****

**[insert name]**

**Regional Roads and Transport Group (RRTG) Constitution**

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| Each RRTG must develop a constitution that meets their needs. This template provides suggested wording which can be deleted, added to, or amended. There is no need to adopt this Constitution as it is, it is provided as an example/suggested text.For example, RRTGs can add a cover page that includes member council and TMR logos or change some of the requirements throughout to suit the RRTG’s needs. Once the RRTG has agreed to the Constitution, a copy must be provided to the Roads and Transport Alliance Project Team (RTAPT). |

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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 Roads and Transport Alliance was formed to jointly address shared road and transport challenges and deliver improved value from all available resources.

The objectives of the Alliance are:

1. Benefit-focused – maximise the investment on Queensland's road and transport network to achieve economic, social and environmental benefits
2. Collaborative – achieve maximum efficiencies through collaboration and innovation in network planning, program development and delivery
3. Capability development – improve technical skills through training, technology and knowledge transfer
4. 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 Roads and Transport Alliance. RRTGs take into consideration the economic, social, environmental and geographic characteristics of a region. The RRTG should influence the planning and management of the regional transport network.

This document represents the Constitution of the **[insert name of RRTG]** (including its Technical Committee).

# Operational Arrangements for Regional Roads and Transport Group (RRTG)

## Operational Guidelines

The Operational Guidelines provide the governance and operational procedures for **[Insert name]** RRTG. This Constitution is consistent with the Operational Guidelines.

## Responsibilities

RRTGs are responsible for:

* Managing the TIDS program and its investment on the regional transport network.
* Determining the 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: asset management, program development, road safety and joint purchasing and resource sharing (JP&RS).
* Ensuring the annual 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.

## Membership

### **Members**

The **[insert name of RRTG]** comprises:

* **[insert name of Council]**
* **[insert name of Council]**
* Department of Transport & Main Roads – **[insert name of TMR District]**

### **Representatives**

Each member council may nominate up to two (2) elected members as its delegate/s 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 local TMR District Director/s is the TMR delegate. If the District Director/s are unable to attend meetings of the RRTG, the District Director/s will appoint a senior officer as his/her alternate delegate.

### **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.

### **Withdrawal**

A member local government may withdraw from the RRTG at any time but must honour any Roads and Transport Alliance commitments previously made.

### **Observers**

Members of the RRTG are entitled to have one observer to act as an in attendance at each meeting of the RRTG. Local governments that are not members of the RRTG may attend RRTG meetings as observers, with the agreement of members. Observers are not entitled to vote.

## Office Bearers

### **Chair**

The RRTG will elect a Chair to conduct RRTG meetings and be responsible for the affairs of the RRTG. The Chair may also choose a Secretariat for support.

### **Deputy Chair**

The RRTG may elect a Deputy Chair who can be responsible for the RRTG in the Chair’s absence. The Deputy Chair **[should/must]** be a delegate from an alternative member council to that of the Chair.

### **Filling of Vacancies**

Where a vacancy of office occurs, the vacancy should be filled by resolution at the next RRTG meeting.

### **Term of Office**

The Chair and Deputy Chair for the RRTG will be appointed for a **[time frame]** term.

## Meetings

### **Frequency**

RRTG meetings are to be held at least four (4) times per year. Any member may request the Chair to convene additional meetings. Video conference and telephone conference are an acceptable form for meetings.

### **Dates**

A schedule of meeting dates and venues is to be agreed to by RRTG members for a twelve-month period.

### **Notices**

A Notice of Meeting is to be sent to all Members at least ten (10) days prior to the meeting date and include a call for agenda items to be lodged with the Chair.

### **Agenda**

A meeting agenda is to be compiled and distributed at least seven (7) days prior to the date of the meeting.

### **Minutes**

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

### **Objectives and Milestones**

RRTG meetings should include consideration of:

* Regional Investment Strategy: setting the vision and strategic transport-related objectives for the region
* Program of works: moderate the annual four-year program of works across all infrastructure types and endorse that 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: review and endorse LRRS change requests made by the Technical Committee
* Delivery of works: monitor the delivery of the works program and claims for reimbursement of TIDS funding for the current financial year.
* Consideration and monitoring of the Capability Agreement and Action Plan
* Strategic Issues: discuss any road and transport matters.

## Decision Making

### **Consensus**

In the first instance all decisions should be made by consensus. When this cannot be achieved, the RRTG will vote to resolve the issue. Decisions may be made between meetings, providing all members of the RRTG have been given appropriate opportunity to consider the issues. Decisions can be made via email, providing the email trail includes each member’s position.

### **Voting**

Each member of the RRTG is entitled to one vote. In the event of an equality of votes on any issue, the Chair may exercise a second or casting vote. Voting for decisions made between meetings must be recorded by email.

### **Proxy**

When a proxy is attending the RRTG meeting on behalf of the delegate, the delegate must advise the Chair in writing. The proxy must also be an elected member of council. The proxy must have delegation to make decisions and vote on behalf of the delegate

### **Quorum**

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

### **Issue Resolution**

Where issues cannot be satisfactorily and expeditiously resolved, the following principles will apply to the issue resolution process which align with the Roads and Transport 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 Roads and Transport Alliance.

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

## Secretariat Services

### **Role**

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

* 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 member 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.
* Maintain a current LRRS register for the RRTG
* 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.

### **Appointment**

The RRTG will appoint a Secretariat by resolution.

### **Term**

The Secretariat for the RRTG will be appointed for a one (1) year term and may seek re-appointment.

## Funding

### **Roads and Transport Alliance TIDS**

The RRTG receives a single annual allocation of Roads and Transport 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. Projects eligible for Roads and Transport Alliance TIDS funding include, but are not limited to:

* Road infrastructure
* Marine infrastructure
* Airport infrastructure
* Active transport infrastructure
* Safe school travel infrastructure
* Capability improvement initiatives

## Communication

### **Spokesperson**

The Chair will be the official spokesperson for the RRTG.

### **Funding Announcements on LRRS Network**

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

# Operational arrangements for the Technical Committee

## Responsibilities

Technical Committees are responsible for:

* Providing recommendations on the composition of the LRRS network and notifying the RRTG of any proposed changes.
* 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 TIDS-funded projects, ensuring TIDS claims are submitted and processed in a timely manner, and keeping the RRTG informed of progress throughout the year.
* Providing TMR with timely claims for reimbursement of TIDS funds with supporting documentation (photos, receipts and so on)
* Developing and regularly reviewing a Capability Agreement and Action Plan to continually improve the RRTG’s capability in asset management, program development, road safety and program development, 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.

## Membership

### **Representation**

Each local government that is a member of the RRTG may nominate up to two (2) senior staff representatives as their delegates on the Technical Committee. If the nominated delegates are unable to attend meetings of the Technical Committee, the local government will appoint another senior staff representative as their alternative delegate.

Each TMR District that is a member of the RRTG may nominate one (1) senior staff representative each as their delegate on the Technical Committee. If the nominated delegate is unable to attend meetings of the Technical Committee, the TMR District will appoint another senior staff representative as their alternative delegate.

### **Advisors / Observers**

Other member local government and TMR staff may attend Technical Committee meetings as advisors / observers. Non-member local governments may attend Technical Committee meetings in observer status with the agreement of members. Advisors / observers are not entitled to vote but may address the RRTG with the agreement of members.

## Office Bearers

### **Chair**

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

### **Deputy Chair**

The Technical Committee may elect a Deputy Chair to conduct proceedings in the Chair’s absence. The Deputy Chair should be a delegate from an alternative member to that of the Chair.

### **Filling of Vacancies**

Where a vacancy of office occurs, the Technical Committee will by resolution appoint a delegate to fill the vacancy.

### **Term of Office**

The Chair and Deputy Chair for the Technical Committee will be appointed for a one (1) year term. The office of Chair and Deputy Chair shall be rotated between local government and TMR members of the Technical Committee.

## Meetings

### **Frequency**

Meetings are to be held at least four (4) 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 shall be considered an acceptable form for meetings.

Any member may request the Chair to convene additional meetings. The Chair shall have the discretion to call a meeting or not call a meeting provided that if 2 or more members request a meeting to be called, the Chair will call a meeting within 30 days of such request.

### **Dates**

A schedule of meeting dates and venues is to be agreed to by Technical Committee members for a twelve-month period.

### **Notices**

A Notice of Meeting is to be sent to all members at least ten (10) days prior to the meeting date. This Notice of Meeting will include a call for agenda items to be lodged with the Chair.

### **Agenda**

A meeting agenda is to be compiled and distributed at least seven (7) days prior to the date of the meeting.

### **Minutes**

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

### **Objectives and Milestones**

Meetings should be held to allow the Technical Committee to:

* Annually develop the 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.
* Review and update the LRRS network as required by the region’s circumstances. Review and update investment strategies for the LRRS network as required by the region’s circumstances.
* Monitor program delivery and TIDS claims and manage expenditure target requirements.
* Nominate, and when approved, execute opportunities for capability improvement in asset management, program development, road safety, and JP&RS.
* Implement the actions in the Capability Agreement and Action Plan.
* Discuss other road and transport matters of regional significance raised by members as required.

## Decision Making

### **Consensus**

All decisions in the first instance should be achieved via consensus. Where a consensus is not reached, the views/comments of all Technical Committee members, whether in agreement or dissenting, will be comprehensively documented in the minutes of the meeting for the information of the RRTG who will then seek to resolve the issue by consensus or vote. Decisions may be made between meetings, providing all members of the TC or RRTG have been given opportunity for due consideration for such decisions.

### **Proxy**

Where a member’s delegate/s are unable to attend a Technical Committee meeting, a proxy may be nominated. The member nominating a proxy is required to advise the Chair prior to the meeting.

### **Quorum**

A quorum shall comprise half plus one of all members of the Technical Committee.

### **Issue Resolution**

Where issues arise, they should be resolved at the Technical Committee level. Where issues cannot be resolved in a satisfactory and expeditious manner the issue will be escalated to the RRTG for resolution.

# Alteration of the constitution

## Alteration

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

## Resolution

Such resolution must be passed by votes equal to two-thirds (2/3) of the total voting entitlement of all members (present or not).

## 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.