

**TERMS OF REFERENCE – UPDATED 6 AUGUST, 2017**

**INLAND QUEENSLAND ROADS ACTION PLAN (IQ-RAP) PROJECT**

**WORKING GROUP**

**1. BACKGROUND**

Regional roads in western Queensland carry a significant portion of the export and domestic freight task, the drive tourism market and connect communities for emergency and day to day requirements. However, road funding has not kept pace with demand and community expectations in regard to safety and productivity upgrades and maintenance. The Bruce Highway secured \$8.9 billion in co-funding by the Australian and Queensland Governments following the development of the Bruce Highway Action Plan by the Department of Transport and Main Roads and significant stakeholder advocacy. In 2013 there was no strategic, long-term, network wide plan for road investment west of the Bruce Highway and outside SEQ, hence the need and opportunity was identified to develop the IQ-RAP.

Stakeholders including local governments, the Department of Transport and Main Roads and industry groups met in Longreach in December 2013 and in Mount Isa in August 2014 to discuss ways to develop stronger cases for regional road infrastructure investment. Stakeholders considered the Bruce Highway Action Plan as the model to follow to develop a pathway forward for future funding of roads west of the Bruce Highway and outside SEQ. At the Mount Isa meeting Cr Wharton moved the motion which was passed for Regional Roads and Transport Groups (RRTGs) to each commit \$2,000 funding to seed the commencement of the IQ-RAP project and asked the RDA Townsville and North West Queensland Committee to continue its previous “interim” Secretariat role and to engage with Local Governments to seek their interest and funding to be able to engage consultants to develop the IQ-RAP.

An on-going Working Group was established in October 2014 and RDA TNWQ became the on-going Secretariat, raising \$190,000 in the 2015-16 fiscal year from 33 Local Governments, 5 RDA Committees and RACQ. A Project Team was formed to do the core project liaison including the selection of the consultants the Harrison Infrastructure Group and oversight of progress throughout the development of the plan, particularly in the period from September 2015 to January 2016.

The IQ-RAP was launched on 1 February, 2016 and the Working Group representatives have briefed hundreds of stakeholders from all levels of government including opposition and cross-benchers, infrastructure related industry groups, regional economic development groups and peak industry groups representing mining, agriculture and tourism. Letters of support are regularly being received with supporters also sending letters to key government ministers.

In May 2016 IQ-RAP partners decided to continue with the project and 30 local governments, 5 RDA committees and RACQ contributed funds for the 2016-17 fiscal year. As at August 2017, carry-over funds from the previous fiscal year are being used to continue work on the project.

**2. ROLE/PURPOSE OF THE STEERING COMMITTEE (WG)**

The role of the Working Group (WG) is to lead and advocate the case for the IQ-RAP to be used by all levels of government as a planning tool to inform future program development and investment decisions regarding the road network across inland Queensland. The WG will also have an overseeing governance role for the project and will make decisions relating to key project deliverables. Members will also provide input and advice to IQ-RAP project planning, updating of the IQ-RAP, input to the development of strategies and relevant documentation. This will involve communication with the Secretariat.

The goals are to achieve sustainable, regional development outcomes in regional Queensland such as jobs, productivity gains for the increasing freight movements, investment attraction, better safety outcomes and more resilient connectivity. Given high unemployment, weak regional economies and hard-hitting social impacts, there is an urgency to getting support for IQ-RAP as one of the best options possible to start creating jobs quickly that can be sustainable with the added benefit of positive safety and productivity outcomes.

### 3. TERMS

This Terms of Reference (TOR) is effective from THE DATE OF ENDORSEMENT TO BE INSERTED, 2017 and continues to 31 December, 2017 or until terminated or extended by agreement by the WG members.

### 4. MEMBERSHIP

Membership of the WG is to be made up of the following:

- a) The Chair, or delegate, from each RRTG that contributed financially to the establishment of the Secretariat. If the Chair is not from an IQ-RAP Partner Council (with full funding commitments paid up to date) it is recommended that the delegate be from an IQ-RAP Partner Council within the RRTG;
- b) In the case of Councils contributing directly to the Secretariat (and not their RRTG), they are to elect one representative in total for the WG. (e.g. the Northern RRTG has not contributed however Charters Towers Regional Council and Townsville City Council have each contributed directly to the Secretariat);
- c) RACQ who will nominate their own representative under their own terms;
- d) Participating Regional Development Australia (RDA) Committees will nominate one representative to represent all RDAs, and will rotate this role every two years or earlier by agreement; and
- e) Other members as invited and agreed to by the majority of the WG.

WG members will nominate an Alternate member to act as their proxy to attend meetings and vote. A proxy for an RRTG representative may be a Councillor from the same RRTG or the Technical Chair of the RRTG

If the member and their alternate member are unable to attend, a proxy vote can be made. Refer to the attached Proxy Form.

### 5. ROLES AND RESPONSIBILITIES

Specifically, the WG will:

- a) Approve, and amend as required, the Terms of Reference;
- b) Approve, and amend as appropriate, the Members of the WG;
- c) Approve, and amend as appropriate, the IQ-RAP budget;
- d) Approve, and amend as appropriate, a Delegations Schedule for decisions on use of resources and policy positions;
- e) Approve, and amend as required, the IQ-RAP Strategy and relevant Action Plans;
- f) Make decisions regarding IQ-RAP Partnerships, funding and status of Partners;
- g) Have the authority to delegate responsibilities to the Chair, Deputy Chairs or Secretariat of the WG;
- h) Facilitate communication with their respective IQ-RAP partners (eg Councils within an RRTG);
- i) Be united and vocal in driving the advocacy for the IQ-RAP as a planning and decision-making tool to attract investment into regional Queensland roads to achieve the above-mentioned goals;
- j) Meet monthly (usually by teleconference) to review progress against objectives;
- k) Provide input and advice to the IQ-RAP project's development and associated documentation.

Members of the WG will commit to:

- a) Preparing for and attending all Scheduled meetings (or delegating an alternate to attend);
- b) Taking a whole of IQ-RAP perspective and not just an individual stakeholder perspective;
- c) Wholeheartedly championing the IQ-RAP in stakeholder and media engagement at every opportunity;
- d) Sharing relevant information with WG members and the Secretariat ;
- e) Disseminating all relevant information back to their RRTG members / organisations;
- f) Obtaining feedback and input from members one represents as required;
- g) Making timely decisions and taking action so as not to delay outcomes; and

- h) Notifying members of the WG as soon as practical, if any matter arises which may be deemed to affect the goals or work of the WG.

The Secretariat role is to be provided by the Regional Development Australia Townsville and North West Queensland Committee (RDA TNWQ - an incorporated not-for-profit association) subject to appropriate funding. RDA TNWQ is receiving a small financial contribution towards support staff, but is contributing significantly more in-kind support through its CEO acting as the IQ-RAP project manager. This is saving all financial partners a considerable extra cost. RDA has the discretion to decide how many hours it can commit each month to the project.

Specifically, the Secretariat will:

- a) Manage people resources to undertake IQ-RAP Secretariat duties;
- b) Provide overheads such as office space, access to required office equipment;
- c) Arrange logistics, agendas and other papers for monthly WG meetings;
- d) Prepare and distribute a monthly update to financial IQ-RAP partners;
- e) ;
- f) Manage the project budget and resources and report to the WG on a regular basis;
- g) Raise invoices and make payments as required;
- h) Field and manage enquiries regarding IQ-RAP;
- i) Represent and/or support the IQ-RAP WG in engagement and advocacy meetings and their preparation as agreed to by the WG Executive of the Chair and Deputy Chairs

## 6. GOVERNANCE

### Chair and Deputy Chairs

There will be one Chair and two (2) Deputy Chairs. The Chair and Deputy Chairs will be elected by the WG members. As the IQ-RAP project was developed at the request of the participating RRTGs and Local Governments at the forums in Longreach and Mount Isa, and they are the major funding partners with significant government access and recognition as representing their communities, both the Chair and Deputy Chair are to be elected officials.

The WG has the option to appoint a Chair from within the WG members or to have an elected official take up this position as independent from his/her own RRTG.

The positions are for the period of the Terms of Reference, that is, up to 31 December, 2017 unless decided by WG members to terminate or extend the Terms of Reference and WG. If the Chair resigns, the WG members will appoint a new Chair as soon as possible at a meeting with the standard quorum in attendance.

### WG Meetings

- a) Meetings are to be held by teleconference/videoconference preferably at least monthly at an agreed time that is convenient for the majority of members of the WG.
- b) A meeting quorum will be at least 5 members of the WG or their alternate members
- c) Members are able to delegate to their Alternate member to attend meetings.
- d) Decisions are to be made by consensus, but when required a vote will be taken. In the case of a vote being tied, the WG Chair or Meeting Chair has an additional casting vote.

### WG Agendas

- a) Written reports and agenda items are to be submitted to the Secretariat by one week prior to the meeting.
- b) When an agenda item is submitted it will include a brief overview of the matter for discussion and an outline of the requested role of the WG in relation to the matter.
- c) The agenda will be developed by the Secretariat in consultation with the Chair and Deputy Chairs

- d) Agenda items, matters for discussion, and reports are to ideally be circulated to WG members by the Secretariat by three (3) business days prior to the meeting, noting there will need to be exceptions when the Secretariat has other urgent IQ-RAP priorities.

## 7. CONFLICT OF INTEREST

As the IQ-RAP project is based on the financial contributions of many funding partners across 82% of Queensland, it is important to ensure that potential conflict is managed. WG members are to commit to acting in the best interest of the IQ-RAP as a whole. However, it is understood that WG members will provide advice and information on their region based on their knowledge and skills, and will regularly refer in external meetings to what is in the IQ-RAP for their region and how the IQ-RAP supports their local government road objectives and funding applications. Individual WG members and others involved in the project are not to use the IQ-RAP project or its engagement processes for pursuing or receiving individual direct benefit. If there is a real or perceived conflict in regard to benefiting from the project, it must be raised with the WG Chair immediately and the Chair will make the decision on the appropriate course of action.

A WG Member who considers that he or she has a direct-pecuniary, indirect-pecuniary or non-pecuniary interest in a matter to be discussed by the WG or PT must disclose the existence and nature of the interest to the WG before the discussion. An interpretation of each type of interest is provided below.

	<b>Discussion and decision on nature of interest</b>	<b>Discussion on the matter</b>	<b>Decision on the matter</b>
<b>Direct-pecuniary</b>	Absent	Absent	Absent
<b>Indirect-pecuniary</b>	Absent	May be invited back to provide input based on his/her expertise and to answer related questions	Absent
<b>Non-pecuniary</b>	Participate unless the WG or PT (without participation of the WG or PT Member concerned) considers that the WG or PT Member concerned should not participate or the WG or PT Member considers that he or she should not participate.	Participate unless the WG or PT (without participation of the WG or PT Member concerned) considers that the WG or PT Member concerned should not participate or the WG or PT Member considers that he or she should not participate.	Participate unless the WG or PT (without participation of the WG or PT Member concerned) considers that the WG or PT Member concerned should not participate or the WG or PT Member considers that he or she should not participate.

The following provides a guide to the application of this policy:

Direct-pecuniary interest. A WG Member must disclose a direct-pecuniary interest where the WG Member, his or her immediate family, or any Association to which the WGT Member is associated receives a direct financial benefit. Consideration needs to be given to the scope of the Association and the degree of Association.

Indirect-pecuniary interest. A WG Member must disclose an indirect pecuniary interest where the WG or PT Member, his or her immediate family, or any Association to which the WG or PT Member is associated receives an indirect financial benefit.

Non-pecuniary interest. A WG Member must disclose a non-pecuniary interest where the WG or PT Member, his or her immediate family, or any Association to which the WG or PT Member is associated receives a non-financial benefit.

## 8. AMENDMENT, MODIFICATION OR VARIATION

This Terms of Reference can be amended by the WG with the agreement of 75% of the Members of the WG.

**APPENDIX 1 – FORM OF APPOINTMENT OF PROXY**

I, .....

*(full name)*

of .....

*(name of organisation represented on the Working Group)*

being a member of **IQ-RAP Working Group**

hereby appoint.....

*(full name of proxy)*

of .....

*(name of organisation represented on the Working Group)*

being a member of the Working Group, as my proxy to vote for me on my behalf at the meeting to be held on the

..... day of ..... 2017.

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against *(delete as appropriate)* the following resolution/s *(insert details)*:

.....  
 .....  
 .....  
 .....

.....

*(Signature of member appointing proxy)*

Date .....

NOTE: A proxy vote may not be given to a person who is not a member of the association.

**APPENDIX 2 - List of Steering Committee Members as at insert date of adoption**

Name	Position	Representing	Alternate Members
Cr Rick Britton Mayor Boulia Shire Council	Chair	Outback RRTG	
Cr Tom Gilmore Mayor Mareeba Shire Council	Deputy Chair	Far North Queensland RRTG	
Cr Jane McNamara Mayor Flinders Shire Council	Independent Deputy Chair		
Cr Christine Rolfe Councillor Central Highland Regional Council	Member	Bowen Basin RRTG	
Cr Margaret Strelow Mayor Rockhampton Regional Council	Member	Rockhampton RRTG	Cr Tony Williams Rockhampton Regional Council
Cr Matt Burnett Mayor Gladstone Regional Council	Member	Gladstone RRTG	Cr Peter Masters Gladstone Regional Council
Cr John Wharton Mayor Richmond Shire Council	Member	North West RRTG	
Cr Stewart Mackenzie Mayor Quilpie Shire Council	Member	South West RRTG	
Cr Liz Schmidt Mayor Charters Towers Regional Council	Member	Townsville and Charters Towers Councils	Cr Mark Molachino Townsville City Council
RACQ representative	Member	RACQ	
RDA representative	Member	5 contributing RDA Committees	

All Steering Committee members and Alternate members must come from organisations making financial contributions to Stage 2 of IQ-RAP, that is in 2016-17.

**Secretariat**

Ms Glenys Schuntner, Chief Executive Officer

Regional Development Australia Townsville and North West Queensland Committee

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