



FNQ RRTG TECHNICAL COMMITTEE

MINUTES

Meeting No	114
Meeting	FNQ RRTG Technical Committee
Date	12 March 2021
Time	10.00am
Venue	Port Douglas Community Hall, Cnr Mowbray & Mudlo Street, Port Douglas

1. Attendance

Name	Organisation
Justin Fisher (Chair)	Cassowary Coast Regional Council
Amir Akrami	Cook Shire Council
Garry Pickering	Croydon Shire Council
Natasha Murray	Douglas Shire Council
Les Morgan (Deputy Chair)	Etheridge Shire Council
Victor Mills	Wujal Wujal Aboriginal Shire Council
Jeff Blackie	Tablelands Regional Council
Glenda Kirk	Mareeba Shire Council
Graeme Nielsen	TMR
Darlene Irvine	FNQROC
Wendy Hughes	FNQROC
Robert Chow	LGAQ (RAPT)
Tanya J Lindenberg	TMR (RAPT)
Sam Bann	Yarrabah Aboriginal Shire Council
Keziah Bin Sali (Observer)	Wujal Wujal Aboriginal Shire Council

Apologies

Name	Organisation
David Kyle	Cook Shire Council
Helius Visser	Cairns Regional Council
Adam Sadler	Cassowary Coast Regional Council
Sam Wakeford	Mareeba Shire Council
Andrew Foster	Mareeba Shire Council
Mark Vis	Tablelands Regional Council
Preston Andrews	Yarrabah Aboriginal Shire Council
Darryl Jones	TMR
Jo Wakeford	Cairns Regional Council

2. Welcome

Meeting opened 10.10 am.

J Fisher thanked everyone for coming and welcomed all to the meeting. N Murray introduced Mayor Kerr to the group who then gave an official welcome to the Port Douglas region.

3. Confirmation of Previous Minutes:

- **Meeting No. 113 (29 January 2021)**

Minutes distributed with the agenda were accepted.

4. Business Arising from Previous Minutes: 29 January 2021

Item	Action	Responsible
105.1	In light of the FNQ RRIS, LRRS and SOI's to be reviewed in 2021	FNQROC & Councils
Purpose is to ensure all RRIS roads are LRRS roads – critical review of the network. If not in the RRIS, must justify why roads projects should be included in the LRRS road set. FNQROC will work with Councils to cross-reference, process to start early April. To be discussed in detail at the meeting in May.		
113.1	Individual councils are to advise Darlene by mid-February if they would like to participate in the airport Services operational business plan development. Plans are required by May 2021 as per CASA legislation	Council & FNQROC

Aerodrome manual updates legislated by CASA to be managed by individual Councils. W Hughes to investigate options for regional project delivery of two additional projects: (1) annual/bi-annual OLS survey and compliance audits; and (2) preparation of asset lifecycle management plans. See item 5 in the minutes.		
113.2	TMR to provide a list of ATSI recognised communities for clarification of ATSI funding eligibility.	G Neilson
ATSI recognised communities – refer to State and Federal portals (includes communities as well as Councils): https://www.datsip.qld.gov.au/programs-initiatives/government-champions and https://www.indigenous.gov.au/communities/list-view		
113.3	D Irvine to provide a copy of the final RRIS technical reports to members of the RRTG TC	D Irvine
Completed		
113.4	D Irvine to liaise with Yarrabah Aboriginal Shire Council on status of TIDS projects for FY20/21.	D Irvine
Completed		
113.5	D Irvine to coordinate a tour (1 – 3 March 2021) of the corridor from Cairns-Normanton, Normanton-Burke return in partnership with impacted council representatives.	D Irvine
Completed		
113.6	D Irvine to update the ROSI prioritisation discussion paper reflecting conversations from today's meeting.	D Irvine
Completed		
113.7:	<ul style="list-style-type: none"> a) A copy of the PPT to be sent to members b) MCA to be reviewed by the technical committee at a future meeting. c) The project submission form to include the MCA + comment section d) The project submission form to include the ability for BINs in AADT and IRI 	D Irvine
<ul style="list-style-type: none"> a) Completed b) Still to be undertaken – include as an Agenda item for the meeting in May c) Completed and sent with Agenda No. 114 d) Completed with the above c) 		

5. Airport Services Operational business plan development

Following discussions with potential consultants for this work, three unique projects were identified and recommended for consideration by the committee:

1. Aerodrome Operational Plans (operations manual update as per CASA requirements)
2. Annual/Bi-Annual OLS Survey and Compliance Audits
3. Asset Lifecycle Management Plans (based on a 10-15 year horizon)

It was noted that updates to operational plans have been progressed by individual Councils and that a regional approach was no longer practical for this project. However, a regional approach to managing annual/bi-annual audits and to developing asset lifecycle management plans for Council-owned facilities was supported in principle. Options/costs for both projects to be investigated further and brought back to the committee for discussion at the meeting in May.

The aims of asset lifecycle planning will be to:

- improve the accuracy of asset maintenance budget requirements for individual Councils over a 10-15 year period; and
- facilitate a common approach to the setting of fees for services across the region (e.g. standardised landing fees for regional airports).

Action 113.1 (updated): W Hughes to investigate options for regional project delivery of: (1) annual/bi-annual OLS survey and compliance audits; and (2) preparation of asset lifecycle management plans for regional airports.

6. DRAFT Minutes of the FNQ RRTG (8 February 2021)

Noted

7. Update on the Regional Roads Investment Strategy (RRIS)

Technical documents have now been provided. The Executive summary is with D Irvine to be finalised and will be circulated soon. The report will be presented to the Board at the April meeting for adoption end.

Action 114.1: D Irvine to circulate Executive Summary of the RRIS to RRTG TC members when finalised for adoption.

8. 20/21 TIDS Program Progress Update

Refer to updated table in Appendix. There is a correction to the program as Wujal Wujal Aboriginal Shire Council advised their projects will now be completed in 20/21 through additional funds sourced from ATSI. The region as a whole is on track to deliver all TIDS projects this year. No further unexpended funds are expected.

9. 2021/22 – 2024/25 4-year program – flying minute

Flying minute to be revisited and recirculated based on updated changes made to TIDS projects as noted today. The recommendation will need to be provided to the board for endorsement. It was noted that the QTRIP deadline was February 2021 and that the document will be released mid-year, as always amendments are made to the program which will differ to the publicised program.

Action 114.2: D Irvine to redraft and recirculate flying minute regarding banked projects and the 2021/22 – 2024/25 4-year TIDS program for the technical committee to support for board endorsement.

10. ROSI prioritisation for \$31.7mil remaining funding

D Irvine advised:

- L Morgan (Etheridge), Cr T Pickering (Croydon) and M Crawley, Cr J Bawden and M Pickering (Carpentaria), D Irvine and W Hughes (FNQROC) all travelled on the ROSI corridor from Cairns to as far as we could get down the Normanton – Burketown Road. (Could not travel the entire distance due to flooding).
- The documentation provided makes no mention that the RRTGs must agree on the priorities.
- NWQ RRTG is steadfast about using the funding to seal the sections between Normanton and Burketown.
- The RRTGs are required to submit LG road priorities and separately State Road priorities following consultation with TMR Regional Directors, as necessary.
- These priorities submitted by the RRTGs are then assessed using an MCA process by Brisbane TMR.
- We discussed the option of:
 - Not submitting a form – as Ootann can't contribute and Croydon would prefer the funding on the Gulf Developmental Road rather than Richmond-Croydon Road, meaning there are no LG road priorities. Plus, TMR Far North is unable to give their priorities for the form.
 - Submitting priorities on the Gulf Developmental Road as recommended by Etheridge and Croydon, focussed on the areas where sight distance is a safety concern.

It was decided that the priority areas should focus on upgrading unsealed and single lane sections in a direction from Cairns to the Northern Territory border. It is identified that there may not be enough funding for all of these sections so these will then be prioritised base on safety concerns. Note ROSI Corridor (Cairns to NT Border) – prioritising the remaining \$31.7mil ROSI allocation.

RESOLUTION:

Based on:

- Network movements to and from Cairns and Townsville (life line route for communities, heavy vehicle network combined with a tourism network),
- Consideration of the entire corridor between Cairns and the Northern Territory border,
- The priority given to two lane sealing of the corridor, and
- Sight distance deficiencies and shoulder deficiencies on these sections

The following TMR Gulf Developmental Road Business Case packages in priority order, are recommended for the remaining \$31.7 million in ROSI (Federal) funding for the Cairns to Northern Territory border.

Priority	TMR Package	Chainages
1	10	92C 61.8 – 68.8
2	4	92B 133.9 – 137.1 139.2 – 140.2 143.8 – 144.3
3	9	92C 52.5 – 55.3 57.2 – 57.5
4	3	92B 123.7 – 127.4 128.1 - 129
5	5	92C 3.3 – 6.2
6	2	92B 101.9 – 111.5
7	7	92C 41.9 – 45.6
8	8	92C 47.4 – 50.6
9	6	92C 9.1 – 10.1 11.2 – 12.8 14.0 – 15.1

The recommendation means all funding will be directed to state-controlled sections of the ROSI corridor.

The committee reinforced that while all TMR packages are worthy projects and are supported by the RRTG TC, preference should be given to the worst sections as per the priorities noted above. It was also noted that the RRTG TC considered the whole network along the corridor and that in making its final recommendation, the committee looked at roads within the FNQ RRTG boundary only.

J Fisher thanked the group that prepared the briefing paper which allowed for the final recommendation to be made by the RRTG TC.

Action 114.3: D Irvine to draft and circulate a flying minute to the RRTG board seeking endorsement of the ROSI corridor recommendation.

11. Update from the LGAQ Roads & Transport Advisory Group

An updated communique was distributed with the agenda. Tate vs Goondiwindi Case related to RMPC is the main item of interest to Councils as there is a potential liability concern. Updates to be provided as the case progresses.

LGAQ has written to TMR to seek advice/guidance on what this means for councils.

12. Update from the Roads and Transport Alliance Project Team (TIDS)

T Lindenberg:

- FNQRRTG TIDS expenditure at 80% at end of February, second in the state for project delivery. Thanks to all for managing delivery of projects. Reminder to continue to submit claims on time. Third quarter expenditure report will come out in April and then monthly until EOFY.
- ATSI TIDS claims still to come from Wujal Wujal and Yarrabah – reminder to get these in.
- SCDF procurement training application was approved for the RRTG.
- May be additional TIDS funding redistributed after the SCDF mid-year review if SCDF not fully expended state-wide.
- Reminder to send photos and stories to showcase TIDS projects completed this year for the end of year program report, noting that case studies have been nominated for Strathmore Road (Etheridge Shire Council) and Battlecamp Road (Cook Shire Council).
- Reminder of recognition signage policy if project value is over \$250,000 – photographic evidence is required as part of the evidence for TIDS claims.
- Other funding;
 - Black spot program has closed, awaiting formal Federal approval of successful projects.
 - Community safety grants open, with focus on education and awareness building projects (fixed infrastructure/ signage not eligible).
 - Building Better Regions round 5 closed in March, decisions pending on successful projects.
- Reminder that TIDS funding can contribute to projects funded by other sources but must be matched by local government funding – refer to policy for matched funding guidelines.
- TIDS operational guidelines are being updated and clarification about mixed funding will be included.

R Chow:

- Reinforced importance of expending all TIDS funds to assist with advocacy for greater roads funding.
- LGAQ is working on state advocacy priorities now.
- Revisited Federal advocacy priorities – LGAQ seeking reinstatement of federal funds for western roads and asking for increased funds towards black spot program.
- TMR, LGAQ, IPWEAQ are reviewing traffic management plan guidelines.
- Seeking funding for a structural asset prioritisation tool for LRRS roads – FNQROC to share technical data with LGAQ on behalf of councils to assist with this project (review with J Fischer first).

Action 114.4: Etheridge Shire Council (L Morgan) and Cook Shire Council (A Akrami) to provide TIDS case study content to TMR for their end of year program report.

Action 114.5: After reviewing the contents with J Fischer, D Irvine to share technical data from the RRIS study with LGAQ to assist with developing a state-wide structural asset prioritisation tool.

13. General Business

General Discussion

W Hughes: PPT training has been requested and scheduled for online delivery on Tuesday 23 March at 9am. An invitation will be circulated to RRTG TC members for onforwarding to technical team members who are involved in completing project forms.

V Mills: Wujal Wujal are pushing for projects to come forward this calendar year to help sustain the local workforce.

G Kirk: Mareeba is seeing a tightening of the market, with the number of tenders being released putting contractors and suppliers under pressure. This has had an impact of increased prices being tendered and pressure on delivery deadlines for projects.

A Akrami: Cook facing similar challenges to Mareeba, exacerbated further by wet season impacts (particularly in regard to concreters). Liquidation of contract providers is also impacting the supply chain.

G Neilson: TMR should have an update on additional ATSI TIDS funding availability within a month.

N Murray: Douglas is also facing challenges with regard to securing competitive pricing. Contractors are choosing not to tender for smaller (circa \$200,000) projects so they're being forced to deliver in-house.

J Fisher: Cassowary Coast noted value for money outcomes have been impacted by pressure on suppliers. Looking at a project management approach to bring together the sub-contractors as a way of addressing this challenge.

D Irvine: In relation to challenges around timely delivery of projects, this has been raised by FNQROC to both State and Federal department Ministers. We have had a response from the State regarding the Works for QLD program, timelines for project delivery can potentially be extended, councils just need to raise this for negotiation on a case by case basis. May be an option to consider.

R Chow: Draft [national roads safety strategy](#) being reviewed. Reminder to provide input. [Consultation closes 23 March](#). Link to be circulated to the group.

T Lindenberg: Works for Queensland program and QRA – new rounds of funding have just been announced. An additional \$200 million has been approved for eligible councils for the 2021–24 Works for Queensland Program, and expressions of interest for the [Queensland Resilience and Risk Reduction Fund 2020-21](#) close Wednesday 7 April 2021.

Action 114.6: W Hughes to circulate National Road Safety Strategy review links to RRTG TC members for consideration, noting that consultations close 23 March 2021.

TIDS Prioritisation Tool Discussion

J Fisher raised concerns around the complexity of the PPT spreadsheet and recommended taking the tool online to modernise the interface, make it more user-friendly and reducing opportunities for human error.

Cassowary Coast Regional Council (CCRC) has built its own prioritisation tool for asset management which could be used as a base to build from. The online tool includes automated reminders for delivery timeframes, dashboard reporting and spatial displays of CCRC's coordinated program of works.

If customised for and utilised by the RRTG TC there would be a small hosting fee. CCRC owns the IP. Major benefit of clean data that can be manipulated as required for reporting and planning purposes, with outputs able to be shared directly with TMR to reduce the administrative burden of collating and reporting.

Action 114.7: D Irvine/W Hughes to liaise with J Fisher on how to progress potential automation of the PPT.

Action 114.8: All RRTG TC members to review the project prioritisation tool to assess for potential additions/deletions to the MCA criteria (e.g. inclusion of *ongoing service provision* suggested as a new weighted criteria).

Points for noting to the RRTG Board

- Flying minute to RRTG regarding ROSI priorities for remaining \$31.7mil funding
- Flying minute regarding amendment to back up and 4-year TIDS program.

14. Next meeting – Date

The next meeting is due to be held Friday 28 May at Cairns Regional Council (venue to be confirmed).

15. Meeting Close

12.05 pm

16. Actions as at end of Meeting No. 114:

Item	Action	Responsible
105.1	In light of the FNQ RRIS, LRRS and SOI's to be reviewed commencing April 2021. For discussion at RRTG TC meeting on Friday 28 May.	FNQROC & Councils
113.1	W Hughes to investigate options for regional project delivery of two Aerodrome Operations projects: (1) annual/bi-annual OLS survey and compliance audits; and (2) preparation of asset lifecycle management plans.	W Hughes
113.7	MCA to be reviewed by the technical committee at its meeting on Friday 28 May.	D Irvine & Councils
114.1	D Irvine to circulate Executive Summary of the RRIS to RRTG TC members when finalised for adoption.	D Irvine

114.2	D Irvine to redraft and recirculate flying minute regarding banked projects and the 2021/22 – 2024/25 4-year TIDS program for the technical committee to support for board endorsement.	D Irvine
114.3	D Irvine to draft and circulate a flying minute to the RRTG board seeking endorsement of the ROSI corridor recommendation.	D Irvine
114.4	Etheridge Shire (L Morgan) and Cook Shire (A Akrami) to provide TIDS case study content to TMR for the end of year program report.	Etheridge and Cook Shire Councils
114.5	After reviewing the contents with J Fischer, D Irvine to share technical data from the RRIS study with LGAQ to assist with developing a state-wide structural asset prioritisation tool.	D Irvine
114.6	W Hughes to circulate National Road Safety Strategy review links to RRTG TC, noting that consultations close 23 March 2021.	W Hughes
114.7	D Irvine/W Hughes to liaise with J Fisher on how to progress potential automation of the PPT.	FNQROC & J Fisher
114.8	All RRTG TC members to review the project prioritisation tool (PPT) to assess for potential additions/deletions to the MCA criteria. For discussion at the May meeting.	FNQROC & Councils

Appendix A 20/21 TIDS Works Program – Expenditure Sheet as at 12 March 2021

20/21 TIDS Works Program – Expenditure Sheet as at 12 March 2021

Record ID	Project Number	Road Authority	Road Name	Location	Work Type	Detail Design	Total Cost (\$)	20/21 TIDS Allocation	Current TIDS Expended	Unexpended	Comments
251	953764	Cassowary Coast Regional Council	Cowley Creek Road	0.27-0.29	Construct an additional lane on Bridge	Y	\$1,419,857	\$219,732	219,732	0	Complete – Claimed
99	1492119	Cook Shire Council	Archer Point Road	2.42 - 2.436	Install culvert	Y	\$100,000	\$50,000	-		May Commencement
100	1492153	Cook Shire Council	Archer Point Road	4.74 - 4.765	Install culvert	Y	\$150,000	\$75,000	-		May Commencement
101	1485781	Cook Shire Council	Poison Creek Road	6.163- 6.198	Concrete overlay on deck	Y	\$30,000	\$15,000	14,803	197	Complete - claimed Need additional \$100,000 (\$50,000 TIDS) for Guardrail.
102	1485698	Cook Shire Council	Charlotte Street	0.943 – 2.93	Asphalt resurfacing	Y	\$455,000	\$12,500(20/21) \$215,000(21/22)			Start mid-April Complete June
107	1492202	Cook Shire Council	Railway Avenue	1.36-2.66	Construct to new sealed 2 lanes	Y	\$640,000	\$320,000	263283		Stage 1 complete - claimed Stage 2 in Mar
140	1125057	Cook Shire Council	Charlotte Street	0.943 – 2.93	Realign, widen and seal	Y	\$820,000	\$372,000	-		Start mid-April Complete June
150	1492697	Cook Shire Council	Battlecamp Road	23.7 - 27.3	Construct to new sealed 2 lanes	Y	\$1,330,000	\$538,979(20/21) \$126,021(21/22)	-		Complete, claimed (21/22 completed can be used as backup for expenditure)
272	1494456	Cook Shire Council	Mungumby Road	0.31-0.315	Drainage Upgrade (Box Culverts)	Y	\$185,000	\$92,500	-		May Commence

111	1492594	Croydon Shire Council	Croydon - Richmond Road	138.2 - 142.3	Construct to new sealed 2 lanes	Y	\$790,000	\$395,000	295000		Completed – still to claim
163	1491810	Croydon Shire Council	Yapper River road	96.89 - 104.5	Upgrade Floodway	Y	\$40,000	\$20,000	20000	0	Completed, need to claim
241	1494407	Croydon Shire Council	Croydon - Richmond Road	16.5 - 16.6	Upgrade Floodway	Y	\$45,000	\$22,500	17500		Completed – still to claim
315	1498319	Etheridge Shire Council	Strathmore Road	0-4.8	Upgrade Road to Sealed Road Standard	Y	\$2,059,800	\$72,5971	725971	0	Complete and Claimed
158	11964	FNQRRTG	management		Capability and development	N/A	\$714,330	\$142,866	\$142,866	0	Complete and Claimed
7	1486480	Mareeba Shire Council	Chewko Road	0.4 - 1	Widen and Seal	Y	\$300,000	\$150,000	150000	0	Complete and claimed
219	1494455	Mareeba Shire Council	Euluma Creek Road	5.565 - 6.343	Rehabilitate and widen	Y	\$388,000	\$194,000	82500		Drainage component complete. Pavement works to be completed during 4 th quarter completed by 30 th June
	1256087	Mareeba Shire Council	Pickford Rd		Widen pavement and improve drainage		\$787,224	\$393,612	393612	0	Complete and claimed
8	1486901	Tablelands Regional Council	Curtain Fig Tree Road	3.5 - 4.4	Widen and overlay	Y	\$400,000	\$200,000	82795		Completed and in the process of claiming
62		Tablelands Regional Council	East Barron Road	6.7 - 7.8	Widen and seal	Y	\$500,000	\$250,000	250000	0	Complete and claimed
233	1492011	Tablelands Regional Council	Curtain Fig Tree Road	0.061-0.61	Widen and seal	Y	\$250,000	\$125,000	125000	0	Complete and claimed
234	1487319	Tablelands Regional Council	Curtain Fig Tree Road	1.81-3.51	Widen and seal	Y	\$540,000	\$270,000	270000	0	Complete and claimed

238	1492330	Tablelands Regional Council	Silver Valley Road	2.43-2.47	Upgrade floodway	Y	\$300,000	\$150,000	150000	0	Complete and claimed
116	1485915	Tablelands Regional Council	Theresa Creek Road	2.3 - 6.8	Widen and Seal	Y	\$350,000	\$175,000	175000	0	Complete and claimed
118	1486465	Tablelands Regional Council	Glendinning Road	0.7 - 2.1	Widen and seal	Y	\$500,000	\$250,000	250000	0	Complete and claimed
119	1486040	Tablelands Regional Council	Grove Street	0.4 - 0.7	Widen and Seal	Y	\$350,000	\$175,000	175000	0	Complete and claimed
125	1491723	Tablelands Regional Council	First Avenue	0.0 - 0.38	Footpath construction	Y	\$200,000	\$100,000	1186		Construction April 2021
126	1486536	Tablelands Regional Council	Sixth Avenue	0.0 - 0.3	Footpath construction	Y	\$100,000	\$50,000	593		Construction April 2021
156	11672	Wujal Wujal Aboriginal Shire Council	Southside footpath trail.	N/A	annual allocation		\$146,365	\$29,274			Will be completed with additional ATSI TIDS as well
294	1494121	Yarrabah Aboriginal Shire Council	Buddabadoo Road/Back Beach Road	4.5-4.512	Installation of RCBC's to allow all weather crossing	Finalising Y	\$247,217	\$247,217			Geotec completed design is on the way. Construction Starting in May/June
	ATSI	Yarrabah Aboriginal Shire Council	Allocation to be contributed to Project 294	N/A	Annual Allocation	N/A	Incorporated into the project above				
297	1144450	Yarrabah Aboriginal Shire Council	Buddabadoo Road/Back Beach Road	2.6-2.625	Construction of a Concrete Causeway	Y		\$45,000	\$30,000		Should be completed May/june