

# FORM: Pre-start Meeting Kit (Civil and Landscaping)

Use this form to check what information you need to include when arranging a pre-start meeting. To learn more visit [Works and specifications](#) on Council's website.

## Section 1: Pre-start Meeting Agenda – Operational Works

<b>Development name and number</b>		
<b>File number</b>		
<b>No</b>	<b>Description</b>	(✓)
<b>Forms</b>		
Complete all forms prior to commencement of work and after prestart.		
1	Contact names and telephone numbers for Consultant(s) and Contractor(s) to be completed on the Pre-start Notification and contact details – Operational Works Form (see <a href="#">Section 2</a> ).	<input type="checkbox"/>
	Contractor to complete the Appointment of Principal Contractor prior to commencing work (see <a href="#">Section 3</a> and / or <a href="#">Section 4</a> ).	<input type="checkbox"/>
	Contractor to provide copy of current <b>public liability insurance</b> (\$20M) indemnifying Logan City Council prior to commencement of any works on Council controlled Road Reserve or Assets.	<input type="checkbox"/>
<b>Payments required before commencement and Bonding of works</b>		
2	Compliance Inspection Fee and pre-paid Maintenance Security Deposit (if conditioned) to be paid before commencement of work. Receipt required at pre-start meeting.	<input type="checkbox"/>

**PRIVACY COLLECTION NOTICE:** Council collects personal information in order to provide services and information. It may be used to update records, contact you about Council businesses and can only be accessed by Councillors, employees and authorised contractors. All information is handled in accordance with Council's Privacy Policy and Procedure. Visit [logan.qld.gov.au/privacy](http://logan.qld.gov.au/privacy).

No	Description	(✓)
2	Bonding of uncompleted works may be permitted in some instances and will be regulated by imposition of a Bonding Agreement.	<input type="checkbox"/>
	Water Sensitive Urban Devices (WSUD), specifically Bio Basins are subject to a longer than normal Maintenance Period in accordance with Council's <a href="#">Bonding of Works Policy</a> .	<input type="checkbox"/>
<b>Hours of work</b>		
3	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 <a href="#">Local Law/Policy</a> ) by prior arrangement.	<input type="checkbox"/>
	<p><b>Monday to Saturday (inclusive)</b> 6.30am to 6.30pm. No work outside these hours without prior arrangement.</p> <p><b>Sundays and Public Holidays</b> No work unless approved by prior arrangement.</p>	
<b>Services</b>		
4	Services within verges shall be located entirely within their allocated corridor as per Council's <a href="#">standard drawing LCC 8-00392</a> unless otherwise approved in writing.	<input type="checkbox"/>
	A Plumbing & Drainage Permit is required under the <i>Plumbing and Drainage Act 2018</i> for any sewer/water infrastructure that does not form part of the Operational Works, is within a Private Lot/Private Service Easement area and provides additional service points to lots.	<input type="checkbox"/>
<b>Erosion and Sediment Control and General Nuisance – Construction Taskforce to Discuss</b>		
5	Erosion and Sediment Control measures must be in place prior to commencement of construction works on site.	<input type="checkbox"/>
	The approved Erosion and Sediment Control Management Plan must be strictly adhered to unless specifically varied by instruction from Consulting RPEQ.	<input type="checkbox"/>

No	Description	(✓)
5	The Contractor shall control and program their operations to ensure adjoining properties are not subject to nuisance, either dust, noise, vibration or stormwater/silt.	<input type="checkbox"/>
<b>Vegetation</b>		
6	Incineration of vegetation is not permitted. All vegetation should be mulched and used on site or disposed of elsewhere.	<input type="checkbox"/>
	In Vegetation Management Areas, no clearing is to be undertaken without Council's Tree Clearing Certificate of Approval.	<input type="checkbox"/>
	Unless shown on the approved drawings, or specifically nominated, no clearing shall be carried out within the boundaries of existing or proposed future parks.	<input type="checkbox"/>
	Park boundaries shall be temporarily fenced prior to commencement of works on site, to avoid accidental damage.	<input type="checkbox"/>
<b>Traffic Management</b>		
7	The Principal Contractor shall ensure the adequacy of all construction signage. Before any works commence within the road reserve, a Road Closure Permit for temporary traffic management must be obtained from the Development Assessment Branch, addressing road user movement and safety, prior to applying for a Police Permit.	<input type="checkbox"/>
	Where specified, <b>Traffic Management Plans</b> shall be approved by Council's Traffic Engineers (Development Assessment) before commencement. Copy of approval to be given to the Technical Officer.	<input type="checkbox"/>
	<b>Road Closures</b> only approved by prior arrangement with Traffic Engineers and Police Permit.	<input type="checkbox"/>
	<b>Signalised Intersections:</b> If traffic signals are being installed, the Transport Planning and Assets Branch are to be notified prior to Pre Start meeting to enable consultation regarding installation of STREAMS hardware and conduits.	<input type="checkbox"/>
	<b>Signs</b> 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.	<input type="checkbox"/>

No	Description	(✓)	
<b>Pavement Design</b>			
8	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.	<input type="checkbox"/>	
<b>Earthworks</b>			
9	Any spoil from the site shall only be disposed of at the refuse tip or to currently approved filling sites. (Note <b>Fire-ant restrictions may apply</b> ).	<input type="checkbox"/>	
	The use of explosives is not permitted unless prior permits are obtained.	<input type="checkbox"/>	
	<b>Water for construction</b> may be obtained by application to Logan Water for a metered hydrant, or from other approved source.	<input type="checkbox"/>	
	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).	<input type="checkbox"/>	
	Where Trenching of existing roads is permitted the trench is to be reinstated in accordance with IPWEAQ Standard Drawing RS170.	<input type="checkbox"/>	
	<b>Retaining Walls:</b>		
	Council requires photographic evidence or witness point: <ul style="list-style-type: none"> <li>• Bore holes for posts</li> <li>• Subsoil drain installations (typically 100mm dia slotted and sleeved agi-pipe at base of the wall)</li> <li>• Provide lawful point of discharge for subsoil drains where applicable</li> <li>• Geotextile layer placed behind / against rear face of sleepers</li> <li>• Drainage material backfill</li> <li>• Cut off drain installed on top clay layer</li> </ul>	<input type="checkbox"/>	
	<b>Topsoil and grassing requirements</b>		
	75mm minimum thickness topsoil to all disturbed surfaces.	<input type="checkbox"/>	
	Verges: seeded for On Maintenance; 80% cover for Off Maintenance.	<input type="checkbox"/>	

	Parks: 80% cover for On Maintenance; 95% cover for Off Maintenance.	<input type="checkbox"/>
	Downstream sewer and roof water trenches: turfed for On Maintenance.	<input type="checkbox"/>
	Overland flow paths: turfed or landscaped for On Maintenance.	<input type="checkbox"/>
	Reinstatement to pre-construction standard of all disturbed areas within parks or adjoining properties.	<input type="checkbox"/>

## Water

10	Water services to be installed in accordance with SEQ Code and Standard Drawings (SEQ-WAT 1110-1&2) but using <b>Tapping Bands</b> rather than <b>Readitaps</b> . Installation of Meter Boxes is not required at time of construction, but poly services are to be installed, terminating with a <b>closed ball-valve</b> 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.	<input type="checkbox"/>
	<b>Application for connections</b> shall be made on the appropriate <a href="#">form</a> , as soon as possible after commencement of works. Persons responsible for illegal connection face prosecution.	<input type="checkbox"/>
	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.	<input type="checkbox"/>
	A Metered Hydrant for construction use can be obtained from Water Business. Maintain hygienic work practices at all times when using hydrants or accessing live network assets. Ensure all equipment contacting the live system (e.g. standpipes, fittings, hoses, temporary connections) is properly sterilised and monitored.	<input type="checkbox"/>
	As-constructed information for water infrastructure must be submitted in two stages. <ol style="list-style-type: none"> <li>As-constructed documentation – Pressure tests, plans, CDs and supporting documents: Submit as soon as practicable for review and approval by the Development Assessment Branch.</li> <li>Water Quality Test (WQT) results: Do not undertake WQT until the as-constructed documentation has been approved. Email all WQT reports to <a href="mailto:OWConnections@logan.qld.gov.au">OWConnections@logan.qld.gov.au</a> and the relevant Technical Officer <b>within 48 hours</b> of receiving laboratory results, in accordance with the SEQ Water Supply Code.</li> </ol>	<input type="checkbox"/> <input type="checkbox"/>

<p>Include all reports, laboratory certificates, sample location maps, and other relevant documents.</p> <p><b>NOTE:</b></p> <p>Water Agency must be notified of any test result exceedance, <b>immediately for E.coli</b> and within <b>24hrs</b> for all other parameters, by calling 3412 3412 and forwarding the reports to <a href="mailto:WaterProductQuality@logan.qld.gov.au">WaterProductQuality@logan.qld.gov.au</a> , <a href="mailto:OWConnecions@logan.qld.gov.au">OWConnecions@logan.qld.gov.au</a> and relevant Technical Officer.</p> <p>No connection, commissioning or energisation of the new water main is permitted until written clearance is provided.</p> <p>For further information, refer to the Works and Specifications section on Council's website.</p>	
<p>Thrust Block details are to be forwarded to council for recording prior to construction and made available on site for viewing by council officers.</p>	<input type="checkbox"/>
<p>Redundant Water Meters are to be removed prior to formal On Maintenance, via application to Water Operations Private Works Applications.</p>	<input type="checkbox"/>

No	Description	(✓)
<b>Wastewater</b>		
11	Wherever possible, Connections to live sewer (wastewater) are to be carried out by Water Operations (Private Works) <b>prior to commencement of internal sewer</b> construction. <b>Application for an estimate</b> shall be made on the prescribed <a href="#">form</a> . (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).	<input type="checkbox"/>
	All sewer connections which involve <b>changes in pipe diameter</b> , are to be laid <b>obvert-to-obvert</b> as a minimum drop.	<input type="checkbox"/>
	Redundant Sewer property connections are to be removed prior to formal On Maintenance, via application to Water Business Private Works Applications.	<input type="checkbox"/>
<b>Inspections</b>		
12	<p>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.</p> <ul style="list-style-type: none"> <li>• sediment control and exclusion fencing;</li> <li>• subgrade;</li> <li>• pre-seal;</li> <li>• WSUD <ul style="list-style-type: none"> <li>○ Earthworks,</li> <li>○ Drainage Pipes,</li> <li>○ Filter Media and</li> <li>○ Sacrificial Turf</li> </ul> </li> <li>• On Maintenance (including Landscaping);</li> <li>• Practical Completion;</li> <li>• Off Maintenance (including Landscaping);</li> <li>• any other requested inspections.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The consultant is to provide to council a Program of Works.	<input type="checkbox"/>
	<b>All</b> inspections to be booked through the responsible Technical Officer on 3412 5269.	<input type="checkbox"/>
	A Reinspection fee, charged at the scheduled rate, will be applied for works which are not acceptable at the time of first reinspection.	<input type="checkbox"/>

No	Description	(✓)
<b>On and Off Maintenance requirements</b>		
13	On Maintenance is subject to satisfactory, Inspection and As Constructed assessment and payment of all bonds and fees.	<input type="checkbox"/>
	All Landscaping is to be completed and accepted by council within 3 months of the Civil On Maintenance Inspection, to achieve application Off Maintenance concurrently.	<input type="checkbox"/>
	If applicable, the development Civil works will not be granted Off Maintenance until the Landscaping component has achieved Off Maintenance, whichever is the later.	<input type="checkbox"/>
<b>Payment before On Maintenance Inspection</b>		
14	Payment of all works to be carried out by Council is required prior to any On Maintenance inspection.	<input type="checkbox"/>
	Intersections with existing roads to be completed, including linemarking before On Maintenance inspection and opening to the public.	<input type="checkbox"/>
<b>Photographic Record / Dilapidation report</b>		
15	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.	<input type="checkbox"/>
<b>As Constructed Drawings</b>		
16	<b>As Constructed Drawings</b> , 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 Guidelines. To learn more visit <a href="#">Works and specifications</a> on Council's website.	<input type="checkbox"/>
	Requirements for water quality results in Item 10 and that ADAC/:XML files required for all donated assets.	<input type="checkbox"/>
	Should cracked stormwater pipes be encountered Council is to be advised in the first instance prior to any repairs being carried out.	<input type="checkbox"/>

No	Description	(✓)
<b>After Hours Emergencies</b>		
17	Logan City Council's emergency after hours number is <b>(07) 3412 3412.</b>	<input type="checkbox"/>
<b>Other Requirements</b>		
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.	<input type="checkbox"/>
<b>Right Of Appeal</b>		
19	Provide confirmation on Rights Of Appeal waived from the applicant / representative.	<input type="checkbox"/>
<b>Declaration</b>		
20	Signed: Engineering Consultant's Representative: Contractor's Representative: Development Engineering Representative: Landscape Consultant's Representative: Date:	

## Section 2: Pre-start Notification and Contact Details – Operational Works

<b>Memo</b>	From: Development Engineering Coordinator
<b>Development Application number</b>	
<b>File number</b>	
<b>Document number for approved drawings</b>	
<b>Development name</b>	
<b>Description of work proposed</b>	
<b>Major roads affected</b>	Road: From: _____ to: _____
<b>Period of consultation</b>	Start date: _____ End date: _____
<b>Expected start of external road / drainage works</b>	

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

Consultant's name

Contact name

Contact number

Email address

Consultant after hours

Name:

Contact number:

#### Contractor

Contractor's name

Contact person

Contact number

Email address

Contractor after hours

Name:

Contact number:

### Landscape Works

#### Consultant

Consultant's name

Contact name

Contact number

<b>Email address</b>	
<b>Consultant after hours</b>	Name: Contact number:
<b>Contractor</b>	
<b>Contractor's name</b>	
<b>Contact name</b>	
<b>Contact number</b>	
<b>Email address</b>	
<b>Contractor after hours</b>	Name: Contact number:
Please inform your "On Call" staff to direct any after hours calls to the above contacts and / or the appropriate emergency services.	
<b>Development Engineering Technical Officer</b>	Name: Date:

## Section 3: Appointment of Principal Contractor – Operational Works (Civil)

Workplace Health & Safety Act 2011

<b>Development application number</b>	
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<b>File number</b>	
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### 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: (Development Technical Officer – Logan City Council) (Date)

### Part 2

I, (name of person)  
of (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.

## Section 4: Appointment of Principal Contractor – Operational Works (Landscape)

Workplace Health & Safety Act 2011

<b>Development application number</b>	
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<b>File number</b>	
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### Part 1

To:	(Name of Principal Contractor)
of:	(Address of Principal Contractor)
I, _____ on behalf of Logan City Council hereby acknowledge your appointment <b>by the Developer</b> as the Principal Contractor for the project located at: _____ (address)	
described as:	(description of works)
Major Roads affected:	
Signed:	
(Development Technical Officer – Logan City Council)	(Date)

### Part 2

I,	(name of person)
of	(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)
<b>Note:</b> 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.	