



SECTION A - PART 4

Project Brief

**SKATE BOWL REFURBISHMENT
WINDEMERE ROAD PARK,
ALEXANDRA HILLS**

**Project Number
PDG-20842-1**

Redland City Council

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1 SCOPE OF WORKS

Redland City Council ("RCC") requires a Principal Contractor for the design and construction of a skate park at Windemere Road Park, Alexandra Hills. We are looking for a Principal contractor to evaluate and repair the existing skate bowl and incorporate new skate park elements, to create variety and broaden participation and support more diverse skill development. Works will also include replacement of the seating and ancillary works to refresh the image of the park.

The work required under this Contract comprises of the provision of all design, reporting, materials, plant/equipment, labour and the performance of all operations necessary for the supply/delivery, installation, construction, supervision and certification for the proposed works/services, which includes but are not limited to the following items:

- Pre-design site inspection / meeting notes;
- Identify if any permits and approvals are required;
- Stage 1: Structural Investigation and Preliminary Design including, drawings for review by RCC;
- Stage 2: Detailed Design to be submitted to RCC for review
- Stage 3: Permits and Applications lodgement and approval (if required)
- Stage 4: Final RPEQ certified 'For Construction' drawings with supporting documentation to be submitted to RCC;
- Design is to consider all statutory approvals at local, state and federal level. Including but not limited to cultural heritage (QYAC; notification) / permits / duty of care. This is to be documented throughout the lifecycle of the design
- Design to consider recommendations made by RCC Skatepark Audit (Jan 2026) - Appendix C
- Site service location survey;
- Detailed dilapidation survey report (pre and post works);
- All design must be carried out by a qualified representative, and is to be in accordance with all relevant design standards and be in accordance with AS EN 14974:2021 – Skateparks;
- Design should be accompanied by a design report showing justification for aspects of the design and illustrate all considerations and exclusions of the design.
- Provision of Quality, Work Health & Safety, Environmental and Certified MUTCD Traffic Management Plans;
- Removal of existing assets of seats and fencing as supervised by Superintendent Representative.
- Construction and ancillary works (signage, bollards, fencing) in accordance with approved design.
- Associated concrete, earthworks and landscaping as detailed in the approved design.
- Any landscaping works that may be required as a result of the works; and
- Final RPEQ certified 'As Constructed' and ADAC drawings (with Form 16).

Refer to the project brief for full extent of works.

Notes:

1. This project is to be completed by **30 March, 2027**.
2. It will be the Contractor's responsibility to investigate and identify all necessary permits and undertake all applications (including Building Application, Decision and certification for the proposed works in accordance with Section 6.3 Permits and Applications. All fees associated

with the design, certification and completion of all applications are to be clearly detailed in the submission.

3. All demolished OR removed material is to be taken off-site, recycled (if possible), reused or disposed of at a registered transfer station in accordance with the Waste Levy Act.
4. The main/head Contractor is required to provide valid supporting documentation for equipment/items with long lead times that has/have been ordered within five (5) business days of acceptance of Contract.
5. Should works not be required due to budgetary or other constraints, RCC reserves the right to terminate this project or part thereof.

2 SITE LOCATION AND LAND DETAILS

Address: Windemere Road Park
42-46 Windemere Road, Alexandra Hills Qld 4161

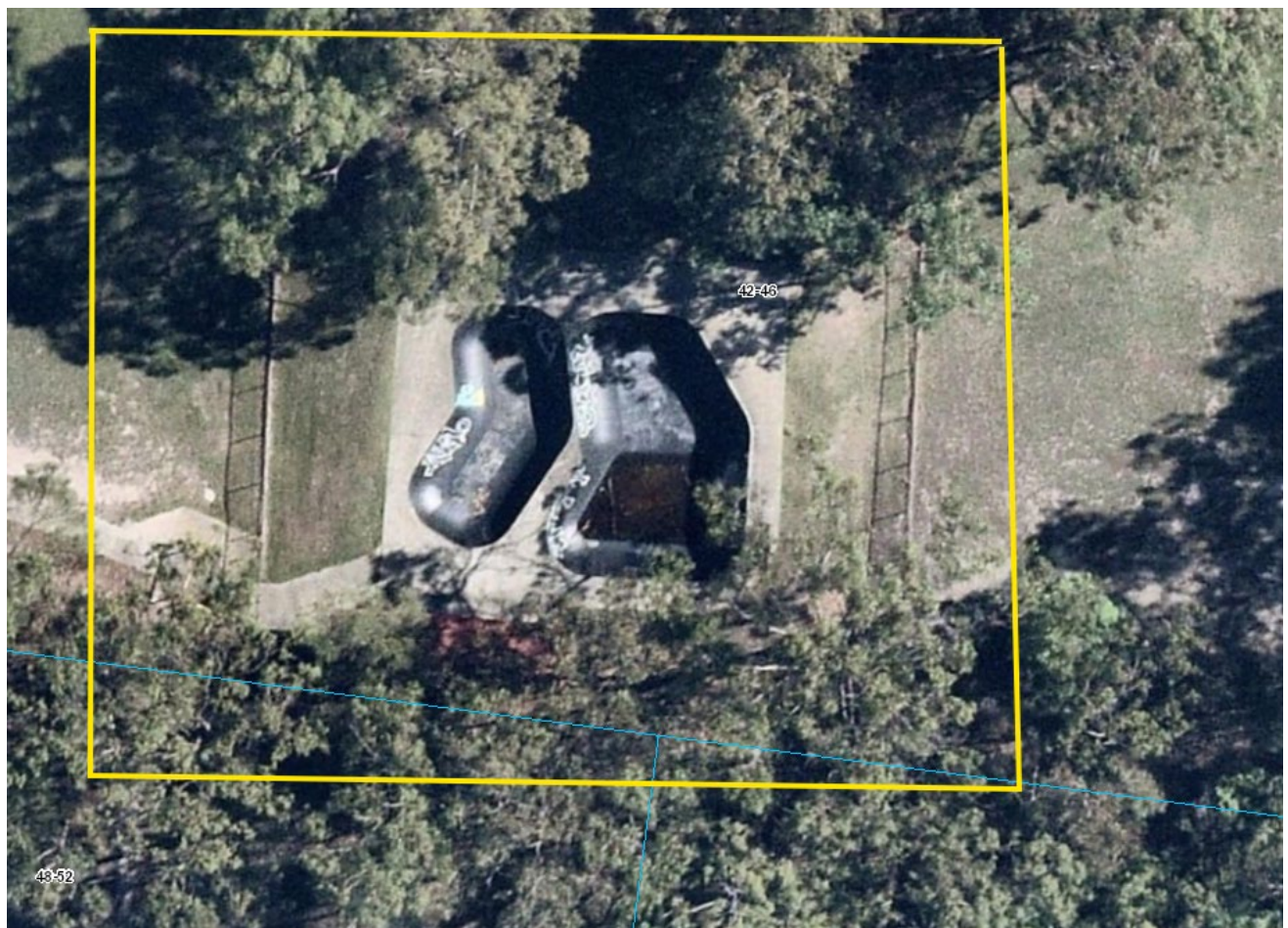
Land Details: **Lot/Plan:** 1/RP182975

Total Land area: Approximately 45,260 m2

Land Owner: Redland City Council City Spaces

RCC's Owner's Consent is attached (refer to Attachment A)

The location of the works is detailed on the Red-e-Map aerial photograph (below Fig 1).



3 CODES GOVERNING WORK

Codes applicable to this work include but are not limited to:

- *Aboriginal Cultural Heritage Act 2003;*
- *Skatepark Design & Standards (AS EN 14974:2021)*
- *Building Act 1975*, associated Regulations and Building Codes including:
- *Queensland Environmental Protection Act 1994 and Regulations 2008;*
- *Work Health and Safety Act 2011, Work Health and Safety Regulation 2011 and current Codes of Practice;*
- *AS4970-2009 (incorporating Amendment No. 1) Protection of trees on development sites;*
- *AS1428 Design for access and mobility;*
- *AS1726 Geotechnical Site Investigations;*
- *AS 4685 SET:2021 Playground equipment and surfacing Set;*
- *AS 4419-2003 Soils for Landscaping and Garden Use;*
- *AS 1289.D1.1-1977 Methods of Testing Soil for Engineering Purposes;*
- *AS 4454-2012 Composts, Soil Conditioners and Mulches; and*
- *AS 2303:2018 Tree Stock for Landscaping Use.*
- *Plumbing and Drainage Act 2018*, associated Regulations and Codes of Practice;
- Standards Association of Australia codes and guidelines and applicable to the various components of the work;
- Associated Industry Regulations, recognised manuals and Codes of Practices;
- Associated products technical data sheets. In the event of multi-optional designs; additional technical comparison report to be provided comprising limitations, benefits and overall suitability of each proposed design for the intended application;
- Any other industry recognised manuals and product data sheets, including warranty requirements;
- [Redland City Plan](#) policies, infrastructure plans, codes, schedules, standard drawings.

4 ABORIGINAL CULTURAL HERITAGE

4.1 Cultural Heritage Duty of Care

The Aboriginal Cultural Heritage Act 2003 (ACHA) sets out to provide effective recognition, protection, and conservation of Aboriginal cultural heritage. The ACHA states that “Aboriginal cultural heritage is anything that is: (a) a significant Aboriginal area in Queensland; or (b) a significant Aboriginal object; or (c) evidence, of archaeological or historic significant, of Aboriginal occupation of an area of Queensland”. The ACHA protects both:

- tangible Aboriginal cultural heritage (such as human remains, trees, stone tools, art and other objects); and
- intangible Aboriginal cultural heritage (such as creation stories, ceremony, skills involved in the creation of cultural items, language dance and song, and those areas significant due to intangible cultural heritage).

Under the ACHA, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (**cultural heritage duty of care**). The ACHA sets out a number of ways a person who carries out an activity may comply

with their cultural heritage duty of care which includes acting in compliance with the cultural heritage duty of care guidelines (**Guidelines**). The Guidelines identify reasonable and practicable measures for ensuring activities are managed to avoid or minimise harms to Aboriginal cultural heritage in a way that meets the duty of care requirement under the ACHA. The Guidelines recognise that it is unlikely that Aboriginal cultural heritage will be harmed where:

- the current or proposed activity is on an area previously subject to significant ground disturbance and the activity will impact only on the area subject to the previous disturbance; or
- the impact of the current or proposed activity is unlikely to cause any additional harm to Aboriginal cultural heritage than that which has already occurred.

4.2 Contractor's Cultural Heritage Duty of Care Obligations

All activities to be undertaken in accordance with this agreement, and as identified in the work plans and designs agreed on with RCC, are to be either:

- activities causing No Additional Surface Disturbance (see Category 2 of the Guidelines). "No Additional Surface Disturbance" means "surface disturbance not inconsistent with previous surface or disturbance." The Guidelines provide an example of a Category 2 activity as the "use, maintenance and protection of services and utilities (such as electricity infrastructure; water or sewerage disposal) on an area where such services and utilities are currently being provided".
- wholly contained within areas previously subject to Significant Ground Disturbance (see Category 4 of the Guidelines). "Significant Ground Disturbance" means "disturbance by machinery of the topsoil or surface rock layer of the ground, such as by ploughing, drilling or dredging; the removal of native vegetation by disturbing root systems and exposing underlying soil."

For further information, please refer to the Queensland Government, Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships, Cultural Heritage Duty of Care information.

If at any stage it is identified that any works, including ancillary works, will be an activity outside the agreed upon areas and/or an activity which causes Additional Surface Disturbance or is not within an area previously subject to Significant Ground Disturbance, then the Contractor must immediately stop work, advise the RCC Superintendent, and await further instructions. RCC will advise of any further measures that may need to be implemented to ensure that the activity does not harm Aboriginal cultural heritage.

All of the Contractor's employees involved in ground disturbing activities must follow RCC's Cultural Heritage Finds Procedure (IND-001-001-001-PR) and Unexpected Human Remains Procedure (IND-001-001-002-PR) (**the Procedures**) prior to any work commencing on site. Further, prior to possession of the site being granted, the Contractor must provide written notification to the RCC Superintendent that all of the Contractor's employees have read, understood and will follow the Procedures.

The Contractor is required to notify the RCC Superintendent of any ground-disturbing activities no later than ten (10) business days prior to the work commencing and provide confirmation that the ground-disturbing activities to be undertaken will either cause No Additional Surface Disturbance or will be wholly contained within an area previously subject to Significant Ground Disturbance.

4.3 Contractor's Acknowledgement

The Contractor acknowledges that it and its employees are required to meet their cultural heritage duty of care in accordance with the ACHA, the Guidelines, the Procedures and by acting in a way as set out in clause 4 of this Agreement. The Contractor further acknowledges that failure to do so may result in fines and prosecution under the ACHA.

5 DESIGN WORKS

All design work must be non-discriminatory and make use of efficient methods of construction and best practices including but not limited to works being:

- Designed for construction in accordance with Section 3.0 Codes Governing Work;
- Undertaken under the supervision of and certified by a Suitably Qualified Person (SQP);
- Undertaken by a registered surveyor from the Surveyors Board of Queensland. A survey is required for the location of works, construction of the works and for recording "As Constructed" information;
- All structural design work must be undertaken under the supervision of and certified by a member of the Registered Professional Engineer of Queensland.

Any subcontracted work is to be co-ordinated by the main Contractor so that works may proceed immediately.

5.1 Design Meetings

5.1.1 Pre-Design Site Inspection

At least one (1) site inspection to the site will be conducted by the RCC Superintendent with the successful Contractor prior to the commencement.

5.1.2 Design Progress Meetings

Design meetings to discuss the design of the skatepark will be required to be conducted during the following, or at other times as called by the RCC Superintendent:

- Stage 1: Structural assessment of existing infrastructure by a Suitably Qualified Person (SQP) including incorporating new skate park elements to create variety and broaden participation and support more diverse skill development, incorporating recommendations made by RCC Skatepark Audit (Jan 2026) - Appendix C.
- Stage 2: Detailed Design to be submitted to RCC for review
- Stage 3: Permits and Applications lodgement and approval (if required)
- Stage 4: Final RPEQ certified 'For Construction' drawings with supporting documentation to be submitted to RCC.

The Contractor is to clearly detail and/or itemise services/products being provided and allow for the above in their tendered price.

5.2 Location of Existing Services

It is the responsibility of the Contractor to locate all existing services prior to the commencement of the Stage 1: Structural assessment.

Prior to commencing any design work the Contractor will be required to undertake a DBYD 'Dial Before You Dig' search (phone: 1100) to locate any services that may interfere with the proposed design and construction works.

The impact of any proposed work on public utilities is to be considered and preliminary estimates for required relocations/alterations is to be determined as part of the Preliminary Design phase. Where any potential conflict is identified, services are to be physically located by potholing.

Where conflict is identified, designs and quotations to carry out works on public utilities are to be obtained by the Contractor through the relevant service authority and documented in the detailed design phase. Designs for service alterations where completed by the Contractor, are to be approved

by the relevant service authority. All cost associated with works on public utilities are to be included in the design and/or construction estimates.

5.3 Design Drawing Standards

Design Works under this Contract will only be considered complete upon receipt of certified RPEQ 'For Construction' drawings:

- One (1) hard copy of approved drawings on A3 (A1 title block – scale 1:250 preferred) size sheets and conform to AS1100 Technical Drawing;
- Clearly define the name of the works and relevant description in the title block of the drawing. All drawings associated with this contract should show the following in the title block:

Title Block	
Name of Owner:	Redland City Council
Name of Project:	CIP Skate Park, Windemere Road Park, Alexandra Hills
Description of work to which drawings refers:	Park Upgrade
Design Drawing numbers:	Starting from 20842
Redland City Council Drawing Numbers:	<i>To be issued by RCC upon confirmation of drawing set</i>

Drawing Series Table	
Civil	0 - 99 series i.e. xxxxx-01
Landscape (including Parks)	100 series
Lighting and Electrical	200 series
Structural	300 series
Mechanical	400 series

- Print drawings in black on white background.
- Electronic copies of all approved drawings are to be provided in Adobe .pdf and AutoCAD.dwg file format. Cross referenced plans is to be submitted in two forms:
 1. Original.dwg file with xreferences attached (full directory is required) and .dwg files with xreferences "bound" into the .dwg files; and
 2. All relevant images, line type, plot, shape and font files are to be provided with the AutoCAD.dwg files.
- Site boundaries are to be geo-referenced and consistent between plans with all data layers and tables clearly identified.

5.4 Survey, Modelling and Design Files

RCC's standard software platform for 3D modelling is 12D. If the Contractor utilises 12D for any aspect of the design work, an electronic copy of the entire 12D design directory (including any associated 12D files), should be issued to the RCC Superintendent with Stage 4: Final 'For Construction' documentation.

5.5 Safety in Design Report

Develop a Safety in Design report in accordance with legislative requirements. Report updates are mandatory during each Design stage. Submit the draft Safety in Design report with the design drawings for review.

Issue the final Safety in Design Report with Stage 4: Final 'For Construction' drawings.

5.6 Ownership of Design Material

All information, drawings, electronic design files etc. obtained or created for the sole purpose of preparing the design is to be assigned to RCC and be made available to the RCC Superintendent upon completion of the Design.

6 DESIGN STAGE

6.1 Stage 1: Structural Investigation

The Contractor is responsible for the following:

- Carrying out sufficient geotechnical investigations and testing to enable design certification.
- Providing a report outlining the existing material properties and the engineering design solutions proposed (to be submitted as part of Stage 1: Structural Investigation).
- Report outlining reasons for the decision to be provided to RCC Superintendent
- Detailed setout is not required for this stage.

HOLD POINT

The Contractor is to allow for required number of business days in their Program of Works.

The RCC Superintendent will confirm in writing when Stage 2: Detailed Design may commence.

6.2 Stage 2: Detailed Design

The Contractor will be required to provide a detailed design of all necessary components for the proposed works. Draft documentation includes but is not limited to:

- On-site investigation and physical testing of skate park, advice and report for upgrade options, incorporating recommendations made by RCC Skatepark Audit (Jan2026) - Appendix C.
- Safety in Design Report (analysing hazards relating to the design of the structure from construction to maintenance during its life and end of life cycle and any control strategies recommended);
- Environmental and design risk assessment identifying any site-specific hazards. The assessment will follow RCC's Risk Assessment Methodology and remain a dynamic document for the life of the project ensuring all aspects have a documented response solution or management plan response;
- Detailed design drawings (including set-out information);
- Detailed Fittings, Fixtures and Finishes Schedule;
- Detailed Construction brief and/or technical specification/s; and
- Itemised construction cost estimate (inclusive of all preliminary items). Please check, verify and sign 'as reviewed' by the Contractor to confirm all inclusions have been accounted for and materials stated are correct;
- Bill of Quantities (using RCC's Template);
- Proposed detailed construction methodology;
- Preparation of all permits and/or building or plumbing applications and supporting mandatory documentation as required;

- RPEQ Engineering certification (Form 15) with electronic copy in Microsoft Excel format and Adobe .pdf format.

HOLD POINT

The Contractor is to allow 3 weeks in their Program of Works for this stage.

Submit the above documentation to RCC for review and feedback. Any documentation returned by the RCC Superintendent as “not approved” are required to be submitted with completed amendments within the maximum timeframe of five (5) business days.

6.3 Stage 3: Permits and Applications

It will be the Contractor's responsibility to investigate and identify all necessary permits and applications for the proposed works.

6.3.1 Contractor's Responsibility

The Contractor is required to:

- Provide the RCC Superintendent with a detailed report of Permits and documentation required as identified under any Acts and associated Regulations for the design and construction requirements for this type of project prior to preparing the Application Forms;
- Provide updated final Program of Works 'Hold Points/processing timeframe's as identified for specific permit application in the report;
- Contact the RCC Superintendent for confirmation of the 'Applicant' and 'Land Owner' details for the Application documentation;
- Prepare, complete and provide the RCC Superintendent with a copy of 'Permit Issue' drawings (RPEQ certified), completed Application forms, mandatory and supporting documentation as identified in Permit Report prior to lodgement;
- Upon written approval from the RCC Superintendent, lodge all application forms and any mandatory documentation (including certified drawings reports, certificates etc.) required for the submission of permit applications;
- Be available to discuss and co-ordinate reply required with the RCC Superintendent prior to providing written response (with supporting documentation) to Request for Information; and
- Pay all lodgement fees.

6.3.2 RCC Responsibility

The RCC Superintendent will not be conducting any investigation or preparation of any permit documents.

HOLD POINT

The Contractor is to allow a minimum of Twenty (20) business days in their program for this Hold Point

Submit the above documentation to RCC for review and feedback. Any documentation returned by the RCC Superintendent as “not approved” are required to be submitted with completed amendments within the maximum timeframe of five (5) business days.

The RCC Superintendent will confirm in writing when Stage 4: Final Design may commence.

6.4 Phase 4: Final 'For Construction' Documentation

The Contractor is required to provide the final signed version of the following:

- Certified 'For Construction' drawings with supporting documentation;
- Design drawings suite (including set-out information);
- Fittings/Fixtures and Finishes Schedule;
- Document for the life of the project ensuring all aspects have a documented response solution or management plan response;
- Bill of Quantities (using RCC's Template);
- Construction/Technical specification;
- Safety in Design Report; and
- Preparation of all permits and/or building applications and supporting mandatory documentation.

At the conclusion of this phase, documentation is to be sufficient for consideration and approval by RCC before the project moves into the relevant construction stage.

HOLD POINT

The Contractor is to allow five (5) business days in their Program of Works for this stage.

7 CONTRACTOR REQUIREMENTS

7.1 Site Specific Quality Management Plan (SSQMP)

The Contractor must submit a example QMP to RCC for review during the Tender Evaluation Process.

In preparing the SSQMP, the Contractor should consider inclusion of the following:

- Register of Work Procedures;
- Control of inspection, measuring and test equipment;
- Special processes;
- Control of products and/or services provided by your client if any (including handling, storage, packing, preservation and delivery);
- Control of products and/or services provided by your suppliers or subcontractors and subconsultants if any (including handling, storage, packing, preservation and delivery);
- Product identification and traceability; and
- Associated forms and checklists used to monitor, review, and assess quality.

The Final SSQMP is to be submitted for review and approval by the RCC Superintendent prior to the possession of site being granted. The Final approved SSQMP must be available on site at all times for the duration of the project.

7.2 Work Health and Safety

The Contractor is responsible for ensuring compliance with their obligations as is defined in the *Work Health and Safety Act 2011*, associated Regulations and Codes of Practice.

The Contractor will be appointed as a Principal Contractor for this project. A Principal Contractor has a duty to ensure the health and safety of the workers (including contractors and subcontractors) and other persons arising from the construction work carried out at or near the vicinity of construction project.

Principal Contractor duties are as specified on the [Principal contractors | WorkSafe.qld.gov.au](https://www.worksafe.qld.gov.au/principal-contractors) website.

The Principal Contractor and his subcontractors and employees are to ensure that all work under this contract is performed in such a manner that no hazard or risk of injury or damage exists to the Principals employees or property.

7.2.1 Uniforms and Personal Protective Equipment (PPE)

The Contractor must adhere to RCC's Personal Protective Equipment (PPE) requirements. The Contractor must ensure:

- all members of the Contractor's Staff are aware of all safety requirements including, but not limited to correct protective equipment and being in full uniform at all times. Full uniform includes, as a minimum, safety shoes, broad brimmed hat, high visibility vest/shirt, long sleeves and trousers for Contractor's Staff undertaking work at RCC's sites.
- that the Contractor's Staff comply with any directions of RCC's Representative in respect of their personal appearance or attire concerned with matters of health or safety, consistent with RCC's Employee Code of Conduct.

7.2.2 Work Health and Safety Management Plan (WHSMP)

The Contractor must submit an example WHSMP to RCC for review during the Evaluation Process. In preparing the WHSMP, the Contractor should include the following:

- Work Method Statements associated with all works required but not limited to:
 - Undertaking Trenching and Excavation (under 1.5m);
 - Undertaking Asbestos Removal, Asbestos Management and Control in the Workplace and/or Encountering Asbestos Containing Material in the Field; and
- Work Method Statements for undertaking high risk work activities such as work that:
 - (a) *involves a risk of a person falling more than 2m;*
 - (b) *involves, or is likely to involve, the disturbance of asbestos;*
 - (c) *is carried out on or near energised electrical installations or services;*
 - (d) *is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians;*
 - (e) *is carried out in an area at a workplace in which there is any movement of powered mobile plant;*
- Pedestrian/Facility User Traffic Management requirements demonstrating
 - Construction fencing and pedestrian exclusion zones;
 - Pedestrian traffic access in/out and around work site;
 - Vehicular traffic (including delivery vehicles and plant) access in/out, adjacent to, along and around work site;
 - Storage/parking;
 - **All signage points and indicative signs to be posted as such points;**
 - Emergency evacuation meeting point;
 - Toilet/bathroom facility location;
- RCC's Personal Protective Equipment (PPE) requirements;
- Any relevant Codes of Practice; and
- Refer to the checklist issued with request for tender.

The final WHSMP is to be signed, dated and submitted for acceptance by the RCC Superintendent prior to the possession of site being granted. The final accepted WHSMP must be available on site at all times for the duration of the project.

7.3 Site Specific Environmental Management Plan (SSEMP)

The Environmental Management Plan provides a framework for environmental management to be implemented on the site during the construction phase. It helps to ensure that impacts on the environment are minimised and that the 'environmental due diligence' requirements of RCC and the Contractor are being undertaken as defined by the *Environmental Protection Act 1994*, associated Regulations and Codes of Practice.

The Contractor must submit an example SSEMP for review during the Evaluation Process. In preparing the SSEMP, the following impacts and operational control measures should also be considered:

- Project specific risks that could cause environmental harm with detailed mitigation measures to manage activities;
- Reference to any Permit/approval conditions;
- Any local, state and Federal statutory requirements i.e. flying foxes, fire ants, etc.; and
- All waste materials from the works will become the property of the Contractor for disposal. The works area and its environment will be inspected after the works are completed and the Contractor will be required to remove, at his own expense, any waste materials required to be removed under this Contract.

7.3.1 Undertaking works within Koala Habitat Zones

Site location is surrounded by koala habitat/koala regrowth vegetation. The Contractor shall notify the RCC Superintendent immediately and await further direction:

- If a koala is situated in a tree for removal, **all work must cease on that tree and any overlapping canopy tree** and the koala allowed to move on by itself overnight.
- If a koala is seen to be climbing down from a tree or on the ground (whether appeared to be distressed or not) **all work must cease**.
- If a koala is on the ground and not moving (sick or injured), **all work must cease** and contact the Redlands 24hr Wildlife Rescue Service on 07 3833 4031 for the koala to be captured.

The final approved SSEMP is to be submitted and accepted by the RCC Superintendent prior to the possession of the site being granted. The accepted SSEMP must be available on site at all times during construction.

The final approved SSEMP will form part of the contract documentation for any works undertaken under this approval.

Liability will be incurred by the Contractor for failure to adhere to any conditions stated within the SSEMP and for failing to respond to any emerging environmental issue as they arise, including any issue not previously documented in the SSEMP but which, as works progressed, could be reasonably foreseen.

Any breach of the above conditions not rectified by the Contractor immediately will be rectified by RCC, at the Contractor's expense.

7.4 Storage of Contract and approved Final Management Plans

Until the documents as per the Contract have been submitted and deemed acceptable by the RCC Superintendent, the Contractor will not be granted possession of the site.

The Contractor must ensure at least one (1) signed approved copy of all following accepted Contract documentation is kept on site for the duration of works:

- Approved Permits and Building Certifications;

- Final Project Brief and/or Technical Specifications;
- Final approved 'For Construction' Drawings; and
- Final approved Site Specific Management Plans (as stated above).

This documentation may be requested during the duration of works and are to be handed over the RCC Superintendent on completion of the works.

8 CONSTRUCTION STAGE

Work must be undertaken by a licensed Contractor as required by the *Queensland Building and Construction Commission (QBCC) and Queensland Building Services Authority Regulation* and other applicable legislation.

The Contractor is solely responsible for the execution and completion of all works under the Contract including:

- Being undertaken in accordance with the approved design drawings, permits/approvals, manufacturers recommendations/instructions;
- Ensuring that all operations and methods of removal or demolition, construction or installation, materials and workmanship are safe, sufficient and in accordance with the Contract documents;
- All subcontracted work is to be co-ordinated by the Contractor so that works proceed without delay;
- All materials are new, unless otherwise identified by Contractor and approved by RCC during tender submission, RCC Superintendent on-site;
- Supply and delivery of all goods to the site mentioned in the documents issued at the Contractor's own expense and at such time or times as approved by the RCC Superintendent. The Contractor is required to pay duty, freight, cartage, insurance and all other charges. Delivery is to include off-loading at the site or sites unless otherwise specified;

The Contractor must also ensure:

- Two (2) business days notice is given to the RCC Superintendent of any shutdowns and obtain approval prior to the shutdown occurring; and
- Variations will not be authorised for unnecessary additional work due to disputes between trade and subcontractors, or between subcontractors and the Contractor.

8.1 Work Hours

The Contractor will be required to adhere to the following work hours:

- Monday to Friday 7.00am to 5.00pm
- Saturday 7.00am to 5.00pm only with prior written approval from the RCC Superintendent
- Sundays or Public Holidays No work

These days and times can only be varied with the written approval of the RCC Superintendent.

8.1.1 Existing Services

The Contractor is required to take every precaution to protect existing services, including gas, water, storm water, sewerage, electricity and telephone conduits (if present), and other existing works and services.

It is the Contractor's responsibility to locate such works and services prior to commencement of any works on site.

Existing Services such as drains, watercourses, public utility and other services, if encountered, obstructed, or damaged by the Contractor or their nominated Subcontractors in the course of performing the work under the Contract, is to be dealt with as follows:

- If the Service is to be continued: Repair, divert, relocate as required; or
- If the Service is to be abandoned: Cut and seal or disconnect.

All cost associated with works on public utilities are to be included in the tendered price.

Damage to Existing Services by the Contractor is to be reported immediately to the RCC Superintendent and the Authority concerned and is to be repaired at the Contractor's expense to the satisfaction of the Authority and the RCC Superintendent.

8.2 Possession of Site

Possession of site will not be given until the RCC Superintendent has received, reviewed and deemed acceptable:

- All outstanding documentation as stated in the Contract;
- All associated permits/approvals; and
- Any approved Building Application with Decision Notices.

8.3 Site Establishment Conditions

The Contractor's initial access to the site must be coordinated with the RCC Superintendent prior to any works commencing. Possession of the site will be in accordance with the directions from the RCC Superintendent.

The Contractor is required to:

- Employ on the site at all times a named competent foreperson who will not be changed during the course of the works without the RCC Superintendent approval;
- Supply all necessary labour including assistant foreperson, leading hands, time clerks, laborers, etc, necessary for the efficient organisation of the work;
- Assess the site's existing conditions, dilapidation report required, and notify the RCC Superintendent in the event that they assess the site as not suitable for handover and commencement of the works;
- Assume responsibility for the type and quality of work undertaken and the extent of works within the site;
- As is reasonably practicable, ensure the site is to be kept clean internally and externally and all existing surface finishes, physical structures, and newly finished surfaces and materials subject to staining or other disfigurement protected from damage;
- Maintaining the site, public ways and car park around each site for general public use outside the Contractor's hours of work (where applicable);
- Be responsible for all establishment works on the site including the setting up of temporary facilities, services, site offices and workplace amenities. The location of all site buildings and access ways must be approved by the RCC Superintendent before installation;
 - Amenities and facilities for use by work persons during construction works are to be provided by the Contractor and must comply with the requirements of all Authorities. The Contractor is required to maintain amenities in a clean and sanitary condition and remove all amenities and any by-products at the completion of the work.

- Preferred provision of Workplace Amenities is to be clearly detailed in the Site Specific Safety Management Plan (and site layout).
- Observe and ensure that all personnel, including sub-contractors and nominated suppliers observe the rules and regulations in force on the construction site and comply with all notices and instructions issued by the RCC Superintendent in relation to such rules and regulations. The Contractor will comply with any environmental or other conditions stipulated by RCC Superintendent;
- Be responsible for all disestablishment works on the site including removal from site of plant/equipment, temporary works and services, as well as all surplus materials, spoil and debris and restoration of all disturbed areas. All spoilage removal is to comply with all relevant legislation and standards;
- Provide and maintain suitable weather protection for all work during the progress of the project;
- Make good all damage including such damage caused by officers' and separate subcontractors on the site and consult with subcontractors for the provision of the extent of protection required. This includes any damage to fencing, footpaths, roadways, surfaces, pavements, furniture, including vegetation and any other work which may be disturbed or injured by cartage or other operations and to work under construction as it occurs and in any case before practical completion; and
- Upon completion of all works and prior to practical completion, the Contractor is required to clean all new and existing surfaces to the RCC Superintendent's satisfaction.

Any damage caused to the site works or adjacent properties by the execution of work in this Contract is to be made good by the Contractor at their own expense and to the satisfaction of the RCC Superintendent.

8.3.1 Site Security

The Contractor is wholly responsible for the proper and adequate safeguarding of the works, and of fixed and unfixed materials on the site during both business and non-business hours.

No claim for extensions of time or extra cost will be allowed in respect of damage or loss of materials or interruption of work due to the Contractor's failure to adequately safeguard the Works.

All losses is required to be replaced by the Contractor without cost to the RCC.

Temporary Fence

The Contractor is required to enclose the works site and plant/laydown area within the defined Contractor's site area as shown on the drawings with a temporary barricade to satisfy requirements of the *Work Health and Safety Act 2011*, associated Regulations and Codes of Practice.

The Contractor may be required to make any modifications or extensions to the fence to ensure that they provide the necessary level of protection so as to protect persons from injury and/or property damage.

No advertisement of any kind is to occur on the fences without the permission of the RCC Superintendent.

8.3.2 Natural and Built Assets

The Contractor is to take care to preserve all natural and built assets at the site. Any destruction of the natural and built assets (including work in progress) by the Contractor may be regarded as a default and will be subject to the provisions of the Conditions of Contract.

The Contractor is required to:

- Refrain from destroying, removing or clearing trees, timber, scrub or other vegetation unless approved by the RCC Superintendent in writing; and
- Protect and avoid damage to built assets and work in progress.

8.3.2.1 Dilapidation Survey Report

The Contractor is required to provide detailed pre and post works dilapidation survey report. This survey is to extend over the property to include all areas that will be influenced by the Contractor's work. It is suggested as a minimum that the following are included:

- Detail existing conditions within the site and on adjoining properties, especially structural defects, environmental degradation, erosion and other damage or defacement;
- Areas of influence should be critically identified by the contractor;
- Photographs should be taken for the full extent of the work area including adjacent areas as evidence of existing condition;
- Existing areas of dilapidation should be photographed in detail;
- Photographs should clearly identify existing condition and extents of dilapidation;
- Where cracks are present a crack gauge &/or tape measure should be used to measure such dilapidation; and
- Where movement or separation of structures exist, a crack gauge &/or tape measure should be used to measure such dilapidation.

The contractor shall provide:

- One (1) copy of the report, including drawings, written descriptions, and photographs, to be endorsed by the RCC Superintendent, as evidence of conditions existing before commencement of work.
- One (1) endorsed copy of the report by the RCC Superintendent to be kept on site.

A post work survey should be undertaken exactly replicating the prework survey.

8.3.3 Set Out, Survey and Levels

The Contractor is responsible for the setting out of the works according to the dimensions and levels shown on the approved drawings and for obtaining the correct dimensions of any items selected before the Contractor makes arrangements for building-in etc.

No variations will be allowed for costs in amending errors arising from inaccuracies in setting out or for failure on the Contractor's part to obtain the necessary information and dimensions of any equipment, fixtures or items required to be installed.

Measurement, Dimensional Control and Interpretation of Drawings

It is the Contractor's responsibility to:

- Check all dimensions on-site before setting out, proceeding with the work and committing any component to manufacture. The layout of plant, equipment and fixtures as shown on the drawings is to be taken as diagrammatic only and all measurements and other information required to carry out the work specified is to be obtained by the Contractor on the site.

No claims arising from failure to obtain measurements and other information on site will be considered.

- Notify the RCC Superintendent of any anomalies found so that appropriate rectification can be made. This includes but is not limited to:
 - Any discrepancy found between figured and scaled dimensions, the figured dimensions will

take preference but in any case the RCC Superintendent is to be notified; and

- Any item of work that is not wholly indicated on the drawings, the Contractor is to, in the actual execution of the work, complete same to entirely correspond with work of a similar nature drawn in detail elsewhere on the drawings and in full accordance with the Specification.

8.3.4 Water Usage (Water Tanker Filling Stations)

The Contractor is advised that standpipes are no longer permitted to be used and water tankers etc. are required to use filling stations. Filling stations provide a higher degree of security to the water network and prevent water quality issues.

RCC's City Water Group operates potable water tanker filling stations at the following potable water filling stations:

- Fellmonger Park, 101 Sturgeon Street, Ormiston;
- 171 Ney Road, Capalaba;
- Pinklands Sporting Complex, 226 Cleveland-Redland Bay Road, Thornlands;
- 47-49 Orchard Road, Redland Bay; and
- 11 Valley Way, Mount Cotton.

These stations are operated by using the Contractor's credit card at the filling station control panel. This allows water to flow and the controls on the machine enable the customer to control the volume received.

Operation

1. Ensure the outlet valves on the filling station are closed;
2. If you are using the 75mm outlet, ensure that your filling hose is connected at both ends; or
3. If you are using the 25mm outlet, ensure that your filling hose is connected at the valve and the outlet end is secured.
4. Select a \$ value using the UP (+)/DOWN (-) buttons;
5. Press ENTER to confirm selected \$ value;
6. Wave/insert your credit/debit card at card reader;
 - Machine says "Please wait for confirmation";
7. Pre-authorisation approved:
 - Machine says "Thank you and good bye"
8. Press ENTER;
9. Open the outlet valve;
10. Fill your tank;
11. Close the outlet valve;
12. Press FINISH:
 - Machine says "Thank you and good bye";
13. DISCONNECT YOUR HOSE.

Pre-authorisation failure

If your pre-authorisation is declined, there may be insufficient funds available on your card. Please try again with a lower value. If your card is declined again, please contact your card issuer.

Note: Your credit/debit card will be preauthorised for the \$value you select. Once you have completed the transaction, you will only be charged for the water you have taken (minimum charge - \$1.00)

8.3.5 Site Progress Meetings & Minutes

The Contractor must attend a pre-start meeting with the RCC Superintendent prior to possession of the site being granted.

After possession of site, it is mandatory for the Contractor to commence meeting with the RCC Superintendent's or Superintendent's Representative at fortnightly intervals or other mutually agreed times to review project progress against the Program of Works, update project projected cash flow and discuss any other relevant issues.

The Contractor is required to arrange for the attendance of such other members of their staffs, consultants and representative of Subcontractors and Suppliers as may be required. The mandatory meetings should not restrict the need for any additional progress/update meetings required during the construction period.

In addition to the requirements outlined above and under Section 9 Inspection of Works and Hold Points, the RCC Superintendent may schedule additional meetings with the Contractor to discuss issues or seek information about the project. The Contractor will be obliged to attend these meetings.

The RCC Superintendent is required to keep minutes of such meetings and have one copy sent to the Contractor as soon as possible after each meeting. The Contractor's supervisor/foreperson is required to keep copies of site meeting minutes on site.

The Contractor is required to provide to RCC Superintendent with a weekly project report update which is to include photos of the works undertaken, progress of works, any delays and other construction issues.

8.4 Tests

The Contractor is responsible for:

- Conducting all reasonable and relevant tests that may be required by the RCC Superintendent during the progress of the Works or in the Defects Liability Period to show that any part of the Works complies with the specification. In particular, if directed or hereinafter specified, make any test laid down by any relevant SAA or BSI Code or specification; and
- Provision of all necessary materials, labour and equipment to carry out the test. Field tests is to be prepared, adjusted, and run before the Contractor asks the RCC Superintendent to inspect them.

8.5 Public Notification

8.5.1 Public Notification (Construction Signage)

- Any signage wording is to be forwarded for review and acceptance by the RCC Superintendent prior to being displayed;
- Prior to commencement of works on site, appropriate signage is erected advising all users of proposed works. The signage is to include:
 - Time and duration of construction; and
 - Name and phone number of Contractor's representative/office.

RCC will undertake any necessary website and local newspaper notices advising of any closure.

8.5.2 Public Notification (Letterbox drop)

- Notification letter is to be forwarded for review and acceptance by the RCC Superintendent in writing prior to being distributed. The letter is to contain:
 - Details of the project;

- Expected timeframes; and
- Name and phone number of Contractor's representative/office.
- Distribution to affected residents by a letterbox drop must commence at least five (5) business days' prior to commencing any work on site. A draft letter needs to be sent to the Superintendent for review and approval prior to distribution.

8.5.1 Complaints

Should the Contractor receive any complaints they are phone and follow up in writing details of the complaint and any action taken to resolve the complaint. The RCC Superintendent will manage any consultation required with the commercial and any general users.
the ends of each zone.

8.6 Final Survey

Final survey will be carried out by the Principal to ensure that requirements of the works are being achieved. This Survey will be used to determine volume removed for payment purposes.

The Contractor will be required to provide the RCC Superintendent with a minimum of two (2) working days' notice to arrange a Final Survey.

9 INSPECTION OF WORKS IN PROGRESS AND HOLD POINTS

The Contractor is required to give the RCC Superintendent reasonable notice (minimum 2 business days notice) when any part of the work is ready for inspection in order that approval may be given for the work to proceed further.

An inspection by the RCC Superintendent and/or an instruction given or certificate issued by the RCC Superintendent will **not** be deemed to imply that the Principal has assumed or taken over any part of the Contractor's responsibility as defined above.

If any works are completed, filled in or covered up by the Contractor, without the approval, of RCC Superintendent, the RCC Superintendent may have such work rejected and replaced, or opened up and exposed for inspection at the expense of the Contractor.

No variations for delays will be accepted if insufficient time is provided for inspections.

The following inspections/hold points are to be reviewed, carried out and deemed appropriate by the RCC Superintendent prior to commencement of further associated works:

Prior to possession of the site

- Any Permit/s application/s and approval/s.
- Completed certified 'For Construction' drawings with supporting documentation for design works by a member of the Registered Professional Engineer of Queensland (RPEQ) with building approval;
- Pre-start up meeting onsite with officers of Redland City Council; and
- Final completed and signed Site-Specific Management Plans.

During construction

- Site Establishment;
- Implementation of all Management Plans (including Quality, Safety Management System, Pedestrian and Site Traffic and Environmental Management);
- Dilapidation Report;
- Setout;

- Verification of services installed;
- General ongoing site presentation (free of rubbish and/or hazards);
- General site presentation (visual) prior to issue of Practical Completion;
- General site presentation (visual) prior to end of Defects Liability Period; and
- General site presentation (visual) prior to final Completion Inspection.

Prior to Practical Completion

- General site presentation (visual).

At End of Defects Liability Period

- General site presentation (visual).

10 LAYDOWN AREA SITE CONDITIONS

The main/head Contractor will be responsible for:

- Protecting from damage the existing physical elements, services, built infrastructure and make good any damage and pay all costs arising thereof.
- Security and maintenance of site for the duration of works.

10.1 General Site Rules

- Site is to be kept clean and tidy attending to weed management;
- Spoil is to be transferred into skips and removed from site. Skips should be of a size that is economically compatible to the conditions;
- Spoil should be removed before weekend and during delivery hours as specified;
- Wet concrete waste is not to be spread on site;
- Dry concrete waste is to be removed from site to prevent large build up; and
- Facilitate loading of materials being undertaken during construction.

10.2 Visual Impact

- External fence will be 2.0 metres high;
- Work are to be contained within the fence area;
- Site to be maintained in a neat and tidy manner;
- No excess storage of material on site:
 - Just in time principle;
 - Economic considerations will also apply;
- Booms lowered on cranes and excavators when not in use; and
- Excavator is not to be left on landing over weekends/public holidays/annual holidays.

10.3 Noise Control

- Hours of work to be in accordance with Section 8.1 Works Hours;
- Steel deliveries after 9.00 am and before 3.00 pm;
- No repairs of formwork that generates noise to be carried out onsite (i.e. hammering nails, cleaning cement surfaces etc.);
- No major repairs of machinery on site that involves hammering, welding etc.;
- Equipment (excavator) fitted with a well maintained exhaust system venting vertical above cabin of machine; and

- No work permitted on site other than that associated with the project.

10.4 Traffic Control

- Laydown area gate shall be shut when deliveries are not expected;
- Staff and employees vehicles are to be parked on the street with consideration to neighbouring properties;
- No parking on footpath;
- Where slip rails are installed they shall be in locked position when deliveries are not expected; and
- Permanent signage advising users of the footpath to be aware of turning vehicles into construction site shall be erected.

11 LANDSCAPE WORKS (TURF)

The Contractor will be required to undertake turf work to ensure a tie between the new and old work. This work will be completed to the satisfaction of the RCC Superintendent.

The Contractor will be responsible for:

- Turf Supply;
- Achieving levels between new works and existing turf;
- Topsoil preparation (including fertilising);
- Placement turf;
- Tamping;
- Initial Watering/Fertilising until off-site; and
- Maintenance period of twenty (20) business days for turf establishment.

11.1 Turf Supply

Obtain turf from a specialist grower of cultivated turf. Turf is to be 'A' grade quality turf, free from pests, diseases and weeds. All turf supplies must have been freshly cut and rolled, ensuring a minimum 25mm thickness and 300mm width strips.

11.2 Delivery

Deliver the turf within 24 hours of cutting, and lay it within 36 hours of cutting. Prevent it from drying out between cutting and laying. Turf is to be delivered covered, stored covered and lightly watered every 12 hours.

11.3 Site Preparation

Remove all weeds, debris and other deleterious material from the area. Profile the existing sub-grade to achieve the desired FSL's and drainage falls. Cultivate the sub-grade to 150mm depth.

Apply fertilizer as per Turf supplier's recommendations (or approved equivalent) and manufacturer's specifications prior to laying turf. Retain bags for counting by the RCC Superintendent before disposing of same.

11.4 Placement

Lay the turf in the following manner:

- In stretcher pattern with the joints staggered and close butted;
- Parallel with the long sides of level areas, and with contours on slopes;
- To finish flush, after tamping, with adjacent finished surfaces of ground, paving edging, or grass seeded areas;

- Ensure prior to laying turf that all falls across slopes have even grade falls with no humps or hollows; and
- Strip turf laying: Close butt the end joints and space the strips 300mm apart. Apply a layer of top dressing between the strips of turf. Finish with even surface.

11.5 Tamping

Lightly tamp to an even surface immediately after laying. Do not use a roller.

11.6 Watering

Water immediately after laying until the topsoil is moistened to its full depth.

11.7 Fertilising

Mix the fertiliser thoroughly into the topsoil before placing the turf.

11.8 Fireweed Infestation

There has been several instances of fireweed (Declared Class 2 Pest Plant) infestations in newly laid turf areas. The areas are wide spread throughout the Redlands, and it is not known at this point where the infestations have originated, however investigations are under way.

Fireweed is not a new weed species to the Redlands, however it is of concern that it is being imported in new turf from outside the Redlands and it is expensive to treat.

Please refer to the Queensland Government [DEEDI Biosecurity Queensland Fact Sheet](#) for further information.

RCC will require the Contractor to guarantee in writing that the turf provided is “free of fireweed”.

11.9 Tree Protection Zones

The Contractor must ensure that:

- Tree protection is in accordance with the *Australian Standard AS4970-2009 (incorporating Amendment No. 1) Protection of trees on development sites* which outlines the best practices in a staged approach. This standard should be used from the design stage to construction stage giving both the RCC and the Contractor direction and ability to reference back to this standard.
- No restricted activities occur in a Tree Protection Zone (TPZ) unless discussed with the RCC Superintendent prior to the work occurring;
- The health of all trees – whether expressly covered by a TPZ, or not - is not threatened by project-related activities. TPZ's must remain in operation for the duration of the works to ensure that no trees are damaged during the works;
- All trees on-site (nominated, adjacent to the works or likely to be impacted by the works) is protected from activities which may be detrimental to the short or long-term health of the trees and/or the possibility of being damaged during the works; and
- The RCC Superintendent is notified immediately if any activities contrary to the above occurs and must take remedial action to rectify the breach.

In addition to the above, the RCC Superintendent and/or the Contractor may require additional advice from either or both RCC's Parks & Conservation Unit Officers or a Contractor supplied arborist. The cost of the Contractor supplied arborist is to be allowed as a provisional item.

12 PRACTICAL COMPLETION

A Certificate of Practical Completion will not be issued until all work has been approved by the RCC Superintendent and one (1) hard copy and an electronic copy of the following approved documents are provided in Microsoft Word format and Adobe .pdf format (unless otherwise specified):

1. Design Stage

One (1) hard copy and an electronic copy of the following approved documents is to be provided in Microsoft Word format and Adobe .pdf format.

- Final Stage 1: Structural assessment of existing infrastructure by a suitably qualified persons (SQP) including incorporating new skate park elements to create variety and broaden participation and support more diverse skill development.
- Final approved Stage 2: Detailed Design drawings and associated documentation;
- Final approved Stage 3: Approvals and Permits submitted and organized (if required);
- Final approved Stage 4: Final 'For Construction' drawings and associated documentation;
- Building application and approval decision notice;
- Detailed Permits and Applications report (with required supporting documents);
- Safety in Design Report (analysing hazards relating to the design of the structure from construction to maintenance during its life and end of life cycle and any control strategies recommended).

2. Certification

- RPEQ engineer signed and certified drawings for the structure/s and footing/s with completed copy of *Form 15 Compliance Certificate* within ten business (10) days from the Contract Notification date;
- *Form 16 Inspection Certificate/Aspect Certificate/QBCC Licensee Aspect Certificate for Certificate of Classification* signed by a Registered Practicing Engineer (Qld);
- *Form 21 – Final inspection certificate* (i.e. Domestic Structures single detached class 1a buildings, class 10 buildings, or structures) signed by licensed certifier (Class A).

3. General on-site works

- Ensure all works completed in accordance with Section 9 Inspection of Works and Hold Points to the approval of the RCC Superintendent;
- Confirmation in writing removal of all temporary fences (if required), stock pile (if any), plant, shed and equipment not forming part of the works;
- Confirm in writing site resumption to its original condition and protecting from damage the existing physical elements, services, built infrastructure and make good any damage and pay all costs arising there from.

4. Other documentation

- Manuals, guarantees, warranties and maintenance schedules issued with any equipment or structures;
- Detailed Fixtures, Fittings and Finishes Schedule (including product types, paint and color codes, quantity take-off/measurements, etc.) and costs used throughout the project;
- Fireweed Free Guarantee (written) required for all works where Turfing done;
- Final RPEQ certified 'As Constructed' and ADAC drawings as a record of information issued for construction and also including information recorded after construction (including site directions, service locations, variations, hidden works and the like).

The Contractor is to ensure that the relevant 'As Constructed' information is requested and obtained as construction proceeds, with allowance for a minimum of two (2) business days for review of 'As Constructed' information by the RCC Superintendent.

The 'As Constructed' Drawings are required to be submitted in:

- (a) Hard copy – one (1) paper print and one (1) electronic copy in .dwg format;
- (b) Digital form (the design drawings are available as a base to the from the Principal) in a format acceptable to AutoCAD 2019;
- (c) Other work 'As Constructed' information presented in Microsoft Software format (e.g. Word, Excel, and Access); and
- (d) Electronic copy of 'As Constructed' survey in 12da format.

Note: The positions of all structures and key features is to be referenced to the horizontal (RCC Co-ordinates) and vertical (AHD) datum.

Refer to RCC's [Local Government Infrastructure Plan](#) and [Redland City Plan](#) (most current version), for 'As Constructed' Plans ('ASCON') requirements at [Planning, building and development](#).

Notes:

1. An electronic copy of all documentation required for the purpose of achieving Practical Completion is acceptable in the formats defined above. Depending on the size of the files, please issue documentation using RCC's 'Objective Connect' system or USB (hand to RCC Superintendent).
2. The Contractor must include all costs associated with the works in the tendered price.

13 DEFECTS LIABILITY PERIOD

The Contractor is responsible for ensuring all works within the defects liability period of Fifty-two (52) weeks are free from defects due to inferior materials and workmanship from the Date of Practical Completion for the duration of the specified term.

These works include but are not limited to:

- Demolition work;
- Adjustment of fixings and fittings;
- Skate Park; and
- Ancillary works.

The RCC Superintendent will compile and issue to the Contractor, a defect list indicating defects currently outstanding. The list will be updated at regular inspections of the structures by the RCC Superintendent and such Consultant's and Subcontractors whom the Contractor may require from time to time. Inspections will be held at the RCC Superintendent's discretion depending on the number and urgency of the defects currently listed.

All defects reported during the Defects Liability Period are required to be rectified within Ten (10) days from the date of issue of the defect list. Defects which affect safety, health, or which seriously interfere with the essential functions of the structures is to be rectified immediately after they are reported.

Access to occupied areas of the structures for the purpose of rectifying defects will be only at the discretion of the Principal and need to be coordinated with the RCC Superintendent.

14 FINAL COMPLETION

Written instructions for the rectification of works may be issued and a final defects inspection date arranged.

After the RCC Superintendent has undertaken a final inspection and is of the opinion that all work has been performed in accordance with the Contract, the RCC Superintendent will issue to the Contractor a Final Certificate.

15 DOCUMENTATION ISSUED

The Contractor will be responsible for ensuring that all required work (including works detailed, any updates or revisions through the issue of Addendum Notices and/or Tender Submission Clarifications) is completed.

Please read the following documentation in conjunction with this Project Brief:

DOCUMENT REFERENCE	TITLE/DESCRIPTION	Document Reference No.
PDG-20842 – CIP Skate Bowl – Windemere Road Park, Alexandra Hills		
Appendix A	Owners Consent – CIP Skate Bowl – Windemere Road Park, Alexandra Hills	Dated 08/06/2026
Appendix B	2023 Redland City Council Wayfinding Signage Manual Core Standards	Version B February 2023
Appendix C	Redland City Council Skatepark Audit Jan 2026 excerpt	Pages 1 - 4
Appendix D	Site Photo's	02/06/2026
Appendix E	FBD-106 A Fencing Welded Mesh Fencing & Control Fence	FBD-106 A