

PLANNING SCHEME POLICY

# QUALITY ASSURANCE REQUIREMENTS FOR DESIGN



**Mackay Region**

**PLANNING SCHEME**



# Planning scheme policy – quality assurance requirements for design

## Table of contents

|     |   |   |
|-----|---|---|
|     | Amendment history .....   | 1 |
| 1   | Introduction .....  | 1 |
| 1.1 | Application.....  | 1 |
| 1.2 | Relationship with planning scheme.....                                | 2 |
| 1.3 | Purpose .....   | 2 |
| 1.4 | Referenced documents .....  | 2 |
| 2   | Quality system requirements for design .....                          | 2 |
| 2.1 | Certification .....   | 2 |
| 2.2 | Minimum drafting requirements.....                                    | 3 |
| 2.3 | Designer's qualifications .....                                       | 3 |
| 2.4 | Records .....   | 3 |
| 2.5 | Audit .....   | 3 |
|     | Appendix A – Mackay Regional Council Design Certification Report..... | 4 |

## Amendment history

This planning scheme policy commenced on 24 July 2017 as part of the Mackay Region Planning Scheme 2017. Amendments since this date are listed in the below table.

| Version number | Amendment title  | Summary of amendment  | Date adopted and commenced                                |
|----------------|--|---|---|
| 1.0            | Planning scheme administrative amendment 6, and<br><br>Planning scheme policy administrative amendment 1 | This amendment removed the planning scheme policies from Schedule 6 of the Mackay Region Planning Scheme 2017 and placed them in individual PDFs on Council's website.<br><br>This amendment introduced standardised formatting, introductory sections and explanatory information regarding intent and legislative relationship for this planning scheme policy. It also updated numbering and cross references. | Adopted 11 December 2019<br><br>Commenced 3 February 2020 |

## 1 Introduction

### 1.1 Application

This planning scheme policy supports the Mackay Region Planning Scheme 2017 by providing information on: how to achieve compliance with assessment benchmarks; supporting information/studies required; and/or actions required under the development assessment process. This planning scheme policy has been made by Mackay Regional Council in accordance with Chapter 2, Part 3, Division 2 of the *Planning Act 2016*.

## 1.2 Relationship with planning scheme

Mackay Region Planning Scheme 2017 refers to this planning scheme policy in Part 1 or any other relevant part of the scheme.

## 1.3 Purpose

The purpose of this planning scheme policy is to:

1. Set out the process for quality assurance of designs required for Operational Works approval and undertaken as part of Council's road and drainage Capital Works Program. The requirements are applicable to all design work whether undertaken by Council's design staff, consultant or a sub-consultant.
2. Set standards and document requirements for the execution and recording of design processes in order that the infrastructure associated with any development is designed to be fit for service and of a standard reasonably maintainable when it is accepted by Council as a community asset.
3. It is also an objective that these qualities be readily demonstrable by clear records of key design processes and that data relevant to the upkeep of the assets is available to Council officers.

This Planning scheme policy refers to the detail engineering design processes. Requirements which refer to the development of the Concept Design are generally covered in other planning scheme policies.

## 1.4 Referenced documents

- (a) Council specifications:
  - (i) all planning scheme policies;
  - (ii) all construction specifications and standard drawings; and
  - (iii) all other relevant policies.
- (b) Australian standards:
  - (i) AS/NZS3905.2 – Guide to Quality System Standards AS/NZS 9001, AS/NZS 9002 and AS/NZS 9003 for construction
  - (ii) AS/NZS3913 – Quality Manuals – Guide to Preparation
  - (iii) AS/NZS ISO 8402 – Quality Management and Quality Assurance – Vocabulary
  - (iv) AS/NZS ISO 9001 – Quality Systems – Model for Quality Assurance in Design
  - (v) AS/NZS ISO 9004.1 – Quality Management and QUALITY System Elements – Guidelines
- (c) Other:
  - (i) *Sustainable Planning Act 2009*
  - (ii) *Local Government Act 1993*
  - (iii) *Environmental Protection Act 1994*

## 2 Quality system requirements for design

### 2.1 Certification

The Designer shall present all engineering drawings to Council for acceptance. Each set of drawings shall be accompanied by a Certification Report which will be signed by an RPEQ. The Design Certification Report will comprise the certificate set out in SC6.9.A – Appendix A – Mackay Regional Council Design Certification Report.

The Design Certification Report is required when the final drawings and resubmission drawings are submitted. Certification is not required with sketch plans or concept plans.

In addition to the Design Certification Report, the engineer shall submit a design “Non-Compliances Report” which shall clearly identify any aspects of the design which does not meet requirements or tolerances set out in Council's Design Guidelines, Construction Specifications, Local Laws or Planning Approval conditions.

Council officers are not responsible for checking drawings in detail and it is the engineer's responsibility, through their own internal quality assurance procedures, to ensure that the drawings and calculation sheets are in accordance with Council's standards, are of acceptable engineering practice and will result in a safe and acceptable design.

Council's checking will be on an audit basis only and the RPEQ who certifies the individual respective drawings and calculation sheets will be responsible for any consequences as a result of the inadequacy or inappropriateness of the design.

## **2.2 Minimum drafting requirements**

Design drawings shall be definitive and clearly set out so as to present the design concepts in such a way that the project can be understood, specified for construction and satisfactorily built.

All design drawings shall comply with Council's Drawings and documentation guidelines.

## **2.3 Designer's qualifications**

A Registered Professional Civil Engineer (RPEQ) shall be required to certify plans for roadworks, drainage works, water supply, sewerage works (excluding pumping stations), bridges, retaining walls, miscellaneous structures, buildings, pumping stations and flood control structures.

## **2.4 Records**

The Designer shall retain appropriate design records in a format such that they can be understood readily by design staff with no prior knowledge of the particular design.

A design file shall be maintained by the Designer containing records of calculations, approvals and decisions, geotechnical data and other design data which could be relevant in reviewing aspects of the design or planning future maintenance responsibilities.

Particular requirements apply to hydrological and hydraulic design data (refer to SC6.12 – Engineering design guideline – stormwater drainage).

Copies of records are to be made available to Council upon request.

## **2.5 Audit**

Council shall have the right to audit of all processes and documents related to the project design. The Designer shall provide reasonable assistance to a nominated Council's Officer in inspecting records of designs submitted to Council for acceptance.

# Appendix A – Mackay Regional Council Design Certification Report

Name of consultant:

---

Address of consultant:

---

---

Project title:

---

DA No:

---

Consultant's Drawing No:

---

(Please print all details)

---

---

I,..... (Print Full Name) hereby certify that the nominated drawings represent a design for the above Development Application which has been Audited through our approved QA system.

Further, I certify that the Design has been carried out in accordance with:

- (a) Mackay Region Planning Scheme including all relevant codes and planning scheme policies;
- (b) Development approval conditions and any specific instructions received (copies attached);
- (c) Relevant Australian Standards; and
- (d) Relevant local laws;

with the exception of non-conformance departures stated in the Non-Compliances Report which are attached for Council's advice.

I also certify that this Design will not significantly impact on the environmental factors of the site, as interpreted under the *Sustainable Planning Act 2009* and the *Environmental Protection Act 1994* and that the design has been carried out in compliance with the requirements of the *Aboriginal Cultural Heritage Act 2003*.

I certify that, as a competent qualified practicing Engineer (RPEQ), I have undertaken or overseen all elements of the Design and that the design complies with good professional practice.

\_\_\_\_\_  
RPEQ No

\_\_\_\_\_  
Qualifications

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date