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Commodity Routes Fund

Application and Assessment Guidelines

June 2023

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1 Application

1.1 Purpose

The purpose of the guidelines is to set out the parameters governing the Commodity Routes Fund (CRF) provided under the State Road Funds to Local Government Agreement and to provide the criteria to prioritise applications.

1.2 Definition

Commodity Routes are defined as routes where there is a significant high priority transport task associated with the transport of a commodity such as grain, timber, agricultural lime, iron ore, etc. The funding is intended for roads that require upgrading or maintenance to accommodate the commodity transport function.

1.3 Funding

An initial amount of \$3.5m per annum has been set aside from the total Road Project Grant allocation for a CRF from 2023/24. The allocation will move in line with the total pool provided under the Agreement.

Funding is provided on a cost sharing basis of \$2 from the CRF and \$1 from Local Government funds. The State Road Funds to Local Government Advisory Committee may approve other special contributory arrangements on the recommendation of the CRF Technical Review Group (CRF-TRG). An industry co-contribution can be off set against the required Local Government contribution.

The allocation of CRF will be limited to a maximum of \$350 000 per project.

All approved funding must be acquitted within two years of allocation. Funds not claimed within two years will be reallocated.

Funding that is returned or not accepted by a Local Government will be reallocated by the CFR-TRG to the next ranked project based on the approved list of prioritised submissions.

Any unallocated funds may be reallocated by the State Road Funds to Local Government Advisory Committee for Road Projects across any of the RRGs.

1.4 Eligibility

The State Road Funds to Local Government Agreement 2023/24 to 2027/28 states that projects that are not eligible for Road Project Grant funding will receive priority in the assessment process.

Qualifying projects that are **not eligible** for Road Project Grant funding will be assessed and ranked first. Projects that are **eligible** for Road Project Grant funding will be assessed and ranked for the allocation of any remaining funds. Road Projects eligible for Road Project Grant funding are defined according to the State Road Funds to Local Government Procedures, Section 12.3 Project Eligibility for Road Project Grant Funding.

Funding is not available for projects that commence before funding is confirmed by SAC.

1.5 Assessment Process

Project proposals will be sought by the CFR-TRG via the RRGs.

The review of all proposals will be a three-stage process:

1. Local Governments will make submissions using the application form (see Appendix 1) to their RRG Secretariat. The RRG will perform a high-level review of the submissions for accuracy and completeness and forward qualifying submissions to the CFR-TRG via stateroadfunds@walqa.asn.au
2. WALGA will establish a CFR-TRG which will consider the RRG submissions. The CFR-TRG will prioritise the submissions and make a recommendation to the SAC on the funding allocations.
3. The State Advisory Committee will review the list of prioritised submissions and confirm funding allocations.

1.5.1 Project Assessment

The projects will be scored according to the Assessment Guidelines. Projects with equal scores will be prioritised according to the total volume of commodity traffic and the strategic significance of the freight task. Projects that are **not eligible** for Road Project Grant funding will receive priority. Additional points will be provided for projects where there is an industry co-contribution.

The funding is intended for roads that require upgrading or maintenance specifically to accommodate the commodity transport function. Periodic maintenance and rehabilitation type projects will be favoured in the scoring assessment.

Design and planning activities, including costs associated with obtaining approvals and permits are **not eligible** for funding. Project management fees are **not eligible** for funding, but on-site construction supervision is eligible.

1.6 Project Variations

Local Governments must give notice to the CFR-TRG of proposed variations to scope, project schedule and project expenditure at the earliest opportunity. Significant changes to scope including, for example, changes to SLK limits, treatment applications, typical design cross sections or alignments require approval from the CFR-TRG. Variations that are identified during design, planning and procurement must be submitted for approval before construction commences. The CFR-TRG may request submission of a revised application and cost estimate to re-evaluate the project score and priority.

Under expenditure must be returned to the pool and may be reallocated by the CFR-TRG. Over expenditures must be funded by the Local Government. Where actual expenditure is expected to or exceeds the approved amount, Local Governments may apply to the CFR-TRG for additional funding, providing reasons and justification for reallocation of any surplus funding from the pool. Changes to the program that affect funding acquittal in the allocated financial year must be approved by the CFR-TRG. Variations will be limited to a maximum of 10% of the CRF allocation to the project and must be matched with 1/3 co-contribution from the Local Government and/or industry contribution unless exceptional circumstances are motivated.

All Local Government applications for variations must be submitted via the RRG Secretariat to the CFR-TRG and will be considered on a case-by-case basis. The RRG Secretariat or the

CFR-TRG may seek advice /recommendation on support for variations of a complex nature from the Region's Technical Group.

1.7 Addressing the Application

1.7.1 Road Name

The name of the road being considered for funding.

1.7.2 Primary Bulk Commodity

Outline the primary bulk commodity or commodities being transported from its place of origin to its destination.

1.7.3 Contribution to Regional Economy

Describe the contribution made by this commodity to the regional economy.

Any industry co-contribution must be provided as a percentage of the estimated total project cost. The co-contribution can be offset against the Local Government's 1/3 required contribution. Written confirmation of the industry co-contribution must be provided and may be followed up with the contributor by the CFR-TWG.

1.7.4 Estimated Project Cost (refer to Cost Estimate worksheet)

A detailed cost estimate must be provided on the prescribed form.

1.7.5 Road Information

Project Location

The project location/s should be accompanied by a locality map showing the various sections where the work is proposed. It should show the following:

- Start slk; End slk; Job Length
- Specify various sections within the Job length

Existing Road Standard & Condition information

- Surfacing Standard (asphalt, double seal, single seal, gravel, formed)
- Width (formation width, seal width)
- Geometric and drainage description
- Road condition

Geometric, drainage and road condition to be described in terms of the definitions provided in the Assessment Guidelines below. Photographs must be included to motivate the condition information.

Proposed Road Standard

- Surfacing
- Width (formation width, seal width)
- Road works. A brief description of the work proposed on the road or various sections must be provided.

The information supplied must address the Assessment Guidelines.

1.7.6 Traffic Volumes & Freight Information

Supply the annual average daily traffic for the commodity traffic in equivalent standard axles (ESA) per direction per day and for all other traffic in total vehicles per day. If the commodity traffic is seasonal then supply the average daily commodity ESA /direction/ day for the season duration only.

An estimate of the freight tonnage per annum must also be provided.

Traffic counts must be provided if available. The applicant must show how the commodity traffic ESA has been calculated including any seasonal adjustments.

1.7.7 Project Justification

This should include the objectives of the project, a description of the functions of the road and refer to any existing problems.

The project should form part of a strategic approach to infrastructure development and the application should address the issues necessitating the project e.g. transport efficiency, economic activity, public safety, environment and social issues. The justification should note whether the commodity function is of local, regional or national significance.

If an application for funding is unsuccessful, a statement of what impact this will have on the project should be included.

1.7.8 Statement of Readiness to Deliver

A Local Government's operational readiness to deliver will be an important factor in considering the basis for the projects priority when reviewing and assessing applications. The project needs to be fully scoped and specified and not just an idea being explored. It must also be able to be completed within the estimated timeframe. The status of any statutory approvals needed before work can commence must be included (e.g. environmental approvals, land tenure native title, utilities approval etc.).

1.8 Submitting the Application

Applicants need to complete the application form in electronic format, as this will be used in assessment and recommendation reporting. The application form can be downloaded from the Main Roads or WALGA websites:

www.mainroads.wa.gov.au

www.walga.asn.au

All application forms must be received in electronic format and supported by maps, photographs and other supporting information. The supporting information must be attached electronically or scanned and then emailed together with the application to the respective RRG. The RRG Secretariat must forward qualifying submissions to stateroadfunds@walga.asn.au.

2 Assessment Guidelines

2.1 Procedure

Projects will be assigned a total score according to the criteria below.

2.2 Assessment Criteria

1. Traffic Volume

Commodity Traffic Volumes (CTV)

Annual / Average Seasonal Daily Traffic of Commodity vehicles (Equivalent Standard Axles per direction)	>500	200 - 500	80 - 200	20 - 80	< 20
Points	5	4	3	2	1

Other Traffic (OTV)

Annual Average Daily Traffic of all other traffic	>500	150 - 500	50 - 150	10 - 50	<10
Points	5	4	3	2	1

$$\text{Traffic Score} = (2\text{CTV} + \text{OTV})/3$$

2. Existing Road Standard (RS)

Surfacing Standard (SS)

Standard	Asphalt	Double Seal	Single Seal	Gravel	Formed/Unformed
Points	1	2	3	4	5

Geometric Standard (GS)

Standard	Very Good	Good	Adequate	Poor	Very Poor
Points	1	2	3	4	5

Drainage Standard (DS)

Standard	Very Good	Good	Adequate	Poor	Very Poor
Points	1	2	3	4	5

Very Good:

Lane widths, shoulder widths, overtaking opportunities, sight distances and design speed are above the required standard for the additional commodity traffic

The road has very good surface and run off drainage.

Good:

Lane widths, shoulder widths, overtaking opportunities, sight distances and design speed are generally above the required standard for the additional commodity traffic.

The road has good surface and run off drainage but has isolated aspects that require general maintenance in adverse conditions to maintain functionality.

Adequate:

Lane widths, shoulder widths, overtaking opportunities, sight distances and design speed are generally adequate for the additional commodity traffic. Some isolated improvements are desirable.

The road has adequate surface and run off drainage but has isolated aspects that require general maintenance in adverse conditions to maintain functionality. Some isolated improvements are desirable. Road may flood in severe conditions

Poor:

The road has adequate lane widths but poor overtaking opportunities and / or inadequate sight distances. Several improvements are recommended.

Drainage is poor with flooding in severe seasonal weather.

Very Poor (any one of the items below):

The road has any of the following deficiencies:

Inadequate lane widths

No safe overtaking opportunities

Unsafe sight distances and sub-standard geometry

The road is considered unsafe for accommodation of the additional commodity traffic and requires substantial upgrade.

Road is subject to regular flooding.

Road Standard Score = (SS + GS + DS)/3

3. Existing Road Condition (RC)

Condition	Very Good	Good	Adequate	Poor	Very Poor
Points	1	2	3	4	5

Very Good

Excellent surface and structural condition.

Good:

Good surface and structural condition.

Satisfactory:

Satisfactory surface and structural condition maintained with regular routine maintenance.

Poor

Serviceable surface and structural condition can only be maintained through regular routine maintenance and additional irregular maintenance. Rehabilitation required in within 3 years.

Very Poor:

Serviceable condition cannot be maintained. Requires immediate rehabilitation or reconstruction.

4. Co-funding from industry

Percentage of total project cost to be co funded by industry	0	1 -10	10-20	20-40	>40
Points	1	2	3	4	5

5. Project Type

	Periodic Maintenance or Rehabilitation	Reconstruction to current standards	Upgrade
Points	2	1	0

6. Total Score

Total Score = 2xTraffic Score + Road Standard Score + Road Condition Score + Co-Funding Score + Project Type Score

Projects with equal scores will be ranked according to the volume of Commodity Traffic.



Commodity Routes Fund



Application for Funding

Date of application: [Click or tap to enter a date.](#) **Financial Year funds required:** [Click or tap here to enter text.](#)

Name of Local Government: [Click or tap here to enter text.](#) **Regional Road Group:** [Choose an item.](#)

Road Name: [Click or tap here to enter text.](#) **Road Number:** [Click or tap here to enter text.](#)

Is the above road listed as a Road of Regional Significance in the ROADS 2040 strategy and/or is it eligible for Road Project Grant Funding? [Yes or No](#)

Is the road (or section) on a Restricted Access Vehicle (RAV) Network? [Yes or No](#) If yes, which RAV Network Number? [Click or tap here to enter text.](#)

What primary bulk commodity is being transported? [Click or tap here to enter text.](#)

- Primary origin (town / district / location): [Click or tap here to enter text.](#)
- Primary destination (town / district / location): [Click or tap here to enter text.](#)

What contribution does the transportation of this commodity make to the regional economy? [Click or tap here to enter text.](#)

Is there an industry co-contribution? [Yes or No](#) If Yes, then what % of the Estimated Total Project Cost [Percentage%](#)

Written confirmation of the proposed industry co-contribution must be attached.

Estimated Project Cost and Contributions:

Local Government	\$Figure	
Industry	\$Figure	(Local Government + Industry = minimum 1/3 of total)
CR Supplementary Fund	\$Figure	(Maximum \$350 000)
Total	<u>\$Figure</u>	(Details must be provided on Cost Estimate worksheet attached.)



Commodity Routes Fund



Road Information															
Existing															
Project Location			Road Standard						Road Condition			Photo			
Overall	Start (slk)	End (slk)	Job Length (slk)	Asphalt	Double Seal	Single Seal	Gravel	Formed	Formation Width	Seal Width	Brief description in terms of assessment guidelines	Brief description in terms of assessment guidelines	Brief description in terms of assessment guidelines	Folio Ref	
															Text
Various section/s (if different from overall)	Text	Text	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text	Text	Text	Text	Text	Text	
	Text	Text	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text	Text	Text	Text	Text	Text	
	Text	Text	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text	Text	Text	Text	Text	Text	
	Text	Text	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text	Text	Text	Text	Text	Text	
Proposed															
Project Location			Road Standard						Roadworks						
Overall	Start (slk)	End (slk)	Job Length (slk)	Surfacing			Width			Brief Description					
				Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text
Various section/s (if different from overall)	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	
	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	
	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	
	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	



Commodity Routes Fund



Traffic Volumes and Freight Information							
Location		Annual Average Daily Traffic		Seasonal Commodity		Freight	
Start (slk)	End (slk)	Commodity Traffic (ESA / direction / day)	All Other Traffic (total vehicles)	*Average Daily Traffic (ESA / direction / day)	Season Duration	(tonnes p/a)	Comment (Commodity type, significance, season etc)
Text	Text	Text	Text	Text	Text	Text	Text

* If Commodity Traffic is seasonal then enter traffic volume as ESA / direction / day over the seasonal period.

Calculation of Commodity Traffic ESA
Show how the Commodity Traffic ESA was calculated. Text

Attachments	
Location map	<input type="checkbox"/>
Photos	<input type="checkbox"/>
Traffic counts	<input type="checkbox"/>
Confirmation of industry co contribution	<input type="checkbox"/>
Other, enter type	<input type="checkbox"/>
Other, enter type	<input type="checkbox"/>
Other, enter type	<input type="checkbox"/>



Commodity Routes Fund



Project Justification

Click or tap here to enter text.

Details of Previous Funding

If this project has received a CRSF allocation in previous years, supply the following: year of funding, allocation, phase description and percentage complete.

Click or tap here to enter text.

Statement of Readiness to Deliver

Click or tap here to enter text.

Certification

I hereby certify that, to the best of the applicant's knowledge, the information contained in this application is accurately represented.

Signature:

Date: *Click or tap to enter a date.*

Name: *Name*

Contact Name and Phone No.
Name and Phone No.

Designation: **Chief Executive Officer**

Recommendation

In accordance with the Agreement, this application has been reviewed and assessed by the Regional Road Group.

Signature:

Date: *Click or tap to enter a date.*

Name: *Name*

Designation: **Chairperson**

RRG: *Choose an item.*



Commodity Routes Fund



Cost Estimate					
Item	Activity	Unit	Qty	Rate	Amount
		<i>Type of unit rate (e.g. No, hr, m, m2, m3, ha, etc)</i>	<i>Qty of units for each resource / activity</i>	<i>Cost rate per unit of resource</i>	<i>\$</i>
1.0	General				
1.1	Supervision	Text	Text	Text	Text
1.2	Survey and setting out	Text	Text	Text	Text
1.3	Mobilisation / demobilisation	Text	Text	Text	Text
1.4	Camp / accommodation	Text	Text	Text	Text
1.5	Traffic management	Text	Text	Text	Text
1.6	Temporary side tracks / detours	Text	Text	Text	Text
1.7	Other general items	Text	Text	Text	Text
2.0	Earthworks				
2.1	Clearing / removal of debris	Text	Text	Text	Text
2.2	Topsoil removal and respread	Text	Text	Text	Text
2.3	Embankment foundation	Text	Text	Text	Text
2.4	Embankment construction	Text	Text	Text	Text
2.5	Subgrade preparation	Text	Text	Text	Text
2.6	Forming and shaping (unsealed roads only)	Text	Text	Text	Text
2.7	Scour repairs	Text	Text	Text	Text
3.0	Pavement and Surfacing				
3.1	Gravel sheeting (unsealed roads only)	Text	Text	Text	Text
3.2	Sub-base	Text	Text	Text	Text
3.3	Basecourse	Text	Text	Text	Text
3.4	Extra over for cement stabilisation	Text	Text	Text	Text
3.5	Prime	Text	Text	Text	Text
3.6	Primerseal	Text	Text	Text	Text
3.7	First coat seal	Text	Text	Text	Text
3.8	Second coat seal	Text	Text	Text	Text
3.9	Asphalt	Text	Text	Text	Text
3.10	Microsurfacing	Text	Text	Text	Text
4.0	Drainage				
4.1	Temporary open drains	Text	Text	Text	Text
4.2	Temporary drainage structures	Text	Text	Text	Text
4.3	Diversion and cut-off drains	Text	Text	Text	Text
4.4	Culvert inlet and outlet drains	Text	Text	Text	Text
4.5	Levees	Text	Text	Text	Text
4.6	Table drain blocks	Text	Text	Text	Text
4.7	Corrugated steel pipe culverts	Text	Text	Text	Text
4.8	Reinforced concrete pipe culverts	Text	Text	Text	Text
4.9	Reinforced concrete box culverts	Text	Text	Text	Text
4.10	Culvert end treatments	Text	Text	Text	Text
4.11	Drainage pits	Text	Text	Text	Text
4.12	Rock protection	Text	Text	Text	Text
4.13	Kerbing	Text	Text	Text	Text
4.14	Concrete wall	Text	Text	Text	Text
5.0	Miscellaneous				
5.1	Signs	Text	Text	Text	Text
5.2	Guide posts	Text	Text	Text	Text
5.3	Pavement marking	Text	Text	Text	Text
5.4	Stock grids	Text	Text	Text	Text
5.5	Safety barrier	Text	Text	Text	Text
5.6	Text	Text	Text	Text	Text
5.7	Text	Text	Text	Text	Text
5.8	Text	Text	Text	Text	Text
5.9	Text	Text	Text	Text	Text

Total**\$ Total**