

TERMS OF REFERENCE – UPDATED AND ADOPTED 27 FEBRUARY, 2019

INLAND QUEENSLAND ROADS ACTION PROJECT (IQ-RAP)

WORKING GROUP

BACKGROUND

The IQ-RAP project was developed as an economic development initiative by local governments with the support of RDA Committees and RACQ. The project commenced in 2013 and has produced the Inland Queensland Roads Action Plan in February 2016 and the Inland Queensland Road Network Strategy in July 2018. The most recent strategy and associated documents were developed for the area covering the 28 local government partners involved.

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.

ROLE/PURPOSE OF THE STEERING COMMITTEE (WG)

The role of the Working Group (WG) is to lead and advocate the case for IQ-RAP reports to be used by all levels of government as planning tools to inform future program development and investment decisions regarding the road network across inland Queensland. The WG will work strategically, collaboratively and with urgency to make the case for funding of the highest priorities in the new IQRNS ahead of the 2019 federal budget and election.

TERMS

This Terms of Reference (TOR) is effective from 27 February, 2019 and continues to 31 May, 2019 or until terminated or extended by agreement by the WG members.

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.

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) Make decisions on whether funds need to be raised to support the advocacy work, and if so, how they will be spent;
- d) Have the authority to delegate responsibilities to the Chair or Deputy Chairs of the WG;
- e) Be united and vocal in driving the advocacy for the IQ-RAP reports as planning and decision-making tools to attract investment into regional Queensland roads to achieve the above-mentioned goals;
- f) Meet monthly, or as required, (usually by teleconference) to review progress against objectives.

Members of the WG will commit to:

- a) Attending 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 IQ-RAP partners in their RRTG/ 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.

Based on funding contributions being made in 2018/19 and the set budget, Regional Development Australia Townsville and North West Queensland Committee (RDA TNWQ), as the Secretariat, will:

- a) organise monthly, or as requested, WG teleconference meetings and Executive meetings;
- b) prepare agendas;
- c) prepare reports on updates from the Secretariat;
- d) prepare and distribute minutes from meetings to WG members;
- e) provide assistance with media communications, eg media releases, letters to the editor, social media;
- f) provide assistance with logistics for delegations;
- g) organise advocacy meetings, agendas, programs, briefing documentation and follow up as required;
- h) accompany delegations and help provide briefings as required;
- i) research and develop new material to help support the advocacy case;
- j) maintain records e.g. of engagement, media coverage;
- k) communicate with the IQ-RAP partners as required;
- l) communicate with IQ-RAP stakeholders as required;
- m) field enquiries regarding IQ-RAP and forward them to the relevant person on the WG for action if it is not something the Secretariat can handle or does not have authority to handle; and
- n) represent and/or support the IQ-RAP WG in engagement and advocacy meetings as required.

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. The Chair and Deputy Chair are to be elected officials.

The WG has the option to appoint a Chair and/or Deputy Chairs 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 May, 2019 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 from 4:00pm to 5:00pm on the fourth Wednesday of each month or as otherwise convenient for members.
- b) Members are able to delegate to their Alternate member to attend meetings.
- c) A meeting quorum will be at least 4 members of the WG and/ or alternate members.
- 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.
- e) The Secretariat will send a draft agenda to all WG members and items can be submitted up to 2 days prior to the meeting.
- f) The Secretariat will send the final agenda to all WG members by 2 days prior to the meeting.
- g) The Secretariat will send the draft minutes of the meeting within 5 business days.

CONFLICT OF INTEREST

As the IQ-RAP project is based on the financial contributions of many funding partners across 73% 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 report for their region and how the IQ-RAP reports support 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 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.

	Discussion and decision on nature of interest	Discussion on the matter	Decision on the matter
Direct-pecuniary	Absent	Absent	Absent
Indirect-pecuniary	Absent	May be invited back to provide input based on his/her expertise and to answer related questions	Absent
Non-pecuniary	Participate unless the WG (without participation of the WG Member concerned) considers that the WG Member concerned should not participate or the WG Member considers that he or she should not participate.	Participate unless the WG (without participation of the WG Member concerned) considers that the WG Member concerned should not participate or the WG Member considers that he or she should not participate.	Participate unless the WG (without participation of the WG Member concerned) considers that the WG Member concerned should not participate or the WG 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 Member, his or her immediate family, or any Association to which the WG Member is associated receives an indirect financial benefit.

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

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 2019.

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 WORKING GROUP MEMBERS AS AT 27 FEBRUARY, 2019

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	Independent	
Cr Christine Rolfe Councillor Central Highland Regional Council	Member	Bowen Basin RRTG	
Cr Peter Masters Councillor Gladstone Regional Council	Member	Gladstone RRTG	
TBA	Member	North West RRTG	
Cr Stuart 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
Greg Miskowycz RACQ representative	Member	RACQ	
Robert Cocco RDA representative	Member	5 contributing RDA Committees	

All Working Group members and Alternate members must come from organisations that have made financial contributions up to May, 2019.

Secretariat

Ms Glenys Schuntner, Chief Executive Officer

Regional Development Australia Townsville and North West Queensland Committee

Tel: 07 4410 3655; Mobile: 0417 198 284; Email: ceo@rdanwq.org.au

Mail: PO Box 1669, Townsville, QLD 4810; Street: Level 1, Enterprise House, 6 The Strand, Townsville, QLD 4810