



AGENDA

FNQ Regional Roads and Transport Group Meeting No. 86

**9.00am to 10.00am
Tuesday 2 December 2025**

**Civic Reception Room, Cairns Regional Council
Spence Street, Cairns**

If you are unable to join in person, please join the meeting from your computer, tablet or smartphone using the link below.

Microsoft Teams meeting

[Join the meeting now](#)

Meeting ID: 477 143 424 372 8

Passcode: Ma3GU7bo

1. WELCOME & ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

2. APOLOGIES

A list of apologies will be tabled at the meeting.

3. ELECTION OF CHAIR

4. ELECTION OF DEPUTY

5. CONFIRMATION OF PREVIOUS MINUTES

5.1 Minutes of Meeting No. 85 held on 5 June 2025

Pages 6 - 14

6. BUSINESS ARISING FROM PREVIOUS MEETING

6.1 Action items from RRTG Board Meeting 5 June 2025

Action Item No.	ACTION	Responsible Person(s)	Status
503.1	All members of the RRTG and their nominated representatives to be provided with access to the new TIDS Program Management Tool and an overview of the system unless requested otherwise.	Ms. Hancock, FNQROC	Complete
521.1	Mr. Gillespie, TMR to investigate wash out of the road shoulder on the Gulf Development Road on the opposite side of the road to the section where crash cluster details were previously provided to TMR and report back to Cr. Evans.	Mr. Gillespie, TMR	Cr Evans has been informed of progress. `Croydon Shire Council Works Manager and TMR are reviewing options to ascertain best approach with limited RMPC funding currently available. Fills quantities required are being assessed by Croydon Works Manager.
529.1	Mr. Jones, TMR to respond to the letter from Port Douglas Tourist Industry regarding night closures on the Captain Cook Highway and quantify the impact of any proposed changes on productivity and completion of the works.	Mr. Jones, TMR	I am pleased to advise we have worked with contractors to avoid any scheduled night closures on Captain Cook Highway for the 2025 calendar year. Over the last month some night works with extended holds (up to 30 minutes) have been in place as an alternative to avoid full road closures where the scope of works has required less traffic movements. Night

			closures may still be required during the forward program of works. We will continue to work with contractors to review the need for night closures and explore alternatives with consideration to safety, and balancing road user access with progress of works.
533.1	Mr. Jones, TMR to investigate reported holes on sealed sections heading North on the PDR and provide an update regarding repair status.	Mr. Jones, TMR	Potholes have been filled and subsequent road inspections conducted. Notifications of road defects should be directed through TMR's TMC to ensure they are logged and allocated and can be followed up.

7. NOTING OF TECHNICAL COMMITTEE MINUTES

7.1 Minutes of Technical Committee Meeting No. 140 – 25 July 2025

Pages 15 – 22

7.2 Minutes of Technical Committee Meeting No. 141 – 15 October 2025

Pages 23 - 32

7.3 Minutes of Technical Committee Meeting No 142 – 14 November 2025

Pages 33 - 42

5.4 Recommendations to the RRTG

Recommended Motions from RRTG TC Meeting No. 141 – 15 October 2025

Motion

That the RRTG endorse the proposed amended wording below to the FNQ Works Program – Development & Management Process regarding use of TIDS funding on State-Controlled roads.

Item 138.2 Pages 24 - 25

(Additional wording in blue)

CONSIDERATIONS paragraph (page 2-3) to read:

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

- Funding allocations must adhere to TIDS Policy Page 3 of 7
- 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.
- Maximum of 20% of TIDS can be allocated to Non LRRS annually.
- Maximum of 10% of TIDS can be allocated to State LRRS if funding is matched.
- **This excludes projects initiated by Local Government that involve:**
 - *New infrastructure within the State-controlled corridor where Local Government is solely responsible for funding construction as per the TMR/Local Government Cost Sharing Arrangement.*
 - *Renewal of existing infrastructure within the State-controlled corridor where Local Government is solely responsible for funding the replacement and maintenance, as per the TMR/Local Government Cost Sharing Arrangement.*

Motion

That the RRTG endorse the updated Far North Queensland Regional Roads and Transport Group Constitution

Item 138.10 - Pages 25, 43 – 54

Recommended Motions from the RRTG TC Meeting. No 142 – 14 November 2025

Motion

That the RRTG endorse the updated 2025/26 - 2027/28 Works Program

#7596796

Item 4 - Pages 35 – 38

Motion

That State funding for Asset Condition Assessments on Local Government LRRS roads to be raised with the RRTG to potentially progress advocacy.

Item 9 - Page 39

8. PROGRAM UPDATE TMR

- TMR Update

Darryl Jones, District Director (Far North), DTMR

9. ROADS AND TRANSPORT ALLIANCE UPDATE

- Roads and Transport Alliance Update.

Tanya Lindenberg, Principal Advisor, Local Government Partnerships, DTMR

10. LGAQ UPDATE

- LGAQ Update

Jarrold Hellmuth, LGAQ representative

11. JOINT PURCHASING AND RESOURCE SHARING

- If any issues

All

12. ROAD SAFETY

- If any issues

All

13. GENERAL BUSINESS

14. NEXT TECHNICAL COMMITTEE MEETING NO. 143

- Thursday 29 January 2026, Cairns Regional Council

15. NEXT FNQ RRTG MEEETING NO. 87

- Thursday 12 February 2026, Cairns Regional Council

16. MEETING CLOSE

Minutes of the 85th FNQROC Regional Roads and Transport Group

Meeting No	85
Meeting Name	FNQ Regional Roads and Transport Group
Date	5 June 2025
Time	10:00am – 11:00 am
Venue	Mareeba International Club, 10 Vaughan Street, Mareeba

REPRESENTATIVES

Name	Organisation
Cr Matthew Tickner	Cairns Regional Council
Cr Teresa Millwood, Mayor	Cassowary Coast Regional Council (online)
Cr Robyn Holmes, Mayor	Cook Shire Council
Cr Trevor Pickering, Mayor	Croydon Shire Council (online)
Cr Lisa Scomazzon, Mayor	Douglas Shire Council
Cr Barry Hughes (Chair), Mayor	Etheridge Shire Council
Cr Angela Toppin AM, Mayor	Mareeba Shire Council
Cr Annette Haydon	Tablelands Regional Council
Cr Alister Gibson, Mayor	Wujal Wujal Aboriginal Shire Council
Mr Daryl Jones	Dept of Transport and Main Roads (online)
Amanda Hancock (Coordinator)	FNQROC

OBSERVERS

Name	Organisation
Andrew Graffen	Cassowary Coast Regional Council (online)
Brian Joiner	Cook Shire Council
Jacqui Creswell	Croydon Shire Council (online)
Scott Osman	Douglas Shire Council

Mark Watt	Etheridge Shire Council
Peter Franks	Mareeba Shire Council
John Gillespie	Dept of Transport & Main Roads (online)
Ross Tyllier	Dept of Transport & Main Roads (online)
Jarrold Hellmuth	LGAQ (online)
Darlene Irvine	FNQROC

APOLOGIES

Name	Organisation
Mark Wuth	Cairns Regional Council
Cr John Evans	Croydon Shire Council
Cr Mary Graham	Mareeba Shire Council
Kiley Hounslow	Wujal Wujal Aboriginal Shire Council
Cr Daryl Sexton, Mayor	Yarrabah Aboriginal Shire Council
Richard Wright	Yarrabah Aboriginal Shire Council
Ross Hodgman	Dept of Transport and Main Roads

525. INTRODUCTION

The meeting commenced at 10:00am.

Mayor Hughes, Etheridge Shire Council welcomed all attendees to the RRTG meeting.

526. CONFIRMATION OF PREVIOUS MINUTES

Minutes of Meeting No. 84 held on 3 April 2025.

Motion

“That the minutes of the 84th FNQ Regional Roads and Transport Group Meeting held on 3 April 2025 are confirmed.”

MOVED: Cr Lisa Scomazzon

SECOND: Cr Angela Toppin

CARRIED

527. BUSINESS ARISING FROM PREVIOUS MEETING

Action Item No.	ACTION	Responsible Person(s)	Status
503.1	All members of the RRTG and their nominated representatives to be provided with access to the new TIDS Program Management Tool and an overview of the system unless requested otherwise.	Ms.Hancock, FNQROC	In progress
All representatives have now been provided with access to the TIDS Program Management Tool and overviews have been scheduled and are in the process of taking place.			
509.1	Issue regarding overgrown trees on the roadside in Cassowary Coast to be raised by Mr. Jones with the TMR maintenance team and an update to be provided to Cr. Millwood.	Mr. Jones, TMR	Complete
Mr. Gillespie has advised that TMR have undertaken an inspection of the network and determined that the vegetation is well below both intervention level and aesthetic levels and no issues identified of general/verge vegetation maintenance. If Cassowary Coast Regional Council do become aware of specific sites requiring intervention, photos should please be provided to TMR together with GPS coordinates for their consideration.			
517.1	Mr Gillespie, TMR to arrange site inspections of islands requiring maintenance, in particular town entry and exit islands in Cassowary Coast Regional Council and report back to Cr. Millwood.	Mr. Gillespie, TMR	Complete
Mr. Gillespie has advised that TMR have undertaken an inspection of the network and determined that town entry and exit islands are at 'safe' levels and well below intervention. However, it is noted that they are aesthetically unpleasant and could do with water blasting (for aesthetics not safety). TMR advised that given tight budgets and RMPC guidelines, they may be programmed to be actioned but would attract a low rating. Costs for water blasting have been provided by TMR to Cassowary Coast Regional Council at their request. TMR and Cassowary Coast Regional Council to discuss further.			
519.1	LGAQ to consider including the sealing of unsealed roads on the forthcoming Roads and Transport Forum.	Mr. Furniss, LGAQ	Complete
Mr. Hellmuth advised that this issue would likely be discussed on the day on a more informal basis given that it is such a broad topic.			
519.2	Mr. Tyllier, TMR to ensure 2-year traffic controlling prerequisite work experience requirements are included in Temporary Traffic Management working group discussions.	Mr. Tyllier, TMR	Complete
This issue has been included as an item in the Temporary Traffic Management working group discussions. Further information has been requested regarding which section of the TTM is being referred to.			
521.1	Mr. Gillespie, TMR to investigate wash out of the road shoulder on the Gulf Development Road on the opposite side of the road to the section where crash cluster details were previously provided to TMR and report back to Cr. Evans.	Mr. Gillespie, TMR	In progress

Mr. Gillespie has advised that TMR will be engaging a contractor to undertake investigations using LAMS (Laser Asset Management System). This can record start and stop chainages to high accuracy, provide defect magnitude (to allow prioritisation of effort) and provide a geometry (batter slope, distance to fog line from edge of seal, and edge drop or hinge point). Once TMR has this information they will then prioritise the most critical sections and undertake a remediation works to the extent that their current RMPC budget will allow.

Cr Hughes raised an issue with the uniformity of road shoulder works which in his experience varies significantly on both sealed and unsealed roads – some with severe angles, others not – which can cause an issue for cattle trucks. TMR requested that examples of issues identified be provided to TMR.

Cr Hughes also asked who within TMR would be prioritising the works. TMR advised that in this particular instance the decision would be made between Mr. Gillespie/Mr. Jones and their engineering staff.

528. NOTING OF TECHNICAL COMMITTEE MINUTES

Minutes of Technical Committee Meeting No. 139 – 23 May 2025

Minutes of the Program Workshop – 30 May 2025 (Note date correction – 31 May 2025 incorrectly noted in the agenda)

Refer Item 3 - Works Program

Motion

“It is recommended that the 24/25 to 27/28 TIDS Works Program proposed by the RRTG TC following their meeting of 30 May 2025 be endorsed by the FNQ RRTG.”

MOVED: Cr. Angela Toppin

SECOND: Cr. Theresa Millwood

CARRIED

Motion

“It is recommended that the Banked Projects proposed by the RRTG TC following their meeting of 30 May 2025 be endorsed by the FNQ RRTG.”

MOVED: Cr. Barry Hughes

SECOND: Cr. Angela Toppin

CARRIED

529. PROGRAM UPDATE – MR DARRYL JONES, DISTRICT DIRECTOR (FAR NORTH), TMR

TIDS

- Expenditure at 87% as at the end of May, so on track to meet target by the end of financial year.
- Invoices to be provided please so that they can be paid and finalised by year end.

DRFA

- Major construction phase contracts have been issued for all DRFAs works required following Cyclone Jasper.
- 15 packages all up – many of which have gone to local government represented in the room.

Palmerston

- Major works underway, piling is due to commence in the next month or so and soil nails progressing well.

Kuranda Range Road

- About to see a dramatic increase in activity, particular at night with up to 100 crew on site each night, Sunday through to Thursdays.
- Night closures expected to continue through to Christmas.

Captain Cook Highway

- No closures proposed through June but again works ramping up with additional crew now we are in the dry season so additional activity will be taking place in the area.

Mossman Daintree and Mount Molloy

- Recently commenced works with piling works next to the Daintree River and saw nailing and both sites.

Mayor Scmazzone advised that the Port Douglas tourist industry had recently sent a letter about road closures to TMR. Mr. Jones advised he had met with the tourist industry in Port Douglas two weeks ago and provided an overview of what was happening in the area, particularly on the Captain Cook Highway.

- Mr. Osman advised that a request had been made to provide one opening at 1.30am but pushing the closure time back from 9pm to 11pm.
- Mr. Jones advised productivity is critical and that they have a set time frame and budget for delivery based on the productivity rate. Reducing closure time will impact productivity and could potentially mean that TMR would be unable to deliver project on time and on budget.,
- Mr. Jones will arrange for the request to be reviewed and a response provided to the Tourist body.
- Mr. Jones also extended an offer to attend council meetings with either elected representatives or senior council staff to provide updates. He is keen to keep targeted conversations happening acknowledging that it is a disrupting activity that is taking place.
- Balancing the disruption but achieving productivity is key but it is important to ensure the works completed ahead of the next wet season.

Mayor Scmazzone asked if TMR could quantify the impact on productivity if road closures took place.

- Mr. Jones advised the budget for the works has been set with the Australian government and any cost overruns are met by the State.
- Potential for some works not to be completed if they cannot deliver on budget due to reduced productivity.

Action 529.1 Mr. Jones, TMR to respond to the letter from Port Douglas Tourist Industry regarding night closures on the Captain Cook Highway and quantify the impact of any proposed changes on productivity and completion of the works.

530. ROADS AND TRANSPORT ALLIANCE UPDATE – MR ROSS TYLLYER, PRINCIPAL ADVISOR, LG PARTNERSHIPS DTMR

RTA TIDS

- FNQ RRTG expenditure is 87% as at 31 May 2025. Thanks to all councils and TMR District officers for taking steps to ensure 100% delivery by EoFY.

SCDF

- Of the \$600,000 available in 2025-26, \$123,000 has already been assigned to early applications. FNQ RRTG has made a great start with the Regional Road Surfacing Study.

RTA Annual Progress Report

- The [RRTG SharePoint page](#) now has a button for RRTGs to submit project stories for the 2024-25 Annual Report, with photos and consent forms as required.
- Note that the RRTG SharePoint page will be used to access TIDS resources and reference material. Please review and test functionality when time allows. All feedback is welcome.

TIDS Project Recognition Signage

- TMR are working with the Technical Committee to ensure we have pictures of all TIDS project recognition signs. None have been received to date.

Country Roads Connect Program

- Nominations closed on 2 May and have gone through an assessment process. Expect Ministerial decision later this month.
- FNQ Region councils submitted 21 project nominations, totalling \$66m of funding request. These nominations came from 12 councils, 7 of which are FNQ RRTG members.
- Note that this process also allowed us to identify 2 roads that should not be on the FNQ RRTG LRRS map. These have now been removed and updated maps posted online.

School Transport Infrastructure Program (STIP)

- Cassowary Coast Regional Council (Tully State High School) has been successful for Tranche 8 funding. Councils can contact the STIP nominating officer in their council for more information.
- At this stage, only successful nominees have been contacted as there is no further information about STIP funding beyond Tranche 8.
- Councils may contact the STIP team in July after the budget process for any update that may be available, via STIP@tmr.qld.gov.au.

Local Government Red Tape Reduction Taskforce

- Established to identify unnecessary regulatory and legislative burdens that present a barrier to councils delivering services.
- The Taskforce consulted with all 77 Councils and the LGAQ to identify potential reforms.
- From the 1200 suggestions submitted, TMR received 19 proposed reforms for consideration.
- The Taskforce will provide a final report in June 2025 and LGP team will update once the report has been considered by Cabinet.

Temporary Traffic Management Working Group

- Last meeting held on 9 May. Note Khubaib Khan from Cook Shire Council and FNQ RRTG Technical Committee Chair – presenting the *2-year traffic controlling prerequisite work experience requirements* agenda item.

Road Maintenance Performance Contract Working Group

- Last meeting held on 26 May. Note the work of the FNQ RRTG Technical Committee to ensure additional representation at future meetings.

531. LGAQ UPDATE – MR JARROD HELLMUTH, LEAD, ROADS & TRANSPORT, LGAQ

LGAQ Annual Conference Motions

- With the LGAQ Annual Conference scheduled for October, the Annual Conference motions portal will open on the **2nd of June 2025**.
- If passed, these motions become resolutions that are recognised by other levels of government, other peak bodies and stakeholders – as the accepted policy position of the sector and the LGAQ, and they are binding on the LGAQ team to progress.
- Motions should:
 - Relate to a statewide issue or an issue impacting a large portion or segment of the membership
 - Ask for action from the State or Federal government
 - Not result in a responsibility or cost shift to local government
 - Not relate to a matter considered at a previous Annual Conference in the last five years, unless seeking to alter or update the adopted policy position.
- Motions close Monday 28 July 2025.

Quarries/borrow pits - Update – Section 143 of the Local Government Act

- The State Government has now received further legal advice that has strengthened councils' ability to use section 143 of the *Local Government Act 2009*.
- Historically, this section was only interpreted for immediate emergency or post-disaster works.
- The updated legal position now confirms that councils can also apply section 143 where it's *reasonably impractical not to* — in other words, where using alternative sources would lead to significant time or cost blowouts.
- It's important that engineers and project teams are aware of this, as it can help avoid unnecessary delays or budget overruns in certain projects.
- However, councils will still need to assess each situation individually and document their justification when choosing to apply section 143.
- A key point to reinforce is that this change does not replace the need for councils to continue pursuing ILUAs and renewing sales permits under the *Forestry Act 1959* — the standard process remains the primary pathway for ongoing access.
- The current requirements under section 143 include providing 7 days' notice before entry.
- Material can be drawn from borrow pits up to 5,000 tonnes under this section.
- Extractions above 5,000 tonnes still trigger Environmental Authority requirements, and councils remain obligated to comply with Cultural Heritage legislation.
- In short, this new interpretation won't replace existing processes but provides an important additional tool to help councils avoid major cost and time pressures where appropriate.

Far North Queensland Roads Forum – Cairns Regional Council, Friday 27 June 2025

- We're pleased to share a date claimer for the upcoming **Far North Queensland Road Forum** – a full-day event designed specifically to support local government officers, engineers and other staff involved in the transport infrastructure space.
- Attendance is completely free for councils, and participants will receive 7 CPD hours, making it an excellent opportunity to gain technical insights, connect with peers and explore regionally relevant approaches to resilient and sustainable road networks.
- Topics include:
 - Australian Flexible Pavement Association (AfPA) - Innovation and advancements in pavement technology
 - IPWEA-QNT - Presentation on their Resilient Road Infrastructure Guideline (RRIG)

- Tyre Stewardship Australia – Stimulating markets to support circular economy outcomes
 - Fulton Hogan – Practical innovations in pavement design & delivery
 - Emerging technologies and sustainable practices
 - Update from the Department of Transport and Main Roads
 - Centre for Pavement Engineering Education (CPEE) – Education initiatives in roads, pavements, and asset management
- Councils can register for the event via the following link - <https://localgov.eventsair.com/far-north-queensland-roads-forum/registration>

Road Closure and Use

- The Department is currently reviewing how road closures and permits to occupy are managed under the Land Act, with a focus on better aligning these processes with the Local Government Act and the responsibilities of councils as road managers.
- There's a clear recognition that the current framework creates duplication, delays, and inefficiencies—especially when temporary closures are used for long-term private purposes like grazing or cultivation.
- The Department is proposing to stop issuing new road licences under temporary closures, as more appropriate tenure options exist for those uses.
- For permanent closures, a key reform being considered is requiring formal local government consent before any closure under the Land Act proceeds. This would recognise councils' local expertise and planning responsibilities, while avoiding unnecessary administrative burden where a closure is unlikely to be supported.
- Similarly, the use of permits to occupy roads is being reassessed, with options on the table including requiring local government consent or phasing out the practice altogether.
- Feedback is being sought on how these proposals might impact councils, especially in rural and agricultural areas where such arrangements have historically been common.
- There are several options being assessed for temporary road closures, permanent road closures and permits to occupy which are detailed in the attached consultation paper.
- Feedback on behalf of each council would be appreciated prior to the **30th of June 2025**.

Mayor Hughes acknowledged the work of LGAQ in their discussions with the State regarding quarry access both from an FNQROC perspective but also NWROC whose members are significantly impacted by the issue.

532. JOINT PURCHASING & RESOURCE SHARING

Nil.

533. ROAD SAFETY

Mayor Holmes, Cook Shire Council to raise issues directly with TMR but then advised that the PDR heading North has several holes within the sealed section of road. Mr. Jones indicated that these may have recently been rectified but he will investigate further and provide an update.

ACTION POINT 533.1 Mr. Jones, TMR to investigate reported holes on sealed sections heading North on the PDR and provide an update regarding repair status.

Mr. Graffen, Cassowary Coast Regional Council advised that they had not yet received any information regarding the prioritisation of the works on the Bruce Highway. Mr Jones advised that this information will be shared once they are able to and issued a reminder that the focus was on safety not flood mitigation. Ongoing advocacy to be directed to both the North representative and the Minister.

Mayor Hughes asked for an update on the Hann Highway. Mr. Jones advised that TMR had just received approval to fund the work through DRFA and that an update had been sent to Etheridge Shire Council who had advised works would get underway in the next couple of days. Four sections to be repaired between chainage 77.4 and 82.4 with 2,500 tonnes of material required in various section of the roads.

534. GENERAL BUSINESS

Nil.

535. NEXT TECHNICAL COMMITTEE MEETING NO. 140

Friday 25 July 2025 (Cairns)

536. NEXT FNQR RRTG MEETING NO. 86

Thursday 7 August 2025

The meeting closed at: 11:00am

Minutes prepared by FNQOC Regional Strategic Infrastructure Coordinator

AGREED ACTION ITEMS

5 June 2025

Action Item No.	ACTION	Responsible Person(s)
503.1	All members of the RRTG and their nominated representatives to be provided with access to the new TIDS Program Management Tool and an overview of the system unless requested otherwise.	Ms. Hancock, FNQROC
521.1	Mr. Gillespie, TMR to investigate wash out of the road shoulder on the Gulf Development Road on the opposite side of the road to the section where crash cluster details were previously provided to TMR and report back to Cr. Evans.	Mr. Gillespie, TMR
529.1	Mr. Jones, TMR to respond to the letter from Port Douglas Tourist Industry regarding night closures on the Captain Cook Highway and quantify the impact of any proposed changes on productivity and completion of the works.	Mr. Jones, TMR
533.1	Mr. Jones, TMR to investigate reported holes on sealed sections heading North on the PDR and provide an update regarding repair status.	Mr. Jones, TMR

FNQ RRTG Technical Committee

Minutes

Meeting No	140
Meeting Name	FNQ RRTG Technical Committee Meeting
Date	25 July 2025
Time	9:30am
Venue	McKenzie Room, Level 2, Cairns Regional Council, Spence Street, Cairns

Representatives

Name	Organisation
Travis Mitchell	Cairns Regional Council
Paul O'Connor <i>via teleconference</i>	Cook Shire Council
George Coxhead	Croydon Shire Council
Kiani Berzinski	Douglas Shire Council
Raju Ranjit <i>via teleconference</i>	Etheridge Shire Council
Andrew Foster	Mareeba Shire Council
David Fletcher <i>via teleconference</i>	Tablelands Regional Council
Michael Geoghegan <i>via teleconference</i>	Yarrabah Aboriginal Shire Council
John Gillespie	DTMR
Amanda Hancock	Technical Coordinator, FNQROC

Observers

Name	Organisation
Anita Haigh	Cairns Regional Council
Travey Smith	DTMR (RAPT)

Apologies

Name	Organisation
Chris Accatino	Cassowary Coast Regional Council
Luke McAvoy	Cassowary Coast Regional Council

Khubaib Khan	Cook Shire Council
Derek Langman	Douglas Shire Council
Kiley Hounslow	Wujal Wujal Aboriginal Shire Council
Sam Bann	Yarrabah Aboriginal Shire Council
Jarrold Hellmuth	LGAQ

1. Welcome and introduction.

2. Apologies

Apologies noted.

3. Confirmation of Previous Minutes

3.1. Meeting No. 139 held 23 May 2025

Minutes distributed with the agenda were noted and accepted.

3.2. Business Arising from Previous Minutes 23 May 2025

Item	Action	Responsible Party	Status
135.2	Councils to provide Shepherds with details of their finance staff to be set up in the new PMT.	Councils	CRC, CCRC, MSC & TRC have provided to date.
Email of 21 November 2024 circulated with the agenda requesting details of council's finance staff to be set up in the PMT.			
136.3	Councils to link the current LRRS register to a map in the PMT using instructions previously provided by Justin, Shepherd Services.	Councils	CCRC, DSC & MSC have provided to date.
Email of 21 November 2024 circulated with the agenda which includes original instructions on linking the current LRRS register to a map in the PMT.			
137.1	Seek RRTG endorsement of a change to the FNQ RRTG Works Program – Development and Management Process regarding increased project cost. Remove the requirement for projects with increased project costs of more than 10% to be removed and resubmitted for prioritisation. If agreed, the FNQ RRTG Works Program – Development and Management Process to be updated by FNQROC to reflect the change.	Amanda Hancock, FNQROC	In progress
Change was endorsed by the RRTG at meeting number 83 on 6 February 2025. The document will be updated once further changes have been finalised.			
138.2	Amanda to circulate current program guidelines. RRTG TC to consider current program guidelines regarding the allocation of TIDS funding on State controlled roads to include projects where works are 'off-road' and either in State reserve or Council reserve. RRTG TC to	Amanda Hancock, FNQROC & Councils	Outstanding

	provide recommendations to the RRTG for any proposed change to current guidelines.		
Program guidelines previously circulated by Amanda Hancock. Kiani Berzinski to propose suitable wording to replace current wording in the Program Guidelines regarding funding on State roads and send to Travis Mitchell for peer review before sharing with the RRTG TC for further consideration.			
138.6	Amanda to develop suitable amendment to the FNQ Program Guidelines to allow for road resealing, re-sheeting, and resurfacing works to be admissible for TIDS funding and send to the RRTG TC for approval before seeking endorsement from the RRTG.	Amanda Hancock, FNQROC	Outstanding

Michael Geoghegan arrived at 9.50am

138.7	Amanda to gather existing council data on annual maintenance costs for gravel roads, reseals and curb and channel etc with a view to determining pre-agreed figures for input into the Program Management Tool.	Amanda Hancock, FNQROC.	In progress
Email dated 25 March 2025 circulated with the agenda requesting information regarding council's annual maintenance costs.			
138.10	Amanda to circulate draft updated RRTG Constitution for approval before seeking endorsement from the RRTG.	Amanda Hancock, FNQROC.	In progress
139.1	Council representatives to consult within their councils and provide a written response to questions in the Road Treatment Study presentation slides 58 – 62 to Philip Hunt, Road Engineering Services, with a copy to Amanda Hancock, FNQROC by Friday 11 July 2025.	All Councils	Outstanding
Road Treatment Study questions and Risk Assessment to be completed previously circulated and provided again with the agenda. Councils to action ASAP.			
139.2	Council representatives to consult with their councils and provide a written response to the Sealed Road Network – Risk Assessment to Philip Hunt, Road Engineering Services, with a copy of Amanda Hancock, FNQROC by Friday 11 July 2025.	All Councils	
Road Treatment Study questions and Risk Assessment to be completed previously circulated and provided again with the agenda. Councils to action ASAP.			
139.3	Amanda to seek clarification regarding the issue raised by Croydon SC in relation to the 2- year pre-requisite work experience required for Temporary Traffic Management personnel and advise the TTM Working Group.	Amanda Hancock, FNQROC	Outstanding
139.4	Tracey Smith, TMR to follow up on any further information about Walking and Cycling grants for local	Tracey Smith, TMR	Complete

	governments that were advertised to award earlier this year.		
139.5	Tracey Smith, TMR to follow up on outcomes for School Transport Infrastructure Program (STIP), as RTA understand successful nominees should have been notified.	Tracey Smith, TMR	Complete
139.6	RRTG TC to reconvene on Friday 30 May 2025 for an additional meeting to focus on the final works program of the year and thereafter seek endorsement from the RRTG at the meeting on 5 June 2025.	RRTG TC	Complete

3.3. Minutes of Program Workshop – 30 May 2025

Minutes distributed with the agenda were noted and accepted.

3.4. Business Arising from the Program Workshop – 30 May 2025

Minutes distributed with the agenda were noted and accepted.

4. Noting of the Regional Road & Transport Group Minutes – 5 June 2025

4.1. Minutes distributed with the agenda were noted.

Raju at Etheridge Shire Council advised that council plan to progress a grant application for Mt Surprise and was keen to understand when funding rounds are likely to re-open. Tracey indicated this would likely be in October if another round of funding is made available, Tracey will share contacts for both the Walking & Cycling Grants and School Transport Infrastructure Program (STIP).

ACTION ITEM 140.1 Tracey at TMR to provide contact details for both the Walking & Cycling local government grants and School Transport Infrastructure Program (STIP).

5. Program

5.1. 2024/25

Amanda shared the spreadsheet recently provided by David Matuschka with 24/25 final costs as invoiced to date noting that TMR are still awaiting some final invoices.

Currently two projects with underspend as follows:

- CCRC – ID356 - El Arish - Mission Beach Rd. Underspend of \$597. As project continues in 25/26FY, Note - DD approval will be required for council use in 25/26FY.
- MSC ID240 - Chewko Road. Underspend of \$2,664.37. The unused funds will be returned to Treasury.

In addition, query regarding MSC – ID403 – Herberton/Constance Road and if it is to be funded in 25/26 if not TMR will close out. Andrew advised they do wish to fund in 25/26 should funding become available with project costs of \$130,000 expected in 25/26. PMT updated and to remain open.

ACTION ITEM 140.2 FNQROC to seek DD approval for \$597 underspend against CCRC – ID356 – El-Arish – Mission Beach Road in 24/25 to be carried forward to 25/26.

ACTION ITEM 140.3 TMR to be advised that MSC – ID403 – Herberton/Constance Road to remain open.

Email from David Matchuska, TMR dated 24 July 2025 with final TIDS costs as invoiced to date circulated with the Minutes.

5.2. New Projects

- Amanda advised that there are currently no new projects for the committee to consider.
- 2 x projects had been entered into the system by WWASC but are awaiting approval by council officer
- 1 x draft project had been entered by DSC.
- Councils encouraged to continue identifying and submitting new projects for entry into the program, particularly given that we are now entering a new year of funding.

5.3. Existing Projects

25/26 & 26/27 – Changes to the program

Douglas Shire Council

ID550 – Cape Tribulation Road. Roadworks – New Alignment. There was \$116,194 for allocation in 26/27 – see ID404 – Rankin/Walsh Street. Kiani requested this amount be removed from 25/26 funding to 26/27 due to delays with design which was agreed given project priority ranking.

Cook Shire Council

ID364 – Finch Bay Road – Non-LRRS. Concrete causeway. Project brought forward from 27/28, funding of \$52,500 allocated in 26/27.

Cassowary Coast Regional Council

ID317 – Flying Fish Point Road – Drainage. \$350 allocated in 25/26 as project currently underfunded.

Cairns Regional Council

ID287 – Abbott Street – Renew footpath. Project costs increased to \$400k as transferred from old program and not reviewed for some time. Project brought forward from 26/27, funding of \$115,844 allocated in 25/26 and \$85,000 of existing funding released in 26/27.

27/28 – Changes to the program

Douglas Shire Council

ID210 – Cape Tribulation Road – Resurfacing. Funding of \$13,751 allocated in 27/28 as project currently underfunded.

It was agreed by the committee that the allocation of the remaining funds of \$32,500 available in 26/27 and \$200,858 in 27/28 be reviewed at the next RRTG TC meeting, given the absence of a few committee members. It was also agreed to look at 28/29 funding allocations at the next meeting noting that the current year plus 2-year fixed, 2-year indicative is not required to be with TMR until February 2026.

It was agreed that it would be beneficial if there was a way to identify projects in the program suitable to be used as 'Banked Projects' towards the latter part of the FY.

6. TMR RAPT Update – Tracey Smith, Principal Advisor, Government Partnerships, TMR

- RTAPT thanks the FNQ RRTG for their forward preparation of the works program for 2025-26. Commendation is also due to the group for the maintained attention to updating the Constitution and the Capability Action and Agreement Plan.
- The Walking and Cycling for local governments grants have been announced. Contact details to be provided. Successful nominees for School Transport Infrastructure Program Tranche 8 projects have also been contacted.
- No updates available on Country Roads Connect funding decisions yet.

Relevant contact details for relevant grants circulated with the Minutes.

7. TMR - Local District Office Update – John Gillespie, TMR

John provided an overview of the Tropical Cyclone Jasper reconstruction works.

RRTG Update Report – 21 July 2025 circulated with the Minutes.

8. Joint Purchasing & Resource Sharing

- Amanda advised that the recent Road & Transport Forum, Tyre Stewardship Australia had presented on the use of crumbed rubber for road resurfacing and indicated that there was some potential funding available for trials.
- Travis advised that he Cairns Regional Council had undertaken trials and that he would be happy to share fundings for further consideration.

ACTION ITEM 140.4 Travis to share overview of CRC crumb rubber trials with the RRTG TC.

9. Capability Agreement & Action Plan & SCDF

- Amanda advised that the current Capability Agreement & Action Plan needs to be reviewed and updated. Amanda will review in the first instance and send to councils for input.
- Last year SCDF applications were made for the following training:
 - IPWEAQ – Drainage for Road Design & Unsealed Roads
 - Ochre Legal – Construction Procurement & Contract
- The Road Treatment Study is also being funding via SCDF.
- As the Construction Procurement and Contract training has taken place for the last couple of years, Amanda advised TMR that she had received a fixed price from Ochre Legal to deliver the training for the next 4 years and she would be following up to understand if it might be possible to secure multi-year funding.

ACTION ITEM 140.5 Amanda to review the current Capability Agreement & Action Plan and send to councils for input.

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

- Technical Tour scheduled for 15 – 17 October 2025.
- Changes to proposed works program

11. Upcoming Events

- Technical Tour is being hosted by Douglas Shire Council this year and will possibly also include a trip through Wujal Wujal Aboriginal Shire Council
- All councils should have the dates in the calendar
- Reminder that FNQROC will fund accommodation and food for one representative from each council. Council vehicles to be utilised which will need to be 4WD as we will be driving the Bloomfield track.
- Additional attendees are welcome but will need to be funded by councils.
- Kiani to work on a tour plan incorporating Port Douglas, Bloomfield Track and beyond as appropriate.
- John Gillespie is unable to attend but will see if a suitable representative from their DRFA team can attend, and if so, arrange a viewing of the post-Jasper works on the Captain Cook Highway.

ACTION ITEM 140.6 Kiani and Amanda to commence itinerary planning for the 2025 Technical Tour incorporating proposed TIDS sites at Port Douglas, Cape Tribulation Road and beyond.

Michael Geoghegan departed the meeting at 11.50am

12. Other Business

- Raju from Etheridge Shire Council asked TMR about the provision of a permanent electronic road closure sign for the Lynd Roadhouse area on the KDR, Log Creek and Somerset Creek. John asked Raju to email him the request details.

ACTION ITEM 140.7 Raju to email TMR regarding the provision of a permanent electronic road closure sign for the Lynd Roadhouse area on the KDR, Log Creek and Somerset Creek FOR John to investigate further.

- Amanda followed up on an email sent 13 June 2025 regarding asset management and the appetite to reconvene the Regional Asset Management Committee with the consensus being that it was not considered a priority.
- Issues raised with both Line marking and Ergon with issues appearing to be consistent across the region.
- New Director shortly due to join Etheridge Shire Council

13. Next meeting – RRTG 7 August 2025. RRTG TC 19 September 2025

The meeting closed at 1:00pm.

Actions arising from Meeting 140 – 25 July 2025

Item	Action	Responsible Party
135.2	Councils to provide Shepherds with details of their finance staff to be set up in the new PMT.	CRC, CCRC, MSC & TRC have provided to date.
136.3	Councils to link the current LRRS register to a map in the PMT using instructions previously provided by Justin, Shepherd Services.	CCRC, DSC & MSC have provided to date.
137.1	Seek RRTG endorsement of a change to the FNQ RRTG Works Program – Development and Management Process regarding increased project cost. Remove the requirement for projects with increased project costs of more than 10% to be removed and resubmitted for prioritisation. If agreed, the FNQ RRTG Works Program – Development and Management Process to be updated by FNQROC to reflect the change. Update: Change was endorsed by the RRTG at meeting number 83 on 6 February 2025. The document will be updated once further changes have been finalised.	Amanda Hancock, FNQROC
138.2	Amanda to circulate current program guidelines. RRTG TC to consider current program guidelines regarding the allocation of TIDS funding on State controlled roads to include projects where works are 'off-road' and either in State reserve or Council reserve. RRTG TC to provide recommendations to the RRTG for any proposed change to current guidelines. Update: Program guidelines previously circulated by Amanda Hancock. Kiani Berzinski to propose suitable wording to replace current wording in the Program Guidelines regarding funding on State roads and send to Travis Mitchell for peer review before sharing with the RRTG TC for further consideration.	Kiani Berzinski, DSC & Travis Mitchell, CRC
138.6	Amanda to develop suitable amendment to the FNQ Program Guidelines to allow for road resealing, re-sheeting, and resurfacing works to be admissible for TIDS funding and send to the RRTG TC for approval before seeking endorsement from the RRTG.	Amanda Hancock, FNQROC

138.7	Amanda to gather existing council data on annual maintenance costs for gravel roads, reseals and curb and channel etc with a view to determining pre-agreed figures for input into the Program Management Tool Update: Email dated 25 March 2025 circulated with the agenda requesting information regarding council's annual maintenance costs.	All Councils
138.10	Amanda to circulate draft updated RRTG Constitution for approval before seeking endorsement from the RRTG. Update: Draft constitution previously circulated and provided again with agenda. Councils to review and confirm their approval or otherwise.	All Councils
139.1	Council representatives to consult with their councils and provide a written response to the Sealed Road Network – Risk Assessment to Philip Hunt, Road Engineering Services, with a copy of Amanda Hancock, FNQROC by Friday 11 July 2025.	All Councils
139.2	Council representatives to consult with their councils and provide a written response to the Sealed Road Network – Risk Assessment to Philip Hunt, Road Engineering Services, with a copy of Amanda Hancock, FNQROC by Friday 11 July 2025.	All Councils
139.3	Amanda to seek clarification regarding the issue raised by Croydon SC in relation to the 2- year pre-requisite work experience required for Temporary Traffic Management personnel and advise the TTM Working Group.	Amanda Hancock
140.1	TMR to provide contact details for both the Walking & Cycling local government grants and School Transport Infrastructure Program (STIP).	Tracey Smith, TMR
140.2	FNQROC to seek DD approval for \$597 underspend against CCRC – ID356 – El-Arish – Mission Beach Road in 24/25 to be carried forward to 25/26.	Amanda Hancock, FNQROC
140.3	TMR to be advised that MSC – ID403 – Herberton/Constance Road to remain open.	Amanda Hancock, FNQROC
140.4	Travis Mitchell to share overview of CRC crumb rubber trials with the RRTG TC.	Travis Mitchell, CRC
140.5	Amanda to review the current Capability Agreement & Action Plan and send to councils for input.	Amanda Hancock, FNQROC
140.6	Kiani and Amanda to commence itinerary planning for the 2025 Technical Tour incorporating proposed TIDS sites at Port Douglas, Cape Tribulation Road and beyond.	Kiani Berzinski, DSC & Amanda Hancock, FNQROC
140.7	Raju to email John at TMR regarding the provision of a permanent electronic road closure sign for the Lynd Roadhouse area on the KDR, Log Creek and Somerset Creek for John to investigate further.	Raju Ranjit, ESC & John Gillespie, TMR

FNQ RRTG Technical Committee

Minutes

Meeting No	141
Meeting Name	FNQ RRTG Technical Committee Meeting
Date	15 October 2025
Time	12:00pm
Venue	Alf Sciacca Meeting Room, Works Depot, Douglas Shire Council, 96 Alchera Drive, Mossman

Representatives

Name	Organisation
Travis Mitchell	Cairns Regional Council
Luke McAvoy	Cassowary Coast Regional Council
Khubaib Khan	Cook Shire Council
George Coxhead <i>via teleconference</i>	Croydon Shire Council
Kiani Berzinski	Douglas Shire Council
Jack Parry <i>via teleconference</i>	Etheridge Shire Council
Kaer Whitnell <i>via teleconference</i>	Mareeba Shire Council
David Fletcher <i>via teleconference</i>	Tablelands Regional Council
Michael Geoghegan <i>via teleconference</i>	Yarrabah Aboriginal Shire Council
Jeremy Weinert	DTMR – Program Delivery & Ops
Amanda Hancock	Technical Coordinator, FNQROC

Observers

Name	Organisation
Anita Haigh	Cairns Regional Council
Sam Wakeford <i>via teleconference</i>	Mareeba Shire Council
Kirstin Knight	DTMR (RAPT)
Louise Dutton	DTMR – Program Delivery & Ops
Jarrold Hellmuth	LGAQ

Apologies

Name	Organisation
Raju Ranjit	Etheridge Shire Council
Perry Gould	Wujal Wujal Aboriginal Shire Council
Sam Bann	Yarrabah Aboriginal Shire Council

1. Welcome and introduction.

2. Apologies

Apologies noted.

3. Confirmation of Previous Minutes

3.1. Meeting No. 140 held 25 July 2025

Minutes distributed with the agenda were noted and accepted.

3.2. Business Arising from Previous Minutes 25 July 2025

Item	Action	Responsible Party	Status
135.2	Councils to provide Shepherds with details of their finance staff to be set up in the new PMT.	All Councils	In progress
Croydon SC, ESC, WWASC & YASC still to provide details.			
136.3	Councils to link the current LRRS register to a map in the PMT using instructions previously provided by Justin, Shepherd Services.	All Councils	Closed
CCRC, DSC & MSC have provided to date. FQNROC looking to progress with TMR.			
137.1	Seek RRTG endorsement of a change to the FNQ RRTG Works Program – Development and Management Process regarding increased project cost. Remove the requirement for projects with increased project costs of more than 10% to be removed and resubmitted for prioritisation. If agreed, the FNQ RRTG Works Program – Development and Management Process to be updated by FQNROC to reflect the change.	Amanda Hancock, FQNROC	In progress
Change was endorsed by the RRTG at meeting number 83 on 6 February 2025. The document will be updated once further changes have been finalised.			
138.2	Amanda to circulate current FNQ Works Program – Development and Management Process. RRTG TC to consider current FNQ guidelines regarding the allocation of TIDS funding on State controlled roads to include projects where works are 'off-road' and either in State reserve or Council reserve. RRTG TC to provide recommendations to the RRTG for any proposed change to the FNQ Works Program – Development and Management Process.	Kiani Berzinski, DSC & Travis Mitchell, CRC	In progress

<p>FNQ Works Program – Development and Management Process previously circulated by Amanda Hancock. Kiani Berzinski proposed the following wording in addition to the current wording in the FNQ Guidelines. This proposed additional wording was peer reviewed by Travis Mitchell and the following wording shared with the RRTG TC for consideration:</p> <p>CONSIDERATIONS paragraph (page 2-3) to read:</p> <p><i>The following are factors that need to be taken into consideration.</i></p> <ul style="list-style-type: none"> • <i>Funding allocations must adhere to TIDS Policy Page 3 of 7</i> • <i>100% expenditure level target for TIDS Cost overruns are funded 100% by each member RRTG</i> • <i>FNQ RRTG's Planning & Design Policy – Design to be complete by the last meeting of the financial year prior to year of commencement.</i> • <i>Maximum of 20% of TIDS can be allocated to Non LRRS annually.</i> • <i>Maximum of 10% of TIDS can be allocated to State LRRS if funding is matched.</i> <ul style="list-style-type: none"> ○ <i>This excludes projects initiated by Local Government that involve:</i> <ul style="list-style-type: none"> ▪ <i>New infrastructure within the State-controlled corridor where Local Government is solely responsible for funding construction as per the TMR/Local Government Cost Sharing Arrangement.</i> ▪ <i>Renewal of existing infrastructure within the State-controlled corridor where Local Government is solely responsible for funding the replacement and maintenance, as per the TMR/Local Government Cost Sharing Arrangement.</i> <p>This amended wording was reviewed agreed by the RRTG TC during the meeting. Endorsement of the amended wording to the FNQ Works Program – Development and Management Process regarding State-controlled roads to be sought from the RRTG at their meeting on 2 December 2025.</p>			
138.6	Amanda to develop suitable amendment to the FNQ Program Guidelines to allow for road resealing, re-sheeting, and resurfacing works to be admissible for TIDS funding and send to the RRTG TC for approval before seeking endorsement from the RRTG.	Amanda Hancock, FNQROC	Outstanding
138.7	Amanda to gather existing council data on annual maintenance costs for gravel roads, reseals and curb and channel etc with a view to determining pre-agreed figures for input into the Program Management Tool	All Councils	Outstanding
<p>Email dated 25 March 2025 circulated requesting information regarding council's annual maintenance costs and sent again on 29 April 2025. Travis Mitchell to review and provide some suggested figures to the RRTG TC to consider.</p>			
138.10	Amanda to circulate draft updated RRTG Constitution for approval before seeking endorsement from the RRTG. Update: Draft constitution previously circulated and provided again with agenda. Councils to review and confirm their approval or otherwise.	All Councils	Complete
<p>Proposed updated constitution was reviewed and agreed by the RRTG TC during the meeting. ESC logo to be added to the title page. Endorsement of the updated constitution to be sought from the RRTG at their meeting on 2 December 2025.</p>			

139.1	Council representatives to consult with their councils and provide a written response to the Sealed Road Network – Risk Assessment to Philip Hunt, Road Engineering Services, with a copy of Amanda Hancock, FNQROC by Friday 11 July 2025.	All Councils	Closed
Written response provided by some councils. Road Engineering Services are now in the process of drafting the guidelines.			
139.2	Council representatives to consult with their councils and provide a written response to the Sealed Road Network – Risk Assessment to Philip Hunt, Road Engineering Services, with a copy of Amanda Hancock, FNQROC by Friday 11 July 2025.	All Councils	Closed
Written response provided by some councils. Road Engineering Services are now in the process of drafting the guidelines.			
139.3	Amanda to seek clarification regarding the issue raised by Croydon SC in relation to the 2- year pre-requisite work experience required for Temporary Traffic Management personnel and advise the TTM Working Group.	Amanda Hancock	Complete
140.1	TMR to provide contact details for both the Walking & Cycling local government grants and School Transport Infrastructure Program (STIP).	Tracey Smith, TMR	Complete
140.2	FNQROC to seek DD approval for \$597 underspend against CCRC – ID356 – El-Arish – Mission Beach Road in 24/25 to be carried forward to 25/26.	Amanda Hancock, FNQROC	Complete – CCRC decided not to seek approval
140.3	TMR to be advised that MSC – ID403 – Herberton/Constance Road to remain open.	Amanda Hancock, FNQROC	Complete
140.4	Travis Mitchell to share overview of CRC crumb rubber trials with the RRTG TC.	Travis Mitchell, CRC	Outstanding
140.5	Amanda to review the current Capability Agreement & Action Plan and send to councils for input.	Amanda Hancock, FNQROC	Outstanding
Request for Sealed roads training, like the course delivered by IPWEA – QNT on Unsealed Roads.			
140.6	Kiani and Amanda to commence itinerary planning for the 2025 Technical Tour incorporating proposed TIDS sites at Port Douglas, Cape Tribulation Road and beyond.	Kiani Berzinski, DSC & Amanda Hancock, FNQROC	Complete
140.7	Raju to email John at TMR regarding the provision of a permanent electronic road closure sign for the Lynd Roadhouse area on the KDR, Log Creek and Somerset Creek for John to investigate further.	Raju Ranjit, ESC & John Gillespie, TMR	Complete
TMR confirmed this is in the ITS strategy. The section has been identified as a future project but is currently unfunded so there are no current plans for delivery.			

3.3. Minutes of Program Workshop – 25 July 2025

Minutes distributed with the agenda were noted and accepted.

3.4. Business Arising from the Program Workshop – 25 July 2025

Minutes distributed with the agenda were noted and accepted.

4. Program

4.1. 2024/25 Completion

Amanda confirmed that 2024/25 claims had now been finalised with an underspend of \$49,190 – less than 1%.

4.2. New Projects

There were no new projects for consideration. Council officers were encouraged to consider identifying and inputting new projects given funding is available in the outer years.

4.3. Existing Projects

Changes to the program 2025-26, 2026-27 & 2027-28

Cairns Regional Council

ID275 – Lake Street – Lighting upgrade to Cat V3 along Lake Street from Lily St to Rutherford St to improve safety. Project costs increased from \$1m. Project currently underfunded.

ID273 – Lake Street – Lighting upgrade – Cat V3 along Lake Street from Charles St to Upward St to improve safety. Project costs increased to \$1.2M. Project currently underfunded.

ID286 – Aumuller Street – Renewal of 78m of concrete footpath. Project now complete so the project withdrawn. \$12,500 to be reallocated from 26/27.

Cassowary Coast Regional Council

ID305 – Mundoo Road 0 Bamboo Creek Bridge – replace existing single lane bridge with 2 lane concrete bridge. Project costs increased to in the region of \$4m. PMT not yet updated as project may be withdrawn. Decision pending.

ID356 – El-Arish – Mission Beach Road – State Road - Road Renew Pavement kerb and channel, pathways and stormwater. Awaiting updated project costs from Project Manager.

ID556 – Butler Street – Design and construction of intersection upgrade and asphalt overlay intersection of Butler St and Still St. Project is currently unfunded. Project to be completed in 25/26. Will take funding if it becomes available in 25/26 financial year but if not, project will be withdrawn. Potential banked project.

Douglas Shire Council

ID212 – Cape Tribulation Road – Resurfacing to improve safety. \$509,114 allocated in 27/28 as available. Project still underfunded.

Etheridge Shire Council

ID426 – Forsayth Road – State Road – Seal

Raju advised that council's application for Country Roads Connect funding was unsuccessful, so the project is withdrawn. \$608,256 funding to be reallocated from 27/28.

Raju advised that they like to seek funding for an alternative project, resealing of Forsayth Einasleigh Road, in 26/27.

Raju advised that this need to be submitted as a new project for admission into the program and funding would then be allocated according to Program Management Guidelines and funding availability.

Mareeba Shire Council

ID404 – Rankin Street/Walsh Street – Non LRRS – Intersection Works Roundabout Upgrade

Funding in the PMT doesn't look quite right. In the Project List view the project is correctly funded with \$116,194 already expended in 22/23 and \$483,806 allocated in 26/27. In the Funding tab the project is showing as having \$116,194 allocated in 25/26 and \$483,806 in 28/29.

ACTION ITEM 141.1 ID404 – Rankin Street/Walsh Street. Amanda to raise funding discrepancy in the PMT with Shepherds.

ID266 – Ootann Road – Roadworks (unsealed) – Existing alignments – Seal and widen.

Allocated \$32,500 available plus further \$12,500 available following project withdrawal in 26/27 and highest priority project.

Tablelands Regional Council

ID484 – Danbulla Forest Drive – Gravel Resheet. Project is currently unfunded. Project to be completed in 25/26. Will potentially take funding if it becomes available in 25/26 financial year but if not, project will be withdrawn. Potential banked project.

ID486 – Silver Valley Road – Replacement Bridge. Project is currently unfunded. Project to be completed on 25/26. Will potentially take funding if it becomes available in 25/26 financial year but if not, project will be withdrawn, Potential banked project.

ID488 – Tully Falls Road – Gravel Resheet. Project currently unfunded. Project to be completed in 25/26. Will potentially take funding if it becomes available in 25/26 financial year but if not, project will be withdrawn. Potential banked project.

ID490 – Tully Falls Road – Gravel Resheet. Project currently unfunded. Project to be completed in 25/26. Will potentially take funding if it becomes available in 25/26 financial year but if not, project will be withdrawn. Potential banked project.

Yarrabah Aboriginal Shire Council

ID417 – Workshop Road – Road Structure improvement of existing pavement, increase thickness and asphalt overlay, reconstruct kerb and channel and upgrade stormwater drainage. \$300,000 allocated as available in 27/28.

ID413 – Gribble Street – Roadworks. New Alignment – Bitumen Seal. This project is currently unfunded and non-LRRS. There was discussion regarding the application of RTA TIDS funding on indigenous non-LRRS roads noting indigenous council members of a RRTG are required to identify significant local roads, rather than LRRS.

ACTION ITEM 141.2 TMR to advise further regarding indigenous significant local roads and the application of the 20% non-LRRS limits using Project ID 413 Gribble Street as an example.

ACTION ITEM 141.3 YASC to update chainage and project information in the PMT for ID417 – Workshop Road

YASC planning to use their annual allocation in 25/26 on a planning study into a vehicle pull over area on Range Road. Project information to be input shortly.

2025-26, 2026-27 and 2027-28 are now fully allocated.

It was agreed that the allocation of funds for 2028-29 will be reviewed at the next RRTG TC on 14 November 2025 ready to seek endorsement by the RRTG on 2 December 2025.

ACTION ITEM 141.4 Councils to identify and input new projects for potential funding in 2028-29 and beyond, or as funding becomes available.

ACTION ITEM 141.5 Amanda to ask Shepherds to add the following additional project status to the PMT – after ‘Awaiting to Start’ add ‘Design Underway’ and ‘Procurement Underway’.

Jack Parry, ESC departed the meeting at 2.07pm.

5. TMR RAPT Update – Kirstin Knight, LG Partnerships, TMR

- The 2024-25 TIDS program was fully expended. Thank you to councils for your efforts in helping us reach this achievement.
- Statewide TIDS expenditure for end of September is sitting at just over \$7.3 million – which represents 12% of total budget. The first quarter expenditure reports for 2025-26 have been issued to RRTGs for circulation to members and are available on the RTA SharePoint page. Please ensure any eligible expenditure is submitted to your local TMR district prior to end of month.
- RRTGs are encouraged to apply now for capability development and training through the Statewide Capability and Development Fund (SCDF) for the 2025-26 allocation. Of the \$600,000 available in 2025-26, approx. \$260,000 has been allocated as of 15 October 2025. SCDF applications should be submitted by end of February 2026.
- Each year, TMR invites eligible councils to submit applications for Aboriginal and Torres Strait Islander TIDS funding, which are then assessed and prioritised according to program criteria. Applications for 2026-27: Nominations will be sent to councils mid-November 2025 and will close 13 February 2026.
- Thank you to councils that provided contributions to the Roads and Transport Alliance Annual Progress Report. This year, the report will be published online – link to report will be shared with the group when available.
- Congratulations to Mareeba Shire Council and Wujal Wujal Aboriginal Shire Council on being successful in obtaining funding through the Country Roads Connect (CRC) Program. The program was oversubscribed with over \$400m worth of nominations received. 22 projects across 22 local government areas were successful in obtaining funding through the CRC Program.
- The TIDS Project Recognition signage design files have been updated to reflect the current Queensland Government branding. The files are available on the RTA SharePoint site and the TIDS Project Recognition Policy will be updated in due course. Please ensure all new signs use the updated design files.

6. TMR - Local District Office Update – Louise Dutton & Jeremy Wienert, Program Delivery & Operations, TMR

- Bruce Highway Targeted Safety Program – Announcement by the jointly funded AG:QG funded \$9B program early in 2025. 5 year program to be delivered by 2030. Program is developing. As yet list of projects have not been finalised. Early start funds have been released for a couple of construction projects and seed funding to get planning and design commenced.
- Barron River Bridge is progressing through development on the back of the announcement of the \$490M joint AG:QG funding earlier this year.
- Kuranda Range Road Safety and Resilience project- Progressing planning to identify the strategy of treatments to optimise improvements in safety and resilience on the range. Key focus is to reduce the unplanned closures of the range related to crashes, tree fall and slope failures.
- Planning team is finalising the Cairns Transport Study, co-partnered with Cairns Regional Council. This planning study is to develop the upgrade strategy and recommended future pipeline of investment for Cairns to facilitate and enable the forecasted growth and CRC's Cairns Growth Strategy. Noting the CRC's LGIP review, this will be considered within the strategy recommendations.

- Louise Dutton, MPPCM, is progressively working to engaged with Council infrastructure and planning teams across the region to build communication lines and collaboration. Initial meetings held with Cairns, Douglas, Cassowary Coast and Mareeba.

Travis Mitchell, CRC advised that council would like to see communications regarding decisions in managing roads where the impacts will directly affect the state and local network to be communicated as a joint decision or effort between the two agencies.

An example is where TMR projects impact movements on a connecting Council road (say closing a turning movement from a council road into a state road) and that being communicated to the community as a “council matter because it is a council road” even though it was done to accommodate the state project and not a priority of the Council.

Council would like to see communications reflecting a more aligned approach such as that Council and TMR are collaborating on these decisions and making joint decisions to manage the performance of the joint network.

The intent is to seem less disjointed and unaligned and reduce frustration from residents who have communicated to us that they are being given the run around and responsibility is being deflected.

ACTION POINT 141.6 TMR and CRC to develop a collaborative communications approach regarding decisions in managing roads that impact both the state and local network regardless of road ownership.

Travis Mitchell asked for joint messaging where possible where issues are raised concerning roads that are not state-controlled.

7. LGAQ Update – Jarrod Hellmuth, LGAQ

- **Regulatory change doubles ERA borrow pit threshold for regional councils**

In August 2025, the Environmental Protection (Extractive Activities) Amendment Regulation 2025 came into effect – and the current ERA limit for smaller borrow pits of 5000 tonnes has been doubled to 10,000 tonnes in a calendar year before an environmental authority is required. This change marks a significant outcome for local government advocacy which will allow councils to more effectively maintain their road networks, deliver infrastructure projects, and reduce compliance burdens while continuing to operate within clear environmental safeguards. The LGAQ pushed hard for this change, and thank you to Banana Shire who raised this at our 2023 Annual Conference

- **Native Title Quarries Update**

The State Government is keen to hear from councils about your experience using the section 143 provisions to access state-owned quarry material.

Brought into place at the end of May, the section 143 of the LG Act legislative provision enables councils to access quarry pits for routine ‘business as usual’ activities, where there is no reasonably practicable alternative, under section 143 of the Local Government Act 2009 (the LGA).

- **Accepted development requirements for operational work that is the constructing or raising of waterway barrier works**

The new ADR introduces important updates for disaster recovery works on essential public assets.

Councils are now able to repair or replace damaged infrastructure in a **like for like condition** within the same or similar footprint for government funded disaster recovery works, with scope for betterment where appropriate. This is a welcome change from the previous requirement to upgrade structures to a compliant design within two years, which placed significant pressure on smaller councils with limited revenue.

Since the initial consultation on the ADR 2.0 commenced, the Department has made a number of additional refinements of note:

- The requirement for a ‘suitably qualified professional’ to be physically present to oversee construction has been limited to rock ramp fishways only.
- Streamlined requirements have been introduced for western drainage basins.
- Greater flexibility is now provided for the use of gabions in common scenarios.

- Rock sizing requirements for aprons and waterway bed scour protection have been made more flexible across red, amber, and green waterways.
- Flexibility has been introduced around depth of cover requirements for culverts in green, amber, and red waterways, depending on culvert design and flow conditions.
- Upgraded engineering requirements for piers and piles have also been refined, allowing increased size upon replacement provided the cross-sectional area of the waterway is not reduced by more than 10 percent.

- **Local Roads and Community Infrastructure (LRCI) Program**

The Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts has advised that councils have until 31 October 2025 to submit audited annual reports under the Local Roads and Community Infrastructure (LRCI) Program.

The construction period for approved LRCI projects ended 30 June 2024 for phases 1, 2 and 3, and 30 June 2025 for phase 4, and the program ends on 30 June 2026.

Unless the department has already approved an extension to allow projects to be completed during 2025-26, this is the last audited annual report that councils need to submit for the program.

8. Joint Purchasing & Resource Sharing

Amanda advised Regional Bitumen Reseal is underway and encouraged councils to consider any other services that may benefit from a collaborative procurement

9. Capability Agreement & Action Plan & SCDF

- Amanda advised that the current Capability Agreement & Action Plan needs to be reviewed and updated. There is an outstanding action for Amanda to review in the first instance and send to councils for input.

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

Seek endorsement of the following:

- Recommended change to the Program Guidelines regarding State-controlled roads –see Item 138.2
- Recommended updated FNQ RRTG Constitution – see Item 138.10

11. Other Business

- Luke, CCRC asked when the next funding rounds would open for the Cycle Network Local Government Grants Program (CNLGG) and TMR advised the dates have not yet been confirmed.
- Travis, CRC asked when the next review of the FNQROC Development Manual would take place as CRC have several amendments they would like to propose. Amanda advised this would likely now take place in Q1 2026.
- Kianni, DSC asked for details of Line Markers in use across the region.

12. Next meeting – RRTG TC 14 November 2025, RRTG 2 December 2025

The meeting closed at 4.30pm

ACTION ITEMS OVERLEAF

Actions arising from Meeting 141 – 15 October 2025

Item	Action	Responsible Party
135.2	Councils to provide Shepherds with details of their finance staff to be set up in the new PMT.	Croydon SC, ESC, WWASC & YASC
137.1	Seek RRTG endorsement of a change to the FNQ RRTG Works Program – Development and Management Process regarding increased project cost. Remove the requirement for projects with increased project costs of more than 10% to be removed and resubmitted for prioritisation. If agreed, the FNQ RRTG Works Program – Development and Management Process to be updated by FNQROC to reflect the change. Update: Change was endorsed by the RRTG at meeting number 83 on 6 February 2025. The document will be updated once further changes have been finalised.	Amanda Hancock, FNQROC
138.2	Endorsement of the amended wording to the Program Guidelines regarding State-controlled roads to be sought from the RRTG at their meeting on 2 December 2025.	Amanda Hancock, FNQROC
138.7	Amanda to gather existing council data on annual maintenance costs for gravel roads, reseals and curb and channel etc with a view to determining pre-agreed figures for input into the Program Management Tool. Email dated 25 March 2025 circulated requesting information regarding council's annual maintenance costs and sent again on 29 April 2025. Travis Mitchell to review and provide some suggested figures to the RRTG TC to consider.	Travis Mitchell, CRC & All Councils
138.10	Endorsement of the updated constitution to be sought from the RRTG at their meeting on 2 December 2025. ESC logo to be added to the title page.	Amanda Hancock, FNQROC
140.4	Travis Mitchell to share overview of CRC crumb rubber trials with the RRTG TC.	Travis Mitchell, CRC
140.5	Amanda to review the current Capability Agreement & Action Plan and send to councils for input.	Amanda Hancock, FNQROC
141.1	ID404 Rankin Street/Walsh Street. Amanda to raise funding discrepancy in the PMT with Shepherds.	Amanda Hancock, FNQROC
141.2	TMR to advise further regarding indigenous significant local roads and the application of the 20% non-LRRS limits using Project ID 413 Gribble Street as an example	Kirstin Knight, TMR
141.3	YASC to update chainage and project information in the PMT for ID417 – Workshop Road	Michael Geoghegan, YASC
141.4	Councils to identify and input new projects for potential funding in 2028-29 and beyond, or as funding becomes available.	All Councils
141.5	Amanda to ask Shepherds to add the following additional project status to the PMT – after 'Awaiting to Start' add 'Design Underway' and 'Procurement Underway'.	Amanda Hancock, FNQROC
141.6	TMR and CRC to develop a collaborative communications approach regarding decisions in managing roads that impact both the state and local network regardless of road ownership.	TMR FN District & Travis Mitchell, CRC

FNQ RRTG Technical Committee

Minutes

Meeting No	142
Meeting Name	FNQ RRTG Technical Committee Meeting
Date	14 November 2025
Time	9:30am
Venue	Kingsford Room, Level 3, Cairns Regional Council, Spence Street, Cairns

Representatives

Name	Organisation
Travis Mitchell	Cairns Regional Council
Luke McAvoy	Cassowary Coast Regional Council
Khubaib Khan	Cook Shire Council
George Coxhead <i>via teleconference</i>	Croydon Shire Council
Kiani Berzinski	Douglas Shire Council
Kaer Whitnell	Mareeba Shire Council
David Fletcher <i>via teleconference</i>	Tablelands Regional Council
Nick Lennon <i>via teleconference</i>	Wujal Wujal Aboriginal Shire Council
Michael Geoghegan <i>via teleconference</i>	Yarrabah Aboriginal Shire Council
John Gillespie	DTMR – Indigenous & Local Government Relations, Far North District
Amanda Hancock	Technical Coordinator, FNQROC

Observers

Name	Organisation
Janath Caldera <i>via teleconference</i>	Cook Shire Council
Sam Wakeford	Mareeba Shire Council
Jill Parry <i>via teleconference</i>	DTMR (RAPT)
Jarrold Hellmuth <i>via teleconference</i>	LGAQ

Apologies

Name	Organisation
Raju Ranjit	Etheridge Shire Council
Sam Bann	Yarrabah Aboriginal Shire Council

1. Welcome and introduction.

2. Apologies

Apologies noted.

3. Confirmation of Previous Minutes

3.1. Meeting No. 141 held 15 October 2025

Minutes distributed with the agenda were noted. Minor changes made since they were circulated to reflect feedback from TMR in relation to the Action Item 138.2 and date of the next RRTG TC which was incorrect. Updated minutes are on the FNQROC website.

3.2. Business Arising from Previous Minutes 15 October 2025

Item	Action	Responsible Party	Status
135.2	Councils to provide Shepherds with details of their finance staff to be set up in the new PMT.	Croydon SC, ESC, WWASC & YASC	Outstanding
137.1	Seek RRTG endorsement of a change to the FNQ RRTG Works Program – Development and Management Process regarding increased project cost. Remove the requirement for projects with increased project costs of more than 10% to be removed and resubmitted for prioritisation. If agreed, the FNQ RRTG Works Program – Development and Management Process to be updated by FNQROC to reflect the change. Update: Change was endorsed by the RRTG at meeting number 83 on 6 February 2025. The document will be updated once further changes have been finalised.	Amanda Hancock, FNQROC	In progress
138.2	Endorsement of the amended wording to the Program Guidelines regarding State-controlled roads to be sought from the RRTG at their meeting on 2 December 2025.	Amanda Hancock, FNQROC	In progress
138.7	Amanda to gather existing council data on annual maintenance costs for gravel roads, reseals and curb and channel etc with a view to determining pre-agreed figures for input into the Program Management Tool. Email dated 25 March 2025 circulated requesting information regarding council's annual maintenance costs and sent again on 29 April 2025. Travis Mitchell to review and provide some suggested figures to the RRTG TC to consider.	Travis Mitchell, CRC & All Councils	Outstanding

Amanda advised that it appears that the information entered in the Base Case and the Project Case section of the BCA does not impact the score. Amanda to investigate further with Shepherd Services and advise. In the

meantime, Travis advised that he is in the process of gathering data to provide some suggested guidance around this action.			
138.10	Endorsement of the updated constitution to be sought from the RRTG at their meeting on 2 December 2025. ESC logo to be added to the title page.	Amanda Hancock, FNQROC	In progress
140.4	Travis Mitchell to share overview of CRC crumb rubber trials with the RRTG TC.	Travis Mitchell, CRC	Outstanding
Travis advised that he had not yet had the opportunity to go to site to take photographs etc but does plan to do so. Amanda advised that there was a section in the Road Treatment Good Practice Guide that provides guidance on the use of crumb rubber which would form the basis of further discussion.			
140.5	Amanda to review the current Capability Agreement & Action Plan and send to councils for input.	Amanda Hancock, FNQROC	In progress
141.1	ID404 Rankin Street/Walsh Street. Amanda to raise funding discrepancy in the PMT with Shepherds.	Amanda Hancock, FNQROC	Complete
141.2	TMR to advise further regarding indigenous significant local roads and the application of the 20% non-LRRS limits using Project ID 413 Gribble Street as an example	Kirstin Knight, TMR	Complete
Amanda advised that a response had been provided by Kirstin and circulated by email on 12 November 2025 essentially confirming an ATSI road that is considered to be a significant local road is not considered non-LRRS for the purpose of the 20% maximum rule.			
141.3	YASC to update chainage and project information in the PMT for ID417 – Workshop Road	Michael Geoghegan, YASC	Complete
141.4	Councils to identify and input new projects for potential funding in 2028-29 and beyond, or as funding becomes available.	All Councils	Ongoing
141.5	Amanda to ask Shepherds to add the following additional project status to the PMT – after ‘Awaiting to Start’ add ‘Design Underway’ and ‘Procurement Underway’.	Amanda Hancock, FNQROC	Complete
141.6	TMR and CRC to develop a collaborative communications approach regarding decisions in managing roads that impact both the state and local network regardless of road ownership.	TMR FN District & Travis Mitchell, CRC	Outstanding

4. Program

4.1. New Projects

19 new projects were reviewed and 17 admitted to the program to await funding to become available. These projects were as follows:

Douglas Shire Council

ID589 – Avalon Street – Renew the Cape Tribulation boardwalk.

- This proposed project was subject to debate regarding its suitability for inclusion in the TIDS program as it is a timber boardwalk that links pedestrians to the beach.
- The RTA Program Guideline clearly states that there of various types of infrastructure projects and activities that RRTGs can consider for inclusion in their programs including Active Transport Infrastructure and various work types that will improve the safety and environments of the network including pedestrian facilities.

- It was agreed that the project would be admitted but the score is relatively low at 10% as the project does not trigger a BCA or RRIS score, and it has limited MCA benefits. It will likely only be funded as a potential banked project.
- TMR confirmed that non-road projects are not considered non-LRRS for the purpose of the 20% maximum rule.

ACTION ITEM 142.1 Amanda to speak to Shepherd Services about the potential to add a section in the PMT for non-road projects. Section to potentially included pedestrian counts as opposed to vehicular counts and which can be discounted for the 20% LRRS calculation.

ID594 – Captain Cook Highway – Planning & design of Port Douglas-Mossman Rail Trail

- This proposed project was also subject to debate. Following closure of the Mossman Mill the project is for the planning and design the Port Douglas-Mossman rail trail on the site of the existing cane rail infrastructure.
- The consensus was that the project should include construction to realise the benefits claimed.
- The Program Guidelines also construction/delivery to be scheduled in the year following planning and design.
- It was acknowledged that this a project of potential significant strategic importance for both Douglas Shire Council and the region and that other partnership funding should also be explored.
- The project was not approved at this stage and the project was returned to Douglas Shire Council with a request for further information to be provided.

ID562 – Cooya Beach Road – Construction of new footpath.

ID567 – Endeavour Street – Construction of new footpath.

ID590 – Island Point Road – Road upgrades including road widening, new shared path facility and lighting.

ID583 – Junction Road – Replace and upgrade damage underground stormwater pipes.

ID585 – Junction Road – Construction of shared path.

ID592 – Mossman Gorge Road – Install lighting for new shared path.

ID584 – Mossman-Daintree Road & Newell Road – Construct new shared path (Funding later allocated to this project – see Item x).

ID593 – Port Douglas Esplanade – Complete footpath missing link on Port Douglas Esplanade.

ID568 – Snapper Island Drive – Install raised priority pedestrian crossing outside Wonga Beach State School.

ID566 – Ulysses Avenue – Construction of new footpath.

ID587 – Whyanbeel Road – Upgrade to sealed condition.

ID588 – Upper Cassowary Road – Upgrade narrow single lane road to 2-lane seal. Amalgamation of previous project IDs 386, 494, 495 & 496 which are now withdrawn.

Mareeba Shire Council

ID580 – Springmount Road – Pavement strength improvement at the intersection with the sugar mill (Funding later allocated to this project – see Item 4.3)

ID576 – Springmount Road – Replacement of existing RCBC crossing with reinforced concrete bridge. Crossing located on MSC/TRC. Works within TRC will be required by agreement (Funding later allocated to this project – see Item 4.3)

ID582 – Springmount Road – Intersection upgrade with intersection with Chettle Road.

- BCA data was missing from project submission, so the project was not approved at this stage.
- Project returned to Mareeba Shire Council with a request for further information to be provided.

ID574 – Leadingham Creek Road – Widen and seal.

- New project initially submitted for inclusion in ID578 which is an amalgamation of previous projects ID242,244,248 and 250.
- However, as it is an additional new project, the committee requested it be submitted as a new individual project
- This is because if it is included in with the existing projects it will be given high priority for funding and possibly 'jump the queue' as councils with projects where they are funding over their 50% contribution are given priority for any available funding.

ID578 – Leadingham Creek Road – Widen and seal. Amalgamation of ID242,244,248 and 250 which are now withdrawn.

4.2. 2026/27 - Changes to Program

Funding was released and reallocated accord to the TIDS Program & Management Guidelines and Priority Ranking

Mareeba Shire Council

ID266 – Ootann Road – Roadworks (unsealed) – Existing Alignment – Seal and Widen.

Country Roads Connect funding received so project withdrawn. \$199,017 to be reallocated from 2026/27.

ID578 – Leadingham Creek Road – Widen and seal.

Additional funding of \$199,017 allocated in 2026/27 as next highest priority project.

Further \$295,983 allocated as available following reallocation of funding from 26/27 to 27/28 for ID550 – Cape Tribulation Road – see below

4.3. 2027/28 – Changes to Program

Cook Shire Council

ID505 – Bloomfield Road – Bridge Upgrade Works.

ATSI TIDS funding received so project withdrawn. \$177,500 to be reallocated from 2027/28.

ID361 – Bloomfield Road – Platypus Creek. Replacement and widening of existing causeway.

DRFA funding received so project withdrawn. \$125,000 to be reallocated from 2027/28.

ID457 – Bloomfield Road – Reconstruction of concrete paving slab.

ATSI TIDS funding received so project withdrawn. \$600,000 to be reallocated from 2027/28.

Douglas Shire Council

ID212 – Cape Tribulation Road – Resurfacing.

Additional funding of \$70,036 allocated as funding available.

ID550 – Cape Tribulation Road – Daintree River Ferry Landside Infrastructure

Funding of \$295,983 moved out to 2027/28

ID584 – Mossman-Daintree Road & Newell Road – Construct new shared path.

\$263,981 allocated as available.

Mareeba Shire Council

ID576 – Springmount Road – Replacement of existing RCBC crossing with reinforced concrete bridge

\$100,000 allocated as funding available.

ID580 – Springmount Road – Pavement strength improvement at the intersection with the sugar mill.
\$172,500 allocated as funding available.

4.4. 2028-29

2028/29 remains unallocated. This will be the focus of the next RRTG TC.

ACTION ITEM 142.2 Seek endorsement by the RRTG of the updated 2025/26 – 2027/28 works program.

5. Road Treatment Study

- The draft Road Treatment Study – Good Practice Guide provided by Phil Hunt of Road Engineering Services was circulated by email to the RRTG TC on 11 November 2025.
- Council officers encouraged to take the time to review and provide feedback.
- Thanks to Travis Mitchell, Cairns Regional Council and Khubaib Khan, Cook Shire Council for agreeing to work with Phil towards finalising the recommended report.
- Whilst the original intent was to have the guide completed by the end of the calendar year, we may need to push it out into the New Year if required, to ensure time for a detailed review.
- A reminder to councils also to provide Phil with the length and total area of council's asphalt and bitumen road network.

ACTION ITEM 142.3 Amanda to notify Phil Hunt of Road Engineering Services that Travis Mitchell, CRC and Khubaib Khan, CSC nominated to work with him to finalise the recommended Road Treatment Study – Good Practice Guide.

ACTION ITEM 142.4 Councils to provide Phil Hunt, Road Engineering Services with the length and total area of their asphalt and bitumen road network if they have not already done so.

6. TMR RAPT Update Jill Barry, LG Partnerships, TMR

TIDS expenditure

- Statewide RTA TIDS expenditure for 2025-26 was 18% to the end of October.
- FNQRRTG RTA TIDS expenditure for 2025-26 was 13% to the end of October.
- FNQRRTG RRTG ATSI TIDS (Wujal Wujal and Yarrabah) expenditure for 2025-26 was 0% to the end of October.
- Reminder to submit any claims for eligible expenditure
- Reminder that projects which have a total TIDS contribution of \$250,000 or greater are required to have standard TIDS project signage erected.

SCDF

- It was noted that FNQRRTG has approved 50% SCDF funding for their regional road surfacing study this financial year. Please provide any updates on delivery status/expected completion.

Council road crash data

- TMR's Safer Roads Team will now provide the crash data on a quarterly basis (was 6 monthly).
- It can be used to support applications to road safety funding programs like Blackspot.

7. LGAQ Update – Jarrod Hellmuth, LGAQ

- Working on motions arising from the LG Conference including LG Charter with Ergon
- Quarry material – ILUA negotiations ongoing. Please can any councils using S.143 share their experiences with LGAQ
- Some positive change to water barrier works requirements impacting some councils.

8. Temporary Traffic Management – TMR Development Library

Amanda circulated an email on 6 November 2025 advising that TMR have launched a Temporary Traffic Management (TTM) Occupational Group in the Department of Transport and Main Roads (TMR)'s online Development Library.

TMR advise that the TTM Development Library has been created to:

- provide accessible, high-quality training resources for all stakeholders involved in TTM
- build capability across the industry by improving understanding of roles, responsibilities, and best practices
- improve delivery performance and reduce costs by fostering a more informed and safety-conscious workforce.

9. TMR State Network Assessment

- At the recent LGAQ Conference there was a half day road component, and the CEO for the National Transport Research Organisation (NTRO) presented on several initiatives including iPAVE (Intelligent Pavement assessment Vehicle).
- iPAVE assesses TMRs State Network annually and NTRO are keen to see this assessment being from on Local Government LRRS roads at the same time, ideally at no cost to councils.
- Historically the State has previously funded asset data collection through SCDF i.e. NetRisk 2009, 2010, 2011, 2012
- It was agreed that it would be beneficial to raise this with the RRTG to progress this advocacy.

ACTION ITEM 142.5 State funding for asset condition assessments on Local Government LRRS roads to be raised with the RRTG to potentially progress advocacy.

10. Regulatory Impact Analysis to reduce the open road default limit and National Road Safety Strategy

- Amanda advised that the Department of Infrastructure, Transport, Regional Development, Communications, Sports and Arts are undertaking a Regulatory Impact Analysis to reduce the open road default speed limit.
- Reform options include:
 - Sealed Roads
 - Option 1 – 90 km/hr
 - Option 2 – 80 km/hr
 - Option 3 – 70 km/hr
 - Unsealed Roads
 - Option 1 – 80 km/hr
 - Option 2 – 70 km/hr
- LGAQ is seeking feedback on the proposed changes and Darlene Irvine, FNQROC CEO provided feedback which was circulated both to the RRTG TC and LGAQ.
- In addition, public feedback is also being sought to inform the National Road Safety Strategy as part of a mid-term review.
- Jarrod at LGAQ kindly advised that he would share copies of their submissions.

ACTION ITEM 142.6 Jarrod Hellmuth, LGAQ to share copies of LGAQ's submissions to the RIA to reduce the open road default limit and National Road Safety Strategy.

11. TMR - Local District Office Update – John Gillespie, TMR

John Gillespie advised that ATSI nominations forms have been sent for the 2026/27 funding round which closes on 13 February 2026.

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

The following matters were identified at the RRTG TC Meeting No. 141 on 15 October 2025 to be raised with the RRTG:

Item 138.2 Seek endorsement by the RRTG of proposed amended wording to the FNQ Works Program – Development & Management Process regarding used of TIDS funding on State-controlled roads.

Item 138.10 Seek endorsement by the RRTG of the update constitution.

In addition, the following matters are also to be raised:

Item 142.2 Seek endorsement by the RRTG of the updated 2025/26 – 2027/28 works program.

Item 142.5 State funding for asset condition assessments on Local Government LRRS roads to be raised with the RRTG to potentially progress advocacy.

13. Proposed new LRRS roads – Mareeba Shire Council

- Amanda advised that three additional roads to be added to the LRRS network have been nominated by Mareeba Shire Council and a Statement of Intent (SOI) for each road was circulated by email on 11 November 2025.
- The RRTG TC must now consider each proposed road and decide if they wish to recommend approval of the road to the LRRS network to the RRTG.
 - a. If it is recommended that the road be approved, endorsement will then be sought from the RRTG.
 - b. If it is recommended that the road is not approved, the nominating council can either decide to accept the decision of the RRTG TC or raise the matter with the RRTG for further consideration.
- According to the RTA Operational Guidelines, LRRS roads are determined by the RRTG to focus TIDS investment on roads of strategic importance. The RRTG establishes the eligibility criteria appropriate for their LRRS network and use one or more of the following criteria as a guide, for example, the roads:
 - a. forms an important part of the economic development strategy of the region, including access to natural resources, agricultural areas, industrial zones and attractions of regional significance
 - b. provides access to rail heads, freight depots, ports and major airfields from a higher order road
 - c. connects shires, towns, cities and regions and provides travel time and distance savings
 - d. provides a connecting function across a local government boundary
 - e. acts as a significant commuter route, that is, urban roads providing travel and distance savings
 - f. provides access to regionally significant institutions like community health, education, recreation, youth, aged care and entertainment facilities
 - g. provides the only access to a remote community
 - h. provides emergency access
- The three roads nominated are:
 - a. Tinaroo Creek Road
 - b. Ray Road
 - c. Oak Forest Road
- Oak Forest Road was previously a LRRS road but was removed.
- Following brief discussion, the general consensus was that of each of the roads, Tinaroo Creek has the most potential to be a LRRS, but the others appear to be of local as opposed to regional significance.
- It was noted that during previous reviews, roads were considered against an agreed criterion.
- As not all attendees had had the opportunity review the SOIs ahead of the meeting it was agreed that the matter be carried over to the next RRTG TC with details of the previously used criteria be circulated ahead of the meeting together with the reasons why Oak Forest Road was previously removed from the LRRS register.

ACTION ITEM 142.7 Amanda to circulate previous criterion used to determine LRRS roads together with reason why Oak Forest Road was previously removed from the LRRS register.

ACTION ITEM 142.8 RRTG TC to consider SOIs submitted by MSC ready for discussion at the next RRTG TC.

14. Next meeting – RRTG 2 December 2025, RRTG TC 29 January 2026

The meeting closed at 2.30pm

ACTION ITEMS

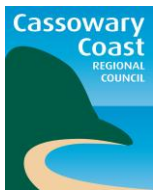
Actions arising from Meeting 142 – 14 November 2025

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138.2	Endorsement of the amended wording to the Program Guidelines regarding State-controlled roads to be sought from the RRTG at their meeting on 2 December 2025.	In progress
138.7	Amanda to gather existing council data on annual maintenance costs for gravel roads, reseals and curb and channel etc with a view to determining pre-agreed figures for input into the Program Management Tool. Email dated 25 March 2025 circulated requesting information regarding council's annual maintenance costs and sent again on 29 April 2025. Travis Mitchell to review and provide some suggested figures to the RRTG TC to consider. Update: Amanda advised that it appears that the information entered in the Base Case and the Project Case section of the BCA does not impact the score. Amanda to investigate further with Shepherd Services and advise. In the meantime, Travis advised that he is in the process of gathering data to provide some suggested guidance around this action.	In progress
138.10	Endorsement of the updated constitution to be sought from the RRTG at their meeting on 2 December 2025. ESC logo to be added to the title page.	In progress
140.4	Travis Mitchell to share overview of CRC crumb rubber trials with the RRTG TC. Update: Travis advised that he had not yet had the opportunity to go to site to take photographs etc but does plan to do so. Amanda advised that there was a section in the Road Treatment Good Practice Guide that provides guidance on the use of crumb rubber which would form the basis of further discussion.	Outstanding
140.5	Amanda to review the current Capability Agreement & Action Plan and send to councils for input.	Outstanding

141.6	TMR and CRC to develop a collaborative communications approach regarding decisions in managing roads that impact both the state and local network regardless of road ownership.	CRC & TMR
142.1	Amanda to speak to Shepherd Services about the potential to add a section in the PMT for non-road projects. Section to potentially included pedestrian counts as opposed to vehicular counts and which can be discounted for the 20% LRRS calculation.	Amanda Hancock, FNQROC
142.2	Seek endorsement by the RRTG of the updated 2025/26 – 2027/28 works program.	Amanda Hancock, FNQROC
142.3	Amanda to notify Phil Hunt of Road Engineering Services that Travis Mitchell, CRC and Khubaib Khan, CSC nominated to work with him to finalise the recommended Road Treatment Study – Good Practice Guide.	Amanda Hancock, FNQROC
142.4	Councils to provide Phil Hunt, Road Engineering Services with the length and total area of their asphalt and bitumen road network if they have not already done so.	All Councils
142.5	State funding for asset condition assessments on Local Government LRRS roads to be raised with the RRTG to potentially progress advocacy.	Amanda Hancock, FNQROC
142.6	Jarrold Hellmuth, LGAQ to share copies of LGAQ's to the RIA to reduce the open road default limit and National Road Safety Strategy.	Jarrold Hellmuth, LGAQ
142.7	Amanda to circulate previous criterion used to determine LRRS roads together with reason why Oak Forest Road was previously removed from the LRRS register.	Amanda Hancock, FNQROC
142.8	RRTG TC to consider SOIs submitted by MSC ready for discussion at the next RRTG TC.	RRTG TC



Queensland
Government



FAR NORTH QUEENSLAND REGIONAL ROADS AND TRANSPORT GROUP

CONSTITUTION

Date

Adopted at FNQ RRTG Meeting X

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ABOUT THE ROADS AND TRANSPORT ALLIANCE

The Roads and Transport Alliance (the Alliance) is a cooperative governance arrangement between the Department of Transport and Main Roads (TMR), and Queensland local governments to invest in and regionally manage the Queensland transport network. Established in 2002, the Alliance was formed to jointly address shared road and transport challenges and deliver improved value from all available resources.

- The original 5 year Memorandum of Agreement (MoA) establishing the Alliance was signed on 28 August 2002.
- In response to local government reform, the MoA was extended for 12 months up until August 2008.
- Following this extension, a new MoA was endorsed on 2 September 2008 extending the agreement from 2008-2013.
- A new MoA was endorsed on 31 July 2013 extending the agreement from 2013-2018.
- A new MoA was endorsed on 29 October 2018 extending the agreement from 2018-2023.
- A new Roads and Transport Coordination, replacing the MoA, was endorsed on 14 October 2022.

Name changes from "Roads Alliance" to "Roads and Transport Alliance" and "Regional Road Group" to "Regional Road and Transport Group" were also effected on 31 July 2013.

The objectives of the Alliance are:

- Benefit-focused – maximise the investment on Queensland's road and transport network to achieve economic, social, and environmental benefits
- Collaborative – achieve maximum efficiencies through collaboration and innovation in network planning, program development and delivery
- Capability development – improve technical skills through training, technology, and knowledge transfer
- Safe and efficient road and transport network – optimise road safety on Queensland's road and transport network.

TMR provides funding support to local governments for transport related initiatives through the Transport Infrastructure Development Scheme (TIDS). TIDS funds are to be matched by local governments.

Regional Roads and Transport Groups (RRTG) are the primary decision-making bodies of the Alliance. RRTGs are based on existing relationships taking into consideration economic, social, environmental, and geographic characteristics of a region, which serve to influence the planning and management of the regional transport network and the services provided by that network.

This document represents the Constitution of the Far North Queensland Regional Roads and Transport Group (including its Technical Committee).

1. OPERATIONAL ARRANGEMENTS FOR THE REGIONAL ROADS AND TRANSPORT GROUP

1.1 Operational Guidelines

The Alliance Operational Guidelines provide the basis for the governance and operational procedures adopted by the Far North Queensland Regional Roads and Transport Group. This Constitution is consistent with these Operational Guidelines.

1.2 Responsibilities

The RRTG is responsible for:

- Managing the Alliance TIDS program and its investment on the regional transport network.
- Determining the Local Roads of Regional Significance (LRRS) network and notifying the Roads and Transport Alliance Project Team (RTAPT) of changes to the network.
- Determining and approving the long-term investment strategies for the region's LRRS network.
- Ensuring local governments' commitment to the transport network in real terms is maintained and any additional state funding over and above this commitment is matched with local government funds.
- Ensuring that the rolling four-year works program is submitted annually to the appropriate TMR district office(s) by the end of February of each year.
- Planning and reporting improvement in the capacity and coordination in four key road stewardship capabilities: program development, asset management, road safety, and joint purchasing and resource sharing (JP&RS).
- Ensuring the annual Alliance TIDS allocation is spent in accordance with the TIDS Policy.
- Ensuring that project recognition signs are installed in accordance with the TIDS Project Recognition Policy.
- Any other roads or transport responsibility deemed appropriate, beneficial and a priority for the region.

1.3 Membership

1.3.1 Members

The Far North Queensland Regional Roads and Transport Group comprises:

- 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
- Transport and Main Roads – Far North Queensland

1.3.2 Membership

The RRTG is responsible for agreeing on Council membership and the TMR Director General must endorse membership or changes to membership. Changes to membership must be in writing to the Chair of the RRTG, and if supported by the RRTG, in writing to the TMR Director General.

1.3.3 Withdrawal

A Member Council may withdraw at anytime from the RRTG, however, the withdrawing Member Council must honour any Alliance commitments previously made by that Member Council.

1.3.4 Representatives

Each Member Council may nominate one (1) elected member as its delegate on the RRTG. If the nominated delegate/s are unable to attend meetings of the RRTG, the Member Council will appoint another elected member as their alternate delegate.

The TMR delegate shall be the District Director. If the District Director is unable to attend meetings of the RRTG, the District Director will appoint a senior officer as his/her alternate delegate.

1.3.5 Observers

All Members of the RRTG shall be entitled to have in attendance at each meeting of the RRTG one observer to act as advisor.

Non-Member Councils may attend RRTG meetings in observer status with the agreement of Members. Observers are not entitled to vote but may address the RRTG with the agreement of Members.

1.4 **Office Bearers**

1.4.1 Chair

The RRTG will elect a Chair to conduct RRTG meeting procedures and to control and arrange the affairs of the RRTG.

1.4.2 Deputy Chair

The RRTG will elect a Deputy Chair who shall conduct proceedings in the Chair's absence.

1.4.3 Filling of Vacancies

Where a vacancy of office occurs, the RRTG at its next meeting subsequent to the vacancy occurring will by resolution appoint a delegate to fill the vacancy.

1.4.4 Term of Office

An election will be held for the Chair and Deputy Chair of the RRTG at the first RRTG meeting following the date of state wide Local Government elections. The Chair and Deputy Chair will be appointed for a one (1) year term.

1.5 **Meetings**

1.5.1 Frequency

Meetings are to be held at least two times per year. Any Member may request the Chair to convene additional meetings. Video conference and telephone conference are an acceptable form for meetings.

1.5.2 Dates

A schedule of meeting dates is to be agreed to by Members for a twelve-month period.

1.5.3 Agenda

A meeting agenda is to be compiled and sent to all Members at least seven (7) days prior to the meeting date.

1.5.4 Minutes

Minutes of meetings are to be prepared by the Secretariat and sent to all Members within fourteen (14) days of the meeting.

1.5.5 Objectives and Milestones

Meetings should include consideration of:

- Regional Investment Strategy – setting the vision and strategic transport-related objectives for the region.
- Works Program – moderate the annual four-year works program across all infrastructure types and ensure the works align with the regional investment priorities for the region.

- Joint Purchasing and Resource Sharing – discuss opportunities to work collaboratively to generate efficiencies.
- Safety – discuss any safety issues or opportunities.
- LRRS Network – review and endorse LRRS change requests recommended by the Technical Committee.
- Works Delivery – monitor the delivery of the works program and claims for reimbursement of Alliance TIDS funding for the current financial year.
- Capability Agreement and Action Plan – monitor and consider the Capability Agreement and Action Plan for current and future financial years.
- Strategic Issues – discuss any road and transport matters.

1.6 Decision-Making

1.6.1 Consensus

All decisions in the first instance should be achieved via consensus. Where a consensus is not reached, the RRTG will vote to resolve the issue. Decisions may be made between meetings, providing all Members have been given appropriate opportunity to consider the issues. Decisions can be made via email, providing the email trail includes each Member's position.

1.6.2 Voting

Each Member with a delegate/s in attendance at the meeting is entitled to one vote. In the event of an equality of votes on any issues, the Chair may exercise a second or casting vote. Voting for decisions made between meetings must be recorded by email.

1.6.3 Quorum

A quorum shall comprise half plus one of all Members of the RRTG.

1.6.4 Issue Resolution

Where issues cannot be satisfactorily and expeditiously resolved, the following principles will apply to the issue resolution process which align with the Alliance Operational Guidelines:

- Issues are to be resolved at the lowest possible level.
- At each level, the issue must be resolved or passed to the next highest level within a reasonable timeframe.
- Issues are to be dealt with in an expeditious manner within the spirit of the Alliance.

If the RRTG cannot resolve an issue, the RTAPT should be advised within 5 days. If the issue cannot be resolved with RTAPT assistance, the TMR Director General has authority to make a decision.

1.7 Sub-Committees

1.7.1 Role

The Far North Queensland RRTG comprises one large committee, should the RRTG decides to introduce sub-committees of the RRTG, the role of the sub-committees is to undertake tasks as determined by the RRTG.

The RRTG will retain primary responsibility for the:

- Governance arrangements for the RRTG
- Technical Committee/support
- Network identification, vision, performance standards

1.8 Secretariat Services

1.8.1 Role

The RRTG will appoint a Secretariat to provide the following services to the RRTG and the Technical Committee if necessary:

- Manage the administration funds of the RRTG.
- Minute and record the appointment of Chairs, Deputy Chairs, and Members of the RRTG and Technical Committee.
- Keep minutes and records of the names of Members' delegates of the RRTG and Technical Committee present at meetings.
- Prepare agendas for meetings of the RRTG and Technical Committee.
- Make necessary arrangements for meetings of the RRTG and Technical Committee.
- Enter into such correspondence as may be required from time to time by the RRTG and Technical Committee.
- Undertake the general administration of the business of the RRTG and Technical Committee.
- Perform such duties and functions as determined by the RRTG and Technical Committee in accordance with these rules and inform the Chair regularly of all relevant activities.
- Coordination of Member TIDS funding applications for capability development.
- Coordination if required, of the technical tasks undertaken by the Technical Committee.

1.8.2 Appointment

The RRTG appoints Far North Queensland Regional Organisation of Councils (FNQROC) AS THE Secretariat until terminated by resolution.

1.9 Funding

1.9.1 Alliance TIDS

The RRTG receives a single annual allocation of Alliance TIDS funds. The RRTG is required to allocate this funding in a regionally prioritised two-year fixed, two-year indicative continuous works program, consistent with the TMR QTRIP development cycle.

1.10 Communication

1.10.1 Spokesperson

The Chair will be the official spokesperson for the RRTG.

1.10.2 Funding Announcements on LRRS Network

For announcements with regard to project approvals, the arrangements will be in accordance with the TIDS Project Recognition Policy.

2. OPERATIONAL ARRANGEMENTS FOR THE TECHNICAL COMMITTEE

2.1 Responsibilities

The Technical Committee is responsible for:

- Providing recommendations on the composition of the LRRS network for endorsement by the RRTG
- Developing and regularly reviewing the long-term investment strategies (Statements of Intent) on the LRRS network and submitting them to the RRTG for discussion and approval.
- Adopting program development tools and practices that enable regional prioritisation and allocation of the investment on the LRRS network.
- Proposing, prioritising, and finalising the draft annual four-year works program for approval by the RRTG.
- Monitoring expenditure on Alliance TIDS-funded projects, ensuring TIDS reimbursement claims are submitted and processed in a timely manner, and keeping the RRTG informed of progress throughout the year.
- Developing and regularly reviewing a Capability Agreement and Action Plan to continually improve the RRTG's capability in program development, asset management, road safety, and JP&RS, and reporting against these actions to the RRTG.
- Ensuring timely execution of the actions in the Capability Agreement and Action Plan.
- Providing recommendations to the RRTG for decision-making in general on any other roads or transport responsibility deemed appropriate, beneficial, and a priority for the region.

2.2 Membership

2.2.1 Representatives

Each Member Council may nominate one (1) senior staff representative, or engineering consultant engaged by the Member Council, as its delegate on the Technical Committee. If the nominated delegate is unable to attend meetings of the Technical Committee, the Member Council will appoint another senior staff representative as their alternate delegate.

TMR may nominate one (1) senior staff representative as its delegate on the Technical Committee. If the nominated delegate is unable to attend meetings of the Technical Committee, TMR will appoint another senior staff representative as their alternate delegate.

2.2.2 Observers

Other Member Council and TMR staff representatives may attend Technical Committee meetings as observers. Staff representatives from Non-Member Councils may attend Technical Committee meetings in observer status with the agreement of Members. Observers are not entitled to vote but may address the Technical Committee with the agreement of Members.

2.3 Office Bearers

2.3.1 Chair

The Technical Committee will elect a Chair to conduct Technical Committee meeting procedures and to control and arrange the affairs of the Technical Committee.

2.3.2 Deputy Chair

The Technical Committee will elect a Deputy Chair who shall conduct proceedings in the Chair's absence.

2.3.3 Filling of Vacancies

Where a vacancy of office occurs, the Technical Committee at its next meeting subsequent to the vacancy occurring will by resolution appoint a delegate to fill the vacancy.

2.3.4 Term of Office

The Chair and Deputy Chair of the Technical Committee will be appointed or a one (1) year term and may seek re-election.

2.4 Meetings

2.4.1 Frequency

Meetings are to be held at least four times per year. These meetings will generally precede the RRTG meetings to allow technical recommendations to be presented to the RRTG meeting. Video conference and telephone conference are an acceptable form for meetings.

2.4.2 Dates

A schedule of meeting dates, based on RRTG meeting dates, is to be agreed by Members for a twelve-month period.

2.4.3 Agenda

A meeting agenda is to be compiled and sent to all Members at least seven (7) days prior to the meeting date.

2.4.4 Minutes

Minutes of meetings are to be prepared by the Secretariat and sent to all Members within fourteen (14) working days of the meeting.

2.4.5 Objectives and Milestones

Meetings should allow the Technical Committee to:

- Works Program – develop the annual four-year works program, under the management of the RRTG, from approximately August to February, including the proposal of projects, their prioritisation and the submission of a recommended program to the RRTG.
- LRRS Network – review and update the LRRS network as required by the region's circumstances.
- Regional Investment Strategy – review and update investment strategies for the LRRS network as required by the region's circumstances.
- Works Delivery – manage the delivery of the works program and claims for reimbursement of Alliance TIDS funding for the current financial year, including expenditure target requirements.
- Capability Development – nominate, and when approved, execute opportunities for capability improvement in program development, road safety, asset management, and JP&RS.
- Capability Agreement and Action Plan – Implement the actions in the Capability Agreement and Action Plan for the current financial year.
- Strategic Issues – discuss other road and transport matters of regional significance.

2.5 Decision-Making

2.5.1 Consensus

All decisions in the first instance should be achieved via consensus. Where a consensus is not reached, the Technical Committee will vote to resolve the issue. The views/comments of dissenting Members will be comprehensively documented in the minutes of the meeting for the information of the RRTG.

Decisions may be made between meetings, providing all Members have been given appropriate opportunity to consider the issues. Decisions can be made via email, providing the email trail includes each Member's position.

2.5.2 Voting

Each Member with a delegate in attendance at the meeting is entitled to one vote. In the event of an equality of votes on any issues, the Chair may exercise a second or casting vote.

2.5.3 Quorum

A quorum shall comprise half plus one of all Members.

2.5.4 Issue Resolution

Issues, where they arise, should initially be resolved at the Technical Committee level. Failing Technical Committee consensus, the matter will be referred to the RRTG for resolution.

3. PART 5 – ALTERATION OF CONSTITUTION

3.1 Alteration

These rules may be repealed, altered, or amended at an RRTG meeting by resolution.

3.2 Resolution

Such resolution must be passed by votes equal to 75 per cent of the total voting entitlement of all members (present or not).

3.3 Notice

Notice of the proposed repeal, alteration, amendment, or addition must be given to the Chair and distributed to Members with the agenda for the next meeting of the RRTG.