

FNQ RRTG Technical Committee

Meeting Details

Meeting No	124
Meeting Name	FNQ RRTG Technical Committee Meeting
Date	11 November 2022
Time	10.00am – 2.00pm
Venue	Committee, Ground Floor, Cairns Regional Council / Virtual via GoToMeeting

Remote Access Details

FNQRRTG TC Meeting No. 124

Fri, Nov 11, 2022 10:00 AM - 2:00 PM (AEST)

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Agenda

1.	Welcome and introduction	Chair
2.	Apologies	Chair
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. 123 held 16th September 2022 4.2 Business Arising from Previous Minutes: 16th September 2022 	Pages 4 - 8

Item	Action	Responsible
120.1	In the new financial year, go out to tender for Aerodrome Services Operational business plan with an application to also be made to SCDF.	FNQROC
Tender closed arranging a meeting with relevant personnel.		
120.2	TMR to update SOIs for State LRRS (Review of LRRS road set to be done at the same time) – Due Jan – Mar 2023	TMR
Held over		
121.3	In relation to Road Safety Audit training, and Bridge Inspection Level 1 + 2 Training: FNQROC to get potential dates and costs, seek interest from outside parties, and complete SCDF application. Confirmed: We would like timber bridges included in L1&2 training. Bridge training in Sept – Nov and Road safety the same or Feb-April. Would like to get them done soon.	FNQROC
Complete - Bridge Inspection Training completed 19 – 21 October		
Still waiting to hear back from CARR re Road Safety Audit Training. Note: want 101 training, not for certification		
122.2	Darlene to reprioritise those projects with a significant cost increase for potential additional funding should it become available.	FNQROC
Complete		

5.	Draft Minutes of the FNQ RRTG – for noting No meeting held.	
6.	b. TIDS – 22/23 <ul style="list-style-type: none"> • Program review <ul style="list-style-type: none"> ○ Funding released to the program ○ Estimates, ○ Construction progression ○ signage 	All See attached spreadsheet

TIDS projects with an ability to be undertaken 2022/23 for underspends:

- a. discussion re 10% increase being prioritised over bringing projects forward
- b. Recommendation re underspend allocation.

Project ID	TMR ID	Road	TIDS funding needed	Rank	Comment
459		Tully Gorge Road	\$31,727	85	Project currently running over 3 years \$31,727 put into 23/24 to balance the 4 year program – should come forward
487		Cape Tribulation Road	\$85,000	16	
230	1952413	Brooks Road	\$245,962	41	
485		Front Street Footpath upgrade	\$30,000	43	
239	1953389	Sluice Ck Rd (21/22 project)	Could use \$45,962	62	(21/22 project)
486		St Crispins/Endeavour St	\$150,000	71	
366		Lake Street	\$231,000	78	
482		Cooya Beach Road – Bus Stop Upgrade	\$30,000	113	
265		May St	\$25,000	121	
264		Sherrin Esplanade	\$250,000	138	
360		Garden Street (21/22 project)	\$25,960	166	(21/22 project)

7.	LGAQ Roads and Transport Advisory Group Update <ul style="list-style-type: none"> • Meeting communique' update – no meeting held 	D Irvine / V Mills
8.	LGAQ Update	M Furniss
9.	TMR Update	T Lindenberg
10.	General Business <ul style="list-style-type: none"> - TMR LGAQ Accord - IPWEAQ Supervisors Training (2 days) - May road trip – Cape York 	9 10 - 13
11.	Points for noting to the FNQ RRTG or FNQROC Boards	
12.	Next Meeting Date – 20th January 2023	
13.	Meeting Close	

FNQ RRTG Technical Committee

Minutes

Meeting No	123
Meeting Name	FNQ RRTG Technical Committee Meeting
Date	16 September 2022
Time	10.00am – 2.00pm
Venue	Kingsford Room, Cairns Regional Council and Virtual via GoTo Meeting

Representatives

Name	Organisation
David Fletcher (Chair)	Etheridge Shire Council
Jolene Wakeford	Cairns Regional Council
David Goodman (online)	Cassowary Coast Regional Council
Chris Accatino (online)	Cassowary Coast Regional Council
Amir Akrami	Cook Shire Council
Garry Pickering	Croydon Shire Council
Natasha Murray	Douglas Shire Council
Andrew Foster	Mareeba Shire Council
Mark Vis (online)	Tablelands Regional Council

Observers

Name	Organisation
Tanya J Lindenberg	DTMR (RAPT)
Amanda Hancock (10.00 – 10.30)	FNQROC
Darlene Irvine	FNQROC (Act/Tech Coordinator)

Apologies

Name	Organisation
John Gillespie	DTMR
Helius Visser	Cairns Regional Council
Mike Furniss (online)	LGAQ (RAPT)
Victor Mills	Wujal Wujal
Andrew Preston	Yarrabah

1. Welcome and introduction

D Irvine welcomed everyone to the meeting.

2. Apologies

Apologies noted.

3. Confirmation of Previous Minutes

3.1 Meeting No. 122 held 25 July 2022

Minutes distributed with the agenda were noted and accepted.

3.2 Business Arising from Previous Minutes 25 July 2022

Item	Action	Responsible
120.1	In the new financial year, go out to tender for Aerodrome Services Operational business plan with an application to also be made to SCDF.	FNQROC
Tender is currently out – Closes Monday 26th September 2022		
120.2	TMR to update SOIs for State LRRS (Review of LRRS road set to be done at the same time) – Due Jan – Mar 2023	TMR
Held over		
121.2	FNQROC to seek a quote from Aerodrome design services to undertake the next annual audit for the region.	FNQROC
Complete		
121.3	In relation to Road Safety Audit training, and Bridge Inspection Level 1 + 2 Training: FNQROC to get potential dates and costs, seek interest from outside parties, and complete SCDF application. Confirmed: We would like timber bridges included in L1&2 training. Bridge training in Sept – Nov and Road safety the same or Feb-April. Would like to get them done soon.	FNQROC
Complete - Bridge Inspection Training arranged 19 – 21 October		
Still waiting to hear back from CARR re Road Safety Audit Training. Note: want 101 training, not for certification		
122.1 Post meeting action:	Is there anyone who would like to nominate to be part of this Traffic Management Practice group?	ALL
J. Wakeford expressed an interest in participating in this.		

122.2	Darlene to reprioritise those projects with a significant cost increase for potential additional funding should it become available.	FNQROC
Complete		
122.3	D Irvine to identify if there are other options (other than Netrisk2) to identify risks on our roads - invite ARRB and others i.e. Albert from Jacobs for a discussion at the next FNQRRTG TC meeting.	FNQROC
For Discussion today – Item 4		

4. Discussion – Road Safety Risk Analysis – Discussion with Albert Paolucci (JACOBS)

Albert gave an overview of his experience in undertaking Road Safety Risk Analysis:

- Not enough night audits are being done
- Note enough sunset and sunrise audits being done for roads running east and west.
- Look at your incident times and do audits during these times
- Tailer audits to road function and uses
- It's a safeguard against litigation for all councils to do road safety audits.
- Netrisk doesn't consider from a road user perspective i.e., bus/truck driver, motor cyclist, bike rider, commuter etc
- Ballbank indicator app– free app for super elevation etc you can use on your phone
- Safe Systems Assessment (different to Road safety risk assessment) – good training course to do as well. It compares options i.e., roundabout vs t intersection – which solution makes the score go down not up.

5. Draft Minutes of the FNQR RRTG

No meeting held.

6. a. TIDS – 21/22 – Program Completion

- Program completion

b. TIDS – 22/23

- Program update 3 projects removed due to increased tender costs and to align with upcoming TMR works. The committee redistributed \$672,000 in 2022/23 and made subsequent amendments to the following 4 years to get the allocation expended. The Program document No. 6884374 (attached to the minutes) contains the recommended program for adoption.

7. LRRS Road Set

- Change of Road name; Agate Creek Road, North Head Road and Cobbold Gorge Road (current LRRS) to Cobbold Gorge Road. – **administrative change**
- New proposed roads:
 - Kidston Road

Recommended for inclusion

 - Talaroo Road.

Not Recommended for inclusion due to:

- Only one tourist point which is new

- Tourist point not open all year round
- No traffic data

Comment made regarding traffic counts being required for SOI's and nomination. D. Fletcher advised that 4 counters had been purchased and these would be coming.

8. LGAQ Roads and Transport Advisory Group Update

Communique provided with the agenda

9. Road Alliance Project Team Update

RTA TIDS Expenditure

The 2021-22 TIDS program was 100 per cent expended. It included:

- 235 projects in the Roads and Transport Alliance TIDS program
- Six RRTG ATSI TIDS projects across the Aboriginal Shire Councils that are RRTG members
- 36 projects within the Statewide Capability Development Fund

This year, approximately \$22 million was claimed during the month of June, with numerous last-minute variations required to ensure full expenditure.

These late changes and EOFY expenditure creates an unnecessary risk to the TIDS program and an administrative burden for councils, Technical Coordinators and TMR.

SCDF

- 2022-23 program currently includes 10 committed projects across 8 RRTGs with approximately \$240,000 funds allocated (leaving approximately \$360,000 unallocated) at this time.
- The SCDF application for Bridge Inspection Training to be held in October has been approved.

TIDS EOFY Acquittal

- All RRTGs are required to complete a TIDS program acquittal form at the end of each financial year. The form needs to be endorsed by the RRTG Chair and was due on Friday 26 August.
- It includes an attachment to be used for the provision of project data including TIDS signage. Some signage evidence is still outstanding. Please provide as soon as possible.

TIDS Project Recognition Signage

- The transitional arrangements for the introduction of TIDS project recognition signs ended on 1 July 2022.
- All projects that trigger the TIDS signage threshold of \$250,000 or more contributing to total project cost (this includes if the road is a State controlled LRRS, or that total cost occurs over several years), should now be using the new 2 plate design. Some councils have not yet transitioned to the two-plate design and/or the signs do not include the works "transport Infrastructure Development Scheme". Could you please check your compliance.
- Signs should be erected two week before a project commences.
- Please ensure that all photographic evidence is emailed to both the TMR district office and RTAPT via roads.alliance.communications@tmr.qld.gov.au.

10. General Business

- Road Safety analysis review – 101 training, not looking for accreditation.
- FNQ Regional Plan update

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

- **New FNQRRTG Works program to be recommended for endorsement**
- **Kidston Road to be recommended for endorsement as a LRRS**
- **Administrative change – Agate Ck Road, Northa Head Road and Cobbold Gorge Road (all LRRS) to be known as one road name “Cobbold Gorge Road”**

12. Next meeting – Date Friday 11 November 2022

13. Meeting Close

The meeting was closed at 2.00pm.

Actions arising from meeting 123 – 16 September 2022

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The Roads and Transport Coordination Accord

The Roads and Transport Coordination Accord (the Accord) sets out the ongoing relationship between the Department of Transport and Main Roads (TMR) and Queensland's local governments, to best coordinate the investment and management of Queensland's road and transport network to improve outcomes for communities.

This Accord replaces the Roads and Transport Alliance Memorandum of Agreement, which was established between TMR and the Local Government Association of Queensland (LGAQ) in 2002. This Accord retains the overriding intent of the Alliance, to deliver regionally focused road and transport benefits.

Building upon the strong relationships formed through the Alliance over this time, this Accord sets out the key principles by which TMR and local governments will continue to work together and is considered an addendum to the Queensland Government's *Partners in Government Agreement 2022*.

The key principles under this Accord include:

- Mutual respect and cooperation
- Ongoing and open dialogue
- Joint decision making, planning and investment which reflects regional priorities across the road and transport network
- Optimisation of relevant funding within and across regions
- Improved performance of road and transport infrastructure through better asset lifecycle management
- Efficiency gains in program delivery
- Flexible, outcomes-oriented approaches that allow for innovation
- Promotion of resource sharing and technical knowledge transfer.

TMR and the LGAQ, on behalf of its member local governments, agree to be guided by this Accord and to:

- meet quarterly about the shared road and transport challenges of State and local governments;
- ensure regular attendance, when possible, at Regional Roads and Transport Groups and their technical sub-committees;
- ensure the Accord's achievements, improved community outcomes and major initiatives are jointly celebrated and recognised; and
- reach joint agreement on any future changes to this Accord.

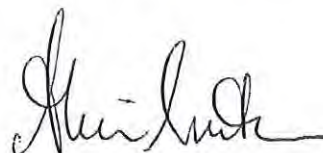
This Accord does not alter the existing roles and responsibilities of local governments under the *Local Government Act 2009* and the *City of Brisbane Act 2010*, nor those of TMR under relevant state legislation.

Approved:



Neil Scales
Director-General
Department of Transport and Main Roads

14/10/22



Alison Smith
Chief Executive Officer
Local Government Association of Queensland

14/10/2022

Supervisor Workshop – Topic List

ESSENTIAL SKILLS

TOPIC	ELEMENTS
Building Effective Teams	Introduction to Building Effective Teams
	The Supervisor’s Team Membership
	Team Roles
	Team Building
Communication	Introduction to Communication
	Why is Communication Important?
	What is Communication?
	Methods of Communication
	Barriers to Effective Communication
	Listening and Questioning Skills
	Assertive Communication
Communicating Change	
Conflict Theory	Understanding conflict
	Positive Conflict
	Negative conflict
	How does conflict begin
	Organisational and personal impacts
	Managing difficult situations
	Investigating conflict situations
Mediating conflict situations	
Conflict Management - Internal and External Customers	Developing conflict resolution strategies
	Resolution strategies for individuals
	Resolution strategies for teams
	Managing conflict Strategies – for productivity
	Managing conflict Strategies – for relationship resolution/repair
Communication	Introduction to Communication
	Why is Communication Important?
	What is Communication?
	Methods of Communication
	Barriers to Effective Communication
	Listening and Questioning Skills
	Assertive Communication
Communicating Change	
Developing People	Introduction to Developing People
	Identifying and Prioritising Development Needs
	Methods of Personal Development
	Learning Styles
	Coaching and Mentoring
	Building Self-esteem
Empowerment and Delegation	

Leadership	Principles of Leadership
	Leadership Theory and Practice
	Leadership Styles
	Situational Leadership
Management	Principles of Management
	Duties of a Manager
	Management Styles
	Staff motivation
	Delegation and control
Role of the Supervisor	Managing a Civil Workforce on a Construction Site
	Leadership
	Building Effective Teams
	Communication
	Problem solving and decision making
	Developing People
	Performance Management for field officers
	Industrial Relations for field officers
Safety Leadership	Safety as a Leader - Your Role
	Safety Culture
	Risk Management
	Complacency
	Safety Conversations

TECHNICAL SKILLS

TOPIC	ELEMENTS
Concrete Theory and Practice	Including materials
	Manufacture
	Placement
	Curing
	applications e.g. Rigid pavement, footpaths, kerb etc.
Drainage – General Applications	Types
	Purpose
	Location
	Construction considerations
Drainage - Lower Order Road Design	Characteristics
	Design Factors
	Risks
	Treatments
Earthworks	Earthwork principles
	Earthwork features
	Earthwork applications
	Earthwork process and practices
Environmental Management	Erosion and sediment control
	Vegetation and wildlife management
	Weed and pest control
	Other factors (water, Noise, Vibration, Acid Sulphate, Contaminated Sites)
	Cultural Heritage

Job Estimating	Aims of Estimation
	Function of Estimation
	Methods
	Tools
Measurements and calculations	Two-dimensional shapes
	Three-dimensional shapes and volumes
	Material properties
	Bulking and compaction factors
	Tip rates
Pavement Construction	Pavement principles
	Pavement design
	Pavement features
	Pavement construction process and practices
Pavement Seals	Seal Design
	Spray Seals
	Asphalt
	Products
	Placement
Planning & Organising Civil Works	Planning (materials/plant/labour)
	Scheduling (incl. critical path)
	Monitoring & cost control
Plans and Specifications	Working plans
	Cross sections
	Drainage schedules
	Standards and specifications
	Plan reading activities
Plant Management	Plant selection
	Production rates
	Managing plant performance
Quality Control	Introduction to Quality Management
	Roles and Responsibilities
	Quality Management Systems in Civil Construction
	Field Surveillance
	Inspection and Testing
	Records and Reports
Road Construction	Site investigation
	Set out requirements
	Clear and grubbing
	Earthworks
	Pavement construction
	Drainage
	Machine selection
	Materials
Road Maintenance – General	Failure Types
	Repair techniques
	Sealed Roads
	Gravel Roads

Setout and Control	Set out equipment
	Control lines
	Setting out offsets
	Setting out angles
	Levelling
Soil Mechanics	Soil types, classifications and properties
	Moisture content
	Plasticity of soils
	Compaction
	Soil testing
Stabilized Pavements	Treatment types (Lime, Cement etc)
	Application methods
WHS & Site Risk Management - Civil	Demystifying the Regulations
	Safety Leadership
	Safety Culture
	Toolbox talks and inductions
	Risk Assessment and control management