



Sunshine Coast Regional Council ABN 37 876 973 913  
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Our Reference:  
Your Reference:

11 April 2014

Amanda Yeates  
Regional Director – Program Delivery & Operations  
Department of Transport and Main Roads  
PO Box 1600  
MAROOCHYDORE QLD 4558

Dear Amanda

#### OPERATIONS AND MAINTENANCE STATE-CONTROLLED ROADS

I am writing to request that key stakeholders from Council and DTMR meet to engage and commence negotiations relevant to the above matter.

As you may be aware the Sunshine Coast Council has recently undertaken an organisational review of all operations. As part of this review our Parks and Gardens team have identified a number of sites which are being maintained (mowing and horticulture) at Councils cost, however are part of DTMR network and jurisdiction. Many of these areas serve as "Signature Points" or "Gateways" for the Sunshine Coast and often provide a sense of ownership to our residents, community members and tourists. (attached site list for locations and areas).

You would also be aware of some considerable community disquiet over the presentation of many of the regions key entry road ways , medians and verges, that unfortunately can create an appear to be neglected and creates a negative impression for both visitors and locals alike, and does not align with the aspirations of both Council and the State government to showcase our region to the best possible extent.

With reference to the "*Cost Sharing Based on Responsibilities within State Controlled Roads*" document, Council and DTMR are currently engaged in a "Memorandum of Understanding" for Vegetation Maintenance for Nicklin Way and Caloundra Road. This agreement is working successfully, however is set to expire 30 June 2014. (MOU attached)

As part of any new negotiations I believe discussion and agreement needs to occur on the following points:

- locations and sites currently under maintenance;
- opportunities for other sites;
- responsibilities of DTMR / Council;
- intervention levels;
- service levels (basic and enhanced); and
- funding provisions;

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Agreement on these matters can then form part of a new or upgraded MOU. It is also important that Council and DTMR are seen to be working in partnership and providing a consistent and methodical service standard across the Sunshine Coast region.

I have also been advised of a recent meeting between DTMR officers Christine Brindley and Alistair Culley, and Councils officers Nicholas Coluccio and Jeff Ferney. At the conclusion of this meeting all parties agreed that further discussion and formal agreement be sought as this would provide great benefits to both organisations and the community.

We are keen to arrange a meeting with DTMR key stakeholders and meeting arrangements can be made by contacting Mr Nicholas Coluccio on 5420 7433.

I look forward to your response and if you have any queries please do not hesitate to contact myself or the Manager Parks and Gardens, Mark Presswell.

Yours sincerely



Andrew Ryan  
Director Infrastructure Services

Cc: Manager Parks & Gardens – Mark Presswell  
Coordinator Parks Operations & Contracts – Nicholas Coluccio  
Mayor Mark Jamieson  
Councillors  
Chief Executive Officer

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1 - COUNCIL MAINTAINED - TMR Responsibility under Cost Sharing Agreement - Funded by TMR (Vegetation Maintenance MOU)

Division	Zone	Site ID	Site Description	Area M <sup>2</sup>	Heclares	UBDRef
Division 2	Road Network South	4331	Caloundra Road Verges - Islands (Cat 1)	1,605.23	0.16	100 B14
Division 2	Road Network South	4331	Caloundra Road Verges - Islands (Cat 2)	14,725.97	1.47	100 B14
Division 2	Road Network South	4691	Micklin Way - Caloundra Road R/abou	6,786.32	0.68	100 B15
Division 2	A10 Crew 4 - Roving Crew	4831	Caloundra Road Verges - Islands	952,012,784	0.0952	99 P12
Division 3	Road Network South	4706	Micklin Way Missions - Verges	29,328.53	2.93	90 G10
Division 3	Zone 3	4706	Micklin Way Missions - Verges	1020.569	0.10205790	G14,15 80H15
		Total		54,418.63	5.44	

2 - COUNCIL MAINTAINED - TMR Responsibility under Cost Sharing Agreement - Funded by Council

Division	Zone	Site ID	Site Description	Area M <sup>2</sup>	Heclares	UBDRef
Division 1	Zone 1	5687	Coochin Hills Drive Entry Verge	3,496.64	0.35	116 D6
Division 1	Road Network South	5712	Kawana Way - Premier Circuit R/abou	429.51	0.04	90 D3
Division 1	Road Network South	4560	Kawana Way Verge	1,281.98	0.13	90 D3
Division 1	Zone 1	4757	Peacheater Sportsground	16,921.86	1.69	84 J15
Division 1	A9 Rural North	5918	Bald Knob Lookout	988.31	0.10	91 E8
Division 1	A9 Rural South	5470	Mooloolah Tidy Towns entry Sign	754.24	0.08	86 H19
Division 1	A11 South	4559	Kawana Way Centre M/strip	1343,784.11	0.1344	90 D5
Division 1	A9 Rural South	6080	Kilcoy - Beerwah Road R/about and verges	364,081.92	0.364	116 C2
Division 1	A11 South	4658	Metter Linkway T/Islands, R/abouts	111,685.135	0.0112	90 D4
Division 10	Zone 10	2902	Farell St Verge	5,369.91	0.54	46 C5
Division 10	Zone 10	1864	Plaston Dr Verge	7,693.27	0.77	54 H10
Division 10	Zone 10	2909	Fleming St Verge	960.07	0.10	46 D6
Division 10	Zone 10	823	Nambour - Mapleton Entrance	6,013.74	0.60	56 G14
Division 10	Zone 10	2305	Old Oba Rd Verge	3,644.35	0.36	54 E12
Division 10	Zone 10	3104	Yandina Cootum Rd Verges	1,445.86	0.11	46 E7
Division 10	A4 Mapleton/Kenilworth Mowing	1573	Beacon Hill Road Park	1,519.00	0.15	31 R9
Division 10	A4 Mapleton/Kenilworth Mowing	2827	Brookoo Road Bluff Bus Shelter	119.72	0.01	31 L3
Division 10	A4 Mapleton/Kenilworth Mowing	1629	Brookoo Road Park	4,687.68	0.47	31 M10
Division 10	A4 Mapleton/Kenilworth Mowing	1630	Brookoo Road Verge	11,156.23	1.12	31 M10
Division 10	A4 Mapleton/Kenilworth Mowing	1833	Eumundi-Kenilworth Road Verges	18,854.29	1.87	31 N11
Division 10	A4 Mapleton/Kenilworth Mowing	1700	High Cochrane Lookout	2,973.89	0.30	53 C7
Division 10	A4 Mapleton/Kenilworth Mowing	1992	Isaac Moore Park	5,743.43	0.57	31 P10
Division 10	A4 Mapleton/Kenilworth Mowing	2958	Melery-Kenilworth Road Verges	8,207.38	0.82	31 M14
Division 10	A4 Mapleton/Kenilworth Mowing	2304	Old Obi Creek East Park	2,577.66	0.26	53 H11
Division 10	A4 Mapleton/Kenilworth Mowing	2413	Pioneer Park	6,085.09	0.61	33 D15
Division 10	A4 Mapleton / Kenilworth Mowing	2014	Juniper Court Park	776,579.605	0.0777	54 H11
Division 10	A4 Mapleton / Kenilworth Mowing	4595	Mapleton Entry Verge	258,464.037	0.0298	54 H8
Division 10	Road Network North	3007	Alexandra Pole Medians	3,955.94	0.30	69 P14
Division 10	Road Network South	5710	Kawana Way - Jamaica Way R/abou & T/Islands	634.90	0.06	95 D17
Division 10	Road Network South	5711	Kawana Way - Kawana Island Boulevard R/abou & T/Islands	716.04	0.07	60 E19
Division 10	Zone 4	4736	Outigger Park	5,772.90	0.58	80 C3
Division 10	Road Network North	346	Aerodrome Rd Medians, F/paths	1,766,173.4	0.176617	69 I12
Division 10	Zone 4	3472	Mooloolaba Rd - Sunshine Motorway Ramp Verges	124,000.005	0.1244	69 I19
Division 10	Zone 5	817	Conis Ave Verge	7,534.66	0.75	86 D1,75 C19
Division 10	Zone 5	4612	Little Yabba	1,879.05	0.19	31 D19
Division 10	Zone 5	873	Palmwoods-Moonville Road Verge	2,071.10	0.21	76 B5, 76 B5, D7
Division 10	A9 Rural North	5550	Centenary Drive Verge	211.34	0.02	74 D20

Division 5	A9 Rural South	Turf Internal	3540	1,064.65	0.11	96 F18
Division 5	A4 Woombye Horticulture	Landscape Internal	873	705.276683	0.0705	75 Q7
Division 5	Zone 5	Turf Contract	5455	1042.16458	0.104216	74 Q12
Division 6	Zone 6	Turf Contract	546	410.66	0.04	78 F6
Division 6	Zone 6	Turf Contract	5032	483.13	0.05	78 E9
Division 7	Zone 7	Turf Contract	662	938.38	0.09	68 B14
Division 7	Road Network North	Turf Contract	3570	158.66	0.02	68 B13,14
Division 7	Road Network North	Turf Contract	592	6,340.43	0.63	68 G13
Division 7	A2 Macrochydore Mowing	Turf Internal	1613	220.85	0.02	68 L5
Division 8	A2 Macrochydore Mowing	Turf Internal	2652	461.145054	0.046115	68 O5
Division 8	A2 Macrochydore Mowing	Turf Internal	2238	1758.25238	0.175825	68 O5
Division 8	SOA	Slashing - SOA	5979	1693.47507	0.169348	59 I9
Division 8	Zone 8	Landscape Contract	3446	1411.40082	0.141148	59 F9,10
Division 8	Road Network North	Turf Contract	3275	1,430.22	0.14	49 J12
Division 8	Road Network North	Turf Contract	38	47,862.62	4.79	59 A15 - 49 J11
Division 8	Road Network North	Turf Contract	343	7,983.92	0.80	69 D9
Division 8	Road Network North	Turf Contract	511	598.30	0.06	58 D16
Division 9	Zone 9	Turf Contract	1745	1,846.19	0.19	46 K8
Division 9	Road Network North	Turf Contract	110	21,782.88	2.18	39 H11,J1
Division 9	Road Network North	Turf Contract	503	1,633.10	0.16	58 C13
Division 9	Road Network North	Turf Contract	505	159.68	0.02	58 B13
Division 9	Mowing	Turf Internal	1563	2,669.50	0.27	39 C18
Division 9	A1 Muzjima Southern Mowing	Turf Internal	2007	4,771.33	0.48	58 P17
Division 10	Zone 10	Turf Contract	1952	1017.23365	0.101723	25 Q16
Division 10	Zone 10	Turf Contract	3529	698.438327	0.069844	25 Q, R15
Division 10	Zone 10	Turf Contract	3095	2062.57968	0.206253	25 K7
Division 10	Zone 10	Turf Contract	3582	817.960646	0.081796	46 B10
				250,234.83	25.02	

3 - COUNCIL MAINTAINED & EMBELISHED - SCC Part Responsibility under Cost Sharing Agreement - Funded by Council						
Division	Zone	Site ID	Site Description	Area M <sup>2</sup>	Hectares	UBC Ref
Division 1	A9 Rural North	5470	Mooloolah Tidy Towns Entry Sign	39,797.48	0.0040	86 H19
Division 4	Zone 4	3313	Kawana Way, Bighwater Blvd T/Islands, R/about, West Entry	1,852,962.85	0.185296	79 M16
Division 4	Zone 4	2937	Kawana Way East Entry, R/about, T/Islands	2472.66211	0.247266	80 A16
Division 7	Zone 7	2175	Macrochy Blvd Interchange	33441.3169	3.344132	69 F16
Division 7	A3 Precinct Horticulture	2155	Main Street, Burnett Street R/about	252.213499	0.0252	78 H4
Division 7	A3 Precinct Horticulture	1651	Burnett Street R/about	36,946.191	0.0037	78 G5
Division 7	A3 Precinct Horticulture	4160	King Street, Dixon Road R/about	347,063.378	0.0347	79 A3
Division 8	Zone 8	6033	Beach Side Estate R/about	653,240.073	0.065324	49 K8
Division 8	Zone 8	5994	Suncoast Boulevard R/about and verges	1,788.85232	0.021	59 K7
Division 8	Road Network North	2175	Macrochy Blvd Interchange	5,866.60	0.59	69 E16
Division 8	Zone 8	3274	David Low Way, Boardwalk Blvd R/about	1079,08134	0.107908	49 J12
Division 9	Zone 9	3415	Parklakes Dr., Yandina Bl Rd R/about	672,884.217	0.067288	57 R8
Division 9	Zone 9	3392	Yandina Coolum Rd., Quanda Rd Intersection	1,747.42	0.17	38 N13
Division 9	Zone 9	1720	Coolum Esp S/capes	1,976,212.47	0.013459	39 H14
Division 9	A3 Outer Horticulture	1591	Bl Rd R/about	438,135.037	0.0438	58 D16

Division 10	A4 Precinct Horticulture	Landscape Internal	1835	Farrell Street Landscapes	43 853 588	0.0044	46 C9
Division 10	A4 Precinct Horticulture	Landscape Internal	1766	Currie Street Hedges, Trees, Gardens, T/Island Gardens	229 197 639	0.0229	56 D18
Division 10	A4 Precinct Horticulture	Landscape Internal	2859	Coronation Avenue M/strip Garden	565 249 787	0.0565	56 D17
				<b>Total</b>	<b>53 505 800</b>	<b>0.00651</b>	



SCC CORRESPONDENCE



X0048753



26

Our ref 500/00476 SMS13\_026  
Your ref -  
Enquiries Mr Alistair Culley

Department of Transport and Main Roads

10 September 2013



COPY

Chief Executive Officer  
Sunshine Coast Regional Council  
Locked Bag 72  
Sunshine Coast Mail Centre Qld 4558

Box: 21410 R: 2

DOB

Dear Mr Knaggs

**Memorandum of Understanding (MOU) for Vegetation Management; and  
Memorandum of Understanding (MOU) for Graffiti and Litter in the Sunshine Coast  
Regional Council area**

Please find attached the proposed agreements between the Department of Transport and Main Roads and Sunshine Coast Regional Council for the management of Graffiti and Litter within the Sunshine Coast Region and Vegetation Management on nominated state-controlled roads.

Please sign the two MOU's and include the necessary appendices that are required from Council and return to the below address.

This contribution would operate under the same terms and conditions as the previous years MOU's and will remain in place until the 30 June 2014.

Should you have any questions or wish to discuss this matter further, please do not hesitate to contact the department's Acting Principal Engineer (Maintenance) Mr Alistair Culley on 5475 7055.

Yours sincerely

for D G Tennant  
Regional Director (North Coast)

Program Delivery & Operations Branch  
North Coast Region  
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Department of  
Transport and Main Roads

# MEMORANDUM OF UNDERSTANDING

Between

The Department of Main Roads North Coast Region  
and  
Sunshine Coast Regional Council

for

Contribution by DTMR for Vegetation  
Management on State-Controlled roads in  
the Sunshine Coast Regional Council area

1 July 2013 to 30 June 2014



**MEMORANDUM OF UNDERSTANDING  
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## 1 INTRODUCTION

The relevant key strategic issues are:

Managing the Community Assets	Maintain vegetation on State-Controlled roads.
Active Healthy and Safe	Transport networks and corridors, that are well maintained and promote safety
Partnership and Advocacy	Participate in intergovernmental relations and regional collaboration opportunities

## 2 PARTIES

This Memorandum of Understanding (MOU) sets out the co-operative, non-commercial working arrangements associated with vegetation management on selected State-Controlled roads.

The partnership aims to:

- Maintain the image and visual appearance of the region;
- Maintain community confidence of a safe road network; and
- Ensure community and organisational acceptance on the part of the Department of Transport and Main Roads North Coast Region (DTMR-NCR) and Sunshine Coast Regional Council (SCRC).

## 3 PURPOSE, SCOPE & OBJECTIVES

### 3.1 Purpose

Though this MOU does not legally bind the parties, it clarifies the responsibilities of the parties, details the technical and operational requirements and provides a shared vision for the management of vegetation management on State-Controlled roads.

The purpose of this MOU is to continue the established partnership between DTMR-NCR and SCRC in terms of vegetation management.

The agreement also seeks to identify the areas that are relevant on the contribution for Council associated with roundabout, shoulder and medians vegetation management.

### 3.2 Scope

This MOU applies to DTMR-NCR assets that have been nominated and agreed to by both parties; and located within the boundaries of the SCRC. Requests to extend to an additional area not identified in this MOU will require the agreement of both parties.

Areas of Vegetation Management (Maintenance) under this MOU include:

- Caloundra Road (Belvista roundabout to Caloundra township);
- Nicklin Way (Caloundra Road to Sunshine Motorway); and
- Any other DTMR State-Controlled roads upon request and agreement by both parties.

This agreement does not apply to any DTMR-NCR infrastructure that is currently under construction.

This MOU does not replace or change any existing operations under a Routine Maintenance Contract. SCRC will not assume any Department of Main Roads responsibilities and will perform the operations covered in this MOU on behalf of Department of Transport and Main Roads. This MOU does not change or alter any responsibilities outlined in the *Cost Sharing Based on Responsibilities within State-controlled Roads* (Appendix D) document which refers to urban roads within the region.

### **3.3 Objectives**

The objectives of this MOU are to:

- Ensure appropriate vegetation management practices are adopted;
- Ensure a coordinated approach with local council toward vegetation management on DTMR-NCR assets; and
- Identify improvement opportunities and establish maintenance protocols associated with the ongoing management of vegetation;

## **4 PERIOD OF THE MEMORANDUM OF UNDERSTANDING**

This MOU shall commence on 1 July 2013 and continue for a period of twelve (12) months to 30 June 2014. During this period, this MOU may be reviewed and renegotiated, if necessary, as agreed between the parties.

## **5 ROLES AND RESPONSIBILITIES OF PARTIES**

### **5.1 Roles and Responsibilities of DTMR North Coast Region**

In the context of this MOU, DTMR-NCR is responsible for:

- Validating ownership of assets associated with vegetation management;
- Verifying technical suitability of vegetation management strategies being proposed;
- Supplying purchase orders when required;
- Payment of SCRC invoices on nett 30 days from the date of invoice.

### **5.2 Roles & Responsibilities of Sunshine Coast Regional Council**

In the context of this MOU, SCRC is responsible for:

- Ensuring all work undertaken is in compliance with Workplace Health and Safety requirements and DM50P (Appendix E);
- Maintaining a record of asset information associated with proactive vegetation management;
- Identifying and recommending other hotspot locations that require vegetation management; and
- Not exceeding allocated amount without written approval from DTMR-NCR.

## **6 COMMUNICATION**

Good communication will ensure that the agreement works effectively. Both parties commit to:

- Open communication and rapid resolution of any issues, problems, and disputes;
- Consultation on changes that impact on each other's operations and responsibilities;
- All media enquiries shall be directed to DTMR-NCR and will be coordinated and released by the DTMR-NCR in consultation with SCRC.

## **7 DISPUTE RESOLUTION**

Within the bounds of budgetary constraints, both parties are committed to comply with all terms of the MOU.

## **8 PUBLICITY**

Any publicity in relation to this MOU must be by agreement of both parties, SCRC and DTMR-NCR.

All media releases will be released by Department of Transport and Main Roads with equal acknowledgement to both parties.

## **9 OPERATIONS**

### **9.1 Roadside Safety**

SCRC shall be responsible for inducting every person who conducts vegetation maintenance activities on State controlled roads on behalf of SCRC.

### **9.2 Indemnity**

SCRC indemnifies The State of Queensland acting through Department of Transport and Main Roads, against any claim action, process, or other proceedings arising from vegetation maintenance operations and/or existence of associated plant within the road reserve provided that it is due to any act, negligence, omission or default of the SCRC, its contractors, servants, agents, subcontractors or others for whom it is responsible.

### **9.3 Written Undertaking (Appendix B)**

SCRC gives a written undertaking that SCRC will repair and/or pay for the cost of repair to any Department of Transport and Main Roads property that may be damaged as a result of the vegetation management operations provided that it is due to any act, negligence, omission or default of the SCRC, its contractors, its servants, agents, subcontractors or others for whom it is responsible.

### **9.4 Public Liability Insurance/Certificate of Currency (Appendix C)**

SCRC employees are covered for insurance under Council's current Insurance Policy and SCRC shall maintain this Policy for the term of this MOU. Please refer to Appendix C for further information.

### **9.5 Traffic Management**

SCRC is required to control traffic while conducting vegetation maintenance activities in accordance with the requirements of the Manual of Uniform Traffic Control Devices (Qld) Part 3 - Works on Roads, current edition and the DM50P current edition. A traffic management plan shall be submitted by SCRC for DTMR-NCR approval prior to start of work. SCRC is required to inform DTMR-NCR Traffic Management Centre on telephone 13 19 40, prior to start of each days work.

### **9.6 Timings of Work**

SCRC is required to inform the DTMR-NCR Maintenance Contract Administration Officer for the area when the vegetation management operations are to be undertaken.



## FORMAL CERTIFICATION

I have read, understood and agree to the terms of this Memorandum of Understanding and certify that I have full authority to enter into it on behalf of Sunshine Coast Regional Council.

Chief Executive Officer  
Sunshine Coast Regional Council

Date:

I have read, understood and agree to the terms of this Memorandum of Understanding and certify that I have full authority to enter into it on behalf of DTMR-NCR.

**Mr Dennis Tennant**  
Regional Director (North Coast Region)  
Department of Transport and Main Roads

Date:



### **Appendix A – Funding Contribution**

The contribution of \$100,000 is being provided to Sunshine Coast Regional Council for the period of 1 July 2013 – 30 June 2014 for Vegetation Management on State-Controlled roads in the Sunshine Coast Regional Council area.

## **Appendix B – Written Undertaking**

(to be supplied by Council)



## **Appendix C – Public Liability Insurance/ Certificate of Currency**

(to be supplied by Council)



## **Appendix D - Cost Sharing Based on Responsibilities within State- controlled Roads**

## Appendix E – DM50P

Records