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STATE ROAD FUNDS TO LOCAL GOVERNMENT PROCEDURES

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3	02/06/2021	MRWA web link added	12.2.4
4	11/11/2021	Local Government Project Signage Requirements	16.2
5	01/09/2023	Document refresh	All
6	09/01/2024	RRG Funding Models for the allocation of Road Project Grants	13.6

Abbreviations and Operational Definitions of Key Terms

Term	Definition
AADT	Annual Average Daily Traffic
Agreement	State Road Funds to Local Government Agreement
BMS	Bridge Management system (MRWA corporate system for management of structures state-wide.)
FAGS	Financial Assistance Grant funding
LG	Local Government
MCA	Multi Criteria Assessment
MRRG	Metropolitan Regional Road Group
MRWA	Main Roads Western Australia
MRWA IRIS database	Main Roads Western Australia Integrated Road Information System
MVLF	Motor Vehicle License Fee
Nudge	A for purpose charity that focuses on getting young people into jobs and training opportunities in various industries throughout WA, and have been working in partnership with MRWA since 2006
Regional Director	Main Roads Western Australia's Regional Director
RRG	Regional Road Groups
SAC	State Road Funds to Local Government Advisory Committee
WALGA	Western Australian Local Government Association
WALGGC	Western Australian Local Government Grants Commission

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1 POLICY

Main Roads Western Australia (MRWA) and Local Government work together to develop and manage the Western Australian road network to meet the needs of the community.

The State Road Funds to Local Government Agreement (Agreement) provides funds for a number of programs. The State Road Funds to Local Government Advisory Committee (SAC) administer these programs.

In accordance with the Agreement, these Procedures detail requirements in relation to aspects of administering, distributing, and accounting for the allocation and expenditure of funds for Local Government roads provided under the Agreement.

2 PURPOSE

The purpose of these Procedures is to:

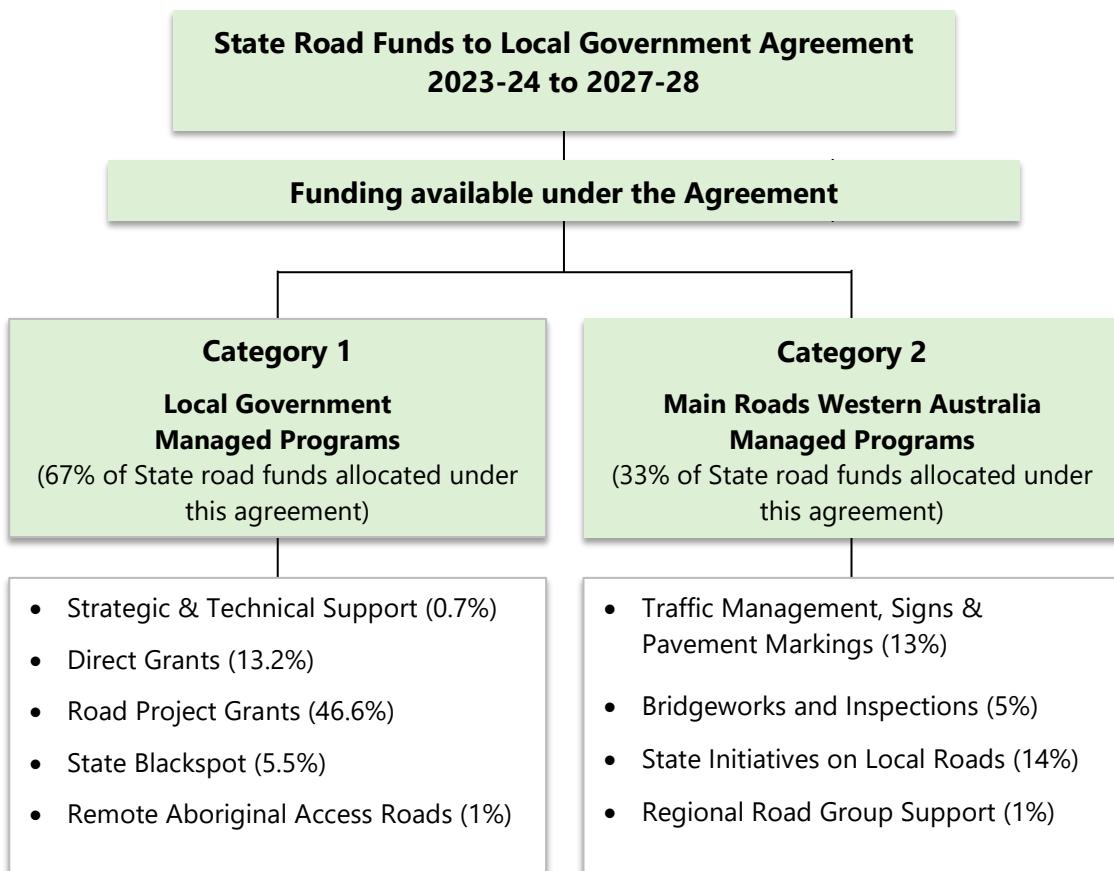
- Provide the management for administering, distributing, and accounting for the allocation and expenditure/delivery of the programs under the Agreement.
- Specify the terms of reference of SAC and Regional Road Groups (RRG).
- Outline the process of determining the annual Local Government Roads Program; and
- Help ensure that the social outcomes of the State Government are considered in relation to the State's road network, in particular road safety, Aboriginal employment, and recycled materials.

3 SCOPE

These procedures cover the processes required to facilitate the determination and management of funding under the Agreement. As shown in Figure 1, there are two categories of State funding for Local Government roads:

- Category 1 - Local Government Managed Programs
- Category 2 – Main Roads WA Managed Programs

Figure 1: State Road Funds to Local Government Agreement categories



Note: Percentages of the sub-categories are indicative only

4 COMMITMENTS

As part of the Agreement, Local and State Governments committed to:

- Increasing the application of the Safe System for road safety approach to the Local Road network.
- Providing opportunities for the employment of Aboriginal and Torres Strait Islander peoples.
- Increasing sustainable road construction practices through the greater use of recycled materials.

With respect to the above, and within the first two years of this Agreement, representatives from MRWA, WALGA and RRGs will collaborate to establish a system/process for monitoring, reporting, and advancing each individual commitment. This work will focus on, but not be limited to, LGA works funded under this Agreement.

Based on the above work the parties will work to determine and, where practical, implement actions to further advance each commitment.

The initial framework is:

- A working group be established, chaired by MRWA and include representatives from MRWA, WALGA and RRGs.

The working group would:

- Develop a Terms of Reference.
- Prepare a report for each SAC meeting and as requested by the SAC Secretariat.
- In the initial stages, meet at least monthly.

Noting that the Terms of Reference, each are to be approved by SAC. And regarding any implementation issues, SAC remains the ultimate decision maker.

5 GOVERNANCE STRUCTURE

The governance structure for the distribution of funds under the Agreement is shown at Figure 2.

The Minister for Transport is the overall approving authority for all funding decisions under this Agreement. To facilitate the development of a recommended program, the distribution of funding to both categories and sub-categories is established within the Agreement. Funding can be moved between categories or sub-categories with the approval of SAC.

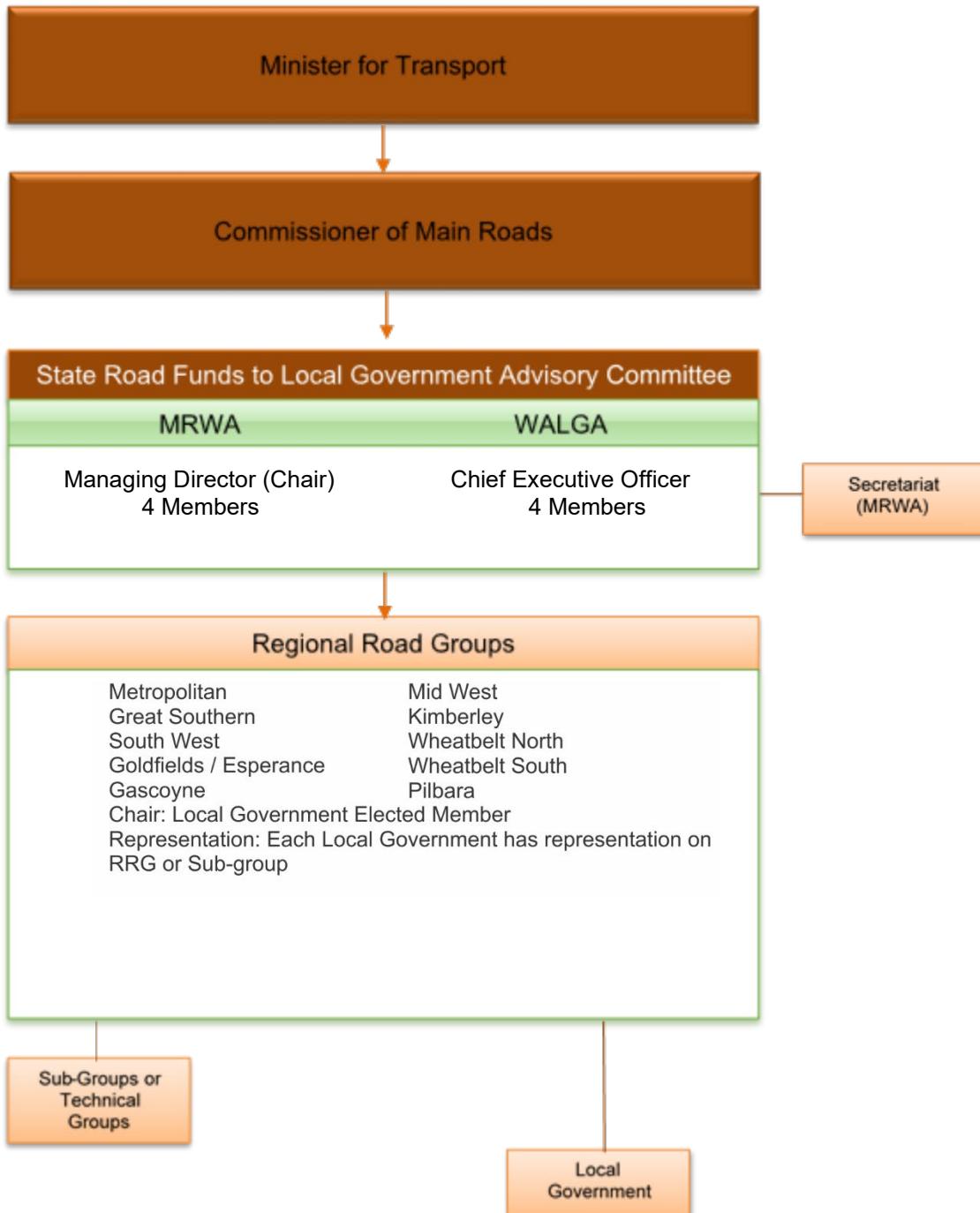
The Managing Director of MRWA makes recommendations to the Minister for Transport for the annual funding program.

The State Road Funds to Local Government Advisory Committee (SAC) comprises equal representation from MRWA and WALGA. The Managing Director of MRWA chairs SAC, which oversees and monitors the distribution of State funds as provided for under the Agreement.

RRGs prioritise Local Government road funding under the Agreement and monitor the implementation of the Local Government program within their own region. A Local Government Elected Member shall chair RRG meetings. MRWA provides technical and administrative support.

Regional Road Sub-Groups and/or Technical Groups may be established under individual RRGs to assist with management and consideration of local road issues pertaining to that region.

Local Government provide representation on both RRGs and/or Regional Road Sub-Groups or Technical Groups. Local Governments provide submissions for road funding and take part in the priority and determination process of those submissions.

Figure 2: Agreement Governance Structures

6 REFERENCES AND RELATED DOCUMENTS

Procedures outlined in this manual to be read in conjunction with the following documents:

Document Reference	Description
D23#417931	The current State Road Funds to Local Government Agreement
D21#510508	State Black Spot Program Development and Management Guidelines
D22#1045677	Level 1 Bridge Inspection Framework
WALGGC	Remote Access Roads
D21#606257	Commodity Freight Routes funding

7 STATE ROAD FUNDS TO LOCAL GOVERNMENT ADVISORY COMMITTEE (SAC)

SAC will oversee, monitor, and endorse to the Honourable Minister for Transport, via the Managing Director Main Roads, the allocation of State funds under this Agreement.

SAC will set in place and be responsible for the overarching policy and procedures covering the administration and functioning of the Agreement. The Terms of Reference below define the role and activities of SAC. SAC also monitors the expenditure of the overall program and where appropriate, may redistribute funds to ensure the timely and best use of available resources.

7.1 Management and Administration

7.1.1 Membership

SAC membership shall be made up by the Managing Director of MRWA, the Chief Executive Officer of WALGA, four representatives as nominated by WALGA and four MRWA officers nominated by MRWA.

7.1.2 Chairperson

The Chairperson shall be the Managing Director of MRWA.

7.1.3 Secretariat

MRWA will provide technical and administrative support to SAC.

7.1.4 Observers

Members of SAC may invite to their meetings support staff and other personnel who would assist with matters under consideration.

7.1.5 Decision Making

Decisions shall be by consensus.

7.1.6 Meetings

The Chairperson, through the Secretariat, will develop an annual meeting timetable. A minimum of three meetings to be held per year.

The Secretariat shall co-ordinate the recording and distribution of minutes of each SAC meeting to both SAC members and RRG secretariat.

7.1.7 Delegated Representatives

Each Committee member, including the Chairperson, may delegate authority to a nominated person, to attend and otherwise represent the member.

7.1.8 Quorum

Whilst it is expected that each member will either attend each meeting or arrange for a delegated representative, a quorum of six (50% plus one) is required to conduct a meeting.

7.1.9 Correspondence

Address all correspondence to:

Secretariat
State Road Funds to Local Government Advisory Committee
PO Box 6202
EAST PERTH WA 6892

7.2 Scope and Responsibilities

SAC shall be responsible for:

- Endorsing the Annual Local Roads Program to the Managing Director, MRWA.
- Monitoring the delivery and acquittal of funded programs/projects.
- Redistributing funds between projects, programs and Regional Road Groups if required to suit delivery progress/schedules.
- Reviewing individual RRG procedures.
- Set and be responsible for these procedures covering the administration and functioning of the Agreement.
- Responding with appropriate strategies when funding changes are made under the Agreement.
- Deciding and approving changes to relevant policies and processes affecting the Agreement.
- Responding to transport issues received from Regional Road Groups, Local Government and MRWA.

SAC shall ensure funds made available under this Agreement are used to:

- Deliver benefits to the community.
- Preserve, improve, and extend the road network; and
- Comply with the obligations of the Managing Director of MRWA under legislation.

SAC will maintain a structure of RRGs to assist with the management and administration of funding and other activities under the Agreement.

Subject to the endorsement of SAC, the overall Program by Category is submitted, via the Managing Director of Main Roads, to the Minister for Transport for approval.

7.3 Discretionary Powers

SAC has the authority to adjust funding arrangements as appropriate, noting the Minister is the overall approving authority.

Any decision will be conveyed to the appropriate Regional Road Group secretariat for dissemination as appropriate.

7.4 Financial Monitoring

At each SAC meeting, a financial report is tabled that includes funds expended to date and end of year forecasts.

8 REGIONAL ROAD GROUPS

Each Local Government shall be a member of a RRG. RRGs operate under the delegated authority of SAC.

These Terms of Reference shall apply to the role and responsibilities of the RRG.

8.1 Management and Administration

8.1.1 Region

Each Local Government in Western Australia shall be included in an appropriate RRG as defined by SAC. As a principle, the regional boundaries be as similar as possible to those used by MRWA.

Where there are exceptional circumstances, a Local Government may apply to SAC to transfer from one RRG to another. Supporting documentation shall accompany an application to justify the reasons for a change.

Where SAC approves a Local Government to transfer to another RRG, it will amend funding allocations to reflect the change.

8.1.2 Chairperson

An Elected Member shall be the Chairperson of each RRG. A RRG shall elect a Chairperson at least every second year at its first meeting following Local Government elections.

8.1.3 Membership

Each Local Government shall be represented on the RRG by an Elected Member.

8.1.4 Voting and Decision Making

As far as practicable, decisions should be by consensus. Where voting is necessary, only Local Government Elected Members will be voting representatives on the following basis:

- One vote for each Local Government represented at RRG meetings where no Sub-Group(s) exist; or
- One vote for each Sub-Group represented at RRG meeting where Sub-Group(s) exist.

Unresolved issues shall be brought to the attention of SAC by the RRG Chair.

8.1.5 Meetings

The Chairperson of a RRG, assisted by the Secretariat, will develop an annual meeting timetable relating to the timetable of SAC.

The schedule of RRG meetings can be found on the WALGA website.

8.1.6 Delegated Representatives

A member of a RRG may delegate authority, including voting rights, to another Elected Member from the same Local Government to attend and represent them at a meeting.

8.1.7 Quorum

Whilst it is expected that each member will either attend each meeting or arrange for a delegated representative, a quorum of 50% plus one is required to conduct a meeting.

8.1.8 Reporting Structure

The Local Government's RRG representative (being an Elected Member under 8.1.3) ensure that the RRG minutes are communicated to each of that LG's other Elected Members.

RRGs will make recommendations to SAC in relation to the annual Local Roads Program and other issues as they pertain to the Local Road Network.

8.1.9 Observers

A RRG Chair and/ or Secretariat may invite to a meeting any person with appropriate experience or expertise to assist in any matter.

8.1.10 Secretariat

MRWA shall provide technical and administrative support to the RRG. Regional Directors will provide the secretariat contact for each RRG (refer to attachment 5 for a Guide).

8.1.11 Regional Road Sub-Group

A RRG may establish a Regional Road Sub-Group(s) to:

- Assist to identify road-funding priorities.
- Consider local road issues to inform decision making by the RRG.
- Provide advice to the RRG.

A RRG will determine and approve the Terms of Reference for a Regional Road Sub-Group(s). The Terms of Reference will include:

- Roles and responsibilities of the Sub-Group(s).
- Process to elect the Chairperson.
- Membership of the Sub-Group(s).
- Voting rights within the Sub-Group(s).
- Voting rights of the Sub-Group(s) at the RRG.

A Local Government may apply to the RRG to transfer from one Sub-Group to another.

8.1.12 Regional Road Technical Group

A RRG may establish a Regional Road Technical Group to assist with management and consideration of local road issues; and provide technical advice as requested.

A RRG will determine and approve the Terms of Reference for a Regional Road Technical Group(s). The Terms of Reference will include:

- Roles and responsibilities of the Technical Group(s).
- Process to elect the Chairperson.
- Membership of the Technical Group(s).

Note: The Technical Group(s) is an advisory group with no voting rights at the RRG.

8.1.13 Correspondence

Address all correspondence:

Chairperson
RRG
C/- Regional Director
Main Roads WA
(See Attachment 2 for Regional addresses)

8.2 Regional Road Group Responsibilities

Within policies and guidelines established by SAC, the RRG shall be responsible for assessing road funding submissions from its members, the annual distribution of funds to Local Government roads, monitoring and reporting on the financial/delivery outcomes of the application of the funds to Local Government roads in its region.

A RRG shall ensure that funds made available by the State are applied to the Local Government road network to:

- Deliver benefits to the community.
- Preserve, improve, and extend the road system; and
- Comply with the obligations of the Managing Director of MRWA under legislation.

A RRG is responsible for:

- Convening at least two meetings per year.
- Developing and recommending to SAC, an annual Local Government roads program for their region.
- Monitoring the implementation of the program in their region.
- Developing and recommending to SAC, Strategies for Significant Local Government Roads.
- Developing and recommending to SAC, three year works projections.

- Establish and maintain project prioritisation methodologies for annual distribution of road funds to Local Government roads within the region.
- Developing regional specific policies and procedures to suit local circumstances.
- Providing updates of regional specific procedures to SAC for approval prior to formal introduction.
- Providing funding information to Local Governments to facilitate grant acquittal in accordance with the annual budget.
- Assisting SAC with Local Government priorities at the regional level.
- Advising SAC of any likely under or over expenditure with an explanation as to the cause and proposed solutions.
- Monitoring and responding to the safety performance of the Local Government road network in the region.
- Dealing with any other business relevant to the transport needs of the region.
- Monitoring and responding to the delivery of the Agreement commitments.

8.2.1 Key Performance Indicators

- Percentage of Blackspot Programs funding expended. (Target 100%)
- Percentage of Road Project Grants expended. (Target 100%)
- Percentage of sealed road length within the region subject to documented visual condition survey in the previous five years. (Target 75%)
- Number of Local Governments by RRG that provided a road inventory data update to MRWA for uploading into the IRIS database in the last three financial years. (Target 100%)
- Percentage of Local Government bridges by RRG subject to an annual level one (visual) inspection submitted to MRWA in the previous reporting cycle as per the WALGA/MRWA framework. (Target 100%)

9 FUNDING AND FUNDING ALLOCATION

Both Funding and Funding Allocations will be as per the Head Agreement and as set out within Figure 1 (section 3) above.

9.1 Funding Sources

On an annual basis, the share of State road funds to be allocated for Local Government roads will be equivalent to the agreed percentage (as stipulated in the current Agreement) of the State Budget's estimated motor vehicle licence fees (MVLF) for that year. In the event of a State Government revenue policy initiative to reduce vehicle licence fees and recover road user charges through alternative mechanisms, this percentage will be adjusted to ensure the reduction to vehicle licence fees is revenue neutral to Local Government.

Recognising that road projects may extend over several years, the parties acknowledge actual revenue and expenditure may not be equal on a yearly basis and there may be a carry over or advancement of funds between years. As approval for carryovers may be sought from WA Treasury it is to the benefit of all parties that the program is delivered as budgeted.

There are two funding categories:

- Local Government Managed Programs (Category 1); and
- MRWA Managed Programs (Category 2).

Any structural change to the way in which the funds are managed will require the agreement of both State and Local Government.

9.2 Funding Allocations

The revenue determined in section 9.1 above is distributed to Local Government roads based on:

Local Government Managed Programs (Category 1) 67%*

0.7%	Strategic and Technical Support
13.2%	Direct Grants
46.6%	Road Project Grants
5.5%	State Black Spot
1.0%	Remote Aboriginal Access Roads

MRWA Managed Programs (Category 2) 33%*

- 13.0% Traffic Management, Signs and Pavement Markings
- 4.0% Bridgeworks
- 1.0% Bridge Inspections
- 14.0% State Initiatives on Local Roads
- 1.0% RRG Support

*Note: Percentages are rounded and indicative only. SAC may approve alterations as deemed appropriate.

9.3 Local Government Project Signage Requirements

If a Local Government erects a project sign, where the project has been funded under the SRFLGA and where there are no program specific mandatory signage requirements, the sign must include appropriate recognition of the State Government's contribution to the project.

This will include dual branding with the State's Crest and Local Government logo and text that reads "Jointly funded by the State Government and <Local Council>.

10 REGIONAL STRATEGIES FOR SIGNIFICANT LOCAL GOVERNMENT ROADS

The ROADS 2040 Regional Road Development Strategies document provides a strategic review of regionally significant Local Government roads and the development strategies for them. The document is located on the WALGA website.

Each RRG (except for the Metropolitan Region) documents a strategic review of regionally significant Local Government Roads and the development strategies for them. Roads in the strategies are designated as "Significant Local Government Roads" and are roads that do, or will, provide a positive contribution to the economic and/or social wellbeing of the region and Western Australia as a whole.

SAC may initiate a formal review of the strategies every five years. Local Governments under direction from the RRG shall review the identified Significant Local Government Roads and their strategies in accordance with the approved Guidelines.

Local Governments may seek amendments to the strategies by submitting a documented request to their RRG. The RRG shall make recommendations for amendments to SAC for approval.

11 LOCAL GOVERNMENT MANAGED PROGRAMS – STRATEGIC AND TECHNICAL SUPPORT (CATEGORY 1)

SAC will determine the allocation for Strategic and Technical support annually.

Strategic and Technical Support funds are provided for such items as:

- Municipal Infrastructure needs, development, evaluation, and research.
- Local Government Transport and Roads Research and Innovation Program.
- WALGA RoadWise program.
- WA Local Government Grants Commission Support.
- Other activities as identified or agreed by SAC.

12 LOCAL GOVERNMENT MANAGED PROGRAMS - DIRECT GRANTS (CATEGORY 1)

Direct Grants will be provided annually to all Local Governments. Each year SAC will review the amount available for Direct Grants.

Direct Grants are allocated for routine maintenance tasks on Local Government roads.

Routine maintenance are tasks to maintain the asset but do not increase its service potential or life e.g., repairing potholes, grading an unsealed road, clearing, or repairing drainage systems.

12.1 Annual Allocation

Funding to Direct Grants will be base lined at 13.2% of State road funds provided under the Agreement.

SAC will use the Asset Preservation Model provided by the Western Australian Local Government Grants Commission (WALGGC) to calculate Direct Grant allocations each year. RRG and Local Governments will be advised of Direct Grant allocations as soon as the information is available.

12.2 Road Classification Transfers Impacting on Direct Grant Allocations

Direct Grant allocations are subject to an annual adjustment for gazetted road classification transfers (i.e., State Roads to Local Roads and vice versa) and any net adjustment is reflected in the total Local Roads Program.

This adjustment is based on the outputs of the Asset Preservation Model, which are agreed to by SAC.

12.3 Payments

Direct Grants will only be processed following program approval advice from SAC Secretariat.

Before payment can be made, each Local Government shall submit a Certificate of Completion (refer to attachment 3b) for works funded from their previous year's allocation.

It is at the respective region's discretion whether a Tax Invoice or an RCTI is preferred to administer the Direct Grants, and each Local Government should adhere to the preferred approach. Direct Grants are not subject to GST as this form of grant is an appropriation. When an RCTI is to be generated then a tax invoice is not required.

All Local Governments should endeavour to acquit Direct Grants by the 31st of August each year and, if this does not occur, provide an explanation to the RRG Secretariat.

The Regional Director shall make available at each RRG meeting, particulars of Direct Grants recouped to date by Local Governments in that Region.

12.4 Certificate of Completion

Direct Grant allocations made by MRWA to Local Governments are subject to the provisions of the *Financial Management Act 2006* and *Auditor General Act 2006* and are subject to audit.

To facilitate full and open accountability of Direct Grant allocations provided, Local Governments must ensure appropriate financial records are established and maintained to enable verification of expenditures against those allocations provided.

This requirement is also contained in the Certificate of Completion (refer to attachment 3b) declaration signed by the Local Government Chief Executive Officer acknowledging that MRWA can access the Council's financial records to verify this claim.

12.5 Funds Management

RRGs are responsible for ensuring Direct Grants are expended in the year of the distribution. RRGs should advise SAC before the end of September in the budget year, of any Local Government yet to have provided a Certificate of Completion to their RRG Secretariat. SAC will review such with a view to redistribute unclaimed funds if appropriate.

13 LOCAL GOVERNMENT MANAGED PROGRAMS – ROAD PROJECT GRANTS (CATEGORY 1)

13.1 General

Road Project Grants (RPG) are used for specific road projects assessed and prioritised by the RRG using their documented methodology. Projects may comprise capital upgrade or renewal but not routine maintenance.

13.2 Annual Allocation

SAC shall allocate funds for road projects to each RRG. Allocations will be based on the WA Grants Commission Asset Preservation and Population models. In addition, and at the discretion of SAC, a portion of the Rural and/or Metropolitan Road Project Grant pool may be allocated to specific purposes. Examples of such funding may include:

- Nudge.
- Commodity Route funding.
- Road and Bridge Condition data; and
- One off special project allocation.

After specific purpose funding, as per above, has been 'removed', the remaining pool of Road Project Grant funding is apportioned on a basis of 64% to Rural Local Governments and 36% to Metropolitan Local Governments.

SAC's aim is to provide RRGs with an indicative funding allocation, for the following year, of Road Project Grants before October each year.

13.2.1 Nudge

Nudge is a for purpose charity that focuses on getting young people into jobs and training opportunities in various industries throughout WA. Nudge is an employer support agency that specialises in making the process of training, employment, and community engagement as simple as possible.

13.2.2 Commodity Route Funding

Commodity Route Funding shall be applied according to the Application and Assessment Guidelines as published on the MRWA website.

A commodity route is defined as a route where there is a significant high priority transport task associated with the transport of a commodity such as grain, timber, agricultural lime, iron ore, and/or other commodities.

Each year, an annual allocation, based on 3% of the RPG pool, will be set aside for a Commodity Route Fund.

Qualifying projects not eligible for Road Project Grant funding will be assessed and ranked first. Projects eligible for Road Project Grant funding, but not prioritised for funding, will be assessed, and ranked for the allocation of remaining funds.

Funding is budgeted on a cost sharing basis of \$2 from the Commodity Route Fund and \$1 from Local Government funds.

A Technical Review Group (TRG) will prioritise project applications. The TRG comprises members from MRWA and WALGA. There is an annual call for project applications, which are submitted to the RRG for review before formal submission to the TRG. The TRG will make recommendations to SAC for approval.

13.2.3 Road and Bridge Condition Data

An amount of up to \$500,000 is set aside annually from the Road Project Grant allocation for the assessment of the condition of the regionally significant Local Government roads as defined in the RRG Roads List strategies. The amount shall fund visual condition assessments in accordance with the WALGA Visual Defects Assessment Manual or other agreed methodology.

In consultation with RRGs, WALGA will establish a Technical Committee to manage the program. Funds shall be allocated on the basis that every significant sealed road is assessed a minimum of once every five years. The annual allocation may be granted to a group of Regions to facilitate the most economically efficient data collection strategy. Excess funds may be used to perform other types of road/ bridge condition assessments. The data may be provided to MRWA in an agreed format and will be used to assess the condition of the road network at a Regional and State level. The assessments shall be made available to Local Governments by uploading to the RAM pavement management system or as otherwise preferred.

13.2.4 Road and Bridge Data for IRIS

On a three years basis, each Local Government shall provide MRWA an electronic copy of roads under their care and maintenance. This data provides a contemporary record of the road network in WA.

Local Governments shall provide the data in an IRIS acceptable format to MRWA prior to the end of May in the appropriate year. Non-compliance by a Local Government may lead to the delay in remittance of their Direct Grant allocation for that following year.

The correct IRIS format can be found in the [IRIS Local Government Interface Requirements document](#).

Please contact Network and Inventory Data Administrator, Asset & Geospatial Information, Planning and Technical Services Directorate (agi@mainroads.wa.gov.au) to confirm the latest version.

The number of Local Governments by RRG that have uploaded road inventory data to the MRWA IRIS databased in the previous three financial years (in accordance with the MRWA schedule) is a KPI and reported to SAC annually. The target is 100%.

13.3 Project Eligibility for Road Project Grant Funding

Road Project Grants are used for capital upgrade or renewal type projects. Capital upgrade is defined as expenditure that provides a higher level of service e.g., widening a road pavement, providing a second carriageway, or sealing an unsealed road. Capital renewal projects are defined as planned projects that increase service potential or extend the life of a road e.g., resealing a sealed road, re-sheeting a gravel road or reconstructing a road pavement to existing standards.

Eligibility for road project grant funding will be determined on the following basis:

- Perth Metropolitan Region:

Projects where road AADT exceeds 2,000 vehicles per day or the design exceeds 10,000,000 Equivalent Standard Axles (ESA) for a 20-year design life, and which may be classified as District Distributors, Local Distributors and Access Roads.

- All Other Regions:

Road strategies as defined in Regional Strategies for Strategic Local Government Roads: ROADS 2040 (or later) is the basis for identifying and prioritising RPG submissions (refer section 10).

A RRG can allocate road project grants for road related projects (e.g., street lighting) provided they are on roads of regional significance, are prioritised against other road projects within the Region and prior approval is obtained from SAC.

13.4 Local Government Road Project Grant Proposals to Regional Road Groups

Non-Metropolitan local Governments shall submit to the RRG, for evaluation, proposals for road projects (refer to attachment 1). These should include the scope, benefits, and estimated costs of the project. These costs should be in outturn dollars.

This requirement has been modified for the Perth Metropolitan area where worksheets have been developed specific to the MRRG Improvement and Rehabilitation Programs and are available on the MRWA external website.

The estimated costs shall include all direct costs associated with the project and include investigation, design, and supervision costs. Indirect costs such as administrative overheads, ongoing running costs and routine maintenance costs are NOT eligible for funding. Preconstruction costs are eligible.

13.5 Contributory Arrangements

Regional Road Project Grant funds are distributed to projects on a priority basis using a process agreed to by the RRG and endorsed by SAC. Project allocations from the Road Project Grants Pool are provided on a cost sharing basis of \$2 from Road Project Grant funds to \$1 from Local Government funds. SAC may consider variations in exceptional circumstances.

13.6 RRG Funding Models for the allocation of Road Project Grants

RRGs must define the methodology that will be used to develop their annual proposals for RPG funding. The RRG must base their methodology one or more of the following models:

Straight APV or APV with population factor <= 25%

Each Local Government receives an indicative allocation of funding according to the APV or APV / Population for their road network. Each of the Local Governments must apply the RRG MCA to score their project submissions. The regional MCA score must be used to prioritise additional funding available once the indicative funding allocation has been applied to projects.

MCA with Optional Caps and/or Floors

Each Local Government may submit a project(s) from its three-year plan for consideration in the MCA process each year. Phasing of complex projects over multiple years is encouraged.

Caps

The cap must not be less than the highest APV percentage of any Local Government in the region. Exceptions to this rule may be considered based on a RRG decision by project and by consensus (all member Local Governments must agree).

Floors

The RRG may consider the implementation of a requirement that each Local Government receive at least one project per MCA round up to a value of the 75% APV/25% population split percentage for that Local Government of that year's indicative allocation. Any additional projects submitted by the Local Government must be prioritised using the MCA process.

Program Development

The RRG must use the defined methodology to develop a schedule of proposed projects for consideration by the RRG. The RRG may modify the schedule due to specific priorities or circumstances.

13.7 RRG Prioritisation of RPG using an MCA Methodology

Using a Multi-Criteria Assessment (MCA) model to evaluate and prioritise projects, the RRG shall determine the particular projects recommended to SAC for funding. The RRG will help ensure that the evaluation methodology used maximises the community benefits by recommending the preservation and improvement projects that meet regional needs.

For preservation projects, the following criteria should be considered in the MCA model.

Table 1: MCA Preservation Project Criteria

Criteria	Recommended Weighting
Condition Assessment	Highest Weight
Safety	Higher Weight
Traffic	Higher Weight
Sustainability	Medium Weight
Social/Economics	Medium Weight

For improvement projects, the following criteria should be considered in the MCA model.

Table 2: MCA Improvement Project Criteria

Criteria	Recommended Weighting
Traffic	Highest Weight
Road Safety	Highest Weight
Economics	Higher Weight
Environment	Higher Weight
Sustainability	Higher Weight
Social	Medium Weight

Each Regional Road Group will be given the flexibility to define the exact weights and the factors that underpin each criterion.

Each year, recommendations for Road Project Grants provided through the MCA model shall be available to the SAC Secretariat.

13.8 Three Year Works Program

All non-Metropolitan RRGs should develop a three year works program and publish this with the minutes of the relevant meeting. The first year of the program will be the annual funding recommendations to SAC. The two future years will comprise a list of prioritised projects with estimated costs. The future year projects are not commitments and do not require detailed assessment but are intended to provide the source for reserve projects and assist Local Governments to plan for future funding and work commitments. The program will also provide a basis to advocate for future funding under the Agreement.

13.9 State Road Funds to Local Government Advisory Committee Endorsement

Each year Regional Road Groups submit to the SAC Secretariat, projects prioritised by the RRG for funding. The SAC Secretariat will ensure any advanced programming is appropriate. The SAC Secretariat shall prepare an annual budget defining the allocation of funding across categories and sub-categories for SAC consideration. SAC shall consider the annual budget and provide its endorsement to the Managing Director of MRWA with a target date end of May. Subject to the recommendation of the Managing Director, the Local Roads Program is submitted to the Minister for Transport for approval. RRG and member Local Governments will be advised of Road Project Grant allocations as soon as the information is available for distribution.

13.10 Under or Over Expenditure

13.10.1 Under Expenditure

If the final cost of a project is less than the approved budget allocation, the Local Government will be paid the actual expenditure (less the one-third contribution) incurred subject to certification of satisfactory completion of the project.

The balance of the approved budget allocation is to be reallocated by the RRG.

If the occasion arises where a Local Government has claimed payments in excess of the final project cost (less the one-third contribution) the total unexpended amount must be returned to the RRG for redistribution.

13.10.2 Over Expenditure

Where a project is completed for more than the budget allocation the respective Local Government shall be responsible for funding the shortfall.

A Local Government may apply to the RRG to cover a funding shortfall in exceptional circumstances. Any additional grant should be based on only two thirds of that additional expenditure.

13.10.3 Payment

There are two methods of payment to Local Governments.

For Road Project Grants and State Black Spot funding, a Local Government may elect to:

- Claim payment for the approved funding allocation following completion of the project and by providing a Certificate of Completion (attachment 3c) only. Note: A Progress Payment Certificate is not required when making a final claim for an individual project. The Certificate of Completion must accompany the claim for payment.

or
- Apply to the Regional Director for an advance payment equal to 40% of the approved project allocation supported by a Progress Payment Certificate (attachment 3a), signed by the Chief Executive Officer.

A further 40% will be paid to the Local Government on submission of a further Progress Payment Certificate (attachment 3a) signed by the Chief Executive Officer, certifying that incurred expenditure on the project has exceeded 40% of the project funding approved (attachment 3a). The balance of the approved allocation (provided no under expenditure) will be paid to the Local Government on the submission of a Certificate of Completion (Attachment 3c). Note: A Progress Payment Certificate is not required for the final (3rd) payment. The balance paid on the final claim cannot exceed the actual total cost, less contribution, of the individual project.

The first and second claims for payment are to be supported by a Progress Claim Certificate (Attachment 3a) and for the final claim supported by a Certificate of Completion (Attachment 3c). These certificates are to be forwarded to the Regional Director via the RRG secretariat.

Payments will be made by MRWA to Local Governments upon submission of a Certificate of Completion (Attachment 3c).

Road Project Grant allocations made by MRWA to Local Governments are subject to the provisions of the *Financial Management Act 2006* and the *Auditor General Act 2006* and therefore subject to audit.

To facilitate full and open accountability of Road Project Grant allocations, Local Governments must ensure that appropriate financial records are established and maintained to enable verification of expenditures against the original project funding approved. The financial records must be in a format capable of assessment within the context of any annual audit process undertaken by MRWA auditors.

13.11 Certificate of Completion (Attachment 3c)

On completion of the project the Local Government shall provide a Certificate of Completion (refer Attachment 3c) to the Secretariat. This must include an accurate final cost, including expenditure detail as included in the original funding request. The Chief Executive Officer and the Works Supervisor/Engineer must co-sign this certificate prior to the balance of the funds being released to the Local Government.

13.12 Delays in Program

The RRG shall monitor expenditure on approved roads projects with Local Governments with the aim that funds will be expended and recouped within the financial year.

Where a Local Government cannot demonstrate acceptable progress on an approved project before December 31st, the RRG shall review and consider reallocating funds to the next highest priority project on the RRG's list.

A Local Government is to notify MRWA RRG Secretariat by no later than 31st January of any financial year, of circumstances in which Road Project Grant allocations are likely to remain unspent at the expiration of that financial year. These matters shall be referred to the relevant RRG for consideration and determination on the re-allocation of unspent funds for recommendation to SAC.

13.13 Reporting

MRWA, on behalf of RRGs, shall report annually to SAC on Road Project Grant allocations compared with actual expenditures. This report shall be at the regional program level and provide reasons for any variations between the approved budget and actual expenditure incurred.

13.14 Summary of Key Dates (Road Project Grants)

PROCESS STEP		END DATE
1	Local Governments apply to RRG for project funds, with supporting justification	September or prior, as determined by RRG
2	RRG provide program recommendations to the SAC Secretariat	January
3	SAC makes recommendations to Managing Director of MRWA	May
4	Minister approves future program	Before July
5	Local Governments advised of Minister approved program	Before July
6	RRG advise SAC of forecast underspend	January
7	SAC reallocate funding to other regions or programs	February

14 LOCAL GOVERNMENT MANAGED PROGRAMS – STATE BLACK SPOT FUNDING (CATEGORY 1)

14.1 State Blackspot Funding

Funding provided under the State Blackspot Program on Local Roads is to target improving the safety performance of roads with a proven crash history or high-risk locations with the likelihood of crashes occurring.

The State Blackspot Program Development and Management Guidelines (located on the MRWA website) detail the technical and administrative criteria governing project applications, implementation of approved works and procedural requirements for expenditure and recovery of approved funding. The State Blackspot Program Development and Management Guidelines identify MRWA as the Managing Authority (Director Budget and Investment Planning), responsible for administering the Program. For Local Roads, the Delivery Authority is Local Government who is responsible for managing the delivery of projects.

Funding allocations for State Blackspot projects are provided on a cost sharing basis of \$2 from the State Blackspot fund to \$1 from Local Government provided funds.

Every endeavour must be made to fully expend the funds in the year of allocation. Under exceptional circumstances, extension of projects may be considered by the Managing Authority.

Project status information reports shall be prepared by the relevant Delivery Authority and forwarded to the Program Development Coordinator who is responsible for co-ordinating all reporting associated with the State Blackspot Program.

Project Status Reports must be provided as per the following schedule:

REPORT TYPE	SUBMISSION OF INFORMATION
Annual Report	June 30
Verbal/written report on project status	At RRG Meetings
Project Completion Report	Within 30 days of completion

Payments under the State Blackspot Program on Local Roads is as per Road Project Grants (refer to section 13.9.3).

For State Blackspot projects on local roads, completion reports are to be certified by the Works Supervisor/Engineer and the Chief Executive Officer of the Local Government and forwarded to the State Blackspot Program Manager, MRWA.

The State Black Spot Program on local roads will fund all costs directly associated with an approved project. Administrative overheads are indirect costs and therefore are not eligible for funding, nor are ongoing running costs.

The percentage of State Black Spot Program funding expended by a RRG is a KPI and reported to SAC annually. The target is 100%.

15 LOCAL GOVERNMENT MANAGED PROGRAMS - REMOTE ABORIGINAL ACCESS ROADS (CATEGORY 1)

These roads provide access to remote Aboriginal communities. The roads are under the care and maintenance of a Local Government and are included in its road inventory.

The Commonwealth provides FAGS to the WALGGC in the form of Untied Funds for Local Roads. Of these funds (excluding Roads to Recovery funding), 7% is set aside for Special Projects and two thirds of the 7% is provided for Specific Works on Local Government bridges and one third for Remote Aboriginal Access Roads. The State provides a minimum one third matching contribution from the Agreement for every two thirds provided by the Commonwealth.

Commonwealth component funding is provided direct to the applicable Local Government. The State funding component is available on a 40/40/20 basis using the appropriate forms (refer to the attachments 3a and 3c).

Where an access road to an Aboriginal Community is repaired for greater than the approved budget allocation, the over expenditure is the responsibility of the Local Government. A submission may be made to the appropriate RRG for additional funding on one third Local Government and a maximum two thirds from any remaining remote Aboriginal access roads program funding.

Where an access road to an Aboriginal Community is repaired for less than the approved budget allocation, any savings on the Agreement's contribution (one third of the savings) shall be redirected back to the overall program for redistribution.

WALGGC invite a call for nominations for road projects to be funded from this funding stream and the nominations are then considered by the Aboriginal Roads Committee, of which an approved list of projects will be selected for funding.

Submission of nominations are the responsibility of each Local Government and any remote Aboriginal communities interested in seeking funding for road projects from this stream should liaise with the relevant Local Government to signal its intent.

16 STATE GOVERNMENT MANAGED PROGRAMS - TRAFFIC MANAGEMENT, SIGNS AND PAVEMENT MARKINGS (CATEGORY 2)

16.1 Traffic Management

Costs associated with the provision and maintenance of signs, pavement markings, installation and operating cost of traffic control signals and intersections channelisation's as well as support for road safety initiatives on and around Local Government road works.

16.1.1 Signs and Pavement markings

Regulatory signs and pavement markings are the responsibility of the Managing Director of MRWA under the Main Roads Act (1930).

In the majority of cases, funding is provided to maintain, improve and upgrade existing regulatory signs and pavement markings on Local Government roads. This excludes the cost of signs and pavement markings required on, or due to, any grant funded project where the cost must be included in the project cost.

Grant funded projects include:

- Road Project Grants.
- State and Federal Blackspot (outside SRFLGA).
- Roads to Recovery (outside SRFLGA).
- Commodity Routes; and
- Royalties for Regions (outside SRFLGA).

16.1.2 Traffic Signals

Traffic signals are the responsibility of the Managing Director of MRWA under the *Main Roads Act (1930)*.

In the majority of cases, funding is provided for maintenance and minor modifications to traffic signals managed by MRWA (excludes traffic signals associated with a specific project which should be funded from that project's budget).

16.1.3 Rail Crossings

Section 297 of the *Road Traffic Code 2000* empowers the Commissioner of MRWA with responsibility for all traffic signs and traffic control signals on all public roads in Western Australia. This responsibility extends to include any traffic signing, signalling devices or road markings installed at or on the approaches to railway level crossings.

Over time MRWA has also assumed responsibility for providing the necessary funding for all capital works and a 50% contribution towards the cost of maintenance associated with the railway level crossings on the freight network that cross the public road network. The exceptions to this funding arrangements are for mining company railways operating in the Pilbara or when control is required as part of a specific rail or road development by others.

In July 2005 MRWA entered into two 49-year funding agreements with the Freight Rail Infrastructure Manager (now Arc Infrastructure Ltd) that deal specifically with capital works and maintenance funding. Accordingly, MRWA provides funding to Arc Infrastructure to undertake railway crossing upgrade and renewal works which are delivered in compliance with a pre-determined 5-year program and contributes 50% of the maintenance cost. The 49-year term of these agreements aligns with the lease agreement associated with the privatisation of the freight network.

MRWA also contributes towards the cost of maintenance of level crossings on the PTA passenger network.

17 STATE GOVERNMENT MANAGED PROGRAMS - BRIDGEWORKS AND INSPECTIONS (CATEGORY 2)

17.1 Bridge Responsibilities

Local Government are responsible for bridges on local roads, including regular maintenance. Direct Grants can be used for maintenance works on Local Government bridges, however, bridgeworks on local roads, including timber bridge inspections, are determined on a priority basis by MRWA according to the urgency of bridge repairs and upgrading.

17.1.1 Bridge Inspections Level One – Routine Bridge Inspections

Local Governments are required to perform annual Level 1 bridge inspections of all their bridges. The visual inspection must check for overall safety and performance and identify obvious damage and structural integrity. They must also provide a check on the completion of adequate annual routine maintenance and other issues that may have been identified during previous inspections. Completed inspection forms must be submitted to the relevant MRWA Regional Structures Asset Manager.

MRWA and WALGA have developed a Level 1 Bridge Inspection Framework. Local Governments are required to comply with the procedures and timeframes agreed in the framework.

17.1.2 Bridge Inspections Level Two – Detailed Visual Inspections, Condition Assessments

Detailed visual inspections are required every five years for timber bridges and every seven years for concrete and steel bridges. MRWA funds and manages these inspections. Local Governments may request additional inspections if concerns are identified from a Level 1 inspection.

These inspections are more detailed involving close inspection of all components. Photographs and quantitative data are recorded. MRWA are required to provide copies of the inspection reports to the bridge owner.

17.1.3 Bridge Inspections Level Three – Specialist Inspections and Investigations

Specialist inspections and investigations are not part of a regular bridge maintenance schedule and are only performed when there are conditions or circumstances which require the bridge to be investigated in detail. MRWA manages these inspections and copies of the report must be provided to the bridge owner. Funding for these inspections is provided for within this Agreement.

17.2 Funding – Bridge works

The Commonwealth provides Financial Assistance Grant funding (FAGS) to the WALGGC in the form of Untied Funds for Local Roads. Of these funds (excluding Roads to Recovery funding), 7% is set aside for Special Projects and two thirds of the 7% is provided for Specific Works on Local Government bridges and one third for Remote Aboriginal Access Roads. The State provides a one third matching contribution from the Agreement for every two thirds provided by the Commonwealth.

In special circumstances funds are also provided for bridgeworks that are either totally funded through MRWA Programs or contributions arranged with Local Government.

MRWA's contribution for bridgeworks funded from the WALGGC is limited to a maximum of one third of the estimated total cost of the work and is only available after the Local Government's two third share is expended.

WALGGC prompts all Local Governments to submit project applications on an annual basis. Funds are allocated by the WALGGC based on recommendations provided by the Bridge Committee. The Bridge Committee comprises representatives from MRWA, WALGGC and WALGA. The Committee receives recommendations from MRWA on the priorities of projects under consideration. Delivery of projects is generally managed by MRWA, but Local Governments have the option to manage the projects themselves.

Special Project funds are only allocated for Specific Works on bridges which are defined as planned proactive work items normally scheduled at least two years in advance to maintain the integrity of bridge structural components. Funds may also be allocated for bridge reconstruction where the existing bridge has reached the end of its economic life. Funding only covers like for like replacement costs. The Special Project funds do not cover routine or preventative maintenance or new bridge construction where there is no existing bridge.

To be eligible for Special Project funds, a Local Government must be able to show that annual visual inspections have been performed in accordance with the Level 1 Bridge Inspection Framework and that adequate routine and preventative maintenance have been undertaken to prevent undue deterioration.

These Funds may also be allocated to co-fund projects funded under the Federal Bridges Renewal Program.

17.2.1 Under Expenditure

Where a bridge is repaired for less than the approved budget allocation, the SAC Secretariat shall be notified of any savings on the State contribution which may be redirected to offset over-expenditures on other approved bridgeworks or returned to the overall funding pool.

17.2.2 Over Expenditure

Where a bridge is repaired for more than the approved budget allocation the excess will be funded from either savings from other approved bridgeworks or from the MRWA Program. No additional contribution will be required from the Local Government.

In circumstances where MRWA undertake bridgeworks on behalf of the Local Government, the 2/3 contribution made by Local Government through Commonwealth funding is payable to MRWA through the Sundry Debtor process.

17.3 Bridge Emergency Works

If deemed appropriate by MRWA, to undertake any emergency works on a bridge(s) occurring in the course of a year after all funding is allocated to other bridge works, then the funds expended on the emergency works will be deducted from the following year's overall allocation.

Bridge Emergency Funding can be made available and would be provided on the basis of the State Government contributing \$2 to \$1 Local Government. Eligibility for funding from this source is conditional on:

- The Local Government providing MRWA with evidence that it has undertaken routine maintenance on the affected bridge.
- MRWA and the Local Government agreeing on the scope of works required.
- The Local Government providing MRWA with an agreed cost estimate for undertaking the repairs.
- MRWA authorising the repair work prior to commencement.

The Local Government will then undertake and complete the repairs and invoice MRWA for 2/3 of the actual costs up to 2/3 of the original estimated cost.

MRWA will confirm the standard of repair work is acceptable prior to arranging payment.

17.4 Accounting for Bridge Design activities prior to the year of Delivery

To prepare for and enhance program delivery, a separate allocation of funds is available for the design costs of future bridge works.

The regional Asset Manager will provide, through the Bridge Management System (BMS), to regions, a schedule of estimated costs of design activities for works on local bridges that are expected to be undertaken in the following year. Funds will then be made available from the allocation established for this purpose based on the regional submissions. Regions will then be expected to establish a separate proposal for this allocation and are to ensure that the costs are recorded so that these can be separately tracked and reported for each bridge site.

18 STATE GOVERNMENT MANAGED PROGRAMS - STATE INITIATIVES ON LOCAL ROADS (CATEGORY 2)

Funding for State responsibilities/works on the Local Government road network will be managed through MRWA programs. These include programs for road safety, bridges, bridge inspections, State initiated major projects on Local Government roads and work on roads used by the public in National Parks and State Forests, Rottnest Island and King's Park.

18.1 State Initiatives on Local Roads

Projects funded in this category are generally specific purpose State initiated projects. These projects can comprise both road and bridgeworks on urban and rural roads. As a result of their size and or complexity, projects are generally undertaken by MRWA on behalf of Local Governments.

As a result of a Cabinet decision (March 2012), funding for National Parks and State Forests including the Department of Environment and Conservation roads, Rottnest Island and King's Park will be provided under this category.

National Parks do not generate any rates for Local Government and therefore, the State contributes funds for the development of roads used by the public in these areas, mainly to support tourism activity. Funds provided for National Parks will also include funds for roadworks in King's Park and on Rottnest Island.

As part of the 2022-23 State Budget process Cabinet has further endorsed ongoing funding for both the WA Bicycle Network programs.

19 STATE GOVERNMENT MANAGED PROGRAMS - REGIONAL ROAD GROUP SUPPORT (CATEGORY 2)

RRG support covers work for Local Government, the costs of which cannot be related to a specific project and cover road management services for Local Government roads on either a State or Regional Road basis.

Examples include:

- Administrative support provided by MRWA to RRG.
- Technical assistance provided by MRWA to support the operation of RRG.
- Audit of grant recoups pursuant to MRWA requirements.
- Other activities as identified or agreed to by SAC.

ATTACHMENT 1 – ROAD PROJECT PROPOSALTRIM Reference
D20#475664

Local Government Year.....

Road Name No.	Regional Road Development Strategy Priority A B C (Circle appropriate letter)
Sectionkm tokm Lengthkm	
Work Description (Show proposed standards and traffic volume details on reverse side)	Work Category Preservation <input type="checkbox"/> Improvement/Expansion <input type="checkbox"/> (✓ appropriate box)

PROJECT COST AND FUNDING REQUESTS

	Year 1 \$	Year 2 \$	Year 3 \$	Year 4 \$	Year 5 \$
Local Government					
Road Projects Pool					
Total					

*Locality Plan is to be attached***PROJECT JUSTIFICATION**

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

ENVIRONMENTAL ASSESSMENTS

Local Government will conduct the necessary environmental assessments and accepts responsibility for environmental consequences, implementing land resumptions and any claims for damage arising from the execution of works in this application.

Local Government is also responsible for obtaining heritage and Aboriginal site clearance.

Attachment 1 continued

PROPOSED STANDARDS

Type Cross Section	* Formation Widthm
Pavement Widthm	Shoulder Widthm
Nominal Primerseal/Seal Widthm (Excluding widening on curves and crests)	* Design Speedkm/h (*Only for new construction or reconstruction)

TRAFFIC VOLUME

If primersealing or sealing is included in this project, state the average daily traffic volumes and the months and years when they were taken. (See traffic count specification).

Average Daily Traffic

Count 1	Count 2	Count 3	Average
Month
Year

Note: 1. This Statement is required where the work is on a local road that is already sealed or will be sealed in the near future. It is not required for reseals and enrichment seals.

2. Approval of this project for construction does not imply that it will be approved for sealing at a later date unless the sealing warrant is met.

.....
Works Supervisor/Engineer

.....
Chief Executive Officer

Date:/...../.....

Date:/...../.....

ATTACHMENT 2 – ADDRESS LISTING

Great Southern Region

PO Box 503
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alisha.hotker@mainroads.wa.gov.au

Kimberley Region

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South West Region

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Wheatbelt South Region

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Gascoyne Region

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Wheatbelt North Region

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Mid West Region

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Metropolitan Region

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mrrg@mainroads.wa.gov.au

State Road Funds to Local Government Advisory Committee

Chairperson
State Road Funds to Local Government Advisory Committee
C/- Main Roads Western Australia PO Box 6202
East Perth WA 6892

ATTACHMENT 3A – PROGRESS PAYMENT CERTIFICATE
PROGRESS PAYMENT CERTIFICATE
A separate certificate must be used for each claim on each project (A Progress Payment Certificate is not required for the final claim)

[Please indicate ✓]

[Please indicate ✓]

 Road Project Grant

 Claim No 1 (1st 40%)
 Black Spot Program (State and Australian Government)¹

 Claim No 2 (2nd 40%)²
Project Details

Local Government:

Financial Year:

Road Name:

Proposal / Job No.:

Work Description:

Section (Slks):

Approved Project Allocations

Total Project Allocation	State Contribution (2/3)	LG Contribution (1/3)
\$	\$	\$

Mandatory Information

 Project's estimated or actual commencement date

 Project's estimated or actual completion date
Claim Details for State Contribution

Previous Claim/s	Current Claim	Total Funds Claimed
\$	\$	\$

Notes:

- (1) No LG contribution required for Australian Government Black Spot projects.
- (2) Prior to claiming Claim No. 2, Incurred Expenditure to Date must exceed 40% of the State Contribution.

I certify that the information provided within this Progress Certificate is correct and supported by Local Government records.

Signature

Chief Executive Officer

Name

Date

ATTACHMENT 3B – CERTIFICATE OF COMPLETION
CERTIFICATE OF COMPLETION

This form is to be used for Direct Grants only.
 Insert "various" in the Road Name field.

Direct Grant (No LG Contribution required)

Project Details

Local Government:		Financial Year:	
Road Name:		Proposal / Job No.:	
Description of completed works:		Section (Slks):	to

Approved Project Allocations

Total Project Allocation	State Contribution (2/3)	LG Contribution (1/3)
\$	\$	\$

Final Project Cost

Final Total Project Cost	State Contribution (max 2/3)	LG Contribution (min 1/3)
\$	\$	\$

Claimed State Contributions

Claim No. 1 – 1 st 40%	Claim No. 2 – 2 nd 40%	Claim No. 3 – Final Claim	Total Funds Claimed
\$	\$	\$	\$

I certify that the works have been completed by the Council and that the total funds claimed for the project have been fully expended on this project.

Signature

Name

Works Supervisor/Engineer

Date

- Actual State Contribution cannot exceed the Approved State Contribution.

I declare that the details provided within this Certificate of Completion are correct, that the Council has contributed a minimum of one third of the total project cost (excluding Direct Grants and Australian Government Black Spot projects) and acknowledge that Main Roads Western Australia can access the Council's financial records to verify this claim.

Signature

Name

Chief Executive Officer

Date

ATTACHMENT 3C – CERTIFICATE OF COMPLETION
CERTIFICATE OF COMPLETION

A separate certificate must be used for each Road Project or State/Australian Black Spot Project.

<input type="checkbox"/>	Road Project Grant	(Please tick appropriate box)
<input type="checkbox"/>	Black Spot Program (State and Australian Government)	
<input type="checkbox"/>	Commodity Routes	

Project Details

Local Government:	Financial Year:
Road Name:	Proposal / Job No.:
Description of completed works:	Section (SLks): to

Approved Project Allocations

Total Project Allocation	State Contribution (2/3)	LG Contribution (1/3)
\$	\$	\$

Final Project Cost

Final Total Project Cost	State Contribution (max 2/3)	LG Contribution (min 1/3)
\$	\$	\$

Claimed State Contributions

Claim No. 1 – 1 st 40%	Claim No. 2 – 2 nd 40%	Claim No. 3 – Final Claim	Total Funds Claimed
\$	\$	\$	\$

I certify that the works have been completed by the Council and that the total funds claimed for the project have been fully expended on this project.

Signature

Name

Works Supervisor/Engineer

Date

- Actual State Contribution cannot exceed the Approved State Contribution.

I declare that the details provided within this Certificate of Completion are correct, that the Council has contributed a minimum of one third of the total project cost (excluding Direct Grants and Australian Government Black Spot projects) and acknowledge that Main Roads Western Australia can access the Council's financial records to verify this claim.

Signature

Name

Chief Executive Officer

Date

ATTACHMENT 4 – STATE ROAD FUNDS TO LOCAL GOVERNMENT ADMINISTRATIVE PROCEDURES

(To be used as a guide)

Executive Support

MRWA's Regional Office will provide the executive support and all other administrative, technical support to the RRG (where there are Sub-Groups or Technical Groups to the RRG, support is to be provided by Local Government). The following is an outline of the type of support to be provided:

- Provide information to RRG and Local Governments on annual program of works, indicative funding, and other financial matters.
- Provide support to assist Local Governments in programming and prioritising projects.
- Provide minute takers for meetings, distribute the minutes to the RRG members within one month of Chair approval.
- Provide the necessary administrative duties involved in the follow up of meeting action.

Records

The following will be maintained by MRWA to support RRG:

- Correspondence File (which provides background information required to support action of the RRG).
- Meeting and agenda files (to ensure that ready access is available, and records of Minutes maintained).
- Annual and Three-Year Works Program including amendments.
- Summary of Payments of Local Road Funds to Local Governments.
- Certificates of Completion for Local Road Projects and Direct Grants.
- An up-to-date Procedures and Road Projects Evaluation Guidelines Manual.
- An up-to-date list of RRG and Sub-Group or Technical Group membership.

Meetings

Timing and Venue

An annual timetable will be established, and meetings should be conducted on a regular basis. The date and venue of meetings to be determined by the RRG. Consider holding meetings at locations equitable for all participants.

Attachment 4 continued

Meeting Agenda

MRWA staff to prepare the agenda in consultation with Chairperson of the RRG.

Format:

- Chairperson to open meeting, welcome members and observers and call for apologies.
- Confirmation of Minutes of previous meeting.
- Business arising from previous minutes.
- Presentation of Advisory Committee Minutes since last RRG meeting.
- Inwards and Outwards Correspondence
- Reports:
 - Chairperson
 - WALGA Representative Submissions from Local Governments
 - Recommendations to State Road Funds to Local Government Advisory Committee
 - Summary of payments made to Local Governments (recoups, audit forms). Amendments to Program of Works.
 - Black Spot and Road Safety Progress Report.
- General Business.
- Future meeting dates.
- Meeting close.

The Agenda provided to each RRG member is to include the following:

- Minutes of the previous meeting.
- Summary of financial status and completion of projects.
- Copies of inward and outward correspondence.
- Any other relevant papers, maps etc. to assist the Group.

Correspondence:

In general, correspondence is to be dealt with in the following manner:

- RRG correspondence is addressed to the Chairperson or the Regional Director.
- All correspondence dealing with Local Roads Funding and RRG involvement is treated as inwards correspondence at the RRG Meetings.
- Urgent matters are referred by email direct to the Chairperson, or otherwise presented at the RRG meeting.