



**HAMILTON ISLAND**

GREAT BARRIER REEF AUSTRALIA

# **Building & Construction Works Policy**

**October 2024**

**Revision K**

**Hamilton Island Enterprises Limited**

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## Definitions

Term	Definition
HIE	Means Hamilton Island Enterprises Limited (ABN 61 009 946 909), its related entities, subsidiaries, successors and assigns.
Island	Means Hamilton Island, including Dent Island and the Hamilton Island Marina.
HIE Design Review Committee	Means the group of people appointed by HIE to oversee the design and approval process for developments, construction, renovations and maintenance works on Hamilton Island. The members of this group may vary from time to time.

## Purpose of Document

Hamilton Island covers an area of 674.78 hectares with a population of approximately 5000 people and this will expand as further development takes place.

The majority of apartments and standalone housing on Hamilton Island is holiday let, and therefore disruptions in the way of noise from any maintenance, building and construction works must be minimised wherever possible.

This policy outlines the conditions of all building, construction and maintenance works that are undertaken on Hamilton Island and Dent Island.

Approval from the Planning and Development office must be obtained by lodgement of an application form (appendix 1).

Further information is contained in the Hamilton Island Code of Conduct and the Hamilton Island and Dent Island Rules and Regulations.

## Rules & Regulations

Hamilton Island is privately owned and operated by HIE. HIE has in place Rules and Regulations that protect the amenity of the Island for all the residents and guests to enjoy now and in the future. The specific policies, which refer to the undertaking of any maintenance, building or construction works are contained in the Rules and Regulations.

Property owners, contractors and any other trades or persons engaged to undertake such work on Hamilton Island may obtain a copy of the Rules and Regulations from the Island Security Office.

In accordance with the Rules and Regulations, HIE will cease works and revoke rights to undertake work on the island if a breach occurs.

## Non-Compliance with the Policy

Breaches of the above policy may result in one or more of the following measures; legal action, removal of your right to work on Hamilton Island and any other applicable measures.

## Policy

### 1.0 Working Hours & Site Rules

- 1.1 Whitsunday Regional Council (WRC) regulates residential and commercial noise. No audible noise from building works is permitted to occur from 6:30pm through to 6:30am Monday to Saturday, or at any time on Sundays and Public Holidays. Refer to WRC website/noise pollution for further information.
- 1.2 Furthermore, the operation of noisy machinery or equipment including but not limited to generators, excavators, backhoes, rock breakers, jack hammers, pneumatic power tools, other impacting tools, drilling tools or grinding equipment must not commence until after 9.30am and must completely cease by 3.30pm, Monday to Saturday, or at any time on Sundays and Public Holidays.
- 1.3 HIE may temporarily amend the hours prescribed in 1.1 and 1.2 above at any time at HIE's discretion, for example during peak holiday periods or major island events.
- 1.4 For works in hotels, resorts, condominium, unit complex, villas or townhouses, the working days and hours may vary from the above and is at the discretion of resort management or the body corporate management.
- 1.5 For works in hotels, resorts, condominium, unit complex, villas or townhouses, the appropriate number of days notification must be provided to all surrounding properties as directed by resort management or the body corporate management.
- 1.6 For works to single dwellings, a minimum of 7 days' notice must be provided to all surrounding properties.
- 1.7 All equipment and machinery must be maintained in good operating condition and be fitted with appropriate noise attenuation devices. Machines will be switched off when not in use. All generators, compressors and power tools to be checked during daily prestart to ensure they produce minimal noise.
- 1.8 Maintain awareness of construction workers and contractors in relation to minimising noise and vibration impacts from equipment operation and efficient material handling procedures to reduce unnecessary loud banging sounds. Particular care must be taken during the loading and unloading of scaffolding.
- 1.9 No radio or music to be played on-site. Maintain awareness of construction workers in minimising verbal noise and offensive language.

- 1.10 The following signs are permitted on the street frontage of the site:
- (a) One (1) only sign, measuring 1.2 metres wide x 1 metre high, identifying the principal contractor/builder, architect, engineer, and any other major contractors etc.; and
  - (b) All necessary Work Health and Safety signage.
- 1.11 All signage is to be removed at the completion of the works. No banners or advertising signage is permitted.
- 1.12 The principal contractor must notify the HIE nominated representative of any proposed road closure no less than 48 hours prior to the closure. Traffic control must be undertaken during road closures by personnel nominated by the principal contractor, using traffic control devices (STOP/SLOW) provided by the principal contractor. All traffic control personnel must wear approved safety vests.
- 1.13 Any damage or disturbance to roads, parking areas, pathways, streetlights, street signs, walkways, steps, retaining walls, rock walls, gardens, areas of vegetation, kerbs or gutters must be rectified and repaired at the cost of the principal contractor or property owner. Where any damage occurs to any HIE infrastructure, the principal contractor must notify the HIE Planning & Development Office immediately.
- 1.14 The principal contractor must arrange at least one (1) temporary sanitary closet, maintained in a healthy condition, and connected to the existing sanitary drainage on the site. HIE may relax this requirement where on-site sanitary facilities are available to workers.
- 1.15 A pre-start meeting must be arranged and held with HIE Planning & Development Office prior to commencement of any works, including any vegetation clearing.
- 1.16 HIE reserves the right to request works to cease at any time.

## **2.0 Statutory Compliance**

- 2.1 For all proposed works, an application is to be lodged to the HIE Planning & Development Office with a full scope of proposed works along with any required Authority Approvals.
- 2.2 All works must be completed in accordance with any relevant Authority Approvals issued.
- 2.3 All works must be completed in accordance with the Hamilton Island Building & Siting Guidelines.
- 2.4 It is a statutory requirement that all works being undertaken are compliant with the current edition of the National Construction Code (NCC) and, where required under the provisions of the Building Act 1975 (with subsequent amendments) and any subordinate legislation, code or policy, any aspect of the building that is not compliant with the current NCC must be upgraded to achieve compliance.
- 2.5 The principal contractor must ensure compliance with the Work Health and Safety Act 2011.
- 2.6 All existing sub-lease and sub-sub-lease conditions remain applicable, in particular building work requirements and tree preservation policies.
- 2.7 A detailed survey by a registered surveyor must be undertaken at the completion of the works. The survey must identify all as-constructed works (buildings, driveways, pools, service and garbage enclosures, fences) finished ground levels, and exact location of all services to and within the property. Photos must be taken of all in ground services prior to backfilling. The survey is to be provided in hardcopy, 'PDF' and 3D – 'DWG/DXF' formats to Hamilton Island Datum Level (HIDL). The detailed survey is to include the grey water irrigation and is to indicate:
- (a) Position of irrigation piping;
  - (b) Area of coverage;
  - (c) Number of zones;
  - (d) Consumption of each watering zone;
  - (e) and Position of controller.

### **3.0 Vehicles & Machinery**

- 3.1 Any contractor proposing to transfer a vehicle, trailer, plant or machinery onto the island must obtain a Temporary Vehicle Permit (TVP) at the time of booking passage on the barge.
- 3.2 All vehicles, trailers, plant and machinery transferred onto the island must be roadworthy and registered with Queensland Transport and HIE.
- 3.3 Biosecurity Obligations Inspection (Biosecurity Act 2014): To ensure no new pests, diseases and contaminants are introduced to the island, all vehicles must be thoroughly washed down and maintained free from any chemicals, pesticides, soil/dirt, seeds and other plant matter.
- 3.4 Commercial vehicles are not permitted to drive along Resort Drive and Front Street (as identified in the Hamilton Island Code of Conduct and Rules and Regulations). All access to sites on or near Front Street must be via Acacia Drive only.
- 3.5 Commercial vehicles are not permitted to park on any nature strip, grassed or landscaped areas or in/across any driveway. When not in transit, all vehicles must be parked within the relevant work site and must not be visible to resort guests from adjacent roadways.
- 3.6 Any vehicle or machinery movements or placements that will impact on traffic flow must be approved by the HIE Planning & Development Office at least 48 hours prior to the occurrence.
- 3.7 The principal contractor shall be responsible for the maintenance and repairs of all vehicles, trailers, plant and machinery and construction equipment transferred onto the island. HIE will not undertake any work to maintain a contractor's fleet and equipment.
- 3.8 All roads around the construction site must be kept free of mud, rubble and debris by vehicles leaving the site, at all times. During periods of wet weather, vehicle movements to/from the construction site is to be minimised. Any clean-up of affected roads undertaken by HIE will be at the cost of the principal contractor or property owner.

### **4.0 Crane Operations**

- 4.1 All crane operations proposed within a 3 Nautical Mile (Nm) radius of Hamilton Island Airport, including areas encompassing Hamilton Island, Dent Island, and nearby islands such as Henning, Titan, Plum Pudding, Dungurra, and Cowrie Islands, must be applied for through the submission of a Crane Request form and made no less than 4 weeks prior to the intended operation.
- 4.2 Hamilton Island Airport will review all requests to verify that the crane operation does not compromise aviation safety and adheres to all applicable aviation regulations.
- 4.3 As part of this process, Hamilton Island Airport may refer the request to the Civil Aviation Safety Authority (CASA) and Airservices Australia, in accordance with regulatory requirements. Please note that CASA and Airservices Australia assessments can take up to 6 weeks to complete and are independent from the Airport's assessment.
- 4.4 Conditions may be applied by Hamilton Island Airport to grant approval for crane operations. Failure to adhere to these conditions will result in the withdrawal of approval and potential notification to regulatory authorities.
- 4.5 Crane request application form can be found online via the following link: <https://www.hamiltonisland.com.au/community-and-development/property-planning-and-construction/contractors>

### **5.0 Excavation Permits**

- 5.1 An excavation permit must be requested for any work requiring the ground surface to be penetrated to a depth greater than 200mm (This includes the use of star pickets). The excavation permit can only be issued by the HIE Services Department.
- 5.2 Excavation work generally means work involving the removal of soil or rock from a site to form an open face, hole or cavity using tools, machinery or explosives.

- 5.3 Prior to the commencement of any excavation that involves digging or insertion of ground stakes to a depth of 200mm or more, the person in control of the excavation must take all reasonable steps to obtain current underground services information relating to where the excavation work is being carried out and areas adjacent to it before directing or allowing the excavation or staking to commence. This information must also be provided to any person engaged in carrying out excavation works.
- 5.4 During any excavation/filling works, the appointed RPEQ engineer must supervise the works.
- 5.5 All excess fill must be removed from the island at the cost of the principal contractor or property owner.

## **6.0 Environmental Management**

- 6.1 All declared plants of Queensland or declared local pests (Whitsunday Regional Council Local Law No. 3) identified on the site, are to be removed prior to construction works commencing in accordance with the current Queensland Government guideline for controlling weeds (invasive weeds) and controlled and eradicated in accordance with the Biosecurity Act 2014. Ongoing weed control is to be maintained.
- 6.2 All excess excavated clean bulk material must be placed in an area and levelled, as directed by the HIE Development Office, at the cost of the principal contractor.
- 6.3 Under the provisions of the Environmental Protection Act 1994, Environmental Protection (Water) Policy 1997 and the Planning Act 2016, no person shall cause hazardous material or waste material to enter any watercourse or waterway as a result of construction works.
- 6.4 In the event of hazardous materials or waste materials entering the environment (on and off site), the principal contractor must immediately cease work, notify the HIE Planning & Development Office as soon as practical, and if necessary, implement immediate control measures to prevent or minimise further harm to the environment. The proponent shall be liable for all costs incurred to implement control measures and any necessary rehabilitation works to the satisfaction of the HIE Planning & Development Office.
- 6.5 The use of brick saws for cutting purposes shall be restricted to areas within the construction site which have been specifically designed to control run-off from the equipment. All run-off is prohibited from entering any stormwater system, waterway, and/or adjacent roads or sites.
- 6.6 The washout of paint, chemicals, concrete truck chutes, concrete pumps, equipment to place concrete, or any other hazardous material into any stormwater system, waterway and/or adjacent roads or sites is prohibited. If a washout is to occur on site the washout must be contained in drums, which can be decanted and removed off the island, prior to completion of works. The drum or container should have a volume of a minimum 1 cubic metre and be in accordance with Workplace Health and Safety requirements. All paints and any other cleaning or washing materials shall be removed from the island and shall not be deposited within any part of the island's environment.
- 6.7 All earthmoving equipment and construction vehicles must be cleaned before leaving the mainland and must be washed whilst on the island in an appropriately protected area nominated by the HIE Planning & Development Office. Weed declaration forms must be supplied with all machinery and materials brought to the island.

## **7.0 Storage & Laydown**

- 7.1 All construction materials, machinery, contractors' offices/sheds, temporary sanitary closets must be stored wholly within the relevant construction site boundaries, unless a specific arrangement has been made with HIE for an alternative storage area.
- 7.2 The security of construction materials, machinery and the site is the sole responsibility of the principal contractor or property owner.

- 7.3 Construction sites must be fully fenced along all street frontages with suitable screen construction fencing (1.8 metre high black shade cloth or hessian and appropriately braced) and maintained to an acceptable standard until construction works are completed. Sites are to be securely locked during periods when construction is not occurring.
- 7.4 No unsightly elements such as rubbish bins, external storage areas, construction materials are permitted along the frontage of construction sites. Storage areas are to be completely screened from public and neighbouring views to maintain an attractive overall streetscape.
- 7.5 All storage areas must be securely fenced and waste/skip bins covered to discourage access to scavenging wildlife and maintained to an acceptable standard until completion of the works.
- 7.6 All construction materials, contractors' offices/sheds and temporary sanitary closets must be securely anchored to the ground at all times.
- 7.7 No construction material storage will be permitted on the roads, road verges, paths and/or adjoining sites unless authorised by the relevant HIE representative.
- 7.8 All construction materials, machinery, workers' facilities and storage facilities must be removed off the site upon completion of the works and all external and internal areas disturbed during construction must be rehabilitated to HIE's satisfaction.
- 7.9 During the period between 1 November to early April, bulk earthworks and external building works should be avoided as much as possible. If monsoonal rains are active, all external construction works must cease until heavy rains have eased. All construction material must be made cyclone secure, with appropriate erosion prevention and sediment control measures in place to HIE's satisfaction during this period.
- 7.10 The storage of building materials must be managed to allow for materials to be quickly anchored safely to the ground in the event of approaching cyclonic conditions.

## **8.0 Waste Storage & Disposal**

- 8.1 The on-site storage, management, and disposal of all construction waste material is to be undertaken at the cost of the principal contractor or property owner.
- 8.2 All builders' waste and rubbish must not be stacked outside the construction site or on roadside verges. The waste and rubbish must be contained within covered skip bins to prevent rubbish or litter being blown away. Any large items of waste that do not fit into skip bins provided must be removed from the island as soon as possible to ensure they do not accumulate.
- 8.3 Arrangements are to be made with HIE's Waste Management Department for the delivery of a skip to the site. All on-site skips must be covered with heavy duty shade cloth or an equivalent material.
- 8.4 The burial or burning of waste and rubbish is not permitted.
- 8.5 All skips must be retained within the construction site. The placement of one (1) only skip bin outside the construction site may be permitted by HIE, subject to approval being obtained.
- 8.6 All skip bins must be removed when full and/or when the construction works are completed.
- 8.7 No rubbish such as drink cans, bottles, lunch wrappers, and cigarette butts may be left on the ground during construction works.

## **9.0 Barging**

- 9.1 Any vehicle, trailer, plant or machine wishing to transit on the barge must make booking at least 5 business days prior to travel and a TVP must also be approved.
- 9.2 Vehicles must be driven on/off the barge by the owner or owner's nominated driver.
- 9.3 Freight and materials do not require a barge booking. These items should be dropped at Shute Harbour Logistics Terminal (3363 Shute Harbour Rd, Shute Harbour QLD 4802) during operational hours (7.00am – 3.00pm), where they will be consolidated by HIE.

- 9.4 Large freight may be delivered to the delivery point on the island with prior arrangement; small freight will require collection from the On Island Logistics and Freight Office. Large freight items should not be dropped to Shute any earlier than 48 hours prior to expected travel.
- 9.5 All freight must be clearly labelled.
- 9.6 Barge booking and temporary vehicle permit application can be applied for online via the following link: <https://www.hamiltonisland.com.au/barge-booking-requests>.

## 10.0 Contractor Identifications

- 10.1 Prior to commencing work on Hamilton Island, all contractors and/or workers must be registered with the HIE Planning & Development Office. It is the principal contractor's responsibility that this is undertaken.
- 10.2 All identification application forms will require approval from the HIE Planning & Development Office.
- 10.3 It is the principal contractor's responsibility to ensure that all contractors / workers are provided with a copy of HIE's Rules and Regulations and HIE's Code of Conduct.

## Contact Details

All initial enquiries are to be directed to the HIE Planning & Development Office.

Department	Email	Phone
HIE Planning & Development Office	<a href="mailto:planning@hamiltonisland.com.au">planning@hamiltonisland.com.au</a>	07 4946 8290
Barge Bookings & Logistics	<a href="mailto:bargebookings@hamiltonisland.com.au">bargebookings@hamiltonisland.com.au</a>	07 4948 9502
Island Security Office	<a href="mailto:islandsecurity@hamiltonisland.com.au">islandsecurity@hamiltonisland.com.au</a>	07 4946 8118

## Document Control

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A	07/12/2017	Jodi McDonald
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D	02/07/2018	Jodi McDonald
E	25/07/2018	Jodi McDonald
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G	04/06/2019	Jodi McDonald
H	11/09/2019	Jodi McDonald
I	10/08/2020	Jodi McDonald
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## APPENDIX 1 – Alterations & Additions to Existing Property

# Building & Construction Works Policy Alterations and Additions to Existing Property



Alterations and additions include, but not limited to, all minor works such as renovations, external and internal re-painting, floor sanding, carpet replacement, tiling, installation of new cabinetry, plumbing fixture replacements, re-roofing, soft and hard landscaping, etc.

### 1. Applicant Details

Applicant Name		Property Name	
Applicant Phone Number		Property Lot / Plan Number	
Applicant Email Address		Property Street Address	

### 2. Description of Works

Scope of Works			
Dates for Construction	Start date:	Finish date:	

### 3. HIE Design Review Committee Approval

Do the works being completed require Design Review Committee approval, as per the *HIE Building & Siting Guidelines Revision H*?

Yes	<input type="checkbox"/>	Concept approval letter must be provided with this application.
No	<input type="checkbox"/>	By ticking this box, I hereby confirm that no HIE Design Review Committee approvals are required to be obtained in order to undertake the works described in this application. If unsure, a qualified person should be consulted.

### 4. Relevant Approvals

Do the works being completed require Whitsunday Regional Council approval as per the *Planning Act 2016* and the *Plumbing and Drainage Act 2018* and building certification as per the *Building Act 2001*?

Yes	<input type="checkbox"/>	Relevant approvals must be obtained and provided with this application.
No	<input type="checkbox"/>	By ticking this box, I hereby confirm that no relevant approvals are required to be obtained in order to undertake the works described in this application. If unsure, a qualified person should be consulted.

### 5. Principal Contractor Details

Please provide the details of the principal contractor who will be undertaking the works:

Company/Contact Name	
Email Address	
Phone Number	

### 6. Property Owner Consent and Body Corporate Consent

The following consents to the work must be obtained prior to submitting this form to HIE:

#### Property Owner

Full Name	
Email Address	
Signature	

#### Body Corporate Manager (if applicable)

Full Name	
Email Address	
Signature	

### 7. HIE Approval (To be completed by HIE)

Full Name	
Signature	

**NOTE:** HIE approval for the works is subject to all conditions listed in the HIE building & Construction Works Policy.