THE ROADS AND TRANSPORT ALLIANCE

Operational Guidelines 2023

Queensland Government

THE ROADS AND TRANSPORT ALLIANCE

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Guidelines

1 Introduction

The Roads and Transport Alliance (the Alliance) is a cooperative governance arrangement between the Department of Transport and Main Roads and Queensland local governments, to invest in and regionally manage Queensland's Road and 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 philosophy of the Alliance is for regional thinking and cooperation between neighbouring Local Governments, and TMR, to deliver regionally focused road and transport network benefits and improve overall road stewardship capabilities.

The Alliance continues its relevance to both tiers of government through alignment with the Partners in Government Agreement.

Operating under the Roads and Transport Coordination Accord this partnership aims to realise the Alliance's vision of:

> *"An integrated road and transport system which helps group the Queensland and national economy through strategic regional collaboration and decision-making across all levels of government."*

Alliance members operate statewide as 17 Regional Roads and Transport Groups (RRTGs) and may address any road or transport-related issue involving TMR and councils.

This document sets out the framework for effective decision-making and operations. The Guideline is not intended to be exhaustive and should be read in combination with the Transport and Infrastructure Development Scheme (TIDS) Policy, TIDS Project Recognition Policy and the SCDF Program Guidelines.

2 The Roads and Transport Alliance

2.1 Objectives

The objectives of the Alliance are;

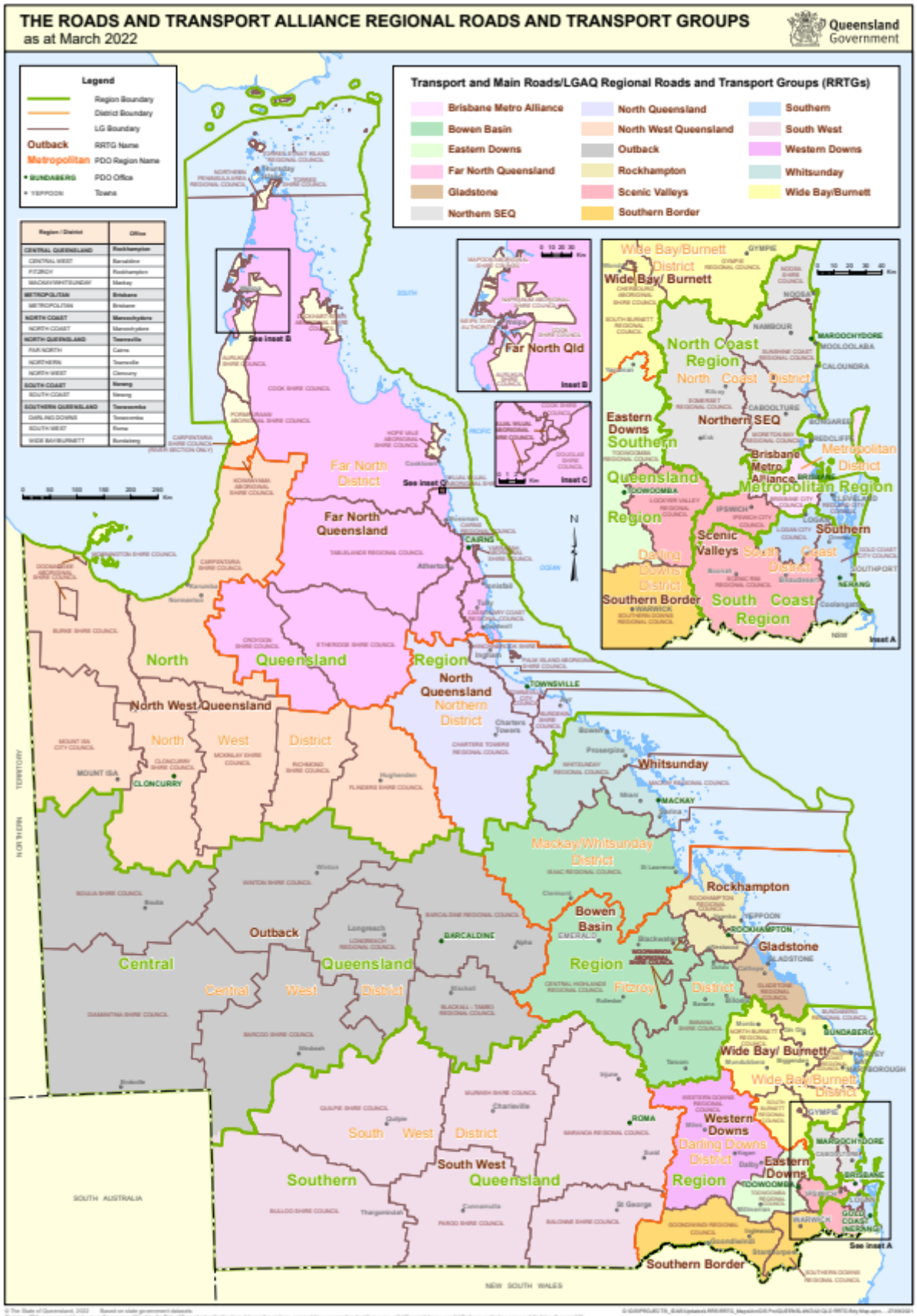
a) Benefit-focused – maximise the investment on Queensland's road and transport network to achieve economic, social and environmental benefits

b) Collaborative – achieve maximum efficiencies through collaboration and innovation in network planning, program development and delivery

c) Capability development – improve technical skills through training, technology and knowledge transfer

d) Safe and efficient road and transport network – optimise road safety on Queensland's road and transport network.

Queensland's 17 Regional Roads and Transport Groups



2.2 Governance framework

RRTGs are comprised of local government elected representatives and a TMR District/Regional Director. RRTGs work collaboratively to regionally plan for and prioritise investment on road and transport infrastructure, including allocating funding to the highest priority projects and identifying opportunities for financial efficiencies.

Each RRTG is supported by a Technical Committee (TC). The TC is responsible for local knowledge sharing and providing technical expertise and advice to RRTGs. These committees generally include senior civil engineering and/or program management officers of both TMR District and council members.

The TMR Director-General provides strategic direction for the Alliance and is supported by the Roads and Transport Alliance Project Team (RTAPT). The team is made up of officers from TMR's Local Government Partnerships team and is led by TMR's Executive Director (Government Partnerships).

2.3 Roles and Responsibilities

2.3.1 Oversight

The Director-General TMR oversees the implementation and ongoing operations of the Alliance, including the; reviews the strategic management of the Alliance by ensuring effective governance arrangements and relationship building; and ensures consistency of outputs across the state.

The Director-General also has the overall accountability for the appropriate use of Transport Infrastructure Development Scheme (TIDS) funding. TIDS provides targeted investment in local government roads and transport infrastructure, with the majority of TIDS funding provided as an annual allocation to RRTGs via a 50:50 matched subsidy arrangement between the state and local government.

2.3.2 Roads and Transport Alliance Project Team

RTAPT consists of officers from TMR's Local Government Partnerships team and is led by TMR's Executive Director (Government Partnerships).

The team provides financial, and operational advice to the Director-General TMR and is responsible for supporting RRTGs and TCs through attendance at meetings, providing policy and operational advice and encouraging collaboration and information sharing between groups.

2.3.3 Regional Roads and Transport Groups

RRTGs are the foundation of the Alliance, established to create a more strategic approach to regional road and transport management.

RRTGs are formed through voluntary collaboration between councils that align regionally and the local TMR Districts. RRTG members include local government elected representatives and TMR District/Regional Director. Generally, RRTGs will have multi-council membership and align with TMR District boundaries where possible.

The role and responsibilities of the RRTG are outlined below:

Element	*Responsibilities*
Strategic direction	• Address shared transport infrastructure issues and make local transport infrastructure investment decisions based on regional priorities. • Establish a more strategic approach to regional road and transport investment and identify the local transport infrastructure that is important to the region.

Governance	• Develop a Constitution, or set of rules to formalise governance and issue resolution arrangements, and update as required (for example, with a change in membership). • Provide a copy of the Constitution to RTAPT and new members of the RRTG. • Elect a Chair and determine the tenure of the role (a deputy chair may also be elected). • Appoint a Secretariat to support the Chair. • Decision making is ideally by consensus. Where consensus cannot be achieved, each council and TMR District is entitled to one vote, or as outlined in the RRTG's Constitution.
Performance	• Meet regularly as required. Quarterly meetings are recommended. • If required, engage a Technical Coordinator to assist the group meet its responsibilities. The terms of the contract will be determined by the RRTG. • Agendas should be prepared in advance and meetings should be minuted. • Approve works programs, capability initiatives and other recommendations by the TC (decisions may be taken via flying minute when meeting dates do not align with required timeframes). • Ensure robust program management practices, prepare and submit relevant forms/correspondence to RTAPT.
Membership	• A local government can only be a member of one RRTG but may attend other RRTG meetings as an observer (with permission of the other RRTG). • If there is more than one TMR District responsible for the council areas in a RRTG, one District will take the lead role with representatives from all TMR Districts to be involved.

2.3.4 Technical Committees

The role of the TC is to provide technical expertise and advice to the RRTG. TC members generally include senior civil engineering and/or program management officers of both TMR District and council members. Their responsibilities are outlined below:

Element	*Responsibilities*
Role of Technical Committee	• A committee comprising local council RRTG members and TMR technical staff from a region that provides advice and recommendations to their respective RRTG. • Develops and monitors delivery of the TIDS works program. • Provides recommendations on project planning and prioritisation for other road and transport programs, as requested by the RRTG.
Governance	• TCs should meet regularly as required. Quarterly meetings are recommended. • Meetings should have agendas prepared in advance and be minuted.
TIDS programming and delivery	• Plan and update (when required) a regionally prioritised program of works based on RRTG investment strategies. • Monitor the delivery status and progress of projects.
Collaboration and capability development	• Identify capability gaps and collaborate in the development of members' workforces. • Exploring opportunities for capability development efficiencies, joint purchasing and resource sharing.

2.3.5 Technical Coordinator

A Technical Coordinator provides regional oversight and coordination of all operational activities including RRTG and TC actions, decisions and outcomes. The Technical Coordinator is the conduit for communication between stakeholders and drives progress to ensure the objectives of the RRTG are achieved.

The RRTG will determine if they would benefit from the engagement of a Technical Coordinator to assist the group meet its responsibilities.

Note: At the RRTG's discretion, a maximum of 2.5 per cent of a RRTG's annual TIDS allocation may be used unmatched for capability development. This includes engaging a Technical Coordinator to assist with management of the RRTG and TC business. Refer to Section 7.2 for more information.

Element	*Responsibilities*
Role of Technical Coordinator	• Provide professional, technical, program management and strategic advice and support to the RRTG and Technical Committee. • Provide regional oversight and coordination of all operational activities, including project prioritisation, RRTG program development and delivery of the RRTG's annual works program. • Assist with coordinating the RRTG's and TC's meetings and monitoring or progressing actions arising. • Coordinate and/or prepare all documentation requiring RRTG endorsement. • Identify joint council training needs and organise training and/or other activities to benefit the capability and skills of all members. • Encourage collaboration and knowledge sharing between councils and other stakeholders.

3 Road and Transport Infrastructure

Each RRTG must identify the transport infrastructure that is important for their region. There are a number of infrastructure types and selected activities that RRTGs can consider for inclusion in their works program if deemed a priority by all members, including:

- Road infrastructure
- Marine infrastructure
- Airport infrastructure
- Active transport infrastructure
- Safe school travel infrastructure.

These components are outlined in more detail below.

3.1 Road infrastructure

Type of works	*Definition*
Construction works	• Works that enhance or add to the value of the road asset. • This includes providing new formation, drainage structures and pavements where none previously existed, upgrading the existing asset by realigning roads, constructing bridges, improving intersections, installing traffic signals, and widening works.

Corridor and minor safety enhancements	• Works to improve the safety and environment of the network. • This includes improved intersections, roadsides, signage, delineation and pedestrian facilities.
Programmed maintenance	• Scheduled replacement of the road surface, including resealing, re-sheeting and resurfacing. • These activities are forecast and planned using engineering and pavement management techniques.
Rehabilitation	• Rehabilitation includes activities that replace or restore the pavement or bridge to its original condition for both surface and structural components, at the existing width and on the existing formation.
Project design	• Design works on projects in the RRTG's four-year program, that is, design scheduled in the current year (i.e. Year 1) and construction/delivery scheduled in a following year (i.e. Year 2, 3 or 4).

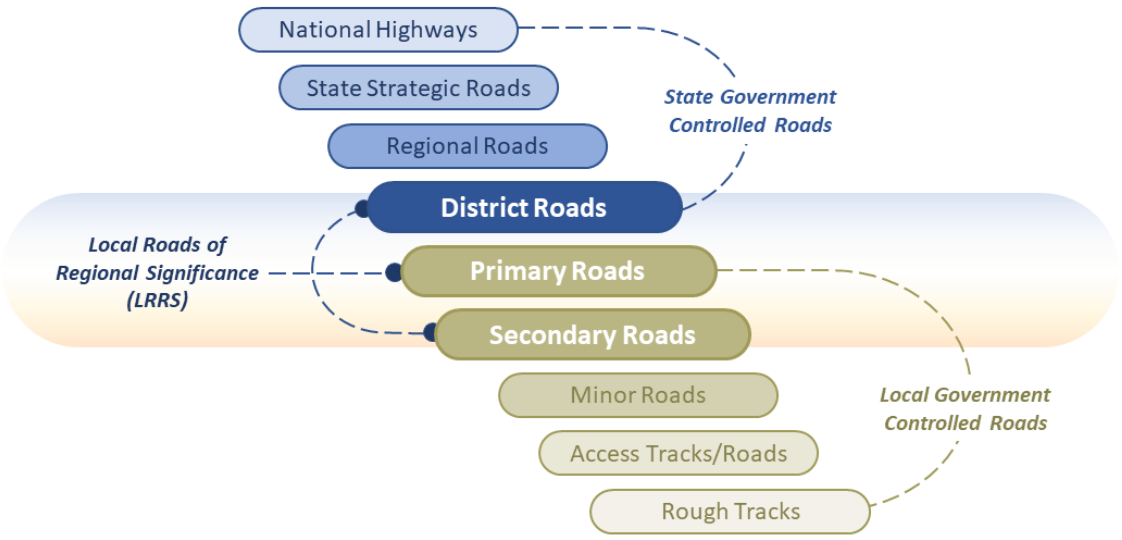
Routine maintenance cannot be considered for inclusion in the RRTG program of works. Routine maintenance is defined as the day-to-day maintenance of road infrastructure assets to ensure the safe operational condition of the network and to reduce its rate of deterioration.

Land acquisition costs are also out of scope.

3.1.1 Local Roads of Regional Significance

The main delivery focus of RRTGs is their Local Roads of Regional Significance (LRRS) network, consisting of lower-order State-controlled roads and higher-order local government-controlled roads that perform a similar function. As a general rule, LRRS fit within the state strategic road classification which includes the state-controlled road network and national network.

State/local LRRS alignment



LRRS are determined by the RRTG to focus TIDS investment on roads of strategic importance, although other road infrastructure classes are eligible for RRTG consideration.

The RRTG establishes the eligibility criteria appropriate for their LRRS network and may use one or more of the following criteria as a guide, for example, the road:

a) forms an important part of the economic development strategy of the region, including access to

    i. 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:

    i. community health, education, recreation, youth, aged care and entertainment facilities

g) provides the only access to a remote community

h) provides emergency access.

RRTGs are responsible for maintaining their LRRS register. Each LRRS road (both local government and state-controlled) must have a Statement of Intent (SOI) which outlines the long-term investment strategy for the road, including; current link function, future link function, and development strategy.

The Alliance encourages RRTGs to review their LRRS network every two years at a minimum. This review is to identify roads that may have decreased or increased in regional significance due to economic, demographic or other changes. Proposed changes should be discussed and moderated by the TC and any recommendations made to the RRTG.

RTAPT maintain a master register of all LRRS roads along with their key attributes (road ownership, start/end description, road length, sealed/unsealed and so on). To ensure accurate records are kept, RRTGs are required to submit change requests by updating the latest extract from the "Master LRRS register" and providing this to RTAPT for processing. LRRS changes must be approved by the RRTG and the following documentation be provided;

- the LRRS change request form
- a SOI (for additions) (refer Section 4.2)
- a map of the proposed addition/amendment/deletion
- a copy of the amended LRRS register extract for your RRTG; and
- a copy of the RRTG minutes approving the change.

The following checklist outlines the steps required for making changes to your LRRS network.

Checklist		Yes	No
1	Discussion of changes to the LRRS network for an RRTG will begin at the Technical Committee level. Once consensus is reached on the change/s then the recommendation of the Technical Committee is tabled for consideration at the RRTG.		
2	RRTG (which should include the TMR District/Regional Director) approves the recommended change.		

3	RRTG Secretariat / Technical Coordinator must: – complete the LRRS change request form – ensure to attach the RRTG minutes approving the change – create or amend the Statement of Intent (SOI) as per the requirement for all LRRS roads – catalogue the edits in MS Excel format using the RRTG LRRS register extract originally provided by the RTAPT (most recent issue was on 27 Oct 2020) – provide a map / visual representation of the approved addition/amendment/deletion.		
4	The completed LRRS Change Request form and all attachments are then submitted to the RTA Comms email address for processing: roads.alliance.communications@tmr.qld.gov.au		
5	The RRTG LRRS master register will be updated accordingly. Individual RRTG LRRS maps will be updated and re-issued periodically to reflect changes submitted and processed.		

3.1.2 Aboriginal Shire Council significant local transport infrastructure

Aboriginal Shire Council (ASC) members of a RRTG are required to identify significant local roads and transport infrastructure, rather than LRRS.

ASC significant local roads eligible for funding through RRTG membership are those that provide access to or between significant community institutions, such as:

a) community health facilities

b) education facilities

c) essential service facilities, for example, sewage treatment plant; water storage or treatment plant

d) community access facilities, for example, airports.

Other transport infrastructure types that may be considered for funding include marine, airport, active transport and safe school infrastructure.

3.1.3 Non-LRRS roads

Works on local government roads not included in the RRTG LRRS network can be included in the RRTG works program. Up to 20 per cent of the RRTG's annual TIDS allocation can be used on non-LRRS road projects.

3.1.4 State Controlled Network

Investment in the State Network, including TMR LRRS, is through various State funded programs. The TMR District member will advise the RRTG of any TMR funding programmed on State controlled LRRS at the start of the program year and provide updates as necessary.

Works on the State-controlled road network, including TMR LRRS, are eligible for inclusion in the RRTG works program, if deemed a regional priority by all RRTG members, noting TIDS funding allocated to these projects is not required to be matched.

In the Queensland Transport Roads Investment Program (QTRIP), TIDS funded projects on State controlled LRRS are captured under "State Network (RRTG funded)". These projects are included in the regular TIDS expenditure reports.

3.2 Marine infrastructure

Eligible marine infrastructure includes construction and programmed maintenance of land-based components of boating facilities, including:

a) boat ramps.

b) ancillary facilities such as car and trailer parking and lighting

3.3 Airport infrastructure

Works that enhance the safety and accessibility of airports under the ownership and/ or operation of local governments can be included in a RRTG works program, including:

a) the upgrade of animal proof fencing, repair to surface damage, reseal of runway or improvements to lighting

b) infrastructure improvements to ensure continued Royal Flying Doctor Service or other emergency evacuation capability

c) seals, reseals and major repairs of a runway, taxiway or apron.

3.4 Active transport infrastructure

3.4.1 Cycling infrastructure

RRTGs may consider works on local government cycle infrastructure, including off-road, on-road and shared paths and crossing provisions. Projects identified in the region's Principal Cycle Network Plan (where there is one) may be accelerated using TIDS, noting the local government matching requirement remains.

3.4.2 Pedestrian infrastructure

RRTGs may consider pedestrian infrastructure on the local government network if it is deemed to be a regional priority.

3.5 Safe school travel infrastructure

RRTGs can program works to improve the safety of children travelling to and from school. Acceptable works may include:

a) bus and passenger set-down and parking areas at existing schools

b) safety measures on school bus routes aimed at ensuring the safe operation of school buses.

4 Planning and Program Development

A key principle of the Alliance, is joint decision-making, planning and investment which reflects regional priorities across the road and transport network, with specific focus on the LRRS network and other transport assets as agreed.

RRTGs are required to undertake strategic planning and develop a program of works, underpinned by TIDS funding, focused on the LRRS network and based on regional investment priorities across all transport infrastructure classes considered by the RRTG.

Effective management of the LRRS network and other transport infrastructure requires that RRTGs use a robust program development process to determine future investments for their nominated transport infrastructure assets. Key elements involved in the process include – investment strategy development, gap analysis, project nomination and project prioritisation.

4.1 Regional investment strategy development

RRTGs are responsible for setting the vision and strategic transport-related objectives for their LRRS network and other significant local transport infrastructure. These objectives should be guided, at a minimum, by community and industry expectations, transport and land use requirements.

Typically, a RRTG regional investment strategy would be guided by:

a) Regional Transport Plans

b) a regional view of the current state of the LRRS network and other regionally significant transport infrastructure, in relation to wider industry and community needs, transport and land use requirements

c) visions of 'where to from here' for the LRRS network over the next (up to) 20 years, by road function and demand, based on current SOIs

d) aligning these visions broadly with best estimates of future funding levels (Local, State and Federal).

Local Government Planning Schemes, Area Transport Studies, Integrated Transport Plans and other relevant strategies and legislation should also be considered in identifying the strategic transport objectives for the region.

A regional investment strategy will assist the RRTG in:

a) making decisions about the balance between community and industry expectations and the affordable network standards and levels of service

b) the targeting and prioritisation of funds on and across different transport infrastructure assets

4.2 Statements of intent and gap analysis

A SOI succinctly outlines the current standards and the proposed development and maintenance strategy to be adopted to achieve the vision for each road link and/or infrastructure asset.

From this a gap analysis is undertaken to nominate projects.

A gap analysis compares the existing configuration and condition standards with those configuration and condition standards necessary to achieve the vision identified in the regional investment strategy.

Broadly, gaps occur because:

a) demand exceeds current capacity

b) current performance is below the required service level

c) asset condition is below the nominated intervention level

d) new standards/regulations require intervention

e) assets are beyond their economic life.

Once the gap is identified, it will be necessary to determine how best to close the gap over time. Using the outputs from the gap analysis, a scope of works is determined, short- term priorities identified, and possible projects generated for inclusion in the regional prioritisation process.

4.3 Regional program development and prioritisation

RRTGs are required to develop a four-year works program each year – two years fixed, two years indicative –based on regional priorities and other factors including, ability to match TIDS funding and capacity to deliver. A regionally prioritised works program should direct investment to the highest local and regional priorities for all infrastructure classes.

Project prioritisation will:

a) assist RRTG members to rate proposed projects on a consistent basis across the region

b) assist RRTG members to better determine which projects to program and when to deliver

c) promote more accountable and transparent decision-making based on factual data.

RRTGs need to have a defensible and transparent prioritisation process to prioritise projects and allocate TIDS funding. This can include the use of: the original Alliance-developed Program Development Tool or derivative; a methodology, system or tool developed by the RRTG; or a multi-criteria analysis that is either or both subjective and quantitative, for example, considering employment needs and local and regional priorities.

The RRTG must also moderate the priority of transport infrastructure to ensure the overall works program meets the highest needs of the region across infrastructure types and aligns with the LRRS regional investment strategy.

In developing the works program, RRTGs must also consider:

a) the general requirement for local government to provide a minimum 50% contribution to the total project cost

b) the capacity of RRTG members to deliver the project

RRTGs may also maintain the list of projects that might, for whatever reason, fail to be incorporated in the initial years of the RRTG works program. These projects are then able to be considered should savings become available within the RRTG program, or in applications to other government grant and subsidy programs.

The Alliance recommends the checklist below for developing a four-year regional works program:

Checklist		Yes	No
May – July	TMR District or Regional Director provides RRTG with briefing on TMR's investment priorities for the region.		
May - July	RRTG identifies regionally significant infrastructure, confirms LRRS network, identifies long-term investment strategy, discussing priorities and objectives, to guide Technical Committee program development.		
May – July	Technical Committee uses long-term investment strategy, asset management data, Statements of Intent and other information to perform a gap analysis and identify projects that need to be completed. Technical Committee identifies potential Capability Development activities.		
Oct - Nov	Technical Committee uses the list of projects to regionally prioritise a works program, identifying the projects that are of highest value to complete.		
Oct - Nov	Technical Committee uses the prioritised list of projects to develop a '2-year fixed, 2-year indicative' works program (this aligns with Queensland Government Budget processes). Technical Committee provides the recommended works program to the RRTG for discussion, any further moderation and endorsement.		

Dec – Feb	RRTG considers the works program developed by the Technical Committee. RRTG moderates the program if necessary, based on agreed regional priorities. RRTG endorses the final works program.		
Feb	RRTG submits the endorsed works program to the TMR District. This must be done before the end of February as the works are published in the Queensland Transport and Investment Program (QTRIP).		

4.4 Asset management

The *Local Government Act 2009* and *City of Brisbane Act 2010* (the Acts), have a clear and mandated focus on financial management, planning and accountability. The focus for Queensland councils is to maintain financial and infrastructure capital over the long-term (captured in long-term asset management plans and financial forecasts).

This emphasis on long-term planning for infrastructure assets strengthens a local government's capacity to plan and determine the long-term requirements for services, service levels and associated costs – a key attribute of a RRTG Regional Investment Strategy. The Acts also require councils to keep asset registers for non-current physical assets which record basic information on the asset, such as length, width and location.

This type of asset data is a necessary input to the Alliance's planning and program development framework. At a minimum, inventory, condition and performance data will be necessary in developing SOIs and undertaking the gap analysis process.

4.5 Joint purchasing and resource sharing

RRTGs are encouraged to instigate and use "Joint Purchasing and Resource Sharing" (JP&RS) through collaboration, investigation and implementation of joint purchasing of goods and services; as well as to share their knowledge and experience within RRTGs and with other RRTGs.

This has seen RRTGs achieve better value for money, efficiency improvements and boosted capacity and capability of their staff.

Examples of effective JP&RS projects include:

a) joint reseal projects

b) developing a Regional Airport Plan

c) development of joint procurement documents.

5 Improving Safety

5.1 Improving safety

RRTGs need to understand safety issues in their region and are encouraged to work with safety stakeholders (for example, community groups, Queensland Police Service) to identify and address road and transport safety issues. Safety should be considered when developing and assessing all TIDS projects.

To assist RRTGs and councils, the Alliance, supported by TMR's Safer Roads and data analysis teams, provide two types of crash data updates for all local government roads, including LRRS:

Crash Data Mid-Block and Intersections for Local Government Controlled Road Sections

- These crash data reports are prepared from the latest release of road crash data

with the injury crash data in these reports for the latest 5-year period.

- The reports are provided in a spreadsheet format - separately for intersections and mid-block locations.
- The spreadsheet data can be arranged into RRTG/council groupings and then the data sorted to determine which road links or intersections have the highest number of crashes.
- The crash types (crash codes) at each location can also be reviewed.

Emerging Crash Locations

- This report is also provided in a spreadsheet format. It identifies road sections on the local government-controlled road network that, in the latest update of crash data, have been highlighted as being (or have potential to become) a serious crash location.
- More information on how this has been derived is provided with the report.

These regularly provided crash reports can be used to assess road safety issues combining a proactive approach (emerging crash locations) and a reactive approach (using crash data) and aligning these with road safety risks identified such as those provided in AusRAP assessments, road safety audits and safe system assessments.

6 TIDS Funding and Administration

Funding is administered by TMR under the TIDS Policy. TIDS is the grants program through which TMR provides funding to local government for targeted investment in transport-related infrastructure under three sub programs:

a) Roads and Transport Alliance (RTA) TIDS

b) Aboriginal and Torres Strait Islander (ATSI) TIDS

c) Statewide Capability Development Fund (SCDF)

6.1 Roads and Transport Alliance TIDS

RTA TIDS is an allocative program.

RTA TIDS generally requires 50:50 matched funding. Funds used to match RTA TIDS must be local government's own funding.

Note: if TIDS funding is used to offset a council's required contribution to federally funded initiatives, the TIDS component must still be matched by local government's own funding, subject to relevant RRTG endorsement.

RRTG TIDS annual allocations are derived via a simple, evidence-based methodology using an 80 per cent network component and a 20 per cent base component.

RTA TIDS funding allocation model

Total statewide annual funding amount	
80% of Total Funding Amount	**20% of Total Funding Amount**
This calculation is based on local government road length as specified in the Queensland Local Government Grants Commission Comparative Reports. The total road kilometres data is used for grant calculations for each council.	This is divided between the number of councils in the Roads and Transport Alliance. This sum, a per council amount, is provided to RRTGs according to the number of councils that are members.
Per RRTG Calculation	
RRTG Allocation = [80% of Total Funding / total kilometres of road for councils in the Alliance] x kilometres of road for councils in the RRTG	RRTG Allocation = [20% of Total Funding / number of councils in the Alliance] x number of councils in RRTG

Note: participating Aboriginal and Torres Strait Islander councils receive an annual allocation from ATSI TIDS and are factored into the above model.

Local government road length data will be reviewed every four years and RRTGs TIDS allocations adjusted accordingly.

RRTGs must spend 100 per cent of their RTA TIDS allocation each financial year. Unspent TIDS funding cannot be carried over to the next financial year.

RRTGs should regularly monitor the delivery of their works program and review progress to ensure program targets are achieved. For all projects, due consideration should be given to delivery risks so that, if required, early action can be taken (i.e. the redirection of surplus funding) to address potential project underspends/savings.

It is recommended RRTGs conduct a program review each year in February to consider alignment of delivery to forecasts and adjust as necessary (including RRTG approved program changes and updated cash flows submitted to TMR).

At a minimum, forecasting and delivery is to be monitored at TC meetings to ensure expenditure aligns to forecast and progress reporting reflects actual expenditure.

The following steps should be taken to ensure 100 per cent expenditure:

- When a RRTG member council identifies savings, or that a project will not be delivered by 30 June, the project funding should be redirected to the next highest priority project within the RRTG's program.
- If the redistribution of funds within the RRTG is not achievable, the RRTG should inform their TMR District and RTAPT representative to facilitate the redistribution of funding between RRTGs. Funding redistributed between RRTGs is conditional on being ‘paid back’ the following program year.

Local councils are expected to liaise with the TMR District to discuss approved projects until a project is complete and payment has been finalised.

RRTGs must implement systems/processes to ensure compliance with any funding conditions, including, but not limited to:

a) TIDS funding must be expended on the approved scope of works.

b) Funding recipients must allow inspections by authorised persons within TMR for assurance purposes.

c) Funding recipients must provide information on request.

d) Other funding conditions determined by the State.

The Director-General TMR may adjust RTA TIDS allocations to RRTGs to ensure full delivery of the program at a statewide level.

6.2 ATSI TIDS

ATSI TIDS funding is provided by TMR for the upgrade of transport infrastructure that improves primary access (road, air and sea) to Aboriginal and Torres Strait Islander communities.

Aboriginal Shire Councils (ASCs) who are members of RRTGs receive an annual allocation through ATSI TIDS funding. This funding, and any TIDS funding through the RRTG, is not required to be matched when allocated to works within ASC areas on identified significant local roads and transport infrastructure.

ASCs who are members of a RRTG have decision-making authority over their ATSI TIDS allocation. Transitional Guidelines are available for further guidance.

6.3 TIDS reporting

RRTGs are accountable for the delivery of their TIDS program within the approved budget and timeframes. The Alliance monitors forecasts and actual year to date expenditure and provides RRTGs with regular reports on expenditure performance.

a) RRTGs are provided quarterly reports on the status of their RTA TIDS balance and unallocated funding in the TMR system. In the fourth quarter these reports are provided monthly.

b) These reports show an ‘end of month’ snapshot of key financial information including budgets, forecasts and actual expenditure.

c) As TMR administers TIDS funding, the financial data for reporting is sourced from TMR systems and complies with the department’s business processes and standards.

d) Monthly forecasting, as well as regular and timely claims by RRTG member councils to the member TMR District, are necessary to ensure these reports provide an accurate snapshot of works that are completed.

e) The TMR District/s will advise RRTG members of the end of year ‘cut-off’ date for program changes and claims. All RRTG members must ensure all claims have been submitted by that date to ensure statewide acquittal and accurate expenditure reporting.

6.4 Program administration and management

To facilitate program monitoring and control, this section sets out key considerations for greater consistency and transparency without creating excessive reporting requirements. The following checklist provides the key considerations for program administration:

Checklist		Yes	No
1	Program submission - RRTGs submit their program of works to TMR (as part of QTRIP development). This may be done using the TIDS Program Overview Submission template or other suitable alternatives. RRTGs must also provide realistic and achievable forecasting information for each project in Year 1 in the four-year works program.		
2	Delivery - RRTG member councils deliver their program of works and advise TMR as required on the progress of approved projects. RRTGs must also notify TMR in a timely manner of any RRTG-approved program changes, revised cash-flows etc, for the overall management of the TIDS program. for the overall management of the TIDS program.		
3	Claims - Funding will be reimbursed upon submission of a tax invoice for the amount of payment and a completed TIDS Reimbursement Form and TIDS Reimbursement Project Detail Form to verify that works have been completed as scoped, and update TMR on the progress of works. Supporting documentation should be included to provide verification. Final payments may be withheld until all reporting requirements and funding conditions have been met.		
4	Recognition – Projects within the RRTG's TIDS program that require signage in compliance with the TIDS Project Recognition Policy, should be identified and tracked for compliance purposes.		
5	End of year / program acquittal - RRTGs complete the TIDS EoFY Program Acquittal Form after the end of the financial year. The information in this report is to be submitted at the RRTG's program level. This information will assist in evaluating the outcomes of the program at a statewide level.		

A suite of templates is available to assist program monitoring and control, as well as ensure that project details captured in TMR systems are accurate and support quality reporting.

As TIDS is a Queensland Government grant program, TMR must comply with the *Queensland Government Financial Accountability Handbook*. Volume 6 of this Handbook, Grant Management, outlines whole-of-government processes used to monitor grant funding. TMR's responsibilities include:

a) Project verification - confirming that works have been completed within scope and that desired outcome has been achieved

b) Program acquittal - ensuring funding was used in accordance with the TIDS Policy and this Guideline.

6.5 Recognition

Communicating successes reinforces the value of a program in the eyes of the community, local political representatives and decision makers.

Where a RRTG project is funded jointly (TIDS and matching local government contribution) all contributing parties must be acknowledged in any public recognition, for example, media release/comment, signage. Refer to TMR's TIDS Project Recognition Policy for signage requirements for eligible projects and further conditions, guidance and designs for recognition signage and communications purposes.

Typically, the TC should identify and keep track of those projects requiring signage and be able to supply photographic evidence for compliance purposes, where required.

RRTG members may release a media statement to local newspapers listing the TIDS funded projects for the coming financial year, and on delivery of major improvements/ outcomes.

6.6 Annual Roads and Transport Alliance Report

TMR publishes a Roads and Transport Alliance annual report which highlights RRTG achievements, programs of work and program delivery (financial reports).

RRTGs are encouraged to actively identify key projects/activities/outcomes throughout the program year and provide information and photos to RTAPT for inclusion in the annual report.

7 Capability development

The Alliance encourages RRTGs / local government to build on their capability and capacity and provides significant support and opportunities to do so through funding, administrative templates and processes that relate to planning, building and managing a road and transport network.

There is an expectation that capability development and improvement initiatives are focused on the core functions shown below.

Roads and Transport Alliance core functions

7.1 Capability Agreement and Action Plan

The Capability Agreement and Action Plan (CAAP) is a self-analysis and self-assessment tool for RRTGs to plan and measure their performance across the core functions.

RRTGs are required to regularly review and update their CAAP. This enables RRTGs and TCs to identify opportunities for skill development. The Alliance encourages RRTGs to think about where they would like to position themselves, and develop actions accordingly rather than progress through, the capability levels.

Having a current CAAP, and funding applications that align with identified needs and opportunities will result in a more favourable consideration for SCDF applications.

7.2 Funding for capability development

The Alliance supports RRTGs and local governments to build capacity and improve road and transport stewardship capabilities. Funding for capability development can be programmed using a portion of the RRTG's annual TIDS allocation and/or awarded through the Statewide Capability Development Fund (SCDF), noting:

a) up to 2.5 per cent of the RRTG's annual TIDS allocation can be used unmatched

b) the SCDF is application-based funding and generally requires 50:50 matched funding (except for First Nations local governments who are eligible for 100 per cent reimbursement)

c) SCDF is not provided as recurrent or retrospective funds. Therefore, reimbursement for costs already incurred or expended, or projects or activities that have taken place prior to application or approval, are not eligible.

Typically, SCDF supports capability development initiatives and training focused on:

a) planning – for example native title and cultural heritage

b) design – technical courses including design for pedestrians / cyclists

c) project delivery – to improve the skills of supervisors / project managers and their teams involved in the construction and maintenance of civil infrastructure and contract management

d) asset management – for example managing risks on lower order roads and bridge inspections

e) road safety – for example road safety audits.

The *SCDF Program Guidelines* includes detailed information and a standard template for *SCDF applications*.

8 Contact details

Please contact the RTAPT for further information.

Email: roads.alliance.communications@tmr.qld.gov.au
Website: https://www.tmr.qld.gov.au/RRTG

9 Resources for RRTGs

The following resources and templates are available online at:
https://www.tmr.qld.gov.au/RRTGForms

- TIDS Policy
- TIDS Project Recognition Policy
- RRTG Constitution Template
- Statement of Intent (SOI) Template
- LRRS Change Request Form
- LRRS Register
- Capability Agreement and Action Plan
- SCDF Program Guidelines
- SCDF Application Form & Project Completion Report
- TIDS Program Overview Submission Template
- TIDS Reimbursement Claim Form & Project Details Form
- TIDS EoFY Program Acquittal Form

10 Glossary

This part of the Guideline provides a list of abbreviations and terms associated with this document.

Aboriginal and Torres Strait Islander Transport Infrastructure Development Scheme (ATSI TIDS)
Queensland Government funding provided to Local Governments for upgrades to primary access transport infrastructure to Aboriginal and Torres Strait Islander communities.

Capability Agreement and Action Plan
Developed by each Regional Roads and Transport Group (RRTG) to set out the RRTG's strategy to build and maintain the overall capability within their group.

Local Roads of Regional Significance (LRRS)
A network of lower order state-controlled roads (generally district roads with some exceptions) and higher order local government roads (primary and secondary roads) performing similar functions. To promote the improved planning, management and investment strategies on these roads, they have been identified as a unique network of LRRS. RRTGs manage this road set under the Roads and Transport Alliance.

Program Development
A collective planning process that encompasses investment strategy development, project prioritisation, works program delivery and road safety risk management to assist with the effective management of the LRRS network.

Regional Roads and Transport Groups (RRTGs)
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 serves to influence the planning and management of the regional roads and transport network, including services.

Roads and Transport Alliance Project Team (RTAPT)
Facilitates the implementation of the Roads and Transport Alliance strategies and provides day to day operational support to RRTGs.

Statewide Capability Development Fund (SCDF)
An ongoing allocation, funded by TMR for capability improvement projects that align to Roads and Transport Alliance priorities and are likely to have statewide application or deliver benefit to more than one RRTG.

State-controlled
Identified Queensland roads which are managed and operated by the Department of Transport and Main Roads.

Technical Committee (TC)
A committee comprising local government and TMR technical staff from a region that provides advice and recommendations to their respective RRTG; develops and monitors delivery of the RRTG works program.

Technical Coordinator
Facilitates RRTG and Technical Committee actions, decisions and outcomes. The Coordinator is the conduit for communication between stakeholders, conducts administrative and non-administrative tasks and drives progress towards strategic objectives.

Transport Infrastructure Development Scheme (TIDS)
Queensland Government funding provided to Local Government for the development of transport related infrastructure. Funding is generally provided on a matching basis (TMR / Local Government).