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# The Outback Regional Roads and Transport Group

## *Constitution*

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## Preamble

The Regional Roads and Transport Group (RRTG) is the primary decision making body of the Roads and Transport Alliance (Alliance). RRTGs are based on existing relationships taking into consideration economic, social, environmental and geographic characteristics of a region, which serves to influence the planning and management of the regional road network and the services provided by that network.

RRTGs, with the support of a Technical Committee, are responsible for planning, prioritising and managing investment on a specific road network, known as the “Local Roads of Regional Significance” (LRRS), though are also able to address the investment needs of other transport infrastructure identified as significant to the region.

RRTGs are able to influence investment decisions on other road networks and have a coordinating role in the areas of asset management, joint purchasing, resource sharing and workforce capability improvement on behalf of Local Government and the Department of Transport and Main Roads.

The Roads and Transport Alliance operates under an iterative Memorandum of Agreement. RRTGs operate under the *Roads and Transport Alliance Operational Guidelines*. These Guidelines provide information in relation to the responsibilities of a RRTG, its membership, chairperson, observers, decision-making and meetings. The Guidelines also state that RRTGs shall establish a constitution or set of rules to formalise the governance and issue resolution arrangements of the RRTG.

This document represents the Constitution of the Outback Regional Roads and Transport Group.

## 1. Role

Regional Roads and Transport Groups (RRTGs) are responsible for, but not limited to:

- Managing the Transport Infrastructure Development Scheme (TIDS) funding 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 Board 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 by 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 funding allocation is spent and fully acquitted in accordance with the *TIDS Policy* and *Roads and Transport Alliance Operational Guidelines*.

RRTGs are strongly encouraged and supported by the Roads and Transport Alliance Board to broaden the scope and responsibilities of the Group where deemed appropriate, beneficial and a priority for their region.

## 2. Operational Arrangements

### 2.1 Guidelines

The *Roads and Transport Alliance Operational Guidelines* provide the basis for the governance and operational procedures adopted by the Outback RRTG.

### 2.2 Membership

#### Members

The Outback Regional Roads and Transport Group comprises:

- Barcaldine Regional Council
- Barcoo Shire Council
- Boulia Shire Council
- Blackall-Tambo Regional Council
- Diamantina Shire Council
- Longreach Regional Council
- Winton Shire Council
- Department of Transport and Main Roads (TMR) Central West District

Each local government who is a member of the RRTG must nominate one (1) elected member as their delegate on the RRTG. If the nominated elected member is unable to attend meetings of the RRTG, the local government may appoint another elected member or the Chief Executive Officer (or his/her delegate) as their alternate delegate. Notification of the proxy must be provided to the secretariat prior to the meeting's commencement.

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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 their alternate delegate.

### Admission

All applications for membership must be in writing and directed to the Chair of the RRTG.

The RRTG is responsible for approving applications for membership.

The Roads and Transport Alliance Board shall endorse the inclusion of new members of an RRTG.

### Withdrawal

A member council may withdraw at any time from the RRTG, however the withdrawing member must honour any Alliance commitments previously made by that member.

### Observers

All members of the RRTG shall be entitled to have a maximum of two (2) observers to act as advisors in attendance at each meeting of the RRTG.

Non-member local governments 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.

## 2.3 Office Bearers

### Chair

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

The RRTG may undertake an election of a new Chair at an AGM within three (3) months of Local Government Elections.

### Deputy Chair

A deputy chair should be elected to conduct proceedings in the chair's absence, where the elected chair is unable to attend an RRTG meeting.

### Filling of vacancies

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

### Term of office

Office Bearers will be appointed for a maximum twenty four (24) month term. The outgoing Office Bearers may be re-appointed.

## 2.4 Meetings

### Frequency

Meetings are to be held at least three (3) times per year. Any member may call additional meetings. The Chair, with the agreement of the Deputy Chair, is able to call additional meetings where there is sufficient business to be discussed.

### Dates

A schedule of meeting dates is to be agreed to by RRTG members for each calendar year.

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### Agenda

A meeting agenda is to be set seven (7) days prior to the date of the meeting.

### Notices

A meeting notice is to be sent to all members one month prior to the meeting date.

### Minutes

Minutes of meetings are to be prepared by the secretariat and sent to all members within seven (7) days of each meeting.

## 2.5 Decision Making

### 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.

### Voting

Each member in attendance at the meeting of the RRTG is entitled to one (1) vote. In the event of an equality of votes on any issues, the Chairperson may exercise a second or casting vote.

### Issue Resolution

Issues, where they arise, should be resolved at the RRTG level. Where issues cannot be satisfactorily and expeditiously resolved at this level the dispute resolution process outlined in Section 7 of the *Alliance Memorandum of Agreement* will be employed.

## 2.6 Technical Committee

The Technical Committee 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 on the LRRS network and submitting them to the RRTG for discussion and approval
- Adopting program development tools and practices that enable regional allocation and prioritisation of the investment on the LRRS network
- Proposing, prioritising and finalising the draft annual four-year works program and other RRTG managed TIDS-funded programs 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
- 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 JP&RS, and reporting against these actions to the RRTG and Roads and Transport Alliance Board
- Ensuring timely execution of the actions in the Capability Agreement and Action Plan.

## 2.7 Office Bearers

### Membership

Each organisation in a RRTG will be represented on the Technical Committee by a senior engineering manager or a senior engineer. Other local government and TMR officers may attend meetings or provide assistance as deemed appropriate

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### Chair

The Technical Committee will elect a chair to conduct RRTG Technical Committee procedures and to control and arrange the affairs of the RRTG Technical Committee and shall be supported by a Secretariat. Deputy Chair

Where the elected Chair is unable to attend a RRTG Technical Committee meeting, a Deputy Chair should be elected to conduct proceedings in the Chair's absence.

### Filling of vacancies

Where a vacancy of office occurs, the Council member on the RRTG will nominate an alternative representative at its next RRTG meeting subsequent to the vacancy occurring appoint a delegate to fill the vacancy.

### Term of office

Office Bearers will be appointed for a maximum twenty-four (24) month term. The outgoing Office Bearers may be re-appointed.

## 2.8 Meetings

### Frequency

Meetings are to be held at least three (3) times per year. Any member may call additional meetings. The Chair, with the agreement of the Deputy Chair, is able to call additional meetings where there is sufficient business to be discussed.

### Dates

A schedule of meeting dates is to be agreed to by RRTG Technical Committee members for each calendar year.

### Agenda

A meeting agenda is to be set seven (7) days prior to the date of the meeting.

### Notices

A meeting notice is to be sent to all members one month prior to the meeting date.

### Minutes

Minutes of meetings are to be prepared by the secretariat and sent to all members within seven (7) days of each meeting.

## 2.9 Decision Making

### Consensus

All decisions in the first instance should be achieved via consensus. Where a consensus is not reached the RRTG Technical Committee will vote to resolve the issue.

## 2.10 Sub-groups

The Outback RRTG comprises two (2) sub groups. These sub groups are:

### West SUB GROUP:

- Barcoo Shire Council
- Boulia Shire Council
- Diamantina Shire Council
- TMR Central West District
- Winton Shire Council

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### East SUB GROUP:

- Barcaldine Regional Council
- Blackall-Tambo Regional Council
- Longreach Regional Council
- TMR Central West District

### Role

The role of each sub group is to undertake tasks as determined by the RRTG. The RRTG will retain primary responsibility for the:

- Governance arrangements for RRTG
- Technical Committee / support
- Network identification, vision, performance standards
- Asset management system

The RRTG delegates the following responsibilities to the sub groups:

- Link vision
- Network data collection and LRRS condition assessment
- Network gap analysis
- Program development
- Generate projects
- Project prioritisation
- Project delivery (Council co-ordination)
- Funding arrangements
- Employment considerations
- Joint Purchasing & Resource Sharing
- Capability development

These tasks will be the primary responsibility of the sub groups. The RRTG will monitor the sub group's performance of these tasks to ensure consistency of the network vision for the whole RRTG network.

## 2.11 Secretariat Services

### Role

There will be a secretariat service provided to the Outback RRTG. The responsibilities of the secretariat service will include:

- Minute and record appointment of chairs and members of the RRTG
- Keep minutes and records of the names of members of the RRTG present at meetings
- Prepare agendas for meetings of the RRTG
- Make necessary arrangements for meetings of the RRTG
- Enter into such correspondence as may be required from time to time by the RRTG
- Undertake the general administration of the business of the RRTG
- Perform such duties and functions as determined by the RRTG in accordance with these Rules; and inform the chairperson regularly of all relevant activities
- Coordination of member TIDS funding applications for capability development

### Appointment

The RRTG will appoint a secretariat by resolution.

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### Term

The secretariat will be appointed for a maximum twenty four (24) month term. The outgoing secretariat may be re-appointed.

### 2.12 Funding arrangements

The administration of funds of the Outback RRTG will be undertaken by Barcoo Shire Council until such a time as it is necessary to appoint another Council as administrator of funds.

#### Conditions of Funding

The two categories of TIDS funding administered through the Roads and Transport Alliance are: Roads and Transport Alliance TIDS and the Statewide Capability Development Fund. Conditions that the ORRTG must adhere to, to be eligible for all TIDS funding are outlined in the *Roads and Transport Alliance Operational Guidelines*.

#### Project Funding

The annual allocation of Roads and Transport Alliance TIDS funds, as determined by the Roads and Transport Alliance Board, shall be allocated to eligible projects (see below) in a regionally prioritised two-year fixed, two-year indicative continuous works program.

TIDS funds are to be allocated on a regional basis, to the highest regionally prioritised projects, regardless of ownership.

#### Requirements for Roads

Projects must be prioritised using an agreed and robust program development tool, and based on the assessment criteria and weightings agreed to by the RRTG.

Projects eligible for Roads and Transport Alliance TIDS include, but are not limited to, the construction or upgrade of:

- The Local Roads of Regional Significance (LRRS) network
- Airport infrastructure
- Active transport infrastructure
- Safe school travel infrastructure

Projects must be regionally prioritised and must comply with the *TIDS Policy*. All projects must comply with relevant standards.

#### Capability Development

Development and application of capability development funding is to be coordinated by the RRTG secretariat.

#### Administration of Funding

The member Council appointed as the fund administrator has responsibility for applying for and administering the funds available for the RRTG, sub group and technical committee administration expenses in accordance with the *Roads and Transport Alliance Operational Guidelines*.

#### Expenditure of Funding

The RRTG will target all TIDS projects to be complete by the end of May each year and funding to be claimed or accrued by the closing date advised by the RRTG member TMR District office.

### 2.13 Communication

The Chair is the official spokesperson for the RRTG.

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### Funding Announcements

Where there is an announcement of funding on a state controlled road, TMR's Central West District will issue the statement.

Where there is an announcement of funding on a local government road, the relevant local government will issue the statement.

Any media or signage related to a TIDS-funded project will acknowledge the State Government's contribution and comply with the *TIDS Recognition Policy and Guidelines* as required.

### 3. Alteration of Rules

1. These rules may be repealed, altered, amended or added to from time to time at a RRTG meeting by resolution.
2. A resolution must be passed by votes equal to 75% of the total voting entitlement of all members (present or not). In the event of absence, members may give notification of their vote to the Chair and/or nominate another member as their proxy.
3. 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.

## Appendix 1

### Constitution Changes

#### 23 July 2009

*Motion: That the CEO (or his/her delegate) can act as a proxy for the elected member and that notification of the proxy must be provided prior to the meetings commencement.*

*Endorsed by State Board November 2009, Tabled at ORRTG meeting 8 December 09*

#### 7 November 2011

*Motion: That all amendments are made to the Constitution document and are approved by the delegates.*

*Motion: Proposed amendment that the ORRTG consider a constitutional change to the chair in the event of Local Government Elections and have an AGM within 3 months of elections.*

*Endorsed by State Board February 2012, Tabled at ORRTG meeting 7 November 11*

#### 4 February 2014

*Motion: That all amendments are made to the Constitution document and are approved by the delegates.*

#### 27 February 2017

*Update Roads and Transport Alliance Operational Guidelines date from 2013, to 2016.*

*Amend Agenda and Minutes days of issue from 14 days, to 7 days as agreed by the ORRTG Strategic Group.*

*Amend "Office Bearers (2.3 & 2.7), Term of office":*

*Remove: Office Bearers will be appointed for a minimum twenty four (24) month term.*

*Insert: Office Bearers will be appointed for a maximum twenty four (24) month term. The outgoing Office Bearers may be re-appointed.*

*Amend: "Funding Arrangements, Requirements for Roads"*

*Remove: LRRS roads must have been assessed using NetRisk to be eligible for TIDS funding. This requirement is to be managed by the relevant TMR Region.*

*Insert: LRRS roads must be assessed to be eligible for TIDS funding.*

*Amend "Expenditure of Funding":*

*Remove: All funds are to be 100% spent prior to the end May in any year.*

*Insert: The RRTG will target all TIDS Projects to be complete by the end of May each year.*

#### X May 2018

*Amendments to clarify and contemporise activities and responsibilities of the Outback RRTG.*

*Motion: That all amendments to update the Constitution are approved by the delegates.*