CLAYTON UTZ

Brisbane City Council

BCC

Queensland Floods Commission of Inquiry

Inquiry

Eighth Statement of Rory John Kelly - 9 November 2011

Volume 1 of 1

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QFCI

Date: 10/11/11 JM

Exhibit Number: 957

Eighth Statement of Rory John Kelly

I, Rory John Kelly, Regional Manager of Development Assessment South, Brisbane City Council, of 266 George Street, Brisbane, in the State of Queensland, state on oath as follows:

A. I have prepared this Eighth Statement to provide additional information in relation to questions put to me during my evidence at the Commission hearings held on 27 September and 3 and 4 October 2011.

B. The additional information in this statement covers the following topics:

(a) the structure of Brisbane City Council's (**Council's**) City Planning and Development Assessment Teams;

(b) Council's management of the development assessment process, including through the Establishment and Coordination (Planning Guidance) Committee and the Neighbourhood Planning and Development Assessment Committee;

(c) the appropriateness of checklists as part of the development assessment process;

(d) record keeping and file management practices for the development assessment teams;

(e) the assessment of flooding issues for development involving the storage or manufacture of hazardous materials.

C. Clayton Utz have separately provided to the Commission correspondence dated 31 October 2011 that addresses specific queries that I was asked to follow up on during the course of my evidence. A copy of that correspondence is Attachment **RJK-146**.

D. For the purposes of preparing this Statement I have, in my position as Regional Manager of the Development Assessment South Branch of Council, had access to:

(a) the business records of Council; and

(b) Council officers,

to obtain information. Unless otherwise stated, the matters set out in this Statement are based on my own knowledge and the information derived from the above sources.

[redacted]

Rory John Kelly

Witness [redacted]

E. The documents from the above sources and attached to this Statement have been collated by Council officers under my instruction.

The structure of Council's City Planning and Development Assessment Teams

1. Over time, the Development Assessment Branch has gone through numerous structural and organisational changes.

2. For the purposes of this Statement I have focused the current structure of the Development Assessment Branch within Council. However it should be noted that this Branch is currently undergoing a further restructuring process.

3. Council's City Planning and Sustainability Division is one of seven operational divisions within Council. A copy of Council's Organisational Chart current as at 10 August 2011 is Attachment **RJK-147**.

4. Within the City Planning and Sustainability Division there are five branches:

    (a) City Planning and Economic Development;

    (b) Development Assessment;

    (c) Natural Environment and Sustainability;

    (d) Water Resources; and

    (e) Strategy and Support Unit.

5. The Development Assessment Branch is responsible for all aspects of assessment of development applications lodged under the *Sustainable Planning Act 2009* (**SPA**) for which Council is the Assessment Manager, including making recommendations to Full Council or Council Delegate (as the case may be) as to the approval or otherwise of development applications, and the conditions which ought to be imposed on any such approval.

6. The current regional teams within the Development Assessment Branch are:

    (a) Development Assessment North;

    (b) Development Assessment South;

[redacted]

Rory John Kelly [redacted]

Witness [redacted]

(c) Development Assessment East;

(d) Development Assessment West; and

(e) Development Assessment Central.

7. I am the Regional Manager of Development Assessment South.

8. Each regional assessment team in the Development Assessment Branch comprises a Regional Manager, urban planners, engineers, engineering officers (technical), architects / urban designer, pollution officer / environmental management officer, ecologist, landscape architect and team support officers. A copy of the Development Assessment Branch structure is Attachment **RJK-148**.

Council's management of the development assessment process, including through the Establishment and Coordination (Planning Guidance) Committee and the Neighbourhood Planning and Development Assessment Committee

9. Guidance in relation to the steps in the development assessment process is provided for all Council officers in the Development Assessment Branch in Council's standard operating procedures (**SOPs**).

10. The SOPs provide guidance on Council's procedures for carrying out development assessments, and do not replace the statutory assessment that is required to be carried out under SPA.

<u>Pre-lodgement Meeting (if requested)</u>

11. Prior to lodging a development application, an applicant is able to have a pre-lodgement meeting with relevant Council officers to seek advice and assistance on key issues in the early stages of preparing a development application. A copy of the 'Process Pre-lodgement Meetings SOP' is Attachment **RJK-149**.

12. Council offers the following pre-lodgement services:

(a) counter pre-lodgement request - this is a free fifteen minute face-to-face discussion during which advice in relation to simple questions about a development proposal will be provided. For example, an applicant can find out what information is

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Rory John Kelly [redacted]

Witness [redacted]

needed to be provided with a development application, what fees will need to be paid and how the development process will work;

(b) pre-lodgement meeting request, which can result in one of the following:

(i) meeting - this service involves a formal pre-lodgement meeting with Council officers to help identify relevant issues, ensure the development application is on the right track and to streamline the development assessment process by identifying upfront areas where detailed information is required. A fee is required for this formal pre-lodgement meeting and minutes of the meeting are provided to the applicant.

(ii) telephone pre-lodgement - where a pre-lodgement meeting request is lodged and the matter is relatively simple and can be dealt with over the telephone. No fee is charged for this advice;

(iii) information in writing pre-lodgement - where a pre-lodgement meeting request is lodged and the matter can be addressed in writing without the need for a formal meeting. It also may include written advice detailing a calculation of the infrastructure charges for the development proposal. A fee is required for this pre-lodgement advice.

<u>Development application</u>

13. Development applications can be lodged with Council in hard copy or electronically through the online eDA process. Once lodged, a file (paper or electronic as the case may be) is created for the development application and is entered into Council's record keeping system, Development Application Regulatory Tracking (**DART**). Copies of the 'Create New Application in DART SOP' and 'Create Portfolio' SOP are Attachment **RJK-150**.

14. The development application is then sent to the Customer Liaison and Application Support Team (**AST**) to assess whether the development application is "properly made" under SPA and calculate the fee and send an invoice to the applicant. Once the fee is paid, AST then sends the development application to one of the five regionally based Development Assessment Branch teams.

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Rory John Kell[redacted]

Witness [redacted]

15. Under the SPA the "assessment manager" is the entity prescribed under the Regulation as the assessment manger for the development application. For certain development applications, particularly those assessable under City Plan 2000 (**City Plan**), Council will be the Assessment Manager as that term is defined in SPA. However, internally Council refers to the principal town planner who is responsible for overseeing the development assessment process for a development application as the "assessment manager". This is a title only and does not impact upon Council's statutory role as the assessment manager for a development application under SPA.

Identification of issues and assessment of officer allocation

16. Once a development application has been allocated to the relevant Development Assessment Branch team, the development assessment process commences with a Daily Team Meeting (**DTM**).

17. Whilst it varies slightly between each of the regional Development Assessment Branch teams, DTMs are coordinated by a principal town planner and attended by various officers within the Development Assessment Branch team as required, including those officers referred to in paragraph 8 of this Statement.

18. For each development application, the team decides the following, amongst other things, at the DTM:

(a) the assessment manager and the delegate for the development application. The title of "assessment manager" is explained in paragraph 15 of this Eighth Statement;

(b) whether there are any obvious deficiencies in the information provided with the development application;

(c) whether there are any queries raised during the AST process, including whether the development application is a 'properly made' application under SPA;

(d) what expert referrals within the Development Assessment Branch team, the Development Assessment Branch and other Branches within Council are necessary;

(e) whether the development application triggers referral to any other agencies (as determined by SPA) or whether third party advice is required (for example, other local governments);

[redacted]

Rory John Kelly [redacted]

Witness [redacted]

(f) key issues to be considered in the assessment of the development application;

(g) internal timeframes for the completion of the assessment of the development application by those Council officers involved; and

(h) whether referral of the development application to local Councillor(s) is required for a formal comment about the development proposal

Copies of the 'Conduct DTM SOP' and 'Conduct "Properly Made" Check SOP' are Attachment **RJK-151**.

<u>Development Assessment Steps</u>

19. Council's development assessment process is consistent with the Integrated Development Assessment System (**IDAS**) as set out in SPA:

(a) acknowledgment notice;

(b) information referral and request (including external referral to concurrence and advice agencies (where required));

(c) public notification (if required); and

(d) decision.

Council has SOPs for each of the development assessment steps, copies of which are Attachment **RJK-152**.

20. In addition to the IDAS process, during the decision making period Council will, if required, seek further information from the applicant to address issues arising from the assessment of the development application or in response to submissions lodged during the public notification period.

<u>Internal referral</u>

21. Councillors are advised of all development applications which relate to their Ward and any documents submitted by the applicant during the assessment of those development applications. A copy of the 'Notify Councillor' SOP is Attachment **RJK-153**.

[redacted]

Rory John Kelly [redacted]   **Witness** [redacted]

22. Development applications may be referred by the assessment manager to other disciplines within the Development Assessment Branch team, or to the Technical Specialist Team (**TST**) within the Development Assessment Branch, for advice. The disciplines include:

(a) urban planners;

(b) engineering (traffic, civil and hydraulic);

(c) architecture;

(d) landscape architecture;

(e) environmental management (noise, air and water quality);

(f) ecology.

Copies of the 'Generate Work Request SOP', 'Manage Internal Referrals SOP' and 'Respond to Work Request SOP' are Attachment **RJK-154**.

23. Straightforward engineering issues (e.g. straightforward hydraulic issues) are generally assessed by an engineering officer in the relevant Development Assessment Branch team. The engineering officer will prepare advice which is then signed off by their supervising engineering officer.

24. Where the issue is more complex, it is referred to the TST, which includes specialist engineers. These specialist engineers review the development application and provide comment relevant to their area of specialty (for example, hydraulic engineers review flood assessments and reports). The hydraulic engineers identify issues in development applications and provide advice, recommendations and/or conditions to the assessment engineer.

25. In addition to the hydraulic engineers in the Development Assessment Branch, there are hydraulic engineers within the Water Resources Branch and City Projects Office within Council.

26. The Water Resources Branch is responsible for the strategic management of stormwater drainage, and flood management for the local government area. Where a flood related policy issue is triggered by a development application, it is referred to the Water Resources Branch for advice.

[redacted]

Rory John Kelly [redacted] **Witness** [redacted]

27. Where an applicant has submitted a hydraulic report to support the development application, Council does not engage an external hydraulic engineer to undertake an assessment of this report or prepare a new hydraulic report as:

(a) Council already employees qualified specialist hydraulic engineers in the Development Assessment Branch, and elsewhere in Council;

(b) the hydraulic report provided by the applicant's consultant as part of the development application is assessed in accordance with City Plan Codes, policies and guidelines; and

(c) the hydraulic report provided by the applicant are required to be prepared by consultants who are a current Registered Professional Engineer of Queensland **(RPEQ)**.

Council's Decision Making Process

28. Full Council has given delegations to certain Council officers to act as a Delegate of Council for certain types of development applications where Council is the assessment manager for a development application.

29. It is important to note that it is a practice of Council that the Delegate for a development application is not the officer assessing the development application (or Council assessment manager). This ensures that there are always two officers reviewing a development application before a development application is decided.

<u>Establishment and Coordination (Planning Guidance) Committee</u>

30. The Establishment and Coordination (Planning Guidance) Committee (**Planning Guidance**) is advisory only and does not make decisions in relation to development applications. Planning Guidance is not a formal Council committee. Development applications are referred to Planning Guidance where advice is sought on the direction of the development assessment or as a briefing to Council for developments that are controversial or that are the subject of significant public interest.

<u>Neighbourhood Planning and Development Assessment Committee</u>

31. The process of a Full Council decision involves the following:

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Rory John Kell[redacted] **Witness** [redacted]

(a) presentation and recommendation to the Neighbourhood Planning and Development Assessment Committee by the Manager or the representative from the relevant Development Assessment Branch regional team; and

(b) the Neighbourhood Planning and Development Assessment Committee makes a recommendation to Full Council or can seek further information before making a recommendation to Full Council.

32. The Neighbourhood Planning and Development Assessment Committee currently comprises the following Councillors:

(a) Councillor Amanda Cooper (Chair);

(b) Councillor Krista Adams (Deputy Chair);

(c) Councillor Matthew Bourke;

(d) Councillor Steven Huang;

(e) Councillor Milton Dick; and

(f) Councillor David Hinchliffe.

33. The responsibilities of the Neighbourhood Planning and Development Assessment Committee are to:

(a) plan for the sustainable development of Brisbane to ensure economic prosperity, a healthy environment and good quality of life;

(b) review Brisbane City Council policies in relation to other councils, state and federal authorities in regional planning;

(c) implement the South East Queensland Regional Plan;

(d) revitalise under-utilised areas in Brisbane;

(e) ensure Brisbane retains the unique character of its architecture and natural attributes;

(f) promote a diverse and affordable range of housing choices;

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Rory John Kelly [redacted] **Witness** [redacted]

(g) ensure and streamline development assessment;

(h) make recommendations regarding high-level development applications; and

(i) review neighbourhood plans, urban renewal projects and strategic planning work being undertaken by Council.

Full Council

34. Any decision for a development application can be made by Full Council (rather than a Delegate) and in practice those types of development applications include:

(a) "major projects" as defined in Council's schedule of fees and charges. A "major project" is defined as "any proposal required to be decided by Full Council";

(b) those which are potentially inconsistent with the planning scheme (for example where the development may be seen by Council officers to provide broader benefits or have merit, but it is believed to be premature in terms of infrastructure planning or is contentious);

(c) those that require a balancing of public interests against the provisions of City Plan; and

(d) applications where the Mayor or Chair of the Neighbourhood Planning and Development Assessment Committee requests the development application to be decided by Full Council.

The appropriateness of checklists as part of the development assessment process

35. Development assessment is a statutory process that under SPA is required to proceed through particular steps and requires the decision maker to consider specific material. At best, a checklist could provide general process advice only, and could not replace the need for a full assessment under both SPA and City Plan as currently occurs. Indeed, it would be improper for a checklist to replace, circumvent or 'short cut' the assessment process required under City Plan.

36. During hearings, the Commission has sought views numerous times as to the utility of a checklist or similar in the assessment of development applications under SPA.

[redacted]

Rory John Kelly [redacted] Witness [redacted]

37. In my view this would be impractical as it would not be possible to have a comprehensive checklist for all circumstances for which development applications are lodged without essentially duplicating City Plan. When considered on a step by step basis the City Plan can be taken to be a checklist.

38. In addition:

(a) each development application will trigger different sections within Chapter 3 of City Plan (depending upon the land designation, the type of approval being sought and the ultimate development which will occur should approval be given) and different codes (depending upon the land designation, the natural characteristics of the site, the type of approval being sought and the ultimate development which will occur should approval be given);

(b) the development application is assessed against the Acceptable Solutions of the applicable codes and where the Acceptable Solutions are not met, assessment of the Alternative Solutions proposed by the applicant are assessed against the Performance Criteria. Alternative Solutions need to be assessed by a Council officer with the relevant expertise to confirm whether or not a particular Alternative Solution allows the development to meet the Performance Criteria of the code, the assessment of which requires the exercise of professional judgement. This can not be confined to a checklist; and

(c) a checklist would need to be amended every time City Plan is amended or where legislation is changed in terms of its relevance to the development proposal.

39. While bearing all of the above issues in mind, Council has developed a number of guidance checklists for certain discrete elements within the development assessment process. For example, there are checklists for determining the development assessment category level; pre-lodgement DTM engineering; stormwater drainage; and earthworks - filling and/or excavation assessment to name a few. Copies of the guidance checklists are Attachment **RJK-155**.

Record keeping and file management practices for the development assessment teams

40. In my opinion, Council's record keeping and file management is of a high standard given the number and volume of development applications and their attachments Council receives in any

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Rory John Kelly   Witness [redacted]

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one year. Council has SOPs and training manuals regarding record keeping which are continually reviewed and improved.

41. In the last twelve months Council has introduced revised SOPs which seek to enhance record keeping and file management within the Development Assessment Branch, particularly by transitioning to an electronic file based system. These SOPs include:

(a) Records Management Guideline SOP - deals with what a record is, what is to be registered for the file and includes details in relation to how to manage an electronic file and how to manage a hybrid file (ie part hard copy and part electronic); and

(b) Running Sheet Guidelines SOP - outlines the process for using the DART Running Sheet to record events relating to a development application (for example, if a development application is referred to a hydraulic engineer it is to be noted on the Running Sheet).

Copies of the "Records Management Guidelines SOP" and "Running Sheet Guidelines SOP" are Attachment **RJK-156**.

42. The Records Management Guideline SOP and the Running Sheet Guidelines SOP are both scheduled to be reviewed by 31 March 2012.

43. In terms of document management, Council previously created hard copy files for all development applications, however Council is now creating electronic files for all current and new development applications which promote improved file management, accessibility and controls for ensuring that information is placed on the file.

44. To mange the electronic files, Council currently uses a system called Development Application Regulatory Tracking (**DART**). The DART system in effect is an electronic copy of all information that would otherwise be maintained on a paper file, but with naming conventions for documents attached to ensure these documents can be easily identified and retrieved as required.

45. TRIM is the electronic document and records management system which is in the process of being rolled out throughout Council and will store documents currently recorded in DART when DART is eventually superseded by a new application tracking system.

[redacted]

Rory John Kelly **Witness** [redacted]

46. By using DART:

(a) Council is now storing all files electronically - for example referral to a hydraulic engineer will now involve referral to particular documents kept electronically and the engineer's assessment will be saved with the relevant DART file and linked to any engineering file (portfolio). Therefore, retrieving all documents for a file is easier;

(b) development applications are now processed as hybrid files (ie partly paper and partly electronic records were kept); and

(c) applicants are encouraged to lodge electronic development applications (**eDA**) and it is noted on the running sheet whether a file has hybrid or old hard copy files.

Employee Induction and Training

47. For new employees, Council has an induction program that must be completed before induction is signed-off.

48. The Development Assessment Branch has a local induction program (**DA Local Induction Program**) which involves a two week program to introduce new employees to the Development Assessment processes and tools used to assess development applications using DART. A copy of the current DA Local Induction Program is Attachment **RJK-157**.

49. The DA Local Induction Program is supported by a comprehensive review program offered three times a year which was last revised twelve months ago.

50. The DA Local Induction Program involves a "buddy" system where an officer who has been working at Council for a period of time and has the relevant experience, assists a new officer and goes through the checklist in the DA Local Induction Program to ensure that the new officer has been trained in all aspects of the Development Assessment Branch.

51. As part of the DA Local Induction Program, new starters are given a presentation on record keeping. A copy of the 'Introduction to Recordkeeping - A basic introduction for employees of Brisbane City Council' presentation slides are Attachment **RJK-158**.

52. In addition to the DA Local Induction Program, all Council employees have access to Council's Intranet (internal internet) which contains many resources, including guidelines,

[redacted]

Rory John Kelly

Witness [redacted]

policies and information on record keeping. A copy of record keeping information which is on Council's intranet is Attachment **RJK-159**. This information and access to it, is explained during the DA Local Induction Program.

The assessment of flooding issues for development involving the storage or manufacture of hazardous materials

53. In relation to the assessment of flooding issues for the storage or manufacture of hazardous materials, it is relevant to consider the controls that apply to different stages of development. For a greenfield development, the stages of development that will be relevant to a planning scheme assessment are:

(a) reconfiguration of a lot (subdivision);

(b) material change of use;

(c) operational works.

54. It should be noted in considering the range of development that is assessed under City Plan that in Council's Local Government Area, many industrial areas have a long historical use for industrial purposes. Unless there is a change of use that is material, or new works that require a development application, Council cannot through its planning scheme regulate existing lawful uses, exempt development, minor building work, lawfully constructed buildings, and cannot change the conditions of existing development approvals.

<u>Reconfiguration of a lot</u>

55. All development for reconfiguration of a lot made assessable under City Plan must be assessed against the Subdivision Code. The Subdivision Code in section 5.4.1 specifically provides as follows (in P1):

[redacted]

Rory John Kelly [redacted]

Witness [redacted]

Performance Criteria	Acceptable Solutions
5.4.1 Flooding	
P1 All lots must be provided with protection of property from flooding, in accordance with an acceptable level of risk as outlined in the **Subdivision and Development Guidelines** *Note: The Stormwater Management Code provides additional guidance on flooding issues*	**A1.1** All lots below 1000m² in size are located entirely above the minimum design levels for flood immunity in accordance with Council's **Subdivision and Development Guidelines** **A1.2** All lots equal to or above 1000m² in size have a building platform located above the minimum design levels for flood immunity in accordance with Council's **Subdivision and Development Guidelines** **A1.3** All created lots have unencumbered and unrestricted access from the building platform to road frontages with flood immunity in accordance with Council's **Subdivision and Development Guidelines**

56. The Subdivision and Development Guidelines 2008 (as varied by the Temporary Local Planning Instrument 01/11 Brisbane Interim Flood Response) provide the following flood protection standards for lots for subdivision where there is dedication and opening of a road or where the subdivision creates more than 6 lots:

TABLE A1.1
FLOOD IMMUNITY LEVELS FOR SUBDIVISION

Flooding type (Note 1)	Minimum lot levels (mAHD) (Note 4)	
	Residential	**Other than residential**
Brisbane River (Note 2)	DFL + 0.3m	DFL
Waterway[A]	100y ARI + 0.3m	100y ARI
Local flooding[B]	50y ARI + 0.3m	50y ARI
Storm tide (Note 3)	100y ARI + 0.3m	100y ARI

NOTES:

1. Where the site is subject to more than one type of flooding (ie local flooding and/or waterway flooding and/or river flooding and/or storm tide), the minimum flood immunity level is the highest level determined from these sources. It should be noted that the flood immunity level in some older inner city areas is often controlled by local ponding.
2. The Defined Flood Level (DFL) for Brisbane River is based on the 3.7 mAHD level at the Brisbane Port Office Gauge. This standard was adopted by Council on 2 December 2003.
3. A storm tide is the effect on coastal water levels of a storm surge combining with the normally occurring astronomical tide. Storm surge (or more correctly meteorological tide) is a rise above normal water level due to the combined effects of surface wind stress and atmospheric pressure fluctuations caused by severe weather conditions such as tropical cyclone. The 100 year ARI storm tide is 2.5 mAHD. This value incorporates 0.3 m allowance to offset the potential effects of climate change.
4. If no hydraulic modelling data is available, the applicant should engage a suitably qualified Registered Professional Engineer in Queensland (RPEQ) to undertake appropriate hydrologic and hydraulic assessments.

[redacted]

Rory John Kelly

Witness [redacted]

Material change of use

57. Material change of use scenarios that may result in the storage or manufacture of hazardous materials will vary depending on the volume, type and purpose for which hazardous materials are stored. Relevant uses may include:

(a) Warehouse;

(b) Industry Schedule 1;

(c) Industry Schedule 2; and

(d) Service Station.

58. At the material change of use stage, while the use of the site may be known, the eventual user of a building or information as to whether or in what quantities hazardous materials may be stored is not necessarily known. It is my experience that a developer of a warehouse will obtain planning approval for an industrial building and use and then commence construction only once a tenant has been secured.

59. The level of assessment will vary depending on the use and the zone, and other associated development (e.g. warehouse involving building work is generally subject to more City Plan codes than warehouse not involving building work).

60. The following uses will require assessment against the Subdivision and Development Guidelines, called up through the applicable codes:

(a) Warehouse involving building work;

(b) Industry Schedule 1 (where impact assessable);

(c) Industry Schedule 2; and

(d) Service Station.

61. Industry Schedule 1 where code assessable generally will only be assessed against the Industrial Amenity and Performance Code which does not call up the Subdivision and Development Guidelines.

[redacted]

Rory John Kelly

Witness [redacted]

62. Buildings in which hazardous materials are likely to be stored will generally be "Classes 7a & 8" buildings under the Building Code of Australia. The floor levels of these buildings are category C buildings under the Subdivision and Development Guidelines 2008, (as varied by the Temporary Local Planning Instrument 01/11 Brisbane Interim Flood Response) with required floor levels as follows:

TABLE A1.2
CATEGORIES OF FLOOD IMMUNITY LEVELS

Flooding type (Note 1)	Minimum design floor or pavement levels (mAHD) (Note 4) (Refer Table A1.3 for assignment of these categories)				
	Category A	Category B	Category C	Category D	Category E
Brisbane River (Note 2)	DFL + 0.5m	DFL + 0.3m	DFL	20y ARI	20y ARI
Waterway[A]	100y ARI + 0.5m	100y ARI + 0.3m	100y ARI	100y ARI	20y ARI
Local flooding[B]	50y ARI + 0.5m	50y ARI + 0.3m	50y ARI	50y ARI	20y ARI
Storm tide (Note 3)	100y ARI + 0.5m	100y ARI + 0.3m	100y ARI	50y ARI	50y ARI

NOTES:

1. Where the site is subject to more than one type of flooding (ie local flooding and/or waterway flooding and/or river flooding and/or storm tide), the minimum flood immunity level is the highest level determined from these sources. It should be noted that the flood immunity level in some older areas is often controlled by local ponding.
2. The Defined Flood Level (DFL) for Brisbane River is based on the 3.7 mAHD level at the Brisbane Port Office Gauge. This standard was adopted by Council on 2 December 2003.
3. A storm tide is the effect on coastal water levels of a storm surge combining with the normally occurring astronomical tide. Storm surge (or more correctly meteorological tide) is a rise above normal water level due to the combined effects of surface wind stress and atmospheric pressure fluctuations caused by severe weather conditions such as tropical cyclone. The 100 and 50 year ARI storm tides are 2.5 mAHD and 2.2 mAHD respectively. These values incorporate 0.3 m allowance to offset the potential effects of climate change.
4. If no hydraulic modelling data is available, the applicant should engage a suitably qualified Registered Professional Engineer in Queensland (RPEQ) to undertake appropriate hydrologic and hydraulic assessments.

Operational work

63. Operational work for filling and excavation will generally be subject to assessment against the Filling and Excavation Code. The purpose of the Code includes "*ensure that filling does not adversely impact on flooding of upstream, downstream and adjoining land.*"

64. In addition, the Filling and Excavation Code contains Performance Criteria P3 that provides as follows:

[redacted]

Rory John Kelly

Witness [redacted]

P3	Filling or excavation must not directly, indirectly or cumulatively, cause any increase in flooding or drainage problems Earthworks within a Waterway Corridor are to be in accordance with the **Compensatory Earthworks Planning Scheme Policy**	**A3.1**	No filling or excavation is located: • in any waterway corridor as shown on the Planning Scheme Maps and defined in the definitions • within the waterway corridor or, if there is no waterway corridor, within the 100 year ARI extent • in any wetland as shown on the Planning Scheme Maps and defined in the definitions
		A3.2	Filling or excavation does not cause ponding on the site or on nearby land
		A3.3	Changes to flooding due to filling or excavation will not adversely affect the safety or use of any adjoining site and land upstream and downstream
		A3.4	Any changes to run–off characteristics resulting from filling for storm events, up to at least the 2 year ARI design storm, are minimised in an ecologically sensitive manner
		A3.5	Filling or excavation does not adversely affect the flow of water in any overland flow path *Note: compliance with Acceptable Solutions A3.1 to A3.5 can be demonstrated through the submission of a report detailing:* • *calculations for flood modelling of the riparian zone, including ground cover, understorey and canopy vegetation* • *management strategies to prevent adverse flooding and minimise changes to run–off characteristics consistent with Council's current Subdivision and Development Guidelines and Environmental Best Management Practice for Waterways and Wetlands 1996*

I make this statement conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1867 (Qld).

[redacted]

Rory John Kelly

Witness [redacted]

Dated 9 November 2011

Signed and declared by Rory John Kelly at
Brisbane in the State of Queensland
this 9th day of November 2011
Before me:

[redacted] [redacted]

Signature of person before whom the declaration is made

Signature of declarant

JULIETTE AMY KING (SOLICITOR)

Full name and qualification of person before whom the declaration is made

CLAYTON UTZ

Sydney Melbourne Brisbane Perth Canberra Darwin Hong Kong

Confidential

31 October 2011

Ms Jane Moynihan
Executive Director
Queensland Floods Commission of Inquiry
Level 30
400 George Street
BRISBANE QLD 4000

Your ref 1679383

Our ref 12371/12376/80117397

Dear Ms Moynihan

Evidence of Mr Rory Kelly

We have reviewed the transcripts of the evidence of Mr Rory Kelly and endeavoured to identify those matters where Counsel assisting the Commission asked Mr Kelly to provide further information.

We have not received any correspondence from the Commission in respect of those issues, however for the Commission's convenience we have sought to provide responses to those matters in this letter.

1. During the hearing on 3 October 2011, the proposition that the Hazard and Risk Assessment Planning Scheme Policy is not called up for all industrial development and that it contains no specific reference to flooding was put to Mr Kelly by Counsel for the Commission.

   We confirm that the Hazard and Risk Assessment Planning Scheme Policy is not called up for assessment of all development applications for industrial development. The Hazard and Risk Assessment Planning Scheme Policy does not specifically reference flooding. However, the Hazard and Risk Assessment Planning Scheme Policy requires a preliminary risk assessment to analyse consequences on people and the environment, and the probability of occurrence.

   We note however that Council's Planning Scheme is primarily directed at regulation of land use, and at an application stage the details of storage or use of hazardous materials may not be known. From Council's perspective, this may more appropriately be dealt with through separate licensing of the storage of hazardous materials, rather than at the land planning stage.

2. During the hearing on 3 October 2011, Counsel assisting the Commission asked Mr Kelly how Council determines what falls within a "natural hazard management area" as that term is used in State Planning Policy 1/03: Mitigating the Adverse Impacts of Flood, Bushfire and Landslide ("**SPP 1/03**").

   We refer to the First Statement of Mr Martin Reason sworn on 1 September 2011 and in particular paragraphs 12 to 21 which deals with mapping of flood risk areas.

   Council's iBiMap system, described in paragraph 5.13 of Council's second submission, also provides Council officers and the public with access to overlays showing flood, bushfire and landslide areas. Examples of these maps or further detail can be provided to the Commission if required.

3. During the hearing on 3 October 2011, Mr Kelly was asked to confirm whether or not the Department of Environment and Resource Management (**DERM**) has approved an ERA for 61 Ashover Road, Rocklea.

We confirm that Ms Katrina Kontos, Environmental Management Officer (Development Assessment South) of Council confirmed with DERM by telephone that there is approval for ERA 8(3)(b) (Chemical Storage) - Storing more than 500,000 Litres of C1 or C2 combustibles under AS 1940, or dangerous goods class 3 for 61 Ashover Road, Rocklea.

4. During the hearing on 3 October 2011, in relation to 5 and 15 Cansdale Street, Yeronga, Mr Kelly was asked whether the levels stated in Table 2 in Appendix H of Attachment RJK-106 are based on table B2.2.1 of the Subdivision and Development Guidelines.

We confirm that the standards for the design levels in Table 2 in Appendix H of Attachment RJK-106 are the same as that in Table B2.2.1 of the Subdivision and Development Guidelines 2000 version, which was the relevant version at the time of the development application.

5. During the hearing on 3 October 2011, Mr Kelly was asked whether the Subdivision and Development Guidelines, by reference to the Stormwater Management Code, are only called up by Acceptable Solutions in City Plan and not specifically in the Performance Criteria.

The Subdivision and Development Guidelines are referred to in the Performance Criteria in the Subdivision Code. However, in the Stormwater Management Code the words "Subdivision and Development Guidelines" do not appear in the Performance Criteria, but do appear in the Acceptable Solutions.

It is important to note the role of the performance criteria and acceptable solutions in the Codes in City Plan. City Plan in the "Introduction to the Codes" provides that "For code and impact assessment, the Acceptable Solutions represent the preferred way of complying with the Performance Criteria. There may be other ways of complying with the Performance Criteria while still meeting the Code's purpose".

The particular performance criteria addressed by the relevant acceptable solutions in the Stormwater Code referred to in the examination of Mr Kelly also need to be considered. These performance criteria are directed at outcomes including minimisation of flooding, minimisation of safety risk to all persons, and not adversely impacting flooding or drainage of properties upstream, downstream or adjacent to the subject site.

6. During the hearing on 3 October 2011, Mr Kelly was asked whether there are any checklists for assessing a development application, including on-forwarding a development application to a specialist (eg engineer), in particular, training / induction program / manual for new officers.

Council maintains a number of checklists in relation to induction procedures generally and for induction into the development assessment teams, specific aspects of assessments that are suited to checklists (e.g. for engineering assessments) and in addition has documented Standard Operating Procedures in relation to the daily team meetings, management of internal referrals and responding to work requests, amongst other things.

Council does not maintain an overall checklist or carrying out development assessment. This is achieved by an orderly professional hierarchy and relies on the exercise of professional knowledge and skill. It is Council's view that development and utilisation of a checklist for what is an exercise of professional judgement within a multidisciplinary team could be unduly restrictive and compromise the development assessment process.

7. During the hearing on 3 October 2011, Mr Kelly was given an aerial plan, on which he was to identify the 316 Long Street East, Graceville development by hand drawn hatching.

Please find a copy of that plan with hand drawn hatching **enclosed**.

8. During the hearing on 3 October 2011, Mr Kelly was asked to confirm whether in the January 2011 flood, 316 Long Street East, Graceville flooded to a level well above the 1974 flood level.

Mr Kelly has confirmed that the 1974 flood level on Council's iBiMap system was 11m and the January 2011 flood was 9.2m. Contrary to what was put to Mr Kelly, the level in the January 2011 was considerably below the level in the 1974 flood. This is not surprising given that the 1974 flood occurred prior to the construction of Wivenhoe Dam, and not withstanding, the January 2011 event was of considerably larger magnitude.

9. During the hearing on 4 October 2011, Mr Kelly was asked to confirm what documents were considered by Mr Bob Adamson in relation to the "rest of the flood related issues" referred to in RJK-13 as part of the assessment of the Tennyson Development.

We refer to the Commission to the First Statement of Mr Kelly, in particular Attachment RJK-14 and Attachment RJK-19 which is a memorandum of Mr Andrew Blake to DA South (Attention Sam Gay) in which the documents reviewed for the hydraulic engineering assessment are listed, at 1.2 of that memorandum.

10. During the hearing on 4 October 2011, Mr Kelly was asked to confirm with a former employee of Council, Mr Stephen Schwartz, why there are no formalised minutes of the pre-lodgement meetings (other than those attached to First Statement of Mr Kelly) on the file for the Tennyson Reach Development.

Mr Kelly has now spoken to Mr Schwartz in relation to this issue and Mr Schwartz has confirmed that based on his memory of the pre-lodgement meetings for the Tennyson Development:

(a) Mr Schwartz believes that there were only two pre-lodgement meetings - one which involved engineering / hydraulic specialists and the second which involved other specialists;

(b) Mr Schwartz attended both pre-lodgement meetings and they involved presentations by the applicant of a draft proposal for the development only; and

(c) no information was provided by the applicant in terms of the development application and therefore, no notes were taken and placed on the file.

We have endeavoured to identify from the transcript all the instances where Mr Kelly was required to provide further information, however if the Commission requires any further detail or clarification, please do note hesitate to contact us.

Yours sincerely

[redacted]

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Kathryn Pacey, Partner
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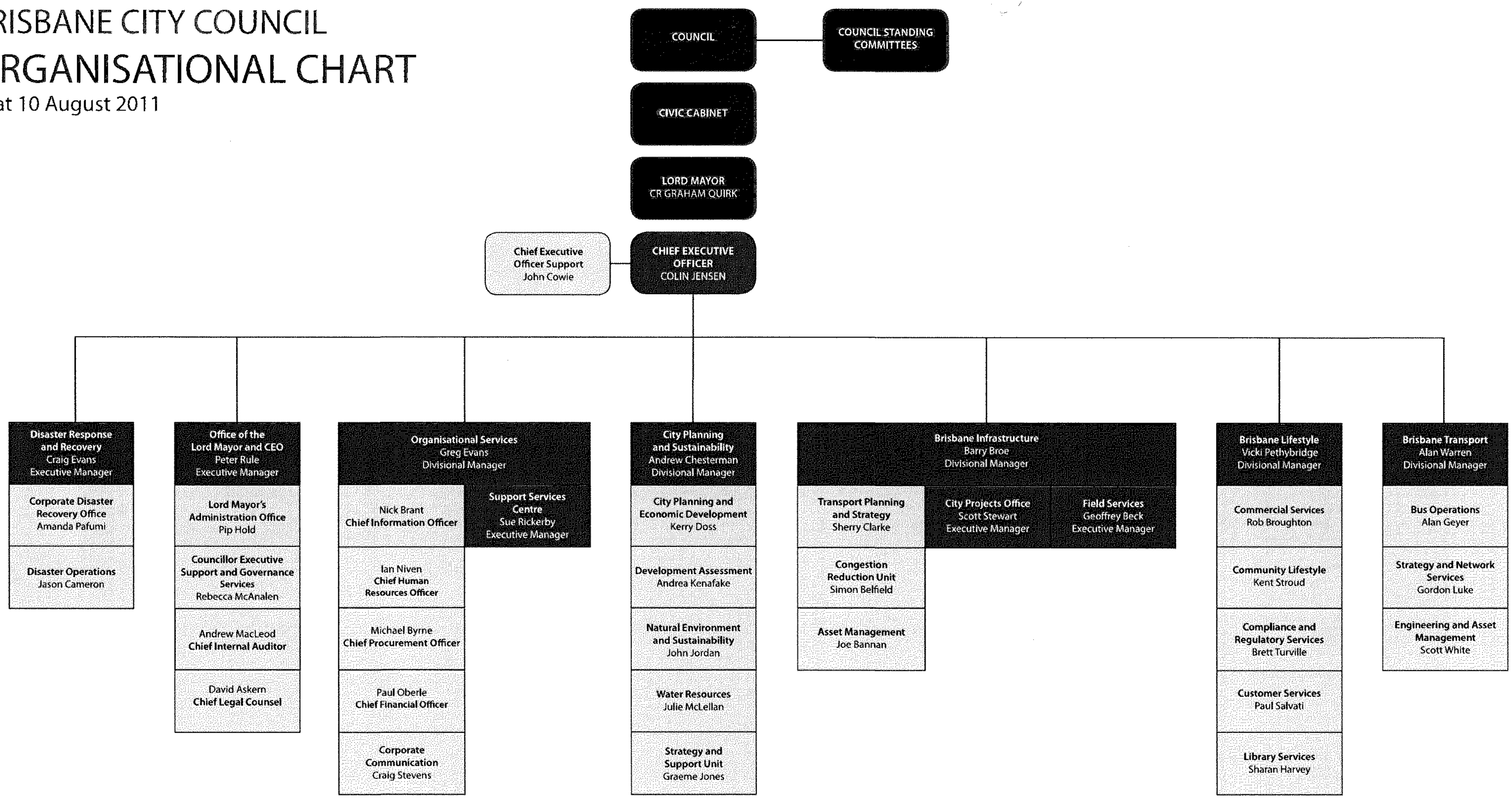
Queensland Reconstruction Authority **1800 110 841** **www.qldreconstruction.org.au** Queensland Reconstruction Authority	**Legend** **Brisbane City 2011 Flood Line** DERM Preliminary Flood Extent (5/04/2011) Suburb of Graceville	**MAP INFORMATION** Imagery: Flying date of aerial photography: 13th January 2011. Photo details: Fugro Spatial Solutions Pty Ltd FSSQ-XF-1105_0 Project. Pixel Sample Size 0.08 metre Cadastre: Shown as white lines. Digital Cadastral Database (DCDB) is current at April 2011. Positional accuracy representing the 'maximum error' has been calculated at ≤ 1.5 metres. Local Authority: Brisbane City Council Locality: Graceville Datum: Horizontal - Geocentric Datum of Australia 1994 (GDA94). Vertical - Australian Height Datum (AHD) 1971 Projection: Horizontal - Map Grid of Australia (MGA94), which is a standard Universal Transverse Mercator (UTM) projection in Zone 56 with Central Meridian 153° East	0 50 100 200 300 400 500 Metres Scale - 1:4000 (at A1) N While every care is taken to ensure the accuracy of this data, the Department of Environment and Resource Management, and/or contributors to this publication, makes no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all injuries, expenses, losses, damages (including indirect or consequential damage) and costs which might be incurred as a result of the data being inaccurate or incomplete in any way or for any reason. © The State of Queensland 2011	**SUBURB OF GRACEVILLE** Population - 4093 (Australian Bureau of Statistics 2006) **DISASTER AFFECTED PROPERTIES**	DRAWING NUMBER **LGA1000-0009-2** DATE: APRIL 2011

BRISBANE CITY COUNCIL
ORGANISATIONAL CHART
as at 10 August 2011



Elected Administration

Divisional Managers and Executive Managers

Branch / Section Managers

BRISBANE CITY

Dedicated to a better Brisbane

BCC.175.0247

Branch Management Team

Legend:
- Permanent Employee
- Temporary Employee
- Leave/Secondment

(A) Acting in Position
(#) Number of FTE
(TC) Temp Contract – Owns Substantive Elsewhere
(VDA) Position Vacant Due to Acting in Position within DA

Development Assessment
Manager [redacted]

Manager Major Development Projects
Manager [redacted]

- *North Team* — **Regional Manager** [redacted]
- *East Team* — **Regional Manager** [redacted]
- *South Team* — **Regional Manager** [redacted]
- *West Team* — **Regional Manager** [redacted]
- *Central Team* — **Regional Manager** [redacted]
- *Customer & Compliance Coordination Team* — **Regional Manager** [redacted]
- *Risksmart* — **Principal Urban Planner** [redacted]
- *Manager's Office* — **Executive Officer** [redacted]
- *Planning Specialist Team* — **Planning Manager** [redacted]
- *Technical Specialist Team* — **Technical Coordination Manager** [redacted]; **Technical Manager** [redacted]
- *Business Performance & Improvement Team* — **Business Manager** [redacted]

NorthTeam

Legend:
- Permanent Employee
- Temporary Employee
- Leave/Secondment

(A) Acting in Position
(#) Number of FTE
(TC) Temp Contract – Owns Substantive Elsewhere
(VDA) Position Vacant Due to Acting in Position within DA

Regional Team

- **Regional Manager** [redacted]
  - **Principal Urban Planner** [redacted]
    - **Senior Urban Planner** [redacted]
    - **Urban Planner** [redacted]
  - **Principal Technical Officer** [redacted]
    - **Senior Engineer** [redacted]
    - **Engineer** [redacted]
    - **Development Officer - Engineering** [redacted]
    - **Senior Architect/ Urban Designer** [redacted]
    - **Senior Pollution Officer** [redacted]
    - **Ecologist** [redacted]
    - **Landscape Architect** [redacted]
    - **Engineer Assistant** [redacted]
  - **Team Support Officer** [redacted]
    - **Team Support Officer** [redacted]
    - **Team Support Officer** [redacted]
  - **Principal Urban Planner** [redacted]
    - **Senior Urban Planner** [redacted]
    - **Urban Planner** [redacted]
    - **Para-Technical Urban Planner** [redacted]
    - **Team Support Officer** [redacted]
    - **Cadet Planner** [redacted]
  - **Principal Engineer** [redacted]
    - **Technical Officer** [redacted]
    - **Engineer** [redacted]

BCC.181.0002

East Team

Legend:
- Permanent Employee
- Temporary Employee
- Leave/Secondment
(A) Acting in Position
(#) Number of FTE
(TC) Temp Contract – Owns Substantive Elsewhere
(VDA) Position Vacant Due to Acting in Position within DA

Regional Team

- Regional Manager [redacted]
  - Principal Urban Planner [redacted]
    - Senior Urban Planner [redacted]
    - Urban Planner [redacted]
    - Para-Technical Planner [redacted]
  - Principal Engineer [redacted]
    - Principal Engineer [redacted]
    - Senior Technical Officer [redacted]
    - Development Officer – Engineer [redacted]
    - Senior Architect/ Urban Designer [redacted]
    - Landscape Architect [redacted]
    - Ecologist [redacted]
    - Pollution Officer [redacted]
  - Principal Urban Planner [redacted]
    - Senior Urban Planner [redacted]
    - Urban Planner [redacted]
    - Urban Planner [redacted]
  - Team Support Officer [redacted]
    - Team Support Officer [redacted]
    - Team Support Officer [redacted]
  - Principal Technical Officer [redacted]
    - Senior Engineer [redacted]
    - Engineer [redacted]
    - Technical Officer [redacted]
    - Senior Technical Officer [redacted]
    - Engineer [redacted]
  - Principal Urban Planner [redacted]
    - Senior Urban Planner [redacted]
    - Urban Planner [redacted]
    - Urban Planner [redacted]
    - Urban Planner [redacted]
    - Urban Planner [redacted]
    - Team Support Officer [redacted]

SouthTeam

Legend:
- Permanent Employee
- Temporary Employee
- Leave/Secondment
(A) Acting in Position
(#) Number of FTE
(TC) Temp Contract – Owns Substantive Elsewhere
(VDA) Position Vacant Due to Acting in Position within DA

Regional Team

Regional Manager [redacted]

- **Principal Urban Planner** [redacted]
  - Senior Urban Planner [redacted]
  - Urban Planner [redacted]
- **Team Support Officer** [redacted]
  - Team Support Officer [redacted]
  - Team Support Officer [redacted]
- **Principal Urban Planner** [redacted]
  - Senior Urban Planner [redacted]
  - Senior Urban Planner [redacted]
  - Urban Planner [redacted]
  - Principal Architect/ Urban Designer [redacted]
  - Architect/ Urban Designer [redacted]
- **Principal Technical Officer** [redacted]
  - Senior Engineer [redacted]
  - Senior Technical Officer [redacted]
  - Technical Officer [redacted]
  - Landscape Architect [redacted]
  - Ecologist [redacted]
  - Environmental Management Officer [redacted]
- **Principal Urban Planner** [redacted]
  - Senior Urban Planner [redacted]
  - Urban Planner [redacted]
  - Urban Planner [redacted]
  - Para-Technical Planner [redacted]
  - Team Support Officer [redacted]
  - Customer Liaison Officer / Urban Planner [redacted]
- **Senior Engineer** [redacted]
  - Technical Officer [redacted]
  - Engineer [redacted]

West Team

Legend:
- Permanent Employee
- Temporary Employee
- Leave/Secondment
(A) Acting in Position
(#) Number of FTE
(TC) Temp Contract – Owns Substantive Elsewhere
(VDA) Position Vacant Due to Acting in Position within DA

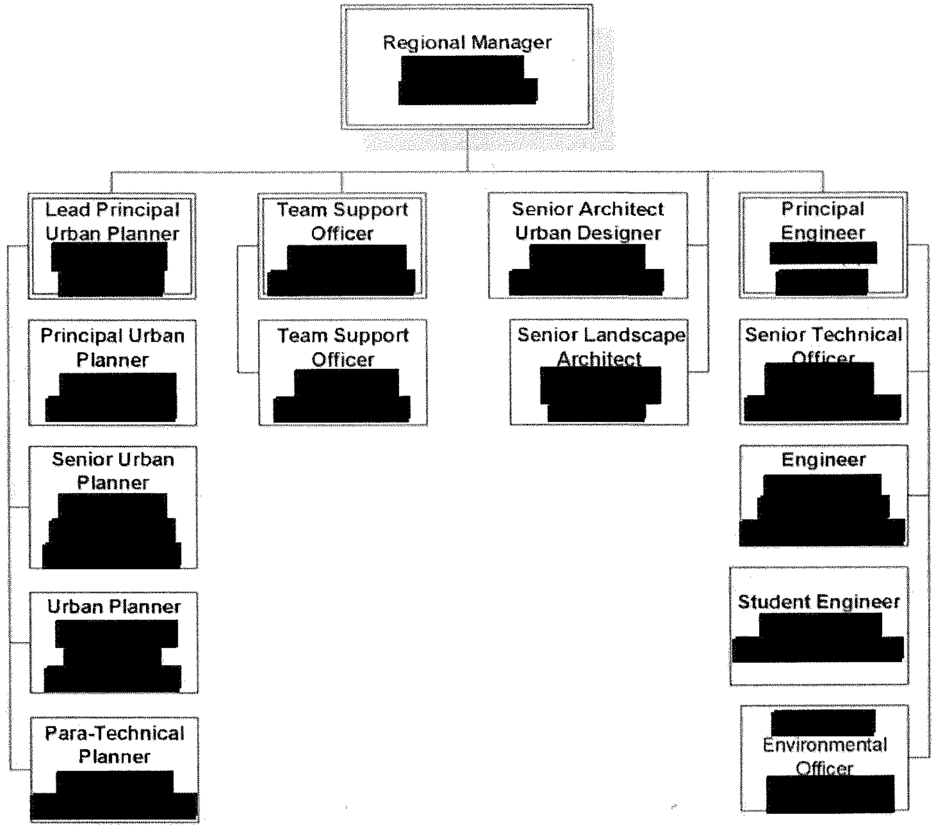
Regional Team

- Regional Manager [redacted]
  - Principal Technical Officer [redacted]
    - Senior Engineer [redacted]
    - Engineer [redacted]
    - Senior Ecologist [redacted]
    - Environmental Management Officer [redacted]
    - Technical Officer [redacted]
    - Landscape Architect [redacted]
  - Senior Architect/ Urban Designer [redacted]
  - Team Support Officer [redacted]
    - [redacted] Officer [redacted]
  - Principal Urban Planner [redacted]
    - Senior Urban Planner [redacted]
    - Urban Planner [redacted]
    - Urban Planner [redacted]
  - Principal Urban Planner [redacted]
    - Senior Urban Planner [redacted]
    - Urban Planner [redacted]
    - Urban Planner [redacted]
    - Team Support Officer [redacted]
  - Principal Engineer [redacted]
    - Technical Officer [redacted]

BCC.181.0005

Central Team

Legend:
- Permanent Employee
- Temporary Employee
- Leave/Secondment
(A) Acting in Position
(#) Number of FTE
(TC) Temp Contract – Owns Substantive Elsewhere
(VDA) Position Vacant Due to Acting in Position within DA



Customer & Compliance Co-ordination Team

Legend:
- Permanent Employee
- Temporary Employee
- Leave/Secondment
(A) Acting in Position
(#) Number of FTE
(TC) Temp Contract – Owns Substantive Elsewhere
(VDA) Position Vacant Due to Acting in Position within DA

- **Regional Manager** [redacted]
  - Appeals Team
    - **Lead Principal Planner** [redacted]
      - **Principal Urban Planner** [redacted]
      - **Urban Planner** [redacted]
    - **Lead Principal Planner** [redacted]
      - **Technical Appeals Support** [redacted]
  - Plan Sealing
    - **Team Leader – Licensing** [redacted]
      - **Plan Sealing Technical Officer** [redacted]
      - **Team Support Officer** [redacted]
  - Customer Liaison Unit & Application Support
    - **Senior Urban Planner** [redacted]
      - **Urban Planner** [redacted]
      - **Urban Planner** [redacted]
      - **Team Support Officer** [redacted]
      - **Team Support Officer** [redacted]
      - **Urban Planner** [redacted]
      - **Para-Technical Urban Planner** [redacted]
      - **Team Support Officer** [redacted]
      - **Team Support Officer** [redacted]
      - **Team Support Officer** [redacted]
  - **Senior Team Support Supervisor** [redacted]

Risksmart

Legend:
- Permanent Employee
- Temporary Employee
- Leave/Secondment

(A) Acting in Position
(#) Number of FTE
(TC) Temp Contract – Owns Substantive Elsewhere
(VDA) Position Vacant Due to Acting in Position within DA

Principal Planner
[redacted]

Principal Engineer
[redacted]

Para-Technical Planner
[redacted]

Team Support Officer
[redacted]

Team Support Officer
[redacted]

Manager's Office

Legend:
- Permanent Employee
- Temporary Employee
- Leave/Secondment
(A) Acting in Position
(#) Number of FTE
(TC) Temp Contract – Owns Substantive Elsewhere
(VDA) Position Vacant Due to Acting in Position within DA

Executive Officer
[redacted]

Communication Officer
[redacted]

Communication Officer
[redacted]

Personal Assistant
[redacted]

Planning Specialist Team

Legend:
- Permanent Employee
Temporary Employee
- Leave/Secondment
(A) Acting in Position
(#) Number of FTE
(TC) Temp Contract – Owns Substantive Elsewhere
(VDA) Position Vacant Due to Acting in Position within DA

Planning Manager
[redacted]

Lead Principal Planner
[redacted]

ULDA Co-ordinator Principal Urban Planner
[redacted]

Technical Specialist Team

Legend:
- Permanent Employee
- Temporary Employee
- Leave/Secondment

(A) Acting in Position
(#) Number of FTE
(TC) Temp Contract – Owns Substantive Elsewhere
(VDA) Position Vacant Due to Acting in Position within DA
- Project Funded Positions

- Technical Co-ordination Manager [redacted]
- Technical Manager [redacted]
  - Erosion & Sediment Control Senior Technician [redacted]
    - Erosion & Sediment Control Management Officer [redacted]
    - Erosion & Sediment Control Compliance Officer [redacted]
  - Infrastructure Charges – Principal Engineer [redacted]
    - Technical Officer [redacted]
    - Student Planner [redacted]
  - Principal Engineer - Transport & Traffic [redacted]
    - Senior Technical Officer [redacted]
  - Hydraulics Principal Engineer [redacted]
  - Hydraulics Senior Engineer [redacted]
  - Principal Ecologist [redacted]
  - Principal Landscape Architect [redacted]
    - Landscape Architect [redacted]
  - Principal Environmental Officer [redacted]
    - Indigenous Cadet [redacted]
  - Principal Technical Officer - WSAT [redacted]
    - Principal Technical Officer [redacted]
      - Technical Officer [redacted]
  - Senior Engineer [redacted]
  - Senior Technical Officer [redacted]
  - Technical Officer [redacted]
  - Technical Officer [redacted]
  - Assistant Engineer [redacted]
  - Team Support Officer [redacted]
  - Team Support Officer [redacted]

Business Performance & Improvement Team

Legend:
- Permanent Employee
- Temporary Employee
- Leave/Secondment
(A) Acting in Position
(#) Number of FTE
(TC) Temp Contract – Owns Substantive Elsewhere
(VDA) Position Vacant Due to Acting in Position within DA

- **Business Manager** [redacted]
- **Business Analyst** [redacted]
- **Knowledge Manager** [redacted]
- **Workforce Capability Strategist** [redacted]
- **Senior Systems Analyst** [redacted]
- **Senior Business Reporting Analyst** [redacted]

Dedicated to a better Brisbane DEVELOPMENT ASSESSMENT	**Process Pre-Lodgement Meetings SOP**		
	Number: DA SOP 002 005	Version: 1.2 Effective Date: 30 Sept 2010	Next Review: 31 March 2012

1.0 Overview

When a Request for Written Information is received, a new application needs to be created in DART and processed by the DA Teams. This SOP provides guidance for entering new Requests for Written information into DART and processing the request.

2.0 Objectives

The key objective of this SOP is to ensure:

- Quality data is available through consistent and accurate entry of new records and associated information within DART.
- Ensure requests are processed efficiently providing the customer with quality service and advice.

3.0 Applicability

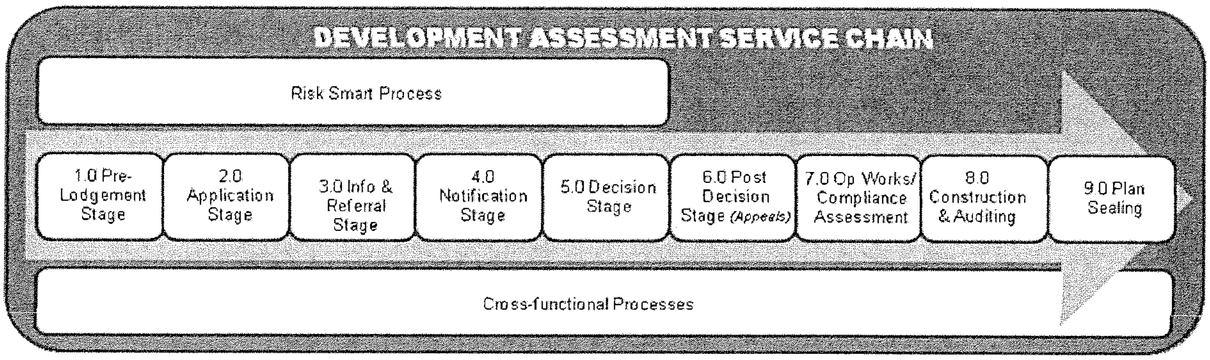
This SOP is designed to assist Team Support Officers (**TSOs**) enter new prelodgement meeting application details into DART and assist Assessment Team Members (**AT**) to process the request electronically.

4.0 Ownership

Owner	Sponsor
Team Leader, Application Support Team	Cassandra Sun, BPO, Pre-Lodgement Stage

5.0 DA Service Chain Alignment

This SOP relates to the Pre-Lodgement Stage of the DA Service Chain.



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6.0 Process

Step	Description	Resp.	Related Info
AST/TSO			
1	Application received in dedicated In Box.	AST/TSO	
2	Open Properties on the Web and conduct a search on the property to ensure that there is not an application already in the system.	AST/TSO	
3	Properties on the Web: Click on Address → Enter the address details → Click OK. Select the property and hover your mouse over the Related Information icon in the top left. Click on Application/Site History. Scroll through the list to identify if there is a current application for a Liquor Licence Investigation in the system. If there is no application, you will need to create a new application in DART. If there is an existing current application for this current request, you will not need to create a new application.	AST/TSO	
4	Ensure that all documents are named appropriately for uploading.	AST/TSO	PDF Naming Guidelines
5	Place a received date stamp on all the application documents submitted.	AST/TSO	
6	Send a confirmation email to the applicant to notify them that their application has been received and is being reviewed.	AST/TSO	Email template
7	Save a copy of the email to D: drive to be bulk uploaded with the application documents after creating the application.	AST/TSO	Uploading Documents SOP
8	Log into DART	AST/TSO	
9	Select PERMIT TAB > *Add New Application* > *Development Assessment* > *Development Other Services*	AST/TSO	
10	In Application Received By select User Email if the application was lodged electronically. If the application was not lodged electronically select the person's name.	AST/TSO	
NOTE: *If the applicant is listed as a Person C/- A Consultant, two separate entries are required for the Client Details in DART:* *1. Primary Applicant Details – to be entered as per Prelodgement Application Form (Role = Primary Applicant).* *2. Consultant Details – the town planning firm is that is lodging the application with Council (Role = Consultant).*			
11	Enter in the client details for Primary Applicant by entering a Client Ref (specific to each accredited agent) into the Client Ref field. Click ENTER. Client's details will auto populate into the client/ name field.	AST/TSO	

Step	Description	Resp.	Related Info
12	**Alternatively** search for the Primary Applicant details using the Client Lookup form (green up arrow next to the Client Name Field). - Enter client's/ company name - Select search button - Select company name from drop down list Details will auto populate into client/ name field.	AST/TSO	
13	Repeat Steps 11/12 to search for and insert client details for Consultant.	AST/TSO	
14	Enter the Location Name details. To look these up, use the search button (green up arrow next to the Location Name field), enter the Lot and Plan details and search.	AST/TSO	
15	Once you have found the correct address, click on the green return arrow and the details will auto populate into the application screen.	AST/TSO	
16	Select the Prelodgement (DA) permit by placing a tick in the Apply box.	AST/TSO	
17	SAVE application. Application Reference Number will auto generate.	AST/TSO	
19	Note down Application Reference number as this is the client's reference.	AST/TSO	
20	Insert the relevant Development Assessment Team as the Responsible Office (2nd row, 3rd column, far right of screen)	AST/TSO	
21	Drill into the permit and click on the green down arrow next to the Prelodgement Type box. Select Prelodgement Meeting from the drop down list.	AST/TSO	
22	Enter a description of the proposal. Save and close the permit details screen.	AST/TSO	
23	Upload all documents to DART.	AST/TSO	Uploading Documents SOP
24	Send a task from DA Lodgement to DA Records advising the DART application number for registration in TRIM.	AST/TSO	Task Template
25	Once the TRIM number is received from DA Records enter it in the file reference box	AST/TSO	
26	Send a GroupWise task to the relevant team inbox to advise that a new Pre-Lodgement Meeting Request has been received.	AST/TSO	Task Template
27	Update Running Sheet.	AST/TSO	
DA Teams			
1	Application received in dedicated In Box.		
2	Task accepted and application prepared for DTM	TSO	Conduct

Step	Description	Resp.	Related Info
			DTM SOP
3	Send a task to DTM members to advise of a new application.	TSO	
4	DTM is held and an assessment team is assigned.	TSO/DTM	Conduct DTM SOP
5	Undertake an initial assessment of the proposal and review the issues identified in preparation for the pre-lodgement meeting.	AM/AT	
6	Contact the applicant to arrange an appropriate day and time for the meeting to take place. Ascertain how many people the applicant will be bringing to the meeting so an appropriately sized meeting room can be booked.	AM	
7	Book a meeting room in the DA Lounge large enough to accommodate all attendees from the applicant's side and Council's side. NB: If you require the laptop to utilise the large screens/projectors please do so via the DA Lounge staff.	AM	
8	Go into the application in DART and drill into the Permit.	AM	
9	Enter the following details into the Permit Specific Data: - Description (this should be there, however check that it is correct) - Meeting Date - Meeting Time - Meeting Location NB: DART uses this information to populate the correspondence so ensure that data is entered professionally.	AM	
10	Go into the team tab and remove any officers who will not be attending the meeting (this information will appear on the letter).	AM	
11	Click on the "Display Related Information" (i) button and go into the Merge Docs Tab.	AM	
12	Select the "Prelodgement Confirmation Letter" template from the drop down list. Drill in and open the document.	AM	
13	Check that the letter has generated correctly and save a copy to your D drive as "Prelodgement Confirmation".	AM	
14	Insert the BCC cleat watermark onto the first page of the PDF document.	AM	Adding a Watermark in Adobe
15	If your signature does not auto-populate, insert your signature using the stamp tool into the signature block on the letter. Re-size the stamp to fit if required. NB: You will need to create your signature as a stamp. To do this, follow the instructions in the User Guide under Create a Custom Stamp.	AM	Adobe Acrobat 9.3 Professional User Guide

Step	Description	Resp.	Related Info
16	Flatten the document, save and close.	AM	
17	Close the word document and set to final in Merge Docs.	AM	
18	Generate the Fee Quote for the Pre-Lodgement Meeting. Click on the "Fee Type Details" (Calculator) button.	AM	
19	Place a tick in the box next to the fee for "Basic Pre-Lodgement Meeting" and click the red Execute button.	AM	
20	The fee quote will now generate. Print to PDF and save a copy to your D drive as "Prelodgement – Fee Quote".	AM	
21	Go into the eda inbox and use the Prelodgement Confirmation GroupWise email template to send the Prelodgement Confirmation Letter and Fee Quote to the applicant.	AM	Email Template
22	Upload the signed letter with cleat with the category "Correspondence – Prelodgement" and the fee quote with the category "Fees – Fee Quote" to External Docs	AM	
23	Print the sent email to PDF and save to your D drive as "Email – Prelodgement Confirmation". Upload the email to External Docs in DART with the category "Correspondence – Email".	TSO	
24	Enter a note in the running sheet "Prelodgement Meeting Confirmation Letter and Fee Quote emailed to applicant [date]".	TSO	Running Sheet Guidelines
25	**FOR BPAY PAYMENTS ONLY (Steps 25-29)** Once advice has been received that payment has been made, generate a tax invoice. <u>NB:</u> For applications received directly in the team eda inbox, TSO to send a GroupWise Task to dalodgement requesting that the tax invoice be sent to the customer.	AST/TSO	Generate Tax Invoice SOP
26	Save a copy to the tax invoice to your D Drive and email to the applicant.	AST/TSO	Email Template
27	Print the sent email to PDF and save to your D drive as Email – Tax Invoice.	AST/TSO	
28	Upload the Tax Invoice and sent email to External Docs in DART.	AST/TSO	
29	Update the Running Sheet.	AST/TSO	
30	Conduct the prelodgement meeting. <u>NB:</u> You may wish to use the large screens in the DA Lounge to view the plans or ask the applicant to bring a current hard copy. Alternatively a copy can be printed from DART.	AM	
31	Go into the application in DART and go into the Merge Docs tab.	AM	
32	Select the Pre-Lodgement Meeting Record Template from the drop down list.	AM	

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Step	Description	Resp.	Related Info
33	Complete the meeting minutes using this template making sure to capture all issues that were discussed and the outcomes.	AM	
34	Print the meeting minutes to PDF and save to your D drive as "Prelodgement Meeting Minutes"	AM	
35	Insert your signature to the front page using your signature stamp.	AM	
36	Flatten the document, save and close.		
37	Before meeting minutes are sent to the applicant, the fee **must** be paid. To check to see if the fee has been paid, click on the "Fee and Payment Details" (golden dollar) button.	AM	
38	Go into the Quotes Tab. The "Payment Status" column will read either Fully Paid or Unpaid. - If the fee is Fully Paid, the meeting minutes can be sent to the applicant. - If the fee is Unpaid, you will need to contact the applicant to have them forward payment prior to issuing the minutes.	AM	
39	Finalise the application in DART.	AM	
40	Go into the eda inbox and use the Prelodgement Outcome GroupWise email template to email a copy of the meeting minutes to the applicant using the "Prelodgement Outcome" email template.	AM	Email Template
41	Upload the signed meeting minutes to External Docs with the category "Correspondence – Prelodgement".	AM	
42	Send a task to the eDA inbox advising that the application is ready for Kribbing.	AM	
43	Receive the Kribbing task in the eDA inbox.	TSO	
44	Open the application in DART and check that the application has been finalised.	TSO	
45	Go into External Docs and open the Prelodgement Meeting Minutes.	TSO	
46	Extract the **first page only** of the meeting minutes and save to your D drive as "Cr – Prelodgement Minute".	TSO	
47	Go into the eda inbox and use the Prelodgement - Councillor GroupWise email template to send an the prelodgement minute to the Councillor.	TSO	Email Template
48	Go into the sent items and print to PDF the email sent to the applicant. Save to your D drive as "Email – Prelodge Applicant"	TSO	
49	Go into the sent items and print to PDF the email sent to the Councillor. Save to your D drive as "Email – Cr Prelodge"	TSO	
50	Upload both emails to External Docs with the category "Correspondence – Email"	TSO	

Step	Description	Resp.	Related Info
51	Enter a note in the running sheet "Prelodgement Meeting held [date]. Meeting Minutes emailed to applicant [date] and record of meeting emailed to Councillor [date]".	TSO	
52	Record the application details in the Kribbing book/spreadsheet.	TSO	
53	Complete the GroupWise Kribbing task.	TSO	
54	Ensure all suitable correspondence and documentation has been registered with Records as per the agreed Records Management Guidelines.	TSO	Records Management Guidelines

Dedicated to a better Brisbane DEVELOPMENT ASSESSMENT	Create New Application in DART SOP		
	Number: DA SOP 004 005	Version: 1.6 Effective Date: 10 Aug 2010	Next Review: 31 March 2012

1.0 Overview

When a new application is received, a new entry needs to be created in DART. This SOP provides guidance when entering new application details into DART.

2.0 Objectives

The key objective of this SOP is to ensure:

- Quality data is available through consistent and accurate entry of new records and associated information within DART.

3.0 Applicability

This SOP is designed to assist Team Support Officers (**TSOs**) enter new application details into DART.

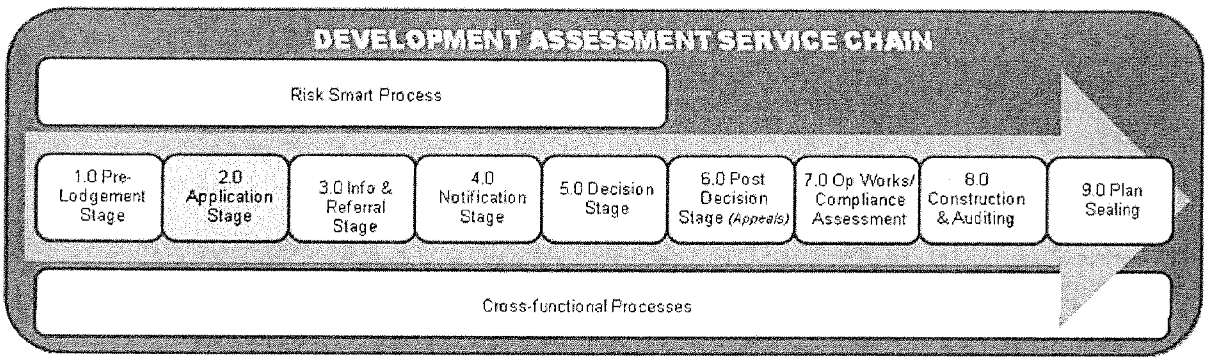
This SOP covers RiskSMART and all other electronically lodged applications.

4.0 Ownership

Owner	Sponsor
Team Leader, Application Support Team	Rita Kelly, BPO, Application Stage

5.0 DA Service Chain Alignment

This SOP relates to the Application Stage of the DA Service Chain.



6.0 Process

Step	Description	Resp.	Related Info
1	Application received in dedicated In Box.		
2	Send a confirmation email to the applicant to notify them that their application has been received and is being reviewed.	AST	Email template
3	Save a copy of the email to D: drive to be bulk uploaded with the application documents after creating the application.	AST	Uploading Documents SOP
4	Log into DART	AST	
5	Select PERMIT TAB > *New Application* > *Development Assessment* > *Development Application*	AST	
6	In Application Received By select User Email if the application was lodged electronically. If the application was not lodged electronically select the person's name.	AST	
7	Enter in the client details for Primary Applicant and Consultant by entering a Client Ref (specific to each accredited agent) into the Client Ref field. Click ENTER. Client's details will auto populate into the client/ name field. ***NOTE:*** *Two separate entries are required for the Client Details as follows:* *1. Primary Applicant Details – to be entered as per IDAS Form 1 (Role = Primary Applicant).* *2. Consultant Details – the town planning firm is that is lodging the application with Council (Role = Consultant).*	AST	
8	**Alternatively** search for the Primary Applicant and Consultant details using the Client Lookup form (green up arrow next to the Client Name Field). - Enter client's/ company name - Select search button - Select company name from drop down list Details will auto populate into client/ name field. ***NOTE:*** *Two separate entries are required for the Client Details as follows:* *1. Primary Applicant Details – to be entered as per IDAS Form 1 (Role = Primary Applicant).* *2. Consultant Details – the town planning firm is that is lodging the application with Council (Role = Consultant).*	AST	
9	Enter the shop/ flat/ unit/ house number > street name > suburb. These can be looked up by using the search button (green arrow next to the Location Name field). Information will auto populate.	AST	
10	Select the relevant permit/s by placing a tick in the Apply box. Ensure that the SPA applications are identified as such.	AST	
11	SAVE application. Application Reference Number will auto generate.	AST	

Step	Description	Resp.	Related Info
12	Note down Application Reference number as this is the client's reference.	AST	
13	Enter the following information into the screen: Responsible Office (2nd row, 3rd column, far right of screen)	AST	
14	Follow process steps outlined below, dependant on the application type.	AST	
RECONFIGURATION OF A LOT (only do the following):			
15	Select PERMIT TAB	AST	
16	Select the arrow on the far right next to the Reconfiguration of a lot permit type to open the *Permit Specific Data Box.*	AST	
17	Enter the following information in the PERMIT SPECIFIC DATA BOX: - Enter mandatory fields - Description = Reconfiguration of a lot (1 into 2) - Enter stage number in "Stage" box - Check approval type, level of assessment and development type is correct - Enter site area – make sure it is m2 - Enter proposed number of lots - Activity = Subdivision of land (must enter development type)	AST	
18	SAVE & EXIT	AST	
CARRY OUT OF BUILDING WORK (do the following + MCU instructions): NOTE: MCU is almost always entered with CARRY OUT BUILDING WORK permit details.			
15	Select the PERMIT TAB	AST	
16	Select the arrow on the far bottom right next to the Carry out Building Work permit type to open the *Permit Specific Data Box.*	AST	
17	Enter the following information in the PERMIT SPECIFIC DATA BOX. - Permit type = DA SPA – Carry out building work - Approval Type = select 'preliminary approval under s241' from drop down box - Stage = Preliminary approval - (Description form MCU Permit) - Level of Assessment and Development Activity Type = Same as MCU details	AST	
18	SAVE & EXIT	AST	
MATERIAL CHANGE OF USE (do the following):			
15	Select the PERMIT TAB	AST	
16	Select the arrow on the far bottom right next to the Carry out Building Work permit type to open the *Permit Specific Data Box.*	AST	
17	Enter the following information in the PERMIT SPECIFIC DATA BOX: - Description Box = enter description of proposal	AST	

Step	Description	Resp.	Related Info
	- Enter stage number in "Stage" box - Enter site area – make sure it is m2 (found on page 2 or Part A: Common Details) - Enter proposed number of lots/units applicable - Enter activity		
18	SAVE & EXIT	AST	
FOR ALL APPLICATIONS:			
19	Select VALIDITY TAB (3rd along on bottom of screen)	AST	
20	If consent is on an accompanying letter from the submitter select the arrow pointing down in the *Result* box and select *Accompanying Letter.*	AST	
21	If consent is on the Application Form from the submitter select the arrow pointing down in the *Result* box and select *Application Form.* Save	AST	
22	Upload all documents using the Bulk Uploader.	AST	Uploading Documents SOP
23	Once the TRIM number is received from da records enter it in the file reference box by itself for a paper application	AST	
24	Update Running Sheet.	AST	
25	Ensure all suitable correspondence and documentation has been registered with Records as per the agreed Records Management Guidelines.	AST	Records Management Guidelines
26	Send a task to the relevant eDA mailbox advising of new application.	AST	New eDA Email template

Dedicated to a better Brisbane DEVELOPMENT ASSESSMENT	Create Portfolio		
	Number: DA SOP 006 050	Version: 1.2 Effective Date: 23 Dec 2010	Next Review: 31 March 2012

1.0 Overview

To enable all members of the assessment team to concurrently review and provide comment on a particular application.

2.0 Objectives

Team members are able to track the history of their decision making and keep versioned documents. Team members do not need to wait for other team members to finish with a document before reviewing it.

3.0 Applicability

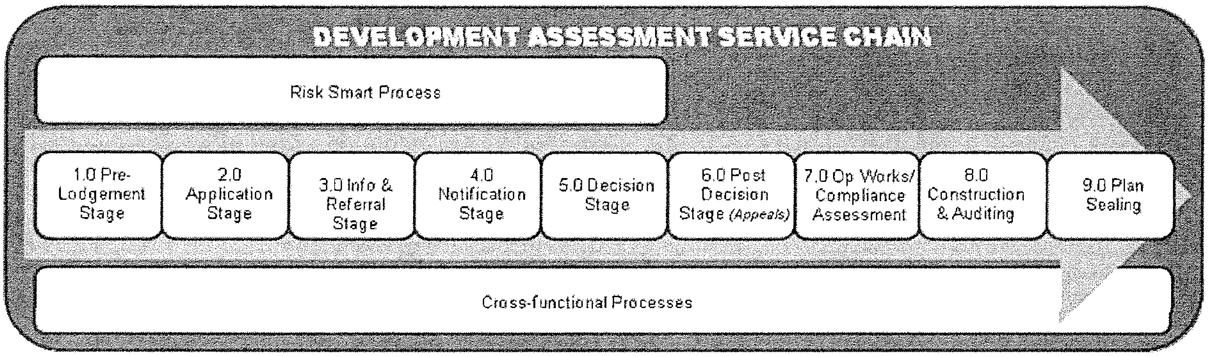
This procedure applies to the assessment of each application

4.0 Ownership

Regional Manager, North

5.0 DA Service Chain Alignment

Information and Referral Stage



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6.0 Process

Step	Description	Resp.	Related Info
1	To create a Portfolio open Adobe, select File, Create PDF portfolio.	TSO	
2	Click Modify, Create new folder, enter name "working folder"	TSO	
3	Click Modify, Create new folder, enter name "final documents folder"	TSO	
4	Create a new Folder in D Drive called "Portfolios".	TSO	
5	Click File, Save as and Save to D Drive Portfolios folder with the file name "Planner Portfolio" NB: the portfolios will only need to be created once. For future applications access the same portfolios in D drive and upload to DART for each specialist.	TSO	
6	Repeat Step 5 and save a portfolio named after each DA profession (Engineer, Architect, Landscape Architect, Ecologist and Environmental Management Officer).	TSO	
7	Open relevant application in DART	TSO	
8	Open External Docs	TSO	
9	Upload the relevant portfolio file to DART for each team member involved in the assessment of the application and select document category "Report – Assessment"	TSO	
10	Include in the Work Request to each member of the Assessment Team that a portfolio is located in DART	TSO	DTM SOP Generate Work Request SOP
11	Open application number in DART	Assessment Team Member	
12	Open portfolio relevant to your profession in DART external docs	Assessment Team Member	
13	Review external docs list and save a copy of all documents <u>relevant to your assessment</u> to D drive	Assessment Team Member	
14	Open your Portfolio from External Docs	Assessment Team Member	
15	Drag and drop all documents previously saved to D drive to your Portfolio and save	Assessment Team Member	
16	Additional folders can be created in your portfolio by clicking Modify, Create New Folder. NB: you can edit your portfolio to include as many or as few folders	Assessment Team Member	

Step	Description	Resp.	Related Info
	as you need for your assessment requirements.		
17	Undertake Assessment and mark up documents (ensure that you save regularly to ensure that work is not lost)	Assessment Team Member	
18	Once you have completed your assessment, save a copy of all marked up documents to the "Final Documents" Folder in your portfolio	Assessment Team Member	
19	Finalise Work Request noting that marked up documents are in the "Final Documents" folder in your portfolio	Assessment Team Member	Respond to Work Request SOP
20	Once all Work Requests are finalised open each specialist portfolio in DART external docs	AM	
21	Review all marked up documents in the "Final Documents" folder of each portfolio	AM	
22	If relevant move to your own portfolio or use Shared Review function to combine mark ups	AM	Shared Review SOP

Dedicated to a better Brisbane DEVELOPMENT ASSESSMENT	Conduct DTM SOP		
	Number: DA SOP 006 005	Version: 1.7 Effective Date: 17 Feb 2011	Next Review: 31 March 2012

1.0 Overview

DTMs are required to be held by each of the five Development Assessment Teams. Meetings must be held at least twice weekly to ensure Category-related KPIs are able to be met.

The primary purpose of DTM is to review new applications, identify potential issues, confirm Category Level, identify Information and Referral requirements and allocate an Assessment Team.

This SOP provides an overview for how DTM meetings should be conducted. The emphasis is on technology-enabled meetings that reinforce the shift to eDA and ensure efficient processes.

2.0 Objectives

The objectives of this SOP are to:

- Encourage DTM to utilise available technology effectively and efficiently in decision-making processes;
- Reduce the amount of administrative rework required outside of DTM to process meeting outcomes.

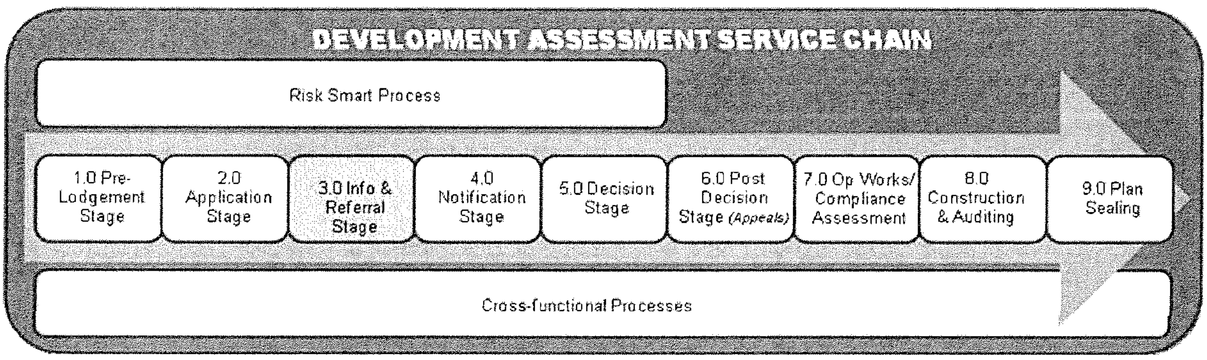
3.0 Applicability

This SOP is designed to assist members of DTM, particularly the DTM facilitator and TSO in conducting DTM meetings and recording outcomes.

4.0 Ownership
Regional Manager, North

5.0 DA Service Chain Alignment

This SOP primarily relates to DTM meetings held as part of the Information & Referral Stage of the DA Service Chain.



6.0 Process

Step	Description	Resp.	Related Info
PRE-DTM			
1	If the application is received electronically, the AST will send a GW task to the relevant DA Team In Box saying new application is ready for DTM.	AST	
2	If the application is received in hardcopy, the TSO will receive an email in the relevant DA Team In Box once the documents have been scanned and uploaded to DART or through normal hardcopy distribution processes.	TSO	
3	Determine if application is to be considered by the regional or city team. Consult with the Principal Planner or Regional Manager if necessary.	TSO	
4	If application is to be assessed electronically: - upload iBimaps, parcel details, site history & flood report to DART	TSO	
5	If application is to be assessed in hardcopy: - print hardcopy of Gecko maps etc & attach to file copy - enter relevant details in DART - update Running Sheet	TSO	
6	Send a GW task from the relevant DA Team In Box to the Assessment Team, being the Principal Planner, Specialists, Engineer and TSO advising them of a new application. NB: Do this for both hardcopy and electronic applications. Ensure DTM Groups are set up in eDA In Boxes.	TSO	
7	Add a note to the Running Sheet saying "Task sent to DTM team advising of new application".	TSO	
8	Undertake "desk review" of application in DART. In preparation for DTM meeting, undertake the following actions in DART: ☐ identify any potential issues,under the "Issues" tab and the issue "Level" as either major, minor or other; ☐ Identify whether they want to be included as part of the team under the "Team" tab so that they can undertake a detailed assessment of the application.	Assessment team	
9	Enter application details into stats spreadsheet. NB: Ensure electronic applications are clearly identified as eDAs.	TSO	
10	If application is received as a hardcopy (i.e. and not processed by the AST), do the following in DART: - enter file reference number - check client details - check location details - check permit type	TSO	

Step	Description	Resp.	Related Info
	- check & complete permit specific data (description, site area, activity) - check owner's consent (validity tab) - update Running Sheet (e.g. Impact/ Code application received & marked to DTM for review		
11	Set up DTM as required (i.e. TSO laptop for DART and spreadsheets; Planner's large screens for iBimaps etc	TSO	
DURING DTM			
12	Where possible, information to be entered directly into DART during DTM. Alternatively, utilise electronic DTM scoping sheet. NB: Scoping sheet is to be used only when TSO is unable to attend DTM	TSO/DTM	DTM Scoping Sheet
13	Select the "Display Related Information" button in DART and open "external docs" to review the application information, including: ☐ Assessment report ☐ Proposed plans ☐ Technical reports ☐ Application forms ☐ Gecko maps and property information.	DTM	
14	If application was received in hardcopy, then undertake "Properly Made Checklist" for application a) Input relevant form fields for application b) Delete forms not required c) Check/input application fees based on Council's Fees and Charges resolution d) Check owners consent e) Print "entire workbook" to PDF and upload to DART external docs as "Properly Made Checklist" f) Input properly made date in relevant DART field. NB: For electronically lodged applications, AST have already completed a properly made check.	DTM	Properly Made Template
15	Where application is not properly made, send email/task to TSO to send letter to applicant to outline requirements need to make it a properly made application, including incorrect application fees. When the application is properly made, application is to be taken back to DTM to complete the remaining DTM scoping and file allocation steps.	DTM	
16	If application was received in hard copy, undertake Category Matrix Checklist for application: a) Upload completed Category Matrix checklist into DART external documents as "Category Matrix Checklist" b) Input/check relevant fields for application c) Determine application Category level and input level into	DTM	Category Matrix SOP

Step	Description	Resp.	Related Info
	"Risk" field in DART.		
17	If application was received electronically, then review Category Matrix Checklist and check "Risk" level nominated in DART. NB: AST will complete checklist and allocate Category Level for electronically lodged applications. DTM can alter category levels,. If a category is changed, a note must be added to the Running Sheet explaining why.	DTM	Category Matrix SOP
18	DTM considers the application as lodged and decides whether or not it should be categorised as a Major Project based on relevant risk factors including nature and size of the development, consistency with City Plan, likely community and/or political concerns, potential impacts of the development, similarity with previous Major Projects, etc. NB: The views of the applicant/developer are not relevant to this decision. DTM may seek advice from the Application Support Team (AST), Delegate, Principal Planner, Regional Manager, Planning Manager or Manager Development Assessment.	DTM	
19	In DART, check and update the application information description and permit specific data.	DTM	
20	In DART, identify and input under "Issues" tab the following: a) Issue level as either "major", "minor" or "other" b) Description of any potential issues c) Responsible officer (eg Assessment Manager, Engineer, Architect etc)	DTM	
21	In DART, determine the assessment team for the application: a) Input/confirm the assessment team details under the "Team" tab b) Input the Assessment Manager name in the "Project Manager" field.	DTM	
22	In DART, determine any internal and external referrals for the application under the "Referrals" tab and nominate type of referral (eg Councillor – internal, DTMR – Concurrence, City Planning – internal)	DTM	Manage External Referrals SOP Managing Internal Referrals SOP Manage Referral to ICU and WSAT
23	If referral to City Planning is required, complete City Planning Form to request strategic advice and upload into external documents in DART.	DTM	City Planning Form
24	Update Running Sheet in DART to input "Meeting" and "DTM held on (date)" and "attended by (names)", and "Completed"..	TSO/DTM	
25	Where a TSO does not attend DTM, send Groupwise task to TSO or team eDA inbox to confirm that DTM process has been completed for the application.		

Step	Description	Resp.	Related Info
POST-DTM			
26	Assessment Manager or TSO sends invoice to applicant for additional fee or arranges for refund of overpaid amount.	Assessment Manager/TSO	Issue Fee Quote SOP OR Process Refunds SOP
27	Where application is not properly made, TSO to send letter to applicant to outline requirements needed to make it a properly made application, including incorrect application fees. When the application is properly made, the application is to be taken back to DTM to complete the remaining DTM scoping and file allocation steps.	TSO	
28	Using calculator, enter Properly Made Date to determine relevant timeframes.	TSO	
29	Open application in DART and complete blank fields on front screen (e.g. expected decision date).	TSO	
30	Create portfolio for each specialist and upload to external docs.	TSO	Create Portfolio SOP
31	Send work requests to Team Members.	TSO	Generate Work Request SOP
32	Check/ enter referral information as required. <u>NB:</u> WSAT & Councillor to be entered for all high level applications.	TSO	
33	Send GroupWise task using the Internal Work Request NON DART USER template to City Planning Strategic Advice Coordinator with the City Planning Form attached.	TSO	Email Template
34	Using Related Information icon, generate Daily Team Meeting minute: - fill in the blanks, making sure the minute is well presented - enter category level next to the assessment process type (e.g. - IMPACT – RISK LOW) - enter critical timeframes as determined via calendar spreadsheet	TSO	
35	If application is eDA: - email Councillor using template, noting Assessment Manager and attaching DTM minute - upload email to Councillor into DART	TSO	
36	If the application was lodged in hard copy, send an email to the Assessment Manager from the eda inbox using the "New Application for e-Assessment" GroupWise Email Template to advise that they have a new application and they need to contact the applicant to determine if they wish to correspond with Council electronically or in hard copy.	TSO	Email Template

Step	Description	Resp.	Related Info
37	Print email to PDF and save to your D drive as Email - AM eAssessment.	TSO	
38	Upload the email to External Docs in DART with the Category "Correspondence – Email".	TSO	
39	Receive email advising of new application for e-Assessment	AM	
40	Phone the applicant and determine whether they would like to correspond with Council electronically or hard copy. <u>NB:</u> Applicant details will be available in DART under Client Details and scripting has been drafted to assist with this conversation.	AM	Confirming Electronic Correspondence Scripting
41	Once it has been determined if the applicant wishes to correspond electronically or via hard copy, make a Notification Task in the Running Sheet Tab in DART to advise how the applicant wishes to correspond.	AM	
42	If the applicant agrees to correspond with Council electronically, send an email from the eda inbox using the "Confirmation of e-Correspondence" GroupWise Email Template to their nominated account to confirm that they have agreed to correspond electronically.	AM	
43	Go into the sent items in the eda inbox and find the confirmation email that the Assessment Manager has sent to the applicant. Print the email to PDF and save to your D drive as "Email - Confirmation of e-Correspondence".	TSO	
44	Upload the email to External Docs in DART with the Category "Correspondence – Email".	TSO	
45	On the hard copy file cover, write either "Electronic Corro" OR "Hard Copy Corro", in accordance with how the applicant wishes to correspond, in the Related Info box.	TSO	
46	Move the file in TRIM to your team compactus code. <u>NB:</u> The application will be assessed electronically no matter how the applicant wishes to correspond. If the applicant wishes to correspond in hard copy, the correspondence will be printed and posted to the customer as required.	TSO	
47	If application is to be assessed in hardcopy, distribute as required. Councillor is generally a priority for hardcopy applications. <u>NB:</u> If insufficient hardcopy apps, DO NOT photocopy. Use electronic mechanisms as appropriate (e.g. email with link to PDOnline).	TSO	
48	Update Running Sheet accordingly.	TSO	Running Sheet Guideline

Dedicated to a better Brisbane DEVELOPMENT ASSESSMENT	**Conduct "Properly Made" Check SOP**		
	Number: DA SOP 002 015	Version: 1.4 Effective Date: 25 May 2011	Next Review: 25 May 2012

1.0 Overview

SPA specifies mandatory requirements for an application to be "properly made".

If an application is not properly made, Council is obliged to contact the applicant and issue a "not properly made notice".

Council must give the applicant the notice within 10 business days after the application has been received. If the applicant does not take any action to make the application a properly made application within 20 business days after receiving the notice, or within a further period agreed between the assessment manager and the applicant, the application lapses.

Checklists have been developed to assist Council officers determine whether or not an application is considered to be properly made.

This SOP outlines the process for undertaking a properly made check using these checklists.

2.0 Objectives

The objective of this SOP is to ensure:

- Applications are managed in accordance with SPA legislation regarding properly made requirements.

3.0 Applicability

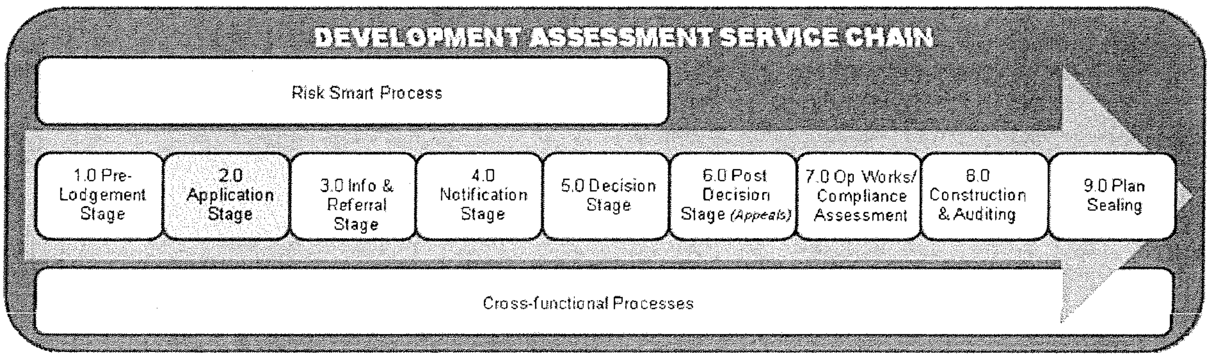
This SOP is designed to support the Paratech within the Application Support Team to undertake properly made checks.

4.0 Ownership

Owner	Sponsor
Team Leader, Application Support Team	Rita Kelly, BPO, Application Stage

5.0 DA Service Chain Alignment

This SOP supports a key activity required as part of the Application Stage.



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6.0 Process

Step	Description	Resp.	Related Info
1	Paratech is notified of new application by TSO.	TSO	
2	Identify use type of application.	Paratech/Planner	
3	Identify forms required to be completed by applicant.	Paratech/Planner	
4	Using checklist relevant to each form, ensure application addresses all mandatory requirements.	Paratech/Planner	
5	If the application meets all properly made requirements, determine application category, generate fee quote and notify TSO. Properly Made process is finalised.	Paratech/Planner	Category Matrix, Generate Fee Quote SOPs
NOT PROPERLY MADE APPLICATIONS			
6	If the application does not meet all properly made requirements, develop a draft notice for consideration by the Delegate, stating: - That the application is not a properly made application; - The reasons why the application is not a properly made application; - The action the applicant must take for the application to comply with section 261.	Paratech/Planner	
7	Clearly identify what parts of the application need to be resubmitted. The applicant should be directed to resubmit complete parts of the application (e.g. whole set of plans, complete engineering report), with reference to the specific sections that should be changed. NB: This is to enable Not Properly Made sections of the application to be overwritten in DART, minimising impact on DART capacity and reducing risks associated with version control.	Paratech/Planner	
8	Discuss requirements with Delegate, including aspects of the application to be resubmitted and associated timeframes.	Paratech/Planner	
9	Delegate approves "Not Properly Made" Notice and associated documentation or discusses changes with Paratech.	Delegate	
10	Email Not Properly Made Notice to the applicant, with clear instructions on what needs to be resubmitted and associated timeframes. NB: Not Properly Made Notice must be issued within 10 business days of receipt of application.	Paratech/Planner	
11	Update Running Sheet to indicate that "Not Properly Made" Notice has been issued.	Paratech/Planner	Running Sheet Guidelines
12	Using "bring ups" in DART, allocate a reminder for a few days before the response to the "Not Properly Made" Notice is due.	Paratech/Planner	DART SOP re Bring Ups

Step	Description	Resp.	Related Info
	The customer has 20 business days to respond to the "Not Properly Made" Notice, so bring up should be for approximately 18 business days.		
13	When "bring up" appears in task allocator on the pre-determined date, if no response has been received, contact the applicant to remind them of the requirements of the "Not Properly Made" Notice and implications if specified dates are not met.	Paratech/Planner	DART SOP re Bring Ups
14	If customer response is received within agreed timeframes, check that Properly Made requirements have been satisfied.	Paratech/Planner	
15	If Properly Made requirements are still not satisfied, discuss subsequent actions with Delegate.	Paratech/Planner	
16	If Properly Made requirements have been satisfied, upload resubmitted documents to DART and update Running Sheet. Calculate fee requirements in accordance with Issue Fee Quote SOP. Process is finalised. NB: To ensure accurate version control and minimise impact on DART capacity, when uploading resubmitted documents, overwrite existing documents that were previously uploaded to DART.	Paratech/Planner	Issue Fee Quote SOP
LAPSED APPLICATIONS			
17	If customer response is not received within 20BD or agreed timeframes, or if specified requirements are not met, then the application lapses. Prepare letter from Delegate to customer declaring that the application has lapsed, including reasons why.	Paratech/Planner	
18	Notify the Delegate that the application has lapsed and provide letter for signature.	Paratech/Planner	
19	Delegate signs letter to customer.	Delegate	
20	Email letter to customer and update Running Sheet.	Paratech/Planner	Running Sheet Guidelines
21	Ensure all suitable correspondence and documentation has been registered with Records as per the agreed Records Management Guidelines.	Paratech/Planner	Records Management Guidelines

Dedicated to a better Brisbane DEVELOPMENT ASSESSMENT	**Generate Acknowledgement Notice SOP**		
	Number: DA SOP 006 030	Version: 1.4 Effective Date: 21 Sept 2010	Next Review: 31 March 2012

1.0 Overview

Acknowledgement Notices need to be created for:

- All impact applications;
- Code and Code Notifiable applications with referrals.

This SOP provides instructions for generating Acknowledgement Notices based on data contained in DART.

2.0 Objectives

The objectives of this SOP are:

- To ensure legislative requirements regarding generation of Acknowledgement Notices are met;
- To ensure the Acknowledgement Notice contains accurate and up to date information.

3.0 Applicability

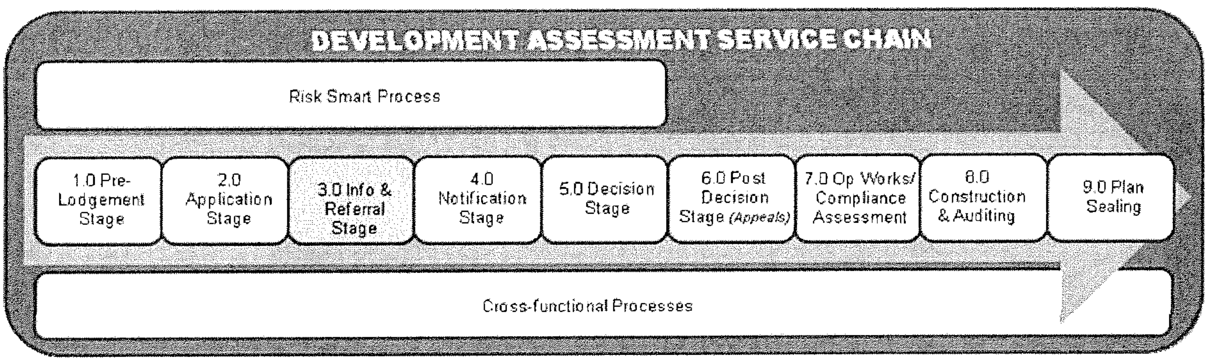
This is an administrative SOP designed to assist Team Support Officers (**TSOs**) to prepare draft Acknowledgement Notices for review and approval by the relevant Assessment Manager (**AM**).

4.0 Ownership

Owner	Sponsor
Team Leader, Application Support Team	Patricia Jensen, BPO, Information & Referral Stage

5.0 DA Service Chain Alignment

This SOP primarily relates to activities performed within the Information & Referral Stage of the DA Service Chain.



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6.0 Process

Step	Description	Resp.	Related Info
1	Look up the application in DART.	AM	
2	Check all general information has been entered correctly.	AM	
3	In particular, check the following information has been entered correctly: - Lot and Plan details in the address are the same as those provided on the IDAS Part A form; - All required permits have been entered; - Drill into permits and ensure all relevant fields and information have been entered and are neat and correct; - Referral Agencies identified on the application forms have been entered.	AM	
4	Go to "Display Related Information" icon.	AM	
5	Stay in the "Merge Docs" tab and select the template for "SPA Acknowledgement Notice".	AM	
6	Click on the "show document" button and a SPA Acknowledgement Notice opens in a Word Document	AM	
7	Make any required amendments and double-check the document has generated properly and all parameters have been updated. NB: If processing an Acknowledgement Notice for a Notifiable Code application and a full-stop appears under the Public Notification Required heading, leave it as is (inherent issue in DART).	AM	
8	Remove the auto-populated cleat from the document by double clicking the BCC logo in the top left corner and selecting the cleat image. Once the cleat is highlighted press delete. NB: This is due to a DART issue which is in the process of being rectified.	AM	
9	Print document to PDF and save a copy in your D drive as "A00**** Acknowledgement Notice".	AM	
10	Save and close the word document.	AM	
11	Set document to "Final" in Merge Docs and suppress the document from public scrutiny.	AM	Supress Public Scrutiny SOP
13	Return to the PDF document and insert the BCC cleat watermark onto the first page of the PDF document.	AM	Adding a Watermark in Adobe
14	Using the stamp tool, insert your signature stamp into the signature block on the letter. Re-size the stamp to fit if required. NB: You will need to create your signature as a stamp. To do this, follow the instructions in the User Guide under Create a Custom Stamp.	AM	Adobe Acrobat 9.3 Professional User Guide
15	Flatten the document, save and close.	AM	

Step	Description	Resp.	Related Info
16	Email to customer using Acknowledgement Notice Template from the DA In Box.	AM	Acknowledgement Notice Template
17	Upload the PDF Acknowledgement Notice with the cleat and signature to External Docs and select the Category "Notice – Acknowledgement"	AM	
18	Delete the PDF from your D drive.	AM	
19	Go into the sent items of the eda team inbox and print the sent email to PDF. Save a copy to your D drive as Email – Ack Notice and upload to External Docs in the application in DART.	TSO	PDF Naming Guidelines
20	Update the running sheet in DART with the following: Task - Corro Sent Details - "Acknowledgement Notice emailed to applicant [date] and uploaded to DART". Status - Completed.	TSO	Running Sheet Guidelines
21	Delete the email from the sent items.	TSO	
22	Ensure all suitable correspondence and documentation has been registered with Records as per the agreed Records Management Guidelines.	TSO	Records Management Guidelines

Dedicated to a better Brisbane DEVELOPMENT ASSESSMENT	**Manage External Referrals SOP**		
	Number: DA SOP 006 020	Version: 1.3 Effective Date: 21 Sept 2010	Next Review: 31 March 2012

1.0 Overview

Under SPA legislation, referrals may be required to Queensland Government departments and authorities (such as Main Roads and the Environmental Protection Agency). There are three types of referrals:

- **Concurrence agencies** - assess the proposal and may impose conditions of development. Concurrence agencies may also direct Council to approve an application with or without conditions, issue a preliminary approval only, or refuse an application.
- **Advice agencies** - assess the proposal and can impose conditions of development.
- **Third party advice agencies** - may have an interest in an application (for example, the Brisbane Airport Corporation has an interest in buildings greater than 100m in height).

Referral agency requirements or conditions must be received by Council before a decision can be made on an application. This SOP provides an overview of the process of obtaining input to applications from external referral agencies.

2.0 Objectives

The objectives of this SOP are to ensure:

- Relevant legislative requirements regarding managing external referrals are met;
- External referral responses are received in a timely manner, documented and fed into the decision making process.

3.0 Applicability

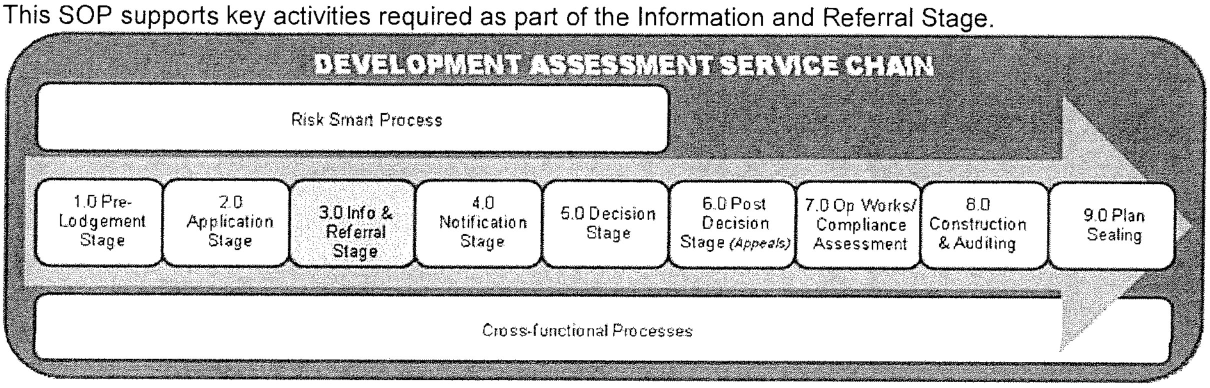
This SOP is designed to provide an overview of the external referral process for all DA staff.

4.0 Ownership

Owner	Sponsor
Team Leader, Application Support Team	Patricia Jensen, BPO, Information & Referral Stage

5.0 DA Service Chain Alignment

This SOP supports key activities required as part of the Information and Referral Stage.



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6.0 Process

Step	Description	Resp.	Related Info
1	The applicant is responsible for identifying external referral agencies that need to be consulted as part of their application.		
2	DTM reviews application to determine whether appropriate external referral agencies have been identified.	DTM	
3	To capture information about referrals, click on the Referrals Tab. Select the permit for which the referral is required by clicking on the "drop down button" next to "Permit Reference" on the Tab.	TSO	
4	Search for an existing referral agency prior to create a new referral agency. To search for existing Referral Agencies, perform a client search and change the Client Type to Referral Agency.	TSO	
5	To create a Referral Agency Record, click on the "drill into button" at the end of the highlighted row to bring up the Referral Details screen.	TSO	
6	Enter the necessary information and SAVE. The record will now appear in the Referrals Tab.	TSO	
7	To enter another agency, click in the next available blank row, click the "drill into button" and repeat the above steps.	TSO	
8	Assessment Manager checks allocated external referrals and prepares the Acknowledgement Notice.	AM	Generate Ack Notice SOP
9	Assessment Manager emails Acknowledgement Notice to the applicant from the relevant DA In Box and closes Work Request.	AM	
10	The applicant is required to send a copy of the Acknowledgement Notice and the application to each identified Referral Agency. This must be completed in accordance with legislated timeframes.	Applicant	
11	TSO uploads to DART and sends a GroupWise task to the Assessment Manager.	TSO	
12	Referral agencies respond directly to the applicant, with a copy provided to the Assessment Manager.	Ref Agencies	
13	Legislation allows for additional referral agencies to be identified after the Acknowledgement Notice has been issued. This should be managed in accordance with the "Missed Referrals" SOP.		Missed Referrals SOP
14	Prior to entering the Decision Stage, the Assessment Manager checks that responses have been received from all identified external referrals.	AM	
15	If no response has been received, the Assessment Manager contacts the relevant agency. NB: Referral agency requirements or conditions must be received by Council before a decision can be made on an application. Referral agencies may request an extension to the timeframe.	AM	
16	The Assessment Manager considers referral agency responses in determining a decision regarding the application.	AM	

Step	Description	Resp.	Related Info
16	External referral responses are incorporated into the Decision Notice compiled by the Assessment Manager, including attachment of any correspondence received.	AM	Decision Notice SOP
17	Once the Decision Notice has been finalised by the Delegate, the TSO flattens the documents and sends a copy of the decision to each agency that was identified as requiring consultation, regardless of whether or not they provided a response.	TSO	Finalise Documents SOP
18	Ensure all suitable correspondence and documentation has been registered with Records as per the agreed Records Management Guidelines.	TSO	Records Management Guidelines

Dedicated to a better Brisbane DEVELOPMENT ASSESSMENT	Managing Information Requests SOP		
	Number: DA SOP 006 035	Version: 1.5 Effective Date: 23 Dec 2010	Next Review: 31 March 2012

1.0 Overview

Sometimes information needed to properly assess a development application is not provided. Under the Sustainable Planning Act 2009 (SPA), Brisbane City Council may request further information via an information request.

This SOP provides an overview of how to manage information requests.

2.0 Objectives

The objectives of this SOP are to ensure:

- Council has appropriate information to assist with development assessment;
- Legislative requirements regarding issuing of Information Requests are adhered to.

3.0 Applicability

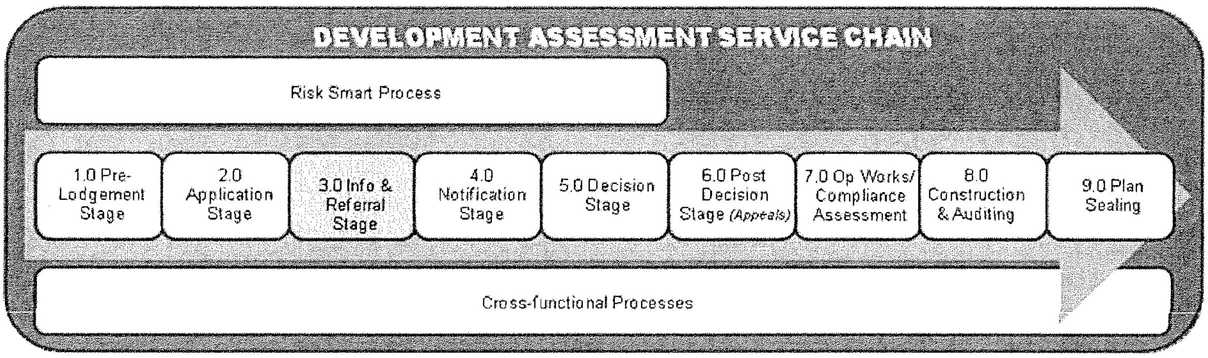
This SOP is designed to assist the Assessment Manager (**AM**) and Team Support Officers (**TSOs**) to issue and manage information requests.

4.0 Ownership

Regional Manager, North

5.0 DA Service Chain Alignment

Managing Information Requests is a key component of the Information and Referral Stage of the DA Service Chain.



Step	Description	Resp.	Related Info
1	Review application to determine any additional information requirements.	AM	
2	Check Work Request responses from the Assessment Team for any information requests.	AM	
3	Go to the Merge Docs Tab and generate the SPA Information Request letter.	AM	
4	Click on the "show document" a SPA Information Request letter opens in a Word Document	AM	
5	Double check the document has generated properly and complete the letter including each of the Assessment Teams' nominated requests.	AM	
6	Remove the auto-populated cleat from the document by double clicking the BCC logo in the top left corner and selecting the cleat image. Once the cleat is highlighted press delete. NB: This is due to a DART issue which is in the process of being rectified.	AM	
7	Print the document to PDF and save a copy in your D drive as "A00**** Information Request".	AM	
8	Save and close the word document.	AM	
9	Set document to "Final" in Merge Docs and suppress the document from public scrutiny.	AM	Supress Public Scrutiny SOP
10	Return to the PDF document and insert the BCC cleat watermark onto the first page of the PDF document.	AM	Adding a Watermark in Adobe
11	Using the stamp tool, insert your signature stamp into the signature block on the letter. Re-size the stamp to fit if required. NB: You will need to create your signature as a stamp. To do this, follow the instructions in the User Guide under Create a Custom Stamp.	AM	Adobe Acrobat 9.3 Professional User Guide
12	Flatten the document, save and close.	AM	
13	Email a copy of the letter from the eDA In Box to the customer using the Information Request Template.	AM	Information Request Template
14	Upload the PDF Information Request with the cleat and signature to External Docs and select the Category "Information Request"	AM	
15	Delete the PDF from your D drive	AM	
16	Make note of the date that the Response to the Information Request is due in your personal workload management tracking system (e.g. spreadsheet, GroupWise task etc.). If the applicant does not respond within this timeframe the	AM	LAPSED APPLICATION PROCEDURE

Step	Description	Resp.	Related Info
	application is lapsed.		
17	Go into the sent items of the eda team inbox and print the sent email to PDF. Save a copy to your D drive as Email – Info Request and upload to External Docs in the application in DART.	TSO	PDF Naming Guidelines
18	Update the Running Sheet as follows: Task - Information Request Issued Details - Information Request emailed to applicant [date]. Result - Completed	TSO	Running Sheet Guidelines
19	Delete the email from the sent items.	TSO	
20	The Information Request Response will be received in the Team Inbox.	TSO	
21	Open the attachments from the email (ensure they are PDF) and stamp with the received stamp (date as per the received date on the email). Save a copy to your D drive as "Info Request Response."	TSO	
22	Print a copy of the email to PDF and save to your D drive as "Email – Info Request Response"	TSO	
23	Upload the email into External Docs in the application in DART with the Category "Correspondence – Email".	TSO	
24	Upload the document into External Docs in the application in DART saving under the category 'Information Request Response'.	TSO	
25	Update the Running Sheet as follows: Task – Information Received Details – Response to Information Request received [date]. Task sent to advise of receipt of information. Result - Completed	TSO	Running Sheet Guidelines
26	TSO sends task to AM to review material received and allocate to team as appropriate	TSO	Allocate Work Requests
27	Delete the email from the inbox.	TSO	
28	Review response.	AM	
29	Allocate a Work Request in DART to the relevant Assessment Team member and/or internal referral requesting they review the applicant's response and to action as necessary, set the due date for ten working days.	AM	Allocate Work Requests Shared Review
30	Open the Work Request in DART.	Assessment Team or Internal Referral	
31	Undertake review of the applicant's response(s).	Assessment Team or	

Step	Description	Resp.	Related Info
		Internal Referral	
32	Enter any conditions in DART under the "Conditions" tab that you have identified to be required into the conditions package (if no conditions are required skip this step).	Assessment Team or Internal Referral	
33	Mark up plans using Adobe and upload to DART (if plans do not require marking up skip this step).	Assessment Team or Internal Referral	
34	Enter further information request in DART under the "Work Request" tab in their associated work request and upload any necessary assessment information into DART as an external document in "Related Information Details" (if no further information is required skip this step).	Assessment Team or Internal Referral	
35	Finalise the work request in DART with a clear description of what action has been taken in the outcome tab of the work request. For example, "conditions added, plan marked up, additional information request required", or if objecting the application spell out reasons for objection (or the location of where these grounds can be found). <u>NB:</u> Ensure that your final documents to be included in the decision package are in the Final Documents folder in your portfolio.	Assessment Team or Internal Referral	
36	The Assessment Manager reviews and considers internal referral and/or assessment team work request responses.	AM	
37	Issue a further information request if required and repeat each of these steps.	AM	
38	If no further information request required, continue with assessment and decision for the application.	AM	Prepare and Approve Decision Package
39	Ensure all suitable correspondence and documentation has been registered with Records as per the agreed Records Management Guidelines.	AM	Records Management Guidelines

Dedicated to a better Brisbane DEVELOPMENT ASSESSMENT	**Process Submissions SOP**		
	Number: DA SOP 008 010	Version: 1.2 Effective Date: 16 Dec 2010	Next Review: 31 March 2012

1.0 Overview

A submission is any written correspondence (either hand written or typed) to Council (about a development application that has been 'publicly notified') which is received by Council before the final date specified in the public notice.

This SOP provides an overview on how to process submissions received from members of the community.

2.0 Objectives

The objective of this SOP is to ensure legislative requirements regarding validity of submissions are adhered to.

3.0 Applicability

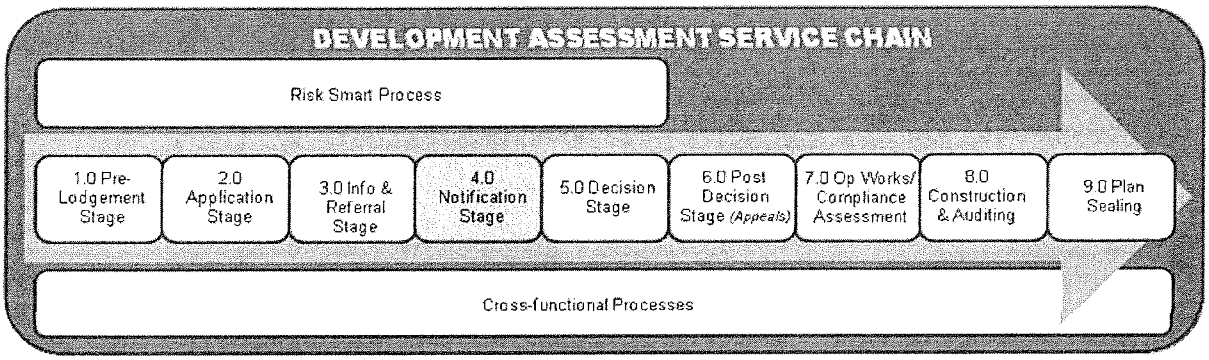
This is an administrative SOP designed to assist Team Support Officers (**TSOs**) to process submissions received from members of the community

4.0 Ownership

Regional Manager, East

5.0 DA Service Chain Alignment

This SOP refers specifically to key activities undertaken within the Notification Stage of the DA Service Chain.



6.0 Process

Step	Description	Resp.	Related Info
1	Submissions can be lodged electronically or by fax, post or hand delivery.		
ELECTRONICALLY LODGED SUBMISSIONS			
2	Electronically lodged submissions are lodged via PDOnline and automatically uploaded to DART.	TSO	

Step	Description	Resp.	Related Info
3	To view electronically lodged submissions, click on the Submissions tab in DART.	TSO	
4	Click Submission Details to view electronic submissions (they can be identified as the submissions which do not have a date for notification).	TSO	
5	View internal submissions report.	TSO	
6	Check submission and determine if the application has been objected or supported.	TSO	
7	Go back to submissions tab and tick the box for objected or supported depending on the outcome of the submission.	TSO	
8	Save.	TSO	
HARD COPY SUBMISSIONS			
9	For submissions received by fax, post or hand delivery, immediately date stamp and receive stamp the submission.	TSO	
10	Send submission to Records Management to be registered.	TSO	
11	Records will register the submission and forward it to the Development Lounge.	Records	
12	Development Lounge staff copy the submission and stamp as scanned.	DA Lounge	
13	Original versions of submissions are sent to the relevant DA Team.	DA Lounge	
14	The copied version of the submission is reviewed for public scrutiny and information removed as required (white-out procedure).	DA Lounge	
15	Copied versions of submissions are then sent to the external provider for scanning.	DA Lounge	
16	The external provider returns copied versions of submissions along with a CD with scanned versions of the documents.	Provider	
17	Development Lounge staff upload scanned submissions to DART and PDOnline.	DA Lounge	
18	DA Teams are now able to access scanned submissions via DART.	TSO	
19	The submissions details now need to be added into DART.	TSO	
20	Select the Submissions Tab in DART.	TSO	
21	Enter the submission ensuring the following fields are completed: • Received Date • File reference (attachment# ca09/.....) • Type of Submission (objects, supports, withdrawn, etc) • Submitter Name Details • Organisation (if applicable) • Address Details (if it is a PO Box, these details are entered into the street name field • Email address (if provided)\ To determine if the submission is valid: For hard copy **Impact Assessable** applications, the submission	TSO	

Step	Description	Resp.	Related Info
	must have: ☐ Grounds for submission; ☐ Contact/address details for submitter; and ☐ Signature. If these 3 items are not included on the submission, then it is invalid (Invalid box to be ticked in DART prior to generating correspondence). For hard copy **Notifiable Code** applications, as no appeal rights are given to submitters, all submissions received are to be treated as valid.		
22	Save and close the screen.	TSO	
23	Highlight the Submitter that has just been entered.	TSO	
24	Click the A+ button at the bottom of the screen to generate the Acknowledgement Letter.	TSO	
25	If the Submitter has provided an email address, email the Acknowledgement Letter to the Submitter using the Submission Acknowledgement Template.	TSO	Submission Acknowledgement Template
26	If the Submitter has only provided a postal address, print and post a copy of the Acknowledgement Letter to the Submitter.	TSO	
27	Close the letter and return to the Submissions Tab.	TSO	
28	Stamp the submission with acknowledged stamp.	TSO	
29	Finalise the Acknowledgement Letter by highlighting the Submitter that has just been acknowledged.	TSO	
30	Click on the F button at the bottom of the screen (A date will now appear in the "Ack Ltr Sent" field).	TSO	
31	Hold onto the submission file until NOC is received.	TSO	
32	Save and exit DART.	TSO	
33	Ensure all suitable correspondence and documentation has been registered with Records as per the agreed Records Management Guidelines.	TSO	Records Management Guidelines

Dedicated to a better Brisbane DEVELOPMENT ASSESSMENT	**Receive Notice of Compliance SOP**		
	Number: DA SOP 008 005	Version: 1.5 Effective Date: 16 Dec 2010	Next Review: 31 March 2012

1.0 Overview

The *Sustainable Planning Act 2009* (SPA) requires Impact Assessable development applications to be advertised or publicly notified. This notification gives interested community members an opportunity to review and provide comments on a development application.

Council also requires Notifiable Code applications to be advertised for the same reasons in accordance with the relevant code in the Brisbane City Plan 2000.

Public notification ceases after the last date for the lodgement of submissions.

The applicant may send a notification to Council to advise that the public notification period has begun. This is called the Notice of Commencement.

When the notification period has ended, applicants must, within three months, give the assessment manager written notice that the notification requirements under the SPA or Code have been met. This notice is called the 'Notice of Compliance' (for Impact Assessable applications), or 'Statement of Compliance' (for Notifiable Code applications).

This SOP provides an overview of how to manage a Notice of Compliance/Statement of Compliance when it is received, including how to deal with late submissions. This SOP also provides instructions on how to process a Notice of Commencement, if received by the applicant indicating advertising has commenced.

2.0 Objectives

The objective of this SOP is to:

- Provide a consistent management system for Notice of Commencement, Notice of Compliance/Statement of Compliance and enabling staff to process out of time submissions.

3.0 Applicability

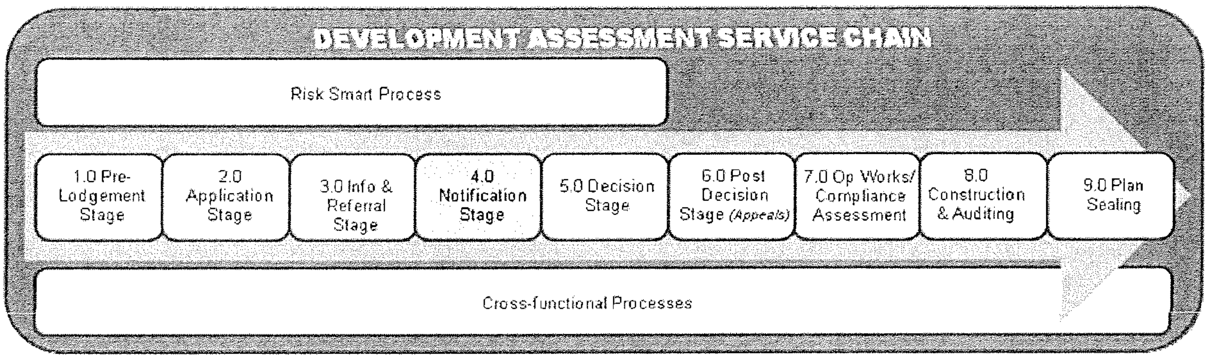
This is an administrative SOP designed to assist Team Support Officers (**TSOs**) to process Notice of Commencement, Notices of Compliance/Statement of Compliance and out of time submissions.

4.0 Ownership

Regional Manager, East

5.0 DA Service Chain Alignment

This SOP refers specifically to key activities undertaken within the Notification Stage of the DA Service Chain.



6.0 Process

Step	Description	Resp.	Related Info
NOTICE OF COMMENCEMENT			
1	If Notice of Commencement is received in AST In Box.	AST	
2	Send acknowledgement of receipt of Notice of Commencement to applicant via email. Print to PDF and upload to DART.	AST	
3	Update Running Sheet that Notice of Commencement has been received.	AST	
4	Upload Notice of Commencement to DART.	AST	
5	Send GroupWise task to relevant DA Team inbox. (NB: It is important it is forwarded as a "task" in GW rather than "mail" to avoid Records receiving duplicate copies of the same Notice of Commencement)	AST	
6	Task received in eDA inbox. Open application in DART.	TSO	
7	Check to see whether any submissions have been received already.	TSO	
8	In DART open the 'Submissions' tab and enter the Commencement Date in the 'Adv Start Date' field.	TSO	
9	If submissions were received prior to commencement of advertising, generate an acknowledgement letter to indicate the submission was received outside the public notification period. (This will give the submitter an opportunity to resubmit a valid submission.)	TSO	
10	To generate an Acknowledgement letter, click on the name of the submitter with a ticked OOT Box (if there is more than 1 highlight each of them).	TSO	
11	Click on the A+ button at the bottom of the screen to generate the letter.	TSO	
12	Flatten the letter and Email to customer. If no email address is provided print and post the letter to the customer.	TSO	

Step	Description	Resp.	Related Info
13	Finalise the Acknowledgement letter by selecting the submitter you have just acknowledged and click on the F button at the bottom of the screen (a date will now appear in the "ack ltr sent" field).	TSO	
NOTICE/STATEMENT OF COMPLIANCE			
14	Notice of Compliance is received in AST In Box.	AST	
15	Send acknowledgement receipt to applicant via email. Print to PDF and upload to DART.	AST	
16	Check Notice of Compliance to ensure it has been completed correctly. If further adjustments/ information is required. Contact the applicant directly to make necessary amendments.	AST	
17	Update Running Sheet that Notice of Compliance has been received.	AST	Running Sheet Guidelines
18	Upload Notice of Compliance into DART.	AST	Uploading docs
19	Records receive Notice of Compliance in their email inbox. Notice of Compliance is registered and attachment number sent to team.	Records	
21	Go into the Permits Tab and drill into the permit.	TSO	
22	Check level of assessment for the application. This determines the length of time the application needs to be advertised for, as well as advertising requirements: For Notifiable Code applications: ☐ 10 business days; ☐ Sign on land; ☐ Letter to adjoining landowners. For Impact Assessable applications: ☐ 15 business days OR 30 business days if 3 or more referral agencies; ☐ Sign on land; ☐ Letter to adjoining landowners; ☐ Notice in newspaper.	TSO	
23	Close the Permit screen.	TSO	
24	Select the submissions tab and click on the green arrow next to the Adv Start Date/Adv End Date/Date received Notice of Compliance boxes and use the calendar to select the appropriate dates as stated on the Notice of Compliance. **Important note –** **The date entered as the advertising start date is the day of the LAST ACTION (eg. If the letters were sent to adjoining owners on 22/1/09, the article put in the newspaper on 24/1/09 and the sign erected 25/1/09 the Advertising Start Date in DART will be 25/1/09 (so day one of your count will be 26/1/09).** **The date entered as the advertising end date MUST be the date stated as the last day for comments on the** Notice of Compliance	TSO	

Step	Description	Resp.	Related Info
	documentation provided (this is to ensure that any submissions received after this date are identified as late).		
25	Once these dates are saved, DART then calculates any submissions that are “out of time” (submissions that are received outside the public notification period).	TSO	
26	Generate an acknowledgement letter for any submissions that are now ticked (OOT) (Out of Time). The letter will state that their submission was received outside the public notification period.	TSO	
27	Click on the name of the submitter with a ticked OOT Box (if there is more than 1 highlight each of them).	TSO	
28	Click on the A+ button at the bottom of the screen to generate the letter.	TSO	
29	Flatten the letter and Email to customer. If no email address is provided print and post the letter to the customer.	TSO	
30	Finalise the Acknowledgement letter by selecting the submitter you have just acknowledged and click on the F button at the bottom of the screen (a date will now appear in the “ack ltr sent” field).	TSO	
31	In the submissions tab, calculate the number of valid, invalid, electronic, late etc submissions.	TSO	
32	Click the related information button and go to Merge Docs.	TSO	
33	Select the next available line and click on the arrow button next to the first field.	TSO	
34	Select “Submitters List” to generate a list of all valid submitters. Open the document and check it is correct.	TSO	
35	Close the document and set to final in Merge Docs, Save and Exit.	TSO	
36	Reply to email from records with attachment number with number of valid and invalid submissions.	TSO	
37	Go to the Running Sheet and enter a new line Task: Notification. Details: NOC Received [Date] – CA10/.....(attachment number). Number of valid and number of invalid submissions received.	TSO	
38	Send a GroupWise task to the Assessment Manager to notify them of the receipt of the NOC and if any submissions have been received.	TSO	
39	Ensure all suitable correspondence and documentation has been registered with Records as per the agreed Records Management Guidelines.	TSO	Records Management Guidelines

Dedicated to a better Brisbane DEVELOPMENT ASSESSMENT	**Notify Councillor**		
	Number: DA SOP 006 010	Version: 1.4 Effective Date: 15 Mar 2011	Next Review: 31 Mar 2012

1.0 Overview

This SOP provides an overview of when and how Councillors should be engaged regarding applications in their Ward at various stages during the Development Assessment process.

2.0 Objectives

The objectives of this SOP are to ensure:

- Councillors are notified of new Development Assessment applications as soon as possible;
- Councillors are provided with easy and timely access to relevant information;
- Councillors have sufficient time to provide feedback regarding an application.

3.0 Applicability

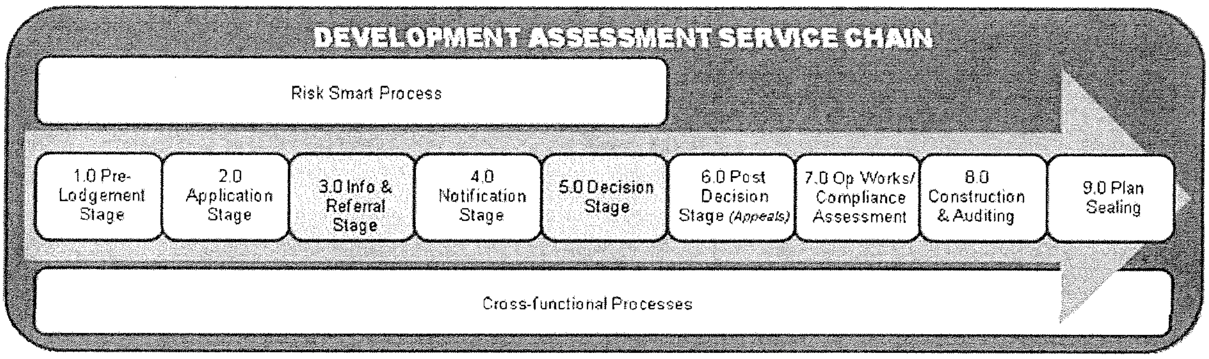
This is an administrative SOP designed to inform the Application Support Team (**AST**) and Team Support Officers (**TSOs**) of when and how to engage Councillors in the assessment of new applications.

4.0 Ownership

Owner	Sponsor
Team Leader, Application Support Team	Patricia Jensen, BPO, Information & Referral Stage

5.0 DA Service Chain Alignment

This SOP supports key activities required as part of the Information and Referral and Decision Stages.



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6.0 Process

Step	Description	Resp.	Related Info
1	Councillors are notified of new applications and development activity in their Ward through an automatically-generated Daily Report.		
Electronically lodged applications:			
2	Application processed by the AST and referred to relevant DA Team.	AST	
3	After DTM has reviewed the application, the Councillor needs to be contacted and asked for their input.	TSO	
4	Open GW template – "Councillor Notification of Assessment Manager". NB: The email must be sent from the relevant DA In Box to ensure Records Management are automatically cc-ed.	TSO	
5	Edit template to add: - Proposal - Address - Assessment Manager - Due date for response (10 days)	TSO	
6	Attach the following documents to the email: - DTM Minutes (if they exist – alternatively the AM may wish to attach a summary of any key issues) - Executive Summary (if one has been provided) - Copy of proposed plans	TSO	
7	Send email to Councillor. (HINT: Councillor contact details are available on CityWeb – About Council/Lord Mayor & Councillors/Lord Mayor Councillors)	TSO	
8	Update Running Sheet to say Councillor has been notified and a response requested.	TSO	
Hardcopy applications:			
9	Once the application is scanned and uploaded to DART, the DA Lounge sends an email to the team TSO saying the application is ready for processing.	DA Lounge	
10	After DTM has reviewed the application, the Councillor needs to be contacted and asked for their input.	TSO	
11	Send a hard copy of the application to the Councillor with the DTM Minute attached via internal mail.	TSO	
12	Update Running Sheet to say Councillor has been notified and a response requested.	TSO	
When Councillor response is received:			
13	Councillor submits response to DA In Box within designated	Councillor	

Step	Description	Resp.	Related Info
	timeframe. Records Management are automatically cc-ed.		
14	TSO uploads document to DART.	TSO	
15	Open GW template – "Councillor Response Received", edit relevant information and send to Assessment Manager.	TSO	
16	Update Running Sheet to record date Councillor response received.	TSO	
17	If Councillor response has NOT been received, contact the Councillor's Ward Office to check status of response and provide a reminder of the due date.	AM	
Once Decision has been finalised:			
18	Once the Delegate Decision has been given to an application, the Councillor needs to be informed as part of the "kribbing" process.	TSO	Refer to Finalise Documents SOP

	Generate Work Request SOP		
Dedicated to a better Brisbane DEVELOPMENT ASSESSMENT	Number: DA SOP 006 015	Version: 1.4 Effective Date: 21 Sept 2010	Next Review: 31 March 2012

1.0 Overview

When Council officers are required to review and/ or provide information relating to an application, DA staff issue a work request to that officer.

For Council officers with access to DART, work requests are generated through a function within DART. For Council officers with no access to DART, emails are the preferred mechanism of communication.

This SOP provides an overview on how to generate work requests.

2.0 Objectives

The objective of this SOP is to ensure:

- Information/ advice is obtained from relevant Council officers in a timely manner to enable prompt assessment of applications.
- All tasks requiring action should be allocated via Work Request

3.0 Applicability

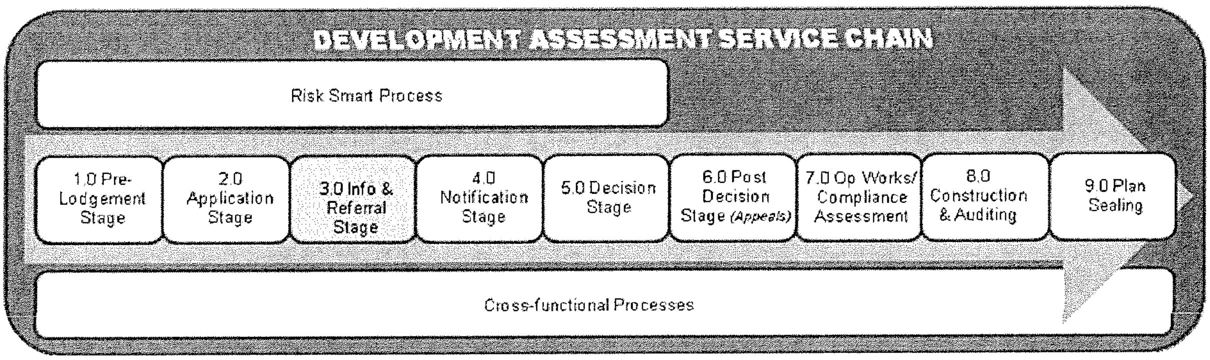
This SOP is designed to assist Team Support Officers (**TSOs**) and the Assessment Manager (**AM**) issue work requests to other Council staff.

4.0 Ownership

Owner	Sponsor
Team Leader, Application Support Team	Patricia Jensen, BPO, Information & Referral Stage

5.0 DA Service Chain Alignment

Work requests are primarily generated as part of the Information and Referral Stage but may occur at a number of stages in the DA Service Chain.



6.0 Process

Step	Description	Resp.	Related Info
1	After DTM identifies required internal referrals, the TSO will need to generate work requests for each person identified.		DTM SOP
WORK REQUESTS FOR COUNCIL OFFICERS WITH ACCESS TO DART:			
2	Open the application in DART.	TSO	
3	Click on "Work Requests Tab" on the application screen.	TSO	
4	Click on "drill into button" at the end of a blank row to show the "Work Request Details Screen".	TSO	
5	Enter required information, including the : Due date (SPA and business needs will dictate this date. The default is 10 business days – this may not be accurate) : Requested by (Planners Name) : Assigned to Manager (Andrea Kenafake) : Request Type (Advice) : Advice Type (Technical) and a description of the application type and advice required. NB: Copy and paste the Application Number to allow recipient to easily locate relevant application.	TSO	
6	Once all required information has been entered. Click "save". Work Request will automatically appear in the officer task list of the recipient.	TSO	
7	Work Requests can also be emailed to Council officers (but only Council officers with access to DART). To send a Work Request, click on the "Send Email Button". A notification will be sent to the officer via GroupWise.	TSO	
8	Update Running Sheet to say that the request has been sent. Use 'Work Requests as the 'Task' type. Include specific information about the work request in the 'Details' section.	TSO	Running Sheet Guideline
9	Work Requests can also be assigned to multiple team members at once. To do this, complete all mandatory details except "Assigned To", click on the "Assign All icon" button. The "Assign All" screen will appear.	TSO	
10	Either select all team members or select only the team members you wish to send the Work Request to. Click on "Execute" and then "Close". A separate work request will be created and email to each selected team member automatically. These will be shown in the Work Request tab.	TSO	
11	When using "Assign All", key issues should remain non-specific and should refer only to the "Issues Tab". "Advice Type" should be technical.	TSO	

Step	Description	Resp.	Related Info
WORK REQUESTS FOR COUNCIL OFFICERS WHO DO NOT HAVE ACCESS TO DART:			
12	GroupWise is the key mechanism for communicating with Council officers who do not have access to DART.	TSO	
13	To send a Work Request to Council officers without access to DART, use the Internal Work Request NON DART USER GroupWise task template and fill in the application-specific details.	TSO	Work Request Template
14	Update Running Sheet to say that the request has been sent. Use 'Work Requests as the 'Task' type. Include specific information about the work request in the 'Details' section.	TSO	Running Sheet Guideline
15	Record the response day (10 working days) using the Task List in the GroupWise Calendar.	TSO	
16	If response is not received by the due date, contact the referral officer to follow up response.	AM	
17	Ensure all suitable correspondence and documentation has been registered with Records as per the agreed Records Management Guidelines.	TSO	Records Management Guidelines

Dedicated to a better Brisbane DEVELOPMENT ASSESSMENT	Manage Internal Referrals SOP		
	Number: DA SOP 006 025	Version: 1.4 Effective Date: 18 Feb 2011	Next Review: 31 March 2012

1.0 Overview

Applications may be referred from the Assessment Manager to other professionals/ specialists within Brisbane City Council for advice (either within the DA Assessment Team and/or other sections of Council, including:

- Engineers;
- Architects;
- Landscape architects;
- Pollution officers;
- Strategic planners; and/ or
- Officers in other relevant Council work units/ divisions (eg Local Asset Services, CARS).

This SOP provides an overview of how these Internal Referrals are consulted as part of the development assessment process.

NB: This SOP does not include consultation with the relevant Ward Councillor. A separate SOP ("Notify Councillor") has been developed for this purpose.

2.0 Objectives

The objectives of this SOP are to ensure:

- Relevant professionals/ specialists are consulted as part of the assessment process;
- Professionals/ specialists provide input to the assessment process in a timely manner.

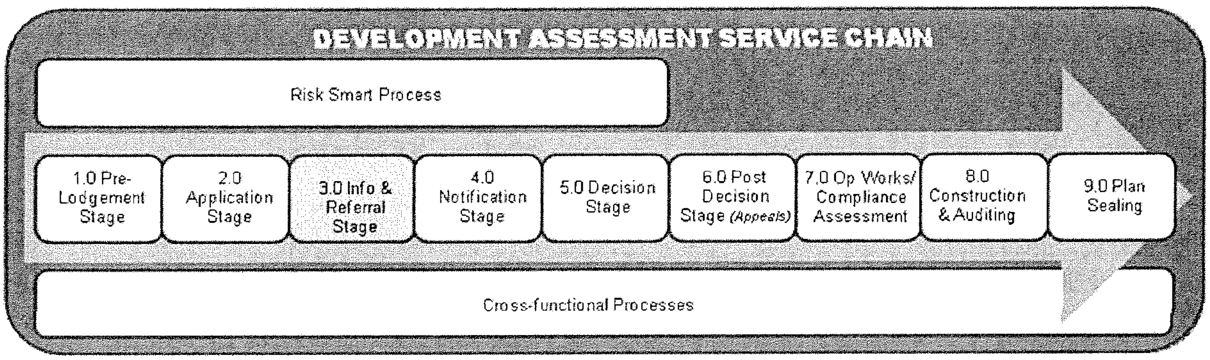
3.0 Applicability

This SOP is designed to provide an overview of the internal referral process for all DA staff.

4.0 Ownership
Regional Manager, North

5.0 DA Service Chain Alignment

This SOP supports key activities required as part of the Information and Referral Stage.



BCC.072.0793

6.0 Process

Step	Description	Resp.	Related Info
1	DTM reviews application to determine internal referrals required to assess application, within the DA Assessment Team and/or other sections of Council.	DTM	
2	For internal referrals that have access to DART, TSO generates a work request under the Work Request tab to inform them of their required feedback regarding the application.	TSO	Generate Work Request SOP
3	For internal referrals that do not have access to DART, TSO sends an email task with a link to the application via PDOnline.	TSO	Internal Work Request NON DART USER task template
4	Internal referrals/Assessment Team members with access to DART save their responses directly in DART in their associated work request, upload any necessary assessment information in DART as an external document in "Related Information Details" and then complete the work request.	Assessment Team or Internal Referral	
5	Finalise the work request in DART with a clear description of what action has been taken in the "Outcome" tab of the work request. For example – "conditions added", "plan marked up", "additional information request required". If objecting the application spell out the reasons for objection (or the location of where these can be found). NB: Ensure that your final documents to be included in the decision package are in the Final Documents folder in your portfolio.	Assessment Team or Internal Referral	
6	Internal referrals that do not have access to DART email their response directly to the Team Shared eMail Box.	Internal Referral	
7	Where a response is received in the Team Shared email box, upload internal referral response to DART.	TSO	
8	Email AM from Team In Box using Referral Response Template.	TSO	Referral Response Template
9	Update Running Sheet	TSO	Running Sheet Guideline
10	The Assessment Manager considers internal referral and/or assessment team work request responses in determining a decision regarding the application.	AM	Decision Notice SOP

Dedicated to a better Brisbane DEVELOPMENT ASSESSMENT	**Respond to Work Requests SOP**		
	Number: DA SOP 000 030	Version: 1.4 Effective Date: 11 Mar 2011	Next Review: 31 March 2012

1.0 Overview

Council officers often have to respond to a work request to provide input to a DA application.

Council officers with access to DART are required to input their feedback directly into DART. Council officers without access to DART are requested to email their response to the Assessment Manager or TSO.

This SOP provides an overview on how to respond to work requests.

2.0 Objectives

The objective of this SOP is to ensure:

- Council officers provide input to DA applications as required in a prompt manner.

3.0 Applicability

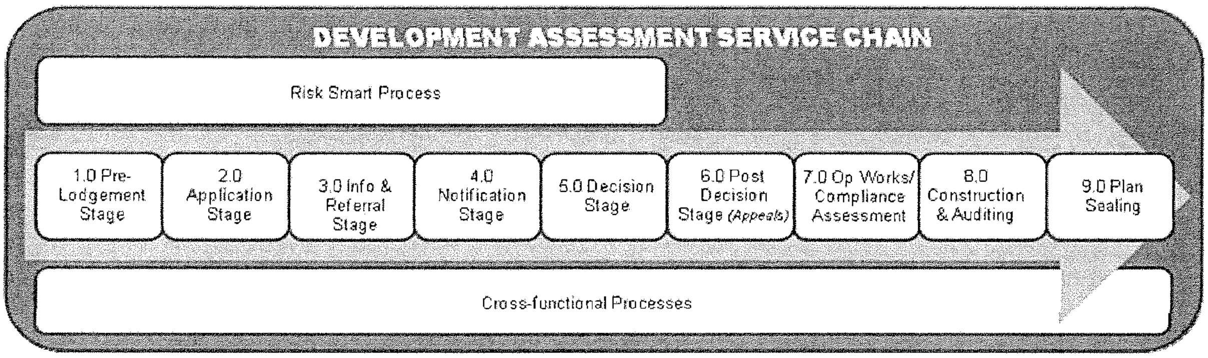
This SOP is designed to assist all officers across Council who may have to respond to a work request, but is anticipated to be primarily used by Assessment Team (**AT**) members accessing DART.

4.0 Ownership

Planning Manager – DA

5.0 DA Service Chain Alignment

Work requests are primarily generated as part of the Information and Referral Stage but may occur at a number of stages in the DA Service Chain.



BCC.072.0695

6.0 Process

Step	Description	Resp.	Related Info
1	Council officers with access to DART will be notified of a work request either via the task allocator in DART or via an email generated by DART. Use the application number provided to search the application in DART. Alternatively, click on the link in the email. If this link does not work, ensure that you do not have DART already open, if DART is closed call x71111 to turn on this feature in your GroupWise.		
2	Alternatively, for Council Officers who receive a Work Request via email, copy the Project Ref from the header of the email and search for the application using the Project Search Function in DART.	AT	
3	Council officers without access to DART should email their response directly to the relevant Team inbox.	AT	
4	Select the Work Request Tab and drill into the relevant work request. Note if the file has been identified as 'eDA' or 'hybrid.'	AT	
5	Read the key issues screen for a description of specific tasks required.	AT	
6	Undertake the required assessment and carry out actions (eg enter conditions).	AT	
7	Close the work request by opening the request from 'Project', 'Officer Tasks.' Choose 'completed' from the outcome field drop down menu.	AT	
8	Click in and open the Outcome tab and specifically record what actions have been taken (e.g. conditions entered OR no conditions required) and click the "completed" box. Enter the actual date by left mouse clicking in the 'Actual Date' field and click 'Time frame agreed if applicable.	AT	
9	Click SAVE and click on the email button, this sends a note to the Assessment Manager that the task is complete and removes it from Task Allocator.	AT	
10	Non-DART users will receive a GroupWise email directing them to PDOnline to view application and will respond via GroupWise email.	AT	
11	Update Running Sheet advising that work request has been completed. Use the 'Work Request' category within the 'Task' field. The first part of the details section should include specific information as to the resolution of the work request. If documents attached include their file name in the details section.	AT	

EXPLANATORY NOTES FOR DETERMINING DEVELOPMENT ASSESSMENT CATEOGRY LEVEL

BCC DEVELOPMENT ASSESSMENT CATEGORY MATRIX

Purpose:

1. To provide DA management with consistent and transparent criteria that indicates the level of time and effort (resources) to decide applications.
2. To provide a reporting and management process that enables early identification and escalation of applications that may not meet indicative decision-making KPIs.
3. To align with SEQ's language and methodology to define DA complexity to inform State wide reporting on IDAS performance.

Application Reference No.	A00	**Level of Assessment:**	Notif. Code / Impact
Brief Application Details:	e.g. New House in DCP on Small Lot (Non-compliant)		

WEIGHTED CHECKLIST

Weight	Complexity Indicator		Multiplier 1	Multiplier 2	Multiplier 3	Score
3	Scale of Development		Small ☒	Medium ☐	Large ☐	3
3	Consistency with Planning Scheme		Consistent	☒	Inconsistent ☐	3
2	Number of Overlays/Constraints	N/A ☐	1-2 ☒	3-4 ☐	5+ ☐	2
2	Number of IDAS Referrals	N/A ☒	1-2 ☐	3-4 ☐	5+ ☐	0
1	Level of Assessment		Comp. ☐	Code ☒	Impact ☐	2
					TOTAL SCORE	10

CATEGORY RATING

Minor Development		Major Development	
C1 (score 5-11) ☒	C2 (score 12-20) ☐	C3 (score 21-29) ☐	C4 (score 30 - 36) ☐

+

X FACTOR PLANNING CONSIDERATIONS (Ltd to varying complexity by one category up or down only)

Additional Planning Considerations	Impact on Complexity (more/less complex?)
Public notification req'd	Increase

=

OVERALL CATEGORY RATING (and Target Decision Date) 17

Score is 12 - 20 ... C2 ...Medium ... Minor Development ... < 12weeks

APPLICATION # A00xxxxxxx

SITE ADDRESS: 123 Example Street, BRISBANE

MODIFICATION

☐ **Request to Extend Relevant Period** (s383)

☐ **Request to change DA** (s369)

ORIGINAL FILE#: (A00...; DRS/USE...; etc.)

ORIGINAL APPROVAL DATE: DD/MM/YYYY

BRIEF DESCRIPTION OF CHANGE: (e.g. Additional 70sqm GFA ext. to Carwash)

OWNER'S CONSENT (s383(1(d))): ☐ Provided ☐ Not Provided ☐ Not Required

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

ISSUES/ADVICE FROM TEAM:

(Ctrl + Enter for new line)

BCC.175.0002

APPLICATION # A00xxxxxxx

SITE ADDRESS: 123 Example Street, BRISBANE

MODIFICATION

- ☐ **Request to Extend Relevant Period** (s383)
- ☐ **Request to change DA** (s369)

ORIGINAL FILE#: (A00..., DRS/USE...; etc.)

ORIGINAL APPROVAL DATE: DD/MM/YYYY

BRIEF DESCRIPTION OF CHANGE: (e.g. Additional 70sqm GFA ext. to Carwash)

OWNER'S CONSENT (s383(1(d))): ☐ Provided ☐ Not Provided ☐ Not Required

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

ISSUES/ADVICE FROM TEAM: (Ctrl + Enter for new line)

APPLICATION # A00xxxxxxx

SITE ADDRESS: 123 Example Street, BRISBANE

MODIFICATION

- ☐ **Request to Extend Relevant Period** (s383)
- ☐ **Request to change DA** (s369)

ORIGINAL FILE#: (A00..; DRS/USE..; etc.)

ORIGINAL APPROVAL DATE: DD/MM/YYYY

BRIEF DESCRIPTION OF CHANGE: (e.g. Additional 70sqm GFA ext. to Carwash)

OWNER'S CONSENT (s383(1(d))): ☐ Provided ☐ Not Provided ☐ Not Required

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

ISSUES/ADVICE FROM TEAM:

(Ctrl + Enter for new line)

BCC.175.0004

Status: ____________________ Description: ____________________

Lodgement Date: ____________________

Delegate Decision Date: ____________________

Address: ____

Application #: ____________________

Submitters Y N

☐ **Documents (pdf, name and flatten)**

- ☐ Applicants Decision Letter (Extract blank page)
- ☐ Approved Conditions (ensure plans & docs listed those collated for approval)
- ☐ Approved Plans & Documents
- ☐ Decision by Delegate (save only – flattening not required)
- ☐ Submitter's List (if applicable)
- ☐ Submission Summary (if applicable)
- ☐ Referral Agency Conditions (if applicable)

☐ **Stamp Applicant Decision Letter**

- ☐ Apply Watermark
- ☐ Decision Date stamp
- ☐ Extract stamp

☐ **Email Decision Package to Applicant (Include IPA/SPA Extract)**

☐ **Email Decision by Delegate to Councillor** ____________________

☐ **Notify referral agencies/QUU (if applicable) (development@urbanutilities.com.au)**

☐ **Upload sent emails and documents**

☐ **Un-Suppress documents from public scrutiny**

☐ **Finalise Merge Docs**

☐ **Notes in running sheet**

☐ **Appeals Checklist**

☐ **Update Stats/Krib Book/Spreadsheets**

☐ **Complete task**

Status: ____________ Description: ____________

Lodgement Date: ____________

Delegate Decision Date: ____________

Address: ____________

Application #: ____________

Submitters Y N

- ☐ **Documents (pdf, name and flatten)**
  - ☐ Applicants Decision Letter (Extract blank page)
  - ☐ Approved Conditions (ensure plans & docs listed those collated for approval)
  - ☐ Approved Plans & Documents
  - ☐ Decision by Delegate (save only – flattening not required)
  - ☐ Submitter's List (if applicable)
  - ☐ Submission Summary (if applicable)
  - ☐ Referral Agency Conditions (if applicable)
- ☐ **Stamp Applicant Decision Letter**
  - ☐ Apply Watermark
  - ☐ Decision Date stamp
  - ☐ Extract stamp
- ☐ **Email Decision Package to Applicant (Include IPA/SPA Extract)**
- ☐ **Email Decision by Delegate to Councillor** ____________
- ☐ **Notify referral agencies/QUU (if applicable) (development@urbanutilities.com.au)**
- ☐ **Upload sent emails and documents**
- ☐ **Un-Suppress documents from public scrutiny**
- ☐ **Finalise Merge Docs**
- ☐ **Notes in running sheet**
- ☐ **Appeals Checklist**
- ☐ **Update Stats/Krib Book/Spreadsheets**
- ☐ **Complete task**

Status: ______________ Description: ______________

Lodgement Date: ______________

Delegate Decision Date: ______________

Address: ______________________________

Application #: ______________

Submitters Y N

- [ ] **Documents (pdf, name and flatten)**
  - [ ] Applicants Decision Letter (Extract blank page)
  - [ ] Approved Conditions (ensure plans & docs listed those collated for approval)
  - [ ] Approved Plans & Documents
  - [ ] Decision by Delegate (save only – flattening not required)
  - [ ] Submitter's List (if applicable)
  - [ ] Submission Summary (if applicable)
  - [ ] Referral Agency Conditions (if applicable)
- [ ] **Stamp Applicant Decision Letter**
  - [ ] Apply Watermark
  - [ ] Decision Date stamp
  - [ ] Extract stamp
- [ ] **Email Decision Package to Applicant (Include IPA/SPA Extract)**
- [ ] **Email Decision by Delegate to Councillor** ______________
- [ ] **Notify referral agencies/QUU (if applicable) (development@urbanutilities.com.au)**
- [ ] **Upload sent emails and documents**
- [ ] **Un-Suppress documents from public scrutiny**
- [ ] **Finalise Merge Docs**
- [ ] **Notes in running sheet**
- [ ] **Appeals Checklist**
- [ ] **Update Stats/Krib Book/Spreadsheets**
- [ ] **Complete task**

BCC.175.0008

APPLICATION # A00xxxxxxx

Fee Breakdown

1		Misc.	Code	Impact	$0
2		Misc.	Code	Impact	$0
3		Misc.	Code	Impact	$0
4		Misc.	Code	Impact	$0
5		Misc.	Code	Impact	$0
6		Misc.	Code	Impact	$0
7		Misc.	Code	Impact	$0
8		Misc.	Code	Impact	$0
9		Misc.	Code	Impact	$0
10		Misc.	Code	Impact	$0
11		Misc.	Code	Impact	$0
12		Misc.	Code	Impact	$0
13		Misc.	Code	Impact	$0
14		Misc.	Code	Impact	$0
15		Misc.	Code	Impact	$0
16		Misc.	Code	Impact	$0
17		Misc.	Code	Impact	$0
18		Misc.	Code	Impact	$0
19		Misc.	Code	Impact	$0
20		Misc.	Code	Impact	$0
21		Misc.	Code	Impact	$0

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

APPLICABLE DISCOUNTS: Nil;

SUBTOTAL		$0
DISCOUNT	0%	$0
TOTAL =		$0.00

BCC.175.0009

APPLICATION # A00xxxxxxx

Fee Breakdown

1		Misc.	Code	Impact	$0
2		Misc.	Code	Impact	$0
3		Misc.	Code	Impact	$0
4		Misc.	Code	Impact	$0
5		Misc.	Code	Impact	$0
6		Misc.	Code	Impact	$0
7		Misc.	Code	Impact	$0
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10		Misc.	Code	Impact	$0
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13		Misc.	Code	Impact	$0
14		Misc.	Code	Impact	$0
15		Misc.	Code	Impact	$0
16		Misc.	Code	Impact	$0
17		Misc.	Code	Impact	$0
18		Misc.	Code	Impact	$0
19		Misc.	Code	Impact	$0
20		Misc.	Code	Impact	$0
21		Misc.	Code	Impact	$0

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

APPLICABLE DISCOUNTS: Nil.

SUBTOTAL		$0
DISCOUNT	0%	$0
TOTAL =		$0.00

BCC.175.0010

APPLICATION # A00xxxxxxx

Fee Breakdown

1		Misc.	Code	Impact	$0
2		Misc.	Code	Impact	$0
3		Misc.	Code	Impact	$0
4		Misc.	Code	Impact	$0
5		Misc.	Code	Impact	$0
6		Misc.	Code	Impact	$0
7		Misc.	Code	Impact	$0
8		Misc.	Code	Impact	$0
9		Misc.	Code	Impact	$0
10		Misc.	Code	Impact	$0
11		Misc.	Code	Impact	$0
12		Misc.	Code	Impact	$0
13		Misc.	Code	Impact	$0
14		Misc.	Code	Impact	$0
15		Misc.	Code	Impact	$0
16		Misc.	Code	Impact	$0
17		Misc.	Code	Impact	$0
18		Misc.	Code	Impact	$0
19		Misc.	Code	Impact	$0
20		Misc.	Code	Impact	$0
21		Misc.	Code	Impact	$0

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

APPLICABLE DISCOUNTS: Nil;

SUBTOTAL		$0
DISCOUNT	0%	$0
TOTAL =		$0.00

APPLICATION # A00xxxxxx

SITE ADDRESS: 123 Example Street, BRISBANE

General Requirements - ALL APPLICATIONS

1	Is BCC the **correct assessment manager** for the application? (s260(1)(a))	Yes	No	
2	Have all relevant mandatory **forms** been submitted? (e.g. IDAS; EHA; Fee Assessment) (s260(1)(b))	Yes	No	
3	Has all mandatory **supporting information** been submitted? (s260(1)(c))	Yes	No	
4	Has the **correct fee** been calculated and paid? (s260(1)(d))	Yes	No	eDA
5	Has **owner's consent** been granted? (s260(1)(e))	Yes	No	

Involving a State Resource:

6	Has evidence of allocation/entitlement been provided? (IDAS Form 1 - Item 9 - Table G) (s264)	N/A	Yes	No

Declared Master Planned Area:

7	Has a master plan for the area been approved or lodged for assessment? (s261(b))	N/A	Yes	No

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

ISSUES RESOLVED: (Ctrl + Enter for new line)

APPLICATION # **A00xxxxxx**

IDAS Form 1 - Application Details

1	What is the nature of development proposed?	☐ Complete	☐ Incomplete		
2	What type of approval is being sought?	☐ Complete	☐ Incomplete		
3	Is the application for a mobile and temporary ERA?	☐ No	☐ Yes		
			Table A	☐ Details	☐ No Details
4	Location of premises (including ALL lots (+ Access Restriction Strips))	☐ Table B	☐ Table C	☐ No Details	
5	Total area of premises on which the development is proposed	☐ Complete	☐ Incomplete		
6	Current use(s) of premises	☐ Complete	☐ Incomplete		
7	Provide brief description of proposal	☐ Complete	☐ Incomplete		
8	Is owner's consent required for this application?	☐ No	☐ Yes		
		Table D - Owner's signature; *OR*		☐ Confirmed	☐ Incomplete
		Table E - Consent attached; *OR*		☐ Confirmed	☐ Incomplete
		Table F - Declaration by applicant;		☐ Confirmed	☐ Incomplete
9	Does the application involve a state resource?	☐ No	☐ Yes		
			Table G	☐ Complete	☐ Incomplete

10	Identify if any of the following apply to the premises					
	Adjacent to water body, watercourse or aquifer	☐ N/A	☐ Applicable	Table H	☐ Complete	☐ Incomplete
	Strategic port land	☐ N/A	☐ Applicable	Table I	☐ Complete	☐ Incomplete
	Tidal water area	☐ N/A	☐ Applicable	Table J	☐ Complete	☐ Incomplete
11	Are there any existing easement on the premises?	☐ No	☐ Yes			
			☐ [illegible]	☐ [illegible]		
12	Does the proposal include new building work or operational work on the premises?	☐ No	☐ Yes			
			☐ [illegible]	☐ [illegible]	☐ [illegible]	
13	Is the payment of PLSL levy applicable to this application?	☐ No	☐ Yes			
14	Has the PLSL been paid?	☐ N/A	☐ No	☐ Yes		
				Table K	☐ Complete	☐ Incomplete
15	Has BCC agreed to apply a superseded planning scheme (s96 of SPA)?	☐ No	☐ Yes			
			☐ Details	☐ No Details		
16	List of all forms and supporting information	☐ Incomplete	☐ Complete			
			☐ [illegible]	☐ [illegible]		
17	Applicant's declaration	☐ Complete	☐ Incomplete			

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

APPLICATION # A00xxxxxx

IDAS Form 3 - Queensland Heritage Place

1	What is the name of the QLD Heritage Place and the QLD Heritage Register Number?	Complete	Incomplete
2	Provide details on the proposed development (tick applicable box/es)	Complete	Incomplete
3	Provide a brief description of any proposed works and the estimated cost	Complete	Incomplete
4	Confirm that the following mandatory supporting information accompanies this application	Complete	Incomplete

MANDATORY REQUIREMENTS FOR LOCAL HERITAGE PLACES:

	Not Applicable		
a heritage impact statement - prepared by a suitably qualified person	Yes	No	
recent photographs - must depict the areas that will be affected	Yes	No	
a site plan showing the location of the development in relation to the existing heritage place	Yes	No	
plans, sections, elevations of the proposed development in relation to the existing heritage place	Yes	No	
consultants' report(s) for specific technical issues (i.e. structural, economic, safety)	Yes	No	N/A

MANDATORY REQUIREMENTS FOR QUEENSLAND HERITAGE PLACES:

	Not Applicable		
a heritage impact statement - prepared by a suitably qualified person	Yes	No	
recent photographs - must depict the areas that will be affected	Yes	No	N/A
plans, sections, elevations of the proposed development in relation to the existing heritage place	Yes	No	

5	Indicate if the following non-mandatory supporting information accompanies the application:		
	a conservation management plan for the Queensland heritage place	Provided	Not Provided
	specifications of proposed building work, materials and work methods	Provided	Not Provided

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

BCC.175.0013

APPLICATION # A00xxxxxxx

IDAS Form 4 - Local Heritage Place

1	What is the name of the Heritage Place? (Heritage Register PSP - City Plan 2000)	☐ Complete	☐ Incomplete
2	Provide a brief description of any proposed works and the estimated cost	☐ Complete	☐ Incomplete
3	Confirm that the following mandatory supporting information accompanies this application	☐ Complete	☐ Incomplete

MANDATORY REQUIREMENTS FOR LOCAL HERITAGE PLACES:

a heritage impact statement - prepared by a suitably qualified person	☐ Yes	☐ No
a written statement of the works	☐ Yes	☐ No
a site plan showing the location of the proposed works	☐ Yes	☐ No
plans, sections, elevations of the proposed works	☐ Yes	☐ No

4	Indicate if the following **non-mandatory** supporting information accompanies the application:		
	Photos demonstrating the existing condition of the local heritage place	☐ Provided	☐ Not Provided
	a conservation management plan for the local heritage place	☐ Provided	☐ Not Provided
	specifications of proposed work, materials and work methods	☐ Provided	☐ Not Provided
	engineering and other sub-consultant drawings (e.g. electrical, acoustic)	☐ Provided	☐ Not Provided
	other relevant information	☐ Provided	☐ Not Provided

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

BCC.175.0014

APPLICATION # A00xxxxxxx

IDAS Form 5 - MCU assessable against a planning scheme

1	How is the premises identified/zoned in the applicable planning scheme?	Complete	Incomplete
2	How is the proposed use/s defined in the applicable planning scheme?	Complete	Incomplete
3	What type of approval is being sought for the material change of use?	Complete	Incomplete
4	Are there any current approvals associated with this application for the change of use of the premises?	No	Yes (Details / No Details)
5	Does the proposed use involve (existing building/operational works; new building/operational works)	Complete	Incomplete
6	Confirm that the following mandatory supporting information accompanies this application	Complete	Incomplete

PLAN REQUIREMENTS:

site plan drawn to appropriate scale	Yes	No	
the location and site area of the land to which the application relates (relevant land)	Yes	No	
the north point	Yes	No	
the boundaries of the relevant land	Yes	No	
any road frontages of the relevant land, including the name of the road	Yes	No	
the location and use of any existing or proposed buildings or structures on the relevant land	Yes	No	
any existing or proposed easements on the relevant land and their function	Yes	No	N/A
the location and use of buildings on land adjoining the relevant land	Yes	No	
All vehicle access points, existing and proposed	Yes	No	
Car parking, existing and proposed (incl. disabled and service parking, if required)	Yes	No	
Refuse storage (new buildings only)	Yes	No	N/A
the location of any proposed retaining walls on the relevant land and their height	Yes	No	N/A
the location of any proposed landscaping on the relevant land	Yes	No	N/A
the location of any stormwater detention on the relevant land	Yes	No	N/A

REPORT REQUIREMENTS:

a statement about how the proposed development addresses the local government's planning schemes and any other planning documents relevant to the application	Yes	No	
a statement about the intensity and scale of the proposed use (e.g. number of employees, days and hours of operation, number of visitors, number of seats, capacity of storage area etc.)	Yes	No	
a statement about the existing or proposed floor area, site cover, maximum number of storeys and maximum height above natural ground level for existing or new buildings (e.g. information regarding existing buildings but not being reused)	Yes	No	N/A
a statement about the existing or proposed number of on-site car parking bays, type of vehicle cross-over (for non-residential uses) and vehicular servicing arrangement (for non-residential uses)	Yes	No	N/A

Involving Reuse of existing buildings:

plans showing the size, location, existing floor area, existing site cover, existing maximum number of storeys, and existing maximum height above natural ground level of the buildings to be reused	Yes	No	N/A

Involving New Building Work (incl. extensions):

Commercial/Industrial/Mixed Use: the intended use of each area on the floor plan	Yes	No	N/A
Residential development: room layout with all rooms clearly labelled	Yes	No	N/A
Extensions: the existing and the proposed built form	Yes	No	N/A
the gross floor area of each proposed floor area	Yes	No	
elevations - showing all facades, clearly labelled to identify orientation (e.g. north elevation)	Yes	No	N/A

Involving Reuse of other existing works:

plans showing the nature, location, number of on-site car parking bays, existing area of landscaping, existing type of vehicular cross-cover (non-residential uses), and existing type of vehicular servicing arrangement (non-residential uses) of the works to be reused	Yes	No	N/A

Involving new Operational Work:

plans showing the nature, location, number of new on-site car parking bays, proposed area of new landscaping, proposed type of new vehicle cross-cover (non-residential uses), proposed maximum new vehicular servicing arrangement (non-residential uses) of the proposed new operational works	Yes	No	N/A

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

APPLICATION # A00xxxxxxx

IDAS Form 6 - Building Work or Operational Work

1	What is the nature of the work that is assessable against the City Plan?	BLDG Works ▶	Table A	Complete	Incomplete
		OP Works ▶	Table B	Complete	Incomplete
2	What is the dollar value of the proposed works?	Complete	Incomplete		
3	Confirm that the following mandatory supporting information accompanies applications for **OP Works**	Complete	Incomplete	N/A	

ALL OPERATIONAL WORKS:

the location and site area of the relevant land	Yes	No	
the north point	Yes	No	
the boundaries of the relevant land	Yes	No	
the layout of existing and proposed lots, road reserves, building envelopes and open space (incl. numbering and dimensions)	Yes	No	
existing or proposed easements and their function	Yes	No	N/A
any access limitation strips	Yes	No	N/A
all existing and proposed roads and access points	Yes	No	
report with assessment against applicable codes of the City Plan	Yes	No	

EARTHWORKS (Filling and Excavation):

	Not Applicable		
existing and proposed contours	Yes	No	
…s to be cut and/or filled	Yes	No	
location and level of any permanent survey marks or reference stations used as datum	Yes	No	N/A
location and height of any proposed retaining walls	Yes	No	N/A
defined flood level (if subject to flooding)	Yes	No	N/A
defined fill level (if applicable)	Yes	No	N/A

ROADWORKS:

	Not Applicable		
existing and proposed contours	Yes	No	
the centreline or construction line (showing chainages, bearings, offsets) and all intersection points	Yes	No	
information for each curve including tangent point chainages and offsets, curve radii, arc length, tangent length, superelevation (if applicable) and curve widening (if applicable)	Yes	No	
kerb lines (incl. kerb radii) and tangent point changes	Yes	No	
edge of pavement where kerb not constructed	Yes	No	
position and extent of channelisation	Yes	No	
location and details of all traffic signs, guideposts, guardrails and other street furniture	Yes	No	
pavement markings (incl. details on raised pavement markers)	Yes	No	
locations of catchpits, manholes and pipelines	Yes	No	
drainage details	Yes	No	N/A
…s road drainage culverts	Yes	No	N/A
concrete footpaths and cycle paths	Yes	No	N/A
location and details for access points, ramps and invert crossings	Yes	No	
changes in surfacing material	Yes	No	

STORMWATER DRAINAGE:

	Not Applicable	
existing and proposed contours	Yes	No
drainage locations, diameters and class of pipe, open drains and easements	Yes	No
manhole location, chainage and offset or co-ordinates and inlet and outlet invert levels	Yes	No
inlet pit locations, chainage and offset or co-ordinates and invert and kerb levels	Yes	No

WATER RETICULATION:

	Not Applicable		
kerb lines or edge of pavement (where kerb is not constructed)	Yes	No	
location and levels of other utility services where affected by water reticulation works	Yes	No	
pipe diameter, type of pipe and pipe alignment	Yes	No	
water main alignments	Yes	No	
water supply pump station details (if applicable)	Yes	No	N/A
minor reservoir details (if applicable)	Yes	No	N/A
conduits	Yes	No	
location of valves and fire hydrants	Yes	No	

location of house connections (if applicable)	☐ Yes	☐ No	☐ N/A
location of bench marks and reference pegs	☐ Yes	☐ No	

SEWERAGE RETICULATION:

	☐ Not Applicable		
location of all existing and proposed services	☐ Yes	☐ No	
location of all existing and proposed sewer lines and manholes	☐ Yes	☐ No	
location of all house connection branches	☐ Yes	☐ No	
kerb lines or edge of pavement where kerb is not constructed	☐ Yes	☐ No	
chainages	☐ Yes	☐ No	
design sewer invert levels	☐ Yes	☐ No	
design top of manhole levels	☐ Yes	☐ No	
type of manhole and manhole cover	☐ Yes	☐ No	
pipe diameter, type and alignment	☐ Yes	☐ No	
tion of house connections (if applicable)	☐ Yes	☐ No	☐ N/A
sewer pump station details (if applicable)	☐ Yes	☐ No	☐ N/A

STREET LIGHTING:

	☐ Not Applicable		
location of all light poles and services conduits	☐ Yes	☐ No	
location of all other cross road conduits	☐ Yes	☐ No	
type of wattage and lighting	☐ Yes	☐ No	
any traffic calming devices	☐ Yes	☐ No	
additional plans for roundabouts and major roads (if applicable)	☐ Yes	☐ No	☐ N/A
details of any variations to normal alignment	☐ Yes	☐ No	
details of lighting levels	☐ Yes	☐ No	

PUBLIC UTILITY SERVICES:

	☐ Not Applicable		
any existing light poles and power poles	☐ Yes	☐ No	☐ N/A
any existing underground services	☐ Yes	☐ No	☐ N/A
details of proposed services	☐ Yes	☐ No	
alternation to existing services	☐ Yes	☐ No	

CAPING WORKS:

	☐ Not Applicable	
location of proposed plant species	☐ Yes	☐ No
a plant schedule (incl. common and botanical names, pot sizes and number of plants)	☐ Yes	☐ No
planting bed preparation details (incl. topsoil depth, subgrade preparation, mulch type and depth, type of turf, pebble, paving and garden edge)	☐ Yes	☐ No
the location and type of any existing trees to be retained	☐ Yes	☐ No
construction details of planter boxes, retaining walls and fences	☐ Yes	☐ No
the proposed maintenance period	☐ Yes	☐ No
irrigation system details	☐ Yes	☐ No

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

APPLICATION # A00xxxxxxx

IDAS Form 7 - RoL

1	What is the total number of existing lots making up the premises?					Complete	Incomplete	
2	What is the nature of the reconfiguration?					Complete	Incomplete	
	Subdivision	X				No	Yes	
	Boundary Realignment		X			No	Yes	
	Creating access easement from a constructed road			X		No	Yes	
	Dividing land into part by agreement				X	No	Yes	
3	What is the number of additional lots being created and their intended final use?	X				Complete	Incomplete	
4	What type of approval is being sought for the subdivision?	X				Complete	Incomplete	
5	Are there any current approvals associated with this subdivision application?	X				No	Yes	
							Details	No Details
6	Does the proposal involve multiple stages?	X				No	Yes	
						Table A	Table B	Details / No Details
							Details	No Details
7	Lease/agreement details - how many parts are being created and what is their final intended use				X	Complete	Incomplete	
8	What are the current and proposed dimensions following the boundary realignment for each lot forming the premises?		X			Complete	Incomplete	
9	What is the reason for the boundary realignment?		X			Complete	Incomplete	
10	What are the dimensions of the proposed easement?			X		Complete	Incomplete	
11	Confirm the following mandatory supporting information is provided	X	X	X	X	Complete	Incomplete	

PLAN REQUIREMENTS:

site plan drawn to appropriate scale	X	X	X	X	Yes	No	
the location and site area of the land to which the application relates (relevant land)	X	X	X	X	Yes	No	
the north point	X	X	X	X	Yes	No	
the boundaries of the relevant land	X	X	X	X	Yes	No	
any road frontages of the relevant land, including the name of the road	X	X	X	X	Yes	No	
the contours and natural ground levels of the relevant land	X	X	X	X	Yes	No	
the location of any existing buildings or structures on the relevant land	X	X	X	X	Yes	No	N/A
existing and proposed lots (incl. dimensions and lot numbering), road reserves, building envelopes, existing and proposed open space	X	X	X	X	Yes	No	
any drainage features over the relevant land (incl. watercourse, creek, dam, waterhold, spring and any land subject to Q100 flood event)	X	X	X	X	Yes	No	N/A
existing or proposed easements on the relevant land and their function	X	X	X	X	Yes	No	N/A
all existing and proposed roads and access points	X	X	X	X	Yes	No	
existing or proposed carparking areas	X	X	X	X	Yes	No	N/A
the location of any proposed retaining walls and their height	X	X	X	X	Yes	No	N/A
the location of any stormwater detention	X	X	X	X	Yes	No	N/A
the location and dimension of any land dedicated for community purposes	X	X	X	X	Yes	No	N/A
the final intended use of any new lots	X	X	X	X	Yes	No	

REPORT REQUIREMENTS:

a statement about how the proposed development addresses the local government's planning schemes and any other planning documents relevant to the application	X	X	X	X	Yes	No

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

APPLICATION # A00xxxxxxx

IDAS Form 8 - Environmentally Relevant Activity

1	What is the nature of the proposed (ERA) and what type of approval is being sought?	No	Yes		
			Table A	Details	No Details
2	Are there any existing ERA's on or associated with the premises?	No	Yes		
			Table B	Details	No Details
3	Does the proposed activity involve any of the following?	N/A	Complete	Incomplete	
4	Confirm that the following mandatory supporting information accompanies this application	Complete	Incomplete		

About the subject land (other than for a mobile and temporary ERA)

description of the site, including site maps showing vegetation, topography and any areas of cultural or heritage significance	Yes	No	
description of the receiving environment, including maps showing surrounding land uses	Yes	No	
details of the distance of any watercourse, dam, bore or other water on, adjoining or near the premises	Yes	No	N/A
details of any known acid sulphate soils within or adjoining the premises	Yes	No	N/A

About the proposed ERA

a description of the activity, including proposed operation, discharge points, operating hours and process details	Yes	No	
details about how the activity achieves best practice environmental management, including technology used, management approach, environmental management plans, and monitoring	Yes	No	N/A
details of the proposed release of any contaminant or emission to air, land or water and the impacts on the receiving environment, including how the activity conforms with the management hierarchy in the *Environmental Protection (Air) Policy 2008*	Yes	No	N/A
details of stormwater runoff management and disposal, including stormwater management plans and how the activity conforms with the management hierarchy in the *Environmental Protection (Water) Policy 2009*	Yes	No	N/A
details of waste produced, including solid and liquid waste (including trade waste) and how the activity conforms with the management hierarchy in the *Environmental Protection (Waste Management) Policy 2000*	Yes	No	N/A
details of management of noise impacts on the surrounding environment, including how the activity conforms with the management hierarchy in the *Environmental Protection (Noise) Policy 2008*	Yes	No	N/A
details on the quantity and type of greenhouse gases released and measures proposed to minimise emissions	Yes	No	N/A
details of any flammable and combustible materials, chemicals or other hazardous substances proposed to be stored on the premises	Yes	No	N/A

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

APPLICATION # A00xxxxxx

IDAS Form 24 - Contaminated Land

1	What is the nature of the application?	☐ MCU	☐ RoL	☐ Incomplete
2	What is the nature of the contamination	☐ Complete	☐ Incomplete	
3	Confirm the following mandatory information accompanies this application	☐ Complete	☐ Incomplete	

PLAN REQUIREMENTS:

plans showing where any notifiable activities, hazardous contaminant or potentially contaminated activity has occurred on the premises	☐ Yes	☐ No	

WRITTEN DOCUMENTATION:

if the application involves an MCU from an industrial use to a more sensitive use - a detailed site history outlining previous potentially contaminated uses of the premises	☐ Yes	☐ No	☐ N/A

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

APPLICATION # A00xxxxxx

IDAS Form 28 - Prescribed tidal work

1	What type of approval is sought?	☐ D.P.	☐ P.A.	
2	What is the nature of the prescribed tidal works and the nature of the use?	☐ Complete	☐ Incomplete	
3	Is the application within a cul-de-sac or a bend in the waterway?	☐ Complete	☐ Incomplete	
4	Has an RPEQ certified the works?	☐ No	☐ Yes	
			☐ Details	☐ No Details
5	Confirm that the following mandatory supporting information accompanies this application	☐ Complete	☐ Incomplete	

PLAN REQUIREMENTS:

plans certified by RPEQ (or inter-state equivalent)	☐ Yes	☐ No
location, real property description, boundaries and dimensions of proposed works	☐ Yes	☐ No
lowest & highest astronomical tide, mean high water springs and coastal management district	☐ Yes	☐ No
the slope angles of the beds/banks in the tidal area and the proposed finished levels	☐ Yes	☐ No

REPORT/EVIDENCE REQUIREMENTS:

a copy of the certificate of title for the land (resource entitlement)	☐ Yes	☐ No	
details of how the proposed work addresses the IDAS code for PTW in the Coastal Protection and Management Regulation 2003, 4A	☐ Yes	☐ No	
details of the largest vessel to be moored at the structure (not required)	☐ Yes	☐ No	☐ N/A
evidence that the work will not prejudice the access rights of adjoining property	☐ Letters of support from neighbour(s)		☐ Plans showing water allocation area
	☐ Confirmed		☐ Confirmed
	☐ Not confirmed		☐ Not confirmed

ADDITIONAL REQ'S FOR APPLICATIONS ON CUL-DE-SACS & BENDS IN THE WATERWAY:

photos of any constructed neighbouring structures or information about approved but unconstructed neighbouring structures	☐ Yes	☐ No	☐ N/A

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

BCC.175.0021

APPLICATION # A00xxxxxx

IDAS Form 31 - Application for preliminary approval varying the effect of the local planning instrument

1	What type of development is proposed?	Complete	Incomplete		
2	How does the application seek to vary the effect of the local planning instrument?	Table A	Table B	Incomplete	
3	Nominate a period after which the approval should lapse if the proposed development is started but not completed within the period (not mandatory)	Complete	Incomplete	(NB: This question is not mandatory)	
4	Confirm that the following mandatory supporting info accompanies this application	Complete	Incomplete		

PLAN REQUIREMENTS:

details about the way in which the applicant seeks the approval to vary the effect of any local planning instrument	Yes	No
written statement about the consistency of the proposed variations with aspects of the local planning instrument, other than the asepcts sought to be varied	Yes	No

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

BCC.175.0022

APPLICATION # A00xxxxxxx

IDAS Form 34 - Koala Conservation State Planning Regulatory Provisions

1	What is the nature of the approval being sought?	Complete	Incomplete
2	In which part of an assessable development area is the proposal?	Complete	Incomplete
3	What type of development is being proposed?	Complete	Incomplete
4	Confirm that the following mandatory supporting info accompanies this application	Complete	Incomplete

PLAN REQUIREMENTS:

location of buildings, roads/access, fences, constructed waterways, landscaping, anything else with potential barriers or impediments to koala movement;	Yes	No	
firebreaks and fire management lines	Yes	No	
measures that will be adopted for safe koala movement	Yes	No	
stages of development, if staged (incl. locations and timing of stages)	Yes	No	N/A
habitat shown on aerial photo or map	Yes	No	
environmental info - evidence of presence/absence of koalas; location, number and species of non-juvenile koala habitat trees that will be cleared, retained, and planted; likely koala movements across the site;	Yes	No	

REPORT/EVIDENCE REQUIREMENTS:

supporting material demonstrating compliance with Offsets for Net Gain of Koala Habitat in SEQ Policy	Yes	No	N/A
a statement about how the proposal addresses the assessment criteria of the following tables in the SEQ Koala Conservation State Planning Regulatory Provisions	Complete	Incomplete	
Table 1 – Determining the applicable division that applies to development which is subject to code or impact assessment under a relevant planning instrument	Yes	No	N/A
Table 3 – Development in an identified koala broad-hectare area	Yes	No	N/A
Table 4 – Development for linear infrastructure and community infrastructure in the assessable development area	Yes	No	N/A
Table 2 – Development that is committed development in the assessable development area	Yes	No	N/A
Table 5 – Development for extractive industry within the assessable development area	Yes	No	N/A
Table 6 – Development in a Priority Koala Assessable Development Area	Yes	No	N/A

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

BCC.175.0023

APPLICATION # A00xxxxxx

SITE ADDRESS: 123 Example Street, BRISBANE

General Requirements - ALL APPLICATIONS

1	Is BCC the **correct assessment manager** for the application? (s260(1)(a))	Yes	No	
2	Have all relevant mandatory **forms** been submitted? (e.g. IDAS; EHA; Fee Assessment) (s260(1)(b))	Yes	No	
3	Has all mandatory **supporting information** been submitted? (s260(1)(c))	Yes	No	
4	Has the **correct fee** been calculated and paid? (s260(1)(d))	Yes	No	eDA
5	Has **owner's consent** been granted? (s260(1)(e))	Yes	No	

Involving a State Resource:

6	Has evidence of allocation/entitlement been provided? (IDAS Form 1 - Item 9 - Table G) (s264)	N/A	Yes	No

Declared Master Planned Area:

7	Has a master plan for the area been approved or lodged for assessment? (s261(b))	N/A	Yes	No

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

ISSUES RESOLVED: (Ctrl + Enter for new line)

BCC.175.0024

APPLICATION # A00xxxxxxx

IDAS Form 1 - Application Details

1	What is the nature of development proposed?	Complete	Incomplete			
2	What type of approval is being sought?	Complete	Incomplete			
3	Is the application for a mobile and temporary ERA?	No	Yes			
			Table A	Details	No Details	
4	Location of premises (including ALL lots (+ Access Restriction Strips))	Table B	Table C	No Details		
5	Total area of premises on which the development is proposed	Complete	Incomplete			
6	Current use(s) of premises	Complete	Incomplete			
7	Provide brief description of proposal	Complete	Incomplete			
	...wner's consent required for this application?	No	Yes			
		Table D - Owner's signature; *OR*		Confirmed	Incomplete	
		Table E - Consent attached; *OR*		Confirmed	Incomplete	
		Table F - Declaration by applicant;		Confirmed	Incomplete	
9	Does the application involve a state resource?	No	Yes			
			Table G	Complete	Incomplete	
10	Identify if any of the following apply to the premises					
	Adjacent to water body, watercourse or aquifer	N/A	Applicable	Table H	Complete	Incomplete
	Strategic port land	N/A	Applicable	Table I	Complete	Incomplete
	Tidal water area	N/A	Applicable	Table J	Complete	Incomplete
11	Are there any existing easement on the premises?	No	Yes			
			[illegible]	Not shown		
12	Does the proposal include new building work or operational work on the premises?	No	Yes			
			[illegible]	Not shown	[illegible]	
13	Is the payment of PLSL levy applicable to this application?	No	Yes			
	...s the PLSL been paid?	N/A	No	Yes		
				Table K	Complete	Incomplete
15	Has BCC agreed to apply a superseded planning scheme (s96 of SPA)?	No	Yes			
			Details	No Details		
16	List of all forms and supporting information	Incomplete	Complete			
			[illegible]	[illegible]		
17	Applicant's declaration	Complete	Incomplete			

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

APPLICATION # A00xxxxxx

IDAS Form 3 - Queensland Heritage Place

1	What is the name of the QLD Heritage Place and the QLD Heritage Register Number?	☐ Complete	☐ Incomplete
2	Provide details on the proposed development (tick applicable box/es)	☐ Complete	☐ Incomplete
3	Provide a brief description of any proposed works and the estimated cost	☐ Complete	☐ Incomplete
4	Confirm that the following mandatory supporting information accompanies this application	☐ Complete	☐ Incomplete

MANDATORY REQUIREMENTS FOR <u>LOCAL</u> HERITAGE PLACES: ☐ **Not Applicable**

a heritage impact statement - prepared by a suitably qualified person	☐ Yes	☐ No	
recent photographs - must depict the areas that will be affected	☐ Yes	☐ No	
a site plan showing the location of the development in relation to the existing heritage place	☐ Yes	☐ No	
plans, sections, elevations of the proposed development in relation to the existing heritage place	☐ Yes	☐ No	
consultants' report(s) for specific technical issues (i.e. structural, economic, safety)	☐ Yes	☐ No	☐ N/A

MANDATORY REQUIREMENTS FOR <u>QUEENSLAND</u> HERITAGE PLACES: ☐ **Not Applicable**

a heritage impact statement - prepared by a suitably qualified person	☐ Yes	☐ No	
recent photographs - must depict the areas that will be affected	☐ Yes	☐ No	☐ N/A
plans, sections, elevations of the proposed development in relation to the existing heritage place	☐ Yes	☐ No	

5	Indicate if the following non-mandatory supporting information accompanies the application:		
	a conservation management plan for the Queensland heritage place	☐ Provided	☐ Not Provided
	specifications of proposed building work, materials and work methods	☐ Provided	☐ Not Provided

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

BCC.175.0026

APPLICATION # A00xxxxxx

IDAS Form 4 - Local Heritage Place

1	What is the name of the Heritage Place? (Heritage Register PSP - City Plan 2000)	☐ Complete	☐ Incomplete
2	Provide a brief description of any proposed works and the estimated cost	☐ Complete	☐ Incomplete
3	Confirm that the following mandatory supporting information accompanies this application	☐ Complete	☐ Incomplete

MANDATORY REQUIREMENTS FOR LOCAL HERITAGE PLACES:

a heritage impact statement - prepared by a suitably qualified person	☐ Yes	☐ No
a written statement of the works	☐ Yes	☐ No
a site plan showing the location of the proposed works	☐ Yes	☐ No
plans, sections, elevations of the proposed works	☐ Yes	☐ No

4	Indicate if the following **non-mandatory** supporting information accompanies the application:		
	Photos demonstrating the existing condition of the local heritage place	☐ Provided	☐ Not Provided
	a conservation management plan for the local heritage place	☐ Provided	☐ Not Provided
	specifications of proposed work, materials and work methods	☐ Provided	☐ Not Provided
	engineering and other sub-consultant drawings (e.g. electrical, acoustic)	☐ Provided	☐ Not Provided
	other relevant information	☐ Provided	☐ Not Provided

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

BCC.175.0027

APPLICATION # A00xxxxxxx

IDAS Form 5 - MCU assessable against a planning scheme

1	How is the premises identified/zoned in the applicable planning scheme?	Complete	Incomplete
2	How is the proposed use/s defined in the applicable planning scheme?	Complete	Incomplete
3	What type of approval is being sought for the material change of use?	Complete	Incomplete
4	Are there any current approvals associated with this application for the change of use of the premises?	No	Yes
		Details	No Details
5	Does the proposed use involve (existing building/operational works; new building/operational works)	Complete	Incomplete
6	Confirm that the following mandatory supporting information accompanies this application	Complete	Incomplete

PLAN REQUIREMENTS:

site plan drawn to appropriate scale	Yes	No	
the location and site area of the land to which the application relates (relevant land)	Yes	No	
the north point	Yes	No	
the boundaries of the relevant land	Yes	No	
any road frontages of the relevant land, including the name of the road	Yes	No	
the location and use of any existing or proposed buildings or structures on the relevant land	Yes	No	
any existing or proposed easements on the relevant land and their function	Yes	No	N/A
the location and use of buildings on land adjoining the relevant land	Yes	No	
All vehicle access points, existing and proposed	Yes	No	
Car parking, existing and proposed (incl. disabled and service parking, if required)	Yes	No	
Refuse storage (new buildings only)	Yes	No	N/A
the location of any proposed retaining walls on the relevant land and their height	Yes	No	N/A
the location of any proposed landscaping on the relevant land	Yes	No	N/A
the location of any stormwater detention on the relevant land	Yes	No	N/A

REPORT REQUIREMENTS:

a statement about how the proposed development addresses the local government's planning schemes and any other planning documents relevant to the application	Yes	No	
a statement about the intensity and scale of the proposed use (e.g. number of employees, days and hours of operation, number of visitors, number of seats, capacity of storage area etc.)	Yes	No	
a statement about the existing or proposed floor area, site cover, maximum number of storeys and maximum height above natural ground level for existing or new buildings (e.g. information regarding existing buildings but not being reused)	Yes	No	N/A
a statement about the existing or proposed number of on-site car parking bays, type of vehicle cross-over (for non-residential uses) and vehicular servicing arrangement (for non-residential uses)	Yes	No	N/A

Involving Reuse of existing buildings:

plans showing the size, location, existing floor area, existing site cover, existing maximum number of storeys and existing maximum height above natural ground level of the buildings to be reused	Yes	No	N/A

Involving New Building Work (incl. extensions):

***Commercial/Industrial/Mixed Use*:** the intended use of each area on the floor plan	Yes	No	N/A
***Residential development*:** room layout with all rooms clearly labelled	Yes	No	N/A
***Extensions*:** the existing and the proposed built form	Yes	No	N/A
the gross floor area of each proposed floor area	Yes	No	
elevations - showing all facades, clearly labelled to identify orientation (e.g. north elevation)	Yes	No	N/A

Involving Reuse of other existing works:

plans showing the nature, location, number of on-site car parking bays, existing area of landscaping, existing type of vehicular cross-cover (non-residential uses), and existing type of vehicular servicing arrangement (non-residential uses) of the works to be reused	Yes	No	N/A

Involving new Operational Work:

plans showing the nature, location, number of new on-site car parking bays, proposed area of new landscaping, proposed type of new vehicle cross-cover (non-residential uses), proposed maximum new vehicular servicing arrangement (non-residential uses) of the proposed new operational works	Yes	No	N/A

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

APPLICATION # A00xxxxxx

IDAS Form 6 - Building Work or Operational Work

1	What is the nature of the work that is assessable against the City Plan?	BLDG Works ▶	Table A	Complete	Incomplete
		OP Works ▶	Table B	Complete	Incomplete
2	What is the dollar value of the proposed works?	Complete	Incomplete		
3	Confirm that the following mandatory supporting information accompanies applications for **OP Works**	Complete	Incomplete	N/A	

ALL OPERATIONAL WORKS:

the location and site area of the relevant land	Yes	No	
the north point	Yes	No	
the boundaries of the relevant land	Yes	No	
the layout of existing and proposed lots, road reserves, building envelopes and open space (incl. numbering and dimensions)	Yes	No	
existing or proposed easements and their function	Yes	No	N/A
any access limitation strips	Yes	No	N/A
all existing and proposed roads and access points	Yes	No	
report with assessment against applicable codes of the City Plan	Yes	No	

RTHWORKS (Filling and Excavation): Not Applicable

…sting and proposed contours	Yes	No	
…eas to be cut and/or filled	Yes	No	
location and level of any permanent survey marks or reference stations used as datum	Yes	No	N/A
location and height of any proposed retaining walls	Yes	No	N/A
defined flood level (if subject to flooding)	Yes	No	N/A
defined fill level (if applicable)	Yes	No	N/A

ROADWORKS: Not Applicable

existing and proposed contours	Yes	No	
the centreline or construction line (showing chainages, bearings, offsets) and all intersection points	Yes	No	
information for each curve including tangent point chainages and offsets, curve radii, arc length, tangent length, superelevation (if applicable) and curve widening (if applicable)	Yes	No	
kerb lines (incl. kerb radii) and tangent point changes	Yes	No	
edge of pavement where kerb not constructed	Yes	No	
position and extent of channelisation	Yes	No	
location and details of all traffic signs, guideposts, guardrails and other street furniture	Yes	No	
pavement markings (incl. details on raised pavement markers)	Yes	No	
locations of catchpits, manholes and pipelines	Yes	No	
…ainage details	Yes	No	N/A
…ss road drainage culverts	Yes	No	N/A
concrete footpaths and cycle paths	Yes	No	N/A
location and details for access points, ramps and invert crossings	Yes	No	
changes in surfacing material	Yes	No	

STORMWATER DRAINAGE: Not Applicable

existing and proposed contours	Yes	No
drainage locations, diameters and class of pipe, open drains and easements	Yes	No
manhole location, chainage and offset or co-ordinates and inlet and outlet invert levels	Yes	No
inlet pit locations, chainage and offset or co-ordinates and invert and kerb levels	Yes	No

WATER RETICULATION: Not Applicable

kerb lines or edge of pavement (where kerb is not constructed)	Yes	No	
location and levels of other utility services where affected by water reticulation works	Yes	No	
pipe diameter, type of pipe and pipe alignment	Yes	No	
water main alignments	Yes	No	
water supply pump station details (if applicable)	Yes	No	N/A
minor reservoir details (if applicable)	Yes	No	N/A
conduits	Yes	No	
location of valves and fire hydrants	Yes	No	

location of house connections (if applicable)	☐ Yes	☐ No	☐ N/A
location of bench marks and reference pegs	☐ Yes	☐ No	

SEWERAGE RETICULATION: ☐ Not Applicable

location of all existing and proposed services	☐ Yes	☐ No	
location of all existing and proposed sewer lines and manholes	☐ Yes	☐ No	
location of all house connection branches	☐ Yes	☐ No	
kerb lines or edge of pavement where kerb is not constructed	☐ Yes	☐ No	
chainages	☐ Yes	☐ No	
design sewer invert levels	☐ Yes	☐ No	
design top of manhole levels	☐ Yes	☐ No	
type of manhole and manhole cover	☐ Yes	☐ No	
pipe diameter, type and alignment	☐ Yes	☐ No	
location of house connections (if applicable)	☐ Yes	☐ No	☐ N/A
sewer pump station details (if applicable)	☐ Yes	☐ No	☐ N/A

STREET LIGHTING: ☐ Not Applicable

location of all light poles and services conduits	☐ Yes	☐ No	
location of all other cross road conduits	☐ Yes	☐ No	
type of wattage and lighting	☐ Yes	☐ No	
any traffic calming devices	☐ Yes	☐ No	
additional plans for roundabouts and major roads (if applicable)	☐ Yes	☐ No	☐ N/A
details of any variations to normal alignment	☐ Yes	☐ No	
details of lighting levels	☐ Yes	☐ No	

PUBLIC UTILITY SERVICES: ☐ Not Applicable

any existing light poles and power poles	☐ Yes	☐ No	☐ N/A
any existing underground services	☐ Yes	☐ No	☐ N/A
details of proposed services	☐ Yes	☐ No	
alternation to existing services	☐ Yes	☐ No	

LANDSCAPING WORKS: ☐ Not Applicable

the location of proposed plant species	☐ Yes	☐ No
a plant schedule (incl. common and botanical names, pot sizes and number of plants)	☐ Yes	☐ No
planting bed preparation details (incl. topsoil depth, subgrade preparation, mulch type and depth, type of turf, pebble, paving and garden edge)	☐ Yes	☐ No
the location and type of any existing trees to be retained	☐ Yes	☐ No
construction details of planter boxes, retaining walls and fences	☐ Yes	☐ No
the proposed maintenance period	☐ Yes	☐ No
irrigation system details	☐ Yes	☐ No

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

APPLICATION # A00xxxxxx

IDAS Form 7 - RoL

1	What is the total number of existing lots making up the premises?					Complete	Incomplete	
2	What is the nature of the reconfiguration?					Complete	Incomplete	
	Subdivision	X				No	Yes	
	Boundary Realignment		X			No	Yes	
	Creating access easement from a constructed road			X		No	Yes	
	Dividing land into part by agreement				X	No	Yes	
3	What is the number of additional lots being created and their intended final use?	X				Complete	Incomplete	
4	What type of approval is being sought for the subdivision?	X				Complete	Incomplete	
5	Are there any current approvals associated with this subdivision application?	X				No	Yes	
							Details	No Details
6	Does the proposal involve multiple stages?	X				No	Yes	
						Table A	Table B	Details / No Details
							Details	No Details
7	Lease/agreement details - how many parts are being created and what is their final intended use				X	Complete	Incomplete	
8	What are the current and proposed dimensions following the boundary realignment for each lot forming the premises?		X			Complete	Incomplete	
9	What is the reason for the boundary realignment?		X			Complete	Incomplete	
10	What are the dimensions of the proposed easement?			X		Complete	Incomplete	
11	Confirm the following mandatory supporting information is provided	X	X	X	X	Complete	Incomplete	

PLAN REQUIREMENTS:

site plan drawn to appropriate scale	X	X	X	X	Yes	No	
the location and site area of the land to which the application relates (relevant land)	X	X	X	X	Yes	No	
the north point	X	X	X	X	Yes	No	
the boundaries of the relevant land	X	X	X	X	Yes	No	
any road frontages of the relevant land, including the name of the road	X	X	X	X	Yes	No	
the contours and natural ground levels of the relevant land	X	X	X	X	Yes	No	
the location of any existing buildings or structures on the relevant land	X	X	X	X	Yes	No	N/A
existing and proposed lots (incl. dimensions and lot numbering), road reserves, building envelopes, existing and proposed open space	X	X	X	X	Yes	No	
any drainage features over the relevant land (incl. watercourse, creek, dam, waterhold, spring and any land subject to Q100 flood event)	X	X	X	X	Yes	No	N/A
existing or proposed easements on the relevant land and their function	X	X	X	X	Yes	No	N/A
all existing and proposed roads and access points	X	X	X	X	Yes	No	
existing or proposed carparking areas	X	X	X	X	Yes	No	N/A
the location of any proposed retaining walls and their height	X	X	X	X	Yes	No	N/A
the location of any stormwater detention	X	X	X	X	Yes	No	N/A
the location and dimension of any land dedicated for community purposes	X	X	X	X	Yes	No	N/A
the final intended use of any new lots	X	X	X	X	Yes	No	

REPORT REQUIREMENTS:

a statement about how the proposed development addresses the local government's planning schemes and any other planning documents relevant to the application	X	X	X	X	Yes	No

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

APPLICATION # A00xxxxxx

IDAS Form 8 - Environmentally Relevant Activity

1	What is the nature of the proposed (ERA) and what type of approval is being sought?	No	Yes		
			Table A	Details	No Details
2	Are there any existing ERA's on or associated with the premises?	No	Yes		
			Table B	Details	No Details
3	Does the proposed activity involve any of the following?	N/A	Complete	Incomplete	
4	Confirm that the following mandatory supporting information accompanies this application	Complete	Incomplete		

About the subject land (other than for a mobile and temporary ERA)

description of the site, including site maps showing vegetation, topography and any areas of cultural or heritage significance	Yes	No	
description of the receiving environment, including maps showing surrounding land uses	Yes	No	
details of the distance of any watercourse, dam, bore or other water on, adjoining or near the premises	Yes	No	N/A
details of any known acid sulphate soils within or adjoining the premises	Yes	No	N/A

About the proposed ERA

a description of the activity, including proposed operation, discharge points, operating hours and process details	Yes	No	
details about how the activity achieves best practice environmental management, including technology used, management approach, environmental management plans, and monitoring	Yes	No	N/A
details of the proposed release of any contaminant or emission to air, land or water and the impacts on the receiving environment, including how the activity conforms with the management hierarchy in the *Environmental Protection (Air) Policy 2008*	Yes	No	N/A
details of stormwater runoff management and disposal, including stormwater management plans and how the activity conforms with the management hierarchy in the *Environmental Protection (Water) Policy 2009*	Yes	No	N/A
details of waste produced, including solid and liquid waste (including trade waste) and how the activity conforms with the management hierarchy in the *Environmental Protection (Waste Management) Policy 2000*	Yes	No	N/A
details of management of noise impacts on the surrounding environment, including how the activity conforms with the management hierarchy in the *Environmental Protection (Noise) Policy 2008*	Yes	No	N/A
details on the quantity and type of greenhouse gases released and measures proposed to minimise emissions	Yes	No	N/A
details of any flammable and combustible materials, chemicals or other hazardous substances proposed to be stored on the premises	Yes	No	N/A

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

APPLICATION # A00xxxxxxx

IDAS Form 24 - Contaminated Land

1	What is the nature of the application?	☐ MCU	☐ RoL	☐ Incomplete
2	What is the nature of the contamination	☐ Complete	☐ Incomplete	
3	Confirm the following mandatory information accompanies this application	☐ Complete	☐ Incomplete	

PLAN REQUIREMENTS:

plans showing where any notifiable activities, hazardous contaminant or potentially contaminated activity has occurred on the premises	☐ Yes	☐ No

WRITTEN DOCUMENTATION:

if the application involves an MCU from an industrial use to a more sensitive use - a detailed site history outlining previous potentially contaminated uses of the premises	☐ Yes	☐ No	☐ N/A

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

BCC.175.0033

APPLICATION # A00xxxxxx

IDAS Form 28 - Prescribed tidal work

1	What type of approval is sought?	D.P.	P.A.
2	What is the nature of the prescribed tidal works and the nature of the use?	Complete	Incomplete
3	Is the application within a cul-de-sac or a bend in the waterway?	Complete	Incomplete
4	Has an RPEQ certified the works?	No	Yes
			Details / No details
5	Confirm that the following mandatory supporting information accompanies this application	Complete	Incomplete

PLAN REQUIREMENTS:

plans certified by RPEQ (or inter-state equivalent)	Yes	No
location, real property description, boundaries and dimensions of proposed works	Yes	No
lowest & highest astronomical tide, mean high water springs and coastal management district	Yes	No
the slope angles of the beds/banks in the tidal area and the proposed finished levels	Yes	No

REPORT/EVIDENCE REQUIREMENTS:

a copy of the certificate of title for the land (resource entitlement)	Yes	No	
details of how the proposed work addresses the IDAS code for PTW in the Coastal Protection and Management Regulation 2003, 4A	Yes	No	
details of the largest vessel to be moored at the structure (not required)	Yes	No	N/A
evidence that the work will not prejudice the access rights of adjoining property	Letters of support from neighbour(s)		Plans showing water allocation area
	Confirmed		Confirmed
	Not confirmed		Not confirmed

ADDITIONAL REQ'S FOR APPLICATIONS ON CUL-DE-SACS & BENDS IN THE WATERWAY:

photos of any constructed neighbouring structures or information about approved but unconstructed neighbouring structures	Yes	No	N/A

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

BCC.175.0034

APPLICATION # A00xxxxxxx

IDAS Form 31 - Application for preliminary approval varying the effect of the local planning instrument

1	What type of development is proposed?	Complete	Incomplete		
2	How does the application seek to vary the effect of the local planning instrument?	Table A	Table B	Incomplete	
3	Nominate a period after which the approval should lapse if the proposed development is started but not completed within the period (not mandatory)	Complete	Incomplete	(NB: This question is not mandatory)	
4	Confirm that the following mandatory supporting info accompanies this application	Complete	Incomplete		

PLAN REQUIREMENTS:

details about the way in which the applicant seeks the approval to vary the effect of any local planning instrument	Yes	No
written statement about the consistency of the proposed variations with aspects of the local planning instrument, other than the asepcts sought to be varied	Yes	No

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

BCC.175.0035

APPLICATION # A00xxxxxx

IDAS Form 34 - Koala Conservation State Planning Regulatory Provisions

1	What is the nature of the approval being sought?	Complete	Incomplete
2	In which part of an assessable development area is the proposal?	Complete	Incomplete
3	What type of development is being proposed?	Complete	Incomplete
4	Confirm that the following mandatory supporting info accompanies this application	Complete	Incomplete

PLAN REQUIREMENTS:

location of buildings, roads/access, fences, constructed waterways, landscaping, anything else with potential barriers or impediments to koala movement;	Yes	No	
firebreaks and fire management lines	Yes	No	
measures that will be adopted for safe koala movement	Yes	No	
stages of development, if staged (incl. locations and timing of stages)	Yes	No	N/A
habitat shown on aerial photo or map	Yes	No	
environmental info - evidence of presence/absence of koalas; location, number and species of non-juvenile koala habitat trees that will be cleared, retained, and planted; likely koala movements across the site;	Yes	No	

REPORT/EVIDENCE REQUIREMENTS:

supporting material demonstrating compliance with Offsets for Net Gain of Koala Habitat in SEQ Policy	Yes	No	N/A
a statement about how the proposal addresses the assessment criteria of the following tables in the SEQ Koala Conservation State Planning Regulatory Provisions	Complete	Incomplete	
Table 1 – Determining the applicable division that applies to development which is subject to code or impact assessment under a relevant planning instrument	Yes	No	N/A
Table 3 – Development in an identified koala broad-hectare area	Yes	No	N/A
Table 4 – Development for linear infrastructure and community infrastructure in the assessable development area	Yes	No	N/A
Table 2 – Development that is committed development in the assessable development area	Yes	No	N/A
Table 5 – Development for extractive industry within the assessable development area	Yes	No	N/A
Table 6 – Development in a Priority Koala Assessable Development Area	Yes	No	N/A

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

APPLICATION # A00xxxxxx

SITE ADDRESS: 123 Example Street, BRISBANE

General Requirements - ALL APPLICATIONS

1	Is BCC the **correct assessment manager** for the application? (s260(1)(a))	☐ Yes	☐ No	
2	Have all relevant mandatory **forms** been submitted? (e.g. IDAS, EHA, Fee Assessment) (s260(1)(b))	☐ Yes	☐ No	
3	Has all mandatory **supporting information** been submitted? (s260(1)(c))	☐ Yes	☐ No	
4	Has the **correct fee** been calculated and paid? (s260(1)(d))	☐ Yes	☐ No	☐ eDA
5	Has **owner's consent** been granted? (s260(1)(e))	☐ Yes	☐ No	

Involving a State Resource:

6	Has evidence of allocation/entitlement been provided? (IDAS Form 1 - Item 9 - Table G) (s264)	☐ N/A	☐ Yes	☐ No

Declared Master Planned Area:

7	Has a master plan for the area been approved or lodged for assessment? (s261(b))	☐ N/A	☐ Yes	☐ No

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

ISSUES RESOLVED: (Ctrl + Enter for new line)

BCC.175.0037

APPLICATION # **A00xxxxxx**

IDAS Form 1 - Application Details

1	What is the nature of development proposed?	Complete	Incomplete			
2	What type of approval is being sought?	Complete	Incomplete			
3	Is the application for a mobile and temporary ERA?	No	Yes			
			Table A	Details	No Details	
4	Location of premises (including ALL lots (+ Access Restriction Strips))	Table B	Table C	No Details		
5	Total area of premises on which the development is proposed	Complete	Incomplete			
6	Current use(s) of premises	Complete	Incomplete			
7	Provide brief description of proposal	Complete	Incomplete			
	...owner's consent required for this application?	No	Yes			
		Table D - Owner's signature; *OR*		[illegible]	Incomplete	
		Table E - Consent attached; *OR*		Confirmed	Incomplete	
		Table F - Declaration by applicant;		[illegible]	[illegible]	
9	Does the application involve a state resource?	No	Yes			
			Table G	[illegible]	[illegible]	
10	Identify if any of the following apply to the premises					
	Adjacent to water body, watercourse or aquifer	N/A	Applicable	Table H	Complete	[illegible]
	Strategic port land	N/A	Applicable	Table I	Complete	Incomplete
	Tidal water area	N/A	Applicable	Table J	[illegible]	[illegible]
11	Are there any existing easement on the premises?	No	Yes			
			[illegible]	[illegible]		
12	Does the proposal include new building work or operational work on the premises?	No	Yes			
			[illegible]	[illegible]	[illegible]	
13	Is the payment of PLSL levy applicable to this application?	No	Yes			
	...s the PLSL been paid?	N/A	No	Yes		
				Table K	[illegible]	[illegible]
15	Has BCC agreed to apply a superseded planning scheme (s96 of SPA)?	No	Yes			
			[illegible]	[illegible]		
16	List of all forms and supporting information	Incomplete	Complete			
			[illegible]	[illegible]		
17	Applicant's declaration	Complete	Incomplete			

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

APPLICATION # A00xxxxxxx

IDAS Form 3 - Queensland Heritage Place

1	What is the name of the QLD Heritage Place and the QLD Heritage Register Number?	☐ Complete	☐ Incomplete
2	Provide details on the proposed development (tick applicable box/es)	☐ Complete	☐ Incomplete
3	Provide a brief description of any proposed works and the estimated cost	☐ Complete	☐ Incomplete
4	Confirm that the following mandatory supporting information accompanies this application	☐ Complete	☐ Incomplete

MANDATORY REQUIREMENTS FOR <u>LOCAL</u> HERITAGE PLACES: ☐ **Not Applicable**

a heritage impact statement - prepared by a suitably qualified person	☐ Yes	☐ No	
recent photographs - must depict the areas that will be affected	☐ Yes	☐ No	
a site plan showing the location of the development in relation to the existing heritage place	☐ Yes	☐ No	
plans, sections, elevations of the proposed development in relation to the existing heritage place	☐ Yes	☐ No	
consultants' report(s) for specific technical issues (i.e. structural, economic, safety)	☐ Yes	☐ No	☐ N/A

MANDATORY REQUIREMENTS FOR <u>QUEENSLAND</u> HERITAGE PLACES: ☐ **Not Applicable**

a heritage impact statement - prepared by a suitably qualified person	☐ Yes	☐ No	
recent photographs - must depict the areas that will be affected	☐ Yes	☐ No	☐ N/A
plans, sections, elevations of the proposed development in relation to the existing heritage place	☐ Yes	☐ No	

5	Indicate if the following non-mandatory supporting information accompanies the application:		
	a conservation management plan for the Queensland heritage place	☐ Provided	☐ Not Provided
	specifications of proposed building work, materials and work methods	☐ Provided	☐ Not Provided

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

BCC.175.0039

APPLICATION # A00xxxxxx

IDAS Form 4 - Local Heritage Place

1	What is the name of the Heritage Place? (Heritage Register PSP - City Plan 2000)	☐ Complete	☐ Incomplete
2	Provide a brief description of any proposed works and the estimated cost	☐ Complete	☐ Incomplete
3	Confirm that the following mandatory supporting information accompanies this application	☐ Complete	☐ Incomplete

MANDATORY REQUIREMENTS FOR LOCAL HERITAGE PLACES:

a heritage impact statement - prepared by a suitably qualified person	☐ Yes	☐ No
a written statement of the works	☐ Yes	☐ No
a site plan showing the location of the proposed works	☐ Yes	☐ No
plans, sections, elevations of the proposed works	☐ Yes	☐ No

4	Indicate if the following **non-mandatory** supporting information accompanies the application:		
	Photos demonstrating the existing condition of the local heritage place	☐ Provided	☐ Not Provided
	a conservation management plan for the local heritage place	☐ Provided	☐ Not Provided
	specifications of proposed work, materials and work methods	☐ Provided	☐ Not Provided
	engineering and other sub-consultant drawings (e.g. electrical, acoustic)	☐ Provided	☐ Not Provided
	other relevant information	☐ Provided	☐ Not Provided

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

APPLICATION # A00xxxxxx

IDAS Form 5 - MCU assessable against a planning scheme

1	How is the premises identified/zoned in the applicable planning scheme?	Complete	Incomplete	
2	How is the proposed use/s defined in the applicable planning scheme?	Complete	Incomplete	
3	What type of approval is being sought for the material change of use?	Complete	Incomplete	
4	Are there any current approvals associated with this application for the change of use of the premises?	No	Yes	
			Details	No Details
5	Does the proposed use involve (existing building/operational works; new building/operational works)	Complete	Incomplete	
6	Confirm that the following mandatory supporting information accompanies this application	Complete	Incomplete	

PLAN REQUIREMENTS:

site plan drawn to appropriate scale	Yes	No	
the location and site area of the land to which the application relates (relevant land)	Yes	No	
the north point	Yes	No	
the boundaries of the relevant land	Yes	No	
any road frontages of the relevant land, including the name of the road	Yes	No	
the location and use of any existing or proposed buildings or structures on the relevant land	Yes	No	
any existing or proposed easements on the relevant land and their function	Yes	No	N/A
the location and use of buildings on land adjoining the relevant land	Yes	No	
All vehicle access points, existing and proposed	Yes	No	
Car parking, existing and proposed (incl. disabled and service parking, if required)	Yes	No	
Refuse storage (new buildings only)	Yes	No	N/A
the location of any proposed retaining walls on the relevant land and their height	Yes	No	N/A
the location of any proposed landscaping on the relevant land	Yes	No	N/A
the location of any stormwater detention on the relevant land	Yes	No	N/A

REPORT REQUIREMENTS:

a statement about how the proposed development addresses the local government's planning schemes and any other planning documents relevant to the application	Yes	No	
a statement about the intensity and scale of the proposed use (e.g. number of employees, days and hours of operation, number of visitors, number of seats, capacity of storage area etc.)	Yes	No	
a statement about the existing or proposed floor area, site cover, maximum number of storeys and maximum height above natural ground level for existing or new buildings (e.g. information regarding existing buildings but not being reused)	Yes	No	N/A
a statement about the existing or proposed number of on-site car parking bays, type of vehicle cross-over (for non-residential uses) and vehicular servicing arrangement (for non-residential uses)	Yes	No	N/A

Involving Reuse of existing buildings:

plans showing the size, location, existing floor area, existing site cover, existing maximum number of storeys, and existing maximum height above natural ground level of the buildings to be reused	Yes	No	N/A

Involving New Building Work (incl. extensions):

***Commercial/Industrial/Mixed Use*:** the intended use of each area on the floor plan	Yes	No	N/A
Residential development: room layout with all rooms clearly labelled	Yes	No	N/A
Extensions: the existing and the proposed built form	Yes	No	N/A
the gross floor area of each proposed floor area	Yes	No	
elevations - showing all facades, clearly labelled to identify orientation (e.g. north elevation)	Yes	No	N/A

Involving Reuse of other existing works:

plans showing the nature, location, number of on-site car parking bays, existing area of landscaping, existing type of vehicular cross-cover (non-residential uses), and existing type of vehicular servicing arrangement (non-residential uses) of the works to be reused	Yes	No	N/A

Involving new Operational Work:

plans showing the nature, location, number of new on-site car parking bays, proposed area of new landscaping, proposed type of new vehicle cross-cover (non-residential uses), proposed maximum new vehicular servicing arrangement (non-residential uses) of the proposed new operational works	Yes	No	N/A

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

APPLICATION # A00xxxxxx

IDAS Form 6 - Building Work or Operational Work

1	What is the nature of the work that is assessable against the City Plan?	BLDG Works	Table A	Complete	Incomplete
		OP Works	Table B	Complete	Incomplete
2	What is the dollar value of the proposed works?	Complete	Incomplete		
3	Confirm that the following mandatory supporting information accompanies applications for **OP Works**	Complete	Incomplete	N/A	

ALL OPERATIONAL WORKS:

the location and site area of the relevant land	Yes	No	
the north point	Yes	No	
the boundaries of the relevant land	Yes	No	
the layout of existing and proposed lots, road reserves, building envelopes and open space (incl. numbering and dimensions)	Yes	No	
existing or proposed easements and their function	Yes	No	N/A
any access limitation strips	Yes	No	N/A
all existing and proposed roads and access points	Yes	No	
report with assessment against applicable codes of the City Plan	Yes	No	

RTHWORKS (Filling and Excavation):

	Not Applicable		
sting and proposed contours	Yes	No	
as to be cut and/or filled	Yes	No	
location and level of any permanent survey marks or reference stations used as datum	Yes	No	N/A
location and height of any proposed retaining walls	Yes	No	N/A
defined flood level (if subject to flooding)	Yes	No	N/A
defined fill level (if applicable)	Yes	No	N/A

ROADWORKS:

	Not Applicable		
existing and proposed contours	Yes	No	
the centreline or construction line (showing chainages, bearings, offsets) and all intersection points	Yes	No	
information for each curve including tangent point chainages and offsets, curve radii, arc length, tangent length, superelevation (if applicable) and curve widening (if applicable)	Yes	No	
kerb lines (incl. kerb radii) and tangent point changes	Yes	No	
edge of pavement where kerb not constructed	Yes	No	
position and extent of channelisation	Yes	No	
location and details of all traffic signs, guideposts, guardrails and other street furniture	Yes	No	
pavement markings (incl. details on raised pavement markers)	Yes	No	
locations of catchpits, manholes and pipelines	Yes	No	
ainage details	Yes	No	N/A
ss road drainage culverts	Yes	No	N/A
concrete footpaths and cycle paths	Yes	No	N/A
location and details for access points, ramps and invert crossings	Yes	No	
changes in surfacing material	Yes	No	

STORMWATER DRAINAGE:

	Not Applicable	
existing and proposed contours	Yes	No
drainage locations, diameters and class of pipe, open drains and easements	Yes	No
manhole location, chainage and offset or co-ordinates and inlet and outlet invert levels	Yes	No
inlet pit locations, chainage and offset or co-ordinates and invert and kerb levels	Yes	No

WATER RETICULATION:

	Not Applicable		
kerb lines or edge of pavement (where kerb is not constructed)	Yes	No	
location and levels of other utility services where affected by water reticulation works	Yes	No	
pipe diameter, type of pipe and pipe alignment	Yes	No	
water main alignments	Yes	No	
water supply pump station details (if applicable)	Yes	No	N/A
minor reservoir details (if applicable)	Yes	No	N/A
conduits	Yes	No	
location of valves and fire hydrants	Yes	No	

location of house connections (if applicable)	☐ Yes	☐ No	☐ N/A
location of bench marks and reference pegs	☐ Yes	☐ No	

SEWERAGE RETICULATION: ☐ Not Applicable

location of all existing and proposed services	☐ Yes	☐ No	
location of all existing and proposed sewer lines and manholes	☐ Yes	☐ No	
location of all house connection branches	☐ Yes	☐ No	
kerb lines or edge of pavement where kerb is not constructed	☐ Yes	☐ No	
chainages	☐ Yes	☐ No	
design sewer invert levels	☐ Yes	☐ No	
design top of manhole levels	☐ Yes	☐ No	
type of manhole and manhole cover	☐ Yes	☐ No	
pipe diameter, type and alignment	☐ Yes	☐ No	
location of house connections (if applicable)	☐ Yes	☐ No	☐ N/A
sewer pump station details (if applicable)	☐ Yes	☐ No	☐ N/A

STREET LIGHTING: ☐ Not Applicable

location of all light poles and services conduits	☐ Yes	☐ No	
location of all other cross road conduits	☐ Yes	☐ No	
type of wattage and lighting	☐ Yes	☐ No	
any traffic calming devices	☐ Yes	☐ No	
additional plans for roundabouts and major roads (if applicable)	☐ Yes	☐ No	☐ N/A
details of any variations to normal alignment	☐ Yes	☐ No	
details of lighting levels	☐ Yes	☐ No	

PUBLIC UTILITY SERVICES: ☐ Not Applicable

any existing light poles and power poles	☐ Yes	☐ No	☐ N/A
any existing underground services	☐ Yes	☐ No	☐ N/A
details of proposed services	☐ Yes	☐ No	
alternation to existing services	☐ Yes	☐ No	

LANDSCAPING WORKS: ☐ Not Applicable

the location of proposed plant species	☐ Yes	☐ No
a plant schedule (incl. common and botanical names, pot sizes and number of plants)	☐ Yes	☐ No
planting bed preparation details (incl. topsoil depth, subgrade preparation, mulch type and depth, type of turf, pebble, paving and garden edge)	☐ Yes	☐ No
the location and type of any existing trees to be retained	☐ Yes	☐ No
construction details of planter boxes, retaining walls and fences	☐ Yes	☐ No
the proposed maintenance period	☐ Yes	☐ No
irrigation system details	☐ Yes	☐ No

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

APPLICATION # A00xxxxxx

IDAS Form 7 - RoL

1	What is the total number of existing lots making up the premises?					Complete	Incomplete	
2	What is the nature of the reconfiguration?					Complete	Incomplete	
	Subdivision	X				No	Yes	
	Boundary Realignment		X			No	Yes	
	Creating access easement from a constructed road			X		No	Yes	
	Dividing land into part by agreement				X	No	Yes	
3	What is the number of additional lots being created and their intended final use?	X				Complete	Incomplete	
4	What type of approval is being sought for the subdivision?	X				Complete	Incomplete	
5	Are there any current approvals associated with this subdivision application?	X				No	Yes	
							Details	No Details
6	Does the proposal involve multiple stages?	X				No	Yes	
						Table A	Table B	Details / No Details
							Details	No Details
7	Lease/agreement details - how many parts are being created and what is their final intended use				X	Complete	Incomplete	
8	What are the current and proposed dimensions following the boundary realignment for each lot forming the premises?		X			Complete	Incomplete	
9	What is the reason for the boundary realignment?		X			Complete	Incomplete	
10	What are the dimensions of the proposed easement?			X		Complete	Incomplete	
11	Confirm the following mandatory supporting information is provided	X	X	X	X	Complete	Incomplete	

PLAN REQUIREMENTS:

site plan drawn to appropriate scale	X	X	X	X	Yes	No	
the location and site area of the land to which the application relates (relevant land)	X	X	X	X	Yes	No	
the north point	X	X	X	X	Yes	No	
the boundaries of the relevant land	X	X	X	X	Yes	No	
any road frontages of the relevant land, including the name of the road	X	X	X	X	Yes	No	
the contours and natural ground levels of the relevant land	X	X	X	X	Yes	No	
the location of any existing buildings or structures on the relevant land	X	X	X	X	Yes	No	N/A
existing and proposed lots (incl. dimensions and lot numbering), road reserves, building envelopes, existing and proposed open space	X	X	X	X	Yes	No	
any drainage features over the relevant land (incl. watercourse, creek, dam, waterhold, spring and any land subject to Q100 flood event)	X	X	X	X	Yes	No	N/A
existing or proposed easements on the relevant land and their function	X	X	X	X	Yes	No	N/A
all existing and proposed roads and access points	X	X	X	X	Yes	No	
existing or proposed carparking areas	X	X	X	X	Yes	No	N/A
the location of any proposed retaining walls and their height	X	X	X	X	Yes	No	N/A
the location of any stormwater detention	X	X	X	X	Yes	No	N/A
the location and dimension of any land dedicated for community purposes	X	X	X	X	Yes	No	N/A
the final intended use of any new lots	X	X	X	X	Yes	No	

REPORT REQUIREMENTS:

a statement about how the proposed development addresses the local government's planning schemes and any other planning documents relevant to the application	X	X	X	X	Yes	No

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

APPLICATION # A00xxxxxxx

IDAS Form 8 - Environmentally Relevant Activity

1	What is the nature of the proposed (ERA) and what type of approval is being sought?	No	Yes		
			Table A	Details	No Details
2	Are there any existing ERA's on or associated with the premises?	No	Yes		
			Table B	Details	No Details
3	Does the proposed activity involve any of the following?	N/A	Complete	Incomplete	
4	Confirm that the following mandatory supporting information accompanies this application	Complete	Incomplete		

About the subject land (other than for a mobile and temporary ERA)

description of the site, including site maps showing vegetation, topography and any areas of cultural or heritage significance	Yes	No	
description of the receiving environment, including maps showing surrounding land uses	Yes	No	
details of the distance of any watercourse, dam, bore or other water on, adjoining or near the premises	Yes	No	N/A
details of any known acid sulphate soils within or adjoining the premises	Yes	No	N/A

About the proposed ERA

a description of the activity, including proposed operation, discharge points, operating hours and process details	Yes	No	
details about how the activity achieves best practice environmental management, including technology used, management approach, environmental management plans, and monitoring	Yes	No	N/A
details of the proposed release of any contaminant or emission to air, land or water and the impacts on the receiving environment, including how the activity conforms with the management hierarchy in the *Environmental Protection (Air) Policy 2008*	Yes	No	N/A
details of stormwater runoff management and disposal, including stormwater management plans and how the activity conforms with the management hierarchy in the *Environmental Protection (Water) Policy 2009*	Yes	No	N/A
details of waste produced, including solid and liquid waste (including trade waste) and how the activity conforms with the management hierarchy in the *Environmental Protection (Waste Management) Policy 2000*	Yes	No	N/A
details of management of noise impacts on the surrounding environment, including how the activity conforms with the management hierarchy in the *Environmental Protection (Noise) Policy 2008*	Yes	No	N/A
details on the quantity and type of greenhouse gases released and measures proposed to minimise emissions	Yes	No	N/A
details of any flammable and combustible materials, chemicals or other hazardous substances proposed to be stored on the premises	Yes	No	N/A

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

APPLICATION # A00xxxxxx

IDAS Form 24 - Contaminated Land

1	What is the nature of the application?	☐ MCU	☐ RoL	☐ Incomplete
2	What is the nature of the contamination	☐ Complete	☐ Incomplete	
3	Confirm the following mandatory information accompanies this application	☐ Complete	☐ Incomplete	

PLAN REQUIREMENTS:

plans showing where any notifiable activities, hazardous contaminant or potentially contaminated activity has occurred on the premises	☐ Yes	☐ No	

WRITTEN DOCUMENTATION:

if the application involves an MCU from an industrial use to a more sensitive use - a detailed site history outlining previous potentially contaminated uses of the premises	☐ Yes	☐ No	☐ N/A

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

BCC.175.0046

APPLICATION # A00xxxxxxx

IDAS Form 28 - Prescribed tidal work

1	What type of approval is sought?	D.P.	P.A.	
2	What is the nature of the prescribed tidal works and the nature of the use?	Complete	Incomplete	
3	Is the application within a cul-de-sac or a bend in the waterway?	Complete	Incomplete	
4	Has an RPEQ certified the works?	No	Yes	
			Details	No Details
5	Confirm that the following mandatory supporting information accompanies this application	Complete	Incomplete	

PLAN REQUIREMENTS:

plans certified by RPEQ (or inter-state equivalent)	Yes	No
location, real property description, boundaries and dimensions of proposed works	Yes	No
lowest & highest astronomical tide, mean high water springs and coastal management district	Yes	No
the slope angles of the beds/banks in the tidal area and the proposed finished levels	Yes	No

REPORT/EVIDENCE REQUIREMENTS:

a copy of the certificate of title for the land (resource entitlement)	Yes	No	
details of how the proposed work addresses the IDAS code for PTW in the Coastal Protection and Management Regulation 2003, 4A	Yes	No	
details of the largest vessel to be moored at the structure (not required)	Yes	No	N/A
evidence that the work will not prejudice the access rights of adjoining property	Letters of support from neighbour(s)		Plans showing water allocation area
	Confirmed		Confirmed
	Not confirmed		Not confirmed

ADDITIONAL REQ'S FOR APPLICATIONS ON CUL-DE-SACS & BENDS IN THE WATERWAY:

photos of any constructed neighbouring structures or information about approved but unconstructed neighbouring structures	Yes	No	N/A

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

BCC.175.0047

APPLICATION # A00xxxxxx

IDAS Form 31 - Application for preliminary approval varying the effect of the local planning instrument

1	What type of development is proposed?	Complete	Incomplete	
2	How does the application seek to vary the effect of the local planning instrument?	Table A	Table B	Incomplete
3	Nominate a period after which the approval should lapse if the proposed development is started but not completed within the period (not mandatory)	Complete	Incomplete	(NB: This question is not mandatory)
4	Confirm that the following mandatory supporting info accompanies this application.	Complete	Incomplete	

PLAN REQUIREMENTS:

details about the way in which the applicant seeks the approval to vary the effect of any local planning instrument	Yes	No
written statement about the consistency of the proposed variations with aspects of the local planning instrument, other than the asepcts sought to be varied	Yes	No

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

BCC.175.0048

APPLICATION # A00xxxxxxx

IDAS Form 34 - Koala Conservation State Planning Regulatory Provisions

1	What is the nature of the approval being sought?	Complete	Incomplete
2	In which part of an assessable development area is the proposal?	Complete	Incomplete
3	What type of development is being proposed?	Complete	Incomplete
4	Confirm that the following mandatory supporting info accompanies this application	Complete	Incomplete

PLAN REQUIREMENTS:

location of buildings, roads/access, fences, constructed waterways, landscaping, anything else with potential barriers or impediments to koala movement;	Yes	No	
firebreaks and fire management lines	Yes	No	
measures that will be adopted for safe koala movement	Yes	No	
stages of development, if staged (incl. locations and timing of stages)	Yes	No	N/A
habitat shown on aerial photo or map	Yes	No	
environmental info - evidence of presence/absence of koalas; location, number and species of non-juvenile koala habitat trees that will be cleared, retained, and planted; likely koala movements across the site;	Yes	No	

REPORT/EVIDENCE REQUIREMENTS:

supporting material demonstrating compliance with Offsets for Net Gain of Koala Habitat in SEQ Policy	Yes	No	N/A
a statement about how the proposal addresses the assessment criteria of the following tables in the SEQ Koala Conservation State Planning Regulatory Provisions	Complete	Incomplete	
Table 1 – Determining the applicable division that applies to development which is subject to code or impact assessment under a relevant planning instrument	Yes	No	N/A
Table 3 – Development in an identified koala broad-hectare area	Yes	No	N/A
Table 4 – Development for linear infrastructure and community infrastructure in the assessable development area	Yes	No	N/A
Table 2 – Development that is committed development in the assessable development area	Yes	No	N/A
Table 5 – Development for extractive industry within the assessable development area	Yes	No	N/A
Table 6 – Development in a Priority Koala Assessable Development Area	Yes	No	N/A

CHECKED BY: #Name #Surname

DATE: dd/mm/yyyy

NON-COMPLIANCE ADVICE: (Ctrl + Enter for new line)

BCC.175.0049

Development Assessment Branch
Pre Lodgement - DTM Engineering Checklist

DRS FILE No: DRS/PRO/P__ __ - __ __ __ __ __ __			**DATE:**
PROJECT ADDRESS:			
SENIOR ENGINEERING ASSESSING OFFICER NAME:			**OFFICER CODE:**

CRITICAL CRITERIA	**APPLICABLE** (Tick) **Y**	**N**	**COMMENTS**
Pre- requisites Layout plan of proposal showing:			
• Building layout,	☐	☐	
• Site contours,	☐	☐	
• Proposed access points,	☐	☐	
• Service locations,	☐	☐	
• VPO's,	☐	☐	
• Applicable Codes	☐	☐	
Roads	☐	☐	
Transport / Traffic	☐	☐	
Drainage	☐	☐	
Water	☐	☐	
Sewerage	☐	☐	
Other Issues	☐	☐	

ACTION *: Referral to Eng Officer Required Y ☐ | N ☐*		***Referral Date:***	
To Referring Officer's - Name:		***Officer Code:***	
Senior Engineer./ Officers Signature:		***Prelodgement Assessing Officers Signature:***	
Officer Code:		***Officer Code:***	
Date:		***Date:***	

Development Assessment Branch
Pre Lodgement - DTM Engineering Checklist

DRS FILE No: DRS/PRO/P__ __ - __ __ __ __ __ __			**DATE:**
PROJECT ADDRESS:			
SENIOR ENGINEERING ASSESSING OFFICER NAME:			**OFFICER CODE:**

CRITICAL CRITERIA	APPLICABLE (Tick) Y	N	COMMENTS
Pre- requisites Layout plan of proposal showing: • Building layout, • Site contours, • Proposed access points, • Service locations, • VPO's, • Applicable Codes	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	
Roads	☐	☐	
Transport / Traffic	☐	☐	
Drainage	☐	☐	
Water	☐	☐	
Sewerage	☐	☐	
Other Issues	☐	☐	

ACTION : *Referral to Eng Officer Required Y ☐ | N ☐*		***Referral Date:***	
To Referring Officer's - Name:		***Officer Code:***	
Senior Engineer./ Officers Signature:		***Prelodgement Assessing Officers Signature:***	
Officer Code:		***Officer Code:***	
Date:		***Date:***	

Development Assessment Branch
Pre Lodgement - DTM Engineering Checklist

DRS FILE No: DRS/PRO/P__ __ - __ __ __ __ __ __			**DATE:**	
PROJECT ADDRESS:				
SENIOR ENGINEERING ASSESSING OFFICER NAME:			**OFFICER CODE:**	
CRITICAL CRITERIA	**APPLICABLE** (Tick) **Y**	**N**	**COMMENTS**	
Pre- requisites Layout plan of proposal showing:				
• Building layout,	☐	☐		
• Site contours,	☐	☐		
• Proposed access points,	☐	☐		
• Service locations,	☐	☐		
• VPO's,	☐	☐		
• Applicable Codes	☐	☐		
Roads	☐	☐		
Transport / Traffic	☐	☐		
Drainage	☐	☐		
Water	☐	☐		
Sewerage	☐	☐		
Other Issues	☐	☐		

ACTION *: Referral to Eng Officer Required Y ☐ | N ☐*		***Referral Date:***	
To Referring Officer's - Name:		***Officer Code:***	
Senior Engineer./ Officers Signature:		***Prelodgement Assessing Officers Signature:***	
Officer Code:		***Officer Code:***	
Date:		***Date:***	

3.3.4 STORMWATER DRAINAGE CHECKLIST

FILE REFERENCE No's:	**PROJECT ADDRESS:**
	DRAWINGS NUMBERED:
ENGINEERING ASSESSING OFFICER NAME:	**DATE:**
	DA TEAM:

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
PRELIMINARY REQUIREMENTS			
File provided with plans & Op. Works Application.			
Invoice showing correct assessing fees paid.			
All relevant drawings furnished & "Acceptance Sheet" provided by the consultant.			
Plans assessed against all town-planning conditions.			
Copies of Engineering Drawings provided: • Major Subdiv. - 2 sets of A1, 3 sets of A3; • Smaller Developments – 5 sets A3.			
PRESENTATION			
The leading drawing of the set of plans should contain the following information: • Title Block • Client's Name • Consultant's Name • Site address (as per Application) • Estate Name / Developments Name • Council File Reference Number: ▪ Operational works & ▪ High Level • North Point • Scales • Datum Level (PSM) to AHD • Quality for Reproduction (beware of dark shading – hidden details does not copy well).			
Plans signed and checked by RPEQ together with RPEQ number and date shown in title block			
Locality Plan Shown.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
Drawings index, including plans for other stages if applicable.			
Full plans legend to be provided.			
Plan amendment number / details shown.			
Asset register, refer to Part D, section 2.11 of S&DG.			
Notes provided accordingly.			
Dimensioning: • Units in metric ▪ all roadworks plans in metres ▪ smaller detail plans in mm. • Levels must be shown as AHD ▪ reduced levels of benchmarks & ref. pegs to be to three decimal places eg 0.001 m ▪ reduced levels of sw drainage to be to three decimal places eg 0.001 m. • Position coordinates Must be tied to RP Azimuth relative to Cadastre using Aust. Map Grid Coord system • Chainages expressed to three decimal places eg 0.001 m • Grades Pipe grades must be shown to three significant figures eg 2.300%			
STORMWATER LAYOUT PLAN Stormwater drainage layout plans are generally required to show the following information:			
Existing Site Characteristics: • Surface Levels, • Accesses, • Services, • Larger Trees, • Guard Rails, • Retaining Walls, • Combined Services.			
Road reserve boundaries and road identification.			
Allotment boundaries with proposed lot number.			
Location of existing & proposed services.			
Existing and proposed contours.			
Existing & Proposed easements.			
Stage boundaries.			
Concrete footpaths.			
Concrete bikeways.			
Vehicular crossings.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	**COMPLETE**		**COMMENTS**
	Yes	No	
Cut-off drains.			
Location of stormwater and roofwater lines (including size), manholes, gullies, outlets, inlets, roofwater inspection pits, etc.			
Side drains shown to both sides of all roads.			
Location of flood regulation lines.			
Position of waterway eg. centre line & top of bank.			
Extent of overland flow path include X-sect details			
Roofwater kerb adaptors in the kerb & channel.			
Surface Drainage provisions: • Swales, bunds, etc. provided as required, • Field inlets provided for overland flow, • Stubs provided for future development of upstream properties.			
LONGITUDINAL SECTIONS (Note: Drainage sections to be on separate sheets to road profile)			
Chainages indicated.			
Existing surface levels.			
Design finished surface levels.			
Pipe invert levels.			
Manhole chainages.			
Distance between manholes (max 90 m).			
Grade of pipes.			
Pipe capacity.			
All pipe sizes.			
Diameter of pipes.			
Pipe class eg Class 2.			
Pipe installation type eg. H2 trench.			
Hydraulic grade line including the corresponding water levels at junctions.			
Design storm frequency.			
Manhole diameters.			
Invert levels of inlets/outlets. Details must be extended to include the free outlet or creek bed.			
Gully numbers.			
Depth to invert at manholes.			
Datum.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
Type of gully and size of lintel.			
Service crossings.			
Trench construction method indicated on plan eg. Excavator wheel load, Wacker Packer, etc.			
Hydraulic grade line is greater than 300mm from surface levels of manholes.			
Pipeline is shown in relation to other services.			
Downstream pipes are not less than upstream pipes.			
Pipe velocities (minimum of 0 9m/sec, but do not exceed a maximum 8m/sec).			
The maximum depth of a manhole is not greater than 4m.			
Inverts of outlets are in accordance with QUDM, Sections 7.07 & 7.08.			
Assumed tailwater levels for design calculations are in accordance with QUDM, Chapter 7 and shown on plans.			
ROOFWATER DRAINAGE			
Roofwater pipe sizes shown • 1-3 lots is a 150nun diameter UPVC, • 4-6 lots is a 225mm diameter UPVC, • 7 and greater is a 300mm diameter UPVC.			
Easements shown for 225mm dia. pipes & greater.			
Roofwater connection for each property tied to property boundary.			
Kerb adaptors shown for all lots falling to street.			
Roofwater drainage to allotments on high side of one-way crossfall streets taken to gullies.			
Provision made for roofwater drainage for upstream properties. Easement taken out in favour of BCC where req'd.			
Affect on neighbouring properties examined • no ponding on neighbouring properties • roofwater discharge points of properties adjacent to creek corridors/parks drained to underground system.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
MANHOLES & CHAMBERS			
A structural certificate may not be required if details are shown on drawing & approved by RPEQ. Otherwise structural certificate attached?			
Manhole/chamber size indicated.			
Identification numbered.			
Location chainage shown.			
Manholes located in road pavement.			
Connecting pipes shown.			
Head losses minimised.			
Minimum distance between outside walls of pipes is greater than 150mm in manholes.			
Access satisfactory.			
INLETS /OUTLETS Drawings are required to detail the following min. generally information:			
Identification numbered.			
Invert levels.			
Gully to gully connections limited to 600mm maximum dia.			
Geometry of inlet pipes of manholes is efficient.			
Thickness of walls and floor.			
Reinforcing detailed if not std.			
Type of grate – galvanised & to BCC std.			
Sags drained by gully.			
Lintel sizes satisfactory for location & street flows.			
Surcharge structures detailed.			
Surrounding levels eg. waterway bed and banks,			
Downstream treatment of outlet will prevent scour, eg. energy dissipater.			
Water quality management devices eg. gross pollutant trap, sedimentation basin.			
Position in relation to waterway, property boundary, flow direction, flow velocity, etc.,			
Outlet geometry & location does not adversely impact on the downstream creek or adjoining properties.			
Outlet treatment complies with Council's Environmental Best Management Practices.			
There are no drowned outlets.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
CATCHMENT PLAN			
Tabulation of catchment areas, slopes, runoff coefficient, design discharges, etc.			
Layout with gully catchments.			
Full drainage catchment shown including external with contours extending beyond the limits of the site.			
Existing and proposed contours.			
CALCULATION SHEET			
Calculations conform to QUDM and BCC supplement.			
Refer template outlined in Supplement to QUDM, Chapter 6 of Part B of the S&DG.			
Calculations prepared on standard BCC spreadsheet.			
Design conforms to flood study.			
Design allows for present and future development.			
Legal point of discharge attached (Includes approval from relevant Gov. Departments).			
OVERLAND FLOW PATHS			
Existing surface levels, either by contours or spot levels, on the subject site and on the adjoining properties or road reserves or waterways.			
Finished surface levels on the subject sites.			
Proposed habitable floor and development levels.			
Overland flow path widths and levels, and cross sections along the flow path for the design flows.			
Existing drainage structures, including pipe sizes and levels, especially at the proposed discharge point.			
Overland flow paths for the design storm other than in road reserves must be shown on separate drawings.			
Easements for overland flow adequate and shown on drawings which continue on adjacent properties.			
Adjacent properties are immune from overland flow (caters for overland flow).			
Velocity times depth ratio less than 0.6.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
OPEN CHANNEL			
Top & toe of batters indicated.			
Cross-sections provided.			
Longitudinal section provided.			
Design levels provided.			
Existing surface levels either by contours or spot levels, on the subject site and on the adjoining properties or road reserves.			
Proposed spot levels and contours.			
Proposed development and habitable floor levels. Maintenance and/or safety berms.			
Landscaping details shown.			
OPEN DRAINAGE CREEKS & FLOODPLAINS			
Permission to undertake works within creek corridor approved by the Ecological Officer.			
Surface flow treatment approved by Ecologist.			
Landscaping plans submitted to the Landscape Architect.			
Landscaping correlates to the relevant Manning's "n" value in hydraulic calculations.			
Plans show existing and proposed flood regulation lines, and any associated (approved) compensatory earthworks.			
Plans show buffer zones, maintenance & access ramps			
Detailed Hydraulic study approved by the Senior Engineer, Major Projects, supports proposal.			
Surcharge outlets/inlets functional, safe and aesthetically pleasing.			
The outlet treatment has been approved by the Ecologist & head-walls higher than 1.2m protected by barrier.			
Plans show all information as per checklist in Appendix of "Guidelines for Flood Regulation Line and Minimum Fill Level Assessment".			
Dedicated water course DPI approved			
Approval from government agencies for discharge into tidal waterways attached			
Approval from government agency for removal of mangroves attached with application.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	**COMPLETE** Yes	No	**COMMENTS**
GROSS POLLUTION TRAP:			
Design capacity and calculations provided.			
Maintenance requirements met			
Structural certification attached			
Fencing material shown as heavy duty, galvanised & powder coated			
Safety requirements satisfied.			
ARTIFICIAL WETLANDS			
• Detailed design plans & hydraulic report submitted for (or previously) approved, • Satisfies hydraulic requirements. • Approval obtained from Ecological Officer, • Satisfies water quality performance req'mts,			
DETENTION / RETENTION BASIN			
As per info for Open Channel above.			
Side batters are a minimum of 1:6.			
Inlets limited to two in number.			
Inlets/outlets functional, aesthetically pleasing & safe.			
Spillway detailed.			
Low flow pipes provided through the basin.			
Subsoil drainage provided.			
Approval from the LAS Parks Officer to use parkland for retention basin attached.			
Capacity and design complies with QUDM.			
Batters landscape plan provided.			
Basin is to be turfed.			
Flood depth indicator gauge will be installed.			
Geotechnical certificates provided for bund.			
CULVERTS / BRIDGES Drawings are generally required to show the following information			
Full structural details.			
Structural certification provided,			
Layout culvert/bridge conforms to approved hydraulic model and requirements of the Senior Engineer, Major Projects, Hydraulics			
Handrails/guardrails meet Council requirements.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		**COMMENTS**
	Yes	No	
Vertical face kerb over culverts shown.			
Footpath widths a minimum of 4.25m.			
Future bikeway requirements provided			
Scour protection.			
LAS / CARS has authorised the structure and associated works to be constructed.			
State Government Department of Environment and Heritage under Section 86 has approved work below high water mark.			
DERM, under Sections 70 and 71 and Section 38 of the Water Resources Act, 1989 have approved works in non-tidal waterways and removal of mangroves under the Fisheries Act.			
PUMP STORAGE			
Notification that downstream property owners will not allow discharges has been provided.			
Pump Storage provided.			
Complies with Council's standard requirements.			

ACTION : *Referral Required to TST or Purchaser Y □ / N □*		*Referral Due Date:*	
To Referring Officer's - Name:		*Payroll Number:*	
Assessing Officers Signature:		*Checking Officers Signature:*	
Payroll Number:		*Payroll Number:*	
Date:		*Date:*	

3.3.4 STORMWATER DRAINAGE CHECKLIST

FILE REFERENCE No's:	PROJECT ADDRESS:
	DRAWINGS NUMBERED:
ENGINEERING ASSESSING OFFICER NAME:	DATE:
	DA TEAM:

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
PRELIMINARY REQUIREMENTS			
File provided with plans & Op. Works Application.			
Invoice showing correct assessing fees paid.			
All relevant drawings furnished & "Acceptance Sheet" provided by the consultant.			
Plans assessed against all town-planning conditions.			
Copies of Engineering Drawings provided: • Major Subdiv. - 2 sets of A1, 3 sets of A3. • Smaller Developments – 5 sets A3.			
PRESENTATION			
The leading drawing of the set of plans should contain the following information: • Title Block • Client's Name • Consultant's Name • Site address (as per Application) • Estate Name / Developments Name • Council File Reference Number ▪ Operational works & ▪ High Level • North Point • Scales • Datum Level (PSM) to AHD • Quality for Reproduction (beware of dark shading – hidden details does not copy well).			
Plans signed and checked by RPEQ together with RPEQ number and date shown in title block			
Locality Plan Shown.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		**COMMENTS**
	Yes	No	
Drawings index, including plans for other stages if applicable.			
Full plans legend to be provided.			
Plan amendment number / details shown.			
Asset register, refer to Part D, section 2.11 of S&DG.			
Notes provided accordingly.			
Dimensioning: • Units in metric ▪ all roadworks plans in metres ▪ smaller detail plans in mm. • Levels must be shown as AHD ▪ reduced levels of benchmarks & ref. pegs to be to three decimal places eg 0.001 m ▪ reduced levels of sw drainage to be to three decimal places eg 0.001 m. • Position coordinates Must be tied to RP Azimuth relative to Cadastre using Aust. Map Grid Coord system • Chainages expressed to three decimal places eg 0.001 m • Grades Pipe grades must be shown to three significant figures eg 2.300%.			
STORMWATER LAYOUT PLAN Stormwater drainage layout plans are generally required to show the following information:			
Existing Site Characteristics: • Surface Levels, • Accesses, • Services, • Larger Trees, • Guard Rails, • Retaining Walls, • Combined Services.			
Road reserve boundaries and road identification.			
Allotment boundaries with proposed lot number.			
Location of existing & proposed services.			
Existing and proposed contours.			
Existing & Proposed easements.			
Stage boundaries.			
Concrete footpaths.			
Concrete bikeways.			
Vehicular crossings.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		**COMMENTS**
	Yes	No	
Cut-off drains.			
Location of stormwater and roofwater lines (including size), manholes, gullies, outlets, inlets, roofwater inspection pits, etc.			
Side drains shown to both sides of all roads.			
Location of flood regulation lines.			
Position of waterway eg. centre line & top of bank.			
Extent of overland flow path include X-sect details			
Roofwater kerb adaptors in the kerb & channel.			
Surface Drainage provisions: • Swales, bunds, etc. provided as required, • Field inlets provided for overland flow, • Stubs provided for future development of upstream properties.			
LONGITUDINAL SECTIONS (Note: Drainage sections to be on separate sheets to road profile)			
Chainages indicated.			
Existing surface levels.			
Design finished surface levels.			
Pipe invert levels.			
Manhole chainages.			
Distance between manholes (max 90 m).			
Grade of pipes.			
Pipe capacity.			
All pipe sizes.			
Diameter of pipes.			
Pipe class eg Class 2.			
Pipe installation type eg. H2 trench.			
Hydraulic grade line including the corresponding water levels at junctions.			
Design storm frequency.			
Manhole diameters.			
Invert levels of inlets/outlets. Details must be extended to include the free outlet or creek bed.			
Gully numbers.			
Depth to invert at manholes.			
Datum.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
Type of gully and size of lintel.			
Service crossings.			
Trench construction method indicated on plan eg. Excavator wheel load, Wacker Packer, etc.			
Hydraulic grade line is greater than 300mm from surface levels of manholes.			
Pipeline is shown in relation to other services.			
Downstream pipes are not less than upstream pipes.			
Pipe velocities (minimum of 0 9m/sec, but do not exceed a maximum 8m/sec).			
The maximum depth of a manhole is not greater than 4m.			
Inverts of outlets are in accordance with QUDM, Sections 7.07 & 7.08.			
Assumed tailwater levels for design calculations are in accordance with QUDM, Chapter 7 and shown on plans.			
ROOFWATER DRAINAGE			
Roofwater pipe sizes shown • 1-3 lots is a 150nun diameter UPVC, • 4-6 lots is a 225mm diameter UPVC, • 7 and greater is a 300mm diameter UPVC.			
Easements shown for 225mm dia. pipes & greater.			
Roofwater connection for each property tied to property boundary.			
Kerb adaptors shown for all lots falling to street.			
Roofwater drainage to allotments on high side of one-way crossfall streets taken to gullies.			
Provision made for roofwater drainage for upstream properties. Easement taken out in favour of BCC where req'd.			
Affect on neighbouring properties examined • no ponding on neighbouring properties • roofwater discharge points of properties adjacent to creek corridors/parks drained to underground system.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
MANHOLES & CHAMBERS			
A structural certificate may not be required if details are shown on drawing & approved by RPEQ. Otherwise structural certificate attached?			
Manhole/chamber size indicated.			
Identification numbered.			
Location chainage shown.			
Manholes located in road pavement.			
Connecting pipes shown.			
Head losses minimised.			
Minimum distance between outside walls of pipes is greater than 150mm in manholes.			
Access satisfactory.			
INLETS /OUTLETS Drawings are required to detail the following min. generally information:			
Identification numbered.			
Invert levels.			
Gully to gully connections limited to 600mm maximum dia.			
Geometry of inlet pipes of manholes is efficient.			
Thickness of walls and floor.			
Reinforcing detailed if not std.			
Type of grate – galvanised & to BCC std.			
Sags drained by gully.			
Lintel sizes satisfactory for location & street flows.			
Surcharge structures detailed.			
Surrounding levels eg. waterway bed and banks,			
Downstream treatment of outlet will prevent scour, eg. energy dissipater.			
Water quality management devices eg. gross pollutant trap, sedimentation basin.			
Position in relation to waterway, property boundary, flow direction, flow velocity, etc.,			
Outlet geometry & location does not adversely impact on the downstream creek or adjoining properties.			
Outlet treatment complies with Council's Environmental Best Management Practices.			
There are no drowned outlets.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
CATCHMENT PLAN			
Tabulation of catchment areas, slopes, runoff coefficient, design discharges, etc.			
Layout with gully catchments.			
Full drainage catchment shown including external with contours extending beyond the limits of the site.			
Existing and proposed contours.			
CALCULATION SHEET			
Calculations conform to QUDM and BCC supplement.			
Refer template outlined in Supplement to QUDM, Chapter 6 of Part B of the S&DG.			
Calculations prepared on standard BCC spreadsheet.			
Design conforms to flood study.			
Design allows for present and future development.			
Legal point of discharge attached (Includes approval from relevant Gov. Departments).			
OVERLAND FLOW PATHS			
Existing surface levels, either by contours or spot levels, on the subject site and on the adjoining properties or road reserves or waterways.			
Finished surface levels on the subject sites.			
Proposed habitable floor and development levels.			
Overland flow path widths and levels, and cross sections along the flow path for the design flows.			
Existing drainage structures, including pipe sizes and levels, especially at the proposed discharge point.			
Overland flow paths for the design storm other than in road reserves must be shown on separate drawings.			
Easements for overland flow adequate and shown on drawings which continue on adjacent properties.			
Adjacent properties are immune from overland flow (caters for overland flow).			
Velocity times depth ratio less than 0.6.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	**COMPLETE**		**COMMENTS**
	Yes	No	
OPEN CHANNEL			
Top & toe of batters indicated.			
Cross-sections provided.			
Longitudinal section provided.			
Design levels provided.			
Existing surface levels either by contours or spot levels, on the subject site and on the adjoining properties or road reserves.			
Proposed spot levels and contours.			
Proposed development and habitable floor levels. Maintenance and/or safety berms.			
Landscaping details shown.			
OPEN DRAINAGE CREEKS & FLOODPLAINS			
Permission to undertake works within creek corridor approved by the Ecological Officer.			
Surface flow treatment approved by Ecologist.			
Landscaping plans submitted to the Landscape Architect.			
Landscaping correlates to the relevant Manning's "n" value in hydraulic calculations.			
Plans show existing and proposed flood regulation lines, and any associated (approved) compensatory earthworks.			
Plans show buffer zones, maintenance & access ramps			
Detailed Hydraulic study approved by the Senior Engineer, Major Projects, supports proposal			
Surcharge outlets/inlets functional, safe and aesthetically pleasing.			
The outlet treatment has been approved by the Ecologist & head-walls higher than 1.2m protected by barrier.			
Plans show all information as per checklist in Appendix of "Guidelines for Flood Regulation Line and Minimum Fill Level Assessment".			
Dedicated water course DPI approved			
Approval from government agencies for discharge into tidal waterways attached			
Approval from government agency for removal of mangroves attached with application.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		**COMMENTS**
	Yes	No	
GROSS POLLUTION TRAP:			
Design capacity and calculations provided.			
Maintenance requirements met			
Structural certification attached			
Fencing material shown as heavy duty, galvanised & powder coated			
Safety requirements satisfied.			
ARTIFICIAL WETLANDS			
• Detailed design plans & hydraulic report submitted for (or previously) approved, • Satisfies hydraulic requirements. • Approval obtained from Ecological Officer, • Satisfies water quality performance req'mts,			
DETENTION / RETENTION BASIN			
As per info for Open Channel above.			
Side batters are a minimum of 1:6.			
Inlets limited to two in number.			
Inlets/outlets functional, aesthetically pleasing & safe.			
Spillway detailed.			
Low flow pipes provided through the basin.			
Subsoil drainage provided.			
Approval from the LAS Parks Officer to use parkland for retention basin attached.			
Capacity and design complies with QUDM.			
Batters landscape plan provided.			
Basin is to be turfed.			
Flood depth indicator gauge will be installed.			
Geotechnical certificates provided for bund.			
CULVERTS / BRIDGES Drawings are generally required to show the following information:			
Full structural details.			
Structural certification provided,			
Layout culvert/bridge conforms to approved hydraulic model and requirements of the Senior Engineer, Major Projects, Hydraulics			
Handrails/guardrails meet Council requirements.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		**COMMENTS**
	Yes	No	
Vertical face kerb over culverts shown.			
Footpath widths a minimum of 4.25m.			
Future bikeway requirements provided			
Scour protection.			
LAS / CARS has authorised the structure and associated works to be constructed.			
State Government Department of Environment and Heritage under Section 86 has approved work below high water mark.			
DERM, under Sections 70 and 71 and Section 38 of the Water Resources Act, 1989 have approved works in non-tidal waterways and removal of mangroves under the Fisheries Act.			
PUMP STORAGE			
Notification that downstream property owners will not allow discharges has been provided.			
Pump Storage provided.			
Complies with Council's standard requirements.			

ACTION : *Referral Required to TST or Purchaser Y □ / N □*	*Referral Due Date:*
To Referring Officer's - Name:	*Payroll Number:*

Assessing Officers Signature:		*Checking Officers Signature:*	
Payroll Number:		*Payroll Number:*	
Date:		*Date:*	

3.3.4 STORMWATER DRAINAGE CHECKLIST

FILE REFERENCE No's:	PROJECT ADDRESS:
	DRAWINGS NUMBERED:
ENGINEERING ASSESSING OFFICER NAME:	DATE:
	DA TEAM:

PLAN SCRUTINY - STORMWATER DRAINAGE

Reference: Chapter 2, Subdivision & Development Guidelines

DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
PRELIMINARY REQUIREMENTS			
File provided with plans & Op. Works Application.			
Invoice showing correct assessing fees paid.			
All relevant drawings furnished & "Acceptance Sheet" provided by the consultant.			
Plans assessed against all town-planning conditions.			
Copies of Engineering Drawings provided: • Major Subdiv. - 2 sets of A1, 3 sets of A3. • Smaller Developments – 5 sets A3.			
PRESENTATION			
The leading drawing of the set of plans should contain the following information: • Title Block • Client's Name • Consultant's Name • Site address (as per Application) • Estate Name / Developments Name • Council File Reference Number ▪ Operational works & ▪ High Level • North Point • Scales • Datum Level (PSM) to AHD • Quality for Reproduction (beware of dark shading – hidden details does not copy well).			
Plans signed and checked by RPEQ together with RPEQ number and date shown in title block			
Locality Plan Shown.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	**COMPLETE**		**COMMENTS**
	Yes	No	
Drawings index, including plans for other stages if applicable.			
Full plans legend to be provided.			
Plan amendment number / details shown.			
Asset register, refer to Part D, section 2.11 of S&DG.			
Notes provided accordingly.			
Dimensioning: • Units in metric ▪ all roadworks plans in metres ▪ smaller detail plans in mm. • Levels must be shown as AHD ▪ reduced levels of benchmarks & ref. pegs to be to three decimal places eg 0.001 m ▪ reduced levels of sw drainage to be to three decimal places eg 0.001 m. • Position coordinates Must be tied to RP Azimuth relative to Cadastre using Aust. Map Grid Coord system • Chainages expressed to three decimal places eg 0.001 m • Grades Pipe grades must be shown to three significant figures eg 2.300%.			
STORMWATER LAYOUT PLAN Stormwater drainage layout plans are generally required to show the following information:			
Existing Site Characteristics: • Surface Levels, • Accesses, • Services, • Larger Trees, • Guard Rails, • Retaining Walls, • Combined Services.			
Road reserve boundaries and road identification.			
Allotment boundaries with proposed lot number.			
Location of existing & proposed services.			
Existing and proposed contours.			
Existing & Proposed easements.			
Stage boundaries.			
Concrete footpaths.			
Concrete bikeways.			
Vehicular crossings.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
Cut-off drains.			
Location of stormwater and roofwater lines (including size), manholes, gullies, outlets, inlets, roofwater inspection pits, etc.			
Side drains shown to both sides of all roads.			
Location of flood regulation lines.			
Position of waterway eg. centre line & top of bank.			
Extent of overland flow path include X-sect details			
Roofwater kerb adaptors in the kerb & channel.			
Surface Drainage provisions: • Swales, bunds, etc. provided as required, • Field inlets provided for overland flow, • Stubs provided for future development of upstream properties.			
LONGITUDINAL SECTIONS (Note: Drainage sections to be on separate sheets to road profile)			
Chainages indicated.			
Existing surface levels.			
Design finished surface levels.			
Pipe invert levels.			
Manhole chainages.			
Distance between manholes (max. 90 m)			
Grade of pipes.			
Pipe capacity.			
All pipe sizes.			
Diameter of pipes.			
Pipe class eg Class 2.			
Pipe installation type eg. H2 trench.			
Hydraulic grade line including the corresponding water levels at junctions.			
Design storm frequency.			
Manhole diameters.			
Invert levels of inlets/outlets. Details must be extended to include the free outlet or creek bed.			
Gully numbers.			
Depth to invert at manholes.			
Datum.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	**COMPLETE** Yes	**COMPLETE** No	**COMMENTS**
Type of gully and size of lintel.			
Service crossings.			
Trench construction method indicated on plan eg. Excavator wheel load, Wacker Packer, etc.			
Hydraulic grade line is greater than 300mm from surface levels of manholes.			
Pipeline is shown in relation to other services.			
Downstream pipes are not less than upstream pipes.			
Pipe velocities (minimum of 0 9m/sec, but do not exceed a maximum 8m/sec).			
The maximum depth of a manhole is not greater than 4m.			
Inverts of outlets are in accordance with QUDM, Sections 7.07 & 7.08.			
Assumed tailwater levels for design calculations are in accordance with QUDM, Chapter 7 and shown on plans.			
ROOFWATER DRAINAGE			
Roofwater pipe sizes shown • 1-3 lots is a 150nun diameter UPVC. • 4-6 lots is a 225mm diameter UPVC. • 7 and greater is a 300mm diameter UPVC.			
Easements shown for 225mm dia. pipes & greater.			
Roofwater connection for each property tied to property boundary.			
Kerb adaptors shown for all lots falling to street.			
Roofwater drainage to allotments on high side of one-way crossfall streets taken to gullies.			
Provision made for roofwater drainage for upstream properties. Easement taken out in favour of BCC where req'd.			
Affect on neighbouring properties examined • no ponding on neighbouring properties • roofwater discharge points of properties adjacent to creek corridors/parks drained to underground system.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
MANHOLES & CHAMBERS			
A structural certificate may not be required if details are shown on drawing & approved by RPEQ. Otherwise structural certificate attached?			
Manhole/chamber size indicated.			
Identification numbered.			
Location chainage shown.			
Manholes located in road pavement.			
Connecting pipes shown.			
Head losses minimised.			
Minimum distance between outside walls of pipes is greater than 150mm in manholes.			
Access satisfactory.			
INLETS /OUTLETS Drawings are required to detail the following min. generally information:			
Identification numbered.			
Invert levels.			
Gully to gully connections limited to 600mm maximum dia.			
Geometry of inlet pipes of manholes is efficient.			
Thickness of walls and floor.			
Reinforcing detailed if not std.			
Type of grate – galvanised & to BCC std.			
Sags drained by gully.			
Lintel sizes satisfactory for location & street flows.			
Surcharge structures detailed.			
Surrounding levels eg. waterway bed and banks,			
Downstream treatment of outlet will prevent scour, eg. energy dissipater.			
Water quality management devices eg. gross pollutant trap, sedimentation basin.			
Position in relation to waterway, property boundary, flow direction, flow velocity, etc.,			
Outlet geometry & location does not adversely impact on the downstream creek or adjoining properties.			
Outlet treatment complies with Council's Environmental Best Management Practices.			
There are no drowned outlets.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
CATCHMENT PLAN			
Tabulation of catchment areas, slopes, runoff coefficient, design discharges, etc.			
Layout with gully catchments.			
Full drainage catchment shown including external with contours extending beyond the limits of the site.			
Existing and proposed contours.			
CALCULATION SHEET			
Calculations conform to QUDM and BCC supplement.			
Refer template outlined in Supplement to QUDM, Chapter 6 of Part B of the S&DG.			
Calculations prepared on standard BCC spreadsheet.			
Design conforms to flood study.			
Design allows for present and future development.			
Legal point of discharge attached (Includes approval from relevant Gov. Departments).			
OVERLAND FLOW PATHS			
Existing surface levels, either by contours or spot levels, on the subject site and on the adjoining properties or road reserves or waterways.			
Finished surface levels on the subject sites.			
Proposed habitable floor and development levels.			
Overland flow path widths and levels, and cross sections along the flow path for the design flows.			
Existing drainage structures, including pipe sizes and levels, especially at the proposed discharge point.			
Overland flow paths for the design storm other than in road reserves must be shown on separate drawings.			
Easements for overland flow adequate and shown on drawings which continue on adjacent properties.			
Adjacent properties are immune from overland flow (caters for overland flow).			
Velocity times depth ratio less than 0.6.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
OPEN CHANNEL			
Top & toe of batters indicated.			
Cross-sections provided.			
Longitudinal section provided.			
Design levels provided.			
Existing surface levels either by contours or spot levels, on the subject site and on the adjoining properties or road reserves.			
Proposed spot levels and contours.			
Proposed development and habitable floor levels. Maintenance and/or safety berms.			
Landscaping details shown.			
OPEN DRAINAGE CREEKS & FLOODPLAINS			
Permission to undertake works within creek corridor approved by the Ecological Officer.			
Surface flow treatment approved by Ecologist.			
Landscaping plans submitted to the Landscape Architect.			
Landscaping correlates to the relevant Manning's "n" value in hydraulic calculations.			
Plans show existing and proposed flood regulation lines, and any associated (approved) compensatory earthworks.			
Plans show buffer zones, maintenance & access ramps			
Detailed Hydraulic study approved by the Senior Engineer, Major Projects, supports proposal			
Surcharge outlets/inlets functional, safe and aesthetically pleasing.			
The outlet treatment has been approved by the Ecologist & head-walls higher than 1.2m protected by barrier.			
Plans show all information as per checklist in Appendix of "Guidelines for Flood Regulation Line and Minimum Fill Level Assessment".			
Dedicated water course DPI approved			
Approval from government agencies for discharge into tidal waterways attached			
Approval from government agency for removal of mangroves attached with application.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
GROSS POLLUTION TRAP:			
Design capacity and calculations provided.			
Maintenance requirements met			
Structural certification attached			
Fencing material shown as heavy duty, galvanised & powder coated			
Safety requirements satisfied.			
ARTIFICIAL WETLANDS			
• Detailed design plans & hydraulic report submitted for (or previously) approved, • Satisfies hydraulic requirements. • Approval obtained from Ecological Officer, • Satisfies water quality performance req'mts,			
DETENTION / RETENTION BASIN			
As per info for Open Channel above.			
Side batters are a minimum of 1:6.			
Inlets limited to two in number.			
Inlets/outlets functional, aesthetically pleasing & safe.			
Spillway detailed.			
Low flow pipes provided through the basin.			
Subsoil drainage provided.			
Approval from the LAS Parks Officer to use parkland for retention basin attached.			
Capacity and design complies with QUDM.			
Batters landscape plan provided.			
Basin is to be turfed.			
Flood depth indicator gauge will be installed.			
Geotechnical certificates provided for bund.			
CULVERTS / BRIDGES Drawings are generally required to show the following information:			
Full structural details.			
Structural certification provided,			
Layout culvert/bridge conforms to approved hydraulic model and requirements of the Senior Engineer, Major Projects, Hydraulics			
Handrails/guardrails meet Council requirements.			

PLAN SCRUTINY - STORMWATER DRAINAGE			
Reference: Chapter 2, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		**COMMENTS**
	Yes	No	
Vertical face kerb over culverts shown.			
Footpath widths a minimum of 4.25m.			
Future bikeway requirements provided			
Scour protection.			
LAS / CARS has authorised the structure and associated works to be constructed.			
State Government Department of Environment and Heritage under Section 86 has approved work below high water mark.			
DERM, under Sections 70 and 71 and Section 38 of the Water Resources Act, 1989 have approved works in non-tidal waterways and removal of mangroves under the Fisheries Act.			
PUMP STORAGE			
Notification that downstream property owners will not allow discharges has been provided.			
Pump Storage provided.			
Complies with Council's standard requirements.			

ACTION *: Referral Required to TST or Purchaser Y ☐ / N ☐*		*Referral Due Date:*	
To Referring Officer's - Name:		*Payroll Number:*	
Assessing Officers Signature:		*Checking Officers Signature:*	
Payroll Number:		*Payroll Number:*	
Date:		*Date:*	

3.3.8 Build Over/Near Stormwater Checklist

Application Number:	Engineering Officer:

Property Details

Address

Real Property Description

Lot Number(s):	Plan Number(s):

Owner(s) Name

Details of Applicant

Name

Postal Address

Telephone Number	Email Address	Fax Number

Check List

	Tick	Date	Comments
Set of Plans................................			
Title Search................................			
Survey Plans..............................			
Easement Schedules..................			
Pre Construction CCTV Survey.....			
Post Construction CCTV Survey....			
Application Fee..........................			

	Tick	Date		Tick	Date
Information Request			**Refusal**		
Approval			**Withdrawal / Refund**		

3.3.8 Build Over/Near Stormwater Checklist

Application Number:	Engineering Officer:

Property Details

Address

Real Property Description

Lot Number(s):	Plan Number(s):

Owner(s) Name

Details of Applicant

Name

Postal Address

Telephone Number	Email Address	Fax Number

Check List

	Tick	Date	Comments
Set of Plans..............................			
Title Search..............................			
Survey Plans..............................			
Easement Schedules..................			
Pre Construction CCTV Survey.....			
Post Construction CCTV Survey....			
Application Fee..........................			

	Tick	Date		Tick	Date
Information Request			**Refusal**		
Approval			**Withdrawal / Refund**		

3.3.8 Build Over/Near Stormwater Checklist

Application Number:

Engineering Officer:

Property Details

Address

Real Property Description

Lot Number(s):

Plan Number(s):

Owner(s) Name

Details of Applicant

Name

Postal Address

Telephone Number

Email Address

Fax Number

Check List

	Tick	Date	Comments
Set of Plans..............................			
Title Search..............................			
Survey Plans..............................			
Easement Schedules..................			
Pre Construction CCTV Survey.....			
Post Construction CCTV Survey....			
Application Fee..........................			

	Tick	Date		Tick	Date
Information Request			**Refusal**		
Approval			**Withdrawal / Refund**		

Development Assessment
Earthworks - Filling and or Excavation Assessment Checklist

Site ADDRESS:			
Application Number:			
DESCRIPTION	Complete		COMMENTS - Actions
	Yes	No	
PRELIMINARY requirements			
Invoice showing correct assessing fees paid.			
Previous Approvals (Relevant Conditions)			
IDAS Referral Checklist Completed			
Plans signed by RPEQ with number and date			
Internal and or External Referrals			
Issue Acknowledge Notice with any external agencies detailed.			Referral Date:
Pollution Internal Referrals -			Referral Date:
Ecology Internal Referrals -			Referral Date:
TST Hydraulic Report Internal Referrals -			Referral Date:
WRT Internal Referrals -			Referral Date:
Site Inspection			
Site Characteristics: Surface Levels (including adjoining sites) Access, Services, Vegetation, Existing Structures			
Desktop assessment			
Filling and Excavation Code			
Stormwater Management Code			
Compensatory Earthworks PSP			
Transport, Access, Parking and Servicing Code			
Gas Pipeline Code			
Subdivision and Development Guidelines Part B Chapter 3: Batters and Earth Retaining Structures.			
Ground Anchors (Refer Appendix A)			
Subdivision and Development Guidelines Part D Chapter 2.8: Earthworks			
BCC Reference Specification S140			
Additional Stds if necessary AS 3798			
Additional Important Items to consider:			
Datum. AHD			
Affect on neighboring properties examined • no ponding on neighboring properties			
BCC Defined Overland Flow Paths			
Existing & Proposed easements.			
Location of Waterway.			
Existing surface levels.			
Complies with conditions of previous			

Site ADDRESS:			
Application Number:			
DESCRIPTION	Complete		COMMENTS - Actions
	Yes	No	
approval			
Design finished surface levels. Check for flood immunity.			
Response from Internal and or External Referrals			
External agencies response(s).			Received Date:
Pollution Conditions or Comments			Received Date:
Ecology Conditions or Comments			Received Date:
TST Hydraulic Engineer Conditions or Comments			Received Date:
WRT Conditions or Comments			Received Date:

Assessing Officers Signature:	
Officer Code:	
Date:	

Development Assessment
Earthworks - Filling and or Excavation Assessment Checklist

Site ADDRESS:			
Application Number:			
DESCRIPTION	Complete		COMMENTS - Actions
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PRELIMINARY requirements			
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Previous Approvals (Relevant Conditions)			
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Plans signed by RPEQ with number and date			
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TST Hydraulic Report Internal Referrals -			Referral Date:
WRT Internal Referrals -			Referral Date:
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	Yes	No	
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Assessing Officers Signature:	
Officer Code:	
Date:	

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Site ADDRESS:			
Application Number:			
DESCRIPTION	Complete		COMMENTS - Actions
	Yes	No	
PRELIMINARY requirements			
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Site ADDRESS:			
Application Number:			
DESCRIPTION	Complete		COMMENTS - Actions
	Yes	No	
approval			
Design finished surface levels. Check for flood immunity.			
Response from Internal and or External Referrals			
External agencies response(s).			Received Date:
Pollution Conditions or Comments			Received Date:
Ecology Conditions or Comments			Received Date:
TST Hydraulic Engineer Conditions or Comments			Received Date:
WRT Conditions or Comments			Received Date:

Assessing Officers Signature:	
Officer Code:	
Date:	

AFTER HOURS WORK (NOISE) ASSESSMENT CHECKLIST

☐ Site Address:

☐ New Permit ☐ Existing Permit ☐ Modification

Provide details:

☐ Date of activity: From: To:

☐ No of Days for the proposed work:

☐ Hours of Operation: From: To:

☐ Will proposed activities comply with WH&S Act 1995 regarding Noise Levels on development sites.

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DA Officer's Comment:

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☐ Surrounding premises in use and distance from the development site.

Provide details of the businesses that may be trading/operating during the period of activity.

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DA Officer's Comment:

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☐ Outline method of communication with the occupants of neighbouring premises.

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DA Officer's Comment:

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☐ Outline provision for monitoring noise during the construction activities using noise monitoring device.

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DA Officer's Comment:

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☐ Has community advice occurred with the potential affected occupants of the nearby premises?

☐ Yes

☐ No

☐ Justification for working out of hours

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DA Officer's Comment:

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☐ Description of works to be undertaken

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☐ What Plant & Equipment is to be used?

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☐ What measures are intended to be used to mitigate noise levels?

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DA Officer's Comment:

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☐ Who is the on-site contact person and their contact number (information will be given to Council's Call Centre)?

Name:…………………………………………………………………………..

Title:……………………………………………………………………………..

Telephone Number:……………………..

Name:…………………………………………………………………………..

Job Title……………………………………….

Telephone Number:……………….

☐ Public Notification:

☐ Potential for noise complaint?

☐ Yes

☐ No

If yes, provide details of noise control measures the contractor/developer will implement.

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Have the **Ward Councillor – Central**, the **residents** and **businesses** within at least 100m radius (measured from the centre of the activity) have been notified of after-hours work through Unit Residents, Body Corporate/Building Manager. Provide a map and list showing the contact details of all buildings notified within 100 metre radius of the site.

☐ Yes

☐ No

☐ Residents/Businesses advised minimum 5 days prior to commencement of works. Provide a statutory declaration confirming advice has been conducted.

☐ **Ward Councillor – Central advised within 72 hours prior to the commencement of works (central.ward@ecn.net.au)**

☐ Activities:

☐ Building Demolition

☐ Site Excavation

☐ Rock Excavation

☐ Concrete Breaking

☐ General Building work at

☐ Concrete Pours

☐ Pile Driving

☐ Crane Operation

☐ Combination Motor Equipment

☐ Manual Power Tools

☐ Loading and unloading

☐ Reversing of vehicles

☐ Two way radios

☐ Erection/Dismantling of cranes

☐ Mobile Crane Lifting

☐ Nuisance flood lighting?

☐ On the road

☐ On the building

☐ Nuisance dust?

☐ Yes

☐ No

☐ Have lane closure or footpath closure permits been obtained?

☐ Yes: Attach permits from DA Central or T&T

☐ No

☐ Is it a declared road?

☐ Yes: MRD Permit obtained – Attach details

☐ No

☐ Are noise levels proposed to be monitored?

☐ Yes

☐ No

INTERNAL USE

BCC ASSESSMENT

ASSESSMENT MANAGERS:-

Transport & Traffic: Name:................................

Signature:...........................Date:

DA Central: Name:................................

Signature:...........................Date:

Pollution Officer: Name:.................................

Signature:..........................Date:

Recommendation:...

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☐ Approved

☐ Refused

MANAGEMENT APPROVAL

DA: Name: Nev Craze

Signature:……………………….Date:

Title……………………………..

T&T: Name:…………………………..

Signature:……………………….Date:

Title:……………………………

AFTER HOURS WORK (NOISE) ASSESSMENT CHECKLIST

☐ Site Address:

☐ New Permit ☐ Existing Permit ☐ Modification

Provide details:

☐ Date of activity: From: To:

☐ No of Days for the proposed work:

☐ Hours of Operation: From: To:

☐ Will proposed activities comply with WH&S Act 1995 regarding Noise Levels on development sites.

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DA Officer's Comment:

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☐ Surrounding premises in use and distance from the development site.

Provide details of the businesses that may be trading/operating during the period of activity.

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DA Officer's Comment:

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☐ Outline method of communication with the occupants of neighbouring premises.

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DA Officer's Comment:

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☐ Outline provision for monitoring noise during the construction activities using noise monitoring device.

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DA Officer's Comment:

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☐ Has community advice occurred with the potential affected occupants of the nearby premises?

- ☐ Yes
- ☐ No

☐ Justification for working out of hours

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DA Officer's Comment:

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☐ Description of works to be undertaken

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☐ What Plant & Equipment is to be used?

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☐ What measures are intended to be used to mitigate noise levels?

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DA Officer's Comment:

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☐ Who is the on-site contact person and their contact number (information will be given to Council's Call Centre)?

Name:……………………………………………………………………………..

Title:……………………………………………………………………………....

Telephone Number:……………………..

Name:……………………………………………………………………………..

Job Title………………………………………

Telephone Number:……………….

☐ Public Notification:

☐ Potential for noise complaint?

☐ Yes

☐ No

If yes, provide details of noise control measures the contractor/developer will implement.

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Have the **Ward Councillor – Central,** the **residents** and **businesses** within at least 100m radius (measured from the centre of the activity) have been notified of after-hours work through Unit Residents, Body Corporate/Building Manager. Provide a map and list showing the contact details of all buildings notified within 100 metre radius of the site.

☐ Yes

☐ No

☐ Residents/Businesses advised minimum 5 days prior to commencement of works. Provide a statutory declaration confirming advice has been conducted.

☐ Ward Councillor – Central advised within 72 hours prior to the commencement of works (central.ward@ecn.net.au)

☐ Activities:

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- ☐ Crane Operation
- ☐ Combination Motor Equipment
- ☐ Manual Power Tools
- ☐ Loading and unloading
- ☐ Reversing of vehicles
- ☐ Two way radios
- ☐ Erection/Dismantling of cranes

☐ Mobile Crane Lifting

☐ Nuisance flood lighting?

☐ On the road

☐ On the building

☐ Nuisance dust?

☐ Yes

☐ No

☐ Have lane closure or footpath closure permits been obtained?

☐ Yes: Attach permits from DA Central or T&T

☐ No

☐ Is it a declared road?

☐ Yes: MRD Permit obtained – Attach details

☐ No

☐ Are noise levels proposed to be monitored?

☐ Yes

☐ No

INTERNAL USE

BCC ASSESSMENT

ASSESSMENT MANAGERS:-

Transport & Traffic: Name:................................

Signature:...........................Date:

DA Central: Name:................................

Signature:...........................Date:

Pollution Officer: Name:................................

Signature:...........................Date:

Recommendation:..

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☐ Approved

☐ Refused

MANAGEMENT APPROVAL

DA:

Name: Nev Craze

Signature:..........................Date:

Title...................................

T&T:

Name:...............................

Signature:..........................Date:

Title:..................................

AFTER HOURS WORK (NOISE) ASSESSMENT CHECKLIST

☐ Site Address:

☐ New Permit ☐ Existing Permit ☐ Modification

Provide details:

☐ Date of activity: From: To:

☐ No of Days for the proposed work:

☐ Hours of Operation: From: To:

☐ Will proposed activities comply with WH&S Act 1995 regarding Noise Levels on development sites.

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DA Officer's Comment:

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DA Officer's Comment:

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☐ Has community advice occurred with the potential affected occupants of the nearby premises?

☐ Yes

☐ No

☐ Justification for working out of hours

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☐ Description of works to be undertaken

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Job Title………………………………………

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☐ Public Notification:

☐ Potential for noise complaint?

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☐ No

☐ Residents/Businesses advised minimum 5 days prior to commencement of works. Provide a statutory declaration confirming advice has been conducted.

☐ Ward Councillor – Central advised within 72 hours prior to the commencement of works (central.ward@ecn.net.au)

☐ Activities:

☐ Building Demolition

☐ Site Excavation

☐ Rock Excavation

☐ Concrete Breaking

☐ General Building work at

☐ Concrete Pours

☐ Pile Driving

☐ Crane Operation

☐ Combination Motor Equipment

☐ Manual Power Tools

☐ Loading and unloading

☐ Reversing of vehicles

☐ Two way radios

☐ Erection/Dismantling of cranes

☐ Mobile Crane Lifting

☐ Nuisance flood lighting?

☐ On the road

☐ On the building

☐ Nuisance dust?

☐ Yes

☐ No

☐ Have lane closure or footpath closure permits been obtained?

☐ Yes: Attach permits from DA Central or T&T

☐ No

☐ Is it a declared road?

☐ Yes: MRD Permit obtained – Attach details

☐ No

☐ Are noise levels proposed to be monitored?

☐ Yes

☐ No

INTERNAL USE
BCC ASSESSMENT

ASSESSMENT MANAGERS:-

Transport & Traffic: Name:...............................

Signature:...........................Date:

DA Central: Name:...............................

Signature:..........................Date:

Pollution Officer: Name:...............................

Signature:.........................Date:

Recommendation:...

....

....

....

....

....

....

☐ Approved

☐ Refused

MANAGEMENT APPROVAL

DA:

Name: Nev Craze

Signature:...........................Date:

Title..................................

T&T:

Name:...............................

Signature:...........................Date:

Title:................................

Engineering Conditions Checklist - Domestic

M C U	R O L		
		Project Address:	
		Application Number:	
1		*GENERAL*	*Aditional Comments*
		On-site erosion (Low Risk)	
		On-site erosion (High Risk)	
		- Submit Plan- Implement Approved Plan	
		Construction Management Program	
		- Submit Plan- Implement Endorsed Program	
		Filling and Excavation	
		- Submit Plan- Implement Endorsed Plan	
		Filling and Excavation (Minor)	
		Services for reconfiguration	
		Retaining walls	
		Dedicate as road	
		Granting easements	
		Provide certified site survery levels	
		Remove improvemnts & obstructions from Truncation	
		Access Grade Manoeuvring Carparks Signs	
		Sign & Line Markings - int. dev'mt or ext estate	
		- Submit As-Constructed plans	
2		*VEHICLE ACCESS*	
		Provide temporart vehicular access	
		- Close temporary vehicle access	
		Access to have Pavement min. Type A std	
		Provide Permanent Vehicle Crossover	
		Remove redundant crossing	
3		*ROADWORKS*	**If Traffic Report is Submited Assessment fee is to be Paid.*
		External Roadworks & Associated Works	
		- Submit Functional Layout Plans	
		- Submit Plans - Implement Endorsed Plans	
		- Submit as Constructed Plans	
		Signs & Line Markings- (External)	
		- Submit Plans - Implement Endorsed Plans	
		- Submit as Constructed Plans	
		Internal (New Estate) Road Works	

4		*HYDRAULICS/FLOODING*	**If Hydraulic Report is Submited Assessment fee is to be Paid.*
		Min. Habitable Flood Levels	
		Waterway Corridor	
		Stormwater- Hydraulic report-	
		Flooding - Q50 and Q100	
		- Freeboard	
		- Submit Plans- Implement Endorsed Plans	
		- Submit as Constructed Plans	

5		***STORMWATER***	***Aditional Comments***
		Build over near Stormwater	
		Lawful point of discharge	
		On Site Drainage- Minor	
		Remove redundant drainage outlet	
		Upstream stormwater drainage connections	
		- Submit Plans - Implement Endorsed Plans	
		- Submit as Constructed Plans	
		Stormwater Discharge- No adverse impacts	
		- Submit Plans - Implement Endorsed Plans	
		- Submit as Constructed Plans	
		On Site Drainage	
		- Submit Plans - Implement Endorsed Plans	
		- Submit as Constructed Plans	
		Ponding of stormwater	
		Roofwater treatment-Watertank -House	
6		***REFUSE REQUIREMENTS***	
		Refuse & Recycle Bins- On Site Collection (bulk)	
		Refuse & Recycle Bibs- Kerb Side Collection	
		Screened Bin Corral	
		Individual General Refuse Bin	
		Bin Collection Pad	
7		***OTHERWORKS***	
		Construct Bike path	
		- Submit Functional Layout Plans	
		- Submit Plans - Implement Endorsed Plan	
		- Submit as Constructed Plans	
		Construct Footpath	
		- Submit as Constructed Plans	
		Construct Footpath- Particular treatment	
		- Submit Plans - Implement Endorsed Plan	
		- Submit as Constructed Plans	
		Construct Public Boardwalk	
		- Submit Plans - Implement Approved Plan	
		- Submit as Constructed Plans	
		Remove Footpath	
		Repair Damage to Kerb, Footpath or Road	
8		***UTILITIES***	
		Public lighting- agreeement with supplier	
		- Agreement with Supplier	
		Telecommunication	
		Electricity (Underground supply area)	
		- Lodge Plans - Agreement with Supplier	
		Electricity (Overhead supply area)	
		- Agreement with Supplier	
		Service conduits & mains	
		- As constructed Plans	

Engineering Conditions Checklist - Domestic

MCU	ROL		
		Project Address:	
		Application Number:	
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		On-site erosion (Low Risk)	
		On-site erosion (High Risk)	
		- Submit Plan- Implement Approved Plan	
		Construction Management Program	
		- Submit Plan- Implement Endorsed Program	
		Filling and Excavation	
		- Submit Plan- Implement Endorsed Plan	
		Filling and Excavation (Minor)	
		Services for reconfiguration	
		Retaining walls	
		Dedicate as road	
		Granting easements	
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BRISBANE CITY COUNCIL
CUSTOMER AND COMMUNITY SERVICES
DEVELOPMENT AND REGULATORY SERVICES
LICENSING AND COMPLIANCE TEAMS

CHECKLIST – PRESTART MEETING

DEVELOPMENT NAME: ______________________________

STAGE: _________________________

ADDRESS: ____

FILE REFERENCE: __________________

DATE OF INSPECTION: _______________________

INSPECTING OFFICER: __________________

STAKEHOLDERS PRESENT

NAME	COMPANY	POSITION	MOBILE NO:

ITEMS	✓	COMMENTS
GENERAL Audit fees		
Operational works approvals in place		
Areas to be cleared		
Location of Stockpiles		
Siltation control measures proposed		
Dust control measures proposed		
Noise control measures proposed		
Starting an finishing times		
Method of vegetation disposal		
Pit burning permit and location of pit		
Location of stockpiles		
Demolition and disposals of structures		
Permit issue required		
Maintenance periods		
All conditions of approval addressed in approved drawings.		
Haul routes for material export/import.		
Local residents informed of proposed start date.		
Parks and landscaping to be supervised by DCO's		

ROADWORKS Retaining walls proposed		
Roadworks trench and alloment fill testing requirements.		
Footpath profile		
Bikeways		
Concrete strip footpath		
Pram ramps		
Traffic control devices		
Side drains		
Noise attenuation works		
STORMWATER DRAINAGE Overland flow required		
Underground drainage pipe diametres and locations		
Manholes size and depths		
Gullies		
Field inlets		
Headwalls type location, and erosion control.		
Lawful point of discharge		
Culverts		
Roofwater drainage		
Retention basins		
Gross pollutant traps		
Pipe survey required		
Roofwater to be picked up from upstream properties.		

SEWERAGE RETICULATION Sewerage reticulation testing requirements		
External works		
Materials to be used		
Manhole type and locations		
Live connection works certificate required for on-maintenance		
House connections		
WATER RETICULATION Water reticulation testing requirements		
External works		
Materials to be used		
Chlorination test to pass prior to acceptance on-maintenance		

BRISBANE CITY COUNCIL
CUSTOMER AND COMMUNITY SERVICES
DEVELOPMENT AND REGULATORY SERVICES
LICENSING AND COMPLIANCE TEAMS

CHECKLIST – PRESTART MEETING

DEVELOPMENT NAME: ______________________________

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BRISBANE CITY COUNCIL
CUSTOMER AND COMMUNITY SERVICES
DEVELOPMENT AND REGULATORY SERVICES
LICENSING AND COMPLIANCE TEAMS

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Materials to be used		
Chlorination test to pass prior to acceptance on-maintenance		

BRISBANE CITY COUNCIL
DEVELOPMENT ASSESSMENT BRANCH
CITY PLANNING AND SUSTAINABILITY

ON MAINTENANCE INSPECTION CHECKLIST
ROADWORKS AND DRAINAGE

DEVELOPMENT NAME: ____________________ STAGE: ____________________
ADDRESS: ____________________ FILE REFERENCE: ____________________
DATE OF INSPECTION: ____________________ INSPECTING OFFICER: ____________________

Description	Work Passed Yes/No/NA	Comments
ROOFWATER RETICULATION		
Roofwater drainage system is constructed to plan.		
Outlets to kerb and channel are satisfactory, installed with full height kerb adaptor.		
Outlets other than to kerb satisfactory		
Each lot falling to the street has a full height kerb adaptor		
Roofwater system has been flow tested and is operating as designed.		
Prefabricated lids are used on inspection pits.		
ENCLOSED STORMWATER DRAINS		
Pipe layout is as per the plan or approved amendments with respect to pipe size, levels and locations.		
All pipeline joints and lifting plugholes are mortared, except for externally banded pipes (invert only) and rubber ringed joints.		
All pipework is free of debris, siltation , etc.		
Outlet/inlet structures are satisfactorily constructed and are protected from scour or siltation.		
Trenches: • No visual subsidence has occurred • All density tests are available and satisfactory.		
Closed circuit television camera (CCTV) inspection to demonstrate that the pipes do not sustain any premature cracking.		# Culverts installed as per approved drains.
Pipe connections to gully pits are not constructed to the corner of two walls such that the pipe capacity is reduced.		# Detention basins constructed and landscaped as per approved drawings.
All gully pits are constructed to the correct standards (including grate types, slots, backstones)		
Grates are seated in frames without movement.		# Gross pollution traps installed as per approved drawings
All manhole roofs (aspros) are mortared		

to the manhole walls.		
Manhole lids are seated in frames without movement.		
Field inlets installed as per approved drawings		
All manhole and gully pit pipe connections are mortared flush with the walls and that no pipe reinforcement is exposed.		
Manholes are constructed to standards and are satisfactory ie absence of any foreign materials or voids.		
Step irons have been securely installed to provide easy access.		
Step irons have been installed in gullies and manholes>1.35 m deep		

OPEN CUT CHANNELS

Open channels are constructed to design profiles.		
Lining of channel is to the required thickness and reinforcement, with appropriate weepholes.		
Low flow channel or pipe has been constructed satisfactorily.		
Unlined sections are stable and/or grass/turf has been established.		
Smooth transitions have been provided between new work and natural channels.		
Cut-off walls have been constructed to all concrete channel edges and outlet or inlet structures.		

MISCELLANEOUS DRAINAGE

Appropriate overland flow paths are provided and clear of obstruction.		
Outlets have outfalls have been constructed to control discharge flow in accordance with the plans.		
Subsoil drainage discharges to gullies or other approved point of discharge.		
Side drains have been checked hydraulically and found to operate satisfactorily.		

ROAD PAVEMENTS

Plan layout and geometry of road system including traffic islands and speed control devices are design levels.		
Finished levels at crown and channel are at design levels.		
Crossfalls are to the approved plan.		
AC surfacing is satisfactory inrespect of finish and thickness.		
Joints in the seal (especially where various development stages apply) are flush.		
The sealed surface is free of blemishes, including those caused by the base of		

backhoe legs. When caused by utility service providers, the damage must be repaired during the maintenance period.		
No areas of ponding around islands or adjacent manholes or channel.		

SEGMENTAL PAVERS

All pavers are laid to the correct pattern to within allowable tolerance, compacted, and the joints filled.		
Bedding sand for paver's drain to subsoil drainage.		
Pavers adjacent to CKC, edge restraints etc are cut and laid as per the specified standards.		
Weedicide has been placed on the bedding sand.		

STENCIL PATTERN CONCRETE

Level of concrete pavement joins neatly onto the AC surface and the CKC.		
Good coverage of colour hardener has been applied as per the specification.		
Two-coat protective sealers have been applied.		

CONCRETE KERB & CHANNEL (CKC) AND MEDIANS

The correct types are used at all locations (including medians) in accordance with the specified standards.		
Ponding of stormwater does not occur.		
Transitions and connections to existing construction are smooth and to a satisfactory standard of workmanship.		
Service markers are placed in kerb face. Conduits must be exposed for inspection purposes.		
Lip and back of kerb are flush with the roadway and footpath respectively.		
All channelisation works and medians have been satisfactorily completed.		
Infill treatment of medians has been inspected and found satisfactory. Any landscaping has been completed as per approved drawings.		
Backing strips are provided to median kerbs where required.		
Side drains are provided under medians.		

VERGES

Profiles are as per plan		
Verges are topsoiled in accordance with the specified standards		
Verges are grass seeded and fertilised or turfed to the specified standards.		
All service fixtures (such as valves) are flush with the surrounding verge.		
Concrete footpaths are constructed to the specified standards. Note: Concrete footpaths can be bonded for the		

construction at a later date.		
Pram ramps are constructed as required.		

BIKEWAYS

Location and width are as per the plan. Note: Bikeways can be bonded for the construction at a later date.		
Kerb ramps and crossings are constructed.		
Safety rails and signs are installed.		

FENCING AND FEATURES

All fences other than approved entrances features are constructed within allotments. Survey pegs are visible.		
Specifically approved entrance features are constructed in accordance with the drawings.		
Entrance features and fences have satisfied Building Approval (if required).		
Sound attenuation fences are contained wholly within the allotments and constructed in accordance with the drawings.		

EARTHWORKS

Toe of fill batters and top of cut batters are setback a minimum of 0.3 m from boundary of the public space.		
Retaining walls are contained wholly within the allotments.		
Batter slopes are constructed in accordance with the approved drawings.		
Batter slopes stabilised against erosion		
Interim drainage is constructed in accordance with approved drawings.		

LANDSCAPING

Landscaping is placed as per the approved landscaping plan.		
Irrigation system has been removed, or will be removed by (insert date)…		
Establishment program is implemented.		

WATER QUALITY

Implement the approved erosion and sediment control plan during construction phase.		
If required, implement water quality sampling and analysis.		
Other items.		

OTHER MISCELLANEOUS

Signs of Pavement Marking for roads and bikeways are installed as per the approved drawings.		
Works have not resulted in problems on neighbouring properties.		
All new lots have been surveyed and found to be correct as per approved layout plan and engineering drawings.		
The quality control testing program has		

been implemented.		
Works are constructed to within the specified tolerances.		
Other items.		

Lighting

Poles are stood and numbered with adhesive reflective stickers		
Numbering should start with a "3 ", (25mm high numeral, 40mm square background, adhesive back), white reflective numerals on a green background		
Followed by a "W" on a and then a series of numbers (25mm high numeral, 40mm square background, adhesive back), black numerals on a white reflective background. Material: Scotchcal – 220		
Numbers should run vertically down, and finish 2.7m off the ground or as high as possible if less than 2.7m. They should also be positioned on a 45 degree angle facing the traffic approaching the pole.		
That the poles are securely fixed to the rag bolts. ie. should not be able to shake the pole.		
The base of the pole should be grouted to the footpath		
Electrical Work Request (Form 2) will need to be completed and submitted to Energex. To confirm this has occurred, a unique EWR reference number will need to be provided to Council.		
A copy of the "As Constructed" Electrical drawings are to be provided		
Notify City Lighting that lights are accepted on maintenance		

BCC.175.0138

BRISBANE CITY COUNCIL
DEVELOPMENT ASSESSMENT BRANCH
CITY PLANNING AND SUSTAINABILITY

ON MAINTENANCE INSPECTION CHECKLIST
ROADWORKS AND DRAINAGE

DEVELOPMENT NAME: ____________________________ STAGE: ______________________
ADDRESS: ____ FILE REFERENCE: _______________
DATE OF INSPECTION: ______________________ INSPECTING OFFICER: _______________

Description	Work Passed Yes/No/NA	Comments
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Roofwater drainage system is constructed to plan.		
Outlets to kerb and channel are satisfactory, installed with full height kerb adaptor.		
Outlets other than to kerb satisfactory		
Each lot falling to the street has a full height kerb adaptor		
Roofwater system has been flow tested and is operating as designed.		
Prefabricated lids are used on inspection pits.		
ENCLOSED STORMWATER DRAINS		
Pipe layout is as per the plan or approved amendments with respect to pipe size, levels and locations.		
All pipeline joints and lifting plugholes are mortared, except for externally banded pipes (invert only) and rubber ringed joints.		
All pipework is free of debris, siltation , etc.		
Outlet/inlet structures are satisfactorily constructed and are protected from scour or siltation.		
Trenches: • No visual subsidence has occurred • All density tests are available and satisfactory.		
Closed circuit television camera (CCTV) inspection to demonstrate that the pipes do not sustain any premature cracking.		# Culverts installed as per approved drains.
Pipe connections to gully pits are not constructed to the corner of two walls such that the pipe capacity is reduced.		# Detention basins constructed and landscaped as per approved drawings.
All gully pits are constructed to the correct standards (including grate types, slots, backstones)		
Grates are seated in frames without movement.		# Gross pollution traps installed as per approved drawings
All manhole roofs (aspros) are mortared		

BCC.175.0140

to the manhole walls.		
Manhole lids are seated in frames without movement.		
Field inlets installed as per approved drawings		
All manhole and gully pit pipe connections are mortared flush with the walls and that no pipe reinforcement is exposed.		
Manholes are constructed to standards and are satisfactory ie absence of any foreign materials or voids.		
Step irons have been securely installed to provide easy access.		
Step irons have been installed in gullies and manholes>1.35 m deep		

OPEN CUT CHANNELS

Open channels are constructed to design profiles.		
Lining of channel is to the required thickness and reinforcement, with appropriate weepholes.		
Low flow channel or pipe has been constructed satisfactorily.		
Unlined sections are stable and/or grass/turf has been established.		
Smooth transitions have been provided between new work and natural channels.		
Cut-off walls have been constructed to all concrete channel edges and outlet or inlet structures.		

MISCELLANEOUS DRAINAGE

Appropriate overland flow paths are provided and clear of obstruction.		
Outlets have outfalls have been constructed to control discharge flow in accordance with the plans.		
Subsoil drainage discharges to gullies or other approved point of discharge.		
Side drains have been checked hydraulically and found to operate satisfactorily.		

ROAD PAVEMENTS

Plan layout and geometry of road system including traffic islands and speed control devices are design levels.		
Finished levels at crown and channel are at design levels.		
Crossfalls are to the approved plan.		
AC surfacing is satisfactory inrespect of finish and thickness.		
Joints in the seal (especially where various development stages apply) are flush.		
The sealed surface is free of blemishes, including those caused by the base of		

backhoe legs. When caused by utility service providers, the damage must be repaired during the maintenance period.		
No areas of ponding around islands or adjacent manholes or channel.		
SEGMENTAL PAVERS		
All pavers are laid to the correct pattern to within allowable tolerance, compacted, and the joints filled.		
Bedding sand for paver's drain to subsoil drainage.		
Pavers adjacent to CKC, edge restraints etc are cut and laid as per the specified standards.		
Weedicide has been placed on the bedding sand.		
STENCIL PATTERN CONCRETE		
Level of concrete pavement joins neatly onto the AC surface and the CKC.		
Good coverage of colour hardener has been applied as per the specification.		
Two-coat protective sealers have been applied.		
CONCRETE KERB & CHANNEL (CKC) AND MEDIANS		
The correct types are used at all locations (including medians) in accordance with the specified standards.		
Ponding of stormwater does not occur.		
Transitions and connections to existing construction are smooth and to a satisfactory standard of workmanship.		
Service markers are placed in kerb face. Conduits must be exposed for inspection purposes.		
Lip and back of kerb are flush with the roadway and footpath respectively.		
All channelisation works and medians have been satisfactorily completed.		
Infill treatment of medians has been inspected and found satisfactory. Any landscaping has been completed as per approved drawings.		
Backing strips are provided to median kerbs where required.		
Side drains are provided under medians.		
VERGES		
Profiles are as per plan		
Verges are topsoiled in accordance with the specified standards		
Verges are grass seeded and fertilised or turfed to the specified standards.		
All service fixtures (such as valves) are flush with the surrounding verge.		
Concrete footpaths are constructed to the specified standards. Note: Concrete footpaths can be bonded for the		

construction at a later date.		
Pram ramps are constructed as required.		

BIKEWAYS

Location and width are as per the plan. Note: Bikeways can be bonded for the construction at a later date.		
Kerb ramps and crossings are constructed.		
Safety rails and signs are installed.		

FENCING AND FEATURES

All fences other than approved entrances features are constructed within allotments. Survey pegs are visible.		
Specifically approved entrance features are constructed in accordance with the drawings.		
Entrance features and fences have satisfied Building Approval (if required).		
Sound attenuation fences are contained wholly within the allotments and constructed in accordance with the drawings.		

EARTHWORKS

Toe of fill batters and top of cut batters are setback a minimum of 0.3 m from boundary of the public space.		
Retaining walls are contained wholly within the allotments.		
Batter slopes are constructed in accordance with the approved drawings.		
Batter slopes stabilised against erosion		
Interim drainage is constructed in accordance with approved drawings.		

LANDSCAPING

Landscaping is placed as per the approved landscaping plan.		
Irrigation system has been removed, or will be removed by (insert date)…		
Establishment program is implemented.		

WATER QUALITY

Implement the approved erosion and sediment control plan during construction phase.		
If required, implement water quality sampling and analysis.		
Other items.		

OTHER MISCELLANEOUS

Signs of Pavement Marking for roads and bikeways are installed as per the approved drawings.		
Works have not resulted in problems on neighbouring properties.		
All new lots have been surveyed and found to be correct as per approved layout plan and engineering drawings.		
The quality control testing program has		

been implemented.		
Works are constructed to within the specified tolerances.		
Other items.		

Lighting

Poles are stood and numbered with adhesive reflective stickers		
Numbering should start with a "3 ", (25mm high numeral, 40mm square background, adhesive back), white reflective numerals on a green background		
Followed by a "W" on a and then a series of numbers (25mm high numeral, 40mm square background, adhesive back), black numerals on a white reflective background. Material: Scotchcal – 220		
Numbers should run vertically down, and finish 2.7m off the ground or as high as possible if less than 2.7m. They should also be positioned on a 45 degree angle facing the traffic approaching the pole.		
That the poles are securely fixed to the rag bolts. ie. should not be able to shake the pole.		
The base of the pole should be grouted to the footpath		
Electrical Work Request (Form 2) will need to be completed and submitted to Energex. To confirm this has occurred, a unique EWR reference number will need to be provided to Council.		
A copy of the "As Constructed" Electrical drawings are to be provided		
Notify City Lighting that lights are accepted on maintenance		

BRISBANE CITY COUNCIL
DEVELOPMENT ASSESSMENT BRANCH
CITY PLANNING AND SUSTAINABILITY

ON MAINTENANCE INSPECTION CHECKLIST
ROADWORKS AND DRAINAGE

DEVELOPMENT NAME: ______________________ STAGE: ____________________
ADDRESS: ________________________________ FILE REFERENCE: ______________
DATE OF INSPECTION: __________________ INSPECTING OFFICER: ______________

Description	Work Passed Yes/No/NA	Comments
ROOFWATER RETICULATION		
Roofwater drainage system is constructed to plan.		
Outlets to kerb and channel are satisfactory, installed with full height kerb adaptor.		
Outlets other than to kerb satisfactory		
Each lot falling to the street has a full height kerb adaptor		
Roofwater system has been flow tested and is operating as designed.		
Prefabricated lids are used on inspection pits.		
ENCLOSED STORMWATER DRAINS		
Pipe layout is as per the plan or approved amendments with respect to pipe size, levels and locations.		
All pipeline joints and lifting plugholes are mortared, except for externally banded pipes (invert only) and rubber ringed joints.		
All pipework is free of debris, siltation , etc.		
Outlet/inlet structures are satisfactorily constructed and are protected from scour or siltation.		
Trenches: • No visual subsidence has occurred • All density tests are available and satisfactory.		
Closed circuit television camera (CCTV) inspection to demonstrate that the pipes do not sustain any premature cracking.		# Culverts installed as per approved drains.
Pipe connections to gully pits are not constructed to the corner of two walls such that the pipe capacity is reduced.		# Detention basins constructed and landscaped as per approved drawings.
All gully pits are constructed to the correct standards (including grate types, slots, backstones)		
Grates are seated in frames without movement.		# Gross pollution traps installed as per approved drawings
All manhole roofs (aspros) are mortared		

to the manhole walls.		
Manhole lids are seated in frames without movement.		
Field inlets installed as per approved drawings		
All manhole and gully pit pipe connections are mortared flush with the walls and that no pipe reinforcement is exposed.		
Manholes are constructed to standards and are satisfactory ie absence of any foreign materials or voids.		
Step irons have been securely installed to provide easy access.		
Step irons have been installed in gullies and manholes>1.35 m deep		

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MISCELLANEOUS DRAINAGE

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Subsoil drainage discharges to gullies or other approved point of discharge.		
Side drains have been checked hydraulically and found to operate satisfactorily.		

ROAD PAVEMENTS

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Joints in the seal (especially where various development stages apply) are flush.		
The sealed surface is free of blemishes, including those caused by the base of		

backhoe legs. When caused by utility service providers, the damage must be repaired during the maintenance period.		
No areas of ponding around islands or adjacent manholes or channel.		
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All pavers are laid to the correct pattern to within allowable tolerance, compacted, and the joints filled.		
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STENCIL PATTERN CONCRETE		
Level of concrete pavement joins neatly onto the AC surface and the CKC.		
Good coverage of colour hardener has been applied as per the specification.		
Two-coat protective sealers have been applied.		
CONCRETE KERB & CHANNEL (CKC) AND MEDIANS		
The correct types are used at all locations (including medians) in accordance with the specified standards.		
Ponding of stormwater does not occur.		
Transitions and connections to existing construction are smooth and to a satisfactory standard of workmanship.		
Service markers are placed in kerb face. Conduits must be exposed for inspection purposes.		
Lip and back of kerb are flush with the roadway and footpath respectively.		
All channelisation works and medians have been satisfactorily completed.		
Infill treatment of medians has been inspected and found satisfactory. Any landscaping has been completed as per approved drawings.		
Backing strips are provided to median kerbs where required.		
Side drains are provided under medians.		
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Profiles are as per plan		
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construction at a later date.		
Pram ramps are constructed as required.		

BIKEWAYS

Location and width are as per the plan. Note: Bikeways can be bonded for the construction at a later date.		
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Batter slopes stabilised against erosion		
Interim drainage is constructed in accordance with approved drawings.		

LANDSCAPING

Landscaping is placed as per the approved landscaping plan.		
Irrigation system has been removed, or will be removed by (insert date)…		
Establishment program is implemented.		

WATER QUALITY

Implement the approved erosion and sediment control plan during construction phase.		
If required, implement water quality sampling and analysis.		
Other items.		

OTHER MISCELLANEOUS

Signs of Pavement Marking for roads and bikeways are installed as per the approved drawings.		
Works have not resulted in problems on neighbouring properties.		
All new lots have been surveyed and found to be correct as per approved layout plan and engineering drawings.		
The quality control testing program has		

been implemented.		
Works are constructed to within the specified tolerances.		
Other items.		

Lighting

Poles are stood and numbered with adhesive reflective stickers		
Numbering should start with a "3 "; (25mm high numeral, 40mm square background, adhesive back), white reflective numerals on a green background		
Followed by a "W" on a and then a series of numbers (25mm high numeral, 40mm square background, adhesive back), black numerals on a white reflective background. Material: Scotchcal – 220		
Numbers should run vertically down, and finish 2.7m off the ground or as high as possible if less than 2.7m. They should also be positioned on a 45 degree angle facing the traffic approaching the pole.		
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The base of the pole should be grouted to the footpath		
Electrical Work Request (Form 2) will need to be completed and submitted to Energex. To confirm this has occurred, a unique EWR reference number will need to be provided to Council.		
A copy of the "As Constructed" Electrical drawings are to be provided		
Notify City Lighting that lights are accepted on maintenance		

DEVELOPMENT ASSESSMENT

APPEALS CHECKLIST

Application / File Number ______________________________

Address ______________________________

Delegate's Decision Made On ______________________________

....

Applicant's Decision Letter put in Records 'Out' Box ______________

By ______________________________ Time ______________
(Print Name)

Applicant's Appeal Period Ends ______________________________

Waive Right to Negotiated Decision ______________________________

Suspension of Appeal Period ______________________________

Negotiated Decision Requested (Representations) ______________

Applicant's Appeal Period Ends on ______________________________
(20 Business Days – plus allow 2 days for postage)

....

Submitter's Letter put in Records Out Box ______________________
(to be sent within 5 business days of end of applications appeal period)

By ______________________________ Time ______________

I confirm that letters have been sent to all submitters on list.

By ______________________________ (Print Name)

Submitter's Appeal Period Ends ______________________________
(20 Business Days – plus allow 2 days for postage)

(This sheet to be put on file once submitter's appeal period has finished)

DEVELOPMENT ASSESSMENT

APPEALS CHECKLIST

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Address ______________________________

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BRISBANE CITY COUNCIL ABN 72 002 765 795

Operational Works ESC Checklist

Erosion and Sediment Control

Dedicated to a better Brisbane

Privacy Statement
The personal information collected on this form will be used by Brisbane City Council for the purposes of fulfilling your request and undertaking associated Council functions and services. Your personal information will not be disclosed to any third party without your consent, unless this is required or permitted by law.

Site address

Postcode

Development Application no.
A00

OP Work /Compliance Assessment Application no.
A00

Applicant name (Company)

Reviewing Officer

Reviewing Officer's signature

Date
/ /

Plan Scrutiny Summary – Erosion and Sediment Control

Description		Review no. and Date 1.			2.			Comments
(Enter review date)		/ /			/ /			
LEGEND ● Not applicable ✓ OK ✗ Not OK		●	✓	✗	●	✓	✗	
1.	**PRELIMINARY**							
1	Plan Scrutiny fees paid?	●			●			
2	EHA form completed & certified?	●			●			
3	ESC Summary of Information (SOI) lodgement form completed and certified by Consultant?	●			●			
4	High-level ESC approval condition(s) checked?	●			●			
5	VMP condition on the High Level approval? (if 'yes', ESC cannot be approved before VMP)	●			●			
2.	**PRESENTATION**							
1	Title Block details completed?	●			●			
2	ESC Plan(s) at suitable scale (max. 1:500 at A1), North Point and full Legend shown?	●			●			
3	Plan Numbers and Amendment number?	●			●			
4	RPEQ or CPESC signed? (must have signature and registration No.)	●			●			
5	Scale Bar(s) shown?	●			●			

LEGEND ● Not applicable ✓ OK ✗ Not OK		●	✓	✗	●	✓	✗	Comments
3.	**EROSION & SEDIMENT CONTROL PROGRAM**							
A	**General**							
1	Are external construction works proposed? (If 'yes' then ESC Plans and assessment must incorporate these areas also)	●			●			
2	Will site works include pre-loading earthworks (ie. potential for long soil exposure duration)?	●			●			
3	Soil erodibility testing completed as required by BCC soil testing guideline (Version 3 or later)?	●			●			
4	Have fine-grained or dispersive soils been identified on-site? (ie. high silt & clay content)	●			●			
5	High and extreme erosion risk areas identified (eg. steep batters, waterway disturbance)?	●			●			
6	Limits of all land disturbance shown? (ie. not just major cut/fill earthworks areas)	●			●			
7	Extent of cut and fill earthworks shown?	●			●			
8	Existing and proposed contours/levels shown?	●			●			
	Nominated stockpile area(s) shown?	●			●			
10	Stockpiles have adequate drainage, erosion & sediment controls shown, or defined in notes	●			●			
11	Non-disturbance "no-go" areas shown?	●			●			
B	**Drainage Control**							
1	Temporary drainage and flow paths shown?	●			●			
2	Hydrology calculations, discharges and flow velocities provided for ESC measures? (either on ESC Plans or supporting documentation)	●			●			
3	Permanent drainage and flow paths shown.	●			●			
4	'clean' runoff is adequately diverted around or through the site in a non-erosive manner?	●			●			
5	Run-off diverted away from unprotected batters?	●			●			
6	Overflow/bypass flows from sediment control devices are directed to stable areas in nonerosive manner?	●			●			
7	Run-off directed away from construction entry/exit?	●			●			
8	All sediment-laden runoff is directed to sediment controls in non-erosive manner?	●			●			
C	**Erosion Control**							
1	Temporary erosion control to high risk areas during construction? (eg. batters, flow diversions, outlet areas)	●			●			
2	Erosion control measures appropriate to situation? (eg. wood mulch may wash away if placed in concentrated flow paths)	●			●			
3	Timing for progressive stabilisation of completed areas clearly defined? (ie. establishing early ground cover)	●			●			
4	Specification for ground stabilisation (eg. hydromulch) before sediment controls are removed is clearly defined on ESC Plans?	●			●			

LEGEND ● Not applicable ✓ OK ✗ Not OK	●	✓	✗	●	✓	✗	Comments
D Sediment Control (general)							
1 Straw bales are not proposed (these are not to be approved).	●			●			
2 Sediment fences are located generally along the contour and have regular 'upslope' returns?	●			●			
3 Sediment fences are not used in concentrated flow paths?	●			●			
4 Sediment fence details show typical support post spacing at no greater than 2m centres? (note that the detail may indicate 3m spacing only if wire mesh backing is used)	●			●			
5 Stabilised Construction entry/exit point located & appropriate drawing detail provided?	●			●			
6 Operation & maintenance notes for sediment controls are shown on ESC Plan(s)? (Refer to s.5.1.20 of the BCC ESC Standard)	●			●			
E Sediment Basins							
1 Correct basin type (ie. C, F or D) for identified soil characteristics?	●			●			
2 Chemical flocculation details defined for Type F/D Basins?	●			●			
3 All design calculations provided, including basin catchment plan, emergency spillway and outlet chute design, batter slopes, L:W ratio etc as per current sediment basin guidelines?	●			●			
4 Basin(s) sized for total upstream catchment if not diverted around site or disturbed areas?	●			●			
5 Basin(s) located above Q5 flood line and not in natural areas or parkland unless approved by BCC Ecologist &/or Landscape Architect?	●			●			
6 Basin footprint area shown to scale on ESC Plan? (including all batters and suitable maintenance access). There must be adequate space to construct and access all sediment basin(s) for routine maintenance.	●			●			
7 X-section(s) & detail(s) of basin(s) clearly show all dimensions necessary for construction. Must include settling & sediment storage zone levels, base & top lengths/widths, freeboards, spillway size, crest elevation and flow depth, sediment Depth Marker post, spillway & outlet chute stabilisation, batter slopes?	●			●			
8 Spillway outlet does not have sediment fencing or other barrier blocking flowpath?	●			●			
F Contruction Sequencing							
1 ESC Staging Plans show appropriate control measures for each key phase of construction? (eg. bulk earthworks, roadworks & drainage, and the on maintenance period).	●			●			
2 ESC installation and removal sequences match the key construction phases?	●			●			
3 ESC Plans require that initial soil disturbance is strictly limited to construction of major sediment controls such as sediment basins, drainage diversions and perimeter sediment controls?	●			●			

	LEGEND ● Not applicable ✓ OK ✗ Not OK	●	✓	✗	●	✓	✗	Comments
G	**Waterway Disturbance/Instream Works**							
1	Will site works disturb the bed and/or banks of a waterway (includes creeks, dry gullies, open drains, stormwater outlets)?	●			●			
2	ESC Plans include appropriate temporary upstream flow diversion and instream sediment controls where instream works are involved?	●			●			
3	Are appropriate temporary erosion controls (eg. erosion control fabric, rock mulching) specified on the ESC Plan(s) for waterway areas?	●			●			
4	Have appropriate permanent erosion controls been specified on the ESC Plan(s) and/or roadworks & drainage Plan(s)? (must also consider long-term stability caused by outlet velocities, jetting angle, outlet orientation).	●			●			
H	**Drawing Notes**							
1	Adequate monitoring & maintenance program for sediment basins provided?	●			●			
	Adequate Monitoring and maintenance program for all other erosion and sediment controls provided?	●			●			
3	Revegetation program detailing site prep, seed & fertiliser specifications, watering and maintenance requirements are provided?	●			●			
4	Where relevant a water quality monitoring program, including sampling, testing and WQ release criteria is defined?	●			●			

Key Issues/Comments

BRISBANE CITY COUNCIL ABN 72 002 765 795

Operational Works ESC Checklist

Erosion and Sediment Control

Dedicated to a better Brisbane

Site address

Postcode

Development Application no.

A00

OP Work /Compliance Assessment Application no.

A00

Applicant name (Company)

Reviewing Officer

Reviewing Officer's signature

Date / /

Plan Scrutiny Summary – Erosion and Sediment Control

	Description	Review no. and Date 1.			Review no. and Date 2.			Comments
	(Enter review date)	/ /			/ /			
	LEGEND ● Not applicable ✓ OK ✕ Not OK	●	✓	✕	●	✓	✕	
1.	**PRELIMINARY**							
1	Plan Scrutiny fees paid?	●			●			
2	EHA form completed & certified?	●			●			
3	ESC Summary of Information (SOI) lodgement form completed and certified by Consultant?	●			●			
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2.	**PRESENTATION**							
1	Title Block details completed?	●			●			
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3.	**EROSION & SEDIMENT CONTROL PROGRAM**							
A	**General**							
1	Are external construction works proposed? (If 'yes' then ESC Plans and assessment must incorporate these areas also)	●			●			
2	Will site works include pre-loading earthworks (ie. potential for long soil exposure duration)?	●			●			
3	Soil erodibility testing completed as required by BCC soil testing guideline (Version 3 or later)?	●			●			
4	Have fine-grained or dispersive soils been identified on-site? (ie. high silt & clay content)	●			●			
5	High and extreme erosion risk areas identified (eg. steep batters, waterway disturbance)?	●			●			
6	Limits of all land disturbance shown? (ie. not just major cut/fill earthworks areas)	●			●			
7	Extent of cut and fill earthworks shown?	●			●			
8	Existing and proposed contours/levels shown?	●			●			
	Nominated stockpile area(s) shown?	●			●			
10	Stockpiles have adequate drainage, erosion & sediment controls shown, or defined in notes	●			●			
11	Non-disturbance "no-go" areas shown?	●			●			
B	**Drainage Control**							
1	Temporary drainage and flow paths shown?	●			●			
2	Hydrology calculations, discharges and flow velocities provided for ESC measures? (either on ESC Plans or supporting documentation)	●			●			
3	Permanent drainage and flow paths shown.	●			●			
4	'clean' runoff is adequately diverted around or through the site in a non-erosive manner?	●			●			
5	Run-off diverted away from unprotected batters?	●			●			
6	Overflow/bypass flows from sediment control devices are directed to stable areas in nonerosive manner?	●			●			
7	Run-off directed away from construction entry/exit?	●			●			
8	All sediment-laden runoff is directed to sediment controls in non-erosive manner?	●			●			
C	**Erosion Control**							
1	Temporary erosion control to high risk areas during construction? (eg. batters, flow diversions, outlet areas)	●			●			
2	Erosion control measures appropriate to situation? (eg. wood mulch may wash away if placed in concentrated flow paths)	●			●			
3	Timing for progressive stabilisation of completed areas clearly defined? (ie. establishing early ground cover)	●			●			
4	Specification for ground stabilisation (eg. hydromulch) before sediment controls are removed is clearly defined on ESC Plans?	●			●			

	LEGEND ● Not applicable ✓ OK ✕ Not OK	●	✓	✕	●	✓	✕	Comments
D	**Sediment Control (general)**							
1	Straw bales are not proposed (these are not to be approved).	●			●			
2	Sediment fences are located generally along the contour and have regular 'upslope' returns?	●			●			
3	Sediment fences are not used in concentrated flow paths?	●			●			
4	Sediment fence details show typical support post spacing at no greater than 2m centres? (note that the detail may indicate 3m spacing only if wire mesh backing is used)	●			●			
5	Stabilised Construction entry/exit point located & appropriate drawing detail provided?	●			●			
6	Operation & maintenance notes for sediment controls are shown on ESC Plan(s)? (Refer to s.5.1.20 of the BCC ESC Standard)	●			●			
E	**Sediment Basins**							
1	Correct basin type (ie. C, F or D) for identified soil characteristics?	●			●			
2	Chemical flocculation details defined for Type F/D Basins?	●			●			
3	All design calculations provided, including basin catchment plan, emergency spillway and outlet chute design, batter slopes, L:W ratio etc as per current sediment basin guidelines?	●			●			
4	Basin(s) sized for total upstream catchment if not diverted around site or disturbed areas?	●			●			
5	Basin(s) located above Q5 flood line and not in natural areas or parkland unless approved by BCC Ecologist &/or Landscape Architect?	●			●			
6	Basin footprint area shown to scale on ESC Plan? (including all batters and suitable maintenance access). There must be adequate space to construct and access all sediment basin(s) for routine maintenance.	●			●			
7	X-section(s) & detail(s) of basin(s) clearly show all dimensions necessary for construction. Must include settling & sediment storage zone levels, base & top lengths/widths, freeboards, spillway size, crest elevation and flow depth, sediment Depth Marker post, spillway & outlet chute stabilisation, batter slopes?	●			●			
8	Spillway outlet does not have sediment fencing or other barrier blocking flowpath?	●			●			
F	**Contruction Sequencing**							
1	ESC Staging Plans show appropriate control measures for each key phase of construction? (eg. bulk earthworks, roadworks & drainage, and the on maintenance period).	●			●			
2	ESC installation and removal sequences match the key construction phases?	●			●			
3	ESC Plans require that initial soil disturbance is strictly limited to construction of major sediment controls such as sediment basins, drainage diversions and perimeter sediment controls?	●			●			

LEGEND ● Not applicable ✓ OK ✗ Not OK		●	✓	✗	●	✓	✗	Comments
G	**Waterway Disturbance/Instream Works**							
1	Will site works disturb the bed and/or banks of a waterway (includes creeks, dry gullies, open drains, stormwater outlets)?	●			●			
2	ESC Plans include appropriate temporary upstream flow diversion and instream sediment controls where instream works are involved?	●			●			
3	Are appropriate temporary erosion controls (eg. erosion control fabric, rock mulching) specified on the ESC Plan(s) for waterway areas?	●			●			
4	Have appropriate permanent erosion controls been specified on the ESC Plan(s) and/or roadworks & drainage Plan(s)? (must also consider long-term stability caused by outlet velocities, jetting angle, outlet orientation).	●			●			
H	**Drawing Notes**							
1	Adequate monitoring & maintenance program for sediment basins provided?	●			●			
	Adequate Monitoring and maintenance program for all other erosion and sediment controls provided?	●			●			
3	Revegetation program detailing site prep, seed & fertiliser specifications, watering and maintenance requirements are provided?	●			●			
4	Where relevant a water quality monitoring program, including sampling, testing and WQ release criteria is defined?	●			●			

Key Issues/Comments

BRISBANE CITY COUNCIL ABN 72 002 765 795

Operational Works ESC Checklist

Erosion and Sediment Control

Dedicated to a better Brisbane

Privacy Statement
The personal information collected on this form will be used by Brisbane City Council for the purposes of fulfilling your request and undertaking associated Council functions and services. Your personal information will not be disclosed to any third party without your consent, unless this is required or permitted by law.

Site address

Postcode

Development Application no.

A00

OP Work /Compliance Assessment Application no.

A00

Applicant name (Company)

Reviewing Officer

Reviewing Officer's signature

Date / /

Plan Scrutiny Summary – Erosion and Sediment Control								
Description		Review no. and Date						Comments
		1.			2.			
	(Enter review date)	/ /			/ /			
LEGEND	● Not applicable ✓ OK ✗ Not OK	●	✓	✗	●	✓	✗	
1.	**PRELIMINARY**							
1	Plan Scrutiny fees paid?	●			●			
2	EHA form completed & certified?	●			●			
3	ESC Summary of Information (SOI) lodgement form completed and certified by Consultant?	●			●			
4	High-level ESC approval condition(s) checked?	●			●			
5	VMP condition on the High Level approval? (if 'yes', ESC cannot be approved before VMP)	●			●			
2.	**PRESENTATION**							
1	Title Block details completed?	●			●			
2	ESC Plan(s) at suitable scale (max. 1:500 at A1), North Point and full Legend shown?	●			●			
3	Plan Numbers and Amendment number?	●			●			
4	RPEQ or CPESC signed? (must have signature and registration No.)	●			●			
5	Scale Bar(s) shown?	●			●			

	LEGEND ● Not applicable ✓ OK ✗ Not OK	●	✓	✗	●	✓	✗	Comments
3.	**EROSION & SEDIMENT CONTROL PROGRAM**							
A	**General**							
1	Are external construction works proposed? (If 'yes' then ESC Plans and assessment must incorporate these areas also)	●			●			
2	Will site works include pre-loading earthworks (ie. potential for long soil exposure duration)?	●			●			
3	Soil erodibility testing completed as required by BCC soil testing guideline (Version 3 or later)?	●			●			
4	Have fine-grained or dispersive soils been identified on-site? (ie. high silt & clay content)	●			●			
5	High and extreme erosion risk areas identified (eg. steep batters, waterway disturbance)?	●			●			
6	Limits of all land disturbance shown? (ie. not just major cut/fill earthworks areas)	●			●			
7	Extent of cut and fill earthworks shown?	●			●			
8	Existing and proposed contours/levels shown?	●			●			
	Nominated stockpile area(s) shown?	●			●			
10	Stockpiles have adequate drainage, erosion & sediment controls shown, or defined in notes	●			●			
11	Non-disturbance "no-go" areas shown?	●			●			
B	**Drainage Control**							
1	Temporary drainage and flow paths shown?	●			●			
2	Hydrology calculations, discharges and flow velocities provided for ESC measures? (either on ESC Plans or supporting documentation)	●			●			
3	Permanent drainage and flow paths shown.	●			●			
4	'clean' runoff is adequately diverted around or through the site in a non-erosive manner?	●			●			
5	Run-off diverted away from unprotected batters?	●			●			
6	Overflow/bypass flows from sediment control devices are directed to stable areas in nonerosive manner?	●			●			
7	Run-off directed away from construction entry/exit?	●			●			
8	All sediment-laden runoff is directed to sediment controls in non-erosive manner?	●			●			
C	**Erosion Control**							
1	Temporary erosion control to high risk areas during construction? (eg. batters, flow diversions, outlet areas)	●			●			
2	Erosion control measures appropriate to situation? (eg. wood mulch may wash away if placed in concentrated flow paths)	●			●			
3	Timing for progressive stabilisation of completed areas clearly defined? (ie. establishing early ground cover)	●			●			
4	Specification for ground stabilisation (eg. hydromulch) before sediment controls are removed is clearly defined on ESC Plans?	●			●			

	LEGEND ● Not applicable ✓ OK ✗ Not OK	●	✓	✗	●	✓	✗	Comments
D	**Sediment Control (general)**							
1	Straw bales are not proposed (these are not to be approved).	●			●			
2	Sediment fences are located generally along the contour and have regular 'upslope' returns?	●			●			
3	Sediment fences are not used in concentrated flow paths?	●			●			
4	Sediment fence details show typical support post spacing at no greater than 2m centres? (note that the detail may indicate 3m spacing only if wire mesh backing is used)	●			●			
5	Stabilised Construction entry/exit point located & appropriate drawing detail provided?	●			●			
6	Operation & maintenance notes for sediment controls are shown on ESC Plan(s)? (Refer to s.5.1.20 of the BCC ESC Standard)	●			●			
E	**Sediment Basins**							
1	Correct basin type (ie. C, F or D) for identified soil characteristics?	●			●			
2	Chemical flocculation details defined for Type F/D Basins?	●			●			
3	All design calculations provided, including basin catchment plan, emergency spillway and outlet chute design, batter slopes, L:W ratio etc as per current sediment basin guidelines?	●			●			
4	Basin(s) sized for total upstream catchment if not diverted around site or disturbed areas?	●			●			
5	Basin(s) located above Q5 flood line and not in natural areas or parkland unless approved by BCC Ecologist &/or Landscape Architect?	●			●			
6	Basin footprint area shown to scale on ESC Plan? (including all batters and suitable maintenance access). There must be adequate space to construct and access all sediment basin(s) for routine maintenance.	●			●			
7	X-section(s) & detail(s) of basin(s) clearly show all dimensions necessary for construction. Must include settling & sediment storage zone levels, base & top lengths/widths, freeboards, spillway size, crest elevation and flow depth, sediment Depth Marker post, spillway & outlet chute stabilisation, batter slopes?	●			●			
8	Spillway outlet does not have sediment fencing or other barrier blocking flowpath?	●			●			
F	**Contruction Sequencing**							
1	ESC Staging Plans show appropriate control measures for each key phase of construction? (eg. bulk earthworks, roadworks & drainage, and the on maintenance period).	●			●			
2	ESC installation and removal sequences match the key construction phases?	●			●			
3	ESC Plans require that initial soil disturbance is strictly limited to construction of major sediment controls such as sediment basins, drainage diversions and perimeter sediment controls?	●			●			

	LEGEND ● Not applicable ✓ OK ✗ Not OK	●	✓	✗	●	✓	✗	Comments
G	**Waterway Disturbance/Instream Works**							
1	Will site works disturb the bed and/or banks of a waterway (includes creeks, dry gullies, open drains, stormwater outlets)?	●			●			
2	ESC Plans include appropriate temporary upstream flow diversion and instream sediment controls where instream works are involved?	●			●			
3	Are appropriate temporary erosion controls (eg. erosion control fabric, rock mulching) specified on the ESC Plan(s) for waterway areas?	●			●			
4	Have appropriate permanent erosion controls been specified on the ESC Plan(s) and/or roadworks & drainage Plan(s)? (must also consider long-term stability caused by outlet velocities, jetting angle, outlet orientation).	●			●			
H	**Drawing Notes**							
1	Adequate monitoring & maintenance program for sediment basins provided?	●			●			
	Adequate Monitoring and maintenance program for all other erosion and sediment controls provided?	●			●			
3	Revegetation program detailing site prep, seed & fertiliser specifications, watering and maintenance requirements are provided?	●			●			
4	Where relevant a water quality monitoring program, including sampling, testing and WQ release criteria is defined?	●			●			

Key Issues/Comments

Development Assessment (CP&S)

1.3.3 Erosion and Sediment Control Assessment - Engineering Checklist (Page 1 of 2)

File Number A_____________	**DATE:**
PROJECT ADDRESS:	**DUE DATE:**
ASSESSING OFFICERS NAME:	**OFFICER CODE:**

CRITICAL CRITERIA	APPLICABLE (Tick)		COMMENTS	REFER to TST or PE Y/N
	Y	N		
Site Issues				
Review the proposed development				
Check Impact to adjacent properties				
Check development footprint area				
Identify critical onsite and offsite environmental values				
Waterways			If yes refer ecologist	y
Wetlands			If yes refer ecologist	y
Protected vegetation			If yes refer ecologist	y
Consider the potential risk of ESC and sediment-related impacts of the development proposal				
Steep Topography, soil types				
Review the Applicant's completed Erosion Hazard Assessment (EHA) form. The EHA form must be completed and certified				
Has Assessment Report (AR) identified all the relevant local downstream environmental values, onsite erosion hazards				
identify whether the standard 'low risk' or 'high risk' ESC (from the EHA)				

The following considerations must be addressed as part of the AR and/or Conceptual ESC Program				
Does Site layout and conceptual ESC Program allows 'clean' water to be adequately diverted around construction activities and 'dirty' water to be diverted to appropriate sediment traps				
Is there Location and operation of major construction site sediment traps takes account of expected changes in site topography and overland flow paths				
Sufficient useable land has been identified and made available for the location and operation of major ESC measures (eg. Sediment basins, diversion channels)				
Referrals:				

ACTION *: Referral Required to MP or Purchaser Y □ / N □*	***Referral Date:***
To Referring Officer's - Name:	***Officer Code:***

Development Assessment (CP&S)

1.3.3 Erosion and Sediment Control Assessment - Engineering Checklist (Page 1 of 2)

File Number A_ _ _ _ _ _ _ _ _	**DATE:**
PROJECT ADDRESS:	**DUE DATE:**
ASSESSING OFFICERS NAME:	**OFFICER CODE:**

CRITICAL CRITERIA	**APPLICABLE (Tick)**		**COMMENTS**	**REFER to TST or PE Y/N**
	Y	**N**		
Site Issues				
Review the proposed development				
Check Impact to adjacent properties				
Check development footprint area				
Identify critical onsite and offsite environmental values				
Waterways			If yes refer ecologist	y
Wetlands			If yes refer ecologist	y
Protected vegetation			If yes refer ecologist	y
Consider the potential risk of ESC and sediment-related impacts of the development proposal				
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Referrals:				

ACTION *: Referral Required to MP or Purchaser Y □ / N □*	***Referral Date:***
To Referring Officer's - Name:	***Officer Code:***

Development Assessment (CP&S)

1.3.3 Erosion and Sediment Control Assessment - Engineering Checklist (Page 1 of 2)

File Number A__ __ __ __ __ __ __ __	DATE:
PROJECT ADDRESS:	DUE DATE:
ASSESSING OFFICERS NAME:	OFFICER CODE:

CRITICAL CRITERIA	APPLICABLE (Tick) Y	N	COMMENTS	REFER to TST or PE Y/N
Site Issues				
Review the proposed development				
Check Impact to adjacent properties				
Check development footprint area				
Identify critical onsite and offsite environmental values				
Waterways			If yes refer ecologist	y
Wetlands			If yes refer ecologist	y
Protected vegetation			If yes refer ecologist	y
Consider the potential risk of ESC and sediment-related impacts of the development proposal				
Steep Topography, soil types				
Review the Applicant's completed Erosion Hazard Assessment (EHA) form. The EHA form must be completed and certified				
Has Assessment Report (AR) identified all the relevant local downstream environmental values, onsite erosion hazards				
identify whether the standard 'low risk' or 'high risk' ESC (from the EHA)				

The following considerations must be addressed as part of the AR and/or Conceptual ESC Program				
Does Site layout and conceptual ESC Program allows 'clean' water to be adequately diverted around construction activities and 'dirty' water to be diverted to appropriate sediment traps				
Is there Location and operation of major construction site sediment traps takes account of expected changes in site topography and overland flow paths				
Sufficient useable land has been identified and made available for the location and operation of major ESC measures (eg. Sediment basins, diversion channels)				
Referrals:				

ACTION *: Referral Required to MP or Purchaser Y □ / N □*	***Referral Date:***
To Referring Officer's - Name:	***Officer Code:***

Site Inspection- ESC

(To be read in conjunction with Site Compliance SOP for Erosion and Sediment Control)

SITE ADDRESS ....

ESC Op. Works /Compliance Assess File No. ....

INSPECTION OFFICER .... **DATE** ....

SIGNATURE ....

Weather Conditions- Fine ☐ Raining ☐ Rain forecast ☐ Rain previous 48hrs ☐

Legend: ✓ OK ✗ Not OK N/A Not applicable

Item	Consideration	Assessment	
1	Public roadways clear of sediment.		
2	Construction entry/exit constructed to standard & adequately maintained		
3	Copy of approved ESC Program or ESC Plan available on-site.		
4	Site management are familiar with Site ESC requirements.		
5	Perimeter ESC measures (eg. Sediment fence) are installed correctly, and are being adequately maintained.		
6	Sediment basin has been constructed and maintained in accordance with Council guidelines & ESC Program (size, adequate freeboard, water quality test results, dewatering etc).		
7	Sediment basin emergency spillway is constructed appropriately.		
8	Drainage measures are in place, directing run-off to sediment basin (if applicable) and have sufficient capacity for given catchment.		
9	Up-slope "clean" water is appropriately diverted around/through the site.		
10	Sediment fences are free of damage and sited in appropriate locations.		
11	All sediment traps are free of excessive sediment deposition.		
12	Earth batters protected from run-on water flows and free of "rill" erosion.		
13	Site dust is being adequately controlled.		
14	Stockpiles are protected from wind, rain and stormwater flow with appropriate drainage and erosion controls.		
15	Sediment controls placed up-slope/around stormwater inlets are appropriate for the type of inlet structure.		
16	All ESC measures are in proper working order.		
17	All reasonable and practicable measures are being taken to control sediment runoff from the site.		
18	The site is adequately prepared for expected weather conditions.		
19	Will a re-inspection be required? (circle appropriate response)	Y	N

COMMENTS

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Site Inspection- ESC

(To be read in conjunction with Site Compliance SOP for Erosion and Sediment Control)

SITE ADDRESS ....

ESC Op. Works /Compliance Assess File No. ....

INSPECTION OFFICER .... **DATE** ....

SIGNATURE ....

Weather Conditions- Fine ☐ **Raining** ☐ **Rain forecast** ☐ **Rain previous 48hrs** ☐

Legend: ✓ OK × Not OK N/A Not applicable

Item	Consideration	Assessment	
1	Public roadways clear of sediment.		
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18	The site is adequately prepared for expected weather conditions.		
19	Will a re-inspection be required? (circle appropriate response)	Y	N

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COMMENTS

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Site Inspection- ESC

(To be read in conjunction with Site Compliance SOP for Erosion and Sediment Control)

SITE ADDRESS ....

ESC Op. Works /Compliance Assess File No. ....

INSPECTION OFFICER .... **DATE** ....

SIGNATURE ....

Weather Conditions- Fine ☐ Raining ☐ Rain forecast ☐ Rain previous 48hrs ☐

Legend: ✓ OK ✗ Not OK N/A Not applicable

Item	Consideration	Assessment	
1	Public roadways clear of sediment.		
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16	All ESC measures are in proper working order.		
17	All reasonable and practicable measures are being taken to control sediment runoff from the site.		
18	The site is adequately prepared for expected weather conditions.		
19	Will a re-inspection be required? (circle appropriate response)	Y	N

COMMENTS

City Planning & Sustainability Division
Development Assessment Branch
Plan Scrutiny Prompt Sheet (Page 1 of 3 Pages)

FUNCTIONAL TRAFFIC LAYOUT

DRS FILE REFERENCE No's: DRS/PRO/P__ __ -- __ __ __ __ __. DRS/USE/O__ __ -- __ __ __ __ __ __. DRS/USE/H__ __ -- __ __ __ __ __ __.	**PROJECT ADDRESS:** **DRAWING NUMBERED:**
ENGINEERING ASSESSING OFFICER NAME:	**DATE:** **OFFICER CODE:**

FUNCTIONAL TRAFFIC LAYOUT

Reference: Part E, Section 2.3, Subdivision & Development Guidelines

DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
PRELIMINARY REQUIREMENTS			
File provided with plans & Op. Works Application.			
Invoice showing correct assessing fees paid.			
All relevant drawings furnished & "Acceptance Sheet" provided by the consultant.			
Plans assessed against all town planning conditional requirements & approved plans: • Reconfiguring a Lot conditions, • Material Change of Use conditions, • combined conditions of the above.			
Copies of Engineering Drawings provided: • Major Subdiv. - 2 sets of A1, 3 sets of A3 • Smaller Developments – 5 sets A3.			
Plans signed and checked by RPEQ together with RPEQ number and date shown in title block			
The leading drawing of the set of plans should contain the following information: • Title Block • Client's Name • Consultant's Name • Site address (as per application) • Estate Name / Development's name • Council File Reference Number ▪ Operational works & ▪ High Level • North Point • Scales • AHD			
Quality for Reproduction			
Locality Plan Shown.			
Drawings index, including plans for other stages if applicable.			

FUNCTIONAL TRAFFIC LAYOUT

Reference: Part E, Section 2.3, Subdivision & Development Guidelines

DESCRIPTION	COMPLETE Yes	COMPLETE No	COMMENTS
Full Legend.			
Plan amendment number.			
Dimensioning: • Units in metric ▪ all roadworks plans in metres ▪ smaller detail plans in mm. • Chainages expressed to three decimal places eg 0.001 m			
FUNCTIONAL LAYOUT PLAN			
Copies of Drawings provided: • 1 set of the approved subdivision layout plans			
Scales: • 1:250 for intersections • 1:500 for more extensive roadworks			
North point shown on all plans			
Entire plan of intersection required showing all existing legs if proposed works are at or near an intersection.			
Background info: • Design philosophy or concept description • Design speed for each road type • Reasons for access arrangements			
Plan drawn to scale showing all relevant existing details including: • Land use of adj. site & sites opp. the dev. • Existing intersections & vehicular entrances in the vicinity • Existing road layout • Existing services which have an impact on the road layout • Existing pavement markings and Traffic Signs • Existing trees.			
Proposed roadworks / channelisation layout, drawn to scale including: • Critical dimensions • Proposed pavement markings, including lane markings with lane widths • Relationship of work with other stages • Limit of BCC responsibility where other authorities are involved. Eg. DMR • All allotment & property boundaries.			
Information for both sides of the street.			

FUNCTIONAL TRAFFIC LAYOUT			
Reference: Part E, Section 2.3, Subdivision & Development Guidelines			
DESCRIPTION	**COMPLETE**		**COMMENTS**
	Yes	**No**	
TRAFFIC SIGNS & PAVEMENT MARKINGS			
No of copies of accompanying the application are: 2 sets of hard copy paper plans including: • 1 set of the approved layout plans (approved traffic functional layout drawings and approved plans of vertical and horizontal alignment) • 1 set of the approved street naming & numbering plans			
Scales: • 1:250 & 1:500 scale plans drawn using BCC std. templates such as title blocks & symbols			
The plans must incorporate the Consultants Logo (the applicant can elect to use BCC or an external engineering Consultant) & Councils designated traffic are identification number.			
Designs conform with AS 1742 the Manual of Uniform Control Devices & relevant BCC drawing			
Real Property boundaries & kerb lines.			
Driveways.			
Pavement markings shown: • Existing markings that will be retained & • Proposed markings fully dimensioned • Thin dashed line used for existing markings that will be removed			
Existing & proposed signs eg: • Parking signs shown • Street name signs shown etc. • Traffic signs • shown using the standard sign code eg ERECT R2-14(L) & not shown as pictorial signs (using BCC references).			
Existing and new power poles (including pole numbers) & service pits to be shown.			
Traffic signal layouts.			
NOTES TO PLAN • Redundant lines to be ground off, • Signs & markings to comply with Qld MUTCD.			
Then final submission must comprise: • One (1) A1 hard copy on film			

ACTION *: Referral Required to MP or Purchaser Y □ / N □*		*Referral Due Date:*	
To Referring Officer's - Name:		*Officer Code:*	
Assessing Officers Signature:		*Checking Officers Signature:*	
Officer Code:		*Officer Code:*	

FUNCTIONAL TRAFFIC LAYOUT			
Reference: Part E, Section 2.3, Subdivision & Development Guidelines			
DESCRIPTION	**COMPLETE**		**COMMENTS**
	Yes	**No**	
Date:		*Date:*	

FUNCTIONAL TRAFFIC LAYOUT

DRS FILE REFERENCE No's: DRS/PRO/P__ __ -- __ __ __ __ __. DRS/USE/O__ __ -- __ __ __ __ __ __. DRS/USE/H__ __ -- __ __ __ __ __ __.	**PROJECT ADDRESS:** **DRAWING NUMBERED:**
ENGINEERING ASSESSING OFFICER	**DATE:**
NAME:	**OFFICER CODE:**

FUNCTIONAL TRAFFIC LAYOUT

Reference: Part E, Section 2.3, Subdivision & Development Guidelines

DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
PRELIMINARY REQUIREMENTS			
File provided with plans & Op. Works Application.			
Invoice showing correct assessing fees paid.			
All relevant drawings furnished & "Acceptance Sheet" provided by the consultant.			
Plans assessed against all town planning conditional requirements & approved plans: • Reconfiguring a Lot conditions; • Material Change of Use conditions; • combined conditions of the above.			
Copies of Engineering Drawings provided: • Major Subdiv. - 2 sets of A1, 3 sets of A3 • Smaller Developments – 5 sets A3			
Plans signed and checked by RPEQ together with RPEQ number and date shown in title block			
The leading drawing of the set of plans should contain the following information: • Title Block • Client's Name • Consultant's Name • Site address (as per application) • Estate Name / Development's name • Council File Reference Number ▪ Operational works & ▪ High Level • North Point • Scales • AHD			
Quality for Reproduction			
Locality Plan Shown.			
Drawings index, including plans for other stages if applicable.			

FUNCTIONAL TRAFFIC LAYOUT			
Reference: Part E, Section 2.3, Subdivision & Development Guidelines			
DESCRIPTION	**COMPLETE**		**COMMENTS**
	Yes	**No**	
Full Legend.			
Plan amendment number.			
Dimensioning: • Units in metric ▪ all roadworks plans in metres ▪ smaller detail plans in mm. • Chainages expressed to three decimal places eg 0.001 m			
FUNCTIONAL LAYOUT PLAN			
Copies of Drawings provided: • 1 set of the approved subdivision layout plans			
Scales: • 1:250 for intersections • 1:500 for more extensive roadworks			
North point shown on all plans			
Entire plan of intersection required showing all existing legs if proposed works are at or near an intersection.			
Background info: • Design philosophy or concept description • Design speed for each road type • Reasons for access arrangements			
Plan drawn to scale showing all relevant existing details including: • Land use of adj. site & sites opp. the dev. • Existing intersections & vehicular entrances in the vicinity • Existing road layout • Existing services which have an impact on the road layout • Existing pavement markings and Traffic Signs • Existing trees.			
Proposed roadworks / channelisation layout, drawn to scale including: • Critical dimensions • Proposed pavement markings, including lane markings with lane widths • Relationship of work with other stages • Limit of BCC responsibility where other authorities are involved. Eg. DMR • All allotment & property boundaries.			
Information for both sides of the street.			

FUNCTIONAL TRAFFIC LAYOUT			
Reference: Part E, Section 2.3, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
TRAFFIC SIGNS & PAVEMENT MARKINGS			
No of copies of accompanying the application are: 2 sets of hard copy paper plans including: • 1 set of the approved layout plans (approved traffic functional layout drawings and approved plans of vertical and horizontal alignment) • 1 set of the approved street naming & numbering plans			
Scales: • 1:250 & 1:500 scale plans drawn using BCC std. templates such as title blocks & symbols			
The plans must incorporate the Consultants Logo (the applicant can elect to use BCC or an external engineering Consultant) & Councils designated traffic are identification number.			
Designs conform with AS 1742 the Manual of Uniform Control Devices & relevant BCC drawing			
Real Property boundaries & kerb lines.			
Driveways.			
Pavement markings shown: • Existing markings that will be retained & • Proposed markings fully dimensioned • Thin dashed line used for existing markings that will be removed			
Existing & proposed signs eg: • Parking signs shown • Street name signs shown etc • Traffic signs ▪ shown using the standard sign code eg ERECT R2-14(L) & not shown as pictorial signs (using BCC references)			
Existing and new power poles (including pole numbers) & service pits to be shown.			
Traffic signal layouts.			
NOTES TO PLAN • Redundant lines to be ground off, • Signs & markings to comply with Qld MUTCD.			
Then final submission must comprise: • One (1) A1 hard copy on film			

ACTION *: Referral Required to MP or Purchaser Y ☐ / N ☐*		*Referral Due Date:*	
To Referring Officer's - Name:		*Officer Code:*	
Assessing Officers Signature:		*Checking Officers Signature:*	
Officer Code:		*Officer Code:*	

FUNCTIONAL TRAFFIC LAYOUT			
Reference: Part E, Section 2.3, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		**COMMENTS**
	Yes	No	

Date:		*Date:*	

City Planning & Sustainability Division
Development Assessment Branch
Plan Scrutiny Prompt Sheet (Page 1 of 3 Pages)

FUNCTIONAL TRAFFIC LAYOUT

DRS FILE REFERENCE No's: DRS/PRO/P__ __-- __ __ __ __ __. DRS/USE/O__ __-- __ __ __ __ __ __. DRS/USE/H__ __-- __ __ __ __ __ __.	**PROJECT ADDRESS:** **DRAWING NUMBERED:**
ENGINEERING ASSESSING OFFICER NAME:	**DATE:** **OFFICER CODE:**

FUNCTIONAL TRAFFIC LAYOUT			
Reference: Part E, Section 2.3, Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE Yes	COMPLETE No	COMMENTS
PRELIMINARY REQUIREMENTS			
File provided with plans & Op. Works Application.			
Invoice showing correct assessing fees paid.			
All relevant drawings furnished & "Acceptance Sheet" provided by the consultant.			
Plans assessed against all town planning conditional requirements & approved plans: • Reconfiguring a Lot conditions • Material Change of Use conditions • combined conditions of the above			
Copies of Engineering Drawings provided: • Major Subdiv. - 2 sets of A1, 3 sets of A3 • Smaller Developments - 5 sets A3			
Plans signed and checked by RPEQ together with RPEQ number and date shown in title block			
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Quality for Reproduction			
Locality Plan Shown.			
Drawings index, including plans for other stages if applicable.			

FUNCTIONAL TRAFFIC LAYOUT			
Reference: Part E, Section 2.3, Subdivision & Development Guidelines			
DESCRIPTION	**COMPLETE**		**COMMENTS**
	Yes	**No**	
Full Legend.			
Plan amendment number.			
Dimensioning: • Units in metric ▪ all roadworks plans in metres ▪ smaller detail plans in mm. • Chainages expressed to three decimal places eg 0.001 m			
FUNCTIONAL LAYOUT PLAN			
Copies of Drawings provided: • 1 set of the approved subdivision layout plans			
Scales: • 1:250 for intersections • 1:500 for more extensive roadworks			
North point shown on all plans			
Entire plan of intersection required showing all existing legs if proposed works are at or near an intersection.			
Background info: • Design philosophy or concept description • Design speed for each road type • Reasons for access arrangements			
Plan drawn to scale showing all relevant existing details including: • Land use of adj. site & sites opp. the dev. • Existing intersections & vehicular entrances in the vicinity • Existing road layout • Existing services which have an impact on the road layout • Existing pavement markings and Traffic Signs • Existing trees.			
Proposed roadworks / channelisation layout, drawn to scale including: • Critical dimensions • Proposed pavement markings, including lane markings with lane widths • Relationship of work with other stages • Limit of BCC responsibility where other authorities are involved. Eg. DMR • All allotment & property boundaries.			
Information for both sides of the street.			

FUNCTIONAL TRAFFIC LAYOUT			
Reference: Part E, Section 2.3, Subdivision & Development Guidelines			
DESCRIPTION	**COMPLETE** Yes	No	**COMMENTS**
TRAFFIC SIGNS & PAVEMENT MARKINGS			
No of copies of accompanying the application are: 2 sets of hard copy paper plans including: • 1 set of the approved layout plans (approved traffic functional layout drawings and approved plans of vertical and horizontal alignment) • 1 set of the approved street naming & numbering plans			
Scales: • 1:250 & 1:500 scale plans drawn using BCC std. templates such as title blocks & symbols			
The plans must incorporate the Consultants Logo (the applicant can elect to use BCC or an external engineering Consultant) & Councils designated traffic are identification number.			
Designs conform with AS 1742 the Manual of Uniform Control Devices & relevant BCC drawing			
Real Property boundaries & kerb lines.			
Driveways.			
Pavement markings shown: • Existing markings that will be retained & • Proposed markings fully dimensioned • Thin dashed line used for existing markings that will be removed			
Existing & proposed signs eg: • Parking signs shown • Street name signs shown etc. • Traffic signs ▪ shown using the standard sign code eg ERECT R2-14(L) & not shown as pictorial signs (using BCC references).			
Existing and new power poles (including pole numbers) & service pits to be shown.			
Traffic signal layouts.			
NOTES TO PLAN • Redundant lines to be ground off, • Signs & markings to comply with Qld MUTCD.			
Then final submission must comprise: • One (1) A1 hard copy on film			

ACTION *: Referral Required to MP or Purchaser Y □ / N □*	*Referral Due Date:*
To Referring Officer's - Name:	*Officer Code:*

Assessing Officers Signature:		*Checking Officers Signature:*	
Officer Code:		*Officer Code:*	

FUNCTIONAL TRAFFIC LAYOUT			
Reference: Part E, Section 2.3, Subdivision & Development Guidelines			
DESCRIPTION	**COMPLETE**		**COMMENTS**
	Yes	**No**	
Date:		*Date:*	

Community and Planning Sustainability Division
Plan Scrutiny Prompt Sheet

ROADWORKS

APPROVED HIGH LEVEL No: A00__ __ __ __ __ __ __ __.	**PROJECT ADDRESS:** **DRAWING NUMBER:**
ENGINEERING ASSESSING OFFICER NAME:	**DATE:** **OFFICER Payroll No:**

PLAN SCRUTINY - ROADWORKS

Reference: Part B, Chapter 1 - Subdivision & Development Guidelines

DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
PRELIMINARY REQUIREMENTS			
File provided with plans & Op. Works Application.			
Invoice showing correct assessing fees paid.			
All relevant drawings furnished & "Acceptance Sheet" provided by the consultant.			
Plans assessed against all town-planning conditions.			
Copies of Engineering Drawings provided: • Major Subdiv. - 2 sets of A1, 3 sets of A3, • Smaller Developments – 5 sets A3			
PRESENTATION			
The leading drawing of the set of plans should contain the following information: • Title Block • Client's Name • Consultant's Name • Site address (as per Application) • Estate Name / Developments Name • Council File Reference Number - Operational works & - High Level • North Point • Scales • Datum Level (PSM) to AHD • Quality for Reproduction (beware of dark shading – hidden details does not copy well).			
Plans signed & checked by RPEQ together with RPEQ number & date in title block			
Locality Plan Shown.			
Drawings index, including plans for other stages if applicable.			
Full plans legend provided.			
Plan amendment number / details shown.			

PLAN SCRUTINY - ROADWORKS			
Reference: Part B, Chapter 1 - Subdivision & Development Guidelines			
DESCRIPTION	**COMPLETE**		**COMMENTS**
	Yes	**No**	
Notes provided accordingly.			
Dimensioning: • Units in metric ▪ all roadworks plans in metres ▪ smaller detail plans in mm. • Levels must be to AHD ▪ reduced levels of benchmarks & ref. pegs to be to three decimal places eg 0.001 m ▪ reduced levels of roadworks & sw dge to be to three decimal places eg 0.001 m. • Position coordinates Must be tied to RP Azimuth relative to Cadastre using Aust. Map Grid Coord system • Chainages expressed to three decimal places eg 0.001 m • Cross Sections Intervals ▪ Road cross sections at 20.0m intervals ▪ further subdivision of 10.0m to 5.0m intervals where necessary at horizontal & vertical curves • Grades Road grades must be shown to three significant figures eg 2.300%.			
ROADWORKS LAYOUT PLAN Roadworks layout plans are generally required to show the following information			
Existing site characteristics: • Surface Levels, • Accesses, • Services, • Larger Trees, • Guard Rails, • Retaining Walls, • Combined Services.			
Road reserve boundaries and road identification.			
Allotment boundaries with proposed lot number.			
Location of existing & proposed services.			
Existing and proposed contours.			
Existing & Proposed easements.			
Stage boundaries.			
Design has conformed to previously approved functional traffic layout.			
Pavement widths: (nominal face of kerb or invert in new green streets) • Access ways & residential streets greater than or equal to 5.5m, • Collector roads greater than or equal to 7.5m, • Sub-arterial roads greater than or equal to ll.0m, • Arterials as per the Queensland Department of Transport requirements.			
Guard rails and delineators shown.			

PLAN SCRUTINY - ROADWORKS			
Reference: Part B, Chapter 1 - Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		**COMMENTS**
	Yes	No	
Pavement tapers to existing roads are a minimum of 1:10.			
Hazard signs location shown.			
Subsoil drains shown on both sides of all roads.			
Subsoil drainage of island treatments shown.			
Road layouts satisfactory for future stages.			
Temporary refuse vehicle turning areas provided.			
Future road extensions shown.			
Typical pavements design shown.			
Kerb profile: • Access ways & Residential Streets – Type D • Collector roads, rural – Type D, • Sub-arterial/Arterial – Type E, • Industrial – Type E, • Parks – Type E.			

Intersection Layout:
• Crossfalls
  • minimum 2 %,
  • maximum 5 %,
• Drainage provided to sags,
• Footpath & kerb ramp location satisfactory,
• One-way crossfalls kerb drain,
• Minimum radii provided,
  • residential R10
  • industrial R15.			

Cul-de-sac Treatments: • Footpath widths 4.25m (3.75m where app'd), • all areas drain, • Layout satisfactory for current refuse collection vehicle turning radius (12.5m), • Layout satisfactory for refuse bin collection, • Locations of refuse bin pads shown where req'd (left side collection only)			
Speed Restriction Devices: • Complies with Council's preferred treatments, • Geometry satisfactory, • Footpath widths 4.25 (3.75m where app'd), • Driveway locations acceptable, • Driveway splays minimum 5.0m, • Landscaping shown, • Planting types to be as per Guidelines, • Caters for surface drainage, • Surface treatment of roads / islands shown, • Street lighting locations shown, • Lane widths satisfactory, • 300mm backing strip for all kerb, • 150mm concrete mowing edging shown around all landscaping & fences etc.			
Intersection Channelisation: (traffic islands / roundabouts)			

PLAN SCRUTINY - ROADWORKS			
Reference: Part B, Chapter 1 - Subdivision & Development Guidelines			
DESCRIPTION	**COMPLETE**		**COMMENTS**
	Yes	**No**	
• Complies with Council's preferred treatments, • Drainage satisfactory, • Root barrier provided to any trees, • Subsoil drainage provided to centre island, • Effected property owners advised, • 300mm backing strips provided, • Surface treatment specified, • Landscaping/surface treatment/water service provided is satisfactory, • Street lighting provided.			
Roundabouts: • Crossfall - maximum 3%, • Radius minimum 12.0m, • Drainage satisfactory, • Backing strip (900mm) wide, • Kerb detail correct, • Landscaping – plant types approved by BCC, • Street lighting OK, • Water service supplied & metered, • Access to lots OK.			

Pavement Treatments:
• Pavers,
  • pattern complies with Guidelines
  • sub-grade treatment CTB or concrete
• Stencilled Concrete,
  • pattern complies with Guidelines
  • colour complies with Guidelines
  • sub-grade treatment shown
  • concrete pavement depth satisfactory
  • extra conduits provided.
• Street Print
  • Colour & pattern complies with Guidelines,
  • 32mm thick AC specified for indentation.			

Road longitudinal grades: • Minimum 0.4% (1 in 250), • Maximum 16 0% (1 in 6¼).			
Vertical Geometry: • Access-ways / residential streets / collector roads conforms to Queensland Streets, • Sub-arterial/arterial complies with AUSTROADS. • Sag radii maximum 1300m.			

Verge Widths:
(Minimum widths as measured from property alignment to invert of kerb & channel):
• Local Access & Neighbourhood Access Roads
  • Residential. 4.0 – 4.25m (average) and
  • Rural 5.0m (min.)
• District/Suburban & higher roads (without a bike lane)
  • 4.25m (min)
  • 5.95m (preferred)
• District/Suburban & higher roads (with a bike lane)
  • Width to be determined by Urban Amenity
• Industrial Access roads
  4.25m.			

Verge Profile			

PLAN SCRUTINY - ROADWORKS			
Reference: Part B, Chapter 1 - Subdivision & Development Guidelines			
DESCRIPTION	**COMPLETE** Yes	**COMPLETE** No	**COMMENTS**
To be 1 in 50 - full width.			
Rural verge profile: (where practical constraints limit std. profile) A section of verge min. 2.5m wide at ultimate level with max crossfall at 1 in 40.			
Verge Longitudinal grades: Max 1 in 6¼ (ie. matches road long section).			
Concrete footpaths: • To comply with Council Standards (UMS 231) • To comply with approved conditions, • Collector roads - 1.2m width both sides, • Industrial roads - 1.2m width both sides, • Commercial development - 1.2m both sides, • Shop / shopping centre - full width or as approved by Urban Amenity.			
Kerb ramps provided (UMS 213).			
Access Pathways: • Refer to approved conditions & layout plan, • Pedestrian traffic network satisfactory, • 1.8m wide concrete pathway shown, • Vehicular access prevented, • Kerb ramps provided at either end, • Cross section suitable for overland flows, • reserve contains overland flow width • Minimum width reserve 3.0m.			

Bikeways:
• Location acceptable to Council,
  • 2.5m wide- recreational
  • 3.0m wide (min.) – commuter
• Pavement details specified (Type A minimum) - complies with BCC standard drawings,
• Entrance and exit treatment at roads satisfactory (Speed reduction/safety rails),
• Longitudinal grades comply with AUSTROADS (minimum 0.5%, maximum 10%)
• Drainage shown (min. 1m clearance to path),
• Bike safe grates where req'd,
• Clearance to obstacles (minimum 300mm, desirable 500mm) as per AUSTROADS,
• Treatment at creek crossings shown,
  • hydraulics approved
  • structural certificate provided
  • deck levels at correct flood immunity
  • details of flood depth indicators shown
  • bikeway bridges min 3.0mw wide
  • safety berm to waterways & slopes shown.			

Rear Allotment Access Easements: • Requirements as per table B6.1 of S&DG, • Standard footpath cross-section complies, • Width of concrete d'way min. 2.5m full width, • Service corridor min. 0.5m width, • Width of access easement min. 3 5m, • If trafficked by a refuse vehicle – min. 5.5m wide type AC pavement, • Kerb required as necessary, • Passing bays adequate for greater than 1 lot.			

PLAN SCRUTINY - ROADWORKS			
Reference: Part B, Chapter 1 - Subdivision & Development Guidelines			
DESCRIPTION	**COMPLETE** Yes	No	**COMMENTS**
Retaining walls: • Located wholly within private property, • Timber construction not permitted to face road reserve or parkland, Certified design req'd where >1.0m high.			
ACOUSTIC FENCING			
• Acoustic fence located in private property, • Detail drawings to be provided, • Refer to Performance Criteria & Acceptable Solutions as prescribed in the Landscape Code of the Brisbane City Plan, • Fences to comply with noise reduction criteria, • Fences to be structurally certified, • Fences over 2m require BA, • Landscape treatment detailed in front of fence • Acoustic fence treated with anti-graffiti treatment, • Concrete garden edge 150mm x 100mm minimum shown.			
ENTRANCE FEATURES			
Entrance Feature / statement walls: • Located wholly on Private Property, • Finishes to be maintainable by Council, • Must not block pedestrian access or sight distance, • Requires structural certification, • Other features regarded as estate marketing etc. are not permitted, • If in doubt, refer to the Senior Engineer.			
Waterfalls, Flagpoles, Estate Signs in Road Reserve: • These features are normally not permitted. Refer to the Senior Engineer for direction.			
Street Trees/Garden Beds shown: • No irrigation system to be provided within road reserve (future maintenance for Council), • Trees/shrubs are to be approved variety, • Treatment of non-approved variety, • Satisfactory to Council.			

PLAN SCRUTINY - ROADWORKS			
Reference: Part B, Chapter 1 - Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
LANDSCAPING WITHIN THE ROAD RESERVE Landscaping details within Road Reserve to show the following minimum details:			
Landscaping within the road reserve includes: • buffer zones fronting acoustic fences, • roundabouts, • speed control devices, • traffic islands. Any other landscaping associated with: • acoustic fencing, • entrance features, • street furniture.			
All features relating to the landscaping such as • concrete footpaths, • bikeways, • mowing strips, • retaining walls, • fences, • embankment treatment in split roadways, • safety rails.			
Road layout with property bdys. & lot №.shown.			
Road names.			
Clearance to traffic and bikeways & footpaths.			
Location of trees, shrubs etc with names & spacings.			
A schedule of plant species with botanical & common names.			
Any existing trees on the site that is to be retained.			
Exact location of water meters & taps if required.			
Position of temporary irrigation system (for the duration of the maintenance period only).			
Typical detail of the planting hole, which should includes: • mulch type & depth, • location of weed mat, • depth & type of soil mix, • root barrier, • detail of drainage layers etc.			
The area (m²) of landscaping must be shown on the asset register.			
TRAFFIC SIGNS & PAVEMENT MARKINGS			
The No of copies of Engineering Drawings accompanying the application are: 2 sets of hard copy paper plans including: • 1 set of the approved layout plans (approved traffic functional layout drawings) & • 1 set of the approved street naming & numbering plans.			

PLAN SCRUTINY - ROADWORKS			
Reference: Part B, Chapter 1 - Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		**COMMENTS**
	Yes	**No**	
Scales required: • 1:250 & 1:500 scale plans drawn using BCC std. templates such as title blocks & symbols			
The plans must incorporate the Consultants Logo (the applicant can elect to use BCC or an external engineering Consultant) & Councils designated traffic are identification number.			
Designs conform with AS 1742 the Manual of Uniform Control Devices & relevant BCC dwg.			
Real Property boundaries & kerb lines shown.			
Locality plan (for jobs proposing new roads).			
Driveways indicated on plans.			
Pavement markings: • Existing markings that will be retained & • Proposed markings fully dimensioned • Thin dashed line used for existing markings that will be removed.			
Existing & proposed signs shown eg: • Parking signs, • Street name signs etc, • Traffic signs, ▪ shown using the standard sign code eg ERECT R2-14(L) & not shown as pictorial signs			
Existing and new power poles & service pits to be shown.			
Traffic signals to be shown.			
The preferred future road layout where the proposed streets may be in the future loop roads or cul-de-sacs.			
Check turning slots & Traffic geometry are satisfactory.			
WASTEMANAGEMENT			
Waste Management requirements satisfactory: • Maximum distance for residents carting bins is 25-30m, • Reversing of trucks limited to l0m maximum or (1) truck length, • Maximum number of bins in front of property / footpath limited to 10, • Concrete pads 2m x 1m where to be provided per lot, • Turnaround provided at "No Through Roads" and staged developments for refuse vehicles, • Site Developments show access gradients of 1 in 20 for bulk bins up to $2.0m^3$ & 1 in 50 for bulk bins greater than $2.0m^3$, • Position of bulk bins & refuse vehicle-turning areas at bulk bin collection areas to be shown within the developments.			

ACTION *: Referral Required to MP or Purchaser Y □ / N □*	*Referral Due Date:*
To Referring Officer's - Name:	

Draft

<table>
<tr><th colspan="4">PLAN SCRUTINY - ROADWORKS</th></tr>
<tr><th colspan="4">Reference: Part B, Chapter 1 - Subdivision & Development Guidelines</th></tr>
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<tr><th>Yes</th><th>No</th></tr>
</table>

Assessing Officers Signature: Date:		*Checking Officers Signature: Date:*	

Community and Planning Sustainability Division
Plan Scrutiny Prompt Sheet (Page 1 of 10 Pages)

ROADWORKS

APPROVED HIGH LEVEL No: A00__ __ __ __ __ __ __ __.	**PROJECT ADDRESS:**
	DRAWING NUMBER:
ENGINEERING ASSESSING OFFICER NAME:	**DATE:**
	OFFICER Payroll No:

PLAN SCRUTINY - ROADWORKS			
Reference: Part B, Chapter 1 - Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		**COMMENTS**
	Yes	No	
PRELIMINARY REQUIREMENTS			
File provided with plans & Op. Works Application.			
Invoice showing correct assessing fees paid.			
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Plans assessed against all town-planning conditions.			
Copies of Engineering Drawings provided: • Major Subdiv. - 2 sets of A1, 3 sets of A3, • Smaller Developments – 5 sets A3			
PRESENTATION			
The leading drawing of the set of plans should contain the following information: • Title Block • Client's Name • Consultant's Name • Site address (as per Application) • Estate Name / Developments Name • Council File Reference Number - Operational works & - High Level • North Point • Scales • Datum Level (PSM) to AHD • Quality for Reproduction (beware of dark shading – hidden details does not copy well).			
Plans signed & checked by RPEQ together with RPEQ number & date in title block			
Locality Plan Shown.			
Drawings index, including plans for other stages if applicable.			
Full plans legend provided.			
Plan amendment number / details shown.			

PLAN SCRUTINY - ROADWORKS			
Reference: Part B, Chapter 1 - Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		**COMMENTS**
	Yes	No	
Notes provided accordingly.			
Dimensioning: • Units in metric ▪ all roadworks plans in metres ▪ smaller detail plans in mm. • Levels must be to AHD ▪ reduced levels of benchmarks & ref. pegs to be to three decimal places eg 0.001 m ▪ reduced levels of roadworks & sw dge to be to three decimal places eg 0.001 m. • Position coordinates Must be tied to RP Azimuth relative to Cadastre using Aust. Map Grid Coord system • Chainages expressed to three decimal places eg 0.001 m • Cross Sections Intervals ▪ Road cross sections at 20.0m intervals ▪ further subdivision of 10.0m to 5.0m intervals where necessary at horizontal & vertical curves • Grades Road grades must be shown to three significant figures eg 2.300%.			
ROADWORKS LAYOUT PLAN Roadworks layout plans are generally required to show the following information:			
Existing site characteristics: • Surface Levels, • Accesses, • Services, • Larger Trees, • Guard Rails, • Retaining Walls, • Combined Services.			
Road reserve boundaries and road identification.			
Allotment boundaries with proposed lot number.			
Location of existing & proposed services.			
Existing and proposed contours.			
Existing & Proposed easements.			
Stage boundaries.			
Design has conformed to previously approved functional traffic layout.			
Pavement widths: (nominal face of kerb or invert in new green streets) • Access ways & residential streets greater than or equal to 5.5m, • Collector roads greater than or equal to 7.5m, • Sub-arterial roads greater than or equal to Il.0m, • Arterials as per the Queensland Department of Transport requirements.			
Guard rails and delineators shown.			

PLAN SCRUTINY - ROADWORKS			
Reference: Part B, Chapter 1 - Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
Pavement tapers to existing roads are a minimum of 1:10.			
Hazard signs location shown.			
Subsoil drains shown on both sides of all roads.			
Subsoil drainage of island treatments shown.			
Road layouts satisfactory for future stages.			
Temporary refuse vehicle turning areas provided.			
Future road extensions shown.			
Typical pavements design shown.			
Kerb profile: • Access ways & Residential Streets – Type D • Collector roads, rural – Type D, • Sub-arterial/Arterial – Type E, • Industrial – Type E, • Parks – Type E.			
Intersection Layout: • Crossfalls • minimum 2 %, • maximum 5 %, • Drainage provided to sags, • Footpath & kerb ramp location satisfactory, • One-way crossfalls kerb drain, • Minimum radii provided, • residential R10 • industrial R15.			
Cul-de-sac Treatments: • Footpath widths 4.25m (3.75m where app'd), • all areas drain, • Layout satisfactory for current refuse collection vehicle turning radius (12.5m), • Layout satisfactory for refuse bin collection, • Locations of refuse bin pads shown where req'd (left side collection only).			
Speed Restriction Devices: • Complies with Council's preferred treatments, • Geometry satisfactory, • Footpath widths 4.25 (3.75m where app'd), • Driveway locations acceptable, • Driveway splays minimum 5.0m, • Landscaping shown, • Planting types to be as per Guidelines, • Caters for surface drainage, • Surface treatment of roads / islands shown, • Street lighting locations shown, • Lane widths satisfactory, • 300mm backing strip for all kerb, • 150mm concrete mowing edging shown around all landscaping & fences etc.			
Intersection Channelisation: (traffic islands / roundabouts)			

PLAN SCRUTINY - ROADWORKS			
Reference: Part B, Chapter 1 - Subdivision & Development Guidelines			
DESCRIPTION	**COMPLETE** Yes	**COMPLETE** No	**COMMENTS**
• Complies with Council's preferred treatments, • Drainage satisfactory, • Root barrier provided to any trees, • Subsoil drainage provided to centre island, • Effected property owners advised, • 300mm backing strips provided, • Surface treatment specified, • Landscaping/surface treatment/water service provided is satisfactory, • Street lighting provided.			
Roundabouts: • Crossfall - maximum 3%, • Radius minimum 12.0m, • Drainage satisfactory, • Backing strip (900mm) wide, • Kerb detail correct, • Landscaping – plant types approved by BCC, • Street lighting OK, • Water service supplied & metered, • Access to lots OK.			

Pavement Treatments:
• Pavers,
  • pattern complies with Guidelines
  • sub-grade treatment CTB or concrete
• Stencilled Concrete,
  • pattern complies with Guidelines
  • colour complies with Guidelines
  • sub-grade treatment shown
  • concrete pavement depth satisfactory
  • extra conduits provided
• Street Print
  • Colour & pattern complies with Guidelines,
  • 32mm thick AC specified for indentation.			

Road longitudinal grades: • Minimum 0.4% (1 in 250), • Maximum 16 0% (1 in 6¼).			
Vertical Geometry: • Access-ways / residential streets / collector roads conforms to Queensland Streets, • Sub-arterial/arterial complies with AUSTROADS, • Sag radii maximum 1300m.			

Verge Widths:
(Minimum widths as measured from property alignment to invert of kerb & channel)
• Local Access & Neighbourhood Access Roads
  • Residential. 4.0 – 4.25m (average) and
  • Rural 5.0m (min.)
• District/Suburban & higher roads (without a bike lane)
  • 4.25m (min)
  • 5.95m (preferred)
• District/Suburban & higher roads (with a bike lane)
  • Width to be determined by Urban Amenity
• Industrial Access roads
4.25m.			

Verge Profile			

PLAN SCRUTINY - ROADWORKS			
Reference: Part B, Chapter 1 - Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		**COMMENTS**
	Yes	No	
To be 1 in 50 - full width.			
Rural verge profile: (where practical constraints limit std. profile) A section of verge min. 2.5m wide at ultimate level with max crossfall at 1 in 40.			
Verge Longitudinal grades: Max 1 in 6¼ (ie. matches road long section).			
Concrete footpaths: • To comply with Council Standards (UMS 231) • To comply with approved conditions, • Collector roads - 1.2m width both sides, • Industrial roads - 1.2m width both sides, • Commercial development - 1.2m both sides, • Shop / shopping centre - full width or as approved by Urban Amenity.			
Kerb ramps provided (UMS 213).			
Access Pathways: • Refer to approved conditions & layout plan, • Pedestrian traffic network satisfactory, • 1.8m wide concrete pathway shown, • Vehicular access prevented, • Kerb ramps provided at either end, • Cross section suitable for overland flows, • reserve contains overland flow width • Minimum width reserve 3.0m.			

Bikeways:
• Location acceptable to Council,
  • 2.5m wide- recreational
  • 3.0m wide (min.) – commuter
• Pavement details specified (Type A minimum) - complies with BCC standard drawings,
• Entrance and exit treatment at roads satisfactory (Speed reduction/safety rails),
• Longitudinal grades comply with AUSTROADS (minimum 0.5%, maximum 10%),
• Drainage shown (min. 1m clearance to path),
• Bike safe grates where req'd,
• Clearance to obstacles (minimum 300mm, desirable 500mm) as per AUSTROADS,
• Treatment at creek crossings shown,
  • hydraulics approved
  • structural certificate provided
  • deck levels at correct flood immunity
  • details of flood depth indicators shown
  • bikeway bridges min. 3.0mw wide
  • safety berm to waterways & slopes shown.			

Rear Allotment Access Easements: • Requirements as per table B6.1 of S&DG, • Standard footpath cross-section complies, • Width of concrete d'way min. 2.5m full width, • Service corridor min. 0.5m width, • Width of access easement min. 3 5m, • If trafficked by a refuse vehicle – min. 5.5m wide type AC pavement, • Kerb required as necessary, • Passing bays adequate for greater than 1 lot.			

PLAN SCRUTINY - ROADWORKS			
Reference: Part B, Chapter 1 - Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
Retaining walls: • Located wholly within private property, • Timber construction not permitted to face road reserve or parkland, Certified design req'd where >1.0m high.			
ACOUSTIC FENCING			
• Acoustic fence located in private property, • Detail drawings to be provided, • Refer to Performance Criteria & Acceptable Solutions as prescribed in the Landscape Code of the Brisbane City Plan, • Fences to comply with noise reduction criteria, • Fences to be structurally certified, • Fences over 2m require BA, • Landscape treatment detailed in front of fence • Acoustic fence treated with anti-graffiti treatment, • Concrete garden edge 150mm x 100mm minimum shown.			
ENTRANCE FEATURES			
Entrance Feature / statement walls: • Located wholly on Private Property, • Finishes to be maintainable by Council, • Must not block pedestrian access or sight distance, • Requires structural certification, • Other features regarded as estate marketing etc are not permitted, • If in doubt, refer to the Senior Engineer.			
Waterfalls, Flagpoles, Estate Signs in Road Reserve: • These features are normally not permitted. Refer to the Senior Engineer for direction.			
Street Trees/Garden Beds shown: • No irrigation system to be provided within road reserve (future maintenance for Council), • Trees/shrubs are to be approved variety, • Treatment of non-approved variety, • Satisfactory to Council.			

PLAN SCRUTINY - ROADWORKS			
Reference: Part B, Chapter 1 - Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		**COMMENTS**
	Yes	No	
LANDSCAPING WITHIN THE ROAD RESERVE Landscaping details within Road Reserve to show the following minimum details:			
Landscaping within the road reserve includes: • buffer zones fronting acoustic fences, • roundabouts, • speed control devices, • traffic islands. Any other landscaping associated with: • acoustic fencing, • entrance features, • street furniture.			
All features relating to the landscaping such as • concrete footpaths, • bikeways, • mowing strips, • retaining walls, • fences, • embankment treatment in split roadways, • safety rails.			
Road layout with property bdys. & lot №.shown.			
Road names.			
Clearance to traffic and bikeways & footpaths.			
Location of trees, shrubs etc with names & spacings.			
A schedule of plant species with botanical & common names.			
Any existing trees on the site that is to be retained.			
Exact location of water meters & taps if required.			
Position of temporary irrigation system (for the duration of the maintenance period only)			
Typical detail of the planting hole, which should includes: • mulch type & depth, • location of weed mat, • depth & type of soil mix, • root barrier, • detail of drainage layers etc.			
The area (m²) of landscaping must be shown on the asset register.			
TRAFFIC SIGNS & PAVEMENT MARKINGS			
The No of copies of Engineering Drawings accompanying the application are: 2 sets of hard copy paper plans including: • 1 set of the approved layout plans (approved traffic functional layout drawings) & • 1 set of the approved street naming & numbering plans.			

PLAN SCRUTINY - ROADWORKS			
Reference: Part B, Chapter 1 - Subdivision & Development Guidelines			
DESCRIPTION	**COMPLETE**		**COMMENTS**
	Yes	**No**	
Scales required: • 1:250 & 1:500 scale plans drawn using BCC std. templates such as title blocks & symbols			
The plans must incorporate the Consultants Logo (the applicant can elect to use BCC or an external engineering Consultant) & Councils designated traffic are identification number.			
Designs conform with AS 1742 the Manual of Uniform Control Devices & relevant BCC dwg.			
Real Property boundaries & kerb lines shown.			
Locality plan (for jobs proposing new roads).			
Driveways indicated on plans.			
Pavement markings: • Existing markings that will be retained & • Proposed markings fully dimensioned • Thin dashed line used for existing markings that will be removed.			
Existing & proposed signs shown eg: • Parking signs, • Street name signs etc, • Traffic signs, ▪ shown using the standard sign code eg ERECT R2-14(L) & not shown as pictorial signs			
Existing and new power poles & service pits to be shown.			
Traffic signals to be shown.			
The preferred future road layout where the proposed streets may be in the future loop roads of cul-de-sacs.			
Check turning slots & Traffic geometry are satisfactory			
WASTEMANAGEMENT			
Waste Management requirements satisfactory: • Maximum distance for residents carting bins is 25-30m, • Reversing of trucks limited to l0m maximum or (1) truck length, • Maximum number of bins in front of property / footpath limited to 10, • Concrete pads 2m x 1m where to be provided per lot, • Turnaround provided at "No Through Roads" and staged developments for refuse vehicles, • Site Developments show access gradients of 1 in 20 for bulk bins up to 2.0m^3 & 1 in 50 for bulk bins greater than 2.0m^3, • Position of bulk bins & refuse vehicle-turning areas at bulk bin collection areas to be shown within the developments.			

ACTION *: Referral Required to MP or Purchaser Y ▢ / N ▢*	*Referral Due Date:*
To Referring Officer's - Name:	

Draft

PLAN SCRUTINY - ROADWORKS			
Reference: Part B, Chapter 1 - Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		**COMMENTS**
	Yes	No	

Assessing Officers Signature: Date:		*Checking Officers Signature: Date:*	

BCC.175.0209

Community and Planning Sustainability Division
Plan Scrutiny Prompt Sheet (Page 1 of 10 Pages)

ROADWORKS

APPROVED HIGH LEVEL No: A00_ _ _ _ _ _ _.	PROJECT ADDRESS: DRAWING NUMBER:
ENGINEERING ASSESSING OFFICER NAME:	DATE: OFFICER Payroll No:

PLAN SCRUTINY - ROADWORKS			
Reference: Part B, Chapter 1 - Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
PRELIMINARY REQUIREMENTS			
File provided with plans & Op. Works Application.			
Invoice showing correct assessing fees paid.			
All relevant drawings furnished & "Acceptance Sheet" provided by the consultant.			
Plans assessed against all town-planning conditions.			
Copies of Engineering Drawings provided: • Major Subdiv. - 2 sets of A1, 3 sets of A3, • Smaller Developments – 5 sets A3.			
PRESENTATION			
The leading drawing of the set of plans should contain the following information: • Title Block • Client's Name • Consultant's Name • Site address (as per Application) • Estate Name / Developments Name • Council File Reference Number ▪ Operational works & ▪ High Level • North Point • Scales • Datum Level (PSM) to AHD • Quality for Reproduction (beware of dark shading – hidden details does not copy well).			
Plans signed & checked by RPEQ together with RPEQ number & date in title block			
Locality Plan Shown.			
Drawings index, including plans for other stages if applicable.			
Full plans legend provided.			
Plan amendment number / details shown.			

PLAN SCRUTINY - ROADWORKS			
Reference: Part B, Chapter 1 - Subdivision & Development Guidelines			
DESCRIPTION	**COMPLETE**		**COMMENTS**
	Yes	**No**	
Notes provided accordingly.			
Dimensioning: • Units in metric - all roadworks plans in metres - smaller detail plans in mm. • Levels must be to AHD - reduced levels of benchmarks & ref. pegs to be to three decimal places eg 0.001 m - reduced levels of roadworks & sw dge to be to three decimal places eg 0.001 m. • Position coordinates Must be tied to RP Azimuth relative to Cadastre using Aust. Map Grid Coord system • Chainages expressed to three decimal places eg 0.001 m • Cross Sections Intervals - Road cross sections at 20.0m intervals - further subdivision of 10.0m to 5.0m intervals where necessary at horizontal & vertical curves • Grades Road grades must be shown to three significant figures eg 2.300%.			
ROADWORKS LAYOUT PLAN Roadworks layout plans are generally required to show the following information:			
Existing site characteristics: • Surface Levels, • Accesses, • Services, • Larger Trees, • Guard Rails, • Retaining Walls, • Combined Services			
Road reserve boundaries and road identification.			
Allotment boundaries with proposed lot number			
Location of existing & proposed services.			
Existing and proposed contours.			
Existing & Proposed easements.			
Stage boundaries.			
Design has conformed to previously approved functional traffic layout.			
Pavement widths: (nominal face of kerb or invert in new green streets) • Access ways & residential streets greater than or equal to 5.5m, • Collector roads greater than or equal to 7.5m, • Sub-arterial roads greater than or equal to 11.0m, • Arterials as per the Queensland Department of Transport requirements.			
Guard rails and delineators shown.			

<table>
<tr><th colspan="4">PLAN SCRUTINY - ROADWORKS</th></tr>
<tr><th colspan="4">Reference: Part B, Chapter 1 - Subdivision & Development Guidelines</th></tr>
<tr><th rowspan="2">DESCRIPTION</th><th colspan="2">COMPLETE</th><th rowspan="2">COMMENTS</th></tr>
<tr><th>Yes</th><th>No</th></tr>
<tr><td>Pavement tapers to existing roads are a minimum of 1:10.</td><td></td><td></td><td></td></tr>
<tr><td>Hazard signs location shown.</td><td></td><td></td><td></td></tr>
<tr><td>Subsoil drains shown on both sides of all roads.</td><td></td><td></td><td></td></tr>
<tr><td>Subsoil drainage of island treatments shown.</td><td></td><td></td><td></td></tr>
<tr><td>Road layouts satisfactory for future stages.</td><td></td><td></td><td></td></tr>
<tr><td>Temporary refuse vehicle turning areas provided.</td><td></td><td></td><td></td></tr>
<tr><td>Future road extensions shown.</td><td></td><td></td><td></td></tr>
<tr><td>Typical pavements design shown.</td><td></td><td></td><td></td></tr>
<tr><td>Kerb profile:
• Access ways & Residential Streets – Type D
• Collector roads, rural – Type D,
• Sub-arterial/Arterial – Type E,
• Industrial – Type E,
• Parks – Type E.</td><td></td><td></td><td></td></tr>
<tr><td>Intersection Layout:
• Crossfalls
  • minimum 2 %,
  • maximum 5 %,
• Drainage provided to sags,
• Footpath & kerb ramp location satisfactory,
• One-way crossfalls kerb drain,
• Minimum radii provided,
  • residential R10
  • industrial R15.</td><td></td><td></td><td></td></tr>
<tr><td>Cul-de-sac Treatments:
• Footpath widths 4.25m (3.75m where app'd),
• all areas drain,
• Layout satisfactory for current refuse collection vehicle turning radius (12.5m),
• Layout satisfactory for refuse bin collection,
• Locations of refuse bin pads shown where req'd (left side collection only).</td><td></td><td></td><td></td></tr>
<tr><td>Speed Restriction Devices:
• Complies with Council's preferred treatments,
• Geometry satisfactory,
• Footpath widths 4.25 (3.75m where app'd),
• Driveway locations acceptable,
• Driveway splays minimum 5.0m,
• Landscaping shown,
• Planting types to be as per Guidelines,
• Caters for surface drainage,
• Surface treatment of roads / islands shown,
• Street lighting locations shown,
• Lane widths satisfactory,
• 300mm backing strip for all kerb,
• 150mm concrete mowing edging shown around all landscaping & fences etc.</td><td></td><td></td><td></td></tr>
<tr><td>Intersection Channelisation:
(traffic islands / roundabouts)</td><td></td><td></td><td></td></tr>
</table>

PLAN SCRUTINY - ROADWORKS			
Reference: Part B, Chapter 1 - Subdivision & Development Guidelines			
DESCRIPTION	**COMPLETE**		**COMMENTS**
	Yes	**No**	
• Complies with Council's preferred treatments, • Drainage satisfactory, • Root barrier provided to any trees, • Subsoil drainage provided to centre island, • Effected property owners advised, • 300mm backing strips provided, • Surface treatment specified, • Landscaping/surface treatment/water service provided is satisfactory, • Street lighting provided.			
Roundabouts: • Crossfall - maximum 3%, • Radius minimum 12.0m, • Drainage satisfactory, • Backing strip (900mm) wide, • Kerb detail correct, • Landscaping – plant types approved by BCC, • Street lighting OK, • Water service supplied & metered, • Access to lots OK.			

Pavement Treatments:
• Pavers,
  • pattern complies with Guidelines
  • sub-grade treatment CTB or concrete
• Stencilled Concrete,
  • pattern complies with Guidelines
  • colour complies with Guidelines
  • sub-grade treatment shown
  • concrete pavement depth satisfactory
  • extra conduits provided
• Street Print
  • Colour & pattern complies with Guidelines,
  • 32mm thick AC specified for indentation.			

Road longitudinal grades: • Minimum 0.4% (1 in 250), • Maximum 16 0% (1 in 6%)			
Vertical Geometry: • Access-ways / residential streets / collector roads conforms to Queensland Streets, • Sub-arterial/arterial complies with AUSTROADS • Sag radii maximum 1300m.			

Verge Widths:
(Minimum widths as measured from property alignment to invert of kerb & channel)
• Local Access & Neighbourhood Access Roads
  • Residential. 4.0 – 4.25m (average) and
  • Rural 5.0m (min.)
• District/Suburban & higher roads (without a bike lane)
  • 4.25m (min)
  • 5.95m (preferred)
• District/Suburban & higher roads (with a bike lane)
  • Width to be determined by Urban Amenity
• Industrial Access roads
  4.25m.			

Verge Profile			

PLAN SCRUTINY - ROADWORKS			
Reference: Part B, Chapter 1 - Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		**COMMENTS**
	Yes	No	
To be 1 in 50 - full width.			
Rural verge profile: (where practical constraints limit std. profile) A section of verge min. 2.5m wide at ultimate level with max crossfall at 1 in 40.			
Verge Longitudinal grades: Max 1 in 6¼ (ie. matches road long section).			
Concrete footpaths: • To comply with Council Standards (UMS 231) • To comply with approved conditions, • Collector roads - 1.2m width both sides, • Industrial roads - 1.2m width both sides, • Commercial development - 1.2m both sides, • Shop / shopping centre - full width or as approved by Urban Amenity.			
Kerb ramps provided (UMS 213).			
Access Pathways: • Refer to approved conditions & layout plan, • Pedestrian traffic network satisfactory, • 1.8m wide concrete pathway shown, • Vehicular access prevented, • Kerb ramps provided at either end, • Cross section suitable for overland flows, • reserve contains overland flow width • Minimum width reserve 3.0m.			

Bikeways:
• Location acceptable to Council,
  • 2.5m wide- recreational
  • 3.0m wide (min.) – commuter
• Pavement details specified (Type A minimum) complies with BCC standard drawings,
• Entrance and exit treatment at roads satisfactory (Speed reduction/safety rails),
• Longitudinal grades comply with AUSTROADS (minimum 0.5%, maximum 10%),
• Drainage shown (min. 1m clearance to path),
• Bike safe grates where req'd,
• Clearance to obstacles (minimum 300mm desirable 500mm) as per AUSTROADS,
• Treatment at creek crossings shown,
  • hydraulics approved
  • structural certificate provided
  • deck levels at correct flood immunity
  • details of flood depth indicators shown
  • bikeway bridges min. 3.0mw wide
  • safety berm to waterways & slopes shown.			

Rear Allotment Access Easements: • Requirements as per table B6.1 of S&DG, • Standard footpath cross-section complies, • Width of concrete d'way min. 2.5m full width, • Service corridor min. 0.5m width, • Width of access easement min. 3 5m, • If trafficked by a refuse vehicle – min. 5.5m wide type AC pavement, • Kerb required as necessary, • Passing bays adequate for greater than 1 lot.			

PLAN SCRUTINY - ROADWORKS			
Reference: Part B, Chapter 1 - Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		**COMMENTS**
	Yes	No	
Retaining walls: • Located wholly within private property, • Timber construction not permitted to face road reserve or parkland, Certified design req'd where >1.0m high.			
ACOUSTIC FENCING			
• Acoustic fence located in private property, • Detail drawings to be provided, • Refer to Performance Criteria & Acceptable Solutions as prescribed in the Landscape Code of the Brisbane City Plan, • Fences to comply with noise reduction criteria, • Fences to be structurally certified, • Fences over 2m require BA, • Landscape treatment detailed in front of fence • Acoustic fence treated with anti-graffiti treatment, • Concrete garden edge 150mm x 100mm minimum shown.			
ENTRANCE FEATURES			
Entrance Feature / statement walls: • Located wholly on Private Property, • Finishes to be maintainable by Council, • Must not block pedestrian access or sight distance, • Requires structural certification, • Other features regarded as estate marketing etc. are not permitted, • If in doubt, refer to the Senior Engineer.			
Waterfalls, Flagpoles, Estate Signs in Road Reserve: • These features are normally not permitted. Refer to the Senior Engineer for direction.			
Street Trees/Garden Beds shown: • No irrigation system to be provided within road reserve (future maintenance for Council), • Trees/shrubs are to be approved variety, • Treatment of non-approved variety, • Satisfactory to Council.			

PLAN SCRUTINY - ROADWORKS			
Reference: Part B, Chapter 1 - Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		COMMENTS
	Yes	No	
LANDSCAPING WITHIN THE ROAD RESERVE Landscaping details within Road Reserve to show the following minimum details:			
Landscaping within the road reserve includes: • buffer zones fronting acoustic fences, • roundabouts, • speed control devices, • traffic islands. Any other landscaping associated with: • acoustic fencing, • entrance features, • street furniture.			
All features relating to the landscaping such as • concrete footpaths, • bikeways, • mowing strips, • retaining walls, • fences, • embankment treatment in split roadways, • safety rails.			
Road layout with property bdys. & lot №.shown.			
Road names.			
Clearance to traffic and bikeways & footpaths.			
Location of trees, shrubs etc with names & spacings			
A schedule of plant species with botanical & common names.			
Any existing trees on the site that is to be retained.			
Exact location of water meters & taps if required.			
Position of temporary irrigation system (for the duration of the maintenance period only).			
Typical detail of the planting hole, which should includes: • mulch type & depth, • location of weed mat, • depth & type of soil mix, • root barrier, • detail of drainage layers etc.			
The area (m^2) of landscaping must be shown on the asset register.			
TRAFFIC SIGNS & PAVEMENT MARKINGS			
The No of copies of Engineering Drawings accompanying the application are: 2 sets of hard copy paper plans including: • 1 set of the approved layout plans (approved traffic functional layout drawings) & • 1 set of the approved street naming & numbering plans.			

PLAN SCRUTINY - ROADWORKS			
Reference: Part B, Chapter 1 - Subdivision & Development Guidelines			
DESCRIPTION	COMPLETE		**COMMENTS**
	Yes	No	
Scales required: • 1:250 & 1:500 scale plans drawn using BCC std. templates such as title blocks & symbols			
The plans must incorporate the Consultants Logo (the applicant can elect to use BCC or an external engineering Consultant) & Councils designated traffic are identification number.			
Designs conform with AS 1742 the Manual of Uniform Control Devices & relevant BCC dwg.			
Real Property boundaries & kerb lines shown.			
Locality plan (for jobs proposing new roads).			
Driveways indicated on plans.			
Pavement markings: • Existing markings that will be retained & • Proposed markings fully dimensioned • Thin dashed line used for existing markings that will be removed.			
Existing & proposed signs shown eg: • Parking signs, • Street name signs etc, • Traffic signs, ▪ shown using the standard sign code eg ERECT R2-14(L) & not shown as pictorial signs			
Existing and new power poles & service pits to be shown.			
Traffic signals to be shown.			
The preferred future road layout where the proposed streets may be in the future loop roads of cul-de-sacs			
Check turning slots & Traffic geometry are satisfactory.			
WASTEMANAGEMENT			
Waste Management requirements satisfactory: • Maximum distance for residents carting bins is 25-30m, • Reversing of trucks limited to 10m maximum or (1) truck length, • Maximum number of bins in front of property / footpath limited to 10, • Concrete pads 2m x 1m where to be provided per lot, • Turnaround provided at "No Through Roads" and staged developments for refuse vehicles, • Site Developments show access gradients of 1 in 20 for bulk bins up to 2.0m^3 & 1 in 50 for bulk bins greater than 2.0m^3, • Position of bulk bins & refuse vehicle-turning areas at bulk bin collection areas to be shown within the developments.			

ACTION *: Referral Required to MP or Purchaser Y □ / N □*	*Referral Due Date:*
To Referring Officer's - Name:	

<table>
<tr><th colspan="4">PLAN SCRUTINY - ROADWORKS</th></tr>
<tr><th colspan="4">Reference: Part B, Chapter 1 - Subdivision & Development Guidelines</th></tr>
<tr><th rowspan="2">DESCRIPTION</th><th colspan="2">COMPLETE</th><th rowspan="2">COMMENTS</th></tr>
<tr><th>Yes</th><th>No</th></tr>
</table>

Assessing Officers *Signature:* *Date:*		*Checking Officers* *Signature:* *Date:*	

Development Assessment (CP&S)

1.3.2.1 Internal Traffic Assessment - Engineering Checklist (Page 1 of 2)

File Number A__________	**DATE:**
PROJECT ADDRESS:	**DUE DATE:**
ASSESSING OFFICERS NAME:	**OFFICER CODE:**

CRITICAL CRITERIA	**APPLICABLE (Tick)**		**COMMENTS**	**REFER to TST or PE Y/N**
	Y	**N**		
Site Issues				
• Major Rd suburban, District, arterial route				Y
• Proximity of Driveway to intersection (TAPs) <20m refer TST or Principal Engineer				
• Left in left out accessing one way traffic street				
• Median aisle				
other				
Traffic Report				
Minor Assessment				
Major Assessment				Y
Internal Traffic				
ACCESS DRIVEWAY DESIGN TAPS POLICY section 3				
• The number of car parking spaces served by the driveway;				
• The size and type of the largest service vehicle				
• Standard concrete vehicle crossover to be used				
• Does Proposed Driveway comply with TAPs				
INTERNAL LAYOUT DESIGN **(TAPS POLICY section 6)**				
• Parking space requirement for use Res', commercial, Warehouse				
• Provision for adequate queuing at the access point(s) (ref: TAPS section 3.6)				
• Minimum Aisle width 6.2-6.5m Wide				
• Provide transitions at sharp grade changes Transition changes no greater than 5% (ref: TAPS section 4.10)				
• Do Parking Numbers Comply with (CH 5 TAPs Policy)				
• Restricted Access. (iBimap ARS)				

Development Assessment (CP&S) 1.3.2.1 Internal Traffic Assessment - Engineering Checklist (Page 1 of 2)	
File Number A_______	**DATE:**
PROJECT ADDRESS:	**DUE DATE:**
ASSESSING OFFICERS NAME:	**OFFICER CODE:**

CRITICAL CRITERIA	APPLICABLE (Tick) Y	N	COMMENTS	REFER to TST or PE Y/N
• Truncations. (Res 6.0m x 3 cord) (Indus' 10.0m x 5 cord)				
• Gradients comply with (TAPS Policy)				
• Basement Car park access MUST have Q100 flood immunity and be constructed for flooding and buoyant forces				
• Basement car park access MUST have Q50 Overland Flow immunity and be constructed for flooding and buoyant forces				
Servicing Vehicles				
• Residential Dev' > 10 units, on site LRV manoeuvring and parking is required (refer Principal Engineer for relaxation to MRV or SRV for 1 bedroom studio apartments.)				
• Refuse Collection 8 units or less kerbside collection >8 units on site collection required.				
• Provision for appropriate number and type of service vehicles, including refuse collection vehicles (ref: TAPS section 2 and tables 1,2,&3)				
Other				
Pedestrians				
• Make provision for vehicles occupants with disabilities				
• Closely follows demand lines				
• Design shows pedestrian movements through car parking areas are along aisles rather than across them;				
• Design minimises the potential for vehicular / pedestrian conflict;				

Development Assessment (CP&S)

1.3.2.1 Internal Traffic Assessment - Engineering Checklist (Page 1 of 2)

File Number A__ __ __ __ __ __ __ __	**DATE:**
PROJECT ADDRESS:	**DUE DATE:**
ASSESSING OFFICERS NAME:	**OFFICER CODE:**

CRITICAL CRITERIA	**APPLICABLE (Tick)**		**COMMENTS**	**REFER to TST or PE Y/N**
	Y	**N**		
• Design minimises likely vehicle operating speed and congestion at the conflict points;				
• Provision pedestrian and vehicular queues at the conflict points.				
• ICP's addressed				
Referrals: DERM Queensland Urban Utilities T&T TST Traffic				

ACTION : *Referral Required to MP or Purchaser Y □ / N □*	***Referral Date:***
To Referring Officer's - Name:	***Officer Code:***

Development Assessment (CP&S)

1.3.2.1 Internal Traffic Assessment - Engineering Checklist (Page 1 of 2)

File Number A__________	DATE:
PROJECT ADDRESS:	**DUE DATE:**
ASSESSING OFFICERS NAME:	**OFFICER CODE:**

CRITICAL CRITERIA	APPLICABLE (Tick) Y	N	COMMENTS	REFER to TST or PE Y/N
Site Issues				
• Major Rd suburban, District, arterial route				Y
• Proximity of Driveway to intersection (TAPs) <20m refer TST or Principal Engineer				
• Left in left out accessing one way traffic street				
• Median aisle				
other				
Traffic Report				
Minor Assessment				
Major Assessment				Y
Internal Traffic				
ACCESS DRIVEWAY DESIGN TAPS POLICY section 3				
• The number of car parking spaces served by the driveway;				
• The size and type of the largest service vehicle				
• Standard concrete vehicle crossover to be used				
• Does Proposed Driveway comply with TAPs				
INTERNAL LAYOUT DESIGN **(TAPS POLICY section 6)**				
• Parking space requirement for use Res', commercial, Warehouse				
• Provision for adequate queuing at the access point(s) (ref: TAPS section 3.6)				
• Minimum Aisle width 6.2-6.5m Wide				
• Provide transitions at sharp grade changes Transition changes no greater than 5% (ref: TAPS section 4.10)				
• Do Parking Numbers Comply with (CH 5 TAPs Policy)				
• Restricted Access. (iBimap ARS)				

Development Assessment (CP&S)
1.3.2.1 Internal Traffic Assessment - Engineering Checklist (Page 1 of 2)

File Number A___________	**DATE:**
PROJECT ADDRESS:	**DUE DATE:**
ASSESSING OFFICERS NAME:	**OFFICER CODE:**

CRITICAL CRITERIA	APPLICABLE (Tick)		COMMENTS	REFER to TSI or PE
	Y	N		Y/N
• Truncations. (Res 6.0m x 3 cord) (Indus' 10.0m x 5 cord)				
• Gradients comply with (TAPS Policy)				
• Basement Car park access MUST have Q100 flood immunity and be constructed for flooding and buoyant forces				
• Basement car park access MUST have Q50 Overland Flow immunity and be constructed for flooding and buoyant forces				
Servicing Vehicles				
• Residential Dev' > 10 units, on site LRV manoeuvring and parking is required (refer Principal Engineer for relaxation to MRV or SRV for 1 bedroom studio apartments.)				
• Refuse Collection 8 units or less kerbside collection >8 units on site collection required.				
• Provision for appropriate number and type of service vehicles, including refuse collection vehicles (ref: TAPS section 2 and tables 1,2,&3)				
Other				
Pedestrians				
• Make provision for vehicles occupants with disabilities				
• Closely follows demand lines				
• Design shows pedestrian movements through car parking areas are along aisles rather than across them;				
• Design minimises the potential for vehicular / pedestrian conflict;				

Development Assessment (CP&S) 1.3.2.1 Internal Traffic Assessment - Engineering Checklist (Page 1 of 2)				
File Number A_ _ _ _ _ _ _ _			**DATE:**	
PROJECT ADDRESS:			**DUE DATE:**	
ASSESSING OFFICERS NAME:			**OFFICER CODE:**	
CRITICAL CRITERIA	**APPLICABLE** (Tick)		**COMMENTS**	REFER to TST or PE **Y/N**
	Y	**N**		
• Design minimises likely vehicle operating speed and congestion at the conflict points;				
• Provision pedestrian and vehicular queues at the conflict points.				
• ICP's addressed				
Referrals: DERM Queensland Urban Utilities T&T TST Traffic				
ACTION : *Referral Required to MP or Purchaser Y □ / N □*			***Referral Date:***	
To Referring Officer's - Name:			***Officer Code:***	

Development Assessment (CP&S)

1.3.2.1 Internal Traffic Assessment - Engineering Checklist (Page 1 of 2)

File Number A__ __ __ __ __ __ __ __	**DATE:**
PROJECT ADDRESS:	**DUE DATE:**
ASSESSING OFFICERS NAME:	**OFFICER CODE:**

CRITICAL CRITERIA	**APPLICABLE (Tick)**		**COMMENTS**	**REFER to TST or PE Y/N**
	Y	**N**		
Site Issues				
• Major Rd suburban, District, arterial route				Y
• Proximity of Driveway to intersection (TAPs) <20m refer TST or Principal Engineer				
• Left in left out accessing one way traffic street				
• Median aisle				
other				
Traffic Report				
Minor Assessment				
Major Assessment				Y
Internal Traffic				
ACCESS DRIVEWAY DESIGN TAPS POLICY section 3				
• The number of car parking spaces served by the driveway;				
• The size and type of the largest service vehicle				
• Standard concrete vehicle crossover to be used				
• Does Proposed Driveway comply with TAPs				
INTERNAL LAYOUT DESIGN (TAPS POLICY section 6)				
• Parking space requirement for use Res', commercial, Warehouse				
• Provision for adequate queuing at the access point(s) (ref: TAPS section 3.6)				
• Minimum Aisle width 6.2-6.5m Wide				
• Provide transitions at sharp grade changes Transition changes no greater than 5% (ref: TAPS section 4.10)				
• Do Parking Numbers Comply with (CH 5 TAPs Policy)				
• Restricted Access. (iBimap ARS)				

Development Assessment (CP&S) 1.3.2.1 Internal Traffic Assessment - Engineering Checklist (Page 1 of 2)	
File Number A _ _ _ _ _ _ _ _ _ _	**DATE:**
PROJECT ADDRESS:	**DUE DATE:**
ASSESSING OFFICERS NAME:	**OFFICER CODE:**

CRITICAL CRITERIA	APPLICABLE (Tick) Y	N	COMMENTS	REFER to TST or PE Y/N
• Truncations. (Res 6.0m x 3 cord) (Indus' 10.0m x 5 cord)				
• Gradients comply with (TAPS Policy)				
• Basement Car park access MUST have Q100 flood immunity and be constructed for flooding and buoyant forces				
• Basement car park access MUST have Q50 Overland Flow immunity and be constructed for flooding and buoyant forces				
Servicing Vehicles				
• Residential Dev' > 10 units, on site LRV manoeuvring and parking is required (refer Principal Engineer for relaxation to MRV or SRV for 1 bedroom studio apartments.)				
• Refuse Collection 8 units or less kerbside collection >8 units on site collection required.				
• Provision for appropriate number and type of service vehicles, including refuse collection vehicles (ref: TAPS section 2 and tables 1,2,&3)				
Other				
Pedestrians				
• Make provision for vehicles occupants with disabilities				
• Closely follows demand lines				
• Design shows pedestrian movements through car parking areas are along aisles rather than across them;				
• Design minimises the potential for vehicular / pedestrian conflict;				

Development Assessment (CP&S) 1.3.2.1 Internal Traffic Assessment - Engineering Checklist (Page 1 of 2)	
File Number A__ __ __ __ __ __ __ __	**DATE:**
PROJECT ADDRESS:	**DUE DATE:**
ASSESSING OFFICERS NAME:	**OFFICER CODE:**

CRITICAL CRITERIA	APPLICABLE (Tick)		COMMENTS	REFER to TST or PE
	Y	N		Y/N
• Design minimises likely vehicle operating speed and congestion at the conflict points;				
• Provision pedestrian and vehicular queues at the conflict points.				
• ICP's addressed				
Referrals: DERM Queensland Urban Utilities T&T TST Traffic				

ACTION : *Referral Required to MP or Purchaser Y □ / N □*	***Referral Date:***
To Referring Officer's - Name:	***Officer Code:***

Development Assessment (CP&S) 1.3.2.2 External Traffic Assessment - Engineering Checklist (Page 1 of 2)	
File Number A__________	**DATE:**
PROJECT ADDRESS:	**DUE DATE:**
ASSESSING OFFICERS NAME:	**OFFICER CODE:**

CRITICAL CRITERIA	APPLICABLE (Tick)		COMMENTS	REFER to TST or PE Y/N
	Y	N		
Site Issues				
• Major Rd suburban, District, arterial route				Y
• Proximity of Driveway to intersection (TAPs) <20m refer TST or Principal Engineer				
• Left in left out accessing one way traffic street or major rd				
• Median aisle				
other				
Traffic Report				
Minor Assessment				
Major Assessment				Y
Drainage				
• Hydraulic Report				
• Flooding (iBimap and Flood report) • Water Corridor • LSMP (local) • Overland flow iBimap				
• Is street immunity provided SDDG				
Roads SDDG 2008				

Road Design Type (SDDG) • Arterials F & G • Suburban Type D • District Type D • Neighbourhood Type C • Industrial Type E				
Pavement widths: • Residential streets 5.5m, • Neighbor hood access 7.5m or 11.0m (bus route) , • Industrial roads 14.0m • Sub Arterial and Arterials refer SDDG and TST.				
Kerb profile: • Residential Streets – Type D • Collector roads, rural – Type D, • Sub-arterial/Arterial – Type E, Industrial – Type E, Parks – Type E.				
Road longitudinal grades: • Minimum 0.4% (1 in 250), Maximum 16.0% (1 in 6).				
Vertical Geometry: • Cross grade 2.5 - 3% Res				
Verge Widths: • 4.25m (Standard) • District/Suburban 4.25m(min) 5.95m preferred) Refer TST • District/Suburban (Refer TST)				

Access Pathways: • Pedestrian traffic network satisfactory, • 1.8m wide concrete pathway shown, • Vehicular access prevented, • Kerb ramps provided at either end, • Cross section suitable for overland flows, • reserve contains overland flow width • Minimum width reserve 3.0m.				
Rear Allotment Access Easements: Requirements as per table 12.4.1 of S&DG,				
Concrete footpaths: • Council Standards (UMS 231) • Not required on minor streets • Neighbourhood access 1.2m one side • Collector roads - 1.2m width both sides, • Industrial roads - 1.2m width both sides,				
Cul-de-sac Treatments: • all areas drain, • Minor Road 16.0m pavement diameter, Locations of refuse bin pads shown where req'd (left side collection only). • Industrial 40m diameter pavement				
Road Water Quality				
• For RoLs <11 lots refer to Ecologist and PE on the need of swales and Bio filtration Vs GPTs and Kerb&Channel				

• End of Pipe Water Quality Devices preferred for residential developments				
• Swales **not permitted** on Streets with Crossovers				
• Swales located along dedicated parks				
• Minimum road reserves with swales 16.0m				
• Swales not to be located above residential lots				
• Demonstrated Q100 capacity for road and swale. Hazard assessment required				
• Capacity of Road WSUD is Q3month. All major flows to bypass WQD				
• Other				
Pedestrians				
• Make provision for vehicles occupants with disabilities				
• Closely follows demand lines				
• Design shows pedestrian movements through car parking areas are along aisles rather than across them;				
• Design minimises the potential for vehicular / pedestrian conflict;				

• Design minimises likely vehicle operating speed and congestion at the conflict points;				
• Provision pedestrian and vehicular queues at the conflict points.				
• ICP's addressed				
Referrals: DERM Queensland Urban Utilities T&T TST Traffic				

ACTION *: Referral Required to MP or Purchaser Y □ / N □*	***Referral Date:***
To Referring Officer's - Name:	***Officer Code:***

Dedicated to a better Brisbane DEVELOPMENT ASSESSMENT	**Records Management Guidelines**		
	Number: DA GUI 000 005	Version: 1.4 Effective Date: 10th June 2010	Next Review: 31 March 2012

1.0 Overview

A record is information created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business.

An electronic file is identical to a paper file the only difference is, it's electronic. eTrim is Council's Electronic Records Management System.

These Guidelines provide an overview for managing electronic records in line with Council's Policies and Procedures.

2.0 Objectives

The objectives of these Guidelines are to ensure:

- Electronic documents are registered with Records in accordance with legislative requirements.

3.0 Applicability

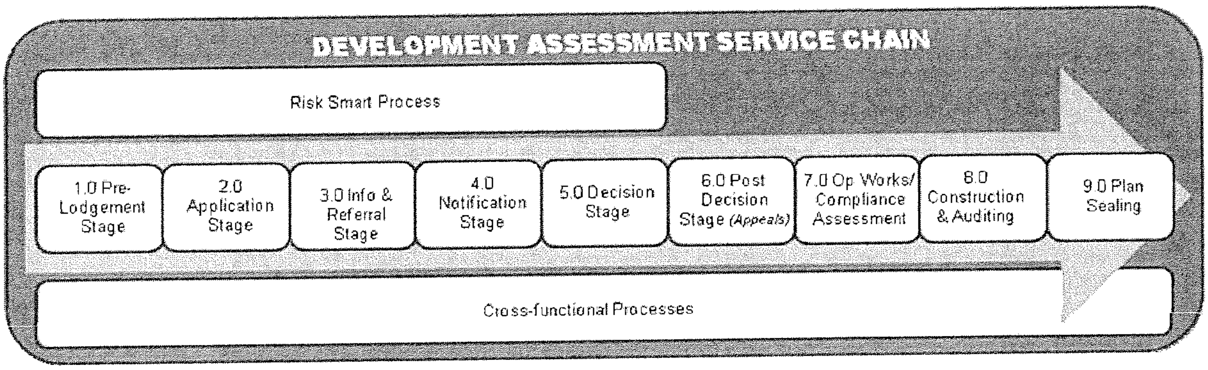
This document is intended to provide all Officers with guidelines on how to manage electronic records.

4.0 Ownership

Owner	Sponsor
Team Leader, Application Support Team	Kevin Cronin, Cross-Functional Processes

5.0 DA Service Chain Alignment

These Guidelines relate to all aspects of the DA Service Chain.



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6.0 Guidelines

1. Types of documents to be registered

   The following documents are required to be registered:

   - All incoming correspondence from the customer, consultant or external referral agencies;
   - All outgoing correspondence to the customer, consultant or external referral agencies;
   - All forms
   - All Plans
   - All Reports
   - All internal advice provided regarding the application
   - All Note to files
   - All records of conversations with the customer, consultant or external referral agencies regarding the application
   - All receipts and fee quotes
   - All submissions and submission responses
   - All internal memos or emails regarding the application (NB: see section re "What to do with emails" below)
   - Any other document or documentation that has been used in deciding the outcome of the application.

2. How to register documents

   - **DA Team In Boxes**

     Council's Records Management Team is automatically alerted whenever new correspondence is received in any of the 6 DA In Boxes. When a new application is received, this team will create a new record for the application and attach associated documents to this file.

     Any further incoming emails related to that application will be attached to the appropriate file by Records Management.

     The Records Management Team is also automatically alerted of any outgoing correspondence that goes through any of the 6 DA Team In Boxes. The team will save the GroupWise message and any attachments to the relevant file.

     It is important that all DA staff use the standard mail and task templates in GroupWise for outgoing correspondence as these templates ensure the information required by Records is easily visible.

     DA staff also need to ensure appropriate use of these DA Team email accounts. General communication within the team from this In Box should be undertaken using "Tasks" as opposed to "Emails" as all incoming or outgoing emails will be automatically cc-ed to Records and registered.

   - **All other documents and communication**

     Any other documents or notes to file etc that require registration with Records but are not received or sent via one of the 6 DA In Boxes should be registered directly with Records.

     To register a document on eTrim, forward an email with the document attached to the following dedicated Records Management email address:

     - DA RECORDS@brisbane.qld.gov.au

     The application number must be featured in the subject line of the email. If the application number is not yet known, include the property address instead.

3. What to do with emails

As noted above, all emails should be sent or received through dedicated DA In Boxes to enable automatic registration by Records Management.

Emails sent using the standard Groupwise email templates (available through the DA In Boxes) do not need to be saved to DART as information will not influence assessment outcomes.

However, if an email is not generic and does contain specific information relating to assessment processes or decisions, it should be uploaded to DART.

4. Responsibility for registering documents

All Development Assessment staff are responsible for Records Management. The officer receiving or sending the document is responsible for forwarding a copy to the above DA Records email address.

5. Hybrid files

With the introduction of electronic lodgement, Development Assessment applications will now likely comprise a mixture of hardcopy and electronic documents. Such situations are referred to as "hybrid files".

An agreement has been reached with Records Management regarding management of hybrid files, preventing the need for printing of electronic documents.

If an application has been received in hardcopy and the applicant sends in a subsequent document electronically, Records Management will create an electronic file for the electronic document, ensuring it is linked to the original hardcopy document.

Subsequently all documents will be registered in Records in accordance with the way they are received and easily discoverable through TRIM as well as being stored in DART.

This means that officers do NOT need to print electronic documents and add them to hardcopy files. It is sufficient to upload the document to DART and manage it electronically.

If documents are received through the dedicated DA In Boxes, Records Management are automatically cc-ed a copy of the email and will automatically register the document electronically. The TSO responsible for managing the In Box will upload the document to DART, then notify the relevant officer that correspondence has been received.

6. Running Sheet

In an electronic environment, the Running Sheet is a critical tool for "tracking" actions undertaken as part of the assessment process and supports the records management process. The Running Sheet should be updated every time an event occurs (e.g. email sent to customer, Information Request response received, etc).

For more information about how to use the Running Sheet, refer to the Running Sheet Guidelines.

Dedicated to a better Brisbane DEVELOPMENT ASSESSMENT	**Running Sheet Guidelines**		
	Number: DA GUI 000 010	Version: 1.2 Effective Date: 11 March 2011	Next Review: 31 Mar 2012

1.0 Overview

The Running Sheet is used as a Project Management tool to record actions that have occurred. Numerous officers will use the Running Sheet through the life of the application.

These Guidelines provide an overview of when and how to use the DART Running Sheet to record events relating to a Development application.

2.0 Objectives

The objectives of these Guidelines are:

- To provide information regarding when and how to use the Running Sheet to ensure a reliable record of all incoming and outgoing correspondence relating to an application.

3.0 Applicability

These Guidelines are designed to assist all officers who take actions relating to an application that should be recorded in the Running Sheet. This may include Team Support Officers (**TSOs**), the Assessment Manager (**AM**) and members of the Assessment Team (**AT**).

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Planning Manager – DA

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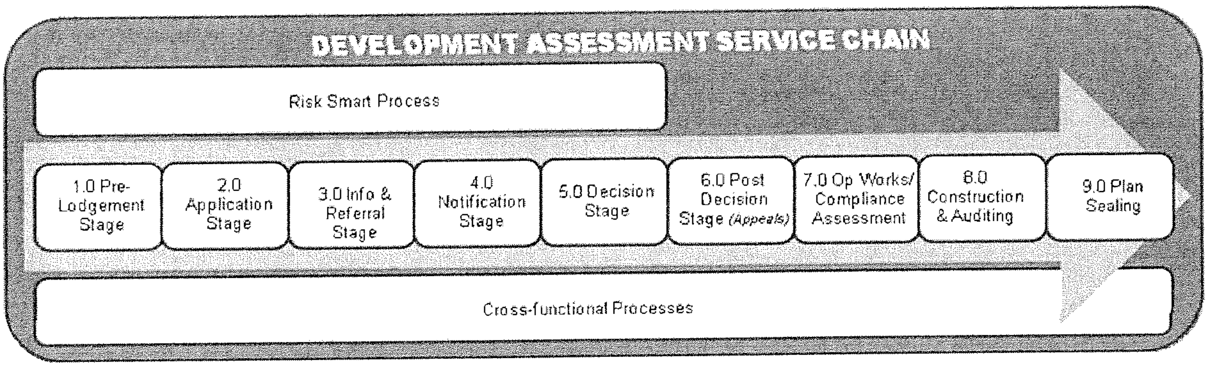
These Guidelines relate to all aspects of the DA Service Chain.



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1. When to use the Running Sheet

   When used properly, the Running Sheet provides a clear snapshot of the current status of an application. It is a mechanism for recording and monitoring all events that occur through the course of the application process and reflects the overall status of the application.

   The Running Sheet should be used whenever an activity occurs related to the application. This may be in the form of correspondence received or distributed, or it may relate to internal processes such as uploading an application to DART.

2. What to Record

   Descriptions of activities/ events relating to an application should be recorded in the Running Sheet (e.g. "Fee quote sent to customer"), along with the corresponding date when the activity occurred.

   The following provides an indication of the types of activities/events that should be recorded on the Running Sheet. This list is not exhaustive and additional activities may be recorded, dependent on the nature of the application:

   - Uploading of application to DART;
   - Well-made and properly made checks;
   - Issuing of Properly Made Notice (if applicable);
   - Issuing of Fee Quote to customer;
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   - Councillor correspondence;
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   - Issuing of Work Requests;
   - Issuing of Acknowledgement Notice;
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   - Responses to Information Requests;
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   - Finalisation of Decision Package;
   - Delegate decision;
   - Notification of outcome;
   - Issuing of submitter responses.

3. How to Use the Running Sheet

   To enter information on the Running Sheet, click on the "**Running Sheet Tab**".

   The "**From Date**" is a filter which allows the user to sort through the information in the Running Sheet. It will show only entries created after the selected date.

   There are 5 basic fields in the Running Sheet that should be completed:

   - **Date:** The date the task occurred.
   - **Officer:** The officer carrying out the task.
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   - **Details:** A description of the activity undertaken (e.g. Not Properly Made letter sent to applicant).
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   NB: The Details section can be enlarged by clicking on that field then pressing "Control" + "e".

   For further information on how to use the Running Sheet, refer to the DART User Manual.

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	Number: DA GUI 000 005	Version: 1.4 Effective Date: 10th June 2010	Next Review: 31 March 2012

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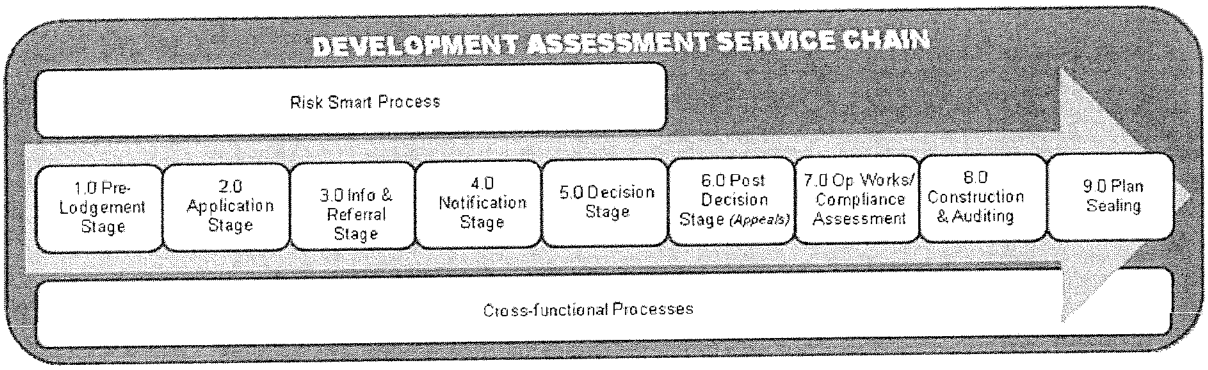

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Dedicated to a better Brisbane DEVELOPMENT ASSESSMENT	Running Sheet Guidelines		
	Number: DA GUI 000 010	Version: 1.2 Effective Date: 11 March 2011	Next Review: 31 Mar 2012

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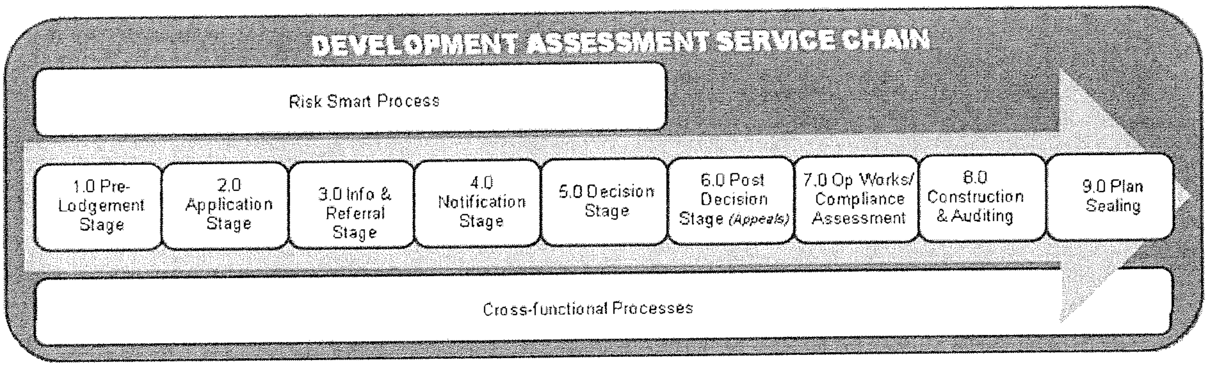

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6.0 Guidelines

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   The Running Sheet should be used whenever an activity occurs related to the application. This may be in the form of correspondence received or distributed, or it may relate to internal processes such as uploading an application to DART.

2. What to Record

   Descriptions of activities/ events relating to an application should be recorded in the Running Sheet (e.g. "Fee quote sent to customer"), along with the corresponding date when the activity occurred.

   The following provides an indication of the types of activities/events that should be recorded on the Running Sheet. This list is not exhaustive and additional activities may be recorded, dependent on the nature of the application:

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   - Issuing of Properly Made Notice (if applicable);
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   - Finalisation of Decision Package;
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3. How to Use the Running Sheet

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   - **Date:** The date the task occurred.
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   NB: The Details section can be enlarged by clicking on that field then pressing "Control" + "e".

   For further information on how to use the Running Sheet, refer to the DART User Manual.

BRISBANE CITY

Dedicated to a better Brisbane

DA Local Induction Program

Table of Contents

Program introduction

New DA staff are to undergo a two week local induction program to introduce them to DA's processes and tools. For staff who have not received their personal login, email Andrea Doyle or call 838 25 to organise access to a generic login a/c – this is available immediately until the personal a/c is activated.

It is the Team Leader's responsibility to ensure ALL aspects of the *Local Induction (corporate requirements)* are addressed within the first five days and to complete and forward the checklist to Corporate HR by the end of week 2 (checklist is on the following page). It is important to make the new starter aware of this knowledge and explain where they can find more information when things aren't so hectic. The checklist can be completed using electronic stamps.

Legislative timeframes require the completion of the WH&S aspects to occur within the first two working days of a new employee to Council.

The DA two week program will be supported by a comprehensive program offered three times a year. A twelve week plan for vacation students has been prepared and can be accessed through the intranet.

BCC's Local Induction requirements are incorporated into DA's Local Induction program. Links have been included to assist with finding information/pages.

Local Induction (corporate requirements)	**Local Induction (DA requirements)**	**Mode**	**Role**	**Sign when completed**
Items in this column align with BCC corporate requirements; the heading links to the corporate induction website.	Items in this column ensure the new starter receives the minimum preparation to undertake their role; not all tasks may be relevant to all roles.	Various modes of learning are incorporated to cater for different learning styles. See below for further information.	Roles have been suggested for each item, these may be negotiated. See below for who else may be involved in this program.	This column is to record items which have been addressed. Use your stamp to sign off.

Modes of learning

Demo – requires the nominated person to demonstrate a process to the new starter.
F2F (face-to-face) is a one-on-one session between the new starter and the person delivering the information.
Intranet activity - DA's Induction page links to the various self-paced activities. The activities enable the new starter to undergo learning sessions not exceeding 20 mins each.
MLS – My Learning Space – the BCC online learning portal.
OLG – An Online learning guide exists for the new starter to work through.
Review – New Starter to review document/process.

Roles – remember those suggested in the program may be negotiated

B – Buddy
KM – Knowledge Manager
NS – New Starter
TL – Team Leader
WCS – Workforce Capability Strategist

IT Training

Times will vary for delivery of DART and Adobe training as they will be dependant on available rooms and trainers.

Continuous improvement

Please forward all ideas for improvement to Andrea Doyle.

Master Induction Checklist

This is to confirm that I have completed Brisbane City Council's Local Induction and have been provided and made familiar with the following information:

- ☐ Entry and Exit checklist
- ☐ Timesheets (for non- ESS users) / Hours of Work
- ☐ Brisbane City Council – The Big Picture
- ☐ Pay and Superannuation
- ☐ Probation
- ☐ Zero Harm Policy
- ☐ Workplace Health and Safety Roles and Responsibilities
- ☐ My local WHSO/ WHSR
- ☐ Incident identification and reporting
- ☐ Emergency Procedures and Exits
- ☐ First Aid
- ☐ Security
- ☐ Workplace Specific Issues
- ☐ Values
- ☐ Employee's Role
- ☐ Delegations of Authority
- ☐ Customer Focus
- ☐ Telephone Techniques
- ☐ Work Unit Communications and Equipment
- ☐ TRIM
- ☐ Waste Minimisation
- ☐ Equity and Diversity
- ☐ Contact Officer Network
- ☐ Code of Conduct
- ☐ Confidentiality of Information/ Objectivity
- ☐ Disclosing Outside Employment
- ☐ HRIS and ESS
- ☐ Equity and Diversity Survey
- ☐ Qualifications and Licences
- ☐ Leave Entitlements
- ☐ My Learning Space
- ☐ Purchasing Items
- ☐ Consultative Structures
- ☐ Management Team
- ☐ Human Resource Management
- ☐ Future Activities

Employee Name ______________________________

Employee signature ______________________________

Date ______________ Employee Number ______________

Team Leader signature ______________________________

Once this checklist is completed and signed by the new employee and team leader please Send or Fax to: **HR Information Group (HRIG), Level 21, Brisbane Square, Fax: 33**

HRIG to forward to HR Records for placement on Personal History File **34 0076**.

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BCC.175.0311

Day 1

Local Induction (corporate requirements)	Local Induction (DA requirements)	Mode	Role	Sign when completed
Meet the team, buddy, Branch Manager		Walk around	TL	
Office walk around – toilets, kitchen, tea/coffee club, resource room.		F2F	TL	
	Team roles and map boundary	Intranet	TL	
Emergency evacuation, exits, assembly, incidents & equipment		F2F	TL	
	The evacuation module you choose depends on the building you occupy Regional teams: Login to My Learning Space → select *Learning Catalogue* → from Course Category select *zero harm* → select your region CBD teams: Click here for BSQ module	MLS	NS	
Personal history file		F2F	TL	
Pay, superannuation, entitlements		F2F	TL	
Hours of work (start/finish)		F2F	TL	
Entry/transfer/ exit checklist		F2F	TL	
Timesheets – who, when & how		F2F	TL	
Show link to employee handbook		F2F & CityWeb	TL	
	Review employee handbook	Review	NS	
BCC Zero Harm policy		F2F	TL	
	View the Zero Harm presentation	Intranet	NS	
WH&S responsibilities		F2F	TL	
Reporting an incident process		F2F & cityweb	TL	
Security incidents		F2F & cityweb	TL	
Workers' cover, Rehabilitation		F2F	TL	
Well for life				
	Tour of building – car park, bike rooms, wellness centre, security photo (lvl 22), stationery room Register as first time user – car booking	Tour	B	
	A-Z	F2F/intranet	KM	
	Internet policy	F2F/intranet	KM	
	Explore DA Intranet incl SOP	F2F/intranet	KM	
	Set home page to DA intranet	F2F/intranet	KM	
	DA Glossary	F2F/intranet	KM	
	Corporate Acronyms	Cityweb	KM	
	Intranet by Discipline	F2F/intranet	KM	
	Remote email access	F2F/intranet	KM	
	CPaS Home Page	F2F/intranet	KM	
	Citywide outcome	F2F	TL	
	DA Mission & Targets DA Business Plan	F2F	TL	
	BCC Values	F2F	TL	
	Role description	F2F	TL	
	Set up email signature and proxy into GroupWise, GroupWise training	DA intranet	TSO	
	Set up printer		TSO	
	Check set-up work station		WCS	
	Work shadow		B	

Day 2

Local Induction (corporate requirements)	Local Induction (DA requirements)	Mode	Role	Sign when completed
Review Day 1		F2F	TL	
Delegations of authority – HR, finance	Delegations of authority in DA process	F2F	TL	
Customer service		F2F	TL	
Telephone management incl fwding & pickup		Demo	B	
Environment/ waste management		F2F	B	
Equity & diversity		F2F	TL	
Contact officer network		F2F	TL	
Code of conduct		F2F	TL	
	Code of Conduct Login to My Learning Space → select Learning Catalogue → from Course Category select *legislative and statutory* → select *Code of conduct*	MLS	NS	
Confidentiality of information		F2F	TL	
Meet other team managers		Walk around	TL	
	Delegate DTM to observe process Review SOP on how to Conduct a DTM DA Intranet → SOPs → Information and Referral → Conduct DTM	Delegate meeting SOP	TL/B NS	
	DA Service chain	Intranet activity	NS	
	Work shadow	F2F	B	
	Prepare DART User Specimen Signature form		B/NS	
	Application Process workflow This workflow outlines the work of the AST. Discuss with your buddy. (A workflow exists for most processes)	Intranet	NS	
	Share & explain e-copy of Tracking Spreadsheet used in your team	F2F	B	
	Review a closed hard copy file (submitted after SPA came into being). Check to see if the following are included: - Types of Plans - Acknowledgement Notice - Information Request - Decision Notice - NOC - Work request - Fee paid Can you link this application with the Application Process Workflow from above?	Review	NS	
	Meet eDA coaches in team	F2F	B	
	DART Simulations 1 - 45 mins - DART Login - DART navigation - Search for a location	Intranet Simulation	NS/ WCS/ eDA Coach	

Day 3

Local Induction (corporate requirements)	Local Induction (DA requirements)	Mode	Role	Sign when completed
Review Day 2			TL	
Employee to login to HRIS		Demo	TL	
Disclosing outside employment		F2F	TL	
Equity & Diversity survey		F2F	TL	
	Complete survey on HRIS Login to HRIS → Personal Details → Equity & Diversity survey		NS	
Qualifications & licences		Demo	TL	
How to apply for leave		Demo	TL	
Annual leave entitlements		Cityweb	TL	
Personal leave (sick & carer)		F2F	TL	
Income protection insurance		Cityweb	TL	
Other leave entitlements		F2F & Cityweb	TL	
Bringing items into the workplace		F2F	TL	
Purchasing items		F2F	TL	
	Customer focus Focus on customer, not applicant	F2F	TL	
	Meet tech specialists within your team	F2F	B	
	Plan site visit	F2F	B	
	Introduction to SPA timeframes	Intranet activity	NS	
	Book car Understand process for filling with fuel	Demo Cityweb	B	
	Process for taking digital camera onsite and operating it		B	
	Delegate team & other relevant meetings	Delegate meetings	B	
	Ergonomics Exercises Dual Screen Set-Up Checklist	F2F	WCS	
	Print, in colour, your own copy of DART shortcut keys for use in the production environment	Intranet	NS	
	Adobe 3 hr	F2F	WCS	

Day 4

Local Induction (corporate requirements)	Local Induction (DA requirements)	Mode	Role	Sign when completed
Review Day 3			TL	
Family friendly & work life strategies		F2F	TL	
EAP		F2F	TL	
Employee study Assistance		F2F	TL	
Partnering for Success		F2F	TL	
Probation & Progress meetings		F2F	TL	
Learning & Development		F2F	WCS	
Young Employees' Strategy		F2F	TL	
	Safe Work Procedures	Intranet	TL	
	City Plan activity	Intranet activity	NS	
	Review closed eDA file Check to see how the following have been used: - Notes page - Running Sheet - External docs - view plans	Review	NS	
	DART Simulations II – 45 mins - Search for a client - Search for a permit - Search for an application	Intranet Simulation	NS	

Day 5

Local Induction (corporate requirements)	Local Induction (DA requirements)	Mode	Role	Sign when completed
Review Day 4			TL	
DCC		F2F	TL	
JCC		F2F	TL	
WUCC		F2F	TL	
WH&S		F2F	TL	
Work & Life committee		F2F	TL	
Equity & Diversity Consultative Committee & Reference Groups		F2F	TL	
HR needs		F2F	TL	
	iBimap activity	OLG	NS	
	Workplace protocols	CityWeb	B	
	Hotline Bulletin Board		B	
	Regional office v City office duties	F2F	B	
	Organise white card - formerly blue card. (for further info) *Leave completed form with Denise Edwards (BSQ, Lvl 12)*	L&D form		
	Dart Simulations III – 45 mins - Add a merge document - Add an external document - Manage officer tasks - Using quick view	Intranet Simulation	NS	

Team Leader!! Remember to complete and forward the corporate checklist (on page 3) to Corporate HR by the end of week 2.

By signing this document the Team Leader acknowledges that all aspects of the Local Induction (corporate focus) program have been completed.

Day 6

Local Induction (DA focus)	**Mode**	**Role**	**Sign when completed**
Review day 5			
DA Organisation chart	Intranet activity	NS	
CLO, Lodgement counter, DA lounge	Tour	B	
Category Matrix discussion	SOP	B	
DART Training I – 2 hrs	F2F	WCS/ Coach	
Order PPE	F2F	NS & TSO	
WH&S Training for leaders (**Compulsory** for line managers, team leaders and manage only) Login to My Learning Space → select Learning Catalogue → from Course Category select *team leader* → select *WHS Essentials and Leadership for Managers*	MLS	NS	

Day 7

Local Induction (DA focus)	**Mode**	**Role**	**Sign when completed**
Review day 6			
Powers to enter property	Intranet activity	NS	
Operate the digital camera	Demo	B	

Day 8

Local Induction (DA focus)	**Mode**	**Role**	**Sign when completed**
Review day 7			
Communications/newsletters Planners - register for newsletters	Intranet	NS	
Process for referrals internal & external	F2F	B	
Know your councillor & ward	Intranet	NS	
DART Training II – 2 hrs	F2F	WCS	

Day 9

Local Induction (DA focus)	**Mode**	**Role**	**Sign when completed**
Review day 8			
Template for correspondence from DART	F2F	B	
Internal & external stakeholders	Intranet activity	NS	
Process and template for notifying local councillor	F2F	B	

Day 10

Local Induction (DA focus)	**Mode**	**Role**	**Sign when completed**
Review day 9			
Process for setting up GroupWise rule for "out of office"			
Team leaders **only** (Login → select *Learning Catalogue* → from Course Category select *legislative and statutory* → select *Working Together with Council's Values for Team Leaders*)	MLS	NS	
DART – 1 hour follow up if needed	F2F	WCS	

Other training within first 3 months:

TRIM (contact Nick Zanyat to organise)
Everybody is In Customer Service (access through MLS)
Corporate induction (should receive invite)
Divisional induction (should receive invite)
Compulsory program for managers (access through MLS)

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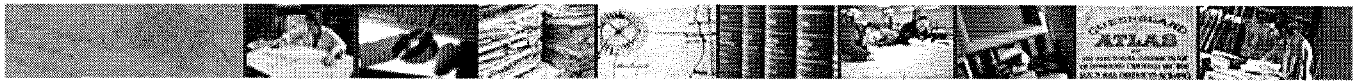

Introduction to Recordkeeping

A basic introduction for employees of Brisbane City Council

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Created by Queensland State Archives
Adapted by Brisbane City Council

Presentation Overview

What is a public record?

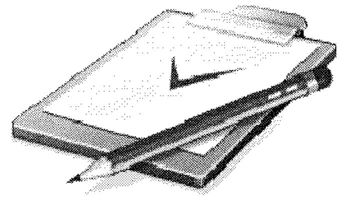
The legislative and regulatory context

Why undertake recordkeeping?

What are my recordkeeping responsibilities?

Key things to remember

Recordkeeping Guidelines



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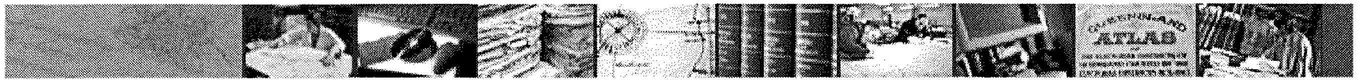

What is a public record?

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What is a public record?

A public record is any form of recorded information, both received and created, that provides **evidence of the decisions and actions of a public authority** while undertaking its business activities.

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In what form are public records?

Public records may be in any form, including:

- Paper, microfilm, electronic
- Documents, files, maps, plans, drawings, photographs
- Data from business systems, word-processed documents, spreadsheets, email, web pages
- Computer files on a floppy or hard disk
- Audio, video or optical media such as cassettes, video tapes, CDs and DVDs.

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What types of information are public records?

Examples:

- Any data within a database or information system that documents business processes or actions
- Agendas, papers and minutes
- Records generated from a project or policy initiative
- A work related email that documents an action or decision
- Correspondence
- Information related to the business activity of BCC that has been published Council's website

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What types of information are not public records? Examples:

- Non-circulated drafts of reports or correspondence (e.g. drafts containing minor grammatical amendments)
- Advertising brochures from an external provider
- Informational material that includes lists of suppliers, catalogues, directories and addresses
- Unsolicited emails or letters advertising products or services
- An email about an afternoon tea for a work colleague who is leaving

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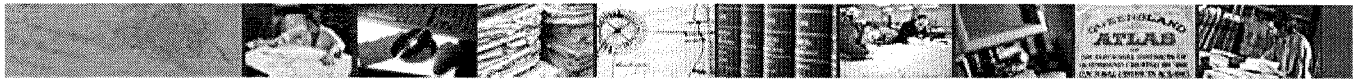

The legislative and regulatory context

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Key components of the broader information management legislative framework

Public Records Act 2002	*Right to Information Act 2009*	*Information Privacy Act 2009*
An Act to ensure Queensland public records are: • created • managed • kept • preserved, and • accessible	An Act to provide access to government information: • proactively through publication schemes and administrative release • through legislative processes unless, on balance, it is contrary to the public interest to give access	An Act to provide: • statutory obligations for agencies to protect information privacy • a right to access personal information unless, on balance, it is contrary to the public interest to give access • a right to amend personal information

What is the Recordkeeping Policy Framework?

See QSA's website for further information - www.archives.qld.gov.au/government/Publicationsbytype.asp

Legislation
- *Public Records Act 2002*

Recordkeeping Information Standards
- *IS40: Recordkeeping*
- *IS31: Retention & Disposal of Public Records*
- *IS34: Metadata*

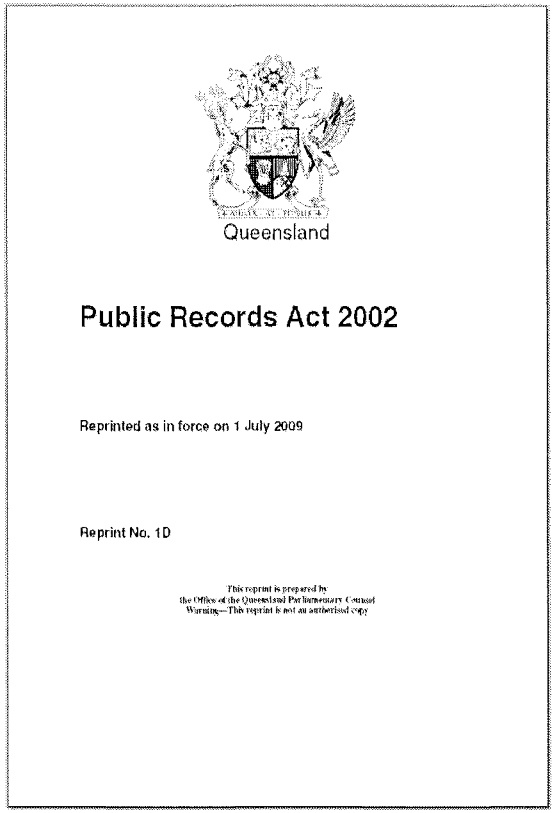
Policies
- *Managing emails that are public records*
- *Managing records of online resources and services*
- *Queensland Record-keeping Metadata Standard*
- *Digitisation Disposal Policy*
- *Microfilm Disposal Policy*

As at July 2009

What does the *Public Records Act 2002* require?

Public authorities must:

- Create and maintain 'full and accurate' public records
- Dispose of public records in accordance with the disposal requirements authorised by the State Archivist
- Provide authorised access to public records.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Public Records Act 2002

Reprinted as in force on 1 July 2009

Reprint No. 1D

This reprint is prepared by
the Office of the Queensland Parliamentary Counsel
Warning—This reprint is not an authorised copy

Information Standard 40: Recordkeeping (IS40)

- A Standard to assist public authorities to meet their recordkeeping obligations in accordance with the *Public Records Act 2002*
- Contains seven principles for compliant and accountable recordkeeping

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Attributes of ‘full and accurate’ records

- created
- captured
- adequate
- complete
- meaningful
- accurate
- authentic
- inviolate
- accessible
- useable
- retained
- preserved

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Information Standard 31: Retention & Disposal of Public Records (IS31)

A standard to ensure public records are:

- Identified and retained for the appropriate length of time
- Accessible
- Unable to be altered.

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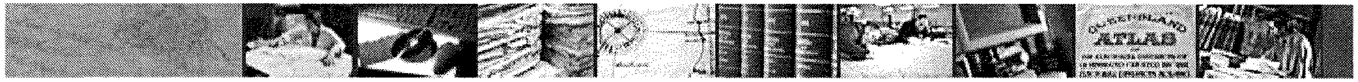

Why undertake recordkeeping?

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Why create, manage and keep records?

- To provide evidence of actions and decisions of Council business
- To ensure accountability and transparency
- To promote the effective and efficient management of Council business and service delivery.

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How does good recordkeeping help me?

Recordkeeping:

- ✔ provides evidence of your business activity
- ✔ helps you to do your job more efficiently
- ✔ helps you to make more informed business decisions
- ✔ enables you to meet legislative obligations
- ✔ enables access to corporate information
- ✔ protects the interests of Council

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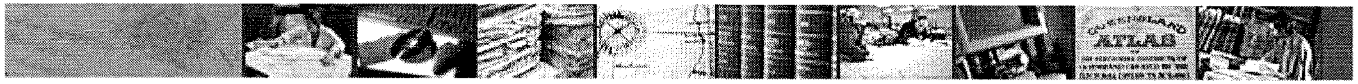

What are my recordkeeping responsibilities?

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Do I have recordkeeping responsibilities?

- Every Council employee has recordkeeping responsibilities to make and keep public records of their activities
- This includes contract staff and consultants working for Brisbane City Council

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What are my recordkeeping responsibilities?

Council employees must undertake and maintain good recordkeeping practices. For example, you must:

- create records of your business activities and decisions
- create records that are adequate for their purpose
- create records that are accurate so as to reflect what was communicated, decided or done
- manage public records by placing them into the corporate recordkeeping system or business system
- maintain records in line with Council's recordkeeping and information management policies.

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What are my recordkeeping responsibilities?

You must not:

- Destroy, delete or alter records without authority
- Remove records without permission
- Lose records that are in your care
- Provide inappropriate access to restricted records

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When should I make a record?

You should make a record if you need to show:

- What happened
- What advice or instruction was given
- What decision was made
- What approval was given
- When a transaction took place
- Who was involved
- The order of events and/or decisions.

For example, create records of:

- meetings where business decisions are made including an agenda, meeting papers and minutes
- internal or external correspondence you send or receive that involve the provision of advice, instructions, decisions, approvals or recommendations.
- work related verbal communications that involve the provision of advice, instructions, decisions, approvals or recommendations. This includes phone calls, voice mail messages and conversations with your supervisor/manager.

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What sort of information do I need to record?

Information that provides evidence of the business activity, for example:

- Date of the discussion or business activity
- Details of your name and other involved stakeholders
- Key discussion points
- Details of instructions or advice provided
- Approvals, decisions and recommendations made.

Where should I keep records?

- Records should be captured into recordkeeping systems
- Recordkeeping systems are not:
  - Your private store
  - Disks
  - Email systems
  - Personal or shared drives
- Recordkeeping systems:
  - Make records easily accessible
  - Ensure records are appropriately managed
  - Ensure records are disposed of in accordance with an authorised Retention and Disposal Schedule.

However, information within these types of systems may be public records

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How long do records need to be kept?

- Minimum retention periods for records are authorised by the State Archivist through:
  - General Retention and Disposal Schedule for Administrative Records
  - Local Government Sector Retention and Disposal Schedule

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Can I delete or dispose of records?

- Public records captured into recordkeeping systems enable disposal in accordance with a Retention & Disposal Schedule approved by the State Archivist
- Copies of public records may be deleted or disposed of, once the original has been captured into the corporate recordkeeping system*

*Note there are specific requirements regarding the disposal of original paper records after digitisation – contact the Records Manager for further information.

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Key things to remember

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Ask yourself...

Was this activity the result of:

- conducting business?
- making a business decision?
- undertaking a business action?
- providing advice?
- sending business related correspondence?
- receiving business related correspondence from external sources?

If yes, you must create a record.

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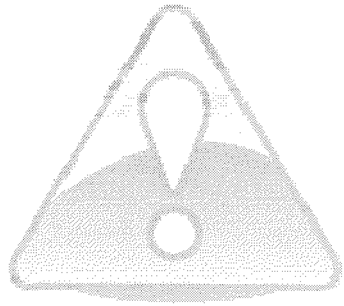
Don't forget…



– Disposal of public records without authorisation from the State Archivist is unlawful.

– Make sure public records are placed into Council's recordkeeping system so that they can be managed and disposed of lawfully.

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Guidelines for Recordkeeping in Brisbane City Council

- recently approved by EMT
- short overview of everyone's recordkeeping responsibilities
- includes a survey to be conducted every two years (first in approx May 2011)

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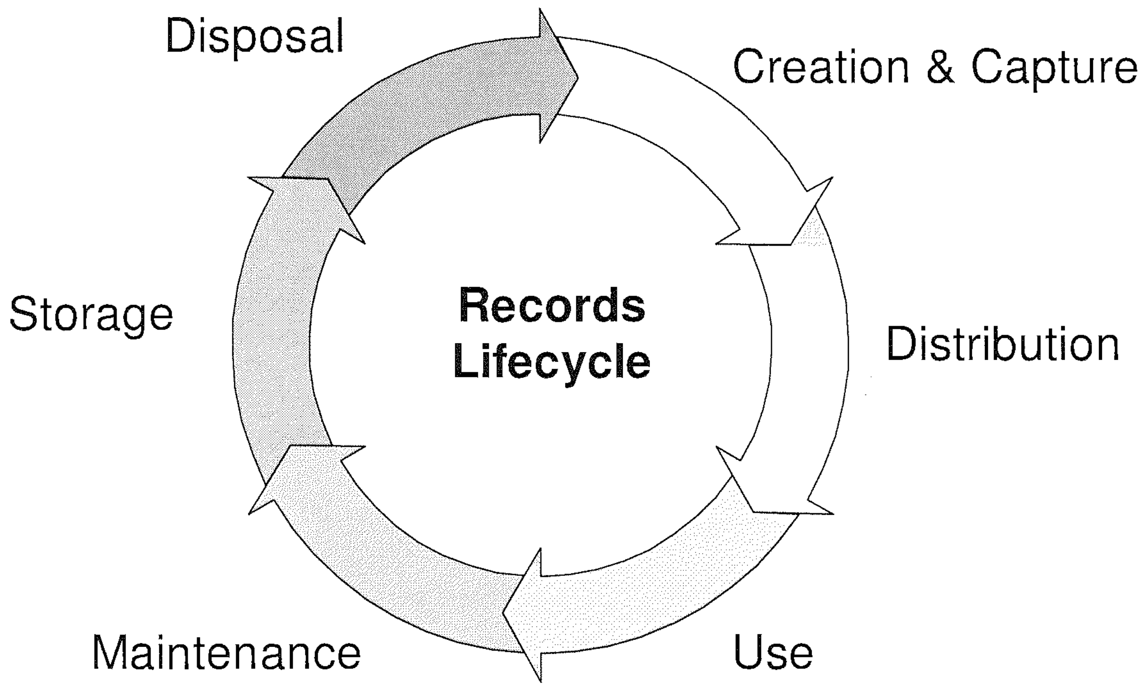
Guidelines for Recordkeeping in Brisbane City Council



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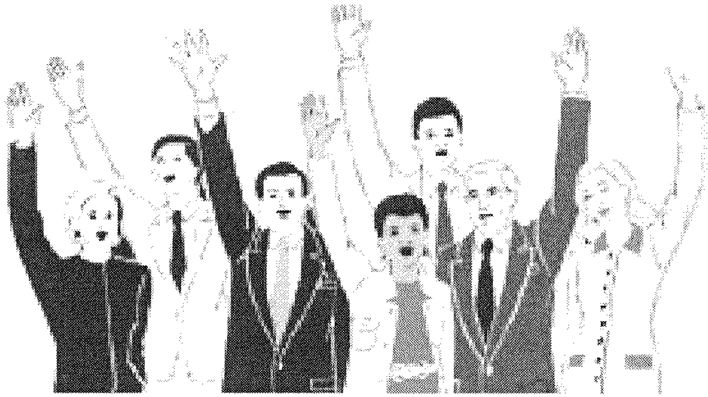

Any Questions?

THANK YOU FOR YOUR TIME

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Want to know more?

- Talk to Information Management
- Visit CityWeb - Good Recordkeeping website
- Read the Additional Notes that accompany this presentation
- Read the Guidelines for Recordkeeping in Brisbane City Council
- Visit www.archives.qld.gov.au

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Overview
Rules by Category
A-Z List
Numeric List
Search
Feedback

HRP002 Induction Procedure

Contents

Overview

Induction is one of the processes that enable organisations to quickly reap the benefits of a new employee's skills and experience. By assisting new employees to more effectively and quickly apply their skills and experience to their new environment, effective induction contributes to a new employee's level of comfort and satisfaction. An effective induction process welcomes and supports new employees, and ensures that they are made aware of and understand organisational culture and values.

Applicability

This procedure applies to all employees new to Council whether they are permanent, temporary, casual or contract staff.

Outcomes

An effective and comprehensive induction assists new employees to begin working as productively as possible, as quickly as possible.

Induction processes also assist new employees to:

- understand and contribute to Council's vision and values;
- understand organisational and job-specific requirements;
- understand behaviour and performance requirements; and

- comply with key relevant legislative requirements.

Definitions

n/a

Procedure Requirements

(a) Supervisors are responsible for ensuring that all new employees receive a comprehensive induction program.

(b) Contractors, casual and short-term temporary employees must receive a modified induction program appropriate to the duration of their employment and the tasks they are required to perform.

(c) Preparation for induction commences prior to the new employee's first day.

(d) Supervisors are responsible for ensuring that on a new employee's first day of duty, the new employee is welcomed and provided with sufficient information to allow them to function effectively, including their workplace health and safety responsibilities and emergency procedures.

(e) The information provided to new employees in their induction must include Council's workplace health and safety practices and equity and diversity practices.

(f) The content of the workplace health and safety induction that the new employee receives is dependent on the type of work the new employee will be undertaking.

(g) All new employees participate in Council's Corporate Orientation Program within three (3) months of commencement. Specific arrangements may be made for particular employment groups e.g. bus operators, Call Centre Consultants. Contractors are encouraged to attend dependent on the duration of their contract.

(h) Supervisors must provide all new employees with access to the Brisbane City Council's Employee Handbook, and/or to any local handbooks or reference booklets that may be relevant to a new employee (refer to the Related Information section of this policy).

(i) All new employees and supervisors must sign a completed induction checklist and an Entry/Transfer/Exit checklist as a record of the information and/or equipment provided (refer to the Related Information section of this policy).

(j) Supervisors are responsible for ensuring that the information contained on the checklist is forwarded to the HR Information Group.

Authority

- EBA7 30 June 2010
- EMT, 10 October 2001
- *This procedure replaces HR Policy 205 - Induction Training for Salaried Employees.*

Procedure Owner

Manager, People and Organisational Development (PODM)

File Reference

Council File 6/1/4

Further Assistance

- Manager, People and Organisational Development
- HR Help (phone 340 35900)

Related Information

- File Reference (2) 1/210
- HR & Employee Information - Induction *(provides all of Council's induction support material in one location)*

Review Date

April 2013

Induction Checklist – greater than 4 weeks duration

◂◂ Induction checklist – day one   Induction checklist – week one ▸▸

Induction checklist – day two

Employee name:	____________	Inducted by:	____________
Branch manager / Team leader:	____________	Branch / Unit:	____________
Commencement date:	____________	Division / Business unit:	____________

This Checklist outlines the activities to be undertaken on the employee's second day.

The checklist to be printed out and ticked as each activity is completed and signed when all acitivities are completed

When all of the checklists have been completed and signed, forward to the HR Information Group, Level 21 Brisbane Square 266 George St OR fax 3334 0076.

The HR Information Group will record the local induction completion date on HRIS and then forward to HR Records for filing on the Personal History File.

Work Requirements

☐ ***Employee's Role***

Review the role statement with the employee and explain exactly what they will be doing and the role expectations. Identify any key contacts and supply a list of relevant names and telephone numbers.

Explain reporting structures and responsibilities and identify customers and clients both internal and external.

Arrange a time with them to do an initial "Planning for Performance" assessment meeting to set goals etc. within the next week.

☐ ***Delegations of Authority***

If the employee is in a team leader role advise the employee of their level of authority, for purchasing, leave approvals etc. Ensure relevant forms are completed for sample signatures etc. Ensure employee is aware of responsibilities and accountability as a Team Leader/Approver in HRIS.

☐ ***Meet with Team***

Arrange meetings with team members to discuss work roles and customer relationships.

☐ ***Customer Service Standards***

Refer to Customer Service in the Employee Handbook.

Explain to the employee that Brisbane City Council is committed to serving the people of Brisbane by placing the customer first and has a Customer Charter available on the BCC website. BCC has values and behaviours that emphasise a "customer first" focus and all employees are expected to work to maintain the high customer standards outlined in the Council's Corporate Plan including:

- 100% of correspondence acknowledged within two days
- 90% of correspondence responded to substantively within 10 days
- 90% of correspondence responded to finally within 20 days
- 90% of all telephone calls answered within 6 rings

☐ ***Telephone Techniques***

If applicable, refer to Telephone Techniques in the Employee Handbook.

Explain the "Guidelines for telephone courtesy" to the employee and the internal telephone directory on CityWeb.

Explain that we can all assist in promoting customer relations by paying particular attention to our customer needs over the telephone.

Explain the following points to the employee:

- Answer efficiently
- Transfer calls well
- Stay attentive when putting callers on hold
- Use care when taking messages
- End the call politely
- Advise the employee that they must inform others when they are going to be away from their workstation and for what period of time. Show the employee how to redirect calls.
- Inform the employee to answer someone else's phone if it's nearby.

Explain to the employee that Council has an internal telephone directory called "CitySearch" on CityWeb under the "Phones" icon.

The directory provides information on:

- Telephone services, Call Centre and switchboard
- How to use the telephone eg. Picking up calls, redirecting calls
- List of dialling codes
- Listing of Divisional and Business phone numbers

☐ ***Work Unit Communication and Equipment***

Give the employee information on any regular meetings they will be required to attend and ensure the employee is accompanied by their mentor or another person to the first meeting to introduce them to the meeting group.

If applicable, show the new employee the location of the photocopier, fax, guillotine, laminator, shredder & binder etc. and ensure they know the basics of how to use the equipment and what to do in the event of a fault or problem with the equipment (including toner / paper requirements etc.).

Show the employee where to find ladders and trolleys should they be required to move any large items or access something at a height.

Show them the location of the stationery and explain the procedure for ordering or notifying of stationery needs.

Explain the use, availability and procedures for obtaining and using Cab Charge vouchers and/or pool cars in the Branch / Unit.

☐ ***Filing System/ Total Record and Information System (TRIM)***

Explain the filing system, sources of information and / or reference.

If applicable, advise the employee about TRIM (Total Record and Information System) which allows users to record, search, monitor and request Council hardcopy files, and CMX (Correspondence Management eXchange), Council's system for managing all customer correspondence against corporate KPIs, including Lord Mayoral correspondence and internal Councillor memoranda..

All correspondence relating to the business of the Council is to be placed on Council files.

☐ ***Environment/ Waste Minimisation***

Refer to Environment in the Employee Handbook

Explain that all employees have a responsibility to protect the environment, create less waste and to recycle waste.

If the work to be undertaken could have some impact on the environment, ensure that the employee is aware of the measures to be taken to prevent or minimise environmental harm.

Advise the employee of local procedures and practices for waste minimisation and advise them that as well as protecting the environment, waste minimisation assists in reducing costs.

Leave Entitlements

This section applies to EBA employees only. Refer all contractors to the terms and conditions in their contract.

☐ ***How to apply for Leave***

HRIS ESS users can apply for most types of leave online in ESS. This includes annual leave and sick leave. Explain to non ESS users where to locate and how to complete leave forms. Advise the employee how to lodge the forms.

☐ ***Annual Leave Entitlements***

Refer to Annual Leave Entitlements in the Employee's Handbook

Advise the employee that:

- All EBA employees are entitled to four-(4) weeks-annual leave on full pay with 17.5% loading on completion of a full year's service.
- Part-time employees are eligible for annual leave on a pro-rata basis.
- Employees on shift work are eligible for five-(5) weeks annual leave for each completed year of service where three-(3) shifts per day are worked over a period of seven-(7) days per week.
- Up to eight-(8) weeks-unused leave entitlement can be accumulated. Under exceptional circumstances the Branch Manager can approve pro-rata leave.
- Non ESS users should provide their supervisor with a minimum notice period of twenty-one (21) days on the relevant leave form before taking leave to enable Payroll Services to action leave on time.

☐ ***Sick Leave***

Refer to Sick Leave in the Employee Handbook

Advise the employee that:

- Once they have been employed for six weeks, sick leave on full pay is available for the length of their illness and/or rehabilitation, subject to co-operation and participation in a rehabilitation program. This does not apply if they are employed on a casual or contract basis or where their injuries are covered by Workers' Compensation.
- Absences of more than two days require a medical certificate or other satisfactory evidence of illness.
- After five absences of one or two days within an anniversay year they will need to provide a medical certificate for every day of paid sick leave.

Advise the employee that they will need to contact their Branch Manager / Team Leader by the normal starting time to advise of any absence. If they don't, they may be recorded as absent without leave and this would be unpaid leave. Sick leave must be applied for as a leave type. For HRIS ESS users this can be done online in ESS.

Work related injuries are covered by Workers' Compensation and different forms are submitted.

Advise them that Council provides workplace rehabilitation to help employees recover quickly from injury or illness, and return to suitable work duties with minimum disruption to family, social and working life. It is available for work related AND non-work related injuries and illnesses.

Advise that if they are absent from work for more than 5 days, or have a recurring injury or illness, they will be contacted by their Line Manager/Team Leader. They are required to participate in the rehabilitation process as soon as possible after your injury or illness. The Line Manager/Team Leader will want to arrange a suitable and safe return to work plan. A rehabilitation counsellor may be contacted to set up a program for graduated return to work, or arrange modified duties, depending on the seriousness the injury or illness.

☐ ***Carer's Leave***

Refer to Carer's Leave in the Employee Handbook

Advise the employee that:

- Personal Carer's leave is an emergency option that allows them to take paid leave to care for a sick member of their immediate family or a member of their household until alternative care arrangements can be made. This includes members of same sex relationships.
- Up to ten days of Personal Carer's Leave can be taken each year (non-cumulative) only when the need for care is unexpected, urgent or interim, they are the main or only care giver and no other arrangements can be made.
- Personal Carer's Leave is available for permanent or temporary employees who have been working with Council for at least six weeks.

☐ ***Other Leave Entitlements***

Refer to Leave Entitlements in the Employee Handbook

Explain that other leave is available to BCC employees (after a qualifying period in some cases) such as:

- Maternity / Paternity Leave
- Mid-career break
- Study Leave
- Long Service Leave
- Cultural and Ceremonial Leave

Advise the employee that more information can be found in their employee handbook and on CityWeb.

☐ ***Where to find detailed Leave Entitlements***

Advise the employee that full details of leave entitlements can be found in the relevant Industrial Award (eg BCC Salaried Employees Award), the Enterprise Bargaining Agreement and HR Policies on CityWeb.

Remind the employee that they can phone HR Help on x35900 for any HR related query.

Completed by:

Employee/ Contractor signature:	______________________
Line manager / team leader signature:	______________________
Date:	______________________

◂◂ Induction checklist – day one

Induction checklist – week one ▸▸

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iD04 Preservation of Information Procedure

1. Overview

This procedure supports Brisbane City Council's Code of Conduct (HRP040) and Information Management and Recordkeeping Policy (iD23).

The objective of this procedure is to ensure the availability and accessiblity of information essential for providing:

- Support of present and future administrative and business functions;
- Evidence of the way Council operates and of the transactions it carries out; and
- A historical record of the past for the community.

During its lifespan, information plays an important role in each of these areas. It is essential for the support of Council's administrative and business functions. It is also important that Council is able to provide evidence of the way it operates and of the transactions it carries out, for example:

- Records may be required for court proceedings;
- For administrative review procedures;
- For Right to Information (RTI) applications;
- For Council inquiries;
- For investigations carried out by law enforcement bodies such as the Crime and Misconduct Commission (CMC) and the Queensland Police Service; and
- To support the rights of citizens and organisations.

As well, because it is important that future generations have access to information about the past, Council records of historical value to the community should also be preserved in the appropriate form of archive.

It is essential that information of enduring value is preserved so that it is easiliy accessible to those authorised, and that the meaning and purpose of the information can be comprehended and used upon its retrieval. These requirements must be guaranteed for the duration of its preservation.

Conversely, when information ceases to be of value to Council and the community, it must be disposed of so that space and resources can be devoted to preserving information of enduring value. Whilst disposing of information, care should be taken to protect its privacy and confidentiality of its content as well as the environment.

2. Applicability

This procedure applies to all Council employees (including, but not limited to permanent, temporary, casual, graduates, trainees, contractors, consultants, volunteers, and work experience staff). It also applies to Councillors in relation to public records.

Managers have a specific responsibility in ensuring that Council employees fulfil their recordkeeping requirements. Managers are required to report every two years on their assessment of recordkeeping practices and how they can be improved.

3. Definition

Nil

4. Procedure

1. The custodians of Council's information holdings must identify the information under their responsibility that requires preservation, and must ensure it is preserved in an accessible format for an appropriate time period. This includes specifying how the information is to be disposed of once it ceases to be of value to Council and the community.
2. Information must be preserved in a format such that it can be assessed, comprehended, and used, at any time within the period of its preservation.
3. Information must be preserved such that its accessiblity and useability is not prevented by technological change during its period of preservation.
4. All measures must be taken to minimise the risk of damage to, decay of, loss of, or unauthorised access to preserved information.
5. Procedures must exist to govern the preservation and disposal of information. The procedures for preservation and disposal of information must adhere to the Queensland State Government statutory requirements relating to these functions including the Public Records Act 2002 (Qld) and Right to Information Act 2009 (Qld). The procedures must observe all Brisbane City Council statutory requirements where applicable including Corporate Rules.

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5. Authority

EMT - Executive Management Team

6. Procedure Owner

Nick Brant, Chief Information Officer, Information Services Branch, Organisational Services Division, 340 36816

7. Related Information

Legislation and Standards

- City of Brisbane Act 2010 - establishes requirements in relation to certain types of records
- Crime and Misconduct Act 2001 - Council must preserve and make information available for this Commission so that it can be effective in its investigations.
- Electronic Transactions (Queensland) Act 2001 - refers to the integrity of information and requirements to keep information for electronic communications when dealing with Government.
- Evidence Act 1977 - defines what must be preserved as evidence.
- Information Privacy Act 2009 - protects personal information holdings and regulates the use of personal information.
- Judicial Review Act 1971 - allows for the review of certain administrative decisions based upon questions of law.
- Local Government Act 1993 - requires Council to keep certain records.
- Public Records Act 2002 - requires integrity, security and appropriate management for official records including those of local government.
- Public Sector Ethics Act 1994 - requires public officials to ensure that public resources are not wasted, abused or improperly used.
- Right to Information Act 2009 – provides access to informaton held by government unless on balance it is contrary to the public interest to provide that information.

Council Information (including Corporate Rules)

- iD22 Information and Communications Technology Policy
- iD23 Information Management and Recordkeeping Policy
- iD07 Information Security Management Procedure
- AP069 Council and Standing Committee Decisions - Procedure for Filing
- AP085 Intellectual Property Policy
- AP086 Intellectual Property Guidelines
- AP187 Right to Information and Information Privacy

Procedure

- CityDocs Project website
- Information Management website
- Information Management Framework
- Privacy website
- Managers' Guide to Compliance

8. Review Date

October 2011

iD23 Information Management and Recordkeeping Policy

Contents

Overview

This policy relates to the management of all Council's information assets.

It has its primary foundation in the Public Records Act 2002. Council must comply with the requirements of the Act and policy, standards and guidelines issued by the State Archivist in relation to the making, keeping, preserving, managing and disposing of public records. Other legislation and Queensland Government Information Standards also affect Council's recordkeeping responsibilities.

This policy is also intended to recognise the importance of good information management and recordkeeping practices in supporting the efficient and effective operation of Council.

Applicability

This policy applies to all Council employees (including, but not limited to permanent, temporary, casual, graduates, trainees, contract and work experience staff) and Councillors.

Definitions

Council information includes electronic documents and records, information that is stored and managed in Council business systems, paper-based information and information published to websites.

A record is:

- evidence of a business transaction;
- information that supports a business decision;
- a decision that commits Council to certain actions or to the provision of resources or services.

Briefly, the term 'public record' as defined in the Public Records Act refers to the documentary, photographic, electronic, or other records of a public authority. It includes anything created, received or kept by Council in the exercise of its statutory, administrative or other public responsibilities or for a related purpose.

Some examples of Council records include, but are not limited to:

- minutes of Council meetings;
- information held in the electronic property information system;
- development applications;
- dog registrations;
- Living in Brisbane 2026 vision document;
- briefing papers
- correspondence and memoranda (regardless of format).

A record received or created by a councillor is considered a public record when it relates to Council's activities. The Local Government Act (1993) describes these activities as:

- a law-making role for local laws; and
- an executive role for:
  - (i) adoption and implementation of policy; and
  - (ii) administration of local government; and
  - (iii) enforcement of Council local laws.

Anything created, received or kept in an official capacity as a councillor is part of Council's public record, for example:

- a letter addressed to a councillor from a constituent relating to Council business;
- an internal memorandum a councillor has written to the CEO;
- a councillor's diary.

Public records may also be created where Council has outsourced business processes to external agencies. Council records generated through these outsourced arrangements are subject to this policy.

Outcomes

Council will have electronic and paper-based information that is well-managed and accessible, and will be dealt with in a manner that is compliant with relevant legislation and standards.

Council business systems will incorporate recordkeeping principles, ensuring the information contained in business systems is managed throughout its lifecycle in a manner consistent with legislative and administrative requirements.

Employees will have access to full and accurate Council records and information to assist in fulfilling their work responsibilities, including decision-making.

Council will have an Information Management Strategy that aligns with the Corporate ICT Strategic Plan. This will deliver a coordinated approach to information management to enable the achievement of business outcomes.

Principles

The following principles underpin Information Management and Recordkeeping in Council. Council is working to ensure that these principles are applied to all corporate information systems and holdings.

- Information is a valued Council asset.
- Information is collected once only, from the right source, first time.
- Information is stored once only in the most appropriate format subject to practicality and business requirements.
- Information is managed to ensure its accuracy and integrity.
- Custodianship of information complies with legal and administrative provisions throughout its lifecycle.
- Information is described, classified and indexed consistently across Council.
- Information is described using standardised classifications, schemes and codes.
- Information is accessed using consistent search tools and techniques.
- Information is accessible to all who need it, consistent with legal professional privilege, privacy and confidentiality provisions.
- Information is used for the benefit of the community, to further Council's commercial needs and to integrate with information held by partner agencies.
- Information is managed to protect Council's intellectual property.
- Information is managed to improve its usefulness and limit liability through the application of appropriate quality measures.
- Council will keep records for as long as required by Queensland State Archives and only retain records for longer than the approved retention period when there are sound business reasons and with the approval of the City Archivist.

Policy

The Public Records Act requires Council to ensure that "public records are made, managed, kept and, if appropriate, preserved in a useable form for the benefit of present and future generations".

Council will:

- Manage its information resources as a key strategic resource to support Council's vision and goals.
- Maintain information, and make it available, as appropriate, to employees, councillors, customers, residents of the city and the community.
- Establish and maintain information governance and custodianship to ensure efficient and effective information management.
- Provide direction for Council to ensure that its information assets are managed in accordance with legislative and regulatory requirements, and that knowledge management initiatives meet business needs.
- Maintain full and accurate records to the extent necessary to:
    - facilitate action by employees at any level of Council, and their successors;
    - document decisions and decision-making processes for policies, programs, and service delivery;
    - enable timely and accurate information to be disclosed on all relevant Council matters;
    - facilitate audits of the conduct of business by authorised auditors;
    - assist in compliance management for specific types of information;
    - protect the financial, legal and other rights of Council, the public and others affected by Council's actions and decisions;
    - minimise risk to Council; and
    - preserve information assets of historical value to Brisbane City Council and the community for future availability and use.
- Manage information and records throughout their lifecycle in accordance with the Information Management Framework. Information will be disposed of in line with approved Retention and Disposal Schedules and business needs.
- Where practical, use electronic systems as the preferred means of creating, using and managing information. Metadata describing the information will be included to enable users to understand its content, potential value and limitations.
- Maintain Information to ensure it is fit for purpose and has the required quality to enable council employees and the public to use it with confidence.
- Manage confidential, sensitive and personal information to ensure it is accessible only when authorised and is used appropriately.

Authority

Full Council.

Approval Date: 10 February 2009.

File Reference: 146/715/608/2.

Policy owner

Nick Brant, Chief Information Officer, Information Services Branch, Organisational Services Division, 340 36816

Further assistance

Colin McMullen, Principal Information Strategic Planner, ICT Strategy and Architecture Group, Information Services Branch, Organisational Services Division, 340 37114

Priscilla Lally, Principal Policy and Planning Officer, ICT Strategy and Architecture Group, Information Services Branch, Organisational Services Division, 340 39467

Related information

Council Information (including Corporate Rules)

- iD22 Information and Communications Technology Policy
- iD24 Recordkeeping in Brisbane City Council Guideline
- Information Management Framework
- Security Guidelines relating to information
- AP085 Intellectual Property (Policy)
- AP086 Intellectual Property Guidelines
- Information Security website
- Privacy website
- AP187 Right to Information and Information Privacy Procedure
- Good Recordkeeping website
- CityDocs Project website
- Managers' Guide to Compliance

Legislation

- City of Brisbane Act 1924 - establishes requirements in relation to certain types of records
- Crime and Misconduct Act 2001 - Council must preserve and make information available for this Commission so that it can be effective in its investigations.
- Electronic Transactions Act 2001 - refers to the integrity of information and requirements to keep information for electronic communications when dealing with Government.
- Evidence Act 1977 - defines what must be preserved as evidence.
- Information Privacy Act 2009 (Qld) - protects personal information holdings and regulates the use of personal information.
- Right to Information Act 2009 – provides access to information

held by government, unless on balance it is contrary to the public interest to provide that information.
- Judicial Review Act 1971 - allows for the review of certain administrative decisions based upon questions of law.
- Local Government Act 1993 - requires Council to keep certain records.
- Public Records Act 2002 - requires integrity, security and appropriate management for official records including those of local government.
- Public Sector Ethics Act 1994 - requires public officials to ensure that public resources are not wasted, abused or improperly used.

Mandatory Queensland Government Information Standards

- IS31 Retention & Disposal of Public Records – provides standards for retaining and eventual disposal of records
- IS40 Recordkeeping – sets out the principles for compliant record keeping under the Public Records Act

Other related Queensland Government Information Standards

- IS18 Information Security - outlines Queensland Government's mandatory information security principles (not yet mandatory for local government)
- IS19 ICT Resource Maintenance & Disposal - deals with the management of data on equipment that is disposed of by government
- IS26 Internet – deals with the provision of information via web-based systems and the need to keep adequate records of this business activity
- IS 34 Metadata - provides the minimum requirements for the management of metadata schemes for Government information assets and services.
- Queensland Recordkeeping Metadata Standard and Guideline - identifies metadata elements required to manage records in accordance with best practice and provides guidance on implementation.

Crime and Misconduct Commission, Queensland, Prevention Pointer Series

- Retention and disposal of Council records: A Guide for Councillors and CEOs, Prevention Pointer No 11, May 2004
- Confidential Information: how to keep it confidential: A Guide for Councillors and CEOs, Prevention Pointer No 7, May 2004

Australian Standards

Australian Standard 15489 consists of the following standards and guidelines, which have been adopted by public sector agencies throughout Australia as the basis for records management, policy, procedures, and guidelines.

- AS ISO 15489.1-2002 Records Management – General
- AS ISO 15489.2-2002 Records Management – Guidelines

Review Date

December 2009

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iD24 Recordkeeping in Brisbane City Council Guideline

Overview

This guideline supports Brisbane City Council's Information Management and Recordkeeping Policy.

Council needs to manage its information and records effectively. Good recordkeeping:

- improves staff productivity;
- helps Council make more informed business decisions;
- provides an audit trail necessary for accountability and transparency;
- helps protect Council's legal, financial and other interests; and
- helps Council retain its corporate memory.

All Council employees have responsibilities in relation to Council records which are outlined in this guideline. Compliance with this guideline will ensure that records generated or received in the course of Council business are created, maintained and accessible for as long as they are required to meet business, legislative, accountability and cultural purposes.

Applicability

These guidelines apply to all Council employees (including, but not limited to permanent, temporary, casual, graduates, trainees, contractors, consultants, volunteers, and work experience staff). It also applies to Councillors in relation to public records.

Managers have a specific responsibility in ensuring that Council employees fulfil their recordkeeping requirements. Managers are required to report every two years on their assessment of recordkeeping practices and how they can be improved.

Definitions

Under the Queensland *Public Records Act 2002* section 6, a **public record** includes:

a. a record made for use by, or a purpose of, a public authority; and
b. a record received or kept by a public authority in the exercise of its statutory, administrative or other public responsibilities or for a related purpose.

A public record includes:

a. a copy of a public record; and
b. a part of a public record, or a copy of a part of a public record.

"**Record** means recorded information created or received by an entity in the transaction of business or the conduct of affairs that provides evidence of the business or affairs and includes

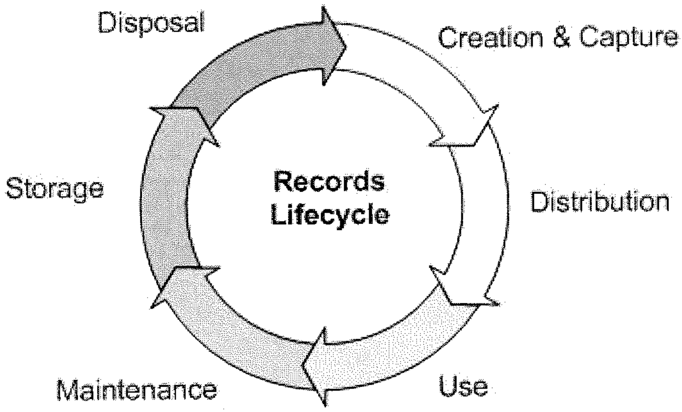
a. anything on which there is writing; or
b. anything on which there are marks, figures, symbols or perforations having a meaning for persons, including persons qualified to interpret them; or
c. anything from which sounds, images or writings can be reproduced with or without the aid of anything else; or
d. a map, plan, drawing or photograph." (Schedule 2, Public Records Act).

As a Public Authority as defined in the Public Records Act, Council is governed by the Act and the *Retention and Disposal Schedules* issued under Section 13. The Act applies to the records of both Council and Councillors.

Records lifecycle is the model of records management and archival management which describes the stages through which a record is said to pass during its life. Records do not necessarily experience all stages of the lifecycle. For example, a record may be created but it may not necessarily be used. Typically, records are described as passing through a series of stages such as:

1. Creation and Capture;
2. Distribution;
3. Use;
4. Maintenance;
5. Storage; and
6. Disposal.

(Adapted from Glossary produced by Queensland State Archives.)



TRIM: TRIM is the electronic document and records management system that Council uses to manage its records. TRIM is being rolled out by the CityDocs project.

Guidelines

These Guidelines describe the recordkeeping responsibilities of Council employees during each of the stages of the records lifecycle.

1A. Creating Council Records

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Official records need to be created to ensure that accountability occurs and Council's corporate memory is protected. Ideally, records are created as soon as possible after the event that is being recorded or even as the meeting/phone call etc is occurring.

A number of key business actions require the creation of full and accurate records, such as:

- decisions, commitments or transactions made orally (person to person or over the telephone);
- decisions and recommendations for which Council may be held accountable;
- meetings where official Council business occurred where decisions are made or actions taken;
- when Council is entering into legal obligations, for example contract negotiations or leases;
- where legislative, or other authority sources, mandate that a record be created;
- where business process analysis has identified the need to create official records at certain points in a work process;
- where policies and procedures have identified a need to create records.

Specific considerations apply to submissions sent to the Establishment and Co-ordination Committee as directed in the CEO's Memorandum of 23 October 2009. For legal advice, contact Brisbane City Legal Practice on 3403 5313.

1B. Capturing Council Records

Capturing paper records
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The capture of official or "public" records helps to ensure they are accessible to all who require them.

Some paper records are captured on Council files and these are registered in TRIM, Council's records management system. Other records such as invoices etc have details transferred to Council systems where the information is managed. The paper records in such cases still follow a records lifecycle.

Capturing electronic records
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When TRIM is deployed throughout Council to manage electronic records, records captured in this system will be controlled and managed in accordance with policy and procedures, secured against tampering, unauthorised access or unlawful deletion and disposed of promptly in accordance with legal authority and business requirements.

Council's business systems are also used to capture Council records. These are not compliant record keeping systems; but as they are replaced, new systems will be compliant with Queensland State Archive requirements.

If TRIM or relevant business systems are not available, Council employees should use the G:\ drive structure to capture electronic records including pdf versions of business email.

Some records that start their life as electronic documents may need to be printed and placed on a Council file. This is a decision that will need to be made by each Division/Business Unit.

It is good practice that when a document is circulated to multiple recipients within Council, the originator is responsible for capturing the document.

Employees are responsible for capturing messages that are received from outside Council. Where there are numerous persons who receive the external email, the person with the primary responsibility for dealing with the email should save it to the G: drive or print it out and arrange for it to be placed on a Council file.

For emails that are part of a series, a complete history of the discussion thread should be saved. It will be easier to save the last message with the full thread of the correspondence rather than separately saving each message.

2. Distributing Council Records

Distributing paper records
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Paper records should be attached to official Council files that are registered in TRIM. Transfers of the file between officers should be recorded in TRIM so that files can be tracked and located by others who need them.

Distributing electronic records
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When distributing electronic documents, consideration should be given to sending a link to the document rather than sending the record as an email attachment. This will not be possible in those situations when not all recipients of the email have access to the drive where the document is stored. Use of the I:/Transfer drive should be considered rather than sending copies of the document to multiple recipients by email.

3. Using Council Records
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Information on Council files, systems or electronic drives should be used for Council purposes only. Council officers need to be aware of their responsibilities in relation to confidentiality, privacy and security of personal or commercial information. Access to Council records can be provided under certain circumstances:

Unless expressly authorised by any Act or Ordinance no officer of the Council shall show, lay open, or expose any of the books, papers, or records of the Council to any person, or display or communicate the contents thereof, or permit any person to take a copy thereof or extract therefrom, without leave from the Town Clerk, nor shall any person attempt to obtain such information without the consent of the Town Clerk. (Local Laws, chapter 2, part 1, section 2)

While records and accounts of Council must be made available to certain external organisations for audit and other purposes, access must be arranged through the senior officer in Information Management.

4. Maintaining Council Records

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Records are kept so that they can be used again by others.

Maintaining paper records

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For paper records, maintaining these records means that they are registered, classified and titled appropriately in Council's records management system, TRIM.

Records on official Council files must not be removed, damaged or destroyed.

It is recognised that there may be occasions when Council files need to be used by Council employees away from the office environment. Care should be taken that files are kept safe, that personal and sensitive information is not divulged and that the files are returned to the workplace as soon as possible.

Maintaining electronic records

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Electronic records should be retained in appropriate business systems or Council's G: drive. Council records should not be kept in personal directories or personal email archives.

Maintaining Council records will require migration of records when a new system is implemented or an existing system/software is upgraded. This will ensure that records will continue to be available to those who need them.

5. Storing Council's Records

Storing paper records

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Council records need to be kept in conditions that will ensure that records are protected, secure and accessible for as long as they are required to meet business, legislative and accountability needs and community expectations.

Queensland State Archives has endorsed the National Archives "Standard for the Physical Storage of Commonwealth Records" as the Standard for storing records by agencies in Queensland. Where Council provides storage of its records or outsources that storage to commercial repositories, the Standard provides guidance on a range of issues that impact on the appropriate storage of Council records.

Council's Records Repository will only accept Council records for storage.

Storing electronic records

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It is very important that repositories of electronic information such as G:\ drives, business systems and other databases are managed effectively.

Regardless of where Council's records are stored, they need to be kept so that they meet the requirements of full and accurate records. This means that:

- new business systems have to take recordkeeping principles into account in their design;
- upgrades to new versions or products will have to take into account migration of existing records so that they are retained, and remain accessible and useable;
- care needs to be taken in ensuring that Council records are not kept in personal folders or personal email archives;
- records should be kept in a format that preserves their integrity e.g. pdf – especially for the final version of a record; and
- care should be given to the structure of electronic folders so that records and information can be retrieved easily.

6. Disposing of Council records

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Council records should be kept for the minimum period of time specified by Queensland State Archives in the approved Retention and Disposal Schedules. The *Public Records Act 2002* imposes severe penalties on individuals for the unlawful destruction of Council records.

Disposing of paper records

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Disposal of Council's paper files will be done by Information Management at the end of their retention period, following approval by the Brisbane City Council Archivist. Destruction of records will be done in a way that preserves confidentiality of information contained in those records. This will be arranged by Information Management.

Council files recorded on TRIM have a retention period placed on them based on the classification of the file. It is important therefore to ensure that material is placed on correct files and that files are classified correctly.

Disposing of electronic records

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Electronic records should not be deleted prior to the expiration of the retention period defined in the Queensland State Archives Retention and Disposal Schedules. If you have any questions about this, please contact Information Management.

There may be valid business decisions for the retention of paper or electronic records beyond the minimum retention period. Because this can involve significant cost to Council, a business case should be prepared to justify the extended retention, identify the costs involved and make provision for the payment of these additional costs.

What does this mean for you?

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If you are a Council employee, consultant or contractor, you are responsible for:

- creating full and accurate records to document the transactions that occur in the course of business including meetings, telephone discussions, conferences, verbal decisions and voice mail;
- ensuring that all public records created or received are captured into the appropriate records management system;
- ensuring information and records are available and accessible by other employees who may need them – avoid keeping Council records as personal emails or saving Council records on your H: drive;
- taking proper care of Council information and records;
- protecting information and records from unauthorised access;
- ensuring that Council records are retained for the required period of time; and
- complying with relevant legislation, Information Standards and Council information management and recordkeeping policies, procedures and guideline.

If you are a Manager, your responsibility includes ensuring that Council employees in your area are aware of and fulfil their recordkeeping responsibilities. A survey will be conducted every two years to assess Council's recordkeeping practices. This will inform the Queensland State Archives biennial Compliance Survey and Corporate Risk Management Committee requirements.

Authority

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Executive Management Team

Approval Date: 3 March 2010

File Reference: 146/268/370/5

Related Information

Legislation

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- City of Brisbane Act 2010 - establishes requirements in relation to certain types of records
- Crime and Misconduct Act 2001 - Council must preserve and make information available for this Commission so that it can be effective in its investigations.
- Electronic Transactions (Queensland) Act 2001 - refers to the integrity of information and requirements to keep information for electronic communications when dealing with Government.
- Evidence Act 1977 - defines what must be preserved as evidence.
- Right to Information Act 2009 – provides access to informaton held by government

unless on balance it is contrary to the public interest to provide that information.

- Judicial Review Act 1971 - allows for the review of certain administrative decisions based upon questions of law.
- Local Government Act 2009 - requires Council to keep certain records.
- Public Records Act 2002 - requires integrity, security and appropriate management for official records including those of local government.
- Public Sector Ethics Act 1994 - requires public officials to ensure that public resources are not wasted, abused or improperly used.
- Information Privacy Act 2009 - protects personal information holdings and regulates the use of personal information.

Mandatory Queensland Information Standards etc

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- IS31 Retention & Disposal of Public Records – provides standards for retaining and eventual disposal of records
- IS40 Recordkeeping – sets out the principles for compliant record keeping under the Public Records Act
- Queensland Recordkeeping Metadata Standard and Guideline – identifies metadata elements required to manage records in accordance with best practice and provides guidance on implementation.

Brisbane City Council

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- iD22 Information and Communications Technology Policy
- iD22 Information Management and Recordkeeping Policy
- Information Management Framework
- Information Security Management Procedure
- AP069 Council and Standing Committee Decisions - Procedure for Filing
- AP085 Intellectual Property Policy
- AP086 Intellectual Property Guidelines
- AP174 Customer Privacy Policy
- AP187 Right to Information and Information Privacy Access Procedure
- Information Management Section website
- CityDocs website
- Managers' Guide to Compliance
- FMA520 Retention of Financial Records Financial Practice

Other Queensland Government Information Standards

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- IS18 Information Security - outlines Queensland Government's mandatory information security principles (not mandatory for local government)
- IS19 ICT Resource Maintenance & Disposal - deals with the management of data on equipment that is disposed of by government
- IS26 Internet – deals with the provision of information via web-based systems and the need to keep adequate records of this business activity

Crime and Misconduct Commission, Queensland, Prevention Pointer Series

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- Retention and disposal of Council records: A Guide for Councillors and CEOs, Prevention Pointer No 11, May 2004
- Confidential Information: how to keep it confidential: A Guide for Councillors and CEOs, Prevention Pointer No 7, May 2004

Australian Standards

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Australian Standard 15489 consists of the following standards and guidelines, which have been adopted by public sector agencies throughout Australia as the basis for records management, policy, procedures, and guidelines.

- AS ISO 15489.1-2002 Records Management – General
- AS ISO 15489.2-2002 Records Management – Guidelines

Guideline Owner

Nick Brant, Chief Information Officer, Information Services Branch, Corporate Services Division, 340 36816

Further Assistance

Colin McMullen, Principal Information Strategic Planner, ICT Strategy and Architecture Group, Information Services Branch, Corporate Services Division, 340 37114

Priscilla Lally, Principal Policy and Planning Officer, ICT Strategy and Architecture Group, Information Services Branch, Corporate Services Division, 340 39467

Review Date

March 2011

Introduction to Recordkeeping

A basic introduction for employees of Brisbane City Council

Additional Notes

WHAT IS A PUBLIC RECORD?

6 What is a public record

(1) A ***public record*** is any of the following records made before or after the commencement of this Act—

(a) a record made for use by, or a purpose of, a public authority, other than a Minister;
(b) a record received or kept by a public authority, other than a Minister, in the exercise of its statutory, administrative or other public responsibilities or for a related purpose;
(c) a Ministerial record.

(2) A public record includes—

(a) a copy of a public record; and
(b) a part of a public record, or a copy of a part of a public record. (*Public Records Act 2002)*

Public authority means a number of different entities including

(i) an entity established by the State and a local Government.
(Schedule 2 Dictionary *Public Records Act 2002)*

record means recorded information created or received by an entity in the transaction of business or the conduct of affairs that provides evidence of the business or affairs and includes—

(a) anything on which there is writing; or
(b) anything on which there are marks, figures, symbols or perforations having a meaning for persons, including persons qualified to interpret them; or
(c) anything from which sounds, images or writings can be reproduced with or without the aid of anything else; or
(d) a map, plan, drawing or photograph.

(Schedule 2 Dictionary *Public Records Act 2002*)

The Australian Standard on Recordkeeping (AS3806) defines **record** as

information created, received and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business.

A record is:

- evidence of a business transaction
- information that supports a business decision
- information that commits Council to certain actions or to the provision of resources or services.
- information likely to be needed for future administrative use.

Useful additional reading

Public Records Briefs available from Queensland State Archives from http://www.archives.qld.gov.au/government/Publicationsbytype.asp

- What is a Public Record?
- Identifying a Public Record in the Electronic Environment
- Managing Emails that are Public Records - Policy and Guideline Overview
- Managing Draft Documents
- Local Government Records

The Crime and Misconduct Commission has published some brochures relevant to records management. These are available from http://www.cmc.qld.gov.au/asp/index.asp?pgid=10743

- Managing public records responsibly

THE LEGISLATIVE AND REGULATORY CONTEXT

LEGISLATION

The ***Public Records Act 2002*** is an Act to ensure that public records of Queensland are made, managed, kept, and, if appropriate, preserved in a useable form for the benefit of current and future generations.

> **7 Making and keeping of public records**
> (1) A public authority must—
> (a) make and keep full and accurate records of its activities; and
> (b) have regard to any relevant policy, standards and guidelines made by the archivist about the making and keeping of public records.
> (2) The executive officer of a public authority must ensure the public authority complies with subsection (1).
> (*Public Records Act 2002)*

> **13 Disposal of public records**
> A person must not dispose of a public record unless the record is disposed of under—
> (a) an authority given by the archivist; or
> (b) other legal authority, justification or excuse.
> Maximum penalty—165 penalty units.
> 1 penalty unit = $100; 165 penalty units = $16,500 (at 01.08.2009)
> (*Public Records Act 2002)*

The ***Right to Information Act 2009*** repealed the *Freedom of Information Act 1992*. The RTI Act promotes proactive release of government information through agency publication schemes, which set out information that is routinely available about the agency, and administrative release. If necessary, a person can, as the last resort, obtain access to information through a legislative process, unless, on balance it is contrary to the public interest to give access to that information.

Council needs to comply with the ***Information Privacy Act 2009*** from 1 July 2010. This new legislation provides appropriate safeguards for government agencies in collecting and handling individual's personal information, creating statutory obligations and a right to make a privacy complaint.

Information about the RTI Act and the IP Act is available on the Office of the Information Commissioner website, www.oic.qld.gov.au.

INFORMATION STANDARDS

Information Standard 40 Recordkeeping
available from
http://www.qgcio.qld.gov.au/qgcio/architectureandstandards/informationstandards/current/Pages/Recordkeeping.aspx

Public authorities must ensure that their recordkeeping systems, including policies, procedures and business systems that hold records, comply with legal, administrative, cultural and business recordkeeping requirements. This will assist in ensuring that full and accurate records of Government business activities are adequately documented, preserved and made accessible.

Each Principle includes some minimum requirements that Council must fulfil to be compliant.

Principle 1 - Recordkeeping must ensure public authorities are compliant and accountable.

Principle 2 - Recordkeeping must be monitored and audited for compliance.

Principle 3 - Recordkeeping activity must be assigned and implemented.

Principle 4 - Recordkeeping must be managed.

Principle 5 - Recordkeeping systems must be reliable and secure.

Principle 6 - Recordkeeping must be systematic and comprehensive.

Principle 7 - Full and accurate records must be made and kept for as long as they are required for business, legislative, accountability and cultural purposes.

To meet this seventh principle records must be:

created - records must be made to document and facilitate the transaction of business. Records may also be created for socio-historical and other research purposes.	**authentic** - records can be proven and trusted to be what they purport to be and to have been created, used, transmitted or held by an agency or the person to whom these actions have been attributed.
captured - deliberate action must be taken which results in the registration of a record into a recordkeeping system.	**inviolate** - records must be securely maintained to prevent unauthorised access, alteration or removal.
adequate - records should be adequate for the purposes for which they are kept. For example, a major initiative will be extensively documented, while a routine administrative action can be documented with an identifiable	**accessible** - records must be available to meet Council's information and evidential needs when required. Small local and personal records systems that render the records inaccessible to others needing access to them do not assist accessibility.

minimum of information. There should be adequate evidence of the conduct of business activity to be able to account for that conduct.	
complete - a record must contain not only the content, but also the structural and contextual information necessary to document the transaction	**useable** - records must be kept in a format that allows their continued use. This implies the continual migration of records through successive records system hardware and software changes.
meaningful - records must contain information and/or linkages that ensure the business context in which the records were created and used is apparent.	**retained** – records must be retained for as long as they are needed to meet business needs, the requirements of organisational accountability (including Queensland State Archives requirements) and community expectations. Records should be retained only for as long as they are needed.
accurate - records must accurately reflect what was communicated, decided or done (or not done). That is, the record's content, context and structure can be trusted as a true and accurate representation of the transactions, activities or facts that they document and can be depended upon in the course of subsequent use.	**preserved** - records must be adequately stored to prevent damage and minimise the deterioration of the records.

Information Standard 31 Retention and Disposal of Public Records available from http://www.qgcio.qld.gov.au/qgcio/architectureandstandards/informationstandards/current/Pages/Retention%20and%20Disposal%20of%20Public%20Records.aspx

Public authorities must ensure that records are appraised and retained according to accountability, legal, administrative, financial, research and community requirements and expectations. Those public records deemed to be of continuing value need to be identified and retained in a useable form for a minimum period as specified in an approved Retention and Disposal Schedule.

Principle 1: Public authorities must ensure public records are retained for as long as they are required

Principle 2: The disposal of public records must be authorised by the State Archivist

Useful additional reading

Public Records Briefs available from Queensland State Archives at http://www.archives.qld.gov.au/government/Publicationsbytype.asp

- Revised Recordkeeping Information Standards
- Advice on the Destruction of Public Records

The Crime and Misconduct Commission has published some brochures relevant to records management. These are available from http://www.cmc.qld.gov.au/asp/index.asp?pgid=10743

- Retention and disposal of council records (Prevention Pointer No. 11)

WHY UNDERTAKE RECORDKEEPING?

13 reasons to keep good records:

1. conduct business in an orderly, efficient and accountable manner,
2. deliver services in a consistent and equitable manner,
3. support and document policy information and managerial decision making,
4. provide consistency, continuity and productivity in management and administration,
5. facilitate the effective performance of activities throughout an organization,
6. provide continuity in the event of a disaster,
7. meet legislative and regulatory requirements including archival, audit and oversight activities,
8. provide protection and support in litigation including the management of risks associated with the existence of, or lack of, evidence of organizational activity,
9. protect the interests of the organization and the rights of employees, clients and present and future stakeholders,
10. support and document current and future research and development activities, developments and achievements, as well as historical research,
11. provide evidence of business, personal and cultural activity,
12. establish business, personal and cultural identity, and
13. maintain corporate, personal and collective memory.

Source: *AS ISO 15489 Records Management*

WHAT ARE MY RECORDKEEPING RESPONSIBILITIES

If you are a **Council employee, consultant or contractor, or a Councillor**, you are responsible for:

- creating full and accurate records to document the transactions that occur in the course of business including meetings, telephone discussions, conferences, verbal decisions and voice mail;
- ensuring that all public records created or received are captured into the appropriate records management system;
- ensuring information and records are available and accessible by other employees who may need them
- taking proper care of Council information and records
- protecting information and records from unauthorised access
- ensuring that Council records are retained for the required period of time
- complying with relevant legislation, Information Standards and Council information management and recordkeeping policies, procedures and guidelines.

Source: *Guidelines for Recordkeeping in Brisbane City Council.*

We need to keep Council records for at least the time specified by the Queensland State Archivist.
Some Council business processes may require us to keep Council records for longer than the minimum period.

Queensland State Archives produces Retention and Disposal Authorities for various types of records. The main ones that apply to Council records are

- *The General Retention and Disposal Schedule for Administrative Records;*
  and
- *The Local Government Sector Retention and Disposal Schedule.*

Both of these publications are available from the QSA website at http://www.archives.qld.gov.au/government/disposal.asp.

Useful additional reading

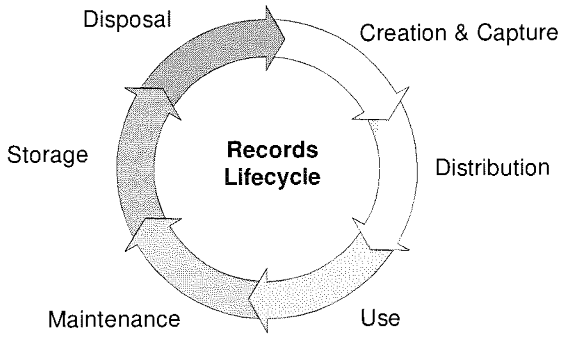
Public Records Briefs available from Queensland State Archives at
http://www.archives.qld.gov.au/government/Publicationsbytype.asp

- Who is Responsible for Public Records?
- Creating Full and Accurate Records
- Advice on the Destruction of Public Records
- Capturing Records of Meetings, Conversations, Text and Instant Messages

The importance of good recordkeeping is highlighted in a number of publications produced by the Queensland Ombudsman.

- *Local Government Casebook*, June 2008, available from http://www.ombudsman.qld.gov.au/PublicAgencies/LocalGovernment.aspx
- *Tips and Traps for Regulators*, November 2007 (especially chapters 10 and 11), available from http://www.ombudsman.qld.gov.au/Portals/0/docs/Publications/Inv_reports/Tips%20and%20Traps%20for%20Regulators_Updated%20Mar%2009_FOR%20WEB.pdf
- *Good Decision-Making Guide* available from http://www.ombudsman.qld.gov.au/Portals/0/docs/Publications/Agency_Resources/Good%20Decision-Making%20Guide.pdf

GUIDELINES FOR RECORDKEEPING IN BRISBANE CITY COUNCIL



Lifecycle Stages	Paper	Electronic
1. Creation and Capture	Placed on file registered in TRIM	Business systems G drives Saved as .pdf files
2. Distribution	Use Files	Use links
3. Use	Be aware of confidentiality, privacy and security of personal information	
4. Maintenance	Do not remove, damage or destroy material on Council files.	Do not use personal directories or personal email archives
5. Storage	Appropriate conditions	Ensure continued access to electronic information when upgrading, changing systems etc.
6. Disposal	Files destroyed by Information Management with approval of Council Archivist.	Do not delete records prior to the expiry of minimum retention periods.
	Queensland State Archives Retention and Disposal Authorities specify minimum retention periods.	

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RECORDKEEPING QUIZ

1. What benefits do you gain from performing recordkeeping?
    a. I am able to make more informed business decisions
    b. I am able to demonstrate evidence of my business activities, the authority given and advice received
    c. I am able to find things more easily
    d. All of the above

2. Which of these is NOT a public record?
    a. An email from your supervisor approving the commencement of a project
    b. A brochure sent to you by a stationery supplier
    c. A note of a conversation where it was agreed to procure a service
    d. A policy position on child protection published on an agency's website

3. The *Public Records Act 2002* requires public authorities to:
    a. Dispose of public records when records are no longer needed for business purposes
    b. Scan all public records to have a complete digital collection
    c. Create and maintain full and accurate public records
    d. Make all public records available online

4. Which of these are characteristics of full and accurate records?
    a. Adequate
    b. Concise
    c. Lengthy
    d. Meaningful

5. Records that document more important or higher risk transactions or processes need to be more detailed than records which document low risk activities.
    a. True
    b. False

6. I can delete records I have created when I no longer need them.
    a. True
    b. False

7. Records need to be kept:
    a. Forever
    b. For a time period decided by senior management
    c. For different lengths of time, as documented in a Retention and Disposal schedule authorised by the State Archivist

8. A recordkeeping system is:
    a. An eDRMS (electronic document and records management system)
    b. An email system
    c. A shared network drive
    d. The technology, people, principles, methods, processes and information systems which capture, manage, dispose of and provide access to records through time
    e. All of the above

9. I've engaged an external contractor to develop a report for my agency. She doesn't need to perform any recordkeeping.
    a. True
    b. False

10. I must create adequate and accurate records of my business activity and capture these into a recordkeeping system.
    a. True
    b. False

ANSWERS TO THE RECORDKEEPING QUIZ

1.	d
2.	b
3.	c
4.	a and d
5.	a

6.	b
7.	c
8.	d
9.	b
10.	a