

FNQ RRTG Technical Committee

Minutes

Meeting No	130
Meeting Name	FNQ RRTG Technical Committee Meeting
Date	10 November 2023
Time	10:00am
Venue	Kingsford Room, Level 3, Cairns Regional Council, Spence Street, Cairns and Virtual via TEAMS

Representatives

Name	Organisation
Jolene Wakeford	Cairns Regional Council
Chris Accatino <i>via teleconference</i>	Cassowary Coast Regional Council
Cor Fitzpatrick <i>via teleconference</i>	Cook Shire Council
Khubaib Khan	Cook Shire Council
George Coxhead	Croydon Shire Council
Garry Pickering	Croydon Shire Council
Muxith Habib <i>via teleconference</i>	Etheridge Shire Council
Jack Parry <i>via teleconference</i>	Etheridge Shire Council
Raju Ranjit <i>via teleconference</i>	Etheridge Shire Council
Pieter Kleinhans <i>via teleconference</i>	Douglas Shire Council
Andrew Foster	Mareeba Shire Council
David Fletcher (Chair)	Tablelands Regional Council
Kiley Hounslow <i>via teleconference</i>	Wujal Wujal Aboriginal Shire Council
Sam Bann	Yarrabah Aboriginal Shire Council
Nikki Huddy	Yarrabah Aboriginal Shire Council
Susan Barlow	DTMR (RAPT)
John Gillespie	DTMR
Jarrold Hellmuth	LGAQ

Observers

Name	Organisation
Amanda Hancock	FNQROC

Apologies

Name	Organisation
Perry Gould	Wujal Wujal Aboriginal Shire Council

1. Welcome and introduction.

Amanda welcomed everyone to the meeting and introductions were offered.

2. Apologies

Apologies noted.

3. Confirmation of Previous Minutes

4.1 Meeting No. 129 held 15 September 2023

Minutes distributed with the agenda were noted and accepted.

4.2 Business Arising from Previous Minutes 15 September 2023

Item	Action	Responsible Person (s)	Status
120.2	TMR to update SOIs for State LRRS (Review of LRRS road set to be done at the same time). To be completed by 1 June 2023.	TMR	Ongoing
126.7	FNQROC to obtain feedback from TMR regarding any trials on the use of crumb rubber in FNQ and share with the committee.	Amanda Hancock	Complete
126.8	FNQROC to facilitate the provision of an overview of the RRTG/TC, its role and operational arrangements, including Works Program development and management processes to be provided at forthcoming meetings.	Amanda Hancock	Complete
127.2	Amanda to circulate existing SOIs for councils to review and update as appropriate. To be completed by the RRTG TC meeting on 3 August 2023.	Amanda Hancock & All Councils	CRC, ESC & TRCs outstanding See Item 11.
128.5	Jarrold to complete further work in the Roads off alignment space and arrange a meeting with Peter Tonkes/Khubaib Khan to discuss issues specific to Cook Shire Council and potential ways to rectify.	Jarrid Hellmuth, LGAQ	Outstanding
128.6	Councils to ensure monthly reports are completed and provided to TMR by 15th of each month with a copy also provided to Amanda Hancock.	All Councils	Ongoing

129.1	Approval of the proposed revised program to be sought via Flying Motion to the RRTG TC before seeking RRTG endorsement.	Amanda Hancock, FNQROC & All Councils	Complete
129.2	Andrew Foster to review project ID 341 Springmount Road and project ID402 Ootann Road and respond to TMRs queries,	Andrew Foster, MSC	Complete
129.3	Amanda to circulate updated Capability Agreement & Action Plan for approval by the RRTG TC.	Amanda Hancock, FNQROC	Complete
129.4	Amanda to investigate options for Road Asset Inspections training and notify the RRTG TC to consider for SCDF funding application.	Amanda Hancock, FNQROC	Outstanding See Item 12
129.5	Amanda to seek summary of proposed procurement and contract training and cost for RRTG TC to consider for SCDF funding application.	Amanda Hancock, FNQROC	Outstanding See Item 12
129.6	Barney, TMR to provide an update on the Regional Transport Plan review.	Barney Littlewood, TMR	Complete

4. Presentation – David Goodman, Cassowary Coast Regional Council

David Goodman, Director of Infrastructure at Cassowary Coast Regional Council kindly provided an overview of the role of the Roads Alliance from his perspective as past Chair of the FNQ RRTG TC including the risks and opportunities both from an individual council perspective and as a region.

Kiley Hounslow left the meeting at 10:30am.

5. Project Prioritisation Tool (PPT)

Amanda advised that FNQROC had been in contact with Justin Fischer regarding a TIDS Program Management Tool currently being developed by Shephard Services which may be of interest to the RRTG TC.

ACTION POINT 130.1 Amanda to arrange for Shepherd Services to provide the RRTG TC with an online overview of their TIDS Program Management Tool.

6. Program

- **TIDS 23/24 – Fixed**
 - Program Review
 - CRC – ID357 Lake Street \$140,000 removed as Ergon unable to complete works until 24/25. Project now being completed over split years.
 - MSC - ID402 Ootann Road \$166,000 removed. ROSI project subject to federal funding infrastructure review. Will not be able to expend funds by year end.
 - Croydon SC – ID202 Croydon Richmond Road \$22,500 funding brought forward as funding available.
 - DSC – ID397 Cape Tribulation Road \$100,000 brought forward from 24/25 as funding available.
 - DSC – IS481 Bougainvillea Street \$127,700 funding brought forward from 27/28 as funding available.
 - MSC – ID341 Springmount Road – Additional 10% funding of \$55,800 agreed due to increased project costs.
- **TIDS 24/25 – Fixed**
 - CCRC – ID413 Mundoo Road \$47,500 funding brought forward from 25/26

- CSC – ID498 Battlecamp Road \$100,000 funding brought forward from beyond as new project and funding available given priority ranking.
- Croydon SC – ID384 Croydon Richmond Road \$25,000 funding removed as project already completed. Project ID mix up as confirmed with TMR.

Jarrold Hellmuth left the meeting at 11.55am

- **TIDS 25/26 – Indicative**
 - MSC– ID309 Leadingham Creek Road \$147,500 brought forward from 26/27 as funding available.
- **TIDS 26/27 – Indicative**
Not reviewed
- **27/28 & Beyond**
Not reviewed

ACTION POINT 130.2 The amended FNQRRTG program 2023/24 to 2027/28 (Doc #7128696) is to be recommended to the FNQRRTG for endorsement.

7. TMR RAPT Update

Susan Barlow provided the following update:

- TIDS expenditure: FNQ RRTG TIDS expenditure was 12 percent as at the end of October 2023. Statewide expenditure was 14 per cent.
- SCDF: This year's program currently includes 25 approved projects across 9 RRTGs (Bowen Basin, FNQ, NWQ, Outback, Rockhampton, Scenic Valleys, Southern Border, Southwest and WBB). To date, approximately 48% of the annual SCDF funding commitment for 2023-24 has been committed. Please let Susan know if the RRTG would like to submit another application. With regard submitting claims – please include the [SCDF post-training feedback form](#) when submitting the claim.
- Cycle Network Local Government Grants:
It is noted that Cassowary Coast RC has been awarded a CNLGG for 2023-24 and that both Cassowary Coast RC and Etheridge SC have been awarded Walking LG Grants for 2023-24. Applications are now open for the 2024–25 round of cycling and walking local government grants. Funding is provided to local governments on a 50/50 matched basis but 75 per cent funding is available for projects in Aboriginal and Torres Strait Islander councils who participate in the Roads and Transport Alliance (including Wujul Wujul and Yarrabah) and very remote councils (including Cook). RTA TIDS funding can be used to supplement the CNLGG funding but must be matched 50:50 by a LGAs own funding, which means TIDS can supplement the LGAs contribution. For example, the funding mix could be 75 per cent CNLGG, 12.5 per cent TIDS, 12.5 per cent LGA. Please note, Aboriginal Shire Councils who participate in the Roads and Transport Alliance can use 100% of their RTA ATSI TIDS allocation to replace councils' contribution, for example the funding mix could be 75 per cent CNLGG, 25 per cent RTA ATSI TIDS. Applications close on 15 December 2023. Refer to Cycle Network Local Government Grants Program (Department of Transport and Main Roads) (tmr.qld.gov.au)
- Cycling and Walking Team are also seeking feedback in a survey on a proposed new timeline for the Cycling Network Local Government Grant Program (CNLGGP). Feedback has been received through the RRTG network that the current delivery timelines for grant submissions do not align with the annual budget process for most Councils. So, consultation has been undertaken with councils across the state to better understand their needs and determine an optimal alternative timeline for grant submissions. A proposed time frame was included in an email sent to Technical committees on 30 October 2023 showing a proposed due date by the end of September and announcement of successful projects by the end of February the following year. Please submit your feedback about this idea and complete the

survey by 30 November 2023. Please let Susan know if you have any problems accessing the survey from the email.

- [Federal funded Regional Australia Level Crossing Safety Program](#): being coordinated through TMR's Road and Rail Safety Policy & Research. Up to \$40 million is available each year from 2023–24 to 2026–27 to make railway crossings safer in regional areas, with the Australian Government funding up to 50 per cent of the cost of delivering upgrades. Funding will be used for
 - studying driver behaviour at level crossings to better target safety changes,
 - getting better information and risk assessment.
 - research and investigation of new technologies
 - approaches to improve level crossing safety.
 - trials to bridge the gap from research to introduction of innovative technologies and approaches, RLCUF funding applications can only be made by state or territory government, TMR will be the applicant for any Queensland RLCUF proposals. Collaboration and co-funding from councils or private organisations is strongly encouraged, noting applications for related upgrades to local government-controlled roads will need to be matched on a 50:50 basis by local government. Two funding rounds are scheduled to be held, with submissions for round two closing on 27 September 2024. Round 1 closed on 29 September 2023

8. LGAQ update

See Item 9

9. LGAQ Roads & Transport Advisory Group Update

David Fletcher provided a summary of the last RTAG meeting on 16 October 2023.

RTAG Meeting Minutes & Attachments, including LGAQ Update circulated with the minutes.

10. Joint Purchasing & Resource Sharing

Elliott Meelen, FNQROC Regional Procurement Coordinator provided the following update:

- Regional Bitumen Reseal is now underway with works commencing in Tablelands Regional Council.
- Cassowary Coast Regional Council. Mareeba Shire Council, Tablelands Regional Council and Yarrabah Aboriginal Shire Council are participating in this year's arrangement.
- Will be looking at ways to increase participation in 24/25 given potential benefits to councils.

11. Capability Agreement & Action Plan

- **SOIs** – CRC, ESC & TRC are still to update their SOIs which should be updated every 2 years.
- **LRRS & RRIS** – The Local Roads of Regional Significance (LRRS) network should ideally be reviewed annually for currency and appropriateness and all members of the RRTG TC should be familiar with the Regional Road Investment Strategy (RRIS).
- **Safety** – **There are 3 safety initiatives in the current Capability Agreement & Action Plan:**
 - LRRS Condition and Safety Assessment including recommendations for potential improvement projects that could be eligible for TIDS funding.
 - Safety in design and traffic management training – with a focus on rural road and rural drainage infrastructure
 - Undertake LRRS traffic counts program.

It was agreed that the actions would remain in the Plan but with an extended timeframe although the necessity to undertake traffic counts was discussed given that councils should already be conducting these individually for their road network.

12. Statewide Capability Development Fund

- Aerodrome Business Plan – Amanda advised that the draft Business Plan was outstanding but expected shortly.
- Aerodrome Safety Inspections – Amanda sent an email to the RRTG TC asking councils to confirm if they wish to participate in another annual Regional Aerodrome Safety Audit – responses only received from Cassowary Coast Regional and Croydon Shire Council so far.

ACTION POINT 130.3 Councils to consider Amanda’s email of 24 October 2023 regarding participation in a regional aerodrome safety audit for 23/24 and beyond and advise if they wish to participate.

- Procurement & Contract Training – An SCDF funding proposal will be developed by Amanda in due course and provided to the RRTG TC for endorsement.
- Road Asset Inspection Training – Following the last meeting Road Asset Inspection Training has been added to the Capability Agreement & Action Plan but given the number of other projects identified for potential SCDF funding this may be carried forward into 24/25.

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

The amended FNQRRTG program 2023/24 to 2027/28 (Doc #7128696) is to be recommended to the FNQRRTG for endorsement.

14. General Business

John Gillespie advised:

- All claims to be accompanied with before and after photo which are date stamped with GPS coordinates, please.
- Leger to align with amount being claimed.
- Fully completed and signed R2Ta form
- All claims emailed to CAID_AP@tmr.qld.gov.au

15. Next meeting – Friday 12 January 2024, Cairns Regional Council

16. Meeting Close

The meeting closed at 1.30pm.

ACTIONS OVER PAGE

Actions arising from meeting 130 – 10 November 2023

Item	Action	Responsible
120.2	TMR to update SOIs for State LRRS (Review of LRRS road set to be done at the same time). To be completed by 1 June 2023.	TMR
127.2	Amanda to circulate existing SOIs for councils to review and update as appropriate. To be completed by the RRTG TC meeting on 3 August 2023.	CRC, ESC & TRC outstanding
128.5	Jarrold to complete further work in the Roads off alignment space and arrange a meeting with Peter Tonkes/Khubaib Khan to discuss issues specific to Cook Shire Council and potential ways to rectify.	Jarrid Hellmuth, LGAQ
128.6	Councils to ensure monthly reports are completed and provided to TMR by 15th of each month with a copy also provided to Amanda Hancock.	All Councils
129.4	Amanda to investigate options for Road Asset Inspections training and notify the RRTG TC to consider for SCDF funding application.	Amanda Hancock, FNQROC
129.5	Amanda to seek summary of proposed procurement and contract training and cost for RRTG TC to consider for SCDF funding application.	Amanda Hancock, FNQROC
130.1	Amanda to arrange for Shepherd Services to provide the RRTG TC with an online overview of their TIDS Program Management Tool.	Amanda Hancock, FNQROC
130.2	The amended FNQRRTG program 2023/24 to 2027/28 (Doc #7128696) is to be recommended to the FNQRRTG for endorsement.	Amanda Hancock, FNQROC
130.3	Councils to consider Amanda's email of 24 October 2023 regarding participation in a regional aerodrome safety audit for 23/24 and beyond and advise if they wish to participate.	All Councils