

Shire of Broomehill-Tambellup

Local Emergency Management Committee (LEMC)

MINUTES

DATE OF MEETING: Tuesday 14 April 2020

TIME OF MEETING: **2.00pm**

VENUE: **Preferably by videoconference**, alternatively at the Shire Office, Norrish St, Tambellup.

TELECONFERENCE DETAILS: Joining details have been emailed to participants

CORRESPONDENCE EMAIL: projects@shirebt.wa.gov.au

Agency Links: Department of Health WA - <https://ww2.health.wa.gov.au>
Department of Health Federal - <https://www.health.gov.au>
Healthy WA: <https://healthywa.wa.gov.au/>

Incident Type	Human Epidemic
Incident Number/Name	COVID 19
Incident Level	CHO (State Human Epidemic Controller) declared Level 3.
Meeting opened & Welcome	Cr Paganoni welcomed all and declared the meeting open at 2.03pm.
Record of attendance	Cr Paganoni, Josh Humble (Tambellup Police), Robbie Minitier (Department of Communities – Early Years Initiative), Gail Blaszczyk (Department of Communities – Child Protection & Family Support), Trevor Prout (St John Ambulance Tambellup), Michelle Carrington (WA Country Health Service), Eileen O’Neill (Department of Primary Industries & Regional Development), Pam Hull (Minutes) (Shire of Broomehill-Tambellup)
Apologies	Neville Blackburn, Debra Bearcroft, Craig Beacham, Keith Williams, Cindy Pearce, Cindy Veitch
Confirmation of Previous Meeting Minutes	7 April 2020 Moved Trevor Prout 2 nd Michelle Carrington CARRIED
Confirmation of contact details	As per attached extract from LEMA Contacts and Resources – updated 31 March 2020. No updates.

ITEM	DISCUSSION/DECISION	ACTION
1. Business arising from previous Minutes	Follow up on discussion at previous meeting about restrictions on attendance at funerals. Gail Blaszczyk provided a fact sheet from the Department of Health – <i>‘A Guide for Funerals and Sorry Business ‘during the coronavirus pandemic’</i> . This is attached for information.	
2. HMA/Agency Report		
Shire of Broomehill-Tambellup Pam Hull	Keith Williams has received correspondence from a member of the community concerned at the amount of movement around Tambellup over the Easter weekend. This to be forwarded to Police for follow up. Email update received from Neville Blackburn (below).	
Department of Communities Neville Blackburn (by email)	The Commissioner of Police has activated the State Emergency Welfare Plan and the Department of Communities, Director General, Michelle Andrews has taken on the role of State Welfare Coordinator. How our Department’s State and Regional response will now look will evolve over the coming weeks and months and I will keep you advised. The Departments’ initial response remains the same providing welfare supports to those people in home isolation who are not self-sufficient and have no other forms of support. The majority of this support is occurring in the Metro area coordinated through the COVIC-19 call centre (13 COVID). With the activation of the State Welfare Plan it is anticipated the Department’s response will increase over the coming weeks and months and certainly heading into recovery. I can’t confirm what that will look like at this time but will keep all GS LEMC’s informed.	
St John Ambulance Trevor Prout	Nil to update. One callout during the week, not related to COVID-19.	
Department of Communities Gail Blaszczyk	As per Neville Blackburn’s report. State Welfare Plan has been activated, and Director General is State Welfare Coordinator. At the regional level the focus continues to be	

	providing welfare support to vulnerable people. It is anticipated the response to the State Welfare Plan will result in changes to priorities, however at this time it is business as usual.	
WA Country Health Service Michelle Carrington	<p>There are 3 recovered and 3 active cases of COVID-19 in the region, none in the Central Great Southern.</p> <p>A risk has been identified where healthcare workers who work across regions may inadvertently transmit the virus in the course of their work, as has happened in the Goldfields and Pilbara regions. The regions are working on tightening up processes to minimise this risk.</p> <p>Flu vaccinations are being rolled out across the region.</p> <p>Cr Paganoni queried where people in the region who test positive to the virus are treated. Michelle Carrington advised the preferred scenario is that people are sent home if well enough, to self-isolate. If symptoms can be managed locally patients are treated locally, otherwise they are sent to Perth.</p>	
Department of Primary Industries and Regional Development Eileen O'Neill	Nil to update	
Tambellup Police Josh Humble	Nil to update. Currently on weekly leave, will be working with Cranbrook officers for the next few days while Rob Adamczyk is on leave. Will follow up with people allegedly gathering in groups over the weekend.	
Department of Communities – Early Years Initiative Robbie Miniter	Nil to update. Happy to work with police in talking to community members about COVID-19 restrictions.	
3. Preparedness/Response		
3.1 Identification/support of vulnerable people	Nil update	
3.2 Critical services identification/update	Nil update	
3.3 Communications update	Nil update	
3.4 Other items	Nil	

4. Impact Assessment		
4.1 Local/regional impacts	Nil update	
5. Recovery		
5.1 Recovery actions in place/planned	Nil update	
6. Other items	<p>Robbie Minter advised he had resigned from his role with the Early Years Initiative and would be finishing this week. His new role with a mining company sees him on a 2/2 roster, and he is happy to be contacted when he's home if any issues arise in the community.</p> <p>Cr Paganoni thanked Robbie for all his work with our community and wished him well in his new role.</p>	
7. Details of next meeting/closure	<p>The next meeting will be held on <u>Tuesday 21 April at 2.00pm.</u></p> <p>There being no further business Cr Paganoni thanked everyone for their attendance and declared the meeting closed at 2.20pm.</p>	
Attachments to Minutes		
<ul style="list-style-type: none"> • Contacts list from LEMA 		
<ul style="list-style-type: none"> • Department of Health Fact Sheet: <i>'A Guide for Funerals and Sorry Business during the coronavirus pandemic'</i> 		

ATTACHMENT NOT FOR CIRCULATION



A Guide for Funerals and Sorry Business during the coronavirus pandemic

This document is subject to change and will be updated as required.

“ Funerals are limited to no more than 10 people under strict new coronavirus rules.

To help prevent the spread of coronavirus (COVID-19), the Government of Australia has introduced new measures restricting large indoor and outdoor public gatherings. This ruling will significantly impact how Aboriginal people gather for funerals and Sorry Business.

Travel restrictions are currently in place across Western Australia, which means Aboriginal people will not be able to travel to attend funerals and Sorry Business without an approved exemption for compassionate reasons*. Please visit the wa.gov.au website for information on how to apply for an exemption.

* Compassionate reasons include death of a member of the person's **immediate** family or household.

“ Sorry Business and other cultural activities are very important to our mob.

It is more important at the moment during the COVID-19 pandemic to keep Elders, others who are already ill and our community safe.

Our culture and family connections have kept us strong for many years. In these difficult times we need to continue to be strong by keeping in touch with family and practising cultural activities within our household.

The restrictions will not be forever, they are just temporary, so we can help stop the spread of COVID-19 in our families and our community.

Talk to your mob

Talk about different ways to hold the service and burial while restrictions are in place. This may even include considering very difficult options such as:

- restricting funerals and services to immediate family (not more than 10 people)
- splitting attendance, where some members of the family attend the service and others attend the burial
- holding only a small funeral – with memorials, processions and tombstone openings for the wider family and community to be held later
- using audio-visual technology to allow those not at the funeral to be 'present'.



Other ways to support families during Sorry Business

Saying goodbye to a loved one when they pass away is important.

If you cannot be there during this time, there are ways you can still support families including:

- sending video messages of condolence to family and screen them at the funeral if that is possible
- holding your own memorial service at home for members of your household
- providing copies of funeral programs and/or eulogies
- using video technology to view the service from your home
 - If you are using technology to grieve we encourage you to do it in a culturally safe way around your family group that lives in your home.

Body viewing

Family members should be allowed to view the body and standard precautions should be observed.

Family members are advised **NOT** to kiss or touch the deceased.

Advice for preparation and funeral practices

Persons who closely handle the deceased, wash and/or wrap the deceased, or conduct any practices which involve purging the stomach contents of the deceased must wash their hands with liquid soap and water immediately after removing Personal Protective Equipment.

Clothing worn during any washing procedure should be removed before leaving the facility and placed in a plastic bag, tied closed and laundered as soon as possible.

Social distancing and personal hygiene

Cover coughs and sneezes – wash hands often – stay home if unwell

Like at any public gathering, there is potential for the transmission of viruses between those attending a funeral.

People attending funerals must stay 1.5 metres away from others, and no touching or kissing others will help stop the spread of viruses. People must sneeze or cough into their elbow, dispose of used tissues in a bin and wash hands often. If unwell, don't attend the funeral.

Visit the **HealthyWA** website for more advice on Good Hygiene and Social Distancing.

Help is available

These restrictions for funerals and Sorry Business and the impacts of COVID-19 can be distressing for our community. If you or someone you care about is feeling distressed, call **beyondblue** on **1300 224 636** for free telephone counselling or call **Lifeline** in a mental health crisis on **13 11 14**.

For more information

Visit the **HealthyWA** website for up-to-date COVID-19 health information and advice at healthywa.wa.gov.au/coronavirus or call the **National Coronavirus Health Information Line** on 1800 020 080.

For Aboriginal resources go to: https://healthywa.wa.gov.au/Articles/A_E/Coronavirus/Coronavirus-information-for-Aboriginal-people

Shire of Broomehill-Tambellup

Local Emergency Management Committee (LEMC)

MINUTES

DATE OF MEETING: Tuesday 21 April 2020

TIME OF MEETING: **2.00pm**

VENUE: **Preferably by videoconference**, alternatively at the Shire Office, Norrish St, Tambellup.

TELECONFERENCE DETAILS: Joining details have been emailed to participants

CORRESPONDENCE EMAIL: projects@shirebt.wa.gov.au

Agency Links: Department of Health WA - <https://ww2.health.wa.gov.au>
Department of Health Federal - <https://www.health.gov.au>
Healthy WA: <https://healthywa.wa.gov.au/>

Incident Type	Human Epidemic
Incident Number/Name	COVID 19
Incident Level	CHO (State Human Epidemic Controller) declared Level 3.
Meeting opened & Welcome	Cr Mark Paganoni welcomed everyone and declared the meeting open at 2.03pm.
Record of attendance	Cr Mark Paganoni, Josh Humble (Tambellup Police), Trevor Prout (St John Ambulance Tambellup), Gail Blaszczyk (Department of Communities), Rebekka Polack (Tambellup CRC), Keith Williams, Pam Hull (Minutes) (Shire of Broomehill-Tambellup)
Apologies	John Paul Collins, Michelle Carrington, Neville Blackburn, Cindy Veitch, Bronny Bradshaw
Confirmation of Previous Meeting Minutes	14 April 2020 Moved Josh Humble 2nd Trevor Prout CARRIED
Confirmation of contact details	As per attached extract from LEMA Contacts and Resources

ITEM	DISCUSSION/DECISION	ACTION
1. Business arising from previous Minutes	Nil	
2. HMA/Agency Report		
Shire Cr Paganoni, Keith Williams	<p>No change to Shire operations, the offices remain closed and people can make appointments for urgent business.</p> <p>The Shire has worked with Police to encourage a number of recalcitrant social distancers to do the right thing. Generally people are respecting the requirements.</p> <p>Keith is attending weekly e-meetings with regional local government CEOs and other stakeholders to monitor impacts across the region. Yesterday's meeting confirmed all cases of COVID-19 in the Great Southern had recovered and no new cases had been reported, as was the case in the South West.</p> <p>Keith is also attending weekly Operational Area Support Group e-meetings as the Local Government representative on the District Emergency Management Committee.</p>	
Tambellup Police Josh Humble	Conducting regional patrols and assisting with roadblocks as required. No further updates.	
Department of Primary Industries and Regional Development John Paul Collins	<p>By email:</p> <ul style="list-style-type: none"> • Katanning office is open for essential business but via a low-contact model. Phone contact is preferred. • Senior DPIRD staff have helped deliver industry input through to the Health Department to develop a draft 'Guidance for Food Processing Premises for COVID-19 • New arrangements for agricultural working holiday makers. DPIRD has been working to ensure employers and employees can be matched and employment agreements established ahead of any movement of workers between regions. • Minister MacTiernan and other agricultural ministers across Australia have been working to enable the extension of visas for seasonal workers and working holiday makers employed in primary industries. 	

Tambellup Primary School Cindy Veitch	By email: The latest is that schools will be open for business on Wed 29th of April but it is again parental choice to send them. Rolling out extra cleaning staff for schools but unsure how this will eventuate at our school, someone cleaning our play equipment, door handles etc all day. Just waiting to see how the Education Department actually rolls this out.	
Department of Communities Gail Blaszczyk	The activation of the State Welfare Plan has seen the establishment of the State Welfare Committee and an incident control centre. Unsure as to the impact on local operations at this time. As stated, there are no active cases in the region, and Communities has had no requests for welfare support to date.	
Tambellup Community Resource Centre Rebekka Polack	CRC staff are still working to identify any residents who may be vulnerable and provide support. It appears most people are doing well and looking out for each other. No further updates.	
St John Ambulance Tambellup Trevor Prout	The past week has been quiet, however the group has received some PPE today.	
3. Preparedness/Response		
3.1 Identification/support of vulnerable people - update	Nil update	
3.2 Critical services identification/update	Nil update	
3.3 Communications update	Nil update	
3.4 Other items	Nil	
4. Impact Assessment		
4.1 Local/regional impacts - update	Nil update	
5. Recovery		
5.1 Recovery actions in place/planned	Nil at this time	
6. Other items	Nil	

7. Details of next meeting/closure	The next meeting will be held on Tuesday 28 April 2020 at 2.00pm. There being no further business Cr Paganoni thanked everyone for their attendance and declared the meeting closed at 2.16pm.	
Attachments to minutes		
• Contacts list from LEMA		

Shire of Broomehill-Tambellup

Local Emergency Management Committee (LEMC)

MINUTES

DATE OF MEETING: Tuesday 28 April 2020

TIME OF MEETING: **2.00pm**

VENUE: **Preferably by videoconference**, alternatively at the Shire Office, Norrish St, Tambellup.

TELECONFERENCE DETAILS: Joining details have been emailed to participants

CORRESPONDENCE EMAIL: projects@shirebt.wa.gov.au

Agency Links: Department of Health WA - <https://ww2.health.wa.gov.au>
Department of Health Federal - <https://www.health.gov.au>
Healthy WA: <https://healthywa.wa.gov.au/>

Incident Type	Human Epidemic
Incident Number/Name	COVID 19
Incident Level	CHO (State Human Epidemic Controller) declared Level 3.
Meeting opened & Welcome	Cr Paganoni welcomed all and declared the meeting open at 2.09pm.
Record of attendance	Cr Mark Paganoni (Shire of Broomehill-Tambellup), Gail Blaszczyk (Department of Communities), Josh Humble (Tambellup Police), Eileen O'Neill (Department of Primary Industries and Regional Development), Michelle Carrington (WA Country Health Service), Keith Williams, Pam Hull (minutes) (Shire of Broomehill-Tambellup)
Apologies	Neville Blackburn, Rebekka Polack, John Paul Collins
Confirmation of Previous Meeting Minutes	21 April 2020 Moved Josh Humble 2 nd Gail Blaszczyk CARRIED

ITEM	DISCUSSION/DECISION	ACTION
1. Business arising from previous Minutes	Nil	
2. HMA/Agency Reports		
Department of Communities Gail Blaszczyk	Nothing to update at the local level. In Perth Communities will be providing welfare support to incoming passengers on overseas flights arriving this week.	
Department of Primary Industries & Regional Development John Paul Collins by email	No update to last meeting. DPIRD worked with WA Police to instigate the G2G pass – this can be applied for online via www.g2gpass.com.au .	
Shire of Broomehill-Tambellup Keith Williams	No updates to Shire operations. People have been observed using the playground equipment in Tambellup, even though it is barricaded off. Requested police support to monitor this.	
Tambellup Police Josh Humble	Nothing to update. Playgrounds will be monitored, and security camera footage will be reviewed to identify who is using the equipment, patrols to include Diprose Park.	
WA Country Health Service Michelle Carrington	Waiting for updates re the relaxation of restrictions. Around 60 people attended a flu vaccination clinic at the Tambellup Health Centre two weeks ago – the situation was managed but was logistically difficult.	
3. Impact Assessment		
3.1 Local/regional impacts – update Keith Williams Michelle Carrington	COVID-19 is having a major impact on the economy of the region, particularly small businesses in Albany and surrounds. Larger regional local governments are experiencing major decreases in revenue, and all local governments have been asked to consider rates freezes for 2020-2021 and other measures to assist individuals and businesses. There are currently no active cases of COVID-19 in the region. It has been noted there has been an increase in domestic violence in Katanning, attributed to people not being able to move freely around the	

Keith Williams	community and using alcohol and drugs. Josh Humble advised this had not been an issue so far in Tambellup.	
Cr Paganoni	Queried the recent report of violence and car theft and whether Police considered it was COVID-19 related behaviour – Josh Humble advised that this was not considered to be the case.	
	Queried the reasoning for placement of public housing tenants in Broomehill if they do not have transport options available. Josh Humble advised local MP Peter Rundle’s office will be following this matter up.	
4. Recovery		
4.1 Recovery actions in place/planned	Nil	
5. Other items	Nil	
6. Details of next meeting/closure	Tuesday 5 May 2020 at 2.00pm.	
	There being no further business Cr Paganoni thanked all for their attendance and declared the meeting closed at 2.18pm.	
Attachments to minutes		
• Nil		

Shire of Broomehill-Tambellup

Local Emergency Management Committee (LEMC)

MINUTES

DATE OF MEETING: Tuesday 5 May 2020

TIME OF MEETING: **2.00pm**

VENUE: **Preferably by videoconference**, alternatively at the Shire Office, Norrish St, Tambellup.

TELECONFERENCE DETAILS: Joining details have been emailed to participants

CORRESPONDENCE EMAIL: projects@shirebt.wa.gov.au

Agency Links: Department of Health WA - <https://ww2.health.wa.gov.au>
Department of Health Federal - <https://www.health.gov.au>
Healthy WA: <https://healthywa.wa.gov.au/>

Incident Type	Human Epidemic
Incident Number/Name	COVID 19
Incident Level	CHO (State Human Epidemic Controller) declared Level 3.
Meeting opened & Welcome	In the absence of the Shire President, Keith Williams CEO took the chair and declared the meeting open at 2.05pm.
Record of attendance	Keith Williams (Shire of Broomehill-Tambellup – Chair), Michelle Carrington (WA Country Health Service), Trevor Prout (St John Ambulance Tambellup), Josh Humble (Tambellup Police), Rebekka Polack (Tambellup Community Resource Centre), Neville Blackburn (Dept. of Communities), John Paul Collins (Dept. Primary Industries and Regional Development), Sonia Brooker (St John Ambulance – Community Paramedic), Cindy Veitch (Tambellup Primary School)
Apologies	Eileen O'Neill, Cr Mark Paganoni, Cindy Pearce
Confirmation of Previous Meeting Minutes	28 April 2020 Moved Michelle Carrington 2nd Josh Humble CARRIED

ITEM	DISCUSSION/DECISION	ACTION
1. Business arising from previous Minutes	Nil	
2. HMA/Agency Reports		
WA Country Health Service Michelle Carrington	No new cases of COVID-19 in the region Planning to return to business as usual in the next few weeks.	
Tambellup Community Resource Centre Rebekka Polack	Nil to update. Enquires have been made in relation to resuming normal hours at the CRC, no response as yet.	
Department of Communities Neville Blackburn	Nil to update at the local level. Communities are providing welfare support to people who have recently flown into WA and are being isolated at either Rottneest or hotels in the city. It is estimated this involves between 400-600 people.	
St John Ambulance Trevor Prout	Nil to update. Supplies of PPE have been received. The ambulance will be away for servicing tomorrow 6 May.	
Tambellup Police Josh Humble	Nil to update – currently assisting with roadblocks in the region and business as usual. Followed up on issue reported at the last meeting re people using play equipment at Diprose Park – contact has been made with parents and carers of the children involved.	
Department of Primary Industries and Regional Development John Paul Collins	Nil to update. The office is still open by appointment and the Research Facility is closed to the public. Senior staff have assisted with developing guidelines for food processing facilities, eg WAMMCO. Staff are also assisting with linking backpackers with farmers requiring seasonal workers.	
St John Ambulance Sonia Brooker	Business as usual, planning to recommence training both face to face and via Zoom.	
Tambellup Primary School Cindy Veitch	Term 2 commenced on Wednesday, with 52% attendance. Currently parents are able to choose whether to send their children to school. Attendances are reported daily to the Department – today 72%. A small number of students are not attending and have been seen around town.	

	Cindy gave credit to her staff for the way in which they had adapted to the online learning environment and the preparation provided for students.	
Shire of Broomehill-Tambellup Keith Williams	<p>Nil to update. The office is still open by appointment, waiting for State directive and criteria before reopening to the public.</p> <p>Regionally, some local governments are facing ongoing issues with loss of revenue and severe budget constraints. All local governments have been asked to consider a range of actions, including a freeze on rates for 2020-2021, and support for organisations leasing Council owned premises. The impact on this shire is not expected to be as severe at this stage.</p> <p>The State Government has released online food handling training for food premises looking to recommence business.</p> <p>The community appears to be cooperating with restrictions imposed by the State Government.</p>	
3. Impact Assessment		
3.1 Local/regional impacts - update	As per local government report.	
4. Recovery		
4.1 Recovery actions in place/planned		
Neville Blackburn	<p>Dept. of Communities is expecting to be providing counselling services and possibly some financial assistance to individuals in recovery given the impact on business. Hoping to see a state-wide rollout of assistance measures but no information has been received as yet. A number of people have been referred on to agencies for support and assistance. Agency information will be provided for circulation by the Shire and CRC through social media.</p> <p>The State Recovery Coordinator has been appointed, however there has been no information on planning for recovery to date.</p>	
Michelle Carrington	Services currently offered by WACHS may need to be reconsidered in the event of a second wave of infection.	

Keith Williams	While it is not expected that there will be an extensive recovery program required in this shire, it provides an opportunity to learn from the work that other local governments are undertaking.	
5. Other items		
Keith Williams	The Operational Area Support Group has approved future LEMC meetings to be held fortnightly until further notice. Police and Shire will continue to liaise and meetings will be called in the interim if required.	
Josh Humble	Queried whether the Shire has received notice of the storm event forecast for later today and that preparations are in place. Keith Williams advised this was the case.	
6. Details of next meeting/closure	Tuesday 19 May 2020 at 2.00pm. There being no further business Keith Williams thanked everyone for their attendance and declared the meeting closed at 2.27pm.	
Attachments to agenda		
• Contacts list from LEMA		

SHIRE OF BROOMEHILL-TAMBELLUP

MONTHLY FINANCIAL REPORT

For the Period Ended 30 April 2020

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Statement of Financial Activity

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- by Reporting Program

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Note 6 Receivables

Note 7 Budget Amendments

Note 8 Grants and Contributions

Note 9 Cash Backed Reserves

Note 10 Profit/Loss on Disposal of Assets

Note 11 Operating Revenue and Expense

SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
By Nature or Type
For the Period Ended 30 April 2020

	Note	Revised Budget 2019/20	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues							
Rate Revenue		2,501,400	2,501,400	2,504,758.37	3,358	0.1%	
Grants, Subsidies and Contributions		1,446,700	1,173,485	1,141,219.39	(32,266)	(2.8%)	
Profit on Asset Disposal	10	556,800	169,030	139,548.18	(29,482)	(21.1%)	▼
Fees and Charges		333,500	272,890	222,091.77	(50,798)	(22.9%)	▼
Interest Earnings		61,500	48,630	47,253.12	(1,377)	(2.9%)	
Other Revenue		101,700	97,320	97,868.18	548	0.6%	
Total		5,001,600	4,262,755	4,152,739.01	(110,016)		
Operating Expense							
Employee Costs		(2,165,700)	(1,865,160)	(1,650,213.33)	214,947	13.0%	▼
Materials and Contracts		(1,868,700)	(1,516,534)	(1,274,316.39)	242,218	19.0%	▼
Utilities Charges		(228,500)	(220,250)	(238,852.26)	(18,602)	(7.8%)	
Depreciation (Non-Current Assets)		(1,780,700)	(1,483,790)	(1,497,944.44)	(14,154)	(0.9%)	
Interest Expenses		(65,300)	(53,300)	(53,469.59)	(170)	(0.3%)	
Insurance Expenses		(163,700)	(152,580)	(151,949.35)	631	0.4%	
Loss on Asset Disposal	10	(71,800)	(59,820)	(84,186.13)	(24,366)	(28.9%)	▲
Other Expenditure		(93,000)	(81,570)	(85,377.28)	(3,807)	(4.5%)	
Total		(6,437,400)	(5,433,004)	(5,036,308.77)	396,695		
Funding Balance Adjustment							
Add Back Depreciation		1,780,700	1,483,790	1,497,944.44	14,154	0.9%	
(Profit)/Loss on Asset Disposal	10	(485,000)	(109,210)	(55,362.05)	53,848	(97.3%)	
Adjust Provisions and Accruals		0	0	0.00	0	0.0%	
Net Operating		(140,100)	204,331	559,012.63	354,682		
Capital Revenues							
Grants, Subsidies and Contributions	8	4,370,700	3,322,800	3,014,425.46	(308,375)	(10.2%)	▼
Proceeds from Disposal of Assets	10	1,846,700	650,000	638,114.37	(11,886)	(1.9%)	
Transfer from Reserves	9	1,674,700	400,000	405,600.00	5,600	1.4%	
Proceeds from New Loans		995,700	995,700	995,700.00	0	0.0%	
Proceeds - Short Term Loan Facilities		2,071,700	845,000	845,000.00	0	0.0%	
Total		10,959,500	6,213,500	5,898,839.83	(314,660)		
Capital Expenses							
Land Held for Resale		0	0	0.00	0	0.0%	
Land and Buildings	12	(5,049,000)	(4,450,000)	(4,328,468.63)	121,531	2.8%	
Plant and Equipment	12	(1,259,400)	(650,000)	(633,690.30)	16,310	2.6%	
Furniture and Equipment	12	0	0	0.00	0		
Infrastructure - Roads	12	(1,633,700)	(1,100,000)	(1,152,374.78)	(52,375)	(4.5%)	
Infrastructure - Other	12	(404,500)	(125,000)	(116,597.30)	8,403	7.2%	
Repayment of Debentures	12	(90,900)	(51,600)	(51,656.96)	(57)	(0.1%)	
Payment of Short Term Loan Facilities		(2,071,700)	(845,000)	(845,000.00)	0	0.0%	
Transfer to Reserves	9	(1,569,400)	(360,000)	(364,940.94)	(4,941)	(1.4%)	
Total		(12,078,600)	(7,581,600)	(7,492,728.91)	88,871		
Net Capital		(1,119,100)	(1,368,100)	(1,593,889.08)	(225,789)		
Total Net Operating + Capital		(1,259,200)	(1,163,769)	(1,034,876.45)	128,893		
Opening Funding Surplus(Deficit)		1,259,200	1,259,200	1,259,154.88	(45)	(0.0%)	
Closing Funding Surplus(Deficit)	4	0	95,431	224,278.43	128,847		

SHIRE OF BROOMEHILL-TAMBELLUP
STATEMENT OF FINANCIAL ACTIVITY
By Reporting Program
For the Period Ended 30 April 2020

	Note	Revised Budget 2019/20	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues							
Governance		37,100	30,880	34,274.44	3,394	9.90%	
General Purpose Funding		3,499,100	3,267,185	3,263,575.10	(3,610)	(0.11%)	
Law, Order and Public Safety		545,700	522,560	135,443.63	(387,116)	(285.81%)	▼
Health		1,800	1,480	2,416.21	936	38.75%	
Education and Welfare		97,300	87,250	66,232.19	(21,018)	(31.73%)	▼
Housing		3,109,600	1,891,870	2,207,107.49	315,237	14.28%	▲
Community Amenities		94,500	83,990	75,316.85	(8,673)	(11.52%)	
Recreation and Culture		62,700	52,850	25,617.23	(27,233)	(106.31%)	▼
Transport		1,478,400	1,295,420	1,177,453.46	(117,967)	(10.02%)	▼
Economic Services		374,900	291,330	123,142.34	(168,188)	(136.58%)	▼
Other Property and Services		71,200	60,740	56,585.53	(4,154)	(7.34%)	
Total		9,372,300	7,585,555	7,167,164.47	(418,391)		
Operating Expense							
Governance		(642,700)	(528,600)	(511,895.71)	16,704	3.26%	
General Purpose Funding		(252,300)	(202,684)	(192,391.43)	10,293	5.35%	
Law, Order and Public Safety		(281,100)	(235,290)	(253,447.47)	(18,157)	(7.16%)	
Health		(50,000)	(41,580)	(27,065.48)	14,515	53.63%	▼
Education and Welfare		(111,100)	(59,630)	(36,920.89)	22,709	61.51%	▼
Housing		(137,400)	(113,220)	(133,778.43)	(20,558)	(15.37%)	▲
Community Amenities		(438,800)	(366,580)	(335,876.41)	30,704	9.14%	
Recreation and Culture		(1,348,500)	(1,133,980)	(990,026.40)	143,954	14.54%	▼
Transport		(2,709,200)	(2,257,510)	(2,094,953.10)	162,557	7.76%	
Economic Services		(279,300)	(254,600)	(250,283.42)	4,317	1.72%	
Other Property and Services		(187,000)	(239,330)	(209,670.03)	29,660	14.15%	▼
Total		(6,437,400)	(5,433,004)	(5,036,308.77)	396,695		
Funding Balance Adjustment							
Add back Depreciation		1,780,700	1,483,790	1,497,944.44	14,154	0.94%	
(Profit)/Loss on Asset Disposal	10	(485,000)	(109,210)	(55,362.05)	53,848	(97.27%)	
Adjust Provisions and Accruals		0	0	0.00	0		
Net Operating		4,230,600	3,527,131	3,573,438.09	46,307		
Capital Revenues							
Proceeds from Disposal of Assets	10	1,846,700	650,000	638,114.37	(11,886)	(1.86%)	
Transfer from Reserves	9	1,674,700	400,000	405,600.00	5,600	1.38%	
Proceeds from New Loans		995,700	995,700	995,700.00	0	0.00%	
Proceeds - Short Term Loan Facility		2,071,700	845,000	845,000.00	0	0.00%	
Total		6,588,800	2,890,700	2,884,414.37	(6,286)		
Capital Expenses							
Land Held for Resale		0	0	0.00	0	0.00%	
Land and Buildings	12	(5,049,000)	(4,450,000)	(4,328,468.63)	121,531	2.81%	
Plant and Equipment	12	(1,259,400)	(650,000)	(633,690.30)	16,310	2.57%	
Furniture and Equipment	12	0	0	0.00	0	0.00%	
Infrastructure Assets - Roads	12	(1,633,700)	(1,100,000)	(1,152,374.78)	(52,375)	(4.54%)	
Infrastructure Assets - Other	12	(404,500)	(125,000)	(116,597.30)	8,403	7.21%	
Repayment of Debentures		(90,900)	(51,600)	(51,656.96)	(57)	(0.11%)	
Payment of Short Term Loan Facilities		(2,071,700)	(845,000)	(845,000.00)	0	0.00%	
Transfer to Reserves	9	(1,569,400)	(360,000)	(364,940.94)	(4,941)	(1.35%)	
Total		(12,078,600)	(7,581,600)	(7,492,728.91)	88,871		
Net Capital		(5,489,800)	(4,690,900)	(4,608,314.54)	82,585		
Total Net Operating + Capital		(1,259,200)	(1,163,769)	(1,034,876.45)	128,893		
Opening Funding Surplus(Deficit)		1,259,200	1,259,200	1,259,154.88	(45)	(0.00%)	
Closing Funding Surplus(Deficit)	4	0	95,431	224,278.43	128,847		

SHIRE OF BROOMEHILL-TAMBELLUP
BALANCE SHEET
For the Period Ended 30 April 2020

	Actual 2019/20	C/fwd 1 July 2019
CURRENT ASSETS		
Cash	2,743,945.77	2,241,337.68
Receivables	468,310.27	925,798.52
Inventories - Stock on Hand	32,137.64	26,157.55
TOTAL CURRENT ASSETS	3,244,393.68	3,193,293.75
CURRENT LIABILITIES		
Creditors and Provisions	2,023,027.88	896,392.44
Borrowings	1,006,044.40	62,001.36
TOTAL CURRENT LIABILITIES	3,029,072.28	958,393.80
NET CURRENT ASSETS	215,321.40	2,234,899.95
NON-CURRENT ASSETS		
Receivables	64,723.42	64,723.42
Inventories - Land Held for Resale	216,000.00	216,000.00
Financial Assets	70,965.45	70,965.45
Property, Plant and Equipment	19,625,996.50	15,642,398.97
Infrastructure Assets	117,939,416.42	117,772,579.70
TOTAL NON-CURRENT ASSETS	137,917,101.79	133,766,667.54
NON-CURRENT LIABILITIES		
Creditors and Provisions	73,064.60	73,064.60
Borrowings	1,098,430.74	1,098,430.74
TOTAL NON-CURRENT LIABILITIES	1,171,495.34	1,171,495.34
NET ASSETS	136,960,927.85	134,830,072.15
EQUITY		
Accumulated Surplus	37,757,097.36	35,585,582.60
Reserves - Asset Revaluation	97,756,142.50	97,756,142.50
Reserves - Cash Backed	1,447,687.99	1,488,347.05
TOTAL EQUITY	136,960,927.85	134,830,072.15

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

1: (a) Nature or Type Classifications

REVENUES

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

Operating Grants, Subsidies and Contributions

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, facility hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Includes rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments and interest on rate arrears.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

EXPENSES

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

1: (a) Nature or Type Classifications

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, information technology and communications expenses, advertising, memberships, periodicals, publications, hire expenses, rental, leases, postage and freight etc.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas, telephone or water services.

Insurance

All insurance premiums - excluding worker's compensation which is included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

1: (b) Reporting Program Classifications (Function / Activity)

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

GOVERNANCE

Objective:

To provide a decision making process for the efficient allocation of scarce resources.

Activities:

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific Shire activities.

GENERAL PURPOSE FUNDING

Objective:

To collect revenue to allow for the provision of services

Activities:

Rates; general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Objective:

To provide services to help ensure a safer and environmentally conscious community.

Activities:

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

HEALTH

Objective:

To provide an operational framework for environmental and community health.

Activities:

Inspection of food outlets and their control; mosquito control and maintenance of the Infant Health Clinic in Tambellup

EDUCATION AND WELFARE

Objective:

To provide services to the elderly, children and youth.

Activities:

Assistance to the Broomehill and Tambellup Primary Schools; support of the "A Smart Start" program.

HOUSING

Objective:

To provide and maintain staff housing, and accommodation for 'well aged' seniors in the Community.

Activities:

Provision and maintenance of staff housing; and the Independent Living Seniors accommodation in Tambellup.

COMMUNITY AMENITIES

Objective:

To provide services required by the Community.

Activities:

Rubbish collection services; operation of the tip sites and waste transfer stations; administration of the Town Planning Scheme; Cemetery maintenance at Broomehill, Tambellup and Pindellup cemeteries; public conveniences and protection of the environment.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

1: (b) Reporting Program Classifications (Function / Activity)

RECREATION AND CULTURE

Objective:

To establish and effectively manage infrastructure and resources which will assist with the social well-being of the Community.

Activities:

Maintenance of public halls, recreation grounds, parks, gardens, reserves and playgrounds. Operation of the Broomehill Library and support to the Tambellup Community Resource centre for management of the Tambellup library. Museums and other cultural facilities.

TRANSPORT

Objective:

To provide safe, effective and efficient transport services to the Community.

Activities:

Construction and maintenance of streets, roads and bridges. Cleaning and lighting of streets; maintenance of the Broomehill and Tambellup works depots. Provision of the Department of Transport licensing services to the Community.

ECONOMIC SERVICES

Objective:

To assist in promoting the Shire and its economic wellbeing.

Activities:

Tourism and area promotion, including operation of the Broomehill Caravan Park. Provision of rural services which includes noxious weed control, vermin control and standpipes. Provision of Building

OTHER PROPERTY & SERVICES

Objectives:

To monitor and control councils works overhead operating accounts.

Activities:

Private works operations; public works overhead costs; plant operation costs and unclassified items.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
By Reporting Program
For the Period Ended 30 April 2020

2: REPORT ON SIGNIFICANT VARIANCES

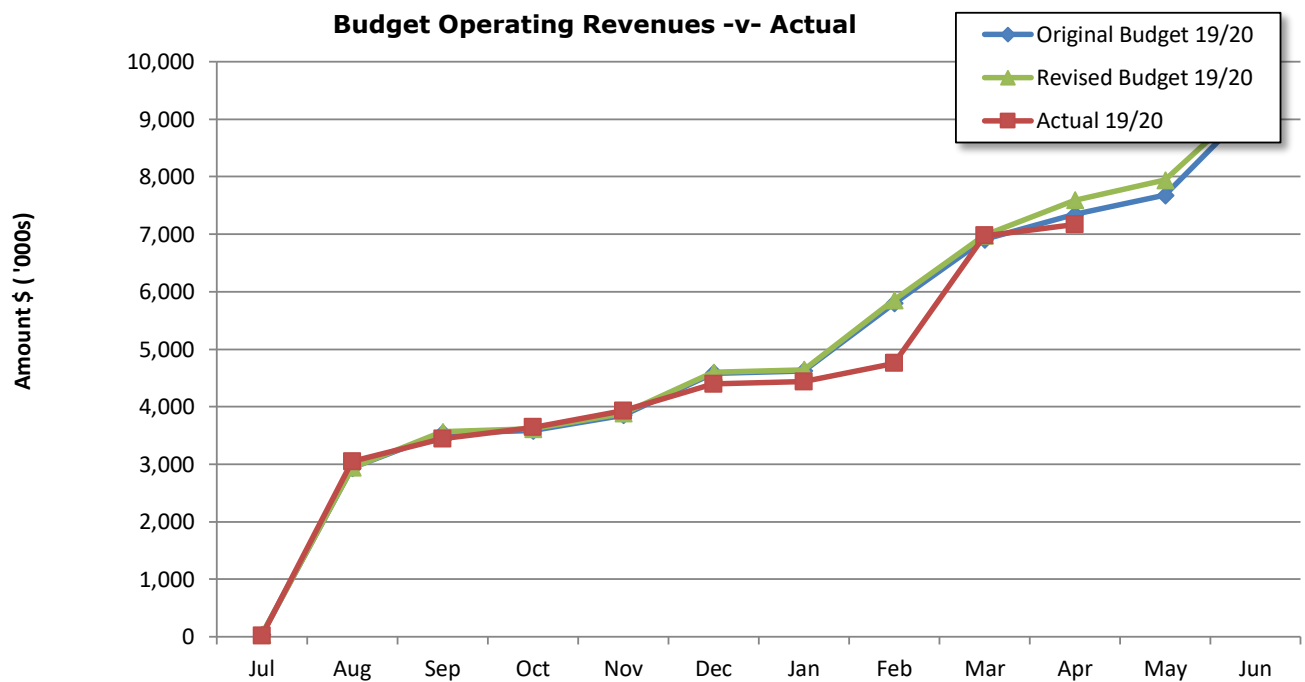
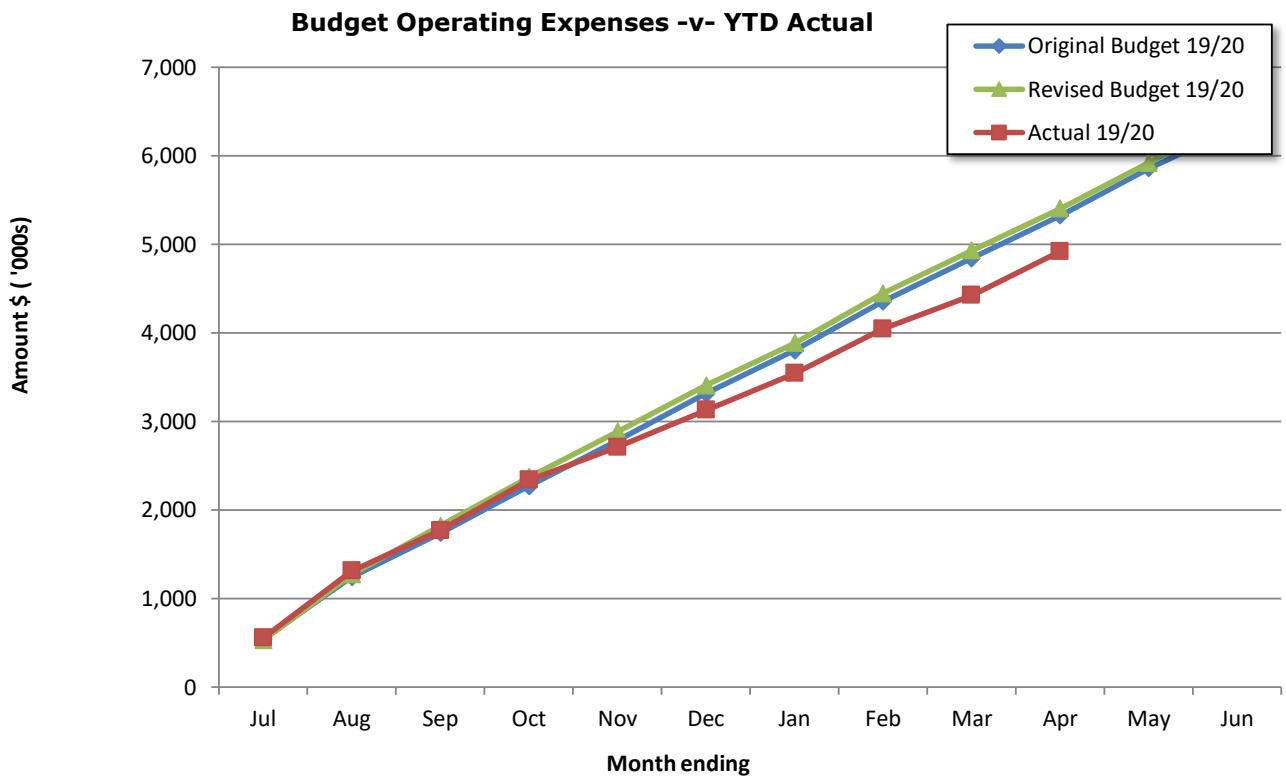
The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2019/20 year is \$10,000 or 10% whichever is greater.

	Variance	
	Timing	Permanent
OPERATING REVENUES		
Law, Order & Public Safety Funding for construction of the Broomehill Fire Station will be paid on completion of construction which is anticipated to be prior to 30 June.	■	
Education & Welfare Reimbursement from A Smart Start funding for employment costs for the Co-ordinators is lower than budgeted, however there has been a reduction in these costs over the year due to staff changeovers.		■
Housing Progress claims have been received from the grant funding towards the Broomehill ILUs. Progress claims from the BBRF for milestones 1 and 2 were received in March.	■	
Recreation & Culture Invoicing for the Broomehill Complex and Tambellup Pavilion Committee's 19/20 contributions to the Bowling Green Replacement Reserves will be processed in May	■	
Transport Progress claims from the Regional Road Group are submitted as the works progress. Recent claims were submitted early May.	■	
Economic Services BBRF funding for the cabins at the Broomehill Caravan Park has not been received, however this project has not yet commenced.	■	
OPERATING EXPENSE		
Health Expenditure under this program in relation to mosquito control and building maintenance to the Infant Health Clinic is lower than anticipated.	■	
Education & Welfare Employment costs for the A Smart Start Co-ordinators is lower than budgeted due to staff changeovers during the year.	■	
Housing Project administration costs for the housing project are higher than anticipated. These costs are shared amongst the 7 Shires involved in the housing project.	■	
Recreation & Culture Operational costs in parks and gardens aren't as high as anticipated to date	■	
Other Property & Services Variance relates to the allocations of public works overheads and plant operation costs, both sub programs are over/under allocating.	■	

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

3: Graphical Representation - Source Statement of Financial Activity



SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

4: NET CURRENT FUNDING POSTION

	Note	Actual 2019/20	C/fwd 1 July 2019
		\$	\$
Current Assets			
Cash Unrestricted		444,583.65	701,485.11
Cash Restricted - Unspent Grants	8	56,752.78	51,505.52
Cash Restricted - Other Payables		794,921.35	0.00
Cash Restricted - Reserves	9	1,447,687.99	1,488,347.05
Receivables - Rates and Rubbish	6	295,420.42	252,395.65
Receivables - Other	6	39,311.41	511,793.90
Inventories		32,137.64	26,157.55
Accruals and Provisions		62,718.22	62,718.22
		3,173,533.46	3,094,403.00
Less: Current Liabilities			
Payables		(690,250.08)	(344,611.31)
Net GST & PAYG		11,509.93	25,615.78
Other Payables - Bonds & Deposits		(3,340.00)	0.00
Other Payables - Building Retention Bonds		(157,450.46)	0.00
Other Payables - A Smart Start		(100,337.77)	0.00
Other Payables - Great Southern Treasures		(73,790.12)	0.00
Other Payables - Great Sthn Housing Initiative		(460,003.00)	0.00
Accruals and Provisions		(27,905.54)	(27,905.54)
		(1,501,567.04)	(346,901.07)
Less: Cash Restricted - Reserves	9	(1,447,687.99)	(1,488,347.05)
Net Current Funding Position		224,278.43	1,259,154.88

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

5: CASH AND INVESTMENTS

- (a) Cash Deposits**
Municipal Fund
Trust Fund
Cash on Hand
- (b) Term Deposits**
Reserve Funds
Total

Ref	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total \$	Institution	Maturity Date
133 904 987		443,083.65	851,674.13		1,294,757.78	Bendigo	
133 905 067				15,148.22	15,148.22	Bendigo	
		1,500.00			1,500.00		
	1.20%		1,447,687.99		1,447,687.99	Bendigo	21/04/2020
		444,583.65	2,299,362.12	15,148.22	2,759,093.99		

Comments/Notes - Investments

a) Cash Deposits

The balance reported for the Municipal Fund is the reconciled closing balance of the bank account at the end of the period. The closing balance takes into account unrepresented items at the end of the reporting period.

b) Term Deposits
Reserve Funds

Councils Reserve Funds are held collectively in one investment. Further detail in relation to Councils Reserve Funds are shown in Note 9.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

6: RECEIVABLES

Rates & Rubbish

Opening Arrears Previous Years
 Rates Levied this year
Less Collections to date
 Equals Current Outstanding

Net Rates Collectable

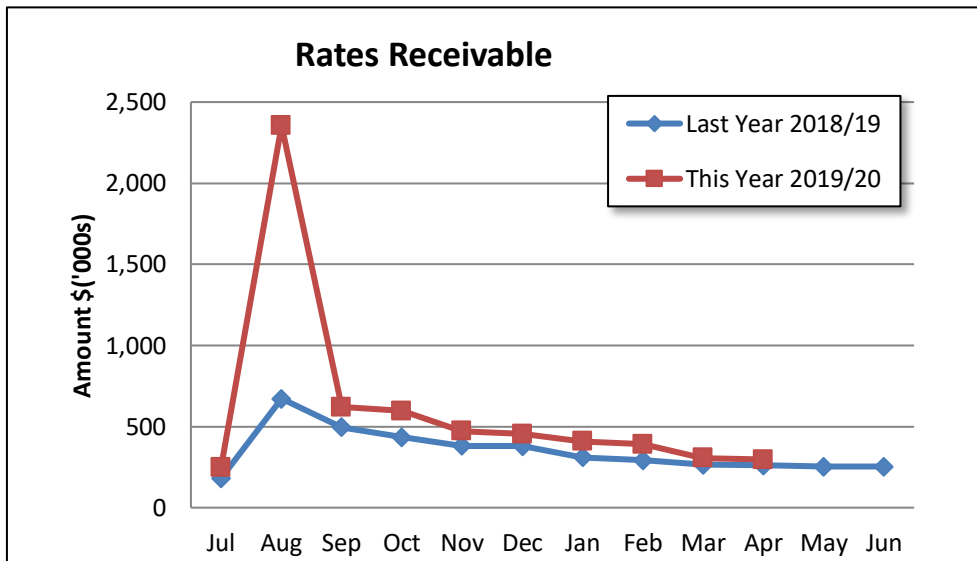
% Collected

Actual 2019/20	c/fwd 1 July 2019
\$	\$
252,395.65	210,694.51
2,661,480.09	2,571,135.72
(2,618,455.32)	(2,529,434.58)
295,420.42	252,395.65
 295,420.42	 252,395.65
89.86%	90.93%

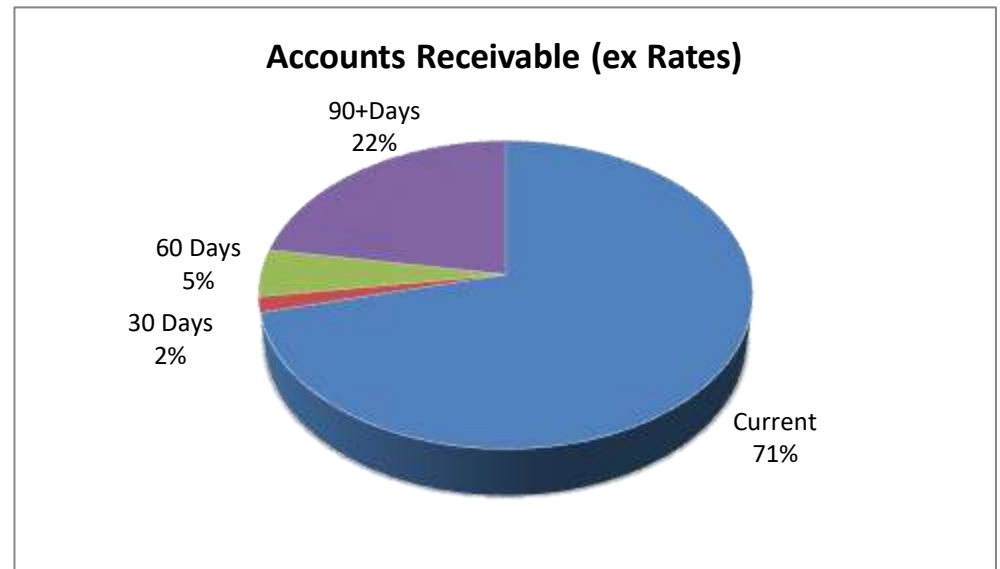
Accounts Receivable

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Sundry Debtors	14,332.05	716.74	2,202.37	9,901.89
Pensioner Rebates	1,125.77			
Emergency Services Levy	16,032.59			
	31,490.41	716.74	2,202.37	9,901.89
		Total Outstanding		44,311.41

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables Rates and Rubbish



Comments/Notes - Receivables General

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

7: BUDGET AMENDMENTS

Amendments to original budget since budget adoption.

Council Resolution	GL	Revenue / (Expense)	Description	Comment	Adopted Budget	Revised Budget	Variance	Cumulative Balance
			Balanced Budget Adopted					0
		Operating Revenue	Surplus Carried Forward	Increased surplus carried forward	1,227,000	1,259,200	32,200	32,200
		GENERAL PURPOSE FUNDING						32,200
	03002.73	Operating Revenue	Rates - Ex Gratia	Increase per rate in \$	65,500	67,800	2,300	34,500
	03005.70	Operating Revenue	Discount - Rates	Lower take up of discount	(100,000)	(92,500)	7,500	42,000
	03011.83	Operating Revenue	Admin Fee - Instalments	Few assessments on instalments	2,000	1,500	(500)	41,500
	03013.86	Operating Revenue	Instalment Interest	Increase in instalment interest	3,000	3,300	300	41,800
	03229.71	Operating Revenue	FAGS General Purpose	Allocations advised by WALGGC	576,200	554,300	(21,900)	19,900
	03230.71	Operating Revenue	FAGS Local Roads	Allocations advised by WALGGC	293,200	301,600	8,400	28,300
		GOVERNANCE						28,300
	04101.13	Operating Expense	Members - minor equipment	New Councillor ipads/laptops	(2,500)	(4,000)	(1,500)	26,800
	04101.17	Operating Expense	Members - professional services	Reduction for actual expend	(5,000)	(3,000)	2,000	28,800
	04101.55	Operating Expense	Members - meeting fees	Reduction for actual expend	(55,000)	(52,000)	3,000	31,800
	04103.15	Operating Expense	Tamb Admin Bldg - repairs & mtce	Amended bldg mtce	(25,000)	(19,500)	5,500	37,300
	04106.15	Operating Expense	Bhill Admin Bldg - repairs & mtce	Amended bldg mtce	(5,000)	(9,500)	(4,500)	32,800
	04102.17	Operating Expense	Elections - professional services	Actual cost incurred	(12,000)	(5,500)	6,500	39,300
		LAW, ORDER & PUBLIC SAFETY						39,300
	05021.71	Operating Revenue	Other Fire Prevention - grants	Rainwater tank for Bhill fire shed	0	4,000	4,000	43,300
	05026.82	Operating Revenue	Other Fire Prevention - fines & penalties	Infringements issued to date	500	4,300	3,800	47,100
	05301.05	Operating Expense	Animal Control - training & education	Ranger training costs	(3,000)	(5,500)	(2,500)	44,600
		EDUCATION & WELFARE						44,600
	08201.71	Operating Revenue	Other Welfare - grants	Youth Worker funding	2,500	27,000	24,500	69,100
	08201.73	Operating Revenue	Other Welfare - contributions	Contrib from Noongar farm	0	10,000	10,000	79,100
	08303.16	Operating Expense	Youth Services - contract services	Youth Worker expenses	0	(39,500)	(39,500)	39,600
		HOUSING						39,600
	09004.80	Operating Revenue	Other Housing - rents	GROH Housing rent - Apr to June	0	23,000	23,000	62,600
	09128.51	Operating Expense	GROH Lot 384 Parnell St - interest on loans	Loan raised Dec 2019	0	(3,400)	(3,400)	59,200
	09129.51	Operating Expense	GROH Lot 1/22 Taylor St - interest on loans	Loan raised Dec 2019	0	(2,900)	(2,900)	56,300
	09131.51	Operating Expense	GROH Lot 2/22 Taylor St - interest on loans	Loan raised Dec 2019	0	(2,900)	(2,900)	53,400
		COMMUNITY AMENITIES						53,400
	10601.74	Operating Revenue	Public Conveniences - reimbursements	Insurance claim - vandalism	0	6,000	6,000	59,400
	10625.15	Operating Expense	Diprose Park toilets - repairs & mtce	Insurance claim - vandalism	(3,000)	(10,000)	(7,000)	52,400
		RECREATION & CULTURE						52,400
	11002.73	Operating Revenue	Bhill Recreation Complex - contributions	BRC towards security	0	2,500	2,500	54,900
	11002.74	Operating Revenue	Bhill Recreation Complex - reimbursements	BRC bar fridge replacement	0	4,600	4,600	59,500

7: BUDGET AMENDMENTS

Amendments to original budget since budget adoption.

Council Resolution	GL	Revenue / (Expense)	Description	Comment	Adopted Budget	Revised Budget	Variance	Cumulative Balance
	11007.73	Operating Revenue	Tamb Pavilion - contributions	TCPA towards security	0	2,500	2,500	62,000
	11007.81	Capital Revenue	Tamb Pavilion - non operating contributions	TCPA towards slide	0	8,000	8,000	70,000
	11077.15	Operating Expense	Bhill Recreation Complex - repairs & mtce	Amended bldg mtce	(7,000)	(14,000)	(7,000)	63,000
	11241.15	Operating Expense	Tamb Pavilion - repairs & mtce	Amended bldg mtce	(5,000)	(7,000)	(2,000)	61,000
	11225.01	Operating Expense	Parks, Gardens & Reserve - salaries & wages	Reduced wages in parks & gardens	(267,400)	(236,500)	30,900	91,900
	11526.15	Operating Expense	Bhill Museum - repairs & mtce	Amended bldg mtce (from Reserve)	(10,000)	(22,500)	(12,500)	79,400
	11526.16	Operating Expense	Bhill Museum - contract services	Amended bldg mtce (from Reserve)	0	(3,500)	(3,500)	75,900
	TRANSPORT							75,900
	12159.71	Operating Revenue	Direct Grant	Allocation advised by MRWA/RRG	143,800	153,800	10,000	85,900
	12226.01	Operating Expense	Road Maintenance - salaries & wages	Realloc to Lot 22 contamination	(281,100)	(253,600)	27,500	113,400
	12226.98	Operating Expense	Road Maintenance - plant operating costs	Realloc to Lot 22 contamination	(252,200)	(229,500)	22,700	136,100
	12226.99	Operating Expense	Road Maintenance - public works overheads	Realloc to Lot 22 contamination	(266,100)	(238,600)	27,500	163,600
	ECONOMIC SERVICES							163,600
	13153.71	Operating Revenue	Great Sthn Treasures - grants	GSDC grant - tourism implementor	0	27,400	27,400	191,000
	13230.16	Operating Expense	Great Sthn Treasures - contract services	Tourism Implementor contract	0	(27,400)	(27,400)	163,600
	13301.83	Operating Revenue	Building Services - fees & charges	Increase in fees received	5,000	12,000	7,000	170,600
	13302.83	Operating Revenue	Construction Training Fund Levy receipts	Increase in fees received	4,000	5,500	1,500	172,100
	13303.83	Operating Revenue	Building Services Levy receipts	Increase in fees received	3,000	7,000	4,000	176,100
	13377.59	Operating Expense	Construction Training Fund Levy payments	Increase in fees on-paid	(4,000)	(5,500)	(1,500)	174,600
	13378.59	Operating Expense	Building Services Levy payments	Increase in fees on-paid	(3,000)	(7,000)	(4,000)	170,600
	13451.83	Operating Revenue	Other Economic Services - fees & charges	Increase water usage & fees	20,000	35,000	15,000	185,600
	13527.66	Operating Expense	Standpipe & Bore Mtce - water charges	Increase water usage & fees	(25,000)	(55,000)	(30,000)	155,600
	OTHER PROPERTY & SERVICES							155,600
	14703.74	Operating Revenue	Lot 22 Taylor St - reimbursements	Contamination claim unsuccessful	50,000	0	(50,000)	105,600
	14706.79	Operating Revenue	Unclassified - other sundry revenue	Sale of surplus pavers/equipment	0	8,500	8,500	114,100
	14752.01	Operating Expense	Lot 22 Taylor St - salaries & wages	Realloc from road maintenance	0	(27,500)	(27,500)	86,600
	14752.16	Operating Expense	Lot 22 Taylor St - contract services	Increased costs for consultants	(70,000)	(80,000)	(10,000)	76,600
	14752.98	Operating Expense	Lot 22 Taylor St - plant operation costs	Realloc from road maintenance	0	(22,700)	(22,700)	53,900
	14752.99	Operating Expense	Lot 22 Taylor St - public works overheads	Realloc from road maintenance	0	(27,500)	(27,500)	26,400
	CAPITAL REVENUE & EXPENDITURE							26,400
	CAP150	Capital Expense	Broomehill Fire Shed	Rainwater tank (grant funded)	(460,000)	(464,000)	(4,000)	22,400
	CAP130	Capital Expense	27 East Tce - replace ceiling in kitchen/dining	Not required	(7,500)	0	7,500	29,900
	CAP133	Capital Expense	Tamb Hall - replace kitchen ceiling	Defer - investigate work required	(5,000)	0	5,000	34,900
	CAP149	Capital Expense	Tamb Pavilion - playground	Slide, rock work (partially funded TCPA)	0	(22,000)	(22,000)	12,900
	CAP143	Capital Expense	Tamb Caravan Park - investigate development	Not required, property sold	(10,000)	0	10,000	22,900
	14770.89	Capital Revenue	Sale of Lot 19 Taylor St, Tambellup	Funds to building reserve	0	50,000	50,000	72,900
	RESERVE TRANSFERS							72,900
	15172	Capital Revenue	Transfer to Building Reserve	Proceeds from Lot 19 Taylor St	(1,045,000)	(1,095,000)	(50,000)	22,900

7: BUDGET AMENDMENTS

Amendments to original budget since budget adoption.

[illegible]

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

8: GRANTS AND CONTRIBUTIONS

Program/Provider	Purpose	c/fwd 1 July 2019	Received 2019/20	Expended 2019/20	Closing Balance
GOVERNANCE		\$			
Department of Local Govt	Amalgamation (Bhill & Tamb)	51,505.52	0.00	0.00	51,505.52
HOUSING					
Regional Aged Accommodation Project	GSHI - Independent Living Units - Broomehill	0.00	401,385.87	(401,385.87)	0.00
Building Better Regions Fund	GSHI - Independent Living Units / GROH Housing	0.00	1,068,570.86	(1,068,570.86)	0.00
Building Better Regions Fund	GSHI - Staff Housing	0.00	521,961.14	(521,961.14)	0.00
RECREATION & CULTURE					
Tambellup Community Pavilion Association	Purchase of slide	0.00	7,993.59	(7,993.59)	0.00
TRANSPORT					
Main Roads WA	Regional Road Group 2019/20	0.00	590,414.00	(590,414.00)	0.00
Dept Infrastructure, Regional Develop...	Roads to Recovery	0.00	404,100.00	(398,852.74)	5,247.26
TRANSPORT					
Dept Water & Environmental Regulation	Water Harvesting project - Broomehill CBH dam	0.00	20,000.00	(20,000.00)	0.00
TOTALS		51,505.52	3,014,425.46	(3,009,178.20)	56,752.78

Comments - Grants and Contributions

Bridge funding provided by the WA Local Govt Grants Commission is matched by 1/3 in funding from Main Roads WA.
The required works are undertaken by Main Roads WA approved contractors.

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

9. CASH BACKED RESERVES

	Revised Budget 2019/20				Actual 2019/20			
	Opening Balance	Transfers To	Transfers From	Closing Balance	Opening Balance	Transfers To	Transfers From	Closing Balance
Leave Reserve	82,100	52,200	(52,700)	81,600	82,075.65	51,458.01	0.00	133,533.66
Plant Reserve	260,200	309,000	(387,700)	181,500	260,173.44	103,741.78	(99,400.00)	264,515.22
Building Reserve	261,500	1,095,000	(958,300)	398,200	261,528.09	103,139.34	(250,000.00)	114,667.43
Information Technology Reserve	42,700	11,000	0	53,700	42,739.31	10,630.28	0.00	53,369.59
Tambellup Rec Ground & Pavilion Reserve	51,600	6,200	0	57,800	51,615.94	5,703.83	0.00	57,319.77
Broomehill Rec Complex Reserve	86,100	10,600	0	96,700	86,052.34	9,775.47	0.00	95,827.81
Building Maintenance Reserve	67,300	10,800	(56,000)	22,100	67,323.57	10,945.89	0.00	78,269.46
Sandalwood Villas Reserve	82,100	12,000	0	94,100	82,085.89	11,136.31	0.00	93,222.20
Bhill Synthetic Bowling Green Reserve	65,600	10,100	0	75,700	65,635.08	9,512.75	0.00	75,147.83
Refuse Sites Post Closure Management Reserve	26,500	5,700	0	32,200	26,554.52	5,381.43	0.00	31,935.95
Lavieville Lodge Reserve	69,700	11,700	0	81,400	69,745.55	10,977.41	0.00	80,722.96
Townscape Plan Implementation Reserve	347,500	7,000	(200,000)	154,500	347,522.10	4,234.61	(56,200.00)	295,556.71
Tambellup Synthetic Bowling Green Reserve	15,300	7,800	0	23,100	15,295.57	7,756.95	0.00	23,052.52
Tourism & Economic Development Reserve	30,000	20,300	(20,000)	30,300	30,000.00	20,546.88	0.00	50,546.88
	1,488,200	1,569,400	(1,674,700)	1,382,900	1,488,347.05	364,940.94	(405,600.00)	1,447,687.99

In accordance with council resolutions in relation to each reserve account, the purpose for which the funds are set aside are as follows:

Reserve name

Leave Reserve	- to be used to meet the Councils Long Service Leave liability for its employees.
Plant Reserve	- to be used for the purchase of plant and equipment in accordance with the Plant Replacement Program.
Building Reserve	- to be used to finance replacement, major repair or construction of new Shire buildings, and costs associated with subdivision of land.
Information Technology Reserve	- to be used to purchase, replace or upgrade computer hardware, software and associated equipment
Tambellup Recreation Ground & Pavilion Reserve	- to be used to maintain and develop sport and recreational facilities at the Tambellup Recreation Ground and Pavilion.
Broomehill Recreation Complex Reserve	- to be used for works at the Broomehill Recreation Complex in agreeance with the Complex Management Committee
Building Maintenance Reserve	- to be used to fund building maintenance requirements for all Shire owned buildings.
Sandalwood Villas Reserve	- to be utilised towards upgrade and maintenance of the 6 units at Sandalwood Villas.
Broomehill Synthetic Bowling Green Reserve	- to be used for the future replacement of the synthetic bowling green at the Broomehill Recreational Complex.
Refuse Sites Post Closure Management Reserve	- to meet the financial requirements for the closure of the Broomehill and Tambellup landfill sites when their useful life expires
Lavieville Lodge Reserve	- to be utilised towards upgrade and maintenance of the 4 units at Lavieville Lodge.
Townscape Plan Implementation Reserve	- to be used for implementation of the Townscape Plans for the Broomehill and Tambellup townsites.
Tambellup Synthetic Bowling Green Reserve	- to be used for the future replacement of the synthetic bowling green at the Tambellup Sportsground

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

10. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

	Budget 2019/20				Actual 2019/20			
	Net Book Value	Sale Proceeds	Profit	Loss	Net Book Value	Sale Proceeds	Profit	Loss
By program:								
Governance			0	0			0.00	0.00
Ford Ranger XLT dual cab - OTA	49,300	48,600	0	(700)			0.00	0.00
Ford Ranger XLT dual cab - OTA	49,300	48,700	0	(600)			0.00	0.00
Ford Ranger XLT dual cab - OTA	49,300	48,700	0	(600)			0.00	0.00
Ford Everest Wagon - BH000	46,300	44,000	0	(2,300)	38,847.15	48,377.73	9,530.58	0.00
Ford Everest Wagon - BH000	46,300	44,000	0	(2,300)	46,852.29	39,563.19	0.00	(7,289.10)
Housing			0	0			0.00	0.00
1 Janus Street, Broomehill	112,800	280,000	167,200	0	113,201.24	241,000.00	127,798.76	0.00
11 Lavarock Street, Broomehill	103,400	200,000	96,600	0			0.00	0.00
20 Henry Street, Tambellup	103,400	220,000	116,600	0			0.00	0.00
27 East Terrace, Tambellup	65,800	240,000	174,200	0			0.00	0.00
Transport			0	0			0.00	0.00
Isuzue FRR500 tipper truck TA386	50,600	27,700	0	(22,900)	51,823.04	27,727.27	0.00	(24,095.77)
Ford Ranger Wildtrak dual cab TA001	44,000	43,300	0	(700)			0.00	0.00
Ford Ranger Wildtrak dual cab TA001	44,000	43,300	0	(700)	46,246.64	42,969.64	0.00	(3,277.00)
Ford Ranger Wildtrak dual cab TA001	44,000	43,400	0	(600)	46,747.05	43,324.07	0.00	(3,422.98)
Ford Ranger dual cab - TA052	37,300	35,000	0	(2,300)	35,147.48	31,818.18	0.00	(3,329.30)
Ford Ranger XLT dual cab - 1TA	44,100	41,600	0	(2,500)	36,997.32	38,000.00	1,002.68	0.00
Ford Ranger XLT dual cab - 1TA	44,100	41,700	0	(2,400)			0.00	0.00
Ford Ranger XLT dual cab - 1TA	44,100	41,700	0	(2,400)			0.00	0.00
Isuzu NLR55 SWB light tipper - BH009	39,000	23,000	0	(16,000)	48,498.66	24,545.45	0.00	(23,953.21)
Ford Ranger dual cab - BH00	37,600	35,000	0	(2,600)	36,997.32	27,272.73	0.00	(9,724.59)
Ford Ranger dual cab - BH00	36,600	35,000	0	(1,600)			0.00	0.00
Ford Ranger extra cab - BH014	43,800	41,000	0	(2,800)			0.00	0.00
Ford Ranger extra cab - BH014	43,800	41,000	0	(2,800)			0.00	0.00
Ford Ranger dual cab - BH003	47,000	45,000	0	(2,000)	35,147.48	36,363.64	1,216.16	0.00
Ford Ranger dual cab - BH003	47,000	45,000	0	(2,000)			0.00	0.00
Toyota Hilux single cab - TA005	36,000	35,000	0	(1,000)	32,372.61	32,123.47	0.00	(249.14)
John Deere Gator	2,800	5,000	2,200	0	13,874.04	5,029.00	0.00	(8,845.04)
	1,311,700	1,796,700	556,800	(71,800)	582,752.32	638,114.37	139,548.18	(84,186.13)
By Class:								
Land and Buildings	385,400	940,000	554,600	0	113,201.24	241,000.00	127,798.76	0.00
Plant and Equipment	926,300	856,700	2,200	(71,800)	469,551.08	397,114.37	11,749.42	(84,186.13)
	1,311,700	1,796,700	556,800	(71,800)	582,752.32	638,114.37	139,548.18	(84,186.13)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

11: OPERATING REVENUE AND EXPENSE

	Revised Budget Revenue 2019/20	Revised Budget Expense 2019/20	Actual Revenue 2019/20	Actual Expense 2019/20
GENERAL PURPOSE FUNDING				
Rate Revenue	2,607,500	(190,300)	2,600,729.48	(142,550.37)
General Purpose Funding	855,900	0	641,917.50	0.00
Other General Purpose Funding	35,700	(62,000)	20,928.12	(49,841.06)
TOTAL GENERAL PURPOSE FUNDING	3,499,100	(252,300)	3,263,575.10	(192,391.43)
GOVERNANCE				
Members Of Council	16,000	(622,500)	14,704.65	(414,694.12)
Administration General	12,600	0	19,569.79	(91,846.22)
Other Governance	8,500	(20,200)	0.00	(5,355.37)
TOTAL GOVERNANCE	37,100	(642,700)	34,274.44	(511,895.71)
LAW, ORDER & PUBLIC SAFETY				
Fire Prevention	541,500	(206,100)	131,108.58	(172,934.36)
Animal Control	4,200	(74,000)	4,335.05	(80,513.11)
Other Law, Order & Public Safety	0	(1,000)	0.00	0.00
TOTAL LAW, ORDER & PUBLIC SAFETY	545,700	(281,100)	135,443.63	(253,447.47)
HEALTH				
Maternal & Infant Health	600	(13,700)	0.00	(6,470.46)
Health Inspection & Administration	1,200	(23,200)	2,416.21	(13,584.24)
Preventative Services - Pest Control	0	(13,100)	0.00	(7,010.78)
TOTAL HEALTH	1,800	(50,000)	2,416.21	(27,065.48)
EDUCATION & WELFARE				
Other Education	60,300	(66,600)	31,656.19	(36,920.89)
Other Welfare	37,000	(44,500)	34,576.00	0.00
TOTAL EDUCATION & WELFARE	97,300	(111,100)	66,232.19	(36,920.89)
HOUSING				
Staff Housing	1,304,600	0	649,771.46	(15,357.44)
Other Housing	1,805,000	(137,400)	1,557,336.03	(118,420.99)
TOTAL OTHER HOUSING	3,109,600	(137,400)	2,207,107.49	(133,778.43)
COMMUNITY AMENITIES				
Household Refuse	63,500	(250,000)	62,006.04	(203,520.31)
Protection Of The Environment	2,500	(2,500)	2,304.55	(735.68)
Town Planning & Regional Development	15,000	(75,200)	2,650.40	(51,647.42)
Other Community Amenities	7,500	(46,700)	8,355.86	(26,992.75)
Public Conveniences	6,000	(64,400)	0.00	(52,980.25)
TOTAL COMMUNITY AMENITIES	94,500	(438,800)	75,316.85	(335,876.41)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

11: OPERATING REVENUE AND EXPENSE

	Revised Budget Revenue 2019/20	Revised Budget Expense 2019/20	Actual Revenue 2019/20	Actual Expense 2019/20
RECREATION & CULTURE				
Public Halls & Civic Centres	30,600	(298,500)	19,066.68	(231,720.67)
Other Sport & Recreation	32,000	(908,000)	6,537.81	(651,835.42)
Libraries	100	(91,200)	12.74	(76,352.24)
Other Culture	0	(50,800)	0.00	(30,118.07)
TOTAL RECREATION & CULTURE	62,700	(1,348,500)	25,617.23	(990,026.40)
TRANSPORT				
Road Construction	1,288,200	0	994,514.00	0.00
Streets Roads Bridges & Depot Maint	168,000	(2,653,000)	171,197.84	(2,053,514.27)
Traffic Control	22,200	(56,200)	11,741.62	(41,438.83)
TOTAL TRANSPORT	1,478,400	(2,709,200)	1,177,453.46	(2,094,953.10)
ECONOMIC SERVICES				
Rural Services	0	(1,500)	0.00	(781.22)
Tourism & Area Promotion	235,400	(114,000)	43,502.05	(76,873.53)
Building Control	24,700	(69,200)	24,691.52	(57,478.25)
Other Economic Services	114,800	(94,600)	54,948.77	(115,150.42)
TOTAL ECONOMIC SERVICES	374,900	(279,300)	123,142.34	(250,283.42)
OTHER PROPERTY & SERVICES				
Private Works	15,000	(14,800)	1,537.98	(4,397.85)
Public Works Overhead	2,700	0	3,167.20	81,493.81
Plant Operation Costs	45,000	0	43,539.66	(77,922.13)
Workers Compensation	0	0	0.00	0.00
Salaries & Wages	0	0	0.00	(34,636.83)
Unclassified	8,500	(172,200)	8,340.69	(174,207.03)
TOTAL OTHER PROPERTY & SERVICES	71,200	(187,000)	56,585.53	(209,670.03)
TOTAL OPERATING	9,372,300	(6,437,400)	7,167,164.47	(5,036,308.77)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

12: CAPITAL DISPOSALS AND ACQUISITIONS

GOVERNANCE

Tambellup Admin Building - solar energy

Plant Replacement

Ford Ranger dual cab - OTA (3 changeovers)

Ford Everest wagon - BH000 (2 changeovers)

LAW, ORDER & PUBLIC SAFETY

Broomehill Fire Shed

HOUSING

27 East Terrace - replace ceiling in kitchen/dining

Independent Living Units - Broomehill

Staff housing - 4x2 Lathom St, Broomehill

Staff housing - 3x2 Leven St, Broomehill

Staff housing - 3x2 Taylor St, Tambellup

Sale of 1 Janus Street, Broomehill

Sale of 11 Lavarock Street, Broomehill

Sale of 20 Henry Street, Tambellup

Sale of 27 East Terrace, Tambellup

GROH Housing - 4x2 Parnell St, Tambellup

GROH Housing - 3x2 Taylor St, Tambellup

GROH Housing - 3x2 Taylor St, Tambellup

RECREATION & CULTURE

Diprose Park - drainage improvements and shade over junior play

Tambellup Hall - replace kitchen ceiling (c/over)

Crawford Street basketball court - extend surface, improve lighting

Tambellup Pavilion Playground

TRANSPORT

Plant Replacement

Isuzu Jetpatcher - refurbish

Isuzu FRR500 tipper truck - TA386

Excavator

Reel Mower

Ford Ranger Wildtrak dual cab - TA001 (3 changeovers)

Ford Ranger Single Cab - TA052

Ford Ranger XLT dual cab - 1TA (3 changeovers)

Isuzu NLR55 SWB Light tipper - BH009

Ford Ranger dual cab - BH00 (2 changeovers)

Ford Ranger extra cab - BH014 (2 changeovers)

Ford Ranger dual cab - BH003 (2 changeovers)

Ford Ranger dual cab - TA005

John Deere Gator - TA417

Sundry Plant

TRANSPORT

Townscape

Townscape Plan - Broomehill & Tambellup

Road Construction

Tambellup West Rd - stabilise patches & reseal SLK 23.29 to 26.51

Gnow-Tambellup Rd - stabilise patches & reseal SLK 21.06 to 26.2

Gnow-Tambellup Rd - stabilise patches & reseal SLK 9.96 to 13.21

Toolbrunup Road - stabilise patches & reseal SLK 21.44 to 23.98

	Revised Budget Revenue 2019/20	Revised Budget Expense 2019/20	Actual Revenue 2019/20	Actual Expense 2019/20
P&E	0	(15,000)	0.00	(8,150.00)
P&E	146,000	(156,000)	0.00	0.00
P&E	88,000	(98,000)	87,940.92	(100,804.56)
Total	234,000	(269,000)	87,940.92	(108,954.56)
L&B	0	(464,000)	0.00	(48,623.08)
Total	0	(464,000)	0.00	(48,623.08)
L&B	0	0	0.00	0.00
L&B	0	(1,280,000)	0.00	(1,287,407.08)
L&B	0	(520,000)	0.00	(474,534.58)
L&B	0	(490,000)	0.00	(441,865.69)
L&B	0	(490,000)	0.00	(577,956.40)
L&B	280,000	0	241,000.00	0.00
L&B	200,000	0	0.00	0.00
L&B	220,000	0	0.00	0.00
L&B	240,000	0	0.00	0.00
L&B	0	(550,000)	0.00	(559,229.89)
L&B	0	(500,000)	0.00	(471,162.33)
L&B	0	(500,000)	0.00	(467,060.02)
Total	940,000	(4,330,000)	241,000.00	(4,279,215.99)
I-O	0	(55,000)	0.00	0.00
L&B	0	0	0.00	0.00
I-O	0	0	0.00	(730.91)
I-O	0	(22,000)	0.00	(22,064.04)
Total	0	(77,000)	0.00	(22,794.95)
P&E	0	(40,000)	0.00	0.00
P&E	27,700	(75,900)	27,727.27	(84,880.29)
P&E	0	(100,000)	0.00	0.00
P&E	0	(60,000)	0.00	(61,890.00)
P&E	130,000	(140,000)	86,293.71	(94,930.07)
P&E	35,000	(40,000)	31,818.18	(42,616.90)
P&E	125,000	(135,000)	38,000.00	(45,620.81)
P&E	23,000	(43,000)	24,545.45	(45,307.55)
P&E	70,000	(80,000)	27,272.73	(37,041.45)
P&E	82,000	(90,000)	0.00	0.00
P&E	90,000	(100,000)	36,363.64	(47,420.95)
P&E	35,000	(40,000)	32,123.47	(38,498.72)
P&E	5,000	(26,500)	5,029.00	(26,529.00)
P&E	0	(20,000)	0.00	0.00
I-O	0	(200,000)	0.00	(55,242.64)
I-R	0	(161,500)	0.00	(110,034.28)
I-R	0	(195,000)	0.00	(98,351.65)
I-R	0	(195,000)	0.00	(65,209.97)
I-R	0	(273,000)	0.00	(223,609.67)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

12: CAPITAL DISPOSALS AND ACQUISITIONS

Road Construction

Pootenup Road - stabilise patches & reseal SLK 0.00 to 5.46

Toolbrunup Road - widen seal SLK 17.71 to 18.99

Roads to Recovery

Flat Rocks Road - construct & seal 3km

Morgan Road - seal

McGuire Road - seal

Pallinup Road - reconstruct & seal 4km

Footpaths

Footpath Plan

Add back Job Depreciation

ECONOMIC SERVICES

Tambellup Caravan Park - investigate development of former Bo

Design - Holland Track Interpretive Centre & incorporate existing

Chalets - Broomehill Caravan Park

Water Harvesting - CBH Dam to Complex/Caravan Park

Sale of Lot 19 Taylor St, Tambellup

Total

LAND HELD FOR RESALE

LAND & BUILDINGS

PLANT & EQUIPMENT

INFRASTRUCTURE - ROADS

INFRASTRUCTURE - PARKS

RESERVE TRANSFERS - from/(to)

Leave Reserve

Plant Replacement Reserve

Building Reserve

Computer Reserve

Tambellup Rec Ground & Pavilion Reserve

Broomehill Rec Complex Reserve

Building Maintenance Reserve

Sandalwood Villas Reserve

Broomehill Synthetic Bowling Green Replacement Reserve

Refuse Sites Post Closure Management Reserve

Lavieville Lodge Reserve

Townscape Plan Implementation Reserve

Tambellup Synthetic Bowling Green Replacement Reseve

Tourism & Economic Development Reserve

LOANS

Loan Repayments

Proceeds from New Loans

Proceeds - Short Term Loan Facilities

Repayment- Short Term Loan Facilities

TOTAL CAPITAL

	Revised Budget Revenue 2019/20	Revised Budget Expense 2019/20	Actual Revenue 2019/20	Actual Expense 2019/20
I-R	0	(141,600)	0.00	(87,199.26)
I-R	0	(360,000)	0.00	(259,490.37)
I-R	0	0	0.00	(1,289.56)
I-R	0	0	0.00	(4,031.20)
I-R	0	0	0.00	(2,016.24)
I-R	0	(404,100)	0.00	(399,117.58)
I-R	0	(35,000)	0.00	0.00
I-R	0	131,500	0.00	97,975.00
Total	622,700	(2,824,100)	309,173.45	(1,732,353.16)
I-O	0	0	0.00	0.00
I-O	0	(20,000)	0.00	0.00
L&B	0	(255,000)	0.00	(629.56)
I-O	0	(107,500)	0.00	(38,559.71)
L&B	50,000	0	0.00	0.00
Total	50,000	(382,500)	0.00	(39,189.27)
	1,846,700	(8,346,600)	638,114.37	(6,231,131.01)
LR	0	0	0.00	0.00
L&B	990,000	(5,049,000)	241,000.00	(4,328,468.63)
P&E	856,700	(1,259,400)	397,114.37	(633,690.30)
I-R	0	(1,633,700)	0.00	(1,152,374.78)
I-O	0	(404,500)	0.00	(116,597.30)
	1,846,700	(8,346,600)	638,114.37	(6,231,131.01)
	52,700	(52,200)	0.00	(51,458.01)
	387,700	(309,000)	99,400.00	(103,741.78)
	958,300	(1,095,000)	250,000.00	(103,139.34)
	0	(11,000)	0.00	(10,630.28)
	0	(6,200)	0.00	(5,703.83)
	0	(10,600)	0.00	(9,775.47)
	56,000	(10,800)	0.00	(10,945.89)
	0	(12,000)	0.00	(11,136.31)
	0	(10,100)	0.00	(9,512.75)
	0	(5,700)	0.00	(5,381.43)
	0	(11,700)	0.00	(10,977.41)
	200,000	(7,000)	56,200.00	(4,234.61)
	0	(7,800)	0.00	(7,756.95)
	20,000	(20,300)	0.00	(20,546.88)
	1,674,700	(1,569,400)	405,600.00	(364,940.94)
	0	(90,900)	0.00	(51,656.96)
	995,700	0	995,700.00	0.00
	2,071,700	0	845,000.00	0.00
	0	(2,071,700)	0.00	(845,000.00)
	3,067,400	(2,162,600)	1,840,700.00	(896,656.96)
	6,588,800	(12,078,600)	2,884,414.37	(7,492,728.91)

SHIRE OF BROOMEHILL-TAMBELLUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

13: TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows -

Description	Opening Balance 1 July 2019	Amount Received	Amount Paid	Closing Balance
Hall Bonds	1,500.00	2,474.00	(3,974.00)	0.00
Key Bonds	150.00	0.00	(150.00)	0.00
Equipment Bonds	0.00	0.00	0.00	0.00
House Bonds	1,940.00	0.00	(1,940.00)	0.00
Nomination Deposits	0.00	240.00	(240.00)	0.00
Great Southern Treasures	48,837.19	44,100.00	(92,937.19)	0.00
Broomehill Liaison Group	1,243.74	0.00	0.00	1,243.74
Fire Prevention	4,834.27	1,000.00	0.00	5,834.27
Youth Support Donations	130.00	0.00	0.00	130.00
Tourism Donations	43.83	0.00	0.00	43.83
Roadwise	329.18	0.00	0.00	329.18
University Block - Building Retention Bonds	2,456.49	0.00	(2,456.49)	0.00
A Smart Start Program	131,993.96	0.00	(131,993.96)	0.00
Broomehill Dramatic Society	3,417.86	0.00	0.00	3,417.86
Rates - held in trust upon sale of property	4,149.34	0.00	0.00	4,149.34
Buildng Retention Bonds - RM Smith	0.00	71,179.70	(71,179.70)	0.00
Building Retention Bonds - K Built	0.00	60,758.36	(60,758.36)	0.00
Building Retention Bonds - NW Tears	0.00	48,500.00	(48,500.00)	0.00
Unclaimed Monies (2003)	1,566.00	0.00	(1,566.00)	0.00
	202,591.86	228,252.06	(415,695.70)	15,148.22



Department of
**Local Government, Sport
and Cultural Industries**

National Redress Scheme for Institutional Child Sexual Abuse

**Department of Local Government, Sport
and Cultural Industries**

Information Paper

3 February 2020

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1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS

The Western Australian Government (the State), through the Department of Local Government, Sport and Cultural Industries (DLGSC), has been consulting with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme (the Scheme) with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Following this initial consultation and feedback gathered, the State Government considered a range of options regarding WA local government participation in the Scheme and reached a final position in December 2019.

DLGSC, supported by the Departments of Justice and Premier and Cabinet, will again engage with WA local governments in early 2020, to inform of the:

- State's decision and the implications for the sector (see [Section 4](#));
- Support (financial and administrative) to be provided by the State; and
- Considerations and actions needed to prepare for participation in the Scheme from 1 July 2020 (see [Section 5](#)).

DLGSC's second phase of engagement with WA local governments is summarised in the table below:

Description and Action	Agency	Timeline
Distribution of Information Paper to WA Local Governments	DLGSC	3 February 2020
WALGA hosted webinar	DLGSC / DPC	18 February 2020
Metro and Country Zone meetings	WA LG's / DLGSC	19 to 24 February 2020
State Council meeting – Finalisation of Participation arrangements	WALGA	4 March 2020
WALGA hosted webinar – Participation arrangements	DLGSC/ DPC	Mid-March 2020

Further information about the Royal Commission is available at [Appendix A](#) and the National Redress Scheme at [Appendix B](#) of this Information Paper.

The information in this Paper may contain material that is confronting and distressing. If you require support, please [click on this link](#) to a list of available support services.

2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME

The WA Parliament passed the legislation required to allow for the Government and WA based non-government institutions to participate in the National Redress Scheme. The *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018* (WA) took effect on 21 November 2018.

The WA Government commenced participating in the Scheme from 1 January 2019.

The State Government's Redress Coordination Unit within the Office of the Commissioner for Victims of Crime, Department of Justice:

- Acts as the State Government's single point of contact with the Scheme;
- Coordinates information from State Government agencies to the Scheme; and
- Coordinates the delivery of Direct Personal Responses (DPR) to redress recipients (at their request) by responsible State Government agencies to redress recipients.

CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), Local Governments may be considered a State Government institution.¹

There are several considerations for the State Government and Local Governments (both individually and collectively) about joining the Scheme.

The State Government considers a range of factors relating to organisations or bodies participation in the Scheme, before their inclusion in the declaration as a State Government institution. These factors include the capability and capacity of the agencies or organisations to:

- Respond to requests for information from the State Government's Redress Coordination Unit within prescribed timeframes;
- Financially contribute to the redress payment made by the Scheme on behalf of the agency or body; and
- Comply with the obligations of participating in the Scheme and the Commonwealth legislation.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's declaration. This was to allow consultation to occur with the local government sector about the Scheme, and for fuller consideration to be given to the mechanisms by which the sector could best participate in the Scheme.

¹ Section 111(1)(b).

3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR

The Department of Local Government, Sport and Cultural Industries (DLGSC) has been leading an information and consultation process with the WA local government sector about the Scheme. The Departments of Justice and Premier and Cabinet (DPC) have been supporting DLGSC in the process, which aimed to:

- Raise awareness about the Scheme;
- Identify whether local governments are considering participating in the Scheme;
- Identify how participation may be facilitated; and
- Enable advice to be provided to Government on the longer-term participation of WA local governments.

DLGSC distributed an initial *Information and Discussion Paper* in early January 2019 to WA local governments, the WA Local Government Association (WALGA), Local Government Professionals WA (LG Pro) and the Local Government Insurance Scheme (LGIS). Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments and involved:

- an online webinar to 35 local governments, predominantly from regional and remote areas;
- presentations at 12 WALGA Zone and LG Pro meetings; and
- responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations that the local government sector had, at the time, a very low level of awareness of the Scheme prior to the consultations occurring, and that little to no discussion had occurred within the sector or individual local governments about the Scheme. Local governments were most commonly concerned about the:

- Potential cost of redress payments;
- Availability of historical information;
- Capacity of local governments to provide a Direct Personal Response (apology) if requested by redress recipients;
- Process and obligations relating to maintaining confidentiality if redress applications are received, particularly in small local governments;
- Lack of insurance coverage of redress payments by LGIS, meaning local governments would need to self-fund participation and redress payments.

LGIS Update (April 2019) – National Redress Scheme

LGIS published and distributed an update regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

WALGA State Council Resolution

The WALGA State Council meeting of 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

It is understood that this recommendation was made with knowledge that it is ultimately a State Government decision as to whether:

- Local governments can participate in the Scheme as part of the State's Government's declaration; and
- The State Government will fund local government redress liability.

4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME

Following the initial consultation process, a range of options for local government participation in the Scheme were identified by the State Government including:

1. WA Local governments be **excluded** from the State Government's declaration of participating institutions.

This means that: local governments may choose not to join the Scheme; or join the Scheme individually or as group(s), making the necessary arrangements with the Commonwealth and self-managing / self-funding all aspects of participation in the Scheme.

2. WA Local governments be **included** in the State Government's declaration of participating institutions.

There were three sub-options for ways local government participation as a State Government institution could be accommodated:

- a. Local governments cover all requirements and costs associated with their participation;
- b. The State Government covers payments to the survivor arising from local governments' participation, with costs other than payments to the survivor (including counselling, legal and administrative costs) being funded by local governments; or
- c. An arrangement is entered into whereby the State Government and local governments share the requirements and costs associated with redress – for example, on a capacity to pay and deliver basis.

The State Government considered the above options and resolved via the Community Safety and Family Support Cabinet Sub-Committee (December 2019) to:

- Note the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Note the options for WA local government participation in the Scheme;
- Agree to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agree to the DLGSC leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

KEY ASPECTS OF THE STATE'S DECISION

For clarity, the State's decision that means the following financial responsibilities are to be divided between the State Government and the individual local government that has a Redress application submitted, and then subsequently accepted by the Scheme Operator as a Redress claim.

State Government

The State Government will cover the following:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response or DPR (Apology) to the survivor if requested (on a fee for service basis with costs covered by the individual local government – see below).

Individual Local Government

The individual local government will be responsible for:

- Costs associated with gathering their own (internal) information if requested in a Redress application;
- Providing the State with the necessary information to participate in the Scheme; and
- Costs associated the delivery of a DPR (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). *

* note – The State's decision includes that all DPR's will be coordinated and facilitated by the Redress Coordination Unit (Department of Justice) on every occasion, if a DPR is requested by the survivor.

This decision was made on the basis that:

- State Government financial support for local government participation in the Scheme, as set out, will ensure that redress is available to as many WA survivors of institutional child sexual abuse as possible.
- The demonstration of leadership by the State Government, as it will be supporting the local government sector to participate in the Scheme and recognising the WALGA State Council resolution of 3 July 2019, is consistent with the local government sector's preferred approach.
- Contributes to a nationally consistent approach to the participation of local governments in the Scheme, and particularly aligns with the New South Wales, Victorian and Tasmanian Governments' arrangements. This provides opportunity for the State Government to draw on lessons learned through other jurisdictions' processes.
- Ensures a consistent and quality facilitation of a DPR (by the State) if requested by the survivor.
- State Government financial support for any local government redress claims does not imply State Government responsibility for any civil litigation against local governments.

Noting the State's decision, a range of matters need to be considered and arrangements put in place to facilitate local governments participating with the State Government's declaration and meeting the requirements of the Scheme. Those arrangements will:

- provide for a consistent response to the Scheme by WA Government institutions, and for WA survivors accessing the Scheme; and
- mitigate concerns raised by local governments during consultations about complying with the processes and requirements of the Scheme.

5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS

Following the State's decision, a range of matters need to be considered by each local government and in some cases, actions taken in preparation for participating in the Scheme, these include:

CONFIDENTIALITY

- Information about applicants and alleged abusers included in RFIs (Requests for Information) is sensitive and confidential and is considered protected information under *The National Redress Act*, with severe penalties for disclosing protected information.
- Individual local governments will need to consider and determine appropriate processes to be put in place and staff members designated to ensure information remains confidential.

APPLICATION PROCESSING / STAFFING

- The timeframes for responding to an RFI are set in *The Act* and are 3 weeks for priority application and 7 weeks for non-priority applications. This RFI process will be supported by the State (DLGSC and the Redress Coordination Unit).
- Careful consideration should be given to determining which position will be responsible for receiving applications and responding to RFIs, due to the potentially confronting content of people's statement of abuse.
- Support mechanisms should be in place for these staff members, including access to EAP (Employee Assistance Program) or other appropriate support.
- The need for the appointed position and person(s) to have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest.
- The responsible position(s) or function(s) would benefit from being kept confidential in addition to the identity of the person appointed to it.

RECORD KEEPING

- The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements of the *State Records Act 2000*.
- Consider secure storage of information whilst the RFI is being responded to.

REDRESS DECISIONS

- Decisions regarding redress applicant eligibility and responsible institution(s) are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State government does not have any influence on the decision made.
- There is no right of appeal.

MEMORIALS

- Survivors (individuals and / or groups) from within individual communities may ask about the installation of memorials. The State Government's view is to only consider memorialising groups, however locally, this is a decision of an individual local government.

6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME

In addition to the second-phase information process outlined in section 1, the State will develop:

1. A Memorandum of Understanding (MOU) - to be executed between the State and WALGA following the (WALGA) State Council meeting on 4 March 2020.

The MOU will capture the overall principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration; and

2. Template Service Agreement – that will be executed on an 'as needed' basis between the State and an individual local government, if a redress application is received.

DLGSC and the Department of Justice will work with WALGA / LGPro and all local governments to prepare for participation in the Scheme including:

- Identifying appropriate positions, staff and processes to fulfil requests for information;
- Ensuring local governments have delegated authority to an officer to execute a service agreement with the State if needed;

The State will prepare a template Council report, where all WA local governments will be asked to delegate authority to an appropriate officer in advance, able to execute a service agreement if required. This is necessary as priority requests for information under the Scheme, are in a shorter turnaround time than Council meeting cycles and therefore, cannot be undertaken at the time.

- Ensuring local government have established appropriate processes and can fulfil Scheme obligations (particularly in terms of confidentiality, record keeping etc); and
- Gathering the necessary facility and service information from all individual local governments to commence participation in the Scheme. This information will be provided to the Commonwealth, loaded into the Scheme database and used to facilitate an individual local government's participation in the National Redress Scheme.

ACKNOWLEDGEMENTS

The contents of this Information and Discussion Paper includes extracts from the following identified sources. Information has been extracted and summarised to focus on key aspects applicable to the Department of Local Government, Sport and Cultural Industries' key stakeholders and funded bodies:

- The Royal Commission into Institutional Responses to Child Sexual Abuse – Final Report.

To access a full version of the Royal Commission's Findings and the Final Report, please follow the link at <https://www.childabuseroyalcommission.gov.au/>

- Western Australian State Government response to the Royal Commission (27 June 2018).

To access a full version of the State Government's detailed response and full report, please follow the link at [https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-\(June-2018\).aspx](https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-(June-2018).aspx)

- More information on the National Redress Scheme can be found at www.nationalredress.gov.au.
- The full National Redress Scheme - Participant and Cost Estimate (July 2015) Report at <https://www.dlgsc.wa.gov.au/resources/publications/Pages/Child-Abuse-Royal-Commission.aspx>

FOR MORE INFORMATION

Please contact:

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APPENDIX A

ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions² to protect children from child sexual abuse, report abuse, and respond to child sexual abuse. The Royal Commission's Terms of Reference required it to identify what institutions should do better to protect children in the future, as well as what should be done to:

- achieve best practice in reporting and responding to reports of child sexual abuse;
- eliminate impediments in responding to sexual abuse; and
- address the impact of past and future institutional child sexual abuse.

The Western Australian Government (State Government) strongly supported the work of the Royal Commission through the five years of inquiry, presenting detailed evidence and submissions and participating in public hearings, case studies and roundtables.

The Royal Commission released three reports throughout the inquiry: *Working with Children Checks* (August 2015); *Redress and Civil Litigation* (September 2015) and *Criminal Justice* (August 2017). The Final Report (Final Report) of the Royal Commission into Institutional Responses to Child Sexual Abuse incorporated the findings and recommendations of the previously released reports and was handed down on 15 December 2017. To access a full version of the Royal Commission's Findings and the Final Report, follow the link at <https://www.childabuseroyalcommission.gov.au/>

The Royal Commission made 409 recommendations to prevent and respond to institutional child sexual abuse through reform to policy, legislation, administration, and institutional structures. These recommendations are directed to Australian governments and institutions, and non-government institutions. One specific recommendation was directed at Local Government, while many others will directly or indirectly impact on the organisations that Local Government works with and supports within the community.

Of the 409 recommendations, 310 are applicable to the Western Australian State Government and the broader WA community.

² * For clarity in this Paper, the term 'Institution' means any public or private body, agency, association, club, institution, organisation or other entity or group of entities of any kind (whether incorporated or unincorporated), however described, and:

- Includes for example, an entity or group of entities (including an entity or group of entities that no longer exist) that provides, or has at any time provided, activities, facilities, programs or services of any kind that provide the means through which adults have contact with children, including through their families
- Does not include the family.

THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION

The State Government examined the 310 applicable recommendations and provided a comprehensive and considered response, taking into account the systems and protections the State Government has already implemented. The State Government has accepted or accepted in principle over 90 per cent of the 310 applicable recommendations.

The State Government's response was released on 27 June 2018 fulfilling the Royal Commission recommendation 17.1, that all governments should issue a formal response within six months of the Final Report's release, indicating whether recommendations are accepted; accepted in principle; not accepted; or will require further consideration. The WA Government's response to the Royal Commission recommendations can be accessed at:

<http://www.dpc.wa.gov.au/childabuseroyalcommission>

The State Government has committed to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The State Government's overall approach to implementation of reforms is focused on:

- Stronger Prevention (including Safer Institutions and Supportive Legislation)
 - Create an environment where children's safety and wellbeing are the centre of thought, values and actions;
 - Places emphasis on genuine engagement with and valuing of children;
 - Creates conditions that reduce the likelihood of harm to children and young people.
- Reliable Responses (including Effective Reporting)
 - Creates conditions that increase the likelihood of identifying any harm;
 - Responds to any concerns, disclosures, allegations or suspicions of harm.
- Supported Survivors (including Redress).

Many of the recommendations of the Royal Commission have already been addressed through past work of the State Government, and others working in the Western Australian community to create safe environments for children. This work is acknowledged and where appropriate, will be built upon when implementing reforms and initiatives that respond to the Royal Commission's recommendations.

APPENDIX B

NATIONAL REDRESS SCHEME - FURTHER INFORMATION

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse.

The National Redress Scheme (the Scheme):

- Acknowledges that many children were sexually abused in Australian institutions;
- Recognises the suffering they endured because of this abuse;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a redress-payment.

The National Redress Scheme involves:

- People who have experienced institutional child sexual abuse who can apply for redress;
- The National Redress Scheme team — Commonwealth Government staff who help promote the Scheme and process applications;
- Redress Support Services — free, confidential emotional support and legal and financial counselling for people thinking about or applying to the Scheme;
- Participating Institutions that have agreed to provide redress to people who experienced institutional child sexual abuse; and
- Independent Decision Makers who will consider applications and make recommendations and conduct reviews.

The National Redress Scheme formally commenced operation on 1 July 2018 and offers eligible applicants three elements of redress:

- A direct personal response from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

Importantly, the Scheme also provides survivors with community based supports, including application assistance; financial support services; and independent legal advice. The Scheme is administered by the Commonwealth Government on behalf of all participating governments, and government and non-government institutions, who contribute on a 'responsible entity pays' basis.

Institutions that agree to join the Scheme are required to adhere to the legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

More information on the Scheme can be found at www.nationalredress.gov.au or the [National Redress Guide](#).

SURVIVORS IN THE COMMUNITY

Throughout the five years of its inquiry, the Royal Commission heard detailed evidence and submissions, and held many public and private hearings, case studies and roundtables. Most notably, the Royal Commission heard directly from survivors of historical abuse.

The Royal Commission reported that survivors came from diverse backgrounds and had many different experiences. Factors such as gender, age, education, culture, sexuality or disability had affected their vulnerability and the institutions response to abuse.

The Royal Commission, however, did not report on the specific circumstances of individuals with the details of survivors protected; the circumstances of where and within which institutions their abuse occurred is also protected and therefore unknown. Further, survivors within the WA community may have chosen to not disclose their abuse to the Royal Commission.

Accordingly, it is not known exactly how many survivors were abused within Western Australian institutions, including within Local Government contexts. Within this context of survivors in the community, who may or may not be known, consideration needs to be given to how all institutions, including local governments, can fulfil the Royal Commission's recommendation in relation to redress.

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse. This report also recommended that Governments around Australia remove the limitation periods that applied to civil claims based on child sexual abuse, and consequently prevented survivors – in most cases – pursuing compensation through the courts.

As a result of reforms made in response to these recommendations, WA survivors now have the following options to receive recognition of their abuse:

1. Pursuing civil court action(s) against the perpetrator and/or the responsible institution. The *Civil Liability Legislation Amendment (Child Sexual Abuse Actions) Act 2018* (WA) took effect on 1 July 2018, removing the limitation periods that previously prevented persons who had experienced historical child sexual abuse from commencing civil action.
2. Applying to the National Redress Scheme, which provides eligible applicants with a monetary payment, funds to access counselling and an apology. Note, to receive redress the responsible institution(s) will need to have joined the Scheme.

TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS

At the time of the State Government joining the Scheme, only two jurisdictions had made a decision about the treatment of local governments. All jurisdictions have since agreed to include local governments within their respective declarations, with the exception of South Australia (SA). The SA Government is still considering their approach.

It is understood that all jurisdictions, with the exception of SA, are either covering the redress liability associated with local government participation in the Scheme or entering into a cost sharing arrangement. The table below provides a summary of other jurisdictions' positions.

Jurisdiction	Position
Commonwealth	<ul style="list-style-type: none"> No responsibility for local governments. The Commonwealth Government has indicated preference for a jurisdiction to take a consistent approach to the participation of local governments in the Scheme.
Australian Capital Territory (ACT)	<ul style="list-style-type: none"> ACT has no municipalities, and the ACT Government is responsible for local government functions. ACT has therefore not been required to explore the issue of local government participation in the Scheme.
New South Wales (NSW)	<ul style="list-style-type: none"> In December 2018, the NSW Government decided to include local councils as NSW Government institutions and to cover their redress liability. The NSW Office for Local Government is leading communications with local councils about this decision. NSW's declaration of participating institutions will be amended once preparation for local council participation is complete.
Northern Territory (NT)	<ul style="list-style-type: none"> The NT Government has consulted all of the Territory's local governments, including individually visiting each local government. NT is in the process of amending Territory's declaration of participating institutions to include local governments.
Queensland	<ul style="list-style-type: none"> Queensland is finalising a memorandum of understanding (MOU) with the Local Government Association of Queensland to enable councils to participate in the Scheme as State institutions. The MOU includes financial arrangements that give regard to individual councils' financial capacity to pay for redress.
South Australia (SA)	<ul style="list-style-type: none"> Local governments are not currently included in the SA Government's declaration The SA Government is still considering its approach to local governments.
Tasmania	<ul style="list-style-type: none"> Local Governments have agreed to participate in the Scheme and will be included as a state institution in the Tasmanian Government's declaration. A MOU with local governments is being finalised, ahead of amending Tasmania's declaration.
Victoria	<ul style="list-style-type: none"> The Victorian Government's declaration includes local governments. The Victorian Government is covering local governments' redress liability.
Western Australia (WA)	<ul style="list-style-type: none"> The WA Government has excluded local governments from its declaration, pending consultation with the local government sector.

TIMEFRAME TO JOIN THE SCHEME

Institutions can join the Scheme within the first two years of its commencement. This means that institutions can join the Scheme up to and including 30 June 2020 (the second anniversary date of the Scheme). The Commonwealth Minister for Social Services may also provide an extension to this period to allow an institution to join the Scheme after this time. However, it is preferred that as many institutions as possible join the Scheme within the first two years to give certainty to survivors applying to the Scheme about whether the institution/s in which they experienced abuse will be participating.

If an institution has not joined the Scheme, they are not a participating institution. However, this will not prevent a person from applying for redress. In this circumstance, a person's application cannot be assessed until the relevant institution/s has joined the Scheme. The Scheme will contact the person to inform them of their options to either withdraw or hold their application. The Scheme will also contact the responsible institution/s to provide information to aid the institution/s to consider joining the Scheme.

THE SCHEME'S STANDARD OF PROOF

The Royal Commission recommended that 'reasonable likelihood' should be the standard of proof for determining eligibility for redress. For the purposes of the Scheme, 'reasonable likelihood' means the chance of the person being eligible is real and is not fanciful or remote and is more than merely plausible.

When considering a redress application, the Scheme Operator must consider whether it is reasonably likely that a person experienced sexual abuse as a child, and that a participating institution is responsible for an alleged abuser/s having contact with them as a child. In considering whether there was reasonable likelihood, all the information available must be taken into account.

Where a participating institution does not hold a record (i.e. historical information), the Scheme Operator will not be precluded from determining a person's entitlement to redress. The information to be considered by the Scheme Operator includes:

- The information contained in the application form (or any supplementary information provided by a person by way of statutory declaration);
- Any documentation a person provided in support of their application;
- The information provided by the relevant participating institution/s in response to a Request for Information from the Operator, including any supporting documentation provided; and
- Any other information available including from Scheme holdings (for example where the Scheme has built up a picture of relevant information about the same institution during the relevant period, or the same abuser).

It should be noted that the 'reasonable likelihood' standard of proof applied by the Scheme is of a lower threshold (or a lower standard of proof) than the common law standard of proof applied in civil litigation – the 'balance of probabilities'. Please see 11.7 of the Royal Commission's *Redress and Civil Litigation Report (2015)* for additional information on the difference between the two.

MAXIMUM PAYMENT AND SHARED RESPONSIBILITY

The amount of redress payment a person can receive depends on a person's individual circumstances, specifically the type of abuse the person experienced.

A person may only make one application for redress. The maximum redress payment payable under the scheme to an applicant is \$150,000 in total.

The payment of redress is made by the institution(s) found responsible for exposing the individual to the circumstances that led to the abuse.

There may be instances where one or more institutions are found to be jointly responsible for the redress payment to a person, and instances where a person may have experienced abuse in one or more different institutions. In such situations, the redress payable by an institution will be apportioned in accordance with the Scheme's assessment framework - see <https://www.legislation.gov.au/Details/F2018L00969> and method statement - see <http://guides.dss.gov.au/national-redress-guide/4/1/1>

Prior payments made by the responsible institution for the abuse to the applicant (e.g. ex-gratia payments) will be taken into account and deducted from the institutions' redress responsibility.

EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS

Accepting an offer of redress has the effect of releasing the responsible participating institution/s and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person agrees to not bring or continue any civil claims against the responsible participating institution/s in relation to any abuse within the scope of the Scheme.

If a responsible participating institution/s is a member of a participating group, the person will be releasing the other associated institutions and officials within that group from any civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme.

Accepting an offer of redress also has the effect of preventing a responsible participating institution from being liable to contribute to damages that are payable to the person in civil proceedings (where the contribution is to another institution or person).

In accepting the offer of redress, a person will also be consenting to allow the participating institution/s or official/s to disclose the person's acceptance of redress offer in the event that a civil claim is made. The Scheme must provide a copy of the person's acceptance of offer to each responsible institution for their records once received.

Note – the acceptance of an offer of redress does not exclude the pursuance or continuance of criminal proceedings against the abuser(s).

GSCORE – REGIONAL TRAILS MASTER PLAN
GREAT SOUTHERN TREASURES RECREATION CIRCUIT

Broomehill

The priority project identified in the Regional Trails Master Plan for Broomehill is the **Boot Rock Reserve trail**. This project was raised during discussion at the trails workshop in March 2019, and was considered as part of a bigger trail loop that included the old sports ground on Broomehill-Kojonup Rd, the walking section of the Holland Track, and a yet-to-be defined track around the Broomehill Golf Course leading back to town.

It is considered that the focus of the project in this case should be Boot Rock Reserve and the Holland Track walking section, both of which have been promoted in Great Southern Treasures marketing for the town.

Boot Rock Reserve itself is an area of natural bush 22.7ha that has a significant variety of wildflowers seasonally. There are strategic firebreaks in place already that form a circuit within the reserve, and a single entry to the site off Jetsam St. There is currently no signage in place. Consideration may be given to providing pedestrian access to Boot Rock itself through the reserve – there is currently no designated track, and the location of the Great Southern Treasures marker on Great Southern Hwy is not appropriate to allow travellers to pull off the road and have a look.

The walk section of the **Holland Track** is also able to be incorporated into the project. The track is quite well defined, however markers that were previously in place have been damaged and subsequently removed. Some clearing of the track is required. End of track signage is in place and is in good condition.

Tambellup

The priority project for Tambellup is the Tambellup Heritage Trail – an existing series of three interconnecting walk/cycle trails extending along the river and through the town centre. The trails are known as:

- The River Loop – approx. 2km gravel trail, runs along the Gordon River to the north of the Tambellup West Rd Bridge.
- The Town Loop – approx. 600m hotmix and paved pathways around Norrish St.
- The Noongar Trail – approx. 1.0km gravel trail around the former Native Reserve, south of the townsite.

Status of trails and existing signage (originally installed in 2002/2003)

Trailhead signage (2 panels – including description of trail network) is located on the path between the Railway Station and Station Masters house.

These panels have deteriorated to the point where they are no longer readable and require replacement and possible relocation.

The **Town Loop** has interpretive panels (x 15) located on buildings and along the path, with the information panel protected by a clear polycarbonate panel. A number of panels are missing, some have deteriorated due to sun exposure or other and require replacement, and a number require cleaning. All posts along the pathway are in place.

The trail surface is in good condition, being hotmix paths of at least 2m width, and town footpaths.

The **River Trail** has trailhead signage (2 panels) located at the gazebo off Tambellup West Rd, and numbered marker posts at intervals around the trail. These correspond to information in the locally produced 'Heritage Trail' brochure.

The trailhead panels have deteriorated and are no longer readable. Most of the marker posts are in place however most of the number panels have been removed and require replacement with a sturdier product.

The trail surface is compacted gravel. In the past the gravel has been treated with Dustex, a binding agent, which sets well in summer, but is sticky underfoot when it gets wet. Aggregate dust has been applied in some sections. Ants are particularly prevalent along the trail on the western side of the river. Vehicle and motorbikes access points should be blocked off for the safety of trail users. The spillway under the footbridge needs cleaning out – lots of debris and rubbish has collected there over the years, making it unsightly when the river is not flowing. Bollards were in place at either end of the footbridge to restrict use to pedestrians and cyclists however these were removed at some stage and not replaced.

The **Noongar Trail** is located on three separate parcels of land at the southern end of the townsite alongside the Gordon River. The three parcels are reserves vested in either the Tambellup Aboriginal Progress Association, or the Tambellup Noongar Land Association. The trail has trailhead signage (1 panel) located at the trail entrance off Great Southern Highway at the end of the footbridge. The signage has deteriorated and needs to be renewed. The trail surface is compacted gravel and in reasonable condition. Vehicle and motorbike access points should be blocked off for safety of trail users. **It is recommended that the Shire consults with the Noongar community to determine how they would like to see this trail used, interpreted and promoted.** For the purpose of this project, estimates for signage and trail maintenance have been included, acknowledging consultation is required.

INFRASTRUCTURE REQUIREMENTS

NOTE: Trail infrastructure – costings shown are indicative only, and have been provided by a consultant engaged by GSCORE.

- *Multi theme interpretive panel (large) – giving overview of a town, or site, surrounds and GSTRC map/information, \$10,000*
- *Trailheads at entry points to a trail \$5,000*
- *Single theme interpretive panel (located at site entry) \$2,000*
- *Waymarking and regulatory signage (camera and lookout symbols particularly required). Shield on a post \$200, 2 post signs \$400, Finger post sign \$200 and large signs \$700 - \$1,000*
- *Trail furniture e.g. picnic table, seating, shelter \$400-\$700*
- *Trail markers \$100 (based on Shire replacement of current signage Tambellup)*

BROOMEHILL

Infrastructure type	Qty	Cost	Total	Shire contribution	Cost Estimate
Townsite: Multi theme interpretive panel (large) – giving overview of a town, or site, surrounds and GSTRC map/information	1	10000	10000	Materials and labour for Installation	500
Subtotal			10000		500
Boot Rock Reserve: Walk/cycle – 1.5km					
Single theme interpretive panel Off Jetsam St - to include description of wildflowers noted in the area, photos	1	2000	2000	Materials and labour for Installation	500
Way marking 'Shield on post' on Great Southern Hwy	1	200	200	Materials and labour for Installation	200
Trail markers	10	100	1000	Materials and labour for Installation	1000
Trail marker - 'To Boot Rock'	1	100	100	Materials and labour for Installation	100
Other Trail construction –upgrade of existing firebreak				Plant, labour	5000
Subtotal			3300		6800
Holland track walk section: Walk/cycle - ??? (distance)					
Single theme interpretive panel Off Leader St - to include potted history of Holland Track	1	2000	2000	Materials and labour for Installation	500
Way marking 'Shield on post' on Great Southern Hwy 'Shield on post' on Lavarock St	2	200	400	Materials and labour for Installation	400
Trail markers	10	100	1000	Materials and labour for Installation	1000
Other Trail construction – maintenance of existing trail				Plant, labour	2000
Subtotal			3400		3900
Total Broomehill			16,700		11,200

TAMBELLUP

Infrastructure type	Qty	Cost	Total	Shire contribution	Cost Estimate
Townsite: Multi theme interpretive panel (large) – giving overview of a town, or site, surrounds and GSTRC map/information	1	10000	10000	Materials and labour for Installation	500
Subtotal			10000		500
Heritage Trail - Town Loop					
Individual interpretive panels (to upgrade existing – based on recent costs)	15	100	1500	Labour for Installation	750
Subtotal			1500		750
Heritage Trail - River Trail					
Way marking 'Shield on post' on Great Southern Hwy 'Shield on Post' on Tambellup West Rd	2	200	400	Materials and labour for Installation	400
Single theme interpretive panel Trailhead off Tambellup West Rd – to include trail map, interpretation	1	2000	2000	Materials and labour for Installation	500
Trail Markers (numbered)	10	100	1000	Materials and labour for Installation	1000
Other Trail construction – maintenance of existing trail				Plant, labour	3000
Subtotal			3400		4900
Heritage Trail - Noongar Trail					
Way marking 'Shield on post' on Great Southern Hwy	1	200	200	Materials and labour for Installation	200
Single theme interpretive panel Trailhead off Great Southern Highway – to include trail map, interpretation	1	2000	2000	Materials and labour for Installation	500
Other Trail construction – maintenance of existing trail				Plant, labour	3000
Subtotal			2200		3700
Total Tambellup			17100		9850
TOTAL PROJECT		Total funds required	\$33,800		
		Shire contribution			\$21,050



Shire of
**Broomehill
Tambellup**
looking forward

2020 - 2021 Information Brochure
and Fire Break Order



SHIRE OF BROOMEHILL-TAMBELLUP

General Shire Information

The Shire of Broomehill-Tambellup covers an area of around 2813 square kilometers, and has a population of over 1100 people. The Shire administration office is located in Tambellup; all general enquiries should be directed to the Tambellup office in the first instance. At both the Broomehill and Tambellup offices, staff are able to carry out vehicle and drivers licensing requirements, dog and cat registrations and payments, and payment of Shire accounts.

The Broomehill Public Library is located at the Broomehill Shire office while the Tambellup Library is located at the Tambellup Community Resource Centre.

Administration Office: 46-48 Norrish St, Tambellup WA 6320

Business Hours: 8:30am - 4:30pm Monday to Friday

Telephone: 08 9825 3555 **Facsimile:** 08 9825 1152

Email: mail@shirebt.wa.gov.au

Website: www.shirebt.wa.gov.au

Broomehill Public Library 08 9825 3555

Tambellup Community Resource Centre and Library 08 9825 1177

Staff

Chief Executive Officer	Keith Williams
Manager, Works	Peter Vlahov
Manager, Finance and Administration	Kay O'Neill
Works Supervisor	John Farmer
Strategic Support & Projects Officer	Pam Hull
Executive Assistant	Louise Cristinelli
Finance/Rates Officer	Rebecca Ford
Finance/Administration Officer	Marni Lloyd-Woods
Works Administration Assistant	Coral Green
Technical Officer	Joshua Ford
Customer Service Officers	Jacinta Panting
	Lesley Paskevicius
Community Emergency Services Manager	Cindy Pearce

Council Elections

Councillor elections are held every two years with the next election to be held in October 2021. Details regarding enrolment on the electoral roll, Councillor vacancies, opening date for nomination and date of election will be advertised in the local community newsletter the *Topics* and the *West Australian*.

To be able to vote in this election, residents must be enrolled on the State Electoral Roll. Non-resident owners and occupiers of rateable property in the Shire of Broomehill-Tambellup are eligible to vote if they are on the State Electoral Roll, but must submit an Enrolment Eligibility Claim form to the Shire, as enrolment is not automatic. Please contact the Shire for further information.

Building Services

Most building activity within the Shire can only be undertaken with the approval of Council. Building application forms are available from the Council office on request. The Shire of Broomehill-Tambellup has engaged the services of a Building Surveyor, who is available to assist with any building related matter. Please contact the Shire office for more information.

Health Services

The Environmental Health Officer is responsible for the implementation of the Health Act and other related legislation, in particular food handling and control legislation applicable to shops and eating-places.

The Environmental Health Officer also controls other general health matters relating to home building. Septic systems cannot be installed in any part of the Shire without the prior approval of the Environmental Health Officer. Application forms are available at the Shire office on request.

Animal Control

All dogs over the age of three (3) months old are required by State legislation to be registered and microchipped, including all farm dogs. All new dogs, that is pups and other dogs being registered for the first time, and dogs where ownership is changing will need to be microchipped.

All cats over the age of six (6) months are required by State legislation to be microchipped, sterilised and registered.

The following fees apply for registrations in the Shire of Broomehill-Tambellup:

<u>DESCRIPTION</u>	<u>1 YEAR</u>	<u>3 YEARS</u>	<u>LIFE TIME</u>
Unsterilised Dog or Bitch	\$50.00	\$120.00	\$250.00
Sterilised Dog or Bitch	\$20.00	\$42.50	\$100.00
Working Dog	\$12.50	\$30.00	\$62.50
Working Dog Sterilised	\$5.00	\$10.65	\$25.00
Registration of Cat	\$20.00	\$42.50	\$100.00
Approval to breed cats \$100.00 (per cat)			

The limit of the number of dogs which may be kept on any premises is as follows:

- (a) Premises within a townsite - 2 dogs over the age of three months and the young of those dogs under that age;
- (b) Premises outside a townsite - 4 dogs over the age of three months and the young of those dogs under that age.

Pensioners receive a 50% rebate on the above fees. Council staff must sight the pensioner concession card at time of registration.

To register a sterilised dog or cat, a certificate of sterilisation from a vet must be produced. All registrations are due on 31st October each year.

Council has engaged the services of a Ranger who visits the Shire on a regular basis. Should you require any further information on your responsibilities, registration or local dog or cat laws, please contact the Shire office.

Private Works

Council has a range of plant and equipment and qualified operators available for private works. All requests must be made through the Administration office in the first instance. Please contact the Shire office for more information.

Emergency Management

Council is required by legislation to have an Emergency Management Plan in place, outlining procedures and resources available to respond in the event of an emergency situation in our communities. The Emergency Management Plan was adopted by Council in June 2016 and is available on the Shire's website www.shirebt.wa.gov.au. Copies are also available for perusal at the Administration offices in Broomehill and Tambellup.

A Local Emergency Management Committee has been formed involving representatives from key agencies in both communities who will be responsible for implementing the Plan in the event of an emergency. The committee meets on a quarterly basis to test and monitor the Plan to ensure its continued relevance to the Broomehill and Tambellup communities.

Cover image courtesy of Keith Williams

Shire of Broomehill-Tambellup

FIRE BREAK ORDER

2020 - 2021

BUSH FIRE NOTICE AND INFORMATION

Notice to all Owners and/or Occupiers of land within the Shire of Broomehill-Tambellup.

In accordance with section 33 of the *Bush Fires Act 1954*, you are required to carry out fire prevention work on land owned or occupied by you in accordance with the provisions of this order. This order is made to advise individual land owners that it is their responsibility for fire prevention.

The penalty for non-compliance with this notice is a maximum fine of \$1000, and not withstanding prosecution, Council may enter upon the land and carry out required work at the owner's/occupier's expense.

An inspection of fire breaks and hazard removal will be carried out in Rural and Urban areas on or after 19th September each year.

BUSH FIRES ACT 1954

Shire of Broomehill-Tambellup 2020 - 2021

PART ONE - FIRE BREAK ORDER

1.0 LAND ZONED RESIDENTIAL, TOWN CENTRE, INDUSTRIAL (Townsite land)

During the period from **31st October 2020 to 15th April 2021** inclusive you shall have fire breaks in the following positions:

1.1 On land which is 4000 square metres (1 acre) or less in area, you shall remove all flammable material from the whole of the land, except live standing trees.

1.2 Land which exceeds 4000 square metres

On land which is 4000 sq metres (1 acre) or more in area, clear firebreaks not less than **2 metres** completely surrounding and not more than **20 metres** from the perimeter of all buildings, haystacks and fuel storage areas situated on the land. The height of all grass on the land is to be less than 150mm in height.

2.0 LAND ZONED RURAL RESIDENTIAL/SPECIAL RURAL (Townsite and Suburban areas)

During the period from **31st October 2020 to 15th April 2021** inclusive you shall have fire breaks in the following positions:

2.1 Clear firebreaks not less than **2 metres** completely surrounding and not more than **20 metres** from the perimeter of all buildings, haystacks and fuel storage areas situated on the land.

Minimise fire hazardous material to the satisfaction of the Chief Fire Control Officer by stocking, slashing or other means. The height of all grass on the land is to be less than 150mm in height. Properties will be inspected and orders may be issued.

3.0 LAND ZONED FARMING - HOMESTEADS, BUILDINGS, HAYSTACKS, BULK FUEL, DRUMS & LIQUID PETROLEUM

3.1 During the period from **31st October 2020 to 15th April 2021** inclusive, completely surrounding the perimeter of any homestead building (excluding isolated nonflammable buildings), fuel installation (including drums), hay stacks (but only haystacks within 100 metres of any building) or group of such structures or installations, you shall have firebreaks at least 5 metres wide (if provided by burning, cultivating or chemical spraying), or 10 metres wide (if provided by being closely grazed or mowed). These breaks are to be to the satisfaction of the Bush Fire Control Officer. Wherever the 10 metre wide alternative is chosen, the outer 3 metres of the 10 metre area must be totally free of any flammable material, and where mowing is the method used, all residue of the mowing process must be removed from the area.

3.2 Crops

Firebreaks around crops are not compulsory however landowners are strongly encouraged to maintain voluntary firebreaks.

3.3 Boundary Firebreaks

Boundary firebreaks are not compulsory within the Shire of Broomehill-Tambellup Rural Area. Council or its agents may establish firebreaks at strategic points in the Broomehill and Tambellup Suburban Areas and town sites

4.0 LAND GREATER THAN 40 HECTARES

The owner/occupier must have a mobile fire fighting unit (self-propelled, towed or slip-on) in good working order, with a minimum capacity of 400 litres.

GENERAL INFORMATION

If it is considered impractical for any reason to meet requirements under this notice on any land, you may apply to Council or its duly authorised officers for permission to provide alternative measures or to take alternative action to abate fire areas on the land. This application must be made to council or a duly authorised officer by the 15th October 2020. If permission is not granted by Council or its duly authorised officers, you shall comply with the requirements of the notice.

PLEASE NOTE: Following the method adopted by Council to inspect the firebreaks in this notice, it is not necessary for the council to notify you or give you any prior warning that legal action may proceed for failing to comply with the requirements of this notice.

HAZARD REDUCTION

Landowners are advised that inspections of properties may be carried out prior to **1st September** each year and Orders for any Hazard Reduction will be served by **1st October** each year requiring that the necessary work be undertaken prior to **1st November of that year.**

Failure to comply with Hazard Reduction Orders will result in the work being undertaken by Council or its agents at the landowners' expense.

Hazard reduction may be effected by stocking, clearing, slashing, burning or firebreaks to the area Fire Control Officer's satisfaction.

DEFINITIONS

For the purpose of this notice:

Bush: Includes trees, bushes, plants, stubble, scrub and undergrowth of all kinds whatsoever alive or dead and whether standing or not standing and also part of a tree, bush, plant or undergrowth and whether severed therefrom or not so severed.

Haystack: Means any collection of hay including round bales stacked or placed together.

Plantation Firebreaks

NOTICE to all owners and/or occupiers of land, within the Shire of Broomehill-Tambellup, currently planted, or proposed to be planted, as a Hardwood or Softwood plantation or tree farm.

PURSUANT to the powers contained in Section 33 of the Bush Fires Act 1954 you are hereby required on all Hardwood or Softwood PLANTATIONS/TREE FARMS owned or occupied by you, to plough, cultivate, scarify, burn, chemically spray or otherwise clear of all inflammable material, FIREBREAKS of dimensions as set out in this notice.

FIREBREAKS shall be installed on all PLANTATION/TREE FARMS by **31st October** annually and shall be maintained and kept clear as required by this notice until **15th April** each year.

1.0 BOUNDARY FIREBREAKS

- 1.1** Firebreaks shall be constructed fifteen (15) metres wide on the boundaries of all Plantations, Tree Farms or such other location as may be agreed to by the Council, in accordance with the requirements of definition - specification 2.2.
- 1.2** Firebreaks shall be constructed around Plantation Compartments of approximately thirty (30) hectares, in accordance with the requirements of definition—specification 2.3.

2.0 DEFINITIONS - SPECIFICATIONS

- 2.1 Plantations/Tree Farms** - A plantation tree farm is defined as an area exceeding 3 hectares within *townsites* or an area exceeding 10 hectares within *rural* areas of trees planted for *commercial purposes*.
- 2.2 Boundary Firebreaks - Fifteen (15) metre requirement -**
A boundary firebreak is defined as an area clear of all inflammable material both on ground and vertically, from the boundary inwards ten (10) metres and from this point to the first line of trees at fifteen (15) metres being a strip five (5) metres wide, maintained in a low fuel condition, eg. short grass and clear vertically, of all low overhanging branches at least four (4) metres from ground level.
- 2.3 Planting Compartments** - A planting compartment is defined as an individual area of approximately thirty (30) hectares surrounded by firebreaks cleared of all inflammable material six (6) metres wide, with a vertical clearance of all overhanging branches at least four (4) metres upwards from ground level to allow unrestricted access for firebreak maintenance and fire fighting equipment at all times.

3.0 FIRE PROTECTION OF PRIVATE HARDWOOD/SOFTWOOD PLANTATIONS

As per the Plantation Fire Protection Guidelines adopted by the Great Southern Advisory Committee. Copies of these Plantation Guidelines may be obtained from the Council office. All hardwood and softwood plantations within the Council must comply with the Plantation Fire Protection Guidelines unless approval to vary these conditions has been granted by the Council.

- 4.0 FIRE EQUIPMENT STANDARDS** - As per the Fire Equipment Standards specified in the Plantation Fire Protection Guidelines, where insufficient brigade fire fighting equipment is available for plantation fire protection or where plantation growers do not participate in the community based plantation fire equipment scheme, the following equipment levels are required.

5.0 DEFINITIONS:

Fast Attack relates to a 1 tonne 4x4 vehicle carrying minimum of 400 litres of water

2.4 Medium Duty relates to a 4x4 truck carrying 2000 litres of water

3.4 Heavy Duty relates to a 4x4 truck carrying 3000 litres of water

Appliances are to be equipped to Bush Fire Service of WA standards.

Plantation Area (ha)	Fast Attack Min 400L Capacity	2.4 Medium Duty Unit Min 2000L Capacity	3.4 Heavy Duty Unit 3000L Capacity
Up to 100	1		
101 to 1000		1	
1001 plus			1

Harvesting, Swathing and Baling of Stubble

It is hereby notified for public information that pursuant to the powers granted under regulation 38A of the Bush Fires Act, a person shall not operate or suffer the operation of a grain harvesting machine or a machine used for swathing or baling of stubble, on any land within the Shire of Broomehill-Tambellup except in accordance with the following specified condition.

HARVESTING – As per the Bush Fires Act it is now compulsory that an engine powered unit and not less than 400 litres of water be in attendance during grain harvesting operations. Trained units must have the towing vehicle attached at all times. Fire fighting unit must be situated in, or adjacent to, the paddock being harvested at all times.

SWATHERS AND BALERS: Are subject to the same conditions as harvesting during operations from **31st October 2020**.

EXCEPTION: It is not compulsory to have a fire unit in attendance during the swathing of canola.

TRACK/ROCK CHAINING: All persons are required to obtain a permit from your Fire Control Officer to Track/Rock chain during the Restricted and Prohibited Burning Periods.

BY ORDER OF THE COUNCIL

KEITH WILLIAMS

CHIEF EXECUTIVE OFFICER

Vehicle and Machinery Movement Bans in the Shire of Broomehill - Tambellup

The following definitions shall apply on the ban of vehicle and machinery movement and the operation of internal combustion engines under Regulation 28A and 38B of the Bush Fires Act.

Laneway/Roadway (non-gazetted)

A laneway roadway is defined as having a trafficable surface, free of all inflammable material, a minimum of six metres wide. Overhanging vegetation must be pruned back so as to not come into contact with parts of a vehicle.

Registered On and Off Loading Area

A registered On and Off Loading area is defined as an area free of inflammable material, save live standing trees to a radius of 20 metres from the edge of the storage facility, and has written approval of the Council to be used as such

Prescribed Fire Fighting Unit

A mobile fire fighting unit is defined of having a minimum water carrying capacity of 400 litres, fitted with a minimum of six (6) metres of nineteen (19) millimetre diameter fire fighting hose and pump capable of delivering water through an adjustable nozzle in the spray and jet configurations.

Harvest Ban

A ban on the operation of all grain harvesting machines within a Shire or part of a Shire and during a time, as specified in a notice or broadcast (Reg 38A).

A Ban on the Movement of all Vehicles and Machines and the Operation of Internal Combustion Engines

A ban on the movement of all vehicles and machinery and the operation of internal combustion engines within a Shire or part of a Shire and during a time as specified in a notice or broadcast (Reg 38A & B) with the exception of the movement of vehicles and machinery on main gazetted roads, laneways and yards. The following activities are permitted, provided these comply with specified conditions:

Regulated Activities

1. Loading and off loading of grain, fertiliser and feed is only permitted on sites which are approved and registered by Council on an annual basis and which are clear of all inflammable material save live standing trees to a radius of at least 20 metres from the outer edge of storage facility. A mobile fire fighting unit shall be in attendance at all times while the site is in use during the ban period.

(Please note that an owner or occupier of a site may appeal to the Chief Fire Control Officer in cases where approval was not granted or granted subject to additional conditions).

2. Water carting for stock and domestic purpose provided it is accompanied by a prescribed fire fighting unit, or alternatively, the water carting vehicle is a prescribed fire fighting unit.

(400L of water must be retained on the vehicle at all times)

3. All necessary travel to and from and within piggeries, sheep or cattle feed lots, provided this is undertaken in a prescribed fire fighting unit
4. All necessary carting of livestock provided that such a vehicle is accompanied by a prescribed mobile fire fighting unit.
5. Activities which receive specific exemptions from Council or the Chief Bush Fire Control Officer (CBFCO).

All other activities or operations may only be undertaken during Total Vehicle and Machinery Movement Bans and Bans on the Operation of Internal Combustion Engines after approval has been granted by the Area Fire Control Officer. Approval has to be sought on an individual basis. Approval may be subject to specified conditions. It should be noted that the approval may not be granted. If approval is given, the CBFCO may suspend the approval immediately subject to severe Bush Fire conditions as determined by the CBFCO

THE ISSUE OF A PERMIT TO LOAD AND OFFLOAD GRAIN, FERTILISER AND FEED FROM A REGISTERED SITE DOES NOT ABSOLVE THE OWNER / OCCUPIER OF THE SITE FROM LIABILITY FOR DAMAGES INCURRED AS A RESULT OF FIRE EMANATING FROM THE SITE OR CAUSED AS A RESULT OF ACTIVITIES ON THE SITE.

BY ORDER OF THE COUNCIL

KEITH WILLIAMS

CHIEF EXECUTIVE OFFICER

BUSH FIRES ACT 1954

The following information is to be read in conjunction with the Bush Fire Notice

1. IMPORTANT DATES TO REMEMBER

19th September 2020:	Commencement of Restricted Burning Period.
1st November 2020:	Commencement of Prohibited Burning Period.
14th February 2021:	Close of Prohibited Burning Period.
15th April 2021:	Close of Restricted Burning Period.
2nd April - 5th April 2021:	EASTER - BURNING PROHIBITED

2. RESTRICTED BURNING PERIOD 19TH SEPTEMBER TO 31ST OCTOBER 2020 AND 15TH FEBRUARY TO 15TH APRIL 2021 (all dates inclusive).

(Permits will not be issued for logs/ stumps/ timber heaps during period **19th September 2020 - 31st October 2020**)

The law requires a person shall not set fire to the bush during the Restricted Burning times unless they have:

1. Obtained a permit in writing from a Bush Fire Control Officer.
2. Notified all neighbours and a Bush Fire Control Officer.
3. Notified an officer of the Department of Environment & Conservation if the fire will be within 3km of a DPaW reserve

The following conditions must be complied when burning is carried out:

1. At least two able bodied persons must be in attendance, unless specified by a permit.
2. The fire may not be lit on a day on which a "catastrophic", "extreme", "severe" or "very high" danger forecast has been issued for the district.
3. The fire may not be lit on a Sunday or public holiday.
4. At least one prescribed fire unit must be in attendance.
5. Any other conditions that are prescribed by the Fire Control Officer.

3. PROHIBITED BURNING PERIOD 1ST NOVEMBER 2020 TO 14TH FEBRUARY 2021 (DATES INCLUSIVE)

Only protective burning can be carried out during the prohibited burning time and under the following conditions:

1. No burning permitted after December 20th.
2. All burning must be carried out between the hours of 6.00pm and midnight of the same day.
3. All conditions of Restricted Burning must be complied with.
4. A permit to burn must be obtained.

4. PROTECTIVE BURNING

Burning to protect a Dwelling, House, other building or a stack of produce (section 23). Section 18 of the Act must be complied with by constructing two plough firebreaks at least 2.5 metres wide and not more than 100 metres from the property to be protected.

Any protective burning that is to be carried out within the Prohibited Burning Period, from 1st November to 20th December 2020 (refer 3.1), is to be carried out between the hours of 6.00pm and midnight.

Burning road reserve and burning to protect pasture or crop (section 23). Section 18 of the Act must be complied with. In the case of burning carried out on the road reserve (only after written authorisation from the CEO) the bush will be burnt between the constructed portion of the road and established fire break on the adjoining land. In the case of burning being carried out on the private grassland the bush shall be burnt between the firebreaks that are not more than 200 metres apart and each of which is not less than 2.5 metres in width.

**5. BURNING TO COLLECT CLOVER BURR
(Section 24 & Reg. 18 to 22B).**

Burning to collect clover burr must be with a special permit issued by the Chief Fire Control Officer or CEO of the Council. A Brigade Fire Control Officer does not have the power to issue this type of permit

**6. NOXIOUS WEEDS AND DISEASED PLANTS
(SECTION 26 & 26A Reg. 26 to 36A).**

You are requested to contact your Chief Fire Control Officer, Deputy Fire Control Officer or CEO of the Council. A Brigade Fire Control Officer does not have the power to issue this type of permit.

A FIRE EXTINGUISHER MUST BE CARRIED AT ALL TIMES.

**7. OPERATION OF TRACTORS AND SELF PROPELLED HEADERS
(Section 27 Reg. 37A to 38A)**

During the Restricted and Prohibited Burning Times, all tractors and self propelled headers must not be used unless the exhaust system, if not mounted vertically, is horizontal or on any plane above the horizontal, a minimum of two metres above ground level. The system must be maintained in a sound and efficient condition and fitted with a spark arrester.

A FIRE EXTINGUISHER MUST BE CARRIED AT ALL TIMES.

**8. OPERATIONS OF CHAFF CUTTING PLANTS
(Regulation 39)**

During the Restricted and Prohibited Burning Times, a fire extinguisher together with a container holding no less than 400 litres of water must be provided at the site where any chaff cutting plant is operating. A Brigade Fire Control Officer may make any other conditions which must be carried out by the operator.

9. WHEN A FIRE ESCAPES

In the event of a fire escaping beyond the boundaries of the land in respect of which a permit to burn has been granted, the holder of such a permit shall, if possible, immediately notify the nearest authorised officer and within 24 hours of the Suppression of such fire, shall report in writing the full circumstances causing such escape to the authorised officer by whom the permit was granted.

10. CHRISTMAS DAY

Harvesting and the carting of grain are banned on Christmas day throughout the Broomehill-Tambellup Shire.

11. EASTER

Burning is prohibited during the Easter period from Good Friday to Easter Monday inclusive.

12. SWATHERS AND BALERS

Swathers and Balers are subject to the same conditions as harvesting, i.e. a mobile and operational fire fighting unit having a capacity of at least 400 litres in attendance during operations from 31st October until the end of the Restricted Burning Period.

13. OXYACETYLENE, ARC WELDERS, ANGLE GRINDERS AND OTHER POWER EQUIPMENT

Operation of Oxyacetylene, arc welders, angle grinders and other power equipment during Restricted Burning Periods require the work site to be adequately cleared of inflammable material prior to the use of the above mentioned equipment and an appropriate fire extinguisher in attendance.

14. HARVEST BAN ZONES

The Shire of Broomehill-Tambellup has been split into two zones for the purpose of imposing harvest bans and mopping up operations. The zones will be known as EASTERN ZONE and WESTERN ZONE. Any harvest ban imposed on a specific zone will also INCLUDE BOTH TOWNSITES by default. The boundary between the two zones will be along the Great Southern Highway. Please refer to the map in this booklet for more information.

BY ORDER OF THE COUNCIL

KEITH WILLIAMS

CHIEF EXECUTIVE OFFICER

PENALTIES

MAJOR OFFENCES MAY RESULT IN COURT ACTION WITH FINES RANGING FROM \$500 TO \$11,000

GENERAL INFORMATION

Fire Control Officers are the only persons permitted to issue permits.

Harvesting on Christmas Day is not permitted
within the Shire.

THERE IS NO EXCEPTION OR PROVISION FOR UNLICENSED FIRE VEHICLES TO BE TAKEN OVER OR ONTO ROADS IN ANY SITUATION

It is the intention of the shire to enforce the Fire Break Order
on all lots within the townsite and on rural land.

SUMMER VACATIONS

Please notify Fire Control Officers if you will be out of the district and if any of your
plant would be available in case of fire

NOTHING IN THE FOREGOING SHALL BE DEEMED TO RELIEVE ANY PERSON FROM LIABILITY FOR ACTIONABLE DAMAGE

SHIRE OF BROOMEHILL-TAMBELLUP

FOR ALL EMERGENCIES PHONE 000

POLICE: TAMBELLUP 9825 1003 | KATANNING 9821 1888 **SHIRE:** 9825 3555

ON THE FIREGROUND - USE UHF RADIO CHANNEL 5

VHF RADIO CHANNEL: Repeater 322 Tambellup | 231 Broomehill

HARVEST BAN HOTLINE: (08) 9825 1042

	Phone	Mobile	Call Sign
Chief Fire Control Officer			
Wayne Newbey		0429 674 182	BT1
Deputy Chief Fire Control Officer			
Kim Oliver	9825 8257	0427 258 157	BT2
Deputy Chief Fire Control Officer			
Michael Altus		0488 211 229	BT3
Fire Weather Officers	As Above		
Community Emergency Services Manager			
Cindy Pearce	0417 071 567	Central Great Southern CESM	

BROOMEHILL EAST		Call Sign	Phone	Mobile
Captain/FCO	Nathan Heron	BH EAST 1	9824 1322	0427 212 272
1st Lt	Craig Dewar	BH EAST 2	9824 1257	0429 100 239
2nd Lt	Scott Thompson	BH EAST 3	9824 1243	0428 916 131
3rd Lt	Mark Paganoni	BH EAST 4	9824 1316	0427 383 817
	Gavin Guerini	BH EAST 5	9824 1012	0488 241 012
	Luke Simpson	BH EAST 6	9825 1537	0427 251 257
	Craig Bignell	BH EAST 7	9824 1253	0408 341 253
	Nicholas Bowman	BH EAST 8		0407 967 998
	Josh Holmes	BH EAST 9		0427 253 523
Secretary	Nathan Heron		9824 1322	0427 212 272

BROOMEHILL WEST		Call Sign	Phone	Mobile
Captain/FCO	Ed Anderson	BH WEST 1		0428 221 591
1st Lt	Ben Hewson	BH WEST 2	9821 0205	0417 969 975
2nd Lt	Brant Dennis	BH WEST 3	9824 1214	0409 086 093
3rd Lt	Warwick MacMahon	BH WEST 4	9821 0255	0428 316 386
	Damien Boyle	BH WEST 5		0428 251 082
Secretary	Andrew Woithe		9824 1200	0428 241 232

BROOMEHILL CENTRAL		Call Sign	Phone	Mobile
Captain/FCO	Neil Tears	CENTRAL 1	9824 1001	0417 939 684
1st Lt	Brian Conning			0437 236 997
2nd Lt	Jonathan Webster		9824 1509	0429 441 246
3rd Lt	David Dilley		9824 1123	0429 518 415
Secretary	Lynn Dilley		9824 1123	0427 241 123

TAMBELLUP EAST

		Call Sign	Phone	Mobile
Captain/FCO	Mario Cristinelli	TA EAST 1	9825 8262	0427 258 118
1st Lt	Al Clark	TA EAST 2	9825 8204	0488 258 204
2nd Lt	Luke Patterson	TA EAST 3	9825 8120	0427 258 222
3rd Lt	Chris Rumble	TA EAST 4	9825 8188	0428 368 205
	Carl Letter	TA EAST 5	9825 8270	0427 282 053
	Ray Squibb	TA EAST 6	9825 8260	0407 984 250
	Jared White	TA EAST 7		0448 336 468
	Neal Letter	TA EAST 8		0447 258 230
Secretary	Mario Cristinelli		9825 8262	0427 258 118

TAMBELLUP WEST

		Call Sign	Phone	Mobile
Captain/FCO	Nick Lockyer	TA WEST 1	9825 1162	0429 104 129
1st Lt	Derek Sadler	TA WEST 2		0439 521 127
2nd Lt	Rhys Brown	TA WEST 3		0428 993 309
3rd Lt	Ben Wilson	TA WEST 4		0419 193 744
	Nigel Sheridan	TA WEST 5	9825 3145	0427 253 097
	John Cristinelli	TA WEST 6	9825 1159	0428 916 833
	Jedd Herbert	TA WEST 7		0427 865 008
	Jarrold Thorn	TA WEST 8	9825 3018	0428 906 310
	Andrew Bradshaw	TA WEST 9	9825 3046	0467 255 083
	Brett Green	TA WEST 10	9825 3048	0428 253 048
Secretary	Ben Wilson			0419 193 744

TAMBELLUP VFES

		Call Sign	Phone	Mobile
Captain/FCO	Laurie Hull	TA 1	9825 1176	0428 251 177
1st Lt	Allan Hankinson		9825 1065	0409 657 371
2nd Lt	Mandy Plant		9825 1662	0418 777 903
3rd Lt	Keith Williams			0423 636 272
	Geoff Hams	TA 3	9825 1009	
Secretary	Pam Hull		9825 1176	

What you need to know...

BUSH & GRASS ON ANY LAND

Burning of bush and grass is totally prohibited between **November 1st - February 14th inclusive**, except for small heaps of garden refuse as described below. For all other fires, permits are required between **September 19th - October 31st inclusive** and between **February 15th - April 15th inclusive**

BROADCAST OF FIRE BANS

Shire's Harvest Ban Hotline - 9825 1042 recorded message stating what type of ban is currently in place in the Shire and the Restricted and Prohibited Burning Period Times.

ABC Radio - will broadcast harvest bans every day at 10.05am, 11.05am, 12.35pm and 2.05pm.

SMS Messages of harvest and vehicle movement bans are sent to mobiles as soon as the information is received. Contact the Shire office if you would like to receive notification of harvest and movement bans by SMS.

Please do not rely on only one method of advice for Harvest Ban notification. A number of areas of the Shire have limited mobile reception, and as such, SMS messaging is not always an effective form of notification. The Shire's Harvest Ban Hotline is updated as soon as information is received and should be used as a reliable source of information.

Similarly, if you feel weather conditions are deteriorating but have not received advice of a ban through text message or radio broadcast, please contact your brigade Fire Control Officer or check the Harvest Ban Hotline.

HARVEST BAN ZONES

The Shire of Broomehill-Tambellup has been split into two zones for the purpose of imposing harvest bans and mopping up operations. The zones will be known as **EASTERN ZONE** and **WESTERN ZONE**, with the boundary between the two zones being along the Great Southern Highway. Any harvest ban imposed on a specific zone will also **INCLUDE BOTH TOWNSITES** by default. Please refer to the map in this booklet for more information.

FIRE DANGER

No burning of any type is permitted, including incinerator, on days of **CATASTROPHIC, EXTREME, SEVERE OR VERY HIGH FIRE DANGER**.

HOW TO OBTAIN PERMITS

Burning permits can be obtained from the Chief Fire Control Officer, Deputy Chief Fire Control Officers and Bush Fire Brigade Fire Control Officers. When applying for a permit you will be required to provide house and lot numbers and the street/road of the property for which the permit is to apply.

WHEN AND HOW TO BURN GARDEN REFUSE AND RUBBISH

From **November 1st to February 14th inclusive**, small heaps (up to one cubic metre of garden refuse) may be burnt on the ground between **6.00pm and 11.00pm**, BUT ONLY AFTER a 5 metre wide firebreak has been cleared around the fire and at least one able bodied person is in attendance at all times. The fire must be completely extinguished by midnight on the same day.

Burning is PROHIBITED on days of CATASTROPHIC, EXTREME, SEVERE OR VERY HIGH FIRE DANGER.

HINTS FOR BURNING:

- 1. Advise the permit issuing officer when you intend to burn.**
2. Do not light fires on a hot windy day. Check the fire danger forecast.
3. Do not try to burn more than you can control.
- 4. INFORM YOUR NEIGHBOURS.**
5. Make sure sparks and smoke will not affect neighbours washing, or open windows.
6. Do not burn wet or green garden clippings, tyres, plastics and chemicals as they are likely to cause dense, acrid smoke and cause inconvenience to neighbours.
7. Do not burn bottles, aerosol cans, etc as they are likely to explode.
8. Cut or rake long grass around trees, buildings and fences before burning.
9. Burn against the wind.
10. On sloping blocks burn from the top down.
11. Have a hose or spray pack to dampen down fierce fires.

Composting of garden refuse is a preferred option to burning and is a more environmentally friendly alternative.

ADVICE IS AVAILABLE FROM YOUR LOCAL BRIGADE

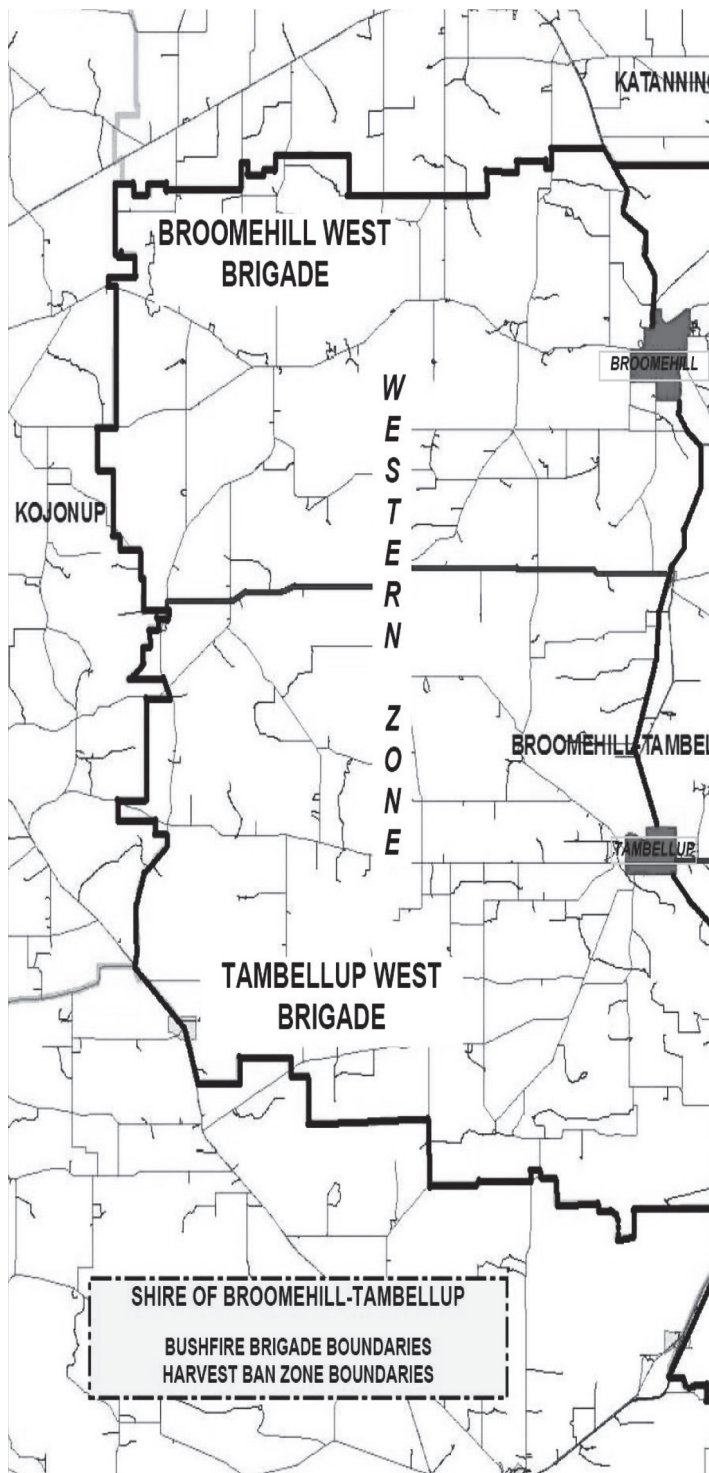
All Brigades welcome people who are prepared to join and assist in fire prevention and fire fighting. Further information can be obtained by contacting your local Brigade Fire Control Officer, Bush Fire Brigade Secretary or the Shire of Broomehill-Tambellup, phone 9825 3555. Induction training is available and recommended for all new volunteers.

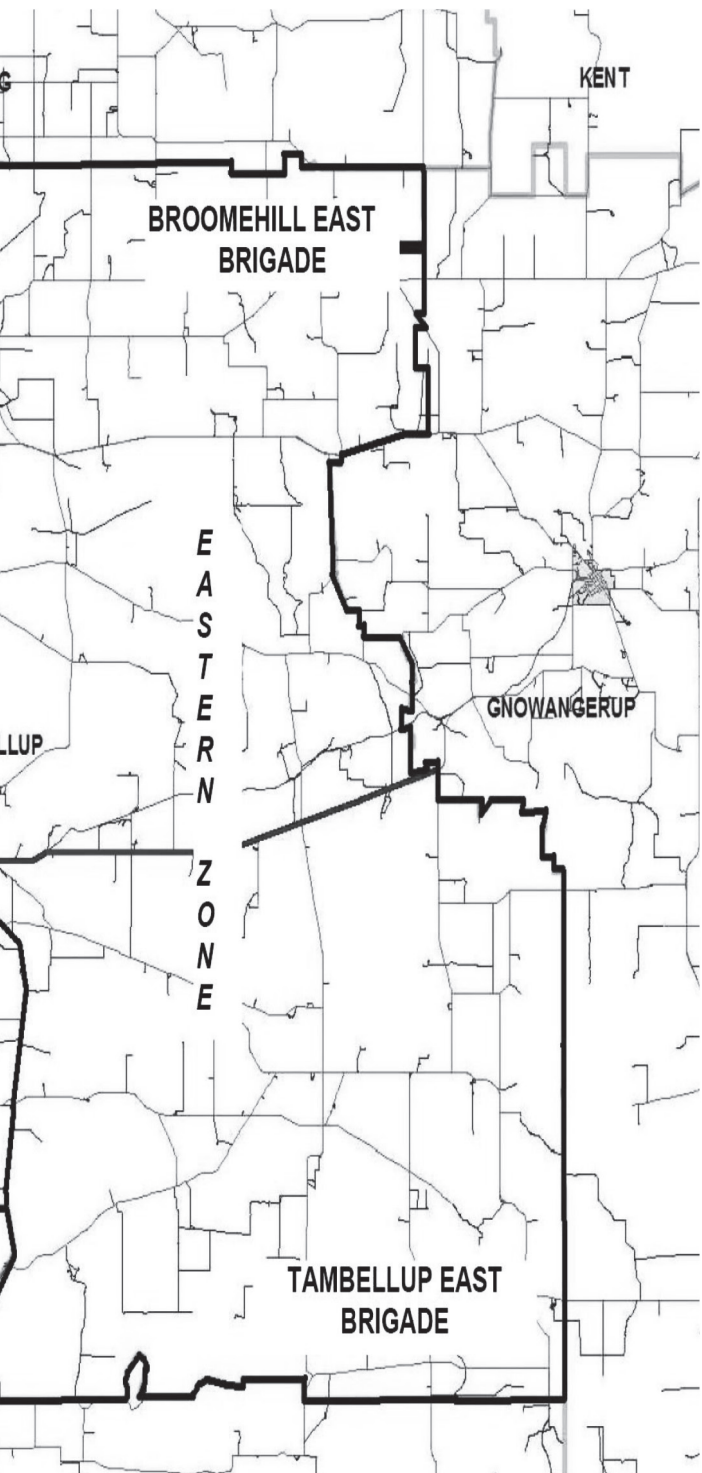
BARBECUES AND INCINERATORS

Gas and Electric barbecues are permitted at any time.

SOLID FUEL BARBECUES AND INCINERATORS ARE PROHIBITED ON DAYS OF CATASTROPHIC, EXTREME, SEVERE OR VERY HIGH FIRE DANGER.

ALWAYS CHECK WITH THE FIRE CONTROL OFFICER FIRST.





NOTES

SHIRE OF BROOMEHILL-TAMBELLUP

Application for Registration as an Authorised Loading and Off Loading Site for Grain during Fire Danger Days

FIRE SEASON 2020 - 2021

Registration Fee of \$55.00 must be paid at time of lodging application.

Owner / Occupier Name:	
Residential Address:	
Postal Address:	
Location Number of Site:	
Nearest Road:	Locality:

Please attach diagram of location and site to this application.

Minimum specifications for a registered loading / off loading site are:

- An area free of inflammable material save live standing trees to a radius of at least 20 metres from the outer edge of storage facility;
- A constructed roadway or laneway between the site and the made gazetted road clear of all inflammable material to a width of six metres.

Loading and off loading on this site as well as travel to and from this site is permitted during vehicle movement bans provided that a mobile operational fire fighting unit (as specified in Council's regulations) is in attendance during loading and off loading operations and accompanies the vehicle on laneways between the registered site and a made gazetted road. (Please note that additional fire safety conditions may be specified).

The above site and laneways does / does not meet minimum conditions
(delete as appropriate).

Inspected by..... Rank.....

Date.....

Comments or Additional Conditions

.....

.....

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.....

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This registration must be reviewed annually.



TO THE RESIDENT





mainroads
WESTERN AUSTRALIA

Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines

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Document Control

Owner	Main Roads Heavy Vehicle Services
Custodian	Access Manager
Document Number	D14#493277
Issue Date	September 2018
Review Frequency	Annually

Amendments

Revision Number	Revision Date	Description of Key Changes	Clause / Page No.
1	May 2016	Removed Appendix G 'Turning Radii' Removed Appendix K 'Assessment Form Template' Updated Appendix H 'Low Volume Condition 7' Updated Appendix D to include the wording 'with dedicated cycle lane' Updated contact details	Appendices & 1.5
2	July 2016	Updated to include revised minimum road widths for RAV Categories 2-7 and 9-10 & moved Type B traffic volume / road length table Added Type B traffic volume / road length table	Appendix C and 2.4.4
3	October 2016	Amended list of standard turning templates Updated web location for turning templates Amended low volume condition 1	Appendix G & H, 2.92
4	March 2017	Remove section	2.9.5
5	April 2017	Updated Main Roads website details	1.4
6	May 2017	Amended low volume condition 6	Appendix H
7	July 2017	Note added relating to private driveways	1.2
8	December 2017	Amended stopping sight distances Amended entering sight distances Amended wording relating to road parking Amended wording to include load/vehicle height being 4.6m	Appendix E, F, D, 2.3
9	August 2018	Amended wording relating to provision for overtaking Amended wording relating to turning at intersections Amended wording and requirements for railway level crossing Amended wording relating to off-road parking Amended appendices Appendix E, G (Templates) & I removed Added Figure 1 to 8 Incorporated concessional assessment requirements Amended section 2.4.1 Signage, 2.8.1 Acceleration Lanes, 2.9.1 Signage & 2.9.4 Rail Crossings	2.6, 2.9, 2.10, 2.11, Appendix A, B, C, D, E 1.1, 2.21

10	September 2018	Amended wording relating to turning at intersections Amended wording relating to provision of overtaking and removed Figure 1. Amended wording relating to Approach Sight Distance and Entering Sight Distance	2.6, 2.8, 2.84, 2.85
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DEFINITIONS

The following are definitions for terms used in these Guidelines. Refer to the definitions in the Road Traffic (Vehicles) Act 2012 and any subsidiary legislation to this Act for the meanings of any terms not defined in this section.

Term	Definition
AADT	Annual Average Daily Traffic (AADT) the daily number of vehicles travelling on a road, averaged over one year. It is determined by the total yearly two-way traffic volume divided by 365, expressed as vehicles per day.
Approach Sight Distance (ASD)	The distance required for a driver of a RAV, travelling at a given speed, to observe the approaching intersection, and react or stop if necessary.
Bridge	A structure (with the exception of gantries) having a clear opening in any span of greater than 3 metres measured between the faces of piers and/or abutments or structures of a lesser span with a deck supported on timber stringers.
Carriageway Width	That portion of a road or structure devoted particularly to the use of vehicles that is between guide posts, kerbs or barriers where these are provided, inclusive of shoulders and auxiliary lanes.
Culvert	A structure under a road having only clear openings of less than or equal to 3 metres measured between the faces of piers and/or abutments or a pipe shaped structure of any diameter.
Entering Sight Distance (ESD)	The required sight distance for a RAV driver to see a sufficient gap in oncoming traffic that will allow a RAV, with greater length and lower acceleration capacity, to clear the intersection safely.
HVS	Main Roads Heavy Vehicle Services.
Main Roads website	www.mainroads.wa.gov.au
Passenger Car Equivalence	Passenger Car Equivalence (PCE) factors are a relative measure of the traffic flow impedance effects of different vehicle types. The PCE factor for a particular vehicle type is the equivalent number of passenger cars (AUSTROADS Vehicle Class 1) that would have the same impedance effect as a single vehicle of that type.
Order	An Order issued under the Road Traffic (Vehicles) Act 2012.
RAV	Restricted Access Vehicles (RAV) consists of all combinations of vehicles exceeding 19 metres in length or 42.5 tonnes gross mass including B-Doubles, road trains and truck-and-trailer combinations.
Remote Road	A general term for a main arterial road carrying mostly long distance traffic.
Rural Road	All roads that provide a secondary network of National, State and local government roads connecting cities and towns.

Term	Definition
Seal Width	Width between edges of sealed surface or between edge lines (where installed on undivided carriageways), whichever is less.
Structure	A bridge or culvert.
TPA	Tonnes per annum.
Urban and Town Site Road	All roads within a populated area of established dwellings, a central place of trade and recognised as a distinct place. Generally the area will act as a central hub of activity for the community.
VPD	Vehicles Per Day (VPD) is the number of vehicles observed passing a point on a road in both directions for 24 hours. It is a measure of daily traffic volume, often more relevant to low volume, local government roads, typically rural roads in these guidelines. VPD can differ from AADT in being a better measure of traffic volume during periods of more intensive RAV usage or seasonal tourist traffic.
Vehicle Regulations	The <i>Road Traffic (Vehicles) Regulations 2014</i> .

Related Documents

Document #	Title
D16#198414	Guidelines for Approving RAV Access
D16#374056	Tri Drive Route Assessment Guidelines
NA	RAV Route Assessment Form

1 INTRODUCTION

1.1 General

These guidelines have been prepared by Main Roads Western Australia to assist local government, Main Roads' staff and transport operators or consultants in assessing the suitability of routes proposed for the operation of "standard" Restricted Access Vehicles (RAVs) on roads within the State of Western Australia.

For the purpose of these guidelines, "standard" RAVs are those vehicle combinations specified as Category 1 to 10 vehicle combinations under the *Prime Mover, Trailers Combinations Order 2017* and *Truck, Trailer Combinations Order 2017*.

- The RAV Categories have been grouped into four (4) assessment levels, as follows:
- Level 1 - RAVs Categories 2-4 (e.g. pocket road train, B-Double, and other RAVs with a maximum length of either 25.0 m or 27.5 m);
- Level 2 - RAVs Categories 5-6 (e.g. RAVs with a maximum length of 36.5 m and a maximum mass of 87.5T);
- Level 3 - RAVs Categories 7-8 (e.g. RAVs with a maximum length of 36.5 m and a maximum mass of 107.5T); and
- Level 4 - RAVs Categories 9-10 (e.g. RAVs with a maximum length of 53.5 m).

Note 1: A road approved for one of the base RAV networks listed above, means the road is also approved and added to AMMS level one (1) for the equivalent network.

Note 2: Where a RAV assessment is for operations under a concessional loading scheme such as the Accredited Mass Management Scheme (AMMS), the assessor must take into account the additional mass when requesting a structures assessment as per Section 2.2.1.

The guidelines are intended to assist assessors in ensuring that the major relevant factors have been considered during the route assessment process.

Where quantitative limits are recommended, they are intended as a guide only and are no substitute for common sense and judgement based on experience. In certain cases, routes which do not meet the requirements outlined in this document can be accepted as RAV routes by imposing additional conditions, such as speed restrictions, curfew etc. Should an aspect of a route clearly fail to conform to these guidelines in a manner which cannot be suitably addressed, resulting in a compromise of road safety, the route should be considered unsuitable for RAV access.

The information used in preparation of this document has been obtained from various internal and external sources, such as Austroads reports and years of practical experience, and incorporates the latest reference material available at this time.

1.2 Assessment Requirements

Route assessments should be undertaken by a person who has experience within the heavy transport industry and a substantial knowledge of the following:

- The principles of heavy vehicle operation, including vehicle configurations, maximum dimensions and axle load limits;
- Heavy vehicle dynamic performance characteristics, including limitations on the ability of heavy vehicles to accelerate, brake, ascend grades and negotiate corners;
- Heavy transport issues, legal requirements and permit systems; and
- Road safety concepts and principles.

When considering a potential route, the assessor is advised to initially perform a desktop assessment using all available information. In some cases this initial assessment will identify particular physical constraints, such as posted bridge load limits and road width deficiencies, which may render the route unacceptable without the need for further assessment.

If the applicant is willing to pursue upgrades to the road then a full assessment is required to identify all deficiencies. This is to alleviate any problems with some upgrades being carried out and then the full assessment conducted only to identify additional deficiencies.

Heavy vehicle use on a particular route may have some negative impacts on the environment, community and traffic. Assessors must first determine if the proposed route is the most appropriate route for the particular operations and recommend variations to the initially proposed route to reduce such impacts.

Note 1: As part of any route assessment for a Restricted Access Vehicle (RAV), HVS does not assess any access for driveways adjoining a RAV network road. It remains the responsibility of the property owner to ensure safe ingress and egress to the property.

Note 2: Before making a decision on an application for route access, Main Roads may deem it necessary to do any or all of the following:

- Perform a further assessment of the route;
- Assess the suitability of the road pavement;
- Assess the suitability of all structures on the proposed route to accommodate the specific vehicle;
- Specify conditions of access such as speed limits, hours of operation or accreditation requirements;
- Obtain local government agreement for the proposed route (for all operators);
- Recommend a number of road improvements as conditions of approval; and
- PBS assessment to assess vehicle performance.

Note 3: To ensure network continuity, when assessing a road, all connection points to existing RAV networks must be assessed for suitability and a holistic approach should be taken to ensure overall network connectivity in the area.

1.3 Planning Evaluation

Assessment of a proposed route should be checked against any future planning proposals to evaluate the potential impact of RAVs. The relevant Local Government and Regions should be consulted as part of the process.

1.4 Route Assessment Form

The *RAV Route Assessment Form* for use in assessing RAV routes in accordance with the requirements set out in these Guidelines is available on the Road Access page of the Main Roads website.

1.5 Further Assistance

Additional information and guidance is available from HVS via telephone 138 486 or hvsrouteassessments@mainroads.wa.gov.au

2 ASSESSMENT CRITERIA

2.1 Traffic Data

2.1.1 Traffic Counts

In order to determine the suitability of a road for RAV access, it is essential to obtain current traffic counts for the particular road. The traffic counts must be considered when determining appropriate road widths, potential congestion issues and relevant operating conditions.

2.1.2 Accident Statistics

Appropriate research must be conducted prior to progressing with a route assessment to establish if there is an accident history on the particular road that may be exacerbated by the introduction of RAVs on the road.

Safety is the primary factor for consideration. If crash history data is available, it may be useful to investigate whether certain times of the day cause particular risks, while at other times the risk is significantly lower. In these cases, it may be warranted to recommend that the RAV only use the route during low-risk hours.

2.2 Structures

2.2.1 Load Capacity

All bridges and load restrictive culverts on the requested route will be assessed for the relevant level of RAV Network access by Main Roads Structures Engineering Branch, via HVS. When carrying out an assessment for Network 2, ensure a separate Structures Engineering assessment is carried out for the Short B Triple combination.

Any bridge restrictions for the Short B triple combination must be listed in the Operating Conditions in the relevant vehicle category section and a notation included in the conditions for the relevant road.

Consultation with local governments is required to ensure all culverts on local government roads have been appropriately considered.

2.2.2 Structure Width Requirements

Table 1: Minimum Width between Kerbs/Carriageway on a Structure

AADT	Minimum Width Between Kerbs/carriageway (m)	Quality of Approaches
Less than 75	3.5*	Structures with adequate Approach Sight Distance (ASD)**.
75 to 150	5.3	Structures with adequate ASD, clearly signed and road clearly marked.
	7.0	Structures that have inadequate ASD, inadequate signage or no road markings.
150 to 500	5.8	Structures with adequate ASD, clearly signed and road clearly marked.
	7.2	Structures that have inadequate ASD, inadequate signage or no road markings.
More than 500	7.2	All structures at this traffic volume

*Conditions apply; refer to 2.4.2 and Appendix B;

**RAV ASD should be measured from a truck driver's eye height of 2.4 m. Minimum requirements for ASD refer to Appendix D.

2.3 Overhead Clearance

Although applicable for all vehicles, RAVs with high loads are particularly vulnerable to striking low overhead obstructions. Route assessments must confirm that adequate overhead clearances are available to safely accommodate a load/vehicle height of 4.6m, as follows:

- Overhead obstructions (except power lines) - 300 mm clearance; and
- Power lines - at least the minimum clearance required by telecommunications and electrical transmission cable providers.

Where telecommunications and/or electrical transmission cables cross the route, approval for a load/vehicle height of 4.6m must be obtained from the relevant controller/s listed in the “*Contact Details for Other Agency Approvals*” located on the Oversize Over-mass Permits page of the Main Roads website.

Where the required load/vehicle height of 4.6m is not approved by the cable provider, the cable provider must specify the maximum approved load/vehicle height and the location of the restricting power line. RAV access may still be considered with appropriate height conditions.

2.4 Rural Road Widths

When the hauling unit of a RAV travels along a straight path over an uneven surface, the trailing units do not necessarily follow along the same path as the lead unit. This is defined as “off-tracking” and depends on several factors, including:

- The steering actions of the driver;
- Vehicle configuration and coupling arrangements between units;
- Misalignment of the axles;
- Suspension (geometry, bump and roll steer effects) and tyre characteristics;
- Vehicle length;
- External disturbances that include road roughness, cross-slope and side loading from wind-gusts; and
- Speed of travel.

The maximum deviation in tracking over a straight section of road, when added to the width of the RAV, is termed the ‘swept width’. To safely accommodate the swept width of RAVs, adequate road width must be provided.

To assess the widths of rural roads, tables of minimum carriageway widths and sealed widths to accommodate the swept width are listed at Appendix A.

To be suitable for RAV access, a road should be sealed if AADT is over 150 and annual freight tonnage is over 300,000 tonnes per annum. The requirement for the road to be sealed is partly for safety reasons, but more so for road sustainability.

In the absence of any traffic data, the following parameters may enable a judgement as to whether a road needs to be sealed:

- If the road is unlikely to be used by more than 10 RAVs per day; or
- If the road is unlikely to be used by more than 60 RAVs per day over a seasonal two month period.

When considering whether a road has adequate width, an assessment should also be made in relation to any potential risks posed by:

- Crests;
- Pronounced cambers;
- Poor shoulder condition;
- Surface roughness; and
- Reduced sight distances.

Despite a road's width being above the specified minimum in Appendix A, these factors may require additional width, application of additional RAV operating conditions, or in extreme cases, mean the route is unsuitable for RAV access.

Minor width deficiencies are acceptable, particularly if it is only for a small portion of the road. If width requirements are relaxed, a risk assessment should be undertaken to consider other factors to ensure safe operation.

Off-tracking of a vehicle combination is more severe at high speeds; therefore minimum seal width may be reduced where speeds are controlled to 60 or 70 km/h.

Minimum seal widths may also be reduced on roads where all other users are familiar with the operator of multi combination vehicles, e.g. farm access roads and mine access roads.

2.4.1 Sight Distance Considerations at Curves and Tight Bends

When the hauling unit of a RAV travels around a curve or tight bend, the trailing units may take up considerable additional road width. This is defined as "swept width" and depends on several factors, including:

- Radius of the curve or tight bend;
- Length of vehicle combination;
- Number and type of articulation points; and
- Road surface and geometry.

In instances where it is identified the RAV would be required to utilise additional road width and potentially encroach onto the opposite side of the road, the assessor must ensure on approach to the curve or tight bend, there is sufficient visibility to observe oncoming vehicles, and react or stop if necessary. The table in Appendix D shows the required sight distance for RAVs, given the speed and the gradient of the road.

It will be necessary for the assessor to conduct swept path assessments on curves to determine if the RAV is likely to encroach onto the opposite side of the road.

Note: Access should be declined if the RAV crosses a solid white line.

2.4.2 Low Volume Road Width

When assessing road width for Network 2 to 7 or 9 to 10 RAV access, where traffic volume is less than 75 vehicles per day, the width of the road may be assessed in accordance with the width requirement in Appendix B. Appendix E conditions must be applied. If the road width meets the requirements in Appendix A, the conditions as per Appendix E are not necessary.

2.4.3 Traffic Volume Consideration

It is important to use the most appropriate measure of traffic volume when applying Appendix A and Appendix B.

For medium to high traffic roads, where AADT is more than 500, AADT will usually be a suitable measure of traffic volume. For low to medium traffic roads, where AADT is from 150 to 500, higher seasonal traffic volume may be a more appropriate measure of traffic volume. For these roads, the widths in Appendix A are the relevant guidelines.

For low traffic volume roads, where AADT is less than 75, with higher seasonal variations, obtaining a best estimate of such higher daily volumes (VPD) is recommended. Appendix B only applies if AADT and any higher seasonal traffic volumes (VPD) are both less than 75. Otherwise, road width must be assessed using Appendix A.

2.4.4 Assessing a Road in Sections

The road may be composed of a number of sections that vary in their standard and that would fall into different categories of RAV suitability, or require different operating conditions (e.g. for low volume roads). Width variation is a typical example of this principle. Where differing sections are reasonably long, it can be beneficial to separately assess each section as to its category of RAV access and any applicable operating conditions. Assessors should only consider applying this method of assessment where there is a likely benefit and a practical start and finish point.

2.4.5 Short Sections of Reduced Width

There may be short narrow sections along the road due to narrow structures, roadside vegetation or short narrow sections of pavement. Provided narrow sections meet certain criteria, the minimum road width does not need to be considered the actual width of the entire road for assessment purposes. In the absence of any clearly identified other risk factors, clauses (a) and (b) below can be applied to assess the width deficiencies of narrow sections.

(a) Traffic Volume Less than 75 Vehicles per Day

This clause only applies to low volume rural roads that do not meet the width requirement in Appendix A, and for which the operating conditions in Appendix E will apply to RAVs.

Where all narrow sections of the low volume rural road meet the following criteria, the minimum width of the road can be considered to be the width of the road, excluding the narrow sections, when assessing suitability in accordance with Appendix B:

- Narrow sections must not be less than 3.5 m wide;
- Each narrow section must not be more than 100 m long;
- A combination of narrow points that are all within a single 100 m length of road can be considered to be one single narrow section;
- Two adjacent narrow sections must not be within 150 m of each other;
- Continuous unbroken sight distance must extend from a point at least 150 m from each end of any narrow section through the narrow section to a point at least 150 m beyond the section, in both directions; and
- Combined length of narrow sections is no more than 10% of total road length. All narrow sections shorter than 50 m shall be considered to have an effective length of 50 m.

If any narrow section fails to meet the 3.5 m minimum width criteria, the route shall be considered unsuitable for RAV access.

Where all narrow sections meet the 3.5 m minimum width criteria, but do not meet all the remaining criteria, the route shall be considered unsuitable for RAV access on a two-way RAV traffic basis. However, the route may still be suitable for one-way RAV traffic only, provided

operating conditions as per Appendix B for a Type B road are applied. Type B roads suitability is also subject to traffic volume and road length requirements outlined in Table 2.

Table 2: Maximum allowable road length for Type B suitability

Daily Traffic Volume	0 to 15 VPD	16 to 30 VPD	31 to 50 VPD	51 to 75 VPD
Max Road Length	5.0 km	2.0 km	1.5 km	1.0 km

(b) Traffic Volume from 75 to 500 Vehicles per Day

This clause only applies to medium volume roads that generally meet the width requirements in Appendix A.

Where all narrow sections of a medium volume road meet the following criteria, the minimum width of the road can be considered to be the width of the road, excluding the narrow sections, when assessing suitability in accordance with Appendix A:

- Narrow sections should not have carriageway width more than 1.3 m below Appendix A values;
- For sealed road, narrow sections should not have sealed width more than 0.2 m below Appendix A values;
- Each narrow section should not be more than 2 km long; and
- The combined length of narrow sections should not be more than 15% of total road length.

Similar principles may logically carry over to assessment of higher traffic volume roads; however the width deficiencies will need to be assessed on a case-by-case basis.

2.5 Urban and Town Site Road Widths

There are a number of width requirements to be considered for RAVs travelling in urban and town site areas. As well as accommodating the additional swept width of RAVs, the width requirements for activities such as cycling and kerbside parking also need to be taken into account. The minimum road width requirements in town site areas are listed in Appendix C.

2.6 Provision for Overtaking

RAVs tend to operate at lower average speeds than light vehicles. If the road does not have sufficient overtaking opportunities, drivers of light vehicles may experience delays behind slower moving RAVs and in some cases may form “queues” of vehicles waiting to overtake. This may cause driver frustration and thereby increase the risk of drivers attempting to overtake when it is not safe. Therefore it is essential, from a road safety perspective, to have adequate overtaking opportunities on a RAV route.

It is recommended that AADT figures are used to assess overtaking opportunities, however the assessor should consider the impact of seasonal traffic during the assessment, as the AADT could be less than seasonal peak traffic volume.

The volume of traffic and percentage of RAVs on the route affects the requirement for overtaking opportunities. To assess suitability of overtaking, an AADT derived using the Passenger Car Equivalence (PCE) factors (Table 3) shall be used. The derived AADT is calculated by multiplying the AADT for each of the Austroads vehicle Class by the PCE factor based on the road's terrain as per Table 3. This derived AADT is the AADT figure to use in Table 4 below.

An example of calculating the derived AADT is listed below:

	Sum of AVG AADT	PCE Flat Terrain	AADT Flat Terrain
Austroads 1 & 2	3,180	1	3,180
Austroads 3, 4 & 5	1,893	2	3,786
Austroads 6, 7 8 & 9	285	2.5	713
Austroads 10 (RAV 2 - 4)	120	4	480
Austroads 11 (RAV 5 - 8)	117	4	468
Austroads 12 (RAV 9 -10)	2	9	14
		AADT derived	8,640

PCE factors represent the equivalent number of light vehicles for a particular type of RAV or general access heavy vehicle. The use of PCE factors provides a derived AADT value that can then be used to better assess overtaking opportunities.

Table 3: Passenger Car Equivalence Factors for RAVs

Vehicle Types		PCE Factors on Flat Terrain	PCE Factors on Rolling Terrain
Austroads Class 1		1	1.3
Austroads Class 2		1	1.3
Austroads Class 3 to 5		2	3.5
Austroads Class 6 to 9		2.5	5
Austroads Class 10	RAVs Categories 2-4	4	10
Austroads Class 11	RAVs Categories 5-8	4	10
Austroads Class 12	RAVs Categories 9-10	9	22

The maximum distances between overtaking opportunities are shown in Table 4. In all cases, the assessment of steep ascending grades in Section 2.7.1 must be performed separately.

Table 4: Maximum Distances between Overtaking Opportunities

AADT (Derived using PCE Factors)	Maximum AVERAGE distance between overtaking opportunities	Maximum distance between any two overtaking opportunities	Notes
500 or below	N/A	N/A	Provision of additional opportunities is usually not justified.
501 to 1000	15 km	30 km	
1001 to 1800	8 km	15 km	
1801 and above	5 km	10 km	At AADT > 2700, additional opportunities that exceed the criteria may be necessary.

For each overtaking opportunity, the portion of road available to complete the overtaking opportunity should meet the minimum length shown in Table 5.

Table 5: Minimum Length for Overtaking Opportunities

Road Section Operating Speed (km/h)	Assumed Truck Speed (km/h)	Length (m)		
		RAVs Categories 2-4	RAVs Categories 5-8	RAVs Categories 9-10
70	60	600	640	690
80	69	740	790	860
90	77	890	950	1040
100	86	1070	1130	1240
110	94	1290	1310	1440

Note: The above lengths are generally determined by measuring the length of the divided line where overtaking is permitted for the particular lane.

2.7 Steep Ascending Grades

2.7.1 RAVs Losing Speed on Grades

The speed of RAVs ascending long and steep grades can be reduced to the extent that the speed differential is hazardous for vehicles approaching from behind. If possible, steep ascending grades should have overtaking lanes.

In some cases where an overtaking lane is not provided, the drivers of faster following vehicles may become frustrated and attempt an overtaking manoeuvre when unsafe to do so. A RAV speed reduction to 40 km/h is considered the threshold point at which drivers will seek to overtake a slower vehicle, regardless of whether or not adequate sight distance is available.

Table 6 outlines the maximum distance required for a laden RAV travelling up a grade to slow down to 40 km/h. For grades or consecutive combinations of varying grades exceeding these distances, it is recommended that the grade should have an additional climbing lane for RAVs to mitigate the risk of other road users overtaking without appropriate sight distances.

Table 6: Maximum distances (m) of uphill travel before RAV speeds are reduced to 40 km/h

Grade %	RAVs Categories 2-6		RAVs Categories 7-8		RAVs Categories 9-10	
	80 km/h Approach Speed	100 km/h Approach Speed	80 km/h Approach Speed	100 km/h Approach Speed	80 km/h Approach Speed	100 km/h Approach Speed
3	*	*	*	*	1080	1650
4	950	1410	900	1350	690	1110
5	640	980	610	960	520	840
6	480	760	470	750	410	680
7	390	630	380	620	340	570
8	330	530	320	530	290	490

* RAV can maintain a higher speed than 40 km/h on these grades.

2.7.2 Maximum Grades Requirements for RAVs

For a route to be suitable for RAV access there must be no steep grades that are in excess of the limits in Table 7.

Table 7: Grades Limits for RAVs

	Sealed Roads	Gravel Roads
RAVs Categories 2-6	8%	5%
RAVs Categories 7-8	6%	4%
RAVs Categories 9-10	5%	3%

2.8 Turning at Intersections

It is essential that intersections can be safely negotiated, with minimal or no interference to other traffic.

2.8.1 Vehicle Speed While Negotiating the Turn

The vehicle turning radius is directly related to the maximum turning speed of the vehicle:

- For intersections where the vehicle must always stop before turning (e.g.: at a Stop sign), a turning speed of 5-15 km/h is generally sufficient;
- For intersections where the vehicle rarely or never needs to stop before turning, a speed of 20 km/h or 30 km/h could be assumed; and
- Where following traffic is likely to be slowed as a result of the RAV turning off a high traffic road, a high turning speed (30 km/h or greater) is desirable, to minimise disturbance to traffic.

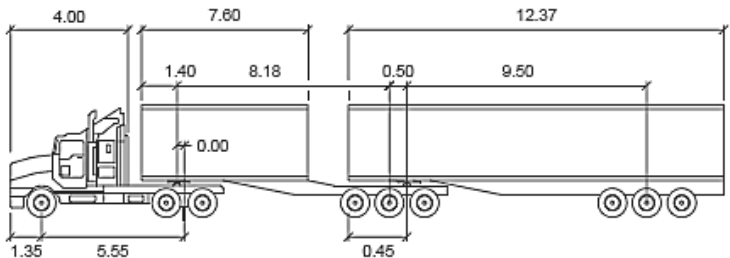
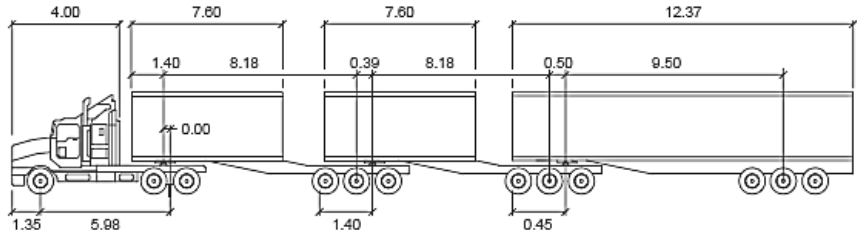
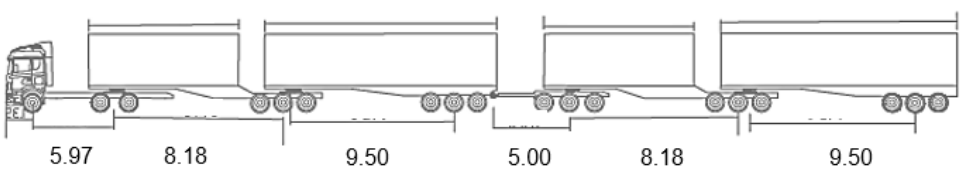
2.8.2 Turning Clearances

Where there is any possibility that the RAV may have insufficient clearance from kerbs or other nearby objects, standard turning templates shall be used to accurately check the swept path of the RAV.

Using AutoTurn, the appropriate vehicle combination must be used to check all turning movements at all required intersections and any clearance problems should be noted on the *RAV Route Assessment Form*. As a rule:

- The wheel paths of the rear trailer of the RAV must not come any closer than 200 mm from the face of any kerb, unless the kerb is designed to be mounted, in which case the 200 mm clearance is not applied.
- If there is no kerb (such as a gravel road), the edge of the road formation can be taken as the kerb.
- The overhang path must not come any closer than 200 mm to a nearby object.
- For a left or right turn, the wheel paths must not cross over the centreline of the road, unless the sight distances in all directions of the intersection are adequate according to Appendix D.

Table 8: Vehicle combinations for completing swept path assessments

RAV Categories	Assessment Vehicle	Maximum Length (m)																
2-4	<p>B-double</p>  <p>B-Double HVS meters</p> <table><tr><td>Tractor Width</td><td>: 2.50</td><td>Lock to Lock Time</td><td>: 6.0</td></tr><tr><td>Trailer Width</td><td>: 2.50</td><td>Steering Angle</td><td>: 35.0</td></tr><tr><td>Tractor Track</td><td>: 2.50</td><td>Articulating Angle</td><td>: 70.0</td></tr><tr><td>Trailer Track</td><td>: 2.50</td><td></td><td></td></tr></table>	Tractor Width	: 2.50	Lock to Lock Time	: 6.0	Trailer Width	: 2.50	Steering Angle	: 35.0	Tractor Track	: 2.50	Articulating Angle	: 70.0	Trailer Track	: 2.50			27.5
Tractor Width	: 2.50	Lock to Lock Time	: 6.0															
Trailer Width	: 2.50	Steering Angle	: 35.0															
Tractor Track	: 2.50	Articulating Angle	: 70.0															
Trailer Track	: 2.50																	
5-7	<p>B-triple</p>  <p>B-Triple HVS meters</p> <table><tr><td>Tractor Width</td><td>: 2.50</td><td>Lock to Lock Time</td><td>: 6.0</td></tr><tr><td>Trailer Width</td><td>: 2.50</td><td>Steering Angle</td><td>: 35.0</td></tr><tr><td>Tractor Track</td><td>: 2.50</td><td>Articulating Angle</td><td>: 70.0</td></tr><tr><td>Trailer Track</td><td>: 2.50</td><td></td><td></td></tr></table>	Tractor Width	: 2.50	Lock to Lock Time	: 6.0	Trailer Width	: 2.50	Steering Angle	: 35.0	Tractor Track	: 2.50	Articulating Angle	: 70.0	Trailer Track	: 2.50			36.5
Tractor Width	: 2.50	Lock to Lock Time	: 6.0															
Trailer Width	: 2.50	Steering Angle	: 35.0															
Tractor Track	: 2.50	Articulating Angle	: 70.0															
Trailer Track	: 2.50																	
9-10	<p>Double B Double</p>  <p>Double B-Double HVS</p> <table><tr><td>Track Width 2.50m</td><td>Lock to Lock Time 6.0</td></tr><tr><td>Trailer Width 2.50m</td><td>Steering Angle 35.0</td></tr><tr><td>Tractor Width 2.50m</td><td>Articulating Angle 70.0</td></tr><tr><td>Trailer Track 2.50m</td><td></td></tr></table>	Track Width 2.50m	Lock to Lock Time 6.0	Trailer Width 2.50m	Steering Angle 35.0	Tractor Width 2.50m	Articulating Angle 70.0	Trailer Track 2.50m		53.5								
Track Width 2.50m	Lock to Lock Time 6.0																	
Trailer Width 2.50m	Steering Angle 35.0																	
Tractor Width 2.50m	Articulating Angle 70.0																	
Trailer Track 2.50m																		

2.8.3 Intersection Layout

To assist in ensuring network performance levels are maintained, the assessor needs to identify if acceleration lanes and turn pockets are present at intersections and the length of these treatments.

Capturing this information in the assessment will assist in determining if network improvements are necessary, in consultation with the road manager.

2.8.4 Approach Sight Distance (ASD)

The route shall be rejected if the driver of a RAV, approaching the intersection has insufficient visibility to observe the intersection, or advance intersection warning, and react or stop if necessary. The table in Appendix D shows the required sight distances for RAVs, given the vehicle type, speed and the gradient of the road. When measuring the available approach sight distance, the measurement must be taken from a truck driver's eye height of 2.4 m.

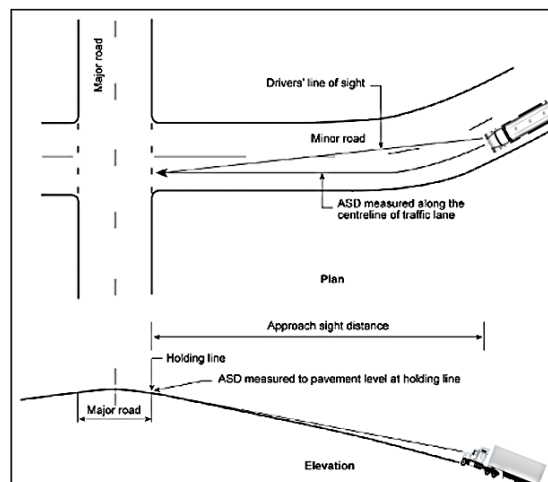


Figure 1: Example of Approach Sight Distance

2.8.5 Entering Sight Distance

The route shall be rejected if the driver of a RAV, entering a through road, does not have appropriate sight distance to see a sufficient gap in oncoming traffic that will allow a RAV, with greater length and lower acceleration capacity, to clear the intersection safely. The table in Appendix D shows the required sight distances for RAVs, given the vehicle type, speed and the gradient of the road. When measuring the available entering sight distance, the measurement must be taken from a truck driver's eye height of 2.4 m to a height that considers all traffic.

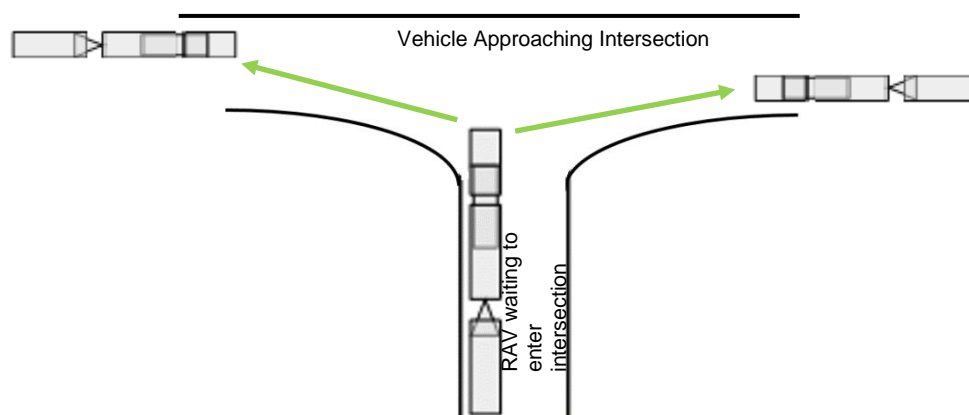


Figure 2: Example of Entering Sight Distance

The angle and gradient of the intersection should also be considered to determine if additional time is required for a RAV to manoeuvre the intersection, for instance a steep upgrade in the direction of travel will adversely affect the RAV's start up and acceleration when entering the through road.

Note: The entering sight distance requirement is only required for intersections that are not controlled by traffic signals, with the exception of a right turning movement with no right turn arrow.

2.9 Railway Level Crossings

The various operational requirements at railway crossings are described in Main Roads *'Railway Crossing Control in Western Australia Policy and Guidelines'* found on the Railway Crossing page of the Main Roads website.

The following points highlight the main considerations for RAVs at railway crossings for the various levels of protection.

2.9.1 Inadequate Approach Stacking Distance

Inadequate approach stacking distance occurs where the distance between the railway and a nearby intersection is insufficient to enable a vehicle to stop at the crossing without impeding the traffic flow at the intersection.

Approach stacking distance is measured from the vehicle stopping line at the railway crossing to the nearest shoulder edge of the crossroad. The vehicle stopping line at a railway crossing is normally indicated by a painted line or, in the absence of a marked line, assumed to be 3.5 m back from the nearest rail.

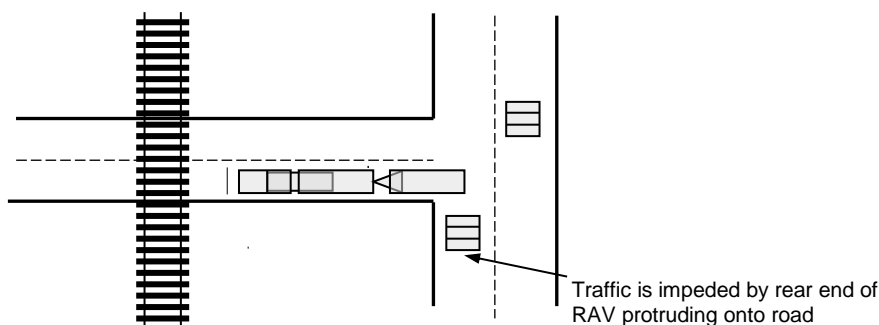


Figure 3: Examples of Inadequate Approach Stacking Distance

2.9.2 Inadequate Departure Stacking Distance

Inadequate departure stacking distance occurs when part of a vehicle would encroach within 3.5 m of the railway track while stopped to give way to traffic on the priority road of an intersection located beyond the crossing. A possible exception is in cases where the intersection is controlled by traffic signals that are coordinated with the operation of the railway crossing signals.

Departure Stacking Distance is measured from the vehicle stopping line at the intersection to within 3.5 m of the nearest railway track. In the absence of marked lines, the measurement is to be taken from the edge of the through lane (if there are edge lines) or the edge of the seal.

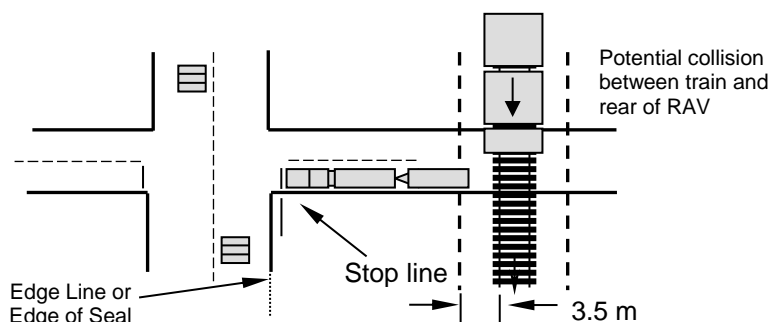


Figure 4: Examples of Inadequate Departure Stacking Distance

2.9.3 Criterion for Assessing Whether Stacking Distance is Adequate

Figure 5 shows the methodology for measuring approach (2.9.1) and departure (2.9.2) stacking distance. Ideally, a clearance of 3.5 m should be applied when assessing the available approach stacking distance. However, if the approach stacking distance is at least the length of the RAV and there is sufficient ESD for other vehicles departing the intersection while there is a RAV stopped at the rail, a lesser clearance is acceptable.

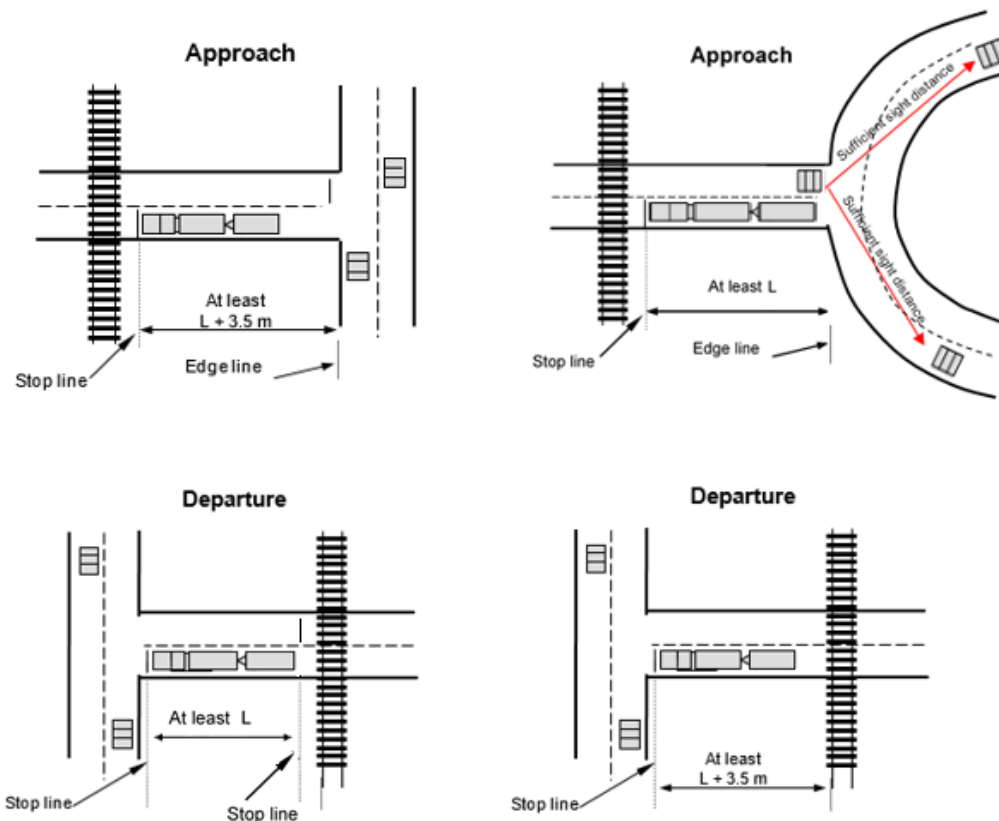


Figure 5: Examples of Adequate Stacking Distances

2.9.4 RAVs at Crossings Protected by Give Way or Stop Signs

The driver of a RAV approaching a railway crossing protected by a GIVE WAY or a STOP sign needs to be able to see the crossing from a sufficient distance to allow enough time to stop the RAV if required. The ASD to a railway crossing must meet Appendix D.

There also needs to be sufficient sight distance for the driver of a RAV, after having stopped at a railway crossing with a GIVE WAY or STOP sign, to see an oncoming train and allow adequate time to safely cross. The required sight distances for RAVs at railway crossings must meet:

- The S3 formula for STOP signs of the Australian Standards AS1742.7-2016 – Manual of Uniform Traffic Control Devices – part 7: Railway Crossings.

The S3 formula determines the minimum distance required for the driver of a vehicle stopped at the railway crossing to be able to see an oncoming train in order to safely cross.

When measuring the available sight distance to all directions at rail crossings, a truck driver's eye height of 2.4 m is recommended.

Where railway crossings with STOP signs are located along the proposed route, the assessor must record the information shown below in Figure 6 on the *RAV Route Assessment Form*. This information is then used to calculate the S3 formula.

Note: A Track Access Permit must be obtained from the relevant rail provider to access the rail corridor (outside the 3 metre zone).

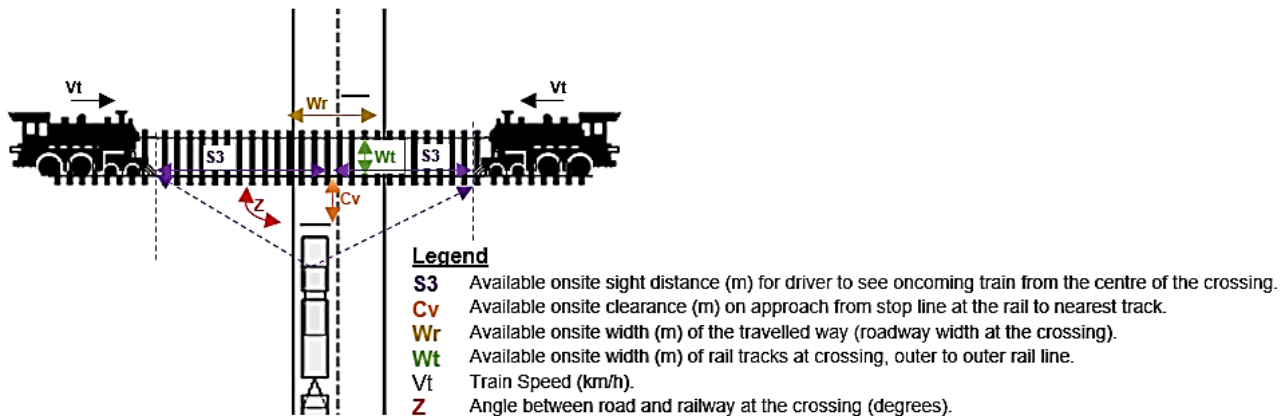


Figure 6: Required Information from Onsite Assessment for S3 Calculation

2.9.5 RAVs at Railway Crossings Protected by Flashing Lights

The visibility of the primary flashing lights and advance flashing yellow warning signs displays on the approach to crossings must be assessed so that the driver can safely stop if required. The sight distance to the flashing lights, or alternatively the advance flashing yellow warning signs must meet the minimum requirements in Appendix D.

When measuring the available sight distance to all directions at rail crossings, a truck driver's eye height of 2.4 m is recommended.

2.10 Off-road Parking

In rural and remote areas, the route should have adequate off-road truck parking facilities at sufficient spacing along the route.

In any one direction of travel, the maximum spacing for off-road parking facilities is:

- Rural Area roads 80 km
- Remote Area roads 120 km

Adequate off-road parking facility is defined as any:

- Service station or roadhouse, (or other commercial establishment), with provision for public truck parking;
- Signed parking bay, truck bay, rest area; or
- Designated road train assembly area;

Which meets the following criteria:

- Minimum approach sight distance (measured from a truck driver's eye height of 2.4 m) to the entry/exit point for traffic travelling on the through road are in accordance with Appendix D; and
- Minimum entering sight distance (measure from a truck driver's eye height of 2.4 m to a height that considers all traffic.) from the entry/exit point in accordance with Appendix D; and
- The full length of the RAV can be parked without encroachment onto the carriageway. Minimum safe clearance distance of the RAV parked parallel to the road are shown in Table 9.

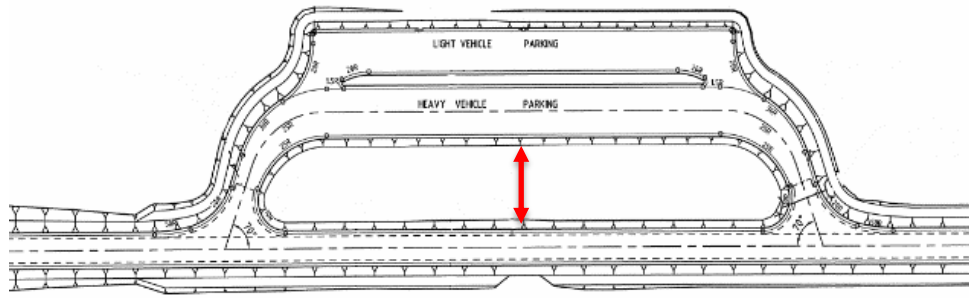


Figure 7: Minimum clearance between road pavement and parking bay

Table 9: Minimum safe clearance distance of parked RAV from road

Speed Limit (km/h)	Minimum Clearance from edge of pavement * (m)
60	5
70	5.7
80	6.2
90	7.6
100	8.8
110	11

* For parking facilities located on the outside of a curve, add a further 1.6 m to the normal minimum clearance.

Depending on the frequency of trucks using the truck parking bays or road train assembly areas, the requirement of other facilities such as rubbish bins, tables and chairs and toilets needs to be considered. The assessor should also consider the likelihood of more than one RAV using the parking facility at any given time. This will depend on the volume of heavy vehicles on the proposed route. More information about off-road parking facilities can be obtained from Rest Areas page on the Main Roads website.

2.11 Other Road Users

The key issues here are whether RAV operation will be highly incompatible with, or pose new risks to other road users that may not be familiar with or could be more vulnerable to RAVs. Road users that should be considered when assessing suitability include:

- Pedestrians (especially where there are school crossings);
- Cyclists;
- Tourists and recreational users (who may be unfamiliar with the conditions);
- School buses (where the frequent stopping and turning by buses and the presence of children on or adjacent to the road can pose potential hazards); and
- Farmers moving farm machinery and implements.

Safety is the primary factor for consideration. If crash history data is available, it may be useful to investigate whether certain times of the day engender particular risks, while at other times the risk is significantly lower. In these cases, it may be warranted to recommend that the RAV only use the route during the low-risk hours.

RAVs can affect the flow of other traffic and contribute to congestion issues. Numbers of RAVs can reduce the speed of other traffic and in worst cases frustrate other motorists. Assessors should examine the traffic flow on the route and recommend solutions to reduce risks resulting from traffic disruption.

Vehicles towing caravans or trailers are a significant issue in that they can find it difficult to pass RAVs. This situation is more prevalent during school holidays. Therefore the assessor should consider the impact of seasonal traffic changes during the assessment.

If safety issues for other road users, which would result from RAV operation, are identified as major and cannot be suitably addressed, the route should be considered unsuitable for RAV access.

2.12 Slowing and Stopping

The ability of vehicles to safely pull off the carriageway, e.g. to allow following vehicles to pass or to make repairs, should be examined. Continuous sections of the route with narrow shoulders and/or deep drains should be noted and comments made on any safety implications.

3 COMMUNITY CONSIDERATIONS

Assessors need to consider potential community impacts as part of assessing route suitability.

3.1 Noise

The assessor shall consider whether the introduction of the RAVs onto the route has potential to cause a significant noise impact by considering the following:

- Areas sensitive to road traffic noise, including residences, schools and hospitals;
- The likely number of RAVs in comparison to existing number of large trucks (3 or more axles);
- Factors contributing to noise generated by RAVs such as gradients (higher speeds or use of engine braking systems), acceleration/deceleration areas (higher engine speeds, gear changing or use of engine braking systems), and road pavement irregularities (body rattle); and
- Factors mitigating the impact of noise from RAVs such as distance to residences and any screening of residences by hills, cuttings or walls.

The main criterion for noise impact assessment is the change in the numbers of large trucks (3 or more axles) on the route. Doubling RAV numbers can be considered as the start of a significant noise change while quadrupling can be considered as very significant change.

On very low volume roads, introducing RAVs may significantly increase numbers of large trucks, but overall truck numbers may still remain low enough so as not to cause a significant noise impact.

Conversely, if the road is an existing heavy vehicle route, introducing RAVs or larger RAVs may reduce the number of trips required for a given freight task and improve noise issues.

Consideration should also be given to potential noise impacts near a truck parking area. In particular, the noise generated by refrigerated trailers should be taken into account as these trucks are required to keep their cooling compressors running all night.

Where noise impacts are expected to be significant the assessor shall consider options for mitigating noise impact, such as:

- Approved noise reduction request signs;
- A curfew for RAVs during night time hours;
- Consideration of alternative routes;
- Noise certification of RAVs as a condition of access; and

- Speed restrictions.

Where noise impacts are expected to remain significant and mitigation actions have been implemented, Main Roads will consult with the relevant Local Government and may undertake a noise impact study of the route.

3.2 Vibration

Where the RAV route passes close to abutting development there may be adverse impacts upon people and property due to vibration. The assessor shall consider whether the introduction of the RAVs onto the route has potential to cause significant vibration impact by considering:

- Distance to buildings and their use and condition;
- Road roughness; and
- Uneven drainage gullies and manhole covers.

Where vibration impacts are expected to be significant the assessor shall consider options to mitigate the impacts, such as road surface improvements and alternative routes.

3.3 Dust and dirt

Where the RAV route passes close to abutting development there may be adverse impacts upon people and property due to dust, especially where a route is unsealed. The assessor shall consider whether the introduction of the RAVs onto the route has potential to cause significant dust impact by considering:

- Distance to buildings and their use;
- Likely numbers of RAVs using the route; and
- Likelihood of significant amounts of dust being produced by RAVs.

RAVs entering onto a seal road from a dirt road will potentially carry the dirt onto the sealed road, particularly in wetter conditions. This results in dirt building up and spreading on the road, which impacts on other motorists.

Where dust and dirt impacts are expected to be significant the assessor shall consider options to mitigate the impacts, such as alternative routes, speed restrictions and possibly sealing road sections, particularly on the approach to a sealed road.

3.4 Community Consultation

In line with Government policy, Main Roads may require a route that has been given a favourable assessment using these guidelines to undergo a community consultation phase. Main Roads, with input from the relevant local government, will determine the need for community consultation on a case-by-case basis.

3.5 Alternative Transport Modes

Alternative transport modes need to be considered to ensure RAV road transport is the most effective form of transport available for the particular operation.

4 APPENDICES

Appendix	Title
A	RURAL ROAD MINIMUM WIDTHS
B	LOW VOLUME RURAL ROAD MINIMUM WIDTHS
C	TOWNSITE ROAD MINIMUM WIDTHS
D	REQUIRED SIGHT DISTANCE
E	OPERATING CONDITIONS

Appendix A: Rural Road Minimum Width

	60 to 70 km/h		80 to 100 km/h	
	Carriageway Width* (m)	Sealed Width** (m)	Carriageway Width* (m)	Sealed Width** (m)

0 to 150 AADT / VPD***

RAVs Categories 2-4	7.6	3.3	7.9	3.4
RAVs Categories 5-7	7.7	3.4	8.0	3.5
RAVs Categories 8-10	8.2	3.8	8.6	3.9

150 to 500 AADT / VPD

RAVs Categories 2-4	7.6	5.6	7.9	5.9
RAVs Categories 5-7	7.7	5.7	8.0	6.0
RAVs Categories 8-10	8.2	6.1	8.6	6.4

500 to 1 000 AADT

RAVs Categories 2-4	7.9	6.1	8.2	6.4
RAVs Categories 5-7	8.0	6.2	8.3	6.5
RAVs Categories 8-10	8.6	6.6	9.0	6.9

More than 1 000 AADT

RAVs Categories 2-4	9.6	6.8	9.9	7.1
RAVs Categories 5-7	9.7	6.9	10.0	7.2
RAVs Categories 8-10	10.6	7.6	11.0	8.0

* The carriageway widths given in the above table should be used for assessing usable width on gravel roads.

** A road should be sealed if AADT over 150 and annual freight tonnage over 300,000 TPA.

In the absence of any data, the following parameters may be a guide:

- uniform annual loaded RAV traffic volume more than 10 vehicles per day; or
- loaded RAV traffic volume more than 60 vehicles per day over a seasonal two month period.

*** When the road width is below the above values and traffic volume is no more than 75 VPD, the route may be suitable for RAVs Categories 2-10 (excluding 8) access as a low volume road. Refer to Appendix B on the following page.

Appendix B: Low Volume Rural Road Minimum Widths

NB: This section is not to be used for assessing routes for RAV Category 8.

Type A Road (suitable for two-way RAV traffic)

	40 km/h	60 km/h
	Carriageway Width (m)	Carriageway Width (m)
RAVs Categories 2-7	5.8	6.1*
RAVs Categories 9-10	5.9	6.3*

For Type A low volume roads, Appendix E operating conditions 1, 2, 3, 4, 5, 7 and 8 may be applied as a condition;

*If a road is at least 1.0 m wider than these widths, an 80km/h speed restriction should be considered. A speed restriction above 80km/h should only be considered if the road is sealed, has good sight distance and presents no significant safety concern.

Type B Road (unsuitable for two-way RAV traffic)

	40 km/h
	Carriageway Width (m)
RAVs Categories 2-7	3.5*
RAVs Categories 9-10	3.5*

For type B low volume roads, Appendix E operating conditions 1, 2, 3, 4, 5, 6, 7 and 8 may be applied as a condition.

*Maximum road length limits apply, refer to Table 2 in Section 2.4.

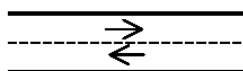
Appendix C: Town Site Road Minimum Widths

Feature	RAVs Categories 2-4		RAVs Categories 5-8		RAVs Categories 9-10	
	60 - 70 km/h	80-100 km/h	60 - 70 km/h	80-100 km/h	60 - 70 km/h	80-100 km/h
(Undivided carriageway – 2 Way) Width between sealed edge and road centre (m)						
Basic / unmarked	3.2	3.5	3.3	3.7	3.6	4.1
with marked separation line	3.5	3.8	3.6	4.0	3.9	4.4
with dedicated cycle lane	4.7	5.5	4.8	5.7	5.1	6.1
with dedicated or regular parallel parking	5.7	NA	5.8	NA	6.1	NA
with dedicated angle (45°) parking	9.2	NA	9.3	NA	9.6	NA
(Divided carriageway – single lane) Width between sealed edge and edge of median or traffic island (m)						
Basic / unmarked	3.5	3.8	3.6	4.0	3.9	4.4
with dedicated cycle lane	5.0	5.8	5.1	6.0	5.4	6.4
with dedicated or regular parallel parking	6.0	NA	6.1	NA	6.4	NA
with dedicated angle (45°) parking	9.5	NA	9.6	NA	9.9	NA
(Undivided carriageway – 2 lanes) Width between sealed edge and road centre (m)						
Basic / unmarked	6.6	7.0	6.7	7.1	7.0	7.5
with dedicated cycle lane	8.1	9.0	8.2	9.1	8.5	9.5
with dedicated or regular parallel parking	9.1	NA	9.2	NA	9.5	NA
(Divided carriageway – 2 lanes) Width between sealed edge and edge of median or traffic island (m)						
Basic / unmarked	6.6	7.0	6.7	7.1	7.0	7.5
with dedicated cycle lane	8.1	9.0	8.2	9.1	8.5	9.5
with dedicated or regular parallel parking	9.1	NA	9.2	NA	9.5	NA
(Multiple Lane Carriageways – 3 or more lanes) Width of additional through lane (m)						
basic	3.2	3.4	3.3	3.5	3.4	3.6

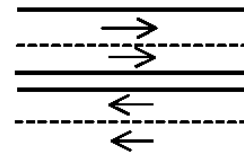
Notes:

- 1) Speed refers to the prevailing speed limit for the road
- 2) An explanation of road type descriptors follows:

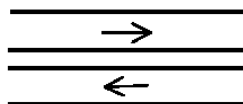
Undivided Carriageway - 2 Way



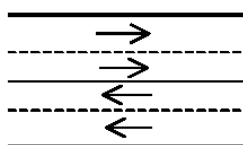
Divided Carriageway - 2 Lanes



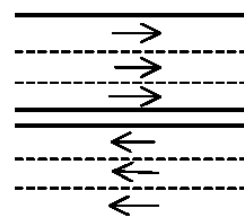
Divided Carriageway - Single Lane



Undivided Carriageway - 2 Lanes



Multiway Carriageway - 3 or more lanes



Appendix D: Required Sight Distances

Posted Speed km/h	Downhill				Level	Uphill			
	-8%	-6%	-4%	-2%		2%	4%	6%	8%
40	74	72	70	68	66	65	64	62	61
50	102	98	95	92	89	87	85	84	82
60	134	128	123	119	116	112	110	107	105
70	170	162	155	149	144	140	136	133	130
80	209	198	190	182	176	170	165	161	157
90	252	239	228	218	210	203	197	191	186
100	308	290	275	263	252	242	234	227	220

The above values have been derived using the formula given in Austroads Guidelines with following factors:

Reaction Time	4.0 s
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(Deceleration rate of 0.29g up to 90 km/h, 0.28g at 100 km/h.)

Appendix E: Operating Conditions

Main Roads will apply the operating conditions below, as a condition of permit, to very low traffic volume roads when the road's width does not meet the minimum requirements in Appendix A.

These and other similar operating conditions may be applied to the assessment of other roads.

1. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.
2. No operation on unsealed road segment when visibly wet, without road owner's approval.
3. Headlights must be switched on at all times.
4. Speed restrictions. *
5. Direct radio contact must be maintained with other RAVs to establish their position on or near the road (suggested UHF Ch 40).
6. For a single lane road, the road must not be entered until the driver has established via radio contact that there is no other RAV on the road travelling in the oncoming direction.
7. Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools directly and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/ pick-ups have been completed on the road.
8. Current written support from the road asset owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request.

These conditions are applied in the Prime Mover, Trailer Combinations and Truck, Trailer Combinations Operating Conditions. The applicable roads must be clearly identified as either a "Type A" Low Volume Road or a "Type B" Low Volume Road or appropriate conditions listed separately as a road condition.

*40 km/h or 60 km/h as determined from Appendix B.

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Plant Maintenance Report May 2020

Reg No.	Description	Current Kms/Hrs	Next Service	Year of Manufacture	Year of Purchase	Changeover	Comments
OTA	Ford Ranger Ute			2019	2019	1 yr / 15,000km	
1TA	Ford Ranger Ute	15860	30,000	2020	2020	1 yr / 30,000 kms	Serviced @ 15000 km. Due for Change over.
BH00	Ford Ranger D-Cab	290	15,000	2020	2020	1 yr / 30,000 kms	
BH000	Ford Everest Trend		15000	2020	2020	1yr / 25,000 km	
BH001	CAT vibe Roller	1,389	1,500	2019	2019	8 yrs / 8000 hrs	
BH002	ISUZU Flatbed Truck	34,796	45,000	2016	2016	7 yrs / 250,000km	Serviced @ 30000 km.
BH003	Ford Ranger D-Cab	2,250	15,000	2020	2020	1 yr / 30,000 km	New unit - Fitted accessories, beacon and radio.
BH004	CAT 12M Grader	1,575	2,000	2017	2018	8 yrs / 8,000 hrs	
BH005	Cat multi tyre Roller	704	1,000	2018	2018	8 yrs / 8000 hrs	
BH006	CAT 12M	8,095	85,009	2012	2012	8 yrs / 8,000 hrs	Serviced @ 8000 hrs.
BH007	Toro mower	908	1000	2016	2016	5 yrs / 5,000 hrs	Fixed seat cushion.
BH009	Izusu 150 truck	5,575	10,000	2019	2019	1 yr / 30,000 km	
BH012	Isuzu Fire Truck		Jan-41				
BH013	Cat 444F Backhoe	2,728	3,000	2013	2013	10 yrs / 8,000 hrs	Removed hydraulic ram, sent to Albany for repair & refitted hyd. Ram.
BH014	Ford Ranger Space Cab	42,756	45,000	2018	2018	1 yr / 30,000 km	
BHT0	Kenworth Truck	96,172	100,000	2016	2017	5 yrs / 250,000 km	
BHT84	Toro Groundmaster 3500D mower	1,151	1,200	2013	2013		
BHT92	CAT Skid Steer 299D2XHP	1,166	1,500	2017	2017	8 yrs / 8,000hrs	Westrac Warranty (AdBlue injector replaced, midwheel LH side replaced).
BHT125	Mack Curser 8 Wheel Tipper	186,704	190,000	2013	2013	5 yrs / 250,000 km	
BHT1624	Fuel trailer			2015	2016		
BHT1633	Tandem Axle Dolly	33000		2015	2015		
TA001	Ford Ranger Ute	6,865	15,000	2020	2020	1 yr / 30,000 kms	
TA005	Ford Ranger Ute	200	30,000	2020	2020	1 yr / 30,000 kms	
TA017	Isuzu Tipper	21,555	35,000	2019	2019	5 yrs / 200,000 km	Serviced @ 20000 km
TA052	Ford Ranger D-Cab	513	15,000	2020	2020	1 yr 30,000 km	
TA06	Jet Patcher Isuzu	154,559	170,000	2007	2010	8 yrs / 8,000 hrs	
TA18	12M Grader	3,630	4,000	2016	2016	7 yrs / 8,000 hrs	Replaced broken hydraulic fitting & replaced broken Aircleaner assembly.
TA281	930K Loader	5,044	5,500	2014	2014	8 yrs / 8,000 hrs	Serviced @ 5000 hrs - replaced engine mounting and hydraulic fitting, fixed autolube fittings, fitted 3 new tyres & replaced air cleaner sensor.
TA386	Isuzu Tipper	9,242	10,000	2019	2019	5 yrs / 200,000 km	Due for service
TA2251	3 axle Float Trailer				2009		
TA417	John Deere Gator		250	2019	2019		
1 TIU 961	Papas Tandem Fuel Trailer			2008			Replaced tyre (2 new) and spare rim and tyre.
1TMR361	Rockwheeler Side Tipper Trailer			2012	2012		
1TMR367	Tandem Axle Dolly						

Reg No.	Description	Current Kms/Hr	Next Service	Year of Manufacture	Year of Purchase	Changeover	Comments
BKTBR	Skid steer Bucket Broom			2013			
1TLT850	Loadstar 8x5 Trailer			2011			
BH2085	Trailer for Pump at Town dam						
BH2098	Boxtop Trailer						
BH2134	Trailer for Mobile Standpipe						
TA2129	Fuel Tanker						
BHT 1626	Papas Tandem Fuel Trailer						
1TCY093	Papas Tandem Trailer						
1TIU961	8 x 5 Papas Fuel Trailer						
1TFH594	Loadstar Boxtop Trailer						
BHT 151	Reel Mower	50	500	2020	2020		
1TFD241	Boxtop Trailer for firefighting						
1TJX516	Plant Trailer for Mowers						
BHT1624	Fuel Trailer				2016		
1TOI298	Sign Trailer				2015		
Fogger	Fogger						
TSAW	Tree Saw						
STAB	Stabiliser attachment				2014		
CATBR 30	Caterpillar Broom						
	Cement Mixer						
	Tree Grab						Welded additional plate in bottom skid.
	Wacker Packer						
	Tambellup Fogger						
	Broomehill Fogger						
	Trencher Attachment						
	TA Pressure Washer						
	Polesaw						
	Honda Pump						
	Chainsaw						Serviced
	Stihl concrete saw						
	Skid Steer Roller						
	Borer						
1TOI 298	Sign Trailer			2015			
BHT1636	Side Tip Trailer			2016	2016		
TORO 590	BH Golf Club Mower			2016	2017		
	BH Honda Push Mower			2017	2017		
PFL	Fork Lift	1,340	1,500				
GENSET							
STIHL	Blower						

Reg No.	Description	Current Kms/Hr	Next Service	Year of Manufacture	Year of Purchase	Changeover	Comments
BHT 1636				2017	2017		
	BH Pressure Washer						
	Truck Hoist						
	Oil Dispenser						