



FNQ RRTG TECHNICAL COMMITTEE

MINUTES

Meeting No	104
Meeting	FNQ RRTG Technical Committee
Date	25 July 2019
Time	10:00 am
Venue	Committee Room, Level 3, Cairns Regional Council Chambers, 119-145 Spence Street Cairns

1. Attendance

Name	Organisation
Ashley Greenwood (Chair)	Tablelands Regional Council
Michael Ringer (Deputy Chair)	Cairns Regional Council
David Klye	Cook Shire Council
Daniel Spencer	Cook Shire Council
Justin Fisher	Cassowary Coast Regional Council
Preston Andrews	Yarrabah Aboriginal Shire Council
Andrew Foster	Mareeba Shire Council
Mark Kelleher	Department of Transport and Main Roads
Tony Potter	Etheridge Shire Council
Lachlan Rankine	FNQROC
Darlene Irvine	FNQROC

2. Apologies

Name	Organisation
Garry Pickering	Croydon Shire Council
David Goodman	Cassowary Coast Regional Council
Geoffrey Rosendale	Wujal Wujal Aboriginal Shire Council
Victor Mills	Wujal Wujal Aboriginal Shire Council
Jo-Anne Lencz	Department of Transport and Main Roads(RAPT)
Darryl Jones	Department of Transport and Main Roads
Richard Sheedy	Department of Transport and Main Roads
Michael Kriedemann	Douglas Shire Council
Scott Britton	LGAQ (RAPT)
Sam Wakeford	Mareeba Shire Council
Mark Vis	Tablelands Regional Council
Dawn Lake	Yarrabah Aboriginal Shire Council

3. Welcome

Ashley welcomed everyone to the meeting.

4. Acceptance of previous minutes

The Minutes relating to meeting 103 (24th May 2019) were confirmed, with no amendments requested.

5. Actions from Previous Meeting No. 103

Item	Action	Responsible
102.5	It was further noted that confirmation of expenditure and completion of TIDS projects are still outstanding from Croydon , Tableland, Yarrabah .	Croydon Tableland Yarrabah
Due to the commencement of a new financial year, this item has lapsed.		
102.8	Further investigation to occur on what standard actually applies to Local Government Roads, and is there opportunity to utilize alternative standards.	Lachlan
<p>Briefly discussed within the group, with a common theme of unrealistic examination and testing requirements. The example of a number of experienced (in Traffic Management Plans and regulations) RPEQ engineers being unable to pass the assessments was given. This has resulted in insufficient internal staff within organisations able to prepare TMP's, forcing organisations to use consultants at unnecessary cost. It is frustrating for councils to go to the cost of sending participants and the first thing they are told are that on 50% will pass.</p> <p>It was resolved that this item be raised by Darlene at the LGAQ Road and Transport Reference Group.</p> <p>Action Item 104.1: Darlene to raise the concerns on the type and design of the course for Traffic Management Plan accreditation with the LGAQ Road and Transport Reference Group at the next meeting.</p>		

103.2	4 year program to be recommended to the FNQ RRTG for endorsement, via a flying minute to allow due time for adjustments allocations prior to end of financial year.	Lachlan
Completed		

6. New Business

Item	Discussion re Accruals, invoicing and processes	Responsible
104.2	<p>The FNQ RRTG TC extended its appreciation to David Matuschka (TMR) whom went above and beyond when finalising the EOFY expenditure and data from councils. Whilst the FNQRRTG reported full expenditure for the 18/19 Financial Year, the group acknowledged there was opportunity to improve processes for the coming financial year (19/20):</p> <ul style="list-style-type: none"> Enforcement of the requirement to have detailed design completed prior to the start of the financial year in which the works are done. It was nominated that councils would have until the Meeting of the 3-4 October to finalise this. Those without completed detailed design will be moved to the next financial year (20/21). Projects scheduled for construction commencement from March to June of the current financial year are to be rolled over to the next financial year. <p>It was noted that there still councils with outstanding documentation/invoices etc. It was also noted that there is an ongoing issue of invoices not matching accruals.</p> <p>Other measures also identified included:</p> <p>A request for a standing motion from the RRTG to allow the RRTG TC to manage project variations of plus or minus 10(ten) percent within the RRTG TC group, provided the project scope is consistent with the projects approved by the RRTG. This is in line with the common construction practice of 'contingency'.</p> <p>Action item 104.2: FNQ RRTG TC recommendations to the RRTG that the technical committee be delegated the authority to reallocated from savings up to 10% of a project for cost for overruns provided the project scope is consistent with the project approved by the RRTG.</p>	RRTG TC

Item	18/19 TIDS Works Program Update and amendments to TIDS four year works program to ensure expenditure	Responsible
104.3	<p>Limited discussions were undertaken as some financial reporting remains outstanding. TMR to provide details of EOFY project actuals. FNQRRTG TC to review the 4 year works program subsequent to the TMR details and items raised in item 103.2 at Meeting 105 (3-4 September 2019).</p> <p>Some minor advices were taken to the status of design and project works and these are reflected in Attachment A.</p> <p>Action item 104.3 – TMR to provide details of EOFY project actuals. FNQRRTG TC to review the 4 year works program subsequent to the TMR details and items raised in item 103.2 at Meeting 105 (3-4 October 2019).</p>	TMR/ RRTG TC

7. General Business

Item	Discussion re Accruals, invoicing and processes	Responsible
104.4	<p>TMR advised regarding their requirements for monthly processing of actuals and accruals and this was a requirement placed on them.</p> <p>Councils discussed their concerns regarding accruals with a number of them advising that for them it was easier to just report on actual expenditure due to the uncertain nature of accruals each month.</p> <p>TMR asked councils to please check that the project numbers and project updates each month are correct, there have been cases of copy and paste giving wrong indications.</p> <p>Councils discussed the frustration of the constant paperwork associated with funding was taking a toll on resources, many councils are now resolved to this fact.</p>	
Item	Annual Road Trip locations	Responsible
104.5	<p>Discussion was had regarding suitable road trip locations, noting that the previous trips had included Cook, Chillagoe, and Tablelands/Cassowary. The group determined Georgetown/Etheridge to be suitable and it would allow the group to see first-hand the dry cropping, Charleston Dam construction and Kidston.</p>	
Item	TMR – B Double – As of right mapping	Responsible
104.6	<p>The issue was raised regarding the grey area within the heavy vehicle mapping providing as of right use for B-Doubles in Mareeba. Tablelands has the same issue. Cairns advised that they worked with TMR to remove the grey shading within their council area. Maria Gayrea (?) is the TMR contact to have this amended.</p>	MSC/TRC/TMR

8. Update from LGAQ Roads and Transport Advisory Group (D. Irvine)

Item	LGAQ Roads and Transport Advisory Group	Responsible
104.7	No meeting held since the last RRTG TC. Next meeting is 30 August 2019.	Darlene

9. Update from Road Alliance Project Team

Item	Update from Road Alliance Project Team	Responsible
104.8	<p>It was identified that Jo was an apology to the meeting, with Mark Kelleher providing brief updates in with regards to EOFY expenditure (100%. See Item 104.3). It was noted that any further updates would be provided as a written update within the minutes. Further advice from RAPT identified that there is a new SCDF form in circulation, with all submissions to SCDF to utilize this form. It was also noted that the RTA operational guidelines are being reviewed (last update 2016), prior to the next Local Government elections (March).</p>	Jo-Anne Lencz

10.

11. Points for noting to the FNQ RRTG or FNQROC Board

Item	Points for noting to the FNQ RRTG or FNQROC Board	All
104.9	<p>FNQ RRTG TC recommendations to the RRTG that the technical committee be delegated the authority to reallocated from savings up to 10% of a project for cost for overruns provided the project scope is consistent with the project approved by the RRTG.</p>	

12. Next meeting – Road trip 19 and 20 September 2019

13. Outstanding Actions as at end of Meeting No. 104:

Item	Action	Responsible
104.1	Darlene to raise the concerns on assessment requirements for Traffic Management Plan accreditation with the LGAQ Road and Transport Reference Group at the next meeting.	Darlene Irvine
104.2	FNQ RRTG TC make a recommendation to the RRTG for a standing motion from the RRTG to allow the RRTG TC to manage project variations of plus or minus 10(ten) percent within the RRTG TC group, provided the project scope is consistent with the projects approved by the RRTG.	FNQ RRTG TC
104.3	TMR to provide details of EOFY project actuals. FNQRRTG TC to review the 4 year works program subsequent to the TMR details and items raised in item 103.2 at Meeting 105 (3-4 October 2019).	

ATTACHMENT A – 18/19 TIDS Works Program – Expenditure Sheet

Record ID	Project Number	Road Authority	Road Name	Location	work type	Detail Design	Total Cost(\$)	2018-2019	Current Expenditure	Comments
299	1143779	Mareeba Shire Council	Chettle Road	5.5-7.21	Rehab & Widen to 7m	Yes	\$720,000	\$360,000		
263	1143869	Cook Shire Council	Oaky Creek Road	0-1.0	Sealing of School bus route		\$800,000	\$400,000		
304		Mareeba Shire Council	Pickford Road	0.05-2.01	Widen to 7m, and drainage improvement		\$910,000	\$111,388		
182	798921	Tablelands Regional Council	Ootann Road	86.6 - 91	Seal to provide overtaking opportunity	Yes	\$3,800,000	\$290,223		
297	1144450	Yarrabah Aboriginal Shire Council	Buddabadoo Road/Back Beach Road	2.6-2.625	Construction of a Concrete Causeway		\$45,000	\$15,000		
240	1123438	Croydon Shire Council	Croydon - Richmond Road	16.64 - 16.7	Upgrade Floodway		\$45,000	\$22,500		
155	409584	Croydon Shire Council	Croydon - Richmond Road	98.98 - 108.98	Construct to new sealed 2 lanes		\$700,000	\$350,000		
217	1123520	Mareeba Shire Council	Chettle Road	2.243 - 4.003	Rehabilitate and widen	Yes	\$630,000	\$315,000		
246	953624	Cook Shire Council	Charlotte Street	2.3-2.55	Rehabilitate and widen	Yes	\$900,000	\$45,289.00		
284	1123701	Cassowary Coast Regional Council	Clifford Road	0-1.01	Upgrade to FNQROC Industrial Standard	90%	\$2,240,000	\$1,120,000		
285	1124949	Cassowary Coast Regional Council	Goondi Mill Road	0-0.63	Upgrade to FNQROC Industrial Standard	80%	\$1,260,000	\$315,000		
250	953733	Cook Shire Council	Buhmann St	0.34-0.68	Construct to new sealed 2 lane standard		\$140,000	\$47,615		
249	953668	Cook Shire Council	May St	0.25-0.47	Rehabilitate and widen		\$400,000	\$137,273		
187	1124950	Cairns Regional Council	Cook Street	1.5 - 1.75	Construct Bridge	30%	\$1,500,000	\$750,000		
274	1124951	Cook Shire Council	Poison Creek Road	2.8 - 6.4	Construct to new sealed 2 lanes		\$1,400,000	\$700,000		
225	954367	Tablelands Regional Council	Tolga-Kairi Road	1.385-1.54	At-grade intersection improvement		\$500,000	\$250,000		
84	1125046	Tablelands Regional Council	Danbulla Forest Drive	3.0 - 3.7	Construct to new sealed 2 lanes	Yes	\$500,000	\$250,000		
117	1125052	Tablelands Regional Council	Theresa Creek Road	2.8 - 2.9	At grade intersection improvement	(Rev.)	\$300,000	\$150,000		
140	1125057	Cook Shire Council	Charlotte Street	2.32 - 2.93	Realign, widen and seal	Yes	\$820,000	\$38,000		
162	1125058	Croydon Shire Council	Yapper River Road	18.9 - 38.71	Construct Approaches		\$40,000	\$20,000		
158	11964	FNQRRTG	management		Capability and development	N/A	\$714,330	\$142,866		
156	11672	Wujal Wujal Aboriginal Shire Council	TBA		annual allocation		\$146,365	\$29,273		
185	11914	Yarrabah Aboriginal Shire Council	TBA		annual allocation		\$60,673	\$47,217		