



WSFN

WHEATBELT SECONDARY
FREIGHT NETWORK

REVISED

GOVERNANCE PLAN

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Document Control

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| 3 | 18-Aug-22 | Final draft following LGA feedback | All |
| 4 | 14 Mar-24 | Two-Year Review from 14/09/2022 | All |
| | | | |

Operational Definitions of Key Terms

| Term | Definition |
|-------|---|
| EO | Executive Officer |
| IPP | Indigenous Participation Plan |
| LGA | Local Government Authority |
| MRWA | Main Roads Western Australia |
| PD | Program Director |
| PM | Program Manager |
| PMT | Program Management Team |
| RDA-W | Regional Development Australia - Wheatbelt |
| RRG | Regional Road Group |
| SRRG | Sub-Regional Road Group |
| SC | Wheatbelt Secondary Freight Network Steering Committee |
| TC | Wheatbelt Secondary Freight Network Technical Committee |
| WALGA | Western Australian Local Government Association |
| WDC | Wheatbelt Development Commission |
| WSFN | Wheatbelt Secondary Freight Network |
| GP | Governance Plan |
| PPR | Project Proposal Report |
| WNRRG | Wheatbelt North Regional Road Group |
| WSRRG | Wheatbelt South Regional Road Group |
| MCA | Multi-Criteria Analysis |

References and Related Documents

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

| Description |
|---|
| Multi Criteria Analysis Methodology |
| Basis of Design |
| Indigenous Participation Plan |
| Program Delivery Plan |
| Program Management Host Memorandum of Understanding |
| Budget Development & Request for Variation |
| |

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1 BACKGROUND

The Wheatbelt Secondary Freight Network (WSFN) in the Main Roads Western Australia Wheatbelt region comprises some 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost-effective access to business.

The efficiency of supply chains serving industries in the Wheatbelt region is determined by the performance of the weakest link. Failure to maintain and improve productivity of the secondary freight network will reduce the international competitiveness of the Wheatbelt agricultural sector, which underpins employment and economic activity in the region. Transport links need to be improved if the productivity of this sector is to be supported.

The 42 Local Governments in the Wheatbelt region have worked collaboratively to identify the secondary freight network routes on Local Government roads in the Wheatbelt.

The Commonwealth and State Governments have committed funding to develop and deliver the WSFN improvements. The funding split is 80/20, respectively. Two thirds of the 20% State matching funding is provided by the State Government and one third from the Wheatbelt Local Governments whose assets are being upgraded.

2 PURPOSE

The purpose of this Governance Plan (GP) is to identify how key governance, and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG), their respective Sub-Groups and Local Governments. It will address who has responsibility for decision making on specific components. The GP will provide a framework and guidelines for all members of the WSFN program to operate within. It also outlines how key administrative roles associated with program management such as stakeholder engagement, funding acquittal, project development and delivery and general correspondence will be undertaken. The GP links all administrative tasks into a single concise document that members of the program governance team can regularly refer to.

The GP will be used to communicate to all stakeholders how the program will be governed. It also provides a reference from which the governance of the program can be evaluated at any point in time and modified or improved as required.

The process and procedures outlined in this GP will enable Wheatbelt North and Wheatbelt South RRGs and the WSFN Steering Committee to make decisions in accordance with the GP. This approach would mitigate the need for every decision to be considered by all 42 Shires and would therefore enable swifter decision making.

This Governance Plan:

1. Provides for strategic leadership and direction for the WSFN program.
2. Ensures that timely, fully informed decisions concerning the implementation of work are made at the most appropriate level.
3. Ensures that the project maintains on-going funding support.
4. Provides oversight and guidance.
5. Fosters accountability and transparency.

3 SCOPE

The funding for the WSFN is for the improvement of Local Government assets within the Wheatbelt Region and, as such, it is appropriate that the Local Governments determine program prioritisation, project selection, and appropriate standards and are responsible for design and delivery of the works.

This document proposed to outline how Local Government responsibilities for this program will be managed under the guidance of WSFN Steering Committee and its member organisations, with input from a WSFN Technical Committee, coordination via the Program Management Team and project delivery by the 42 Local Governments.

Specific delivery responsibilities for these groups are broadly considered across three areas:

- Governance
 - Provide sound governance.
 - Overall program and budget management.
- Management
 - Project Development including design, and scoping and detailed budgets of projects.
 - Delivery of individual identified projects.
- Administration
 - Funding breakdown.
 - Funding acquittal.
 - Program agreements.

Formal Agreement

This GP should be read in conjunction with the Multi-Criteria Analysis (MCA) Methodology documents that provide operational details about how the work will be prioritised.

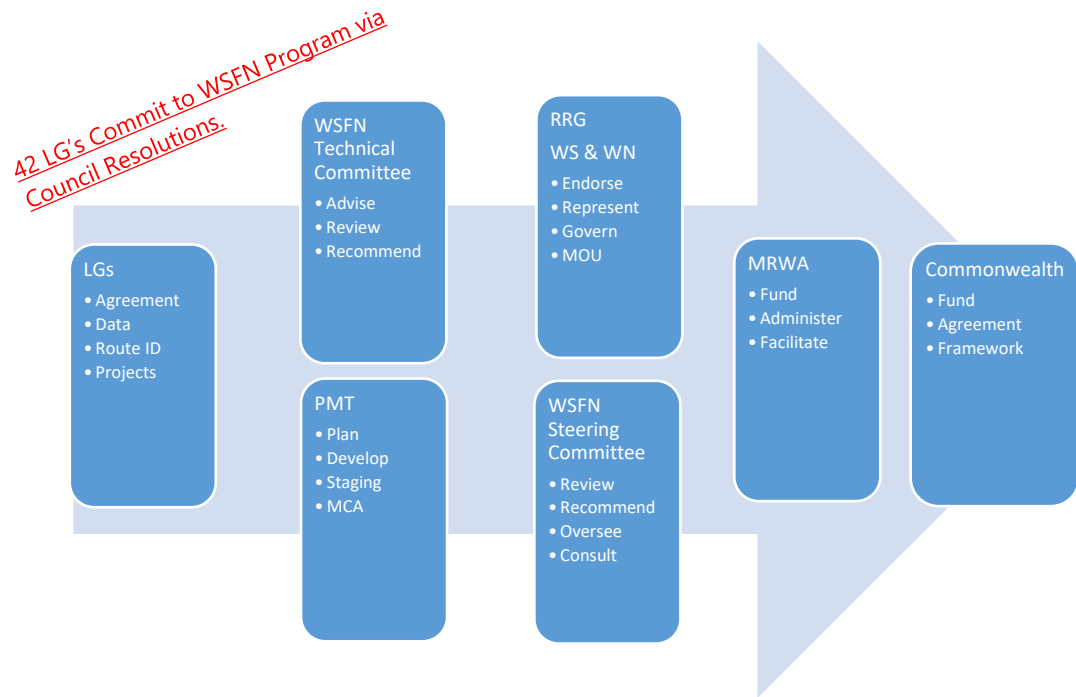
All 42 Local Governments have formalised their commitment to WSFN Program, to be eligible for funding and project consideration, via a formal resolution of Council, which entailed the presentation and acknowledgement of the following WSFN program documents:

- Project Governance Plan
- Program Delivery Plan
- MCA Methodology

The 42 Council resolutions have been collated as addendums to a formal agreement in the form of a Memorandum of Understanding that the Regional Road Group will sign with the Commonwealth and State Governments on behalf of all 42 LGs associated with the WSFN program. This formalises the ongoing commitment to the program.

4 GOVERNANCE STRUCTURE

The figure shows the governance structure for the Wheatbelt Secondary Freight Network.



The Commonwealth and State governments are the overall funding approving authorities for the WSFN. The determination of projects and distribution of funding to those projects within the program will be determined by the WSFN. The practice for the approval of projects and distribution of funds within is maintained through the workings of the SC.

MRWA makes recommendations to the Minister of Transport for the approval of the release of committed funding for the program.

Local Governments provide representation on the RRG's, the SC and/or the TC. Local Governments provide submissions for funding under the WSFN and take part in the priority and determination process of those submissions through the above groups.

The RRG's approve endorsements from the SC and monitor the implementation of the projects from the program within their own region.

The SC comprises equal representation from the Wheatbelt North Regional Road Group (WNRRG) and the Wheatbelt South Regional Road Group (WSRRG). The SC oversees and monitors the distribution of funds as provided for under the Wheatbelt Secondary Freight Network and the delivery of the program.

5 DELEGATIONS AND APPROVALS

The following table provides an overview of the delegations and approval authorities for each relevant stakeholder group associated with WSFN program governance and delivery.

| Document | Individual LGs | WSFN Program Management Team | WSFN Technical Committee | WSFN Steering Committee | RRG | 42 LGs |
|------------------------------|---------------------|------------------------------|--------------------------|-------------------------|---------|---------|
| Formal Agreement | Commit | | | Endorse | Approve | Commit |
| Governance Plan | Commit | Prepare | | Endorse | Approve | Receive |
| Program Delivery Plan | Receive | Prepare | | Endorse | Approve | Receive |
| MCA | Provide Information | Prepare | Recommend | Endorse | Approve | Receive |
| Technical Documents | | Prepare | Recommend | Approve | Receive | Receive |
| Annual Report | Provide Information | Prepare | Recommend | Endorse | Receive | Receive |
| Staging Plan | Develop / Commit | Collate / Submit | Recommend | Approve | Receive | Receive |
| Annual Program Budget | Develop / Commit | Collate / Submit | Recommend | Approve | Receive | Receive |
| Specific Projects | Develop / Construct | Review / Submit | Recommend | Approve | Receive | Receive |

6 COMMONWEALTH GOVERNMENT

The Commonwealth Government has committed to providing funding for the development and delivery of the WSFN program.

The Commonwealth Government will:

- Provide guidance regarding program delivery and funding arrangements for the WSFN program in-line with Commonwealth requirements.
- Note Agreement between the 42 Local Governments of Wheatbelt North & Wheatbelt South Regional Road Groups (RRGs) regarding on-going support for investment in the WSFN and governance arrangements.
- Approve annual program plan through the Project Proposal Report (PPR).
- Provide funding to the Program via Main Roads Western Australia in alignment with agreed milestones.

7 STATE GOVERNMENT

Main Roads Western Australia (MRWA) will represent the State Government in financial arrangements with the Commonwealth Government and provide the link between the Commonwealth Government and the WSFN. MRWA will review the Project Proposal Reports submitted by WSFN prior to submission to the Commonwealth for the approval of the release on committed funding and will provide a reporting link between the Commonwealth and WSFN for monthly progress of the Program.

Commonwealth and State Government funding will be managed through MRWA. MRWA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA to administer Commonwealth and State Government funds.
- Reporting implementation of the WSFN Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.

To enable the release of Commonwealth Government funds, a Project Proposal Report (PPR) must be submitted to the Commonwealth Government for approval. The PPR is of similar nature to a business case of the project. In submitting the PPR to the Commonwealth which will enable approval for the release of Commonwealth funding and payments, MRWA will confirm that the PPR is in accordance with Commonwealth requirements and that the projects have been delivered in accordance with the PPR as amended from time to time.

A key aspect of the approval process of the PPR is for the Program to have an Indigenous Participation Plan (IPP), which is submitted with the PPR for approval. The IPP sets out the indigenous employment and indigenous business expenditure targets for the program, which flow down to each project within the program.

8 42 WHEATBELT REGION LOCAL GOVERNMENTS

The 42 Local Governments of the Wheatbelt Region have formalised their commitment to the WSFN Program.

They have provided the necessary data to be utilised as part of the MCA process and Delivery Plan development by identifying routes and assessing deliverability within the timeframes and parameters of the WSFN Program.

9 WHEATBELT NORTH AND WHEATBELT SOUTH REGIONAL ROAD GROUPS

The WSFN Program will use existing governance structures and decision-making processes within the Wheatbelt North (WN) and Wheatbelt South (WS) Regional Road Groups (RRG).

The RRGs will make decisions in accordance with agreed processes and procedures based upon advice from WSFN Steering Committee and the GP.

Their specific roles and responsibilities will entail:

- WSRRG & WNRRGs to enter into a formal agreement representing all 42 LGs confirming their inclusion in WSFN program.
- Receive SC decisions.
- Approve the WSFN Governance Plan.
- Approve Multi Criteria Assessment as recommended by the SC.
- Receive the Annual Report as presented by the SC.
- Approve the Program Delivery Plan.
- Receive the Annual Program Budget

When approving or endorsing items above, if the RRG's cannot come to an agreed position, it will be referred to a mediation group comprising of RDA-W, WALGA and MRWA.

10 WHEATBELT SECONDARY FREIGHT NETWORK STEERING COMMITTEE

The Steering Committee (SC) consist of WNRRG and WSRRG representatives and has oversight of the development and delivery of the Wheatbelt Secondary Freight Network.

The Terms of Reference listed below apply to the role and activities of the SC. The SC oversees and monitors the distribution of funds as provided for under the WSFN and the delivery of the WSFN program. The SC also monitors the expenditure of the overall program and where appropriate, may redistribute funds within the approved program to ensure the timely and best use of available resources.

10.1 Role and Responsibilities

The role of the Steering Committee is to provide strategic advice and direction to the WSFN program and ensure alignment with government and stakeholder requirements.

The SC shall be responsible for:

- Recommending the WSFN program (prioritisation of the nominated routes for the WSFN via MCA process) to the WNRRG and WSRRG for approval.
- On an annual basis, approve delivery projects and allocate project funding against an agreed scope and budget with individual LGA's, based on the approved program
- Recommending any variations / changes to the approved program to the WNRRG and WSRRG's for approval.
- Review and recommend the multi-criteria analysis process and basis of design to the WNRRG and WSRRG's for approval.
- Monitoring the delivery and acquittal of funded projects.
- Redistributing funds between projects in the approved program to suit delivery progress/schedules.
- Reviewing individual WSFN procedures.
- Set and be responsible for procedures covering the administration and functioning of the WSFN.
- Responding with appropriate strategies when funding changes are made by funding providers under the WSFN.
- Providing political representation with Commonwealth and State governments as well as the Wheatbelt LGA's.
- Approval of engagement of Program Director, in conjunction with the Program Host.
- Engagement of the PD will be undertaken by the Program Host and as such has final approval of the engagement.
- Approval of delegation of authority and assignment of responsibilities of Program Director.
- Conduct annual performance and development reviews of the Program Director's performance of their role in the WSFN.
- Approval of engagement of Program Manager, in conjunction with the Program Host. Engagement of the PM will be undertaken by the Program Host and as such has final approval of the engagement.
- Approval of delegation of authority and assignment of responsibilities of Program Director and Program Manager.

- Endorse the PPR and IPP for the Program for submission to the Commonwealth (via MRWA).
- Develop and execute a Memorandum of Understanding with the Program Host organisation for the engagement of the Program Management Team (PMT).
- Review of Program risks and risk management strategies as developed, reviewed, and documented by the PMT.
- Review of recommendations made by the TC that are disputed by LGA's.
- Subject to the endorsement of the WSRRG and WNRRG's and MRWA, the overall program is submitted to the Commonwealth Minister for Transport for approval.

10.2 Management and Administration

Membership

The SC membership shall be made up of the following:

- 8 voting members - 1 elected member from each of the 8 Sub-Regional Road Groups (SSRG's) within the Wheatbelt Region.
- 8 Proxy members
- 5 non-voting members
 - WSFN Program Director
 - delegate from WA Local Government Association (WALGA)
 - delegate from Regional Development Australia – Wheatbelt (RDA-W)
 - delegate from Main Roads Western Australia (MRWA) and
 - delegate from Wheatbelt Development Commission (WDC).

The SRRG elected members are elected to the Steering Committee for a two-year term at the first RRG meeting following the LG elections.

The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.

10.2.1 Chairperson

The Chairperson shall be the elected from the nominated SRRG voting members at the first WSFN Steering Committee meeting following the LGA elections. If the Chairperson resigns, a new Chairperson shall be elected at the next SC meeting following the resignation. The Chairperson will be elected for a two-year term (or remainder thereof if the elected following resignation of previous Chairperson).

If when the votes cast in the election of the Chairperson are counted, and there is an equality of votes between 2 or more candidates, the count is to be discontinued, and the meeting is to be adjourned for not more than 7 days. Any nominations for the position of Chairperson may be withdrawn and further nominations may be made, before or when the meeting resumes. When the meeting resumes, the members are to vote again on the position of Chairperson. Should the Steering Committee still be unable to elect a chairperson, then it will be referred to a mediation group comprising of senior officers appointed by RDA-W, WDA, WALGA and MRWA.

10.2.2 Deputy Chairperson

The Deputy Chairperson shall be elected from the nominated SRRG members at the first WSFN Steering Committee meeting following the LGA elections. If the Deputy Chairperson resigns, a new Deputy Chairperson shall be elected at the next SC meeting following the resignation.

The Deputy Chairperson will be elected for a two-year term (or remainder thereof if the elected following resignation of previous Deputy Chairperson).

The Deputy Chairperson shall undertake the duties of the Chairperson in the absence of the Chairperson. If the Deputy Chairperson is unable to undertake the duties of the Chairperson in the absence of the Chairperson, the SC shall elect a member to complete the duties for a defined period.

Should the SC be unable to agree on a nominated Deputy Chairperson, the appointment will be held over to the next SC meeting. If at the next SC meeting the SC are unable to agree on a nominated Deputy Chairperson, then it will be referred to a mediation group comprising of senior officers appointed by RDA-W, WDA, WALGA and MRWA.

10.2.3 Administration

The WSFN Program Management Team (PMT) will provide administrative support to the SC.

10.2.4 Observers

The Chairperson may invite to SC meetings other personnel who would assist with matters under SC consideration.

10.2.5 Voting and Decision Making

All voting members are entitled to one vote. Decisions shall be by simple majority. If there is no majority, then the vote shall be suspended, with the SC to reconvene after 7 days to reconsider the matter and re-vote. If after re-voting there is still no majority, then the Chairperson shall cast an additional vote.

10.2.6 Conflict of Interest

Members making decisions on, or Local Government employees and other persons giving advice to the SC on WSFN matters, have obligations to act honestly and responsibly in carrying out their functions.

Those obligations include the disclosure of financial interests at SC meetings.

Members, Local Government employees and other persons giving advice must also be mindful of their obligation to declare personal interests not considered as financial interests.

Reference should be made to the Government of Western Australia Department of Local Government Operational Guideline 20 – Disclosure of Financial Interest at Meetings and Operational Guideline 1 – Disclosure of Interests Affecting Impartiality for guidance on definitions and disclosure of interests. A copy of the Guidelines is provided in Attachment 3.

Members, Local Government employees and other persons giving advice must declare any actual or perceived conflict of interest in any action, decision or determination being made by the SC before the SC makes an action, decision, or determination on the matter.

An employee or person providing advice, or a report should ensure that their interests are disclosed at the time they are asked to commence any work toward providing advice or a report, rather than after they have completed work on preparing the advice or report.

If a member discloses a financial or proximity interest in a matter being considered, then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest.
- The member with the interest must not discuss or vote on the action, decision or determination and must leave the meeting while the matter is being considered.

If a member discloses an interest affecting impartiality in a matter being considered, then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest.

The member may then stay in the room and participate in the debate and votes. Following disclosure of an interest affecting impartiality, the members involvement in the meeting continues as if no interest existed.

10.2.7 Dispute Resolution

If there is a dispute between members of the SC, the parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.

If the parties are unable to resolve the dispute at the meeting then it will be referred to a mediation group comprising of senior officers appointed by RDA-W, WALGA and MRWA.

10.2.8 Meetings

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

Meetings can be attended via electronic means by any or all participants. A quorum will be at least 50% of the number of voting members from each of the WS and WN RRG's.

The PMT will provide the agenda for meetings to the members at least 5 working days prior to the meeting.

The PMT shall record minutes of its meetings and forward a copy to each Committee member, each RRG and each LGA. The draft SC meeting minutes will be forwarded to members each RRG and each LGA within 7 working days after the meeting.

10.2.9 Delegated Representatives

The SC membership shall be made up of the following:

- 8 voting members - 1 elected member from each of the 8 Sub-Regional Road Groups (SSRG's) within the Wheatbelt Region.
- 8 Proxy members
- 5 non-voting members
 - WSFN Program Director.

- delegate from WA Local Government Association (WALGA).
- delegate from Regional Development Australia – Wheatbelt (RDA-W).
- delegate from Main Roads Western Australia (MRWA); and
- delegate from Wheatbelt Development Commission (WDC).

The SRRG elected members are elected to the Steering Committee for a two-year term at the first RRG meeting following the LG elections.

The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.

10.3 Discretionary Powers

The SC has the authority to adjust budgeted project funding as appropriate between projects within the approved WSFN program.

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

10.4 Financial Monitoring

At each SC meeting, a financial report is tabled that includes funds expended to date and forecasts - end of financial year expenditures (EFYEs)

11 WHEATBELT SECONDARY FREIGHT NETWORK TECHNICAL COMMITTEE

The Technical Committee (TC) is a technical working group consisting of nominated LGA representatives from both the WS and WN SRRG's, as well as the Program Management Team (PMT) and MRWA. These may be LGA employees or Consultants/Contractors.

The role of the Technical Committee is to provide technical support, input, and advice to key delivery components of the program.

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

11.1 Role and Responsibilities

The role of the Technical Committee is to provide technical support, input, and advice to key delivery components of the program.

The responsibilities of the TC include:

- Recommend the multi-criteria assessment process to the SC.
- Review and recommend the Basis of Design to the SC.
- Recommend the prioritisation of the Program routes in accordance with the agreed Multi Criteria Assessment.
- Review 5-year Delivery Plan and recommend to WSFN SC.
- Review the Project Proposal Report (PPR) for the Program for submission to the Commonwealth to enable release of committed funding.
- Review the Indigenous Participation Plan for submission to the Commonwealth for approval.
- Review the project scope, design, and budgets.
- Review and recommend Annual Project Budgets to WSFN SC for endorsement.

- Review and recommend project updates to WSFN SC as per the meeting schedule.
- Provide technical advice to the WSFN PMT.
- Review recommendations of any formal requests received from individual Local Governments to WSFN SC.
- Review of risks and risk mitigation strategies
- Review the Governance documents of the WSFN Project as relevant to the WSFN TC and recommend any changes to the WSFN SC for endorsement.

11.2 Management and Administration

11.2.1 Chairperson

The Chairperson of the Technical Committee will be the WSFN Program Director. In the absence of the PD, the PM will assume the Chairperson of the Technical Committee.

11.2.2 Membership

The TC membership shall be made up of the following:

- 8 members nominated from the SRRG's within the Wheatbelt Region (1 from each SRRG).
- 8 Proxy members
- WSFN Program Director.
- WSFN Program Manager.
- Delegate from Main Roads Western Australia.

The SRRG members are nominated to the Technical Committee for a two- year term at the first SRRG meeting of the calendar year. following the LG elections.

The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.

11.2.3 Voting and Decision Making

The Technical Committee (TC) is a technical working group consisting of nominated LGA representatives from both the WS and WN SRRG's, as well as the Program Management Team (PMT) and MRWA. These may be LGA employees or Consultants/Contractors.

The role of the Technical Committee is to provide technical support, input, and advice to key delivery components of the program.

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

11.2.4 Conflict of Interest

Members making decisions on, or Local Government employees and other persons giving advice to the TC on, WSFN matters have obligations to act honestly and responsibly in carrying out their functions.

Generally, those obligations include the disclosure of financial interests at TC meetings.

Members, Local Government employees and other persons giving advice must also be mindful of their obligation to deal with personal interests not considered as financial interests.

Reference should be made to the Government of Western Australia Department of Local Government Operational Guideline 20 – Disclosure of Financial Interest at Meetings and operational Guideline 1 – Disclosure of Interests Affecting Impartiality for guidance on definitions and disclosure of interests. A copy of these Guidelines is at Attachment 3.

Members, Local Government employees and other persons giving advice must declare any actual or perceived conflict of interest in any action, decision or determination being made by the TC before the TC makes an action, decision, or determination on the matter.

An employee or person providing advice, or a report should ensure that their interests are disclosed at the time they are asked to commence any work toward providing advice or a report, rather than after they have completed work on preparing the advice or report.

If a member discloses a financial interest in a matter being considered, then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest.
- The member with the interest must not discuss or vote on the action, decision or determination and must leave the meeting while the matter is being considered.

If a member discloses an interest affecting impartiality in a matter being considered, then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest.

The member may then stay in the room and participate in the debate and votes. Following disclosure of an interest affecting impartiality, the members involvement in the meeting continues as if no interest existed.

11.2.5 Dispute Resolution

If there is a dispute between members of the TC, the parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.

If the parties are unable to resolve the dispute at the meeting, then the issue shall be brought to the attention of the SC by the TC for resolution.

11.2.6 LG Technical Committee Recommendation Review

If a LGA does not agree with a recommendation made by the TC, the LGA shall engage the TC member from their SRRG to assist representing them at a meeting of the SC to review the disputed recommendation.

At the meeting, an LGA representative will present a reasoning for their disagreement with the recommendation which includes endorsement by their SRRG member. Following this submission, the SC will then review the recommendation.

11.2.7 Meetings

The PMT, will develop an annual meeting timetable relating to the timetable of the TC.

The TC meetings are to be held at least 2 weeks in advance of the WSFN SC meeting schedule where possible in the following months:

- February – Budget Review

- May – Annual Program Completion Report
- August – Annual and Forward Program Commencement Review
- December – Annual Program Delivery Review

The PMT will provide the agenda for meetings to the members within 5 working days prior to the meeting.

Meetings can be attended via electronic means by any or all participants.

The PMT shall record minutes of TC meetings and forward a copy to each TC member, each RRG and each LGA. The draft TC meeting minutes will be forwarded to members each RRG and each LGA within 7 working days after the meeting.

11.2.8 Delegate Representatives

The TC membership shall be made up of the following:

- 8 members nominated from the SRRG's within the Wheatbelt Region (1 from each SRRG).
- 8 Proxy members
- WSFN Program Director.
- WSFN Program Manager.
- Delegate from Main Roads Western Australia.

The SRRG members are nominated to the Technical Committee for a two-year term at the first RRG meeting following the LG elections.

The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.

11.2.9 Reporting Structure

The TC shall record minutes of its meeting and provide a copy to each member, the SC and each RRG.

The TC shall make recommendations as required to the SC.

11.2.10 Administration

PMT shall provide administrative support to the TC. The PMT will provide the primary contact for the TC.

12 PROGRAM MANAGEMENT TEAM

The Program Management Team (PMT) is a team consisting of the Program Director (PD), Program Manager (PM) and Executive Officer (EO) as well as other staff as required to undertake the delivery of the WSFN program.

The PMT may also engage specific technical resources as and when is required, within the approved Delegation of Authority.

Key responsibilities for the PMT are as follows:

- Work with individual LGs to:
 - Prepare work programs for future years.
 - Prepare scope for future works to ensure consistency along identified routes.
 - Allocate budgets against agreed scopes.
- Engage consultants as required to deliver the program outcomes.
- Prepare reports on program progress for presentation to the SC (including current year progress, annual progress from previous year and overall progress of program).
- Update prioritisation of the identified routes in accordance with the agreed Multi Criteria Assessment process, and present to the TC for review and recommendation.
- Report on program progress (including financial) and decisions required to the SC.
- Responsibility for the overview of the delivery and budget of the WSFN program, as delegated by the SC.
- Prepare the Project Proposal Report (PPR) for the Program for submission to the Commonwealth to enable release of committed funding.
- Prepare and submit Indigenous Participation Plan to Commonwealth for approval.
- Presentation of progress reports to SC.
- Report on progress of the program to Main Roads on a monthly basis.
- Presentation of recommendations to the SC for endorsement.
- Refine design criteria and develop preliminary standards and designs.
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints.
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network.
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop and maintain a route staging plan.
- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Providing assistance to LGA's as required for the development of detailed investigation and survey of priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of "approved" and funded shovel ready projects.
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

12.1 Program Director

The Program Director (PD) shall lead the Program Management Team, with both the PM and the Executive Officer directly reporting to the PD.

Apart from the Program Manager, the PD is, within their delegation of authority as set out by the SC, responsible for the appointment of any other PMT personnel. The Program Director will oversee the work of the external technical consultants and will be the main contact for communication between the PMT and external consultants.

The Program Director reports directly and primarily to the SC.

The PD will conduct annual performance and development reviews of the Program Manager's and other staff performance of their role in the WSFN.

The SC will, in conjunction with the Program Host, approve the appointment of the Program Director.

12.2 Program Manager

The Program Manager (PM) is part of the Program Management Team.

The PM undertakes planning and coordination of activities associated with finalising the assessment, prioritisation, and delivery of priority projects with relevant LGs.

12.3 Program Management Host

The Program Management Host will be engaged by the SC. It is recommended that the Host engages or employs the Program Director, Program Manager, and any other staff. Specifics regarding the Host contract are to be determined via negotiation between the Host and the SC with a formal Memorandum of Understanding in place. The Host will be paid the costs of hosting from the program budget.

12.4 Individual LGA's Project Development and Delivery

The following table provides an overview of the key roles required by individual LGA's with the development and delivery of on-ground works. It outlines how the PMT and LGA's will work together towards successful project delivery.

| Stage | Details |
|---|---|
| 1. Program Delivery Plan | <ul style="list-style-type: none"> ▪ PMT will develop a staging plan for program delivery, based on approved program. ▪ Relevant LGAs will be informed of their proposed project and indicative budget, scope, and year of delivery. ▪ Identification of Funds required for a 4-year program set in advance by project priority lists. ▪ Funding to be limited according to individual LGA ability to deliver works. |
| 2. Project Scoping and Approval | <ul style="list-style-type: none"> ▪ Priority projects will be determined via the MCA process. ▪ Projects will be scoped, and a detailed budget developed by individual LGA's in-conjunction with PMT. ▪ Projects prioritisation will be undertaken via an MCA process by the PMT with input from relevant consultants as required and recommended by TC. ▪ PMT will make recommendations to the SC for endorsement. ▪ The SC will then forward endorsed recommendations through to the relevant WN or WS RRG. |
| 3. Detailed Scoping, Design and Budget Development | <ul style="list-style-type: none"> ▪ LGA's will refine detailed budgets and designs (if necessary) for Priority projects in line with the Basis of Design. ▪ Provide final detail budgets and scope to PMT. ▪ LGA's are to include projects in their annual budget for the proposed year. ▪ LGA's to be responsible for all relevant approvals. ▪ PMT to work with LGA's to verify budgets. |
| 4. Delivery | <ul style="list-style-type: none"> ▪ LGA's will be responsible for tendering, project management and delivery of each project in the proposed year. ▪ LGA's to ensure Indigenous engagement targets set within the Program IPP are incorporated within each individual project. ▪ PMT to work with LGA's to provide technical assistance and advice during delivery. ▪ Incorporate into annual capital works program. ▪ Works already funded from other sources are not eligible for funding under this program. ▪ Cannot use existing funding sources, other than own sources funds, as co-contribution (i.e not RRG or Roads to Recovery or Blackspot or Commodity Route funding sources) |

13 FUNDING AND FUNDING ALLOCATION

Both Funding and Funding Allocations will be as per the approved Commonwealth and State funding for the Wheatbelt Secondary Freight Network and the approved WSFN program.

13.1 Funding Sources

The WSFN has been jointly funded between the Commonwealth, State and Local Governments. The current funding split is noted in the table below:

| Funding Source | Funding Ratio |
|---------------------|---------------|
| Commonwealth | 80% |
| State | 13.3% |
| LGA | 6.7% |
| Total | 100% |

13.2 Funding Allocations

The revenue determined in section 13.1 above is distributed on the basis of program management costs, project development costs and project delivery costs.

13.3 Funding Acquittal

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Commonwealth Government and the WSFN. MRWA will review the processes undertaken by RRGs, WSFN and associated LGs and approve when satisfied that these processes have been complied with.

Commonwealth and State Government funding will be managed through MRWA. MRWA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA to administer funds.
- Reporting implementation of the WSFN Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.
- Acquittal and review process for Certificates of Completion and Progress Payments is.
 - Progress Payment Certificate - First 40% (once project is approved).
 - Progress Payment Certificate - Second 40% (once project is commenced).
 - Completion Certificate - Final 20% (once project is completed).

13.4 Under or Over Expenditure

13.4.1 Under Expenditure

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

The balance of the approved budget allocation is to be reallocated by the WSFN SC. If the occasion arises where a Local Government has claimed payments in excess of the final project cost (less the 6.7% contribution) the total unexpended amount must be returned to the WSFN for redistribution.

13.4.2 Over Expenditure

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

A Local Government may apply to the WSFN SC to cover a funding shortfall in exceptional circumstances. The process for a full application is documented in the WSFN website.

13.5 Certificate of Completion (Attachment 4b)

On completion of the project and with the final claim for payment (also refer section 13.9.3), the Local Government shall provide a Certificate of Completion (refer Attachment 4b) to MRWA together with a Project Completion Report supported with photographic evidence. This must include an accurate final cost, including expenditure detail as included in the original funding request. The Chief Executive Officer and the Works Supervisor/Engineer must co-sign this certificate prior to the balance of the funds being released to the Local Government.

13.6 Delays in Program

The WSFN shall monitor expenditure on approved roads projects with Local Governments to ensure funds will be expended and recouped within the financial year in accordance with the budget.

Where a Local Government cannot demonstrate acceptable progress on an approved project before December 31, the SC shall review and consider reallocating funds to the next highest priority project on the WSFN priority list. If the project is delayed and funding is reallocated in the current year, then the project will be placed in the forward program as the next priority project.

Every endeavour must be made to fully deliver the project scope and acquit the funds in the year of allocation. Under exceptional circumstances, extension of time may be considered by the Steering Committee.

A Local Government is to notify the PMT by no later than 30 November of any financial year of circumstances in which WSFN project funding allocations are likely to remain unspent at the expiration of that financial year. These matters shall be referred to the TC for consideration and determination on the re-allocation of unspent funds for recommendation to the SC.

13.7 Reporting

MRWA, on behalf of WSFN, shall report to the Commonwealth on WSFN budget compared with actual expenditures. This report shall be at the project level and provide reasons for any variations between the approved budget and actual expenditure incurred.

Project status information reports shall be prepared by the relevant LGA and forwarded to the Program Manager who is responsible for co-ordinating all reporting associated with the WSFN to MRWA.

Completion reports are to be certified by the Works Supervisor/Engineer and the Chief Executive Officer of the Local Government and forwarded to the Program Manager.

13.8 Local Government Project Signage Requirements

All projects shall have signs installed as per the approved WSFN sign design.

14 SUMMARY OF KEY DATES

Attachment 1 summarises the timing of procedures undertaken by the RRG's, SC and TC in relation to delivery of the WSFN program.

The RRG's, SC and TC 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 relating to these procedures. This timetable allows sufficient time to complete budgetary processes and meeting Treasury requirements.

| PROCESS STEP | | END DATE |
|--------------|---|-------------------------|
| 1 | LGs to advise PMT of IPP stats and project status during construction and until Certificate of Completion has been submitted. | Monthly ⁽²⁾ |
| 2 | WSFN Steering Committee meeting. Review progress and potential under-expenditure determine actions. | December ⁽²⁾ |
| 3 | PMT notify SC of any carry over. | April ⁽²⁾ |
| 4 | Local Governments expend all distributions and provide PMT with Certificate of Completion. | July ⁽³⁾ |
| 5 | PMT provide annual summary of project expenditure to the SC. | July ⁽³⁾ |

Notes: (1) for Next Financial Year; (2) for Current Financial Year; (3) for Prior Financial Year

Dates Related to the Budget Process

| PROCESS SEQUENCE | | MONTH |
|------------------|--|--------------------------|
| 1 | LGs to review project scope and budget then submit to PM End of Month. PMT to review and update delivery plan/next year's budget. | September ⁽¹⁾ |
| 2 | WSFN Technical Committee meeting. Review proposed amendments and make recommendations to SC. | December ⁽¹⁾ |
| 3 | WSFN Steering Committee meeting. Review recommendations and direct PMT to make adjustments. | December ⁽¹⁾ |
| 4 | WSFN Steering Committee meeting. Review final Draft PPR and submit to RRG for notation. | February ⁽¹⁾ |
| 5 | PMT to submit PPR to Main Roads. | February ⁽¹⁾ |
| 6 | PMT to advise LGA's of approved project allocations so that the LG's can incorporate into their own budgets. | February ⁽¹⁾ |
| 7 | State Budget submitted to the Minister for Transport. | February ⁽¹⁾ |
| 8 | State Budget approved by Parliament. | March ⁽¹⁾ |
| 9 | WSFN Steering Committee meeting. | May ⁽¹⁾ |
| 10 | Updated PPR with approved annual projects submitted to Minister for Transport's for approval. | April ⁽¹⁾ |
| 11 | WSFN Steering Committee meeting. | August ⁽¹⁾ |

Notes: (1) for Next Financial Year; (2) for Current Financial Year; (3) for Prior Financial Year

ATTACHMENT 2 – WHEATBELT SECONDARY FREIGHT NETWORK ADMINISTRATIVE PROCEDURES

(To be used as a guide)

Executive Support

The WSFN PMT will provide the executive support and all other administrative, technical support to the SC and TC. The following is an outline of the support to be provided:

- Provide information to RRG's, SC, TC and Local Governments on annual 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 RRG members and SC members.
- Provide the necessary administrative duties involved in the follow up of meeting action.

Records

The following will be maintained by the PMT to support the RRG's, SC and TC:

- Correspondence File (which provides background information required to support action of the RRG).
- Meeting and agenda files (to ensure that ready access is available, and records of Minutes maintained).
- Annual and Five-Year Works Program including amendments.
- Summary of Payments of WSFN Funds to Local Governments.
- Certificates of Completion for WSFN Projects.
- An up-to-date Plans and Procedures.
- An up-to-date list of SC and TC membership.

Meetings

Timing and Venue

An annual timetable will be established, and meetings should be conducted on a regular basis. The date and venue of meetings to be determined by the RRG's, SC and TC.

These meetings will usually be held at the WSFN Office, Unit 37/5 Keane Street, Midland.

Attachment 2 continued

Meeting Agenda

PMT staff to prepare the agenda in consultation with Chairperson of the SC or TC.

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 SC/TC meeting.
- Inwards and Outwards Correspondence
- Reports:
 - Chairperson
 - Submissions from Local Governments
 - Recommendations to SC
 - Summary of payments made to Local Governments (recoups, audit forms).
 - Amendments to Program of Works.
- General Business.
- Future meeting dates.
- Meeting close.

The agenda provided to each SC/TC 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:

- SC/TC correspondence is addressed to the Chairperson.
- All correspondence dealing with WSFN Funding and SC/TC involvement is treated as inwards correspondence at the SC/TC Meetings.
- Urgent matters are referred by email (or facsimile) direct to the Chairperson, or otherwise presented at the SC/TC meeting.

ATTACHMENT 3 – DISCLOSURE OF INTERESTS

WRITTEN DECLARATION OF INTEREST IN A MATTER BEFORE WSFN TECHNICAL OR STEERING COMMITTEE

NOTE : USE ONE FORM PER DECLARATION OF INTEREST

I, ⁽¹⁾ _____ wish to declare an interest in the following item to be considered by WSFN Steering Committee at its meeting to be held on ⁽²⁾ _____

Agenda Item ⁽³⁾ _____

The type of interest I wish to declare is: ⁽⁴⁾

- ☐ Financial
- ☐ Proximity
- ☐ Indirect Financial
- ☐ Impartiality

The nature of my interest is ⁽⁵⁾

The extent of my interest is ⁽⁶⁾

I understand that the above information will be recorded in the minutes of the meeting and recorded by the WSFN Project Director (Technical Committee) or the WSFN Chairperson (Steering Committee) in the existing Declaration of Interest Register.

Name and Signature

____/____/____
Date

1. Insert your name.
2. Insert the date of the Committee Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title.
4. Tick box to indicate type of interest.
5. Describe the nature of your interest.
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 of the Act).