



Far North Queensland Regional Roads & Transport Group

AGENDA

TECHNICAL COMMITTEE MEETING No. 86

to be held

Friday 8 April 2016 at 10 am

At

Mareeba Leagues Club, Mareeba

-
1. **Opening Remarks and Welcome and Apologies**
 2. **Presentation from Andrew Higgins – CSIRO developments with TRANSIT tool.**
 3. **Confirmation of Minutes of Previous Technical Committee Meeting**
 - 3.1 Minutes of Technical Committee No. 85 Friday 19 February 2016 Cairns

A copy of the minutes are attached for confirmation as a true and accurate record.
(refer Appendix A)
 4. **Minutes of Previous RRTG Meeting**
 - 4.1 RRTG Board meeting No. 48 Monday 12 October 2015 (Cairns).

For noting a copy of the minutes can be accessed <http://www.fngroc.qld.gov.au/regional-programs/fng-regional-road-group>
 5. **Business Arising out of Previous Technical Committee Minutes**
 - 5.1 Black spot (action from meeting No. 81)

Dave Hamilton to provide advice regarding TMR Black Spot administration requirements at next meeting.
 - 5.2 Criteria applied for prioritization for Heavy Vehicle Safety and Productivity Program (action from Meeting No. 81)

David Hamilton to provide advice regarding criteria applied for prioritisation for Heavy Vehicle Safety and Productivity Program. From Meeting No. 82 Brett Martin to provide advice to Meeting No. 83
 - 5.3 ACTION: Steve Cosatto to make amendments to the constitution and include in agenda of next FNQRRRTG meeting for adoption.

Completed (refer appendix B) -FNQRRRTG and TC Constitution (Draft)
 - 5.4 ACTION: Steve Cosatto to include LRRS Map and list of LRRS network on website.

Completed.
 - 5.5 ACTION: Steve Cosatto to amend the Works Program Development and Management Process document in line with discussions at this meeting.

Completed. (refer appendix C) - Works Program Development and Management (Draft)

5.6 ACTION: Daryl Jones (TMR) to provide “End of month Report” document for Expenditure and Forecasting purposes.

5.7 ACTION: Michael Ringer to provide current SOI template to group for analysis.

Completed.

5.8 ACTION: Steve Cosatto to distribute to councils current SOI on file with new SOI documentation for review and update.

Completed.

5.9 ACTION: Councils to review and update SOI’s for next meeting. Noted that Mareeba has completed this task.

5.10 ACTION: Darlene to scope up brief and undertake market research of opportunities. An update on progress and next actions will be provided at the next meeting.

6. State Controlled LRRS

TMR to provide update if any

LGA	Project Number	Road	Project	Progress at 22 May 15 - Technical Committee Meeting
Tablelands	264/32B/401	Kennedy Highway (Mareeba-Ravenshoe)	Upgrade guardrail 50-53.2	Design commenced. Project commence
Tablelands	264/663/480	Atherton-Herberton Rd	Install barriers 9-11.2 (sections)	Design completed. Starting construction in June
Tablelands	281/32B/200	Kennedy Highway (Mareeba - Ravenshoe)	Widen and seal shoulder/s 53.1 - 53.29km	Construction generally complete 2 nd coat seal and line marking
Tablelands	281/646/2	Malanda - Upper Barron Road	Widen and seal (various locations)	Design completed. Starting construction in June
Tablelands	264/663/1	Atherton - Herberton Road	Widen and seal shoulder/s 2.00 - 5.00km	Design completed. Starting construction in June

ACTION REQUIRED: TMR response to query from Etheridge Shire Council (Rohana Samarasekera). Requesting project inclusion, if able, of Kennedy Development Road, widen and seal shoulders – 3 Km – (TMR reference - PEND 1813) into TMR 2016/17 program.

7. 2015/16 to 2018/19 Works Program.

7.1 2015/2016 - Program update.

Councils to provide 2015/16 project updates if any.

FAR NORTH QUEENSLAND REGIONAL ROADS & TRANSPORT GROUP

2015/16 Works Program

													5,791,149	5,682,867	128,195	3,391,463	60%	2,399,706	
Local Government	TMR Project No.	Road	Project Description	Chainage Start	Chainage End	Budgeted TIDS 2015/16	2015/16	2016/17	Actual Expend 2015/16	% Expend 2015/16	Balance Unspent 2015/16	Comments							
Cairns	214/LGSR/23	Aumuller Street	At-grade intersection improvement (Gatton Street intersection)	2.23	2.23	502,405	502,405		502,405	100%	0	Project complete							
Cairns	274/LGSR/3	Florence Street	Bikeway / Footpath construction	0.14	0.53	22,500	12,667		12,667	100%	9,833	Project Fully Complete and claimed. Balance unspent of \$9,833 to be redirected.							
Cassowary Coast	216/LGSR/40	Tully Gorge Road	At-grade intersection improvement (Tea Plantation Road)	10.3 10.05	10.4 10.15	100,000	100,000		100,000	100%	0	Project complete							
Cassowary Coast	216/LGSR/21	Tully Gorge Road	Structural rehabilitation (Tully River Bridge)	37.19	37.3	475,000	475,000		386,049	81%	88,951	Project almost complete.							
Cassowary Coast	216/LGSR/18	Utchee Creek Road	Repair bridge to original condition Utchee Ck Rd. Bridge 1.	2.26	2.29	250,000	250,000		250,000	100%	0	Project complete							
Cassowary Coast	216/LGSR/57	Utchee Creek Road	Repair bridge to original condition Utchee Ck Rd. Bridge 2.	8.505	8.515	82,500	82,500		23,492	28%	59,008	Project postponed until April 2016 - Currently in the design phase							
Cook	220/LGSR/10	Hope Street (Seagrem-Walker)	Bikeway / Footpath construction	0	2	52,000	52,000			0%	52,000	Project 80% complete. The last 235m section of this footpath will be carried out in Jan-Feb 2016. Unable to start the last section of Hope street bikeway project in January due to wet weather. There have not been any TIDS claims on this project at this time							
Cook	220/LGSR/11	Bloomfield Road	Construct to new 2 lane sealed standard	3	4	240,000	240,000		240,000	100%	0	Fully Claimed							
Cook	220/LGSR/15	Battlecamp Road	Construct to new sealed 2 lane standard	21.9	23.7	265,000	166,531		166,531	100%	98,469	Project Fully Complete and claimed. Balance unspent of \$98,469 to be redirected.							
Cook	220/LGSR/14	Lakefield National Park Road	Install floodway	123.4	123.47	112,500	112,500		95,500	85%	17,000	Project complete, awaiting final invoices							
Croydon	221/LGSR/6	Croydon Richmond Road	Construct to new 2 lane sealed standard	176.5	180.5	349,000	349,000		236,702	68%	112,298	Project 80% complete. Planned to have road works completed and first coat seal on by the 18 th of December 2015 with 2 nd coat seal in April May 2016							
Croydon	221/LGSR/9	Croydon - Richmond Road	Construct to new sealed 2 lane standard	172.5	176.5	349,000	349,000		236,702	68%	112,298	Planned to have road works completed and first coat seal on by the 18 th of December 2015 with 2 nd coat seal in April May 2016							
Croydon	221/LGSR/10	Croydon - Richmond Road	Construct to new sealed 2 lane standard	168.5	172.5	349,000	349,000		236,702	68%	112,298	Planned to have road works completed and first coat seal on by the 18 th of December 2015 with 2 nd coat seal in April May 2016							
Croydon	221/LGSR/11	Croydon - Richmond Road	Upgrade floodway	213.38	213.65	20,000	20,000			0%	20,000	Asphalt works throughout the shire to be done in April next year							
Croydon	221/LGSR/12	Croydon - Richmond Road	Construct approaches (between chainages 116-206)	116	206	20,000	20,000			0%	20,000	Planned to have road works completed and first coat seal on by the 18 th of December 2015 with 2 nd coat seal in April May 2016							
Douglas	275/LGSR/1	Cape Tribulation to Bloomfield Road	Reconstruct pavement	19.7	19.75	25,000	25,000			0%	25,000	Project is to be completed in the third quarter (between January and March 2016, weather dependent). Tender has been advertised.							
Douglas	275/LGSR/2	Cape Tribulation to Bloomfield Road	Construct to seal standard			150,000	150,000		150,000	100%	0	Project completed November 2015.							
Etheridge	226/LGSR/12	North Head Road	Construct to new sealed 2 lane standard	13	14.3	300,000	300,000		78,123	26%	221,877	work is in progress with 70% complete. The job is scheduled to be fully completed 07/04/2016 and invoiced thereafter.							
Etheridge	226/LGSR/13	Forsayth - Einasleigh Road	Construct to new sealed 2 lane standard	61.8	64	343,300	343,300		129,592	38%	213,708	Einasleigh Forsayth Rd work nearing completion and will be invoiced at the same time as the first.							
FNQRRTG	264/LGSR/39	RRTG Funded	RRG administration			142,866	142,866		142,866	100%	0	Fully Claimed							
Mareeba	264/LGSR/11	Chewko Road	Widen and seal (Paglietta Road to Narcotic Creek Road)	8.9	10.7	295,000	295,000		295,000	100%	0	Project complete and claimed.							
Mareeba	277/LGSR/1	Springmount Road	Construct bridge (Walsh River)	7.1	7.33	445,000	445,000			0%	445,000	Tender awarded. Abutment widening commences about 17/02/2016. MSC advised tender response had identified \$150,000 in savings that would need to be redirected.							
Tablelands	264/LGSR/35	Gunnawarra Road	Construct to new 2 lane sealed standard	8.5	9.5	150,000	150,000			0%	150,000	Gunnawarra Road to occur in the last quarter after the wet season.							
Tablelands	264/LGSR/13	Danbulla Forest Drive	Upgrade bridge (Kauri Creek)	9.49	9.51	650,000	650,000		82,880	13%	567,120	PC forecast for Feb 2016 - Piling works have commenced.							
Wujal Wujal	272/LGSR/3	Annual allocation	Planning and scope on China camp Road			29,273	29,273		26,232	90%	3,041	Fully claimed							
Yarrabah	273/LGSR/2	Back Beach Road	Construct to seal standard	5.6	9.6	71,805	71,805	128,195		0%	71,805	Design section will be finalised by end of December. Surveying commenced. Anticipate project commencing to start on May/June 2016							
FNQROC	D03/LGSL/2	SCDF	IPWEA PN 9 workshop			5,500	5,500			0%	5,500	PN 9 IPWEA, held February 24. TMR to be invoice end of March.							

7.2 Transfer of identified savings from 2015/16 year

ACTION REQUIRED: Councils to review 2016/17 TIDS Project rankings and consider their councils ability to absorb savings from Cairns and Cook projects.

Refer Table below, for 2016/17 projects and priority ranking.

FNQRRTG 2016/17 Program										
Rank	Road Authority		Work Type	Road Name	Project Start	Project End	Total Project Cost(\$)	2015-2016	2016-2017	2017-2018
5	Mareeba Shire Council	277/LGSR/2	Construct to new sealed 2 lane standard	Springmount Road	5.4	6.70	\$530,000		\$265,000	
8	Cassowary Coast Regional Council	216/LGSR/58	Replace culvert	Flying Fish Point Road	3.53	3.54	\$145,000		\$72,500	
9	Cook Shire Council	220/LGSR/16	Construct to new sealed 2 lane standard	Lakefield National Park Road	1.3	2.60	\$410,000		\$205,000	
10	Tablelands Regional Council	281/LGSR/4	Replace bridge (Snake Creek)	Sluice Creek Road	0.2	0.21	\$1,300,000		\$650,000	
11	Mareeba Shire Council	277/LGSR/3	Construct to new sealed 2 lane standard	Myola Road	3.2	4.30	\$750,000		\$375,000	
12	Tablelands Regional Council	281/LGSR/1	Replace bridge (Maunder Creek)	Danbulla Forest Drive	14.2	14.22	\$1,300,000		\$650,000	
14	Tablelands Regional Council	281/LGSR/5	Replace bridge (Robson Creek)	Danbulla Forest Drive	13.19	13.22	\$1,500,000		\$750,000	
18	Cassowary Coast Regional Council	216/LGSR/59	Structural rehabilitation	Bryant Street	0.985	1.00	\$150,000		\$75,000	
19	Cook Shire Council	220/LGSR/17	Construct to new sealed 2 lane standard	Lakefield National Park Road	0	1.30	\$410,000		\$205,000	
20	Cook Shire Council	220/LGSR/18	Construct to new sealed 2 lane standard	Battlecamp Road	23.7	25.5	\$530,000		\$60,115	\$204,885
31	Croydon Shire Council	221/LGSR/8	Construct to new sealed 2 lane standard	Croydon - Richmond Road	134.2	138.20	\$698,000		\$349,000	
36	Tablelands Regional Council	281/LGSR/2	Replace bridge and approaches (Herbert River)	Cashmere - Kirrama Road	23	24.00	\$1,000,000		\$325,000	\$175,000
37	Tablelands Regional Council	281/LGSR/3	Replace bridge (Herbert River - Crossing No.2)	Cashmere-Kirrama Road	26.43	26.44	\$300,000		\$100,000	
42	Douglas Shire Council	275/LGSR/3	Construct to seal standard	Cape Tribulation to Bloomfield Road			\$300,000		\$255,000	
45	Etheridge Shire Council	226/LGSR/10	Construct to new sealed 2 lane standard	Forsayth - Einasleigh Road	27.767	30.07	\$686,600		\$343,300	
45	Etheridge Shire Council	226/LGSR/11	Construct to new sealed 2 lane standard	Forsayth - Einasleigh Road	30.067	32.37	\$686,600		\$343,300	
56	Cook Shire Council	220/LGSR/12	Construct to new sealed 2 lane standard	Railway Avenue	1.33	2.66	\$640,000		\$320,000	
56	Cook Shire Council	220/LGSR/13	Construct to new sealed 2 lane standard	Railway Avenue	2.66	4.00	\$640,000		\$147,600	\$172,400
	FNQRRTG	264/LGSR/39	Capability and development	Annual allocation			\$508,622		\$142,867	
	Wujal Wujal Aboriginal Shire Council	272/LGSF/3	Capability and development	Annual allocation			\$146,365		\$29,273	
	Yarrabah Aboriginal Council	273/LGSF/2	Capability and development	Annual allocation			\$236,085	\$71,805	\$128,195	
	Grand Total							\$71,805	\$5,791,150	\$552,285

8. **Roads & Transport Alliance. (Arron Heatt)**
9. **Planning –**
10. **LGAQ Roads & Transport Advisory Group (Dave Goodman – Update if any)**
11. **External Funding update (Darlene Irvine – Update if any)**

11.1 FNQ Letters of Support

12. Training:

12.1 IPWEA February workshop Practice Note 9 – Visual Inspection – Wednesday 24 February 2016 :

12.2 QTC – Performance Decision Framework – Held Wednesday 10 February –

12.3 IPWEA has recently republished an updated version of PN 5 on condition assessment of storm water drainage. If sufficient interest they would likely run a one day workshop around September this year

13. 2014/15 Capability Agreement & Action Plan – Progress Review – (refer Appendix A - previous minutes).

14. Road Safety

15. Joint Purchasing & Resource Sharing

15.1 Reseal

15.2 Asphalt

15.3 Line Marking

16. General Business

16.1 PPT – Darlene Irvine.

16.2 Correspondence:

- a) AUSTRROADS Harmonisation project: For further information or if you would like to register an interest in the project please go to the project website <https://apps.opus.co.nz/austroads/>
- b) The 2016 Engineering Technology Forum will be held at the Brisbane Convention and Exhibition Centre from **23 - 25 August 2016**. further information, registration and contact details <http://www.tmr.qld.gov.au/About-us/Events/Engineering-Technology-Forum-2016.aspx>

17. Next RRTG Board Meeting – No. 46

Date Monday 18 April 2016
 Venue Cairns Regional Council
 Time 1.30pm (following the FNQROC Board Meeting)

18. Technical Committee Meeting Dates and tour for 2016

Technical Committee meeting dates and locations for 2016 are proposed to be:

No	Date	Location
85	Friday 19 February	Cairns
86	Friday 8 April	Mareeba
87	Friday 3 June	Cairns
88	Thursday, Friday 25/26 August	Cooktown
89	Friday 28 October	Cairns

Technical tour – Wujal Wujal ASC and Cook Shire Council - Thursday, Friday 25/26 August

- Thursday 25th - RRTG TC to meet in Mossman at 8am and inspect Woobadda Bridge project, Bloomfield River Bridge and inspect roads of significance in Wujal Wujal Shire.
- The RRTG TC meeting to be held on Thursday afternoon 25th in Cooktown.
- Friday 26th 8:30am morning depart Cooktown to inspect Battlecamp Road projects.

19. Close Meeting

Appendix A:

- Minutes of Technical Committee No. 85 Friday 19 February 2016 Cairns
- Capability and Action Plan

Appendix B:

- Far North Queensland Regional Road and Transport Group and Technical Committee Constitution (Draft)

Appendix C:

- Works Program Development and Management (Draft)

**Far North Queensland
Regional Roads and Transport Group and
Technical Committee**

CONSTITUTION

DRAFT

ABBREVIATIONS 10

PREAMBLE 10

- 1. ROLE OF THE REGIONAL ROAD GROUP 11
- 2. OPERATIONAL ARRANGEMENTS FOR THE REGIONAL ROAD GROUP 11
 - 2.1 *Guidelines*..... 11
 - 2.2 *Membership* 11
 - 2.2.1 Members 11
 - 2.2.2 Membership 12
 - 2.2.3 Withdrawal 12
 - 2.2.4 Observers 12
 - 2.3 *Office Bearers*..... 12
 - 2.3.1 Chair 12
 - 2.3.2 Deputy Chair 12
 - 2.3.3 Filling of Vacancies 12
 - 2.3.4 Term of Office 13
 - 2.4 *Meetings* 13
 - 2.4.1 Frequency 13
 - 2.4.2 Dates 13
 - 2.4.3 Agenda 13
 - 2.4.4 Minutes 13
 - 2.5 *Decision-Making*..... 13
 - 2.5.1 Voting 13
 - 2.5.2 Quorum 13
 - 2.5.3 Issue Resolution 13
 - 2.6 *Sub-Groups* 13
 - 2.7 *Secretariat Services* 14
 - 2.7.1 Role 14
 - 2.7.2 Appointment 14
 - 2.8 *Funding Arrangements*..... 14
 - 2.8.1 *Communication* 14
 - 2.8.2 *Funding announcements on LRRS Network*..... 14
- 3. ROLE OF THE TECHNICAL COMMITTEE (TC) 15
- 4. OPERATIONAL ARRANGEMENTS FOR THE TECHNICAL COMMITTEE 15
 - 4.1 *Membership* 15
 - 4.2 *Office Bearers*..... 15
 - 4.2.1 Chair 15
 - 4.2.2 Deputy Chair 15
 - 4.2.3 Filling of Vacancies 15
 - 4.2.4 Term of Office 16
 - 4.3 *Meetings* 16
 - 4.3.1 Frequency 16
 - 4.3.2 Dates 16
 - 4.3.3 Agenda 16
 - 4.3.4 Minutes 16
 - 4.3.5 Observers 16
 - 4.4 *Decision-Making*..... 16
 - 4.4.1 Consensus 16
 - 4.4.2 Issue Resolution 17
- 5. ALTERATION OF CONSTITUTION 17

1 Abbreviations

ATSI	Aboriginal And Torres Strait Islander
CAAP	Capability Agreement & Action Plan
FNQROC	Far North Queensland Regional Organisation Of Councils
JP&RS	Joint Purchasing & Resource Sharing
LGAQ	Local Government Association Of Queensland
LG	Local Government
LRRS	Local Roads Of Regional Significance
MOA	Roads & Transport Alliance Memorandum Of Agreement (2013)
NDRRA	Natural Disaster Relief and Recovery Arrangements
RRTG	Regional Roads & Transport Group
RTA	Roads & Transport Alliance
RTAB	Roads & Transport Alliance Board
RTAPT	Roads & Transport Alliance Project Team
SCDF	TIDS Statewide Capability And Development Fund
SOI	Statement Of Intent for LRRS
TC	Technical Committee
TIDS	TMR'S Transport Infrastructure Development Scheme
TMR	Department of Transport and Main Roads

2

3 Preamble

The Far North Queensland Regional Road and Transport Group (FNQ RRTG) is the primary decision-making entity of the Department of Transport and Main Roads (TMR) and Local Government. RRTGs are based on existing relationships taking into consideration economic, social, environmental and geographic characteristics of a region, which serve to influence the planning and management of the regional road network and the services provided by that network.

RRTGs, with the support of a Technical Committee (TC), are responsible for planning, prioritising and managing investment on a specific road network. This road network is known as the "Local Roads of Regional Significance" (LRRS). RRTGs are also able to influence investment decisions on other road networks and have a co-ordinating role in the areas of asset management, joint purchasing, resource sharing and workforce capability improvement on behalf of Local Government and Department of Transport and Main Roads.

The Memorandum of Agreement (MoA) and Operational Guidelines establishing the Roads Alliance was signed on 31 July 2013. The Operational Guidelines provide information in relation to the responsibilities of the RRTG and its TC in relation to membership, chairperson, observers, decision-making and meetings. It also states that RRTGs and their TCs shall establish a Constitution or set of rules to formalise the governance and issue resolution arrangements.

This document represents the Constitution of the Far North Queensland Regional Road and Transport Group (including its Technical Committee).

1. *Role of the Regional Road and Transport Group*

Regional Road and Transport Groups (RRTGs) are responsible for:-

- Determining the “Local Roads of Regional Significance”;
- Adopting and operating asset management practices;
- Managing regional funding and investment;
- Establishing and utilising regional investment strategies in road network planning and prioritisation;
- Adopting and implementing practices for works program development including investment strategy development and project prioritisation procedures;
- Adopting policy to increase joint purchasing and resource sharing and maximise the potential benefits from this initiative;
- Reviewing and planning for improved capability across Transport and Local Government workforces; and,
- Introducing change management procedures that will provide continuous guidance on achieving targets of the Roads Alliance.

2. *Operational Arrangements for the Regional Road and Transport Group*

2.1 Guidelines

The MOA and Operational Guidelines provide the basis for the governance and operational procedures adopted by the FNQ RRTG. This Constitution is consistent with the MOA and Operational Guidelines.

2.2 Membership

2.2.1 Members

The Far North Queensland Regional Road and Transport Group comprises:-

- Cairns City Council
- Cassowary Coast Regional Council
- Cook Shire Council
- Croydon Shire Council
- Douglas Shire Council
- Department of Transport and Main Roads
- Etheridge Shire Council

- Mareeba Shire Council
- Tablelands Regional Council
- Wujal Wujal Aboriginal Shire Council
- Yarrabah Aboriginal Shire Council

Each Local Government that is a member the RRTG must nominate one elected member as their delegate on the RRTG. If the nominated elected member is unable to attend meetings of the RRTG, the Local Government will appoint another elected member as their alternate delegate.

The Department of Transport and Main Roads' delegate shall be the District Director. If the District Director is unable to attend meetings of the RRTG, the District Director will appoint a senior officer as his/her alternate delegate.

2.2.2 Membership

All applications for membership must be in writing and directed to the Chair of the RRTG.

The RRTG is responsible for approving applications for membership.

The Roads Alliance Board shall endorse the inclusion of new members of an RRTG.

2.2.3 Withdrawal

A Member Council may withdraw at any time from the RRTG, however, the withdrawing Member must honour any Roads Alliance commitments previously made by that Member.

2.2.4 Observers

All Members of the RRTG shall be entitled to have in attendance at each meeting of the RRTG one observer to act as advisor.

Non-Member Local Governments may attend RRTG meetings in observer status with the agreement of Members. Observers are not entitled to vote but may address the RRTG with the agreement of Members.

2.3 Office Bearers

2.3.1 Chair

The RRTG will elect a Chair to conduct RRTG meeting procedures and to control and arrange the affairs of the RRTG.

2.1.1.2.3.2 Deputy Chair

The RRTG will elect a Deputy Chair who shall conduct proceedings in the Chair's absence.

3.1.1 2.3.3 Filling of Vacancies

Where a vacancy of office occurs, the RRTG at its next meeting subsequent to the vacancy occurring will by resolution appoint a delegate to fill the vacancy.

2.3.4 Term of Office

Office Bearers will be appointed for a twelve month term and may seek re-election.

2.4 Meetings

2.4.1 Frequency

Meetings are to be held at least two times per year. Any Member may request the Chair to convene additional meetings.

2.4.2 Dates

A schedule of meeting dates is to be agreed to by RRTG members for a twelve-month period.

2.4.3 Agenda

A meeting agenda is to be compiled and distributed no later than seven (7) days prior to the date of the meeting.

2.4.4 Minutes

Minutes of meetings are to be prepared by the Secretariat and sent to all Members within 14 days of each meeting.

2.5 Decision-Making

2.5.1 Voting

Each Member in attendance at the meeting of the RRTG is entitled to one vote. In the event of an equality of votes on any issues, the Chair may exercise a second or casting vote.

2.5.2 Quorum

A quorum shall comprise half plus one of all Members of the RRTG.

2.5.3 Issue Resolution

Issues, where they arise, should be resolved at the RRTG level. Where issues cannot be satisfactorily and expeditiously resolved at this level the dispute resolution process outlined in the Memorandum of Agreement will be employed.

2.6 Sub-Groups

The Far North Queensland RRTG comprises one large group. In the event the RRTG decides to introduce Sub-Groups of the RRTG, the role of any Sub-Group is to undertake tasks as determined by the RRTG.

The RRTG will retain primary responsibility for the:

- Governance arrangements for RRTG
- Technical Committee / support
- Network identification, vision, performance standards

2.7 Secretariat Services

2.7.1 Role

The RRTG will appoint a Secretariat to provide the following services to the RRTG and the Technical Committee if necessary:

- Manage the administration funds of the RRTG,
- Prepare agendas, minutes and make necessary arrangements for meetings of the RRTG and TC,
- Enter into such correspondence as may be required from time to time by the RRTG and TC,
- Undertake the general administration of the business of the RRTG and TC,
- Perform such duties and functions as determined by the RRTG and TC in accordance with these Rules and inform the Chair regularly of all relevant activities,
- Coordination of Member TIDS funding applications for capability development,
- Co-ordinate, if required, the technical tasks undertaken by the TC.

2.7.2 Appointment

The RRTG appoints Far North Queensland Regional Organisation of Councils (FNQROC) as the Secretariat until terminated by resolution.

2.8 Funding Arrangements

The Member-appointed Secretariat has responsibility for applying for and administering the operational funds available for the RRTG, and Technical Committee in accordance with the Operational Guidelines.

2.8.1 Communication

The Chair will be the official spokesperson for the RRTG.

2.8.2 Funding announcements on LRRS Network

Where there is an announcement of project approval for work to be undertaken on a State-controlled road, the Department of Transport and Main Roads will make the announcement.

Where there is an announcement of project approval for work to be undertaken on a Local Government road, the relevant Local Government will make the announcement.

3. *Role of the Technical Committee (TC)*

The Technical Committee is responsible for:

- Providing recommendations to the RRTG for decision-making
- Supporting the RRTG with information gathering and advice

The Technical Committee's duties will include (but will not be limited to) the following:

- Determining the Local Roads of Regional Significance for endorsement by the RRTG
- Project co-ordination, including methodology for project prioritisation and development of a four year works program.
- Regional funding arrangements
- Regional investment strategies
- Introducing policy to increase joint purchasing and resource sharing
- Reviewing and planning for improved capability

4. *Operational Arrangements for the Technical Committee*

4.1 Membership

The Technical Committee will comprise a Member Council Engineer or a Senior Member Council Manager or an Engineering Consultant engaged by the Member Council from each Member Local Government and one Department of Transport and Main Roads officer.

4.2 Office Bearers

4.2.1 Chair

The Technical Committee will elect a Chairperson to conduct Technical Committee meeting procedures and to control and arrange the affairs of the TC.

4.2.2 Deputy Chair

The TC will elect a Deputy Chair who shall conduct proceedings in the Chair's absence.

4.2.3 Filling of Vacancies

Where a vacancy of office bearers occurs, the TC at its next meeting subsequent to the vacancy occurring will by consensus appoint a delegate to fill the vacancy.

4.2.4 Term of Office

Office Bearers will be appointed for a twelve month term and may seek re-election.

4.3 Meetings

4.3.1 Frequency

Meetings are to be held at least four times per year. These Meetings will generally precede the RRTG meetings to allow technical recommendations to be presented to the RRTG meeting. Any Member may request the Chair to convene additional meetings.

4.3.2 Dates

A schedule of meeting dates based on RRTG meeting dates is to be agreed by all TC Members.

4.3.3 Agenda

A meeting agenda is to be compiled and distributed at least seven 7 days prior to the date of the meeting.

4.3.4 Minutes

Minutes of meetings are to be prepared by the Secretariat and sent to all Members within fourteen (14) working days of each meeting.

4.3.5 Observers

At TC meetings, if required, other Department of Transport and Main Roads and Local Government officers may attend the TC meetings (with the permission of the RRTG) as observers.

Also, Members of the TC may attend a neighbouring TC meeting where they have an interest and with the permission of the relevant RRTG.

4.4 Decision-Making

4.4.1 Consensus

All decisions in the first instance should be achieved via consensus. Where a consensus is unable to be reached, the views/comments of all TC Members, whether in agreement or dissenting, will be comprehensively documented in the Minutes of the Meeting for the information of the RRTG who will then seek to resolve the issue by consensus or vote.

4.4.2 Issue Resolution

Issues, where they arise, should initially be resolved at the TC level. Failing TC consensus, the matter will be referred to the RRTG for resolution.

5. Alteration of Constitution

- 5.1 These rules may be repealed, altered or amended at an RRTG meeting by resolution.
- 5.2 Such resolution must be passed by votes equal to 75 per cent of the total voting entitlement of all members (present or not).
- 5.3 Notice of the proposed repeal, alteration, amendment or addition must be given to the chairperson and distributed to members with the agenda for the next meeting of the Regional Road and Transport Group.

DOCUMENT ACCEPTANCE

ADOPTED AT MEETING NO. 117 ON 18 April 2016.

.....

Chair Far North Queensland Regional Organisation of Councils

DOCUMENT REVIEW DATE: April 2018

END of DOCUMENT

**Far North Queensland Regional Road and Transport Group
Works Program – Development and Management Process**

ABBREVIATIONS

ATSI	Aboriginal And Torres Strait Islander
CAAP	Capability Agreement & Action Plan
FNQROC	Far North Queensland Regional Organisation Of Councils
JP&RS	Joint Purchasing & Resource Sharing
LGAQ	Local Government Association Of Queensland
LG	Local Government
LRRS	Local Roads Of Regional Significance
MOA	Roads & Transport Alliance Memorandum Of Agreement
Member	Council -Individual members of FNQ RRTG – Cairns Regional Council, Cassowary Coast Regional Council, Cook Shire Council, Croydon Shire Council, Douglas Shire Council, Etheridge Shire Council, Mareeba Shire Council, Tablelands Regional Council, Wujal Wujal Aboriginal Shire Council, Yarrabah Aboriginal Shire Council And Tmr Far North Region.
NDRRA	Natural Disaster Relief and Recovery Arrangements
PPT	Project Prioritisation Tool developed for the Alliance or other Prioritisation Tool endorsed by Technical Committee.
RRTG	Regional Roads & Transport Group
RTA	Roads & Transport Alliance
RTAB	Roads & Transport Alliance Board
RTAPT	Roads & Transport Alliance Project Team
SCDF	TIDS Statewide Capability And Development Fund
SOI	Statement Of Intent for LRRS
TC	Technical Committee
TIDS	TMR'S Transport Infrastructure Development Scheme
TMR	Department of Transport and Main Roads

PURPOSE

This paper outlines the process for development and management of FNQ RRTG's rolling 4 year works program for the LRRS network. The objective of this process is to ensure the integrity of the works program development process is satisfactory, and the works program is delivered on schedule and within budget – to minimize and eliminate the risk of losing TIDS funding from the FNQ RRTG.

SCOPE

Works program development and management of the FNQ RRTG rolling 4 year works program refers to the whole process and includes:

- Development of SOIs for each LRRS, including a forward schedule of works.
- Concept planning and cost estimating of projects.
- Submission of projects for consideration, including all required project details.
- Prioritisation and ranking of projects.
- Allocation of funding to projects.
- Detailed design development and cost estimating of projects.
- Construction planning of projects, including scheduling and cash flow forecasting.
- Delivery of projects.
- Progress reporting on projects - program and expenditure.
- Variations to projects.
- Reallocation of funding to projects.

BACKGROUND

FNQ RRTG has generally allocated projects based on priority and rank, regardless of member's road ownership ie. there is no set annual allocation to each member. Integration of TMR LRRS works program should also be included. It should be noted the same principles' apply to the TMR LRRS works program as that for the LG LRRS works program.

Any nominated variations to the works program are managed using the prioritisation and ranking of projects from the PPT.

All funding allocations must meet with the TMR TIDS policy and be 100% spent in the year allocated. The Roads Alliance reserves the right to reallocate underspent funds to another RRTG.

FNQROC is the secretariat for the FNQ RRTG and provides technical coordinator services to the FNQ RRTG.

The FNQ RRTG has agreed to prioritise projects based on agreed methodology and weightings. This is currently implemented through the Roads and Transport Alliance (RTA) Project Prioritisation Tool (PPT).

FNQ RRTG developed its first 4 year works program for the LRRS network using the PPT in March 2007 for 2007/08 to 2011/12. The PPT has been used each year since that time.

CONSIDERATIONS

The following are factors that need to be taken into consideration.

- Funding allocations must adhere to TIDS Policy
- 100% expenditure level target for TIDS Cost overruns are funded 100% by each member RRTG
- FNQ RRTG's Planning & Design Policy – Design to be complete by the last meeting of the financial year prior to year of commencement.

WORKS PROGRAM DEVELOPMENT

The four year works program is 2 years fixed and 2 years indicative. Projects in the final two years can be replaced with higher priority projects unless the project in year 3 or 4 is part of a committed project in year 1 or 2.

TIDS policy is that funding is to be used for upgrade or improvement and is not to be used for routine maintenance. It is our interpretation that reseals and asphaltting is considered routine maintenance.

SOIs need to be reasonably accurate, particularly in the Link Vision / Standards, Gap Analysis, Scope of Works and Projected Investment aspects. Ideally the SOI should be reviewed every 2 years for currency. The Scope of Works and Projected Investment aspects should really be looking at a projected 10 year strategy in the first instance.

Dates are critical to the procedure:

- TMR's QTRIP development of the new 4year works program generally closes in early-mid March for the following financial year.
- The new 4 works program should be submitted to TMR no later than 2 weeks prior to this ie. Mid - late February.
- The first RRTG meeting of the calendar year is generally held in early February and the last Technical Meeting of the calendar year is generally held in late November / early December.

The following table summarises a procedure for developing the 4year works program.

Procedure for Development of the 4 Year Works Program

No.	Activity	Comment / Detail	Date
1	Members review projects and develop new projects into PPT.	<ul style="list-style-type: none"> • Cost estimates in present values. • Member indicates the earliest year they would undertake the project. 	
2	Member forwards project details to Technical Coordinator. details for PPT, include current SOI for projects to be considered in next 2 years, include current (<3yrs traffic count) Non LRRS not essential bur preferred (lack of will be noted at moderation)	Export file from PPT	6 weeks prior to the Last Technical Committee meeting of the calendar year. Technical Coordinator
3	Technical Coordinator checks objective project details. If they are all correct, go to Activity No.6.	Objective project details: (Amendments by Technical Coordinator on project details presented to T Com.) <ul style="list-style-type: none"> • Pre Project Details • Post Project Details • Whole of Life Cost Analysis 	
4	Technical Coordinator asks each member for further information or clarification on objective project details.		
5	Member provides further information or clarification on objective project details to Technical Coordinator as requested.		4 weeks prior to the Last Technical Committee meeting of the calendar year.
6	Technical Coordinator moderates all subjective project details.	Subjective project details: <ul style="list-style-type: none"> • Multi Criteria Analysis • Risk Analysis 	
7	Technical Coordinator produces ranked list of projects. further opportunity for moderation by TC	Takes into account earliest year each member would undertake the project.	2 weeks prior to the Last TC meeting of the calendar year.

No.	Activity	Comment / Detail	Date
8	TC considers drafts & recommends 4 year works program.		Last TC meeting of the calendar year.
9	RRTG adopts 4 year works program - two year fixed, two year indicative		1 st RRTG meeting of the calendar year.
10	Technical Coordinator submits adopted 4 year works program to TMR Region.		1 week following the 1 st RRTG meeting of the calendar year.

WORKS PROGRAM VARIATIONS

A number of scenarios for potential variations are shown below, along with how to manage such scenarios. It should be noted that all possible scenarios may not be covered.

Scenario 1

Member determines that the project is going to cost **more** than first estimated and allocated, **prior** to commencement of construction of the project. Member is not permitted to reduce scope to fit allocation.

Option 1

- Project proceeds with cost overrun funded 100% by member.

Option 2

- Project is withdrawn and input into PPT with new project details and re-ranked.
- Withdrawn project allocation is offered to highest ranked project that can be funded by any member and completed within the same FY.

Scenario 2

Member determines that the project is going to cost **more** than first estimated and allocated, **after** commencement of construction of the project. Member is not permitted to reduce scope to fit allocation.

- Project proceeds with cost overrun funded 100% by member.

Scenario 3

Member determines that the project is going to cost **less** than first estimated and allocated, either **prior** to, or **after** commencement of construction of the project

Option 1

- Project proceeds and member can increase scope of project to fit project allocation as long as the intent of the project does not alter e.g. sealing 3.5km instead of 3km of road.

Option 2

- Project allocation is adjusted down.
- Balance of project allocation is offered to:
 1. Current year highest ranked project running over two or more years
 2. Highest ranked project that can be funded by any member and completed within the same FY.

Scenario 4

Member withdraws project prior to commencement of construction of the project for reasons other than outlined in Scenario 1. Funding will be allocated in the following order:

1. To current year highest ranked project running over two or more years
2. To highest ranked project that can be funded by any member and completed within the same FY.

WORKS PROGRAM PROGRESS REPORTING

Members are to submit a proposed construction schedule and forecast cash flow for the next financial year's projects at the last Technical Committee meeting of the previous financial year, which is generally mid-end of May. Members are to provide an updated construction schedule and forecast cash flow at each Technical Committee meeting.

TMR conduct budget reviews in October and February of each year.

TIDS CLAIMS

TIDS Claims for Reimbursement are to be submitted to TMR by members on a quarterly basis as a minimum ie. at the end of August, November, February, May. This will ensure claimed expenditure is reasonably up to date.

PLANNING & DESIGN POLICY

The FNQ RRTG adopted a Planning and Design Policy:

Councils are to fully complete planning and detailed design for TIDS projects in the FY prior (eg. 12/13) to the FY they are allocated for construction (eg. 13/14). Should this not be complied with, and the RRTG TC considers it likely to present a high risk for 100% expenditure targets because of late design project will be withdrawn and re-inputted into PPT with new project details and re-ranked.

This throws up a slight conundrum as members will theoretically incur planning and design costs in the financial year prior to construction being undertaken. Planning and design costs for a project that proceeds are an eligible project cost and are reimbursable through TIDS, like any construction costs. They aren't however eligible as a "stand alone" project.

In terms of claiming these costs Members absorb the planning & design cost and claim this cost early in the next financial year.

Members will also need to consider the impacts of the policy on their internal budgeting process.

REQUIREMENTS

For this whole process to be effective it will require the following commitment from members.

- Accuracy in drafting and reviewing SOIs.
- Accuracy in project concept planning and cost estimating.
- Accuracy in project details input into the PPT.
- Timeliness of initial project submissions.
- Timeliness of detailed planning and design.
- Timeliness of project variation notification.
- Realistic project scheduling.
- Accuracy in cash flow forecasts.
- Timeliness in progress reporting.
- Timeliness of submission of TIDS Claims.

END of DOCUMENT