



Notice of Out-of-Session Meeting

Notice is hereby given that an out-of-session meeting of the Local Government Transport Advisory Panel (LGTAP) will be held on

Wednesday 13 December 2023 at 10.00am

Boardrooms at Local Government House

148 Frome Street, Adelaide and via videoconference

For further information about the Local Government Transport Advisory Panel (LGTAP), [click here](#).



Local Government Transport Advisory Panel

LGTAP Members

Mayor Leon Stephens	Chairperson/LGA Board Director Port Pirie Regional Council
Mr Richard Dodson	Regional Council Representative Light Regional Council
Mr Peter Tsokas	Greater Adelaide Council Representative City of Unley
Mr Chris Dunn	Greater Adelaide Council Representative City of Port Adelaide Enfield
Ms Bridget Mather	Regional Council Representative Coorong District Council
Vacant	LGA Representative
Mr Peter Ilee	Minister for Local Government Representative
Mr Russell Troup	Minister for Infrastructure and Transport Representative

LGTAP Proxy Members

Mayor Michael Coxon	Proxy for LGA Board Director City of West Torrens
Mr Andrew Wroniak	Proxy for LGA Representative
Mr Alex Sgro	Proxy for Minister for Local Government Representative
Mr Mike Wilde	Proxy for Minister for Infrastructure and Transport Representative

Agenda

Item	Page
1. Welcome, Present & Apologies	
1.1 Acknowledgement of Country	
1.2 Present and Apologies	
2. Reports for Discussion	
2.1 SLRP Policy Manual and LGTAP TOR – review	4
2.2 SLRP Requests and Grantee Correspondence	42
3. Any Other Business	
3.1 Emerging Issues – Federal Road Funding Increase	48
4. Next Meeting	
The next meeting of the Local Government Transport Advisory Panel will be held on 31 January 2024, at Local Government House and via videoconference.	
5. Close	

Acknowledgement of Country

The Local Government Association (LGA) acknowledges the Traditional Owners of country throughout South Australia, and pays its respects to Elders past, present and emerging.

We acknowledge the unique cultural and spiritual relationships to the land, waters and seas and the rich contribution that First Nations People continue to make to our society.

The LGA operates on Kaurna land, and our work extends across many First Nations communities within South Australia.

We acknowledge that local government can learn from the deep feelings of attachment that First Nations People have to country and respect this relationship in the delivery of services to communities.

The LGA is committed to strengthening connections between First Nations People, councils and the broader community as the peak body for local government in South Australia.

2.1 SLRP Policy Manual and LGTAP Terms of Reference - review

Reports for Discussion

From: Alyssa Bates, Grants Coordinator
Meeting: LG Transport Advisory Panel 13 December 2023
ECM: 804409 Attachment 796262 and 796265

Recommendation

That the LG Transport Advisory Panel:

1. Endorse the proposed updates to the SLRP Policy Manual, as per Table 1.
2. Endorse the proposed updates to the LGTAP Terms of Reference, as per Table 2.
3. Request that the amended SLRP Policy Manual and LGTAP Terms of Reference be provided to the LGA Board of Directors at their next meeting for approval.

Background

The LGTAP reviewed initial amendments proposed by the SLRP Coordinator to the SLRP Policy Manual (version 2) and LGTAP Terms of Reference at its meeting on 27 September 2023.

Discussion

SLRP Policy Manual

Following the meeting of 27 September 2023, the LGTAP requested that the LGA Secretariat work with the SA Local Government Grants Commission (Commission) out-of-session to ensure that the roles and responsibilities of the Commission are appropriately reflected, and that the list of eligible/non-eligible expenditure is accurate in relation to the funding conditions included in the three funding streams.

The following amendments are recommended to the SLRP Policy Manual, for the LGTAP review and approval.

Table 1. Proposed Amendments to the SLRP Policy Manual

Item/Section	Proposed Amendment	Reason
Section 1 (whole text)	<p>The Special Local Roads Program (SLRP) has been in place in South Australia since 1984. Managed by the LGA, the SLRP provides funding to South Australian councils for the construction and maintenance of strategic and significant local roads, through an annual competitive grant round.</p> <p>All South Australian councils, regardless of their membership or affiliation with a Regional LGA are eligible to apply directly to the LGA. Each year the Local Government Transport Advisory Panel calls for applications for SLRP funding from councils.</p> <p>Funding for an annual competitive SLRP grant round is provided from the following Federal Grant programs:</p>	To be consistent with the current assessment process, remove reference to the MSRC, and ensure the Commission's responsibilities are properly referenced.

Item/Section	Proposed Amendment	Reason
	<ul style="list-style-type: none"> • 15% of identified local roads component of the Commonwealth Financial Assistance Grants. • 15% of South Australia's Supplementary Local Road Funding (in available years). • 15% of South Australia's allocation of the Roads to Recovery Program. <p>The LGA is responsible for facilitating the SLRP application process, and the monitoring and acquittal of SLRP funded projects. The funding sources for the SLRP, and subsequent distribution of funds to successful SLRP applicants, is the responsibility of the SA Local Government Grants Commission (the Commission)</p> <p>The LGA established the Local Government Transport Advisory Panel (LGTAP) to oversee the governance and operations of the SLRP. This includes considering applications for SLRP funding and making recommendations to the LGA Board of Directors. The LGA Board, in turn, makes recommendations to the Commission for its consideration. The Commission makes its recommendations to the State Minister for Local Government for endorsement of its recommendations to the Federal Minister for local government approval. Executive support for LGTAP is provided by the LGA Secretariat.</p> <p>Each year LGTAP calls for applications for SLRP funding from councils. Following the closure of the application period, the LGA undertakes a preliminary review of all applications. Applications received from Councils that are affiliated with a Regional LGA are also referred to their respective Regional LGA to provide feedback and comments. This process ensures that proposed projects are strategic to the region.</p> <p>The LGTAP then assesses all applications received, taking into consideration the comments provided as part of the preliminary assessment process. The LGTAP analyses applications in accordance with all adopted LGTAP policies which assures transparency and accountability in its assessment process and resolutions.</p> <p>Following its assessment, the LGTAP provides recommendations to the LGA Board of Directors for endorsement, which in turn, makes recommendations to the Commission for its consideration before recommendations are made to the State and Federal Ministers for Local Government for approval.</p> <p>The LGTAP is governed by the LGTAP Terms of Reference.</p>	
Figure 1.	Removal of reference to MSRC and incorporate the preliminary internal LGA review.	Consistent with current process.
Item 3.1	Amend existing sentence under Equal Access to: "All South Australian local government bodies and other prescribed bodies should have access to the SLRP regardless of their membership	To be inclusive of Aboriginal Controlled Areas.

Item/Section	Proposed Amendment	Reason
	to any local government association and/or regional grouping of councils.” Add additional sentence to the end of existing sentence under Equal Access: “Access will continue to be provided on the condition that the local government body maintains its contributions of Federal Government Grant funding to the SLRP”.	To clarify this requirement.
Item 3.3	Reference to SLRP Assessment Criteria updated to Section 7.	Updating document reference.
Item 4.1	Add “and contribute to the SLRP” to the end of the sentence.	To clarify this requirement.
Item 4.3	Remove	Repeated in Section 5 (fits better).
Item 4.5	Re-number to 4.4 and amend to “Projects with multiple stages over multiple years are encouraged. Each stage must be submitted on an annual basis as a separate application and should be able to be completed within the financial year that funding was awarded; and each application will be assessed independently on its merits. Commitment of funding for one stage does not provide any guarantee or commitment that future stages will be funded.”	To confirm that it is the intention that each project (or project stage) must be completed within the current financial year.
Item 4.6	Re-number to 4.5. Amend point (a) to “The applicant has breached their conditions of funding” and add additional point (f): “The applicant fails to return unspent SLRP funds if requested by the LGA and the SA Local Government Grants Commission”.	To remove the reference to a Funding Agreement (a) and be consistent with Return of Unspent SLRP Funds Policy (f).
Item 5.1	Re-number to 6.1 and amend text to: Each year, via the LGA, the LGTAP will announce the opening of the grant round to all eligible South Australian Councils, other eligible prescribed bodies and Regional LGA’s.	Clearer wording and does not constrict the LGA to specific distribution methods.
Item 5.4	Re-number to 6.4 and amend to “Late applications including attachments will not be accepted, except in relation to clause 6.5.”	Current wording contradicts the next item.
Item 5.8	Re-number to 6.8. Amended reference in point b related to SLRP Assessment Criteria to point to Section 7.	Updating document reference.
Item 5.9	Re-number to 6.9 and amend to “LGTAP reserves the right to seek further information from applicants at any point in the assessment process to confirm a project’s eligibility for funding. This includes the ability for LGTAP to invite applicants to attend LGTAP meetings to discuss their application.”	To incorporate all of Item 4.3
Assessment Criteria Criteria 2	Re-number Assessment Criteria to Section 7 (from 6). Add the following dot point at the end: <ul style="list-style-type: none"> Is the scope of works eligible for funding? Does the project include works that are not eligible for funding? 	This is currently not listed in the criteria as a consideration for assessment.

Item/Section	Proposed Amendment	Reason
Section 7	<p>Remove from its current location (immediately after the Assessment Criteria) and insert after Item 4.</p> <p>Re-number to Item 5.</p> <p>Amend item 5.1 and add Item 5.2 and item 5.3:</p> <p>“5.1 SLRP funding is intended to be used for construction and maintenance of strategic and significant sealed and unsealed roads, and bridges. Examples of eligible project works include:</p> <ul style="list-style-type: none"> • Road widening and shoulder widening • Road sealing or re-sealing • Installation of traffic calming infrastructure • Repair to non-road areas that were unavoidably damaged as part of the project, such as repair of existing footpaths • Street scaping work that is critical to the completion of the road project. <p>5.2 As SLRP funding is primarily used for the construction and maintenance of strategic and significant roads, it is at the LGTAP’s discretion whether the following project elements will be considered on a case-by-case basis:</p> <ul style="list-style-type: none"> • Preliminary design work and/or project planning • Projects that are traditionally funded through other sources • Street scaping work (that does not involve road work, or is not critical to the completion of the road project) • Work to non-road areas, such as the creation of footpaths, curb ramps and pedestrian refuges • Installation, relocation or maintenance of street trees. <p>5.3 SLRP funding cannot be used for the following:</p> <ul style="list-style-type: none"> • Purchase of equipment or land • Grant writer, auspice or auditor fees • Ongoing maintenance costs not directly related to the project • Administrative or corporate overhead costs not directly attributable to the project.” 	<p>This information should appear earlier in the document.</p> <p>The SLRP Policy Manual is currently not clear on exactly what project works are in scope and out of scope.</p>
Item 8.1	<p>Delete and replace with the following:</p> <p>8.1 As part of the application process all grant recipients are required to accept the terms and conditions the grant recipient will comply with should the application be successful. All successful applicants will be notified in writing to specify the monitoring and reporting requirements and confirming the following:</p> <ol style="list-style-type: none"> (a) Approved project details (b) Project start and end date (c) Approved SLRP funding and funds management requirements, as applicable (d) Monitoring and reporting requirements/schedule (e) Any other conditions required by the LGTAP and/or the Grants Commission. 	<p>Detail regarding the Funding Agreement is not relevant. Including text to ensure the successful applicant adheres to the requirements of the Policy Manual.</p>

Item/Section	Proposed Amendment	Reason
Item 8.2	Amend to: "Grant recipients are required to provide regular reports to the LGA via the LGA's electronic grant management system. Reports submitted via email or post will not be accepted, unless at the discretion of the SLRP Coordinator."	Remove reference to the Funding Agreement. Include ability for projects funded prior to the introduction to Smarty Grants to submit reports via email.
Item 8.3	Amend to: "The LGA will maintain a portal with information about approved/funded SLRP projects on the public-facing section of the LGA website, along with LGTAP agendas and minutes (excluding any information retained in confidence)."	Remove the reference to information about current and completed projects to remove this commitment as it may not be desirable.
Item 8.6	Replace the word 'will' with 'may' in the sentence: "When a report is overdue by 30 days, the LGA may issue a Final Reminder..."	To allow this to be at the LGA / LGTAP's discretion rather than a firm requirement.
Item 8.8	Add the words 'also required' in the sentence: "Recipients with projects funded out of the Roads to Recovery Pool of the SLRP are also required to provide quarterly progress updates (of construction/current progress and expenditure) to the Grants Commission"	Slight alteration to include 'are also required to provide' to ensure it is clear that both reports are required.
Item 13.1	Amend to: "The recommendations from LGTAP and the LGA Board of Directors is confidential information until final decision and notification by the relevant Minister. For this reason, information about the status of applications will only be provided in confidence to the relevant Councils and Regional LGA's until a decision is made by the relevant Federal Minister."	Re-written to reflect the current process, as LGA informally advises the applicants and Regional LGAs prior to the formal announcement.
Item 13.2	Delete	Repetition of Item 13.1
Item 13.5	Re-number to 13.4 and amend to: "The LGA will announce the successful grant applicants directly in writing and on the LGA's publicly accessible web site, following the announcement and decision of the relevant State Minister."	To follow current process to allow the LGA to notify successful applicants of their project details (item 8.1) and provide a timeline for this to happen.
Item 14	14. Terms and Conditions	New Item to ensure that successful

Item/Section	Proposed Amendment	Reason
	<p>14.1 As part of the application process, all Grant recipients are required to:</p> <ul style="list-style-type: none"> a. Accept and adhere to the terms and conditions attaching to the SLRP funding it is awarded as set out in this SLRP Policy Manual b. Provide all reports in relation to its expenditure of the funding and the project as and when requested by the LGA, and c. Allow LGA access to all of its books and records in connection with the expenditure of the funding and the project for audit purposes as and when requested by the LGA. 	<p>applicants adhere to the terms and conditions of this policy manual. This wording mirrors the application form.</p>

LGTAP Terms of Reference

The following amendments are recommended to the LGTAP Terms of Reference, for LGTAP review and approval.

Table 2. Proposed Amendments to the LGTAP Terms of Reference

Item/Section	Proposed Amendment	Reason
Item 5.6.1	Correct typo in second dot point.	Typo
Item 8.4	Correct punctuation	Typo
Item 10.8.2	Amend to: "When an out of session resolution is sought, Committee members will be provided with a written report and recommendation and will be given five business days to respond in writing."	Clearer wording
Item 11.3	<p>Amend to:</p> <p>11.3 Reporting</p> <p>11.3.1 LGTAP will provide an annual report to the Board of Directors summarising:</p> <ul style="list-style-type: none"> a. the discharge of the LGTAP responsibilities and functions under these Terms of Reference; b. the activities of the SLRP during the previous year; c. any other relevant information. <p>11.3.2 LGTAP will report annually to the LGA Annual General Meeting as part of the LGA's annual update.</p>	<p>To make the wording clearer that the LGTAP will not provide the SLRP Annual Report to the LGA AGM but will continue to provide a report with the LGA annual update.</p>

Attachments

Attachment A: SLRP Policy Manual – Proposed Update

Attachment B: LGTAP Terms of Reference – Proposed Update

Special Local Roads Program Policy Manual

Adopted by the LGA Board of
Directors on **DATE**

About this Document

This document contains the policies that govern the operations of the Special Local Roads Program (SLRP).

Approval

Issued / Approved	DATE
Next Review	October 2024
LGA File Reference	ECM 796262
Responsible Officer	Special Local Roads Program Coordinator
Relevant Legislation	Local Government Act 1999
Related Documents	LGA Grant Management Framework ECM 697821 Local Government Transport Advisory Panel Terms of Reference ECM 771613 Return of Unspent SLRP Funds Policy ECM 789752

Review History

Document History	Version No:	Issue Date:	Description of Change
	1.0	2017	Consolidated Terms of Reference, Guidelines, Policy and Processes for the Special Local Roads Program (ECM 646745).
	2.0	2022	Comprehensive review of all content in response to SLRP Review. Terms of Reference for the Local Government Transport Advisory Panel excised into separate document (ECM 771613).
	3.0	2023	Review as part of continued process improvement following the conclusion of the 2022 SLRP Grant round (ECM 787865).
	4.0	2024	Annual review (ECM 796262).

Table of Contents

About this Document.....	2
Table of Contents.....	3
1. About the Special Local Roads Program	4
2. SLRP Objectives	6
3. SLRP Guiding Principles	7
4. Eligibility.....	8
5. Eligible expenditure.....	9
6. Application and Assessment Process.....	10
7. Assessment criteria	12
8. Monitoring and Reporting	14
9. Extensions.....	15
10. Changes in scope	15
11. Discontinued projects	15
12. Returned Funds	16
13. Feedback and complaints	16
14. Terms and Conditions	17

1. About the Special Local Roads Program

The Special Local Roads Program (SLRP) has been in place in South Australia since 1985. Managed by the LGA, the SLRP provides funding to South Australian councils for the construction and maintenance of strategic and significant local roads, through an annual competitive grant round.

All South Australian councils, regardless of their membership or affiliation with a Regional LGA are eligible to apply directly to the LGA. Each year the Local Government Transport Advisory Panel calls for applications for SLRP funding from councils.

Funding for an annual competitive SLRP grant round is provided from the following Federal Grant programs:

- 15% of identified local roads component of the Commonwealth Financial Assistance Grants.
- 15% of South Australia's Supplementary Local Road Funding (in available years).
- 15% of South Australia's allocation of the Roads to Recovery Program.

The LGA is responsible for facilitating the SLRP application process, and the monitoring and acquittal of SLRP funded projects. The funding sources for the SLRP, and subsequent distribution of funds to successful SLRP applicants, is the responsibility of the SA Local Government Grants Commission (the Commission).

The LGA established the Local Government Transport Advisory Panel (LGTAP) to oversee the governance and operations of the SLRP. This includes considering applications for SLRP funding and making recommendations to the LGA Board of Directors. The LGA Board, in turn, makes recommendations to the Commission for its consideration. The Commission makes its recommendations to the State Minister for Local Government for endorsement of its recommendations to the Federal Minister for local government for approval. Executive support for LGTAP is provided by the LGA Secretariat.

Each year LGTAP calls for applications for SLRP funding from councils. Following the closure of the application period, the LGA undertakes a preliminary review of all applications. Applications received from councils that are affiliated with a Regional LGA are also referred to their respective Regional LGA to provide feedback and comments. This process ensures that proposed projects are strategic to the region.

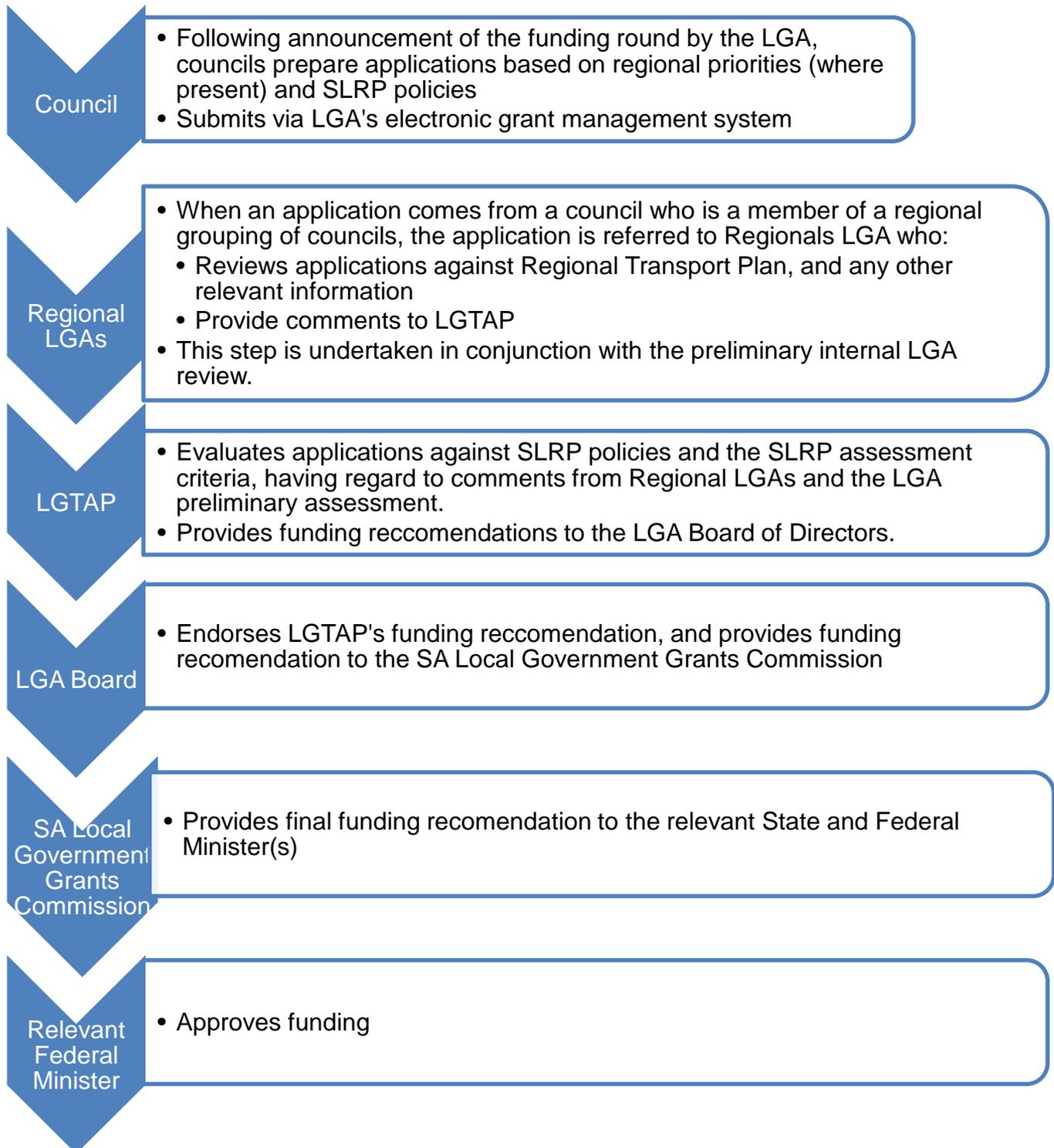
The LGTAP then assesses all applications received, taking into consideration the comments provided as part of the preliminary assessment process. The LGTAP analyses applications in accordance with all adopted LGTAP policies which assures transparency and accountability in its assessment process and resolutions.

Following its assessment, the LGTAP provides recommendations to the LGA Board of Directors for endorsement, which in turn, makes recommendations to the Commission for its consideration before recommendations are made to the State and Federal Ministers for Local Government for approval.

The LGTAP is governed by the LGTAP Terms of Reference.

The SLRP application, assessment and approval process is summarised in Figure 1, with further detail of these processes outlined in the remainder of this document.

Figure 1: Overview of SLRP application, assessment and approval process



2. SLRP Objectives

- 2.1 The objectives of the Special Local Roads Program are to:
- a. Prioritise the construction and maintenance of strategic and significant local roads whose benefits exceed the boundary of the council and its community.
 - b. Support the delivery of local roads in an orderly and coordinated manner through evidence-based decisions that draw upon the best available State, Regional and Local plans.
 - c. Demonstrate accountability and transparency in the administration of the program.

3. SLRP Guiding Principles

3.1 The principles that guide the operations of the SLRP are:

Strategic and significant

The SLRP exists to facilitate the construction and maintenance of strategic and significant roads whose benefits exceed the boundary of the council and its community.

Sector approach

The existence of the SLRP reflects a shared understanding that local government delivers better outcomes for the community when it works together.

Equitable across regions

The SLRP seeks a degree of equity across South Australia's regions, so that strategic and significant roads are developed across the state.

Equal access

All South Australian local government bodies and other prescribed bodies should have access to the SLRP regardless of their membership to any local government association and/or regional grouping of councils. Access will continue to be provided on the condition that the local government body maintains its contributions of Federal Government Grant funding to the SLRP.

Transparent

SLRP assessment criteria and application processes are clear, and decisions are made in an open and accountable manner.

Evidence based

Funding recommendations are based on the best available evidence, and consistent with regional transport plans where they exist.

3.2 LGTAP are required to adhere to these guiding principles in assessing SLRP applications.

3.3 In the case of apparent conflict between SLRP Assessment Criteria (refer Section 7) and the Guiding Principles, the Guiding Principles take precedence.

4. Eligibility

- 4.1 The SLRP is open to all South Australian local government bodies who are recipients of Commonwealth Financial Assistance Grants and contribute to the SLRP.
- 4.2 To be considered eligible, an application to the SLRP must:
 - a. be received in writing via the LGA's electronic grant management system using the standard SLRP Application Form
 - b. include a written confirmation of the eligible council(s) financial commitment to the project
 - c. include attachments containing supporting evidence as requested on the SLRP Application Form
 - d. Include a Council Contribution of no less than one-third of the total project cost for rural and regional councils, and no less than one-half of the total project cost for metropolitan councils.
- 4.3 There is no minimum or maximum project value, however LGTAP will consider the principle of achieving a degree of equity across South Australia's regions when considering higher value applications and/or multiple projects from any given region.
- 4.4 Projects with multiple stages over multiple years are encouraged. Each stage must be submitted on an annual basis as a separate application and should be able to be completed within the financial year that funding was awarded; and each application will be assessed independently on its merits. Commitment of funding for one stage does not provide any guarantee or commitment that future stages will be funded.
- 4.5 LGTAP may deem an applicant ineligible from one or more funding rounds based on performance in previous projects if:
 - a. The applicant has breached their conditions of funding
 - b. The applicant has utilised SLRP funding for purposes other than the defined project outputs and outcomes
 - c. The applicant failed to deliver the project outputs and outcomes
 - d. The applicant has failed to complete their project within agreed time frames
 - e. The application has failed to report on their project and/or
 - f. The applicant fails to return unspent SLRP funds if requested by the LGA and the SA Local Government Grants Commission.
- 4.6 The LGA will maintain a register of all breaches for the purpose of clause 4.5.

5. Eligible expenditure

5.1 SLRP funding is intended to be used for construction and maintenance of strategic and significant sealed and unsealed roads, and bridges. Examples of eligible project works include:

- Road widening and shoulder widening
- Road sealing or re-sealing
- Installation of traffic calming infrastructure
- Repair to non-road areas that were unavoidably damaged as part of the project, such as repair of existing footpaths
- Street scaping work that is critical to the completion of the road project.

5.2 As SLRP funding is primarily used for the construction and maintenance of strategic and significant roads, it is at the LGTAP's discretion whether the following project elements will be considered on a case-by-case basis:

- Preliminary design work and/or project planning
- Projects that are traditionally funded through other sources
- Street scaping work (that does not involve road work, or is not critical to the completion of the road project)
- Work to non-road areas, such as the creation of footpaths, curb ramps and pedestrian refuges
- Installation, relocation or maintenance of street trees.

5.3 SLRP funding cannot be used for the following:

- Purchase of equipment or land
- Grant writer, auspice or auditor fees
- Ongoing maintenance costs not directly related to the project
- Administrative or corporate overhead costs not directly attributable to the project.

6. Application and Assessment Process

- 6.1 Each year, via the LGA, the LGTAP will announce the opening of the grant round to all eligible South Australian Councils, other eligible prescribed bodies and Regional LGA's.
- 6.2 Each grant round will be open for a minimum of four and maximum of eight weeks.
- 6.3 LGTAP only accepts applications through the dedicated grant round, but the LGA Board reserves the right to:
 - a. Change the timing of the grant round
 - b. Change the closing date and time of a grant round
 - c. Postpone or cancel a grant round.
- 6.4 Late applications including attachments will not be accepted, except in relation to clause 6.5.
- 6.5 The SLRP Coordinator can grant an extension to an application for up to five business days if:
 - a. The applicant contacts the LGA prior to the due date clearly stating the reasons for the request; or
 - b. there is an outage associated with the LGAs electronic grant management system.
- 6.6 Once applications are received on the LGA's electronic grant management system:
 - a. If the applicant is a member of a regional grouping of councils, the LGA will provide access to the application and all supporting documentation to the relevant regional grouping of councils on the electronic grant management system. Regional groupings of councils will then be given two weeks to provide their comments directly into the electronic grant management system.
 - b. If the applicant is not a member of a regional grouping of councils, LGTAP will proceed to directly assess the application.
- 6.7 To assist LGTAP, the LGA's SLRP Coordinator will undertake a preliminary assessment of all applications and provide this information to LGTAP.
- 6.8 LGTAP members will be provided with access to all applications in full, including any attachments. They will also be provided with the preliminary assessment from the SLRP Coordinator. LGTAP will evaluate all applications on a competitive basis against:
 - a. Objectives and Guiding Principles of the SLRP (refer Sections 2 and 3)

- b. SLRP Assessment Criteria (refer Section 7)
 - c. Comments from the relevant regional grouping of councils (if applicable).
- 6.9 LGTAP reserves the right to seek further information from applicants at any point in the assessment process to confirm a project's eligibility for funding. This includes the ability for LGTAP to invite applicants to attend LGTAP meetings to discuss their application.
- 6.10 LGTAP will make recommendations to the LGA Board of Directors about projects eligible and suitable for funding. LGTAP will consider applications and make recommendations in confidence in accordance with the LGA's Meeting Procedures, noting that it is the prerogative of the relevant State and Federal Minister to approve and announce successful projects.
- 6.11 The LGA Board of Directors will review LGTAP's recommendations and endorse these to the SA Local Government Grants Commission. The LGA Board will consider LGTAP's recommendations in confidence in accordance with the LGA's Meeting Procedures, noting that it is the prerogative of the relevant State and Federal Minister to approve and announce successful projects.
- 6.12 The SA Local Government Grants Commission will then consider the LGTAP's approved recommendations and make recommendations to the State Minister for endorsement. The State Minister forwards the Commission's recommendations to the Federal Minister, who approves them.
- 6.13 The Federal Minister advises the State Minister when the grants are approved and the State Minister writes to all Mayors, Members of Parliament and local governments to advise that the grants have been approved.

7. Assessment criteria

7.1 The following table contains the SLRP Assessment Criteria that LGTAP will use to assess applications:

Criteria	Weighting
<p>1. Road purpose</p> <p>To what extent does the application demonstrate a strategic and significant purpose for the road?</p> <p>Key considerations include:</p> <ul style="list-style-type: none"> • What are the primary and secondary purposes¹ of the road? • Are these purposes significant and strategic? • How well are these purposes evidenced? • To what extent is the application aligned with local, regional, state and national road/transport plans and strategies? • Is the council's future intention and ownership of the road clearly outlined? 	<p>30%</p>
<p>2. Scope of works</p> <p>How well does the application outline an acceptable and achievable scope of works to support the road's desired purpose?</p> <p>Key considerations include:</p> <ul style="list-style-type: none"> • How well does the application outline the extent of the project and scope of works? • What is the gap between current and desired construction and maintenance standard of the road; and how well is this gap addressed by the project? • How well does the application justify the project in terms of the key parameters of traffic volumes, heavy vehicle loading, presence of parking/cycling (built up areas only) and the speed environment? • Is the project 'shovel ready' and able to be delivered within the proposed timeframes? • What evidence is there of project planning and design work? Is the level of documentation provided commensurate to the size and complexity of the project? • Is the scope of works eligible for funding? Does the project include works that are not eligible for funding? <p>Further information about road construction and maintenance parameters is provided in Appendix A.</p>	<p>20%</p>

¹ The SLRP has adopted the following definitions to assist determining the strategic and significant purpose of a road:

Freight – facilitates industry development by linking key industries to major transport routes and contributes to efficient movement of large volumes of heavy freight vehicles.

Tourism – provides access to tourism sites and locations, and enables people to view scenic attractions in a safe and enjoyable manner.

Community access – provides for overall development of the community through enhanced access to community facilities, services and amenities, whilst minimising the impact of heavy vehicles on the community. Providing or improving access to individual properties is not considered a community access purpose.

	Criteria	Weighting
3	<p>Value for money</p> <p>To what extent does the project represent value for money?</p> <p>Key considerations include:</p> <ul style="list-style-type: none"> • What is the cost to bring the road to the desired standard? • What evidence is provided regarding the project costings and timeframes? How realistic are these? • How detailed and accurate are the cost estimates? • Does the project represent value for money having regard to the road's purpose? • What other funding sources are committed? What other funding sources is the council exploring? • What is the amount of Council contribution toward the overall cost of the project? Does it meet or exceed the minimum standard? Does the Council's contribution support the SLRP funds to deliver more/greater outcomes, thereby achieving greater value for money? 	20%
4.	<p>Benefits of the project</p> <p>To what extent does the application outline the economic, access, safety and environmental benefits of the project?</p> <p>Key considerations include:</p> <ul style="list-style-type: none"> • What are the economic benefits of the projects for road users, regional economic development and/or road owners? • What are the access benefits in terms of improved connection, contribution to the road network, reduced congestion and access to other types of transport? • What are the safety benefits in areas including reduction of the risk of conflict, overtaking opportunities, access for community and emergency services, and removal of hazards? • What are the environmental benefits in terms of reduction of pollution, the impact of heavy vehicles on communities and reducing reliance on road transport? <p>Further information about potential project benefits is provided in Appendix B.</p>	30%

8. Monitoring and Reporting

- 8.1 As part of the application process all grant recipients are required to accept the terms and conditions the grant recipient will comply with should the application be successful. All successful applicants will be notified in writing to specify the monitoring and reporting requirements and confirming the following:
- (a) Approved project details
 - (b) Project start and end date
 - (c) Approved SLRP funding and funds management requirements, as applicable
 - (d) Monitoring and reporting requirements/schedule
 - (e) Any other conditions required by the LGTAP and/or the Grants Commission.
- 8.2 Grant recipients are required to provide regular progress reports to the LGA via the LGA's electronic grant management system. Reports submitted via email or post will not be accepted, unless at the discretion of the SLRP Coordinator.
- 8.3 The LGA will maintain a portal with information about approved/funded SLRP projects on the public-facing section of the LGA website, along with LGTAP agendas and minutes (excluding any information retained in confidence).
- 8.4 The LGA will update LGTAP regarding the progress of the current projects, any overdue progress reports, project completions and discontinued projects at each meeting.
- 8.5 If an applicant fails to meet a reporting deadline, they will receive a regular reminder from the LGA to provide their overdue report.
- 8.6 When a report is overdue by 30 days, the LGA may issue a Final Reminder outlining the consequences of not adhering to the reporting requirements. Consequences may include an inability to access SLRP funding in future years.
- 8.7 The LGA reserves the right to request additional reporting at any time.
- 8.8 Recipients with projects funded out of the Roads to Recovery Pool of the SLRP are also required to provide quarterly progress updates (of construction/current progress and expenditure) to the Grants Commission upon request and provide an Annual Report to the Grants Commission in line with the Funding Conditions for the Roads to Recovery Program (noting that the Commission is required to submit reports to the Commonwealth).

9. Extensions

- 9.1 All requests for extensions must be made in writing through the LGA's electronic grant management system.
- 9.2 Any request for extensions must identify the revised timeframes, explain the rationale for the extension and any impacts this will have on the achievement of original project outcomes.
- 9.3 Project extensions of up to 12 months are approved by the SLRP Coordinator. The SLRP Coordinator reserves the right to seek feedback from LGTAP on any extension request.
- 9.4 Any project extension beyond 12 months (including cumulative extensions totalling twelve months) must be approved by the LGTAP. LGTAP reserves the right to seek advice from the LGA's Audit and Risk Committee, and/or escalate an extension request to the LGA Board of Directors.

10. Changes in scope

- 10.1 All requests to change the project scope must be made in writing through the LGA's electronic grant management system.
- 10.2 All requests to change the project scope are to be determined by LGTAP, having regard to the objectives, guiding principles and assessment criteria of the SLRP, and the financial impact of the change of scope.
- 10.3 LGTAP reserves the right to seek advice from the LGA's Audit and Risk Committee and/or LGA Board before determining the outcome of a Change in Scope application.

11. Discontinued projects

- 11.1 Grant recipients must report to the LGA as soon as practicable if the project cannot be completed.
- 11.2 If the project is discontinued, the LGA will arrange for unspent funding to be returned to the SLRP to be held in the SA Local Government Grants Commission's Account with the Local Government Finance Authority (LGFA) for LGTAP to recommend to the Grants Commission how the funds should be redistributed.

- 11.3 If the project is partially completed the recipient may be required to complete the final report stating clearly the outcomes achieved. The report must include a financial statement and the LGA will arrange for remainder of the funding to be returned to the SLRP.

12. Returned Funds

- 12.1 Funds from projects delivered under budget or discontinued projects may be required to be returned to the SLRP to be held in the SA Local Government Grants Commission's Account with the LGFA for redistribution in the next SLRP Grant round.

13. Feedback and complaints

Application outcomes

- 13.1 The recommendations from LGTAP and the LGA Board of Directors is confidential information until final decision and notification by the relevant Minister. For this reason, information about the status of applications will only be provided in confidence to the relevant Councils and Regional LGA's until a decision is made by the relevant Federal Minister.
- 13.2 The outcome of the application as determined by the relevant Federal Minister is final.
- 13.3 The LGA will provide feedback to unsuccessful applicants upon request based on the summary comments recorded by the LGTAP and the LGA Board.
- 13.4 The LGA will announce the successful grant applicants directly in writing and on the LGA's publicly accessible web site, following the announcement and decision of the relevant State Minister.

Grant management processes

- 13.5 Applicants are encouraged to provide feedback on the application process through the electronic grant management system. The feedback will be reviewed by LGA staff upon the completion of each grant round. Any changes relating to the feedback will be incorporated into future grant rounds. The LGA will only provide written feedback to the applicant if it is specifically requested.

Complaints

- 13.6 Complaints regarding a decision of the relevant Federal Minister, and/or the recommendation of LGTAP or the LGA Board must be made in writing. The LGA will:

- a. Acknowledge receipt of the complaint within five working days
- b. Provide the complainant with an update on the status of their complaint within 20 working days of receiving the complaint
- c. The LGA will inform LGTAP regarding all written complaints and any actions taken
- d. The LGA reserves the right to seek feedback on a written complaint from the LGTAP, the LGA Audit and Risk Committee and/or the LGA Board.

14. Terms and Conditions

14.1 As part of the application process, all Grant recipients are required to:

- a. Accept and adhere to the terms and conditions attaching to the SLRP funding it is awarded as set out in this SLRP Policy Manual
- b. Provide all reports in relation to its expenditure of the funding and the project as and when requested by the LGA, and
- c. Allow LGA access to all of its books and records in connection with the expenditure of the funding and the project for audit purposes as and when requested by the LGA.

Appendix A - Road Construction Parameters

The critical parameters are:

- Traffic volume (in AADT - Annual Average Daily Traffic per Austroads Definition);
- Heavy vehicle loading (expressed in "Equivalent Standard Axles" ie ESA's, for the design life of the pavement);
- Presence of parking/cyclists (built up areas only); and
- Speed environment.

Applications must also include surface type (ie simply "surfaced" vs "unsurfaced") as a further initial parameter before standards can be applied.

The choice of "surfaced" vs "unsurfaced" is not, however, completely unrestricted. Common sense and engineering judgement, has been used to apply some restrictions, such as:

- only "Category A - Formed and Sheeted" unsurfaced roads (as defined in the LGA's Unsurfaced Roads Manual) should be permitted as an option in built up areas;
- only "Category A - Formed and Sheeted" unsurfaced roads should be permitted as an option for roads in non-built up areas with "freight" as the primary purpose; and
- only "Category D - Tracks" unsurfaced roads should be permitted as an option for roads with "tourism" as the primary purpose and "4WD" as the second level within that purpose.

Considering the above factors, it is possible to select appropriate standards for defining whether a road is fit for its purpose. These standards have been grouped under four fundamental headings, namely:

a) Speed Environment

Design speed is a key standard which applies in both "built up" and "non-built up" areas, collectively reflecting such fundamental parameters as vertical profile, horizontal geometry and site distance, all leading to a particular safe travel speed.

In built up areas, the average flow speed (both in off-peak conditions and in peak hour) reflects the degree of congestion in the road segment, collectively reflecting the capacity of the cross-section layout (through lanes vs mixed through/turning lanes), capacity of intersections and number of access points onto the road.

b) Dimensions

Overall carriageway width is a measure of the overall width of the road surface required to safely handle the type and volume of traffic. Carriageway width (bridges) provides an added measure of the minimum clearance requirement for points of restricted access (and high construction cost) where shoulders may not be cost effective to provide.

Lane width is a measure of "through lane" requirements, particularly as they apply to multi-laned roads. Lane width is highly dependent on traffic volumes, and the presence of a high percentage of heavy vehicles, such as on freight routes. In built up areas, allowing room for on-street parking and/or cyclists can add up to 2.1 metres to the recommended width of the kerbside lane on a freight route, where at least one through lane is required (bicycle and freight movements are incompatible).

Consideration should be given to providing for cycling movements on the adjacent road network or with off-road facilities, where this is not possible, the width above applies).

In non-built up areas, shoulder width is also a key dimension, reflecting the need to allow vehicles room for pulling off of the main carriageway (such as due to a breakdown), or to recover in the event of accidentally running off the main carriageway. The standard for shoulder width increases significantly with increase in traffic volume. Whilst for normal circumstances shoulders do not need to be sealed, designated cycle routes require between one and three metres of sealed shoulder (depending on the speed environment) in addition to normal sealed carriageway requirements. Sealed shoulders can also be worthwhile on some sections of road to reduce the risk of run-off road crashes.

Height clearance is a major consideration for freight routes, and also where buses (commuter or tourist) use the route.

c) **Geometry**

Whilst basic geometric considerations are covered by "design speed" under the speed environment heading, special consideration needs to be given to horizontal curve radius (particularly in hilly areas where isolated curves can be very tight) due to the problems of heavy vehicle tracking (corner cutting) creating a significant safety risk for on-coming vehicles.

Vertical grade is also a key consideration, particularly for freight routes, because of the high safety risks associated with the large uphill speed differential between commercial vehicles and cars, and the potential for loss of control (including brake failure) on steep downhill grades (similarly for routes used by vehicles towing caravans).

In built up areas, critical to the movement of large vehicles (freight and, occasionally, buses) is intersection turning radius, while roundabout lane width and roundabout radius are also two major considerations for safe movement of commercial vehicles and buses.

d) **Strength/Durability**

Traditionally, pavement strength has not been directly specified, but has been reflected in design pavement depths chosen after site investigation of sub-soil conditions, knowledge about the available sub-base and/or base course material strengths and traffic loading predictions have been taken into account. Such a methodology is very site specific. As a more practical alternative, this report specifies pavement thickness as an indicator of overall pavement strength.

Whilst suitable for surfaced roads, pavement thickness is not a suitable indicator of pavement strength for unsurfaced roads. As an alternative, road quality categories (defined in the Local Government Association of SA's "Managing Unsealed Roads in South Australia" publication) are proposed. These categories range from a graded track (Category D) through to a fully formed and engineered road (Category A).

Individual bridge/culvert mass limits are a second important strength related design consideration. Often, the overall route classification may be down-graded due to one or two isolated bridges having a lower capacity and being unable to be bypassed.

Surface roughness has been included as a measure of strength related performance of a road pavement as it ages. Although some examples of high roughness counts reflect

initial poor construction standards, it is generally more likely that high roughness is a sign of a deteriorating pavement which manifests itself in general deformation, rutting and high levels of pavement defects. High roughness of a road surface also has a potential economic cost to vehicles using the road, particularly heavy vehicles, in terms of extra wear and tear on the vehicle and possible damage to the load.

Appendix B - Road Benefit Criteria

a) Economic

Does the road proposal provide a?

Road user benefit, such as:

- Reduce delays and operating costs for heavy vehicles.
- Provide direct access to major industrial developments, freight generators and specific facilities such as grain silos, wineries, processing plants, etc.
- Facilitate a higher classification of freight movements (eg commercial to B-double).
- Facilitate direct access for intermodal transport operations:
 - Rail
 - Sea
 - Air
- Assist export of products by improving quality (market condition) and reducing impacts of dust, etc.
- Provide direct access to new industrial precincts.

Community benefit, such as:

- Benefit regional employment and sustain communities
- Assist attraction of economic investment to region

Road owner benefit, such as:

- Reduce the road maintenance effort

b) Access

Does the road proposal?

- Reduce traffic congestion.
- Link areas of particular land uses to strategic routes.
- Provide a higher standard alternative route.
- Complement the existing arterial road network.
- Provide improved access to key population centres.
- Ensure communities are not isolated by flooding.
- Act as a collector road for local traffic and for heavy traffic.
- Provide all weather access.
- Provide access to other types of transport as a passenger intermodal connector:
 - Bus
 - Rail

- Air

c) Safety

Does the road proposal?

- Reduce conflicts between tourist, freight and commuter traffic.
- Contribute to safer travel and reduced accidents.
- Provide safe overtaking opportunities and reduce frustration and fatigue.
- Reduce exposure to travel risk.
- Provide access for school buses.
- Provide access for emergency services.
- Remove traffic from city/town areas.
- Reduce road roughness and potential dust hazards.
- Reduce the impact of roadside hazards such as culverts and overhanging trees.

d) Environmental

Does the road proposal?

- Reduce environmental pollution:
 - Air
 - Noise
 - Water
- Minimise impact of heavy vehicles on local community.
- Reduce reliance on road transport and encourage other forms of transport.



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Local Government Transport Advisory Panel Terms of Reference

Adopted by the LGA Board of
Directors on **DATE**

Local Government Association of South Australia
Local Government Transport Advisory Panel
Terms of Reference

Adopted by the LGA Board of Directors on **DATE**

1. Establishment

To support the governance and operations of the Special Local Roads Program (SLRP), the Board of Directors (the Board) of the Local Government Association of South Australia (LGA) has resolved to establish a committee to operate as an independent and objective advisory committee to the Board, and to discharge the functions as determined by the Board.

2. Terms of Reference

- 2.1. These Terms of Reference set out the functions to be discharged by LGTAP.
- 2.2. The operation of the Terms of Reference may be altered by the Board either generally or in respect of specific circumstances by resolution. A resolution for the purposes of this clause 2.2 will be reported to all members of LGTAP within 7 business days of the meeting of the Board at which the resolution was passed.

3. Status

- 3.1. LGTAP is a committee of the LGA and is responsible to the Board for the discharge of its functions.

4. Objectives

- 4.1. LGTAP is responsible for providing oversight of the governance and operations of the SLRP. This includes providing strategic oversight of grant rounds, assessing applications for SLRP funding and providing recommendations to the Board regarding strategic local road projects suitable for funding in accordance with SLRP policy. LGTAP is also responsible for overseeing the management and reporting of active projects funded from the SLRP.
- 4.2. LGTAP provides advice and recommendation to the LGA Board who in turn provides advice and recommendations to the SA Local Government Grants Commission in accordance with the SLRP policies.

5. Membership

- 5.1. The membership of the LGTAP will comprise of:
 - 5.1.1. One Director from the LGA Board (**Director Member**) appointed by the Board, who shall be the Chair
 - 5.1.2. One senior representative of the LGA to provide an holistic whole of local government sector perspective as appointed by the LGA CEO

- 5.1.3. At least two and no more than four representatives of South Australian councils with requisite skills and experience in infrastructure planning and delivery, and/or grant management, and who are appointed by the Board (**Sector Members**). At least one sector member should come from a Greater Adelaide council and at least one sector member should come from a Regional council.
- 5.1.4. The Executive Officer of the SA Local Government Grants Commission as the representative of the Minister for Planning and Local Government
- 5.1.5. One representative of Minister for Infrastructure and Transport
- 5.2. Each member of LGTAP, with the exception of the Sector Members, will have a proxy member to attend meetings in their absence.
- 5.3. The term of office for members of LGTAP will be:
 - 5.3.1. Two years for the Director Member and will align with the bi-annual LGA elections of the Board. The Board may implement transitional arrangement to achieve this term, in the first instance, following the adoption of these Terms of Reference.
 - 5.3.2. Four years for the Sector Members, with appointments occurring every two years. The Board may implement transitional arrangements to achieve this term, in the first instance, following the adoption of these Terms of Reference.
 - 5.3.3. There is no term limit for the members nominated by the Minister for Planning and Local Government, Minister for Infrastructure and Transport and LGA CEO.
- 5.4. Director Member and proxy
 - 5.4.1. Appointment of the Director Member and proxy to LGTAP will be made by the LGA Board, as resolved from time to time.
 - 5.4.2. A casual vacancy in the position of a Director Member or proxy will occur if that member is no longer a Director on the LGA Board.
 - 5.4.3. The Board may resolve to re-appoint a Director Member or proxy on this Committee for up to two consecutive terms.
 - 5.4.4. The Director Member should ideally have knowledge, skills and experience in infrastructure planning and delivery, project management, local government, and governance.
 - 5.4.5. If required, training and development will be sourced and provided to the Director Member on matters/subjects within the LGTAP Terms of Reference.
- 5.5. Appointment and removal of the Sector Members will be managed by the LGA's Nominations Committee, who will facilitate an Expression of Interest (EOI) process and make recommendations to the LGA Board. The Board may appoint a Sector Member for up to two consecutive terms.
- 5.6. Members Skills and qualification
 - 5.6.1. All members will collectively bring the following knowledge, skills and experience to LGTAP:
 - sound project management, financial management and governance skills.
 - knowledge in infrastructure planning and delivery, and grant management.

- an understanding of local government and the operations of councils, and/or relationship with the local government sector.

5.7. Each member of LGTAP must:

- 5.7.1. Undertake their role as a committee member honestly and act with reasonable care and diligence in the performance and discharge of functions and duties.
- 5.7.2. Not make improper use of information acquired by virtue of their position as a committee member to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the LGA or any of its controlled entities.
- 5.7.3. Not make improper use of their position as a committee member to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the LGA or any of its controlled entities.
- 5.7.4. Not act in any matter where the committee member has a conflict of interest.

6. Basis of Operation

- 6.1. The LGTAP is responsible to the Board. It does not have any delegations or authority to implement actions in areas over which the Chief Executive Officer has responsibility.
- 6.2. The Committee does not have any management functions and is therefore independent of management.

7. Responsibilities

7.1. Board

- 7.1.1. The Board will receive, consider and respond to any report or recommendation provided to the Board by the LGTAP.

7.2. LGTAP

- 7.2.1. LGTAP will report the outcomes from LGTAP meetings to the Board.
- 7.2.2. LGTAP will make recommendations to the Board regarding any matter considered by the Committee.
- 7.2.3. LGTAP will fulfil its functions under these Terms of Reference in a timely, objective and professional manner.
- 7.2.4. Individual Committee members will bring their respective skills, expertise, and regulatory knowledge to assist the Committee to achieve its objectives.

7.3. Director Member

- 7.3.1. The Director Member will act as a conduit between LGTAP and the Board, and raise matters (within the scope of the LGTAP Terms of Reference) with the LGTAP, on behalf of the Board.
- 7.3.2. The Director Member will provide context for any recommendation of LGTAP.

7.3.3. The Director Member will provide a verbal report to the Board on key matters being considered by LGTAP at each Board meeting at which the minutes of the LGTAP are to be considered by the Board.

7.4. LGA Chief Executive

7.4.1. The LGA Chief Executive will make available to the LGTAP information of the LGA which is relevant to the functions of the SLRP.

7.4.2. The LGA Chief Executive will ensure that administrative, executive and program management support, as well as other resources are made available to LGTAP to enable the Committee to discharge its obligations under these Terms of Reference.

8. Functions of the LGTAP

8.1. LGTAP will assist the LGA in its role managing the SLRP for the benefit of South Australian councils and local government entities.

8.2. LGTAP will submit reports on the status of the SLRP to the LGA Board following each Committee Meeting.

8.3. LGTAP will review the SLRP policies every two years and submit any proposed changes to the LGA Board.

8.4. LGTAP will facilitate an annual grant round of the SLRP in accordance with the SLRP policies. As part of this role, LGTAP will assess and evaluate all applications for SLRP funding and provide recommendations to the Board regarding strategic local road projects suitable for SLRP funding.

8.5. LGTAP will receive and evaluate regular progress reports from grant recipients in relation to funded projects, and report on the status of projects to the Board.

8.6. LGTAP may provide advice regarding the project management of funded projects, including extension requests, in accordance with SLRP policy.

8.7. The chairperson of the LGTAP will meet with the Audit and Risk Committee of the LGA or the LGA's external auditor on request.

8.8. LGTAP will ensure that the SLRP is being delivered in accordance with the LGA's policies and procedures, including the LGA's Grant Management Framework.

8.9. LGTAP will consider and respond to any other matter relating to the SLRP referred to the Committee by the President of the LGA or the relevant State Government Ministers.

8.10. The LGTAP will:

8.10.1. ensure that the Board is informed of:

8.10.1.1. any actual or potential breaches of the SLRP Policies and Procedures that it is aware of; and

8.10.1.2. any SLRP funded project that it is aware of that has or is anticipated to materially exceed the approved project budget or time frame, or where there has been or anticipated to be a failure by a grant recipient, a breach of legislative, or any other item materially impacting the project.

- 8.10.2. make recommendations to the Board on any matter relevant to these Terms of Reference.
- 8.10.3. review these terms of reference bi-annually and make recommendations to the Board for any changes.

9. Sub-Committees

LGTAP may establish sub-committees consisting of any person with relevant experience, skill or expertise for any purpose and determine the terms of reference for such sub-committees.

10. Meetings

10.1. Resolution of the Board

Requirements under this clause 10 may be altered, supplemented or replaced by resolution of the Board.

10.2. Frequency of meetings and venue

- 10.2.1. LGTAP will meet at least three times per year at a venue and time determined by the Committee Chair;
- 10.2.2. LGTAP may meet remotely using video conferencing technology; and
- 10.2.3. The Chair of LGTAP or the Board may convene additional meetings of the LGTAP.

10.3. Chairperson

- 10.3.1. The chairperson of the LGTAP will be the Director Member, appointed by the Board; and
- 10.3.2. The representative of the LGA appointed by the LGA CEO shall act as the chairperson for the LGTAP meetings in the absence of the Chairperson.

10.4. Meeting procedure

LGTAP will adopt the LGA's meeting procedures. This includes the ability for LGTAP to discuss items in confidence in accordance with these procedures.

10.5. Attendance

- 10.5.1. Meetings of LGTAP will be closed to the public.
- 10.5.2. Relevant LGA staff may attend meetings of LGTAP on an ex officio basis; and
- 10.5.3. LGTAP may invite any person to attend its meetings.

10.6. Minutes

- 10.6.1. Minutes will be kept of all LGTAP meetings including a record of the actions of the Committee; and
- 10.6.2. Within five business days of a LGTAP meeting, the chairperson will review and confirm the draft minutes. The draft minutes will then be circulated to the LGTAP members for comment and if necessary, amendment before being certified as correct by the chairperson at the next meeting of LGTAP.

10.7. Quorum

A quorum for a LGTAP meeting is 4 members.

10.8. Out of session resolutions

10.8.1. The Committee may be asked to consider an item of business out of session.

10.8.2. When an out of session resolution is sought, Committee members will be provided with a written report and recommendation and will be given five business days to respond in writing.

10.8.3. Out of session reports may or may not be accompanied with an out-of-session meeting to discuss the item.

10.8.4. Out of session resolutions will be formally noted in the minutes of the next LGTAP meeting.

11. Other

11.1. Performance assessment

The LGTAP will assess its performance against the delivery of the SLRP Policy Manual and these Terms of Reference annually.

11.2. Induction

11.2.1. There will be a program for inducting new members to the LGTAP.

11.3. Reporting

11.3.1. LGTAP will provide an annual report to the Board of Directors summarising:

- (a) the discharge of the LGTAP responsibilities and function under these Terms of Reference;
- (b) the activities of the SLRP during the previous year;
- (c) any other relevant information.

11.3.2 LGTAP will report annually to the LGA Annual General Meeting as part of the LGA's annual update.

12. Access to information

12.1 LGTAP is entitled, acting through the Chief Executive, to access any information or discuss matters with staff of the LGA secretariat.

12.2 The Committee is authorised, at the LGA's expense, to obtain outside legal or other professional advice on any matter within its Terms of Reference.

12.3 Subject to confidentiality requirements as determined by the Board or the LGTAP, a copy of the Committee agenda, reports and minutes will be published on the LGA website for public viewing.

13. Remuneration and Expenses

13.1. No remuneration is payable to LGTAP members.



- 13.2. Expenses reasonably incurred in carrying out the role of a member of the LGTAP will be reimbursed by the LGA in accordance with the LGA's Board and Committee Member Allowances and Expenses Policy.

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2.2 SLRP Requests and Grantee Correspondence

Reports for Discussion

From: Alyssa Bates, Grants Coordinator
Meeting: LG Transport Advisory Panel 13 December 2023
ECM: 803379 Attachment 803381 and 803383

Recommendation

That the LG Transport Advisory Panel:

1. Approves the Change in Scope Application submitted by the District Council of Cleve for the 2022-23 SLRP funded project 'Ballumbah/Kinnaird Road, Darke Peak to Rudall SA 5642'.
2. Approves the Extension Request to 30 June 2024, submitted by the District Council of Cleve for the 2022-23 SLRP funded project 'Ballumbah/Kinnaird Road, Darke Peak to Rudall SA 5642'.
3. Approves the Change in Scope Application submitted by the Yorke Peninsula Council for the 2023-24 SLRP funded project 'North Coast Road Stage 2, Point Turton'.

Discussion

District Council of Cleve

On 13 October 2023, District Council of Cleve wrote to the LGA to advise that the 6km of shoulder upgrade to the Balumbah/Kinnaird Road, as funded through the 2022-23 grant round, had recently been completed and that the final total project cost was \$65,000 less than anticipated.

District Council of Cleve had been funded \$400,000 through the 2022-23 SLRP grant round, from the Roads to Recovery project stream. As per the SLRP Policy Manual, Council are required to contribute at least one-third of the total project cost, being \$200,000.

The final total project cost for this project is \$535,000. Calculating the appropriate funding split, two-thirds of this cost can be attributed to SLRP funding (\$357,000) and one-third can be attributed to Council contributions (\$178,000). This results in an SLRP underspend of \$43,000 (and a Council contribution underspend of \$22,000).

Council have requested LGTAP's consideration for a scope amendment to this project, to complete the preparation for the next 8km of shoulder upgrade which was funded through the 2023-24 SLRP grant round. If approved, this will eliminate the need to return the unspent funds.

If the scope amendment is approved, Council are also seeking an extension to complete the additional work, from 31 October 2023 to 30 June 2024 (coinciding with the completion of the 2023-24 funded stage).

Advice has been obtained from the SA Local Government Grants Commission regarding this request, who have advised that there is no issue in approving the extension.

Yorke Peninsula Council

On 19 October 2023, Yorke Peninsula Council contacted the LGA to advise that the quote for the 2023-24 SLRP funded project had come in under budget.

Yorke Peninsula Council have been funded \$1,157,000 through the 2023-24 SLRP grant round, from the Roads to Recovery project stream, to deliver Stage 2 of a 3-Stage project. It is Council's intention to apply for SLRP funding for Stage 3 in the 2024-25 SLRP grant round.

Given the quote received, Council proposes to extend the scope of Stage 2 to incorporate components of the Stage 3 of this project. This will enable Council to spend all the SLRP funding, reducing the need for unspent funds to be returned, and reduce the funding that Council will need to request for Stage 3.

Advice has been obtained from the SA Local Government Grants Commission regarding this application, who have advised that there is no issue in approving the amended scope.

Attachments

Attachment A: Change in Scope Application Form

Attachment B: Extension Request Form

Attachment A: Change in Scope Application

District Council of Cleve – Ballumbah/Kinnaird Road, Darke Peak to Rudall SA 5642 (Shoulder Upgrade)

SLRP Funding Approved	\$400,000
Council Contribution	\$200,000
Project Start Date	01 / 02 / 2023
Project End Date	30 / 06 / 2023
Extension Granted	31 / 10 / 2023 Note: Extension Request submitted to 30 June 2024.
Is this a multi-stage project?	Yes
If yes, please advise the years that the project has already received funding and / or the years that you intend to seek further funding.	Received additional funding for next 8km in 2023/24.
Is this your first Change in Scope Application?	No
If not, please advise when and why the project has previously changed scope.	January 2023 – Clarification of Seal Width to better describe the proposed works.
Describe the project work that has been undertaken to date	6km of Shoulder Upgrade as per the original proposal has been completed.
SLRP funds spent to date	Funds spent \$532,659.58 with the proposed project now completed so no future planned expenditure for this section of work.
What is the difference in scope from the approved project scope?	No change in scope from the approved project.
What is the reason for the scope amendment?	To use the remaining \$67,340 that is left over from this scope of works (2022/23) we can use it to increase the formation width to accommodate the next planned 8km Shoulder Upgrades in the approved funding in 2023/24.
What has been done to mitigate the requirement for a change in scope?	N/A
How will the amended scope still enable the project to meet the objectives of the SLRP?	This will assist in the construction methodology by increasing the formation which will result in stabilizing the base.

Will the project still be completed on time and to budget if the change in scope application is approved?

Yes

Yorke Peninsula Council – North Coast Road Stage 2, Point Turton

SLRP Funding Approved	\$1,157,000
Council Contribution	\$1,067,000
Project Start Date	01 / 09 / 2023
Project End Date	30 / 06 / 2023
Is this a multi-stage project?	Yes
If yes, please advise the years that the project has already received funding and / or the years that you intend to seek further funding.	Project Stage 1 funded in 2022/2023. Project Stage 2 funded in 2023/2024. Final Stage 3 funding will be sought for 2024/2025 delivery.
Is this your first Change in Scope Application?	Yes
Describe the project work that has been undertaken to date	Mobilisation, survey, early works Telstra location, tree vegetation removal
SLRP funds spent to date	No progress claims to report.
What is the difference in scope from the approved project scope?	Extend the work length to continue into Stage 3 allowing for part of Stage 3 earth works and part of Stage 3 unsealed road binding up to a combined value of \$900,000 (ex GST).
What is the reason for the scope amendment?	Very competitive tender pricing on Stage 2 will see between \$800k-\$900k (ex GST) underspend on the approved \$2.224M (ex GST) Stage 2 works. If SLRP funds are not spent, such will be problematic for both the State and Federal Governments.
What has been done to mitigate the requirement for a change in scope?	To achieve 2023/2024 State and Federal funding expenditure commitments, Council is proposing to negotiate a variation to the existing Stage 2 contract to continue on into Stage 3 based on the current competitive rates, or that failing enter into another stabilisation contract to ensure all Stage 2 project funding is spent by June 2024. Such will reduce the extent of potential future Stage 3 SLRP funding contribution.
How will the amended scope still enable the project to meet the objectives of the SLRP?	The amended scope allows grant commitments to be achieved.
Will the project still be completed on time and to budget if the change in scope application is approved?	Yes

Attachment B: Extension Request Form

District Council of Cleve – Ballumbah/Kinnaird Road, Darke Peak to Rudall SA 5642 (Shoulder Upgrade)

Applicant	District Council of Cleve
Road Name	Ballumbah/Kinnaird Road, Darke Peak to Rudall SA 5642 (Shoulder Upgrade)
SLRP funding	\$400,000 (Roads to Recovery)
Original project end date (as per application)	30/06/2023
New completion date (for approval)	30/06/2024
Is this your first extension request for this project?	No
Previously approved extension date (if applicable)	31/10/2023
Include information regarding previous extensions given.	
Due to the project only beginning in September 2023 we asked for an extension of time for the project to be completed by 31 October 2023. Which has now happened.	
Include a detailed explanation of why you need an extension on this project, and how this extension will help the project achieve its original objectives.	
<p>Our project costs have come in below the original projection and the grant amount allocated. We have just completed the 6km of shoulder upgrade to the Balumbah Kinnard Road as funded by the 2022-23 Grant Round.</p> <p>The original project was estimated to cost \$600k to upgrade the 6km, with the successful tender coming in at \$535k.</p> <p>This obviously leaves \$65k of unspent funding.</p> <p>We are requesting to spend the remaining \$65k on the next section of the Balumbah Kinnard road in preparation to undertake another 8km of shoulder upgrade, which we have recently received confirmation of funding for in the 2023-24 Grant Round.</p> <p>The \$65k would allow us to undertake formation preparation that would assist with the next phase.</p>	
Provide a brief overview of the fund spent to date and any future planned expenditure.	
<p>\$535,000 spent on 6km Shoulder Upgrades</p> <p>No future spending planned on this section of road.</p>	
Supporting information	
Nil attached	

3.1 Emerging Issues – Federal Road Funding Increase

Any Other Business

From: Alyssa Bates, Grants Coordinator
Meeting: LG Transport Advisory Panel 13 December 2023
ECM: 804412 Attachment 804414

Recommendation

That the LG Transport Advisory Panel:

1. **Notes the verbal update regarding the increase to the Federal Government’s Roads to Recovery program funding.**

Discussion

In November 2023, the Australian Federal Government announced an increase to two of its flagship road infrastructure programs – the Roads to Recovery and Black Spot funding programs.

Of particular relevance to the Special Local Roads Program is the increase to the Roads to Recovery program, which will benefit from an additional \$500 million of funding (over a phased process).

The funding increase aligns with the recommendations made in the report by the Grattan Institute, *Potholes and Pitfalls: how to fix local roads*.

The LGA supported this announcement through a media release to its members on 20 November 2023 (Attachment A).

A verbal update on the Federal Government announcement and its implications for the Special Local Roads Program will be provided by Mr Peter Ilee.

Attachments

Attachment A: LGA Media Release - 20 November 2023 - Federal funding increases for safer and more productive local roads



Monday 20 November 2023

Federal funding increases for safer and more productive local roads

In a major step toward better road safety, connectivity and productivity across South Australia's local roads, the Federal Government has announced significant increases to its flagship road infrastructure programs.

The funding boost will be phased in to eventually double Roads to Recovery from \$500 million to \$1 billion per year, increase Black Spot funding by \$40 million per year and merge existing heavy vehicle and bridge initiatives to create a new program.

Local Government Association of SA President Mayor Dean Johnson welcomed the increased funding, emphasising the importance of strengthening road safety and improving freight productivity outcomes on local roads.

"We welcome this extra funding and thank the Albanese Government for listening to our councils about the urgent need for road funding in our state.

"Councils manage a big portion of the nation's road network and that comes at a very high price tag – this extra funding will go a long way to support better outcomes for communities, the growth of our regions and industry productivity.

"It's not just about road maintenance; it's about creating safer, more efficient roads that reduce congestion and enhance connectivity.

"Increases to the Black Spot Program will improve road conditions, while extra funding for Roads to Recovery means we can tackle critical infrastructure needs," Mayor Johnson said.

The increased funding follows the federal government's independent Infrastructure Investment Review, which cut funding from key road projects in South Australia.

"It's disappointing funding has been axed on existing projects like the Truro Bypass and Hahndorf township improvements – councils want to see these projects go ahead for the long-term prosperity of their areas and are now left to find alternative solutions," Mayor Johnson said.

The latest funding increases align with the Grattan Institute's report [Potholes and pitfalls: how to fix local roads](#), recommending the Federal Government increase funding to allow councils to act on road safety and productivity improvements.

"South Australia's councils have routinely voiced concern about the need for increased funding to support the repair and ongoing maintenance of local roads, particularly in the regions.

"We need funding on the ground, being delivered straight to communities where it is going to matter most.

"Increasing funding under the Heavy Vehicle Safety and Productivity Program and Bridges Renewal from \$150 million to \$200 million through a new Safer Local Roads and Infrastructure Program is positive for communities and industry," Mayor Johnson said.

"This investment is particularly critical for our state's regional areas, where ageing infrastructure like bridges are not structurally-fit to accommodate modern heavy vehicles and freight loads.

"For regional councils, financing local road and bridge infrastructure improvements without assistance is near impossible – particularly when they also face damage from natural disasters.

"This new funding ensures our roads are not only safer for communities but are capable of supporting the economic growth needed in our regions.

"We look forward to working with the Commonwealth collaboratively to ensure this funding gets to where its needed and makes the biggest difference," Mayor Johnson said.

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