



SOUTH BURNETT
REGIONAL COUNCIL

AGENDA

Infrastructure Standing Committee Meeting Wednesday, 6 July 2022

**I hereby give notice that a Meeting of the Infrastructure Standing
Committee will be held on:**

Date: Wednesday, 6 July 2022

Time: 9.00am

**Location: Warren Truss Chamber
45 Glendon Street
Kingaroy**

**Mark Pitt PSM
Chief Executive Officer**

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In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

- 1 OPENING**
- 2 LEAVE OF ABSENCE / APOLOGIES**
- 3 RECOGNITION OF TRADITIONAL OWNERS**
- 4 DECLARATION OF INTEREST**

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 MINUTES OF THE INFRASTRUCTURE STANDING COMMITTEE MEETING HELD ON 1 JUNE 2022

File Number: 6/7/2022

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Infrastructure Standing Committee Meeting held on 1 June 2022 be received.

ATTACHMENTS

- 1. Minutes of the Infrastructure Standing Committee Meeting held on 1 June 2022**



MINUTES

Infrastructure Standing Committee Meeting

Wednesday, 1 June 2022

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
INFRASTRUCTURE STANDING COMMITTEE MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 1 JUNE 2022 AT 8.01AM**

PRESENT:**Councillors:**

Cr Brett Otto (Mayor), Cr Gavin Jones (Deputy Mayor), Cr Jane Erkens, Cr Danita Potter, Cr Kathy Duff, Cr Scott Henschen

Council Officers:

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Peter O'May (General Manager Community), Tim Low (Acting General Manager Infrastructure), James Darcy (Manager Infrastructure Planning), Kevin Seale (Manager Works), Aaron Meehan (Manager Kingaroy Transformation Project), Adam Branch (Acting Manager Water and Wastewater), Kristy Champney (Executive Assistant Infrastructure), Joanne Newbery (Communications Officer), Lynelle Paterson (Coordinator Executive Services), Greg Jackson (Principal Engineer Design), Bree Hunt (Executive Assisant)

1 OPENING

The Mayor opened the meeting with the Lords Prayer and welcomed all attendees.

2 LEAVE OF ABSENCE / APOLOGIES**APOLOGY**

COMMITTEE RESOLUTION 2022/203

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the apology received from Cr Schumacher be accepted and leave of absence granted.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 6/0

3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Cr Duff acknowledged the traditional custodians of the land on which the meeting took place.

4 DECLARATION OF INTEREST

Nil

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 MINUTES OF THE INFRASTRUCTURE STANDING COMMITTEE MEETING HELD ON 4 MAY 2022

COMMITTEE RESOLUTION 2022/204

Moved: Cr Danita Potter
Seconded: Cr Scott Henschen

That the Minutes of the Infrastructure Standing Committee Meeting held on 4 May 2022 be received.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 6/0

Attendance:

At 8:03am, Manager Kingaroy Transformation Project Aaron Meehan entered the meeting.

6 NOTICES OF MOTION

6.1 NOTICE OF MOTION - EMERGENCY AFTER-HOURS CALL SERVICE

COMMITTEE RESOLUTION 2022/205

Moved: Cr Kathy Duff
Seconded: Cr Scott Henschen

That Council consider, when we are in a declared disaster, that we change to a local model response for our after- hours call service and that a report be brought to the next Infrastructure Standing Committee Meeting in relation to such.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 6/0

Attendance:

At 8:13am, Acting Manager Water and Wastewater Adam Branch entered the meeting.

At 8:14am, Communications Officer Joanne Newbery entered the meeting.

7 PORTFOLIO – ROADS & DRAINAGE

7.1 ROADS AND DRAINAGE PORTFOLIO REPORT

COMMITTEE RESOLUTION 2022/206

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That Councillor Jones's Road and Drainage Portfolio Report to Council be received for information.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 6/0

7.1.1 INFORMATION AROUND FLOOD DAMAGES

Information be distributed through a media release in regards to the works that are happening with the flood damages and the processes around it.

7.1.2 QUESTION ON NOTICE - DRIVEWAY DRAINS AND PIPES

Question on notice from Cr Jane Erkens:

Is there something that can be done to prevent any drains, pipes and culverts that may get blocked when grading works are happening?

7.2 KINGAROY TRANSFORMATION PROJECT UPDATE

COMMITTEE RESOLUTION 2022/207

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That Council note the attached Kingaroy Transformation Project Update report for information.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 6/0

7.3 BUNYA HIGHWAY MEDIAN AND ROUNDABOUT REFURBISHMENTS

COMMITTEE RESOLUTION 2022/208

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

That the committee recommends to Council:

That South Burnett Regional Council:

1. budget for the construction of the Wondai Roundabout as part of its 22/23 budget;
2. place the River Road roundabout on its future capital works consideration list
3. place the Youngman Street Median Refurbishment on its future capital works consideration list.
4. scope and cost median strip renewals on the following Council roads:
 - Haly Street, East
 - Fisher Street; and
5. continue to work with DTMR to progress planning and design for works on Walter Road from the Rodgers Drive to the Knight Street intersections.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 6/0

7.4 REGIONAL CONNECTIVITY PROGRAM FEEDBACK

COMMITTEE RESOLUTION 2022/209

Moved: Cr Scott Henschen
Seconded: Cr Danita Potter

That Council note the report for information.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 6/0

Attendance:

At 9:01am, Manager Transformation Project Aaron Meehan left the meeting.

7.5 PETITION INVESTIGATION REGARDING CONCERNS WITH KERB AND CHANNELLING ON KURTELLEN CRESCENT KINGAROY

COMMITTEE RESOLUTION 2022/210

Moved: Cr Danita Potter
Seconded: Cr Scott Henschen

That Council note the report for information.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 6/0

7.6 STUDIES UNDERTAKEN USING CEMENTITIOUS MATERIALS AS PART OF OUR RISK ANALYSIS

COMMITTEE RESOLUTION 2022/211

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

That Council note this report for information.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 6/0

7.6.1 DUST MONITORING AND ASSESSMENT

A report be brought back with options of dust collection, monitoring and assessment of the quantum and content of dust.

Attendance:

At 9:11am, Coordinator Executive Services Lynelle Paterson entered the meeting.

At 9:11am, Executive Assistant Bree Hunt left the meeting.

At 9:14am, Executive Assistant Bree Hunt returned to the meeting.

7.7 PROJECT PRIORITISATION PROCESS - BIRT ROAD AND LANIGAN ROAD

COMMITTEE RESOLUTION 2022/212

Moved: Cr Kathy Duff
Seconded: Cr Danita Potter

That Council note the following report for information.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 6/0

Attendance:

At 9:14am, Coordinator Executive Services Lynelle Paterson left the meeting.

7.8 OPTIONS FOR CAPITAL COSTS ASSOCIATED WITH IMPROVED STORM WATER DRAINAGE IN LEOPARD COURT KINGAROY

COMMITTEE RESOLUTION 2022/213

Moved: Cr Danita Potter
Seconded: Cr Gavin Jones

That the committee recommends to Council:

That Council consider Option two (2) as the preferred option to improve stormwater management in Leopard Court and consider the allocation of \$23,000 in the 2022/23 budget deliberations for Capital Works.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 6/0

7.9 ADDRESSING BUNYA MOUNTAINS

COMMITTEE RESOLUTION 2022/214

Moved: Cr Gavin Jones
Seconded: Cr Danita Potter

That the committee recommends to Council:

That Council send letters to properties in Bunya Mountains Precinct having non-standard property address advising the issue and to contact Council to proceed with the change of the address to Australian Standard.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 6/0

7.10 EFFICIENCY OF COUNCIL'S CLAIM LODGEMENT AND PAYMENT SYSTEMS

COMMITTEE RESOLUTION 2022/215

Moved: Cr Danita Potter
Seconded: Cr Scott Henschen

That Council notes this report for information.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 6/0

7.11 DETAILED STATISTICS REGARDING HARRIS ROAD, CLARK AND SWENDSON ROAD, EDENVALE NORTH ROAD USAGE

COMMITTEE RESOLUTION 2022/216

Moved: Cr Danita Potter
Seconded: Cr Scott Henschen

That Council note the report as presented for information.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 6/0

7.12 LANSCAPING AND OTHER FEATURE STRUCTURES IN COUNCIL ROUNDABOUTS

COMMITTEE RESOLUTION 2022/217

Moved: Cr Danita Potter
Seconded: Cr Scott Henschen

That Council notes the report provided to assist Council in making future decisions regarding roundabout infrastructure with a strategic focus throughout the region.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 6/0

7.13 STAGE TWO WONDAI INDUSTRIAL ESTATE

COMMITTEE RESOLUTION 2022/218

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That Council note the report and consider this item in relation to all capital works considerations for the 2022/23 budget.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 6/0

Attendance:

At 9:42am, Cr Jane Erkens left the meeting.

MOTION

COMMITTEE RESOLUTION 2022/219

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That the Committee recommend to Council:

That the staff progress with the design of stage 2 of the Wondai Industrial Estate with a view to completing such by 30 September 2022 subject to availability of external resources.

In Favour: Crs Brett Otto, Gavin Jones, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 5/0

Attendance:

At 9:45am, Cr Jane Erkens returned to the meeting.

7.14 BLACK SPOT FUNDING PROGRAM 2023/24

COMMITTEE RESOLUTION 2022/220

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the committee recommends to Council:

That Council nominate projects that address the Federal Government's road safety criteria and investigate solutions for locations on the South Burnett Road network.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 6/0

7.15 TRANSPORT INFRASTRUCTURE DEVELOPMENT SCHEME - LOCAL ROADS OF REGIONAL SIGNIFICANCE (LRRS) NOMINATIONS

COMMITTEE RESOLUTION 2022/221

Moved: Cr Gavin Jones
Seconded: Cr Danita Potter

That the committee recommends to Council:

That Council approve the following additional routes for Local Roads of Regional Significance (LRRS) submission to the Regional Roads and Transport Group (RRTG):

1. Old Esk Road, Taromeo – D’Aguilar Highway, Benarkin to Coulson Street, Blackbutt (including Franks Road, Cameron Road, Bowman Road (17.4km)
2. Redmans Road, Booie – D’Aguilar Highway to Kingaroy Barkers Creek Road (3.7km)
3. Wilsons Road, Cloyna – Murgon Gayndah Road to Silverleaf Road (11.6km)
4. Addition of Aerodrome Road to Peterson Drive route – D’Aguilar Highway to Bunya Highway (linking to Kingaroy Burrandowan Road) (addition of 1.28km)
5. King Street, Kingaroy – Bunya Highway to Haly Street

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 6/0

8 PORTFOLIO - LDMG, WATER & WASTEWATER**8.1 LOCAL DISASTER MANAGEMENT PORTFOLIO REPORT**

COMMITTEE RESOLUTION 2022/222

Moved: Cr Danita Potter
Seconded: Cr Scott Henschen

That Councillor Potter’s Local Disaster Management Portfolio report to Council be received for information.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 6/0

8.2 WATER AND WASTEWATER PORTFOLIO REPORT

COMMITTEE RESOLUTION 2022/223

Moved: Cr Scott Henschen

Seconded: Cr Kathy Duff

That the Water and Wastewater Portfolio report to Council be received for information.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 6/0

9 QUESTIONS ON NOTICE

9.1 QUESTIONS ON NOTICE

COMMITTEE RESOLUTION 2022/224

Moved: Cr Scott Henschen

Seconded: Cr Gavin Jones

That the responses to the questions raised be received and noted.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 6/0

10 CONFIDENTIAL SECTION

11 CLOSURE OF MEETING

The Meeting closed at 9:57am.

The minutes of this meeting were confirmed at the Infrastructure Standing Committee Meeting held on .

.....
CHAIRPERSON

6 PORTFOLIO – ROADS & DRAINAGE

6.1 ROADS AND DRAINAGE PORTFOLIO REPORT

File Number: 06-07-2022

Author: Councillor

Authoriser: Chief Executive Officer

PRECIS

Roads and Drainage Portfolio Report

SUMMARY

Councillor Jones presents his Roads and Drainage Portfolio to Council.

OFFICER'S RECOMMENDATION

That Councillor Jones's Road and Drainage Portfolio Report to Council be received for information.

BACKGROUND

N/A

ATTACHMENTS

1. Roads and Drainage Portfolio Report  

ROADS AND DRAINAGE PORTFOLIO REPORT

Current Design and Planning Projects

Key Projects

Name	Description	Status
Maidenwell Bunya Mountains Road, Wengenville	Detailed design for TMR	Design 95% complete
Kumbia Streetscape, Kumbia	Rehabilitation of CBD	Design 80% complete
George Street Car Park, Kingaroy	Detailed design of new car park to cater for Kingaroy CBD and Kingaroy to Kilkivan Rail Trail users	Design 90% complete

Minor Projects

Name	Description	Status
Corndale Road, Memerambi	Detailed design of road widening	Design 10% complete
River Road Siphon	Design for W&WW project	Design 90% complete
Leopard Court, Kingaroy	Stormwater Drainage Investigations	Design 60% complete
Gordonbrook Water Storage	Design for W&WW project	Design 40% complete

Current / Planned Works for July

As of 17 June 2022

Capital Works

Name	Description	Expected Start Date	Expected Completion Date	Budget Amount	Actual as at 23 June 2022
Blackbutt CBD	Blackbutt CBD update – attached.	February	July	\$1,605,000	\$765,113
Elbow Road, Merlwood	Pavement Rehabilitation works and reseal between Ch.1900 to Ch.2900.	May	July	\$150,000	\$ 23,298
Glendon Street/ Markwell Street	Round-a-bout construction at the intersection of Glendon and Markwell Streets – Project completed – awaiting colouring	April	June	\$353,000	\$334,259
John Street, Kingaroy	Intersection rehabilitation at Freemans Lane and Edward Street. Delayed due to KTP Alford Street timetable and Bacon Fest	July	Aug	\$100,000	
Kingaroy Transformation Project	Kingaroy CBD upgrade.	January 2021	October 2022	Refer to KTP report	
Kent Street, Wondai	Upgrade to school crossing and line marking.	May	June	\$73,500	\$ 20,261
Oliver Bond Street, Kingaroy	Upgrade of carpark, kerb and channel, and drainage. Line marking remaining.	February	June	\$245,000	\$215,830
Palmer Street East, Murgon	Renewal of a section kerb & channel between Perkins Street and Watt Street.	June	July	\$45,000	\$ 5,385
Weckers Road, Wooroolin	Pavement Rehabilitation works and reseal between Ch.1900 to Ch.2900.	June	July	\$172,500	\$ 81,650
William Street, Kingaroy	Upgrade to pedestrian crossing on Williams Street.	June	June	\$73,500	\$36,876

Gravel Resheeting

Name	Description	Expected Start Date	Expected Completion Date	Budget Amount	Actual as at 23 June2022
Mount McEuen Road, Mt McEuen	Gravel & shoulder resheeting	May	June	\$183,742	\$ 114,712
Reidys Road, Wooroonden	Gravel resheeting	May	June	\$30,018	\$ 5,165
Smiths Road, Boie	Shoulder resheeting	May	June	\$107,967	\$ 46,356
Stonelands Road, Stonelands	Gravel & shoulder resheeting	May	June	\$133,589	\$ 91,980

Patrol Grading

Locality	Description	Expected Start Date	Expected Completion Date
<p>Prior to the most recent significant rainfall across the region, an interim patrol grading program had been established to allow crews to commence on roads that were unaffected by past weather events. Council's road network has again sustained damage to the unsealed network through its fourth weather event. Emergency works inspections across the network have commenced and crews are being prioritised to roads across the region.</p>			

Roadside Slashing / Boom Mowing

Locality	Description	Expected Start Date	Expected Completion Date
Ballogie	T H Burns Road	June	July
Barkers Creek Flat	McNamara Road	June	July
Boie	Radunzs Road, Franklins Road, Burtons Road, Burkes Road	June	July
Boyneside	Red Tank Road	June	July
Brooklands	Boldery Road, Darley Crossing Road, Langan Road, Nanango Brooklands Road	June	July
Bullcamp	Bullcamp Road	June	July
Chahpingah	Burra Burri Road	June	July
Crawford	Siefert Street	June	July
East Nanango	Mt Stanley Road, East Nanango Road, Lowry Road, North Kerton Road, South Kerton Road, Brights Road, Mercer Springgate Road, Greenwood Creek Road	June	July
Glan Devon	Cobby Road, Chapel Road, Heights Road, Locke Lane	June	July
Johnstown	Johnstown Road	June	July
Kunioon	Kunioon Road	June	July
Nanango	Phipps Street East, Muller Street, Ridley Street, Phipps Street West, Rural Road, Old Rifle Range Road, Hicken Way, Old Esk North Road, Templeton Road, Lanes Road,	June	July

	Finlay Road, George Street, Parsons Road, Camp Creek Road, Tara Avenue, Kurrajong Drive, Carbeen Crescent, Bushnells Road, Golf View Drive, GS Wilson Road, Oliver Road, Millis Way		
Runnymede	Scotts Lane, Runnymede Estate Road, Thompson Road, Brazier Road, Runnymede Road	June	July
Sandy Ridges	Robin And Lee Road, Manumbar Wansbeck Road, Manumbar Road	June	July
South East Nanango	Hamilton Road, Muir Drive, Diggings Road	June	July
South Nanango	Old Yarraman Road, Izzards Road, Bucklands Road, Anderson Road, Tom Smith Drive, Pitts Road, Majors Road, Kassulke Road	June	July
Tingoora	Tingoora Charlestown Road	June	July
Wattle Camp	Memerambi Barkers Creek Road	June	July

Completed Works for Noting – June

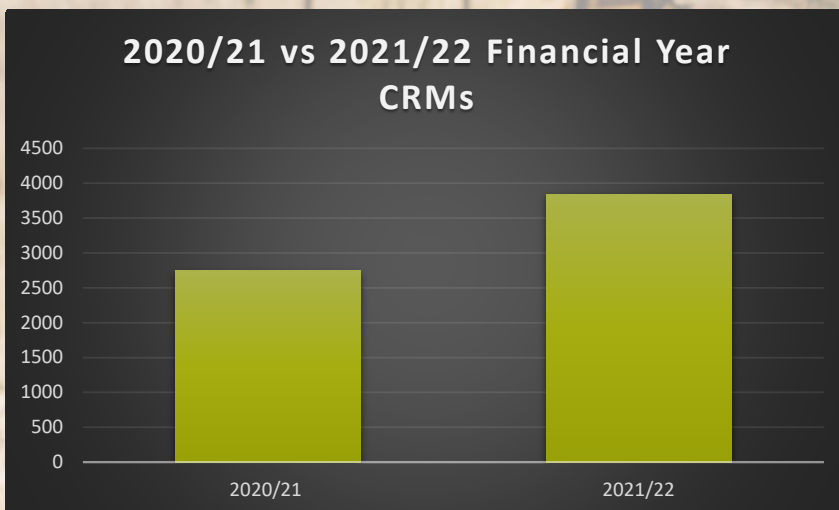
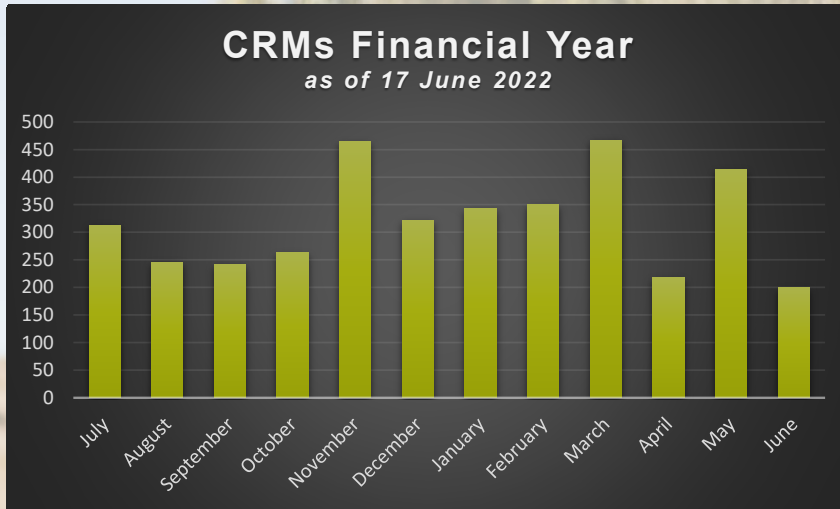
Capital Works

Name	Description	Expected Start Date	Expected Completion Date	Budget Amount	Actual as at 23 June 2022
Kumbia Road, Kumbia	Road widening and reconstruction from chainage 19.1km to 19.8km – awaiting line marking.	February	May	\$502,124	\$351,034
Memerambi Barkers Creek Road, Corndale	Upgrade a section from unsealed to sealed standard between chainage 14.5km to 15.5km. Awaiting line marking.	November	May	\$864,000	\$714,258

Roadside Slashing

Locality	Description
Abbeywood	Cridlands Road
Alice Creek	Glenclyffe Road
Benarkin	Bygrave Street, Scott Street
Blackbutt	Bunya Way, Griffin Road, Janice Court,
Blackbutt South	Brett Road, Haynes Kite Millar Road, Ogilvie Road
Booie	Booie Road, Faulkner Road, Malar Crescent, Smith Road
Brigooda	Rankins Road
Brooklands	Brooklands Pimpimbudgee Road
Ellesmere	Pauls Parade

Fairdale	Springs Road
Hivesville	Gayndah Hivesville Road, Harris Street, Starr Street
Hodgleigh	Hodgleigh North Road
Kinley more	Basin Road, Dionysius Road, Kinley more School Road, Middle Road
Kumbia	Janetzki Street, Stuart Street
Maidenwell	Beare Road, Coomba Waterhole Road, King Road, Maidenwell Upper Yarraman Road, McConnell Road
Nanango	Dalby Street
Pimpimbudgee	Middle Creek Cooyar Road, Tanduringie School Road
Proston	Butler Drive, Okeden Byanda Road, Susan Crescent
Speedwell	Speedwell Road
Stalworth	Back Creek Road, Proston Abbeywood Road, Range Road, Speedwell Abbeywood Road, Stalworth Road
Tablelands	Smiths Road
Tarong	Devereux Drive, Norman Road, Raymond Road, Tanduringie Drive
Teelah	Scott Close
Tingoora	Tingoora Chelmsford Road
Wattle Camp	Brocklehurst Road, Farr Court, Franklin Road, Granite Crescent, Maguire Road, McNicholl Road, Wattle Camp Road



Recent storm damage and flood response

The region was again impacted by heavy rain and flooding resulting in a fourth activation under the jointly funded Commonwealth – State Disaster Recovery Funding Arrangements (DRFA) following the Southern Queensland Flooding, 6 – 20 May 2022 (May Event). The region was activated for Counter Disaster Operations on 13 May 2022. Council has requested activation for Reconstruction of Essential Public Assets. Council is in discussions with Queensland Reconstruction Authority (QRA) with an attempt to reduce the impact on Council's budget with four activations currently requiring four Trigger Point payments of \$212,168.

Council crews were nearing completion of Emergency Works under the February Event. Once again, the network is being reinspected under the May Event with all Emergency Works to be completed by August 9, 2022.

So far, more than 240 sites have been identified as requiring Emergency Works from the May Event. In some instances, these sites have been repaired three times already following the previous events. Since the first severe weather event in November 2021, more than 2,600 sites have been repaired under Emergency Works.

One sub-contractor crew continues to clear blocked road culverts as part of the Immediate Reconstruction Works response.

The damage assessment phase to allow the long-term Restoration of Essential Public Assets (REPA) continues, however will require checks to be made across assessments completed to date for any new damage.

An external Contract to complete the 16 priority roads has been awarded to Yesberg Earthmoving and commenced in early May. Works initiation was delayed due to the recent May weather, however works are underway with the status as shown below.

Table 1 – SBRC Roads Submission 1 contract overview

Name	Description of Work Type	Expected Start Date	Expected Finish Date
Ironpot Road	Heavy Formation Grading + Gravel, reshaping of table drains	Completed	Completed
Burra Burri Road	Heavy Formation Grading + Gravel, reshaping of table drains	Completed	Completed
Wicks Road	Heavy Formation Grading + Gravel, reshaping of table drains	Completed	Completed
Edenvale South Road	Heavy Formation Grading + Gravel, reshaping of table drains	Completed	Completed
Old Proston Road	Heavy Formation Grading + Gravel, reshaping of table drains	Completed	Completed
Melrose Road	Heavy Formation Grading + Gravel, reshaping of table drains / Rock Protection	In Progress	In Progress
Weens Road	Heavy Formation Grading + Gravel, reshaping of table drains	In Progress	In Progress
Manar Road	Heavy Formation Grading + Gravel, reshaping of table drains / Rock Protection	In Progress	In Progress
Red Hill Road	Heavy Formation Grading + Gravel, reshaping of table drains, Seal Works	In Progress	In Progress
Smith Road	Heavy Formation Grading + Gravel, reshaping of table drains	In Progress	In Progress

Springs Road	Heavy Formation Grading + Gravel, reshaping of table drains – Repair and restoration of drainage structure	In Progress	In Progress
Darley Estate Road	Heavy Formation Grading + Gravel, reshaping of table drains, Pavement Reconstruction & Seal Works	June	July
Jerrards Road	Heavy Formation Grading + Gravel, reshaping of table drains	June	July
Manumbar Road	Heavy Formation Grading + Gravel, reshaping of table drains	June	July
Memerambi Barkers Creek Road	Pavement Reconstruction & Seal Works	June	July
Nanango Brooklands Road	Pavement Reconstruction & Seal Works	June	July

A second submission containing 35 roads was recently submitted to and approved by QRA, with the Invitation to offer being out to market at present. Refer Table 2 below.

Table 2 – SBRC Roads Submission 2 contract overview – Targeting an August Start

Name	Description of Work Type <i>Note: This is not the full scope of works for each road but indicative of the majority of works to be undertaken. Medium & Heavy Formation Grading includes the reshaping of drains</i>	Expected Start Date	Expected Finish Date
Armstrongs Road	Medium formation grading	TBA	TBA
Barrons Road	Heavy formation grading incorporating 50mm of imported material	TBA	TBA
Beils Road	Heavy shoulder grading - incorporating 50mm of imported material, Bulk fill – imported,	TBA	TBA
Borcharts Road	Heavy formation grading incorporating 50mm of imported material	TBA	TBA
Bridget Carroll Road	Heavy formation grading incorporating 50mm of imported material	TBA	TBA
East Wooroolin Road	Heavy formation grading incorporating 50mm of imported material	TBA	TBA
Ellwoods Road	Heavy formation grading incorporating 75mm of imported material	TBA	TBA
Findowie Road	Heavy formation grading incorporating 50mm of imported material	TBA	TBA
Hodges Road	Heavy formation grading incorporating 50mm of imported material	TBA	TBA
Hoggs Road	Heavy formation grading incorporating 50mm of imported material, Rock protection	TBA	TBA
Holts Road	Heavy formation grading incorporating 50mm of imported material, Rock protection	TBA	TBA
Hoopers Road	Heavy formation grading incorporating 50mm of imported material, Rock protection	TBA	TBA
Jacobsons Road	Heavy formation grading incorporating 50mm of imported material,	TBA	TBA
Lamperds Road	Heavy formation grading incorporating 50mm of imported material, Rock protection	TBA	TBA
Liesangs Road	Heavy formation grading incorporating 50mm of imported material, Bulk excavate surplus material and remove from site	TBA	TBA
Luck Road	Heavy formation grading incorporating 50mm of imported material, Bulk excavate surplus material and remove from site	TBA	TBA

Meehans Road	Heavy formation grading incorporating 50mm of imported material,	TBA	TBA
Mount Wooroolin Road	Heavy formation grading incorporating 50mm of imported material	TBA	TBA
Ogilvys Road	Medium formation grading	TBA	TBA
Old Wondai Road	Heavy formation grading incorporating 50mm of imported material, Rock protection, Repair with flowable concrete	TBA	TBA
Raineys Road	Heavy formation grading	TBA	TBA
Recreation Drive	Reconstruct unbound granular base. Excludes seal, Bitumen spray seal, 2-coat, Rock protection, Repair with flowable concrete, Heavy formation grading incorporating 50mm of imported material	TBA	TBA
Ritchings Road	Medium formation grading	TBA	TBA
River Road	Reconstruct unbound granular pavement. Excludes seal, Bitumen spray seal, 2-coat, Clear mixed debris and remove from site, Clear mixed debris and remove from site	TBA	TBA
Shailers Road	Medium formation grading	TBA	TBA
Slatterys Road	Heavy formation grading incorporating 50mm of imported material, Rock protection, Bulk fill - imported	TBA	TBA
Smiths Road	Heavy formation grading incorporating 50mm of imported material	TBA	TBA
Ten Chain Road	Bulk excavate surplus material and remove from site, Bulk fill - imported	TBA	TBA
Trouts Road	Heavy formation grading incorporating 50mm of imported material	TBA	TBA
Wenzels Road	Heavy formation grading incorporating 50mm of imported material	TBA	TBA
Wilson's Road	Reconstruct unbound granular base. Excludes seal, Bitumen spray seal, 2-coat, Heavy formation grading incorporating 50mm of imported material, Bulk excavate surplus material and remove from site	TBA	TBA
Wingfields Road	Bulk excavate surplus material and remove from site, Heavy shoulder grading - incorporating 50mm of imported material	TBA	TBA
Woodalls Road	Heavy formation grading incorporating 50mm of imported material, Bulk fill - imported	TBA	TBA

To date approximately \$3.2 Million has been spent across the three Events. The QRA has provided grant advances and a 30% payment on the first REPA submission totalling approximately \$2.9 Million. Another \$2 Million in payments are expected before the end of June comprising grant advance for May event and 30% payment on the second REPA submission. The Emergency Works and Immediate Reconstruction Works claims are currently being prepared for submission to QRA.

Council is undertaking additional RACAS road inspections to further capture evidence of damage across the network, which will support DRFA submissions. A review of data is underway to identify any roads that will need to be reinspected due to the May event.

The current SBRC Works capital program and some of the operational programs such as patrol grading are being impacted by emergency and immediate reconstruction requirements. Our team are currently working through appropriate delivery solutions to address these requirements in conjunction with the flood damage task.

Council continues to identify dig out and repair works in and around the region. An initial program of work has been identified and a contractor engaged to begin works late June in Kingaroy. Council crews have commenced works. This scope of work is still evolving as council and contract personnel continue to inspect roads and identify damage in and around the SBRC region.

Blackbutt CBD Streetscape and Footpath Upgrade – Update 20 May 2022

Centre Median works along Roy Emerson Way (Coulson Street) are now taking shape and the project is entering the final phase as it moves toward completion in early July.

Works achieved this week included completion of timber planters in the Centre Median Work Zone and the planting of the new street trees to all centre median garden beds. Application of the new decorative surfacing commenced this week on the concrete footpath in the First Work Zone.

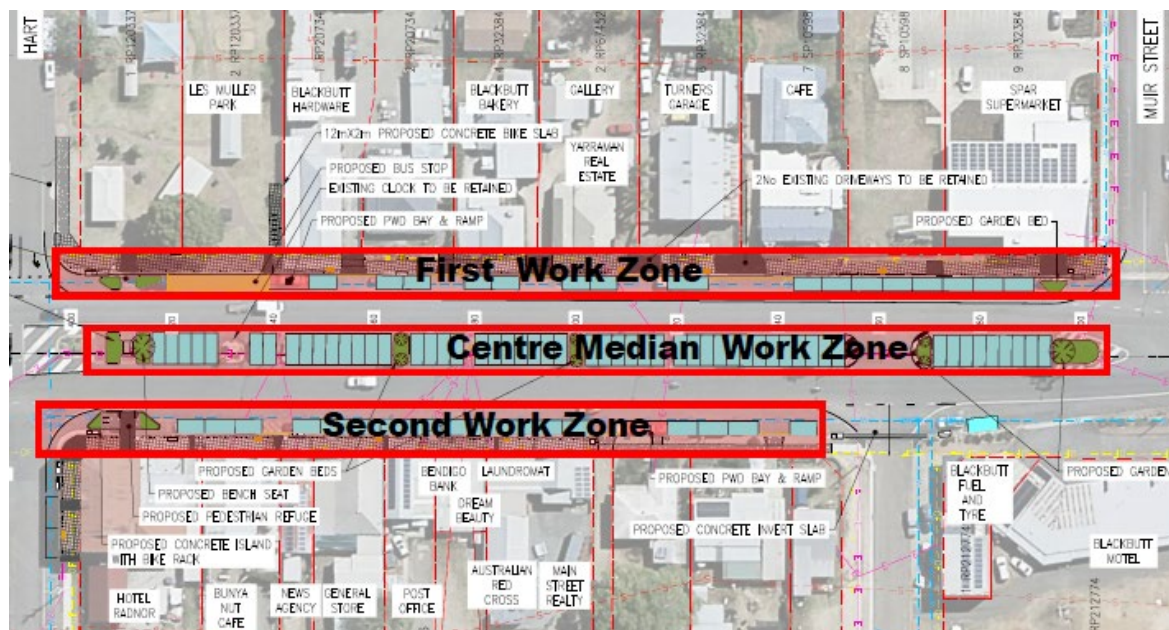
Application of the decorative surfacing is expected to be completed in the First Work zone next week. The contractor’s surfacing team will then commence application within the Second Work Zone. New line marking across all work zones is planned to be completed as night works during the evenings of Sunday 26 and Monday 27 June. The construction of the timber shelter within the centre median will also commence next week. The ability for vehicle access to property and business driveways will be impacted for short periods while these works occur. Council apologises for any inconvenience and will endeavour to keep impacted businesses and properties updated as these works progress.

To maintain public safety some restrictions to vehicle parking and pedestrian access are expected, however these impacts will be limited and allow continual business access as construction progresses along Coulson Street. Construction noise is expected through the course of these works.

Site works and construction activity will generally be performed Monday to Friday – 6:30am – 5:00pm and Saturday – 7:00am - 5:00pm, with the project expecting to be completed by July 2022.

Line marking will be performed as nightworks between 8:00pm and 6:00am during the evenings of Sunday 26 and Monday 27 June 2022.

Invitations to offer for the proposed upgrade works within Les Muller Park have been evaluated and a contract is expected to be awarded this week. The Les Muller Park component of the works is proposed to be completed by 30 September 2022.



6.2 NOTICE OF MOTION - NORTH STREET KERB AND CHANNELLING

File Number: 06-07-2022
Author: Manager Works
Authoriser: Chief Executive Officer

PRECIS

Notice of Motion – North Street Kerb and Channelling

SUMMARY

At the Budget Committee Meeting held on the 17 June 2022 a Notice of Motion was received recommending that the South Burnett Regional Council obtains prices for both v-drain and kerb and channelling for North Street Kingaroy (section of approx. 70 metres) and a report be brought to the July Infrastructure Standing Committee Meeting.

OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That Council considers the North Street Kingaroy kerb and channel upgrading during the 1st quarter review of capital programmes for the 2022/23 Council Budget.

BACKGROUND

Council has received several customer requests over a number of years from the Kingaroy Kindergarten identifying drainage and water pondage issues with their driveway and the table drain running along the southern side of North St Kingaroy.

The Kingaroy Kindergarten's two (2) driveways are constructed with gravel and tend to back up stormwater running along North Street from First Avenue because the driveways are higher than the table drains. The result of this is that water is either diverted into the Kindergarten land, or ponds in and around the table drain near the upstream driveway.

A number of improvement options are possible to the drainage system along North Street. These include the construction of a concrete kerb and channel drain or constructing the Kindergarten's driveways at the correct drainage height, and/or re-grading the existing earthen table drain.

The least expensive option for Council would be to re-grade the existing earthen table drain, which would most likely also involve having to reconstruct a part of the Kindergarten's two (2) gravel driveways to a lower height. Private driveways are the responsibility of the owner to construct and maintain, and one of the better ways to ensure that the invert level of a driveway remains on a consistent grade for drainage purposes is to construct the invert portion of a driveway in concrete. This would typically be a decision and cost for the property owner.

The other option would be to construct a new concrete kerb and channel along the southern side of North Street. This would join the kerb and channel from First Avenue and continue for about 80m along North Street and terminate at the Kindergarten's boundary line. Continuing the kerb and channel further on down the street would also pick up the neighbouring residential driveway which would take the kerb and channel to about 90m in length.

By way of a budget estimate for an 80m section of barrier style kerb and channel, which is similar to the northern side drain of North Street, as per the photo attached, including roadworks and bitumen sealing would be in the order of \$50,000. By comparison a concrete v-drain, which doesn't have the vertical concrete face of the barrier style kerb and channel, would be in the order of \$60,000 for a similar length.

Resolution adopted on 17 June 2022:

6.1 NOTICE OF MOTION - NORTH STREET KINGAROY KERB AND CHANNELLING

COMMITTEE RESOLUTION 2022/95

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That the South Burnett Regional Council obtains prices for both v-drain and kerb and channelling for North Street Kingaroy (section of approx. 70 metres) and a report be brought to the July Infrastructure Standing Committee Meeting.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 7/0

ATTACHMENTS

1. North Street Photo  



6.3 QUEENSLAND RECONSTRUCTION AUTHORITIES PROCESS FOR BETTERMENT PROJECTS

File Number: 27-06-2022
Author: Manager Works
Authoriser: Chief Executive Officer

PRECIS

Queensland Reconstruction Authorities Process for Betterment Projects

SUMMARY

At the June Infrastructure Standing Committee Meeting a request for a report outlining the Queensland Reconstruction Authority's process for betterment projects was received by the Infrastructure Department.

OFFICER'S RECOMMENDATION

That Council note this report for information.

BACKGROUND

The Commonwealth and Queensland Governments will each invest \$360 million to support a new Phase 3 Floods Recovery Package for Queensland under Category C and D of the Disaster Recovery Funding Arrangements (DRFA). \$150m of this package has been allocated to Roads and Transport Betterment Projects.

This Investment in betterment programs results in communities recovering more quickly from events and significant cost savings in subsequent events. These benefits are achieved through improving the resilience of essential public assets that have been previously damaged and have the potential for exposure to further damage through future weather events.

As at 23 June 2022, the guidelines for DRFA Betterment Funding have not been released.

It is normal practice for Queensland Reconstruction Authority to request a Council contribution towards the betterment works proposed, normally this is 10%, (to be confirmed). For previous betterment projects, this 10% contribution could be addressed via direct funds contribution, or materials, plant and equipment and or labour costs incurred when delivering the betterment project, or a combination of both.

Previous application requirements 2020/21 Betterment Guidelines provide an indication of what may be required for the lodgement of future QRA Betterment Funding submissions.

Previous QRA Betterment Project Funding Application requirements (2020/21 Betterment Guidelines)

Applicants will be required to prepare and lodge the betterment project within the corresponding REPA submission, and attach a completed Betterment Project Application Form, and supporting documents including:

- preliminary or detailed designs (infrastructure projects);
- options analysis;
- cost benefit analysis;
- Details of resilience outcomes;
- results of investigation/consultation;

- project plan, and
- demonstration of the co-contribution.

Previous Betterment timeframes are provided below for reference, it is assumed that the dates would be in alignment for example, replace 2022 with 2023, 23 with 24, etc.

Previous Timeframes / key dates (2020/21 Betterment Guidelines)

- a) betterment projects should be lodged at the time of lodging the corresponding REPA submission, unless otherwise agreed with QRA. Although REPA submissions may be submitted to QRA up until 30 March 2022, it is anticipated that the Betterment Fund will be exhausted quickly, meaning applicants should endeavour to submit their betterment projects as soon as possible for consideration.
- b) where REPA submissions were lodged or approved prior to the announcement of this funding program, applicants should submit their betterment projects as soon as practicable as an Estimate Update, including the approved REPA scope.
- c) all approved projects with awarded tenders/contracts must lodge Estimate Updates to QRA by no later than 30 March 2022, unless otherwise agreed in writing with QRA.
- d) all approved projects must be completed by 30 June 2023. 27. All approved project close-out submissions are due to QRA within three months of the project completion date, and by no later than 30 September 2023.
- e) and Fund assessment criteria are provided below for reference. Updated requirements will be provided upon release of the 2022 Betterment Funding Guidelines.

Previous Betterment project assessment criteria are provided below for reference.

Previous Assessment Criteria - (2020-21 Betterment Fund)

QRA previously assessed project proposals against the objectives, eligibility criteria and following assessment criteria:

- a) issue identification: The proposed project addresses an assessed natural hazard risk. The project is justified as the preferred option to address an identified need, risk or vulnerability (for example, as identified in the State Disaster Risk Report or a local hazard risk assessment), and is supported by an options analysis, which includes the potential outcome of inaction
- b) cost-benefit analysis: The proposed project restores an essential public asset to a more resilient standard so future costs associated with a disaster are reduced. The proposal includes the preliminary estimate of proposed works, financial and non-financial benefits, and the avoided costs when calculating benefits. Note: rigour of analysis is expected to vary according to the complexity, risk profile and attributable cost of the proposed project, including any regulatory requirements.
- c) community benefits: The proposed project restores an essential public asset to a more resilient standard so communities are more resilient to future disasters. The community resilience benefits of the proposed project have been identified and quantified.

- d) evidence based: The proposed project is informed by investigation and/or consultation, demonstrating a measured approach to the identified risk, the forecast effectiveness of the betterment solution, and compliance with legislative requirements.

- e) innovation: The proposed project may demonstrate innovative mitigation solutions to long-standing risks and may introduce new methods or approaches to enhance the existing landscape.

In prioritising projects, QRA will consider: - whether local and regional needs are balanced - whether duplication of effort and funding is avoided - whether vulnerable groups/diverse populations are supported, and - whether alternative funding streams may be available for projects.

The Chief Executive Officer, QRA provides final project approval.

Details for unsuccessful betterment project will be retained by QRA and may be reconsidered should further funding become available.

ATTACHMENTS

1. **SBRC Current Potential Betterment List** [↓](#) 

Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Springs Road, Fairdale CH: 2670 - 2680	Existing culvert showing signs of movement. Severe erosion adjacent to existing road >2m drop off to existing structure.	Excavate and repair / replace existing culvert structure. Design and install concrete retainment wall or battered gabion wall structure to reduce erosion potential to adjacent road.	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 • Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



May 9, 2022 10:09 am
 -26.263873, 151.778713
 56289 | Springs Road | 3200.0



19 May 2022 at 4:33:54 pm
 Spring Creek, CH 3190



May 9, 2022 10:14 am
 -26.264576, 151.783982
 56289 | Springs Road | 2670.0

Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
<p>Burnett Street, Kingaroy</p> <p>CH: 600 - 715</p>	<p>Substantial road base and seal failure.</p>	<p>To be re-constructed under REPA</p>	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Williams Road, Benarkin North CH: 5470 - 5500	Extensive Damage to Floodway access & egress	Extend Floodway 10m in both directions to minimise potential future damage from creek / drain overflow	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May






Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
<p>Dip Road, Windera</p> <p>CH: 370 - 390</p>	<p>Extensive Damage to Floodway</p>	<p>Extend Floodway 10m in both directions to minimise potential future damage from creek / drain overflow</p>	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
<p>Dip Road, Windera</p> <p>CH: 420 - 470</p>	<p>Extensive Damage To Floodway</p>	<p>Install Concrete Surface to Floodway 380 - 400 = 20 x 5 x .15 = 15m³ Gravel resheet 100 - 30 x 5.5 x .1 = 16.5m³</p>	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May
<p>January 27, 2022 1:26 pm -26.066223, 151.818087 56131 Dip Road 430.0</p> <p>January 27, 2022 1:28 pm -26.066048, 151.817510 56131 Dip Road 450.0</p> <p>January 27, 2022 1:29 pm -26.065997, 151.817415 56131 Dip Road 460.0</p>			

Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
<p>Manumbar Road, Murgon</p> <p>CH: 15660-15690</p>	<p>Washouts on approach and exit from existing causeway</p>	<p>Extend Floodway 10m in both directions to minimise potential future damage from creek / drain overflow</p>	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May
<p>December 9, 2021 10:24 am -26.496212, 152.113094 55553 Manumbar Road 15670.0</p> <p>December 9, 2021 10:24 am -26.496172, 152.113041 55553 Manumbar Road 15670.0</p> <p>March 1, 2022 10:42 am -26.496256, 152.113012 55553 Manumbar Road 15660.0</p>			

Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
<p>Manumbar Road, Sandy Ridges</p> <p>CH:16250</p>	<p>Washouts on approach and exit from existing causeway</p>	<p>Extend Floodway 10m in both directions to minimise potential future damage from creek / drain overflow</p>	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May
 <p>February 2, 2022 3:28 pm -26.491260, 152.115130 55553 Manumbar Road 16260.0</p> <p>February 2, 2022 3:30 pm -26.491284, 152.115161 55553 Manumbar Road 16260.0</p>			

Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
<p>Maidenwell Upper Yarraman Road, Maidenwell</p> <p>CH: 150 – 150</p>	<p>Washouts on approach and exit from existing causeway</p>	<p>Extend Floodway 5m in both directions to minimise potential future damage from creek / drain overflow</p>	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May
<p>May 17, 2022 11:22 am -26.861848, 151.803897 55572 Maidenwell Upper Yarraman Road 1090.0</p> 			
<p>May 17, 2022 11:23 am -26.861822, 151.803812 55572 Maidenwell Upper Yarraman Road 1100.0</p> 			
<p>May 17, 2022 11:24 am -26.861792, 151.804142 55572 Maidenwell Upper Yarraman Road 1120.0</p> 			

Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Gooyong Street, Kingaroy CH: 420 - 470	Manhole and pipe is full of water again Installed barricading moved storm water lid to push water out to the gutter	Excavate and Replace Urban Stormwater detailed scope to be developed	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
<p>Mt McEuen Road, Mount McEuen</p> <p>CH: 400 – 420</p>	<p>Washouts at drainage structure</p>	<p>Improvement of Batter Protection and construction / installation of head walls</p>	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Arthur Street West (Should this be East ?), Nanango CH: 20 - 60	Concrete failing under seal causing seal failure	Replace Concrete Floodway Surface 30 x 6 x .2 = 36m3	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Rail Trail, Benarkin CH: 80- 139	Rail trail washed away not impeding the road but very soft under foot Shoulder scouring	Supply and install rock protection adjacent to water course, Bulk fill with imported material and compact behind rock protection	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Greenview Road / Dingo Creek Carpark, Wondai - Greenview CH: 620 - 640	Erosion between road surface and drain headwalls	Install Concrete between existing headwalls and sealed road surface to prevent future erosion	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Flagstone Creek Road Haly Creek CH: 2540 - 2545	Washouts on exit from existing causeway	Extend concrete Floodway 6 x 5 x .15 = 4.5m ³	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Hodges Road, Kingaroy CH: 2540 - 2545	Existing concrete road section flooding during	Raise road surface Install drainage structure, reshape table drains	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Belle Street, Kingaroy CH: 360 - 390	Substantial road base and seal failure	Propose full width crazing in pavement, suggest will deteriorate once the base and sub base dry out	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Lamperds Road, Memerambi CH: 240 - 250	Erosion between existing concrete road surface and drain headwalls	Propose extension of existing concrete to align with existing headwalls LHS 5 x 1.5 x .1 = .75m ³ - RHS 5 x .75 x .1 = .375m ³ plus Rock protection RHS 5 x 1 x .5 = 2.5m ³	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Recreation Drive, Memerambi CH: 3560 - 3570	Seal washed out across Road	Propose reshape table drain x 50m, and upgrade of 2 x 375 x 8m drainage pipes to 450mm to manage volume of water for this site	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Kings Bridge Road, Wyalla / Sandy Ridges CH: 420 - 460	Road surface washed out exposing Causing damage to existing concrete causeway and approaches	Propose 10 x 5 x .15 concrete 7.5m3	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Kings Bridge Road, Wyalla / Sandy Ridges CH: 220 - 240	Road surface washed out exposing existing drainage pipes and headwalls	Propose 10 x 5 x .15 concrete 7.5m3	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Pedersens Road, Dangore CH: 400 - 430	Existing rock base and geofabric washed out across waterway	Propose 30 x 5 x .15 concrete causeway = 15m ³	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Mondure Crossing Road, Glan Devon CH: 3400 - 3380	Road flooded at low point	Propose 2 x 375 RCP x 8m + 2 x double 375 Headwalls Build road up x 500mm at current low point - Bulk fill 40 x 6 x .3 = 72m3 plus HFG75 x 40 x 6 = 240m2	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Jarrards Road, Boondooma CH: 7020 - 7030	Road washed out at drainpipe crossing point due to large volumes of water and sediment blocking drainage structure	Pipes desilt. 6mx.375mx.375=.74 m3 Tdrain hs. 3mx1.5mx.4=1.57m3 Tdrain rhs. 3mx1.5mx.4=1.57m3 Install concrete causeway 5 x 10 x .15 = 7.5m3	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Mercer Springgate Rd, East Nanango CH: 680 - 690	Causeway / Floodway Damaged or Destroyed - Concrete causeway not structurally sound - Pipe broken under concrete	Reconstruct Reinforced Concrete 8 x 5.5 x .15 = 6.6m3 Replace Concrete Pipe 8m x .375 Install 2 x .375 Headwalls	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Cushnie Road, Cushnie CH: 1170-1190	Severe scouring of shoulder on right 3m deep	Grouted Rock / Stone Pitching 10 x 2.5 x .75 = 18.75m ³	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Kearneys Road, Kumbia CH: 7060-7070	Severe scouring of shoulder on right 2m deep encroaching on sealed road surface Batter washed away 5m x 2.5 x 2 = 25m ³ 450mm pipe seperation drainage structure undermined"	Repair Drainage structure Bulk fill 5 x 2 x 1.5 = 15m ³ Rock protection 5 x 2 x 1 = 10m ³ "	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Manar Road, Kondooma H: 20170-1180	Road surface washed out exposing previous repair works grouted rock - sediment debris silt buildup	"Propose 10 x 5.5 x .15 concrete causeway = 8.25m3 Desilt and Bulk Exc / remove 10x.3x.3=.75m3 Lhs tdrain. 5 x 5 x .4 = 10m3 rhs tdrain. 5 x 3 x .3 = 4.5m3 Total 15.25m4"	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Stonelands Road, Stonelands – Hivesville CH: 14460-14480	Road surface damaged, debris and sediment build up at floodway	"Propose 20 x 5.5 x .15 concrete causeway = 16.55m3 to replace existing damaged floodway and extend approaches both ways. Desilt and Bulk Exc / remove 20 x 3 x .3 = 18m3 Rhs t- drain. 5 x 2 x .3 = 10m3 lhs tdrain. 5 x 3 x .3 = 4.5m3 Total 22.5m3"	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Hoopers Road, Taabinga CH: 2150-2170	Unsealed road surface damaged, loss of materials	Install 20? x 5 x .15 Concrete pad over existing drainage structure	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Iron Pot Road, Kumbia – Chahpinga CH: 43020-43050	Silt 5x4x.2=10 m3, seal 5x3=15m2 + .1.5x5=7.5 m2; 1 guidepost, 1flood marker	Extend floodaway both sides 10 x 6 x .15	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Trentham Lane, Okeden – Brigooda CH: 7770-7790	Scouring, Roack protection washed out	Install 20' x 5 x .15 Concrete pad over existing drainage structure	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Finnemores Road, Redgate – Moondooner CH: 1830-1835	Scours across road at drain	Install 20 x 5 x .15 Concrete pad over existing drainage structure	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Magees Road, Inverlaw - Benair CH: 1650-1680	Scours across road at drain and lead ins both sides	Install 30 x 5 x .15 Concrete pad over existing gravel causeway	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Walkers Road, Ballogie CH: 1150-1180	Scouring loss of materials	Install 30 x 5 x .15 Concrete pad over existing drainage structure	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



Road / Asset Name	Damage Details	Betterment Options	Previous Damage/ Event Details
Walkers Road, Ballogie CH: 150-170	Scouring loss of materials	Install 20 x 5 x .15 Concrete pad over existing drainage structure	<ul style="list-style-type: none"> • EV01 November 2021 Rain Event • EV02 Jan 2022 Wide Bay Weather Event • EV03 Feb 2022 SEQ Rain & Flood Event • EV04 May 2022 SEQ Flood Event 6 - 20 May



6.4 UPDATED INFORMATION ON UNMAINTAINED ROADS BEING REQUESTED FOR UPGRADE WORKS

File Number: 06-07-2022
Author: Manager Works
Authoriser: Chief Executive Officer

PRECIS

Updated information on unmaintained roads being requested for upgrade works

SUMMARY

During the May Infrastructure Standing Committee meeting, Council resolved that a report was to be brought back with preliminary estimated costs of formation grading on the remaining roads listed as Attachment Four in the Unformed Roads Report and such Attachment to be updated to include any further roads that customers have submitted requests.

OFFICER'S RECOMMENDATION

That Council note the information in this report.

FINANCIAL AND RESOURCE IMPLICATIONS

Potential increase in costs to Council with any increase in level of service to the road network.

LINK TO CORPORATE/OPERATIONAL PLAN

IN1 - Continue to provide sound asset management strategies to maintain and improve Council's road network, bridges, drainage and street lighting.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Communications have been historically held with rate payers requesting these upgrades as well as with Councillors associated with those discussions.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Council is obliged to manage its assets in accordance with the requirements of the Local Government Act 2009 and the Civil Liability Act 2002.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

N/A

ASSET MANAGEMENT IMPLICATIONS

Reclassified roads will need to be modified in Council's asset register and be subject to increased depreciation and maintenance costs due to the increase in level of service.

REPORT

During the May Infrastructure Standing Committee meeting, Council resolved that a report was to be brought back, with preliminary estimated costs of formation grading on the remaining roads listed as Attachment Four in the Unformed Roads Report and updated to include any further roads that customers have submitted requests.

An updated list of customer requests is found in Attachment one (1).

Given the number of roads contained in Attachment one (1), each road has not been individually investigated regarding full costs for construction. As each circumstance is different each road would need to be evaluated on a case by case basis to provide a detailed cost at an individual road level.

Using Council's Transport Comprehensive Valuation as an overall guide, an indicative cost per km to upgrade unformed roads to a formation standard is estimated at \$40,000 per km. Each specific road will have differing characteristics and requirements such as drainage, clearing, road profile, terrain type, existing condition, and the like, which impact on the individual cost, however this cost should serve as an overall guide.

ATTACHMENTS

1. **Unmaintained Roads Register** [↓](#) 

Requests for Upgrading Unmaintained Roads

Road Name	Locality	Approx Length (km)	Signage	Request Date	Relevant Comments
Customer Request					
Annings Road	Murgon	1.52	Absent TMR end	2016/2017	Property access
Barrons Road	Inverlaw	0.37	Absent	2016	Property access
Beitzel Road	South Nanango	0.86	Present	2021	Council maintained section of road currently exists in State Dept Forestry Land
Benair Road	Wattle Grove	1.26	Present	2021	Form and Maintain
Beutels Road	Mp Creek	1.56	Present	2018	Property access, Form and maintain request
Bilboa Road	Ironpot	Unknown	Present		Property access, Links to Red Tank Road (signed as Bilboa)
Bishops Road	Windera	0.8	Present	2017	Bishops Road leads to 2 properties outside the regional boundary, but may be unmaintained and unreachable from the neighbouring region, unable to assess casement position beyond boundary
Borcharts Road	Kingaroy	0.47	Present	2022	Access to properties. Form and Maintain Request
Chinchilla Wondai Road	Durong	5.30	Absent		Link from Chinchilla Wondai Road to Shellytop Road
Coolabunia Malar Road	Hodgleigh	0.86	Absent	2016	Access off Coolabunia Malar Roads near Boardmans Road
Dangore Mountain Road	Dangore	2.42	Absent	2019	Not in casement private lands. A service road parallel to Dangore Mountain Road exists across many private properties
Dascombes Road	Alice Creek	3.00	Absent	2021/2022	861m to property access. Request is for entire length
Dipps Street	Nanango	0.08	Absent		Property access
Harper Road	Taromeo	3.50	Present	2021	access to isolated properties at far end of casement.
Home Street	Nanango	0.23	Present	2020	Request for grading entire length
Kitoba Road	Kitoba	Unknown	Present	2022	Request to maintain unrecognised section beyond gate. Form and Maintain
Klass And Townes Road	Kingaroy	1.69	Present	2018	Contains publicised bike trail in 5D section. Form and maintain requests
Kingaroy Cooyar Road	Tarong	0.45	Absent	2015/2020	Access off Kingaroy Cooyar Road
Kumbia Minmore Road	Wattle Grove	0.85	Present	2014	Property access
Majors Road	South Nanango	1.41	Present	2016	Property access Links Majors Road sections
McLennans Road	Corndale	Unknown	Present	2018	Property access. Three properties
Millards Road	Booie	0.12	Present	2018	Property access 2 lots. Form and Maintain
Nanango Brooklands Road	Nanango	0.32	Absent	2017	Service road parallel to Nanango Brooklands Road
Nangur Road	Cobbs Hill	0.05	Present	2020	Form and Maintain request. Beyond current End of road
Navy Bean Road	Memerambi	Unknown			Access to property request, no road reserve
Old Rifle Range Road	Nanango	0.23	Absent	2019	Multiple property access. Parallel to Old Rifle Range Road, proxy service road
Parkers Road	Inverlaw	0.82	Present	2018	Property access
Safflower Street	Memerambi	0.66	Present	2016	Multiple property accesses
Staines Road	Blackbutt	2.6	Absent	2014	
Steinhardts Road	Leafdale	1.00	Present	2015	Forming unformed road (and drains) fixing erosion on unformed road

Requests for Upgrading Unmaintained Roads

Two Twelve Street	Proston	0.44	Absent	2021	Multiple property access
Whelan Street	Hivesville	0.18	Present	2018/2019	access to properties
Zolner Road	Crawford	1.37	Present	2022	Request to Form and maintain to property
MP Creek Road	MP Creek	Unknown	Present		
Reifs Road	Manyung	Unknown	Unknown		May refer to casement end of Braithwaites Road at ch798 (end) to off Reifs at 250m
Trentham Lane	Brigooda	Unknown	Absent Mundbbera Durong end	2018	Request for maintenance on maintained section.
Other 5D Roads					
Blacks Lane (Northbound)	South Nanango	0.20	Absent	No Requests	Access to properties.
Jenks Road	Gordonbrook	0.05	Present	No Requests	50m driveway (in reserve)
Wagnussens Road	Memerambi	1.34	Absent Quarry Rd end only	No Requests	Property access non residential
Murrays Road	Taabinga	0.48	Absent	No Requests	Never been maintained
Vardels Road	Wooroolin	0.44	Absent	No Requests	Access to property
Wills Street West	Nanango	0.08	Present	No requests	Access to cemetery, property
Total (Km)		37.01			

6.5 STAGE TWO WONDAI INDUSTRIAL ESTATE**File Number:** 6/7/2022**Author:** Manager Infrastructure Planning**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the General Council Meeting on 24 June 2022.

SUMMARY**11.7 STAGE TWO WONDAI INDUSTRIAL ESTATE**

MOTION

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That Council commit to fund the design and works for the completion of Stage 2 of the Wondai Industrial Estate within the 22/23 roads capital works budget with an allocation of \$450,000 from Council funds.

RESOLUTION 2022/606

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

Procedural Motion:

That the matter lay on the table until the July Infrastructure Standing Committee Meeting.

In Favour: Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Crs Brett Otto and Kathy Duff

CARRIED 5/2

OFFICER'S RECOMMENDATION

Procedural Motion:

That the matter be lifted from the table.

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That Council commit to fund the design and works for the completion of Stage 2 of the Wondai Industrial Estate within the 22/23 roads capital works budget with an allocation of \$450,000 from Council funds.

BACKGROUND

Presented at the General Council Meeting on 24 June 2022.

ATTACHMENTS**Nil**

6.6 FLEET REVIEW

File Number: 06-07-2022

Author: Acting General Manager Infrastructure

Authoriser: Chief Executive Officer

PRECIS

Fleet Review

SUMMARY

At Council's April Budget Committee meeting, it was resolved as part of budget deliberations for 22/23 the Senior Executive team considers further reduction to the white fleet where able to do so without impacting adversely on services to the community and a report be brought to a future Budget Committee Meeting.

OFFICER'S RECOMMENDATION

That Council note the report for information and that the Chief Executive Officer will continue the implementation of the recommendations of the plant and fleet review report 2021.

BACKGROUND

As part of the overall management of Council fleet, South Burnett Regional Council utilises its internal white fleet to support delivery of services to the community. In order to ensure that fleet continues to provide effective and efficient outcomes for productive service delivery Council reviews its requirements in terms of fleet size to meet service delivery needs.

White Fleet Review 2021/22

A significant reduction in white fleet has been undertaken in the 2021/22 financial year. As reported in the response to the Mayoral Request for Information 12 October 2021, 21 light vehicles had been removed or earmarked for disposal from Council's fleet (of 123 light vehicles) without replacement. The majority of fleet items were offered for auction at that time with seven (7) vehicles operationally required for various periods with an additional two (2) white fleet assets awaiting arrival of crew trucks.

Further, as part of ongoing management of Council's significant fleet assets, Council undertook a full review of Plant and Fleet Assets in 2021 comprising of:

- Current Plant and Fleet Profile and Health Check;
- Governance and Finance Arrangements;
- Operational Assessment;
- Resourcing and Procurement; and
- Reporting and Data Management.

Actions recommended have commenced and recommendations will continue to guide on-going improvements in Council's overall plant and fleet management.

White Fleet Utilisation by Department

Table 1 - Fleet by Department, identifies the number and type of white fleet items utilised by each section of the organization as of June 2022. Council has already retired 16 vehicles following the previous Plant and Fleet Review in 2021. Council's current white fleet comprises 108 assets made

up of 100 utility based vehicles and eight (8) sedans. Three (3) utilities and six (6) sedans have been placed in the pool vehicles waiting disposal having been utilised during Covid operations and the recent flood damage period. It is noted that utilities are the predominant light vehicle type minimising Fringe Benefit Tax implications. Executive vehicles are not provided by Council's fleet operation.

Table 1 : Fleet by Department

Section	Utilities (to be removed)	Sedans (to be removed)	Av Annual Kms
Liveability			
Compliance	3		26,018
Facilities & Parks	17		18,782
Planning & Building	3		24,667
Property	2		17,464
Waste & Environment	5		19,227
Sub Total	30	0	
Finance & Corporate			
ICT	1		29,772
Plant & Fleet	6		22,932
Procurement	2		21,871
Pool Vehicles	3 (2)	6 (1)	Note below
Sub Total	13	6	
Infrastructure			
Planning	2		21,020
Works	31(1)	1	24,037
Water& Waste Water	22 (1)	1	20,801
Sub Total	55	2	
Work Health & Safety	2		27,739
Sub Total	2	0	
Total	100 (4)	8 (1)	
TOTAL White Fleet after removals (June 2022)	96	7	103

Note: Pool vehicle numbers varied over the Covid period and the recent flood damage. It is not practical to report on average kilometres due to the exchange of vehicles.

The above utilisation measured by annual distance travelled indicates there is a consistent demand across the organization for light vehicle support in resourcing service delivery by the organisation. The following activities constitute recognised vehicle demand are a primary consideration in determining optimal provision of white fleet assets:

- Operational mobility: Support vehicles required for onsite operations such as field works, site inspections, moving between offices and worksites, transporting staff to sites efficiently;
- After Hours emergency callouts: Formal arrangements where staff are engaged to undertake afterhours emergency callouts or operational activities outside of hours. Efficiency and critical response times are primary considerations; and
- Efficiency in support of higher unit input resources – labour and plant inputs. The productivity of heavy plant and labour resources and be heavily impacted by repetitive travel related lost time.

Typically, size and make up of local government fleets reflect ongoing evolution of service delivery and need for a more mobile organisation to connect to community. Consideration of fleet need, including white fleet, is best undertaken in on a regular basis. Contemporary Plant and Fleet management methodologies are guided by industry standards broadly adopted across the public works sector.

As part of overall fleet utilisation management, white fleet usage remains under review to ensure services continue to be delivered in an efficient manner and to address safety requirements. Table 2, White Fleet Utilisation Activities by Role below, has identified current service delivery roles across the organisation where vehicle use are assigned to that specific role or activity.

As it is noted each area has a vehicle assigned to the coordinators, supervisors, and team leaders. These roles require operational mobility to manage service delivery. Further, some of these roles require after hours vehicle availability for on call and emergency response. In some areas of Council operation, response times are required to be stated and performance monitored. Services are required in all locations at times under informal arrangements for back up or call outs in the more remote areas of the region.

Other outdoor operational vehicle requirements are related to transport to activity sites such as patrol grading, park maintenance and road side slashing. Commonly these crew vehicles are also utilised for management of roadside traffic signage and work health and safety obligations.

As an example of the analysis undertaken in justification of team light vehicle resources, the attached report “Patrol Grading Resources” in Appendix A details a worked example. In addition to the transport of Council staff, crews require vehicles to support the daily activities of materials and equipment and movement on and between work locations. The specification of vehicle for this purpose has been under review as part of Fleet deliberations. It is considered light trucks below 4.5 tonnes would be more appropriate for the current activities. The increased capital cost needs to be balanced against available capital funding and the improvement in efficiency and safety that dedicated and equipped crew trucks offer. The longer useful life of light trucks is partial offset against the significantly higher capital and equipping cost of appropriate crew trucks.

A small number of specialist office based technical roles have direct access to light vehicles due to extensive mobility to site response requirements. In some cases, commuter use is attached to the employment role to improve response time for key customer service roles and for attraction and retention benefits given limitations for employment in the regions.

Table 2 : White Fleet Utilisation Activities based on Roles

Position	Role responsibility	Activity
Liveability (30)		
Compliance (3)		
Compliance Officers (3)	Investigate compliance with Council local laws	Daily patrols, customer requests, property inspections and after hours call outs
Facilities & Parks (17)		
NRM Coordinator (1)	Ensures NRM functions and projects are planned and well managed	Operational mobility to liaise with multiple key stake holders and interest groups both internal and external to the region including site inspections and customer requests
Parks Supervisor (4)	Infield oversight of maintenance of facilities and parks (located at depot)	Daily inspections and onsite operations. Kingaroy; Nanango; Murgon/Wondai; Proston/Dams
Parks Labourer Crews (2)	Maintenance of parks and opens space	Daily onsite operations Murgon/Wondai Cemetery (Tipper) Murgon/Wondai Toilets / General maintenance
Mowing and maintenance Crews (6)	Maintenance of parks and open space	Daily onsite operations Kingaroy; Nanango; Murgon; Wondai; Proston/Dams; Blackbutt
Pest Management officer (1)	Oversees the pest management response region wide	Infield property inspections and onsite activities region wide
Stock Routes / Pest Officer (1)	Oversee stock routes facilities and pest management response region wide	Infield property inspections and onsite activities region wide
Recreation Coordinator (1)	Infield coordination Parks Crews	Site inspections, customer requests, project management and crew meetings across the region
Senior Recreation and Services Officer (1)	Facilitate recreation functions region wide	Operational mobility for site visitation – tourist dams, aerodromes, saleyards, tick facilities, cemeteries
Planning & Building (3)		
Building Certifier (1)	Certification of buildings	Daily site inspections
Plumbing Inspectors (2)	Ensure compliance of water and waste	Daily site inspections
Property (2)		
Property Team Leader (1)	Over site of the council property operations	Operational mobility for site visitation, contract supervision, project management and facilities maintenance works

Maintenance Property Officer (1)	Ensures the maintenance of Council's property portfolio	Daily site visits across the region to undertake facilities maintenance works
Waste & Environment (5)		
Coordinator Waste Management (1)	Ensure the waste operations are planned and services delivered	Operational mobility for site visitation to access waste facilities and staff and undertake contracts supervision.
Waste Management Officer (1)	Monitor and support the onsite service delivery	Daily site visits to access waste facilities and staff
Waste Compliance Officer (1)	Ensure waste compliance. (<i>Grant funded project</i>)	Operational mobility for site visits and investigations
Senior Environmental Health Officer (1)	Ensures environmental health services are undertaken	Operational mobility to visit sites and undertake inspections
Environmental Health Officer (1)	Ensure compliance with environmental health requirements	Operational mobility to undertake site inspections
Finance & Corporate (9)		
ICT & Fleet (1)		
ICT Coordinator (1)	Provision of ICT support to the organisation	Operational mobility to provide IT support at various offices and depots
Plant & Fleet (6)		
Coordinator Plant & Fleet (1)	Ensures plant and fleet services are planned and assets are well managed	Operational mobility to visit depots and breakdowns when necessary
Mechanical Supervisor (3)	Undertakes maintenance and repair to plant and fleet	Located at depots to response to breakdowns
Fabrication Supervisor (1)	Undertakes fabrication across the organisation	Attends to onsite works
Fleet Scheduler (1)	Ensures the plant and fleet meet the needs of organisation	Operational mobility to assist Coordinator in daily activities across the depots and all sites
Procurement (2)		
Strategic Procurement Coordinator (1)	Ensures overall supply of materials and services for service delivery meets needs	Operational mobility for material supply
Purchase & Inventory Officer (1)	Undertakes purchasing and store management	Daily material picks up and delivery

Infrastructure (55)		
Works (31/1)		
Overseer (1)	Overseer role involves the management of the Works resources	Operational mobility for site inspection for project delivery
Coordinator (2)	Coordinator ensures projects are planned and assets are well managed	Operational mobility for onsite project delivery
Supervisor (6)	Supervisor attends site to plan and deliver projects	Transports crew to site. Also attends program meeting at depot during working time
Team Leader (6)	Team leader provides onsite crew support	Team leader transports crew equipment and materials to site. Vehicle is the first aid supplier required under Workplace Health and Safety
Crew (5)	Crew undertakes onsite activity	Vehicle carries daily crew equipment. Vehicle type requires review to light truck
Grader operator (3)	Undertakes patrol grading in conjunction with water truck and compactor when necessary	Travels to site daily and carries road signage. Benefits include additional productivity and safety in emergencies. (Refer to patrol grading example in the section below)
Slasher operator (3)	Undertakes road side slashing	Travels to site daily and carries road signage. Benefits include additional productivity and Work Health and Safety obligations. (Similar to the patrol grading example)
Technical support		
Principal Engineer Works (1)	Coordinates road corridor management duties	Specialist technical inspection and extensive customer requests
Technical Officer (2)	Undertakes road corridor management duties	Technical inspections for road permit applications
No dedicated operator (1)	Specialist operational vehicle – RACAS equipped	Vehicle set up for specialist road inspections and cannot be easily changed
Infrastructure Planning (2)		
Design		
Design and Survey (1)	Undertakes project design function in Council.	Designers required to visit site for detail design and construction sites to support construction projects
Materials Laboratory		
Supervisor Materials Laboratory (1)	Provides quality assurance for utilisation of materials in construction. Provides Council and private material testing services	Material testing requires site visits to sample soils, take concrete cylinders from concrete pours and materials for testing

Water and Waste Water (22/1)		
Water & Waste Water Coordinator (2)	Coordinator ensures projects are planned and assets are well managed	Operational mobility for onsite project delivery
Engineer Water & Waste water (1)	Provision of technical advice in the delivery of services and ensure compliance to the standards	Operational mobility to visit sites for investigations and management of the service delivery
Water & Waste Water Supervisor (2)	Supervisor attends site to plan and deliver projects	Daily site inspections
Senior Treatment Plant Operator (1)	Ensures treatment plants are operated to meet the standards	Operational mobility to visit remote treatment plants
Supervisor Treatment (1)	Provides daily supervision to the treatment operations	Operational mobility to visit treatment plants
Program Coordinator (1)	Assists with the delivery of specific program delivery	Operational mobility to visit sites
Team Members (3)	Crews undertake daily field operations, maintenance and response	Requires daily access to sites in addition to emergency response
Crew (11)	Operational and maintenance crews undertake daily field operations, maintenance and response across all water supply and wastewater schemes	Requires daily access to sites in addition to emergency response
People and Culture (2)		
Senior Safety Systems Advisor (1)	Ensures the safety systems achieve a safe culture and environment	Operational mobility to visit site to train and inspect safety of sites
Work Place Health & Safety Advisor (1)	Undertakes work health and safety operational support	Operational support to visit sites for safety inspections and to undertake onsite training

Comparative Analysis

Table 2 Comparison of Local Government White Fleets is shown below. Data has been captured from Local Government Comparative Data (20/21) developed from Department of State Development, Infrastructure, Local Government and Planning and directly from identified Local Governments at the time of reporting.

Table 3 Comparison of Local Government White Fleets

Local Govt	Pop'n	Local Govt Area (Sq Km)	Road Length (KM)	Staff Nos	Sedans (excl. Cr vehicles)	Utes (<2t)*	Total LV
SBRC	32920	8382	2995	316	7	96	103
SDRC	35433	7108	3097	337	27	96	123
LVRC**	42840	2269	1476	296	22	50	72
CHRC	28548	59835	4583	433	24	117	131
WDRC*	34560	37937	7462	644	47	173	220
GRC	10777	19258	2484	166	14	62	76

Notes

*WDRC utilises light rigid crew trucks (<4.5t) for crews to carry materials and equipment and are not included in the LV count.

**LVRC do not have water supply and sewerage services within Council

In undertaking direct comparison, it is acknowledged that allowance needs to be made for differences in operation between the Councils. The comparison may not necessarily be able to be an accurate reflection of size and type of fleet due to a range of factors such as level of services supplied, contract services to Department of Transport and Main Roads, the number of remote townships, water and sewerage services and number of parks. However, the above cross section of local governments identifies that Council is well placed in terms of the size of white fleet for the broad indicators used.

White Fleet Optimisation 2022/23

Ongoing optimisation of white fleet resources requires specific attention to staff mobility and equipment needs in order to avoid reduction in efficiency and level of service or increase in organisational risk.

General review of utilisation is regularly analysed by fleet staff with specific attention to operational efficiency of work groups by management. As mentioned above, work undertaken in optimising risk. It should be noted that significant review was undertaken during 2021/22 fleet reduction. Any further reductions would likely have an operational impact.

General review of utilisation is regularly analysed by fleet staff with specific attention to operational efficiency of work groups by management. As mentioned above, work undertaken in optimising patrol grading operations is an example of analysis undertaken and is included in Appendix A for consideration.

The outcome of this assessment clearly identified savings in productivity by retaining current vehicles as well as additional safety measures through the option representing the current practice utilising a utility for transport of light equipment and crew, even though the vehicle is not normally used as part of the operation directly during the working day. This example is similarly reflected in other activities such including slashing, remote parks mowing, water and sewerage treatment operations.

Undertaking a specific working example is not always as straight forward as a repetitive activity in this example. Intermittent activities of inspections, some of which could be undertaken within private travel from home if a commuter use agreement was provided, may be able to justify demand for a full time vehicle allocation. This review or assessment is be based on an assessment of continued use of the arrangement or an application for capital budget provision.

Peak demand for light vehicles is augmented by dry hire arrangements where appropriate however commercial rates are significantly higher that internal rates and no net return can be recovered. Further, in some instances it is not practical to hire vehicles. Consequently, Council operates a pool of available vehicles which can be sourced from the Plant and Fleet Section for ad hoc use by staff.

All fleet items are required to be reviewed on a regular basis to ensure fleet assets including vehicles are continuing to contribute to organisational productivity. A review of existing and additional fleet items should be considered on the basis of a business case addressing but not limited to the following:

- operational analysis including field time demand to achieve productivity;
- priority of activities (response times, work planning);
- work type (vehicle type);
- commuting requirement; and
- after hours requirement.

Conclusion

Benchmarking with a range of other rural local governments indicates that South Burnett Regional Council white fleet is conservatively resourced for the parameters compared. The vehicle distance travelled on an annual average is in a consistent range across the organization and meets expectation. However management and fleet staff continue to regularly review opportunities to optimise vehicle resources in an ongoing manner.

An organisation wide consistent approach is required to assess the ongoing demand for all pant and fleet to address operational need and is overseen by the Senior Executive Team, particularly following the organisation's reduction in 2021.

ATTACHMENTS

1. **Patrol Grading Resources** [↓](#) 



South Burnett Regional Council Patrol Grading Resources May 2021

Introduction

South Burnett Regional Council (SBRC) maintains 1,500kms of unsealed roads by undertaking patrol grading. The crew is currently made up of a grader, water truck and utility for transporting the grader operator to site.

The target level of service is to grade each of these roads at least once per annum. Under the current method of delivery, Council requires three (3) crews to achieve this target.

A review of plant and fleet resources has been undertaken to optimise patrol grading resources. Analysis was undertaken to assess where inclusion of a utility in the patrol grader crew provides higher crew efficiency compared to an alternative where the grader operator travels to site with the water truck.

Options

The productive capability of patrol grading activity is impacted by travel distance, water source location, and associated work activities such as pre-start and road safety signage. While the time for delivery of the latter components is consistent, other productivity impacts are specific to the work site location. In order to undertake a comparative analysis of options, a typical site on Wilsons Road, Gordonbrook which is serviced by the crew from Kingaroy depot was selected. Attachment A of this report includes the daily operational timeframes for Wilson Road grading as developed by Council Works Coordinators.

Comparison analysis is based on both the productive time per day and costs per hour, taking into account the total site costs only. The total time adopted for a standard work day is 8 ½ hours. It should be noted that the critical work method hold point is the first watering of the road pavement which is to occur prior to the grader cut over.

Option 1 Crew (Grader and Water Truck)

The unproductive time for Option 1 is determined based on morning (AM) and afternoon (PM) downtime as follows:

- AM
Truck pre-start (both operators at the depot); travel to water source; tank filling; travel to site; conduct pre-start (grader operator); and water truck driver to erect signage.
- PM
Signage recovery; travel; and refuel truck (every second day on average)

The total underproductive time per day for this typical example is 2 hours 25 minutes. This results in a daily productive time of 6 hours for Option 1 Crew. The daily cost for this crew is \$2,790 and therefore the hourly production rate for this example is \$465.

Option 2 Crew (Grader, Utility and Water Truck)

Similar to Option 1 Crew above, the unproductive time is accounted for as follows:

- AM
Grader operator drives directly to site; conduct pre-start and signage using the utility. Simultaneously, water truck pre-start at depot; travel to water source; tank filling; and arrive at site at a similar time to drop first water run.

South Burnett Regional Council/ Patrol Grading Resources

– PM

Water truck travels to depot and refuels while the grader driver completes drain clearing; drops the signs and returns to depot.

Unproductive time is estimated to be 1 hour 25 minutes. Therefore, productive time is 7 hours for the day. With a total daily cost of \$2,920, hourly production cost is estimated to be in the order of \$417.

Option 3 Crew (Same plant as Option 1 with increased production by use of overtime for the operators)

This Option would require the operators to work an additional 1 hour of overtime per day to increase the productive time to the 7 hours. Based on the typical example being used in the above options, the total production costs, including over time, is \$2,873 per day. Therefore, the hourly production rate for additional time in Option 3 is in the order of \$410.

Analysis of Options

Option 1 is the highest cost in production time and given the loss of time of grading and the length of road graded per working week will be reduced. It is estimated that during the course of the year, the length of road network graded is reduced by about 186 kms for the three (3) crews. This result potentially impacts on the level of service for the unsealed road network.

While both Option 2 and 3 have minimal differences in hourly production costs, the issue of work fatigue working 9.5 hours per day may be of consideration and the additional vehicle on site may be considered to be a benefit in terms of accessibility. Should Council have secure remote overnight sites for storage of the water truck, additional savings may be achieved through refuelling being undertaken by the fuel truck. There may be times that an additional plant item, such as a backhoe or roller, may be required on site and the utility would provide an advantage in this situation.

Conclusion

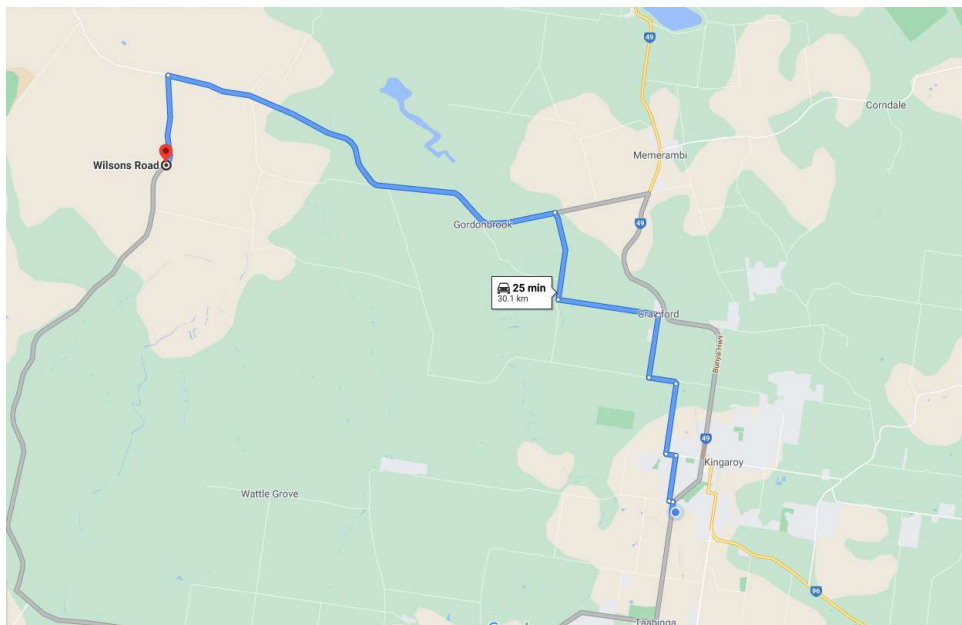
As Option 2 or 3 will achieve a similar outcome for the maintenance of unsealed road assets in terms of service level and cost either option would be viable. However, considering the opportunities to minimise workplace, health and safety operator risks for future flexibility in operations, Option 2 with the crew made up of a grader, water truck and utility would be the preferred option for patrol grading activity.

South Burnett Regional Council/ Patrol Grading Resources

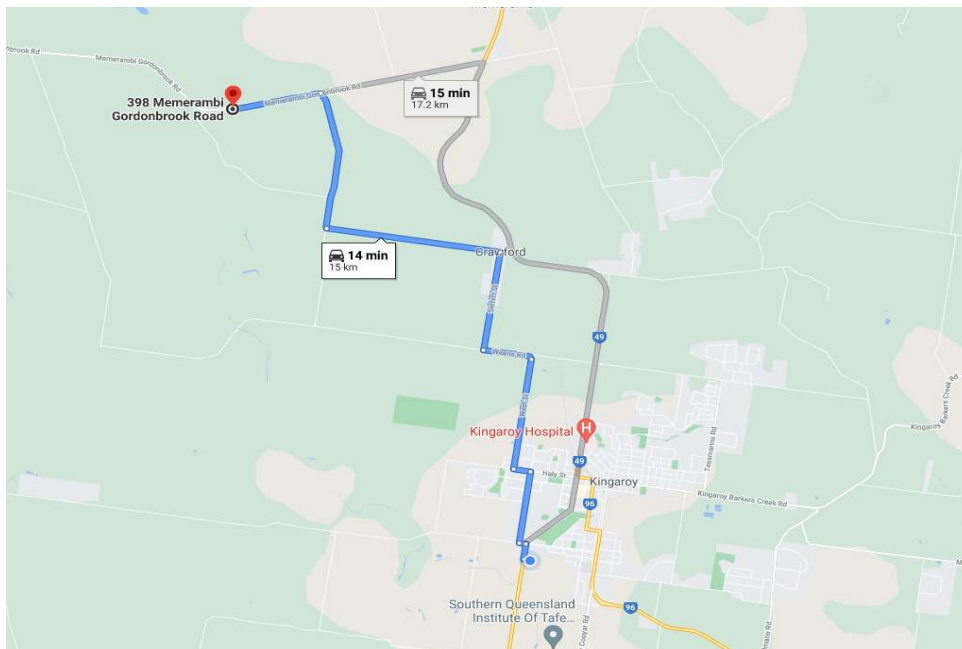
Attachment A - Typical Patrol Grading Day Activity (as developed by Council Coordinators)

Example Route - Patrol Grade Wilsons Road, Gordonbrook:

Kingaroy Depot to Wilsons Road, Gordonbrook

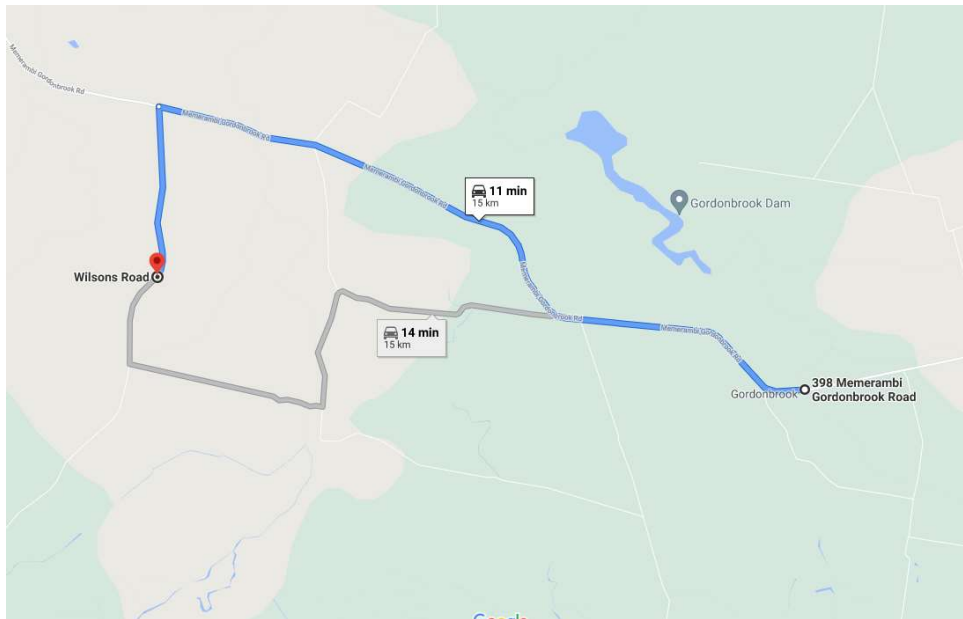


Kingaroy Depot to Waterhole

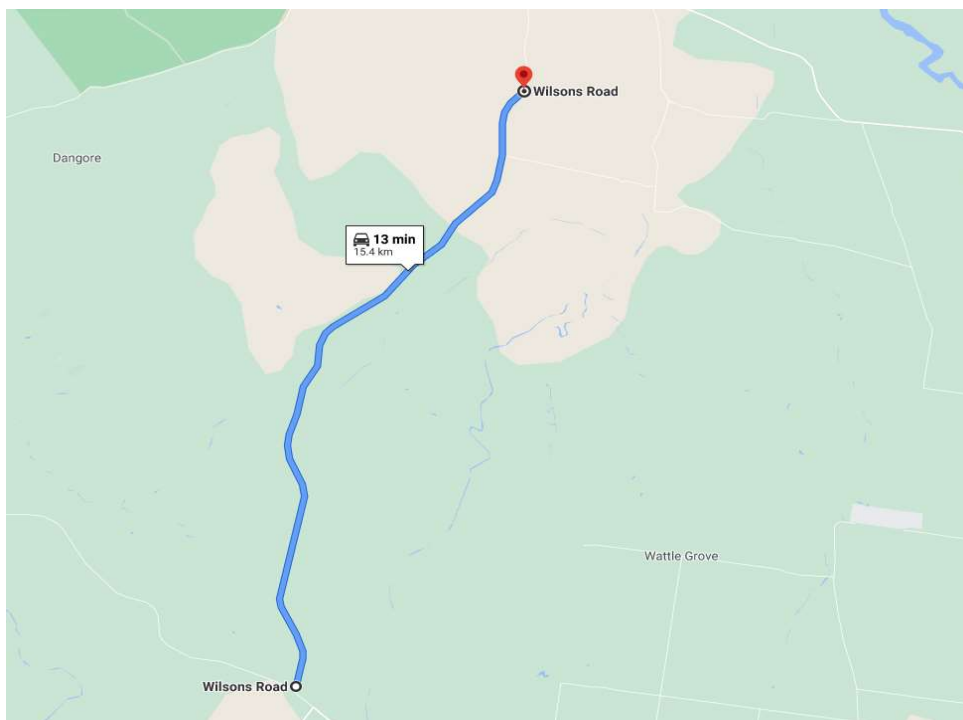


South Burnett Regional Council/ Patrol Grading Resources

Waterhole to Job Site Start Point



Job Length, Start Point to Finish



South Burnett Regional Council/ Patrol Grading Resources

Overview of Daily Routine -

Option 1 Crew (Grader and Water Truck)

- Water truck starts at depot with 6.30am prestart on truck (15min)
- 6.45am drive to waterhole
- Arrive at waterhole approx. 7.00am and fill truck with water
- Leave water hole at 7.30am
- Arrive on job site at 7.40am
- Drop off operator set up signs and be back at grader at 8.00am
- Grader operator conducts prestart on machine and starts work 7.55am
- Afternoon shutdown – Finish work at 2.30pm
- Pick up signs and leave site at 2.50pm
- Travel to depot and arrive at 3.15pm
- Refuel truck and finish at 3.30pm every second day.

Option 2 Crew (Grader, Utility and Water Truck)

- Depot start at 6.30am
- Operator drives to site in ute and set out signs at 2km intervals
- Arrive on site at approx. 6.55am and set signs
- Arrive back at grader 7.05am
- Prestart on machine and start work 7.20am
- Water truck onsite approx. 7.40am
- Afternoon shutdown – finish work and remove signs at 2.55pm leave site 3.05pm
- Travel to depot and finish 3.30pm.

With the use of Option 2, productivity will increase by 35 minutes each morning, and 25 minutes each second day in the afternoon, equating to 3hrs 57 minutes for a five (5) day period.

With an average working year of 220 days (excluding public holidays and weekends and two (2) weeks annual leave), productivity loss will be around 175 hours per year. Working on achieving 3km per 8 ½ hour day, Council will be grading 62km less each year per crew, or 186km in total.

7 PORTFOLIO - LDMG, WATER & WASTEWATER**7.1 WATER AND WASTEWATER PORTFOLIO REPORT****File Number:** 06-07-2022**Author:** Manager Water & Wastewater**Authoriser:** Chief Executive Officer**PRECIS**

Water and Wastewater Portfolio Report

SUMMARYThat Council note the Water and Wastewater Portfolio Report.

OFFICER'S RECOMMENDATION

That the Water and Wastewater Portfolio report to Council be received for information.

BACKGROUND

N/A

ATTACHMENTS

1. **Water and Wastewater Portfolio Report** [↓](#) 

WATER & WASTEWATER BRANCH PORTFOLIO REPORT

The following are current/planned works

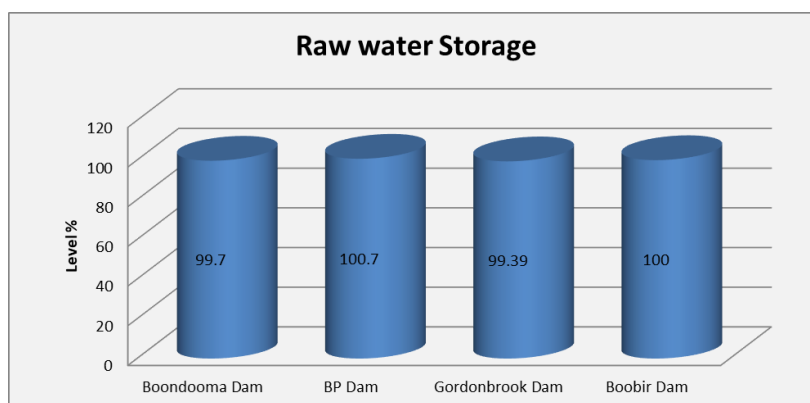
Updated as of 23 June 2022.

Capital Works 21/22 and Current Water Main Replacements

Name	Description	Expected Start	Expected Completion	Budget Amount	Actual
SCADA and Cyber Security Updates	Replace existing SCADA to regionalise system	July 2021	June 2022	\$350,000	\$340,821
Eagle St Nanango	Watermain Replacement	June 2022	July 2022	\$60,000	\$17,395
KTP - Kingaroy (Alford - Haly St) WMR	Watermain Replacement	Jan 2022	Complete	\$317,000	\$171,533
Birdie St Nanango	Watermain Replacement	May 2022	Complete	\$60,000	\$35,338

Restriction & Dam Levels at 23 June 2022

All towns remain on level three (3) Water Restrictions.



Sunwater supply scheme	Water storage	Schemes supplied	FSL (m)	Current level	FS Volume (ML)	Current Volume (ML)	Current capacity (%)	High Priority water Allocation	Medium Priority Allocation
Boyne River & Tarong	Booodooma Dam	Booodooma Scheme, Proston Rural scheme, Kingaroy, Blackbutt	280.4	280.37	204,200	203,669	99.7	100%	100%
Barker Barambah	BP Dam	Wondai, Murgon	307.3	307.34	134,900	135,871	100.7	100%	100%
	Gordonbrook Dam	Kingaroy	391.5	391.5	6,800	6,560	99.39	N/A	N/A
	Boobir Dam	Blackbutt	434	434	170	170	100	N/A	N/A

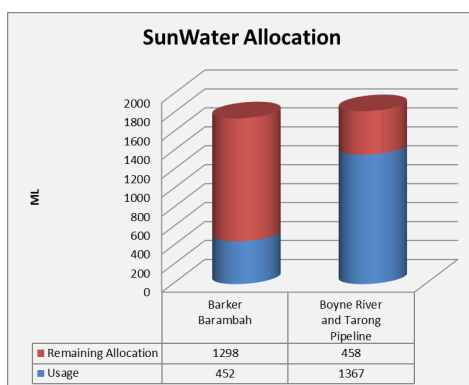
Council continues to monitor water storage throughout the region. Current levels as at 20 May 2022 are:

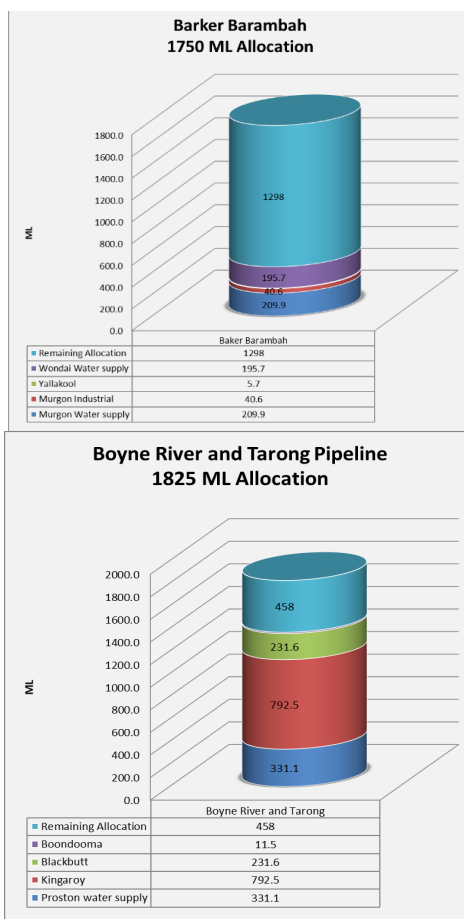
- Boondooma – 99.7%
- BP Dam – 100.7%
- Gordonbrook Dam – 99.3%
- Boobir Dam – 100%

Water Allocations and Financial Year Consumption

Recorded at 23 June 2022

Water allocation SunWater scheme	Location / Allocation	Usage to date (ML)	Annual Allocation (ML)	Remaining Allocation (ML)	Remaining Allocation in (%)	Year remaining in (%)
Barker Barambah	Murgon Water supply	209.9	1400	1143.8	82%	2%
	Murgon Industrial	40.6				
	Yallakool	5.7				
	Wondai Water supply	195.7	350	154.279	44%	
	Sub Total	452	1750	1298	74%	
Boyne River and Tarong Pipeline	Proston water supply	331.1	500	168.9	34%	
	Kingaroy	792.5	1110	317.5	29%	
	Blackbutt	231.6	200	-31.6	-16%	
	Boondooma	11.5	15	3.5	23%	
	Sub Total	1367	1825	458	25%	

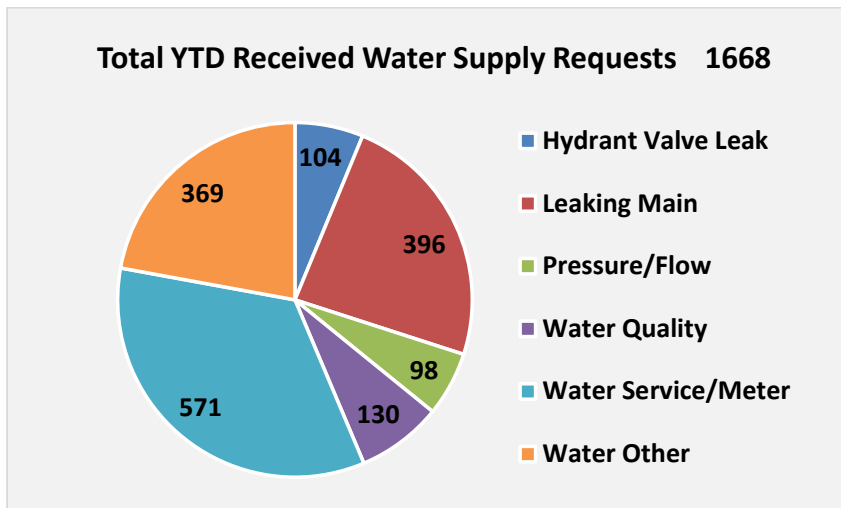
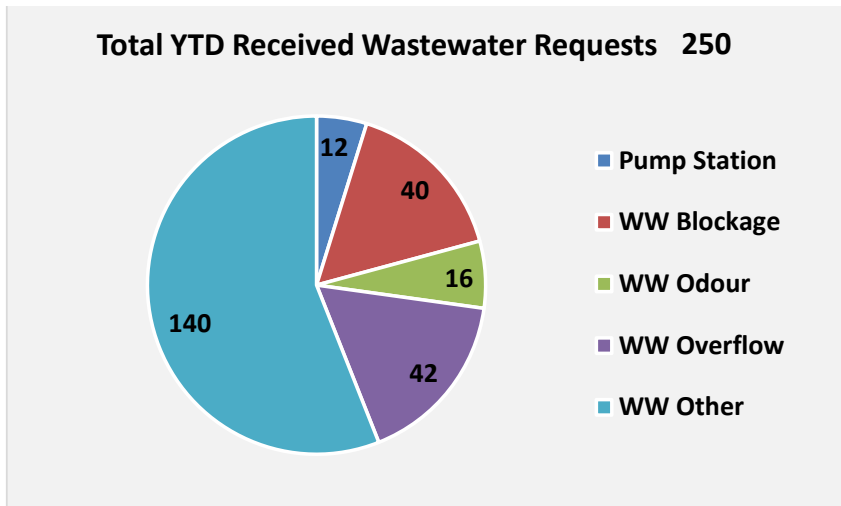




*Annual allocations are for the financial year

Reactive Work - Financial Year to Date

Town	Sewer Blockages	Other Sewer issues	Water Main Breaks	Other water issues
Kingaroy	21	56	30	591
Murgon	1	15	7	57
Wondai	1	9	7	57
Nanango	3	29	40	181
Blackbutt	1	4	2	75
Proston	0	1	4	12
Proston Rural	NA	NA	11	18
Kumbia	NA	NA	0	22
Wooroolin	NA	NA	6	19



7.2 EMERGENCY AFTER HOURS CALL SERVICE AND LDMG OVERVIEW

File Number: 06-07-2022

Author: General Manager Infrastructure

Authoriser: Chief Executive Officer

PRECIS

Emergency After Hours Call Services and LDMG Overview

SUMMARY

This report relates to consideration by Council in establishing a local after hours call centre during significant weather events that may or may be declared as a disaster.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

1. That Council note the report and;
2. That the Chief Executive Officer engage with Council's after hours call centre provider in relation to Council's concerns regarding delays in service during wet weather events.

FINANCIAL AND RESOURCE IMPLICATIONS

Council will, if eligible seek reimbursement after a disaster event is declared, and Council reaches "trigger points" (\$212,158) of expenditure. Council is eligible to claim cumulative expenditure for the elements including Counter Disaster Operations (CDO) and REPA (Restoration of Essential Public Assets).

Operation of the Local Disaster Management Group (LDMG) and Local Disaster Coordination Centre (LDCC) is considered CDO and contributes to the trigger point costs and may or may not be reimbursed depending on activation requirements. If the LDMG is activated, then the Local Disaster Coordinator may commence operation of the LDCC and establish a local call centre for a period of time as required using available staff.

If Council in the absence of an LDCC operation, wishes to establish a local call centre as opposed to its current external provider, then further work will be required to establish a process for activation, staff resourcing and rostering, supervision and budgeting.

In the case of where Council does not receive significant damage to warrant an activation or is in eligible for any reason, any costs related to the operation of a local call centre will be attributed to Council's operational budget.

LINK TO CORPORATE/OPERATIONAL PLAN

EC15: Continue to provide pro-active support to the Local Disaster Management Group

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Consultation has been undertaken in preparing this report with the LDMG Chair, Disaster Management Officer, Local Disaster Coordinator, Emergency Management Coordinator (QFES), and the Manager Corporate Services.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The operation of the LDMG and its statutory positions is undertaken in accordance with the Disaster Management Act 2003 and associated guidelines.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

LDMG Operations are conducted in accordance with the approved Disaster Management Plan.

ASSET MANAGEMENT IMPLICATIONS

N/A

REPORT

Council, at its June Infrastructure Standing Committee resolved the following:

SUMMARY**COMMITTEE RESOLUTION 2022/205**

Moved: Cr Kathy Duff
Seconded: Cr Scott Henschen

That Council consider, when we are in a declared disaster, that we change to a local model response for our after- hours call service and that a report be brought to the next Infrastructure Standing Committee Meeting in relation to such.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen
Against: Nil

CARRIED 6/0

Council Officers have provided the following overview of call centre operations both in disaster events and also in other times when the LDCC is not operational.

Operation of LDMG and LDCC

If the members of the Local Disaster Management Group (LDMG) believe that a multi-agency coordinated response is required, then the LDMG moves to "Stand Up". The Local Disaster Coordinator (LDC) can commence operation of "Local Disaster Coordination Centre" (LDCC) if the LDC believes it is critical to the operation of the LDMG during an event.

If the event is out of normal business hours, generally the LDC, in consultation with operational staff will consider the event status, volume of calls, request types, delays, availability of resources to operate a Council staffed call centre. If a call centre is established, the LDC may close the call centre and divert back to the external after-hours provider based on the same considerations.

It is noted by the LDMG that a call centre is not to replace emergency calls or requests for assistance that would normally go to agencies directly. If on-call officers are inundated and start missing calls from Peak Services, these calls are escalated to management and senior management by Peak Services.

Current Arrangements

Currently, Council utilises Peak Services as an after hours call centre, 365 days a year for all services that require a "call out." Peak Services are utilised when the LDMG and the LDCC is not operating a call centre. Mixed feedback has been received in recent performance of the after hours centre particularly in relation to delays during periods of heavy rainfall across the South East in recent events.

Below are the stats of calls received by Peak Services during the last 4 rain events:

Nov/Dec 21 Event - Calls After Hours								
Action	27-Nov	28-Nov	29-Nov	30-Nov	1-Dec	2-Dec	3-Dec	Grand Total
Animal call outs	5					2		7
Called through but not actionable	1			1				2
Non actionable items	4		1	1		1	3	10
Tree issue call outs (roads)	3		2	2		6		13
Water & sewer call outs	5	11		2	2	3		23
Water over road and Potential flood damage issues (Roads)	24	8		9	7	5		53
Grand Total	42	19	3	15	9	17	3	108

The LDCC operated a local call centre during the above event within the following times:

- 30/11/2021 (4:30pm to 10:30pm) - 30 calls through the Council DM Call Centre
- 01/12/2021 - 15 calls through the Council DM Call Centre
 - 10 calls between 6am and 8:30am and,
 - 5 calls between 4:30pm and 5:30pm

Ex -TC Seth - Peak Service Calls After Hours				
Action	8-Jan	9-Jan	10-Jan	Grand Total
Animal call outs	1		1	2
Non actionable items	5			5
tree issue call outs (roads)	4	2		6
Water & Sewer Call Outs	2	25	1	28
Water over road and Potential flood damage issues (Roads)	18	8	2	28
Grand Total	30	35	4	69

LDMG and LDCC not activated, calls handled through Peak Services.

February 22 Event - Peak Service Calls After Hours										
Action	22-Feb	23-Feb	24-Feb	25-Feb	26-Feb	27-Feb	28-Feb	1-Mar	2-Mar	Grand Total
Animal Call Outs	1	2	3				1			7
Non actionable items		2	2		1	4			2	11

tree issue call outs (roads)						8			2	10
Water & sewer call outs					1	2		2	4	9
Water over road and Potential flood damage issues (Roads)				1	10	4	1	1	1	18
Grand Total	1	4	5	1	12	18	2	3	9	55

May Event - Peak Services Calls AH																
Action	6-May	7-May	8-May	9-May	10-May	11-May	12-May	13-May	14-May	15-May	16-May	17-May	20-May	21-May	22-May	Grand Total
Animal call outs	2	5	1	1					2				1			12
Called through but not actionable									2							2
General Road Call Outs					2									3		5
Non actionable items	1	3	3	1		1				1				2		12
P&G call Outs															3	3
Tree issue call outs (roads)					5	1	2	2	1	1					4	16
Water & sewer call outs					5			1	1	3	6	4		3	5	28
Water over road and Potential flood damage issues (Roads)							1	2		2	1			1	2	9
Grand Total	3	8	4	2	12	2	3	5	6	7	7	4	1	9	14	87

LDMG and LDCC not activated, calls handled through Peak Services.

Feedback

The main feedback received that there was mixed waiting times when using the external provider. Call response times ranged from 30 seconds to 20 mins. The Manager Corporate Services, has taken this issue up with Peak Services and the following response provided:

“...acknowledging the feedback on wait times experienced with the service in after hours for the last 6 months. I've attached some reporting which shows the wait times from 15-20mins, which is below expectations for SBRC. Our expectation is to answer 80% of the calls within 30 seconds. During the period we have had a change in staffing resourcing and have recently hired new staff to assist with call volumes, we also did experience a few periods of wet weather events this year which impacted high influx of calls.

Rest assured we are improving our after hours services to ensure we are staffed accordingly and better prepared for such events and coverage. Alternatively, we have a call back option feature that is offered to any callers that wait in queue for 1-2mins and this is an option that can be selected should a caller request to maintain their position in queue to receive a call back.”

Considerations in Local Call Centre

If Council in the absence of an LDCC operation, wishes to establish a local call centre as opposed to its current external provider, then further work will be required to establish a process for activation, staff resourcing and rostering, supervision and budgeting. Council may also wish to seek another provider.

In the case of where Council does not receive significant damage to warrant an activation or is in eligible for any reason, any costs related to the operation of a local call centre will be attributed to Council's operational budget.

Officers recommend in relation to this issue, that Council's Chief Executive Officer take up Council's concerns directly with Peak Services and seek further assurances in service from the provider.

Operation of the LDMG and Responsibilities of the Chair

Officers as part of this report have provided an overview of the LDMG and responsibilities of key roles in Disaster Management and to provide a response to the following question on notice “What are the delegated authorities of the chair of the LDMG and does their authority exceed the Mayor's?”

Disaster Management in Queensland is undertaken in accordance with the *Disaster Management Act 2003*. Local Governments are primarily responsible for managing disaster events in their LGAs. They are ideally placed to provide specific disaster management at the community level given their knowledge and understanding of local social, environmental and economic issues. They achieve coordinated and effective strategies to manage potential vulnerabilities and respond to disasters through their LDMG.

The LDMG is a multi-agency team and is made up of a number of key positions as members:

- LDMG Chair (Must be a Councillor)
- LDMG Deputy Chair
- Local Disaster Coordinator (LG CEO or Senior Executive)
- Emergency Management Coordinator (QFES)
- Disaster Management Officer (LG)
- Queensland Police
- Queensland Fire and Rescue
- Queensland Ambulance
- Queensland Health
- Other Emergency Services, Government Agencies and Local Government Officers

Local group members are appointed under section 33 of the Act. LDMG members should have the necessary expertise or experience and delegated authority to assist with a comprehensive, all hazards, all agencies approach to disaster management.

The *Disaster Management Act 2003* sets out the following functions of the group under Section 30:

30 Functions

A local group has the following functions for its area—

- (a) to ensure that disaster management and disaster operations in the area are consistent with the State group's strategic policy framework for disaster management for the State;
- (b) to develop effective disaster management, and regularly review and assess the disaster management;
- (c) to help the local government for its area to prepare a local disaster management plan;
- (d) to identify, and provide advice to the relevant district group about, support services required by the local group to facilitate disaster management and disaster operations in the area;
- (e) to ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster;
- (f) to manage disaster operations in the area under policies and procedures decided by the State group;
- (g) to provide reports and make recommendations to the relevant district group about matters relating to disaster operations;
- (h) to identify, and coordinate the use of, resources that may be used for disaster operations in the area;
- (i) to establish and review communications systems in the group, and with the relevant district group and other local groups in the disaster district of the relevant district group, for use when a disaster happens;
- (j) to ensure information about a disaster in the area is promptly given to the relevant district group;
- (k) to perform other functions given to the group under this Act;
- (l) to perform a function incidental to a function mentioned in paragraphs (a) to (k).

The responsibilities of the Chair are as below:

- To chair LDMG meetings and to provide the primary link between the LDMG and Council
- To manage and coordinate the business of the group, to ensure, as far as practicable, that the group performs, its functions, to report regularly to the relevant district group, and the chief executive of the department, about the performance by the LDMG of its functions.

The Chair of an LDMG performs their role per the above legislation and per their responsibilities outlined in the Disaster Management Plan. The LDMG is very much a team environment and members of the LDMG operate within approved delegations of their relevant agency.

The LDMG Chair is unable to direct Council staff or members of an LDMG to perform tasks or direct LDMG Operations. The District Disaster Coordinator (DDC) is the only person who can direct an LDMG on how to perform its functions. In regards to “additional or special powers” during a disaster, generally no additional legislative powers are provided to any member of an LDMG during an activation, only the DDC or a declared officer.

Emergency Alerts

Emergency alerts (EA) are used in exceptional circumstances during a disaster usually to warn the community of likely emergency or disaster situation. The guidelines applied to the use of an EA is governed by the Queensland Emergency Alert Manual with the following advice from *Section 2.1 Legislative Obligation and Processes*:

The use of an EA can only be applied to a disaster or an emergency situation and must be likely to occur. For a disaster, the use of EA can only be applied during the preparedness, response and recovery phases. For an emergency situation the use of EA can only be applied during emergency situations as defined by the *Public Safety Preservation Act 1986*. If the emergency situation is ongoing, the definition of a disaster could then be applicable as defined under the *Disaster Management Act 2003 (Qld)*.

The use of an EA is permitted under the *Telecommunications Act 1997 (Cth) Section 295V* for the following reasons:

- for a purpose connected with persons being alerted to the emergency or likely emergency concerned; or
- reasonable testing of whether, in the event of an emergency occurring, persons would be able to be alerted to that emergency; or for a purpose connected with persons being alerted to an emergency or a likely emergency.

In general, a Local Disaster Coordinator will request and Emergency Alert with the support of the Emergency Management Coordinator (QFES) to the State Disaster Coordination Centre with the permission of the District Disaster Coordinator (QPS). *Section 2.4 of the Manual* highlights the following as an overview of positions and process:

2.4.1 Incident Controller

In the context of EA, the Incident Controller (IC) is the person who can request an EA. They have responsibility for ensuring an EA Campaign(s) is sent to a particular geographic area when required³. In some instances, the IC may also be the Authorising Officer (AO). All ICs, or prospective ICs, need to ensure they understand the use of EA and the EA system capabilities prior to requesting an EA. In an event (or a likely event) the IC may be one of the following, but not limited to:

- a QFES Officer in a fire or hazardous material incident;
- a Police Forward Commander or Terrorist Emergency Commander;
- a Local Disaster Coordinator or District Disaster Coordinator; and
- or any other functional lead agency, etc.

In a timely manner the IC is responsible for:

- assessing the use of an EA as an appropriate community messaging option;
- clearly defining the polygon where the EA will be delivered, type of EA message, message severity and the parameters of the EA Campaign (refer to Section 3); and
- managing consequences for example, surge of calls, other local authorities or affected agencies are aware, evacuation routes are clear.

If time permits, the IC must provide a completed EA Request Form to the EA User. Where circumstances are impractical and for expediency, the IC can phone through the EA request to the EA User and submit the EA Request Form in due course.

2.4.2 Emergency Management Person

An Emergency Management Person (EMP) is prescribed in the *Telecommunications (Data for Emergency Warning Systems) Instrument 2020* (Cth). Within the Queensland jurisdiction, the EMP is also known as the AO and are determined by the Commissioner, QFES and Commissioner, QPS from within their relative agency. A review of AOs can be triggered by a change in government or agency roles. In Queensland, the AO has overall responsibility of all aspects of the EA Campaign.

Under Section 276 and 277 of the *Telecommunications Act 1997* (Cth), it is prohibited to disclose or use information obtained by telecommunication carriers and extends to the disclosure and use of information contained in the IPND. However, under this legislation, IPND information may be disclosed to an EMP for the purposes connected with alerting the public to an emergency through an emergency warning. An EMP is specified in a legislative instrument issued by the Commonwealth Attorney-General.

An EMP may use or disclose information for an emergency warning:

- if the EMP believes that an emergency is likely to occur;
- for testing of the emergency warning system; and
- to persons "for the purpose of the information being later used, or disclosed for a purpose connected with persons being alerted to an emergency or a likely emergency".

An EMP must notify the Commonwealth of the full details associated with any breach on the use or disclosure of information gained from the LBNS database. An EMP commits an offence if information is used or disclosed and is not permitted under legislation with a penalty of imprisonment for two years.

The AO is responsible for:

- ensuring the management of consequence arrangements are in place (refer to Section 4.4);
- ensuring the checklist outlined in Appendix 7 have been completed and consequence management considerations have been complied with;
- authorising the release of the EA Campaign;
- ensuring all records, details and timings of the authorisation request and approval;
- when necessary, liaising with the IC to ensure all appropriate stakeholders are aware of the EA Campaign; and
- maintaining good situational awareness of the event, the appropriateness and timeliness of the EA Campaign, the consequences on the community and the political impact of the EA message.

The scope of approved AOs changes depending on the warning priority level.

A list of persons within Queensland who have authority to authorise the release of an EA campaign are contained within the [Telecommunications \(Data for Emergency Warning Systems\) Instrument 2020](#) (Cth).


An extract of the Queensland positions are as follows. Definitions are provided in Appendix 8.

- Assistant Commissioner QFES
- Chief Superintendent QFES
- Chairperson, State Disaster Coordination Group
- Commander, State Disaster Coordination Centre
- Commissioner, Queensland Fire and Emergency Services
- Commissioner, Queensland Police Service
- Deputy Commissioner QFES
- Deputy Commander, State Disaster Coordination Centre
- Regional Director, State Emergency Service (Far Northern Region)
- Director, State Coordination Command, QFES
- Director, State Emergency Service
- Emergency Commander
- Executive Manager, Emergency Management (Far Northern Region), QFES
- Executive Manager, State Coordination Command, QFES
- Executive Officer, State Group
- Regional Manager, State Emergency Service
- State Disaster Coordinator
- Superintendent QFES
- Terrorist Emergency Commander

An example of an Emergency Alert is shown in attachment one (1).

ATTACHMENTS

1. **Example of Emergency Alert**  

	EMERGENCY ALERT REQUEST	
	Location: South Burnett Regional Council	Date: 3 / 3 / 2022
Incident Controller / Requesting Officer: Aaron Meehan		Time: : 00 hrs
Agency/Position: Local Disaster Coordinator		Telephone: 0419 579 561
		Email: Aaron.meehan@sbrc.qld.gov.au

Event Type	<input type="checkbox"/> Cyclone	<input type="checkbox"/> Storm Surge	<input checked="" type="checkbox"/> Flash Flood	<input type="checkbox"/> Flood
	<input type="checkbox"/> Bushfire	<input type="checkbox"/> Fire Incident	<input type="checkbox"/> Smoke or Toxic Plume	<input type="checkbox"/> Chemical Spill
	<input type="checkbox"/> Tsunami (NOTE Tsunami EA campaigns will be sent as Location Based Text Message ONLY)			
	<input type="checkbox"/> Other (please specify):			
Message Severity	<input type="checkbox"/> Emergency Warning (NOTE activates the SEWS)		<input checked="" type="checkbox"/> Watch & Act	<input type="checkbox"/> Advice
Campaign Mode	<input checked="" type="checkbox"/> Voice	<input checked="" type="checkbox"/> SMS – Location Based	<input checked="" type="checkbox"/> SMS – Service Address Based	
LDMG Advised:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	DDMG Advised:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Threat Direction Required? (NOTE: Can only be used for Emergency Warnings.)	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Threat location indicated on map?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
--	---	-----------------------------------	---

STEP 1. EA Polygon Area: <input type="checkbox"/> Map attached	STEP 2. Filename:
STEP 3. Spatial format: (Indicate the format used) <input type="checkbox"/> KML *.kml (preferred format as per Spatial guidelines) <input type="checkbox"/> KMZ *.kmz <input type="checkbox"/> GML *.gml, <input type="checkbox"/> GeoJSON *.json	STEP 4. Messaging/spatial data, supplied via: <input type="checkbox"/> DMportal Specify filenames <input type="checkbox"/> Verbal <input type="checkbox"/> Email (send emails to SDCC@qfes.qld.gov.au) <input type="checkbox"/> Other


Type (please use capitals for clarity) or handwrite Voice message (maximum 4000 characters Ideally message should be less than 450 characters).

Emergency Alert - This is a severe storm warning from the South Burnett Local Disaster Management Group. Very dangerous thunderstorms within the South Burnett region and could include heavy rainfall, flash flooding, hail and destructive winds. You should warn neighbours, secure your belongings. For more information listen to your local radio or go to dashboard.southburnett.qld.gov.au. For flood and storm assistance, contact the SES on 132 500. If life threatening situation call triple 000.

Type or handwrite SMS below (maximum of 612 characters including spaces)

Emergency Alert - This is a severe storm warning from the South Burnett Local Disaster Management Group. Very dangerous thunderstorms within the South Burnett region and could include heavy rainfall, flash flooding, hail and destructive winds. You should warn neighbours, secure your belongings. For more information listen to your local radio or go to dashboard.southburnett.qld.gov.au. For flood and storm assistance, contact the SES on 132 500. If life threatening situation call triple 000.

SEND TO sdcc@qfes.qld.gov.au and call **07 36352387** TO CONFIRM

FOR USE BY SDCC		
Requesting Officer: Date: 3 / 3 / 2022		Signature
EA User Name: Date: / /		Signature
Authorising Officer Name: Date: / /		Signature
		<input type="checkbox"/> Manual Transmission <input type="checkbox"/> EMS Transmission EA Campaign No. _____ EMS Report ID: _____
EA Manual and the Emergency Alert Request Form Template are available at: www.disaster.qld.gov.au		

8 QUESTIONS ON NOTICE

8.1 QUESTIONS ON NOTICE

File Number: 06-07-2022

Author: Executive Assistant Infrastructure

Authoriser: Chief Executive Officer

The following questions on notice were received at the May General meeting of Council, June Infrastructure Standing Committee meeting and June's budget meeting.

Questions

1. What does Council need to make the Wondai CBD concept planning project happen and when would we need to fund it?
2. Is there something that can be done to prevent any drains, pipes and culverts that may get blocked when grading works are happening?
3. What is the QRA process for betterment projects?
4. How many megs are required for Kingaroy water storage to reach the industry standard of three (3) day supply of water?
5. What are the delegation authorities of the chair of the LDMG and does their authority exceed the Mayor's?
6. What are the options for Kumbia D-Coupling Area?
7. What works and costings would be needed for Alford Street behind the silos?

Responses

1. Responses are contained in the attachments of the report.

RECOMMENDATION

That the responses to the questions raised be received and noted.

ATTACHMENTS

1. July QON Responses [↓](#) 

Infrastructure's Questions on Notice

(Q1) Question on Notice from Cr Schumacher:

What does Council need to make the Wondai CBD Concept Planning project happen and when would we need to fund it?

Wondai CBD Project is currently proposed for the current Works 4 Qld with a budget for construction, Council can commence planning and design work immediately for the project if Council allocates as part of its 22/23 budget.

(Q2) Question on Notice from Cr Erkens:

Is there something that can be done to prevent any drains, pipes and culverts that may get blocked when grading works are happening?

This has been discussed within the Infrastructure team, with improvements focussing on greater care and awareness around drainage structures whilst works are being undertaken in those areas.

(Q3) Question on Notice from Cr Schumacher:

What is the QRA process for betterment projects?

This will be responded to in the Queensland Reconstruction Authorities (QRA) Process Betterment Project report on the July agenda.

(Q4) Question on Notice from Mayor Otto:

How many megs are required for Kingaroy water storage to reach the industry standard of three (3) day supply of water?

The Kingaroy water supply network was assessed during the MIPP program. The network models determined there was reservoir storage capacity issues in the source water located at Mt Wooroolin. Current storage is 1.892 meg but with existing requirements this should be 4.328 meg with an ultimated storage capacity requirement being 6.892 meg.

It should be noted that 6.892 meg resolves the source water network capacity issues with current approved development and current system demands. Should major industry develop or swickers doubled its production an addition 4.558 meg would be required, this would bring the total storage at Mt Wooroolin to 11.45 meg.

The network model also assessed the in town reservoirs for Kingaroy and found these have excess capacity when compared to the ultimate capacity requiremts except for Kingaroy Heights No 3 Reservoir which would be increased a further 0.193 meg

Description Location	Existing Storage Capacity Megalitres	Existing required Storage Capacity	Ultimate required Storage Capacity	Storage increases required Megalitres	Comments
Mt Wooroolin Res ultimate if Swickers hit maximum No	0	0	4.558	4.558	Extra required Only for when Swickers go to maximum production
Mt Wooroolin Res	1.892	4.328	6.892	5	Extra required 7 Meg statisfies current and predicted network deficiencies excluding swickers at full production
Orana	2.14	0.812	1.658	-0.482	Current capacity in excees of ultimate capacity requirement
Fisher	1.06	0.406	0.817	-0.243	Current capacity in excees of ultimate capacity requirement
Reservoir Street 1	0.66	293.5	0.3925	-0.2675	Current capacity in excees of ultimate capacity requirement
Reservoir Street 2	0.66	293.5	0.3925	-0.2675	Current capacity in excees of ultimate capacity requirement
Premier Drive	1.2	0.172	0.249	-0.951	Current capacity in excees of ultimate capacity requirement
Taabinga Heights	0.34	0.054	0.092	-0.248	Current capacity in excees of ultimate capacity requirement
Golf Course	0.05	0.009	0.009	-0.041	Current capacity in excees of ultimate capacity requirement
Kingaroy Heights 1	0.2	0.2	0.2	0	
Kingaroy Heights 2	0.2	0.2	0.2	0	
Kingaroy Heights 3	0.018	0.018	0.211	0.193	Extra required 0.193 Meg statisfies current and predicted network deficiencies
	8.42		11.113	9.751	
Some reservoirs have capacity in excess of future requirements. The Wooroolin reservoir site needs 5 Meg increase now / near future with a further 4.5 Meg subject to Swickers operational requirements in future					

(Q5) Question on Notice from the Mayor:

What are the delegated authorities of the chair of the LDMG and does their authority exceed the Mayor's?

This will be responded to in the Emergency Afterhours Service and LDMG Overview report on the July agenda.

(Q6) Question on Notice from Councillor Henschen:

What are the options for Kumbia D-Coupling Area?

This will be responded to at the August Infrastructure Standing Committee meeting when Infrastructure Planning Manager is back.

(Q7) Question on Notice from Councillor Potter:

What works and costings would be needed for Alford Street behind the Silos?

Budget estimate for pavement rehabilitation and strengthening, including subsurface drainage improvements, cement treated pavement replacement and asphalt is \$1.8m.

9 CONFIDENTIAL SECTION

10 CLOSURE OF MEETING