

State Road Funds to Local Government Agreement 2011/12 to 2015/16

Roles and Responsibilities of Regional Road Group Members



Introduction

This brochure is designed to guide and assist Local Government Elected Members to understand their roles and responsibilities as members of a Regional Road Group (RRG).

Through RRGs the State Government provides Local Government with a voice in how the State's contribution to local roads is spent. This organisational structure and regional framework recognises the understanding of the local community's road needs that Local Government elected representatives have.

The delegation of responsibility provided to RRGs should be seen in the context of the statutory powers of the Commissioner of Main Roads WA (MRWA) to provide local road funding, with the required recommendation to the Hon Minister for Transport, from a state-wide perspective.

With limited funding and ever increasing demands on road assets, there is a need for Elected Members of Local Government to think beyond local boundaries in order to maximize community benefits and preserve and improve the road system through co-operative arrangements with neighbouring communities.

Elected Members, through processes contained in this brochure, are able to influence road funding decisions and make recommendations that are of direct benefit to local communities and the Western Australian road user.

State Road Funds to Local Government Agreement 2011/12 to 2015/16

The State Road Funds to Local Government Agreement 2011/12 to 2015/16, signed by the Premier of Western Australia, Minister for Transport, Western Australian Local Government Association (WALGA) President and Chief Executive Officer reinforces the partnership between State and Local Government and sets out funding levels and processes to meet the needs of the local road network.

The Agreement is projected to produce annual allocations, based on estimated licence fee revenue, for specific funding categories under an annual Local Roads Program. The Agreement is accompanied by a Procedures Manual which primarily outlines the Terms of Reference of the State Road Funds to Local Government Advisory Committee ("Advisory Committee"), RRGs and Sub-groups as well as detailing the requirements for administering, distributing and accounting for the funds provided under the Agreement.

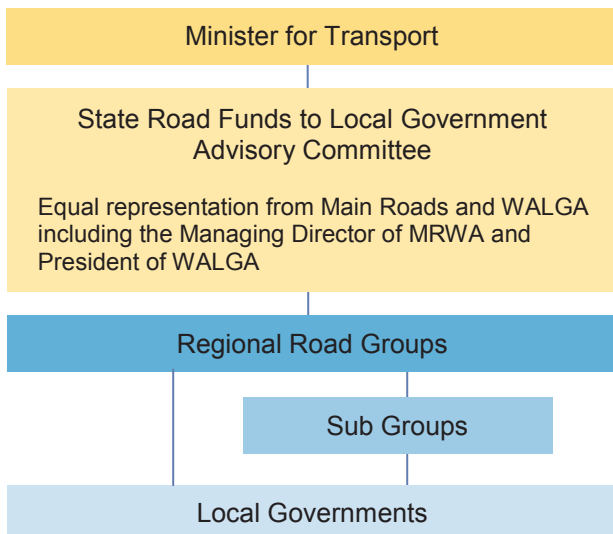
The Agreement also recognises ongoing issues that need long term solutions in cooperation by State and Local Government.

Under the Agreement there are procedures which detail the organisational structure for the allocation of State Government road expenditure on Local Government Roads. These procedures and the Agreement are accessible online at <http://www.mainroads.wa.gov.au>



*Signing of the State Road Funds to Local Government Agreement, June 2011
Left to right: WALGA President, Mayor Troy Pickard, WALGA CEO Ricky Burges,
Hon Minister for Transport, Troy Buswell, MLA and MRWA Managing Director Menno Henneveld*

State Road Funds to Local Government Management Structure



State Road Funds to Local Government Advisory Committee

The role of the Advisory Committee is to oversee, monitor and recommend the distribution of State funds for local roads to the Minister for Transport.

The Committee comprises of the Managing Director of MRWA (Chairman), the Chief Executive Officer of WALGA, four elected State Councillors (appointed by WALGA) and four senior MRWA officers appointed.

The Advisory Committee reports to the Minister for Transport through the Managing Director of MRWA.

Responsibilities include:

- Assessing Local Government road funding needs;
- Distribution of the State Road Funds to Local Government;
- The division of State funds between Regions and Program categories;
- Monitoring and reporting on the Local Roads Programs; and
- Development of performance indicators and an improved open and accountable process.

Regional Road Groups

Within policies and guidelines established by the State Road Funds to Local Government Advisory Committee, the RRG is responsible for the assessment of road funding needs, the annual distribution of State funds to Local Government roads and monitoring and reporting on the effectiveness of the application of the State funds for Local Government roads in its region.

The RRG ensures that funds made available by the State are applied to the road network to:

- Maximise benefits to the community;
- Preserve, improve and extend the road system;
- Maximise capacity and resources through joint purchasing and resource sharing; and
- Comply with the obligations of the Managing Director of MRWA under legislation.

The role of RRGs is to recommend Local Government road funding priorities to the Advisory Committee and to monitor the implementation of the Local Roads Program in their own Regions.

At the Regional level RRGs are responsible for:

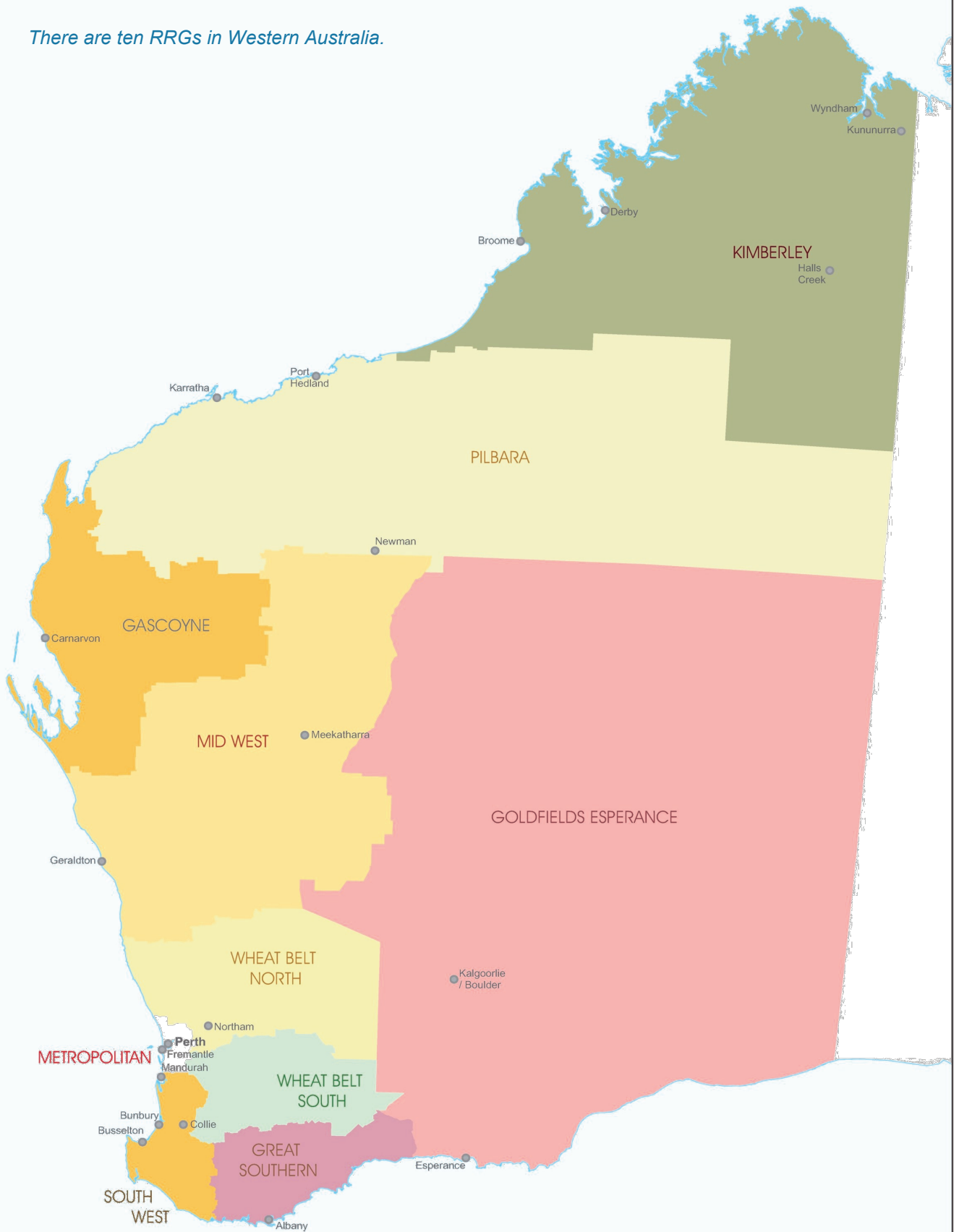
- Assessing Local Government road funding needs;
- Prioritising Road Projects, Black Spot and Commodity Route funded Projects;
- Development of a long term plan (5 years) to distribute Road Projects and Black Spot Grants;
- Developing and improving methodology for the prioritization of projects and the distribution of State funds;
- Monitoring and reporting on program effectiveness;
- Implementing Performance Indicators and open and accountable processes;
- Ensuring grants are expended in the year of allocation;
- Monitoring Local Government expenditure on approved local roads projects;
- Recommending improved procedures to the Advisory Committee;
- Raising relevant issues on the Local Roads Program and the overall road needs of the Region with the Advisory Committee; and Providing advice to member Local Governments.

The RRG may delegate certain functions and tasks to Regional Sub Groups, provided that all Regional Sub Groups have the same delegated responsibilities, as outlined in the Procedures.

Regional Road Group Areas



There are ten RRGs in Western Australia.



TRIM Doc: 1121-0343/00

Funding through the State Road Funds to Local Government Agreement

The share of State Road Funds to be allocated to Local Government roads is 27% of the estimated vehicle licence fees for that year. Funding is distributed under three categories:

Category 1

i. Direct Grants

Direct Grants are provided annually to all Local Governments. The Advisory Committee review the amount available for Direct Grants annually, using the Asset Preservation Model provided by the Western Australian Local Government Grants Commission.

Direct Grants are adjusted annually (positive only) by the movement in the Consumer Price Index to 31 December in the year preceding the budget year or the increase in Vehicle Licence Fee Revenue, whichever is greatest.

Timetable

Jun	Advisory Committee formally advises RRGs of annual Direct Grant allocations for the next financial year
Jul	Local Governments provide a Certificate of Completion for all Direct Grant distributions from previous financial year
Jul	MRWA Regional Managers arrange payment of Direct Grants to Local Governments on receipt of Certificate of Completion
Dec	RRGs monitor flow of funding to Local Governments and notify Advisory Committee of likely under-expenditure

ii. Road Project Grants

The Advisory Committee allocates funds for road projects to each RRG. Allocations are based on a five year program.

Road Project Grants may be used for road related works (e.g. street lighting) that the RRG wishes to undertake, provided it is assessed and prioritised against other road projects in the region and the State Road Funds to Local Government Advisory Committee approval is given.

Timetable

Mar	Projects recommended to Ministerial approval
Jun	Local Governments formally advised of approved applications for the financial year commencing July
Aug	Indicative Road Project Grants funding allocation for following financial years provided to RRGs
Sep	Local Governments apply to RRG for project funds for following financial year
Nov	RRGs provide project recommendations for following financial years to the Advisory Committee
Dec	Advisory Committee provides project recommendations for following financial year to the Managing Director of MRWA
Dec	RRGs advise Advisory Committee of likely under-expenditure of allocated project funds in the current financial year

iii. Supplementary Fund

The Advisory Committee ensures a minimum balance of \$4 million is in a supplementary fund at the commencement of each financial year. Funds are made available from the Rural RRG's Road Project Grant pool to ensure that this balance is maintained each year.

The Supplementary Fund is available to:

- Provide funds to assist Local Governments repairing roads affected by flood and fire damage; and
- Provide the State Road Funds to Local Government Advisory Committee with the flexibility to direct funds to strategic projects.

iv. Commodity Routes

\$2.5 million per year will be set aside from the total Road Project Grant allocation for a Commodity Route Fund. The Commodity Route Fund will be applied to projects not eligible or not prioritised for Road Project Grant Funding. The State Advisory Committee will review all applications for Commodity route funding and select successful projects for funding.

Timetable

Mar	Projects recommended for funding subject to Ministerial approval
Jun	Local Governments formally advised of approved applications
Sep	Local Governments apply to RRG for Commodity Route Fund projects for following financial year
Nov	RRGs provide project recommendations for the following financial year to the Technical Assessment Committee
Dec	Technical Assessment Committee provides project recommendations to Advisory Committee. Advisory Committee endorses project recommendations to the Managing Director of MRWA.
Dec	RRGs advise Advisory Committee of likely under-expenditure of allocated Commodity Route funds in the current financial year

v. Strategic and Technical Support

The Advisory Committee will annually determine funding for strategic and technical support projects. These funds are provided for activities such as Main Roads administrative and technical support to RRGs, Roads Forums, ROADS Foundation and funding to WALGA for the MINDER, RoadWise and ROMAN programs.

Timetable

Oct	WA Local Government Association and Main Roads determine proposals for funding
Nov	WA Local Government Association and Main Roads submit proposals for funding with appropriate justification to the Advisory Committee
Nov	The Advisory Committee gives its recommendations to the Managing Director of Main Roads

Category 2

Funding for State responsibilities on the Local Government road system is managed through Main Roads Western Australia programs. These include the following programs:

i. Traffic Management and Road Safety

This program includes funding for road marking and pavement markers, signing, traffic signals, railway crossings, safety and traffic improvements and the Black Spot program. The State Black Spot Program on Local Roads is intended to target improving the safety of roads with a proven crash history or high risk locations with the likelihood of crashes occurring.

ii. Bridgeworks and Inspections

Funding for bridge inspection and maintenance works. Funding is also provided for emerging bridge repair work.

iii. Remote Aboriginal Community Access Roads

Funding for access roads servicing remote Aboriginal communities.

Category 3

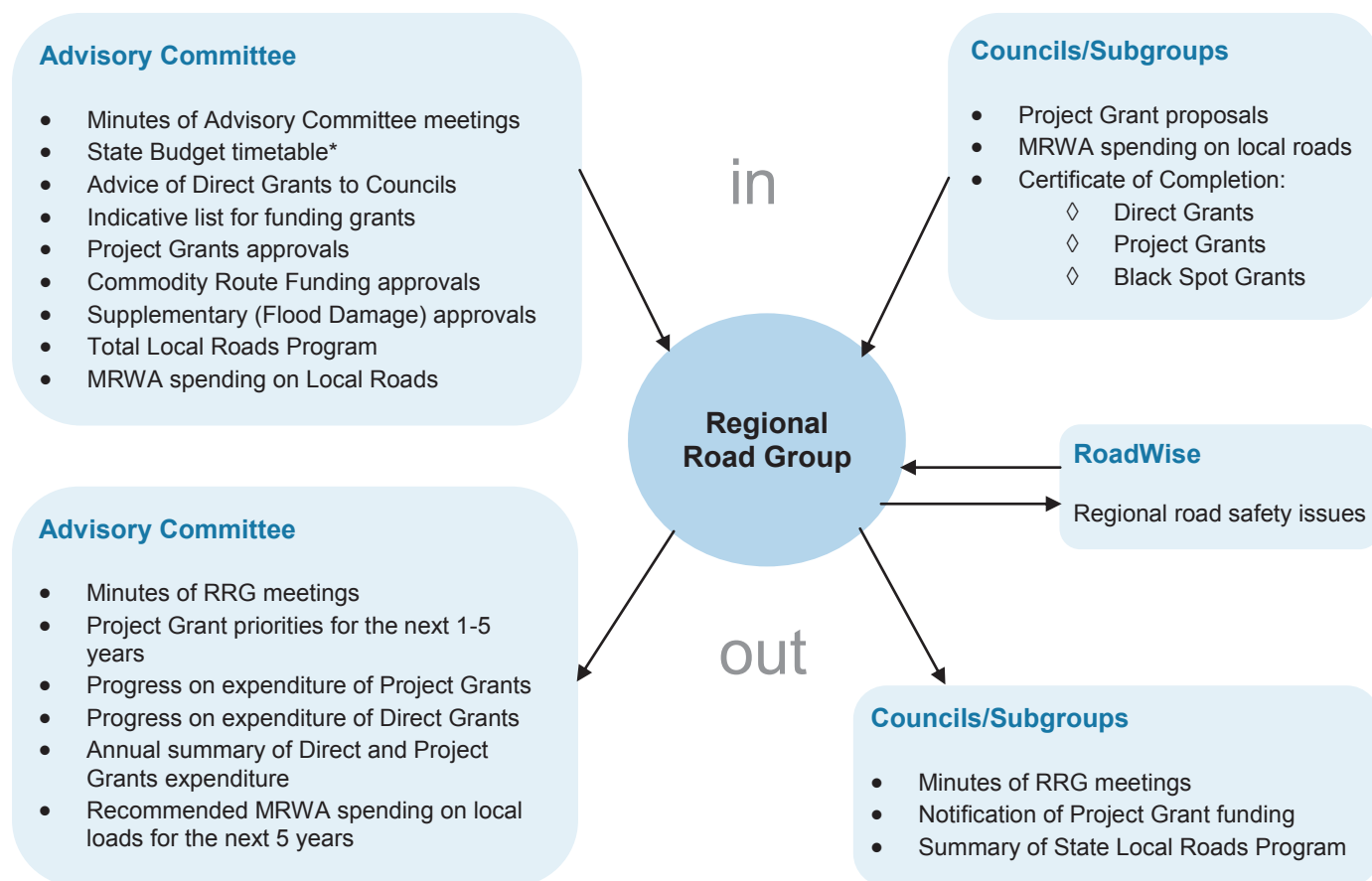
State Initiatives on Local Roads

Projects in this category are generally 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 Main Roads Western Australia on behalf of Local Governments.

Timetable

Nov	Proposed program of works prepared
May	Funded projects included in State Budget announcements
June	Local Governments formally advised of approved funding allocations

Communication Flows



** Note: Timetables must be advised by the Advisory Committee and RRGs to dovetail with the State Budgetary process and State Treasury Requirements*

More Information

The *State Road Funds to Local Government Agreement* is available on WALGA's and Main Road's website. Contact your Local Government for copies of the following:

- Procedures Manual
- Road Projects Evaluation Guidelines

or contact

**Western Australian
Local Government Association**
15 Altona street
West Perth WA 6872
Phone (08) 9213 2031
Email : info@walga.asn.au
www.walga.asn.au

Main Roads Western Australia
Don Aitken Centre
Waterloo Crescent
East Perth 6004
Phone 13 81 38
Email : enquiries@mainroads.wa.gov.au
www.mainroads.wa.gov.au



4. References

Procedures outlined in this manual should be read in conjunction with the following document:

- State Road Funds to Local Government Agreement 2005/06 to 2009/10
- Flood Damage Repairs to Local Roads Special Funding Assistance Manual
- State Black Spot Program Development and Management Guidelines

5. Terms of Reference for the State Road Funds to Local Government Advisory Committee

5.1 Introduction

The Terms of Reference listed below apply to the State Road Funds to Local Government Advisory Committee. The State Roads Funds to Local Government Advisory Committee oversees and monitors the distribution of State funds for Local Government roads.

These Terms of Reference apply to the role and activities of the State Road Funds to Local Government Advisory Committee.

5.2 Management and Administration

5.2.1 Membership

The State Road Funds to Local Government Advisory Committee is to be made up of the Commissioner of Main Roads, the Chief Executive Officer of the Western Australian Local Government Association or their nominee, four elected State Councillors as nominated by the Western Australian Local Government Association and four Main Roads Western Australia Senior officers nominated by the Commissioner of Main Roads.

5.2.2 Chairperson

The Chairperson of the State Road Funds to Local Government Advisory Committee shall be the Commissioner of Main Roads.

5.2.3 Secretariat

Technical and administrative support to the State Road Funds to Local Government Advisory Committee will be provided by Main Roads Western Australia.

5.2.4 Observers

Members of the State Road Funds to Local Government Advisory Committee may invite to their meetings support staff and other personnel who would assist with matters under consideration.

5.2.5 Decision Making

Decisions shall be made by consensus.

5.2.6 Meetings

The Chairperson, through the Secretariat, will develop an annual meeting timetable. A minimum of 3 meetings to be held annually.

5.2.7 Delegated Representatives

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

5.2.8 Reporting Structure

The State Road Funds to Local Government Advisory Committee shall record minutes of its meetings and forward a copy to each Committee member and each Regional Road Group.

The State Road Funds to Local Government Advisory Committee shall make its budgetary recommendation to the Commissioner of Main Roads.

The Commissioner of Main Roads will consider the budgetary recommendations in respect of his accountabilities under the Main Roads Act, Road Traffic Code 2000, Regulations and other relevant legislation. After feedback from the State Road Funds to Local Government Advisory Committee, the Commissioner of Main Roads will then make his recommendation to the Minister for Transport.

5.2.9 Correspondence

All correspondence is to be addressed to the:

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

5.3 State Road Funds to Local Government Advisory Committee Accountabilities

5.3.1 Scope

The State Road Funds to Local Government Advisory Committee shall be accountable for the assessment of Local Government road funding needs, the annual distribution of State funds to Local Government roads, monitoring and reporting on the effectiveness of the application of State funds to Local Government roads in the State of Western Australia.

The State Road Funds to Local Government Advisory Committee shall ensure that funds made available by the State for Local Government roads are applied to:

- maximise benefits to the community;
- preserve, improve and extend the road system; and
- comply with the obligations of the Commissioner of Main Roads under legislation.

5.3.2 Responsibilities

The State Road Funds to Local Government Advisory Committee shall arrange for sufficient information for it to comply with these Terms of Reference and other tasks including:

- determining the relative Local Government road funding need over all of the State, both present and future;
- establishing a long term plan for distribution of State road funds to Local Government;
- developing methods for distribution of State road funds to Local Government roads based on need;
- providing funding information to Local Governments to facilitate orderly funding distribution; and
- maintaining these Procedures as a record of decision making processes and methods for distribution of State funds to Local Government roads.

5.3.3 Delegated Responsibilities

The State Road Funds to Local Government Advisory Committee will maintain a structure of Regional Road Groups and Sub Groups to assist management and administration.

The State Road Funds to Local Government Advisory Committee may delegate certain tasks to Regional Road Groups.

5.4 Discretionary Powers

The State Road Funds to Local Government Advisory Committee has the authority to adjust funding arrangements after consultation with Regional Road Groups. These decisions shall be documented fully and recorded in these Procedures.

5.5 Budget Variations

Each quarter, the State Road Funds to Local Government Advisory Committee shall monitor funds expended to date and make recommendations about any variations from budgets.

5.6 Update of Terms of Reference and Procedures

The State Road Funds to Local Government Advisory Committee shall update these Terms of Reference and Procedures as necessary.

6. Terms of Reference for Regional Road Groups

6.1 Introduction

Regional Road Groups will operate under the delegated authority of the State Road Funds to Local Government Advisory Committee.

These Terms of Reference shall apply to the role and activities of the Regional Road Groups.

6.2 Management and Administration

6.2.1 Region

Each Local Government in Western Australia shall be included in an appropriate region as defined by the State Road Funds to Local Government Advisory Committee. Local Governments may apply to the State Road Funds to Local Government Advisory Committee for a transfer from one region to another. Such applications should be accompanied with supporting documentation to justify the reasons for such a change. As a general principle, it is intended that the regions be as similar as possible to those used by Main Roads Western Australia. This principle will be taken into consideration by the State Road Funds to Local Government Advisory Committee when considering Local Governments' applications for transfer.

Where approval is granted for a Local Government to transfer to another Regional Road Group, funding allocations will be amended to reflect this change.

6.2.2 Sub Groups

The Regional Road Group may establish a structure of Regional Sub Groups in consultation with Local Governments in order to assist with management and consideration of local road issues.

6.2.3 Membership

Local Governments may apply to the Regional Road Group for a transfer to another Sub Group.

Each Local Government within a region shall be offered representation on either:

- the Regional Road Group for that region, if no Sub Groups have been established; or
- a Sub Group within the region.

Each Local Government seeking representation on the Regional Road Group /Sub Group shall nominate a Councillor to be its member of the Regional Road Group/Sub Group.

Each Regional Road Group may determine the appropriate representation of Sub Groups on the Regional Road Group, provided that all Sub Groups are offered equal representation.

6.2.4 Chairperson

The Chairperson of the Regional Road Group shall be an elected Local Government person and be elected by the Regional Road Group annually.

6.2.5 Secretariat

Technical and administrative support to the Regional Road Group will be provided by Main Roads Western Australia. Main Roads Western Australia's Regional Managers will provide the primary contact for each Regional Road Group. (See Attachment 5 for a Guide)

6.2.6 Observers

Members of the Regional Road Group/Sub Group may invite to meetings of the Regional Road Group /Sub Group, support staff and other personnel who they consider would assist.

6.2.7 Decision Making

As far as practicable, decisions should be arrived at by consensus. However, where voting is necessary, only elected Local Government members will be the voting representatives with:

- one vote for each Local Government represented at Sub Group meetings;
- one vote for each Local Government represented at Regional Road Group meetings, for Regional Road Groups with no Sub Groups; and
- one vote for each Sub Group represented at Regional Road Group meetings, for Regional Road Groups with Sub Groups.

Subject to approval by the State Road Funds to Local Government Advisory Committee, variations to voting procedures may be agreed to as long as an equitable balance is maintained.

6.2.8 Meetings

The Chairperson of the Regional Road Group, through the Secretariat, will develop an annual meeting timetable relating to the timetable of the State Road Funds to Local Government Advisory Committee.

The annual meeting timetable shall be determined at the first meeting after the meeting timetable of the State Road Funds to Local Government Advisory Committee has been advised to the Regional Road Group.

6.2.9 Delegated Representatives

Each member may delegate authority to an elected Local Government representative to attend and otherwise represent the Regional Road Group member.

6.2.10 Reporting Structure

The Regional Road Group shall record minutes of its meetings and forward a copy to each member and the State Road Funds to Local Government Advisory Committee.

The Regional Road Group shall make its recommendations to the State Road Funds to Local Government Advisory Committee.

6.2.11 Correspondence

All correspondence is to be addressed to the:

Chairperson
Regional Road Group
c/- Regional Manager
Main Roads Western Australia
(See Attachment 3 for Regional addresses)

6.3 Regional Road Group Responsibilities

6.3.1 Scope

Within policies and guidelines established by the State Road Funds to Local Government Advisory Committee, the Regional Road Group shall be responsible for the assessment of road funding needs, the annual distribution of State funds to Local Government roads, monitoring and reporting on the effectiveness of the application of the State funds for Local Government roads in its region.

In so far as Local Government roads are concerned, the Regional Road Group shall ensure that funds made available by the State are applied to the road network to:

- maximise capacity and resources through joint purchasing and resource sharing
- maximise benefits to the community
- preserve, improve and extend the road system and
- comply with the obligations of the Commissioner of Main Roads under legislation.

6.3.2 Responsibilities

The Regional Road Group shall arrange for sufficient information for it to comply with these Terms of Reference and other tasks including the following:

- determining the relative road funding need in its region, both present and future;
- establishing a five year plan for distribution of State road funds in the region;
- developing methods for annual distribution of road funds to Local Government roads within the region;
- providing funding information to Local Governments to facilitate expenditure of road funds;
- making recommendations to the State Road Funds to Local Government Advisory Committee for improved procedures and guidelines;
- assisting the State Road Funds to Local Government Advisory Committee with Local Government priorities at the regional level;
- monitoring the implementation of the program in their region; and
- providing the State Road Funds to Local Government Advisory Committee with a summary of the annual Direct Grant expenditure (refer to clause 8.4).
- applying criteria developed for Roads 2025 or the Functional Road Hierarchy to determine a network of roads that are eligible for Road Project Grants.

6.3.3 Delegated Responsibilities

The Regional Road Group may delegate certain functions and tasks to Regional Sub Groups, provided that all Regional Sub Groups shall have the same delegated responsibilities.