

SDA approval AP2023/0012– conditions

Condition 1 - approved plans and documents		Timing
1.1	Carry out the approved development generally in accordance with the approved plans and documents as referenced in Table 1 (including any amendments marked in red), except insofar as modified by any of the conditions of this approval.	To be maintained at all times

Table 1 – approved plans and documents

Title	Prepared By	Document No	Date	Revision
PROPOSED SITE PLAN	TFA Project Group	23043-D02	10.10.23	C
PROPOSED SITE ELEVATIONS	FA Project Group	23043 – D03	10.10.23	C
PROPOSED OFFICE BUILDING FLOOR PLAN	TFA Project Group	23403 - D04	18.10.23	B
PROPOSED OFFICE BUILDING FLOOR PLAN ELEVATIONS	TFA Project Group	23043 – D05	8.10.23	B
PROPOSED WORKSHOP FLOOR PLAN	TFA Project Group	23043 – D06	18.10.23	B
PROPOSED WORKSHOP ELEVATIONS	TFA Project Group	23043 – D07	18.10.23	B
PROPOSED RETAIL STORE FLOOR PLAN	TFA Project Group	23043 – D08	19.10.23	B
PROPOSED RETAIL STORE ELEVATIONS	TFA Project Group	23043 – D09	23.10.23	B
TRUCK CANOPY FLOOR PLAN	TFA Project Group	23403 – D10	19.10.23	C
TRUCK CANOPY ELEVATIONS	TFA Project Group	23403 – D11	19.10.23	C
SITE SIGNAGE PLAN	TFA Project Group	23043 – D12	10.10.23	B
CONCEPTUAL LANDSCAPE PLAN	TFA Project Group	23043 – D13	24.10.23	B
TRUCK TURNING PATH B-DOUBLE	TFA Project Group	23043 – D14	13.10.23	B
TRUCK TURNING PATH A-TRIPLE	TFA Project Group	23043 – D15	10.10.23	D
TRUCK TURNING PATH AV TANKER & SITE CIRCULATION	TFA Project Group	23403 - D16	13.10.23	B
SITE PERSPECTIVES	TFA Project Group	23403 – D17	24.10.23	C
SITE PERSPECTIVES	TFA Project Group	23403 – D18	24.10.23	C
CONCEPT STORMWATER MANAGEMENT PLAN	TFA Project Group	24043 -D19	28.07.23	B
SITE BASED STORMWATER QUALITY MANAGEMENT PLAN Port Access – Cleveland Bay	TFA Project Group		15.11.23	B

Condition 2 - commencement of the development		Timing
2.1	Notify the Coordinator-General in writing of the date of commencement of the development.	<i>Within 30 days of commencement of the relevant stage</i>

Condition 3 – ‘as constructed’ plans		Timing
3.1	<p>Prepare and submit to the Coordinator-General, ‘As constructed’ plans certified by RPEQ or other independent suitably qualified person.</p> <p>The plans must show that the development has been constructed generally in accordance with the plans referenced in Table 1 of Condition 1.</p> <p>Plans must be submitted in electronic pdf and shape files.</p>	<i>Prior to commencement of use</i>

Condition 4 - auditing		Timing
4.1	<p>Prepare and submit audit reports to the Coordinator-General within 30 business days after commencement of site works and within 30 business days after commencement of development.</p> <p>The audit report must be prepared by an independent suitably qualified person to determine whether the conditions of this approval have been complied with.</p> <p>An audit report will contain detail consistent with the information provided in Enclosure 1.</p>	<i>As indicated</i>
4.2	An audit report is to contain detail consistent with the information provided in Enclosure 1 .	<i>As indicated</i>

Condition 5 - inspection		Timing
5.1	Permit the Coordinator-General, or any person authorised by the Coordinator-General, to inspect any aspect of the development.	<i>At all times</i>

Condition 6 – restriction of Use		Timing
6.1	<p>a) The Office is only permitted to operate as an ancillary office component of the development.</p> <p>b) The ancillary Office component of the development is not permitted to operate independently of the Medium Impact Industry, Transport Depot, Service Station.</p> <p>Note: Any use outside of these definitions will require a new Material Change of Use application.</p>	<i>At all times</i>

Condition 7 - infrastructure contributions or infrastructure agreement		Timing
7.1	Pay to Townsville City Council any outstanding charges or expenses applied over the subject land, including infrastructure charges.	<i>Prior to commencement of the use</i>

Condition 8 – waste management		Timing
8.1	The development must reuse, recycle or lawfully dispose of all waste (other than treated wastewater released to land) generated by the development.	<i>At all times</i>
8.2	Solid waste is to be stored on site in vermin-proof facilities until it is transferred to a licensed refuse facility.	<i>At all times</i>
8.3	Provide bulk refuse facilities for the site. The bulk refuse facility must: <ul style="list-style-type: none"> (a) be a suitable enclosure with concrete slab floor, with dimensions which exceed the size of the nominated bin size by at least 300mm at the rear and both sides and 600mm at the front (b) be within the curtilage of the premise in an accessible location to receive the service (c) be graded and drained through an approved sediment/silt trap to legal sewer connection and (d) be provided with a hose cock and hose in close proximity to the enclosure (e) have a minimum overhead clearance of 6.5m for refuse collection. Access for collection is not impeded by any overhead obstructions such as trees, wires or other structure. This minimum height must be maintained at all times. 	<i>Prior to commencement of use and ongoing</i>

Condition 9 – hazardous materials		Timing
9.1	All flammable and combustible liquids (including hazardous waste materials) must be contained within an on-site containment system, controlled in a manner that prevents environmental harm and must be maintained in accordance with the current edition of <i>AS1940—Storage and Handling of Flammable and Combustible Liquids</i> .	<i>At all times</i>
9.2	All containers must be secured to prevent movement during a flood event.	<i>At all times</i>

Condition 10– complaints		Timing
10.1	Record all complaints received relating to the development in a register that includes, as a minimum: <ul style="list-style-type: none"> (a) date and time when complaint was received; (b) complainant’s details including name and contact information (c) reasons for complaint; (d) investigations undertaken and conclusions formed; (e) action taken to resolve this complaint, including the time taken to implement these actions; (f) include a notation to the register as to the satisfaction (or dissatisfaction) of the complainant with the outcome. 	<i>At all times</i>
10.2	Prepare and provide a response to the complainant within 48 hours of receipt of the complain	<i>As indicated</i>
10.3	Provide an up to date copy of the register if request by the Coordinator-General.	<i>As indicated</i>
10.4	a) In the event a complaint is received in relation to odour or air contamination, the developer / operator must engage a suitably qualified consultant to undertake an assessment addressing odour and/or air quality emanating from the site for this use in accordance with the provisions of the <i>Environmental Protection Act 1994</i> .	<i>At all times</i>

	<p>The assessment must be accompanied by a report, inclusive of supporting calculations and site investigations. The report must provide recommendations of odour and air attenuation measures.</p> <p>b) The developer / operator must provide a copy of the report to Townsville City Council and the Coordinator-General and undertake any works within 3 months of supplying the report.</p>	
10.5	<p>a) In the even a complaint is received in relation to noise from the use, the developer / operator must engage a suitably qualified consultant to undertake an assessment addressing noise emanating from the site for this use in accordance with the provisions of the <i>Environmental Protection Act 1995</i>.</p> <p>The assessment must be accompanied by a report, inclusive of supporting calculations and site investigations. The report must provide recommendations of noise mitigation measures.</p> <p>b) The developer / operator must provide a copy of the report to Townsville City Council and the Coordinator-General and undertake any works within 3 months of supplying the report.</p>	<i>At all times</i>

Condition 11 – air contaminants		Timing
11.1	Materials that are capable of generating air contaminants are wholly enclosed in storage bins.	<i>At all times</i>
11.2	All external areas containing storage bins in accordance with condition 11.1 must be sealed (impervious).	<i>Prior to the commencement of use and to be maintained</i>

Condition 12 – services and utilities		Timing
12.1	Obtain the necessary approvals for all required services and utilities (power, potable water, sewer, gas, wastewater, communications etc) for both construction and operation.	<i>Prior to commencement of site works</i>
12.2	<p>The development must be serviced by the public sewerage network. In particular, the connection to Council's low pressure sewer system shall be at the boundary connection provided for each lot.</p> <p>Privately owned pressure sewer equipment must be installed and is to generally consist of a suitably sized tank with 36-hour storage capacity, a positive displacement or 2-stage centrifugal grinder pump with minimum 1.75L/s flow rate up to approximately 38m head, electrical control/alarms, property discharge lines and boundary kit in accordance with drawings SEQ-PSS-1100-2, SEQ-PSS-1101-1 and SEQ-PSS-1102-1.</p>	<i>Prior to commencement of the use. A Compliance Permit to carry out plumbing and drainage works must be obtained prior to the commencement of any sanitary drainage works.</i>
12.3	<p>The premises must connect to Townsville City Council' reticulated water system.</p> <p><i>Note: Townsville City Council does not permit the direct connection of pump systems to water mains for firefighting purposes. Private building fire systems must comply with relevant building codes and standards.</i></p>	<i>Prior to commencement of the use</i>

12.4	Electricity and telecommunications must be provided to the premise in accordance with the works code of the Townsville City Plan.	<i>Prior to commencement of the use</i>
12.5	Any required relocation and/or alteration to any public service or facility installation must be carried out at no cost to Townsville City Council.	<i>Prior to commencement of the use and to be maintained</i>

Condition 13 - vehicle parking		Timing
13.1	All parking is to occur on site.	<i>At all times</i>

Condition 14 – vehicle crossovers		Timing
14.1	Unless otherwise agreed to in writing with Townsville City Council, all access driveways and crossovers must be constructed from the existing kerb and channel to the property boundary generally in accordance with the 'Transport impact, access and parking code' of the Townsville City Plan	<i>To be maintained during the development</i>

Condition 15 – state controlled road		Timing
15.1	Any excavation, filling/backfilling/compaction, retaining structures, stormwater management measures, batters and other works involving ground disturbance must not encroach upon or de-stabilise the State-controlled road corridors, including all transport infrastructure or the land supporting this infrastructure, or cause similar adverse impacts.	<i>At all times</i>
15.2	All works, buildings, structure, services and utilities within the State-controlled road reserve must be consistent with, and must not compromise, future upgrades of State transport infrastructure.	<i>At all times</i>
15.3	Dust or debris must not enter the State-controlled road during the construction phase of development.	<i>As indicated</i>

Condition 16 – external details		Timing
16.1	Construct and/or paint external details of buildings and structures to reduce visual impact and negate excessive glare in accordance with current best practise.	<i>To be maintained</i>
16.2	Legible property numbers must be erected at the premises and must be maintained. The site identification numbers should be of reflective material, maintained free from foliage and other obstructions, and be large enough to be read from the street.	<i>Prior to commencement of use and to be maintained</i>

Condition 17 – landscaping		Timing
17.1	Prepare a Landscape Plan (by a suitably qualified person) with specific attention given to the following: <ul style="list-style-type: none"> (a) The landscape plan must be prepared in accordance with Part 9.3.3 Landscape code of the Townsville City Plan; (b) Landscape design plans must include the entire site, including the road reserve, with staging identified (c) Landscaping must be constructed in accordance with the approved landscaping plan(s) and constructed to the relevant standards in accordance with relevant code/s and policy direction; 	<i>Prior to the commencement of the construction and to be maintained thereafter.</i>

	<p>(d) Street trees on frontage/s of Lot 21, as set out in the Landscape code and associated policies. The preferred species for this location is Grevillea baileyana for the Helen Downs Road frontage and Phyllanthus cuscutiflorus for Colinta Road frontage.</p> <p>(e) Root barrier or other mechanical protection must be installed where sewer infrastructure is located in the road reserve adjacent to street trees. The root barrier must be installed approximately 700mm from centre of trunk (toward the sewer) and must extend 1.5m either side of trunk centre (parallel to the sewer alignment).</p> <p>Note – Street tree locations must not impact on vehicle movements.</p>	
17.2	Implement the works in the landscape plan identified in 17.1.	<i>Prior to the commencement of the construction and to be maintained thereafter</i>
17.3	Maintain landscaping and replace any failed or failing trees or shrubs.	<i>At all times</i>

Condition 18 – safety and crime prevention		Timing
18.1	Install adequate fencing and signage to warn the public of operations and safety hazards	<i>Prior to the commencement of use and to be maintained</i>
	Any solid wall or semi permeable fence is protected from graffiti through means of vertical landscaping or vandal resistant paint or artwork	<i>Prior to the commencement of use and to be maintained</i>

Condition 19 - construction management plan		Timing
19.1	<p>Prepare a construction management plan (by a suitably qualified person in accordance with current best practise) that includes the following:</p> <p>(a) Employee and visitor parking areas, as outlined in the approved plans;</p> <p>(b) Provision for loading and unloading materials including the location of any remote loading sites;</p> <p>(c) The storage location/s materials, structures, plant and equipment on the construction site;</p> <p>(d) Management of noise and dust generated from the site during and outside construction work hours;</p> <p>(e) A monitoring program to identify issues of non-compliance, actions for correcting any non-compliance and who is responsible for undertaking those actions;</p>	<i>Prior to the commencement of construction</i>

	(f) A timetable and process for review of the construction management plan to assess its effectiveness and to implement amendments as required.	
19.2	Undertake all works generally in accordance with the construction management plan which must be current and available on site at all times during the construction period.	<i>At all times during construction</i>
19.3	Water to be used for dust mitigation is to be drawn from sources other than Townsville City Council's reticulated water supply should Level 3 or 4 water restrictions be in effect and / or imposed during the construction of the development.	<i>At all times during the site works phase</i>
19.4	Dust or debris must not enter the State-controlled road during the construction phase of development.	<i>As indicated</i>

Condition 20 – erosion and sediment control plan		Timing
20.1	<p>a) A Soil erosion and sediment control (SESC) plans must be prepared by a suitably qualified professional and submitted to Council for approval, with the proposed SESC measures to be designed in accordance with "Best Practice Erosion and Sediment Control" published by the International Erosion Control Association (Australasian Chapter) (IECA, 2008). The plans must demonstrate that the proposed SESC measures will achieve the erosion and sediment control design objectives specified in Appendix 2, Table A of the State Planning Policy 2017.</p> <p>b) Prescribed Water Contaminants (as defined in the Environmental Protection Act 1994) must not be released from the site or to waters within the site, or be likely to be released should rainfall occur, unless all reasonable and practicable measures are taken to prevent or minimise the release and concentration of contamination. These measures must be designed, implemented and maintained in accordance with "Best Practice Erosion and Sediment Control" published by the International Erosion Control Association (Australasian Chapter) (IECA, 2008) and achieve the design objectives specified in Appendix 2, Table A of the State Planning Policy 2017.</p>	<i>Prior to the commencement of site works and to be maintained during the site works phase</i>
20.2	Undertake all works generally in accordance with the approved erosion and sediment control plan referenced in condition 20.1 which must be current and available on site at all times during the construction period.	<i>As indicated</i>

Condition 21 – potential contamination		Timing
21.1	Areas where potentially contaminating substances are stored or used, are roofed and sealed with concrete, asphalt or similar impervious substance and bunded.	<i>At all times</i>
21.2	Roof water is piped away from areas of potential contamination	<i>At all times</i>

Condition 22 – stormwater quality		Timing
22.1	Design and implement stormwater quality devices that achieve the pollutant reduction targets specified in the Townsville City Plan.	<i>Prior to the commencement of the use and maintained at all times</i>
22.2	Implement the stormwater management plan titled "Site Based Stormwater Quality Management Plan, prepared by TfA Project	<i>At all times</i>

	Group Revision B dated 15 November 2023 and referenced I Table 1 – approved plans and documents.	
22.3	An appropriately qualified and experienced Registered Professional Engineer of Queensland (RPEQ) must certify that stormwater quality devices achieve the prescribed outcomes in accordance with the above condition.	<i>Prior to the commencement of use</i>

Condition 23 – stormwater drainage		Timing
23.1	The development is required to achieve no-worsening and no-actionable nuisance in term of stormwater quantity and stormwater quality for the major and minor events as defined by the Townsville City Plan relevant to the time of any future building approval.	<i>At all times</i>
23.2	Drainage from the development works/building shall not adversely impact upon adjacent properties. No ponding, concentration or redirection of stormwater shall occur on adjoining land.	<i>At all times</i>
23.3	Provide the discharge of stormwater drainage flows to a legal point of discharge.	<i>At all times</i>
23.4	Drainage works shall be designed and constructed in accordance with the Queensland Urban Drainage Manual and the healthy waters code of the Townsville City Plan	<i>Prior to the commencement of the development</i>
23.5	Submit to the Coordinator-General and Townsville City Council, certification from a qualified and experienced RPEQ that stormwater drainage achieves the prescribed outcomes in accordance with the healthy waters code of the Townsville City Plan. Note: Certification must reference SDA approval number AP2023/012 and be provided to: Coordinator-General – sdainfo@coordinatorgeneral.qld.gov.au Townsville City Council – developmentassessment@townsville.qld.gov.au	<i>Prior to commencement of site works</i>

Condition 24 - repair of damage		Timing
24.1	Repair any property fencing, roads, service infrastructure and re-instate existing signage and pavement markings that have been removed or damaged during any works carried out in association with the approved development.	<i>Prior to commencement of development and ongoing</i>

Condition 25 – storage		Timing
25.1	Goods, equipment, packaging material or machinery must not be stored or left exposed within the first 20m of all front boundaries, excluding truck parking bays.	<i>Prior to commencement of development and ongoing</i>

Condition 26 – fire fighting		Timing
26.1	The development must be provided with an adequate and accessible supply of water for firefighting purposes. <i>Note: Townsville City Council does not permit the direct connection of pump systems to water mains for firefighting purposes. Private building fire systems must comply with relevant building codes and standards.</i>	<i>Prior to commencement of development and ongoing</i>

Condition 27 – spillage control		Timing
27.1	The developer must ensure that all necessary steps are taken to ensure that the refuelling of the service station via tank vehicle etc. meets all relevant standards including but not limited to safety and environmental.	<i>Prior to commencement of development and ongoing</i>

Condition 28 – lighting		Timing
28.1	Provide external lighting sufficient to provide safe ingress and egress for site users.	<i>Prior to the commencement of the use and to be maintained</i>
28.2	Outdoor lighting must be provided in accordance with AS1158.1:2005 – Lighting for Roads and Public Spaces.	<i>Prior to the commencement of the use and to be maintained</i>
28.3	Any flood lights or site illumination must be shielded, directed downwards and away from the State-controlled road so as not to interfere with the vision of motorists.	<i>Prior to the commencement of the use and to be maintained</i>

Condition 29 – minimum floor level		Timing
29.1	<p>Floor levels must achieve the following flood immunities:</p> <p style="padding-left: 40px;">a) Floor levels of all rooms are above the defined flood event level of a 1% AEP Defined Inundation event accordance with the Townsville City Plan</p> <p>Note: documentation from a RPEQ is to be submitted to a building certifier identifying required minimum floor height of all rooms to achieve storm tide/floor immunity prior to the issuing of a Development Permit for Building Works of each stage of the development</p>	<i>Prior to commencement of the use and to be maintained</i>

Advice

Currency period

This SDA approval is valid until the end of the currency period, four years after the date of approval, unless the approval states a different period. For the SDA approval to remain valid the proponent must have, before the end of the currency period:

- (if the development is reconfiguring a lot) provided the plan of subdivision to the Coordinator-General for approval in accordance with the relevant development scheme; or
- (for all other development) substantially started the development; or
- made an application to the Coordinator-General to extend the currency period.

Other approvals

This approval relates solely to the material change of use for medium impact industry, service station, transport depot and office within the Townsville State Development Area. All other approvals and/or permits required under local, state and/or commonwealth legislation must be obtained prior to the commencement of the use.

Townsville City Council

A Compliance Permit to carry out plumbing and drainage works prior to the commencement of sanitary drainage works.

A Roadworks permit for the construction of a driveway or access within the road reserve must be obtained.

For filling and excavation associated with this approval, an Operational works application must be submitted to Townsville City Council.

For non-compliant accepted development, an Operational works application must be submitted to Townsville City Council.

Building Works

A Development Permit for Building Works must be obtained prior to building works commencing on site.

Prior to the issuing of a Development Permit for Building Works, documentation signed by a RPEQ must be submitted to a Building Certifier identifying the required minimum floor height of all habitable rooms to achieve storm tide/flood immunity.

Infrastructure charges

An Infrastructure Charges Notice outlining the estimated infrastructure contributions payable relevant to the Development Permit is attached in Enclosure 2

Water restrictions

To manage Townsville's water resources, council regulates water restrictions on a permanent basis. All development undertaken in Townsville must be mindful of the current and projected level of water restrictions that may affect development activities such as landscaping establishment and/or soil erosion and sediment control

Developers remain responsible for compliance with any water restrictions as directed by Townsville City Council.

During times of significant water shortage, Townsville City Council may refuse to grant developer exemptions from water restrictions for the purposes of landscaping works or soil erosion and sediment control activities.

In circumstances where exemptions to water restrictions are no longer issued by Townsville City Council, bonding of soft landscaping works will be permitted to enable the release of plans of survey and / or compliance certificates. In cases where the soft landscaping is a component of permanent soil erosion and sediment control (such as an open drain) the use of “bonded fibre matrix” type hydro-mulch products or other suitable soil erosion and sediment control methods can be carried out as alternatives to demonstrate compliance with water restrictions.

The responsibility for compliance with all relevant environmental protection requirements (in particular sediment and erosion control) remains with the developer.

Connection to services

A copy of the SDA approval and the approved water reticulation design must be submitted to Townsville City Council with the appropriate application form for connection to Townsville City Council’s water supply. Townsville City Council will respond to the application with a quotation for the work and upon payment will schedule the works for connection.

A copy of the SDA approval and the approved sewer reticulation design must be submitted to council with the appropriate application form for connection to Townsville City Council’s sewer supply. Townsville City Council will respond to the application with a quotation for the work upon payment will schedule the works for connection.

Signage

Plans of any signage to be associated with the use that is deemed to be assessable development in accordance with the Categories of development and assessment - Operational work, specifically Operational work being placing an advertising device on premises of the Townsville City Plan, must be submitted to council for assessment.

Signs must be designed in accordance with relevant codes of the Townsville City Plan. To maintain amenity for the adjoining properties, no illumination of the signage is to occur unless otherwise approved by council.

Construction

Storage of Materials and Machinery

All materials and machinery to be used during the construction period are to be wholly stored on the site, unless otherwise approved.

Building Work Noise

The hours of audible noise associated with construction and building work on site must be limited to between the hours of:

- a. 6.30 a.m. to 6.30 p.m. Monday to Saturday
- b. No work on Sundays or Public Holidays.

Liquid Trade Waste Approval/Agreement

The developer is advised that a Trade Waste Approval/Agreement may be required under the Water Supply (Safety and Reliability) Act 2008. This should be discussed with Townsville City Council’s Planning Services team at an early stage of project development. Contact Tradewaste@townsville.qld.gov.au or 13 48 10.

Flammable and Combustible Liquids

Flammable and combustible liquids are to be stored and handled in accordance with AS1940— The Storage and Handling of Flammable and Combustible Liquids.

Chemical Storage

Where chemicals are stored or handled on site, the storage and handling of chemicals must be in accordance with the relevant WHS Code of Practice.

Roadworks Approval

The developer is responsible for obtaining a Roadworks permit in accordance with Subordinate Local Law No. 1.15 (Carry out Works or Interfering with a Road or its Operation) 2011 for the installation of any hoardings, gantries or temporary road closures of the footpath or road prior to the commencement of works. The application must indicate the following:

- a. Completed Roadworks permit application form
- b. Prescribed fee
- c. Traffic Management Plan prepared by a suitable qualified traffic professional detailing the traffic management measures put in place to manage all Roadworks including pedestrians, cyclists and vehicles in accordance with the Manual of Uniform Traffic Control Devices (Queensland) Part 3 – Works on Roads.

If the works require closure of part of the road reserve, a temporary Road Closure Permit will be required. This permit allows for a section of road reserve to be closed for the purpose of works. The Queensland Police Service is the issuing authority for these permits. An application will need to be made to Townsville City Council for a letter of 'no objection' prior to applying to the Queensland Police Service for the permit. The Traffic Management Plan will need to be included with the application to Townsville City Council.

Environmentally Relevant Activities

Where the premises is intended to be used for carrying out an Environmentally Relevant Activity as defined by the Environmental Protection Regulation 2019, an application under *the Planning Act 2016* and the *Environmental Protection Act 1994* must be submitted to the relevant administering authority prior to the commencement of the use.

Environmental Management Register

If the business meets the threshold specified in Schedule 3 of the *Environmental Protection Act 1994* for a notifiable activity, it has a responsibility under section 371(1) of the *Environmental Protection Act 1994* to notify the administering authority (Department of Environment, Science and Innovation) within 22 business days of the use commencing.

Cultural heritage – duty of care

Where items of archaeological importance are identified during construction of the project, the proponent must comply with its duty of care under the *Aboriginal Cultural Heritage Act 2003* and the Department of Environment and Heritage Protection 2014 guideline: archaeological investigations. All work must cease and the relevant State agency must be notified. Work can resume only after State agency clearance is obtained.

Enclosure 1

The following information will be required in an audit report:

- Details of the development approval, including the SDA approval number, the date of approval and a summary of the audit reporting requirements. This should include a schedule of the dates by which audit reporting is to be provided to the Coordinator-General.
- Details of the independent, suitably qualified person(s) (see Schedule 1 in the Townsville SDA Development Scheme) (the auditor) responsible for preparing the audit report, including the auditor(s):
 - name, position, company and contact details
 - qualifications and experience
 - proof that the auditor is an independent third party unaffiliated with the proponent.
- Details of any external suitably qualified person(s) used to supplement reports/plans outside of the auditor's expertise.
- Details of any compliance reporting which has previously been provided to the Coordinator-General for the purpose of complying with Schedule 3 of the Townsville SDA Development Scheme.
- An audit evaluation matrix including but not limited to:
 - each condition of the SDA approval, and the status of the condition at the end of the relevant audit period
 - where a condition is current or complete, (to be activated, activated, complete), whether compliance has been achieved (compliant, non-compliant or not applicable), how compliance has been achieved (description of works, tasks or actions undertaken) and how the evaluation of the audit has been undertaken
 - a full description of the relevant standards, practices etc. against which works have been assessed together with evidence (reports, site photographs, certification documentation) to support the evaluation of the works against the compliance standards
 - the title, date, location and holder of any documentation referred to in the compliance evaluation matrix but not provided with the audit to allow the Coordinator-General to call upon these documents as required
 - details of any non-compliances identified by any party during the current audit period and a methodology specifying how compliance has been/will be achieved and by when it will be achieved, and
 - details of previous audit reports (if relevant) with an update on any non-compliance, corrective actions and revised practices (as relevant) undertaken and the current status of any corrective actions.
- Additional evidence to support the compliance evaluation, including the date and locations of any site inspection/s conducted during the preparation of the audit report and details of any employees of the proponent interviewed for the audit.

- The auditor's declaration whereby the auditor:
 - certifies the conditions contained in the SDA approval have been satisfactorily complied with, subject to any qualifications which the author has outlined in the audit report
 - certifies that to the best of the auditor's knowledge, all information provided in the audit report is true, correct and complete, and
 - acknowledges it is an offence under section 157O of the *State Development and Public Works Organisation Act 1971*, to give the Coordinator-General a document containing information the auditor knows is false or misleading in any material particular.
- Any further attachments the auditor considers relevant to the audit report.

An audit report guideline has been prepared to provide guidance to proponents and auditors in compiling audit reports. The guideline is available on the Department of State Development and Infrastructure website at <https://www.statedevelopment.qld.gov.au/coordinator-general/state-development-areas/development-schemes-applications-and-requests> or by contacting the Office of the Coordinator-General on 1800 001 048 or via sdainfo@coordinatorgeneral.qld.gov.au.

Enclosure 2 – Townsville City Council Infrastructure Charges Notice