

Memorandum of Understanding

between

Transport and Infrastructure Senior Officials' Committee ('TISOC')

and

Austroads Ltd ('Austroads')

1. Preamble

TISOC and Austroads ('the parties') have agreed the following memorandum of understanding dated ~~14~~ March 2013.

- a) TISOC is an interjurisdictional body supporting the Standing Council on Transport and Infrastructure (SCOTI) of the Council of Australian Governments.
- b) Austroads is a not-for-profit, Australian company limited by guarantee, that is jointly owned by governments.
- c) The memorandum concerns national reform projects supporting the delivery of SCOTI's strategic agenda. It covers the working arrangements between TISOC and Austroads for delivering these projects effectively and efficiently.

2. Purpose

The purpose of this memorandum of understanding is to implement a closer collaborative relationship between the parties for delivering national reform projects where Austroads is identified as the suitable vehicle for delivery. This is to be achieved through a service delivery framework with clear accountabilities, performance reporting and resourcing tied to project plans.

3. Consultation mechanisms and identifying national reform projects to be undertaken by Austroads

- a) To inform the development of the annual Austroads work program and to facilitate TISOC understanding of Austroads' capabilities and strategic directions, the parties' Chairs (and/or their delegates) will jointly discuss at least annually the:
 - SCOTI strategic priorities and TISOC workplan; and
 - current Austroads' priorities and work program.
- b) Arising from these processes, or separately, TISOC may identify potential new national reform projects for discussion with Austroads.
- c) The Schedule to this Memorandum identifies current key Austroads and TISOC joint activities. This Schedule will be updated on an annual basis.

4. TISOC and SCOTI Projects

TISOC, through its secretariat, is responsible for communicating with Austroads to initiate consideration of potential new projects arising from TISOC and SCOTI discussions.

Austrroads' central office and the secretariat will, if appropriate, jointly develop a project plan for delivery of the national reform project:

- a) The proposed plan will be submitted to the Chairs of TISOC and Austrroads for endorsement in a timeframe commensurate with the priority and urgency of the request, and any deadlines set by SCOTI or TISOC for completion of the work.
- b) Account must be taken of:
 - i. current policies and priorities of SCOTI in scoping the project;
 - ii. current or recent Austrroads projects relevant to the proposed project; and
 - iii. Austrroads' current budget, work program and priorities endorsed by the Board.
- c) The project plan must include:
 - i. a description of the outcome that the project is contributing towards;
 - ii. project outputs, milestones, risks, responsibilities and management arrangements;
 - iii. resourcing required from Austrroads and jurisdictions to complete the project;
 - iv. identification of any jurisdictional policy inputs required for completion of the project;
 - v. industry and other stakeholder consultation to be undertaken;
 - vi. performance reporting and evaluation framework; and
 - vii. project scope change management.
- d) Work on the project will commence following endorsement by the Chairs of Austrroads and TISOC, or their delegates.

5. Accountability

Austrroads and TISOC will be accountable for delivery of agreed national reform projects in the manner set out in the project plans, including in relation to outputs, timing and resourcing.

- a) A national reform project plan may be changed only by agreement between the Chairs of Austrroads and TISOC, or their delegates.
- b) For the purposes of discharging Austrroads' delivery role, it is acknowledged that decisions by board directors in relation to national reform projects are made in accordance with the Corporations Law directors' duties.

6. Contact persons

The schedule to this Memorandum identifies the parties' contact persons.

7. MOU review

The parties will jointly review this memorandum of understanding within 4 years.



Signed for and on behalf of **TISOC** by:

Mike Mrdak (Chair)

Dated: ~~14~~ / 3 / 2013

Signed for and on behalf of **Austrroads** by:

Andrew Milazzo (Chair)

Dated: 4 / 3 / 2013

Schedule of current key Austroads and TISOC joint activities

Overview

Austrroads was established primarily to meet the needs of state and territory roads agencies, by facilitating the pooling of resources to undertake roads and traffic related research and produce guide type documentation that otherwise be undertaken and produced by individual jurisdictions.

The Standing Council on Infrastructure and Transport (SCOTI) was created by the Council of Australian Governments in 2011 with responsibility for progressing a strategic agenda on transport and infrastructure issues. TISOC is responsible for delivering on SCOTI's strategic agenda.

Austrroads has undertaken activities for SCOTI on an ad-hoc basis (as allocated by TISOC or SCOTI). An MOU was established in 2013 to develop a closer cooperative approach between TISOC and Austrroads for national reform projects where Austrroads is identified as the suitable vehicle for delivery. It includes specific direction and accountability and an agreed framework for performance reporting. That MOU will provide the framework for agreeing and undertaken collaborative national reform projects into the future.

Key areas for collaboration in 2013-14

The current specific key areas for collaboration between TISOC and Austrroads in 2012-13 are as follows.

Area		Description
1) Road Safety Strategy	National	Developing policy advice and aligning work programs to support the delivery of the National Road Safety Strategy.
2) Cycling Strategy	National	Austrroads will continue to provide the Secretariat for the Australian Bicycle Council, and as part of this role will report on the Australian National Cycling Strategy's implementation plan.
3) Guidelines for Transport System Management	National	Subject to Board and TISOC approval, Austrroads will lead the work on a significant revision and enhancement of the current guidelines, including incorporating/streamlining other existing Austrroads guides.
4) freight issues	National	Ensuring alignment between the work program of the Austrroads Freight Task Force and the developing National Land Freight Strategy, including incorporation of relevant items on the Task Force's work program.
5) Transport Commission's (NTC) annual work program	National	Cooperating with TISOC and the NTC on SCOTI agreed national reform priorities contained in the NTC's annual work program.

Contact persons

Commonwealth

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