

STATE ROAD FUNDS TO LOCAL GOVERNMENT ADVISORY COMMITTEE (SAC)

MINUTES – Monday, 20th May 2024
(Meeting 01/2024)

Held at WALGA, 170 Railway Parade, West Leederville, WA 6007

SAC Members Present:

John Erceg	MRWA (Chair)
Mr D Snook (DS)	MRWA
Mr M Cammack (MC)	MRWA
Cr K Chappel (KC)	WALGA
Mr N Sloan (NS)	WALGA
President C Antonio (CA)	WALGA
Mayor Deb Hamblin (MH)	WALGA
Mr D MacLennan (DMS)	WALGA

Others in Attendance:

Mr I Duncan (ID)	WALGA
Mr S Purdy (SP)	IPWEA
Ms R Lewis (RL)	MRWA (Secretariat)
Mr K Pethick (KP)	MRWA

Apologies: Mr D Morgan (DM) MRWA

1. WELCOME AND APOLOGIES

Chair opened the meeting at 13:30pm and welcomed SAC members.

Each of the three new members of SAC introduced themselves.

Each of the Local Government delegates declared an impartiality interest as a serving Council member or executive of a Local Government which is a recipient of funding provided under the State Road Funds to Local Government Agreement.

2. MINUTES OF PREVIOUS MEETINGS - Tuesday, 5th December 2023

The minutes of the Meeting held on Tuesday, 5th December 2023, as attached to the agenda, were accepted as a true record of proceedings.

BUSINESS ARISING FROM PREVIOUS MEETINGS

2.2 Summary of Outstanding Actions

Reference Item No/Officer	Action Required
SW & Metro Reduce Program Delivery Scheduling 03/2023-5.1 DP	<p>Complete: Report attached General Reports 5.1 – WALGA Local Roads Program Manager</p> <p>Action: Request for Doug Pearson to:</p> <ol style="list-style-type: none"> 1. Review delivery programs in Metro and South West regions and provide options for advancing project delivery, including the potential to reallocate funds between projects and between regions. 2. Review whether a different claims schedule (currently 40%:40%:20%) would provide better information regarding actual project progress to enable corrective actions to be implemented.
RRG Secretariats 03/2023-5.1 RL	<p>Complete: General feedback is that reserve projects are approved when funds become available and there is still time to complete the project.</p> <p>Action: Secretariate to contact Regional Road Group Secretariats to ask if there has been any reallocation of funds to alternative projects this year.</p> <p>Complete: All regions advised and in agreement.</p> <p>Action: Secretariate to engage with Regional Road Group Secretariate to include Bridge Inspection and inventory updates in standard RRG agenda.</p>
RRG Members info packs 03/2023-11.2 ID	<p>Complete: WALGA updated the RRG Members onboarding information pack located on the WALGA website.</p> <p>Action: WALGA update the RRG Member's onboarding information packs to expand on both L1 Bridge Inspection requirements and road infrastructure inventory updates.</p> <p>Ongoing-Action: WALGA to review RRG performance indicators and make recommendations to a future SAC meeting.</p>
SAC Sec Members 03/2023-1. ID	<p>Complete: 3 New Members advised.</p> <p>Action: ID will notify the SAC Secretariate when the new members are confirmed.</p>
Expenditure Profiles (2023- 24)- 5.1. RL	<p>Complete: SAC Secretariate contacted the Region and notes a significant improvement.</p> <p>Action: Pilbara Region has claimed \$80,000 of their \$6.5M Road Project Grant allocation YTD. This will be followed up by SAC Secretariate.</p>

Website update 11.3 03/23 DS	Complete: The website has been updated. Action Item: Des to have the Main Roads WA website reviewed to reflected deferred start date for changes to the Traffic Management Company Registration Scheme.
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3.CORRESPONDENCE

Correspondence from the Gascoyne Regional Road Group was considered.

Delegates agreed that a letter be drafted for signature by the SAC Chair and President Cr Karen Chappel:

- Acknowledging the lower than usual project delivery outcome in the South West region in 2022/23;
- Noting the decision taken by SAC in September 2023 to expand the scope and resourcing of the Local Roads Program Delivery Manager to include the South West region;
- Confirming the commitment to ensuring funding provided through the Agreement is acquitted in a timely way in accordance with the budget and focussed on areas of strategic importance, providing maximum benefit to the community;
- Recognising that there may be specific issues in the region associated with competing State Road projects committing to review the situation at the end of 2023/24.

4.FINANCIAL REPORTS 2023-24

4.1 Expenditure Profile/Sub Programs

SAC noted the report on the Summary of expenditure of State Funding on Local Roads for the period ending 31st March 2024.

MC provided a summary of the expenditure for the 2023-24 Program to date.

2023-24 Budget	\$315M
YTD Expenditure	\$176M (56% of the program)
Year end forecast	\$264M (34% under expenditure)

Road Project Grants has a full year budget of \$144M (including re-programmed funds from 2022-23) with \$67.6M (47%) claimed YTD. For the same period last year Road Project Grant claims were at a 50% of the full year budget.

The Metropolitan and Southwest Region are of the highest concerns due to their larger budgets.

Delivery of projects under the Remote Access Roads to Communities sub-program has improved with \$2.120M (54%) spent YTD compared to \$1.474M (40%) to the same time last year.

Traffic Management Signs and Pavement Marking is forecasting an overspend of \$2.237M (7.5%).

Bridge works is forecasting a \$5M under expenditure as getting access to bridge contractors remains problematic.

State Initiatives has a \$47.3M Budget, with 62% of this acquitted during this financial year to 31 March, compared to 44% of the full year budget acquitted during the same period last financial year. The current full year forecast is 8.7% under expenditure this financial year.

4.2 Australian Government Program (Black Spot)

MC Provided a summary of the expenditures for the program to date.

SAC Noted the report on the Summary of the Australian Government Black Spot Program.

5. GENERAL REPORTS

5.1 WALGA Local Roads Program Manager

ID commented on the report provided by Doug Pearson.

SAC noted the report.

5.2 MINDER

ID commented briefly on the report provided.

SAC noted the report.

5.3 Regional Road Group Report

ID commented briefly on the report provided.

SAC noted the report.

5.4 Agreement Commitments

The working Group Members have been finalised with representatives from WALGA, Local Government and Main Roads.

Updates relating to the Three Agreement Commitments (Refer to Appendix B).

5.5 Future State Roads Review

Chair commented briefly on the report provided.

SAC noted the report.

5.6 Heavy Vehicle Services

DS commented briefly on the report provided.

SAC Noted the report.

6. GENERAL BUSINESS

6.1 Local Roads Program 2024-25

MC provided a summary of the proposed 2024-25 Local Roads Program.

It was noted that as part of the 2024-25 State Budget deliberations MRWA was advised that there is a \$9.539M increase to the funds provided for the 2024-25 program compared with the indicative budget provided to Regional Road Groups during 2023.

Due to the later notification of additional funding, SAC resolved to retain the indicative sub-program funding allocations with the exception of:

1. additional \$6.4M to Direct Grants; and
2. additional \$3.1M to Traffic Management, Signs & Pavement Markings.

This maintains the percentages between Local Government and Main Roads delivered programs as per the Agreement. This is expected to be a one-off allocation for the 2024-25 program only.

\$273.3M Program for 2024/25 which represents an 8.1% increase from 2023-24 due to increases in motor vehicle licence fee revenue.

Strategic and Technical Support allocated \$1.8M, these funds are provided to WALGA to help support local governments across WA. The funds are split between MINDER (Municipal infrastructure needs, development, evaluation & research), Road Wise and LG TRRIP (Local Government Transport and Road Research and Innovation program).

Direct Grants have been allocated \$41.2M distributed between Local Governments based on the asset preservation model formula provided by the Western Australian Local Government Grants commission.

Road Project Grants have been allocated \$122M, which includes a \$3.6M allocation to Commodity Routes Fund Program, Nudge Foundation and Road and Bridge Condition data.

After deducting funding for Commodity Routes, Nudge Foundation and Road and Bridge Condition data the road project grant pool is distributed based on 36% to the Metropolitan Regional Road Group and 64% to Rural Regional Road Groups.

State Black Spot Program has as Budget of \$14.5 M. The Great Southern and Wheatbelt South did not apply for any Black Spot Program funding.

\$2.5M has been assigned to the 2024-24 Mass Action Treatment Program This will be used to seal shoulders and install audio tactile edge lines on sections of the Ajana-Kalbarri road in the Shire of Northampton.

Remote Aboriginal Access Roads have been allocated \$2.6M in accordance with the normal processes adopted by the Aboriginal Roads Committee.

State Initiatives budget of \$36.9M includes funding for Street Alive, a new devolved grants program managed by Town Team Movement. This project seeks to improve road safety through public space activation activities.

The Committee endorsed the draft 2024-25 Local Roads Program subject to:

- \$282,290 be moved from Regional Road Group Support to Traffic Management, Signs and Pavement Markings.
- The additional \$9,539,000 funding to the 2024/25 Local Roads Program from additional motor vehicle licence fee revenue be allocated to Direct Grants-\$6,391,130 and Traffic Management, Signs and Pavement Markings-\$3,147,87.

ACTION: RL to seek approval of the Local Roads Program 2024-25 from the Minister.

6.2 Roads 2040 Additional Roads

Proposals were received from the Kimberley, South West, Pilbara, Mid West and Wheatbelt North Regional Road Groups to add a total of 20 roads / routes to the ROADS 2040 list of Regionally Significant Local Government Roads. These have been checked against the criteria by the Main Roads WA Road Classification Manager and endorsed by the Regional Road Group.

The 20 proposed roads / routes were endorsed for inclusion in ROADS 2040.

ACTION: A proposal from the Kimberley Regional Road Group to remove six roads from ROADS 2040 was deferred pending further response from the Shire of Wyndham East Kimberley regarding the future approach for these roads.

6.3 Classifications & Proclamations

Chair commented briefly on the report provided.

SAC noted the attached table of classifications and proclamation actions.

6.4 Vanguard Program

MC commented briefly on the report provided.

MC informed SAC the latest Vanguard Program took place in Bunbury and officers and elected members from several regions attended the program. Details for the next Vanguard program will be released in the next couple of months.

A proposal to commit funding of \$250,000 per annum to 2027/28 was discussed.

ACTION: MC to provide a more detailed report regarding components of the proposed expenditure including any funding to support participants attending.

SAC noted the attached Vanguards Report.

6.5 ROUNDTABLE/OTHER

KC informed the committee that the Australian Local Government Association (ALGA) will be hosting the 2024 National Local Roads, Transport and Infrastructure Congress in December in Margaret River. Participation by Main Roads WA would be greatly welcomed. The final date is still to be confirmed and will be communicated out of session.

7.NEXT MEETING

Tuesday 27th August 2024 at Don Aitken Centre, Main Roads.

8.MEETING CLOSE

There being no further business the meeting closed at 15:00pm.

**APPENDIX A
Action List**

Reference Item No/Officer	Action Required / Taken / Agenda Items
Roads 2040 Additional Roads 01/2024 DM	ACTION: A proposal from the Kimberley Regional Road Group to remove six roads from ROADS 2040 was deferred pending further response from the Shire of Wyndham East Kimberley regarding the future approach for these roads
Vanguards Program 01/2024 MC	ACTION: MC to provide a more detailed report regarding components of the proposed expenditure including any funding to support participants attending.
Local Roads Program 2024-25 01/2024 RL	ACTION: RL to seek approval of the Local Roads Program 2024-25 from the Minister.

APPENDIX B

State Road Funds to Local Government Agreement-Recycled Materials Working Group

- Following the establishment meeting in August 2023 and subsequent confirmation of members, the working group has now held 4 meetings (November, December 2023 and February and April 2024).
- The working group composition is as follows:

Doug Morgan – Chair	MRWA
Les Marchant	MRWA
Dominic Palumbo	MRWA
Mark Bondietti	WALGA
Gavin Harris	City of Bunbury
Martyn Glover	City of Gosnells
David MacLennan	City of Vincent
Natalie Lockwood - Secretariat	MRWA

- A matrix has been developed to capture the various material types and applications considered by the working group, including the outcome of each.

Key discussion points and actions:

- The working group considered whether roadside Guideposts could be manufactured from plastic, as a potential application for recycled plastics. Currently only wood and steel posts are in regular use. Upon investigation, a plastic option would be inferior to the existing options in use, in terms of durability, storage and installation.
- An amendment to the existing WALGA *Road Assets and Expenditure Report* survey process has been drafted and reviewed by the working group. This amendment will require LGAs to report on their use of recycled materials throughout the financial year. The next survey request will commence in August 2024.
- The working group is considering potential applications for waste to energy bottom ash. The City of Gosnells (COG) will be undertaking a trial, with construction scheduled to commence in June 2024. A COG sub-group is also reviewing road base and retaining wall block products.
- The working group has drafted a *SRFLGA Recycled Materials Working Group - Key Issues* paper. The paper will be submitted to the Department of Transport ‘Sustainable First’ policy working group to contribute to their ongoing work.
- The next meeting of the working group will be on 17 June 2024.

State Road Funds to Local Government Agreement-Road Safety Working Group.

The Working Group membership has been finalised with representatives from WALGA, Local Governments (Northam , Manjimup & Melville) and Main Roads.

Initial meeting was held in October 2023 where the draft Terms of Reference were discussed along with the objectives of the Working Group and composition.

A further workshop was held in November 2023 with representatives from WALGA and Main Roads to clarify the objective and direction of the Working Group prior to the distribution and finalisation of the Terms of Reference to members.

The Terms of Reference were distributed and reviewed, and the final composition of the group was confirmed in January 2024.

A second meeting was held with all working group members in April 2024 where the final Terms of Reference were endorsed (copy attached) by the Working Group members. All existing processes, tools and reporting mechanisms were discussed.

Meetings have been scheduled initially for bi-monthly and will be reviewed along with Working Group membership in 12 months. The next meeting is to be held on 12th June 2024.

State Road Funds to Local Government Agreement-Aboriginal Employment Working Group

- First meeting occurred on Friday 8th December 2023.
- The working group has now held three (3) meetings:
 - Friday 8th December 2023
 - Friday 22nd March 2024
 - Tuesday 14th May 2024 (out of session workshop)
 - *Tuesday 18th June 2024 (next meeting)*
- The Terms of Reference has been finalised and endorsed (attached).
- The working group composition is as follows:

Des Snook	Chief Operating Officer – MRWA (Chair)
Dennis Kickett	Director Aboriginal Engagement - TPAE
Tara Regan	Senior Advisor Aboriginal Employment Participation - TPAE
Ben Hodges	Senior Advisor Aboriginal Employment Participation - TPAE
Teresa Williams	Principal Policy Advisor – MRWA
Natalee Charlesworth	Acting Business and Systems Manager - TPAE
Milinda Wijesiri	Acting ICT Senior Project Manager - MRWA
Lauren Mathison	Manager People and Culture, WALGA
Paul Devcic	Executive Manager, Engineering Services, Shire of Northam
Mathew Southern	Manager, Construction and Maintenance, City of Swan
Mayor Deb Hamblin	City of Rockingham - Mayor
Rhonda Broad / Jaime Rose Smith	Business Services – TPAE (Minutes)

- An action register has been developed to capture actions by the working group, including outcomes.

Overview: Out of session workshop:

- Natalie Lincolne (Incredible People) was contracted to design and facilitate a workshop to support the working group.
- The workshop was held on Tuesday 14th May 2024.

- The purpose of the workshop was to find a way to measure and source consistent timely data (futuristic idea of setting/meeting targets). Workshop was expanded with like-minded representatives to help figure out how to start capturing data on Aboriginal employment and businesses, within the SRFLG agreement.
- WA Local Government representatives included City of Swan, Shire of Northam, City of Gosnells, and City of Mundaring. The workshop was a great opportunity for open discussion and how to work in partnership.
- A report was developed and shared with the SRFLGA AE Working Group for feedback.

Key discussion points and actions:

After reviewing all the ideas and themes from the sessions, the working group collaborated to identify the priority actions that would enable achievement of the reporting commitment made in the Agreement. The identified priority actions for reporting to the next meeting (17/06/2024) of the working group are:

Action item	Item owner
1. Develop a Project Plan that facilitates the delivery of system(s)/process(es) for monitoring and reporting of Aboriginal Employment by June 2025	Des Snook
2. Inc consultation with WALGA, develop a Stakeholder Engagement and Communication Plan, particularly focusing on engagement with Local Government CEOs, executive and Elected Members	Des Snook
3. Develop a set of definitions of the minimum data requirements	Des Snook
<p>4. Sharing the minimum data requirements and definitions, develop and administer a voluntary survey for LGAs, with optional questions such as:</p> <ul style="list-style-type: none"> ▪ what data can you already provide from the minimum data requirements? ▪ what frequency could you report – monthly, quarterly or/and yearly? ▪ how do you collect this data? ▪ Is there a clause for reporting requirement in contracts? ▪ could you potentially report retrospectively? 	Dennis Kickett
5. Clarify the tender requirements for regional LG (local criteria) and Regulations section 11.2(hi) for direct procurement of a business on the Aboriginal business registry	Dennis Kickett
6. Seek WALGA engagement to send out communication to LGAs regarding the upcoming reporting requirements	Des Snook

- The workshop clarified the data needed for reporting. When spending money funded through the Agreement, the following data is required at a minimum:

	Hours worked by Aboriginal people on projects funded through the Agreement	All Hours through the Agreement	Money through the Agreement spent on Aboriginal people / business	All Spend through the Agreement
Direct Employment	✓	✓	✓	✓
Direct Business Engagement	✓	✓	✓	✓
Indirect Employment (sub-contracted)	✓	✓	✓	✓
Indirect Engagement Business (sub-contracted)	✓	✓	✓	✓

- The workshop considered tapping into existing LG reporting processes and explored manual reporting being utilised by MRWA.
- The minimum requirement of the Agreement is that the data is reported annually however MRWA would like the data to be reported quarterly at a minimum; monthly would be ideal. This may be something to work towards over time as any system or process is embedded and matures.
- It is acknowledged that data collection may be seen as an impost by some LGAs due to other competing reporting requirements for the State and Commonwealth Governments, and a lack of resourcing and potentially, capability to deliver.
- The initial focus for data reporting processes should therefore be on meeting the minimum requirements outlined in the table above.