

Appendix D

Irrigation and Water Supply Project Checklist

Moreton Bay Regional Council
Sport and Recreation Club Manual
2023

IRRIGATION AND WATER SUPPLY DEVELOPMENT CHECKLIST

This checklist has been developed by MBRC as a guide to assist the community in the preparation of irrigation and water supply installation projects. The checklist identifies key information that is required to be submitted to Council to obtain land owner's permission and to assist with project management.

1. SITE ANALYSIS

A. Who owns the land that is proposed to be developed?

- ☐ State Government – Proof of resource entitlement may be required. Approval from Council (as trustee) through the lodgment of an Improvement Works Application process will be required
- ☐ Council – Approval through the Improvement Works Application process will be required

An Improvement Works Application (IWA) is required to obtain permission from Council to undertake the project. Refer to www.moretonbay.qld.gov.au/improvementworks for details.

B. What is the proposed purpose of the project?

- ☐ Irrigation of a Council-maintained sports field - a design must be prepared in accordance with Council's Irrigation Design Manual, including connectivity to the electronic control system. Please contact Council's Sport and Recreation team for a copy. The design must be endorsed by Council prior to further progress. Unless otherwise agreed, Council will manage the installation using funds provided by the club
- ☐ Irrigation of a non-Council maintained natural turf sports field (Council owned or controlled land) - a design must be prepared in accordance with Council's Irrigation Design Manual. Please contact Council's Sport and Recreation team for a copy
- ☐ Irrigation of natural turf sports field (non-Council owned or controlled land) Irrigation of a synthetic turf field/lawn
- ☐ Provide dust suppression e.g. dirt-based tracks
- ☐ Provide patron drinking water - if potable (town) water services exist on the site, a simple design by a plumber can be submitted to Council with the IWA
- ☐ Provide wash down facilities e.g. for equestrian activities
- ☐ Other___

C. Does the parcel of land currently have water supply?

- ☐ Yes - except where exempt, a connection must be made to the existing infrastructure. Locate the supply to the site (meter box) and any known water services within the site. The meter will be engraved with an identification number. Provide this number to the club's designer should they need to contact Unitywater. The use of water lines designated for firefighting purposes is prohibited
- ☐ No - an application for a new water connection must be made to Unitywater, with all applicable details. If there is a Development (Planning) Approval or master plan for the site, the connection must be made at the identified location

D. Is recycled water supply available at the site?

- ☐ Yes - restrictions apply on the suitability of use, including the allowable times of use. The designer should contact Unitywater to determine if recycled water is suitable for your proposal. Where possible, the use of recycled water is encouraged
- ☐ No

E. Are there any State or Local government enforced water restrictions that currently apply or may apply in the future?

- ☐ Yes - obtain details of the restrictions and ensure that the infrastructure is suitably designed to meet the requirements. Previously this has included the installation of sub-meters to separate water consumption on activity spaces from other purposes
- ☐ No - consider that future restrictions may be implemented and the club may need to alter the installation at that time to meet new requirements. Consider the installation of a sub-meter to separate water use on activity spaces from other purposes

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2. HYDRAULIC DESIGN

- A. Has the club engaged a hydraulics engineer or specialist organisation to design the water service?
- ☐ Yes - provide the designer with the site plan and details of existing services, including underground electricity. If applicable, also provide Council's Irrigation Design Manual
 - ☐ No - if undertaking minor works, a certified plumber will need to complete all items that will be necessary to obtain Council permission and any plumbing approvals
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- B. Specify the proposed location of the irrigation and/or water service works on a site map with aerial base
- ☐ Reference should be provided to other buildings, playing areas, car parks and the site boundary. Existing water services, including the location of the site water meter, should be identified on this map
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- C. Are there any minimum requirements to be achieved from the installation? Check with your State or National Sporting Organisation for any standards
- ☐ Yes - provide these to your designer
 - a. Coverage areas _____
 - b. Length of time to complete water application _____
 - c. Other _____
 - ☐ No
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- D. Is access to water required for any other purpose/s e.g. drinking?
- ☐ Yes - provide details and specify preferred location on plan
 - ☐ No
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- E. Does the existing water service have sufficient capacity to accommodate the additional load from the new works?
- ☐ Yes - confirmation from your designer or plumber will be required to obtain Council permission and, if required, plumbing approval
 - ☐ No - upgrade works to existing infrastructure must occur as part of this project and be incorporated into the project budget
 - ☐ Not applicable - no existing water supply
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- F. Is drainage required in conjunction with the new water service?
- ☐ Yes - taps and other water services that result in a concentration of water or ponding will need to have a drainage pit installed as part of the project
 - ☐ No - Council will assess the need for drainage to form part of the proposed project from the IWA submission
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- G. Is there an opportunity to implement water saving initiatives into the project e.g. water tanks, volumetric water trip devices etc.?
- ☐ Yes - water sustainability measures are encouraged by Council. If applying for grant funding for the project, projects are generally assessed more favorably if sustainability measures have been incorporated
 - ☐ No
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- H. Does the project involve a tank and pump equipment?
- ☐ Yes - consider securely locating the equipment to reduce the chance of vandalism or unintended damage. Suitable options may include locating in a fenced enclosure, on a concrete pad with locked cage or similar. Ensure that electricity supply is available for the pump. Any new electrical infrastructure required as part of the works must be incorporated into the scope and cost of the project
 - ☐ No

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I Do the works require a Plumbing Approval?

Except for very minor works, a Plumbing Approval will generally be required.

- ☐ Yes - clarify responsibility for submitting the Plumbing Application with your designer or plumber
- ☐ Unsure - ask your designer or plumber, or if located on Council owned or controlled land, refer to Council's landowner's permission letter
- ☐ No - ensure all other conditions of Council's landowner's permission letter are incorporated into the project

3. CONTROL OF WATER SUPPLY

A. Are there any requirements to supply water to various parts of the site separately?

- ☐ Yes - the club is to inform the designer or plumber of the intended usage pattern so that appropriate valves and taps can be installed
- ☐ No

B. Specify preferences for:

- ☐ The location/s to access controls to the irrigation or water supply The location of control gear such as timers, if applicable
- ☐ Timing of watering, especially if restrictions apply to the use of recycled water
- ☐ Physical restrictions to water access, such as anti-vandal taps or sprung-loaded taps for automatic shut-off

4. CONTRACT INCLUSIONS

A. Ensure that the following items, at a minimum, are clearly defined and included in the scope of works for contractors to quote, for the organisation to select its preferred contractor, and then for the preferred contractor to undertake the works:

- ☐ Undertake Dial Before You Dig
- ☐ All products and materials as specified in the design
- ☐ Approvals and connections to services, including Unitywater fees, supply upgrades and new meters Plumbing inspections as required
- ☐ Final plumbing certification
- ☐ Removal and disposal of existing infrastructure
- ☐ Removal and disposal of excess soil or other spoil - these costs can be particularly large at landfill sites Rectification of any damage to the ground, including top dressing of subsided backfill at least a few weeks after project completion
- ☐ Meeting with Council's Parks Operations staff, if applicable, prior to commencing the project Provision of 'as-constructed' documentation
- ☐ Specification of a defects liability period where the contractor will be responsible for replacing faulty components (usually 12 months)
- ☐ Specification of warranties of applicable building elements

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5 PROJECT MANAGEMENT

- A. Ensure that the following items are undertaken prior to the commencement of the project:
- ☐ All plumbing approvals, if required, are obtained
 - ☐ The preferred timing of the works is identified in conjunction with the contractor, to avoid peak usage periods of the facility. Consider that any rectification of damaged areas can take eight weeks or more until usage can resume, depending on the severity of the damage
 - ☐ Meet with the contractor and officers from Council's Sport and Recreation and Parks Technical Services teams at least two weeks in advance of the proposed start date to discuss access times, vehicle paths, potential damage to the park surface, mechanisms to mitigate ground damage, and, if applicable, the control of existing irrigation for ground stability
 - ☐ Photos are taken of the facility in its pre-construction condition, particularly in areas where construction vehicles are likely to access
 - ☐ Facility access and site security are confirmed directly with the contractor, including end-of-day procedures
- B. Ensure that the following items are undertaken during and at the conclusion of the project:
- ☐ Photos are taken of the ground and areas of work, with references for depth perception such as a ruler or pencil
 - ☐ Post-construction meeting is undertaken with the contractor and officers from Council's Sport and Recreation and Parks Technical Services teams to assess the park surface condition and any required rectification works
 - ☐ Any keys to site locks are returned by the contractor
 - ☐ Any infrastructure removed by the contractor is replaced - e.g. fencing
 - ☐ All 'as constructed' documentation and final certifications are supplied to Council
 - ☐ All other items required as part of the contract are fulfilled

6. ASSET AND FINANCIAL MANAGEMENT

- A. Is the club aware of its ongoing maintenance responsibilities for the facility?
- ☐ Yes - confirm responsibilities under the club's lease and any conditions specified in the landowner's permission letter for the project
 - ☐ No - responsibilities will be included in the club's lease and any additional conditions specified in the landowner's permission letter for the project
- If the club is operating under the conditions of a lease issued in accordance with the MBRC Community Leasing Policy, details on responsibilities can be found at www.moretonbay.qld.gov.au/communityleasing
- B. Does the club have an asset management plan in place?
- ☐ Yes - add the new infrastructure and equipment to the asset register and specify the maintenance activities required, frequency of maintenance and approximate costs for all elements
 - ☐ No - prepare an asset management plan as per 'Yes' and add any other buildings controlled by the club
- C. Is the club making regular deposits into a facility sinking fund?
- ☐ Yes - ensure that the contributions are increased to accommodate the maintenance and replacement activities identified in the asset management plan
 - ☐ No - establish a sinking fund and make regular contributions to cover maintenance and replacement of all club assets
- D. Is the organisation seeking external funding to undertake the project?
- ☐ Yes - provide sufficient lead time for the design to be ready prior to funding submission. Advise any tenderers that there will be delay between quoting and construction due to the funding application timeframes
 - ☐ No