



# **STATE BLACK SPOT PROGRAM DEVELOPMENT AND MANAGEMENT GUIDELINES**

**AN INITIATIVE OF MAIN ROADS WESTERN AUSTRALIA  
AND THE WESTERN AUSTRALIAN LOCAL  
GOVERNMENT ASSOCIATION**

**Issue Date April 2010  
Amended December 2024**

This document is endorsed by Director Portfolio Investment Planning and the State Road Funds to Local Government Advisory Committee. Please submit all comments and requests to the Program Development Coordinator, the delegated custodian.

**AMMENDMENTS TO STATE BLACK SPOT GUIDELINES**

<b>DATE</b>	<b>CHANGES</b>	<b>PAGE</b>
21/12/10	Alteration to Black Spot sign	38,39
12/05/11	Remove requirement for Road Safety Audit – 3 years	7
11/11/13	Remove signature of Mayor / President from Project Completion Form	34
29/10/14	Include Amended October 2014	1
29/10/14	Include Guideline Amendment dates/details	2
29/10/14	Remove Crashtool and insert CARS	7
29/10/14	Replace old website address	7
29/10/14	Remove Commissioner & insert Managing Director	10,11,20,37
29/10/14	Insert financial to table	16
29/10/14	Remove Nation Building & insert Australian Government	20-33
29/10/14	Remove November from State Panel Meeting	20
29/10/14	Include funding allocation changes	21
29/10/14	Crash Criteria amend rates & dates	22
29/10/14	Crash Period amend dates	23
29/10/14	BCR Criteria amend dates & minimum score	23
29/10/14	Road Safety Audits increase to 40% & include dates	23
29/10/14	Nomination Form amend date	26
29/10/14	Insert project Completion Report	35
27/04/16	Replace Executive Director Road Network Services with Executive Director Finance and Commercial Services	Various
27/04/16	Replace Road Network Services with Budget and Program Management	5
12/04/18	Insert Attachment Table 6 – Nomination Crash Analysis Form	3 & 6
12/04/18	Replace Nation Building with Australian Government	4, 6 & 36
12/04/18	Update the Road Safety Commission website address	8
12/04/18	Update funding allocation for the Australian Government Black Spot Program	21
12/04/18	Update crash criteria and minimum BCR for the Australian Government Black Spot Program	23
12/04/18	Update Project Based on Road Safety Audit Projects for the Australian Government Black Spot Program	24
12/04/18	Update the Black Spot Nomination Form	27-34
23/10/18	Update WALGA logo	1
23/10/18	Update References	5
23/10/18	Replace road safety audits with road safety inspections	5,8,9,10,11, 29, 33,37
23/10/18	Replace Executive Director Finance and Commercial Services with Director Budget and Investment Planning	6, 14, 16
23/10/18	Remove with assistance, as required, by local Western Australia Local Government Association (WALGA) RoadWise Regional Road Safety Officers and managed by the State Road Funds to Local Government Advisory Committee through those groups.	6
23/10/18	Update Main Roads website link	6
23/10/18	Insert WALGA RoadWise officers can provide the following assistance to Local Governments with Black Spot nominations: <ul style="list-style-type: none"> <li>• Advice on Road Safety Council priorities</li> <li>• Help with identifying regional crash trends/data</li> <li>• Assistance with identifying local road safety issues via local RoadWise Committee meetings.</li> <li>• Eligibility Criteria and of Road Safety Inspections</li> </ul>	7

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23/10/18	Remove at the intersections reported to the Western Australian Police from information on all on-road crashes	8
23/10/18	Replace audit team members with Specialist Advisors	8, 11
23/10/18	Replace WALGA Regional RoadWise Safety officers with WALGA RoadWise officers	7, 8, 11, 19
23/10/18	Replace Program Coordinators with officers	10
23/10/18	Remove Operations and from Traffic Services Branch	10
23/10/18	Remove Accredited Road Safety Auditor with Audit Team Leader	10
23/10/18	Remove and 'rank' nominations	10
23/10/18	Remove by the Executive Director Finance and Commercial Services for highways and main roads and by the State Road Funds to Local Government Advisory Committee for local roads from funding in Stage Two will be endorsed in principle	12
23/10/18	6.1 Transitional Arrangements to these Guidelines updated in 6.1.1 and 6.1.2	14
23/10/18	Road Safety Design Audit – replace \$150,000 with \$100,000	15
23/10/18	Update WALGA contact details	19
23/10/18	Update information on WALGA RoadWise officers assistance	19
23/10/18	Supplementary Form – insert Estimated cost of Pre-opening audit	37
23/10/18	Black Spot Completion Report – insert Pre-opening Audit date	38
10/03/20	Update Summary of Criteria Attachment Table 1	21-26
10/03/20	Updated Black Spot Nomination form for 2021-22 Attachment table 2-5	28-40
10/03/20	Section 6.1.2 – updated text, and included image from Policy and Guidelines for Road Safety Audit	14
10/03/20	Insert Section 6.1.3 Extract from Policy and Guidelines for Road Safety Audit	12
18/03/22	Section 3 - Program Objective – inserted Approximately	5
18/03/22	Entire document – replaced CARS with Crash Map – all relevant pages.	Various
18/03/22	Replaced Finance and Commercial Services Directorate with Budget and Program Management – all relevant pages	Various
18/03/22	Section 5.1 Project Nomination – process updated.	6
18/03/22	Section 5.2 – deleted list on Attachments, Table 2-7	7
18/03/22	Section 5.6.3 Crash History – replaced ARRB Road Safety Risk Manager with Road Safety Inspection Score.	8
18/03/2022	Entire document – replaced Towards Zero with Driving Change-Road Safety Strategy 2020-2030	Various
18/03/22	Entire document – replace Executive Director Finance and Commercial Services with Director Budget and Investment Planning.	Various
18/03/22	Section 6.3 – Project Standards- deleted Road Safety Audits – now covered in 6.1.3	15
18/3/22	Section 6.4 Project Variations – inserted CARS will be used for all projects approved up and including 2022/23. Crash Map will be used for all projects approved from 2023/24.	15
18/03/22	Section 6.5 – inserted Project Completion form required for project approved up to 2022/23.	16
18/03/22	Section 4 – re-worded to evaluation by Main Roads with input by the Technical Committee, if required.	6
13/12/24	Entire document – replace Director Budget and Investment Planning with Director Portfolio Investment Planning. Replace Regional Manager with Regional Director.	Various

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<b>DATE</b>	<b>CHANGES</b>	<b>PAGE</b>
13/12/24	Attachment – Table 1 – Project Criteria. Changes to Australian Government Criteria and minor updates to State Black Spot Criteria	Table 1

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## 1. PURPOSE

These guidelines describe the requirements for the development and management of projects for inclusion in the State Black Spot Program. They include the eligibility criteria for funding under the program, the project nomination and approval process and the program administration arrangements.

## 2. REFERENCES

Driving Change – Road Safety Strategy 2020-2030  
State Road Funds to Local Government Procedures  
AUSTROADS Guide to Road Safety - Current Edition  
Main Roads Western Australia Policy and Guidelines for Road Safety Audit (Current version available at [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au))

## 3. PROGRAM OBJECTIVE

The State Black Spot Program is aimed at further improving road safety across Western Australia thereby reducing the significant trauma and suffering of crash victims and their loved ones.

This program continues to consolidate the partnership between the State and Local Governments in ensuring the community is provided with a road system which is safe for all road users, including drivers, motorcycle riders, pedestrians and cyclists. The program is complimentary to the existing Australian Government Black Spot Program. However, it is intended that the State Program criteria will enable application of funds to a wider range of projects at hazardous locations.

All road classifications will be eligible for funding, including State roads, local roads and the National Land Transport Network roads. The program will target existing black spots and black lengths and also potential hazardous locations. Black spots can be at an intersection, mid block or short sections of road and black lengths are lengths of road three or more kilometers long. Black spots and black lengths will be selected on the basis of recorded history, while potentially hazardous locations will be selected on the basis of a formal Road Safety Inspection (formerly known as an 'Existing Road Safety Audit').

The program will be based on the following allocation of funds:

- Approximately fifty percent will be spent on roads in the Perth Metropolitan Region;
- Approximately fifty percent will be spent on rural roads including country towns and cities;
- Approximately fifty per cent of the total program funding will be dedicated to local roads. Main Roads and Local Government will contribute funds to this component of the program on a 2:1 (Main Roads : Local Government) basis; and
- Up to fifty per cent of the total program funding will be provided for projects at hazardous locations identified by a Road Safety Inspection. However, in the case of local roads this proportion may be increased to one hundred per cent to suit the needs as recommended by the Regional Road Groups. Similarly non metropolitan State roads may have up to one hundred percent of funding provided for projects at hazardous locations identified by a Road Safety Inspection if recommended by the Main Roads Director Portfolio Investment Planning

Attachment Figure 1 provides details of the State Black Spot Funding Allocation arrangements.

## 4. PROGRAM RESPONSIBILITIES

The program is structured in two parts and evaluated and managed independently by Main Roads and Local Government.

Main Roads Director Portfolio Investment Planning is the overall Managing Authority responsible for the administration and management of the State Black Spot Program and is accountable for ensuring that all decisions are in keeping with these Guidelines and program objectives. Overall coordination of the State Black Spot Program will be undertaken by the Program Development Coordinator Transport Investment Strategy Office, the delegated custodian.

Proposals for treatments on the National Land Transport Network highways, State highways and main roads (highways and main roads under the care and control of the Commissioner of Main Roads) will be evaluated and managed by Main Roads.

Proposals for treatments on local roads (roads under the care and control of Local Government) will be evaluated by Main Roads with input by the Technical Committee, if required.

Coordination of the State Black Spot Program will be provided by:

Highways and main roads	Main Roads Program Development Coordinator through Main Roads Regional Directors.
Local roads	Main Roads Regional Directors and Regional Road Groups.

**5. PROGRAM DEVELOPMENT**

Attachment Figure 2 provides an outline flowchart for the development of the State Black Spot Program for highways, main roads and local road projects.

**5.1 Project Nomination**

This program focuses on obtaining direct input from road users and community groups.

In addition to the traditional processes which use historical measures of crash history to determine investment priorities, the State Black Spot Program will draw on the advice of all interested parties. Individuals, community groups, transport industry groups, Local Government and Main Roads can provide supporting information about locations for consideration for funding under the Program.

Nominations are to be created and submitted using Crash Map, commencing from 2023/24 funding year. A request for access to Crash Map can be lodged using the Main Roads website [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au).

Supporting information from interested parties can be forwarded to:

- |   |
|---|
| 1. Program Development Coordinator<br>Transport Investment Strategy Office<br>Main Roads Western Australia<br>P.O. Box 6202<br>East Perth WA 6892 |
| 2. Main Roads Regional Offices  |
| 3. Local Governments  |

Main Roads, WALGA and Local Government staff can provide assistance with the nomination procedure.

WALGA RoadWise officers can provide the following assistance to Local Governments with Black Spot nominations:

- Advice on Road Safety Council priorities
- Help with identifying regional crash trends/data
- Assistance with identifying local road safety issues via local RoadWise Committee meetings.

Complex projects that cannot be completed in one year are to be completed in stages. These are considered to be all projects that include works done by third parties, including works done by utility providers, land acquisition, traffic signals installation, street lights installation, clearances and/or are of complex design are to be funded and delivered in stages, unless evidence of deliverability in one funding year is provided at the time of nomination.

Please see Section 5.7 (Program Approval) and Section 6 (Program Delivery Process) for further details on staging.

Stage One Nominations:

First time nominations for staged projects are to include detail schedule of the total estimated project cost as well as detail estimate of each of the stages.

Stage Two Nominations:

A nomination form is to be submitted for Stage Two of each project. The Stage Two nomination shall include any proposed changes to the Concept Design and estimated total project cost, including reasons for the variation.

As a general rule, complex projects are to be constructed in two stages. In exceptional circumstances only, nominations for completion of projects in three or more stages may be considered by the Managing Authority.

## **5.2 Eligibility Criteria**

Funds will be dedicated to providing on-road solutions to road safety issues which can be termed as being within the road environment. It is intended that all facilities within the road reserve, including shared paths and other user related facilities will be eligible for funding, subject to the evaluation and prioritisation procedures defined within these guidelines.

Table 1 – “Black Spot Program – Project Criteria” provides details of the eligibility criteria for the Australian Government and State Black Spot Programs for highways, main roads and local roads.

Funds are only available for projects approved under the program. Funds are not available for recovery of costs associated with the project nomination process.

Direct cost of supervising or managing the delivery of approved projects are eligible project costs. Direct administrative cost should be a component of the total project cost. Costs of project investigation, design and tender documentation may also be included in the project Total Estimated Cost (TEC). The TEC is to include the cost of all regulatory signing and line marking associated with the project.

The State Black Spot Program will cover the expense of the formal Road Safety Inspection for those projects approved under the program. The cost of Road Safety Inspections associated with approved projects must be allowed for in the TEC for the project. WALGA RoadWise officers, Regional Road Groups and Main Roads can advise on methods for reducing overall road safety inspection costs (e.g. by having a consultant undertake a number of Inspections in a Regional Road Group area at the same time). WALGA RoadWise officers are also available to participate as Specialist Advisors.



The Australian Government Black Spot Program will not cover the expense of the formal Road Safety Inspection for those projects approved under the program.

The State Black Spot Program and the Australian Government Program will cover the cost of Stage 3 and 4 audits required under the Main Roads Western Australia Policy and Guidelines for Road Safety Audit. Refer to Section 6.1 of these Guidelines.

Funds are not available for the purchase of road building plant or equipment, costs incurred after project implementation or maintenance works. Ongoing running costs are not eligible for funding from this program.

The eligibility criteria for the State Black Spot Program will be subject to periodic reviews by Main Roads and the State Road Funds to Local Government Advisory Committee.

### **5.3 Existing Black Spots/Black Lengths**

Sites will be selected on the basis of their recorded crash history. The criteria for crash history will vary according to whether the road is submitted and assessed under the State or local road category. Crash criteria are as outlined in Table 1.

Crash data is included in Crash Map, which is updated on an annual basis.

This site contains information on all on-road crashes for the preceding five years and allows users to obtain crash data for a particular site, Local Government, Main Roads Region or the State. Applications to access the Crash Map can be lodged using the Main Roads website [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au).

### **5.4 Potential Hazardous Locations**

In addition to sites defined by their previous crash history, Black Spot projects may evolve from changes in the road environment and/or traffic patterns. The State Black Spot Program will endeavour to address road safety issues as they arise.

As a guide, potential hazardous locations identified by Road Safety Inspections may have the following characteristics:

- Fixed roadside objects located close to traffic lanes that present a hazard when a vehicle leaves the road. These objects include large trees, bridge end posts, culvert end walls, poles and steep embankments;
- Intersections with high traffic volumes where motorists may be confused as to who has right of way;
- Intersections that may be hazardous because the intersection is not clearly visible, or traffic on one approach is not readily visible to traffic coming from other directions;
- In rural areas, roadways with narrow seals or with a history of vehicles losing control on gravel shoulders;
- “Unexpected” low speed value curves, or curves that are of a lesser standard to that existing on adjacent sections of road;
- Problem areas for pedestrians, cyclists and other road user groups most at risk from drivers that speed, including strip shopping centres, school crossings, school bus drop off points, and areas with a high concentration of people in attendance (for example: sporting venues, clubs and hotels); and
- Roadways with inadequate street lighting.

Formal Road Safety Inspections are a tool to identify the problems at hazardous locations and can assist in identifying the most appropriate solution. All nominations submitted for potential hazardous locations (nominations not supported by Benefit Cost Ratio (BCR) calculations) must be supported by a formal Road Safety Inspection. A typical Road Safety Inspection will

take into account traffic volumes, the posted speed limit and, where applicable will also consider:

- clearance to immovable roadside hazards (such as large trees or bridge end posts);
- sight distance;
- adequacy of the road alignment;
- whether road shoulders are sealed;
- problems identified in previous Road Safety Inspections;
- for school bus routes, the number of children travelling the route and the number of drop-off points; whether return journeys are on the same side or opposite side of the road for those drop-off points;
- abutting land use and level of development; and
- needs of vulnerable road users (pedestrians, cyclists and motorcyclists).

## 5.5 Typical Treatments

The Western Australian Government adopted the Driving Change Road Safety Strategy for Western Australia 2020-2030. The strategy identifies five priority areas that the government – in collaboration with business, the not-for-profit sector and wider community will focus on over the next 10 years:

- Safe Roads Users
- Safe Roads
- Safe Vehicles
- Safe Speeds
- Post-Crash Response

The safe system stresses that those involved in the design of the road transport system need to accept and share responsibility for the safety of the system. It recognises that road users will remain fallible and crashes will occur. In the event of a crash, using the safe system approach, the impact energies remain below the threshold likely to produce death or serious injury. Therefore nominations should consider these principles in the treatment and design process to move towards a safe transport system.

Examples of some typical treatments for both black spot/black length and hazardous locations are provided below:

- road realignments
- sealing of road shoulders
- signing and delineation improvements
- installation of audio tactile edge lining
- installation of roundabouts
- installation of traffic signals
- installation of pedestrian signals
- installation of advanced amber flashing warning signals
- improvements to existing signalised intersections
- installation of splitter islands
- hazard removal and protection
- installation/upgrading of street lighting
- skid resistant surfacing
- re-aligning Y intersections
- passing lanes at T intersections
- speed control measures

More information on Driving Change can be found at [www.rsc.wa.gov.au](http://www.rsc.wa.gov.au)

## 5.6 Prioritisation

The evaluating authority for highways and main roads is Main Roads.

The evaluating authority for local roads is the Regional Road Group and Main Roads (joint assessment).

The evaluating authority shall undertake an initial conformance assessment of all nominations to determine eligibility in accordance with these Guidelines.

The initial assessment should confirm that each project:

- meets the program project criteria;
- recommends an appropriate cost-effective treatment(s) to address the predominant crash type;
- includes traffic data report (must be less than three years old at the time when the Nomination Form is submitted for the first time)
- is adequately scoped and estimated; and
- includes an assessment of the benefit cost ratio (BCR) as a measure of the cost-effectiveness of the proposed treatment; or
- includes a formal Road Safety Inspection report.

All nominations are to be reviewed by the Main Roads regional officers in consultation with the Traffic Services Branch to ensure consistency and accuracy.

All BCR and Road Safety Inspection Score (RSIS) calculations are to be checked by either an independent consultant or by Main Roads.

Site inspections by independent consultants, Local Government representatives and/or Main Roads are encouraged during the prioritisation process.

In cases where the Audit Team Leader (the author of the Road Safety Inspection report) is also working for the independent consultancy firm involved in the nomination/prioritisation process, Main Roads shall independently review these nominations.

Following the initial conformance assessment, the evaluating authority shall prioritise all projects within its evaluation area for each of the following categories and sub-categories:

ROAD TYPE	CATEGORY	SUB-CATEGORY
State and Local Roads	Perth Metropolitan	Crash History Basis
		Road Safety Inspection
	Non Perth Metropolitan	Crash History Basis
		Road Safety Inspection

The basis for prioritisation of crash history and Road Safety Inspection supported proposals is described in sections 5.6.1, 5.6.2 and 5.6.3 below, but will also take into consideration the effects that any future infrastructure developments may have on traffic volume on the section (and crash numbers and types) during the life of the proposed treatments.

Where nominated projects include interface works (e.g. where a local road intersects with a highway or main road) the proponent for the work shall pay for all work associated with the project. Furthermore an Agreement in principle must be sought by the proponent from Main Roads.

The Agreement in principle must identify who will:

- nominate the project
- project/contract manage the project
- undertake the construction of the works
- be the ultimate owner of the asset
- fund the project
- pay for variations

The Agreement should also identify the Standards that will be adopted for the project.

**5.6.1 Priority Projects**

Staged projects with already approved funding for Stage One will be treated as priority projects when submitted for funding for Stage Two (or subsequent stages, if applicable).

Allocation of funds for Stage Two (or subsequent stages) may be delayed if sufficient funds are not available from the upcoming year’s program allocation (Section 5.7.1 refers).

**5.6.2 Crash History**

Projects must meet the eligibility criteria as outlined in Attachment Table 1

Prioritisation of projects nominated on the basis of crash history will be based on cost effectiveness.

The BCR score must be determined for each crash history related project using Crash Map.

**5.6.3 Road Safety Inspection (Potential Crash Sites)**

A formal Road Safety Inspection shall be conducted in accordance with the Main Roads Western Australia Policy and Guidelines for Road Safety Audit. Road Safety Inspection reports must be submitted on the IPWEA Road Safety Portal and be less than 3 years old. It is desirable that a WALGA RoadWise officer participates as a Specialist Advisor in a Road Safety Audit team.

Prioritisation of projects nominated on the basis of Road Safety Inspections will be assessed taking into consideration the recommendations of the Road Safety Inspection.

Commencing in 2023/24, the Road Safety Inspection Score must be determined for each road safety inspection project using Crash Map.

**5.7 Program Approval**

Recommendation, endorsement and approval of projects for the State Black Spot Program will take place within the relevant authorities.

For highways and main roads the program will be recommended by the Director Portfolio Investment Planning. Subject to the endorsement of the Managing Director of Main Roads, the recommended program is submitted to the Minister for Transport for approval.

For local roads the program will be recommended by the State Road Funds to Local Government Advisory Committee (SAC). Subject to the endorsement of the Managing Director of Main Roads, the recommended program is submitted to the Minister for Transport for approval (Refer to the State Road Funds to Local Government Procedures for details).

The Minister for Transport will announce the approved programs.

Approval process:

Road	Submission	Recommendation	Endorsement	Approval
Highways and Main roads	Regional Directors	Director Portfolio Investment Planning	Managing Director Main Roads	Minister for Transport
Local roads	Regional Road Group	State Road Funds to Local Roads Advisory Committee	Managing Director Main Roads	Minister for Transport

### **5.7.1 Approval of Staged Projects**

Stage One of a staged project will be considered for funding in the first year of the project. At the same time funding of Stage Two (and subsequent stages, if any) will be endorsed in principle.

Funding of Stage Two (and subsequent years, if any) of endorsed staged projects will be considered in the subsequent year. If the project no longer meets the State Black Spot criteria, or is no longer economically viable, Stage Two of the project will not be funded.

Funding for Stage Two may be delayed if sufficient funds are not available from the up-coming program allocation.

### **5.7.2 Reserve Projects**

Nominations for projects for both local roads and highways and main roads that were not successful, but met the criteria for funding, will be identified by the Program Development Coordinator and listed as reserve projects.

The reserve list for local roads nominations will be submitted for endorsement by the State Road Funds to Local Government Advisory Committee at the time of their endorsement of successful projects. Similarly, a reserve list of highways and main roads nominations will be prepared and submitted for endorsement by the Managing Director of Main Roads at the time of endorsement of the successful highways and main roads projects.

The proponents of endorsed reserve projects will be notified and advised that these projects may be funded at short notice should funds become available as a result of other approved projects being cancelled or withdrawn.

These projects will not be automatically considered for funding in the upcoming years because priorities may change. Reserve projects not funded in the year for which they were submitted will need to be re-nominated in future years.

## **6. PROGRAM DELIVERY PROCESS**

Projects that involve works done by third parties (including utility providers), land acquisition, traffic signals installation, clearances and/or are of complex design are to be funded and delivered in stages.

Following endorsement of the Draft Program by the State Road Funds to Local Government Advisory Committee and by the Managing Director of Main Roads, only design and preconstruction activities can commence for non-staged projects and for Stage One of staged projects.

Construction activities may only commence in the year in which each project is allocated and approved by the Minister.

The program delivery process is described in Attachment Figure 3.

Please refer to Section 6.4 for payment details.

**Examples:**

**Non Staged Projects**

Example One: Project 'A' is nominated for funding in **2010-11**.

1. Commencement of project: (following endorsement – e.g. January 2010 to June 2010), the first 40% can be claimed from Main Roads to enable design and preconstruction activities only to commence (6 months).
2. Delivery of project: 2010-11 (July 2010 to June 2011), construction can commence, balance of funds to be claimed and project completed (12 months).
3. One re-programming will be considered (12 months).
4. The total maximum time for completion is 30 months.

**Two Stage Projects (Option 1)**

Example Two: Project 'B' is nominated for funding in **2010-11 and 2011-12 (funded in subsequent years)**

1. Commencement of project: (following endorsements – e.g. January 2010 to June 2010), the first 40% of Stage One can be claimed from Main Roads to enable design and preconstruction activities only to commence (6 months).
2. Delivery of Stage One: 2010-11 (claim the balance of Stage One funds) (12 months).
3. Delivery of Stage Two: 2011-12 (July 2011 to June 2012), construction can commence, Stage Two funds to be claimed and project completed (12 months).
4. One re-programming will be considered (12 months).
5. The total maximum time for completion is 42 months.

**Two Stage Projects (Option 2)**

Example Two: Project 'C' is nominated for funding in **2010-11 and 2012-13 (one year 'gap' in funding)**

1. Commencement of project: (January 2010 to June 2010), the first 40% of Stage One can be claimed from Main Roads to enable design and preconstruction activities to commence (6 months).
2. Delivery of Stage One: 2010-11 (claim the balance of Stage One funds), (12 months)
3. No funds allocated in 2011-12 (one year 'gap').
4. Delivery of Stage Two: 2012-13 (July 2012 to June 2013), construction can commence, Stage Two funds to be claimed and project completed (12 months).
5. One re-programming will be considered (12 months).
6. The total maximum time for completion is 54 months.

**Projects not completed within the maximum time for delivery may be terminated by the Managing Authority. Section 6.4.1 refers.**

**6.1 Transitional Arrangements to these Guidelines - compliance with Main Roads Western Australia Policy and Guidelines for Road Safety Audit**

These transitional arrangements apply to existing projects and to new projects from 2019/20.

**6.1.1 Nominations submitted for up to 2019/20**

All projects approved up to 2019/20 have been supported by either BCR calculation, or Road Safety Audit report, or Road Safety Inspection report.

Stage 3 Detail Design Audit report is required as per Section 6.3 of these Guidelines.

### 6.1.2 Nominations submitted for 2020/21 and onwards

All projects nominated for 2020/21 will be supported by either BCR calculation or Road Safety Audit (only if dated prior to November 2018) or Road Safety Inspection. All Road Safety Inspections dated November 2018 or later will comply with the Main Roads Western Australia Policy and Guidelines for Road Safety Audit.

Road Safety Inspections, Stage 3 and Stage 4 Audit reports must be submitted on the IPWEA Road Safety Portal and be less than 3 years old.

Section 6.4 of Main Roads Western Australia Policy and Guidelines for Road Safety Audit will apply to all projects approved for 2020/21 and onwards.

Stage 3 Detail Design Audit and Stage 4 Pre-opening Audit reports will be required as per the Main Roads Western Australia Policy and Guidelines for Road Safety Audit.

The State Black Spot Program and the Australian Government Black Spot Program will cover the cost of Stage 3 and 4 audits. The estimated cost of these audits is to be included in the total project cost.

### 6.1.3 Extract from Policy and Guidelines for Road Safety Audit

**Figure 1: Extract From Policy and Guidelines for Road Safety Audit<sup>1</sup>**

**6.4 All Federal and State funded Blackspot projects involving a permanent change to existing roads**

**6.4.1 Project value ≥ \$100,000**

All Federal and State funded Blackspot projects that involve a permanent change to the public road network shall have a road safety audit undertaken at the following 2 stages as a minimum:

- Stage 3 - Detailed design
- Stage 4 - Pre-opening (when the project is substantially complete and prior to opening to the public)

**6.4.2 Project value < \$100,000**

All Federal and State funded Blackspot projects that involve a permanent change to the public road network shall have a road safety audit undertaken at the following stage as a minimum:

- Stage 3 - Detailed design

### 6.2 Project Management Responsibilities

Main Roads Director Portfolio Investment Planning is the overall Managing Authority responsible for the State Black Spot Program and is accountable for ensuring that all decisions are in keeping with these Guidelines and program objectives.

Delivery of projects on highways, main roads and the National Land Transport Network will be managed by Main Roads Regional Directors. Projects on local roads will be delivered through the Local Government in which the project is situated.

Delivery authorities are defined as:

- Main Roads Regional Directors      Highways and main roads
- Local Governments                      Local roads

<sup>1</sup> D15#159750 -Policy and Guidelines for Road Safety Audit

### 6.3 Project Standards

Prior to the commencement of works, the scope must be fully detailed and in accordance with the approved program.

The Nominee must ensure that all necessary approvals are obtained prior to the commencement of any work. All new or altered regulatory signs, pavement markings and traffic signals on any road shall be approved by Main Roads prior to commencement of construction. Where the works involve a road or part of a road for which Main Roads is responsible, or any traffic signals, Main Roads will appoint a Project Manager to facilitate the approval process and provide guidance on specification requirements.

All design must be carried out in accordance with all relevant standards and guidelines and reflect best practice and within the original cost estimates for the project. Full allowance shall be made for the interests of vulnerable road user groups and the provisions of people with disability.

All work shall be carried out under appropriate and properly prepared specifications.

### 6.4 Project Variations

The State Black Spot Program is a fully allocated program without allowance for cost or scope variations. Any cost variation must therefore be contained within the overall program budget. Project estimates must therefore be accurate to ensure delivery of the overall program without any project deferrals.

Any variation to the approved scope of a project or to the total estimated cost (TEC) must be recommended by the Program Development Coordinator or by the Regional Road Group and approved according to normal authorisation limits prior to any scope variation being implemented and/or expenditure exceeding the approved TEC.

Variations to the approved TEC must be sought immediately, under the normal authorisation limits. If estimates are increased a revised project benefit/cost ratio must be calculated as part of the approval of any variations.

CARS will be used for all projects approved up to and including 2022/23.

Crash Map will be used for all projects approved from 2023/24.

Main Roads must be advised of any variations leading to savings in total cost or where the projects final cost is less than the allocation from the program. Any savings on highways and main roads will be returned to the Program for re-allocation.

Any savings made in the Local Roads Program will be returned to the relevant Regional Road Group in the first instance for allocation to its reserve projects and funding of variations to existing projects. Any funds that are surplus to the current requirement of that Regional Road Group may be allocated to other Regional Road Groups to fund their reserve projects or variations in the current funding year.

Every endeavour must be made to fully expend the funds in the year of allocation. Each project will only be considered for re-programming once during the life of the project.

Only under exceptional circumstances will the extension of projects for a second time be considered by the Main Roads Director Portfolio Investment Planning or by the State Road Funds to Local Government Advisory Committee.



**6.4.1 Withdrawals and/or terminating of projects**

Non Staged Projects:

All claimed funds to be returned to the State Black Spot program for re-allocation.

Staged Projects:

The Managing Authority shall decide on case by case basis if funds already spent on Stage One are to be returned to the Black Spot Program, or retained.

All funds allocated for Stage Two (or subsequent stages, if any) are to be returned to the program for re-allocation to other projects.

**6.5 Funding and Payment**

Projects on local roads will be funded by a joint contribution of two dollars from the State Black Spot Program and a one dollar contribution from the Local Government where the project resides.

Local Governments requiring recoup of expenditure from the State Black Spot Program may claim funds from the Program at the following milestones:

Non Staged Projects:

Milestone	Payment
Commencement of project	40%
40% Progress towards completion	40%
Completion. Project Completion Report must be submitted prior to final payment being made	20%

Staged Projects:

Milestone	Payment
Stage One Commencement of project (following endorsement by State Advisory Committee - prior to the first funding year)	40% of Stage 1
Stage One 40% Progress towards completion of Stage One (in the first funding year)	40% of Stage 1
Stage One Completion of Stage One (in the first funding year)	20% of Stage 1
Stage Two Commencement of Stage Two (in the second funding year)	40% of Stage 2
Stage Two 40% Progress towards completion of Stage Two	40% of Stage 2
Stage Two Completion of Stage Two. Project Completion Report must be submitted prior to final payment being made.	20% of Stage 2

Payment of funds will be in accordance with the State Roads Funds to Local Government Procedures. In addition, the Project Completion Form, refer Attachment – Table 8 is to be submitted with the last claim for projects approved up to 2022/23. The Project Completion Form will not be required for projects approved from 2023/24, as project completion will be done in Crash Map.

Where the works involve a road or part of a road for which Main Roads is responsible, or any traffic signals, As Constructed Plans shall be prepared and submitted to Main Roads along with all materials testing records prior to application for final payment.

Every endeavour must be made to expend the funds in the year of allocation. Under exceptional circumstances, extension of projects may be considered by the managing authority. Where an approved project cannot be delivered within the funding year, the managing authority shall advise the Regional Program Coordinator/Business Manager as early as possible, to enable the funding to be transferred to an alternative project or projects during that financial year.

**6.6 Reporting**

Project status information shall be prepared by the relevant delivery authority and forwarded to the Program Development Coordinator (via Main Roads Regional officers) who will coordinate all reporting associated with the State Black Spot Program.

Summary of reports:

Report Type	Submission of Information
Verbal/written progress report	At Regional Road Group Meetings by Main Roads Regional officers
Project Completion Report	Within 30 days of financial completion (to be attached to Certificate of Completion when the last claim is submitted)

The Project Completion Report is to be signed by the Main Roads Regional Director or by the Chief Executive Officer (or a delegated person on behalf of the Chief Executive Officer) and the Local Government (Attachment Table 8). The Project Completion Form will not be required for projects approved from 2023/24, as project completion will be done in Crash Map.

All reports are to be forwarded to:

Program Development Coordinator  
 Transport Investment Strategy Office  
 Main Roads Western Australia  
 P.O. Box 6202  
 East Perth WA 6892

**6.7 Program Audit**

Main Roads may arrange for independent auditing of a sample of projects funded under the State Black Spot Program. This may include:

- Site inspections including treatments and variations to scope of works. Councils and regions are required to keep a record of project development papers for possible audit.
- Financial audit of claims, contract variations and contract payments to ensure compliance with these Guidelines.

## 6.8 Post Implementation Evaluation

It is of fundamental importance that this program be accountable for results in terms of safety outcomes.

Main Roads will arrange an independent evaluation to identify the actual safety performance of the program. The evaluation outcomes will be used to enable modification of casualty crash reduction factors, determine the success of treatments and provide valuable information for refining and improving future Black Spot project development.

To enable the evaluation to be carried out, the delivery authority will be required to provide:

- A record (with accuracy of one week) of the start and finish dates of the construction and practical completion and final cost of the project (Refer to Attachment Table 8)
- As the evaluation of the program may take place several years after projects are completed, the delivery authority is required to ensure files containing records relating to the development of these projects are maintained.

## 6.9 State Black Spot Signs

Temporary signs are to be erected at all sites during the construction where the estimated cost exceeds \$50,000, except where the works would not be obvious to the travelling public, e.g. installation of a fully controlled right turn. Signs must be erected and remain in place for a period of one year at all sites approved under this program where the project has an estimated cost greater than \$100,000 with the exception as listed above.

At intersections, signs shall be erected on all approaches and for black lengths, one for each direction of traffic.

Signs are to be erected three weeks prior to the commencement of work.

Signs are to conform to the approved design, as detailed in Attachment Figure 4.

## 6.10 Western Power Identification Number

A Main Roads project number will be provided to all successful nominees following the announcement of the yearly Program (e.g. 211XXXXX)

The Main Roads Project number should be quoted on the Western Power application forms. Quoting of the Main Roads Project number may result in priority treatment of the works by Western Power.

## 6.11 Information Sharing

Information sharing is being encouraged between Local Government and Main Roads. Case studies and comments are encouraged for publishing in newsletters, staff notices and other media to highlight achievements and effectiveness of the program.

WALGA RoadWise officers are able to assist with the Promotion of the Black Spot Program by:

- Promoting the Black Spot Program and procedures to Local Governments
- Promoting where to access information, tools and other resources (eg. Crash Map)
- Promoting Local Government Black Spot projects to the community
- Facilitating the sharing of information between Local Governments

OFFICIAL

The WALGA RoadWise officers can be contacted as per below:

<b>Region</b>	<b>Contact number</b>
Kimberley	0419 192 759
Pilbara	0437 413 225
Gascoyne	0437 413 225
Mid West	0419 515 079
Wheatbelt North	0409 686 138
Wheatbelt South	0409 689 313
South West	0438 982 563
Goldfields/Esperance	0409 881 924
Great Southern	0418 904 081
Metro South	0437 413 225
Metro North	0407 986 496

Please see WALGA website [www.roadwise.asn.au](http://www.roadwise.asn.au) for the current contact details.

# ATTACHMENTS

## ATTACHMENT – TABLE 1 - BLACK SPOT PROGRAM – PROJECT CRITERIA

Criteria	Australian Government Black Spot State and Local Roads	State Black Spot Highways and Main Roads	State Black Spot Local Roads
<b>General</b>			
<b>Owner</b>	Department of Infrastructure, Transport, Regional Development and Communications and the Arts	WA State Government	WA State Government and Local Government
<b>Co-ordination</b>	Program Development Coordinator	Program Development Coordinator	Main Roads Regional Directors and Regional Road Groups  Program Development Coordinator
<b>State Panel Meeting</b>	Yes	N/A	N/A
<b>Recommendation</b>	Director Portfolio Investment Planning	Manager Project Programming	Director Portfolio Investment Planning
<b>Endorsement</b>	WA Black Spot State Consultative Panel	Director Portfolio Investment Planning	State Road Funds to Local Government Advisory Committee
<b>Endorsement</b>	Managing Director of Main Roads	Managing Director of Main Roads	Managing Director of Main Roads
<b>Approval</b>	Federal Minister for Transport	State Minister for Transport	State Minister for Transport
<b>Period</b>	On-going	On-going	On-going

Criteria	Australian Government Black Spot State and Local Roads	State Black Spot Highways and Main Roads	State Black Spot Local Roads
<b>Funding Allocation</b>	Estimated \$14-\$16 million annually	Estimated \$10 million annually	Estimated \$25 million annually (including Local Governments contribution)
<b>Distribution</b>  <i>Metro</i> <i>Rural</i>	  50% 50%	  50% 50%	  50% 50%
<b>Contributions</b>	Yes – encouraged	Yes (e.g. Developers – service roads)	Yes 2:1 mandatory (State and Local Govt)
<b>Over Programming</b>	Yes	Yes (decided at the programming stage)	Yes (decided at the programming stage)
<b>Variations</b>	Yes, within the total allocated funding limit to WA	Fully allocated - Managed by Main Roads	Fully allocated - Managed by Regional Road Group
<b>Project Min Cost Project Max Cost</b>	≤ \$ 3 000 000	≥ \$ 2 000 ≤ \$ 3 000 000	≥ \$ 2 000 ≤ \$ 3 000 000

Criteria	Australian Government Black Spot State and Local Roads	State Black Spot Highways and Main Roads	State Black Spot Local Roads
<b>Funding Cont.</b>			
<b>Components paid for successful projects</b>			
<i>Administration Overheads</i>	No, paid by Main Roads	No, paid by Main Roads	No, paid by Local Government.
<i>Road Safety Audit</i>	No	Yes	Yes
<i>Design/Land/Services and Design Audit (Where Required)</i>	Yes	Yes	Yes
<i>Capital Costs</i>	Yes	Yes	Yes
<i>Specific &amp; Routine Maintenance</i>	No	No	No
<i>Cosmetics Purposes (planting/landscaping)</i>	No	No	No
<b>Roads</b>			
<i>National Land Transport Network</i>	Yes	Yes	Optional
<i>Road of National Importance</i>	Yes	Yes	Optional
<i>State Roads</i>	Yes	Yes	Optional
<i>Local Roads</i>	Yes	Yes (for intersection treatments only)	Yes

Criteria	Australian Government Black Spot State and Local Roads	State Black Spot Highways and Main Roads		State Black Spot Local Roads	
		Metro	Rural	Metro	Rural
<p><b>Crash Criteria</b></p> <p><b><i>Intersection or Mid-Block or Short Road Section (&lt; 3 kilometers)</i></b></p> <p><b><i>Road Length (≥ 3 kilometers)</i></b></p>	<p>3 casualty crashes over five years in Metropolitan Region</p> <p>2 casualty crashes over five years in Rural Regions</p> <p>Average of 0.2 casualty crashes per km per annum over five years in Metropolitan Region</p> <p>0.13 casualty crashes per km per annum over five years in Rural Regions</p>	<p>10 crashes over 5 years</p> <p>Average of 3 crashes per km over 5 years</p>	<p>3 crashes over 5 years</p> <p>Average of 1 crash per km over 5 years</p>	<p>5 crashes over 5 years</p> <p>Average of 2 crashes per km over 5 years</p>	<p>3 crashes over 5 years</p> <p>Average of 1 crash per km over 5 years</p>
<b><i>Crash Period</i></b>	5 years (e.g. 2019 to 2023 for 2025-2026 program)	5 years (e.g. 2019 to 2023 for 2025-2026 program)		5 years (e.g. 2019 to 2023 for 2025-2026 program)	
<p><b>Reactive Projects Benefit Cost Ratio (BCR)</b></p> <p><b><i>Minimum</i></b></p> <p><b><i>Discount Rate</i></b></p> <p><b><i>Costs for Calculating BCR</i></b></p>	<p>≥ 2.0</p> <p>5%</p> <p>Includes capital costs, contributions by others, and Operating cost estimate (for BCR Calculation only)</p>	<p>≥ 1.0</p> <p>5%</p> <p>Includes capital costs, contributions by others, and Operating cost estimate (for BCR Calculation only)</p>	<p>≥ 1.0</p> <p>5%</p> <p>Includes capital costs, contributions by others, and Operating cost estimate (for BCR Calculation only)</p>		




Criteria	Australian Government Black Spot State and Local Roads	State Black Spot Highways and Main Roads	State Black Spot Local Roads
<b>Proactive Projects Road Safety Inspection (RSI)</b>			
<b>Road Safety Inspection Score</b>	Yes	Yes	Yes
<b>BCR / RSI Allocation</b>	Flexible 70/30	Flexible 50/50	Flexible 50/50
<b>Project Delivery Period</b>	One re-programming year is allowed. Two years under exemption.	One re-programming year is allowed. Two years under exemption.	One re-programming year is allowed. Two years under exemption.
<b>Staged Construction</b>	No	Yes	Yes
<b>Recognition</b>  <b>Signage</b>  <b>Signage Drawings</b>	Yes – prior to construction. All Projects  Refer to MRWA Website for a link.	\$50,000 - \$100,000 during construction only.  Over \$100,000 - permanent signage for 1 year.	\$50,000 - \$100,000 during construction only.  Over \$100,000 - permanent signage for 1 year.
<b>Environment, Heritage, Aboriginal Clearances</b>	Yes	Yes	Yes
<b>Design and Technical Clearances</b>  <b>Roundabouts and Pedestrian Facilities</b>  <b>Traffic Control Signals</b>	Yes  Ensures needs of cyclists and pedestrians are properly catered for.  Main Roads approval required	Yes  Ensures needs of cyclists and pedestrians are properly catered for.  Main Roads approval required	Yes  Ensures needs of cyclists and pedestrians are properly catered for.  Main Roads approval required
<b>Detailed Design Audits</b>  <b>Pre-Opening Audits</b>	Yes for all projects  Yes over \$100,000	Yes for all projects  Yes over \$100,000	Yes for all projects  Yes over \$100,000

Criteria	Australian Government Black Spot State and Local Roads	State Black Spot Highways and Main Roads	State Black Spot Local Roads
<b>Evaluation of Completed Projects/Programs</b>	DITRDC	Independent Research Consultant	Independent Research Consultant

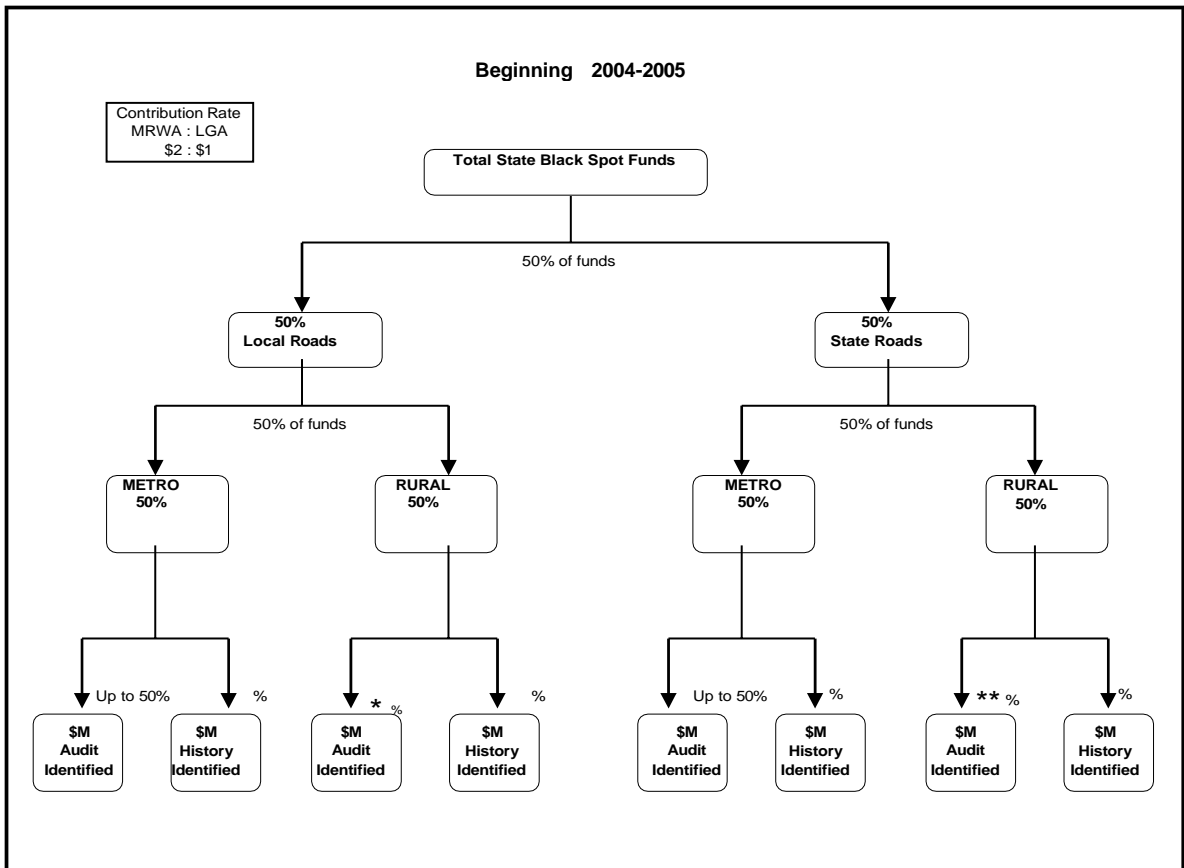
**ATTACHMENT – TABLE 2 – 5 – Nomination Form, Checklist**

(pages 27-34)  
Deleted – March 2022

## ATTACHMENT – TABLE 8 – BLACK SPOT PROJECT COMPLETION FORM

 <b>mainroads</b> WESTERN AUSTRALIA	<b>BLACK SPOT PROJECT COMPLETION REPORT</b>	<b>Ref:</b>  <b>(internal Use Only)</b>
<b>Australian Government Black Spot Y/N</b>	<b>State Black Spot Y/N</b>	
<b>Organisation (Name and Address)</b>		
Project Name		
Project Reference Number (eg.211xxxx)		
Description of the Works, including any significant aspects		
Record of Photographs Before & After		
Site Commencement Date		
Practical Completion Date (Opened to Traffic)		
Final Completion Date		
Total Estimated Cost (TEC) Approved Allocation		
Description and Value of Approved Variations		
Final Cost (Actual Cost)		
Design Audit date		
Pre-opening Audit date		
<b><u>Main Roads WA</u></b>		
Signature _____ Date _____		
Name _____ (MRWA Regional Director)		
<b><u>Local Government</u></b> (note: this part not required for highways and main roads)		
I certify that the project has been completed and that the final cost of \$_____ has been incurred to complete the works. Council accepts responsibility for environment consequences, implementing land resumptions and any claims arising from the execution of the works. I certify that this project addressed safety considerations identified.		
Signature _____ Date _____		
Name _____ (Chief Executive Officer)		

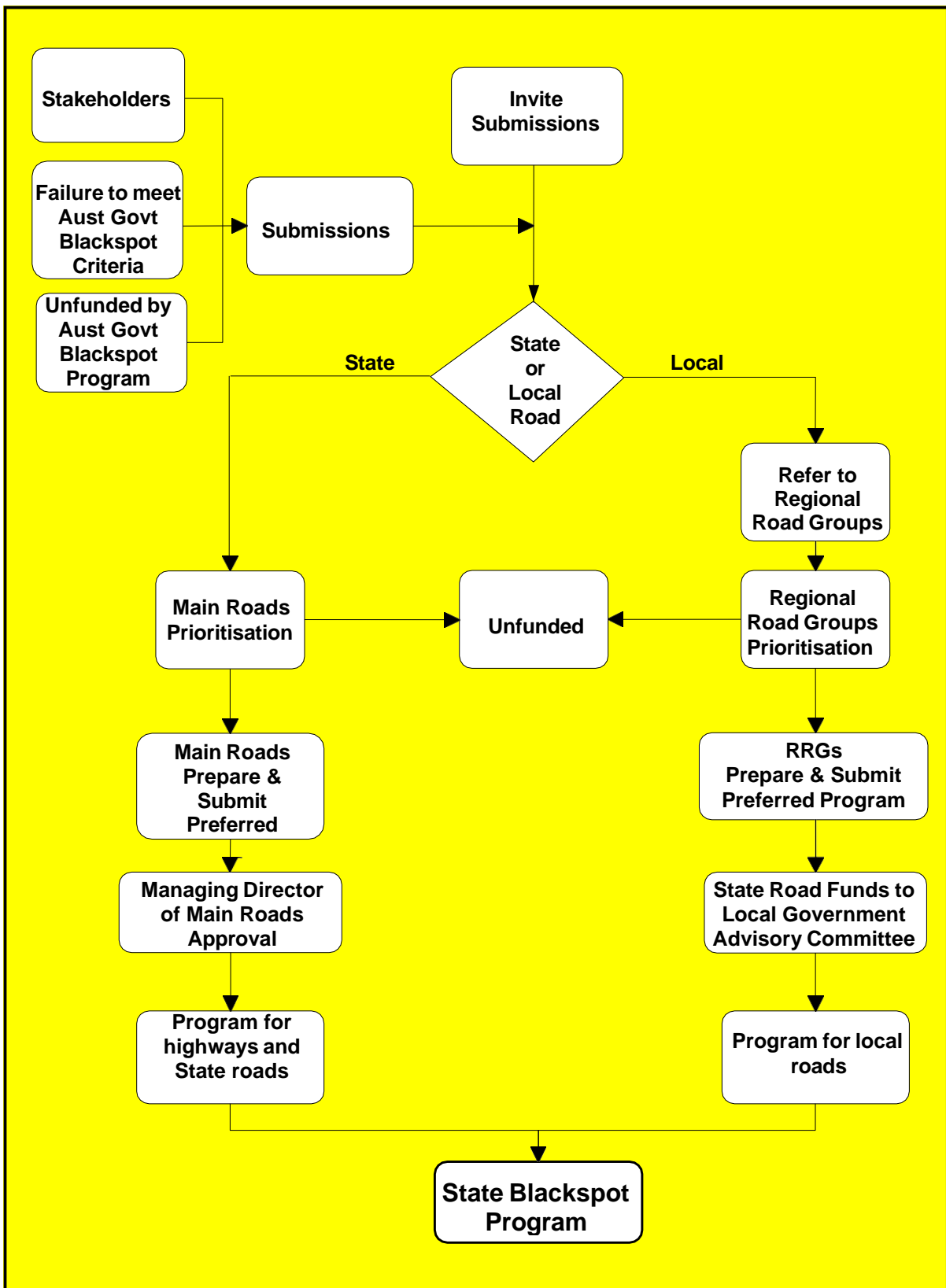
**ATTACHMENT – FIGURE 1 - State Black Spot Program Funding Allocations**



\* This percentage may be increased to as much as 100% if recommended by the Regional Road Group

\*\* This percentage may be increased to as much as 100% if recommended by the Main Roads Director Budget and Investment Planning.

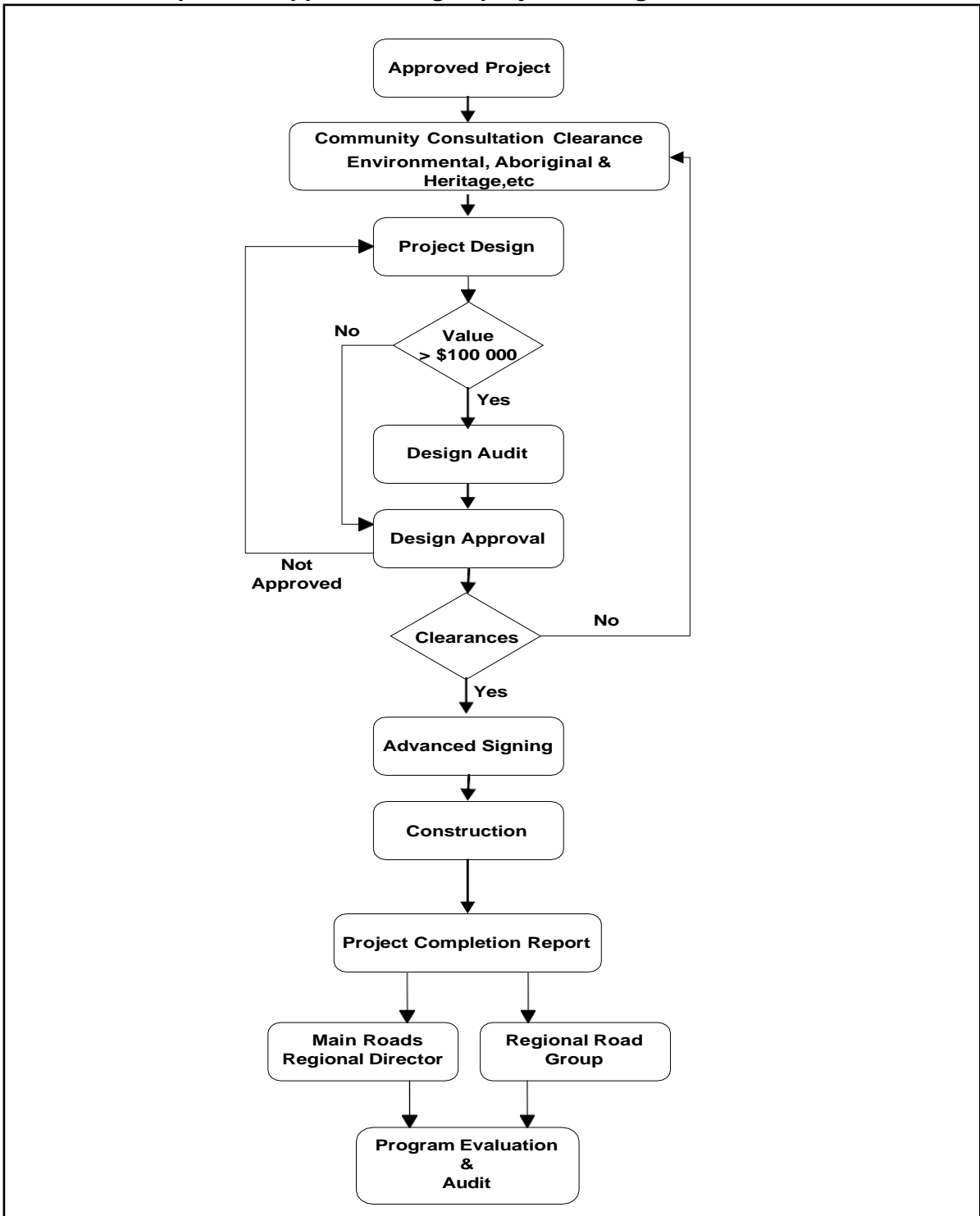
ATTACHMENT – FIGURE 2 - State Black Spot Program Development Process



Note: Modified process applies to staged projects, please refer to these Guidelines.

ATTACHMENT – FIGURE 3 - State Black Spot Program Delivery Process

Note: Modified process applies to staged projects, see guidelines.



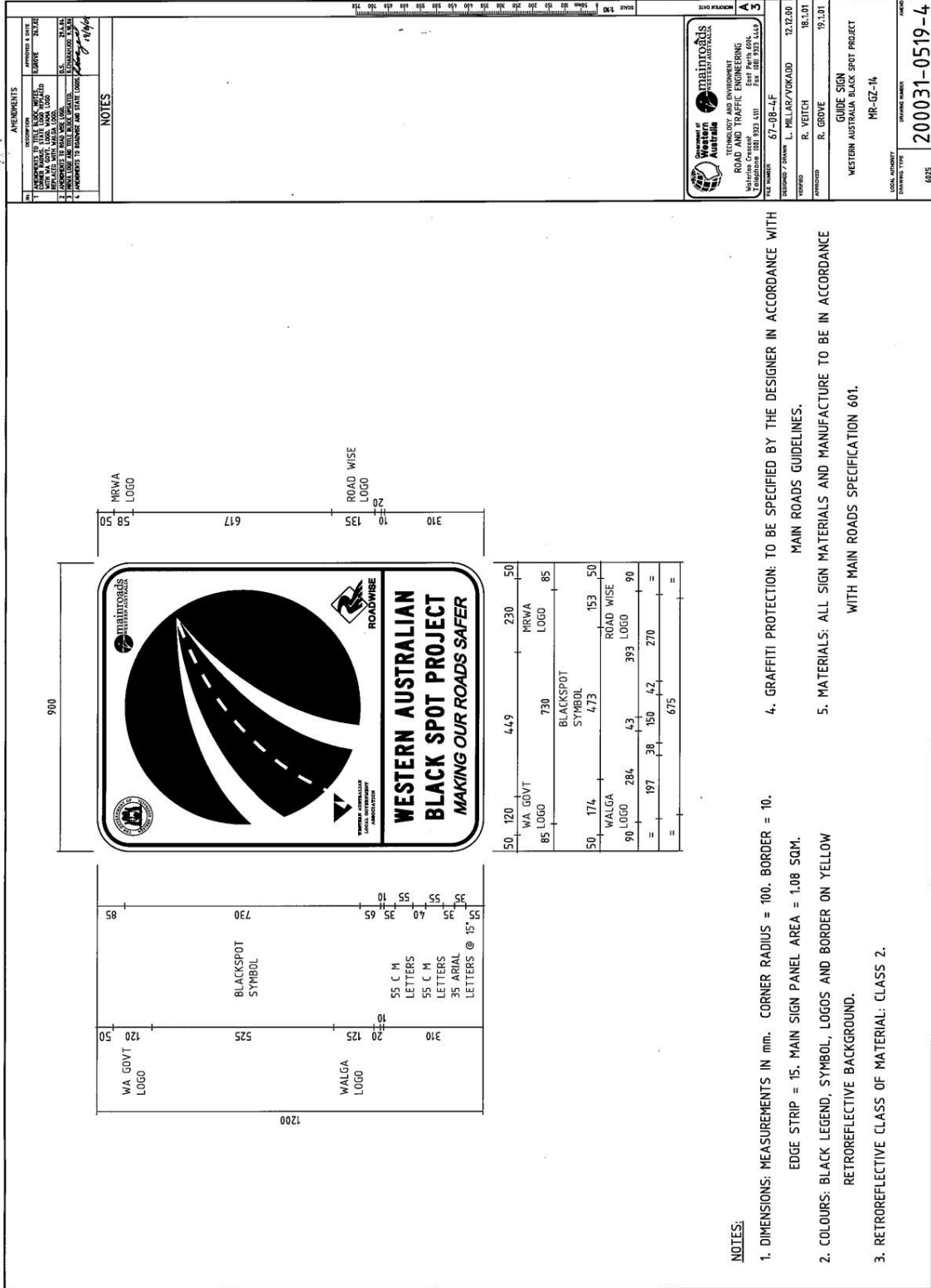
ATTACHMENT – FIGURE 4

State Black Spot Sign



Specifications of the sign are shown overleaf.





**AMENDMENTS**

NO. DESCRIPTION APPROVED DATE

1 CORNER RADIUS TO 100mm MRWA 12.12.09

2 MAIN SIGN PANEL AREA TO 1.08 SQM 18.1.01

3 WA GOVT LOGO, WALGA LOGO, ROAD WISE LOGO, BLACKSPOT SYMBOL, 55 C M LETTERS, 35 ARIAL LETTERS @ 15° 19.1.01

4 DIMENSIONS TO MATCH A8 STATE LOGO 19.1.01

**NOTES**

FOR INFORMATION: WESTERN AUSTRALIAN BLACK SPOT PROJECT

MR-GZ-14

6025

200031-0519-4

WESTERN AUSTRALIAN BLACK SPOT PROJECT

MR-GZ-14

6025

200031-0519-4