



## WORKS AND TRAFFIC COMMITTEE



# **A G E N D A**

**13 June 2017**

**Commencing immediately after the Commercial Services Committee Meeting**

**Held at the Council Chambers - Civic Centre,  
101 Goonoon Street, Gladstone**

**Please note:** These minutes are to be read in conjunction with the preceding General Meeting Minutes.

## Terms of Reference

Committee is primarily responsible for overseeing policy and performance in the following areas of Council operation:-

- Road Construction and Maintenance
- Drainage Operations
- Public Car Parks
- Street Sweeping
- Footpath Management
- Design Services
- Traffic Management (via Traffic Environment Advisory Committee).

Committee members are all Councillors.

By virtue of section 12(3)(g) of the *Local Government Act 2009*, the Mayor is a (ex-officio) member of the committee.

Cr Masters is the Chair of the committee.

A quorum be a simply majority of members.

The Committee meet in the first instance of the second Tuesday of each month commencing immediately after the Commercial Services Committee Meeting in the Council Chambers and the committee be authorised to determine its future meeting times and frequency.

Committee Administrator is the Director Engineering Services.

## Appointment of Committees

Section 264 of the *Local Government Regulation 2012* as follows:-

(1)A local government may -

- (a) appoint, from its councillors, standing committees or special committees;
- and
- (b) appoint advisory committees.

(2)Two or more local governments may appoint, from their councillors, a joint standing committee.

## Closed Meetings

Section 275 of the *Local Government Regulation 2012* as follows:-

(1)A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss -

- (a) the appointment, dismissal or discipline of employees; or
- (b) industrial matters affecting employees; or
- (c) the local government's budget; or
- (d) rating concessions; or
- (e) contracts proposed to be made by it; or
- (f) starting or defending legal proceedings involving the local government; or
- (g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

## **Committee Members**

**Cr Masters - Chair**

**Mayor Burnett**

**Cr Bush**

**Cr Churchill**

**Cr Goodluck**

**Cr Hansen**

**Cr O'Grady**

**Cr Sobhanian**

**Cr Trevor**

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## **WTC/1. OPENING AND APOLOGIES**

## **WTC/2. DISCLOSURE OF INTEREST**

Nil.

## **WTC/3. CONFIRMATION OF MINUTES**

### **WTC/3.1. CONFIRMATION OF MINUTES FOR 9 MAY 2017**

**Responsible Officer: Director Engineering Services**

**Committee Meeting Date: 13 June 2017**

**File Ref: CM7.2**

**Purpose:**

Confirmation of the minutes of the Works and Traffic Committee held on 9 May 2017.

**Officer's Recommendation:**

That the minutes of the Works and Traffic Committee of Council held on 9 May 2017 be confirmed.

**Attachments:**

1. Minutes of the Works and Traffic Committee of Council held on 9 May 2017.

**Tabled Items:**

1. Nil.

**Report Prepared by:** Senior Administration Officer

## **WTC/4. DEPUTATIONS**

Deputations are as follows:

Nil.

## WTC/5. OFFICERS' REPORTS

### WTC/5.1. ROAD SERVICES CAPITAL REPORT - MAY 2017

**Responsible Officer: Director Engineering Services**

**Committee Meeting Date: 13 June 2017**

**File Ref: RD1.8**

#### **Purpose:**

The purpose of this report is to update Councillors on the status of the 2016-2017 Road Services Capital and Operational budgets and works program, in particular covering the noteworthy issues from the previous month and the plans for the coming month. The report provides a basis to discuss the performance of the Department (including staff, consultants, contractors and customer feedback).

This is an information only report, and is not provided for the purpose of Council exercising its powers as a Local Government.

#### **Officer's Recommendation:**

That the Road Services Monthly Briefing Report – May 2017 be received for information.

#### **Background:**

This is a regular monthly information report. The material in each report builds on previous reports and thus each month is only intended to present new information. Should a detailed analysis of an issue or project be required this will be the subject of a specific report, and more than likely a specific resolution of the Council.

Capital Business Units are examined at the end of each month and reported at the first Committee Meeting in the following month.

Operational Business Units are examined at the end of each financial year quarter, i.e.

<b>First Quarter</b>	Jul, Aug, Sep	Reported at the first Works & Traffic Committee Meeting in October
<b>Second Quarter</b>	Oct, Nov, Dec	Reported at the first Works & Traffic Committee Meeting in January
<b>Third Quarter</b>	Jan, Feb, March	Reported at the first Works & Traffic Committee Meeting in April
<b>Fourth Quarter</b>	<b>Apr, May, Jun</b>	<b>Reported at the first Works &amp; Traffic Committee Meeting in July</b>

At the time of preparing this report the financial year was 91.78% completed. The following financial data has been extracted from Council's official financial database (Technology One):

<b>Directors' Financial Overview - Roads Operational</b>		<b>% Of Year passed -</b>		<b>91.78%</b>		
<i>As at end of period 11</i>						
<i>Bus Unit</i>	<i>Description</i>	<i>Year to Date Expenditure</i>	<i>Adopted Expenditure Budget</i>	<i>% of Adopted Budgeted Expenditure</i>	<i>Revised Expenditure Budget</i>	<i>% of Revised Budgeted Expenditure</i>
155	Bridges, Jetty's & Boatramps	146,545	365,441	40.1%	302,216	48.5%
160	Footpath Management	301,940	357,865	84.4%	402,000	75.1%
1	Rural & Urban Road Maintenance (excl Flood)	7,582,303	10,267,370	73.8%	9,110,006	83.2%
182	LG Public Car Parks	21,108	83,000	25.4%	42,000	50.3%
185	Street Lighting	1,278,191	1,500,000	85.2%	1,355,000	94.3%
195	Traffic Lights Maintenance	161,868	127,000	127.5%	187,336	86.4%
200	Stormwater	2,010,141	2,280,379	88.1%	2,382,827	84.4%
395	Street Sweeping	471,309	665,000	70.9%	612,769	76.9%
	Sub Total	\$ 11,973,405	\$ 15,646,055	76.5%	\$ 14,394,154	83.2%
	<b>2 - Flood Repairs (Emergent)</b>	712,835	0			
	<b>Grand Total</b>	<b>\$ 12,686,240</b>	<b>\$ 15,646,055</b>		<b>\$ 14,394,154</b>	

<b>Directors' Financial Overview - Roads Capital</b>		<b>% Of Year passed -</b>		<b>91.78%</b>		
<i>As at end of period 11</i>						
<i>Bus Unit</i>	<i>Description</i>	<i>Year to Date Expenditure</i>	<i>Adopted Expenditure Budget</i>	<i>% of Adopted Budgeted Expenditure</i>	<i>Revised Expenditure Budget</i>	<i>% of Revised Budgeted Expenditure</i>
155	Bridges, Jetty's & Boatramps	1,548,447	2,555,000	60.6%	1,676,933	92.3%
160	Footpath Management	1,356,373	1,611,380	84.2%	1,932,745	70.2%
33	Roads Program - Capital (excl Flood)	14,885,017	17,192,600	86.6%	16,584,682	89.8%
44	<b>Flood Repairs</b>	<b>5,293,211</b>	<b>11,039,382</b>	<b>47.9%</b>	<b>6,289,290</b>	<b>84.2%</b>
182	LG Public Car Parks	0	0	0.0%	25,000	0.0%
185	Street Lighting	278	35,000	0.8%	30,000	0.9%
195	Traffic Lights Maintenance	66,499	100,000	66.5%	66,615	99.8%
200	Stormwater	778,811	2,108,000	36.9%	1,506,358	51.7%
	Sub Total	\$ 23,928,636	\$ 34,641,362	69.1%	\$ 28,111,623	85.1%

<b>Directors' Financial Overview - Roads Recoverable</b>		<b>% Of Year passed -</b>		<b>91.78%</b>		
<i>As at end of period 11</i>						
<i>Bus Unit</i>	<i>Description</i>	<i>Year to Date Expenditure</i>	<i>Adopted Expenditure Budget</i>	<i>% of Adopted Budgeted Expenditure</i>	<i>Revised Expenditure Budget</i>	<i>% of Revised Budgeted Expenditure</i>
175	Recoverable Works - Roads	2,688,831	1,400,000	192.1%	3,815,804	70.5%
Operational Expenditure						

### Consideration:

### Operational Business Unit Summary

Operational Business Units are tracking close to or within pro rata.

<b>Business Unit</b>	<b>Comment</b>
<b>Bridges, Jetty's &amp; Boat Ramps</b>	Expenditure is tracking below pro-rata at <b>48.5%</b> and is forecast to remain within allocation.
<b>Footpath Management</b>	Expenditure is tracking below pro-rata at <b>75.1%</b> and is forecast to remain within allocation.
<b>Rural &amp; Urban Roads Maintenance (excluding flood damage)</b>	Expenditure is tracking below pro-rata at <b>83.2%</b> and is forecast to remain within allocation.



<b>LG Public Car Parks</b>	Expenditure is tracking below pro-rata at <b>50.3%</b> and is forecast to remain within allocation.
<b>Street Lighting</b>	Expenditure is tracking above pro-rata at <b>94.3%</b> and is forecast to remain within allocation.
<b>Traffic Lights Maintenance</b>	Expenditure is tracking below pro-rata at <b>86.4%</b> and is forecast to remain within allocation.
<b>Stormwater</b>	Expenditure is tracking below to pro-rata at <b>84.4%</b> and is forecast to remain within allocation.
<b>Street Sweeping</b>	Expenditure is tracking below pro-rata at <b>76.9%</b> and is forecast to remain within allocation.

### **Capital Business Units**

For Councillors' convenience a copy of the adopted Capital Projects are provided in "Attachment 1". The current financial timing status of the Capital Projects is provided in "Attachment 2".

Technology One provides information on invoices received from contractors and suppliers as well as committed costs (i.e. value of contracts or purchase orders issued to contractors and suppliers which have not yet been invoiced to Council). The above Financial Overview table provides details on amounts invoiced to Council. Attachment 2 provides details on actual expenditure plus committed costs.

Based on invoices received to date, 85.4% of the allocated budget (excluding flood damage) has been spent. Based on invoiced amounts and including committed costs 102% of the allocated budget (excluding flood damage) has been either spent or committed. This places Road Services actual capital position ahead of pro rata.

### **Capital Business Unit Summary**

At the time of producing this report the Roads Capital Budget had completed 85 projects out of 118 (excluding flood damage). This sees 33 projects currently under construction. It is worth noting though, that as a result of Cyclone Debbie and a number of other factors previously reported to Council, fourteen (14) projects have been partially deferred for completion in the 2017-2018 financial year. This will see 104 projects completed by the end of financial year, noting the remaining fourteen (14) projects have all commenced.

**Bridges Jetty's and Boat Ramps** – The final bridge tender (Four Mile and Fire Creek) has been awarded. This is a design and construct project with design to take approximately 10 weeks, and construction to take up to 16 weeks. Design is underway, with construction to commence early in the 2017-2018 financial year with a partial carryover of funding.

**Footpaths** – Three (3) projects are currently under construction, and on completion in June will see all nominated projects completed within the financial year. There are no forecast concerns in delivering this program at this time.

**Roads Capital** – Incomplete projects have now recommenced following delays to the program as a result of crews being deployed to Emergent Works associated with Cyclone Debbie. Apart from the projects reported to Council and nominated as partially deferred, the remaining projects remain forecast for completion in the current financial year.

**Street Lighting** – One (1) capital project resides within this Business Unit, that being the installation of a street light at the pedestrian crossing on Captain Cook Drive, adjacent to the Service Station in Agnes Water. The foundations for the light pole were identified as conflicting with a previously non-recorded stormwater asset, which has resulted in the need to marginally relocate the pedestrian crossing position. From a design compliance perspective, this has now been resolved enabling the project to proceed. The project is now programmed for Ergon to complete the light pole relocation, this however has seen a partial carryover of funding.

The vast majority of the street lighting budget allocation is for electricity supply invoicing for the region's street lights.

**Traffic Lights** – Capital program completed.

**Stormwater** – Incomplete projects have now recommenced following delays to the program as a result of crews being deployed to Emergent Works associated with Cyclone Debbie. Apart from the projects reported to Council and nominated as partially deferred, the remaining projects are forecast for completion in the current financial year.

**LG Public Car Parks** – Nil capital projects are associated with this Business Unit.

Status	Description
<b>Projects nominated as <u>Completed May</u></b>	
<b>RDC0592 – King George and Raglan Street Mt Larcom Pavement Renewal</b>	Project completed over budget by \$95,000 as previously forecast and reported to Council. Over expenditure will be reconciled by project savings from completed capital projects and will be reported accordingly.
<b>RDC0580 – East End Road Gravel Resheet</b>	Project completed under budget by approximately \$105,500. Underspend can be utilised to reconcile overspends on other Capital Projects and will be reported accordingly.
<b>RDC0454 – Matthew Flinders Bridge Gantry Platform</b>	Project completed under budget by approximately \$36,500. Underspend can be utilised to reconcile overspends on other Capital Projects and will be reported accordingly.
<b>DRC0087 – South Gladstone Stormwater Renewal</b>	Project completed under budget by approximately \$100,000. Underspend can be utilised to reconcile overspends on other

	Capital Projects and will be reported accordingly.
<b>DRC0085 – Investigation into suitable treatments for problematic open drains</b>	Project completed under budget by approximately \$2,000, with majority of investigative expenditure captured under Technical Services BU. Underspend can be utilised to reconcile overspends on other Capital Projects and will be reported accordingly.
<b>DRC0081 – Gross Pollutant Traps – Identify suitable sites to enable Council to consider funding installations</b>	Project completed under budget by approximately \$5,000, with majority of investigative expenditure captured under Technical Services Business Unit. Underspend can be utilised to reconcile overspends on other Capital Projects and will be reported accordingly.
<b>DRC0090 – Gross Pollutant - Trap installation near Yacht Club as per GPC MoU</b>	Project completed and funded by Gladstone Ports Corporation Limited.
<b>RFC0104 – Dawson Highway Renew asphalt footpath from Philip Street to Far Street</b>	Project completed over budget by \$300 as previously forecast and reported to Council. Over expenditure will be reconciled by project savings from completed capital projects and will be reported accordingly.
<b>RFC0105 – Glenlyon Road Construct new footpath &amp; On Road Cycleway Derby Street to Philip Street</b>	Project completed under budget by approximately \$700. Underspend can be utilised to reconcile overspends on other Capital Projects and will be reported accordingly.
<b>RDC0534 – Shaw and Butler Street Intersection Upgrade</b>	Project completed over budget by \$7,600 as previously forecast and reported to Council. Noting project has been surface sealed and asphalt will be placed as part of the 2017-2018 asphalt overlay program. Over expenditure will be reconciled by project savings from completed capital projects and will be reported accordingly.
<b>RDC0571 – Dale Drive Rules Beach Gravel Resheet</b>	Project completed under budget by approximately \$14,700. Underspend can be utilised to reconcile overspends on other Capital Projects and will be reported accordingly.
<b>RDC0608 - Pacific Drive Gravel Resheet</b>	Project completed over budget by approximately \$13,900. Over expenditure will be reconciled by project savings from completed capital projects and will be reported accordingly.
<b>RDC0599 Matchbox Road Gravel Resheet</b>	Project completed under budget by approximately \$9,000. Underspend can be utilised to reconcile overspends on other

	Capital Projects and will be reported accordingly.
<b>RDC0606 – Oceania Court Gravel Resheet</b>	Project completed under budget by approximately \$32,000. Underspend can be utilised to reconcile overspends on other Capital Projects and will be reported accordingly.
<b>RDC0555 – Reedbed Road Culvert "Bridge" - Investigate appropriate repair method</b>	Project completed over budget by approximately \$120.
<b>Projects nominated as <u>Defer May</u></b> (ie unable to substantially start this financial year)	
<b>Nil.</b>	
<b>Projects nominated as <u>Carry Over or "Partial Defer" May</u></b> (ie started but unable to finish this financial year, Carry over to 2017-2018)	
<b>Nil.</b>	
<b>Projects nominated as <u>Overspend May</u></b> (not yet complete but forecast to be overspent by 10% or more)	
<b>Nil.</b>	

### Operational Plan Update

<b>Operational Plan Measure</b>	<b>Current Status of "Target"</b>	<b>Comments</b>
<b>Local Roads of Regional Significance "LRRS" network level safety assessment Target – 30 June 2017</b>	On Track	At the Regional Roads and Transport Group (RRTG) meeting held 16 November 2016, Officers were made aware of a State initiative that will see the assessment of our Local Roads of Regional Significance completed via an AusRap "Australian Road Assessment Program" Safety Assessment Project, which will likely see the phase one project 100% funded by the State Government. The phase one project will include road condition survey and video data collection of our LRRS network. This work is proposed to be completed by 30 June 2017. Phase two of the project will likely be 50% funded by the State

		Government and include assessment and translation of this data into a priority program to target safety improvements to the nominated sites. The stage two project will not proceed until the 2017-2018 financial year. In anticipation of receiving this funding the project is currently on hold until further advice from the Regional Roads and Transport Group and will also include the partial carryover of funding into the 2017-2018 financial year to facilitate Stage 2 of the program.
<b>Investigate and adopt fit for purpose floodway renewal options considering constructability, environmental requirements and suitability for Road Hierarchy Target – 30 June 2017</b>	Completed	Officers have investigated suitable and cost effective outcomes in relation to upgrading/renewing of existing floodways. Consideration was given to Council's Road Hierarchy, environmental obligations and stream classifications. These factors significantly influenced the type of structure required to be built and the associated costs. A standard has now been developed for each road hierarchy and stream type, and is being included within the Capricorn Municipal Development Guidelines "CMDG". Future floodway upgrade/renewals will be considered in accordance with this standard.
<b>Investigate and adopt a fit for purpose Low Cost Seal strategy considering DTMR Sealing of Unsealed Roads with Low Traffic (Technical Note 118) Target – 30 June 2017</b>	Completed	A list of roads and road segments were finalised, considered and adopted by Council at its 11 April Works and Traffic Committee Meeting for "Low Trafficked Road Seal Solutions" and subsequently included in the Accelerated Gravel Road Seal program. Assessment

		of each road or segment was considered for suitability in accordance with the Department of Transport and Main Roads "Technical Note 118 Sealing of Unsealed Roads with Low Traffic". Road and road segments deemed viable for an Accelerated Gravel Road Seal program have now been included into Council's Long Term Financial Plan for future budget deliberations.
<b>Percentage per quarter of Customer Service Requests initially received by Road Services responded to within 10 business days of lodgement. Target - 100%</b>	On Track	Roads Services remain committed to Council's Customer Service Charter and continually monitor progress. Currently all customers have been responded to within the set timeframes.

**Communication and Consultation (Internal/External):**

Nil.

**Legal Environmental and Policy Implications:**

Nil.

**Financial and Resource Implications:**

"Attachment 2" summarises budget savings and over expenditures for completed projects.

At the end of May, the balance of completed capital projects is as follows and equates to an underspend of \$262,566.

Capital Projects	\$	<b>+262,566</b>
Flood Projects	\$	-
<b>Total Capital Under / (Over)</b>	<b>\$</b>	<b>+262,566</b>

**Budget Revisions**

Nil.

## **Commentary:**

### 2017 Cyclone Debbie

The NDRRA Emergent Works period has expired (Cyclone Debbie event + 60 days = 28 May 2017), with all roads now deemed safe and trafficable, additional works will now be considered under the Flood Restoration program. Council's trigger point to become eligible for Cyclone Debbie funding is to have expended \$502,000. As at 5 June 2017 Council's current expenditure through the Emergent Work period has actual costs of \$704,854 with further committed costs of \$230,967. All reasonable costs now incurred by Council will be reimbursed, (subject to QRA approval and their funding criteria), and will require well documented and justified evidence that expenditure was related to the event.

Officers believe at this point the total repair cost could exceed \$15 million, this is down from the initial forecast of \$25 million however this will become more clear as all damage is collated and scoped in the coming weeks. Cyclone Oswald's restoration value was approximately \$74 million. Cyclone Marcia's event totalled approximately \$9.5 million.

Road Services have appointed Cardno to finalise and collate damage data in preparation for submission to QRA, this work will be completed early July. Cardno will also assist with the preparation and submission of the Emergent Works Form 4 required for this reimbursement. The QRA have requested progressive Emergent 4 submissions so that they can reimburse Council in a quicker manner (ie we don't have to wait until all costs have come in). QRA will then make an assessment as to how they start applying the \$502,000 deductible amount. It is noted that this deductible is "once per event" regardless of the stage being Emergent, REPA or Betterment.

Road Services are preparing tender documents in order to seek external Procurement/ Construction/Management (PCM) assistance from suitably experienced consultants, for the REPA and Betterment part of the recovery effort. This is essential so that Council gathers data and coordinates repair efforts in a manner that will facilitate maximum funding reimbursement from QRA. This approach has worked successfully for past cyclone events, and is required from an overall resourcing perspective. The PCM costs are reimbursable.

Given the Federal and State Governments commitment to reimbursing Councils for restoration works, officers will now assess how best to deliver the Restoration Program. The scale of the restoration is too large for Council to undertake all works, considering our resource pool and our ongoing commitment to operational and capital works. Officers believe opportunities exist to combine the restoration effort by a mix of Council day labour and contractors and the coordination of this restoration program be managed by Council staff.

Council is reminded that, in excess of Council's trigger point contributions, NDRRA funding is provided by both the Commonwealth (75 percent) and Queensland (25 percent) Governments. It is requested that Council refers to and acknowledges both funding sources in published references to its NDRRA funded programs.

### 2015 Flood Restoration Status

Cardno were appointed as Council's Procurement and Construction Manager for the Cyclone Marcia event (2015 Betterment). Golding Contractors were awarded the restoration contract, and these works have now been completed.

The Betterment contract \$3.3M was awarded to Miriam Vale Plant Hire and is also now complete.

#### Tender Progress

Current status of tenders to be released for the remaining 2016/17 financial year include:-

<b>Tender</b>	<b>Status</b>
<b>Procurement and Construction Management "Harvey Road" (Superintendent and Supers Rep as required)</b>	Tender # 175-17 Awarded to Cardno.
<b>Procurement and Construction Management "Cyclone Debbie"</b>	Tender currently being collated with the view to release in June 2017. This will see the appointment of an experienced Engineering Consultant to manage the Restoration component of the Cyclone Debbie recovery. (REPA) along with preparation of Betterment submissions.
<b>Harvey Road, Clinton – Upgrade "Stage 1"</b> NB: The work done Dec16 / Jan 17 is described as "Early Works"	Stage 1 designs and specifications have been finalised in May. Project documentation for Tender release is currently being collated with the intention to release the Stage 1 Tender in June 2017.

#### Gravel Road Grading Practices Fact Sheet

Officers developed a Gravel Road Grading Practices Fact Sheet with the view to ensure consistency across all maintenance grade operations. At the time of development, the Fact Sheet was to be reviewed after twelve (12) months. This review has now taken place, with amendments identified within the document as tracked changes "Attachment 3". Essentially minor amendments were considered necessary and if the Fact Sheet is supported by Council it will be reviewed Bi-annually.

#### **Summary:**

Capital Works programmed to commence or continue in the month of June include:-

<b>RDC0490</b>	Harvey Road Reconstruction
<b>RDC0579</b>	Deep Creek Road gravel resheet
<b>RDC0605</b>	Norton Road gravel resheet
<b>RDC0505</b>	O'Connell Street pavement and kerb renewal
<b>RDC0548</b>	Round Hill Scenic Lookout Upgrade
<b>RDC0583</b>	Freshwater Court gravel resheet
<b>RDC0569</b>	Claytons Road gravel resheet
<b>RDC0598</b>	Mackellor Road gravel resheet
<b>RDC0588</b>	Gorge Road gravel resheet
<b>Various</b>	Cyclone Debbie Flood Event (Emergent Works)
<b>DRC0089</b>	Urban Drainage (Renew / Repair / Replace)
<b>DRC0076</b>	Wood Street - Flood Mitigation flood gate installation to Young Street



	culverts
<b>DRC0082</b>	Gully Pit Renewal / Replacement Program
<b>DRC0069</b>	Marten Street - Establish drainage easement and concept designs
<b>RDC0500</b>	Lucke Road/Aplin Road - Establish road reserves
<b>DRC0080</b>	Cross Road Drainage (install new) Various Locations
<b>RDC0370</b>	Red Rover Road Bridge Remedial Works
<b>RDC0551</b>	Gentle Annie Road (Four Mile Creek Bridge) Remedial Works
<b>RDC0485</b>	Flinders Street - Bus Stop
<b>RDC0311</b>	Butler Street - Establish drainage easement (#54)
<b>RDC0554</b>	Raglan Station Road (Fire Creek Bridge) Remedial Works
<b>DRC0064</b>	Beach Houses Estate Modify Intake Structure
<b>RDC0558</b>	Asphalt Overlays Program
<b>RFC0098</b>	Discovery Coast Christen College Footpath Round Hill Road
<b>RDC0547</b>	Auckland Point Scenic Lookout Upgrade
<b>DRC0078</b>	Arthurs Park Drainage Easement and Associated Infrastructure
<b>RFC0075</b>	Springs Road Footpath
<b>RDC0617</b>	Various TEAC Resolutions
<b>RFC0101</b>	Boowan Court to Red Rover Road Footpath renewal "asphalt"

**Attachments:**

1. Road Services 2016-2017 Budget allocation paper
2. Roads Capital Works Financial Review May 2017
3. Gravel Road Grading Practices Fact Sheet

**Tabled Items:**

Nil.

**Report Prepared by:** Manager Road Services

## WTC/5.2. FLOOD RESTORATION PREQUALIFIED CONTRACTOR

**Responsible Officer: Director Engineering Services**

**Committee Meeting Date: 13 June 2017**

**File Ref: PE7.2; RD1.8**

### **Purpose:**

The purpose of this report is to seek Council endorsement to utilise Council's register of pre-qualified suppliers for Cyclone Debbie flood restoration purposes, and therefore not seek contractor appointments through open tender.

### **Officer's Recommendation:**

That with regards to restoration of road infrastructure following cyclone Debbie, Council;

1. Note that Council's day labour workforce will undertake some of the road restoration activities; and
2. Resolves that in accordance with Section 235 (b) of the Queensland Local Government Regulation 2012, it is satisfied that due to the urgency of the work, and the timing of the approval arrangements, it is impractical to invite tenders for each batch of approved work and thus where it is necessary to engage contractors to undertake restoration works Council's existing register of pre-qualified suppliers be used.

### **Background:**

Cyclone Debbie caused major flooding and associated damage as it passed through the Gladstone region in March 2017. As a result, a Natural Disaster was declared by the State Government, encompassing the Gladstone region resulting in eligibility for Natural Disaster Relief and Recovery Arrangements (NDRRA) funding, through the Queensland Reconstruction Authority (QRA).

Road Services officers were out in force immediately following the cessation of the heavy rain and strong winds brought on by ex-Tropical Cyclone Debbie, assessing road conditions and investigating reported damage to road infrastructure. Emergent Works commenced as soon as the system passed and enabled an immediate response to ensure affected essential assets were repaired or made safe and trafficable as soon as practical. The initial emergent response was undertaken by Council's day labour work force in association with Council's nominated Register of Pre-qualified suppliers (Attachment 1) under the direction of Council officers. Within approximately five (5) days of the event, all roads within the Gladstone region were reopened and/or made safe for the public. The Emergent Works period expired on the 28 May in accordance with QRA guidelines.

Utilising the *Recovery* app purchased by Council prior of ex Tropical Cyclone Debbie's arrival, Road Services officers collected information; including multiple images of each damaged site, for storage in a central and secure web-based repository. It is essential that this data is captured prior to disturbance of any site, to provide evidence to QRA to ensure maximisation of funding opportunities, and thus to provide for restoration of the asset to a pre-damaged state with funding assistance through QRA's Counter Disaster Operations and Restoration of Essential Public Assets programs. Each image recorded with *Recovery* is

automatically stamped with the date and time, GPS coordinates and primary location, thereby removing the labour intensive task of matching photos with locations. The quick and efficient recording of damaged sites means Road Services crews and contractors were able to expeditiously commence Emergent Works on all sites requiring urgent attention.

Consultants Cardno have been engaged to assess the region's entire road network to ensure all damage is recorded and details collected for submissions for QRA funding, this includes assessment of data collected by Council officers. The assessment is expected to be completed by mid-June.

Officers are close to releasing a tender seeking a Procurement and Construction Manager (PCM) to manage the Restoration program and to ensure that all QRA guidelines and requirements are met. It is hoped this contractor will be appointed in early July to ensure damage data is collated and prepared for submission to QRA, seeking all possible eligible restoration funding. This will then enable restoration activities to commence with a degree of certainty around the scope of restoration required, and the extent of the associated funding being sought. At the time of preparing this report, the Cyclone Debbie restoration program was forecast to reach \$15 million.

The State Government have advised that Councils day labour workforce expenditure for restoration activities is now eligible for reimbursement (Attachment 1). This is a change from previous events; of the last 7 years, whereby Council's day labour was considered ineligible. This ineligibility lead to previous flood restoration events being delivered only by Council appointed external contractors.

With the State Government reimbursing Councils day labour expenditure, Officers believe the Cyclone Debbie restoration program can be delivered differently and more efficiently than in previous years with more involvement of Councils day labour workforce. In past years, the Councils appointed PCM managed the restoration contract which involved open tendering and awarding of contracts to carry out the restoration program. This resulted in little or no involvement in restoration works by Councils day labour workforce. This also resulted in delays of many months prior to the appointment and presence of contractors on the ground to commence restoration works. This was essentially because the Flood Damage packages needed to be accurately scoped and approved by QRA prior to award of any contracts. This detailed preparation was necessary to ensure that contracts could be released with confidence, and so that these contracts would not attract large variations due to the uncertainty of not having a QRA approved scope of work.

### **Consideration:**

Officers believe the Cyclone Debbie restoration program is too large to be completed entirely with Councils day labour workforce however, a combination of external contractors and Council's day labour workforce is a viable and appropriate mix for this scale of necessary restoration works. Officers believe efficiencies can be achieved through this combination, including more direct involvement of Council supervisory staff in coordinating the restoration effort.

It is envisaged that the contractors will undertake restoration activities under the direct supervision of Council staff. To maximise efficiencies, the contractors will be directed to undertake necessary maintenance activities when working in the same area. The same applies to Council's day labour workforce, whereby when undertaking general maintenance activities the same crew will undertake identified flood restoration activities whilst in the same area. This will see a more efficient use of labour, plant and materials, and will be seen as a more practical and common sense approach in the eyes of the public.

In an effort to further streamline this process and to see the restoration program commence as soon as the damage has been collated and quantified, Officers believe utilisation of Council's Register of Pre-qualified suppliers (Attachment 2) in the Restoration program is feasible. This approach will see the restoration work shared amongst a number of local contractors/suppliers, using Council approved and specified rates.

If endorsed by Council, this approach would see the Cyclone Debbie restoration program possibly commence as early as July 2017. It is envisaged that this restoration program will take approximately 18 months to complete, with a forecast completion date at this time of December 2018. QRA guidelines have all Cyclone Debbie restoration works having to be completed by June 2019.

In general terms the scope of works being proposed for completion by a combination of Council's day labour workforce and appointed Pre-qualified suppliers will be limited to:

1. Gravel Road Maintenance Grades;
2. Gravel Road Resheeting;
3. Minor sealed surface repairs;
4. Removal of silt and debris from table drains and waterways; and
5. Removal of silt and debris from culvert inlets and outlets.

The remaining Restoration works that will likely be awarded to contractors via open tender include:

1. Bridge, Causeway and Floodway repairs;
2. Batter and scour protective treatments;
3. Major sealed surface repairs; and
4. Removal of silt and debris from within culverts.

These open tender awarded contracts will be managed by the PCM under the guidance of Road Services Senior Project Engineer.

#### **Communication and Consultation (Internal/External):**

Prior to compiling the conclusions detailed herein, a variety of communications and consultations sessions were conducted including:-

- Consultations with Area Coordinators and an understanding of the scope of works expected and the plant and labour anticipated to complete the works expeditiously and efficiently.
- Consultation with Contracts Unit.

#### **Legal Environmental and Policy Implications:**

The Local Government Act and Local Government Regulation 2012 allows for exceptions for medium-sized and large-sized contractual arrangements, specifically;

- 1) Section 232 (a) register of pre-qualified suppliers for a local government to establish a register of pre-qualified supplier of particular goods or services only if -
  - a) The preparation and evaluation of invitations every time the goods or services are needed would be costly.

**Financial and Resource Implications:**

Funding is being provided by QRA under the NDRRA Program. A condition of the funding is that there is a "trigger point" before the funding becomes available. Council is responsible for covering the value of works up to the trigger point. The trigger point for Council is \$502,000, this value was exceeded through the Emergent Works period and currently stands at \$935,821 including commitments.

Essentially the Federal and State Governments have agreed to reimburse eligible councils for use of their own plant and equipment and day labour when rebuilding damaged public assets; however there remains uncertainty as to whether this is 100% cost recoverable. Despite correspondence received from QRA stating that plant and labour costs are eligible, it remains to be seen as to the details of that advice as to which components of direct costs and overheads that can be claimed. To date we have confirmation that eligible and reimbursable on-cost on ordinary wages will be 49.54%. Upon further clarification from QRA, an update can be provided to council.

**Commentary:**

Officers have gained a reasonable understanding of the commitment required from Council staff to satisfy the PCM and ultimately QRA in delivering the restoration program. With this knowledge it has become clear that additional field staff will be needed to meet requirements. At the time of preparing this report it is foreseen that at a minimum (4) Fixed Term positions will need to be filled to assist Councils day labour teams in delivery of the restoration program.

1. 2 x Site Supervisor/Overseer positions
2. 2 x Graduate Engineer/Engineer positions

The Fixed Term period will be for the forecast (18) month reconstruction program.

**Summary:**

Nil.

**Attachments:**

1. Eligibility Authority for Reimbursement of Councils Day Labour Workforce Expenditure.
2. Council's Registers of Pre-qualified Suppliers for "Trade Services" and "Wet & Dry Plant Hire".

**Tabled Items:**

Nil.

**Report Prepared by:** Manager Road Services

### **WTC/5.3. AGNES WATER TO BAFFLE CREEK LINK ROAD (VIA DEEPWATER NATIONAL PARK)**

**Responsible Officer: Director Engineering Services**

**Committee Meeting Date: 13 June 2017**

**File Ref: PE8.1**

#### **Purpose:**

The purpose of this report is to allow Council to consider the costs of developing and maintaining the Agnes Water to Baffle Creek Link Road through Deepwater National Park.

#### **Officer's Recommendation:**

That Council:

1. Note the estimated costs to develop and maintain the proposed Agnes Water to Baffle Creek Link Road (being a 5m wide gravel road with a maximum 50km speed limit, and 5 tonne load limit) is as follows;
  - Construction cost of \$3,200,000; and
  - Annual maintenance cost of \$105,000; and
  - Gravel resheeting cost of \$600,000 every 15 years on average
2. Maintain the position it resolved at General Meeting on 2 August 2016 (G/16/2861).

#### **Background:**

It was decided at the Works and Traffic Committee Meeting on the 19 July 2016 (WTC/16/0014) which was subsequently resolved at the General Council Meeting on the 2 August 2016 (G/16/2861):-

2. *That with respect to an Agnes Water to Baffle Creek connection via Deepwater National Park:-*
  - (a) *Council note the advice from the National Parks Sport and Racing Officers in that Deepwater National Park is ranked high in terms of conservation value and that an upgrade of the existing 4WD track (Wreck Rock to Springs Road) to a 2WD gravel road would not be supported given the current objectives of the Park; and*
  - (b) *That Council meet with the relevant State Ministers and government representatives and advise them that should the objectives of the Deepwater National Park change, Council would be prepared to offer \$1 million towards the upgrade of the existing 4WD track to a 2WD gravel road on the following conditions;*
    - i. *The gravel road will be a minimum of 5 metres wide;*
    - ii. *A load limit of 5 tonnes will exist;*
    - iii. *The gravel road will be open to the public and maintained and re-sheeted by National Parks at their cost;*
    - iv. *Council will make available gravel for re-sheeting purposed from a Council pit used on the road at no cost to National Parks. Loading and deliver costs will be met by National Parks; and*
    - v. *The gravel road will provide access to Wreck Rock, Flat Rock and Middle Rock from either Agnes Water or Baffle Creek.*

- (c) *Council include \$1 million towards the upgrade of the existing 4WD track to a 2WD gravel road (on the assumption that the objectives of the National Park may change in the future) in Council's Long Term Financial Plan (Year 2026/27)*

Works and Traffic Committee Meeting Report *Agnes Water to Baffle Creek Connectivity* (Attachment 1).

Letter from Minister for Environment and Heritage Protection and Minister for National Parks and the Great Barrier Reef (Attachment 2).

An excerpt from a letter from Dr Steven Miles, the Minister for Environment and Heritage Protection and Minister for National Parks and the Great Barrier Reef (dated 16 September 2016) states

*"The items resolved by GRC's Works and Traffic Committee meeting on 19 July 2016 have been noted by my office and the Department of National Parks, Sport and Racing (NPST) however, it is highly unlikely that the objectives of the National Park will change in the foreseeable future"*

Various verbal communications between Council and Government Ministers have occurred in the meantime.

Meeting notes with QLD Parks and Wildlife Service - Department of National Parks, Sport and Racing (Attachment 3).

A meeting was held on 27 April 2017 with representatives from Department of National Parks, Sport and Racing (DNP) and the Gladstone Regional Council (GRC). A summary of the key points and action items are detailed below:

- *DNP confirmed agreement in principle of the road by the Minister*
- *Upgrade works is to follow the existing track footprint, with minimum vegetation disturbance*
- *Current width to be maintained, with passing bays at agreed locations to improve safety*
- *Low speed environment to be maintained, generally between 30 - 50kph*
- *Ownership of the road is to remain with DNP*
- *Costs associated with proposed upgrade works is to be met by GRC*
- *On-going maintenance responsibility of GRC*
- *GRC to monitor and manage enquiries and requests from the public in relation to this road*
- *GRC and DNP to enter into an agreement detailing each parties responsibility and authority*
- *DNP provided a copy of similar agreement for GRC information*
- *GRC to provide a proposal to DNP including (but not limited to):-*
  - *Road width*
  - *Location of pull up bays*
  - *Gravel pavement details (depth, quantity, source)*
  - *Typical section*
  - *Proposed speed limit*
  - *Native title report*
  - *Environmental management plan*
  - *Construction program and any proposed phasing*

A representative from the Department of Environment and Energy contacted the Road Services Manager on the 30<sup>th</sup> May 2017 in response to contact from Agnes Water residents to discuss how the *Environmental Protection and Biodiversity Conservation Act 1999* could apply to this proposal.

### Consideration:

There are differences in the responsibility of and on-going maintenance costs regarding this road between the original General Council Resolution in August 2016 and the most recent meeting held between DNP and GRC in April 2017. These have been summarized in Table 1 below.

Topic	August 2016	April 2017
<b>Ownership</b>	National Parks	National Parks
<b>Maintenance costs by</b>	National Parks	Gladstone Regional Council
<b>Gravel supplied by</b>	Gladstone Regional Council	Gladstone Regional Council
<b>Loading and delivery costs of gravel by</b>	National Parks	Gladstone Regional Council
<b>Upgrade costs</b>	\$1 million GRC commitment	Gladstone Regional Council all associated costs
<b>Year of funding available</b>	2026 / 2027	Undetermined
<b>Width</b>	Minimum 5m	Follow existing footprint and similar to August 2016
<b>Load limit</b>	5 tonne	Undetermined but similar to August 2016
<b>Speed environment</b>	Not mentioned	30-50 km/h
<b>Public enquiries / requests</b>	National Parks	Gladstone Regional Council

**Table 1 - Comparison of cost responsibility**

Manager Technical Services, Coordinator Southern and Manager Road Services inspected the proposed route in May, inspected route and associated photos (Attachment 4). Using the concept cross section design (Attachment 5) as a guide the below Table 2 Scope of Work estimate has been prepared, and provides a 1 year full project delivery option and a 5 year staged delivery option.

### Scope of Work - Construction Costs

Task Name	Estimated costs (1 year delivery option)	Estimated costs "Year 1" (5 year delivery option)	Estimated costs per year "Years 2 to 5" (5 year delivery option)
<b>Site Mobilisation</b>	\$1,200	\$1,200	\$1,200
<b>Site Demobilisation</b>	\$1,200	\$1,200	\$1,200
<b>Site Facilities</b>	\$20,000	\$5,000	\$5,000
<b>Supervision</b>	\$200,000	\$40,000	\$40,000
<b>Preparation of TMP</b>	\$1,760	\$1,760	\$1,760
<b>Job signage</b>	\$2,080	\$2,080	\$2,080
<b>Traffic Control</b>	\$69,920	\$13,984	\$13,984
<b>Canopy clearing</b>	\$386,800	\$386,800	\$0
<b>Construct</b>	\$13,960	\$13,960	\$0



<b>stockpile pad</b>			
<b>Condition gravel</b>	\$48,000	\$0	\$12,000
<b>Gravel production</b>	\$770,000	\$0	\$192,500
<b>Haul gravel to site</b>	\$348,000	\$0	\$87,000
<b>Road pavement construction</b>	\$432,000	\$0	\$108,000
<b>Construct inverts and woobos</b>	\$25,800	\$0	\$6,450
<b>Sediment control</b>	\$13,800	\$13,800	\$13,800
<b>Road edge guide posts</b>	\$14,000	\$0	\$3,500
<b>Road signs</b>	\$5,000	\$0	\$1,250
<b>Prepare and implementation of EMP</b>	\$10,000	\$10,000	\$10,000
<b>Geotechnical investigation</b>	\$10,000	\$10,000	\$0
<b>Survey</b>	\$10,000	\$10,000	\$0
<b>Design</b>	\$30,000	\$30,000	\$0
<b>Cultural Heritage initial inspections</b>	\$3,000	\$3,000	\$0
<b>Monitoring during construction period</b>	\$15,000	\$3,750	\$3,750
<b>SUBTOTAL</b>	<b>\$2,431,520</b>	<b>\$546,534</b>	<b>\$502,974</b>
<b>Project contingency 30%</b>	\$729,456	\$163,960	\$150,892
<b>TOTAL</b>	<b>\$3,160,976</b>	<b>\$710,494</b>	<b>\$653,866</b>

**Table 2 - Costings of road construction**Limitations to Estimate:

1. There were no construction plans or a bill of quantities, therefore some educated assumptions were made;
2. All quantities have been estimated from assumed values;
3. No quotes have been obtained from suppliers or contractors;
4. Contingency value of 30% assumed as a variance;
5. Only nominal road signage and delineation has been provided;
6. No drainage structures have been provided;
7. The estimate does not provide for a wildlife spotter;
8. The estimate does not provide for the cost of environmental approvals, investigations/applications or the cost of implementing specific conditions; and
9. The estimate does not provide for the relocation of threatened/protected plants.

Assumptions:

1. Clearing will be limited to the trimming of the canopy and removal of isolated trees as required;

2. Passing bays have been accommodated for at a spacing of approximately 500m intervals;
3. All gravel will be processed and conditioned in Eurimbula gravel pit; and
4. The road will be closed to the public for the duration of the construction work.

Constraints and Unknowns:

1. Conditions applied by unknown others;
2. Cultural Heritage conditions;
3. Obtaining a consistent, adequate water supply; and
4. Operation/movement of machinery in the loose sand.

Ongoing Maintenance Costs:

Tasks to be completed	Average Cost per Year
Light Grade x 1 per annum	\$40,000
Heavy Grade x 1 per annum	\$65,000
Gravel Resheet x 1 per 15 years	\$16,666
Supply of Gravel for Resheet	\$23,350

Assumptions

1. Estimate calculation based on one (1) Light Grade and one (1) Heavy Grade per annum;
2. Gravel Resheet frequency requiring a \$250,000 allocation every 15 years; and
3. Supply of gravel for Resheet requiring a \$350,000 allocation every 15 years.

**Option 1**

Maintain Councils current position as resolved at the General Meeting 2 August 2016 (G/16/2861)

**Advantage**

- Is seen as a means of progressing the establishment of the Agnes Water to Baffle Creek Link Road with the Department of National Parks;
- Sees ownership and therefore ongoing maintenance responsibility remaining with the Department of National Parks; and
- Defines Councils financial commitment.

**Disadvantage**

- The Department of National Parks may not accept the offer and contribution from Council and therefore the project may not proceed; and
- A sense of isolation remains for Baffle Creek residents.

**Option 2**

Council commit to the project and undertake the works within one financial year for an estimated value of \$3,160,976.

**Advantage**

- Establishes a long awaited link road for Baffle Creek residents to Agnes Water.

### **Disadvantage**

- Large financial commitment for Council in one year;
- Uncertainty surrounding estimated project costs particularly relating to external conditions that will be applied;
- Ongoing annual maintenance commitment of approximately \$105,000; and
- Ongoing Capital renewal commitment "Gravel Resheet" every 15 years for an estimated value of \$600,000.

### **Option 3**

Council commit to the project, however undertake a staged approach over (5) years

- **Stage 1 (Year 1)**- Remove tree canopy and select trees to establish the proposed road footprint for an approximate value of **\$710,494**
- **Stage 2 (Year 2)**- Construct 2.5 kilometres of gravel surface commencing from Agnes Water for an approximate value of **\$653,866**
- **Stage 3 (Year 3)**- Construct an additional 2.5 kilometres of gravel surface for an approximate value of **\$653,866**
- **Stage 4 (Year 4)**- Construct an additional 2.5 kilometres of gravel road surface for an approximate value of **\$653,866**
- **Stage 5 (Year 5)**- Construct an additional 2.5 kilometres of gravel road surface for an approximate value of **\$653,866**

Option 3 will require an estimated additional \$164,982 over the 5 year period as opposed to delivering the project in one year (Option 2).

### **Advantage**

- Spreads councils financial commitment across (5) years;
- Will see the establishment of the long awaited link road for Baffle Creek residents to Agnes Water over a (5) year period; and
- Enables officers to gain a better understanding of unknowns, such as approval conditions that may affect the future (4) stages and associated costs to construct.

### **Disadvantage**

- Link road established over a 5 year period delaying accessibility for 2x4 drive vehicles;
- Year (1) estimate is subject to change due to conditions that may be applied by external parties;
- Ongoing annual maintenance commitment of approximately \$105,000;
- Ongoing Capital renewal commitment "Gravel Resheet" every 15 years for an estimated value of \$600,000; and
- Is more costly by a forecast \$164,982 over the (5) year delivery compared to delivery in (1) year.

### **Environmental Considerations**

Under the EPBC Act, an action will require approval from the Minister if the action has, will have, or is likely to have, a significant impact on a matter of national environmental significance.

Matters of national environmental significance are known to occur in the Deepwater National Park including:-

- Two (2) Listed Threatened Ecological Communities:

- Lowland Rainforest of Subtropical Australia - critically endangered
- Literal Rainforest and Coastal Vin thickets of Eastern Australia - critically endangered
- 56 Listed Threatened Species
- 47 Listed Migratory Species

The Department of Environment and Energy (DEE) is to be contacted (see Attachment 6) regarding the outcome of this proposal. Attachment to letter from DEE (Attachment 7).

#### **Communication and Consultation (Internal/External):**

The majority of communication to this point has been at a high level within Local and State Governments.

Public consultation also has an extremely important role to play during this project, especially for those currently living and utilising this area at present. Some of the other parties include, but are not limited to;

- Department of Environment and Energy;
- Department of National Parks, Sport and Racing;
- Baffle Creek Tourism Group;
- Agnes Water Tourism Group;
- GAPDL;
- 4WD and camping interest groups; and
- Other groups yet to be identified.

#### **Legal Environmental and Policy Implications:**

The time and cost considerations in relation to conformance with numerous legislations relating to this project must be carefully considered. These include but are not limited to:-

- Environment Protection Act 1994
  - EPP Air (2008)
  - EPP (Noise) 2008
  - EPP (Water) 2009
- Environmental Offsets Act 2014
  - Regulated vegetation
  - Connectivity areas
  - Wetlands and watercourses
  - Designated precinct in a strategic environmental area
  - Protected wildlife habitat
  - Protected areas
  - Highly protected areas of State Marine Parks
  - Fish habitat areas
  - Waterway providing for fish passage
  - Marine plant
  - Legally secured offset area
- Vegetation Management Act 2009

#### **Financial and Resource Implications:**

Estimates provided within this report have a 30% contingency factor applied. This may prove to be sufficient however several unknowns remain surrounding State and Federal approvals and costs that maybe associated with these.

## **Commentary:**

In conjunction with this link road, an inland link between Baffle Creek and Agnes Water is currently being investigated.

## **Summary:**

### **Option 2**

*That with respect to an Agnes Water to Baffle Creek connection via Deepwater National Park:-*

*Council commit \$3,200,000 (exc GST) in the 2017/2018 financial year to upgrade of the existing 4WD track to a 2WD gravel road on the following conditions;*

- i. The gravel road will be a minimum of 5 metres wide*
- ii. The maximum speed limit will be 50km/h;*
- iii. A load limit of 5 tonnes will exist, and*
- iv. The gravel road will provide access to Wreck Rock, Flat Rock and Middle Rock from either Agnes Water or Baffle Creek.*

### **Option 3**

*That with respect to an Agnes Water to Baffle Creek connection via Deepwater National Park:-*

*Council adopt the following staging strategy to upgrade of the existing 4WD track to a 2WD gravel road on the following conditions;*

- v. The gravel road will be a minimum of 5 metres wide*
- vi. The maximum speed limit will be 50km/h;*
- vii. A load limit of 5 tonnes will exist, and*
- viii. The gravel road will provide access to Wreck Rock, Flat Rock and Middle Rock from either Agnes Water or Baffle Creek.*

- **Stage 1 (2017/18)**- Remove tree canopy and select trees to establish the proposed road footprint for an approximate value of **\$710,494**
- **Stage 2 (2018/19)**- Construct 2.5 kilometres of gavel surface commencing from Agnes Water for an approximate value of **\$653,866**
- **Stage 3 (2019/20)**- Construct an additional 2.5 kilometres of gravel surface for an approximate value of **\$653,866**
- **Stage 4 (2020/21)**- Construct an additional 2.5 kilometres of gravel road surface for an approximate value of **\$653,866**
- **Stage 5 (2021/22)**- Construct an additional 2.5 kilometres of gravel road surface for an approximate value of **\$653,866**

## **Attachments:**

1. Report submitted to Works and Traffic 19 July 2016 - Agnes Water to Baffle Creek Connectivity.
2. Letter from Minister for Environment and Heritage Protection and Minister for National Parks and the Great Barrier Reef - 16 September 2016 - ECM 3558956.
3. Meeting notes with QLD Parks and Wildlife Service - Department of National Parks, Sport and Racing - 5 May 2017 - ECM 373940.
4. Inspected Route and Associated Photos.
5. Concept Cross Section Design of Proposed Road 17-055-100.
6. Letter from Department of the Environment and Energy - 30 May 2017.

7. Attachment to letter from DEE - 30 May 2017.

**Tabled Items:**

Nil.

**Report Prepared by:** Manager Road Services

## **WTC/5.4. EDUCATIONAL ESTABLISHMENTS PARKING POLICY**

**Responsible Officer: Director Engineering Services**

**Committee Meeting Date: 13 June 2017**

**File Ref: CM28.1**

### **Purpose:**

The purpose of this report is to allow Council to consider adopting a Policy detailing Council's position on the provision and operation of on-street and off-street car parking facilities and associated infrastructure around Educational Establishments.

### **Officer's Recommendation:**

That Council adopt the Educational Establishments Parking Policy (P-2017-20) as presented.

### **Background:**

During school peak times (drop off and pick up) parking problems occur in and around Educational Establishments due to the large number of people/vehicles arriving in the same location at the same time. These problems may be increased due to busy roads, limited parking availability and inefficient use of the facilities and associated infrastructure provided.

Vehicle parking offences can occur during this time such as parking over footpaths, blocking driveways, parking in "No Stopping" or "No Parking" areas, double parking, parking within a bus zone, obstructing children's crossings and parking longer than permitted in drop off and pick up zones.

These parking problems experienced around Educational Establishments can lead to requests being received by Council to improve the parking facilities and associated infrastructure. To provide a solution within the road reserve can sometimes be quite challenging and an expensive outcome for Council. Especially when you consider that the solution may only solve a problem that occurs during school peak times (drop off and pick up).

Within the Gladstone Regional Council area there are a total of 25 State Government schools and 6 private schools.

Under the Sustainable Planning Act 2009 the Minister can designate land or a specific project as community infrastructure (i.e Educational Establishment). What this means is if the Minister designates a proposed State Government Educational Establishment (or alterations to an existing one) as community infrastructure, then the development can bypass the planning process with Council. As such, Council will not have the ability to provide feedback/conditions to reduce the impact the Educational Establishment may have in the area.

In instances where Council becomes aware of a proposed State Government Educational Establishment (or alterations to an existing one) (i.e Calliope State High School), then attempts are made by Council to establish an effective communication system and

encourage that a mutually satisfactory outcome is achieved. But again, it would only be out of goodwill that the State Government takes on Council's feedback/comments.

It should be noted that privately owned Educational Establishments are not exempt and are captured through Council's planning process.

As a result of the Minister being able to designate land or a specific project as community infrastructure (i.e Educational Establishment) and possibly bypassing Council's planning process, verbal discussions were held with the Infrastructure Manager, Department of Education and Training (Rockhampton) on 19 April 2017. The objective of this discussion was to confirm if Education Queensland has a formal policy addressing parking facilities and associated infrastructure for State Government Educational Establishments.

The verbal response received was that there is no policy as such, just an unformalised "common practice". Education Queensland's unformalised "common practice" is:-

- New State Government Educational Establishments  
Education Queensland will construct the car parks in accordance with Council's Planning Scheme requirements, on the understanding that once complete, Council is to take ownership and ongoing maintenance.
- Existing State Government Educational Establishments  
Responsibility lies with Council to provide solutions to traffic problems associated with the operation of the Educational Establishment. However, if it is identified that there is land that could be resumed for car parking, then Education Queensland may assist by purchasing this land, but ultimately handing the land over to Council to construct and maintain the carpark.

To bring clarity and consistency on Council's position in regards to car parking in and around Educational Establishments within the Gladstone Regional Council area, it was identified that an Educational Establishments Parking Policy needed to be developed.

#### **Consideration:**

The intention of this Policy is to ensure that parking facilities and associated infrastructure for Educational Establishments are justifiable and appropriate to ensure safety is maintained for all road users and pedestrians.

The Policy will apply to all Educational Establishments within the Gladstone Regional Council area where traffic flows in Council owned road reserves around the Educational Establishment are detrimentally affected by parking practices. Except for road reserves under the jurisdiction of the Department of Transport & Main Roads (DTMR), these will be forwarded directly to this Department with Council assistance provided if requested.

The following principles will be applied to the provision of and alterations of car parking drop-off and pick-up zones and similar facilities around Educational Establishments:-

- Council will not be responsible for resolving matters that occur primarily due to increased demand for parking at schools or any decisions made (by the school or other governing agencies) to remove parking from school land.
- School administration and school governing bodies must take the lead in investigating and addressing issues leading to the increased parking demand.



- Council cannot reasonably address every request for additional parking through infrastructure provision or upgrade within a road reserve.
- Council appreciates that travel by car may sometimes be the only practical mode of transport available for some people in the community, however, sustainable modes of travel, which may reduce the demand for car parking, as well as having positive environmental outcomes, must be explored and encouraged.
- Council will develop solutions (at Council's cost) to address traffic problems created by the users of Educational Establishments.

Prior to the Educational Establishment seeking Council's assistance with addressing parking related issues in the road reserve, the Educational Establishment must provide documented evidence that they have:-

- i) Actively promoted sustainable modes of transport to its students, parents, carers and staff.
- ii) Promoted different arrival and departure times, where practical.
- iii) Shared use of facilities and ovals with the general community during drop off and pick up peak times.
- iv) Developed and implemented a strategy to manage the school's parking and traffic requirements within the school grounds and road reserve.
- v) Actively policed and monitored the traffic behaviour during the peak times of drop off and pick up of students.
- vi) Complied and/or followed with all previous Development Approval conditions related to parking (if applicable).

Once Council is satisfied that the Educational Establishment has addressed items (i) to (vi) above, Council will (at its cost):-

- (1) Assist the Educational Establishment to investigate alternative car parking arrangements.
- (2) Carry out modifications and/or additions to road facilities and associated infrastructure that Council deems necessary to encourage responsible road user behaviour and improve parking performance.
- (3) Consider implementing timed parking around Educational Establishments to discourage all day parking by staff, parents and students.
- (4) Provide assistance with concept designs and construction cost estimates for internal parking within the Educational Establishment's grounds.
- (5) Patrol the area on a regular basis and issue infringements for any illegal parking.

#### **Communication and Consultation (Internal/External):**

Consultation has been undertaken with:-

- Technical Services Section;
- Planning Section; and
- Infrastructure Manager, Department of Education and Training (Rockhampton)

The Traffic Environment Advisory Committee (TEAC) were advised at the meeting held on 4 May 2017 that this Policy has been drafted and will be presented to Council for consideration.

#### **Legal Environmental and Policy Implications:**

Legal implications are considered to be minimal once the Policy is adopted.

It should be noted that this Policy contradicts the unformalised “common practice” that Education Queensland has adopted.

**Financial and Resource Implications:**

By advocating that Educational Establishments accept responsibility for addressing problems that arise as a result of increased traffic around peak times, it is anticipated that this may reduce/eliminate Council’s involvement.

**Commentary:**

It is suggested that, once this Policy is adopted, Council consider distributing the document to selected stakeholders for their information. These may include Education Queensland, Department of Transport & Main Roads and Educational Establishments that fall within the Gladstone Regional Council area.

**Summary:**

Nil.

**Attachments:**

1. Educational Establishments Parking Policy (P-2017-20)

**Tabled Items:**

Nil.

**Report Prepared by:** Senior Technical Officer

## **WTC/5.5. TRAFFIC ENVIRONMENT ADVISORY COMMITTEE (TEAC) MEETING - 4 MAY 2017**

**Responsible Officer: Director Engineering Services**

**Committee Meeting Date: 13 June 2017**

**File Ref: RD4.4**

### **Purpose:**

The purpose of this report is to allow Council to review the minutes and consider the major recommendation identified at the Traffic Environment Advisory Committee (TEAC) meeting held on the 4 May 2017.

### **Officer's Recommendation:**

That Council:-

1. Note the TEAC minutes from the meeting held on 4 May 2017.
2. Adopt the following TEAC major item recommendation:-

To improve pedestrian safety in the vicinity of Agnes Water State School in Agnes Water, Council:-

- a. Assist the school with the concept design of an off-street car parking solution;
- b. Once off-street car parking solution has been resolved and constructed, install kerb extensions and a pedestrian crossing on Donohue Drive in accordance with Drawing No. 17-028-901 (Rev 1.1) at an estimated cost of \$15,000 and include this project in Council's 2017/18 long term financial plan;
- c. Does not endorse the installation of a pedestrian crossing on Spring Road, as shown in Drawing No. 17-028-902 (Rev 1.1), due to high traffic speed and combined insufficient sight distance creating a potential safety hazard.

### **Background:**

The 4 May 2017 TEAC agenda (including all TEAC reports) was electronically distributed to all Councillors and TEAC members on the 27 April 2017.

The minutes from the TEAC meeting (Attachment 1 –Confidential) were adopted on the 18 May 2017.

A delegation regarding the car parking and traffic issues around Agnes Water State School was held on the 5 May 2017 at the Council Chambers with Council representatives, the Principal of Agnes Water State School and a representative from Department of Education Queensland. It was suggested at this meeting by the Mayor that Council would not be in favor of installing any pedestrian crossings located near a school that are not supervised by a Pedestrian Crossing Supervisor appointed by Department of Main Roads because an unsupervised pedestrian crossing in this vicinity will be a safety risk due to the high traffic speed combined with insufficient sight distance.

### **Consideration:**

There was one (1) major recommendation from the TEAC meeting for Council to consider and the TEAC report for this item is included in Attachment 2 (Confidential), for Councilors convenience.

**TEAC Item Number - T.2.17.6.1**

**Purpose of this report** - The purpose of this report is to allow Council to consider the installation of Pedestrian Crossings within the vicinity of Agnes Water State School on Donohue Drive and Springs Road, Agnes Water to improve pedestrian safety in the area.

**TEAC Recommendation** - To improve pedestrian safety in the vicinity of Agnes Water State School in Agnes Water, Council:-

- a. Assist the school with the concept design of an off-street car parking solution;
- b. Once off-street car parking solution has been resolved and constructed, install kerb extensions and a pedestrian crossing on Donohue Drive in accordance with Drawing No. 17-028-901 (Rev 1.1) at an estimated cost of \$15,000 and include this project in Council's 2017/18 long term financial plan;
- c. Does not endorse the installation of a pedestrian crossing on Spring Road, as shown in Drawing No. 17-028-902 (Rev 1.1), due to high traffic speed and combined insufficient sight distance creating a potential safety hazard.

**Communication and Consultation (Internal/External):**

Refer to TEAC report (Attachment 2) Confidential.

**Legal Environmental and Policy Implications:**

Refer to TEAC report (Attachment 2) Confidential.

**Financial and Resource Implications:**

Refer to TEAC report (Attachment 2) Confidential.

**Commentary:**

It is recommended that the proposed pedestrian crossing only be considered on the provision that an off-street school carpark may be achieved simultaneously to ensure the already limited car parking availability is not further inhibited. In an effort to resolve this issue promptly Council has produced a concept design for a potential off-street carpark in Drawing No. 11-0290-906 (Rev 1.2) (Attachment 4) . The proposed off-street carpark project will include:

- \* Installation of up to 62 new long term off-street parking spaces;
- \* Installation of an off-street bus stop to facilitate 2 buses;
- \* Conversion of existing bus zone to loading zone and/or carpark spaces for up to 9 cars.

The issue of school car parking around Educational Establishments presents a frequent recurrent challenge to Council with significant parking problems during peak times (drop off/pick up) due to the large number of people arriving in the same location at the same time. At the time of this report, Council has no adopted Policy to provide guidance and direction for provision and operation of on-street car parking facilities/infrastructure within the road

reserve around Educational Establishments, including additional car parking, drop-off/pick-up facilities, or similar infrastructure or traffic arrangements near schools.

In addition, there appears to be no formalised policy in this regard from the State Government, but rather unformalised "common practice" and conflicting opinions between State Government and Gladstone Regional Council. Discussions with officers from Education Queensland (EQ) indicate that EQ's position is that they are responsible for building car parks for new schools only in accordance with Planning Scheme requirements, but with the belief that, once complete, Council is to take over ownership and maintenance responsibilities of the school carpark. Furthermore, EQ's apparent position in regards to existing schools is that the onus rests on Council to provide solutions to the traffic problems associated with the operation of the schools.

### **Summary:**

Should Council choose not to endorse the installation of pedestrian crossing located on Donohue Drive, Agnes Water as per the TEAC recommendation an alternative wording to the TEAC recommendation is below:-

That Council:-

1. Note the TEAC minutes from the meeting held on 4 May 2017.
2. Adopt the following TEAC major item recommendation:-

To improve pedestrian safety in the vicinity of Agnes Water State School in Agnes Water, Council:-

- a. Assist the school with the concept design of an off-street car parking solution;
- b. Once off-street car parking solution has been resolved and constructed and Education Queensland has obtained approval for a Crossing Supervisor from Department of Transport and Main Roads, Council install kerb extensions and a pedestrian crossing on Donohue Drive in accordance with Drawing No. 17-028-901 (Rev 1.1) at an estimated cost of \$15,000 and include this project in Council's 2017/18 long term financial plan;
- c. Does not endorse the installation of a pedestrian crossing on Spring Road, as shown in Drawing No. 17-028-902 (Rev 1.1), due to high traffic speed and combined insufficient sight distance creating a potential safety hazard.

### **Attachments:**

1. TEAC Minutes 4 May 2017 (CONFIDENTIAL)
2. TEAC Report - T.2.17.6.1 - Request for Pedestrian Crossings – Donohue Drive and Springs Road, Agnes Water (CONFIDENTIAL)

### **Tabled Items:**

Nil.

**Report Prepared by: Technical Officer**

## **WTC/5.6. SMART CITIES AND SUBURBS GRANT PROGRAM**

**Responsible Officer: Director Engineering Services**

**Committee Meeting Date: 13 June 2017**

**File Ref: GS3.2**

### **Purpose:**

The purpose of this report is to allow Council to consider a proposal to submit a funding application to the 'Smart Cities and Suburbs' Program to install Wi-Fi and Smart Technology Infrastructure within the Gladstone Central Business District.

### **Officer's Recommendation:**

That Council;

1. Make a funding application to the Smart Cities and Suburbs Program Round 2 for the Smart Infrastructure Project including the installation of Wi-Fi access within the Gladstone CBD as per Drawing No. 17-042-003 at an estimated total capital cost of \$250,000 (excl. GST) and;
  - a. Install Smart Parking Technology (including signage, sensors and gateways) in On-Street Parking Bays and Off-Street Council Owned Parking Lots within the Gladstone CBD as per Drawing No. 17-042-000 at an estimated total capital cost of \$243,680 (excl. GST).
2. Seeks funding of 45% for the Smart Infrastructure Project costs, in its application to the Smart Cities and Suburbs Program and allocates the remaining 55% of the costs in the 2017/18 budget allocations.
3. Allocates an ongoing maintenance budget of approximately \$29,172 - \$46,272 (exc. GST) per annum from its operational maintenance budget.
4. Authorise the Chief Executive Officer (or delegate) to prepare and implement a strategy (including review of Stage 1, refinement of costs and proposed implementation year) to progress with Stage 2 & 3 in future Council budgets.

### **Background:**

#### Funding

Smart Cities and Suburbs Program provided by the Department of Industry, Innovation and Science, can provide up to 50% of project costs if Council proceeds and is successful with the application to install smart technology. Due to experience with past grant application processes, it is recommended that Council applies for 40 – 45% of project costs for the grant funding.

To be successful in the application, the project must:

- apply innovative technology-based approaches to improve the liveability of cities and their suburbs;
- develop, apply or implement a solution that is new to the local government area, new to a city or defined region, or new to Australia or;
- deploy existing smart technologies in an innovative way.

To be eligible the project must involve at least one private organisation during the life of the project. Incorporating more than one would be considered more favourably during the application process.

The applicant (Council) must have identified at least one project partner prior to submitting the application, as part of the requirements set by 'Smart Cities and Suburbs' Program. To meet this requirement, Council will have to have completed the tender process as per Council's standard practice prior to submitting the funding application.

The project will be weighed against four (4) Merit Criterion:

1. The extent to which the project is innovative and uses smart technology and open data (30 points)
2. The scope of social, environmental and economic benefits the project will deliver (30 points)
3. The extent of the project's community focus and impact on the liveability of the cities, suburbs and towns (20 points)
4. The capacity, capability and resources to carry out the project (20 points)

The minimum grant amount is \$100,000.

The maximum grant amount is \$5 million.

If successful in the application, the project must commence within two (2) months of receiving the grant and be finalised within two years of the application due date.

Given the Round 1 Funding program closes on 30 June 2017 and tenders still need to be called for the project partner, it is recommended that should Council decided to proceed with lodging a funding application, that this is deferred to Round 2. The date for the second round of grant funding has not yet been released.

#### Works and Traffic Resolution 9 May 2017

The Smart Cities and Suburbs CBD Car Parking and Wi-Fi Proposal Report (Attachment 1) was presented to the Works and Traffic Committee meeting on 9 May 2017. The report outlined a proposal to submit a funding application to the 'Smart Cities and Suburbs' Program to install Wi-Fi and Smart Parking Infrastructure in the Gladstone Central Business District. At this meeting the Committee resolved to (*Vide WTC/17/0089*):-

*That Council;*

1. *Make a funding application to the Smart Cities and Suburbs Program (Department of Industry, Innovation and Science) for the Smart Parking Infrastructure Project (Stage 1) at an estimated total cost of \$520,680 (exc. GST) which includes the following:*
  - a. *Installing Wi-Fi access within the Gladstone CBD as per Drawing No. 17-042-003.*
  - b. *Installing Smart Parking Technology (including signage, sensors and gateways) in On-Street Parking Bays within the Gladstone CBD as per Drawing No. 17-042-000.*
  - c. *Installing Smart Parking Technology (including signage, sensors and gateways) in Off-Street Council Owned parking lots as per Drawing No. 17-042-000.*
2. *Seeks funding of 45% for the Smart Parking Infrastructure (Stage 1) costs, equivalent to \$234,306 (exc. GST), in its application to the Smart Cities and Suburbs Program and allocates the remaining 55% of the costs in the 2017/18 budget allocations.*

3. *Allocates funds estimated at approximately \$29-172-\$46,272 (exc. GST) per annum for ongoing maintenance of the Smart Parking Technology and associated Wifi from its operational maintenance budget.*
4. *Authorise the Chief Executive Officer (or delegate) to prepare and implement a strategy (including review of Stage 1, refinement of costs and proposed implementation year) to progress with Stage 2 & 3 in future Council budgets.*

The minutes of the Works and Traffic Committee were presented to the General Meeting on 16 May 2017. At this meeting, in regards to this matter, Council resolved *That the matter be deferred to the next General Meeting of Council (Vide G/17/3060).*

Following the Works and Traffic Committee Meeting, staff were requested to investigate further Smart Technologies that could be 'added on' to the existing proposal for Council's consideration.

'Smart Cities' is an urban development concept that aims to integrate smart technology that utilises real-time data to manage city assets and increase services to the community. These services can include parking, lighting, water, electric recharging stations, and security CCTV cameras which all use a Wi-Fi connection to transfer the collected data. The Smart Technologies considered by Council officers are stated below.

#### Free Public Wi-Fi

It is crucial to the performance of certain smart technologies outlined in this report that the continuous flow of real-time data collected through sensors is reliably and constantly transferred to the analytics platform. Installing Wi-Fi will provide smart technologies with a supportive network that allows the constant transfer of the real time data. Council will also be able to implement future technology based projects without the need to spend additional expenditure to expand Wi-Fi since it has the capacity to accommodate the transfer of large amounts of data. Successful implementation of Wi Fi has also shown to increase economic activity in retail precincts and improve community use of the covered area.

Public Wi-Fi is most commonly implemented using two network topologies, traditional Wireless Distribution System (WDS) and mesh topology. The most crucial ground infrastructure needed for the implementation of Wi-Fi is wireless access points and one of the greatest challenges telecommunication providers face is getting access to infrastructure in the right locations for mounting access points.

The estimate for the installation of Wi-Fi is based on a fully outsourced business model where the service provider bears the full operation and risk associated with running the service. Additionally all aspects of the service including access points would be provided for and managed by the service provider. The Wi-Fi services provided will, generally depending on the provider, limit the free public Wi-Fi access for customers to 30 mins/day/user or 100MB/day/user. The service provider will also run content filtering, in line with the requirement of the national classification scheme, to prevent customers from abusing the free Wi-Fi by viewing illegal/inappropriate sites or downloading viruses. Users will also have to accept terms and conditions set by the service provider that notifies them that the provider does not guarantee any quality of service or security and cannot be held liable for any loss or damage that may occur from using the service.

It is important to note that the estimate provided for the installation of Wi-Fi was based on a quick assessment of the area outlined in Drawing No. 17-042-003 and is subjective to the findings of a more detailed desktop design and radio frequency assessment, the final agreed coverage, post installation testing and the availability of suitable mount sites for the access points.



## Parking

The parking within the Gladstone Central Business District (CBD) has been the subject of several complaints to Council over many years.

In response to these concerns, Gladstone Regional Council has adopted the following resolutions.

- At the General Meeting on the 17 February 2015 (Vide Resolution No. G/15/2321).
  1. *Council support the development of a CBD Activation Program that will incorporate the existing CBD Parking and Traffic Flow studies as well as the proposed Library Square "Place Making" project.*
  2. *This program will go beyond town planning and street scape to include a whole of council approach ensuring the Economic, Social and Environmental sustainability of the CBD Activation program.*
  3. *This program be funded within existing budgets.*
  4. *That the reports be received.*
  
- At the General Meeting on the 2 June 2015 (Vide Resolution No G/15/2439):
  1. *That Council adopt a Centralised Car Parking Philosophy as its preferred way to provide car parking in the Gladstone CBD and achieve Council's objective of "Activating the Gladstone CBD" and undertake the following key actions required to develop a centralised car parking outcome:-*
    - *Identify potential "central" sites for car parking provision that will promote pedestrian movement. These sites can be Council owned or privately owned.*
    - *Determine the number of car parks that would be required for a long term planning horizon.*
    - *Develop a CBD road hierarchy that efficiently delivers vehicle traffic to and from the car parks.*
    - *Develop conceptual plans to define the car park costs and consider options to develop income generating assets at ground level to activate the street frontage or on top of car parks (i.e commercial floor space).*
    - *Consult with CBD stakeholders and refine conceptual planning.*
    - *Adopt conceptual planning, and consolidate all the work into a Car Parking Subplan (i.e a Subplan of CBD Master Plan).*
  2. *After Council adopts a Centralised Car Parking Subplan, Council developing a CBD Activation Program by conducting comprehensive review of the fundamental components, key assumptions and achievements of the current CBD Master Plan.*
  3. *That the Chief Executive Officer develop a costed action plan to;*
    - a. *Develop a Centralised Car Parking Subplan and;*
    - b. *Complete a comprehensive review of the fundamental components, key assumptions and achievements of the current CBD Master Plan.*

*The Action Plan being adopted by Council before the Action Plan is implemented.*

At this time, Council allocated \$116,400 in the 2014/15 budget for a third party consultant to perform a car parking audit survey within the Gladstone CBD. The data showed significant occupancy rates for parking bays in peak traffic areas, however there were a large percentage of On-Street and Off-Street Parking bays that recorded low occupancy rates, typically between 20 – 50% during 8am to 6pm. This data demonstrates that the parking capacity of the CBD is currently underutilized as motorists either are not aware of the location of existing parking bays or that it is considered too far to walk.

Smart Parking Technology will allow Council to access this type of car parking data 24/7 and will therefore eliminate the need for Council to allocate funds for any future car parking audits/surveys.

For more information regarding Smart Parking Technology and how it works, see Attachment 1: *CBD Car Parking and Wi-Fi Application Proposal for Smart Cities and Suburbs Program*.

### Lighting

The Barney Point and Gladstone CBD Street Lighting Audit was completed in 2015 by external consultants, Harrison Infrastructure Group (HIG). The report was presented at the Council General Meeting on 17 November 2015, where the following resolution was adopted (*Vide Resolution No G/15/2651*).

1. *That Council receive the following reports:*
  - a. *Harrison Infrastructure Group (HIG) - Barney Point Lighting Audit – Gladstone Regional Council – Analysis Report V1.3, March 2015.*
  - b. *Harrison Infrastructure Group (HIG) - Gladstone CBD Lighting Audit Part 1 – Gladstone Regional Council – Analysis Report V1.1, July 2015.*
  - c. *Harrison Infrastructure Group (HIG) - Gladstone CBD Lighting Audit Part 2 – Gladstone Regional Council – Analysis Report V1.1, July 2015.*
2. *That the Chief Executive Officer update Council's Long Term Financial Plan such that Council can consider meeting its minimum requirements in relation to street lighting by achieving all maintenance works and Priority 1 installations (as indicated by the above reports) over a ten year period up to 30 June 2025.*

These recommended upgrades to bring the street lights in Gladstone's CBD in line with Australian Standards were estimated at a total cost of \$1,930,550 (excl. GST). The findings were divided into priority upgrades, and approximately \$1,300,000 was allocated in the Long Term Financial Plan for detailed design in 2017/18 and construction in 2018/19, 2020/21 and 2021/22.

LED Smart Lighting Technology can be retrofitted to existing street lighting, or can replace the existing street light entirely. The lights are replaced with LED bulbs, which can reduce the operating electrical costs by 50% and has a longer lifespan than existing street lights, decreasing maintenance requirements. To further increase electrical savings, a small sensor is attached within the streetlight. During periods of no pedestrian or vehicular movement, the lights are automatically dimmed to a lower brightness (but do not turn off). Once motion is detected within the area, the surrounding streetlights will increase back to the full operating brightness levels. If used effectively, this can save up to 70% of the original electrical costs for street lights.

The sensors can also adjust brightness levels according to weather events (i.e. increasing brightness during a storm within daylight hours, or decreasing brightness during a full moon). If a bulb is damaged, Council will be notified instantly to ensure street lights are maintained regularly.

By including LED Smart Lighting Technology with these upgrades for all street lights within the Gladstone CBD, the estimated project cost will increase by \$222,000 (excl. GST) to a total project cost of \$1,522,000 (excl. GST). Although the total cost may be increased, the integration of smart technology will allow Council to include this project in the fund application with Smart Cities and Suburbs, potentially saving Council approximately \$750,000 in capital project costs if successful in the application.

Currently, the street lights within the CBD cost Council approximately \$93,328 annually to operate 307 existing street lights. To complete the works as stipulated by the HIG Gladstone CBD Lighting Audit, the number of street lights will increase to 466 street lights. This would increase the annual cost to approximately \$141,664. If Council completes the upgrades with LED Smart Lighting Technology, the annual operating costs (electrical) may decrease by 45 – 70% as seen in the Table below.

GLADSTONE CBD Streetlights	Total Project Capital Costs	Annual Operating Costs
Existing Street Lights (306 Lights)	N / A	\$93,328
Upgraded Street Lights (466 Lights)	\$1,300,000	\$141,664
Upgraded and LED Smart Lighting Street Lights (466 Lights)	\$1,522,000	\$42, 499 - \$77,915

### Smart Water

Smart technology through the use of Automatic Meter Readings (AMR) can now be used to effectively and efficiently monitor the water network and provide constant data on water usage. AMRs work by using radio signals or Wi-Fi to constantly transmit consumption, diagnostic, and status data from water meters to a central database for billing, troubleshooting, and analysis. This ensures highly accurate real time meter readings can be collected constantly at a significantly lower cost when compared to manual meter reading methods.

The primary purpose of AMRs is to provide real time water usage data to customers via a web portal or/and mobile app. Case studies based on Townsville City Council's small scale trial of AMRs show that 50% of consumers changed their behaviour after seeing both timely data and insight from their pattern of use on the website portal with a 10% reduction achieved in overall average household water consumption. Similarly when AMRs were rolled out through the Mackay region by Mackay Regional Council, they observed a 12% reduction in per capita consumption which allowed them to push back a \$100M water treatment plant which had been planned for 2022 to 2032.

The constant stream of data provided by AMRs can also be used to detect the end user's water leaks. This is achieved by establishing water usage patterns through analysing the data and identifying irregularities in the pattern. In Townsville City Council's trials of AMRs, notification time on water leaks decreased by 98% and similarly Mackay Regional Council experienced a reduction of average leak duration from 150 days to less than 60 days.

The estimated cost of installing one sensor ranges from \$65-\$250 depending on the number deployed, type of water meter they are attached to and the ease of access to water meters. The estimate provided in the considerations is on the high end of this range because it takes into account the restricted access issues generally present in CBDs and the low numbers of sensors that are being deployed . If Council wished to trial the technology in the CBD with the intention of rolling out sensors on a larger scale if the trials are successful, the price to purchase each unit will be approximately \$95/sensor with the average price during the large scale deployment to be \$65/sensor. In regards to the customer portals/website, Mackay Regional Council has deployed almost 40,000 AMRs and owns their own software and customer portal website which they are keen to make available to other nearby Councils at a marginal cost.

### Electrical Charging Stations

At the General Meeting on the 21 March 2017, Council adopted the following resolution (*Vide Resolution No G/17/3007*):

*That Council support Economic Development Queensland's super electric highway initiative by approving the installation of an electric charging station utilising up to four (4) public carpark spaces in Miriam Vale as shown in concept plan 17-007-900 (Rev 1.1).*

The town of Miriam Vale was selected as part of the Economic Development Queensland super electric highway initiative as it is approximately half way between Rockhampton and Childers at a distance of 150 – 170 kilometres in either direction. Gladstone (at a distance of approximately 70 kilometres of Miriam Vale) could also install recharging stations within the CBD to provide vehicles recharging their vehicles in Miriam Vale the opportunity to then continue on to Gladstone, rather than (or before) continuing north to Rockhampton.

The distance a current electric vehicle can travel does vary (according to battery size and road terrain) although on average a fully charged vehicle can travel approximately 150 - 200 kilometres at a time. These distances support the evidence that vehicles wishing to travel to Gladstone would still need to stop in Miriam Vale to recharge, before continuing their trip. Therefore, the installation of charging stations within the CBD should not negatively affect the benefits expected to the tourism and businesses within Miriam Vale, but should have positive effects for both regions.

Electric Charging Stations can operate using a fixed electrical source, or through solar power. The total estimated electrical cost of providing free charging (as a promotion tool to encourage electric cars to the region) was calculated at \$19,165 - \$38,820 per annum. This was calculated by the rate of electricity (\$0.38KWh - \$0.79KWh) for 10 cars per day to recharge for 30 mins each at 27KWh. As there a number of locations within the CBD which may be suitable for a charging station, it is recommended that Council instead considers installing a Solar-powered Charging Station for Electric Cars and therefore seeks an optimum location for sun exposure that still encourages electric vehicle owners to utilise the CBD.

Charging Station Type	Total Project Capital Costs	Annual Operating Costs
<b>Electrical Charging Station</b>	\$5,000	\$19,165 - \$38,820
<b>Solar Powered Charging Station</b>	\$20,000 – 34,000	N / A

Using the Electrical Charging Stations can also provide:

- availability and directions to the charging station via an app (similar to parking technology)
- time remaining until car is fully charged via app
- payment service online or through an app (if Council wishes to charge for the electricity).

### CCTV

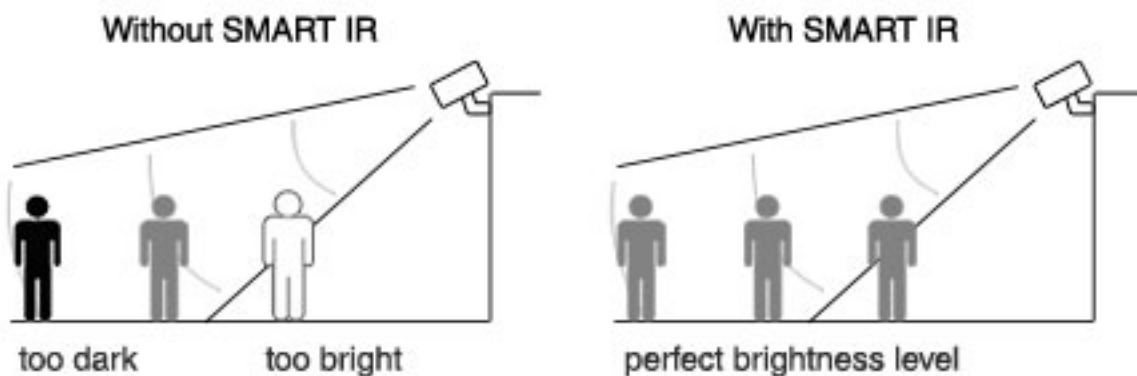
As part of a Taxi Rank Safety Initiative, CCTV is currently installed within the Gladstone CBD. These locations include:

- Goondoon Street (between Lord Street and Yarroon Street)
- Goondoon Street (outside the Gladstone Library)
- Corner of Goondoon Street and William Street.

The current Council CCTV system would require an operator monitoring video footage 24/7 in order to capture live suspicious activity. As is, Council will access CCTV video files only after a request from Queensland Police. Integrated Sensor Information Systems (ISIS) are currently being developed that has the capability to raise an alarm when suspicious activities are detected on camera without the aid of a monitoring operator.

CCTV Technology is continuing to advance to include facial recognition, audio recording, 'suspicious activity' detection alarms, crowd and traffic monitoring. Due to the size of the Gladstone community visiting the CBD, it is not advised that Council seeks these advanced features of CCTV at this time, due to potential breaches of public privacy (due to audio and facial recognition) and expensive costs (from installation and on-going costs, including an operator to monitor the footage).

Smart IR is a feature available for CCTV which may be effective for Council use. The existing CCTV does not have an Infrared feature, and as such can produce recorded footage that is too bright or too dark. Infrared security cameras are able to transfer the heat signatures recorded to an image, increasing the clarity of the footage recorded. Smart IR is able to adjust the measurement of heat signature to increase the clarity of the footage, regardless of the distance to the camera.



**Consideration:**

**Option 1:**

Do Nothing - Make no application

Advantages

- No cost involved.

Disadvantages

- Does not improve services or facilities within the CBD for users and Council.

**Option 2:**

To install Wi-Fi within the Gladstone CBD and East Shores Precinct at an estimated total cost of \$250,000 (excl. GST) and an estimated ongoing annual cost of \$18,000 and install one or more of the proposed Smart Technologies listed below (Options 2a – 2e).

*Works to Include:*

- *Commission the installation of Wi-Fi 'Hot-Spots' or another appropriate method to provide Wi-Fi in the selected areas as per Drawing 17-042-003 (Attachment 2).*

### Advantages

- Wi-Fi can increase the overall business trade in the CBD, due to the potential increase in visitors and the length of time spent there.
- Access to Wi-Fi can assist in attracting P&O Cruise passengers into the CBD and promoting a linked space between East Shores and the CBD for all users.
- Provides a Wi-Fi foundation to allow for 'smart technologies' Council may wish to pursue in the future.

### Disadvantages

- Financial costs for installation, including on-going costs for licensing and maintenance (depending on agreement with server provider)
- Council must generate policy and stipulate guidelines to prevent inappropriate use of the Wi-Fi systems, including privacy, inappropriate content and capped data limits per user.

The installation of Wi-Fi would be in addition to one or more of the following Smart Technology options in order to meet the requirements of the grant funding application and increase the benefits of Smart Technology application for the Gladstone Region community.

### **Option 2a – Smart Parking:**

To install Smart Parking within the Gladstone CBD as per Drawing 17-042-000 at a total estimated capital cost of \$243,680 (excl. GST) and an on-going operation and maintenance estimated annual costs of \$10,692 – \$28,512 (excl. GST).

#### *Works to Include:*

- *Install Smart Parking Technology in On-Street Parking Bays within the Gladstone CBD as per Drawing 17-042-000.*
- *Install Smart Parking Technology on Off-Street Council-owned Parking Bays as per Drawing 17-042-000.*
- *Install appropriate smart signs at strategy locations to direct motorists*
- *Development of a Smart Parking App*
- *Installation of software, including staff training*
- *Assess Stage 1 suitability, then prepare and implement a strategy for Stages 2 & 3*

### Advantages

- Provides motorists with accurate, real-time parking information to direct motorists to available parking and therefore reduce driver frustration;
- Provides Council with accurate parking occupancy data which can be used to determine future parking strategies and therefore eliminate the need for Council to authorise regular car parking audits in the CBD;
- Notifies users parked in time restricted bays prior to time expiring
- Notifies parking officer/s of parking infringements, reducing the time required patrolling the streets;
- Potential increased parking fine revenue for Council; and
- Increases foot traffic in previously under-utilised areas of the CBD, potentially increasing trade for businesses.

### Disadvantages

- Financial outlay for installation, including potential on-going costs for licensing and maintenance (depending on agreement with server provider);
- Possible disruption to traffic during installation;

- The number of parking bays used is limited to higher peak areas, which could decrease the effectiveness of the technology; and
- Risk of motorists using the app while driving, even though the app will automatically re-direct motorists to alternative parking bays if the previously selected bay becomes unavailable.

This is the preferred option as it addresses current resident and visitor complaints about inadequate parking in the CBD by providing Council and users with real-time parking information.

### **Option 2b – Smart Lighting:**

To install Smart Lighting within the Gladstone CBD at an estimated capital cost of \$1,522,000 (excl. GST) and an estimated ongoing annual electrical cost of \$42,499 - \$77,915 (excl. GST).

#### *Works to Include:*

- *Upgrade existing street lights within the Gladstone CBD in accordance with the recommendations by the Gladstone CBD Lighting Audit Part 1 and 2.*
- *Incorporate converting the street lights to LED Smart Lighting Street Lights as part of these upgrades, including retrofitting existing and new street lights.*

#### Advantages

- Upgrades existing street lighting to be in accordance with Australian Standards, providing a safer environment for pedestrians and traffic, particularly in streets located further from Goondoon Street;
- Notifies Council when a street light is out or damaged, enabling Council to provide quick and easy maintenance;
- Higher perception of safety will encourage pedestrians in previously under-utilized areas in the CBD;
- Reduces electrical costs from 45 – 70% for street lights in the CBD (depending on method of implementation and LED lights installed);
- Recommended upgrade works (as per Gladstone CBD Lighting Audit Part 1 and 2) is currently included within the Long Term Financial Plan budget; and
- Council is estimated to spend \$93,328 per annum on street lighting electrical costs in the CBD and can therefore expect a reduction from 45 – 70% for street lights in the CBD (depending on method of implementation and LED lights installed).

#### Disadvantages

- Financial costs for installation, including on-going costs for licensing and maintenance;
- Potential disruption to Gladstone CBD businesses and traffic during construction works; and
- Change in light shade to LED ('whiter' light) may cause complaints from residents in the area.

This is an option that is worth consideration as, if the funding application is successful, provides a reduction in project costs that is currently allocated in the Long Term Financial Plan and reduces ongoing electrical costs.

### **Option 2c – Smart Water:**

To install Smart Water Technology (including Automatic Meter Readers and receivers) to identified key locations within the Gladstone CBD at an estimated cost of \$86,250 ( excl. GST) with an ongoing annual maintenance cost of \$2,500 (excl. GST).

#### *Works to Include:*

- *Identify a maximum of 250 water meters servicing the largest water users within the Gladstone CBD*
- *Install and retrofit the identified water meters with the appropriate 'Automatic Meter Readers' (AMRs).*
- *Install a receiver to service the AMRs.*

#### Advantages

- Accurate, real-time data on water usage collected at a lower cost in comparison to manual reading;
- End users/customers have access to daily water usage which empowers them to effectively conserve water; and
- Decreases water leak duration and notification time on water leaks internal to properties.

#### Disadvantages

- Financial costs for installation, including on-going costs for licensing and maintenance;
- Potential for water usage to be monitored by other/unauthorized third parties with criminal intent;
- Limitations on availability of meters outside of CBD;
- Small trial area may result in limited knowledge of availability of live water meter data limiting positive impact;
- Likely to have limited impact on commercial usage reduction;
- Limited ability for multiple unit residentials to see reduction usage, unless access to child meters is available;
- Limited data if only master meters are replaced; and
- Difficulty in replacing/accessing child meters due to requirements for body corporate permission and location of meters.

This is not the preferred option as Automatic Meter Readers would generate the most benefits if installed in a low density residential area and is therefore not highly suitable for a CBD environment.

### **Option 2d – Solar Powered Electrical Vehicle Charging Station:**

To install a Solar Powered Electric Vehicle Charging Station at a key location within the Gladstone CBD at an estimated capital cost of \$20,000 - \$34,000 (excl. GST).

#### *Works to Include:*

- *Identify key location and install one Solar Powered Electrical Charging Station within the Gladstone CBD*



- *Consider the installation of a solar battery or a back-up electrical power source to ensure availability all year round.*

#### Advantages

- Encourages electrical vehicle motorists to access the Gladstone region, continuing from the Miriam Vale proposed charging stations, increasing tourism and trade for the entire region; and
- Connects Gladstone to the Economic Development Queensland super electric highway initiative without causing a reduction in visitors to Miriam Vale.

#### Disadvantages

- Financial costs for installation, including on-going costs for licensing and maintenance; and
- Demand for the Electric Vehicle Charging Stations may not be evident until the Economic Development Queensland's super electric highway initiative is completed.

This is an option that is worth consideration as it can be used as a tourism tool to promote the Gladstone Region for electric vehicle motorists that would otherwise be unable to travel to.

#### **Option 2e – Smart IR CCTV Cameras:**

To install up to 10 (ten) Smart IR CCTV cameras within the Gladstone CBD at strategic locations (identified as areas with reported accidents or unsocial behaviour) at an estimated capital cost of \$55,000.

#### *Works to Include:*

- *Identify a maximum of 10 key locations to install/replace existing CCTV with Smart IR CCTV within the Gladstone CBD.*

#### Advantages

- Increased clarity of video footage, particularly at night.

#### Disadvantages

- Financial costs for installation, including on-going costs for licensing and maintenance.
- Increased costing for minimal improvement due to current status of the technology

This is not a preferred option as the existing CCTV technology is satisfactory for Council needs.

#### **Communication and Consultation (Internal/External):**

The Smart Technologies proposed within this report include assets which are not solely owned and operated by the Gladstone Regional Council. The following organisations should be consulted during the design and implementation stage:

- Ergon Energy

- Queensland Police Service (Gladstone Station)
- Port Authority
- Gladstone Area Promotion and Development Limited (GAPDL)
- Local businesses and private property owners

Marketing will be a crucial component to the success of the project and great emphasis must be placed on media releases and community consultation. During the initial investigative stage, an effort was made to consult with the Port Authority and Gladstone Area Promotion and Development Limited (GAPDL).

An excellent way to promote the free Council Wi-Fi and possibly extending the service is to encourage local business such as cafes, restaurants and retailers to offer free Wi-Fi. Offering free Wi-Fi is very profitable for businesses since most businesses that have broadband connections tend to underuse their data. Capitalising on the unused data by offering it up to customers will encourage foot traffic, enticing customers to stay longer and spend more and promoting customer loyalty.

### **Legal Environmental and Policy Implications:**

All works will be installed in accordance with the appropriate Australian Standards or Industry Guidelines.

The installation of Wi-Fi for public must adhere to strict Council policy guideline to prevent inappropriate, excessive or illegal use, this will need to be developed.

### **Financial and Resource Implications:**

Option 1 – Nil.

Option 2a – The proposal is new and there is currently no budget allocation present for it in the Council's Long Term Financial Plan. If successful in the Smart Cities and Suburbs Program fund application, 55% of the total project costs would be funded by the Gladstone Regional Council at an estimated costs of \$271,524 (excl. GST).

Council would also be responsible for the ongoing data and maintenance costs, estimated at an annual cost of \$28,692 - \$46,512 (excl. GST).

Option 2b – The proposal is an extension of an existing project currently allocated approximately \$1,300,000 in Council's Long Term Financial Plan. If successful in the Smart Cities and Suburbs funding application, 55% of the total project costs would be funded by the Gladstone Regional Council at an estimated costs of \$974,600 (excl. GST) which is a smaller allocation than previously allowed for.

Council would also be responsible for the ongoing electrical and maintenance costs, estimated at an annual cost of \$42,499 - \$77,915 (excl. GST) which is lower than the existing estimated annual cost \$93,328 (excl. GST).

Option 2c – The proposal is new and there is currently no budget allocation present for it in the Council's Long Term Financial Plan. If successful in the Smart Cities and Suburbs Program fund application, 55% of the total project costs would be funded by the Gladstone Regional Council at an estimated costs of \$336,250 (excl. GST).

Council would also be responsible for the ongoing data and maintenance costs, estimated at an annual cost of \$20,500 (excl. GST).

Option 2d – The proposal is new and there is currently no budget allocation present for it in the Council's Long Term Financial Plan. If successful in the Smart Cities and Suburbs Program fund application, 55% of the total project costs would be funded by the Gladstone Regional Council at an estimated costs of \$270,000 - \$284,000 (excl. GST).

Council would also be responsible for the ongoing data and maintenance costs, estimated at an annual cost of \$18,000 (excl. GST).

Option 2e – The proposal is new and there is currently no budget allocation present for it in the Council's Long Term Financial Plan. If successful in the Smart Cities and Suburbs Program fund application, 55% of the total project costs would be funded by the Gladstone Regional Council at an estimated costs of \$305,000 (excl. GST).

Council would also be responsible for the ongoing data and maintenance costs, estimated at an annual cost of \$18,000 (excl. GST).

See Table below for a summary of the proposed options and costs. Please note all costings are rough estimates and exact figures cannot be determined until the project scope is well defined.

Smart Technology Opportunities	Option 2a	Option 2b	Option 2c	Option 2d	Option 2e	Project Capital Costs	Project Annual Operating Costs
Wi-Fi	✓	✓	✓	✓	✓	\$250,000	\$18,000
Smart Parking	✓	x	x	x	x	\$243,680	\$10,692 - \$28,512
LED Smart Lighting	x	✓	x	x	x	\$1,522,000*	\$42,499 - \$77,915
Smart Water Trial	x	x	✓	x	x	\$86,250	\$2,500
Electric Car Station	x	x	x	✓	x	\$20,000 – 34,000	N / A
Smart IR CCTV	x	x	x	x	✓	\$55,000	N / A
<b>Total Capital Costs</b>	\$493,680	\$1,772,000*	\$336,250	\$270,000 - \$284,000	\$305,000		
<b>Total Annual Operating Costs</b>	\$28,692 - \$46,512	\$60,499 - \$95,915	\$20,500	\$18,000	\$18,000		

\*includes funds (approximately \$1,300,000 (excl. GST)) that is currently included within the Long Term Financial Plan budget. See Background: Lighting for further details

### Commentary:

Nil.

### Summary:

Option 1:  
Do Nothing

Option 2a – Smart Parking:  
That Council:

1. Make a funding application to the Smart Cities and Suburbs Program Round 2 for the Smart Infrastructure Project including the installation of Wi-Fi access within the Gladstone CBD as per Drawing No. 17-042-003 at an estimated total capital cost of \$250,000 (excl. GST) and;
  - a. Install Smart Parking Technology (including signage, sensors and gateways) in On-Street Parking Bays and Off-Street Council Owned Parking Lots within the Gladstone CBD as per Drawing No. 17-042-000 at an estimated total capital cost of \$243,680 (excl. GST).

2. Seeks funding of 45% for the Smart Infrastructure Project costs, in its application to the Smart Cities and Suburbs Program and allocates the remaining 55% of the costs in the 2017/18 budget allocations.
3. Allocates an on going maintenance budget of approximately \$29-172-\$46,272 (exc. GST) per annum from its operational maintenance budget.
4. Authorise the Chief Executive Officer (or delegate) to prepare and implement a strategy (including review of Stage 1, refinement of costs and proposed implementation year) to progress with Stage 2 & 3 in future Council budgets.

Option 2b – Smart Lighting:

That Council:

1. Make a funding application to the Smart Cities and Suburbs Program Round 2 for the Smart Infrastructure Project including the installation of Wi-Fi access within the Gladstone CBD as per Drawing No. 17-042-003 at an estimated total capital cost of \$250,000 (excl. GST) and;
  - a. Lighting upgrade as per the HIG's Gladstone CBD Lighting Audit 2015 and including LED Smart Lighting Technology at an estimated cost of \$1,522,000 (excl. GST) with on-going electrical annual costs estimated at \$42,499 - \$77,915.
2. Seeks funding of 45% for the Smart Infrastructure Project costs, in its application to the Smart Cities and Suburbs Program and allocates the remaining 55% of the costs in the 2017/18 budget allocations.
3. Allocates an on going maintenance budget of approximately \$60,499 - \$95,915 (exc. GST) per annum from its operational maintenance budget.
4. Authorise the Chief Executive Officer (or delegate) to prepare and implement a strategy to review smart technologies installed and any extension of existing smart technologies and/or additional technologies to be considered in the future.

Option 2c – Smart Water:

That Council:

1. Make a funding application to the Smart Cities and Suburbs Program Round 2 for the Smart Infrastructure Project including the installation of Wi-Fi access within the Gladstone CBD as per Drawing No. 17-042-003 at an estimated total capital cost of \$250,000 (excl. GST) and;
  - a. Install and retrofit a maximum of 250 water meters with the appropriate 'Automatic Meter Readers' (AMRs) at an estimated capital cost of \$86,250 (excl. GST) and an ongoing annual costs estimated at \$2,500 (excl. GST).
2. Seeks funding of 45% for the Smart Infrastructure Project costs, in its application to the Smart Cities and Suburbs Program and allocates the remaining 55% of the costs in the 2017/18 budget allocations.
3. Allocates an on going maintenance budget of approximately \$20,500 (exc. GST) per annum from its operational maintenance budget.
4. Authorise the Chief Executive Officer (or delegate) to prepare and implement a strategy to review smart technologies installed and any extension of existing smart technologies and/or additional technologies to be considered in the future.

Option 2d - Solar Powered Electric Vehicle Charging Station:

That Council:

1. Make a funding application to the Smart Cities and Suburbs Program Round 2 for the Smart Infrastructure Project including the installation of Wi-Fi access within the Gladstone CBD as per Drawing No. 17-042-003 at an estimated total capital cost of \$250,000 (excl. GST) and;

- a. One Solar Powered Electric Vehicle Charging Station at an estimated cost of \$20,000 – 34,000 (excl. GST).
2. Seeks funding of 45% for the Smart Infrastructure Project costs, in its application to the Smart Cities and Suburbs Program and allocates the remaining 55% of the costs in the 2017/18 budget allocations.
3. Allocates an on going maintenance budget of approximately \$18,000 (exc. GST) per annum from its operational maintenance budget.
4. Authorise the Chief Executive Officer (or delegate) to prepare and implement a strategy to review smart technologies installed and any extension of existing smart technologies and/or additional technologies to be considered in the future.

**Option 2e – Smart IR CCTV Cameras:**

That Council:

1. Make a funding application to the Smart Cities and Suburbs Program Round 2 for the Smart Infrastructure Project including the installation of Wi-Fi access within the Gladstone CBD as per Drawing No. 17-042-003 at an estimated total capital cost of \$250,000 (excl. GST) and;
  - a. Installation of Smart IR CCTV Cameras at key locations within the Gladstone CBD at an estimated capital cost of \$55,000 (excl. GST).
2. Seeks funding of 45% for the Smart Infrastructure Project costs, in its application to the Smart Cities and Suburbs Program and allocates the remaining 55% of the costs in the 2017/18 budget allocations.
3. Allocates an on going maintenance budget of approximately \$18,000 (exc. GST) per annum from its operational maintenance budget.
4. Authorise the Chief Executive Officer (or delegate) to prepare and implement a strategy to review smart technologies installed and any extension of existing smart technologies and/or additional technologies to be considered in the future.

**Attachments:**

1. Smart Cities and Suburbs CBD Car Parking and Wi-Fi Proposal Report.
2. Smart Cities and Suburbs Proposal: Stage 1 Wi-Fi Coverage Plan (Drawing No. 17-042-003).
3. Smart Cities and Suburbs Proposal: Stage 1 Completed Works Site Plan (Drawing No. 17-042-000).

**Tabled Items:**

Nil.

**Report Prepared by:** Graduate Engineers – Technical Services

## WTC/5.7. REQUEST TO NAME ROAD - BENARABY

**Responsible Officer: Director Engineering Services**

**Committee Meeting Date: 13 June 2017**

**File Ref: RD5.1**

### **Purpose:**

The purpose of this report is to allow the Council to consider a request to name an unnamed road at Benaraby.

### **Officer's Recommendation:**

1. That Council name the unnamed road at Benaraby 'Lucky Strike Road' and authorise the Chief Executive Officer (or delegate) to supply and install the appropriate signage.
2. That the applicant and affected property owners be advised accordingly.

### **Background:**

On 28 February 2017, Council received an application (Attachment 1) to name an unnamed road at Benaraby 'Jiver Drive'. The applicant is proposing to build a house on Lot 3 RP884840.

The unnamed road and Lot 3 location is shown in Figure 1 below.



**Figure 1 – Road Location**



The application states that the reason to support the preferred road name is:

*I am getting a house built on said road. The Calliope Shire Council named Hoad Rd after my parents. I just thought it would be a different name to all the other street names. A bit unique. My family have lived on this property for 57 years.*

The application states that the history of the name proposed is:

*Well the name was my nickname a long time ago. Then I bought the name as a company. Then I got my name changed at Births Deaths and Marriages in Brisbane. My name used to be Clive Everard Hoad. I think in the old maps it was called Riverstone Rd.*

On 9 March 2017 a preliminary assessment was undertaken by Officers to determine if the requested road name 'Jiver Drive' met the requirements of Council's 'Naming of Infrastructure Assets Policy' (P-2015/13). This assessment deemed that the name did not comply with the following sections of the Policy:-

1. Section 8.3 - Names of Persons still active in their service, position, community should not be used.
2. Section 8.3 – Names of Commercial or Companies shall be avoided.
3. Section 8.4 – Use of given names is to be generally avoided.
4. Section 8.7 – Appropriate to physical, historical or cultural character of the area.
5. Section 8.7 – Preferred sources of names
6. Section 8.8 – For proposed local roads or continuation of existing roads, names must be chosen from the 'Approved Place Names Register' list with a status of 'Not Used'.
7. Section 8.8.1 – Road Suffix of Drive does not meet suffix description.

As such, correspondence dated 23 March 2017, was forwarded to the applicant, advising that the requested name 'Jiver Drive' did not meet the above sections of Council's Policy and requested that three names from the 'unused' names section of the Asset Name Register be provided.

The applicant verbally advised that his preferred road name from the Asset Name Register was 'Lucky Strike' or alternatively extend the name 'Hoad Road' as he accesses his property via Hoad Road. Refer Figure 2 below.



## Figure 2 – Property Access

The request to extend the name 'Hoad Road' is not considered possible due to a large road reserve that exists in between Hoad Road and the unnamed road. In addition, Hoad Road does not 'line up' with the unnamed road. Refer Figure 2 above.

As such, correspondence dated 24 April 2017 was sent to property owners of four properties that have frontage to the road proposed to be named. The letter advised that Council had received an application to name an unnamed road at Benaraby and that the name that has been proposed is "Lucky Strike" which comes from Council's approved Asset Name Register. The letter sought the property owners' views on the proposed name by 5pm Friday 12 May 2017.

A check of Council's records management system on 16 May 2017, indicated that no correspondence was received from any of the affected property owners.

### Consideration:

In considering this matter the following two options exist :-

#### Option 1 – Leave Road Unnamed

Section 60 of the Local Government Act 2009 (LGA), states that *A local government has control of all roads in its local government area. This control includes being able to name and number other roads.* There is no compulsion on Council to name roads, rather it just has the power to do so if it wants to.

Even though the LGA does not state that Council must name roads, it is considered 'good practice' to name roads following the submission of an application. In this particular instance, a submission has been received from an Applicant who is proposing to construct a dwelling on a lot that accesses the unnamed road. By leaving the road unnamed, the applicant will not be able to have a street address which may restrict emergency service access to the lot.

#### Option 2 – Name Road (recommended option)

As the name 'Lucky Strike' comes from Council's approved Asset Name Register and no objections were offered from affected property owners, it is recommended that Council proceed with naming the unnamed road 'Lucky Strike'.

In relation to the Road Type Suffix, the applicant originally requested the suffix 'Drive', however, Council's 'Naming of Infrastructure Assets Policy (P-2015/13) states that the suffix 'Drive' should be used for *'a wide thoroughfare of substantial length allowing a steady flow of traffic without many cross streets'*. The unnamed road is approximately 630m long and connects to Hoad Road and an unnamed road in the north and does not connect to any other road at the other end. The road reserve is approximately 30m wide.

As such, it is considered that the proposed suffix 'Drive' does not comply. It is suggested that the suffix should be 'Road' as the road is unformed and given the location would not have a steady flow of traffic. In accordance with the Policy, the suffix 'Road' is *'a place where one may ride. An open way or public passage for vehicles, persons and animals. A roadway forming a means of communication between one place and another'*.

Therefore it is recommended that the unnamed road at Benaraby be named 'Lucky Strike Road'.



**Communication and Consultation (Internal/External):**

- Applicant
- Affected property owners (4)
- Manager Road Services

**Legal Environmental and Policy Implications:**

- Complies with Council's Naming of Infrastructure Assets Policy (P-2015/3).
- Advice will be provided regarding Council's Policy 'Maintenance of Unformed or Unmade Roads' (P-2014/12).

**Financial and Resource Implications:**

Supply and Install Road Sign at the end of the road - \$350-\$400 x 1 to be funded from the Road Maintenance – Western budget.

**Commentary:**

In addition, the applicant is to be directed to the Policy Statement within P-2014/12 'Maintenance of Unformed or Unmade Roads' that states:

*There is no legal obligation on the Council to carry out improvements, minor repairs or maintenance to unformed or unmade roads. Thus, Council will not carry out such works except where a benefit to the community can be demonstrated such as fire fighting access, weed control, etc. Community benefit and thus any work is to be determined by the Chief Executive Officer (or delegate).*

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

That is, regardless of Council formally naming the road, there is no obligation on Council to undertake an improvements, minor repairs or maintenance to the road.

**Summary:**

The following two recommendations exist based on the options presented.

Option 1 – Leave Road Unnamed

1. That Council advise the applicant that the request to name the unnamed road at Benaraby is refused.
2. That the affected property owners be advised accordingly.

Option 2 – Name Road (recommended option)

1. That Council name the unnamed road at Benaraby 'Lucky Strike Road' and delegate to the Chief Executive Officer (or delegate) to supply and install the appropriate signage.
2. That the applicant and affected property owners be advised accordingly.

**Attachments:**

1. Application Form

**Tabled Items:**

Nil.

**Report Prepared by:** Senior Technical Officer

## **WTC/5.8. REQUEST TO ADD A NAME TO APPROVED PLACE NAMES REGISTER - ANTELLA**

**Responsible Officer: Director Engineering Services**

**Committee Meeting Date: 13 June 2017**

**File Ref: RD5.1**

### **Purpose:**

The purpose of this report is to allow Council to consider a request to include the name 'Antella' on the Approved Place Names Register.

### **Officer's Recommendation:**

That Council:

1. Include the name 'Antella' on the Approved Place Names Register with notations that it is to be utilised for a Street Name within the Gladstone City Urban Area; and
2. Advise the applicant accordingly.

### **Background:**

On 10 April 2017, Council received an application to add the name 'Antella' to the Approved Place Names Register. The application requested that the name 'Antella' to be used within the Gladstone City Urban Area to name a future street. This is in recognition of the applicant's Grandparents Mr John A Antella and Mrs (Andrew) Agnes Antella.

The application states that the proposed name fits the following preferred sources of names:

- Local eminent person
- Early local settler

Further the applicant states that:

*"My Grandparents were Gladstone residents for many years. My Grandmother was the eldest daughter of Mr and Mrs W Watt (William Wilson Watt). My Grandfather was the diver for Swifts Meatworks – GLT. In the 1950 – early 1960's there was a punt name 'Antella'. I can recall it was moored in Auckland Creek opposite the Port Curtis Sailing Clubhouse. My Grandfather had a heart attack in March 1935 and passed away (on the footpath outside Mastersons Pharmacy in Goonoon Street, between C.D. Patrick Jewellers and where the Westpac (previously Bank of NSW) is located). As per funeral notices, both my Grandparents were well known and highly respected citizens of Gladstone."*

The application included supporting information in the form of funeral notices (Attachment 1).

### **Consideration:**

Council's Naming of Infrastructure Assets Policy (P-2015/13) (Attachment 2) sets out the requirements for placing a name on the Approved Place Names Register. The following assessment is undertaken based on the requirements within the Policy.

### Uniqueness

- Name duplication – COMPLIES
- Roads crossing into adjoining areas - N/A
- Similarity in road names – COMPLIES

Antella does not exist and is not similar to any other road name within the Gladstone Region.

### Worth Individual/Citizen

- Names of persons still active in their service, position, community should not be used. - COMPLIES
- Avoid names that are: COMPLIES
  - Offensive or likely to give offence
  - Inappropriate sounding when pronounced
  - Considered as a commercial or company name
  - Deemed to be incongruous – out of place

Funeral notices have been provided and Antella is not considered to be ineligible due to the above criteria.

### Communication

- Names are easily read, spelt & pronounced – COMPLIES
- Avoid unduly long names & names composed of more than one word – COMPLIES
- Surnames/Family names are to be used – COMPLIES

### Spelling

- Place Names - N/A

### Form

- Apostrophe, hyphens, numbers, spaces - N/A

### Sources

- Appropriate to physical, historical or cultural character of the area – COMPLIES
- Preferred sources of names include: COMPLIES
  - Early settlers, pioneers, explorers and other local eminent persons
  - War Service/Casualty lists
  - Theme based naming
  - Local landmarks or site specific related features
  - In memoriam
  - Indigenous names

Historical evidence has been provided to demonstrate that the name Antella complies with 'local eminent persons'.

It is recommended that, as the name 'Antella' complies with the appropriate provisions of the Naming of Infrastructure Assets Policy (P-2015/13), it be added to the Approved Place Names Register.

**Communication and Consultation (Internal/External):**

Applicant.

**Legal Environmental and Policy Implications:**

Complies with Council's Naming of Infrastructure Assets Policy (P-2015/13).

**Financial and Resource Implications:**

Nil.

**Commentary:**

Prior to the Applicant lodging the application, information (Attachment 3) was provided to him by Council Officers, on his Great Grandfather William Wilson Watt. Mr Watt was the father of Mrs Andrew Antella (one of the subject persons).

**Summary:**

Nil.

**Attachments:**

1. Funeral Notice.
2. Council's Naming of Infrastructure Assets Policy (P-2015/13).
3. WW Watt historical information.

**Tabled Items:**

Nil.

**Report Prepared by:** Senior Technical Officer

**WTC/6. URGENT BUSINESS**

Nil.

**WTC/7. NOTICE OF MOTION**

Nil.

**WTC/8. CONFIDENTIAL ITEMS**

Nil.

**WTC/9. MEETING CLOSE**

Nil.

## **ATTACHMENTS**