

# NOTICE OF MEETING

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Dear Committee Members

You are requested to attend the following meeting of Council.

ENGINEERING AND INFRASTRUCTURE STANDING COMMITTEE  
MEETING OF  
**ISAAC REGIONAL COUNCIL**

TO BE HELD ON  
**WEDNESDAY 15 JULY 2020**  
**COMMENCING AT 9.00AM**  
**AT THE MORANBAH COMMUNITY CENTRE**

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**Gary Stevenson PSM**  
Chief Executive Officer

**ROBERT PERNA**  
Committee Officer  
Director Engineering and Infrastructure

**Committee Members:**  
Cr Jane Pickels (Chair)  
Mayor Anne Baker  
Cr Greg Austen  
Cr Sandy Moffat  
Cr Gina Lacey  
Cr Simon West

# **LOCAL GOVERNMENT ACT 2009**

## **Chapter 8, Part 2 of the Local Government Regulation 2012**

### **Division 3, Common provisions for local government and committee meetings**

#### **Section 275 Closed meetings**

- 1) A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss—
  - a) the appointment, dismissal or discipline of employees;
  - b) or industrial matters affecting employees; or
  - c) the local government's budget; or
  - d) rating concessions; or
  - e) contracts proposed to be made by it; or
  - f) starting or defending legal proceedings involving the local government; or
  - g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
  - h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.
- 2) A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.
- 3) A local government or committee must not make a resolution (other than a procedural resolution) in a closed meeting.

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**ENGINEERING AND INFRASTRUCTURE  
STANDING COMMITTEE MEETING  
OF ISAAC REGIONAL COUNCIL  
TO BE HELD ON  
WEDNESDAY 15 JULY 2020  
AT THE MORANBAH COMMUNITY CENTRE**

1. OPENING OF THE MEETING
2. APOLOGIES
3. DECLARATION OF CONFLICTS OF INTEREST
4. CONFIRMATION OF MINUTES
5. OFFICER REPORTS
6. INFORMATION BULLETIN REPORT
7. GENERAL BUSINESS
8. CONCLUSION

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## 1. OPENING OF MEETING

## 2. APOLOGIES

## 3. DECLARATION OF CONFLICTS OF INTEREST

## 4. CONFIRMATION OF MINUTES

Engineering and Infrastructure Standing Committee Meeting of Isaac Regional Council held in Hall 2, Moranbah Community Centre, Moranbah commencing at 9:00am on Wednesday 10 June 2020.

## 5. OFFICER REPORTS

### 5.1 ENGINEERING AND INFRASTRUCTURE 2019/2020 CAPITAL PROJECTS PROGRESS REPORT

#### EXECUTIVE SUMMARY

This report is to provide an update to the Engineering and Infrastructure Standing Committee and Council of the progress in delivery of the Engineering and Infrastructure 2019/2020 Capital Works Program.

### 5.2 BLACK SPOT PROGRAM 2021-2022

#### EXECUTIVE SUMMARY

This report seeks endorsement of the project nominations to be funded under the 2021-2022 Black Spot Program for projects commencing in the 2021-2022 financial year.

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## 5.3 CLERMONT ENGAGEMENT COMMITTEE TERMS OF REFERENCE (INMATE PROGRAM)

### EXECUTIVE SUMMARY

This report seeks endorsement of the Terms of Reference for the Clermont Engagement Committee (Inmate Program).

## 5.4 NAMING OF COUNCIL ROADS AND PRIVATE ROADS POLICY

### EXECUTIVE SUMMARY

This report seeks endorsement from Council for the Naming of Council Roads and Private Roads Policy.

## 5.4 UNMADE OR UNFORMED ROADS POLICY

### EXECUTIVE SUMMARY

This report seeks endorsement of the Unmade or Unformed Roads Policy to guide the maintenance and management of Council controlled unmade roads.

### **CONFIDENTIAL REPORT**

Closed under s275 (1) (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

## 5.6 COMPENSATION AGREEMENT - ML700060 QUEENSLAND COKING COAL AND QLD COAL NO. 1 PTY LTD

### EXECUTIVE SUMMARY

The purpose of this report is for Council to consider the Compensation Agreement with Queensland Coking Coal and Qld Coal Aust No. 1 Pty Ltd.

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## **CONFIDENTIAL REPORT**

Closed under s275 (1) e) contracts proposed to be made by it

**5.7** **IRCT2024-119-176 REHABILITATION OF GOLDEN MILE ROAD  
VARIATION REPORT**

### **EXECUTIVE SUMMARY**

This report seeks to provide Council an update on the variations received from Durack Civil in completing IRCT2024-119-176 Rehabilitation of Golden Mile Road, and for consideration to endorse a proposal to fund the variations from the remaining unexpended allocations within CW192678 Pasha Road Pave and Seal Project.

## **CONFIDENTIAL REPORT**

Closed under s275 (1) e) contracts proposed to be made by it

**5.8** **2020/2021 ENGINEERING AND INFRASTRUCTURE STRATEGIC  
PROCUREMENT PLAN**

### **EXECUTIVE SUMMARY**

This report seeks endorsement of the Strategic Procurement Plan for the delivery of works from within the Engineering and Infrastructure Directorate for the 2020/2021 Financial Year.

## **CONFIDENTIAL REPORT**

Closed under s275 (1) e) contracts proposed to be made by it

**5.9** **AWARD OF TENDER IRCT2014-0520-189 CONSTRUCTION OF  
CYCLE TRACK AND FOOTPATH AT CAPRICORN STREET,  
CLERMONT**

### **EXECUTIVE SUMMARY**

This report seeks approval for the award of tender IRCT2014-0520-189 Construction of Cycle Track and Footpath at Capricorn Street, Clermont.

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## 6. INFORMATION BULLETINS

### 6.1 ENGINEERING AND INFRASTRUCTURE DIRECTORATE INFORMATION BULLETIN – JULY 2020

#### EXECUTIVE SUMMARY

The Engineering and Infrastructure Directorate Information Bulletin for July 2020 is provided for Committee review.

## 7. GENERAL BUSINESS

## 6. CONCLUSION

# UNCONFIRMED MINUTES

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ENGINEERING AND INFRASTRUCTURE STANDING COMMITTEE MEETING  
OF  
**ISAAC REGIONAL COUNCIL**

HELD ON  
**WEDNESDAY, 10 JUNE 2020**  
**COMMENCING AT 9.00AM**



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**ISAAC REGIONAL COUNCIL**  
**UNCONFIRMED MINUTES OF THE**  
**ENGINEERING AND INFRASTRUCTURE**  
**STANDING COMMITTEE MEETING**  
**HELD AT THE MORANBAH COMMUNITY CENTRE**  
**ON WEDNESDAY 10 JUNE 2020**

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**ISAAC REGIONAL COUNCIL**  
**UNCONFIRMED MINUTES OF THE**  
**ENGINEERING AND INFRASTRUCTURE**  
**STANDING COMMITTEE MEETING**  
**HELD AT THE MORANBAH COMMUNITY CENTRE**  
**ON WEDNESDAY 10 JUNE 2020 COMMENCING AT 9.00AM**

**ATTENDANCE**

Cr Jane Pickels, Division Seven (Chair)  
Mayor Anne Baker  
Cr Greg Austen, Division One (by videoconference)  
Cr Sandy Moffat, Division Two  
Cr Simon West, Division Four  
Cr Viv Coleman, Division Eight (*Observer*) (by videoconference)

**OFFICERS PRESENT**

Mr Robert Perna, Director Engineering and Infrastructure  
Mr Sean Robinson, Manager Galilee and Bowen Basin Operations  
Mr Richard Madden, Manager Infrastructure Planning and Technical Services  
Mr Donald Scott, Acting Manager Corporate Properties and Fleet  
Mr Nicholas Crous, Coordinator Parks and Recreation  
Mr Joel Kuczynski, Coordinator Infrastructure West  
Mrs Sonja Swanton, Executive Assistant  
Mrs Nicole Money, Executive Assistant

**1. OPENING**

The Chair declared the meeting open at 9.02am and acknowledged the traditional custodians of the land on which we meet today and paid her respects to their Elders past, present and emerging.

The Mayor was not present at the commencement of the meeting.

The Chair informed the meeting that due to COVID-19 social distancing restrictions the meeting was not accessible to the public.

**Resolution No.: E&I0379**

**Moved: Cr Simon West**

**Seconded: Cr Sandy Moffat**

**That the Engineering and Infrastructure Standing Committee accepts Cr Greg Austen and Cr Viv Coleman's participation in the meeting by videoconference.**

**Carried**

**Resolution No.: E&I0380**

**Moved: Cr Simon West**

**Seconded: Cr Sandy Moffat**

**That the Engineering and Infrastructure Standing Committee accepts Cr Viv Coleman as an alternate member.**

**Carried**

## 2. APOLOGIES

The Engineering and Infrastructure Standing Committee received an apology from Cr Gina Lacey.

**Resolution No.: E&I0381**

**Moved: Cr Greg Austen**

**Seconded: Cr Sandy Moffat**

**That the Engineering and Infrastructure Standing Committee accepts Cr Gina Lacey's apology**

**Carried**

## 3. DECLARATION OF CONFLICTS OF INTEREST

No conflict of interest declared this meeting.

### ATTENDANCE

Mayor Anne Baker entered the meeting room at 9.05am

## 4. CONFIRMATION OF MINUTES

Engineering and Infrastructure Standing Committee Meeting of Isaac Regional Council held by videoconference, commencing 1.00pm on Wednesday 13 May 2020.

**Resolution No.:** E&I0382

**Moved:** Mayor Anne Baker

**Seconded:** Cr Sandy Moffat

**That the minutes from the Engineering and Infrastructure Standing Committee meeting held by videoconference on Wednesday 13 May 2020 are confirmed.**

**Carried**

## ATTENDANCE

Cr Viv Coleman ended the videoconference at 9.21am

## 5. OFFICERS REPORTS

### 5.1 Recreation and Open Space Strategy

#### EXECUTIVE SUMMARY

The report outlines the work that has occurred on the development and finalisation of a Recreation and Open Space Strategy for the Isaac Region. It notes the feedback received following the public exhibition of the document in late 2019 and proposes that Council adopt the strategy to assist with the guidance of Recreation and Open Space planning and operations for the next 10 years.

#### OFFICER'S RECOMMENDATION

That the Committee recommends to Council to:

- Receive the Final draft Recreation and Open Space Strategy.***
- Receive and note the feedback received from the community from the public exhibition period and those amendments that were made to the strategy stemming from that input.***
- Adopt the Isaac Regional Council Recreation and Open Space Strategy as Council's guiding document for the delivery of recreation and open space planning, provision and***
- Note the intent to review the implementation of the Recreation and Open Space Strategy after 5 years of implementation to ensure that the document remains relevant and to report back to Council on the actions that have been taken in alignment with the strategic recommendations.***

Resolution No.: E&I0383

Moved: Cr Greg Austen

Seconded: Mayor Anne Baker

That the Committee recommends to Council to:

1. Receive the Final draft Recreation and Open Space Strategy.
2. Receive and note the feedback received from the community from the public exhibition period and those amendments that were made to the strategy stemming from that input.
3. Adopt the Isaac Regional Council Recreation and Open Space Strategy as Council's guiding document for the delivery of recreation and open space planning, provision and
4. Note the intent to review the implementation of the Recreation and Open Space Strategy after 5 years of implementation to ensure that the document remains relevant and to report back to Council on the actions that have been taken in alignment with the strategic recommendations.

Carried

## ATTENDANCE

Cr Viv Coleman video conferenced back into the meeting at 9.23am

## 5.2 Bridges Renewal Program

### EXECUTIVE SUMMARY

The Bridges Renewal Program (BRP) is an Australian Government initiative to fund up to 50% of the total cost to upgrade and replace bridges to enhance access for local communities and facilitate higher productivity vehicle access. This report seeks endorsement of the proposed project for application under the 2019/20 funding round five (5) for projects commencing in the 2020/21 financial year.

### OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Retrospectively endorse the funding application under the Bridges Renewal Program for the replacement of the Bully Creek Steel Bridge on Hyde Park Road.*
2. *Endorse Council seeking to obtain a 50% funding contribution through the Bridges Renewal Program (BRP), with further funding to be provided by Council contribution in the 2020/21 financial year as outlined below.*
  - a. *BRP funding \$243,600*
  - b. *Council contribution \$243,600*
3. *Authorise the Chief Executive Officer to execute and submit the funding application.*



That the Committee recommend that Council:

1. Receive and notes the monthly Engineering and Infrastructure 2019/20 Capital Works Program Progress Report
2. Receive and notes the updated 2019/20 Overall Capital Project Progress spreadsheet
3. Receive and notes the updated Engineering and Infrastructure Significant Issues Report
4. Receive and notes the 2019/20 Engineering and Infrastructure Procurement Plan Report (detailing local contractor content)

Carried

Note: The percentage of Capital delivery was discussed and the figure will be provided at the Strategic planning Day

**PROCEDURAL MOTION:**

Resolution No.: E&I0386

Moved: Cr Sandy Moffat

Seconded: Cr Viv Coleman

That the Engineering and Infrastructure Standing Committee closes the meeting to the public under section 275 (1) (h) to deliberate on Confidential Report 5.4 Disaster Recovery Funding Arrangements (DRFA) Progress Report - 2019 Ex Tropical Cyclone Trevor Event at 10.10am.

Carried

**PROCEDURAL MOTION:**

Resolution No.: E&I0387

Moved: Cr Simon West

Seconded: Cr Sandy Moffat

That the Engineering and Infrastructure Standing Committee opens the meeting to the public at 10.37am.

Carried

## CONFIDENTIAL REPORT

Closed under s275 (1) (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else or enable a person to gain a financial advantage.

### 5.4 Disaster Recovery Funding Arrangements (DRFA) Progress Report - 2019 Ex Tropical Cyclone Trevor Event

#### EXECUTIVE SUMMARY

Isaac Regional Council is currently reconstructing its infrastructure assets following the activated event 2019 Ex Severe Tropical Cyclone Trevor and associated low pressure system, 19-27 March 2019, funded under the new Disaster Recovery Funding Arrangements (DRFA). This report serves as a status update.

#### OFFICER'S RECOMMENDATION

*That the Committee recommends to Council:*

1. ***The progress to date on the projects under the Disaster Recovery Funding Arrangements (DRFA) be noted as listed below:***
  - a. ***IRCT2054-1219-680 Superintendency Role – awarded to George Bourne and Associates (GBA)***
  - b. ***IRCT2084-0320-186 Construction Contracts – Separable Portions (East and West) contracts both awarded to Keltone Constructions Pty Ltd***
  - c. ***IRC crews have elected to undertake a list of roads following approval of DRFA Procurement Plan at Council meeting in December 2019. Works are also been carried out by external Contractor engaged to carry out DRFA works in conjunction with Council's Operational Works program.***

**Resolution No.:** E&I0388

**Moved:** Cr Sandy Moffat

**Seconded:** Cr Simon West

**That the Committee recommends to Council:**

1. **The progress to date on the projects under the Disaster Recovery Funding Arrangements (DRFA) be noted as listed below:**
  - a. **IRCT2054-1219-680 Superintendency Role – awarded to George Bourne and Associates (GBA)**
  - b. **IRCT2084-0320-186 Construction Contracts – Separable Portions (East and West) contracts both awarded to Keltone Constructions Pty Ltd**
  - c. **IRC crews have elected to undertake a list of roads following approval of DRFA Procurement Plan at Council meeting in December 2019. Works are also been carried**



out by external Contractor engaged to carry out DRFA works in conjunction with Council's Operational Works program.

**Carried**

**Note: Discussions had regarding education around refreshing the procurement process once Capital Programs are adopted**

***PROCEDURAL MOTION:***

**Resolution No.: E&I0389**

**Moved: Cr Simon West**

**Seconded: Cr Sandy Moffat**

**That the Committee adjourn the meeting for morning tea at 10.38am.**

**Carried**

***PROCEDURAL MOTION:***

**Resolution No.: E&I0390**

**Moved: Cr Simon West**

**Seconded: Cr Sandy Moffat**

**That the Committee resume the meeting at 10.52am.**

**Carried**

## ATTENDANCE

Mayor Anne Baker and Cr Viv Coleman were not present at the resumption of the meeting. Ms Liza Perret, Manager Governance and Corporate Services was present at the resumption of the meeting.

## 6. INFORMATION BULLETIN REPORTS

### ATTENDANCE

Mrs Mary-Anne Uren, Senior Advisor entered the meeting room at 10.56am and left the meeting room at 10.56am

Cr Viv Coleman re-joined the meeting by videoconference at 11.05am

Mrs Tricia Hughes, Executive Coordinator entered the meeting room at 11.22am

Mrs Tricia Hughes and Ms Liza Perret left the meeting room at 11.24am

Ms Liza Perret returned to the meeting room at 11.24am

## 6.1 Engineering and Infrastructure Information Bulletin – June 2020

### EXECUTIVE SUMMARY

The Engineering and Infrastructure Directorate Information Bulletin for June 2020 is provided for Committee review.

### OFFICER'S RECOMMENDATION

*That the Committee recommends to Council to:*

1. **Note the Engineering and Infrastructure Directorate Information Bulletin for June 2020.**

Resolution No.: E&I0391

Moved: Cr Sandy Moffat

Seconded: Cr Simon West

That the Committee recommends to Council to:

1. **Note the Engineering and Infrastructure Directorate Information Bulletin for June 2020.**

**Carried**

## 7. GENERAL BUSINESS

### 7.1 Golden Mile Road

The Coordinator Infrastructure East advised the Committee that due to design issues there will be a variation due to quantity changes under the current contract.

### 7.2 Adani Roadshow

Manager Galilee and Bowen Basin Operations advised the Committee of the intent of Adani to hold a Roadshow to be delivered to the communities in the region.

### 7.3 Clermont Work Camp

The Coordinator Infrastructure East advised the Committee that the Clermont Work Camp is due back in Clermont on 10 July 2020.

# MEETING MINUTES

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## 8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 11.33am.

These minutes were confirmed by the Committee at the Engineering and Infrastructure Standing Committee Meeting held at the Moranbah Community Centre on Wednesday 15 July 2020.

.....  
CHAIR

..... / ..... / .....  
DATE

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**MEETING DETAILS**

**Engineering and Infrastructure Standing Committee**  
Wednesday 15 July 2020

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**AUTHOR**

Robert Perna

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**AUTHOR POSITION**

Director Engineering and Infrastructure

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## **5.1 ENGINEERING AND INFRASTRUCTURE 2019/2020 CAPITAL PROJECTS PROGRESS REPORT**

### **EXECUTIVE SUMMARY**

This report is to provide an update to the Engineering and Infrastructure Standing Committee and Council of the progress in delivery of the Engineering and Infrastructure 2019/2020 Capital Works Program.

### **OFFICER'S RECOMMENDATION**

*That the Committee recommend that Council:*

- 1. Receive and notes the monthly Engineering and Infrastructure 2019/2020 Capital Projects Progress Report.*
- 2. Receive and notes the 2019/2020 Engineering and Infrastructure Procurement Plan Report (detailing local contractor content).*

### **BACKGROUND**

Progressive updates of the financial and physical position of projects in the 2019/20 Engineering and Infrastructure Capital Works program are required to ensure that council is aware of the progress of and risk to the delivery of the program.

Engineering and Infrastructure has undertaken to report local content in contracts awarded through the Procurement plan.

### **IMPLICATIONS**

The attached E&I 2019/20 Capital Projects Progress Summary spreadsheet identifies the financial and physical position of all projects. A red flag indicates either a time or budget issue, amber indicates the projects in of concern and green indicates no issues. Commentary is provided to briefly explain the position of projects. Where the risk is considered low or of insignificant impact to council or community no additional commentary is provided. Where risks are significant separate commentary is provided in the E&I Issues Report.

#### **Compliance**

To ensure that the Engineering and Infrastructure 2019/20 Capital Works Program is achieved within the identified timeframes of the 2019/20 financial year.

Per Resolution number 6203 (2019/20 Engineering and Infrastructure Strategic Procurement Plan), the activities of the previous month's procurement Plan under the Chief Executive Officer's delegation will be noted in this report.

No works were awarded under the procurement plan this month.

## Benefits

Council can see a monthly progress report detailing progress of projects in the Engineering and Infrastructure 2019/20 Capital Program. This report communicates risks/failure/delays that have been identified within the Engineering and Infrastructure 2019/20 Capital Works program.

## CONSULTATION

- Director Engineering and Infrastructure
- Manager Infrastructure Planning and Technical Services
- Manager Corporate Properties and Fleet
- Manager Infrastructure, Parks and Recreation
- Manager Galilee and Bowen Basin Operations
- Department Coordinators

## BASIS FOR RECOMMENDATION

To improve business within Council Engineering and Infrastructure directorate by providing more appropriate and relevant reporting, transparency and a clear monitoring tool for Council. This report will help identify and communicate any project delays or possible project failures.

## ACTION ACCOUNTABILITY

That the Managers and the Director of Engineering and Infrastructure oversee the scoping, procurement and the completion of the projects identified within the 2019/20 Capital Projects Progress Summary spreadsheet. Furthermore, that the appropriate Managers and the Director of Engineering and Infrastructure are held accountable for the delivery of these project stages are completed within the identified timeframes.

## KEY MESSAGES

That Council has open communication, oversight and transparency of the Engineering and Infrastructure 2019/2020 Capital Works Program, to ensure Isaac will have effective and sustainable infrastructure that supports the needs of the region's communities and economic sectors.

### Report prepared by:

ROBERT PERNA  
**Director Engineering and Infrastructure**

Date: 1 July 2020

### Report authorised by:

GARY STEVENSON PSM  
**Chief Executive Officer**

Date: 9 July 2020

## **CONFIDENTIAL ATTACHMENTS**

- CONFIDENTIAL Attachment 1 – 2019/2020 Capital Project Progress Summary Spreadsheet
- CONFIDENTIAL Attachment 2 – Engineering and Infrastructure Issues Report
- CONFIDENTIAL Attachment 3 – 2019-20 Engineering and Infrastructure Procurement Plan Assessment
- CONFIDENTIAL Attachment 4 – 2019-20 Procurement Subcontractor Report

## **REFERENCE DOCUMENT**

- Nil

PAGES 23 TO 35 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

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**MEETING DETAILS**

**Engineering and Infrastructure Standing Committee**  
Wednesday 15 July 2020

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**AUTHOR**

Lakshmi Muthu

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**AUTHOR POSITION**

Technical Engineer

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**5.2****BLACK SPOT PROGRAM 2021-2022**

## EXECUTIVE SUMMARY

This report seeks endorsement of the project nominations to be funded under the 2021-2022 Black Spot Program for projects commencing in the 2021-2022 financial year.

## OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. ***Endorse the proposal to submit a funding application for total estimate of \$3,438,000 under the Black Spot Program (BSP) for the following projects:***
  - a. ***Moranbah Access Road - Install Raised Reflective Pavement Markers to improve delineation at night***
  - b. ***Goonyella Road - Install Raised Reflective Pavement Markers to improve delineation at night***
  - c. ***Peak Downs Mine Road - Shoulder Widening***
  - d. ***Golden Mile Road - Replacement of signages***
  - e. ***Kenlogan Road - Improvement of Kenlogan Road intersection with Russel Park Road and Mount McLaren Road***
  - f. ***Ruby Vale Road & Peakvale Road - Improvement of delineation - Centre line marking and guideposts***
  - g. ***Dysart Clermont Road - Widening of narrow sealed section of 3.6km in total.***
  
2. ***Authorise the Chief Executive Officer to submit the application and execute the funding agreement.***

## BACKGROUND

The Black Spot Program is an Australian Government funded program that provides funding for low-cost high-benefit improvements on the road network to address actual or potential crashes that lead to high severity outcomes. In Queensland, the Black Spot Programme is administered by the Department of Transport and Main Roads (TMR) on behalf of the Australian Government Department of Infrastructure, Transport, Regional Development and Communications (DITRD&C). Nominations for identified projects are to be submitted prior to 17 July 2020.



Under this program both reactive (based on crash history) and proactive (based on identified safety deficiencies in the road environment) project proposals shall be nominated. Details regarding the programme are referenced in the Black Spot Nomination and Development Guidelines for LGA (attachment 1).

Black Spot projects may use any road infrastructure enhancement to treat the road environment that can be demonstrated to mitigate the safety issues identified with the road location.

## Proposal

Evaluation of the crash data from Jan 2014 to Dec 2018 and Australian Road Assessment Program (AusRAP) Report have identified the most vulnerable sections that require immediate safety treatments to comply with minimum crash requirements for funding under Black Spot Program. A Road Safety Audit (RSA) has also been conducted for Peak Downs Mine Road, Saraji Road and Golden Mile Road to address potential safety issues of the existing roads and treatments have been proposed.

The following projects have been proposed for 100% funding arrangements under Black Spot Program for Road safety improvements across the region.

S.No	Location	Safety Improvement	Cost	Reference
1	Moranbah Access Road	Install Guide posts, Line marking and RRPMS at to improve delineation at night	\$ 26,000	Crash Data (9 crashes in last 5 years)
2	Goonyella Road	Install Guide posts, Line marking and RRPMS at to improve delineation at night	\$ 16,000	Crash Data (6 crashes in last 5 years)
3	Peak downs Mine Road	Shoulder Widening (0.5m seal width on either side uniformly) from CH 0.10 to CH 6.00 to improve the Road safety at high speed environment by providing a recovery area for vehicles	\$1,475,000	AusRAP & RSA
4	Saraji Road	Curve Delineation improvement CH 6-13, CH 22-26, CH33-39; Replacement of curve sign with Chevron Alignment Markers (CAM), Install intersection warning sign	\$109,500	AusRAP & RSA
5	Golden Mile Road	Replacement of signages (8nos)	\$12,000	RSA
6	Kenlogan Road	Improvement of Kenlogan Road intersection with Russel park Road and Mount McLaren Road	\$290,000	AusRAP
7	Ruby Vale Road & Peakvale Road	Improvement of delineation - Centre line marking and Guide posts	\$82,000	AusRAP
8	Dysart Clermont Road	Widening of narrow sealed section of 3.6km in total, from CH 5.7 to 6.9 and CH 8.2 to 10.6	\$1,427,500	AusRAP
<b>Total Cost</b>			<b>\$3,438,000</b>	

## IMPLICATIONS

### Financial

The Black Spot Programme does not require a co contribution by Council to fund the infrastructure upgrade, however the ongoing maintenance of the constructed asset will form the whole of life cost to council over its life.

## Benefits

Improve road safety and reduce the risk of crashes which improves liveability in the Isaac region.

## CONSULTATION

- Manager Infrastructure Planning and Technical Services
- Manager Infrastructure, Parks and Recreation
- Technical Engineer
- Coordinator Infrastructure West

## BASIS FOR RECOMMENDATION

- The basis for recommendation is to implement significant projects to reduce the significant risks to road users.
- Council has been notified that \$22.52m has been allocated under this Australian Government Black Spot funding for successful project proposals in Queensland for this development round (both TMR and LGA projects).
- Council will utilise the funding opportunities to deliver safer facilities to the community.
- Strategic improvement to our Road Transport Infrastructure and Safety.

## ACCOUNTABILITY

Technical Engineer to prepare application package for submission by 17 July 2020.

## KEY MESSAGES

Isaac Regional Council is committed to achieving infrastructure improvements while increasing the safety of the network infrastructure.

<b>Report prepared by:</b> Lakshmi Muthu <b>Technical Engineer</b> Date: 1 July 2020	<b>Report authorised by:</b> Robert Perna <b>Director Engineering and Infrastructure</b> Date: 1 July 2020
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## ATTACHMENTS

- Attachment 1 - Black Spot Nomination and Development Guidelines for LGAs – 2020

## REFERENCE DOCUMENT

- Road Safety Audit at Peak Downs Mine Road, Saraji Road and Golden Mile Road.



# Black Spot Development and Nomination Guidelines

Australian Government Funded Black Spot Program

March 2020

# Creative Commons information

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## Document control options

<b>Prepared by:</b>	Cliff Wright
<b>Title:</b>	Principal Advisor (Road Safety Programs)
<b>Branch:</b>	Engineering & Technology
<b>Division:</b>	Infrastructure Management & Delivery
<b>Location:</b>	Floor 11, 61 Mary Street, Brisbane
<b>Version no:</b>	4.0
<b>Version date:</b>	25 March 2020
<b>Status:</b>	Final
<b>DMS ref. no:</b>	450/00010

## Version history

Version no.	Date	Changed by	Nature of amendment
1.0	11 April 2017	Peter Kolesnik, Dave Grosse, Alan Stone / Ann-Maree Knox	Approvals - FINAL
2.0	16 April 2018	Ann-Maree Knox Dave Grosse Peter Kolesnik Gavin Massingham Simon Harrison	Endorsements and Approvals - FINAL
3.1	14 February 2020	Cliff Wright	Initial Updates for 2020
3.2	10 – 16 March 2020	Peter Kolesnik Simon Harrison	Additional updates for 2020
4.0	25 March 2020	Ann-Maree Knox Peter Kolesnik Gavin Massingham	Approvals - FINAL

## Departmental approvals


### Endorsement

The following officers have **endorsed** this document:

#### Investment Program Manager – Strategy

Name Peter Kolesnik


Position Director (Road Safety Programs)

Signature  Date 23/3/20

#### Investment Program Manager – Operations

Name Gavin Massingham

Position Director (Program Delivery)

Signature  Date 24/03/2020

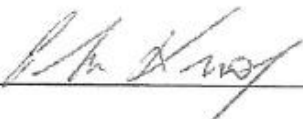
### Approval

The following officer has approved this document

#### Senior Responsible Owner

Name Ann-Maree Knox

Position Executive Director (Safer Roads Infrastructure)

Signature  Date 23.3.20

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# 1. Introduction

## 1.1 Purpose

The Black Spot Program is an Australian Government funded program that provides funding for low-cost high-benefit improvements on the road network to address actual or potential crashes that lead to high severity outcomes (fatals and hospitalisations).

In Queensland, the Black Spot Program is administered by the Department of Transport and Main Roads (TMR) on behalf of the Australian Government Department of Infrastructure, Transport, Regional Development and Communications (DITRD&C).

Further information is available on the DITRD&C website: <http://investment.infrastructure.gov.au/funding/blackspots/>

These guidelines<sup>1</sup> set out the eligibility criteria and process for Local Government Agencies (LGAs) to follow when developing and nominating project proposals Black Spot Program.

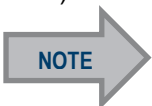
# 2. Developing Proposals

## 2.1 Technical Guidance

Where required, LGAs are encouraged to seek guidance and direction from their local TMR District office when investigating and developing proposals.

## 2.2 Identifying Locations to Nominate

Nominations may be made for intersections and mid-block sections of all levels of the road network (national, state and local). However, LGAs are encouraged to direct their nominations to their own local government road network.



To identify likely locations for further investigation, intersection and mid-block lists of locations on the local government network with recent notable crash history content from your local TMR District office.



Any nominations on the state-controlled network (including the National Land Transport Network) should only be submitted after consultation and agreement with your local TMR District. **NOTE: Any nomination made for a road on the state-controlled road network will firstly be reviewed by your local TMR District with a recommendation made by the District to the Program Team to be considered by them during the technical assessment process.**

### 2.2.1 Re-Nominating

Project proposals that were not successful in previous nomination rounds may be reviewed, adjusted and resubmitted for future development and nomination rounds. Seek advice from your local TMR district on how to improve your nominations before resubmitting.

However, these nominations must be clearly identified in the Nomination Form (spreadsheet) on the *Supporting Details* worksheet. Highlight any significant changes to the nomination that support it for this development round.

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<sup>1</sup> Black Spot Program guidelines reflect the mandated requirements set out in Appendix D of the Notes on Administration for Land Transport Infrastructure Projects 2019 - 2024 (NoA), produced by the Australian Government. The NoA is the primary source of all requirements for nominations for the Black Spot Program and a copy is available at: [http://investment.infrastructure.gov.au/about/resources/notes\\_on\\_administration.aspx](http://investment.infrastructure.gov.au/about/resources/notes_on_administration.aspx)





It is highly recommended to seek advice from your TMR district contact to discuss opportunities to amend previous nominations to ensure it meets the eligibility criteria requirements and has enough supporting evidence to progress successfully, noting that the Benefit Cost Ratio (BCR) cut off and proactive ceilings adjust from year to year.

## 2.3 Developing Engineering Treatments

The Austroads Guide to *Road Safety Part 8 - Treatment of Crash Locations* is a recommended reference for the steps involved in investigating road safety issues and developing engineering treatments. This document can be downloaded in PDF form from the [Austroads website](#)<sup>2</sup>.

Once treatment(s) have been determined, choose corresponding treatments from those listed under the *Crash Reduction Factors* worksheet in the Nomination Form (spreadsheet) (see section **3.3 Completing the Nomination Form**).

## 2.4 Reactive and Proactive Nominations

Both reactive (based on crash history) and proactive (based on identified safety deficiencies in the road environment) project proposals may be nominated for the Black Spot Program.



Nominations based on actual crash history will generally take precedence in the prioritisation process when allocating available funding. Lower cost / higher benefit proactive project proposals will more likely be recommended for funding when compared to higher cost / lower benefit proactive proposals (see **4. Assessment and Prioritisation Stages**).

### 2.4.1 Reactive Proposals

Both a Benefit Cost Ratio (BCR) and measures based on Fatal and Serious Injury (FSI) reductions (see **2.4.1.1 FSI Casualties Saved**) will be calculated for consideration during the assessment process for reactive project proposals.

BCRs for reactive project proposals are calculated using the BCR functionality built into the Nomination Form (spreadsheet) - see **3.3 Completing the Nomination Form**.

For the BCR to be eligible the following is required:

- A BCR of 2.0 or greater, generated using the BCR facility in the Nomination Form.
- Minimum number of casualty crashes:
  - For intersections and other discrete sites:
    - Minimum of three casualty crashes over 5 years (fatals, hospitalisations and all other injuries) is required to be eligible for the Black Spot Program.
  - For road lengths (three kilometres or more), either:
    - Minimum of an average of 0.2 casualty crashes per kilometre per annum over the length in question measured over five years; or
    - A length that is among the top 10 per cent of locations identified throughout the state with an identified higher crash rate than other roads.
  - Notes: Measures of casualty crashes should be provided from the most recently available five-year crash history period.

#### 2.4.1.1 Crash Data



All reactive project proposals should use the most recent five-year period of crash data available.

Crash information should be sourced from WebCrash. However, data obtained from local police or any other source may be used if there is a compelling reason why the available Webcrash crash history is not adequate. Other data sources must be verified and supported in the nomination.

<sup>2</sup> <https://www.onlinepublications.austroads.com.au/items/AGRS08-15>

BCRs are calculated using casualty crashes only (fatals, hospitalisations, medical treatment, and minor injury). Data on Property Damage Only (PDO) crashes and near misses cannot be used in the calculations to generate a BCR – but may be referenced as additional support for a project proposal in the *Additional Comments* or *Nature of Concern/Problem Diagnosis* fields in the *Supporting Details* worksheet.

**NOTE**

Crash data should be supplied for the section of road or intersection the reactive nomination is being proposed for. While it is essential to look at the surrounding road network for related crashes, the project nomination will limit the crash data used to the area being treated in the project scope. When collecting crash data, firstly source this information from WebCrash as the first priority.

In addition to the crash data available from WebCrash, using crash data from any other sources that can be substantiated, can occur and is acceptable, given the following:

- There is a compelling reason why the WebCrash data is not suitable or is incomplete.
- The data provided can be traced from a credible source, such as an email from Queensland Police Service specifying the crash data provided was provided by their data sources
- The date and location of the crash
- The severity of the crash, or justification for the severity determined for a crash
- The DCA code for the crash, or justification for an assumed DCA cod for the crash
- A reference number, if possible, such as a QPS QPRIME number.

## 2.4.2 Proactive Proposals

For the submission of proactive proposals, an appropriate risk based report is required to be submitted as supporting evidence. Appropriate risk based reports are either a finalised Road Safety Audit (RSA) – or an AusRAP Based Assessment Report (where this analysis has been finalised for the LGA's higher order local government road network for example).

**NOTE**

It should be noted that any proactive project proposal to be eligible for the Black Spot Program will require a RSA or an AusRAP Based Assessment Report (where this analysis has been finalised for the LGA's higher order local government road network).

The project proposal must specifically address the safety issues noted in the report, primarily based on the high benefit treatments listed.

[Austroads Guide to Road Safety Part 6<sup>3</sup> – Road Safety Audit](#) is to be used in undertaking an RSA.

All proactive based project proposals submitted through this development process will no longer generate a listed Safety Risk Score as the score is used only as a guide by the Technical Committee when assessing proactive proposals.

To maximise the potential for proactive based project proposals to be considered for the limited funding available, they should have the following characteristics:

- Costs - are relatively low-cost solutions (higher cost reactive based project proposals will be prioritised over proactive due to the actual crash history being rectified)
- Exposure - higher exposure (traffic volumes) will have an increased priority
- Consequence - higher posted speed limit roads will more likely have higher consequence, or improvements for vulnerable road users (pedestrians, cyclist and motorcyclists) in all speed environments
- Effectiveness - how effective will the proposed treatment(s) be at mitigating the potential risk
- Targeting Vulnerable Road Users - due to the relatively higher consequence if a crash occurs, proactive project proposals treating potential safety risks for vulnerable road users (pedestrians, cyclists, motorcyclists) are prioritised higher.

<sup>3</sup> <https://www.onlinepublications.austroads.com.au/items/AGRS06-09>

### 2.4.3 FSI Casualty Saved



TRSP projects have historically been prioritised based on the BCR for the project, (if the project is reactive having a crash history) or ranked using a proactive risk ranking when there is no crash history, with the project supported by a Road Safety Audit (or other risk based report). A national review of road safety programs by Austroads has indicated that this may not be the optimum way to achieve the strategic objectives. With the Queensland strategic benefits sought being a safe and secure road network, and the road safety program benefit being to reduce the FSIs on the road network, a BCR is not a direct link to this, while a FSI reduction would be. The draft Austroads report SAG2090 Best Practice in Road Safety Infrastructure Programmes outlines its Best Practice Guidance.

To align with the new best practice for program development and approval, the development of the TRSP program should focus on achieving the greatest FSI reduction possible.

For proactive projects, it is proposed that an expected future FSI rate, derived from the Australian National Risk Assessment Model (ANRAM) where appropriate, can provide an anticipated FSI reduction from a proactive project.

TRSP has introduced through the functionality of the Nomination Form (spreadsheet), the *Number of FSI's Saved Over 20 Years* and *Dollars per FSI Casualty Saved* scores as calculated measures to be collated at the program level for consideration along with the BCR for prioritisation and reporting purposes.

### 2.4.4 Safe System Assessment

As part of compliance requirements with TMR's Road Safety Policy (RSP), TMR has adopted using Safe System Assessment (SSA) in developing road safety nominations for this development process. Although TMR's RSP (including undertaking SSA) is not mandatory for LGAs to follow, LGAs are encouraged when developing nominations to implement the principles of SSA when investigating and developing nominations.

## 2.5 Treatments In Scope

Black Spot projects may use any road infrastructure enhancement to treat the road environment that can be demonstrated to mitigate the safety issues identified with the road location. Eligible treatments include – but are not limited to:

- Intersection and signal improvements including:
  - installing and/or improving existing traffic signals
  - installing fully controlled right turn phase
  - removing or signalising left turn slip lanes
  - converting Auxiliary Right Turns (AURs) to Channelised Right Turns (CHRs)
  - providing give way / stop signs and other signage
  - improving signal display visibility improvements
  - providing slip lane angle modifications
  - installing skid resistance improvements
  - implementing turn bans
  - installing and/or enhancing roundabouts
  - installing pedestrian protection
  - Improve sight lines by offsetting channelised left-turn lanes.
- Installing wide centre line treatment (WCLT)
- Installing line marking and delineation, including Audio-Tactile Line Marking (ATLM)
- Installing warning and other signage
- Installing vehicle activated signs (VAS)
- Clearing vegetation and other removing other roadside hazards
- Installing safety barriers (concrete, W-Beam, wire rope)

- Installing treatments specifically to treat safety concerns affecting vulnerable users (cyclists, pedestrians and Motorcyclists).

## 2.6 Treatments Out of Scope

The following costs/treatments are out of scope for the Black Spot Program:



Significant use of treatments that are essentially routine or program maintenance; or rehabilitation (e.g.: carriageway repairs; replacing existing line marking and other existing delineators; replacing existing barrier, repairing shoulders / edge wear) – **ARE NOT ELIGIBLE**.

This work is to be funded through the LGA's maintenance program(s).

- Purchase of road-building plant or equipment
- Red light or Speed Camera installation
- Planning Studies, Route Link Investigations and Road Safety Audits.
- Police enforcement bays or other work that could potentially be revenue generating for the state.

Proposals where the majority of the costs involve upgrading existing traffic signal lanterns to high visibility LED lanterns will also not be a priority for targeted road safety funding.

## 2.7 Delivery Timeframes

When nominating, LGAs are required to identify the year(s) that the project will be scheduled for delivery. It should be noted that previously all projects approved for the Black Spot Program were required by the Australian Government to be programmed for delivery in the next financial year. Your TMR District Office will confirm the primary financial year that nominations are being developed for the current development round.

However, should LGAs wish to nominate a multi-year (delivery over 1-2 year) project for Black Spot funding, these nominations will need to be presented to the consultative panel and the Minister for consideration of whether the commitment of forward funding is warranted. Please note that multi-year projects do not include projects where the final seal or related works cannot be completed within the approved financial year.

All successful proposals (once approved by the Australian Government Minister) will receive funding from the Black Spot Program for the financial year(s) proposed.

The current Nomination Form (spreadsheet) will have the current years listed in the *Budget & Schedule* worksheet that projects proposals may be nominated for.

## 2.8 Funding

There is approximately \$22.52m Australian Government Black Spot funding available for allocation to successful project proposals in Queensland for this development round (both TMR and LGA projects).

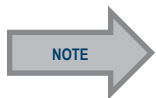
To ensure the benefits achieved with the limited funding available for the Black Spot Program are maximised, a project can receive up to a maximum of \$2.0m of available Black Spot funding. In addition, LGAs may contribute their own funding to proposals. It should be noted that the total cost of a proposal (Black Spot plus all other funding) is used in the calculation of the BCR and FSI Casualty Safety Measures.

The current statewide funding available for the Black Spot Program in Queensland for a development round can be obtained from your local TMR District contact.

## 2.9 Scope Outline and Cost Estimates

Although project proposals are based on concept level investigations, to minimise: significant cost increases and/or delays; and potentially cancellation during implementation, LGAs should ensure the appropriate level of verification of treatment type, scope of work and cost estimate is undertaken at concept stage.

## 2.9.1 Contingency



LGAs should separate the contingency part of their total project budget by showing it in the year after final delivery is scheduled for completion.

## 2.9.2 Community Consultation

As far as possible, project proposals that are considered potentially contentious that could generate a high level of community concern, as would be expected with road closures, access restrictions at intersections, and resumptions, should be thoroughly investigated and addressed before finalising the proposal. It is up to the LGA to determine if a proposal is likely to be considered contentious, requiring further consideration of the treatment options to balance any community concerns with delivering appropriate treatments to mitigate the identified safety concern.

When developing nominations, ensure details on community consultation undertaken with relevant road users, local businesses or the community that may impact on delivery. The Nomination Form includes a dedicated field to provide details regarding:

- Community Consultation undertaken (or to be undertaken)
- Political Considerations
- Identified or likely risks that may impact on delivery

Alternative treatment options to address any significant community concerns that might be raised after Ministerial approval and announcement.

## 2.9.3 Cancelled Projects



If cost increases and/or changes of scope occur during design and / or delivery that result in the approved project no longer complying with the eligibility requirements of Black Spot, then the project may be cancelled. Funding from cancelled projects will be returned to TMR for reprioritisation. **Proactive projects are more likely to be cancelled if significant cost increases occur.**

## 2.9.4 Change Requests on Approved Projects



**Formal approval for all changes to scope, cost and delivery timing of approved Black Spot projects are required to be passed to your local TMR District office (TMR District Office must submit all change requests to TMR Portfolio Investment and Programming Branch for assessment and liaison with Australian Government) for processing. The Australian Government will in turn be required to approve all changes to scope, cost and/or delivery time.**

Formal approval for significant changes to the scope of approved projects must be sought via TMR before construction starts.

Any significant delay in the delivery of approved Black Spot projects (beyond the financial year the project was approved for) are required to be notified to your local TMR District Office for approval.

All significant scope changes and/or cost increases will require sufficient reasons and supporting documentation be provided for assessment and consideration (subject to availability of funding), prior to request to TMR of any variation to the project. Scope changes will require:

- Original signed scoping document
- Revised signed scoping document
- For reactive:
  - Original BCR (as provided in an original Nomination Form)
  - Revised BCR (as provided in a revised Nomination Form)
- PDF email / statement / memo explaining why the scope change (and/or cost estimate change) is required.

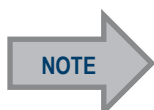
Savings on completed Black Spot projects are to be returned to the program (contact your TMR District Office for guidance). All completed Black Spot projects require a project completion report and before and after photographs.

On a case-by-case basis (subject to approval by TMR/Australian Government) LGAs may nominate their own sources of funding that they have available for cost overruns.

## 2.10 Discrete Sites and Road Length Eligibility

The Black Spot Program requires project proposals to be either for:

- Intersections and other discrete sites (segments under three kilometres in length)
- Road lengths (three kilometres or more)



Nominations consisting of multiple disconnected locations (such as a nomination consisting of disconnected multiple intersections) are generally not supported and will require specific endorsement by the Australian Government to be considered in the assessment process.

## 3. Nomination Process

### 3.1 Assistance

For all queries and assistance regarding nomination requirements including supporting document attachments and entering data into the Nomination Form, please contact your local TMR district contact.

### 3.2 Documents Required

Each nomination (both reactive and proactive) must have a completed Nomination Form (spreadsheet) attached. The latest Nomination Form is available from your local TMR District Office.

All project proposals will need to be endorsed by an appropriately qualified RPEQ before a project can be recommended for funding. A PDF of a completed signed RPEQ Endorsement form (available from your local TMR District Office), clearly stating that the proposed treatments address the safety issues identified, should be provided for each nomination.

To enable a comprehensive assessment of project proposals received, every nomination must include supporting evidence in the form of additional documentation attached.



As in previous development rounds, for all nominated project proposals to be properly assessed, adequate evidence within various supporting attached documents will be required. **Appendix A** (available from your local TMR District Office) provides a checklist of the documents required (or recommended) for a completed nomination to be submitted and assessed.

All completed Nomination Forms and supporting documents for individual projects are to be provided to your TMR district contact for processing and input into the nomination system.

Your TMR District Office contact can also provide previous successful LGA nominations examples upon request.

### 3.3 Completing the Nomination Form

The Nomination Form has references to the Safer Roads Sooner (SRS) and other safety programs as this same form is used by the TMR state funded Targeted Road Safety Program (TRSP). Black Spot is considered a sub-program of TRSP. As these guidelines are for the Black Spot Program only, LGAs should ignore any references to these other programs.

The Nomination Form is to be used to capture all pertinent details and information relating to the proposal.

Guidance on filling out the Nomination Forms are included in the *Instructions* worksheet of the Form.

### 3.3.1 BCR Calculation

To avoid overstating the BCR, either:

- Be reasonable/realistic with treatment selection in the *Treatments* worksheet of the Nomination Form. In particular, avoid:
  - Selecting a treatment such as hazard removal for a proposal over a length where the actual treatment will only apply to a small section(s) of the entire length which, in turn, will only treat a portion of the crash history that the BCR is being calculated for.
  - Selecting two or more treatments that cannot both be applied to the same section of a proposal (e.g. both hazard removal and putting in barrier to treat hazards). Select one or the other.
  - Ambiguity in determining whether a proposal is treating a length of road with distinct clusters of different crash types. Instead, split a nomination such as this into separate nominations to target each of the individual safety concerns.
- Or alternatively, select only crashes that are being treated by the particular treatment in the *Treatments* worksheet of the Nomination Form. Additional instructions on this approach are available on the *Treatments* worksheet.

In the *Treatments* worksheet, make reference to all work (including those treatments selected in the BCR calculation) in the *Proposed Treatments* field that will be considered in full or part for the site.

## 3.4 Urban / Rural



Due to the requirement of the Australian Government funded Black Spot Program to identify project proposals as being either 'urban' or 'rural', refer to **Appendix B** (available from your local TMR District Office) to determine to how categorise the site being treated.

## 3.5 Nominations received from Members of the Public

It is mandatory that any nomination made by a member of the public (including a local government councillor or Member of Parliament) on a local government road, be investigated and developed into a nomination for the Black Spot Program by the relevant LGA. From their investigations, LGAs should determine if the site being nominated by the member of the public meets the eligibility criteria of the Black Spot Program and has sufficient safety concerns to justify developing a nomination.

## 4. Assessment and Prioritisation Stages

Assessment of proposals will be undertaken by the Technical Committee which comprises TMR engineers and road safety experts.

Only nominations received by the due date, provided by your local TMR District Office, will be assessed.

All proposals (both reactive and proactive) will be assessed by the Technical Committee for soundness based on expected road safety outcomes and value-for-money investment. The Technical Committee will make recommendations based on factors such as:

- The proposal meeting minimum eligibility requirements including minimum BCR and crash data (for reactive).
- The appropriateness of the site to be treated as being a high priority risk.
- The soundness of the estimated costs provided.
- The likely suitability and effectiveness of the treatments for the crash risks present at the site.

The Technical Committee may moderate the BCRs of reactive project proposals to ensure consistency in the BCR calculation.

During the assessment process members of the Technical Committee (or Technical Committee secretariat) may contact LGAs through districts if further clarification is required on nominations.

## 4.1 Prioritisation

As there is limited funding available for the TRSP sub-programs being developed using these guidelines, funding will be prioritised to those projects providing the highest road safety benefit and value-for-money.

Moderated BCR rankings have primarily been used in the past for prioritisation of reactive project proposals.

Eligible proactive nominations will be primarily prioritised using moderated Safety Risk Scores.



FSI reduction scores will also be taken into account during the assessment and prioritisation process.

All recommended proposals for the Black Spot Sub-Program are reviewed and endorsed by the Black Spot Consultative Panel before submitting to the Minister of Infrastructure and Regional Development for final approval.

## 5. Approval and Notification

Through your local TMR District Office, LGAs will be notified of successful recommended project proposals at the earliest opportunity.

Nominations for the Black Spot program require Australian Government Ministerial approval. The timeframe for announcements of these programs is determined by the Australian Government.

All local government agency approved Black Spot projects require a formal Agreement between each LGA and TMR district (on behalf of the state government) to be executed. These agreements will be drafted and progressed to the LGA, post Australian Government approval of the Black Spot Program.

### 5.1 Nominations Approved on the State-Controlled Road Network



Funding, if approved, for an LGA nomination on a state-controlled road will be allocated to the TMR District. No guarantee can be provided that an LGA nomination on a state-controlled road will result in the LGA being awarded the contract to undertake the work.



## 6. Development Process Overview

The following table outlines the key milestones for each annual Black Spot Program development round. Anticipated dates associated with these milestones for the current development round **can be obtained from your local District office.**

### Initiate

Start of the program development process – LGAs requested to prepare and submit nominations

### Develop

Development period of Project Proposals by LGAs

### Nominate

Submit nominations by the final date provided by your local TMR District office

### Assess

TMR (TRSP Program Team and Technical Committee) assess all project proposals received

### Prioritise

Preparation of draft Black Spot program for the Black Spot Consultative Panel (BSCP) endorsement

### Review and Endorse

BSCP meets to review recommendations for endorsement

### Approve

Endorsed Black Spot Program is approved by Australian Government Minister. Notification sent to LGAs

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<b>MEETING DETAILS</b>	<b>Engineering and Infrastructure Standing Committee</b> Wednesday 15 July 2020
<b>AUTHOR</b>	Robert Perna
<b>AUTHOR POSITION</b>	Director Engineering and Infrastructure

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## **5.3 CLERMONT ENGAGEMENT COMMITTEE TERMS OF REFERENCE (INMATE PROGRAM)**

### **EXECUTIVE SUMMARY**

This report seeks endorsement of the Terms of Reference for the Clermont Engagement Committee (Inmate Program).

### **OFFICER'S RECOMMENDATION**

*That the Committee recommends that Council:*

- 1. Adopt the Terms of Reference for the Clermont Engagement Committee (Inmate Program).**

### **BACKGROUND**

For over 20 years, inmates of the Clermont Work Camp have enjoyed the physical and mental benefits of contributing to the upkeep of Clermont local parks and involvement in various community projects. This is a mutually beneficial program that allows Isaac Regional Council to assist the wider Clermont community and businesses by providing additional resources to community projects that Council are unable to attend to.

The role of the Clermont Engagement Committee (inmate program) is to assess and recommend activities and projects for the inmate work program for consideration and approval by the Capricornia Correctional Centre.

### **IMPLICATIONS**

The Terms of Reference (ToR) is the governance that provides the purpose, scope and guidelines that the Clermont Engagement Committee (Inmate Program) operates under.

### **CONSULTATION**

Director Planning, Environment and Community Services  
Clermont Engagement Committee Chair  
Manager Governance and Corporate Services  
Manager Infrastructure Parks and Recreation

### **EXTREMERAL CONSULTATION**

Queensland Corrective Services (QCS) - Capricornia Correctional Services Manager Low Security.

## BASIS FOR RECOMMENDATION

The Clermont Engagement Committee (inmate program) has an advisory role assisting Queensland Corrective Services (QCS) in recommending projects for the Clermont inmate program and ensures council fulfils its obligations under the Memorandum of Understanding between Isaac Regional council and Queensland Correctional Services.

## ACTION ACCOUNTABILITY

- Engineering and Infrastructure Directorate officers will assist with the preparation of applications for consideration by the committee and will provide leadership within the Clermont Engagement Committee's (inmate program) functional responsibilities.
- Office of the Director Engineering and Infrastructure will distribute the Clermont Engagement Committee (inmate program) agenda in accordance with s258 (Notice of meetings) of the *Local Government Regulation 2012*
- Clermont Engagement Committee (Inmate Program) Secretariat to prepare minutes in accordance with Section 272(6) of the *Local Government Regulation 2012*.

## KEY MESSAGES

Council is partnering with Queensland Corrective Services for the benefit of all Clermont residents and inmates.

**Report prepared by:**

ROBERT PERNA  
**Director Engineering and Infrastructure**

Date: 29 June 2020

**Report authorised by:**

GARY STEVENSON PSM  
**Chief Executive Officer**

Date: 9 July 2020

## ATTACHMENTS

- Attachment 1 – Clermont Engagement Committee (Inmate Program) Terms of Reference

## REFERENCE DOCUMENT

- Nil

# DRAFT TERMS OF REFERENCE - CLERMONT ENGAGEMENT COMMITTEE (INMATE PROGRAM)

## BACKGROUND

The Queensland Corrective Services (QCS) Work Camp Program is one of the most successful prisoner rehabilitation schemes in Australia, injecting annually around \$3.5 million worth of labour into regional Queensland through community service. There are currently 13 work camp sites across Queensland, with 11 camps of male prisoners and two camps of female prisoners. Geographically, they are spread from as far south as Dirranbandi, near the New South Wales border, to as far north as Innisfail. The work camps are annexed to correctional centres and they accommodate 74 low risk male prisoners and 11 low risk female prisoners.

The work camp program has been active in Clermont for 20 years. The program sees workers alternating on two-week rosters between Isaac Regional Council and Central Highlands Regional Council. This program requires a reference committee which is currently facilitated through the Engineering and Infrastructure Services Directorate of Isaac Regional Council.

## ROLE

The role of the Clermont Engagement Committee (inmate program) is to assess and recommend activities and projects for the inmate work program for consideration and approval by Queensland Corrective Services (Capricornia Correctional Centre). Once approved by Queensland Corrective Services (QCS)(Capricornia Correctional Centre) the project is added to the Works Program.

## STATEMENT OF PURPOSE

- Engagement
- Information sharing
- Consensus research on important issues

## AUTHORITY

The Clermont Engagement Committee (inmate program) has no authority to act independently of Council.

The Committee is authorised by Council to undertake work to efficiently and effectively meet the objectives described by its role in these terms of reference.

## MEETING REGIME

Proposed frequency of Committee works meetings:

- January
- April
- July
- October

## MEETING AGENDAS TO INCLUDE THE FOLLOWING COMPONENTS

- Update and discuss emerging and ongoing matters including the existing works program and applications for work
- Review of previous minutes and actions
- Review of work completed

- General business

## **COMMITTEE COMPOSITION**

- Local Community Groups (see Appendix 1)
- Queensland Correctional Services
- Director Engineering & Infrastructure Services
- IRC Division 6 Councillor (Chair)
- Secretariat (Community Liaison Officer) – IRC
- Community Relations Officer - IRC

The Committee will exist for a fixed term ending 30 June 2021 per the current Memorandum of Understanding between Isaac Regional Council and Queensland Corrective Services. A review will occur in January 2021 on the continuance of this Committee.

## **REVIEW**

The Committee shall review its performance and Terms of Reference annually to ensure that it is operating at maximum effectiveness. Following this review, it will provide a report to Council on its performance, recommending any necessary changes.

In reviewing its performance, the Committee will consider:

- the achievement of the Committee's role and terms of reference
- the Committee's decision-making process
- the timeliness, quality and quantity of information received
- the involvement and attendance by Members

## **SECRETARIAL RESOURCES**

The Director of Engineering and Infrastructure shall provide enough administrative resources to the Committee to enable it to adequately carry out its functions.

**The Terms of Reference are to be read in conjunction with the Isaac Regional Council's Code of Conduct.**

## Appendix 1:

### Club Stakeholders-

#### Community

- Clermont Junior Motorcycle Club
- Clermont Race Club
- Clermont Bowls Club
- Clermont Golf Club
- Clermont Pony Club
- Clermont Sporting Shooters Club
- Clermont Artslink Organisation
- QCWA of Clermont
- Clermont Community Business Group (Railway)
- Clermont Day-care and Kindy Organisation
- Clermont Men's Shed
- Clermont Rodeo Society
- Clermont Show Society
- Clermont Bears Ruby League Club Senior and Junior
- Gemfest Festival of Gems (Rubyvale)

#### Council Assets

- Cemeteries - Blair Athol, Copperfield, old area of main Clermont Cemetery
- Blair Athol Monash Lodge, Blair Athol hall and grounds, Frank Dennis units
- Show Grounds
- Pony Club area
- SES Hall and grounds
- Clermont Township, Hoods Lagoon, Public parks.

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<b>MEETING DETAILS</b>	<b>Engineering and Infrastructure Standing Committee</b> Wednesday 15 July 2020
<b>AUTHOR</b>	Robin Thekkekara
<b>AUTHOR POSITION</b>	Design and Planning Engineer

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## 5.4 NAMING OF COUNCIL ROADS AND PRIVATE ROADS POLICY

### EXECUTIVE SUMMARY

This report seeks endorsement from Council for the Naming of Council Roads and Private Roads Policy.

### OFFICER'S RECOMMENDATION

*That the Committee recommend that Council:*

- 1. Adopt the Naming of Council Roads and Private Roads Policy (EI-POL-086).**

### BACKGROUND

The Director of Engineering and Infrastructure was assigned an action request (item 7.3 under the general business, 12 February 2020, Council Meeting) for addressing certain multiple road naming issues. A review of the request identified the requirement for a Council Policy to be established.

The findings from the background study are as follows:

Council receives queries on renaming or naming of roads for many reasons which includes but is not limited to remembrance, existence of multiple local references, creation of new road sections and physical addressing.

There exists a lack of uniformity and clarity on who or how to address the matter. This is attributed to the lack of established guidelines and has resulted in inconsistencies in the interpretation of received requests and delays in responses times to customer's queries resulting in increased customer dissatisfaction. Discrepancies have also been noticed in the use of road names that were contrary to applicable conventions and standards. Such uses have significant adverse impacts on functioning of Emergency Services, mapping services, property addressing and administrative recordings.

Council records show:

- A Register (*Register - Street Name Request -ECM Doc 3176576*) that provides some information on past requests.
- Incomplete records on Road Naming requests(historic)
- Current requests for naming / renaming
- Lack of clear and transparent guidelines contribute to non-compliant requests leading to public dissatisfaction and increased stress on staff when requests are refused.

Name change requests should be assessed and governed by the Australian Standard “AS/NZS4819:2011 – Rural and urban addressing” principles. Name change decisions should be endorsed by Council after careful reviews. Despite the existence of this protocol there are missing matters which could enhance the decision-making process. Therefore, to fulfil Council’s obligations more efficiently and to mitigate future risks associated with the road naming inadequacies, this policy is requested to be established and communicated.

## **POLICY OBJECTIVES:**

- Establish a process to manage requests to carry out naming or renaming of Council roads and private roads in the Isaac Region.
- Provide guidelines for assessing road naming in compliance to “AS/NZS4819:2011 – Rural and urban addressing”
- Provide better guidance to the potential Applicants with their applications to name or rename a road.
- Create awareness for the general public and Council staff of the underlying principles and governing criteria used in the decision-making process for requesting naming of a road or a road name change.

## **IMPLICATIONS**

This road naming policy is intended to minimise risks related to confused addressing, potential delays to public receiving Emergency Services and all other name change requirements.

Notwithstanding this policy, historical inconsistencies may remain unresolved, as this Policy targets current and future requirements in line the Australian Standard “AS/NZS4819:2011 – Rural and urban addressing”.

The Road Naming policy will have minimal to nil funding implications and will be covered by Operational Works budgets, so no separate funding is anticipated.

Under existing ILUA’s IRC must consult with the Barada Barna and Jangga People through the respective Consultative Committees for the naming of certain public places using the traditional names for those places or by using other appropriate words drawn from the traditional languages. This work has not been completed but when complete may form an amendment to this policy. In the interim consultation with the respective Consultative Committees shall occur for each individual Road naming requests.

## **CONSULTATION**

Internal

- Manager Infrastructure Planning and Technical Services
- Coordinator Natural Resources
- Manager Galilee and Bowen Basin Operations
- Manager Infrastructure, Parks and Recreation
- Manager Governance & Corporate Services
- Director Engineering and Infrastructure
- Director Planning, Environment and Community Service
- Manager Liveability and Sustainability
- Executive Leadership Team



## **BASIS FOR RECOMMENDATION**

The proposed policy would enhance consistency of administration and record keeping for rural and urban addressing. It will also create a systematic approach and guide for dealing with queries related to Road Names.

## **ACTION ACCOUNTABILITY**

Manager Infrastructure Planning and Technical Services – Ensure progress and implementation of Naming of Council Roads and Private Roads Policy.

Governance and Corporate Services - Ensure policy is added to the register and uploaded onto Council's Document Management System, Website and Portal.

## **KEY MESSAGES**

Council will have a Policy defining the criteria for road naming or renaming ensuring consistency across the Region and will adhere to the standards AS/NZS4819:2011 – Rural and Urban Addressing.

<b>Report prepared by:</b> ROBIN THEKKEKARA <b>Design and Planning Engineer</b> Date: 20 May 2020	<b>Report authorised by:</b> ROBERT PERNA <b>Director Engineering and Infrastructure</b> Date: 30 June 2020
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## **ATTACHMENTS**

- Attachment 1 – Naming of Council Roads and Private Roads Policy

## **REFERENCE DOCUMENT**

- AS/NZS4819:2011 – Rural and Urban Addressing

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## NAMING OF COUNCIL ROADS AND PRIVATE ROADS – COUNCIL

### APPROVALS

<b>POLICY NUMBER</b>	EI-POL-086	<b>DOC.ID</b>	4624869
<b>CATEGORY</b>	Community		
<b>POLICY OWNER</b>	Infrastructure Planning and Technical Services		
<b>APPROVAL DATE</b>	Insert	<b>RESOLUTION NUMBER</b>	Insert

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## OBJECTIVE

To set out Council's requirements for naming existing and proposed roads and to ensure a consistent approach to the naming of roads.

## SCOPE

This policy applies to the naming of all Roads in the jurisdiction of Isaac Regional Council.

## DEFINITIONS

TERM / ACRONYM	MEANING
Council / IRC	Isaac Regional Council
Road	Road is described as per section 59(2) of the <i>Local Government Act 2009</i> . However, a road for the purposes of this Policy does not include: <ol style="list-style-type: none"><li>1. a state-controlled road, or</li><li>2. A public thoroughfare easement,</li></ol> Private road – Section 60(20) of the <i>Local Government Act 2009</i> states that a private road is a road over land which is owned by a person who may lawfully exclude other persons from using the road
Road Register	A register showing a list of all roads within the IRC region. A road register does not include all private roads, unformed or unmade roads.

## POLICY STATEMENT

### Road Naming

A request for the naming of a road may arise:

- From IRC or the community for an existing unnamed road, or
- From the requirement to rename a current named road, or
- As a result of new road assets being constructed as part of IRC works or development works.
- All Roads that are open to or used by the public must be named in accordance with the provisions defined in the Australian Standard "AS/NZS4819:2011 – Rural and urban addressing" and this Policy.
- Road Names must be unique within the region and in certain instances surrounding regions.
- The name needs to be clear and unambiguous.

Council will maintain the Roads Register where all roads names are listed.

## Road Renaming

Roads with multiple Road Names must be reviewed for renaming.

A road may be renamed upon request if:

- The person or body or entity after which the road was named has been discredited or dishonoured,
- There is very strong community desire for a name change;
- The name is duplicated elsewhere in the IRC area;
- It has been discovered that the information submitted regarding the naming of the road has been found to be factually incorrect;
- The name does not comply with the AS/NZS 4819:2011 for Rural and Urban Addressing

## Guiding principles

Council reserves the right to allocate names in accordance with this Policy. Council has no obligation to accept any name proposed by any group, entity, developer, or individual. Where approvals are granted, conditions may be imposed. Where Council receives a written request for a road naming or renaming the application will be considered against the criteria listed below.

- Compliance to AS/NZS4819:2011 – Rural and urban addressing requirements
- Promotion of Public Safety and Service delivery – All proposed names must be unique to ensure no confusion or delay in any way for public safety and service delivery (e.g. mail delivery, communication, transport, ambulance, fire).
- Road name to stay unique within significant landmarks – Name change along a road outside intersections or triggered by local government boundaries must be avoided.
- Recognition and use of Indigenous languages are encouraged including consultation with Traditional Owners.
- Compliance to relevant Indigenous Land Use Agreement (ILUA) conditions where applicable.
- Demonstration of linkage to locality and reflection of local themes such as local historical, ancestral, cultural, landscape, biodiversity, feature etc are encouraged.
- Adherence to Queensland and federal naming frame works guidelines and World Heritage naming convention requirements.
- Review and consideration of IRC “Historic Names” list

## LEGISLATIONS AND RELATED GUIDELINES

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- AS/NZS4819:2011 – Rural and urban addressing

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<b>MEETING DETAILS</b>	<b>Engineering and Infrastructure Standing Committee Meeting</b> Wednesday 15 July 2020
<b>AUTHOR</b>	Robin Thekkekara
<b>AUTHOR POSITION</b>	Design and Planning Engineer

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## 5.5

## UNMADE OR UNFORMED ROADS POLICY

### EXECUTIVE SUMMARY

This report seeks endorsement of the Unmade or Unformed Roads Policy to guide the maintenance and management of Council controlled unmade roads.

### OFFICER'S RECOMMENDATION

*That the Committee recommend that Council:*

- 1. Adopt the Unmade or Unformed Roads Policy (EI-POL-087).**

### BACKGROUND

In line with the *Local Government Act 2009*, Isaac Regional Council (Council) has control of numerous State lands that were historically dedicated for future road or stock route use and provided lawful access to adjoining properties (although they did not function as a formed road). Due to lack of genuine public demand for traffic function and practical feasibility reasons, no roads have been built or maintained at these State land locations. It has also been identified that there are no Council controlled assets within these vacant road reserves.

These road reserves are collectively identified as "unmade roads". Most of these road reserves haven't been named and are identifiable only on maps that show land parcels. Unmade roads are not marked out on Council's road maps or on the Road Register however all dedicated road reserves are identified on the digital cadastral database layer.

Council has received requests for maintenance of the unmade roads and there are a number of land parcels that have lawful access in the form of an unmade road. While all the land dedicated as road reserve is vested in the State, under *Local Government Act 2009*, Council is responsible for the road functioning and liability for public use. Under the *Civil Liability Act 2003*, exclusion of liability in the event of injury or damage does not apply when Council is aware of such risks. To fulfil Council's obligations and to mitigate future risks associated with the use of unmade roads, a policy is required to be established and communicated.

Policy Objectives:

- Establish the basis and process to manage requests to carry out improvements, minor repairs or maintenance on unmade roads.
- Provide guidelines for legal entities to undertake improvements or repairs on unmade roads.
- Provide guidance to the potential users/ adjoining owners of their obligations and rights with regards to the use of unmade roads.

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## IMPLICATIONS

- The unmade road policy is intended to cover risks related to injury and or damage due to use of unmade roads.
- Despite enforcement of this policy, some historical problems may remain unresolved, requiring work using capital and operational budgets
- Funding for all capital requirements for future road opening, closing or upgrade works will follow the Project Accountability Gateway (PAG) budget bid process
- Council will maintain control of all activities undertaken within all road reserves (made or unmade) in accordance with Section 75 of the *Local Government Act 2009*.

## CONSULTATION

### Internal

- Manager Infrastructure, Planning and Technical Services
- Coordinator Natural Resources
- Manager Governance and Corporate Services
- Director Engineering and Infrastructure
- Director Planning, Environment and Community Service
- Executive Leadership Team

### External

- Department of Environment and Science
- Macrossan & Amiet Solicitors

## BASIS FOR RECOMMENDATION

- The proposed policy would control or limit creation of new road assets that would burden the Council budget.
- The policy would create a systematic approach in dealing with queries related to unmade roads.
- The policy would provide Council with protection in the event of legal action resulting from injury or loss while accessing unmade Road.

## ACTION ACCOUNTABILITY

Manager Infrastructure Planning and Technical Services – Ensure progress and implementation of Unmade Road Policy.

Governance and Corporate Services - Ensure policy is added to the register and uploaded onto Council's Document Management System, Website and Portal.

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## KEY MESSAGES

Council will have an effective local law limiting unnecessary resource allocation to unmade roads and thereby keeping the road infrastructure effective and sustainable while supporting the needs of the region's communities.

<p><b>Report prepared by:</b> ROBIN THEKKEKARA <b>Design and Planning Engineer</b> Date: 20 June 2020</p>	<p><b>Report authorised by:</b> ROBERT PERNA <b>Director Engineering and Infrastructure</b> Date: 30 June 2020</p>
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## ATTACHMENTS

- Attachment 1 – Unmade or Unformed Road Policy

## REFERENCE DOCUMENT

- Local Law 1.1 Subordinate Alteration or Improvement to Local Government Controlled Areas and Roads

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## UNMADE OR UNFORMED ROADS

### APPROVALS

<b>POLICY NUMBER</b>	EI-POL-087	<b>DOC.ID</b>	4624868
<b>CATEGORY</b>	Community		
<b>POLICY OWNER</b>	Infrastructure Planning and Technical Services		
<b>APPROVAL DATE</b>	Insert	<b>RESOLUTION NUMBER</b>	Insert

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## OBJECTIVE

The objectives of this policy are to:

- Establish the basis and process for staff to deal with requests to carry out improvements, minor repairs or maintenance on Unmade and Formed Roads
- Provide guidelines for competent and legal entities to undertake improvements or repairs on unmade roads and
- Provide guidance to potential users/ adjoining owners on safety risks associated with the use of roads that are not Council maintained.

## SCOPE

- This policy applies to current and existing gazetted road reserves under the jurisdiction of Isaac Regional Council (IRC)
- This Policy does not apply to developments that are covered under the *Planning Act 2016*

## DEFINITIONS

TERM / ACRONYM	MEANING
Council / IRC	Isaac Regional Council
Formed Road	A public road reserve that does not have gravel paving, but which is formed using a grader so that stormwater will drain off laterally and may be used by the public but are maintained and used for property access in general.
Unmade Road	A public road reserve that has had no capital improvements including clearing, formation and gravel paving.
Unformed Road	A public road reserve that has been cleared and open to, and customarily used by the public
Competent legal entity	A company or organisation that has legal rights and responsibilities (competent Civil Construction Contractor)

## POLICY STATEMENT

The Unmade Roads Policy's focus is on the following criteria

### Road User Safety

Council does not maintain unmade roads and some unformed and formed roads and therefore does not assume responsibility for any lack of maintenance including maintenance of safe transport functionality on those roads.

### Economic Considerations

Approximately 30% of IRC's Roads remain as Unmade Road. The level of funding available to Council to undertake the required level of maintenance, rehabilitation or renewal is a major constraint. Taking over the responsibility for upgrading and maintaining more roads currently not maintained by Council will require additional funds and the benefits to affected landowners need to be balanced against wider community benefits, reduction in service levels of other Council maintained roads and reduced financial sustainability. Therefore, the cost of maintaining safe access must be borne by the user until such time the road qualifies for Council's maintenance.

### Environmental Impact

Upgrading unmade roads to current standards will have an impact on existing trees, habitat and biodiversity, as most of these roads are in rural areas and have vegetation encroachments along the road reserves. In many cases, these unmaintained road reserves represent the last remnants of undisturbed natural vegetation in the area. A vegetation clearance permit from relevant authorities must be obtained prior to such works.

### Responsibility for Maintenance of Unmade Roads

- Council is not obliged to assume responsibility for unmade roads until it has made a decision under the *Transport Operations (Road Use Management) Act 1995*, that the road is reasonably required for general public use.
- Council only maintains the roads that are included in Council's Register of Public Roads.
- Council maintained Roads are usually constructed by Council or by another party to Council's standards and formally handed to and accepted by Council.

The cost of maintenance of unmade roads is the responsibility of the landowners who use the road for access to private properties. Where access is only for a single property, the property owners may also choose to upgrade the section of road to a standard lower than Council would accept (akin to a driveway) to access their property at their cost and maintenance responsibility.

Unmade roads are often subject to a lease or license by adjacent landowners under the *Land Act 1994*. In such circumstances, Council will not undertake any maintenance in these areas.

Although there is no obligation to undertake maintenance on unmade roads, the following exceptions may apply:

- Maintenance of fire access tracks
- Emergency service access requirements if assessed as acceptable by Council
- Council's own requirements
- Where there is an identified hazard or risk of significant injury or life not covered elsewhere in this policy.

## Upgrading Unmade Roads by Landowners

Council will accept written applications to construct a formed road by the applicants. Applications will be assessed and may be granted conditional approval based on requirements outlined in this policy.

Conditions and standards of construction will generally be as per the Capricorn Municipal Development Guidelines (CMDG), other relevant engineering standards and guidelines in this policy. The Chief Executive Officer (or delegate) has the authority to amend these engineering standards appropriate to the situation.

The construction of a road to Council standards does not automatically imply that Council will maintain the road. Council as a rule will only take over maintenance of the road, if it provides wider community benefits and satisfies the conditions outlined under "Requests for Maintenance" below. At this point the road will be listed on Councils Road Register.

Following construction of the road in accordance with an approval and its acceptance by the authorised Council officer, Council may assume responsibility for its maintenance, subjected to conditions stated in this Policy.

## Requests for Maintenance or Upgrade of Unmade Roads

Council considers applications individually based on:

- the merits to upgrade an existing Unmade Road to Council standard road,
- Costs associated with its maintenance and subsequent management responsibilities.

Factors considered include:

- Has the road has been constructed to a standard acceptable to Council?
- Is there an acceptance of an Infrastructure Agreement by the residents?
- Is the Road named and signed?
- Was the Road previously constructed by or regularly maintained by Council?
- Does the Road contain assets owned and maintained by public service authorities (e.g. Gas, Electricity, Telecommunications, Sewerage and Water)?
- Does the construction of the Road provide clear benefit to several property owners?
- Is the Road required for fire access purposes?
- Is the Road required for emergency services access other than fire access purposes?
- Does the Road connect into and form part of the wider network of public roads?
- Is the Road fenced on both sides?
- Does the Road have a minimum traffic count of average 25 vehicles per day (based on service interference feasibility) on a regular basis?

Council's decision on acceptability of any request will be binding and final.

## Permits, Approvals and Legal

Working on Road permit is applicable prior to commencement of any works on an Unmade Road.

Unmade Roads will continue to remain as the lawful access to adjoining properties and Council is not obliged to assist property owners to establish practical access.

Unmade Roads subject to a State permit or lease or license by adjacent landowners under the *Land Act 1994*, the permit or lease or license holder must undertake any maintenance in these areas. Council will not undertake any maintenance in these areas.

No maintenance or legal liabilities are accepted by Council for works approved by other authorities, e.g. clearing

No legal liabilities are accepted by Council, for usage that does not comply to requirements under this policy

No maintenance or legal liabilities are accepted by Council for instances where natural disasters/ calamities affect the condition of the Unmade roads.

## Guiding principles

Should a landowner require access via an unmade road, Council expects that the landowner will provide that access at their cost. This places them in the same situation as a subdivider who must upgrade roads at their cost as part of a new development.

Where Council receives a written request to carry out minor repairs or maintenance to an unmade road at no cost to Council, approval may be given by the Chief Executive Officer (or delegate) subject to the following conditions:

- a. The applicant obtains all appropriate State Government approvals before any works commences (i.e. clearing etc)
- b. No clearing of vegetation occurs without approval from the Chief Executive Officer (or delegate).
- c. No gravel is placed on the road without the approval of the Chief Executive Officer (or delegate).
- d. The work does not unduly affect or inconvenience neighbouring property holders.
- e. All affected landholders (i.e. regular users) and Council have been notified 2 working days prior to work commencing.
- f. The work is undertaken and protected by a competent legal entity.
- g. The landowner must negotiate and formalise any legal right of entry (e.g. easement) should the access traverse another's property.

## LEGISLATION AND RELATED GUIDELINES

- *Local Government Act 2009*
- *Land Act 1994*
- Subordinate Local Law No. 1.1, 1.14 and 1.15

PAGES 73 TO 132 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

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<b>MEETING DETAILS</b>	<b>Engineering and Infrastructure Standing Committee</b> Wednesday 15 July 2020
<b>AUTHOR</b>	Robert Perna
<b>AUTHOR POSITION</b>	Director Engineering and Infrastructure

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6.1

## ENGINEERING AND INFRASTRUCTURE INFORMATION BULLETIN – JULY 2020

### EXECUTIVE SUMMARY

The Engineering and Infrastructure Directorate Information Bulletin for July 2020 is provided for Committee review.

### OFFICER'S RECOMMENDATION

*That the Committee recommends to Council to:*

1. *Note the Engineering and Infrastructure Directorate Information Bulletin for July 2020.*

### BACKGROUND

The attached Information Bulletin for July 2020 provides an operational update for Committee review on the Engineering and Infrastructure Directorate.

### IMPLICATIONS

Any specific implications or risks will be outlined in the Information Bulletin.

### CONSULTATION

Engineering and Infrastructure Directorate Staff

### BASIS FOR RECOMMENDATION

This is an information only report.

### ACTION ACCOUNTABILITY

Information only report.

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## KEY MESSAGES

Operational update to Elected Members.

<b>Report prepared by:</b>	<b>Report authorised by:</b>
ROBERT PERNA	GARY STEVENSON PSM
<b>Director Engineering and Infrastructure</b>	<b>Chief Executive Officer</b>
Date: 9 July 2020	Date: 9 July 2020

## ATTACHMENTS

- Attachment 1 – Engineering and Infrastructure Directorate Information Bulletin – July 2020
- CONFIDENTIAL Attachment 1a - RMPC 2019/2020 Earned Value Analysis Report
- CONFIDENTIAL Attachment 1b - IRCT2084-0320186 DRFA 2019 Progress Report

## REFERENCE DOCUMENT

- Nil

**DATE:** July 2020

## ENGINEERING AND INFRASTRUCTURE

### DIRECTORATE PERFORMANCE

YTD actual expenditure at June 30 of \$30M is notably behind forecast YTD budget (\$39.8M). Current forecast expenditure to the end of period thirteen is \$36.8M. Several projects were completed in June and not yet invoiced however there are projects that will carry over into the next financial year. The table below identifies the 10 highest value carry over projects.

Forecast Carry Over - 10 Highest Value		
Project number	Description	Amount
CW202776	ISAAC_Surfacing Renewal Program	\$808,407
CW182485	MBH - Sarchedon Drive Road Works	\$413,844
CW182455	CLMT - Sportsground Canteen / Kiosk Rene	\$347,859
CW202784	Construction of Cycle Network Infrastruc	\$301,050
CW202779	Land Resumption Plan in relation to repl	\$229,267
CW202780	ISAAC_Playground Equipment Renewal Progr	\$148,665
CW202772	ISAAC_Rural Resheeting Program	\$135,000
CW192651	ISAACE - STL - Residential - Proactive U	\$128,000
CW202775	ISAAC_P&R Electrical Renewal Program	\$113,991
CW192678	Pasha Road Pave and Seal	\$100,000

Except for CW182455 CLMT - Sportsground Canteen / Kiosk and CW202779 Land Resumption all other carry over projects are committed or in the evaluation phase of procurement. CW182455 CLMT - Sportsground Canteen / Kiosk is for the grandstand works at Clermont and will be going to tender shortly.

The grandstand was determined to be the highest priority in the Clermont Sport facilities upgrade that failed to obtain BBR funding and as such is to be funded from council funds. The delay in delivering this project is predominantly due to waiting for funding approval before determining the scope of works. CW202779 Land Resumption is an allocation for land acquisition and service relocation for the Phillips bridge project. Technical services are currently working with service providers and the landowner to complete these works.



## Other items to note:

Several projects were completed during the month including:

- Pasha road Pave and Seal
- Golden Mile Road upgrade
- Delivery of the 30,000lt semi watercart

The DFRA works have progressed ahead of schedule with internal IRC crews and 2 contractors engaged through the month. This work is producing a notable improvement in damaged areas and is ongoing. Work on Golden Mile road is complete however there is a significant over expenditure relating to a variation for increased embankment quantities. The increase quantities post tender award are associated with inaccurate survey utilised in the design process. Investigations are currently underway to determine the sequence of events leading to the late notification of the variation.

## FINANCIAL STATEMENT – JUNE

1. Sales of Contract & Recoverable Works are unfavourable to the budget by \$641,607. This unfavourable variance is mainly due to the timing of the RMPC contract and recoverable works. Advice from officers confirms that it is expected that the final claims for RMPC to meet its budgeted income and adjusted through end of year processing. The recoverable works are currently being reconciled to submit final claims for 2020 on actual expenditure.
2. Operating Grants, Subsidies & Contributions are \$226,923 favourable compared to budget for the year ended June. This favourable variance is due to the early release of the Federal Assistance Grant for 2020/2021 financial year and higher fuel tax subsidy reimbursement.
3. Employee Expenses are unfavourable compared to the budget by \$422,299. The unfavourable variance is partially due to additional allowances, lower levels of capitalisation and potentially lower vacancy rate.
4. Materials & Services for the financial year are \$13,581,238 unfavourable with \$11,744,380 of actual expenditure and \$11,696,855 in commitments against budget of \$9,859,997. The current commitments that relate to NDRRA works are \$8.5M (the majority will become capital expenditure when the invoices are received) and \$2.3M for recoverable works. Of this unfavourable variance, \$1m is attributable to purely accounting treatment of write-offs and \$1.4M relates to the NDRRA works currently in progress. The NDRRA works will be examined with end of year process to determine if it is operational or capital expenditure, with funding revenue applied to match. Other contributing factors to this unfavourable variance are undercapitalisation of internal plant hire, repairs and maintenance, agency temp staff, Motor Vehicle repairs and maintenance and equipment hire. It is anticipated that a large proportion of the commitments relate to ongoing projects and contracts for the 2020/2021 financial year.
5. Depreciation and Amortisation is currently \$417,743 unfavourable to the budget. This is primarily due to the budget being reallocated through the PECS's and E&I transitions, however the actual depreciation expense has not been reallocated accordingly. This reallocation will occur with the end of year processes.
6. Capital Revenue for the financial year is \$34,333,598 which is \$2,507,648 favourable when compared to budget. This favourable variance is due to the unbudgeted advance payments for the 20/21 Capital Works Program (approx. \$4.2M), which will be adjusted with end of year accrual journals. Without these advance payments, Capital Revenue would be approx.

.....

\$1.75M under budget due to the timing of grant funds received aligned with the delivery of capital projects.

## **PARKS AND RECREATION SERVICES**

### **PREVIOUS MONTH'S ACHIEVEMENTS:**

The further relaxation of COVID-19 restrictions (implemented unexpectedly early on 4 June 2020) required changes to the information signage provided at parks and other recreational facilities, as well as the removal of barriers at some locations.

Toilet waste systems have been pumped-out, additional cleaning has been put in place and preparations have been made for an expected influx of campers – particularly over the school holiday period. Liquid soap dispensers have been upgraded in certain public amenity buildings, with additional units installed at some locations which had only hand soap available.

In all centres, playgrounds, BBQ's and gym equipment is being inspected and wiped down as often as is practicable.

Middlemount - there has been ongoing in-fill of holes created by kangaroos and bandicoots on the AFL fields. Solar lighting has been installed in Blue Mountain Park.

### **CAPITAL PROJECTS**

- Coast – the final delivery of the bollards for the Carmila Beach campground delineation project is expected in early July, to complete stage three of the campground area.
- The Carmila sportsground play equipment installation is still on track for early August.
- Preparations are being made for the likely CAPEX projects of the coming financial year.

### **STAFF**

- Moranbah – the positions of Groundsman and Senior Irrigation Maintainer are yet to be filled
- Glenden – three interviews have taken place to date for the two labourer roles vacant. No decision yet.
- Clermont – Two labourer positions currently filled by labour hire and temp leading hand in place
- Middlemount – Kyle Hearn (labourer) resigned on 09 June. Recruitment to take place.
- Nebo – documentation awaiting approval for recruitment to fill vacancy created by resignation of Wayne Harrison

### **TRAINING**

- Coast – Wayde Gilson has submitted final paperwork for ACDC licence
- Nebo – Traffic MGT certs arrived for Gary Reed, Warren Coates-Truscott, Daniel Pagett and Wayne Christensen
- Clermont – Mark Ruge horticulture course resumes on 05 June

### **HEALTH & SAFETY**

- Toolbox talks continue to include Covid-19 restrictions and updates
- Enquiries have been received about water quality (i.e. BG algae) at Lake Elphinstone
- Moranbah, needle paraphernalia was found near a refuse bin in Nolan Park
- Nebo, a toolbox talk has included a discussion on working alone remotely and isolation.

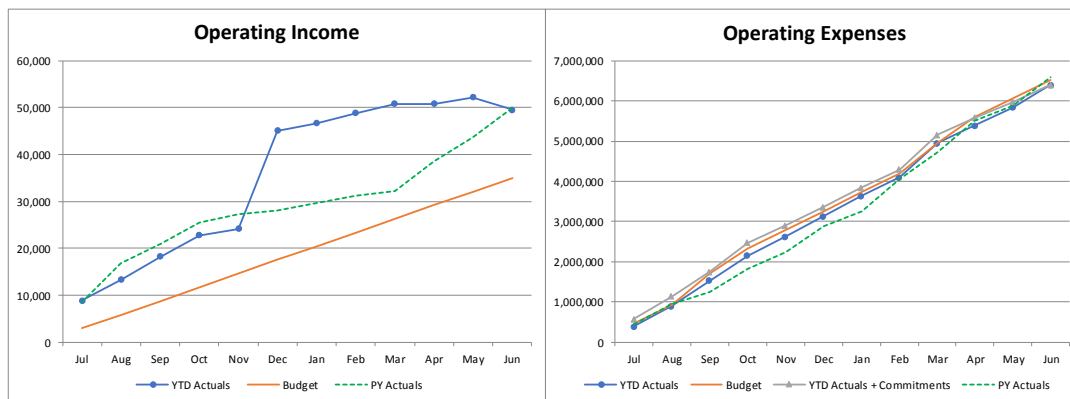
- Overseers are being asked to address Team Leaders and staff regarding the use of Isaac Instants.
- Staggered lunch and tea breaks continue, as does the ongoing sanitisation of vehicles.

## PREVIOUS MONTH'S ISSUES:

- Middlemount - water restrictions have affected the care of parks and open spaces. The team is monitoring the situation and working within the parameters of what is permitted. There has been a theft of the tow-behind aerator and several sprinklers.
- Clermont - vandalism resulted in breakage of the goose house fencing/gate, a damaged sprinkler box, plants being pulled-out and damage to an electrical box in Centenary Park. A truck has mounted the centre island in Main Street, running over hedges and plants.
- Glenden - a sewage leak has been rectified at Lake Elphinstone

## FINANCIAL REPORT:

### Operational Result From Period 1 - 12, 2020 Manager Parks and Recreation



- < Budget
- < 5% over Budget
- > 5% over Budget

## DEVIATION FROM BUDGET AND POLICY:

Some Parks and Recreation Services projects will carry over into the next financial year. The most significant are the Clermont grandstand project, playground renewal program and the electrical works program. All these projects are committed and will be completed early in the new FY.

## OPERATONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Nil to report.

## NEXT MONTH'S PROGRAM

Next month's program of works will focus on the carry over projects for the electrical renewals and playground equipment upgrade. In addition, planning works will be undertaken developing the program for the 20/21 capital works covering design, procurement and construction timeline.

Normal Operational works will continue. An additional focus in the operations area will be developing the Implementation plan for the ROSS.

## DEVELOPING INITIATIVES / ISSUES:

Nil to report

## INFRASTRUCTURE PLANNING AND TECHNICAL SERVICES

## PREVIOUS MONTH'S ACHIEVEMENTS:

### Capital Works 2018-19: Ongoing Projects

- CW192673 Warwick Park Road Design – No progress has been achieved in resolving the issue of the designer becoming insolvent. Consultation is ongoing with council's legal department to achieve an outcome.
- CW192669 Grosvenor bridge Investigation – Data installed by ARRB in collaboration with iComs UK partly relies on their data team located in the UK to monitor the strain that the bridge undergoes on Heavy vehicle passing. The data processing in UK has been heavily affected by Covid19 delaying the presentation of a final report. Recent update from ARRB is that processing in the UK has recently recommenced.

### Capital Works 2019-20: Ongoing Projects

- CW202779 Philips Creek Bridge Land resumption: Land Valuation completed and Legal advice in place. Negotiations with the Landowner to commenced. Native Title and Cultural Heritage Clearances are continuing in FY2020-21. (Expected completion – Aug/early September 2020)
- CW202784 Cycle Network Program 2019-20 – Cycle Track at Capricorn Street, Clermont under CNLGGP funding Program. Tender for Construction works released and closed on 12<sup>th</sup> June 2020. Tender evaluation is underway with award mid-July

### Capital Works 2019-20: Completed Projects

- CW202842 Binda Park Intersection Upgrade – Project works executed by Brown Contractors
- CW202770 Engineering services for Saraji Road Renewal – Detailed design by Langtree Consulting.
- CW202765 Moranbah Access Road - Quarrico Intersection – Detailed design by Langtree Consulting.
- CW202766 School Zone safety renewal within Isaac Region – Project works executed by Seaforth Civil Pty Ltd.
- CW202763 Golden Mile Road Floodway Design Services – JJ Ryan Consulting Pty Ltd completed detailed design for the culvert at CH 9.86Km.

## Operational Works 2019-20: Ongoing Works

- Road Safety Audit (RSA) for School Bus Route and Road Infrastructure in the Roads around the schools in the ISAAC Coastal Area is in progress by SLR Consulting Engineers Australia. (Expected completion – Jul 2020)

## Operational Works 2019-20: Completed works

- Road Safety Audit (RSA) for key streets in Middlemount Town and Peak downs Mine Road, Saraji Road and Golden Mile Road at Dysart completed by SLR Consulting Engineers Australia. A program of works is being drafted for 2020/21
- Bully Creek Bridge – Level 3 investigations for the Abutments, Girders and Deck rail has been completed by Cardno. An application for funding for the bridge replacement has been submitted to the Bridge Replacement Program

The below table identifies additional ongoing IPTS activities.

Description	Activity	Outcomes
Traffic Counters	- Install traffic Counters - Update of traffic count data	2 Traffic Counters installed
Development Applications	-Inputs in assessment of Development Applications	Development Applications assisted – 7
Permits	- Works on Road Corridor - Driveway/Crossover - Grids	Works on Road corridor – 4 Land Access Activity – 2 Driveway/Crossover – 1 Installation of Grid – 0

## PROGRESS ON NATURAL RESOURCES

### Gravel

Site Based Management Plans (SBMP) for 4 pits under Dept. Forestry Sales Permit have been accepted and approved by the Department. These pits were accessed recently to complete DRFA works on Craven, Islay Plains, Pioneer and Bulls Head Road. They will remain under the 5,000T/annum extraction limits at this time with the possibility of upgrading to the EA permit should larger roadwork projects support this application.

Completion of the individual SBMP are in the process for the anticipated 6 pits for next year's program. The relevant Environmental Authority permit will be applied for as well to enable the extraction quantities above 5,000T/annum at the individual sites.

Land Tenure	Total Number (Active Pits Only)	EA Permit (For over 5,000T yearly removal)	Sales Permit (For any material removed from State lands, with exemptions)	Site Based Management Plan Created	inactive sites rehabed	TOTAL # of Sites accessed 2019/20
Freehold	28	5	N/A	2	-	6
Leasehold	37	10	34*	7	6/42	7
Road reserve	4	N/A	N/A		-	2
Other reserve	5	2	N/A		0/5	
	<b>74</b>	<b>17</b>	<b>34</b>	<b>9</b>	<b>6</b>	<b>15</b>

\*Expression of Interest submitted to Department of Forestry for 3 additional sites that are identified as Active and on leasehold

## Water

### Booroondarra-Capella Road Successful Bore

To finalise the 2019/2020 water source project, Council was successful in securing a bore at 90m depth within the Booroondarra Camping and Water Reserve. It has been reporting a good flow rate which will be equipped with submersible pump to a storage capacity of 4 x 46,000L polytanks. This will be tested with resheeting works programmed for 1<sup>st</sup> Quarter of 2020/21.

### Private Dam on Wuthung Road

A Landholder on the Wuthung Road has presented to Council a 10-year lease agreement with one off payment in advance to invest into the “backwater” section of an existing dam. The proposal through a lease agreement is a new concept for Council and all financial and legal implications are currently being pursued.

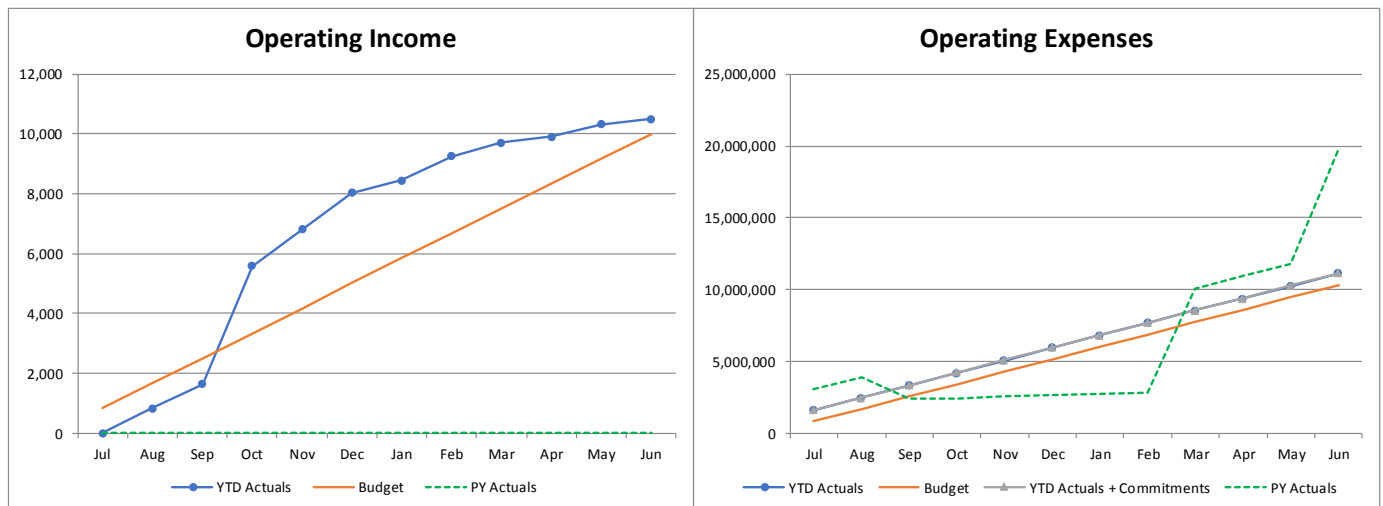
It is confirmed that this water source has been identified as a key location in our rural water source strategy and securing access to it would be of great benefit to Council. Council has been accessing this site for over 35 years under no agreement or payment setup.

## PREVIOUS MONTH'S ISSUES:

- Report on multiple names for roads across the region. This assignment can be addressed after the Road Naming Policy has been adopted by Council.
- It can be noted that the policy on the naming of roads has been drafted and will be tabled for consideration by Council in due course.

## FINANCIAL REPORT:

### Operational Result From Period 1 - 12, 2020 Manager Infrast and Technical Services



- < Budget
- < 5% over Budget
- > 5% over Budget

## DEVIATION FROM BUDGET AND POLICY:

### Budget Deviation:

Additional funding is required for the Golden Mile Rehabilitation works due to issues on the project. During the initial construction phase the contractor highlighted discrepancies between:

1. Their survey of the existing running surface
2. the contracted designers survey of the existing surface.

The contract designer resurveyed the site and acknowledge that an error had occurred in the original survey. Quantities calculated from the original survey were also determined to be incorrect affecting the volume of embankment and corrector material required. As a result of these inaccurate figures, to achieve the final design profile the quantity of embankment and corrector material procured by the contractor was significantly increased over the tendered quantities requiring an additional budget request of \$222K.

Policy Deviation: Nil deviation

## OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

### NIL TO REPORT

### NEXT MONTH'S PROGRAM:

Following Capital Works Projects 2020-21 scheduled to commence during next month.

1. Pioneer Road Pavement Design
  - a. Site visit and Scope finalisation
2. Valkyrie Road Pavement Design

- 
- a. Site visit and Scope finalisation
  3. Barada Barna Welcome to Country Signage
    - a. Approvals from TMR for installation locations

## **DEVELOPING INITIATIVES / ISSUES:**

Nil to report

## **FUNDING APPLICATIONS:**

1. Black Spot Program (BSP) – closing date 17<sup>th</sup> July 2020
2. Local Roads and Community Infrastructure Program

## **WORKSHOPS, PLANT AND FLEET**

## **PREVIOUS MONTH'S ACHIEVEMENTS:**

- Depot fuel Smart Fill Upgrades to service Nebo, St Lawrence and Glenden substantially completed. Minor tidy up works required
- 30,000Litre Semi Watercart delivered to Clermont

## **PREVIOUS MONTH'S ISSUES:**

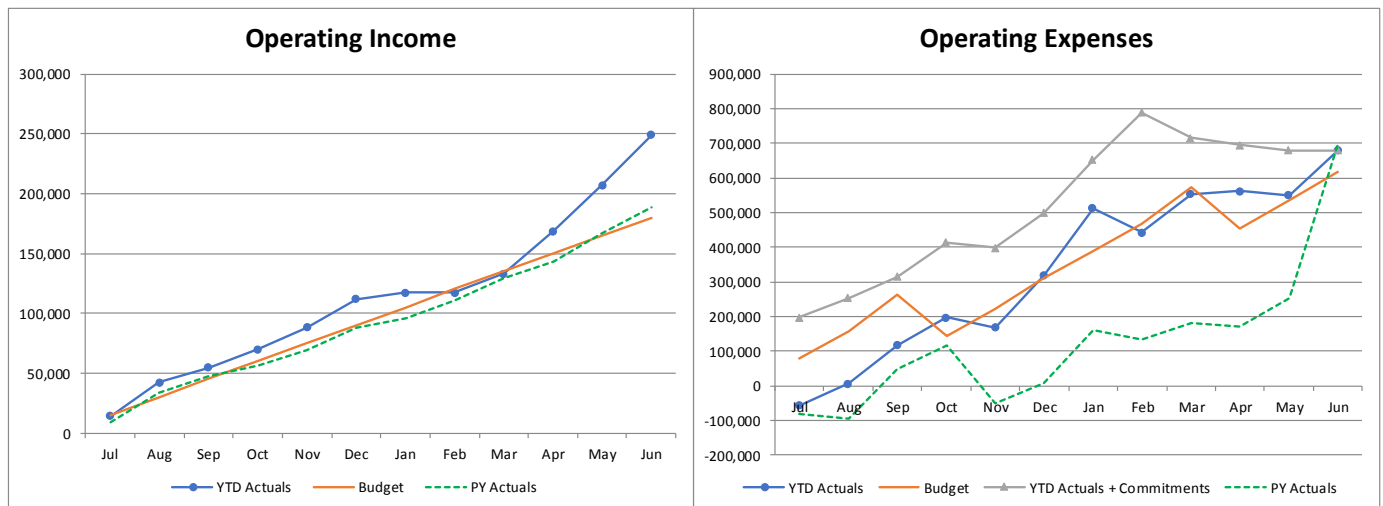
Continued advertising to fill current roles:

- Mobile fitter Moranbah – Commencing Advertising early July



## FINANCIAL REPORT:

### Operational Result From Period 1 - 12, 2020 Manager Plant, Fleet & Workshops



- < Budget
- < 5% over Budget
- > 5% over Budget

## DEVIATION FROM BUDGET AND POLICY:

Nil to report.

## OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Nil to report

## NEXT MONTH'S PROGRAM:

### Organisation Development Plan or Capital Projects Scheduled to Commence During Next Month

PROJECT NAME/ DESCRIPTION	START DATE	SCHEDULED END DATE	COMMENTS/EXCEPTIONS
Replace 31 vehicles	1/7/2019	30/6/2021	Finalise specification and requirements for 2020-21 budgeted replacements
Various plant replacements	17/2019	30/6/2021	Finalise specification and requirements for 2020-21 budgeted replacements
Truck replacements	1/7/2020	30/6/2021	Finalise specification and requirements for 2020-21 budgeted replacements

## DEVELOPING INITIATIVES / ISSUES:

- The fleet team are currently in discussion with Department of Transport in relation to what would be required to have two of Council's workshops certified as approved inspection stations. The

initial investigations show there will be no Capital Outlay and minimal ongoing operational costs. This work is expected to be finalised by the end of July 2020 with a report presented to council.

- IRC Plant & Fleet Hire Rates and 10-year Fleet and Plant replacement schedules have been completed.
- A full review of current fleet and plant assets has commenced with a report and recommendation to be finalised in Sept 2020, this will identify areas of improvement and enhanced service levels, this data will also inform the proposed Fleet and Plant Management Strategy
- Data collection has commenced on Plant and Fleet utilisation
- Data collection has commenced on Vehicle usage rights (limited private, commuter use etc)
- Stakeholder engagement has commenced with E&I on current and future plant requirements, hire vs ownership, assets not required. Other departments will be involved in the coming months

#### **Covid-19 Related Issues:**

- Social distancing and sanitising requirements have been discussed with maintenance teams when attending to breakdowns or working on fleet and plant assets.

## CORPORATE PROPERTIES

### PREVIOUS MONTH'S ACHIEVEMENTS:

- Internal rectification of Bair Athol Hall is underway with works being completed subject to budget restrictions, the current stage of works is inclusive of
  - Ceiling and insulation replacement
  - Full internal commercial clean
  - Removal of unsafe pergola timbers
  - Repairs to external eaves/soffits
  - Address all roof plumbing issues
  - Removal of stained carpets and replacement with commercial vinyl flooring
  - Treatment to external roof access where possums/rodents have entered roof space.
  - Minor internal painting
  - Testing and cleaning of ducted air conditioning units
  - Replacement of broken glass sheeting panels
- Commencement of Nebo Administration ablution block upgrade
- Commencement of Middlemount Fatigue Accommodation upgrade to rectify water ingress and ventilation issues
- Award of contract for St Lawrence Administration Building re-stumping works
- Completion of Moranbah Administration level 2 internal office upgrades
- Completion of various regional residential property upgrade/renewal projects

## Staff

The current role of Electrician has been advertised and interviews completed, there is a preferred candidate who would need to relocate to the region with his family, discussions are progressing.

Remaining vacant positions are currently on hold as we progress through Covid-19 Pandemic, this is being reviewed weekly.

## PREVIOUS MONTH'S ISSUES:

- Finalising all capital delivery programmes to meet end of FY timeframes
- Review of all purchase orders (commitments)
- **DEVIATION FROM BUDGET AND POLICY:**
- No major deviations or exceptions to report.
- **OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING:**

Strategy (i.e. C5)	Service Area	Description	Highlight/Exception, including explanation
	All AOP & ODP projects		The housing strategy has commenced and is progressing with further data validation.

## NEXT MONTH'S PROGRAM:

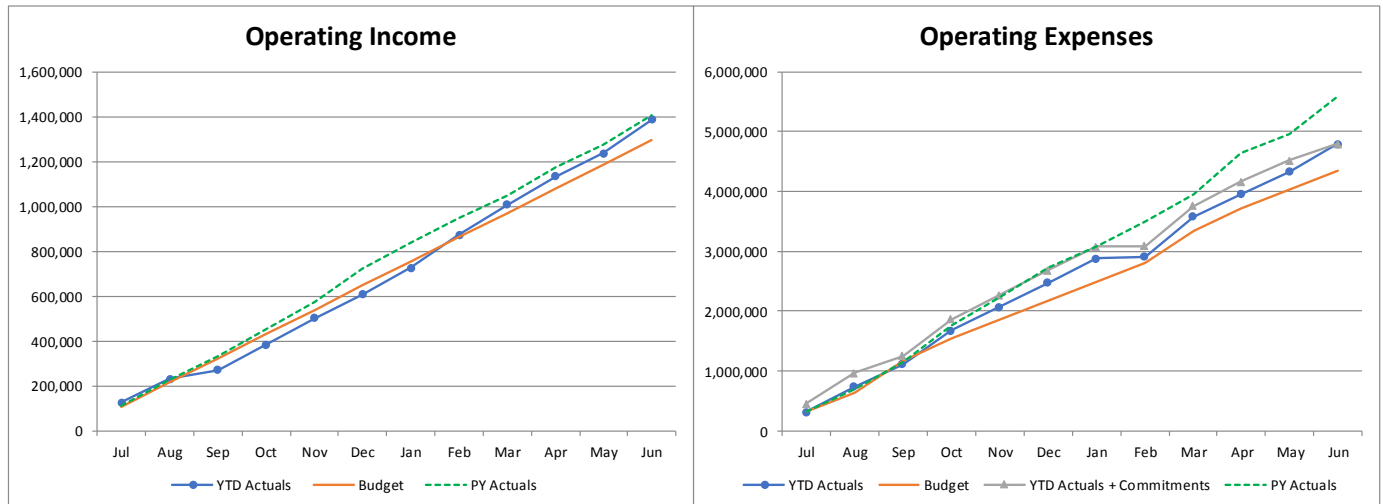
- Key focuses for this period will be the continuation and completion of many maintenance programs as well finalising the planning and continuing with the delivery of the capital works program for 2019/20.

## DEVELOPING INITIATIVES / ISSUES:

- The corporate properties team are conducting a full review and assessment of all corporate properties operational and financial BAU activities to provide valid data to the formation of the proposed Corporate Properties Housing Strategy to be completed by end of Aug 2020
- Current PSA's that were in place at the beginning of the financial year have expired, this does not hamper service delivery, it does however create a longer procurement process to ensure we meet purchasing policy compliance, please be patient whilst the PSA requirements are reviewed and new agreements are finalised. **Ongoing**

## FINANCIAL REPORT

### Operational Result From Period 1 - 12, 2020 Corporate Properties & Fleet



## Organisation Development Plan or Capital Projects Scheduled to Commence During Next Month

AOP & ODP – Deliverables

As per comments reported in below table

Capital Projects

CW Number	Project Name/ Description	Start Date	Scheduled End Date	Status Update
CW202825 CW202831 CW202826 CW202828 CW202827 CW202830 CW202829	Regional residential program- MBH- 50% Complete NBO- 90% Complete CLM- 90% Complete MMT- Commence May DYS- Commence May STL- Commence May/June GLN – 80% Complete	July 10	30/6/2020	Some areas completed, minor carry overs to 2020/21 FY
CW202876	Corp – Master keying program	July 17	April 2020	Complete
CW202785	Corp Leasing Compliance – Blair Athol Hall	July 19	June 2020	Works Commenced
CW202837	40 Lime street demolition	Aug 19	April 2020	Completed

CW202790	MMT Fatigue	July 19	July 2020	Works commenced
CW202788	MBH Admin Upgrade	July 19	June 2020	Completed
CW202789	MBH – Library Wall Artwork – for Naidoc Week	July 19	July 2020	Artwork has been approved and finalised, currently at profilers and printers

## INFRASTRUCTURE

### PREVIOUS MONTH'S ACHIEVEMENTS:

#### Minor Works completed:

- Pothole patching on Valkyrie, Saraji, Mt Stuart-Bedford Weir, Golden Mile, Barmount, Greenhill and Notch Point Roads
- Roadside slashing on various roads including Grasstree, Barmount, Huntley, Laglan and Kenlogan Roads
- Shoulder repairs on Dysart-Clermont Road
- Stabilisation works on Golden Mile Road
- Roadside furniture on Greenhill and Douglas Roads
- Backfill culvert sink hole on Barmount Road
- Road defect inspections on local roads throughout region

#### Maintenance Grading:

- Valkyrie Road
- Silver K Road
- Notch Point Road
- Marion Settlement Road
- Cape Palmerston Road
- Rasmussen Road
- Waltons Road
- Platts Road
- Upper Flaggy Rock Road
- Frankfield Road
- Bulliwallah Road
- Carmichael Road
- Hyde Park Road
- Moray Carmichael Road
- Mt Gregory Road
- Twin Hills Road

#### Resheeting:

- Collaroy Killarney Road – CH12.45-15.45. Project partly complete. Works were halted until July/August 2020 due to procurement delays with rock crusher.

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## RMPC:

- Monthly road defect inspections complete
- Pothole patching and edge break repairs throughout region including Dysart-Middlemount Road, Fitzroy Developmental Road, May Downs Road, Peak Downs Highway, Oxford Downs Sarina Road, Bruce Highway Gregory Highway and Gregory Developmental Road
- Roadside slashing on Dysart-Middlemount Road and Gregory Developmental Road
- Shoulder grading on Fitzroy Developmental Road
- Roadside slashing on Bruce Highway including boom slashing/clearing in sections
- Stabilisation, resheeting and sealing works on May Downs Road
- Guidepost replacement on Peak Downs Hwy, Marlborough-Sarina Road, Oxford-Sarina Road and Bruce Highway
- Signage replacement on Marlborough-Sarina Road

## Capital Works:

- CW202777 Clairview Boat Ramp - car park bollards complete. Stabilisation of Barmount and Kilcummin School Road complete
- CW192678 Pasha Road Pave and Seal – Final assessments for Brown's sections being completed. Drainage issues at the far western end
- CW192679 Pasha Road Drainage Structures – Works completed by IRC crew on approaches to drainage structures.
- CW202839 Collaroy Killarney Road Pave and Seal – Construction and seal complete
- CW202774 Marg's Park Rock Protection – Construction of rock protection complete
- CW202768 Mackenzie River-Capella Road – Additional scope of works complete
- CW202839 Golden Mile Road Rehabilitation and seal - Complete
- CW202841 DRFA Ex TC Trevor Flood Event – IRC portion of work in progress
- CW202776 Reseal Program – All rural roads complete. Urban roads carried over till September 2020

## Emergent Works:

- Temporary closure of Waverley Creek Rest Area on Bruce Hwy due to plumbing issues and clean up of dumped material in trucking area
- Tropic Street/Clermont Connection Road – Gravel top up to road shoulders after asphaltting works left drop offs.
- Vehicle accidents on Bruce Highway and Peak Downs Highway requiring assistance

## PREVIOUS MONTH'S ISSUES:

- Issues with ticketed / licensed employees for maximum versatility and production
- Supply of ordered products delayed planned works
- Lack of available contractors for plant hire / works due to internal issues and external demand
- Personnel resourcing through illness, injuries, resignation and leave reduction
- Plant break downs

## DEVIATION FROM BUDGET AND POLICY:

Nil to Report

## OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Nil to Report

### NEXT MONTH'S PROGRAM:

#### Minor Works

- Rest area servicing
- Routine maintenance works
- Road inspections and defect logging
- Pothole patching as required and in particular on Dysart-Clermont, Mt Stuart-Bedford Weir, Saraji, Golden Mile and Loadsman Roads and Sale Yard Lane
- Roadside slashing on various roads including Mt Stuart-Bedford Weir Road and Kenlogan Road
- Drainage works/profiling at Spring Gully on Saraji Road
- Footpath repairs in Glenden
- Roadside furniture and signage replacement across the region
- Flood depth markers to be installed on Pioneer, Degulla, Lou Lou Park, Bygana, Elgin, Laglan and Waltham Roads once a contractor can be procured. So far only negative replies received and looking to try to complete in house

#### Maintenance Grading

- |                        |                          |                       |
|------------------------|--------------------------|-----------------------|
| • Warwick Park Road    | • Taylors Road           | • McLeods Road        |
| • Isaac River Road     | • Jacksons Road          | • Connollys Road      |
| • Gaviglios Road       | • Garnhams Road          | • Elalie Road         |
| • Gillinbin Creek Road | • Jacksons Crossing Road | • Turrawulla Road     |
| • Palms Road           | • Hindles Road           | • Twin Hills Road     |
| • Loadsman Road        | • Camerons Road          | • Avon Road           |
| • Browns Road          | • Leichhardt Creek Road  | • Dooruna Road        |
| • Tinerta Road         | • Barbours Road          | • Albro Road          |
| • Gibberland Road      | • Carmila West Road      | • Lambing Lagoon Road |
| • Majors Road          |                          | • Wondabah Road       |
| • Streeters Road       |                          |                       |

#### Resheeting

- Nil

#### Capital Projects

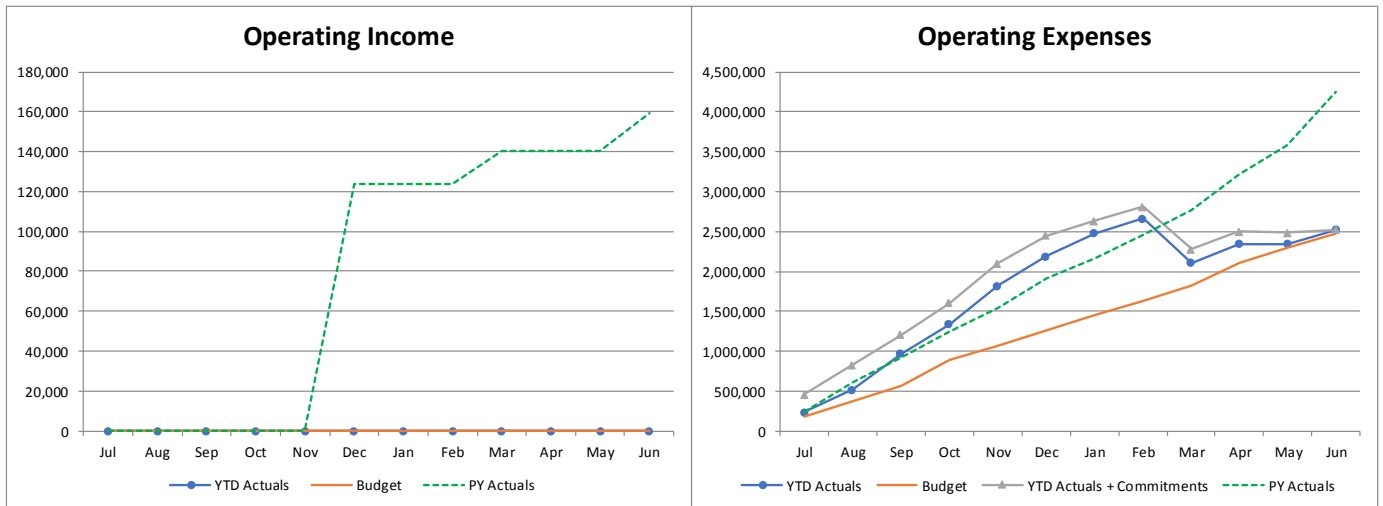
- CW192678 Pasha Road - Pave & Seal – Survey and drainage carry over works
- CW202841 DRFA Ex TC Trevor Flood Event – Continuation of program

#### RMPC

- RMPC inspections / defect backlogging ongoing
- Rest area and truck stop servicing
- Pothole patching across region including Dysart-Middlemount Road, Fitzroy Developmental Road, May Downs Road, Bruce Highway, Gregory Developmental Road and Gregory Highway
- Roadside furniture as required across the region

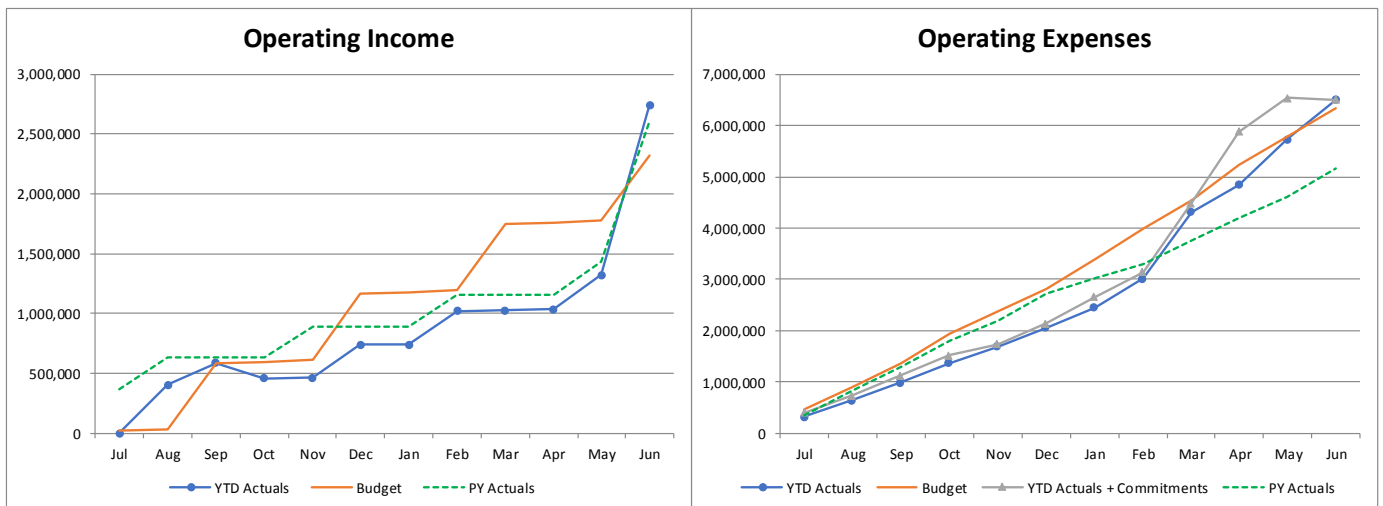
## FINANCIAL REPORT:

### Operational Result From Period 1 - 12, 2020 Manager Infrastructure East



- < Budget
- < 5% over Budget
- > 5% over Budget

### Operational Result From Period 1 - 12, 2020 Manager Infrastructure West



- < Budget
- < 5% over Budget
- > 5% over Budget

**Organisation Development Plan Scheduled to Commence During Next Month**  
 Nil to Report



## DEVELOPING INITIATIVES / ISSUES:

- Covid-19
- Water may become in issue for DRFA works on Pioneer Road. Extra water carts may need to be sourced

## GALILEE & BOWEN BASIN OPERATIONS

### PREVIOUS MONTH'S ACHIEVEMENTS:

Proponents engaged

- Pembroke
  - Compensation Agreement
  - Continuing negotiations for Infrastructure Access Agreement – Meeting occurred on 6 March 2020 to review amendments made
  - Pipeline license
  - Water Supply Agreement
- Futura
  - Notifiable Road Use compensation agreement
  - Compensation Agreement
    - Including realignment of Saraji Road
- BMA
  - Award of contract to undertake traffic impact assessment of Red Hill Road to identify volume of BMA/BHP traffic
  - BMA have agreed to contribute towards damaged guardrail in the vicinity of the overpass on Peak Downs Mine Road
- Adani
  - Undertaking Infrastructure Access Agreement
    - Maintenance Works are continuing
    - Gregory Developmental Intersection has commenced
    - Awaiting design supporting evidence from Adani Mining
    - Construction on 3.15km upgrade for Bulliwallah Road is continuing
  - Concerns are starting to arise regarding Adani not meeting a key milestone of the Infrastructure Access Agreement, Officers are assessing the risk/consequence and evaluating recommended options including seeking legal advice from McCullough Robertson.
  - Concerns identified regarding the level of engagement with Impacted land holders for stock management infrastructure

- Notice sent to Adani directing additional road maintenance and dust suppression resources.

- **RMPC**

- **Progress of Works**

- Monthly road defect inspections complete
- Pothole patching and edge break repairs throughout region including Dysart-Middlemount Road, Fitzroy Developmental Road, Gregory Highway and Peak Downs Highway and Bruce Highway
- Roadside slashing completed on Bruce Highway
- Roadside furniture repairs/installation on Bruce Highway, Peak Downs highway, May Downs road
- Rest Area Servicing on Bruce Highway, Peak Downs Highway, Fitzroy Developmental Road and Dysart-Middlemount Road
- All Stabilisation Works - completed 27C Gregory Highway, 33A Peak Downs Highway, 512 Marlborough-Sarina road & 514 Oxford -Sarina road
- DTMR have provided additional funding for works to be completed specifically on May Downs Rd - \$905,000
  - Works – 100% complete
- **Financials:** Below is Summary of Contract Expenditure
  - Original Contract Value: \$3,500,000 (exc. GST)
  - **Total Revised Contract Value \$5,202,002.26**

- **IRCT2084-1219-183 – Construction of Collaroy Culverts**

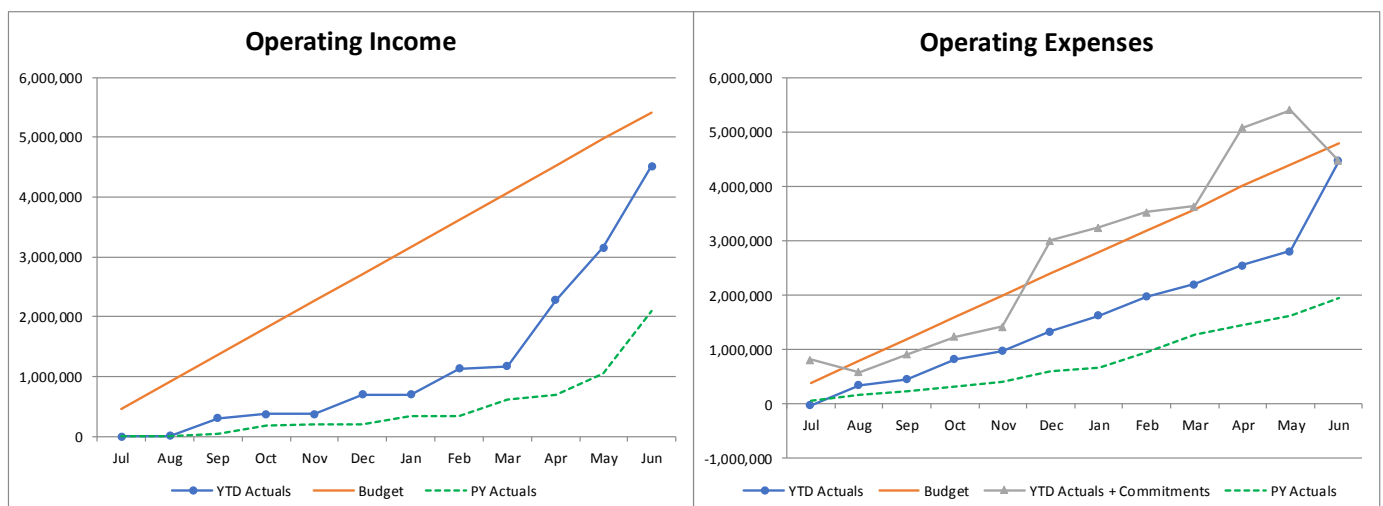
- Construction works: Site Works were completed well in advance of program & Contractor has demobilised from site
  - Date of Practical Completion: 20/05/2020
  - Target date for completion: 30/06/2020
- All work completed:

## PREVIOUS MONTH'S ISSUES:

- BMA – Peak Downs Mine Access Road
  - It has been identified that an area of recurring failure has failed again following the remediation works undertaken in 2018. The rate of subsidence has reduced significantly.

## FINANCIAL REPORT:

### Operational Result From Period 1 - 12, 2020 Bowen Basin and Galilee Operations



- < Budget
- < 5% over Budget
- > 5% over Budget

## BOWEN BASIN AND GALILEE OPERATIONS

### DEVIATION FROM BUDGET AND POLICY

- The Materials & Services including committed variance is as a result of the three-year purchase order for Shepherd Services for the Engineering and infield support in accordance with the Infrastructure Access Agreement. This is expected to continue through to December 2021.

### NEXT MONTH'S PROGRAM:

- Continued negotiation with Pembroke
- Negotiation of Compensation Agreement with Vitrinite
- Negotiation Notifiable Road Use Agreement with Futura
- Monitoring and evaluation of Adani Maintenance Works and Stage 1 Infrastructure Works

## RMPC

### NEXT MONTH'S PROGRAM: - NEW CONTRACT

- Contract for RMPC 20-21 currently in approval stage



- 
- Keltone Constructions currently have Two Maintenance Crews established on site. A 3<sup>rd</sup> crew (Subcontractor) is been utilised when available to complete works
  - Works programmed on the following roads for July:
    - Crew 1**
      - Karmoo Road
      - Gttins Road
      - No Name Road
      - Peakvale Road
    - Crew 2**
      - Round Road
      - East West Road
      - Golden downs Road
  - IRC Crews to continue Maintenance Grading operations on
    - Pioneer Road
    - Craven Road
    - Bulls head Road
    - Wynyard Road
  - Bennetts Crews to commence Maintenance Grading operations in July on
    - Claveston Road
    - Wondabah Road
    - Dooruna Road

**Report authorised by:**

Robert Perna

**Director Engineering and Infrastructure**

Date: 9 July 2020

## ATTACHMENTS

- Attachment 1 - RMPC 2019/20 Earned Value Analysis Report
- Attachment 2 - IRCT2084-0320186 DRFA 2019 Progress Report

PAGES 157 TO 162 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS