MINUTES

WORKS AND SERVICES COMMITTEE

11 AUGUST 2020

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Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular and without detracting in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Shire of Wagin during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Wagin

The Shire of Wagin advises that anyone who has any application lodged with the Shire of Wagin shall obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wagin in respect of the application.

Bill Atkinson
ACTING CHIEF EXECUTIVE OFFICER

GIFTS DISCLOSURE INFORMATION

The Gifts Register contains the disclosures of gifts that have been made by Elected Members, the Chief Executive Officer and Employees in their official capacity.

To adhere with the changes to gift disclosure regulations in the *Local Government Legislation Amendment Act 2019,* passed by Parliament on 27 June 2019, the Shire of Wagin provides gift disclosure information in the interests of accountability and transparency.

Elected Members and the Chief Executive Officer are required to disclose gifts which are valued over $300 or are two or more gifts with a cumulative value over $300 (where the gifts are received from the same donor in a 12 month period) within 10 days of receipt [Sections 5.87A & 5.87B *Local Government Act 1995*].

The Act and Regulations require the Chief Executive Officer to publish an up to date version of the Gifts Register on the Shire's website after a disclosure is made. To protect the privacy of individuals, the register published on the website does not include the address disclosed by an individual donor and will instead include the town or suburb.

SHIRE OF WAGIN

Minutes for the Works and Services Committee meeting held in the Council Chambers on Tuesday 11 August 2020 commencing at 3:00pm

CONTENTS

1. OFFICIAL OPENING

The Chairperson, Cr G R Ball opened the meeting 3:03 pm.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

2.1 ATTENDANCE

Cr Greg Ball	Chairperson
Cr Bryan Kilpatrick	Councillor
Cr Geoff West	Councillor
Cr Jason Reed	Councillor
Cr Wade Longmuir	Councillor
Bill Atkinson	Acting Chief Executive Officer
Allen Hicks	Manager of Works
Kayla Lloyd	Works Administration Officer
Emily Edwards	Executive Assistant

2.2 APOLOGIES

3. PUBLIC FORUM

Council conducts open Council Meetings. Members of the public are asked that if they wish to address the Council that they state their name and put the purpose of their address as precisely as possible. A minimum of 15 minutes is allocated for public forum. The length of time an individual can speak will be determined at the President's discretion.

4. PETITIONS/DEPUTATIONS/PRESENTATIONS

5. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

5.1 DISCLOSURE OF FINANCIAL INTEREST – Local Government Act Section 5.60a

5.2 DISCLOSURE OF PROXIMITY INTEREST – Local Government Act Section 5.6

5.3 DISCLOSURE OF IMPARTIALITY INTEREST – Administration Regulation Section 34c

6. CONFIRMATION OF PREVIOUS MEETING MINUTES

6.1 MINUTES FROM THE WORKS AND SERVICES COMMITTEE MEETING HELD 11 JUNE 2020

OFFICER RECOMMENDATION AND COMMITTEE DECISION

Moved Cr B L Kilpatrick **Seconded Cr W J Longmuir**

That the minutes of the Works and Services Committee meeting held on 11 June 2020 and circulated to all Councillors, be confirmed as a true and accurate record.

Carried 5/0

7. CORRESPONDENCE AND REPORTS

7.1.1. REQUEST FOR GATE PERMIT – PROSSER ROAD (MR. J.LOTON)

PROPONENT:	Mr J. Loton – Loton Investments Pty Ltd
OWNER:	N/A
LOCATION/ADDRESS:	Prossers Road
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	3 August 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	A1408
ATTACHMENTS:	Correspondence to and from Applicant

OFFICER RECOMMENDATION

Moved Seconded

That Council approve the placement of a gate on Prossers Road at the entrance to Williams Location 13908, subject to no objections being received after the proposal is advertised locally and adjoining landholders have the opportunity to comment.

COMMITTEE DECISION

Moved Cr B L Kilpatrick **Seconded Cr W J Longmuir**

That the Committee recommend that Council advertise the placement of a gate on Prossers Road at the entrance to Williams Location 13908, seeking any objections and adjoining landholders have opportunity to comment.

Carried 5/0

Reason of Difference – The Committee wished to give the opportunity for objections and further investigate the clause regarding the locked or unlocked gate due to the *Gate across thoroughfare not be left open – Sch. 9.1 cl. 5 (2)*

BRIEF SUMMARY

This report recommends that Council approve the placing of a gate on Prossers Road at the entrance of Williams Location 13908, subject to no objections being received after the proposal is advertised locally and adjoining landholders have the opportunity to comment.

BACKGROUND/COMMENT

It was reported to the Shire that a locked gate had been erected some time ago at the abovementioned location. Research was carried out to ascertain whether the required approval had been sought and process followed to formalise the situation. There was no record found of an application having been submitted, nor any correspondence having been sent to the applicant.

A letter was sent to the applicant requiring him to remove the gate. This prompted a response to the effect that the applicant maintains that he had sent a letter of request in 2015, and that he assumed that approval had been given by the Shire.

The applicant was advised that there were two options that could be exercised with respect to the road being physically closed by a gate.
These options are:

- To apply for a gate permit in accordance with the provisions of the Local Government (Uniform Local Provisions) Regulations 1996; or
- Apply to have the road closed in accordance with the provisions of the Land Administration Act 1997.

The first option is the most expedient, less costly and also favoured by the applicant.

In order to ensure that the placement of the gate will not adversely impact on landholder in the area, it is recommended that the proposal be advertised locally with the opportunity for interested parties to comment.

CONSULTATION/COMMUNICATION

- The Applicant
- Manager of Works

STATUTORY/LEGAL IMPLICATIONS

Permission to have gate across public thoroughfare — Sch. 9.1 cl. 5(1)

(1) A person may apply to the local government for permission to have across a public thoroughfare under the control or management of the local government a gate or other device that enables motor traffic to pass across the public thoroughfare and prevents livestock from straying.

(2) The local government may, before dealing with the application, require the applicant to publish notice of the application in such manner as the local government thinks fit.

(3) Permission granted by the local government under this regulation —

(a) must be in writing; and

(b) must specify the period for which it is granted; and

(c) must specify each condition imposed under subregulation (4); and

(d) may be renewed from time to time; and

(e) may be cancelled by giving written notice to the person to whom the permission was granted.

(4) The local government may impose such conditions as it thinks fit on granting permission under this regulation including, but not limited to, conditions on the construction, placement and maintenance of the gate or other device across the public thoroughfare.

(5) The local government may, when renewing permission granted under this regulation or at any other time, vary any condition imposed by it under subregulation (4) and the variation takes effect when written notice of it is given to the person to whom the permission was granted.

(6) The local government may at any time, by written notice given to the person to whom permission was granted under this regulation, cancel the permission and request the person responsible for the gate or other device to remove it within a time specified in the request.

(7) A person to whom a request is made under subregulation (6) must comply with the request.

Penalty: a fine of $5 000.

(8) A local government must keep a register of gates and other devices constructed in accordance with a permission granted under this regulation.

Gate across thoroughfare not to be left open — Sch. 9.1 cl. 5(2)

A person who is responsible for a gate registered under regulation 9(8) must ensure that the gate is not left open.

Penalty: a fine of $1 000.

POLICY IMPLICATIONS
Nil

FINANCIAL IMPLICATIONS
Nil

STRATEGIC IMPLICATIONS
Nil

VOTING REQUIREMENTS
Simple Majority


HILLANDALE
JEFF & JENNY LOTON
0427 920 144
NO THROUGH ROAD
PRIVATE PROPERTY

COPY

Our Ref: Insert File Ref

Loton Investments Pty Ltd
5 Balliol Court
BUNBURY WA 6230

Dear Sir/Madam,

UNAUTHORISED GATE ACROSS PROSSERS ROAD - WAGIN

A gate has been installed on Prosser Road adjacent to Williams Location 13908 without authorisation (Refer to attached photograph).

Prossers Road is a public thoroughfare and is not to be obstructed without lawful authority.

In accordance with the provisions of the Local Government (Uniform Local Provisions) Regulations 1996, you are required to remove the gate by Friday the 31st July 2020.

Yours faithfully

W.T ATKINSON
ACTING CHIEF EXECUTIVE OFFICER

6th July 2020

Deb Stephens

From: Bill Atkinson
Sent: Monday, 27 July 2020 3:56 PM
To: Deb Stephens
Subject: FW: Gate at Prossers Road Wagin
Attachments: Letter.pdf

Hi Deb,

Would you please research if this went to Council around that time and/or if the Shire formally responded to this letter.

Thanks

BILL ATKINSON
Acting Chief Executive Officer
Shire of Wagin
Ph 98611177
Fax 98611204
Mob 0429611493

From: Jeff Loton <jeff@plantationlogging.com>
Sent: Monday, 27 July 2020 3:48 PM
To: Bill Atkinson <ceo@wagin.wa.gov.au>
Subject: Gate at Prossers Road Wagin

Mr W T Atkinson
Acting Chief Executive Officer
Shire of Wagin

Hi Bill

Thank you for our discussion on the phone today, regarding the gate on Prossers Road.

Please find attached the letter we sent to the Shire back in 2015 and our request to close the road from the gate to the farmhouse.

When the Shire erected the signage on Prossers Road (NO THROUGH ROAD and PRIVATE PROPERTY) we assumed that we had been given approval to erect a gate.

Once again, our apologies and we look forward to resolving this matter as discussed.

Regards

Jeff Loton
LOTON INVESTMENTS PTY LTD
Mob: 0427 920144

COPY

Loton Investments Pty Ltd
218 South Western Highway
BUNBURY WA 6230

25 August 2015

Mr Peter Webster
CEO Shire of Wagin
2 Arthur Road
WAGIN WA 6315

Dear Peter

Thanks for visiting our property on Prossers Road last week. I appreciate you looking into our request to close Prossers Road. The outcomes we both achieved are as listed below.

The Wagin Shire agree to:-

1. Allow Lotons to fence Prossers Road off as there is no access requirements to general public (ie. The road stops at Loton's farmhouse.
2. Allow Lotons to clear trees from the road reserve but retain any wandoo trees where possible and from the shearing shed, a further 500m approx. of road with trees and scrub as to project farm buildings from potential fire risk.
3. Install signage at the beginning of and at the Prosssers Road gate – NO THROUGH ROAD and PRIVATE PROPERTY signs.
4. Supply and set up of 300mm pipes for the culvert on Prossers Road between the front gate and farmhouse.

The Lotons agree to:-

1. Install the culverts at our cost.
2. Maintain the remainder of Prossers Road at our cost.

Thank you again for the Shire's commitment.

Regards

Jeff Loton

7.1.2. NOTES ON ROAD FUNDING (CEO) INFORMATION

This information may assist in informing members of the current road funding environment within which the Shire operates.

7.1.3. GENERAL BENCHMARK STANDARDS – ROAD CLEARING, FORMATION AND CONSTRUCTION (MANAGER OF WORKS) INFORMATION

This information provides an overview of the construction standards applied to different classes of roads within the Shire.

NOTES ON ROAD FUNDING

1. Federal Government Financial Assistance Grant (FAGS) Road Component

FAGS was an initiative of the Whitlam Government in 1974. Its purpose was to ensure that all local governments were able to provide a sufficient level of services to their communities. There is a *General-Purpose* component and a *Roads* component. Even though the *Roads* component (which is calculated on the road asset value of each local government), it is completely untied and may be expended on anything the local government decides. Each local government should however apply this funding source towards its intended purpose.

Note: Wagin's allocation from this source for 2019/20, was $502,774 (It is expected to be similar in 2020/21)

2. Federal Government Roads to Recovery Grants

These were introduced by the Howard Government with the objective of addressing the road infrastructure backlog throughout Australia. It is a tightly managed funding source with measures built in to ensure that local governments do not spend less on roads from their own resources than they did before the introduction of these grants. Every local government has a *reference amount* assessed, which represents the amount of funding it has to apply toward roads from its own resources in order to qualify for the Roads to Recovery Grant. It should be noted that even though FAGS road funding is untied, it cannot be applied to Road to Recovery projects as it is not recognised as being legitimate own resource expenditure. There is however no other matching requirement and grants may be expended on bitumen and gravel roads and on roads which have low volumes of traffic.

Note: Wagin's allocation from this source for 2020/21 is $222,056

3. State Government Road Funds to Local Government Agreement

The agreement is that 20% of annual Motor Vehicle Licence Fee collections received by the State are allocated to Local Governments to upgrade and maintain local roads. The main components of the agreement which impact on Wagin are as follows:

(i) Road Project Grants:

Western Australia is divided into Regional Road Groups (RRG) which align with the geographic regions covered by respective MRWA regions. Each RRG is provided with an annual allocation by the State Roads Committee to be distributed to local

governments within their catchment. The objective of the road project grants is to ensure that funding is allocated to significant roads that have the highest priority. Each local government identifies the roads that meet the stringent criteria (function/development need/ development strategy) to be recognised as significant roads and to be included in the Roads 2030 Strategy. The highest scores are given to local government roads that are classified as district, regional or local distributor roads with a high level of connectivity and relatively high traffic counts (Refer to Attachment A - *Road Hierarchy for Western Australia – Road Types and Criteria*).

Each local government through a prescriptive multi criteria scoring process (Refer to attachment B – *Local Road Project Funding Multi Criterion Assessment Model*) has to compete for road project funding. There is a matching requirement of 1:2 local government/State road project funding. The Wheatbelt South Regional Road Group has determined that to ensure that all local governments within the region receive some funding, there is a current maximum of $375,000 per project (which has to be matched by $1875,00 by the local government). Additionally, no local government is able to be allocated more than $375,000 any one year in total.
The State's allocation to the Wheatbelt South Regional Road Group for 20/21 Road Project Grants is $6.269M

Note: Wagin's share of this allocation for the 2020/21 financial year is $ $307,605

In summary, funding for road project grants is competitive, is tied on a 1:2 basis and is aimed at the highest use roads within the region in terms of traffic volume and type of traffic. Traffic counters are used to demonstrate the warrant for funding by identifying the various classes of traffic using the road from light vehicles to heavy haulage vehicles. Weightings are accorded by way of an equivalent standard axle (ESA) calculation as part of the multi criteria assessment for scoring projects.

(ii) Direct Grants

There is a minor component of funding from this source by way of annual *Direct Grants* which comprise an allocation to each local government (without a matching requirement) on evidence that the previous year's *Direct Grant* has been expended on local roads. The State's allocation to the Wheatbelt South Regional Road Group for 20/21 Direct Grants is $2.603M

Note: Wagin's share of this allocation for the 2020/21 financial year is $121,340

(iii) Bridge Works and Inspections

Allocations are made on an *as needs basis* to monitor the condition of and to upgrade or replace bridges. Funding from this source does not require a matching contribution). Wagin has been the recipient of funding from this source in recent years, however nothing is programmed for the 2020/21 financial year.

4. State Initiatives on Local Roads

Where a local government is faced with the requirement to significantly upgrade a road, as a direct result of a decision of the State Government that changes the traffic dynamics of the road, SILR may be attracted.

Although there are strong processes around programming and acquitting SILR there is no matching requirement from the local authority.

It is unlikely that Wagin would qualify for funding from this source at this time.

5. Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) Funding

Funding from this source within the region is generally applied to the restoration of roads damaged by flooding. Local governments are required to contribute a minimum amount of $167,000 per claim.

Local Governments are not permitted to carry out works on WANDRRA projects and contactors have to be engaged. The application process is complex to the point where most local governments engage external engineering consultants to manage arrangements on their behalf.

6. Own Resource Funding

This is the amount of funding from general revenue or loans that a local government applies to road works. While some own resource funding is mandated (e.g.: reference amount for Roads to Recovery funding and matching obligations for Road Project grants) the remainder remains a decision of Council when setting its budget each year. In addition to the benefits which accrue to the community in upgrading roads, as a local governments road asset increases through additional expenditure, there is a corresponding increase in FAGS Road component funding, Roads to Recovery funding and in State Road funding (Direct Grant).

7. Other Funding Sources

Other funding sources include:

- State and Federal Black Spot funding which is primarily applied to projects to improve road safety. To qualify for funding from these sources, it is necessary to demonstrate accident history and to have an audit of the proposed sites by an Engineer, to help prove up the justification for funding.

- State Commodity Route funding which is applied to roads that are not roads of regional significance, but which cater specifically for the transportation of commodities. If for example, a road was heavily utilised for the transportation of hay from a central point on a consistent basis, it may qualify for funding. The current pool of funding for the whole State is only $2.5M. Successful applications through this fund can attract up to $275K and up to two thirds of each project cost may be funded through this source with the remaining third met by local government and industry contributions.

- Wheatbelt Secondary Freight Network comprises 4400 kilometres of local government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These routes are primarily for the transportation of grain and mining related commodities to access domestic markets and international markets via key WA ports. The funding mix is Federal 80%, State 13.33%, Local 3.34%.

  Note – the only roads that would meet this criterion in Wagin would be the roads (Ballagin 13.41 km and Piesseville- Tarwonga 6.80 km) between Great Southern Highway and Albany Highway. If funding was obtained from this source, it would be to widen the seal out to 7 metres wide with the objective of increasing the allowable Restricted Access Vehicle (RAV) configuration from RAV 4, to RAV 7. The main argument against this proposal is that the road runs parallel to the Collie Lake King Road between Wagin and Arthur River which is a main road and is already an RAV 7.

BILL ATKINSON
ACTING CHIEF EXECUTIVE OFFICER

July 2020

ROAD HIERARCHY FOR WESTERN AUSTRALIA
ROAD TYPES AND CRITERIA (see Note 1)

CRITERIA	PRIMARY DISTRIBUTOR (PD) (see Note 2)	DISTRICT DISTRIBUTOR A (DA)	DISTRICT DISTRIBUTOR B (DB)	REGIONAL DISTRIBUTOR (RD)	LOCAL DISTRIBUTOR (LD)	ACCESS ROAD (A)
Primary Criteria						
1. Location (see Note 3)	All of WA incl. BUA	Only Built Up Area.	Only Built Up Area.	Only Non Built Up Area. (see Note 4)	All of WA incl. BUA	All of WA incl. BUA
2. Responsibility	Main Roads Western Australia.	Local Government.	Local Government.	Local Government.	Local Government.	Local Government.
3. Degree of Connectivity	High. Connects to other Primary and Distributor roads.	High. Connects to Primary and/or other Distributor roads.	High. Connects to Primary and/or other Distributor roads.	High. Connects to Primary and/or other Distributor roads.	Medium. Minor Network Role Connects to Distributors and Access Roads.	Low. Provides mainly for property access.
4. Predominant Purpose	Movement of inter regional and/or cross town/city traffic, e.g. freeways, highways and main roads.	High capacity traffic movements between industrial, commercial and residential areas.	Reduced capacity but high traffic volumes travelling between industrial, commercial and residential areas.	Roads linking significant destinations and designed for efficient movement of people and goods between and within regions.	Movement of traffic within local areas and connect access roads to higher order Distributors.	Provision of vehicle access to abutting properties
Secondary Criteria						
5. Indicative Traffic Volume (AADT)	In accordance with Classification Assessment Guidelines.	Above 8 000 vpd	Above 6 000 vpd.	Greater than 100 vpd	Built Up Area - Maximum desirable volume 6 000 vpd. Non Built Up Area – up to 100 vpd.	Built Up Area - Maximum desirable volume 3 000 vpd. Non Built Up Area – up to 75 vpd.
6. Recommended Operating Speed	60 – 110 km/h (depending on design characteristics).	60 – 80 km/h.	60 – 70 km/h.	50 – 110 km/h (depending on design characteristics).	Built Up Area 50 - 60 km/h (desired speed) Non Built Up Area 60 – 110 km/h (depending on design characteristics).	Built Up Area 50 km/h (desired speed). Non Built Up Area 50 – 110 km/h (depending on design characteristics).
7. Heavy Vehicles permitted	Yes.	Yes.	Yes.	Yes.	Yes, but preferably only to service properties.	Only to service properties.
8. Intersection treatments	Controlled with appropriate measures e.g. high speed traffic management, signing, line marking, grade separation.	Controlled with appropriate measures e.g. traffic signals.	Controlled with appropriate Local Area Traffic Management.	Controlled with measures such as signing and line marking of intersections.	Controlled with minor Local Area Traffic Management or measures such as signing.	Self controlling with minor measures.
9. Frontage Access	None on Controlled Access Roads. On other routes, preferably none, but limited access is acceptable to service individual properties.	Prefer not to have residential access. Limited commercial access, generally via service roads.	Residential and commercial access due to its historic status Prefer to limit when and where possible.	Prefer not to have property access. Limited commercial access, generally via lesser roads.	Yes, for property and commercial access due to its historic status. Prefer to limit whenever possible. Side entry is preferred.	Yes.
10. Pedestrians	Preferably none. Crossing should be controlled where possible.	With positive measures for control and safety e.g. pedestrian signals.	With appropriate measures for control and safety e.g. median/islands refuges.	Measures for control and safety such as careful siteing of school bus stops and rest areas.	Yes, with minor safety measures where necessary.	Yes.
11. Buses	Yes.	Yes.	Yes.	Yes.	Yes.	If necessary (see Note 5)
12. On-Road Parking	No (emergency parking on shoulders only).	Generally no. Clearways where necessary.	Not preferred. Clearways where necessary.	No – emergency parking on shoulders – encourage parking in off road rest areas where possible.	Built Up Area – yes, where sufficient width and sight distance allow safe passing. Non Built Up Area – no. Emergency parking on shoulders.	Yes, where sufficient width and sight distance allow safe passing.
13. Signs & Linemarking	Centrelines, speed signs, guide and service signs to highway standard.	Centrelines, speed signs, guide and service signs.	Centrelines, speed signs, guide and service signs.	Centrelines, speed signs and guide signs.	Speed and guide signs.	Urban areas – generally not applicable. Rural areas - Guide signs.
14. Rest Areas/Parking Bays	In accordance with Main Roads' *Roadside Stopping Places Policy*.	Not Applicable.	Not Applicable.	Parking Bays/Rest Areas. Desired at 60km spacing.	Not Applicable.	Not Applicable.

DEFINITIONS

Built Up Areas	See Note 3 below. The criteria was provided by Clive Shepherd from the Western Australian Local Government Grants Commission (WALGGC).
Primary Criteria	A road, or road section, must meet all of these criteria to qualify for the category.
Secondary Criteria	These criteria are provided as indicators of the likely characteristics of a road designated under a particular road type. Ideally, a road should have all of these characteristics, but it is recognised that is unlikely to occur in a number of instances, particularly for traffic volumes in rural areas.
vpd	vehicles per day

NOTES

1. The type designated to each road should represent the role that the road is intended to perform. It may not necessarily reflect the current conditions on the road.

2. Declared Roads under the Main Roads Act ('highways' and 'main roads')

3. Built Up Areas (as defined by the Western Australian Local Government Grants Commission)

Built up areas are identified because roads within them generally involve greater expenditure than roads in non built up areas. This is because roads in built up areas :

- have high traffic volumes;
- have large numbers of intersections, necessitating intersection treatments, pavement markings, signs, etc;
- require kerbing for traffic control and or drainage;
- require an asphalt surface where traffic volumes are high, or where noise reduction is important;
- require underground drainage because surface drainage is impractical;
- involve high cost of service alterations during reconstruction;
- involve high costs because road works have to be carried out under heavy traffic.

The following definition is intended to limit built up areas to localities where the above conditions prevail.

Residential localities, which have lots with areas less than 0.45 ha, and commercial and industrial areas that meet the following criteria are classed as built up:

- at least half the blocks are developed;[1]
- existing roads have a minimum standard of a gravel road for old subdivisions and a sealed road for new subdivisions.

Areas serving sporting complexes, schools and caravan parks are classed as built up where:

- they are located in an area which is developed as residential; or
- the existing roads serving these facilities are already sealed and kerbed.

A road connecting two built up areas is classed as a road in a built up area where the connecting road is less than 300m in length.

4. Except where the Regional Distributor is passing through, or terminating in a town.

5. Buses may need to use Access Roads in some instances e.g. Rural areas for school buses and in cities and towns to provide connectivity for a route.

[1] Roads within new subdivisions being developed in accordance with a Structure Plan should be designed and constructed in accordance with the planned use of the road once the area is fully developed. They should be categorised on the basis of the intended purpose.

DESCRIPTION OF ROAD HIERARCHY

Primary Distributors :
Provide for major regional and inter-regional traffic movement and carry large volumes of generally fast moving traffic. Some are strategic freight routes and all are State Roads. They are managed by Main Roads Western Australia.

District Distributor A : Urban area roads - (Built Up Area -)
Carry traffic between industrial, commercial and residential areas and generally connect to Primary Distributors. These are likely to be truck routes and provide only limited access to adjoining property. They are managed by local government.

District Distributor B : Urban area roads - (Built Up Area)
Perform a similar function to type A District Distributors but with reduced capacity due to flow restrictions from access to and roadside parking alongside adjoining property. These are often older roads with a traffic demand in excess of that originally intended. District Distributor A and B roads run between land-use cells and generally not through them, forming a grid which would ideally space them around 1.5 kilometres apart. They are managed by local government.

Regional Distributor : Rural - (Non Built Up Area)
Roads that are not Primary Distributors but which link significant destinations and are designed for efficient movement of people and goods within and beyond regional areas. They are managed by local government.

Local Distributor :
Urban - (Built Up Area)
Roads that carry traffic within a cell and link District Distributors or Regional Distributors at the boundary, to access roads. The route of Local Distributors should discourage through traffic so that the cell formed by the grid of District Distributors only carries traffic belonging to, or serving the area. These roads should accommodate buses, but discourage trucks.

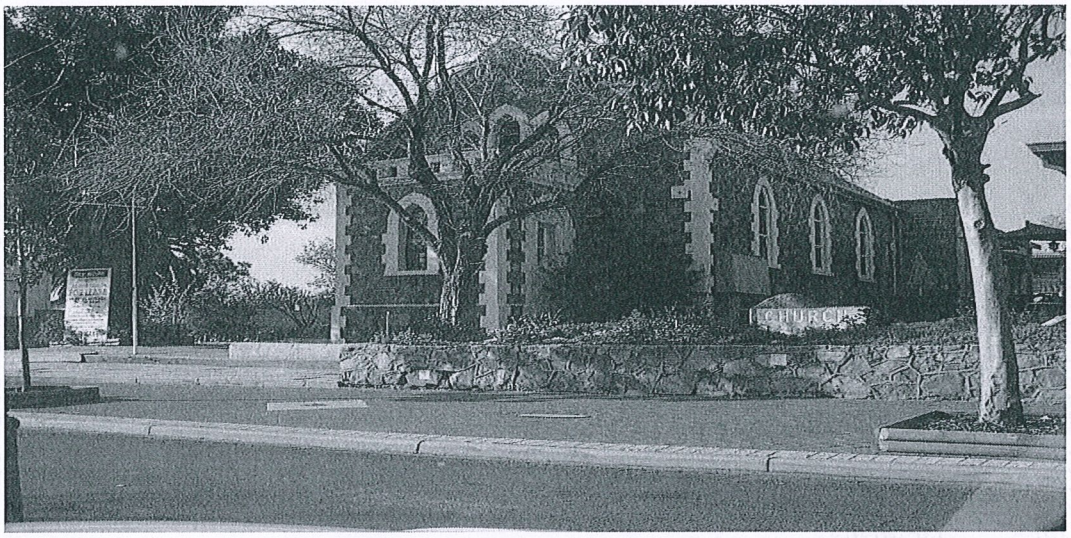
Rural - (Non Built Up Area)
Connect to other Rural Distributors and to Rural Access Roads.
Not Regional Distributors, but which are designed for efficient movement of people and goods within regional areas

Urban and Rural Local Distributor roads are managed by local government.

Access Roads :
Provide access to abutting properties with amenity, safety and aesthetic aspects having priority over the vehicle movement function. These roads are bicycle and pedestrian friendly. They are managed by local government.

ATTACHMENT B

WHEATBELT SOUTH REGIONAL ROAD GROUP



LOCAL ROAD PROJECT FUNDING MULTI CRITERION ASSESSMENT MODEL

USER MANUAL

Document RRG/WBS/002/003

This Manual is owned and controlled by the Wheatbelt South Regional Road Group. All copies are uncontrolled.

Main Roads Wheatbelt Region as Secretariat to the Wheatbelt South RRG is the custodian.

All comments and requests for changes are to be forwarded in writing to the Regional Manager, Main Roads WA Wheatbelt Region, PO Box 194, Narrogin WA 6312.

Tel: 9881 0501

Version:	***002/003 Issued 15 August 2016***

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GENERAL

Preamble

The MCA model has been adopted and modified from the successful MCA model in use by the Mid-West and Wheatbelt North Regional Road Groups. The WBS RRG MCA User Manual is an evolving document that invites comment and feedback from all interested parties. The WBS RRG Technical Committee is entrusted to review regularly the operations of the MCA model and to make recommendations to the RRG to reflect considered improvements. Any modifications to the MCA Model will first require formal RRG approval of the modified WBS RRG MCA User Manual.

1.1 Submission Format

A completed Local Road Project Funding Submission consists of the following parts:

- Submission Form;
- Attachment 1 – Traffic Data;
- Attachment 2 – Treatment Details;
- Attachment 3 – General Details;
- Attachment 4 – Cost Estimate;
- Supporting traffic count data.

The submission and attachments have been compiled in Microsoft Excel. The spreadsheet format allows automatic calculation if submissions are completed electronically, minimising the requirement for manual entry and eliminating potential for computation errors. The format allows electronic submission via E-Mail and automatically provides local authorities with project scores. It also allows fast and efficient auditing and hand written project submissions can quickly and easily be scored.

Other than cells requiring data entry by the local authority, the submission form and attachments are password protected to prevent inadvertent format amendment.

Submissions are completed by entering data (either electronically or manually, although electronic data entry is preferred) in the appropriate cells on the submission form and attachments. Data entry requirements are described in detail in section 2 of this manual.

The submission form and attachments, incorporating sample data, are included as appendix one of this manual.

1.2 Scoring

The Multi Criteria Assessment (MCA) model calculates scores for local road projects on Roads of Regional Significance (RRS) and based on a range of project characteristics and condition data.

Traffic data is an important component of the scoring process and specific requirements apply to data collection. The particular demands on RRS that are subject to a high percentage of heavy vehicles are allowed for by the inclusion of scoring for equivalent standard axles

(ESA) as well as Average Daily Traffic (ADT). Scoring also recognises designated school bus routes and road train routes.
The scoring process compares existing and proposed road standards relative to the designated, appropriate road standard for the project. Lower standard sections are assigned priority. Drainage, safety and environmental management improvements are all taken into account under separate scoring categories.

Local authorities are encouraged to develop five year programmes for RRS, with submission of relevant programming information attracting a fixed score. Work which is critical to overall project completion is recognised, as are projects which are subject to external funding contributions and projects which will reduce future maintenance requirements. Finally, impact on regional development is also assessed and scored.

The MCA model scores sixteen separate categories. Fixed scores are assigned to four of these categories and a further four categories use objective data to compute scores using fixed formulae. Of the remaining eight categories, six score project impacts on a "none-minimal-moderate-significant" basis. Treatment Safety Devices allow for a possible maximum three points for projects incorporating safety devices aimed at making local roads safer. Details substantiating these scoring assessments are included in the relevant attachments. Summary details of all scoring categories are provided in Table 1 below.

	Item	Maximum Score	% of Total
1.	Road & Project Categorisation		
1.5	Preservation	20	
	Sub-Total	**20**	**18.00%**
2.	Traffic Data		
2.1	Average Daily Traffic	15	
2.2	Equivalent Standard Axles	20	
2.3	School Bus Route	5	
2.4	Road Train Route	5	
	Sub-Total	**45**	**40.00%**
3.	Treatment Details		
3.1	Road Type Description	No Score[1]	
3.2	Existing Road Standard	10	
3.3	Proposed Road Standard	20	
3.4	Horizontal and Vertical Alignment (No longer applicable)	0	
3.5	Drainage	2	
3.6	Treatment Safety Devices	3	
3.7	Environmental Management	2	
	Sub-Total	**37**	**33.00%**
4.	General Details		
4.1	Five Year Programme	2	
4.2	Ongoing Project	2	
4.3	Ongoing Maintenance	3	
4.4	Regional Development	3	
	Sub-Total	**10**	**9.00%**
	TOTAL	**112**	**100%**

[1] Existing and proposed road standards are measured against Regional Road Group Road Type Description

TABLE 1 – SUMMARY OF SCORING CATEGORIES

2. COMPLETING SUBMISSIONS

2.1 Project Information

Project details are entered at the top of the submission form. Details include year (financial year in which funding is sought), local authority name, road name, road number, project section location (SLK range) and a description of the proposed work. The work description should be a summary consistent with the standard road treatment descriptions as shown in Table 2, page 5. Where applicable, seal width should be included in the description. Examples are "Improve formation and drainage and gravel sheet" and "Reconstruct and primer seal from 6.0 m to 7.0 m wide".

2.2 Road and Project Categorisation

2.2.1 Restriction to Road of Regional Significance

Only roads of regional significance (RRS) formally approved by the regional road group are eligible for funding. Projects involving other roads will not be considered.

Submissions involving work on two or more roads forming part of a single regionally significant route may be accepted and will be considered on a case by case basis.

2.2.2 Confirmation of Sub-Group Endorsement

Only projects which have been endorsed by the relevant regional road group sub-group are eligible for funding.

2.2.3 Preservation or New Construction

A score of 20 is assigned to preservation projects. Standard road treatment descriptions adopted by the RRG to define "preservation" and "new construction" are shown in Table 2.

If a project combines both preservation and new construction, the treatment with the highest value will determine the score assigned. For example, "widen and primer seal shoulders and reseal centre of existing road" would be classed as "new construction" if the value of the widening component of the project exceeded the value of the reseal.

However, seal application **as an initial treatment** is classed as "new construction".

The MCA model recognises the importance of applying the final seal to prevent pavement deterioration. MCA submissions for final seal works are automatically afforded priority one funding status.

Where a project submission for a full width reseal over existing seal, and including recent seal widening works that have not had a final seal, this will also be assigned a priority 1 status for road project funding.

Where Main Roads WA has issued an Agreement-in-Principle (AIP) to a council that wishes to under-take as a part of the construction works **initial longitudinal Road Markings (LRM) white lining as a sacrificial safety treatment only**, this is supported by the WBS RRG, however, a separate MCA submission is required for the sacrificial white lining and

will be awarded priority 1 status and funded only if the construction works are prioritised for road project funding. Main Roads will estimate the LRM application cost and undertake the works. Please refer to 2.6 Cost Estimate for further details.

A project for permanent initial **longitudinal road markings white lining** subject to an AIP is to be submitted for black spot funding.

1. REFER RRG MINUTES 11 NOVEMBER 2015 MEETING

PRESERVATION	NEW CONSTRUCTION
Re-forming	Widening
Re-sheeting	Realignment
Reconstruction (to same standard) and any re-instatement of existing longitudinal and traverse white lining	Upgrade to gravel sheeting
Unsealed shoulder reconditioning	Upgrade to seal
Pavement repair	Sealing (to prime as an initial treatment)
Reseals, and	Final seal (to primer seal) &Intersection treatment
Drainage maintenance	New road links
Surface correction	Drainage improvements
Repairs to stock grids	Installation of new stock grids
Re-instatement of existing longitudinal white lining and other regulatory lines (holding)	Sacrificial initial longitudinal white lining

TABLE 2 – STANDARD ROAD TREATMENT DESCRIPTIONS

2.3 Traffic Data

2.3.1 Data Collection

The MCA model relies on accurate traffic data. **Submissions must include supporting traffic count reports confirming that appropriate traffic statistics have been collected and applied in project scoring. Specifically, the following conditions must be met:**

- Traffic counts must provide a breakdown of the number of vehicles in each of the 12 AUSTROADS Vehicle Classes over the duration of the count, allowing average daily traffic *for each traffic class* to be determined as well as average *total* daily traffic.
- Traffic data must meet the criteria of:

  Three traffic counts over a period of 36 months and taken prior to the closing date for submissions.

Acceptable traffic data can therefore comprise either:

- 1 traffic count, minimum duration 8 weeks (representing a peak period); or
- 2 traffic counts, each of minimum duration 14 days and separated by a minimum period of 6 weeks (also representing a peak period); or

3 or more traffic counts, each of minimum duration 10 days (representing average daily traffic).

- Traffic counts must be representative of the project location. Data collected distant to the project or subject to misrepresentative traffic patterns will not be accepted. Where work is to be delivered over a continuous section of road over a number of financial years, traffic data can be representative of the length of the continuous section of road. Where various sections within a length of road are to be delivered over a number of years, up-dated or current traffic data for that section and funding year must be submitted with each road project submission.
- As a guide, where for instance reseal work is to be undertaken involving a number of sections of a road, then traffic data for the length of road subject to the reseal work will be acceptable.

Acceptance criteria for traffic data are defined in Submission Attachment 1. **Traffic data which does not meet the acceptance criteria will not be considered.**

2.3.2 Average Daily Traffic

Average Daily Traffic (ADT) is the average daily traffic in both directions determined by dividing total traffic count by count duration. Traffic count data is entered in Attachment 1 and for electronic data entry, ADT is calculated automatically. ADT is then automatically entered at Item 2.1 of the submission form. If required, ADT can be manually calculated as shown in the example below, which applies to 3 traffic counts.

Count No.	Total Vehicles – All Classes	Count Duration (Days)
1	160	10
2	200	10
3	180	10
Total	**540**	**30**

ADT = 540 (total vehicles) ÷ 30 (total days) = 18 vehicles

Scoring increases with ADT in accordance with the equation (Score = ADT x 0.2 – ADT^2 x 0.0007), *up to a maximum score of 15 for ADT 150 and greater*. Scoring is illustrated in Figure 1 below.

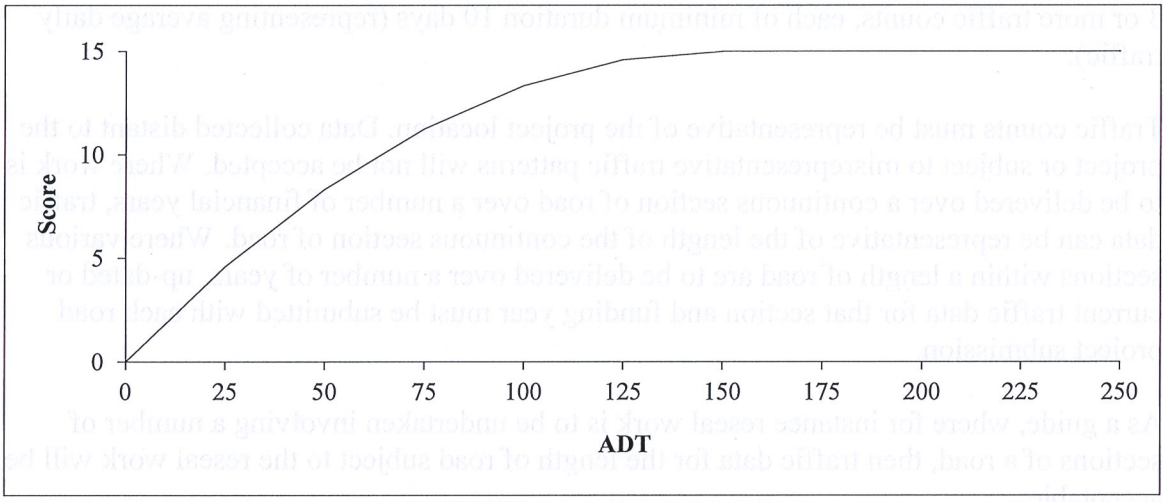


FIGURE 1 – ADT SCORING

2.3.3 Equivalent Standard Axles

The "Equivalent Standard Axle (ESA)" is a standard axle load which has been defined to allow traffic count data to be converted into load on road pavement. By multiplying each vehicle type by the number of standard axle loads that it represents, the effect on road pavement design can be determined for various traffic compositions. The ESA category is an important element of the MCA model as it allows for roads which are subject to a high percentage of heavy vehicles, which represent "multiple standard axle" pavement loads and therefore have a significant impact on pavement life. The MCA model uses the 8.2 tonne ESA definition adopted by Main Roads WA (this definition is also used in Microcom Traffic Classifier programs).

ESA's are calculated from the breakdown of the AUSTROADS Vehicle Classes collected during traffic counts. This data is entered at submission attachment 1 and for electronic data entry the average daily ESA value is calculated automatically. This value is then automatically entered at Item 2.2 of the submission form.

An example of manual calculation of average daily ESA is given below. The "Multipliers" (which convert traffic count data into ESA's) are listed in Attachment 1.

Count No.	**Number of Vehicles for AUSTROADS Vehicles Classes 1-12**											
(Duration)	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
1 (10 days)	300	10	60	25	10	3	5	4	4	0	27	0
2 (10 days)	250	8	55	30	12	5	2	3	5	2	20	3
3 (10 days)	275	12	45	40	15	8	5	5	6	1	25	2
Total Traffic	825	30	160	95	37	16	12	12	15	3	72	5
Multiplier	***0***	***0***	***0.61***	***1.63***	***2.82***	***1.3***	***1.36***	***2.28***	***2.57***	***4.97***	***6.41***	***8.12***
ESA's	0	0	98	155	104	21	16	27	39	15	462	41

ESA = (Traffic for Vehicle Class) x (Multiplier for Vehicle Class)
Total ESA's = 0 + 0 + 98 + 155 + 104 + 21 + 16 + 27 + 39 + 15 + 462 + 41 = 978
Average Daily ESA Value = 978 (total ESA's) ÷ 30 (total days) = 32.6

Scoring increases with average daily ESA in accordance with the equation (Score = ESA x 0.67 – ESA^2 x 0.0056), *up to a maximum score of 20 for Average Daily ESA 60 and greater.* Scoring is illustrated in Figure 2 below.

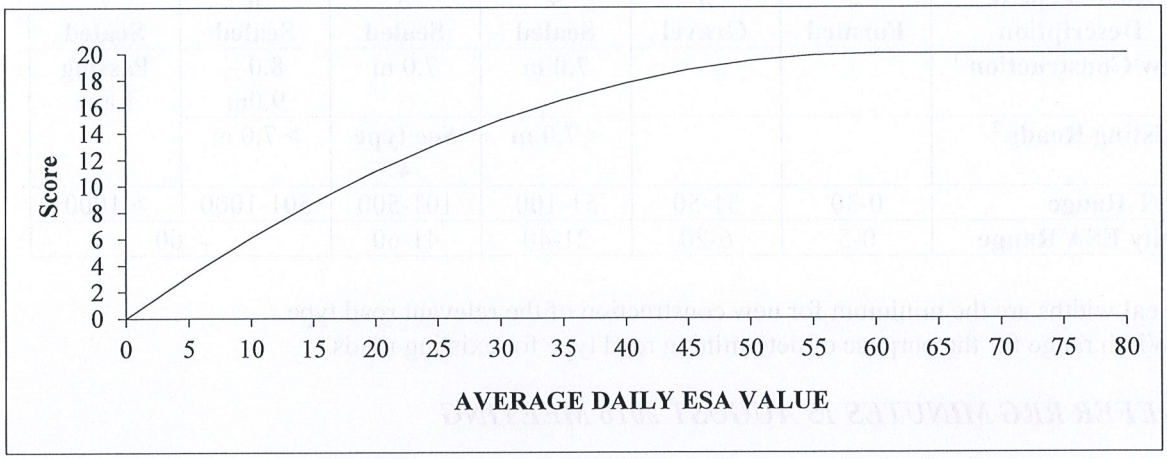


FIGURE 2 – AVERAGE DAILY ESA SCORING

2.3.4 School Bus Routes

Designated school bus routes attract a score of 5 by entering "Y" at Item A1.4 in the submission attachment 1 form with automatic up-date of the actual submission form.

2.3.5 Heavy Vehicles

Designated routes attract a score of 5 by entering "Y" at Item A1.5 in the submission attachment 1 form with automatic up-date of the actual submission form.

2.4 Treatment Details

2.4.1 Road Type Description

The RRG has adopted road standards that are appropriate for its roads of regional significance, based on traffic volume and composition.

All local roads approved by the RRG and eligible for road project funding are to be constructed to achieve a minimum ROAD TYPE 5 standard with a minimum 7.0m seal width, including all existing sealed roads. The traffic data (the warrant) collected relevant to the project site will determine the actual road type. For reconstruction or new works for example, where the ADT figure is 70 (ROAD TYPE 4) and the ESA figure is 55, the works must address the ROAD TYPE 5 standard with a minimum 7.0 m seal width. Traffic data may determine that a higher road type standard is required.

1. REFER RRG MINUTES 11 NOVEMBER 2015 MEETING

These standard road type descriptions are detailed in Table 3 and are also shown in MCA submission attachment 2, 2.1.

Road Type & Description	2 Formed	3 Gravel	4 Sealed	5 Sealed	6 Sealed	7 Sealed
New Construction [1]			**7.0 m**	7.0 m	8.0 – 9.0m	Passing Lane
Existing Roads [2]			**< 7.0 m**	**See type 4**	> 7.0 m	
ADT Range	0-30	31-50	51-100	101-500	501-1000	> 1000
Daily ESA Range	0-5	6-20	21-40	41-60	> 60	

[1] Seal widths are the minimum for new construction of the relevant road type
[2] Width range for the purpose of determining road type for existing roads

1. REFER RRG MINUTES 15 AUGUST 2016 MEETING

TABLE 3 – ROAD TYPE DESCRIPTIONS

Traffic data is used to identify the designated road type for the project. If the ADT and average daily ESA values apply to different road types, the higher standard is adopted. The existing road type is entered at attachment 2 at A2.1 and the designated road type is entered at attachment 2 at A2.1, and automatically up-dated at Items 3.1 to 3.3 on the actual submission form.

The RRG recognises the importance of consistent construction standards based on level of service and encourages upgrading roads of regional significance where the existing condition is well below designated level of service standard. Accordingly, if the existing road type is of a lower standard than the designated road type, a score of 10 is awarded at 3.2. Similarly, provided the proposed construction standard meets the designated road type:

- 10 points are awarded if the project involves upgrade by one road type category (eg improvement from Type 2 formed road to Type 3 gravel road);
- 20 points are awarded if the project involves upgrade by more than one road type category (eg improvement from Type 3 gravel road to Type 5 sealed road);

There is no score for projects where the existing standard meets or exceeds the designated level of service standard and no score where the proposed construction standard fails to meet or exceeds the designated road type.

A range of seal widths is provided in Table 3 for the purpose of determining whether existing standard meets the designated road type standard. For example, all existing seal widths less than 7.0 m are deemed to meet the Road Type 4 standard.

The RRG recognises that final seal over primer seal is integral to relevant upgrading projects. Therefore, where projects involve the application of final seal over primer seal, the existing road type is that *before construction to primer seal.*

2.4.2 Horizontal and Vertical Alignment (NO LONGER APPLICABLE)

1. REFER RRG MINUTES 11 NOVEMBER 2015 MEETING

2.4.3 Drainage

A maximum score of 2 is allocated for improvements to drainage. Submissions must include a description of the improvement and an assessment of its impact at attachment 2, with the associated score automatically entered at Item 3.6 on the submission form. Scores are assigned as follows:

- **0 – None or Minimal Impact:** Construction achieves a minor drainage improvement with little impact (eg: existing culverts widened with minor improvement to off road drainage).
- **1 – Moderate Impact:** Construction achieves a moderate drainage improvement (eg: additional culvert installation or floodway extension increases drainage capacity but does not affect road closure).
- **2 – Significant Impact:** Construction achieves a major drainage improvement (eg: additional drainage installation reduces susceptibility to road closure).

2.4.4 Treatment Safety Devices

An opportunity exists for councils to consider including safety design and devices in applications to the RRG. This concept provides a value for designs where safety improvements have been included. The concept does not value the improvements independently, but offers a comparative value against other safety improvements.

The checklist below at Table 4 has been derived from the issues used in Road Safety Audits for existing roads.

The list will provide a scoring opportunity where improvements are included and as a prompt for designers to consider opportunities for further safety enhancements at the time of design.

A good example of available points is in the section headed Geometry:

- Where selected crests and curves are widened and sealed – 2 points

If a project is to extend the seal on crests and curves past the nominated shoulder seal width then formal adjustment of the horizontal and or vertical alignments should be considered under 2.4.2 above.

Where a claim is made for the inclusion of safety treatments, the principle of 'best evidence' should be applied. Typically, this will require the submission to demonstrate how and where the improvements are to be applied, eg. sketch and site plans may be beneficial; guide post schedule, etc.

A maximum score of 3 is available for the installation of road treatment safety devices that form part of the road treatment works. The relevant boxes at A2.5 must be scored to indicate

which planned safety devices are to be installed, and where practical these should be identified in the cost estimate at attachment 4. The total score for treatment safety devices is to be entered at O93, with the associated score automatically entered at Item 3.7 on the submission form. Scores are assigned as follows:

TABLE 4 – ROAD TREATMENT SAFETY DEVICES

CHECKLIST				
	Issue	Safety Value		Sub - Total
	Geometry 1. Selected Curves and Crests – widen seal width 2. Culvert extensions	3 2	Are curves and crests seal widened? Are drainage devices extended through the formation and clear zone?	
	Delineation 1. Sacrificial Longitudinal Centre Road markings 2. Sacrificial Longitudinal Edge Lines 3. Guide Posts 4. Warning Series Upgrade 5. Tactile Edge lines 6. Skid Resistance treatment 7. RRPM's (retro reflective raised pavement markers)	2 1 2 2 1 1 2	Are any of the preceding devices incorporated in the modified design? Has MRWA first been contacted regarding longitudinal centre and edge lines?	
	Sight Distance Improvements 1. Correction of conflicting geography (horizontal/vertical) 2. Lighting (ASA 1158)	2 2	Has conflicting geography been designed out? Is intersection lighting included?	
	Vegetation Control 1. Remove or protect vegetation to formation edge. 2. Remove vegetation to Clear Zone extremity.	2 3	Has the clear zone (recovery zone) been maintained?	
	Heavy Haulage 1. LA strategies with Permit Operators	1	Eg. Does council require permit operators to have CB radios to communicate with school bus operators/drivers on designated routes?	
	Urban Considerations 1. Pedestrian path accommodation 2. Cyclists 3. Rail Mazes 4. Street lighting extensions 5. Roundabouts	2 1 1 2 1	Are any of these urban devices employed in the proposed design?	
			TOTAL SAFETY SCORE	

2.4.5 Environmental Management

A maximum score of 2 is allocated for improvements to environmental management **not otherwise accounted for**. Submissions must include a description of the improvement and an assessment of its impact at attachment 2, with the associated score automatically entered at Item 3.8 on the submission form. Scores are assigned as follows:

- **0 – None or Minimal Impact:** Project achieves a minor environmental management improvement (eg: reduced erosion potential due to drainage improvements).
- **1 – Moderate Impact:** Project achieves a moderate improvement but environmental management is not a key project objective (eg: elimination of dust by upgrading gravel to seal enhances roadside aesthetics and development of vegetation).
- **2 – Significant Impact:** Project achieves a major improvement and environmental management is a key project objective (eg: project includes additional culverts designed to minimise potential for drainage shadow).

2.5 General Details

2.5.1 Five Year Programme

Local authorities are encouraged to develop five year programmes for projects, with details entered at submission attachment 3. Details include the financial year during which construction is proposed (commencing with the current submission), work location and brief description and the estimated *total* indicative project value. Estimates for outlying years should be based on average costs for similar work.

If the current MCA submission is the last in a programme of works a statement to this effect should be made

If the required information is provided, a score of 2 is allocated by entering "Y" at Item 3.1 of the MCA submission form.

2.5.2 Impact on Ongoing Project

The MCA model recognises that projects spanning a number of years may be adversely affected if continuity of funding is not maintained. A maximum score of 2 is allocated for impacts on ongoing projects **not otherwise accounted for**. Submissions must include a description of impact and an assessment of its value at attachment 3, with the associated score automatically entered at Item 4.2 on the submission form. Scores are assigned as follows:

- **0 – None or Minimal Impact:** No impact on overall project (eg: one-off treatment such as reseal which can be delayed without impact).
- **1 – Moderate Impact:** Moderate time and/or cost impact on overall project (eg: completion of widening project will be delayed, deferring benefits from improved safety and reduced maintenance).

- **2 – Significant Impact:** Major time and/or cost impact on overall project; Submission is critical to project completion (eg: delay in application of final seal could lead to pavement failure).

2.5.3 Impact on Ongoing Maintenance

Works which have the potential to reduce ongoing maintenance obligations are recognised. A maximum score of 3 is allocated for impacts on ongoing maintenance **not otherwise accounted for**. Submissions must include a description of the impact and an assessment of its value at attachment 3, with the associated score automatically entered at Item 4.3 on the submission form. Scores are assigned as follows:

- **0 – No Impact:** No reduction in ongoing maintenance (eg: benefit has been taken into account under other categories).
- **1 – Minimal Impact:** Minor reduction to ongoing maintenance (eg: pavement repairs eliminate requirement for ongoing patching; re-sheeting achieves a short-term reduction in frequency of maintenance grading).
- **2 – Moderate Impact:** Moderate reduction to ongoing maintenance (eg: shoulder reconditioning reduces edge wear in the medium term; drainage upgrading prevents recurring scour).
- **3 – Significant Impact:** Major reduction to ongoing maintenance is a key project objective (eg: widening narrow seal significantly reduces edge and shoulder wear in the long term).

2.5.4 Regional Development (For Road Improvement Projects only)

In the final scoring category, the MCA model recognises projects which have the potential to contribute to the development of the Wheat Belt Region. A maximum score of 3 is allocated for impacts on regional development. Submissions must include a description of impact and an assessment of its value at Attachment 3, with the associated score automatically entered at Item 4.4 on the submission form. Scores are assigned as follows:

- **0 – No Impact:** No impact on regional development (eg: reseal has no effect on traffic patterns).
- **1 – Minimal Impact:** Minor impact on regional development (eg: upgrade from formed to gravel sheeted standard may attract a small increase in tourist traffic).
- **2 – Moderate Impact:** Moderate impact on regional development (eg: upgrading gravel road to seal reduces cartage costs for agricultural product).
- **3 – Significant Impact:** Major impact on regional development is a key project objective (eg: upgrading gravel road to seal associated with new mining development).

2.6 Cost Estimate

Estimated project cost estimates submitted by local authorities are relied upon to distribute funding after local road projects have been scored and prioritised by the MCA model. Accurate cost estimation is therefore essential to the process. If cost estimates include rates or prices which are unusually high or low due to specific project conditions, supporting explanatory details should be provided.

Project estimates are entered at submission attachment 4. The estimating format incorporates standard construction descriptions and units of measurement to ensure that a consistent approach is adopted across the road group. For electronic data entry, local authorities are only required to input quantities and rates; calculation of work value follows automatically.

The Cost Estimate must reflect the **total value** of the work proposed to be undertaken by the local authority **in the financial year in question, inclusive** of contributions from the RRG, local authority (taking into account the 2:1 RRG:LGA contributory arrangement) and any external agency, if applicable.

However, for the re-instatement of longitudinal road markings (LRM) or application of initial sacrificial longitudinal road markings where agreement in principle (A-i-P) has first been obtained from MRWA, Main Roads Wheatbelt Region will estimate the cost based on the MCA submission's header page statement on the length of lane kilometres to be re-instated or applied, and draw the equivalent in road project funding from the sub group's road project funding allocation.

A local authority will be required to fund its one third share of the estimated funds for the longitudinal road marking.

1. REFER RRG MINUTES 15 AUGUST 2016 MEETING

Main Roads Wheatbelt will on request from a local authority then undertake the longitudinal line marking works utilising the MRWA white lining contractor at cost to Main Roads WA.

A local authority must estimate the cost of line spotting or application of flip flops or other line identifying devices, and for the cost of any other regulatory line markings such as holding lines at 3.11, 3.12 and 3.13 of the A4 Cost Estimate Current Submission.

Where applicable, costs for regulatory signage must also be estimated at 3.14 of the A4 Cost Estimate Current Submission.

2.7 MCA Project Submissions – Prioritisation for Funding Assessment

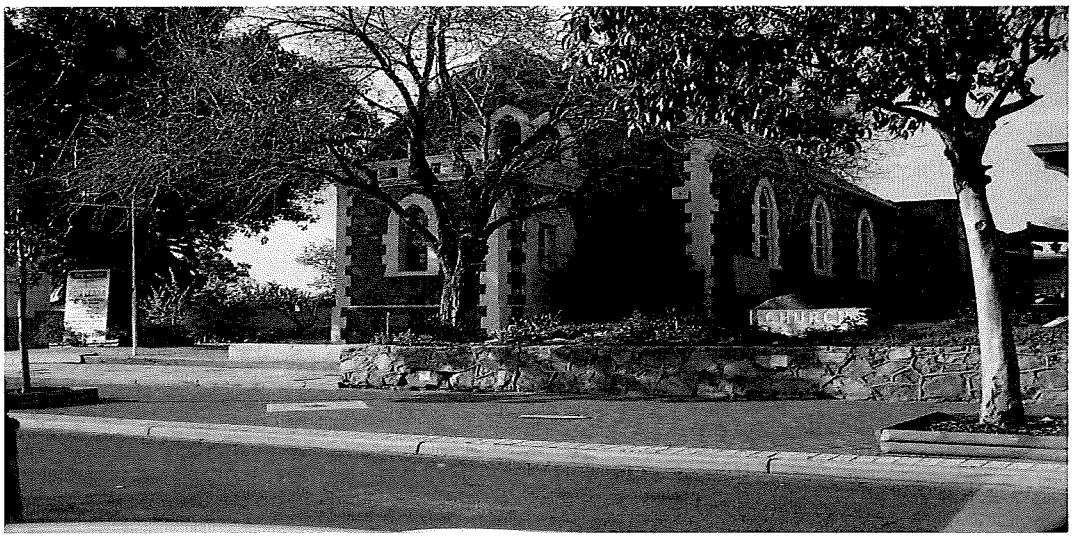
The RRG funding component will be determined when all MCA road project submissions have been assessed by the WBS RRG Secretariat as the neutral umpire, along with representatives of each sub group who may wish to participate in the assessment process. Upon reaching the final assessment, the WBS RRG Secretariat shall submit to the WBS RRG Technical Working Group a spreadsheet reconciling all submitted projects to points assessed and scored, and showing comments supporting the assessment of each submitted MCA project and in the prioritisation of any funding.

APPENDIX ONE – RECORD OF AMENDMENTS

- **Release 002, 11 November 2015 meeting, – Section 2.4.2 Page 10, Removal of Horizontal and Vertical Alignment. Removal of points at A2.2 of MCA Forms**
- **Release 003, 15 August 2016 meeting – Page 14, 2.6 Cost Estimate notes on LRM. Works to be estimated and undertaken by MRWA with funds drawn from road project funds.**
- **Release 003, 15 August 2016 meeting – Page 10 Table 3 – existing seal widths less than 7.0m amended from Road Type 5 to Road Type 4**

ATTACHMENT B

WHEATBELT SOUTH REGIONAL ROAD GROUP



LOCAL ROAD PROJECT FUNDING MULTI CRITERION ASSESSMENT MODEL

USER MANUAL

Document RRG/WBS/002/003

This Manual is owned and controlled by the Wheatbelt South Regional Road Group. All copies are uncontrolled.

Main Roads Wheatbelt Region as Secretariat to the Wheatbelt South RRG is the custodian.

All comments and requests for changes are to be forwarded in writing to the Regional Manager, Main Roads WA Wheatbelt Region, PO Box 194, Narrogin WA 6312.

Tel: 9881 0501

Version:	***002/003 Issued 15 August 2016***

Table of Contents

GENERAL

Preamble

The MCA model has been adopted and modified from the successful MCA model in use by the Mid-West and Wheatbelt North Regional Road Groups. The WBS RRG MCA User Manual is an evolving document that invites comment and feedback from all interested parties. The WBS RRG Technical Committee is entrusted to review regularly the operations of the MCA model and to make recommendations to the RRG to reflect considered improvements. Any modifications to the MCA Model will first require formal RRG approval of the modified WBS RRG MCA User Manual.

1.1 Submission Format

A completed Local Road Project Funding Submission consists of the following parts:

- Submission Form;
- Attachment 1 – Traffic Data;
- Attachment 2 – Treatment Details;
- Attachment 3 – General Details;
- Attachment 4 – Cost Estimate;
- Supporting traffic count data.

The submission and attachments have been compiled in Microsoft Excel. The spreadsheet format allows automatic calculation if submissions are completed electronically, minimising the requirement for manual entry and eliminating potential for computation errors. The format allows electronic submission via E-Mail and automatically provides local authorities with project scores. It also allows fast and efficient auditing and hand written project submissions can quickly and easily be scored.

Other than cells requiring data entry by the local authority, the submission form and attachments are password protected to prevent inadvertent format amendment.

Submissions are completed by entering data (either electronically or manually, although electronic data entry is preferred) in the appropriate cells on the submission form and attachments. Data entry requirements are described in detail in section 2 of this manual.

The submission form and attachments, incorporating sample data, are included as appendix one of this manual.

1.2 Scoring

The Multi Criteria Assessment (MCA) model calculates scores for local road projects on Roads of Regional Significance (RRS) and based on a range of project characteristics and condition data.

Traffic data is an important component of the scoring process and specific requirements apply to data collection. The particular demands on RRS that are subject to a high percentage of heavy vehicles are allowed for by the inclusion of scoring for equivalent standard axles

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The MCA model scores sixteen separate categories. Fixed scores are assigned to four of these categories and a further four categories use objective data to compute scores using fixed formulae. Of the remaining eight categories, six score project impacts on a "none-minimal-moderate-significant" basis. Treatment Safety Devices allow for a possible maximum three points for projects incorporating safety devices aimed at making local roads safer. Details substantiating these scoring assessments are included in the relevant attachments. Summary details of all scoring categories are provided in Table 1 below.

	Item	Maximum Score	% of Total
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1.5	Preservation	20	
	Sub-Total	**20**	**18.00%**
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[1] Existing and proposed road standards are measured against Regional Road Group Road Type Description

TABLE 1 – SUMMARY OF SCORING CATEGORIES

2. COMPLETING SUBMISSIONS

2.1 Project Information

Project details are entered at the top of the submission form. Details include year (financial year in which funding is sought), local authority name, road name, road number, project section location (SLK range) and a description of the proposed work. The work description should be a summary consistent with the standard road treatment descriptions as shown in Table 2, page 5. Where applicable, seal width should be included in the description. Examples are "Improve formation and drainage and gravel sheet" and "Reconstruct and primer seal from 6.0 m to 7.0 m wide".

2.2 Road and Project Categorisation

2.2.1 Restriction to Road of Regional Significance

Only roads of regional significance (RRS) formally approved by the regional road group are eligible for funding. Projects involving other roads will not be considered.

Submissions involving work on two or more roads forming part of a single regionally significant route may be accepted and will be considered on a case by case basis.

2.2.2 Confirmation of Sub-Group Endorsement

Only projects which have been endorsed by the relevant regional road group sub-group are eligible for funding.

2.2.3 Preservation or New Construction

A score of 20 is assigned to preservation projects. Standard road treatment descriptions adopted by the RRG to define "preservation" and "new construction" are shown in Table 2.

If a project combines both preservation and new construction, the treatment with the highest value will determine the score assigned. For example, "widen and primer seal shoulders and reseal centre of existing road" would be classed as "new construction" if the value of the widening component of the project exceeded the value of the reseal.

However, seal application **as an initial treatment** is classed as "new construction".

The MCA model recognises the importance of applying the final seal to prevent pavement deterioration. MCA submissions for final seal works are automatically afforded priority one funding status.

Where a project submission for a full width reseal over existing seal, and including recent seal widening works that have not had a final seal, this will also be assigned a priority 1 status for road project funding.

Where Main Roads WA has issued an Agreement-in-Principle (AIP) to a council that wishes to under-take as a part of the construction works **initial longitudinal Road Markings (LRM) white lining as a sacrificial safety treatment only**, this is supported by the WBS RRG, however, a separate MCA submission is required for the sacrificial white lining and

will be awarded priority 1 status and funded only if the construction works are prioritised for road project funding. Main Roads will estimate the LRM application cost and undertake the works. Please refer to 2.6 Cost Estimate for further details.

A project for permanent initial **longitudinal road markings white lining** subject to an AIP is to be submitted for black spot funding.

1. REFER RRG MINUTES 11 NOVEMBER 2015 MEETING

PRESERVATION	NEW CONSTRUCTION
Re-forming	Widening
Re-sheeting	Realignment
Reconstruction (to same standard) and any re-instatement of existing longitudinal and traverse white lining	Upgrade to gravel sheeting
Unsealed shoulder reconditioning	Upgrade to seal
Pavement repair	Sealing (to prime as an initial treatment)
Reseals, and	Final seal (to primer seal) &Intersection treatment
Drainage maintenance	New road links
Surface correction	Drainage improvements
Repairs to stock grids	Installation of new stock grids
Re-instatement of existing longitudinal white lining and other regulatory lines (holding)	Sacrificial initial longitudinal white lining

TABLE 2 – STANDARD ROAD TREATMENT DESCRIPTIONS

2.3 Traffic Data

2.3.1 Data Collection

The MCA model relies on accurate traffic data. **Submissions must include supporting traffic count reports confirming that appropriate traffic statistics have been collected and applied in project scoring. Specifically, the following conditions must be met:**

- Traffic counts must provide a breakdown of the number of vehicles in each of the 12 AUSTROADS Vehicle Classes over the duration of the count, allowing average daily traffic *for each traffic class* to be determined as well as average *total* daily traffic.

- Traffic data must meet the criteria of:

  Three traffic counts over a period of 36 months and taken prior to the closing date for submissions.

Acceptable traffic data can therefore comprise either:

- 1 traffic count, minimum duration 8 weeks (representing a peak period); or
- 2 traffic counts, each of minimum duration 14 days and separated by a minimum period of 6 weeks (also representing a peak period); or

3 or more traffic counts, each of minimum duration 10 days (representing average daily traffic).

- Traffic counts must be representative of the project location. Data collected distant to the project or subject to misrepresentative traffic patterns will not be accepted. Where work is to be delivered over a continuous section of road over a number of financial years, traffic data can be representative of the length of the continuous section of road. Where various sections within a length of road are to be delivered over a number of years, up-dated or current traffic data for that section and funding year must be submitted with each road project submission.

- As a guide, where for instance reseal work is to be undertaken involving a number of sections of a road, then traffic data for the length of road subject to the reseal work will be acceptable.

Acceptance criteria for traffic data are defined in Submission Attachment 1. **Traffic data which does not meet the acceptance criteria will not be considered.**

2.3.2 Average Daily Traffic

Average Daily Traffic (ADT) is the average daily traffic in both directions determined by dividing total traffic count by count duration. Traffic count data is entered in Attachment 1 and for electronic data entry, ADT is calculated automatically. ADT is then automatically entered at Item 2.1 of the submission form. If required, ADT can be manually calculated as shown in the example below, which applies to 3 traffic counts.

Count No.	Total Vehicles – All Classes	Count Duration (Days)
1	160	10
2	200	10
3	180	10
Total	**540**	**30**

ADT = 540 (total vehicles) ÷ 30 (total days) = 18 vehicles

Scoring increases with ADT in accordance with the equation (Score = ADT x 0.2 – ADT^2 x 0.0007), *up to a maximum score of 15 for ADT 150 and greater*. Scoring is illustrated in Figure 1 below.

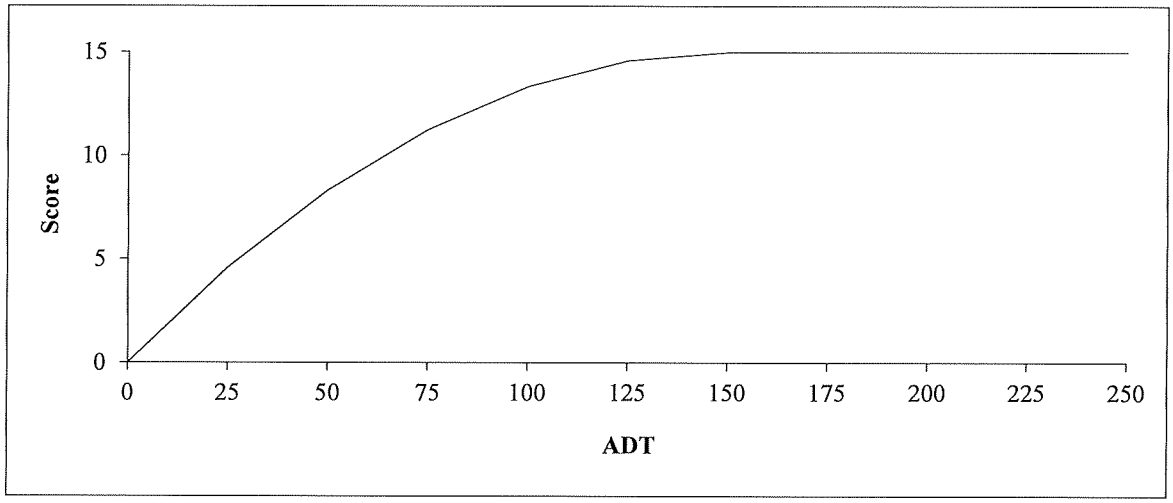


FIGURE 1 – ADT SCORING

2.3.3 Equivalent Standard Axles

The "Equivalent Standard Axle (ESA)" is a standard axle load which has been defined to allow traffic count data to be converted into load on road pavement. By multiplying each vehicle type by the number of standard axle loads that it represents, the effect on road pavement design can be determined for various traffic compositions. The ESA category is an important element of the MCA model as it allows for roads which are subject to a high percentage of heavy vehicles, which represent "multiple standard axle" pavement loads and therefore have a significant impact on pavement life. The MCA model uses the 8.2 tonne ESA definition adopted by Main Roads WA (this definition is also used in Microcom Traffic Classifier programs).

ESA's are calculated from the breakdown of the AUSTROADS Vehicle Classes collected during traffic counts. This data is entered at submission attachment 1 and for electronic data entry the average daily ESA value is calculated automatically. This value is then automatically entered at Item 2.2 of the submission form.

An example of manual calculation of average daily ESA is given below. The "Multipliers" (which convert traffic count data into ESA's) are listed in Attachment 1.

Count No.	**Number of Vehicles for AUSTROADS Vehicles Classes 1-12**											
(Duration)	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
1 (10 days)	300	10	60	25	10	3	5	4	4	0	27	0
2 (10 days)	250	8	55	30	12	5	2	3	5	2	20	3
3 (10 days)	275	12	45	40	15	8	5	5	6	1	25	2
Total Traffic	825	30	160	95	37	16	12	12	15	3	72	5
Multiplier	***0***	***0***	***0.61***	***1.63***	***2.82***	***1.3***	***1.36***	***2.28***	***2.57***	***4.97***	***6.41***	***8.12***
ESA's	0	0	98	155	104	21	16	27	39	15	462	41

ESA = (Traffic for Vehicle Class) x (Multiplier for Vehicle Class)
Total ESA's = 0 + 0 + 98 + 155 + 104 + 21 + 16 + 27 + 39 + 15 + 462 + 41 = 978
Average Daily ESA Value = 978 (total ESA's) ÷ 30 (total days) = 32.6

Scoring increases with average daily ESA in accordance with the equation (Score = ESA x 0.67 – ESA^2 x 0.0056), *up to a maximum score of 20 for Average Daily ESA 60 and greater.* Scoring is illustrated in Figure 2 below.

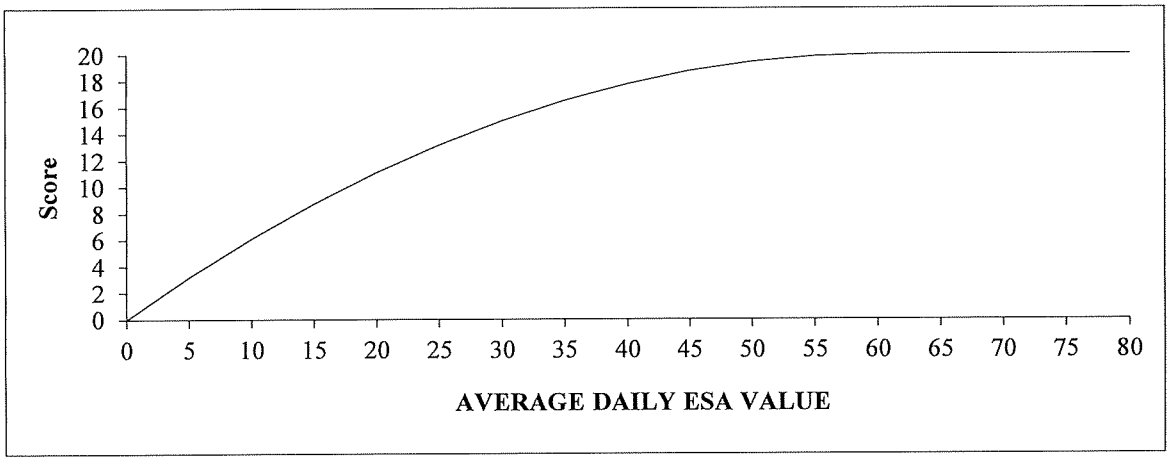


FIGURE 2 – AVERAGE DAILY ESA SCORING

2.3.4 School Bus Routes

Designated school bus routes attract a score of 5 by entering "Y" at Item A1.4 in the submission attachment 1 form with automatic up-date of the actual submission form.

2.3.5 Heavy Vehicles

Designated routes attract a score of 5 by entering "Y" at Item A1.5 in the submission attachment 1 form with automatic up-date of the actual submission form.

2.4 Treatment Details

2.4.1 Road Type Description

The RRG has adopted road standards that are appropriate for its roads of regional significance, based on traffic volume and composition.

All local roads approved by the RRG and eligible for road project funding are to be constructed to achieve a minimum ROAD TYPE 5 standard with a minimum 7.0m seal width, including all existing sealed roads. The traffic data (the warrant) collected relevant to the project site will determine the actual road type. For reconstruction or new works for example, where the ADT figure is 70 (ROAD TYPE 4) and the ESA figure is 55, the works must address the ROAD TYPE 5 standard with a minimum 7.0 m seal width. Traffic data may determine that a higher road type standard is required.

1. REFER RRG MINUTES 11 NOVEMBER 2015 MEETING

These standard road type descriptions are detailed in Table 3 and are also shown in MCA submission attachment 2, 2.1.

Road Type & Description	2 Formed	3 Gravel	4 Sealed	5 Sealed	6 Sealed	7 Sealed
New Construction [1]			**7.0 m**	7.0 m	8.0 – 9.0m	Passing Lane
Existing Roads [2]			**< 7.0 m**	**See type 4**	> 7.0 m	
ADT Range	0-30	31-50	51-100	101-500	501-1000	> 1000
Daily ESA Range	0-5	6-20	21-40	41-60	> 60	

[1] Seal widths are the minimum for new construction of the relevant road type
[2] Width range for the purpose of determining road type for existing roads

1. REFER RRG MINUTES 15 AUGUST 2016 MEETING

TABLE 3 – ROAD TYPE DESCRIPTIONS

Traffic data is used to identify the designated road type for the project. If the ADT and average daily ESA values apply to different road types, the higher standard is adopted. The existing road type is entered at attachment 2 at A2.1 and the designated road type is entered at attachment 2 at A2.1, and automatically up-dated at Items 3.1 to 3.3 on the actual submission form.

The RRG recognises the importance of consistent construction standards based on level of service and encourages upgrading roads of regional significance where the existing condition is well below designated level of service standard. Accordingly, if the existing road type is of a lower standard than the designated road type, a score of 10 is awarded at 3.2. Similarly, provided the proposed construction standard meets the designated road type:

- 10 points are awarded if the project involves upgrade by one road type category (eg improvement from Type 2 formed road to Type 3 gravel road);
- 20 points are awarded if the project involves upgrade by more than one road type category (eg improvement from Type 3 gravel road to Type 5 sealed road);

There is no score for projects where the existing standard meets or exceeds the designated level of service standard and no score where the proposed construction standard fails to meet or exceeds the designated road type.

A range of seal widths is provided in Table 3 for the purpose of determining whether existing standard meets the designated road type standard. For example, all existing seal widths less than 7.0 m are deemed to meet the Road Type 4 standard.

The RRG recognises that final seal over primer seal is integral to relevant upgrading projects. Therefore, where projects involve the application of final seal over primer seal, the existing road type is that *before construction to primer seal.*

2.4.2 Horizontal and Vertical Alignment (NO LONGER APPLICABLE)

1. REFER RRG MINUTES 11 NOVEMBER 2015 MEETING

2.4.3 Drainage

A maximum score of 2 is allocated for improvements to drainage. Submissions must include a description of the improvement and an assessment of its impact at attachment 2, with the associated score automatically entered at Item 3.6 on the submission form. Scores are assigned as follows:

- **0 – None or Minimal Impact:** Construction achieves a minor drainage improvement with little impact (eg: existing culverts widened with minor improvement to off road drainage).

- **1 – Moderate Impact:** Construction achieves a moderate drainage improvement (eg: additional culvert installation or floodway extension increases drainage capacity but does not affect road closure).

- **2 – Significant Impact:** Construction achieves a major drainage improvement (eg: additional drainage installation reduces susceptibility to road closure).

2.4.4 Treatment Safety Devices

An opportunity exists for councils to consider including safety design and devices in applications to the RRG. This concept provides a value for designs where safety improvements have been included. The concept does not value the improvements independently, but offers a comparative value against other safety improvements.

The checklist below at Table 4 has been derived from the issues used in Road Safety Audits for existing roads.

The list will provide a scoring opportunity where improvements are included and as a prompt for designers to consider opportunities for further safety enhancements at the time of design.

A good example of available points is in the section headed Geometry:

- Where selected crests and curves are widened and sealed – 2 points

If a project is to extend the seal on crests and curves past the nominated shoulder seal width then formal adjustment of the horizontal and or vertical alignments should be considered under 2.4.2 above.

Where a claim is made for the inclusion of safety treatments, the principle of 'best evidence' should be applied. Typically, this will require the submission to demonstrate how and where the improvements are to be applied, eg. sketch and site plans may be beneficial; guide post schedule, etc.

A maximum score of 3 is available for the installation of road treatment safety devices that form part of the road treatment works. The relevant boxes at A2.5 must be scored to indicate

which planned safety devices are to be installed, and where practical these should be identified in the cost estimate at attachment 4. The total score for treatment safety devices is to be entered at O93, with the associated score automatically entered at Item 3.7 on the submission form. Scores are assigned as follows:

TABLE 4 – ROAD TREATMENT SAFETY DEVICES

CHECKLIST				
	Issue	Safety Value		Sub - Total
	Geometry 1. Selected Curves and Crests – widen seal width 2. Culvert extensions	3 2	Are curves and crests seal widened? Are drainage devices extended through the formation and clear zone?	
	Delineation 1. Sacrificial Longitudinal Centre Road markings 2. Sacrificial Longitudinal Edge Lines 3. Guide Posts 4. Warning Series Upgrade 5. Tactile Edge lines 6. Skid Resistance treatment 7. RRPM's (retro reflective raised pavement markers)	2 1 2 2 1 1 2	Are any of the preceding devices incorporated in the modified design? Has MRWA first been contacted regarding longitudinal centre and edge lines?	
	Sight Distance Improvements 1. Correction of conflicting geography (horizontal/vertical) 2. Lighting (ASA 1158)	2 2	Has conflicting geography been designed out? Is intersection lighting included?	
	Vegetation Control 1. Remove or protect vegetation to formation edge. 2. Remove vegetation to Clear Zone extremity.	2 3	Has the clear zone (recovery zone) been maintained?	
	Heavy Haulage 1. LA strategies with Permit Operators	1	Eg. Does council require permit operators to have CB radios to communicate with school bus operators/drivers on designated routes?	
	Urban Considerations 1. Pedestrian path accommodation 2. Cyclists 3. Rail Mazes 4. Street lighting extensions 5. Roundabouts	2 1 1 2 1	Are any of these urban devices employed in the proposed design?	
			TOTAL SAFETY SCORE	

2.4.5 Environmental Management

A maximum score of 2 is allocated for improvements to environmental management **not otherwise accounted for**. Submissions must include a description of the improvement and an assessment of its impact at attachment 2, with the associated score automatically entered at Item 3.8 on the submission form. Scores are assigned as follows:

- **0 – None or Minimal Impact:** Project achieves a minor environmental management improvement (eg: reduced erosion potential due to drainage improvements).

- **1 – Moderate Impact:** Project achieves a moderate improvement but environmental management is not a key project objective (eg: elimination of dust by upgrading gravel to seal enhances roadside aesthetics and development of vegetation).

- **2 – Significant Impact:** Project achieves a major improvement and environmental management is a key project objective (eg: project includes additional culverts designed to minimise potential for drainage shadow).

2.5 General Details

2.5.1 Five Year Programme

Local authorities are encouraged to develop five year programmes for projects, with details entered at submission attachment 3. Details include the financial year during which construction is proposed (commencing with the current submission), work location and brief description and the estimated *total* indicative project value. Estimates for outlying years should be based on average costs for similar work.

If the current MCA submission is the last in a programme of works a statement to this effect should be made

If the required information is provided, a score of 2 is allocated by entering "Y" at Item 3.1 of the MCA submission form.

2.5.2 Impact on Ongoing Project

The MCA model recognises that projects spanning a number of years may be adversely affected if continuity of funding is not maintained. A maximum score of 2 is allocated for impacts on ongoing projects **not otherwise accounted for**. Submissions must include a description of impact and an assessment of its value at attachment 3, with the associated score automatically entered at Item 4.2 on the submission form. Scores are assigned as follows:

- **0 – None or Minimal Impact:** No impact on overall project (eg: one-off treatment such as reseal which can be delayed without impact).

- **1 – Moderate Impact:** Moderate time and/or cost impact on overall project (eg: completion of widening project will be delayed, deferring benefits from improved safety and reduced maintenance).

- **2 – Significant Impact:** Major time and/or cost impact on overall project; Submission is critical to project completion (eg: delay in application of final seal could lead to pavement failure).

2.5.3 Impact on Ongoing Maintenance

Works which have the potential to reduce ongoing maintenance obligations are recognised. A maximum score of 3 is allocated for impacts on ongoing maintenance **not otherwise accounted for**. Submissions must include a description of the impact and an assessment of its value at attachment 3, with the associated score automatically entered at Item 4.3 on the submission form. Scores are assigned as follows:

- **0 – No Impact:** No reduction in ongoing maintenance (eg: benefit has been taken into account under other categories).

- **1 – Minimal Impact:** Minor reduction to ongoing maintenance (eg: pavement repairs eliminate requirement for ongoing patching; re-sheeting achieves a short-term reduction in frequency of maintenance grading).

- **2 – Moderate Impact:** Moderate reduction to ongoing maintenance (eg: shoulder reconditioning reduces edge wear in the medium term; drainage upgrading prevents recurring scour).

- **3 – Significant Impact:** Major reduction to ongoing maintenance is a key project objective (eg: widening narrow seal significantly reduces edge and shoulder wear in the long term).

2.5.4 Regional Development (For Road Improvement Projects only)

In the final scoring category, the MCA model recognises projects which have the potential to contribute to the development of the Wheat Belt Region. A maximum score of 3 is allocated for impacts on regional development. Submissions must include a description of impact and an assessment of its value at Attachment 3, with the associated score automatically entered at Item 4.4 on the submission form. Scores are assigned as follows:

- **0 – No Impact:** No impact on regional development (eg: reseal has no effect on traffic patterns).

- **1 – Minimal Impact:** Minor impact on regional development (eg: upgrade from formed to gravel sheeted standard may attract a small increase in tourist traffic).

- **2 – Moderate Impact:** Moderate impact on regional development (eg: upgrading gravel road to seal reduces cartage costs for agricultural product).

- **3 – Significant Impact:** Major impact on regional development is a key project objective (eg: upgrading gravel road to seal associated with new mining development).

2.6 Cost Estimate

Estimated project cost estimates submitted by local authorities are relied upon to distribute funding after local road projects have been scored and prioritised by the MCA model. Accurate cost estimation is therefore essential to the process. If cost estimates include rates or prices which are unusually high or low due to specific project conditions, supporting explanatory details should be provided.

Project estimates are entered at submission attachment 4. The estimating format incorporates standard construction descriptions and units of measurement to ensure that a consistent approach is adopted across the road group. For electronic data entry, local authorities are only required to input quantities and rates; calculation of work value follows automatically.

The Cost Estimate must reflect the **total value** of the work proposed to be undertaken by the local authority **in the financial year in question, inclusive** of contributions from the RRG, local authority (taking into account the 2:1 RRG:LGA contributory arrangement) and any external agency, if applicable.

However, for the re-instatement of longitudinal road markings (LRM) or application of initial sacrificial longitudinal road markings where agreement in principle (A-i-P) has first been obtained from MRWA, Main Roads Wheatbelt Region will estimate the cost based on the MCA submission's header page statement on the length of lane kilometres to be re-instated or applied, and draw the equivalent in road project funding from the sub group's road project funding allocation.

A local authority will be required to fund its one third share of the estimated funds for the longitudinal road marking.

1. REFER RRG MINUTES 15 AUGUST 2016 MEETING

Main Roads Wheatbelt will on request from a local authority then undertake the longitudinal line marking works utilising the MRWA white lining contractor at cost to Main Roads WA.

A local authority must estimate the cost of line spotting or application of flip flops or other line identifying devices, and for the cost of any other regulatory line markings such as holding lines at 3.11, 3.12 and 3.13 of the A4 Cost Estimate Current Submission.

Where applicable, costs for regulatory signage must also be estimated at 3.14 of the A4 Cost Estimate Current Submission.

2.7 MCA Project Submissions – Prioritisation for Funding Assessment

The RRG funding component will be determined when all MCA road project submissions have been assessed by the WBS RRG Secretariat as the neutral umpire, along with representatives of each sub group who may wish to participate in the assessment process. Upon reaching the final assessment, the WBS RRG Secretariat shall submit to the WBS RRG Technical Working Group a spreadsheet reconciling all submitted projects to points assessed and scored, and showing comments supporting the assessment of each submitted MCA project and in the prioritisation of any funding.

APPENDIX ONE – RECORD OF AMENDMENTS

- **Release 002, 11 November 2015 meeting, – Section 2.4.2 Page 10, Removal of Horizontal and Vertical Alignment. Removal of points at A2.2 of MCA Forms**
- **Release 003, 15 August 2016 meeting – Page 14, 2.6 Cost Estimate notes on LRM. Works to be estimated and undertaken by MRWA with funds drawn from road project funds.**
- **Release 003, 15 August 2016 meeting – Page 10 Table 3 – existing seal widths less than 7.0m amended from Road Type 5 to Road Type 4**

SHIRE OF WAGIN

GENERAL BENCHMARK STANDARDS

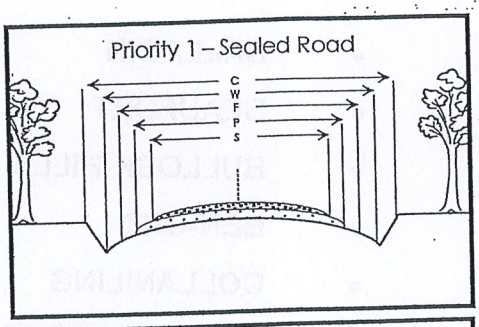
ROAD CLEARING, FORMATION AND CONSTRUCTION

LEGEND
C = Total Width Cleared for Road
W = Extent of Water Table
F = Width of Road available to Traffic
P = Width of Pavement
S = Width of Bituminous Surface

❖ STANDARDS

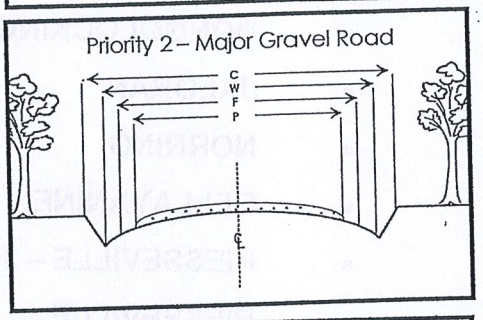
❖ PRIORITY 1 SEALED ROADS

CLEAR	15m
FORM	12m
PAVEMENT	6.2 – 7.8m
SHOULDERS	2m (x2)
WATER TABLE	2m (x2)



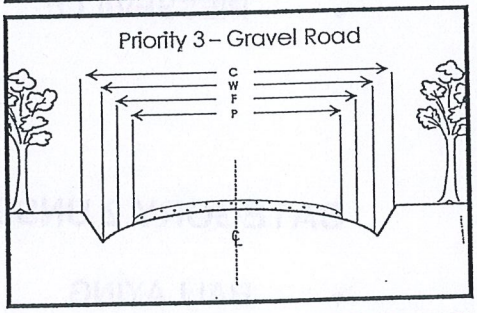
❖ PRIORITY 2 UNSEALED ROADS MAJOR

CLEAR	13m
FORM	11m
PAVEMENT	7.8m
SHOULDERS	1.2m (x2)
WATER TABLE	1.2m (x2)



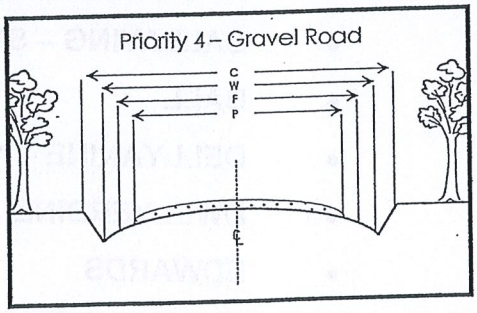
❖ PRIORITY 3 UNSEALED ROADS

CLEAR	10m
FORM	8m
PAVEMENT	8m
WATER TABLE	1m (x2)



❖ PRIORITY 4 UNSEALED ROADS MINOR

CLEAR	10m
FORM	8m
PAVEMENT	8m
WATER TABLE	1m (x2)



SHIRE OF WAGIN
ROAD CATEGORIES
SHIRE OF WAGIN
APRIL 2005

(To be read in conjunction with the General Benchmark Standards for clearing, formation and construction of the Shire roads).

CATEGORY 1 SEALED ROADS

- BALLAGIN
- BEAUFORT
- BULLOCK HILLS
- BEN-ORD
- COLLANILING
- DONGOLOCKING
- JALORAN
- NORRING
- DELLAYANINE
- PIESSEVILLE – TARWONGA
- PIESSEVILLE

CATEGORY 2 UNSEALED ROADS – MAJOR

- BALLAYING
- BALLAYING – SOUTH
- BALL
- DELLYANINE – NORTH
- DWELYERDINE
- EDWARDS
- SPRIGG – FRASER
- GUNDARING – SOUTH
- GANZER

- WARUP WEST

- LUCAS
- NORRING – DELLYANING
- FARROW
- PIESSEVILLE – JALORAN
- SUTHERLAND
- QUEEREARRUP
- ROWELLS
- ROBINSON
- THOMSPON
- WARUP – SOUTH
- WARUP – NORTH

CATEGORY 3 – UNSEALED ROADS

- ANGWINS
- BOYALLING
- BECKER
- BADARNING
- BOLTS
- BALLAYING
- CALES
- CAMERONS
- DRAYTON
- EVANS
- FULLERS
- GUNDARING – NORTH
- HEIGHT
- HALLS
- JEFFERIS
- JENSZ
- LIMELAKE – WEST

- LIMELAKE – EAST
- MORGAN
- MORCOMBE
- NALLIAN
- PAINTERS
- RISEBOROUGH
- FLAGSTAFF
- SPRIGG
- SMITH
- TAYLORS
- TILLELLAN
- JESSUP
- WALKERS
- NOBLE
- PUNTAPING
- PIESSE
- CONDINING

CATEGORY 4 UNSEALED ROADS – MINOR

- ARMSTRONG
- ANDREWS
- APPLETON
- BLACKS
- BOSENBERG
- CHESTER
- CARMODY
- FARROW
- FAULKNERS
- FLEAY
- GILES
- HARRIS
- HUDSON

OTHER CLEARING

Council has a policy of clearing back to the fenceline for safety, vision and drainage purposes at:

- intersections
- culverts
- bridges
- other corners

ANNUAL VEGETATION CLEARING

The Shire of Wagin clears approximately 40ha of vegetation on local roads per annum to meet its set general benchmark standards for road construction and maintenance.

GRAVEL PITS

The majority of gravel pits used by the Shire of Wagin are on cleared land. Topsoil is stockpiled during gravel extraction operations and then used to rehabilitate the pits once operations are completed.

ALLEN HICKS
MANAGER OF WORKS
July 2020

- KERSHAW
- KENNETTS
- KOOBADONG
- KIRKS
- KERSLEY
- McNAUGHTONS
- McDOUGLAS
- NELSON
- PROSSER
- QUICKS
- REEVES
- SUTHERLIAND
- SOUTH
- SPOONER
- URQUHART
- WEBB
- WARDS
- HEIGHTS - TIE

CATEGORY 5 MAINTENANCE GRADE ONLY

- BAXTERS
- CARBERDINE – POOL
- HOLME
- MANGLAVITE
- VAGG
- WARNOCKS

7.1.4. WHEATBELT SECONDARY FREIGHT NETWORK (WSFN) - WAGIN TO ALBANY HIGHWAY

(Refer to attached correspondence)

The WFSN Steering Committee is of the view that the abovementioned route (incorporating Ballagin Road and the Piesseville Tarwonga Road is a low priority within the Wheatbelt Secondary Freight Network in that it duplicates the Arthur Road between Wagin to Arthur River.

The role of the network is to accommodate and improve freight productivity in the region to enable agricultural commodities to access domestic and international markets via WA ports. Upgrades will be prioritised based on linkages to state and national roads and highways and the rail network.

The Wagin to Arthur River route is a state-maintained road and accommodates Network 7 configurations (up to 36.5 metres long and 107.5 tonne capacity). The route from Great Southern Highway to Albany Highway traverses through the Shires of Wagin, Narrogin and Williams. This route accommodates Network 4 configurations (27.5 metres long and 87.5 tonne capacity). If this route was included on the WSFN, it would need to be upgraded to an 8-metre bitumen seal width to accommodate Network 7 vehicles.

Senior personnel from the Shires of Williams, Narrogin and Wagin will discuss whether the upgrade of this road should be pursued under the WSFN program, and if so, what argument can be mounted for the route to receive funding priority. This will be a challenging task as it needs to be demonstrated that the route will cater for region to region traffic and traffic catchment areas will need to be identified.

Some discussion on this matter invited.

The arguments for having this route upgraded include:

- A more substantial road that will accommodate Network 7 vehicles;
- Upgrade works which would be largely funded by the Federal and State Governments (the Local Government contribution is 7%)
- The respective Shires will be engaged on the upgrade works.

Arguments against the proposal would include:

- The diversion of Network 7 configurations onto this route will increase the overall recurrent maintenance requirements for the route, which will be the Shires responsibility;
- Local Government will be picking up responsibility (and cost) to accommodate regional heavy haulage traffic which is currently being catered for on the Wagin – Arthur River route which is maintained by Main Roads WA.
- There will be some challenging engineering aspects such as the adequacy of the bridge over the Arthur River;
- The challenges associated with obtaining environmental (clearing) approvals.

WSFN
WHEATBELT SECONDARY FREIGHT NETWORK

10 July 2020

The Shire of Wagin
Attention: Acting CEO Bill Atkinson
2 Arthur Road
WAGIN WA 6315

Dear Bill,

WSFN ROUTE REVIEW – Wagin to Albany Highway

The Wheatbelt Secondary Freight Network (WSFN) in the Main Roads WA 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. It consists of 42 LGs of the Wheatbelt region who have worked collaboratively for over 4 years to identify to secure $87M of Federal, State and Local Government funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt.

In 2019 the WSFN established a Steering Committee is to provide oversight and governance to the program. Specific roles and responsibilities that the Steering Committee have been busy undertaking in 2020 are to:

- Review and recommend RRGs
  - proposed routes within each sub-group.
  - approved Multiple Criteria Analysis process.
  - prioritisation of the routes in accordance with the agreed Multi Criteria Assessment
  - work programs for future years and project prioritisation plans.
- Approve projects and allocation of project funding on an annual basis against agreed scope and budget with individual Shires.
- Consult and communicate with their respective sub-groups and member LGs.
- Ensure relevant information is presented to each RRG meeting for consideration.
- Prepare annual reports of achievements in the previous year
- Report on decisions made and program progress to Regional Road Groups and Main Roads

At a recent Steering Committee Meeting on Friday 26th June 2020, a number of initial routes identified as part of the WSFN were reviewed with regard to their ongoing ability to meet the WSFN criteria. The specific route reviewed that is relevant to your Shire and the outcome of this review are outlined as follows:

WSFN
WHEATBELT SECONDARY FREIGHT NETWORK

3. Wagin – Albany Highway Route
   - Currently consists of the following roads
     - Ballagin Road.
     - Piesseville – Tarwonga Road
   - This route appears to duplicate Arthur Road (State Road), between Wagin and Arthur River to Albany Highway.
   - Is this a local shortcut and should funds be better directed towards State roads in the vicinity?

Moved Cr Hayward Seconded: Cr Cole

That the Steering Committee writes to the relevant LGs requesting they provide an official written request inclusive of traffic data and detailed road condition assessment to articulate why the Wagin – Albany Route be considered for inclusion in WSFN when it appears to not meet the eligible criteria and duplicate the Arthur Road (State Road).

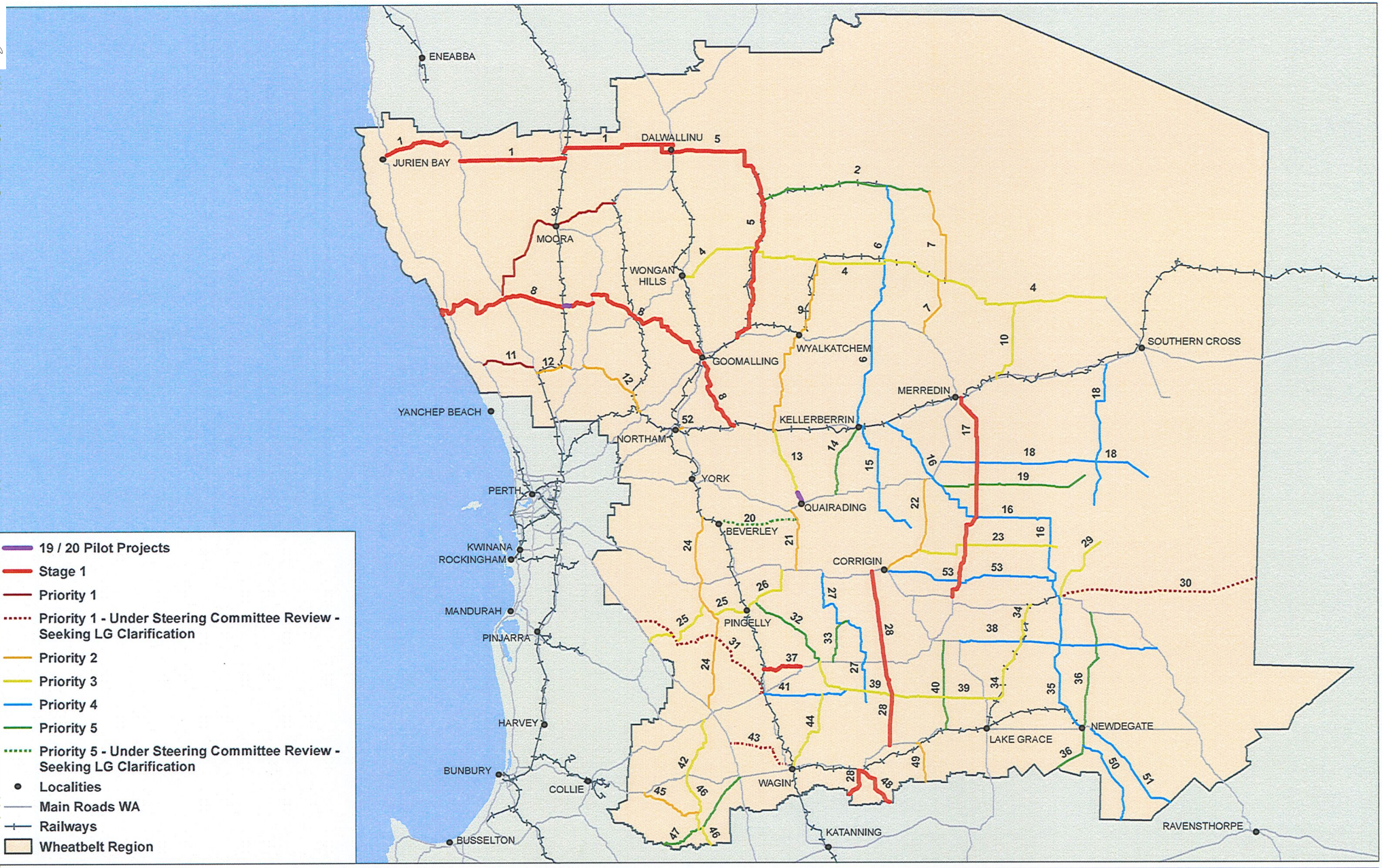
CARRIED 4-0

The WSFN Steering Committee wishes to meet with representatives from your Shire to further discuss the review of these specific routes and the recommendations from WSFN Steering Committee. Nominally we would like to me with your Shire President, RRG Delegate, CEO and Works Manager.

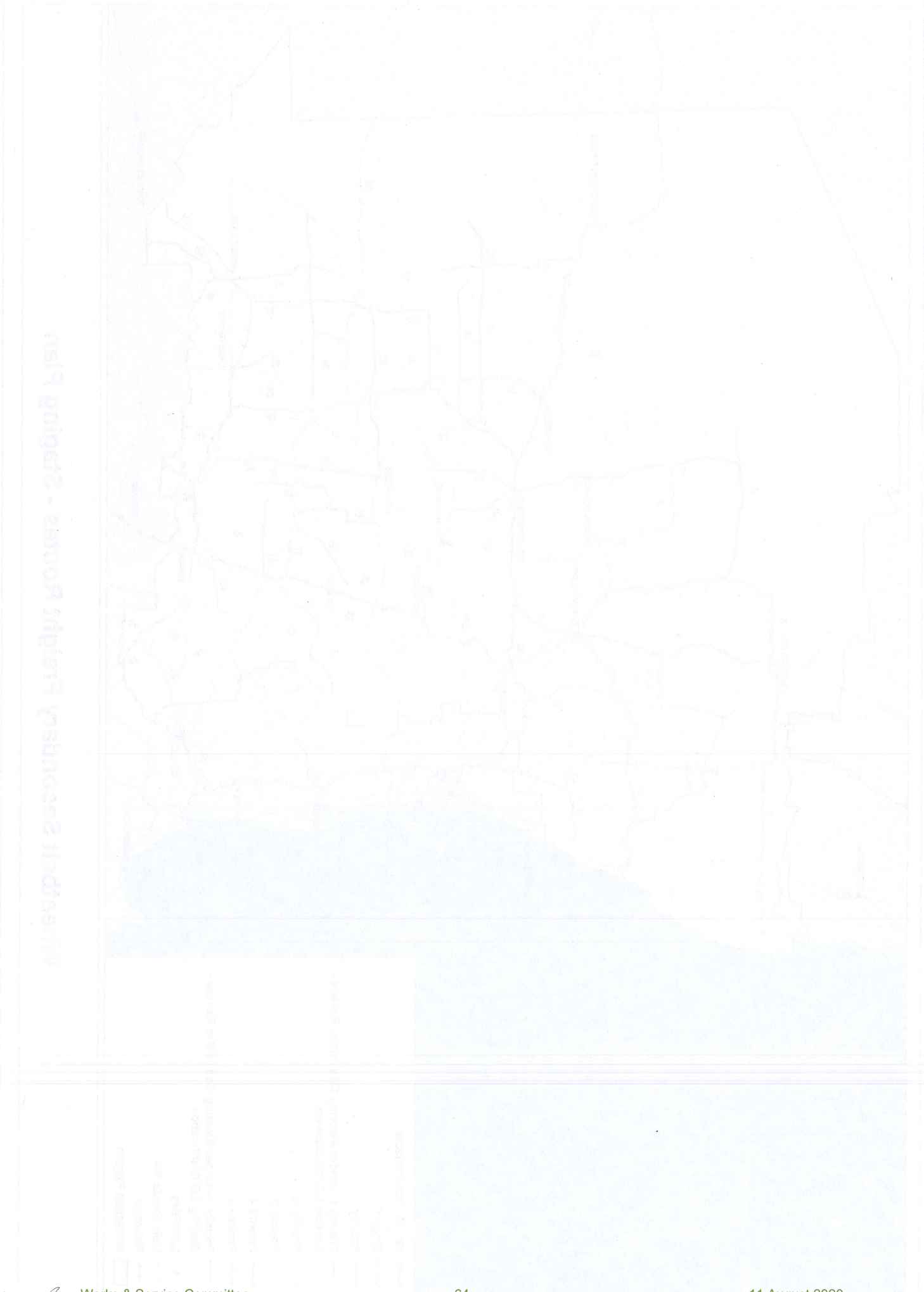
Can you please contact WSFN Chairperson Katrina Crute to arrange this meeting and discuss the specific details outlined in this correspondence.

Yours sincerely

Katrina Crute
Chairperson WSFN Steering Committee



Wheatbelt Secondary Freight Routes - Staging Plan



COMMITTEE DECISION

Moved Cr G R Ball **Seconded Cr B L Kilpatrick**

That the Committee recommend to Council that no action be taken to pursue Wheatbelt Secondary Freight Network (WSFN) funding for Ballagin Road and Piesseville-Tarwonga Road at this time.

Carried 5/0

Executive Assistant left the meeting at 3:49pm and did not return

The Committee undertook town inspections at 3:49pm and returned at 5:00pm

8. INSPECTIONS

8.1.1. TREES – TARBET STREET

Request for trees to be lopped or removed

8.1.2. PROPOSED TRUCK PARKING AREA – COLLIE- LAKE KING ROAD

(Refer to attached Minutes 17/3/20)

The CEO and Manager of Works have appraised this site and believe that some further discussion should be had on the proposed use of this area. There does not appear to be much likelihood of trucks using this area for parking. An alternative would be to revegetate the site.

Footnote: an unprompted letter was received from adjoining landowner that has been included with the attachments in these minutes.

8.1.3. TUDHOE STREET NIB (CORNER OF TAYLOR LANE)

Request for reduction or removal.

8.1.4. CEMETERY

Definition of parking area and addressing of scouring issue.

8.1.5. TREES – TRAVERSE STREET OUTSIDE MITCHELL HALL HOTEL

The proprietor of the hotel is concerned that tree route incursion of two street trees on the street verge may be contributing to some damage being sustained by the building.

8.1.6. TREES – VENTNOR STREET BETWEEN TUDHOE STREET AND WARWICK STREET

The Shires 2019/20 budget provided for the installation of a footpath along this section of Ventnor Street. This required the removal of four large street trees. Concerns expressed by some of the residents in Ventnor Street resulted in the funds being reallocated to other

7. GENERAL BUSINESS

7.1 Noble Road – River Crossing

A landowner from Arthur River Shire contacted the Manager of Works, requesting that we fix the river crossing up on Noble Road for farm implement access, due to the bridge too narrow.

The CEO advised the Works Committee that a loader would be sent out to the crossing on Noble Road for half a day, to put rocks in the riverbed, remove suckers and level the approaches.

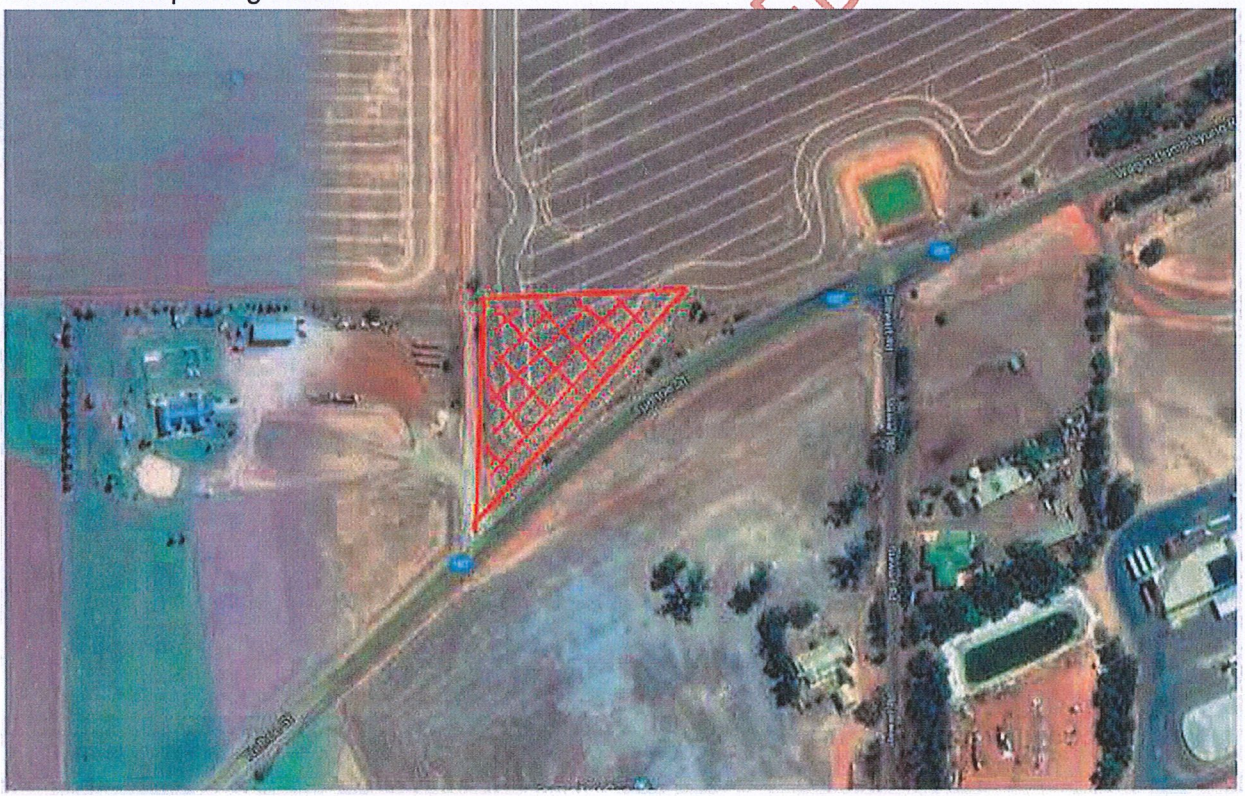
7.2 Fence Line Clearing Applications

The Shire of Narrogin have updated their Roadside Fence Line Clearing Application. Does the Committee want to update our form? Forms to be provided at the meeting.

The CEO presented the current forms alongside the Shire of Narrogin's new Roadside Clearing Forms. He suggested the Committee take a look at our current form and any changes to be presented at the next Works & Services Committee meeting.

7.3 Truck Parking Area – Collie Lake King Road

The Shire of Wagin were gifted a block of land off the Collie Lake King Road, the CEO wishes to turn it into a truck parking area.



COMMITTEES RECOMMENDATION

Moved: Cr. G R Ball Seconded: Cr. B L Kilpatrick

That the Committee recommends:
That Council design and cost a parking bay at Lot 436 Collie Lake King Road.

Carried 4/0

Signed by the chairperson 19 Dated

footpath construction work in town. The Manager of Works and Services recommends that the proposed Ventnor Street footpath be revisited.

8.1.7. TREES – BALLAGIN STREET

8.1.8. TREES – UMBRA STREET

8.1.9. TREES – UNIT STREET

COMMITTEE DECISION

Moved Cr G K B West **Seconded Cr W J Longmuir**

1. **That the Committee recommend that Council;**
   a) **Trim the Trees on Tarbet Street nearest the fence and the dead tree be removed.**
   b) **Reduce the Tudhoe Street Nib in conjunction with the Town Square redevelopment.**
   c) **Remove and replace trees on Traverse Street outside the Mitchell Hall Hotel with appropriate species.**
   d) **Remove two (2) trees to the west on Ventnor Street between Tudhoe and Warwick Street, under the powerlines.**
   e) **Remove trees on verge of 28 Ballagin Street and replace with appropriate species.**
   f) **Remove tree on verge of 26 Umbra Street and replace with appropriate species.**
   g) **Remove tree and cut kerb at 4 Unit Street with any repairs to driveway be at the owners expense.**

2. **That the parking area at the cemetery be defined by a *horse sighter* fence to extend north – south from the perimeter of where graves are located to the adjacent paddock, immediately west of the newly constructed shelter (and excluding the roadway) and west from the abovementioned fence, along the perimeter of where the graves are located up to the roadway on the west side (third entrance) of the cemetery, and;**
3. **That compacted gravel be placed in the hollows around the limestone blocks on the western side of the shelter.**

Carried 5/0

9. GENERAL BUSINESS

Nil

10. CLOSURE

There being no further business the Chairperson thanked those in attendance and closed the meeting at 5:15pm

I certify that this copy of the Minutes is a true and correct record of the meeting held on 11 August 2020

Signed:

.....
Chairperson

Date:

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