

## SDA approval – conditions

<b>Condition 1 - approved plans and documents</b>		<b>Timing</b>
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.	<i>At all times</i>
1.2	The recommendations outlined in “Stormwater Quality Assessment” Revision A dated 24/05/2023 by Northern Consulting Engineers below must be implemented prior to the commencement of use	<i>Prior to the commencement of use</i>

**Table 1 – approved plans and documents**

Title	Prepared By	Document No	Issue	Date
Site Development Plan	GVD Building Design	DA2	A	11/05/23
Office Floor Plan and Elevations	GVD Building Design	DA5	A	11/05/23
Small Goods Floor Plan	GVD Building Design	DA6	A	11/05/23
Factory Floor Plan	GVD Building Design	DA3	A	11/05/23
Elevations Plan	GVD Building Design	DA4	A	11/05/23
Stormwater Quality Assessment	Northern Consulting Engineers		A	24/05/23

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

<b>Condition 3 – ‘as constructed’ plans</b>		<b>Timing</b>
3.1	<p>Prepare and submit to the Coordinator-General, ‘As constructed’ plans certified by Registered Professional Engineer of Queensland (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>

<b>Condition 4 - inspection</b>		<b>Timing</b>
4.1	<p>Permit the Coordinator-General, or any person authorised by the Coordinator-General, to inspect any aspect of the development or use.</p> <p><i>Note: Where practicable, at least forty-eight (48) hours notice will be provided</i></p>	<i>At all times</i>

<b>Condition 5 - auditing</b>		<b>Timing</b>
5.1	<p>Prepare and submit audit reports to the Coordinator-General within 30 business days after commencement of site works and within 30 business days of the completion of construction of each stage of the development.</p> <p>Prepare and submit an audit report within 30 business days after commencement of the use.</p> <p>The audit report must be prepared by a 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>At as indicated</i>

<b>Condition 6 – waste management</b>		<b>Timing</b>
6.1	The development must reuse, recycle or lawfully dispose of all waste (other than treated waste-water released to land) generated by the development.	<i>At all times</i>
6.2	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>
6.3	<p>If bulk refuse facilities are applicable, the bulk refuse facility must:</p> <ul style="list-style-type: none"> <li>(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</li> <li>(b) be within the curtilage of the premise in an accessible location to receive the service</li> <li>(c) be graded and drained through an approved sediment/silt trap to legal sewer connection and</li> <li>(d) be provided with a hose cock and hose in close proximity to the enclosure.</li> <li>(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.</li> </ul>	<i>Prior to commencement of use and to be maintained</i>
6.4	If mobile garbage (wheelie) bins are used, the development must provide:	<i>Prior to commencement of use and to be maintained</i>

	<p>a) A waste storage area that is of sufficient size to house all mobile garbage (wheelie) bins including recycling bins</p> <p>b) A waste storage area that is to be suitably paved/sealed, with a hose cock fitted in close proximity to the enclosure and drain to sewer via a legal sewer connection</p> <p>c) A minimum overhead clearance of 4.2 metres 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 always maintained.</p> <p>All bins are to be individually marked with the unit number to which it belongs.</p>	
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<b>Condition 7 – hazardous materials</b>		<b>Timing</b>
7.1	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>
7.2	All containers must be secured to prevent movement during a flood event.	<i>At all times</i>

<b>Condition 8 – complaints</b>		<b>Timing</b>
8.1	Record all complaints received relating to the development in a register that includes, as a minimum: (a) date and time when complaint was received (b) complainant's details including name and contact information (c) reasons for the complaint (d) investigations undertaken and conclusions formed (e) actions taken to resolve this complaint, including the time taken to implement these actions (f) a notation in the register as to the satisfaction (or dissatisfaction) of the complainant with the outcome.	<i>At all times</i>
8.2	Prepare and provide a response to the complainant within 48 hours of receipt of the complaint.	<i>As indicated</i>
8.3	Provide an up to date copy of the register if requested by the Coordinator-General.	<i>As indicated</i>
8.4	In the event a complaint is received in relation to odour, dust 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> .  The assessment must be accompanied by a report, inclusive of supporting calculations and site investigations. The report must provide recommendations for odour and air attenuation measures.	<i>As indicated</i>

	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.	
8.5	<p>In the event a compliant is received in relation to noise from the development during construction, 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 1994</i>, Environmental Protection (Noise) Policy 2019, Environmental Protection Regulation 2019 and Australian Standard AS 1055 Acoustics.</p> <p>The assessment must be accompanied by a report, inclusive of supporting calculations and site investigations. The report must provide recommendations for noise mitigation measures.</p> <p>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>As indicated</i>

<b>Condition 9 – services and utilities</b>		<b>Timing</b>
9.1	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 and to be maintained</i>
9.2	<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. Privately owned pressure sewer equipment must be installed and is to generally consist of a suitably sized tank with a 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> <p>Any future owners of the property must be notified of the above requirements. A Property Notation will be placed on Council's property management files to advise prospective purchasers of these sewer connection requirements.</p>	<i>Prior to commencement of use</i>
9.3	<p>The premises/development must connect to Townsville City Council's reticulated water system.</p> <p>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.</p>	<i>Prior to commencement of use</i>
9.4	Electricity and telecommunications must be provided to the premises in accordance with the Works code of Townsville City Plan.	<i>Prior to commencement of use</i>

9.5	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 use and to be maintained</i>
9.6	The development must be provided with an adequate and accessible supply of water for firefighting purposes.  Note: Townsville City Council does not permit the direct connection of pump systems to water mains for firefighting purposes. Private building systems must comply with relevant building codes and standards	<i>Prior to commencement of use and to be maintained</i>

<b>Condition 10 – vehicle access and parking</b>		<b>Timing</b>
10.1	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>Prior to commencement of the use and to be maintained</i>
10.2	All parking is to occur on site.	<i>At all times</i>

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

<b>Condition 12 – external details</b>		<b>Timing</b>
12.1	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>
12.2	Legible property numbers must be erected at the premise sand 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>

<b>Condition 13– Safety and crime prevention</b>		<b>Timing</b>
13.1	Install adequate fencing and signage to warn the public of operations and safety hazards.	<i>Prior to commencement of use and to be maintained</i>
13.2	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 commencement of use and to be maintained</i>

<b>Condition 14 – landscaping</b>		<b>Timing</b>
14.1	<p>Prepare a landscaping plan (by a suitably qualified person). Specific attention must be given to the following:</p> <ul style="list-style-type: none"> <li>(a) the landscape plan must be prepared and provided for approval in accordance with Part 9.3.3 Landscape Code of the Townsville City Plan</li> <li>(b) landscape design plans must include the entire site, including the road reserve with staging identified</li> <li>(c) landscaping must be constructed in accordance with relevant code/s and policy direction</li> <li>(d) street trees on frontage of the 40 Penelope Road as set out in the Landscape code and associated policies. The preferred species for this location is <i>Grevillea baileyana</i></li> <li>(e) Shade tress and small shrubs must be provided to the eastern boundary to provide screening between the site and Ron McLean Drive</li> <li>(f) Root Barrier or other mechanical protection must be installed where sewer infrastructure is located in the road reserve adjacent to street tress. The root barrier must be installed approximately 700mm from the centre of the trunk (toward the sewer) and must extend 1.5m either side of the trunk centre (parallel to the sewer alignment)</li> <li>(g) soft landscaping must be provided with automated irrigation, including road reserves.</li> </ul> <p><i>Note – street tree locations must not impact on vehicle movements.</i></p>	<i>Prior to commencement of the development and to be maintained</i>
14.2	Implement the works in the landscape plan identified in condition 15.1.	<i>Within 6 months of the commencement of use</i>
14.3	Maintain landscaping and replace any failed or failing trees or shrubs.	<i>At all times</i>

<b>Condition 15 - construction management plan</b>		<b>Timing</b>
15.1	<p>Prepare a construction management plan (by a suitably qualified person in accordance with current best practise) that includes the following:</p> <ul style="list-style-type: none"> <li>(a) employee and visitor parking areas</li> <li>(b) provision for loading and unloading materials including the location of any remote loading sites</li> <li>(c) the storage location/s materials, structures, plant and equipment on the construction site</li> <li>(d) management of noise and dust generated from the site during and outside construction work hours</li> <li>(e) control, containment and disposal of waste generated by construction</li> <li>(f) a monitoring program to identify issues of non-compliance, actions for correcting any non-compliance and who is responsible for undertaking those actions</li> <li>(g) a timetable and process for review of the construction management plan to assess its effectiveness and to implement amendments as required.</li> </ul>	<i>Prior to commencement of site works</i>

15.2	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>
15.3	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 construction</i>
15.4	Dust or debris must not enter the State-controlled road during the construction phase of development	<i>At all times during construction</i>

<b>Condition 16 – erosion and sediment control plan</b>		<b>Timing</b>
16.1	Soil erosion and sediment control (SESC) plans must be prepared by a suitably qualified professional and submitted to Townsville City 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.	<i>Prior to commencement of site works</i>
16.2	Undertake all works generally in accordance with the approved erosion and sediment control plan which must be current and available on site at all times during the construction period.	<i>As indicated</i>
16.3	Prescribed Water Contaminants (as defined in the <i>Environmental Protection Act 1994</i> ) 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.	<i>At all times during construction</i>

<b>Condition 17– stormwater quality</b>		<b>Timing</b>
17.1	Design and implement stormwater quality devices that achieve the pollutant reduction targets specified in the Townsville City Plan	<i>Prior to commencement of use and maintained at all times</i>
17.2	An appropriately qualified and experienced RPEQ must certify that stormwater quality devices achieve the prescribed outcomes in accordance with the above condition.	<i>Prior to commencement of use</i>
17.3	Submit to the Coordinator-General and Townsville City Council, certification from a qualified and experienced RPEQ that the implementation of stormwater quality management plan achieves the prescribed outcomes in accordance with the Works code and Healthy waters code of the Townsville City Plan.  <i>Note: certification must reference SDA approval number AP2023/006 and be provided to:</i>  Coordinator-General – <a href="mailto:sdainfo@coordinatorgeneral.qld.gov.au">sdainfo@coordinatorgeneral.qld.gov.au</a> Townsville City Council – <a href="mailto:developmentassessment@townsville.qld.gov.au">developmentassessment@townsville.qld.gov.au</a>	<i>Prior to commencement of use</i>

<b>Condition 18– stormwater drainage</b>		<b>Timing</b>
18.1	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>

18.2	Drainage works shall be designed and constructed in accordance with the latest edition of the Queensland Urban Drainage Manual and Healthy waters code of the Townsville City Plan.	<i>Prior to the commencement of site works and to be maintained</i>
18.3	The development is required to achieve no-worsening and no-actionable nuisance in terms 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>
18.4	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.  <i>Note: Certification must reference SDA approval number AP2023/009 and be provided to: Coordinator-General – <a href="mailto:sdainfo@coordinatorgeneral.qld.gov.au">sdainfo@coordinatorgeneral.qld.gov.au</a> Townsville City Council – <a href="mailto:developmentassessment@townsville.qld.gov.au">developmentassessment@townsville.qld.gov.au</a></i>	<i>Prior to commencement of site works</i>

<b>Condition 19 - repair of damage</b>		<b>Timing</b>
19.1	Repair any property fencing, road reserve and 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 use and ongoing</i>

<b>Condition 20 – lighting</b>		<b>Timing</b>
20.1	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>
20.2	Outdoor lighting must be provided in accordance with AS1158.1:2005 – <i>Lighting for Roads and Public Spaces</i> .	<i>Prior to the commencement of the use and to be maintained</i>
20.3	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>

<b>Condition 21 – Potential Contamination</b>		<b>Timing</b>
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>

<b>Condition 22 – Storage</b>		<b>Timing</b>
22.1	Goods, equipment, packaging material or machinery must not be stored or left exposed within the first 20m.	<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 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

#### *Further approvals required*

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

A Roadworks Permit for the construction of a driveway or access within the road reserve.

An Operational Works approval for earthworks associated with the development.

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.

#### *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.

#### *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.

#### *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.

### *Infrastructure charges*

Outstanding charges or expenses applied to the use, including infrastructure charges will be levied by Townsville City Council as part of a future development approval for building works as permissible under the *Planning Act 2016*.

### *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, erosion and sediment 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

### Specifications and drawings

Details of Council's specifications and standard drawings can be viewed on Council's website.

### *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*

### *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 and Science) 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 Heritage Act 2003* and the Department of Environment and Heritage Protection (2014) *Guidelines: Archaeological investigations*. All work must cease and the relevant State agency must be notified. Work can resume only after State agency clearance is obtained.

**Department of Transport and Main Roads**

Approval is required for any works, encroachments, or activities on the state-controlled road under the Transport Infrastructure Act 1994. Please contact the Department of Transport and Main Roads via email [North.Queensland.Idas@tmr.qld.gov.au](mailto:North.Queensland.Idas@tmr.qld.gov.au) to make an application and discuss specific requirements for the proposed works, encroachment, or activity. TMR design acceptance is required for any RPEQ certified drawings prior to the commencement of any works or encroachments. Procurement of materials may also be required from TMR's preferred supplier's dependent on the type of works to be undertaken.

## 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.
- 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, Infrastructure, Local Government and Planning website at <https://www.statedevelopment.qld.gov.au/coordinator-general/state-development-areas/development-schemes-applications-and-requests> or by contacting the Planning and Services Division on 1800 001 048 or via [sdainfo@coordinatorgeneral.qld.gov.au](mailto:sdainfo@coordinatorgeneral.qld.gov.au).