

## **Ordinary Meeting of Council Minutes**

***Held at Western Downs Regional Council's  
Miles Customer Service Centre***

**On Wednesday, 11 March 2020**

Commencing at 09:30 AM

**R. A. MUSGROVE  
CHIEF EXECUTIVE OFFICER**

**11 March 2020**

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# Ordinary Meeting of Council Agenda

Pages

1. **DECLARATION OF MEETING OPENING**
2. **OPENING PRAYER AND MINUTE SILENCE**
3. **APOLOGIES**
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5. **CONFIRMATION OF MINUTES**
  - 5.1 **Adopt Minutes Ordinary Meeting of Council**
    - 5.1.1 **Adopt Ordinary Meeting of Council Minutes 19 February 2020** 1  
The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 19 February 2020
6. **BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**
7. **PRESENTATION OF PETITIONS BY COUNCILLORS**
8. **MAYORAL UPDATE**
  - 8.1 **Executive Services Mayoral Report February 2020** 33  
The purpose of this Report is to provide Council with significant meetings, forums and delegations attended by the Mayor during the month of February 2020

## **9. CONFIDENTIAL ITEMS**

*Section 275 of the Local Government Regulation 2012 in relation to Closed meetings provides:*

*(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; or*

*(b) 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.*

### **9.1 EXECUTIVE SERVICES**

9.1.1 Executive Services Confidential Report Audit Committee Meeting Minutes 3 December 2019

The purpose of this Report is to provide Council with a copy of the Unconfirmed Minutes of the Western Downs Regional Council Audit Committee Meeting held on Tuesday, 3 December 2019.

### **9.2 CORPORATE SERVICES**

9.2.1 Corporate Services Confidential Report Tender MM13-19-20 Digital Billboards Dalby Chinchilla

The purpose of this Report is to provide Council with an assessment of the tenders received for the supply/manufacture and installation of two double faced LED billboards approximately 6 metres high by 3 metres wide located at Dalby and Chinchilla to enable Council and Local Community Groups to promote local events and inform the public.

9.2.2 Corporate Services Confidential Report Quarterly Liability Update as at 31 December 2019

The purpose of this Report is to provide Council with a quarterly update on liability matters as at 31 December 2019.

**9.3 COMMUNITY AND LIVEABILITY**

**9.4 INFRASTRUCTURE SERVICES**

**10. DEPUTATION**

**10.1 Deputation Eunice Turner**

**11. PLANNING**

**11.1 (035.2019.565.001) Community and Liveability Report Development Application for Reconfiguring a Lot (Boundary Realignment) of Lots 3 4 5 and 6 on D14948 at 153 Cunningham Street Dalby The Corporation of the Synod of the Diocese of Brisbane** 36

The purpose of this Report is for Council to consider the proposed development to Reconfigure a Lot (Boundary Realignment) of land described as Lots 3 4 5 and 6 on D14948 and situated at 153 Cunningham Street, Dalby.

**12. EXECUTIVE SERVICES**

**12.1 Executive Services Chief Executive Officer Report February 2020** 53

The purpose of this Report is to provide Council with the significant meetings, forums and delegations attended by the Chief Executive Officer during the month of February 2020.

**12.2 Executive Services Report Outstanding Actions February 2020** 55

The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 19 February 2020.

**13. CORPORATE SERVICES**

**13.1 Corporate Services Report Amendment Enterprise Risk Management - Council Policy** 57

The purpose of this Report is to seek Council's approval of the amended Enterprise Risk Management - Council Policy.

**13.2 Corporate Services Financial Report February 2020** 63

The purpose of this Report is to provide Council with the Financial Report for the period ending 29 February 2020.

**14. INFRASTRUCTURE SERVICES**

**14.1 Infrastructure Services Report Transport Asset Maintenance Management Review and Update 71**

The purpose of this Report is to provide Council with a summary of changes made to Council's Transport Asset Maintenance Management Plan following review of the plan after a 2 years implementation trial.

**14.2 Infrastructure Services Report Regional Road Transport Group Transport Infrastructure Development Scheme Funding 166**

The purpose of this Report is to seek Council's approval to amend the 2019/20 Capital Budget to optimise the Regional Road Transport Group Transport Infrastructure Development Scheme Funding in 2019/20 and future years.

**15. COMMUNITY AND LIVEABILITY**

**15.1 Community and Liveability Report Reds vs Waratahs Pre-Season Trial Match 2020 173**

The purpose of this Report is to provide Council with a summary of the Reds vs Waratah 2020 Pre-season Trial Match and community activations.

**16. NOTICES OF MOTION**

**16.1 CONSIDERATION OF NOTICES OF MOTION/BUSINESS**

**16.2 RECEPTION OF NOTICES OF MOTION FOR NEXT MEETING**

**17. URGENT GENERAL BUSINESS**

**18. MEETING CLOSURE**

**Title** **Adopt Ordinary Meeting of Council Minutes 19 February 2020**

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**Date** 3 March 2020

**Responsible Manager** R. Musgrove, CHIEF EXECUTIVE OFFICER

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### **Summary**

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 19 February 2020

### **Link to Corporate Plan**

Nil

### **Material Personal Interest/Conflict of Interest**

Nil

### **Officer's Recommendation**

That this Report be received and that:

1. The Unconfirmed Minutes of the Ordinary Meeting of Council held on 19 February 2020, copies of which have been circulated to Members, be taken as read and confirmed.

### **Attachments**

1. Copy of Unconfirmed Minutes of the Ordinary Meeting of Council held on Wednesday, 19 February 2020.

**Authored by:** L.Paine, Executive Assistant



## Ordinary Meeting of Council Minutes

**Date:** Wednesday, 19 February 2020  
**Time:** 9:30 am  
**Location:** Wandoan Customer Service Centre  
6 Henderson Road, Wandoan QLD 4419

**Councillors:** Cr.P.M.McVeigh (Chairperson)  
Cr.A.N.Smith  
Cr.K.A.Maguire  
Cr.I.J.Rasmussen  
Cr.C.T.Tillman  
Cr.P.T.Saxelby  
Cr.R.C.Brown  
Cr.D.E.Ashurst  
Cr.G.M.Olm

**Officers:** R.A.Musgrove, Chief Executive Officer  
S.M.Peut, General Manager (Corporate Services)  
G.K.Cook, General Manager (Infrastructure Services)  
J.K.Taylor, General Manager (Community and Liveability)  
J.Weier, Senior Executive Officer  
A.G.Lyell, Executive Services Administration Officer  
L.M.Paine, Executive Assistant

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**1. DECLARATION OF MEETING OPENING**

The Chairperson declared the Meeting open at 9.30AM.

**2. OPENING PRAYER AND MINUTE SILENCE**

Terry Holland of the Presbyterian Church delivered the opening prayer. This was followed by the observance of a minute silence.

**3. APOLOGIES**

Nil.

**4. CONGRATULATIONS**

**4.1 Congratulations Dennis and Anderson**

Cr. K.A. Maguire requested that congratulations be extended to Helen Dennis, a Chinchilla Artist, for her artwork "Fairy Tree" which was successful in winning a place in the inaugural Outback Way Outdoor Gallery exhibition.

Cr. K.A. Maguire requested that congratulations also be extended to Cheryl Anderson, a singer from Dalby, on winning two awards, the 2RRR Album of the Year and the Independent Country Music Associations Female Artist of the Year, at the Tamworth Country Music Festival for her debut album "This Girl".

UNCONFIRMED



**5. CONFIRMATION OF MINUTES**

**5.1 Adopt Minutes Ordinary Meeting of Council**

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 22 January 2020.

**COUNCIL RESOLUTION**

**Moved By** Cr.A.N.Smith

**Seconded By** Cr.R.C.Brown

That this Report be received and that:

1.The Unconfirmed Minutes of the Ordinary Meeting of Council held on 22 January 2020, copies of which have been circulated to Members, be taken as read and confirmed.

**CARRIED**

UNCONFIRMED

**6. BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**

Nil

**7. PRESENTATION OF PETITIONS BY COUNCILLORS**

Nil

**8. MAYORAL UPDATE**

**8.1 Executive Services Mayoral Report January 2020**

The purpose of this Report is to provide Council with significant meetings, forums and delegations attended by the Mayor during the month of January 2020.

**COUNCIL RESOLUTION**

**Moved By** Cr.R.C.Brown

**Seconded By** Cr.P.T.Saxelby

That this report be received and noted.

**CARRIED**

UNCONFIRMED

## 9. CONFIDENTIAL ITEMS

Section 275 of the Local Government Regulation 2012 in relation to Closed meetings provides:

(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; or
  - (b) 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.

### COUNCIL RESOLUTION - CLOSE MEETING

**Moved By** Cr.R.C.Brown

**Seconded By** Cr.K.A.Maguire

That Council resolve to close the Meeting in accordance with Sections 275 (1) (e.g) of the *Local Government Regulation 2012* at 9:44am to discuss the following Confidential Reports:

1. Corporate Services Confidential Report Contract for Microwave Communications Network Upgrade
2. Community and Liveability Report Compliance Update for Edward Street Chinchilla

**CARRIED**

### COUNCIL RESOLUTION- REOPEN MEETING

**Moved By** Cr.R.C.Brown

**Seconded By** Cr.P.T.Saxelby

That Council resolve to reopen the Meeting at 9:50AM.

**CARRIED**

**9.1 EXECUTIVE SERVICES**

**9.2 CORPORATE SERVICES**

**9.2.1 Corporate Services Confidential Report Contract for Microwave Communications Network Upgrade**

The purpose of this report is to provide Council with an assessment of the quotations received for the replacement of the Microwave Communications Network upgrade (internet) across the region.

**COUNCIL RESOLUTION**

**Moved By** Cr.R.C.Brown

**Seconded By** Cr.C.T.Tillman

That Council receive and notes the Report and awards the Microwave Communications Network Upgrade contract to ATI Australia Pty Ltd for the sum of \$880,352.00.

**CARRIED**

UNCONFIRMED

### 9.3 COMMUNITY AND LIVEABILITY

#### 9.3.1 Community and Liveability Report Compliance Update for Edward Street Chinchilla

The purpose of this report is to present a compliance strategy for various properties within the Edward Street area in Chinchilla.

##### COUNCIL RESOLUTION

**Moved By** Cr.A.N.Smith

**Seconded By** Cr.I.J.Rasmussen

That the compliance strategy for Edward Street Chinchilla is received and that Council confirms the Edward Street Chinchilla area is a low amenity area, with road, street lighting and stormwater infrastructure at developments to be conditioned generally to the following standard:

- (a) Roadworks to be provided to an 8 m width, with a two coat bitumen seal;
- (b) Streetlighting is not required, and
- (c) Underground stormwater systems are not required.

**CARRIED (8 to 1)**

**For (8):** Cr.P.M McVeigh, Cr.D.E. Ashurst, Cr.R.C.Brown, Cr.K.A.Maguire, Cr.G.M.Olm, Cr.I.J.Rasmussen, Cr.A.N.Smith, and Cr.C.T.Tillman

**Against (1):** Cr.P.T.Saxelby

### 9.4 INFRASTRUCTURE SERVICES

## 10. PLANNING

### 10.1 (030.2019.490.001) Community and Liveability Report Development Application for Material Change of Use for a Transport Depot at Lots 54 and 55 on RP14934 at Edward Street Chinchilla Nothdurft

The purpose of this report is to remove the Community and Liveability Report from the table for the proposed Material Change of Use to establish a Transport Depot on land described as Lots 54 and 55 on RP14934 and situated at Edward Street, Chinchilla.

#### COUNCIL RESOLUTION

**Moved By** Cr.P.T.Saxelby

**Seconded By** Cr.D.E. Ashurst

That this report be "removed off the table".

That this report be received and noted and that:

1. Council consider the separate (030.2019.490.001) Community and Liveability Supplementary Report Development Application for Material Change of Use for a Transport Depot at Lots 54 and 55 on RP14934 at Edward Street Chinchilla Nothdurft.

**CARRIED**

### 10.2 (030.2019.490.001) Community and Liveability Supplementary Report Development Application for Material Change of Use for a Transport Depot at Lots 54 and 55 on RP14934 at Edward Street Chinchilla Nothdurft

The purpose of this Supplementary Report is for Council to consider the additional requested information to decide the proposed development for Material Change of Use to establish a Transport Depot on land described as Lots 54 and 55 on RP14934 and situated at Edward Street, Chinchilla.

#### COUNCIL RESOLUTION

**Moved By** Cr.A.N.Smith

**Seconded By** Cr.I.J.Rasmussen

That this Supplementary Report be received and that:

1. The application for a Material Change of Use to establish a Transport Depot on land described as Lots 54 and 55 on RP14934 and situated at Edward Street, Chinchilla, be approved, subject to the following conditions:

**APPROVED PLANS**

1. The development shall be carried out generally in accordance with the Approved Plans listed below, subject to and modified by the conditions of this approval:

**Plan No:** 9044-43221, Job No. S61145

**Description:** Plan of Development, Lots 54 & 55 on RP14934, prepared by Murray & Associates, dated 16/08/2019

**Plan No:** 9044-43221, Job No. S61145

**Description:** Plan of Development (aerial image view), Lots 54 & 55 on RP14934, prepared by Murray & Associates, dated 16/08/2019

2. Where there is any conflict between the conditions of this development approval and the details shown on the Approved Plans, the conditions of this development approval must prevail.

**APPROVED DEVELOPMENT**

3. The approved development is a Material Change of Use for a Transport Depot as shown on the Approved Plans.

**COMPLIANCE, TIMING AND COSTS**

4. All conditions of the approval shall be complied with before the change occurs (prior to commencement of the use) and while the use continues, unless otherwise noted within these conditions.
5. All costs associated with compliance with these conditions shall be the responsibility of the developer unless otherwise noted.

**FEES AND CHARGES**

6. All fees, rates, interest and other charges levied on the property, shall be paid in full, in accordance with the rate at the time of payment.

**MAINTENANCE**

7. The development (including landscaping, parking, driveways and other external spaces) shall be maintained in accordance with the Approved Plans, subject to and modified by any conditions of this approval.
8. The site shall be maintained in a clean and orderly state at all times, to Council's satisfaction.

**NOISE EMISSIONS**

9. Noise emissions from the development shall not cause environmental harm or nuisance to adjoining properties or "Sensitive Land Uses" in accordance with the Environmental Protection (Noise) Policy 2008.

**AIR EMISSIONS**

10. Air emissions (odour and dust) from the development shall not cause environmental harm or nuisance to adjoining properties or "Sensitive Land Uses" in accordance with the Environmental Protection (Air) Policy 2008.

**WASTE MANAGEMENT**

11. All waste generated from construction of the proposed development shall be effectively controlled on-site before disposal. All waste must be disposed of in accordance with the Waste Reduction and Recycling Act 2011.
12. All waste generated on-site must be managed in accordance with the waste management hierarchy as detailed in the Waste Reduction and Recycling Act 2011.

**VISUAL AND GENERAL AMENITY**

13. Any graffiti on the buildings must be removed within 3 business days.
14. All declared weeds and pests must be removed from the subject land and the subject land kept clear of such nuisance varieties at all times during the course of development work and any ensuing defects liability period.

**OUTDOOR LIGHTING IMPACT MITIGATION**

15. Outdoor lighting associated with the use must be designed, sited, installed and tested to comply with Tables 2.1 and 2.2 of Australian Standard 4282-1997 Control of the Obtrusive Effects of Outdoor Lighting Using a Control Level of 1.

**LANDSCAPING**

16. The developer must submit to Council's Planning and Environment Manager or authorised delegate for endorsement, a Landscaping Plan for all landscaping associated with the development. The Plan must be prepared by a suitably qualified and experienced person in landscape design and construction.
17. The Landscaping Plan must detail:
  - 17.1 all landscaping areas shown on the Approved Plans, including a 2 metre wide landscaping strip to be provided along the Edward Street frontage;
  - 17.2 the typical species to be planted, consisting mainly of drought-tolerant species suitable to their individual location on-site;
  - 17.3 the number and size of plants; and
  - 17.4 the typical planting detail including preparation, backfill, staking and mulching.
18. The developer must prepare and landscape the site in accordance with the Approved Landscape Plan, or as otherwise approved in writing by Council's authorised delegate. Any amendments approved by Council's authorised delegate are taken to be a part of the Approved Landscape Plan.

**ENGINEERING WORKS**

19. Submit to Council, an Operational Work application for all civil works including earthworks (if required), and roadworks.
20. Undertake Engineering designs and construction in accordance with Council's Planning Scheme, Development Manual and Standard Drawings, and relevant Australian Standards.
21. Be responsible for the full cost of any alterations necessary, to easements and/or other public utility installations in connection with the development.



**LOCATION, PROTECTION AND REPAIR OF DAMAGE TO COUNCIL AND PUBLIC UTILITY SERVICES INFRASTRUCTURE AND ASSETS**

22. Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.
23. Repair all damage incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damage immediately upon completion of work associated with the development.

**STORMWATER MANAGEMENT**

24. Provide overland flow paths that do not alter the characteristics of existing overland flows or create an increase in stormwater impacts on other properties.
25. Ensure that adjoining properties and roadways are protected from ponding as a result of any site works undertaken.
26. Design and construct stormwater drainage incorporating measures to prevent any sediment, solid matter or floatable oils being carried into the existing stormwater system.

**WATER SUPPLY**

27. Connect the development to Council's reticulated water supply system via a single connection.

**SEWERAGE**

28. The existing on-site effluent disposal system/s servicing the development must be upgraded or replaced where it cannot be demonstrated that it operates in accordance with Schedule 1, Division 4: Standards for Sewerage Supply, Section 4.2; Standards for On-site Sewerage, AS1547 and the Queensland Plumbing and Waste Water Code.
29. Apply for a Development Permit for Plumbing Work from Council, for any upgrade or replacement of the on-site sewerage treatment system servicing the development. Any upgrades for the on-site effluent system must be designed by a suitably qualified person.

**TRADE WASTE DISPOSAL (WASH DOWN BAY)**

30. Do not release contaminants or contaminated water directly or indirectly from the premises or to the ground or groundwater at the premises, except for:
  - uncontaminated overland stormwater flow; and
  - uncontaminated stormwater to the stormwater system.
31. Releases to water must not cause any visible oil slick or other visible evidence of oil or grease, nor contain visible grease, scum, litter or floating oil.
32. The business must ensure that:
  - 32.1 maintenance and cleaning of equipment (including vehicles and plant) are carried out in Wash Down Bays, or an area where contaminants cannot be released into stormwater drainage, a roadside gutter, a water course or onto unsealed ground;

32.2 any spillage of contaminants is cleaned up immediately by a method other than hosing, sweeping or otherwise releasing the contaminants into stormwater drainage, a roadside gutter or a water course;

32.3 incidental rainfall and overland flow of stormwater do not contact contaminants (for example, areas with contaminants should be roofed or protected by diversion drains); and

32.4 spillage of all chemicals and other liquid contaminants must be contained within an on-site containment system and controlled in a manner that prevents environmental harm.

#### **HAZARDOUS CHEMICAL AND FUEL STORAGE**

33. Ensure that all hazardous chemicals are stored and handled in accordance with the Work Health and Safety Act 2011.

34. Diesel is to be stored and handled in accordance with Australian Standard 1940-2004 - The Storage and Handling of Flammable and Combustible Liquids.

#### **FLOODING - GENERAL**

The development site is impacted by extreme risk of flooding during a Q100 event. The applicant is to prepare a Risk Management Plan (RMP) and submit to Council's Planning Manager or authorised delegate for endorsement. The areas to be addressed will include, but not be limited to:

- flood warning triggers;
- evacuation and safety procedures;
- emergency services' contact numbers;
- electrical services protection; and
- property protection.

36. The Flood Risk Management Plan is to be kept on-site and available to customers, staff and Council at all times.

37. The Risk Management Plan is to be implemented, kept on-site, monitored, reviewed and updated at a minimum of two (2) year intervals, maintained for the period of the use of the development on the site, and is to be available for review at the request of Council's Planning Manager within 48 hours of such request.

38. Habitable areas and areas associated with the storage of hazardous chemicals and all control panels of critical services shall be built at a minimum 300mm above the defined flood level.

#### **PARKING AND ACCESS - GENERAL**

39. A minimum of five (5) truck/car parking spaces are to be provided.

40. Ensure access to car parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.

41. Maintain dust suppression treatment to all internal roadways, and vehicle manoeuvring areas, ensuring to not have an adverse impact on adjoining properties.

**PARKING AND ACCESS - SERVICING**

42. Ensure loading and unloading operations are conducted wholly within the site and vehicles enter and exit the site in a forward direction.

**EXTERNAL ROADWORKS**

43. Design and construct Edward Street from existing access to Lot 58 on RP14934 along the full frontage of Lots 54 and 55, to the following standard:
- widening of the existing pavement to 8 metres, including a two-coat bitumen seal;
  - natural grassed table drains, and formation of a natural grassed verge;
  - tapers to the existing road pavement;
  - provision for stormwater drainage and easements (if required); and
  - design all work in consultation with Council prior to submission of detailed Engineering drawings.

**EROSION AND SEDIMENT CONTROL - GENERAL**

44. Undertake erosion and sediment control during construction work in accordance with Council's Standard Drawing No's D-005 (Rev A), D-006 (Rev A) and D-007 (Rev A) as applicable.
45. Ensure that all reasonable action is taken to prevent sediment or sediment laden water from being transported to adjoining properties, roads and/or stormwater drainage systems.
46. Remove and clean-up sediment or other pollutants in the event that sediment or other pollutants are tracked/released onto adjoining streets or stormwater systems, at no cost to Council.

**ENVIRONMENTAL HEALTH**

47. Undertake operations and construction work associated with this development to the requirements of Council, including the following:
- 47.1 do not cause nuisance to adjoining residents by the way of smoke, dust, stormwater discharge or siltation of drains, at any time, including non-working hours;
- 47.2 remove immediately, any material spilled or carried onto existing roads to avoid dust nuisance and ensure traffic safety; and
- 47.3 do not carry out work on Sundays or Public Holidays (unless approved otherwise by Council).

## ADVISORY NOTES

### NOTE 1 - Relevant Period

"A part of a development approval lapses at the end of the following period (the currency period)—

- (a) for any part of the development approval relating to a material change of use—if the first change of use does not happen within—
  - (i) the period stated for that part of the approval; or
  - (ii) if no period is stated—6 years after the approval starts to have effect."

### NOTE 2 - Aboriginal Cultural Heritage

It is advised that under Section 23 of the Aboriginal Cultural Heritage Act 2003, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care"). Maximum penalties for breaching the duty of care are listed in the Aboriginal cultural heritage legislation. The information on Aboriginal cultural heritage is available on the Department of Aboriginal and Torres Strait Islander and Partnerships' website [www.datsip.qld.gov.au](http://www.datsip.qld.gov.au).

### NOTE 3 - General Environmental Duty

General environmental duty under the Environmental Protection Act 1994 prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.

### NOTE 4 - General Safety of Public During Construction

The Work Health and Safety Act 2011 and Manual of Uniform Traffic Control Devices must be complied with in carrying out any construction works, and to ensure safe traffic control and safe public access in respect of works being constructed on a road.

### NOTE 5 - Property Note (Audit of Conditions)

An inspection of the property to ascertain compliance with conditions will be undertaken three (3) months after the approval takes effect. If the works are completed prior to this time, please contact Council for an earlier inspection. A property note to this effect will be placed on Council's records.

### NOTE 6 - Duty to Notify of Environmental Harm

If a person becomes aware that serious or material environmental harm is caused or threatened by an activity or an associated activity, that person has a duty to notify Western Downs Regional Council.

**A P P E A L   R I G H T S**

**"Chapter 6      Dispute Resolution**

**Part 1   Appeal Rights**

**229   Appeals to Tribunal or P&E Court**

- (1)    Schedule 1 states -
- (a)    matters that may be appealed to -
- (i)      either a tribunal or the P&E Court; or
- (ii)     only a tribunal; or
- (iii)    only the P&E Court; and
- (b)    the person -
- (i)      who may appeal a matter (the **appellant**); and
- (ii)     who is a respondent in an appeal of the matter; and
- (iii)    who is a co-respondent in an appeal of the matter; and
- (iv)    who may elect to be a co-respondent in an appeal of the matter.
- (2)    An appellant may start an appeal within the appeal period.
- (3)    The **appeal period** is -
- (a)    for an appeal by a building advisory agency - 10 business days after a Decision Notice for the decision is given to the Agency; or
- (b)    for an appeal against a deemed refusal - at any time after the deemed refusal happens; or
- (c)    for an appeal against a decision of the Minister, under Chapter 7, Part 4, to register premises or to renew the registration of premises - 20 business days after a Notice is published under Section 269(3)(a) or (4); or
- (d)    for an appeal against an Infrastructure Charges Notice - 20 business days after the Infrastructure Charges Notice is given to the person; or
- (e)    for an appeal about a deemed approval of a development application for which a Decision Notice has not been given - 30 business days after the applicant gives the Deemed Approval Notice to the Assessment Manager; or
- (f)    for any other appeal - 20 business days after a Notice of the decision for the matter, including an Enforcement Notice, is given to the person.

Note - See the P&E Court Act for the Court's power to extend the appeal period."

**CARRIED**

## 11. DEPUTATION

### 11.1 Deputation Eunice Turner

Eunice Turner, Community Member

Ms Turner addressed Council to raise her concerns in relation to the proposed location for the Dog Park in Chinchilla. Considering the close proximity to the school and a home for retirement, Ms Turner has suggested Council look at an alternate location.

Ms Turner also spoke briefly in relation to the Waste/Recycling Centre.

### 11.2 Deputation Pat Devlin

Pat Devlin Addressed Council on the Project - Wandoan World War Soldiers.

Mr Devlin advised that the Wandoan World War soldiers committee would like to propose to Council a memorial site to the Soldiers be installed near the entrance to the park. This would consist of a pathway with plaques representing the 102 Soldiers from the area. The proposed plaques would include the Soldiers name and family name, so it can be tied back into the local area. The committee is seeking permission and requesting labour help form Council.

## COUNCIL RESOLUTION

**Moved By** Cr.K.A.Maguire

**Seconded By** Cr.C.T.Tillman

That Council resolve to adjourn the Meeting.

*The Meeting adjourned at 10.11AM*

*The Meeting resumed at 10.32AM.*

**CARRIED**

## 12. PLANNING

### 12.1 (035.2019.501.001) Community and Liveability Report Development Application for Reconfiguring a Lot (1 lot into 2 lots) Lot 11 on SP177958 70 Oak Street Chinchilla Treasure

The purpose of this report is for Council to decide the proposed development for Reconfiguring a Lot (1 lot into 2 lots) on land described as Lot 11 on SP177958 and situated at 70 Oak Street, Chinchilla.

#### COUNCIL RESOLUTION

**Moved By** Cr.A.N.Smith

**Seconded By** Cr.P.T.Saxelby

That this report be received and that:

1. The application for Reconfiguring a Lot (1 lot into 2 lots) on land described as Lot 11 on SP177958 and situated at 70 Oak Street Chinchilla, be approved, subject to the following conditions:

#### APPROVED PLAN

1. The development shall be carried out generally in accordance with the Approved Plan listed below, subject to and modified by the conditions of this approval:

**Plan No:** 61242-2 S

**Description:** Proposed Subdivision of Lot 11 on SP177958, prepared by Murray & Associates, dated 9.12.2019

2. Where there is any conflict between the conditions of this development approval and the details shown on the Approved Plan, the conditions of this development approval must prevail.

#### APPROVED DEVELOPMENT

3. The approved development is for Reconfiguring a Lot (subdivision of 1 lot into 2 lots) as shown on the Approved Plan.

#### COMPLIANCE, TIMING AND COSTS

4. All conditions of the approval shall be complied with before the change occurs (prior to endorsement of the Plan of Survey) and while the use continues, unless otherwise noted within these conditions.
5. All costs associated with compliance with these conditions shall be the responsibility of the developer unless otherwise noted.
6. The Plan of Survey shall not be executed until a letter of compliance is received demonstrating the development's compliance with all conditions of this approval.

#### FEES AND CHARGES

7. All fees, rates, interest and other charges levied on the property, shall be paid in full, in accordance with the rate at the time of payment.

**MAINTENANCE**

8. The development (including landscaping, parking, driveways and other external spaces) shall be maintained in accordance with the Approved Plan subject to and modified by any conditions of this approval.

**LOT NUMBERING**

9. The numbering of all approved lots shall remain as indicated on the Approved Plan (unless otherwise amended/approved by Council.
10. The developer is to make a request to Council for street numbering following registration of the Plan of Survey.

**LANDSCAPING - MISCELLANEOUS**

11. All declared weeds and pests shall be removed from the subject land and the subject land kept clear of such nuisance varieties at all times during the course of the development work and any ensuing defects liability period.
12. Apart from declared weeds and pests, trees, shrubs and landscaped areas currently existing on the subject land shall be retained where possible, and action taken to minimise disturbance during construction work.

**INFRASTRUCTURE CHARGES**

13. All infrastructure charges including those associated with Council's Water, Sewerage, Stormwater, Transport and Parks networks are now levied under the **Planning Act 2016**. As required under Section 119 of the **Planning Act 2016**, a separate **Infrastructure Charges Notice** is attached.

**SERVICES - EXISTING CONNECTIONS**

14. Ensure that all services provided to the existing houses on proposed Lot 13 and Lot 14 are wholly located within the lot(s) it serves.

**ACCESS**

15. Ensure all existing vehicular property accesses are maintained for proposed Lot 13 and Lot 14 in accordance with Council's Planning Scheme and the latest revision of Council's Standard Drawing R-004.

**ON-SITE WASTEWATER DISPOSAL**

16. The on-site wastewater disposal arrangement, including size and location of septic trenches/disposal areas, for the existing dwelling on proposed Lot 13, shall be confirmed and information provided to Council by a Hydraulic Designer or suitably qualified expert.
17. If required, the septic system servicing the residence on proposed Lot 13 shall be either:
  - (a) upgraded to meet the requirements of Australian Standard 1547:2012 On-site Domestic Wastewater Management, and the Queensland Plumbing and Wastewater Code; or
  - (b) a new septic tank shall be installed that complies with Australian Standard 1547:2012 On-site Domestic Wastewater Management, and the Queensland Plumbing and Wastewater Code.



**Note:** The applicant shall obtain a plumbing approval for an upgrade to the existing effluent disposal system or alternatively, installation of a new effluent disposal system and removal of the old septic system.

18. If the on-site wastewater disposal area for the septic system servicing Lot 13 conflicts with the proposed lot boundary between Lots 13 and 14, the applicant shall submit to Council, an amended proposal plan for Council's endorsement that ensures that the on-site wastewater disposal area for the effluent disposal system is wholly located within Lot 13.

19. The applicant shall ensure that the domestic bore illustrated on the Approved Plan has been capped and decommissioned in accordance with the Minimum Construction Requirements for Water Bores in Australia 3rd edition 2012.

#### **ADVISORY NOTES**

##### **NOTE 1 - Currency Period**

A part of a development approval lapses at the end of the currency period. The standard currency period for Reconfiguring a Lot (4 years after the approval starts to have effect) as stated in Section 85 of the *Planning Act 2016* applies to this approval.

##### **NOTE 2 - Aboriginal Cultural Heritage**

It is advised that under Section 23 of the *Aboriginal Cultural Heritage Act 2003*, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care"). Maximum penalties for breaching the duty of care are listed in the Aboriginal cultural heritage legislation. The information on Aboriginal cultural heritage is available on the Department of Aboriginal and Torres Strait Islander and Partnerships' website [www.datsip.qld.gov.au](http://www.datsip.qld.gov.au).

[www.datsip.qld.gov.au](http://www.datsip.qld.gov.au)

It is advised that under Section 23 of the *Aboriginal Cultural Heritage Act 2003*, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care"). Maximum penalties for breaching the duty of care are listed in the Aboriginal cultural heritage legislation. The information on Aboriginal cultural heritage is available on the Department of Aboriginal and Torres Strait Islander and Partnerships' website [www.datsip.qld.gov.au](http://www.datsip.qld.gov.au).

##### **NOTE 3 - General Environmental Duty**

General environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.

##### **NOTE 4 - General Safety of Public During Construction**

The *Work Health and Safety Act 2011* and *Manual of Uniform Traffic Control Devices* must be complied with in carrying out any construction works, and to ensure safe traffic control and safe public access in respect of works being constructed on a road.

**NOTE 5 - Property Note (Audit of Conditions)**

An inspection of the property to ascertain compliance with conditions will be undertaken three (3) months after the approval takes effect. If the works are completed prior to this time, please contact Council for an earlier inspection. A property note to this effect will be placed on Council's records.

**NOTE 6 - Duty to Notify of Environmental Harm**

If a person becomes aware that serious or material environmental harm is caused or threatened by an activity or an associated activity, that person has a duty to notify Western Downs Regional Council.

**NOTE 7 - Infrastructure Charges Notice**

An Infrastructure Charges Notice is attached for the development.

**APPEAL RIGHTS**

**"Chapter 6 Dispute Resolution**

**Part 1 Appeal Rights**

**229 Appeals to Tribunal or P&E Court**

- (1) Schedule 1 states -
  - (a) matters that may be appealed to -
    - (i) either a tribunal or the P&E Court; or
    - (ii) only a tribunal; or
    - (iii) only the P&E Court; and
  - (b) the person -
    - (i) who may appeal a matter (the **appellant**); and
    - (ii) who is a respondent in an appeal of the matter; and
    - (iii) who is a co-respondent in an appeal of the matter; and
    - (iv) who may elect to be a co-respondent in an appeal of the matter.
- (2) An appellant may start an appeal within the appeal period.
- (3) The **appeal period** is -
  - (a) for an appeal by a building advisory agency - 10 business days after a Decision Notice for the decision is given to the Agency; or
  - (b) for an appeal against a deemed refusal - at any time after the deemed refusal happens; or
  - (c) for an appeal against a decision of the Minister, under Chapter 7, Part 4, to register premises or to renew the registration of premises - 20 business days after a Notice is published under Section 269(3)(a) or (4); or
  - (d) for an appeal against an Infrastructure Charges Notice - 20 business days after the Infrastructure Charges Notice is given to the person; or

(e) for an appeal about a deemed approval of a development application for which a Decision Notice has not been given - 30 business days after the applicant gives the Deemed Approval Notice to the Assessment Manager; or

(f) for any other appeal - 20 business days after a Notice of the decision for the matter, including an Enforcement Notice, is given to the person.

Note - See the P&E Court Act for the Court's power to extend the appeal period."

**CARRIED (6 to 3)**

**For (6):** Cr.P.M McVeigh, Cr.D.E. Ashurst, Cr.K.A.Maguire, Cr.I.J.Rasmussen, Cr.P.T.Saxelby, and Cr.A.N.Smith

**Against (3):** Cr.R.C.Brown, Cr.G.M.Olm, and Cr.C.T.Tillman

UNCONFIRMED

**12.2 (050.2019.571.001) Community and Liveability Report Extension  
Application to Existing Material Change of Use Approval for Non-resident  
Workforce Accommodation on Lots 10 and 11 on SP236997 McNulty Street  
Miles Nguyen and Ngo**

The purpose of this Report is for Council to decide the Extension Application (Request to Extend the Currency Period) of an existing Material Change of Use approval to establish a Non-resident Workforce Accommodation (Additional 102 Non-resident Accommodation Units) on land described as Lots 10 and 11 on SP236997 and situated at McNulty Street, Miles.

**COUNCIL RESOLUTION**

**Moved By** Cr.R.C.Brown

**Seconded By** Cr.C.T.Tillman

That this report be received and that:

1.The Extension Application (Request to Extend the Currency Period) of Existing Material Change of Use Approval to establish a Non-resident Workforce Accommodation (Additional 102 Non-resident Accommodation Units) on land described as Lots 10 and 11 on SP236997 and Easement A on SP263818 and Easement B on SP267212 and situated at McNulty Street, Miles be refused.

**FORESHADOWED MOTION:**

Cr A.N. Smith foreshadowed that if the Motion on the floor failed, he would move:-

That this report be received and that:

1.The Extension Application (Request to Extend the Currency Period) of Existing Material Change of Use Approval to establish a Non-resident Workforce Accommodation (Additional 102 Non-resident Accommodation Units) on land described as Lots 10 and 11 on SP236997 and Easement A on SP263818 and Easement B on SP267212 and situated at McNulty Street, Miles be approved for 2 years, to 24 December 2021.

The **ORIGINAL MOTION** was **PUT** and **CARRIED (5 to 4)**

**For (5):** Cr.D.E. Ashurst, Cr.R.C.Brown, Cr.G.M.Olm, Cr.P.T.Saxelby, and Cr.C.T.Tillman

**Against (4):** Cr.P.M McVeigh, Cr.K.A.Maguire, Cr.I.J.Rasmussen, and Cr.A.N.Smith

**13. EXECUTIVE SERVICES**

**13.1 Executive Services Chief Executive Officer Report January 2020**

The purpose of this Report is to provide Council with the significant meetings, forums and delegations attended by the Chief Executive Officer during the month of January 2020.

**COUNCIL RESOLUTION**

**Moved By** Cr.K.A.Maguire

**Seconded By** Cr.C.T.Tillman

That this Report be received and noted

**CARRIED**

**13.2 Executive Services Report Outstanding Actions January 2020**

The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 22 January 2020.

**COUNCIL RESOLUTION**

**Moved By** Cr.P.T.Saxelby

**Seconded By** Cr.I.J.Rasmussen

That this Report be received and noted.

**CARRIED**

**14. CORPORATE SERVICES**

**14.1 Corporate Services Report 2019 2020 Q2 Enterprise Risk Management and Operational Plan Review**

The purpose of this Report is to provide Council:

1. The status of the strategic risks which Council manages under its Enterprise Risk Management Framework; and
2. Progress toward achieving 2019/20 Operational Plan outcomes for the second quarter.

**COUNCIL RESOLUTION**

**Moved By** Cr.K.A.Maguire  
**Seconded By** Cr.A.N.Smith

That this Report be received and noted.

**CARRIED**

**14.2 Corporate Services Financial Report January 2020**

The purpose of this Report is to provide Council with the Financial Report for the period ending 31 January 2020.

**COUNCIL RESOLUTION**

**Moved By** Cr.I.J.Rasmussen  
**Seconded By** Cr.R.C.Brown

That Council receives and notes the January 2020 Financial Report.

**CARRIED**

**14.3 Corporate Services Report Annual Review of Council to Chief Executive Officer Delegations**

Council is required to conduct an annual review of delegations granted by Council to the Chief Executive Officer (CEO) pursuant to section 257(5) of the *Local Government Act 2009*.

**COUNCIL RESOLUTION**

**Moved By** Cr.I.J.Rasmussen

**Seconded By** Cr.G.M.Olm

That this Report be received and that Council: -

1. note that an annual review of all delegations from Council to the Chief Executive Officer has been conducted in accordance with section 257(5) of the *Local Government Act 2009*; and
2. pursuant to section 257(1) of the *Local Government Act 2009*:
  - a. revoke the delegations as detailed in the attached 'Annual Review Delegations Register Council to Chief Executive Officer (November 2019)'; and
  - b. delegate the new and amended powers as detailed in the attached 'Annual Review Delegations Register Council to Chief Executive Officer (November 2019)' to the Chief Executive Officer.

**CARRIED**

**14.4 Corporate Services Quarterly Report October to December 2019**

The purpose of this Report is to provide Council with an update in relation to the Corporate Services Departments of Customer Support and Governance, Facilities, Human Resources and Information Technology during the first quarter of the 2019-2020 financial year from October to December 2019.

**COUNCIL RESOLUTION**

**Moved By** Cr.K.A.Maguire

**Seconded By** Cr.D.E. Ashurst

That this report be received and noted.

**CARRIED**

**14.5 Corporate Services Report Early Career Program**

The purpose of this Report is to provide Council with an update on the Early Career Program.

**COUNCIL RESOLUTION**

**Moved By** Cr.R.C.Brown

**Seconded By** Cr.K.A.Maguire

That this report be received and noted.

**CARRIED**

**15. INFRASTRUCTURE SERVICES**

UNCONFIRMED



**16. COMMUNITY AND LIVEABILITY**

**16.1 Community and Liveability Report to Make Animal Management (Amendment) Subordinate Local Law (No. 1) 2019**

This report is to seek a Council resolution to make *Animal Management (Amendment) Subordinate Local Law (No. 1) 2019* which amends *Subordinate Local Law No. 2 (Animal Management) 2011*, finalising the process to amend the Local Laws to allow the establishment of a dog off leash area in Chinchilla.

**COUNCIL RESOLUTION**

**Moved By** Cr.I.J.Rasmussen

**Seconded By** Cr.A.N.Smith

That this Report be received and that Council:

1. note the sixteen (16) public submissions received and endorse the proposed responses;
2. in accordance with Council's Local Law Making Process - Council Policy, pursuant to section 29 of the *Local Government Act 2009*, make the *Animal Management (Amendment) Subordinate Local Law (No. 1) 2019* as advertised (per Attachment 1);
3. in accordance with Council's Local Law Making Process - Council Policy, pursuant to section 32 of the *Local Government Act 2009*, adopt the consolidated version of *Subordinate Local Law No.2 (Animal Management) 2011* (per Attachment 2); and
4. in accordance with Council's Local Law Making Process - Council Policy, pursuant to section 29B of the *Local Government Act 2009*, make the required public notifications.

**FORESHADOWED MOTION**

Cr. R.C. Brown foreshadowed that if the Motion on the floor failed, he would move:-

That this Report be received and that Council:

1. note the sixteen (16) public submissions received and endorse the proposed responses;
2. in accordance with Council's Local Law Making Process - Council Policy, pursuant to section 29 of the Local Government Act 2009, make the Animal Management (Amendment) Subordinate Local Law (No. 1) 2019 as advertised (per Attachment 1);
3. in accordance with Council's Local Law Making Process - Council Policy, pursuant to section 32 of the Local Government Act 2009, adopt the consolidated version of Subordinate Local Law No.2 (Animal Management) 2011 (per Attachment 2);
4. in accordance with Council's Local Law Making Process - Council Policy, pursuant to section 29B of the *Local Government Act 2009*, make the required public notifications; and
5. That the location of the dog off leash park be at Colamba Street and North Street, Chinchilla.

The **ORIGINAL MOTION** was **PUT** and **CARRIED (5 to 4)**.

**For (5):** Cr.P.M McVeigh, Cr.D.E. Ashurst, Cr.K.A.Maguire, Cr.I.J.Rasmussen, and Cr.A.N.Smith  
**Against (4):** Cr.R.C.Brown, Cr.G.M.Olm, Cr.P.T.Saxelby, and Cr.C.T.Tillman

## 16.2 Community and Liveability Report Request for Funding - Fire Tower Interpretation Centre Project

The purpose of this Report is to seek Council's direction regarding a request from the Chinchilla Historical Society Inc for funding support towards their Fire Tower Interpretation Centre project.

### COUNCIL RESOLUTION

**Moved By** Cr.D.E. Ashurst

**Seconded By** Cr.C.T.Tillman

That this report be received and that Council approve the allocation of \$50,000 funding to The Chinchilla Historical Society towards the Fire Tower Interpretive Centre project. This funding to be contingent on the Chinchilla Historical Society receiving funding for the full amount of \$184,424 as set out in the report, inclusive of Council's contribution.

### FORESHADOWED MOTION:

Cr I.J. Rasmussen foreshadowed that if the Motion on the floor failed, he would move:-

That this Report be received and that council considers a budget allocation in the 2020/21 budget for a contribution of \$50,000 to the Chinchilla Museum Committee Fire Tower Project. It be recommended that council's contribution be absolute and contingent upon the committee obtaining full funding, inclusive of council's contribution, for the project as presented in the council report dated 20 February 2020.

The **ORIGINAL MOTION** was **PUT** and **CARRIED (5 to 4)**

**For (5):** Cr.D.E. Ashurst, Cr.K.A.Maguire, Cr.G.M.Olm, Cr.P.T.Saxelby, and Cr.C.T.Tillman  
**Against (4):** Cr.P.M. McVeigh, Cr.R.C.Brown, Cr.I.J.Rasmussen, and Cr.A.N.Smith

**16.3 Community and Liveability Quarterly Report October to December 2019**

The purpose of this Report is to provide Council with an update in relation to the Community and Liveability Division for the second quarter of the 2019 / 2020 Financial Year.

**COUNCIL RESOLUTION**

**Moved By** Cr.R.C.Brown

**Seconded By** Cr.K.A.Maguire

That this Report be received and noted.

**CARRIED**

UNCONFIRMED

**17. NOTICES OF MOTION**

**17.1 CONSIDERATION OF NOTICES OF MOTION/BUSINESS**

**17.2 RECEPTION OF NOTICES OF MOTION FOR NEXT MEETING**

**18. URGENT GENERAL BUSINESS**

Nil.

**19. MEETING CLOSURE**

The Meeting concluded at 11.55AM.

I hereby certify that the foregoing is a true record of the Minutes of the Proceedings of the Ordinary Meeting of Council held this 19 February 2020.

Submitted to the Ordinary Meeting of Council held this Wednesday, 11 March 2020.

Signed:

Cr. P.M. McVeigh

MAYOR OF WESTERN DOWNS REGIONAL COUNCIL

UNCONFIRMED

**Title** **Executive Services Mayoral Report February 2020**

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**Date** 2 March 2020

**Responsible Manager** R. Musgrove, CHIEF EXECUTIVE OFFICER

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### **Summary**

The purpose of this Report is to provide Council with significant meetings, forums and delegations attended by the Mayor during the month of February 2020

### **Link to Corporate Plan**

Strategic Priority: Strong Economic Growth

- There is a confidence in our strong and diverse economy.
- We're open for business and offer investment opportunities that are right for our region.
- We optimise our tourism opportunities, unique experiences and major events.
- Business and industry in our region live local and buy local.
- Our region is a recognised leader in energy, including clean, green renewable energies.

### **Material Personal Interest/Conflict of Interest**

Nil

### **Officer's Recommendation**

That this report be received and noted.

### **Background Information**

Nil

## Report

### 1. Meetings, delegations and forums attended by the Mayor during the month of February 2020:

Date	Who/Where	Details
3 February 2020	<ul style="list-style-type: none"> <li>Councillor Information Session</li> </ul>	Dalby
4 February 2020	<ul style="list-style-type: none"> <li>Meeting with Queensland Police</li> <li>Media Opportunity - Cunningham Street Development</li> </ul>	Dalby Dalby
5 February 2020	<ul style="list-style-type: none"> <li>Western Downs Regional Council Trainee Corporate Induction Welcome &amp; Morning Tea</li> </ul>	Dalby
7 February 2020	<ul style="list-style-type: none"> <li>Media Interview - Chinchilla News: Shell Gangarri Solar Project</li> </ul>	Phone
8 February 2020	<ul style="list-style-type: none"> <li>AGM of the Bunya Mountains Community Assoc Inc</li> </ul>	Bunya Mountains
9 February 2020	<ul style="list-style-type: none"> <li>Meeting with Local Disaster Management Group</li> </ul>	Dalby
10 February 2020	<ul style="list-style-type: none"> <li>Radio Interview - ABC</li> <li>Meeting with Local Disaster Management Group</li> <li>Meeting With Australian Associated Press (AAP)</li> </ul>	Phone Dalby Dalby
11 February 2020	<ul style="list-style-type: none"> <li>Meeting with Local Disaster Management Group</li> <li>Radio Interview - Triple M</li> <li>Media Opportunity - Current Flooding Situation</li> </ul>	Dalby Phone Dalby
12 February 2020	<ul style="list-style-type: none"> <li>Meeting with Local Disaster Management Group</li> </ul>	Dalby
13 February 2020	<ul style="list-style-type: none"> <li>Meeting with Local Disaster Management Group</li> <li>Meeting with CEO Sunwater</li> <li>Meeting - Official Secretary - Office of the Governor</li> <li>Media Interview with Courier Mail</li> </ul>	Dalby Dalby Phone Phone
17 February 2020	<ul style="list-style-type: none"> <li>Planning &amp; Pre-Agenda Meeting</li> <li>Councillor Information Session</li> </ul>	Dalby Dalby
18 February 2020	<ul style="list-style-type: none"> <li>Meeting Queensland Fire Emergency Services</li> </ul>	Dalby
19 February 2020	<ul style="list-style-type: none"> <li>Presentation: Wandoan State School - Badge Ceremony</li> <li>Ordinary Meeting of Council</li> <li>Meeting with Gasfields Commission</li> </ul>	Wandoan Dalby
20 February 2020	<ul style="list-style-type: none"> <li>Welcome Address - Chinchilla 2040 Vision workshops</li> </ul>	Chinchilla
22 February 2020	<ul style="list-style-type: none"> <li>Presentation: Bell Art Exhibition 2020</li> </ul>	Bell
23 February 2020	<ul style="list-style-type: none"> <li>Dalby Triathlon</li> </ul>	Dalby
24 February 2020	<ul style="list-style-type: none"> <li>Monthly Meeting - Origin Energy</li> </ul>	Brisbane
25 February 2020	<ul style="list-style-type: none"> <li>Presentation: Designation - Gateway to Industry Schools Program</li> </ul>	Dalby
29 February 2020	<ul style="list-style-type: none"> <li>Opening Speech - GJ Gardner Homes Display Home</li> </ul>	Dalby

#### Consultation (Internal/External)

Nil

#### Legal/Policy Implications (Justification if applicable)

Nil

#### Budget/Financial Implications

Nil

**Conclusion**

The forgoing represents activities undertaken by the Mayor during the month of February 2020.

**Attachments**

Nil

**Authored by:** Leisa Paine, Executive Assistant



**Title** (035.2019.565.001) Community and Liveability Report Development Application for Reconfiguring a Lot (Boundary Realignment) of Lots 3 4 5 and 6 on D14948 at 153 Cunningham Street Dalby The Corporation of the Synod of the Diocese of Brisbane

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**Date** 2 March 2020

**Responsible Manager** T. Summerville, PLANNING AND ENVIRONMENT MANAGER

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### Summary

The purpose of this Report is for Council to consider the proposed development to Reconfigure a Lot (Boundary Realignment) of land described as Lots 3 4 5 and 6 on D14948 and situated at 153 Cunningham Street, Dalby.

### Link to Corporate Plan

Strategic Priority: Active Vibrant Communities

- We are a region without boundaries, united in community pride.
- Our community members are the loudest advocates for what's great about our region.
- Our social, cultural and sporting events are supported locally and achieve regional participation.
- Our parks, open spaces, and community facilities are well utilised and connect people regionally.
- A recognised culture of volunteerism is active throughout our communities.

### Material Personal Interest/Conflict of Interest

Nil

### Officer's Recommendation

That this report be received and that:

1. The application for Reconfiguring a Lot (Boundary Realignment) of land described as Lots 3 4 5 and 6 on D14948 at 153 Cunningham Street, Dalby, be approved, subject to the following conditions:

#### APPROVED PLANS

1. The development shall be carried out generally in accordance with the Approved Plans listed below, subject to and modified by the conditions of this approval:

**Plan No:** SP229747

**Description:** Plan of Lots 1 and 2, Cancelling Lots 3 - 6 on D14948, prepared by Stephen Ring, dated 19-8-2009

**Plan No:** 00113/09, Sheet 1 of 1, Issue B

**Description:** Relocated Office Diagram, Site Plan, prepared by Martin Building Design, dated 28-04-14

2. Where there is any conflict between the conditions of this development approval and the details shown on the Approved Plans, the conditions of this development approval must prevail.

### **APPROVED DEVELOPMENT**

3. The approved development is Reconfiguring a Lot for a Boundary Realignment as shown on the Approved Plans.
4. Prior to lodgment of the Plan of Survey to Council for endorsement, building approval must be obtained for the relocation of the Church Office as shown on Approved Site Plan No. 00113/09, Sheet 1 of 1, Issue B, prepared by Martin Building Design and dated 28-04-14; and a Form 11 - Certificate of Classification issued.

### **COMPLIANCE, TIMING AND COSTS**

5. All conditions of the approval shall be complied with before the change occurs (prior to commencement of the use) and while the use continues, unless otherwise noted within these conditions.
6. All costs associated with compliance with these conditions shall be the responsibility of the developer unless otherwise noted.
7. The Plan of Survey shall not be executed until a letter of compliance is received demonstrating the development's compliance with all conditions of this approval.

### **FEES AND CHARGES**

8. All fees, rates, interest and other charges levied on the property, shall be paid in full, in accordance with the rate at the time of payment.

### **MAINTENANCE**

9. The development (including landscaping, parking, driveways and other external spaces) shall be maintained in accordance with the Approved Plans subject to and modified by any conditions of this approval.

### **LOCATION, PROTECTION AND REPAIR OF DAMAGE TO COUNCIL AND PUBLIC UTILITY SERVICES INFRASTRUCTURE AND ASSETS**

10. Repair all damage incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damage immediately upon completion of work associated with the development.

### **LOT NUMBERING**

11. The numbering of all approved lots shall remain as indicated on the Approved Plans (unless otherwise amended/approved by Council).

### **VEHICLE ACCESS**

12. Ensure all existing vehicular property accesses are maintained in accordance with Council's Planning Scheme.

### **WATER SUPPLY**

13. Install a separate water service connection to each lot as per Council's standards.

### **SEWERAGE**

14. Connect each lot separately to Council's reticulated sewerage system.

## STORMWATER

15. Provide overland flow paths that do not alter the characteristics of existing overland flows or create an increase in flood damage on other properties.
16. Ensure that adjoining properties and roadways are protected from ponding as a result of any site works undertaken.

## ADVISORY NOTES

### NOTE 1 - Currency Period

A part of a development approval lapses at the end of the currency period. The standard currency period for Reconfiguring a Lot (4 years after the approval starts to have effect) as stated in Section 85 of the *Planning Act 2016* applies to this approval.

### NOTE 2 - Aboriginal Cultural Heritage

It is advised that under Section 23 of the *Aboriginal Cultural Heritage Act 2003*, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the “cultural heritage duty of care”). Maximum penalties for breaching the duty of care are listed in the Aboriginal cultural heritage legislation. The information on Aboriginal cultural heritage is available on the Department of Aboriginal and Torres Strait Islander and Partnerships' website [www.datsip.qld.gov.au](http://www.datsip.qld.gov.au).

### NOTE 3 - General Environmental Duty

General environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.

### NOTE 4 - General Safety of Public During Construction

The *Work Health and Safety Act 2011* and *Manual of Uniform Traffic Control Devices* must be complied with in carrying out any construction works, and to ensure safe traffic control and safe public access in respect of works being constructed on a road.

### NOTE 5 - Property Note (Audit of Conditions)

An inspection of the property to ascertain compliance with conditions will be undertaken three (3) months after the approval takes effect. If the works are completed prior to this time, please contact Council for an earlier inspection. A property note to this effect will be placed on Council's records.

### NOTE 6 - Duty to Notify of Environmental Harm

If a person becomes aware that serious or material environmental harm is caused or threatened by an activity or an associated activity, that person has a duty to notify Western Downs Regional Council.

## APPEAL RIGHTS

### "Chapter 6 Dispute Resolution

#### Part 1 Appeal Rights

**229 Appeals to Tribunal or P&E Court**

- (1) Schedule 1 states -
  - (a) matters that may be appealed to -
    - (i) either a tribunal or the P&E Court; or
    - (ii) only a tribunal; or
    - (iii) only the P&E Court; and
  - (b) the person -
    - (i) who may appeal a matter (the **appellant**); and
    - (ii) who is a respondent in an appeal of the matter; and
    - (iii) who is a co-respondent in an appeal of the matter; and
    - (iv) who may elect to be a co-respondent in an appeal of the matter.
- (2) An appellant may start an appeal within the appeal period.
- (3) The **appeal period** is -
  - (a) for an appeal by a building advisory agency - 10 business days after a Decision Notice for the decision is given to the Agency; or
  - (b) for an appeal against a deemed refusal - at any time after the deemed refusal happens; or
  - (c) for an appeal against a decision of the Minister, under Chapter 7, Part 4, to register premises or to renew the registration of premises - 20 business days after a Notice is published under Section 269(3)(a) or (4); or
  - (d) for an appeal against an Infrastructure Charges Notice - 20 business days after the Infrastructure Charges Notice is given to the person; or
  - (e) for an appeal about a deemed approval of a development application for which a Decision Notice has not been given - 30 business days after the applicant gives the Deemed Approval Notice to the Assessment Manager; or
  - (f) for any other appeal - 20 business days after a Notice of the decision for the matter, including an Enforcement Notice, is given to the person.

Note - See the P&E Court Act for the Court's power to extend the appeal period."

**Background Information**

<b>Application No:</b> 035.2019.565.001	<b>Assessment No:</b> A1231	<b>Keywords Index:</b> LG7.9.1
<b>PART 1: APPLICATION</b>		
<b>Applicant:</b>	The Corporation of the Synod of the Diocese of Brisbane	
<b>Owner:</b>	The Corporation of the Synod of the Diocese of Brisbane	
<b>Site Address:</b>	153 Cunningham Street, Dalby	
<b>Site Area:</b>	Lot 3: 2,023m <sup>2</sup> Lot 4: 2,023m <sup>2</sup> Lot 5: 2,023m <sup>2</sup> Lot 6: 2,023m <sup>2</sup> <b>TOTAL: 8,092m<sup>2</sup></b>	

<b>Real Property Description:</b>	Lots 3, 4, 5 & 6 on D14948	
<b>Proposed Development:</b>	Boundary Realignment (4 lots into 2 lots)	
<b>Level of Assessment:</b>	Impact	
<b>Type of Application:</b>	Reconfiguring a Lot	
<b>Relevant Planning Scheme:</b>	Western Downs Planning Scheme 2017 incorporating Amendment 1	
<b>Zone:</b>	Community Facilities	
<b>Precinct:</b>	N/A	
<b>Overlays:</b>	<ul style="list-style-type: none"> <li>• Airport Environs - OLS Conical Limitation</li> <li>• Flood Hazard - Low, Medium and High</li> <li>• Cultural Heritage - State Heritage Place</li> <li>• Extractive Industry (PL) - Petroleum Lease (PL198)</li> <li>• Agricultural Land - Class A</li> <li>• Scenic Amenity - Scenic Routes Buffer (100m)</li> <li>• Noise Corridor</li> </ul>	
<b>Pre-lodgement Meeting:</b>	No	
<b>Application Lodgement Date:</b>	18 December 2019	
<b>Properly Made Application:</b>	Yes	Date: 20 December 2019
<b>Confirmation Notice issued:</b>	Yes	Date: 17 January 2020
<b>PART 2: REFERRALS</b>		
Department of State Development, Manufacturing, Infrastructure and Planning	<ul style="list-style-type: none"> <li>• Pre-lodgement advice was sought by the applicant from the Department regarding requirements for referral.</li> <li>• An Exemption Certificate was issued under Section 74 of the <i>Queensland Heritage Act 1992</i> by the Department of Environment and Science.</li> <li>• A copy of the Pre-lodgement advice and Exemption Certificate are attached to this Report.</li> </ul>	
<b>PART 3: INFORMATION REQUEST</b>		
<b>Information Request Issued:</b>	Yes	Date: 20 December 2019
<b>Applicant's Response:</b>	Yes	Date: 16 January 2020
<b>PART 4: PUBLIC NOTIFICATION</b>		
<b>Start Date:</b>	24 January 2020	
<b>Notice of Compliance Received:</b>	Yes	Date: 19 February 2020
<b>Submissions:</b>	Nil	
<b>PART 5: DECISION</b>		
<b>Start Date:</b>	20 February 2020	
<b>Decision Due Date:</b>	7 April 2020	

## Report

### 1. Site

The subject site, Lots 3, 4, 5 and 6 on D14948, is located at 153 Cunningham Street, Dalby. The property is within the Community Facilities Zone. The site has a total area of 8,092m<sup>2</sup>. The Airport Environs, Flood Hazard, Cultural Heritage, Natural Resources, Scenic Amenity and Noise Corridor Overlays impact the land.

The subject site contains St John's Anglican Church, which is listed as a Local and State Heritage Place structure, a hall, office, rectory and domestic garage.

### 2. Proposal

The applicant wishes to reconfigure boundaries of the 4 existing lots to produce 2 lots. Each of the new lots will have an area of 4,046m<sup>2</sup>. The proposal triggers impact assessment as the site is affected by High Flood Hazard.

Realignment of the boundaries will result in the Church, Hall and Church Office occupying Proposed Lot 1 and the Church Rectory and Domestic Garage will be contained within Proposed Lot 2. Access to the Rectory is via an existing crossover in Cunningham Street which will be maintained for Proposed Lot 2. Access to the car park adjacent the Church and Hall is via an existing crossover in Drayton Street which will be maintained for Proposed Lot 1. No new vehicular access points are proposed or required.

The submitted Survey Plan shows the proposed boundary passing through a weatherboard building used as the Church office. The applicant has provided a site plan showing the re-siting of this building in order to comply with all applicable building setback standards. A condition has been included for building approval to be obtained for the work and a Final Certificate to be issued prior to the Plan of Survey being endorsed by Council.

### 3. Assessment

Benchmarks Applying to the Development	Benchmark Reference
Western Downs Planning Scheme 2017 incorporating Amendment 1	<ul style="list-style-type: none"> <li>▪ Strategic Plan</li> <li>▪ Community Facilities Zone</li> <li>▪ Reconfiguring a Lot Code</li> <li>▪ Transport, Access and Parking Code</li> <li>▪ Airport Environs</li> <li>▪ Flood Hazard Overlay Code</li> <li>▪ Cultural Heritage Overlay Code</li> <li>▪ Natural Resources Overlay Code</li> <li>▪ Scenic Amenity Overlay Code</li> <li>▪ Noise Corridor</li> </ul>

The proposed development complies with all relevant assessment benchmarks. Compliance is further outlined below:

#### 3.1 Strategic Plan

- **Element 3.4.7 - Cultural Heritage**

The proposed development for Reconfiguring a Lot (Boundary Realignment - 4 lots into 2 lots) will not impact the historical significance of the site.

#### 3.2 Community Facilities Zone

- The proposal is to realign boundaries of the 4 existing allotments to create 2 allotments.
- St John's Anglican Church is listed as a structure of Local and State Heritage significance. The heritage character and significance of the Church will not be impacted by the development. The development is consistent with Overall Outcome 10 of the Community Facilities Zone, as the development protects the heritage buildings on-site.
- Re-siting of the Church Office is required to comply with building setbacks and standards. A condition has been included to ensure the building work is undertaken prior to Council's endorsement of the Plan of Survey.
- It is considered that the development complies with the applicable Performance Outcomes and Acceptable Outcomes of the Code, subject to the conditions of approval.

#### 3.3 Development Codes

##### 3.3.1 Reconfiguring a Lot Code

- The proposed development involves realigning boundaries between existing allotments and will not result in the creation of any additional lots.
- The Reconfiguring a Lot Code does not prescribe a minimum lot size. Each new lot will have an area of 4,046m<sup>2</sup>.
- Each lot will be regular in shape and no rear lots or battle-axe lots will be created.
- The proposal will be conditioned to ensure each proposed new lot is provided with separate connections to water and sewerage infrastructure.
- It is considered that the proposed development is able to meet the applicable Performance Outcomes and Acceptable Outcomes of the Code with the inclusion of conditions.

### **3.3.2 Transport Access and Parking Code**

- Proposed Lots 1 and 2 have access to formed roads and no new accesses are proposed or required.
- It is considered that the proposed development complies with the applicable Performance Outcomes and Acceptable Outcomes of the Code.

## **3.4 Overlays**

### **3.4.1 Airport Environs**

- The proposal is for a Boundary Realignment of 4 lots into 2 lots. Safe operation of the Airport will not be affected.
- It is considered that the proposed development complies with the applicable Performance Outcomes and Acceptable Outcomes of the Code.

### **3.4.2 Flood Hazard Overlay**

- The proposal is for a Boundary Realignment of 4 lots into 2 lots. There will not be an increase in the number of lots in an area identified as High Flood Hazard.
- There will not be an increase in the gross floor area or an increase in the number of persons living, working or residing in a High Flood Hazard Area.
- It is considered that the proposed development complies with the applicable Performance Outcomes and Acceptable Outcomes of the Code.

### **3.4.3 Cultural Heritage Overlay Code**

- St John's Anglican Church, located on Lot 4 on D14948, is listed as a Local and State Heritage Place structure.
- The proposal is for a boundary realignment only. No buildings will be demolished. The proposed boundary passes through the Church Office which is not considered to be a Heritage structure. A condition will be included to re-site the building to comply with Building Code standards.
- It is considered that the proposed development complies with the applicable Performance Outcomes and Acceptable Outcomes of the Code.

#### 3.4.4 Natural Resources Overlay Code

- The site is identified as Agricultural Land Classification (ALC) - Class A, however, as the subject site is not located in the Rural Zone, the Natural Resources Overlay Code is not applicable.

#### 3.4.5 Scenic Amenity Overlay Code

- The site is impacted by the Scenic Routes Buffer (100m).
- The development is for a Boundary Realignment only and does not involve construction of any buildings or structures. No vegetation clearing will be undertaken.
- It is considered that the proposed development complies with the applicable Performance Outcomes and Acceptable Outcomes of the Code.

### 4. Public Notification

The application for Reconfiguring a Lot, where in a High Flood Hazard Area is Impact Assessable in the Western Downs Planning Scheme 2017 incorporating Amendment 1.

Public Notification was undertaken by the applicant in accordance with the *Planning Regulation 2017* and Development Assessment Rules. The following actions were undertaken:

- a notice was published in the Dalby Herald on 24 January 2020;
- a notice was placed on the premises on 24 January 2020; and
- the owners of adjoining premises were notified on 24 January 2020.

No submissions were received in relation to the proposed development during the Public Notification Comment Period.

#### Consultation (Internal/External)

Council's Consultant Development Engineer and A/Principal Planner have reviewed the proposed development application and have provided advice where applicable.

#### Legal/Policy Implications (Justification if applicable)

An applicant may elect to appeal against Council's decision in accordance with the relevant Section of the *Planning Act 2016*, which states:

### **"Chapter 6 Dispute Resolution**

#### **Part 1 Appeal Rights**

#### **229 Appeals to Tribunal or P&E Court**

- (1) *Schedule 1 states -*
  - (a) *matters that may be appealed to -*
    - (i) *either a tribunal or the P&E Court; or*
    - (ii) *only a tribunal; or*
    - (iii) *only the P&E Court; and*
  - (b) *the person -*
    - (i) *who may appeal a matter (the **appellant**); and*



- (ii) *who is a respondent in an appeal of the matter; and*
- (iii) *who is a co-respondent in an appeal of the matter; and*
- (iv) *who may elect to be a co-respondent in an appeal of the matter.*

(2) *An appellant may start an appeal within the appeal period.*

(3) *The **appeal period** is -*

- (a) *for an appeal by a building advisory agency - 10 business days after a Decision Notice for the decision is given to the Agency; or*
- (b) *for an appeal against a deemed refusal - at any time after the deemed refusal happens; or*
- (c) *for an appeal against a decision of the Minister, under Chapter 7, Part 4, to register premises or to renew the registration of premises - 20 business days after a Notice is published under Section 269(3)(a) or (4); or*
- (d) *for an appeal against an Infrastructure Charges Notice - 20 business days after the Infrastructure Charges Notice is given to the person; or*
- (e) *for an appeal about a deemed approval of a development application for which a Decision Notice has not been given - 30 business days after the applicant gives the Deemed Approval Notice to the Assessment Manager; or*
- (f) *for any other appeal - 20 business days after a Notice of the decision for the matter, including an Enforcement Notice, is given to the person.*

*Note - See the P&E Court Act for the Court's power to extend the appeal period."*

#### Budget/Financial Implications

Nil

#### **Conclusion**

The proposed development has been assessed against the requirements of the Western Downs Planning Scheme 2017 incorporating Amendment 1. It is considered that the proposed allotment boundaries will result in a logical layout and configuration of lots, which is consistent with the character of the Community Facilities Zone.

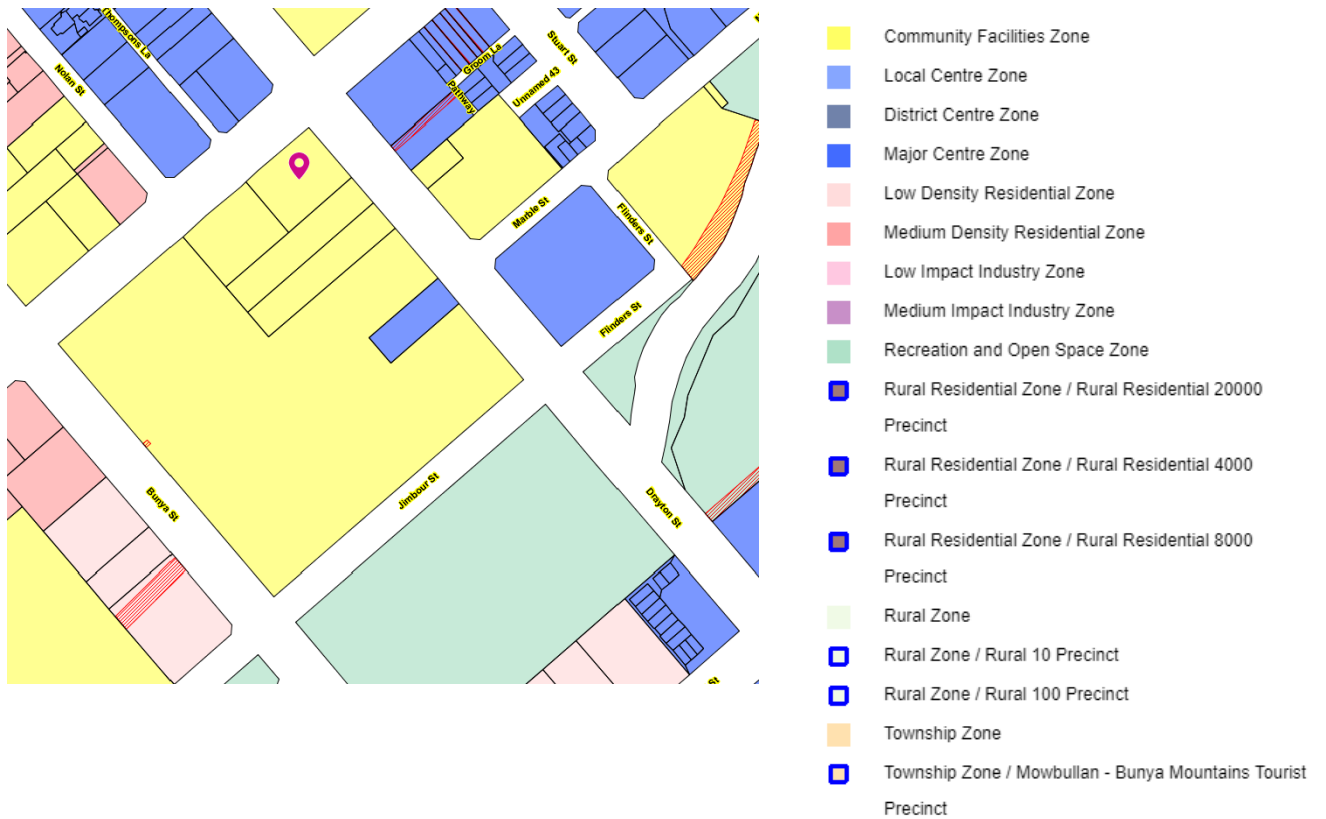
#### **Attachments**

1. Attachment 1 - Locality Plans
2. Attachment 2 - Proposal Plans
3. Attachment 3 - Pre-lodgement Advice and Exemption Certificate DSDMIP

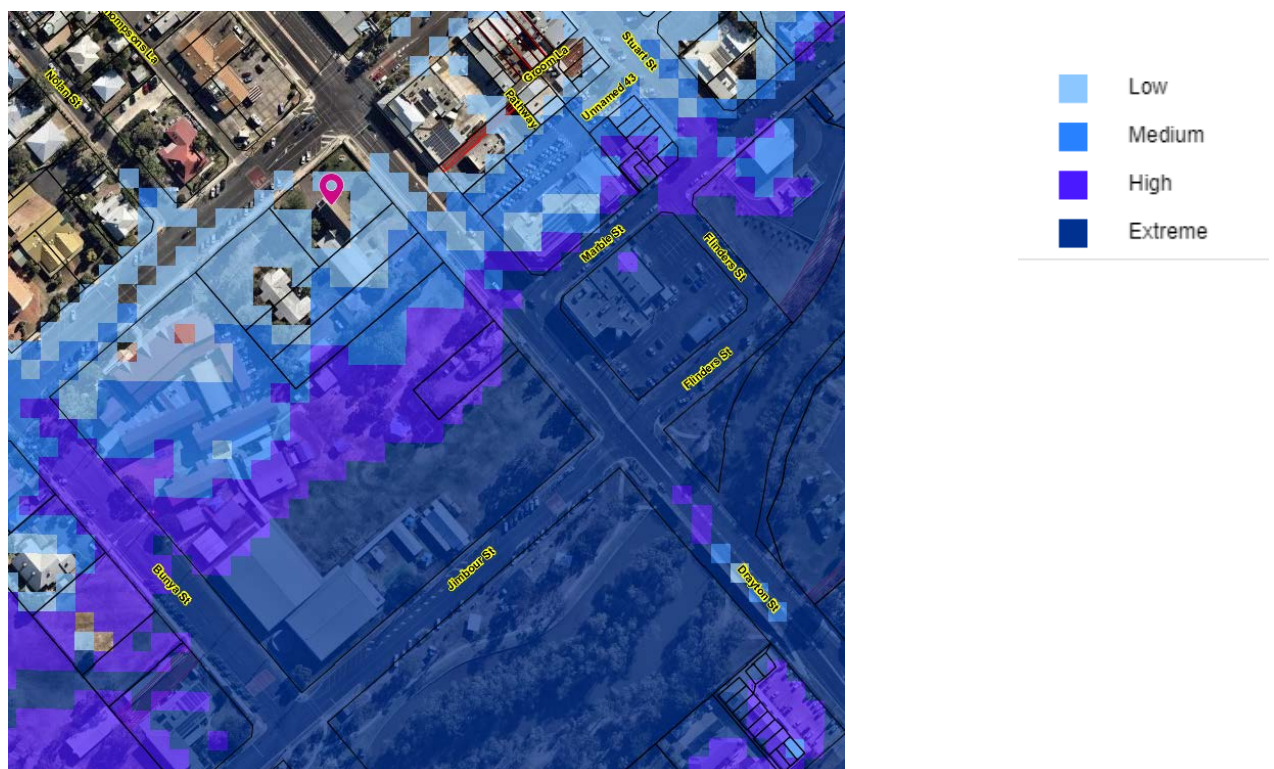
**Authored by:** Diane Gray, PLANNING SUPPORT OFFICER

## Attachment 1 - Locality Plans

### 1.1 Zoning Map of Site in Western Downs Planning Scheme 2017 incorporating Amendment 1

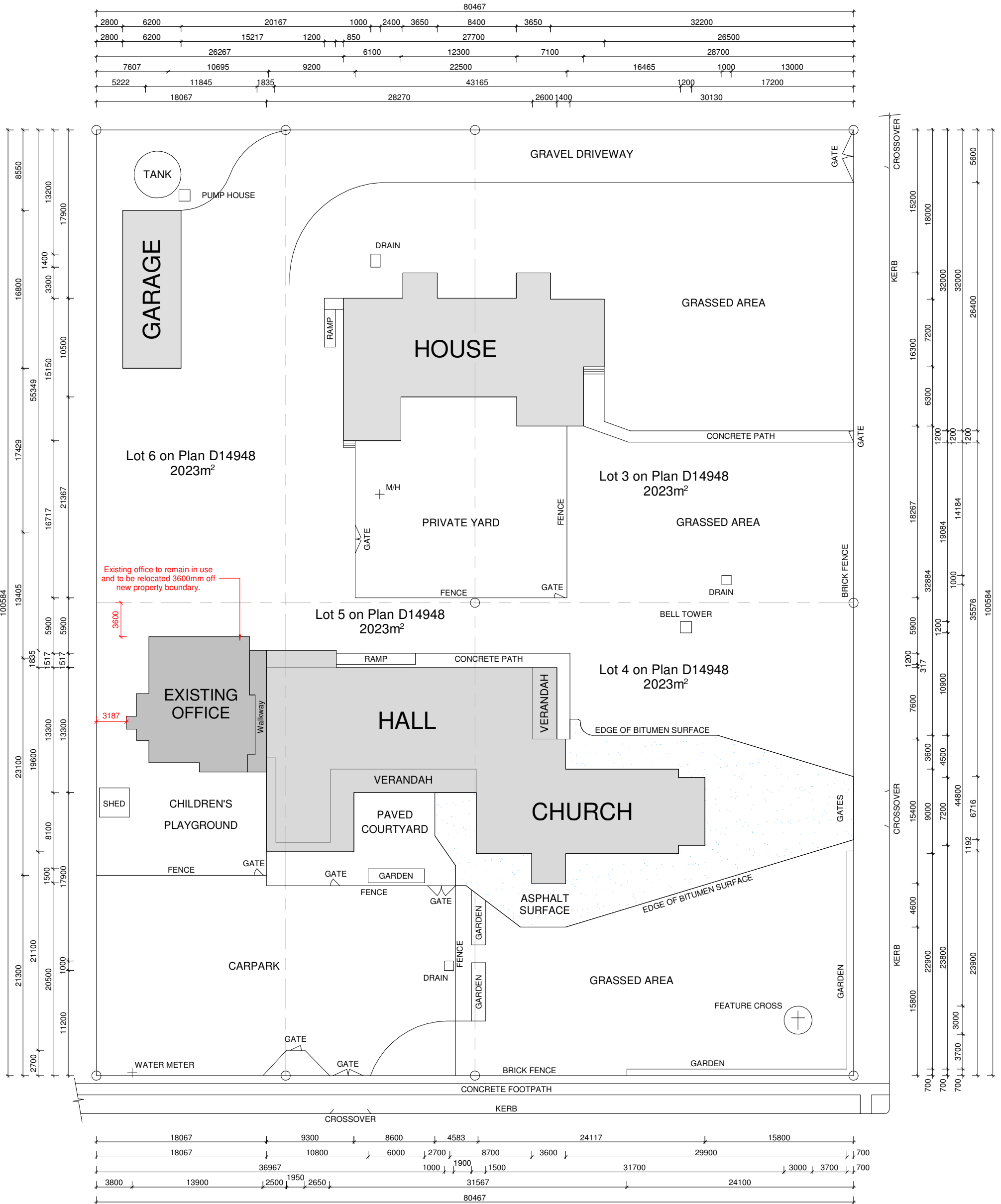


### 1.2 Flood Hazard Map from Western Downs Planning Scheme 2017 incorporating Amendment 1





Issue	Description	Date	Initial
B	Revisions to Site Plan	28-04-14	S.L.C.



Existing office to remain in use and to be relocated 3600mm off new property boundary.

3187

3600

**RELOCATED OFFICE DIAGRAM**

SCALE 1 : 200

CONCEPTUAL DESIGN ONLY  
Not to be used for quotation or construction purposes

**PROPERTY DESCRIPTION**

Lot 3,4,5,6 on D14948  
Parish of Dalby  
County of Aubigny  
Site Area = 8992m<sup>2</sup>

## Attachment 3 - Pre-lodgement Advice and Exemption Certificate from DSDMIP

PA6-L



Department of  
**State Development,  
Manufacturing,  
Infrastructure and Planning**

Our reference: 1909-13210 SPL

14 October 2019

Mr Arthur Martin  
42 North Street  
DALBY QLD 4405  
arthur@martindesign.com.au

Dear Mr Martin

### Pre-lodgement advice

Thank you for your correspondence received on 17 September 2019 in which you sought pre-lodgement advice from the Department of State Development, Manufacturing, Infrastructure and Planning (the department) regarding the proposed development described below.

### Location details

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Street address:	153 Cunningham Street, Dalby
Real property description:	Lot 3 on D14948, Lot 4 on D14948, Lot 5 on D14948 and Lot 6 on D14948
Local government area:	Western Downs Regional Council

### Details of proposal

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Development type:	Reconfiguring a lot
Development description:	Amalgamate 4 existing lots into two lots of equal size

### Supporting information

Drawing/report title	Prepared by	Date	Reference no.	Version/issue
Plan of Lots 1 and 2 – Cancelling Lots 3 – 6 on D14948	Steven Lloyd Ring, Cadastral Surveyor	19-8-2009	SP229747	-

The department has carried out a review of the information provided and the impacts of the proposal. The following advice is provided in relation to any development application for the proposed development lodged with Western Downs Regional Council (WDRC) as the assessment manager.

Page 1 of 3

Darling Downs South West regional  
office  
128 Margaret Street, Toowoomba  
PO Box 825, Toowoomba QLD 4350

**Proposed development**

1. From the information provided, the department understands the proposal is for reconfiguring a lot – 4 lots into 2 lots. It is understood that a development application for the proposed reconfiguration is required to be lodged with WDRC.

The inclusion of a proposed new office building and amenities extension in the submitted material will be subject to a separate application, if required.

**Requested advice**

2. Advice has been sought about referral requirements for Queensland heritage and state-controlled road matters.

**Queensland heritage place**

3. The Department of Environment and Science has advised that it is able to issue an exemption certificate under the *Queensland Heritage Act 1992* (a heritage exemption certificate) for the proposed development. Once a heritage exemption certificate has been issued, a development application for the proposed reconfiguration will not require referral to the department, as the State Assessment and Referral Agency (SARA), for Queensland heritage matters.
4. The process and requirements for applying for a heritage exemption certificate can be found online at <https://www.qld.gov.au/environment/land/heritage/development/certificate>.

**State-controlled road**

5. A development application for the proposed reconfiguration will not require referral to SARA for proximity to a state-controlled road because:
  - there is no increase to the total number of lots, or total number of lots adjacent to a state-controlled road
  - there is no new or changed access between the premises and the state-controlled road
  - the premises is not adjacent to a railway.

**Further advice**

6. It is noted that the submitted documents show a proposed new office building and amenities on one of the new lots to be created, however advice has only been sought in relation to the reconfiguration aspect. The department recommends that further pre-lodgement advice is sought in relation to the proposed new office building and amenities closer to the time any applications are to be lodged for those works.

This pre-lodgement advice does not constitute an approval or an endorsement that the department supports the development proposal. Additional information may be required to allow the department to properly assess the development proposal when a formal application has been lodged.

For further information please contact Jenny Sapuppo, Senior Planning Officer, on 07 5644 3220 or via email [ToowoombaSARA@dsmip.qld.gov.au](mailto:ToowoombaSARA@dsmip.qld.gov.au) who will be pleased to assist.

Yours sincerely



Darren Cooper  
A/Manager - DDSW

# Notice

## Cultural Heritage

### Section 74 Exemption Certificate

*This exemption certificate is issued by the Department of Environment and Science under s.74 of the Queensland Heritage Act 1992.*

Mr Arthur Martin  
The Corporation of the Synod of the Diocese of Brisbane  
GPO Box 421  
Brisbane QLD 4001  
[arthur@martindesign.com.au](mailto:arthur@martindesign.com.au)

[shaned@anglicanchurchsq.org.au](mailto:shaned@anglicanchurchsq.org.au)

Our reference: QHR No: 602399

Permit No: 201912-9860 EC

**Re: Application for Exemption Certificate for development at St John's Anglican Church, 153 Cunningham Street, Dalby QLD 4405**

DEVELOPMENT DESCRIPTION:	Reconfiguring of Lots
--------------------------	-----------------------

Your application for an exemption certificate to carry out development described above, which was received on the 20 December 2019, is approved with conditions under s74 of the *Queensland Heritage Act 1992*.

If you require more information, please contact Peter Todd, Principal Heritage Officer, on the telephone number listed below.

Yours sincerely



Ben Carson  
A/Cultural Heritage Coordinator  
Heritage, Arts and Heritage  
Department of Environment and Science  
Delegate, Chief Executive administering the *Queensland Heritage Act 1992*

Date: 2 January 2020

Enquiries:  
Peter Todd  
Heritage, Arts and Heritage  
Department of Environment and Science  
GPO Box 2454  
BRISBANE QLD 4001  
Telephone: (07) 3330 5849  
[Peter.Todd@des.qld.gov.au](mailto:Peter.Todd@des.qld.gov.au)





Notice  
Section 74 Exemption Certificate

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**Conditions of Approval:**

1. Carry out all development in accordance with the information provided in the application signed by the applicant Mr Arthur Martin on behalf of Corporation of the Synod of the Diocese of Brisbane on 20 December 2019 and the following information. In the case of a discrepancy between the application and conditions, conditions take precedence.

*(Reason - To ensure development is carried out as approved)*

Document No.	Document Title:	Date
Sheet 1 of 5 Issue E	St John Anglican Church Proposed Administration Office Site Plan by Martin Building Design	25/09/2019

2. A copy of this Exemption Certificate is to be displayed and/or retained at the Heritage Place for the duration of development works approved herein.

*(Reason - To facilitate the monitoring of development works for compliance purposes)*

3. Inform the Cultural Heritage Coordinator, Heritage, Arts and Heritage, Department of Environment and Science via [palm@des.qld.gov.au](mailto:palm@des.qld.gov.au) in writing, within 10 working days of completion, that development authorised under this notice is complete. State location and name of registered place and permit number and condition number this report is being made under and include photographs both before and after development of the area where work is being undertaken.

*(Reason - To ensure development complies with approval)*

4. During development and at completion of development, permit access to the registered place by Department of Environment and Science officers if requested.

*(Reason - To ensure development complies with approval)*

5. During development, protect existing building fabric and other significant elements or artefacts from incidental damage.

*(Reason - To ensure that the cultural heritage values of the place are appropriately recognised and managed)*

6. During development, should damage occur to existing building fabric and/or other significant elements or artefacts, report such incidents immediately to Cultural Heritage Coordinator, Heritage Branch, Environmental policy and Planning, Department of Environment and Science. An incident report confirming the details of the incident (email: [palm@des.qld.gov.au](mailto:palm@des.qld.gov.au)) must be provided within 2 business days of the initial notification to Department of Environment and Science. The incident report must include (but is not limited to) the following information:

- a. Location and name of the Heritage place;
- b. Permit number and condition number incident report being made under;
- c. Details of incident, including time and cause of incident and damage report;
- d. Details of measures that were in place at the time to protect against such incident and why these did not prevent damage;
- e. Details of proposed measures to reinstate, remediate or rectify damage; and
- f. Name and contact details of person making report.

*(Reason - To ensure that the cultural heritage values of the place are appropriately recognised and managed)*

7. This exemption certificate only applies to development substantially commenced within 4 years of date of issue.

*(Reason - To ensure development is carried out in a reasonable time)*

**Take Notice:** This certificate does not exempt the applicant from the need to obtain such other approvals as may be required under other legislation.

**Exemption Certificate No: 201912-9860 EC**

**Title** **Executive Services Chief Executive Officer Report February 2020**

**Date** 2 March 2020

**Responsible Manager** R. Musgrove, CHIEF EXECUTIVE OFFICER

### Summary

The purpose of this Report is to provide Council with the significant meetings, forums and delegations attended by the Chief Executive Officer during the month of February 2020.

### Link to Corporate Plan

Strategic Priority: Strong Economic Growth

- There is a confidence in our strong and diverse economy.
- We're open for business and offer investment opportunities that are right for our region.
- We optimise our tourism opportunities, unique experiences and major events.
- Business and industry in our region live local and buy local.
- Our region is a recognised leader in energy, including clean, green renewable energies.

### Material Personal Interest/Conflict of Interest

Nil

### Officer's Recommendation

That this Report be received and noted

### Background Information

Nil

### Report

Meetings, delegations and forums attended by the Chief Executive Officer during the month of February 2020:

Date	Who/Where	Details
3 February 2020	<ul style="list-style-type: none"> <li>• Councillor Information Sessions</li> <li>• Meeting with Surat Basin News</li> </ul>	Dalby Phone
5 February 2020	<ul style="list-style-type: none"> <li>• Meeting with Department of Local Government, Racing and Multicultural Affairs</li> </ul>	Dalby
6 February 2020	<ul style="list-style-type: none"> <li>• Meeting with Director General - Department of Local Government, Racing and Multicultural Affairs</li> <li>• Toowoomba Surat Basin Enterprise Event: Parliament House</li> </ul>	Brisbane Brisbane
7 February 2020	<ul style="list-style-type: none"> <li>• Meeting with Queensland Music Festival: Opera at Jimbour</li> <li>• Meeting with The Australian Petroleum Production and Exploration Association</li> </ul>	Brisbane Brisbane
9 February 2020	<ul style="list-style-type: none"> <li>• Local Disaster Management Group Meeting</li> </ul>	Dalby
10 February 2020	<ul style="list-style-type: none"> <li>• Local Disaster Management Group Meeting</li> </ul>	Dalby
11 February 2020	<ul style="list-style-type: none"> <li>• Local Disaster Management Group Meeting</li> </ul>	Dalby

12 February 2020	<ul style="list-style-type: none"> <li>Local Disaster Management Group Meeting</li> <li>Meeting with The Australian Workers Union</li> <li>Meeting with potential new business</li> </ul>	Dalby Dalby Dalby
13 February	<ul style="list-style-type: none"> <li>Local Disaster Management Group Meeting</li> </ul>	Dalby
17 February 2020	<ul style="list-style-type: none"> <li>Councillor Information Session</li> </ul>	Dalby
18 February 2020	<ul style="list-style-type: none"> <li>Meeting: Queensland Fire Emergency Services</li> <li>Monthly Catchup: Chinchilla News</li> <li>Meeting with Miles State High School</li> </ul>	Dalby Chinchilla Miles
19 February 2020	<ul style="list-style-type: none"> <li>Ordinary Meeting of Council</li> <li>Meeting with Gas Fields Commission</li> </ul>	Wandoan Dalby
20 February 2020	<ul style="list-style-type: none"> <li>Meeting with Peak Services</li> </ul>	Dalby
24 February 2020	<ul style="list-style-type: none"> <li>Origin Monthly Meeting</li> <li>Shell Monthly Meeting</li> <li>Meeting with Local Government Association of Queensland</li> </ul>	Brisbane Brisbane Brisbane
25 February	<ul style="list-style-type: none"> <li>Meeting with Civica</li> </ul>	Dalby

Consultation (Internal/External)

Chief Executive Officer

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

**Conclusion**

The foregoing represents activities undertaken by the Chief Executive Officer during the month of February 2020.

**Attachments**

Nil

**Authored by:** A. Lyell, Executive Services Administration Officer

**Title** Executive Services Report Outstanding Actions February 2020

**Date** 10 February 2020

**Responsible Manager** R. Musgrove, CHIEF EXECUTIVE OFFICER

### Summary

The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 19 February 2020.

### Link to Corporate Plan

Strategic Priority: Strong Economic Growth

- There is a confidence in our strong and diverse economy.
- We're open for business and offer investment opportunities that are right for our region.
- We optimise our tourism opportunities, unique experiences and major events.
- Business and industry in our region live local and buy local.
- Our region is a recognised leader in energy, including clean, green renewable energies.

### Material Personal Interest/Conflict of Interest

Nil

### Officer's Recommendation

That this Report be received and noted.

### Background Information

Nil

### Report

The purpose of this Report is to provide Council with an update on the status of Outstanding Council Meeting Action Items to the Meeting held on 19 February 2020.

#### 1. Outstanding Council Meeting Action List (As at 19 February 2020)

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
21/06/2017	Corporate Services Confidential Report Authorise Chief Executive Officer Negotiate Purchase Properties	AD6.6.2	<p>MOVED by Cr. I.J. Rasmussen Seconded by Cr. R.C. Brown</p> <p>That this Report be received and that:</p> <p>1. Council authorise the Chief Executive Officer to negotiate the acquisition of properties as proposed up to the amount in the table on page 81 of the report.</p> <p style="text-align: right;">CARRIED (7,1)</p> <p>FOR VOTE: Cr. P.M. McVeigh, Cr R.C. Brown, Cr. C.T. Tillman, Cr. K.A. Maguire, Cr. G.M. Olm, Cr. I.J. Rasmussen, Cr. A.N. Smith</p>	Corporate Services

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
			AGAINST VOTE: Cr. P.T. Saxelby ABSENT. DID NOT VOTE: Cr. D.E. Ashurst	
20/03/2019	Councillor Information Session High Quality Agricultural Land Western Downs Planning Scheme	AD6.6.2	Moved by Cr. R.C. Brown Seconded by Cr. C.T. Tillman  That an information session be held for the purpose of exploring options to address issues of concern in relation to the alienation of high quality agricultural land for the WDRC Planning Scheme.  CARRIED	Community and Liveability

Consultation (Internal/External)

Chief Executive Officer;  
General Manager (Community & Liveability);  
General Manager (Corporate Services);  
General Manager (Infrastructure Services); and  
Relevant Managers, Coordinators and Officers.

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

**Conclusion**

This report is provided to inform Council of the progress of resolutions of Council.

**Attachments**

Nil

**Authored by:** J. Weier, SENIOR EXECUTIVE OFFICER

**Title** Corporate Services Report Amendment Enterprise Risk Management - Council Policy

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**Date** 2 March 2020

**Responsible Manager** P. Greet, CUSTOMER SUPPORT AND GOVERNANCE MANAGER

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### Summary

The purpose of this Report is to seek Council's approval of the amended Enterprise Risk Management - Council Policy.

### Link to Corporate Plan

Strategic Priority: Financial Sustainability

- We are recognised as a financially intelligent and responsible Council.
- Our long term financial planning guides informed and accountable decision making.
- Our value for money culture enables us to deliver our core functions sustainably.

### Material Personal Interest/Conflict of Interest

Nil

### Officer's Recommendation

That this Report be received and that Council adopt the Enterprise Risk Management - Council Policy as amended.

### Background Information

The Enterprise Risk Management - Council Policy was adopted on 26 October 2016.

### Report

This Policy establishes Council's position on a commitment to enterprise risk management systems and practices within Council's operations, both from a strategic and operational risk perspective.

The *Enterprise Risk Management Policy – Council Policy* and associated Enterprise Risk Management Framework were due for periodic review in September 2020. This existing policy has been reviewed in accordance with Council's adopted Policy Framework due to changes in Australian Standards and resulting changes to the risk management principles, hence the need to bring forward the review.

Changes in Australian Standards have been noted and amended in the policy where required.

The goals of the original policy are still valid.

### Consultation (Internal/External)

The amended policy was endorsed by the Executive Management Team on 28 February 2020.

### Legal/Policy Implications (Justification if applicable)

As identified in the policy.

Budget/Financial Implications

Nil

**Conclusion**

This report provides for formal adoption of the amended Fraud and Corruption Control - Council Policy.

**Attachments**

1. Enterprise Risk Management - Council Policy (Marked Up)
2. Enterprise Risk Management - Council Policy

**Authored by:** P. Greet, CUSTOMER SUPPORT & GOVERNANCE MANAGER

# Enterprise Risk Management - Council Policy

<b>Effective Date</b>	26 October 2016 - Ordinary Meeting of Council
<b>Policy Owner</b>	Customer Support & Governance Manager
<b>Link to Corporate Plan</b>	Financial Sustainability
<b>Review Date</b>	February 2024
<b>Related Legislation</b>	<i>AS ISO 31000:2018 Risk Management Guidelines</i> <i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>
<b>Related Documents</b>	<i>Enterprise Risk Management Framework</i>

Policy Version	Approval Date	Adopted/Approved
1	03/09/2014	Ordinary Meeting of Council
2	26/10/2016	Ordinary Meeting of Council
3		

*This policy may not be current as Council regularly reviews and updates its policies. The latest controlled version can be found in the policies section of Council's intranet or Website. **A hard copy of this electronic document is uncontrolled.***





# Enterprise Risk Management - Council Policy

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## 1. PURPOSE

This Policy sets out Council's high-level expectations in relation to enterprise risk management (ERM) at Western Downs Regional Council.

## 2. SCOPE

This policy applies to all of Western Downs Regional Council's activities.

## 3. POLICY

### 3.1 Policy Statement

Council is committed to managing risks that may have an adverse effect on its capacity to achieve its objectives by establishing an environment that is not unduly risk averse, but one that enables risks to be identified, mitigated and monitored in a balanced manner. Council will aim to achieve its business objectives by managing the impact of risks it can realistically control.

Council has adopted the following risk appetite statement:

*Council has a high appetite for initiatives where there is a good understanding of the risk, and there is confidence that the outcomes will lead to significant business improvements or service delivery.*

### 3.2 Risk Management Strategy

Council will create an environment where all staff will be aware of, and take responsibility for, managing risk.

This strategy has been communicated via the establishment of an *Enterprise Risk Management Framework* that supports this Policy and seeks to:

- a. Establish the basis for a structured, formal, consistent, systematic process to identify, analyse, mitigate and monitor the key strategic and operational risks impacting on the organisation;
- b. Align risk management with business objectives identified in Council's corporate and operational plans;
- c. Support the implementation of the necessary controls and policies to deliver an appropriate approach to managing risk;
- d. Enable risk management to become part of day-to-day management of the Council's activities and decision making processes.

# Enterprise Risk Management - Council Policy

<b>Effective Date</b>	26 October 2016 - Ordinary Meeting of Council
<b>Policy Owner</b>	Customer Support & Governance Manager
<b>Link to Corporate Plan</b>	Financial Sustainability
<b>Review Date</b>	February 2024
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- d. Enable risk management to become part of day-to-day management of the Council's activities and decision making processes.

**Title** Corporate Services Financial Report February 2020

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**Date** 3 March 2020

**Responsible Manager** E. Lambert, ACTING CHIEF FINANCIAL OFFICER

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### **Summary**

The purpose of this Report is to provide Council with the Financial Report for the period ending 29 February 2020.

### **Link to Corporate Plan**

Strategic Priority: Financial Sustainability  
- We are recognised as a financially intelligent and responsible Council.

### **Material Personal Interest/Conflict of Interest**

Nil

### **Officer's Recommendation**

That this Report be received, and that Council notes the February 2020 Financial Report.

### **Background Information**

The Chief Executive Officer is required by Section 204 (2) of the Local Government Regulation 2012 to present the financial report at each meeting of the local government if each meeting is held less frequently than monthly, or monthly. The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held (section 204 (3)).

### **Report**

#### 1. Operating Result

The operating deficit as at the end February 2020 is \$10.405 million compared to a budgeted deficit of \$8.519 million which is \$1.885 million behind budget.

An analysis of the major variances for each operating revenue and expense item is provided in the following table:

Council Consolidated	Revised Budget \$	YTD Budget \$	YTD Actuals \$	Variance \$	Comments
<b>Revenue</b>					
Rates and Utility Charges	(88,811,615)	(44,405,807)	(42,836,568)	1,569,239	Rates and Utility Charges is currently \$1.569 million under budget due to: > \$1.120 million in QVAs adjustments for amalgamations of properties which reduces rates revenue. The offset adjustments will be put through closer to the levy date (March) which are expected to net this off. > \$0.932 million in prepaid general rates being recognised as revenue in 2018-19 and being reversed out in July (i.e. It therefore reduces rates revenue). > offset by \$0.252 million for a Rates revenue adjustment due to the amalgamation of properties which was provided for in 2018-19 and reversed in July.
Volumetric	(7,227,791)	(3,377,525)	(3,922,205)	(544,680)	Volumetric income is over budget due to increased consumption as a result of the hot and dry conditions.
Less: Discounts & Pensioner Remissions	4,924,373	2,405,606	2,359,450	(46,156)	
Net Rates and Utility Charges	(91,115,033)	(45,377,726)	(44,399,322)	978,404	
Fees and Charges	(6,787,310)	(4,419,233)	(5,168,938)	(749,705)	Fees & Charges are \$0.750 million greater than budget due to: > Water sales from the standpipes being \$0.441 million more than budget due to the drought. > Fines & Penalties being \$0.193 million greater than budget due to Council dedicating more resources towards enforcement. > Washdown Bay fees being \$0.156 million better than budget due to increased activity at the Saleyards. > Town Planning Fees being greater than budget by \$0.077 million. > Stock Route Fees being greater than budget \$0.057 million > Waste Disposal Fees are currently \$0.368 million behind budget due to lower than anticipated usage of the facilities.
Rental and Levies	(1,672,589)	(1,100,056)	(1,169,249)	(69,193)	
Sales of Major Services	(18,980,642)	(12,481,156)	(13,639,319)	(1,158,163)	Sales of major services are currently \$1.158 million greater than budget due to: > Commercial Works, which is currently \$0.752 million ahead of budget. Council is anticipating to receive more income than budgeted for the year as it has been able to increase the amount of work in the programme for the year. This will be partly offset by increased materials and services expenses. > Saleyards revenue being \$0.783 million greater than budget as a result of higher than expected sales due to the prolonged drought. > Quarry and Gravel Pit sales being \$0.323 million behind budget as a result of some delays in the delivery of the capital works program. Council expects sales to be in line with budget for the year.
Operating Grants, Subsidies and Contributions	(25,177,684)	(19,279,009)	(13,008,005)	6,271,004	Operating Grants and Subsidies have come in under budget by \$6.271 million due to: > Council receiving \$6.202 million in FAGS for 2019-20 compared to a YTD budget of \$12.494 million. This is due to \$8.330 million of its 2019-20 FAGS being prepaid in 2018-19.
Interest Revenue	(3,645,978)	(2,430,648)	(1,778,395)	652,253	Interest Income was budgeted for at 2.50% (the return in 2018-19) for the year but due to the RBA rate decreases, Council has received an average of 1.76% from QTC. It is likely revenue will be under budget by about \$1.000 million for the year.
Other Income	(1,602,500)	(775,004)	(1,113,623)	(338,619)	Other income is over budget by \$0.339 million mainly due to ticket sales for Big Skies. \$0.233 million has been received as at end of February. Budget was phased in May.
<b>TOTAL OPERATING REVENUES</b>	<b>(148,981,736)</b>	<b>(85,862,832)</b>	<b>(80,276,850)</b>	<b>5,585,982</b>	

Council Consolidated	Revised Budget \$	YTD Budget \$	YTD Actuals \$	Variance \$	Comments
<b>Expenses</b>					
Employee Benefits	56,922,638	37,012,324	35,879,321	(1,133,003)	Employee Benefits are under budget due in part to the delay in reaching agreement on the EBA. The outcome of the EBA was that a lump sum be paid to internal employees which was done in February. External staff are still negotiating. In addition, employee numbers remain less than budget.
Less Capitalised Employee Benefits	(5,317,506)	(3,444,194)	(2,896,955)	547,239	Council has currently delivered less than originally anticipated of its capital works program which effects capitalised employee costs. Expectations are that the budget will be met for the full year.
Net Employee Benefits	51,605,132	33,568,130	32,982,366	(585,764)	
Materials and Services	53,079,460	32,831,217	29,331,670	(3,499,547)	Materials and Services costs are mainly under budget due to outstanding invoices not being accrued at the end of the current month.
Depreciation and Amortisation	41,863,459	27,908,992	28,285,716	376,724	Deprecation is \$0.377 million greater than budget. This is a result of the outcomes from the valuation on buildings last year with the economic useful lives being shortened on a wide range of assets which then increases depreciation expense. It is currently estimated that depreciation will be \$0.500 million more than budget at year end.
Finance Costs	580,110	74,072	82,157	8,085	
Corporate Overhead	-	-	-	-	
<b>TOTAL OPERATING EXPENSES</b>	<b>147,128,161</b>	<b>94,382,411</b>	<b>90,681,908</b>	<b>(3,700,503)</b>	
<b>Operating (surplus)/deficit</b>	<b>(1,853,575)</b>	<b>8,519,579</b>	<b>10,405,058</b>	<b>1,885,479</b>	

## 2. Capital Revenue and Expenditure

Capital Revenue for the year is \$1.962 million behind budget.

- Capital Grants & Subsidies are \$1.508 million behind budget. This is due to a timing issue with claims.
- Capital Contributions are currently \$0.638 million behind budget due to outstanding claims from Origin Energy & QGC on the Geldard Road, Perretts Road and Stockton Road projects.
- \$0.599 million has been received in Developer Contributions for the upgrade of Sherwood Road. Council did not budget for Developer Contributions. The offset to this is \$0.039 million of Infrastructure charges written off for the Water & Sewerage business units.
- Contributed Assets are \$0.234 million behind budget. This is purely a budget phasing issue.
- Disposal of Non-Current Assets is \$0.181 million behind budget. This is purely a budget phasing issue.

Capital Expenditure is \$7.234 million behind budget. This lag in expenditure is due to outstanding invoices for February as well as a greater than anticipated resource sector works being completed. There were also some minor rain delays for some projects. Major projects currently behind budget are:

- Regional Reseal projects are \$2.739 behind budget. This is due to outstanding invoices and minor rain delays. Project is back on schedule with no current issues.
- Regional SCADA Upgrade project is \$1.180 million behind budget. Works are ongoing with expected completion in April and June.
- Haystack Rd Reconstruct project is \$0.557 million behind budget. The project has been pushed out due to delays with Auburn Road. Project is still scheduled to be completed this financial year.
- Regional Resheet projects are \$0.553 million behind budget. This is purely due to a lag in invoices with the project on schedule.

## 3. Cash and Investments

Council's Cash and Investments at 29 February 2020 totalled \$149.734 million which represents 12.21 months of Operating Expenses including depreciation. The balance as at 30 June 2019 was \$142.251 million. The primary reason for this increase is due to materials and services and the capital works program being behind budget as at 29 February 2020. Cash will increase significantly over the next month or so with second half rates income being received.

### Consultation (Internal/External)

Nil

### Legal/Policy Implications (Justification if applicable)

Nil

### Budget/Financial Implications

The attached One-Page report details the progress made against Year-To-Date (YTD) Budget for the period ending 29 February 2020. There are currently no significant budget concerns for the year. However, it is likely that interest income will be under budget by up to \$1.000 million due to reductions in the official cash rate having a flow on impact on investing rates for term deposits. It is expected to be offset by better trading results

by the Saleyard business. Depreciation is likely to be over budget by approximately \$0.500 million for the year. This is a result of the outcomes from the valuation on buildings last year with the economic useful lives being shortened on a wide range of assets which then increases depreciation expense.

### **Conclusion**

There are currently no significant budget concerns other than interest revenue, which is likely to come in under budget due to the reduction in the official cash rate having a flow on impact for investing rates on term deposits and depreciation.

### **Attachments**

1. One Page Report February 2020

**Authored by:** C. Prain, MANAGEMENT ACCOUNTANT





**Western Downs Regional Council**  
**One Page Result**  
**Period Ending: February 2020**

	Council Consolidated					Council Net					Commercial Works				
	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance
<b>Operating Revenue</b>															
Rates and Utility Charges	(88,811,615)	(88,811,615)	(44,405,807)	(42,836,568)	1,569,239	(68,981,313)	(68,981,313)	(34,490,656)	(32,857,905)	1,632,751	-	-	-	-	-
Volumetric	(7,227,791)	(7,227,791)	(3,377,525)	(3,922,205)	(544,680)	-	-	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	4,924,373	4,924,373	2,405,606	2,359,450	(46,156)	3,645,841	3,645,841	1,822,921	1,775,290	(47,631)	-	-	-	-	-
Net Rates and Utility Charges	(91,115,033)	(91,115,033)	(45,377,726)	(44,399,322)	978,404	(65,335,472)	(65,335,472)	(32,667,735)	(31,082,615)	1,585,120	-	-	-	-	-
Fees and Charges	(6,787,310)	(6,787,310)	(4,419,233)	(5,168,938)	(749,705)	(3,245,310)	(3,245,310)	(2,234,569)	(2,738,772)	(504,203)	-	-	-	-	-
Rental and Levies	(1,672,589)	(1,672,589)	(1,100,056)	(1,169,249)	(69,193)	(1,582,589)	(1,582,589)	(1,055,056)	(1,113,700)	(58,644)	-	-	-	-	-
Sales of Major Services	(18,980,642)	(18,980,642)	(12,481,156)	(13,639,319)	(1,158,163)	-	-	-	-	-	(5,435,000)	(5,435,000)	(4,191,664)	(4,943,366)	(751,702)
Operating Grants & Subsidies	(25,177,684)	(25,177,684)	(19,279,009)	(13,008,005)	6,271,004	(22,073,013)	(22,073,013)	(16,174,338)	(10,191,470)	5,982,868	(3,104,671)	(3,104,671)	(3,104,671)	(2,800,000)	304,671
Interest	(3,645,978)	(3,645,978)	(2,430,648)	(1,778,395)	652,253	(3,645,978)	(3,645,978)	(2,430,648)	(1,696,109)	734,539	-	-	-	-	-
Other Income	(1,602,500)	(1,602,500)	(775,004)	(1,113,623)	(338,619)	(1,552,500)	(1,552,500)	(741,668)	(1,087,531)	(345,863)	-	-	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>(148,981,736)</b>	<b>(148,981,736)</b>	<b>(85,862,832)</b>	<b>(80,276,850)</b>	<b>5,585,982</b>	<b>(97,434,862)</b>	<b>(97,434,862)</b>	<b>(55,304,014)</b>	<b>(47,910,197)</b>	<b>7,393,817</b>	<b>(8,539,671)</b>	<b>(8,539,671)</b>	<b>(7,296,335)</b>	<b>(7,743,366)</b>	<b>(447,031)</b>
<b>Operating Expenses</b>															
Employee Benefits	56,922,638	56,922,638	37,012,324	35,879,321	(1,133,003)	45,880,292	45,880,292	29,897,429	28,968,874	(928,555)	2,554,938	2,554,938	1,635,632	1,713,009	77,377
Less Capitalised Employee Benefits	(5,317,506)	(5,317,506)	(3,444,194)	(2,896,955)	547,239	(4,586,925)	(4,586,925)	(2,936,474)	(2,528,307)	408,167	-	-	-	-	-
Net Employee Benefits	51,605,132	51,605,132	33,568,130	32,982,366	(585,764)	41,293,367	41,293,367	26,960,955	26,440,567	(520,388)	2,554,938	2,554,938	1,635,632	1,713,009	77,377
Materials and Services	53,079,460	53,079,460	32,831,217	29,331,670	(3,499,547)	26,733,036	26,733,036	14,985,912	12,721,255	(2,264,657)	5,312,776	5,312,776	4,294,688	5,737,775	1,443,087
Depreciation and Amortisation	41,863,459	41,863,459	27,908,992	28,285,716	376,724	34,053,592	34,053,592	22,702,408	23,540,479	838,071	-	-	-	-	-
Finance Costs	580,110	580,110	74,072	82,157	8,085	549,110	549,110	74,072	84,671	10,599	-	-	-	-	-
Corporate Overhead	-	-	-	-	-	(4,417,445)	(4,417,445)	(2,944,968)	(2,944,968)	-	479,299	479,299	319,536	319,536	-
<b>TOTAL OPERATING EXPENSES</b>	<b>147,128,161</b>	<b>147,128,161</b>	<b>94,382,411</b>	<b>90,681,908</b>	<b>(3,700,503)</b>	<b>98,211,660</b>	<b>98,211,660</b>	<b>61,778,379</b>	<b>59,842,004</b>	<b>(1,936,375)</b>	<b>8,347,013</b>	<b>8,347,013</b>	<b>6,249,856</b>	<b>7,770,320</b>	<b>1,520,464</b>
<b>Operating (surplus)/deficit</b>	<b>(1,853,575)</b>	<b>(1,853,575)</b>	<b>8,519,579</b>	<b>10,405,058</b>	<b>1,885,479</b>	<b>776,798</b>	<b>776,798</b>	<b>6,474,365</b>	<b>11,931,807</b>	<b>5,457,442</b>	<b>(192,658)</b>	<b>(192,658)</b>	<b>(1,046,479)</b>	<b>26,954</b>	<b>1,073,433</b>
<b>Capital Revenue</b>															
Capital Grants & Subsidies	(6,434,700)	(9,265,833)	(4,776,500)	(3,268,357)	1,508,143	(6,424,700)	(9,265,833)	(4,776,500)	(3,258,357)	1,518,143	-	-	-	-	-
Contributions	(4,295,658)	(2,467,949)	(641,120)	(2,997)	638,123	(4,295,658)	(2,467,949)	(641,120)	(1,834)	639,286	-	-	-	-	-
Contributions - Contributed Assets	(1,980,000)	(1,980,000)	(1,320,000)	(1,086,080)	233,920	(1,980,000)	(1,980,000)	(1,320,000)	(853,872)	466,128	-	-	-	-	-
Contributions from Developers - Cash	-	-	-	(599,398)	(599,398)	-	-	-	(638,191)	(638,191)	-	-	-	-	-
Disposal of Non-Current Assets	(804,500)	(804,500)	(536,333)	(355,236)	181,097	(804,500)	(804,500)	(536,333)	(355,236)	181,097	-	-	-	-	-
<b>TOTAL CAPITAL REVENUE</b>	<b>(13,514,858)</b>	<b>(14,518,282)</b>	<b>(7,273,953)</b>	<b>(5,312,067)</b>	<b>1,961,886</b>	<b>(13,504,858)</b>	<b>(14,518,282)</b>	<b>(7,273,953)</b>	<b>(5,107,490)</b>	<b>2,166,463</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Expenses</b>															
Loss of Revaluation of Inventory	-	-	-	3,830	3,830	-	-	-	3,830	3,830	-	-	-	-	-
Restoration of Land Provision	-	-	-	10,531	10,531	-	-	-	-	-	-	-	-	-	-
Capital Expense Write-Off	8,500,000	8,500,000	5,533,333	10,863,776	5,330,443	7,500,000	7,500,000	5,000,000	6,479,688	1,479,688	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>8,500,000</b>	<b>8,500,000</b>	<b>5,533,333</b>	<b>10,878,136</b>	<b>5,344,803</b>	<b>7,500,000</b>	<b>7,500,000</b>	<b>5,000,000</b>	<b>6,483,517</b>	<b>1,483,517</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Result (surplus)/deficit</b>	<b>(6,868,433)</b>	<b>(7,871,857)</b>	<b>6,778,959</b>	<b>15,971,128</b>	<b>9,192,169</b>	<b>(5,228,060)</b>	<b>(6,241,484)</b>	<b>4,200,412</b>	<b>13,307,834</b>	<b>9,107,423</b>	<b>(192,658)</b>	<b>(192,658)</b>	<b>(1,046,479)</b>	<b>26,954</b>	<b>1,073,433</b>
<b>Capital Funding Applications</b>															
Capital Expenditure - New Assets	6,828,177	7,584,331	3,675,237	3,066,862	(608,375)	6,728,177	7,459,796	3,580,702	3,020,002	(560,700)	-	-	-	-	-
Capital Expenditure - Upgrade Assets	6,293,719	6,618,394	2,803,556	2,012,009	(791,547)	5,262,286	5,359,460	2,345,985	1,897,699	(448,286)	-	-	-	-	-
Capital Expenditure - Replacement Assets	34,183,320	33,724,654	18,662,655	12,828,111	(5,834,544)	26,279,583	26,023,418	16,007,989	11,299,294	(4,708,694)	-	-	-	-	-
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	47,305,216	47,927,379	25,141,448	17,906,982	(7,234,466)	38,270,046	38,842,674	21,934,676	16,216,995	(5,717,681)	-	-	-	-	-



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	Gas					Water					Sewerage				
	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance
<b>Operating Revenue</b>															
Rates and Utility Charges	-	-	-	-	-	(5,772,380)	(5,772,380)	(2,886,190)	(2,873,771)	12,419	(8,866,302)	(8,866,302)	(4,433,151)	(4,422,792)	10,359
Volumetric	-	-	-	-	-	(7,227,791)	(7,227,791)	(3,377,525)	(3,922,205)	(544,680)	-	-	-	-	-
Less: Discounts & Pensioner Remissions	-	-	25,000	25,741	741	614,999	614,999	225,918	268,103	42,185	418,489	418,489	209,245	182,528	(26,717)
Net Rates and Utility Charges	-	-	25,000	25,741	741	(12,385,172)	(12,385,172)	(6,037,797)	(6,527,873)	(490,076)	(8,447,813)	(8,447,813)	(4,223,906)	(4,240,264)	(16,358)
Fees and Charges	(27,000)	(27,000)	(18,000)	(25,737)	(7,737)	(1,010,000)	(1,010,000)	(500,000)	(941,063)	(441,063)	(5,000)	(5,000)	-	(7,484)	(7,484)
Rental and Levies	-	-	-	-	-	(90,000)	(90,000)	(45,000)	(55,549)	(10,549)	-	-	-	-	-
Sales of Major Services	(3,042,497)	(3,042,497)	(1,554,302)	(1,520,395)	33,907	(104,888)	(104,888)	(52,444)	(16,997)	35,447	(17,094)	(17,094)	(8,547)	(24,815)	(16,268)
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	(34,087)	(34,087)	-	-	-	(35,460)	(35,460)
Other Income	-	-	-	-	-	-	-	-	(1,646)	(1,646)	-	-	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>(3,069,497)</b>	<b>(3,069,497)</b>	<b>(1,547,302)</b>	<b>(1,520,391)</b>	<b>26,911</b>	<b>(13,590,060)</b>	<b>(13,590,060)</b>	<b>(6,635,241)</b>	<b>(7,577,216)</b>	<b>(941,975)</b>	<b>(8,469,907)</b>	<b>(8,469,907)</b>	<b>(4,232,453)</b>	<b>(4,308,023)</b>	<b>(75,570)</b>
<b>Operating Expenses</b>															
Employee Benefits	357,956	357,956	229,167	237,247	8,080	4,522,532	4,522,532	2,898,495	2,719,134	(179,361)	1,513,261	1,513,261	969,893	852,949	(116,944)
Less Capitalised Employee Benefits	-	-	-	-	-	(194,299)	(194,299)	(124,388)	(55,712)	68,676	(17,500)	(17,500)	(11,204)	(1,849)	9,355
Net Employee Benefits	357,956	357,956	229,167	237,247	8,080	4,328,233	4,328,233	2,774,107	2,663,423	(110,684)	1,495,761	1,495,761	958,689	851,100	(107,589)
Materials and Services	1,193,739	1,193,739	837,104	411,501	(425,603)	4,169,810	4,169,810	2,764,107	2,792,325	28,218	1,501,890	1,501,890	991,664	1,031,461	39,797
Depreciation and Amortisation	270,778	270,778	180,520	180,938	418	3,880,384	3,880,384	2,586,920	2,619,273	32,353	2,847,925	2,847,925	1,898,616	1,367,322	(531,294)
Finance Costs	31,000	31,000	-	(2,426)	(2,426)	-	-	-	-	-	-	-	-	-	-
Corporate Overhead	313,052	313,052	208,704	208,704	-	1,542,032	1,542,032	1,028,008	1,028,008	-	883,472	883,472	588,984	588,984	-
<b>TOTAL OPERATING EXPENSES</b>	<b>2,166,525</b>	<b>2,166,525</b>	<b>1,455,495</b>	<b>1,035,963</b>	<b>(419,532)</b>	<b>13,920,459</b>	<b>13,920,459</b>	<b>9,153,142</b>	<b>9,103,030</b>	<b>(50,112)</b>	<b>6,729,048</b>	<b>6,729,048</b>	<b>4,437,953</b>	<b>3,838,867</b>	<b>(599,086)</b>
<b>Operating (surplus)/deficit</b>	<b>(902,972)</b>	<b>(902,972)</b>	<b>(91,807)</b>	<b>(484,427)</b>	<b>(392,620)</b>	<b>330,399</b>	<b>330,399</b>	<b>2,517,901</b>	<b>1,525,814</b>	<b>(992,087)</b>	<b>(1,740,859)</b>	<b>(1,740,859)</b>	<b>205,500</b>	<b>(469,156)</b>	<b>(674,656)</b>
<b>Capital Revenue</b>															
Capital Grants & Subsidies	-	-	-	-	-	(10,000)	-	-	(10,000)	(10,000)	-	-	-	-	-
Contributions	-	-	-	-	-	-	-	-	(290)	(290)	-	-	-	(873)	(873)
Contributions - Contributed Assets	-	-	-	-	-	-	-	-	(114,496)	(114,496)	-	-	-	(117,712)	(117,712)
Contributions from Developers - Cash	-	-	-	-	-	-	-	-	16,877	16,877	-	-	-	21,917	21,917
Disposal of Non-Current Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(10,000)</b>	<b>-</b>	<b>-</b>	<b>(107,910)</b>	<b>(107,910)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(96,668)</b>	<b>(96,668)</b>
<b>Capital Expenses</b>															
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expense Write-Off	-	-	-	-	-	600,000	600,000	400,000	4,279,116	3,879,116	200,000	200,000	133,333	104,972	(28,361)
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>600,000</b>	<b>600,000</b>	<b>400,000</b>	<b>4,279,116</b>	<b>3,879,116</b>	<b>200,000</b>	<b>200,000</b>	<b>133,333</b>	<b>104,972</b>	<b>(28,361)</b>
<b>Net Result (surplus)/deficit</b>	<b>(902,972)</b>	<b>(902,972)</b>	<b>(91,807)</b>	<b>(484,427)</b>	<b>(392,620)</b>	<b>920,399</b>	<b>930,399</b>	<b>2,917,901</b>	<b>5,697,020</b>	<b>2,779,119</b>	<b>(1,540,859)</b>	<b>(1,540,859)</b>	<b>338,833</b>	<b>(460,852)</b>	<b>(799,685)</b>
<b>Capital Funding Applications</b>															
Capital Expenditure - New Assets	-	-	-	-	-	-	24,535	24,535	24,535	-	-	-	-	-	-
Capital Expenditure - Upgrade Assets	-	-	-	-	-	700,000	818,337	174,648	49,978	(124,670)	210,000	319,164	161,490	12,182	(149,307)
Capital Expenditure - Replacement Assets	-	-	-	-	-	3,612,335	3,518,998	1,034,493	724,199	(310,294)	3,734,381	3,625,217	1,285,594	592,550	(693,044)
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	4,312,335	4,361,870	1,233,676	798,712	(434,964)	3,944,381	3,944,381	1,447,084	604,732	(842,352)



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	Quarry					Waste					Saleyards					Washdown Bays					
	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance	
<b>Operating Revenue</b>																					
Rates and Utility Charges	-	-	-	-	-	(5,191,620)	(5,191,620)	(2,595,810)	(2,682,099)	(86,289)	-	-	-	-	-	-	-	-	-	-	-
Volumetric	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	-	-	-	-	-	245,044	245,044	122,522	107,789	(14,733)	-	-	-	-	-	-	-	-	-	-	-
Net Rates and Utility Charges	-	-	-	-	-	(4,946,576)	(4,946,576)	(2,473,288)	(2,574,311)	(101,023)	-	-	-	-	-	-	-	-	-	-	-
Fees and Charges	-	-	-	(468)	(468)	(2,040,000)	(2,040,000)	(1,360,000)	(992,345)	367,655	-	-	-	-	-	(460,000)	(460,000)	(306,664)	(463,070)	(156,406)	
Rental and Levies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sales of Major Services	(7,612,463)	(7,612,463)	(4,828,399)	(4,505,317)	323,082	-	-	-	-	-	(2,768,700)	(2,768,700)	(1,845,800)	(2,628,428)	(782,628)	-	-	-	-	-	-
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	(16,536)	(16,536)	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	(12,739)	(12,739)	-	-	-	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	-	(50,000)	(50,000)	(33,336)	(24,445)	8,891	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>(7,612,463)</b>	<b>(7,612,463)</b>	<b>(4,828,399)</b>	<b>(4,505,785)</b>	<b>322,614</b>	<b>(7,036,576)</b>	<b>(7,036,576)</b>	<b>(3,866,624)</b>	<b>(3,620,374)</b>	<b>246,250</b>	<b>(2,768,700)</b>	<b>(2,768,700)</b>	<b>(1,845,800)</b>	<b>(2,628,428)</b>	<b>(782,628)</b>	<b>(460,000)</b>	<b>(460,000)</b>	<b>(306,664)</b>	<b>(463,070)</b>	<b>(156,406)</b>	
<b>Operating Expenses</b>																					
Employee Benefits	1,102,720	1,102,720	746,923	658,366	(88,557)	401,786	401,786	257,214	320,084	62,870	479,490	479,490	307,365	324,057	16,692	109,663	109,663	70,206	85,601	15,395	
Less Capitalised Employee Benefits	(503,782)	(503,782)	(362,526)	(311,088)	51,438	-	-	-	-	-	(15,000)	(15,000)	(9,602)	-	9,602	-	-	-	-	-	
Net Employee Benefits	598,938	598,938	384,397	347,278	(37,119)	401,786	401,786	257,214	320,084	62,870	464,490	464,490	297,763	324,057	26,294	109,663	109,663	70,206	85,601	15,395	
Materials and Services	4,597,152	4,597,152	3,020,798	2,419,656	(601,142)	7,922,904	7,922,904	4,881,656	3,120,234	(1,761,422)	1,243,924	1,243,924	822,616	826,855	4,239	404,229	404,229	232,672	270,609	37,937	
Depreciation and Amortisation	19,714	19,714	13,144	13,879	735	339,428	339,428	226,288	271,251	44,963	418,428	418,428	278,952	273,835	(5,117)	33,210	33,210	22,144	18,737	(3,407)	
Finance Costs	-	-	-	-	-	-	-	-	(37)	(37)	-	-	-	-	-	-	-	-	(51)	(51)	
Corporate Overhead	370,001	370,001	246,672	246,672	-	553,378	553,378	368,920	368,920	-	219,695	219,695	146,464	146,464	-	56,516	56,516	37,680	37,680	-	
<b>TOTAL OPERATING EXPENSES</b>	<b>5,585,805</b>	<b>5,585,805</b>	<b>3,665,011</b>	<b>3,027,485</b>	<b>(637,526)</b>	<b>9,217,496</b>	<b>9,217,496</b>	<b>5,734,078</b>	<b>4,080,452</b>	<b>(1,653,626)</b>	<b>2,346,537</b>	<b>2,346,537</b>	<b>1,545,795</b>	<b>1,571,211</b>	<b>25,416</b>	<b>603,618</b>	<b>603,618</b>	<b>362,702</b>	<b>412,577</b>	<b>49,875</b>	
<b>Operating (surplus)/deficit</b>	<b>(2,026,658)</b>	<b>(2,026,658)</b>	<b>(1,163,388)</b>	<b>(1,478,300)</b>	<b>(314,912)</b>	<b>2,180,920</b>	<b>2,180,920</b>	<b>1,867,454</b>	<b>460,078</b>	<b>(1,407,376)</b>	<b>(422,163)</b>	<b>(422,163)</b>	<b>(300,005)</b>	<b>(1,057,217)</b>	<b>(757,212)</b>	<b>143,618</b>	<b>143,618</b>	<b>56,038</b>	<b>(50,493)</b>	<b>(106,531)</b>	
<b>Capital Revenue</b>																					
Capital Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions - Contributed Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from Developers - Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Disposal of Non-Current Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Capital Expenses</b>																					
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	-	948	948	-	-	-	9,583	9,583	-	-	-	-	-	-	-	-	-	-	-
Capital Expense Write-Off	-	-	-	-	-	-	-	-	-	-	200,000	200,000	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>948</b>	<b>948</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,583</b>	<b>9,583</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Result (surplus)/deficit</b>	<b>(2,026,658)</b>	<b>(2,026,658)</b>	<b>(1,163,388)</b>	<b>(1,477,352)</b>	<b>(313,964)</b>	<b>2,180,920</b>	<b>2,180,920</b>	<b>1,867,454</b>	<b>469,660</b>	<b>(1,397,794)</b>	<b>(222,163)</b>	<b>(222,163)</b>	<b>(300,005)</b>	<b>(1,057,217)</b>	<b>(757,212)</b>	<b>143,618</b>	<b>143,618</b>	<b>56,038</b>	<b>(50,493)</b>	<b>(106,531)</b>	
<b>Capital Funding Applications</b>																					
Capital Expenditure - New Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000	100,000	70,000	22,325	(47,675)	
Capital Expenditure - Upgrade Assets	60,000	60,000	60,000	46,350	(13,650)	61,433	61,433	61,433	5,800	(55,633)	-	-	-	-	-	-	-	-	-	-	
Capital Expenditure - Replacement Assets	-	-	-	-	-	315,000	315,000	315,000	202,488	(112,512)	242,021	242,021	19,579	9,579	(10,000)	-	-	-	-	-	
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>46,350</b>	<b>(13,650)</b>	<b>376,433</b>	<b>376,433</b>	<b>376,433</b>	<b>208,288</b>	<b>(168,145)</b>	<b>242,021</b>	<b>242,021</b>	<b>19,579</b>	<b>9,579</b>	<b>(10,000)</b>	<b>100,000</b>	<b>100,000</b>	<b>70,000</b>	<b>22,325</b>	<b>(47,675)</b>	

**Title** **Infrastructure Services Report Transport Asset Maintenance Management Review and Update**

**Date** 3 March 2020

**Responsible Manager** S. Fitzgerald, WORKS MANAGER MAINTENANCE

## Summary

The purpose of this Report is to provide Council with a summary of changes made to Council's Transport Asset Maintenance Management Plan following review of the plan after a 2 years implementation trial.

## Link to Corporate Plan

Strategic Priority: Great Liveability

- Our residents enjoy convenience of modern infrastructure and quality essential services.
- Valued recreational spaces, sporting and community facilities are provided regionally.
- A safe and well maintained road network connects our region.
- Our region remains an affordable place for families to live, work, prosper and play.
- We're recognised as one of the safest regions in Queensland.

## Material Personal Interest/Conflict of Interest

Nil

## Officer's Recommendation

That the Report be received, and Council endorse the updated Transport Asset Maintenance Management Plan and continue the implementation trial for another one year

## Background Information

The Transport Asset Maintenance Management Plan (TAMMP) has been developed to promote effective recording, prioritisation and application of strategic direction to Western Downs Regional Council's transport asset maintenance. This is done by setting inspection frequencies for assets based on hierarchy and the identification of defects of varying severity based on the risk posed to the public and the asset. More severe defects are assigned a higher priority and higher priority defects planned to be delivered within a shorter response time, reducing the time more severe defects are present on Council's network.

Council inspects its assets and records defect information to be able to effectively program maintenance and understand the maintenance demands of its network. Not performing inspections would reduce efficiency when delivering maintenance and potentially reduced asset life. As such, performing inspections and recording defects is considered vital to the ongoing effective operation of the Works Maintenance Department.

However, inspection and recording of defects presents a risk to Council as the protections afforded by *Civil Liability Act 2003 (Qld)* s. 37 no longer apply if "at the time of the alleged failure the authority had actual knowledge of the particular risk the materialisation of which resulted in the harm".

To mitigate this risk, the TAMMP defines Council's general procedures for transport asset maintenance. These procedures comply with the relevant industry standards and so afford protection under the *Civil Liability Act 2003 (Qld)* s. 35 (d) "the authority may rely on evidence of its compliance with its general procedures and any applicable standards for the exercise of its functions as evidence of the proper exercise of its functions in the matter to which the proceeding relates."

Section 35 of the Act also gives protection to Council where a duty of care has been breached due to the limited resources of the authority and the generally diverse and competing functions of that authority. This section also protects Council in stating that *"the general allocation of financial or other resources by the authority is not open to challenge"*.

The net result of these obligations and protections is that Council must inspect its assets in order to effectively plan and deliver maintenance and that Council must document its procedures regarding how the risk posed by a defect is managed to protect it in the event of legal action due to damages caused as a result of that defect.

It is critical that the procedures Council sets for itself are appropriate and achievable, otherwise the protections afforded by s. 35 of the Act are compromised resulting in an increased risk of litigation due to damages caused by defective assets.

This review assessed the appropriateness and achievability of the trial TAMMP standards 24 months on from implementation. In accordance with section 3.2 of the TAMMP, the system has been trialled since 17 October 2017 for a period of two years. This trial period expired 18 October 2019.

An information session was presented to Councillors on 3 February 2020 summarising these findings.

## **Report**

This report provides a summary of the evaluation of the trial Transport Asset Maintenance Management Plan (TAMMP) regarding compliance during the 2-year trial period and suitability of the trial standards. Recommended changes are provided to ensure the TAMMP is fit for purpose in the ongoing delivery of transport asset maintenance and management of the associated risks to Council.

Compliance with trial targets for module 1 for sealed roads was generally good, particularly completion of warranted defects and inspection frequencies. Records show that response times for the higher priority defects with shorter response times were not being met on average over the trial period. This is attributed to a large initial peak of these defects during implementation which has skewed data towards non-compliance over the trial period. Compliance with these times is improving and trends continue to improve. Changes to the TAMMP for this module included removing response times for P4 defects due to poor economy expected repairing these minor defects and clarifications to the scope of Corridor Safety Inspections. A paragraph was also added clarifying that small sealed sections of road on otherwise unsealed roads are not considered within the scope of Module 1.

The review of module 2 for unsealed roads found that maintenance of the unsealed road network was achieving all intended outcomes and the expected grading production per day was being achieved. No changes were made to this module of the TAMMP as part of this review.

Module 3 for footpaths found that compliance was generally good in terms of completing warranted defects, but that records were not being effectively kept when repairs were performed, making it difficult to assess compliance with response times. Despite this safety defects on the network were decreasing and response times trending towards targets. Changes to this module included modifications to the priority definitions to indicate the risk to the public posed by each defect priority and correction of a minor error in this table. P4 defects were also removed from the footpath module. This category of defect was considered minor to the point that there was little value in collecting these defects as repair would not be performed.

The stormwater module has not yet been implemented. Implementation of this module was initially delayed as GIS data required to load the asset network in Reflect did not exist. This data has since been captured by the Technical Services GIS team. It is recommended that this module be implemented as a priority.

The bridges and major culverts module were found to be generally compliant. All major structural inspections have been completed on schedule and maintenance works are being effectively programmed on the outputs of these inspections. The TAMMP references the department of Transport and Main Roads Structures Inspection Manual (SIM) for this module. The SIM requires annual visual inspection be completed when performing routine maintenance. This has not previously been performed as WDRC's maintenance crews were not appropriately

trained or experienced to conduct these inspections. It is recommended these Level 1 inspections be undertaken, given recent training received by Works Maintenance Project Managers and Inspectors, now provide the necessary resources.

It was recommended that the TAMMP trial be extended for another 12 months. An extension of the trial period will allow for the effectiveness of the recommendations made to be assessed, minimising the risk to Council posed by non-compliance. Monthly reporting of all overdue safety defects is also a new addition to the TAMMP to ensure transparency to executive management, clearly document operational constraints preventing targets being achieved and to allow the opportunity for additional resources to be allocated if appropriate.

A summary of changes made to the TAMMP v1.6 is below:

1. Section 3.5 modified to extend the trial period to March 2021 in order to evaluate the effectiveness of the proposed changes.
2. Section 4.2 modified to require reporting to the executive on all overdue defects which may impact safety of the travelling public. This update includes reference to Council's limited resources, both funds and personnel, and diverse priorities competing for these resources.
3. Section 5.2 to clarify that small isolated sections of sealed road are not considered sealed road for the purposes of the TAMMP scope.
4. Table 6.2 modified to clarify the purpose of Corridor Safety Inspections as inspections for a specific defect as a result of a customer request or other report.
5. Table 6.3 modified to show Corridor Safety Inspections as reactive.
6. Section 8.1 modified to define response times as targets only and subject to operational constraints, as documented by the reporting process added to section 4.2.
7. Table 8.1 modified to remove response times on priority 4 defects and clarify that priority 3 defects (low safety risk) are subject to budget provisions.
8. Table 11.3 modified to show Corridor Safety Inspections are reactive.
9. Table 15.1 modified to show NAMS consideration of the risk of public injury per priority, correct the description of P3 slipperiness defects, and remove priority 4 defects.
10. Section 15.1 modified to define response times as targets only and subject to operational constraints, as documented by the reporting process added to section 4.2.
11. Table 15.2 modified to remove priority 4 defects.

#### Consultation (Internal/External)

Council officers consulted with Works Management and Council's General Counsel regarding findings of the report and proposed changes.

#### Legal/Policy Implications (Justification if applicable)

NIL

#### Budget/Financial Implications

Council's Works Department is currently allocated an operational budget for maintenance of the transport assets within the scope of the TAMMP. Considering current defect register values this budget appears to be adequate to fund the works requirements of the TAMMP.

#### **Asset Management**

Successful implementation of the TAMMP will ensure best practice maintenance of Council's transport infrastructure which is expected to extend the useful life of these assets.

#### **Conclusion**

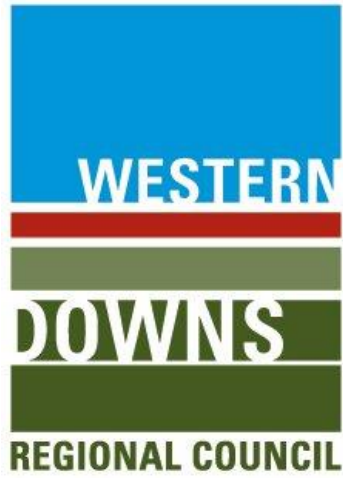
The TAMMP aims to achieve best practice maintenance of Council's transport infrastructure, delivering best value over the asset life, a safe network for the public and improved management of risks associated with litigation. This review has found that Council's compliance with the conditions of the TAMMP is generally good

and continuing to improve with some tangible benefits to the condition of Council's assets being realised. Changes proposed to the current edition of the TAMMP are minor and aim to afford Council added protections by improving transparency and reporting, while also removing obligations to repair minor defects when unwarranted and uneconomical. It is recommended that the TAMMP trial continue for a further 12 months to assess the suitability of the recommended changes to ensure the TAMMP is fit for purpose when formally adopted.

#### **Attachments**

1. Transport Asset Maintenance Management Plan V 1.6

**Authored by: Sam Fitzgerald, WORKS MANAGER MAINTENANCE**



# **Transport Asset Maintenance Management Plan**

**V1.6**

**(TAMMP)**



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## **1.0 EXECUTIVE SUMMARY**

A local government road authority is subject to conflicting priorities on a daily basis from both internal and external customers whilst trying to conduct its operations within the limitations of its available resources and limited budget. Along with the challenge of balancing the need to provide a safe road corridor and preventative maintenance to stop the degradation of its assets, the management of transport infrastructure provides a complex and challenging operational environment for local government road authorities.

The responsibilities and accountabilities of a road authority in relation to statutory obligations are both distinctive and readily acknowledged by society through legislation and action by the courts. It is clear that an authority needs to consider a magnitude of issues in designing and implementing a system and maintenance processes. The transport infrastructure maintenance management plan provides a practical and justified approach to the prioritisation of remedial works based on the authority's network, budget, resources and other operational considerations.

This plan aims to promote best practice in the maintenance management of transport infrastructure and reduce the liability exposure of the road authority. The risk management approach is based on engineering science which gives special consideration to managing the network through asset dynamics, and defect type and severity. The plan has been designed to reflect best practice by a road authority in achieving the following principles in maintenance management:

- Demonstrate Duty Of Care
- Effective Reactive and Preventative Maintenance
- A Reasonable Risk Management Approach
- Diligent Documentation
- System Compliance

- Continuous Improvement and Review

## 2.0 INTRODUCTION

### 2.1 - Western Downs Regional Council

The Western Downs Regional Council (WDRC) is located on the western darling downs incorporating the towns of Dalby, Chinchilla, Tara, Miles and Wandoan. The Western Downs Region has an approximate population of 32,000 and the area is historically reliant on the agriculture and associated industries, however in the past 5 years the area has predominantly become subject to rapid expansion of the energy sector. Major growth in power stations, coal seam gas exploration and coal extraction have caused significant increase in traffic through industry operations and an additional flow on effect through associated domestic growth. Figure 2.1 provides a location overview of Western Downs.



Figure 2.1 - Map of Western Downs

## 2.2 - WDRC Works Department

WDRC currently owns and maintains a road network totalling 7,729 km of which 2,106km is sealed and 5,623 km is unsealed. With the largest road network for a regional local government road authority in Queensland, the road dynamics and environment present significant maintenance challenges for WDRC. The network is symbolic of many regional local governments with both large rural network built on industry plus an extensive urban network that serves the major centres. A large proportion of the network is built on reactive subgrades which presents a major risk to the performance of the transport assets.

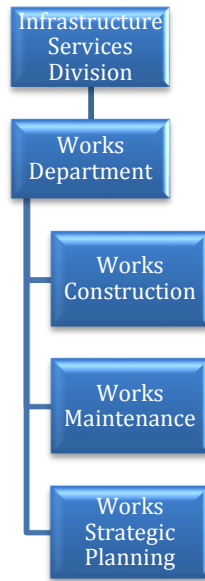
The Council's asset base is worth approximately \$1.01B and the WDRC's Works Department currently undertakes core operations in maintaining the following assets:

- Sealed Roads
- Unsealed Roads
- Footpaths
- Stormwater
- Bridges and Culvert Structures
- Parks and Gardens

WDRC's Works Department currently operates with a combined annual budget of \$85M and as a road authority Council aims to deliver services with internal resources wherever possible. The department employs a strong workforce of approximately 250 staff and has major operational depots at Dalby, Chinchilla, Tara, Miles and Wandoan.

The Works Department provides a management structure to support both its operational objectives and geographical challenges. Figure 2.2 outlines the management structure:





**Figure 2.2 - Works Management Structure**

### **2.3 - Legislation and Asset Ownership**

A local government road authority is both an asset owner and a service provider. As an asset owner they have responsibility to provide essential and safe transport infrastructure to the community for effective transport routes, property access and protection of assets. As a service provider they have an obligation to provide economic and efficient maintenance services to keep the transport infrastructure both functional and safe for community use. Council's and all road authorities have a duty of care to motorists and pedestrians that use an authority's assets.

In addition to providing a duty of care, local governments are duty bound to effectively manage their infrastructure in accordance with sound asset management practices and associated policy. Western Downs Regional Council as a road authority is required to maintain its transport infrastructure within its operational limitations including resources and budget. The Civil Liability Act 2003 and Local Government Act 2009 outline Council's statutory obligations and provide guidance on the objectives of Council in conducting its road operations.

Council is only obligated to maintain and manage assets that it currently owns and operates. Ownership of assets is best described as constructed assets within an open road or park reserve.

These assets include:

- Sealed roads within the road reserve
- Unsealed roads within the road reserve
- Formed roads within the road reserve
- Roads from developments once the development is constructed, certified and approved as "off maintenance"
- Constructed footpaths for pedestrian use within road or park reserve
- Constructed stormwater infrastructure and structures
- Constructed parks on designated reserves

It should be noted that Council does not maintain or own unconstructed road reserve, this is the property of the State of Queensland.

## **3.0 CAPABILITY AND PROTOCOLS**

### **3.1 - Purpose of the Plan**

Queensland Local Governments have been directed by legislation to achieve financial stability through effective asset management practices. Effective and efficient spending on asset renewals and asset operations such as maintenance management have become a major focus for Council's to achieve sustainable asset management plans. Effective and economic maintenance management systems and practices is key to ensuring the validity and success of the local government road authorities. Road authorities have a key task to prevent accelerated degradation of assets and whilst delivering there programs on tight budgets.

Good maintenance management is essential to ensure that assets in the road corridor and reserves are satisfactorily maintained for safe use by motorists, pedestrians and the community. Council's need effective systems or models to identify and prioritise defects for repair to ensure public safety, prevent asset degradation and best utilise available funding in line with available resources. Council's require real time control of their asset base and determine problem network areas, when defects should be fixed, how they should be fixed and estimate how much it should cost.

The maintenance management plan aims to provide a safe road corridor by allowing Council operations to take effective control of its assets through effective reactive and preventative maintenance programs. The plan establishes the maintenance management systems and levels of service for the following assets which are under operational control of the Works Department:

- Module 1 - Sealed Roads
- Module 2 - Unsealed Roads
- Module 3 - Footpaths
- Module 4 - Stormwater Infrastructure

- Module 5 - Bridges and Major Culverts
- Module 6 - Parks and Gardens

The plan defines Western Downs Regional Council as a local government road authority and outlines the key elements and actions by Council in effectively managing its transport infrastructure including:

- Asset Inspection Program
- Defect Definitions
- Defect Intervention Levels
- Prioritisation of Defect Remedial Works
- Target Response Times
- Operational Protocols

### **3.2 - Link to Asset Management Plan**

The Transport Asset Maintenance Management Plan

### **3.3 - System Implementation and Trial**

This transport infrastructure maintenance management plan represents a new operational system and framework to be implemented by Western Downs Regional Council. The system is generated from industry research and has been applied specifically to Western Downs Regional Council. The plan's key elements nominates trial data and values and should not be considered 'fit for purpose' until such time as the system is trialled and reviewed. The system is to be trialled for a period of two years following authorisation from Council.

### **3.4 - System Implementation Plan**

It's proposed that Western Downs Regional Council develop an implementation plan as part of its operations protocols to minimise the risk of poor implementation which as a minimum should include the following actions:

- Present the maintenance management system as a formatted document for use by staff at all levels
- Review the organisational structure to support the implementation of the plan
- Review the organisations operating systems to efficiently implement the system's element and support operational staff i.e. software and hardware
- Review relevant procedures and policies that could be affected by the plan i.e. customer service, process for assessing customer complaints
- Set key timelines for implementing the system
- Provide training to elected representatives to provide an overview of the plan and the positive objectives that the plan provides for the organisation
- Provide detailed training in all areas of the system to relevant management and operational staff
- Provide an increased level of management and operational supervision during the implementation and trial period of the maintenance management system

### 3.5 - System Review

The authority should look to review and where necessary modify the following important characteristics of the system:

- Review the value and data of the defect backlog
- Review any trends that appear in the defect data such as an increase or reduction in priority 1 or priority 2 safety defects
- Review the validity of the risk management assumptions and risk management controls
- Review whether the inspection regime is adequate to manage defects
- Review the defect priority category and definitions
- Review defect definitions
- Defect intervention levels
- Defect priorities
- Review system compliance with auditing

The system is to be fully reviewed for the above characteristics at the following intervals:

<b>Plan Phase</b>	<b>Review Interval</b>	<b>Review By</b>
Trial Implementation	12 Months	Works Management
Formal Implementation	24 Months	Works Management

The final trial review was undertaken October 2019 and finalised March 2020. A number of changes were recommended based on the findings of this review. The trial shall be extended for a further 12 months to assess the suitability and effectiveness of these changes.

The trial will finish March 2021 and another review will be completed at that time.

### 3.6 - Existing Systems

Western Downs Regional Council currently has an approved customer service charter. The charter and customer service protocols should be reviewed prior to implementation of the plan and revised accordingly. In addition to the element protocols outlined in the plan, Council will

continue to utilise the customer service system to be informed of hazards on its asset network after which they are to be populated through the maintenance management system.

### **3.7 - Suspension of Plan**

The Transport Asset Maintenance Management Plan is has been created based on the reasonable considerations and limitations that a local government road authority operates within. Following advice from the General Manager Infrastructure Services, the Chief Executive Officer reserves the right to suspend the plan at any time when the plan becomes invalid from circumstances beyond the control of the road authority. Events that may cause this are (but not limited to):

- Events of Natural Disaster or heavy rainfall
- Industrial Action that affects the operation of Council
- Logistic restrictions such as supply of materials or services
- Forced Majeure

## **4.0 SYSTEM PRINCIPLES**

### **4.1 - System Overview**

The responsibilities and accountabilities of a road authority in relation to statutory obligations are both distinctive and readily acknowledged by society through legislation and action by the courts. In recent times, society has applied an expectation for local councils to achieve effective asset management practices by introducing changes to state and federal government legislation and funding policies. From the literature review it can stated that the systems and information available to local government in being able to make clear policy and operational decisions is both limited and variable. Although there is guidance documentation provided by both government and private entities it is clear that an authority needs to consider a magnitude of issues in designing and implementing a system and maintenance processes.

It's essential to recognise that is that not all systems are suitable for use by alternative road authorities and it's important for all road authorities to design and implement a system that meets their needs and operational capabilities. The research has shown that there is no "right or wrong" system or methodology for managing transport infrastructure. Whilst the principles of best practice presented here could be altered based on alternative opinion and protocols, they do set out the core requirements and objectives that should be achieved by a local government road authority in managing and defects on its network.

The system has been developed through research and the formulation of principles of best practice which are considered key objectives in the design of Western Downs Regional Council's Transport Infrastructure Maintenance Management Plan. The principles are:

- Demonstrate Duty of Care
- Effective Reactive and Preventative Maintenance
- A Reasonable Risk Management Approach
- Diligent Documentation
- System Compliance and Continual Review

## **4.2 - Duty of Care**

By way of definition, for an authority to achieve duty of care it must discharge its operations in a diligent manner to be aware of and effectively manage defects and/or hazards on its road network, taking into account the authority's capabilities and limitations. The second part of the definition signifies that it is unreasonable to expect a road authority can fix every problem on the network, whether they are aware of the hazard or not. The intent of the legislation is to acknowledge that road authorities have expectations in today's society by creating accountability but also offer protection for authorities who diligently manage their asset network in accordance with their operational and financial limitations.



To achieve duty of care, it's imperative that a road authority system achieves the following objectives:

- Meet the requirements of the Civil Liability Act 2003, in particular Section 35 and 37

**35 Principles concerning resources, responsibilities etc. of public or other authorities**

The following principles apply to a proceeding in deciding whether a public or other authority has a duty or has breached a duty—

(a) The functions required to be exercised by the authority are limited by the financial and other resources that are reasonably available to the authority for the purpose of exercising the functions;

(b) The general allocation of financial or other resources by the authority is not open to challenge;

(c) The functions required to be exercised by the authority are to be decided by reference to the broad range of its activities (and not merely by reference to the matter to which the proceeding relates);

(d) The authority may rely on evidence of its compliance with its general procedures and any applicable standards for the exercise of its functions as evidence of the proper exercise of its functions in the matter to which the proceeding relates.

**37 Restriction on liability of public or other authorities with functions of road authorities**

(1) A public or other authority is not liable in any legal proceeding for any failure by the authority in relation to any function it has as a road authority—

(a) to repair a road or to keep a road in repair; or

(b) to inspect a road for the purpose of deciding the need to repair the road or to keep the road in repair.

(2) Subsection (1) does not apply if at the time of the alleged failure the authority had actual knowledge of the particular risk the materialisation of which resulted in the harm.

- Ensuring it adequately identifies risks or hazards on the network through inspection
- Ensuring it adequately repairs and manages the risks or hazards on the road network

- An authority diligently conducts and manages its operations in accordance with the reasonable expectations of society taking into account the authority's budget, resources, conflicting priorities and asset base

It is acknowledged that limited resources, both funds and personnel, limit Council's ability to meet the obligations of the TAMMP. When Council's resources prevent defect that present a risk to the public from being repaired within the accepted response times, these defects shall be reported to Executive Management. This shall clearly document when a requirement of the TAMMP has not been met due to Council's limited resources and afford Council the opportunity to consider reallocation of resources.

### **4.3 - Effective Reactive and Preventative Maintenance**

The more information an authority knows about the condition of its network, the better equipped it will be to make good operational decisions. Effective reactive and preventive maintenance will minimise asset degradation and hold true the statement 'prevention is better than cure' by actively reducing the likelihood of dangerous defects.

Road authorities should consider the following objectives when designing their system to implement effective reactive and preventative maintenance measures:

- An inspection regime reflective of network size, construction standard and environment
- Identify and categorise defects that pose a risk to the integrity of the asset
- Establish early and appropriate defect intervention levels
- A prioritisation methodology to execute remedial works that minimises further defect degradation and subsequent risk to the assets integrity
- Record defects in a format that allows for operational planning to be undertaken in the most economical and efficient manner.

## **4.4 - A Reasonable Risk Management Approach**

It is best practice for a road authority to formulate an inspection and prioritisation strategy around a risk management approach. A supporting key element to that statement is that the strategy and every action by the authority for that matter, needs to be considered reasonable. It's important to clearly define reasonable in this instance as an assumption, strategy or action by the road authority in keeping with the sound expectations of society and can be logically supported and acknowledged. The road authority's risk management strategies follow AS31000:2009 Risk Management - Principles and Guidelines. It is acknowledged that majority of the proceeding information is taken directly from the standard and presented here. It applying reasonable risk management system design the following important considerations have been identified:

- It would be considered reasonable for an authority should have a suitable asset inspection program in place to be made aware of the hazards or risks on its network
- It would be reasonable to expect that a road authority cannot repair every defect on its network
- It would be reasonable to expect that the authority provide an operational response to its priorities in accordance with its capabilities including budget and resources
- It would be reasonable to assume that the authority regularly reviews its system for compliance and accuracy

## **4.5 - Diligent Documentation**

Diligent documentation needs to be provided to clearly justify that the system meets the requirements of the Civil Liability Act 2003 and the authority is being reasonable in managing its conflicting priorities. The road authority will need to provide details of how the system was formed, how it works and in particular, the decision process involved in its risk management

methodology. In addition to presentation at possible legal proceedings, the authority should consider the standard it requires to effectively communicate the document to its staff for understanding and implementation. Any documents created by system to capture data should also encourage compliance.

Diligent documentation in system design is achieved by:

- Documenting the system in its entirety
- Documenting the methodology behind the system's elements
- Documenting any assumptions, considerations or any relevant supporting information that was utilised in the methodology when formulating the system
- Provide relevant definitions of terms and sufficiently define the protocols to be undertaken the authority
- Document any reviews or revisions of the system

#### **4.6 - System Compliance and Continuous Review**

To achieve a high level of compliance, the authority should ensure that all elements of the system are 'fit for purpose' and also remember that the system is only as good as the information put into it. The system has required input from operational staff at all levels and the authority has kept forms to receive field data as simple as possible.

The system should also undergo regular auditing for compliance and performance. It is imperative as well as good practice to review the system at regular interval to ensure the system is accurate and performing to the expectation of the authority and the community. Regular review will keep the system accurate and shall be an active part of the risk management strategy to limit liability exposure. The road authority can easily change any of its information, protocols or objectives in the system as often as it likes provided it keeps relevant documentation.

Key objectives that should be considered in formulating a system to encourage and achieve compliance:

- Using a system methodology which is supported by the authority's budget, resources and limitations
- Developing an achievable inspection regime
- Developing appropriate priorities for defects that the authority can actively manage
- Setting appropriate intervention levels and appropriate response times
- Defining when the authority may provide an alternative or exception to following its system
- Ensure the system meets the authority's objectives but can easily communicated and understood by staff
- Keeping forms to record field data as simple as possible
- Auditing of compliance by staff
- Regular review of system performance and protocol for making amendments

## **Module 1 - Sealed Roads**

## **5.0 SEALED ROAD SYSTEM FRAMEWORK**

### **5.1 - System Input**

The system requires input from key stakeholders which include:

- Operational Managers
- Operational Staff
- Elected Representatives
- The community

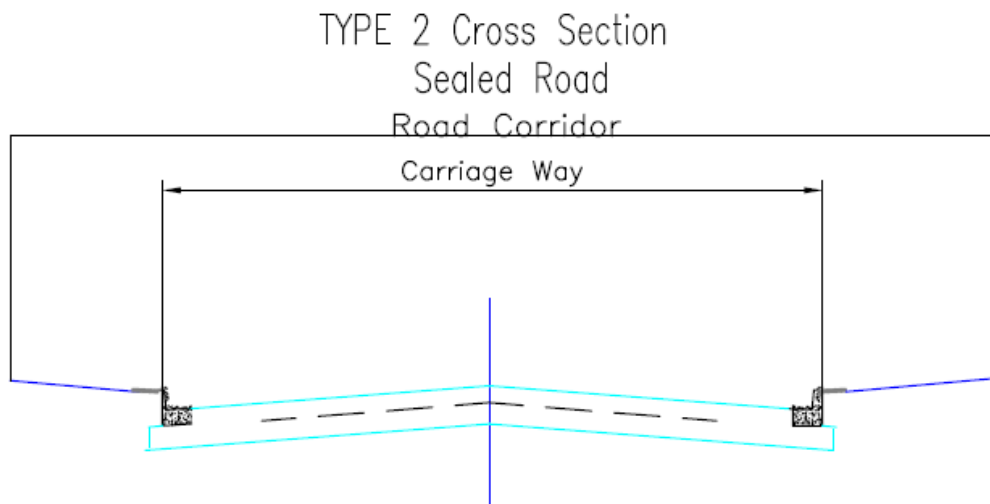
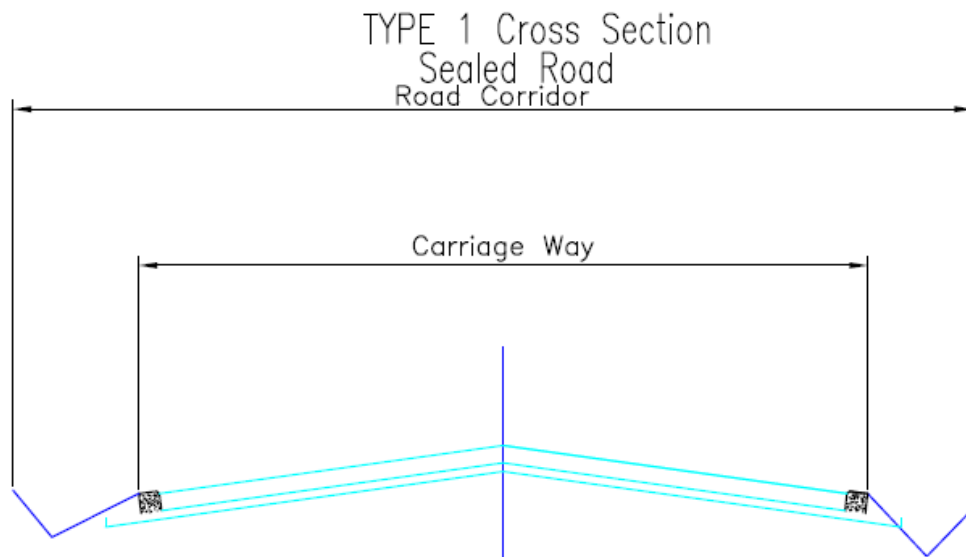
The system is developed with consideration to limitations that are specific to Western Downs

Regional Council:

- Asset Network including Size and Dynamics
- Operational Budget
- Resources
- Services and Priorities of the Authority

### **5.2 - Defect Context**

This plan only represents management of defects and roadside activities within the sealed road corridor (excluding constructed footpaths). The corridor is defined by figures 5.1 below. Note that this module does not include small isolated sections of seal on otherwise unsealed roads. These segments are not considered to present the same road environment and risks as a continuous sealed road and are instead features of an unsealed road network, similar to a concrete floodway.



**Figure 5.1 - Road Corridor - Typical Cross Sections**



### 5.3 - Application of Risk Management and Analysis

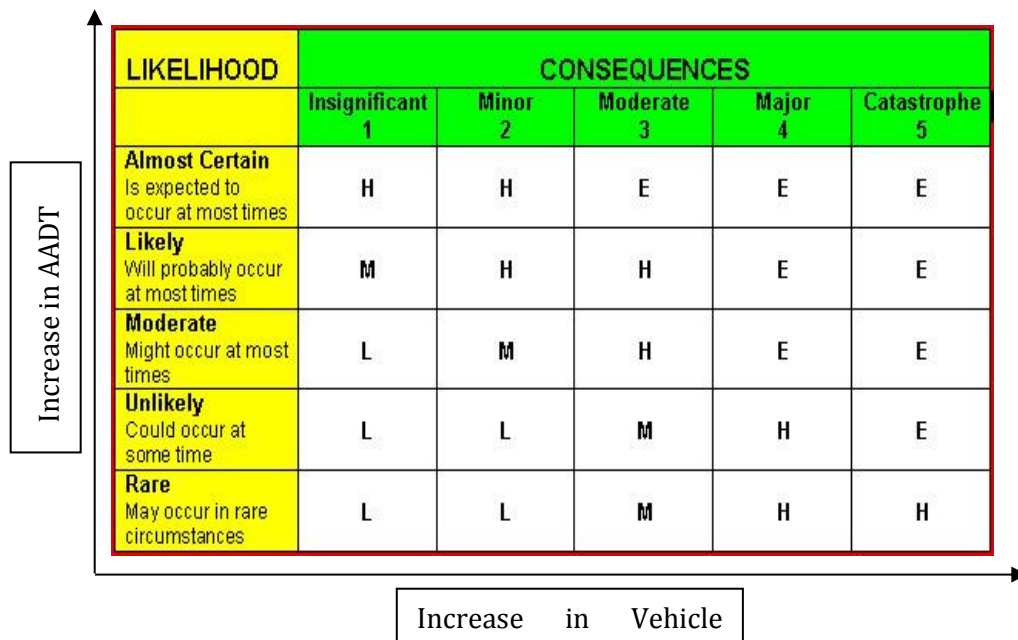
There are two key objectives an authority wants to achieve with a sealed road management plan; safe roads and protection of assets. In developing a sealed road management plan that there are two major technical risks that need to be considered by the local government road authority:

#### Technical Risks

- Sealed road defects cause danger and damage to road users.
- Sealed road defects lower the integrity of the asset and may accelerate degradation of the asset.

For the purpose of risk analysis, safety defects are defined as defects that are located in the sealed road carriage way and may cause danger or damage to road users. The risk analysis for safety defects is shown below in figure 5.2.

Figure 5.2 - Risk Analysis Safety Defects



The risk analysis makes number of reasonable assumptions about the effect of safety defects:

- The increase in traffic significantly increases the likelihood of the defect affecting a vehicle, but low traffic does not decrease the risk or consequence.
- Reasonable application - the likelihood of a defect damaging or affecting vehicle is increased as the AADT increases

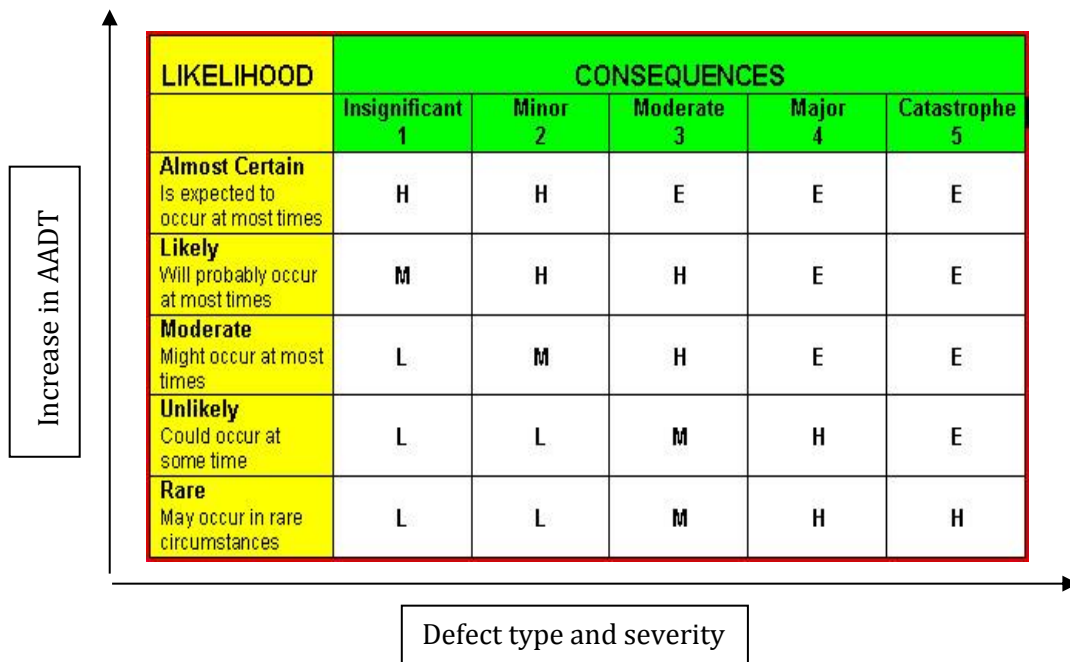
The consequence of the defect risk is increased as the vehicle speed increases. Reasonable application - a safety defect on the carriage way is just as dangerous at 100 km/hr on a collector road as a defect is at a 100km/hr on a local access road

Defects that require reactive maintenance are defined as defects that are at intervention level and if left without early treatment are likely to cause significant and immediate damage to the asset and/or likely to form safety defects through further degradation.

Defects that require preventative maintenance are defined as defects that have a low intervention level and are likely to cause weakening of the asset over a long period of time and/or are likely to cause the formation of reactive maintenance defects.

The risk analysis for maintenance defects that cause asset degradation is shown in figure 5.3.

**Figure 5.3 - Risk Analysis Maintenance Defects**



The risk analysis makes number of reasonable assumptions about the effect of reactive and preventative maintenance defects:

- The increase in traffic and heavy vehicle loading significantly increases the likelihood of the defects forming. Reasonable application - defects are more likely to occur or be caused by traffic loading in conjunction with current standard of the asset for example, seal and pavement failure
- The increase in traffic and vehicle loading significantly increases the risk likelihood of asset degradation as a defect worsens. Reasonable application - a defect present on the network is likely to become exacerbated quicker due to higher traffic loading. The traffic effect on the defect condition will accelerate even faster if impacted by additional factors such as weather and soil type
- The consequence of the defect on the asset is determined by the defect type and severity. Reasonable application - the type of defect, location and how severe it is will govern how much damage is likely to be caused to the asset. Generally the severity of the defect will be determined by the intervention level
- Reactive maintenance defects on the sealed carriageway are likely to become safety defects due to traffic loading if left untreated and increase the risk to the authority.

## **5.4 - Risk Control**

By examining the cause, effects and assumptions of the technical risks, the key elements of the road management plan are developed to control their impact on the road authority and the road network. The technical risks are to be controlled through the development of the road management plan's key elements:

- Road Inspection Program

- Defect Definition, Prioritisation and Management
- Defect Intervention Levels
- Defect Target Response Times

## 6.0 ROAD INSPECTION PROGRAM

### 6.1 - Road Hierarchy

The road hierarchy allows road authorities to clearly demonstrate that their roads are not of equal importance and the determination of a road class is by an engineering standard and considerations. WDRC currently uses a modified NAASRA System as shown in table 6.1.

The classification system gives credence to the dynamic challenge of owning both large rural and urban road networks. The length of network is shown with both sealed and unsealed kilometres to demonstrate the significant operational challenge the authority faces in being able to reasonably inspect and manage its road network.

**Table 6.1 - WDRC Road Hierarchy**

Road Description	NAASRA Class	Assumed Characteristics and Operating Parameters	Total Length (km)	Sealed Length (km)	Unsealed Length (km)
Rural Collector	4	High order rural road as a major link between locations or areas of regional significance  <u>Assumed Characteristics</u> AADT > 200 Speed > 60 km/hr Significant Commercial Vehicle Use	1410	1046	364
Rural Feeder	5a	Provides primarily for main traffic movements into and through a region and local connection to high order or state controlled roads  <u>Assumed Characteristics</u> AADT 50 - 200 Speed > 60 km/hr Some Commercial Vehicle Use	1720	571	1149

Road Description	NAASRA Class	Assumed Characteristics and Operating Parameters	Total Length (km)	Sealed Length (km)	Unsealed Length (km)
Rural Access	5b	Provide access to residential or rural properties <u>Assumed Characteristics</u> AADT < 50 Speed ≥ 60 km/hr Minimal Commercial Vehicle Use	4083	308	3775
Rural Unformed	5c	Low level road Provides access to adjacent properties for agricultural operations <u>Assumed Characteristics</u> AADT < 10 Speed < 40 km/hr Minimal Commercial Vehicle Use	40	0	40
Urban Collector	8	High order urban street whose main function serves the purpose of collecting and distributing traffic from local areas to the wider road network, including access to abutting properties. Street that provide a link between residential access roads to a higher class of road with in township areas. <u>Assumed Characteristics</u> AADT > 300 Speed ≤ 60 km/hr Significant Commercial Vehicle Use	24	24	0
Urban Feeders	9a	Street main function is to provide access to residences and properties and/or provide the access to commercial or industrial properties to allow for the carrying out day to day activities, business or occupations. <u>Assumed Characteristics</u> AADT < 300 Speed ≤ 50 km/hr Significant Commercial Vehicle Use	36	36	0
Urban Access	9b	Urban street whose main function is to provide access to residences and properties; or <u>Assumed Characteristics</u> AADT < 100 Speed ≤ 50 km/hr Minimal Commercial Vehicle Use	245	219	26
Parking Lanes	10a	Those roads whose main function is provide a safe place to park alongside a road of a higher order  <ul style="list-style-type: none"> <li>Provide exclusively for one activity or function</li> </ul>	23	23	0

## 6.2 - Road Inspections Protocols

A regular road inspection program provides a key step in an authority demonstrating duty of care to meet the requirements of the *Civil Liability Act 2003*. Through regular inspections an authority will have reasonable knowledge of the network condition and any hazards that may be present that could adversely impact on the safe travel of road users. Inspections of the network provide essential information to the road authority which would allow it undertake preventative and minor reactive maintenance to minimise asset degradation and further prevent the formation of dangerous hazards on the road network.

The inspection types are designed for the authority to manage its network in accordance with its operational capabilities whilst reasonably allowing for a variable and often sudden changing road environment. The inspections to be performed are defined in table 6.2 shown below:

**Table 6.2 – Inspection Protocols**

Type	Definition	Reporting Requirements	Responsible Officer
Programmed Defect Backlog Inspection (Day)	<ul style="list-style-type: none"> <li>Programmed asset inspection in accordance with scheduled interval</li> <li>Purpose is to undertake a detailed defect inventory of the road asset including road surface, pavement, k&amp;c, shoulders, and open table drains.</li> <li>Each street and road is to be recorded along with the detailed chainage of the defect as determined by Council approved GPS device and software</li> </ul>	<ul style="list-style-type: none"> <li>Defects to be recorded on authorised forms including electronic format where available</li> <li>Defects to be transferred to current backlog register</li> <li>Inspection details to be recorded</li> </ul>	<ul style="list-style-type: none"> <li>Nominated Council Officer e.g. Technical Officer, Junior Engineer, Experienced Road Supervisor</li> </ul>
Programmed Defect Backlog Inspection (Night)	<ul style="list-style-type: none"> <li>Programmed asset inspection in accordance with scheduled interval</li> <li>Purpose is to undertake a detailed defect inventory of safety defects that are identifiable at night and relate to road safety, road signage and delineation</li> <li>Each street and road is to be recorded along with the detailed chainage of the defect as determined by Council approved GPS device and software</li> </ul>	<ul style="list-style-type: none"> <li>Defects to be recorded on authorised forms including electronic format where available</li> <li>Defects to be transferred to current backlog register</li> <li>Inspection details to be recorded</li> </ul>	<ul style="list-style-type: none"> <li>Nominated Council Officer e.g. Technical Officer, Junior Engineer, Experienced Works Supervisor</li> </ul>

Type	Definition	Reporting Requirements	Responsible Officer
Corridor Safety Inspection	<ul style="list-style-type: none"> <li>• These inspections are in response to reports of dangerous defects by the public and shall be performed reactively</li> <li>• These inspections are to inspect reports of specific damages or danger only and the route taken to perform this inspection shall not be inspected for the purpose of measuring and recording defects.</li> <li>• Each street and road is to be recorded along with the detailed chainage of the defect as determined by Council approved GPS device and software</li> </ul>	<ul style="list-style-type: none"> <li>• Defects to be recorded on authorised forms including electronic format where available</li> <li>• Defects to be transferred to current backlog register</li> <li>• Contrary works order to be completed with the defect if immediate work undertaken</li> <li>• Inspection details to be recorded</li> </ul>	<ul style="list-style-type: none"> <li>• Nominated Council Officer e.g., Patrolman, Ganger, Works Supervisor</li> </ul>

### 6.3 - Road Inspections Regime

The risk management process supports an inspection regime based on road hierarchy. The interval values are identified as trial values based on what could be considered reasonable for an authority of Western Down's network size, existing resources and budget. The assumptions in determining the inspection regime are as follows:

- It is reasonable to expect that a road authority would inspect its sealed road network at least once per annum
- It is reasonable to expect that a road authority would inspect its higher order roads more often than its lower order roads due to the higher risk factors
- It is reasonable to expect that a road authority keep a detailed backlog of the inspection defects
- It is reasonable to expect that a road authority provide additional inspections to check the carriage way safety of its higher order roads due to higher traffic and increased heavy vehicle use. These roads could be subject to the likelihood of additional hazards such as debris from vehicles

- It is reasonable to expect that an authority inspects its roads at night time to identify safety hazards that cannot be foreseen during the day. Given the likelihood these 'night only hazards' is considerably less, it is reasonable to conduct night inspections at a lower interval than day inspections

Table 6.3 details the inspection regime for sealed roads owned by Western Downs Regional Council:

**Table 6.3 – Road Inspection Program**

<b>Road Description</b>	<b>Sealed Length To Be Inspected (km)</b>	<b>Inspection Type</b>	<b>Interval</b>
Rural Collector	1046	Programmed Backlog (Day)	6 months
		Programmed Backlog (Night)	12 months
		Corridor Safety Inspection	Reactive
Rural Feeder	571	Programmed Backlog (Day)	9 months
		Programmed Backlog (Night)	18 months
		Corridor Safety Inspection	Reactive
Rural Access	308	Programmed Backlog (Day)	12 months
		Programmed Backlog (Night)	24 months
Urban Collector	24	Programmed Backlog (Day)	6 months
		Programmed Backlog (Night)	12 months
		Corridor Safety Inspection	Reactive
Urban Feeder	36	Programmed Backlog (Day)	9 months
		Programmed Backlog (Night)	18 months
		Corridor Safety Inspection	Reactive
Urban Access	219	Programmed Backlog (Day)	12 months
		Programmed Backlog (Night)	24 months
Parking Lanes	23	Programmed Backlog (Day)	12 months
		Programmed Backlog (Night)	24 months



Road inspections are to be logged using a maintenance management data base in the following format:

Road Number	Road Name	Start Chainage (km)	End Chainage (km)	Hierarchy	Date Of Inspection	Inspector
<b>Example</b>						
251	Aarons Road	0	27.2	Urban Collector	1/10/14	A.Meehan

## 7.0 DEFECT PRIORITISATION

### 7.1 - Prioritisation Methodology

The authority is required to prioritise and balance its requirement effectively deal with sealed road defects to maintain a safe corridor as well as maintain its assets to minimise physical degradation. The defect prioritisation definitions and protocols need to be established with consideration to the size of the authority's network, current standard of condition and the authority's operational capacity.

The road management plan proposes to prioritise defects to achieve a suitable balance between an authority's obligation to provide a safe corridor and maintain its assets. In the case of Western Downs Regional Council it does have to consider a dynamic network with significant lengths of both urban and rural roads. The methodology relies on the need to manage defects based on speed, defect type and location. The defect priorities are determined and defined based on the following assumptions in addition to the previous risk analysis:

- It can generally be assumed that the speed on urban streets is a maximum of 60 km/hr and generally is required to actually be 50km/hr
- It can generally be assumed that the speed on rural roads is 60km/hr or more with a likely maximum speed of 100 km/hr

- It is then reasonable to assume that a key difference between the safety defect risks on the urban and rural roads is speed
- It is then reasonable to represent the network dynamics of urban and rural roads is to differentiate by the typical speed environment
- It is reasonable to assume that an authority can reasonable make a differentiation that safety defects located on a road with a speed greater than 60km/hr generate more severe consequences and therefore should be given highest priority
- It is reasonable for an authority to give higher priority to safety defects than to maintenance defects that minimise asset degradation
- It is reasonable for an authority to repair defects that pose the higher risk to the integrity of the asset as opposed to defects that could be repaired through normal preventative maintenance

## 7.2 - Prioritisation Definitions

Based on the risk analysis and additional assumptions above, the defect priorities are determined in table 7.1

**Table 7.1 - Defect Priorities**

Safety Defects		Asset Maintenance Defects		
Defects > 60 km/hr	Defects ≤ 60 km/hr	Reactive Maintenance	Preventative Maintenance	Miscellaneous & Aesthetic
1	2	3	4	5

Defect priorities are defined as follows:

### **Priority 1 - Safety Defects > 60 km/hr**

Defects located on the carriage way that create an imminent danger to road users by causing vehicle damage, injury or are likely to affect the safe travel of a vehicle.

Defects are considered 1st priority for the road authority where the speed environment is greater than 60km/hr and it is reasonable to assume the subsequent consequences are higher than other priorities. Defects also include traffic management defects that are essential to the safe use of the road.

### **Priority 2 - Safety Defects ≤ 60 km/hr**

Defects located on the carriage way that create an imminent danger to road users by causing vehicle damage, injury or are likely to affect the safe travel of a vehicle.

Defects are considered 2nd priority for the road authority where the speed environment is less than or equal to 60km/hr and it is reasonable to assume the subsequent consequences are higher than other maintenance priorities. Defects also include traffic management defects that are essential to the safe use of the road.

### **Priority 3 - Reactive Maintenance Defects**

Defects located on the road corridor that are pose a negotiable hazard to road users and/or are causing accelerated damage to the asset. Defects in this category are likely to become safety defects and/or cause further damage to the pavement if reactive maintenance isn't undertaken in a reasonable time. Defects also include traffic management defects that impact on the useability and are required improve safe use of the road.

**Priority 4 - Preventative Maintenance Defects**

Defects on the road corridor that is likely to cause degradation to the asset over a longer period of time or exacerbate to a priority 3 defect. Defects in this category should be able to be repaired with remedial treatments at general intervention levels that do not expose significant risk to the asset if repaired early.

**Priority 5 - Miscellaneous Maintenance and Aesthetics**

Defects that are on the road corridor that affect the overall appearance of the corridor or are considered minor maintenance defects that are unlikely to affect traffic or performance of the asset.

## 8.0 INTERVENTION LEVELS AND RESPONSE TIMES

### 8.1 - Target Response Times

The response times have been identified as trialled values in accordance with the operational limitations of Western Downs Regional Council. Through its additional corridor safety inspection programs and customer service the authority anticipates it will be able to identify remove immediate threats to the safe travel of road users within an appropriate interval.

Western Downs Regional Council as a road authority reserves the right to undertake works of a lower priority in conjunction with its maintenance program where it demonstrates operational and economic efficiency.

The target response times are shown below in table 8.1. These response times are targets only and, while a reasonable attempt should be made to achieve these targets, not achieving these response times does not constitute a non-compliance if it is the result of operational constraints associated with the diverse and competing responsibilities of Council's Works Department Resources.

**Table 8.1 - Target Response Times**

<b>Priority Classification</b>	<b>Response Time for Intervention</b>
Corridor Safety Defects	24 Hours
Priority 1	1 Month
Priority 2	3 Months
Priority 3	12 Months (subject to budget provision to execute)
Priority 4	No Response Time
Priority 5	No Response Time

## 8.2 - Intervention Levels

To ensure the system is effective and achieves a high level of compliance, the system only identifies defects within categories that are likely to be present on Wester Down's sealed road network. The intervention levels have been developed through the research and application of standards by other road authorities. The intervention levels are documented in table 8.2 to table 8.5.

**Table 8.2 Corridor Safety - Dangerous Defects**

Defect ID	Intervention Level	Priority	Identification Method
Loose stones	Hazardous location or > 25mm depth	24 Hour Response once notified. Hazard to be removed or controlled	Identified by Corridor Safety Inspection or Customer Service
Dead Animals	On Road in hazardous Location i.e. carriage way or trafficable shoulder	24 Hour Response once notified. Hazard to be removed or controlled	Identified by Corridor Safety Inspection or Customer Service
Debris On Road	On Road in hazardous Location i.e. carriage way or trafficable shoulder	24 Hour Response once notified. Hazard to be removed or controlled	Identified by Corridor Safety Inspection or Customer Service
Other roadway hazards	Defects likely to be a danger to motorists for e.g., sunken pavement.	24 Hour Response once notified. Hazard to be removed or controlled	Identified by Corridor Safety Inspection or Customer Service

**Table 8.3 - Surface Defects**

Defect ID	Intervention Level	Priority	Description
Rutting	100 mm (depth)	1, 2	Safety
	50 mm (depth)	3	Reactive Maintenance
Shoving	100 mm (depth)	1, 2	Safety
	50 mm (depth)	3	Reactive Maintenance
Isolated surface Depression/Bump	100 mm (depth)	1, 2	Safety
	50 mm (depth)	3	Reactive Maintenance
Potholes	200mm dia and/or >50mm (depth)	1, 2	Safety
	100 mm dia and/or <50mm (depth)	3	Reactive Maintenance
Surface Cracking	Crocodile cracking > 1 m <sup>2</sup>	3	Reactive Maintenance
	Crocodile cracking < 1 m <sup>2</sup>	4	Preventative Maintenance
	All other cracking >5mm width	4	Preventative Maintenance
Edge Break (sealed shoulder)	75 mm drop off	3	Reactive Maintenance
Edge Break (unsealed shoulder)	> 75 mm drop off	1,2	Safety
	< 75 mm drop off	3	Reactive Maintenance

Seal Bleeding or Stripping	Area > 5 m <sup>2</sup> or greater than 10m in wheel path	4	Preventative Maintenance
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**Table 8.4 - Traffic Management Devices**

Defect ID	Intervention Level	Priority	Description
Guide Posts Missing or Damaged	At a critical location	1,2	Safety
	Missing or damaged general	3	Reactive Maintenance
Pavement Markings	Lines unseeable or missing at critical location	3	Reactive Maintenance
	Lines faded or RPMS missing	4	Preventative Maintenance
Traffic Management Devices	Damaged or Missing Guardrail	1	Safety
	Missing or damaged at a critical location	3	Reactive Maintenance
	Damaged or fading signs	4	Preventative Maintenance
Street Signs	Missing or Damaged	3	Reactive Maintenance

**Table 8.5 - Road Side Drainage**

Defect ID	Intervention Level	Priority	Description
Kerb and Channel	Damaged or Defective	3	Reactive Maintenance
	Cracked, minor defects	4	Preventative Maintenance
Table Drains	Debris or obstructed	3	Reactive Maintenance
	Water Ponding	4	Preventative Maintenance



## 9.0 SYSTEM BACKLOG AND DEFECT MANAGEMENT

### 9.1 – Backlog

The most efficient method to record and manage defect data is via a backlog. A backlog is best described as a list of defects found during inspection and which are then dissected to program remedial works. Once the defect is repaired, it should be removed from the backlog or defect list. The backlog is to record important details regarding the defect including defect ID, road name, chainage, and priority. Using these details operational managers shall be able to filter data and establish a forward works program. The defects should also have a date of repair recorded with the works order. The backlog is to be recorded and managed electronically in the following format shown in table 9.1:

**Table 9.1 - Defect Backlog**

<b>Road ID</b>	<b>Road Name</b>	<b>Start Chainage (km)</b>	<b>End Chainage (km)</b>	<b>Defect ID</b>	<b>Priority</b>	<b>Active (Y/N)</b>	<b>Date Completed</b>	<b>Works Order</b>
256	Johns Road	0.100	0.110	Rutting	1	N	10/10/14	123
257	Aarons Road	0.25	0.25	Pothole	3	Y		

## **Module 2 - Unsealed Roads**

## **10.0 UNSEALED ROAD SYSTEM FRAMEWORK**

### **10.1 - System Input**

The system requires input from key stakeholders which include:

- Operational Managers
- Operational Staff
- Elected Representatives
- The community

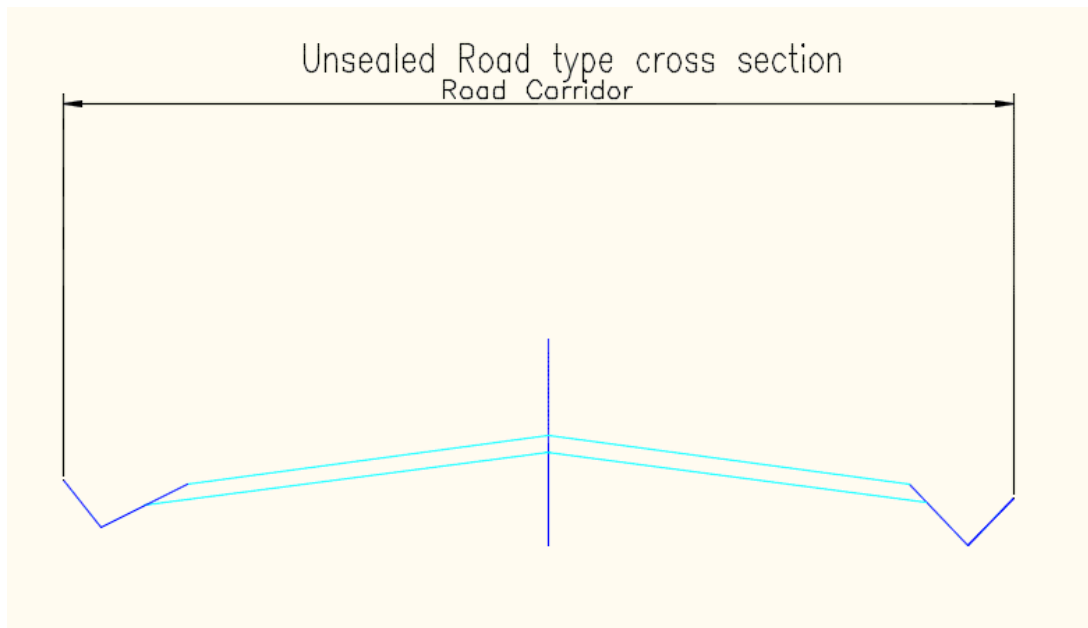
The system is developed with consideration to limitations that are specific to Western Downs

Regional Council:

- Asset Network including Size and Dynamics
- Operational Budget
- Resources
- Services and Priorities of the Authority

### **10.2 - Defect Context**

This plan only represents management of defects and roadside activities within the unsealed road corridor. The corridor is defined by figure 10.1 below:

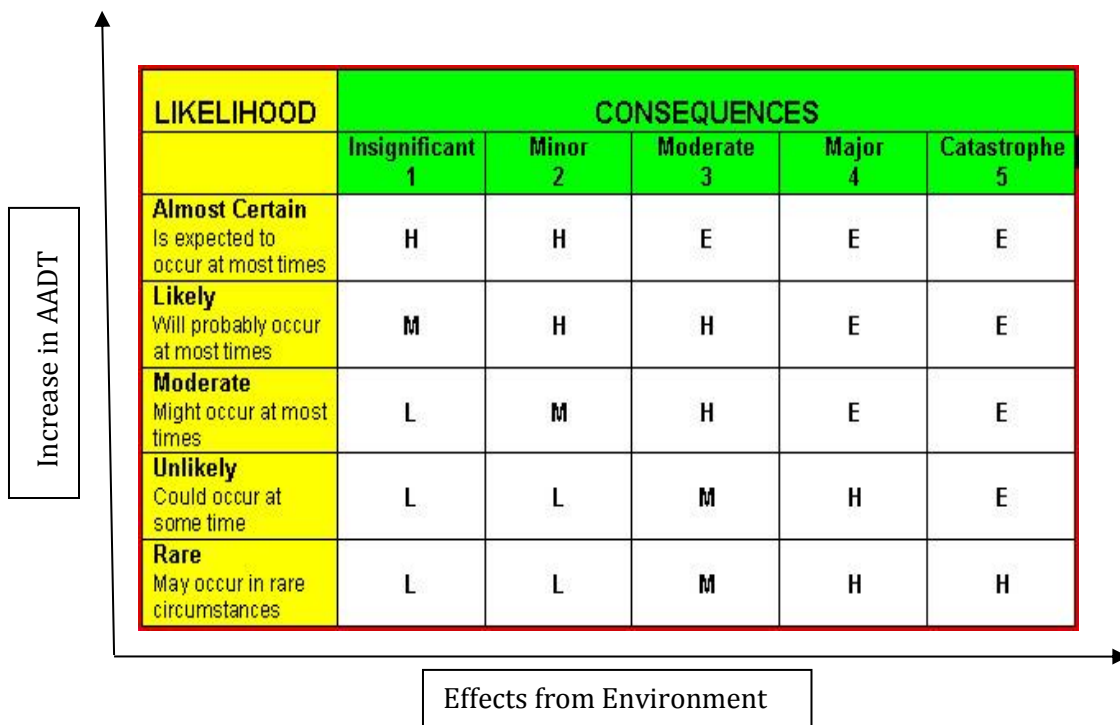


**Figure 10.1 - Unsealed Road Corridor**

### **10.3 - Application of Risk Management and Analysis**

Unsealed roads represent a complex asset to manage given the high variability in the condition of the road corridor due to the sudden changing effects of traffic and the environment. There are two key outcomes an authority wants to achieve with an unsealed road management plan; safe roads and improved rideability for road users.

For the purpose of risk analysis, consequential degradation of the unsealed running surface is shown below in figure 10.2



**Figure 10.2 - Risk Analysis Consequential Surface Defects**

The risk analysis makes a number of reasonable assumptions about the effect of traffic and the environment on unsealed roads:

- The increase in traffic and heavy vehicle loading significantly increases the likelihood of the defects forming. Reasonable application - defects are more likely to occur or be caused by traffic loading in conjunction with current standard of the asset for example, corrugations and potholes
- The environmental effects particularly from weather increase the severity of surface defects
- Given the variability in surface conditions on unsealed roads, speed is not considered a critical factor as a duty of care is placed on motorists to drive to the condition of the road.

## 10.4 - Risk Control

Council currently operates with a cyclic routine maintenance program for unsealed roads. Within this program Council performs Patrol Grading and Heavy Formation Grading. Each year Council is able to perform a maximum number of grades which equates to approximately 15754 km per annum.

Given that Council's unsealed network is 5284km this allows Council to undertake multiple grades across its network. The cyclic maintenance program is undertaken with consideration of Council's available resources, budget limitations and the dynamics of a large unsealed road network. The program is designed to manage the network on following reasonable assumptions:

- Traffic on the higher order roads increases the likelihood of surface degradation and therefore it is reasonable to expect Council would grade higher order roads more than its lower order roads
- Higher order roads would be expected to be a more efficient route of travel and should be maintained more regularly to achieve higher travel speeds and improved reliability where possible
- The condition of road following routine maintenance will also be variable and dependent on the type of work that was able to be performed and the pre-existing condition of the road
- The cyclic program time is dependent on the condition of the network and Council expects that the network will have some level of resilience to ensure that not every road will be graded on each cycle

By examining the risk analysis and assumptions of the cyclic maintenance program for unsealed roads, the key elements of the road management plan are developed to control their impact on

the road authority and the road network. The network risks are to be controlled through the development of the road management plan's key elements:

- Road Inspection Program
- Defect Definition, Prioritisation and Management
- Defect Intervention Levels
- Defect Target Response Times

## **11.0 ROAD INSPECTION PROGRAM**

### **11.1 - Road Hierarchy**

The road hierarchy allows road authorities to clearly demonstrate that their roads are not of equal importance and the determination of a road class is by an engineering standard and considerations. WDRC currently uses a modified NAASRA System as shown in table 6.1.

The classification system gives credence to the dynamic challenge of owning both large rural and urban road networks. The length of network is shown with both sealed and unsealed kilometres to demonstrate the significant operational challenge the authority faces in being able to reasonably inspect and manage its road network.

### **11.2 - Road Inspections Protocols**

A regular road inspection program provides a key step in an authority demonstrating duty of care to meet the requirements of the *Civil Liability Act 2003*. Through regular inspections an authority will have reasonable knowledge of the network condition and any hazards that may be present that could adversely impact on the safe travel of road users. Given that the authority provides a regular cyclic maintenance program on its unsealed roads, the authority will not provide backlog inspections on the network. Travel by the maintenance grader will constitute an inspection and defects on the surface will be addressed in accordance with this unsealed maintenance management plan and in accordance with Council's operational limitations. The authority will however conduct condition auditing of its network to ensure that network condition is being appropriately monitored in accordance with this plan. In addition the authority will conduct periodic safety inspections of its high order roads as they pose the most risk to motorists



The inspection types are designed for the authority to manage its network in accordance with its operational capabilities whilst reasonably allowing for a variable and often sudden changing road environment. The inspections to be performed are defined in table 11.2 shown below:

**Table 11.2 – Inspection Protocols**

<b>Type</b>	<b>Definition</b>	<b>Reporting Requirements</b>	<b>Responsible Officer</b>
Cyclic Maintenance Inspection (Day)	<ul style="list-style-type: none"> <li>Assessment of road condition undertaken to determine if the road surface is to be graded and/or additional maintenance is required</li> </ul>	<ul style="list-style-type: none"> <li>Grading of road to be recorded</li> <li>Inspection details to be recorded</li> </ul>	<ul style="list-style-type: none"> <li>Nominated Council Officer e.g. Grader operator, Road supervisor</li> </ul>
Corridor Safety Inspection	<ul style="list-style-type: none"> <li>Programmed asset inspection in accordance with scheduled interval</li> <li>Purpose is identify and remove defects that are likely to cause imminent danger to road users on the road carriage way.</li> <li>Examples of defects include debris, dead animals and dangerous surface defects.</li> <li>Each street and road is to be recorded along with the detailed chainage of the defect as determined by Council approved GPS device and software</li> </ul>	<ul style="list-style-type: none"> <li>Defects to be recorded on authorised forms including electronic format where available</li> <li>Defects to be transferred to current backlog register</li> <li>Contrary works order to be completed with the defect if immediate work undertaken</li> <li>Inspection details to be recorded</li> </ul>	<ul style="list-style-type: none"> <li>Nominated Council Officer e.g., Patrolman, Ganger, Works Supervisor</li> </ul>

### 11.3 - Road Inspections Regime

The risk management process supports an inspection regime based on road hierarchy. The interval values are identified as trial cyclic maintenance values based on what could be considered reasonable for an authority of Western Down's network size, existing resources and budget. The assumptions in determining the inspection regime are as follows:

- It is reasonable to expect that a road authority would inspect its unsealed road network at least once per annum
- It is reasonable to expect that a road authority keep a detailed record of the condition of the road
- It is reasonable to expect that a road authority provide additional inspections to check the carriage way safety of its higher order roads due to higher traffic and increased heavy vehicle use. These roads could be subject to the likelihood of additional hazards such as debris from vehicles

Table 11.3 details the inspection regime for unsealed roads owned by Western Downs Regional Council:

**Table 11.3 - Road Inspection Program**

Road Description	Unsealed Length To Be Inspected (km)	Inspection Type	Interval
Rural Collector	364	Cyclic Maintenance Inspection (Day)	2 months
		Corridor Safety Inspection	Reactive
Rural Feeder	1149	Cyclic Maintenance Inspection (Day)	3 months
Rural Access	3775	Cyclic Maintenance Inspection (Day)	6 months
Rural Unformed	40	Cyclic Maintenance Inspection (Day)	24 months
Urban Access	26	Programmed Backlog (Day)	3 months

## 12.0 DEFECT PRIORITISATION

### 12.1 - Prioritisation Methodology and Response Times

The authority is required to prioritise and balance its requirement effectively deal with unsealed road defects to maintain a safe corridor as well as maintain its assets to minimise physical degradation and rideability issues. The defect prioritisation definitions and protocols need to be established with consideration to the size of the authority's network, current standard of condition and the authority's operational capacity.

The unsealed road management plan proposes to prioritise works as part of its cyclic maintenance program to improve the condition of the unsealed surface. The condition of the unsealed surfaces is described in Table 12.1

**Table 12.1 - Unsealed Surfaces**

Condition	Condition Description
1	Good running course and ride ability, can generally be driven at 100km/hr.
2	Satisfactory running course and ride ability, can generally be driven at 80km/hr.
3	Minor shape loss, minor defects such as small potholes, loose surface material, can generally be driven at 70km/hr
4	Shape loss causing ponding of water, minor defects such as potholes, corrugations, rutting, loose surface material, can generally be driven at 50 km/hr
5	Major defects including severe potholing, corrugations and roughness. Can generally be driven at 20 km/hr.

Based on its cyclic inspection and maintenance program Council will perform works on an unsealed road based on the following assessment and response times:

**Table 12.1 - Unsealed Road Intervention Levels**

Condition	Intervention Level	Response Time
1	No Action	N/A
2	No Action	N/A
3	No Action	N/A
4	Maintenance Grading to Level 3 or greater	2 Months (based on cycle)
5	Maintenance Grading to Level 3 or greater	2 Months (based on cycle)

The above tables are intended to provide a comparative guide of surface condition for the purpose of assessing and prioritising works for an unsealed road cyclic maintenance program. Caution should be taken at all times to make a reasonable assessment of the road based on the design standard of the road and application of general speed criteria. It is also reasonable that a road will be in different level of condition with the majority rating to apply in assigning a condition. As such only some sections of the road may be graded and Council will endeavour to restore the road to condition 3 or better. If this cannot be achieved, the road will be prioritised accordingly for gravel resheeting or additional capital works.

## **Module 3 - Footpaths**

## **13.0 FOOTPATH SYSTEM FRAMEWORK**

### **31.1 - System Input**

The system requires input from key stakeholders which include:

- Operational Managers
- Operational Staff
- Elected Representatives
- The community

The system is developed with consideration to limitations that are specific to Western Downs

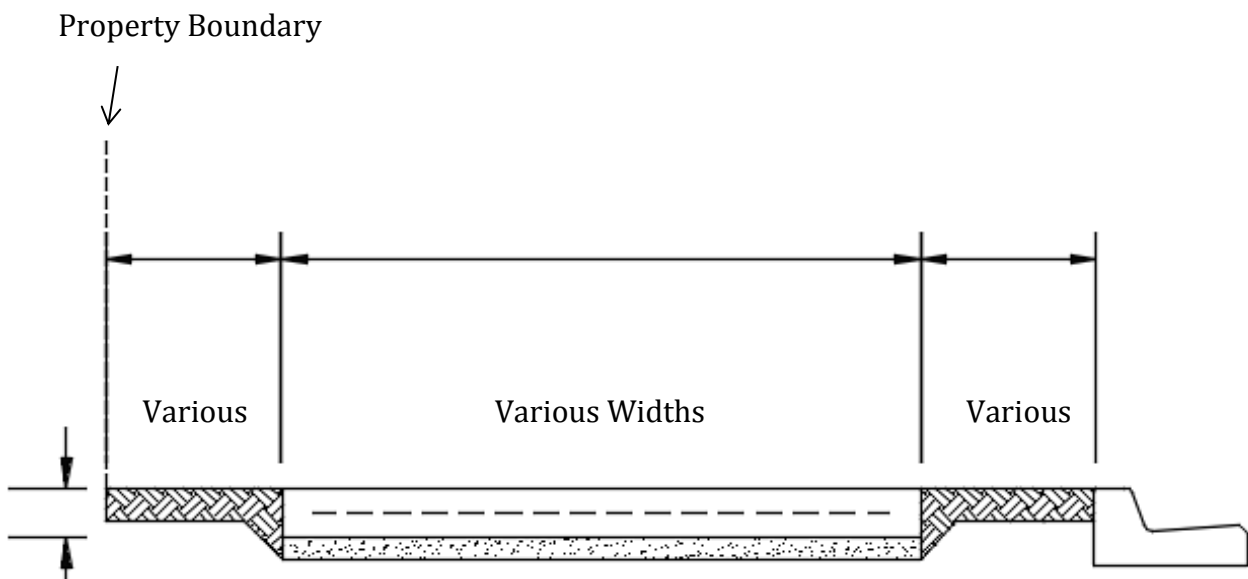
Regional Council:

- Asset Network including Size and Dynamics
- Operational Budget
- Resources
- Services and Priorities of the Authority

## 13.2 - Defect Context

This plan only represents the management of defects on constructed footpaths that are located on open road reserves and park reserves. Constructed footpaths are defined as footpaths designed for pedestrian and cyclist travel and are constructed from concrete, asphalt, bitumen and paving like products.

The system specifically excludes the repair of driveway accesses which are to be maintained in accordance with Council's Access and Driveway Policy. Driveway defects that are likely to cause risk to pedestrians who travel a constructed footpath will be logged for appropriate action as per this plan. All other defects found on footpaths including natural earth surface defects are not inspected by the system due to resource requirements and these defects can be referred to Council via the customer service system. The constructed footpath is identified in diagram below



Constructed Concrete Footpath

**Diagram 13.1 - Constructed Footpath**

### **13.3 - Application of Risk Management and Analysis**

In accordance with the IPWEA NAMS Practice Note 1 - Footpaths and Cycleways, the authority aims to achieve the following with the footpath maintenance management plan:

- To provide safe access for the pedestrians and other users of Council footpaths.
- To efficiently allocate available funding and resources for the maintenance and repair of the footpath network.
- To develop a priority for repairs
- To minimise the ongoing maintenance problems by using effective repair treatments
- To develop a system for recording and reporting on the condition of Council's footpaths that is auditable and demonstrates improvement in service levels
- To reduce public liability claims and strengthen legal defence in cases of litigation

The risk management approach is undertaken in accordance with the IPWEA NAMS Practice Note 1 - Footpaths and Cycleways and considers the following elements to determine the risk and consequence:

- Differential height differences (trip hazards)
- Cracking
- Slipperiness and texture
- Edge drop off
- Obstructions

The following factors are assessed to determine the risk and likelihood:

- Location
- Pedestrian/cyclist volume

- Types of pedestrian or cycle users

The risk analysis makes number of reasonable assumptions about the effect of footpath defects and footpath utilisation:

- Footpath traffic is likely to be proportional to the road hierarchy, e.g. footpath traffic will be higher on an urban collector as opposed to an urban access street
- Footpath traffic is likely to be proportional to the park hierarchy, e.g. footpath traffic will be higher around premier parks
- Footpath traffic is likely to be higher around significant community facilities such as CBD, schools and sporting centres
- Footpaths around medical centres, retirement accommodation and senior citizen facilities are likely to be used more by mobility assistance devices and the risk of trip and fall will also be higher
- Park areas with designated fitness footpaths will have higher traffic

From the above it can be stated that:

- The increase in traffic significantly increases the likelihood of the defect affecting a pedestrian or cyclist, but low traffic does not decrease the consequence.
- The type of footpath traffic has a significant effect on likelihood of the defect risk. It can be further stated that an elderly person or child is less likely to be able to avoid hazards on a footpath.



## 13.4 - Risk Control

Through the risk analysis, the key elements of the footpath management plan are developed to control their impact on the road authority and the footpath network. The risks are controlled through the footpath management plan key elements:

- Footpath Inspection Program
- Defect Definition, Prioritisation and Management
- Defect Intervention Levels

## 14.0 FOOTPATH INSPECTION PROGRAM

### 14.1 - Footpath Hierarchy

The footpath hierarchy and inspection programs allows road authorities to clearly demonstrate that their footpaths are not of equal importance and the determination of footpath class is by engineering standard and other considerations such as pedestrian dynamics. Currently Council only has footpaths within its urban townships and therefore applies the following hierarchy:

**Table 14.1 - Footpath Hierarchy**

<b>Footpath Location</b>	<b>Hierarchy Class</b>	<b>Width (m)</b>	<b>Length (km)</b>
Arterial Road	4	1.5 - 2.5	18.483
CBD Precinct	4	Various	6.601
Collector Road			7.333
Premier Park	8	1.5 - 2.0	0.410
Fitness Trail			16.087
Feeder Road	9A	1.0 - 1.8	17.278
High Profile Park			1.018
Access Road	9B	1.0 - 1.5	31.129
All Other Parks			0.907

## 14.2 - Footpath Inspections Protocols

A regular footpath inspection program provides a key step in an authority demonstrating duty of care to meet the requirements of the *Civil Liability Act 2003*. Through regular inspections an authority will have reasonable knowledge of the network condition and any hazards that may be present that could adversely impact on the safe travel of footpath users. Inspections of the network provide essential information to the road authority which would allow it undertake preventative and minor reactive maintenance to minimise asset degradation and further prevent the formation of dangerous hazards on the road network.

The inspection types are designed for the authority to manage its network in accordance with its operational capabilities whilst reasonably allowing for a variable and often sudden changing footpath environment. The inspections to be performed are defined in table 14.2 shown below:

**Table 14.2 - Inspection Protocols**

Type	Definition	Reporting Requirements	Responsible Officer
Programmed Defect Backlog Inspection (Day)	<ul style="list-style-type: none"> <li>• Programmed asset inspection in accordance with scheduled interval</li> <li>• Purpose is to undertake a detailed defect inventory of the footpath asset including trip hazards, unevenness and slipperiness</li> <li>• Each street and park footpath is to be recorded along with the detailed chainage of the defect as determined by Council approved GPS device and software</li> </ul>	<ul style="list-style-type: none"> <li>• Defects to be recorded on authorised forms including electronic format where available</li> <li>• Defects to be transferred to current backlog register</li> <li>• Inspection details to be recorded</li> </ul>	<ul style="list-style-type: none"> <li>• Nominated Council Officer e.g. Technical Officer, Junior Engineer, Experienced Road Supervisor</li> </ul>

### 14.3 - Footpath Inspections Regime

The risk management process supports an inspection regime based on footpath hierarchy. The interval values are identified as trial values based on what could be considered reasonable for an authority of Western Down's network size, existing resources and budget. The assumptions in determining the inspection regime are as follows:

- It is reasonable to expect that a road authority would inspect its footpath network at least once per annum
- It is reasonable for an authority to conduct its inspection regime within its resource limits and given the degradation of footpaths is slow and is not adversely affected by pedestrian or cyclist loading or speed, factors that increase risk likelihood are not mitigated through the inspection regime.
- It is reasonable to expect that a road authority keep a detailed backlog of the inspection defects

Table 14.3 details the inspection regime for sealed roads owned by Western Downs Regional Council:

**Table 14.3 – Footpath Inspection Program**

<b>Footpath Description</b>	<b>Footpath Length To Be Inspected (km)</b>	<b>Inspection Type</b>	<b>Interval</b>
Arterial Road CBD Precinct	18.483 6.601	Programmed Backlog (Day)	6 months
Collector Road Premier Park Fitness Trail	7.333 0.410 16.087	Programmed Backlog (Day)	12 months
Feeder Road High Profile Park	17.278 1.018	Programmed Backlog (Day)	12 months
Access Road All Other Parks	31.129 0.907	Programmed Backlog (Day)	12 months

Road inspections are to be logged using a maintenance management data base in the following format:

Road/ Park Number	Road/ Park Name	Start Chainage (km)	End Chainage (km)	Hierarchy	Date Of Inspection	Inspector
<b>Example</b>						
251	Aarons Road	0	27.2	Urban Collector	1/10/14	A.Meehan

## 15.0 DEFECT PRIORITISATION

### 15.1 - Prioritisation Methodology and Intervention Levels

The authority is required to prioritise and balance its requirement effectively deal with footpath defects to maintain a safe corridor as well as maintain its assets to minimise physical degradation. The defect prioritisation definitions and protocols need to be established with consideration to the size of the authority's network, current standard of condition and the authority's operational capacity.

The footpath management plan proposes to prioritise defects to achieve a suitable balance between an authority's obligation to provide a safe corridor and maintain its assets. In the case of Western Downs Regional Council it does have to consider a dynamic network with significant transport infrastructure assets. The methodology relies on the need to manage defects based on defect type, anticipated footpath traffic and traffic volume. The defect priorities are determined and defined based on the assumptions identified in the previous risk analysis.

The following defect prioritisation methodology and intervention levels are adapted from IPWEA NAMS Practice Note 1 - Footpaths and Cycleways:

**Table 15.1 - Prioritisation Methodology and Intervention levels**

<b>Trip Size (mm)</b>	<b>Unevenness</b>	<b>Slipperiness</b>	<b>Risk of Public Injury</b>	<b>Priority</b>
> 30 mm	Extreme	Extreme	High	1
20mm to 30 mm	Very	Very	High	2
10mm to 20mm	Uneven	Slippery	Low	3
Imminent safety defects e.g. Obstruction, Collapsed Path			High	Safety

## **15.1 - Target Response Times**

The response times have been identified as trialled values in accordance with the operational limitations of Western Downs Regional Council. Through its additional corridor safety inspection programs and customer service the authority anticipates it will be able to identify remove immediate threats to the safe travel of footpath users within an appropriate interval.

Western Downs Regional Council as a road authority reserves the right to undertake works of a lower priority in conjunction with its maintenance program where it demonstrates operational and economic efficiency. Where the authority is made aware of a critical safety issue such as a collapsed path way or is unable to conduct full repairs of a defect, the authority will take appropriate which may include and not limited to, signage and delineation, temporary repairs and asset closure.

The target response times are shown below in table 15.2. These response times are targets only and, while a reasonable attempt should be made to achieve these targets, not achieving these response times does not constitute a non-compliance if it is the result of operational constraints associated with the diverse and competing responsibilities of Council's Works Department Resources.

**Table 15.2 - Target Response Times**

Priority Classification	Response Time for Intervention			
	Arterial Road CBD  All paths within 200m of school or community facility	Collector Road Premier Park Fitness Trail	Feeder Road High Profile Park	Access Road Other Parks
Corridor Safety Defects	24 Hours	24 Hours	24 Hours	24 Hours
Priority 1	1 Month	2 Months	3 Months	6 Months
Priority 2	2 Months	3 Months	6 months	9 Months
Priority 3	3 Months (Subject to resource allocation)	6 Months (Subject to resource allocation)	12 Months (Subject to resource allocation)	12 Months (Subject to resource allocation)

## 16.0 SYSTEM BACKLOG AND DEFECT MANAGEMENT

### 16.1 - Backlog

The most efficient method to record and manage defect data is via a backlog. A backlog is best described as a list of defects found during inspection and which are then dissected to program remedial works. Once the defect is repaired, it should be removed from the backlog or defect list. The backlog is to record important details regarding the defect including defect ID, road name, chainage, and priority. Using these details operational managers shall be able to filter data and establish a forward works program. The defects should also have a date of repair recorded with

the works order. The backlog is to be recorded and managed electronically in the following format shown in table 16.1:

**Table 16.1 - Defect Backlog**

<b>Road ID</b>	<b>Road Name</b>	<b>Start Chainage (km)</b>	<b>End Chainage (km)</b>	<b>Defect ID</b>	<b>Priority</b>	<b>Active (Y/N)</b>	<b>Date Completed</b>	<b>Works Order</b>
256	Johns Road	0.100	0.110	Trip	1	N	10/10/14	123
257	Aarons Road	0.25	0.25	Uneven	3	Y		

## **Module 4 - Stormwater**



## **17.0 SYSTEM INPUT**

The system requires input from key stakeholders which include:

- Operational Managers
- Operational Staff
- Elected Representatives
- The community

The system is developed with consideration to limitations that are specific to Western Downs

Regional Council:

- Asset Network including Size and Dynamics
- Operational Budget
- Resources
- Services and Priorities of the Authority

## **17.1 - Defect Context**

This plan only represents the management of defects on constructed stormwater infrastructure that are located on open road reserves, park reserves and stormwater drainage easements. Constructed stormwater infrastructure is defined as assets that are constructed for the movement of stormwater and classed as road side culverts, underground RCP's and RCBC's, open concrete and earth drains, side entry/gully pits. This management plan explicitly excludes major culvert structures, bridges and roadside table drains.

## **17.2 - Application of Risk Management and Analysis**

The authority aims to achieve the following with the stormwater maintenance management plan:

- Limit flooding of public and private property through efficient movement of stormwater through stormwater infrastructure
- Ensure stormwater and drainage infrastructure performs appropriately to ensure health and safety of the community and limit the impact on pedestrian and vehicular traffic
- To efficiently allocate available funding and resources for the maintenance and repair of the stormwater network.
- To develop a priority for repairs
- To minimise the ongoing maintenance problems by using effective repair treatments
- To develop a system for recording and reporting on the condition of Council's stormwater infrastructure that is auditable and demonstrates improvement in service levels
- To reduce public liability claims and strengthen legal defence in cases of litigation

The IPWEA NAMS Practice Note 5 -Stormwater Drainage identifies multiple risks that can cause failure of stormwater infrastructure resulting in the following:

- Flooding of property, roads, pathways and public spaces
- Flooding of utilities and other services such as telecommunications
- Creating hazards to traffic
- Creating hazards to the public
- Property, infrastructure and environmental damage including erosion, scouring and pollution
- Damage to structures and possible injury or loss of life

The following distress modes that create risks to stormwater infrastructure is modified from The IPWEA NAMS Practice Note 5 -Stormwater Drainage:

<b>RCP's and RCBC's</b>	
<b>Structural Defects</b>	<b>Serviceability</b>
Cracking Fracturing Displaced Joints Deformation Surface Damage Erosion Lining Failure Breaking Collapse	Silt Debris Corrosion Obstruction Root Intrusion Infiltration Defective Connections Vermin Aesthetics - Graffiti

<b>Pits and Chambers</b>	
<b>Structural Defects</b>	<b>Serviceability</b>
Cracking Fracturing Breaking and Deformation Lid Defects Surface Damage Inlet and Outlet defects including corrosion and deformation	Silt Debris Corrosion Obstruction Vermin

<b>Open Lined Channels</b>
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Structural Defects	Serviceability
Cracking or lining collapse Joint Deformation, opening or displacement Scouring under slab Surface Damage	Silt Vegetation Scouring Erosion Inlet/Outlet Damage Fencing Obstruction

For stormwater infrastructure the seriousness of risks associated with these assets can vary, making some parts of the system more critical than others. Critical elements are defined as those that have a high or serious consequence if they do not meet their service level target and their risk can also be determine by considering the probability of them failing. For risk analysis, the following reasonable assumptions are made about stormwater infrastructure within Western Downs:

- Stormwater infrastructure located above ground will be more subject to serviceability and structural distress due to the increased impact of the environment, increased traffic loading, and human intervention.
- Stormwater infrastructure above ground is more likely to cause failure consequences
- The seriousness of distress modes is highly variable and the probability of failure is also highly variable
- The structural distress modes are generally caused over a long period of time
- Serviceability defects are generally caused at any time and are difficult for the authority to mitigate

### 17.3 - Risk Control

Through the risk analysis, the key elements of the stormwater infrastructure management plan are developed to control their impact on the road authority and the stormwater network. The risks are controlled through the stormwater infrastructure management plan key elements:

- Stormwater Infrastructure Inspection Program
- Defect Definition, Prioritisation and Management

### 17.4 - Stormwater Infrastructure Inspection Program

The stormwater infrastructure asset data allows road authorities to clearly demonstrate to the dynamic challenge of owning both large rural and urban road networks and associated stormwater infrastructure requirements. The quantity of network shown in Table 17.1 demonstrates the significant operational challenge the authority faces in being able to reasonably inspect and manage its stormwater infrastructure.

**Table 17.1 - Stormwater Assets**

<b>Stormwater Infrastructure</b>	<b>Quantity</b>
Roadside RCP's and RCBC's	4709
Underground RCP's and RCBC's	81.304 km
Gully/Side Entry Pits	817
Stormwater Chambers	1361
Concrete Lined Channels/ponds	4.257 km
Earth Lined Channels/ponds	13.715 km
Earth Lined Channel - Easements	

## **17.5 - Stormwater Infrastructure Inspections Protocols**

An appropriate stormwater infrastructure inspection program provides a key step in an authority demonstrating duty of care to meet the requirements of the *Civil Liability Act 2003*. Through regular inspections an authority will have reasonable knowledge of the network condition and any hazards that may be present that could adversely impact on the performance of the infrastructure resulting in failure. Inspections of the network provide essential information to the road authority which would allow it undertake preventative and minor reactive maintenance to minimise asset degradation and further prevent the formation of dangerous hazards and distress modes on the stormwater network.

The inspection types are designed for the authority to manage its network in accordance with its operational capabilities whilst reasonably allowing for a variable and often sudden changing environment. The inspections to be performed are defined in table 17.2 shown below:

**Table 17.2 – Inspection Protocols**

<b>Type</b>	<b>Definition</b>	<b>Reporting Requirements</b>	<b>Responsible Officer</b>
Programmed Defect Backlog Inspection (Day)	<ul style="list-style-type: none"> <li>• Programmed asset inspection in accordance with scheduled interval</li> <li>• Purpose is to undertake a detailed defect inventory of the stormwater asset including structural and serviceability defects</li> <li>• Each street and road is to be recorded along with the detailed chainage and structure type as determined by Council approved GPS device and software</li> </ul>	<ul style="list-style-type: none"> <li>• Defects to be recorded on authorised forms including electronic format where available</li> <li>• Defects to be transferred to current backlog register</li> <li>• Inspection details to be recorded</li> </ul>	<ul style="list-style-type: none"> <li>• Nominated Council Officer e.g. Technical Officer, Junior Engineer, Experienced Road Supervisor</li> </ul>
Reactive Structural Inspection	<ul style="list-style-type: none"> <li>• Inspection of the stormwater infrastructure to assess and manage structural defects that are identified on the backlog</li> </ul>	<ul style="list-style-type: none"> <li>• Defects to be recorded on authorised forms including electronic format where available</li> <li>• Defects to be transferred to current backlog register</li> <li>• Inspection details to be recorded</li> <li>• Structure management plan to be recorded</li> </ul>	<ul style="list-style-type: none"> <li>• Nominated Council Officer or Contractor who is suitably qualified and experienced to assess the defects</li> </ul>

## 17.6 - Stormwater Infrastructure Inspections Regime

The risk management process supports an inspection regime based on criticalness of the stormwater infrastructure and the likelihood of failure or distress modes being presented. The interval values are identified as trial values based on what could be considered reasonable for an authority of Western Down's network size, existing resources and budget. The assumptions in determining the inspection regime are as follows:

- It is reasonable to expect that a road authority would inspect its above ground stormwater infrastructure network at least once per annum

- It is reasonable for an authority to conduct its inspection regime within its resource limits and given the structural degradation of concrete stormwater infrastructure is slow that structural inspections are not mandatory unless evidence is provided
- It is reasonable to expect that a road authority keep a detailed backlog of the inspection defects

Table 17.3 details the inspection regime for stormwater infrastructure owned by Western Downs Regional Council:

**Table 17.3 – Stormwater Infrastructure Inspection Program**

Stormwater Description	Quantity To Be Inspected	Inspection Type	Interval
Roadside RCP's and RCBC's	4709	Programmed Backlog (Day)	12 months
		Reactive Structural	As Required
Gully/Side Entry Pits	817	Programmed Backlog (Day)	24 months
		Reactive Structural	As Required
Concrete Lined Channels	4.257 km	Programmed Backlog (Day)	12 months
		Reactive Structural	As Required
Earth Lined Channels in reserve		Programmed Backlog (Day)	12 months
		Reactive Structural	As Required
Underground RCP's and RCBC's	81.304 km	Programmed Backlog (Camera)	5 Years
		Reactive Structural	As Required
Stormwater Chambers	1361	Programmed Backlog (Day)	5 Years
		Reactive Structural	As Required

Road inspections are to be logged using a maintenance management data base in the following format:

Road/Park Number	Road/Park Name	Start Chainage (km)	End Chainage (km)	Type	Date Of Inspection	Inspector
<b>Example</b>						
251	Aarons Road	27.2	27.2	RCBC	1/10/14	A.Meehan



## **18.0 DEFECT PRIORITISATION**

### **18.1 - Prioritisation Methodology and Response Times**

The authority is required to prioritise and balance its requirement effectively deal with stormwater infrastructure serviceability and structural defects to maintain serviceability and minimise further degradation of the asset. The defect prioritisation definitions and protocols need to be established with consideration to the size of the authority's network, current standard of condition and the authority's operational capacity. In addition, the authority's ability to manage the seriousness and variability of stormwater defects needs to be considered.

The response times have been identified as trialled values in accordance with the operational limitations of Western Downs Regional Council. Through its additional customer service protocols the authority anticipates it will be able to identify remove immediate defects that may be present after inspection.

Western Downs Regional Council as a road authority reserves the right to undertake works of a lower priority in conjunction with its maintenance program where it demonstrates operational and economic efficiency. Where the authority is made aware of a critical safety issue such as a collapsed culvert or is unable to conduct full repairs of a defect, the authority will take appropriate action which may include and not limited to, load limits, signage and delineation, and asset closure.

Structural defects are not identified for response times due to the variability in seriousness and distress mode. It is Council's intention to implement a management plan of these defects with supporting documentation on a case by case basis. The plan is to be authorised by the Area Works Manager and may include additional processes including but not limited to, additional monitoring and inspections, temporary treatments or repairs, load limits, signage and delineation and asset closure until such time as the asset can be replaced by available capital funding.

The defect priorities are determined and defined based on the assumptions identified in the previous risk analysis. The following defect prioritisation methodology and response times is shown below in table 18.1

<b>Defect ID</b>	<b>Intervention Level</b>	<b>Priority</b>	<b>Response Time</b>
Roadside Culverts	Structural Damage	1	Structural Inspection - TBA
	Serviceability Defect - Critical	2	1 Month
	Serviceability Defect - Non Critical	3	12 Months
Gully/Side Entry Pits	Structural Damage	1	Structural Inspection - TBA
	Serviceability Defect - Critical	2	1 Month
	Serviceability Defect - Non Critical	3	12 Months
Concrete Lined Channels in Reserve	Structural Damage	1	Structural Inspection - TBA
	Serviceability Defect - Critical	2	1 Month
	Serviceability Defect - Non Critical	3	12 Months
Earth Lined Channels in Reserve	Structural Damage	1	Structural Inspection - TBA
	Serviceability Defect - Critical	2	1 Month
	Serviceability Defect - Non Critical	3	As per budget availability
Underground RCP's and RCBC's, Stormwater Chambers	Structural Damage	1	Structural Inspection - TBA
	Serviceability Defect - Critical	2	1 Month
	Serviceability Defect - Non Critical	3	12 Months

Earth Channels Easement	Lined in	TBA	TBA	TBA
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## 19.0 SYSTEM BACKLOG AND DEFECT MANAGEMENT

### 19.1 - Backlog

The most efficient method to record and manage defect data is via a backlog. A backlog is best described as a list of defects found during inspection and which are then dissected to program remedial works. Once the defect is repaired, it should be removed from the backlog or defect list. The backlog is to record important details regarding the defect including defect ID, road name, chainage, Asset Type and priority. Using these details operational managers shall be able to filter data and establish a forward works program. The defects should also have a date of repair recorded with the works order. The backlog is to be recorded and managed electronically in the following format shown in table 19.1:

**Table 19.1 - Defect Backlog**

Road ID	Road Name	Start Chainage (km)	End Chainage (km)	Type	Defect ID	Priority	Active (Y/N)	Date Completed	Works Order
256	Johns Road	0.110	0.110	RCBC	Silt	2	N	10/10/14	123
257	Aarons Road	0.25	0.25	RCBC	Crack	I	Y		

## **Module 5- Bridges and Major Culvert Structures**

## 20.1 - SYSTEM INPUT

The system requires input from key stakeholders which include:

- Operational Managers
- Operational Staff
- Elected Representatives
- The community

The system is developed with consideration to limitations that are specific to Western Downs

Regional Council:

- Asset Network including Size and Dynamics
- Operational Budget
- Resources
- Services and Priorities of the Authority

## **20.2 -Defect Context**

This plan only represents the management of defects on constructed bridge which classified as concrete, timber, steel or fibre composite. Major culverts included culvert structures that are constructed of steel or culverts height greater than 1.5m and a water way area of greater than 3 m<sup>2</sup> per cell. The plan only covers defects on the structure and running surface between end guardrails, abutments, relieving slabs, and the end is determined at the greatest distance.

## **20.3 - Application of Risk Management and Analysis**

The authority aims to achieve the following with the bridge structures maintenance management plan:

- Ensure the safety of road users and pedestrians who utilise the structure for transportation
- Minimise the ongoing degradation of the asset
- Minimise reactive maintenance costs
- Minimise the reduction in the serviceability of the structure to the community and road users

The maintenance issues and requirements of bridge structures is highly variable in both distress mode and seriousness. Following table s 20.1 to 20.5 highlights some of the more likely distress modes that occur on Western Downs Regional Council's network

**Table 20.1 - Concrete Bridge Defects**

<b>Concrete Bridges</b>	
<b>Structural Defects (Level 2)</b>	<b>Serviceability (Level 1)</b>
Examples:  Cracking Fracturing Joint Failure Moisture Ingress Deformation Surface Damage Erosion Collapse Spalling Corrosion	Examples:  Silt Guardrail or Protection Debris Obstruction Root Intrusion Infiltration Defective Connections Vermin Aesthetics - Graffiti Scouring

**Table 20.2 - Timber Bridge Defects**

<b>Timber Bridges</b>	
<b>Structural Defects (Level 2)</b>	<b>Serviceability (Level 1)</b>
Examples:  Excessive deck deflection Termites Splitting Internal Rot Snipes and Notching	Examples:  Silt Guardrail or Protection Debris Obstruction Root Intrusion Infiltration Defective Connections Vermin Aesthetics - Graffiti Debris Scouring

**Table 20.3 - Steel Bridge Defects**

<b>Steel Bridges</b>	
<b>Structural Defects (Level 2)</b>	<b>Serviceability (Level 1)</b>
Examples:  Corrosion Cracking Weld Failure Pitting Coating	Examples:  Silt Guardrail or Protection Debris Obstruction Root Intrusion Infiltration Defective Connections Vermin Aesthetics - Graffiti Debris Scouring

**Table 20.4 - Steel Bridge Defects**

<b>Fibre Composite</b>	
<b>Structural Defects (Level 2)</b>	<b>Serviceability (Level 1)</b>
Examples:  Coating UV damage Stressing of Laminates Cracking	Examples:  Silt Guardrail or Protection Debris Obstruction Root Intrusion Infiltration Defective Connections Vermin Aesthetics - Graffiti Debris Scouring



**Table 20.5 - Major Culvert Defects**

<b>Major Culverts</b>	
<b>Structural Defects (Level 2)</b>	<b>Serviceability (Level 1)</b>
Examples:  Cracking Fracturing Displaced Joints Deformation Surface Damage Erosion Lining Failure Breaking Collapse	Examples:  Silt Guardrail or Protection Debris Obstruction Root Intrusion Infiltration Defective Connections Vermin Aesthetics - Graffiti Debris Scouring

For bridges and major culvert structures the seriousness of risks associated with these assets can vary, making some parts of the system more critical than others. Critical elements are defined as those that have a high or serious consequence if they do not meet their service level target and their risk can also be determine by considering the probability of them failing.

## 20.4 - Risk Control

To effectively manage and assess risks associated with Council's bridge infrastructure, the management plan identifies the following key elements:

- Bridge and Major Culvert Inspection Program
- Defect Definition, Prioritisation and Management

### Bridge Infrastructure Inspection Program

The bridge and major culvert structure asset data allows road authorities to clearly demonstrate to the dynamic challenge of owning both large rural and urban road networks and associated infrastructure requirements.

**Table 20.6 - Bridge Assets**

Bridge Infrastructure	Quantity
Concrete Bridges	18
Timber Bridges	23
Fibre Composite Bridge	1
Steel Bridges	1
Major Culvert Structures	32

## 20.5 - Bridge and Culvert Infrastructure Inspections Protocols

An appropriate bridge and major culvert structure inspection program provides a key step in an authority demonstrating duty of care to meet the requirements of the *Civil Liability Act 2003*. Through regular inspections an authority will have reasonable knowledge of the network condition and any hazards that may be present that could adversely impact on the performance of the infrastructure resulting in failure. Inspections of the network provide essential information

to the road authority which would allow it undertake preventative and minor reactive maintenance to minimise asset degradation and further prevent the formation of dangerous hazards and distress modes on the bridge and major structure network.

The inspection types are designed for the authority to manage its network in accordance with its operational capabilities whilst reasonably allowing for a variable and often sudden changing environment. The inspections to be performed are defined in table 20.7 shown below:

**Table 20.7 - Bridge Inspection Protocols**

Type	Definition	Reporting Requirements	Responsible Officer
Level 1 Inspection		<ul style="list-style-type: none"> <li>• Defects to be recorded on authorised forms including electronic format where available</li> <li>• Defects to be transferred to current backlog register</li> <li>• Inspection details to be recorded</li> </ul>	Qualified Level 1 Inspector
Level 2 Inspection		<ul style="list-style-type: none"> <li>• Defects to be recorded on authorised forms including electronic format where available</li> <li>• Defects to be transferred to current backlog register</li> <li>• Inspection details to be recorded</li> <li>• Structure management plan to be recorded</li> </ul>	Qualified Level 2 Inspector
Level 3 Inspection		<ul style="list-style-type: none"> <li>• Defects to be recorded on authorised forms including electronic format where available</li> <li>• Defects to be transferred to current backlog register</li> <li>• Inspection details to be recorded</li> <li>• Structure management plan to be recorded</li> </ul>	Qualified Level 3 Inspector

## 20.6 - Bridge Infrastructure Inspections Regime

The risk management process supports an inspection regime based on critical location and nature of the bridge and major culvert infrastructure and the likelihood of failure or distress modes being presented. The interval values are identified as trial values based on what could be considered reasonable for an authority of Western Down's network size, existing resources and budget. The inspection regime also takes into account the detailed and onerous protocols in undertaking bridge inspections on a periodic basis. Bridge inspections have been attained in accordance with the DTMR Bridge Inspection Manual for bridges that are in condition 1 or 2:

**Table 20.8 - Bridge Inspection Intervals**

Structure Type	Inspection ID	Frequency
Concrete Bridge	Level 1	12 Months
	Level 2	5 years
	Level 3	As Required
Timber Bridge	Level 1	12 Months
	Level 2	2 years
	Level 3	As Required
Steel Bridge	Level 1	12 Months
	Level 2	5 Years
	Level 3	As required
Fibre Composite	Level 1	12 Months
	Level 2	5 Years
	Level 3	As required
Major Culverts Steel	Level 1	12 Months
	Level 2	2 Years
	Level 3	As Required
Major Culverts Concrete	Level 1	12 Months
	Level 2	5 Years
	Level 3	As Required

Bridge inspections are to be logged using a maintenance management data base in the following format:

Road/Park Number	Road/Park Name	Start Chainage (km)	End Chainage (km)	Bridge	Type	Date Of Inspection	Inspector
<b>Example</b>							
251	Aarons Road	27.2	27.2	Timber	Level 1	1/10/14	Bede

## 21.0 DEFECT PRIORITISATION

### 21.1 - Prioritisation Methodology and Response Times

The authority is required to prioritise and balance its requirement effectively deal with bridge and major culvert structures serviceability and structural defects to maintain serviceability and minimise further degradation of the asset. The defect prioritisation definitions and protocols need to be established with consideration to the size of the authority's network, current standard of condition and the authority's operational capacity. In addition, the authority's ability to manage the seriousness and variability of bridge defects needs to be considered.

The response times have been identified as trialled values in accordance with the operational limitations of Western Downs Regional Council. Through its additional customer service protocols the authority anticipates it will be able to identify remove immediate defects that may be present after inspection.

Western Downs Regional Council as a road authority reserves the right to undertake works of a lower priority in conjunction with its maintenance program where it demonstrates operational and economic efficiency. Where the authority is made aware of a critical safety issue such as a collapsed culvert or is unable to conduct full repairs of a defect, the authority will take appropriate action which may include and not limited to, load limits, signage and delineation, and asset closure.

Structural defects are not identified for response times due to the variability in seriousness and distress mode. It is Council's intention to implement a structural management plan of these

defects with supporting documentation on a case by case basis. The plan is to be authorised by the Area Works Manager and may include additional processes including but not limited to, additional monitoring and inspections, temporary treatments or repairs, load limits, signage and delineation and asset closure until such time as the asset can be replaced by available capital funding.

The defect priorities are determined and defined based on the assumptions identified in the previous risk analysis. The following defect prioritisation methodology and response times is shown below in table 21.1:

**Table 21.1 - Structure Defect Definition and Prioritisation**

<b>Defect ID</b>	<b>Intervention Level</b>	<b>Priority</b>	<b>Response Action</b>
All Structures	Condition State 5	1	Immediate Closure
	Condition State 3 and 4	2	Structure Management Plan
	Condition State 1 and 2	4	As per budget availability
	Serviceability Defect - Critical	2	1 Month
	Serviceability Defect - Non Critical	4	As per budget availability

## **22.0 SYSTEM BACKLOG AND DEFECT MANAGEMENT**

### **22.1 – Backlog**

The most efficient method to record and manage defect data is via a backlog. A backlog is best described as a list of defects found during inspection and which are then dissected to program remedial works. Once the defect is repaired, it should be removed from the backlog or defect list. The backlog is to record important details regarding the defect including defect ID, road name, chainage, Asset Type and priority. Using these details operational managers shall be able to filter data and establish a forward works program. The defects should also have a date of repair recorded with the works order.

The backlog is to be recorded and managed electronically in the following format shown in table 22.1:

**Table 22.1 - Bridge Backlog**

<b>Road ID</b>	<b>Road Name</b>	<b>Chainage (km)</b>	<b>Type</b>	<b>Defect ID</b>	<b>Priority</b>	<b>Active (Y/N)</b>	<b>Date Completed</b>	<b>Works Order</b>
256	Johns Road	0.110	Timber	SMP	2	Y		
257	Aarons Road	0.25	Concrete	Silt	2	N	10/10/14	123

## **System Summary**



## 25.0 CONTINUOUS IMPROVEMENT

Western Downs Regional Council is a maturing road authority which is faced with both internal and external challenges. The sealed road management maintenance plan is only one part of Council's engineering operations and will be continually reviewed for improvement as Council receives and evaluates real data. Council is also developing its concurrent asset management systems and plans and these documents should be reviewed in conjunction with the asset maintenance plans in the future. In addition, Council should review its risk management strategies in conjunction with its maintenance plans to ensure that the organisation's objectives are effectively risk managed.

### 25.1 - Best Practice Review

The system is to be actively monitored and reviewed for performance as per Section 3 of the plan. The system is an operational working document that aims to meet the critical objectives of the authority. Table 25.1 provides a summary of the systems design and performance indicators in ensuring the plan represents best practice in sealed road maintenance management.

**Table 25.1 - Best Practice Vs System Elements**

Principle of Best Practice	Application by Western Downs Regional Council System
Demonstrate Duty of Care	<p>The system provides a methodology for inspecting assets</p> <p>The system identifies hazards on the road network</p> <p>The system provides a methodology for prioritising remedial works by the road authority</p> <p>The system provides interim values based on the specifics of WDRC's budget, current resources, asset configuration and size</p>
Effective Reactive and Preventative	<p>The system encourages effective reactive and preventative maintenance by:</p> <ul style="list-style-type: none"> <li>• Identifying defects at appropriate intervention levels</li> <li>• Groups the defects into appropriate categories</li> <li>• Prioritises works</li> <li>• Allows operational managers to plan and execute works based on locality and type with effective backlog management</li> </ul>

<p>A Reasonable Risk Management Approach</p>	<p>The system presents a reasonable risk management approach to identify and manage defects on the authority's network.</p> <p>The system provides a reasonable approach to:</p> <ul style="list-style-type: none"> <li>• Define the system objectives and responsibilities of the authority</li> <li>• Define risks to the authority and its objectives</li> <li>• Evaluate the risks</li> <li>• Treat and control the risks</li> <li>• Monitor the risks of the system</li> </ul>
<p><b>Principle of Best Practice</b></p>	<p><b>Application by Western Downs Regional Council System</b></p>
<p>Diligent Documentation</p>	<p>The system presented adequately meets the requirements in presenting diligent documentation.</p> <p>The system highlights the critical elements of the methodology and clearly outlines how the system is to operate without isolation.</p> <p>The system provides adequate documentation if it was to be used in a court proceeding or claim against the authority</p>
<p>System Compliance</p>	<p>The system does outline the need and processes to achieve good compliance.</p> <p>The system also provides a summary of the implementation plan that will be developed by the authority</p>
<p>Continual Review</p>	<p>The system provides specific timeframes and actions that are to be undertaken by authority as part of its risk management and system review processes.</p>

**Title** **Infrastructure Services Report Regional Road Transport Group  
Transport Infrastructure Development Scheme Funding**

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**Date** 2 March 2020

**Responsible Manager** B. Barnett, SENIOR WORKS MANAGER

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## Summary

The purpose of this Report is to seek Council's approval to amend the 2019/20 Capital Budget to optimise the Regional Road Transport Group Transport Infrastructure Development Scheme Funding in 2019/20 and future years.

### Link to Corporate Plan

Strategic Priority: Financial Sustainability

- We are recognised as a financially intelligent and responsible Council.
- Our long term financial planning guides informed and accountable decision making.
- Our value for money culture enables us to deliver our core functions sustainably.
- Our agile and responsive business model enables us to align our capacity with service delivery.
- Effective asset management ensures that we only own and maintain assets that are utilised.

Strategic Priority: Great Liveability

- Our residents enjoy convenience of modern infrastructure and quality essential services.
- Valued recreational spaces, sporting and community facilities are provided regionally.
- A safe and well maintained road network connects our region.
- Our region remains an affordable place for families to live, work, prosper and play.
- We're recognised as one of the safest regions in Queensland.

Strategic Priority: Strong Economic Growth

- There is a confidence in our strong and diverse economy.
- We're open for business and offer investment opportunities that are right for our region.
- We optimise our tourism opportunities, unique experiences and major events.
- Business and industry in our region live local and buy local.
- Our region is a recognised leader in energy, including clean, green renewable energies.

### Material Personal Interest/Conflict of Interest

Nil

### Officer's Recommendation

That this report be received and the proposed changes to the 2019/20 Capital Budget as detailed in this report are adopted.

### Background Information

*Roads and Transport Alliance (RTA)*

The Roads and Transport Alliance is a cooperative governance arrangement between the Local Government Association of Queensland (LGAQ), on behalf of local governments, and the Department of Transport and Main Roads (TMR), to invest in and regionally manage the Queensland road and transport network.

### *Regional Roads Transport Group (RRTG)*

RRTGs are the foundation of the Alliance. RRTGs are formed through voluntary collaboration between Councils that align regionally and the local TMR District or Districts. RRTG members include local government elected representatives and TMR District Directors.

### *Transport Infrastructure Development Scheme (TIDS)*

RTA TIDS provides targeted investment in local government and Main Roads transport infrastructure.

### *Local Roads of Regional Significance (LRRS)*

LRRS are determined by the RRTG to focus TIDS investment on roads of strategic importance. Each RRTG must identify the transport infrastructure that is important for their region. LRRS consist of lower order State-controlled roads and higher order Local Government roads that perform a similar function.

### *RRTG Works Program Funding.*

- Higher-order local government roads included in the program require a minimum 50% contribution to the total project cost.
- Lower order state-controlled roads included in the program do not require the TIDS funding to be matched.
- TIDS funds not expended within a financial year are forfeited.

### *History (RTA and RRTGs)*

The RTA was setup in 2002 to strategically manage the lower order State-controlled roads and the higher order Local Government-controlled roads. RRTGs were set up around the state to manage these roads in their area. These RRTGs determined their LRRS roads and the RRTG Works Program on these roads.

The setup of these RRTGs has ultimately meant that historically RRTGs have spent the funding on their Council controlled higher order roads before considering the state-controlled lower order roads. This is resulted in significant upgrades in the Council controlled higher order road asset network.

At the other end of the spectrum, the State-controlled lower order roads have subsequently deteriorated due to the lack of funding from TIDS and other DTMR funding. For example, DTMR had planned works in this financial year for minor surface correction and resealing of this section of Auburn Road. At WDRC's suggestion and in partnership with TMR the current Auburn Road project now also includes a road widening and which significantly impacts the community and businesses in the Auburn Road area by allowing High Productivity Vehicles such as road trains to access the road via permit.

## **Report**

Supporting Council's Economic Growth Strategic Priority, Council's 2019/20 TIDS Program focuses on opportunities to remove bottlenecks from our Regions Road Network to improve access for High Productivity Vehicles to freight links. Many of these bottlenecks are at the interface between Council's Road Network and the state-controlled network or on the state-controlled network (e.g. intersections).

Council has successfully partnered with the Department of Transport and Main Roads (DTMR) to seek out fit for purpose, cost effective solutions to upgrade these state-controlled roads. However, as these projects are on state-controlled roads, these require DTMR approval prior to construction.

Due to DTMR approval delays in 2018/19 for the Auburn Road project, construction of this project was delayed in the 2018/19 financial year resulting in the majority of the construction works being completed in 2019/20 utilising a high portion of the available 2019/20 WDRRTG TIDS funding to externally fund the works.

Amendments to Council's Capital Budget are proposed to ensure Council utilises wholly RRTG TIDS funding on state-controlled roads, and to optimise this funding on both state-controlled and Council owned road and transport infrastructure in the future, in alignment with the funding principles.

The amendments include:

- Reallocate of TIDS funding from Council owned road projects and allocate 100% of funding to the Auburn Road, Chinchilla - Tara and Greenswamp Road intersection upgrade and the Bunya Highway pedestrian refuge at Eileen Street, Dalby.
- Removal of the Jandowae - Macalister Road 9.23 - 11.70 upgrade project, Bunya Highway and Jimbour Station intersection upgrade project, Bullockhead Road 30.4 - 34.2 reconstruction project and the Warra - Canaga Creek and Warra Marnhull intersection upgrade project from the 2019/20 Capital Works Program.

The intention is to remove these projects from the 2019/20 Capital Works program and to include these projects in the 2020/21 and 2021/22 Capital Works Program with the exception of the Warra-Canaga Creek and Warra Marnhull intersection upgrade project, which upon detailed design requires further investigation.

Amendment table listed in attachments.

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

**Conclusion**

Amending the 2019/20 Capital Works Budget will allow Council to expend 100% of the 2019/20 TIDS funding allocation in alignment within the intention of the funding, and to re-program undelivered projects to future Capital Works Budgets.

It is recommended for approval.

**Attachments**

1. Western Downs Regional Road and Transport Group Flying Minute - Endorsement of Additional Projects and Funding Reallocation 2019-2020, 02/03/2020.
2. Proposed TIDS funding reallocation Table.

**Authored by:** Brianna Barnett, Senior Works Manager

Western Downs Regional Road and Transport Group  
Flying Minute

ENDORSEMENT OF ADDITIONAL PROJECTS AND FUNDING  
REALLOCATION 2019-2020

To	Cr Greg Olm Chair C/ General Manager Infrastructure Services Western Downs Regional Council DALBY	Mr Dereck Sanderson District Director Department of Transport & Main Roads Downs South West Region TOOWOOMBA
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## BACKGROUND

The Western Downs Regional Road & Transport Group's Transport Infrastructure Development Scheme (TIDs) funding for the 2019/20 Financial Year is approved at \$2,644,617.

As a result of approval and construction delays in the 2018/19 financial year on the Auburn Road project, the majority of the construction works of the project has been completed in the 2019/20 financial, in combination with Auburn Road and the and Chinchilla-Tara Road and Greenswamp Road Intersection upgrade projects varying from the conditions at the time of scoping, the Western Downs Regional Road Transport Group is currently forecast to overspend its 2019/20 funding allocation. Subsequently, and in accordance with the Roads and Transport Alliance Operational Guidelines, it is the Regional Roads Transport Group's intention to redistribute TIDs funding between existing projects and to re-prioritise projects of a Regional Priority.

Due to the updated costs on the state-controlled road projects, the Western Downs Regional Road and Transport Group intend to re-program three of the projects scheduled to be completed in 2019/20 to a later year, to remove the Warra-Canaga Creek and Warra Marnhull intersection upgrade project and to reallocate funding to the Auburn Road upgrade, Chinchilla - Tara and Greenswamp Road intersection upgrade and Bunya Highway pedestrian refuge projects, as detailed in the enclosed proposed funding reallocation table.

The upgrade of the delayed projects remain Regional Priorities of the Western Downs Regional Road and Transport Group, however the RRTG remains committed to fund the upgrade of Auburn Road from chainage 0.78 - 36.77km to enable road-train access, with the exception of the \$1m in agreed co-funding from DTMR which be expended in the 2019/20 Financial Year as per previous correspondence between WDRC and DTMR.

## WDRRTG 19/20 TIDS Reallocation

TMR Project ID	Project	Approved Funding	Proposed Variance	Proposed Funding	Percent TIDs Funded	Total Project Cost
818551	DDWD 222-45A; Bunya Highway (Dalby - Kingaroy), Jimbour Station Road intersection upgrade; 818551	\$80,000	-\$80,000	\$0	0%	\$0
1075531	Auburn Road (Chinchilla), widen pavement and bitumen surfacing Ch 0.78 - 36.77km	\$2,000,000	\$400,000	\$2,400,000	100%	\$3,920,000
1137970	DDWD 222-LGSR; Jandowae - Macalister Road (Jandowae) 9.23 - 11.70 bitumen surfacing	\$230,000	-\$230,000	\$0	50%	\$561,066
NEW	Chinchilla - Tara Road, Greenswamp Road (Chinchilla), intersection upgrade	\$128,000	\$98,671	\$226,568	80%	\$290,000
NEW	Bullockhead Road (Tara) 30.4 - 34.2 reconstruct to rural collector standard	\$91,671	-\$91,671	\$0	0%	\$0
NEW	Bunya Hwy (Dalby) pedestrian refuge, Eileen St	\$35,000	-\$17,000	\$18,103	100%	\$35,000
818550	DDWD 222-4201; Warra - Canaga Creek Road (Warra), Warra Marnhull Road, intersection upgrade; 818550	\$80,000	-\$80,000	\$0	0%	\$0
	<b>TOTAL</b>	<b>\$2,644,671</b>	<b>\$0</b>	<b>\$2,644,671</b>		

Western Downs Regional Road and Transport Group  
Flying Minute

COMMENT

The proposed reallocation will enable funds to be expended within the required timeframes, making best use of the funds available.

RECOMMENDATION

That the Western Downs Regional Road and Transport Group approve the reallocation of TIDS funds for the 2019/20 financial year as recommended by the Western Downs RRTG Technical Committee.

.....

Brianna Barnett  
Chair  
Western Downs Regional Road and Transport Group Technical Committee

ENDORSEMENT OF REALLOCATION OF FUNDING 2019/20

APPROVED

.....

Cr Greg Olm  
Chair  
Western Downs RRTG  
DALBY

.....

Mr Dereck Sanderson  
District Director (Darling Downs)  
Downs South West Region  
Department of Transport & Main Roads  
TOOWOOMBA

.....

Date

.....

Date



**Table 1: Proposed TIDS funding reallocation**

**WDRRTG 19/20 TIDS Reallocation**

TMR Project ID	Project	Approved Funding	Proposed Variance	Proposed Funding	Percent TIDs Funded	Total Project Cost
818551	DDWD 222-45A; Bunya Highway (Dalby - Kingaroy), Jimbour Station Road intersection upgrade; 818551	\$80,000	-\$80,000	\$0	0%	\$0
1075531	Auburn Road (Chinchilla), widen pavement and bitumen surfacing Ch 0.78 - 36.77km	\$2,000,000	\$400,000	\$2,400,000	100%	\$3,920,000
1137970	DDWD 222-LGSR; Jandowae - Macalister Road (Jandowae) 9.23 - 11.70 bitumen surfacing	\$230,000	-\$230,000	\$0	50%	\$561,066
NEW	Chinchilla - Tara Road, Greenswamp Road (Chinchilla), intersection upgrade	\$128,000	\$98,671	\$226,568	80%	\$290,000
NEW	Bullockhead Road (Tara) 30.4 - 34.2 reconstruct to rural collector standard	\$91,671	-\$91,671	\$0	0%	\$0
NEW	Bunya Hwy (Dalby) pedestrian refuge, Eileen St	\$35,000	-\$17,000	\$18,103	100%	\$35,000
818550	DDWD 222-4201; Warra - Canaga Creek Road (Warra), Warra Marnhull Road, intersection upgrade; 818550	\$80,000	-\$80,000	\$0	0%	\$0
<b>TOTAL</b>		<b>\$2,644,671</b>	<b>\$0</b>	<b>\$2,644,671</b>		

**Title** **Community and Liveability Report Reds vs Waratahs Pre-Season Trial Match 2020**

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**Date** 10 February 2020

**Responsible Manager** A. Maurice, ECONOMIC DEVELOPMENT MANAGER

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### Summary

The purpose of this Report is to provide Council with a summary of the Reds vs Waratah 2020 Pre-season Trial Match and community activations.

### Link to Corporate Plan

Strategic Priority: Active Vibrant Communities

- We are a region without boundaries, united in community pride.
- Our community members are the loudest advocates for what's great about our region.
- Our social, cultural and sporting events are supported locally and achieve regional participation.
- Our parks, open spaces, and community facilities are well utilised and connect people regionally.
- A recognised culture of volunteerism is active throughout our communities.

### Material Personal Interest/Conflict of Interest

Nil

### Officer's Recommendation

That this report be received and noted.

### Background Information

In August 2019, Mayor Paul McVeigh, Cr Donna Ashurst, Peter Homan (CEO, Southern Queensland Country Tourism) and Jodie Taylor met with Mark Melrose (QLD Rugby Operations) from QLD Rugby. Dalby was selected as a regional location to host a pre-season match (QLD vs NSW) on Friday 24 January 2020.

The event was proposed to include community activations across the region as well as the pre-season match with players arriving Wednesday and leaving Saturday 25 January 2020. To be able to host the event, the Leagues Club grounds was selected as the venue with the capacity and facilities to hold up to 5,000 people.

The overall objectives of the event were to:

- increase the profile of Western Downs,
- increase the economic benefit within the region with overnight stays, food & retail purchases; and
- boost the regions morale, especially as a current Drought-Affected Community.

### Report

Council entered into a Partnership Agreement with QLD Rugby, Downs Rugby and Dalby Rugby Union Club to host the Reds vs Waratahs Pre-Season Trial Match and a number of agreed community activations.

The series of activations commenced on Wednesday, 22 January with the entire QLD Reds team arriving at the Dalby Wheatmen Rugby grounds to provide a junior coaching clinic.

On Thursday several families and fans attended the Dalby Rugby League grounds for the Reds Captains Run (open session), presentation of St George cheque to Dalby Wheatmen and ball skills with QLD Red's women's players.

A bonus for the region was the live Fox Sports broadcast launching the 2020 Super Rugby Season from Dalby. This provided a further opportunity to promote the Western Downs to a national audience. The Waratahs Captains Run was held later in the afternoon and provided a fa chance for fans and rugby players to watch the team in action.

Also, on Thursday afternoon a group of Reds players travelled to Condamine to interact with regional club players and fans and develop links with both men and women's development pathways. Happy Dragon also attended to deliver a St George cheque of \$2,000 each to the Condamine Cods and Chinchilla River Rats. Social interaction continued that evening at the Condamine Hotel.

The day of the game saw a fully sold out crowd of 300 attend the Sportsman's Lunch at the Dalby Events Centre.

Gates opened at 5pm with final ticket numbers to the event reaching 3,700.

Tickets to the pre-season trial match were purchased by fans as far as Western Australia.

#### **Refer to Attachment 1 - Highlight Tickets Sale Destination from Ticket Platform**

Motel occupancy rates were 100% on the Friday night in Dalby.

Overall, the entire event was extremely well received by the whole community. Some feedback below:

- *"Entire motel booked out - could have housed quite a few more on the Friday if I had the rooms"*
- *"Thank you for holding this great event in Dalby, what a wonderful thing for Dalby to host and show off our great little town, well done to all involved in making this happen. A wonderful positive event for the area"*
- *"The crowd was one of the best they have ever had - "Security"*
- *"Great Family Event!"*
- *"Congratulations on the ticket sales"*
- *I honestly can't thank you and the entire team at WDRC and Wheatmen enough for the work put in to make last week the success it was. Everyone here has been raving about the week, QLD Country President, QRU Chairman and Board, Brad and the team, everyone. Congratulations. (Mark Melrose)*

The QLD Reds committed to create a promotional video leading up to the match as well as video content to assist in promoting Big Skies 2020 through their marketing channels.

The Dalby Rugby Union Club did a tremendous job in promoting the events. Council's Communications and Media team assisted to help promote the event locally and across all social media platforms. Local Radio, the Dalby Herald newspaper and Win News also hosted features of the event.

Social media such as Facebook plays a major role in the promotion of our local events; statistics are provided below:

#### **Webpages:**

**[WDRC.qld.gov.au/reds-vs-waratahs-match-tickets-now-available/](http://WDRC.qld.gov.au/reds-vs-waratahs-match-tickets-now-available/)**

Page views - 2033

Page viewers - 1759

**[WDRC.qld.gov.au/visiting-western-downs/events/special-events/reds-vs-waratahs/](http://WDRC.qld.gov.au/visiting-western-downs/events/special-events/reds-vs-waratahs/)**

Page views - 447

Page Viewers - 358

**[WDRC.qld.gov.au/event/reds-vs-waratahs-pre-season-trial-match-in-dalby/](http://WDRC.qld.gov.au/event/reds-vs-waratahs-pre-season-trial-match-in-dalby/)**

Page views - 127




Page viewers - 113

**WDRC.qld.gov.au/reds-and-waratahs-to-hold-pre-season-match-in-dalby/**

Page views - 42

Page viewers - 37

**Social: WDRC Facebook**

Date	Content	Reach (total people who saw this post)	Engagement (Likes, comments shares)	Post Clicks
24-01-2020	The Western Downs is abuzz with  footy fever  ahead of this afternoon's Reds v Waratahs match. Earlier in the week some budding	2228	17	337
23-01-2020	The <a href="#">Queensland Reds</a> launched the 2020 <a href="#">Vodafone Australia</a> #SuperRugby Season today from the <a href="#">Dalby Leagues Club</a> and we're e	1998	18	50
22-01-2020	Awaiting the arrival of the full A grade Reds Rugby Team. Don't miss your chance to come on down to the Dalby Rugby grounds.	2598	31	373
22-01-2020	The <a href="#">Queensland Reds</a> are in town today  The massive match against the NSW Waratahs is just two sleeps away, but you can catch the team	1487	10	38
16-01-2020	With the much-anticipated <a href="#">Queensland Reds vs Waratahs</a> game only 8 sleeps away, we decided this #ThrowbackThursday we'd lo	3117	42	205
05-01-2020	VIDEO - We're so excited to be welcoming the <a href="#">Queensland Reds</a> to our region in a few short weeks!	3555	63	161
		14983	181	1164

**Budget & Financial Aspects**

Council contributed \$50,000 towards the Event.

**Asset Management**

Nil

**Workplace Health and Safety Implications**

Nil

**Organisational Considerations**

Nil

Consultation (Internal/External)

Internal

-General Manager (Community and Liveability)

-Communications & Marketing Team

- Community Activation Team
- Economic Development & Tourism Teams
- Facilities Team
- Works Team

#### External

- Qld Reds - Operations
- Downs Rugby
- NSW Waratahs - Operations
- Dalby Wheatmen
- Dalby Rugby Leagues Club
- Western Downs Traffic Control
- Masterhire
- East Coast Security
- State Emergency Services (SES)
- Windsor Hotel

#### Legal/Policy Implications (Justification if applicable)

NIL

#### Budget/Financial Implications

NIL

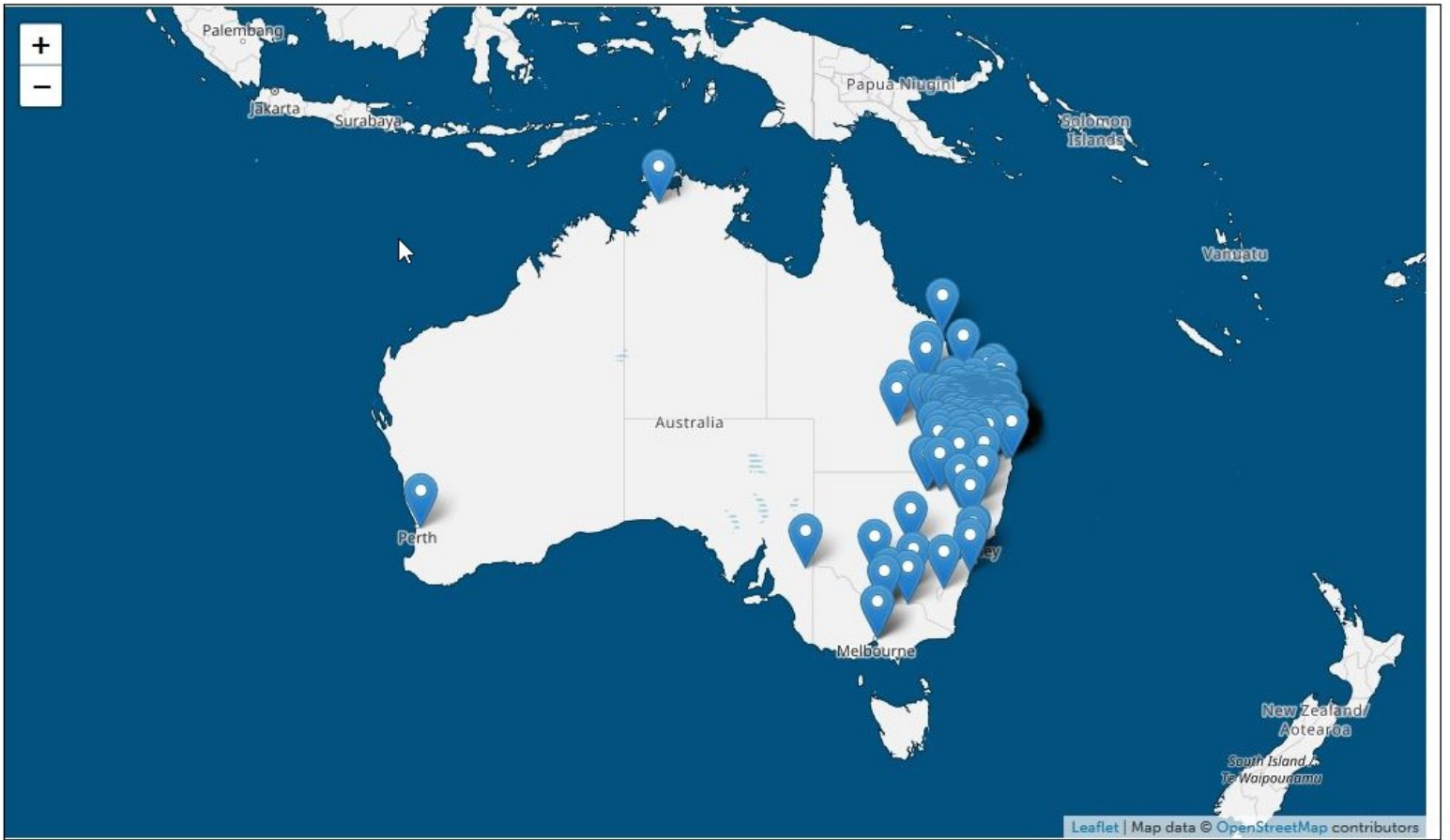
#### **Conclusion**

The pre-season event was extremely successful and clearly demonstrates how much of a place sports tourism has here in this region. With 3700 tickets sold Council played a vital role in creating active communities, increasing our region's liveability, as well as stimulating economic activity in the Western Downs.

#### **Attachments**

1. Image - Highlight Tickets Sale Destination from Ticket Platform
2. Images from the Event

**Authored by:** T Oakenfull, Tourism & VIC Officer



Wednesday, 22 January 2020 - Junior Activations



The Reds Brought the Rain



Thursday, 23 January 2020









Game Day, Friday, 24 January 2020





