



# South West Regional Road Group

## Reference information for Elected Members on a Regional Road Group

June 2021

This reference information aims to inform Elected Members of a Regional Road Group of matters pertinent to the business of that Group.

Specifically, the contents will inform Elected Members of:

- State Road Funds to Local Government Agreement
- Role of the State Road Funds to Local Government Advisory Committee
- Terms of Reference for a Regional Road Group
- Regional Strategies for Significant Local Government roads
- Restricted Access Vehicle (RAV) network
- Accredited Mass Management Scheme (AMMS)
- Funding sources for road projects
- Key Performance Indicators for a Regional Road Group
- WALGA RoadWise

**Contact:**

Ian Duncan

Executive Manager, Infrastructure Unit

WALGA

ONE70, LV 1, 170 Railway Parade West Leederville

Phone: (08) 9213 2031

Fax: (08) 9213 2077

Mobile: 0439 947 716

Email: [iduncan@walga.asn.au](mailto:iduncan@walga.asn.au)

Website: [www.walga.asn.au](http://www.walga.asn.au)

Document Information

Author:	Western Australian Local Government Association
Title:	Reference information for Elected Members on a Regional Road Group
Version:	1.3
Version date:	June 2021
Review date:	January 2022

## Table of Contents

1.0	Regional Road Groups .....	4
2.0	Regional Road Sub-Groups or Technical Groups .....	4
3.0	State Road Funds to Local Government Agreement.....	5
4.0	State Road Funds to Local Government Advisory Committee .....	6
	Membership .....	6
	Responsibilities .....	7
5.0	South West Regional Road Group Road Project Prioritisation Guidelines .....	7
6.0	Regional Strategies for Significant Local Government Roads.....	7
7.0	Level One Bridge Inspections .....	8
8.0	Key Performance Indicators for Regional Road Groups .....	8
	Expenditure performance .....	8
	Asset management .....	9
	Road safety.....	9
	Local road inventory data .....	9
9.0	Restricted Access Vehicle (RAV) Network.....	9
	As of right vehicles.....	10
10.0	Accredited Mass Management Scheme (AMMS) .....	10
11.0	Informing Own Councils .....	10
12.0	WALGA RoadWise .....	10
13.0	Main Roads WA Contact .....	11
14.0	WALGA Contacts .....	11
15.0	ANNEXURE 1 - Terms of Reference for Regional Road Groups .....	12
16.0	ANNEXURE 2 - Road Funding Sources .....	17
17.0	ANNEXURE 3 – Indicative timetable for funding submissions .....	19
18.0	ANNEXURE 4 - Key Performance Indicators.....	21
19.0	ANNEXURE 5 – Profile of South West Regional Road Group .....	25

## 1.0 Regional Road Groups

The State Road Funds to Local Government Agreement mandates the existence and operation of Regional Road Groups, which the State Road Funds to Local Government Advisory Committee oversees.

The State Roads to Local Government management structure identified the following Regional Road Groups:

- Gascoyne
- Goldfields-Esperance
- Great Southern
- Kimberley
- Metropolitan
- Mid-West
- Pilbara
- South West
- Wheatbelt North
- Wheatbelt South

The Chairperson of a Regional Road Group shall be an Elected Member.

A Regional Road Group is responsible for

- Assessing road-funding submissions from its member Local Governments.
- The annual distribution of funds to Local Government roads.
- Monitoring and reporting on the effectiveness of applying funds to Local Government roads in its region.

Main Roads Western Australia provides technical and administrative support to Regional Road Groups.

See Annexure 1 for Terms of Reference for a Regional Road Group and Annexure 5 for the profile of the South West Regional Road Group.

## 2.0 Regional Road Sub-Groups or Technical Groups

### Regional Road Sub Group

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

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

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

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

Elected Members can be members of a Regional Road Sub-Group(s).

A Local Government may apply to the Regional Road Group to transfer from one Sub Group to another.

### Regional Road Technical Group

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

- Assist to identify road-funding priorities.
- Consider local road issues to inform decision making by the Regional Road Group.
- Provide technical advice to the Regional Road Group.

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

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

The Technical Group(s) is an advisory group with no voting rights at the Regional Road Group.

Elected Members can be members of a Technical Group(s); however, ordinarily, Local Government technical staff comprise a Regional Road Technical Group.

A Local Government may apply to the Regional Road Group to transfer from one Technical Group to another.

## **3.0 State Road Funds to Local Government Agreement**

The State Road Funds to Local Government Agreement (the Agreement) is a formal agreement between State and Local Government in Western Australia.

The Agreement is *intended to ensure that the funds available from State Government sources for local roads are allocated across the State of Western Australia, focusing on areas of strategic importance and areas that will provide maximum benefit. The needs of all road users and the Western Australian community will be considered during the distribution process.* (State Road Funds to Local Government Agreement, Guiding Principles, page 2)

The current Agreement expires in 2022/2023 and states, “On an annual basis, the share of State road funds to be allocated on Local Government roads will be equivalent of the State Budget estimated motor vehicle licence fees for that year.” (State Road Funds to Local Government Agreement, Funding sources, page 3)

The Agreement recognises and determines the membership of:

- State Road Funds to Local Government Advisory Committee
- Regional Road Groups
- Regional Road Sub Groups (if considered necessary)

Under the Agreement the available funding is split into two categories:

1. Local Government Managed Programs (Category 1)
2. Main Roads Western Australia Managed Programs (Category 2)

The Agreement (page 3) is projected to produce annual allocations from State road funds to Local Government roads for the years 2018/19 to 2022/23 as per the following schedule:

2018/19	2019/20	2020/21	2021/22	2022/23
\$182.3 million	\$188.9 million	\$193.4 million	\$198.4 million	\$203.4 million

The revenue is to be distributed to Local Government roads on the basis of<sup>1</sup>:

#### **Local Government Managed Programs**

##### **(Category 1): 66%**

- Direct Grants
- Road Project Grants
- State Black Spot
- Strategic and Technical Support

#### **Main Roads Western Australian Managed Programs**

##### **(Category 2): 34%**

- State Initiatives on Local Roads
- Traffic Management, Signs and Pavement Markings
- Bridgeworks and Inspections
- Remote Aboriginal Access Roads
- Regional Road Group Support

The allocation to the categories and sub categories will move in line with the total Agreement pool or as otherwise approved by the State Road Funds to Local Government Advisory Committee. (State Road Funds to Local Government Agreement, page 4)

## **4.0 State Road Funds to Local Government Advisory Committee**

The Agreement stipulates the State Road Funds to Local Government Advisory Committee (SAC) will oversee, monitor and recommend to the Minister for Transport the distribution of State funds to Local Government roads.

The SAC sets and is responsible for the procedures covering the administration and functioning of the Agreement.

### **Membership**

The SAC consists of:

- Managing Director of Main Roads Western Australia.
- 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.
- Four Main Roads Western Australia senior officers nominated by the Managing Director of Main Roads.

The Managing Director of Main Roads Western Australia chairs the SAC.

<sup>1</sup> See Annexure 2: Road Funding Sources, and Annexure 3: Indicate timetable for Funding Submissions.

## Responsibilities

The responsibilities of SAC include:

- Recommending the annual local roads program to the Managing Director, Main Roads WA (for consideration by the Minister for Transport).
- Monitoring the delivery and acquittal of funded programs/projects.
- Redistributing funds between projects, programs and Regional Road Groups if required to suit delivery progress/schedules.
- Reviewing individual Regional Road Group procedures.
- Set procedures covering the administration and functioning of the Agreement.
- Responding to transport issues received from Regional Road Groups, Local Government and Main Roads WA.
- Deciding and approving changes to relevant policies and processed affecting the Agreement.
- Responding to transport issues received from Regional Road Groups, Local Government and MRWA.

The SAC meets four times each year and meeting agendas/minutes are on the WALGA website at: <http://walga.asn.au/Policy-Advice-and-Advocacy/Infrastructure/Funding.aspx>

## 5.0 South West Regional Road Group Road Project Prioritisation Guidelines

The South West Regional Road Group has a document titled “South West Regional Road Group Road Project Prioritisation Guidelines”. The guidelines includes information on:

- Roles and responsibilities
- Procedure – contains information regarding (1) Project evaluation; (2) Maintain staged project status; (3) Appointment and role of the independent auditor; (4) Preservation project; (5) Improvement/Expansion project

The Main Roads WA South West Regional Office can provide a copy of the guidelines.

## 6.0 Regional Strategies for Significant Local Government Roads

Each Regional Road Group has a document known as *Regional Strategies for Significant Local Government Roads*. The document provides a strategic view of regionally significant Local Government roads and the development strategies for those roads. The current version of the document is *Roads 2030* and under development is *Roads 2040*.

A Memorandum of Understanding between the State Government and WALGA requires that Regional Road Groups review their road development strategies at five yearly intervals to assess the effects of changing circumstances and demand on the local road network.

Local Governments (via Regional Road Groups) work collaboratively to review their local road network to produce an agreed strategic approach to allocate limited funding across the extensive local road network in WA.

It is important to note that only projects on local roads included in the current version of *Regional Strategies for Significant Local Government Roads* are eligible for Road Project Grant funding under the current State Roads Funds to Local Government Agreement.

See Annexure 2 for a breakdown of State Government and Federal Government funding sources for Local Government roads.

The SAC must endorse any amendment to a Regional Road Group's *Regional Strategies for Significant Local Government Roads* document. If a Regional Road Group seeks an amendment for a road crossing into an adjoining region, SAC requires evidence of agreement with the adjoining Regional Road Group.

Access the current version of *Regional Strategies for Significant Local Government Roads* for each Regional Road Group:

<http://walga.asn.au/Policy-Advice-and-Advocacy/Infrastructure/Roads/Roads-2030-Regional-Road-Development-Strategies.aspx>

## 7.0 Level One Bridge Inspections

Local Governments are responsible for bridges on local roads and must perform annual level-one inspections of bridges under their responsibility. Local Governments submit inspection reports to Main Roads WA. Demonstration of such inspections is critical for a Local Government to be eligible for funding from the Agreement to maintain or replace a bridge.

Main Roads WA performs other detailed technical inspections of bridges, known as level-two and level-three inspections, on behalf of and/or in consultation with Local Governments.

Main Roads WA will provide a list each year to every Regional Road Group to monitor annual level-one bridge inspections by member Local Governments. A Regional Road Group may discuss outstanding inspections and, if necessary, consult with Main Roads WA or WALGA to provide support.

To guide Local Governments in their responsibilities a *Level 1 Bridge Inspection Framework* is available on the WALGA website:

<https://walga.asn.au/getattachment/Policy-Advice-and-Advocacy/Infrastructure/Roads/Level-1-Bridge-Inspection-Framework-version1-2020-Final2.pdf?lang=en-AU>

## 8.0 Key Performance Indicators for Regional Road Groups

Part 7 of the Agreement relates to Key Performance Indicators (KPIs) for Regional Road Groups. Part 7 states, *Key Performance Indicators will focus on Expenditure Performance, asset management and road safety. KPIs have been established for monitoring purposes and no financial incentives or penalties will apply on the basis of performance against KPIs. Main Roads Western Australia and WALGA will prepare an annual KPI report for SAC. The report will be provided to the Regional Road Groups.*

### Expenditure performance

- 1.1 Number of Regional Road Group meetings held. Minimum two meetings per year.
- 1.2 Percentage of Black Spot Programs funding expended. (Includes State Government and Australian Government Black Spot Programs). Target 90%.
- 1.3 Percentage of road project grants expended (includes commodity route supplementary funds projects). Target 90%.



- 1.4 Road project grant applications submitted to SAC (via Main Roads WA) by November each year.

### Asset management

- 2.1 Percentage of sealed road length subject to a documented visual condition survey within the region in the previous 5 years. Target 50%.

### Road safety

- 3.1 Metropolitan Regional Road Group only - Percentage of road project grant funded road improvements subject to road safety audits. Target 100%
- 3.2 Other Regional Road Groups - Percentage of Road Project Grant funded projects that include Safe System improvements to roads and roadsides. Target 50%.

### Local road inventory data

- 4.1 Number of Local Governments by RRG that provide a road inventory data update to Main Roads WA for uploading into the IRIS database in the last three financial years. Target 100%.

Reporting on the KPIs commenced in 2012-2013. Annexure 4 is the KPI report for 2019/2020.

## 9.0 Restricted Access Vehicle (RAV) Network

The Restricted Access Vehicle (RAV) Network consists of ten levels of road network (i.e. RAV Network 1 to RAV Network 10) on which an approved category of restricted access (heavy) vehicle can be driven (i.e. category 1 restricted access vehicle to category 10 restricted access vehicle). Main Roads WA maintains an electronic list of all roads in the RAV Network.

A restricted access vehicle cannot travel on any road not listed in the RAV network - to do so is contrary to the law.

A higher category restricted access vehicle (e.g. a RAV 10) cannot be driven on a lower RAV rated road (e.g. a RAV 5 road); however a lower category restricted access vehicle (e.g. a RAV 4) can be driven on a higher RAV rated road (e.g. a RAV 7 road).

Restricted Access Vehicles can only operate on a road (RAV route) approved by Main Roads WA. Vehicle operators may apply to Main Roads WA to add or amend a RAV route and it is the policy of Main Roads WA to refer applications to Local Governments for preliminary assessment.

To provide guidance to a Local Government when assessing an application to add or amend a road on the RAV network, WALGA developed a model policy known as "Policy for Assessing Applications to Operate Restricted Access Vehicles on Local Government Roads". Download the model policy from the WALGA website [here](#).

Main Roads WA maintains the following guidance documents for the RAV network:

1. Guidelines for Approving RAV Access  
<https://www.mainroads.wa.gov.au/globalassets/heavy-vehicles/rav-access/access-guideline-approving-rav-access.pdf>
2. Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines  
<https://www.mainroads.wa.gov.au/globalassets/heavy-vehicles/rav-access/access-guide-standard-restricted-access-vehicle-rav-route-assessment-guidelines>

### As of right vehicles

An *as of right vehicle* is any vehicle not a restricted access vehicle, for example, rigid trucks and semi-trailers. These vehicles may operate state-wide provided they are:

- Not a road train or b-double;
- Within regulation axle mass limits;
- Less than nineteen (19) metres in combination length or less than 12.5 metres in length for rigid vehicles;
- Less than 42.5 tonnes in total combination mass;
- Less than 2.5 metres wide (excluding mirrors and lights); and
- Less than 4.3 metres high.

## 10.0 Accredited Mass Management Scheme (AMMS)

The Accredited Mass Management Scheme (AMMS) is a scheme allowing heavy vehicles to carry additional payload on an identified and limited part of the road network assessed as suitable by Main Roads WA.

AMMS allows for three concessional mass levels and allows for any product and use of any proven loading control method. Vehicles accredited under the AMMS can only carry additional mass.

Local Governments retain control over heavy vehicles using local roads. A transport operator applies to have local roads assessed for inclusion in the AMMS network. Main Roads WA seek the support of Local Government before assessing the suitability of a local road for inclusion in the AMMS network. At that time, Local Governments can seek to have relevant conditions applied to the use of a particular local road.

Once approved for access, a road is included on the AMMS network list of roads published on the AMMS page of the Main Roads WA website.

Similar to the RAV network, transport operators must comply with the particular conditions of the AMMS network on which they are operating.

Information about the AMMS is available on the Main Roads WA website:

<https://www.mainroads.wa.gov.au/globalassets/heavy-vehicles/getting-a-permit/amms/permits-information-sheet-accredited-mass-management-scheme-amms-information-sheet.pdf>

## 11.0 Informing Own Councils

Each Regional Road Group approves and recommends to the SAC a substantial amount of road funding on behalf of member Local Governments. It is useful that delegates to each Regional Road Group keep their own Councils informed of the business and decisions made by the Regional Road Group of which they are a member.

## 12.0 WALGA RoadWise

WALGA RoadWise aims to engage Local Governments and communities in actions that support and contribute to the implementation of *Driving Change*, Road Safety Strategy for Western Australia (2020-2030).

WALGA RoadWise supports Local Governments, community groups, local businesses and individuals to become involved in the community road safety network across Western Australia.

A team of regional and metropolitan based RoadWise Road Safety Advisors assist members of the statewide community road safety network (that includes Local Governments) by:

- promoting participation and community ownership
- facilitating opportunities for leadership in local road safety
- supporting local road safety committees
- providing access to resources and training
- sharing information

These actions contribute to building the capacity of the network to make an effective contribution to preventing or reducing death or serious injury on the public road network in Western Australia.

The contact details for the WALGA RoadWise Road Safety Advisor for the South West Region:

Jacqui Sharp  
Telephone: 0438 982 563  
Email: [jsharp@walga.asn.au](mailto:jsharp@walga.asn.au)

### **13.0 Main Roads WA Contact**

Contact details for Main Roads WA South West Region are:

Robertson Drive, Bunbury WA 6231 or PO Box 5010, Bunbury WA 6231

Telephone 9724 5600

### **14.0 WALGA Contacts**

For further information, please contact the people listed below.

Ian Duncan, Executive Manager, Infrastructure  
Telephone: 9213 2031  
Email: [iduncan@walga.asn.au](mailto:iduncan@walga.asn.au)

Mark Bondiotti, Manager, Transport and Roads  
Telephone: 9213 2040  
Email: [mbondiotti@walga.asn.au](mailto:mbondiotti@walga.asn.au)

Sebastian Davies-Slate, Policy Officer Transport and Roads  
Telephone: 9213 2050  
Email: [sdavies-slate@walga.asn.au](mailto:sdavies-slate@walga.asn.au)

## 15.0 ANNEXURE 1 - Terms of Reference for Regional Road Groups

Excerpt from *State Road Funds to Local Government Procedures*  
(Part 7 – December 2020 – document number D21#545923, Main Roads WA)

### 7. Terms of Reference for Regional Road Groups

#### **Region**

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

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

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

#### **Chairperson**

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

#### **Membership**

An Elected Member shall represent each Local Government on a RRG.

#### **Voting and Decision Making**

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

- One vote for each Local Government represented at RRG meetings where no Sub Group(s) exist; or
- One vote for each Sub Group represented at RRG meeting where Sub Group(s) exist;
- Unresolved issues shall be brought to the attention of SAC by the RRG.

#### **Meetings**

The Chairperson of a RRG, assisted by the Secretariat, will develop an annual meeting timetable relating to the timetable of SAC. A RRG shall determine its annual meeting timetable at its first meeting after advice of SAC meeting timetable.

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

#### **Delegated Representatives**

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

#### **Reporting Structure**

A RRG shall record minutes of its meeting and provide a copy to each member and to SAC. The RRG shall make recommendations as required to SAC.

### **Observers**

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

### **Secretariat**

MRWA shall provide technical and administrative support to the RRG. Regional Managers will provide the primary contact for each RRG. (See Attachment 5 for a Guide).

### **Regional Road Sub Group**

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

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

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

The Terms of Reference will include:

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

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

### **Regional Road Technical Group**

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

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

- Roles and responsibilities of the Technical Group(s).
- Process to elect the Chairperson.
- Membership of the Sub Group(s).
- The Technical Group(s) is an advisory group with no voting rights at the RRG.

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

### **Correspondence**

Address all correspondence:

Chairperson

RRG

C/- Regional Manager

MRWA

### **Responsibilities**

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

A RRG shall ensure that funds made available by the State are applied to the 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 Managing Director of Main Roads under legislation.

A RRG is responsible for:

- Developing and recommending to SAC, an annual Local Government roads program for their region.
- Monitoring the implementation of the program in their region.
- Developing and recommending to SAC, Strategies for Significant Local Government Roads.
- Developing and recommending to SAC, three year works projections.
- Regularly review project prioritisation methodologies for annual distribution of road funds to Local Government roads within the region.
- Developing regional specific policies and procedures to suit local circumstances.
- Providing updates of regional specific procedures to SAC for approval prior to formal introduction.
- Providing funding information to Local Governments to facilitate expenditure of road funds.
- Assisting SAC with Local Government priorities at the regional level.
- Advising SAC of any likely under expenditure with an explanation as to the cause and proposed solutions.
- Monitoring and responding to the safety performance of the Local Government road network in the region.
- Dealing with any other business relevant to the transport needs of the region.

### **Key Performance Indicators**

RRG have key performance indicators (KPI) reported annually to SAC. The KPIs are:

- Number of RRG meetings held. (Minimum two meetings per year).
- Percentage of Black Spot Programs funding expended. (Includes State Black Spot Program and Federal Government Black Spot Program). (Target 90%).
- Percentage of road project grants expended. (Includes Commodity Route Fund). (Target 90%).
- Road project grant applications submitted to the State Advisory Committee by December each year.
- Percentage of sealed road length subject to documented visual condition survey within the region in the previous five years. (Target 50%).
- Metropolitan RRG only – percentage of road project grant funded road improvements subject to road safety audits / inspections. (Target 100%).
- Other RRG – percentage of road project grant funded projects that include Safe System improvements to roads and roadsides. (Target 50%).
- Number of Local Governments by RRG that have uploaded road inventory data into the MRWA IRIS database in the last three financial years. (Target 100%).

## Attachment 5 – State Road Funds to Local Government Administrative Procedures

(To be used as a guide)

### Executive Support

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

- Provide information to Regional Road Groups and Local Governments on annual and programs 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 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 MRWA to support RRG:

- 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 Three-Year Program of Works including amendments.
- Summary of Payments of Local Road Funds to Local Governments.
- Certificates of Completion for Local Roads Projects and Direct Grants.
- An up-to-date Procedures and Road Projects Evaluation Guidelines Manual.
- An up-to-date list of RRG and Sub Group or Technical Group membership.

### Meetings

#### Timing and Venue

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

#### Meeting Agenda

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

#### 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 RRG meeting.
- Inwards and Outwards Correspondence
- Reports:

- Chairperson
- WALGA Representative Submissions from Local Governments
- Recommendations to State Road Funds to Local Government Advisory Committee
- Summary of payments made to Local Governments (recoups, audit forms).
- Amendments to Program of Works.
- Black Spot and Road Safety Progress Report
- General Business.
- Future meeting dates.
- Meeting close.

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

- Minutes of the previous meeting.
- Summary of financial status and completion of projects.
- Copies of inward and outward correspondence.
- Any other relevant papers, maps etc. to assist the Group.
- **Correspondence**
  - In general, correspondence is to be dealt with in the following manner:
  - RRG correspondence is addressed to the Chairperson or the Regional Manager.
- All correspondence dealing with Local Roads Funding and RRG involvement is treated as inwards correspondence at the RRG meetings.
- Urgent matters are referred by email/facsimile direct to the Chairperson, or otherwise presented at the RRG meeting.



## 16.0 ANNEXURE 2 - Road Funding Sources

The following funding sources are available to Local Governments for roads.

### **Direct Grants** (State Road Funds to Local Government Agreement)

Provided annually for routine maintenance of Local Government roads. The grants are allocated directly to a Local Government using the Asset Preservation Model formula provided by the Western Australia Local Government Grants Commission.

### **Road Project Grants** (State Road Funds to Local Government Agreement)

Provided annually and used for specific projects assessed and prioritised by a Regional Road Group. Funding may only be used on roads of regional significance for specific road improvements; and major preservation works such as resealing to maintain the road asset.

### **Commodity Routes** (State Road Funds to Local Government Agreement)

Provided annually (from the Road Project Grant allocation) for routes where there is a significant high priority transport task associated with the transport of a commodity such as grain, timber, agricultural lime, iron ore, etc. The funding is intended for roads requiring upgrade or maintenance to accommodate the commodity transport function.

### **Road and Bridge Condition Data Collection Fund** (State Road Funds to Local Government Agreement)

Provided annually (from the Road Project Grant allocation) for assessing the condition of regionally significant Local Government bituminous sealed roads as defined in each Regional Road Group's *Regional Strategies for Significant Local Government Roads*; and to assist Local Governments perform Level 1 bridge inspections on local roads.

### **State Black Spot Program** (State Government)

The Program targets improving the safety of roads with a proven crash history or high-risk location with the likelihood of crashes occurring identified by a road safety audit/inspection. Projects on local roads are funded by a joint contribution of two dollars from the State Government and a one-dollar contribution from the Local Government where the project resides.

### **State Initiatives on Local Roads** (State Road Funds to Local Government Agreement)

Provided annually for works that are generally larger in nature and fall outside the criteria of other funding groups, however are still of strategic importance to the State.

### **Bridge Works/Bridge Inspections** (State Road Funds to Local Government Agreement)

The Commonwealth provides Financial Assistance Grant funding to the Western Australian Local Government Grants Commission in the form of Untied Funds for Local Government. Some of this funding is set aside for major maintenance and replacement of bridges on Local Government roads. The State provides a matching contribution of \$1 for every \$2 provided under this arrangement.

### **Remote Aboriginal Community Access Roads** (State Road Funds to Local Government Agreement)

The Commonwealth provides Financial Assistance Grant funding to the Western Australian Local Government Grants Commission in the form of Untied Funds for Local Government. Some of this funding is set aside for access roads serving Aboriginal Communities. The State provides a matching contribution of \$1 for every \$2 provided under this arrangement.

**Australian Government Black Spot Program** (Australian Government)

The Program aims to reduce the social and economic costs of road trauma by treating locations with a record of casualty crashes or with the likelihood of crashes occurring identified by a road safety audit/inspection. The Australian Government fully funds projects on local roads under this program.

**Roads to Recovery** (Australian Government)

Funded by the Australian Government, the Roads to Recovery Program commenced in 2001 to address the significant amount of Local Government road infrastructure reaching the end of its economic life and its replacement was beyond the capacity of Local Governments. Roads to Recovery funds are paid directly to Local Governments for priority road projects chosen by Local Governments.

See Annexure 3 – Indicative timetable for funding submissions

## 17.0 ANNEXURE 3 – Indicative timetable for funding submissions

Indicative timetable for funding applications and proposed meetings of the South West Regional Road Group.

### AUSTRALIAN GOVERNMENT BLACK SPOT PROGRAM

Process step	Month
Call for submissions	April
Proposed South West RRG meeting	June
Submissions close	July
Submissions assessed	September/October
Prepare recommended program	October/November
Proposed South West RRG meeting	November
State Panel meets and assesses recommended program	December
Submit recommended program to State Government for approval	December
Proposed South West RRG meeting	March
Approved program announced	May

### STATE GOVERNMENT BLACK SPOT PROGRAM

Process step	Month
Call for submissions	April
Proposed South West RRG meeting	June
Submissions close	July/August
Submissions assessed	September/October
Proposed South West RRG meeting	November
Prepare recommended program	November
State Panel meets and assesses recommended program	December
Submit recommended program to State Government for approval	December
Proposed South West RRG meeting	March
Approved program announced	May

### ROAD PROJECT GRANTS

Process step	Month
Local Governments apply to the RRG for project funds with supporting justification	September (for next financial year)
Proposed South West RRG meeting	November
RRG's provide project recommendations to SAC	November (for next financial year)
SAC makes project recommendations to the Managing Director, Main Roads WA	December (for next financial year)
Proposed South West RRG meeting	March
Proposed South West RRG meeting	June
Local Governments advised of approved projects	June (for next financial year)
RRG to advise SAC of likely under expenditure of allocated funds (if applicable)	Before end of June (for current financial year)

### COMMODITY ROUTE SUPPLEMENTARY FUNDING

Process step	Month
Call for submissions	June
Proposed South West RRG meeting	June
Submissions close	September
RRG assesses projects and makes recommendations to Technical Review Group (consists of representatives from WALGA and Main Roads WA, Perth)	September/October
Technical Review Group assesses projects and makes recommendations to SAC	October/November
Proposed South West RRG meeting	November
SAC approval	December
To State Government for approval	January
Approved program announced	January
Proposed South West RRG meeting	March

## 18.0 ANNEXURE 4 - Key Performance Indicators

### Regional Road Group Key Performance Indicators Annual Report 2019/2020

#### 1.1 Number of Regional Road Group meetings held. (Minimum 2 meetings per year)

Region	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Great Southern	2	2	2	2	1
South West	4	4	4	4	3
Gascoyne	3	3	3	3	3
Mid-West	2	2	2	2	2
Goldfields-Esperance	1	2	2	2	2
Kimberley	2	2	2	2	2
Wheatbelt South	2	2	2	2	3
Wheatbelt North	2	2	2	2	3
Pilbara	2	2	1	1	2
Metropolitan	2	2	2	2	2

Regional Road Groups met at least twice during the reporting year except the Great Southern Regional Road Group.

#### 1.2 Percentage of Black Spot Programs funding expended. (Target 90%) (Includes State Government and Australian Government Black Spot Programs)

Region	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
	%	%	%	%	%
Great Southern	90	83	87	61	58
South West	87	86	90	91	85
Gascoyne	100	0*	0*	96	100
Mid-West	36	87	49	4*	47
Goldfields-Esperance	48	100	50	66	100
Kimberley	91	49	39	85	58
Wheatbelt South	53	78	75	74	78
Wheatbelt North	64	55	52	83	90
Pilbara	93	125	100	0**	80
Metropolitan	72	52	63	66	61
<b>Total</b>	73	70	60	62	76

The Gascoyne, Goldfields-Esperance and Wheatbelt North Regional Road Groups achieved the 90% target.

### 1.3 Percentage of road project grants expended. (Target 90%) (Includes Commodity Route Supplementary Fund projects)

Region	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
	%	%	%	%	%
Great Southern	93	82	86	69	<b>86</b>
South West	91	90	89	83	<b>84</b>
Gascoyne	100	100	97	98	<b>93</b>
Mid-West	97	100	94	100	<b>95</b>
Goldfields-Esperance	92	78	89	96	<b>86</b>
Kimberley	79	87	89	84	<b>48</b>
Wheatbelt South	89	91	99	94	<b>89</b>
Wheatbelt North	96	97	91	85	<b>90</b>
Pilbara	100	100	63	55	<b>89</b>
Metropolitan	95	79	79	78	<b>78</b>
<b>Total</b>	93	86	88	84	<b>84</b>

Three Regional Road Groups met the 90% target with two Regional Road Groups at 89%.

#### Metropolitan Region by Sub Group

Sub Group	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
	%	%	%	%	%
North West	100	100	89	61	<b>94</b>
West	62	83	86	78	<b>53</b>
Central	100	61	78	93	<b>79</b>
East	100	79	97	91	<b>98</b>
South East	100	58	76	79	<b>91</b>
South West	100	92	92	95	<b>65</b>
<b>Total</b>	95	79	86*	79	<b>84</b>

Three of the six metropolitan sub-groups achieved the 90% target.

#### Member Local Governments of Metropolitan Subgroups

North West	Joondalup, Stirling & Wanneroo
West	Cambridge, Claremont, Cottesloe, Mosman Park, Nedlands & Peppermint Grove
Central	Perth, Subiaco & Vincent
East	Bassendean, Bayswater, Kalamunda, Mundaring & Swan
South East	Armadale, Belmont, Canning, Gosnells, Serpentine-Jarrahdale, South Perth & Victoria Park
South West	Cockburn, East Fremantle, Fremantle, Kwinana, Melville & Rockingham

#### 1.4 Road project grant applications submitted to the State Advisory Committee (via Main Roads WA) by November each year.

Region	2015-2016	2016-2017	2017-2018	2018-2019	2019/2020
Great Southern	✓	✓	✓	✓	✓
South West	✓	✓	✓	✓	X
Gascoyne	✓	✓	✓	✓	✓
Mid-West	✓	✓	✓	✓	✓
Goldfields-Esperance	✓	✓	✓	✓	✓
Kimberley	✓	✓	✓	✓	✓
Wheatbelt South	✓	✓	✓	✓	✓
Wheatbelt North	✓	✓	✓	✓	✓
Pilbara	✓	✓	✓	✓	✓
Metropolitan	X	✓	✓	✓	✓

#### 2.1 Percentage of sealed road length subject to a documented visual condition survey within the region in the previous 5 years. (Target 50%)

Region	% of sealed road length surveyed in the past 5 years				
	2015-2016	2016/2017	2017-2018	2018-2019	2019-2020
Great Southern	71	71	73	54	<b>50</b>
South West	74	71	68	74	<b>64</b>
Gascoyne	46	46	36	89	<b>75</b>
Mid-West	67	62	37	68	<b>43</b>
Goldfields-Esperance	35	40	69	44	<b>74</b>
Kimberley	75	74	53	76	<b>24</b>
Wheatbelt South	66	62	62	90	<b>89</b>
Wheatbelt North	86	83	80	83	<b>72</b>
Pilbara	92	100	100	100	<b>50</b>
Metropolitan	84	72	78	74	<b>77</b>
Total for WA	75	70	65	77	<b>71%</b>

The data excludes 19 Local Governments that do not use RAMM to manage road condition data.

#### 3.1 Metropolitan Regional Road Group only - Percentage of Road Project Grant funded road improvements subject to road safety audits. (Target is 100%)

Region	2015-2016	2016-2017	2017-2018	2018-2019	2019/2020
	%	%	%	%	%
Metropolitan	100	100	100	100	<b>100</b>

### 3.2 Other Regional Road Groups - Percentage of Road Project Grant funded projects that include Safe System improvements to roads and roadsides. (Target is 50%)

Region	2015-2016	2016-2017	2017-2018	2018-2019	2019/2020
	%	%	%	%	%
Great Southern	69	51	51	56	<b>51</b>
South West	75	66	68	58	<b>67</b>
Gascoyne	70	57	100	100	<b>100</b>
Mid-West	66	62	100	100	<b>100</b>
Goldfields-Esperance	50	51	60	50	<b>97</b>
Kimberley	86	92	75	84	<b>71</b>
Wheatbelt South	96	40	70	66	<b>68</b>
Wheatbelt North	84	34	59	63	<b>65</b>
Pilbara	80	79	100	80	<b>50</b>

All the non-metropolitan Regional Road Groups achieved the target.

### 4.1 Number of Local Governments by RRG that provide a road inventory data update to Main Roads WA for uploading into the IRIS database in the last three financial years (2017/2018, 2018/2019 and 2019/2020). (Target 100%)

Region	Number of Local Governments in RRG	2016-2017, 2017-18 and 2018-19	2017-18, 2018-19 and 2019-20
Great Southern	12	7	<b>10</b>
South West	16	6	<b>6</b>
Gascoyne	4	2	<b>1</b>
Mid-West	16	5	<b>6</b>
Goldfields-Esperance	9	5	<b>5</b>
Kimberley	4	3	<b>3</b>
Wheatbelt South	18	7	<b>7</b>
Wheatbelt North	24	9	<b>11</b>
Pilbara	4	1	<b>2</b>
Metropolitan	30	18	<b>11</b>
<b>Total</b>	<b>137</b>	<b>63</b>	<b>62</b>

In the last three financial years, 45% of Local Governments provided road inventory data for uploading into the Main Roads WA IRIS database.



## 19.0 ANNEXURE 5 – Profile of South West Regional Road Group

(Source: Report on Local Government Road Assets & Expenditure 2019/20, Appendix 12, page 140)

<b>Local Governments (16)</b>	Augusta-Margaret River, Boddington, Boyup Brook, Bridgetown-Greenbushes, Bunbury, Busselton, Capel, Collie, Dardanup, Donnybrook-Balingup, Harvey, Mandurah, Manjimup, Murray, Nannup, Waroona	
Length of roads in Region (km)	Sealed:	6,136
	Gravel:	3,723
	Formed:	648
	Unformed:	156
	<b>Total:</b>	<b>10,663</b>

