

FNQ Regional Roads and Transport Group

Meeting Details

Meeting No	71
Meeting Name	FNQ Regional Roads and Transport Group
Date	2 December 2021
Time	9.30am – 10.30am
Venue	Barlow Park, Corporate Conference Room Corner Scott Street and Severin Street Cairns
Meeting Contacts	FNQROC Regional Strategic Infrastructure Coordinator, Wendy Hughes – 0428 486 447 FNQROC Executive Support Officer, Paula Power - 07 4044 3343

Remote Access Details

The meeting will be available via 'Go To Meeting' for those unable to join in person.

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/996146653>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

Australia: +61 2 8355 1050

- One-touch: tel:+61283551050,,996146653#

Access Code: 996-146-653

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/996146653>

Agenda

1.	Chair's Welcome & Acknowledgement of Traditional Owners	P Scott
2.	Apologies <ul style="list-style-type: none"> Apologies will be tabled at the meeting 	W Hughes
3.	Presentations <ul style="list-style-type: none"> Nil 	
4.	Confirmation of Previous Minutes <ul style="list-style-type: none"> 4.1 Minutes of Meeting No. 70 held 12 October 2021 4.2 Business Arising from Previous Minutes: 12 October 2021 	Pages 4-9

Minute Number	Action	Responsible Person(s)	Status
318.1	D. Irvine to draft correspondence to Minister Bailey to seeking to understand why TMR would not support the FNQ RRTG recommendation for prioritisation of the remaining ROSI funding on the Cairns to Northern Territory border.	D. Irvine FNQROC	Correspondence sent via email 16 June 2021. Ministerial response is pending.
318.2	D Irvine / W Hughes to amend the weightings in the PPT to reflect the recommendations from the technical committee meeting No.115.	D. Irvine / W. Hughes FNQROC	Complete.
329	Elections for Chair and Deputy Chair will be held at the next meeting.	FNQROC Agenda	Refer Agenda Item 5.

5.	Elections <ul style="list-style-type: none"> 5.1 Election of Chair 5.2 Election of Deputy Chair 	P Scott
6.	Confirmation of Technical Committee Minutes <ul style="list-style-type: none"> 6.1 Minutes of Technical Committee Meeting No.117 6.2 Recommendation to the RRTG Board 	Pages 10-23

For RRTG Endorsement	
<p>Annual review of LRRS Register for FNQ RRTG region.</p> <p>Motion 1 – Updates to LRRS Register</p> <p>That the FNQ RRTG endorse the addition of 7 roads to the LRRS register, noting that the roads numbered 1-5 were identified previously through the RRIS:</p> <ol style="list-style-type: none"> Beantree Road (TRC) Willows Road (TRC) Mapee Road (TRC) Musgrave-Strathgordon Road (CSC) Portland Road (CSC) Bamaga Road (CSC) Channel Road (TRC) 	<p>Pages 24-40</p> <p><i>(Refer to RRTG TC Minutes No.117 – Pages 5-6)</i></p>

For RRTG Endorsement	
<p>Amendments to the FNQ RRTG Operating Guidelines Motion 2 – Addition of Budget Estimate Review Triggers</p> <p>That the FNQ RRTG endorse amendments to the FNQ RRTG Operating Guidelines as follows:</p> <ol style="list-style-type: none"> a. That the FNQ RRTG Operating Guidelines be amended to include three budget estimate review triggers for the 4-year works program. <ol style="list-style-type: none"> I. Trigger 1: all project budget estimates are to be reviewed by the nominating council at the time of preparing the fixed 2-year program component of the 4-year works program; II. Trigger 2: before nominating for a project to be brought forward to accommodate underspends, councils are to reassess the estimated budget for that project; and III. Trigger 3: any projects that have been sitting in the forward works program for 2 years or more are to be reassessed by the nominating council. b. That the FNQ RRTG Operating Guidelines be amended to include “if a project estimate needs to increase by no more than 10% the project doesn’t need to be reprioritised and stays within the program”. 	<p>Pages 41-46</p> <p><i>(Refer to RRTG TC Minutes No.117 – Pages 7 and 9)</i></p>

7.	Works Program Update 7.1 TIDS Works Program Update	W Hughes
8.	Update from the Roads and Transport Alliance 8.1 T Lindenberg to provide an update	T Lindenberg
9.	Joint Purchasing and Resources Sharing <ul style="list-style-type: none"> • If any issues 	All
10.	Road Safety <ul style="list-style-type: none"> • If any issues 	All
11.	Asset Management <ul style="list-style-type: none"> • If any issues 	All
12.	General Business <ul style="list-style-type: none"> • If any issues 	All
13.	Next Technical Committee Meeting No. 118 <ul style="list-style-type: none"> • February 2022 – date to be advised 	P Scott
14.	Next FNQ RRTG Meeting No. 72 <ul style="list-style-type: none"> • February 2022 – date to be advised 	P Scott
15.	Meeting Close	



MINUTES OF THE 70TH FNQ REGIONAL ROADS AND TRANSPORT GROUP

Thursday 7 October 2021
Barlow Park, Cairns

REPRESENTATIVES

CHAIR	Cr Peter Scott, Mayor	Cook Shire Council
DEPUTY CHAIR	Cr Ross Andrews, Mayor	Yarrabah Aboriginal Shire Council
	Cr Mark Nolan, Mayor	Cassowary Coast Regional Council
	Cr Trevor Pickering, Mayor	Croydon Shire Council
	Cr Michael Kerr, Mayor	Douglas Shire Council
	Cr Barry Hughes, Mayor	Etheridge Shire Council
	Mr Ross Hodgman	Department of Transport and Main Roads
	Cr Kevin Davies, Councillor (Via Phone)	Mareeba Shire Council
	Cr Bradley Creek	Wujal Wujal Aboriginal Shire Council

OBSERVERS

	Mr Andrew Graffen, CEO	Cassowary Coast Regional Council
	Mr Bill Kerwin, CEO	Croydon Shire Council
	Ms Juanita Warner, Acting CEO	Douglas Shire Council
	Mr Ken Timms, CEO	Etheridge Shire Council
	Cr Angela Toppin, Mayor	Mareeba Shire Council
	Mr Gary Rinehart, CEO	Tablelands Regional Council
	Mr Leon Yeatman, CEO	Yarrabah Aboriginal Shire Council
	Mr John Gillespie	Department of Transport and Main Roads
ROAD ALLIANCE PROJECT TEAM	Ms Tanya Lindenberg	Department of Transport and Main Roads
	Mr Robert Ferguson	LGAQ

FNQROC STAFF

Ms Darlene Irvine	Executive Officer
Ms Paula Power	Executive Support Officer
Ms Wendy Hughes	Regional Strategic Infrastructure Coordinator

329 WELCOME & ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

The meeting commenced at 9.29am.

The Deputy Chair welcomed everyone to the meeting and acknowledged the Traditional Owners of the land on which we met today and paid respects to Elders past, present and emerging.

Cr Kevin Davies from Mareeba Shire Council joined the meeting via teleconference.

ACTION: Elections for Chair and Deputy Chair will be held at the next meeting.

330 APOLOGIES

As noted.

331 CONFIRMATION OF MINUTES

MOVED: Cr Trevor Pickering, Croydon Shire Council

SECOND: Cr Barry Hughes, Etheridge Shire Council

“That the minutes of the 69th FNQ Regional Roads and Transport Group Meeting held on 14 June 2021 be confirmed.”

CARRIED

332 BUSINESS ARISING OUT OF MINUTES

Minute 318.1 – D Irvine to draft correspondence to Minister Bailey to seek understanding of why TMR would not support the FNQ RRTG recommendation for prioritisation of the remaining ROSI funding on the Cairns to Northern Territory border.

D Irvine – Waiting on a response from Minister Bailey.

Minute 318.2 - Amendment to the weightings in the PPT to reflect the recommendations from the technical committee meeting No. 115.

D Irvine / W Hughes – in progress. Some issues with the technical document which are being rectified.

333 MINUTES & RECOMMENDATIONS OF RRTG TECHNICAL COMMITTEE MEETINGS

- Flying minute approved concerning end of year acquittals. Thank you to those who endorsed.

334 WORKS PROGRAM UPDATE

- Reminder to Councils to spend in advance before end of year. Councils asked to get their paperwork in as soon as the work has been done. We will lose the funding if it is not spent within the year allocated.
- Project for Mareeba Shire Council brought forward to this financial year.
- Possible issue with delivery of projects this year due to material supplies and manpower. Monitoring - a full review this Tuesday.
- New Director of Infrastructure in Cook Shire Council – Peter Tonkes.
- John Gillespie joined TMR and will be working closely with the Regional Roads Technical Committee.
- New Engineer for Etheridge Shire Council, David Fletcher.

335 UPDATE FROM THE ROADS & TRANSPORT ALLIANCE

- 2020-21 TIDS Expenditure reached 100% by 30 June, which is another great result. In that time RRTGs delivered 252 projects under the TIDS program. Congratulations and thanks
- Approx \$18 million (which is about one third of the TIDS program) was expended during June with many late program variations happening across the state in order to get across the line. Currently undertaking a business improvement process in collaboration with districts and Tech Coordinators to review practices to mitigate potential risks.
- 2021-22 TIDS expenditure statewide is reported at 15% as of end September. FNQ is currently at 25%, so tracking well at this stage. First quarter reports will be available next week.
- There is another \$600,000 in SCDF available this FY, with 20 projects already committed. RRTGs are encouraged to maximise the benefit of this fund, as per the recently endorsed Capability Agreement and Action Plan, and I look forward to the two projects planned this year.
- Over the past 6 months we have commenced a continual improvement process which has been focussed on updating our policies and guidelines and in 2020/21 we have updated the Operational Guidelines and Project Recognition Policies which both came into effect on 1 July. Thanks to Wendy and Darlene for your input to those during the consultation phase.
- FNQ are already implementing mitigation strategies to try to better manage expenditure over the year such as detailed design in year one and delivery in year two and holding over projects that are scheduled to commence in April/ May/ June. These are being considered by the team in terms of how we can address the ongoing issue of back ending the program, and will be promoted and shared with other RRTGs. So great work in this group.
- The Roads and Transport Alliance (RTA) Assembly is being held on 25 October in Mackay in conjunction with the LGAQ conference. RRTG chairs have had input to the topics for presentation this year to ensure that's they are relevant and interesting.
- The annual progress report will also be released at the Assembly, thanks to Etheridge and Cooktown for the stories on Battlecamp Rd and Strathmore Rd.

- Upcoming changes to the RTA Board include the retirement of Mr Greg Hallam, being replaced by Alison Smith. A new Head of Advocacy LGAQ, Cory Heathwood, and the retirement of TMR GM Les Dunn.
- The Queensland Local Government Grants Commission (QLGGC) have published the updated road length data and the RTAPT will commence the review. Once complete advice will be provided to the RTA Board. TIDS funding is allocated to RRTGs using an approved methodology based on an 80 per cent 'network' component/20 per cent 'base' component. Calculations for the 'network component' are based on local government road length data published by QLGGC, however that data is now ten years old. The review will compare the latest data to ensure the network component is current, so that TIDS funding continues to be allocated equitably across the RRTGs. The scope of the review does not include any changes to the allocation methodology.

336 JOINT PURCHASING AND RESOURCE SHARING

- Bitumen reseal 20/21 - Has started in 4 Councils.
- TMR – pressure in market with number of projects, particularly with aggregate, asphalt, culvert and steel supplies. Sourcing microchips for small road signage also an issue.

337 ROAD SAFETY

- TMR highlighting safety issues across the State. TMR providing an information sheet on safety and the learnings from events that have happened.
- Cr Peter Scott – welcome signs and red asphalt have been installed to the entrance of Cooktown. Is very effective and has brought to the forefront a change in speed condition. Gives positive message.
- Cr Kevin Davies highlighted a safety concern at the raised crossings in Mareeba where trucks have been diverting near two local primary schools. TMR are aware of this issue and will discuss with the Traffic Advisory Committee.
- Cr Ross Andrews – Practical completion of jetty November/December. Working with traditional owner groups to de-colonise the street names, most of the street names are pre-missionary days.
- TMR will work with Yarrabah Aboriginal Shire Council to look into entrance signs and red asphalt.

338 ASSET MANAGEMENT

- Aerodrome audits will be conducted during February and March 2022 with 5 Councils.
- Electrical audits for certified aerodromes will be delivered in November as part of the aerodrome audit program.

339 CAPABILITY STATEMENT AND ACTION PLAN

Capability Action Plan – circulated with agenda.

- Two key projects include:
 - Asset planning for aerodromes and development of asset management plans; and
 - A Transport Plan for Yarrabah.

Mayor Andrews – spoke to the Transport Plan for Yarrabah. It is needed to help guide and direct their future investment and help inform Master Planning for Yarrabah.

The technical committee recommends the Capability Statement and Action Plan for endorsement by the FNQRRTG.

Moved: Cr Peter Scott, Cook Shire Council

Second: Cr Barry Hughes, Etheridge Shire Council

'That the Capability Statement and Action plan be accepted and endorsed.'

CARRIED

340 GENERAL BUSINESS ITEMS

- Cr Trevor Pickering – Richmond Road, keen to start another program like the old Beef Roads Program. Highlight leading into Federal Election. Ms Irvine advised that this will be discussed as part of our Federal Advocacy ask within the FNQROC Ordinary meeting.

341 NEXT RRTG TECHNICAL COMMITTEE MEETING NO. 116

- Tuesday 12 October 2021

342 NEXT FNQ RRTG MEETING NO. 71

- Thursday 2 December 2021 – Barlow Park

343 CONCLUSION

The Chair thanked members for their contribution. There being no further business the Chair declared the meeting closed at 11.00am.

AGREED ACTION ITEM

Thursday 7 October 2021

Minute Number	Action	Responsible Person(s)	Status
329	Elections for Chair and Deputy Chair will be held at the next meeting.	FNQROC Agenda	

.....
Cr Peter Scott

FNQ RRTG Chair

Unconfirmed



FNQ RRTG TECHNICAL COMMITTEE

MINUTES

Meeting No	117
Meeting	FNQ RRTG Technical Committee
Date	12 October 2021
Time	9.00am
Venue	Room G1, Cairns Convention Centre

Attendance

Name	Organisation
Justin Fisher (Chair)	Cassowary Coast Regional Council
Natasha Murray (Deputy Chair)	Douglas Shire Council
Garry Pickering	Croydon Shire Council
Amir Akrami	Cook Shire Council
Jeff Blackie	Tablelands Regional Council
Travis Mitchell	Cairns Regional Council
Wendy Hughes	FNQROC
Andrew Foster	Mareeba Shire Council
John Gillespie	DTMR
Mike Furniss	LGAQ (RAPT)
Tanya J Lindenberg	DTMR (RAPT)

Apologies

Name	Organisation
Victor Mills	Wujal Wujal Aboriginal Shire Council
David Fletcher	Etheridge Shire Council
Michael Geoghegan	Northern Civil Solutions (Yarrabah Aboriginal Shire Council)
Helius Visser	Cairns Regional Council
Sam Bann	Yarrabah Aboriginal Shire Council NO
Darlene Irvine	FNQROC
Robert Chow	LGAQ

1. Welcome and introduction

Meeting opened 9.10am. J Fisher thanked everyone for coming, welcomed all to the meeting and invited brief introductions around the room. IPWEAQ support in securing meeting room was acknowledged.

2. Apologies

Apologies noted.

3. Presentations

Craig Moss, Director Professional Services, IPWEAQ

Q&A session – Mapping the needs of IPWEAQ members in FNQ

- C Moss provided an update on the role of IPWEAQ. “What keeps you awake at night” sessions hosted throughout the year have uncovered concerns around sourcing capable people.
- FNQ had lowest number of applications for SCDF projects in 2019-2020. Lost opportunity for the region. Recommend pursuing applications before December for early 2022 options.
- FNQROC Development Manual is targeted at new projects. Councils often don't have funds to bring existing roads up to that standard. IPWEAQ guidance around what is expected and achievable for renewal works would be beneficial. Unsealed and gravel roads in particular.
- Low order roads are not addressed well in FNQROC Development Manual or IPWEAQ technical guidelines. C Moss advised IPWEAQ guidelines are being reviewed at present which will include low order roads. Taking guideline from 150 up to 250 vehicles per day. Examples and case studies to be developed more fully.
- Access to reliable and practical experts is a challenge. Tendering every project for project advice is not sustainable. Supervisor capability is a gap for Councils – difficult to source right skills.
- Contractor capability and systems are stretched, so are capabilities and systems.
- Plant operator training – IPWEAQ master class in development at present.
- Supply chain/market cost increases – Councils trying to understand if short-term impact or likely to stay. Eg 10-20% price increase on projects will have significant impact long term in relation to asset valuations. Suggestion to look for alternative materials that still meet Australian standards (concrete pipes and steel difficult to source).
- Dr Neal Lake on staff at IPWEAQ – Director, Engineering Practice. Renowned for knowledge of bridge inspections, asset management etc. Reminder to all, can approach [Craig](#) or [Neal](#) at any time with questions.

Amir Akrami, Manager Engineering, Cook Shire Council

Battlecamp Road Case Study – Lessons Learned

- 50% TIDS funded project to upgrade pavement - \$1,330,000 total project value.
- Overview provided of location. Provides alternative access from Cooktown to PDR, links Hope Vale and Laura.
- Sealing the road required attention on black spots to improve safety, some realignment was required. Used local suppliers and personnel to leverage regional capability, road paved by Council's own work teams.
- Importance of initial design phase to identify challenges, permits and budgeting. Included local subject matter experts to ensure people had right expertise to review the design before delivery.

- Discussed key lessons learned such as what to look for during design, how to manage and mitigate drainage issues. Upgraded road section now accessible through the wet season.
- Justifying cost versus benefit as a 50% funded project discussion through Council. Prioritisation process is key. Understand and communicate the risk.

4. Confirmation of Previous Minutes:

- **Meeting No. 116 (6 August 2021)**

Minutes distributed with the agenda were noted and accepted.

5. Business Arising from Previous Minutes: 6 August 2021

Item	Action	Responsible
Action 114.7	J Fischer to liaise with software developer to verify costs associated with automating the PPT.	J Fischer
Update: In progress. Software developer to provide indication of costs to automate PPT around October. Unlikely to be ready to action until next financial year (2022-23) due to current workload. Timing fits well with anticipated TMR modelling review.		
Action 115.1	W Hughes to liaise with Cassowary Coast, Mareeba, Croydon, Etheridge, and Cook Shire Councils to confirm participation in the development of an Airport Services Operational business plan then prepare a detailed scoping document to progress the project to tender.	W Hughes
Update: In progress - Included in DRAFT Capability and Action Plan adopted by the Board at its meeting on Thursday 7 October.		
Action 115.2	W Hughes to liaise with T Lindenberg on options and requirements to apply for SCDF funding to support the development of the FNQ RRTG Airport Services Operational business plan.	W Hughes
Update: In progress - To be progressed following tender process completion to ensure costs and scope are known prior to discussions.		
Action 115.3	W Hughes to liaise with Cassowary, Cook, Hinchinbrook, Mareeba and Tablelands Councils to confirm participation in the regional aerodrome safety inspections (audit) project then progress the project to tender.	W Hughes
Update: Complete. Tender awarded to Aerodrome Design Services.		
Action 116.1	W Hughes to update the FNQROC website to reflect the departure of Mr Les Morgan from the technical committee and the election of Ms Natasha Murray as Deputy Chair for the FNQRRTG TC.	W Hughes
Update: Complete.		
Action 116.2	W Hughes to circulate the <i>Roads and Transport Operational Guidelines 2021</i> with the minutes	W Hughes
Update: Complete.		
Action 116.3	All committee members are to review the LRRS register in detail and facilitate a network review by their respective Council (includes a review of relevant SOI's). Be ready to discuss at the meeting on Tuesday 12 October with recommendations on roads to be retained or removed.	All
Update: In Progress. Refer Agenda Item 7.		

Action 116.4	D Irvine/W Hughes to review and update the PPT based on the new MCA weightings.	D Irvine/ W Hughes
Update: In Progress. Pre and post PPT results to be discussed to assess potential impact on the four year works program. Refer Agenda Item 8.		
Action 116.5	W Hughes to circulate the <i>FNQ RRTG TC Works Program Development and Management Process</i> guidelines with the minutes	W Hughes
Update: Complete.		
Action 116.6	W Hughes to circulate the proposed four year works program (taking into consideration projects funded in 2020-21 due to underspend and the above changes) to facilitate a detailed review by committee members of the four-year project. This will then be sent to the FNQRRTG for endorsement.	W Hughes
Update: Complete.		
Action 116.7	W Hughes to circulate the <i>Capability Agreement and Action Plan</i> template to all committee members for feedback, with inclusions to be submitted prior to 13 September. The collated plan will be presented to the RRTG Board at the meeting on Thursday 7 October.	W Hughes
Update: Complete - <i>Capability Agreement and Action Plan</i> endorsed by the Board at the meeting on Thursday 7 October. In addition, potential amendments to be discussed by the technical committee at the meeting on Tuesday 12 October. Refer Agenda Item 10.		
Action 116.8	A Akrami invited to present Cook Shire Council's Battlecamp Road case study and video at the RRTG TC meeting on Tuesday 12 October. Aim is to showcase the project and to share any lessons learned with committee members.	A Akrami
Update: Complete. Refer Agenda Item 3.		
For RRTG Endorsement	<p>An amended four-year program (supported by the TC) will be sent to the RRTG for endorsement with the following recommendations to accompany the program.</p> <p><u>Danbulla Forest Drive Project 235</u> (project valued at \$520k (\$260k TIDS)).</p> <p>Recommendation that Danbulla Forest Drive Project 235 be reallocated to 2022-23 as it is considered high risk due to it failing to meet two requirements of the FNQRRTG:</p> <ol style="list-style-type: none"> 1. Detailed design yet to be completed, and 2. The anticipated commencement date of April 2022 <p>There are also additional risks associated with WTMA negotiations and seasonal factors.</p> <p><u>Springmount Road Project 214</u></p> <p>Recommendation that Springmount Road project 214 be brought forward from 2024-25 to 2021-22. The project was in the forward plan previously approved in 2020-21 for 2021-22 delivery. However, it was mistakenly reallocated to 2024-25 in the four year works plan approved for adoption on 8 February 2021. The TIDS value of the project is \$275k and it's guaranteed to be expended in this financial year.</p> <p>To offset the change, it is further recommended that Project 341 Springmount Road (Ch 6.7 -7.55) be pushed back from 2022-23 to 2024-25, and project 302 Euluma Creek Road be pushed back from 2021-22 to 2022-23. The TIDS value of Springmount Ch 6.7 -7.55 is \$558k over 2 years. The TIDS value of Euluma Creek is \$230k over 2 years (\$114k in 2021-22).</p>	
Update: Complete. The FNQ RRTG Board endorsed the amended four-year program by Flying Minute on Monday 30 August 2021.		

6. DRAFT Minutes of FNQ RRTG

Minutes distributed with the agenda were noted.

7. Review of the LRRS Register and SOI's (Action 116.3)

Discussion took place regarding a number of potential new LRRS for the Cook Shire Council and Tablelands Regional Council areas.

A total of 20 roads were submitted for consideration – 5 were identified previously through the RRIS and 15 were proposed by the Councils.

The roads identified previously through the RRIS were automatically accepted and will be submitted to the Board to seek endorsement for inclusion on the LRRS register:

1. Beantree Road (TRC)
2. Willows Road (TRC)
3. Mapee Road (TRC)
4. Musgrave-Strathgordon Road (CSC)
5. Portland Road (CSC)

While identified through the RRIS, J Fischer advised that Cassowary Coast Regional Council would not be proposing Martyville Road as a LRRS. It was also noted the Yarrabah Transport Network Plan should be completed before Sawmill Road is considered as a LRRS.

Proposed roads not identified through the RRIS were discussed in detail with the following outcomes.

Roads to be progressed for endorsement by the Board

1. **Bamaga Road** (CSC): Only access to the north. No other access to communities such as Bamaga. No access if road is cut. Major tourism route. High number of incidences on this road.
2. **Channel Road** (TRC): Links to Springmount Road which is a LRRS. Also links through to Kennedy Highway. Mareeba to develop an SOI for corresponding section on other side of the boundary.

Roads considered local significance only and not to be progressed to the Board

1. Boundary Street (CSC)
2. Ball Road (TRC)
3. Glen Allyn Road (TRC)
4. Herbert River Road (TRC)
5. Kenny Road (TRC)
6. Marnane Road (TRC)
7. Northey Road (TRC)
8. Nymbool Road (TRC)
9. O'Connell Road (TRC)
10. State Farm Road (TRC)

Roads to be reviewed at the next tech committee meeting (with more information to be provided about their link)

1. Fairview-Palmerville Road (CSC)
2. Kimba-Gambool Road (CSC)
3. Kimba Road (CSC)

Action 117.1: Potential new LRRS to be progressed to the RRTG Board for endorsement at its meeting in December.

Action 117.2: Fairview-Palmerville Road, Kimba-Gambool Road and Kimba Road (all Cook Shire) to be further reviewed at the next Tech Meeting (December) with more information to be provided regarding their link.

Travis Mitchell CRC left the meeting

8. PPT update – amendments to MCA weightings (Action 116.4)

W Hughes advised the updated PPT file has been received but that it's still being updated with existing projects and then to reflect the new weightings. Discussion to be rescheduled for the meeting in December.

Action 117.3: D Irvine / W Hughes to finalise updates to the PPT and circulate for discussion at the meeting in December.

9. TIDS – 21/22 program progress update

Current works program

- A Akrami advised there are amendments in the scope for two projects:

Project	Project Description	Chainage in the program	Distance	Correct Chainage	Distance
Boundary Street	Form and seal	Ch 0.525 to Ch 0.92	0.395	Ch 0.216 to Ch 0.393	0.177
Garden Street	Form and seal	Ch 0.21 to Ch 0.675	0.465	Ch 0.000 to Ch 0.220	0.22

Rather than withdraw the projects from the program, it was agreed to reduce the TIDS allocation for projects 337 and 577 to match the reduced scope and return a combined \$281,385 to the program for reallocation.

- A combined underspend value of **\$528,405** has been identified as a result of these (and existing underspends) changes.
- Concerns have been raised regarding delivery of Project 569, North Head Road given the size of the project, the late projected start date (April 2022) and the recent changes in staff at Etheridge Shire. The TIDS value of the project is \$804, 864.

Potential Banked Projects

- J Blackie to investigate if Project 231, Junction Road can be brought forward from 2022-23 to this financial year (TIDS component \$407,500).
- J Fischer advised Project 353, Pernase Road was being delivered now and could be claimed in this financial year (TIDS component \$20,000). Several other culvert projects are also being delivered early and could be claimed.

Action 117.4: J Blackie to reassess the detailed design, scope and estimated budget for Project 231, Junction Road and advise if the project can be brought forward from 2022-23 to 2021-22.

10. RTA Capability Agreement and Action Plan

Proposed Changes to Operational Procedures for TIDS Works Program

Challenge:

- Projects sitting in the 4-year works program are often not known by the current Council technical leads due to staff turnover.
- Scoping and budgetary estimates are often not aligned with actual project delivery due to time lapse between listing and delivery. This is particularly evident this year with supply chain shortages and increased prices.
- Budgetary figures that haven't been updated for some time catch Councils out at the time of detailed design.
- Option to claim design costs upfront would be welcomed so Councils are not left holding the design fees. Reminder that design costs for a project can be claimed, provided the project is planned for construction/delivery within the TIDS works program, even if it's in the next financial year.

Discussion:

- We need a trigger for Councils to re-evaluate projects in the 4-year program. Rules need to be established for reassessing cost estimates. 'Triggers' are to be process-related.
 - Trigger 1: all projects to be reviewed at the time of putting together the fixed 2-year program (within the 4-year program).
 - Trigger 2: Council to reassess the estimated budget before nominating for a project to be brought forward to accommodate underspends.
 - Trigger 3: any projects that have been sitting in the forward works program for 2 years or more are to be reassessed.
- Recommend adding a 10% leeway to pricing to accommodate supply chain fluctuations without needing to reprioritise projects.

Recommendation to Board:

- *That the FNQ RRTG Operating Guidelines be amended to include three budget estimate review triggers for the 4-year works program.*
- *That the FNQ RRTG Operating Guidelines be amended to include "if a project estimate needs to increase by no more than 10% the project doesn't need to be reprioritised and stays within the program".*

Road and Land Management Contracts Training

- Examples were shared of contract interpretation issues when contracting private operators to deliver road projects on Council and State assets.
- To ensure Councils are operating appropriately, it would be prudent to obtain legal advice on a case by case basis to clarify any specific issues.
- It was suggested that we could secure a guest speaker with a legal background for a future meeting.
- Responsibilities depend on whether road is gazetted or not. [Roads off alignment and undedicated roads – A guide for local government](#) may be able to assist with background.
- Reminder to access general guidance through the LGAQ Congruent portal: <https://congruent.lgaq.asn.au/portfolio/roads-transport/>

Action 117.5: W Hughes to gather any legal/contractual questions relating to road and land management issues from Technical Committee members then work with LGAQ to obtain specific legal advice on the issues raised. Depending on the types of issues, a guest speaker with a legal background may be sought to present at a future TC meeting.

11. Update from the LGAQ Roads and Transport Advisory Group

The meeting took place on the same day as the FNQROC Board meeting. D Irvine will circulate the communique when received.

Action 117.6: D Irvine to circulate the minutes of the October LGAQ Roads and Transport Advisory Group meeting when received.

12. Update from Road Alliance Project Team

T Lindenberg provided the following update on behalf of TMR:

- FNQ RRTG tracking at 25% for claims to date (we were sitting at 33% at the same time last year). Currently sitting 3rd in the State when compared with the other RRTG regions.
- Pushing hard for early project delivery as bulk of projects were acquitted in June last financial year.
- Claims not being submitted on time seems to be a systemic issue. TMR is considering how to streamline this process to frontload the financial year more effectively.
- This group's operational guidelines are being shared with other RRTG regions as an example of good practice with regard to managing the TIDS works program.
- Annual progress report being printed now and includes Battlecamp and Strathmore Roads.
- RTAP Board – Greg Hallam retiring. Les Dunne also retiring. Changes coming to the board.
- Road length review is underway – may have an impact on TIDS allocations once completed as funding is linked to road length and number of councils in RRTG group.
- SCDF funding – about \$250k out of \$600k allocated to date.
- Most popular training last year – bridge inspection, lower order road risks, supervisor, road safety auditor, and traffic management.
- BBR – Cairns and Douglas had projects approved in the last round of funding.
- Road categorisation request has been extended – looking for feedback at present. Timing is flexible for getting these back.

M Furniss provided the following update on behalf of LGAQ:

- LGAQ advocating for increase in TIDS, hasn't been increased since 2015.
- New roads and transport web page launched – <https://congruent.lgaq.asn.au/portfolio/roads-transport/>. Opportunity to provide feedback on types of content that would benefit. Also an opportunity for Councils to showcase projects, problem solving case studies etc.
- Federal election advocacy underway – election due to be called by May 2022.
- Strategic local government asset assessment project – started in 2019. To assist with assessment of assets on key council-controlled roads. Single database relating to bridge capacity as an example. FNQROC bridge and culvert data needs to be provided to obtain tool access for this region.

13. General Business

Nil raised.

14. Points for noting to the FNQ RRTG or FNQROC Boards

Recommendation 1

That 7 new roads be added to the LRRS register for the FNQ RRTG region.

Roads identified previously through the RRIS:

1. Beantree Road (TRC)
2. Willows Road (TRC)
3. Mapee Road (TRC)
4. Musgrave-Strathgordon Road (CSC)
5. Portland Road (CSC)

New roads identified by Councils:

6. Bamaga Road (CSC): Only access to the north. No other access to communities such as Bamaga. No access if road is cut. Major tourism route. High number of incidences on this road.
7. Channel Road (TRC): Links to Springmount Road which is a LRRS. Also links through to Kennedy Highway. Mareeba to develop an SOI for corresponding section on other side of the boundary.

Recommendation 2

That the:

- a) FNQ RRTG Operating Guidelines be amended to include three budget estimate review triggers for the 4-year works program:
 - Trigger 1: all projects to be reviewed at the time of putting together the fixed 2-year program component of the 4-year program.
 - Trigger 2: Council to reassess the estimated budget before nominating for a project to be brought forward to accommodate underspends.
 - Trigger 3: any projects that have been sitting in the forward works program for 2 years or more are to be reassessed.
- b) That the FNQ RRTG Operating Guidelines be amended to include "if a project estimate needs to increase by no more than 10% the project doesn't need to be reprioritised and stays within the program".

15. Next meeting – Date

The next meeting is due to be held Friday 10 December in Cairns.

16. Meeting Close

12.50pm

17. Actions as at end of Meeting No. 117:

Item	Action	Responsible
Action 117.1	Potential new LRRS to be progressed to the RRTG Board for endorsement at its meeting in December.	W Hughes
Action 117.2	Fairview-Palmerville Road, Kimba-Gambool Road and Kimba Road (all Cook Shire) to be further reviewed at the next Tech Meeting (December) with more information to be provided regarding their link.	A Akrami (Cook)
Action 117.3	D Irvine / W Hughes to finalise updates to the PPT and circulate for discussion at the meeting in December.	D Irvine / W Hughes
Action 117.4	J Blackie to reassess the detailed design, scope and estimated budget for Project 231, Junction Road and advise if the project can be brought forward from 2022-23 to 2021-22.	J Blackie (TRC)
Action 117.5	W Hughes to gather any legal/contractual questions relating to road and land management issues from Technical Committee members then work with LGAQ to obtain specific legal advice on the issues raised. Depending on the types of issues, a guest speaker with a legal background may be sought to present at a future TC meeting.	W Hughes / R Chow
Action 117.6	D Irvine to circulate the minutes of the October LGAQ Roads and Transport Advisory Group meeting when received.	D Irvine

Updated as at 12 October 2021

ID	TMR ID	Council	Road Name	Project Description	Detailed Design Y/N	Start Chainage	End Chainage	Total Project Cost	2021 - 2022	Notes	Variance/underspend
533	1953518	Cairns Region	Kenny Street - Reverse	Footpath / bikepath construction	Y	0.83	1.3	\$ 200,000	\$ 100,000	Clarification to come.	
575	1492202	Cook Shire	Railway Ave (non LRRS)	Project ID 107 Roadworks (unsealed) - Existing Alignment – Seal and Widen Works carried over from 20/21	Y	0.8	2.66	\$ 640,000	\$ 95,233	20/21 \$233,283 expended. Plan to expend end 2021.	
576	1485698	Cook Shire	Charlotte St	Project ID 102 Asphalt Surfacing/Overlay project missed in the clean up	Y	0.943	2.93	\$ 455,000	\$ 152,500	20/21 \$62,500 \$75,000 expended. Plan to expend by end 2021.	\$12,500
264	1952090	Cook Shire	Sherrin Esplanade (non LRRS)	Roadworks (sealed) - Existing Alignment. Sherrin Esplanade is just behind the Charlotte street and utilized by a significant number of tourists and businesses. The proposed project is to raise the pavement level by at least 300mm, provide drainages and seal the road surface in order to get rid of dust problem. The works consist of installation of collection pits, pipes, raising the road level by 300mm, pavement work, kerb and channel (one side) and two coat sealing.	Y	0.675	1.09	\$ 800,000	\$ 200,000	Split over 21/22 and 22/23 \$200,000. Start Feb/Mar 2022, end July 2022	

337	1950316	Cook Shire	Boundary Street (non LRRS)	Form and Seal	Y	0.216	0.363	\$ 513,824	\$ 115,610	Commmence Sept 2021, approved 12/10/21: to reduce scope from Ch 0.525 - Ch 0.92 (distance 0.395) to Ch 0.216 - Ch 0.393 (distance 0.177) Revised TIDS from \$256,912 to \$115,610	\$141,302
577	1952039	Cook Shire	Garden Street (non LRRS)	Project ID 338 Form and Seal - original project corrupted	Y	0	0.22	\$ 528,614	\$ 124,224	Commmence Sept 2021. approved 12/10/21: proposed to reduce scope from Ch 0.21 - Ch 0.675 (distance 0.465) to Ch 0.000 - Ch 0.220 (distance 0.22) Revised TIDS from @ \$264,307 to \$124,224	\$140,083
541	1952071	Croydon Shire	Croydon-Richmond Road	Upgrade section of Richmond Rd to sealed standard. Importing suitable local gravel, compacting, constructing drainage works with 2 coat seal.	Y	154.9	158.9	\$ 790,000	\$ 395,000	Commmence April 2022	

315	1498319	Etheridge Shire	Strathmore Road	Roadworks (sealed) - New Alignment	Y	0	4.8	\$ 2,059,800	\$ 303,929	Completed - underspend of \$234,520 20/21 \$725,971 expended	\$234,520
569	1950374	Etheridge Shire	North Head Road	Seal unsealed road, pavement widening, alignment improvements, causeway upgrades	Y	3	7.75	\$ 4,925,000	\$ 804,864	Split over 21/22 and 22/23 \$1,649,120 April 2022 start	
302	1952675	Mareeba Shire	Euluma Creek Road	Widen and Seal 3 sections	Y	9.016	10.12	\$ 460,000	\$ 98538	Split over 21/22 and 22/23 \$131,462. Commence April 2022	
574	1494455	Mareeba Shire	Euluma Creek Road	Project ID 219 Roadworks (sealed) - Existing Alignment - Carried over from 20/21 due to wet weather	Y	5.565	6.343	\$ 388,000	\$ 140,664	20/21 \$53,336 expended. Recommend Oct 2021. Complete Dec 2021	
214		Mareeba Shire	Springmount Rd	Rehabilitate and widen to 7m		7.55	9	\$ 550,000	\$ 275,000	Project brought forward from 2024-25 to 2021-22. - Complete Dec 2021	
221	1952841	Mareeba Shire	Euluma Creek Road	Rehabilitate and widen 3 sections 4.98 - 5.65 7.65 - 8.275	Y	4.98	9.325	\$ 920,000	\$ 460,000	Commence Oct 2021	
259	1952766	Mareeba Shire	Bower Road	Roadworks (sealed) - Existing Alignment (Widen & Seal)	Y	1.447	4.317	\$ 1,700,000	\$ 850,000	Already commenced, est Dec 2021	
236	1953414	Tablelands Region	Lawson Street	Widen & Seal to 11.0 m wide including Kerb & Channel	Y	0	0.396	\$ 290,000	\$ 145,000	Feb 2022 start, design complete, internal crew to deliver	
239	1953389	Tablelands Region	Sluice Creek Road	Replace Timber Girder Bridge with RCBC's and upgrade approaches.	90%	2.815	2.925	\$ 535,000	\$ 267,500	Completion March 2022. Proposal to use InQuik bridge	

230	1953413	Tablelands Region	Brooks Road	Widening and Sealing of Various Corners to achieve 7.0m Seal Width.	Y	0	3.54	\$ 615,000	\$ 307,500	Completion March 2022.	instead of culverts.
232	1953288	Tablelands Region	Cashmere-Kirrama Road	Blencoe Ck - Replace Timber Girders with RCBC's and approach works.	Y	52.24	52.52	\$ 884,694	\$ 442,347	Possible underspend Project completed, finalising federal funding component, the remainder to be split LG/TIDS	
158	1953653	TMR	management	2.5% of \$5,714,660 funding	N/A			\$ 714,330	\$ 142,866	Claimed	
156	1955995	Wujal Wujal Aboriginal Shire	various	Wujal Wujal annual allocation of \$29,273	N/A			\$ 146,370	\$ 29,274	Pre cyclone works	
185	1929627	Yarrabah Aboriginal Shire	various	Yarrabah annual allocation of \$47,217	N/A			\$ 236,085	\$ 47,217	put towards transport plan	
		Yarrabah Aboriginal Shire		Underspend from 20/21 Project 1144450 \$10,216.72 Project 11914 \$14,756	N/A				\$ 24,972	put towards Transport Plan	
										Underspend	\$528,405

Section 1: Applicant details

Regional Roads and Transport Group:

TMR District/s:

Local Government/s:

Section 2: Contact details

Provide contact details for the person completing this form.

Name: Position:

Phone: Email:

Section 3: Change details

Please select the type of change/s to the LRRS network (select any that apply):

Addition *(Additions must meet the LRRS functionality criteria of the RTA Operational Guidelines)*

Removal

Other - please specify

Section 4: Supporting documentation

Please ensure all relevant detailed information on the change/s are included in attachments.

- Provide supporting information by using the 'add attachment' icons to the left of the tick boxes.
- Please tick to acknowledge your inclusion of any relevant supporting documents supplied.
- View the attachments panel by clicking on the paperclip icon on the menu to the left.

Copy of minutes/flying minute confirming RRTG endorsement

LRRS register with the changes highlighted

Marked-up copy of existing RRTG LRRS map highlighting changes

Where there are additions to the LRRS network, provide a "Statement of Intent".

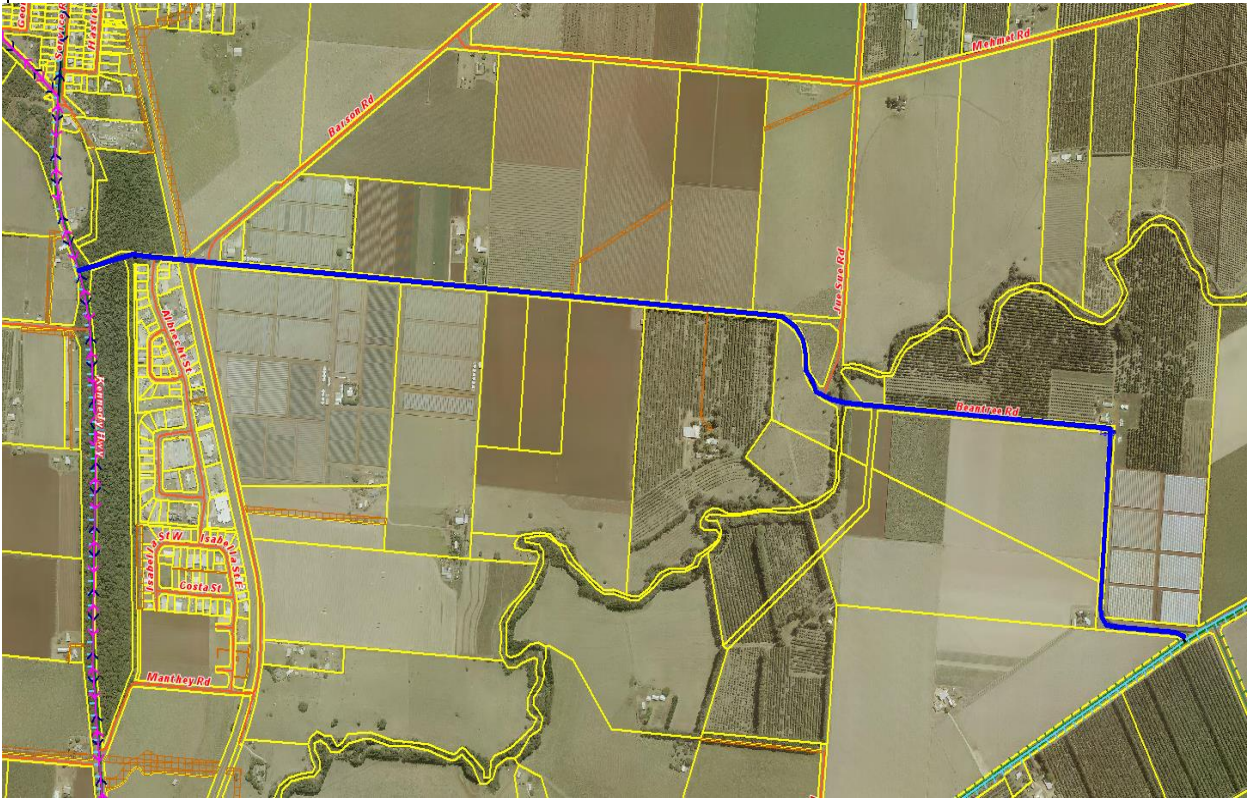
Section 5: Additional information

Please provide any additional information or comments regarding this submission:

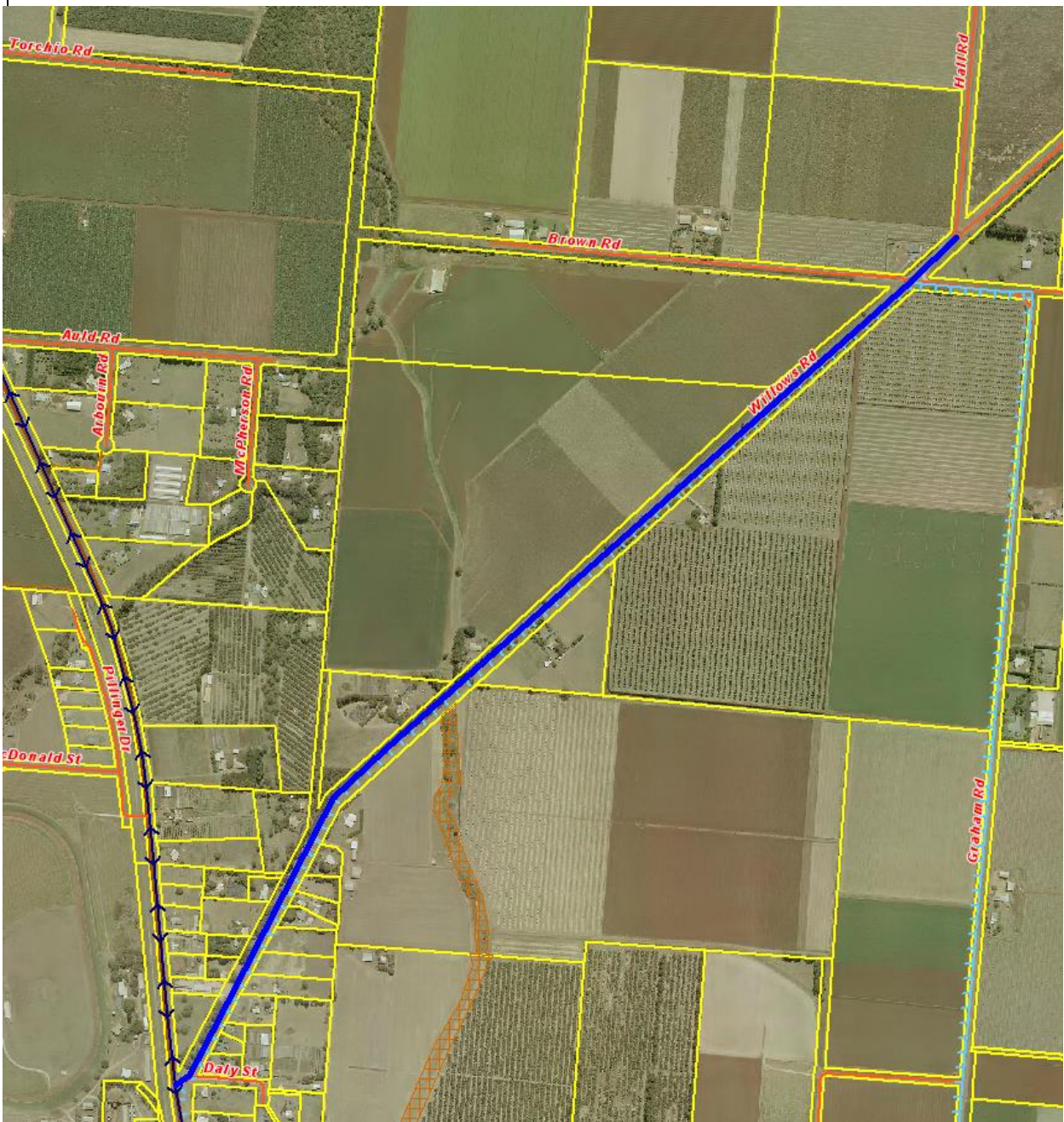
**Please submit this form using the purple 'SUBMIT FORM' button on the top menu bar,
or via email to RRTGForms@tmr.qld.gov.au**

**If you have added attachments to this form it may take a few moments to submit and send.
Do not cancel the operation or close the form during this time.**

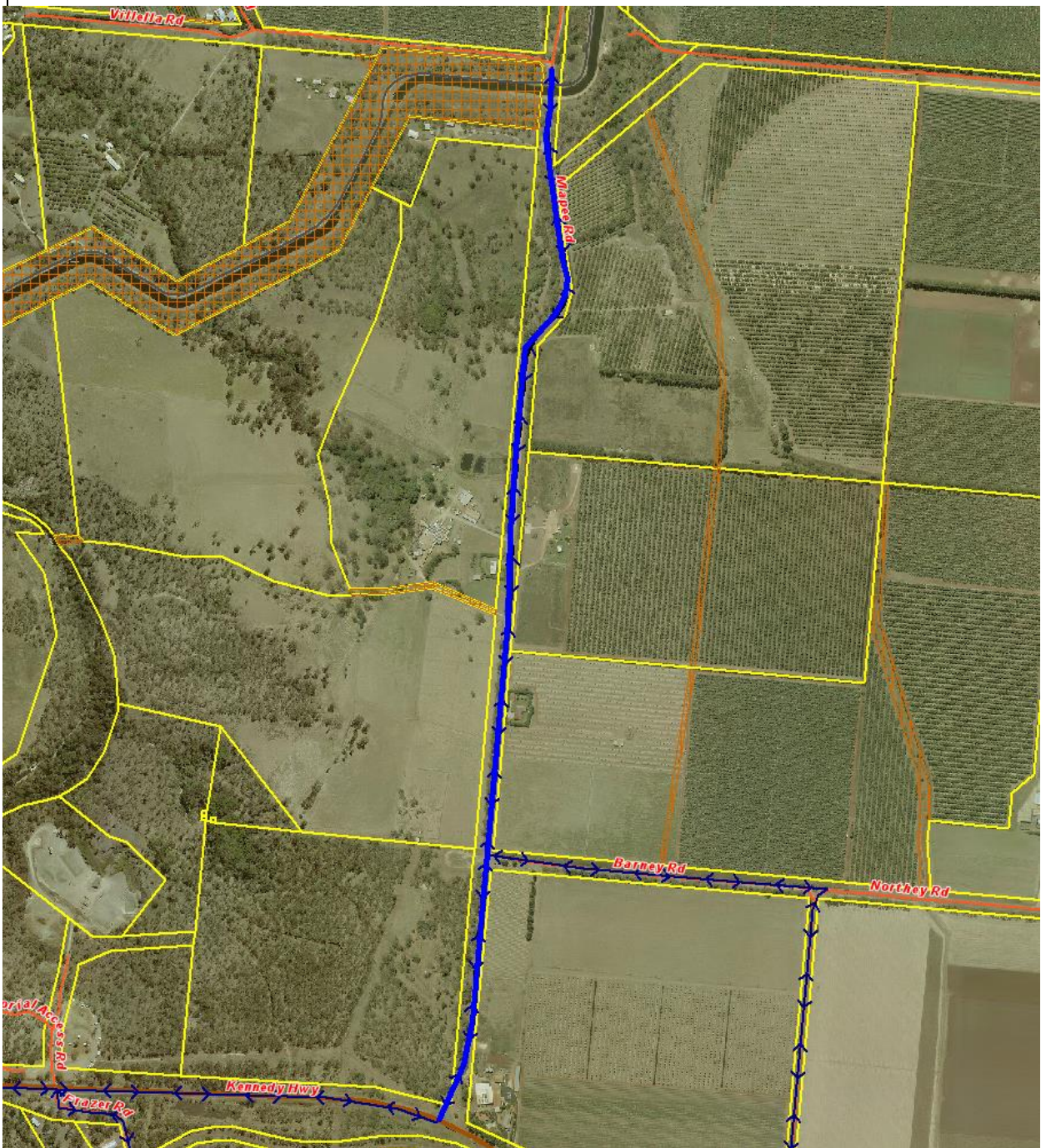
STATEMENT OF INTENT FOR Beantree Rd	
Council	Tablelands Regional Council
RRTG	FNQROC
Link Classification	Class 3C – Rural Road
Link Description	Int Kennedy Hwy – Int Tinaroo Falls Dam Rd from Ch 0.0 – 4.82 km. Beantree Rd is currently a 2 laned sealed road with a sealed width varying from 6.4 – 8.5m.
• Locality	Tolga
• Length	4.82 km
• Constraints	There are currently no constraints i.e. soil types, terrain etc that impact on any future projects.
AADT	1420 (20% CV)
Crash history	1 crash have been recorded over the last 5 years. (Fatality)
Current Link Function	<ul style="list-style-type: none"> • Provide access to Economically significant agricultural area (Blueberries, Avocado's, Livestock, Fruit Trees, Sugar Cane, General Agriculture) • Linkage from Kennedy Hwy to Tinaroo Falls Dam Rd • Access to Industrial Estate • Residential Connections
Future Link Function	<ul style="list-style-type: none"> • Continuing to provide current link function with improved road safety.
Development Strategy	<ul style="list-style-type: none"> • Intersection upgrades for Intersection of Beantree Rd/Albrecht St & Beantree Rd/Barson Rd. Projects are currently included in the 2021/22 Capital Works program. Projects funded under HVSP. • There are a number of sub-standard curves on Beantree Rd. • Development strategy is to improve the safety of these curves in line with road safety audit. • Projects will be included in TRC's future Capital Works Program subject to completion of Road Safety Audit and scoping of remedial works. • Intersection upgrade with Beantree Rd/Tinaroo Falls Dam Rd. Current configuration does not allow for safe movement of Heavy Vehicles leading to deterioration of road shoulders. Project scope/costing to be developed in consultation with DTMR.



STATEMENT OF INTENT FOR Willows Rd (To Hall Rd)	
Council	Tablelands Regional Council
RRTG	FNQROC
Link Classification	Class 4 – Rural Road
Link Description	Int Kennedy Hwy – Int Hall Rd from Ch 0.0 to 2.5km. Willows Rd is currently a 2 laned sealed road with a seal width of 6.0m.
• Locality	Tolga
• Length	2.5 km
• Constraints	There are currently no constraints i.e. soil types, terrain etc that impact on any future projects.
AADT	500 (15% CV)
Crash history	0 crashes have been recorded over the last 5 years.
Current Link Function	<ul style="list-style-type: none"> • Provide access to Economically significant agricultural area (Bananas, Avocado's, Livestock, Fruit Trees, Sugar Cane, General Agriculture) • Bus Route • Residential Connections
Future Link Function	<ul style="list-style-type: none"> • Continuing to provide current link function with improved road safety.
Development Strategy	<ul style="list-style-type: none"> • Widening of Willows Rd to a seal width of 7.0m for improved safety for heavy vehicles. Works to be programmed in line with Rehabilitation works on existing road. Works not currently programmed in TRC's future Capital Works program. • Improvement to intersection design for Int Willows Rd/Hall Rd. Scope of works to be identified subject to completion of Road Safety Audit.



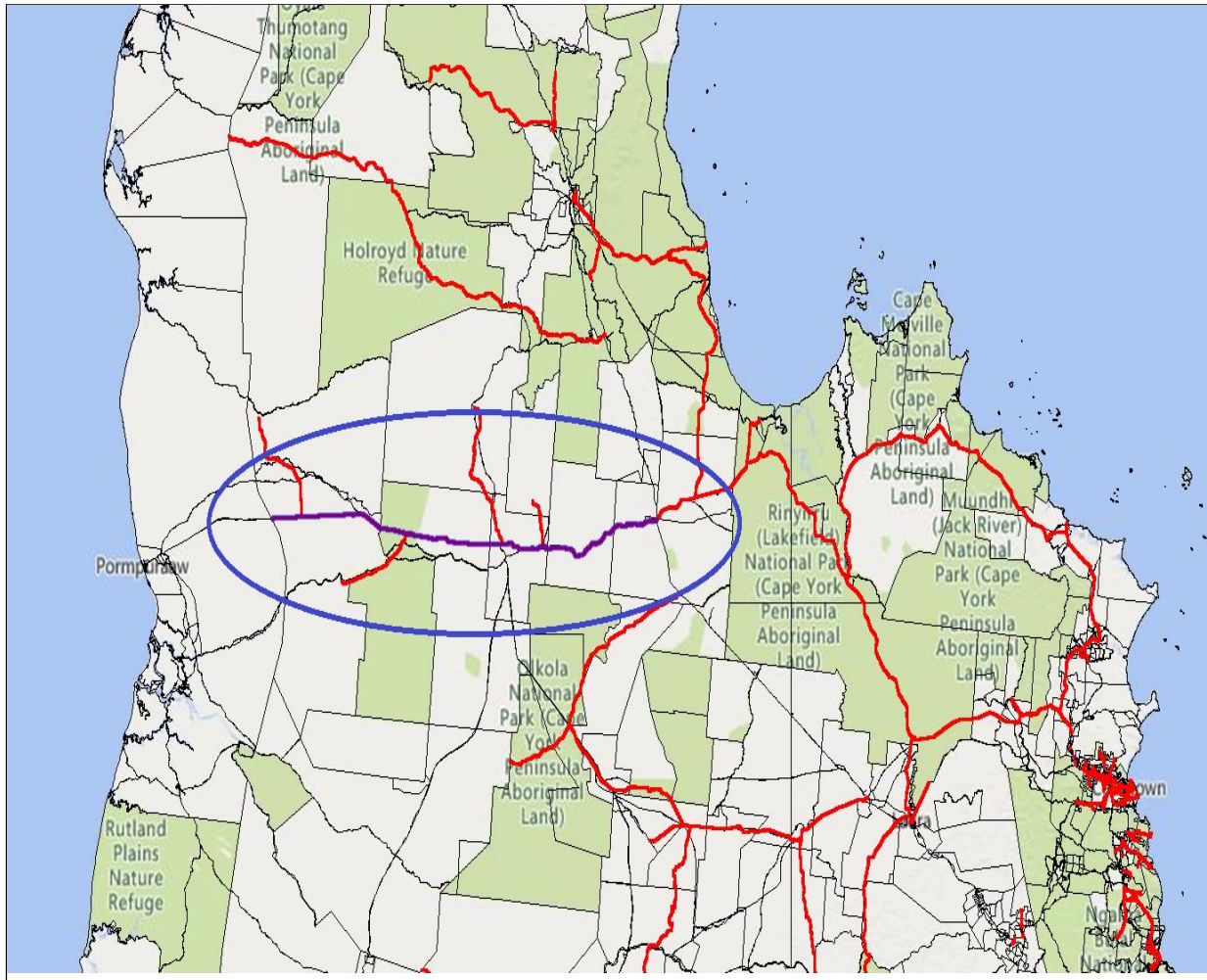
STATEMENT OF INTENT FOR Mapee Rd	
Council	Tablelands Regional Council
RRTG	FNQROC
Link Classification	Class 4 – Rural Road
Link Description	Int Kennedy Hwy – Int Vollert Rd from Ch 0.00 to 2.3km. Mapee Rd is currently a mix of 2 laned sealed (1.3km) & unsealed (1km) road.
• Locality	Tolga
• Length	2.3 km
• Constraints	Currently, the only constraint is gaining approval from Sunwater to replace the bridge over the irrigation channel. This approval process would need to be taken into consideration as part of preconstruction phase of replacement project.
AADT	230 (18% CV)
Crash history	0 crashes have been recorded over the last 5 years.
Current Link Function	<ul style="list-style-type: none"> • Provide access to Economically significant agricultural area (Avocado's, Bananas, Fruit Trees) • Provide access to Abattoir • Provide access to agricultural packing shed • Bus Route • Residential Connections
Future Link Function	<ul style="list-style-type: none"> • Continuing to provide current link function with improvement to road by upgrading unsealed sections to sealed.
Development Strategy	<ul style="list-style-type: none"> • Upgrade to seal project already included in the TRC's 2021/22 Capital Works. Subject to board approval, TRC will look to submit project for potential TIDS funding. • Remaining upgrade works not included on TRC's future Capital Works program. • Bridge Renew/Replacement projects to be developed following structural assessment of structure.



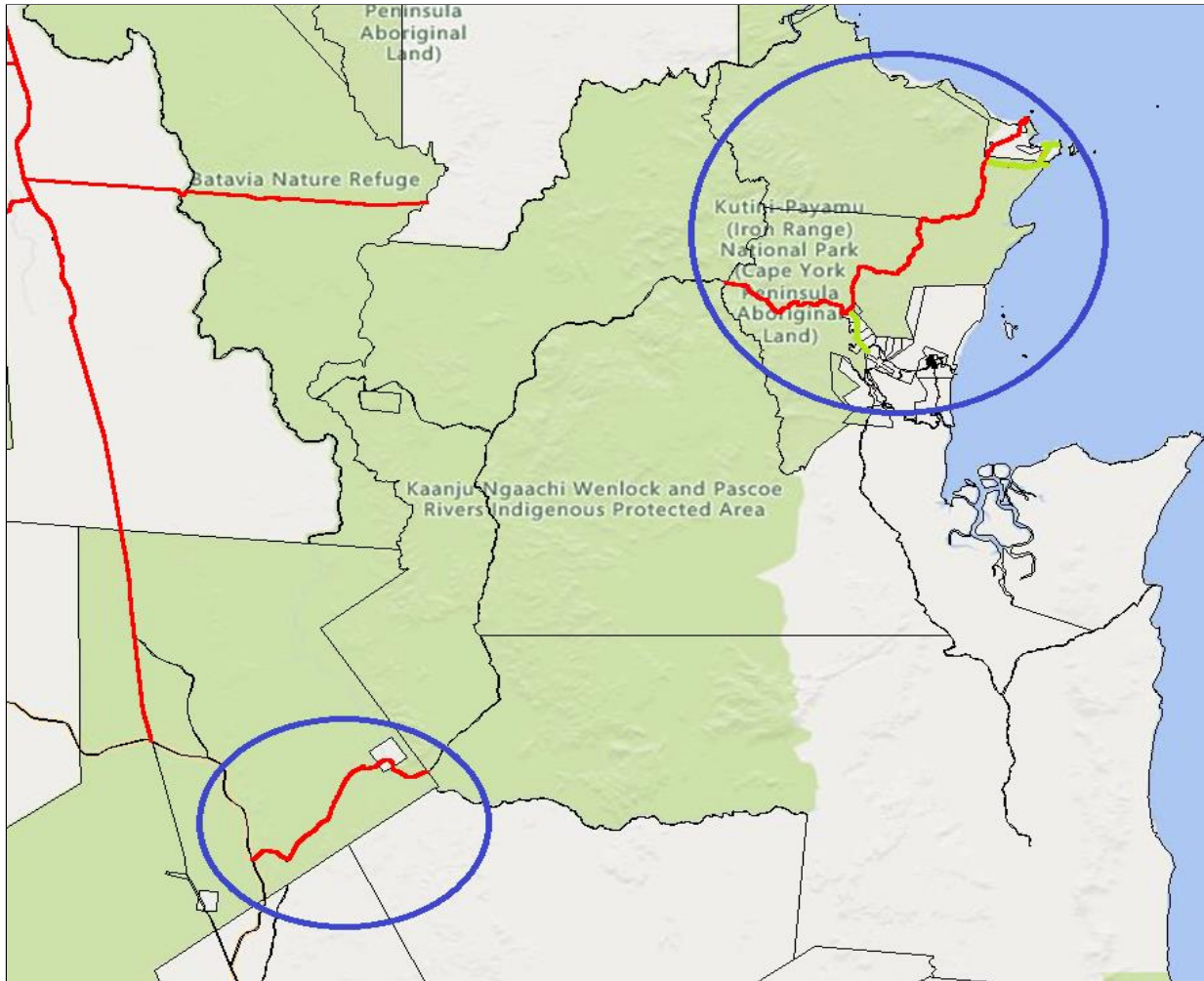
STATEMENT OF INTENT FOR MUSGRAVE STRATHGORDON ROAD					
Council	Cook Shire Council				
RRTG	FNQ RRTG				
Link Classification	Class 3B				
Link Description	PDR turnoff to Cook Shire boundary:				
	SegmentChainStart	SegmentChainEnd	Construction	FormationWidth	SealWidth
	0	11,140	Gravel	8.3	0.0
	11,140	12,266	Sealed	7.0	6.0
	12,266	16,165	Sealed	8.0	7.0
	16,165	43,991	Gravel	8.3	0.0
	43,991	48,237	Sealed	8.0	7.0
	48,237	95,173	Gravel	8.3	0.0
	95,173	97,307	Sealed	8.0	7.0
	97,307	97,721	Gravel	7.4	0.0
	97,721	98,421	Sealed	8.0	7.0
	98,421	99,771	Sealed	8.0	7.0
	99,771	116,605	Gravel	8.4	0.0
	116,605	127,623	Sealed	8.0	7.0
	127,623	140,646	Sealed	8.0	7.0
	140,646	143,066	Sealed	8.0	7.0
	143,066	149,125	Sealed	8.0	7.0
149,125	156,223	Sealed	8.0	7.0	
156,223	160,858	Gravel	8.4	0.0	
• Locality	Musgrave Roadhouse				
• Length	160.858 km				
• Constraints	Varying landscape and subsoils ranging through clays, sands, saturated substrates with numerous water courses and designated fish passages.				
AADT	39 (17% CV)				
Crash history	2001-2020...9 Incidents, 1 fatal, 8 hospitalised.				
Current Link Function	Major/only link road to Pormpuraaw and other communities/ settlements/ outstations. Property/station access. Mines/quarrying access. All other local industries access. Essential Freight route. Some tourism traffic.				
Future Link Function	Same as <i>current</i> increasing annually, following PDR upgrades.				

THE ROADS AND TRANSPORT ALLIANCE

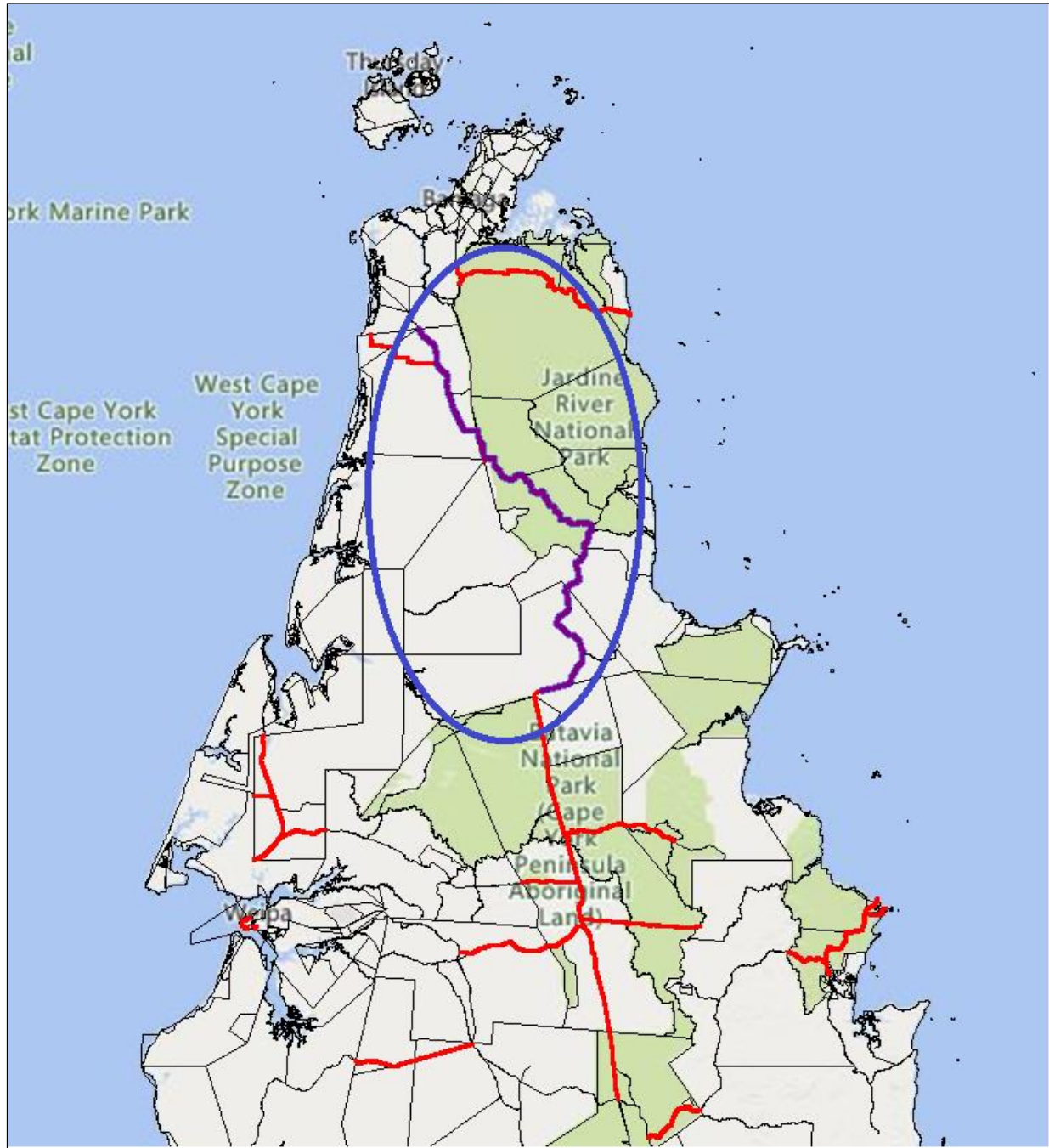
Development Strategy	<p>Upgrade road to HPV, upgrade waterways crossings for increased use/safety with emphasis on betterment of problematic and dangerous zones.</p> <p>Planned to spend \$4.5 million till 2023-2024 to upgrade sections of the road to seal.</p> <p>This road has been nominated in the Regional Roads Investment Strategy (RRIS).</p>
----------------------	--



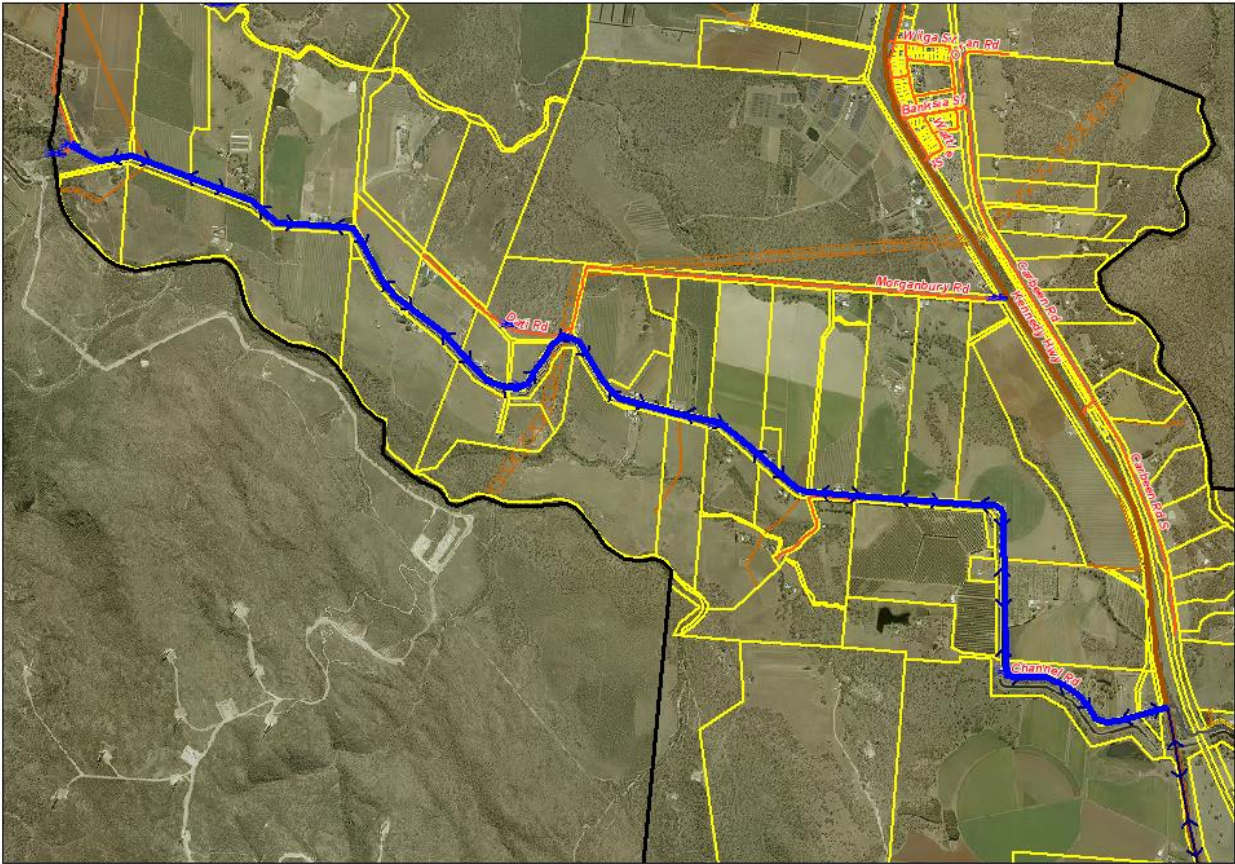
STATEMENT OF INTENT FOR PORTLAND ROADS ROAD					
Council	Cook Shire Council				
RRTG	FNQ RRTG				
Link Classification	Class 3B				
Link Description	PDR turnoff to Portland Roads Road				
	SegmentChainStart	SegmentChainEnd	Construction	FormationWidth	SealWidth
	0	20,279	Gravel	8.1	0.0
	83,389	89,893	Sealed	7.8	6.8
	89,893	92,619	Gravel	6.7	0.0
	92,619	95,118	Sealed	8.0	7.0
	95,118	106,357	Gravel	6.6	0.0
	106,357	110,125	Sealed	7.9	6.9
	110,125	124,528	Gravel	6.8	0.0
	124,528	125,335	Sealed	6.1	4.8
• Locality	Two Cook Shire Council areas only, centre section is in Lockhart Council				
• Length	125.334 Km total length with 62.225 km within Cook Shire Council.				
• Constraints	Varying landscape and subsoils ranging through clays, sands, saturated substrates with numerous water courses and designated fish passages.				
AADT	85 (35% CV)				
Crash history	2001-2020...4 Incidents, 4 hospitalised.				
Current Link Function	Major/only link road to Lockhart, Portland Roads and other communities/ settlements/ outstations. Property/station access. Mines/quarrying access. All other local industries access. Essential Freight route. Some tourism traffic.				
Future Link Function	Same as <i>current</i> increasing annually, following PDR upgrades and community growth.				
Development Strategy	Upgrade road to HPV, upgrade waterways crossings for increased use/safety with emphasis on betterment of problematic and dangerous zones. Planned to spend \$3 million to upgrade the Claudie River Crossing and 1km of road to seal by 2022-2023. This road has been nominated in the Regional Roads Investment Strategy (RRIS).				



STATEMENT OF INTENT FOR BAMAGA ROAD (North & South)					
Council	Cook Shire Council				
RRTG	FNQ RRTG				
Link Classification	Class 3B				
Link Description	Bramwell Station to Jardine River				
	SegmentChainStart	SegmentChainEnd	Construction	FormationWidth	SealWidth
	0	2171	Sealed	8	7
	2171	69275	Gravel	8	0
	69275	80002	Formed	7.6	0
	80002	93638	Gravel	8.4	0
	93638	94809	Sealed	8	7
	94809	96794	Sealed	8	7
	96794	109541	Sealed	8.9	7.9
	109541	134789	Gravel	8.8	0
	134789	141926	Sealed	8	7
141926	151766	Gravel	8.4	0	
• Locality	Cook Shire Council Boundary				
• Length	151.766 km				
• Constraints	Varying landscape and subsoils ranging through clays, sands, saturated substrates with numerous water courses and designated fish-ways.				
AADT	75 (20% CV)				
Crash history	2001-2020...28 Incidents, 2 fatal, 13 hospitalised.				
Current Link Function	Sole access to the community and to the north of Cape York. Terminates at the Jardine River Ferry Crossing as only path for access north of the Jardine. Property/station access. Mines/quarrying access. All other local industries access. Essential Freight route. Major tourism route.				
Future Link Function	Same as <i>current</i> increasing annually, following PDR upgrades.				
Development Strategy	Upgrade road to full seal and waterways crossings for increased use/safety with emphasis on betterment of problematic and dangerous zones including flood mitigation measures. Average annual maintenance expenditure is \$3,536,200.				



STATEMENT OF INTENT FOR Channel Rd	
Council	Tablelands Regional Council
RRTG	FNQROC
Link Classification	Class 4 – Rural Road
Link Description	Int Kennedy Hwy – Int Hansen Rd from Ch 0.0 to 8.33km. Channel Rd is currently a 2 laned sealed road with seal widths varying from 7.0 - 8.0m.
• Locality	Walkamin
• Length	8.33 km
• Constraints	Currently, the only constraint is the proximity of the Sunwater Irrigation channel which runs alongside Channel Rd for a significant portion of the road. This will constrain Council in its ability to realign the road to increase the posted speed limit (currently posted at 80km/h).
AADT	420 (10% CV)
Crash history	A total of 3 injury crashes have been recorded over the last 5 years. (1 Minor injury, 2 Medical treatment)
Current Link Function	<ul style="list-style-type: none"> • Provide access to Economically significant agricultural area (Sugar Cane, Avocado's, Bananas, Fruit Trees) • Bus Route • Residential Connections
Future Link Function	<ul style="list-style-type: none"> • Continuing to provide current link function with improved road safety.
Development Strategy	<ul style="list-style-type: none"> • There are a number of sub-standard curves on Channel Rd. • Development strategy is to improve the safety of these curves in line with road safety audit. • Projects will be included in TRC's future Capital Works Program subject to completion of Road Safety Audit and scoping of remedial works.



FNQ Regional Roads and Transport Group

Works Program – Development and Management Process

ABBREVIATIONS

ATSI	Aboriginal And Torres Strait Islander
CAAP	Capability Agreement & Action Plan
FNQROC	Far North Queensland Regional Organisation Of Councils
JP&RS	Joint Purchasing & Resource Sharing
LGAQ	Local Government Association Of Queensland
LG	Local Government
LRRS	Local Roads Of Regional Significance
MOA	Roads & Transport Alliance Memorandum Of Agreement
Member	Council -Individual members of FNQRRTG – Cairns Regional Council, Cassowary Coast Regional Council, Cook Shire Council, Croydon Shire Council, Douglas Shire Council, Etheridge Shire Council, Mareeba Shire Council, Tablelands Regional Council, Wujal Wujal Aboriginal Shire Council, Yarrabah Aboriginal Shire Council And Tmr Far North Region.
NDRRA	Natural Disaster Relief and Recovery Arrangements
PPT	Project Prioritisation Tool developed for the Alliance or other Prioritisation Tool endorsed by Technical Committee.
RRTG	Regional Roads & Transport Group
RTA	Roads & Transport Alliance
RTAB	Roads & Transport Alliance Board
RTAPT	Roads & Transport Alliance Project Team
SCDF	TIDS Statewide Capability And Development Fund
SOI	Statement Of Intent for LRRS
TC	Technical Committee
TIDS	TMR'S Transport Infrastructure Development Scheme
TMR	Department of Transport and Main Roads
QTRIP	Queensland Transport and Roads Investment Program

PURPOSE

This paper outlines the process for development and management of FNQ RRTG's rolling 4 year works program for the LRRS network. The objective of this process is to ensure the integrity of the works program development process is satisfactory, and the works program is delivered on schedule and within budget – to minimize and eliminate the risk of losing TIDS funding from the FNQ RRTG.

SCOPE

Works program development and management of the FNQ RRTG rolling 4 year works program refers to the whole process and includes:

- Development of SOIs for each LRRS, including a forward schedule of works.
- Concept planning and cost estimating of projects.
- Submission of projects for consideration, including all required project details.
- Prioritisation and ranking of projects.
- Allocation of funding to projects.
- Detailed design development and cost estimating of projects.
- Construction planning of projects, including scheduling and cash flow forecasting.
- Delivery of projects.
- Progress reporting on projects - program and expenditure.
- Variations to projects.
- Reallocation of funding to projects.

BACKGROUND

FNQ RRTG has generally allocated projects based on priority and rank, regardless of member's road ownership ie. there is no set annual allocation to each member. Integration of TMR LRRS works program should also be included. It should be noted the same principles apply to the TMR LRRS works program as that for the LG LRRS works program.

Any nominated variations to the works program are managed using the prioritisation and ranking of projects from the Project Prioritisation Tool (PPT).

All funding allocations must meet with the TMR TIDS policy and be 100% spent in the year allocated. The Roads Alliance reserves the right to reallocate underspent funds to another RRTG.

FNQROC is the secretariat for the FNQ RRTG and provides technical coordinator services to the FNQ RRTG.

The FNQ RRTG has agreed to prioritise projects based on agreed methodology and weightings. This is currently implemented through the Roads and Transport Alliance (RTA) PPT.

FNQ RRTG developed its first 4 year works program for the LRRS network using the PPT in March 2007 for 2007/08 to 2011/12. The PPT has been used each year since that time.

CONSIDERATIONS

The following are factors that need to be taken into consideration.

- Funding allocations must adhere to TIDS Policy
- 100% expenditure level target for TIDS Cost overruns are funded 100% by each member RRTG
- FNQ RRTG's Planning & Design Policy – Design to be complete by the last meeting of the financial year prior to year of commencement.

WORKS PROGRAM DEVELOPMENT

The four year works program is 2 years fixed and 2 years indicative. Projects in the final two years can be replaced with higher priority projects unless the project in year 3 or 4 is part of a committed project in year 1 or 2.

TIDS policy is that funding is to be used for upgrade or improvement and is not to be used for routine maintenance (such as reseals and asphaltting). However, the opportunity for programmed maintenance of gravel re-sheets may be considered, subject to representations being made to the technical committee to clearly articulate how the proposed programmed maintenance works progresses the road toward the vision standard outlined in the Statement of Intent for the subject road. All works must be in accordance with the recommendations of one of the following standards:

- IPWEA Lower Order Road Design Guidelines
- IPWEA Supervisors handbook for the construction and maintenance of infrastructure
- ARRB Unsealed roads manual: guidelines to good practice - 3rd edition 2009

Total portfolio of programmed maintenance works within the TIDS budget capped at 20% of annual TIDS budget.

Councils may apply for TIDS funding to assist them to meet funding requirements required for other State or Federal programs on LRRS Roads. For e.g. Beef Roads 80% Federal 20% Local, Council may apply for 50% of their 20% component. This is to achieve value for money for LRRS projects.

SOIs need to be reasonably accurate, particularly in the Link Vision / Standards, Gap Analysis, Scope of Works and Projected Investment aspects. Ideally the SOI should be reviewed every 2 years for currency. The Scope of Works and Projected Investment aspects should really be looking at a projected 10 year strategy in the first instance.

To ensure cost estimates are as accurate as possible, for projects in the 4 year works program budget estimates are to be reviewed regularly, and in particular under the following circumstances:

- all project budget estimates are to be reviewed by the nominating council at the time of preparing the fixed 2-year program component of the 4-year works program;
- before nominating for a project to be brought forward to accommodate underspends, councils are to reassess the estimated budget for that project; and
- any projects that have been sitting in the forward works program for 2 years or more are to be reassessed by the nominating council.

Dates are critical to the procedure:

- TMR's QTRIP development of the new 4 year works program generally closes in early-mid March for the following financial year.
- The new 4 year works program should be submitted to TMR no later than 2 weeks prior to this ie. Mid - late February.
- The first RRTG meeting of the calendar year is generally held in early February and the last Technical Meeting of the calendar year is generally held in late November / early December.

The following table summarises a procedure for developing the 4 year works program.

Procedure for Development of the 4 Year Works Program

No.	Activity	Comment / Detail	Date
1	Members review projects and develop new projects into PPT.	<ul style="list-style-type: none"> • Cost estimates in present values. • Member indicates the earliest year they would undertake the project. 	
2	Member forwards project details to Technical Coordinator. details for PPT, include current SOI for projects to be considered in next 2 years, include current (<3yrs traffic count) Non LRRS not essential but preferred (lack of will be noted at moderation)	Export file from PPT	6 weeks prior to the Last Technical Committee meeting of the calendar year. Technical Coordinator
3	Technical Coordinator checks objective project details. If they are all correct, go to Activity No.6.	Objective project details: (Amendments by Technical Coordinator on project details presented to T Com.) <ul style="list-style-type: none"> • Pre Project Details • Post Project Details • Whole of Life Cost Analysis 	
4	Technical Coordinator asks each member for further information or clarification on objective project details.		
5	Member provides further information or clarification on objective project details to Technical Coordinator as requested.		4 weeks prior to the Last Technical Committee meeting of the calendar year.
6	Technical Coordinator moderates all subjective project details.	Subjective project details: <ul style="list-style-type: none"> • Multi Criteria Analysis • Risk Analysis 	
7	Technical Coordinator produces ranked list of projects. Further opportunity for moderation by TC	Takes into account earliest year each member would undertake the project.	2 weeks prior to the Last TC meeting of the calendar year.
8	TC considers drafts & recommends 4 year works program.		Last TC meeting of the calendar year.
9	Technical coordinator to contact council CEO's to obtain formal confirmation of the project estimate and that the respective council has the capacity and ability to deliver outstanding projects prior to the end of the respective financial year.		Prior to the end of the calendar year.
10	RRTG adopts 4 year works program - two year fixed, two year indicative		1 st RRTG meeting of the calendar year.
11	Technical Coordinator submits adopted 4 year works program to TMR Region.		1 week following the 1 st RRTG meeting of the calendar year.

WORKS PROGRAM VARIATIONS

To minimise programme risk associated with under expenditure of the TIDS allocation, the following points must be observed:

- All detailed design completed prior to the start of the financial year in which the works are done.
- All RRTG member councils are to (as far as practical) adjust their internal capital works programs to bring TIDS projects forward into the first two quarters of the financial year (July-December);
- Projects scheduled for construction commencement from March to June of the current financial year are to be rolled over to the next financial year; and
- At the end of December, the Technical Coordinator is to contact Council Chief Executive Officers to obtain formal confirmation of the project estimate, and sufficient resourcing is available to deliver outstanding projects

Where shortfalls do occur, those councils with projects over two financial years will be requested to bring forward any available expenditure to the first year, and concurrently, the TC are to nominate (prior to the end of the calendar year), any projects with a cost estimate overrun so they can be 're-prioritised' for potential funding and construction within the second half of the financial year.

However, if a project estimate needs to increase by no more than 10% the project doesn't need to be reprioritised and stays within the program. The additional 10% is intended to accommodate supply chain fluctuations only that have an impact on project delivery costs.

A number of scenarios for potential variations are shown below, along with how to manage such scenarios. It should be noted that all possible scenarios may not be covered.

Scenario 1

Member determines that the project is going to cost **more** than ~~first~~ estimated and allocated, **prior** to commencement of construction of the project. Member is not permitted to reduce scope to fit allocation.

Option 1

- An additional 10% funding may be available and is conditional on funding availability in the works program.

Option 2

- Project proceeds with cost overrun funded 100% by member.

Option 3

- Project is withdrawn and input into PPT with new project details and re-ranked.
 - Withdrawn project allocation is offered to highest ranked project that can be funded by any member and completed within the same FY.

Scenario 2

Member determines that the project is going to cost **more** than first estimated and allocated, **after** commencement of construction of the project. Member is not permitted to reduce scope to fit allocation.

- An additional 10% funding may be available and is conditional on funding availability in the works program.
- Project proceeds with cost overrun funded 100% by member.

Scenario 3

Member determines that the project is going to cost **less** than first estimated and allocated, either **prior** to, or **after** commencement of construction of the project

Option 1

- Project proceeds and member can increase scope of project to fit project allocation as long as the intent of the project does not alter e.g. sealing 3.5km instead of 3km of road.

Option 2

- Project allocation is adjusted down.
- Balance of project allocation is offered to:
 1. Current year highest ranked project running over two or more years
 2. Highest ranked project that can be funded by any member and completed within the same FY.

Scenario 4

Member withdraws project prior to commencement of construction of the project for reasons other than outlined in Scenario 1. Funding will be allocated in the following order:

1. To current year highest ranked project running over two or more years
2. To highest ranked project that can be funded by any member and completed within the same FY.

WORKS PROGRAM PROGRESS REPORTING

Members are to submit a proposed construction schedule and forecast cash flow for the next financial year's projects at the last Technical Committee meeting of the previous financial year, which is generally mid-end of May. Members are to provide an updated construction schedule and forecast cash flow at each Technical Committee meeting.

TMR conduct budget reviews in October and February of each year.

TIDS CLAIMS

Members are required to submit, to TMR district office, monthly forecast report (including accruals) by the 15th of each month.

TIDS Claims for Reimbursement are to be submitted to TMR by members on a quarterly basis as a minimum ie. at the end of August, November, February, May. This will ensure claimed expenditure is reasonably up to date.

PLANNING & DESIGN POLICY

The FNQ RRTG adopted a Planning and Design Policy:

Councils are to fully complete planning and detailed design for TIDS projects in the FY prior (eg. 12/13) to the FY they are allocated for construction (eg. 13/14). Should this not be complied with, and the RRTG TC considers it likely to present a high risk for 100% expenditure targets because of late design, the project will be withdrawn and re-inputted into PPT with new project details and re-ranked.

This throws up a slight conundrum as members will theoretically incur planning and design costs in the financial year prior to construction being undertaken. Planning and design costs for a project that proceeds are an eligible project cost and are reimbursable through TIDS, like any construction costs. They aren't however eligible as a "stand alone" project.

In terms of claiming these costs Members absorb the planning & design cost and claim this cost early in the next financial year.

Members will also need to consider the impacts of the policy on their internal budgeting process.

REQUIREMENTS

For this whole process to be effective it will require the following commitment from members.

- Accuracy in drafting and reviewing SOIs.
- Accuracy in project concept planning and cost estimating.
- Accuracy in project details input into the PPT.
- Timeliness of initial project submissions.
- Timeliness of detailed planning and design.
- Timeliness of project variation notification.
- Realistic project scheduling.
- Accuracy in cash flow forecasts.
- Timeliness in progress reporting.
- Timeliness of submission of TIDS Claims.

END of DOCUMENT