact-sheets-forms-and-fags/water-and-wastewater-forms, as soon as possible after commencement of works. Persons responsible for illegal connection face prosecution. ➤ A permit is required from Council's Water Business for the use of water from Council's mains for filling new mains. A fee is also payable. ➤ A Metered Hydrant for construction can be obtained from Water Business or via the following link: logan.qld.gov.au/environment-water-and-waste/water/fact-sheets-forms-and-fags/water-and-wastewater-forms ➤ As Constructed information relating to water infrastructure is to be submitted in two parts: <ul style="list-style-type: none"> ○ Pressure tests, Plans and CDs etc to be submitted as soon as possible to allow for approval of as-cons by Development Assessment Branch and, ○ <u>Water Quality (WQT) tests results</u> (consisting of chlorination, bacteriological and physical parameters) should not to be submitted until after confirmation of approval of as-cons. Results should then to be emailed to OWConnections@logan.qld.gov.au, and the relevant Technical Officer, as soon as possible after the results are available, <u>but definitely within 7 days of test.</u> logan.qld.gov.au/planning-and-building/planning-and-development/development-in-logan/development-journey/operational-works-construction ➤ Thrust Block details are to be forwarded to council for recording prior to construction and made available on site for viewing by council officers. ➤ Redundant Water Meters are to be removed prior to formal On Maintenance, via application to Water Operations Private Works Applications. 	
<p>11.</p>	<p>Wastewater:</p> <ul style="list-style-type: none"> ➤ Wherever possible, Connections to live sewer (wastewater) are to be carried out by Water Operations (Private Works) prior to commencement of internal sewer construction. Application for an estimate shall be made on the prescribed form through logan.qld.gov.au/environment-water-and-waste/water/fact-sheets-forms-and-fags/water-and-wastewater-forms. (The stub to the access chamber will be installed by Water Operations, and a locked bung installed to allow for upstream work to be laid away from the new stub). ➤ All sewer connections which involve changes in pipe diameter, are to be laid obvert-to-obvert as a minimum drop. ➤ Redundant Sewer property connections are to be removed prior to formal On Maintenance, via application to Water Business Private Works Applications. 	

12.	<p>Inspections:</p> <ul style="list-style-type: none"> ➤ The Consultant shall inspect the works and be satisfied that the works are satisfactory prior to booking the following required inspections. The Consultant shall provide 24 hours notice when booking inspections. <ul style="list-style-type: none"> ○ sediment control and exclusion fencing; ○ subgrade; ○ pre-seal; ○ On Maintenance (including Landscaping); ○ Practical Completion; ○ Off Maintenance (including Landscaping); ○ any other requested inspections. ➤ The consultant is to provide to council a Program of Works. ➤ All inspections to be booked through the responsible Technical Officer on 3412 5269. ➤ A Reinspection fee, charged at the scheduled rate, will be applied for works which are not acceptable at the time of first reinspection. 	
13.	<p>On and Off Maintenance requirements:</p> <ul style="list-style-type: none"> ➤ On Maintenance is subject to satisfactory, Inspection and As Constructed assessment and payment of all bonds and fees. ➤ All Landscaping is to be completed and accepted by council within 3 months of the Civil On Maintenance Inspection. ➤ If applicable, the development Civil works will not be granted Off Maintenance until the Landscaping component has achieved Off Maintenance, whichever is the later. 	
14.	<p>Payment before On Maintenance Inspection:</p> <ul style="list-style-type: none"> ➤ Payment of all works to be carried out by Council is required prior to any On Maintenance inspection. ➤ Intersections with existing roads to be completed, including linemarking before On Maintenance inspection and opening to the public. 	
15.	<p>Photographic Record/ Dilapidation report:</p> <p>Consultant and/or Contractor is advised to take photos of all adjoining fences, driveways, landscaped areas, Overland Flow Paths, and pre-existing drainage problems etc. before commencement of any works, to provide a record to protect against vexatious claims for damages.</p>	
16.	<p>As Constructed Drawings, Documentation and Maintenance Security Deposit are required to be submitted and approved by Council, prior to Council's formal acceptance of the works On Maintenance. As Constructed package to be in accordance with the As Constructed Guide Lines.</p> <p>logan.qld.gov.au/planning-and-building/planning-and-development/development-journey/operational-works-construction As Constructed Drawings</p> <p>Also note:</p> <ul style="list-style-type: none"> ➤ Requirements for water quality results in Item 10 and that ADAC/XML files required for all donated assets ➤ Should cracked stormwater pipes be encountered Council is to be advised in the first instance prior to any repairs being carried out. 	

FORM

Pre-start Meeting Kit (Civil and Landscaping)



LOGAN
CITY COUNCIL

ABN 21 627 796 435

17.	Logan City Council's emergency after hours number is (07) 3412 3412 .	
18.	This list is provided for the assistance of Consultants and Contractors working on Development Projects within the City. It does not purport to be a complete list of Council's requirements, and Consultants and Contractors are directed to Council's Development Approval Conditions, Planning Scheme and Policies, and relevant Australian or Council Standards, for a comprehensive listing of Council's requirements for the development.	
19.	Signed: Engineering Consultant's Representative: _____ Contractor's Representative: _____ Development Engineering Representative: _____ Landscape Consultant's Representative: _____ Date:/...../.....	

FORM

Pre-start Meeting Kit (Civil and Landscaping)



Pre-start Notification and Contact Details - Operational Works

From: Development Engineering Coordinator

To: CEO Admin (Major Roads only) Road Maintenance PARKSDEPOT Infradelivery
WaterDA Health & Safety BSSREQ Private Works Applications

Development Application No: _____ File No. _____

Document Number for Approved Drawings: _____

Development Name: _____

Description of Work Proposed: _____

Major Roads affected: _____ From _____ To _____

Period of Construction: **Start Date** _____ **End Date** _____

Expected Start of EXTERNAL Road/Drainage Works _____

You are advised that Council has approved the commencement of above development works. The consultant and the contractor details are as below.

Civil Works

Consultant's Name: _____

Contact Person/s: _____ Mob _____

Phone No/s: Office: _____ Fax _____

E-Mail: _____

Consultant After Hours

Contact Person: _____ Phone No: _____

Contractor's Name: _____

Contact Person/s: _____ Mob _____

Phone No/s: Office: _____ Fax _____

Email: _____

Contractor After Hours

Contact Person: _____ Phone No: _____

FORM

Pre-start Meeting Kit (Civil and Landscaping)



LOGAN
CITY COUNCIL

ABN 21 627 796 435

Landscape Works

Consultant's Name: _____

Contact Person/s: _____ Mob _____

Phone No/s: Office: _____ Fax _____

E-Mail: _____

Consultant After Hours

Contact Person: _____ Phone No: _____

Contractor's Name: _____

Contact Person/s: _____ Mob _____

Phone No/s: Office: _____ Fax _____

Email: _____

Contractor After Hours

Contact Person: _____ Phone No: _____

Please inform your "On Call" staff to direct any after hours calls to the above contacts and/or the appropriate emergency services.

Date: _____

Development Engineering Technical Officer

FORM

Pre-start Meeting Kit (Civil and Landscaping)



Appointment of Principal Contractor - Operational Works (Civil)

Workplace Health & Safety Act 2011

Development Application No: _____ File No: _____

Part 1

To: _____
(Name of Principal Contractor)

of: _____
(Address of Principal Contractor)

I, _____ on behalf of Logan City Council hereby acknowledge your appointment **by the Developer** as the Principal Contractor for the project located at:

(address)

described as: _____
(description of works)

Major Roads affected: _____

Signed: _____ Date: _____
(Development Technical Officer - Logan City Council)

Part 2

I, _____ of _____
(name of person)

(name of company and address)

accept the appointment by the Developer as Principal Contractor for the project referred to in Part 1 above.

Signed: _____ (For Contractor) Date: _____

NOTE: If the person who accepts the position of Principal Contractor ceases employment with the nominated company, (the Developer) the Chief Executive Officer must be advised immediately.

FORM

Pre-start Meeting Kit (Civil and Landscaping)



Appointment of Principal Contractor - Operational Works (Landscape)

Workplace Health & Safety Act 2011

Development Application No: _____ File No: _____

Part 1

To: _____
(Name of Principal Contractor)

of: _____
(Address of Principal Contractor)

I, _____ on behalf of Logan City Council hereby acknowledge your appointment by **the Developer** as the Principal Contractor for the project located at:

(address)

described as: _____
(description of works)

Major Roads affected: _____

Signed: _____ Date: _____
(Development Technical Officer - Logan City Council)

Part 2

I, _____ of _____
(name of person)

(name of company and address)

accept the appointment by the Developer as Principal Contractor for the project referred to in Part 1 above.

Signed: _____ (For Contractor) Date: _____

NOTE: If the person who accepts the position of Principal Contractor ceases employment with the nominated company, (the Developer) the Chief Executive Officer must be advised immediately.