

# MINUTES

<b>Meeting No</b>	1
<b>Meeting</b>	Western Councils Forum – Infrastructure Session
<b>Date</b>	14 November 2017
<b>Time</b>	8.30 - 12.30pm
<b>Venue</b>	Croydon

## 1. Attendance

Session 3 - Water, Waste & Landfill/Recycling		
Council	Attendee	Job Title
Croydon	Cr Trevor Pickering	Mayor
	Cr Jeffrey Norman	Elected Member
	William Kerwin	CEO
	Dharmendra Naidu	Finance Manager
	Denise Knudsen	Business Manager
	Garry Pickering	Works Manager
	Rebecca Fitzgerald	Admin Officer & Workplace Health & Safety Advisor
	Ashley Boland	Water/Utilities Services Officer
Carpentaria	Mike Hayward	CEO
	John Martin	Director Engineering
Etheridge	Warren Devlin	Mayor
	Norm Garsden	CEO
	Jeff Bunt	Director Engineering Services

## 2. Roads

### 2.1. Western Road Upgrade Programme

Discussion centred around request for support/political support at a FNQROC level for this program to be reinstated. Opportunity to utilise economy ID data assist in the collation of a business case.

**Action Item 1 – FNQROC to advocate on a state level for the Western Road Upgrade Program to be reinstated.**

**Action Item 2 – Review Western Roads Works Programme/sites & examine Economy ID database to see if any useful information to correlate the two, and support business case.**

### 2.2. Economy ID

It was noted a large portion of the local council construction staff are employed on local works programmes. This information would be beneficial when approaching different legislative and funding bodies in applying for grants etc. It was requested that Economy ID be cross-examined to investigate if this information is available as part of the dataset.

**Action Item 3 – Examine Economy ID database to see if any beneficial information is available on employment statistics in these local economies as it relates to road construction undertaken by councils.**

***Post Meeting Edit: In Progress – Additional approach taken. Specific criteria surrounding the Local economy and workforce skilling has been implemented into the RRTG project prioritisation tool, to enable projects with a higher impact on local economies/workforces to score higher.***

### 2.3. DTMR 4 year Works Programme

Request for the region to have a larger input into the DTMR 4 year programme for the western region.

**Action Item 4 – FNQROC to request DTMR 4 year works program for the region.**

***Post Meeting Edit: In Progress – Request has been made for DTMR's 4 year programme.***

### 2.4. Gilbert River Bridge

Concerns were raised regarding the safety and serviceability of the Gilbert River Bridge, Specifically:

- Poor State - Safety/Structural Inspection Required
- Single lane – risks associated with large scale plant crossing the bridge. Ultimate standard requires is two lane, lifted bridge.

**Action Item 5– FNQROC to engage with DTMR to attain the latest Structural Inspection Report. This document is to inform the method/application type, for funding for the repair/reconstruction of the bridge.**

***Post meeting Note: In Progress - Structural Inspection Report has been requested.***

### 2.5. Addition of Dixie Road to LRRS network

Carpentaria Council requested Cook Shire to apply for Dixie Road (Cook Shire Council portion of Burke Development road - Normanton to Dunbar) to be included on LRRS network given its significant tourism and transport connectivity benefits, in connecting with the Peninsula Development Road.

**Action Item 6– FNQROC to engage with Cook Shire Council (Cr Peter Scott) to suggest application be made on the above basis, to be considered by the RRTG.**

### 2.6. Creation of a masterplan of Strategic Roads in the Western Region of FNQROC(Carpentaria, Croydon, Etheridge)

Linked to Western Roads upgrade program, it was identified that there would be mutual benefit to all councils within the current Western Region to produce a document identifying strategic roads to

be sequentially developed and/or sealed. Annual budget nominated to be \$5/6 million annually, with a vision to create flexible, shovel ready packages of works which can access EOFY funding opportunities.

Priority Roads noted:

1. Normanton to Dunbar link (creating tourism link to Chillagoe/Cape & Kowanyama access to Normanton).
2. Two lanes to Croydon to allow alternate link to Normanton (Normanton to Cloncurry)
3. All weather access through to Normanton (incl. barge pad in the wet). Additional requirements: Gilbert River bridge upgrade and other bridge crossings en route (where single lane is an issue).

**Action Item 7 – LR to review existing road master planning of the region to inform any future plans. Subsequently develop list of priority roads in conjunction with Councils. FNQROC to advocate for funding to enact project.**

#### 2.7. TIDS funding

Etheridge raised the request for the use of TIDS funding on State Controlled Roads. It was identified that this would be required to be taken to the RRTG board at a council level, to determine the broader support for the concept. Subject to outcome, a document detailing the rules and procedures that apply to applications is to be developed.

**ACTION 8 – Etheridge to make representations RRTG board regarding the use of TIDS funding on State Controlled Roads. Further actions to be developed subject to outcome.**

#### 2.8. Contract and Procurement Documentation

Discussion was had around the current procurement works around a regional set of easy-to-use contract and procurement documentation customised to councils requirements, plus associated training in the use of this documentation.

Carpentaria noted that it was engaged through NWQRRRTG, and as such would not participate.

Further discussion occurred around the experiences with the document set currently being considered, and those acquired through NWQRRRTG. Group resolved to undertake a 'lessons learned' exercise and value add to the current procurement document development for the FNQROC. John Martin (Carpentaria) was nominated as the technical contact for the NWQRRRTG, to advise on the above.

**ACTION 9 – Planned – Engagement of provider of documents must be undertaken first. FNQROC to liaise between provider and John Martin during the development of these documents.**

### 3. Water

#### 3.1. QWRAP bid pool funding

Inclusion of Western councils into funding apps/opportunities under QWRAP bid pool funding arrangements.

**ACTION 10 –Bring to the next western council forum, project opportunities available for support funding through QWRAP.**

3.2. Sodium Hypochlorite Deliveries

Investigation into delivery to Western Region Councils utilizing IBC tanks(1000L pods). Investigate opportunities to improve product quality.

**ACTION 11 – In Progress (via procurement) – Data collation emails required from Western Councils to develop quantum of service required. Subsequent preliminary investigations with suppliers to occur.**

**4. Waste**

4.1. Waste Oil and Tyre Disposal Programme

Consideration to be given to a regional waste motor and cooking oil collection programme.

**ACTION 12 – In Progress (via procurement) – Data collation emails required from Western Councils to develop quantum of service required. Subsequent preliminary investigations with suppliers to occur. Volumes to be supplied by Croydon Shire Council, Carpentaria Shire Council , Etheridge Shire Council.**

4.2. Regional Tyre Shredding Programme

Consideration to be given to a regional waste motor and cooking oil collection programme.

**ACTION 13 – In Progress (via procurement) – Data collation emails required from Western Councils to develop quantum of service required. Subsequent preliminary investigations with suppliers to occur. Volumes to be supplied by Croydon Shire Council, Carpentaria Shire Council , Etheridge Shire Council.**

4.3. Fuel/Oil Waste Levy and Tyre Levy

Forum sought advise as to how these levies are being spent, specifically within the WFNQ region and what infrastructure is this being spent on.

**ACTION 14 – Fuel/Oil Levy - LR to investigate where Fuel/Oil Waste levy are being spent.**

**(Post Script) – Tyre levy – (Actioned) EHP advised that funds are pooled to form a research and development fund specifically for the development of new markets for this waste material.**

**5. Asset Management**

5.1. Investigation into the utilization of Technology One

Dialogue around the best practise and utilization of proprietary products for asset management software was had, with significant interest shown in ‘Technology One’ and its use in the region.

**ACTION 15 –For Noting. Carpentaria currently developing their own solution. Update to be provided at next meeting.**

5.2. RAM Documentation

Western councils were advised that they have available to them a set of template asset management documents, including Level of service templates, and benchmarked useful life and residual values of assets.

**ACTION 16 – Levels of service templates to be uploaded to the web for distribution. LR to send all benchmarked useful life and residual asset values to be sent to all Western Council CEO’s.**

**Infrastructure ACTION ITEM(S) –**

No.	ACTION	OWNER	COMPLETED?
1	<b>FNQROC to advocate on a state level for the Western Road Upgrade Program to be reinstated.</b>	FNQROC	
2	<b>Review Western Roads Works Programme/sites &amp; examine Economy ID database to see if any useful information to correlate the two, and support business case.</b>	Lachlan Rankine	
3	<b>Examine Economy ID database to see if any beneficial information is available on employment statistics in these local economies as it relates to road construction undertaken by councils.</b>  <i>Additional approach taken. Specific criteria surrounding the Local economy and workforce skilling has been implemented into the RRTG project prioritisation tool, to enable projects with a higher impact on local economies/workforces to score higher.</i>	Lachlan Rankine	
4	<b>FNQROC to request DTMR 4 year works program for the region.</b>	Lachlan Rankine	In Progress – Requested DTMR’s 4 year programme of works 16/11/17.
5	<b>FNQROC to engage with DTMR to attain the latest Gilbert River Bridge Structural Inspection Report. This document is to inform the method/application type, for funding for the repair/reconstruction of the bridge.</b>	Lachlan Rankine	In Progress – Requested Structural Inspection Document 16/11/17
6	<b>FNQROC to engage with Cook Shire Council (Cr Peter Scott) to suggest application be made on the above basis, to be considered by the RRTG.</b>	Cr Peter Scott	
7	<b>LR to review existing road master planning of the region to inform any future plans. Subsequently develop</b>	Lachlan Rankine	

No.	ACTION	OWNER	COMPLETED?
	<b>list of priority roads in conjunction with Councils. FNQROC to advocate for funding to enact project.</b>		
8	<b>Etheridge to make representations RRTG board regarding the use of TIDS funding on State Controlled Roads. Further actions to be developed subject to outcome.</b>	Warren Devlin Norm Garsden	
9	Contract and Procurement Documentation - Group resolved to undertake a 'lessons learned' exercise and value add to the current procurement document development for the FNQROC. John Martin (Carpentaria) was nominated as the technical contact for the NWQRRTG, to advise on the above.  <b>Planned – Engagement of provider of documents must be undertaken first. FNQROC to liaise between provider and John Martin during the development of these documents.</b>	Lachlan Rankine John Martin Amanda Handcock	– Planned Engagement of provider of documents must be undertaken first. FNQROC to liaise between provider and John Martin during the development of these documents.
10	<b>Bring to the next western council forum, project opportunities available for support funding through QWRAP.</b>	Lachlan Rankine	
11	Sodium Hypochlorite Deliveries - Investigation into delivery to Western Region Councils utilizing IBC tanks(1000L pods). Investigate opportunities to improve product quality. <b>In Progress (via procurement) – Data collation emails required from Western Councils to develop quantum of service required. Subsequent preliminary investigations with suppliers to occur.</b>	Amanda Handcock  - Croydon Shire Council - Etheridge Shire Council - Carpentaria Shire Council	In Progress
12	Waste Oil and Tyre Disposal Programme <b>In Progress (via procurement) – Data collation emails required from Western Councils to develop quantum of service required. Subsequent preliminary investigations with suppliers to occur.</b>	Amanda Handcock - Croydon Shire Council - Etheridge Shire Council - Carpentaria Shire Council	In Progress
13	Regional Tyre Shredding Programme	Amanda Handcock - Croydon Shire Council	In Progress

No.	ACTION	OWNER	COMPLETED?
	<p><b>In Progress (via procurement) – Data collation emails required from Western Councils to develop quantum of service required. Subsequent preliminary investigations with suppliers to occur. Volumes to be supplied by Croydon Shire Council, Carpentaria Shire Council , Etheridge Shire Council.</b></p>	<ul style="list-style-type: none"> <li>- Etheridge Shire Council</li> <li>- Carpentaria Shire Council</li> </ul>	
14	<p><b>Fuel/Oil Waste Levy - Forum sought advise as to how these levies are being spent, specifically within the WFNQ region and what infrastructure is this being spent on. LR to investigate where Fuel/Oil Waste levy are being spent..</b></p> <p><b>(Post Script) – Tyre levy – (Actioned) EHP advised that funds are pooled to form a research and development fund specifically for the development of new markets for this waste material.</b></p>	Lachlan Rankine	
15	<p><b>For Noting. Carpentaria currently developing their own solution. Update to be provided at next meeting.</b></p>	Lachlan Rankine	
16	<p><b>Levels of service templates to be uploaded to the web for distribution. LR to send all benchmarked useful life and residual asset values to be sent to all Western Council CEO's.</b></p>	Lachlan Rankine	<p>Actioned –</p> <ol style="list-style-type: none"> <li>1. LOS templates Uploaded to web 27/11/17.</li> <li>2. Asset Benchmarking tool sent 27/11/17.</li> </ol>