



Western Councils Forum – 27th and 28th February 2018

Meeting No.	2
Meeting	Western Councils Forum
Date	27 th and 28 th February 2018
Time	9.00am
Venue	Georgetown
Meeting Objectives	To focus on the issues which will make a difference to our western council members

27th February 2018

Session 1 – Strategic Directions (Darlene)

1. Focused discussion on what would really make a difference to your council?
 - a. Review of Council external Council boundaries (Etheridge)
 - b. Funding for State controlled Roads (Etheridge)
2. Review of FNQROC Strategic Operational Plan ([hyperlinked here to save email size](#)) – what is most important to your council?
 - a. Mobile phone and radio coverage (Etheridge)
3. Strategic Opportunities document ([hyperlinked here to save email size](#)) – changes / inclusions for your council.

Session 2 – Infrastructure (Lachlan & Amanda)

1. Acceptance of previous minutes (attached to agenda)
2. Actions from Previous Meeting

No.	ACTION	OWNER	STATUS
1	FNQROC to advocate on a state level for the Western Road Upgrade Program to be reinstated.	FNQROC	Actioned. At the FNQROC Board meeting of the 11 December 2017, the Board resolved that ' <i>The Western Road Upgrade program to be included in the FNQROC Strategic Opportunities document</i> '.
2	Review Western Roads Works Programme/sites & examine Economy ID database to see if any useful information to correlate the two, and support	Lachlan Rankine	Not yet complete

No.	ACTION	OWNER	STATUS
	business case.		
3	<p>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.</p> <p><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></p>	Lachlan Rankine	Need information from councils
4	FNQROC to request DTMR 4 year works program for the region.	Lachlan Rankine	<p>In Progress – Requested DTMR’s 4 year programme of works 16/11/17, 12/12/17.</p> <p>As per advice, TMR only provide/use 2 year program (QTRIP)</p>
5	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.	Lachlan Rankine	Requested Structural Inspection Document 16/11/17, 12/12/17. RTI undertaken and structural assessment received. Emailed 08/01/2018
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.	Cr Peter Scott	Actioned – Cook Shire supportive. Followed up 6/12/17, 12/02/18. Awaiting formal application by Cook SC.
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.	Lachlan Rankine	Will be undertaken as part of the Regional Road Investment Strategy (specification in development)
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.	Warren Devlin Norm Garsden	Submission made to FNQRRTG meeting 12/02/18.
9	<p>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.</p> <p>Planned – Engagement of provider of documents must be undertaken first. FNQROC to liaise between provider and John Martin during the development of</p>	Lachlan Rankine John Martin Amanda Hancock	<p>SCDF Funding received \$75,000. First project meeting 28 March 2018.</p> <p>FNQROC to liaise between provider and John Martin during the development of these documents.</p>

No.	ACTION	OWNER	STATUS
	these documents.		
10	Bring to the next western council forum, project opportunities available for support funding through QWRAP.	Lachlan Rankine	Essentially, any joint project has an opportunity to be 50% funded.
11	Sodium Hypochlorite Deliveries - Investigation into delivery to Western Region Councils utilizing IBC tanks(1000L pods). Investigate opportunities to improve product quality. In Progress (via procurement) – Data collation emails required from Western Councils to develop quantum of service required. Subsequent preliminary investigations with suppliers to occur.	Amanda Hancock Croydon Shire Council Etheridge Shire Council Carpentaria Shire Council	In Progress (via procurement) – Data collation emails required from Western Councils to develop quantum of service required. Subsequent preliminary investigations with suppliers to occur.
12	Waste Oil and Tyre Disposal Programme In Progress (via procurement) – Data collation emails required from Western Councils to develop quantum of service required. Subsequent preliminary investigations with suppliers to occur.	Amanda Hancock Croydon Shire Council Etheridge Shire Council Carpentaria Shire Council	In Progress (via procurement) – Data collation emails required from Western Councils to develop quantum of service required. Subsequent preliminary investigations with suppliers to occur.
13	Regional Tyre Shredding Programme 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.	Amanda Hancock Croydon Shire Council Etheridge Shire Council Carpentaria Shire Council	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.
14	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.. (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.	Lachlan Rankine	Fuel/Oil Waste Levy – levy used to offset benefits/incentives paid to oil recyclers (i.e. closed loop) 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.
15	For Noting. Carpentaria currently developing their own solution (Asset Management system). Update to be provided at next meeting.	Lachlan Rankine	Carpentaria to update the group on progress.
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	Lachlan Rankine	Actioned – 1. LOS templates Uploaded to web 27/11/17. 2. Asset Benchmarking tool sent

No.	ACTION	OWNER	STATUS
	Western Council CEO's.		27/11/17.

3. Discussion topics:

- 3.1. Economic value of Western Roads Program and road construction undertaken by councils.
- 3.2. Gilbert River Bridge
- 3.3. Regional Road Investment Strategy – Discussion on Draft scope.
- 3.4. Funding on State Roads – (budget vs actual) – update on side project for advocacy.
- 3.5. Contract and procurement documentations (Amanda)
- 3.6. Water and waste water project opportunities with funding.
- 3.7. Sodium Hypochlorite (Amanda)
- 3.8. Waste Oil and Tyre Disposal (Amanda)
- 3.9. Tyre shedding (Amanda)
- 3.10. Fuel and Waste oil levy
- 3.11. Carpentaria asset management system - update
- 3.12. Levels of service templates.

28th February 2018

Session 1 – Planning (Teresa)

1. Acceptance of previous minutes (attached to agenda)

2. Actions from Previous Meeting

No.	ACTION	OWNER	STATUS
1	FNQROC to seek feedback from the Councils if there is interest in arranging Angelika Ziehl from DAF to present on the one-stop service at the next Western Councils forum	FNQROC	Presenting at February Forum
2	FNQROC to provide feedback to Kelly Reaston, Cairns Regional Council on level of interest in the planning service	FNQROC	Meeting held with Kelly Reaston 30 November 2017. Action – Kelly to continue discussions with LGAQ
3	FNQROC to provide feedback to TRC on level of interest in building certification service.	FNQROC	Discussion held with Tudor Tanase TRC 28 November 2017 – TRC to consider follow up proposal to Councils.

3. Presentation – Angelika Ziehl re DAF one-stop service

4. Discussion topics

Session 2 – Economic Development (Teresa)

1. Acceptance of previous minutes (attached to agenda)

2. Actions from Previous Meeting

No.	ACTION	OWNER	STATUS
1	A copy of presentation by Katrina Houghton to be distributed with the minutes	FNQROC	Attached to this agenda
2	FNQROC to continue discussions with Katrina Houghton on effective reporting of FNQROC statistics	FNQROC	Part of FNQROC Operational Plan
3	A copy of the Cairns Regional Council Census snapshot be distributed to the group	FNQROC	Attached to this agenda
4	FNQROC to forward the .id fee proposal to Croydon Shire Council	FNQROC	Complete – copy emailed 17.11.2017
5	FNQROC to provide login details to relevant officers within the Councils to the FNQROC Economic Development portal	FNQROC	Provided.
6	FNQROC to discuss with TTNQ the roles and relationships of the LTO, RTO and Councils in tourism and opportunities and priorities to increase visitors to the regional areas	FNQROC	Meeting arranged for 4 December 2017

3. Discussion topics

3.1. Economy .id and community .id tool

3.1.1.1. Croydon expressed interest but no further follow up

3.1.1.2. Have councils been using it?

3.2. findings RTO vs LTO and appropriate KPI's

3.3. Gulf Savannah Tourism Summit – March 2018

3.4. Cummings Economics report (Hopefully)

3.5. Overview of Economic Development meeting in Cairns.

3.6. Cooperation in developing tourism products (Etheridge)

3.7. Other than tourism – council's economic focus? Need to understand if there are any additional focus areas.

Semi session - Biodiversity (Travis on leave – paper update)

1. Acceptance of previous minutes (attached to agenda)

2. Actions from Previous Meeting

No.	ACTION	OWNER	STATUS
1	FNQROC will work with all three councils as required to build on the existing regionally consistent planning approach and begin the development of an overarching regional strategy if this is deemed useful. Travis to have further discussions with Scott.	FNQROC and Scott	
2	Improving representation in the Land Protection Fund Co-investment Model is required to ensure the needs of the group are appropriately advocated for.	FNQROC	
3	Cross regional approaches to weed spread prevention/biosecurity risk management are in development within the ROC. These will be mutually beneficial across the 3 NRM regions the proposal will focus on (Cape York, Wet Tropics, Northern Gulf).	FNQROC and 3 NRM regions	

4. Update to be provided by Darlene

5. Discussion topics to take back for Travis

With the exception of motions and explicit request to be named, this meeting operates under **Chatham House Rule**:

Everyone present is free to use the information received, but they cannot reveal the identity or affiliation of the speaker or any other participant.

The Chatham House Rule allows people to speak as individuals, and to express views that may not be those of their organisation. It encourages free discussion.