

Administration Office

64 - 66 Front St Mossman

P 07 4099 9444

F 07 4098 2902

20 May 2024

**Enquiries:** Daniel Lamond  
**Our Ref:** OP 2024\_5596/1 (1227020)  
**Your Ref:** 23-2024 16042024

Austart Homes Pty Ltd  
C/- Peter Dutailis RECS Consulting  
PO Box 894  
PORT DOUGLAS QLD 4877

Dear Sir/Madam

**Development Application for Operational Works (three access crossovers)  
At 15 Dickson Street CRAIGLIE and 11-13 Dickson Street CRAIGLIE  
On Land Described as LOT: 1 SP: 343085 and LOT: 2 SP: 343085**

Please find attached the Decision Notice for the above-mentioned development application.

Please quote Council's application number: OP 2024\_5596/1 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 Daniel Lamond 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 07 4099 9444.

Yours faithfully



**For**  
**Paul Hoyer**  
**Manager Environment & Planning**

encl.

- Decision Notice
  - Approved Drawing(s) and/or Document(s)
  - Reasons for Decision
- Advice For Making Representations and Appeals (Decision Notice)



## Decision Notice

### Approval (with conditions)

*Given under s 63 of the Planning Act 2016*

#### Applicant Details

Name: Austart Homes Pty Ltd  
Postal Address: C/- Peter Dutailis RECS Consulting  
PO Box 894  
PORT DOUGLAS QLD 4877  
Email: peter@recs.net.au

#### Property Details

Street Address: 15 Dickson Street CRAIGLIE, 11-13 Dickson Street CRAIGLIE  
Real Property Description: LOT: 1 SP: 343085, LOT: 2 SP: 343085  
Local Government Area: Douglas Shire Council

#### Details of Proposed Development

Development Permit for Operational Works (three access crossovers)

#### Decision

Date of Decision: 15 May 2024  
Decision Details: Approved (subject to conditions)

#### Approved Drawing(s) and/or Document(s)

Copies of the following plans, specifications and/or drawings are enclosed.

Drawing	Reference	Date
Layout	RECS Consulting Engineers, Project No. 23-2024, Drawing No. C01	8 April 2024

## **Assessment Manager Conditions & Advices**

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1. Carry out the approved development generally in accordance with the approved drawing(s) and/or document(s), and in accordance with:
  - a. The specifications, facts and circumstances as set out in the application submitted to Council; and
  - b. The following conditions of approval and the requirements of Council's Planning Scheme and the FNQROC Development Manual.

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.

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.

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**

2. The conditions of the Development Permit must be effected prior to the lodgement for the signing and dating of the Plan of Survey except where specified otherwise in these conditions of approval.

### **Stormwater**

3. Drainage works must be free drainage and must not result in ponding nuisances occurring in the existing drainage network on Dickson Street.

### **Erosion & Sediment Control**

4. Erosion and sediment control measures must be implemented prior to the discharge of water from the construction site downstream of the drain in Dickson Street such that no external stormwater flow from the site adversely affects surrounding or downstream properties or networks (in accordance with the requirements of the *Environmental Protection Act 1994*, and the *FNQROC Development Manual*).

Erosion and sediment control measures must be maintained at all times to the satisfaction of the Chief Executive Officer.

### **Stockpiling and Transportation of Fill Material**

5. Soil used for filling or spoil from the excavation is not to be stockpiled in locations that can be viewed from adjoining premises or a road frontage for any longer than one (1) month from the Commencement of Works.

Transportation of fill or spoil to and from the site must not occur within:

- a. Peak traffic times; or
- b. Before 7:00am or after 6:00pm Monday to Friday; or
- c. Before 7:00am or after 1:00pm Saturdays; or
- d. On Sundays or Public Holidays.

6. Dust emissions or other air pollutants must not extend beyond the boundary of the crossover construction site and cause nuisance to surrounding properties.

#### **Storage of Machinery and Plant**

7. The storage of any machinery, material and vehicles must not cause a nuisance to surrounding properties, to the satisfaction of the Chief Executive Officer.

#### **Damage to Council Infrastructure**

8. In the event that any part of Council's existing water, sewer or road infrastructure is damaged as a result of construction activities occurring on the construction site, including but not limited to; mobilisation of heavy construction equipment, stripping and grubbing, the applicant/owner must notify Council immediately of the affected infrastructure and have it repaired or replaced at the developer's/owners/builders cost prior to the commencement of any use.

#### **Construction Security Bond**

9. 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.

#### **Commencement of Works**

10. 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*.

#### **Construction Procedures**

11. Works must be carried out in accordance with *CP1 Construction Procedures from the FNQROC Development Manual*.

#### **Advice**

1. This approval, granted under the provisions of the Planning Act 2016, shall lapse two (2) years from the day the approval takes effect in accordance with sections 85(1)(b) and 71 of the Planning Act 2016.
2. This approval does not negate the requirement for compliance with all other relevant Local Laws and other statutory requirements.

#### **Further Development Permits**

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Not applicable

#### **Currency Period for the Approval**

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This approval, granted under the provisions of the *Planning Act 2016*, shall lapse four (4) years from the day the approval takes effect in accordance with the provisions of Section 85 of the *Planning Act 2016*.

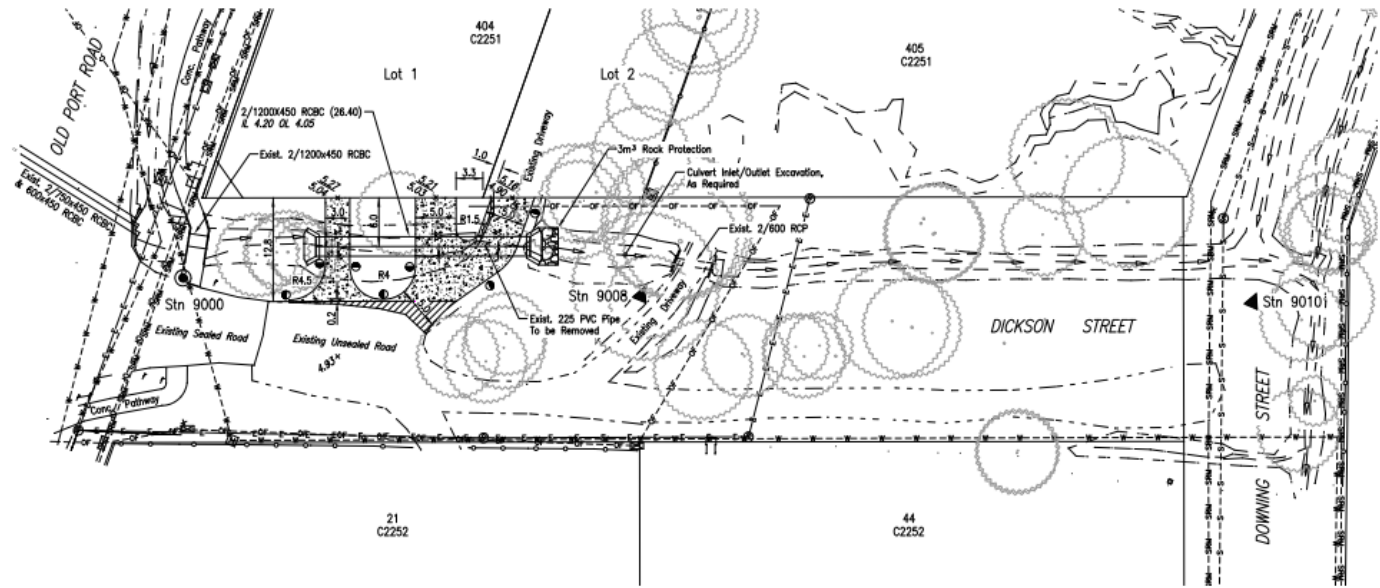
## **Rights to make Representations & Rights of Appeal**

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The rights of applicants to make representations and rights 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*.

A copy of the relevant appeal provisions is attached.

Approved Drawing(s) and/or Document(s)



- LEGEND**
- Existing Open Drain
  - Survey Mark
  - Existing Sign
  - Existing Underground Sewer Main
  - Existing Underground Water Main
  - Existing Underground Optic Fibre Cable
  - Existing Underground Telecommunications Cable
  - Existing Underground Rising Main
  - Existing Aboveground Electricity Cable
  - Existing Telecommunications PE
  - Existing Electricity Pole
  - Existing Tree
  - 100mm Thick Residential Concrete Driveway  
SLB2 Mesh Centrally Located  
(Refer Note 6)
  - 300mm Thick Rock Protection  
200mm Nominal Size  
Geotextile Underlay
  - 200mm Base Type 2.3
  - Road Edge Guide Post
  - 4.52 x Existing Surface Level
  - 4.52 x Design Surface Level

**SURVEY MARKS**

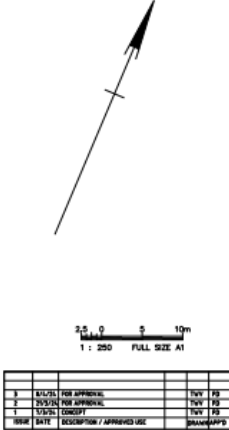
MARK	EASTING	NORTHING	HEIGHT	ON
Stn 9000	2008.288	4741.051	5.065	Screw in Concrete
Stn 9008	2060.481	4764.537	4.602	Pin
Stn 9010	2129.563	4796.590	4.447	Pin

**NOTES – EROSION & SEDIMENT CONTROL**

- All Sediment and Erosion Control Measures Shall be in Place Prior to Construction.
- Where Possible the Works are to be Programmed to be Constructed During Lower than Average Rainfall Periods.
- All Erosion and Sediment Control Measures Shall be Checked for Damage, Cleared Out and Reinstated After Each Rainfall Event.
- All Drainage Structures are to be Protected Against Sediment Infiltration During Construction.
- Silt Fencing is to be Erected on the Downstream Side of all Stockpiles & about the Construction Site as Detailed on this Drawing.
- All Temporary Erosion and Sediment Control Measures are to Remain in Place until all Areas have been Fully Revegetated.
- All Disturbed Areas are to be Topsoiled and Grass Seeded.
- Dust Nuisance To be Controlled for the Duration of the Works.

**NOTES – GENERAL**

- The Location of Services Shown are Given for Guidance Only. Locations May Not be Accurately Represented and Other Services May Exist on Site. It is the Responsibility of the Contractor to Verify the Position of all Services on Site.
- All Works to be Constructed in Accordance with FNQROC Standard Specifications, Unless Noted Otherwise.
- Culvert to be Installed in Accordance with DMR Std Drg No's 1043, 1044, 1260 and FNQROC Std Drg No. S1045.
- Precast Headwalls to Culvert.
- Cast In-Situ Cut Off Walls at End of Aprons in Accordance with FNQROC Std Drg No. S1075.
- Existing Irrigation System to be Removed, as Required to Construct the Works.
- Rock Protection to Extend for 2m from End of Apron.
- Concrete Driveway to be Constructed in Accordance with FNQROC Std Drg No. S1015, Unless Noted Otherwise.
- 100mm Minimum Cover to RC Box Culvert.



NO	DATE	DESCRIPTION / APPROVED USE	BY	FOR
1				
2				
3				

CONSULTING ENGINEERS BUILDING DESIGNERS

RECS CONSULTING ENGINEERS  
ABN 95 081 197 006  
Port Douglas  
PO Box 894 QLD 4877  
Phone (07) 4094010  
E: info@recs-engineers.com.au  
www.rec-engineers.com.au  
RPEQ 5412

DICKSON STREET CRAIGLE PROPERTY ACCESS

AUSTART HOMES

LAYOUT

DATE OF THIS PLAN AS SHOWN  
23-2024  
DRAWING NO. C01  
3

## Reasons for Decision

1. The reasons for this decision are:
  - a. Sections 60, 62 and 63 of the *Planning Act 2016*;
  - b. to ensure the development satisfies the benchmarks of the 2018 Douglas Shire Planning Scheme Version 1.0; and
  - c. to ensure compliance with the *Planning Act 2016*.
2. Findings on material questions of fact:
  - a. the development application was properly lodged to the Douglas Shire Council 8 December 2024 under section 51 of the *Planning Act 2016* and Part 1 of the *Development Assessment Rules*;
  - b. the development application contained information from the applicant which Council reviewed together with Council's own assessment against the 2017 State Planning Policy and the 2018 Douglas Shire Planning Scheme Version 1.0 in making its assessment manager decision.
3. Evidence or other material on which findings were based:
  - a. the development triggered assessable development under the Assessment Table associated with the Medium Density Residential Zone;
  - b. Council undertook an assessment in accordance with the provisions of sections 60, 62 and 63 of the *Planning Act 2016*; and
  - c. the applicant's reasons have been considered and the following findings are made:
    - i. Subject to conditions, the development satisfactorily meets the Planning Scheme benchmarks.

## Extracts from the Planning Act 2016 - Making Representations During Applicant's Appeal Period

Planning Act 2016  
Chapter 3 Development assessment

[s 74]

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*relevant preliminary approval* means a preliminary approval given under the old Act by an entity other than a private certifier.

### Division 2            Changing development approvals

#### Subdivision 1        Changes during appeal period

##### 74        What this subdivision is about

- (1) This subdivision is about changing a development approval before the applicant's appeal period for the approval ends.
- (2) This subdivision also applies to an approval of a change application, other than a change application for a minor change to a development approval.
- (3) For subsection (2), sections 75 and 76 apply—
  - (a) as if a reference in section 75 to a development approval were a reference to an approval of a change application; and
  - (b) as if a reference in the sections to the assessment manager were a reference to the responsible entity; and
  - (c) as if a reference in section 76 to a development application were a reference to a change application; and
  - (d) as if the reference in section 76(3)(b) to section 63(2) and (3) were a reference to section 83(4); and
  - (e) with any other necessary changes.

##### 75        Making change representations

- (1) The applicant may make representations (*change representations*) to the assessment manager, during the applicant's appeal period for the development approval, about changing—



- 
- (a) a matter in the development approval, other than—
    - (i) a matter stated because of a referral agency's response; or
    - (ii) a development condition imposed under a direction made by the Minister under chapter 3, part 6, division 2; or
  - (b) if the development approval is a deemed approval—the standard conditions taken to be included in the deemed approval under section 64(8)(c).
- (2) If the applicant needs more time to make the change representations, the applicant may, during the applicant's appeal period for the approval, suspend the appeal period by a notice given to the assessment manager.
  - (3) Only 1 notice may be given.
  - (4) If a notice is given, the appeal period is suspended—
    - (a) if the change representations are not made within a period of 20 business days after the notice is given to the assessment manager—until the end of that period; or
    - (b) if the change representations are made within 20 business days after the notice is given to the assessment manager, until—
      - (i) the applicant withdraws the notice, by giving another notice to the assessment manager; or
      - (ii) the assessment manager gives the applicant the decision notice for the change representations; or
      - (iii) the end of 20 business days after the change representations are made, or a longer period agreed in writing between the applicant and the assessment manager.
  - (5) If the applicant makes the change representations during the appeal period without giving a notice under subsection (2), the appeal period is suspended from the day the representations are made until—

- (a) the applicant withdraws the change representations by notice given to the assessment manager; or
  - (b) the assessment manager gives the applicant the decision notice for the change representations; or
  - (c) the end of 20 business days after the change representations are made, or a longer period agreed in writing between the applicant and the assessment manager.
- (6) Despite subsections (4) and (5), if the decision notice mentioned in subsection (4)(b)(ii) or (5)(b) is a negotiated decision notice, the appeal period starts again on the day after the negotiated decision notice is given.

## **76 Deciding change representations**

- (1) The assessment manager must assess the change representations against and having regard to the matters that must be considered when assessing a development application, to the extent those matters are relevant.
- (2) The assessment manager must, within 5 business days after deciding the change representations, give a decision notice to—
  - (a) the applicant; and
  - (b) if the assessment manager agrees with any of the change representations—
    - (i) each principal submitter; and
    - (ii) each referral agency; and
    - (iii) if the assessment manager is not a local government and the development is in a local government area—the relevant local government; and
    - (iv) if the assessment manager is a chosen assessment manager—the prescribed assessment manager; and
    - (v) another person prescribed by regulation.

- (3) A decision notice (a ***negotiated decision notice***) that states the assessment manager agrees with a change representation must—
  - (a) state the nature of the change agreed to; and
  - (b) comply with section 63(2) and (3).
- (4) A negotiated decision notice replaces the decision notice for the development application.
- (5) Only 1 negotiated decision notice may be given.
- (6) If a negotiated decision notice is given to an applicant, a local government may give a replacement infrastructure charges notice to the applicant.

## Chapter 6 Dispute resolution

### 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 an appeal relating to the *Plumbing and Drainage Act 2018*—
  - (i) for an appeal against an enforcement notice given because of a belief mentioned in the *Plumbing and Drainage Act 2018*, section 143(2)(a)(i), (b) or (c)—5 business days after the day the notice is given; or
  - (ii) for an appeal against a decision of a local government or an inspector to give an action notice under the *Plumbing and Drainage Act 2018*—5 business days after the notice is given; or
  - (iii) for an appeal against a failure to make a decision about an application or other matter under the *Plumbing and Drainage Act 2018*—at anytime after the period within which the application or matter was required to be decided ends; or
  - (iv) otherwise—20 business days after the day the notice is given; or
- (g) 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, section 1, table 1, item 1—each principal submitter for the application whose submission has not been withdrawn; and
  - (d) for an appeal about a change application under schedule 1, section 1, table 1, item 2—each principal submitter for the application whose submission has not been withdrawn; and



- (e) each person who may elect to be a co-respondent for the appeal other than an eligible submitter for a development application or change application the subject of the appeal; 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 to an appeal by filing a notice of election in the approved form—
- (a) if a copy of the notice of appeal is given to the person—within 10 business days after the copy is given to the person; or
  - (b) otherwise—within 15 business days after the notice of appeal is lodged with the registrar of the tribunal or the P&E Court.
- (7) Despite any other Act or rules of court to the contrary, a copy of a notice of appeal may be given to the chief executive by emailing the copy to the chief executive at the email address stated on the department's website for this purpose.

## **231 Non-appealable decisions and matters**

- (1) Subject to this chapter, section 316(2), schedule 1 and the P&E Court Act, unless the Supreme Court decides a decision or other matter under this Act is affected by jurisdictional error, the decision or matter is non-appealable.


- (2) The *Judicial Review Act 1991*, part 5 applies to the decision or matter to the extent it is affected by jurisdictional error.
- (3) A person who, but for subsection (1) could have made an application under the *Judicial Review Act 1991* in relation to the decision or matter, may apply under part 4 of that Act for a statement of reasons in relation to the decision or matter.
- (4) In this section—  
**decision** includes—
  - (a) conduct engaged in for the purpose of making a decision; and
  - (b) other conduct that relates to the making of a decision; and
  - (c) the making of a decision or the failure to make a decision; and
  - (d) a purported decision; and
  - (e) a deemed refusal.**non-appealable**, for a decision or matter, means the decision or matter—
  - (a) is final and conclusive; and
  - (b) may not be challenged, appealed against, reviewed, quashed, set aside or called into question in any other way under the *Judicial Review Act 1991* or otherwise, whether by the Supreme Court, another court, any tribunal or another entity; and
  - (c) is not subject to any declaratory, injunctive or other order of the Supreme Court, another court, any tribunal or another entity on any ground.

## 232 Rules of the P&E Court

- (1) A person who is appealing to the P&E Court must comply with the rules of the court that apply to the appeal.
- (2) However, the P&E Court may hear and decide an appeal even if the person has not complied with rules of the P&E Court.



Prestart Meeting Template

<div><p>PO BOX 723</p><p>MOSSMAN QLD 4873</p><p><a href="http://www.douglas.qld.gov.au">www.douglas.qld.gov.au</a></p><p><a href="mailto:enquiries@douglas.qld.gov.au">enquiries@douglas.qld.gov.au</a></p></div>	<div><p><b>Development Assessment &amp; Coordination Unit</b></p><p>Ph: (07) 4099 9444</p><p>Fax: (07) 4098 2902</p></div>
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## 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.fnqroc.qld.gov.au/](http://www.fnqroc.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.

<b>PART 1 of 3</b>	<b>Pre-Start Meeting Process</b>				
<b>1. Document Requirements</b>	(NOTE: Items marked * are to be deleted as appropriate.)				
	<b>Pre-Meeting Information and Check List</b>				
	Project Name				
	<b>1. a Contact details of the Engineer (Nominated point of contact) for the works</b>				
	Name of Engineer				
	Name of Company				
	Telephone No	Office:	Mobile:		
	Email Address				
	After Hours Contact N.				
	RPEQ N.				
	<b>1. b Contact details of the Principal contractor for the works</b>				
	Name of Contractors Representative				
	Name of Company				
	Telephone N.	Office:	Mobile:		
	Email Address				
	After Hours Contact No				
	<b>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)</b>				
	Name of Engineers Representative				
	Name of Company				
	Telephone No	Office:	Mobile:		
	Email Address				
	After Hours Contact No				
<b>1. d Council contacts - Development Assessment &amp; Coordination</b>					
Neil Beck	Team Leader Planning	4099 9451		<a href="mailto:Neil.Beck@Douglas.qld.gov.au">Neil.Beck@Douglas.qld.gov.au</a>	

<b>PART 1 of 3</b>	<b>Pre-Start Meeting Process</b>			
<b>1. Document Requirements</b>	<b>Pre-Meeting Information and Check List</b>			
	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 prior 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	<b>Development and Operational Works Approvals</b>  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"/>	
		<b>Operational Works Decision Notice file number</b>  8/ / Date of Notice / /		
	1. h	<b>Appeal Rights Waiver</b>  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	<b>Preservation of the Existing Environment Features</b>  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	<b>Contractors Erosion and Sediment Control, and Soil and Water Management Plans</b>  Reviewed and approved by the Engineer prior to the Pre-Start			

		meeting.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	<b>1. k</b>	<b>Notice of Intention to commence Work</b>		
		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"/>	
	<b>1. l</b>	<b>Public Liability and other Insurances</b>		
		Copies attached	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	<b>1.m</b>	<b>Portable Long Service and Q Leave</b> (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))	Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Copies attached		
	<b>1. n</b>	<b>Contractors Workplace Health and Safety Plan</b>		
		Copies attached	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>PART 1 of 3</b>	<b>Pre-Start Meeting Process</b>			
<b>1. Document Requirements Continued..</b>	<b>Pre-Meeting Information and Check List</b>			
	<b>1. o</b>	<b>Concurrence Agencies &amp; Third Party Agreements</b>		
		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"/>	
	<b>1. p</b>	<b>Traffic Management Plans</b>		
		Copies attached	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	<b>1. q</b>	<b>QA Documentation including ITP's</b>		

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



<b>PART 2 of 3</b>	<b>Pre-Start Meeting Process</b>	
<b>2. Pre-Start Meeting</b>	<b>2.1 Attendance Register</b>	
<b>To be completed by meeting organizer</b>	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)				

*Possible attendees representing Douglas Shire Council:*

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 <b>HAVE / HAVE NOT *</b> 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. <b>All contractors must review these documents prior to the commencement of any work on the site.</b></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 <b>prior</b> 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		
	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:		
	<table border="1"> <tr> <td data-bbox="424 1469 986 1514">Name</td> <td data-bbox="986 1469 1552 1514">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		
	a. Vehicular access to the site for construction and demolition is off:		

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

<b>PART 2 of 3</b>	<b>Pre-Start Meeting Process</b>
<b>2. Pre-Start Meeting</b>	<b>2.7 Environmental Protection (Soil and Water Management)</b>
<b>To be completed by meeting organiser</b>	<b>a.</b> 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

## 2.9 Council Requirements – Development Approval (DA) Conditions

	Refer to any specific DA conditions, which are not covered by OP WKS conditions:
<b>PART 2 of 3</b>	<b>Pre-Start Meeting Process</b>
<b>2. Pre-Start Meeting</b>	<b>2.10 Construction Requirements – Operational Works Approval Conditions</b>
<b>To be completed by meeting organiser</b>	<b>Third Party Agreement</b>
	<p>Are works required in adjacent properties not owned by the developer?    <b>YES</b> <input type="checkbox"/> / <b>NO</b> <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><b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>N/A</b> <input type="checkbox"/> *</p> <p>Comments:</p>
	<b>Hours Of Work</b>

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 <b>reinforced concrete hard standing area to be provided from the edge of the carriageway</b> to the SQID location. Vehicular access from the public road reserve to the SQID must remain unrestricted.</p>

<b>PART 2 of 3</b>	<b>Pre-Start Meeting Process</b>
<b>2. Pre-Start Meeting</b>	<b>Sewer and Water</b>
<b>To be completed by meeting organizer</b>	<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 <a href="mailto:enquiries@douglas.qld.gov.au">enquiries@douglas.qld.gov.au</a> 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>
	<b>Design Access for People with Disabilities</b>



	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	
	<b>Cultural Heritage</b>	
	The <i>Aboriginal Cultural Heritage Act</i> 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 <a href="http://www.dnrm.qld.gov.au">www.dnrm.qld.gov.au</a> . The work identified in the project documentation is likely to require assessment of the site under the Act.	
	<b>Any Project Specific Conditions must be identified below</b>	
	OP WKS Condition #	Summary of condition
Use additional Sheet for more conditions if required		
<b>PART 2 of 3</b>		
<b>Pre-Start Meeting Process</b>		
<b>2. Pre-Start Meeting</b>		
<b>To be completed by meeting organiser</b>	<b>Other Business</b>	
	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 <input type="checkbox"/> NO <input type="checkbox"/> *	
If 'YES' summarise any special requirements relating to this project		
c. Additional comments (if any):		

<b>PART 3 of 3</b>	<b>Pre-Start Meeting Process</b>				
<b>3. Agreement</b>	Based on the submitted information and the points discussed in the meeting, works <b>can / cannot *</b> proceed				
<b>To be completed by meeting organiser</b>	Should works not be permitted, or additional information required, the following items must be addressed and presented to the Council or the engineer for approval.				
	The set of notes (Parts 1, 2 and 3) form the Pre-Start meeting minutes and are to be presented to Council for information and action as necessary. They must be presented in the form of a copy of the original document, scanned and forwarded to the Councils nominated contact officer in PDF format. Should the Engineer, developer or Council representative(s) not agree with this record of the meeting, this must be advised to the meeting organiser by Email or Fax within 48 hours of receipt. If this is the case, another meeting may be called and works may need to stop until all parties have reached agreement.				
	<b>A COPY OF THE EARLY PLAN SEALING OR WORKS ACCEPTANCE TEMPLATE MUST BE USED FOR REQUESTING FUTURE MEETINGS</b>				
	<b>Meeting closed at ... . : ..... am/pm</b>				
	<b><i>I confirm that these notes represent an accurate account of the issues discussed and comments made during the site meeting</i></b>				
	<table border="1"> <tr> <td>Name of Engineer</td> <td></td> </tr> <tr> <td>Signature</td> <td></td> </tr> </table>	Name of Engineer		Signature	
Name of Engineer					
Signature					

	Name of Company		
	Telephone No	Office:	Mobile:
	RPEQ No		
	Date		