



State Road Funds to Local Government Procedures

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Authorisation

As Manager Budget and Program Management, I authorise the issue and use of this Procedures Manual for State Road Funds to Local Government.

MANAGER BUDGET AND PROGRAM MANAGEMENT

Date: ___ / ___ / ___

Table of Contents

1. POLICY	5
2. PURPOSE	5
3. SCOPE	5
4. REFERENCES	7
5. TERMS OF REFERENCE FOR THE STATE ROAD FUNDS TO LOCAL GOVERNMENT ADVISORY COMMITTEE	7
5.1 Introduction	7
5.2 Management and Administration	7
5.2.1 Membership	7
5.2.2 Chairperson	7
5.2.3 Secretariat.....	7
5.2.4 Observers	7
5.2.5 Decision Making.....	7
5.2.6 Meetings	8
5.2.7 Delegated Representatives	8
5.2.8 Reporting Structure.....	8
5.2.9 Correspondence	8
5.3 State Road Funds to Local Government Advisory Committee Accountabilities	8
5.3.1 Scope	8
5.3.2 Responsibilities	8
5.3.3 Delegated Responsibilities	9
5.4 Discretionary Powers	9
5.5 Budget Variations	9
5.6 Update of Terms of Reference and Procedures	9
6. TERMS OF REFERENCE FOR REGIONAL ROAD GROUPS	9
6.1 Introduction	9
6.2 Management and Administration	10
6.2.1 Region.....	10
6.2.2 Sub Groups.....	10
6.2.3 Membership	10
6.2.4 Chairperson	10
6.2.5 Secretariat.....	10
6.2.6 Observers	11
6.2.7 Decision Making.....	11
6.2.8 Meetings	11
6.2.9 Delegated Representatives	11
6.2.10 Reporting Structure.....	11
6.2.11 Correspondence	11

6.3	Regional Road Group Responsibilities	12
6.3.1	Scope	12
6.3.2	Responsibilities	12
6.3.3	Delegated Responsibilities	12
6.4	Improvements to Terms of Reference and Procedures.....	13
7.	STRATEGIC AND TECHNICAL SUPPORT.....	13
8.	LOCAL GOVERNMENT PROGRAM - DIRECT GRANTS (CATEGORY 1)	13
8.1	Annual Allocation	13
8.2	Payments	13
8.3	Certificate of Completion	14
8.4	Funds Management	14
8.5	Road Classification Transfers Impacting on Direct Grant Allocations	14
9.	LOCAL GOVERNMENT PROGRAM – ROAD PROJECT GRANTS (CATEGORY 1)	14
9.1	General.....	14
9.2	Annual Allocation	14
9.3	Project Eligibility for Road Project Grant Funding.....	14
9.4	Local Government Road Project Proposals to Regional Road Groups.....	15
9.5	Contributory Arrangements.....	15
9.6	Recommendation to State Road Funds to Local Government Advisory Committee	15
9.7	State Road Funds to Local Government Advisory Committee Endorsement.....	16
9.8	Under or Over Expenditure	16
9.8.1	Under Expenditure	16
9.8.2	Over Expenditure	16
9.9	Payment.....	17
9.10	Certificate of Completion (Attachment 4b).....	17
9.11	Delays in Program	18
9.12	Reporting	18
9.13	Supplementary Fund	18

10. MAIN ROADS WA PROGRAM FOR LOCAL GOVERNMENT ROADS ...	19
10.1 Program definitions:	19
10.1.1 Traffic Management and Road Safety (Category 2)	19
10.1.2 Bridge Works and Inspection (Category 2)	20
10.1.3 Access Roads to Aboriginal Communities (Category 2)	22
10.1.4 National Parks and State Forests including DEC roads, Rottnest Is & King's Park	22
10.1.5 State Initiatives on Local Roads (Category 3)	22
10.2 Local Government Proposals	22
10.3 Main Roads Western Australia's Evaluation	23
11. LOCAL ROAD PROGRAM	23
11.1 State Road Funds to Local Government Advisory Committee Recommendations ..	23
11.2 Local Road Program Summary	23
12. SUMMARY OF KEY DATES	23
ATTACHMENT 1 - TIMETABLE	24
ATTACHMENT 2 - ROAD PROJECT PROPOSAL	28
ATTACHMENT 3 - POSTAL ADDRESS LISTING	30
ATTACHMENT 4A - PROGRESS PAYMENT CERTIFICATE	31
ATTACHMENT 4B - CERTIFICATE OF COMPLETION	32
ATTACHMENT 5 - STATE ROAD FUNDS TO LOCAL GOVERNMENT ADMINISTRATIVE PROCEDURES	33
ATTACHMENT 6 - FLOOD DAMAGE REPAIRS TO LOCAL ROADS	35

1. Policy

Main Roads Western Australia, in co-operation with Local Government develops and manages the road network to meet the needs of the Community.

To assist Local Government in road management, the State provides road funds for a number of programs administered by the State Road Funds to Local Government Advisory Committee.

2. Purpose

The purpose of the Procedures Manual is to:

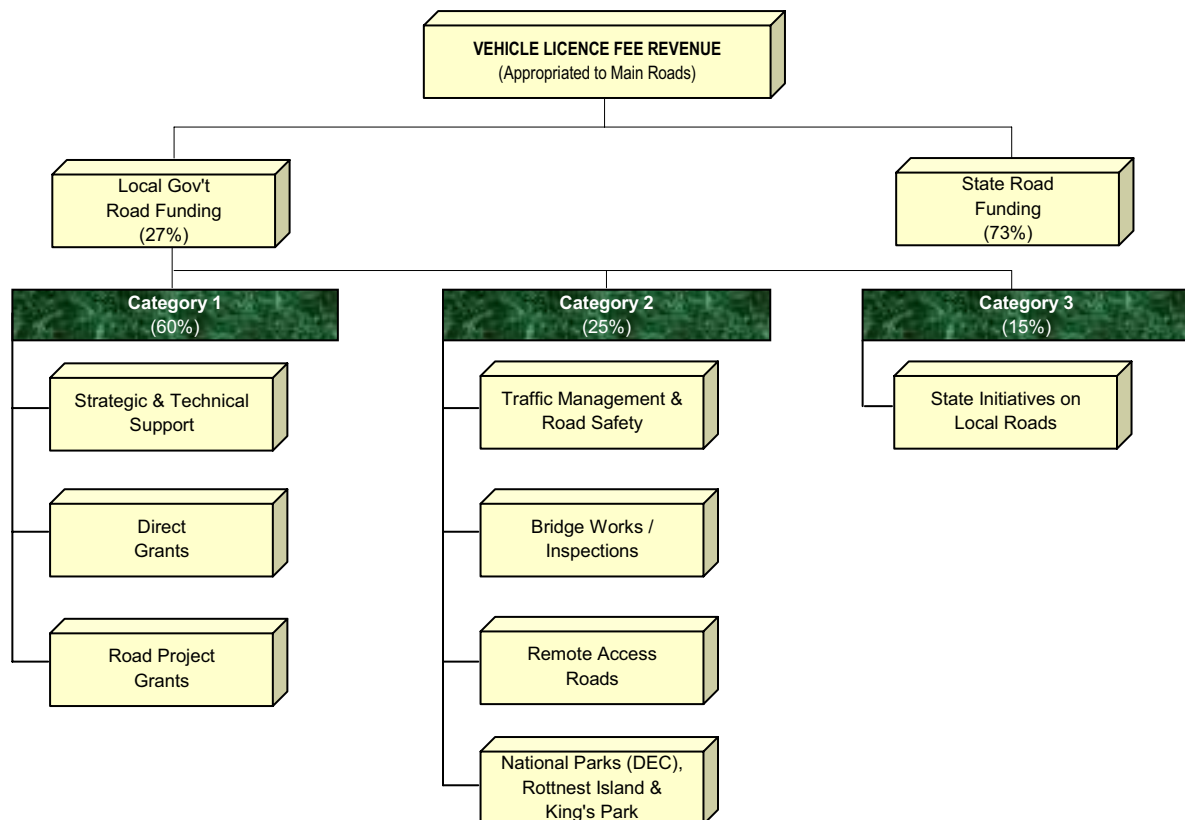
- specify the terms of reference of the State Road Funds to Local Government Advisory Committee and Regional Road Groups; and
- outline the process of determining the annual Local Government Roads Program.

3. Scope

These procedures cover the processes required to facilitate the determination and management of State Road Funds to Local Government. As shown in Figure 1, there are three main categories of State funding for Local Government roads;

- Category 1 - Local Government Program
- Category 2 - Main Roads WA Program
- Category 3 - State Initiatives Program

Figure 1

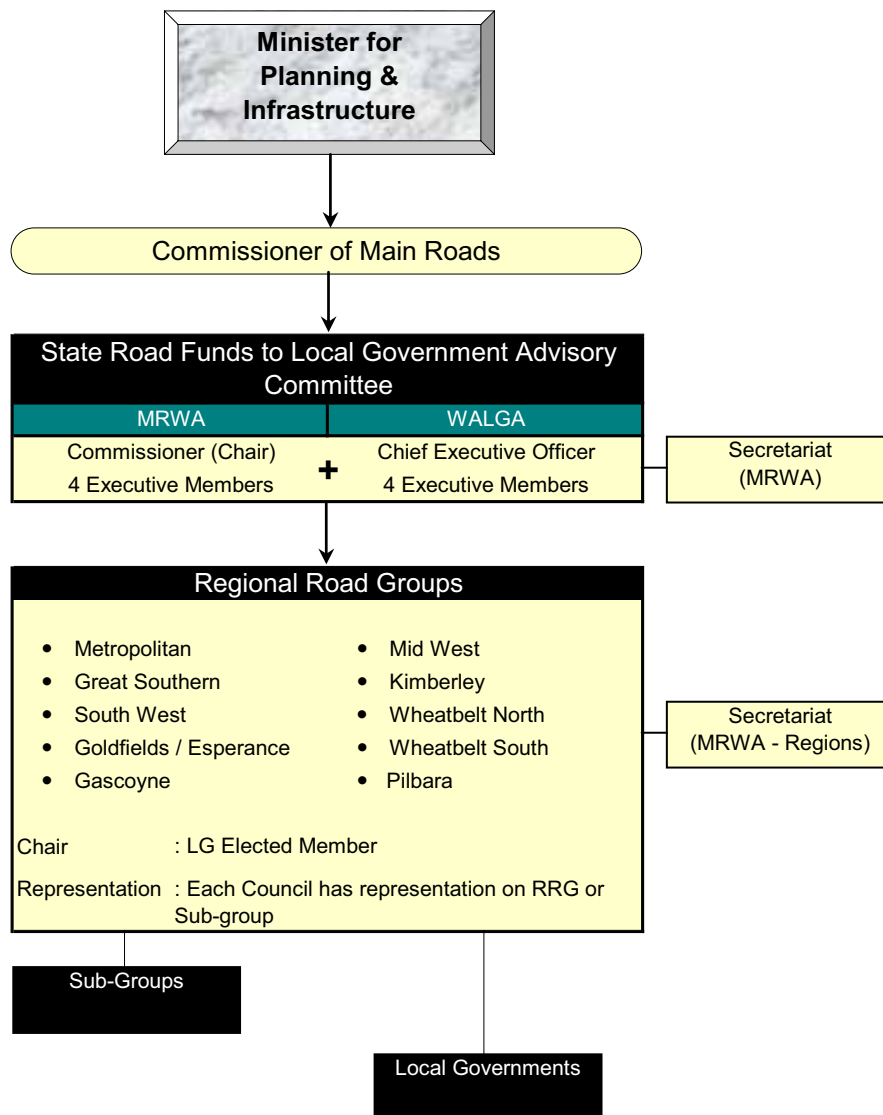


A State Road Funds to Local Government Advisory Committee comprising equal representation from Main Roads Western Australia and the Western Australian Local Government Association and chaired by the Commissioner of Main Roads, oversees and monitors the distribution of State funds for Local Government roads.

Regional Road Groups recommend Local Government road funding priorities to the State Road Funds to Local Government Advisory Committee and monitor the implementation of the Local Government program in their own regions. Each Regional Road Group will be chaired by a Local Government member. Main Roads Western Australia provides technical and administrative support. Regional Road Sub Groups have been established in some regions to assist the Regional Road Groups with management and consideration of local roads issues.

Figure 2 shows the management structure that has been put in place for the distribution of State Road Funds to Local Government.

Figure 2 - State Road Funds to Local Government Management Structure



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 Honourable Minister for Planning and Infrastructure.

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.

6.4 Improvements to Terms of Reference and Procedures

The Regional Road Group shall make recommendations to the State Road Funds to Local Government Advisory Committee for improvements to these Terms of Reference and Procedures.

7. Strategic and Technical Support

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

Examples of this would be:

- Support for the Western Australian Local Government Association (MINDER, RoadWise, ROMAN); and
- Support for the Western Australian Local Government Grants Commission for amongst other things, calculating the asset preservation needs for each Local Government, which forms the basis in allocating Direct Grants to Local Governments.
- Support for the REACH Foundation.

8. Local Government Program - Direct Grants (Category 1)

Direct Grants will be provided annually to all Local Governments. The State Road Funds to Local Government Advisory Committee will review the amount available for Direct Grants annually.

8.1 Annual Allocation

The State Road Funds to Local Government Advisory Committee, using the Asset Preservation Model provided by the Western Australian Local Government Grants Commission, will calculate Direct Grant allocations each year.

Regional Road Groups and Local Governments will be advised of Direct Grant allocations as soon as the information is available.

Direct Grants will be adjusted annually (positive only) by the movement in the Consumer Price Index (CPI) to 31 December in the year preceding the budget year.

8.2 Payments

Following program approval, Main Roads Western Australia will be in a position to make payment of the Direct Grant to each Local Government.

Before payment can be made, each Local Government is required to submit a Certificate of Completion (Attachment 4b) for works funded from their previous year's allocation.

Although Direct Grants are not subject to GST as this form of grant is considered an appropriation it is preferred a tax invoice with no GST added accompany the Certificate of Completion (Attachment 4b).

The Main Roads Western Australia Regional Manager is required to make available at each Regional Road Group meeting, particulars of Direct Grants recouped to date by Local Councils in that Region.

8.3 Certificate of Completion

The Local Government shall provide a Certificate of Completion (refer Attachment 4b) to the Main Roads Western Australia Regional Manager for the previous financial year's Direct Grant allocation prior to payments being made for the budget year.

Direct Grant allocations made by Main Roads Western Australia to Local Governments are subject to the provisions of the Financial Management Act 2006 and Auditor General Act 2006 and therefore subject to audit.

To facilitate a full and open accountability of Direct Grant allocations provided, Local Governments must ensure that 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 (attachment 4b) declaration signed by the Local Government Chief Executive Officer.

8.4 Funds Management

The Regional Road Group has the responsibility to ensure that Direct Grants are expended in the year of the distribution. Regional Road Groups should advise the State Road Funds to Local Government Advisory Committee before the end of April in the budget year, of any likely under expenditure which may occur along with an explanation as to the cause.

8.5 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 will be reflected in the total Local Roads Program. This adjustment will be based on the outputs of the Asset Preservation Model, which are agreed to by the State Road Funds to Local Government Advisory Committee.

9. Local Government Program – Road Project Grants (Category 1)

9.1 General

The State Road Funds to Local Government Advisory Committee shall allocate funds for road projects to each Regional Road Group. Allocations will be based on a five year program. In addition, and at the discretion of the State Road Funds to Local Government Advisory Committee, a portion of the Rural Road Project Grant pool may be allocated to the Supplementary Fund (refer Section 9.13).

9.2 Annual Allocation

Each year of the State Road Funds to Local Government Agreement 2005/06 to 2009/10, the State Road Funds to Local Government Advisory Committee will provide Regional Road Groups with an indicative funding level for Road Project Grants. Road Project Grants may be used for road related works (ie: street lighting) that the Regional Road Group 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.

9.3 Project Eligibility for Road Project Grant Funding

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

- Metropolitan area:

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.

- Non-metropolitan area:

Road strategies should be used as a basis for identifying and prioritising enhancement, improvement or expansion projects on the local road network.

The Roads 2025 strategy document or the Functional Road Hierarchy should be used to determine road project eligibility for funding. The roads that make up the network are generally those designated as Regional Distributors in the Functional Road Hierarchy or Local Distributors or Access Roads of regional significance.

However, preservation work (i.e. periodic maintenance) may be considered for Road Project Grant funding by Regional Road Groups.

9.4 Local Government Road Project Proposals to Regional Road Groups

Local Governments shall submit to the Regional Road Group for evaluation, proposals for road projects using a standard format (Attachment 2). These should include the scope, benefits and estimated costs of the project. These costs should be in outturn dollars.

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.

The Regional Road Group will determine project priorities and Local Governments shall accept these funding priorities.

However, where a Local Government or Sub-Group is not satisfied with the project allocation recommendations made by the Regional Road Group, the Regional Road Group should advise Main Roads Western Australia Regional Manager who will work with them to help resolve the allocation issues.

Significant unresolved issues relating to project allocations shall be brought to the attention of the State Road Funds to Local Government Advisory Committee by the Regional Manager or Chairman of the Regional Road Group.

9.5 Contributory Arrangements

Local Governments shall provide a contribution of a minimum of one third of the funds estimated for each project funded from the Road Project Grants Pool. The State Road Funds to Local Government Advisory Committee may approve other special contributory arrangements on the recommendation of the Regional Road Group.

9.6 Recommendation to State Road Funds to Local Government Advisory Committee

The Regional Road Group shall accept project funding proposals from Local Governments for Road Project Grant Funds each year.

Using a suitable method of project evaluation or prioritisation process the Regional Road Group shall determine the particular projects that are recommended to the State Road

Funds to Local Government Advisory Committee for funding over the next five years. The Regional Road Group shall ensure that the evaluation methodology used maximises the community benefits by recommending the preservation, improvement and expansion projects that meet regional needs.

Each year, recommendations shall be provided to the State Road Funds to Local Government Advisory Committee by the date indicated in Attachment 1.

9.7 State Road Funds to Local Government Advisory Committee Endorsement

Each year, the State Road Funds to Local Government Advisory Committee shall consider project priorities submitted by Regional Road Groups and make its recommendations to the Commissioner of Main Roads by the date indicated in Attachment 1. Subject to the endorsement of the Commissioner of Main Roads, the recommended list of road projects forming part of the Local Roads Program is submitted to the Honourable Minister for Planning and Infrastructure for approval. Regional Road Groups and member Local Governments will be advised of Road Project Grant allocations as soon as the information is available.

9.8 Under or Over Expenditure

9.8.1 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 incurred subject to certification of satisfactory completion of the project.

The balance of the approved budget allocation is to be reallocated by the Regional Road Group to the next priority project.

Where Local Governments have claimed payments in excess of the final project cost and the funds claimed are \$1 000 or less than the actual project cost then funds can be retained provided they are expended on other road projects.

However, where the amounts claimed by a Council for an individual project exceeds the total project cost by more than \$1 000, the total unexpended amount must be returned to the Main Roads Western Australia Regional Manager for redistribution by the relevant Regional Road Group.

For the final project claim, Councils can only claim the lesser of the balance of the outstanding approved allocation or up to the total project cost.

9.8.2 Over Expenditure

Where a project is completed for more than the budget allocation the respective Local Government shall fund the shortfall. Direct Grant funds may be used to fund the shortfall provided that the Local Government has contributed its 1/3 share as per clauses 5.3.1 and 5.3.2 of the State Road Funds to Local Government Agreement. However, it should be noted that the State Advisory Committee does not encourage this practice.

Receipt and acknowledgment of a works program by the Regional Road Group does not imply any responsibility on the part of the Regional Road Group or the State Road Funds to Local Government Advisory Committee to provide more funds than allocated, should the estimated costs be exceeded.

9.9 Payment

There are two methods of payment to Local Governments.

For Road Project Grants and State & National 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 4b) only. NB: 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 Main Roads Western Australia Regional Manager for an advance payment equal to 40% of the approved project allocation supported by a Progress Payment Certificate (attachment 4a), 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 4a) signed by the Chief Executive Officer, certifying that actual expenditure on the project has exceeded 40% of the project funding approved (Attachment 4a). The balance to a maximum of 20% of the approved allocation will be paid to the Local Government on the submission of a Certificate of Completion (Attachment 4b). NB: 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 of the individual project.

The first and second claims for payment are to be supported by a Progress Claim Certificate (Attachment 4a) and for the final claim a Certificate of Completion (Attachment 4b). These certificates are to be forwarded to the Main Roads Western Australia Regional Manager.

Payments will be made by Main Roads Western Australia to Local Governments upon submission of a Tax Invoice.

Road Project Grant allocations made by Main Roads Western Australia 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 provided, 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 Main Roads Western Australia auditors.

9.10 Certificate of Completion (Attachment 4b)

On completion of the project and with the final claim for payment (refer Attachment 4a), the Local Government shall provide a Certificate of Completion (refer Attachment 4b) to the Main Roads Western Australia Regional Manager. 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 sign this certificate prior to the balance of the funds being released to the Local Government.

9.11 Delays in Program

The Regional Road Group shall monitor expenditure on approved roads projects with Local Governments to ensure funds will be expended and recouped within the financial year.

Where a Local Government can not demonstrate acceptable progress on an approved project before December 31, the Regional Road Group shall reallocate funds to the next highest priority project on the Regional Road Group's list and seek endorsement from the State Road Funds to Local Government Advisory Committee.

Local Government is to notify Main Roads Western Australia by no later than the second quarter (31 December) 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 then be referred to the relevant Regional Road Group for consideration and determination on the re-allocation of unspent funds for recommendation to the State Road Funds to Local Government Advisory Committee.

Where an approved project is deferred or cancelled the Regional Road Group shall recommend to the State Road Funds to Local Government Advisory Committee another suitable road project for the allocation of these funds within their region.

9.12 Reporting

Main Roads Western Australia, on behalf of Regional Road Groups, shall report annually to the State Road Funds to Local Government Advisory Committee on Road Project Grant allocations compared with actual expenditures. This report shall be at the project level and also provide reasons for any variations between the approved budget and actual expenditure incurred.

9.13 Supplementary Fund

The State Road Funds to Local Government Advisory Committee shall ensure a minimum balance in the Supplementary Fund of \$4 million at the commencement of each financial year of the State Road Funds to Local Government Agreement (2005/06 to 2009/10). Funds will be made available from the Rural Road Project pool to ensure the \$4 million is maintained each year. The State Road Funds to Local Government Advisory Committee may review this minimum balance at any time.

The Supplementary Fund is available to:

- provide funds to assist Local Governments repairing roads affected by flood damage (Refer to Flood Damage Repairs to Local Roads Special Funding Assistance Procedures Manual); fire damage; and
- provide the State Road Funds to Local Government Advisory Committee with the flexibility to direct funds to projects dependent on having an overview of strategic requirements across Regional Road Group boundaries.

Local Governments may apply for financial assistance for flood damage to the State Road Funds to Local Government Advisory Committee. Funding applications are to be in accordance with the provisions in the Flood Damage Repairs to Local Roads Special Funding Assistance Procedure Manual.

Additional information is provided in Attachment 6 of these Procedures in respect to flood damage claims under the State Government funding arrangements (i.e. events not declared Natural Disasters by the Fire and Emergency Services Authority) and funding

provided by the Fire and Emergency Services Authority for events classified as Natural Disasters.

10. Main Roads WA Program for Local Government Roads

Funding for State responsibilities on the Local Government road system will be managed through Main Roads Western Australia programs. These include programs for road safety, bridges, remote aboriginal community access roads, 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.

10.1 Program definitions:

10.1.1 Traffic Management and Road Safety (Category 2)

Costs associated with the provision and maintenance of signs, pavement markings, installation and operating cost of traffic control signals and intersection channelisations as well as support for road safety initiatives around the State on Local Government roads.

- **Signs and Lines**

Regulatory signs and lines is the responsibility of the Commissioner of Main Roads under the Main Roads Act (1930).

In the majority of cases, funding is provided to maintain, improve and upgrade regulatory signs and lines on Local Government roads (excludes signs & lines associated with a specific project which should be funded from the project budget).

- **Traffic Signals**

Traffic signals is the responsibility of the Commissioner of Main Roads under the Main Roads Act (1930).

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

- **Rail Crossings**

The Commissioner of Main Roads is jointly responsible with rail operators (Public Transport Authority & Westnet) for all public rail crossings across the State (ref: Level Crossing Protection Funding Agreement User Manual, November 2004). In the majority of cases, funding is provided for the maintenance, renewal and upgrades of rail crossings on Local Government roads.

- **State Black Spot Funding**

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

The State Black Spot Program Guidelines 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 Black Spot Program Guidelines identify Main Roads Western Australia as the Managing Authority (State Black Spot Program Manager), responsible for administering the Program Guidelines. For Local Roads, the Delivery Authority is Local Government who is responsible for managing the delivery of projects. State Black Spot projects on local roads are funded by way of a joint contribution (2 SBS : 1 LG).

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. Where an approved project cannot be delivered within the financial year, the Managing Authority shall advise the Regional Program Co-ordinator/Business Manager as early as possible, to enable the funding to be transferred to an alternative project or projects during that financial year.

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

Details of project status information and submission are to be provided in accordance with the format detailed in Table 2 and Table 3 of the Black Spot Program Guidelines.

Project Status Reports must be provided on the following basis:

Report Type	Submission of Information
Annual Report	June 30
Verbal/written report on project construction status	At Regional Road Group Meetings
Project Completion Report	Within 30 days of completion

Payments under the State Black Spot Program on Local Roads is as per Road Project Grants (refer 9.9.1)

For State Black Spot 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 Black Spot Program Manager, Main Roads Western Australia.

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. Ongoing running costs are not eligible for funding.

10.1.2 Bridge Works and Inspection (Category 2)

It should be noted that Local Government is responsible for bridges on local roads, including regular maintenance. Direct Grants can be used for this purpose. However, bridgeworks on local roads, including timber bridge inspections, are determined on a priority basis by Main Roads Western Australia according to the urgency of bridge repairs and upgrading.

Contributions for bridgeworks are Main Roads Western Australia's Local Road Funds 1: Western Australian Local Government Grants Commission 2.

The extent of the total State contribution is determined by the funding level set aside by the Western Australian Local Government Grants Commission.

Currently 7% of the Commonwealth Grants (Financial Assistance Grants) money paid to the Western Australian Local Government Grants Commission is set aside for Special Projects - major bridgeworks and roads serving aboriginal communities. These funds are distributed on the basis of major bridgeworks 2 : roads serving aboriginal communities 1.

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

Main Roads Western Australia's contribution for bridgeworks funded from the Western Australian Local Government Grants Commission 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 has been expended.

Under Expenditure

Where a bridge is repaired for less than the approved budget allocation, any savings resulting shall be redirected to offset over-expenditures on other approved bridgeworks.

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 Main Roads Western Australia Program. No additional contribution will be required from the Local Government.

In circumstances where Main Roads Western Australia undertake bridgeworks on behalf of the Local Government, the 2/3 contribution made by Local Government through Commonwealth funding is payable to Main Roads Western Australia.

Costs associated with Main Roads Western Australia staff undertaking regular inspections, investigation and assessment of Local Government bridges to ensure that they can safely carry normal traffic loads are funded under this program.

Bridge Emergency Fund

A Bridge Emergency Fund exists for emergency repair work within the Bridge Program with the State Government contributing \$2 to \$1 Local Government. Eligibility for funding from this source is conditional on that;

- The Local Government will provide Main Roads Western Australia with evidence that it has undertaken routine maintenance on the affected bridge.
- Main Roads Western Australia and the Local Government are to agree on the scope of works required.
- The Local Government will provide Main Roads Western Australia with an agreed cost estimate for undertaking the repairs.
- Main Roads Western Australia will authorise the repair work prior to commencement.

- The Local Government will complete the repairs and invoice Main Roads Western Australia for 2/3 of the agreed estimated cost.

Main Roads Western Australia will confirm that the standard of repair work is acceptable prior to arranging payment from the Emergency Bridge Fund.

Accounting for Bridge Design activities prior to the year of Delivery

Programs for future years are being structured to provide a separate allocation of funds for the design costs mentioned below.

For 2005/06 and beyond it will be necessary for the regional asset manager to provide, to the Bridge Conditioner Manager, a schedule of estimated costs of design activities for bridge works on local roads that are expected to be built 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.

10.1.3 Access Roads to Aboriginal Communities (Category 2)

The funds set aside by the Western Australian Local Government Grants Commission for Special Projects - roads serving aboriginal communities will be supplemented by Main Roads Western Australia's Local Road Funds 1: Western Australian Local Government Grants Commission 2.

In special circumstances, funds are also provided for access roads to remote communities that are totally funded through Main Roads Western Australia's Programs.

10.1.4 National Parks and State Forests including DEC roads, Rottnest Is & King's Park (Category 2)

National Parks do not generate any rates for Local Government and as a consequence, 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.

The State Road Funds to Local Government Advisory Committee will recommend the annual allocation of funds to Main Roads Western Australia programs for Local Government roads.

10.1.5 State Initiatives on Local Roads (Category 3)

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 Main Roads Western Australia on behalf of Local Governments.

10.2 Local Government Proposals

Each year, Regional Road Groups should provide Main Roads Western Australia Regional Managers with recommended projects for consideration in compiling Main Roads Western Australia programs on Local Government roads for the next five years.

10.3 Main Roads Western Australia's Evaluation

Main Roads Western Australia shall evaluate all programs relative to one another and all projects within programs to produce its recommended five year program.

Main Roads Western Australia shall invite and evaluate submissions received from Regional Road Groups along with projects identified by Main Roads Western Australia and other sources.

11. Local Road Program

11.1 State Road Funds to Local Government Advisory Committee Recommendations

Each year, the State Road Funds to Local Government Advisory Committee shall make its recommendations to the Commissioner of Main Roads by the date indicated in Attachment 1. The State Road Funds to Local Government Advisory Committee shall provide the information to all Regional Road Groups.

Subject to the endorsement of the Commissioner of Main Roads, the recommended list of road projects is submitted to the Honourable Minister for Planning and Infrastructure for approval.

11.2 Local Road Program Summary

A summary of the final Local Road Program shall be sent by Regional Road Groups to each Local Government within their region, with a note indicating that a detailed program will be available from Main Roads Western Australia Regional Managers.

12. Summary of Key Dates

Attachment 1 summarises the timing of procedures to be undertaken by the State Road Funds to Local Government Advisory Committee and Regional Road Groups in relation to:

- Category 1 - Local Government Program
- Category 2 - Main Roads WA Program
- Category 3 - State Initiatives Program

The State Road Funds to Local Government Advisory Committee and Regional Road Groups should develop a timetable for meetings to align with the requirements of the procedures shown in Attachment 1.

Attachment 1 - Timetable

The following timetable sets out a summary of dates which relate to these procedures. This timetable has been designed to allow sufficient time for completion of budgetary processes and for meeting Treasury requirements.

After the first year, Local Governments will have indicative funding information for five years on which planning and budgeting will be based.

1.1 Strategic and Technical Support (Category 1)

	Process Step	End Date
1.	Western Australian Local Government Association and Main Roads Western Australia determine proposals for funding.	October ⁽¹⁾
2.	Western Australian Local Government Association and Main Roads Western Australia submit proposals for funding with appropriate justification, to the State Road Funds to Local Government Advisory Committee.	November ⁽¹⁾
3.	State Road Funds to Local Government Advisory Committee recommends to Commissioner of Main Roads.	November ⁽¹⁾

1.2 Direct Grants (Category 1)

	Process Step	End Date
1.	State Road Funds to Local Government Advisory Committee to advise Regional Road Groups of annual Direct Grant allocations.	June ⁽¹⁾
2.	Main Roads Western Australia's Regional Managers arrange direct payment to Local Governments.	July ⁽²⁾
3.	Regional Road Groups notify State Road Funds to Local Government Advisory Committee of any likely under-expenditure.	March ⁽²⁾
4.	Local Governments expend all Direct Grant distributions and provide Regional Road Group with Certificate of Completion.	July ⁽³⁾
5.	Regional Road Groups provide annual summary of Direct Grant expenditure to the State Road Funds to Local Government Advisory Committee.	July ⁽³⁾

Notes

- (1) for Next Financial Year
- (2) for Current Financial Year
- (3) for Prior Financial Year

1.3 Road Project Grants (Category 1)

	Process Step	End Date
1.	Local Governments apply to Regional Road Group for project funds, with supporting justification.	September ⁽¹⁾
2.	Regional Road Groups provide project recommendations to the State Road Funds to Local Government Advisory Committee.	November ⁽¹⁾
3.	State Road Funds to Local Government Advisory Committee makes recommendations to Commissioner of Main Roads.	December ⁽¹⁾
4.	Local Governments advised of approved allocations.	June ⁽¹⁾
5.	Payments to Local Government by recoup before December 31 of the following year (i.e. 6 months after the end of the financial year).	Before end December ⁽³⁾
6.	Local Governments to provide Progress Payment Certificate and Certificate of Completion with final recoupment claim.	Before end December ⁽³⁾
7.	Regional Road Group to advise State Road Funds to Local Government Advisory Committee of likely under expenditure of allocated funds.	Before end June ⁽²⁾

Notes

- (1) for Next Financial Year
- (2) for Current Financial Year
- (3) for Prior Financial Year

Attachment 1 - continued

1.4 Main Roads WA Programs for Local Government Roads (Categories 2 & 3)

	Process Step	End Date
1.	Regional Road Groups provide Main Roads Western Australia Regional Manager with recommended projects.	October ⁽¹⁾
2.	Main Roads Western Australia submits program to the State Road Funds to Local Government Advisory Committee.	November ⁽¹⁾
3.	State Road Funds to Local Government Advisory Committee recommends to Commissioner of Main Roads.	December ⁽¹⁾

Notes

- (1) for Next Financial Year
- (2) for Current Financial Year
- (3) for Prior Financial Year

Attachment 1 - continued

1.5 Dates Related to the Budget Process

	Process Sequence	Month
1.	Draft State capital works program to State Treasury.	November ⁽¹⁾
2.	State Road Funds to Local Government Advisory Committee meeting.	December ⁽¹⁾
3.	State Budget submitted to the Honourable Minister for Planning and Infrastructure.	February ⁽¹⁾
4.	State Budget approved by Parliament.	May ⁽¹⁾
5.	State Road Funds to Local Government Advisory Committee meeting.	April ⁽¹⁾
6.	Detailed Local Government Roads Program submitted to Honourable Minister for Planning and Infrastructure's approval.	June ⁽¹⁾
7.	Local Governments advised of approved allocations.	June ⁽¹⁾
8.	State Road Funds to Local Government Advisory Committee meeting.	August ⁽¹⁾

9. Regional Road Groups advised of indicative annual Grants.	August ⁽¹⁾
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Notes

- (1) for Next Financial Year
- (2) for Current Financial Year
- (3) for Prior Financial Year

Attachment 2 - 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.*

Attachment 3 - Postal Address Listing

Great Southern

PO Box 503
Albany WA 6331

Kimberley

PMB 959
Derby WA 6728

South West

PO Box 5010
Bunbury WA 6231

Wheatbelt South

PO Box 194
Narrogin WA 6312

Gascoyne

PO Box 480
Carnarvon WA 6701

Wheatbelt North

PO Box 333
Northam WA 6401

Pilbara

PO Box 2256
South Hedland WA 6722

Goldfields-Esperance

PO Box 99
Kalgoorlie WA 6433

Mid West

PO Box 165
Geraldton WA 6531

Metropolitan

PO Box 6202
East Perth WA 6892

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 4a - 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 ✓] <input type="checkbox"/> Road Project Grant <input type="checkbox"/> Black Spot Program (State and National) ¹	Claim No 1 (1 st 40%) Claim No 2 (2 nd 40%) ²	[Please indicate ✓] <input type="checkbox"/> <input type="checkbox"/>
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Project Details

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

Approved Project Allocations

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

Claim Details for State Contribution

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

Mandatory Information

Project's estimated or actual commencement date	___/___/___
Project's estimated or actual completion date	___/___/___

Notes:

- (1) No LG contribution required for National Black Spot projects.
- (2) Prior to claiming Claim No. 2, Actual 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
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Attachment 4b - CERTIFICATE of COMPLETION

CERTIFICATE OF COMPLETION

A separate certificate must be used for each Road Project or State/National Black Spot Project.
For Direct Grants only, insert "various" in the Road Name field.

[Please indicate ✓]

- Direct Grant (No LG Contribution required)
- Road Project Grant
- Black Spot Program (State and National)

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
			\$

- Actual State Contribution cannot exceed the Approved State Contribution.
- If actual expenditure is within \$1 000 of the Approved 2/3 of the State's total project cost, the full Approved State Contribution can be claimed. This provision excludes National Black Spot projects where all under-expenditure is to be returned.

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.

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 National Black Spot projects) and acknowledge that Main Roads Western Australia can access the Council's financial records to verify this claim.

Signature _____ Name _____
Works Supervisor/Engineer _____ Date _____

Signature _____ Name _____
Chief Executive Officer _____ Date _____

Attachment 5 - **State Road Funds to Local Government Administrative Procedures**

(to be used as a guide)

Executive Support

Main Roads Western Australia's Regional Office will provide the executive support and all other administrative, technical support to the Regional Road Groups. (Where there are Sub Groups to the Regional Road Group, support is to be provided by Local Government.) The following is an outline of the support to be provided:

- Provide information to Regional Road Groups and Local Governments on annual and program of works, indicative funding and other financial matters.
- Provide the necessary support to assist local governments in programming and prioritising projects.
- Provide minute takers for meetings, distribute the Minutes to the Regional Road Group members and State Road Funds to Local Government Advisory Committee.
- Provide the necessary administrative duties involved in the follow up of meeting action.

Records

The following will be maintained by Main Roads Western Australia to support Regional Road Groups:

- Correspondence File (which provides background information required to support action of the Regional Road Group).
- Meeting and Agenda files (to ensure that ready access is available and records of Minutes maintained).
- Annual and Five Year Program of Works including amendments.
- Summary of Payments of Local Road Funds to Local Governments.
- Certificates of Completion for Local Road Projects & Direct Grants.
- An up to date Procedures and Road Projects Evaluation Guidelines Manual.
- An up to date list of Regional Road Group and Sub 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 Regional Road Group. Consideration to meetings being held at locations that are equitable for all participants should be given.

Meeting Agenda

Main Roads Western Australia staff to prepare the Agenda in consultation with Chairperson of the Regional Road Group.

Attachment 5 - continued

Agenda 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 Regional Road Group meeting.
- Inwards and Outwards Correspondence
- Reports:
 - Chairperson
 - Western Australian Local Government Association 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 Regional Road Group 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 papers, maps etc that are relevant and will assist the Group.

Correspondence:

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

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

Attachment 6 - Flood Damage Repairs to Local Roads

Special funding assistance is made available to Local Government as a contribution towards the cost of repairs to any part of the local road network that sustains damage because of an abnormal event or Natural Disaster. The amount of funding provided is dependent on whether the abnormal event has been declared a Natural Disaster.

1. Abnormal damage caused to roads by an event not declared a Natural Disaster:

1.1 Local Government (Regional)

Local Governments can apply to the State Road Funds to Local Government Advisory Committee through Main Roads Western Australia's Regional Managers, for assistance from the Supplementary Fund (Rural Road Project Grant Funds) established to assist in meeting flood damage claims.

If approved by the State Road Funds to Local Government Advisory Committee, funds are provided on the basis of 100% for "opening up" costs and \$2 Supplementary Funds to \$1 Local Government Funds for reinstatement costs, provided that there are sufficient funds available in the Supplementary Fund.

1.2 Local Government (Metropolitan)

Under the provisions of the State Road Funds to Local Government Agreement (2005/06 to 2009/10) and accompanying procedures, the Metropolitan Local Governments are seen as having sufficient resources to cover flood damage that may occur to their roads and as such there is no provision for Metropolitan Local Governments to claim.

2. Abnormal damage caused to roads by an event declared a Natural Disaster:

Local Governments can apply for assistance from the State Government Fire and Emergency Services Authority (FESA) via Main Roads Western Australia who co-ordinate claims on a State-wide basis.

2.1 State Government Funding Arrangements

Assistance is provided for costs incurred in repairing the damage to, or replacement of, Local Government roads to the extent necessary to restore the asset to the equivalent of its pre-disaster standard. An event must be proclaimed as a "Natural Disaster" in accordance with the criteria specified under the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) before relief measures can be accessed.

Application for declared Natural Disasters must follow the same general format required for Special Funding Assistance. However, in the case of flood damage, Local Government is not required to meet the criteria for flood return period (as per Section 2.1 of Flood Damage Repairs to Local Roads Special Funding Assistance Procedure Manual).

Natural Disaster events are automatically eligible for funding.

NOTE:

Cabinet Minute 5.04 submitted on 09/11/2007 entitled "Western Australian Natural Disaster Relief Arrangements" sought approval for the implementation of the recommendations of the Community Development and Justice Standing Committee (CDJSC) report on the Western Australian Natural Disaster Relief Arrangements (WANDRA) and to update the measures available under the provisions in line with the 2007 Natural Disaster Relief and Recovery Arrangements (Determination 2007).

The recommendations received official endorsement by the Premier of WA on 03 December 2007. As a result, the model used to calculate the level of assistance has changed and will apply to Proclaimed Natural Disasters from 03 December 2007 onwards.

Level of Assistance

Pre - December 2007

After the relevant certification has been received from Main Roads Western Australia, the recoup will be 75% of the costs incurred in repairing the damage to, or the replacement of Local Government roads under the WANDRRA to the extent necessary to restore the asset to the equivalent of its pre-disaster standard.

Example:

Assuming that the total cost to restore local roads as a result of a Natural Disaster was \$1,200,000, FESA would pay out \$900,000 (i.e. 75% x \$1,200,000) subject to Main Roads Western Australia certification of the costs incurred by the Local Government.

Post - December 2007

Alternative contributory funding arrangements will apply where a threshold is calculated which creates a limit for the amount each Local Government would be liable to pay for each eligible event. The threshold is based on whichever is the greater i.e. 1% of the rates income for that Local Government or 0.25% of the State's lower threshold.

Each Local Government is required to contribute 25% of the expenditure on eligible works under WANDRRA up to a maximum calculated for each Council (equal to its "Trigger Point" amount).

Example:

An event has been declared a Natural Disaster and the total road restoration costs for the Shire of Broome amounts to \$400,000. Based on the liability limits established for each Local Government during 2007/08, FESA would pay out \$308,800.

Local Government liability is limited to 25% of the total cost up to a Trigger Point amount. The Shire of Broome's Trigger Point (during 2007/08) is \$91,200 which is the greater of the two thresholds i.e. 1% of the Shire's Rates Levied Threshold = \$73,584 or State's Lower Threshold = \$91,200.

(Refer Table 1 for established Local Government Liability Limits ("Trigger Points") for 2007/08)

Eligible Events

WANDRRA only applies to those events resulting from any one, or a combination of the following natural hazards: Bushfire, Earthquake, Storm, Cyclone, Storm Surge, Landslide, Tsunami, Meteorite Strike or Tornado.

Eligibility Criteria

The criteria for the proclamation of a Natural Disaster are;

- Must be an eligible event; and
- The anticipated cost of the event must exceed \$240,000

Eligible Costs

As per the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA).

Process

FESA will undertake a preliminary damage assessment to determine the magnitude and impact of the event's damage through various agencies. If it is determined that the damage meets the eligibility criteria, a proclamation is made by FESA and a notification is sent to Government agencies and affected Local Governments which will designate the geographical area eligible for assistance.

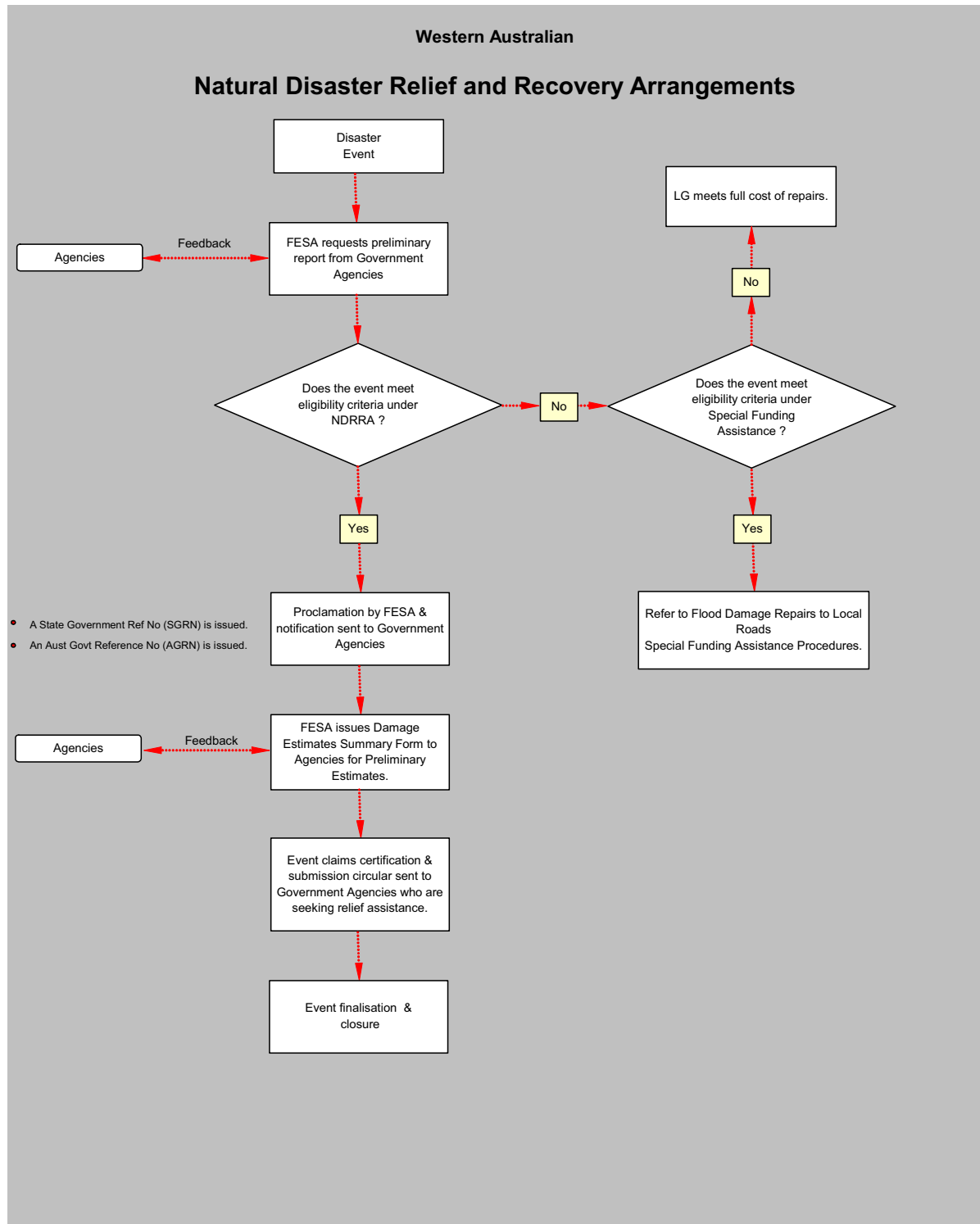
A circular then normally follows which seeks preliminary damage assessments and estimates of expenditure. Agencies that report costs are then invited to report and substantiate costs and seek financial assistance for eligible expenditure based on the scope of expenditure covered under WANDRRA.

A flowchart summarising the funding application is provided at Figure 3.

Timeframe

All expenditure must occur within a period of less than two years after the end of the financial year in which the relevant emergency occurred. Local Governments should note that any claims for financial assistance must be submitted within this timeframe.

Figure 3 - WANDRRA Application process



2.2 Federal Government Funding Arrangements

Federal funding arrangements under the NDRRA is purely between the State Government and Federal Government and does not impact on Local Government. FESA is responsible for making submissions on behalf of the State for assistance from the Federal Government when an eligible disaster is determined for NDRRA purposes. The Federal Government does not consider providing assistance unless an eligible disaster has been declared and certain “trigger point” levels of damage have been reached.

Funds from the Federal Government are provided on the basis of 50% of the State’s expenditure above an assessed financial threshold, which is calculated as a percentage of State revenue, which for Western Australia is approximately \$36.466M for 2007/08. This expenditure threshold includes all infrastructure damage costs. The exception to this is where the State outlays more than 1.75 times its \$36.466M threshold and the Commonwealth reimburses 75% of the State’s expenditure.

For clarification purposes, the formula applied by the Federal Government is as follows for the 2007/08 financial year:

2007/08 State Base for Western Australia is \$36 465 750.

Threshold 1 – Eligible Expenditure > State Base < 1.75 times the State Base

State Base x 1.75	\$63 815 063
Less State Base	<u>\$36 465 750</u>
Difference	<u>\$27 349 313</u>

Amount recoverable from the Federal Government @ 50%	\$ 13 674 656
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Threshold 2 – Eligible Expenditure > 1.75 times the State Base

State Base x 1.75	\$63 815 063
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Amounts in excess of \$63 815 063 figure is recovered at 75%

2.3 Funding Formula to Local Government

There is a formula for abnormal events not declared Natural Disasters, and events declared Natural Disasters, that the Council will receive funding based on the greater of the two calculations when a Natural Disaster has been declared and the funding availability permits.

Over the past years the total variation between the two calculations and funds provided has been relatively insignificant. Main Roads Western Australia verifies the estimates and works required to be carried out and also pursue funds from FESA on behalf of the Councils. Therefore, where an event is declared a Natural Disaster, Local Governments are reimbursed either on the WANDRRA arrangements or the State Roads to Local Government funding arrangement, whichever is the greater.

3. Special Consideration

In certain circumstances, special consideration may be given on application to the State Road Funds to Local Government Advisory Committee. Special consideration may be given;

- where abnormal damage to the road has occurred but the event does not qualify as an abnormal rainfall event.
- where there are a significant number of roads with less than \$25,000 damage per road in a confined area.
- where in exceptional circumstances a Local Government is unable to contribute towards the cost of reinstatement.

Any requests by Local Government for a reduction to the normal contributory arrangements will be considered on either an event or case by case basis taking into account such matters as;

- Local Government Rate Revenue
- Local Agency Expenditure
- Local Agency Service Area
- Population
- Other relevant issues

4. Payment of Special Funding Assistance

Flood damage claims are paid in the same manner as Road Project Grants, refer to Sections 9.9 and 9.10 of the State Road Funds to Local Government Procedures Manual.

5. Further claims

Further claims can be made within 12 months of the initial event if;

- Further damage has occurred after the major cause of damage has taken place. For example, the slow filling of a lake system may result in further road damage some time later; or
- Further costs have been incurred that were unforeseen when the original estimates were prepared.

TABLE 1 - Local Government Liability Limits (“Trigger Points”) for 2007/08.

Western Australian
Natural Disaster Relief and Recovery Arrangements

**Local Government Liability Limits
2007/08**

Local Government	Rates Levied	Rates Levied Threshold (1%)	LG Liability Limits (Trigger Point)
Albany	15,915,342	159,153	159,153
Armadale	18,942,335	189,423	189,423
Ashburton	3,556,680	35,567	91,200
Augusta-Margaret River	9,487,387	94,874	94,874
Bassendean	6,729,415	67,294	91,200
Bayswater	23,032,271	230,323	230,323
Belmont	21,257,639	212,576	212,576
Beverley	1,554,064	15,541	91,200
Boddington	962,878	9,629	91,200
Boyup Brook	1,398,490	13,985	91,200
Bridgetown-Greenbushes	2,323,472	23,235	91,200
Brookton	841,060	8,411	91,200
Broome	7,358,390	73,584	91,200
Broomehill	605,404	6,054	91,200
Bruce Rock	867,770	8,678	91,200
Bunbury	16,413,800	164,138	164,138
Busselton	16,881,390	168,814	168,814
Cambridge	12,566,080	125,661	125,661
Canning	30,852,438	308,524	308,524
Capel	3,058,060	30,581	91,200
Carnamah	1,000,450	10,005	91,200
Carnarvon	2,423,550	24,236	91,200
Chapman Valley	1,238,501	12,385	91,200
Chittering	2,415,722	24,157	91,200
Christmas Island	604,169	6,042	91,200
Claremont	6,120,210	61,202	91,200
Cockburn	24,356,410	243,564	243,564
Cocos (Keeling)	214,000	2,140	91,200
Collie	3,028,209	30,282	91,200
Coolgardie	3,243,671	32,437	91,200
Coorow	1,676,979	16,770	91,200
Corrigin	1,193,279	11,933	91,200
Cottesloe	5,093,020	50,930	91,200
Cranbrook	1,166,910	11,669	91,200
Cuballing	593,850	5,939	91,200
Cue	909,500	9,095	91,200
Cunderdin	1,424,170	14,242	91,200
Dalwallinu	1,846,219	18,462	91,200
Dandaragan	2,783,311	27,833	91,200
Dardanup	3,314,844	33,148	91,200
Denmark	2,918,319	29,183	91,200
Derby/West Kimberley	2,667,355	26,674	91,200

Donnybrook-Ballingup	2,117,530	21,175	91,200
Dowerin	648,043	6,480	91,200
Dumbleyung	925,550	9,256	91,200
Dundas	964,338	9,643	91,200
East Fremantle	3,889,450	38,895	91,200
East Pilbara	3,221,770	32,218	91,200
Esperance	7,736,791	77,368	91,200
Exmouth	1,144,835	11,448	91,200
Fremantle	20,946,952	209,470	209,470
Geraldton	10,624,001	106,240	106,240
Gingin	3,529,901	35,299	91,200
Gnowangerup	2,087,828	20,878	91,200
Goomalling	994,806	9,948	91,200
Gosnells	27,927,000	279,270	279,270
Greenough	5,387,873	53,879	91,200
Halls Creek	1,023,328	10,233	91,200
Harvey	7,245,037	72,450	91,200
Irwin	2,066,473	20,665	91,200
Jerramungup	1,962,744	19,627	91,200
Joondalup	52,530,974	525,310	525,310
Kalamunda	16,478,000	164,780	164,780
Kalgoorlie-Boulder	18,195,163	181,952	181,952
Katanning	1,820,479	18,205	91,200
Kellerberrin	756,490	7,565	91,200
Kent	1,152,628	11,526	91,200
Kojonup	2,432,110	24,321	91,200
Kondinin	1,118,150	11,182	91,200
Koorda	591,346	5,913	91,200
Kulin	966,210	9,662	91,200
Kwinana	10,385,654	103,857	103,857
Lake Grace	2,454,580	24,546	91,200
Laverton	1,350,267	13,503	91,200
Leonora	2,747,528	27,475	91,200
Mandurah	29,291,577	292,916	292,916
Manjimup	4,268,548	42,685	91,200
Meekatharra	1,301,300	13,013	91,200
Melville	34,668,000	346,680	346,680
Menzies	536,759	5,368	91,200
Merredin	1,830,359	18,304	91,200
Mingenew	877,418	8,774	91,200
Moora	2,387,399	23,874	91,200
Morawa	853,476	8,535	91,200
Mosman Park	4,819,427	48,194	91,200
Mt Magnet	683,619	6,836	91,200
Mt Marshall	1,011,257	10,113	91,200
Mukinbudin	599,200	5,992	91,200
Mullewa	1,409,629	14,096	91,200
Mundaring	14,032,363	140,324	140,324
Murchison	16,698	167	91,200
Murray	5,511,283	55,113	91,200
Nannup	779,654	7,797	91,200
Narembeen	1,005,800	10,058	91,200
Narrogin (S)	544,630	5,446	91,200
Narrogin (T)	1,949,326	19,493	91,200

Nedlands	11,951,900	119,519	119,519
Ngaanyatjarraku	191,803	1,918	91,200
Northam (S)	1,423,100	14,231	91,200
Northam (T)	2,982,786	29,828	91,200
Northampton	2,418,125	24,181	91,200
Nungarin	324,210	3,242	91,200
Peppermint Grove	1,333,037	13,330	91,200
Perenjori	1,214,156	12,142	91,200
Perth	45,901,457	459,015	459,015
Pingelly	872,050	8,721	91,200
Plantagenet	3,406,194	34,062	91,200
Port Hedland	8,104,261	81,043	91,200
Quairading	1,001,627	10,016	91,200
Ravensthorpe	1,571,716	15,717	91,200
Rockingham	28,131,370	281,314	281,314
Roebourne	7,846,597	78,466	91,200
Sandstone	539,280	5,393	91,200
Serpentine-Jarrahdale	4,860,224	48,602	91,200
Shark Bay	452,872	4,529	91,200
South Perth	17,775,526	177,755	177,755
Stirling	69,629,180	696,292	696,292
Subiaco	11,406,200	114,062	114,062
Swan	39,667,655	396,677	396,677
Tambellup	607,760	6,078	91,200
Tammin	484,975	4,850	91,200
Three Springs	930,392	9,304	91,200
Toodyay	2,525,975	25,260	91,200
Trayning	407,526	4,075	91,200
Upper Gascoyne	92,234	922	91,200
Victoria Park	15,896,220	158,962	158,962
Victoria Plains	1,411,330	14,113	91,200
Vincent	14,273,400	142,734	142,734
Wagin	1,211,240	12,112	91,200
Wandering	422,650	4,227	91,200
Wanneroo	34,561,000	345,610	345,610
Waroona	1,761,937	17,619	91,200
West Arthur	1,045,390	10,454	91,200
Westonia	347,750	3,478	91,200
Wickepin	1,025,051	10,251	91,200
Williams	1,072,322	10,723	91,200
Wiluna	1,500,315	15,003	91,200
Wongan-Ballidu	1,836,120	18,361	91,200
Woodanilling	406,995	4,070	91,200
Wyalkatchem	585,334	5,853	91,200
Wyndham/East Kimberley	3,625,065	36,251	91,200
Yalgoo	642,000	6,420	91,200
Yilgarn	1,709,478	17,095	91,200
York	2,275,890	22,759	91,200
States Lower Threshold			
= .25% x \$36,465,750	91,164	Rounded to	91,200

NOTE:

Local Government liability is limited to whichever is the greater of the two thresholds
i.e. 1% of Rates Levied or .25% of the States Lower Threshold.