

24 October 2019

Enquiries: Daniel Lamond
Our Ref: OP 3300/2019 (924997)
Your Ref:

Administration Office
64 - 66 Front St Mossman
P 07 4099 9444
F 07 4098 2902

Wujul Wujul Aboriginal Shire Council
1 Hartwig Street
WUJUL WUJUL QLD 4895

Attention: John Drobec

Dear Sir

**Operational Works for Water Main Augmentation and
attachment to Bloomfield River Bridge**

Reference is made to the above development application. Please find attached the Decision Notice.

Please quote Council's application number OP 2019/ 3300 in all subsequent correspondence relating to this development application.

Also find attached a 'Pre-Start' meeting template, which identifies the information that must be provided for Council approval, prior to the commencement of works.

The template also provides the Consulting Engineer with a format for conducting the meeting. An invitation to attend the meeting must be sent to Council's representative Neil Beck on telephone number 07 4099 9451, giving at least five (5) working days notification if possible.

Should you require any clarification regarding this, please contact Daniel Lamond on telephone 4099 9456.

Yours faithfully

Paul Hoyer
Manager Environment and Planning

encl.

- Decision Notice

**DECISION NOTICE —
APPROVAL WITH CONDITIONS
(GIVEN UNDER SECTION 63 OF THE PLANNING ACT 2016)**

Douglas Shire Council has assessed your application and decided it as follows:

1. Applicant's details

Name: Wujul Wujul Aboriginal Shire Council
Postal Address: 1 Hartwig Street
WUJUL WUJUL QLD 4895

2. Location details

Street Address: Bloomfield River Bridge
Real Property Description: Adjacent to Lot 12 on BK15783
Local Government Area: Douglas Shire Council

3. Details of proposed development

Operational Works (Augmentation of water main)

4. Decision

Date of decision: 24 October 2019
Decision details: Development Permit

5. Approved plans and specifications

| Plan | Reference | Date |
|--|--|------------|
| Bridge Services Crossing General Arrangement | Plan by Aecom Australia Pty Ltd, Dwg No. 60327208- S01 | 5 May 2019 |
| Bridge Services Crossing Pipe Crossing Details- Sheet 1 of 2 | Plan by Aecom Australia Pty Ltd, Dwg No. 60327208- S02 | 5 May 2019 |
| Bridge Services Crossing Pipe Crossing Details Sheet 2 of 2 | Plan by Aecom Australia Pty Ltd, Dwg No. 60327208- S03 | 5 May 2019 |

6. Conditions

This approval is subject to the conditions in Schedule 1 and the Standard Conditions at Schedule 2.

7. Further development permits

8. Properly made submissions

Not applicable — No part of the application required public notification.

9. Currency period for the approval

This development approval will lapse four (4) years from the date the approval takes effect.

10. Rights of appeal

The rights of applicants to appeal to a tribunal or the Planning and Environment Court against decisions about a development application are set out in chapter 6, part 1 of the *Planning Act 2016*. For particular applications, there may also be a right to make an application for a declaration by a tribunal (see chapter 6, part 2 of the *Planning Act 2016*).

A copy of the relevant appeal provisions are included in Schedule 2.

SCHEDULE 1 – CONDITIONS AND ADVICE

CONDITIONS IMPOSED BY THE ASSESSMENT MANAGER

1. Structural Certification

Provide a Structural Engineers Certification (From 15 before commencement and Form 16 after completion) for the following works:

- Proposed pipe support (Detail 1 on Drg. No. 60327208-02);
- Detail 2 on Drg. No. 60327208-S03); and
- For the Thrust Blocks which are not in accordance with FNQROC Standard Drawing S2015.

The certification must also certify the works do not impact the structural adequacy of the bridge.

2. Directional Drilling Works

Prior to the commencement of the directional drill works, submit a methodology / safe work method statement to Council for records. The document must define the proposed procedure and methodology that will be adopted in carrying out the work.

3. Mains and Guard Rail Separation

It is noted that the proposed mains and existing guard rail footings on the northern bridge approach are particularly close. Works must not de-stabilise the guard rail. In the event works affect the integrity of the guard rail, the guard rail must be replaced to the satisfaction of the Chief Executive Officer.

ADVICES

1. This approval does not negate the requirement for compliance with all other relevant Local Laws and other statutory requirements.
2. For information relating to the *Planning Act 2016* log on to www.dsdmip.qld.gov.au. To access the *FNQROC Development Manual*, Local Laws and other applicable Policies, log on to www.douglas.qld.gov.au.
3. It is recommended that the designer confirm the separation between the proposed mains and existing guard rail footings on the northern bridge approach is appropriate.

REASONS FOR DECISION

1. To ensure the proposed development meets the requirements of the relevant benchmarks from the 2018 Douglas Shire Planning Scheme and in particular, the requirements of the FNQROC Development Manual and relevant Australian Standards.

SCHEDULE 2- STANDARD CONDITIONS

General

1. The proposed works are permitted subject to any alterations:
 - a. found necessary by Chief Executive Officer at the time of examination of Engineering drawings or during construction of the works because of particular engineering requirements and.
 - b. to ensure the works comply in all respects with the requirements of the *FNQROC Development Manual* and good engineering practice; and
 - c. to comply with project specific conditions and the following standard conditions of approval.

All works must be carried out in accordance with the approved plans, conditions and specifications, to the requirements and satisfaction of the Chief Executive Officer.

2. Council's examination of the documents should not be taken to mean that the documents have been checked in detail and Council takes no responsibility for their accuracy. If during construction, inadequacies of the design are discovered, it is the responsibility of the Principal Consulting Engineer to resubmit amended plans to Council for approval and rectify works accordingly.
3. Notwithstanding any approval given to engineering documents, where a discrepancy occurs between these documents and Council's standards, then Council's standards shall apply unless the design is RPEQ certified. All works must be performed in accordance with Council standards and Local Laws and other statutory requirements.
4. If in fact there are errors, omissions or insufficient detail on the plans for the purpose of construction, these deficiencies shall be made good during construction and Council reserves the right to withhold approval of construction until such deficiencies are made good to its satisfaction.

Timing of Effect

5. The conditions of this development permit must be effected prior to construction commencing, except where specified otherwise in these conditions of approval, or at Council's discretion.

Construction Security Bond

6. Lodgement of Construction Security Bond as per the *FNQROC Development Manual*, Section CP1.07, (ie, five (5) per cent of the value of the works) is required, prior to commencement of work. The bond shall be in favour of Council and in the format of cash or an unconditional bank guarantee, which must cover all aspects of the construction and have no termination date.

Public Notification of the Works

7. The applicant must provide:

- a. Public notification of the development in local newspapers in accordance with Section CP1.11 of the *FNQROC Development Manual*.
- b. Signage identifying the location of the project, general proposal plan, contact numbers (including out-of-office hours emergency numbers) must be provided at all entrance points to the development. All signage must be appropriately positioned, prior to the commencement of any works on the site.

Portable Long Service Leave Notification

- 8. As per the QLeave – Building and Construction Industry Authority Guidelines, if the works are over \$150 000, Council must sight a copy of the receipted Portable Long Service Notification and Payment form prior to commencement of work.

Commencement of Works

- 9. Council is to receive written Notice of Intention to Commence Works and all matters relevant to the Pre-Start meeting are to be attended to in accordance with Section CP1.07, CP1.08 and Section CP1.09, of the *FNQROC Development Manual*.

SCHEDULE 3 – PLANNING ACT EXTRACT ON APPEAL RIGHTS

CHAPTER 6, PART 1 APPEAL RIGHTS

229 Appeals to tribunal or P&E Court

- (1) Schedule 1 states—
 - (a) matters that may be appealed to—
 - (i) either a tribunal or the P&E Court; or
 - (ii) only a tribunal; or
 - (iii) only the P&E Court; and
 - (b) the person—
 - (i) who may appeal a matter (the appellant); and
 - (ii) who is a respondent in an appeal of the matter; and
 - (iii) who is a co-respondent in an appeal of the matter; and
 - (iv) who may elect to be a co-respondent in an appeal of the matter.
- (2) An appellant may start an appeal within the appeal period.
- (3) The **appeal period** is—
 - (a) for an appeal by a building advisory agency—10 business days after a decision notice for the decision is given to the agency; or
 - (b) for an appeal against a deemed refusal—at any time after the deemed refusal happens; or
 - (c) for an appeal against a decision of the Minister, under chapter 7, part 4, to register premises or to renew the registration of premises—20 business days after a notice is published under section 269(3)(a) or (4); or
 - (d) for an appeal against an infrastructure charges notice—20 business days after the infrastructure charges notice is given to the person; or
 - (e) for an appeal about a deemed approval of a development application for which a decision notice has not been given—30 business days after the applicant gives the deemed approval notice to the assessment manager; or

- (f) for any other appeal—20 business days after a notice of the decision for the matter, including an enforcement notice, is given to the person.

Note — See the P&E Court Act for the court's power to extend the appeal period.

- (4) Each respondent and co-respondent for an appeal may be heard in the appeal.
- (5) If an appeal is only about a referral agency's response, the assessment manager may apply to the tribunal or P&E Court to withdraw from the appeal.
- (6) To remove any doubt, it is declared that an appeal against an infrastructure charges notice must not be about—
 - (a) the adopted charge itself; or
 - (b) for a decision about an offset or refund—
 - (i) the establishment cost of trunk infrastructure identified in a LGIP; or
 - (ii) the cost of infrastructure decided using the method included in the local government's charges resolution.

230 Notice of appeal

- (1) An appellant starts an appeal by lodging, with the registrar of the tribunal or P&E Court, a notice of appeal that—
 - (a) is in the approved form; and
 - (b) succinctly states the grounds of the appeal.
- (2) The notice of appeal must be accompanied by the required fee.
- (3) The appellant or, for an appeal to a tribunal, the registrar must, within the service period, give a copy of the notice of appeal to—
 - (a) the respondent for the appeal; and
 - (b) each co-respondent for the appeal; and
 - (c) for an appeal about a development application under schedule 1, table 1, item 1—each principal submitter for the development application; and
 - (d) for an appeal about a change application under schedule 1, table 1, item 2—each principal submitter for the change application; and
 - (e) each person who may elect to become a co-respondent for the appeal, other than an eligible submitter who is not a principal submitter in an appeal under paragraph (c) or (d); and
 - (f) for an appeal to the P&E Court—the chief executive; and
 - (g) for an appeal to a tribunal under another Act—any other person who the registrar considers appropriate.
- (4) The **service period** is—
 - (a) if a submitter or advice agency started the appeal in the P&E Court—2 business days after the appeal is started; or
 - (b) otherwise—10 business days after the appeal is started.
- (5) A notice of appeal given to a person who may elect to be a co-respondent must state the effect of subsection (6).
- (6) A person elects to be a co-respondent by filing a notice of election, in the approved form, within 10 business days after the notice of appeal is given to the person.

SCHEDULE 1 APPEALS

1 Appeal rights and parties to appeals

- (1) Table 1 states the matters that may be appealed to—
 - (a) the P&E court; or
 - (b) a tribunal.
- (2) However, table 1 applies to a tribunal only if the matter involves—
 - (a) the refusal, or deemed refusal of a development application, for—
 - (i) a material change of use for a classified building; or

- (ii) operational work associated with building work, a retaining wall, or a tennis court; or
 - (b) a provision of a development approval for—
 - (i) a material change of use for a classified building; or
 - (ii) operational work associated with building work, a retaining wall, or a tennis court; or
 - (c) if a development permit was applied for—the decision to give a preliminary approval for—
 - (i) a material change of use for a classified building; or
 - (ii) operational work associated with building work, a retaining wall, or a tennis court; or
 - (d) a development condition if—
 - (i) the development approval is only for a material change of use that involves the use of a building classified under the Building Code as a class 2 building; and
 - (ii) the building is, or is proposed to be, not more than 3 storeys; and
 - (iii) the proposed development is for not more than 60 sole-occupancy units; or
 - (e) a decision for, or a deemed refusal of, an extension application for a development approval that is only for a material change of use of a classified building; or
 - (f) a decision for, or a deemed refusal of, a change application for a development approval that is only for a material change of use of a classified building; or
 - (g) a matter under this Act, to the extent the matter relates to—
 - (i) the Building Act, other than a matter under that Act that may or must be decided by the Queensland Building and Construction Commission; or
 - (ii) the Plumbing and Drainage Act, part 4 or 5; or
 - (h) a decision to give an enforcement notice in relation to a matter under paragraphs (a) to (g); or
 - (i) a decision to give an infrastructure charges notice; or
 - (j) the refusal, or deemed refusal, of a conversion application; or
 - (k) a matter that, under another Act, may be appealed to the tribunal; or
 - (l) a matter prescribed by regulation.
- (3) Also, table 1 does not apply to a tribunal if the matter involves—
- (a) for a matter in subsection (2)(a) to (d)—
 - (i) a development approval for which the development application required impact assessment; and
 - (ii) a development approval in relation to which the assessment manager received a properly made submission for the development application; or
 - (b) a provision of a development approval about the identification or inclusion, under a variation approval, of a matter for the development.
- (4) Table 2 states the matters that may be appealed only to the P&E Court.
- (5) Table 3 states the matters that may be appealed only to the tribunal.
- (6) In each table—
- (a) column 1 states the appellant in the appeal; and
 - (b) column 2 states the respondent in the appeal; and
 - (c) column 3 states the co-respondent (if any) in the appeal; and
 - (d) column 4 states the co-respondents by election (if any) in the appeal.
- (7) If the chief executive receives a notice of appeal under section 230(3)(f), the chief executive may elect to be a co-respondent in the appeal.

Extract of Schedule 1 of the Planning Act 2016

| Table 1 | |
|---|--|
| Appeals to the P&E Court and, for certain matters, to a tribunal | |
| 1. | Development applications An appeal may be made against— |

| <p>(a) the refusal of all or part of the development application; or</p> <p>(b) the deemed refusal of the development application; or</p> <p>(c) a provision of the development approval; or</p> <p>(d) if a development permit was applied for—the decision to give a preliminary approval.</p> | | | |
|--|------------------------|--|--|
| Column 1 Appellant | Column 2 Respondent | Column 3 Co-respondent (if any) | Column 4 Co-respondent by election (if any) |
| The applicant | The assessment manager | If the appeal is about a concurrence agency's referral response—the concurrence agency | <ol style="list-style-type: none"> 1 A concurrence agency that is not a co-respondent 2 If a chosen assessment manager is the respondent—the prescribed assessment manager 3 Any eligible advice agency for the application 4 Any eligible submitter for the application |

**Table 2
Appeals to the P&E Court only**

2. Eligible submitter appeals
 An appeal may be made against the decision to give a development approval, or an approval for a change application, to the extent that the decision relates to—
 (a) any part of the development application for the development approval that required impact assessment; or
 (b) a variation request.

| Column 1 Appellant | Column 2 Respondent | Column 3 Co-respondent (if any) | Column 4 Co-respondent by election (if any) |
|--|---|---|--|
| 1 For a development application—an eligible submitter for the development application 2 For a change application—an eligible submitter for the change application | 1 For a development application—the assessment manager 2 For a change application—the responsible entity | 1 The applicant 2 If the appeal is about a concurrence agency's referral response—the concurrence agency | Another eligible submitter for the application |

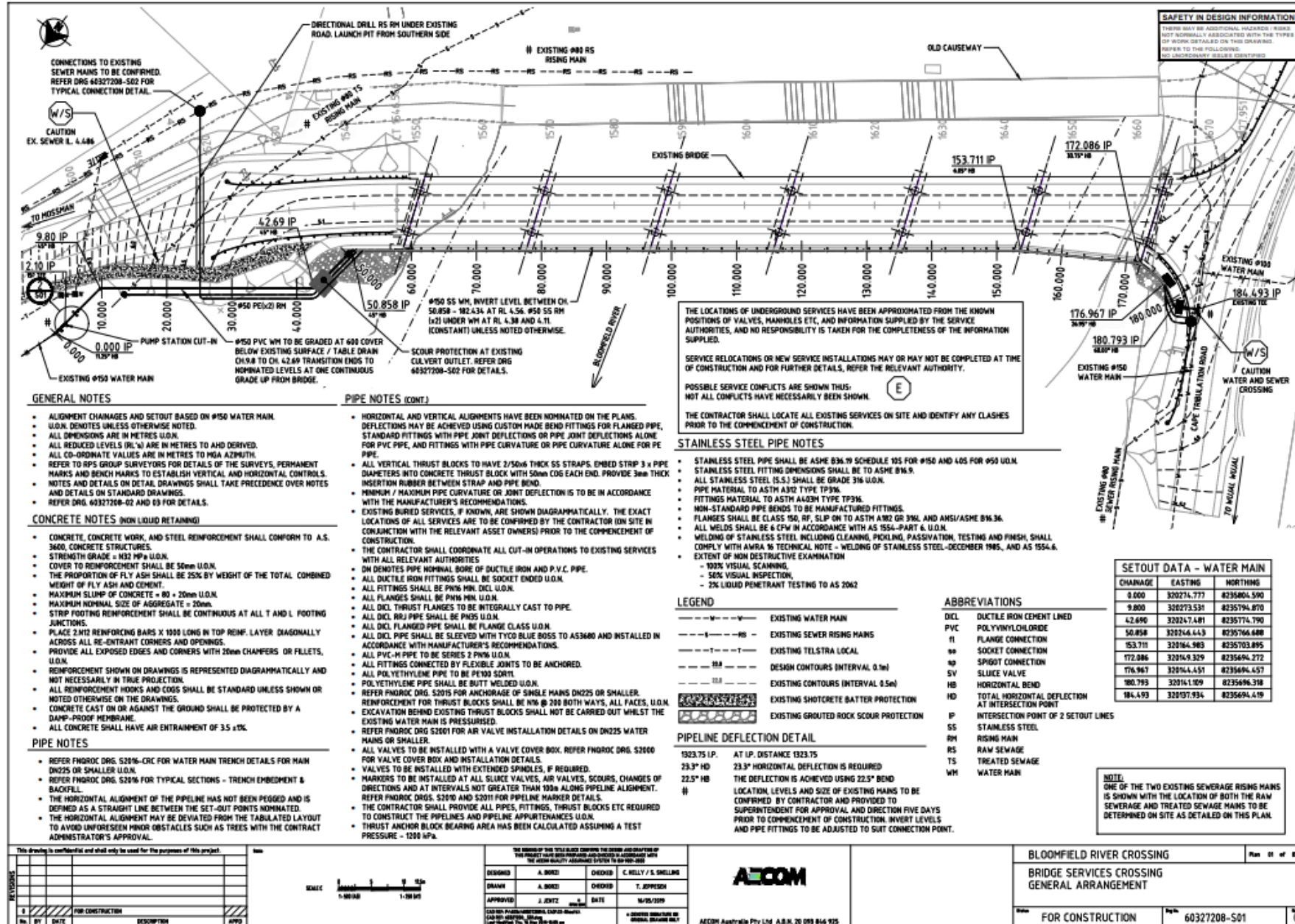
3. Eligible submitter and eligible advice agency appeals
 An appeal may be made against a provision of a development approval, or failure to include a provision in the development approval, to the extent the matter relates to—
 (a) any part of the development application or the change application, for the development approval, that required impact assessment; or
 (b) a variation request.

| Column 1 Appellant | Column 2 Respondent | Column 3 Co-respondent (if any) | Column 4 Co-respondent by election (if any) |
|---|---|---|--|
| 1 For a development application—an eligible submitter for the development application 2 For a change application—an eligible submitter for the change application 3 An eligible advice agency for the development application or change application | 1 For a development application—the assessment manager 2 For a change application—the responsible entity | 1 The applicant 2 If the appeal is about a concurrence agency's referral response—the concurrence agency | Another eligible submitter for the application |

Note:

Attached is a Rights of Appeal Waiver form (Schedule 3). Please complete and return this form if you are satisfied with the approval and agree to the conditions contained therein and you wish to waive the 20 day appeal period available under the *Planning Act 2016*.

Approved Plans



Prestart Meeting Template

DOUGLAS
SHIRE COUNCIL

PO BOX 723

MOSSMAN QLD 4873

www.douglas.qld.gov.au

enquiries@douglas.qld.gov.au

**Development Assessment &
Coordination Unit**

Ph: (07) 4099 9444

Fax: (07) 4098 2902

PRE-START MEETING PROCESS

This document provides an outline of the requirements of the Pre-Start process. Full details are available in the FNQROC Development Manual, in particular Sections CP1.02-09 which should be used as the reference source, should there be any discrepancy in detail between this pro-forma and the Manual. The Manual can be downloaded from the Far North Queensland Regional Organisation of Councils website www.fngroc.qld.gov.au/.

Only works that have been 'Approved' by the Council can be submitted for the Pre-Start process and meeting. These works must incorporate all aspects of the Planning Approval and Operational Works Decision Notices, including all pre-start requirements and any imposed conditions from referral agencies.

This document is in three parts and should be attached to any supporting documentation. The shaded areas identified in parts 1 and 2, are to be completed by the **Applicant/Engineer** and submitted to Council to initiate the Pre-Start process. Parts 2 and 3 will be used during the site meeting.

ACCURACY OF SUBMISSION

Council's examination of documents should not be taken to mean that the documents have been checked in detail and Council takes no responsibility for their accuracy. If during construction, inadequacies of the design are discovered, it is the responsibility of the Principal Consulting Engineer to resubmit amended plans to Council for approval and rectify works accordingly.

Notwithstanding any approval given to engineering documents, where a discrepancy occurs between these documents and Council's standards, then Council's standards shall apply. All works must be performed in accordance with Council standards and local laws.

If in fact there are errors, omissions or insufficient detail on the plans for the purpose of construction, these deficiencies shall be made good during construction and Council reserves the right to withhold approval of construction until such deficiencies are made good to its satisfaction.

| | | | | | |
|---------------------------------|---|----------------------|-----------|--|--|
| PART 1 of 3 | Pre-Start Meeting Process | | | | |
| | (NOTE: Items marked * are to be deleted as appropriate.) | | | | |
| 1. Document Requirements | Pre-Meeting Information and Check List | | | | |
| | Project Name | | | | |
| | 1. a Contact details of the Engineer (Nominated point of contact) for the works | | | | |
| | Name of Engineer | | | | |
| | Name of Company | | | | |
| | Telephone No | Office: | Mobile: | | |
| | Email Address | | | | |
| | After Hours Contact N. | | | | |
| | RPEQ N. | | | | |
| | 1. b Contact details of the Principal contractor for the works | | | | |
| | Name of Contractors Representative | | | | |
| | Name of Company | | | | |
| | Telephone N. | Office: | Mobile: | | |
| | Email Address | | | | |
| | After Hours Contact No | | | | |
| | 1. c Person to be contacted in regard to any matter relating to the construction of the works, day-to day queries, complaints etc. (if different from the above) | | | | |
| | Name of Engineers Representative | | | | |
| | Name of Company | | | | |
| | Telephone No | Office: | Mobile: | | |
| | Email Address | | | | |
| | After Hours Contact No | | | | |
| | 1. d Council contacts - Development Assessment & Coordination | | | | |
| | Neil Beck | Team Leader Planning | 4099 9451 | | Neil.Beck@Douglas.qld.gov.au |
| | | | | | |

| | | | | |
|--------------------------|---|--|--|----------|
| PART 1 of 3 | Pre-Start Meeting Process | | | |
| 1. Document Requirements | Pre-Meeting Information and Check List | | | |
| | 1. e Intended date for commencement of works | / / 20 | | |
| | 1. f Expected date for completion of works | / / 20 | | |
| | It is desirable for the following information to be provided to the Council <u>prior</u> to the site meeting in order to allow assessment of the scope of works and reduce any possible delays in reviewing documentation and the granting of Approvals for the commencement of works | | | |
| | Item | Detail | Checked & agreed by the Principal / Consulting Engineer Yes / No | Comments |
| | 1. g | Development and Operational Works Approvals Current Development and Operational Works Approvals have been granted and all proposed works are to be in accordance with Council Approved drawings and supporting documentation. | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| | | Operational Works Decision Notice file number <i>8/ / Date of Notice / /</i> | | |
| | 1. h | <i>Appeal Rights Waiver</i> Work cannot proceed until the Developer (or his representative) provides written notice to the Council to waive the right of appeal to the Operational Works Permit Approval Conditions or until the appeal period expiry date (20 days after the Decision Notice is given to submitter) – whichever occurs first: i. The Developer will waive Appeal Rights. ii. A copy of letter is attached. | Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> | |
| | 1. i | Preservation of the Existing Environment Features The Contractor and Engineer have identified and adequately protected any vegetation identified within any conditions of approval, prior to the start of any clearance works. | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| | 1. j | Contractors Erosion and Sediment Control, and Soil and Water Management Plans Reviewed and approved by the Engineer prior to the Pre-Start meeting. | Yes <input type="checkbox"/> No <input type="checkbox"/> | |

| | | | | |
|---------------------------------|---|--|--|--|
| | 1. k | Notice of Intention to commence Work | | |
| | | i. Public Notices and advertisements have been posted (Note: The engineer calling this meeting is deemed to have informed Council of the requirement to commence works) | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| | 1. l | Public Liability and other Insurances | | |
| | | Copies attached | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| | 1. m | Portable Long Service and Q Leave (QLeave will collect a total of 0.525% on all building and construction work, to be carried out in Queensland, where the total cost of work is \$80,000 or more (inclusive of GST)) | | |
| | | Copies attached | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| | 1. n | Contractors Workplace Health and Safety Plan | | |
| | | Copies attached | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| PART 1 of 3 | Pre-Start Meeting Process | | | |
| 1. Document Requirements | Pre-Meeting Information and Check List | | | |
| Continued.. | 1. o | Concurrence Agencies & Third Party Agreements | | |
| | | Written approval has been obtained for any proposed works relating to concurrence agency conditions or agreement from third parties provided to work within their property. | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| | | Copies of approvals or agreements attached. | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| | 1. p | Traffic Management Plans | | |
| | | Copies attached | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| | 1. q | QA Documentation including ITP's | | |

| | | | |
|------|---|---|--|
| | Copies provided to Council to identify project specific wks. | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| 1. r | <p>Bond:</p> <p>i. A fully priced schedule of quantities has been provided to Council, as per FNQROC AP1.07-12(xxi)</p> <p>ii. A Security Lodgement Form (FNQROC CP1. App. B) has been provided with a value=0.05 X cost of works</p> <p>iii. Copy of payment receipt attached.</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> | |
| 1. t | <p>Additional Information not identified above</p> <p>Additional information has been submitted to support the application, and is attached to this document.</p> | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| | <p>Detail:</p> <p>.....</p> | | |
| 1. u | <p>Request for Meeting</p> <p>Date requested for Pre-Start meeting:</p> <p>Proposed time of meeting (Ideally between 09:00-16:00 hrs) (Please telephone the Council officer prior to submitting a time)</p> <p>(Note: The Council usually requires SEVEN days written notice of the proposed meeting date. The Principal should only make the request when all of the appropriate documentation is available. An additional re-inspection charge may apply if documentation is not complete at the time of the initial inspection.</p> | <p>– / / 20</p> <p>– AM / PM</p> | |

| | | |
|--|---|---|
| PART 1 of 3 | Pre-Start Meeting Process | |
| 1. Document Requirements | Pre-Meeting Information and Check List | |
| Continued.. | Details of the consulting engineer submitting the checklist and associated documentation required for Pre-Start meeting | |
| | Name of Engineer | |
| | Signature | |
| | Name of Company | |
| | Telephone No | Office: <input type="text"/> Mobile: <input type="text"/> |
| | RPEQ No | |
| | Date | |
| This space can be used for any other notes or information: | | |

Empty table area for content.

| | | |
|---|----------------------------------|--|
| PART 2 of 3 | Pre-Start Meeting Process | |
| 2. Pre-Start Meeting | 2.1 Attendance Register | |
| To be completed by meeting organizer | Project Name | |
| | Location | |
| | Douglas File Ref. | |
| | Date and Time | |
| | Meeting Held at | |
| | Chaired by | |

| | | |
|--|-----------|--|
| | Apologies | |
|--|-----------|--|

| Attendees | | | | |
|---|-----------------------|--|-------------------------|-------------------------------------|
| Name | Company | Title | Phone / Mobile | Email |
| Engineer (i) | | | | |
| Engineer (ii) | | | | |
| Contractor (i) | | | | |
| Contractor (ii) | | | | |
| | | | | |
| | | | | |
| | | | | |
| <i>Possible attendees representing Douglas Shire Council:</i> | | | | |
| Neil Beck | Douglas Shire Council | Coordinator Planning & Development Engineering | 40999 451 | Neil.Beck@Douglas.qld.gov.au |
| Peter White | Douglas Shire Council | Coordinator Water & Wastewater | 40999 466 | Peter.White@Douglas.qld.gov.au |
| Mitch Simpson | Douglas Shire Council | Coordinator Water Reticulation | 40999 453 0437348194 | Mitch.Simpson@Douglas.qld.gov.au |
| Pieter Kleinhans | Douglas Shire Council | Coordinator Civil Operations | 40999 522 | Pieter.Kleinhans@Douglas.qld.gov.au |
| Peter Logan | Douglas Shire Council | Coordinator Public Spaces | 40999 492 0417479834 | Peter.Logan@Douglas.qld.gov.au |
| DISTRIBUTION: Marked * | | | | |

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
| | | | | | |
| | | | | | |

| | | |
|--|--|-----------------|
| PART 2 of 3 | Pre-Start Meeting Process | |
| 2. Pre-Start Meeting | 2.2 Pre-Meeting Documentation | |
| To be completed by meeting organizer | <p>All documentation, drawings, plans and fees as identified in Part 1 of the Pre-Start Meeting template document ..HAVE / HAVE NOT * been provided and approved by the Council prior to the meeting. Details of any non-compliance issues or incomplete documentation are identified below:</p> | |
| | | |
| | 2.3 Conditions Of Approval And Approved Drawings | |
| | <p>a. The developer, contractor(s) and engineer are to have the relevant copy of all approved drawings and conditions relating to this project. All contractors must review these documents prior to the commencement of any work on the site.</p> <p>b. A complete copy of the documents is to be located on site at all times and updated when necessary.</p> <p>c. Should any changes be proposed to the approved plans and conditions, they are to be submitted to the Council for approval prior to implementing any changes on site.</p> | |
| | <p>A copy of the approved plan and conditions has been presented to all parties and is available on site for inspection. YES <input type="checkbox"/> / NO <input type="checkbox"/> *</p> <p>Comments:</p> | |
| | | |
| 2.4 Site Safety Procedures | | |
| <p>Council officers will report to a site representative for an initial site safety induction and prior to each site inspection. The nominated Contractor's site representative will be:</p> | | |
| <table border="1"> <tr> <td data-bbox="384 1451 957 1518">Name</td> <td data-bbox="957 1451 1527 1518">Mobile Tel. No:</td> </tr> </table> | Name | Mobile Tel. No: |
| Name | Mobile Tel. No: | |
| <p>Any other site safety requirements specific to this site:</p> | | |
| 2.5 Site Access and Signage | | |
| <p>a. Vehicular access to the site for construction and demolition is off:</p> | | |

| | |
|---|--|
| | Name of road(s): |
| | Comments: |
| | b. A Public Notice sign <u>must</u> be positioned at the entrance(s) to the site. No works can proceed until the sign(s) is in place. |
| | Sign(s) are positioned on site YES <input type="checkbox"/> / NO <input type="checkbox"/> |
| | Comments: |
| 2.6 Witness and Hold Point Inspections | |
| Michael Matthews (4099 9475) is Council's nominated contact officer to conduct witness and hold point inspections to compliment those required by the engineer. | |

| | |
|---|---|
| PART 2 of 3 | Pre-Start Meeting Process |
| 2. Pre-Start Meeting | 2.7 Environmental Protection (Soil and Water Management) |
| To be completed by meeting organiser | a. An engineer endorsed contractors Erosion and Sediment Control Plan has been provided for this project and has been reviewed and discussed at this meeting? |
| | YES <input type="checkbox"/> / NO <input type="checkbox"/> * |
| | Comments on any omissions from the ESCP or suggested changes: |

- b. In accordance with Council's Development Manual, during the construction period, the Consulting Engineer shall randomly audit and inspect ESC measures for compliance with the Engineer endorsed Contractors ESC Plan.
- c. The Consulting Engineer is to provide a copy of the ESC Plan to all contractor representatives (including landscape contractors) prior to the commencement of associated works on the site.
- d. The developer or nominated representative shall be responsible for communicating with third party complainants that may have been affected by dust, noise, sediments etc. leaving the site as a result of construction related activities.
- e. All areas opened up to construction must be protected prior to every storm event and at the end of each working day. Failure to have all reasonable and relevant ESC measures in place, in the event of environmental harm being caused as a result of works being undertaken on this site, may result in action being taken by Council's EPU and/or the EPA. All ESC measures must be inspected, maintained and where necessary improved, expanded or reinforced after every storm event.
- f. If any declared weeds are, or have been identified on the site, the Council are to be notified immediately for advice on what action needs to be taken.
- g. Council's preferred method of vegetation disposal is by chipping / shredding on site. The burning of vegetation is not permitted under Council Policy.
- h. Any land which contains environmentally significant areas, significant trees, trees with Preservation Declarations placed upon them, or areas specifically identified for protection and preservation as part of the Development Approval Notification must be discussed at the meeting. The Developer must take appropriate measures to identify, preserve and protect these areas prior to works commencing and throughout the duration of the project.

To assist in this process, photographs may be taken of all significant features and stored in Council records. Photos taken: YES / NO *

2.8 Inspections by Council / Concurrence Agencies

Council or Concurrence agency staff may undertake random visits to site during construction, and may also take photographs of the various work activities in progress.

| | |
|--------------------------------------|--|
| | <p>2.9 Council Requirements – Development Approval (DA) Conditions</p> <p>Refer to any specific DA conditions, which are not covered by OP WKS conditions:</p> |
| PART 2 of 3 | Pre-Start Meeting Process |
| 2. Pre-Start Meeting | 2.10 Construction Requirements – Operational Works Approval Conditions |
| To be completed by meeting organiser | <p>Third Party Agreement</p> <p>Are works required in adjacent properties not owned by the developer? YES <input type="checkbox"/> / NO <input type="checkbox"/>* this may include sewer connections, stormwater outlets, noise mounds etc.</p> <p>Have all agreements been provided to allow works to be conducted in these areas?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> *</p> <p>Comments:</p> <p>Hours Of Work</p> |

Work involving the operation of construction plant and equipment of any description, shall only be carried out on site: during the following times:

- a. 7:00 am to 6:00 pm, Monday to Friday;
- b. 7:00 am to 1:00 pm Saturdays;
- c. No work is permitted on Sundays or Public Holidays.

Any variations to the above working hours must be authorised by the Chief Executive Officer, prior to the commencement of such works.

Landscaping

Council has approved a landscape plan: YES NO *(tick as appropriate)

Comments:

- a. All **soft landscaping works** will be subject to a **minimum 3-month maintenance period**, prior to acceptance of the works by Council. Council must be advised of the date of completion for all planting works in order for a Council inspection to be conducted at the start of the three (3)-month period. The completion of the maintenance period shall coincide with the Final Works Acceptance inspection, or sooner by agreement.
- b. All **hard landscaping** works including, but not limited to: shelters, paths, play equipment, retaining walls, bollards etc. will be subject to a **minimum 12 months Defects Liability Period** after the Works Acceptance inspection.
- c. Any equipment maintenance manuals and details of specialised equipment and material suppliers are to be provided to Council prior to the Works Acceptance Inspection.

Structures and Retaining Walls

Separate building certification and/or structural **certification is required** for any works to alter existing structures, provide new structures or construct retaining walls that are over 900mm high. Certification by a suitably qualified engineer must be provided, prior to opening the work site to the public.

The Location of Stormwater Quality Interception Devices (SQIDS)

| | |
|--|--|
| | <p>SQIDS shall be positioned to allow for economic and efficient maintenance operations, and will require a reinforced concrete hard standing area to be provided from the edge of the carriageway to the SQID location. Vehicular access from the public road reserve to the SQID must remain unrestricted.</p> |
| | |

| | |
|---|---|
| PART 2 of 3 | Pre-Start Meeting Process |
| 2. Pre-Start Meeting | Sewer and Water |
| To be completed by meeting organizer | <p>a. Douglas Shire Council requires a minimum of five (5) working days notice of intention to commence water and sewerage related works. The notice shall be given to the Senior Plumbing Inspector at Douglas Shire Council either in writing, by telephone (07) 4099 9479, facsimile (07) 40998 2902 or email to enquiries@douglas.qld.gov.au prior to the commencement of works.</p> <p>b. WATER: Douglas Shire Council must be contacted to perform any direct connection to live water mains whether being as a permanent connection, a connection for irrigation purposes or for construction water. Unless otherwise approved in writing, separate applications on the prescribed forms shall be made to Douglas Shire Council for connections, together with payment of the relevant fee. All connections are to be provided subject to the terms and conditions of Douglas Shire Council's 'Application for a Water Service Connection'.</p> <p>c. SEWER: Council's Senior Plumbing Inspector must be contacted to perform any direct connection to live sewer mains. Unless otherwise approved in writing, separate applications for approval on the prescribed forms shall be made to Douglas Shire Council for each connection together with payment of the relevant fee. All connections are to be provided subject to the terms and conditions of Douglas Shire Council's 'Application for Plumbing Works'.</p> <p>d. The developer shall be responsible for confirming the location of all existing sewer, water and utility service infrastructure prior to the commencement of works on site. Any permits necessary to alter/interfere with such services must be obtained prior to the commencement of work and be available for Council inspection if required.</p> <p>e. Any works over or within the zone of influence of Council's existing water and sewerage infrastructure must be approved by Douglas Shire Council, prior to the commencement of the proposed works. Unless otherwise approved in writing, existing infrastructure impacted by the development shall be subject to the maintenance period provisions contained in this Decision Notice. Construction works shall include any works that may impact on existing infrastructure such as, but not limited to, stripping and grubbing, mobilisation of heavy earthmoving equipment, site filling, stockpiling of materials and installation of erosion and sediment control measures.</p> |
| | Design Access for People with Disabilities |

All footpaths, drains and ramps are to be designed in accordance with the Australian Standard to provide equal access for people with a disability, including limiting footpath longitudinal grades to maximum 1:8 and the provision of Tactile Ground Surface Indicators (TGSIs) as required

Cultural Heritage

The *Aboriginal Cultural Heritage Act 2003* seeks to protect artefacts and cultural sites that are of significance to Aboriginal people. The Act requires anyone carrying out an activity to exercise a Duty of Care. Guidelines have been produced to enable assessment of sites under the Act. These are available from Queensland Government Natural Resources and Mines and can be downloaded from their website at www.dnrm.qld.gov.au. The work identified in the project documentation is likely to require assessment of the site under the Act.

Any Project Specific Conditions must be identified below

| OP WKS Condition # | Summary of condition |
|-----------------------|----------------------|
|-----------------------|----------------------|

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Use additional Sheet for more conditions if required

PART 2 of 3

Pre-Start Meeting Process

2. Pre-Start Meeting

Other Business

To be completed by meeting organiser

a. Earthworks for this project have been designed to be:

{ Balanced / in surplus / imported}* If surplus or imported, approx. quantity T / m3 *

b. Is Early Plan Sealing likely in this project?

YES NO *

If 'YES' summarise any special requirements relating to this project

I confirm that these notes represent an accurate account of the issues discussed and comments made during the site meeting

Name of Engineer

Signature

Name of Company

Telephone No

Office:

Mobile:

RPEQ No

Date