



# School Transport Infrastructure Program Development Guidelines

(A sub-program of the Targeted Road Safety Program)

July 2023

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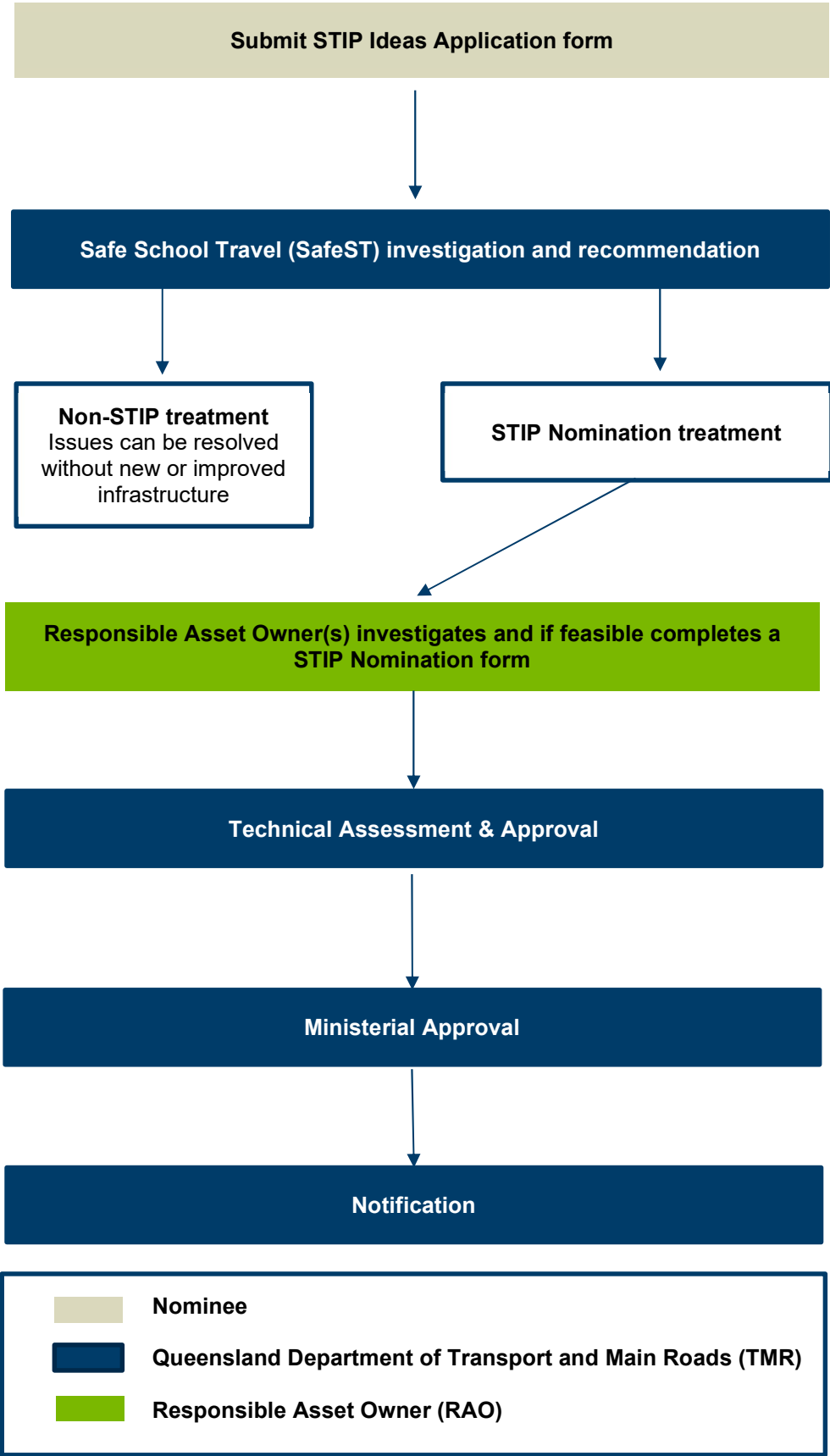
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# School Transport Infrastructure Program: Process Flowchart



# 1. What is the School Transport Infrastructure Program?

The School Transport Infrastructure Program (STIP) provides specific funding to improve the safety and operation at schools through new or improved infrastructure at the school and/or on the surrounding road network.

The program complements other ongoing initiatives to improve safety in and around Queensland schools including the Flashing School Zone Signs Program, the School Crossing Supervisor Scheme and the Community Road Safety Grants Program.

## 1.1 Program desired outcomes

The desired outcome of the STIP is to construct new or improve transport related infrastructure at the school and/or on the surrounding road network to:

- improve the safety and operation of transport at schools, and
- provide long term road safety improvements for all road users travelling to and from a school and/or travelling near a school environment in Queensland.

## 1.2 Roles and responsibilities

- The **Approver** for a STIP Nomination is the relevant Minister.
- The **Nominee** is a person and/or organisation who submits a STIP idea.
- **Registered Professional Engineer – Queensland** is a person registered in Queensland to be able to undertake professional engineering service under the *Professional Engineers Act 2002*.
- **Responsible Asset Owner (RAO)** is the school (the person with authority to approve capital works) and/or the road authority that owns/controls the land that the infrastructure is to be constructed on.
- **STIP Programming Team** the team responsible for the development of STIP.
- **STIP Team** is the team who is accountable to delivering approved STIP nominations.
- **STIP Technical Committee** will consist of relevant road safety practitioners with technical and project experience within TMR.
- **Queensland Department of Transport and Main Roads (TMR) Managers (Road Safety)** are responsible for road safety service delivery, promotion, consultation and engagement within their respective local area. (see **Section 7.1 Contact Information for current list of TMR Managers (Road Safety)**).

# 2. Eligibility

## 2.1 Schools that are eligible for STIP

The following Queensland schools are eligible for STIP funding:

- state schools (primary, special, secondary, state colleges and outdoor and environmental education centres, Schools of Distance Education)
- independent schools
- catholic schools

- Trade Training Centres (excluding those located on TAFE campuses).

## 2.2 Institutions that are not eligible for STIP

The following institutions are not eligible for STIP funding:

- tertiary institutions
- TAFE Colleges
- kindergartens
- day care centres.

## 2.3 What infrastructure works are eligible for STIP?

While not exhaustive, the following list of transport related infrastructure improvements at schools and/or surrounding road networks are considered typical works that are eligible for STIP funding:

- Construction / upgrading of bus set-down areas, indents/ bays, parking bays and/or turn-around areas
- Construction / upgrading of bikeways and shared pathways
- Installation / upgrading of traffic signals and other intersection improvements
- Construction / upgrading or extension of Stop, Drop and Go zones
- Construction / upgrading of pedestrian pathways, fencing and barriers
- Installation / upgrading of pedestrian refuges and crossings
- Provision / upgrading of bike racks / cages / parking facilities and shelters for public and active transport users
- Installation / upgrading of bus stops on school bus routes
- Installation of kerb extensions
- Creation of new school zones and associated signage
- Construction or extensions of school parking facilities directly improving the safety and efficiency of the surrounding network
- Installation / upgrading of other signage, line-marking or pavement marking to improve safety or compliance.

## 2.4 What is not eligible for STIP?

While not exhaustive, the following are not eligible to be funded by STIP:

- Maintenance of any new or existing school transport safety infrastructure (existing or new)
- Purchase of road-building plant or equipment
- Employment of School Crossing Supervisors and wages for staff monitoring school loading zones
- Development and/or delivery of educational programs
- Any infrastructure at new schools. Generally, a school is considered as a 'new school' within six years of its completion build date.

## 3. Funding arrangements

### 3.1 What funding is available for a project?

The maximum amount of state funding available for a project is \$500,000 except in special circumstances.

It is anticipated that most projects will be funded at a 50:50 subsidy basis (for example co-funding between TMR and Local Government).

While 100 percent funding is available, projects may be funded up to 100 per cent, but this is at the discretion of the Approver.

### 3.2 Are there any special considerations for projects valued at over \$500,000?

The Department of Transport and Main Roads (TMR) can refer projects to the Approver where the identified scope of works cannot be achieved within the state funded \$500,000 limit and the project proposal addresses an identified road safety issue.

Only the Approver has the authority to approve a project that exceeds the \$500,000 state funding limit.

## 4. Applying for STIP

Applying for STIP funding is a two-stage process.

### 4.1 Stage 1 – Submitting a STIP Idea

#### 4.1.1 Who can submit a STIP Idea?

A STIP idea can be submitted by nominee from a:

- State and non-state schools, including Parents and Citizens and Parents and Friends Associations
- Member of the community
- Road authority
- Member of Parliament.

STIP ideas must be completed on the *STIP Idea Application form* and must address all the requirements of this form and ensure it addresses the concern for new or improved transport related infrastructure at the school and/or surrounding road network.

The completed *STIP Idea Application form* is to be submitted by email to the STIP Programming team on [STIP@tmr.qld.gov.au](mailto:STIP@tmr.qld.gov.au).

The *STIP Idea Application form* is attached as **Appendix A**.

#### 4.1.2 SafeST Investigation

The TMR Manager (Road Safety) will arrange for a Safe School Travel (SafeST) investigation to assess the identified issue and consider various road safety treatment approaches.

At the completion of the SafeST investigation, the TMR Manager (Road Safety) will recommend one of the following options to the nominee and relevant Responsible Asset Owners (RAOs):

1. *Non-STIP treatment approach:* This means, the issue can be resolved without new or improved infrastructure. The TMR Road Safety team will work with the nominee and other relevant stakeholders to implement the outcomes of the SafeST investigation.
2. *STIP Nomination treatment approach:* This means, the issue could be resolved through new or improved transport related infrastructure at the school and/or on the surrounding road network.

If a STIP Nomination treatment is recommended, the process to full STIP Nomination is required to be investigated and progressed by the relevant RAOs (see **Section 4.2 – Completing a STIP Nomination**).

## 4.2 Stage 2 – Completing a STIP Nomination

Responsible Asset Owner(s)(RAOs) are responsible for completing the STIP Nomination form.

The TMR Manager (Road Safety) will keep the nominee informed of the process and work with relevant stakeholders to assist in completing the STIP Nomination form. This will include:

- Obtaining support from the relevant Responsible Asset Owner(s)(RAOs) to develop, construct and ultimately own and maintain the infrastructure work outlined in the STIP Nomination form.
- Facilitating endorsement by a Registered Professional Engineer - Queensland (RPEQ)
- Completing all documents required to support a STIP Nomination (see **Section 5.2. Documentation Requirements**).

The completed STIP Nomination (including all required supporting documentation) is to be submitted to the relevant TMR Manager (Road Safety).

### 4.2.1 Costs that can be included in the STIP Nomination

All costs associated with pre-construction, construction and finalisation activities of delivering the project can include:

- Direct administration costs of the projects
- Detailed design
- Construction (including traffic management, contactors and materials)
- Post construction / finalisation costs
- Contingency.

## 5. STIP Nomination Requirements

### 5.1 Who Needs to Approve and Develop the Nomination?

Due to ongoing ownership and maintenance of all infrastructure that is approved and delivered through the STIP process, a STIP Nomination is required to be both approved and developed (or commissioned) by the Responsible Asset Owner(s) (RAOs).

**A RAO** is the school and/or the road authority that owns/controls the land that the infrastructure is to be constructed on.

**If more than one RAO are involved to deliver the proposed infrastructure, then a joint STIP Nomination will be required to be approved by both RAOs.**



All STIP Nominations are to be endorsed by a registered engineer, that is Registered Professional Engineer – Queensland.

All endorsements and approvals are captured through the completion and signing of the *STIP Signature Endorsement and Approval form* (see **Section 5.2 Documentation Requirements**).

## 5.2 Documentation Requirements

A well-developed STIP Nomination provides sufficient information to be assessed to enable a funding decision to be approved. This will include sufficient detail to support the cost estimate provided.

**Documents required to be submitted for a STIP Nomination are listed in the below table:**

Document	Notes
STIP Nomination form	To be completed as per outcome of the SafeST investigation in section 4.2. Completing a STIP Nomination
STIP Idea Application form	<b>Required</b> for all STIP Nominations. Is the initial form required to be submitted by a nominee who identifies a safety concern at a school and/or surrounding road network and will be subject to a Safe School Travel (SafeST) investigation by the local TMR, Road Safety team.
SafeST Investigation Outcome form	<b>Required</b> for all STIP Nominations. Captures the SafeST investigation outcome, undertaken by a member of the TMR Road Safety team, for the location identified by a nominee.
Concept layout plans, drawings and documents outlining the work being proposed	<b>Required</b> for all STIP Nominations.
STIP Signature Endorsement and Approval form	<b>Required</b> for all STIP Nominations. Completed and signed by all necessary persons outlined in the form.
Cost Estimate Breakdown	<b>Required</b> for all STIP Nominations. Provide sufficient details for a complete understanding of where the costs are to be incurred. Include total project costs including Administration, Design and other Pre-Constructions Activities. Include contingency appropriate for the development level of this project proposal
Locality Map	<b>Required</b> for all STIP Nominations.
Site Photos	<b>Required</b> for all STIP Nominations.
Project Proposal / Scoping document	<b>Optional</b> - a project proposal can be submitted as additional supporting information.
Supporting crash statistics. (Webcrash, police data or other verified sources may be used)	<b>Optional</b> - Only required if crash history has been provided in the STIP Nomination form.

Document	Notes
Crash diagram	<b>Optional</b> - Only required if crash history has been provided in the STIP Nomination form.
Road Safety Assessments / Technical Investigations / Other Site Assessment reports	Where applicable.
Site condition reports, Planning studies, investigation reports, etc.	Where applicable.
Media, Newspaper Clippings, etc that highlight the Need for the Project	Where applicable.

## 6. Assessment and Approval

### 6.1 Assessment process

All STIP Nominations will be assessed and prioritised for funding through six stages.

#### 6.1.1 Technical Assessment (Stage 1)

**Technical assessment** undertaken by TMR where all projects will be assessed to determine if nominations are fit-for-purpose and have provided the necessary technical supporting information.

As part of the technical assessment stage, the soundness of the estimated costs provided will be reviewed to ensure the treatments listed can be delivered for the costs indicated.

During this stage, extra information and/or clarification on nominations may be sought.

#### 6.1.2 Benefits Assessment (Stage 2)

A **benefit assessment** will be undertaken for all full STIP Nominations submitted. These are assessed by TMR using a weightings system built on three key themes:

- School transport analysis based on the proposed projects impact on transport to, from and within the school
- Community transport analysis based on the proposed projects impact on general community transport
- Economic analysis based on a quantitative assessment of the project cost and the level of funding being sought.

#### 6.1.3 Technical Committee Review (Stage 3)

A STIP Technical Committee will review all nominations to ensure compliance to STIP requirements, and consistency and completeness of all nominations received.

A STIP Nomination will **not** be progressed further without endorsement by the STIP Technical Committee.

#### 6.1.4 Initial Prioritisation (Stage 4)

Following the Technical Committee review, a recommended draft prioritised list will be provided to the Approver for consideration.

### **6.1.5 Ministerial and Departmental Consultation (Stage 5)**

**Ministerial and Departmental consultation** will be conducted following the development of the recommend draft prioritised list from stage 4. The Approver has discretion to reprioritise based on considerations that have been brought to the Approver's attention by local Members of Parliament and other stakeholders.

A final prioritised list of recommendations for funding under STIP is completed as part of this stage.

### **6.1.6 Final Approval and Announcement (Stage 6)**

**Approval and advice of the finalised list of successful nominations** is undertaken by the Approver.

## **6.2 Notifying nominees of STIP Nomination outcomes and conditions of funding**

All nominees and Responsible Asset Owners (RAOs) will be advised of their STIP Nomination outcomes.

Letters sent to RAOs for successful STIP Nominations containing details of any specific conditions attached to the funding arrangements.

RAOs will be informed of the Deed of Agreement, reporting and acquittal process that will be required.

Letters sent to unsuccessful STIP Nominations will explain and describe why the STIP Nomination was ineligible and/or did not achieve road safety benefits to be prioritised for STIP funding.

Unsuccessful STIP Nominations could be further developed with TMR Manager, Road Safety and relevant RAOs for later funding rounds.

## 7. Contact Information

### 7.1 TMR Road Safety Advisor contacts

A PDF map of regional boundaries of each TMR Road Safety team can be accessed [here](#).

As at 31 May 2019, you can reach your local Road Safety Advisor through the following telephone numbers:

#### Central Region

##### Gladstone

Telephone: 4973 5108

##### Rockhampton

Telephone: 4931 1651

#### Northern Region

##### Cairns

Telephone: 4045 8515

##### Townsville

Telephone: 4758 7505

#### Southern Region

##### Wide Bay

Telephone: 4153 7833

##### Toowoomba

Telephone: 4617 7413

##### Warwick/South West

Telephone: 4661 6706

#### South East Queensland

Telephone: 1300 360 135 then select from the following options:

Press '1' for **West of Brisbane**

Press '2' for **South Brisbane** and the **Gold Coast**

Press '3' for **North Brisbane** and the **Sunshine Coast**

### 7.2 Enquiries

For queries about submitting STIP ideas and road safety concerns should be directed to the relevant TRM Road Safety Advisor as per contact details listed in **Section 7.1 TMR Road Safety Advisor contacts**.

For any queries relating to aspects of the STIP, including further details on processes, delivery, complaints and feedback, and funding decision should be directed to the STIP Programming Team by email on [STIP@tmr.qld.gov.au](mailto:STIP@tmr.qld.gov.au).

TMR will endeavour to ensure enquiries are resolved promptly, fairly and confidentially.

# Appendix A: STIP Idea Application form

