



#### 4 Minutes of previous RRTG Meeting

For noting:

RRTG Board meeting No. 51 Monday 8 August (Cooktown). For noting a copy of the minutes can be accessed <http://www.fnqroc.qld.gov.au/regional-programs/fnq-regional-road-group>

#### 5 Actions Arising from Previous Minutes No. 87 3 June, Cairns

Item No.	ACTION	Owner	Completed
86.6	Councils to complete SOI's for their 2016/17 TIDS projects by June 3 meeting. All other SOI's to be completed prior to the August meeting.	All Councils	✓
86.10	Dave Hamilton to follow up Regional Road Safety Coordination meeting details and to forward to Steven Cosatto for distribution.	TMR	✓
86.11	All Councils to review 2016/17 Capital Works projects and to advise Steven Cosatto should projects include Culvert renewals.	All Councils	✓
87.6.1	Darlene Irvine to discuss Road Closure matter with Paul Taylor Acting Commissioner	FNQROC	✓
87.6.2	Michael Ringer to raise topic at the next Road Safety meeting.	CRC	✓
87.6.3	Dave Hamilton to provide contact within the Road Safety team of TMR and Local Representative events coordinator.	TMR	✓
87.6.4	Brian Hughes and Darlene Irvine to discuss the inception meeting of subcommittee.	CCRC and FNQROC	✓
87.6.5	All councils to email Darlene Council officer responsible for Road Closures for Community Events.	ALL	✓
87.7.2	Dave Hamilton to consolidate all TMR administered funding programs into one spread sheet which would include monthly forecasting to forward to Steve Cosatto for distribution.	TMR	Closed out
87.7.3	Steve Cosatto and Dave Hamilton to draft issues paper regarding difficulties and overlapping of financial accounting for ATSI and RRTG TIDS programs for presentation to Board.	TMR and FNQROC	Deferred
87.7.4	That the FNQ RRTG draft a letter to Roads and Transport Alliance requesting simplification of the financial accounting process for RRTG and ATSI TIDS.	FNQROC	Deferred
87.7.5	Steve Cosatto to amend Works program Development and Management draft to include - Councils may apply, through the prioritisation process, for TIDS funding to assist them in meet funding requirements required for other State or Federal programs on LRRS Roads.	FNQROC	✓
87.7.7	Croydon, ESC, TRC and Cook Councils to provide SOI's prior to June 30.	Croydon, Etheridge and TRC	✓
87.7.9	Steve Cosatto to forward invite to group for Service Now briefing of Project Prioritisation Tool..	FNQROC	✓
87.9.3.1	Tablelands, Cook and Douglas Councils review their programs and advise that their 17/18 TIDS projects are able to be brought forward into the 16/17 year.	TRC, Cook and Douglas	✓
87.9.3.2	Douglas to confirm chainages to Cape Tribulation to Bloomfield Road.	Douglas	✓
87.9.3.3	Steve Cosatto to forward out adopted 4 year program to include unfunded projects (ranked in priority not alphabetical) with basic Project Prioritisation spreadsheet	FNQROC	✓
87.9.3.4	Councils to provide projects for input into Project Prioritisation Tool	ALL	✓
87.10.1	Regarding TIDS funding to State Controlled Roads Councils are asked to provide additional comment to Steve Cosatto, by cob Friday 10 June, and to ensure their RRTG representatives are briefed on the topic.	ALL	✓
87.10.2	FNQROC present a discussion paper to the RRTG Board meeting June 20, regarding the opportunities, risks and benefits associated with the allocation of TIDS funding to State controlled roads.	FNQROC	✓
87.12.1	Jen Damon to facilitate workshop (teleconference) for Technical Committee work shop of Issues effecting councils regional connections.	TMR	✓
87.15.1.1	Steve Cosatto to request EOIs for PN5 Stormwater Drainage) workshop.	FNQROC	Outstanding

Item No.	ACTION	Owner	Completed
87.15.2.1	Steve Cosatto to keep councils informed of Route Assessment Training.	FNQROC	✓
87.15.3.1	Steve Cosatto to request EOIs for Bridge Construction and Maintenance Workshop.	FNQROC	Outstanding

## 6 Election of Chair and Deputy Chair.

The Chair and Deputy Chair positions were declared open.

Darlene thanked David Goodman for his participation and the assistance he has provided to Darlene and the Tech Coordinator.

### 6.1 Steven Cosatto called for nominations for the position of Chair

Ashley Greenwood

NOMINATED by David Goodman

SECONDED by Michael kriedemann

Ashley Greenwood accepted the nomination for Chair.

There being no further nominations Ashley Greenwood was declared elected as Chair of the FNQ RRTG TC

### 6.2 The Chair called for nominations for the position of Deputy Chair

Michael Ringer

NOMINATED By David Trotter

SECONDED By Victor Mills

Michael Ringer accepted the nomination for Deputy Chair

There being no further nominations Michael Ringer was declared elected as Deputy Chair of the FNQ RRTG TC

## 7 Business arising out of previous Technical Committee minutes.

### 7.1 (Action 86.11) All Councils to review 2016/17 Capital Works projects and to advise Steven Cosatto should projects include Culvert renewals.

Ashley Greenwood provided additional background on proposed collective collaboration -

**ACTION 88.1: TRC to develop worksheet identifying type of culverts required, number off and when and distribute to MSC, CCRC, Cook and TMR for populating and return to TRC.**

### 7.2 (Action 87.7.2) Dave Hamilton to consolidate all TMR administered funding programs into one spread sheet which would include monthly forecasting to forward to Steve Cosatto for distribution.

Action closed out: Following last TC meeting Roads and Transport Alliance has released version 1.1 of the Operational Guidelines which included required administration documentation within the appendix.

### 7.3 (Action 87.7.3) Steve Cosatto and Dave Hamilton to draft issues paper regarding difficulties and overlapping of financial accounting for ATSI and RRTG TIDS programs for presentation to Board.

Action to be reviewed in December 2016, to gauge if TMRs new accounting system had reduced the difficulties.

**ACTION 87.7.3 : Steve Cosatto and Dave Hamilton to draft issues paper regarding difficulties and overlapping of financial accounting for ATSI and RRTG TIDS programs for presentation to Board.**

- 7.4 (Action 87.7.4) That the FNQ RRTG draft a letter to Roads and Transport Alliance requesting simplification of the financial accounting process for RRTG and ATSI TIDS.

Action to be reviewed in December 2016, to gauge if TMRs new accounting system had reduced the difficulties.

**ACTION 87.7.4: In December 2016, gauge if TMRs new account system has reduced financial accounting difficulties, if not, the FNQ RRTG draft a letter to Roads and Transport Alliance requesting simplification of the financial accounting process for RRTG and ATSI TIDS.**

- 7.5 (Action 87.10.2) FNQROC to present a discussion paper to the RRTG Board meeting June 20, regarding the opportunities, risks and benefits associated with the allocation of TIDS funding to State controlled roads. –  
Update Darlene Irvine.

Darlene reiterated motion that was passed at the Board’s 8 August meeting No 51.

**“That the TIDS allocation of \$686,600 to Etheridge Shire Council for the Forsyth Einasleigh Rd project be reallocated to the Forsyth Georgetown road on the basis that this project is their priority and ranks high once applying the prioritisation tool, in addition it is noted that Etheridge is applying an additional \$3 million towards the project.”**

Darlene advised that the transfer of funds was a once off and that no precedence has been set.

General discussion:

Tech Committee agreed to await further direction from the Board prior to any amendment of the Works Program Development and Management Process.

## 8 2016/17 – 2019/20 TIDS Works Program.

- 8.1 2016/2017 – Councils to provide status update.  
FNQ RRTG TIDS Works Program 2016/2017

TMR Project Number	Road Authority	Road Name	Project Cost(\$)	2016-2017	2017-2018	Comments
277/LGSR/2	Mareeba Shire Council	Springmount Road	\$530,000	\$265,000		Commences in Oct
216/LGSR/58	Cassowary Coast Regional Council	Flying Fish Point Road	\$145,000	\$72,500		Delivering in house complete be Dec
277/LGSR/3	Mareeba Shire Council	Oak Forest Road	\$750,000	\$375,000		Commences in Oct
220/LGSR/16	Cook Shire Council	Lakefield National Park Road	\$410,000	\$205,000		Already commenced completion end of Sept
216/LGSR/59	Cassowary Coast Regional Council	Bryant Street	\$150,000	\$75,000		Awaiting cast in situ box culvert-completion February march
220/LGSR/17	Cook Shire Council	Lakefield National Park Road	\$410,000	\$205,000		Already commenced completion end of Sept

<b>281/LGSR/5</b>	Tablelands Regional Council	Danbulla Forest Drive	\$1,500,000	\$750,000		Go to market in September with completion by Dec
<b>221/LGSR/8</b>	Croydon Shire Council	Croydon - Richmond Road	\$698,000	\$349,000		Commence October finalise December
<b>275/LGSR/3</b>	Douglas Shire Council	Cape Tribulation to Bloomfield Road	\$510,000	\$255,000		Currently under construction finalising be early Oct
<b>273/LGSF/2</b>	Yarrabah Aboriginal Shire Council	Back Beach Road	\$175,412	\$175,412		
<b>281/LGSR/2</b>	Tablelands Regional Council	Cashmere - Kirrama Road	\$1,000,000	\$500,000		Go to market in September with completion by Dec
<b>281/LGSR/3</b>	Tablelands Regional Council	Cashmere-Kirrama Road	\$300,000	\$100,000		Already built yet to be claimed
	Etheridge Shire Council	Georgetown - Forsyth Rd	\$3,771,574	\$686,600		
<b>220/LGSR/12</b>	Cook Shire Council	Railway Avenue	\$640,000	\$320,000		Commence in Oct finish in November
<b>281/LGSR/4</b>	Tablelands Regional Council	Sluice Creek Road	\$1,300,000	\$650,000		Go to market in September with completion by Dec
<b>272/LGSF/3</b>	Wujal Wujal Aboriginal Shire Council	Allocation	\$29,273	\$29,273		
<b>264/LGSR/39</b>	FNQRRTG	Management	\$142,866	\$142,866		
	Croydon Shire Council	Croydon - Richmond Road (Beef Roads)	\$3,500,000	\$350,000		
<b>264/LGSR/36</b>	Tablelands Regional Council	Gunnawarra Road	\$750,000	\$285,499	\$89,501	Commence April 2017 finish June

Members advised that as at meeting date there had been no official announcement regarding successful Beef Roads funding applications.

**ACTION 88.2: Request RRTG Board seek a response from the Minister of the Department of Infrastructure and Regional Development on the timing of an announcement regarding successful BEEF roads applications.**

## 8.2 Moderation of draft 2017-2020 program - refer attachment document

Group acknowledged:

- That with the finalisation of the transfer of funds to the State Controlled project and the agreement of the Board to utilise TIDS allocation to assist with Beef Roads funding that the 2016/17 program was now fixed.
- That in the 2014/2015 and 2015/2016 years the transfer of identified savings towards the end of the financial year was a problematic process often having to be done via email, due to time limitations. In an attempt to avoid this situation occurring in the future the group agreed to over allocate funding of between 5-10% and to review process at the EOFY.
- It was acknowledged that there were a number of projects within the list that had been there for some time and that existing listed projects should be reviewed and councils forward programs should be reviewed for projects to be considered for future funding.
- Councils agreed to review their 2019/2020 programs and provide advice at next TC meeting in October.

**ACTION 88.3 : Steve Cosatto to present draft 2017/2018 (fixed) and 2018/2019 (indicative) TIDS programs to the Board for consideration.**

**ACTION 88.4: All councils to review their existing and forward programs for projects to be considered for future funding.**

**9 Roads & Transport Alliance. – Jo Lencz**

- Advised that the Operational Guidelines and appendices had been finalised and distributed.
- Provided an overview of Reimbursement forms and EOFY Acquittal forms.
- Advised that feedback regarding documents contained within the Appendix could be provided through Steven Cosatto and presented at the Coordinators forum Tuesday 4 October.

**ACTION 88.4: Members to review TMR claim documents and provide feedback to Steve Cosatto.**

9.1 SCDF request for projects. All responses should be made by return email to be received no later than Tuesday 20th September 2016.

- Roads and Transport Alliance has distributed correspondence to understand the level of interest from RRTGs in the proposed initiatives outlined below.
- They have requested RRTG review table and rank projects in order of preference, with '1' being the most preferred and '6' being the least preferred priority project.
- Refer below:

Your RRTG's ranking	Project type and description	Indicative 50% cost to RRTG
	Contract management systems review – based on the work already undertaken by the North West Queensland RRTG, this initiative will provide interested RRTGs with easy-to-use contract and procurement documentation customised to councils requirements, plus associated training in the use of this documentation. The documentation, at a minimum covers the following procurement types: <ul style="list-style-type: none"> <li>• Construct Only (major works)</li> <li>• Construct Only (minor works)</li> <li>• Design and Construct</li> <li>• Consultancy Services</li> <li>• Plant Hire (panel of providers)</li> </ul>	\$15,000
	'First and last mile' freight study – based on the pilot study in Toowoomba and Western Downs RRTGs, this initiative will provide interested RRTGs with a focused plan that examines the opportunities for heavy vehicle freight on the local road network. In particular local road linkages with the State road network which would provide productivity benefits to the road freight industry and the regional economy.	\$60,000
	TMR Pre-qualification – as competition for TMR works increases, many councils are considering achieving higher levels of pre-qualification. This provides councils the opportunity to bid for greater packages of work and gives confidence to TMR that councils have the requisite technical, managerial and financial capacity to efficiently deliver road and bridge construction contracts.	\$60,000
	Regional airport plan – based on the work already undertaken by the Outback RRTG, this initiative will provide interested RRTGs with a stocktake of current airport assets and apply a gap analysis to inform strategic planning and investment decisions in order to meet future service level targets.	\$30,000
	Strategic planning workshop – under the Roads and Transport Alliance Operational Guidelines 2016, " a dedicated workshop should be convened with RRTG members at the start of a program development cycle to determine/review the strategic transport objectives for the region." (p13) This initiative will provide interested RRTGs with a structured and facilitated approach to conducting this workshop.	\$ 3,000
	Other <i>Statewide Capability Development Fund</i> project proposals:  (please provide details below as well as a 50% project cost estimate)	\$ _____

**ACTION 88.5: Steve Cosatto to distribute SCDF priority correspondence to members for response by 20 September 2016.**

**10 Next meeting**

Next meeting will be 28 October Cairns Regional Council.

The meeting closed at 5:30

*Minutes prepared by Steven Cosatto – FNQROC Regional Infrastructure Projects Coordinator.*

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87.7.4	In December 2016, gauge if TMRs new account system has reduced financial accounting difficulties, if not, the FNQ RRTG draft a letter to Roads and Transport Alliance requesting simplification of the financial accounting process for RRTG and ATSI TIDS.	FNQROC	Defer until Dec 2016
87.15.1.1	Steve Cosatto to request EOIs for PN5 Stormwater Drainage) workshop.	FNQROC	
87.15.3.1	Steve Cosatto to request EOIs for Bridge Construction and Maintenance Workshop.	FNQROC	
88.1	TRC to develop worksheet identifying type of culverts, number of and when required and distribute to MSC, CCRC, Cook and TMR for populating and return to TRC.	TRC	
88.2	Request RRTG Board seek a response from the Minister of the Department of Infrastructure and Regional Development on the timing of an announcement regarding the successful BEEF roads applications.	FNQROC	
88.3	Steve Cosatto to present draft 2017/2018 (fixed) and 2018/2019 (indicative) TIDS program to the Board for consideration.	FNQROC	
88.4	All councils to review their existing and forward programs for projects to be considered for future funding.	All	
88.5	Members to review TMR claim documents and provide feedback to Steve Cosatto.	All	
88.6	Steve Cosatto to distribute SCDF priority correspondence to members for response for response by 20 September 2016.	FNQROC	✓